



Adept Type P/L tgd as ABN 72 056 338 893

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4wd Adventure Tag Along Tours **VETAB RTO #90778 Nationally Recognised 4wd Driver Training Courses**

Student Handbook - 4wd Driver Training Course Information

Aussie offRoad Experience is a registered training organisation with VETAB (NSW Vocational Education & Training Accreditation Board) delivering training recognised nationally under SR003 – the National Outdoor Recreation Training Package for the following units of competencies:

Basic Course—

- SRODRV001B/01 — Identify four wheel drive specific terms, technology and techniques.
- SRODRV001B/02 — Plan for minimal environmental impact.
- SRODRV001B/03 — Perform pre departure checks.
- SRODRV001B/04 — Use the features of a four wheel drive vehicle to drive in a variety of terrain types.
- SRODRV001B/05 — Use a single snatch strap to recover a vehicle.
- SRODRV001B/06 — Perform maintenance and minor repairs on four wheel drive vehicles.
- SROODR002A — Plan outdoor recreation activities

Advanced Course—

- SRODRV002B/01 — Drive a four wheel drive vehicle in difficult terrain.
- SRODRV002B/02 — Complete pre-departure checks.
- SRODRV003B/01 — Operate in a safe manner.
- SRODRV003B/02 — Operate in an environmentally-safe manner.
- SRODRV003B/03 — Use dynamic recovery equipment to recover a four wheel drive vehicle up a steep incline.
- SRODRV003B/04 — Use vehicle recovery equipment.
- SRODRV003B/05 — Use a winch to recover a four wheel drive vehicle.
- SRODRV003B/06 — Demonstrate the safe use of jacks.
- SRODRV003B/07 — Maintain vehicle recovery equipment.

Aussie offRoad Experience must at all times comply with the standards set by VETAB, all instructions are as per the Accredited Training Package and no variation or advice from the set content of the training guide will be entered into.

1. Course Availability, Venues & Fees

Our courses are available to members of the general public, the business and the government sectors. Generally our courses are held on weekends over 1 day, mid-week training schedules and customized schedules are available upon request as this maybe more suitable to the business and government sectors.

Our venues are various State Forest areas and client preferred venues.

Our fees are advertised in our brochure and on our website, corporate and government clients please contact us for a customised quotation.

2. The course fee includes

Tuition by fully qualified and experienced Trainers, training guide and upon successful completion of all units of competencies a statement of attainment, or no statement is issued when a lower fee is paid see website. No meals are provided.

3. Enrolment; Start and finishing times; What to bring

You can enroll by either completing the attached enrolment form and posing it to Aussie offRoad POB 507, Engadine NSW 2233, completing the booking form on our website www.aussieoffroad.com.au or by phoning us 02 9542 1355.

- Every actively participating person must hold a current driver's license, P-Plate licences are accepted.
- We do not accept enrolments from persons under the age of 18 years of age unless accompanied by a parent or legal guardian
- Vehicles engaged in our training courses must be currently registered and fully insured
- All participants must complete and sign our 'Assumption of Risk' form, see attached

All fees are payable in full at the time of booking, please refer to our terms & conditions on our website or contact us for a copy.

Training Day commences 7.45am on Sunday and finishes approximately 4.30pm

Please note: finishing times are approximate; they do depend on group sizes and progressing.

Course participants must bring their own/hired 4wd vehicles, any recovery gear available, warm & light clothes, rain protection, picnic lunch and snacks and soft drinks etc.

4. Course Outcomes

With the delivery of our courses we want trainees to achieve competency in handling a 4wd vehicle confidently off road in different situations and on different terrain including basic and advanced recovery techniques.

5. Delivery and assessment—

Delivery and assessment of this course will be conducted using criteria as outlined on the NTIS website under the SRODRV001B-SRODRV003B, SROODR002A units of competency, which contain all the relevant requirements and evidence guides necessary to conduct this training course.

