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

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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 in writing to the RMS so as to become an RMS approved RTO.

**Note:** The RTO must have at least one representative nominated on their Service Provider Agreement at all times that:

- Holds a current unrestricted Heavy Rigid driver licence or equivalent. They must also be unrestricted if assessing a HR or higher class that is in a manual (non synchromesh) i.e. not conditioned B.
- Trained in RMS HVCBA scheme.
- Representative can be RTO CEO (or equivalent), or a Senior Executive, or both.
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:

- Documentation from ASQA verifying the bona fide Training Organisation
- Roads and Maritime HVCBA Accreditation Agreement - signed
- List of Provider Representative(s) and Proof of Identity for each Provider Representative
- Evidence of a current unrestricted Heavy Rigid driver licence or equivalent
- Written evidence of qualifications demonstrating HVCBA knowledge
- ACN or ABN Certificate
- Workers Compensation Insurance for not less than (as per Agreement)
- Public Liability Insurance (as per Agreement)
- Professional indemnity insurance (as per Agreement)
- Motor Vehicle Comprehensive Insurance (must be submitted annually, within four weeks of renewal)
- Signed statement confirming resource capability to provide separated training and/or assessment services in NSW
- Confirmation of attendance RTO representatives have attended a Roads and Maritime Code of Conduct approved awareness training
- Completed Roads and Maritime Code of Conduct certification
- Completed Heavy Vehicle, Older Driver and Rider Training External User Account Request Form No 1726
- Completed Registered Training Organisation Heavy Vehicle Competency Based Assessment Application – Form No. 1711

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 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

- 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 *(proof of completion required).*

- Completed Heavy Vehicle, Older Driver and Rider Training External User Account Request Form No 1726

- Meet all Provider contractual requirements

- Competent user of Heavy Vehicle Online Reporting System (HVCORS) *(applicable to Assessors currently within the HVCBA Scheme)*

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