



# The Motorcycle Industry Trainers Association Standards of Post Test Training

Training Providers who become members of the Motorcycle Industry Trainers Association (MCITA) agree to abide by the standards outlined in this document. These standards reflect the position of trust that clients (or students) put in training providers and their expectations in regards to safe and effective training.

As a member of the MCITA it is expected that the following standards would be regarded as the minimum level required in each category, and that in most cases, training providers would aspire to exceed these standards. The MCITA exists to continuously raise standards in motorcycle training and will therefore maintain these standards at all times, working with members where appropriate to help and advise on viable improvements to their businesses when requested.

## The Post Test Trainer Qualification

To qualify for membership of the MCITA Post Test Training Section a trainer providing post test training courses must be **over 21 year of age, have held a full motorcycle licence for 3 years, agree to abide by the Standards set out within this document and fulfil one or more of the categories below:**

- i. Be registered on the DSA Register of Post Test Motorcycle Trainers**
- ii. Be currently offering Post Test Training in line with the guidelines set out by the DSA for Post Test Training**
- iii. Be currently offering Post Test Training in association with or affiliated to RoSPA, IAM or other recognised road safety organisations**
- iv. Be currently offering Post Test Training/ entering the Post Test market and supported by one of the qualifications listed below:**
  - Passed an RPMT accredited training course but not applied for Registration
  - Hold a RoSPA Diploma or RoSPA Gold Standard
  - DIAMond Advanced Motorcycle Instructor qualification /DIAMond Motorcycle Instructor course
  - DSA Motorcycle Examiner Staff Instructor Course
  - Appropriate NVQ, City and Guilds, or BTEC course pass
  - Police Motorcycle Instructor
  - Police Class 1 coupled with accredited teaching qualification (or history of teaching in the Post Test environment)
  - Hold a current DSA approved CBT and Direct Access qualification and have recent instructional experience with a DSA ATB

## Standards

### 1. Personal Standards

**Where ever relevant and appropriate a Training Provider will at all times:**

- 1.1 Treat clients in a professional manner and with respect and consideration.
- 1.2 Refrain from the use of language, improper suggestions, descriptions or comments that could be interpreted as racist or sexist or likely to cause offence.
- 1.3 Refrain from acting in a discriminatory way or a manner which could represent a breach of UK legislation.
- 1.4 Refrain from any unnecessary physical contact with students.
- 1.5 Maintain an acceptable level of personal hygiene and presentation.
- 1.6 During training act in a way which will provide the best possible example to riders.

### 2. Facilities

**In consideration of the facilities provided, a Training Provider will act to ensure:**

- 2.1 That where a classroom or other facilities are provided they are maintained to a reasonable standard. Toilet facilities, if provided, should be clearly signed and kept to an acceptable standard of cleanliness .
- 2.2 Locations selected for training and briefing should at all times take into account the students well-being and comfort.

### 3. Training

**Where ever relevant and appropriate a Training Provider will ensure:**

- 3.1 That safety clothing and equipment appropriate to the training task is used at all times.

- 3.2 That all clients are dressed appropriately at all times, using the required safety equipment
- 3.3 That the training conducted reflects the requirements of the student, and that the aims and objectives are clearly defined.
- 3.4 Endeavour to cover the areas of rider development highlighted as part of the Register of Post Test Motorcycle Trainers syllabus where appropriate.
- 3.5 That during all aspects of training all legal requirements affecting the specific training tasks are adhered to.
- 3.6 A reasonable level of diligence is observed to ensure that any machine provided by and used by a student is fully road legal – with a current tax and MOT and valid insurance.
- 3.7 That any equipment supplied is 'fit for purpose'.
- 3.8 That a radio link is provided between the instructor and client to maintain contact during all on road training.
- 3.9 A 2:1 training ratio whilst giving on road tuition.
- 3.10 That all riders within the training group use dipped headlights or daytime running lights at all times.
- 3.11 That all bookings and enquiries received through Bikesafe are recorded and these details are forwarded to Bikesafe on a monthly basis.
- 4. Business**
- 4.1 Where Post Test Training is offered as a Business or as a full time occupation, where ever relevant and appropriate a Training Provider will ensure:**
- 4.1.1 That their business complies with all Corporate and Business legislation appropriate for the status of the business (Sole Trader, Partnership, LLP, Franchise or Limited Company).
- 4.1.2 Compliance with Health and Safety regulations.
- 4.1.3 That their business has sound financial records and that all monies paid to the business as deposits or pre-payments for test are safeguarded against loss.
- 4.1.4 That written receipts/invoices are issued for payments made and received.
- 4.1.5 Compliance with all Advertising Standards Authority guidelines ensuring that all advertising and promotional activity is legal, decent and honest.
- 4.1.6 That all students are provided with full terms and conditions of the business, all prices, course structures and timings, limitation of service and cancellation policies before commencement of their course.
- 4.1.7 A formal complaints procedure is in place and is made available to students on request
- 4.1.8 Their businesses are properly protected through a trade insurance policy and that students can access this policy document on request.
- 4.2 Where Post Test Training is offered as a part-time operation, where ever relevant and appropriate a Training Provider will ensure:**
- 4.2.1 Compliance with all appropriate Health and Safety regulations.
- 4.2.2 Clients are provided with full details of trading name (or name) and contact details.
- 4.2.3 Provision of training for financial gain is covered with the appropriate insurance cover, and that appropriate insurance arrangements are in place to cover any public liability exposure.
- 4.2.4 That written receipts are issued to clients for all payments made and received.

### The Motor Cycle Industry Trainers Association

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