HVCBA Scheme Document: HVGDE003

Guide

Heavy Vehicle Competency Based Assessment

Conducting HVCBA Assessments
Version 2.0
07/07/2015
Bribery is against the law
Most people involved with issuing and obtaining a licence are honest.
You are reminded that you must not offer your assessor money, gifts or other favours and that your assessor must not ask you for money, gifts or favours in order to gain a heavy vehicle driver licence without fully demonstrating your driving ability to the criteria requirements.

These practices are illegal
Penalties are severe and include fines and imprisonment. All cases of corruption will be investigated and strong action will be taken against all those involved. If you know or believe that anyone has got or is about to get a heavy vehicle driver licence by offering or responding to a request for a bribe
– or if you suspect or know of any other corruption involving another applicant, driving instructor or assessor, telephone:

Authority contact details:
• The Roads and Maritime Services (RMS) on 1800 043 642
• The Independent Commission Against Corruption (ICAC) on (02) 8281 5999

Code of Conduct
The Code of Conduct for the Heavy Vehicle Competency Based Assessment Industry is a standard issued by Roads and Maritime Services (RMS) to Registered Training Organisations (Providers) that have been accredited by RMS to conduct assessments of applicants for heavy vehicle licences. It is issued by RMS under clause 2.6(a)(i) of the Accreditation Agreement for Heavy Vehicle Competency Assessment (Accreditation Agreement).

Under the Accreditation Agreement, each Provider is required to:
• comply with the standards of behaviour set out in the Code of Conduct; and
• ensure that any Assessors engaged by it also comply with the standards of behaviour set out in the Code of Conduct.

As an Assessor, you are reminded that you are required to comply with the Code of Conduct.
A Provider and/or Assessor found to have breached the Code of Conduct may be subject to penalties and/or suitability to continue to perform Assessments may be reviewed by RMS.
# TABLE OF CONTENTS

1. Purpose ................................................................................................................................................. 4  
2. Applicant strategies for completing HVCBA Training and Assessment .................................................. 4  
3. Overview of Training and Assessment processes ..................................................................................... 4  
   3.1 Training and Assessment ..................................................................................................................... 4  
   3.2 Final Competency Assessment (FCA) and Competency Test (CT) ...................................................... 4  
4. Vehicle pre-assessment check list ............................................................................................................ 5  
5. Pre-assessment check of applicant ........................................................................................................... 6  
6. Conducting assessments ............................................................................................................................. 6  
   6.1 Some specific requirements during criteria assessments ......................................................................... 6  
   6.2 Use of check sheets ............................................................................................................................... 7  
   6.3 Responsibilities in signing off criteria .................................................................................................. 7  
   6.4 NSW Exemptions .................................................................................................................................. 7  
   6.5 Safety during assessments .................................................................................................................... 7  
   6.6 Certificate of Attendance ..................................................................................................................... 7  
7. FCA/CT bookings ..................................................................................................................................... 7  
   7.1 FCA/CT booking process ....................................................................................................................... 7  
   7.2 Making changes to nominated FCA/CT Times ..................................................................................... 7  
   7.3 Cancellation of FCA/CT ....................................................................................................................... 7  
8. Conducting FCAs/CTs ............................................................................................................................... 8  
   8.1 General requirements ............................................................................................................................ 8  
   8.2 Overview of FCA/CT process ............................................................................................................... 8  
   8.3 Time and Location requirements ......................................................................................................... 8  
   8.4 Audits during FCA/CT ......................................................................................................................... 9  
   8.5 In-cabin camera requirements ............................................................................................................ 9  
9. Reporting completed criterion .................................................................................................................... 10  
10. Completing the HVCBA Learner’s Log Book ......................................................................................... 10  
11. Completing the HVCBA Assessor’s Log Book ....................................................................................... 11  
12. Reporting results to the Applicant .......................................................................................................... 11  
13. Reporting FCA/CT results to Roads and Maritime ................................................................................ 11  
14. Appendices ............................................................................................................................................. 12  
   14.1 Terms and Abbreviations ................................................................................................................... 12  
   14.2 Introductory Assessment Script ......................................................................................................... 13  
   14.3 Post-Assessment Script ..................................................................................................................... 14  
   14.4 Self-disclosure of non-compliance form ............................................................................................ 15  
   14.5 Certificate of Attendance .................................................................................................................. 18
1. Purpose

The purpose of this document is to:

- Document the procedures and requirements to be followed, when conducting Heavy Vehicle Competency Based Assessment.

