

## Introductory 4WD Operation – Participant Information

Thank you for enquiring about the *Introductory 4WD Operation* course. Below is an outline of the course content, competency outcome, training venue, prerequisite conditions and support services available.

Please note that this course is aligned to a ‘nationally recognised’ unit of competency. To receive a statement of attainment in this unit, you must undertake an assessment of your skills and knowledge and successfully complete all requirements. Assessment tasks include a written test, practical demonstration events and completion of a range of checklists.

If you do not need a formal statement of attainment to verify your skills, you may prefer to enrol in one of our ‘non-accredited’ courses in 4WD operation. More details are on our website at: [www.greatdividetours.com.au](http://www.greatdividetours.com.au).

For further information on this course, please phone or email **Jenny**, our Administration Manager, on: **02 9913 1395** or [info@greatdividetours.com.au](mailto:info@greatdividetours.com.au).

Introductory 4WD Operation Course	
<b>Duration</b>	Two full days on-site at our specialist 4WD training centre, plus pre-reading of the course notes (which will be emailed to you).  Note that this course may be combined with other competencies or enterprise-specific instruction sessions, in which case it would form two days of a broader training program.
<b>Venue</b>	Castle View Training Centre, 9792 Nerriga Rd, Durran Durra NSW - 15 km north of Braidwood.
<b>Unit of competency</b>	<i>TLIC0023: Operate 4WD vehicle</i>  Participants who successfully complete all assessment requirements will receive a Statement of Attainment in this unit. 
<b>Skills you will learn</b>	This course covers the basic skills and knowledge needed to drive a 4WD vehicle under a variety of off-road conditions, including steep gradients and rugged terrain. It also includes pre-start and post- operational checks on the vehicle.
<b>Training program and itinerary</b>	If your employer has organised the course on your behalf, the training program and itinerary will have been negotiated with them.  To see the full details of the unit of competency, go to the following webpage on the federal government’s ‘training.gov.au’ website:  <a href="https://training.gov.au/Training/Details/TLIC0023">https://training.gov.au/Training/Details/TLIC0023</a>

<b>Accommodation</b>	<p>In most cases your employer will make the necessary accommodation arrangements. If you wish to arrange this yourself please note at the training centre we have Bunk style accommodation available, (you need to provide your own sleeping bag, pillow and bath towel). We also have a fully serviced campground on-site. Motel rooms are available in Braidwood and we can arrange these for you also.</p> <p>See the following pages for more details on these options.</p>
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<b>Vehicle, equipment, licence and driving experience</b>	
<b>4WD vehicle</b>	<p>You will need to bring a registered, roadworthy 4WD vehicle that is fully insured and suitable for off-road use.</p> <p>We may have vehicles available for hire on-site at Braidwood for people who are unable to bring their own vehicle. Please speak to us in advance if you wish to hire a vehicle or are not sure whether your own vehicle will be suitable for the course. Contact Great Divide Tours at 02 99131395 or <a href="mailto:info@4wd.net.au">info@4wd.net.au</a></p> <p>If you are attending the course as part of a group, you may share a vehicle with another driver.</p>
<b>Fuel</b>	<p>Please ensure that you have at least 40 litres of fuel in your vehicle on arrival at the Castle View Training Centre. There is a service station in Braidwood.</p>
<b>Equipment</b>	<p>In most situations you will provide a 4wd vehicle suitable to the training being undertaken, please ensure it has all its necessary tyre changing equipment (vehicle jack, wheel brace etc). All other related 4wd equipment will be supplied at your training course.</p>
<b>Licence</b>	<p>You must hold a current driver's licence, valid in Australia for the vehicle you will be driving during the course. A provisional or full licence is acceptable. We must sight your license so bring it with you. Learner's licences are not permitted.</p>
<b>Driving experience</b>	<p>We will teach you the skills needed to drive a 4WD under a range of off-road conditions – but you must already be a competent road driver, familiar with the normal operation of your vehicle.</p> <p>Note that this includes the ability to select appropriate gears and maintain good clutch control if you are undertaking the course in a manual transmission vehicle.</p>
<b>Physical and mental requirements</b>	<p>Off-road driving can be demanding, both mentally and physically, especially on rough terrain and in potentially hazardous situations.</p> <p>To undertake the practical components of this course, you will need to be physically capable of carrying out tasks at ground level, such as changing a wheel and inspecting underneath the vehicle.</p>

