

K4L PROGRAM IMPLEMENTATION

KEYS4LIFE PROGRAM IMPLEMENTATION	
This section provides a step-by-step guide for delivering the Keys4Life (K4L) program.	
page 6	Keys4Life Checklist
page 7	Keys4Life Class Record
page 8	Keys4Life Parent Workshop (information session)
page 9	Ordering resources
page 10	Student Answer Sheet
page 11	The Keys4Life Test, Certificate and Portal

KEYS4LIFE CHECKLIST

GETTING STARTED

- ☒ Become a registered Keys4Life teacher and receive your Keys4Life Access Number.
- ☒ Create a Keys4Life class record with correct names and dates of birth (refer page 7).
- ☒ Communicate with parents/families about Keys4Life and the parent workshop (refer page 23).
- ☒ Enrol students at SCSA for the Keys4Life endorsed course (use code PK4L or PK4L+).

DELIVER THE LESSONS

- ☒ Order and distribute student resources (refer page 9).
- ☒ Host the Keys4Life Parent Workshop (refer page 8).
- ☒ Fill in the Keys4Life class record for every lesson and for all journal or workbook tasks (refer page 7).
- ☒ Remind students of their obligations before sitting the test including: lesson attendance; completion of journal or workbook; and learning the road rules.

ADMINISTER THE TEST, UPLOAD RESULTS AND RECEIVE CERTIFICATES

- ☒ Determine which students are eligible to sit the test using the Keys4Life class record. Do not include students who are under 15 years of age on the day of the test.
- ☒ Administer and mark the test – 24/30 is a pass (refer pages 11–12).
- ☒ Administer a separate, delayed test for ‘under 15’ students, when they are 15.
- ☒ Use the Keys4Life Portal to upload results and receive certificates (refer pages 11–12).
- ☒ Check and sign Keys4Life certificates before distributing to students (refer page 166).

KEYS4LIFE PROGRAM IMPLEMENTATION

K4L - PRE-DRIVER EDUCATION

07

KEYS4LIFE PARENT WORKSHOP (INFORMATION SESSION)

HOW TO ORGANISE A KEYS4LIFE PARENT WORKSHOP (INFORMATION SESSION)

1. Organise the date and book a room at your school (eg library, theatre, gymnasium).
2. Book a presenter by contacting the Department of Education:
 - **Metropolitan schools** – contact sdera.co@education.wa.edu.au or (08) 9402 6415
 - **Regional schools** – contact your Regional Consultant. For contact details refer to <https://www.sdera.wa.edu.au/contact/>.
3. Send an invitation and/or flyer (at least twice) to all senior students and their parents.
 - The template letter and invitation is on page 23.
 - The Keys4Life Parent Workshop flyer (image below) can be downloaded as a writable pdf at www.sdera.wa.edu.au/keys4life/.
4. Three weeks before the session, confirm your booking with the presenter.
5. Set up the room with chairs, laptop/DVD, a microphone for large audiences and a tea/coffee station.
6. Greet parents/carers and students, help distribute materials and introduce the presenter.

ADDITIONAL WAYS TO ENGAGE PARENTS AND FAMILIES

- Send home a letter about Keys4Life (refer page 23).
- Send home Keys4Life Family Information Sheets to encourage family conversations (refer Lessons 1 to 10).
- Students complete the *Behind the wheel* journal with a parent or adult family member.
- Students review the road rules at home with a parent or adult family member.
- Students practise test questions with a parent or adult family member, using the eleven online sample quizzes at <https://www.transport.wa.gov.au/licensing/road-rules-theory-test-quiz.asp>



SDERA KEYS4LIFE WA
INFORMATION SESSION FOR PARENTS AND YOUNG DRIVERS

IS YOUR TEENAGER READY TO LEARN TO DRIVE?

Find out about:

- The six-step licensing system
- The benefits of driving practice
- Your role as a driving supervisor
- Stress-free driving lessons
- Helping your learner get their L and P plates
- Avoiding common crashes for new drivers

GET YOUR FREE Let's Practise book and L plates

Date / Time

Venue

Contact

Logos: Department of Western Australia, Catholic Education, AISWA



Let's Practise booklet

K4L Parent Workshop flyer

ORDERING RESOURCES

HOW TO ORDER

SCHOOL TEACHERS	AGENCY-BASED STAFF
1. Have your Keys4Life Access Number ready and use it to log in to: www.northsidelogistics.com.au	1. Have your Keys4Life Access Number ready, alongside the Keys4Life Agency Resource Order Form.
2. Click 'Online Ordering' – then click 'Place Order/ Items' – then click 'Online Order Form'.	2. The Agency order form is available at https://www.sdera.wa.edu.au/programs/keys4life/
3. Enter quantities required and after checking the order, click 'Place Order'.	3. Enter quantities required and email the form to sdera.co@education.wa.edu.au
4. Log in twice if ordering large quantities that exceed the maximum order limit.	4. Resources and delivery are free.
5. If there is no stock, contact the Department of Education at sdera.co@education.wa.edu.au or on 9402 6415.	5. Delivery can take up to 10 days (metro) and 20 days (regional).
6. Resources and delivery are free.	
7. Delivery can take up to 10 days (metro) and 20 days (regional).	

