

Student Information Handbook

Document Code / ID:	HBK-DTECH-001
Target Qualification:	TLI41225 Certificate IV in Motor Vehicle Driver Training
Applicable Standards:	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organizations) Instrument 2025 & Compliance Standards Instrument 2025 (Schedule 4)
Owner / Approver:	Chief Executive Officer / Director
Release Date:	September 2026
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Welcome & About D-Tech Instructor Training

Welcome to D-Tech Instructor Training Pty Ltd (ACN: 700 951 962). We are dedicated to providing premier vocational education and practical driving instructor training across New South Wales. Our head office and theory facility is located at 19 Bromus Street, Marsden Park NSW 2765.

This handbook provides essential pre-enrolment and operational information regarding course entry requirements, fees and refunds, training delivery, code of conduct, student support, and complaint/appeal mechanisms. Please read this document carefully prior to enrolment.

2. Qualification Overview: TLI41225

The TLI41225 Certificate IV in Motor Vehicle Driver Training (Specialisation Group A: Car) comprises 12 nationally accredited units of competency packaged in accordance with training.gov.au requirements:

Unit Code	Unit Title	Core / Elective
TAEASS311	Contribute to assessment	Core
TAEDEL311	Provide work skill instruction	Core
TLIF0025	Follow work health and safety procedures	Core
TLIG2007	Work in a socially diverse environment	Core
TLII0005	Apply customer service skills	Core
BSBINS309	Maintain business records	General Elective
TLIC0031	Apply low risk car driving behaviours	Group A Specialist Elective

TLIC1051	Operate commercial vehicle	Group A Specialist Elective
TLIL2060	Complete induction to the transport industry	General Elective
TLIL4009	Manage personal work priorities and professional development	General Elective
TLIM0008	Conduct car driver training	Group A Specialist Unit
TLIM0016	Develop low risk car driving behaviours in others	Group A Specialist Unit

3. Mandatory Entry Prerequisites (Transport for NSW)

- **TfNSW Eligibility Letter:** You must hold a valid, current Eligibility Letter issued by Transport for NSW.
- **Driver Licence & Age:** Minimum age 21; current Australian unrestricted (full) Class C driver licence held for a minimum of 3 of the last 4 years.
- **Clearances & Medicals:** Commercial Fitness to Drive medical clearance, National Police Check, and current Working With Children Check (WWCC).
- **USI & LLND:** Verified Unique Student Identifier (USI) and satisfactory completion of our Language, Literacy, Numeracy & Digital (LLND) assessment (ACSF Level 3 benchmark).

4. Fees, Fee Protection & Refund Summary

- **Prepaid Fee Cap (\$1,500):** D-Tech Instructor Training strictly complies with prepaid fee protection standards. We do not collect more than \$1,500 in advance fees. Remaining tuition is paid via structured milestone instalments.
- **Cooling-Off & Cancellations:** Full refunds (less a minor \$150 admin fee) apply during the statutory cooling-off period prior to course commencement and portal access.
- **Provider Default:** 100% full or pro-rata refund applies if a course is cancelled or ceased by D-Tech Instructor Training.

5. Student Support & Code of Conduct

- **Individual Learning Support:** Personalised coaching, extended theory time, and LLN assistance are available upon request.
- **Code of Conduct:** Students are expected to maintain professional driving standards, zero blood alcohol concentration (0.00% BAC) during in-car training, punctuality, and mutual respect for trainers and fellow students.

6. Complaints, Appeals & AQF Certification

- **Assessment & Evidence Gathering (POL-DTECH-008):** Assessments are conducted in strict accordance with the Principles of Assessment and Rules of Evidence using approved observation instruments and learner workbooks.
- **Grievances & Appeals (POL-DTECH-001):** If you experience any dissatisfaction or dispute an assessment outcome, you have access to a 3-stage resolution process (Informal -> Formal Review -> Independent Third-Party Mediation) at no cost.



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19 Bromus Street, Marsden Park NSW 2765

Web: www.dtechinstructortraining.com.au

Email: admin@dtechinstructortraining.com.au

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- Certification Issuance (POL-DTECH-005): Upon successful completion of all 12 units and fee reconciliation, your official Testamur and Record of Results will be issued within 30 calendar days.

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Student Pre-Enrolment Declaration & Acknowledgement Form

Please sign and return this page with your enrolment application to confirm you have read and understood the Student Handbook.

Student Full Legal Name:	
Student USI & Date of Birth:	
TfNSW Eligibility Letter Ref #:	
Student Declaration:	I confirm that I have received, read, and understood the D-Tech Instructor Training Student Information Handbook, including entry prerequisites, fee structures, refund policies, and code of conduct.
Student Signature:	Signature: _____
Date Signed:	Date: ____ / ____ / 202__