



A Registered Training Organisation – National Code 90474

4WD Driver Training

- Information -

FORM 7



TREAD LIGHTLY!
ON PUBLIC AND PRIVATE LAND.™



Out of Town 4WDriver Training Pty Ltd

65 Northville Drive

Barnsley NSW 2278

ABN 16 082 193 351

Ph: 02-4953-3288 Fax: 02-4953-1916

email: sales@oot4wd.com.au

www.oot4wd.com.au



For all your 4WD needs – mechanical servicing and repairs, world class 4WD accessories and custom setups.



**THE BIG
TANK
FOR
A BIG
COUNTRY**

Out of Town 4WD – Manufacturers of The Long Ranger fuel and water tanks

Out of Town 4WDriver Training

The Company - **Out of Town 4WDriver Training Pty Ltd** is a Registered Training Organisation (RTO) with the NSW Vocational Education & Training Accreditation Board (VETAB), in the provision of 4WD Driving and Recovery Training. The training programs meet the requirements of the National Outdoor Recreation Industry Training Package SR0 03. This training is recognised nationally.

The Venues - Out of Town 4WDriver Training Pty Ltd has licensing agreements with and the relevant authorities to perform training on dedicated sites, as part of our strategy to ensure safety for all participants.

The Training – As well as their enhanced abilities off the bitumen, four wheel drive vehicles handle differently to normal cars on the road. **All drivers** owe it to themselves and others to understand and be able to handle their vehicles safely and within their capabilities – and this includes four wheel drivers. Employers asking their workers to use four wheel drive vehicles have a duty to ensure they are trained in the **safe and correct** use of the vehicles.

- Completion of **Introductory 4WDriving Training** (normally run over 2 days) will provide participants with Units of Competence (as detailed on page 4) from the Training Package based on the **endorsed methods** of operating 4WD vehicles.
- The **Advanced 4WDriving and Recovery Training** (of one day duration) teaches trainees additional skills and knowledge for application in more difficult terrain or conditions, and earns participants an additional two (2) Units of Competence.
- All these **Units of Competence** are from Certificates II, III or IV in Outdoor Recreation.
- **Midweek programs** are available on request, and these are often more convenient for corporate or business training.
- **Customised programs** for individuals, business, small groups, campervans, caravans, motor homes or special needs are available on request. These may range from specialist novice training through to the use of caravans, campervans and motor homes in off road conditions. Please contact us for more details or for a customised program to be developed.

What Do We Provide? All training is done by qualified instructor(s) with experience in the training of people in the use of 4WD vehicles. These instructors are also very familiar with the detailed operation of most makes and models, and include judges of 4WD of the Year Awards, so you can expect the best advice and training possible for you in your own vehicle.

All participants will be provided with a **reference manual** for the training. Successful participants will receive a **Statement of Attainment** which is recognised Australia wide, within two weeks of assessment.

We use **controlled sites** for the training and give lots of helpful advice to make your use of your 4WD vehicle an enjoyable experience.

The training is designed to be **fun but safe**. It is not intended to damage or break vehicles, nor to place people at risk. You may be a **novice or an expert**; we will guarantee you that you will **learn new techniques** and have an **enjoyable time** in the process.

How Do I Enrol in Training? - Please complete the attached enrolment form and send with a booking deposit of \$50.00. (Refer to our refund policy at www.oot4wd.com.au)

Note: *Balance to be paid in full prior to training.*

4WDriver Training Available as at 01/01/2011

Note – GST is not applicable on Nationally Recognised Training
ALL TRAINING PRICES INCLUDE REFERENCE MANUAL

Introductory (Off Road / 1 Day) - This training covers: 4WD specific terms, terminology and techniques; safety and pre-departure checks; maintenance checks and minor repairs, 4WD operation in a variety of **off-road (bush)** terrain types including climbing steep inclines, descending steep slopes, and water crossings; recovery techniques including Stall Stop / Key Start and use of a snatch strap; care of the environment and minimising environmental impact; correct preparation, planning and selection of equipment suitable for outdoor recreational activities.

Training Fee: \$195 First participant, \$75 Second participant (same vehicle) – GST included

Introductory (Sand / 1 Day) - This training covers: 4WD specific terms, terminology and techniques; safety and pre-departure checks; maintenance checks and minor repairs, 4WD operation in a variety of **sandy** terrain types including climbing steep inclines, descending steep slopes, and water crossings; recovery techniques including Stall Stop / Key Start and use of a snatch strap; care of the environment and minimising environmental impact; correct preparation, planning and selection of equipment suitable for outdoor recreational activities.

