

Road Transport (Driver Licensing) Learner Licence Training Course (Vulnerable Road User Program) Providers Approval 2026 (No 2)*

Notifiable instrument NI2026–371

made under the

Road Transport (Driver Licensing) Regulation 2000, s 15 (Driver training course providers—approval)

1 Name of instrument

This instrument is the *Road Transport (Driver Licensing) Learner Licence Training Course (Vulnerable Road User Program) Providers Approval 2026 (No 2)*.

2 Commencement

This instrument commences on the day after its notification.

3 Approval

- (1) I approve the course in schedule 1 as a learner licence training course.
- (2) I approve the providers listed in schedule 2 to deliver the Vulnerable Road User Program in schedule 1. This approval is subject to the conditions in schedule 3 to this instrument.

4 Revocation

This instrument revokes the *Road Transport (Driver Licensing) Learner Licence Training Course (Vulnerable Road User Program) Providers Approval 2026 (No 1)* (NI2026-347).

5 Expiry

This instrument expires on 31 July 2031.

Adrian Ison
Delegate of the road transport authority
03 August 2026

*Name amended under Legislation Act, s 60

Schedule 1

(See s 3)

Vulnerable Road User Program

1.1 Purpose

- 1.1.1 The Vulnerable Road User Program (the Program) is a learner licence training course available to ACT learner car drivers to satisfy a component of the required driving hours for eligibility for a provisional car licence.
- 1.1.2 The purpose of the Program is to provide information to learner drivers about safely sharing the road with vulnerable road users.

1.2 Course design and successful completion

- 1.2.1 The Program consists of
 - a) a self-directed learning component; and
 - b) a two-hour workshop that includes both theory and practical components.
- 1.2.2 The self-directed learning component must be completed before attending the workshop.
- 1.2.3 Successful completion provides a learner driver with 10 required driving hours under section 22 (3) (c) of the *Road Transport (Driver Licensing) Regulation 2000*.

1.3 Eligibility

- 1.3.1 Participants must
 - a) hold an ACT learner car licence; and
 - b) have held the learner licence for at least 3 months; and

1.4 Program ownership and updates

- 1.4.1 The ACT Government owns the Program content and provides it to approved course providers.
- 1.4.2 The ACT Government may, from time to time, adjust Program content to ensure it aligns with best practice and intended outcomes.

Schedule 2

(See s 3)

Approved Course Providers

2.1 Approved providers

The following entities are approved to deliver the Vulnerable Road User Program.

Item	Company /Individual Name	Business Name	Provider ABN
1	B Shrestha & S Shrestha	Licence Factory	91 908 141 481
2	Capital Road Safety Education Pty Ltd	Road Ready Centre	96 653 995 978
3	Fifth Gear Motoring Pty Ltd	Fifth Gear Motoring	69 661 073 481
4	MARSS Australia INC	Migrant and Refugee Settlement Services of the ACT Inc. (MARSS)	74 370 795 990
5	The Trustee for LnMnCo Family Trust	Pinnacle Driving School	60 331 305 533
6	Wangda, Dorji	Lotus Driving School Canberra	51 374 247 826
7	William Stewart	Online Driving Courses	79 255 476 313

Schedule 3

(See s 3)

Conditions of Approval

3.1 Compliance with conditions

- 3.1.1 Failure by an approved course provider, or employees, subcontractors or agents of the approved course provider, to comply with any of the conditions of approval listed in this Schedule, or as amended from time to time, may, at the discretion of the road transport authority, give rise to grounds for revocation of the approval provided by this instrument.
- 3.1.2 An approved course provider must notify the road transport authority immediately in writing if unable to comply with the conditions.

3.2 Participant Eligibility Check

- 3.2.1 An approved course provider must ensure that a person booking to attend the course, provides proof of eligibility requirements specified in Schedule 1, item 1.3.

3.3 Change of ownership

- 3.3.1 An approved course provider must immediately notify the road transport authority in writing if the ownership of the provider is sold, transferred or assigned to another person or legal entity (a *change of ownership*).
- 3.3.2 If a change of ownership occurs
- a) the new owner must apply to the road transport authority for approval as an approved course provider; and
 - b) until the road transport authority makes a decision on the application, the new owner must immediately cease-
 - i. describing itself as an approved course provider and
 - ii. delivering the Program.

3.3.3 Subsection 3.3.2 does not apply if

- a) the road transport authority has approved the new owner to commence as an approved course provider at the time the change of ownership takes effect; or
- b) an approved course provider acquires another approved provider, in which the approval continues for 30 days from the date of change of ownership to allow an application to be made and determined.

3.4 Effect of revocation or expiry

3.4.1 If an approval under this instrument is revoked, or the instrument expires, the approved course provider must immediately cease

- a) describing itself as an approved course provider; and
- b) delivering the Program.

