



## Instructor Training

### CAR – HEAVY VEHICLE - MOTORCYCLE

“Live as if you were to die tomorrow. Learn as if you were to live forever.”  
Mahatma Gandhi

#### Introduction

At Watto Training our goal is to inspire brilliant performances from our students and instill a love of learning. We believe education to be a key ingredient to success in life regardless of a person’s background.

We offer a mix of nationally recognised and non-recognised training courses. This includes **public courses** or we can offer client specific **closed courses**. Where we provide closed courses, we will incorporate company policies, procedures and documentation, where requested. We will also work with you to develop and deliver relevant practical scenarios.

Our registered training organisation arm, (RTO # 40791) provides training and assessment under the umbrella of the VET Quality Framework in the fields of Training and Assessment, Transport and Logistics and Business. You can view our status on [www.training.gov.au](http://www.training.gov.au) to confirm our status and scope.

Watto Training works closely with employers to give people the skills to enable them to become more productive and competitive. Watto Training programs help people keep pace with the changing workplace. Students receive practical, hands-on training in small classes with qualified teachers.

Our business and client service philosophy is very simple and based on the following principles:

- **Portfolio:** Providing a portfolio of training options that anticipate and satisfy people’s desires and needs.
- **People:** Being a training company where people are inspired to be the best they can be.
- **Partnerships:** Forming and nurturing a network of high quality partners and building mutual loyalty.
- **Process:** Developing and implementing procedures and processes to ensure an efficient and effective service to our clients, delivered in the safest possible way.
- **Planet:** Being responsible global citizens that make a difference.

#### Q: Where do we deliver instructor training?

Watto Training is an RTO based in Brisbane. (At present we are only able to deliver in Qld.)

#### Q: What instructor training do we deliver?

Watto Training delivers training and assessment for:

- car instructor courses (TLI41210)
- heavy vehicle instructor courses (TLI41310)
- motorbike instructor courses (TLI41410)
- TAE40110 – Certificate IV in Training and Assessment
- We also combinations of the above qualifications

#### We offer:

Free of charge, a 30 minute no obligation consultation (face to face or over the phone) to discuss the course and the industry to try and assist you to make

**People who have completed this course have gone onto working in the following areas:**

- Car driving instructors (manual and automatic)
- Q-Ride Instructors
- Truck Instructors
- In-house trainers and assessors within a company or organization
- General trainers in the transport/safety industry such as defensive driving instructors and 4WD instructors (NB: the TLI41210 qualification is not a mandatory requirement for working in these industries)

**Q: What sort of personality traits do I need to have to be an effective trainer?**

A: It varies, but some of the traits needed are:

- you must like working with people from a variety of backgrounds: ages, cultural, etc
- you must have a sound character
- you must have good interpersonal skills, communication skills and patience
- you must be able to give clear and precise instructions, provide demonstrations
- you must be a good problem solver, not everyone learns the same way
- you must be able to drive/ride to a high standard and understand road rules
- you must be able to act quickly and correctly in various traffic situations.

### **Course Delivery**

Our courses are generally delivered: part correspondence and part face to face. The **theory** components are covered by correspondence and the **practical** is done face to face.

**Q: Are the instructor training courses nationally recognised?**

A: Yes.

These qualifications are for the Transport and Logistics Industry. The qualifications have been structured to align with applicable licensing and regulatory requirements for each state or territory. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 4. That means that the candidate will be required to...

*Perform a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.*

These qualifications are part of the Vocational Education and Training (VET) system which refers to education and training that focuses on delivering skills and knowledge required for specific industries.

Participating in VET can:

- provide credit points towards the attainment of a nationally recognised VET qualification
- support your transition to employment, vocational and higher education pathways.

Other benefits of participating in VET include (but are not limited to):

- obtaining practical experience from work
- gaining familiarity on how workplaces operate
- developing employability skills
- developing and improving interpersonal skills
- allowing students to explore the potential career path they would like to pursue.

People can access VET in a number of ways including:

- school students through their school being a Registered Training Organisation
- at TAFE
- at another Registered Training Organisation
- or through a School-Based Apprenticeship.

**Q: Can Watto Training supply vehicles for course delivery?**

A: We can supply a manual training vehicle and automatic training vehicle Brisbane – north, south, east, west; motorcycles from north Brisbane (but you can ride your own motorcycle); and heavy vehicles from north Brisbane (except light rigid – not available).

NB: If you are in a regional area please contact us first to confirm vehicle availability.

# Entry Requirements

## **Q: What are the entry requirements of the instructor training courses?**

A: The entry requirements are as follows:

- Applicants must hold a current open licence for a minimum of 1 year for the class(es) they wish to train/assess (The open licence must be held for at least 1 year (ss 5(5) & 6(9) Transport Operations (Road Use Management—Driver Licensing) Regulation 1999) and S39 (2) (a) Transport Operations (Road Use Management) Regulation 1995)
- Applicants must produce photo identification
- Applicants must undergo a Police history check, a driving history check & a medical check (if required). These checks are completed by the Queensland Transport and Main Roads Department. Queensland Transport and Main Roads may refuse to grant accreditation to a person who has been convicted of an offence under the Criminal Code or is currently charged with an offence under the Criminal Code and the charge has not been fully disposed of.

## Language, Literacy and Numeracy Requirements

Applicants must be able to demonstrate language, literacy and numeracy skills equivalent to **level 3** of the National Reporting System, which identifies adult English language, literacy and numeracy language indicators of competence.

### **Writing**

Applicants must be able to communicate relationships between ideas through selecting and using grammatical structures and notations that are appropriate to the purpose.

### **Oral Communication**

Applicants must be able to participate in short transactions, using basic generic structures; to establish, maintain and develop relationships; explore issues and problem solve.

### **Numeracy and Mathematics**

Applicants must be able to select and apply a range of mathematical strategies to solve problems in a number of contexts that are familiar and may be interrelated. They will also be able to reflect on and question the rationale and appropriateness of the purpose, process and outcomes of a mathematical activity and use symbols and diagrams to communicate mathematically.

WATTO TRAINING will administer a short LL&N assessment where deemed necessary based on the needs of applicants on a case by case basis.

If Watto Training is unable to assist learners in any of these areas, referral will be made to local TAFE colleges.

Depending on the type of need, learner support can be provided:

- In small groups
- By a team teacher
- As one-to-one tuition

The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.

- Customization of assessment and delivery environment should sensitively accommodate cultural diversity.
- Aboriginal people and other people from a non English speaking background may have second language issues.
- Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.

# Recognition of Prior Learning & Credit Transfer

## **Q: I have prior experience / qualifications, is this taken into account?**

A: It can be taken into account but it depends on a number of factors such as type and length of experience, qualifications – when completed and relevance to this course, and so on. Watto Training is happy to discuss pathway options for applicants who may already hold knowledge, skills and qualifications from previous/current fields of work. In such cases the applicant may be eligible for Recognition of Prior Learning (RPL).

## **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is a process that allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

Recognition of prior learning suits people who have industry relevant:

- work skills or knowledge
- paid or unpaid work experience
- life experience
- community work experience

Recognition of prior learning could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or could provide a pathway to higher qualifications for people who may not have access to further training.

Your RPL Assessor can discuss evidence you will need to supply with your application if you wish to have your experience recognised. In many cases, RPL will only give the off-the-job component of the unit. You may still need to meet the on-the-job component, assessed at work.

## **Credit transfer**

Credit transfer recognises previous formal learning (e.g. university, other qualifications). It uses an assessment of a previous course or subject that an applicant has achieved to determine whether it can be credited to the new course in which the applicant wishes to enrol.

The assessment determines the extent to which your previous course or subject is equivalent to the required learning outcomes of the desired qualification.

## **The most common qualifications/units presented for CREDIT TRANSFER for these courses are as follows:**

- Certificate IV in Transport & Logistics (Road Transport - Driving Instruction) TLI41210
- Certificate IV in Transport & Logistics (Road Transport - Driving Instruction) TLI41410
- Certificate IV in Transport & Logistics (Road Transport - Driving Instruction) TLI41310
- Certificate IV in Training and Assessment: TAE40110
- TAA40104 - Certificate IV in Training and Assessment
- TAE50104 – Diploma of Training and Assessment
- TLI31210 - Certificate III in Driving Operations
- BSB40812 - Certificate IV in Frontline Management
- BSB41412 - Certificate IV in Work Health and Safety
- BSB41407 - Certificate IV in Occupational Health and Safety

# Unique Student Identifier (USI)

**ALL participants in ANY vocational education and training course**

**Q: What is the Unique Student Identifier (USI)?**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

**Q: What does it cost?**

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed.

