KNOWLEDGESURGE
Institute Inc.



Basic Driving Instructor Course (BDIC)

Course Syllabus and Glossary

Statement Of Confidentiality and copyright: © 2026 KnowledgeSurge Institute Inc.. All rights reserved. Written and published by KnowledgeSurge Institute Inc. Except for the purpose of evaluating this proposal, no part of this document may be reproduced, stored in, or introduced into a database or retrieval system, or transmitted, in any form or by any means, (electronic, mechanical, photocopying, recording, or otherwise) without the prior written permission of KnowledgeSurge Institute Inc. KnowledgeSurge Institute Inc. reserves all rights in the confidential information and intellectual property contained in this document. This document contains information relating to the business, commercial, financial and technical activities of KnowledgeSurge Institute Inc. This information is intended for the sole use of the recipient only and the disclosure of this information to a third party would expose KnowledgeSurge Institute Inc. to considerable disadvantage. The products or architecture names mentioned in this document are registered trademarks, trademarks, and trade names of their respective owners. Printed in Canada

204 Mapleview Dr W Unit 1B, Barrie, ON, L4N 9E8

TEL: (705) 730-1130 FAX: (705) 730-0156

Table of Contents

Course Description **20**

Course Outcomes **20**

Eligibility Requirements **20**

Attendance **21**

Accommodations **21**

Descriptions **21**

Beginner Driver Education (18.5 Hours + 10 hours) 21

Interactive Classroom (47.5 Hours) 21

In-Vehicle Training (50 Hours) 21

Administration (4 Hours) 21

Grading **22**

Course Schedule **23**

BDIC Day 1-5 23

BDIC Day 6-10 24

BDIC Day 11-15 25

BDIC Day 16-20 26

BDIC Day 21-22 26

Glossary of Terms **27**

© KnowledgeSurge Institute Inc.

Basic Driving Instructor Course (BDIC)

Course Description

The Basic Driving Instructor Course (BDIC) is designed for those individuals preparing to obtain the in-vehicle driver's licence to instruct the Beginner Driver Education Program. This course is 130 hours that has been approved by the Ontario Ministry of Transportation. The course is broken up into different components including: Beginner Driver Education, Interactive Classroom, In-vehicle Instruction and Administration.

The following is the breakdown of the hours spent on each:

Component	Duration
Beginner Driver Education – In class	18.5 Hours
Beginner Driver Education – Online	10 Hours
Interactive Classroom	47.5 Hours
In-Vehicle Training	50 Hours
Administration	4 Hours

Course Outcomes

- Recall the fundamental rules of the road.
- Exemplify safe driving knowledge, skills and attitude.
- Demonstrate their ability to provide clear instruction to a novice driver in a motor vehicle.
- Formulate teaching strategies suited to each individual candidate.
- Appraise a driver's ability to meet Ontario's driving standards.
- Perform all assessments, including an exit road test evaluation with 80% proficiency.

Eligibility Requirements

- Must meet the requirements set out in Ontario Regulation 473/07 of The Highway Traffic Act.
- Must be able to communicate sufficiently in verbal and reading areas in English.
- Must complete a driving assessment prior to the commencement of the course.
- Must present an OSSD or equivalency.

© KnowledgeSurge Institute Inc.

Attendance

- 100% attendance is mandatory for the in-vehicle instruction components and highly recommended for the in-class components.
- Missed sessions must be rescheduled within the course delivery time.

Accommodations

If you require any form of accommodation, please contact the office by email info@drivewise.com or by phone (705)730-1130. We will be happy to discuss options and find a solution that will satisfy your request.

Descriptions

Beginner Driver Education (18.5 Hours + 10 hours)

During the Beginner Driver Education sessions, the participants will have the opportunity to take part in the BDE program as if they were a new driver. This will allow them to understand what is taught in the classroom, what information the participants gain and the components that are covered. In order to successfully complete this section the participants are required to attend all the sessions and complete the online Home Link components.

Interactive Classroom (47.5 Hours)

Participants will explore the key components of effective in-vehicle instruction, including the Principles of Learning and Instruction and Coaching Others. Classes such as: Adult Learning Principles. Learning Processing Styles, Demonstrations, Presentation Skills, Coaching and Bridging the Gaps in Skills will help the participant be prepared for the new role as a driving instructor. The participants will take part in interactive sessions that involve group work, brainstorms and the use of simulation.

In-Vehicle Training (50 Hours)

During the in-vehicle training sessions, the participants will be able to apply the skills they have learned in the classroom to their in-vehicle environment. The participants will work in small groups where they will progress through the components of the BDE in-vehicle sessions. They will learn not only how to instruct these lessons but to coach, use key vocabulary and assess performance.

Administration (4 Hours)

During this program the participants will be provided with two written assessments done in the administration sections, self assessments as well as opportunities to gain feedback. The participant will be given a mid-term review, done one-on-one, in order to review their individual performance in the program and develop an action plan to move forward.

Grading

The participants will be graded according to the chart below. A minimum of 80% must be achieved on each assessment in order to be successful. Participants may re-take their assessments as per the costs outlined in the student contract.

Component	Weight
Simulated Road Test – In-Vehicle	5%
Lesson 1 – In-Vehicle	20%
Mid-term - Classroom	5%
Low Speed Manoeuvre – In-Vehicle	15%
Freeway Drive – In-Vehicle	15%
Emergency Manoeuvres – In-Vehicle	15%
Final Exam - Classroom	15%
Final Exit Test – In-Vehicle	10%
Total	**100%**

Course Schedule

BDE Curriculum	BDE
In-Vehicle	IV
Interactive Virtual Classroom	IC
Administration	AD
Written Tests	TEST

BDIC Day 1-5

Day 1 (5 Hours)	Day 2 (5 Hours)	Day 3 (5 Hours)	Day 4 (5 Hours)	Day 5 (5 Hours)
AD-01 Course Administration 1 Hour	**Test-01** Self-Assessment 30 Minutes	**BDE-05** Vehicle Handling and Respect and Responsibility 2 Hours	**BDE-07** Perception, Risk Management and Attention 2 Hours	**IC-01** Roles of an Instructor 1 Hour
BDE-01 Rules of the Road 2 Hours	**BDE-03** Sharing the Road 2 Hours	**BDE-06** Adjusting to Driving Environment: Adverse Conditions and Eco Driving 3 Hours	**BDE-08** Distracted and Impaired Driving 3 Hours	**IC-02** Vehicle Requirements 1 Hour
BDE-02 Vehicle and its Components 2 Hours	**BDE-04** Cooperative Driving and Driver Behaviours 2.5 Hours			**IC- 03** Establishing Credibility and Rapport 1 Hour
				IC-04 Conduct 1 hour
				IC-05 Teaching techniques, Key Words and Phrases 1 Hour

BDIC Day 6-10

Day 6 (5 Hours)	Day 7 (5 Hours)	Day 8 (5 Hours)	Day 9 (5 Hours)	Day 10 (5 Hours)
IC-06 Adult Learning Principles 1 Hour	**IC-09** Attitude Towards the Learner 1 Hour	**Ad-02** Progress Review Session 30 Minutes	**IC-16** Abilities 1 Hour	**Test-02** Mid-term Exam 30 Minutes
IC- 07 Andragogy and Pedagogy in Practice 1 Hour	**IC-10** Authority and the Learner Centred Environment 1 Hour	**IC-13** Cultural and Gender Communication 1 Hour	**IC-17** Learning Processing Styles 1 Hour	**IC-20** Methods of Instruction 1 Hour
IC-08 Coaching Theory 3 Hours	**IC-11** Decoding Behaviours Cultural and Gender 1.5 Hours	**IC-14** Learning Outcomes and Teaching Activities 1.5	**IC-18** Incorporation of Visual, Kinesthetic and Audio Domain into Learning 1 Hour	**IC-21** Presentation 1 Hour
	IC-12 Effective Communication 1.5 Hours	**IC-15** Lesson plan designs 2 Hours	**IC-19** Facilitator Resources and Tools for Instruction 2 Hours	**IC-22** Demos: Telling, Showing and Doing 1 Hour
				IC-23 Media Development and Chunking Information Part 1 1.5 Hours

