

# **ARDS Instructor Licensing Pack**



## **INSTRUCTING AT RACING SCHOOLS**

**To instruct at an ARDS Member Racing School a driver must be in possession of a current ARDS Instructor Licence. These licenses are issued by the Motorsport UK on ARDS' recommendation subject to the applicant meeting the required criteria.**

**Licence grades are determined by qualifications, training and experience, all of which must be clearly demonstrated and are subject to audit by ARDS and the Motorsport UK.**

All drivers applying for an ARDS Instructor licence for the first time must:

- apply for and read this ARDS Instructor Pack;
- complete the first instructor licence application form and send it to their sponsor school together with a cheque for £249.00 for a Grade C Licence or £169 for a Grade D Licence (made payable to ARDS Limited);
- complete the specified training at an ARDS member school (the instructor may be required to meet some or all of the costs of this training);
- pass an assessment.

All drivers renewing or upgrading their ARDS Instructor licence must:

- undertake appropriate approved annual refresher training and re-assessment (the instructor may be required to meet some or all of the costs of this training);
- complete the relicensing application form and return to ARDS together with a cheque for £170.00 (made payable to ARDS Limited, discounted rates apply for Grade D instructors and BARS / ARKS / AHASS members, see online for details at [www.ards.co.uk](http://www.ards.co.uk));
- be approved for relicensing by their sponsoring school.

## **INSTRUCTING JUNIOR DRIVERS**

Only the following ARDS Schools are authorised to carry out the Junior Driver Assessment: Anglesey, Croft, Knockhill, MSV (Brands Hatch), Race School Ireland, Silverstone and Thruxton. Each school will nominate instructors whom it has trained to carry out the assessment. These approved instructors will have an endorsement to that effect added to their Motorsport UK licence. The list of ARDS Licensed instructors online will also flag those instructors approved for junior driver training.

Junior Drivers are defined as being aged from 14 to 16 years.

To instruct Junior Drivers, or to carry out the special ARDS Test for Junior Drivers, an Instructor must be currently licensed at Grade S.

Only those instructors nominated by their sponsor school to instruct Junior Drivers may do so.

## **INSTRUCTING ON TRACK DAYS**

Instructors planning to work on Track Days may apply to be included on the Register of Approved Track Day Instructors. This Register covers events run at Motorsport UK licensed race tracks which are members of AMRCO (The Association of Motor Racing Circuit Owners) by ATDO (The Association of Track Day Organisers) members. Instructors qualifying for inclusion on the Register may apply to have their Instructor Licence credentials and personal accident insurance extended to this activity subject to:

- as a prerequisite, holding a current ARDS Instructor Licence at Grade B or higher;
- initially attending, at their own cost, an approved ATDO training day and achieving a pass standard assessment to gain a probationary licence;
- subsequently collecting the necessary signatures to demonstrate satisfactory completion of supervised work experience;

- for annual renewal, demonstrating by auditable record that they have worked to a standard acceptable to ATDO and ARDS for at least 5 days in the past 12 months;

OR

- undertaking appropriate approved annual refresher training and re-assessment at their own cost and achieving the required standard.

## **ISSUE OF FIRST ARDS INSTRUCTOR LICENCE**

The first ARDS Instructor Licence issued to a driver wishing to instruct on track will be Probationary Grade C unless the ARDS Member School sponsoring the driver's application recommends that due to exceptional racing and instructing experience a higher initial grade should be issued and ARDS, at its absolute discretion, in turn makes such a recommendation to the Motorsport UK.

## **Criteria for Instructor Licensing under the ARDS Scheme**

### **Grade S Licence**

To qualify a candidate must:

- meet all the criteria for an 'A' grade licence and in addition;
- have the appropriate experience to oversee all aspects of the schools operation on an event day;
- be a recognised signatory, registered at the Motorsport UK, for competition licence application forms.

Each ARDS member school is able to sponsor up to three S grade licenses per school venue. The school may at its discretion pay all or part of the fee for these three licenses on behalf of the instructor.

Additional S grade licenses can be issued to qualifying instructors upon payment of the full current fee.

### **Grade A Licence**

To qualify a candidate must demonstrate to their sponsor ARDS school that they have undertaken regular instructing work to a standard which justifies an upgrade from Grade B. Their upgrade application must be made through a Member School and will be subject to audit and approval by ARDS. The minimum criteria are that the Instructor must:

- have been licensed at Grade C or above to instruct under the ARDS scheme for a minimum of three years;
- have held a Grade B licence for a minimum of two years before applying for upgrading;
- demonstrate that they have worked as a Grade B instructor to the satisfaction of their employing school on 40 occasions within the previous 2 years (from the date of their upgrade application);
- currently hold, have held, or be qualified to hold an International C race licence;
- have full knowledge and be capable of running the Motorsport UK Novice Driver Training Course (NDTC);
- be fully conversant with Motorsport UK licensing procedures;
- have briefing and presentational skills and be able to carry out briefings to groups of drivers;
- have organisational skills to be able to manage and control a group of customers and instructors;
- to be able to instruct on circuit at all levels from novice experience to advanced race instruction.

## IF INSTRUCTING ON TRACK DAYS

- be fully conversant with current regulations governing the operation of track days.
- be able to present the appropriate safety briefing.
- be able to instruct on circuit for all levels of track day driver.
- be listed on the Register of Approved Track Day Instructors.