**Q: What are the benefits of a USI?**

- Seamlessly link information about a student's VET achievements, regardless of where they studied
- Enable students to easily access secure digital transcripts of their achievements
- Give students access to, and more control over, their educational information

**Q: If you do not have a USI or cannot get one, you can give permission for Watto Training to obtain one on your behalf on the course enrolment form.**

## Technology Requirements

Candidates will require the use of a computer and the Internet. Research and further readings can be completed on the Internet and all written assessment items are to be word-processed.

NB: It is acceptable for the assessment items to be typed by an assistant, however, candidates must ensure that all work submitted is their own. Neatly hand-written assignments will also be accepted.

The following should be considered the minimum requirements;

- Email account
- Access to a high-speed internet connection
- Computer
- Operating system
  - Windows XP, Vista, Windows 7, Windows 8
  - Mac OSX 10.4 or later.
- Internet Browser
  - Internet Explorer 7 or later
  - Firefox 3.6.3 or later
  - Safari 5.0 or later
  - Chrome 3 or later.
- Office software program
  - Microsoft Office 2003 or later running Word, Excel and PowerPoint.
- A printer/scanner

## General Information – ALL Classes

### **Q: How are the courses structured?**

A: There are two components:

#### **Theory and Practical**

The **theory** component is done by correspondence and the practical part is done in a practical setting with Watto Training trainers. The theory part can be done at your own pace and you will be assigned to a tutor who will support you through the assignments.

The **practical** part involves intensive training and assessment. The course is mostly practical with only minimal classroom teaching. We see the training vehicle as the classroom; think about it, that's where a trainer will spend the majority of the week, on the road with their students.

The following methods may be used in assessing units:

- Written objective tests;
- Written response, short and extended answers;
- Oral test/technical interview;
- Simulated workplace assessment;
- On job or workplace assessment;
- Practical exercises;
- Practical projects;
- Assignments;
- Personal appraisal;
- Verbal assessment.

Units in the courses are discreet from each other however, units may be clustered and delivered and/or assessed concurrently and/or holistically at times.

NB: Multi-Combination Instructors and Q-Ride rider trainers are required to undertake further training and assessments in addition to the requirements listed as they will fulfill the role of assessor as well as trainer. The two units required are:

TAEASS401B: Plan and organise assessment

TAEASS402B: Assess competence

If an applicant has already completed TAE40110 – Training and Assessment or TAA40104 - Certificate IV in Training and Assessment they will not need to complete these units.

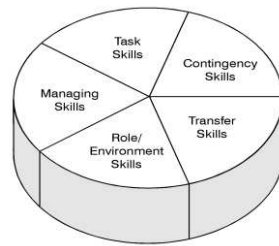
### **Q: What can expect from my practical assessment?**

*"Assessment is the process of collecting evidence and making judgements on whether competency has been achieved - to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of an accredited course. "*

From AQTF Standards for RTOs

## Competency Skill Areas

There are FIVE major skill areas constitute the broad concept of competency. They are shown in the pie chart below:



To be considered **competent**, a person should be able to:

### Task Skills

- Perform the individual tasks – **task skills** (for example: change gears, brake, steer).

### Task Management Skills

- Manage a number of different tasks within the job – **task management skills** (for example: ride to the system of vehicle control).

The **System of Vehicle Control** is a defined system of safe driving and hazard avoidance. Its elements are:

- (i) Identify the hazard
- (ii) Is my position on the road correct for the hazard ahead?
- (iii) Mirrors and signals
- (iv) Approaching speed
- (v) Gears and mirrors
- (vi) Evasive action
- (vii) After passing the hazard, resume the appropriate speed

### Contingency Management Skills

- Respond to irregularities and changes in routine – **contingency management skills** (for example: using hazard recognition and decision making skills, avoiding accidents).

### Job Role/Environment Skills

- Deal with the responsibilities and expectations of the work environment, including working with others – **job/role environment skills** (for example: showing road courtesy, obeying the road rules).

### Transfer Skills

- Transfer and apply the skills and knowledge to a similar task elsewhere – **transfer skills** (for example: being able to ride in the city/country, in another state, on someone else's motorbike).

### What are Underpinning Knowledge and Skills?

You are also required to demonstrate the required level of underpinning knowledge and skills. "Underpinning knowledge" is the essential knowledge and understanding you need to perform a task.

For example, to change a tyre on a motorbike, you first need to know what a tyre is, that it contains pressurised air and that certain tools are needed - that is underpinning knowledge. The use of the tools is an underpinning skill needed to change the tyre.

Relevant underpinning knowledge and skill is listed in each unit of competency. You must be able to demonstrate underpinning knowledge and skill while being assessed in each unit of competency.

You must demonstrate the appropriate attitude to riding to be deemed competent in Q-RIDE. Attitude is an essential part of competency based training and assessment. Attitudes are beliefs and feelings that predispose people to behave in particular ways towards objects, people and events. In the context of competency based training and assessment, it is a point of view or the way a person looks at life or a particular thing – for example, a *positive attitude*.

### **Belief + Value = Attitude = Behaviour**

Beliefs are assumed facts or statements about the world. Values are broad preferences for some states of affairs over others. They can be intellectual, aesthetic, social, political and religious.

You must demonstrate your roadcraft abilities to be deemed competent. “Roadcraft” is the ability of a driver to apply the knowledge, skills and attitude to various driving systems and defences to achieve a safe journey.

It embodies:

- The system of vehicle control (see earlier section for description)
- Scanning techniques
  - Active scanning
  - Commentary riding
- Safe vehicle operation
  - Consideration of motorbike limitations
  - Manufacturer's standards
- Defensive driving techniques
  - Following distance
  - Caution
  - Managing traffic hazards
- Adherence to traffic laws
- Courtesy and consideration to other road users
- Understanding of the effects of adverse conditions on vehicles
- Understanding of the consequences of a driver's/rider's incorrect actions

### **Assessment Strategy**

Depending on the applicant's RPL/Credit Transfer; each course is structured specifically for each applicant based on their skills, knowledge and experience.

If an applicant does not have RPL/Credit Transfer; they will receive training from their trainer(s) first prior to “formal” aka **summative assessment**. If the trainer/assessor does some initial assessment it can be used to see “*where the candidate is at*”; and this is called **formative assessment**.

Competency based training is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training or based on workplace experience and learning.

Ideally, progress within a competency based training program is not based on time. As soon as students have achieved or demonstrated the required competency, they can move to the next competency. In this way, students may be able to complete a program of study much faster.

Competency Based Training is based on the concept that people can learn transferable skills and most training is transferable.



After the training phase, the candidate will be assessed.

**Q: What is competency based assessment?**

Assessment is the process of collecting evidence and making judgments on whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform the standard expected in the workplace, as expressed in the relevant endorsed competency standards.

**Q: How is assessment generally conducted?**

**Before Assessment**

1. You will be consulted on your readiness for assessment.
2. The assessment purpose and process will be explained to you.
3. You will be given an opportunity to ask questions.
4. You will be asked if you have any special needs (cultural/disability/literacy). If so these will be taken into account by the trainer.
5. It will be explained to you what you can do if you disagree with the assessment or procedure

**During Assessment**

1. You will be assessed in accordance with assessment checklists.
2. The trainer is unable to hint at the correct procedures or answers to the assessment items. You must be able to complete tasks independently of my instruction.

**After Assessment**

1. After the assessment the trainer will discuss your assessment with you and outline strengths and if so discuss areas that need to be reassessed. If reassessment is required you will be deemed 'Not Yet Competent' because you have not reached the required standard in that task. The trainer will make every effort to make a fair assessment of your performance.
2. The trainer will advise you on the assessment result in a clear, concise but sensitive manner.
3. The trainer will record your assessment result on your assessment record.
4. The trainer will inform you about what happens to your assessment result and the procedure for certification.

Because of the nature of competency based training and assessment, the time taken to complete the criteria will vary based on the applicant's knowledge, skill and experience level.

**Delivery Modes**

Training and assessment can be delivered through a variety of teaching, learning and assessment methods to suit the needs of the trainee. Methods of delivery may include one or a combination of two or more of the following modes:

- **Face to Face:**
  - Face to face delivery in a classroom, off-road area or on road area is used.
- **Directed Activities:**
  - You will be required to perform set tasks as part of the training and assessment. This would for example include performing set manoeuvres. These will be directly related to the Competency Standards.
- **Assistance for Trainees:**
  - Tutorial support in basic literacy, numeracy, English or other identified areas of learning difficulty should be made available to assist trainees in achieving the course outcomes.
- **Assessment Strategy:**
  - Trainer judgment and holistic assessment is emphasised in this course. The focus is the clustering and integration of areas of knowledge, skills and application against the unit purpose, rather than on a 'checklist' or atomistic approach.
- **Informal (formative) Assessment:**
  - Is an integral and vital part of teaching strategy which provides feedback to trainees. This is an on-going process of monitoring trainee progress.