WHAT TO ORDER

FOR STUDENTS	FOR THE TEST	FOR KEYS4LIFE LESSONS
1. Order either the <i>Behind the wheel student journal</i> OR <i>Keys4Life student workbook</i> . Order 1 printed copy per student of the journal or workbook. Students can also use a writeable pdf of both documents, available at https://www.sdera.wa.edu.au/programs/keys4life/	1. Test booklets – There are 2 different test booklets. Order 1 per student of one test, and a batch of the other test for students who fail the first attempt.	1. Traffic mats (2 kinds) <ul style="list-style-type: none"> Large vinyl mat Cardboard mat Order enough for small group work (3 students per group).
2. Order the <i>Drive Safe handbook</i> AND the <i>Your Secure Identity fact sheet</i> . Order 1 printed copy of both documents per student. Students can also download these at www.transport.wa.gov.au/licensing/	2. Marking keys – 1 marking key for each test will be sent automatically. These are only for teachers.	2. Activity packs (6 kinds) <ul style="list-style-type: none"> Licensing activity Road sign activity Grouping consequences Driving triangle activity, Driving is a complex task Stopping distances activity Order enough activity packs for small group work.
3. Order several brochures – 1 printed copy per student (when stock is available).	3. Student Answer Sheet – Available on page 10. Photocopy one per student before the test.	



STUDENT ANSWER SHEET

PRINT your name and date of birth below.

First name _____

Surname _____

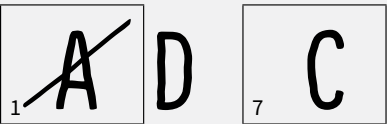
Date of birth _____

NOTE: PLEASE DO NOT WRITE IN THE TEST BOOKLET.

INSTRUCTIONS

PRINT your answer in the box for each question.

IF YOU MAKE A MISTAKE, draw a line through your wrong answer. Write your new answer to the side of the box – see example below.



CHECK your answers and that you have answered all of the 30 questions.

1	7	13	19	25
2	8	14	20	26
3	9	15	21	27
4	10	16	22	28
5	11	17	23	29
6	12	18	24	30

Marked by _____

Score _____ /30

☐

PASS

☐

FAIL

The Keys4Life Program is a Road Trauma Trust Account funded project approved by the Minister for Road Safety and supported by the Road Safety Commission.

THE KEYS4LIFE TEST, CERTIFICATE & PORTAL

Help students prepare for the test using activities from Lesson 2, the traffic mats and *Drive Safe* handbook. Students should complete the quizzes in the journal and/or workbook, as well as Transport's online quizzes at <https://www.transport.wa.gov.au/licensing/road-rules-theory-test-quiz.asp>.

STUDENT ELIGIBILITY

1. Use the Keys4Life class record (page 7) to determine which students are eligible to sit the test, using these three criteria:
 - Students have attended at least 80% of Keys4Life lessons
 - Students have completed all tasks in the student journal or student workbook
 - Students are 15 years of age or older on the day of the test.
2. **Students who do not meet the criteria above cannot sit the test.**
3. Select a delayed and separate test-date for 'under 15' students, ensuring they are 15 or older when they sit the test.
7. Students who fail can re-sit the test at school only once, using a different test booklet. Students who fail the re-sit, can sit the test at a Driver and Vehicle Services centre when 16 years of age or older. Students cannot sit the test a third time at school.
8. After marking the test, return all materials to: Northside Logistics, 20 Mooney Street, Bayswater WA 6053.

SAVE RESULTS TO THE TEST RESULTS WORKSHEET (.CSV FILE)

1. Locate the Test Results Worksheet (csv file) you have downloaded from <https://keys4life.ziparchive.com.au/> as this is the only file on which test results can be entered.
2. To ensure certificates are valid for a Learner's Permit, be sure to enter accurate student details (spelling of student names and correct birthdates) and test results onto the Test Results Worksheet. Do not copy and paste the data from another file or document.
3. The worksheet will not upload if there are blank cells, incorrect formats or if student data has been copied and pasted.
4. Include data for all students taking part in the Keys4Life program, including students that don't sit the test. They must also be included on the Test Results Worksheet by entering a '0' (zero) as their test result.

