

## How to deliver the program

### 1. GET STARTED

- Order resources (page 10) using the login emailed from Northside Logistics
- Send parent letter (page 13) and book a presenter for the *Keys for Life* Parent-Student Workshop
- Prepare and deliver a minimum of 10 lessons (page 17)
- Assess using the *Behind the wheel* journal tasks, lesson attendance and theory test

### 2. ENROL STUDENTS IN SCSA\* ENDORSED KEYS FOR LIFE

- Use the endorsed program code (PKFL or PKFL+) to enrol students  
Choose to implement either:
  - 10-lessons (PKFL) – students gain achievement ('A' on Statement of Results for their WASSA\*)
  - 40-lessons (PKFL+) – students gain unit equivalence for their WACE<sup>^</sup> and WASSA<sup>#</sup>
- Use *Keys for Life* resources to deliver the program (page 10)
- Refer [www.scsa.wa.edu.au/internet/Senior\\_Secondary/Endorsed\\_Programs](http://www.scsa.wa.edu.au/internet/Senior_Secondary/Endorsed_Programs)

\* SCSA – School Curriculum and Standards Authority

<sup>^</sup> WACE – Western Australian Certificate of Education

<sup>#</sup> WASSA – Western Australian Secondary School Achievement

### 3. MAINTAIN CLASS RECORD AND TEST REGISTER

- From the first lesson, start recording attendance and journal tasks using the Class Record (page 15)
- After the test complete the Test Register (page 14) and email it to [sdera.co@education.wa.edu.au](mailto:sdera.co@education.wa.edu.au)
- Keep Test Register on school records for two years for certificate verification and replacement
- Shred used Student Answer Sheets and return Test materials (including certificate stubs) to: Northside Logistics 20 Mooney Street Bayswater WA 6053

### 4. ISSUE KEYS FOR LIFE CERTIFICATE FOR LEARNER'S PERMIT PROCESS

- Issue a *Keys for Life* Certificate with a copy of the student letter (page 12) to students who pass the test
- Advise students that five forms of identity are needed for a Learner's Permit and that a *Keys for Life* Certificate is a Category C form of identity. For details of acceptable forms of identity, refer students to [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing)

### 5. REPLACE LOST KEYS FOR LIFE CERTIFICATES AT SCHOOL

- Keep spare certificates in a locked cupboard
- To replace a lost certificate, verify pass mark using the Test Register then issue a new certificate
- Send an email to [sdera.co@education.wa.edu.au](mailto:sdera.co@education.wa.edu.au) with all information on the new certificate
- Ensure school administration know the location of Test Registers and spare certificates as a back-up process