

Welcome and thank you for choosing Keens Truck Driver Training Bunbury. As a provider of high quality specialised training and assessment services the following aims to ensure that you have information regarding the booking process and training and assessment process.

Information for Medium Rigid, Heavy Rigid, Heavy Combination & Multi-Combination:

- ➔ Reading the Learners Guide will assist you in the theory and practical aspects of your training and assessment
- ➔ If at any time you do not understand something, ASK! We are here to help
- ➔ You are required to comply with WA road rules while driving, at all times
- ➔ Driving assessments (theory/practical) will be carried out consistent with the National Unit of Competency, and this is done PRIOR to your Licensed Practical Assessment
- ➔ Practical driving assessments will be carried out to the standard prescribed by the Department of Transport - licence assessment *for the appropriate class*
- ➔ To achieve the appropriate licence class (HR, HC or MC) you will need to meet competency in both the theoretical and practical components
- ➔ Your trainer will provide feedback on your driving performance throughout the day, and work with you one-on-one

What you need to know before placing a booking:

- ➔ You will be required to provide Keens Truck Driver Training with your Drivers Licence details so that they may perform a licence eligibility check with the Department of Transport
- ➔ You will be required to provide your USI number at the time of placing the booking, and if you do not have one, one will need to be created by yourself and given to Keens Truck Driver Training Bunbury prior to any training being undertaken
- ➔ You will be required to undertake an Eyesight Test on the first day of training PRIOR to undertaking any training. Should you fail the eyesight test, your training cannot continue.
- ➔ All fees are available via our website, either on the FAQ page, or on the Downloads page.
- ➔ If requested, you will be required to supply Evidence of Prior Learning or experience in certain circumstances, and this must be made available to Keens Driver Training BEFORE a booking can be made. Our Third Party Verification of Training Form is available via our Downloads page on the website. This information WILL be verified by Keens Driver Training
- ➔ Please note, at the time of booking, you will be asked to confirm that you have read and understood the information provided in this document.

Checklist Prior to training

- All fees must be paid prior to training commencement
- I have a USI number
- I have a copy of the student learner guide, and I HAVE studied it
- I have advised Keens Driver Training of anything that may affect my ability to participate in the course



On the day of training:

- Appropriate workplace clothing— closed in shoes
- Drivers Licence + another form of identification
- USI number if not provided at time of booking
- Ability to finalise any outstanding fees
- I am aware that I need to attend training free from the influence of drugs and/or alcohol
- I have had sufficient sleep and am attending the training environment fit for work

Booking Confirmation – Client Declarations

- I understand that participation in this course requires me to be able to **read, write and understand English** sufficient to complete basic forms. I understand that if my English is not to the standard I have advised and prevents me from participating in the course I will not be eligible for an refund of fees paid
- Course deposit of 50% is required to secure the booking. If at any time I cancel a non-refundable administration fee of \$80 is charged. If I cancel with less than 7 days' notice I will forfeit deposit paid.

General Information

- ➔ Our policies are available on request or via our website
- ➔ Student handbook is available on request or via our website
- ➔ For information on fees/charges please contact the office, or check out the website

Contact Details

a | 34 Shanahan Rd, Davenport WA 6230
p | (08) 9726 0530
w | www.keensdrivertraining.com.au
e | infokeenboys@westnet.com.au



RTO number 51798
AP Code **610**