Training Fee: \$195 First participant, \$75 Second participant (same vehicle) – GST included

Introductory 4WDriving Training (Off Road and Sand / 2 Days) - This training covers the *Australian Quality Training Framework* Units of Competence:

- SRO DRV 001B** Drive and recover a four wheel drive vehicle
- SRO OPS 001B** Implement minimal environmental impact practices.
- SRO ODR 002A** Plan outdoor recreation activities.
- TDTB 497B** Carry out vehicle inspection

From Certificate II in Outdoor Recreation

It consists of the two by one day introductory training programs and is held over one full weekend. Accommodation may have to be considered if participants have to travel any considerable distance. Successful participants are issued with a nationally recognised **Statement of Attainment**.

Training Fee: \$290 First participant, \$140 Second participant (same vehicle) – GST not applicable.



NSW Vocational
 Education & Training
 Accreditation Board

Advanced 4WDriving and Recovery Training (1 Day) - This training requires prior completion of the *Introductory Training* or *Recognition of Prior Learning*, and covers the *Australian Quality Training Framework* Units of Competence:

- SRO DRV 002B** Drive a four wheel drive vehicle in difficult terrain using advanced techniques
- and SRO DRV 003B** Coordinate recovery of a four wheel drive vehicle using advanced techniques

This training incorporates all components of the Introductory Training at an advanced level as well as advanced driving and recovery techniques, and low environmental impact touring and camping.

Training Fee: \$195 – Limit of **one** training participant per vehicle – one assistant permitted per vehicle at no charge – GST not applicable.



NSW Vocational
 Education & Training
 Accreditation Board

Recognition of Current Competencies - Assessment

Introductory 4WDriving Training (Off Road and Sand / 2 Days) – RCC for this training covers the *Australian National Training Authority* Units of Competence as listed above. It consists of assessment through practical demonstration of skills, and a written knowledge questionnaire. It is normally done in conjunction with an Introductory 4WDriving Training and is held over one full weekend. RCC participants will be assessed as soon as practicable during the morning, and may then leave the training for the remainder of the day. Successful participants are issued with a nationally recognised **Statement of Attainment**.

Recognition of Prior Learning Assessment Fee: \$180 per participant – GST included

Scheduled Training Dates

Off Road	15 January 2011	Off Road	16 July 2011
Sand	16 January 2011	Sand	17 July 2011
Off Road	19 February 2011	Off Road	20 August 2011
Sand	20 February 2011	Sand	21 August 2011
Off Road	19 March 2011	Off Road	17 September 2011
Sand	20 March 2011	Sand	18 September 2011
Off Road	16 April 2011	Advanced Off Road	10 September 2011
Sand	17 April 2011	Off Road	15 October 2011
Advanced Off Road	7 May 2011	Sand	16 October 2011
Off Road	14 May 2011	Off Road	19 November 2011
Sand	15 May 2011	Sand	20 November 2011
Off Road	18 June 2011	Off Road	10 December 2011
Sand	19 June 2011	Sand	11 December 2011

Additional training program dates may be scheduled as required – please enquire.

Introductory 4WDriver Training Attendance Requirements

General Requirements

Please note the following information regarding your enrolment in the Training.

1. Participants in training programs must hold a **current driver's licence** for the class of vehicle they will be driving.
2. Participants under the age of 18 will only be accepted if accompanied by a responsible adult in accordance with working with Children / Child Protection Act.
3. All vehicles involved in training must be **registered** and have full comprehensive **insurance** cover, or third Party Property insurance cover.
4. Participants are requested to have access to a UHF 2 way radio for use, particularly on the sand driving day. This is a matter of safety communication while on the beach. UHF radios may be hired (with prior notice) from Out of Town 4WD for a nominal fee of \$10.00.

Like most learned skills, 4W Driving can be very challenging. By their very nature, training programs require the full attention and concentration of participants at all times, with a minimum of distractions. These factors, along with insurance and safety considerations, make the following limitations on participants and exclusions of passengers necessary:

- A maximum of **two participating drivers** is permitted per vehicle.
- **No non-participating passengers** are permitted to attend the training.
- Any **additional participants** wishing to attend the training must be enrolled a minimum of **one week prior** to the training date.

Start & Finish Times

Starting time will be 8.00 am at Barnsley on both days unless advised otherwise.

We anticipate finishing time to be about 4.00 pm depending on the number of participants and their respective ability.

What to Bring

1. All requirements for your morning tea, lunch and afternoon tea (no power available).
2. A chair per person if desired (fold up type camping chair recommended).
3. Pen, notebook, reading glasses if required.
4. Personal items (sunscreen, hat, toilet paper, insect repellent etc). **Non slip covered footwear.**
5. Wet, cold or hot weather gear according to season and conditions on the day.
6. Tie Downs etc. to secure your gear.
7. Garbage bags (if required) for your rubbish.
8. Tyre pressure gauge.
9. Full tank of fuel.