- **Formal (summative) Assessment:**

- Is an ongoing measure of the trainee's achievement against the unit purpose and its performance criteria. It can take the form of theory and practical assessment. Summative assessment determines your results and is the basis of reporting on trainee achievement.

### **Assessment Strategy**

You could be assessed in many different ways. An assessor may:

- Observe your driving/riding;
- Set you specific tasks to do e.g. perform manoeuvres;
- Ask you specific questions orally or by way of written assessment.

Assessors may also decide to:

- Observe your performance more than once;
- Ask you to do some additional tasks;
- Ask you to show your skills in a slightly different way.

If you are not successful the first time you are assessed, you can:

- Try again at another time;
- Ask the assessor for more guidance;
- Do some more practice, then try again later.

### **Principles of Assessment**

Your assessor will make decisions about your performance in line with the Principles of Assessment. These are rules each RTO must follow when planning, conducting and reviewing candidate assessment. The 4 principles of assessment are detailed below:

#### **VALIDITY**

A valid assessment will assess what it claims to assess.

#### **RELIABILITY**

Reliable assessment uses methods and procedures that ensure the competency standards are interpreted and applied consistently from person to person and from context to context.

#### **FLEXIBILITY**

Flexible assessment ensures each candidate is involved in a participatory assessment process.

#### **FAIRNESS**

An assessment system and its processes must not disadvantage or discriminate any person or organisation.

### **Rules of Evidence**

Your assessor will make decisions about your performance in line with the Rules of Evidence. The Rules of Evidence are closely related to the assessment principles and provide guidance on the collection of evidence to ensure that it is valid, sufficient, authentic and current. The 4 rules of evidences are detailed below:

#### **CURRENCY**

Current evidence will ensure a candidate has the required skills and knowledge at the time of assessment, and the evidence reflects current workplace processes and equipment.

#### **SUFFICIENCY**

Sufficient evidence will cover all the elements, performance criteria and required range of variables in the standards against which assessment is to be carried out.

## **VALIDITY**

Valid evidence will allow for consistent judgement for all evidence collected, both now and in the future.

## **AUTHENTICITY**

The evidence collected is authentic that is, it is actually derived from valid sources and is directly attributable to the individual.

When you are successful, the assessor will record the result on an assessment report and ask you to sign and date it. All documentation relating to your assessment shall be kept secure and confidential.

## **Insurance and Industry Matters**

### **Q: What do I need to consider in relation to insurance?**

A: You need to investigate the compulsory third party insurance and comprehensive insurance for the motor vehicle (some instructors have income protection insurance, other instructors take out public liability and/or personal indemnity insurance)

### **Definitions:**

**Public Liability Insurance** - Insurance which covers injury or death to anyone on or around your property.

**Professional Indemnity Insurance** provides cover from potential claims and disputes, which could lead to expensive and time-consuming litigation – a real threat to any business or practice.

### **Car Insurance for Instructor Training Vehicles**

*Example...*

suncorp.com.au/insurance

2009 Hyundai Getz S Tb My09 3d Hatchback

Amount: \$ 541.51 / year

Enquiries: 13 11 55

Claims: 13 25 24 (24 hours a day, 7 days a week for new claims)

### **Q: Where do I get industry support and advice on these issues?**

A: A good starting point is to check out the Australian Driver Trainer's Association (ADTA-Q). The ADTA is an association of driver trainers and schools who work with each other and Queensland Transport to improve road safety and driver training.

PO Box 404 Moorooka Qld 4015

**Email:** [admin@adtaqld.com](mailto:admin@adtaqld.com)

**Phone:** Membership and Insurance Enquiries Ph: 07 3892 7919 - Fax 07 3392 6126

Secretary enquiries 1300 306 258

Intra and interstate enquiries: 1300 306 258

### **Public Liability and Professional Indemnity Insurance**

There are a number of insurance options but a starting point might be the Australian Driver Trainers Association (ADTA). Call the ADTA on:

PO Box 404 Moorooka Qld 4015

**Email:** [admin@adtaqld.com](mailto:admin@adtaqld.com)

**Phone:** Membership and Insurance Enquiries Ph: 07 3892 7919 - Fax 07 3392 6126

Secretary enquiries 1300 306 258

Intra and interstate enquiries: 1300 306 258

Public liability, Professional indemnity and Comprehensive insurance for training vehicles can be arranged upon request.

The ADTA is an association of driver trainers and schools who work with each other and Queensland Department of Transport and Main Roads to improve road safety and driver training.

If you don't want to join the ADTA-Q and get PI/PL through them, then you can try Fenton Green for insurance.

### **Registration of Vehicles**

Vehicles must be registered as 'training vehicles' with the Queensland Department of Transport and Main Roads. Your vehicle will also require an inspection at a Transport Main Roads inspection station. Please consult the Department of Transport and Main Roads for registration and vehicle inspection details and booking details.

### **Business Name**

If you want to register a Business name, go to...

<http://www.business.qld.gov.au/business/starting/starting-a-business/business-name/register-business-name>

### **If you want to get an ABN, go to...**

[http://www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforanAustralianBusinessNumber\(ABN\).aspx](http://www.business.gov.au/BusinessTopics/Registrationandlicences/Registerfortaxation/Pages/RegisterforanAustralianBusinessNumber(ABN).aspx)

### **Q: How much does it cost to register an ABN?**

Registering an ABN is free.

### **TMR Application**

Applicants must complete an Application for Accreditation as Trainer form which must be submitted to TMR. There is an annual fee to be a driver trainer. The application for accreditation as a driver / rider trainer sometimes takes a few weeks to be processed. It is best to get this form into TMR if you want it processed by a deadline. You can submit it without having completed a Certificate IV in Driving Instruction. This does not have to be done prior to course enrolment. Queensland Transport will need to see a copy of your Certificate IV in Driving Instruction to be eligible for accreditation.

### **Timelines**

Applicants must pay a deposit and will be given the theory assignments upfront. Materials will be provided in word documents on a CD. The applicant is required to print the question booklets and complete the questions in pen. Information to assist in answering the questions is available in the reference booklets (also on the CD). It is not recommended that the reference books be printed. Rather, they should be used as an information document. Information can be provided in printed format. However, a fee is chargeable for this service.

The self-paced assignments involve questions that are short answer, multiple-choice and True/False. There are no essay questions in the course. If you have any concerns with reading, writing or comprehension, please contact the Course Coordinator to discuss study options. There is tutorial support available, and this will also involve additional fees depending on the amount of support needed.

The time taken to complete the course may vary as well. Applicants must complete all assessment tasks to a satisfactory level before being given a certificate.

By completing or at least starting the theory assignments before starting training with WATTO TRAINING trainers, applicants can have more practical time in the course. Our client feedback has shown us that applicants favour practical based training as opposed to a predominantly classroom based course, so the completion of home-based assignment work makes this possible. This course can be done full-time or part-time. We are able to provide flexible study options to help you achieve your goals. Most applicants attend in a block of days, where as other applicants attend when possible.

### **Industry Authority Card**

#### **Renewal Requirements**

To renew your accreditation, you are required to:

- complete the enclosed
- submit the application form no sooner than 2 weeks before the expiry date,
- pay the renewal fee at a Department of Transport and Main Roads Customer Service Centre.

NB:

- applications must be made in person and cannot be mailed or renewed online
- application fees are not refundable if the application for renewal is unsuccessful
- fees, forms and information are available on the Department of Transport and Main Roads website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)
- you will need to bring your driver licence and current industry identity card with you when you apply for renewal of this accreditation

## **FEES AND POLICIES**

Students must read the STUDENT HANDBOOK for course information and WATTO TRAINING's Policies and Procedures. Students will be required to sign that they agree with WATTO TRAINING's Policies and Procedures before the commencement of training and assessment.

Students must then complete an ENROLMENT FORM and forward it to WATTO TRAINING by mail or in person.

### **Payment**

We accept cash.

We accept bank transfer.

Account Name: Watto Training Pty Ltd

BSB: 064 103

Account: 1025 8121

We accept cheques.

Please Post Cheque to:

Watto Training

PO Box 436

Bulimba Q 4171

We also have portable EFTPOS facilities.

