



Grading & Progress Manual for Members

All Grades including: Advanced Driving

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This manual applies to everyone attending and should be understood by both the Member and any signed in Associate.

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The Under 17 Car Club

Members note: BRING THIS GRADING MANUAL TO EVERY MEETING!

Your Associate will need to sign off some of your progress during your time in the club, so will your Instructor. So you will need to show them both that you have the ability and the maturity to move up.

It is your responsibility to bring the correct paperwork, including record card and driving licence (membership card) to every venue you attend. Grade awards are not possible without them.

Prior to your Instructor awarding you the Grade 5 status, cone recognition and the work of the U17CC Marshals needs to be discussed and understood by both you and your Associate.

U17CC Cone Recognition

I have discussed the colour coding of cones with the Instructor and understand the colour coding and the requirements of them.

Associate Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

U17CC Marshal Recognition

I have discussed how the U17CC Marshals operate with the Instructor and understand the requirements and meaning of the light signals displayed.

Associate Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

U17CC Associate Responsibilities

I understand as the Associate that I am responsible for ensuring safety at all times (more details in the Associates Manual):

1. Take control of vehicle using handbrake, steering wheel, knocking out of gear into neutral
2. Being responsible for all round Observation and intervening as required (no newspapers, phones, cameras etc. !)
3. Never leaving the car while the engine is running and a Member is in the car
4. Remind Member to print and bring Grading & Progress Manual to all events

Associate Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Grade 5 standard sheet

Name: _____

You must attain a mark ✓ (yes) in each area to satisfy the Club Instructor that the required standard has been achieved in each competency. Associates must also sign to show that they understand what is expected of them.

Competencies	✓/X	Ungraded working to Grade 5				
Eyesight test @ 20 metres	✓					
Correct seating	✓					
Correct adjustment of mirrors and seatbelts	✓					
Smooth start	✓					
All round observation	✓					
Smooth speed control	✓					
Smooth stop	✓					
Emergency stop	✓					
Steering coordination	✓					
Reversing	✓					
Driving on the circuit	✓					
Associate understands their responsibility to the member?	✓					
Date						
Instructor (Initials)						
Venue						
Grade 5 awarded		Date:				
Instructor Signature:		Associate Signature:				



VENUE	DATE	INSTRUCTORS REMARKS	SIGNATURE
Progress sheet – Ungraded working towards Grade 5			

Grade 4 standard sheet

Name: _____

Competencies	Min Req	Grade 5 working towards Grade 4									
Basic Knowledge of how a car works	2										
Knowledge of instruments & controls	2										
Cockpit checks	2										
Mirrors, Signal, Manoeuvre	2										
Correct use of gears	2										
Correct use of brakes	2										
Correct use steering	2										
Correct use of signals	2										
Mechanical sympathy	2										
Overall car control	2										
Reverse parking	2										
Emergency stop	2										
Rectifying bad habits	2										
Date											
Instructor (Initials)											
Venue											
Grade 4 awarded		Date:									
Instructor Signature:		Associate Signature:									



MARKING SUMMARY

An Instructor can mark the Member for each skill with a value between 0 – 2.

0 = Not Assessed or Not Instructed on during the session.

1 = Introduced to the skill and working towards it at Grade 4.

2 = The Member is consistently using the skill unprompted, meeting Grade 4 standard.

If the Instructor feels the Member is demonstrating skills in excess of the Grade they are working towards -

3 = Introduced to the skill and working towards Grade 3 level.

In addition to demonstrating your ability to achieve the required level in the above competencies, you must have completed and achieved the pass mark, where applicable, in each of the following activities:

DRIVING THEORY TEST

Pass Mark 40%

Mark: _____ %

Coordinator's Signature: _____ Date: _____



VENUE	DATE	INSTRUCTORS REMARKS	SIGNATURE
Progress sheet – Grade 5 working towards Grade 4			

Grade 3 standard sheet

Name: _____

Competencies	Min Req	Grade 4 working towards Grade 3									
POWDERY & Cockpit Checks	4										
Mirrors, Signal, Manoeuvre	4										
Brakes	4										
Gears	4										
Steering	4										
Acceleration	4										
Emergency stop	4										
Manoeuvres	4										
Reverse parking	4										
Parallel parking (Both ways)	4										
Slalom (Both directions)	4										
Reverse round a corner	4										
Turn in the road	4										
Hill start (Up & down)	4										
Date											
Instructor (Initials)											
Venue											
Copy of Roadcraft, the Police Driver's Handbook issued:		By:					Date:				



MARKING SUMMARY

An Instructor can mark the Member for each skill with a value between 0 – 4.