3.5 Delivery of the Program

3.5.1 An approved course provider must deliver the Program in the format determined by the road transport authority and described in Schedule 1.

3.5.2 An approved course provider is responsible for providing all equipment and supplies necessary to deliver the Program.

3.5.3 Any equipment or supplies provided by the ACT Government must be returned when the provider no longer delivers the Program or when the approval ceases.

3.5.4 An approved course provider must deliver the Program using content approved by the road transport authority.

3.5.5 The Territory grants the provider a royalty-free, limited licence to use the Program content for the duration of the approval.

3.5.6 An approved course provider must not alter or remove copyright notices or branding on the Program content without the prior written approval of the road transport authority.

3.6 Accessibility

3.6.1 An approved course provider must ensure the Program is accessible, including for participants who

- a) require an interpreter (whether accredited or non-accredited); or
- b) have additional, multiple or complex needs requiring a support person or other professional.

3.7 Participant numbers and program integrity

3.7.1 An approved course provider must ensure that the number of participants attending a single workshop does not exceed 18.

3.7.2 An approved course provider must take reasonable steps to prevent dishonest conduct by participants and must report any such conduct to the road transport authority in writing

3.8 Completion certificates and records

3.8.1 An approved course provider must issue a completion certificate to each participant who successfully completes the Program.

3.8.2 Successful completion means

- a) completion of the self-directed learning component before attending the workshop; and
- b) active participation in the workshop

3.8.3 A completion certificate

- a) must be numbered and dated;
- b) must be in a format approved by the road transport authority; and
- c) must not include ACT Government branding other than the “initiative of ACT Government” logo.

- 3.8.4 The approved course provider must make the required entry in the ACT Learner Driver Logbook, or another record of driving hours approved by the road transport authority, for each participant who successfully completes the Program.

3.9 Minimum standards for persons delivering the Program

- 3.9.1 An approved course provider, and each person who delivers the Program for an approved course provider (whether as an employee, agent or subcontractor), must meet the following minimum standards
- a) have appropriate knowledge and skills to deliver the Program; and
 - b) hold an appropriate ACT Working with Vulnerable People clearance with at least 3 months remaining before expiry; and
 - c) be of good character.
- 3.9.2 In limited circumstances, the road transport authority may, at its discretion and on a case-by-case basis, consider and approve an exception to one or more of the minimum standards in subsection 3.9.1, particularly where the exception is necessary to ensure the continued accessibility of the Program.
- 3.9.3 If the road transport authority approves an exception under subsection 3.9.2, the road transport authority may impose any additional conditions it considers appropriate.
- 3.9.4 An approved course provider must ensure that any person who delivers the Program on its behalf meets the minimum standards in subsection 3.9.1, subject to any approved exception.
- 3.9.5 An approved course provider must immediately notify the road transport authority in writing of any change relating to a person who delivers the Program that results in the person no longer meeting the minimum standards or any imposed conditions, and the person must immediately cease delivering the Program.
- 3.9.6 An approved course provider must notify the road transport authority in writing within 14 days if a person ceases to deliver the Program.

- 3.9.7 The road transport authority may request records demonstrating compliance with this section at any time, and an approved course provider must provide the records within 14 days after receiving the request.

3.10 Monitoring, evaluation, reporting and improvement

- 3.10.1 The road transport authority may request information or records from an approved course provider at any time for the purposes of monitoring, evaluation, reporting and improvement of the Program against the conditions of approval.

- 3.10.2 Information or records requested under subsection 3.10.1 may include, but are not limited to, information about:

- a) the number of Program workshops conducted; and
- b) the number of participants at each workshop; and
- c) completion rates for the Program; and
- d) participant demographics; and
- e) the number of participants who required additional support from a non-accredited interpreter, an official accredited interpreter, a support person or another professional; and
- f) participant feedback and satisfaction survey results; and
- g) complaints received.

- 3.10.3 An approved course provider must ensure that all Program participants are given an opportunity to provide feedback on the delivery of the Program through a participant feedback and satisfaction survey.

- 3.10.4 On request, an approved course provider must allow the road transport authority to attend the delivery of a Program workshop for the purposes of auditing delivery against the monitoring, evaluation, reporting and improvement framework.

- 3.10.5 The road transport authority must give at least one business days' notice of attendance under subsection 3.10.4.
- 3.10.6 An approved course provider must provide a response to a request under subsection 3.10.1 within 14 days after receiving the request, unless otherwise agreed by the road transport authority.

3.10A Incident and complaint reporting

- 3.10A.1 An approved course provider must have documented processes to identify, record, manage and respond to incidents and complaints arising in connection with the delivery of the Program.
- 3.10A.2 If a serious incident occurs in connection with the delivery of the Program, the approved course provider must notify the road transport authority in writing as soon as practicable after becoming aware of the incident.
- 3.10A.3 For this section, a *serious incident* includes
- a) conduct that compromises participant safety; or
 - b) systemic or repeated complaints indicating non-compliance with the conditions of approval.
- 3.10A.4 This section does not limit any other obligation to notify the road transport authority under this instrument.

