



Student Course Information

This nationally accredited qualification is for people who hold a current, unrestricted Australian Driver Licence and wish to become a driving instructor. The qualification is structured to align with each State or Territory applicable car driving licencing and regulatory requirements. Successful completion will require achieving competency in units that relate to work defined as aligned at AQF Level 4.

The qualification consists of units of competency that reflect the skills and knowledge needed to become a driving instructor. Several of these units are common to both Car Instructor and Heavy Vehicle Driving Instructors

Entry Requirements

Your enrolment cannot be accepted until you have met all of the relevant State or Territory regulatory requirements. Once these are met the Department of Infrastructure and Transport (DIT) will issue you with a letter of authority to enrol in your selected qualification. For South Australia these are:

- A current resume with employment references;
- hold a current unconditional South Australian car driver's licence for a minimum of two (2) years with no disqualification during this time;
- have held an Australian licence or a licence from an approved overseas country for a period totalling at least four (4) years with no disqualifications in that time;
- Proof of identify;
- a current (no more than three (3) months old) National Police Clearance Certificate from the South Australian Police and a current [Working with Children Check \(WWCC\)](#);
- a medical and eyesight certificate for all licence classes – https://www.sa.gov.au/data/assets/pdf_file/0006/9483/MR712-Certificate-of-Fitness-Light-Vehicles-Private-Drivers.pdf
- All documents must be dated no more than 3 months prior to lodging this application.

For further information visit the DIT website: <https://www.sa.gov.au/topics/driving-and-transport/industry-services/driving-instructors/motor-driving-instructor-s-licence>

You will also be required to complete a pre-drive with a courtesy driving instructor before you are accepted into this course.

Courtesy must also establish that applicants to this course have the required levels of literacy and numeracy to allow them to complete the requirements. Applicants may be asked to undertake a literacy and numeracy test prior to enrolment.

Course Content

Unit Code	Unit title	Unit Code	Unit title
Common competencies – apply to car and heavy vehicle		Car Driving Instructor Specialisation Units	
TLIL2060	Complete induction to the transport industry	TLIC1051	Operate a commercial vehicle
TLIF0025	Follow WH & S procedures	TLIM0001	Conduct learner driver training
TLIL4009	Manage personal work priorities and professional development	TLIM4001	Develop safe car driving behaviours in others
TAEDS401	Design and develop learning programs	TLIC3036	Apply safe car driving behaviours
TAEDL301	Provide work skill instruction		
BSBINS309	Maintain Business Records		
TLIG2007	Work in a socially diverse environment		
TLII0005	Apply customer service skills		



COMMON CORE UNITS

TLIL2060 - Complete induction to the transport industry

This unit involves the skills and knowledge required to complete workplace induction to the transport industry.

TLIF0025 - Follow Work Health and Safety procedures

This unit involves the skills and knowledge required to follow work health and safety (WHS)/occupational, health and safety (OHS) procedures.

TLIL4009 - Manage personal work priorities and professional development

This unit involves the skills and knowledge required to manage personal work priorities and professional development.

TLIG2007 - Work in a socially diverse environment

This unit involves the skills and knowledge required to apply cultural awareness, communication principles and problem-solving techniques to facilitate working in a socially diverse environment.

TLII0005 - Apply customer service skills

This unit involves the skills and knowledge required to apply customer service skills.

BSBINS309 - Maintain Business Records

This unit describes the skills and knowledge required to maintain the records of a business on an operational basis.

TAEDES401 - Design and develop learning programs

This unit describes the skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners.

TAEDEL301 - Provide work skill instruction

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

SPECIALISATION UNITS FOR CAR DRIVING INSTRUCTOR

TLIC3036 - Apply safe car driving behaviours

This unit involves the skills and knowledge required for higher-order safe driving. This unit applies to light vehicle safe driving behaviours.

TLIM4001 - Develop safe car driving behaviours in others

This unit involves the skills and knowledge required to teach learner drivers from diverse backgrounds how to develop, monitor and maintain safe car driving strategies and behaviours. This unit applies to car driving instructors.

TLIC1051 - Operate a commercial vehicle

This unit involves the skills and knowledge required to maintain the safety of and to operate, a commercial vehicle across a variety of job roles.

TLIM0001 - Conduct learner driver training

This unit involves the skills and knowledge required to teach learner drivers from diverse backgrounds how to prepare, explain, demonstrate, monitor and maintain safe car driving skills. This unit applies to car driving instructors.

Delivery

- Courses are delivered at our Wingfield Training Facility, 57 Wingfield Road, WINGFIELD
- Courses are structured on a flexible basis to meet the needs of students. Delivery includes classroom theory and in-vehicle practical training and assessment where appropriate. Units are clustered to provide a more holistic delivery and assessment program.
- Training is a mix of theory and practice including in-vehicle training. Approximately one (1) full work week (Mon-Fri) or part-time equivalent weeks will be spent in-vehicle.
- The car instructor course is scheduled over approximately six (6) months with additional hours per week of home study required to complete assessments or practice driving tasks.

By successfully completing the TLI41221 Certificate IV in Transport & Logistics (Car Driving Instruction) and meeting all the entry and DIT requirements you will be issued a Motor Vehicle Driving Instructor's licence (MVDI licence).

In order to become an Authorised Examiner, you will need to meet further requirements.

Please speak to a staff member if you would like further information on this.

Provision of quality training and assessment

- As a nationally accredited Registered Training Organisation, Courtesy Driving School provides quality training and assessment services to its students, in accordance with the Standards for Registered Training Organisations (RTOs) 2015.
- Prior to enrolment students will be given course information sheets/brochures and a copy of the Courtesy Student Handbook that outlines our obligations to you as a prospective student. It also provides advice relating to your responsibilities as a student.
- The Courtesy enrolment form requires that you acknowledge and sign that you have received this information. The enrolment form also has details relating to fees and refunds.
- Once enrolled, Courtesy will keep students informed of any changes that may affect their participation.

