

HVCBA Scheme Document: HVGDE002

Guide

Heavy Vehicle Competency Based Assessment

HVCBA Assessment Standards and Requirements

Version 3.0

05/04/2017

Bribery is against the law

Most people involved with issuing and obtaining a licence are honest.

You are reminded that you must not offer your assessor money, gifts or other favours and that your assessor must not ask you for money, gifts or favours in order to gain a heavy vehicle driver licence without fully demonstrating your driving ability to the criteria requirements.

These practices are illegal

Penalties are severe and include fines and imprisonment. All cases of corruption will be investigated and strong action will be taken against all those involved. If you know or believe that anyone has got or is about to get a heavy vehicle driver licence by offering or responding to a request for a bribe

– or if you suspect or know of any other corruption involving another applicant, driving instructor or assessor, telephone:

Authority contact details:

- The Roads and Maritime Services (RMS) on 1800 043 642
- The Independent Commission Against Corruption (ICAC) on (02) 8281 5999

Code of Conduct

The Code of Conduct for the Heavy Vehicle Competency Based Assessment Industry is a standard issued by Roads and Maritime Services (RMS) to Registered Training Organisations (Providers) that have been accredited by RMS to conduct assessments of applicants for heavy vehicle licences. It is issued by RMS under clause 2.6(a)(i) of the Accreditation Agreement for Heavy Vehicle Competency Assessment (Accreditation Agreement).

Under the Accreditation Agreement, each Provider is required to:

- comply with the standards of behaviour set out in the Code of Conduct; and
- ensure that any Assessors engaged by it also comply with the standards of behaviour set out in the Code of Conduct.

As an Assessor, you are reminded that you are required to comply with the Code of Conduct.

A Provider and/or Assessor found to have breached the Code of Conduct may be subject to penalties and/ or suitability to continue to perform Assessments may be reviewed by RMS.

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1. Purpose

The purpose of this guide is to:

- Document the standards and requirements to be followed for Heavy Vehicle Competency Based Assessment (HVCBA).

2. Assessment documentation

This document is to be used in conjunction with:

- Austroads National Heavy Vehicle Assessment Guide
- Austroads National Heavy Vehicle Assessment Route Development Guide
- 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, Second Edition 2004)
- National Work Diary
- Guide: Using the Heavy Vehicle Competency Online Reporting System (HVCORS)
- Guide: Conducting HVCBA Assessments
- Specification: Monitoring Heavy Vehicle Assessments using In-Cabin Cameras
- Specification: Separation of Training and Assessment.

3. Vehicle and Load requirements and pre-assessment checks

3.1 Vehicle requirements

- All vehicles used for HVCBA assessment purposes must be registered, roadworthy and in good condition.
- HVCBA assessments may be carried out in either an Assessor's or an Applicant's vehicle.
- All vehicles supplied by 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.
- Vehicles used for HVCBA assessment purposes must comply with the vehicle standards for the class, as specified in the Austroads publication *National Heavy Vehicle Assessment Guide* and the RMS publication *A Guide to Heavy Vehicle Competency Based Assessment*.

3.2 Load requirements

To check an applicant's ability to drive a loaded truck, some criteria require the vehicle to be loaded.

- All loads must be fully secured and covered where appropriate.
- The loaded vehicle must have a mass which is at least 75 per cent of the maximum (loaded) mass allowable for the vehicle to be driven on public roads. This is at least 75% of either the Legal Mass Limit or 75% of its GVM (if it's a rigid vehicle) or 75% of its GCM (if it's an articulated or heavy trailer combination), whichever is the lowest.

For example, if a rigid truck has a legal loaded 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.

So, if the vehicle weighs 4.0 tonnes unladen, it must have a load of at least 3.5 tonnes added to it to reach the minimum 7.5 tonnes mass required for the loaded vehicle assessments.

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

4. Assessment Routes

4.1 Responsibilities

- **RTOs** are responsible for maintaining the validity of all Final Competency Assessment (FCA) and Competency Test (CT) routes and associated documentation. Any FCA/CT route submitted to RMS by an RTO remains the intellectual property of that RTO.
- **RTOs** or **Assessors** requesting to add or use an existing FCA/CT route currently registered by another RTO for an FCA/CT require the written authority of the RTO who currently holds the rights to that route.
- **Assessors** are to ensure all FCA and CT documentation complies with the requirements outlined in the National Heavy Vehicle Assessment Route Development Guide.

4.2 Routes generally

- Applicants are not to be trained on FCA/CT routes or courses used for heavy vehicle driving tests.
- Where a repeat FCA/CT is required to be completed, it must not be conducted on exactly the same route as prior assessments.
- In some rural areas it is inevitable that some training and assessments will be conducted on the same road due to limited assessment criteria conditions.
- Routes should be changed reasonably frequently to ensure applicants do not discover (through local knowledge, friends, etc) the route prior to an assessment and practice on it.

