

***DARE - to Achieve***

**Driver And Rider Education Pty Ltd**

# Course Information

Things you really do need to know about DARE - Driver And Rider Education  
Pty Ltd's delivery of

**TLI41221 Certificate IV in Transport & Logistics  
(Road Transport - Car Driving Instruction)**

Or

**TLI41321 Certificate IV in Transport & Logistics  
(Road Transport - Heavy Vehicle Driving  
Instruction)**

**DARE - Driver And Rider Education Pty Ltd**

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## Guide Disclaimer

This guide contains information that is correct at the time of printing. Changes to legislation and/or training provider policy may impact on the currency of information included. DARE - Driver And Rider Education Pty Ltd reserves the right to vary and update information without notice. Readers are advised to seek any changed information and/or updates from the training provider.

This guide has been prepared as a resource to assist students to understand the requirements for undertaking this course. All students must read and understand the information provided to make an informed choice.

Further information can be obtained by contacting:

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*DARE acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and Elders, past and present. DARE is committed to honoring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.*

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## Welcome!

Welcome to **DARE - Driver And Rider Education** Pty Ltd [ABN 67 087 346 870], **RTO #90431**

We are a specialised vocational education provider; and we ensure excellence in teaching services for the Driver Training Industry. Our philosophy encompasses first class customer service and the delivery of premium quality vocational educational training and assessment to all of our trainees.

We are also committed to assisting you in furthering your career and reaching extra goals within the Driver Training Industry by recommending membership of the [NSW Driver Trainers Association](#).



Our teachers, trainers and assessors are highly qualified and have extensive experience in all aspects of the Driver Training Industry; are affiliated through membership, with the peak National Industry Associations and are here to support you throughout the entire training programme of your choice.

## About Us

**DARE - Driver And Rider Education** Pty Ltd (DARE) is a Registered Training Organisation (RTO) providing nationally recognised training and assessment services to driver training industry. Based in the local government area of Wollongong, NSW, we have a specialised scope focusing on driving education for both light and heavy vehicles.

With nearly 30 years' experience in driving instruction and driver training, our business leaders' mission and vision are to provide high quality, flexible and industry relevant training that develops safer drivers, allowing us to be recognised as a leading provider of car and heavy vehicle driver training. We develop our students to train safe and drive safe.

With a modern fleet of instructional vehicles, unique learning facilities and practical training environments, our focus is on safety where we provide contextualised and structured programs that meet industry licensing, accreditation and authorisation requirements. Our training programs are flexible, industry relevant and competency based to meet the needs of employers and industry alike. Here at DARE, our quality programs provide realistic scenarios and extensive practical training, so our students gain the knowledge, skills and experience they need to drive safely and go home each day.

As an RTO, DARE is committed to exceeding the Standards for NVR RTOs 2015 and operating in accordance with the National VET Regulation Act 2011. DARE strives to deliver high quality, innovative and engaging training that is relevant to our community, employers and industry. We empower our students and local businesses to achieve their goals by providing a genuine and supportive student focused approach. Our commitment to continuously improving our service offerings mean we can continue to evolve to meet the needs of our community through innovative education and learning opportunities.

We are a Registered Training Organisation that delivers qualifications from the Australian Qualifications Framework (AQF). We are regulated by the Australian Skills Quality Authority (ASQA), who are the national regulator for the vocational education and training (VET) sector and are responsible for regulating approximately 90% of Australian vocational education and training (VET) providers. ASQA accredits VET courses to ensure they meet nationally approved standards, based on industry, enterprise, education, legislative and community needs and monitors DARE's performance and quality to ensure that we maintain a commitment to our students and that we continue to meet national standards.

### *Who is DARE?*

With a combined 77+ years of industry experience, the current Company Owners/Directors firmly believe...

### *Quality only happens when we do our very best for you.*

Mike Hyne and Russell Oats taught new driving instructors at TAFE since 1991 and, after leaving in 1997 established DARE, becoming a nationally registered vocational education provider (RTO) delivering excellence in training services to the Transport and Driver Training Industries. Our philosophy continues to encompass first class customer service and the delivery of premium quality vocational educational training and assessment to our numerous students.

