



Important information

- Must hold an unrestricted Driving Instructor licence.
- Must have held a Driving Instructor licence for at least three years.
- Must have online computer access.
- Restricted Driving Instructors will be required to upgrade to an unrestricted Driving Instructor licence.
- Must attach all supporting documentation.
- See over the page for further information notes.

1. Driving Instructor Details

Name of Driver Instructor

Business / Driving School name

Trading as (if applicable)

ABN/ACN

NSW Driver Licence no.

Licence class

NSW Driving Instructor
Licence number

Driving School customer no.

Business contact number

Mobile number

Address

Postcode

Postal Address

Postcode

Email

2. Nominated postcode for older driver assessments

3. Declaration

I hold a current Roads and Maritime Services issued driving instructor licence to conduct instruction for class 'C' licences. I have held this instructor licence for at least three years. My instructor licence has not been suspended or cancelled by Roads and Maritime and I have attached the following documentation.

Signature

Date

day month year

4. Supporting information checklist

Attach the following documents to this application:

Roads & Maritime checklist

- Certified copy of ACN or ABN Certificate
- Certified copy of Statement of Attainment showing the TAEIO units TAEASS401 and TAEASS402. *See note 1 for further information.*
- Certified colour copy of current Driving Instructor licence
- Curriculum Vitae of work history
- Certified colour copy of current driver licence
- A signed copy of an Industry Code of Practice

Relevant insurances

Certified copies of certificates of currency for:

- Broadform Public Liability and Public Liability Insurance (minimum sum \$10 million for any single occurrence)
- Professional Indemnity Insurance (minimum sum \$1 million for any single occurrence)
- Motor Vehicle Comprehensive Insurance or Third Party Property Insurance (minimum sum \$10 million for any single occurrence)
- Workers compensation as required by law (applicable for company applications only)

Office use (Enrolment Training Staff Only)

- Application Approved
- Application Declined
- RPL Assessment
- Documentation requirements not met
- Applicant placed on course wait list

Administrator name

Administrator signature

Payment Details

DRIVES Receipt Number

Payment Date

CSR Signature

CSR Staff Number

Older Driver Assessment – Information

Reason for decline

Note 1 – Approved qualifications

The approved qualifications in assessment are;

- **Certificate IV in Training and Assessment** (course code TAA40104) units;
 - TAEASS401. Plan and organise assessment, and
 - TAEASS402. Assess competence

Note 2 – Industry Code of Practice

Contact your industry association regarding an 'Industry Code of Practice'.

Note 3 – Provision of service

- Accredited assessors may provide training prior to conducting the driving assessment on the Older Driver.
- Assessors must also provide separate assessments for Older Drivers who do not want training.
- All fees for training and assessment are paid by the Older Driver directly to the Assessor.
- Fees will be set by the Assessor, based on market place competition.
- Assessments may be conducted in either the Assessor's or customer's vehicle. If the assessors vehicle is used it must be fitted with dual controls.

Note 4 – Older drivers aged 85 and over have three licensing options to retain a driver licence after a medical is passed;

- Convert to a 'modified licence'
- Take a driving test with Roads and Maritime Services or Service NSW
- Take a driving assessment with a Roads and Maritime Older Driver Accredited Assessor.

Who can certify documents?

The following people are authorised to certify documents:

- **Health professions:** Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist
- **Legal professions:** Solicitor / lawyer / barrister
- **Court positions:** Bailiff, Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
- **Government representatives** (elected): Federal, State or Territory or Local
- **Financial Institutions:** Bank officer, building society officer, credit union officer, finance company officer - employed for five years or more
- **Justice of the Peace** (who must also provide their registration number)
- **Police officer** ranked Sergeant or above, or in charge of a station.

Certified documents must:

- Be initialled on every page by the Authorised Officer
- Annotated on the last page as appropriate eg "I have sighted the original document and certify this to be a true copy of the original" and signed by the Authorised Officer
- List the name, date of certification, and contact phone number and position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied.

Further information and enquiries

Roads and Maritime Services, Education Program Assurance, Older Driver Assessor
PO Box 3035, Parramatta NSW 2124

www.transport.nsw.gov.au | T 13 22 13 | E ODAWorkshop@rms.nsw.gov.au