

## Registered Training Organisation Applicant Guide

### Certificate IV in Transport and Logistics (Road Transport - Motorcycle Riding Instruction)

The Certificate IV in Transport and Logistics (Road Transport - Motorcycle Riding Instruction) is designed to ensure new motorcycle driver trainers have safe and proficient motorcycle riding skills and higher order teaching skills necessary to provide training to motorcycle learner riders.

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 the RTO's training and assessment resources meets industry standards and contains the correct technical content required by TMR.

### Purpose

This document is to assist RTOs seeking TMR approval to deliver the Certificate IV in Transport and Logistics (Road Transport - Motorcycle Riding 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 quality of the RTO documentation which must detail consistent technical training materials that clearly demonstrate to TMR:

- the required minimum standard of competency
- consistency in the delivery of training and assessment
- that the trainee driver trainer can safely and competently show higher order motorcycle riding skills
- the RTO's skills and experience for the delivery of training to trainees from diverse backgrounds
- performance criteria and expected outcomes for assessing the trainee
- compliance with Australian Quality Training Framework and Australian Qualification Framework standards
- compliance with the requirements of the Vocation Education Training Quality Framework
- compliance with Queensland's 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 and motorcycle specific regulations
- all 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) TAEDS401 Design and develop learning programs; or TLIC3038 Apply safe motorcycle riding behaviours
  - b) TLIM0003 Conduct learner rider training; or TLIM4003 Develop safe motorcycle riding 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 motorcycle
  - has sufficient experience to adequately prepare the driver trainer candidate for their role as a driver trainer

- the trainer/assessor manual including:
  - course overview including day and session timings
  - performance criteria and technical elements aligning training and assessment outcomes with industry standards (see sample pg 5 )
  - additional resources used (handouts, PowerPoint presentations)
- trainee driver trainer manual including:
  - course overview (see sample pg. 12 to 14)
  - day/session timings and lesson plans
  - all trainee resources used (handouts, PowerPoint presentations)

## **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.

These principles must be demonstrated through the design, management and delivery of the assessment and include equity in assessment and reasonable judgement principles.

## 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
- apply safe motorcycle riding behaviours
- develop safe motorcycle riding behaviors in others
- conduct learner rider training (RTOs must **not** use an actual learner rider for this activity).

## Pathways

The required competencies for a trainee driver trainer may be attained through:

- formal training
- experience in the workplace (transport and logistics sector), or
- a combination of the above

The RTO must ensure the candidate is fully competent, regardless of the pathway chosen. In each case the assessment must comply with all assessment principles.

## Knowledge Test

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

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is appropriate for trainee driver trainers who have previously acquired skills and knowledge in the driver trainer job role. RPL assessments should be conducted by qualified assessors and must include documented:

- written questions
- mapping of prior learning outcomes
- observations of performance
- evaluation of documentation presented by the trainee driver trainer
- formal practical assessment on a motorcycle of a suitable class and type.

The assessor must be satisfied that the evidence collected demonstrates the candidate complies with all requirements for this qualification.

## Assessment conditions

Assessment conditions must include equity in assessment and reasonable judgment and:

- be conducted in accordance with the principles of assessment
- meet regulatory requirements and industry standards
- assess the trainee driver trainer against the required standard
- use a motorcycle of the required class and type that is maintained according to manufacturer's standards and meets TMR's current registration requirements for a training vehicle.

## Competency Assessment

Trainee driver trainers must be informed of the competencies that will be assessed prior to the commencement of their assessment. Assessors must also explain the purpose and process including:

- details of the assessment process and the structure of the on road assessment component
- how the assessment will accommodate diversity such as cultural, language or special needs.
- the use of effective communication skills
- provide the trainee driver trainer with a signed copy of the assessment summary report for each assessment component at its completion.

