

Heavy Vehicle Competency Based Assessment Program - Minimum Training Course Hours

To provide clarification on HVCBA minimum training course hours as detailed on page 12 of the HVCBA Operating Procedures.

1. HVCBA Training Course definition

The HVCBA Accreditation Agreement defines the Training Course as:

A course to be provided to an Applicant to train that person in the driving of a Heavy Vehicle so that person is eligible and prepared to undertake an Assessment.

The HVCBA Accreditation Agreement defines the Assessment as:

A Final Competency Assessment (FCA) or a Competency Test (CT) as defined in the HVCBA Scheme Policies and Procedures, for a person who wants to obtain a Heavy Vehicle Licence.

2. The HVCBA Training course

Delivery of the HVCBA training course basically includes two major activities:

- a. Any training or instruction provided to an applicant who does not yet have the required skill level to enable demonstration of competence to the required standard. This applies to all relevant assessment criteria 1-15. Education and training of the applicant is provided by the Trainer/s to increase the skill level of the Applicant to the point where the Trainer/s is satisfied that assessment of the criteria may commence.

- b. Evaluation occurs once the applicant has the required foundation skills which enables the Trainer to assess the applicants competence against all relevant training course criteria. This is required to determine that the Applicant's skill level meets the minimum requirements for the Applicant to be eligible and prepared to undertake the FCA.

Once the applicant has successfully demonstrated competence for all relevant criteria, and the Learner Log-book and Certificate of Attendance have been completed, they are eligible to attempt an FCA.



3. Minimum Training Hours

The minimum Training Course time listed in the table on page 12 of the *HVCBA Operating Procedures* refers only to the part of the training course where the Trainer is evaluating whether the Applicant has reached the required skill level to be marked as competent for each specific criterion. This is a requirement for all applicants to be eligible to undertake the FCA. All

applicants must demonstrate competence for each relevant criterion under the required conditions, and to the required standard.

Under HVCBA applicants are provided credit for the skills (criteria) that are able to be performed correctly. This recognises that some Applicants require more or less training to achieve the required skill level to successfully complete training course criteria and to be eligible and prepared to undertake the FCA. Some applicants may already have the required skill level for some criteria before commencing training. Others may need more training on some criteria than others.

Delivery of the training course provides the flexibility to include prior learning and skill acquisition as part of the training component, while ensuring that the Trainer has spent enough time with the Applicant to determine that the Applicant has met the required competence for each of the 15 criteria.

Concurrent training and skill assessment

In recognition that some training and skill evaluation components can, and do, occur at the same time, training for one criterion is permitted at the same time as evaluation of other criteria.

Minimum Training Course hours may include the time spent evaluating the Applicant's skill level. Any time spent training other criteria outside of those particular criteria being evaluated may not be counted towards minimum training course hours.



4. What can and can't be included in minimum hours

Any time that is spent evaluating the skill level of an Applicant for the purpose of determining competence of those criteria may **be counted** in

the minimum training course hours.

Any time spent instructing on a criterion without any evaluation of any other criterion skill level **at the same time can't be counted** in the minimum training course hours.

For example, Bob is training and instructing Cameron to change gears (Criteria 5) during the training course. Cameron has limited experience with a manual gearbox, however Cameron has good existing skills in his ability to demonstrate controlled and safe braking (Criteria 6). Can Bob evaluate Cameron's demonstration of braking skills while training Cameron in changing gears?

- a. Yes, Bob can evaluate Cameron's braking skills while continuing to train on gear changing skills. The time spent evaluating braking skills can be included in the minimum training time.
- b. Once Cameron has improved his gear changing skills sufficiently, evaluation of Criteria 5 may occur. The time spent evaluating can be counted toward minimum training course time.