BDIC Day 11-15

Day 11 (5 Hours)	Day 12 (5 hours)	Day 13 (5 Hours)	Day 14 (7 hours)	Day 15 (6 Hours)
IC-23 Media Development and Chunking Information Part 2 1 Hour	**IC-26** Self-Reflection 0.5 Hours	**IC -29** Review of In-Vehicle Evaluations and Feedback Sheets 1 Hour	**IC-32** Taking Control of a Vehicle 2 Hours	**IV-02** Basic Vocabulary and Basic Manoeuvres (Part 1) 2 Hours
IC-24 Observation and Performance Standards 2 Hours	**IC-27** Evaluations 2 Hours	**IC-30** Determine Curriculum Content 1 Hour	**IC-33** Instructing Emergency Manoeuvres and Stopping Exercises 2 Hours	**IV-03** Conduct Lesson 1 (Part 1) 4 Hours
IC-25 Ability and Objective Observation 2 hours	**IC-28** Identifying and Bridging Gaps in Skill 2.5 Hours	**IC-31** Remaining Current with Road Safety 2.5 Hours	**IV-01** Simulated G Exit Road Test 3 Hours	
		Test-03 Final Exam 30 Minutes		

BDIC Day 16-20

Day 16 (6 Hours)	Day 17 (6 Hours)	Day 18 (6 Hours)	Day 19 (6 Hours)	Day 20 (6 Hours)
IV-04 Conduct Lesson 1 (Part 2) 4 Hours	**IV-06** Lesson 1 Review 3 Hours	**IV-08** Low Speed Manoeuvres 3 Hours	**IV-10** Skills Review and Coaching 2 Hours	**IV-13** City Drive Part 1 2 Hours
IV-05 Lesson 1 Review 2 Hours	**IV-07** Delivery of Lesson 1 3 Hours	**IV-09** Low Speed Manoeuvres Part 2 3 Hours	**IV-11** Low Speed Manoeuvres Review 2 Hours	**IV-15** City Drive Part 2 3 Hours
			IV-12 Deliver Low speed Manoeuvres Assessment 2 Hour	**IV-14** Taking Control of a Vehicle 1 Hour

BDIC Day 21-22

Day 21 (6 Hours)	Day 22 (6 Hours)
IV-14 Taking Control of a Vehicle 1.5 Hours	**IV-16** Highway and Freeway Drive 2 hours
IV-18 Emergency Manoeuvres 1.5 Hours	**IV-17** Merging and/or freeway drive 1 Hour
IV-19 Stopping Exercises 2 Hours	**IV-21** G1 Exit Test 2 Hours
IV-20 Emergency Manoeuvres Assessment 1 Hour	**Test-04** Self-Assessment 30 Minutes
	Ad-03 Course Administration 30 Minutes

Glossary of Terms

BDE	Beginner Driver's Education
MTO	Ministry of Transportation
Business Ethics	Moral or ethical problems that arise in a business environment.
Dual Pedal Controls	Secondary vehicle controls installed on the passenger side of a vehicle.
Rapport	A close and harmonious relationship in which the people or groups concerned understand each other's feelings or ideas and communicate well.
Code of Conduct	A set of rules that members of an organization or people with a particular job or position must follow.
Andragogy	Methods or techniques used to teach adults.
Pedagogy	Methods or techniques used to teach children.
Bias	The action of supporting or opposing a particular person or thing in an unfair way.
Discrimination	Discrimination is an action, behaviour, decision, or omission that treats a person or a group of people unfairly and badly for reasons linked to personal traits, such as their race, age or disability.
Stereotypes	Beliefs about all people of a certain type.
Prejudices	Judgments or opinions that are formed without real knowledge or examination of facts.
Bloom's Taxonomy	A hierarchical model used for classifying learning outcomes by levels of complexity and specificity.
Learning Outcomes	Explicit statements about the knowledge, skills or attitudes that the learner will be able to demonstrate at the end of the lesson.
Formative Assessment	Low-stakes, on-going assessments used throughout lessons to identify learning gaps and provide feedback to improve student performance before a final assessment.
Summative Assessment	Formal assessments used at the end of a lesson, unit or course to evaluate whether a student has achieved the required learning outcomes.
Chunking	The process of breaking down large amounts of information into smaller, manageable groups or "chunks" so the brain can process and remember them more easily.
Feedback	Information about a learner's performance.
Performance Standards	Defined set of expectations and benchmarks that outline a desired level of performance.
Scaffolding	An instructional practice where a teacher gradually removes guidance and support as students learn and become more competent.
ADDIE	A systematic approach to instructional design that includes five phases: analysis, design, development, implementation and evaluation.