## Assessment criteria

The assessment criteria must include:

- knowledge test questions including relevant Queensland legislation
- road knowledge including reading the road ahead, hazard detection, adherence to regulated road signs, signals and road markings
- technical skills for the safe operation of a motorcycle on a public road
- specific motorcycle manouvres
- delivery of simulated motorcycle learner rider training activities

Other elements including:

- risk assessment, controls and mitigation for situations including but not limited to road conditions, weather, fitness of the applicant and level of knowledge/skill
- 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
- complaints including reporting, resolution and appeals
- conflict of interest
- *Code of Conduct for Queensland Accredited Driver Trainers.*

## Assessor requirements

To be approved by TMR to deliver the Certificate IV qualification in motorcycle riding instruction, the RTO's trainer/assessor must have the qualifications as outlined in table "A" section 1, and the assessment qualification or skill set as indicated in table A, section 2 and hold current Queensland driver trainer accreditation for motorcycle class R.

**Table A**

### Section 1 - Training Qualification

TLI41316 or TLI41310	Certificate IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction)	Queensland driver trainer accreditation to class R
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### Section 2 - Assessment Qualification

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

## Technical Guidance for Trainer and Assessors

### Elements and performance criteria

Performance Criteria	Performance outcomes
<p><b>Pre-ride safety check</b></p> <p>The trainee is required to locate and check a range of features on the motorcycle</p>	<p>The trainee should demonstrate sufficient knowledge in locating and checking:</p> <ul style="list-style-type: none"> <li>• Headlight – no damage, high/low beam.</li> <li>• Signals – no damage, functioning.</li> <li>• Horn.</li> <li>• Mirrors – no damage, adjusted correctly.</li> <li>• Brake light – operates effectively through the rear brake and front brake.</li> <li>• Chain guard.</li> <li>• Fuel tap (where appropriate).</li> <li>• Choke (where appropriate).</li> <li>• Side stand/centre stand (condition).</li> </ul>
<p><b>Routine maintenance check</b></p> <p>The trainee is required to conduct routine maintenance of the motorcycle to ensure it is safe to ride and meets the standard required by law.</p>	<p>The trainee should conduct routine maintenance check of the motorcycle to include:</p> <ul style="list-style-type: none"> <li>• Tyres – Min 1.5 tread depth, no damage, correct pressure</li> <li>• Rim – no damage, rust or cracks in rim assembly</li> <li>• Fuels, oil, coolant, hydraulics</li> <li>• Oil leaks</li> <li>• Brake lever (condition and travel)</li> <li>• Clutch lever (condition and free play)</li> <li>• Chain/drive belt condition and tension</li> <li>• Current registration</li> </ul>
<p><b>Mount and Dismount</b></p> <p>The trainee should demonstrate an appropriate level of skill and ability mounting and dismounting the motorcycle safely and correctly.</p>	<p>The trainee should demonstrate sufficient physical ability to:</p> <ul style="list-style-type: none"> <li>• Hold the unsupported motorcycle upright from the left side.</li> <li>• Mount the motorcycle from the left side and maintain support through the left leg.</li> <li>• Dismount the motorcycle on the left side.</li> <li>• Maintain control of the unsupported motorcycle.</li> </ul>
<p><b>Side Stand &amp; Centre Stand Operation</b></p> <p>The trainee should demonstrate an appropriate level of skill and knowledge in supporting/securing the motorcycle through the use of the side stand from a standing position; AND The trainee should demonstrate an appropriate level of skill and knowledge in supporting/securing the motorcycle through the use of the <b>centre stand</b> from a standing position.</p>	<p>The trainee should demonstrate knowledge and skill in the use of the side stand and centre stand.</p> <p><b>Side Stand</b></p> <ul style="list-style-type: none"> <li>• Hold the unsupported motorcycle upright from the left side.</li> <li>• Move the side stand lever to a forward position using the right foot.</li> </ul> <p><b>Centre Stand</b></p> <ul style="list-style-type: none"> <li>• Hold the unsupported motorcycle in an upright position from the left side</li> <li>• Use the right foot to apply downward pressure while holding the handlebar and hand grip on the motorcycle.</li> </ul>

