

Registered Training Organisation Applicant Guide

Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)

The Certificate IV qualification in car driving instruction is designed to ensure new driver trainers are provided with the best opportunity to develop safe, higher order driving and teaching skills in order to provide learner drivers with the necessary knowledge, skill and behaviours for the efficient and safe operation of a motor vehicle on public roads.

The Australian Quality Skills Authority (ASQA) ensures that Registered Training Organisations (RTO) comply with registration requirements. The Department of Transport and Main Roads' (TMR) role is to ensure that the content of RTO's training and assessment resources meets industry standards and contains the technical content required by TMR for accrediting driver trainers.

Purpose

This document is to assist RTO seeking TMR approval to deliver the *Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)* in Queensland. RTOs must develop their own training resources and in doing so may use all or parts of this document. TMR's approval of an RTO is dependent on the RTO documenting quality and consistent technical training materials that clearly demonstrate to TMR:

- the required minimum standard of competency
- consistency in the delivery of training and assessment
- evidence used to determine whether the trainee can safely and competently show higher order motor vehicle driving skills on public roads with regard for public safety and road sharing skills
- leadership and guidance in teaching learner drivers from diverse backgrounds
- details of the performance criteria and expected outcomes for successfully conducting the assessment.
- compliance with Australian Quality Training Framework and Australian Qualification Framework
- compliance with the requirements of the Vocation Education Training Quality Framework
- compliance with Queensland's legislation and regulatory requirements.

In the application to TMR, RTOs must provide the following:

- their knowledge test questions and answers demonstrating their ability to correctly interpret the road rules
- assessment documents used in the assessment of the trainee driver trainer for one of the units from part a) and one of the units from part b) below:
 - a) TAEDES401 Design and develop learning programs; or TLIC3036 Apply safe car driving behaviours
 - b) TLIM0001 Conduct learner driver training; or TLIM4001 Develop safe driving behaviours in others
- evidence the trainer / assessor:
 - meets the training and assessment qualifications (see page 4)
 - has the experience and skills necessary to safely drive a car

- has sufficient experience to adequately prepare the trainee driver trainer for their role as a driver trainer
- the trainer/assessor manual including:
 - course overview with day/session timings and lesson plans
 - performance criteria and technical elements aligning training and assessment outcomes with industry standards (see sample pg 5)
 - additional resources used (handouts, PowerPoint presentations and so on)
- trainee driver trainer manual including:
 - course overview (see sample pg. 8 to 10)
 - day/session timings and lesson plans
 - resources used (handouts, PowerPoint presentations and so on)
- compliance with the assessment criteria and expected outcomes for this qualification
- the required training and assessment qualifications of the trainer/assessor
- the experience and skills necessary to safely drive a motor vehicle
- the necessary experience to adequately prepare the trainee for the role of a driving instructor
- alignment of training and assessment outcomes with industry standards and client expectations.

Knowledge Test

The knowledge test (road rules), must consist of 50 questions based on a variety of standard road rules including traffic signs and signals.

Principles for Competency Assessment

Assessments carried out by the RTO are required to demonstrate compliance with the VET principles of assessment. This includes:

- Validity – which requires that:
 - assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
 - assessment of knowledge and skills is integrated with their practical application
 - assessment is based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations, and
 - judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
- Reliability – which requires that:
 - evidence presented for assessment is consistently interpreted and assessment results are comparable, irrespective of the assessor conducting the assessment.
- Flexibility – which requires that:
 - the assessor is assured that the learner has the skills, knowledge and attributes described in the module or unit of competency and associated assessment requirements.
- Fairness – which requires that:
 - the individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs

- the RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
- Currency – which requires that:
 - the assessor is assured that the assessment evidence demonstrates current competency and that assessment evidence is from the present or the very recent past.
- Sufficiency – which requires that:
 - the assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
- Authenticity – which requires that:
 - the assessor is assured that the evidence presented for assessment is the learner's own work.

Successful Completion

To be deemed competent each trainee driver trainer must pass the knowledge test and satisfy all requirements of the course including:

- confirmation of current competency for the driver licence class held
- ability to apply safe motor vehicle driving behaviours
- develop safe motor vehicle driving behaviours in others
- practical demonstration of learner driver training (RTOs must not use an actual learner driver for this activity).