**Note:** Read these guidelines in conjunction with HVDGE002 HVCBA Assessment Standards and Requirements.

2. Applicant strategies for completing HVCBA Training and Assessment

An Applicant is free to decide his/her own program to achieve completion of the HVCBA process (or through Recognition of Prior Learning through a Competency Test).

An Applicant may decide to:

- Take driving instruction or private tuition prior to commencing assessment
- Have no instruction or driving experience in the vehicle class before taking an assessment
- Elect to undertake a Competency Test (excludes class HC and MC)
- Elect to undertake an FCA after successful completion of assessment criteria
- Take combined driving instruction and assessment with an Assessor
- Take driving instruction and/or private instruction (not with an Assessor) between assessments.

An Assessor is expected to take every opportunity to assess an Applicant concurrently during driving instruction. Assessors should conduct assessments efficiently, taking the minimum time necessary, without lowering standards by ‘short cuts’ on required procedures.

3. Overview of Training and Assessment processes

**NOTE:** As per Clause 4.2(d) of the HVCBA Accreditation Agreement, RTOs must ensure that the Assessor that conducts an Applicant’s Assessment (FCA/CT) is not the same person who delivered the Training Course (Applicable Assessment Criteria 1-15) for that Applicant.

3.1 Training and Assessment

- Vehicle pre-assessment check
- Applicant pre-assessment check
- Conduct Training and Assessment
- Debrief and provide results to Applicant
- Complete Learner and Assessor Log Books
- Issue a Certificate of Attendance (Appendix 14.5) to applicant on successful completion of relevant assessment criteria 1 to 15
- Report completed criterion to Roads and Maritime

3.2 Final Competency Assessment (FCA) and Competency Test (CT)

- Report FCA/CT booking to Roads and Maritime
- Vehicle pre-assessment check
- Applicant pre-assessment check
- Conduct FCA/CT
- Complete Learner and Assessor Log Books
4. Vehicle pre-assessment check list

It is the responsibility of Assessors to ensure that all vehicles used for HVCBA must be currently registered, roadworthy and in good condition.

The following table provides a basic pre-assessment checklist. For more detailed information on vehicle roadworthiness, please refer to the *Heavy Vehicle Driver’s Handbook*.

