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# AUTHORISED EXAMINER MANUAL CBT&A

ALL HEAVY VEHICLE CLASSES

December 2025



**Government of South Australia**  
Department for Infrastructure  
and Transport

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We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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# Part A: General Information

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## Introduction

This manual has been produced by the Government of South Australia and is provided by the Registrar of Motor Vehicles (the Registrar). It sets out the instructions, procedures, and standards to be applied by Authorised Examiners (AE) when conducting Competency Based Training and Assessment (CBT&A) for all heavy vehicle classes.

The manual details what must be applied by the examiner from the point of initial contact with the applicant through to the issue of the Certificate of Competency but does not include the training methodology.

The examiner conducting the CBT&A training course will comply with the Rules Governing Authorised Examiners referred to in the Instrument of Appointment and the Code of Conduct for Motor Driving Instructors produced by the Registrar.

## Other publications

The following documents, operational requirements and references have been used to develop this manual and the accompanying Learner Guides which must be used and read in conjunction with the manual.

- Motor Vehicles Act 1959 and Regulations
- Road Traffic Act 1961 and Regulations
- Heavy Vehicle National Law (South Australia) Act 2013
- Work Health and Safety Act 2012
- The Australian Road Rules
- National Heavy Vehicle Regulator
- Rules Governing Authorised Examiners (The Rules)
- South Australian Motor Driving Instructors Code of Conduct
- Heavy Vehicle Driver's Handbook SA
- National Transport Commission Load Restraint Guide

## Description of the CBT&A program for heavy vehicles

The CBT&A is a structured program where an applicant's skills development and driving competence is assessed over a period of time. The program is self-paced and consists of:

- Theory Exam,
- Training and assessment of a series of tasks, and
- Final Drive.

During the CBT&A program the applicant must demonstrate to an Authorised Examiner the ability to operate a heavy vehicle by meeting the minimum driving standard while completing Tasks. Tasks are outlined in the Learner Guide applicable to that class.

Assessment of Tasks must only be conducted by an Authorised Examiner appointed by the Registrar of Motor Vehicles to conduct CBT&A for that class of vehicle.

During assessment of Tasks the examiner is not permitted to provide instruction, only direction. Acceptable forms of direction giving are provided in this manual. Refer to Instruction No. 2 How to Give Directions During the Assessment of a Task.

The Authorised Examiner must record assessments in accordance with Procedure No. 3 Recording Assessments for Each Task.

Under the program there is no pass or fail, Tasks are able to be re-assessed until competence is demonstrated. Refer to Procedure No. 4 Procedure for Conducting Task Assessments.

Assessments must be conducted in vehicles that are registered, roadworthy and meet or exceed the minimum vehicle configuration and be loaded as outlined in this manual for each vehicle class, Light Rigid, Medium Rigid, Heavy Rigid, Heavy Combination and Multi Combination. Refer to Procedure No.5 Training Vehicle Information.

Tasks typically require an accurate demonstration on more than one occasion to show competency. If an applicant performs below standard during an assessment, the assessment may be restarted or reassessed. The requirements for conducting assessments, restarting and reassessment are described in this manual.

Training, in preparation for assessments, may be delivered by a Motor Driving Instructor (MDI) or a Qualified Supervising Driver (QSD) for that class, however neither the MDI nor QSD can assess or sign off Tasks.

The Final Drive assessment is a general drive over a pre-prepared route that confirms the applicant's ability to drive to the minimum driving standard. Refer to 4.4. Conducting the Final Drive and Review Task 2.17.

The Final Drive assessment must only be conducted after all other Tasks have been assessed.

After demonstrating competency in the CBT&A program in its entirety, the Authorised Examiner will issue the applicant with a Certificate of Competency that the Registrar will accept for the issue of a driver's licence of a particular class, providing all other eligibility criteria is met.

## Prerequisite for undertaking the CBT&A program (\* will be implemented in the future; N/A at the moment)

The applicant must successfully pass the theory exam prior to commencing the CBT&A program. Proof of the exam result must be provided to the examiner. Questions are taken from:

- Heavy Vehicle Driver's Handbook SA

## Definitions used in this manual

### Applicant

- A person who is making enquiries about undertaking driver training and assessment or is undertaking driver training and assessment for the purpose of being issued with a Certificate of Competency.

### Authorised Examiner (AE)

- A person appointed by the Registrar under the Motor Vehicles Act 1959 for the purpose of conducting practical driving tests. (In this manual, the term "examiner" is used).

### Authorised Person

- A public sector employee as defined by the Public Sector Act 2009, or a police officer engaged in the administration of the Motor Vehicles Act 1959.

