



Steer Clear Registered Training Centre Terms and Conditions

(Please print, sign and return original to Steer Clear)

For the purpose of this contract the Steer Clear Registered Training Centre shall be:

Name of Centre: _____

N.B Where a trainer delivers in more than one centre each centre must register independently.

For the purpose of this contract the Steer Clear Registered Trainer shall be:

Name of Trainer: _____

Centre Facilities

A business premises or educational centre used to deliver the Steer Clear programme shall;

- Be in a permanent fixed location designated as a Steer Clear Registered Training Centre.
- Comply with all relevant regulations relating to Health and Safety, Insurance and Fire Inspection.
- Have suitable, accessible classroom accommodation for students and be clean and orderly.
- Have appropriate equipment – Digital projector & laptop or DVD player & TV and basic classroom furniture.

Registered Training Centre Administration Requirements

The Steer Clear Registered Training Centre shall;

- Agree to pay the annual centre registration fee.
- Administer the collection of the Steer Clear Student Fee.
- Furnish IDEA* with a student fee for each student before course begins.
- Agree to facilitate quality assurance spot checks on the Steer Clear programme.

Steer Clear Registered Trainer

A trainer or teacher delivering the Steer Clear programme shall;

- Be certified by IDEA as a Steer Clear Registered Trainer.
- Be employed in a teaching capacity by a Steer Clear Registered Training Centre.
- Provide evidence of a basic qualification in teaching.
- Hold a current full Irish Drivers License.
- Hold a current Garda Clearance Certificate or document relevant child protection training.
- Agree to participate in Steer Clear knowledge updates from time to time.

Steer Clear Course

The Steer Clear Registered Trainer shall;

- Teach the Steer Clear programme in full, unless agreed in advance with IDEA.
- Use only Steer Clear materials or those approved by IDEA.
- Notify IDEA before each course begins of: number of students, start & finish dates.
- Notify IDEA of any changes in the above information.
- Administer all documents and materials as directed by IDEA to ensure student accreditation.
- Submit correct documentation to IDEA in accordance with the administration schedule.

Steer Clear Registered Training Centre - Registration

A business premises or educational centre wishing to be granted annual Steer Clear Registered Training Centre status shall;

- Have signed the above contract with IDEA.
- Be in receipt of a Steer Clear Centre Certificate.

*Irish Drivers Education Association Ltd. reg. no. 355379. Provider of the Steer Clear programme.
IDEA reserves the right to amend the Steer Clear Registered Training Centre Terms and Conditions.

I the under signed (Centre manager or other appropriate centre staff member – not the trainer) have read and agreed to the above terms and conditions.

Signed: _____ Position: _____ Date: _____

For Official Use Only	
Date Rec'd _____	RTC ID _____ RT ID _____
RTC Fee Rec'd _____	Amount _____ CHQ CA CC LDGMT