

Kathy Higgins Dip DI



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Summary

I founded and currently run Insight 2 Drive Ltd a multi-car driving school, alongside working with one of the leading service providers both delivering police diversionary courses, working in a trainer support role and helping trainers develop into the best version of themselves. I also run a small business helping people save money on essential utility bills. I am the secretary of the Institute of Master Tutors of Driving, a trustee and assistant secretary of the Upholland u3a, a published author of An Insight to Drive.

Work history

2005 – Present NDORS course trainer

2021 – Present DriveTech

A self-employed trainer quality monitor and one of the trainer support team for Merseyside police.

2020 – Present DriveTech

A self-employed trainer delivering Virtual courses for Speed Awareness, What's Driving Us and Motorway.

2020 – 2022 TTC

A self-employed trainer delivering Virtual courses for Speed Awareness, What's Driving Us and Motorway

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2017 – 2019 IAM Roadsmart

A self-employed trainer delivering Drink Driving Rehabilitation Courses.

2011 – 2022 Cheshire Police

A self-employed trainer delivering classroom and on-road training for the Safe and Considerate Driving, Speed Awareness, WHAT'S DRIVING US and Motorway courses for Cheshire Police. I was also a monitor and instructor for the WHAT'S DRIVING US and Speed courses.

2011 – 2015 TTC North Wales (dates may not be accurate)

A self-employed trainer delivering classroom and on-road training for the Safe and Considerate Driving, Speed Awareness, WHAT'S DRIVING US and Motorway courses for North Wales Police.

2008 – 2018 Drivesafe

A self-employed trainer delivering classroom and on-road training for the Driver Improvement Course, Speed Awareness, WHAT'S DRIVING US and Motorway courses for Manchester Police.

2005 - 2010 TTC – Speed Awareness Trainer for

A self-employed trainer delivering classroom and on-road speed awareness courses and the Driver Improvement Course for Merseyside Police.

2004 – 2014 DriveTech (end date may not be accurate)

A self-employed trainer delivering Fleet Driver Training.

2004 – 2014 RoSPA (end date may not be accurate)

A self-employed trainer delivering Fleet Driver Training.

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2000 – 2005 Driving Services

A self-employed trainer delivering classroom and on-road training for the Driver Improvement Course for Merseyside Police

1999 - 2023 Driving Instructor - Self employed

a self-employed driver trainer covering all aspects of driver training (car)

Awards

- Shortlisted for the Intelligent Instructor Awards 2021
- Global Business Insight Recognised Leader in Driving Teaching Services 2019
- Nominated for Best Business Enabler with National Entrepreneur Awards 2015
- Nominated for Best Business Video with National Entrepreneur Awards 2015
- Nominated for Best Customer Service with National Entrepreneur Awards 2015
- Nominated for Best Business Enabler with National Entrepreneur Awards 2015
- Nominated for Best use of New Media with National Entrepreneur Awards 2015
- Winner of the Enterprise Vision Award in Training and Coaching category 2014
- Highly Commended runner up of the Enterprise Vision Award - 2013
- Presented with the ADINJC contribution to CPD Award 2013
- Winner of the Golden L Award for the favourite local franchise 2013
- Winner of the BNI Givers Gain Award – 2011
- BNI Notable Networker Award for outstanding contribution in 2011.
- BNI Notable Networker Award for outstanding contribution in 2011(second award)
- Winner of the Women in Business Best Networker Award – 2008
- Shortlisted for the FSB British Small Business Champions –2008
- Winner of the Merseyside Women Making a difference Award – 2005.
- Awarded the Kelly Elite Award by Kelly Temporary Services 1989

Membership of Professional Bodies

- Upholland U3A – (*assistant secretary*)
- BRAKE – the road safety charity
- Master drivers Club

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- The Women's Organisation
- Young Enterprise
- Guild of Experienced Motorists
- Engage Instructor for Cheshire & Merseyside
- Institute of Master Tutors of Driving (*Secretary*)
- Master Drivers Club with the DIA
- Federation of small businesses (*Liverpool & Knowsley Committee member retd*)
- RoSPA - Advanced Drivers Association (*Diploma Holder*)
- Driving Instructors Association (*Diamond test examiner retd*)
- Approved Driving Instructors National Joint Council
- Motor Schools Association (*Served on the NW Committee retd*)
- Institute of Advanced Motorists

