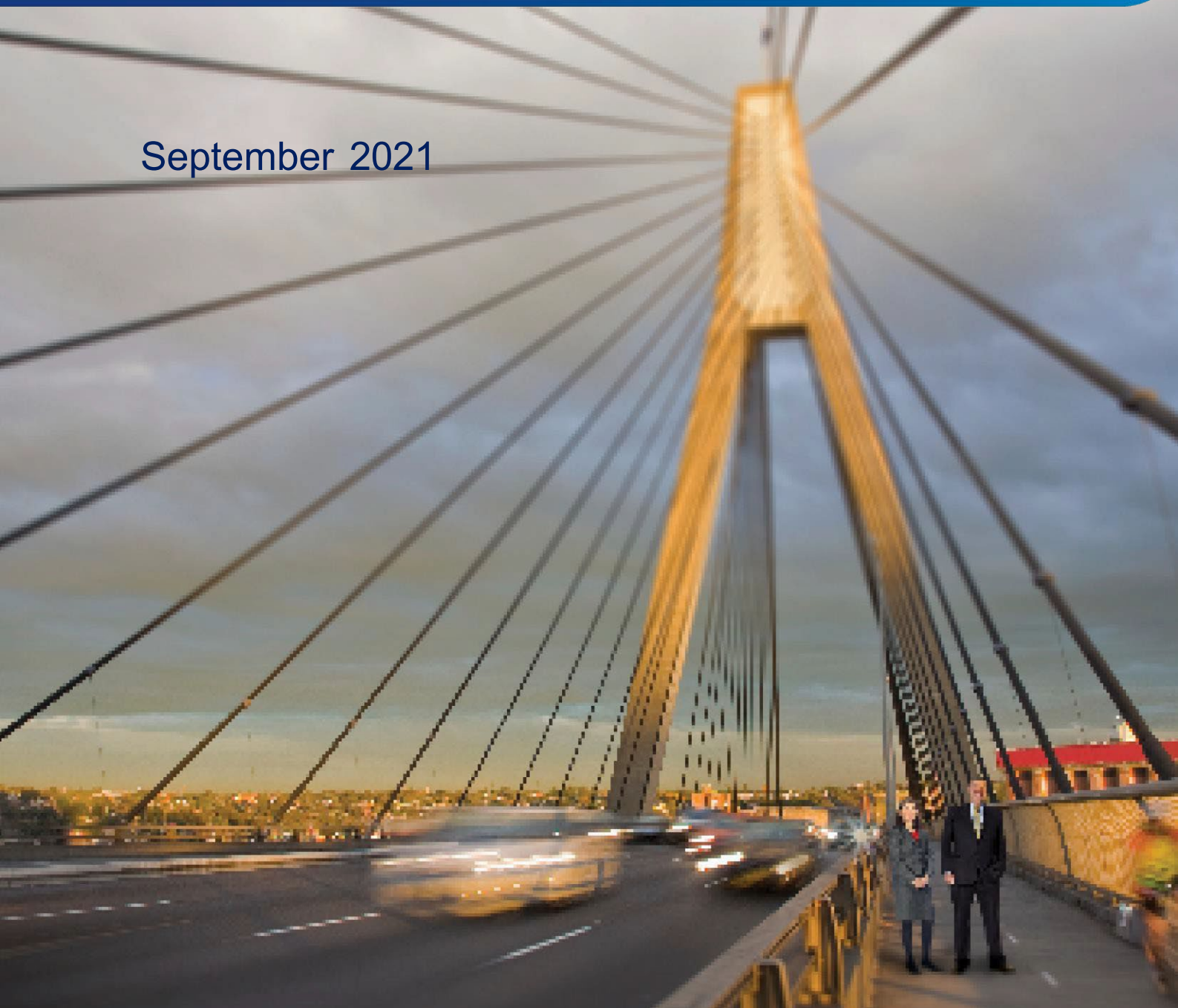




Transport
for NSW

Heavy Vehicle Competency Based Assessment (HVCBA) Operating Procedures

September 2021



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1. About the Heavy Vehicle Competency Based Assessment Operating Procedures

1.1 Purpose

- The purpose of this document is to set out the Policies and Procedures (as defined in section 4 of the HVCBA Accreditation Agreement) under which the Heavy Vehicle Competency Based Assessment (HVCBA) Scheme operates.
- Under the HVCBA, Transport for NSW will:
 - Enter into Accreditation Agreements with RTOs for the provision of Heavy vehicle Training and Assessment
 - Provide RTOs with the HVCBA documents and any policies and procedures for the operation of the scheme
 - This document should be read in conjunction with the HVCBA Accreditation Agreement.

1.2 Background

The HVCBA Policies and Procedures apply to all RTOs and their Trainers and Assessors.

- Any person who teaches, assesses or tests another person to drive/ride for money or reward is required by law, under the Driving Instructors Act (1992) and Road Transport and related Legislation Amendment Act 2017 No.61(2) to hold a Driving Instructor's licence.

The Driving Instructors Act requires that instructors meet minimum standards relating to competency in heavy vehicle driving instruction, probity and character, in order to protect the community and to benefit the driving instruction industry.

Instructors in breach of the Driving Instructors Act may be investigated by Transport for NSW and sanctions may be applied.

1.3 How the HVCBA Operating Procedures will be amended

Transport for NSW may amend the HVCBA Operating Procedures from time to time. The current version of the HVCBA Operating Procedures will be available on the Transport for NSW website. Transport for NSW will notify RTOs in writing of any changes, as required by the Accreditation Agreement.

Transport for NSW may conduct workshops with RTOs, Trainers and Assessors. Transport for NSW may consult with RTOs, Trainers and Assessors during those workshops, on the operation or content of the HVCBA documents. Transport for NSW may request an RTO to trial any changes in any of the HVCBA documents. Transport for NSW will advise the length of the trial period and the operational rules around the trial period. Obligations of RTOs, Trainers and Assessors.

Trainers and Assessors must direct any request for variation of current Operating Procedures to their RTO

RTOs must provide specific details relating to any request for variation of current Operating Procedures. Requests must be submitted to HVTraining@transport.nsw.gov.au

Any request that does not include full details including specific reason for request will be rejected.

1.4 RTO General Obligations

Registered Training Organisation (RTO) must:

perform all of their obligations under this agreement in a diligent and professional manner to a standard of skill and care expected of an RTO experienced in providing Training Courses and Assessments;

- Comply with the Driving Instructors Act 1992 (NSW) and their regulations; and all other relevant Laws;
- Not engage in or accept an offer to engage in corrupt or dishonest conduct; and
- Not engage in conduct that may bring Transport for NSW into disrepute or which constitutes a Conflict of Interest.

RTO must ensure that its personnel comply with the HVCBA Agreement, wherever this Agreement places an obligation on Trainers or Assessors that includes an obligation on the Provider to ensure that Trainers and Assessors comply with that obligation.

RTO must provide, at its own cost all facilities, equipment and resources (other than the Transport for NSW Materials) sufficient for the purposes of performing the Training Courses and Assessments and otherwise meeting the requirements of the HVCBA Agreement.

Provider must ensure all Trainers and Assessors attend workshops and complete training as directed by Transport for NSW on matters relevant to the HVCBA Scheme, including the operation or content of the HVCBA Scheme Policies and Procedures (including proposed variations). Such workshops may include other providers who are accredited under the HVCBA Scheme.

1.4.1 HVCBA Scheme – Operating Procedures

This Operating Procedures document is to be used in conjunction with:

- A Guide to Heavy Vehicle Competency Based Assessment
- HVCBA Log Book - Learners
- HVCBA Log Book - Assessors
- Accreditation Agreement for Heavy Vehicle Competency Based Assessment
- Heavy Vehicle Driver Handbook
- National Transport Commission - Load Restraint Guide (Load Restraint Guide 2018)
- National Work Diary
- Certificate of Attendance (CoA)
- Certificate of Competency (CoC)

1.4.2 Options available to Applicants completing HVCBA Training and Assessment

An Applicant is free to decide his / her own program to achieve completion of the HVCBA process (or Recognition of Prior Learning by attempting a Competency Test).

An Applicant may choose to:

- Complete driving instruction or private tuition prior to commencing the Training Course
- Take driving instruction and / or private instruction (not with an Assessor) between Training Course or Assessment
- If an applicant has heavy vehicle driving experience, the Applicant may elect to undertake a Competency Test (CT) (excludes licence class HC and MC).

Note: An applicant completing a CT is required to successfully demonstrate competence of all relevant criteria for the class of licence applied for, in a one off assessment. No prior instruction, training or experience (excluding 30 min vehicle familiarisation) is permitted unless the Assessor conducting the CT is a different person to the Trainer. Conduct of a CT must be limited to those Applicants who have extensive learner driving experience of vehicles within the licence class being applied for. All relevant HVCBA criteria CT completion details and pass rates are closely monitored by TfNSW. RTOs and Assessors should use their expertise to determine an Applicant's level of experience and suitability to attempt a CT.

- Be eligible to undertake an FCA after successful completion of all relevant Training Course criteria
- Take combined driving instruction and completion of the Training Course prior to attempting an assessment with another Assessor.

A Trainer is expected to take every opportunity to evaluate (assess) an Applicant concurrently during delivery of the Training Course. For example a Trainer may be delivering training for one criterion e.g. Criteria 5 Manages Gears whilst evaluating (assessing) Criteria 4 Manages Steering.

Trainers must conduct the Training course efficiently without lowering standards by 'short cuts' on required procedures. **Any time spent on providing instruction or familiarisation with the vehicle must be deducted from the minimum training course time**

HVCBA is not available for the following licence Applicants:

- Advanced aged Applicants requiring a driving test
- Applicants with a disability requiring a driving test
- Applicants who hold **only** an overseas licence (see 1.4.6)
- Applicants who hold only a learner licence
- Driving Instructor Applicants requiring a driving test
- Applicants who do not meet tenure requirements
- Applicants who do not meet HVCORS eligibility requirements

These Applicants must be referred to Service NSW

1.4.3 Separation of Training and Assessment (Clause 4.2d)

On 1 September 2015, the then Roads and Maritime implemented Clause 4.2(d) of the HVCBA Accreditation Agreement which states that the Provider must ensure that the same Assessor who delivers the Training Course for an Applicant cannot conduct the Assessment. The Clause has been implemented to improve the integrity of the HVCBA Scheme and to mitigate fraud and corruption risks and conflict of interest, by separating the training and assessment roles of Assessors for the one Applicant.

Transport has identified that there are circumstances whereby a Trainer/Assessor may be unable to comply with the requirements of Clause 4.2(d). In these situations, RTOs may submit on behalf of a Trainer/Assessor an application for a high risk variation to the requirements of Clause 4.2(d). Further information is available under item 3.15 - Applying for a High Risk Variation – Clause 4.2(d)

1.4.4 Interstate Applicants

With the implementation of the National Heavy Vehicle Driver Competency Framework, Interstate licence holders wishing to upgrade their interstate licence can undertake HVCBA in NSW, but are not required to meet some of the requirements of a NSW licence holder.

Interstate licence holders can be assessed by an RTO in NSW, and if they are deemed competent, they will be issued a NSW Certificate of Competence, which they can then provide to the interstate licensing authority for licence upgrade.

All applicants must complete an [HVCBA Applicant Enrolment Form](#). If an Applicant refuses to provide consent, the FCA must not proceed and details of the refusal must be emailed to HVTraining@transport.nsw.gov.au

The procedure for conducting training and assessment with an interstate Applicant is:

Training course

- Complete an Applicant eligibility check on HVCORS
- Provide Driving Instructor Licence to Applicant for examination
- Check Applicant driver licence details to confirm identity
- Download and complete Applicant details in the Interstate Learner Logbook
<https://www.rms.nsw.gov.au/documents/business-industry/driving-instructors/hvcba-interstate-learner-logbook.pdf>
- Ensure vehicle is roadworthy, registered and the correct type for licence class
- Complete all training course criteria, including any required training and instruction
- **Applicants are permitted to use the Guide to HVCBA only as a reference when completing criteria 1 and 2 (no other reference document permitted)**
- Debrief Applicant regarding completion of all training course criteria and complete all required entries in both Learner and Trainer Log Books
- Issue a Certificate of Attendance to Applicant on successful completion (evaluation) of each training course session (e.g. if the Applicant has finished for the day)
- Return HVCBA Learner Log Book to Applicant. Under no circumstances is a Trainer permitted to keep the Learner Log Book between training course sessions

- Record any successfully completed criteria on HVCORS within 24 hours

Final Competency Assessment (FCA) and Competency Test (CT)

- Complete an Applicant eligibility check on HVCORS.
- Have the applicant complete a customer enrolment form [HVCBA Enrolment Form](#) if the Trainer/Assessor who completed the Training Course is aligned with a different RTO
- Make an FCA / CT booking on HVCORS
- Provide Driving Instructor Licence to Applicant for examination, and display as required In front of In-Cabin Camera for 5 seconds
- Check Applicant licence details to confirm identity and interstate Log Book and display licence as required in front of In-Cabin camera for 5 seconds
- Check that vehicle is roadworthy, registered and the correct type of licence class
- Provide 30 minute vehicle familiarisation if required
- Conduct FCA / CT
- Debrief and provide results to Applicant
- Complete learner and Assessor Log Books
- If a pass result, issue the Certificate of Competency
- Record the assessment result on HVCORS within 24 hours
- Include PDF Interstate Learner Log Book as training and assessment records to be forwarded to RTO

NOTE: The NSW Certificate of Competence (CoC) is accepted by all States and Territories; however it is the Applicant's responsibility to ensure eligibility in their home State or Territory.

1.4.5 HVCORS requirements for interstate licence holders

Eligibility checks, assessment bookings and the recording of training course and assessment results for an interstate licence holder must be completed using HVCORS. The table below includes a list of error messages that may be displayed and the action required.

HVCORS Code	Error Message	Action required
HV029	Customer has not applied for a licence of class LR, MR, HR, HC or MC.	Training and assessment may not proceed
HV063	You cannot book a CT for applied HC or MC licence.	Assessment may not proceed
HV064	Booking a CT to remove B condition cannot be made for LR licence. Please advise the customer.	Assessment may not proceed
HV066	The customer does not hold the required licence class.	Training and Assessment may not proceed applicant must contact the jurisdiction that issued the licence
HV073	The assigned assessor does not hold the correct licence class to conduct this assessment.	Training and Assessment may not proceed
HV097	Customer Driver Licence is not active or has expired.	Training and Assessment may not proceed applicant must contact the jurisdiction that issued the licence

In the event that an RTO or Assessor receives any other error code, RTOs are to email HVTraining@transport.nsw.gov.au attaching a screenshot of the HVCORS screen and error message. The HVTraining team will undertake a review and provide further advice. Please refer to current Service Level Agreement for estimated timeframe. It is the responsibility of the applicant to ensure that they are eligible to complete training and assessment. TfNSW are unable to access interstate licencing databases to determine eligibility. Interstate applicants must direct any enquiries to the licensing agency of their home jurisdiction.

1.4.6 Overseas licence holders

Applicants who hold an overseas licence only are not eligible to complete HVCBA. Overseas licence holders must provide a current class C or higher NSW or Interstate driver licence as a minimum requirement in addition to meeting all other eligibility requirements.

1.5 RTO Administrative obligations and responsibilities

RTOs must have processes in place to ensure all administrative details relating to the RTO and all Trainers and Assessors associated with the RTO are current.

1. RTOs must retain current details of:
 - Professional Indemnity Insurance
 - Public Liability Insurance
 - Motor Vehicle Comprehensive Insurance
 - Workers Compensation Insurance
 - Personal Accident and Illness (if applicable)
2. RTOs must retain current details of Trainer and Assessor:
 - Professional Indemnity Insurance
 - Motor Vehicle Comprehensive Insurance for all vehicles owned and used for training and / or assessment that are owned by the Trainer, Assessor or driving school
 - Current Driver Licence
 - Current Driving Instructor Licence
 - Current National Criminal Record Checks. Checks must have been carried out within the previous 12 months
 - A record of completed Online Code of Conduct training
3. RTOs must notify Transport for NSW within five days of the suspension / termination or resignation of a Trainer or Assessor
4. RTOs must submit an Annual Self-Assessment Report (ASAR) annually, by the due date.

1.5.1 Salesforce Provider Information Management System (PIMS)

Transport for NSW will be progressively introducing a Salesforce Provider Information Management System (PIMS) from 22 February 2021. All RTO and Trainer/Assessor administrative functions and form submissions will be transferred to Salesforce PIMS by 30 June 2021.

