LICENCE READY

Processing Safer Driver Course modules

Flexible process

www.licenceready.com.au

Version 1.0
Date: 09/06/2018

Blank Page.

Contents

1. Overview of the process 5
2. Option-1 (Simple process) 6
3. Option-2 (secure, flexible, value add) 7
3.1 The steps involved in the flexible process 8
3.2 Make sure profiles are set correctly 9
3.2.1 Facilitator profile 9
3.2.2 Coach profile 10
3.3 Inviting or Sharing or linking to the learner's account 11
3.3.1 Facilitator inviting the learner 11
3.3.2 Coach inviting the learner 12
3.4. Sign-off SDC modules 13
3.4.1 Sign-off Safer class (module-1) from the learner app 13
3.4.2 Sign-off Safer coach (module-2) from the learner app 15
3.4.3 Sign-off Safer class (module-1) from the facilitator app 17
3.4.4 Sign-off Safer coach (module-2) from the coach app 19
3.5 View SDC credits 21
3.5.1 Viewing SDC credits in the facilitator App. 21
3.5.2 Viewing SDC credits in the coach App 25

Copyright

This document is protected by copyright law. Copyright in this material resides with Licence Ready Pty Ltd, or other various other rights holders, as indicated. You may not reproduce, adapt, modify, communicate to the public, or otherwise use any part of this document (in particular for commercial purposes) without the express written permission of the legal holder of that copyright. Copyright © 2017 Licence Ready Pty Ltd.

Disclaimer

It is intended for the information in this document to serve only as a general overview on the Safer Driver Course module process within Licence Ready application. The information in this document is not intended to be comprehensive, nor does it constitute advice in any way. Licence Ready attempts to ensure the content is current and accurate but it does not guarantee its currency and accuracy. If you require confirmation of any information in this document, you should refer to Licence Ready Pty Ltd. Licence Ready does not accept responsibility for any loss or damage. occasioned by use of the information contained in this document nor from any access to this document.

1. Overview of the process

To be able to process Safer Driver Course modules, the learner must have Licence Ready account.

To sign-off the Safer Class (module-1) *the learner must have at least 50 hours of experience recorded within Licence Ready (excluding any 3for1 bonus hours).*

To progress to the Safer Coaching (module-2) the Safer Class module must be signed-off by the same service provider.

After successful Safer Coaching module sign-off, the 20 hours credits will be added into the learner's log book.

The Safer Driver Course credits will appear in the dashboard, summary and log book screens.

In the event any module is incorrectly signed-off, the respective module can be re-opened, corrected and signed-off again.

Licence Ready offers two options to the SDC facilitators and coaches.

1. Option-1 (Simple process)
    a. The facilitator / coach DON'T have Licence Ready account (i.e. do not have Licence Ready app).
    b. Not so secure, the coach's licence details are to be provided to the learner.

    Please refer to the document "Licence Ready SDC modules simple v1.0".

2. Option-2 (Flexible process)
    a. The facilitator / coach MUST have Licence Ready account (i.e. must have Licence Ready app).
    b. Secure process, the coach's licence details are not exposed to the learner.
    c. Added value by providing ability to track the learner's progress allowing the facilitator / coach to offer better service to the learner.

    In this document this flexible process is described.

2. Option-1 (Simple process)

Please refer to the “Licence Ready SDC modules simple v1.0” for the simple process.

3. Option-2 (secure, flexible, value add)

The Facilitator and/or the Coach MUST have a Licence Ready account (i.e. must use Licence Ready app).

The facilitator / coach enter their personal derails into their own app using PROFILE menu link, without having to provide them to the learners.

The learner must share (link) his / her account with the facilitator / coach. This sharing is achieved by the facilitator / coach inviting the learner.

When the learner's account is shared (linked) with the facilitator / coach accounts, the personal details of the facilitator / coach are not visible to the learner excepting their names, email and the phone numbers.

Facilitator / coach may sign-off the module-1 & 2 respectively from either the learner app or from their own apps (i.e. facilitator's app / coach's app).

If the module(s) is signed-off from the learner's app, the facilitator / coach must enter their signatures into the learner's app.

If the module(s) is signed-off from the facilitator / coach app then the learner must enter his / her signature into the facilitator / coach app.

Advantages:

- Secure process (facilitator / coach) don't have to provide their personal details to the learners.
- Very flexible process.
- Facilitator / coach will be able to track their learner's progress. This enables the facilitator / coach to offer better service to their learners.
- Sharing (linking) the accounts can be performed well before the session saving the session time and minimising the distractions during the session.

Disadvantages:

- Sharing (linking) accounts requires additional effort.
- If these sharing (linking) accounts are performed during the session then it consumes session time.

3.1 The steps involved in the flexible process

Step-1: Make sure profiles are correct
Make sure the facilitator / coach profiles are set correctly.

Step-2: Invite / Share / Connect / Link learner account
The facilitator / coach, inviting the learner to share his / her account.
This links the learner account with the facilitator / coach accounts.

Step-3: Sign-off SDC modules.
Processing Safer class (module-1) and Safer coaching (module-2) from the learner app.

OR

Processing Safer class (module-1) and Safer coaching (module-2) from the facilitator and coach apps.

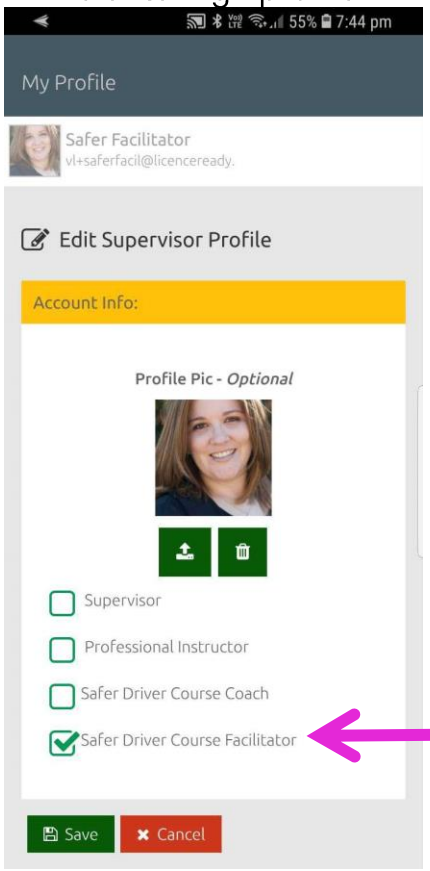
Step-4: View SDC credits.
Viewing the Safer driver course credits from the facilitator and coach apps.

3.2 Make sure profiles are set correctly

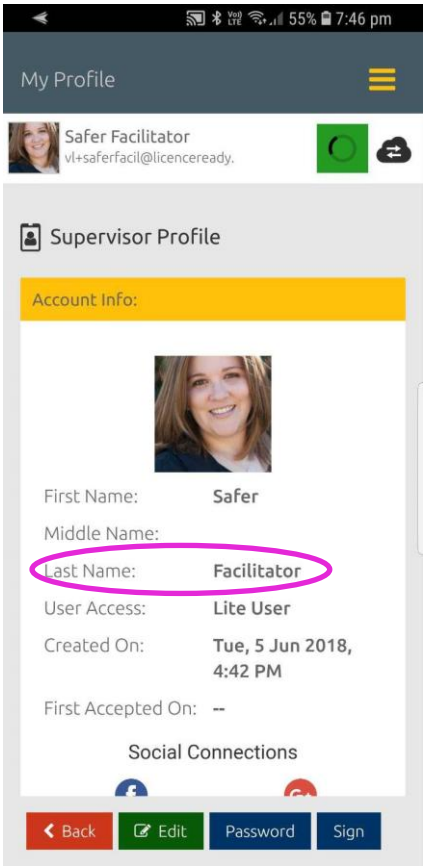
3.2.1 Facilitator profile

When entering the details into the profile screen, make sure that the supervisor type is checked as “Facilitator”.

While entering - profile



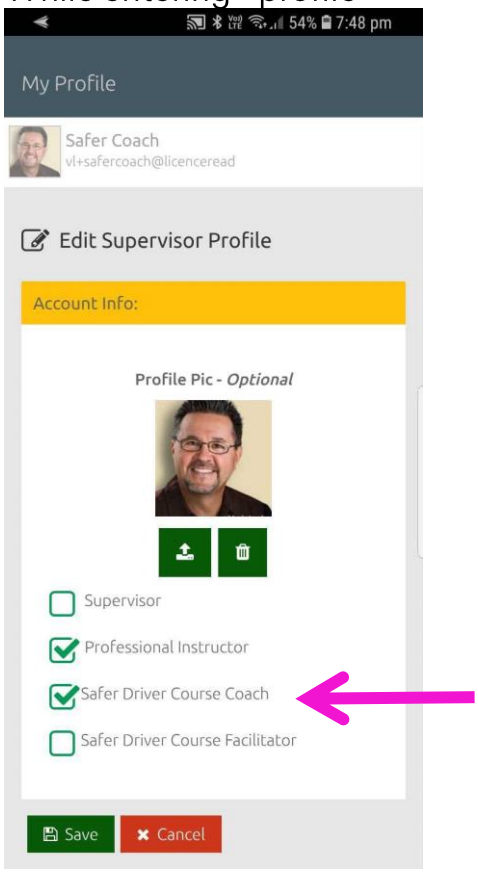
Profile view mode



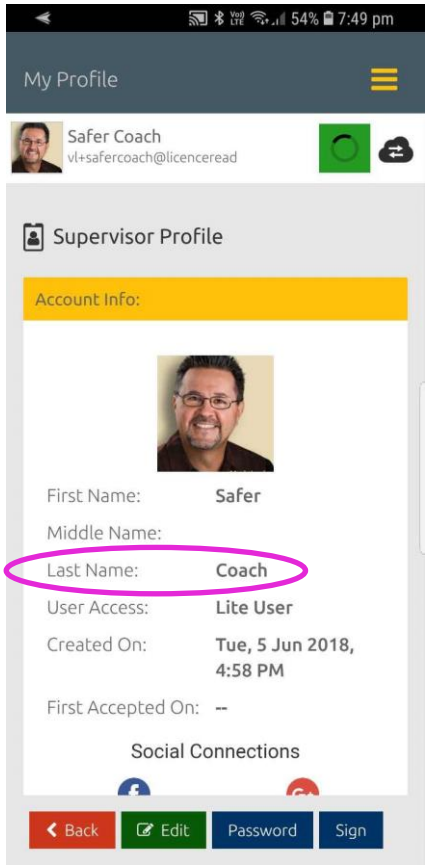
3.2.2 Coach profile

When entering the details into the profile screen, make sure the supervisor type is checked as “Coach” and “Instructor”.