### **Account Holders**

If paying on account we require either a Purchase Order or some form of letter/email (must be in print), proof that a student has the authority to receive training and assessment through WATTO TRAINING. This can be either faxed through to us, emailed, posted or brought in to us.

Certificates/Statements of Attainment shall not be granted until the payment of all course fees and presentation of evidence requirements.

### **Q: I need somewhere to stay?**

A: If training at Murrumba Downs, we recommend the Kallangur Motel...

Hosts: Tim and Jing Kupers

Address: 1517 Anzac Avenue KALLANGUR QLD 4503

Email: [kallangurmotel@gmail.com](mailto:kallangurmotel@gmail.com)

Phone: (07) 3886 2366

Mobile: 0405 128 651

We can pick you up and drop you off from the Motel each day if you do not have transport to get to 19 Blyth Rd, Murrumba Downs.

### **Q: Does Watto Training deliver training outside of SE Queensland?**

A: Yes. Please call Brendan Watson on 0412 986 419 or email [wattotraining@gmail.com](mailto:wattotraining@gmail.com)

### **Travel Policy**

Where travel by car is required outside of the Brisbane Metropolitan area, the client will be charged 75c per km in accordance with the Australian Tax Office guidelines. Or if the hiring of a car is deemed appropriate between WATTO TRAINING and the client, all associated costs will be passed onto the client at cost.

A confirmed client agreement is required before booking airfares for distances beyond car travel. If the program is cancelled for any reason after the airfare has been booked, the organisation will be liable for any costs associated with booking, transferring or cancelling the airfare.

### **Travel Expenses**

For all programs held outside of the Brisbane Metropolitan area, a minimum Travel Allowance fee of \$199.50 per day, where overnight stay is required, will be incurred to the client in accordance with the Australian Tax Office guidelines (Travel Allowance is levied at a higher rate in most metropolitan areas and covers accommodation, meals and incidentals). All transfer expenses directly associated with the program will be passed onto the client at cost. This may include taxi fares to and from the airport or airport car parking fees if this is more convenient. WATTO TRAINING will endeavour to minimise these fees where possible.

## Car Instructor Courses

**Q: I would like to do some background reading on driver training before the course, where do I start?**

A: Have a look at these three websites for valuable information:

TMR

<http://www.tmr.qld.gov.au/licensing/learning-to-drive.aspx>

CARRS Q FACTS SHEETS

[http://www.carrsq.qut.edu.au/publications/corporate/fact\\_sheets.jsp](http://www.carrsq.qut.edu.au/publications/corporate/fact_sheets.jsp)

RACQ

<https://www.racq.com.au/cars-and-driving/driving/learning-to-drive>

**Q: What is the name of the course?**

A: Certificate IV in Transport & Logistics (Road Transport - Driving Instruction)

**Q: What is the NTIS Code for this course?**

A: TL141210

**Q: What units do I have to complete?**

A: The Units of Competency that you must complete in this course are as follows:

TAEDEL401A - Plan organise and facilitate learning in the workplace

TAEDEL301A - Provide work skill instruction

TAEDS401A - Design and develop learning programmes

BSBCUS301B - Deliver and monitor a service to customers

BSBRKG304A - Maintain business records

TLIM4001A - Develop safe driving behaviours in others

TLIG2007A - Work in a socially diverse environment

TLIL1001A - Complete workplace orientation/ induction procedures

TLIL2008A - Complete routine administrative tasks

TLIC3036A - Apply safe car driving behaviours

TLIF1001A - Follow OHS procedures

Candidates assessed as competent in all 11 units of competency that comprise this course will receive the Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction) Qualification. Those candidates who fail to achieve competency in all 11 units of competency will receive a Statement of Attainment for each unit of competency in which they have been assessed as competent.

**Practical Assessment will focus on the following competencies:**

Competency	Description	Required Performance as <b>Driver</b>	Required Performance as <b>Trainer</b>	Required Performance as <b>Assessor</b>
1	Vehicle controls	The trainee instructor locates, identifies and describes the function and operation of all vehicle controls, gauges and warning lights.	The trainee instructor can train a learner to locate, identify and describe the function and operation of all vehicle controls, gauges and warning lights.	The trainee instructor can assess a learner's ability to locate, identify and describe the function and operation of all vehicle controls, gauges and warning lights.
2	Cabin drill	The trainee instructor carries out adjustments required to ensure safe, effective and comfortable operation of the vehicle.	The trainee instructor can train a learner to carry out adjustments required to ensure safe, effective and comfortable operation of the vehicle.	The trainee instructor can assess a learner's ability to carry out adjustments required to ensure safe, effective and comfortable operation of the vehicle.

3	Starting up procedure	The trainee instructor demonstrates correct starting up procedure.	The trainee instructor can train a learner to perform the correct starting up procedure.	The trainee instructor can assess a learner's ability to perform the correct starting up procedure.
4	Moving off procedure	The trainee instructor demonstrates moving off from a stationary position safely, efficiently and while maintaining full control of the vehicle.	The trainee instructor can train a learner to perform moving off from a stationary position safely, efficiently and while maintaining full control of the vehicle.	The trainee instructor can assess a learner's ability to move off from a stationary position safely, efficiently and while maintaining full control of the vehicle.
5	Gear changing	The trainee instructor demonstrates smooth, efficient gear changing and gear selection according to road and traffic conditions, speed and vehicle requirements.	The trainee instructor can train a learner to perform smooth, efficient gear changing and gear selection according to road and traffic conditions, speed and vehicle requirements.	The trainee instructor can assess a learner's ability to perform smooth, efficient gear changes and gear selection according to road and traffic conditions, speed and vehicle requirements.
6	Steering control	The trainee instructor demonstrates smooth, efficient steering control.	The trainee instructor can train a learner to perform smooth, efficient steering control.	The trainee instructor can assess a learner's ability to perform smooth, efficient steering control.
7	Turns, left and right	The trainee instructor demonstrates safe, efficient and legal road position during left and right turns at intersections.	The trainee instructor can train a learner to perform safe, efficient and legal road position during left and right turns at intersections.	The trainee instructor can assess a learner's ability to perform safe, efficient and legal road position during left and right turns at intersections.
8	Speed control	The trainee instructor demonstrates good speed control at safe and legal speeds	The trainee instructor can train a learner to perform good speed control at safe and legal speeds	The trainee instructor can assess a learner's ability to perform good speed control at safe and legal speeds
9	Slowing procedure	The trainee instructor demonstrates controlled and safe slowing procedure.	The trainee instructor can train a learner to perform controlled and safe slowing procedure.	The trainee instructor can assess a learner's ability to perform controlled and safe slowing procedure.
10	Stopping procedure	The trainee instructor demonstrates controlled braking to a safe stop.	The trainee instructor can train a learner to perform controlled braking to a safe stop.	The trainee instructor can assess a learner's ability to perform controlled braking to a safe stop.
11	Hill starts	The trainee instructor demonstrates controlled, smooth moving off, without stalling, during the hill-start manoeuvre.	The trainee instructor can train a learner to perform controlled, smooth moving off, without stalling, during the hill-start manoeuvre.	The trainee instructor can assess a learner's ability to perform controlled, smooth moving off, without stalling, during the hill-start manoeuvre.
12	Give way rules & STOP signs	The trainee instructor demonstrates compliance with the give way rules and drives safely and efficiently through intersections and	The trainee instructor can train a learner to perform compliance with the give way rules and drives safely and efficiently through intersections and	The trainee instructor can assess a learner's ability to perform compliance with the give way rules and drives safely and efficiently through

