

Agency and other training providers application to deliver the Keys4Life pre-driver education program

Read this page, complete required sections and email it to rsde.rfa@education.wa.edu.au.

1. Keys4Life guiding principles

The following Keys4Life guiding principles are governed by the Department of Transport.

- 1.1 Learner's Permit Test: In accordance with the *Western Australian (WA) Road Traffic (Authorisation to Drive) Regulations 2014*, a person applying for a learner's permit must undertake the Learner's Permit Test (test) to assure the CEO of the Department of Transport that they can demonstrate sufficient knowledge of the traffic laws of the State and of safe driving techniques. The test is normally undertaken at a driver and vehicle services centre when the applicant is 16 years of age or older. However, students who fully participate in Keys4Life are permitted to sit the test at a minimum age of 15 years with a registered Keys4Life educator.
- 1.2 Qualification: The Department of Transport recognises a teaching degree (registered with the TRBWA) or a Certificate IV in Training and Assessment (TAE40122) as acceptable qualifications for educators who deliver Keys4Life and administer the Learner's Permit Test. Prior to attending a Keys4Life workshop, educators at non-school sites and non-teaching school staff must email evidence of one of these qualifications to rsde.rfa@education.wa.edu.au.

2. Caveats

The following controls and caveats must be adhered to.

- 2.1 Participants cannot be charged a fee for the Keys4Life program.
- 2.2 Keys4Life cannot be delivered by a driving instructor, home educator, school tutor or sole business proprietor.
- 2.3 When a Keys4Life educator is also the parent of a participant in their class they must submit a conflict-of-interest form and allocate another educator (who is a registered Keys4Life educator) to conduct the test.

3. Educator obligations

- 3.1 Educators delivering the program must attend a Keys4Life professional learning workshop.
- 3.2 When a registered Keys4Life educator moves to a new agency or training provider, the new agency or training provider must reapply to deliver the program.
- 3.3 A minimum of 10 Keys4Life lessons, at a minimum of 45-minutes, must be delivered over a minimum 1-week period.
Note: For best practice education and retention of knowledge, it is recommended that lessons are taught over a 5-10 week period where possible.
- 3.4 Keys4Life certificates will only be issued to students who:
 - are 15 years of age (or older) on the day the test is conducted at the school or site
 - have participated in at least 80% of the Keys4Life lessons
 - completed a Keys4Life student workbook or behind the wheel journal.

Your contact details *(Complete in full)*

First and last name: _____

Job title: _____

Mobile: _____ Work email: _____

Will you be the staff member responsible for delivering the Keys4Life Program? ☐ Yes ☐ No

If no, or if multiple staff members will be delivering the program at this location, please provide their names:

Agency details

Name of agency or training provider: _____

Agency or training provider address: _____

Please provide a brief description of your organisation and how you intend to deliver the Keys4Life program. (Include age of participants, estimated number of participants, time period in which the 10 lessons will be taught, location and site where the learner's permit test will be conducted)

Can your organisation offer the Keys4Life program to the wider community?

☐ Yes ☐ No

_____ (name of agency and training provider) agree to adhere to the Keys4Life guiding principles, caveats and teaching obligations as outlined on page 1 of this application and agree:

☐ Only registered Keys4Life educators will deliver the program. All educators must hold either a Certificate IV in Training and Assessment or a teaching degree (registered with the TRBWA).

☐ Provide access to the Keys4Life program at no financial cost to the participants or as part of any obligations or pre-requisites within your agency or training provider.

☐ Make sure that students enrolled in a school are aware that the program may already be available to them through their school.

☐ Contact the Department of Education by emailing rsde.rfa@education.wa.edu.au if there are changes to the intent on how the Keys4Life program will be delivered at your agency.

☐ Contact the Department of Education by emailing rsde.rfa@education.wa.edu.au if the agency will no longer be delivering the Keys4Life program.

☐ No staff will deliver the Keys4Life program through the role of a home educator, school tutor, driving instructor or sole business proprietor.

(Signature)

(Today's date)