Performance Criteria	Performance outcomes
<p><b>Posture</b></p> <p>The trainee should demonstrate an appropriate level of knowledge in maintaining correct posture at all times when riding the motorcycle.</p>	<p>The trainee should maintain correct posture throughout all riding applications:</p> <ul style="list-style-type: none"> <li>• Keep knees close to the fuel tank</li> <li>• Look forward keeping the head up</li> <li>• Arms should be slightly bent</li> <li>• Keep the foot instep on the foot rest</li> <li>• Keep feet out in a slightly downward position.</li> </ul>
<p><b>Observation/Scanning</b></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"> <li>• Observe the road space ahead including the road surface, to the sides, and to the rear.</li> <li>• Scan as this would apply to uncontrolled intersections, or with a control sign or signal including railway crossings.</li> </ul>
<p><b>Signals</b></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"> <li>• Turning</li> <li>• Diverging</li> <li>• Moving to the edge of the road or kerb</li> <li>• Entering a line of traffic</li> <li>• Moving off from a stationary position (for at least 5 seconds, QRR46(3) &amp; 48(3))</li> </ul> <p>The trainee is required to cancel the signal once the exercise has been completed.</p>
<p><b>Hazard detection</b></p> <p>The trainee is required to detect and respond appropriately to any hazard or potential hazard during all on road riding activity.</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 trainee should:</p> <ul style="list-style-type: none"> <li>• Recognise the hazard.</li> <li>• Understand the defence.</li> <li>• Act in time.</li> <li>• Identify reactive rider and vehicle responses.</li> </ul>
<p><b>Low risk riding behaviours</b></p> <p>Crash Avoidance Space (CAS)</p> <p>The trainee is required to demonstrate appropriate skills and riding behaviours which would contribute to effectively reducing risk.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> <li>• Maintain and protect CAS</li> <li>• Continuously scan the road and traffic environment</li> <li>• Adjust speed and position as required</li> <li>• Maintain a safe gap (2 seconds) behind the vehicle in front under normal riding conditions. This gap should be increased if riding in adverse conditions.</li> </ul>
<p><b>Braking</b></p> <p>The trainee is required to use the brakes (i.e. front and rear), proportionately in an appropriate manner for example 60% front brake and 40% rear brake application.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> <li>• Apply the brakes smoothly and progressively</li> <li>• Use both front and rear brakes when slowing or stopping</li> </ul>

Performance Criteria	Performance Outcome
<p><b>Signs, signals and road markings</b></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"> <li>• Show understanding for the need to comply with any regulatory road signs, traffic signal or road marking.</li> <li>• Demonstrate appropriate knowledge and understanding of road signs, traffic signal or road marking.</li> </ul>
<p><b>Balance and control</b></p> <p>The trainee is required to demonstrate appropriate ability and knowledge in maintaining balance and control of the motorcycle in all riding conditions.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> <li>• Avoid painted surfaces</li> <li>• Avoid metal inspection covers</li> <li>• Avoid oil or debris e.g. sand or loose materials on the road surface</li> <li>• Maintain a steady position within the lane</li> </ul>
<p><b>Walking the motorcycle</b></p> <p>The trainee should demonstrate a suitable level of skill in undertaking this exercise.</p>	<p>The trainee should successfully walk the motorcycle over a distance of approximately 10 metres:</p> <ul style="list-style-type: none"> <li>• Hold the motorcycle in an upright position</li> <li>• Applicant to stand on the left side of the motorcycle</li> <li>• Right hand should cover the front brake</li> </ul>
<p><b>Moving Off</b></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"> <li>• select first gear correctly</li> <li>• apply appropriate acceleration</li> <li>• Use clutch correctly</li> <li>• Place feet in the appropriate position</li> </ul>
<p><b>Gears</b></p> <p>The trainee is required to demonstrate their knowledge and skill in changing gears smoothly and correctly.</p>	<p>The trainee should undertake a gear changing exercise by:</p> <ul style="list-style-type: none"> <li>• Moving off in first gear.</li> <li>• Changing up gears.</li> <li>• Changing down gears.</li> </ul>
<p><b>Stopping</b></p> <p>The trainee is required to demonstrate the correct stopping procedure.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> <li>• Stop the motorcycle in the correct gear</li> <li>• Stop in an upright position</li> <li>• Place the left foot on the ground</li> <li>• Look forward</li> </ul>
<p><b>Parking</b></p> <p>The trainee is required to demonstrate a suitable level of skill and ability in parking the motorcycle with the rear wheel nearest to the kerb.</p>	<p>The trainee should:</p> <ul style="list-style-type: none"> <li>• Give a left signal on approach</li> <li>• Check mirrors and blind spot</li> <li>• Position motorcycle parallel to the road</li> <li>• Move motorcycle back with the rear wheel nearest to the kerb</li> <li>• Cancel signal</li> <li>• Position and secure side stand</li> </ul>