		crossings controlled by traffic lights and regulatory signs.	crossings controlled by traffic lights and regulatory signs.	intersections and crossings controlled by traffic lights and regulatory signs.
13	Reversing	The trainee instructor demonstrates safe and accurate reversing parallel to a kerb.	The trainee instructor can train a learner to perform safe and accurate reversing parallel to a kerb.	The trainee instructor can assess a learner's ability to perform safe and accurate reversing parallel to a kerb.
14	Right-angle parking (front in)	The trainee instructor demonstrates safe and accurate parking between two vehicles parked at a right angle to the kerb, then leaves the parked position to face the opposite direction to that of entry. No part of the vehicle may strike another object or impinge on another parking bay.	The trainee instructor can train a learner to perform safe and accurate parking between two vehicles parked at a right angle to the kerb, then leaves the parked position to face the opposite direction to that of entry. No part of the vehicle may strike another object or impinge on another parking bay.	The trainee instructor can assess a learner's ability to perform safe and accurate parking between two vehicles parked at a right angle to the kerb, then leaves the parked position to face the opposite direction to that of entry. No part of the vehicle may strike another object or impinge on another parking bay.
15	Reverse parallel parking	The trainee instructor demonstrates safe and accurate reverse parallel parking.	The trainee instructor can train a learner to perform safe and accurate reverse parallel parking.	The trainee instructor can assess a learner's ability to perform safe and accurate reverse parallel parking.
16	U-turns	The trainee instructor demonstrates completion of a safe and efficient U-turn using forward gears.	The trainee instructor can train a learner to complete a safe and efficient U-turn using forward gears.	The trainee instructor can assess a learner's ability to complete a safe and efficient U-turn using forward gears.
17	Turning around on the road – e.g. three-point turn	The trainee instructor demonstrates safe and efficient turning around in the road, using forward and reverse gears.	The trainee instructor can train a learner to perform safe and efficient turning around in the road, using forward and reverse gears.	The trainee instructor can assess a learner's ability to perform safe and efficient turning around in the road, using forward and reverse gears.
18	Lane changing, merging, forming one lane	The trainee instructor demonstrates safe lane changing to the left and right and when merging, will safely form one lane. Note: Form one lane is not a merge.	The trainee instructor can train a learner to perform safe lane changing to the left and right and when merging, will safely form one lane. Note: Form one lane is not a merge.	The trainee instructor can assess a learner's ability to perform safe lane changing to the left and right and when merging, will safely form one lane. Note: Form one lane is not a merge.
19	Overtaking	The trainee instructor demonstrates safe overtaking of a vehicle traveling in the same direction on a single-lane road or multi-lane carriageway.	The trainee instructor can train a learner to perform safe overtaking of a vehicle traveling in the same direction on a single-lane road or multi-lane carriageway.	The trainee instructor can assess a learner's ability to perform safe overtaking of a vehicle traveling in the same direction on a single-lane road or multi-lane carriageway.
20	The Rules of Observation	The trainee instructor demonstrates continuous forward scanning and regular	The trainee instructor can train a learner to perform continuous forward scanning and	The trainee instructor can assess a learner's ability to perform continuous forward



		observation to the sides and rear of the vehicle.	regular observation to the sides and rear of the vehicle.	scanning and regular observation to the sides and rear of the vehicle.
21	Compliance with the System of Vehicle Control	The trainee instructor demonstrates consistency in the application of the System of Vehicle Control.	The trainee instructor can train a learner to perform consistency in the application of the System of Vehicle Control.	The trainee instructor can assess a learner's ability to perform consistency in the application of the System of Vehicle Control.
22	Safety Margins	The trainee instructor maintains appropriate safety margins	The trainee instructor can train a learner to maintain appropriate safety margins	The trainee instructor can assess a learner's ability to maintain appropriate safety margins
23	Driving on busy roads and unfamiliar roads	The trainee instructor demonstrates safe, controlled and efficient driving on busy roads and unfamiliar roads.	The trainee instructor can train a learner to perform safe, controlled and efficient driving on busy roads and unfamiliar roads.	The trainee instructor can assess a learner's ability to perform safe, controlled and efficient driving on busy roads and unfamiliar roads.
24	Managing Other Road Users	The trainee instructor demonstrates appropriate behaviours in relation to an encounter with a motorcycle, heavy vehicle and/or emergency vehicle.	The trainee instructor can train a learner to perform appropriate behaviours in relation to an encounter with a motorcycle, heavy vehicle and/or emergency vehicle.	The trainee instructor can assess a learner's ability to perform appropriate behaviours in relation to an encounter with a motorcycle, heavy vehicle and/or emergency vehicle.

### Blue Card

Applicants must obtain a **Positive Blue Notice (Blue Card)** for child related employment if working with 'young people'. Most commonly car instructors will acquire the blue card; fleet / industry trainers working with only over 18s may not be required to have a blue card.

#### **Q: Where do I find information on the blue card?**

A: Go to the "Commission for Children and Young People and Child Guardian" website at <http://www.ccydpcg.qld.gov.au/index.html>

*The Commission for Children and Young People and Child Guardian is an independent statutory authority which promotes and protects the rights, interests and wellbeing of children and young people in Queensland.*

*Under the Commission for Children and Young People and Child Guardian Act (2000), people who work with children under 18 years of age in particular businesses or categories of paid or voluntary employment, must undergo screening - the Working with Children Check.*

*A person whose application to work with children and young people is approved is issued with a positive notice letter and a blue card.*

*If a person's application is refused, they are issued with a negative notice which prohibits them from working in the particular categories of employment or carrying on particular categories of businesses defined by the Act.*

*From 17 January 2005 the Commission's Act has changed to include new categories of employment and business and new conditions for some existing categories of employment.*

*Cost = \$72.50 for every two years (as at June 1, 2012)*

*This form can take a number of weeks to be processed, so if you don't have a Blue Card, this should be your first priority.*

Please be aware that ALL driving/riding schools must have a risk management strategy to ensure that they have procedures in place for protecting young people who are training with them.

### **Q: Where can I do the course?**

**North Brisbane Car Instructor Courses** usually run from the **Carseldine TMR CSC** or **North Lakes** covering - Carseldine, Kippa Ring, Strathpine and Caboolture areas (as well as Rosalie if requested).

**South Brisbane Car Instructor Courses** generally run from **Balmoral** covering - Greenslopes, Sherwood, Wynnum, Cleveland, Beenleigh and Logan areas (based on client requirements).

**Sunshine Coast Car Instructor Courses** run from the **Maroochydore TMR CSC** covering - Maroochydore, Nambour, Tewantin and Caloundra areas (based on client requirements).

**Gold Coast Car Instructor Courses** generally run from the **Southport TMR CSC** covering - Helensvale, Burleigh Heads, Southport and Bundall areas (based on client requirements).

If these dates do not suit, please do not hesitate to contact us and we will attempt to customize a program to suits your schedule.

For regional areas, please consult Brendan Watson from Watto Training directly on 0412 986 419 as we may be able to assist you with a local agent.

We also have "Train and Assess Your Own Instructors" pathways available for all classes. Please contact us directly to discuss the details of how this may work for your business success.

**Contact** Brendan Watson on 0412 986 419 / [wattotraining@gmail.com](mailto:wattotraining@gmail.com)

### **Suitability for the Industry**

Many car driving instructors work on a commission basis. Some driving instructors use their own vehicles which are converted to dual control, while others use company vehicles. The work can be stressful, the hours long and irregular. Driving instructors have a high level of public contact. It suits people who enjoy teaching people to learn a vital skill. There is often a great deal of satisfaction in helping a young person at an important stage of their life gain a valuable licence which helps them gain independence and a qualification to drive.

The course is set out with 11 core units (which is the full qualification). A theory component is completed in your own time at home prior to arriving for training and the practical training is completed over a 5 day period at our training location at Murrumba Downs, north of Brisbane.

### **Vehicles for Training**

WATTO TRAINING can supply all vehicles if necessary for the course. However, applicants are welcome to use their own if they desire. Vehicles must be registered and roadworthy.

### **Choosing the right car to be an instructor**

Consider more than budget when looking for the right car. Think about:

- Safety and security requirements
- Fuel consumption vs performance - high-performance cars usually consume more fuel
- Running costs - high-tech and luxury imported models can be expensive to service, repair and insure. Check the prices of common spare parts (eg oil and air filters etc) and insurance premiums.
- The number of passengers you normally carry
- If you need power to tow a trailer or boat or space for work materials (tools, samples) or sports gear (golf clubs, skis)
- If you need room for sleeping - most passenger-vans and wagons can be converted to provide a bed.

### **Know the real cost**

There's more to the cost of a car than the retail price.

Extra costs include stamp duty, registration, insurance, extended warranties (optional) and dealer delivery charges. Once you've got the car, there are running and maintenance costs to consider.

These vary from model to model, so factor them into your budget early on.

### Vehicle Standards

All vehicles used to provide pre-licence driver training must be inspected annually by Queensland Transport (in accordance with the Transport Operation (Road Use Management - Vehicle Standards & Safety) Regulation 1999).

A car used to provide pre-licence driver training must be fitted with the following equipment:

A sign or plate displayed conspicuously on the car showing the name and accreditation number of the driver trainer or the name and address of the driving school L plates at the front and rear of the car  
Training controls that are easily accessible for immediate use by a driver trainer sitting in the front passenger seat of the car;

- An additional internal mirror for the trainer
- An external driving mirror on each side of the car

### Driving School Car Features

Example:

A common car at the moment is something like a Suzuki Swift. (This is just an example not an endorsement!) 1.5 litre, 4 cylinder engine, manual gearbox, standard fittings: a/c, power steering, antilock brakes, dual front air bags. Fuel consumption is around 6.8 litres per 100km. (Approx. cost as of April 2010 - \$17,000.00)

Driver trainers do around 1200km/week (about the distance the average car goes in a month).

