

# ARDS Instructor Licencing Pack



## **INSTRUCTING AT RACING SCHOOLS**

**To instruct at an ARDS Member Racing School and the majority of UK licenced circuits a driver must be in possession of a current ARDS Instructor Licence. These licences are issued by Motorsport UK on ARDS' recommendation, subject to the applicant meeting the required criteria as listed in this document.**

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

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

- read this ARDS Instructor Pack;
- be 18 or over with a full manual gearbox driving licence;
- 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 which includes the novice driver written test (100% pass required);
- send the completed application form to [admin@ards.co.uk](mailto:admin@ards.co.uk) where it will be uploaded to the ARDS database and online payment details will be sent. The cost for a new application is £249 for a Grade C Licence or £125 for a Grade D Licence.

All drivers renewing 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/reassessment);
- be approved for relicencing by their sponsoring School;
- complete the relicencing application and payment online. Relicensing begins in November for the following year and irrespective of the renewal date, all licences will expire on 31<sup>st</sup> December.

## **INSTRUCTING JUNIOR DRIVERS**

Each School will nominate Grade A Instructors whom it has trained to carry out the ARDS Junior Novice Driver Course.

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

**Please refer to the following links for Safeguarding requirements.** It is entirely the instructor's responsibility to ensure they meet the current safeguarding policies and legislation.

<https://motorsportuk.s3.eu-west-2.amazonaws.com/wp-content/uploads/2023/10/12120659/2023-Safer-Recruitment-policy-approved-190923.pdf>

<https://motorsportuk.s3.eu-west-2.amazonaws.com/wp-content/uploads/2022/06/22112624/DBS-Flow-Chart.pdf>

<https://motorsportuk.s3.eu-west-2.amazonaws.com/wp-content/uploads/2022/06/22112644/Re-Launch-FAQs.pdf>

## **INSTRUCTING ON TRACK DAYS**

Each Track Day Organiser (TDO) will have their own individual requirements for instructing on their days. However, the points below will generally apply:

- as a prerequisite, holding a current ARDS Instructor Licence at Grade B or higher and Grade A for Juniors;
- whilst not necessarily working directly for an ARDS Member School, the Instructors are still expected to set a good example to their pupils and uphold the standards expected by an ARDS licenced Instructor. Failure to do so can result in disciplinary action which can include withdrawal of licence.

## **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. However the ARDS Member School sponsoring the driver's application can recommend a higher initial grade due to exceptional racing and instructing experience at its absolute discretion.

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

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

The first grade C licence issued to an instructor will be probationary. Ideally some First Aid Training is beneficial. To qualify a candidate must:

- must hold or have held an International C Race Licence or above;
- have completed the Motorsport UK (MSUK) Accelerator Award (at their own cost) <https://www.motorsportuk.org/get-started/coaching/accelerator-award/>;
- have attended an approved introductory training course for Instructors at an ARDS Member School and passed the initial assessment. This will include being able to demonstrate the ability to instruct, be fully conversant with the Motorsport UK Novice Driver Training Scheme and Motorsport UK licencing 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.

### **Grade C Licence**

To qualify a candidate must:

- Meet all of the above criteria for a probationary C and have completed a minimum of 6 days working at an ARDS Member School within the previous 12 months;
- Complete the upgrade form <https://www.ards.co.uk/Content/Uploads/files/2024-Form-C-UPGRADE.pdf>

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

## Grade B Licence

To qualify a candidate must demonstrate to their Sponsor 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 their 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 licenced at Grade C to instruct under the ARDS scheme for a minimum of one full year;
- have a full working knowledge of the Motorsport UK Novice Driver Training Course and Motorsport UK licencing procedures and be 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;
- have sufficient racing experience to the satisfaction of their Sponsor School;
- be fully conversant with current regulations governing the operation of track days;
- be able to instruct on circuit at novice and intermediate experience levels without direct supervision.

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

## Grade A Licence

To qualify a candidate must demonstrate to their Sponsor 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 their Member School and will be subject to audit and approval by ARDS. The minimum criteria are that the instructor must:

- meet all of the criteria required for lower level grades;
- have been licenced at Grade C or above to instruct under the ARDS scheme for a minimum of three years;
- have full knowledge of and be capable of running classroom, written and practical track elements of the Motorsport UK Novice Driver Training Course (NDTC);
- be fully conversant with Motorsport UK licencing procedures, structure and requirements;
- 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.

**NOTE:** This is the minimum grade of instructing licence for anyone conducting the classroom session of the Novice Driver Training Course. It is also generally the minimum grade required to instruct on Test Days (refer to specific venue requirements).

## 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.

## **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 and PPE;
- 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.

## **Contact Details**

ARDS  
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Thruxton Circuit  
Andover  
Hampshire  
SP11 8PN

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