- The courses will be held over a 1 day period, which will include both theoretical and practical components.
- Trainees will be issued with training guides in advance of the training course.
- If the training is to take place at a training ground other than the one currently used by Aussie Offroad Experience, the assessor must first inspect the area for suitability and safety before any courses can commence.
- Trainees must perform all practical exercises as demonstrated by the trainer and the trainer must be present to be able to observe the performance
- Assessment will be based on verbal responses from trainees to questions asked by the assessor as well as skills demonstrated in the field.
- At the end of each training day an assessment questionnaire must be completed by the trainee

The above information will be gathered and evaluated after the course.

6. Issue of Statement of Attainment if the appropriate fee was paid (see website)

A Statement of Attainment will be issued under National Codes SRODRV001B-SRODRV003B, SROODR002A, provided the units of competencies have been successfully completed.

The Aussie Offroad Experience 'Basic Course' covers all aspects of code SRODRV001B & SROODR002A, and codes SRODRV002B & SRODRV003B are addressed in the Aussie Offroad Experience 'Advanced Course'.

The statements will be e-mailed after the assessment process is completed.

7. Appeals

- In the event that a trainee has been assessed as not having demonstrated a competency and they believe they have been incorrectly or unfairly assessed they have four options available to them:
- Request another opportunity to attempt assessment at a time convenient to both Aussie Offroad Experience and the trainee.
- Take time to practice for the assessment and return at a time convenient to both Aussie Offroad Experience and the trainee (within a reasonable span of time).
- Seek (at no extra expense to the trainee; meals and accommodation are chargeable) a return to the training facility for on-going training before attempting the assessment again.
- Request to have another suitably qualified assessor, assess for competency.

In the event of an appeal Aussie Offroad Experience will record all relevant information regarding the appeal in writing and it will be included with other relevant paperwork pertaining to the trainee.

8. Complaints

If a trainee believes that the training by Aussie Offroad Experience is in any way derelict or deficient, it is Aussie Offroad Experience's policy to resolve the complaint in the following way:

- Management should be informed by the trainee of the complaint, whereupon Aussie Offroad Experience will Endeavour to resolve the matter, by negotiation with the trainee in an attempt to achieve an amicable outcome.
- If negotiations fail to resolve the problem, then Aussie Offroad Experience should be given the opportunity to rectify the deficiency.
- If this is not possible, then the aid of a mutually agreed upon mediator will be sought in an attempt to ratify the complaint.
- If mediation fails to resolve the complaint, Aussie Offroad Experience will refund all fees (except accommodation expenses) at which time any liability in the complaint will be limited to this cost.
- Aussie Offroad Experience will document in writing any complaint brought to their attention and will issue 2 copies of the written complaint to the trainee, if the trainee agrees with the recorded information they will be requested to sign and date one of the two copies and return it to Aussie Offroad Experience for inclusion with other relevant paperwork pertaining to the trainee.

9. Client Feedback

A client feedback questionnaire is included in the training guide and each trainee is encouraged to complete the form so that Aussie Offroad Experience can regularly assess its training procedures and where necessary implement improvements in an effort to extend the best possible training to its clients.

10. Code of Practice

The code of practice of Adept Type Pty Ltd trading as **Aussie Offroad Experience** at all times will furnish training which:

1. is comprehensive;
2. is informative;
3. encompasses national training guidelines; and
4. ensures assessments will always be fair, equitable, without bias and wherever practicable, its courses will be available to all.

Aussie Offroad Experience will at all times adhere to all State and Commonwealth Legislation, EEO policies and procedures for their staff and will always practice truth in advertising.

