



## What paperwork do you need

### *Keys for Life*

#### *Keys For Life Theory Requirements*

For people who don't have their driver's licence

#### All applicants

- Part 1- Onboarding Application
- Part 2 - Financial Hardship
- Part 3 - RL-13
- Part 4 - Minor Consent (*if applicable*)
  
- Birth certificate (*if available*)
- ID Following DL49

Please email the paperwork back to us at [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)

This is a Free course and does not involve payment

If you fill out this form, we can provide financial assistance for things like paying for a replacement birth certificate and paying for a logbook and learner's permit.

If any of the paperwork is invalid or missing, Hazel, our client access coordinator, will try to contact you.

Once we have everything we need, we can set up a meeting to best find out what you need from us

Any questions, please ask Hazel

Mobile: 0412 215 452 | Email: [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)

*Theory – Keys For Life Financial Hardship – Requirements*

*May 2025*



## Keys for Life Application

Legal Name:	Contact Number:
Preferred name/Nickname:(Optional)	Pronouns:(Optional)
Address:	
Email:	Date of Birth:
Emergency Contact Name:	Contact Number:

### ***Learner's Permit Status***

Do you have a current Learner's Permit?

No /  Yes (*This form is not for you*)

If no, would you like our help to get your Learner's Permit through the **Keys for Life Program**? \* Yes /  No

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### ***Keys for Life Tuition***

This program is **free** for any applicant requiring additional assistance.

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### ***What is Keys for Life?***

Keys for Life is a **pre-driver education program** offered at participating schools and agencies. It helps individuals learn about **safe driving** and prepares them to sit their **Learner's Permit Theory Test**.

Keys for Life is delivered by trained staff who have attended a **professional learning workshop** and meet one of the following qualifications:

- **Current registration** with the **Teacher Registration Board of WA**
- **Bachelor of Education** or **Certificate IV in Training and Assessment** (for non-teaching staff)

Umbrella group has authorisation to deliver Keys For Life theory and test with our trainer Suz

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The Completion Certificate of **Keys for Life** can serve as identification for your Learner's Permit.

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## Keys for Life Application

### **Learning and Support Needs**

To help us provide the best support for your Keys for Life program, please answer the following questions:

1. Do you have any health conditions (physical or mental) that might affect your ability to participate in the classes?  Yes  No

If yes, please describe:

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What strategies or accommodations might be helpful for you?

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2. Do you have any learning disabilities or specific learning needs that we should be aware of?  Yes  No

If yes, please describe:

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What has helped you learn best in the past?

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3. Are there any other challenges or concerns that might make it difficult for you to fully participate in the program? (e.g., anxiety, concentration difficulties)

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4. Do you take any medications that could affect your alertness or ability to learn?  Yes  No

If yes, please list: \_\_\_\_\_

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### **Technology Access**

1. Do you have reliable access to a computer or laptop with internet at home?  Yes  No
2. Do you have a reliable internet connection for online learning?  Yes  No
3. Are you comfortable using online platforms like Zoom or other video conferencing tools?  Yes  No



## Keys for Life Application

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### **Additional Support**

1. Do you have any difficulties with reading, writing, or speaking English?

Yes  No

If yes, what support do you require?

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2. Do you have any other support needs that we can assist you with? (e.g., transport, childcare)

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### **Referral Information (Optional)**

1. Were you referred to this program by an organization or individual?  Yes  No

If yes, please provide details:

Referral Source Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

*I authorise contact with my referring agent regarding the release of personal information*  Yes  No

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### **Financial Assistance** (For Financial Hardship Applicants Only)

If you are unable to pay for essential documents, we may assist with costs for: ✓  
Replacement Birth Certificate ✓ Learner's Permit Application Fees ✓ Hazard Perception  
Test Fees ✓ Practical Driving Assessment Fees ✓ First Driver's Licence Fees

Have you filled out the Financial Hardship Form?

Yes /  No

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Identification documents required,

The main document required is a birth certificate. Additionally, as many documents as you can meeting the criteria of DL49 (Meeting proof of identity requirements for initial application)



## Keys for Life Application

Please provide as many ID documents as possible. If you are missing some, we can still begin the process. If you need assistance, please contact Hazel - Mobile: 0412 215 452 | Email: [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)

or visit [www.uggsinc.org.au](http://www.uggsinc.org.au) . for more information.

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\* You understand why these identification documents are required and will provide as many as possible.

\* You consent to UGGSInc. storing your information for statistics and admin requirements.

Would you feel comfortable in: one-on-one sessions?  / In group sessions?

Class session options:  2 x week 5 weeks\* /  1 x week 10 weeks\* (1 hour each)

\*Subject to Suz's availability

**By Signing this form, you agree with the terms and conditions, if your application is successful.**

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Applicant Signature

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Applicant Name

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Date

# Financial Hardship Application



Legal Name:	Date of Birth:
Contact Number:	
Address:	
Concession/Healthcare Card Number:	Expiry Date:

Are you currently in the process of applying for Government Assistance -

*i.e., concession card?*                    **Yes / No**

Is your family single parent?    **Yes / No**

Is your family single income?    **Yes / No**

Are you an independent minor? **Yes / No**

What is your Fortnightly income? \$ \_\_\_\_\_

What is your fortnightly expenditure? \$ \_\_\_\_\_

Are you paying Rent?                **Yes / No** *If Yes, \$ \_\_\_\_\_ per fortnight.*

Are you Homeless?                  **Yes / No** *If Yes, for how long? \_\_\_\_\_*

Do you have financial support? **Yes / No** *If Yes, please provide details: \_\_\_\_\_*

\_\_\_\_\_

Do you have a Mental or Physical Disability? **Yes / No** *If Yes, please provide details:*

\_\_\_\_\_

\_\_\_\_\_

Are there any other reasons why you are applying for financial hardship?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE**

Complete and submit this form via your Objective Connect folder to allow Department of Transport to access the participant's licensing record.

**MY PERSONAL DETAILS**

YOU MUST BE AN AUSTRALIAN CITIZEN OR PERMANENT RESIDENT TO PARTICIPATE IN THIS PROGRAM

- I am an Australian Citizen
- I have Australian Permanent Residency

FAMILY NAME

FIRST NAME/S

ADDRESS WHERE I LIVE

SUBURB/TOWN

STATE



POST CODE





DATE OF BIRTH







PHONE NUMBER

EMAIL ADDRESS

LEARNER'S PERMIT NUMBER

DO YOU IDENTIFY AS ABORIGINAL OR TORRES STRAIT ISLANDER?

- Yes, Aboriginal  Yes, Torres Strait Islander
- Both Aboriginal and Torres Strait Islander  No
- Prefer not to say

EMPLOYMENT STATUS

- Full-time employed  Seeking employment
- Part-time employed  Unemployed
- Student  Unable to work
- Home/caring duties  Prefer not to say

**REASON FOR SUPPORT/REFERRAL**

PLEASE TICK ALL THAT APPLY

No proof of identity documents	
No access to a car	
No access to suitable supervisor/driving instructor	
Language and/or literacy barriers	
Financial support	
Remote community resident	
Referral from other agency	
Social, emotional and/or cultural barriers	
Other*	

\*IF OTHER, DETAIL BELOW

**CONSENT INFORMATION**

PLEASE LEAVE THE BOX BLANK IF YOU DO NOT AGREE/CONSENT

**I agree/give my consent that:**

The Department of Transport might share my first name, photo and the name of the region or town where I live when they tell people about the Driving Access and Equity Program. This might be in reports, on Facebook or Instagram. They might also share the story of why I joined the program and how it helped me.

I agree:

**SIGNATURE**

**I understand that by signing I agree:**

- My personal information will be shared with the Department of Transport so I can be part of the Driving Access and Equity Program.
- This information will be kept safe and will only be used for the purposes of the program and its reporting in line with Department of Transport record keeping policies and processes.
- The Department of Transport will check my information on their database.
- The Department of Transport, or the grant organisation, might ask me for feedback about my time in the program.

MY SIGNATURE

DATE SIGNED







**ORGANISATION - OFFICE USE ONLY**

REFERRING AGENCY - IF APPLICABLE

GRANT ORGANISATION NAME

STAFF MEMBER NAME

ROLE AT ORGANISATION

**Declaration:**

Today I explained to the participant what signing this consent form means. They understand, are comfortable to participate, and give informed consent.

The participant's questions have been answered to their satisfaction.

