

APPENDIX A16 - ASSESSMENT ABILITY EXAMINATION CONTINUED DEVELOPMENT GUIDANCE NOTES

Pre-Assessment Briefing	Meet & Greet	Did not introduce self – Did not introduce company – Did not place candidate at ease – Vague Introduction – Too Short – Too Long
	Explanation of Assessment	Method weak/incorrect – Key points missed – Lacked clarity
	Assessed Driver Core Information	Failed to identify – Area familiarity/Distance Travelled to Venue/ Last Period of Work/ Vehicle Categories Driven/Sub Sector Experience/Vehicle Makes Driven
Driving Licence/Digicard & DQC Checks	Licence & Card Availability	Licence not asked for – Digicard not asked for – DQC not asked for
	Licence & Card Detail Checks	Not carried out - method weak/incorrect - Confirmation not asked for/Name/Address/ Postcode/Date of Birth. Check not made for licence Categories/ Expiry Date
Eyesight Check	Information	Not carried out - No licence code check – Lack of explanation – Lacked clarity
	Procedure	Not given – Incorrect distance – inappropriate conditions – fail to identify incorrect response
Confirm Daily Walk Round Check Ability	Pre-check information	Fails to confirm vehicle pre-use check completed
	Current Practice	Not asked for – Ambiguous
	Practical ability	Under involvement/Over involvement – Fails to identify weakness – Fails to clarify key points – Fails to confirm missed points
Uncouple – Re-couple	Current Practice	Failed to ask for previous experience – Lacked depth
	Verbal Practical Ability	Under involvement/Over involvement – Fails to identify weakness – Fails to clarify key points – Fails to confirm missed points – Fails to identify unsafe practices
Vehicle Familiarisation	Vehicle Overview	Did not confirm Vehicle Dimensions/Loaded/ Unloaded
	Ground level	Lacked clarity – Ambiguous – Key Points Missed – Too Long/Too Short - Illogical sequence

	In cab	Lacked clarity – Ambiguous – Key Points Missed – Too Long/Too Short – Illogical sequence
Communication	Vocabulary & Phraseology/ Instruction	Lacked clarity; ill timed; inconsistent delivery; incorrect directions provided; not given; lacked talk through ability
	Commentary	Irrelevant; lacked clarity; inaccurate; inadequate; ill timed; inadequate/lacked trainee involvement
	Lesson Objective	Not achieved; only partially achieved
Content of Driving Assessment	Route	Unsuitable – Did not allow driver to demonstrate ability – Too long/Too short
Directions to Drivers	Vocabulary & Phraseology	Lacked clarity - ill timed - inconsistent delivery - incorrect directions provided - not given - lacked talk through ability.
Identifying Faults	Fault Finding	Failed to anticipate/identify faults/ incorrect faults failed to identify own faults satisfactorily.
Interpreting Faults	Assessment Document Section Accuracy Control & Road Procedure	Marked in incorrect section -
Grading Individual faults	Fault Differentiation	Inconsistent – Fails to record habits – Incorrectly records habits
Recording Faults	Accurate Fault Recording	Failed to record driving faults – Incorrectly records driving fault – Fault recorded in an inappropriate heading
Grading Overall Assessment	Accuracy of Assessment	Marking does not reflect drive accurately – key areas missed – Too critical
Writing a Report	Accuracy of Report	Attitude/Use of Vehicle Controls - Sympathy/ Conformance of Safe driving Procedure not completed – Report inaccurate/incorrect/ not completed in time – Fails to identify one/ some/all pre-determined faults – Ambiguous – Lacks clarity – Too technical
Candidate Details		
CANDIDATE NAME	EXAMINATION CENTRE	DATE OF EXAMINATION
EXAMINER NAME		