

Program for
Class 5
RSE Instructor

COURSE SUMMARY



AQT
L'expertise en transport

*Guide for Prospective Instructors
Road Safety Education Program
2013-01*

v. 2015-12-07

Being a Driving School Instructor

What does the work of a driving instructor at a recognized school entail?

Working for a recognized driving school as an instructor consists in teaching the SAAQ's theoretical modules of its Road Safety Education Program to student drivers. This program totals 12 theoretical modules. Each module helps students gain the competencies they need to fulfill their driving school's requirements.

As the modules are well documented, instructors must present each module's content to their students. Instructors generally teach a group of students in a classroom setting at their driving school. Modules last two hours each, including break.

What is the basic profile of a driving school instructor?

- A person who wants to become a reference for driving knowledge in a driving school;
- A person who has good people skills, is at ease in front of a group, independent and professional.
- A person who has good computer skills, knows how to use PowerPoint (recommended)

What are employers looking for in an instructor?

- Independent and hard working;
- detail-oriented and organized;
- punctual;
- professional;
- dynamic and a good communicator.

What does a driving instructor's schedule look like at their driving school?

An instructor's schedule varies with the needs of their driving school. Given that the majority of student drivers are 16-19 years old and still in school, driving schools often teach theoretical modules after 4 PM. Instructors are also needed on weekends. Some instructors might have two positions at their driving school: monitor and instructor.

What are the prerequisites for becoming a driving school instructor?

- You must be sponsored by a recognized driving school;
- Have (and maintain) an acceptable driving record;
- Have acted in the capacity of a certified monitor, or be a monitor holding a DEC or higher degree, to take part in class 5 RSEP instructor training, with a minimum of 600 work hours as a monitor in a recognized driving school.

What kind of training is required to become an RSEP instructor at a recognized driving school?

To teach the new Road Safety Education Program as an instructor in a recognized driving school, a certified monitor must, through a driving school that sponsors them, sign up for the class 5 RSEP instructor training. Once they have finished the training and passed the final evaluation, future instructors receive a qualification card from AQTR and the driving school may then and only then use their services as an instructor.

How is the training program structured?

The training program is designed to alternate theory taught in class with module observation in the driving school that sponsors prospective instructors. This part will be followed by a period in which prospective instructors teach the modules and are supervised by the tutor of the driving school that sponsors them.

How long is the training program?

Prospective instructors can finish the training program in as quickly as 7 weeks.

SUMMARY TABLE - RSEP INSTRUCTOR TRAINING PROGRAM

1	Introductions and explanation of the <i>RESEP Instructor Training Program</i>	AT THE DRIVING SCHOOL <ul style="list-style-type: none"> • Introductions, explanation of the program 	1 Day	1 Hour
2	Independent Studying	Independent Learning <ul style="list-style-type: none"> • Driving a Passenger Vehicle and Driver's Handbook • Road Access Binder and Accompanying Rider's Guide – Passenger Vehicles 		
3	Class 1 Participating in RSEP	AT THE ASSOCIATION <ul style="list-style-type: none"> • Presentation of RSEP Instructor Program • Getting your feet wet – the career of an RSEP instructor • Presentation of RSEP (theoretical module content) • The instructor's role and duties 	2	14 Hours
4	Observations	AT THE DRIVING SCHOOL <ul style="list-style-type: none"> • *Instructor observation: 2 theoretical modules(of your choosing, once per module, total of 4 hours) 	5	4 Hours
5	Class 2 Training Methods and Leading a Classroom	AT THE ASSOCIATION <ul style="list-style-type: none"> • Learning Styles • Managing an interactive classroom • Becoming an instructor that is a group leader • Creating an activity from scratch • Presentation of a module by the expert trainer (application of teaching and classroom-leading methods, examples of effective/ineffective methods) • Preparing for presentation (module structure) 	2	14 Hours
6	Observation and Getting Ready to Present	AT THE DRIVING SCHOOL <ul style="list-style-type: none"> • *Observing modules: 2 theoretical modules (4 hours, your choosing, once per module) • **Independent work – Preparing module presentation 	5	6 Hours