- 0 = Not Assessed or Not Instructed during the session.
- 1 = Introduced to the skill and working towards it at Grade 4.
- 2 = The Member is consistently using the skill unprompted, meeting Grade 4 standard.
- 3 = Introduced to the skill and working towards Grade 3 level.
- 4 = The Member is consistently using the skill unprompted, meeting Grade 3 standard.

In addition to demonstrating your ability to achieve the required level in the above competencies, you must have completed and achieved the pass mark, where applicable, in each of the following activities:

DRIVING THEORY TEST

Pass Mark 60%

Mark: _____ %

Coordinator's Signature: _____ Date: _____

HAZARD PERCEPTION TEST

Pass Mark 60%

Mark: _____ %

Coordinator's Signature: _____ Date: _____

Grade 2 standard sheet

Name: _____

Competencies	Min Req	Minimum 4 Instructions				Grade 3 working towards Grade 2				
POWDERY & Cockpit Checks	7									
Attitude & Mental Skills	7									
System of Car Control	7									
Information	7									
Position	7									
Speed	7									
Gear	7									
Acceleration	7									
Steering	7									
Cornering	7									
Overtaking	7									
Manoeuvres	7									
Mechanical Sympathy	7									
Commentary (5 minutes)	7									
Date										
Instructor (Initials)										
Venue										

Your first instruction will concentrate on the "System of Car Control".



Marking Summary

- 0 = Not Assessed or Not Instructed during the session.
- 1 = Introduced to the skill and working towards it at Grade 4.
- 2 = The Member is consistently using the skill unprompted, meeting Grade 4 standard.
- 3 = Introduced to the skill and working towards Grade 3 level.
- 4 = The Member is consistently using the skill unprompted, meeting Grade 3 standard.
- 5 = Introduced to the skill and working towards the skill at Grade 2 level.
- 6 = Working on the skill but needs practice, or is demonstrating the skill after prompting.
- 7 = The Member is consistently using the skill unprompted, meeting Grade 2 standard.

In addition to demonstrating your driving you must have completed and achieved the pass mark, where applicable, in each of the following activities:

AUTOMATIC DRIVING

Completed an Instruction drive in an automatic vehicle

Instructor's Signature: _____ Date: _____

MOTORWAY DRIVING

Attend the Motorway Driving Session with your Associate

Instructor's Signature: _____ Date: _____

DRIVING THEORY TEST

Pass Mark 70%

Mark: _____ %

Coordinator's Signature: _____ Date: _____

HAZARD PERCEPTION TEST

Pass Mark 70%

Mark: _____ %

Coordinator's Signature: _____ Date: _____

Grade 1 standard sheet

Name: _____

Competencies	Min Req	Minimum 3 Instructions			Grade 2 working towards Grade 1								
POWDERY & Cockpit Checks	10												
Attitude & Mental Skills	10												
System of Car Control	10												
Information	10												
Position	10												
Speed	10												
Gear	10												
Acceleration	10												
Steering	10												
Cornering	10												
Overtaking	10												
Manoeuvres	10												
Mechanical Sympathy	10												
Commentary (10 minutes)	10												
Date													
Instructor (Initials)													
Venue													



Marking Summary

- 0 = Not Assessed or Not Instructed during the session.
- 1 = Introduced to the skill and working towards it at Grade 4.
- 2 = The Member is consistently using the skill unprompted, meeting Grade 4 standard.
- 3 = Introduced to the skill and working towards Grade 3 level.
- 4 = The Member is consistently using the skill unprompted, meeting Grade 3 standard.
- 5 = Introduced to the skill and working towards the skill at Grade 2 level.
- 6 = Working on the skill but needs practice, or is demonstrating the skill after prompting.
- 7 = The Member is consistently using the skill unprompted, meeting Grade 2 standard.
- 8 = Introduced to the skills and working towards Grade 1 level.
- 9 = Demonstrating a good understanding and using the skill mainly unprompted.
- 10 =** Consistently using the discipline unprompted, to a sufficient level for the Grade 1 test to be attempted.