THE TRAINEE will need to be equipped suitably for outdoor activities, including:

- Appropriate outdoor or work clothing (preferably long trousers, and preferably not lightweight shorts or t-shirt),
- Enclosed footwear, stout joggers, shoes or boots with good grip. (no open shoes),
- work gloves,
- wet weather gear if conditions require,
- hat, sun screen, insect repellent,
- food and drink, and personal toiletries for a long day in the bush.
- old shoes and shorts suitable for testing water crossing bottom.

THE TRAINING VEHICLE must be:

- Fitted with suitable **recovery points front and rear**,
- Have adequate **ground clearance** (approach, ramp over and departure).

Advanced 4WDriving and Recovery Attendance Requirements

All the requirements for the Introductory 4WDriver Training – plus:-

Additional Requirements for Advanced 4WDriving and Recovery -

1. The **trainee** is required to have attained competency in the following **pre-requisites** –
 - 1) SRO DRV 001B – Drive and recover a four wheel drive vehicle.
 - 2) SRO ODR 002A – Plan outdoor recreation activities.
 - 3) SRO OPS 001B – Implement minimal environmental impact practices.
 - 4) TDTB 497B – Carry out vehicle inspection.

All of which are included in the Introductory 4WDriving Training Program.

2. The **training vehicle** must be a four wheel drive vehicle meeting the following requirements, as determined by the Head Trainer:
 1. has a transfer case with **low range** gearing,
 2. is fitted with suitable **recovery points** front and rear,
 3. has adequate **ground clearance** (approach, ramp over and departure),
 4. is fitted with **tyres in good condition** and having suitable **tread pattern** for off road traction.
3. The following is the **minimum recovery equipment** that will be required for each vehicle:
 - a. **1 snatch strap** - 9 metre, 3,500kg minimum capacity rated,
 - b. **2 shackles** - minimum rating 3.25 tonnes.
4. The training includes walking up and down some steep and slippery terrain, requiring a basic level of **physical fitness**. Please ask if you have any questions or special needs.

The objectives of this training require that trainees be exposed to and assessed on a wide range of driving and recovery skills and techniques. If your vehicle's four wheel driving capability is significantly extended, eg. it is fully kitted out with twin diff locks, high lift suspension, etc. it may be extremely capable over difficult terrain, but in order for **your skills** to be assessed you will be required to complete sections of the training without the assistance of all this equipment (eg. with diff locks disengaged). It is also required that you demonstrate correct winching procedures.

Please understand these requirements and follow your trainer's instructions.

Due to the nature of the training, which incorporates difficult section of tracks, along with time constraints, it is only possible to train and assess **one driver per vehicle** per day. Each driver may bring along **one assistant** if desired but this is not essential. Any assistants will be required to fill in enrolment forms and follow trainers' instructions.

Training Policies & Information for Enrolled Participants

Welcome to your 4WDriver Training - The training that you are about to undertake meets the standards of the National Outdoor Recreation Industry Training Package, as endorsed by the Australian Qualifications Framework (AQF). Out Of Town 4WDriver Training is a Registered Training Organisation (RTO No. 90474), meaning that we are **bound to comply with quality and safety standards** set down by NSW Vocational Education & Training Accreditation Board (VETAB) to present this program. Instructions provided by the trainer are as per the endorsed instructions contained within the Accredited Training Package. No advice or variation from the prescribed content of the training manual will be provided.

Code of Conduct - The company and training operate under a Code of Conduct. Included are requirements for trainers to comply with all Commonwealth and State Legislation and Regulations, respect the abilities and confidence of training participants, and provide all participants with opportunities for practice and the acquisition of competence. The company does not discriminate against participants on the basis of race, nationality, color, or religious beliefs. Opportunities and support will also be given to people with language, literacy or numeracy difficulties as well as those with physical disabilities. Please note special needs on application form. Further information on equal opportunity can be obtained at: www.lawlink.nsw.gov.au/adb and www.austlii.edu.au

Occupational Health & Safety - The company and training operate under a strict OH&S policy to ensure the highest level of health, safety and welfare of employees and training participants in all training activities. **Training participants are required to cooperate with the trainer and actively contribute to maintain and enhance safety during training activities.**

Recognition of Prior Learning (RPL) - If you feel that you are able to perform all of the components of the training without attending the training program, you may request an RPL Assessment. When you request the assessment, an assessor will provide you with the details of what is required to meet compliance, and when the assessment may be conducted. A fee is charged for this service.

Assessment Procedures - All nationally recognised training requires participants to be assessed over time. During the training there will be activities that you will be required to complete several times so that a qualified assessor may verify that you meet the standards required. Assessment tasks will need to be completed several times to meet the requirements of competency being observed on a number of occasions over time.