SUMMARY TABLE - RSEP INSTRUCTOR TRAINING PROGRAM

<p>7</p> <p>Class 3</p> <p>Presenting a module</p> <p>3</p>	<p>AT THE ASSOCIATION</p> <ul style="list-style-type: none"> • Module presentation • Feedback by observation group • Formative evaluation <p>21 Hours</p>
<p>8</p> <p>Final Theoretical Exam</p> <p>1 jour</p>	<p>BY AQTR</p> <ul style="list-style-type: none"> • Final Theoretical Exam (passing grade: 75 %) <p>1.5 Hours</p>
<p>9</p> <p>Tutor Supervised Teaching</p> <p>21 jours</p>	<p>AT THE DRIVING SCHOOL</p> <ul style="list-style-type: none"> • *Observation of 8 theoretical modules (16 hours, of your choice, once per module) • **Independent Work – Preparing for presenting (22 hours) • ***Supervised teaching of 12 theoretical modules (24 hours), once per module <p>62 Hours</p>
<p>1</p> <p>Teaching Evaluation: Theoretical Module</p> <p>1 Day</p>	<p>AT THE DRIVING SCHOOL, BY AQTR</p> <ul style="list-style-type: none"> • Summative evaluation of an instructor teaching a theoretical module (passing grade : 75 %) <p>2 Hours</p>

*24 hours observing theoretical modules

**24 hours of independent work are required for module presentation preparation

***24 hours of tutor supervised teaching, each theoretical module once

Maximum of 8 prospective instructors per training session

- **TOTAL DURATION:
125.5 HOURS
(Minimum 7 weeks)**

Conditions for Success

The future Instructor must have obtained the passing mark of 75 % on the theoretical exam and practical evaluation to receive the Instructor's card and to be entitled to distribute all theoretical modules contained in the *Road Safety Education Program*.

Personal Learning Period – Theoretical Exam

The theoretical exam verifies your level of knowledge and comprehension of all content distributed in the RSE Instructor Training Program. The exam lasts a maximum hour and a half and consists of both multiple choice and development questions. Please refer to the *Preparatory Guide for the Theoretical Exam* to know which sections in this guide you must study.

Practical Summative Assessment by the Designated Representative

This assessment is given to verify whether or not you have acquired the sufficient skills to be able to distribute all theoretical modules without supervision and that are included in the Road Safety Education Program.

An Advisor-Evaluator will evaluate your Instructor's work during the distribution of a theoretical module in class, to students in the driving school. To be able to really assess your skills for teaching students, an Advisor-Evaluator or an employee from the school will role-play a driving school student in a learning situation.

This assessment will last two hours and evaluate your teaching of a theoretical module (excluding module 5) and will be followed by a 30-minute debriefing period by the Designated Representative's Advisor-Evaluator. During this debriefing period, you must present your duly completed exercise book to the Advisor-Evaluator.

If the candidate fails the assessment, the wait time for another assessment is a minimum of seven days (send the AQTr an application for a supplemental assessment).

Preparatory Guide to the Theoretical Exam

You must pass a theoretical exam at the end of the training. To properly prepare for the theoretical exam, you must have already completed the RSE class 5. Consult the *Future Instructor's Guide RSE 2013-1*.

Sections to Study	
Course 1 Participating in the RSEP	<ul style="list-style-type: none"> ▪ The Instructor's role – All fact sheets ▪ PowerPoint Presentation (pp. 16 to 30)
Course 2 Training Methods & Leading a Classroom	<ul style="list-style-type: none"> ▪ Generation C – Fact sheets, pp. 5 to 10 ▪ Learning styles – Fact sheets, pp. 12 to 14 ▪ Managing an Interactive Classroom – fact sheets, pp. 21 to 24 ▪ Becoming an Instructor-Group Leader – all fact sheets
Toolkit	<ul style="list-style-type: none"> ▪ Rules for applying the Course Structure ▪ Teaching tools
RSEP	<ul style="list-style-type: none"> ▪ All fact sheets and PowerPoint presentations from modules 1, 4, 7, 9 and 12.