Past Memberships of Professional Bodies

- Association of Industrial Road Safety Officers
- ADI Federation
- Association of British Drivers
- Entrepreneurs Circle
- ADI CPD Club
- Driving Instructors Learning Environment
- South Liverpool Business Network
- Official Register of Driving Instructor Trainers
- Liverpool Chamber of Commerce
- St Helen's Chamber of Commerce

Record of CPD

2024

- Youth remands in the adult court – e-learning Judicial Collage
- Prison Life – MA AGM & Conference

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- IMTD quarterly meeting –
 - Collision Investigation - Richard Auty MBE - Principal Consultant in the Investigations specialising in road collision reconstruction - TRL
 - Meera Naran MBE - Independent Road Safety Campaigner
- Diversity and Inclusion Accreditation - UKROEd
- IMTD quarterly meeting –
 - Educating Drivers about New Technologies, which are Making the Network Safer - Peter Cattell - Head of Technical Sales, Clearview Intelligence
 - Consultation on Amendments to Licensing Restrictions: Bus, Coach and Heavy Goods Vehicles - Toni Watkins Burton – Transport Consultant, Watkins Burton Training
 - Consultation on Motorcycles in Bus Lanes - Graham Feest – Road Safety Consultant, Graham Feest Consultancy
 - Discussion: Graduated Driving Licences. What is the Institute's Position? - Led by the Chairman
- UKROEd Trainer Conference
- NSAC24 Train the Trainer Training
- DriveTech Annual Merseyside CPD Day
- Presented an overview of the UKROEd suite of courses to Merseyside Police
- UKROEd Deaf Awareness
- IMTD quarterly meeting
 - The Role of the Traffic Commissioner- Victoria Davies, Commissioner for Wales, and Lead on Driver Matters for The Traffic Commissioners
 - Fatigue Management for Young Novice Drivers Ashleigh Filtness - Professor of Transport Human Factors & Sleep Science, Loughborough University
 - Networking Break
 - Road Markings and their Role in Delivering Safer Drivers. - Andrew Price, Technical Manager UK & Ireland, Geveko Road Markings
- Member of St. Helen's Chamber of Commerce

2023

- IMTD Quarterly Meeting

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- The Plan for Drivers - Nick Saddlington
- Some Human Factors Issues Related to Future Connected and Autonomous Vehicles - Andrew Morris Professor of Human Factors in Transport Safety at Loughborough University & Director of the Transport Safety Research Centre
- Annual Look at Transport Traffic Safety & Roads. - Graham Feest Road Safety Consultant
- GDPR course
- UKROEd trainers' day, Manchester
- 4-day training course on content writing and Linked In with Pam Case
- Standards Check Training Workshop with Bob Morton
- IMTD Quarterly Meeting
 - 20mph Default Speed Limit in Wales – Stuart Walker
 - The Importance of Collision and Incident Investigations to Improve Driver and Fleet Safety and Why Driver Training is an Important Part of the Jig Saw - Andrew Drewary - Drive Safety Smart
- UKROEd Diversity & Inclusion Refresher Course
- DriveTech Annual Conference, Modern Slavery & Safeguarding
- IMTD quarterly meeting
 - On-Line Driver Training - Professor David Crundall: Psychologist and Researcher - Nottingham Trent University
 - ADAS Knowledge Hub - Karl Satloka F Inst MTD
 - Drugs and Driving Training Paul Mountford: Team Leader - Business and Communities at Wirral Council and Police Trainer in Drink and Drug Driving
- IMTD Quarterly Meeting
 - Consultation on Changes to the MoT Arrangements
 - Driving on Rural Roads - Nick Newton, Technical Director, Traffic and Roads
 - Engineering Consultancy Any Other Business from the membership.
- UKROEd Excellence in the Classroom