From 22 February 2021, the following administration must be updated by RTOs on Salesforce PIMS:

1. all administration relating to RTOs and/or Trainers/Assessors:
 - Driver licence details
 - Driver Instructor licence details
 - All RTO insurance details including vehicles, professional indemnity, public liability and workers compensation.
 - Copies of RTO insurance documents **must** be uploaded to PIMS
 - RTO Business Details such as ABN, ACN, ASQA registration

- All Trainer/Assessor insurance details including vehicles and professional indemnity.
 - Copies of insurance details do not need to be uploaded to PIMS. However, **RTOs must retain a copy on file**
- Details of Assessor induction training completion
- Location and contact details for RTOs, Trainers and Assessors

2. From 22 February the following forms must be submitted through Salesforce PIMS:

- External User Account Request Form 1802
- High Risk Variation (anticipated) application
- Unanticipated High Risk Variation application
- High Risk Variation Assessment Summary FCA

1.5.2 Performance Monitoring of Trainers and Assessors by RTOs

For further information on the 8 Key Performance Indicators (KPIs), please refer to the [HVCBA RTO Performance Management Guidelines](#).

Performance monitoring under the RTO Performance Management Procedure is conducted over a 12 month period, with each 12 month period ending on 1 March. Quarterly reporting dates are 1 June, 1 September, 1 December and 1 March annually. Reports are to be submitted via HVTraining@transport.nsw.gov.au on or before the due date.

1.5.3 Training Course and or FCA / CT location visit

- RTOs are required to complete unannounced onsite FCA / CT or Training Course, location visit for Trainers/Assessors as directed by TfNSW
- Unannounced checks may be conducted any time during delivery of the training course, or assessment
- Conduct a minimum of one unannounced onsite Training Course or FCA / CT location visit per year for each Trainer/Assessor operating under their RTO. This requirement is in addition to any visit as directed by TfNSW
- RTO representatives must be a qualified Trainer/Assessor and hold either the same or higher class of Driving Instructor licence as the class being trained or assessed
- RTO representatives must identify themselves to both Trainer/Assessor and Applicant and allow the Applicant to inspect detail of their Driving Instructor licence
- RTO representative must complete and RTO must retain on record a copy of the RTO location visit report.
- RTO Representative must provide feedback to Trainer/Assessor and the RTO must implement any required action to improve the performance of each Trainer or Assessor
- RTO must retain on record details of any remedial action completed
- RTO must advise TfNSW immediately if a serious non-compliance is identified. A serious non-compliance is any situation whereby the FCA/CT may not continue and is required to be

terminated, or the RTO representative determines that the completed FCA result is not valid and must be repeated. Examples of a Serious Non-Compliance could be:

- 1 or more Training Course Criteria not completed at all or to the required standard
- Driving Instructor licence, Trainer/Assessor Driver licence, Applicant Driver licence or Applicant Learner Logbook unable to be produced
- Vehicle not the correct configuration or type for licence class
- Vehicle not loaded to the required 75% (vehicle either not loaded at all or significantly underweight)
- Vehicle not roadworthy. Examples of not roadworthy are: tyres with insufficient tread depth, major fluid leaks, damaged suspension, bodywork with jagged or protruding parts
- In –Cabin Camera not fitted or not operational
- Requirement for the Separation of Training and Assessment not met (not including approved HRV applications)
- A complying retractable lap/sash seat belt not fitted to the passenger seat (MR-HR buses exempt)
- Any other serious breach of HVCBA Operating Procedures or HVCBA policy or procedure as determined by TfNSW. Please email HVTraining@transport.nsw.gov.au for clarification

For more information on RTO location visits, refer to item 3.9 RTO Location Visits

1.5.4 Professional Development

RTOs must ensure that each Trainer/Assessor completes a minimum of one RTO coordinated or delivered professional development activity every 12 months.

The Professional development activity must be directly related and designed to improve Trainer/Assessor delivery of training and assessment in the HVCBA program.

Refer to the Professional Development Guide in the [HVCBA RTO Performance Management Guidelines](#). RTOs must retain a record of attendance, training content and be able to upload and provide this to Transport for NSW on request.

1.5.5 Assessment vehicles

- RTOs must maintain a register of each Trainer/Assessor owned vehicle used for training and assessment. Register must contain:
 - Date stamped photos of vehicle showing front, side and rear including the vehicle load and registration number. A screen shot or the use of a date stamp app is acceptable
 - Printout of check vehicle details <https://www.service.nsw.gov.au/transaction/check-vehicle-registration>

Split axle group weighbridge ticket showing vehicle is loaded to 75% and not exceeding maximum axle weights <https://www.rms.nsw.gov.au/business-industry/partners-suppliers/lgr/other-information/heavy-vehicles/mass-limits.html>

- Where a private vehicle is used for an FCA/CT:
 - The Assessor must take a date stamped photo of the vehicle showing front, side and rear including the vehicle load and registration number and forward to the RTO prior to the commencement of the FCA.
 - The RTO must maintain on record evidence of the vehicle and load where a private vehicle has been used for an FCA/CT.

1.5.6 Complaints Handling Process

All RTO complaints should be submitted via the HVCBA RTO online complaints form.

<https://www.rms.nsw.gov.au/business-industry/driving-instructors/heavy-vehicle-competency-based-assessment/hvcba-complaint-submission.html>

All complaints from Applicants should be directed to <https://www.rms.nsw.gov.au/contact-us/index.html>

1.5.7 Out of TfNSW Business Hours Procedure

The HVTraining business hours are Monday-Friday 0830 to 1630. Contact details for the HV Training Team are: HVTraining@transport.nsw.gov.au

Indicative timeframes for the processing of specific transactions are documented in document HVGDE008 Service Charter:

<https://www.rms.nsw.gov.au/documents/business-industry/driving-instructors/hvcba-service-charter.pdf>

For further information relating to an Unanticipated High Risk Variation (UHRV) application submitted out of TfNSW business hours please refer to item 3.15.4 of this procedure.

2. Conducting the Training Course

2.1 Training Course – Definition

“Training Course” is defined in the HVCBA Accreditation Agreement as:

‘A course to be provided to an Applicant to train that person in the driving of a Heavy Vehicle so that person is eligible and prepared to undertake an Assessment’

This means any required training an Applicant must complete to be eligible to attempt an FCA, including successful completion of all relevant criteria 1-15.

NOTE: As per Clause 4.2(d) of the HVCBA Accreditation Agreement, the RTO must ensure that the Assessor that conducts the Applicants Assessment (FCA/CT) is not the same person who delivered the Training Course (Applicable Assessment Criteria 1-15 or any instruction given prior to the conduct of an FCA/CT) for that Applicant.

2.1.1 Recognition of Prior Learning or Current Competency

Integral to HVCBA is the concept of Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC).

A Trainer who delivers any Training or Instruction for an Applicant for the class of licence being applied for is not permitted to conduct the CT for that Applicant under the requirements of clause 4.2(d)

2.1.2 A CT cannot be used to assess an Applicant for either a Class HC or a Class MC licence.

An Applicant who has extensive learner experience may request a Competency Test (CT) to assess their current level of driving ability in an LR, MR or HR Class of licence only.

A period of 30 minutes for vehicle familiarisation is allowed if necessary. No instruction or advice may be delivered. This is not considered to be “training” if actual driving instruction or advice is not provided.

2.1.3 No prior training required

Any criteria may be demonstrated during the training course without receiving prior training from the Trainer. For example an applicant who has extensive experience in securing loads may ready to be assessed for this criteria without receiving any training.

If a criterion is performed correctly, it can be signed off in both the Applicant’s Log Book and the Trainer’s Log Book and may be recorded on HVCORS as successfully completed.

2.1.4 Some specific requirements during criteria assessments

2.1.4.1 Manoeuvres

Due to licensing requirements the Trainer must be in the vehicle at all times an Applicant is operating the vehicle. While some manoeuvres may be more readily assessed with the Trainer out of the vehicle e.g. coupling and uncoupling, this can only be done when the procedures take place on

private property which is not publicly accessible. The Trainer may get in and out of the vehicle simultaneously with the Applicant provided the vehicle is secured.

2.1.4.2 Vehicle Doors

Truck cabins, cargo doors and all bus doors are to be shut at all times when vehicles are in motion.

On road or road related areas open to the public an Applicant must have an accompanying driver with the appropriate class of licence seated next to them. Trainers are warned that many so-called off-street areas may in fact be public roads and the accompanying licensed driver requirements apply.

2.1.4.3 NSW Exemptions

RTOs are delivering nationally recognised training and will therefore be required to complete all of the Criteria to award the qualification. Alternative assessment methods can be proposed and exemptions offered if conditions do not allow for a particular criterion to be assessed (e.g. geographical locations where hills do not exist). The *Austrroads National Assessment Guide* indicates where these situations may occur.

Exemptions will only be valid if in writing.

NSW RTOs are exempt without a written exemption from the loading dock simulation statement:

NSW providers are exempt without a written exemption from the loading dock simulation statement “The Applicant must commence reversing from the correct side of the road and not reverse across lane”, provided the manoeuvre is completed in a safe and legal way.

2.1.4.4 Training Course and Assessment Directions

- All directions and debrief delivered by the Trainer/Assessor to the Applicant during the training course evaluation (assessment of criteria 1-15) and Final Competency Assessment or CT, **must be spoken in English.**
- Always maintain a friendly attitude and courteous manner, and use a calm and neutral tone of voice when speaking to Applicants. Assessors must not give instruction or advice during the conduct of the Training Course evaluation (assessment) or FCA/CT.
- Speak distinctly to make sure that you will be understood and be patient with anyone who appears to be having difficulty with following your directions. Repeat directions if required and the use of hand signals is recommended if an Applicant has failed to hear or understood
- All directions should be delivered in the “at” “do” method e.g. *at the second street turn right*
- Do not give directions according to specific street names or type of traffic signs e.g. *at Hill Street* or *at the Stop Sign* or *at the Give Way sign*. However, the use of common terms that still require the Applicant to interpret and make the decision are permitted e.g. *traffic lights, roundabout*

Assessors must not give instruction or advice during the conduct of the Training Course evaluation (assessment) or FCA/CT. This includes secret codes or the use of unapproved hand signals not within view of the In-Cabin Camera e.g. *thumbs up to indicate an increase in speed is required* or *tapping twice to indicate to an Applicant that road speed and engine revs are matched to enable a gear change to be made.*

2.2 Training Course Criteria

The Training Course and Assessment criteria required to be completed to upgrade to a heavy vehicle licence is detailed in the 'Austroads National Heavy Vehicle Assessment Guide' and 'RMS- A Guide to Heavy Vehicle Competency Based Assessment'.

All Applicants must demonstrate the ability to perform each criterion under the specific conditions and requirements given for each criterion. Under the HVCBA program, an Applicant is either competent or not competent. In HVCBA, full ability to the defined standard is required.

2.2.1 Minimum Training Course time requirements

All Training Course, Final Competency Assessment (FCA) and Competency Test (CT) criteria must be conducted on a one-on-one basis in accordance with the minimum times as set out below, per Applicant.

NOTE: All training course and assessment activities must comply with Heavy Vehicle National Law (NSW) which sets the maximum hours of driving, working, and minimum hours of rest for drivers of regulated heavy vehicles.

Transport has determined that the following **Minimum Training Course Times are mandatory**

Licence Class	Minimum Training Course Hours
LR	5 hours
MR	5 hours
HR (Auto/Synchro Gearbox)	5 hours
HR (Manual Gearbox)	6 hours
HC (Auto/Synchro Gearbox)	6 hours
HC (Manual Gearbox)	6 hours
MC	8 hours

Important: The above times are for the evaluation (assessment) of relevant criteria 1-15. This is referred to as the Training Course and excludes the FCA. The minimum Training Course time listed in the table above refer only to the part of the training course where the Trainer is evaluating whether the Applicant has reached the required skill level to be marked as competent for each specific criterion (i.e. Applicant can perform the required criteria without any instruction or assistance). The successful completion of minimum Training Course Hours is a requirement for all Applicants to be eligible to undertake the FCA. **The minimum training course time does not include any time spent in preparation to commence the training course e.g. introductions, site induction, completing any required application form or any other administration requirement.**

A short stop to use amenities etc. up to 10 minutes is permitted. If a stop will exceed 10 mins for e.g. *morning tea or lunch, the current session must be completed and a new session in the learner log*

book commenced. Multiple short stops of up to 10 minutes are not permitted within the one training course session.

Further information is available in the [HVCBA Minimum Training Course Hours Fact Sheet](#)

Training and assessment of an Applicant can be conducted during the one session; however the time taken to train during that period must be deducted from any time that is counted toward the minimum training course time, unless it is conducted concurrently with an assessment (evaluation) e.g. *an Applicant may be receiving training for Criteria 5: Manages Gears while also being assessed for Criteria 4: Manages Steering*. RTOs are required to closely monitor Training Course activity, including a review of Learner Logbook entries to identify non-compliance and to ensure that all Trainers are complying with minimum Training Course requirements. Triggers to assist RTOs in identifying potential non-compliance with Training Course requirements may be:

- Assessment session times consistently recorded with no break e.g. 0700 hrs to 1200 hrs
- Criteria recorded as being completed in the same pattern consistently with no variation to order of criteria, lesson details, or start and finish times recorded
- Low or consistent mileage total completed and recorded during completion of the Training Course
- Actual Training Course start times consistently recorded as very early e.g. 0600 hrs (this may indicate that an Applicant would be required to be onsite and ready to commence the training course well in advance)
- Difficult licence class upgrades e.g. *C to HR manual that are consistently completed within the minimum 6 hour requirement*

Please note that this is not intended as a specific list and any of these items in isolation or, with a justifiable reason, may not indicate non-compliance. This list is provided to provide additional guidance to assist RTOs with the required detailed oversight of training course activity.

RMS and RTOs are both responsible for ensuring that all Trainers/Assessors meet the minimum training course requirements. RMS and RTOs will conduct unannounced Quality Assurance checks, Location Visits, Trainer, Assessor and RTO audits and customer surveys to determine compliance.

Failure to comply with minimum training course time requirements is a breach of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment and may result in RTO, Assessor or Trainer suspension or termination.

2.2.2 Pre-Training Course and Assessment check of Applicant

Before training can begin, the Applicant must:

- Complete the [HVCBA Applicant Enrolment Form](#).
- The Applicant must be given a copy of the RTO's Privacy Statement or be provided with a link to the RTO's Privacy Statement when the Applicant is asked to complete the enrolment form
- If an applicant declines to provide a valid email address training and assessment may proceed. The words *email address not provided* are to be recorded in HVCORS

Before conducting each training course session the Trainer conducting the assessment must visually check and verify Applicant details including conducting eligibility check on HVCORS.

A pre-assessment checklist is set out below. If there is doubt concerning any of the items, the training or assessment is **not** to proceed until the problem/issue has been rectified. All Trainer and Assessors must refer any initial enquiry to their RTO.

Applicant pre-assessment check list

Applicant

- The Applicant holds a current Australian Driver Licence and the photo on the licence matches the person attending
- The Applicant is wearing glasses or contact lenses, if required
- An eligibility check has been completed on HVCORS to determine that the Applicant is eligible to complete HVCBA
- The Applicant is not in contravention of any licence condition (licence conditions are displayed on the front of the licence, with further detail on back of licence) [See frequently asked questions](#)
- Trainers and Assessors with further questions are required to contact their RTO
- RTOs with further questions are required to email: HVTraining@transport.nsw.gov.au

Learner Log Book

- Has not expired (check date printed on inside of front cover)
- Is for the correct licence class that the Applicant is attempting
- Has been issued to the Applicant and signed by the Service NSW representative
- The Applicant's signature is the same on both the Learner's Log Book and driver licence. If signatures do not match, have the applicant sign the log book again to determine a match. If there is still no match, refer the applicant back to Service NSW for resolution
- The address on the logbook is not required to match the address on the licence provided that the licence address is still current

Important Notes

A Trainer/Assessor is not permitted to conduct the training course or assessments if:

- The Applicant does not bring his / her current Log Book and their current photo driver licence or digital licence to each session
- The Trainer or Assessor does not have their current instructor or driver licence with them;
- Assessments cannot be conducted for a person who holds a Class C Learner Licence regardless of whether or not it is endorsed with a condition to learn to drive a heavy vehicle.

2.2.3 Vehicle checks pre training and pre-assessment

Vehicle requirements

- All vehicles used for HVCBA assessment purposes must be registered, roadworthy and in a clean and presentable condition;
- HVCBA assessments may be carried out in either an RTOs, Trainer's or Applicants vehicle;

- All vehicles supplied by Trainers/Assessors or Registered Training Organisations (RTOs) for HVCBA must be comprehensively insured;

Vehicles used for HVCBA assessment purposes:

- must be of the correct configuration for the class of driver licence for which an Applicant is being assessed; and
- must comply with the vehicle standards for the class, as specified in the National Heavy Vehicle Assessment Guide and the Transport for NSW publication, A Guide to Heavy Vehicle Competency Based Assessment:
- Complying Buses and Motorhomes may be used for training and assessment in NSW
- A Static Unit may be used for the completion of the Secure Load criteria. If a static unit is used, then the recording of Training Course Criteria 13 must be recorded as a separate session in the Assessor and Learner Logbook with the words *Static Unit* recorded as the vehicle plate number and odometer reading recorded as Start: 001 Finish:005 including HVCORS entries.

