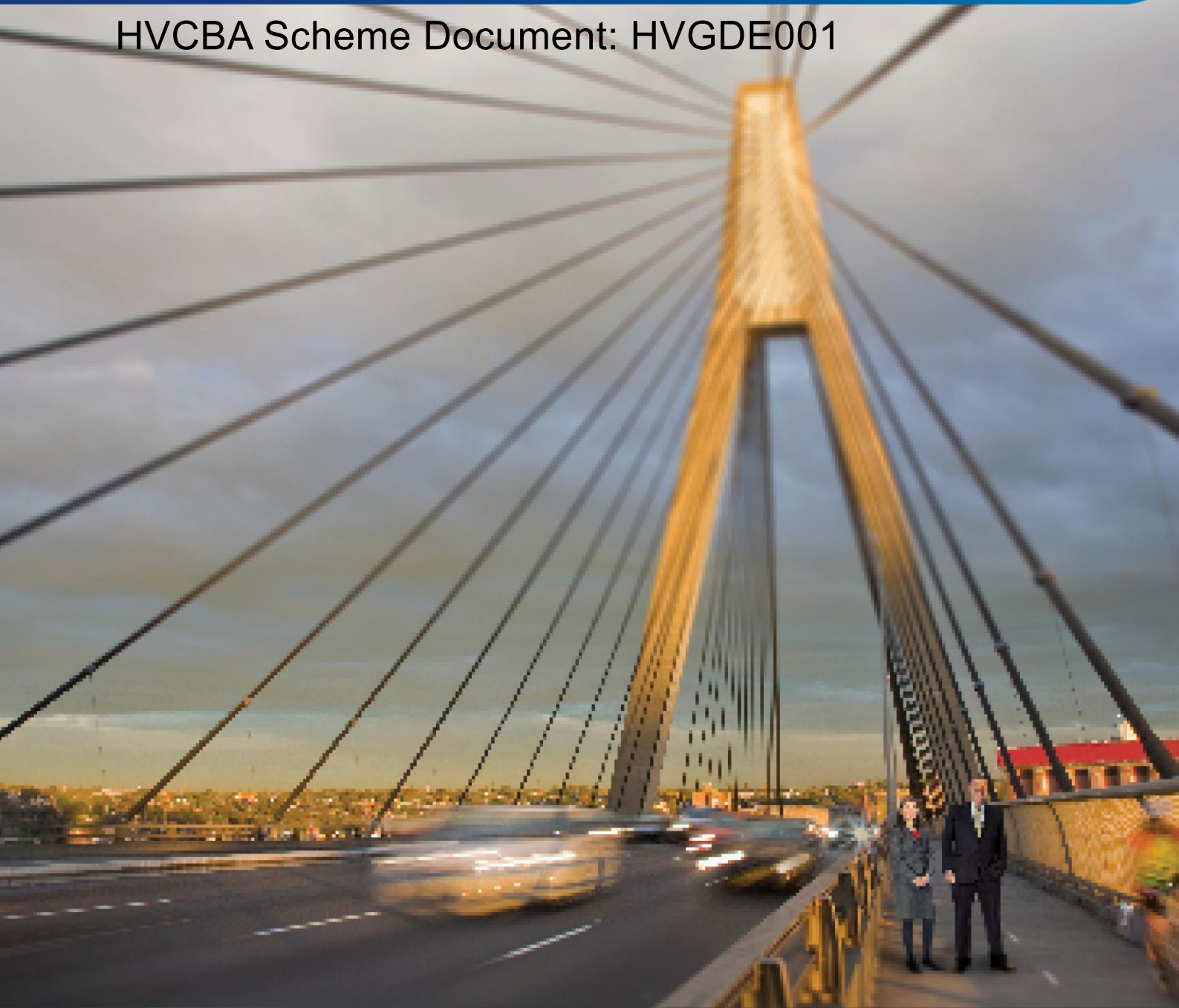




Transport  
for NSW

# Becoming a Transport for NSW approved Assessor under the HVCBA Scheme

HVCBA Scheme Document: HVGDE001



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Author: Senior Manager Education and Training – Author Title  
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# 1. Purpose

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The purpose of this document is to provide information to Registered Training Organisations (RTO) and Assessors regarding the application process to become an approved Assessor operating in the Heavy Vehicle Competency Based Assessment (HVCBA) program.

## 2. Background

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A new set of HVCBA Operating 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 a Transport for NSW Approved Assessor alongside the HVCBA Fit and Proper Policy*, have been developed to ensure clarity of Transport for NSW expectations, the standards for selection, and the behaviours required for working in partnership with Transport for NSW as a Public Official.

Training and assessment is currently provided by suitably qualified heavy vehicle driving instructors who have been approved by Transport for NSW as Assessors with a HVCBA Accredited RTO.

## 3. Registered Training Organisation

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Prior to Transport for NSW approving an Assessor to deliver HVCBA training and assessment, the Assessor must meet specific pre-requisite requirements and submit an application to Transport for NSW through a Transport for NSW approved HVCBA RTO.

## 4. Assessor Requirements

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When an Assessor is employed/contracted by a Provider, the Assessor must meet and provide the following Transport for NSW Scheme Policy and Procedure requirements:

- A signed copy of the Assessor Acknowledgement and Undertaking (Deed Poll) vetted by Transport for NSW
- Meet the requirements of being a Fit and Proper Person Guidelines  
<https://www.rms.nsw.gov.au/documents/business-industry/driving-instructors/hvcba-fit-proper-policy-pn295.pdf>
- Satisfactory and current National Criminal Check Documentation (issued within the last 12 months)

- Be the holder of a current Australian Driver Licence
- Be the holder of a current NSW Driving Instructor Licence for the relevant Class of Licence in which they will be training and/or assessing
- A current Copy of their Professional Indemnity Insurance (as per Agreement)
- Current copies of Motor Vehicle Comprehensive Insurance for vehicles owned by the Assessor that are used for training and/or assessment
- 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 a HVCBA Assessors Induction Training course provided by or approved by Transport for NSW - (proof of completion required),  
(Assessor must complete an approved Transport for NSW HVCBA Assessor induction training course, contact your RTO for further information)
- Provide a copy of a completed Heavy Vehicle External User Account Request Form No 1802 <https://www.rms.nsw.gov.au/documents/about/forms/45071984-hvcors-external-user-account-request.pdf>
- Evidence of Heavy Vehicle Online Reporting System (HVCORS) Training Delivered by an accredited HVCBA RTO
  - ❖ *Please note: HVCORS access for a new Trainer/Assessor may take up to 28 days to be completed*

**All Assessors are required to successfully complete the Transport for NSW RTO/Assessor/Instructor Code of Conduct course before the Assessor application is approved. This training is delivered using an On-Line learning platform.**

- Applications including the documents listed above should be submitted by the RTO through Salesforce PIMS
- Once the application has been assessed by Transport for NSW, the Assessor will be provided with an e-learning account
- The Assessor, must log into the Code of Conduct E-Learning platform, complete the module, download evidence of completion and provide the evidence to the RTO
- Evidence of completion of the Code of Conduct training must be provided by the RTO before the application can be finalised