While entering - profile



Profile view mode

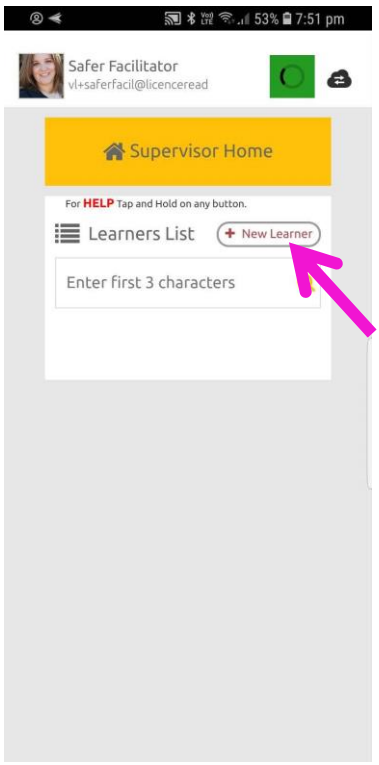


3.3 Inviting or Sharing or linking to the learner's account

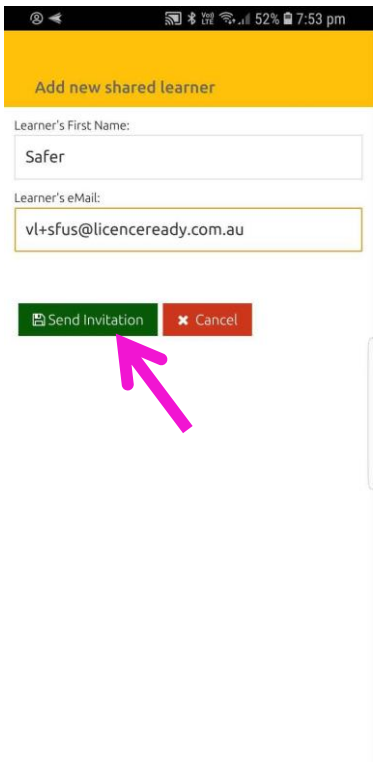
These steps, link / connect the learner with the facilitator / coach allowing sharing learner account with facilitator and coach accounts.

3.3.1 Facilitator inviting the learner

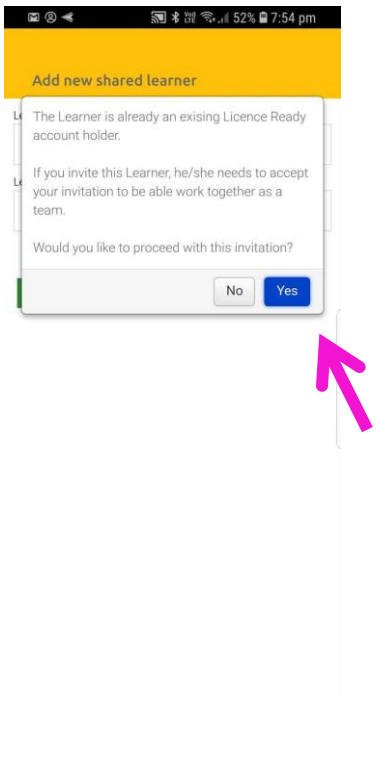
1



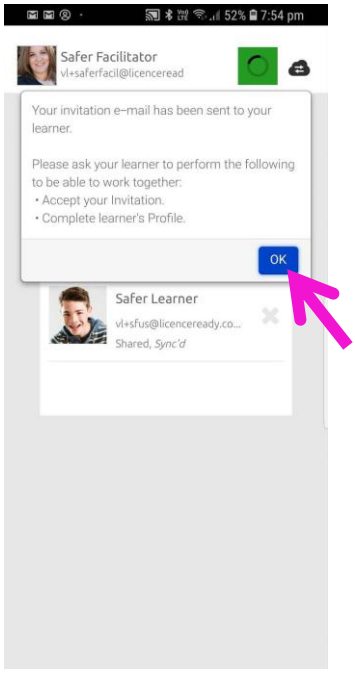
2



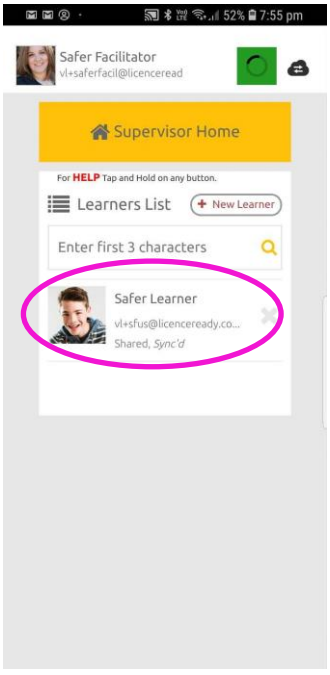
3



4



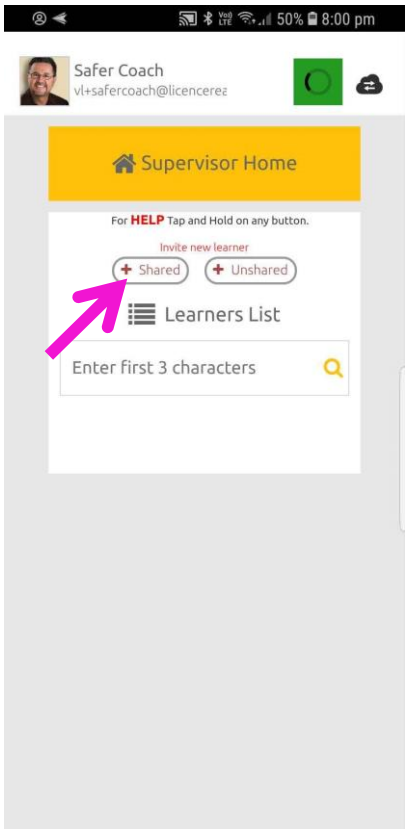
5



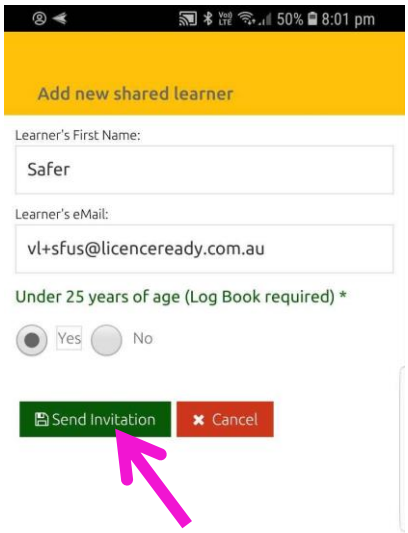
3.3.2 Coach inviting the learner

Invite the learner as a SHARED learner (not as unshared).

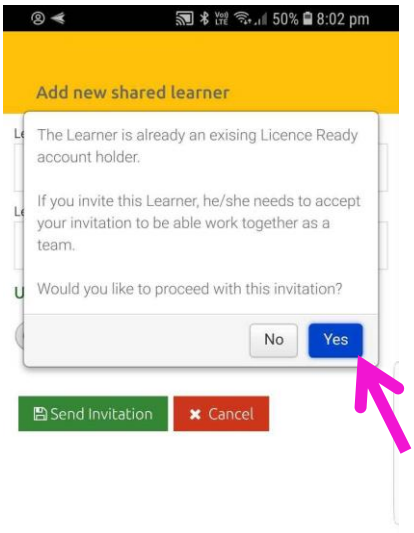
1



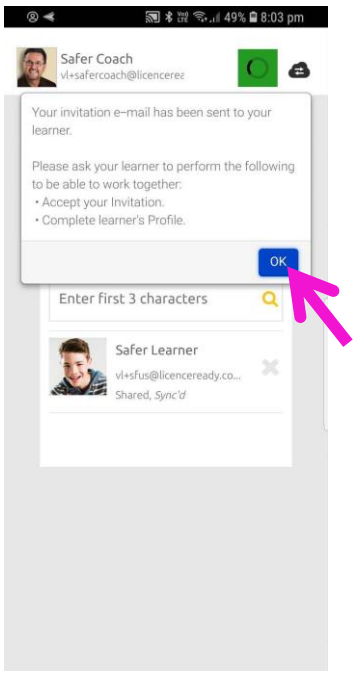
2



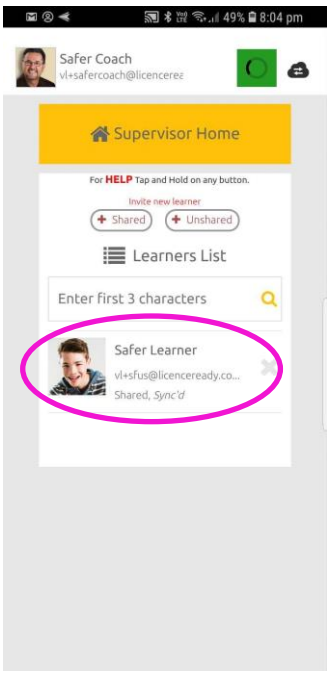
3



4



5



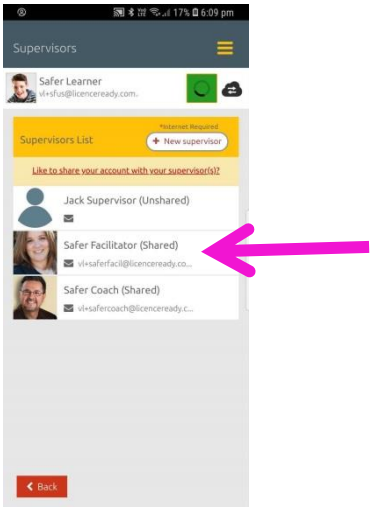
3.4. Sign-off SDC modules

The SDC modules can be processed from the learner app or facilitator and coach apps.