11. Policy Statements

- **Recognised Prior Learning (RPL)**
RPL of SRODRV001B and SROODR002A provided by a trainee wishing to undertake Units SRODRV002B & SRODRV003B (AKA our Advanced Course) will be recognised, provided the trainee's Statement of Attainment for those units have been issued by a Registered Training Organisation and provided that SRODRV001B and SROODR002A fall within the RTO's scope of registration. Aussie Offroad Experience will acknowledge any documentation which clearly defines a student has achieved competency in any subject pertaining to the course/s we will be teaching (i.e. SRODRV001B-SRODRV003B, SROODR002A). An RPL assessment maybe requested if a person is confident that they can demonstrate competencies in the relevant units. A one on one assessment will be conducted for which a fee of \$110 will be charged.
- **Language, Literacy and Numeracy**
Throughout your course there will be a need to refer often to your training manual, if for any reason you have problems with Language, literacy or numeracy please do not hesitate to inform your trainers, they are trained to assist you and to make your learning experience a pleasant one.
- **Equal Employment Opportunity**
Equal Employment and Opportunity is designed to make the workplace free from discrimination whilst ensuring people have an equal opportunity to work in a job which is appropriate to their skills, and allowing them the opportunity for promotion and further training as well as receiving equal pay for equal work.
Aussie Offroad Experience has a commitment to EEO and will encourage staff at all times to gain further training to enhance their career prospects.
- **Anti-Discrimination Policy**
Aussie Offroad Experience practices anti-discrimination at all times in the following manner:
 - i. by encouraging good relationships between staff members;
 - ii. acceptance of its trainees;
 - iii. employment of its staff;
 - iv. encouraging good relationships between staff members;
 - v. encouraging good relationships between staff and trainees.

Aussie Offroad Experience's policy includes anti-discrimination on the grounds of:

Age; sex; marital status; sexual preference; disability^{††}; race, ethnic background or colour.

^{††} Should the location of Aussie Offroad Experience's usual training venues cause access difficulties for potential trainees, Aussie Offroad Experience will wherever possible cater for these people at a location with more accessible facilities.

12. Occupational Health & Safety

The Occupational Health and Safety Act 2000, No. 40, Part 1 Section 3(a) states that the object of the Act is "to secure and promote the health, safety and welfare of people at work" based on this section and subsequent sections (b)-(h) management of Aussie Offroad Experience are aware of their duty of care to both staff and trainees alike, is of primary importance.

Aussie Offroad Experience is committed to the prevention of injury or risk to health for employees and trainees by providing a safe working environment, provision of safe plant and equipment, training for management and staff to improve injury prevention and by seeking expert assistance where necessary.

Compliance with the legislation and informed training for management and staff will only enhance the prevention of serious injury.

13. Managing & Retrieval of Records

Competent record management is vital in the running of any business, but is even more important when it involves the handling of trainee's records.

Aussie Offroad Experience stores all records electronically to a secure computer, access to these records is only available to senior management, all records pertaining to student information and training including names of students issued with statement of attainments and all of their relevant details will be retained for a period of 30 years.

If a trainee wishes to view or receive copies of all relevant documentation pertaining to his/her participation in our courses, a written request must be made and a fee of \$110 is payable.

14. Opportunities for Improvement

Aussie Offroad Experience will at all times be prepared to alter its procedures in an effort to improve operating or training methods.

If a suggestion is made via student feedback form, then the management and staff shall discuss the suggestion and determine if it is:

- i. a viable alternative to the current procedure;
- ii. if the suggestion is considered viable, then how to best implement it; and
- iii. create a timeline for its implementation.

If a suggestion is made from a staff member or from an industry source, i.e. VETAB, then management and staff will again discuss the viability of implementation of the suggestion in relation to our organisation, and how best to structure and implement the suggestion.

15. Assessment Validation

This RTO will at all times keep abreast of changing trends in delivery and assessment requirements via a range of various sources:

- Monitoring of any changes to the Units of Competencies as outlined on the NTIS website, and changing our course structure accordingly.
- Collaboration with other RTO's and their assessor's to widen our range of assessment procedures.
- Discussion with our training assistants and monitoring of student feedback forms to ascertain if our delivery and assessment procedures need changing or refining.

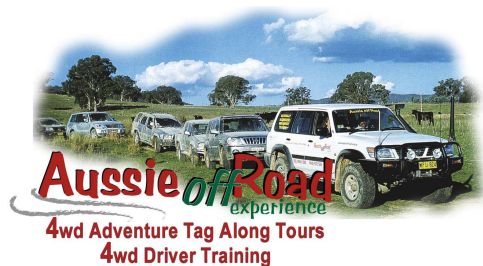
16. Version Control

This company will at all times keep a copy of all redundant versions of Training Manuals, Staff Handbook, Policy and Procedures Handbook and any other relevant handbook type documentation.