2022

- Emotional Intelligence with Andy Guile – Business Coach

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- Certificate in Principles of Business and Administration (RQF) Level 2
- Insight 2 Drive CPD Day (7hours)
- UKROEd Modern Slavery
- Equality, Diversity & Inclusion with ACAS
- Driving School Development, How to Pass your Part 3
- British Values assessment with Education & Training Foundation
- What can you trust? Assessment with Education & Training Foundation
- Staying Safe Online Assessment with Education & Training Foundation
- Radicalisation and Extremism Assessment with Education & Training Foundation
- Diploma for IT Users (ITQ) Level 2, 7 modules.
- Education & Training Foundation – The Rule of Law E-Learning
- UKROEd Conflict Management & Assisting Clients with special requirements

2021

- Achieved Gold Star for winter 2021 with Avon
- UKROEd Developing Internal Monitor Skills 1 & 2 completed in December
- UKROEd Overall Assessment iNSAC, Exceeds Expectations
- UKROEd Understanding attitudes & Behaviours
- City & Guilds Level 2 Certificate for IT users
- UKROEd Behaviour Change Interventions (accredited cert)
- Intelligent Instructor Awards - Shortlisted
- UKROEd Internal Monitoring Workshop attended in January.
- International Open Academy, Criminology and Profiling Course
- Road Safety GB. The Ageing Driver ADI Training Course Completed in January
- UKROEd Achieving Excellence in Virtual Training
- DriveTech Ltd – started at Trainer Development Coach, part time to support NDORS trainers delivering courses are online in January.

2020

- UKROEd, Supporting ESOL Clients attended in November.
- Intercultural communications, a 13-module course
- International Open Academy Master Herbalist Course completed in November.
- Avon Top Achiever Award awarded in September.

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- International Open Academy Crystal Healing online course completed in August.
- Virtual Collage Prevent COVID19 attended in June.
- AA Driving School I completed the Covid-19 E-Training module attended in May.
- UKROEd Diversity & Inclusion Course attended in May.
- Highfield eLearning Infection Prevention and Control (Covid-19) E-Training. Attended in April.
- Engage Partnership Driving Instructor Seminar attended in February.
- Slimming World Super Creative Cook Group Winner in February
- IAM Roadsmart, I achieved the IAM F1rst. To celebrate 25years of advanced driving
- ADINJC Standards Check Workshop attended in February.
- UW Team Leader promotion achieved in February.
- Slimming World Award for a super creative cook

2019

- RoSPA passed my advanced driving re-test at Diploma Level in December
- Avon President's club bronze plus level achieved in December.
- Avon President's club bronze level achieved in October.
- Adult Mental Health First Aid (Welsh)with Training in Mind completed in August.
- ADINJC Association Meeting attended in June. I
- Global Business Insight Recognised Leader in Driving Teaching Services awarded in May.
- international Open Academy Wicca for the Modern Age on-line course completed in March.
- UW Flying Club Certificate achieved in January.
- UW Future Team Leader Award achieved in January.

2018

- ADINJC Association Meeting attended in December.
- Avon President's club bronze level achieved in December.
- IMTD Meeting Half day meeting – Speakers – Dr Lisa Dorn in December.
- Thank you letter from Merseyside police for the work I did setting up the new NDORS courses
- ADINJC Annual Conference attended in October.

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- Road Safety GB, Client Centred Learning, one day course.
- NDORS National Speed Awareness Instructor Course 2-day instructors' course with Dr Fiona Fylan to enable me to cascade the training to the NDORS trainers August.
- NDORS Safe and Considerate Driving and WHAT'S DRIVING US Instructor Course 2-day instructors' course with Simon Christmas to enable me to cascade the training to the NDORS trainers in July.
- Thank you letter from Merseyside Police regarding client's feedback on a WHAT'S DRIVING US course
- ADINJC Association Meeting attended in June.
- Diamond Elite Test passed in April.
- Road Safety Conference with Graham Feest attended in April.
- Client Cantered Learning course with Ian Edwards Two-day workshop completed in March.
- UW Collage of Excellence teambuilding workshop attended in February.
- Driving Instructors Business Summit attended in January.
- Getting the best from your PDIs One day workshop with Louise Walsh attended in January.

