



Affordable Driving School

Course Information

Drive multi/combination vehicle TLIC607C

Operate a forklift truck (LF) OHSCER207A

Operate a excavator (LE) OHSCER205A

Operate a front end loader (LL) OHSCER203A

Operate a front end loader/backhoe (LB) OHSCER202A

Operate a front end loader (skid steer type) (LS) OHSCER204A



Course Information

Course Dates

Courses are held on a regular basis throughout the year, with a new course starting on average every week and lasting for Varying times dependant on Student Client Skill level. Expected course timing are listed below. These units of competency are competency based units and therefore the course duration is nominal (student based learning) and is run until competency is achieved.

Course	Experience	Expected Course Length
Drive multi/combination vehicle TLIC607C	HR Licence Holder	2 ½ Days
	HC Licence Holder	1 Day
Operate a forklift OHSCER207A	Formal/Informal Training and Assessment	40 Hours
Operate a excavator OHSCER205A	Formal/Informal Training and Assessment	40 Hours
Operate a front end loader OHSCER203A	Formal/Informal Training and Assessment	40 Hours
Operate a front end loader/backhoe OHSCER202A	Formal/Informal Training and Assessment	40 Hours
Operate a front end loader (skid steer type) OHSCER204A	Formal/Informal Training and Assessment	40 Hours

Courses start on a regular basis, and anyone wishing to join a course should contact our office to make arrangements for enrolment.

With prior arrangement courses can be scheduled out of normal working hours, but this will generally be for groups of three or more people, and higher fees may apply.

Course Start Times

Starting times for our drive multi/combination vehicle course normally commences at 7:00am and finishing time around 5:00pm. Starting times for our plant and machinery courses normally commence at 7:00am and finishing time around 4:00pm. These times could vary slightly as depending on how many people are enrolled in the course and other factors involved in the delivery of a course such as Language and Literacy issues. Generally finishing times may vary depending on the experience level of those enrolled. Times generally are extremely flexible and can generally be tailored to suit the students (although this is not guaranteed).

If you need to vary times then please see your trainer and every effort will be made to assist you.

Breaks and Meals

Regular breaks are taken throughout the day and a lunch break around 12:30 will be taken. Tea and coffee are supplied and there are several shops close and handy if you wish to go out to purchase lunch. For those who wish to bring their lunch there is a fridge and microwave available for your use.

Refund Policy/Cancellations

An initial non-refundable administration/materials fee of 25% will apply to all courses, payable 14 days prior to course commencement of the course.

Cancellation notice of 48 Hours applies. Any cancellations advised within this time will forfeit their 25% deposit due to administration/material costs.

If a refund is requested prior to commencement of the course, a full refund minus the initial non-refundable administration/materials fee will be given. Any request for a refund must be on the Refund form available at the office and included in the student information package.

If a student/client wishes to change enrolment to another course delivered by **Affordable Driving School** fees paid (minus the non-refundable portion) are transferable to the new course. A second administration/materials fee will be charged. If the student/client is transferring to a course of the same qualification/level the Administration/material fee will be 50% of the original administration/material fee.

Once training has commenced in the course/competency no refund is available to students who leave prior to finalising the course/competency unless the student/client can provide a medical certificate or show extreme personal hardship. In this case, fees may be refunded on a pro-rata basis, minus the administration/material fee. Refunds are at the discretion of the owner of **Affordable Driving School**. However if a student wish to complete a course/competency in a future course, the remainder of the original fee can be credited towards that course, providing the course is within six(6) months of the original course. A student should request an "[Application for refund form](#)" from the office.

Should **Affordable Driving School** cancel a course, students/clients are entitled to a full refund including administration/materials fee (or pro-rata adjusted refund) or a transfer of funds to another course, or remaining funds credited to another RTO for completion. In this event students/clients will be given their preferred option.

Procedure for Handling Complaints/Appeals

Grievance/Appeal procedures are designed to resolve differences, and bring about benefits with due regard for the interest of the trainee and Affordable Driving School. The procedures are based upon conciliation and mediation rather than arbitration.

On initial receipt of a verbal complaint the trainer will listen to the student/client and make a determination as to whether there is any validity to the complaint. This must be done in an open non-defensive and receptive manner. If possible the complaint is to be resolved at this stage, without compromise to the integrity of the competency standards or **Affordable Driving School**.

If the complaint cannot be resolved at this time then a complaint form ([Complaints Form](#)) is to be filled in with full details of the complaint with any required attachments.

