



HVCBA - Becoming an approved Assessor

Heavy Vehicle Competency Based Assessment (HVCBA)
Scheme Document: HVGDE001



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Author: Education Program Assurance
Date: 26 March 2024
Version: 5.2
Reference: A3528492
Division: Safety, Environment and Regulation
Review date: 28 February 2025

1. Purpose

The purpose of this document is to provide information to Registered Training Organisations (RTO) and Assessors regarding the application process to become an approved Assessor operating in the Heavy Vehicle Competency Based Assessment (HVCBA) program.

2. Background

A new set of HVCBA Operating Procedures has been released. These reflect the changes being made to ensure a high standard of quality and consistency is maintained in the delivery of training and/or assessment services to our NSW Customers.

The documents *Becoming a Transport for NSW Approved Assessor under the HVCBA Scheme, alongside the HVCBA Fit and Proper Policy, have been developed to ensure clarity of Transport for NSW expectations, the standards for selection, and the behaviours required for working in partnership with Transport for NSW as a Public Official.*

Training and assessment is currently provided by suitably qualified heavy vehicle driving instructors who have been approved by Transport for NSW as Assessors with a HVCBA Accredited RTO.

3. Registered Training Organisation

Prior to Transport for NSW approving an Assessor to deliver HVCBA training and assessment, the Assessor must meet specific pre-requisite requirements and submit an application to Transport for NSW through a Transport for NSW approved HVCBA RTO.

4. Assessor Requirements

When a Provider contracts an Assessor, the Assessor must meet the following Transport for NSW Scheme Policy and Procedure requirements:

- Signed copy of the Assessor Acknowledgement and Undertaking (Deed Poll vetted by Transport for NSW).
- Meet the requirements of being a Fit and Proper Person Guidelines. <https://www.rms.nsw.gov.au/documents/business-industry/driving-instructors/hvcba-fit-proper-policy-pn295.pdf>
- Satisfactory and current National Criminal Check Documentation (issued within the last 12 months).
- Be the holder of a current Australian Driver Licence.

- Be the holder of a current NSW Driving Instructor Licence for the Class of Licence in which they will be training and/or assessing.
- Hold Professional indemnity insurance (as per Agreement)
- Hold Motor Vehicle Comprehensive Insurance for vehicles owned by the Assessor that are used for training and/or assessment.
- Successfully completed either TAEASS401 Plan assessment activities and processes, and TAEASS402 Assess competence or; TAAASS401 Plan and organise assessment and TAAASS402 Assess Competence, or an approved equivalent.
- Successfully completed a HVCBA Assessors Induction Training course provided by or approved by Transport for NSW; this should include Heavy Vehicle Online Reporting System (HVCORS) Training Delivered by RTO
- Complete a copy of a completed Heavy Vehicle External User Account Request Form No 1802 <https://tfnswwforms.transport.nsw.gov.au/45071984-hvcors-external-user-account-request.pdf>
- All Assessors are required to successfully complete the Transport for NSW RTO/Assessor/Instructor Code of Conduct course before the Assessor application is approved. This training is delivered using an Online learning platform.
 - Once Transport for NSW has assessed the application, the Assessor will be provided with an e-learning account.
 - The Assessor must log into the Code of Conduct E-Learning platform, complete the module, download evidence of completion, and provide the evidence to the RTO.
 - The RTO must provide evidence of completion of the Code of Conduct training before the application can be finalised.

Documentation Required when applying to become a HVCBA Assessor – Checklist

Documents	RTO to retain	Provide to TfNSW	
		New Assessor	Existing Assessor add to new RTO
Assessor Acknowledgement and Undertaking (Deed Poll vetted by Transport for NSW Attachment A).	✓	✓	✓
Fit and Proper Person Guidelines statement from RTO	✓	✗	✗
Current National Criminal History Record (issued within the last 12 months)	✓	✓	✓
A copy of the applicant's current Australian Driver Licence	✓	✗	✗
A copy of the applicant's current NSW Driving Instructor Licence for the class of licence in which they will be training and/or assessing.	✓	✗	✗
Current Professional Indemnity Insurance (as per Agreement)	✓	✓	✓
Current Motor Vehicle Comprehensive Insurance for vehicles owned by the Assessor that are used for training and/or Assessing. Only required if using own vehicle for training & assessment	✓	✓	✓
Evidence of completion of either the first two OR second two modules (as part of Certificate IV in Training and Assessment): <ul style="list-style-type: none"> ○ TAEASS401 Plan Assessment activities and processes. ○ TAEASS402 Assess competence. OR <ul style="list-style-type: none"> ○ TAAASS401 Plan and organise assessment. ○ TAAASS402 Assess competence or an approved equivalent. 	✓	✓	✗
Evidence of successful completion of either <ul style="list-style-type: none"> ○ RMS HVCBA Assessors training course (delivered before 2014) OR <ul style="list-style-type: none"> ○ Transport for NSW approved Trainer/Assessor course (delivered by a current accredited HVCBA provider) <p>This evidence can be via a Certificate of Completion, Statement of Attainment, or written statement (i.e. Email). It should also include proof of Heavy Vehicle Online Reporting System (HVCORS) Training delivered by an approved HVCBA RTO.</p>	✓	✓	✗
Successful completion of the Transport for NSW HVCBA Code of Conduct.	✓	✓	✗
Completed Heavy Vehicle External User Account Request Form 1802.	✓	✓	✓

The RTO should submit applications, including the relevant documents listed above, via the Salesforce PIMS platform.