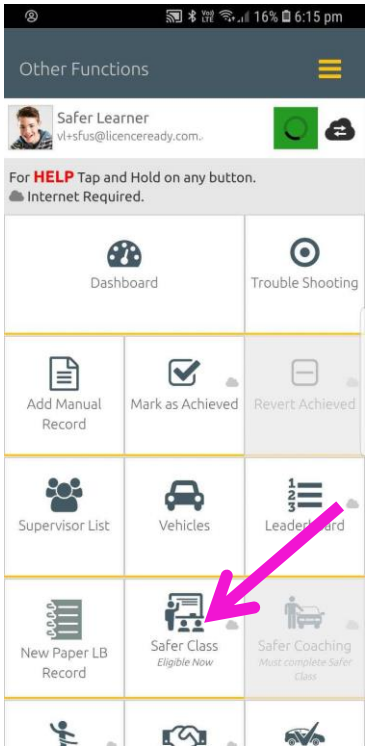
3.4.1 Sign-off Safer class (module-1) from the learner app

Make sure the Facilitator is synchronised to the learner account.

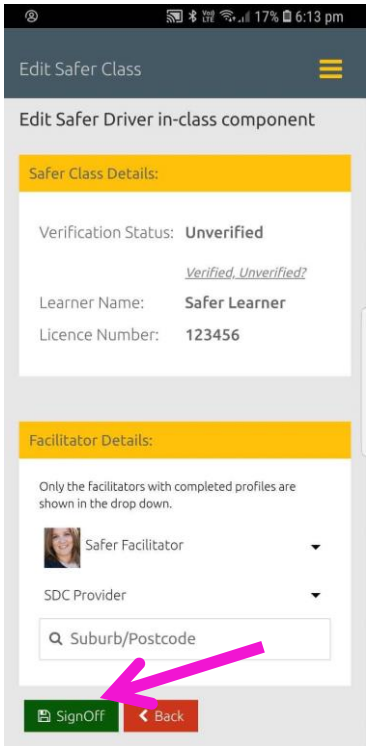
When the facilitator's account is synchronised to the learner account, the Facilitator appears in the learner supervisor's list.



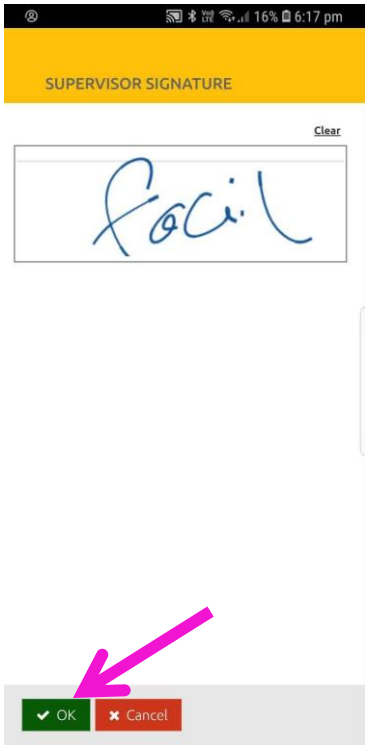
1



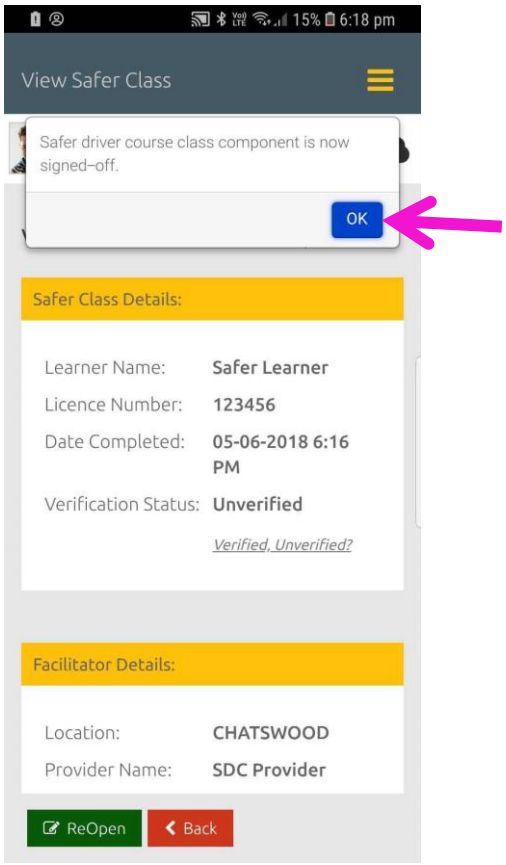
2



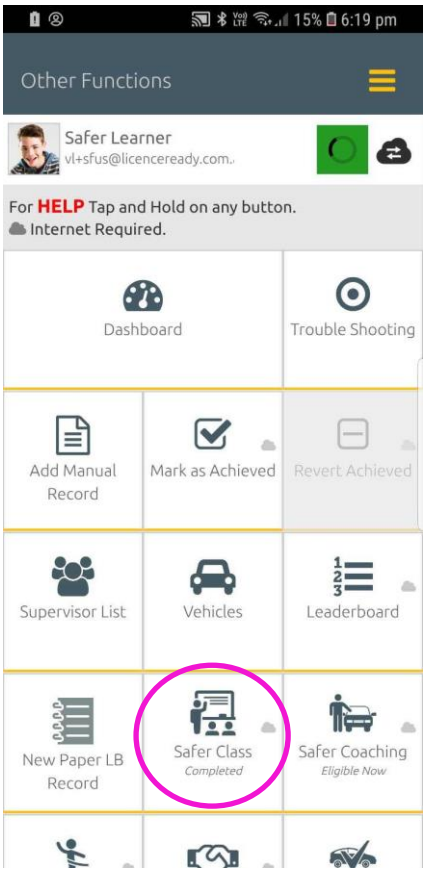
3



4


15% 6:18 pm
View Safer Class
Safer driver course class component is now signed-off.
OK
Safer Class Details:
Learner Name: Safer Learner
Licence Number: 123456
Date Completed: 05-06-2018 6:16 PM
Verification Status: Unverified
Verified, Unverified?
Facilitator Details:
Location: CHATSWOOD
Provider Name: SDC Provider
ReOpen
Back

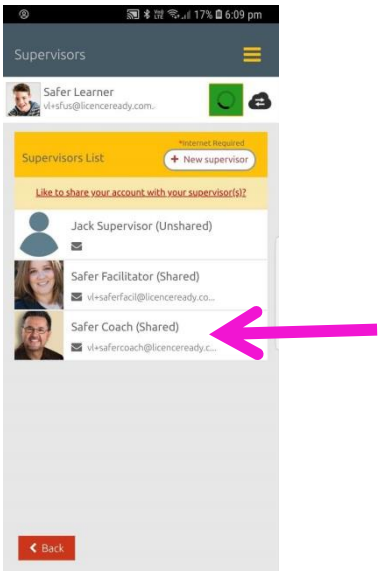
5


15% 6:19 pm
Other Functions
Safer Learner
vl+sfus@licenceready.com.
For HELP Tap and Hold on any button.
Internet Required.
Dashboard
Trouble Shooting
Add Manual Record
Mark as Achieved
Revert Achieved
Supervisor List
Vehicles
Leaderboard
New Paper LB Record
Safer Class
Completed
Safer Coaching
Eligible Now

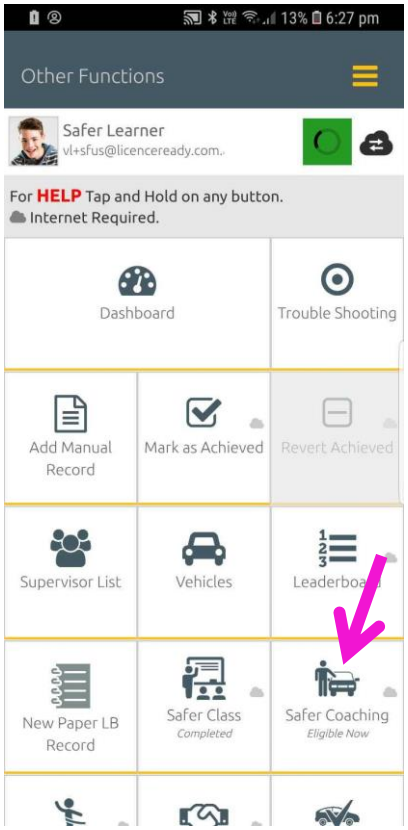
3.4.2 Sign-off Safer coach (module-2) from the learner app

Make sure the Coach's account is synchronised to the learner account.