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is appropriate for trainees who have previously acquired skills and knowledge in the role of driver trainer. RPL assessments should be conducted by qualified assessors with expertise in the subject and skills area and must include:

- oral and written questions
- mapping of prior learning outcomes
- observation of performance (on road practical driving and practical teaching activities)
- evaluation of documentation presented by the candidate
- formal practical assessment in a motor vehicle of a suitable class and type.

The assessor must be satisfied that the evidence collected indicates the trainee complies with all requirements for this qualification prior to the issue of the appropriate certification.

Assessment conditions

Assessment conditions must demonstrate ASQA's equity in assessment and reasonable judgment and:

- be conducted in accordance with the principles of assessment and meet regulatory requirements
- assess the applicant to the technical standard approved by TMR
- ensure the motor vehicle used for assessment purposes is representative of the class and type used in the industry and has the correct registration type for a training vehicle.

Assessor requirements

To deliver the Certificate IV qualification in car driving instruction the trainer/assessor must possess the qualifications as outlined in table A section 1, and hold current driver trainer accreditation for the car stream and possess the assessment qualification or skill set as indicated in table A, section 2 where required.

Table A

Section 1 - Training Qualification

TLI41216	or	Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)	This includes class C or CA.
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Section 2 - Assessment Qualification

TAE40116 or TAE40110	Certificate IV in Training and Assessment, or
TAEASS401 (Unit of Training)	Plan assessment activities and processes, and
TAEASS402 (Unit of Training)	Assess competence,

Competency Assessment

The Assessor must inform the trainee driver trainer, prior to the commencement of the assessment, of the competencies that will be assessed. The Assessor must also:

- outline the assessment process.
- outline the structure of the practical assessment components ((RTOs musty not use an actual learner driver for this activity)
- identify if there are any barriers e.g.: cultural, language, special needs.
- use effective communication skills
- provide the trainee with a signed copy of the assessment summary report for each assessment component as it is completed.

Assessment criteria

The assessment criteria covers five main areas:

- Theory knowledge test questions
- Road knowledge (reading the road ahead, hazard detection, compliance with signs, signals and road markings and so on)
- Technical skills for the safe on road operation of a motor vehicle
- Specific manoeuvres
- Conduct learner driver training (RTOs musty not use an actual learner driver for this activity).

The assessment should also consider:

- risk assessment, controls and mitigation for situations including but not limited to road conditions, weather, fitness of the applicant, lack of knowledge/skill and so on
- how each assessment activity will assess the trainee driver trainer's demonstrated skill, knowledge and ability
- what evidence will be used by the assessor to determine the trainee driver trainer's achieved outcomes
- how the RTO will collect the required evidence
- performance criteria and outcomes

- marking criteria
- RTO assessment instrument (developed by the RTO to include theory, practical and simulated training components)
- TMR's *Code of Conduct for Queensland Accredited Driver Trainers*
- complaints including reporting, resolution and appeals
- conflict of interest
- relevant Queensland legislation

Technical Guidance for Trainer and Assessors

Elements and performance criteria

Performance Criteria	Performance outcomes
<p>Pre-drive safety check</p> <p>The trainee is required to locate and check a range of features on the motor vehicle</p>	<p>The trainee should demonstrate sufficient knowledge in locating and checking:</p> <ul style="list-style-type: none"> • Headlight – no damage, high/low beam. • Signals – no damage, functioning. • Wipers/washers • Demister • Hazard lights • Horn. • Mirrors – no damage, adjusted correctly. • Brake light – operates effectively • Tyres – condition and pressure • Seat adjustment • Dual controls
<p>Routine maintenance check</p> <p>The trainee is required to conduct routine maintenance of the motor vehicle to ensure it is safe to drive and meets the standard required by law.</p>	<p>The trainee should conduct routine maintenance check of the motor vehicle to include:</p> <ul style="list-style-type: none"> • Tyres – Min 1.5 tread depth, no damage, correct pressure • Rim – no damage, rust or cracks in rim assembly • Fuels, oil, coolant, hydraulics • Oil leaks • Brake • Clutch • Current registration
<p>Observation/Scanning</p> <p>The trainee should demonstrate an adequate level of understanding and ability to observe and monitor the driving environment in all directions.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> • Observe the road space ahead including the road surface, to the sides, and to the rear. • Scan as this would apply to uncontrolled intersections, or with a control sign or signal including railway crossings
<p>Signals</p> <p>The trainee is required to give a signal in the correct direction and give sufficient warning to other road users including pedestrians.</p>	<p>The trainee should give the appropriate signal when:</p> <ul style="list-style-type: none"> • Turning • Diverging • Moving to the edge of the road or kerb • Entering a line of traffic • Moving off from a stationary position (as per <i>Transport Operations (Road Use Management—Road Rules) Regulation 2009</i> Sections 46(3) and 48(3)) <p>The trainee is required to cancel the signal once the exercise has been completed.</p>