The complaint is then to be reviewed by a owner of **Affordable Driving School** and a determination made as to the validity of the complaint. This must be done as soon as possible but must be completed within 14 days of receipt of the complaint. The student/client must then be notified of the result of the review and a full explanation of the reasons for the decision on the response form. A copy of the results and any correspondence to the student/client is to be made and filed in the students file, with copies retained by the assessor. The assessor/owner must include in the correspondence to the student/client information that if they are not satisfied with the result of the review a further request for review can be made to the owner of **Affordable Driving School** who will then forward the details of the complaint to an independent person (someone not involved in the process to this stage) who will check the validity of the reasons for the decision and reply within 14 days.

If the complaint is of a nature to preclude the assessor from making an objective decision eg: Conduct of the Assessor/staff, then the complaint is to be immediately directed to an owner of **Affordable Driving School** for action.

In the event that a Complaint or Grievance cannot be resolved internally, advice on who the student/client should contact to seek further assistance is to be given.

Client/Student Selection, Enrolment and induction/orientation procedures

Client/student selection will be on the basis in the first instance on eligibility for enrolment in a course/competency, and any pre-requisites for a qualification have been met. After this requirement has been met, enrolment will be strictly on the basis of the time and date of enrolment/payment for a course/competency.

Induction and orientation will be completed on the first day of the course by the trainer and will include WH&S issues. Course information is included in the student workbook and information pack sent to each student on enrolment.

Expected Student/Client Profile

The expectation is for this course to be provided to those people wishing to enter the driving profession, or those people who work in the driving industry who wish to improve their skills and the skills of other employees.

The expectation for our 30496QLD Loadshifting course is to train existing construction and other relevant industry workers and potential new students to enter the plant and machinery profession.

Provision for language, literacy and numeracy

All assistance will be given to people with language, literacy and numeracy difficulties. This could include directing students/clients to the relevant government agencies for assistance.

People with language, hearing or speech difficulties are permitted to have the assistance of an interpreter with them in the course to assist with understanding of the content.

People with literacy or numeracy difficulties will be allowed extra time (where available within the timeframe allowed for the course, including extra time after hours) with the trainer on an individual basis, to aid with understanding of the content.

If you feel you would have any difficulty meeting these levels please contact the trainer or the office to arrange a confidential interview with the trainer. It is the policy of ***Affordable Driving School*** to give assistance and guidance to all our clients and courses can be adapted to meet the needs of those with Language, Literacy & numeracy needs.

Client support

Affordable Driving School will take all reasonable steps to gain support needed by our students/clients, to assist them in successfully complete the course/competency they have enrolled in. This could include external support from a government body or other RTO; this could also include contact with the relevant ITAB or other relevant organization.

If for any reason you wish to change trainers throughout the duration of the course a request can be made to the Owner of Affordable Driving School. This request is to be remain confidential and will not be disclosed to any person or organisation without your prior approval.

No detrimental action will result from a request to change as all requests are valid if it affects the learning outcome of the client/student.

Access and Equity

Goal: The goal of the *Access and Equity Policy for Affordable Driving School* is to maximise access, participation and outcomes for all Queenslanders, within the training system.

Principles: This *Access and Equity Policy Affordable Driving School* is based on application of the principles of:

1. Equity for all people through the fair allocation of resources and involvement in vocational education and training.
2. Equality of opportunity within *Affordable Driving School* training system for all people.
3. Access for all Queenslanders to appropriate, quality vocational education and training programs and services.
4. Increased opportunity for people to participate in vocational education and training system.

With these principles providing a basis for action, the objectives of the *Access and Equity Policy for Affordable Driving School* are:

1. To incorporate access and equity principles and practices in key processes which affect the outcomes for students and clients in training, eg design of training packages and staff development.
2. To achieve equitable access to vocational educational and training services and programs for all present and potential students and clients.
3. To increase participation in the training system from people from under-represented groups.
4. To encourage positive outcomes for students/clients of *Affordable Driving School* by developing processes that will enable them to participate successfully in training programs.
5. To develop quality support services which enhance clients and students' chances to achieve positive outcomes.
6. To establish effective links with relevant agencies advocating for groups with low levels of participation in the training system.

The Access and Equity Policy aims to make sure that all Queenslanders can take part successfully in training and education. Programs and services are aimed at groups of people who currently have low rates of participation in training.