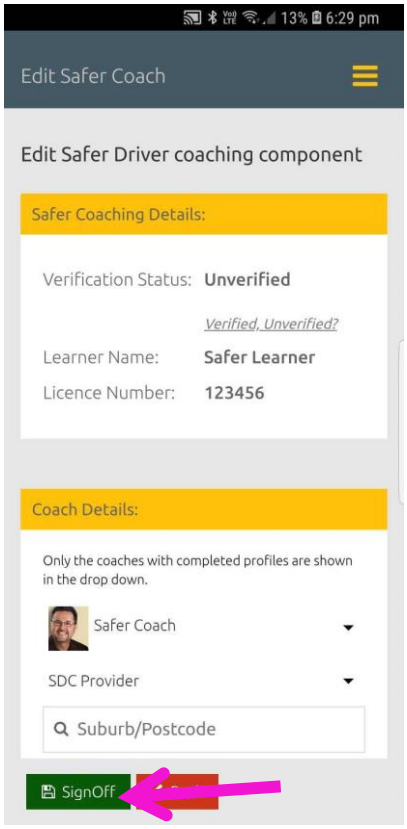
When the coach's account is synchronised to the learner account, the Coach appears in the learner supervisor's list.



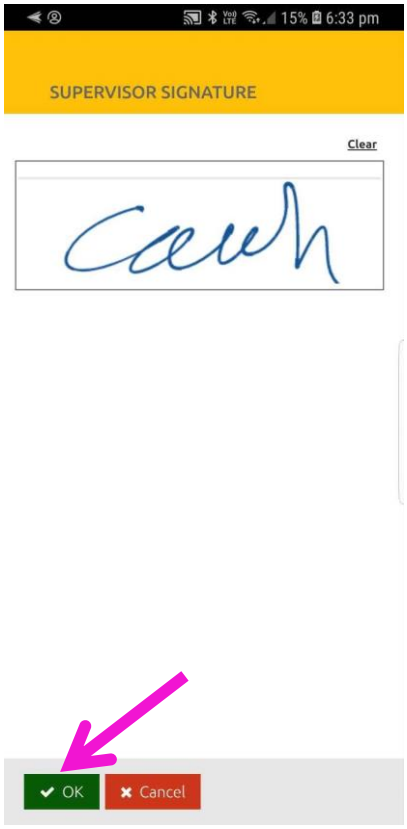
1



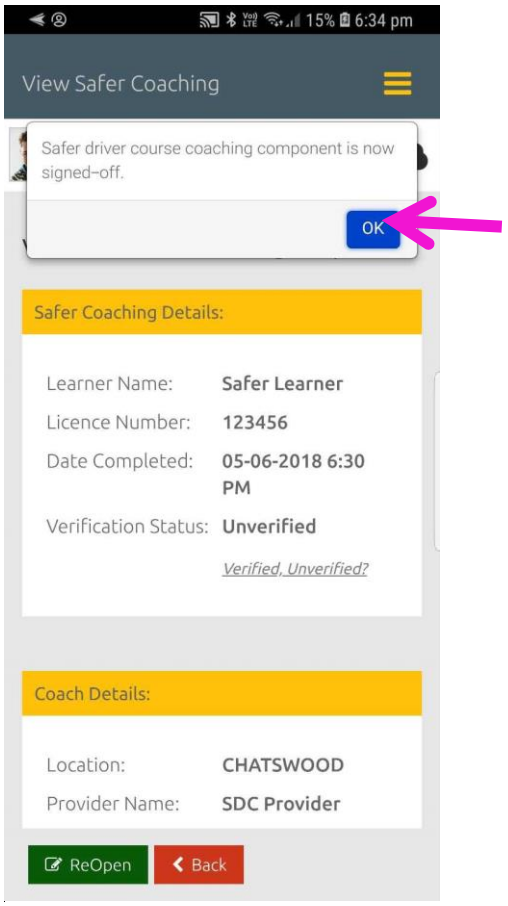
2



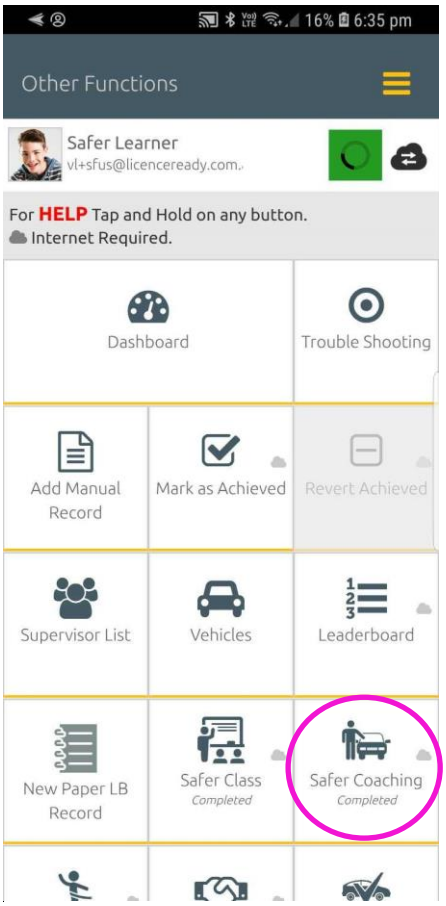
3



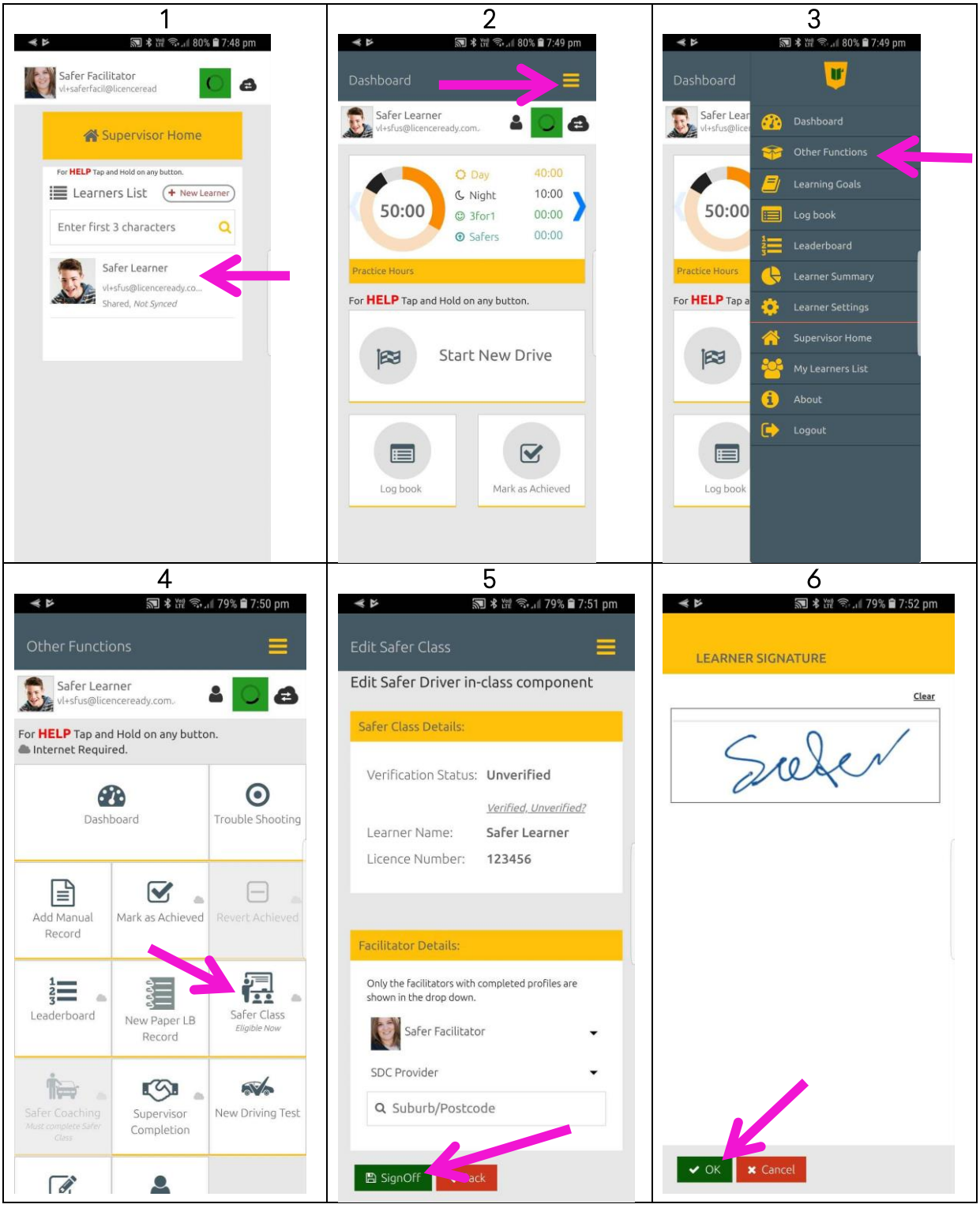
4

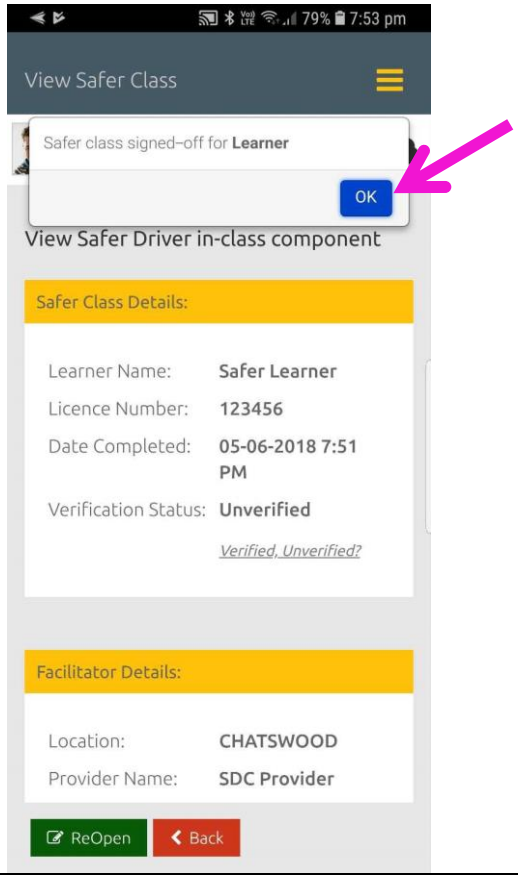
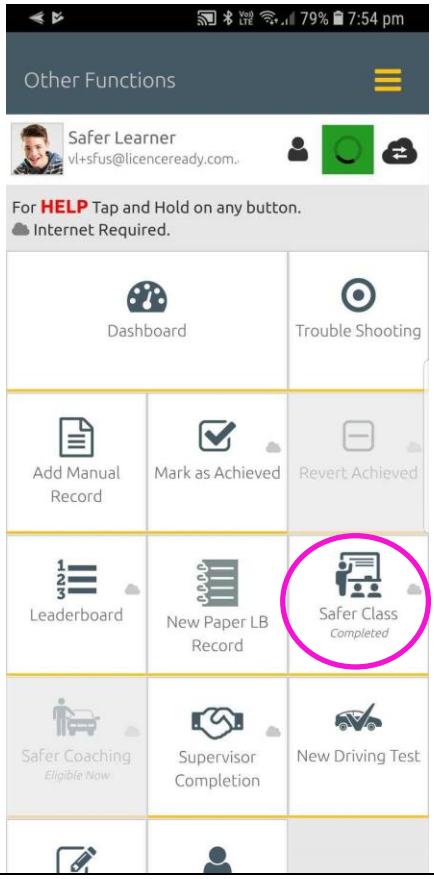

15% 6:34 pm
View Safer Coaching
Safer driver course coaching component is now signed-off.
OK
Safer Coaching Details:
Learner Name: Safer Learner
Licence Number: 123456
Date Completed: 05-06-2018 6:30 PM
