

Diversions Courses – Clients Frequently Asked Questions

We strongly advise you to read the following information before contacting the NDORS (National Driver Offender Retraining Scheme) team; our contact details are at the end of this document.

What types of courses are there?

In Lancashire we provide the following courses:

1. **Speed Awareness (£80)** - 4 hour interactive classroom based driver education package. The course covers why people speed, what difference speed makes, what could happen if you speed, how to recognise the speed limit, hazard perception and defensive driving strategies.
2. **Motorway Awareness (£80)** - 3¾ hour interactive classroom based driver education package. This course is aimed at drivers who have been caught committing an offence on a SMART motorway, which is a motorway that uses active traffic management techniques to actively manage the flow of traffic. Raising awareness of the appropriate speeds and lane use and improving driving skills.
3. **What's Driving Us (£80)** - 3¼ hours interactive classroom based session. The aim of the course is to produce safer more responsible attitudes towards driving and to increase motivation to drive with consideration for other road users.
4. **Driving 4 Change (£80)** - 2¼ hours practical **on-road** session on a 2:1 ratio. The aim of the course is to raise an individual's awareness of their driving deficits, increase understanding of what constitutes safer driving behaviour and improve driving skills.
5. **Driver Alertness (£140)** - full day course interactive classroom session followed by **on-road** session delivered on a 2:1 ratio. The aim is to raise awareness on the major causes of road crashes; how stress, fatigue, attitudes and behaviour affect safe driving; to improve the understanding of appropriate speeds, hazard recognition and defensive driving methods and to be self-critical on own driving errors and improving driving skills.
6. **RIDE (£80)** - 7 hour interactive classroom based session. Designed as an intervention for motorcyclists and addresses the behaviour of those whose riding could be described as thrill seeking and also those who by the very nature of their riding could be defined as anti-social or careless. Can also be used for motorcyclists demonstrating careless riding that has led to a collision.

Do I have to complete my course within 28 days?

No, you are required to book your course within 28 days of receipt of the conditional offer letter. Your course needs to be completed within the time imposed by the referring Police Force; Lancashire Constabulary is within **5 months** of the offence date.

Do I need my driving licence?

You are required to produce photographic identification e.g. photo card licence at the start of the course. If you hold an old style paper driving licence, you will need to bring some other form of photographic identification such as a passport.

For courses which involve a practical **on-road** element such as Driving 4 Change and Driver Alertness, you must produce a **valid** driving licence and show it to the instructor in order to complete the course. Checks will be conducted in the week prior to your course to confirm your entitlement to drive. If you have any concerns about your eligibility to drive, please contact the NDORS Team. An eyesight test will be carried out prior to the on-road practical session, if you wear corrective eyewear for driving these must be worn on the day. If you fail the eyesight test

you will not have successfully completed the course, you will need to contact the NDORS Team to discuss your options.

If I opt to take the course, do I still have to pay the fine and get penalty points?

No, the courses are an alternative to prosecution; providing you successfully complete the course the police will not take any further action in respect of the matter.

Who runs the courses?

In Lancashire, our courses are delivered by experienced Approved Driving Instructors and classroom trainers. There is no police officer involvement.

Where will the course be held?

Our courses are currently held at three venues across the county:

- Holiday Inn, Caton Road, Lancaster, LA1 3RA
- Mercure Dunkenhalgh Hotel, Blackburn Road, Clayton-Le-Moors, Accrington. BB5 5JP
- Leyland Hotel (Hallmark), Leyland Way, Leyland, Preston. PR25 4JX

Not all courses are delivered from all venues.

Free car parking is provided at all of our course venues. The Holiday Inn operates a parking system whereby you need to supply your car registration number to the Trainer delivering your course to get free parking.

Designated smoking areas will be determined by your chosen venue. Please contact the venue direct should you wish to view their Health and Safety policy.

What time do I have to arrive?

You must arrive promptly for registration which will take place 20 minutes before your course start time. You must plan your journey and allow yourself sufficient travel time especially during busy periods of the day.