<b>Pattern Riding</b>	
<b>Performance Criteria</b>	<b>Performance Outcome</b>
<p><b>Slow Ride</b></p> <p>The trainee is required to demonstrate an appropriate level of knowledge, skill, control and balance in riding at a slow walking pace.</p> <p><i>See illustration page 9</i></p>	<p>The trainee is required to negotiate a straight line marked course demonstrating:</p> <ul style="list-style-type: none"> <li>• Correct posture</li> <li>• Balance</li> <li>• Correct visuals</li> <li>• Stable line of travel</li> <li>• Accelerator control</li> <li>• Use of the clutch is permitted to control speed.</li> </ul>
<p><b>Figure 8</b></p> <p>The trainee is required to demonstrate a suitable level of knowledge, skill, control, and balance in performing this exercise.</p> <p><i>See illustration page 9</i></p>	<p>The trainee is required to negotiate a figure 8 pattern maintaining full control of the motorcycle and demonstrating:</p> <ul style="list-style-type: none"> <li>• Correct posture</li> <li>• Maintaining balance</li> <li>• Looking in the direction of travel</li> <li>• Staying within the parameters of the course</li> <li>• Correct use of accelerator</li> <li>• Speed control</li> <li>• Keeping clear of markers</li> </ul>
<p><b>Slalom</b></p> <p>The trainee is required to show adequate levels of skill and control in completing this exercise.</p> <p><i>See illustration page 10</i></p>	<p>The trainee is required to negotiate a slalom course maintaining full control of the motorcycle and demonstrating:</p> <ul style="list-style-type: none"> <li>• Correct posture</li> <li>• Correct selection of gear</li> <li>• Accelerator control</li> <li>• Clutch to remain fully engaged</li> <li>• Looking in the direction of travel</li> <li>• Keeping clear of all markers</li> </ul>
<p><b>Counter-steering</b></p> <p>The trainee is required to show appropriate levels of skill, control and understanding of counter-steering.</p> <p><i>See illustration page 11</i></p>	<p>The trainee is required to show appropriate levels of skill, control and understanding of counter-steering and demonstrate:</p> <ul style="list-style-type: none"> <li>• Correct posture and observation</li> <li>• Maintaining a speed of between 20-25km/h</li> <li>• Appropriate handle bar movements</li> <li>• Maintains appropriate course</li> <li>• Keeping clear of all markers</li> <li>• Maintains balance and control</li> </ul>
<p><b>Diminishing strip</b></p> <p>The trainee is required to demonstrate an appropriate level of ability, skill, control and balance in riding at a slow walking pace within the space provided.</p> <p><i>See illustration page 9</i></p>	<p>The trainee is required to demonstrate appropriate levels of ability, skill, control and balance:</p> <ul style="list-style-type: none"> <li>• Correct posture and observation</li> <li>• Maintains appropriate course</li> <li>• Maintains balance and control</li> </ul>