<p>Hazard detection</p> <p>The trainee is required to detect and respond appropriately to any hazard or potential hazard during all on road driving activities and evaluate responses to a range of situations.</p>	<p>The trainee should identify and respond appropriately to any hazard or potential hazard in a timely manner and consider the likelihood and consequences of any risk. The candidate should:</p> <ul style="list-style-type: none"> • Recognise the hazard • Understand the defence • Act in time <p>Identify reactive driver and vehicle responses.</p>
<p>Low risk driving behaviours</p> <p>Crash Avoidance Space (CAS)</p> <p>The trainee is required to demonstrate appropriate skills and driving behaviours which would contribute to effectively reduce risk.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> • Maintain and protect their CAS • Continuously scan the road and traffic environment • Adjust speed and position as required • Maintain a safe gap (2 seconds) behind the vehicle in front under normal driving conditions. This gap should be increased if driving in adverse conditions.
<p>Braking</p> <p>The trainee is required to use the brakes in an appropriate manner that is, progressively and smoothly.</p>	<p>The trainee is required to:</p> <ul style="list-style-type: none"> • Apply the stopping brake smoothly and progressively • Apply and release the holding brake effectively as required
<p>Signs, signals and road markings</p> <p>The trainee is required to demonstrate their knowledge and understanding of regulatory signs, hazard markers, warning signs, guide signs and road markings.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> • Show understanding and explain the need to comply with any regulatory road signs, traffic signal or road marking, i.e. for guidance, restraint and uniformity. • Demonstrate appropriate knowledge and understanding of road signs, traffic signals and road marking.
<p>Moving Off</p> <p>The trainee is required to start the engine, select the appropriate gear correctly and move off smoothly.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> • select 1st gear correctly • check mirrors • Give the appropriate signal • Give way • apply appropriate acceleration • Use clutch correctly
<p>Gears</p> <p>The trainee is required to demonstrate their knowledge and skill in changing gears smoothly and correctly.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> • Moving off in 1st gear • Change up gears • Change down gears appropriately to suit the changing driving environment.
<p>Stopping</p> <p>The trainee is required to demonstrate the correct stopping procedure.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> • Stop the motor vehicle in a suitable gear and location • Check mirrors • Give the appropriate signal • Check for traffic signs • Secure the motor vehicle

<p>Hill Stop/Start The trainee is required to move off on a moderate incline and decline</p>	<p>The trainee is required to:</p> <ul style="list-style-type: none"> • Stop and secure the motor vehicle on a moderate incline and decline • Select the appropriate gear • Give an appropriate signal • Check mirrors • Conduct shoulder checks • Give way • Move off • Cancel signal
<p>Reversing The trainee is required to reverse the motor vehicle on a moderate incline and decline</p>	<p>The trainee is required to:</p> <ul style="list-style-type: none"> • Reverse the motor vehicle safely in a straight line on a moderate incline and decline with the clutch fully engaged, for a distance of approximately 15 metres and remain within 50cms from the kerb.
<p>Turn Around The trainee is required to turn the vehicle around between the kerbs using forward and reverse gears.</p>	<p>The trainee is required to:</p> <ul style="list-style-type: none"> • Position the motor vehicle to the left of the road (parked position) • Give a right signal • Give way to all approaching vehicles and pedestrians • Commence the manoeuvre from a stationary position • The manoeuvre should be completed with a minimum number of movements
<p>U Turns The trainee is required complete a U Turn at a “T” intersection, side “T” intersection (to the right), cross intersection, traffic lights (where this is permitted), and around a continuing centre traffic island.</p>	<p>The trainee is required to:</p> <ul style="list-style-type: none"> • Turn the motor vehicle around in one forward movement • Give a right turning signal • Give way to all other vehicles and pedestrians • commence the turn from left of centre of the road • Have a clear view of approaching traffic • Ensure the safety of the exercise • Must not unreasonably obstruct the movement of traffic

