



PROGRAMME: YOUNG DRIVERS SAFETY PROGRAMME

FORM: ACCREDITATION, VERSION 1

INSTRUCTIONS FOR COMPLETING THIS FORM

GENERAL INSTRUCTIONS

Before completing this form, the applicant must read the *Accreditation Guidelines*, which are located on the FIA's website ([click here](#)). This document will explain the process for becoming accredited.

It is also recommended that the applicant read *the Young Driver Safety Programme - Best Practice Framework* ([click here](#)).

It should be noted that ASNs and other applicants are recommended to read through the lower levels of accreditation before proceeding to the highest level i.e. excellence level - each application will be considered individually.

DETAILED INSTRUCTIONS

This form has six (6) sections - Sections 1-4 must to be completed, Section 5 is optional - please read all instructions contained within each section carefully prior to completing that section.

In order to complete this form it is recommended that the applicant has Adobe® Acrobat® - this will enable the applicant to complete the form electronically, save the form, and return via email.

If the applicant is unable to complete the digital form, it is acceptable to scan the printed copy and return via email.

For queries about this form, please send an email to krobson@fia.com or call +41 22 544 4589

Once the form is completed, please return to krobson@fia.com.

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 1: APPLICANT DETAILS

INSTRUCTIONS FOR SECTION 1: Please complete the following fields and questions

SECTION 1A: ORGANISATION DETAILS

Country
.....

Applicant Name
.....

Address (Street Name & Number)
.....

Address (City, State / Area)
.....

Address (Post Code)
.....

Is the address provided also the postal address? Yes No
.....

Postal Address (Street Name & Number)
.....

Postal Address (State / Area)
.....

Postal Address (Post Code)
.....

SECTION 1B: CONTACT DETAILS

Title
.....

First Name
.....

Surname
.....

Position
.....

Contact email
.....

Contact Phone
.....

Contact Fax
.....

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 2: GENERAL PROGRAMME & ACCREDITATION DETAILS

INSTRUCTIONS FOR SECTION 2: please complete the following questions, and for section 2A (questions 1-4), enter numbers only.

SECTION 2A: OFFICIALS PROGRAMME DETAILS

1. How many young drivers up to the age of 24 does your ASN support?
.....
2. How many of these young drivers hold a race licence issued by your ASN?
.....
3. How many young drivers training courses does your ASN run per year?
.....
4. How many young drivers does your ASN train per year?
.....
5. If necessary, please use the space below to include additional comments in relation to the questions above (up to 450 characters):

SECTION 2B: ACCREDITATION DETAILS

1. What level of accreditation is your ASN applying for?
.....
2. Does your ASN want to be contacted about becoming a regional training provider? Yes No
.....
3. If necessary, please use the space below to include additional comments in relation to the questions above (up to 450 characters):

.....

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 3: ALIGNMENT TO THE BEST PRACTICE FRAMEWORK

INSTRUCTIONS FOR SECTION 3: please indicate the degree to which your ASN aligns to each of the Best Practice Principles by choosing from the options in the drop down boxes on the right hand side of the form.

In order to do this, you will need to utilise the Accreditation Guidelines and determine the degree of alignment against the benchmarks for Commitment to Excellence, Progress towards Excellence and Achievement of Excellence for each of the two framework elements Competency Development and Programme Structure.

You will need to support your choice by providing written evidence (up to 450 characters) and indicate if you are able to support your answer with further documentation.

SECTION 3A: BEST PRACTICE PRINCIPLES (COMPETENCY DEVELOPMENT)

ELITE LEVEL

CURRENT LEVEL OF ALIGNMENT

1. Training activities are competency based

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

2. Training activities are developed by instructional design specialists and content is developed by subject matter experts

Please provide evidence to support your choice::

If required, are you able to provide documentation to support your answer? Yes No

3. Training is delivered using a blended learning model

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

CURRENT LEVEL OF ALIGNMENT

4. The training curriculum has multiple tiers

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

5. Key content areas essential to the development of the driver's technical capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

6. Key content areas essential to the development of the driver's tactical capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

7. Key content areas essential to the development of the driver's physiological capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

8. Key content areas essential to the development of the driver's psychological capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

CURRENT LEVEL OF ALIGNMENT

9. Key content areas essential to the development of the driver's ancillary capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

10. Key content areas relating to safety, anti-doping and driver behaviour are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

11. Trainers, coaches and assessors are appropriately qualified

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

12. Drivers work regularly with coaches

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

CURRENT LEVEL OF ALIGNMENT

13. Key performance indicators determining training activity effectiveness align with targets

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

14. Continuous improvement keeps training activities current

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

15. Training activities are conducted at approximately the same time as major events to maximize retention of skills and knowledge

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

16. Drivers are assigned a mentor

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

CURRENT LEVEL OF ALIGNMENT

17. Drivers participate in competition regularly

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

18. Drivers undergo performance reviews

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3B: BEST PRACTICE PRINCIPLES
(PROGRAMME STRUCTURE)**

CURRENT LEVEL OF ALIGNMENT

1. A senior executive is responsible for the programme

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

2. The elite programme integrates with other driver development programmes

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

3. ASN has capacity to manage operational aspects of programme

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

4. A sophisticated driver selection process exists

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 3B: BEST PRACTICE PRINCIPLES (PROGRAMME STRUCTURE)