# Pattern Riding Performance Criteria Illustrations

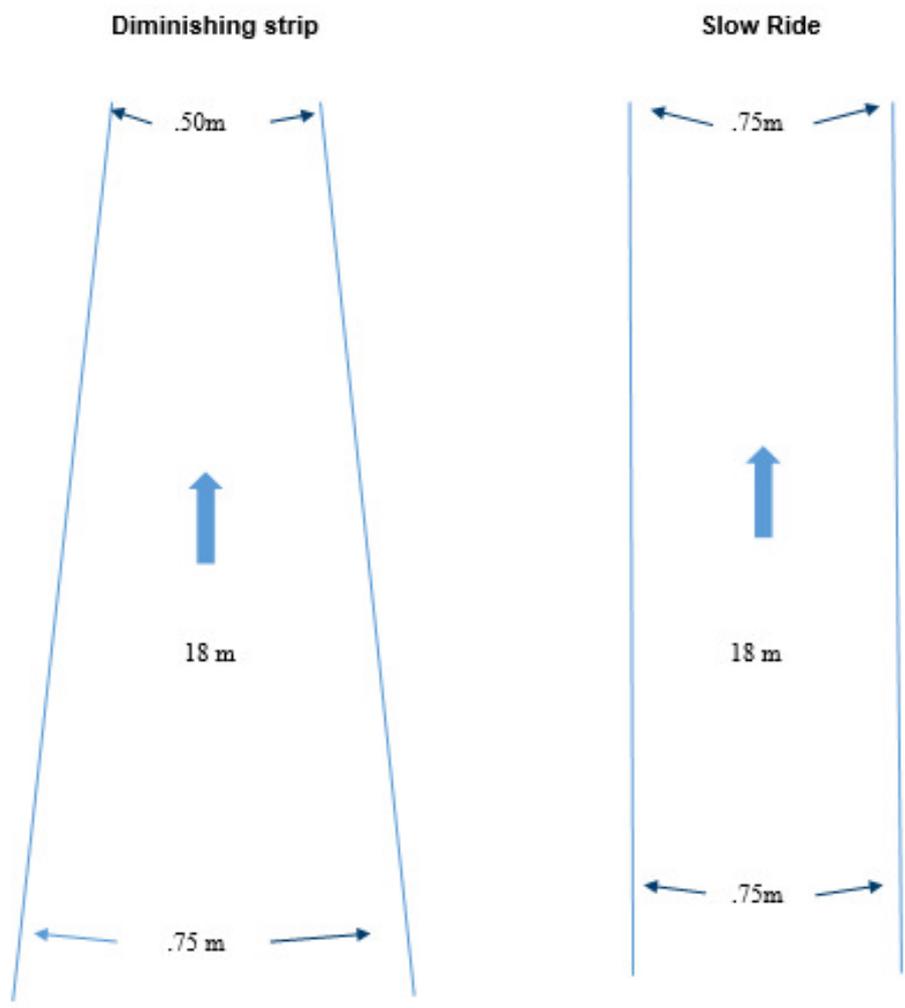