Our teachers, tutors and assessors are all highly qualified and have extensive, individual experiences in all aspects of the Driver Training Industry. They are affiliated through ongoing membership, with the peak National Industry Associations and are available to support you throughout the entire training programme of your choice. DARE is certainly not the cheapest Driving Instructor course Provider, but you'll quickly understand why; **Quality!**

We will abide by the current Standards regarding trainer and assessor qualifications in relation to all training and assessment activities. We will ensure that all of our trainers and assessors will have as a minimum, the following combination of:

- A current Certificate IV (or higher Diploma / Degree) level qualification in Training and Assessment / Adult Education, and
- A minimum of three (3) years' recent industry experience in the appropriate field of study, **and** vocational competencies to at least the same level as the Units being delivered or assessed, and
- Familiarity with the principles and practices of Competency-Based Training, the current Standards and Recognition of Prior Learning / Recognition of Current Competence (RPL / RCC), and
- Familiarity with current Anti Discrimination, Equal Employment Opportunity and Work Health and Safety principles and Laws, and are currently
- Fully-licensed NSW Driving Instructors and Assessors operating their own businesses.

## Our Training

### *The Driving Instructor Course delivered by DARE*

NSW Driving Instructor Courses can only be delivered by a Transport for NSW Approved Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment. Each approved RTO is audited by TfNSW against these standards on a regular basis.

**DARE is accredited to deliver and assess such courses.**

### *TLI41221 Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction)*

This qualification is for those engaged in driving instructor job roles within the transport and logistics industry. It includes the performance of a broad range of skilled applications, including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others in applying skills and planning skill development.

This qualification is currently cited as meeting part of the requirements for certification as a Motor Vehicle Driving Instructor, as defined by relevant state/territory licensing and regulatory requirements.

### *TLI41321 - Certificate IV in Transport and Logistics (Road Transport - Heavy Vehicle Driving Instruction)*

This is a qualification for those engaged in heavy vehicle driving instructor job roles within the transport and logistics industry. It includes the performance of a broad range of skilled applications, including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide some leadership and guidance to others in applying skills and planning skill development.

This qualification is currently cited as meeting part of the requirements for certification as a Heavy Vehicle Driving Instructor, as defined by relevant state/territory licensing and regulatory requirements.

## *Career Options*

Upon completion of either program, a successful student will have the necessary vocational qualification to make an application to the relevant licensing authority to become a driving instructor within any state/territory. They will have enhanced career prospects within their role as a teacher of novice and experienced drivers or will have increased their opportunities for involvement within any future competency-based-assessment (CBA) licensing system (currently only motorbikes, heavy vehicles and older car drivers in NSW).

After achieving a Certificate IV level qualification in driving instruction, further options exist to continue the student's education through qualifications in Frontline Management or through higher qualifications in Transport and Logistics or other Tertiary study.

Potential career roles include:

- Driving instructor
- Car driver trainer
- Heavy Vehicle driver trainer

- Older Driver CBA Assessor

### *Target Cohort*

These qualifications are ideal for those who are new to the industry or those who are currently working in the industry who possess sound knowledge and practical skills in vehicle operation and who have a strong inclination for working in the transport industry as a driving instructor. These programs aim to further develop a student's knowledge and skills in order to create employment opportunities and to support their goals to develop their own business.

**DARE's delivery is a Certificate IV course for new TEACHERS of driving - and is not a driving course!**



## Course Eligibility Requirements

To become a Driving Instructor in NSW, the student must meet all of the following [Transport for NSW requirements](#) for course entry:

- Be at least 21 years old
- Hold a full driver licence (not learner, provisional, probationary or restricted) of the relevant class for at least three years during the four-year period immediately prior to your application for an instructor's licence
- Be authorised by Transport for NSW to undertake an approved course in driving instruction and have passed.
- Obtain a Working With Children Check number for employment purposes. (*A Working With Children Check for volunteer purposes will not be accepted.*)

## Application Process

To safeguard the professionalism and standards of driving instruction, a strict application process must be followed. You can find more details [here](#). Applications submitted from 17 December 2021 will need to be finalised within six months from the date your application is received by Transport for NSW to ensure your suitability to hold a Driving Instructor licence is assessed based on your current information.

The process looks like this:

1. Documents and checks
2. Tests (theory and practical)
3. Letter of eligibility
4. Driving Instructor training course.

### *1. Documents and checks*

You'll need to provide:

- A completed Application for Licence under Driving Instructors Act 1992, Form No. 239
- A completed medical check stating that you're fit to drive (your doctor can submit a medical report online.)
- Criminal history checks
- Provide a Working With Children Check number and expiry date for employment purposes
- Four (4) colour passport-sized photos.

### *2. Tests*

You'll need to:

- Pass an extended knowledge test on road rules (90 questions). The test must be in English and without interpreter assistance
- Pass a driving test with a 95% pass rate. You must pass the driving test before you're issued a letter of eligibility. If you undertake the test in an automatic vehicle, your Driving Instructor Licence will have a condition allowing you to teach in an automatic vehicle only.