CURRENT LEVEL OF ALIGNMENT

5. Leading technical and training partners are engaged

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

6. Drivers are divided into groups

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

7. Drivers compete in categories consistent with goals of programme

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

8. The programme is financially supported

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3B: BEST PRACTICE PRINCIPLES
(PROGRAMME STRUCTURE)**

CURRENT LEVEL OF ALIGNMENT

9. Drivers are required to sign contracts

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

10. The programme is supported with a strong brand capability

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

11. The driver has access to post-programme support services

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

12. An annual prize is awarded

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3B: BEST PRACTICE PRINCIPLES
(PROGRAMME STRUCTURE)**

CURRENT LEVEL OF ALIGNMENT

13. Programme activities and driver’s academic commitments are integrated

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

14. Drivers’ guardians are engaged in the programme activities

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

ENTRY LEVEL

CURRENT LEVEL OF ALIGNMENT

1. Training activities are competency based

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

2. Training activities are developed by instructional design specialists and content is developed by subject matter experts

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

3. Training is delivered using a blended learning model

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

4. The training curriculum has multiple tiers

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

5. Key content areas essential to the development of the driver's technical capabilities are covered in the curriculum **CURRENT LEVEL OF ALIGNMENT**

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

6. Key content areas essential to the development of the driver's physiological and psychological capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

7. Key content areas essential to the development of the driver's ancillary capabilities are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

8. Key content areas relating to safety, anti-doping and driver behaviour are covered in the curriculum

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

9. Trainers, coaches and assessors are appropriately qualified

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

CURRENT LEVEL OF ALIGNMENT

10. Drivers work periodically with coaches

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

11. Key performance indicators determining training activity effectiveness align with targets

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

12. Continuous improvement keeps training activities current

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

13. Training activities are conducted at approximately the same time as major events to maximize retention of skills and knowledge

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3A: BEST PRACTICE PRINCIPLES
(COMPETENCY DEVELOPMENT)**

CURRENT LEVEL OF ALIGNMENT

14. Drivers participate in competition periodically

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

15. Drivers have access to role models

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

16. Training activities are conducted regionally

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 3B: BEST PRACTICE PRINCIPLES (PROGRAMME STRUCTURE)

CURRENT LEVEL OF ALIGNMENT

1. A senior executive is responsible for the programme

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

2. The entry level programme integrates with other driver development programmes

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

3. ASN has capacity to manage operational aspects of programme

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

4. A programme participant recruitment process exists

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3B: BEST PRACTICE PRINCIPLES
(PROGRAMME STRUCTURE)**

CURRENT LEVEL OF ALIGNMENT

5. Training partners are engaged to deliver services regionally

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

6. Drivers are divided into groups

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

7. Drivers are required to compete in categories sanctioned by the ASN

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

8. The programme is financially supported

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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**SECTION 3B: BEST PRACTICE PRINCIPLES
(PROGRAMME STRUCTURE)**

CURRENT LEVEL OF ALIGNMENT

9. Drivers are required to sign a code of conduct

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

10. The programme is supported with a strong brand capability

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

11. Drivers' guardians are engaged in the programme activities

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

12. The programme has alliances with government bodies

Please provide evidence to support your choice:

If required, are you able to provide documentation to support your answer? Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 4: FINANCIAL DETAILS

INSTRUCTIONS FOR SECTION 4: please read the information contained in Section 4A and then complete the question in Section 4B.

SECTION 4A: FINANCIAL INFORMATION

The accreditation costs are outlined in the table below:

ACCREDITATION LEVEL	APPLICATION FEE (ONE-OFF)	RENEWAL FEE (BIENNIAL)
No level (application rejected)	€0	€0
Commitment to Excellence	€250	€250
Progress towards Excellence	€500	€250
Achievement of Excellence	€2,500*	€1,250*

* If an on-site visit is required, a portion of the expenses associated with the on-site visit may be payable by the ASN – these expenses would be determined in advance between the FIA and the ASN seeking accreditation.

The accreditation fee will be payable after the FIA has determined the appropriate level and the FIA will issue the ASN with an invoice for this amount. The invoice will be payable within 30 days, unless otherwise agreed. In the event that the ASN does not meet any of the three accreditation levels, no fee will be payable by the ASN.

For financial information on becoming a Regional Training Provider, please refer to the Accreditation Guidelines or contact the FIA by sending an email to krobson@fia.com or calling +41 22 544 4589. Note that in order to become a Regional Training Provider, an ASN will first have to satisfy the requirements of Achievement of Excellence level accreditation.

SECTION 4B: FINANCIAL CONFIRMATION

We agree to pay the application or renewal fee on the terms outlined above: Yes No

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 5: ADDITIONAL COMMENTS

INSTRUCTIONS FOR SECTION 5: If you would like to provide additional information in support of your application (up to 2,500 characters), please use the space provide below to do so. Note that this section is optional.

Empty text area for providing additional comments.

PROGRESS	1	2	3	4	5	6	COMPLETE
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SECTION 6: DECLARATION

INSTRUCTIONS FOR SECTION 6: Please read the declaration below, and indicate your acceptance.

We agree that the information provided in this form is, to the best of our knowledge and belief, correct at the time of completion of this form. We authorise the FIA to make such enquiries as it considers appropriate and undertake to provide any further information which the FIA requests for the granting of accreditation. We acknowledge that the award of accreditation will be at the sole discretion of the FIA. We agree to pay the application or renewal fee on the terms outlined in this application. We also undertake to provide any further information that may affect our accreditation level should our situation change at any time during the course of the accreditation period and we acknowledge that a change in our situation may lead to our accreditation level being changed or withdrawn without a refund of our application or renewal fee. We confirm that the person who submits this form for the ASN to the FIA is authorised to do so.

Do you accept the declaration above? Yes No

Note that if you do not accept the declaration, the FIA will not be able to process your application.

THIS IS THE END OF THE FORM