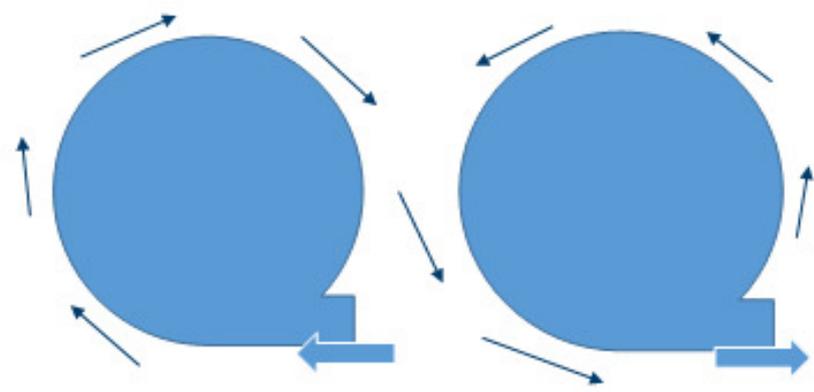
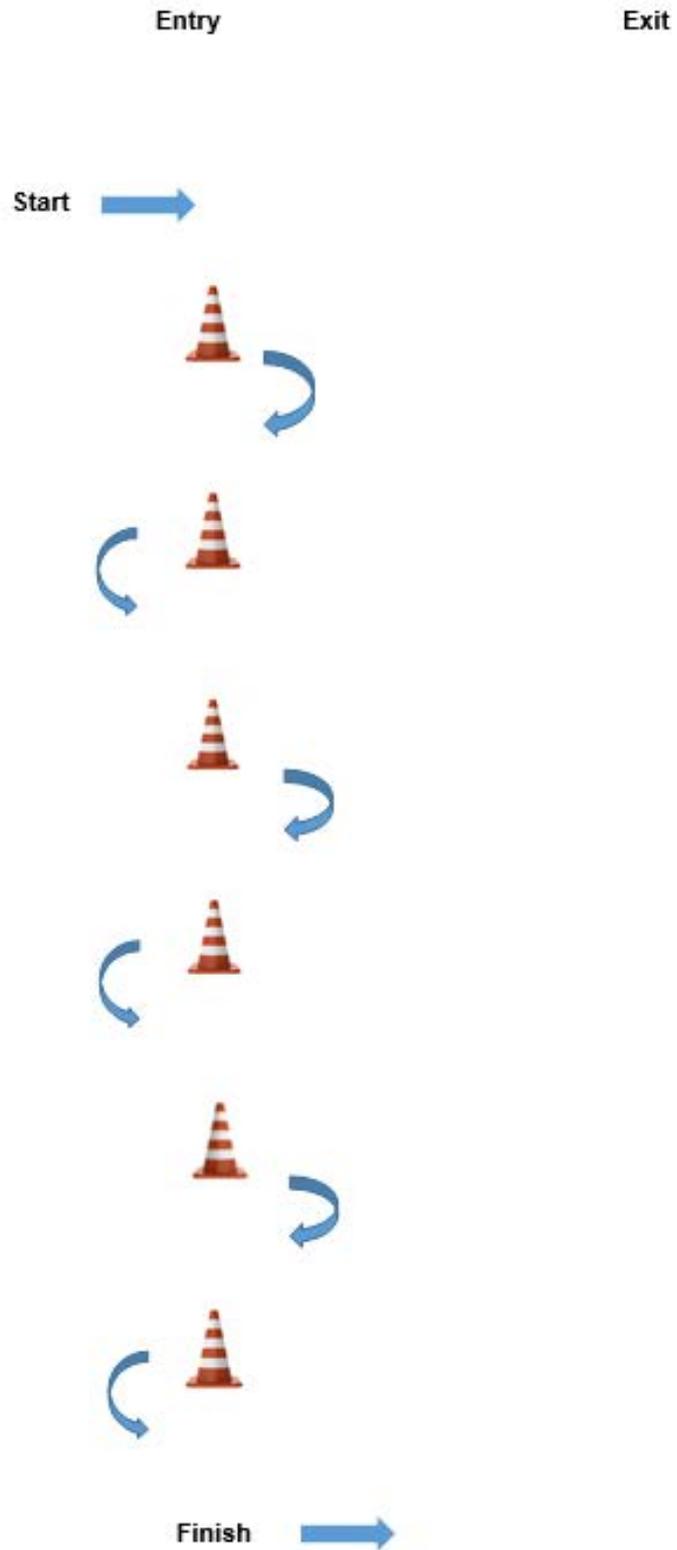