SIGNATURE

DATE SIGNED

# MIYAD Wheels Program



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## Minor Consent Form

(For participants under 18 years of age)



### Instructions for Use:

**Option A:** To be completed by the parent or guardian of the minor.

**Option B:** To be completed by an independent minor, along with a reference agent (e.g., social worker, youth worker, or counsellor) who can confirm the minor's independent status.

**Option C:** To be completed by an independent minor who can provide documented evidence of their independent status.

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### **Option A:** Parental/Guardian Consent Form

I, \_\_\_\_\_ (Name of parent/guardian),  
Parent/Guardian of \_\_\_\_\_ (Name of  
client/minor),  
Of \_\_\_\_\_

(Address) \_\_\_\_\_

Consent to my child, who is \_\_\_\_\_ years of age, participating in *Keys For Life/driving sessions* with Umbrella Group Great Sothern Inc. & MIYAD Wheels Program.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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# MIYAD Wheels Program



## Minor Consent Form

(For participants under 18 years of age)

**Option B:** Independent Minor with Reference Agent

I, \_\_\_\_\_ (Name of client/minor),  
Am an independent minor, and have a reference agent to support this.

Reference Agent Name: \_\_\_\_\_

Reference Agent Organisation: \_\_\_\_\_

Statement: "I, \_\_\_\_\_ (Reference Agent Name),  
advocate that \_\_\_\_\_ (Minor's Name) is an  
independent minor."

Signed (Reference Agent): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Minor): \_\_\_\_\_

Date: \_\_\_\_\_

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**Option C:** Independent Minor with Evidence

I, \_\_\_\_\_ (Name of client/minor),  
Am an independent minor, and have provided a copy of this evidence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## UGGS - keys for life / MIYAD wheels client information sheet



### About Us:

- We help people in the Great Southern and Greater Albany area get their driver's licenses.
- Since 2021, we've supported those who face challenges in learning to drive.

### What We Offer:

- Learn the Rules: Keys4Life theory lessons and road rule guidance.
- Driving Lessons: With qualified instructors and volunteer supervisors.
- Cars Provided: Dual-control cars (manual and automatic).
- Test Support:
  - Learner's permit and Hazard Perception Test support.
  - Practice tests and pre-test driving.
  - Use of our car for your driving test.

### Program Options & Costs:

#### Keys for Life (Learner's Permit Focus):

- No Financial Hardship:
  - Free theory lessons (with a certificate to get your learner's permit).
  - You pay for your license and logbook.
- Financial Hardship:
  - Free theory lessons (with a certificate to get your learner's permit).
  - We can help pay for license, logbook and replacement ID costs.

#### MIYAD Wheels (Driving Lesson Focus):

- Full Fee:
  - Standard fees apply for driving lessons.
- Financial Hardship (Partial Subsidy):
  - We use grant money to help pay for your lessons.
- DAEP (Driving Access Equity Program):
  - All costs (lessons, logbook, P plates) are covered.

*Please contact us to confirm your eligibility & for the most up-to-date information.*



## UGGS - keys for life / MIYAD wheels client information sheet



- NDIS (National Disability Insurance Scheme):
  - NDIS pays for your driving lessons.

### Who We Help:

- People without a license or learner's permit.
- People with financial worries (unemployed, students, part-time workers).
- People without a car to practice in.
- People without someone to teach them to drive.
- People with disabilities that make learning to drive harder.

### MIYAD Explained:

- MIYAD stands for Migrants, Indigenous, Youth, Adults, Disability.
- We are inclusive and want to help people get their driver's licenses, even if they face challenges.

### Where We Operate:

- Albany, Denmark, and Mt Barker.
- Cars for lessons and tests are in Albany and Mt Barker.

### Contact Us:

- Hazel (Systems & Client Access Coordinator)  
Phone 0412 215 452 – Email: [admin@uggsinc.org.au](mailto:admin@uggsinc.org.au)
- Suz (Project Coordinator):  
Phone 0466 633 169 – Email: [miyad@uggsinc.org.au](mailto:miyad@uggsinc.org.au)
- Email: [miyad@uggsinc.org.au](mailto:miyad@uggsinc.org.au)
- Website: [uggsinc.org.au/miyad-wheels](http://uggsinc.org.au/miyad-wheels)

### Key Points:

- We support people with various challenges to get their driver's license.
- We have a range of funding options.
- We operate in the Great Southern and Greater Albany region.

*Please contact us to confirm your eligibility & for the most up-to-date information.*