### Behind the Wheel Time

- Practical training and assessment delivered 'in vehicle'. Refers to any actions associated with the operation of the vehicle whether stationary or not but does not include any classroom delivery.

### Conditions

- Specifies the road, traffic, and gradient requirements for assessment.

### Compliance Sheet

- The section of the Learner Guide used to record assessments. Each numbered compliance sheet references the Tasks being assessed and the number of demonstrations required.

### **Directions or Direction Giving**

- The act of giving clear and accurate information which only covers the location (except for exercises) and the request for the demonstration of a particular event or exercise.
- Directions must not contain any instruction which would guide or assist the applicant's performance.

### **Event**

- Each turn or Task that the examiner will request of the applicant. Any incorrect performance will be recorded as a fault

### **Exercise**

- Any of the manoeuvres or miscellaneous items described in the individual tabs of this manual relative to the class of vehicle.

### **Fault Recognition**

- If the demonstration of an event does not meet the required standard, the examiner must record a fault. This may be in any manner that will allow for easy debrief.

### **First Training Session**

- The commencement of the training and assessment process in which the identity of the applicant and their eligibility for a licence classification upgrade is confirmed.

### **Hazard**

- Anything which will either cause, or has the potential to cause, the driver to change speed or direction.

### **Instruction**

- The act of guiding or giving explanations or assistance on any of the steps which make up the requested event or exercise.
- Instruction includes teaching and giving hints or prompts by either verbal or physical means whether intentional or not.

### **Last Training Session (LTS)**

- The session in which the assessment of Task 2.17 of the Learner Guide for heavy vehicles is conducted.

### **Learner Guide**

- The publication produced by the Registrar that documents the minimum driving standards for assessment, and for recording the applicant's progress through the training and assessment process.

### **Legal Requirements**

- All applicable road rules and reportable traffic offences to which an applicant is required to adhere.

### **Minimum Driving Standard (standard)**

- For road rules or any reportable traffic offence – 100% compliance.

- For gear changing events using a synchromesh transmission – 90% compliance.
- For gear changing events using a non-synchromesh transmission or for the application of the system of vehicle control – 80% compliance.

### **Performance Criteria**

- The written description of the standards or requirements to be assessed.

### **Range Statement**

- The scope of each Task represented by the minimum number of events to be demonstrated.
- For all classes except MC, Tasks 2.16 and 2.17 also require a minimum assessment time.

### **Range Statement Item**

- An event outlined in the range statement.

### **Recognition of Current Competencies (RCC)**

- This process occurs if changing AEs. Those Tasks assessed and signed off by a previous examiner must be checked and recognised by the new examiner.

### **Recognition of Prior Learning (RPL)**

- Refers to training delivered by a third party and other skills learned elsewhere. Where RPL is applicable the examiner does not need to provide training before assessments occur, however all assessments as described in this manual must still be undertaken in their entirety.

### **Rules Governing Authorised Examiners (the Rules)**

- The Rules referred to in the Instrument of Appointment, signed by the Registrar.
- Terms defined under the Rules that are used in this manual have the same meaning.

### **System of Vehicle Control**

- A system or drill, each feature of which is to be applied by the driver when approaching and negotiating any hazard.

### **Task**

- Each individual element of the CBT&A program, required to be assessed to the prescribed standard and conditions as detailed in the Learner Guide.

### **Task Assessment**

- The structured recording of the performance criteria that make up each Task, comparing what is being demonstrated to the standard required.

### **Training and Assessment Record**

- The number of hours of training and assessment undertaken by applicants. To be recorded in the Learner Guide.

## How to use this manual

This manual has three parts:

- **Part A** – General Information
- **Part B** – Procedures
- **Part C** – Standards

**Part A** is general information relating to the CBT&A program. Specific procedures and standards are described in parts B and C.

**Part B** covers the common elements of assessment for heavy vehicle CBT&A, describing the terms and processes associated with assessment used throughout the manual.

The layout is in a manner designed for easy reference. Each work instruction is numbered, and the information is separated into various elements. The three separate elements are:

- Directions to follow.
- Information to expand on the directions; and
- Notes to help with clarification.

An example of this is included below.

For a combined Task assessment, the examiner **must**:

- a) Have a planned assessment route that will encompass all the performance criteria for each Task.
- b) Substitute the next more difficult range statement item listed on compliance sheet 2 (first assessment) or 2A (second assessment) if any of those items cannot be assessed due to location.

*(E.g., if traffic lights are required and are not accessible, then the same number of additional turns must be made onto or off multi-lane roads)*

**Note** In case of limited road network available for heavy vehicle training (i.e. rural areas), the same routes may be used for each assessment.

Not all assessment processes for Tasks are the same. This manual contains the details for the specific method of assessment for each Task. Ensure the correct process is followed for the Task being assessed.

