

Student Enrolment, Entry Requirements and LLN Policy

Document Code / ID:	POL-DTECH-003
Target Qualification:	TLI41225 Certificate IV in Motor Vehicle Driver Training
Applicable Standards:	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (Outcome Standard 2.1) and Compliance Standards for NVR Registered Training Organisations Instrument 2025.
Owner / Approver:	Chief Executive Officer / Director
Release Date:	September 2026
Review Cycle:	Annual (Next Scheduled Review: September 2027)

1. Purpose & Scope

This policy establishes rigorous, transparent, and fair enrolment procedures for D-Tech Instructor Training Pty Ltd, ensuring that every enrolling student meets mandatory statutory prerequisites, regulatory licensing conditions set by Transport for NSW (TfNSW), and possesses the necessary Language, Literacy, Numeracy, and Digital (LLND) capabilities to succeed in TLI41225 Certificate IV in Motor Vehicle Driver Training.

This policy applies to all prospective applicants and administrative/assessing personnel involved in the marketing, recruitment, vetting, and enrolment of learners at 19 Bromus Street, Marsden Park NSW 2765.

2. Mandatory Entry Prerequisites (TLI41225 & Transport for NSW)

Before an enrolment offer is finalised, applicants must provide verified primary evidence confirming:

- **TfNSW Driving Instructor Eligibility Letter:** A valid, current Eligibility Letter issued by Transport for NSW confirming applicant suitability to undertake instructor training.
- **Driver Licence Status & Age:** Current, full (unrestricted) Australian Car Driver Licence held for a minimum cumulative period of 3 of the last 4 years, and minimum age of 21 years.
- **National Police Certificate & Medical Clearance:** Satisfactory National Police Criminal History Check and commercial driver medical assessment (Fitness to Drive) completed within TfNSW guidelines.
- **Working With Children Check (WWCC):** Current WWCC clearance for paid employment.
- **Unique Student Identifier (USI):** A verified USI validated via the USI Registry System prior to training commencement.

3. Pre-Training Review & LLND Diagnostic Assessment

Every applicant undergoes a formal Pre-Training Review (PTR) prior to payment acceptance:

- **PTR Evaluation:** Assessing the applicant's background, existing driving instruction familiarity, educational history, career aspirations, and suitability for blended delivery.
- **LLND Diagnostic Testing:** Applicants complete a standardised LLND assessment benchmarked to the Australian Core Skills Framework (ACSF) Level 3 in Reading, Writing, Learning, and Oral Communication, and Level 2 in Numeracy.
- **Reasonable Adjustment & Support:** Where LLND gaps are identified, D-Tech Instructor Training formulates an Individual Learning Support Plan (e.g., glossary aids, 1-on-1 coaching, extended theory time). If support requirements exceed RTO capacity, appropriate external referral pathways (e.g., Reading Writing Hotline) are provided.

4. 5-Stage Enrolment Workflow

- **Stage 1 - Initial Enquiry & Handbook Disclosure:** Applicant receives course guide, fees breakdown, and Student Handbook.
- **Stage 2 - Formal Application & Prerequisite Submission:** Applicant submits online/paper enrolment form, TfNSW Eligibility Letter, Licence, WWCC, and USI consent.
- **Stage 3 - PTR & LLND Diagnostic:** Applicant completes PTR review and LLND assessment.
- **Stage 4 - Compliance Verification & Offer:** Compliance Officer validates documents and issues formal Letter of Offer / Written Agreement.
- **Stage 5 - Confirmation & SMS Onboarding:** Upon receipt of signed agreement and initial fee deposit (<= \$1,500), student is activated in the SMS and issued orientation materials.



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Appendix A: Pre-Training Review & Enrolment Verification Checklist

Prerequisite / Compliance Element	Verification Evidence Required	Verified [Y/N] & Sign
TfNSW Eligibility Letter	Current valid letter issued by Transport for NSW	[] YES Initials: _____
Unrestricted Full NSW Driver Licence	Copy verified (held min 3 of past 4 years; age 21+)	[] YES Initials: _____
Working With Children Check (WWCC)	Current WWCC clearance number verified online	[] YES Initials: _____
Commercial Medical & Police Check	TfNSW medical assessment + criminal history sign-off	[] YES Initials: _____
Unique Student Identifier (USI)	USI direct registry validation confirmed in SMS	[] YES Initials: _____
LLND Diagnostic Assessment	Completed test meeting ACSF Level 3 benchmarks	[] YES Score: _____ %
Written Agreement & Fee Disclosure	Signed Student Agreement + deposit payment <= \$1,500	[] YES Date: ____/____/20__