Figure eight

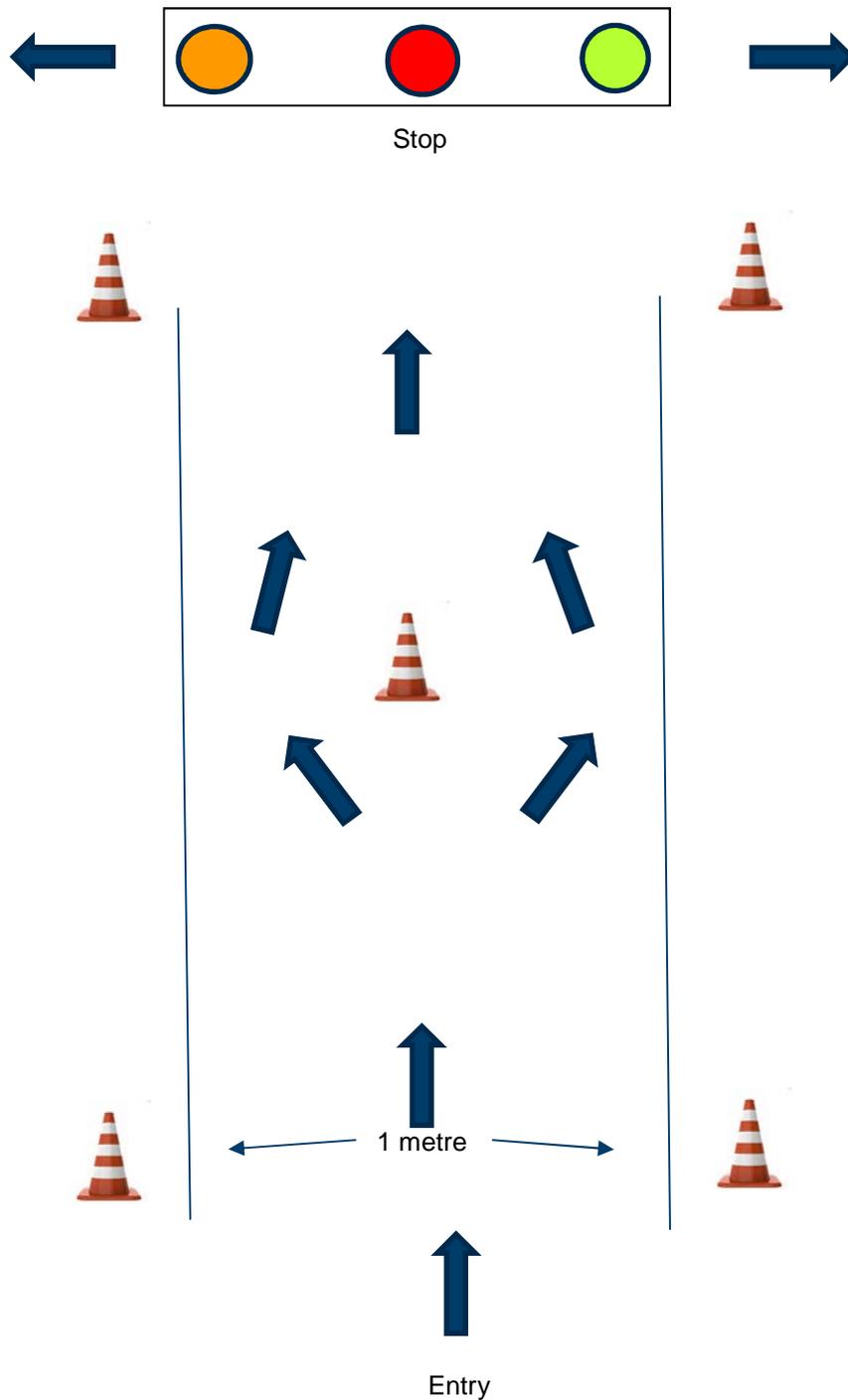


# Slalom



For normal turns the rider and motorcycle should lean together at the same angle.  
For slow, tight turns the rider should lean the motorcycle only and keep the body straight. Cones should be placed at 4m intervals

## Counter Steering Exercise



### Note:

A motorcycle can be steered using two methods, i.e. direct steering or counter steering. With direct steering the motorcycle follows the direction the handle bar is turned. Counter steering directs the motorcycle in the opposite direction to which the handle bar is turned. Recommended speed for this exercise is 20-25 km/h.

## Sample Trainee Course Outline

### **Part 1 - Introduction** and administrative tasks

- 1.1 Workplace Health and Safety
- 1.2 Enrolment Form
- 1.3 Course outline
- 1.4 Handouts/resources - Student Guide, *Your Keys to Driving in Queensland, Queensland Motorcycle Rider's Guide.*

### **Part 2**

- 2.1 Theory - Road rules (why we have road rules)
- 2.2 Responsible Riding
- 2.3 Your Pillion passenger
- 2.4 Alcohol and drugs
- 2.5 Hazard detection
- 2.6 Motorcycle safety

