From 1 September 2015, Registered Training Organisations (RTO) and Heavy Vehicle Competency Based Assessors (HVBCA) must comply with a new requirement of the Heavy Vehicle Competency Based Assessment (HVCBA) Scheme, Clause 4.2(d), which separates the training and assessment roles of Assessors.

### 1. What is happening?

On 1 September 2015, Roads and Maritime implemented Clause 4.2(d) of the HVBCA Accreditation Agreement, which states that the RTO must ensure that the Assessor who delivers an Applicant’s training course cannot be the same person that conducts the final assessment.

### 2. Why are changes required?

By separating the training and assessment roles of Assessors, Roads and Maritime aims to improve the integrity of the HVCBA Scheme by mitigating fraud and corruption risk, and conflict of interest.

### 3. Are there any variations to this clause?

Roads and Maritime has acknowledged that there are identified locations and specific situations within NSW where an RTO / Assessor may have difficulty complying with the requirements of the Clause 4.2(d). In these situations, RTOs may submit an application for a high risk variation to the requirements of Clause 4.2(d). Applications must be submitted on the HVBCA 4.2(d) High Risk Variation Form with the required supporting documentation. Applications will be assessed by Roads and Maritime against a stringent list of criteria. For more information see Specification: Separation of Training and Assessment.

### 4. How has industry been engaged?

Consultation with registered training organisations and major industry bodies commenced in November 2014. Roads and Maritime also held a series of road shows across NSW in July 2015, which were attended by industry representatives, registered training organisations and assessors at North Sydney, Wagga Wagga, Dubbo and Tamworth.
Roads and Maritime will continue to engage and collaborate with the industry to ensure that everything the agency does is of the highest standard.

5. How does the new scheme affect the current RTO courses and their applicants?

Throughout the consultation period, RTOs were advised to revise their course program to reflect the new scheme and to inform current applicants of changes to training and assessment.

6. What does this mean for RTOs and assessors?

From 1 September 2015, RTOs will be responsible for:

- Assuring Roads and Maritime that the Assessor who conducts an Applicant's assessment is not the same person who delivered the training course for that Applicant
- Ensuring Assessors are aware of the requirement for separation of training and assessment, and changes to responsibilities for conducting Applicant eligibility checks, reporting and recording training course and assessment results
- Ensuring the Assessor conducts the competency bases assessments are in accordance with in-cabin camera requirements.

Assessors delivering the training course are responsible for:

- Conducting the Applicant’s eligibility check
- Conducting the training course and recording results
- Completing the log book
- Issuing a Certificate of Attendance.

Assessors conducting the assessments are responsible for:

- Conducting the Applicant’s eligibility check
- Booking the Final Competency Assessment/Competency Test
- Conducting and recording the results of the Final Competency Assessment/Competency Test
- Completing the log book
- Issuing a Certificate of Competency.

For more information:

For more information on the separation of training and assessments visit [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

- Specification: Separation of training and assessment
- Guide: Applying for high risk variation – clause 4.2(d) requirements
- Form: HVBCA 4.2(d) high risk variation