Vehicles for assessments and tests

- An Applicant can learn and be assessed or tested in their own vehicle, as long as it is registered and roadworthy, and the right type of vehicle for the licence class the Applicant is applying for.
 - The vehicle an Applicant uses for the training or assessment must also have a lap-sash retractable seat belt fitted to the front passenger seat for the Trainer/Assessor except for MR and HR buses.
 - Vehicles used for Training and Assessment in NSW are exempt from the requirement to have a minimum of three seats fitted
 - Vehicles for HR, HC and MC licence tests must meet additional minimum standards
 - For HR, the test vehicle must be at least a 3-axle rigid vehicle with a GVM of more than 15 tonnes, excluding bobtail prime mover
 - An applicant completing training and assessment for a HR licence using an articulated (bendy) bus is to be assessed under articulated (HC) vehicle requirements when completing the reversing manoeuvres
 - For HC, the test vehicle must be a 3-axle prime mover with a minimum 2-axle semi-trailer, or a heavy rigid vehicle plus 2-axle trailer over nine tonnes GVM
 - For MC, the test vehicle must be at least a 3-axle prime mover with an A and B trailer, each with a minimum of bogie axles. The prime mover must be B-double rated and a minimum of 22 metres in length, in B-double configuration
- The following vehicles must not be used for a driving test or HVCBA:
 - Armoured security vehicles
 - Vehicles carrying dangerous goods
 - Federal Interstate registered vehicles
 - Vehicles carrying livestock
 - Vehicles displaying traders' plates
 - Vehicles that are not mechanically roadworthy

- Any heavy vehicle fitted with a dual accelerator or a dual steering wheel
- Buses carrying passengers
- Special Purpose vehicles that are not built on a truck chassis
- Vehicles registered under veteran and vintage

2.2.4 Vehicle road worthiness checklist

Wheels & Tyres

- Wheel nuts or lugs must not be missing
- Tyres must comply with minimum tread depth requirements
- Dual rear tyres must not be touching and are free of obstructions

Registration

- Vehicles must be registered and must display a current registration label if applicable

Lights

- Lights must be clean and lenses complete (not broken or missing)
- Brake, indicator and all other lights must work

Signs

- Vehicles with a GVM of more than 12 tonnes and trailers with a GTM exceeding 10 tonne must be fitted with the appropriate and complying marking plates at the rear of the vehicle
- All number plates must be visible, undamaged and clean

Windscreen & windows

- Windows must be clean, operational and must not be broken or cracked
- Windscreens must be clean and must not be broken or cracked so as to obscure the driver or Trainer/Assessors vision

Bodywork

- Bodywork must not have any jagged or protruding parts likely to cause injury
- All doors must open and close properly

Mirrors

- External mirror glass must not be cracked or broken and must be clean
- All mirrors should be properly secured

Suspension & Leaks

- Vehicle springs should not be broken or loose
- Vehicles should not have excessive fluid leaks
- Vehicles should not have excessive exhaust emissions

Cabin

- Cabin should be clean
- Seats should be in good condition, clean and adjustable
- Cabin should be sealed from engine, fuel and exhaust emissions

Seat belts

- A complying retractable lap / sash seat belt must be fitted to the front passenger seat. (This is not a requirement for MR, HR, buses and coaches)
- Seatbelts must work properly and must not be damaged

A circle check of the vehicle must be conducted prior to commencing any training course or assessment session

Legal requirements for the wearing of seat belts must be observed

2.2.5 Load requirements

All vehicles used for training and assessment must also be loaded to at least 75% of the maximum mass allowable for the vehicle, except for buses, motor homes, or vehicles not primarily designed to carry a load but have a high tare weight e.g. Complying vehicles constructed on a truck chassis with permanent equipment fitted e.g. compressors, generators, mobile welding plant, telescopic jib.



All vehicles used for training and assessment must be loaded to at least 75% of the:

- Legal mass limit (maximum mass allowable for the vehicle to be driven on the road)
- The GVM for rigid vehicles, or
- The GCM for articulated or heavy vehicle trailer combinations

Whichever is the lowest.

For example, if a rigid truck has a legal mass limit of 10 tonnes when it is fully loaded, It must weigh at least 7.5 tonnes for the assessments which require a loaded vehicle.

Note: GVM means Gross Vehicle Mass, and **GCM** means Gross Combination Mass.

Registered Training Organisations (RTOs) must maintain a database of all RTO, Trainer and Assessor owned vehicles used for training and assessment. Records are to be retained on file and must include:

- Photos of each vehicle clearly showing front, side and rear including registration details
- Photo must also include the load If the vehicle is a pantech, tautliner, container, tipper or any other configuration where the load is not visible
- Split Axle Weighbridge Ticket showing individual group axle weights

- Current registration details

<https://www.service.nsw.gov.au/transaction/check-vehicle-registration>.

- The RTO must also maintain on record, photos clearly showing front, side, rear and vehicle load and registration details where a private vehicle is being used for an FCA/CT.

2.3 Conducting the Training Course

- Complete an Applicant eligibility check on HVCORS
- Provide Driving Instructor Licence to Applicant for examination
- Check Applicant licence and HVCBA Learner Logbook.
- Check that vehicle is roadworthy, registered and the correct type for licence class
- Complete Training Course Criteria
- **Applicants are permitted to use the Guide to HVCBA only as a reference when completing criteria 1 and 2 (no other reference document permitted)**
- Debrief and provide results to Applicant.
- Re-attempt and complete any criteria not completed to the required standard
- Complete Learner and Trainers (Assessor) Log Books
- Issue a Certificate of Attendance to Applicant on successful completion of each training course session
- **Return HVCBA Learner Log Book to Applicant. Under no circumstances is the Trainer permitted to keep the Learner Log Book between training course sessions.**
- Record successfully completed criteria on HVCORS

Note: In the event that an applicant has lost the original Certificate of Attendance a replacement may be issued. Trainer/Assessor is to cancel the RTO and book copies by ruling a line diagonally from top left to bottom right corner and writing the words *cancelled* and recording the replacement COA number. On the replacement certificate the Trainer/Assessor is to record *replacement for COA number xxxxx*

2.3.1 Completing the HVCBA Learner's Log Book

The Applicant must bring his/her HVCBA Learner Log Book to every instruction or assessment session.

Both the Trainer/s and Applicant must sign off successfully completed criteria at the end of each session. When the Applicant has completed all criteria for the licence class applicable to the Log Book the Trainer completing the final training session must complete the final certification on page 3. At the completion of the FCA/CT both the Assessor and Applicant must sign the logbook. If the FCA is conducted by a Transport Auditor, at the end of the session only the Auditor and Applicant are required to sign off the assessment.

The Log Book must be filled in using pen so that all entries can be read clearly. When entering time details, the 24 hour 'military' system must be used, i.e. 5:00pm becomes 1700 hours. Correction fluid (white out) must not be used to alter any Log Book entries.

The Learner's Log Book is filled in for:

- Driving instruction / practice
- HVCBA assessments
- Final Competency Assessment / Competency Test
- Trainer/Assessor certification

FOLLOWING COMPLETION OF A TRAINING COURSE SESSION OR A FAILED FCA / CT THE LEARNER LOG BOOK MUST BE RETURNED TO THE APPLICANT ON ALL OCCASIONS.

An example of a completed Learner's Log Book is included in item

2.3.2 Driving instruction / practice

In the case of driving instruction or practice, the accompanying driver may fill in details of any instruction or practice in the Your Personal Driver Training and Assessment Record section of the Log Book.

2.4 Training Course Criteria Completion

In the case of training course criteria completed, the Trainer must complete the Criteria Assessment Session Record section of the Log Book for whichever criteria have been successfully completed. The Trainer must also tick the successful criterion in the Record of Completed Criterion section and enter details of both successful and unsuccessful criteria in the section **'Your personal driver training and assessment record'**.

For each training course session, details of successfully completed criteria must be completely filled out and signed off in the Learner's Log Book.

2.4.1 Completing the HVCBA Trainer/Assessors Log Book

The Trainer/Assessor's Log Book must be filled in using pen so that all entries can be read clearly. When entering time details, the 24 hour "Military" timekeeping form must be used, (i.e. 5:00pm becomes 1700 hours). Correction fluid (white out) must not be used to alter any Log Book entries.

Trainer/Assessors must record all completed criteria in his/her Trainer/Assessor's Log Book. This Log Book is for use by an individual Trainer/Assessor.

The Trainer/Assessor's Log Book:

- Provides a record of a Trainer/Assessor's activity
- Is retained by a Trainer/Assessor's RTO and is auditable by Transport for NSW upon request. If an Assessor also wishes to keep a copy of Assessor log book entries to satisfy their record keeping requirements under the Driving Instructor Regulation, a copy of the Assessor log book entries should be made and retained by the Assessor
- Provides a record which is to be used to report completed criteria to Transport via HVCORS
- Provides a record of the number of FCA / CTs conducted by each Applicant

- Provides a backup of Applicant's records in case of loss or discrepancies in an Applicant's HVCBA Log Book

The Trainer/Assessor's Log Book must be filled out at the end of each training course and assessment session to show successfully completed criterion and is used when reporting completed criterion to Transport via HVCORS.

An example of a completed Assessor log book is included in item 8, appendix - 4.

NOTE: Successful and unsuccessful score sheets must be retained with the Assessment records

The Applicant is issued with both a HVCBA Learner's Log Book and a HVCBA Guide which includes the full individual criteria statements and check sheets.

With the introduction of the Certificate of Attendance, it is no longer a mandatory requirement for Assessors to mark results into the HVCBA guide for any criteria that have been assessed, but this should be completed if requested by the Applicant

The HVCBA guide may be marked with a tick or cross in the boxes for individual criteria.

On completion of an FCA/CT, Assessors must report results to Transport via the Heavy Vehicle Criteria Online Reporting System (HVCORS) within 24 hours.

NOTE: There are some circumstances in which HVCORS cannot be used. Please refer to sections on using the Heavy Vehicle Competency Online Reporting System.

2.4.2 Completing the Certificate of Attendance (COA)

The trainer completing the training course must issue a Certificate of Attendance (COA) to each applicant which records successfully completed training course criteria in the following circumstances:

- At the end of any session if there is a change in Trainer for the next session
- At the end of any training course session where the applicant is leaving and not returning for the day
- At the end of each training course day

Example of a correctly completed Certificate of Attendance (COA) is included as item 9, appendix - 5.

2.5 Multi Combination (MC) Driver Training and Assessment

2.5.1 Upgrading from class HC to MC

To upgrade from a class HC driver licence to a class MC driver licence under HVCBA, the Applicant must:

- Obtain a class MC type HVCBA log book
- Complete training and assessment in a MC-type vehicle combination with an approved RTO
- Then (if found competent) present their Certificate of Competency (CoC) at a Service NSW Centre to be issued with an MC licence.

2.5.2 Upgrading from class HR to MC

To upgrade from a class HR licence to a class MC licence under HVCBA, the Applicant has two options:

The 'two step' option

This option allows an Applicant the opportunity to gain experience driving a Heavy Combination type motor vehicle before attempting training and assessment for a Class MC Licence.

Step 1: Obtaining a Class HC learner Log Book

Complete training and assessment in a Class HC-type vehicle combination. Then (if found competent) present their Certificate of Competency (CoC) at a Service NSW Centre to be issued with a HC licence.

When ready to commence training and assessment for a class MC licence,

Step 2: Obtain a Class MC HVCBA learner Log Book

Complete training and assessment in a Class MC-type vehicle combination and (if found competent) be issued with a Class MC Driver Licence.

Note: An Applicant may be issued with only one HVCBA Assessment Log Book at a time.

HVCBA from HR to MC:

This option is only suitable for an Applicant with experience and extensive underpinning knowledge of driving an articulated vehicle.

- Obtain a class MC type HVCBA Learner Log Book
- Complete training and assessment in both a HC and MC-type vehicle combination and (if found competent) be issued with a class MC Driver licence

Note: This process is more involved as the Applicant will need to demonstrate the required competence at HC level before proceeding to MC training and assessment

Step 1

- RTO / Trainer/ Assessor must complete an MC eligibility check for the Applicant on HVCORS
- Applicant must complete all relevant training course criteria for class HC licence including minimum training course hours
- Trainers must record the HC training course criteria in the class MC-type HVCBA learner log book
- Trainers must mark the top of the page/s as HC upon satisfactory completion of all HC criteria
- Issue a Certificate of Attendance for the HC component
- Submit a manual booking for a class HC FCA (mark in the comments section HR to MC upgrade). Manual booking forms must be submitted through Salesforce PIMS.
- Conduct an FCA for class HC including recording In-cabin camera footage and assessment documentation
- Record the result of the FCA in the learner and Assessor Log Books
- **No result for this assessment is required to be recorded on HVCORS**

- If the Trainer who conducted the HC component does not continue with the MC training course (and is attached to a different RTO) they must photocopy the HC Log Book entries and forward the HC FCA scoresheet, and In-cabin camera footage to their RTO.

Note: The separation of training and assessment is not required when completing the HC component for an Applicant attempting a HR-MC licence upgrade.

If successful,

Step 2

- Applicant must complete all relevant training course criteria for a class MC licence including minimum assessment hours
- Trainer must record the MC training course criteria in the Learner Log Book
- A booking is required to be made on HVCORS for a class MC assessment (FCA)
- Separation of Training and Assessment must occur
- Assessor conducts an FCA for class MC licence including recording In-cabin camera footage and completion of assessment documentation
- Result is recorded on HVCORS
- If a pass, issue a Certificate of Competency (CoC) to Applicant

If the Applicant decides not to proceed to the class MC component, they need to return to Service NSW Centre and:

- Have their class MC-type HVCBA Assessment Log Book made inactive
- Obtain a class HC-type HVCBA Assessment Log Book

The Trainer/Assessor can then transfer any completed training and assessment from the MC HVCBA Logbook to the Applicants HC Assessment Log Book, record criteria on HVCORS and;

- Complete any further required training course criteria
- A booking is made on HVCORS for a class HC assessment (FCA)
- Assessor conducts an FCA for a class HC licence including recording In-cabin camera footage and completion of assessment documentation
- FCA is conducted and the result is recorded on HVCORS
- If a pass, issue a Certificate of Competency (CoC) to Applicant

3. Assessment Process

3.1 General requirements

Details of the specific assessment process requirements are provided in the Austroads National Heavy Vehicle Assessment Guide.

Locking pins on truck and trailer combinations, presented for an FCA/CT, must be in the released position at all times during conduct of that FCA/CT.

RTOs must ensure that the Assessor who conducts the Applicant's assessment (FCA/CT) is not the same person who delivered the training course. Included is any training or instruction provided to an Applicant prior to the conduct of an FCA/CT. This is defined as training provided to prepare the Applicant for an assessment.

Assessors are required to ensure that sufficient time is allowed prior to commencement of the FCA to enable completion of all administrative requirements (log books, pre assessment scripts etc) ensure camera is operational and provide the applicant opportunity to have a short break if training course has just been completed.

3.1.1 Consent to record FCA on in-cabin video

Consent to record the FCA on in-cabin video must be gained from the Applicant at time of enrolment. Signed consent must be received at time of Applicant enrolment to ensure that the Applicant has sufficient time to seek independent advice if required. Electronic signatures are acceptable.

A copy of the RTO's Privacy Statement must be provided to the Applicant together with the HVCBA Applicant enrolment form.

It is a requirement to provide an opportunity for an Applicant to obtain independent legal advice before completing the HVCBA Applicant Enrolment Form

If an Applicant refuses consent to be recorded the Assessment must not proceed. RTOs must provide details to HVTraining@transport.nsw.gov.au

3.1.2 Overview of FCA/CT process

- Assessor eligibility check of Applicant
- Have the applicant complete a customer HVCBA Enrolment Form if the Trainer/Assessor who completed the Training Course is aligned with a different RTO
- Check that vehicle is roadworthy, registered and the correct type for licence class
- Provide 30 minute vehicle familiarisation if required
- Off-road criteria specific to the licence class of the FCA/CT is conducted (if applicable). Conduct of additional criteria at nominated points whilst on the CT course is also acceptable during the assessment providing they are conducted safely.
- Camera set-up/switch on

- Introductory assessment script is completed and read to Applicant including display of Assessor Driving Instructor Licence and Applicant Driver Licence in front of In-Cabin Camera. A digital licence is acceptable. If an applicant produces a digital licence, the Assessor is to instruct the Applicant to hold their phone with the digital licence displayed in front of the in-cabin camera
- Assessors must ensure that Applicants are not wearing a hat and/or sunglasses when displaying Applicant licence in front of the in-cabin camera. Assessor and Applicants wearing a face mask for health reasons must ensure that the face mask is temporarily removed during the identification process. As per the introductory script the applicant must state their name when requested by the Assessor
- On-road component of FCA/CT is conducted
- The FCA/CT score sheet is completed and returned to the RTO. Assessors may complete either a hardcopy of the FCA/CT scoresheet or the digital version which can be downloaded at: <https://www.rms.nsw.gov.au/documents/about/forms/45071664-fca-ct-scoresheet.pdf>
- The Post-assessment script is completed and result delivered to Applicant
- Camera is switched-off
- Learner and Assessor log books are completed
- A Certificate of Competence (CoC) is completed and handed to the applicant (except assessments conducted under the requirements of a HRV see 3.15)

In the event that an applicant has lost the original Certificate of Competence (CoC) a replacement may be issued. Trainer/Assessor is to cancel the RTO and book copies by ruling a line diagonally from top left to bottom right corner and writing the words cancelled and recording the replacement COC number. On the replacement certificate the Trainer/Assessor is to record replacement for COC number xxxxx

Please refer to the appendix of this document for the following information:

- Introductory Assessment Script
- Post Assessment Script
- Further information and an example of a completed Certificate of Competency (COC) is included in item 10, appendix - 6.

