



Australian 4x4 Driver Training

Course Information

 <p>NSW Vocational Education & Training Accreditation Board</p>	<p>This course information guide contains information on the following Nationally Recognised competency units from the SRO03 Outdoor Recreation Industry Training Package</p> <p>SRODRV001B – Drive and Recover a 4wd Vehicle SROODR002A – Plan Outdoor Recreational Activities SRODRV002B - Drive a 4wd Vehicle in Difficult Terrain Using Advanced Techniques SRODRV003B - Coordinate Recovery of a 4wd Vehicle Using Advanced Techniques</p>	 <p>NATIONALLY RECOGNISED TRAINING</p>
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Australian 4x4 Driver Training is a Registered Training Organisation under the Australian Quality Training Framework - National Provider Number 91518

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Introduction, Course Outline and Material

Australian 4x4 Driver Training offers three levels of 4wd driver training with no course having more than 5 trainee drivers, most have less than that, which means you will spend more time doing practical work rather than standing around watching others.

Our courses are run entirely in a natural bush setting and you will experience driving on a variety of real bush tracks, the sort you are likely to experience when you go out on your own, including steep tracks, rutted, washed out and rocky tracks, water crossings and sand.

All of our courses are activity orientated rather than classroom centered. This means that you spend all the time in the bush doing actual driving rather than sitting in a classroom for hours learning theory. The theory that you would normally spend time in the classroom learning is taught to you throughout the course as part of the practical exercises, where appropriate, as well as through some pre-course reading material that we will supply you beforehand which will take, on average about an hour to read the material and complete the questionnaire.

There is absolutely no doubt that the more practical experience we give you and the more time you spend actually driving and gaining first hand experience on how to cover different terrain types in real bush settings, instead of just talking about it, the better and safer off-road driver you will be when you go out on your own.

Coupled with the high levels of practical experience that we offer in our courses your trainer is a fully qualified workplace trainer and assessor with over 40 years of 4wd driving experience and over 25 years experience of delivery training courses.



All of the 4x4 driver training courses run by Australian 4x4 Driver Training use the course material produced by the Australian National Four Wheel Drive Council

The Trainee Guides that all trainees receive as part of the course are produced to a very high standard, are very comprehensive and are packed with information

An Overview of the 4wd Driving Courses

These are nationally accredited training courses which are recognised Australia wide.

Level 1 - Jump Start Recreational 4wd Driving Course – 1 Day

This course has been especially formulated and is ideal for those who don't have time for a full on course and are looking to use their 4wd for recreational purposes. The course runs for one full day and is normally day one of the two day course.

It is a busy day that starts at 8.15 am and finishes at about 4 pm, depending on how many participants there are, that will give you the experience of driving over various different terrain types including steep ascents and descents, rutted, sandy, washed out and rocky tracks. You will also be undertaking water crossings and learn how to do a snatch strap recovery.

There is some pre-learning which we will send you and, once completed you will qualify for a Nationally Recognised Certificate of Attainment which is issued under the Australian Qualifications Framework and is recognised throughout Australia

Level 2 – Drive and Recover a 4wd Driver Training Course – 2 Days

The entire course is spent in the bush where we concentrate on giving you quality training

There is a small amount of pre-course reading for you to do and the course covers the areas covered in our level 1 course but includes a lot more driving practice and also covers some additional recovery techniques.

Once completed you will qualify for a Nationally Recognised Certificate of Attainment which is issued under the Australian Qualifications Framework and is recognised throughout Australia

There is more detail of what the course covers below

Level 3 Advanced Drive and Recover a 4wd Driver Training Course – 2 Days

It is a requirement of doing this course that you have satisfactorily completed the following units of competency - SRODRV001B – Drive and Recover a 4wd Vehicle and SROODR002A – Plan Outdoor Recreational Activities to a national standard either through us or another Registered Training Organisation

The entire course is spent in the bush where we concentrate on giving you quality training

There is a small amount of pre-course reading for you to do and the course covers advanced 4wd driving as well as recovering a 4wd using advanced techniques

Once completed you will qualify for a Nationally Recognised Certificate of Attainment which is recognised within the Australian Qualifications Framework and is recognised throughout Australia

There is more detail of what the course covers below



The course costs are

1 day course with one driver in vehicle	\$245.00
1 day course with two drivers in vehicle	\$375.00
2 day courses with one driver in vehicle	\$375.00
2 day courses with two drivers in vehicle	\$525.00

4 - More detail on what the Levels 1 and 2 – Drive & Recover a 4wd Drive Driver Training Courses cover

Day one is exactly the same on both courses and covers the full training requirement. By extending your training to include the second day you will give yourself the added practice and experience of covering additional terrain and water crossings. Practice is the key to become a good 4wd driver and the second day represents excellent value towards this.