Verification Status: Unverified
Verified, Unverified?
Coach Details:
Location: CHATSWOOD
Provider Name: SDC Provider
ReOpen
Back

5


16% 6:35 pm
Other Functions
Safer Learner
vl+sfus@licenceready.com.
For HELP Tap and Hold on any button.
Internet Required.
Dashboard
Trouble Shooting
Add Manual Record
Mark as Achieved
Revert Achieved
Supervisor List
Vehicles
Leaderboard
New Paper LB Record
Safer Class
Completed
Safer Coaching
Completed

3.4.3 Sign-off Safer class (module-1) from the facilitator app

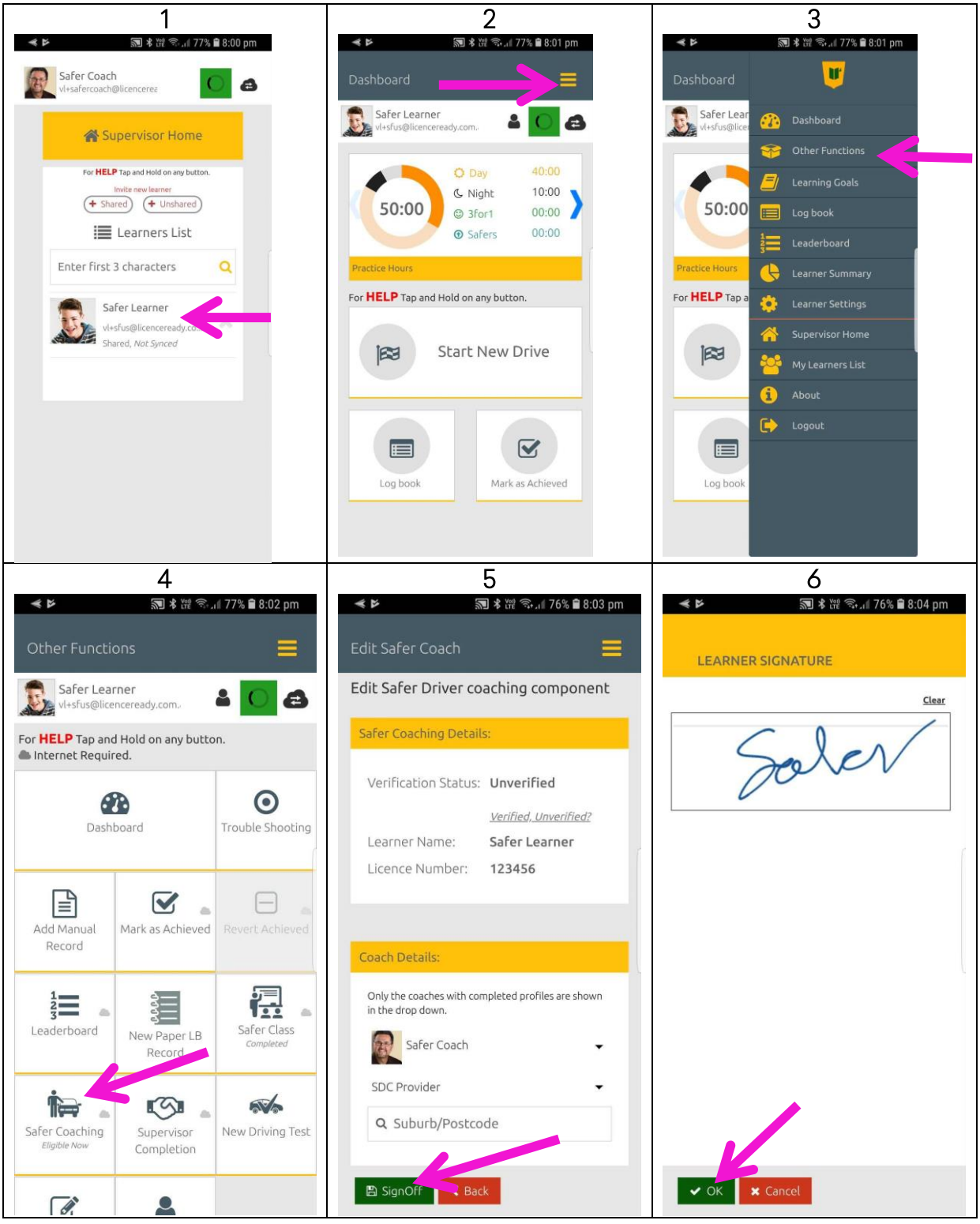


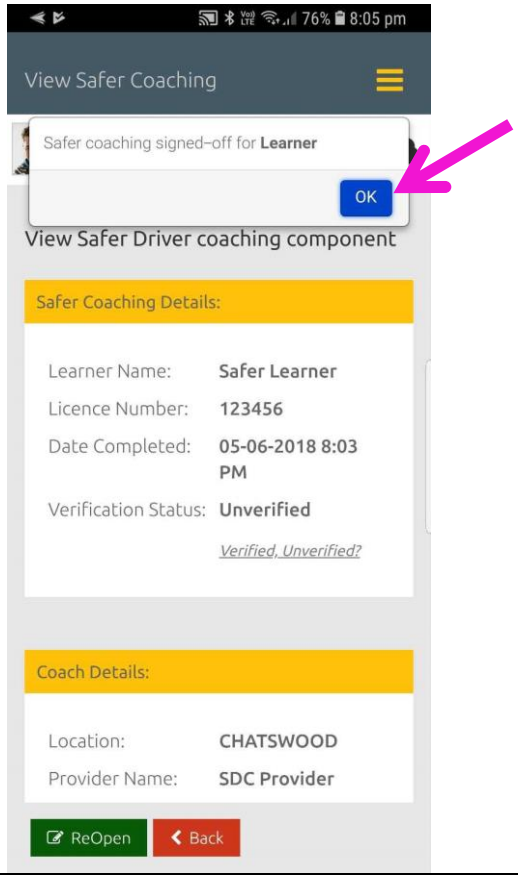
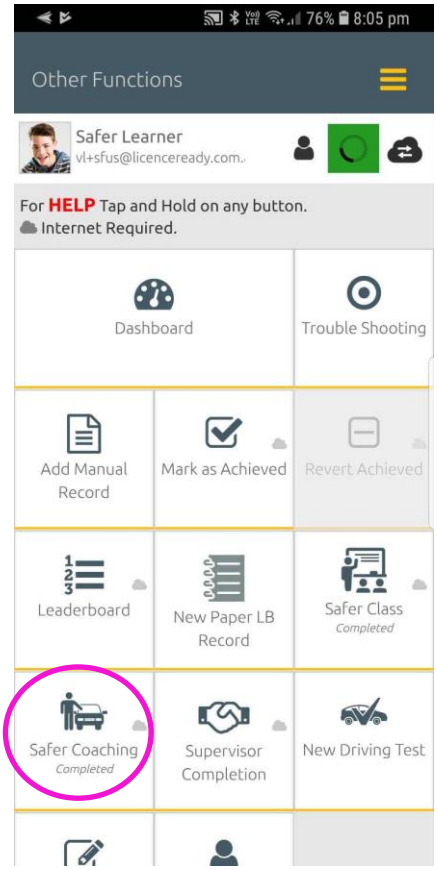
7	8
	