<table>
<thead>
<tr>
<th>Vehicle Pre-assessment check list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wheels &amp; Tyres</strong></td>
</tr>
<tr>
<td>✓ Wheel nuts or lugs must not be missing.</td>
</tr>
<tr>
<td>✓ Tyres must comply with minimum tread depth requirements.</td>
</tr>
<tr>
<td>✓ Dual rear tyres must not be touching.</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>✓ Vehicles must be registered and must display a current registration label if applicable.</td>
</tr>
<tr>
<td><strong>Lights</strong></td>
</tr>
<tr>
<td>✓ Lights must be clean and complete (not broken or missing).</td>
</tr>
<tr>
<td>✓ Brake, indicator and all other lights must work.</td>
</tr>
<tr>
<td><strong>Signs</strong></td>
</tr>
<tr>
<td>✓ Vehicles with a Gross Vehicle Mass (GVM) of more than 12 tonnes and trailers with a GTM exceeding 10.0t must be fitted with the appropriate and complying marking plates at the rear of the vehicle.</td>
</tr>
<tr>
<td>✓ All number plates must be visible, undamaged and clean.</td>
</tr>
<tr>
<td><strong>Windscreen &amp; windows</strong></td>
</tr>
<tr>
<td>✓ Windows must be clean and open correctly and must not be broken or cracked.</td>
</tr>
<tr>
<td>✓ Windscreens must be clean and must not be broken or cracked so as to obscure the driver’s or Assessor’s vision.</td>
</tr>
<tr>
<td><strong>Bodywork</strong></td>
</tr>
<tr>
<td>✓ Bodywork must not have any jagged or protruding parts likely to cause injury.</td>
</tr>
<tr>
<td>✓ All doors must open and close properly.</td>
</tr>
<tr>
<td><strong>Mirrors</strong></td>
</tr>
<tr>
<td>✓ External mirror glass must not be cracked or broken and must be clean.</td>
</tr>
<tr>
<td>✓ All mirrors should be properly secured.</td>
</tr>
<tr>
<td><strong>Suspension &amp; Leaks</strong></td>
</tr>
<tr>
<td>✓ Vehicle springs should not be broken or loose.</td>
</tr>
<tr>
<td>✓ Vehicles should not have excessive fluid leaks.</td>
</tr>
<tr>
<td>✓ Vehicles should not have excessive exhaust emissions.</td>
</tr>
<tr>
<td><strong>Cabin</strong></td>
</tr>
<tr>
<td>✓ Cabin should be clean.</td>
</tr>
<tr>
<td>✓ Seats should be in good condition, clean and adjustable.</td>
</tr>
<tr>
<td>✓ Cabin should be sealed from engine and fuel areas.</td>
</tr>
<tr>
<td><strong>Seat belts</strong></td>
</tr>
<tr>
<td>✓ A complying retractable lap/sash seat belt must be fitted to the front passenger seat. (This is not a requirement for buses and coaches).</td>
</tr>
<tr>
<td>✓ Seatbelts must work properly and must not be damaged.</td>
</tr>
<tr>
<td>✓ Legal requirements for the wearing of seat belts must be observed.</td>
</tr>
</tbody>
</table>
5. Pre-assessment check of applicant

It is the responsibility of the Assessor to ensure the Applicant is legal to drive on the road. Before conducting each assessment the Assessor conducting the assessment must visually check and verify Applicant details including using HVCORS (HVCORS check is not required for interstate Applicants).

The below table provides a pre-assessment checklist. If there is doubt concerning any of the items, the training or assessment is not to proceed until the problem/issue has been rectified.

<table>
<thead>
<tr>
<th>Applicant pre-assessment check list</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ The Applicant holds a current Australian Driver Licence and is recognisably the person depicted on the licence</td>
</tr>
<tr>
<td>✓ The Applicant is wearing glasses or contact lenses, if required</td>
</tr>
<tr>
<td>✓ The Applicant is not in contravention of any licence condition</td>
</tr>
<tr>
<td>✓ The Applicant is eligible to do HVCBA.</td>
</tr>
<tr>
<td>Log Book</td>
</tr>
<tr>
<td>✓ Is current</td>
</tr>
<tr>
<td>✓ Is for the correct licence class</td>
</tr>
<tr>
<td>✓ Has been issued by the RMS to the applicant</td>
</tr>
<tr>
<td>✓ The Applicant’s signature is the same on both the Learner’s Log Book and driver’s licence.</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES**

- An Assessor is not permitted to conduct assessments if the Applicant does not bring his/her current Log Book and Driver Licence to the session.
- Assessments cannot be conducted for a person who holds a Class C Learner Licence regardless of whether or not it is endorsed.

6. Conducting assessments

6.1 Some specific requirements during criteria assessments

**Manoeuvres**

Due to licensing requirements the Assessor must be in the vehicle at all times an Applicant is operating the vehicle. While some manoeuvres may be more readily assessed with the Assessor out of the vehicle e.g. coupling and uncoupling, this can only be done when the procedures take place on private property which is not publicly accessible. The Assessor may get in and out of the vehicle simultaneously with the Applicant provided the vehicle is secured.

**Vehicle Doors**

Truck cabins, cargo doors and all bus doors are to be shut at all times when vehicles are in motion.

On road or road related areas open to the public an Applicant must have an accompanying driver with the appropriate class of licence seated next to them. Assessors are warned that many so-called off-street areas may in fact be public roads and the accompanying licensed driver requirements apply.
6.2 Use of check sheets
There is a Criteria Checklist in the HVCBA Guide which is designed to assist Assessors in managing an assessment.
The Criteria Checklist should be used on-road to record progress of criteria assessments.