Groups of people may include:

- People with a disability
- Aboriginal and Torres Strait Islander people
- People from a non-English speaking background
- People who live in rural and remote areas
- Disadvantaged Youth
- People with language, literacy and numeracy difficulties
- Older People

Affordable Driving School will be guided by national and state policies and strategies *Affordable Driving School* will make all possible efforts to accommodate trainees who have the necessary pre-requisites for training. A copy of the relevant legislation is available at the office for reference where needed.

No request for assistance will be refused and every effort will be made by *Affordable Driving School* to assist any person/client with enrolment and participation in any course held by *Affordable Driving School*.

In all cases a confidential interview is to be arranged for all people/clients who have requested assistance and a determination made as to what assistance can be given. If a determination of assistance can not be made at the time of interview for any reason (need to contact governing bodies e.g.: ATSI, TAFE) the client is to be kept informed at each stage of the process and a determination made prior to the commencement of the training course.

Staff Responsibility for Access and Equity

It is the responsibility of all people employed by **Affordable Driving School** to ensure all policies relating to access and equity are adhered to at all times, including language, literacy and numeracy issues. Reference is to be made to the relevant training package or to a director of **Affordable Driving School** if any question arises on any issue.

Flexible learning/assessment

With awareness that people have different ways of learning and assimilating information, it is a policy of **Affordable Driving School** to be flexible in our approach to training and assessment.

Any lack of understanding on the part of the student should be corrected using differing approaches to the same subject.

The content of any assessment is to be related to the relevant criteria and if it complies it is to be accepted and the student/client marked as competent. Any queries as to the content or validity of a student/clients assessment material is to be directed to a director of **Affordable Driving School** for verification prior to final assessment.

Course Delivery/Learning options /Projects

Course delivery will be on a student centered, student paced basis. The specific learning options/Projects will be decided by the trainer to reflect the needs of the student and the nature of the learning outcome as well as to meet the evidence requirement.

If at any time you feel you are having difficulty with any part of the course please speak to your Trainer and they will be more than happy to assist you in any way they are able, this could include, but is not limited to, an understanding of the log book system, LL&N difficulties or route design.

Competence in this unit will be through both theory (Completion of this workbook) and through practical demonstration of skills and knowledge on the road for the MC class vehicle course and onsite for our plant and machinery courses. Practical components of these courses will include demonstration of communication skills, both through appropriate use of electronic communication as well as verbal communication and will be related to common workplace practices.

For our multi/combo vehicle course you will be required to complete an assessment which will include pre drive, inspection of vehicle and trailers. For our plant and machinery courses you will be required to undertake tasks and topics set out in your training workbooks.

Several times throughout the course your trainer will discuss with you your progress, and suggest any areas of improvement required. You will be notified within three working days of the completion of your course and the return of all assessment material the results of your assessment. If you have been found not competent at that stage a written report will be available to you which will detail any area you need to improve to meet competence.

Minimising the Cost of Assessment

To assist with minimising the cost of assessment for the student/client/employer and also the possibility of reducing the time required on the course, attempt to gather any evidence that could assist with possible recognition of prior learning for any element/competency.

This could include any of the following:

- Any course/qualification previously held.
- Any work related qualification (work completed in the workplace)
- Logbooks (for plant and machinery only)

Please present this evidence to **Affordable Driving School** at least one week prior to commencement of the enrolled course. All documentation given for RPL should be certified copies as these will need to be held by **Affordable Driving School** and become part of the permanent record.

Welfare and Guidance

Affordable Driving School will make all reasonable attempts to assist students/clients with any welfare requirements they may require, including directing students to the relevant agencies.

All attempts will be made to give all reasonable guidance to students/clients where needed to assist in completion of the enrolled course/competency. No available information or assistance is to be withheld from any student and access to all available materials is to be given.

Legislation that can impact on training

Following is a list of legislation which can have an impact on training and assessing. It is advisable to make some effort to familiarise yourself with this legislation. Copies of legislation are available on the internet at <http://www.legislation.qld.gov.au/OQPChome.htm> . This list is by no means a full list of all legislation that you may be required to follow dependant on the industry requirements.

1. Occupational health and Safety (*Occupational Health and Safety(Commonwealth Employment) Act 1991*)
2. Workplace harassment, victimization and Bullying. (*ANTI-DISCRIMINATION ACT 1991, Workplace relations act 96*)
3. Anti-Discrimination, Including equal opportunity, Racial vilification and disability. (*ANTI-DISCRIMINATION ACT 1991*)

Disciplinary Procedures

Affordable Driving School reserves the right to cancel, at any time during or prior to the commencement of any course, without refund of fees, the course, either in part or in full, of any student whose conduct, in the opinion of the trainer or through substantiated complaints from other students/clients, is disruptive to other course applicants. This could include abusive or violent behavior or intentional unrelated distractions affecting the training. This could also include driving in an inappropriate and dangerous way, operating plant or machinery in a dangerous manner and putting themselves and other in harms way or any other action that could be reasonably construed as affecting the ability of others to complete the course/competency, including rude, indecent or offensive behavior.