3.1.3 Procedure for a failed or terminated FCA/CT

- If an FCA/CT is unsuccessful, advice of subsequent FCA/CTs for the same Applicant are required by Transport.
- A subsequent booking must be made with a minimum of one hour prior to commencement.
- The subsequent FCA/CT is to be conducted by the same Assessor that conducted the original booked FCA/CT or 24 hours' notice will be required for a change of Assessor.
- An alternate FCA/CT route must be used in the event of a failed or terminated FCA/CT

3.2 Time and Location requirements

- All entries must be recorded in 24 hour 'Military' timekeeping form e.g. 5.00pm becomes 1700hrs
- An FCA / CT must start and finish at the same location in NSW, and may be only conducted between the hours of 07:00 to 19:00 seven days a week
- The latest time an FCA can commence is 18:00 hours. The latest time a CT may commence is 16:00 hours
- The CT has a minimum duration of 90 mins on road and additional off road components which can total more than 2.5 hours
- The latest time a CT for a Condition B removal can commence is 18:00 hours

Deviations from the nominated route due to a prevailing road and traffic conditions or if an applicant misinterprets a direction will be acceptable. A notation must be made on the FCA/CT scoresheet and Assessors must ensure that the FCA / CT return to the nominated route as soon as practicable. All FCA/CT requirements must still be met.

3.3 Assessment Routes

- The Heavy Vehicle ((FCA) Route Development Guide is designed to supply RTOs and Assessors with adequate information and direction to develop compliant FCA/CT assessment routes. It also acts as the primary tool for audits.

3.3.1 FCA / CT Routes

- RTOs are responsible for maintaining the validity of all FCA/CT routes and associated documentation. Any FCA/CT route submitted to Transport for NSW by an RTO remains the intellectual property of that RTO
- RTOs or Assessors requesting to add or use an existing FCA/CT routes currently registered by an-other RTO for an FCA/CT requires the written authority of the RTO who currently holds the rights to that route
- RTOs and Assessors are to ensure all FCA and CT route documentation complies with the requirements outlined in the National Heavy Vehicle Assessment Route Development Guide and FCA/CT route template
- Applicants are not to be trained on FCA/CT routes or courses used for heavy vehicle driving tests

Note: In some areas it is inevitable that some training and assessment will be conducted on the same roads included in a FCA/CT route due to limited assessment criteria conditions

- Multiple FCA/CT routes are recommended for each assessment location
- A minimum of two FCA/CT routes are required for each location and the alternate route must be used if an Applicant has failed on the first attempt at the FCA/CT
- Each route must start and finish at the same location (commencing on the opposite side of the road is acceptable). This could entail using Route 1 in reverse as Route 2, providing all minimum task requirements are included
- The original copy of each FCA/CT route must be retained on file by the RTO and a scanned copy uploaded in Salesforce PIMS

- New FCA or CT routes must be submitted and registered on HVCORS prior to booking an FCA/CT
- FCA/CT routes are subject to Transport for NSW audit and validation to ensure minimum route design requirements are met
- If an existing FCA/CT route is found to be non-compliant, Transport for NSW will advise the RTO that amendments are required within seven days. If an amended and compliant route is not received by Transport for NSW within seven days, the route will be suspended on HVCORS
- CT routes must be submitted and registered separately on HVCORS (e.g. Parramatta CT route 1). A CT must not be conducted by simply completing two laps of an existing FCA route
- Routes should be updated regularly to allow for changes in traffic and road conditions

IMPORTANT NOTE:

- **FCA/CT Routes are not to be used for instruction or completion of training course criteria**
- **All FCA/CT routes must have a start and finish location that is located within NSW.**

3.4 Safety during assessments

An Assessor may terminate a final assessment at any time he/she considers that an Applicant's driving is unsafe. A final assessment is not to proceed which requires road and traffic conditions in which the Assessor considers the driver will be unsafe.

The Assessor is in charge of the operation and the final assessment criteria proceeds at the pace set by, and to the requirements of the Assessor.

3.5 FCA/CT bookings

3.5.1 FCA/CT booking process

It is the responsibility of the RTO / Assessor conducting the FCA to complete the eligibility check for the Applicant and make the FCA/CT booking. An Applicant's FCA/CT booking must be entered in HVCORS by an Assessor/RTO administrator with a minimum of 24 hours' notice.

There are some circumstances in which HVCORS cannot be used. Please refer to HVCORS manual, details can be found on page 3 of the manual.

When a FCA/CT has been cancelled, a further 24 hours' notice must be given of the rescheduled FCA/CT. Failure to comply with this requirement is a breach of The Accreditation Agreement and may result in action being taken under provisions of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment.

3.5.2 Making changes to nominated FCA/CT Times

An amendment to the nominated FCA/CT time can only be made on HVCORS by RTOs or Assessor if the change is made outside of the 24 hour minimum time requirement.

Any request to bring forward a time, made within the 24 hours, will not be approved unless there are extenuating circumstances. Applications must be forwarded by RTOs to HVTraining@transport.nsw.gov.au including specific details of the request.

3.5.3 Change of Assessor due to illness

An application for a change of Assessor due to illness will only be accepted if received no later than 1 hour before the due time of commencement. The RTO is to email the request to HVTraining@transport.nsw.gov.au. HVTraining will make the required change on HVCORS however the result will not be able to be recorded until HVTraining have made the amendment with the new assessor details and advised the RTO. Current service charter time applies which may take up to two business days

3.5.4 Cancellation of FCA/CT

Cancellation of the FCA/CT must be made no later than 1 hour before the due time of assessment commencement.

Failure to cancel a FCA/CT as required is a breach of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment. Cancellations, without genuine reason may result in suspension or cancellation of accreditation.

3.6 Automatic / Synchromesh (Condition B) for Heavy Vehicles

3.6.1 Condition B endorsement

A licence holder applying for a higher class of licence and passing a HVCBA assessment in a vehicle with an automatic or synchromesh gearbox will have the licence for the higher class endorsed with a condition 'B':

“may only drive a heavy vehicle fitted with an automatic or synchromesh gear box”

This condition applies to licence classes MR, HR, HC and MC. It does not apply to licence classes C or LR.

There is no licence endorsement required if:

- the assessment is passed in a vehicle fitted with a constant mesh (crash) type gear box
- the driver already holds a Class MR or (higher) licence not endorsed with the Condition “B” endorsement.

3.6.2 Removal of Condition B

Heavy vehicle drivers who wish to have a condition 'B' removed from their licences can do so by:

- Completing a driving test with SNSW at available locations in a vehicle which is fitted with a constant mesh (crash) type gearbox

Or

- Completing a CTB in a vehicle which is fitted with a constant mesh (crash) type gearbox
- This test vehicle can be any vehicle type authorised by a class MR or higher. For example, a driver with a class HC licence endorsed with a condition 'B' can have the condition removed by passing a competency test in a vehicle covered by a class HR licence.

- A manual booking is required if the applicant requests to undertake a CTB assessment, in a vehicle which is not of the licence class that they currently hold e.g. *applicant holds a HC licence and requests to undertake the CTB in a HR vehicle*. Applications for a manual booking must be forwarded by RTOs through Salesforce PIMS

REMINDER

Assessors are reminded of the importance of full and accurate recording of gearbox type in both Applicant and Assessor log books to ensure correct condition is recorded.

3.6.3 Competency Test for Condition B endorsement removal

- RTOs that deliver CT's for the removal of Condition B endorsement may do so by using a short CTB route which is half the duration of a full CT route and consists of one 45 minute on road completion of the approved RTO CT route (one lap)
- These routes must be documented and submitted through Salesforce PIMS. CTB routes must be listed on HVCORS as a CT condition B removal (CTB)
- The short CT will assess criteria 3, 4, 5, 6, 7, 8, 9 and 10 as a 'continuous' assessment procedure
- Vehicles used for a condition B endorsement removal must meet the load and vehicle requirements detailed in Section 3, Vehicles and Load Requirements for HVCBA
- As this is not an upgrade of a licence class, no knowledge test or Learner Log Book is required
- A CT conducted to remove condition B does not require the Separation of Training and Assessment as required under Clause 4.2(d)

3.7 CT and CTB booking and recording results

CT and CTB bookings and results must be recorded on HVCORS. A CTB to remove condition B must be selected as the assessment type.

On successful completion of a CTB to remove condition B, the Assessor is to record the results of the CTB on HVCORS and issue a Certificate of Competency. Applicants will need to attend a Service NSW Centre to have the condition removed from their licence.

3.8 Quality Assurance Checks and Audits

Prior to the commencement of the Training Course or Assessment the Assessor must explain to the Applicant that a Transport for NSW officer may attend at any time unannounced to complete an audit, or quality assurance check. This could include any of the following activities:

- A Transport for NSW Officer conducting the FCA or CT
- A Transport for NSW Officer completing an audit of the FCA or CT
- A Transport for NSW Officer completing a Quality Assurance check of the FCA/CT or any component of the training course
- A Transport for NSW Officer observing the conduct of the FCA by accompanying the Assessor and Applicant in the vehicle
- A Transport NSW Officer completing surveillance of the FCA/CT or training course

- Quality Assurance checks are conducted by Transport for NSW Education Program Officers and Compliance Training Officers
- Audit is conducted by Transport for NSW Regulatory Program Audit Officers
- Location Visits are completed by an RTO representative
<https://www.rms.nsw.gov.au/documents/business-industry/driving-instructors/hvcba-rto-location-visit-report-template.pdf>
- FCA/CT audits are completed by Transport for NSW Regulatory Program Officers
- Surveillance of the Training Course or Assessment may be conducted by an Transport for NSW officer or delegated official
- Applicants must be advised that Quality Assurance checks and Audits will concentrate on all areas of the training and assessment process and may require the Applicant to answer questions relating to the training course or FCA/CT, and/or demonstrate performance to the required standard of any nominated training course or assessment criteria.

3.8.1 Quality Assurance Check and Audit – Non-Compliance Identified

If during a Quality Assurance Check or Audit at the commencement or end of the Training Course or Assessment it is identified that one or more Training Course or Assessment Criteria have not been completed to the required standard, or other non-compliance is identified (see item 1.5.1 Serious Non-Compliance), the following procedure must be followed:

Prior to commencement of the FCA/CT:

- Transport for NSW Officer will direct the cancellation of the FCA/CT under the requirements of Clause 10.2(a)(ii)(D)
- Assessor must explain to the Applicant that the assessment will not proceed and will be cancelled
- Transport for NSW will contact the RTO of either the Trainer/Assessor responsible for the non-compliance

After completion of the FCA/CT

- Transport for NSW Officer will advise that the result of the FCA/CT is not valid under the requirements of Clause 10.2(a)(ii)(D)
- Assessor must explain to the Applicant that the assessment result is not valid and will need to be completed again
- Transport for NSW will contact the RTO of either the Trainer/Assessor responsible for the non-compliance
- Transport for NSW may provide the RTO/s of the Trainer/Assessor or both who have been non-compliant with a requirement to provide an Improvement Plan (*see RTO Performance Management Guidelines item 2.2.7*); or
- In the event of Serious Non-Compliance being identified (*see item 1.5.1 for examples*) results of the Quality Assurance Check and supporting evidence will be forwarded to Transport for NSW Regulatory Program Audit or Compliance Investigations unit for further investigation which may result in further sanction being applied including suspension or termination of Trainer/Assessor approval or RTO accreditation

3.9 RTO Location Visit

Registered Training Organisations must have processes in place to monitor, supervise, direct and assess the performance of Trainers and Assessors under their control. An RTO location visit is required to be conducted unannounced by an RTO representative. This could include any of the following activities:

- An RTO representative may complete a location visit for an FCA or CT
- An RTO representative may complete a location visit during delivery of the Training Course
- An RTO representative may substitute the Assessor and conduct the FCA or CT
- An RTO representative may accompany the Assessor and applicant in the vehicle during the FCA, CT or Training Course (vehicle must accommodate a minimum of 3 persons and have the required retractable lap sash seatbelts for all occupants unless exempt i.e. bus)
- All location visits are to be conducted unannounced
- All location visits must be conducted by an RTO representative who is also an approved Trainer/Assessor with the same or higher class of instructor licence as being trained/assessed
- Unannounced checks may be conducted any time during delivery of the training course, or assessment
- Conduct a minimum of one unannounced onsite FCA / CT location visit per year for each Assessor operating under their RTO. This requirement is in addition to any visit as directed by Transport for NSW
- RTO representatives must identify themselves to both Trainer/Assessor and Applicant and allow the Applicant to inspect detail of their Driving Instructor licence
- Retain on record details of any required remedial action resulting from the visit, including training delivered and completed
- RTOs must complete and retain on file a copy of the RTO location visit report
<https://www.rms.nsw.gov.au/documents/business-industry/driving-instructors/hvcba-rto-location-visit-report-template.pdf>
- RTOs must submit completed RTO location visit reports through Salesforce PIMS and submit the Location Visit register each quarter (March, June, September, December). Registers must be emailed to: HVTraining@transport.nsw.gov.au

RTO Location Visit procedure if non-compliance is identified

If during an RTO Location Visit at the commencement of an FCA it is identified that one or more training course criteria have not been completed to the required standard (see item 1.5.1 Serious Non-Compliance), the following procedure must be followed:

- RTO representative is to complete the Location Visit template recording details of the Assessor who has completed the training course criteria
- RTO representative is to explain findings privately to the Assessor conducting the FCA
- Assessor is to provide a detailed explanation to the licence Applicant that the training course criteria has not been completed to the required standard. As a result the Applicant is not eligible to complete an FCA, the FCA is to be terminated and the applicant will be required to complete all required criteria

- If the Trainer who conducted the Training Course is aligned with a different RTO, advise the Applicant to contact the Trainer who conducted the Training Course for further directions.
- The Assessor who was booked to conduct the FCA is to record the result on HVCORS as a termination and record the reasons for termination in the free text box
- The RTO representative is to provide a copy of the RTO Location Visit Report to their RTO immediately (a photographed copy emailed to the RTO is acceptable)
- Once received, the RTO is to submit the Location Visit Report through Salesforce on the same business day as the FCA booking.
- TfNSW will contact the RTO/s and provide details of any further action that will be required
- If during an RTO Location Visit it is identified that the Assessment vehicle is either not loaded to the required 75%, not roadworthy, registered or not the correct configuration for the licence class being applied for (see item 1.5.1 Serious Non-Compliance) the following procedure must be followed:
 - The RTO representative is to complete the Location Visit Template, recording details of the vehicle and any deficiencies
 - The RTO representative is to explain findings privately to the Assessor conducting the FCA
 - The Assessor is to provide a detailed explanation to the licence applicant that the FCA is unable to continue, and provide specific details of why
 - The Assessor who was booked to conduct the FCA is to record the result on HVCORS as a termination and record the reasons for termination in the free text box
 - The RTO representative is to provide a copy of the RTO Location Visit Report to their RTO immediately (a photographed copy emailed to the RTO is acceptable)
 - The RTO is to organise a replacement vehicle, or the fault rectified as soon as possible and re-book FCA. The 24 hour requirement will apply
 - The RTO is to upload the completed copy of the Location Visit Report through Salesforce PIMS within 24 hours of FCA booking time
 - TfNSW will contact the RTO and provide details of further action that will be required
 - The same procedure is to apply if the vehicle is provided by the Applicant

3.9.1 RTO representative conducts the FCA/CT

The RTO Representative is permitted to conduct the FCA/CT, or accompany the Assessor and Applicant (vehicle must accommodate a minimum of 3 persons and have the required retractable lap sash seatbelts for all occupants unless exempt i.e. bus) providing the same or higher class of Instructor Licence is held. The following procedure must be followed:

- The RTO representative is to advise the Assessor that they will be conducting the FCA/CT
- The Assessor must explain to the Applicant that the RTO Representative will be conducting the FCA/CT as part of a quality assurance process
- The RTO representative must introduce themselves, conduct all pre-assessment checks and procedures including producing to the applicant their Driving Instructor Licence

An RTO is only approved to conduct an FCA/CT or Training Course Location Visit on a Trainer or Assessor currently aligned with their RTO.

