

Important information

- This application form is for use by a Registered Training Organisation (RTO) applying on behalf of an approved Assessor who is unable to meet the requirements of the Separation of Training and Assessment (Clause 4.2d)
- Details that are missing or incorrect may result in delays or the application not being processed.
- When completed forward this application and all supporting documentation by email to hvtraining@rms.nsw.gov.au
- Your application will be assessed in accordance with Transport for NSW Operating Procedures (available on the Transport for NSW website at roads-maritime.transport.nsw.gov.au)

1 Registered Training Organisation

Details of Provider Name

Trading as

ABN/ACN

Name of the CEO/Provider Representative or other authorised person completing the application

Driver Instructor licence number State issued Licence class

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Business contact number

Address

 Postcode

Postal address

 Postcode

Email address

2. Assessor

Name

Address

 Postcode

Email address

Mobile number

NSW Driver Instructor licence number

Instructor licence class

I authorise this application to be made by the RTO

Signature of Assessor

Date

Privacy statement and declaration

Transport for NSW is collecting your personal information in relation to your Heavy Vehicle Competency Based Assessment application and may retain and use it for driver licensing, motor vehicle, and road transport and safety purposes.

You are required to provide your personal information under Road and Transport Legislation and we may refuse your application if you do not provide it.

Transport for NSW may disclose your personal information to other driver licensing and vehicle registration agencies to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

Transport for NSW is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. Your personal information will be held by us at 20-44 Ennis Road, Milsons Point NSW 2061. You have the right to access and correct the information if you believe that it is incorrect.

You declare that the information on this form is true and complete. Under Road Transport Legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

3. Application criteria - tick which is applicable

- Assessor operating in a regional area or isolated location, no other Assessors available
- Assessor is a sole trader who is unable to collaborate with other Assessor/s

Are there Trainers and Assessors aligned with the RTO conducting training and assessment in the same geographical location? If yes, why separation of training and assessment cannot occur with this Assessor? *e.g. a commercial, social or conflict of interest situation or availability of other Assessors*

continued overleaf

Please scan and email completed form to: hvtraining@rms.nsw.gov.au

3. Application criteria - *continued*

4. Please provide details of actions completed to assist the Assessor with meeting the requirements of the Separation of Training and Assessment

5. Please provide a detailed HRV procedural framework for the RTO which includes:

- a. How in-cabin camera video files and assessment documentation will be sent to the RTO
- b. List of approved Assessors who will complete the video review
- c. Detailed procedure of the video review process including estimated timeframe for review of video and the recording of results on HVCORS
- d. A copy of the Training Course delivery plan for each Assessor that has applied for a HRV including:
 - I. Locations
 - II. Details of typical training course assessment session format
 - III. Estimated number of sessions required and duration

7. Please provide details of the nominated location (suburb or regional centre name) where the Assessor will be operating and unable to meet separation requirements

Mandatory attachments

- A written statement from the RTO detailing specific reasons why the Separation of Training and Assessment is unable to be completed by this Assessor

Transport for NSW office use only

Application completed Yes No

Supporting documentation provided Yes No

Objective reference number

Date this form was received from the RTO

Objective Reference of previous application

Date to be reviewed

RTO notified Yes No

Date

Approving Officer

Name

Position

Signature

Date