Prior to the cancellation of the course or part thereof three verbal warnings will be given to allow the student/client to modify their behavior to allow themselves and other participants to complete the course in a more productive environment.

Recognition of Prior Learning

Affordable Driving School follows the principle for RPL as set out by the AQTF. This is to include the four (4) key principles of RPL assessment.

1. Validity
2. Reliability
3. Flexibility
4. Fairness

Validity:

“Assessment against the units of competency contained in the competency standards for assessment must cover the broad range of skills and knowledge.”

“Assessment of the competencies in the standards should integrate knowledge and skill with their practical application.”

“Judgement made about competence against any of the units must be based on sufficient evidence. Evidence should be gathered on a number of occasions and in a range of contexts or situations and using different methods.”

“(Note: Assessments are valid when they assess what they claim to assess)”

Reliability:

“The criteria for the judgement of competence must be stated clearly and adhered to.”

“Assessment practices in the training and assessment of persons with assessment responsibilities, needs to be monitored and reviewed to ensure consistency of judgement.”

“As a minimum requirement people assessing trainee assessors must demonstrate competency in both the assessment standard and the extension unit.”

“(Note: Without reliable assessments there can be no comparability of credentials.)”

Fairness:

“Reasonable adjustments are made to assessment for people with special needs.”

“Assessment procedures and the evidence (whether product or process) must be made Clear.”

“A consultative approach to assessment of competency against one or all of the units in the standards is recommended.”

“Persons being assessed against the competency standards for assessment must have the opportunity for review and an appeal of assessment decisions.”

Flexibility:

“Assessment procedures should cover both on and off-the-job components of the competency standards for assessment.”

“There should be a process for people to seek recognition of their current competency in one or more of the units of competency in the competency standards for assessment without having to participate in a training program.”

Affordable Driving School will abide by the national assessment principles which are as follows:

1. Assessment processes shall provide for the recognition of current competencies regardless of where these may have been acquired.
2. Recognition of prior learning focuses on identifying the endorsed industry/enterprise competency standards currently held by individuals as a result of formal and informal training, not how, when or where the learning occurred.
3. Recognition of prior learning underpins any system of competency based training. It is essential that RTO's have a demonstrable commitment to recognising the prior learning of individuals.
4. Recognition of prior learning shall be available to all potential applicants.
5. Recognition of prior learning shall involve processes that are fair to all parties involved.
6. Recognition of prior learning shall involve the provision of adequate support to potential applicants.

Recognition of Qualifications Issued by another RTO

Affordable Driving School will recognise the AQF Qualifications or Statements of Attainment issued by any other RTO. Information on recognition of AQF Qualifications or Statements of Attainment is to be included in the course information given to students/clients prior to enrolling in a course.

All staff involved in training, administration or booking of courses must be made aware of this policy.

Any queries regarding the validity of Qualifications or Statements of Attainments are to be directed to the owner of ***Affordable Driving School*** for verification prior to acceptance.

Any certificates or statements of attainments issued by another RTO are to be checked against the current AQF standards for verification of validity and recognition this level is granted to the student/client. Any qualification/certificate issued by an overseas organisation is to be recognised if it meets the AQF standards, any queries regarding these qualifications will be directed to the relevant ITAB for clarification prior to acceptance.

Course Outcomes & Assessment Principles

The programs aims are to provide Vocational Education & Training in the area of driving vehicles and operating plant and machinery for individuals, small & larger business's.

It complies with the principles of validity, reliability, flexibility and fairness as identified in the training package and laid out in this workbook.

Evidence of Competency

Evidence of competency will be through both Formative & Summative assessment. Formative assessment will take place during the course itself. Summative will be through assignments completed in your own time either at home or in the workplace.

If at any time you feel you are having difficulty with any part of the course please speak to your Trainer and they will be more than happy to assist you in any way they are able, this could include, but is not limited to, an understanding of the log book system, LL&N difficulties or route design.

Competence in this unit will be through both theory (Completion of this workbook) and through practical demonstration of skills and knowledge on the road for the MC class vehicle course and onsite for our plant and machinery courses. Practical components of these courses will include demonstration of communication skills, both through appropriate use of electronic communication as well as verbal communication and will be related to common workplace practices.

