



Membership Group Sign Off Guidelines and Requirements

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Institute of Advanced Motorists

Group Guidelines and Handbook

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IAM RoadSmart Membership – Group Sign Off

Purpose and Introduction

IAM RoadSmart has aims and objectives

- To improve the standards of driving (and riding) on the roads
- The improvement of road safety or Greater road safety or The promotion of road safety
- The administration of a nationally recognised advanced test

Through research with associates who have taken part in Advanced Riding and Driving but never taken the test, and drivers and riders that have considered taking Advanced driving and riding courses, it has been identified that many drop out or never participate due to a reluctance to take a test.

This means that Both IAM RoadSmart and the group are losing the chance to deliver the first 2 parts of the aims and objectives.

Additionally, the opportunity to recruit and retain, new members, future observers, group officials and road safety advocates is being lost.

In pursuance of these objectives and grow its influence on Road Safety, IAM RoadSmart are piloting a sign off to become an advanced driver or rider and consequently a member of IAM RoadSmart and the group.

To ensure that the highest standards are maintained in regard to the awarding of the advanced driver and rider qualification only groups that adhere to IAM RoadSmart standards and processes will be provided with the privilege of signing off associates as members.

The following outlines the required processes and standards. Together with instructions on how to apply to become an accredited membership sign off group.

Course Outline

Associates wishing to participate in the advanced driving and riding pass sign off by group, will be required to advise this at the point of purchase of their advanced course, it is not possible to swap associates mid-course.

The 'Group sign off' course operates to same standard as the IAM RoadSmart Advanced Driver/Rider Course and only IAM RoadSmart training material may be used.

The 'Group sign off' membership associate will be issued with IAM RoadSmart Advanced Driver/Rider Course logbook and together with their observer be expected to develop a portfolio of IAM RoadSmart run sheets as provided in the IAM RoadSmart standards.

Membership Sign Off Portfolio

A minimum of 6 observed runs and supporting IAM RoadSmart run sheets will be required to be in the portfolio, before group membership sign off can be proposed.

The latter 2 of the IAM RoadSmart advanced driver/rider run sheets must have a minimum of all 2's to indicate the achievement of standard.

Delivery of "Group Sign" membership

Group "sign off" observed runs and membership can only be delivered by a National Observer or a Local Group Assessor.

It is permissible for Local Observer Assessor to conduct a development drive/ride at around the 4th observed drive/ride to confirm development is taking place.

(Note: - this is not a test substitute)

Portfolio Audit and Final Sign off

Once the associate has reached the required standard, a previously nominated registered 'Group Sign off' Local Observer Assessor will:

1. Review the portfolio of evidence, for evidence of development and reaching the standard.
2. Complete a Confirmation Report on DTE – this will confirm the required standard has been reached, confirm membership and activate the issue of a membership certificate.

IAM RoadSmart Membership – Accredited Group Standards

The following outlines the requirements for a group to be accredited as a Membership “sign off” Group.

To apply for the accreditation each item will require evidencing and will be audited by the Area Service Delivery Manager

Engagement with IAM RoadSmart

Item	Required	Criteria
Uses all IAM RoadSmart material	✓	Group must operate to the IAM RoadSmart Group Guidelines Handbook, achieving 80% Customer Satisfaction on associate survey, display exemplary attitude towards riding/driving, understand and work within IAM RoadSmart Strategic Objectives.
Designated training/lead observer	✓	
Succession plan for observing team	✓	
Succession plan for committee	✓	
Adherence to IAM RoadSmart Guidelines Handbook and Code of Conduct	✓	
Customer Satisfaction of 80% - introduced 1/11/16	✓	
Comprehensive use of DTE	✓	

Annual Quality Assurance – By IAM RoadSmart

Item	Required	Criteria
Observed session with an LO using NO assessment format	✓	IAM RoadSmart Assessor will review data, DTE, training plans, meeting minutes and scorecard prior to On Road QA.
Review training plans and minutes from previous year meetings	✓	
Observe NO delivering this product	✓	
Scorecard data	✓	
Audit of Associate Portfolios	✓	

Note:- Failure to meet a satisfactory criteria in any element of the audit or standards outlined in this document results in immediate removal of the accreditation

Observer Qualifications

	Required	Preferred	Criteria
Observers:			Group geography and population density will be taken into account when reviewing this criteria
LOA maximum 1:6 NO ratio	✓		
NO maximum 1:6 LO ratio	✓		
LOA with Masters Pass		✓	
1 x NO with Masters Pass	✓		
No Group Qualified or Senior Observers	✓		
No more than 10% of Observers in training	✓		

Observer Training

	Required	Criteria
2 standards meeting per year – to be held 4 weeks after Spring/Autumn forum	✓	All observers must attend one of standards meetings each year
LO training plan	✓	Comprehensive training plans in place and actively followed. Accurate Observer records, utilising DTE and QA process within group.
NO training plan	✓	
Radio training plan – if applicable	✓	

Associate Training

	Required	Preferred	Criteria
Training tailored to individual associate	✓		Options for delivering training in order to provide a varied choice for the associate
1:1 - personal observer		✓	
1:1 – ‘pot luck observer’		✓	
Fast track		✓	
Fixed course		✓	
Slow manoeuvring		✓	
Time to test pass less than 170 days	✓		Accurate use of DTE

Post Test Development for Members

	Required	Criteria
F1rst	✓	Group must offer aspirational development to members
Masters	✓	
Observing	✓	

Complaints

	Required	Criteria
No substantiated complaints within a 12 month rolling period	✓	Group to follow IAM RoadSmart Group Guidelines Handbook policy when dealing with complaints