Note: Not all vehicles are suitable for driver training, please consult with Transport Main Roads if you are thinking of using a vehicle that is not one of the normal training vehicles commonly used by trainers).

The number of lessons trainers do a day varies, the average may be around 5-8 one hour lessons a day. The distance travelled a lesson may be around 20-30 kilometres per one hour lesson. Remember to factor in travel time between lessons. On average a trainer may use around \$20-\$25 in fuel a day.

### Other Examples of Driving School Cars:

Toyota Corolla  
Hyundai Getz  
Mitsubishi Lancers  
Kia Cerato and Rio  
Suzuki Liana  
Holden Viva

### Example of Commission if working for a Driving School:

Using your own vehicle will usually pay a commission somewhere around 15-30%.

### Dual Controls – Cars (automatic/manual)

or information about fitting of dual controls and vehicle suitability call:

Company	Where?	Contact	Phone	Cable/Rod
Dual Controls Qld	Unit 5, 46 Smith Street, Capalaba Q 4157	Joe & Tracey La Spina	3823 3007	Rod
Keasly Dual Controls	Herston	Ian	3252 3809	Cable
Reben Dual Controls	Toowoomba	Scotty	4638 7488	Cable
Rally Sport	Narangba	Keith	1800 807 176	Cable

Please note that not all vehicles are suitable for dual control fitting.

If you buy a car new from a dealership, some of them will organise to have the dual controls set up for you so that it is all done as part of the sale. Check with your dealer directly to explore this option.

**Approval of modifications to vehicle controls**

TMR have introduced changes to the approval of modifications to vehicle controls for persons with disabilities, and also vehicles used for driver training, are certified.

Change to dual controls for DS car installations - Leg change

Installers were advised in November to get their qualifications to enable them to complete the installation and a mod plate. They will no longer need to come in for OMOD inspections, just the programmed inspections.

For more information, please refer to the Queensland Code of Practice – Vehicle Modifications on [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au).

# Motorcycle Instructor Courses

## Motorcycle Applicant Requirements

Watto Training reserves the right to refuse course entry if the applicant's riding standard is not at the required level. If such a situation did occur, the applicant would be more than welcome to reapply if gaps in riding ability were addressed, eg the rider goes away and gets more training and/or does a lot more hours on the motorcycle to build up their skill and experience. We can't have a situation whereby the trainer rides at a standard lower than the course participants. Your riding standard MUST be of a high standard upon entry. This is not a refresher rider course, this is a rider trainer/assessor course for highly competent riders with a passion for motorcycles, riding and people.

## The following information is taken from the Training Package.

A qualification for the Transport and Logistics Industry. This qualification has been structured to align with applicable motorcycle riding licensing and regulatory requirements for each state or territory. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 4.

*Performance of a broad range of skilled applications including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and provision of some leadership and guidance to others in the application and planning of the skills.*

## Entry requirements:

1. Possess a current, full and unrestricted Australian Motorcycle Rider Licence/Endorsement.
2. Fulfill all of the relevant state or territory regulatory requirements.
3. The instructor's language, literacy and numeracy skills are expected to be equivalent to level 3 of the National Reporting System, which identifies adult English language, literacy and numeracy language indicators of competence.

## A successful assessment outcome for a total 8 core units, comprising:

TLIC3038A Apply safe motorcycle riding behaviours  
TLIF1001A Follow occupational health and safety procedures  
TLIL2008A Complete routine administrative tasks  
TLIL1001A Complete workplace orientation/induction procedures  
TAEDES401A Design and develop learning programs  
TAEDEL402A Plan, organise and facilitate learning in the workplace  
TAEDEL301A Provide work skill instruction  
TLIM4003A Develop safe motorcycle riding behaviours in others

NB: Q-Ride rider trainers are required to undertake further training and assessments in addition to the requirements listed as they will fulfil the role of assessor as well as trainer. The two units required are:

## TAEASS401B: Plan assessment activities and processes

(NB: TAEASS401A still accepted by TMR)

## TAEASS402B: Assess competence

(NB: TAEASS402A still accepted by TMR)

## Q: What do I have to do if I hold TAE40110 – Certificate IV in Training and Assessment?

### A: You will get Credit transfer for:

TAEDES401A Design and develop learning programs  
TAEDEL402A Plan, organise and facilitate learning in the workplace  
TAEDEL301A Provide work skill instruction

### You will be required to complete:

TLIC3038A Apply safe motorcycle riding behaviours  
TLIF1001A Follow occupational health and safety procedures  
TLIL2008A Complete routine administrative tasks  
TLIL1001A Complete workplace orientation/induction procedures  
TLIM4003A Develop safe motorcycle riding behaviours in others

Applicants presenting TAE40110 must supply a copy of their certificate for recognition to be granted.

**Q: What practical assessment activities will I be required to do?**

A: An applicant will:

- be assessed for their riding skills on MINIMUM 4 occasions
- complete the Q-Ride Assessment paper work (the CAP) on 4 occasions on a minimum of 4 learner riders
- complete a competency declaration (mock assessment) on 4 occasions
- complete a Q-Ride self assessment on 4 occasions
- complete an accident/injury scenario on 1 occasion
- deliver a Q-Ride Defensive Riding Talk (as per Q-Ride)
- write a lesson plan for each off road manoeuvre and demonstrate it, describe it, demonstrate it, teach it, then assess an applicant doing it and providing feedback on the applicant's performance

**Where possible the course content of TLI41410 is mapped to the Q-Ride Competency Standards. Participants are expected to demonstrate the knowledge and skills required to:**

- conduct pre-enrolment questioning of students on their riding ability to ascertain knowledge and skill level
- "describe" and "demonstrate" the competencies as outlined below as a rider
- "teach" using a structured approach each of the competencies below
- "assess" to the CAP – Consistent Assessment Process, each of the competencies below, and where necessary provide feedback and further training if the rider has skill gaps
- complete all Q-Ride training and assessment paper work

**The Q-Ride Competencies:**

**Starting the Motorbike**

The rider must demonstrate the ability to start the motorbike's engine in accordance with manufacturer's instructions:

- fuel tap position checked
- engine cut-off switch to 'run'
- ignition on
- brake on, pull clutch in, neutral selected
- engine started

**Stopping the Motorbike**

The rider must demonstrate the ability to stop the engine in accordance with manufacturer's instructions:

- brake on
- engine turned off

**Riding Posture**

The rider must demonstrate a riding posture appropriate to the motorbike type and style. The rider's posture must be appropriate in relation to safety, comfort and fatigue minimization. This includes:

- riding with eyes level with the horizon, looking well ahead
- keeping shoulders relaxed
- keeping knees close together/in to the motorbike
- arms remaining slightly bent
- placing feet in the appropriate position

**Changing Up Gears**

The rider is required to change to a higher gear smoothly as specified by the motorbike manufacturer and includes:

- accelerating motorbike to appropriate speed for gear change
- set-up for gear change
- throttling off and pulling clutch in at the same time
- selecting higher gears
- throttling on and releasing clutch at the same time

**Changing Down Gears**

The rider is required to change to a lower gear smoothly as specified by the motorbike manufacturer and includes:

- reducing speed appropriate for gear change

- set-up for gear change
- throttling off and pulling clutch in at the same time
- selecting lower gears, throttle may be required
- releasing clutch gently

#### **Braking Exercise (a)**

The rider is required to complete a controlled braking exercise to a predetermined place or line through:

- both brakes applied together to reduce speed but predominate use of front brake
- clutch released between each gear change when selecting lower gears (manual motorbikes only)
- selecting 1st gear before coming to a stop (manual motorbikes only)
- rear brake remains on after stopping

#### **Braking Exercise (b)**

The rider is required to complete a controlled braking exercise on demand within the following specifications:

- braking to a stop from approximately 40 km/h, within a maximum distance of 18 metres including reaction time
- predominate use of front brake required but both brakes applied together
- turning throttle off
- controlling any skidding
- rear brake remains on after stopping

#### **Counter-Steer**

The rider is required to complete a counter steering exercise both to the left and right on demand within the following specifications:

- a speed of between 40 km/h to a maximum 50 km/h
- Approach lane does not exceed a width of 1 metre
- Counter steering by 1.5 metres within 10 metres
- Manoeuvre completed within a 1 metre wide lane

#### **Slalom**

The rider is required to execute the manoeuvre through markers, with a minimum of 7 directional changes, marked between 5 – 6 or 8 – 10 metres and using counter steering to manoeuvre the motorbike.