REGISTER FOR THE KEYS4LIFE PORTAL

1. The Keys4Life Portal is the only way teachers can upload test results and receive Keys4Life certificates for their students.
2. Teachers register for the Portal by creating an access account at <https://keys4life.ziparchive.com.au/>.
3. Once verified, log in to <https://keys4life.ziparchive.com.au/> and download the Test Results Worksheet (worksheet), which is a .csv file.

ADMINISTER AND MARK THE TEST

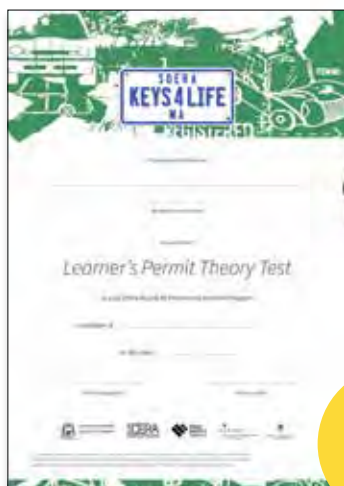
1. Administer the test under examination conditions.
2. Teachers cannot amend the test booklets, or use them for practise tests.
3. Teachers photocopy the Student Answer Sheet (page 10) – 1 per student.
4. Teachers can read questions (without bias) to students who need support.
5. Students must use the Student Answer Sheet (page 10) to write their answers – not the test booklets. If a student writes their answers in the test booklet, use it to mark the test and then write 'cancelled' on the booklet.
6. Mark the tests using the relevant marking key. A pass is 24/30.

UPLOAD RESULTS TO THE K4L PORTAL

1. Log in to the Portal at <https://keys4life.ziparchive.com.au/>
2. Choose 'Upload' from the menu bar.
3. Confirm your school (or agency) address is correct – for delivery purposes.
4. Choose 'Proceed' to submit the Test Results Worksheet.
5. Receive certificates in the post. Delivery will take up to 10 days (metropolitan) and 20 days (regional).
6. Check and sign each certificate before distributing to students.

INCORRECT CERTIFICATES

1. If a certificate has incorrect details, use a new Test Results Worksheet to type in the correct student details. Do not copy and paste their details.
2. Upload this worksheet to the Portal at <https://keys4life.ziparchive.com.au/>.
3. A new certificate will be posted and destroy the original, incorrect certificate.



K4L
certificate

LOST CERTIFICATES

1. If a student loses their certificate that was processed via the Portal, the teacher will need to:
 - Log in to the Portal
 - Use the search function to find the student's name
 - Click the print icon.
2. A reprinted certificate will then be processed and posted to the teacher. Delivery will take up to 10 days (metropolitan) and 20 days (regional).
3. Only one reprinted certificate can be processed per student.
4. When the teacher receives the certificate, they will need to check the details on their certificate are correct before signing and handing it to the student.
5. If a parent or student contacts the Department of Education requesting a reprinted (replacement) certificate they will be referred back to the school (or agency) to organise this.



.csv
worksheet

APPLYING FOR A LEARNER'S PERMIT WITH OR WITHOUT A KEYS4LIFE CERTIFICATE

1. At 16 years of age students can attend a Driver and Vehicle Services (DVS) centre or agent to apply for a Learner's Permit – with or without a Keys4Life certificate.
 - If the student presents a valid Keys4Life certificate they will be exempt from sitting, passing and paying \$19.60 for the Computerised Theory Test (CTT).
 - Without a Keys4Life certificate, the student will undertake the CTT. The first attempt at a CTT costs \$19.60 and \$14.85 for every attempt thereafter. These costs are included in the Learner's Permit application fee.
2. **Your Secure Identity** (<https://www.transport.wa.gov.au/licensing/proof-of-identity.asp>) describes the five (5) forms of identity required for the application process, of which:
 - a valid Keys4Life certificate is recognised as a Category C form of identity; and
 - a school letter with the student's residential address is recognised as a Category D form of identity.
3. A DVS staff member will complete the application process with the student. This includes an eyesight check, medical declaration, taking a portrait photo, paying the application fee, providing a Log Book or Learn&Log App to record the 50 hours of supervised driving, and issuing a temporary Learner's Permit. The application fee covers the cost of one Practical Driving Assessment (PDA).