You're required to supply the vehicle for all driving tests and assessments.

### ***3. Letter of eligibility***

When all documents are provided, checks are completed and you've satisfactorily passed the required tests, Transport for NSW will issue you with a **letter of eligibility**. You cannot enrol into an instructor training course unless you hold a current letter of eligibility and provide the original to us.

### ***4. Instructor training course for Car and Heavy Vehicle***

The Car and Heavy Vehicle instructor training standards are nationally agreed and included in the VET Quality Framework:

- Cars: Driving instructors must pass the Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction) TLI41216 or TLI41218 or TLI41221
- Heavy vehicles: Driving instructors must pass the Certificate IV in Transport and Logistics (Road Transport - Heavy Vehicle Driving Instruction) TLI41316 or TLI41318 or TLI41321.

Successful applicants may need to complete a Language and Literacy test before enrolling into the program via a suitable and appropriate delivery method:

- i. Self-directed via distance with face-to-face practical training and assessment
- ii. Class-based training conducted at a DARE training facility

Students must pay all current fees and course charges to DARE which include:

- **Car: TLI41221**
  - \$3,995 face-to-face
  - \$4,195 individual tuition
  - \$450 reassessment + any travel, accommodation and sustenance;
- **Heavy Vehicle: TLI41321**
  - \$4,995 face-to-face.

All courses include a non-refundable \$595 administration fee and require a \$1,495 pre-paid enrolment application deposit prior to commencing the course.

DARE also offers existing instructors an UPGRADE from old qualifications to the most current Certificate IV qualification by RCC for \$995. For heavy vehicle driving instructors wishing to become HV Competency-Based Assessors we deliver an additional two-day course \$660.

*Note: Full or Partial RPL by way of RCC is available upon prior application in writing. Ask for DARE's application form to be sent before enrolling.*

*\* NB: There are additional units of competency or Qualifications required to be completed where Driving Instructors need the authority to assess trainee drivers for licences (In NSW this does not apply to Novice Class Car instructors but does apply to Older Driver Assessors and those within the HVCBA Heavy Vehicle Licensing Scheme). These are delivered separately to our programs.*

## Course Delivery

### *Unit sequencing and application*

Each stage of DARE's course delivery provides for a grouping of Units of Competency into specific Categories. Each of the category groupings is based on similar Certificate levels and covers similar subject matter.

We've chosen to begin with the essential category groups necessary to obtain the Certificate IV qualification prior to applying for your NSW Driving Instructor licence -

1. 'Introduction to the transport industry, before commencing
2. 'Managing Work' and progress through to
3. 'Customer Service' before moving on to
4. 'Records Management' allowing progression toward
5. 'Safe Driving' which is essential before undertaking
6. 'Teaching others to drive'

Our final category group of additional units/Qualifications must be completed by those interested in a formal, licensing-level, competency-based assessing role. A Heavy Vehicle Competency-based Assessor (HVCBA) course, delivered over 2 days is available after the Heavy Vehicle Instructor course ends.

7. 'The Driving Instructor as an Assessor' of 'Older Drivers', 'Motor Cycle Riders' & 'Heavy Vehicle Drivers' in NSW HVCBA Scheme.

**Whilst this nationally-recognised Certificate IV Qualification is the highest currently-issued Certificate level (just below Diploma level), its earlier Units are based on Certificate II and III level Units and merely require basic skills and knowledge of business and WH&S whilst the later Units are from Certificate III and IV level and therefore require more planning and development for assessment and training as well as more specific driving and instructor teaching/assessing skills. They are therefore, far more complex and will require dedicated attention to detail during tuition and assessment. 'Statements Of Attainment' are available for each Unit completed en-route to gaining the full Certificate IV Qualification.**

**Units of Competency**

Units of Competency for TLI41221 (12) Car and TLI41321 (14) Heavy Vehicle Driving Instructors	
UOC (Release)	Title (*the UOCs shown with an asterisk* are completed by directed self-paced learning)
*TLIL2060 (2)	Complete induction to the transport industry [car & HV]
*TLIL4009 (2)	Manage personal work priorities and professional development [car & HV]
TLIF4066 (2)	Implement and supervise transport regulations compliance systems [HV only]
*TLIF2010 (2)	Apply fatigue management strategies [HV only]
*TLIG2007 (2)	Work in a socially diverse environment [car & HV]
*TLII0005 (1)	Apply customer service skills [car & HV]
*BSBINS309 (1)	Maintain business records [car & HV]
*TLIF0025 (1)	Follow work health and safety procedures [car & HV]
TLIC1051 (2)	Operate commercial vehicle [car only]
TLIC3036 (2)	Apply safe car driving behaviours [car only]
TLIC3037 (2)	Apply safe heavy vehicle driving behaviours [HV only]
*TAEDEL301 (1)	Provide work skill instruction [car & HV]
*TAEDS401 (2)	Design and develop learning programs [car & HV]
TLIM4001 (2)	Develop safe car driving behaviours in others (major part of unit content)[car only]
TLIM0001 (1)	Conduct learner driver training [car only]
TLIM4002 (2)	Develop safe HV driving behaviours in others (major part of unit content)[HV only]
TLIM0002 (2)	Conduct heavy vehicle learner driver training [HV only]
TLIC unit to suit	Drive LR (C2002), MR (C3003), HR (C3004), HC (C3005), MC (C4006) vehicle [HV only]
<b>NOTE: Additional Qualifications are required for Driving Instructors who will assess licence applicants</b>	

