



Driver Trainer and Rider Trainer Accreditation Application

Transport Operations (Road Use Management) Act 1995

Transport Planning and Coordination Act 1994

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 and have held for a continuous period of at least one year on the day the application is made an open Australian or New Zealand driver licence for the class of vehicle for which you propose to give training
- pay appropriate fee
- provide evidence of appropriate training.

Please note: Applications may be lodged prior to completion of the relevant training qualifications to allow the Department of Transport and Main Roads to commence the required checks. However the relevant training qualifications must be lodged within three months from the lodgement of the application or the application will lapse and you will not receive a full refund of the application 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.

Upon approval of your application, you can use an Interim Industry Authority as evidence that you are authorised to perform the role until your industry authority card arrives in the mail. To obtain your interim industry authority by email ask to sign up for TMR's e-reminders when submitting your application. For more information on e-reminders please refer to www.qld.gov.au/transport/enotice.

If you have an existing industry authority card, you must bring this with you.

If your accreditation has lapsed by three months or more from the expiry date, then you must re-apply and meet new application requirements.

Fees are not refundable if the application is unsuccessful.

Evidence of Identity (EOI) Requirements

You must give EOI. You must do so by presenting your Queensland driver licence. If you are unable to present your driver licence, your Queensland industry authority, marine licence indicator or adult proof of age (APA) card, you can refer to the EOI Requirements (form F4362) or the departmental website www.tmr.qld.gov.au for a full list of EOI, evidence of Queensland 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.

Mutual Recognition

You may be eligible to apply under mutual recognition.

You can check if your licence/accreditation is eligible for mutual recognition by using the Licence recognition website at www.licencerecognition.gov.au.

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

- (a) Do you have a Customer Reference Number (CRN)?
(The CRN is your Queensland driver licence number, Adult Proof of Age Card or Industry Authority number).
- No Please complete a New Customer Application (form F3503).
- Yes Please quote your CRN.
- | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

continued next column...

Effective date	Expiry date
/ /	/ /

Family name (please print in block letters)

Given name/s

Residential address

Postcode

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

Postcode

Daytime contact phone number	Date of birth
/ /	/ /

Email address (optional)

Town or city of birth

State/Territory of birth	Country of birth
/	/

- (b) Do you wish to advise the department of a change of personal details (for example, change of name)?
- No
- Yes You are also required to complete a Change of Customer Details (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? (for example, Driver Authorisation, Tow Truck Driver/Assistant and so on)
- 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.

3 - What are you applying for?

- | | |
|---|--------------------------|
| Driver Trainer Accreditation | <input type="checkbox"/> |
| Rider Trainer Accreditation | <input type="checkbox"/> |
| renewal of existing Driver Trainer or Rider Trainer Accreditation | <input type="checkbox"/> |
| change existing class/es of vehicle you wish to give training for | <input type="checkbox"/> |
| add stream (for example, car, heavy vehicle) | <input type="checkbox"/> |
| upgrade (for example, HR to MC) | <input type="checkbox"/> |

continued next page...

4 - Do you currently hold a driver/rider trainer accreditation in another Australian or New Zealand jurisdiction?

No

Yes You may be eligible to apply under mutual recognition.

5 - 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 10 years?

No Yes You are required to give full details.

Where?	Period
	/ /
	/ /

6 - Previous Industry Authority Information

Have you ever had an authority/licence/accreditation/certificate (in Queensland 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
	/ /
	/ /

7 - 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.

--

(b) Have you, in the last three years, received a notice in relation to any traffic offence other than parking? (for example, speeding, failure to give way)

No Yes You are required to give full details below. If insufficient room – attach separate sheet.

--

8 - Criminal History

(a) Have you, in the last 10 years, been convicted of a criminal offence or been charged with any offence and the charge has not been finally disposed? 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.

--

9 - Accreditation Classes

What class/es are you applying for/renewing?

Car Stream

Motor Car	<input type="checkbox"/> C
-----------	----------------------------

Heavy Vehicle Stream

Light Rigid	<input type="checkbox"/> LR
Medium Rigid	<input type="checkbox"/> MR
Heavy Rigid	<input type="checkbox"/> HR
Heavy Combination	<input type="checkbox"/> HC
Multi-Combination	<input type="checkbox"/> MC

Motorbike Stream

Motorbike	<input type="checkbox"/> R
Rider Trainer (Q-RIDE)	<input type="checkbox"/> QR

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

10 - Competency Requirements

(To be completed by new or upgrading driver trainers)

(a) Are you applying for mutual recognition of a current driver/rider trainer accreditation held in an Australian or New Zealand jurisdiction?

No Yes You must complete *Equivalent Occupation Registration Notice (form F2762)* and for NZ licenses provide a NZ licence check from driver.check@nztz.govt.nz that is no more than 6 weeks old carrying the endorsement 'I' for Instructor. **Go to 11**

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

Light vehicle class (C and CA)

Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction)
TLI41216 or TLI 41210

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

Certificate IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving instruction)
TLI41316 or TLI 41310

including one of the following competency units:

- Drive LR vehicle TLIC 2002
- Drive MR vehicle TLIC 3003
- Drive HR vehicle TLIC 3004
- Drive HC vehicle TLIC 3005
- Drive MC vehicle TLIC 4006

Please note: for class MC you must also have TAE40116 or TAE40110-Certificate IV in Training and Assessment or TAEASS 401 and TAEASS 402 assessment competency units.

Motorbike class (R)

Certificate IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction)
TLI41416 or TLI 41410

Rider Trainer (authorised to deliver Q-RIDE)

Certificate of completion for Q-Ride Accredited Rider Curriculum Training

AND

Certificate IV in Training and Assessment TAE40116 or TAE40110

or

TAEASS 401 - Plan assessment activities and processes, and TAEASS 402 - Assess competence

continued next page...

Other Driver Trainer qualifications (please detail below)

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

11 - 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 Queensland Public Safety Business Agency requires the possession of a suitability card (blue card).

12 - Fitness to perform industry authority role

Do you have a medical condition that may prevent you from satisfactorily performing the activities authorised under a licence or certificate?

No Yes You are required to have your treating doctor complete Section 13 Medical Practitioner Certification.

13 - Medical Practitioner Certification

Driver/Rider Trainer

A driver/rider trainer provides verbal advice, practical demonstration and instruction to a learner driver/rider. This can be either by being seated next to the learner driver (in a car or truck) or by riding another motorcycle. Therefore, medical certification is required to ensure that the applicant has the physical and mental capacity to perform the role.

I have examined the applicant having regard for the health and safety of the public generally, and state that the applicant:

is mentally and physically an appropriate person to hold an approval

is not mentally and physically an appropriate person to hold an approval

Doctor's name (please print)

Address or stamp

Telephone number

Doctor's signature

Date

/ /

14 - Applicant's declaration

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

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

I understand that any false, misleading or incorrect information provided by me may result in the immediate cancellation of the Driver/Rider Trainer Accreditation.

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 such 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 or a New Zealand criminal check (if applicable)
- 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 consent to the release of that information by the Queensland Police Service and the Australian Police Service to the department. 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 a Driver/Rider Trainer under the *Transport Operations (Road Use Management) Act*.

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.

Sign only in the presence of a departmental officer.

Applicant's signature

Date

/ /

Privacy Statement: The department collects the information on this form under the *Transport Operations (Road Use Management) Act* and *Transport Planning and Coordination Act* for managing the Driver and Rider Trainer Accreditation scheme. Where required, the department usually discloses some or all of this information, to its agents and contractors, the Queensland Police Service and other Queensland, interstate and federal government agencies. In the event that you apply for a product of another government agency, your digital photo and digitised signature may be used by this department to issue you with the prescribed authority. The department will not disclose your personal information to any other third party without your consent unless authorised or required to by law.

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	<input type="checkbox"/>
Rider Trainer accreditation	<input type="checkbox"/>
renewal of a Driver Trainer accreditation	<input type="checkbox"/>
renewal of a Rider Trainer accreditation	<input type="checkbox"/>
add stream (for example, car, heavy vehicle)	<input type="checkbox"/>
upgrade (for example HR to MC)	<input type="checkbox"/>

(b) Fee paid

Amount paid	Receipt number
\$ <input type="text"/>	<input type="text"/>

Yes No

(c) Has the relevant driver licence been sighted and EOI verified?

(d) Has a 1:1 match been performed?

(e) Has the applicant applied for mutual recognition?

Yes Has the applicant completed F2762?

No

IL Hub to complete the following for NEW applications only

Yes No

(f) Does the applicant meet the licensing requirements?

(g) Is the applicant's traffic history satisfactory for accreditation? (section 7)

(h) Is the applicant's criminal history satisfactory for accreditation? (section 8)

(i) Is the person mentally and physically an appropriate person to be accredited? (section 12 and 13)

(j) If the applicant is applying for mutual recognition of an Australian or NZ driver/rider trainer endorsement has the applicant provided:

i) a completed *Equivalent Occupation Registration Notice* (form F2672) for both Australian or NZ application?

ii) for NZ licences - a NZ licence check from driver.check@nztz.govt.nz that is no more than 6 weeks old carrying the endorsement 'I' for Instructor?

(k) Is the applicant's qualification(s)/experience suitable for this accreditation/upgrade of authority? (section 10)

Note: for new applications or upgrading of a class. A copy of the Statement of Attainment/Course Certificate must be attached to application within three months from lodgment.

(l) 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
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Approved by	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Refused by	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>