3.11 Advertising and program name

- 3.11.1 An approved course provider must ensure that any marketing or advertising material for the Program
- a) states that

“*[name of approved course provider]* is delivering the ACT Vulnerable Road User Program as an approved provider authorised by the road transport authority under section 15 of the *Road Transport (Driver Licensing) Regulation 2000*. The

ACT Vulnerable Road User Program delivered by *[name of approved course provider]* is owned by the road transport authority.”

or uses alternative wording approved in writing by the road transport authority;
and

- b) does not use ACT Government branding (including the ACT Government logo, Vision Zero logo or Safe Plates logo) to promote the provider or the Program without the prior written approval of the road transport authority.

3.11.2 Despite subsection 3.11.1 (b), once approved, an approved course provider may use the “initiative of ACT Government” logo for the purposes of promoting the Program.

3.11.3 An approved course provider must not do anything that could reasonably lead the public to believe that the provider

- a) is the exclusive or primary provider of the Program; or
- b) owns the Program; or
- c) is the Program, or is synonymous with the Program.

3.11.4 A subcontractor or agent of an approved course provider must not describe itself as an approved provider of the Program.

3.11.5 An approved course provider must not use a restricted name as, or as part of

- a) the provider’s legal name; or
- b) the provider’s trading or business name; or
- c) a social media account name; or
- d) an internet domain name; or
- e) a directory listing (for example, a Google place listing or Yellow Pages listing).

3.11.6 In this section, *restricted name* means a name that could reasonably create a perception that the approved course provider

- a) owns the Program; or
- b) is the Program; or
- c) is the exclusive or primary provider of the Program.

Examples of restricted names include

- d) “vulnerable road user” or “vulnerableroaduser”; and
- e) “vulnerable road user program”, “vulnerableroaduserprogram” or “VRUP”; and
- f) “vulnerable road user course” or “vulnerableroadusercourse”.

3.11.7 Subsection 3.11.5 does not prevent an approved course provider from using a restricted name as the name of a page within the provider’s website, provided that the provider’s domain name does not include a restricted name.

Example

- a) *www.xyzdriveschool.com.au/vulnerableroaduserprogram* is permissible; but
- b) *www.vulnerableroaduserprogram.com.au* is not permissible

3.12 Booking service

3.12.1 An approved course provider must make a booking service for the Program available to the public

3.13 Fees

3.13.1 Program participants are responsible for all fees associated with attending the Program.

3.13.2 Fees must be paid directly to the approved course provider.

3.13.3 Fees must be set at an affordable level and must be approved in writing by the road transport authority.

- 3.13.4 Advertised Program fees must include all fees and charges associated with a participant's attendance, including, as applicable
- a) the Program fee inclusive of GST; and
 - b) any administration, booking or payment processing fees, including credit card surcharges and costs for an interpreter or other professional assistance.
- 3.13.5 An approved course provider must not increase Program fees without the prior written approval of the road transport authority.
- 3.13.6 The road transport authority will not grant more than one Program fee increase in any 12-month period.
- 3.13.7 The road transport authority may, at any time, require an approved course provider to review its Program fees.
- 3.13.8 In limited circumstances, the road transport authority may, at its discretion and on a case-by-case basis, consider and approve exceptions in relation to Program fees, particularly where an exception is necessary to ensure the continued accessibility of the Program.

3.14 Assignment and contracting

- 3.14.1 Nothing in this instrument constitutes an approved course provider, or any of its employees, agents or subcontractors, as an employee, partner or agent of the Territory, or creates an employment, partnership or agency relationship for any purpose.
- 3.14.2 An approved course provider must not represent itself, and must ensure that its employees, agents and subcontractors do not represent themselves, as employees, partners or agents of the Territory.
- 3.14.3 An approved course provider must not assign or subcontract its obligations under this schedule, or the delivery of the Program, to an independent contractor without the prior written approval of the road transport authority.

3.14.4 If the road transport authority gives an approval under Schedule 3, the road transport authority may impose any conditions it considers appropriate.

3.14.5 If an approved course provider subcontracts the delivery of the Program, the approved course provider remains responsible for compliance with this instrument and must indemnify and keep indemnified the Territory against all losses, damages, costs and expenses arising from the conduct of the subcontractor.

Dictionary

approved course provider means a provider listed in Schedule 2.

change of ownership means the sale, transfer or assignment of ownership of a company.

Program means the Vulnerable Road User Program set out in Schedule 1.

restricted name—see section 3.11.6.

serious incident—see section 3.10A.