



Driver Education Course (Class 7) Application and Approval Requirements

Preparing a Curriculum Submission

1. **Reference Materials** – Please refer to the following resources to ensure your course meets all approval requirements:

- Graduated Licensing Program Course Approval Guide (MV2904)
- Mapping a Safe Course (MV2900)
- Instructor Resource Kit (MV2901)
- Approval Agreement
- Schedule 7
- Rapid eLearning in GLP courses.

Application Package Checklist - Complete the checklist included in this package and include it with your submission.

Online Learning (optional)

A school may include up to 4 hours of online learning to count as discretionary time as part of their approved Class 7 course. Refer to Rapid eLearning in GLP courses for information.

Important Notes:

- Ensure that all required information is provided and all required signatures and dates are included. Incomplete submissions will not be reviewed.
- Retain a copy of all submitted documents for your records.
- Curriculum materials will not be returned.

Conducting a Pilot Course

1. Purpose

After curriculum submissions are reviewed and found to satisfy course requirements, a school may be required to conduct a pilot course for evaluation by ICBC before receiving final course approval.

The purpose of conducting a pilot course is to ensure that the course submitted for approval is effectively and appropriately delivered according to established program standards and requirements.

The pilot course provides an opportunity for ICBC to evaluate a live course; provide constructive feedback to the school and its instructors; and work through any necessary amendments before granting course approval.

2. Instructor Requirements

- Each instructor involved in delivering the pilot course must hold a valid B.C. instructor's licence with a GLP designation.
- All instructors must be listed on the school's personnel list.
- The school's security bond must be sufficient for all listed instructors as specified in Division 27 of the Motor Vehicle Act Regulations.
- The pilot course must be delivered by those who will regularly deliver the approved course.

3. Trainee Requirements

- Classroom training must be delivered to a minimum of three trainees.
- The instructor must teach at least one real trainee, the other two trainees may be mock trainees.
- Practical training must be delivered to at least one real trainee.
- Each trainee involved in practical training must hold a valid B.C. driver's and/or learner's licence.

4. Course Delivery Requirements

- All training must be conducted fully, completely and according to the approved course submission.
- All training must be conducted according to the requirements in the Approval Agreement.
- Mid-point and final assessments must be conducted according to prescribed requirements (e.g., using the Competency Checklist).
- Declaration of Completion (MV2910) forms will not be issued to the school until the pilot course is successfully completed and course approval is finalized.

5. Advertising Requirements

- The pilot course must be advertised as a "pilot course" to all participating trainees.
- Each trainee must be provided with a written statement prior to the start of the course as per Division 27 (27.06(2)) and include the following:
 - Participation in this "pilot course" does not guarantee the issuance of a Declaration of Completion.
 - Declaration of Completion forms will not be issued to trainees unless the school receives final course approval from ICBC.

6. Pilot Course Evaluation

- The pilot course will be evaluated by ICBC
- The school must advise the ICBC inspector of the pilot course schedule (dates, times, locations) so that appropriate times to inspect the school, observe training and assessment can be scheduled
- The evaluation will include a school facility and records inspection and the following components of the course:
 - Classroom training (sample or complete course)
 - Practical training sample
 - Mid-point and final assessment and feedback.
- The inspector will provide feedback throughout the course to facilitate on-going improvement, as needed.

7. Successful Pilot Course

- If the pilot course is successful, then the course will be approved and the school will receive a course approval package including approval letter, signed Agreement, initial supply of Declaration of Completion forms, and a school GLP stamp.
- Once the school receives the course approval package, the school can issue Declaration of Completion forms to qualified trainees.

8. Unsuccessful Pilot Course

- If the pilot course is unsuccessful, then the next steps will be determined by ICBC.
- Trainees who attend an unsuccessful Class 7 pilot course may transfer to another school who offers an approved course to complete training. To facilitate the transfer, the inspector will issue a letter to the trainee specifying the hours of training completed and outlining the requirements of the receiving school. Schools are under no obligation to accept transferring students.

Application Package – Please ensure the following items are included in your application submission:

ICBC Forms		✓
Approval Agreement – page 5 signed		
Schedule 7		
Approved Driver Education Course Outline (MV2914) – completed and signed		
Approved Driver Education Course Class 7 Learning Outcome Cross Reference (MV2912) – completed and signed		
Curriculum Material		
<p>Lessons Plans for face-to-face learning – a complete set of detailed lesson plans for classroom and practical training.</p> <p>Lesson plans must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be type-written and have pages numbered <input type="checkbox"/> include lesson times and titles <input type="checkbox"/> include materials required for each lesson <input type="checkbox"/> describe any required instructor preparation before lesson starts <input type="checkbox"/> list learning outcome & outcome number addressed <input type="checkbox"/> ensure that all subjects specified in Mapping a Safe Course are clearly indicated <input type="checkbox"/> state specific learning objectives for each lesson (By the end of the lesson, the student will...) <input type="checkbox"/> have an introduction (depending on the topic may include objective, reason/motivation, standard for success, pre-assessment/link back) <input type="checkbox"/> describe delivery methods, instructional techniques used, and activities planned (step-by-step) <input type="checkbox"/> Include detailed subject content – may be within the lesson plan or it may reference handouts, manuals, PowerPoint, etc. <input type="checkbox"/> describe how the lesson will be concluded (i.e., summary/debrief) <input type="checkbox"/> include and describe assessment methods to check for understanding. 		
Include copies of handouts, overheads, etc. used in the course.		
Include a list of resources – texts, manuals, videos (with times), etc. used to deliver training.		
Include course policies and any other written information provided to students.		
<p>Evaluation Tools</p> <ul style="list-style-type: none"> <input type="checkbox"/> student records forms <input type="checkbox"/> driving assessment forms <input type="checkbox"/> written quizzes and final tests with answer keys. 		
<p>eLearning submission (optional)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rapid eLearning Outline (MV2957) <input type="checkbox"/> Description of course <input type="checkbox"/> Links to online units 		