3.9.2 Conducting the FCA or CT during a Location Visit or Quality Assurance Check

The Assessor must wait for a TfNSW Officer or RTO representative at the nominated point and at the nominated start time. If after the nominated time, a TfNSW Officer or RTO representative has not arrived the Assessor will conduct the FCA. If a TfNSW Officer or RTO representative is present to conduct an audit/QA check, conduct the FCA or Location Visit, all assessment criteria relevant to the licence class are applicable. In addition the officer/RTO representative will nominate one extra criterion to be assessed during the FCA (1, 2, 11, 13 or 14). If Criteria 11 Reverse is the nominated criteria, applicants must be asked which reversing manoeuvre was completed in addition to the long reverse during the Training Course.

The result of an FCA/CT will be determined by using the scoring system documented in the *Austroads National Heavy Vehicle Assessment Guide*.

If a TfNSW Officer, or RTO representative conducts the FCA, all sections of the Applicants Log Book are completed by the officer/RTO representative conducting the FCA/CT. The 'Criteria Assessment Session Record' of the Applicant's Log Book is completed as follows, depending on who conducted the assessment:

- By the TfNSW officer, if the officer conducted the FCA alone
- By the RTO Representative, if the representative conducted the FCA alone
- If the RTO representative accompanies the Assessor, the Assessor with Auditor check box is to be ticked in the HVCBA learner logbook and both the Assessor and RTO representative are to complete and sign the logbook
- The Applicant is required to sign the FCA/CT Log Book page each time an FCA/CT is conducted
- Regardless of who conducts the FCA/CT, upon successful completion, the Assessor is required to fill out the Assessors Log Book and report the result via the 'Heavy Vehicle Criteria Online Reporting System (HVCORS)' within 24 hours
- If an RTO representative attends to complete a location visit, details of the representative must be recorded in the free text area of HVCORS. Details must include:
 - Assessor Driving Instructor number
 - Details of who conducted the FCA
 - Which additional Criteria was recorded (1,2,11,13 or 14)
- If an FCA/CT is unsuccessful, advice of subsequent FCA/CT's for the same Applicant are required by Transport. A subsequent booking must be made with a minimum of one hour prior to commencement. The subsequent FCA/CT is to be conducted by the same Assessor that conducted the original booked FCA/CT or 24 hours' notice will be required for a change of Assessor
- If a FCA/CT is terminated, advice of subsequent FCA/CTs for the same Applicant is required by Transport. Subsequent bookings must be made with a minimum of one hour prior to commencement. The subsequent FCA/CT is to be conducted by the same Assessor that conducted the original booked FCA/CT or 24 hours' notice will be required for a change of Assessor

NOTE: The same start and finish location is required for the subsequent FCA/CT if it is being conducted within 12 hours of the prior booked FCA/CT.

3.10 Completing the HVCBA Learners Log Book

The Applicant must bring his / her HVCBA Learner Log Book to every training course or assessment session. Both the Trainer/s and Applicant must sign off successfully completed criteria at the end of each session. When the Applicant has completed all criteria for the licence class applicable to the Log Book the Trainer completing the final Training and Assessment session must complete the final Trainer certification on page 3. At the completion of the FCA/CT both the Assessor and Applicant must sign the logbook. If the FCA is conducted by a Transport Auditor or RTO Representative, at the end of the session only the Auditor/RTO Representative and Applicant are required to sign off the assessment.

The Log Book must be filled in using pen so that all entries can be read clearly. When entering time details, the 24 hour 'Military' system must be used, i.e. 5:00pm becomes 1700 hours. Correction fluid (white out) must not be used to alter any Log Book entries.

The Learner's Log Book is filled in for:

- Driving instruction / practice
- HVCBA assessments
- Final Competency Assessment / Competency Test
- Assessor Certification

FOLLOWING COMPLETION OF A TRAINING COURSE SESSION OR A FAILED FCA/CT THE LEARNER LOG BOOK MUST BE RETURNED TO THE APPLICANT

Further information and examples of training course and assessment learner logbook completion are included in item 7, appendix - 3.

3.10.1 Driving Instruction / practice

In the case of driving instruction or practice, the accompanying driver is to fill in details of any instruction or practice in the Your Personal Driver Training and Assessment Record section of the Log Book.

3.10.2 HVCBA – Training Course Criteria Completion

In the case of training course criteria completed, the Trainer must complete the Criteria Assessment Session Record section of the Log Book for whichever criteria have been successfully completed. The Trainer must also tick the successful criterion in the Record of Completed Criterion section and enter details of both successful and unsuccessful criteria in the section -*Your personal driver training and assessment record*.

For each training course session, details of successfully completed criteria must be completely filled out and signed off in the Learner's Log Book.

3.11 Completing the HVCBA Assessor's Log Book

The Trainer/Assessor's Log Book must be filled in using pen so that all entries can be read clearly. When entering time details, the 24 hour "Military" timekeeping form must be used, (i.e. 5:00pm becomes 1700 hours). Correction fluid (white out) must not be used to alter any Log Book entries.

A Trainer/Assessor must record all completed criteria in his/her Log Book. This Log Book is for use by an individual Trainer/Assessor.

- The Trainer/Assessor's Log Book:
- Provides a record of a Trainer/Assessor's activity
- Is retained by a Trainer/Assessor's RTO and is auditable by Transport for NSW
- Provides a record which is to be used to report completed criteria to Transport for NSW via HVCORS
- Provides a record of the number of FCA/CT's conducted by each Applicant
- Provides a backup of Applicants records in case of loss or discrepancies in an Applicant's HVCBA Log Book
- The Trainer's Log Book must be filled out at the end of each training course and assessment session to show successfully completed criterion and is used when reporting completed criterion to Transport via HVCORS

A sample of a completed Assessor log book for training course and assessment is located in item 8, Appendix 4.

3.12 Completing the FCA/CT Scoresheet

The FCA/CT Scoresheet may be completed by printing a copy and completing the scoresheet using a pen or downloading a digital copy onto a suitable device, completing then saving a digital copy. The scoresheet is available at the following link

<https://www.rms.nsw.gov.au/documents/about/forms/45071664-fca-ct-scoresheet.pdf>

When completing the scoresheet the following procedure must be completed:

Page 1 (sample attached in item 11, Appendix - 7)

- all relevant details to be completed
- complete boxes with a tick, text or numbers as required
- all required signatures recorded (forms may be signed digitally if using a device)
- mark the assessment outcome box with a tick
- comments box may be used for a brief description of why the assessment has failed / off course due to roadwork / late start because of camera issue etc.
- assessor name date and signature completed
- auditor or RTO Representative details completed *if required*

Page 2 (sample included in item 11, Appendix - 7)

- FCA/CT or CTB box to be marked with a tick or a cross
- tick to be placed in each Criteria Heading box as criteria is completed
- errors are required to be recorded when they occur. Assessors are not to make a note of errors or remember them and not record on scoresheet until at the completion of the assessment

- a cross inside a box is used to record a non-critical error e.g. *clashing gears during change*
- a cross recorded inside a circle is used to record a critical error e.g. *Failing to Give Way, Exceeding the Speed Limit, Failing to indicate for 5 seconds prior to moving from a stationary position at the side of the road to continue*
- at the completion of the assessment the number of errors are tallied and total error boxes completed
- the assessment outcome box is completed and any comment recorded

Completed FCA/CT scoresheets are required to be retained by the RTO as part of the training and assessment records. Sample of completed FCA scoresheet included in item 11, Appendix - 7.

NOTE: Successful and unsuccessful FCA/CT score sheets must be retained by the RTO with training and assessment records.

If an RTO representative conducts the FCA/CT a copy of the Location Visit Report must be attached to the FCA/CT scoresheet and retained by the RTO.

The Applicant is issued with both a HVCBA Learner's Log Book and a HVCBA Guide which includes the full individual criteria statements and check sheets.

The Trainer/Assessor may mark results into the HVCBA guide for any criteria that have been assessed, if requested by the applicant.

The HVCBA guide may be marked with a tick or cross in the boxes for individual criteria.

Marking in the HVCBA guide is not recognised as an official record, it is simply a record of progress for the applicant. On completion of an FCA/CT, Assessors must report results to Transport via the Heavy Vehicle Criteria Online Reporting System (HVCORS) within 24 hours.

NOTE: There are some circumstances in which HVCORS cannot be used. Please refer to sections on using the Heavy Vehicle Competency Online Reporting System.

IMPORTANT

Video recordings must be managed in accordance with the Privacy Act

Video recordings must not be tampered with in any way

3.13 In-cabin Video Recordings

In accordance with the 2014 ICAC recommendation, on-road components of all FCAs/CTs must be monitored and recorded via in-cabin video cameras as specified by Transport.

Please refer to the relevant policies, guides and forms on Page 50 for links to the following policy:

In-Cabin cameras – Monitoring Heavy Vehicle Assessments

Registered Training Organisations (RTOs) who have an Accreditation Agreement for Heavy Vehicle Competency Based Assessment (HVCBA) with Transport for NSW (Transport) are contractually obliged to monitor and record HVCBA on-road components of Final Competency Assessments (FCAs)/Competency Tests (CTs) via in-cabin video cameras, as specified by Transport.

A video camera must be in operation inside the cabin of the heavy vehicle during the FCA/CT in order to capture and record the end-to-end on road assessment.

Please note that the intention is not to replace the physical audit and quality assurance process but to introduce an additional method for ensuring compliance to Transport requirements.

3.13.1 Assessor Responsibilities

An Assessor must not conduct an FCA/CT unless the vehicle is fitted with an in-cabin camera that meets requirements as set out in the Monitoring Heavy Vehicle Assessments Using In-Cabin Cameras Specification.

In the event that the assessment vehicle is supplied by the Applicant, the Assessor must ensure that a portable camera that meets Transport requirements is installed in the vehicle.

3.13.2 In-cabin camera requirements

Monitoring and recording activities are intended to ensure the integrity, transparency and quality of the Training Courses and Assessments and the safety of Applicants. It is the Provider's responsibility to obtain its own legal advice in relation to such monitoring and recording activities. Any monitoring or recording is performed by the Provider as principal and not as a Transport agent.

RTOs are contractually obliged to monitor and record HVCBA on-road components of all FCAs/CTs conducted, including the introductory and post-assessment scripts via in-cabin video cameras, as specified by Transport. A video camera must be in operation inside the cabin of the vehicle during the FCA/CT in order to capture and record the end-to-end on road assessment.

Please refer to the HVCBA Scheme Specification - [Monitoring Heavy Vehicle Assessments using In-Cabin Cameras](#) for detailed requirements.

In the event that a camera is identified as being not fully functional during the first 20 minutes of the FCA/CT, the FCA/CT must be rescheduled /repeated once the issue is fixed. Subsequent bookings must be made within a minimum of 1 hour prior to commencement. The subsequent FCA/CT must be conducted by the same Assessor or 24 hours' notice will be required for a change in Assessor.

This does not include Assessments conducted under the requirement of a High Risk Variation (HRV). 100% of In-Cabin Camera footage must be available for review. In the event that an In-Cabin Camera is in-operable for any part of the FCA, RTOs and Assessors must complete the following procedure:

1. Advise the applicant that the assessment must be terminated
2. A Termination result is recorded on HVCORS with reason for termination *In-Cabin Camera not operating* recorded in comments box
3. Camera issue must be rectified, or a replacement unit or vehicle with operating camera available
4. Subsequent bookings must be made within a minimum of 1 hour prior to commencement, or 24 hour notice is required
5. The subsequent FCA/CT must be conducted by the same Assessor or 24 hours' notice will be required for a change in Assessor.

3.13.3 Self-disclosure of non-compliance

In the event that a camera is identified as being not fully functional after the first 20 minutes of the FCA/CT, the FCA/CT can be continued, however [the self-disclosure of non-compliance with in-cabin camera requirements form](#) must be completed by the Assessor and RTO and submitted to Transport for NSW by the RTO.

The Assessor must complete Section A and then submit the form to the RTO within 24 hours of the FCA/CT.

The RTO must complete Section B and then upload the completed form in Salesforce PIMS within three days of the FCA/CT.

Note: While Transport for NSW collects and analyse data in regard to in-cabin camera non-compliance, it remains the RTO's responsibility to manage the individual performance of their Assessors and RTOs must ensure that future incidents of in-cabin camera non-compliance do not occur.

Video footage review forms can be downloaded by clicking on the form name below:

[HVCBA RTO Footage Review Form](#)

[Self-disclosure of Non-Compliance with In-cabin Camera Requirements](#)

3.14 Reporting Completion Criterion

On completion of a criteria session Trainers/Assessors must report completed criteria to Transport for NSW via the Heavy Vehicle Criteria Online Reporting System (HVCORS) within 24 hours.

NOTE: There are some circumstances in which HVCORS cannot be used. Please refer to sections on using the Heavy Vehicle Competency Online Reporting System.

3.15 High Risk Variation – Exemption from Clause 4.2(d)

There are a number of requirements that Registered Training Organisations (RTO) and HVCBA Assessors must meet to apply for a variation to the requirements of the separation of training and assessment (Clause 4.2d).

Clause 4.2(d) of the HVCBA Accreditation Agreement states that the RTO must ensure that the same Assessor who delivers the Training Course for an Applicant cannot conduct the Assessment. The clause is designed to maintain the integrity of the HVCBA Scheme and to mitigate fraud and corruption risks and conflict of interest.

Transport has identified that there are circumstances whereby an Assessor may be unable to comply with the requirements of Clause 4.2(d). In these situations, RTOs may submit on behalf of an Assessor an application for a high risk variation to the requirements of Clause 4.2(d). Applications must be submitted on the HVCBA Clause 4.2(d) High Risk Variation Application Form with the required supporting documentation, including a detailed framework of how the HRV procedural requirements will be met by the RTO. Applications will be assessed by Transport to ensure that the application meets requirements and the RTO has procedures to manage additional audit and administrative requirements.

Please ensure to read and follow the instructions when submitting an application for a high risk variation. Applications that do not follow the stipulated guidelines will not be approved

3.15.1 Application criteria

Applications for a High Risk variance to the requirements of Clause 4.2(d) will only be considered for the following reasons:

- Regional or isolated location whereby only one Assessor is operating
- Market Depth/Proximity to other HVCBA Assessors
- Sole Trader Assessor unable to collaborate with another Assessor/s due to commercial, or social conflict or other limitation (e.g. availability or business model)

RTOs will be formally advised of the outcome following the review of their application.

3.15.2 Renewal of approved HRV

Eligible High Risk Variation applications are approved for a period of six (6) months. RTOs are required to submit a re-application prior to **1 October and 1 April** of each calendar year. All re-applications must be submitted by completing form 5653 [High Risk Variation Application form](#)

Applications are required to be submitted and approved by Transport prior to expiry date to ensure continued HRV coverage

3.15.3 Variation to the Requirements of Clause 4.2(d)

An application for variation to the requirements of Clause 4.2(d) must be submitted through the Salesforce PIMS. All applications must be submitted using form 5367 and include the following information:

1. Complete application form 5637 [HVCBA Clause \(4.2d\) High Risk Variation](#)
2. The application is for an Assessor operating in a regional or isolated location whereby only one Assessor is regularly operating; or
3. The application is for a Sole Trader Assessor who is unable to collaborate with other Assessor/s due to a commercial, social or conflict of interest situation, availability of other Assessors or other limitation (e.g. business model) which makes collaboration impossible
4. Details of all Trainers and Assessors aligned with the RTO conducting training and assessment in the same geographical location and why collaboration and separation of training and assessment cannot occur using these assessors
5. Written evidence from the RTO detailing actions completed to assist the Assessor with meeting the requirements of the Separation of Training and Assessment
6. A detailed HRV procedural framework for the RTO which includes;
 - How in-cabin camera video files and assessment documentation will be sent to the RTO

*RTOs who have Assessors operating remotely (i.e. not returning to an office location daily) are encouraged to implement technological solutions that enable **secure** upload and transmission of in-cabin camera files to a cloud storage service*

- A list of approved Assessors including Driving Instructor licence details who will be available to complete the video review
- A detailed procedure for reviewing In-Cabin Camera footage including estimated timeframe for review and the recording of results on HVCORS
- A Training Course delivery plan for each Assessor that has applied for a HRV. The plan must include details such as *format of how training course is delivered, training*

course locations, estimated duration for completion of all criteria based on licence class

- Statement from the RTO affirming that no actual, potential or perceived conflict of interest exists between Assessors that are involved in the HRV process. If a conflict of interest is declared the RTO must include details of the conflict, the persons involved, and the steps taken to address the conflict
- 7. A written statement from the Trainer/Assessor detailing specific reasons why the Separation of Training and Assessment is unable to be completed
- 8. Details of the nominated location where the Assessor will be operating and unable to meet separation requirements

Approval for a HRV will only be granted in those circumstances where an RTO is able to demonstrate that the nominated Assessor cannot viably operate if the Separation of Training and Assessment is a requirement.

Transport reserves the right in its absolute discretion to grant or refuse variations from Clause 4.2(d).

