



# KEEN BROS DRIVER TRAINING

AUTHORIZED PROVIDER NO. 500  
RTO CODE: 50062

## ENROLMENT & DECLARATION

Thank you for enrolling to complete a driving qualification with Keen Bros. The training and assessment standards that we operate under require us to fully inform students *prior* to enrolment the amount of training it takes a 'typical learner' to complete. You the learner must before you enrol:

- a) Read the enclosed information about the amount of training and acknowledge you have read and understood it; and
- b) Provide us with the required basic information which will assist us in determining your training program and the 'typical' time you may need to complete your training and assessment.

## PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Keen Bros. WA Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Keen Bros. WA Pty Ltd for statistical, administrative, regulatory and research purposes. Keen Bros. WA Pty Ltd may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts.
- facilitating statistics and research relating to education, including surveys and data linkage.
- pre-populating RTO student enrolment forms.
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies.

Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

**Please refer to the *Student Handbook* on the Website for student support services and other useful information for students.**

# Gearbox Information

The licence class you enrol in comes down to a number of key factors:

- What truck do you need to drive, which is often determined by the job you're applying for.
- Your ability to change gears and manoeuvre vehicles.
- Your budget.

For further information on Gearboxes, please refer to KEEN BROS website under the Licences/Courses tab.

## Amount of Training

The amount of training needed by each student will be dependent upon the needs of the individual. Given that all students will hold a previous drivers licence they will have some driving experience and possibly have driven trucks before (LR or MR class). The 'typical' amount of training (which includes one-on-one tuition within a truck, face-to-face lessons, assessment and mentoring) for each class is as follows:

LR	MR	HRA	HRB	HR	HCA	HCB	HC	MCA	MCB	MC
Light Rigid	Medium Rigid	Heavy Rigid Automatic	Heavy Rigid Synchromesh	Heavy Rigid Road Ranger	Heavy Combination Automatic	Heavy Combination Synchromesh	Heavy Combination Road Ranger	Multi Combination Automatic	Multi Combination Synchromesh	Multi Combination Road Ranger
3 hours	3 hours	4 hours	8 hours	10 hours	11 hours	17 hours	19 hours	12 hours	18 hours	20 hours

For a typical student with prior truck knowledge and driving experience, an assessment only approach may be used which may take between 2 and 10 hours duration depending on the truck type. Each stream will have prior reading of between 2 – 4 hours which outlines road rules pertinent to each licence class, important information about assessment processes and general student information.

Once the units have been achieved, a student can then elect to undertake a Department of Transport PDA to obtain an on-road licence. This is a separate process which will take between 1 and 3 hours depending on the licence and gear box type.

### Break down of hours

#### Light Rigid (LR) and Medium Rigid (MR)

Students undertaking either of these licences will undergo 3 hours of training before they complete their PDA which is conducted through Department of Transport's Kelmscott Licencing Centre.

#### HR, HC and MC Streams

Students undertaking any of the streams have 3 gear box options – Auto, Synchro and Road Ranger. Each gear box has a different suggested period of training allocated to it.

Training includes one-on-one mentoring and skill development during practical driving, interviews, face-to-face lessons and assessments. Generally, this training is provided by way of individual lessons for students that will include content to achieve their needs and is delivered in a sequential way to build upon previous experience until they achieve competence in all aspects of the course requirements and can proceed to assessment. Assessment will usually include a combination of questions (oral and/or written) to determine underpinning knowledge, and observation checklists.

#### Heavy Rigid (HR) Stream\*

- Auto                3 hours training and then 1-hour practical assessment.
- Synchro           7 hours training and then 1-hour practical assessment
- Road Ranger      9 hours training and then 1-hour practical assessment

### Heavy Combination (MC) Stream\*

- Auto 9 hours training and then 2-hour practical assessment.
- Synchro 15 hours training (6 hours in HR Synchro, then 9 hours HC driving) and then 2-hour practical assessment
- Road Ranger 17 hours training (8 hours in HR Road Ranger, then 9 hours HC driving) and then 2-hour practical assessment

### Multi Combination (MC) Stream\*

- Auto 9 hours training and then 3-hour practical assessment.
- Synchro 15 hours training (6 hours in HR Synchro, then 9 hours MC driving) and then 3-hour practical assessment
- Road Ranger 17 hours training (8 hours in HR Road Ranger, then 9 hours MC driving) and then 3-hour practical assessment

\* The amount of training typically for a novice driver. Instructors will provide progress feedback to students if further training is needed. Students will have at least 1 x 1-hour lesson to assess their readiness to undertake the assessment for each of the streams and gear box type.

### Pilot/Escort Stream

The amount of training for the Pilot/Escort stream is 24 hours. This is made up of 19 hours of face-to-face instruction, radio call practice and a 5-hour practical assessment at the end of the training period, where students pilot an over-width load on a nominated route. Instructors will provide progress feedback to students if further training is needed. There is also a 2-4 hour pre-course reading requirement for this course.