The courses cover the competency units listed below and on satisfactorily completing the course you will receive a Nationally Recognised Certificate of Attainment in the following –

 	<p><u>SRODRV001B – Drive and Recover a 4wd Vehicle</u></p> <p>The unit covers the skills and knowledge required to use appropriate range and gear techniques to drive a 4wd over and through different terrain types as well as understanding basic vehicle recovery techniques and includes</p> <ul style="list-style-type: none">Identify 4wd Specific terms, technology and techniquesPlan for minimal impact damagePerform pre-departure checksUse features of a 4wd to drive a variety of terrain typesUse a single snatch strap to recover a vehiclePerform maintenance and minor repairs on 4wd vehicles <p><u>SROODR002A – Plan Outdoor Recreational Activities</u></p> <p>The unit covers the basic knowledge and skills required to plan and conduct outdoor recreational activities and includes</p> <ul style="list-style-type: none">Make logistical arrangementsSelect and use suitable outdoor equipmentIdentify, plan and monitor food requirementsIdentify and plan for water needs and usageIdentify and plan clothing requirementsParticipate in an outdoor activity
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5 - More detail on what the Level 3 – Advanced 4wd Driver Training Course covers

The Level 3 Course is dependant on the trainee having completed SRODRV001B – Drive and Recover a 4wd Vehicle and SROODR002A – Plan Outdoor Recreational Activities to a national standard either through us or another Registered Training Organisation.

On satisfactorily completing the course you will receive a Nationally Recognised Certificate of Attainment in the following –

 	<p><u>SRODRV002B - Drive a 4wd Vehicle in Difficult Terrain Using Advanced Techniques</u></p> <p>Which covers the advanced skills and knowledge required to use appropriate range, gear and techniques to drive a four wheel drive vehicle through and over difficult terrain and includes -</p> <p style="text-align: center;">Drive a 4wd vehicle in difficult terrain Perform maintenance and minor repairs on 4wd vehicles</p> <p><u>SRODRV003B - Coordinate Recovery of a 4wd Vehicle Using Advanced Techniques</u></p> <p>This unit covers the use of a variety of recovery equipment and advanced skills to recover 4wd vehicles in difficult terrain conditions and includes -</p> <p style="text-align: center;">Operate in a safe manner Operate in an environmentally friendly manner Use a snatch strap to recover a 4wd vehicle up a steep incline Use vehicle recovery equipment Use a winch to recover a 4wd vehicle Demonstrate the safe use of jacks Maintain vehicle recovery equipment</p>
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6 - Trainee Eligibility

Trainees must have a current driver's license that is valid in NSW. Learner drivers must be accompanied by a fully licensed driver at all times during the training. Acceptance of any trainee on a course is subject to the trainee and any passengers signing the Australian 4x4 Driver Training Risk Indemnity Form, a sample of which is attached to this document.

7 - Where the Courses are Held

Australian 4x4 Driver Training normally operates in natural forest areas near Lithgow under permission from Forests NSW and access consent from National Parks & Wildlife Service, however different venues can be considered for corporate, government and private training groups.

8 - Health and Safety

The training is conducted in a natural bush setting on bush tracks in various stages of repair (or disrepair) and is designed to introduce trainees to the real world of 4wd driving and may, at times, place them outside of their comfort zone, however, Australian 4x4 Driver Training does at all times regard the health and safety of course participants as a very high priority. The tracks usually used in the process of course delivery may be changed and/or varied at the discretion of Australian 4x4 Driver Training for health and safety issues of trainees and/or vehicles.

9 - What the Course Cost Includes and Doesn't Include

The course cost includes instruction by a qualified trainer, comprehensive 4wd instruction manual, all fees payable to the land managers and a nationally recognised statement of attainment for students who satisfactorily complete the driver training courses.

