

ORDERING RESOURCES

HOW TO ORDER

SCHOOL TEACHERS	AGENCY-BASED STAFF
<ol style="list-style-type: none"> 1. Have your Keys4Life Access Number ready and use it to log in to: www.northsidelogistics.com.au 	<ol style="list-style-type: none"> 1. Have your Keys4Life Access Number ready, alongside the Keys4Life Agency Resource Order Form.
<ol style="list-style-type: none"> 2. Click 'Online Ordering' – then click 'Place Order/ Items' – then click 'Online Order Form'. 	<ol style="list-style-type: none"> 2. The Agency order form is available at https://www.sdera.wa.edu.au/programs/keys4life/
<ol style="list-style-type: none"> 3. Enter quantities required and after checking the order, click 'Place Order'. 	<ol style="list-style-type: none"> 3. Enter quantities required and email the form to sdera.co@education.wa.edu.au
<ol style="list-style-type: none"> 4. Log in twice if ordering large quantities that exceed the maximum order limit. 	<ol style="list-style-type: none"> 4. Resources and delivery are free.
<ol style="list-style-type: none"> 5. If there is no stock, contact the Department of Education at sdera.co@education.wa.edu.au or on 9402 6415. 	<ol style="list-style-type: none"> 5. Delivery can take up to 10 days (metro) and 20 days (regional).
<ol style="list-style-type: none"> 6. Resources and delivery are free. 	
<ol style="list-style-type: none"> 7. Delivery can take up to 10 days (metro) and 20 days (regional). 	

WHAT TO ORDER

FOR STUDENTS	FOR THE TEST	FOR KEYS4LIFE LESSONS
<ol style="list-style-type: none"> 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/ 	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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).
<ol style="list-style-type: none"> 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/ 	<ol style="list-style-type: none"> 2. Marking keys – 1 marking key for each test will be sent automatically. These are only for teachers. 	<ol style="list-style-type: none"> 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.
<ol style="list-style-type: none"> 3. Order several brochures – 1 printed copy per student (when stock is available). 	<ol style="list-style-type: none"> 3. Student Answer Sheet – Available on page 10. Photocopy one per student before the test. 	