

THERE ARE NO QUESTIONS PRINTED ON THIS PAGE

ASSESSMENT AND QUALIFICATIONS ALLIANCE
AND
THE DRIVING INSTRUCTORS ASSOCIATION
June 2004



DIPLOMA IN DRIVING INSTRUCTION 0962/1
Module II: Management Practices and Procedures

Thursday 13 May 2004 1.30 pm to 3.30 pm

In addition to this paper you will require:

- a 12-page answer book;
- a pen, pencil and rubber;
- a ruler.

Time allowed: 2 hours

Instructions

- Answer **all** questions in the answer book provided.
- Do all rough work in the answer book. Cross through any work you do not want marked.

Information

- The maximum mark for this paper is 100.
- Mark allocations are shown in brackets.

Answer **all** questions.

- 1 Describe the major business principles involved in operating a driving school as:
- (a) a sole trader; (2 marks)
 - (b) a partnership; (3 marks)
 - (c) a limited company. (5 marks)
- 2 Discuss how the Health and Safety at Work Act affects the business of a driving school. (10 marks)
- 3 A driving school should have a Terms of Business document.
- (a) What are the purposes of this document? (3 marks)
 - (b) What details should this document contain? (7 marks)
- 4 What are the advantages to an ADI of belonging to a professional organisation? (10 marks)
- 5 The Inland Revenue requires business records to be maintained.
- (a) Give **ten** examples of different types of tax allowable expenses. (10 marks)
 - (b) What documents, relevant to tax affairs, should be kept? (4 marks)
 - (c) How long should tax records be kept:
 - (i) for the self employed; (1 mark)
 - (ii) for companies; (1 mark)
 - (iii) employees; (1 mark)
 - (iv) employers? (1 mark)
 - (d) What is the maximum penalty if:
 - (i) evidence cannot be produced to support tax calculations; (1 mark)
 - (ii) tax returns are late or rejected? (1 mark)

- 6 Outline the advantages and disadvantages of pupils applying for a driving test appointment through a driving school. (5 marks)
- 7 An instructor is deciding to purchase a new vehicle.
- (a) What preferential agreement might be negotiated with a dealer? (4 marks)
 - (b) Explain what the instructor might look for with regard to comfort in the car. (3 marks)
 - (c) Discuss the characteristics of the vehicle which the instructor should consider with regard to its suitability for instruction. (13 marks)
- 8 A driving instructor is considering the use of advertising to attract new pupils. Discuss the merits of the various forms of advertising available. (15 marks)

END OF QUESTIONS