The course cost does not include meals and accommodation. Camping is allowed in the forest training area at no cost, although there are no facilities. There is a council run camp site close to the training area with facilities from \$10.00 per night, per vehicle. There are various accommodation options available in and around Lithgow and a country pub at Rydal, which is close to the training area, represents good value and starts from \$35 per night.

10 - What You Should Bring With You

You should wear closed in footwear, preferably boots, and suitable clothing for the bush. A hat should be worn and sunscreen used to prevent sunburn, a rain coat of sorts should be brought with you if rain is predicted as training will continue, at the discretion of Australian 4x4 Driver Training, during rain.

At least two litres of water should be carried per person per day and an additional 5 litres should be carried for the vehicle. There are no shops in close proximity to the training area so you should bring your own lunch and any other food and provisions you may require

Please note that trainees who arrive for training wearing thongs or other unsuitable footwear will not be able to participate in the training if they don't also have the required footwear to change into

11 - Vehicle Requirements and Eligibility

Trainees will use their own vehicles and a maximum of two drivers will be allowed per vehicle. We encourage spouses and/or partners to join in and so one non-participating, passenger will also be allowed per vehicle at no extra cost. Children may also accompany their parents by prior arrangements with Australian 4x4 Driver Training. A risk indemnity form is required to be completed by non-participating passengers and by a parent and/or guardian for accompanying children.

Ideally vehicles should have a high and low range transmission configuration. If you have a single range or "softroader" type of vehicles it may **not** be suitable for all of the tracks and terrain that we train on. Vehicles should have a recovery point front and rear. If in doubt please talk to us about what is required.

If you have a single range or softroader vehicle please talk to us about your requirements.

Vehicles must be registered, be in a road worthy condition and be mechanically sound.

Australian 4x4 Driver Training does take the health and safety of its trainees very seriously and your trainer has the authority to remove any participant and/or vehicle from the course where the trainer judges a vehicle to be unsafe and/or un road worthy and/or a threat to the health and/or safety of its driver, passengers and/or any other course participant.

12 – When Course Fees are Due

A deposit of 10% is required at the time of booking and, for your protection, is held in a separate bank account until your training is completed. The balance is due not less than 3 days prior to the course commencement. Payment can optionally be processed through Paypal who offer buyer protection. Please ask at the time of booking

13 – Disability, Language, Numeracy and Literacy Eligibility

Australian 4x4 Driver Training has a total non discrimination policy in regard to potential trainees with disabilities however it should be understood that the training courses conducted by us do require a certain amount of physical activity in and on, sometimes, rough terrain and all trainees need to be able to partake in these activities in order to satisfactorily complete the course assessments.

In the event that you have disabilities that will not allow you to participate freely in the physical activities you will still be welcome on the course but you must have a "walker" with you who is someone capable of doing the physical side for you and someone who you are happy to take instruction from regarding the conditions ahead and the course/route you should take.

If you fall into this category please advise us before the course so that we are in the best position to fully satisfy your training needs.

Australian 4x4 Driver Training delivers its 4wd driver training courses in English only however we are happy to have non English speaking trainees participate in our courses providing Australian 4x4 Driver Training provides an interpreter at the trainee's expense.

If you fall into this category please advise us before the course date so that we can ensure that we are in a position to offer you the best possible outcome to your 4wd driver training with us.

Those with numeracy issues should not have any problems with our training however those with literacy (reading) difficulties are asked to contact us prior to the course so that we can ensure your best interests are being catered for during the training course

14 - Recognition of Prior Learning

It is a requirement that before undertaking the Australian 4x4 Driver Training Advanced Driver Training Course trainees must have completed the competency units in the Level 2 Drive & Recover a 4wd Vehicle course as set out above. In the event that this training was completed with another training organisation Australian 4x4 Driver Training will accept that training as having satisfied the pre-requisite providing a nationally accepted statement of attainment is available and current for the following competency units or equivalent

SRODRV001B – Drive and Recover a 4wd Vehicle
SROODR002A – Plan Outdoor Recreational Activities

15 - Trainee Feedback

Australian 4x4 Driver Training requires trainee feedback, comments and suggestions on the completion of the training in our endeavor to continually improve standards of the training and services that we offer and we appreciate and thank you for your input in advance.

