Specification: Heavy Vehicle Competency Based Assessment

Separation of training and assessment
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scope and coverage</td>
<td>1</td>
</tr>
<tr>
<td>2. Purpose and intended outcomes</td>
<td>2</td>
</tr>
<tr>
<td>3. Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>4. Requirements</td>
<td>2</td>
</tr>
<tr>
<td>5. Evaluation</td>
<td>2</td>
</tr>
<tr>
<td>6. Breaches</td>
<td>2</td>
</tr>
<tr>
<td>7. Definitions</td>
<td>2</td>
</tr>
<tr>
<td>8. Related Information</td>
<td>2</td>
</tr>
<tr>
<td>9. Appendix</td>
<td>2</td>
</tr>
<tr>
<td>9.1 HVCBA reporting – multiple assessors</td>
<td>2</td>
</tr>
</tbody>
</table>

Specification: Separation of Training and Assessment
Version: 2 - Publication number RMS 15.415
Effective date: 1 September 2015
UNCONTROLLED WHEN PRINTED
1. Scope and coverage

Registered Training Organisations (RTOs) who have an Accreditation Agreement for Heavy Vehicle Competency Based Assessment (HVCBA) with Roads and Maritime Services (Roads and Maritime) are contractually obliged to ensure that the Assessor that conducts the Applicant’s Assessment (FCA/CT) is not the same person who delivered the training course for that Applicant.

This requirement is set out in Clause 4.2(d) of the Accreditation Agreement for HVCBA.

2. Purpose and intended outcomes

The objective of this specification is to improve the integrity of the HVCBA Scheme and to mitigate fraud and corruption risks and conflict of interest, by separating the training and assessment roles of Assessors for the one Applicant.

An Assessor that conducts an Applicant's assessment must not be the same person who delivered the training course for that Applicant.

Note: This specification should be read in conjunction with the following procedures:
- Accreditation Agreement for Heavy Vehicle Competency Based Assessment
- HVGDE002 HVCBA Assessment Standards and Requirements
- HVGDE003 Conducting HVCBA Assessments
- HVGDE004 HVCBA Record Keeping and Data Management
- HVGDE005 Using the Heavy Vehicle Competency Online Reporting System (HVCORS).

3. Responsibilities

Except where indicated otherwise in Item 6 of the Details of the Accreditation Agreement, the responsibilities of involved parties are set out below.

RTOs are responsible for:
- Assuring Roads and Maritime that the Assessor that 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 FCA/CT in accordance with in-cabin camera requirements.

Assessors delivering the training course are responsible for:
- Conducting the Applicant eligibility check
- Conducting the training course and recording results
- Completing the log book
- Issuing a Certificate of Attendance

Assessors conducting the FCA/CT are responsible for:
• Conducting the Applicant eligibility check
• Booking the FCA/CT
• Conducting and recording the results of the FCA/CT
• Completing the log book
• Issuing a Certificate of Competency.

Roads and Maritime is responsible for:
• Assessing and monitoring applications for variation to the requirements of Clause 4.2(d)
• Monitoring non-compliance with Clause 4.2(d).

4. Requirements

Under this specification, RTOs and Assessors must comply with the following mandatory requirements in relation to conducting training and assessment.

Compliance
• On and from 1 September 2015 all requirements in this specification will apply to all NSW HVCBA RTOs and Assessors, unless otherwise approved by Roads and Maritime
• An Assessor that conducts an Applicant’s assessment must not be the same person who delivered the training course for that Applicant
• For the purposes of this specification, an assessment is a Final Competency Assessment (FCA) or Competency Assessment (CT)
• Before the compliance date of 1 September 2015, RTO business procedures should be reviewed and updated as appropriate.

Variation to the Requirements of Clause 4.2(d)
• An application for variation to the requirements of Clause 4.2(d) must be submitted by the RTO in writing to the Manager Enrolment Training, Roads and Maritime Services and provide specific evidence as to why the RTO or an Assessor is unable to comply
• All applications for a variation to the requirements of Clause 4.2(d) will be assessed by Roads and Maritime against a stringent set of criteria
• Approval for variation to the requirements of 4.2(d) will only be granted in exceptional circumstances where an RTO is able to demonstrate that its business cannot viably operate if clause 4.2(d) applies
• Approval granted for variation to the requirements of 4.2(d) will stipulate to the RTO how the FCA/CT is to be conducted and/or reviewed in specific circumstances and within defined timeframes
• Roads and Maritime reserves the right in its absolute discretion to grant or refuse variations from Clause 4.2(d)
• Until a variation has been approved by Roads and Maritime, all requirements in this specification will apply to RTOs and Assessors from 1 September 2015.