6.3 Responsibilities in signing off criteria
When signing off a criterion, an Assessor is declaring he/she has assessed the owner of the Log Book in accordance with all HVCBA Scheme requirements. If this is found not to be the case then it will be considered a serious breach of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment.

6.4 NSW Exemptions
RTOs are delivering nationally recognised training and will therefore be required to complete all of the Criteria to award the qualification. Alternative assessment methods can be proposed and exemptions offered if conditions do not allow for a particular criterion to be assessed (eg geographical locations where hills do not exist). The Austroads National Assessment Guide indicates where these situations may occur. Exemptions will only be valid if in writing.

NSW providers are exempt without a written exemption from the loading dock simulation statement “The Applicant must commence reversing from the correct side of the road and not reverse across lane”, provided the manoeuvre is completed in a safe and legal way.

6.5 Safety during assessments
An Assessor may terminate an assessment at any time he/she considers that an Applicant’s driving is unsafe. An assessment is not to proceed for specific criteria assessment which requires road and traffic conditions in which the Assessor considers the driver will be unsafe.

The Assessor is in charge of the operation and the assessment criteria proceeds at the pace set by, and to the requirements of, the Assessor.

6.6 Certificate of Attendance
At the successful completion of all Assessment Criteria, relevant for the class of licence attempted, the Assessor is to complete a Certificate of Attendance which must be presented to the second Assessor conducting the FCA. A copy of this certificate should be retained for audit purposes.

7. FCA/CT bookings

7.1 FCA/CT booking process
It is the responsibility of the RTO/Assessor conducting the FCA to complete the eligibility check for the Applicant and make the FCA/CT booking. An Applicant’s FCA/CT booking must be entered in HVCORS by an Assessor/RTO administrator with a minimum of 48 hours notice.

7.2 Making changes to nominated FCA/CT Times
An application to bring forward any previously notified FCA/CT time will only be approved if the application is made outside of the 48 hour minimum time requirement.
Any request to bring forward a time, made within the 48 hours, will not be approved unless there are extenuating circumstances.

7.3 Cancellation of FCA/CT
Cancellation of the FCA/CT must be made no later than 1 hour before the due time of commencement.
Failure to cancel a FCA/CT as required is a breach of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment. Cancellations, without genuine reason, may result in the issue of an “Unsatisfactory Audit Report” or a “Breach of Contract Notice”.

Guide: Conducting HVCBA Assessments
Version: 2.0
Publication number RMS 14.418
Effective date: 01/09/2015
UNCONTROLLED WHEN PRINTED
NOTE:
There are some circumstances in which HVCORS cannot be used. Please refer to HVGDE005 Using the Heavy Vehicle Competency Online Reporting System for further details.

IMPORTANT NOTE:
When a FCA/CT has been cancelled, a further 48 hour’s notice must be given of the rescheduled FCA/CT. Failure to comply with this requirement is a Breach of The Accreditation Agreement and may result in action being taken under provisions of the Accreditation Agreement for Heavy Vehicle Competency Based Assessment.

8. Conducting FCAs/CTs

8.1 General requirements
- Details of the assessment process requirements are provided in the Austroads National Heavy Vehicle Assessment Guide.
- Locking pins on truck and trailer combinations, presented for an FCA/CT, must be in the released position at all times throughout the conducting of that FCA/CT.
- Provider must ensure that the Assessor who conducts the Applicants Assessment (FCA/CT) is not the same person who delivered the Training Course. Included is any training provided to an Applicant prior to the conduct of an FCA/CT. This is defined as training provided to prepare an Applicant for an Assessment.

