

HVCBA High Risk Variation (HRV) application checklist

Please use this checklist when preparing an application

Registered Training Organisation (RTO) must attach supporting evidence and documentation to support their Assessor application for a High Risk Variation (HRV)

Registered Training Organization (RTO) name and RTO number		Checklist v/X or N/A
Date application submitted		
Assessor Name		
Assessor/Driving Instructor Number		
Assessment Location		
1.	Completed application from 5367-HVCBA Clause 4.2(d) High Risk Variation https://www.rms.nsw.gov.au/documents/about/forms/45065764-hvcba-high-risk.pdf	
2.	Application is for an Assessor operating in a regional or isolated location whereby only one Assessor is regularly operating; or	
3.	Application is for a Sole Trader Assessor who is unable to collaborate with other Assessor/s due to a commercial, social or conflict of interest situation, availability of other Assessors or other limitation (e.g. business model) which makes collaboration impossible. Evidence Required	
4.	Details of all Trainers and Assessors aligned with the RTO conducting training and assessment in the same geographical location and why collaboration and separation of training and assessment cannot occur using these assessors Details Required	
5.	A copy of written evidence detailing why the Assessor is unable to collaborate with another Assessor/s operating in the same geographical location Evidence Required	
6.	A copy of written evidence from the RTO specifying actions that have been undertaken to assist the Assessor with meeting the requirements of the Separation of Training and Assessment Evidence Required	
7.	A copy of a detailed HRV procedural framework for the RTO which includes: <ul style="list-style-type: none"> How in-cabin camera video files and assessment documentation will be sent from the Assessor to the RTO <i>RTOs who have Assessors operating remotely (i.e. not returning to an office location daily) are encouraged to implement technological solutions that enable secure upload and transmission of in-cabin camera files to a cloud storage service</i> A list of approved Assessors who are nominated to complete the video review 	

	<ul style="list-style-type: none"> • Statement from the RTO and each Assessor affirming that no Conflict of Interest exists between Assessors or if a Declared Conflict of Interest details of how this will be managed • Detailed procedure of the video review process including estimated timeframe for review and recording of results on HVCORS • A Training Course delivery plan submitted to the RTO for each Assessor that has applied for a HRV • Details of the nominated location where the Assessor will be operating and unable to meet separation requirements <p>Evidence Required</p>	
8.	<p>Details of the specific reasons as to why the requirements for separation of training and assessment are unable to be met:</p> <ul style="list-style-type: none"> • <p>Evidence Required</p>	
9.	<p>Approved HRV applications will be approved for a period of six (6) months. RTOs will be required to re-submit their application and receive Tens approval prior to 1 October and 1 April of each calendar year</p>	

All applications must be emailed to: HVTraining@rms.nsw.gov.au