# 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^ and WASSA#
- Use *Keys for Life* resources to deliver the program (page 10)

* SCSA – School Curriculum and Standards Authority
^ WACE – Western Australian Certificate of Education
# 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
- 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 with all information on the new certificate
- Ensure school administration know the location of Test Registers and spare certificates as a back-up process