Each document will be labeled and version controlled by version number and date (i.e. Version 2, 0302) and will be kept in folders which are labeled according to each document and kept in safe storage.

Upon the introduction of a new version of any of these documents the redundant version will be placed in ascending chronological order in its respective folder and duly marked on the Index Sheet which accompanies each folder.

Go Where Only 4wd's Can Go !





ASSUMPTION OF RISK SIGNATURE FORM

Description of Activity (Please tick activity applicable):

- Passenger in an Aussie offRoad Experience 4WD Vehicle information Yes, please include me on your database for future information
 Tag Along on an Aussie offRoad Experience 4WD Adventure Tour
 Trainee at an Aussie offRoad Experience **4WD Driver Training Weekend** email.....
 Half Day Familiarisation Session

The following must be read and completed by:.....

1. The CUSTOMER must disclose any pre-existing medical or other condition that may affect the risk that either the CUSTOMER or any other person will suffer if injury, death, loss or damage occurs.
2. The CUSTOMER acknowledges that the PROPRIETOR relies on the information provided by the CUSTOMER, and the CUSTOMER states that all such information is accurate and complete.
3. The CUSTOMER understands and acknowledges the dangers associated with the consumption of alcohol or any mind altering substance before or during the described activity, and the CUSTOMER accepts full responsibility for injury, death, loss or damage associated with the consumption of alcohol or any other mind altering substance.
4. The CUSTOMER agrees with the PROPRIETOR that the CUSTOMER will obey and will comply with all rules and directions made or given by the PROPRIETOR in connection with the described activity. If a CUSTOMER fails to comply with the PROPRIETOR's rules and/or directions, the CUSTOMER will NOT be permitted to continue the described activity, and no refund will be given.
5. The CUSTOMER accepts all risks associated with the activity, including the possibility of injury, death, loss or damage.
6. The CUSTOMER agrees to indemnify the PROPRIETOR against all claims made by any other person against the PROPRIETOR in respect of injury, death, loss or damage arising out of or in connection with the CUSTOMER's failure to comply with the PROPRIETOR's rules and/or directions.
7. The CUSTOMER agrees and acknowledges that, to the extent permitted by law, the PROPRIETOR shall NOT be liable for any injury, death, loss or damage suffered by the CUSTOMER or by any other person arising from or in connection with the CUSTOMER's participation in the activity, whether such injury, loss or damage was caused directly or indirectly by the negligence of the PROPRIETOR or otherwise, or by the PROPRIETOR's servants or agents. The CUSTOMER hereby releases the PROPRIETOR from all such claims, and indemnifies the PROPRIETOR against all claims made by or on behalf of any other person.
8. To the extent permitted by law, the Customer acknowledges and agrees that all warranties, covenants and stipulations are hereby excluded.
9. All accidents, injuries, loss or damage must be reported by the CUSTOMER to the PROPRIETOR before the CUSTOMER leaves the PROPRIETOR's care/property.
10. If the CUSTOMER suffers any injury or illness, the CUSTOMER agrees that the PROPRIETOR may provide evacuation, first aid, and medical treatment at the CUSTOMER's expense, and the CUSTOMER's acceptance of these terms and conditions constitutes the CUSTOMER's consent to such evacuation, first aid and/or medical treatment.
11. I/we acknowledge that I have read this assumption of risk signature form and that it has been explained to me. I fully understand its terms and that I have given up substantial rights by signing it. I signed the document freely and voluntarily without any inducement made to me and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Customer/s please state pre-existing medical or other conditions here:.....

Print Name Here: Signature:..... Date:

Drivers Licence No Expiry Date.....

Print Name Here: Signature:..... Date:

Drivers Licence No Expiry Date.....

I have explained the contents and effect of this document to those signed above.
 Signature of Proprietor/Trainer/Assessor..... Date:

Aussie offRoad Experience David Fullerton Director/Gabriela Menschel Coy Secretary