2017

- Fellowship of the Institute of Master Tutors of Driving. (IMTD) presented in December.
- ADINJC Annual Conference attended in October. -
- Drug, Solvent & Alcohol Abuse Counselling Level 4 – Distinction with Stonebridge Associated Collages passed in September.
- NDORS 2017 Train the Trainer Annual Training Day A Day speaking to and collaborating with other NDORS trainers and Dr Fiona Fylan, Prof. Steve Stradling and Chris Buress in April
- NADIP Enhanced Communication 5-hour workshop by Nick Looby in March
- UW Certificate of Achievement promotion to qualified Distributor in January

2016

- RoSPA Diploma retest passed
- TTC Annual Review & Training Day attended in December.
- UW Collage of Excellence attended 'Getting Started' in December.

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- ADINJC Association Meeting attended in December.
- ADINJC Annual Conference attended in October.
- Merseyside Police letter in recognition of the work I do with the NDORS courses.
- Avon achieved Advanced Leadership in January.

2015

- TTC Annual Review & Training Day attended in December.
- ADINJC Association Meeting attended in December.
- Drivesafe Trainers day attended in November.
- NSAC 2015 Train the Trainer. I spent 2 days with Dr Fiona Fylan learning how to train trainers in delivering the new speed awareness course, which is now a behavioural change intervention in October.
- Insight 2 Drive is a member of keep Britain tidy
- Insight 2 Drive awarded a Viking Business Ambassador.
- ADINJC Annual Conference attended in October.
- TTC NDORS Training Course for the National Speed Awareness Course. Attended in September.
- DVSA Standards Test Grade A in May.

2014

- ADINJC Associations Day attended in December.
- ADINJC Conference attended in October.
- NVQ Assessors Award I have completed my Assessors Award and can now deliver BTEC Level one and two completed in September.
- Entrepreneurs Convection 2 days in Birmingham learning about, customer service, business and people.in September.
- Pearson Edexcel Level 3 in Assessing Vocational Achievement with AnyDriver in August.
- ADINJC Council Meeting attended in May.
- Pearson EDI Certificate in Functional Skills in Mathematics Level 1 in March.
- Pearson EDI Certificate in Functional Skills qualification in English Level 1 in March
- Coping with Loss and Greif I have completed this counselling course, which I feel helps me to help people suffering from loss in March.

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- Driving 4 Change I have just completed this training and I am now licensed to deliver this driver psychology course.in March.
- Advanced leadership with Avon cosmetics
- Fresh Start 14 attended this one-day conference in February.
- Lynne Barrie one to one training in preparation for my Standard Check attended in February.
- Heart Start Emergency Life Support attended a second course with Insight 2 Drive.in February.
- AiRSO Road Safety Seminar attended in January.
- Solving Problems though Speaking and Listening – Level 2 I have passed my level two with ALS in January.
- Wrote and Presented for Rugby football League A presentation to the whole super league on the human aspects of driving and risk taking in January.

2013

- ADINJC Council Meeting AGM attended in November.
- AiRSO attended one day Road Safety Seminar in November.
- Heart Start one day course in Emergency Life Support in October.
- Speaker at the ADINJC attended the 40th Anniversary Conference in October.
- Fresh Insight organized, ran and attended one day conference in August.
- Solving Problems though Speaking and Listening – Level 1 I have passed my level one with ALS in July.
- Improving Trainer Excellence though feedback and self-evaluation. 3-hour course with Ian Edwards on behalf of Drivesafe. Attended in June.
- ADINJC Council Meeting attended in June.
- Balancing Act Equality and Diversity delivered by Wavelength Social Marketing CIC in May
- RoSPA Diploma retest taken in April.
- National Training Day with the MSA in March
- Roadcraft and Police Advanced Driving Techniques with Chris Gilbert of Driving Tomorrow. Attended in February.
- Training Monitor Driving Theory Std online training course attended in February.

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- Eva Awards Highly commended for training and coaching

2012

- What's Driving Us by Dr Fiona Fylan 2-day training course to deliver the new police diversionary course, for drivers who have been observed breaking a traffic law completed in December.
- Psychological Approaches to Driver Education One day course with Ian Edwards in November
- AiRSO Road Safety Seminar attended in November.
- BTEC (Level 4) Professional Award in Coaching for Driver Development. A four-day course with Tri coaching Partnership. Completed in September.
- L of a way to Pass TFT Half day workshop A half day workshop exploring the use of Thought Field Therapy for special needs learners.in August.
- Revolutions course – with Julia Malkin MBE A 2-day course studying and learning how to teach people on the Autistic Spectrum in July
- Improving Learning Through Self-evaluation – Ian Edwards course with Ian Edwards on behalf of Drivesafe.in June
- Liverpool Conference for Driving Instructors 2012 I organised and hosted another conference again a great success with 130 attendees, and 2 instructors all the way from Moscow.in May.
- Engage learner centered training course attended in May.
- ORDIT (Official Register of Driving Instructor Trainers) renewal in April

2011

- National Association of driver Intervention Providers National Driver Alertness Trainers Course attended in November.
- Introduction to Enterprise Mentoring Certificate by Get Mentoring attended in in November.
- Executive Business Coach Taken with the International Coaching Academy, Liverpool and accredited with the Institute of Leadership and Management completed in November.
- Royal Society for the Prevention of Accidents I took the RoADA retest and retained my diploma level in November.

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- BNI Notable Networker Award for outstanding performance awarded for outstanding contribution in November.
- AiRSO Road Safety Seminar attended in November.
- Personal Performance Coach Taken with the International Coaching Academy, Liverpool and accredited with the Institute of Leadership and Management completed in October.
- ADINJC Annual Conference attended in October.
- Liverpool Conference for Driving Instructors How to reach your goals and build a premiership business, I organised and hosted this conference one of the first run by a private driving school – 96 attendees in October.
- BNI Director Training, Launching Chapters attended two-day course in August.
- BNI Notable Networker Award for outstanding performance awards for most referrals in July
- Corporate Manslaughter Workshop with Ged Latham – International Logistics Manager, Warrington Business School attended in July.
- Accelerated Learning Coach Taken with the International Coaching Academy, Liverpool, and accredited with the Institute of Leadership and Management completed in April.
- Coaching Workshops for ADIs I run several one-day workshops with Ged and Claire Wilmot which enable ADIs to both enhance and understand what coaching really is and the importance of using it.
- MSA National Conference attended in March.
- BNI Notable Networker Award for outstanding performance awarded for outstanding contribution in March.
- ADI Road Safety Conference Wirral attended in February.
- AiRSO Road Safety Seminar attended in January.

2010

- GEM motoring Assist member
- Coaching and the GDE Matrix workshop With AA DriveTech. attended in November.
- Equality 2010 workshop With AA DriveTech. Attended in November.
- AiRSO Road Safety Seminar attended in November.

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- MSA Speaker at the Northwest AGM in November.
- ADINJC Annual Conference attended in September.
- Wirral Driving Instructors Association meeting with the DSA attended in September.
- Ian Edwards one day Coaching Course attended in June.
- ORDIT Straight 6's in an ORDIT inspection, (Official Register of Driving Instructor Trainers) in April
- Merseyside Police Driver Training Advanced ADI Commentary Course A 2-day course attended in April.
- Hope University Business Programme 8-week evening course completed in April.
- Check Test Grade 6 given in a Fleet Check Test.in March
- MSA National Annual Conference attended in March.
- Liverpool Chamber of Commerce member from February.
- ADINJC Council Meeting attended in February.
- Alert Driving Hazard Perception Evaluation online course attended in January.
- AiRSO Road Safety Seminar attended in January.
- Post Graduate Certificate in Coaching for Driver Development 5-day course at University of East London, 30 credits.

2009

- Merseytravel, Best Value for Money: New Roads New Behaviour attended in November.
- MSA Speaker at the Northwest Region Annual Seminar attended in November.
- ADINJC Annual Conference attended in October.
- DriveSafe, National Driver Alertness Training Course attended in September.
- DriveSafe, Traffic Light Awareness Training Course attended in September.
- DriveSafe, National Speed Awareness Training Course attended in September.
- Teaching & Assessment Skills with John Farlam, in August
- Business Network, Membership in July.
- PTTLs Preparing to Teach in the Lifelong Learning Sector PTTLs course at Level 3, in June.
- University of East London, 2-day workshop, Exploring Coaching for Driving, June.
- DSA Workshop attended in May.
- Lynne Barrie & Neil Peek ADI Consultants Seminar attended in May.

