

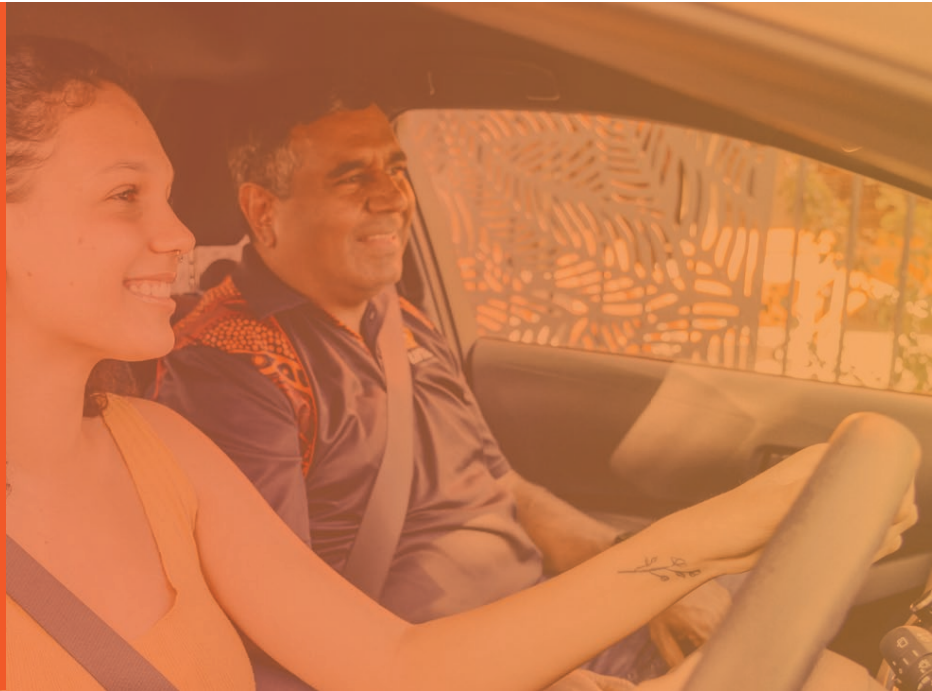


How to Become a Driving Instructor

Who to send?

To be a driving instructor the person must:

- Have a current WA driver's licence
- Have held a licence for 3 continuous years
- Pass a medical check at commercial standards
- Be of good character (based on information from a Police Clearance and, if needed, character references)
- Be 21 years old or older



About the training

The training is 2 weeks long (10 days) and is held at a regional location. It has both theory and practical components to teach attendees how to be a driving instructor as well as covering road rules and safe driving techniques. As the training may be the attendees first time 'away from home', we know this can be a confronting/challenging experience. Please let us know ahead of time if you think the person you are sending may need some additional support through the process and we will do our best to help.

Before the training

You will need to tell us if your organisation is interested in sending people to the training. Please have a conversation with your potential driving instructor about their police record. If they tell you they have criminal convictions, please call Kylie on 6551 6316 for a confidential conversation. A criminal record does not automatically preclude a person from becoming a driving instructor we may just need some further information. People attending the training will need to:

- Complete a Client Consent for Third Party Access to Licensing Information (RL12) form so we can check their licensing information to confirm they are eligible to be a driving instructor.
- Get a National Police Certificate (NPC). You can apply for a NPC at Australia Post. The NPC must be less than 3 months old.
- Complete a medical assessment at commercial standards (Driving Instructor). They will need to take both the Medical Assessment Instructions ([M106A](#)) and the Medical Assessment Certificate ([M107A](#)) to their health professional to complete.
- Complete a training registration form with the training provider.

Costs

The Access and Equity team will coordinate booking the accommodation (if needed) on your behalf but you will need to arrange for the person to get to the venue. Depending where the training is held this could involve booking flights etc. Where travel is involved, we will fund the costs of travel, breakfast, dinner and incidental (e.g. chewing gum, bottle of water) costs associated with participants attending the training. Lunch, morning or afternoon tea will be organised for each of the training days - please advise if there any dietary requirements.

In line with government policy, the following caps will apply (this means participants cannot exceed these costs for each meal):

- Breakfast \$21.20
- Dinner \$52.20
- Incidentals \$21.70

Costs for participants cannot exceed \$95.10 each day, or \$951 per person (10 days of training only). In line with government policy, alcohol cannot be claimed as an expense. We will also not fund costs associated with in-room service, including in-house movies.

Organisations are required to initially cover the costs associated with travel to the training location, breakfast, dinner and incidentals and within 14 days of training completion, send an invoice, with all associated receipts to the Department of Transport (DoT). DoT commits to making payment within 28 days of receiving a valid invoice and receipts. The invoice needs to comply with the provided receipt guidelines.

During the training

Before training starts we will provide information about the venue including location and start times. The training will be a 'small group' environment and encourages collaboration. Participants will not need to bring laptops. The training is tailored to learning for people with varying levels of literacy and will be culturally appropriate. Throughout the training, participants will complete the necessary theory testing and practical driving assessment to become a driving instructor.

- During the training, participants need to complete an Application for Instructors Licence ([E175](#)) form, provide the contact details for 2 referees, (referees cannot be family members) and pay the application fees.

After the training

Once the participant has completed the training and passed both their theory test and practical driving assessment, a commemorative Certificate of Achievement will be given. This training will not provide a nationally recognised qualification but can be used as 'recognised prior learning' towards a qualification if wanted.

If successful in completing the training and testing, they will need to pay the annual licence fee before their driving Instructor's licence can be sent out to them for them to start driving instruction lessons with customers.

REMINDER

Driving instruction cannot be provided until the licence fee is paid and the motor vehicle driving instructor's licence booklet is received.

The booklet must always be carried when teaching a learner driver.