Sample Practical Assessment Activity

Scenario 1: You are a driver trainer arriving at an address in a quiet suburban street to meet Sam, your first client of the day. The appointment time is 7:00am and you are on time. At 7:05am Sam has not yet arrived. You note that your next appointment is at 8:15am and is about three kilometres away. What do you do?

<p>Response</p>

Scenario 2: You have arrived for your next appointment in the city. This is a new client, Susie and she is 37 years old. Susie arrives to meet you and explains that she has to undertake a driving test soon to get her licence. Susie lost her previous driver licence for drink driving more than 5 years ago. She specifically asks you for advice on how to pass the driving test. How would you respond?

Response

Scenario 3: Joanna has just turned 17 years of age, has had 8 driving lessons with you to date and is progressing well. Joanna is well supported by her parents in a supervisory driver capacity. However she has a problem with the reverse park manoeuvre. You have agreed to concentrate on this during her lesson and assess her overall driving readiness in preparation for her driving test. What is your plan for Joanna?

Response

Sample Trainee Driver Trainer Document

Outline of course content includes:

Part 1

Introduction – Administrative tasks

1.1 WH&S

1.2 Enrolment Form

1.3 Course outline

1.4 Handouts/resources - Student Guide / *Your Keys to Driving in Queensland*

Part 2

2.1 Confirmation of current competency

2.2 Theory - Road rules (why we have road rules)

2.3 Low risk driving behaviours

2.4 Passengers (adults and children)

2.5 Alcohol and drugs

2.6 Fatigue

2.7 Hazard detection

Part 3

3.1 Pre-drive safety check of the motor vehicle

3.2 Routine maintenance check

3.3 Vision – where to look (straight riding and for cornering/bends)

3.4 Observation/scanning

3.5 Road positioning (theory)

3.6 Road sharing (theory)

Part 4

Practical training

4.1 Start/stop

4.2 Moving off

4.3 Gear changing

4.4 Braking

4.5 Turns

4.6 Roundabouts

4.7 High density areas

4.8 Low density areas

4.9 Higher speed areas

4.10 Lower speed areas (includes school zones)

4-11 Accident avoidance

4-12 Manoeuvres (U turns, Hill Start, Parking & Reversing)

Part 5

5.1 Knowledge test questions

Part 6

6.1 Revision of Part 3 and 4

Part 7 - Practical Assessment (for trainee)

7.1 Pre-drive safety check of the motor vehicle

7.2 Start

7.3 Moving off

7.4 Motor vehicle controls

7.5 Steering

7.6 Gear changing (includes use of clutch)

7.7 Braking

7.8 Turns (left and right, single lane and multiple lanes and roundabouts)

7.9 Observation/scanning

7.10 Road position (includes single lane/multi-lanes)

7.11 Specific Manoeuvres

7.12 Commentary drive

Note: Knowledge test questions must be passed before proceeding to the practical on road assessment.

Part 8

8.1 Develop learning programs for learner driver to meet individual needs (scenario)

Part 9

9.1 Conduct simulated learner driver training (simulated practical on road)

Part 10 - Practical Assessment (simulated learner driver training activity)

- 10.1 Meet and greet
- 10.2 Administrative tasks
- 10.3 Training plan (scenario)
- 10.4 Delivery of subject matter (scenario)
- 10.5 Instructions, explanations and demonstrations provided by the trainee
- 10.6 Learner driver is directed through task performance (simulated activity)
- 10.7 Learner driver is assessed against training outcomes (simulated activity)

Additional reference materials

Your Keys to Driving in Queensland

Transport Operations (Road Use Management—Road Rules) Regulation 2009

Transport Operations (Road Use Management—Driver Licensing) Regulation 2010

Code of Conduct for Queensland Accredited Driver Trainers

Transport Operations (Road Use Management—Accreditation and Other Provisions)

Regulation 2015