

Driver Trainer and Rider Trainer Accreditation Application

Transport Operations (Road Use Management) Act 1995



This form may be used by you to apply for:-

- Driver Trainer or Rider Trainer Accreditation,
- Renewal of a Driver Trainer or Rider Trainer Accreditation,
- Change existing class/es of vehicle you wish to give training for.

If you are applying for the grant of an accreditation as a Rider Trainer, you must already be an accredited Driver Trainer and be authorised to train a class R motorbike.

An accredited Rider Trainer may only give Q-RIDE training as a registered service provider or an employee of a registered service provider.

To apply for accreditation you must:

- Hold a valid Queensland (Qld) open driver licence (or a valid driver licence issued outside Qld corresponding to a Qld open driver licence) for the class of vehicle for which you propose to give training; **and**
- Have held for at least 1 year, an Australian or New Zealand open licence for the class of vehicle the applicant proposes to give training; **and**
- Provide evidence of appropriate training; **and**
- Pay appropriate fee.

Additional Information

This application and fees must be lodged in person at a Department of Transport and Main Roads Customer Service Centre or QGAP Office.

Renewal applications should be lodged no sooner than 2 weeks before the current expiry date. If you have an existing industry authority card, you must bring this with you.

Fees are not refundable if the application is unsuccessful.

Personal Identification Number and Shared Secrets

To record your Personal Identification Number (PIN) or Shared Secrets on your replacement smartcard driver licence, please complete the PIN and Shared Secrets Application (form F4748).

Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by presenting your Qld driver licence. If you are unable to present your driver licence, your Qld industry authority, marine licence indicator or adult proof of age (APA) card may be accepted (conditions apply*).

If you are unable to present any of these documents you will need to present three (3) EOI documents.

These documents must include at least one Category A document and one Category B document. The third document may be from either category however, one of these documents must include your signature. If your Qld residential address is not shown on any EOI documents provided, you must also show an evidence of Qld residential address document.

All documents must be current or expired less than 2 years. All documents must be original documents. Photocopies and certified copies of original documents are not acceptable.

* Please refer to the EOI Requirements (form F4362) or the Department of Transport and Main Roads (the department) www.tmr.qld.gov.au for a full list of EOI, evidence of Qld residential address and change of name documents.

Digital Photo

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department or to renew the latest digital photo.

1 - Applicant's Details (please tick appropriate box)

(a) Do you have a Customer Reference Number (CRN)?
(The CRN is your Qld driver licence number, Adult Proof of Age/Card 18+ or Industry Authority number)

No Please complete a New Customer Application (form F3503)

Yes Please quote your CRN

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Date open licence effective from

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Expiry Date of open licence

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continued next column...

Family name (please PRINT in block letters)

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Given name/s

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Residential address

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Postcode

Postal address (if the same as residential write 'as above')

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Postcode

Daytime telephone or mobile number

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Date of birth

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Town or city of birth

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Country of birth

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(b) Do you wish to advise the department of a change of personal details (e.g. change of name)?

No

Yes You are also required to complete a Change of Customer Details form (form F4214) and show a Change of Name document (refer to EOI Requirements form F4362).

2 - Current Industry Authority Information

(a) Do you have an existing industry authority?
(e.g. Driver Authorisation, Tow Truck Driver/Assistant etc)

No

Yes Do you wish to surrender any of these authorities?

No

Yes You must complete Replacement Industry Authority (form F4729)

(b) Do you have other industry authority applications which have been lodged but are not yet finalised?

No

Yes Please provide details

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3 - What are you applying for?

Driver Trainer Accreditation

Rider Trainer Accreditation

Renewal of existing Driver Trainer or Rider Trainer Accreditation

Change existing class/es of vehicle you wish to give training for

Add stream (e.g. Rider Trainer Accreditation)

4 - Background Information

(a) Have you ever been known, or are you known by, any other name?

No Yes You are required to give full details

What name/s?	Period
	/ /
	/ /

(b) Have you lived in any other state, territory or country in the last ten (10) years?

No Yes You are required to give full details

Where?	Period
	/ /
	/ /

5 - Previous Industry Authority Information

Have you ever had an authority / licence / accreditation / Certificate (in Qld or elsewhere) suspended, cancelled or refused?

No Yes You are required to give full details below

If insufficient room – attach separate sheet

Town / State / Country	Period
	/ /
	/ /

6 - Traffic History

(a) Have you ever had your driver licence suspended / cancelled / disqualified?

No Yes You are required to give full details below

If insufficient room – attach separate sheet

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(b) Have you, in the last 3 years, received a notice in relation to any traffic offence other than parking? (e.g. speeding, failure to give way)

No Yes You are required to give full details below

If insufficient room – attach separate sheet

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7 - Criminal History

(a) Have you, in the last 10 years, been convicted of a criminal, offence? (e.g. drug, firearms or weapons offence) *Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction was recorded.*

No Yes You are required to give full details below

If insufficient room – attach separate sheet

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(b) Have you, in the last 10 years, been charged with any of these offences and the charge has not been finally disposed?

No Yes You are required to give full details below

If insufficient room – attach separate sheet

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8 - Medical Fitness

Do you have any medical condition which may adversely impact on your ability to perform the role?

No Yes You are required to supply a doctor's certificate stating the nature of the medical condition and the fitness of the applicant to perform the functions of a Driver / Rider Trainer.

9 - Accreditation Classes

What class/es are you applying for / renewing?

Car Stream

Motor Car C

Heavy Vehicle Stream

Light Rigid LR

Medium Rigid MR

Heavy Rigid HR

Heavy Combination HC

Multi-Combination MC

Motorbike Stream

Learner Approved Motorbike* RE

Motorbike R

Rider Trainer (Q-RIDE) QR

* For information about the Learner Approved Motorbike Scheme, visit www.tmr.qld.gov.au

10 - Qualification / Experience

(To be completed by new or upgrading driver trainers)

Which of the following qualification(s) do you hold?

