

Structured lesson record keeper

Staple to log book here

LEARNER LICENCE NUMBER

LESSON NO.	DATE	<i>Learner driver log book</i> LESSON TOPIC ☆	LESSON DURATION	INSTRUCTOR DRIVING SCHOOL	INSTRUCTOR LICENCE NUMBER	INSTRUCTOR SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
TOTAL DRIVING INSTRUCTOR HOURS				HOURS FOR LOG BOOK RECOGNITION	☆☆	☆☆

Note: Lessons undertaken with a fully licensed driving instructor prior to 19 December 2009 are permitted to be recorded here (up to a maximum of 10 hours). In these instances, only the date, the duration of the lesson, and the driving school need to be completed in the record keeper. Where an instructor signature cannot be obtained, it may be verified and signed by the regular supervising driver. Lesson hours in the *Learner driver log book* must also be adjusted and initialled by the supervising driver.

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Instructions for fully licensed driving instructors, learner drivers and supervising drivers



General:

Driving instructors are required to fill and complete the Structured Lesson Record Keeper (front). This must be stapled to the *Declaration of completion*, page 111 of the *Learner driver log book*.

Each lesson must:

- be designed by the instructor in conjunction with the regular supervising driver/parent, and the learner driver.
- aim to develop the learner driver's ability to understand and apply the principles of 'low risk driving' as outlined in the *Learner driver log book*. (Additional resources for the development of lessons should include the *Road Users' Handbook* and *A guide to the Driving Test*).
- be developed through reflecting on the needs of each learner driver, and will therefore be tailored for each individual.
- be conducted on public roads.

Notes:

☆☆ The driving instructor must insert a lesson topic reflecting the *Learner driver log book* lesson content from one of the following *Learner driver log book* sections:

- Building a foundation [Green section]
- Traffic Skills [Orange section]
- Low risk driving [Red section]
- Building Experience [Blue section]

✍ By signing in this section, the driving instructor is acknowledging that they have completed an RTA 'Structured lesson planner' with curriculum content derived from the RTA *Learner driver log book*.

☆☆ Learner drivers should enter their driving experience with a driving instructor in their Learner driver log book as 3 hours for every 1 hour with a driving instructor.

There is a maximum limit of 10 hours with a driver instructor that can be included for additional *Learner driver log book* recognition. The total value of lessons taken with a driver instructor for additional *Learner driver log book* recognition will not exceed 30 hours towards the 120 hour *Learner driver log book* requirement. Structured driving lessons conducted at night are included as part of the Structured Lesson Scheme and recognised as 3 hours for 1 hour with a fully licensed instructor. However, applicants must still complete a minimum of 20 hours actual night time driving.

Supplementary declaration of completion:

To be completed by the supervising driver/parent

I certify that all the structured lessons recorded on the record keeper have been entered and conducted by a licensed driver instructor and that the record keeper is an accurate account of structured lessons undertaken by the learner driver.

Signature Supervising Driver

Supervising Driver Licence Number

Date