The qualification requires the student to be deemed competent in all units of competency that form either the light vehicle or heavy vehicle qualification.

### ***Duration***

This Certificate IV level vocational qualification requires a substantial allocation of your time in order that the required progress and achievement may be made. You will need to engage with the content of this course through self-directed at home study, class based training and individual tutorials.

In order to undertake this qualification, students are expected to commit up to 618 hours\* of learning and assessment which includes:

- Online self-directed learning and assessment activities
- Online tutorials
- Face to Face classroom-based sessions
- Practical driving experience and assessment

*\*The amount of training and assessment required depends on the amount of self-directed practice that you performed and the knowledge you have acquired during your self-directed learning.*

All assessment tasks need to be completed and returned for marking prior to your final, on-road DARE / Transport for NSW evaluation. Details will be provided later, but the homework assessment tasks will focus on

- Those units which are done at home and shown with an \*asterisk in the previous table of delivery.
- Road Law Understanding - using the '[Transport for NSW Road Users Handbook](#)' and the '[NSW Road Rules](#)' supplied to you on USB drive.
- Legislation and the Driver Trainers role as outlined within the '[Code of Conduct - Driving Instructors and Assessors](#)' and a Transport for NSW' electronic MS PowerPoint presentation on USB.

The course has a nominal duration. In practice the course is essentially self-paced and is completed at a pace determined by the student, more commonly the course is completed within approximately four to six months from undertaking the compulsory entry requirements.

Should a student not complete a course, for whatever reason, the student will be entitled to a 'Statement of Attainment' which will record the units in which the student displayed competency.

### ***Employability Skills***

With the 'Employability Skills' gained by completing this course, you will be able to:

- Demonstrate that you have, and do apply, safe driving behaviours yourself
- Facilitate individual learning by providing training through demonstration of your work skills to develop safe driving behaviours in your clients
- Maintain accurate business records
- Follow work health and safety (WH&S) procedures
- Work within a socially diverse environment
- Deliver and monitor the service you provide to your customers
- Complete routine administrative tasks
- Complete workplace orientation and induction
- Design and develop individual learning programs

A Driving Instructor may be part of a Government Body, franchise or driving school. They have to work with colleagues, organise themselves around business goals, continue to learn and show appropriate communication skills. These eight skills are reflective of the flexible communicative employee.

Once employed or self employed, Driving Instructors will be more productive, effective and satisfied if they can exhibit the eight (8) Employability Skills in order to graduate at Certificate IV level:

- |                              |   |
|------------------------------|---|
| 1. Communication             | 5. Planning and organising              |
| 2. Teamwork                  | 6. Self management                      |
| 3. Problem solving           | 7. Learning                             |
| 4. Initiative and enterprise | 8. Using currently-available technology |

## **Content**

### **1. Introduction to the transport industry**

This module contains the following units of competency:

- *TLIL2060 Complete induction to the transport industry*

The essential focus of this module is on the roles and responsibilities of professional drivers and relevant transport industry standards, expectations, service obligations and employment opportunities. The aim here is to ensure that you know the obligations and customer expectations of a quality Driving Instructor.

### **2. Managing Work**

This module contains the following units of competency:

- *TLIL4009 Manage personal work priorities and professional development*
- *TLIF4066 Implement and supervise transport regulations compliance systems* [HV only]
- *TLIF2010 Apply fatigue management strategies* [HV only]

This module focuses on your organisational skills, including organising your own time and routines. The focus on this module is to develop your skills in managing work and customers including scheduling and booking in clients, managing various priorities and utilising technological systems to support your work planning. You will also look at codes of practice and how you may develop your skills as a professional driving instructor and the associations you may join to help you in the industry.