For our multi/combo combination vehicle course you will be required to complete an assessment which will include pre drive, inspection of vehicle and trailers. For our plant and machinery courses you will be required to undertake tasks and topics set out in your training workbooks.

At several stages throughout the course your trainer will discuss with you your progress and point out any areas of concern that might be identified, they will also discuss what steps you might need to take to meet the gap identified.

Holistic Assessment

During the course a holistic approach will be taken for assessment in all competencies.

Materials/Resources Required

During the course all resources and materials are supplied including note paper, pens, stationary etc. All material required to complete projects or learning options away from the course will be the responsibility of the student/client.

Any vehicle used by the student/client not requiring dual controls may be required to be supplied by the student/client, and must have full comprehensive insurance.



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Carseldine Q 4034
07 3863 1399 or 0418 785 677
W: www.affordabledrivingschool.com.au
E: affordabledriving@bigpond.com

Operate a forklift truck OHSCER207A (LF)

Formal /Informal Training and Assessment: Formal/Informal Training and Assessment is done onsite at Affordable Driving School with a fully qualified training instructor. The course is competency based training and takes you right through from theory, practical and to your assessment. After the 2 day formal training, a training plan will be issued to you, which includes topics relevant to this unit of competency. By following this plan you are covering the elements and tasks that are required. Once our trainer/assessor has deemed you fully competent we will then provide you with your statement of attainment and other relevant documentation for you to go to Australia Post to lodge your application to obtain your ticket.

Formal Training Only: Formal Training is mandatory. This is a requirement set by Workplace Health and Safety Queensland. Formal training goes over a 2 day period and covers all aspects of the forklift, legislation requirements, demonstrations and all elements from the forklift training and assessment instrument. A training plan will be tailored to you which will cover topics relevant to the unit of competency. At the end of the 2 days formal training you will be required to undertake a theory exam to be deemed competent.

Assessment Only: Once you have completed the formal training and followed the training plan and have the ability to operate and demonstrate the tasks required then an assessment can be undertaken. Your employer or representative must deem you a competent forklift operator before an assessment can be undertaken. Your employer or representative must hold relevant OHS licence and they must complete a letter and your log book validating that you have proven your ability to competently complete all the relevant skills and knowledge required in forklift operating.

****Forklifts used for training are minimum 2 litres as per Workplace Health and Safety Guidelines****

Course Requirements: Be able to read and write Basic English (Workplace Health and Safety Requirement) – Minimum of 18 years of age (Workplace Health and Safety Requirement) – Provide two forms of identification – Wear steel cap or work boots.

Fees: All Formal/Informal Training and Assessment \$850.00 inc gst.

Formal Training Only: \$ 420.00 inc gst.

Assessment Only: \$220.00 inc gst (If Formal was undertaken with Affordable Driving School)

Assessment Only: \$550.00 (If not completed by Affordable Driving School)

Licence Fee: \$65.00 payable at Australia Post

How to Enrol: Complete the application form and enrolment form and return it to our office with your deposit or contact our friendly staff on 07 3863 1399.



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E: affordabledriving@bigpond.com

Operate a excavator OHSCER205A (LE)

Formal /Informal Training and Assessment: Formal/Informal Training and Assessment is done onsite at Affordable Driving School with a fully qualified training instructor. The course is competency based training and takes you right through from theory, practical and to your assessment. Once our trainer/assessor has deemed you fully competent we will then provide you with your statement of attainment and other relevant documentation for you to go to Australia Post to lodge your application to obtain your ticket.

Formal Training Only: Formal Training is mandatory. This is a requirement set by Workplace Health and Safety Queensland. Formal training goes over a 2 day period and covers all aspects of the excavator, legislation requirements, demonstrations and all elements from the excavator training and assessment instrument . A training plan will be tailored to you which will cover topics relevant to the unit of competency. At the end of the 2 days formal training you will be required to undertake a theory exam to be deemed competent.

Assessment Only: Once you have completed the formal training and followed the training plan and have the ability to operate and demonstrate the tasks required then an assessment can be under taken. Your employer or representative must deem you a competent excavator operator before an assessment can be undertaken. Your employer or representative must hold relevant OHS licence and they must complete a letter and your log book validating that you have proven your ability to competently complete all the relevant skills and knowledge required in excavator operating.