Student rights if Courtesy Driving School is unable to meet its training delivery obligations.

- Students may have the option to receive a full refund for training not delivered, or
- Have their enrolment transferred to another Registered Training Organisation offering this qualification.
- In the event that Courtesy is no longer able to operate as an RTO all records will be transferred to the Australian Skills Quality Authority (ASQA).

Assessment

- Assessment is competency based and will include a mixture of classroom-based exercises, written assignments, practical and in-vehicle assessments.
- Students are required to undertake a Road Law assessment at a Service SA centre, a separate fee applies for this assessment. Some class time will be allocated to discussion of these rules and working through practice questions; however, you may need to set aside personal time for private study. As a practice please complete the Give way questions and the multiple choice test which can be found on the RAA website: <https://www.raa.com.au/motor/driving-school/learners-practice-tests>.
- Student and Assessment Guides issued by Courtesy Driving school, provide all required information for this course. All assessment learner packs must be completed for all units of competency within this qualification. The learner assessment packs will be collected and marked. Please refer to Courtesy Driving School's Assessment policy for more information. All learner assessment packs are retained by Courtesy Driving School as per our Records Management Policy.
- The final assessment requires you to plan a series of lessons for instruction in a manual car (28 tasks) from the DIT training manual (The Driving Companion). These lessons are presented in the vehicle at the end of the course. You will be provided with a separate assessment booklet for this detailing the assessment process and providing planning templates, driving competency standards and assessment criteria. The final assessment will also include a competency and commentary drive.

- Students are required to notify DIT two (2) days before the Regulator Final Assessment and advise which five (5) lessons you will be presenting. A Standards and Training officer from the DIT will ride in the vehicle to observe this assessment and the competency and commentary drives.
- All other written and practical assessments must be successfully completed before undertaking the final assessment.

Issuance of AQF certification documentation

- Courtesy issues Certification documentation promptly (within 30 days) that clearly outlines the qualification completed.
- Courtesy will only issue a qualification when a student has successfully met all the requirements of each unit of competency.
- Courtesy Driving School will issue a Qualification parchment with a Record of Results on the reverse when a student has successfully completed all units of competency that make up the entire qualification.
- Courtesy Driving School will issue a Statement of Attainment for all units of competency completed successfully where a full qualification was not obtained.
- Courtesy maintains all required documentation as per the Records management policy.
- Should a student damage or lose their parchment there is a charge of \$50 for the issue of a duplicate.

Recognition of prior learning

- Recognition of prior learning is a form of assessment that provides the opportunity for you to have your skills, knowledge and experience recognised towards a formal qualification.
- You may have gained these skills and knowledge through training, work experience or general experiences such as committee memberships or volunteer work. There is a charge for RPL; however, the process may save you valuable time and money. Before you enrol in a course speak to your trainer to see if this process will be of value to you. The unit descriptors in this brochure may assist you to identify where you may have relevant skills. RPL application forms are available from your trainer. For more information on RPL please refer to the Assessment policy.
- The Regulator - DIT has some specific RPL requirements. Your trainer will discuss these with you.

Mutual recognition

- If you have completed any of these units you may be able to receive recognition for these. You will need to provide relevant original academic transcripts that show the unit name and code and a current resume to demonstrate currency within the industry.

Fees and charges.

- For details of fees please refer to the fee schedule on page seven (7) of this document.
- Fees include all Courtesy Driving School learning and assessment materials.
- Please note Service SA will charge a separate fee for the Road Law assessment that is part of the course.
- Fees **do not** include the issue of your Motor Driver Instructor Licence, as detailed under Career pathways
- The Regulator Final assessment will incur a fee with DIT and a car hire fee from Courtesy Driving School if applicable.
- For further information on payment of fees please refer to the Payment of fee's policy.

Refund Policy

- Refunds are not granted automatically. Students are expected to be aware of their work and personal commitments before they enrol, and it will be necessary to establish that the cause of the withdrawal could not be reasonably anticipated before enrolment. Please refer to the student handbook for more information.

Complaints and grievances

- Courtesy Driving School encourages all clients, staff and/or contractors to voice concerns arising from any situation within the control of the management or staff, including any educational matter that causes a student or staff/contractor serious concern or distress.
- Please refer to the Courtesy Driving School Student handbook for detailed information relating to the management of complaints and grievances and other agencies that you may refer to.

Career Pathways

- On successful completion of all units of competency you will be issued with a TLI41221 - Certificate IV in Transport & Logistics (Car Driving Instructor).
- This qualification will allow you to apply to the DIT for a Motor Driving Instructor Licence, provided that you pass the Regulator Final Assessment and all other licence requirements, as listed under entry requirements continue to be met, i.e. as long as you have not accumulated any convictions and still have an unconditional driver's licence). A fee applies for the issue of this licence.
- Please contact a Service SA centre for the current fee schedule.

Licencing requirements

- As discussed in the assessment section there is a Road Law assessment that you are required to undertake at a Service SA office, where a separate fee applies. The pass mark for this is 100%. You may undertake the assessment again if you do not meet the pass mark, however, a new fee must be paid for each test.
- The Regulator Final assessment will incur a separate fee with DIT and a car hire fee from Courtesy Driving School if applicable.
- To obtain a Motor Driving Instructor Licence you will need to contact DIT. A separate fee applies for the issue of this licence.

Contact Courtesy Driving School for more information on: (08) 8345 4911