Assessment Appeals - If you feel that you have not been assessed in the way that has been explained, or you feel that the conditions of an assessment are unreasonable, you may notify the trainer in charge that you wish to appeal against the assessment decision. In this case a discussion will be held with the assessor and the participant (separately) to identify the reasons for the appeal. Due to the nature of the activities, in most cases the participant will simply have to redo that component of the assessment with the trainer in charge or another assessor.

Complaints Procedures If you feel that you have not been treated fairly in the training or that the training unfairly disadvantaged you, you may express a complaint through the use of the post training evaluation form or by contacting the Managing Director on 02-4953-3288. Complaints and assessment appeals will be dealt with promptly and reasons for decisions and outcomes will be given in writing. Refer to our policy document at www.oot4wd.com.au

Duplicate Statements of Attainment can be obtained on request, for a replacement fee of \$25, up to a period of 30 years after initial issue.

Enrolment Form - Indemnity & Conditions Of Enrolment

1. Instructions provided by the trainer are as per the endorsed instructions contained within the VETAB Accredited Training. No advice or variation from the prescribed content of the training manual will be provided. Any information provided is designed to fulfill the Units of Competence contained within the National Outdoor Recreation Industry Training Package, and may not be construed as advice in any way emanating from Out of Town 4W Driver Training.
2. If, at the request of a participant, a trainer is required to drive the participant's vehicle, the trainer shall not be held accountable for any damage to that vehicle unless the trainer performs any activity that has not been requested / endorsed by the participant.
3. The participant undertakes the practical activities (and any risks contained therein) with the full knowledge that they are fully accountable for the risks, including any damage to their vehicle or any damage to other people or property.
4. The trainer, at his / her own discretion, may cancel any person's enrolment during the training in cases where the participant willfully ignores trainer instructions and, in the opinion of the trainer, may put people or property at risk. In such cases, the enrolment fee will not be refunded.
5. Prior to the commencement of the training all participants must ensure that their vehicle is registered, roadworthy, capable of completing the requirements of the training and has sufficient fuel for a full day's activities.
6. All participants must provide evidence of current driver's licence, and either comprehensive insurance coverage or third party property insurance before enrolment will be accepted.
7. If in the case of an unforeseen accident, I / we authorise the trainer to initiate ambulance / emergency help including the organisation of ambulances or medical help.
8. The assessment process will be held under controlled conditions and any action or use of training techniques by the participant after the training are at the participant's own risk.
9. Personal information will not be released to any other party except for the purpose of audit or reporting to state government agencies under our RTO obligations.

I/We acknowledge and accept the above conditions of enrolment. I/We acknowledge receipt and / or explanation of the company policies and procedures on Occupational Health and Safety, Recognition of Current Competency, Assessment Procedures, Assessment Appeals, and Grievances (refer to Training Policies, page 7), and accept the procedures contained therein. I/We also authorise the trainer to organise ambulance or medical assistance in an emergency.

.....
Participant 1 Signature

.....
Participant 2 Signature

Date: ____/____/____

Date: ____/____/____

Please complete both sides

4WD TRAINING PARTICIPANT INFORMATION FORM

Please circle appropriate answers required for RTO Status.

How did you find out about the training?		OOT4WD Brochure	4WD Club
Friend	Yellow Pages	4WD Magazine Internet	Other

Vehicle Details:

Vehicle Make	Model	Rego Number	Engine	Petrol	Diesel
			Transmission	Manual	Auto

Personal Details:

Title: Su		Surname:		First Name:	
Telephone Home:		Telephone Work:		Mobile No:	
Email			Date of Birth:		
				Sex:	Male Female
Residential Address:					
		State			Post Code
Postal Address:					
		State:			Post Code
In which Country were you born?					
Do you speak English at Home?				Yes	No
Proficiency in Spoken English		Very well	Well	Slightly	Not Well
If No what is the main language spoken at Home?					
Are you Aboriginal or Torres Strait Islander origin				Yes	No
Do you have any disability, impairment or long-term condition? Please specify				Yes	No
If yes please specify:					
Schooling:					
What is your highest COMPLETED school level?					
In what year did you complete this level?				Are you still attending School? Y / N	
Previous Qualifications Achieved:					
Have you successfully completed any prior educational qualifications?				Yes	No
If yes please state educational achievement:		HSC Diploma	Diploma	Batchelor	Other
What best describes your current employment status?		Part Time	Full Time	Family Business	Unemployed
		Self Employed	Employer	Retired	Other
What best describes your main reason for undertaking this course?		To get a job	Work require	Extra skills	Promotion
		Personal Benefit	Other (please detail)		

I the above person apply for enrolment in the above 4WD training and have completed the attached indemnity. I understand the course costs are to be paid no t later than three (3) working days prior to starting training to allow insurance and training organization to be completed.

Participants Signature: _____ Date: _____