3.15.4 Application for an Unanticipated High Risk Variation to 4.2(d)

An unanticipated high risk variation is where an Assessment has been arranged in accordance with the requirements of Clause 4.2(d) and Assessor 2 is unable to complete the FCA due to an unavoidable reason occurring at short notice for example illness or injury.

Assessor 1 may proceed to undertake the FCA if the following requirements are met. Failure to comply with these requirements may result in a breach of the HVCBA Accreditation Agreement and result in disciplinary action taken against the RTO and/or Assessor. This may include a penalty, and/or cancellation or termination of the HVCBA Accreditation Agreement.

Procedure:

- Complete application form 5638 [Unanticipated High Risk Variation application](#), including specific reason for request.
- Application must be submitted within one hour prior to the scheduled FCA time by uploading to Salesforce PIMS
- Transport for NSW will advise if application is approved and provide a reference number
- **If the request is submitted outside normal business hours, please refer to item 1.5.7. The Assessment may proceed, however the Certificate of Competence may not be issued or result entered on HVCORS until the approval reference number is received through Salesforce PIMS.**

Note: The approval number is the Salesforce Form Number of the approved form. In the event that approval is not given by Transport the FCA must be conducted again.

3.15.5 Additional audit and procedural requirements for HRVs

An RTO that receives Transport approval for a High Risk Variation will be required to comply with the following additional audit and procedural requirements. **Additional audit requirements apply to both High Risk Variations and Unanticipated High Risk Variations.**

Failure to comply with these requirements may result in a breach of the HVCBA Accreditation Agreement and result in disciplinary action taken against the RTO and/or Trainer/ Assessor. This may include a penalty, and/or cancellation or termination of the HVCBA Accreditation Agreement and/or

including **cancellation for all High Risk Variation approval for all Assessors operating under the RTO**

Procedure:

- All required Training Course criteria is completed by the Trainer/Assessor so that the Applicant is eligible to attempt an FCA/CT. All training course documentation is completed including the issue of a Certificate of Attendance
- RTO or Trainer/Assessor books the FCA (must have a pre- approved HRV) and conducts the FCA in accordance with procedural requirements. On completion, the Assessor advises the applicant of the result and delivers the end of assessment debrief. If the applicant is unsuccessful, normal FCA re-booking procedure for a failed FCA will apply. The RTO is not required to review the failed FCA footage prior to the second or subsequent FCA being conducted.
- If the Applicant is successful the Assessor advises the Applicant that the In-Cabin Camera footage must be verified by the RTO prior to the issue of a Certificate of Competency. RTOs who have Assessors located remotely are encouraged to implement technological solutions that enable **secure** upload of in cabin camera files to a cloud storage service e.g. *Google Drive*, *Dropbox* If the file is required to be sent via traditional mail, this procedure may take between three to five days.
- **Under no circumstances is the Assessor permitted to give the CoC to the Applicant prior to a review of the in-cabin camera footage, RTO approval and recording of the result on HVCORS.**
- The FCA in-cabin camera footage and copies of all training and assessment documentation including Assessor and Applicant log book entries and FCA scoresheet are sent by the Assessor to the RTO or their approved representative within 24 hours of completion of the FCA
- The RTO approved Assessor is responsible for checking the copies or originals of all documentation and for viewing and validating 100% of the FCA in-cabin camera footage. The footage must be validated by an approved Assessor (Assessor 2) who has the same or higher class of driving instructor licence as the Assessment being validated
- Assessor 2 must view 100% of the in-cabin camera footage. Footage viewed must not be fast forwarded, as the audio and recorded footage forms an integral part of the audit and validation process. Assessor 2 must complete the [FCA High Risk Variation Assessment Summary Form](#), verify and score the assessment as it proceeds.
- 100% of In-Cabin Camera footage must be available for review. In the event that an In-Cabin Camera is in-operable for any part of the FCA, RTOs and Assessors must complete the procedure as detailed in item 3.13.2
- Assessor 2 must record on the assessment form the time and GPS coordinates that both the Hill Stop/Start Ascent and Descent were conducted
- If during the video review Assessor 2 identifies that the applicant has made an error, Assessor 2 must record the GPS coordinates and time on the Assessment Summary Form to identify the exact location and the time that the error was made, as recorded on the video file
- If during the video review Assessor 2 identifies that the Assessor has recorded an error but based on the video review the error is unable to be confirmed by Assessor 2 due to limited vision, Assessor 2 is not required to record an error but must record the GPS coordinates and time and record in the criteria number box the words **error recorded unable to verify**

- Assessor 2 must also record all details of the video review in their Assessor Log book including;
 - Applicant name and licence number
 - Completed Criteria – record the words **HRV FCA video review**
 - Date review completed including start/finish times
 - A notation on the comments section on the bottom of the page that reads **HRV Assessor 2 review**
- If the FCA/CT was conducted in accordance with requirements and Assessor 2 endorses the result as a pass, the RTO must upload the completed FCA Assessment Summary form to **Salesforce PIMS prior to recording the FCA result on HVCORS**
- Once the assessment summary has been emailed, the RTO is responsible for recording the result on HVCORS. The name of Assessor 2 and Driving Instructor Licence Number must be recorded in the comments section of the FCA/CT results screen. **Details must be recorded in the following format HRVAssessor2 space Instructor Licence Number space Assessor last name.** For example, if the Assessor's name was Fred SMITH and his Instructor Licence number is 12345 the RTO will record:

HRVAssessor2 12345 Smith
- Once the result has been recorded on HVCORS the RTO is to advise Assessor 1 that the Certificate of Competency may be issued. The Certificate of Competency is to be endorsed by Assessor 1 in the space directly above the RTO number with the following wording **CoC has been sent or given to the applicant on (insert date, time) and (assessor signature)**
- The RTO must retain for audit purposes copies of all in-cabin camera footage, all training and assessment documentation including a copy of the Assessor learner log book entry in accordance with requirements
- If the RTO/Assessor validating the footage determines that the Applicant should not have passed the FCA, the RTO must immediately advise Assessor 1 who conducted the FCA that the result is incorrect and that the Applicant must repeat the Assessment in accordance with usual FCA procedures.
- The Assessor who conducted the FCA must advise the Applicant that the FCA will need to be booked on HVCORS and completed again
- Where an Applicant is determined by the RTO/Assessor reviewing the FCA footage to have not passed the assessment, a [Report of Non-Compliance FCA/CT form](#) must be completed and together with a copy of the FCA Assessment Summary form, forwarded uploaded in Salesforce PIMS
- Where issues are found upon review of the in-cabin camera footage that are of a serious nature, RTOs are to formally report these to TfNSW by emailing HVTTraining@transport.nsw.gov.au within 24 hours of video review
- RTOs are encouraged to have procedures in place that enable review of the video footage and completion of administrative requirements to be completed in a timely manner

Note: Issues of a serious nature refer to those that relate to fraudulent activity and/or directly impact road safety.

3.15.6 Breaches

Transport for NSW will be performing audit and review on a regular basis in order to monitor compliance by RTOs and Assessors with the variation to the requirements of Clause 4.2(d). Any non-compliance identified will be reviewed and may result in sanctioning by Transport for NSW, including **cancellation for all High Risk Variations for any Assessor operating under the RTO**

4. Record Keeping

The following section outlines:

- The record keeping and data management requirements of Registered Training Organisation (RTOs), Trainers and Assessors accredited under the HVCBA Scheme; and
- Appropriate record keeping principles to be employed by RTOs, for training and assessment records and data.

All NSW Government agencies are required to ensure that public records are properly managed in accordance with the NSW State Records Act 1998. HVCBA training and assessment records as defined below are considered public records and must be managed accordingly.

It is an offence to destroy public records without proper authority.

This guide supports Section 10 of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment.

HVCBA training and assessment records include:

- Applicant enrolment form
- HVCBA Log Books - Learner
- HVCBA Log Books – Trainers/Assessors
- FCA/CT video recordings
- FCA/CT Score Sheets (E-form and hardcopy)
- Trainers/Assessors are required to send HVCBA Learner Log Books to RTOs within 24 hours of completion of the FCA.
- FCA/CT Assessment Summary (for HRVs)

Note: Digital PDF forms must not be altered in any way. Digital forms may be signed electronically.

4.1 Record keeping requirements

- RTOs are to retain all training and assessment records for a period of seven years from the date of the last entry.
- All training and assessment records must be managed in accordance with the Privacy Act.
- RTOs must make the training and assessment records available to Transport for inspection when requested to do.
- RTOs must maintain the training and assessment records and keep them at the location specified in their HVCBA Accreditation Agreement.
- RTOs may archive records which are more than 12 months old at another location, provided the other location is also nominated in the Accreditation Agreement.
- RTOs must keep all records secure, comply with all directions of Transport in relation to the security of records, and maintain confidentiality in relation to the records.
- RTOs must notify Transport immediately of any loss or destruction of any records.
- All records must be kept in English, and legible.
- With the exception of HVCBA Learner and Assessor log books, training and assessment records may be logged and stored electronically provided that the hard copies are archived. When Transport exercises its audit rights, RTOs must provide either hard copies or copies of the electronic records as requested by Transport.
- RTOs may safely and securely destroy some records which are more than seven years old provided that the RTO first gives 30 days written notice to Transport, and Transport does not object to the proposed destruction and the method to be used.

4.2 Destruction of Records

- Prior to destruction of records, RTOs must advise and seek approval from TfNSW. This is in accord with clause 10.1 of the agreement
- Provider must email HVTraining@transport.nsw.gov.au with details of the request including advice of the proposed method of destruction. TfNSW
- Destruction of records must be irreversible. Failure to ensure the total destruction of records may lead to the unauthorised release of information and potential breaches of the *Privacy and Personal Information Protection Act 1998*
- The destruction of digital records is different to the destruction of hardcopy records. In particular, simply pressing 'delete' does not necessarily mean that the records are completely gone. While the link used to access them may be removed, they may still exist in a data store or on a server in the organisation
- Records should always be disposed of with the same level of security that was maintained during the life of the records
- For hardcopy records lockable 'wheelie' bins should be used. Sensitive records may also be shredded 'in-house' before being sent for pulping
- The destruction of all records must be appropriately documented, so that your organisation is able to ascertain if and when a record has been destroyed.

5. Appendix 1 Introductory Assessment Script

Instructions:

The following script is to be read out by the Assessor at the beginning of each FCA/CT.

Please ensure that all pre-assessment checks have been completed for the Applicant and the vehicle being used for assessment.

Set up the camera and turn it on.

Once you have recorded all the required information in the following blanks, you can read out the script.

---Beginning of Introductory Assessment Script---

The in- cabin camera is turned on and working as required.

A pre-assessment check has been conducted on the Applicant, including a check that they hold a current Australian Driver's licence and the photo matches the Applicant. **(Assessor to hold the licence in front of the camera for five seconds to ensure that all details are captured clearly).**

(Assessor to please request the applicant to state their full name to the camera)

I have checked the assessment vehicle, and it is the correct type, loaded as required, and in a roadworthy condition.

My name is..... and

My Assessor (Driving Instructor) number is..... (Hold Driving Instructor licence in front of camera for 5 seconds)

I am now about to conduct the FCA/CT for

The Applicant's licence number is..... and

The FCA/CT booking ID / Manual Booking Reference number is The vehicle being used for this assessment has been supplied by the RTO/Assessor/Applicant.

This FCA/CT is for licence class

The vehicle registration number and state is

The location and route being used for this assessment is

The date today is

The time now is

The current odometer reading iskms.

We are now about to begin the assessment. Are you ready to drive?

-----End of Introductory Script-----

6. Appendix 2 – Post Assessment Script

Instructions

The following script is to be read out by the approved Assessor at the end of each FCA/CT conducted by a Transport for NSW accredited RTO

Please ensure that all required on-road components of the assessment have been completed and the in-cabin video camera is still on.

Once you have recorded all the required information in the following blanks, you can read out the script

-----Beginning of Post-Assessment Script-----

We have now come to the end of the on-road components of the assessment.

The time now is

The current odometer reading iskms.

The result of this assessment is(PASS/FAIL)

The number of errors made in each section is

Section A - Description of error/s.....

.....

Section B -Description of error/s.....

.....

Section C -Description of error/s.....

.....

Section D - Description of error/s.....

.....

Section E - Description of error/s.....

.....

(Question to the Applicant) – Do you have any questions or comments before we finish recording?

(Wait until the Applicant has finished speaking)

The camera is now being turned off.

---End of Post-Assessment Script---

7. Appendix 3 - Completing the Learner and Assessor Log Book

The following scenario can help you understand recording training and assessment results in a Learner's Log Book.

Applicant Jake Smith had some pre-existing driving experience. He attended six training sessions with HVCBA Trainer Tim Citizen and then attempted the FCA. Using the details below, enter the records in the Learner Log Book.

Applicant Name	Jake Smith
Trainer Name	Tim Citizen (approved TfNSW HVCBA Assessor: 98765)
Assessor Name	Carl Nobody (approved TfNSW HVCBA Assessor: 43210)
Vehicle Details	Rego: XYZ321, Body Type: Tipper, Automatic, GVM: 8500

Details of training sessions and FCA

Session 1	11/01/21: 1 hr training (<i>instruction only</i>) by T Citizen on criteria 01 - 04.
Session 2	12/01/21: 3 hr training (<i>instruction only</i>) by T Citizen on criteria 03 - 10
Session 3	18/01/21: 3 hr <i>training (instruction only)</i> by T Citizen on criteria 03 - 13
Session 4	22/01/21: 3 hr training & assessment by T Citizen on criteria 01 – 13 Criteria successfully completed (training evaluation) include 01 -07, assessment locations were Parramatta and Granville
Session 5	27/01/21: 3 hr training & assessment by T Citizen on criteria 08 – 13 Criteria successfully completed (training evaluation) include 8, 9, 12 & 13, assessment locations were Parramatta and Granville
Session 6	02/02/21: 1 hr assessment by T Citizen, criteria successfully completed (training evaluation) 10,11 assessment location was Fairfield
FCA details	10/02/2021: FCA was conducted by Carl Nobody. Assessment location Fairfield Course 1 Result – Pass

1. Applicant details page

Page inside of front cover used to verify an applicant's details.

Log Book No 123456 – 01	
<p>JAKE SMITH 123 TRUCK ST SYDNEY NSW 2000 Customer No: 13546789 Licence No: 23456789 NSW Licence Class: MR Issue Date: 01-07-2020 Expiry Date: 01-07-2023 Issued At: Service NSW Sydney / SN76543</p>	
<p>Note: If this log book is incomplete on the date of expiry, all competencies will become void and will have to be reassessed when a new log book is issued.</p> <p>If found, this book should be returned to any registry or the person shown above.</p>	
<p>Customer Service Officer's Signature</p> <div style="border: 1px solid black; height: 40px; display: flex; align-items: center; justify-content: center;"> </div>	<p>Applicant's Signature:</p> <div style="border: 1px solid black; height: 40px; display: flex; align-items: center; justify-content: center;"> </div>

2. "Your personal driver training and assessment record": Page 18 – 25

In this section a trainer/assessor records the criteria for which the applicant is trained or assessed during the training course to prepare for FCA, irrespective of their outcome.

