**Hiring a driving school trainee instructor**

Reminder of the course modalities in accordance with the Royal Decree of 11 May 2004 relating to the conditions of accreditation for motor vehicle driving schools

The induction of a trainee must be completed by the driving school in the same way as the induction of an instructor using form [AE015](https://mobilite-mobiliteit.brussels/fr/professionnels-de-la-mobilite/ecoles-de-conduite). The following documents must be attached:

* a copy of both sides of the driver's licence;
* an extract from the criminal record template 596.1-7 (specific to the regulated profession "driving school personnel");
* proof of group 2 medical selection;
* training authorisation;

A fee must be paid before they are put into operation.

We would like to remind you of **a few principles** for hiring a trainee instructor at a driving school:

The number of trainees must not exceed one-third of the number of instructors in the driving school, except for driving schools with fewer than three instructors where the maximum number is one trainee.

The director or assistant director of the driving school must ensure that a trainee's training meets the requirements of the above-mentioned decree.

The principal or assistant principal of the driving school must familiarise the trainees with the duties of a driving school and ensure they are competent. They are responsible for the provision of the course premises and training grounds, teaching materials and course vehicles.

The driving school instructor internship programme includes:

**1°** the basic principles of the operation of a driving school;

**2°** attendance at theoretical and practical courses and evaluation;

**3°** teaching, including course preparation and evaluation;

**4°** introduction to the organisation of examination centres and attendance at practical examinations.

The course is supervised by a designated supervisor, the director or deputy director or an instructor who has had the relevant certificate for at least two years.

The training supervisor can only perform this role at one driving school and only be responsible for two trainees at a time.

They must train the trainee thoroughly and participate in the preparation of all lessons.

Comments:

* Training can therefore only be carried out in one driving school, except for candidates for certificate III. If the candidate for certificate III trains in several driving schools, the training takes place under the supervision of a training supervisor in each driving school;
* Provided that the training authorisation is still valid, the Minister or their delegate may, at the reasoned request of the trainee or the training supervisor, authorise the trainee to continue their training with another training supervisor and therefore at another driving school.

**Training duration:**

On successful completion of the written and oral test, the trainee has two years to complete a minimum number of training hours, see below.

**Summary table of the minimum number of hours during which the trainee provides instruction:**

|  |  |
| --- | --- |
| **Certificate** | **Minimum number of hours depending on the case:** |
|  | **Without previous training and without any other certificate** | **No prior training but with another certificate (2/3)** | **With prior accredited training but no other certificate (3/4)** | **With prior accredited training and already holding another certificate**  |
| **Certificate II** | **300 hours** | **200 hours** | **225 hours** | **150 hours** |
| **Certificate III** | **76 hours** | **50 hours** | **57 hours** | **38 hours** |
| **Certificate IV** | **300 hours** | **200 hours** | **225 hours** | **150 hours** |
| **Certificate V** | **300 hours** | **200 hours** | **225 hours** | **150 hours** |

**The weekly duration of the training is a maximum of 35 hours.**

Half the number of hours of training are monitored by an instructor with at least two years of experience, including the training supervisor themselves for half of these hours.

*Example: out of 300 hours of classes given by a trainee, a minimum of 150 hours must be given with supervision, of which at least 75 hours must be under the supervision of the training supervisor.*

The trainee will not be allowed to teach alone until the supervisor can guarantee that the trainee is capable of providing effective and meaningful instruction. They must also be able to guarantee that the trainee reacts appropriately in the event of danger during practical instruction.

As a reminder, the instructor is involved in the preparation of the lessons, both with and without supervision.

**Course of a driving lesson**

A trainee must be in possession of their training authorisation when teaching a course and must be able to present it in the event of an inspection.

***Daily logs:***

The daily log must be in the name of the person providing the training.

During the supervised part of the course, the course supervisor or supporting instructor also signs the daily log, but it is in the name of the trainee.

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This is what to do in different situations:

Course taught by a certified instructor - trainee observes

* The daily log is in the name of the instructor
* The instructor signs the bottom of the sheet
* The trainee also signs
* These hours do not count towards the training

Course taught by a trainee - the training supervisor or a supporting instructor

* The daily log is in the name of the trainee
* The trainee signs the bottom of the sheet
* The training supervisor or instructor countersigns

Course taught by a trainee - without support

* The daily log is in the name of the trainee
* The trainee signs the bottom of the sheet
* The training supervisor does not sign (since they did not attend the class)

***Student registration cards:***

The instructor's name on the student's registration card must be the name of the instructor who gave the training and therefore the trainee, if applicable.

## Administrative documents:

The trainee keeps a *"training progress"* form ([AE007](https://mobilite-mobiliteit.brussels/fr/professionnels-de-la-mobilite/ecoles-de-conduite)).

This form mentions in chronological order the information on the practical training and the teaching given with or without supervision (to be detailed per week with a maximum of 35 hours/week). It must therefore be filled out **as the course progresses** to be valid.

It is signed by the trainee and the training supervisor. It is attached to the course certificate at the end of the course.

When the candidate for Certificate III has completed their training period in several driving schools, they keep a *"training progress"* form for each training supervisor who monitors them. Each training supervisor signs the form that concerns them.

At the end of the training period, the driving school director or assistant director issues a training certificate ([AE008](https://mobilite-mobiliteit.brussels/fr/professionnels-de-la-mobilite/ecoles-de-conduite)) to the trainee stating that the candidate for the certificate has fulfilled the training obligations.

A copy of the documents *"training progress"* and *"training certificate"* is sent to Brussels Mobility at the latest one month after the end of the training.

These documents must also be attached to the registration for the candidate's model lesson.

See terms and conditions on the website: <http://mobilite.wallonie.be/home/je-suis/une-ecole-de-conduite.html>

During the period between the submission of the training certificate and the granting of the teaching licence, the candidate may continue to teach and perform the related duties as a candidate instructor only at the driving school where they completed the training.