Constant throttle and 2nd gear to be used (no levers)

#### **Figure 8**

The figure 8 manoeuvre is executed as close as practicable around 2 circles, a maximum of 5 metres in diameter, spaced 1.5 metres apart but within 2 metres of the outside diameter of the circles.

The rider is required to complete 4 figure eights in a minimum time of 50 seconds to a maximum time of 80 seconds using appropriate gear (eg: first or second gear).

Use of rear brake is acceptable.

#### **Slow ride**

The rider is required to execute this manoeuvre:

- through a marked course 18 metres long by .75 metres wide
- keeping feet on footrests
- keeping motorbike wheels within marked course
- taking not less than 11 seconds to traverse the course
- using rear brake to control speed

# Heavy Vehicle Instructor Courses

## Heavy Vehicle Applicant Requirements

Watto Training reserves the right to require heavy vehicle instructors wishing to enroll in TLI41310 to meet the following pre-enrolment requirements if there is any doubts of their driving ability. To do this course, you must be a driver with a HIGH standard of driving skill. This is not a refresher course. This is an instructor course so if a driver is not up to standard they will have to either have more training, at additional rates or settle for a lower class of classification.

## What units are included in the qualification?

TLIC3037A Apply safe heavy vehicle driving behaviours  
TLIF1001A Follow occupational health and safety procedures  
TLIF2010A Apply fatigue management strategies  
TLIF4066A Implement and supervise transport regulations compliance systems  
TLIL2008A Complete routine administrative tasks  
TLIL1001A Complete workplace orientation/induction procedures  
TAEDES401A Design and develop learning programs  
TAEDEL402A Plan, organise and facilitate learning in the workplace  
TAEDEL301A Provide work skill instruction  
TLIM4002A Develop safe heavy vehicle driving behaviours in others

## Applicants must complete one unit from below (correlating to the highest class of vehicle to which they will be training)

### Drive Vehicle

TLIC2002A Drive light rigid vehicle  
TLIC3003A Drive medium rigid vehicle  
TLIC3004A Drive heavy rigid vehicle  
TLIC3005A Drive heavy combination vehicle  
TLIC4006A Drive multi-combination vehicle

NB: Multi-Combination Instructors and Q-Ride rider trainers are required to undertake further training and assessments in addition to the requirements listed as they will fulfill the role of assessor as well as trainer. The two units required are:

TAEASS401B: Plan Assessment Activities and Processes  
TAEASS402B: Assess Competence

If an applicant has already completed TAE40110 – Training and Assessment or TAA40104 - Certificate IV in Training and Assessment they will not need to complete these units.



# Upgrading Instructors (Qualification Upgrade)

## Car Instructors

If an instructor is upgrading they MAY need to do an on road assessment demonstrating driving proficiency and instructional techniques – including commentary drive and manoeuvres; plus assignments.

It will depend on if the instructor left the industry and for how long. Each application will be assessed on a case by case basis.

### Q: What do I need to do to have my situation assessed?

A: Send you "old" qualifications to [wattotraining@gmail.com](mailto:wattotraining@gmail.com) along with a scan of your driver's licence and resume. Your situation will be assessed and we will be in touch with a quote and an action plan for qualification upgrade.

### Q: Which assignments will I have to do?

A: As a **minimum** upgrading / returning instructors will have to do the following assignments:

#### CAR:

- 1 – Apply Safe Driving - Riding Behaviours
- 2 - Q-Safe Assignment
- 3 – Apply Safe Driving-Riding Behaviours in Others
- 7 – Work in a Socially Diverse Environment
- 14 - Complete workplace orientation/induction procedures

#### MOTORCYCLE:

- 1 – Apply Safe Driving - Riding Behaviours
- 3 – ASDBIO
- 14 - Complete workplace orientation/induction procedures
- 20 – Q-Ride Assignment

#### HEAVY VEHICLE:

- 1 – Apply Safe Driving - Riding Behaviours
- 2 - Q-Safe Assignment
- 3 – ASDBIO
- 10 – Fatigue Management (if not current)
- 11 – Compliance Assignment
- 14 - Complete workplace orientation/induction procedures

## Instructors Upgrading in Regional Areas

If the upgrading instructor is in a regional area, they can get another driver/rider assessor to do the on road assessment with them. Contact Brendan Watson for relevant documentation. If this option is not possible, they can arrange for a video to be taken of themselves meeting the criteria which they can send to Brendan Watson for assessment.

# TLI41210-TLI41310-TLI41410 to TAE40110

(Car/Heavy Vehicle/Motorcycle Instructor to Certificate IV in Training Assessment – RPL/Credit Transfer, Gap Training/Assessment Pathway)

## Who is this pathway for?

Candidates who hold one or a combination of the following:

TLI41210

TLI41310

TLI41410

... and wish to add TAE40110 - Certificate IV Training and Assessment via a Credit Transfer / Recognised Prior Learning (RPL) process.

## Credit Transfer

Credit Transfer is the recognition of academic credits gained through formal study at Registered Training Organisations (RTOs), professional bodies or enterprises and universities. (Credit Transfer is sometimes also referred to as Exemptions or Advanced Standing). In Vocational Education and Training (VET), Watto Training, as a RTO, recognises the Australian Quality Framework qualifications and Statements of Attainment issued by any other Australian RTOs.

## Recognition of Prior Learning (RPL)

Recognition including recognition of prior learning (RPL), is a process for giving candidates credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, in Australia or overseas, through work or other activities such as volunteering.

## Qualification Structure – TAE40110

The full qualification “Certificate IV in Training and Assessment” requires participants to complete 10 units of competency to attain the qualification.

### There are 7 Core units (which must be completed by all candidates):

TAEDES401A Design and develop learning programs

TAEDES402A Use training packages and accredited courses to meet client needs

TAEDEL402A Plan, organise and facilitate learning in the workplace

TAEDEL401A Plan, organise and deliver group-based learning

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

TAEASS403B Participate in assessment validation

### Candidates must also complete 3 elective units:

TAEDEL301A Provide work skill instruction

TAEELN401A Address adult language, literacy and numeracy skills

BSBCMM401A Make a Presentation

**How much will it cost?** \$100.00 per unit (GST exempt). There are payment plans available that break the cost of our course into smaller amounts at no extra cost.

### For car driving instructors who hold...

#### TLI41210 Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)

##### Units held:

TLIC3036A Apply safe car driving behaviours

TLIM4001A Develop safe car driving behaviours in others

BSBRKG304B Maintain business records

TLIF1001A Follow occupational health and safety procedures

TLIG2007A Work in a socially diverse environment

BSBCUS301A Deliver and monitor a service to customers

TLIL2008A Complete routine administrative tasks

TLIL1001A Complete workplace orientation/induction procedures

**TAEDES401A Design and develop learning programs (CREDIT TRANSFER)**

**TAEDEL402A Plan, organise and facilitate learning in the workplace (CREDIT TRANSFER)**

**TAEDEL301A Provide work skill instruction (CREDIT TRANSFER)**

**The units required to complete the TAE40110 qualification are as follows:**

TAEDEL401A Plan, organise and deliver group-based learning

TAEDEL402A Plan, organise and facilitate learning in the workplace

TAEASS403B Participate in assessment validation

TAELLN401A Address adult language, literacy and numeracy skills

BSBCMM401A Make a presentation

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

**For heavy vehicle driving instructors who hold...**

**TLI41310 Certificate IV in Transport and Logistics  
(Road Transport – Heavy Vehicle Driving Instruction)**

Requirements for completion of the qualification:

TLIC3037A Apply safe heavy vehicle driving behaviours  
TLIF1001A Follow occupational health and safety procedures  
TLIF2010A Apply fatigue management strategies  
TLIF4066A Implement and supervise transport regulations compliance systems TLIL2008A Complete routine administrative tasks  
TLIL1001A Complete workplace orientation/induction procedures  
TAEDES401A Design and develop learning programs  
TAEDEL402A Plan, organise and facilitate learning in the workplace  
TAEDEL301A Provide work skill instruction  
TLIM4002A Develop safe heavy vehicle driving behaviours in others

One Drive Vehicle

TLIC2002A Drive light rigid vehicle  
TLIC3003A Drive medium rigid vehicle  
TLIC3004A Drive heavy rigid vehicle  
TLIC3005A Drive heavy combination vehicle  
TLIC4006A Drive multi-combination vehicle

...as well as possibly the following 2 additional units. NB: TLIC4006A and Q-Ride assessors usually hold these 2 units.