****Excavators used for training are minimum 2 litres as per Workplace Health and Safety Guidelines****

Course Requirements: Be able to read and write Basic English (Workplace Health and Safety Requirement) – Minimum of 18 years of age (Workplace Health and Safety Requirement) – Provide two forms of identification – Wear steel cap or work boots.

Fees: All Formal/Informal Training and Assessment: \$2100.00 inc gst
Formal Training Only: \$840.00 inc gst
Assessment Only: \$350.00 inc gst (If Formal was undertaken with Affordable Driving School)
Assessment Only: \$550.00 inc gst (If not completed by Affordable Driving School)
Licence Fee: \$65.00 payable at Australia Post

How to Enrol: Complete the application form and enrolment form and return it to our office with your deposit or contact our friendly staff on 07 3863 1399.



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Operate a front end loader OHSC203A (LL)

Formal /Informal Training and Assessment: Formal/Informal Training and Assessment is done onsite at Affordable Driving School with a fully qualified training instructor. The course is competency based training and takes you right through from theory, practical and to your assessment. Once our trainer/assessor has deemed you fully competent we will then provide you with your statement of attainment and other relevant documentation for you to go to Australia Post to lodge your application to obtain your ticket.

Formal Training Only: Formal Training is mandatory. This is a requirement set by Workplace Health and Safety Queensland. Formal training goes over a 2 day period and covers all aspects of the front end loader, legislation requirements, demonstrations and all elements from the front end loader training and assessment instrument. A training plan will be tailored to you which will cover topics relevant to the unit of competency. At the end of the 2 days formal training you will be required to undertake a theory exam to be deemed competent.

Assessment Only: Once you have completed the formal training and followed the training plan and have the ability to operate and demonstrate the tasks required then an assessment can be undertaken. Your employer or representative must deem you a competent front end loader operator before an assessment can be undertaken. Your employer or representative must hold relevant OHS licence and they must complete a letter and your log book validating that you have proven your ability to competently complete all the relevant skills and knowledge required in front end loader operating.

****Front End Loaders used for training are minimum 2 litres as per Workplace Health and Safety Guidelines****

Course Requirements: Be able to read and write Basic English (Workplace Health and Safety Requirement) – Minimum of 18 years of age (Workplace Health and Safety Requirement) – Provide two forms of identification – Wear steel cap or work boots.

Fees: All Formal/Informal Training and Assessment: \$1800.00 inc gst
Formal Training Only: \$840.00 inc gst
Assessment Only: \$350.00 inc gst (If Formal was undertaken with Affordable Driving School)
Assessment Only: \$550.00 inc gst (If not completed by Affordable Driving School)
Licence Fee: \$65.00 payable at Australia Post

How to Enrol: Complete the application form and enrolment form and return it to our office with your deposit or contact our friendly staff on 07 3863 1399.



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Operate a front end loader/backhoe OHSCER202A (LB)

Formal /Informal Training and Assessment: Formal/Informal Training and Assessment is done onsite at Affordable Driving School with a fully qualified training instructor. The course is competency based training and takes you right through from theory, practical and to your assessment. Once our trainer/assessor has deemed you fully competent we will then provide you with your statement of attainment and other relevant documentation for you to go to Australia Post to lodge your application to obtain your ticket.

Formal Training Only: Formal Training is mandatory. This is a requirement set by Workplace Health and Safety Queensland. Formal training goes over a 2 day period and covers all aspects of the front end loader/backhoe, legislation requirements, demonstrations and all elements from the front end loader/backhoe training and assessment instrument. A training plan will be tailored to you which will cover topics relevant to the unit of competency. At the end of the 2 days formal training you will be required to undertake a theory exam to be deemed competent.

Assessment Only: Once you have completed the formal training and followed the training plan and have the ability to operate and demonstrate the tasks required then an assessment can be undertaken. Your employer or representative must deem you a competent front end loader/backhoe operator before an assessment can be undertaken. Your employer or representative must hold relevant OHS licence and they must complete a letter and your log book validating that you have proven your ability to competently complete all the relevant skills and knowledge required in front end loader/backhoe operating.

****Front End Loader/backhoe used for training are minimum 2 litres as per Workplace Health and Safety Guidelines****

Course Requirements: Be able to read and write Basic English (Workplace Health and Safety Requirement) – Minimum of 18 years of age (Workplace Health and Safety Requirement) – Provide two forms of identification – Wear steel cap or work boots.