4.3 FCA/CT Routes

- Multiple FCA/CT routes are recommended for each RTO at each location.
- A minimum of two (2) 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.
- The original copy of each FCA/CT route must be retained by the RTO and a scanned copy submitted by email to HVTraining@rms.nsw.gov.au.
- New FCA or CT routes must be submitted and registered on HVCORS prior to booking an FCA/CT.
- FCA/CT routes are subject to audit and validation to ensure minimum route design requirements are met.
- If an existing FCA/CT route is found to be non compliant, RMS will advise the RTO that amendments are required within seven days. If an amended and compliant route is not received by RMS within seven days, the route will be suspended on HVCORS.

IMPORTANT NOTE

FCA/CT routes are not to be used for assessment or training sessions and all FCA/CT routes **must** start and finish in the state of NSW.

5. Driving criteria

The driving criteria required to gain a heavy vehicle licence are detailed in the *Austroads National Heavy Vehicle Assessment Guide and RMS- A Guide to Heavy Vehicle Competency Based Assessment*.

An applicant must demonstrate the ability to perform each criterion under the specific conditions and requirements given for each criterion. Using HVCBA, an applicant is either competent or not competent. In HVCBA full ability to the defined standard is required.

In a FCA/CT, an applicant that exceeds the allowable error rate is deemed to be not competent and must therefore undertake a full retest.

6. Assessment time requirements

All assessments must be conducted on a one-on-one basis in accordance with the minimum times as set out below, per Applicant.

NOTE: All training/assessments must comply with *The Road Transport (General) Regulation* which sets the maximum hours of driving, working, and minimum hours of rest for drivers of regulated heavy vehicles.

Based on industry advice, RMS has determined that the following **Minimum Assessment Times** apply.

Licence Class	Minimum Assessment Time
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

Note: The above times are for criteria 1-15. This is referred to as the Training Course and excludes the FCA. The minimum assessment time does not include any allowances for training.

Failure to comply with these assessment time requirements may result in action being taken under provisions of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment.

NOTE: As per Clause 4.2(d) of the HVCBA Accreditation Agreement, the Provider 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/C/T) for that Applicant.

7. No prior training required

Any criteria may be demonstrated in an assessment without receiving prior training from the Assessor.

A period of 30 minutes for vehicle familiarisation is allowed if necessary. This is not considered to be "training" if actual driving instruction is not given.

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

8. 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).

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

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

An Assessor who delivers any Training or Instruction for an applicant is not permitted to conduct the CT for that applicant under the requirements of clause 4.2(d)

9. In-cabin cameras

From 1 December 2014 and 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 in the Roads and Maritime specification *Monitoring Heavy Vehicle Assessments using In-Cabin Cameras*.

9.1 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 Roads and Maritime requirements is installed in the vehicle.

10. Separation of Training and Assessment

From 1 September 2015, RTOs must ensure the separation of the training and assessment of an Applicant as set out in the specification *Separation of Training and Assessment*.

11. Automatic/Synchromesh (Condition B) for Heavy Vehicles

11.1 Condition B endorsement

A licence holder applying for a higher class of licence and passing the driving test or 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
- under HVCBA all criteria have been passed in a vehicle with a constant mesh (crash) type gearbox
- the driver already holds a Class MR (or higher) licence **not** endorsed with the Condition "B" endorsement.

11.2 Removal of Condition B

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

- undergoing an RMS driving test in a vehicle which is fitted with a constant mesh (crash) type gearbox; OR
- undertaking a Competency Test (CT).

This test vehicle can be any vehicle type authorised by a class MR or higher. For example, a driver with a class HR licence endorsed with a condition 'B' can have the condition removed by passing a short test in a vehicle covered by a class MR, HR licence.

REMINDER

Assessors are reminded of the importance of full and accurate recording of gearbox type in both applicant and assessor log books to avoid licence issue difficulties for their applicants.

11.3 Competency Test for Condition B endorsement removal

- RTOs that deliver CTs for the removal of Condition B endorsement may do so by using a short CT route which is half that of a full CT route and consists of one 45 minute on road completion of the approved RTO CT route (one lap).
- The short CT will assess Criteria 3, 4, 5, 6, 7, 8, 9, 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 Loads Requirements for HVCBA.
- As this is not an upgrade of a licence class; no DKT or 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).

11.4 CT booking and recording results

CT bookings and results for Condition B removal cannot currently be recorded on HVCORS.

To notify Roads and Maritime of the CT booking, complete the form *CT_Condition B Removal* (refer to Conducting HVCBA Assessments Guide for template) and email to HVTraining@rms.nsw.gov.au at a minimum of 48 hours prior to CT.

On successful completion of a CT the Assessor is to record the results of the CT in their log book and issue a Certificate of Competency. Applicants will need to attend a Motor Registry / Service NSW Centre to have the condition removed from their licence.

12. Multi Combination (MC) Driver Training and Assessment

12.1 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 at a NSW Motor Registry or Service NSW Centre to be issued with an MC licence.