If you arrive after the course start time (for the start time please refer to your course confirmation) you are unlikely to be admitted by the trainer and depending on your offence date and availability you may be unable to book another course. You will need to contact the NDORS Team to re-arrange, this may incur a re-booking fee.

Are refreshments provided?

One serving of tea or coffee will be provided. Water will be available throughout the course. Lunch will not be provided, however you may bring your own if your course is longer than 4 hours i.e. Driver Alertness or RiDE. Refreshments may be purchased direct from the course venue at designated break times.

How can I book a course?

You can book a course online at <https://www.lancashirecourses.org> or by telephoning 01772 410950. The course fee is payable in full at the point of booking using a credit or debit card. Payments will be processed by a PCI (Payment Card Industry) compliant payment provider.

You will need to ensure that there are sufficient funds in your account or the booking will not be made. The payment system reserves £1.00 which is not debited; this is to verify the account is valid. If your course costs £80.00 you will need to ensure you are £81.00 in credit.

Can I pay at the Venue for my course?

No, Trainers do not make or take the bookings; this is done prior to you attending your course on the Fastform system, either on-line by yourself or via the telephone with a member of the NDORS Team.

Can I pay for my course in instalments?

No, at the time of booking full payment is taken from a debit or credit card.

How long will my personal details be held for?

Client personal details will be held in our booking system for 6 months, after which they will be anonymised and held for 3 years.

What if I have a special requirement?

Special requirements must be indicated at the time of booking by phone to the NDORS Team. Every effort will be made to accommodate disability, mobility, language, religious and other special requirements.

We do not provide interpreters but you may bring your own; however we do insist they are at least 18 years old and because places are limited you must contact the NDORS Team to ensure an extra space is available for your interpreter. We will need to know their name and they will have to bring photo ID with them to the course.

During course registration please make the Trainer aware that you have an interpreter with you.

The courses have been designed to maximise your learning experience, to achieve this you are expected to actively participate in group and class discussions. If you are un-comfortable or un-able to participate fully please contact the NDORS Team to discuss your options.

Is there a test and can I fail it?

No, however you will be expected to make a positive contribution to the course and demonstrate a willingness to improve your driving skills.

Failure to actively engage in the class scenarios may result in the trainer asking you to leave the course, which will be recorded as a fail and you will need to contact the NDORS Team to discuss your options, re-booking may incur an administration fee or being prosecuted for the original offence.

How do I re-arrange or cancel my course?

Please contact the NDORS Team and we may be able to accommodate your request. Course dates will only be re-arranged a maximum of 3 times and administrative charges may be incurred.

Please note that cancelling your course may result in you being prosecuted for the original offence.

Re-arranging your course at short notice might incur an administration fee. If you have a **valid** reason for not being able to attend, you may be asked for additional paperwork which evidences this and a partial or full refund may be granted, dependant of your individual circumstances. Valid reasons do not include; lack of child care provision, a pets death, being invited for an interview, booking a holiday or clashes with your personal diary or work commitments. This course is offered as an alternative to prosecution for the original offence.

I've tried to re-arrange myself on-line, it won't let me do it

No, you can't re-arrange yourself on-line. You will need to contact the NDORS Team and a re-booking fee might be applied.

I've missed my course, what should I do?

Please contact the NDORS Team. It may be possible to offer you another course date; however an administration or re-booking fee may apply. If you do not contact us or we cannot offer you another course date within the time constraints of your fixed penalty, you may be prosecuted for the original offence.

Can I attend a course outside Lancashire?

If you want to attend a course outside Lancashire, please refer to the National Provider information sheet included within your conditional offer paperwork and contact the appropriate provider directly; please note that course availability and fees vary. You may also visit <https://offer.ndors.org.uk> for further details on all available locations and to view course dates.

How do I make a complaint?

Please contact the NDORS team in writing via post or email.

Lancashire NDORS Team – Contact details

Phone number: 01772 410950 Monday to Friday (excluding Bank Holidays)

9am -11am and 1pm to 3pm

Email: NDORS@lancashire.pnn.police.uk

Address: Central Process Unit, NDORS Team, PO Box 1329, Preston, PR2 0SX