8.2 Overview of FCA/CT process
- Assessor checks of Applicant and vehicle
- Off-road component of FCA/CT (if applicable)
- Pre-operational check (if applicable)
- Camera set-up/switch on
- Introductory assessment script
- On-road component of FCA/CT
- Post-assessment script and results
- Camera switch-off

Please refer to the appendix of this document for following information:
- Introductory Assessment Script
- Post-Assessment Script

8.3 Time and Location requirements
All entries must be recorded in 24 hour ‘Army’ timekeeping form, i.e 5:00pm becomes 1700hrs
- An FCA/CT must start and finish at the same location in New South Wales, and may only be conducted between the hours of 07:00 to 19:00 seven days per week.
- The latest time an FCA can commence is 18:00 hours. The latest time a CT can commence is 15:00 hours.
- The CT has a minimum duration of 90 mins on road and additional off road components which can total more than 2½ hours.
- The latest time a CT for a Condition B removal can commence is 18:00 hours.
- Deviations from the nominated route due to prevailing road and traffic conditions or if an applicant misinterprets a direction will be acceptable. Assessors must ensure that the FCA/CT returns to the nominated route as soon as practicable. All CT/ FCA requirements must still be met.

8.4 Audits during FCA/CT

- Prior to the commencement of a CT/FCA the Assessor must explain to the Applicant that a Roads and Maritime Auditor may arrive to audit this assessment, and that the Auditor is monitoring the Assessor’s performance and to ensure that the applicant has achieved the require level of competence to ensure the delivery of HVCBA meets all requirements.

- The Assessor must wait for an Auditor at the nominated point and at the nominated start time. If after the nominated time, an Auditor has not arrived the Assessor will conduct the FCA. If a Roads and Maritime Auditor is present to conduct an audit of the FCA all assessment criteria relevant to the licence class is conducted. In addition the Auditor will nominate one extra criterion to be assessed during the FCA (1, 2, 11, 13 or 14)

- The result of a FCA/CT will be determined by using the scoring system documented in the Austroads National Heavy Vehicle Assessment Guide. The outcome of the FCA/CT should be briefly discussed between the Assessor and Auditor, prior to the result being given to the Applicant, and not in the presence of the Applicant. If during a FCA/CT, the Assessor’s result differs from an Auditor’s result, the Auditor’s result will be final. The result must be given to the Applicant without undue delay.

- When the FCA/CT has been conducted, all sections of the Applicant’s Log Book are completed by the Assessor conducting the FCA/CT. The ‘Criteria Assessment Session Record’ of the Applicant’s Log Book is completed as follows, depending on who conducted the assessment;
  - By the Assessor, if the Assessor conducted the FCA/CT alone
  - By the Auditor, if the Auditor conducted the FCA alone
  - By both the Assessor and Auditor if both are present during the FCA/CT.

- The Applicant is required to sign the FCA/CT Log Book page each time an FCA/CT is conducted.

- Irrespective of who conducts the FCA/CT, upon successful completion, the Assessor is required to fill out the Assessor’s Log Book and report the result via the ‘Heavy Vehicle Criteria Online Reporting System’ (HVCORS) within 24 hours.

- If a FCA/CT is unsuccessful advice of subsequent FCA’s/CT’s for the same Applicant is required by Roads and Maritime. Subsequent booking must be made with a minimum of 1 hour prior to commencement. The subsequent FCA/CT is to be conducted by the same Assessor who conducted the original booked FCA/CT or 48 hours notice will be required for a change of Assessor.

- If a FCT/CT is terminated, advice of subsequent FCA’s/CT’s for the same Applicant is required by Roads and Maritime. Subsequent bookings must be made with a minimum of 1 hour prior to commencement. The subsequent FCA/CT is to be conducted by the same Assessor who conducted the original booked FCA/CT or 48 hours notice will be required for a change of Assessor.

**NOTE:**
The same start and finish location is required for the subsequent FCA/CT if it is being conducted within 12 hours of the prior booked FCA/CT.

8.5 In-cabin camera requirements

RTOs are contractually obliged to monitor and record HVCBA on-road components of all FCAs/CTs conducted, including the introductory and post-assessment scripts (refer to Appendix 14.2 and 14.3) via in-cabin video cameras, as specified by Roads and Maritime. A video camera must be in operation inside the cabin of the vehicle during the FCA/CT in order to capture and record the end-to-end on road assessment.
9. Reporting completed criterion

On completion of a criteria session Assessors must report completed criteria to the RMS via the Heavy Vehicle Criteria Online Reporting System (HVCORS) within 24 hours.

NOTE:
There are some circumstances in which HVCORS cannot be used. Please refer to HVGDE005 Using the Heavy Vehicle Competency Online Reporting System.