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- ADI Federation Annual Conference attended in April.
- TTC Speed Awareness National Model Training Course attended in March.
- ADINJC Council Meeting attended in February.
- TTC Speed Awareness National Model Training (Theory) Course attended in February.
- AiRSO road Safety Compliance Consultation Seminar attended in January.
- Training Solutions emergency First Aid attended in January.

2008

- ADI NJC – Monthly Newsletter Editor. I am now the editor of a monthly newsletter for a National Association for 2008
- WIB Best Women in Business Award. I won the best women in business awarded by Women in Business Network 2008
- Insight 2 Drive has been nominated for the small business championships most promising new business award and has now been short listed.
- Brake & FedEx Road Safety Academy Graduate – Company Driver Programme attended in December.
- DIA Manchester Workshop attended in November.
- DriveSafe NSAC Training course attended in October.
- Speaker at the ADINJC National Conference in October.
- Mentor Corporate Coaching Results Centred Leadership Programme attended in October.
- Royal Society for the Prevention of Accidents took the RoADA retest and retained my diploma level in October.
- Certificate of Skid Control National Car Control Centre, in September
- INLPTA Certified Practitioner in the art and science of Neurolinguistic Programming, 10 courses over 1 year qualified in July.
- AiRSO 185th General Meeting attended in July.
- ADINJC Master Class with Professor Peter Russell attended in June.
- DIAMond Accredited Taxi-driver Trainer Course in May.
- ORDIT Registered Trainer I passed this inspection for parts 1, 2 and 3 first times in April.
- HMRC Employee Talk Payroll attended in April.

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- BLUE ORCHID Workshop in Guerrilla Marketing in April
- BLUE ORCHID Workshop in E-Marketing Refresher course in April
- BLUE ORCHID Workshop in Taking on Employees in March
- BLUE ORCHID Workshop in E-Marketing in February
- BLUE ORCHID Workshop in Tax Self-Assessment in February
- DSA Business Customer Conference attended in February.
- BLUE ORCHID Workshop in Marketing and Promotions in January
- BLUE ORCHID Workshop in Practical Selling Skills in January
- BLUE ORCHID Workshop in Bookkeeping in January

2007

- AIM Instructor Training with Phil Hirst This was a 5-day refresher course in September.
- Insight 2 Drive I started my own multi car driving school, with franchised instructors, Insight 2 Drive which incorporated in Sept 2010.
- ADINJC How to Become a Successful ADI attended in September.
- AiRSO National Blue Light Conference attended a 2-day conference in August.
- MSA Northwest Region Open Meeting in Blackburn attended in July.
- Skid Car (UK) Tutors Course in Skid Control Instructor completed in April.
- MSA Annual Conference attended in March.
- Edexcel BTEC Diploma in Driving Instruction Advanced passed in January.

2006

- Jan Ord – Neuro Linguistic Programming I attended a 12-weeknight school course in November.
- Fleet Check Test This was my first check test at fleet level, and I was given a grade 5 in November.
- ADINJC Proactive CPD Workshop attended in October.
- RoSPA Occupational Advanced Driving Test qualified as an Examiner in October.
- IAM Special Assessment I undertook the special assessment to celebrate my 20 years of driving in September.
- Brake & FedEx Road Safety Academy Graduate A half day course in the Media Module in September

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- Brake & FedEx Road Safety Academy Graduate A half day course in the Young Driver Module in May
- Department of Transport Safe and Fuel-Efficient Driving I have passed the two-day SAFED trainers' course, in April, for DriveTech.
- Cranfield University Managing Human Factors in Driving 2-day course with Dr Lisa Dorn attended in March.
- Motor Schools Association attended the annual conference in March.
- RoSPA Advanced Retest passed at Diploma level in February.
- The Managing occupational Road Risk Course I attended a one-day course with RoSPA in January.

2005

- Sir John Whitmore I attended a one-day seminar with Sir John on Coaching Techniques, in November
- ADI NJC I am the Public Relations Officer for the ADI National Joint Council from October
- DIA Northwest Representative of the Driving Instructors Association for 2005.
- Institute of Master Tutors of Driving Elected a member in September.
- AiRSO Accepted as a member in May.
- NLP Training by Sysco I attended a one-day course on NLP in May.
- DIAMond Advanced Examiner I have attended a course with the DIA and passed first time to become an Advanced Examiner for the DIAMond Advanced test in May.
- Merseyside Women making a difference Award I have won this award for my work and commitment to driver training and road safety, this was presented by Cherrie Booth QC in March.
- IAM Driving Assessment I took this assessment and passed just to mark my 10 years as an advanced driver in February.
- Hazard Perception Test I took this and passed first time in January.

