



Trent Education
DRIVER TRAINERS COURSE
Certificate IV in Transport & Logistics
(Road Transport- Driving Instruction)
 TLI41207



Application Form
 (Please Print)

Family Name

First Names

Address

..... **Post Code**

Phone Numbers

Drivers Licence Number **Class** **Expiry**

Date of Birth **Email address**

Licence: Manual **or Auto** **RTA Eligibility Advice Number MDI**

Signature **Date**

Sydney accommodation suburb (Country Applicants)

Please post the completed application form with the RTA Eligibility Advice and include the Initial Payment Fee of \$720 by **Money Order** or **Bank Cheque** (pay Trent Education) to:

TRENT EDUCATION: P.O. BOX 6176, MARRICKVILLE SOUTH 2204

| | | | |
|------------------------------------|----------------|------------------------|----------------------------|
| <u>OFFICE USE</u> | | | |
| Application Received | Payment _____ | RTA Eligibility Advice | <input type="checkbox"/> |
| Texts Dispatched | Trainer _____ | Notified | |
| <u>Theory Exam</u> | | | |
| Exam dispatched 1. | Result _____ | Notified | E <input type="checkbox"/> |
| 2. | Result _____ | Notified | T <input type="checkbox"/> |
| <u>Practical Assessment</u> | | | P <input type="checkbox"/> |
| Assessor _____ | Notified | Certificate sent | |

TRENT EDUCATION

The following procedures are integral parts of the structure of the course that we present. If you require any further information on them before you enrol please contact the skills centre.

RECOGNITION OF PRIOR LEARNING

We recognise that you may have done other courses, or have experience, which covers some of the material in the course. Please send all particulars of your previous qualifications that may result in credits for this course, with the application form. Please note that we will automatically recognise any AQF qualification granted by another Australian Registered Training Organisation.

COMPLAINTS

If you have a complaint, please see any of our staff. They will try to solve the problem with you, and will also help you to fill out a complaint form. If you do not agree with what happened as a result of your complaint, you have the right to have an independent expert (someone you know of and trust, and that is acceptable to us) decide what is to happen. The staff will explain this to you.

ASSESSMENTS

The practical component of the course is competency based and the trainer will be continually assessing your performance and marking it in your Practical Manual. There is a final theory exam and a practical assessment at the end of the training. If you do not agree with an assessment you may make a complaint to our management.

IMPROVEMENTS

If you can think of any way that we can improve our service, please let us know. Our staff is eager to hear of anything that we can do to better.

REFUNDS

You may be able to get a partial refund if you do not complete our course. Please ask for details if you need them.

ACCESS AND EQUITY

We are committed to providing training to anyone who can benefit from it. All of our staff is committed to the principles of access and equity - please ask to see our Access and equity policy at any time.

HARASSMENT

If you feel that any other student or any staff member has harassed you or bothered you in any way, please ask to speak to our Chief Executive immediately.

PRIVACY

You have the right under the Privacy Act to see and ask to have amended any of your records.

DISCIPLINARY PROCEDURES

Any student who is found to be cheating or harassing staff will face disciplinary action. This may involve asking the student to leave the course.

LANGUAGE, LITERACY AND NUMERACY ASSESSMENT

The course is available to persons with any language as long as they can obtain assistance from an English-speaking assistant. NSW Course Module No. 899a Tutorial Support is available.

STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES

The Chief Executive and your trainer are always available to attend any of your needs.

FLEXIBLE LEARNING AND ASSESSMENT

The Theory Component of the course is completed by distance education and may be completed in any time frame that suits the student. The competency based Practical Component is presented, on a one to one basis, in-car. Appointments are made, for location and time, by mutual agreement between the trainer and the student. There are no time frames for course completion.