### SELECT CLASS BELOW (Circle or tick box for your choice)

LR	MR	HR	HRA	HRB	HC	HCA	MC	MCA
Light Rigid	Medium Rigid	Heavy Rigid Roadranger	Heavy Rigid Automatic	Heavy Rigid Synchromesh	Heavy Combination Roadranger	Heavy Combination Automatic	Multi Combination Roadranger	Multi Combination Automatic

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### UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we Keen Bros. WA Pty Ltd can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

UNIQUE STUDENT IDENTIFIER (USI)

## PERSONAL DETAILS

1. Enter your full name. (The name that you used when you applied for your USI, including any middle names.)

Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
First Name:			
Surname:			

2. Enter your birth date.

Day:	Month:	Year:
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3. Licence number and Contact details.

Driver's Licence No:		Expiry Date:	
Contact Phone:		Email Address:	

4. Licence Class(es) and Prior Experience

Classes of Licence			
For each class of licence you have listed above, please provide the following:			
Class	Date obtained	State/Country obtained in	How much experience have you had using this licence?

5. What is the address of your usual residence?

\*Please provide the physical street number and name (NOT POST-OFFICE BOX) where you usually reside, not a temporary address. If you are from a rural area, use the address from your state or territory's 'rural property addressing system' as your residential address.

Address:			
Suburb:			
State :		Postcode:	

6. What is your postal address if different from above?

Address:			
Suburb:			

State :		Postcode:	
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## **LANGUAGE & CULTURAL DIVERSITY**

7. In which country were you born?

- Australia
- Other - please specify: \_\_\_\_\_

8. Do you speak a language other than English at home?

- No, English only
- Yes, other - please specify: \_\_\_\_\_

9. Are you of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, Both
- Prefer not to specify

## **DISABILITY**

10. Do you consider yourself to have a disability, impairment or long-term condition?

- No, please go to question 11.
- Yes, please go to question 10.
- Prefer not to specify, please go to question 11.

11. Please indicate which area(s) apply to you from the following list: (You may select more than one area)

- |   |  |
|---|--|
| <input type="checkbox"/> Hearing/Deaf   | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Physical       | <input type="checkbox"/> Vision                    |
| <input type="checkbox"/> Intellectual   | <input type="checkbox"/> Medical Condition         |
| <input type="checkbox"/> Learning       | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Prefer not to specify     |

## **SCHOOLING**

12. What is your highest completed school level? (Tick ONE box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Year 12 or Equivalent | <input type="checkbox"/> Year 8 or Below       |
| <input type="checkbox"/> Year 11 or Equivalent | <input type="checkbox"/> Never attended school |
| <input type="checkbox"/> Year 10 or Equivalent | <input type="checkbox"/> Prefer not to specify |
| <input type="checkbox"/> Year 9 or Equivalent  |  |

13. Are you still enrolled in secondary or senior secondary education?

- Yes
- No

## **PREVIOUS QUALIFICATIONS ACHIEVED**

14. Have you successfully completed any other qualifications listed in question 14?

- Yes  
 No, please go to question 15.

15. If Yes, tick ANY applicable boxes.

- |   |   |
|---|---|
| <input type="checkbox"/> Bachelor's degree or higher degree                 | <input type="checkbox"/> Certificate II                           |
| <input type="checkbox"/> Advanced Diploma or associate degree               | <input type="checkbox"/> Certificate I                            |
| <input type="checkbox"/> Diploma or associate diploma                       | <input type="checkbox"/> Other/Overseas qualifications not listed |
| <input type="checkbox"/> Certificate IV or advanced certificate(technician) | <input type="checkbox"/> Prefer not to specify                    |
| <input type="checkbox"/> Certificate III or trade certificate               |   |

## **EMPLOYMENT**

16. Of the following categories, which best describes your current employment status?

(Tick ONE box only)

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time employee                            | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Part-time employee                            | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Self-employed – not employing others          | <input type="checkbox"/> Unemployed – not seeking employment |
| <input type="checkbox"/> Employer                                      | <input type="checkbox"/> Prefer not to specify               |
| <input type="checkbox"/> Employed - unpaid worker in a family business |  |

## **STUDY REASON**

17. Of the following categories, which best describes your main reason for undertaking this course? (Tick

ONE box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> I wanted extra skills for my job          |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> Other reasons                             |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Prefer not to specify                     |
| <input type="checkbox"/> It was a requirement of my job   |  |

## **USI APPLICATION THROUGH YOUR RTO** (if you do **NOT** already have one)

### **Application for Unique Student Identifier (USI)**

If you would like Keen Bros.(WA) Pty Ltd to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

- I authorise Keen Bros to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.  
I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.
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Town/City of Birth \_\_\_\_\_

*(please write the name of the Australian or overseas town or city where you were born)*

## **DECLARATION**

- I declare that I have read and understand the information provided within this EOI form, including the Amount of Training.
- I declare I have answered truthfully to the best of my knowledge about my licence classes and experience. I understand that these details are confidential and are protected by relevant privacy laws.
- I declare that I have read, understood and answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws.
- I give my consent to Keen Bros. (WA) Pty Ltd to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
- I have discussed all information regarding Keen Bros. (WA) Pty Ltd training and assessment services.
- I have been provided with copies of the Keen Bros. (WA) Pty Ltd Student Handbook, Complaints and Appeals Policy & Procedure and Code of Conduct.

Date:

Signature: