

Road Transport (Driver Licensing) Learner Licence Training Course (Learner Driver First Aid) Approval 2023 (No 1)

Notifiable instrument NI2023-703

made under the

Road Transport (Driver Licensing) Regulation 2000, section 15 (1) (b) (Approval of training courses)

1 Name of instrument

This instrument is the *Road Transport (Driver Licensing) Learner Licence Training Course (Learner Driver First Aid) Approval 2023 (No 1)*.

2 Commencement

This instrument commences on 22 November 2023.

3 Approval

The course outlined in Schedule 1 to this instrument constitutes a learner licence training course for the purposes of section 15 (1) (b) of the *Road Transport (Driver Licensing) Regulation 2000*.

I approve the providers listed in Schedule 2 to this instrument to deliver the learner licence training course outlined in Schedule 1 to this instrument.

This approval is subject to the conditions in Schedule 3 to this instrument.

4 Expiry

This instrument expires on 31 March 2025.

Kirra Cox PN_____

Executive Branch Manager, Strategic Policy and Programs, as a delegate of the Road Transport Authority
13 November 2023

Note: Section 17 (1) (b) of the *Road Transport (General) Act 1999* provides that the road transport authority can delegate a road transport authority's functions under the road transport legislation to a public employee.

Schedule 1

Approved Learner Licence Training Course

- 1) The Learner Driver First Aid (the Course) is a learner licence training course available to ACT learner licence holders to satisfy a component of the required driving hours for eligibility for an ACT provisional licence.
- 2) The purpose of the Course is to equip learner drivers with basic first aid skills, to assist them in responding to injuries sustained in a road traffic collision if they are ever involved in, or are witness to, such an accident.
- 3) Successful completion of the Course, within 5 years prior of the learner driver applying for their provisional licence, will provide a learner driver with 5 required driving hours for the purpose of meeting the required driving hours as set out in section 22 (3) (c) of the *Road Transport (Driver Licensing) Regulation 2000*. The 5 required driving hours will only be applied once, for one of the approved courses listed in Schedule 2.

Schedule 2

Approved Course Providers

The following providers are approved to deliver the specified Learner Driver First Aid courses that are eligible for the logbook credit:

Provider	St John Ambulance Australia Ltd
Business name	St John Ambulance Australia
Provider ABN	83 373 110 633
Approved Courses	<ol style="list-style-type: none">1. <u>Driver First Aid</u>2. <u>Provide First Aid – 4 hour</u>3. <u>Provide First Aid – 1 Day</u>4. <u>CPR – 2 hours</u>

Provider	CBD College Pty Ltd
Business name	CBD College Pty Ltd
Provider ABN	52 098 477 466
Approved Courses	<ol style="list-style-type: none">1. <u>HLTAID011 Provide First Aid</u>

Provider	Allens Training Pty Ltd
Business name	Allens Training Pty Ltd
Provider ABN	63 114 756 857
Approved Courses	<ol style="list-style-type: none">1. <u>Roadside Safety Awareness for Learner Drivers</u>2. <u>Roadside Safety CPR</u>3. <u>Roadside Safety First Aid</u>

Provider	Aspen Medical Pty Ltd
Business name	Aspen Medical Training Academy
Provider ABN	32 105 250 413
Approved Courses	<ol style="list-style-type: none">1. <u>Learner Driver First Aid Course</u>

Schedule 3

Conditions of Approval

The following are conditions of approval to deliver the Learner Driver First Aid (the Course).

Failure by an Approved Course Provider, or subcontractors of the Approved Course Provider, to comply with any of the conditions of approval listed in this Schedule, or as amended from time to time, may, at the discretion of the Road Transport Authority, give rise to grounds for revocation of the approval provided by this instrument. An Approved Course Provider must inform the Territory as soon as practicable if it is unable to comply with the terms of this approval as set out in this schedule.

When approval under this instrument ends, an Approved Course Provider must immediately cease describing itself as an Approved Course Provider.

1. Eligibility to Participate in a Learner Driver First Aid course

- a) As per section 22 (4) of the *Road Transport (Driver Licensing) Regulation 2000*, learner licence holders will be required to have held their learner driver licence for a minimum of 3 months before being eligible to complete the Driver First Aid Course.

2. Delivery of the Learner Driver First Aid

- a) An Approved Course Provider must ensure the Course is listed in Schedule 2, in order for the course to be eligible for the 5 hour driving credit.
- b) An Approved Course Provider must provide all equipment and supplies required to conduct the Course.
- c) An Approved Course Provider is encouraged to make the Course accessible to:
 - i. individuals from non-English speaking backgrounds; and
 - ii. individuals with special needs, for example, hearing impairment, attention and behavioural issues, intellectual or learning difficulties, poor literacy or low-level language skills.
- d) Participants from a non-English speaking background may be provided with the assistance of an interpreter or support person who may assist alongside

them and help them to understand the course content.

- e) An Approved Course Provider must issue each participant who successfully completes the Course with a completion certificate that is numbered and dated, in a format that is accepted by the Territory.
- f) An Approved Course Provider may use the “Supported by ACT Government” logo on the completion certificate.
- g) Successful completion means:
 - i. active participation in the Course; and
 - ii. completion of all required components
- h) An Approved Course Provider must advise the Territory of any changes to the name advised in their application for approval under which the Course will be marketed to the public.

3. Course materials

- a) An Approved Course Provider must notify the Territory if there is any change to the Course material.

4. Booking Service

- a) An Approved Course Provider is responsible for providing a booking service that is available to the public.

5. Minimum Standards for persons delivering the Course

- a) An Approved Course Provider must ensure that each person that delivers the Course meets the following minimum standards:
 - i. has appropriate knowledge and skills to provide the training;
 - ii. has an appropriate ACT working with vulnerable people clearance;
 - iii. is of good character; and
 - iv. as outlined in the provider application process.
- b) Records demonstrating that persons delivering the Course meet these minimum standards may be sought by the Territory at any time and must be provided by an Approved Course Provider within 14 days of receipt of the request from the

Territory.

- c) Nothing in this Approval constitutes an Approved Course Provider, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose and an Approved Course Provider must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

6. Fees

- a) Course fees are determined by the Provider and wherever possible must be set at an affordable level.
- b) Course participants are responsible for all costs associated with attending the Course. Fees are to be paid directly to the Approved Course Provider.
- c) An Approved Course Provider must provide details of course fees, including fee changes, to the Territory upon request.

7. Assignment and Subcontracting

- a) An Approved Course Provider must not assign or subcontract its obligations under this Schedule or the delivery of the Course to independent contractors without the prior written approval of the Territory or otherwise in accordance with these conditions of approval. If the Territory gives its approval, the Territory may impose any conditions.
- b) Subject to clause 8(a) and clause 6(a), an Approved Course Provider may engage a person, other than another Approved Course Provider, to deliver the Course who is an independent contractor rather than an employee of an Approved Course Provider.
- c) Where an Approved Course Provider subcontracts its obligations under this Schedule or the delivery of the course to independent contractors, the Approved Course Provider remains responsible for its obligations and will indemnify and keep indemnified the Territory in respect of all losses, damages, costs and expenses directly or indirectly incurred or suffered by the Territory

or any other person, including the Approved Course Provider, as a consequence of any conduct of the subcontractor.

- d) The subcontractor of an Approved Course Provider must deliver the course:
 - i. in the name of the principal Approved Course Provider;
 - ii. in the name of a Registered Training Organisation (RTO); or
 - iii. as an RTO.

8. Information Requests from the Territory

- a) The Territory may seek information and/or records from an Approved Course Provider in relation to the approval in this instrument and compliance with the conditions of approval in this Schedule at any time. This includes:
 - i. the number of Courses conducted;
 - ii. the number of participants at each Course conducted;
 - iii. the completion rates for the Course;
 - iv. demographic or other information requested by the Territory for the purpose of evaluating the Course;
 - v. the completion status of any participant in the Course for verification purposes.
- b) On request, the Approved Course Provider must allow the Territory to attend the delivery of a Course, for the purpose of ensuring delivery of the Course is fit for purpose.
- c) A response to a request for information and/or records from the Territory must be provided by an Approved Course Provider within 14 days of receipt of the request from the Territory, unless agreed otherwise.

9. Notification of Change to Approved Course Provider Ownership

- a) The Approved Course Provider must notify the Territory if the Approved Course Provider has sold, transferred or assigned the ownership of its company to another person or legal entity (a change of ownership).
- b) Where a change of ownership has occurred, the Territory may request information be provided by an Approved Course Provider within 14 days of

receipt of the request, to assess whether the new owner is suitable to be an Approved Course Provider.

10. Definitions

Learner Driver First Aid means the course outlined in Schedule 1 of this instrument.

Registered Training Organisation (RTO) means an organisation that delivers nationally recognised training in the Vocational Education and Training (VET) sector. To deliver this training, they need to be approved by the Australian Skills Quality Authority (ASQA).

Approved Course Provider means an RTO that is approved to deliver Learner Driver First Aid as stated in Schedule 2.