

Title	Develop and manage individual driver training plans		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: develop training objectives for trainee drivers; develop training plans for individualised driver instruction; develop individual lesson plans for trainee drivers; and fulfil requirements for recording, securing, and reporting training outcomes.
----------------	--

Classification	Driving > Driver Educator
-----------------------	---------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
 - Privacy Act 2020;
 - The *Learning System for Driving Instructors* (LSFDI) (2015) available from Waka Kotahi NZ Transport Agency at <https://www.nzta.govt.nz/assets/resources/learning-systems-driving-instructors/docs/learning-systems-for-driving-instructors.pdf>;
 - The *Restricted Licence Test Guide (Class 1)* available from Waka Kotahi NZ Transport Agency at <https://www.nzta.govt.nz/assets/resources/driver-licence-test-guides/restricted-test-guide.pdf>;
 - The *Full Licence Test Guide (Class 1)* available from Waka Kotahi NZ Transport Agency at <https://www.nzta.govt.nz/assets/resources/driver-licence-test-guides/full-test-guide.pdf>;
 - Community Driver Mentor Programme development guide. (2016). NZTA. [Community-driver-mentor-programme-guide.pdf](https://www.nzta.govt.nz/assets/resources/driver-mentor-programme-guide.pdf) (nzta.govt.nz).

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions
 - A *learning outcome* refers to the actual performance of a trainee driver against the training objectives.
 - A *lesson plan* addresses a specific instructional period and provides the driving instructor with trainee details and progressive teaching points for a lesson. It includes training objectives and/or guidelines for assessment of those objectives.
 - Organisational requirements* refer to standards and workplace requirements in relation to driving.

Sponsor is defined as a third party who provides support for a trainee driver for training and/or assessment. A sponsor may include an employer, parent, guardian, sibling or friend; a person or organisation who promotes the trainee, or who contributes to meeting the cost of any training and/or assessment; or an organisation that requires a person to undergo training and/or assessment and requires a formal report that confirms the standard of knowledge and/or skill of the person.

A *training objective* is a specific statement that describes what the trainee driver is to learn, know, or to be able to do as a result of a lesson. It consists of a performance statement, the conditions under which that performance must be achieved and the standard to which it must be achieved.

A *training plan* is a 'live' document that details the proposed training for an individual trainee driver and is adjusted, as necessary, to reflect training progress. A training plan includes individualised lesson plan(s).

3 Assessment information

Evidence of performance in relation to this unit standard must come from work done with two different trainee drivers, and their respective training plans.

Two performance standards and lesson plans must be developed that are not included in the reference texts.

4 Recommended skills and knowledge

It is recommended that training for Unit 14523, *Carry out an in-vehicle driver training* be undertaken concurrently with training for this unit standard.

Outcomes and performance criteria

Outcome 1

Develop training objectives for trainee drivers.

Performance criteria

- 1.1 Learning outcomes are developed and are consistent with each trainee's needs and learning capabilities.
- 1.2 Training objective performances are developed in terms of observable and measurable standards and include conditions under which performance is to take place.
- 1.3 Learning outcomes are developed and are achievable within the training plan and available resources and are confirmed with each trainee driver.

Outcome 2

Develop training plans for individualised trainee driver instruction.

Performance criteria

- 2.1 Trainee's individual learning needs and learning capability are developed to allow adjustments to be made that reflect each trainee driver's strengths and weaknesses.

- 2.2 Training plans are developed in a way which contains a structured sequence of learning events, and provide for the review of progress and provision of feedback.
- 2.3 Training plans are recorded, and are confirmed with each trainee driver.
- 2.4 All personal practice and training of trainee driver are recorded according to the training plan.

Outcome 3

Develop individual lesson plans for trainee drivers.

Performance criteria

- 3.1 Lesson plans with measurable outcomes are developed that address individual trainee driver needs.
- Range training objectives, trainee details, pre-training brief, revision, logical sequence, instruction and assessment in stages, assessment methods, test of objectives, outcomes, feedback, debrief, next lesson.
- 3.2 The concept of explanation – demonstration – practice is applied in the lesson plan.
- 3.3 Lesson plans are developed to be used by other instructors.
- 3.4 Lesson plans are developed to reflect a detailed training plan to allow adjustments to be made to show trainee progress.

Outcome 4

Fulfil requirements for recording, securing, and reporting training outcomes.

Performance criteria

- 4.1 Requirements for retention of records and reporting to other parties regarding training plans are identified.
- Range may include – Waka Kotahi, companies, employers, parents or other sponsors.
- 4.2 Requirements of the Privacy Act 2020 regarding access to, and security of, trainee drivers' records are explained.
- 4.3 Results of assessment of trainee drivers' performance against training plans are recorded on the training plan in accordance with organisational requirements.

Planned review date	31 December 2027
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 June 1999	31 December 2024
Review	2	28 July 2003	31 December 2024
Review	3	16 April 2010	31 December 2024
Review	4	30 June 2022	N/A

Consent and Moderation Requirements (CMR) reference	0014
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.