Heavy Vehicle students will learn to understand transport regulations and heavy vehicle compliance systems including fatigue management strategies and how to manage the required documentation for driving a heavy vehicle.

### **3. Customer Service**

This module contains the following units of competency:

- *TLIG2007 Work in a socially diverse environment*
- *TLII0005 Apply customer service skills*

This module will cover the capacity to apply ethical practices to your workplace, as well as dealing with novice, and already licensed, drivers from diverse backgrounds. You will learn different communication and language teaching strategies to work with diverse customers to ensure you apply equal opportunity and anti-discrimination practices.

You will also learn how to support novice drivers with disabilities including impairments, language difficulties and cultural barriers as well as 'codes of good practice/conduct' for driving instruction.

#### 4. Records Management

This module contains the following units of competency:

- *\*BSBINS309 (1) Maintain business records*

Conducting any small business involves record keeping and delivery of a service. You must understand the records keeping requirements for driving instruction and business management. You will gain understanding of documentation required to carry out the business of driving instruction and the relevant rules and regulations concerning privacy and security.

#### 5. Safe Driving

This module contains the following units of competency:

- *TLIF0025 Follow work health and safety procedures*
- *TLIC1051 Operate commercial vehicle* [car only]
- *TLIC3036 Apply safe car driving behaviours* [car only]
- *TLIC3037 Apply safe heavy vehicle driving behaviours* [HV only]

This module requires you, as a trainee Driving Instructor, to be a model driver. You will learn to understand and apply road rules and regulations governing your state and/or territory and practice the principles of safe and low risk driving. The aim here is to determine your ability to model the correct and legal driving of a vehicle prior to the ability to deliver instruction to novice drivers.

#### 6. Teaching others to drive

This module contains the following units of competency:

- *TAEDEL301 Provide work skill instruction*
- *TAEDS401 Design and develop learning programs*
- *TLIM4001 Develop safe car driving behaviours in others* [car only]
- *TLIM0001 Conduct learner driver training* [car only]
- *TLIM4002 Develop safe HV driving behaviours in others* [HV only]
- *TLIM0002 Conduct heavy vehicle learner driver training* [HV only]
- *TLIC unit to suit heavy vehicle type* LR, MR, HR, HC, MC vehicle [HV only]

This module requires you to be an effective instructor. You will need to plan and organise safe driving instruction for two markedly different students. One student requires basic skills; the other requires attitudinal changes as well as skills training. Competency in this module is best found in the different approaches to driver instruction by you as a trainee Driving Instructor. You should exhibit a range of teaching methodology to deal with the differences exhibited in the case studies.

You will become aware of all requirements within the NSW Graduated Licensing Scheme (GLS) and the HV Competency Based Assessment (HVCBA) Scheme. You will also learn to source available driving instruction resources to meet the variety of Transport for NSW training criteria requirements. You will be able to apply adult learning styles to develop learning programs and vehicle driving training sessions.

## 7. Additional modules for students wishing to become Driver Licencing Assessors

This additional module requires student Driving Instructors to assess the competence of drivers. The student Driving Instructor needs to plan and organise the driving assessment process and will need to have a sound knowledge of the regulatory requirements for drivers to be deemed competent to be awarded a driving licence in their state and territory. You will ensure you understand road rules and regulations governing NSW and the rules, regulations and requirements for awarding the various classes of driving licences within NSW. The module will cover your capacity to assess competency for awarding a driving licence by conducting assessment in a fair and reliable manner.

### *Assessment Methodology*

Assessment activities are based on what is required from a Driving Instructor who offers clients 'value-for-money' and they are meant to be realistic. The assessments are conducted in as realistic an environment as possible. The evidence gathered and the material collected in determining competency needs to be, as much as possible, from primary sources. Examples of this could be the use of Transport for NSW regulator forms, actual logbooks and licence testing sheets.

Conducting simulations will always be necessary given that you are not yet licensed to conduct professional driving training, however driving tuition assessment and assessments around instructional ability are conducted in local, practical, on-road situations.

Assessment methods will include:

- Theory-based questioning
- Case studies, role plays and scenarios
- Demonstration of practical skills and completion of a Practical Skills Demonstration logbook

### *Recognition of Prior Learning*

The qualification process also recognises your existing skills and knowledge.

Recognition of Prior Learning (RPL) is a process where the student's existing skills and knowledge are matched against the requirements of the qualification. If the student is assessed as already having achieved competency the course is reduced in duration.

The time required to assess RPL applications is dependent upon the clarity of the information provided. DARE has an easily understood and clear RPL Information Kit that will provide guidance on making an application for RPL.