Fees: All Formal/Informal Training and Assessment: \$1800.00 inc gst
Formal Training Only: \$840.00 inc gst
Assessment Only: \$350.00 inc gst (If Formal was undertaken with Affordable Driving School)
Assessment Only: \$550.00 inc gst (If not completed by Affordable Driving School)
Licence Fee: \$65.00 payable at Australia Post

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Operate a front end loader (skid steer type) OHSCER204A

Formal /Informal Training and Assessment: Formal/Informal Training and Assessment is done onsite at Affordable Driving School with a fully qualified training instructor. The course is competency based training and takes you right through from theory, practical and to your assessment. Once our trainer/assessor has deemed you fully competent we will then provide you with your statement of attainment and other relevant documentation for you to go to Australia Post to lodge your application to obtain your ticket.

Formal Training Only: Formal Training is mandatory. This is a requirement set by Workplace Health and Safety Queensland. Formal training goes over a 2 day period and covers all aspects of the front end loader (skid steer type), legislation requirements, demonstrations and all elements from the front end loader (skid steer type) training and assessment instrument. A training plan will be tailored to you which will cover topics relevant to the unit of competency. At the end of the 2 days formal training you will be required to undertake a theory exam to be deemed competent.

Assessment Only: Once you have completed the formal training and followed the training plan and have the ability to operate and demonstrate the tasks required then an assessment can be undertaken. Your employer or representative must deem you a competent front end loader (skid steer type) operator before an assessment can be undertaken. Your employer or representative must hold relevant OHS licence and they must complete a letter and your log book validating that you have proven your ability to competently complete all the relevant skills and knowledge required in front end loader (skid steer type) operating.

****Front end loader (skid steer type) used for training are minimum 2 litres as per Workplace Health and Safety Guidelines****

Course Requirements: Be able to read and write Basic English (Workplace Health and Safety Requirement) – Minimum of 18 years of age (Workplace Health and Safety Requirement) – Provide two forms of identification – Wear steel cap or work boots.

Fees: All Formal/Informal Training and Assessment: \$1850.00 inc gst
Formal Training Only: \$840.00 inc gst
Assessment Only: \$350.00 inc gst (If Formal was undertaken with Affordable Driving School)
Assessment Only: \$550.00 inc gst (If not completed by Affordable Driving School)
Licence Fee: \$65.00 payable at Australia Post

How to Enrol: Complete the application form and enrolment form and return it to our office with your deposit or contact our friendly staff on 07 3863 1399.



19 Rosemount Pl
Carseldine Q 4034
07 3863 1399 or 0418 785 677
W: www.affordabledrivingschool.com.au
E: affordabledriving@bigpond.com

Drive multi combination vehicle TLIC607C

Formal /Informal Training and Assessment:

Formal/Informal Training and Assessment is done with one of our fully qualified training instructors. This course in competency based training and takes you right through from theory, practical and to your assessment. Once your trainer officer has deemed you fully competent we will then provide you with a statement of attainment for you to take to Queensland Transport and they will then upgrade your licence.

All assessments (testing) is done with our instructor, not through Qld Transport.

Truck used is an Iveco Prime Mover, with an 18 Speed Road Ranger Gear Box (Crash Box).

If you're a HR licence holder you would be required to undertake a 2 ½ day training course.

If you're a HC licence holder you would be required to undertake a 1 day training course

Fees:

HR - MC/B Double: \$2200.00 inc gst including one on one training and assessment

HC- MC/B Double: \$1500.00 inc gst including one on one training and assessment

How to Enrol: Complete the application form and enrolment form and return it to our office with your deposit or contact our friendly staff on 07 3863 1399.



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Enrolment Form - Plant Machinery Course held at the end of Racecourse Rd Deagon