For further information, refer to HVGDE007 Applying for high risk variation – clause 4.2(d) requirements.
5. Evaluation

This specification will be reviewed every two years to determine whether it still meets Roads and Maritime requirements.

6. Breaches

- Roads and Maritime will be performing audits on a regular basis in order to monitor compliance by RTOs and Assessors with this specification.
- Non-compliance with this specification will be reviewed and may result in sanctioning by Roads and Maritime.

7. Definitions

**Applicant** – An individual undertaking HVCBA assessment

**Assessor** – A Licensed Driving Instructor that conducts HVCBA assessments and is attached to a Registered Training Organisation

**Certificate of Competency** – A Certificate issued to an Applicant after the successful completion of an FCA/CT

**CT** – Competency Test

**FCA** – Final Competency Assessment

**HVCBA** – Heavy Vehicle Competency Based Assessment

**HVCORS** – Heavy Vehicle Competency Online Reporting System

**RTO** – Registered Training Organisation, also referred to as Provider in the Accreditation Agreement

**Roads and Maritime** – Roads & Maritime Services

**Certificate of Attendance** – A Certificate issued to an Applicant by an Assessor after the completion of the Training Course

**Training course** – A course provided to a person to train that person in the driving of a Heavy Vehicle so that person is eligible and prepared to undertake an Assessment. The Training Course also includes Applicable Assessment Criteria 1-15 or any other driving instruction

**Variation to Requirements** - An approval granted by Roads and Maritime to an RTO for a variation to the way training and assessment of an Applicant may be conducted

**Clause 4.2(d)** – Where an Applicant has undertaken a Training Course provided by Provider, Provider must ensure that the Assessor that conducts that Applicants Assessment is not the same person who delivered the Training Course for that Applicant

8. Related Information

**Effective date:** 1 September 2015

**First published:** 7 July 2015
9. Appendix

9.1 HVCBA reporting – multiple assessors

The below table sets out various HVCBA training and assessment scenarios and the reporting procedure and tools (ie HVCORS or IVR) to be used for each.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Assessor 1 (training course)</th>
<th>Assessor 2 (FCA)</th>
<th>Outcome</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Both assessors HVCORS users</td>
<td>HVCORS</td>
<td>HVCORS</td>
<td>✓</td>
<td>End-to-end process will work where both assessors use HVCORS for reporting.</td>
</tr>
<tr>
<td>2. Assessor 2 (FCA) holds an interstate driver licence</td>
<td>HVCORS</td>
<td>IVR</td>
<td>❌</td>
<td>Assessor 2 is unable to use the IVR for booking an FCA and recording results where Assessor 1 used HVCORS for recording results of the training course. <strong>Instruction Assessor 2:</strong> The manual process is required for booking the FCA and recording results. Email <a href="mailto:hvtraining@rms.nsw.gov.au">hvtraining@rms.nsw.gov.au</a></td>
</tr>
<tr>
<td>3. Assessor 1 (training course) holds an interstate driver licence</td>
<td>IVR</td>
<td>HVCORS</td>
<td>❌</td>
<td>Assessor 2 is unable to use HVCORS for booking an FCA and recording results where Assessor 1 used the IVR for recording results of the training course. <strong>Instruction Assessor 2:</strong> The manual process is required for booking the FCA and recording results. Email <a href="mailto:hvtraining@rms.nsw.gov.au">hvtraining@rms.nsw.gov.au</a></td>
</tr>
<tr>
<td>4. Both assessors hold an interstate driver licence</td>
<td>IVR</td>
<td>IVR</td>
<td>✓</td>
<td>End-to-end process will work where both assessors use the IVR for reporting.</td>
</tr>
<tr>
<td>5. Interstate applicant</td>
<td>Manual</td>
<td>Manual</td>
<td>✓</td>
<td>Existing manual end-to-end process works and should continue to be used. Email <a href="mailto:hvtraining@rms.nsw.gov.au">hvtraining@rms.nsw.gov.au</a></td>
</tr>
</tbody>
</table>

Notes:

A. In all scenarios Assessor 1 has 24 hours to record the results of a training course. This is a dependency for Assessor 2 to record FCA results.

B. Test bookings for CT and removal of condition B should continue as per current process.

C. A project is underway to enable interstate assessors to use HVCORS for reporting, and for interstate applicants to be reported in HVCORS.