**Sample Program**

This is a sample schedule of a typical face-to-face car & HV class delivery. Typically run over 10 days, each day includes light refreshments (tea, coffee, chilled water) and breaks usually taken at 1030am, 1230pm and 1500pm)

Wk 1	Monday - day #1	Tuesday - day #2	Wednesday - day #3	Thursday - day #4	Friday - day #5
0830 to 1230	<p>The Transport Industry</p> <ul style="list-style-type: none"> <li>Licensing</li> <li>Driving Regulator</li> <li>Legislation</li> </ul> <p>Driving Instructor Organisation</p> <ul style="list-style-type: none"> <li>Code of Practise, Policies and Procedures</li> <li>Industrial relations</li> </ul> <p>Customer Service</p> <ul style="list-style-type: none"> <li>Customers</li> <li>Record keeping</li> </ul> <p>Assessment</p> <ul style="list-style-type: none"> <li>Interview each learner and conduct verbal questioning</li> </ul> <p>Goals Setting</p> <ul style="list-style-type: none"> <li>Personal and Business Goals</li> <li>Case Study / Project</li> </ul> <p>Current Competence</p> <ul style="list-style-type: none"> <li>Self-Assessment</li> <li>Strengths and weaknesses (SWOT)</li> <li>Case Study Project</li> </ul> <p>Professional Development</p> <ul style="list-style-type: none"> <li>Driving Instructor Associations</li> <li>Professional Development Activities</li> <li>Learning Styles</li> </ul>	<p>Role Play – Task 2</p> <ul style="list-style-type: none"> <li>Instruct pairs to proceed to task 2 under assessor observation.</li> <li>Discuss challenges with pairs, asking verbal questions and recording responses</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>Providing feedback</li> </ul> <p>Business Records</p> <ul style="list-style-type: none"> <li>Types of records</li> <li>Electronic v hard copy</li> </ul> <p>Systems</p> <ul style="list-style-type: none"> <li>Security</li> <li>Disposal</li> <li>Reporting</li> </ul> <p>Hazard Identification and Risk Control</p> <ul style="list-style-type: none"> <li>Discuss responsibilities</li> <li>Discuss Hazards and risk assessment</li> <li>Hazard perception test</li> </ul> <p>Safe driving behaviours</p> <ul style="list-style-type: none"> <li>Discuss Pre-drive vehicle safety check</li> <li>Discuss Setting up to drive</li> <li>Discuss Motivation and attitude</li> <li>Discuss Road sharing</li> <li>Discuss Driving habits and skills</li> <li>Commentary driving assessment</li> </ul>	<p>Vehicle operation and control</p> <ul style="list-style-type: none"> <li>Discuss vehicle equipment, warnings, and controls</li> <li>Take learners out to the car and identify and discuss vehicle equipment</li> <li>Pre-operational inspection</li> <li>Basic vehicle maintenance</li> </ul> <p>Roads and Rules</p> <ul style="list-style-type: none"> <li>Driving rules, regulations, licences and tests</li> <li>Direct learners to review learning guides to discuss and review road rules, signs, markings etc.</li> <li>Road rules test</li> </ul>	<p>Record keeping</p> <ul style="list-style-type: none"> <li>Learner driver records</li> </ul> <p>The vocational education and training sector</p> <ul style="list-style-type: none"> <li>“Understanding Australia’s VET sector”</li> </ul> <p>Learners and The Learning Environment</p> <ul style="list-style-type: none"> <li>Classroom and vehicle driving environments</li> <li>Adult Learners</li> <li>Learning Styles</li> </ul> <p>Competencies and Learning Programs</p> <ul style="list-style-type: none"> <li>Training.gov.au</li> <li>Qualifications and Units of competency</li> <li>Driver testing standards</li> <li>Resources</li> </ul>	<p>WHS</p> <ul style="list-style-type: none"> <li>Hazards and risks</li> <li>Emergency procedures</li> <li>interventions</li> </ul> <p>Assessment 3</p> <ul style="list-style-type: none"> <li>Discuss Assessment 3 Driving Lesson Role play with Third Party</li> </ul> <p>Safe Vehicle Operations</p> <ul style="list-style-type: none"> <li>Road rules overview</li> <li>Vehicle operations overview</li> <li>Safe car driving overview</li> </ul>
1230 to 1300	Lunch break - a range of food is available for purchase nearby				
1300 to 1600	<p>Customer Engagement Summary</p> <ul style="list-style-type: none"> <li>Engaging with Different Customers</li> <li>Clarifying Customer Needs</li> </ul> <p>Role Play – Task 1</p> <ul style="list-style-type: none"> <li>Select one learner to demonstrate task 1.</li> <li>Break group into pairs to complete task 1 under observation.</li> <li>Discuss challenges, asking verbal questions and recording responses</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>Communication skills, barriers</li> </ul>	<p>Low risk driving strategies</p> <ul style="list-style-type: none"> <li>Discuss Driving techniques</li> <li>Driving self-assessment</li> </ul> <p>Accidents and risk factors</p> <ul style="list-style-type: none"> <li>Discuss common causes of accidents and consequences</li> <li>Vehicle Accidents</li> </ul>	<p>Practical Driving Test</p> <ul style="list-style-type: none"> <li>Take each learner for a regulated driving test according to the Q-Safe Driver Licence Assessment Procedure.</li> <li>Ask each learner verbal questions prior to or after driving test.</li> </ul>	<p>Training and Instructional Techniques</p> <ul style="list-style-type: none"> <li>Delivery modes and methods</li> <li>Instruction / Explanation / Demonstration</li> </ul> <p>Assessment 2</p> <ul style="list-style-type: none"> <li>Discuss Assessment 2 Learning Programs</li> </ul> <p>Competency Evaluation</p> <ul style="list-style-type: none"> <li>Benchmarking</li> <li>Competency mapping</li> <li>Tools</li> <li>Record Keeping</li> </ul>	<p>Driving</p> <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>