2004

- DSA Cardington Special Test I took and passed this test at grade B in December.
- DIAMond Advanced Special Test I have passed the above test, renowned for being one of the most difficult to pass in December.

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- Recognition of valued Membership awarded by the ADINJC in July.
- DriveTech Induction course I attended and passed a week's induction course in Crowthorne which allows me to work with DriveTech, supplying fleet driver training in May.
- RAC Advanced Test I have taken the above test and gained a Platinum Standard, again first time in February.
- Skills for the ADI Trainer by John Farlam I spent a week with John Farlam, studying success-based training and the use of NLP in the training of driving instructors in January.

2003

- LDC – Group teaching workshop I attended a 2-day workshop in classroom teaching in October.
- DSA Fleet Register now registered Fleet Driver Trainer in February.

2002

- I passed my RoSPA Test at Gold Grade so went to Birmingham and took The Diploma in Advanced Driving and was pleased to pass all aspects of the exam first time. This involved driving, presenting, 2 written exams and coaching in November.
- RoSPA, I have taken and passed the advanced driving test gaining gold standard in October.
- Driving Services 'Train the trainer 5-day course' I have passed the 4 exams (2 written and 2 practical) to develop my fleet training. My lowest mark was somewhere in the region of 91% in September.
- Prodrive – Devon I attended a 15-minute towing caravan session in August.
- Official Register of Driving Instructor Training I have passed the ORDIT test first time with a grade 5. in July.
- Diploma in Driving Instruction I have passed all the following modules giving me the Diploma. Units included 1. Legal Obligation and Regulations, 2. Management, Practices, 3. Vehicle Maintenance and Mechanical Principles, 4. Driving Theory, Skills, Teaching, 5. Practices and Procedures in June.
- Driving Services started to freelance with Driving Services Ltd on the National Driver Improvement Scheme commenced in February.

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2001

- Royal Society for the Prevention of Accidents I have taken and passed the advanced driving test for RoSPA gaining silver standard in December.

2000

- DIAMond Advanced Motorist I took and passed this test first time with no additional training in April.
- Marie Currie Ladies driving Challenge I took part in a one day driving challenge to raise money for cancer research, I have to drive a car through a slalom: reverse park a Fire engine, an articulated lorry, an army personnel carrier, a JCB, a 4x4 with trailer, and a double decker bus. I drove a police car at high speed around a track switching on all lights a siren. (Great fun), I had to find some faults and a car, I went on a skid pan, and a police skid training car in January.

1999

- Motor Schools Association – I joined in March.
- DSA ADI, I qualified as a Driving instructor in February after being on a trainee licence of the previous 6 months.

1997

- LCCI Examination Board NVQ level 3 in Owner Management and Business Planning in December

1996

- Selling for Professionals with Catalyst Training & Development in March

1995

- Emergency First Aid with St John Ambulance in November.
- Institute of Advanced Motorists I passed the IAM test first time, in a transit Van! I have been a member of the Institute ever since. Passed in July.
- Effective Tele-Marketing with Liverpool Chamber of Commerce in June.

1994

- Diploma in Desk Top Publishing with Sight & Sound in September.

1993

- Business Enterprise Programme with CG Resources Ltd, 28 hours in April.

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1992

- Selling on the Telephone with Liverpool Chamber of Commerce in December
- First Aid valid for 3 years with St. John Ambulance in October.

1990

- Motor Mechanics I attended an evening class for motor mechanics covering the basics, thus giving me confidence and knowledge of the workings of the car in September.
- Kelly Elite Award, from Kelly Temporary services, awarded in August
- Help Desk in Action course was run by Protocol International, one day course in March.

1989

- GCSE, grade A in business studies
- First Aid valid for 3 years with St. John Ambulance in October.
- Fire Extinguisher Training course, the theory and practical use of portable fire extinguishers.