10. Completing the HVCBA Learner’s Log Book

The Applicant must bring his/her HVCBA Learner Log Book to every instruction or assessment session. Both the Assessor/s and Applicant must sign off successfully completed criteria at the end of each session. When the Applicant has completed all criteria for the licence class applicable to the Log Book the Assessor completing the final Training and Assessment session must complete the final Assessor certification on page 3. At the completion of the FCA/CT both the Assessor and Applicant must sign the logbook. If the FCA is conducted by a Roads and Maritime Auditor, at the end of the session only the Auditor and Applicant are required to sign off the assessment.

The Log Book must be filled in so that all entries can be read clearly. When entering time details, the 24 hour ‘Army’ system must be used, i.e. 5:00pm becomes 1700 hours. Correction fluid (white out) must not be used to alter any Log Book entries.

The Learner’s Log Book is filled in for:
- Driving instruction/practice
- HVCBA assessments
- Final Competency Assessment / Competency Test
- Assessor certification.

Driving instruction/practice
In the case of driving instruction or practice, the accompanying driver is to fill in details of any instruction or practice in the Your Personal Driver Training and Assessment Record section of the Log Book.

HVCBA assessment
In the case of assessments, the Assessor must complete the Criteria Assessment Session Record section of the Log Book for whichever criteria have been achieved. The Assessor must also tick the successful criterion in the Record of Completed Criterion section and enter details of both successful and unsuccessful criteria in the section Your personal driver training and assessment record.

For each assessment session, session details with all successful criteria must be completely filled out and signed off in the Learner’s Log Book.
11. Completing the HVCBA Assessor’s Log Book

The Assessor’s Log Book must be filled in so that all entries can be read clearly. When entering time details, the 24 hour “Army” timekeeping form must be used, (i.e. 5:00pm becomes 1700 hours). Correction fluid (white out) must not be used to alter any Log Book entries.

An Assessor must record all completed criteria in his/her Assessor’s Log Book. This Log Book is for use by an individual Assessor.

The Assessor’s Log Book:

- Provides a record of an Assessor’s activity
- Is retained by an Assessor or his/her organisation and is auditable by Roads and Maritime
- Provides a record which is to be used to report completed criterion to Roads and Maritime via HVCORS
- Provides a record of the number of FCA/CT’s conducted for each Applicant
- Provides a back-up of Applicant’s records in case of loss or discrepancies in an Applicant’s HVCBA Log Book.

The Assessor’s Log Book must be filled out at the end of each assessment session to show successfully completed criterion and is used when reporting completed criterion to Roads and Maritime via HVCORS.

NOTE:
Successful and unsuccessful score sheets must be retained with the Assessor’s records.

12. Reporting results to the Applicant

The Applicant is issued with both a HVCBA Learner’s Log Book and a HVCBA Guide which includes the full individual criteria statements and check sheets.

The Assessor must mark results into the HVCBA guide for any criteria that have been assessed.

The HVCBA guide is to be marked with a tick or cross in the boxes for individual criteria.

The result of the assessment should be marked on the check sheets. Marking in the HVCBA guide is not recognised as an official record. It is purely a performance indicator. The Applicant will then have written indication of what has been done correctly and where he or she is not yet proficient.

13. Reporting FCA/CT results to Roads and Maritime

On completion of an FCA/CT, Assessors must report results to Roads and Maritime via the Heavy Vehicle Criteria Online Reporting System (HVCORS) within 24 hours.

NOTE:
There are some circumstances in which HVCORS cannot be used. Please refer to HVGDE005 Using the Heavy Vehicle Competency Online Reporting System.
### 14. Appendices

