Becoming a Roads and Maritime Services approved Registered Training Organisation (RTO) / Assessor under HVCBA

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1. Purpose

The purpose of this document is to record Roads and Maritime Services business procedures for Registered Training Organisation (RTO) and Heavy Vehicle Competency Based Assessment (HVCBA) Assessors contracted to Roads and Maritime to deliver HVCBA.

2. Background

As a consequence of the review of the HVCBA Scheme, a new set of HVCBA Scheme Policies and Procedures have been released. These reflect the changes being made to ensure a high standard of quality and consistency is maintained in the delivery of training and/or assessment services to our NSW Customers.

The document *Becoming an RMS Approved RTO/Assessor under the HVCBA Scheme*, alongside the *HVCBA Fit and Proper Policy*, have been developed to ensure clarity of Roads and Maritime expectations, the standards for selection, and the behaviours required for working in partnership with Roads and Maritime as a Public Official.

Training and assessment is currently provided by suitably qualified heavy vehicle driving instructors who have been approved as Accredited Assessors with an RTO.

3. Registered Training Organisation

Prior to a Service Provider Agreement existing between Roads and Maritime and an RTO, the RTO must apply to Roads and Maritime to become an approved RTO.
4. Contractual Requirements for Registered Training Organisations

To apply to become a Registered Training Organisation to conduct HVCBA on behalf of the Roads and Maritime, the following documentation must be submitted on application:

☐ Completed Heavy Vehicle External User Account Request Form No 1802

☐ Completed Registered Training Organisation Heavy Vehicle Competency Based Assessment Application – Form No. 1711

☐ Verification from ASQA of current RTO status and relevant units of competency held

☐ Roads and Maritime HVCBA Accreditation Agreement - signed

☐ List of Provider Representative(s) and certified copy of Proof of Identity for each Provider Representative

☐ Written evidence of qualifications and experience of the RTO, demonstrating HVCBA knowledge and experience.

☐ Copy of ACN or ABN documentation

☐ Copy of Workers Compensation Insurance for not less than (as per Agreement)

☐ Copy of Public Liability Insurance (as per Agreement)

☐ Copy of Professional indemnity insurance (as per Agreement)

☐ Copies of Motor Vehicle Comprehensive Insurance for vehicles owned by the RTO that are used for training and/or assessment

☐ Schedule of comprehensive insurance policies used for Training and/or assessment by Assessors.

☐ Signed statement confirming resource capability to provide separated training and/or assessment services in NSW

**Note:** The Assessor cannot conduct both training and Assessment FCA
5. **Assessor Requirements**

When an Assessor is contracted by a Provider, the Assessor must meet the following Roads and Maritime Scheme Policy and Procedure requirements:

- Assessor Acknowledgement and Undertaking (Deed Poll vetted by Roads and Maritime Services (Attachment A + B of the HVCBA Accreditation Agreement)

- Meet the requirements of being a [Fit and Proper Person Guidelines](#)

- Current National Criminal Check Documentation *(issued within the last 12 months)*

- Current Australian Driver Licence

- Current NSW Driving Instructor Licence for the Class of Licence in which they will be training and/or assessing

- Copy of Professional indemnity insurance (as per Agreement)

- Copies of Motor Vehicle Comprehensive Insurance for vehicles owned by the Assessor that are used for training and/or assessment

- Copy of third party property insurance (as per Agreement)

- Evidence of completion of either TAEASS401 Plan assessment activities and processes, and TAEASS402 Assess competence or; TAAASS401 Plan and organise assessment and TAAASS402 Assess Competence, or an approved equivalent

- Successful completion of HVCBA Assessors training course provided by or approved by Roads and Maritime Services - (proof of completion required). *(Assessor must complete the approved Roads and Maritime HVCBA Assessor training course)*

- Successful completion of the [Roads and Maritime HVCBA Code of Conduct](#)

- Completed [Heavy Vehicle External User Account Request Form No 1802](#)

- Evidence of Heavy Vehicle Online Reporting System (HVCORS) Training Delivered by RTO