12.2 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:

i The 'two step' option

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

Step 1:

- Obtaining a Class HC type HVCBA Assessment Log Book
- Complete training and assessment in a Class HC-type vehicle combination and (if found competent) be issued with a Class HC Driver Licence.

When ready to commence MC HVCBA,

Step 2:

- Obtain an Class MC type HVCBA Assessment 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: Only one HVCBA Assessment Log Book can be active at the time a customer books in for FCA/CT.

ii HVCBA from HR to MC option

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

- Obtain a class MC type HVCBA Assessment 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.

- Record the HC training course criteria in the class MC-type HVCBA assessment log book
- Mark the top of the page as HC upon satisfactory completion of HC equivalence
- Submit a manual booking for class HC FCA (mark in the comments section HR to MC upgrade)
- Conduct an FCA for class HC including recording In-Cabin Camera footage and assessment documentation
- If successful;
- MC training and assessment can commence.

If the applicant decides not to proceed to the class MC component, they need to return to a Motor Registry or 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 assessor can then transfer the training and assessment from the MC HVCBA logbook to the applicants HC Assessment Log Book, record criteria on HVCORS and book FCA.

- Complete training and assessment in a class HC-type vehicle combination and be issued with a HC licence.

In both options, on successful completion of training and assessment, applicants are issued a Certificate of Competence.

- **Note:** The separation of Training and Assessment is not required when completing the HC component for an applicant attempting a HR-MC licence upgrade.

The Assessor who completes the FCA for the MC component must be different to the Assessor that conducted the training course for HC and MC

13. Appendices

13.2 Terms and Abbreviations

Term/Acronym	Definition
Applicant	Individual undertaking training and assessment
Clause 4.2(d)	Where an applicant has undertaken a Training Course provided by Provider, Provider must ensure that the Assessor that conducts that Applicants Assessment is not the same person who delivered the Training Course for that Applicant
CT	Competency Test
FCA	Final Competency Assessment
GCM	Gross Combination Mass
GVM	Gross Vehicle Mass
HVCBA	Heavy Vehicle Competency Based Assessment scheme.
HVCORS	Heavy Vehicle Criteria Online Reporting System. HVCORS is a secure, audited system that allows Heavy Vehicle Competency Based Assessors and RTO administrators to report results of completed criteria assessments directly to the RMS. Refer to <i>HVGDE005 Using the Heavy Vehicle Competency Online Reporting System</i> for instructions on using the system.
RMS	Roads and Maritime Services
RTO	Registered Training Organisation

13.1 Driver Licence Classes

The following table gives a description of the current licence classes:

Class	Authorises a person to drive these vehicles:	But not these vehicles:
R	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle). 	<ul style="list-style-type: none"> Any other class or type of vehicle unless a dual licence is held (ie a Class R licence plus another Licence Class).
C	<ul style="list-style-type: none"> A motor vehicle with a Gross Vehicle Mass (GVM) of 4.5 tonnes or less. 	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle) A motor vehicle which can seat more than 12 adults (including the driver).
LR	<p>In addition to a vehicle covered by a Class C Licence, a rigid motor vehicle:</p> <ul style="list-style-type: none"> with a GVM of 8.0 tonnes or less. with a GVM of 8.0t or less and which seats more than 12 adults. 	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle). A rigid vehicle towing a trailer with a Gross Trailer Mass (GTM) exceeding 9.0 tonnes.
MR	<p>In addition to a vehicle covered by a Class C or LR Licence, a rigid motor vehicle:</p> <ul style="list-style-type: none"> with a GVM exceeding 8.0t which has 2 axles and which is towing a single trailer. (the GTM of a towed trailer must not exceed 9.0t) 	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle). A rigid vehicle towing a trailer with a GTM exceeding 9.0t. An articulated vehicle, a B-Double or a Road Train.
HR	<p>In addition to a vehicle covered by a class C, LR or MR licence:</p> <ul style="list-style-type: none"> A rigid vehicle with a GVM exceeding 8.0t which has 3 or more axles and which is towing a single trailer. An articulated bus (ie a "BENDY" bus) (the GTM of a towed trailer must not exceed 9.0t) 	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle). A rigid motor vehicle towing a trailer with a GTM exceeding 9.0t. An articulated vehicle, a B-Double or a Road Train.
HC	<p>In addition to a vehicle covered by a class C, LR, MR or HR licence:</p> <ul style="list-style-type: none"> A rigid vehicle with a GVM exceeding 9.0t which is towing a single trailer. An articulated vehicle which is not a B-Double or a Road Train. 	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle) A B-Double. A Road Train.
MC	<p>In addition to a vehicle covered by a class C, LR, MR, HR and HC License:</p> <ul style="list-style-type: none"> A B-Double. A Road Train. 	<ul style="list-style-type: none"> A motorcycle (this includes a motorcycle with sidecar attached & a motor tricycle).