

Wirral Advanced Motorists Advice to Observers and Pre-Testers

Contacts

Associate Area Organiser (**AAO**)- Tony Stopforth (07921663220).

Associate co-ordinator (**ACO**)- Liz Scarff (0151 345 8016).

Pre-Testers (**PT**)- Guy Lightfoot, Roger Roberts, Tony Stopforth and Simon Richards.

- A new Associate will either join direct from the IAM or through the Wirral Group.
- The **AAO** allocates an Observer to the New Associate.
- The **ACO** will confirm that the Observer can accept the Associate. The name and contact details of the New Associate are given to the Observer who awaits contact from the Associate.
- The Associate makes contact with the Observer to arrange a first run. The Observer must ensure before the first run that the Associate has received their handbook and IAM number before this commences. Runs must not be arranged without these.
- If the Associate fails to make initial contact with the Observer within a month, then the Observer should contact the **ACO**.
- The first run must commence on neutral ground in a public place with access to toilet and refreshment facilities, as specified in the Group Handbook. The declaration form (at the back of the Associate's handbook) must be completed at the start of the first observed run, together with an eyesight check (can read a standard current number plate at 20 Metres in good daylight).
- Subsequent runs should be arranged at the end of each observed drive at a mutually convenient time.
- At the end of each observed drive, a run sheet must be completed by the Observer. This can be completed at the end of the run, or, if the Associate has access to email, then an electronic copy can be emailed to the Associate within 48 hours of the Observed Drive. Not all items need to be completed at each run. Focus should be on issues covered in the run. Comments and a development plan should be entered.
- If the Associate doesn't make sufficient progress; and If for any reason the Observed runs are not as regular; or if the Associate fails to keep in regular contact with the Observer, then the Observer should let the **ACO** know.
- Once the Observer feels that the associate is test ready, the Associate contacts the **ACO** (within seven days) who will put them in touch with a **PT**. A pre-test is arranged and the Observer is encouraged to be in attendance if possible. It is the Associate's responsibly to inform their Observer of the arrangements for the pre-test.

- The Associate completes the pre-test and if successful the **PT** should inform the Observer (if not present on the pre-test) and the **ACO**. Whilst awaiting test further runs should be encouraged to deal with any residual issues. The **PT** should report to the Observer by email or Telephone any issues on the pre-test (observers will be given email addresses using the format @wirraliam.co.uk).
- If the Associate is unsuccessful on the pre-test, then **PT** should let the Observer know of the issues that have come to light by the methods mentioned above. Once the Observer feels that the Associate is test ready after the issues have been rectified a further pre-test should be arranged and the process in the above bullet point is repeated.
- Once the pre-test is completed successfully the **PT** informs the **ACO** and **AAO**.
- The **AAO** will apply for the test on behalf the Associate via the IAM.
- The Associate will hear directly from the examiner with a date and location to meet up for the test. The Associate should inform their Observer of the test date/time/venue. Observers are permitted to sit in on the test though the test should not be rearranged to facilitate this. Observers must not contribute to the testing process.
- The result of the test should be notified to the Observer and the **ACO** ASAP by the Associate. If the test is successful, then the Associate becomes a full member of the IAM and the Wirral Group.
- A copy of the test report will be forwarded to the Associate by the **AAO**, the Associate is encouraged to forward the report to their Observer and to the **PT**. However, once read, for GDPR purposes the report must be deleted together with all other records that the Observer /**PT** may hold about the Associate (now full member).
- Similarly, If the test is unsuccessful a copy of the report can be requested via the **AAO**.
- Additional resource, how to conduct an Observed run can be viewed via the below link;

<https://1drv.ms/b/s!Amo2XQio2tkXgbgLWUPo5FuwWO48Dg?e=YKgXI6>

Other notes

If the associate is 17 years of age, or a vulnerable adult, then an appropriate adult must accompany the Associate on all the Observed runs. The Observer will be advised if this is the case.

Associate membership runs for a period of 12 months. If after this time, the Associate has not completed their course yet wishes to continue, then they must contact the IAM to renew their Associate membership. The Observer will be advised of this by the **AAO**.

Tony Stopforth (AAO)

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