	<p>You will also need to have the mental stamina to maintain your composure while driving under challenging conditions.</p> <p>If you are unsure of your ability to successfully complete the activities involved, you are welcome to phone us for further guidance.</p>
<b>On-site contact</b>	
<b>Phone and internet reception</b>	<p>Telstra mobile phone reception is available in the training room but limited elsewhere on the Castle View property. There is wifi via Starlink satellite service, the password will be provided at the centre.</p> <p>The landline contact number for the centre is: 02 4842 1414.</p>

<b>Other prerequisites</b>	
<b>USI</b>	<p>Before you fill in the enrolment form for this course, you must have a unique student identifier (USI). If you do not already have one, go to the USI website and create one at: <a href="http://www.usi.gov.au">www.usi.gov.au</a>.</p>
<b>Literacy requirements</b>	<p>This is a very practical course with an emphasis on the hands-on skills needed to drive a 4WD.</p> <p>However, there are still course notes to read and a written test to cover the theory component of the course. You will also be required to complete a simple risk assessment, pre-start checklist and other on-site forms.</p> <p>All materials are ‘literacy assisted’, written in plain English, and contain extensive diagrams and photos. Your trainer will provide on-the-spot help if you have trouble with any of the literacy tasks.</p> <p>If you believe you may need additional assistance with your language or literacy skills, please contact us in advance for further advice. We have a specialist literacy consultant available who can discuss the details with you.</p>

<b>Things to pack / clothes to wear</b>	
<b>Personal items</b>	<p>If you are staying in the on-site bunk house at Castle View, you will need to bring your own pillow, bed linen or sleeping bag, toiletries and a towel. Note that some of these items can be hired if required.</p> <p>If you wish to camp on-site, bring your own tent and camping gear.</p> <p>Make sure you pack warm clothes, especially in the colder months. Remember that the Southern Highlands can be cold at any time of the year. Also pack wet weather gear, a hat or beanie and sunscreen.</p>
<b>Personal protective equipment</b>	<p>You will be required to wear sturdy, closed-in footwear, preferably boots. You should also pack gloves; in case you need to move branches from the track or carry out other manual tasks.</p> <p>There is no specific requirement to wear high visibility vests – however, if you are attending as part of a work group (organised by your employer),</p>

	you will be expected to wear all of the clothing items specified by your company for this type of activity.
<b>Food and drink</b>	<p>Bottled water and soft drinks are available for sale at the training centre, or you may bring your own if you prefer. You should carry drinking water in your vehicle while on-site.</p> <p>There is a commercial kitchen and dining room at the centre. Meals may be provided as per the arrangements made with your employer, or with you personally if you enrol as an individual. But generally, our courses are self-catered, once at the centre it is not possible to acquire food items, so bring what you need with you.</p> <p>If we are providing meals, please let us know one week in advance if you have any special dietary requirements. These will be accommodated, if possible, but you may need to bring some of your own food items.</p>

<b>Pre-reading, assessment processes and course conclusion</b>	
<b>Pre-reading</b>	<p>There is a pre-reading pack accompanying this email, called: ‘Supplementary notes for Introductory 4WD TLIC0023’. This contains Background Reading and <b>must be read</b> prior to arrival at the course, also please print and bring these Notes to the course.</p> <p>Please read these notes in preparation for the course. Most of these topics will be covered in full during the face-to-face training sessions, with plenty of time to discuss the concepts. You will also be given your own copy of the book <i>4WD Driving Skills</i> during the course.</p>
<b>Assessment processes</b>	<p>The assessment process will be conducted at various points throughout the day. Assessment tasks include a written test, practical demonstration events and completion of a range of checklists.</p> <p>We generally find that participants are able to successfully complete the assessment requirements within the time allowed – however, there is provision for you to receive an extension in time if you are assessed as ‘Not yet competent’ at the end of the one-day program.</p> <p>In instances where you require further practice in your skills before being re-assessed, we will discuss the options available to you at the conclusion of the course. If you have been sent by your employer, we will also discuss these options with your supervisor or manager.</p>
<b>Work placement</b>	<p>There is no requirement to undertake a ‘work placement’ in order to successfully complete this course. Although most of our course participants are already engaged in 4WD activities as part of their job role, it is not mandatory to gain workplace experience before undertaking the final assessment of competency.</p>
<b>RTO policies and procedures</b>	<p>In accordance with the legislation governing our activities as an RTO, we have written policies and procedures covering a wide range of administrative and organisational matters.</p>