#### 14.1 Terms and Abbreviations

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Individual undertaking training and assessment</td>
</tr>
<tr>
<td>Clause 4.2(d)</td>
<td>Where an applicant has undertaken a Training Course provided by Provider, Provider must ensure that the Assessor that conducts that Applicant's Assessment is not the same person who delivered the Training Course for that Applicant</td>
</tr>
<tr>
<td>Certificate of Attendance</td>
<td>Certificate issued to an Applicant after the successful completion of the Training Course</td>
</tr>
<tr>
<td>CT</td>
<td>Competency Test</td>
</tr>
<tr>
<td>FCA</td>
<td>Final Competency Assessment</td>
</tr>
<tr>
<td>GCM</td>
<td>Gross Combination Mass</td>
</tr>
<tr>
<td>GVM</td>
<td>Gross Combination Mass</td>
</tr>
<tr>
<td>GTM</td>
<td>Gross Trailer Mass</td>
</tr>
<tr>
<td>HVCORS</td>
<td>The Heavy Vehicle Criteria Online Reporting System (HVCORS) is a secure, audited system that allows Heavy Vehicle Competency Based Assessors and RTO administrators to report results of completed criteria assessments directly to the RMS. Refer to HVGDE005 Using the Heavy Vehicle Competency Online Reporting System for instructions on using the system.</td>
</tr>
<tr>
<td>RTO</td>
<td>Registered Training Organisation</td>
</tr>
<tr>
<td>Training course</td>
<td>Means a course to be provided to a person to train that person in the driving of a Heavy Vehicle so that the person is eligible and prepared to undertake an Assessment</td>
</tr>
</tbody>
</table>
14.2 Introductory Assessment Script

Instructions:
The following script is to be read out by the Assessor at the beginning of each FCA/CT.
Please ensure that the pre-assessment checks have been conducted on the applicant and the vehicle being used for assessment.
Set up the camera and turn it on. Please follow the RTO Business Procedures for detailed instructions.
Once you have the information for the following blanks available, you can read out the script.

---Beginning of Introductory Assessment Script---
I have performed a check on the FCA/CT video camera. It is fully functional and has been turned on.

A pre-assessment check has been conducted on the applicant’s status including verification that the applicant holds a current Australian Driver’s licence and is recognisably the person depicted on the licence. (Hold the licence in front of the camera so it is legible and hold it in position for five seconds for video capture) I have checked the condition of the vehicle, as per the HVCBA Business Procedures Manual.

My name is ……………………………………………… and
my assessor number is …………………………………
I am now about to conduct the FCA/CT for …………………………………………………
The applicant's licence number is ……………………………… and
the FCA/CT booking ID / Manual Booking Reference number is ………………………..The vehicle being used for this assessment has been supplied by the ………………… (RTO/assessor/applicant).
This FCA/CT is for licence class ………
The vehicle registration number and state is …………………………………
The location and route being used for this assessment is ……………………………
The date today is ……………………………
The time now is …………………
The current odometer reading is ……………….. kms.

(Question to the applicant) – It is mandatory that a video camera is used in the cabin of vehicles to capture the on-road components of the FCA/CT as per the HVCBA Accreditation Agreement between Roads & Maritime Services and Registered Training Organisations. This surveillance will be conducted in accordance with the Surveillance Devices Act, Workplace Surveillance Act and Privacy and Personal Information Protection Act. Do you provide consent for this assessment to be recorded?

We are now about to begin the assessment. Are you ready to drive?

---End of Introductory Assessment Script---
14.3 Post-Assessment Script

Instructions:

The following script is to be read out by the assessor at the end of each FCA/CT conducted by Heavy Vehicle Licensing Assessors that work for RTOs holding a HVCBA Accreditation Agreement with RMS.

Please ensure that the on-road components of the assessment have been completed and the in-cabin video camera is still on.

Once you have the information for the following blanks available, you can read out the script.

---Beginning of Post-Assessment Script---

We have now come to the end of the on-road components of the assessment.

The time now is ....................

The current odometer reading is ................. kms.

The result of this assessment is ............... (PASS/FAIL)

The number of errors made in each section is

Section A - ........ Description of error/s.................................................................

Section B - ........ Description of error/s.................................................................

Section C - ........ Description of error/s.................................................................

Section D - ........ Description of error/s.................................................................

Section E - ........ Description of error/s.................................................................

(Question to the applicant) – Do you have any questions or comments before we finish recording?

The camera is now being turned off.

