

**Recommended Training**

4. If the work of an NT reveals shortcomings in the required standards, VOSA may recommend that they attend an appropriate training course. This recommendation does not prevent the NT from continuing to test, but failure to act upon it could decrease the value of anything put to VOSA in mitigation should formal disciplinary action against the NT be considered by VOSA within the following 5 years.

Mandatory Re-training

5. As a result of formal disciplinary action NTs may be directed to attend a mandatory training course which will have the flexibility to meet the requirements of individual NTs. Training must be taken within the cited time limit, which will not be extended unless a course cannot be provided by the due date at a reasonable venue. NTs who have not attended a course by the required date will not be allowed to continue testing.

Training Arrangements

6. Managers and NTs are responsible for ensuring that training is applied for in adequate time. Enquiries should be directed to Training Services who run all training courses (see Appendix 9)
7. For the periodic refresher training course NTTLVR, the system will alert NTs, and Managers via the VTS Device 6 months before re-training is required. In the case of NTs listed under two or more VTSs, the VTS Device may be used at any of them. Should an AE or manager not wish the NT to continue testing, the procedure in E1 paragraph 5 must be followed. NTs who have not attended a refresher course by the due date will not be allowed to continue testing.
8. Required or recommended training is currently provided at no direct cost to the AE or NT. There is, however, a charge for voluntary attendance at any additional courses. Normally NTTLV and NTTMC courses are open only to those prospective NTs who comply with the requirements in Section E2 (including sponsorship) and to current NTs.

E3.3 - Demonstration Tests

1. At various times, NTs and prospective NTs will be required to carry out an observed demonstration test to show that they are capable of testing in the required manner and applying the required standards. Appendix 6 sets out the circumstances in which the successful completion of a demonstration test will be required and the class of vehicle that should be used for that test.
2. Where demonstration tests are required following an initial training course, when a change of test class is wanted or when a tester restarts testing after an absence the SM must arrange an appointment with the VOSA local office for the demonstration test. Before arranging the demonstration test, the AE must be satisfied that the prospective NT can competently test appropriate vehicles, use the VTS Device to obtain information, record and confirm test results both directly and indirectly using Fallback. Ideally, the demonstration test should be carried out within one month of the training course to which it is linked. At VTSs equipped with an ATL the demonstration test must be conducted using the manual mode facility and with the use of an assistant.



3. Such demonstration tests will be scored using the points system set out in Appendix 8.2 and 8.3
 - i) If the candidate scores no more than 9 points, he will be allowed to start testing following counselling on any shortcomings noted.
 - ii) With a score of 10 to 19 points he may, at VOSA's discretion, be allowed a second attempt (once the AE has ensured that the candidate has had further practice to overcome previous shortcomings) or be required to re-attend the appropriate initial training course and successfully complete a further demonstration test.
 - iii) With a score of 20 or more points, the candidate will be required to re-attend the appropriate initial training course and successfully complete a further demonstration test. Before re-attending a training course the AE must ensure that the candidate has revised his knowledge of the Inspection Manual and has had further practical experience to overcome the weaknesses. To allow time for that improvement the candidate will not be accepted for a further course for at least 2 months from the date of the unsatisfactory demonstration test.
 - iv) If a candidate has still not satisfactorily demonstrated his competence after a second attendance at the appropriate initial training course, the candidate will not be allowed to attend a third course for at least 2 years from the date of their first course. Thereafter he will not be allowed to attend more than one course every two years.
4. VOSA may also require an NT to carry out a demonstration test at any reasonable time (See Appendix 6). If the demonstration test is not completed satisfactorily, counselling may be given or disciplinary action may be taken in accordance with the disciplinary procedures explained in Section I of this Guide. Where an NT tests vehicles in more than one of the groups shown in Appendix 6, a demonstration test will be required on a vehicle from each group.

Use of the VTS Device

5. As part of or in addition to the demonstration test NTs and prospective NTs will be required to demonstrate satisfactorily that they can use the VTS Device. Assessment on the use of the VTS Device may be made using the training functions and consist of set exercises. The exercises will cover aspects of vehicle tests involving passing, failing and retesting a vehicle, each exercise will include the issue of the correctly completed test documentation. In order to become a NT or continue to test a NT will be assessed using the criteria in paragraph 3 of this section and on their ability to use the VTS Device. Where the satisfactory use of the VTS Device has not been demonstrated the following action may be taken;
 - a. In the case of a prospective NT they will not be allowed to test until they have demonstrated that they can use the VTS Device.
 - b. In the case of an existing NT the NT will be advised of their shortcoming and recommended that they use the system tutorials in order to become proficient.

Note. NTs who have difficulty in using the VTS Device due of reading difficulties e.g. dyslexia should contact the VOSA local office.