79% 7:53 pm
View Safer Class
Safer class signed-off for Learner
OK
View Safer Driver in-class component
Safer Class Details:
Learner Name: Safer Learner
Licence Number: 123456
Date Completed: 05-06-2018 7:51 PM
Verification Status: Unverified
Verified, Unverified?
Facilitator Details:
Location: CHATSWOOD
Provider Name: SDC Provider
ReOpen
Back

79% 7:54 pm
Other Functions
Safer Learner
vl+sfus@licenceready.com.
For HELP Tap and Hold on any button.
Internet Required.
Dashboard
Trouble Shooting
Add Manual Record
Mark as Achieved
Revert Achieved
Leaderboard
New Paper LB Record
Safer Class
Completed
Safer Coaching
Eligible Now
Supervisor Completion
New Driving Test

3.4.4 Sign-off Safer coach (module-2) from the coach app



7	8
	

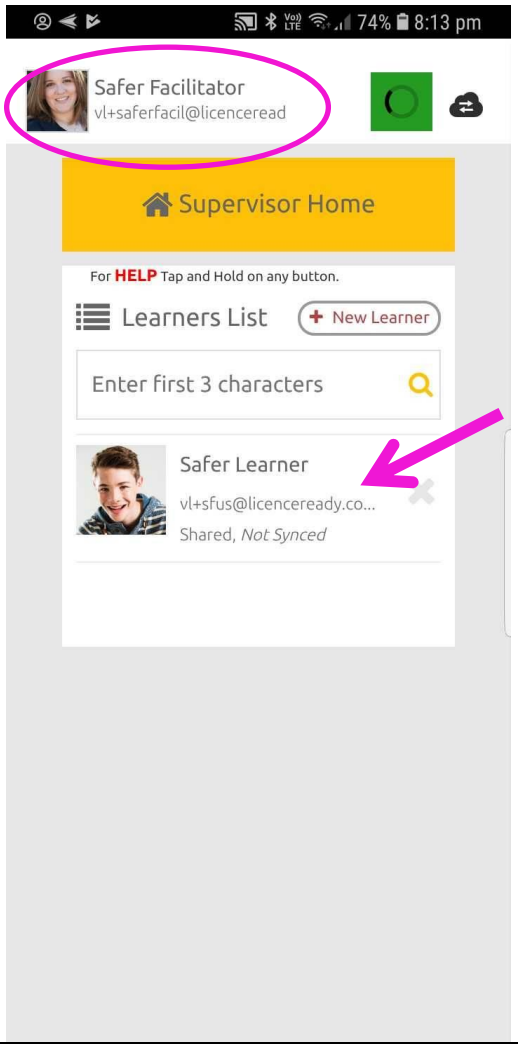
76% 8:05 pm
View Safer Coaching
Safer coaching signed-off for Learner
OK
View Safer Driver coaching component
Safer Coaching Details:
Learner Name: Safer Learner
Licence Number: 123456
Date Completed: 05-06-2018 8:03 PM
Verification Status: Unverified
Verified, Unverified?
Coach Details:
Location: CHATSWOOD
Provider Name: SDC Provider
ReOpen
Back

76% 8:05 pm
Other Functions
Safer Learner
vl+sfus@licenceready.com.
For HELP Tap and Hold on any button.
Internet Required.
Dashboard
Trouble Shooting
Add Manual Record
Mark as Achieved
Revert Achieved
Leaderboard
New Paper LB Record
Safer Class
Completed
Safer Coaching
Completed
Supervisor Completion
New Driving Test