TAEASS401B – Plan Assessment Activities and Processes  
TAEASS402B – Assess Competence

**The units required to complete the TAE40110 qualification are as follows:**

TADEL401A Plan, organise and deliver group-based learning  
TAEDEL402A Plan, organise and facilitate learning in the workplace  
TAEASS403B Participate in assessment validation  
TAEELN401A Address adult language, literacy and numeracy skills  
BSBCMM401A Make a presentation

**For motorcycle instructors who hold...**

**TLI41410 Certificate IV in Transport and Logistics  
(Road Transport - Motorcycle Riding Instruction)**

A successful assessment outcome for a total 8 units, comprising:

- TLIF1001A Follow occupational health and safety procedures
- TLIL2008A Complete routine administrative tasks
- TLIL1001A Complete workplace orientation/induction procedures
- TAEDS401A Design and develop learning programs
- TADEL402A Plan, organise and facilitate learning in the workplace
- TADEL301A Provide work skill instruction
- TLIC3038A Apply safe motorcycle riding behaviours
- TLIM4003A Develop safe motorcycle riding behaviours in others

...as well as possibly the following 2 additional units. NB: TLIC4006A and Q-Ride assessors usually hold these 2 units.

- TAEASS401B – Plan Assessment Activities and Processes
- TAEASS402B – Assess Competence

**The units required to complete the TAE40110 qualification are as follows:**

- TADEL401A Plan, organise and deliver group-based learning
- TADEL402A Plan, organise and facilitate learning in the workplace
- TAEASS403B Participate in assessment validation
- TAELLN401A Address adult language, literacy and numeracy skills
- BSBMM401A Make a presentation

# TLI41210 to TLI41410

(Current Car Instructor to Motorcycle Instructor)

## Q: What if I am a current car instructor and want to become a motorcycle instructor?

A: If you hold TLI41210 and want to acquire TLI41410, you must do the following units:

TLIC3038A Apply safe motorcycle riding behaviours  
TLIM4003A Develop safe motorcycle riding behaviours in others  
TAEASS401B – Plan Assessment Activities and Processes  
TAEASS402B – Assess Competence

This generally involves a 5 day program - daily: Start 7am, finish 2pm.

The structure is generally Q-Ride 7am to noon, then lunch and debrief noon to 1pm, then theory and oral questioning 1pm to 2pm.

An applicant will:

- be assessed for their riding skills on 5 occasions
- complete the Q-Ride Assessment paper work (the CAP) on 4 occasions on a minimum of 4 learner riders
- complete a competency declaration (mock assessment) on 4 occasions
- complete a Q-Ride self assessment on 4 occasions
- complete an accident/injury scenario on 1 occasion
- deliver a Q-Ride Defensive Riding Talk (as per Q-Ride)
- write a lesson plan for each off road manoeuvre and demonstrate it, describe it, demonstrate it, teach it, then assess an applicant doing it and providing feedback on the applicant's performance
- complete a Q-Ride Theory assignment
- complete an assignment for TAEASS401B and TAEASS402B (if they haven't already done these units in the past)

## Q: What to expect re the assessment?

### Starting the Motorbike

The rider must demonstrate the ability to start the motorbike's engine in accordance with manufacturer's instructions:

- fuel tap position checked
- engine cut-off switch to 'run'
- ignition on
- brake on, pull clutch in, neutral selected
- engine started

### Stopping the Motorbike

The rider must demonstrate the ability to stop the engine in accordance with manufacturer's instructions:

- brake on
- engine turned off

### Riding Posture

The rider must demonstrate a riding posture appropriate to the motorbike type and style. The rider's posture must be appropriate in relation to safety, comfort and fatigue minimization. This includes:

- riding with eyes level with the horizon, looking well ahead
- keeping shoulders relaxed
- keeping knees close together/in to the motorbike
- arms remaining slightly bent
- placing feet in the appropriate position

### Changing Up Gears

The rider is required to change to a higher gear smoothly as specified by the motorbike manufacturer and includes:

- accelerating motorbike to appropriate speed for gear change
- set-up for gear change
- throttling off and pulling clutch in at the same time

- selecting higher gears
- throttling on and releasing clutch at the same time

### **Changing Down Gears**

The rider is required to change to a lower gear smoothly as specified by the motorbike manufacturer and includes:

- reducing speed appropriate for gear change
- set-up for gear change
- throttling off and pulling clutch in at the same time
- selecting lower gears, throttle may be required
- releasing clutch gently

### **Braking Exercise (a)**

The rider is required to complete a controlled braking exercise to a predetermined place or line through:

- both brakes applied together to reduce speed but predominate use of front brake
- clutch released between each gear change when selecting lower gears (manual motorbikes only)
- selecting 1st gear before coming to a stop (manual motorbikes only)
- rear brake remains on after stopping

### **Braking Exercise (b)**

The rider is required to complete a controlled braking exercise on demand within the following specifications:

- braking to a stop from approximately 40 km/h, within a maximum distance of 18 metres including reaction time
- predominate use of front brake required but both brakes applied together
- turning throttle off
- controlling any skidding
- rear brake remains on after stopping

### **Counter-Steer**

The rider is required to complete a counter steering exercise both to the left and right on demand within the following specifications:

- a speed of between 40 km/h to a maximum 50 km/h
- Approach lane does not exceed a width of 1 metre
- Counter steering by 1.5 metres within 10 metres
- Manoeuvre completed within a 1 metre wide lane

### **Slalom**

The rider is required to execute the manoeuvre through markers, with a minimum of 7 directional changes, marked between 5 – 6 or 8 – 10 metres and using counter steering to manoeuvre the motorbike.

Constant throttle and 2nd gear to be used (no levers)

### **Figure 8**

The figure 8 manoeuvre is executed as close as practicable around 2 circles, a maximum of 5 metres in diameter, spaced 1.5 metres apart but within 2 metres of the outside diameter of the circles.

The rider is required to complete 4 figure eights in a minimum time of 50 seconds to a maximum time of 80 seconds using appropriate gear (eg: first or second gear).

Use of rear brake is acceptable.

### **Slow ride**

The rider is required to execute this manoeuvre:

- through a marked course 18 metres long by .75 metres wide
- keeping feet on footrests
- keeping motorbike wheels within marked course
- taking not less than 11 seconds to traverse the course
- using rear brake to control speed

# TLI41310 TO TLI41210 UPGRADE

(Heavy Vehicle Instructor to Car Instructor)

**Q: What is the name of the course?**

A: Certificate IV in Transport & Logistics (Road Transport - Driving Instruction)

**Q: What is the NTIS Code for this course?**

A: TLI41210

**Q: What units do I have to complete?**

A: The Units of Competency that you must complete in this course are as follows:

TLIC3036A - Apply safe car driving behaviours (practical)

TLIM4001A - Develop safe driving behaviours in others (practical)

BSBCUS301B - Deliver and monitor a service to customers (theory & practical assessment)

BSBRKG304A - Maintain business records (theory & practical assessment)

TLIG2007A - Work in a socially diverse environment (theory & practical assessment)

**Q: What can I expect from the THEORY assessment?**

A: You can expect 3-5 theory assignments depending on whether you did your Heavy Vehicle Instructor's Course with watto Training or elsewhere.

**Q: What can I expect from the PRACTICAL assessment?**

A: You can expect something like the following:

Activity	As driver (from R seat)	As trainer (from L seat)	As assessor (from L seat)
Basic vehicle inspection – exterior	yes	yes	No
Basic vehicle inspection – under the bonnet	yes	yes	No
Cockpit drill	yes	yes	Yes
Pre-drive checks (including mirrors/blind spots)	yes	yes	Yes
Driving assessment	yes	yes	Yes
Manoeuvres assessment	yes	yes	Yes
Commentary Drive	yes	yes	no
System of Vehicle Control	yes	yes	As part of Q-Safe Assessment
Basics – getting moving / stopping	no	yes	no
Steering (pull-push, hand-over-hand)	yes	yes	As part of Q-Safe Assessment
Roundabouts (left, right, straight ahead, U turn)	yes	yes	As part of Q-Safe Assessment
Stop Signs / Give Way Signs	yes	yes	As part of Q-Safe Assessment
Traffic Driving (including Traffic Lights, Lane Changing, Hazard Recognition)	yes	yes	As part of Q-Safe Assessment
Various Speed Zones (road works, school zones, freeway, 50 zones etc)	yes	yes	As part of Q-Safe Assessment
Rules of Observation	yes	yes	As part of Q-Safe Assessment
Managing Space	yes	yes	As part of Q-Safe Assessment
Q-Safe Assessment (as per DAR form)	no	no	yes