



HVCBA – RTO Footage Review Form

Registered Training Organisations are required to conduct a review of 5% of assessment footage captured by Assessors. The results form part of the self assessments submitted to Roads and Maritime on an annual basis by RTOs.

This document is to be used by RTOs to review assessment footage. It is to be undertaken by an independent officer (not Assessor) across locations and licence categories. Records of review must be maintained.

1. Organisation details

Business name

Address

 Postcode

Business owner / Designated representative

HVCBA Accreditation number

2. Footage review

Name of applicant

Vehicle class competency

 Pass Fail

Date

 / /
day month year

Name of assessor

Time (24hr)

3. General – Footage and audio clarity

- Was the footage clear and camera positioned according to prescribed procedures? Yes No
- Was the audio clear and the instructing/directions audible? Yes No

4. General – Procedures

- Is the Reviewer satisfied that the Assessor followed the correct assessment procedures? Yes No
- Did the Assessor follow the route as detailed in section 9 'FCA routes' of the RTO Self Assessment form? Yes No
(Note: Check against GPS data and RTO route records)

5. Introduction and explanation of FCA by the Assessor

- Did the Assessor follow the approved script? Yes No
- Did the Assessor display the Applicant's licence? Yes No
- Did the photo on the licence match with the Applicant for the FCA? Yes No
- Was the Assessor polite to the Applicant during the FCA? Yes No

Comments

6. Manage gears

- Did the Applicant demonstrate smooth efficient gear changing and gear selection? Yes No

Comments

7. Manage brakes

- Did the Applicant demonstrate controlled and safe braking? Yes No
- Were there any instances where the Applicant braked in a manner which was unsafe or demonstrated a lack of control over the vehicle? Yes No

Comments

8. Protect Crash Avoidance Space

- Did the Applicant demonstrate appropriate responses to situations where CAS is threatened or compromised? Yes No
- Did the Applicant control the speed of the vehicle? Yes No

Comments