---End of Post-Assessment Script---
14.4 Self-disclosure of non-compliance form
A video camera must be in operation inside the cabin of the vehicle during FCA/CTs in order to capture and record the end-to-end on road assessment. In the event that a camera is identified as being not fully functional after the first 20 minutes of the FCA/CT, the FCA/CT can be continued, however this form must be completed by the Assessor and RTO and submitted to Roads and Maritime by the RTO.

The Assessor must complete Section A and then submit the form to the RTO within 24 hours of the FCA/CT. The RTO must complete Section B and then email completed form to in-camera.non-performance@rms.nsw.gov.au within three days of the FCA/CT.

Note: While Roads and Maritime collect and analyse data in regard to in-cabin camera non-compliance, it remains the RTO’s responsibility of managing the individual performance of their Assessors and RTOs must ensure that future incidents of in-cabin camera non-compliance do not recur.

### Section A - To be completed by the Assessor and submitted to RTO within 24 hrs of FCA/CT

<table>
<thead>
<tr>
<th></th>
<th>Details of Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
</tr>
<tr>
<td>1.1</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Assessor Number</td>
</tr>
<tr>
<td>1.3</td>
<td>Address</td>
</tr>
<tr>
<td>1.4</td>
<td>Contact Number</td>
</tr>
<tr>
<td>1.5</td>
<td>Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Details of assessment</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>FCA or CT?</td>
</tr>
<tr>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Assessment booking ID / Manual Booking Reference number</td>
</tr>
<tr>
<td>2.3</td>
<td>Assessment Date</td>
</tr>
<tr>
<td>2.4</td>
<td>Assessment Time</td>
</tr>
<tr>
<td>2.5</td>
<td>Route undertaken</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Details of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Name</td>
</tr>
<tr>
<td>3.1</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Licence Number</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Details of non-compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>State what the non-compliance is</td>
</tr>
<tr>
<td>4.1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Reason (attach separate sheet if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td></td>
</tr>
</tbody>
</table>
### Section B - To be completed by the RTO, then form emailed to in-camera.non-performance@rms.nsw.gov.au within three days of FCA/CT

<table>
<thead>
<tr>
<th>5</th>
<th>Details of RTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>RTO Name</td>
</tr>
<tr>
<td>5.2</td>
<td>Address</td>
</tr>
<tr>
<td>5.3</td>
<td>Name of RTO contact person</td>
</tr>
<tr>
<td>5.4</td>
<td>Contact Number</td>
</tr>
<tr>
<td>5.5</td>
<td>Email</td>
</tr>
<tr>
<td>5.6</td>
<td>Date this form was received from the Assessor</td>
</tr>
</tbody>
</table>

| 5.7| RTO's action plan to address non-compliance by the Assessor and timeframe for implementation (attach separate sheet if required) |

| 5.8| RTO contact person signature |
| 5.9| Date |

### Section C - Roads and Maritime Services Internal use only

<table>
<thead>
<tr>
<th>6</th>
<th>RMS Internal Details</th>
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<tbody>
<tr>
<td>6.1</td>
<td>Date this form was received from the RTO</td>
</tr>
<tr>
<td>6.2</td>
<td>Details of previous form submission from this Assessor</td>
</tr>
<tr>
<td>6.3</td>
<td>Details of previous form submission from this RTO</td>
</tr>
</tbody>
</table>
14.5 Certificate of Attendance
CERTIFICATE OF ATTENDANCE

This is to certify that

______________________________________________
Full name of applicant

______________________________  __________________
Licence Number                 State of issue e.g. NSW, QLD, VIC, ACT

Has successfully passed the HVCA Training Course

[Tick one box]                  [Tick one box]

☐ Automatic                     ☐ LR
☐ Synchronesh                   ☐ MR
☐ Constant mesh (crash) gear box ☐ HR

______________________________________________  ________________
Name of RTO - Block letter please   RTO - Code Number

Conducted at ______________________ on ______________________

Location ______________________   Date of Completion ______________________

Assessor ______________________   Applicant ______________________

(Signature)                      (Signature)

Name of Assessor ________________   Instructor Licence Number ________________

Jude Martin Etuka / Manager Enrolment Training   J - Martin Etuka

This certificate is not a licence. It does not authorise the holder to drive a motor vehicle.