Wk 2	Monday - day #6	Tuesday - day #7	Wednesday - day #8	Thursday - day #9	Friday - day #10
0830to 1230	Driving <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>	Driving <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>	Driving <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>	Review and Improvement <ul style="list-style-type: none"> <li>Review Learning Program</li> <li>Self-assessment and Improvement</li> </ul> Assessment 4 <ul style="list-style-type: none"> <li>Task 1/2 - Delivery theory session and peer review</li> </ul>	Assessment 4 <ul style="list-style-type: none"> <li>Task 3 - Delivery driving session</li> </ul> Assessment 4 <ul style="list-style-type: none"> <li>Task 4 - Review and improvement / Self-reflection</li> </ul>
1230 to 1300	Lunch break - a range of food is available for purchase nearby				
1300 to 1600	Driving <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>	Driving <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>	Driving <ul style="list-style-type: none"> <li>Practical Driving Instruction in local area, quiet streets</li> </ul>	Assessment 4 <ul style="list-style-type: none"> <li>Task 1/2 - Delivery theory session and peer review</li> </ul>	Debrief of course events and link to future requirements before licence. - <b>ASSESSMENT @ LATER DATE</b> -

## Course Completion

On completion of the course:

- Students are required to undertake a '**Final Competency Evaluation**' [FCE] conducted by DARE for Transport for NSW as part of its training course.

During this test, student Driving Instructors are required to demonstrate the knowledge, skills and driving behaviours expected of a new-entrant professional Driving Instructor who is capable of giving students 'value-for-money'.

This evaluation of 3 hours minimum includes you fully presenting and linking four (4) individual lessons as a good driving instructor would; demonstration of your safe driving ability; a commentary drive and various manoeuvres. Initial FCE cost is included within course fee, re-assessment at \$450 fee.

- Pay the relevant fees and charges to Transport for NSW for your 5 year Driving Instructor Licence. All Transport for NSW fees are subject to annual variation and are displayed at [www.TfNSW.nsw.gov.au](http://www.TfNSW.nsw.gov.au).

**Becoming a NSW Driving Instructor - (take this with you to Service NSW)**

- Fill in Driving Instructor Application form from Transport for NSW
  - Ask the registry officer to refer to 'Front Line Policy' if they are having any problem processing you.
- Complete and pass a 90 question computer Driver Knowledge Test (\$fee) for the class/es of vehicle you wish to teach in.
  - You may practice similar tests at [Transport for NSW](https://www.transport.nsw.gov.au) or download and print all questions and answers.
- Pass a Driving Instructor's Entry Driving Ability Road Test in the class of vehicle you wish to teach in. (\$)
  - DARE requires this test be passed before we can consider your enrolment application).
- Obtain a Medical form #1008 (or use #239) for your Family Doctor to complete. (there may be a \$fee charged by Dr)
- Obtain 4 recent passport-size photographs for Transport for NSW. (photos will usually cost about \$20)
- Obtain a Police Report #1183 & take to police station near your home.
  - Transport for NSW office staff will complete and retain form #1184. (police should NOT charge a fee for this basic Report to TfNSW)
- Transport for NSW will post you an 'Eligibility Advice' once all checks have been made.
- Obtain a Unique Student Identifier USI from [www.usi.gov.au](http://www.usi.gov.au)
- ENROL with DARE
- Forward your completed 'Enrolment Application' AND \$1,495 deposit AND ORIGINAL Transport for NSW Eligibility Advice to DARE:

