Frequently Asked Questions (FAQ) - Heavy Vehicle Competency Based Assessment (HVCBA) Regulatory Program - New Accreditation Agreement

May 2019

Changes to HVCBA Accreditation Agreement

- Why are we replacing the current HVCBA Accreditation Agreement with a new Agreement?
  - The current HVCBA Accreditation Agreement is being renewed on a month by month basis which limits the ability for long term planning by current RTOs.
  - Monthly renewal of the current HVCBA Accreditation Agreement is preventing the entry of new RTOs into the HVCBA program.
  - The current HVCBA Accreditation Agreement does not allow for effective Roads and Maritime oversight and management of the program.

- What are the key features of the new Accreditation Agreement?
  The new HVCBA Accreditation Agreement:
  - enables the development of performance measures for RTOs for ongoing re-accreditation.
  - enables RTOs and assessors to better plan workforce and capability requirements.
  - allows Roads and Maritime to work with industry to implement long-term improvements.
  - allows for new RTOs and Assessors to apply and be accredited; and
  - provides for a standardised Roads and Maritime Services led induction program for assessors.
  - will be valid for one (1) year with the option to renew for a further 12 months following completion of the first year.

- What clauses are changing (or being introduced) in the new Accreditation Agreement?
  - This information can be found in the HVCBA Industry Engagement Session Presentation. The presentation is located at https://www.rms.nsw.gov.au/business-industry/driving-instructors/heavy-vehicle-competency-based-assessment/index.html

- When can I access the new HVCBA Accreditation Agreement?
  - Information including the new Accreditation Agreement and the application package will be sent to all RTOs and Assessors via email on 24 May 2019.

- When will the new HVCBA Accreditation Agreement come into effect?
  - The new HVCBA Accreditation Agreement will come into effect on 1 July 2019.
HVCBA Accreditation Agreement Renewal Process Requirements and Timelines

- Do all existing RTOs have to renew their HVCBA Accreditation Agreement?
  - All existing RTOs that wish to continue offering HVCBA training and assessment must apply to renew their HVCBA Accreditation Agreement.

- I am a new RTO. How do I sign up to the new HVCBA Accreditation Agreement?

- Do all existing Assessors also have to sign a new Deed Poll for the new HVCBA Accreditation Agreement?
  - Yes. Assessors must sign a new ‘Acknowledgement and Undertaking’ (formerly referred to as a Deed Poll) with their respective RTOs.

Assessors must read the new HVCBA Accreditation Agreement and HVCBA Scheme Policies and Procedures before signing the Acknowledgement and Undertaking to ensure an understanding of their obligations under the agreement.

- If I am an existing RTO, by which date do I need to submit the application for renewing my current HVCBA Accreditation Agreement?
  - All existing RTOs must submit an application for the new HVCBA Accreditation Agreement by 14 June 2019 to be reaccredited by 1 July 2019.

- If I am a new RTO, by which date do I need to submit the application to be accredited for HVCBA?
  - There is no cut-off date for new RTO applications.
  - 14 June 2019 is the cut-off date for existing RTOs to roll over to the new agreement on 1 July 2019.
  - New RTOs will require a longer lead time for internal Roads and Maritime processes to be completed and will not be operational by 1 July 2019.

- If I am an RTO, what is the checklist of documents and requirements I need to submit with my Accreditation Agreement application?

  - There will also be an application guide in the application package along with all the templates, forms and spreadsheets that need to be submitted as part of the application.

- If I am an Assessor, what is the checklist of documents and requirements I need to submit with my Acknowledgement and Undertaking’ application?

  - If you are a new Assessor or you are an existing Assessor moving to or starting with a different RTO, you will need to supply all the documents listed in the ‘HVCBA Scheme...

- If you are an existing Assessor and remaining with your current RTO, you will need to make sure that your RTO has all the relevant documents on record and that they are current, not expired.
- If you have not completed the Roads and Maritime online Code of Conduct training, please contact the HVLReform@rms.nsw.gov.au team.

- When will Roads and Maritime confirm if my HVCBA Accreditation Agreement application is approved (or rejected)?
  - All RTOs will receive notification within two weeks from the time the application is received.

- If my application is rejected, how can I reach out to seek more feedback?
  - Please email HVLReform@rms.nsw.gov.au with your application details.

- If my application is accepted, how long will it be before I get access to relevant application systems (eg HVCORS)?
  - Immediate access to relevant application systems (eg HVCORS) will be provided for existing RTOs and Assessors.
  - For new RTOs, please allow for 28 days to be granted access rights to relevant application systems (eg HVCORS).
  - For existing Assessors moving to a different RTO, please allow up to five days for access rights to relevant application systems (eg HVCORS).

**Capability Development**

- What initiatives is Roads and Maritime undertaking to support the capability uplift of RTOs and Assessors?
  - A series of eight ‘Train the Trainer’ sessions have been delivered to more than 180 Assessors in both metropolitan and regional locations.
  - A new online Code of Conduct program has been introduced for Assessors.
  - Training updates and new fact sheets have been published.
  - Roads and Maritime will conduct further induction and ongoing refresher training for existing Assessors.

- Is there going to be an induction program for new RTOs and Assessors and if so, how do I enrol?
  - Roads and Maritime will introduce a new mandatory HVCBA Induction program for all new RTOs and Assessors. The timelines and invitations for the induction program will be communicated in due course.
  - The induction course will be delivered through a combination of e-learning and face to face instruction and assessment.

- Are Assessors now required to film all training course criteria?
  - No, there is no change to the criteria that is required to be captured on In-Cabin Camera. Roads and Maritime have included provision to enable possible further recording of training course criteria in clause 4.4 but this would only be implemented after further consultation with providers.
Will RTOs be required to issue a Statement of Attainment for each licence class?
- No, issue of a Statement of Attainment is not required for licence upgrade.

Why does Roads and Maritime continue to use the Heavy Vehicle DART test which is conducted under different criteria than HVCBA?
- HVCBA is the primary method of upgrading to a heavy vehicle licence in NSW. The Heavy Vehicle DART is conducted by Service NSW and should be restricted to those types of test that cannot be conducted under HVCBA ie Advanced Age, Drivers with a Disability or in areas where HVCBA is not provided. RMS continues to work with Service NSW to ensure that this is occurring.

What is the impact of Roads and Maritime organisation integration with Transport for New South Wales (TfNSW) on HVCBA Program?
- The NSW Government has announced its intention to integrate RMS with TfNSW, creating a single agency. It is expected that in the near future the Accreditation Agreements may be transferred from RMS to TfNSW. The HVCBA Accreditation Agreement and its clauses will continue to apply as 'business as-usual.'

What further improvements are being made to the HVCBA Program?
- Roads and Maritime is looking to introduce a number of improvements to the HVCBA Program (including more road-side audits and checks by Roads and Maritime, introduction of performance measures to better strengthen the program, identify alternatives to the Separation of Training and Assessment Clause 4.2d, and many other capability development initiatives).

Roads and Maritime has committed to ongoing consultation with RTOs and Assessors (through focus groups and technology trials) regarding further changes to the HVCBA program, which will be rolled-out progressively in a staged approach.