**NOTE:** This is the minimum grade of instructing licence for anyone taking the classroom session of the Novice Driver Training Course.

### Grade B Licence

To qualify a candidate must demonstrate to their sponsor ARDS school that they have undertaken regular instructing work to a standard which justifies an upgrade from Grade C. Their upgrade application must be made through a member School and will be subject to audit and approval by ARDS. The minimum criteria are that the Instructor must:

- fulfil all the qualifications for and been licensed at Grade C to instruct under the ARDS scheme for a minimum of one full year;
- demonstrate that they have worked as a Grade C instructor to the satisfaction of their employing school on 20 occasions within the previous 2 years (from the date of their upgrade application)
- have a full working knowledge of the Motorsport UK Novice Driver Training Course and Motorsport UK licensing procedures and able to answer correctly all questions on current written papers;
- be capable of instructing in car at novice experience and intermediate level without direct supervision;
- currently hold, have held or be qualified to hold a Race International C licence with at least 15 race signatures.

## IF INSTRUCTING ON TRACK DAYS

- be fully conversant with current regulations governing the operation of track days.
- be able to instruct on circuit at novice experience and intermediate level of track day driver.
- be listed on the Register of Approved Track Day Instructors.

**NOTE:** This is the minimum grade of instructing licence for anyone assessing Novice Driver Training Course candidates on circuit or instructing on a Track Day.

### Grade C Licence

To qualify a candidate must:

- currently hold, have held or be qualified to hold a Race International C licence or above;
- be able to demonstrate the ability to instruct;
- have completed at least one year as a grade C and logged six signatures from an approved S Grade Instructor for the satisfactory completion of circuit instruction days worked at an ARDS Member School within 12 months of being issued a probationary Grade C licence;
- be fully conversant with the Motorsport UK Novice Driver Training Scheme and Motorsport UK licensing procedures and be able to answer correctly all questions on the current written papers;
- be able to instruct on track for novice experiences with day-to-day supervision.

**NOTE:** This is the minimum grade of instructing licence for anyone providing high-speed tuition on a race circuit.

## **Grade C Licence (probationary)**

The first grade C licence issued to an instructor will always be probationary.

To qualify a candidate must:

- currently hold, have held or be qualified to hold a Race International C licence or above;
- have attended an approved introductory training course for instructors at an ARDS Member School and passed the initial assessment;
- be able to demonstrate the ability to instruct;
- be fully conversant with the Motorsport UK Novice Driver Training Scheme and Motorsport UK licensing procedures and be able to answer correctly all questions on the current written papers;
- be able to instruct on track for novice experiences with day to day supervision;
- demonstrate that they have all the skills and training required for a Grade D licence.

## **Grade D Licence**

To qualify a candidate must:

- be able to strap drivers into cars in the correct, safe manner;
- be able to instruct drivers on the correct selection and wearing of helmets;
- be able to demonstrate vehicle controls to drivers;
- be capable of enforcing Pit Lane discipline and safety procedures and controlling spectators;
- be completely knowledgeable about the flags used for signaling and capable of instructing pupils in this area.

### **NOTE:**

- The Grade D licence is for trackside use only and does not imply any competence nor confer any right to instruct in car or advise on driving technique.

## **Event Licence**

This licence grade is purchased and held by the Member School for issue on a day-work basis to instructors who meet the following criteria:

- are able to instruct drivers on track for ride and drive work i.e. at brisk road-going speed in road going cars with close on the day supervision;
- can evidence specialist driving skills relevant to the use of the licence (e.g. drifting);
- have received training and are sufficiently competent in their Chief Instructors opinion to instruct at that venue, for that event, on that date only having undergone suitable training and briefing.

### **NOTE:**

- The licence is issued in the individual's name but held by the School, for a specific activity at that specific venue or circuit.
- The Member School may purchase any number of Event licenses but any one individual named instructor may work at that Member School for a maximum of 3 days.
- The Member School may charge the Instructor a fee of £35.00 per day worked for the cover provided by this type of licence.
- The Member School is required to advise ARDS and the Insurer in advance of the names and dates when their Event licenses are being deployed and to keep suitable auditable records.

The Event licence does not imply any competence nor confer any right to instruct for any kind of race training including the Motorsport UK NDTC.

## **Celebrity Guest Instructor Licence**

This licence grade is issued to and held by the Member School for issue on a day-work basis to distinguished guest instructors who meet the following criteria:

- hold or have held an International C race licence;
- are distinguished by their motor sport achievement;
- are prepared to work on the day in conjunction with the Chief Instructor to safeguard the good name of the Member School and ARDS;
- do not seek to earn any significant living from professional instructing.

### **NOTE:**

- The licence is held by the School, for a specific activity at that specific venue or circuit on a specific date.
- The Member School will be issued with one Celebrity Guest Instructor licence but any one individual named guest instructor may work at that Member School for a maximum of 5 days.

The Member School is required to advise ARDS and the Insurer in advance of the names and dates when their Celebrity Guest Instructor licence is being deployed and to keep a suitable auditable record.

### **Contact Details**

ARDS  
Thruxton Motorsport Centre  
Thruxton Circuit  
Andover  
Hampshire  
SP11 8PN

[admin@ards.co.uk](mailto:admin@ards.co.uk)

[www.ards.co.uk](http://www.ards.co.uk)