	<p>These include: access and equity, harassment and behaviour, fees and refunds, complaints and appeals, and privacy.</p> <p>To see the detail of these policies, please go to our website and follow the links to the downloadable Student Handbook.</p>
<p><b>Cancellations, fees, insurance and liability</b></p>	
<p><b>Course cancellations</b></p>	<p>We may need to cancel courses due to wet weather, bushfires or high wind events.</p> <p>These issues will be discussed with you if the situation arises.</p> <p>If you are unable to attend the course you are booked into, please contact us as soon as possible to discuss the matter on 02 9913 1395 or <a href="mailto:info@4wd.net.au">info@4wd.net.au</a> See below for details on fees and refunds.</p>
<p><b>Fees, funding and refunds</b></p>	<p>All training is provided on a fee-for-service basis. We do not utilise any government subsidies or funding schemes.</p> <p>If your employer has booked you into the course, we will have already organised the fees and financial arrangements with them.</p> <p>If you are enrolling as an individual, the following terms will apply:</p> <ul style="list-style-type: none"> <li>• a deposit of \$100 is required at time of enrolment</li> <li>• the balance of the fees will be payable 7 days prior to your course enrolment, and will include all costs, such as reference materials, accommodation arrangements, meals and 4WD hire (if applicable)</li> <li>• if you cancel your enrolment more than seven days in advance of the commencement date, we will refund your payment in full, or give you the opportunity to re-book for another course</li> <li>• if you cancel within seven days of the commencement date, no refund or re-booking option will be provided, unless we decide at our own discretion to grant a concession.</li> </ul> <p>Note that up-front course fees charged to individuals should not normally exceed \$1,500. Please see the Student Handbook for full details on the ‘Fees and refunds policy’.</p>
<p><b>Insurance and liability</b></p>	<p>Great Divide Tours carries public liability insurance to cover accidents and incidents that may occur on-site.</p> <p>However, your participation in this training and the signing of your enrolment indicates that you understand the hazards involved in off-road driving and that you have agreed to accept the risks involved and any consequences arising from them, to the extent determined by the law.</p> <p>If you will be undertaking the course in a privately-owned vehicle, or a vehicle hired from an external company, you should also confirm with the insurer that this type of off-road driving and course participation will be covered under the insurance policy.</p> <p>Note that all vehicles must be comprehensively insured.</p>

## Getting there

The address of the training centre is: 9792 Nerriga Road, Durran Durra, NSW.

Please refer to the map below and the description below for directions.

- From Goulburn, drive to the intersection of Kings Hwy and Braidwood Road and turn left (approximately 25 kilometres west of Braidwood)
- Follow the Kings Hwy to the town of Braidwood and turn left onto Nerriga Road.
- From Canberra, drive to Braidwood and turn left onto Nerriga Road.
- Follow Nerriga Road for 15 kilometres where you see a blue and white sign on your left. The sign reads: 'Castle View Training Centre, 9792 Nerriga Road, Durran Durra.
- Turn left at the sign, you need to drive through a shallow causeway at this point, it is safe to do so. Follow the track for 100 metres to the entrance of the property, park in front of the training room and come inside.

If you need further directions, you can ring us at the Centre on 4842 1414.

***If using a navigation system do not use it with unsealed roads selected as it may direct you to a river crossing which is frequently in flood, use your navigation system to get to the town of Braidwood via the Kings Highway and then use it from Braidwood to find 9792 Nerriga Road, Durran Durra.***



### **Great Divide Tours – about us**

Great Divide Tours Pty Ltd is owned and operated by Vic Widman – author of the reference book ‘*4WD Driving Skills*’, and recognised authority in off-road driving.

Our dedicated training facility at Castle View comprises 240 acres of bushland that includes tracks, moguls, ruts, bogs, water crossings, hill climbs and various 4WD off-road driving challenges and features. The nationally recognised training courses we provide are delivered to the highest standards, in full compliance with the *Standards for Registered Training Organisations 2015* (and *Amendment 2017*).

For more information go to our website at: [www.greatdividetours.com.au](http://www.greatdividetours.com.au).