The pre-test requirement is a score of 10 for all disciplines.

In addition to demonstrating that you have achieved the required level of driving, you must have completed and achieved the pass mark, where applicable, in each of the following activities:

FIRST AID COURSE

Completed a First Aid Course organised by the Club or holds a current (less than 3 years old) First Aid certificate from an accredited organisation.

Coordinator's Signature: _____ Date: _____

SPEED AWARENESS PRESENTATION

Attend the presentation on Speed Awareness with your Associate.

Instructor's Signature: _____ Date: _____

SKID PAN COURSE

Completed a Skid Pan Course organised by the Club.

Coordinator's Signature: _____ Date: _____

Members note: First Aid, Speed Awareness and Skid Pan activities must be completed before Advanced Driving can be started.



DRIVING THEORY and HAZARD PERCEPTION TEST

Pass Mark 85% in each

Theory Mark: _____ % Hazard Perception Mark: _____ %

Coordinator's Signature: _____ Date: _____

SKILLS TEST

Completed three skills tests and achieved a score of 75% or more

	Date	Score 75% or more	ST Coordinator
Skill Test 1			
Skill Test 2			
Skill Test 3			

Grade 1 Standard Sheet

Advanced Driving

Name: _____

Advanced Driving Competencies	Min Req	Minimum 3 Instructions			Grade 2 working towards Grade 1						
POWDERY & Cockpit Checks	10										
Attitude & Mental Skills	10										
System of Car Control	10										
Information	10										
Position	10										
Speed	10										
Gear	10										
Acceleration	10										
Use of Line	10										
Steering	10										
Cornering	10										
Overtaking	10										
Mechanical Sympathy	10										
Date											
Instructor (Initials)											
Venue											
Cleared by: Instructor					Date:						
Agreed by Associate					Date:						

The same Marking system will be used as for normal driving (see above)



Advanced Driving with Associate, No Instructor:

When you undertake Advanced Driving without an Instructor, ask the Advanced Driving Controller to sign your attendance below. You **must** complete **three** non-instruction Advanced Driving sessions before you can attempt the Grade 1 test.

Date: _____ Controller: _____

Date: _____ Controller: _____

Date: _____ Controller: _____

Grade 1 Test Invitation

The Instructor and your Associate must both sign before you can be considered for a Grade 1 test. Your Associate must appreciate that responsibility does not end here. Your Associate remains accountable for you, the Member, when attending any venue or meeting.

The following must be completed before a Grade 1 Test can be taken:

This Member has completed all the prerequisites required and achieved the necessary level in all competencies to be ready to take the Grade 1 Test.

Instructor: _____ Date: _____

The following must be completed by your Associate before the Grade 1 Test can be taken:

I take full responsibility for my Member and am willing to allow my Member to drive solo, including at Advanced Driving Sessions, on attaining Grade 1 status. It is my responsibility to ensure that my Member is capable of driving any vehicle loaned to him/her by any Club Official or Associate for this purpose. I understand that the Club is not liable or responsible for any claim or damage caused directly or indirectly by any actions taken by my Member at any venue.

Associate: _____ Date: _____

Print Name: _____



Grade 1 Test Results

To be completed from the Test Marking Sheets, after all three Parts have been passed.

Part 1 Date Passed: _____ Instructor: _____

Part 2 Date Passed: _____ Instructor: _____

Part 3 Date Passed: _____ Instructor: _____

Grade 1 Check Drive

Check drives are to be carried out at the third venue after Part 3 was passed. You must demonstrate the same level of competence that was demonstrated when the Grade 1 Test was passed. Both check drives may be carried out on the same day, if the venue is appropriate.

<u>Grade 1 Drive Check</u>	Date:	Instructor:
<u>Grade 1 Advanced Driving Check</u>	Date:	Instructor: