

APPENDIX D – SAMPLE PROVIDER’S TRAINING FORM

This is a checklist to be completed by Providers during their initial training and induction. During training as a Provider of a program for obtaining a driver’s licence, the following items should be provided to you. Please check them off as you receive the information and return it to the organisation running the program.

- Received information on the program objectives.
- Received clarification of the role of a *provider* versus the role of a *driving instructor*.
- Received clarification on the expected time commitment.
- Received clarification of the process when providing the training, for example, that providers and participants meet at a designated site, not at either’s house.
- Received an explanation of the specific needs of program participants (e.g. because of language and cultural barriers or people from culturally and linguistically diverse backgrounds).
- Received an explanation of what to do in the event of a crash.
- Received an explanation of my rights and responsibilities with regards to privacy and information disclosure issues.
- Familiarisation with the Transport’s *Drive Safe Handbook* and the *Learner Driver Log Book* and how to complete it. This should include examples of how to plan the driving experiences while matching the participant’s driving experience with the requirements of the Log Book.
- Familiarisation of the principles of low risk driving, with reference to the *Candidates Guide to Passing the Practical Driving Assessment*.

I _____, acknowledge that as a prospective driver’s licence program Provider, the above information has been presented to me and I have understood everything presented.			
Signature:		Date:	
Name and signature of Training Provider:		Date:	