



Driver Training Information Sheet

All trainees must have their Driver Accreditation Certificate (DC) before they will be allowed to start any course. No booking will be accepted without a DC number. A photocopy of the trainee's DC and Victorian driver's license will be required at the time of booking a place in the course. Trainees must pay the course fee in full and in advance. No trainee will be allowed to start a course until full payment has been received. Photocopied DC and license must be submitted to the Quality Assurance Office for the pre-course approval before a place in the course will be confirmed.

All courses are conducted in English. As a courtesy to others, language other than English should not be used in the Training Room.

- Courses are only run on the dates at the times nominated.
- Course notes and handouts will be provided. Trainees must supply their own writing materials, notepads etc.
- Mobile phones are not permitted to be turned on during training sessions and may be used only during breaks.
- Mobile phones must be turned off and placed on the front desk at all times during the course and assessments. Mobile phones will be returned and can be used during breaks.
- Courses start at the time nominated. Latecomers may not be admitted.
- Being accepted for a training course is not a guarantee that the trainee will pass the training course or be granted a PIN from Geelong Taxi Network.
- Trainees may be removed from the course for bad behaviour. Trainees that are removed will not have their fees refunded.
- Drivers attending Goldcare or Driver Penalty Retraining Course must be dressed in full GTN Uniform during the course in order for a uniform compliance check to be carried out.
- Tea and meal breaks are scheduled in each course.
- Take-away food is available two doors from the training centre during day sessions, Monday to Friday.