Light vehicle class (C and CA)

Certification IV in Transport and Logistics (Road Transport – Car Driving Instruction) TLI41207

or

Certification IV in Driving Instruction (91000NSW) – car stream

Heavy vehicle classes (LR, MR, HR, HC, MC)

Certification IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving instruction)

Including one of the following competency units:

Drive LR vehicle TLIC 207

Drive MR vehicle TLIC 307

Drive HR vehicle TLIC 407

Drive HC vehicle TLIC 507

Drive MC vehicle TLIC 607

or

Certification IV in Driving Instruction (91000NSW) – heavy vehicle stream (to level being applied for that is, LR, MR, HR, HC, MC)

Motorbike class (R and RE)

Certification IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction) TLI41409

or

Certification IV in Driving Instruction (91000NSW) – motorbike stream

Rider Trainer (authorised to deliver Q-RIDE)

Training and assessment unit:

Plan and Organise Assessment TAAASS401

Assess Competence TAAASS402

or

Certification IV in Training and Assessment (TAA40104)

or

Certification IV in Driving Instruction (91000NSW) – motorbike stream

Other Driver Trainer qualifications (please detail below)

Please attach a certificate of your qualification(s) and statements of attainments for the specific competency units.

Have you read, and do you understand the Code of Conduct for Queensland Accredited Driver Trainers?

Yes No You cannot proceed with this application unless you answer yes to this question.

Note: If you are teaching/training a person under the age of 18 years you should be aware that the Commission of Children and Young people and Child Guardian requires the possession of a suitability card (blue card).

11 - Applicant's declaration

I,
(Insert the full name of applicant)

consent to the department verifying my EOI information provided by me with the issuing authority or their agencies.

I consent to the department taking, keeping and using my personal information, digital photo and digitised signature for the purposes associated with my application for Driver/Rider Trainer Accreditation.

I declare that I have read the above statement and all the answers I have given to the questions in this application and that the answers given by me are complete, true and correct in every detail.

I understand that if it is determined that I have stated anything in this application that is false or misleading, the Driver/Rider Trainer Accreditation granted to me as a result of this application will be void and have no legal effect whatsoever.

I understand that I may be prosecuted for giving or stating any false or misleading information or documents.

Consent to conduct enquiries

In making this application, I agree to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Driver/Rider Trainer Accreditation and to conduct further enquiries during the period of my accreditation to assess my ongoing suitability to hold the licence. Such enquiries include, but are not limited to:

- a driving history check in all states and territories of Australia;
- a national criminal history check (charges including those yet to

be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service;

- further enquiries with the courts, police, prosecuting authorities or such as other relevant bodies or entities necessary to enable the department to make a full and informed assessment of my suitability for a Driver Rider Trainer.

Consent for the release of information

I authorise the release of that information by the Queensland Police Service and the Australian Police Service to the department, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation.

Responsibilities as a Driver/Rider Trainer

I understand my responsibilities as an Driver/Rider Trainer under the *Transport Operations (Road Use Management) Act 1995*.

I understand that failure to comply with the statutory accreditation conditions and the Code of Conduct for Queensland Accredited Driver Trainers may result in the amendment, suspension or cancellation of my accreditation as a trainer.

Please note: An applicant in this application must not:

- wilfully make or authorise the making of a statement that is misleading or;
- wilfully make or authorise the omission of any matter or thing without which the application is misleading in a material respect.

Sign only in the presence of a departmental officer.

Applicant's signature

It is an offence under the Transport Operations (Road Use Management) Act 1995 to state anything or give a document to an authorised officer if you know it contains false or misleading information. The maximum penalty may be up to \$6000.

Date

/ /

Authorising person's declaration

I declare that:

I have witnessed the applicant's signature. I am satisfied that the signature accords satisfactorily with the signature appearing on the EOI document/s. I have also sighted EOI, and the Change of Name documents as required.

Authorising person's name

Authorising person's signature

Date

/ /

Office Stamp

Office Use Only

(a) The applicant has applied for –

- Driver Trainer accreditation
- Rider Trainer accreditation
- Renewal of a Driver Trainer accreditation
- Renewal of a Rider Trainer accreditation

(b) Fee paid

Amount paid	Receipt number
\$	

No Yes

- (c) Has the relevant driver licence been sighted and EOI verified? No Yes
- (d) Has a 1:1 match been performed? No Yes
- (e) Does the applicant meet the licensing requirements? No Yes
- (f) Is the applicant's traffic history satisfactory for accreditation? No Yes
- (g) Is the applicant's criminal history satisfactory for accreditation? No Yes
- (h) Does the applicant require a Doctor's Certificate? (if declared) No Yes
- (i) Is the applicant's qualification(s)/experience suitable for this accreditation/upgrade of authority? No Yes

(j) Do you recommend that this application be approved?

Yes

Yes with conditions (attach a copy of the condition letter with this application)

No (attach a copy of the refusal letter with this application)

Recommended by	Date
	/ /

Approved by	Date
	/ /

Refused by	Date
	/ /

Privacy Statement: The Department of Transport and Main Roads (the department) provides this form under the *Transport Operations (Road Use Management) Act 1995* (the Act) so that you may apply for or renew a Driver/Rider Trainer Accreditation. The information, documents and digital photo collected for the purpose of this application may be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service as allowed under the Act or otherwise authorised under the *Police Powers and Responsibilities Act 2000*. The department's industry authority production contractor will have controlled access to your information and digital photo to make your licence. The department will not disclose your information, documents or digital photo to any other third parties without your consent unless authorised or required by law.