PERSONAL DETAILS: Please print clearly in block letters, certificates will have the details as listed below, as interpreted by Affordable Driving School staff)								
Surname:				Given Names:				
Address:								
Suburb:				State:		P/Code:		
Home Ph:			Mobile:			Work Phone:		
Licence No:			Licence Classes:			DOB:		
Emergency Contact:				Contact Number:				
Employers Name:								
Previous experience/qualifications:								
Please indicate the course (s) you wish to enrol:								
Course		Formal/Informal Training & Assessment		Formal Only		Assessment Only		Total Fees
(LF)	Operate a forklift truck OHSCER207A	<input type="checkbox"/>	\$850.00 (40 Hours)	<input type="checkbox"/>	\$450.00 (2 days theory only)	<input type="checkbox"/>	\$250.00 (\$350 if formal not completed at ADS)	
(LE)	Operate a excavator OHSCER205A	<input type="checkbox"/>	\$2100.00 (40 Hours)	<input type="checkbox"/>	\$840.00 (2 days theory only)	<input type="checkbox"/>	\$350.00 (\$550 if formal not completed at ADS)	
(LL)	Operate a front end loader OHSCER203A	<input type="checkbox"/>	\$1800.00 (40 Hours)	<input type="checkbox"/>	\$840.00 (2 days theory only)	<input type="checkbox"/>	\$350.00 (\$550 if formal not completed at ADS)	
(LB)	Operate a backhoe OHSCER202A	<input type="checkbox"/>	\$1800.00 (40 Hours)	<input type="checkbox"/>	\$840.00 (2 days theory only)	<input type="checkbox"/>	\$350.00 (\$550 if formal not completed at ADS)	
(LS)	Operate front end loader (skid steer type) OHSCER204A	<input type="checkbox"/>	\$1850.00 (40 Hours)	<input type="checkbox"/>	\$840.00 (2 days theory only)	<input type="checkbox"/>	\$350.00 (\$550 if formal not completed at ADS)	
	Front end loader and backhoe package	<input type="checkbox"/>	\$2600.00 (60 Hours)	<input type="checkbox"/>	\$1050.00 (2 days theory)	<input type="checkbox"/>	\$550.00 (\$750 if formal not completed at ADS)	
	Three Machine Package	<input type="checkbox"/>	\$5200.00 (Your choice of machines)		N/A		N/A	
	Four Machine Package	<input type="checkbox"/>	\$6200.00 (Your choice of machines)		N/A		N/A	
	Five Machine Package	<input type="checkbox"/>	\$7500.00 (Your choice of machines)		N/A		N/A	
TLIC607C	Drive multi/combination vehicle	<input type="checkbox"/>	\$1500 (HC-MC, 1 Day Course)		N/A		N/A	
	Drive multi/combination vehicle	<input type="checkbox"/>	\$2200 (HR-MC, 2 ½ Day Course)		N/A		N/A	
All course fees are required to be paid in FULL prior to commencement of course.							Total Fees	
Student responsible for obtaining Blue Card							Deposit Paid	
Student responsible for \$65 fee at Australia Post for Ticket from WH & S							Total:	
Applicants Signature:				Date:				



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Section 1: Eligibility (MC/B Double Only)

To be eligible to enrol in MC/B Double course you must meet the following criteria. Please the criteria to signify acceptance:

- Hold a valid, current HR or HC licence for a minimum of 12 months.
- Meet State Government requirements for enrolment in the course.

Is English the primary language spoken at home: Yes No

Have you completed any courses in the last 5 years: Yes No

If yes what course: _____

Section 2: Conditions of Enrolments (For all Courses)

Please the condition to signify acceptance.

- I have read the course information sheet and bring the appropriate licence.
- I will attend training dress in appropriate clothing dependant on the class of vehicle enrolled in.
- I will obey all traffic regulations and laws of the state I am participating in training in.
- My vehicle (if used in training) is in a roadworthy and safe condition.
- If I wish to discuss RPL, I will do so before I commence my training.
- The information provided on the "Enrolment Form" is true and if the training provider requires further clarification of my driving history, I will contact Queensland Transport and purchase a copy of my driving history.
- Do you require assistance with LL & N (Language, Literacy and Numeracy): Yes No
(If Yes a private interview will be arrange with your trainer prior to course commencement)

Section 3: Method of Payment

Please the method you wish to pay by:

- Cash
- Cheque (Clearance may be required prior to commencement of course)
- Money Order
- Internet Transfer BSB: 484799, Acct: 029475338, Name: Affordable Driving School
- Credit Card

Please debit my

- Master Card Visa

Card Number: □□□□ □□□□ □□□□ □□□□

Exp Date: □□/□□

Last 3 digits on card: □□□

Amount: \$ □□□□□.□□

Cardholders Name: _____ Cardholders Signature: _____

Section 4: Student Signature

By signing you agree to the conditions of training and have read the course information. You also agree to abide by all the legislative requirements in relation to road use in Australia. You also agree to follow all reasonable directions of the trainer during training with Affordable Driving School. Once training has commence in the course/competency no refund is available for those who leave prior to finalising the course/competency unless the student/client can provide a medical certificate or show extreme personal hardship. 25% of the original cost is non refundable as an administrative/material fee.

Students Name: _____ Signature: _____ Date: _____

****Safety Boots required to be worn for all plant and machinery courses, you must be 18 years of age to undertake a course, Safety vests provided for you to use during all plant and machinery courses****