### **Part 3**

- 3.1 Pre-drive safety check of the motorcycle
- 3.2 Routine maintenance check
- 3.3 Suitable clothing – helmet, gloves, footwear, trousers, jacket
- 3.4 Mount and dis-mount
- 3.5 Side stand and centre stand operation
- 3.6 Posture
- 3.7 Vision – where to look (straight riding and for cornering/bends)
- 3.8 Observation/scanning
- 3.9 Road positioning (theory)
- 3.10 Road sharing (theory)

### **Part 4 - Practical training**

- 4.1 Walking the motorcycle
- 4.2 Start/stop
- 4.3 Moving off
- 4.4 Posture
- 4.5 Slow riding
- 4.6 Gear changing
- 4.7 Braking
- 4.8 Turns
- 4.9 Pattern riding (see samples pages 11-13)
- 4.10 Crash avoidance
- 4.11 Manoeuvres (U turn, Hill Start, Parking)

### **Part 5**

- 5.1 Knowledge test questions

## **Part 6**

6.1 Revision of Part 3 and 4

## **Part 7 - Practical Assessment**

7.1 Pre-drive safety check of the motorcycle

7.2 Routine maintenance check

7.3 Mount and dis-mount

7.4 Side stand and centre stand operation

7.5 Walking the motorcycle

7.6 Start

7.7 Moving off

7.8 Posture

7.9 Motorcycle controls

7.10 Gear changing

7.11 Braking

7.12 Turns

7.13 Stopping

7.14 Pattern Riding (figure eight, slalom, slow ride, brake test, counter steering)

7.15 Crash avoidance

7.16 Vision – where to look (straight riding and for cornering/bends, simulated activity)

7.17 Manoeuvres (U Turn, Hill Start, Parking)

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

## **Part 8**

8.1 Develop learning programs for learner riders to meet individual needs

## **Part 9**

9-1 Conduct simulated learner rider training

## **Sample Performance Criteria**

### **Pre-ride safety check**

The pre-ride safety check is designed to ensure you are familiar with and can easily locate and check a range of features on your motorcycle. It is important to know and check the following items before you start:

- Headlights – no damage, high/low beam.
- Signals – no damage, functioning
- Horn - functional
- Mirrors – no damage and adjusted correctly
- Brake light – operates effectively and independently through the rear brake pedal and also by the brake lever (front brake).
- Chain guard
- Fuel tap (if appropriate)
- Choke (if appropriate)
- Side stand/centre stand (condition)

## Routine maintenance check

A routine maintenance check of your motorcycle should be undertaken regularly to ensure your motorcycle is safe to ride and meets the standards required by law.

This includes:

- Tyres – Min 1.5mm tread depth, no damaged, correct pressure
- Rim – no damage, rust or cracks in rim assembly
- Fuel, oil, coolant, hydraulics
- Oil leaks
- Brake lever (condition & travel)
- Clutch lever (condition and free play)
- Chain/drive belt condition and tension
- No damage to brake and clutch levers
- Current registration

## Mount and dismount

When mounting or dismounting your motorcycle the following points should be observed:

- Hold the motorcycle upright from the left side.
- Mount your motorcycle from the left side and maintain support through the left leg.
- Dismount your motorcycle on the left side.
- Maintain control of the motorcycle.

## Side stand and centre stand operation

To engage and secure the side stand or centre stand on your motorcycle you should:

- For the side stand hold the unsupported motorcycle upright from the left side and move/position the side stand lever forward using your right foot.
- For the centre stand hold the unsupported motorcycle in an upright position from the left side and use the right foot to apply downward pressure while holding the handlebar and hand grip on the motorcycle.

## Crash avoidance

When riding your motorcycle look well ahead so that you can recognise any hazard, give yourself time to understand if any defensive action is required and if so it is important to act in time.

## Observation/scanning/vision

As a successful motorcycle rider you should always observe and monitor the driving environment in all directions.

## Additional reference material

*Your Keys to Driving in Queensland*

*Queensland Motorcycle Riders' Guide*

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

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

*Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015*

*Code of Conduct for Queensland Accredited Driver Trainers*