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: __________