Your personal driver training and assessment record										
Either complete the session number box (if appropriate) or all the boxes below					Date		Accompanying driver's surname and licence no. or assessor's no.			
GVM (kgs)	Vehicle registration no.	gearbox type:	activity type:	Instructor type:	Start time:	Driving activity undertaken Show all training and/or assessment of criteria (Show all criteria assessed, regardless of the result)				
body	Trailer registration no:	*see key	*see key	*see key	end time:					
Optional completion					Always to be completed					
refer to assessment session record					Session no.	1	Date	11/01/2021 Citizen 98765		
8500	Vehicle XYZ321	(A)	(I)	P	1000 hrs	Training	01 - 04			
Tipper	Trailer	S M	E AS	DI DIA	1100 hrs	assessment of criteria				
refer to assessment session record					Session no.	2	Date	12/01/2021 Citizen 98765		
8500	Vehicle XYZ321	(A)	(I)	P	1000 hrs	Training	03 - 10			
Tipper	Trailer	S M	E AS	DI DIA	1300 hrs	assessment of criteria				
refer to assessment session record					Session no.	3	Date	18/01/2021 Citizen 98765		
8500	Vehicle XYZ321	(A)	(I)	P	0900 hrs	Training	03 - 13			
Tipper	Trailer	S M	E AS	DI DIA	1200 hrs	assessment of criteria				

Your personal driver training and assessment record

refer to assessment session record		Session no.	4	Date	22/01/2021	Citizen	98765
8500	Vehicle	XYZ321	<u>A</u> S M	<u>I</u> E <u>AS</u>	<u>P</u> DI <u>DIA</u>	0900 hrs	Training
Tipper	Trailer					1200 hrs	assessment of criteria
							01 - 13
							01 - 07

Refer to assessment session record		Session no.	5	Date	27/01/2021	Citizen	98765
8500	Vehicle	XYZ321	<u>A</u> S M	<u>I</u> E <u>AS</u>	<u>P</u> DI <u>DIA</u>	0900 hrs	Training
Tipper	Trailer					1200 hrs	assessment of criteria
							08 - 13
							08,09,12,13

refer to assessment session record		Session no.	6	Date	02/02/2021	Citizen	98765
8500	Vehicle	XYZ321	<u>A</u> S M	<u>I</u> E <u>AS</u>	<u>P</u> DI <u>DIA</u>	0900 hrs	Training
Tipper	Trailer					1000 hrs	assessment of criteria
							10,11

* Using this table, circle the appropriate type in your personal driver training record

Gearbox type	Activity type	Instructor type
A = Automatic	I = Instruction	P = Private
S = Synchromesh	E = Experience	DI = Driving Instructor
M = Manual	AS = Assessment	DIA = Driving Instructor/Assessor

XXXXXXXX

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Your personal driver training and assessment record

Either complete the session number box (if appropriate) or all the boxes below				Date		Accompanying driver's surname and licence no. or assessor's no.	
GVM (kgs)	Vehicle registration no:	gearbox type:	activity type:	Instructor type:	Start time:	Driving activity undertaken	
body	Trailer registration no:	*see key	*see key	*see key	end time:	Show all training and/or assessment of criteria	
						(Show all criteria assessed, regardless of the result)	

Optional completion				Always to be completed			
refer to assessment session record	Session no.	FCA	Date	10/02/2021	Carl Nobody		
8500	Vehicle	XYZ321	<u>A</u> S M	<u>I</u> E <u>AS</u>	<u>P</u> DI <u>DIA</u>	1500 hrs	Training
Tipper	Trailer					1600 hrs	assessment of criteria
							03-10, 12

refer to assessment session record	Session no.	Date				
Vehicle		<u>A</u> S M	<u>I</u> E AS	<u>P</u> DI DIA	hrs	Training
Trailer					hrs	assessment of criteria

refer to assessment session record	Session no.	Date				
Vehicle		<u>A</u> S M	<u>I</u> E AS	<u>P</u> DI DIA	hrs	Training
Trailer					hrs	assessment of criteria


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3. "Your assessment session record": Page 4 – 9

In this section only HVCBA assessors record criteria that have been successfully completed during evaluation within the training course.

Your assessment session record


Session No 1

Date 22/01/21		Session times Start 0900 Finish 1200		Odometer readings Start 100000 Finish 100050	
Vehicle registration no. XYZ321		State NSW		Trailer registration no.	
		'a' Trailer		State	
		'b' Trailer		State	
Vehicle body type Tipper	Transmission type Circle type	<input checked="" type="radio"/> A <input type="radio"/> S <input type="radio"/> M		Vehicle GVM/GCM 8500 kgs	
Assessment location/s Parramatta and Granville					
Completed criteria enter successfully completed criteria below:					
01	02	03	04	05	06
Assessor number 98765		Assessor name Tim Citizen		Assessor signature T.Citizen	
				Applicant signature 	

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Your assessment session record

Session No 2

Date 27/01/21		Session times Start 0900 Finish 1200		Odometer readings Start 100100 Finish 100150	
Vehicle registration no. XYZ321		State NSW		Trailer registration no.	
		'a' Trailer		State	
		'b' Trailer		State	
Vehicle body type Tipper	Transmission type Circle type	<input checked="" type="radio"/> A <input type="radio"/> S <input type="radio"/> M		Vehicle GVM/GCM 8500 kgs	
Assessment location/s Parramatta and Granville					
Completed criteria enter successfully completed criteria below:					
08	09	12	13		
Assessor number 98765		Assessor name Tim Citizen		Assessor signature T.Citizen	
				Applicant signature 	

XXXXXXXX

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Your assessment session record

Session No 3

Date 02/02/21		Session times Start 0900 Finish 1000		Odometer readings Start 100200 Finish 100220	
Vehicle registration no. XYZ321		State NSW		Trailer registration no.	
		'a' Trailer		State	
		'b' Trailer		State	
Vehicle body type Tipper	Transmission type Circle type		<input checked="" type="radio"/> A <input type="radio"/> S <input type="radio"/> M		Vehicle GVM/GCM 8500 kgs
Assessment location/s Fairfield					
Completed criteria enter successfully completed criteria below:					
10	11				
Assessor number 98765		Assessor name Tim Citizen		Assessor signature <i>T.Citizen</i>	Applicant signature <i>[Signature]</i>

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4. "Completion Check List": Page 3

This section records a summary of learners' progress. Only approved HVCBA Assessors are permitted to record here.

Completion Check List

No.	Criteria correctly demonstrated	
1	Pre Operational Checks	✓
2	Cabin Drill	✓
3	Start, move off, shut down and secure	✓
4	Manages Steering	✓
5	Manages Gears	✓
6	Manages Brakes	✓
7	Manages Accelerator	✓
8	Create & maintain Crash Avoidance Space (CAS)	✓

No.	Criteria correctly demonstrated	
9	Protect Crash Avoidance Space (CAS)	✓
10	Road Rules and Directions	✓
11	Reverse	✓
12	Hill Stop/Start	✓
13	Load Securing	✓
14	Coupling/Uncoupling (HC and MC only)	N/A
15	Bus Stop Procedure	N/A

ASSESSOR CERTIFICATION

I certify that all relevant assessment criteria for the specified class of licence have been completed and the applicant is eligible to attempt an FCA.

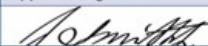
Assessor Number	Assessor Name	Assessor Signature	Applicant Signature
98765	Tim Citizen	<i>T.Citizen</i>	<i>[Signature]</i>

XXXXXXXXXX

3

5. FCA/CT Completion: Page 10 -17

This section records official results of the FCA or CT. Only approved HVCBA Assessors are permitted to record here.

Final Competency assessment (FCA)							
Result <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Terminated							
Date		Session times		Odometer readings			
10/02/21		Start	1500	Finish	1600	Start	100300
						Finish	100330
Vehicle registration no.		XYZ321		State		NSW	
Vehicle body type		TIPPER		Trailer registration no.			
Transmission type		<input checked="" type="radio"/> A <input type="radio"/> S <input type="radio"/> M		'a' Trailer		State	
Circle type				'b' Trailer		State	
Vehicle GVM/GCM		8500		Assessment location/s		Fairfield C1	
FCA conducted by <input checked="" type="checkbox"/> Assessor only <input type="checkbox"/> Assessor with Auditor present <input type="checkbox"/> Auditor only							
Assessor number	Assessor name		Assessor signature		Applicant signature		
43210	Carl Nobody		C Nobody				
	Auditor name		Auditor signature		Applicant signature		
Assessor Certification: I certify that I have completed an FCA only and have not conducted any additional training or assessment for this applicant.				Assessor signature		Assessor no.	
				C Nobody		43210	

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8. Appendix 4 - Assessor Log Book

1. Vehicles and trailers used for assessments

Vehicles or trailers used for assessment							
Vehicle or Trailer A							
Vehicle registration no.		XYZ321				state	NSW
Vehicle body type		T/Top		Gearbox type	<input checked="" type="radio"/> A <input type="radio"/> S <input type="radio"/> M	Vehicle GVM/GCM	8500 kgs
Circle type							
Vehicle or Trailer B							
Vehicle registration no.						state	
Vehicle body type				Gearbox type	<input type="radio"/> A <input type="radio"/> S <input type="radio"/> M	Vehicle GVM/GCM	kgs
Circle type							
Vehicle or Trailer C							
Vehicle registration no.						state	
Vehicle body type				Gearbox type	<input type="radio"/> A <input type="radio"/> S <input type="radio"/> M	Vehicle GVM/GCM	kgs
Circle type							
Vehicle or Trailer D							
Vehicle registration no.						state	
Vehicle body type				Gearbox type	<input type="radio"/> A <input type="radio"/> S <input type="radio"/> M	Vehicle GVM/GCM	kgs
Circle type							

2

2. Applicant details and completed criteria.


Applicant details												
surname	Smith				First names	Jake						
Address	123 Truck St Sydney 2000						Phone no.	5555 123 123				
Licence no.	12345678				Log book no.	55555555				Licence class	MR	
Completed criteria												
Date	session times				odometer readings				Vehicle(s) used			
22/01/21	start	1030	Finish	1430	start	100000	Finish	100050	A			
enter successfully completed criteria below												
01	02	03	04	05	06	07						
Date reported to rms:				Time reported:				Transaction no:				
Completed criteria												
Date	session times				odometer readings				Vehicle(s) used			
27/01/21	start	1500	Finish	1800	start	100050	Finish	100100	A			
enter successfully completed criteria below												
08	09	12	13									
Date reported to rms:				Time reported:				Transaction no:				

Applicant details												
surname	Smith				First names	Jake						
Address	123 Truck St Sydney 2000						Phone no.	5555 123 123				
Licence no.	12345678				Log book no.	55555555				Licence class	MR	
Completed criteria												
Date	session times				odometer readings				Vehicle(s) used			
02/02/21	start	0900	Finish	1000	start	100200	Finish	100200	A			
enter successfully completed criteria below												
10	11											
Date reported to rms:				Time reported:				Transaction no:				
Completed criteria												
Date	session times				odometer readings				Vehicle(s) used			
	start	-	Finish		start		Finish					
enter successfully completed criteria below												
Date reported to rms:				Time reported:				Transaction no:				

3. FCA/CT details

Completed criteria														
Date	session times				odometer readings				Vehicle(s) used					
	start		Finish		start		Finish							
enter successfully completed criteria below														
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>														
Date reported to rms:				Time reported:				Transaction no:						
FCA/CT result														
Date	10/02/21				Date					Date				
start time	1500				start time					start time				
Finish time	1600				Finish time					Finish time				
start odometer	100300				start odometer					start odometer				
Finish odometer	100330				Finish odometer					Finish odometer				
Vehicle used	A				Vehicle used					Vehicle used				
result	Pass				result	Pass				result	Pass			
	Fail					Fail					Fail			
	Terminated					Terminated					Terminated			
Date reported to rms:				Time reported:				Transaction no:						
Progress check														
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Comments														
XXXXXX 9														

9. Appendix 5 - Certificate of Attendance



**Transport
for NSW**

NSW XXXXXX

CERTIFICATE OF ATTENDANCE

This is to certify that

Full name of applicant

Licence number

State of issue eg NSW, QLD, VIC, ACT

has successfully completed the following HVCBA Training Course Criteria

[Tick ☒ one box]

☒ Automatic

☐ Synchromesh

☐ Constant mesh (crash) gear box

[Tick ☒ one box]

☐ LR

☒ MR

☐ HR

☐ HC

☐ MC

[Tick ☒ successfully completed criteria]

[Cross ☒ not applicable assessment criteria]

☒ Criteria 1: Pre-operational checks

☒ Criteria 2: Cabin drill

☒ Criteria 3: Start, move off, shutdown and secure

☒ Criteria 4: Manages steering

☒ Criteria 5: Manages gears

☒ Criteria 6: Manages brakes

☒ Criteria 7: Manages accelerator

☒ Criteria 8: Create/maintain crash avoidance space

☒ Criteria 9: Protect crash avoidance space

☒ Criteria 10: Roads rules and directions

☒ Criteria 11: Reverse

☒ Criteria 12: Hill stop/start

☒ Criteria 13: Load securing

☒ Criteria 14: Coupling/Uncoupling

☒ Criteria 15: Bus stop procedure - **Bus Only**

Serial numbers of previous Certificate of Attendance issued if applicable

Name of RTO - Block letters please

RTO - Code Number

Conducted at

Location

on

Date of Completion

Assessor

Signature

Applicant

Signature


Name of Assessor

Instructor Licence Number

This certificate is not a licence. It does not authorise the holder to drive a motor vehicle.

CaL 45071931 (06/21)

10. Appendix 6 - Certificate of Competency

 Transport for NSW		NSW XXXXXX						
NATIONAL HEAVY VEHICLE DRIVER COMPETENCY FRAMEWORK CERTIFICATE OF COMPETENCY								
This is to certify that								
<u>Jake Smith</u> <small>Full name of applicant</small>								
<u>23456789</u> <small>Licence number</small>	<u>NSW</u> <small>State of issue eg NSW, QLD, VIC, ACT</small>							
has satisfactorily passed the:								
<input checked="" type="checkbox"/> FCA <small>In a [Tick ✓ one box]</small> <input checked="" type="checkbox"/> automatic <input type="checkbox"/> synchromesh <input type="checkbox"/> constant mesh <small>(crash) gear box</small>	<input type="checkbox"/> CT <small>In a [Tick ✓ one box]</small> <input type="checkbox"/> automatic <input type="checkbox"/> synchromesh <input type="checkbox"/> constant mesh <small>(crash) gear box</small> <input type="checkbox"/> removal of B condition	In motor vehicle: <table style="width: 100%;"> <tr> <td style="width: 50%;">Registration number <u>XYZ231</u></td> <td style="width: 50%;">State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u>NSW</u></td> </tr> <tr> <td>Registration number Trailer A <u> </u></td> <td>State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u> </u></td> </tr> <tr> <td>Registration number Trailer B <u> </u></td> <td>State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u> </u></td> </tr> </table>	Registration number <u>XYZ231</u>	State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u>NSW</u>	Registration number Trailer A <u> </u>	State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u> </u>	Registration number Trailer B <u> </u>	State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u> </u>
Registration number <u>XYZ231</u>	State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u>NSW</u>							
Registration number Trailer A <u> </u>	State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u> </u>							
Registration number Trailer B <u> </u>	State registered <small>(eg. NSW, QLD, VIC, ACT)</small> <u> </u>							
for the <input type="checkbox"/> LR <input checked="" type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <small>(class of licence)</small>								
National Heavy Vehicle Competency Framework								
conducted by								
<u>ABC RTO</u> <small>Name of RTO - block letters please</small>		<u>2480</u> <small>RTO - Code number</small>						
conducted at: <u>Location</u>		on <u>10/02/21</u>						
<small>(Location)</small>		<small>(Date of licence assessment)</small>						
Assessor: <u>Signature</u>	Applicant: <u>Signature</u>							
<small>(Signature)</small>	<small>(Signature)</small>							
Name of Assessor: <u>Carl Nobody</u>		Instructor licence number <u>43210</u>						
<small>(Please print name)</small>								
<p>This certificate is not a licence. It does not authorise the holder to drive a motor vehicle.</p> <p>This Certificate of Competency is valid for 12 months from the date of the licence test assessment.</p> <p>* Warning any alteration to the certificate will make this certificate invalid.</p>								
<small>Cal. 45071993 (08/21)</small>								

11. Appendix 7 - FCA Score Sheet

Page 1:



Transport
for NSW

Final Competency Assessment (FCA) and Competency Test (CT) Score Sheet

<input checked="" type="checkbox"/> FCA <input type="checkbox"/> CT <input type="checkbox"/> CTB FCA/CT conducted by <input checked="" type="checkbox"/> Assessor only <input type="checkbox"/> Assessor with auditor or RTO representative present <input type="checkbox"/> Auditor or RTO representative <input checked="" type="checkbox"/> Eligibility Checked HVCORS booking ID FCA Booking Time <div>74567 14:00</div>											
Applicant Details First name Last name <div>Joe Citizen</div> Licence Details Number State Expiry <div>9087au NSW 25 / 12 / 2025 day month year</div> Applicant's Signature <div></div>											
Assessment Details Assessment Vehicle Prime Mover or Rigid Rego Number State Transmission Type <div>HUJ007 NSW A S <input checked="" type="checkbox"/></div> HC and MC where applicable 'A' Trailer Rego Number State 'B' Trailer Rego Number State <div> 'B' Trailer Rego Number State</div>											
Assessment Type <input checked="" type="checkbox"/> Standard licence upgrade <input type="checkbox"/> 'B' Condition removal FCA/CT Route number and Location <div>Location 6</div> Assessment Start Time Odometer Reading Start <div>14:00 56780</div> Assessment Finish Time Odometer Reading Finish <div>15:10 56810</div> Outcome Pass <input type="checkbox"/> Fail <input checked="" type="checkbox"/> Terminated <input type="checkbox"/> Assessment conducted following nationally recognised competency based assessment methods Comments <div>Applicant exceeded the speed limit</div>											
Assessor Details <table border="1"><tr><td>Assessor Name (Printed) Edgar Bert</td><td>Assessor number 12356</td><td>Assessor Signature </td><td>Date 21 / 08 / 2020 day month year</td></tr><tr><td>Auditor's or RTO Representative's name (printed)</td><td>Auditor's or RTO Representative's signature </td><td colspan="2">Date / / day month year</td></tr></table>				Assessor Name (Printed) Edgar Bert	Assessor number 12356	Assessor Signature 	Date 21 / 08 / 2020 day month year	Auditor's or RTO Representative's name (printed)	Auditor's or RTO Representative's signature 	Date / / day month year	
Assessor Name (Printed) Edgar Bert	Assessor number 12356	Assessor Signature 	Date 21 / 08 / 2020 day month year								
Auditor's or RTO Representative's name (printed)	Auditor's or RTO Representative's signature 	Date / / day month year									