16 - Code of Conduct

Trainees who are suspected of being under the influence of alcohol and, or, recreational drugs of any description will not be able to participate in the training courses and neither will the consumption of the above during the training be allowed. By doing so you will be asked to leave the training course

Abusive, threatening and/or course language or acts will not be regarded as acceptable behavior and you will be asked to leave the training course at the trainer's discretion

Australian 4x4 Driver Training will not condone harassment of any nature by any trainee/s against another. Trainees who engage in harassment will be asked to leave the training course at the trainer's discretion

In the event that Australian 4x4 Driver Training asks a trainee to leave a course or cancels a trainee's course participation due the above no refunds will be issued and no future alternative training courses will be agreed on.

17 - Cancellation and Refund Policy

Trainees who have paid for courses will be able to switch from one advertised date to another without penalty at any time up until two days prior to the date originally paid for. Within two days of the course will be considered a cancellation.

Cancellations will result in a full refund of any monies paid up until 5 days before the course date and 50% thereafter.

Trainees on courses that are cancelled by Australian 4x4 Driver Training due to unsuitable weather or natural hazard reasons will be given the opportunity of completing their training at a mutually acceptable future date

If other, or special, circumstances prevent your attendance on a course that you have booked for please contact the CEO at Australian 4x4 Driver Training to discuss your situation

18 – Assessment Process

4wd driver training courses conducted by Australian 4x4 Driver Training are competency based and are assessed as such.

In the event that a trainee is assessed as Not Yet Competent the trainee will be given the opportunity of completing further study and / or practical training on the day or at another mutually acceptable time.

Alternatively the trainee has the option of appealing the assessment decision in writing to Australian 4x4 Driver Training within 7 days from the original assessment date which will be handled as per the Australian 4x4 Driver Training Complaints and Appeals Process

19 - Complaints and Appeals Process

In the event that a trainee believes he/she has been incorrectly assessed, or has been unfairly treated in any way the trainee and the course trainer/assessor are encouraged to resolve the issue to the satisfaction of all parties.

In the event that the issue is not reasonably resolved the trainee should notify Australian 4x4 Driver Training in writing within 7 working days of the occurrence presenting all of the details of the complaint and/or appeal.

The trainee will be able to discuss the issue with the CEO of Australian 4x4 Driver Training

Australian 4x4 Driver Training management will review the case and will respond to the trainee within 7 working days of having received the appeal and/or complaint and the trainee will be clearly informed of the outcome

If Australian 4x4 Driver Training and the trainee cannot satisfactorily resolve the appeal/complaint within the above time frame the trainee has the right to request an independent arbiter who is conversant with the 4wd driver training industry and is acceptable to both parties, the cost of which will be paid for by the party ruled against.

It should be noted that it is in the best interests of Australian 4x4 Driver Training to resolve appeals and/or complaints at the earliest possible opportunity and every endeavor will be made to do so.

Australian 4x4 Driver Training sees appeals and complaints as an opportunity to examine its processes and procedures in order to determine if there are operational or other improvements that can be made to its systems and or processes

Trainees who are not satisfied with the outcome of their complaint and/or appeal can contact the National Training Complaints Hotline on 1800 000 674

20 – Compliance with Legislation

Australian 4x4 Driver Training complies with relevant Commonwealth and State legislation and regulatory requirements that are relevant to its operations and to its scope of registration. It fully ensures that its staff and clients are fully informed of requirements that affect their duties or participation in vocational education and training.

Further information can be obtained from the following web sites –

VETAB which stands for Vocational Education Training Accreditation Board and is responsible for regulating Registered Training Organisations (RTO's) in New South Wales of which Australian 4x4 Driver Training is one.

The VETAB website is at www.vetab.nsw.gov.au

Current legislation information from www.austlii.edu.au

The information that effects your participation in Vocational Education and Training includes –

Commonwealth Legislation

- Human Rights and Equal Opportunity Commission Act (1986)
- Disability Standards for Education (2005)
- Disability Discrimination Act (1992)
- Racial Hatred Act (1995)
- Racial Discrimination Act (1975)
- Sex Discrimination Act (1984)
- Privacy Act and National Privacy Principle (2001)

State Based Legislation

- Vocational Education and Training Act (2005)
- NSW Anti-Discrimination Act (1977)
- NSW Commission for Children and Young People Act (1998)

21 – Privacy Policy

Your privacy is important to us and to better protect your privacy we provide the following information explaining our data storage practices and the choices you can make about your information. The information we collect is typically as follows, however this may vary in some cases

The typical information collected is Name, Address, Email address, Phone number, Vehicle type and registration number and, if you have placed an order with us via telephone, Credit Card Information, which is only kept for a short time, we may also have digital images of you and/or your vehicle which may be used for promotional and/or advertising purposes if you have given us express permission to do so.