**DARE - Driver And Rider Education Pty. Ltd**

**BSB: 112 879**

**Account: 119 081 303)**

**Address: 106 Gipps Street WOLLONGONG NSW 2500**

- Successfully complete a Basic Numeracy and Literacy test of about 1hr duration in front of a suitable witness.
  - This is compulsory where thought necessary to help you undertake such a high-level qualification as Cert IV.
- DARE will enrol you to commence the self-paced units and advise you of the next available face-to-face course, OR
- DARE - will allocate a tutor for your Individual Tuition programme and advise any dates for class attendance.
- Complete current Driving Instruction course and gain your qualification after successfully passing an on-road test
- Final Assessment (RFA) detailed on the next page. The Transport for NSW will then issue a 5year Instructor Licence. (\$fee)

## DARE's 'Regulator Final (in-vehicle) Assessment': (RFA) Checklist

- Contact DARE's office 02 4228 9939 when properly prepared for your RFA (Regulator Final Assessment) which now includes the Transport for NSW's previous Impart Knowledge Test (IKT).
  - Dual controls are not required for this DARE / TfNSW assessment but your vehicle needs to be insured, registered, clean inside, roadworthy & no loose objects.
  - To prevent CAR assessments being cancelled and payment forfeited, all CARS are to be fitted with a separate internal driving instructor mirror - any make-up mirror on the passenger sun visor is not acceptable!!
- An area map must be completed (showing suitable locations for all topics) and must be used during this evaluation - so choose your teaching locations well, for they are an important part of your final assessment!!
- The class handout 'Let's look at what you still need to do' details the Regulator Final Assessment process.
- Teaching aids (toy vehicles, steering wheel etc) and any additional material, together with a Novice Driver Assessment Sheet, your 'Session Plans Teaching Manual', whiteboard markers and a pen will be needed.
- When ready to be assessed, call the DARE office 02 4228 9939. An assessor will be allocated to you and the TfNSW customer education unit's auditor advised.
- Make sure that you have your current Driver Licence with you - for it is illegal to drive in NSW without actually carrying your licence, and the assessment will be cancelled and your payment forfeited.
- DARE will advise you by SMS of the 4 topics to be presented 1 hour beforehand, & you'll need to reply to SMS.
- The assessor (and possibly a TfNSW auditor) will then meet you at the pre-determined place and time.
- This is your chance to show what you have learnt from the course content. You need to be able to correctly TEACH and link topics; obey Road Rules; be able to guide & assess (a learner's) ability during '2 tryouts' & have a basic working understanding of all record keeping requirements of the Driving Instructors Act and Regulation.
- If your first pre-paid evaluation is terminated, unable to proceed or be unsuccessful, a \$450 fee is to be pre-paid before any subsequent re-evaluation is arranged or conducted.

**NOTE: Remember we are just looking for you to be able to - 'give clients value for money, using correct tuition methods'.**

**We welcome your initial enquiry and do look forward to now becoming an integral part of your career-changing experience**

## Schedule of Fees\*

Note that there is a \$595 non-refundable Enrolment Administration fee included within the initial deposit payment

### ***Qualification A: TLI41221 Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)***

Option 1: Face-to-face classroom and on-road delivery at Milperra/Narellan centre \$3,595 (GST free) by way of \$1,495 deposit + \$1050 payable each Monday

Option 2: Individual Tuition of on-road practical and theory content delivered at a regional/metropolitan location near where you live. \$4,195 minimum by way of \$1,495 deposit and \$90/hour in-car tuition for 30 hrs minimum. NOTE: Accommodation and Sustenance costs may also be applicable.

### ***Qualification B: TLI41321 Certificate IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving Instruction)***

Option 1: Face-to-face classroom and on-road delivery at Milperra/Narellan centre \$4,950 (GST free) by way of \$1,495 deposit + remainder payable by the last Friday

Option 2: Individual Tuition of on-road practical and theory content delivered at a regional/metropolitan location near where you live – arranged by negotiation. NOTE: Accommodation and Sustenance costs may also be applicable.

<p><b>NOTE:</b> Heavy vehicle driving instructors wishing to become assessors within Service NSW's HVCBA Scheme require a mandatory 'HVCBA Assessor Essentials' course. Cost for this two-day course tuition conducted by DARE is \$660 and is <b>INCLUDED WITHIN</b> the 13 day Heavy Vehicle Driving Instructor course.</p>
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\* fees shown are GST free and subject to review at any time without notice. E&OE.