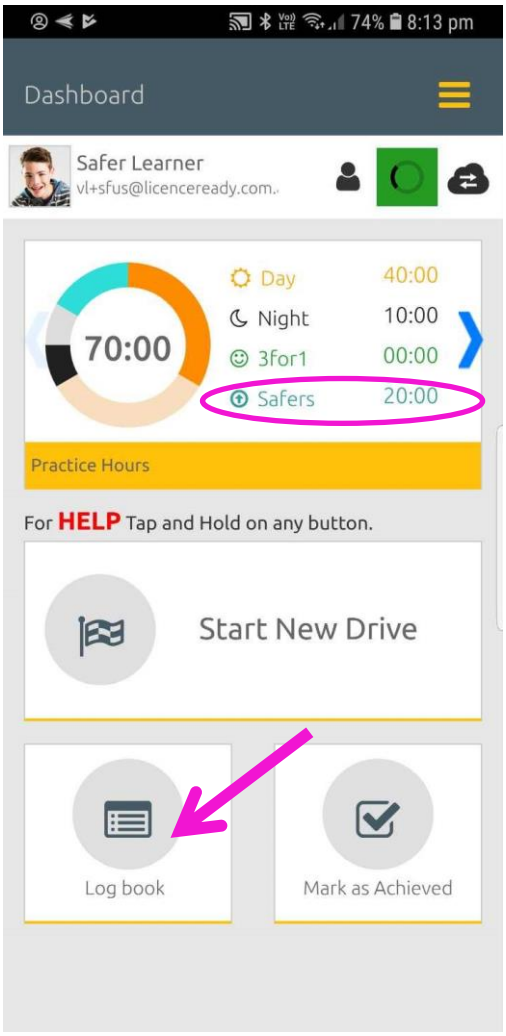
3.5 View SDC credits

3.5.1 Viewing SDC credits in the facilitator App.

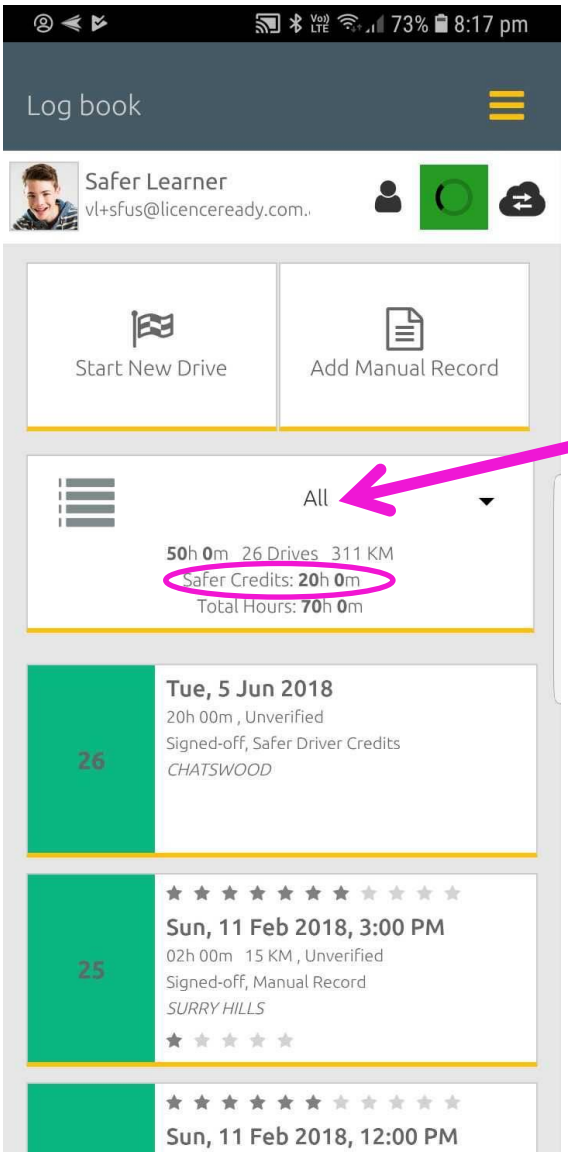
1



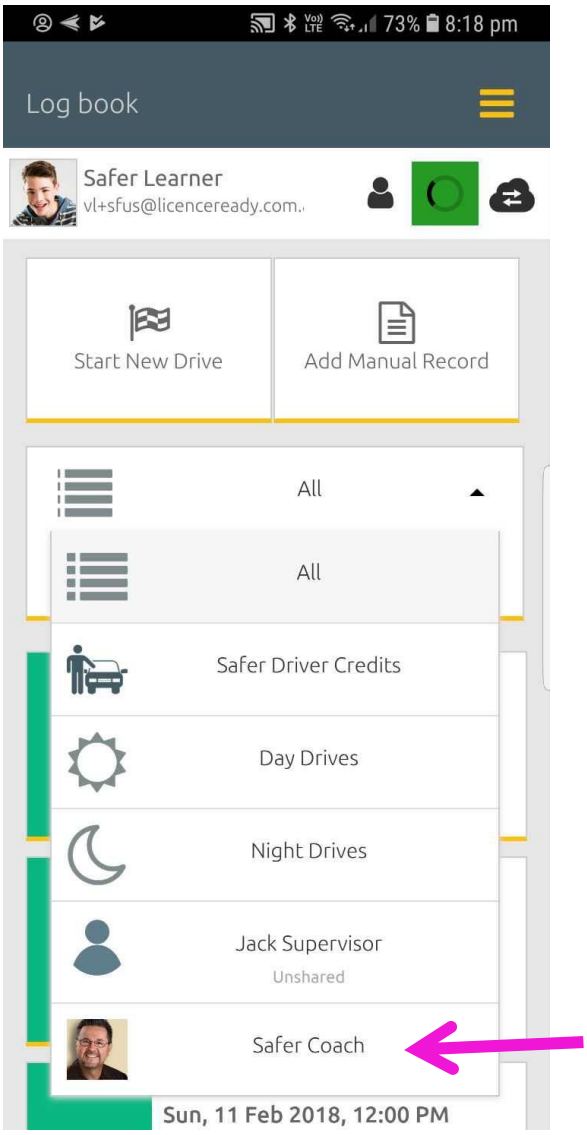
2



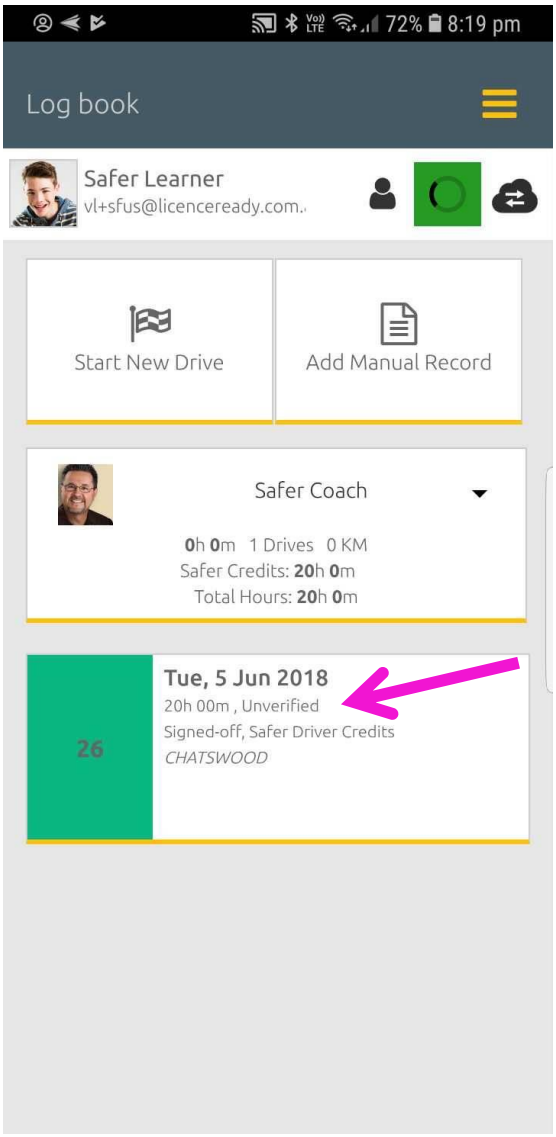
3


73% 8:17 pm
Log book
Safer Learner
vl+sfus@licenceready.com.
Start New Drive
Add Manual Record
All
50h 0m 26 Drives 311 KM
Safer Credits: 20h 0m
Total Hours: 70h 0m
26
Tue, 5 Jun 2018
20h 00m , Unverified
Signed-off, Safer Driver Credits
CHATSWOOD
25
Sun, 11 Feb 2018, 3:00 PM
02h 00m 15 KM , Unverified
Signed-off, Manual Record
SURRY HILLS
Sun, 11 Feb 2018, 12:00 PM

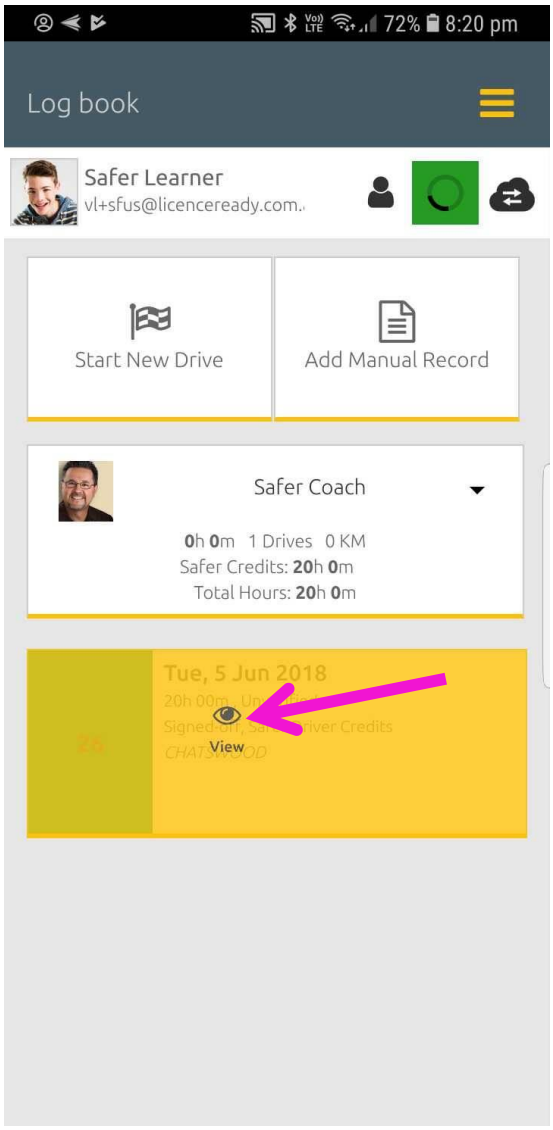
4


73% 8:18 pm
Log book
Safer Learner
vl+sfus@licenceready.com.
Start New Drive
Add Manual Record
All
All
Safer Driver Credits
Day Drives
Night Drives
Jack Supervisor
Unshared
Safer Coach
Sun, 11 Feb 2018, 12:00 PM

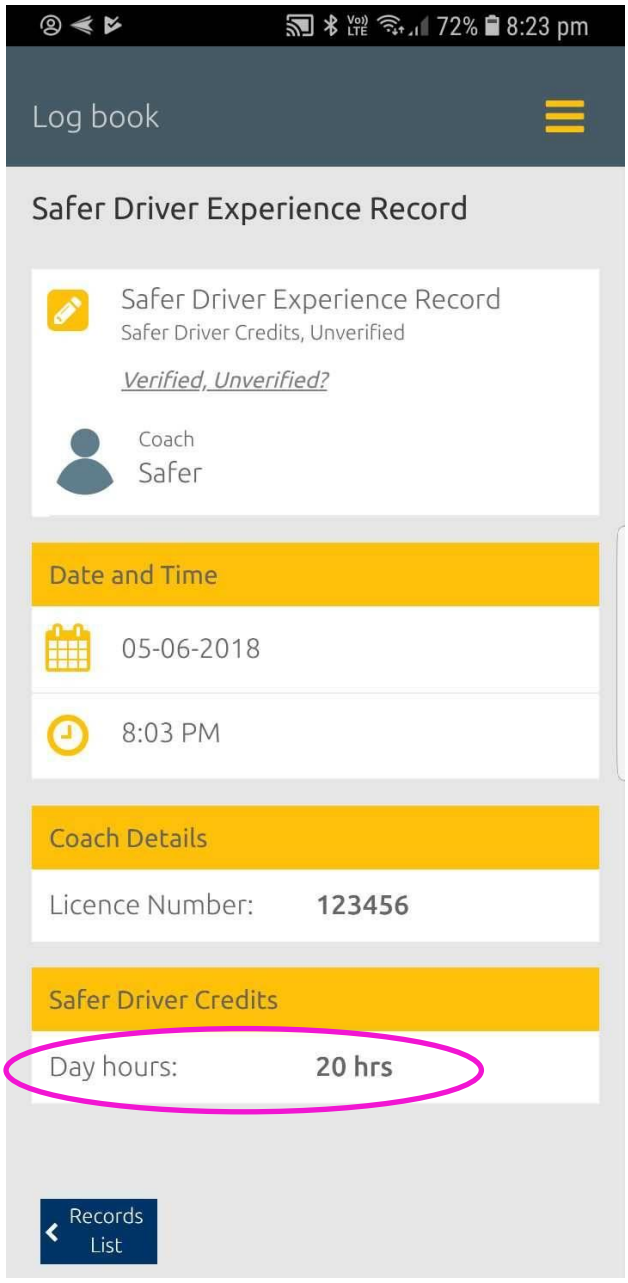
5


72% 8:19 pm
Log book
Safer Learner
vl+sfus@licenceready.com.
Start New Drive
Add Manual Record
Safer Coach
0h 0m 1 Drives 0 KM
Safer Credits: 20h 0m
Total Hours: 20h 0m
26
Tue, 5 Jun 2018
20h 00m , Unverified
Signed-off, Safer Driver Credits
CHATSWOOD

6

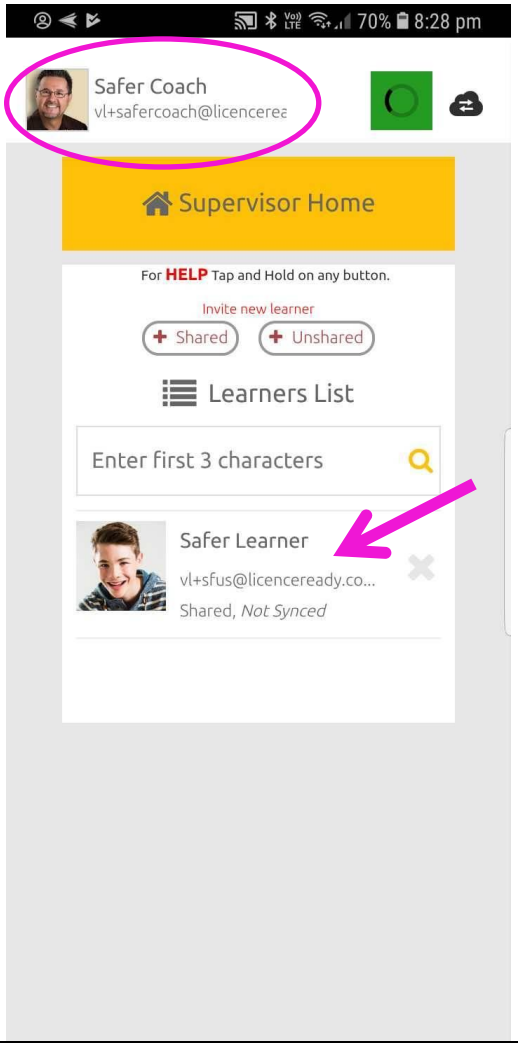

72% 8:20 pm
Log book
Safer Learner
vl+sfus@licenceready.com.
Start New Drive
Add Manual Record
Safer Coach
0h 0m 1 Drives 0 KM
Safer Credits: 20h 0m
Total Hours: 20h 0m
Tue, 5 Jun 2018
View