We never use or share personally identifiable information provided to us with any other person, organisation, entity and/or third party except if we are directed to do so by law where we may be required to provide data for the compilation of training statistics by government agencies.

You may request a copy of the personally identifiable information that we have on you which you can also request in writing to have modified and/or deleted except for that which we are required by law to hold for 30 years in relation to training that you have received from Australian 4x4 Driver Training

We are further required to keep accounting and tax related documents for a period of 7 years which may also contain personally identifiable information.

Printed, hard copy, information is kept for a period of six months and thereafter all data storage is held electronically and digitally. Electronic and digital media is backed up onto portable storage media weekly.

To further protect your privacy and security, we will take reasonable steps to verify your identity before granting access to and/or making corrections to any of your personal information.

Should you have other questions or concerns about this privacy policy, please either phone, write to or email the Chief Executive Officer at Australian 4x4 Driver Training.

22 – Risk Indemnity Form



John Cantrell t/as ABN 64 873 396 917

PO Box 85, Glenbrook, NSW, 2773

Phone (02) 4739 80345 Fax (02) 8915 1480 Mobile 0408 245 892

I _____ hereby understand that 4wd activities can be dangerous and can cause injuries, death and, or, vehicle damage.

I hereby declare that I will not hold John Cantrell, Australian 4x4 Driver Training, it's associates and, or, affiliates and, or, it's insurers liable for any loss, injury or death, including vehicle damage, that I may suffer as a result of undertaking 4wd driver training with John Cantrell trading as Australian 4x4 Driver Training.

It is further understood and agreed that participation in 4wd driver training by me with Australian 4x4 Driver Training is not to be construed as an admission of any liability and acceptance of assumption of responsibility by John Cantrell, Australian 4x4 Driver Training, it's associates and, or, affiliates and, or, it's insurers, jointly and severally, for any injury, death and, or, vehicle damage.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected personal loss, injuries, death and, or, vehicle damage.

I declare that I am in good health and capable of the activities required to complete the 4wd driver training course.

I, my heirs, executors and, or, other interested parties hereby release John Cantrell, Australian 4x4 Driver Training, it's associates and, or, affiliates and, or, it's insurers, jointly and severally, from any liability, however caused, in connection with my taking part in this 4wd driver training course.

I understand that the consumption of alcohol and the use of narcotic and other mind altering drugs is forbidden prior to and during the course sessions. Being under the influence of, or the use and, or, consumption of the above prior to, or during training sessions, will result in the immediate, non-refundable, termination of my training.

I declare that I have read the above, understand its contents and agree to participate in the 4wd driver training course on the above terms and conditions.

Signed _____ Date _____

Drivers License Number _____ Expiry Date _____ State of Issue _____

I am on the following medication and, or, have the following medical condition/s, that may affect my participation in the 4wd training course (mark N/A if none applies)

Signed _____ Date _____

In the event of an accident or injury please contact _____

Relationship _____ Phone _____ Mobile _____

23 – Course Booking Form

Please email, fax or post to –
Australian 4x4 Driver Training
PO Box 85, Glenbrook, NSW 2773
Phone (02) 4739 8034 Fax (02) 8915 1480 Mobile 0408 245 892

Name _____

Phone _____ **Mobile** _____

Address _____

Best Time To Contact _____

Email _____

Course Type _____

Course Date _____ **Cost \$** _____

Vehicle _____

Special Needs –

- **Disability Yes / No** If yes please detail _____
- **Learning Needs Yes / No** If yes please detail _____
- **Written English Yes / No** If yes please detail _____
- **Spoken English Yes / No** If yes please detail _____

Method of Payment (please tick) [] Credit Card [] Cheque Attached [] Bank Transfer

If you wish to pay by credit card over the phone please call on the above phone numbers

Card Number _____ / _____ / _____ / _____

Expiry ____ / ____

Name on Card _____

If you wish to pay by bank transfer our bank account details are –

Bank	Suncorp
BSB	484 799
Account Number	201957228