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Transport
for NSW

FCA/CT Score Sheet

☒ FCA ☐ CT ☐ CTB

SECTION A: PRE DRIVE		SECTION C: LOW RISK DRIVING BEHAVIOURS			
<input type="checkbox"/> C1 – Pre Operational Checks 10 minutes Rigid vehicles 15 minutes Articulated		<input checked="" type="checkbox"/> C8 – Create & Maintain Crash Avoidance Space (CAS)			
No more than 2 errors allowed in section A	1.1 Wheels, Wheel nuts & Tyres	8.1 Following distance (moving)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.2 Vehicle measurements	8.2 Stopped position	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.3 Fluid leaks / levels	8.3 Speed selection	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		
	1.4 Air leaks	8.4 Cushion to the sides	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.5 Air Tanks	8.5 Lane selection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.6 Couplings	<input checked="" type="checkbox"/> C9 – Protect Crash Avoidance Space (CAS)			
	1.7 Vehicle posture	9.1 Speed control	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.8 Load security	9.2 Gap selection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.9 Loose/ missing/broken fittings	9.3 Maintains traffic flow	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.10 Registration	9.4 Observes road & traffic environment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.11 Lights and Indicators	9.5 Responds to risks/hazards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1.12 Drive belts and pulleys				
<input type="checkbox"/> C2 – Cabin Drill 5 minutes all vehicles		SECTION D: COMPLIANCE			
No more than 2 errors allowed in section A	2.1 Seating position	<input checked="" type="checkbox"/> C10 – Road Rules & Directions	No errors allowed in section D		
	2.2 Seatbelts (Failure to fit seatbelt = FAIL, Score C10)	10.1 Obeys road rules (record description in comments box)			
	2.3 Mirrors	10.2 Follows assessors instruction (record description in comments box)			
	2.4 Cleanliness				
	2.5 Controls				
SECTION B: VEHICLE OPERATION & CONTROL		SECTION E: ADDITIONAL RISK MANAGEMENT			
45 minutes On Road FCA, 90 minutes On Road CT		<input type="checkbox"/> C11 – Reverse (If auditor present 10 minutes rigid vehicle, 20 minutes articulated vehicle)			
No more than 4 errors allowed in section B	<input checked="" type="checkbox"/> C3 – Start, Move Off, Shut Down & Secure	11.1 Long reverse (All Vehicles)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	3.1 Start Engine	11.2 Reverse parallel park (Rigid Only)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	3.2 Instruments & gauges	11.3 Offset reverse (Except MC)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	3.3 Move off	11.4 Loading dock / simulation (Except MC)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	3.4 Return to kerb	<input checked="" type="checkbox"/> C12 – Hill Stop/Start	No more than 1 error allowed in section E		
	3.5 Shut down vehicle	12.1 Ascent			
	3.6 Secure vehicle	12.2 Descent			
	<input checked="" type="checkbox"/> C4 – Manages Steering	<input type="checkbox"/> C13 – Load Securing 20 minutes	13.1 Ropes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	4.1 Smooth directional changes	13.2 Chains and dogs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	4.2 Hand position & grip	13.3 Winches & straps / ratchets & straps	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	4.3 Straight line driving	<input type="checkbox"/> C14 – Coupling / Uncoupling 30 minutes			
	4.4 Curves & bends	Semi Trailer	14.1 Uncouple	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.5 Intersections	14.2 Couple	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
4.6 Railway crossings	Truck and Trailer (HC) or Trailer & Dolly (MC)	14.3 Uncouple	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
4.7 Kerb clearance	14.4 Couple	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<input checked="" type="checkbox"/> C5 – Manages Gears	<input type="checkbox"/> C15 – Bus Stop Procedure (Bus only)	15.1 Arriving at the bus stop	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
5.1 Appropriate gear for speed / gradient	15.2 Departing the bus stop	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
5.2 Smooth changes without clashing					
5.3 Correct use of clutch					
<input checked="" type="checkbox"/> C6 – Manages Brakes					
6.1 Efficient use of brake system					
6.2 Smooth application					
6.3 Stopping point accuracy					
<input checked="" type="checkbox"/> C7 – Manages Accelerator					
7.1 Manages engine power					
7.2 Smooth & efficient					
TOTAL ERROR RECORD		<input checked="" type="checkbox"/> a cross inside a box is used to record a non-critical error <input checked="" type="checkbox"/> a cross recorded inside a circle is used to record a critical error			
Count the number of errors for each section and record in appropriate box	SECTION A 0	SECTION B 3	SECTION C 1	SECTION D 1	SECTION E 0
	No more than 2 errors allowed in Section A	No more than 4 errors allowed in section B	No more than 2 errors allowed in section C	No errors allowed in section D	No more than 1 error allowed in section E

12. Glossary

ABN	Australian Business Number
ACN	Australian Company Number
Accreditation Agreement	The Accreditation Agreement for HVCBA being an agreement entered into by an RTO and Transport for NSW for the accreditation of an RTO to provide Heavy Vehicle Training and Assessment
Address	The address of a party specified in item 2 of the Agreement
Applicant	Individual undertaking assessment
Application Criteria	Application criteria specified in the HVCBA Scheme Policies and Procedures
Agreement	The Accreditation Agreement for HVCBA being an agreement entered into by an RTO and Transport for NSW for the accreditation of an RTO to provide Heavy Vehicle Training and Assessment
Assessor	A licenced heavy vehicle driving instructor engaged by a RTO under the HVCBA Agreement and who meets the requirements for Assessors as set out in the agreement to conduct Assessments of Applicants
Auditor	A person authorised by Transport for NSW to audit and/or conduct quality checks of the RTO's performance of its, or any of its Trainer's or Assessor's obligations under this agreement
Business Day	A day that is not a Saturday, Sunday or public holiday in New South Wales
Clause 4.2d	A certificate, in the form required by Transport for NSW confirming that an Applicant has satisfied the requirements of an Assessment
Code of Conduct Policy	The Transport for NSW Code of conduct policy as updated by Transport for NSW from time to time
Confidential Information	Any information provided by Transport for NSW to RTO or any of its Personnel in connection with this agreement or Transport for NSW.
Conflict of Interest	Any circumstances that exist or arise which: <ul style="list-style-type: none"> constitute an actual conflict;

	<ul style="list-style-type: none"> constitute a known risk of conflict; or may be perceived by others to be a conflict, between the duties of RTO or its Personnel to Transport for NSW and their duties to another person in relation to the activities under this agreement.
Consumer Guarantee	Consumer guarantee applicable to the HVCBA Agreement under the Australian Consumer Law
Criteria	Skills as detailed in the National Heavy Vehicle Assessment Guide and Guide to HVCBA numbered 1-15 that are required to be demonstrated by the Applicant during Training Course and/or Assessment
CT	Competency Test
Disability	Link to Transport for NSW Definition
Driving Instructor	The meaning given in the Driving Instructors Act
Driving Instructors Act	<i>Driving Instructors Act 1992 (NSW)</i>
Driving School	Has the meaning given in the <i>Driving Instructors Act</i>
Evaluation	Has the meaning of assessing an Applicant's competency to perform all relevant criteria 1-15 during the Training Course to the required standard
FCA	Final Competency Assessment
Fit and Proper Persons	A person that meets the requirements of any Transport for NSW "Fit and Proper" policy in place from time to time.
GCM	Gross Combination Mass
GVM	Gross Vehicle Mass
Health and Safety Incident	Any occupational health and safety related incident that is notifiable under the WHS Laws
Heavy Vehicle	A light rigid vehicle, a medium rigid vehicle, a heavy rigid vehicle, a heavy combination vehicle or multi-combination vehicle as defined under the Road Transport (Driver Licensing) Regulation 2017 (NSW)
Heavy Vehicle Licence	Any or all of the classes of licences required to drive a Heavy Vehicle (as set out in clause 5 of the Road Transport (Driver Licensing) Regulation 2017 (NSW)

HVCBA Scheme	The Heavy Vehicle Competency Based Assessment Scheme described in the HVCBA Scheme Policies and Procedures.
HVCBA Scheme Policies and Procedures	The requirements provided by Transport for NSW from time to time, and as amended by notice from Transport for NSW from time to time, for the conduct of Training Courses and Assessments and the HVCBA Scheme
ICAC	Independent Commission Against Corruption
Intellectual Property	All intellectual property rights including rights in copyright, patents, registered and unregistered trademarks, registered designs, trade secrets, and all other rights of Intellectual Property defined in Article 2 of the Convention Establishing the World Intellectual Property Organisation of July 1967
Laws	All laws of any jurisdiction including rules of common law, equity, statutes, regulations, proclamations, rules, regulatory principles and requirements, by-laws, writs, orders and judgements, and all codes of conduct, industry standards, requirements and directives of any government or governmental body, agency or authority
Location Visit	An RTO Representative attends to complete a check of either the training course or assessment process
Misconduct	The meaning given in the <i>Driving Instructors Act</i>
Online Access Terms	Any terms notified by Transport for NSW from time to time in relation to access to and use of Systems or otherwise required to be agreed by a user of Systems (including by way of electronic acceptance at the time of accessing Systems)
PCBU	Person Conducting a Business or Undertaking
Personal Information	Has the same meaning as in the Privacy Laws
Personnel	Officers, employees, agents and contractors, and of RTO includes Trainers, Assessors and approved subcontractors.
Privacy Laws	<i>Privacy and Personal Information Protection Act 1998 (NSW)</i> , the <i>Privacy Act 1988 (Cth)</i> , any applicable codes of conduct or directions issued under the <i>Privacy and Personal Information Protection Act 1998 (NSW)</i> or the <i>Privacy Act 1988 (Cth)</i> , and all other applicable Laws relating to Personal Information.
Probity Event	<p>An event, matter, situation or thing that in Transport for NSW Transport for NSW ' reasonable opinion:</p> <ul style="list-style-type: none"> • has a material adverse effect upon the character, honesty or integrity of a RTO, its Personnel or Transport for NSW,

	<ul style="list-style-type: none"> relates to RTO or any of its Personnel and has a material adverse effect upon the public interest (having regard to the policy objectives of Transport for NSW) or the reputation of or public confidence in Transport for NSW or the New South Wales Government; or that involves a material failure by RTO or its Personnel to achieve or maintain: reasonable standards of ethical behaviour; the avoidance of conflicts of interest that may have (or may give the public the appearance of having) a material adverse effect on the ability of RTO to impartially perform and observe its obligations in respect of this agreement; or standards of behaviour expected of a person operating with a government approval.
Records	The records and reports that RTO is required to maintain under this agreement including as required under the HVCBA Scheme Policies and Procedures, the Driving Instructors Act and Privacy Laws
Registered Training Organisation (RTO)	A training organisation registered as such with Australian Skills Quality Authority established under the National Vocational Education and Training Regulator Act 2011
RMS Materials	Any materials provided to RTO by Transport for NSW for the purposes of the agreement, including any HVCBA Scheme Policies and Procedures
Scheme Participants	A person or business accredited by Transport to provide a service to the public on Transport's behalf
RTO Induction Training Program	A mandatory training program for new and existing RTOs
RTO Representative	<p>The person nominated in item 5 of the Agreement Details as they may be substituted pursuant to clause 8.3</p> <p>and</p> <p>A Trainer/Assessor approved by the RTO to conduct a Location Visit</p>
Term	The term of the HVCBA Agreement
Third Party Scheme	A third party scheme is any service, administered by Transport, which is then provided by an accredited individual on Transport's behalf
Trainer	A person engaged by the RTO under this Agreement and who meet the requirements for Trainers as set out in this agreement to conduct Training Courses of Applicants.

Trainer and Assessor Qualifications	The qualifications set out in the HVCBA Scheme Policies and Procedures which Trainers and Assessors must hold and maintain
Training Course	A course to be provided to an Applicant to train that person in the driving of a Heavy Vehicle so that person is eligible and prepared to undertake an Assessment. The Training Course also includes Applicable Assessment Criteria 1-15 or any other driving instruction
Transport Officer	A person employed by Transport for NSW
Variation to Requirements	An approval granted by Transport to an RTO for a variation to the way training and assessment of an Applicant may be conducted
Vehicles	The vehicles used by RTO in conducting Training Courses and Assessments
WHS	Work Health and Safety
WHS Laws	All applicable work health and safety related Laws including, but not limited to Work Health and Safety Act 2011 (NSW); regulations, codes of practice, Australian Standards or compliance codes; and directions, guidance notes or notices issued by any relevant Government authority or agency responsible for administering work health and safety laws
WHSMS	Work Health and Safety Management System

13. Licence Classes

Licence Class	Vehicle Type
Class C – Car	<p>May drive any of the following:</p> <ul style="list-style-type: none"> • a motor vehicle with a Gross Vehicle Mass (GVM) that is not greater than 4.5 tonnes and that is constructed or equipped to seat not more than 12 adults (including the driver) • a car-based motor tricycle • any tractor or implement <p>The holder of a Class C may not drive:</p> <ul style="list-style-type: none"> • a motor bike, or a motor trike
Class LR – Light Rigid vehicle	<p>The holder of a light rigid vehicle licence may drive a motor vehicle that:</p> <ul style="list-style-type: none"> • has a GVM greater than 4.5 tonnes but not greater than 8 tonnes, or • seats more than 12 adults (including the driver) and has a GVM not greater than 8 tonnes
Class MR – Medium Rigid vehicle	<p>The holder of a medium rigid vehicle licence may drive a motor vehicle that has:</p> <ul style="list-style-type: none"> • two axles, and • a GVM greater than 8 tonnes
Class HR- Heavy Rigid vehicle	<p>The holder of a heavy rigid vehicle licence may drive a motor vehicle (including an articulated bus, but not including any other articulated vehicle) that has:</p> <ul style="list-style-type: none"> • three or more axles, and • a GVM greater than 8 tonnes
Class HC – Heavy Combination vehicle	<p>The holder of a heavy combination vehicle licence may drive:</p> <ul style="list-style-type: none"> • a prime mover to which is attached a single semi-trailer plus any unladen converter dolly, or • a rigid motor vehicle to which is attached a trailer that has a GVM greater than 9 tonnes plus any unladen converter dolly
Class MC – Multi Combination Vehicle	<p>The holder of a multi-combination vehicle licence may drive any motor vehicle or combination of motor vehicles other than a motor bike or motor trike described in points (i) and (ii) under Class C above.</p>

14. Relevant Legislation

- Driving Instructors Act 1992 (No.3)
- Driving Instructors Regulation 2016
- Privacy and Personal Information Protection Act 1998
- Road Transport Act 2013
- Road Transport and related Legislation Amendment Act 2017 No.61
- Road Transport (Driver Licensing) Regulation 2017
- Work Health and Safety Act 2011(No.10)
- Work Health and Safety Regulation 2011
- Surveillance Devices Act 2007
- Heavy Vehicle National Law (NSW)

15. Relevant Policies, Guides and Forms

The HVCBA Operating Procedures replace the following HVCBA policies and procedures:

HVGDE 002	Guide: HVCBA Assessment Standards and Requirements V3.0
HVGDE 003	Guide: Conducting HVCBA Assessments V2.0
HVGDE 004	Guide: HVCBA Record Keeping and Data Management V2.0

The following policies and guides are available for reference and download through the hyperlinks provided.

	Accreditation Agreement for Heavy Vehicle Competency Based Assessment
HVGDE001	Becoming a Roads and Maritime Approved RTO/Assessor under the HVCBA Scheme
	Code of Conduct - Driving Instructors, Driving Assessors, Registered Training Organisations and Providers
RMS 17.058	HVCBA FCA Route Development Guide
RMS External	Final competency assessment and competency test for national heavy vehicle licensing
PN 295	Fit and Proper Policy Driving Instructors and Assessors policy
HVPOL002	In-Cabin Cameras- Monitoring Heavy Vehicle Assessments
	Interstate licence Applicant - learner log book
RMS.19.1365	HVCBA RTO Performance Management Guidelines
HVGDE006	RTO Annual Self-Assessment and Reporting (ASAR)
HVGDE008	HVCBA Service Charter
HVGDE005	Using the Heavy Vehicle Competency Online Reporting System(HVCORS)

HVGDE007	HVCBA Clause 4.2(d) High Risk Variation
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The following forms are available to download through the hyperlinks provided.

1761	HVCBA RTO Footage review form
5639	Assessment Summary – FCA
5637	HVCBA Clause 4.2d High Risk Variation (Anticipated)
5638	HVCBA Clause 4.2d Unanticipated High Risk Variation
1765	Report of non-compliance FCA/CT
1802	Heavy Vehicle Competency Online Reporting System (HVCORS)
1841	HVCBA FCA/CT Route Template
1731	HVCBA – Annual Self-Assessment Reporting Tool
20.172	HVCBA Score Sheet e-version
5626	Location Visit Report
5626	HVCBA Applicant enrolment form
5630	Self- disclosure of non-compliance with in-cabin camera requirements
	HVCBA RTO Online complaints form