7

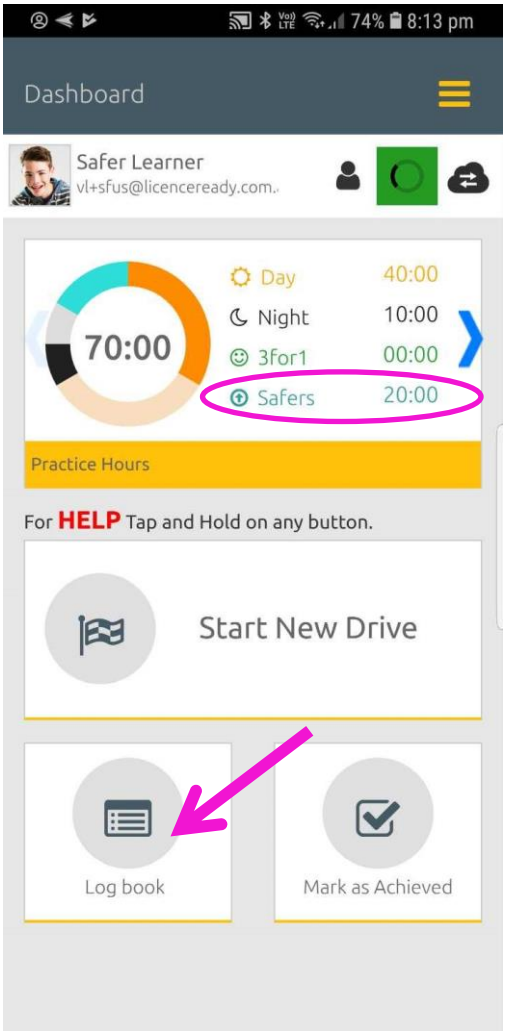

72% 8:23 pm
Log book
Safer Driver Experience Record
Safer Driver Experience Record
Safer Driver Credits, Unverified
Verified, Unverified?
Coach
Safer
Date and Time
05-06-2018
8:03 PM
Coach Details
Licence Number: 123456
Safer Driver Credits
Day hours: 20 hrs
Records List

3.5.2 Viewing SDC credits in the coach App.

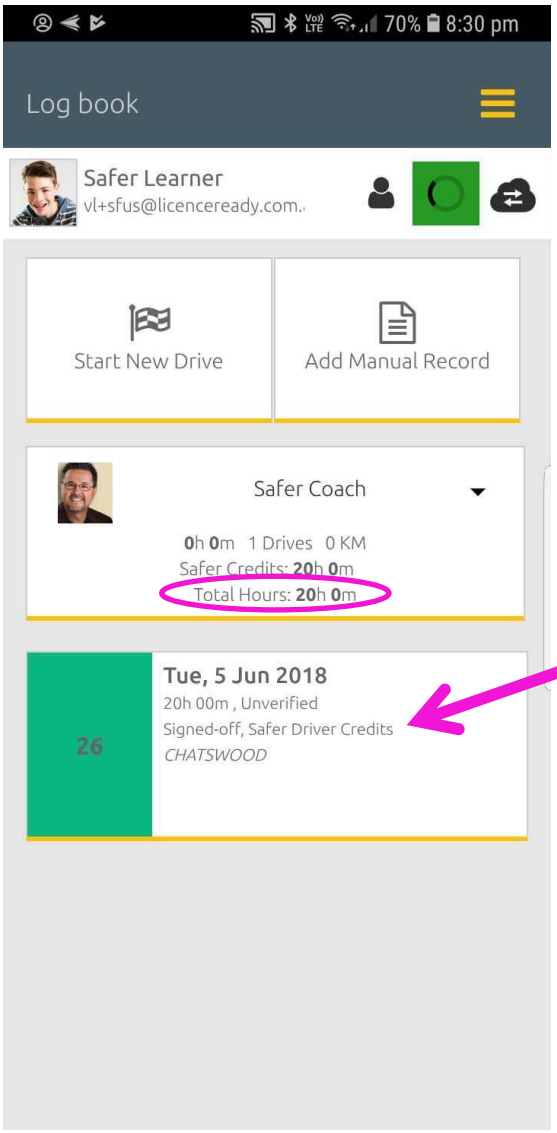
1



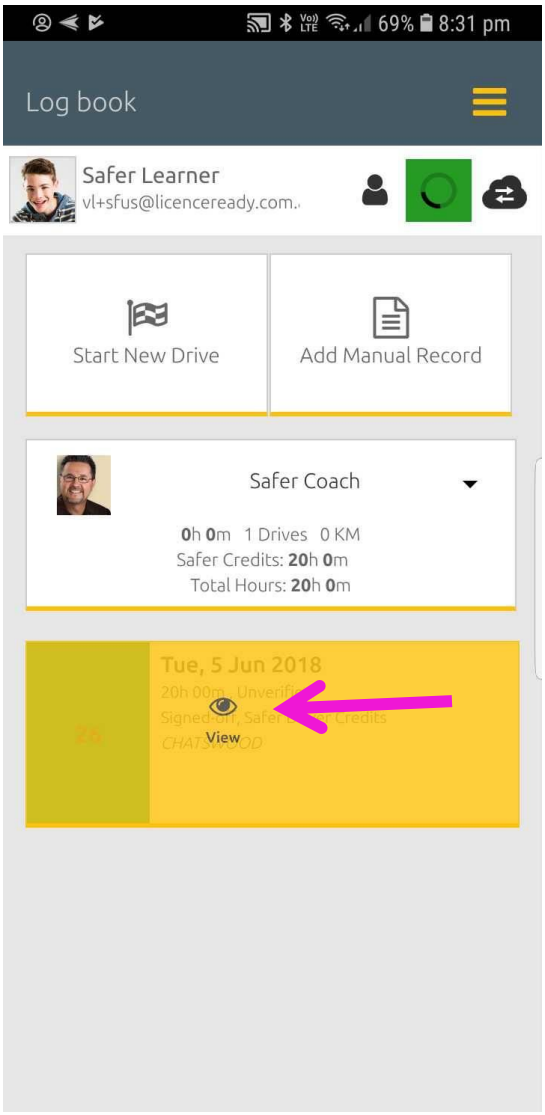
2



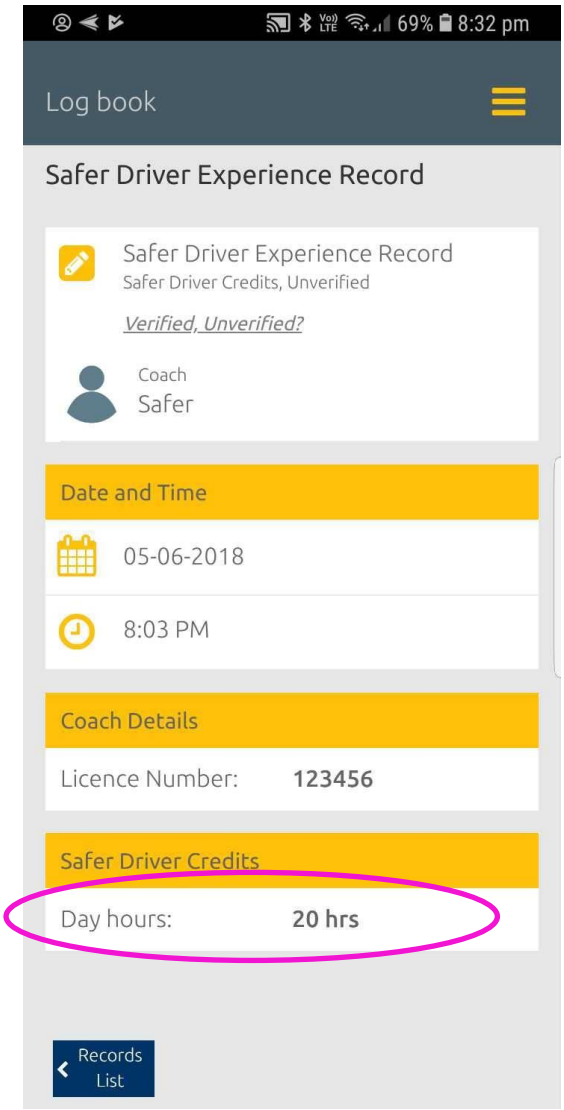
3


70% 8:30 pm
Log book
Safer Learner
vl+sfus@licenceready.com.
Start New Drive
Add Manual Record
Safer Coach
0h 0m 1 Drives 0 KM
Safer Credits: 20h 0m
Total Hours: 20h 0m
26
Tue, 5 Jun 2018
20h 00m , Unverified
Signed-off, Safer Driver Credits
CHATSWOOD

4


69% 8:31 pm
Log book
Safer Learner
vl+sfus@licenceready.com.
Start New Drive
Add Manual Record
Safer Coach
0h 0m 1 Drives 0 KM
Safer Credits: 20h 0m
Total Hours: 20h 0m
Tue, 5 Jun 2018
View

5


69% 8:32 pm
Log book
Safer Driver Experience Record
Safer Driver Experience Record
Safer Driver Credits, Unverified
Verified, Unverified?
Coach
Safer
Date and Time
05-06-2018
8:03 PM
Coach Details
Licence Number: 123456
Safer Driver Credits
Day hours: 20 hrs
Records List

Blank Page.