Reference is made to the examiner needing to identify “all applicable road rules and reportable traffic offences to which an applicant is required to adhere.” Please note that this manual does not detail all laws applicable to what the examiner may encounter on the road, therefore the examiner will need to refer to the South Australian Road Traffic Act, 1961, the Australian Road Rules (South Australia), Road Traffic Regulations and other relevant legislation.

**Part C** divides the assessment into licence classes, providing the examiner clear instruction on the required assessment relative to each class. The conditions and performance criteria for each Task are located in the relevant Learner Guide.

## Compliance, Obligations, Legislation, Rules

The conditions under which applicants for a driver's licence are governed through legislation, regulations and associated standards and guidelines set by the Registrar.

It is important that examiners can identify, understand, and apply all the applicable legislation and rules for training and assessment to ensure they are meeting the requirements of their appointment.

It is the responsibility of examiners to ensure they refer to the latest version of these documents.

### **Motor Vehicles Act 1959 (MVA) and Regulations**

An Act to make provision for the registration of motor vehicles, drivers' licences and third party motor insurance; and for other purposes.

Some parts of the MVA that examiners may find useful include:

- Part 3 – Driver's licences
- Section 98A – Instructor's licences.

The Motor Vehicles Regulations 2025 are subordinate to the MVA and expand on the provisions of the MVA. Of particular relevance to examiners are:

- Regulation 117 – Appointment of authorised examiners
- Schedule 2 – Classification of driver's licences
- Schedule 3 – Conditions of driver's licences and learner's permits
- Schedule 4 – Demerit points

### **Road Traffic Act 1961 (RTA) and Regulations**

An Act, in part, to prescribe the duties of road users; to provide for nationally consistent road rules; and for other purposes.

Some parts of the RTA examiners may find useful include:

- Section 45 – Careless driving
- Section 46 – Reckless and dangerous driving

### **Australian Road Rules (under the RTA)**

### **Heavy Vehicle National Law (South Australia) Act 2013**

An Act to make provision for a national scheme for facilitating and regulating the use of heavy vehicles on roads, and for other purposes.

### **Work Health and Safety Act 2012**

An Act to provide for the health, safety, and welfare of persons at work, and for other purposes.

**Rules Governing Authorised Examiners (The Rules)**

**South Australian Motor Driving Instructors Code of Conduct**

**Heavy Vehicle Driver's Handbook**

**Load Restraint Guide**

**References and links to other sites**

- <https://www.legislation.sa.gov.au/index.aspx> – SA legislation web page
- <http://www.sa.gov.au/topics/driving-and-transport/heavy-vehicles>
- <http://www.mylicence.sa.gov.au/my-heavy-vehicle-licence>
- <http://www.ntc.gov.au> – National Transport Commission
- <http://www.safework.sa.gov.au> – SafeWork SA
- <http://www.nhvr.gov.au> – National Heavy Vehicle Regulator

## Further Information

### Training of Tasks

Examiners must conduct the training of all Tasks as specified in each Learner Guide.

The primary outcome of training is developing safe operating behaviours in applicants for a heavy vehicle driver’s licence, and includes:

- Being attentive at all times and in a range of conditions
- Developing superior levels of observation and judgement, and
- Operating the vehicle in its most economical and efficient way.

### Assessment of Tasks

Examiners must conduct the assessments for each Task in this manual and the corresponding Learner Guide in accordance with the stated:

- Conditions
- Standard
- Performance Criteria, and
- Range Statement.

Examiners must complete the training and assessment records within the Learner Guide in accordance with the requirements of the Rules.

### Range Statement

Tasks in the Learner Guide generally state the number of demonstrations required on each occasion. The requirements for each Task are detailed in the ‘Standard’ and ‘Performance Criteria.’ This information corresponds with the shaded areas on the various compliance sheets. See Diagram 1

T/Lights Single Lane										
T/Lights Multi Lane										
Onto Multi-lane Roads										
Off Multi-lane Roads										
Roundabouts										
Controlled Intersection										
Uncontrolled Intersection										

**Diagram 1**

In the absence of any shading there is no minimum requirement, however all events must be recorded even if they exceed the minimum. See Diagram 2

In diagram two below, events except for 'Pedestrian Crossings' and 'Other' have a minimum number of demonstrations required. There are no 'Pedestrian Crossings' or 'Other' required to be assessed. However, if the assessment route does include 'Pedestrian Crossings' or events regarded as 'Other,' they must be recorded in those rows.

Traffic Lights											
Roundabouts											
Pedestrian Crossings											
Other											
Other											

Diagram 2

### Remote areas or Tasks limited by road access

Where any feature of a Task (such as use of traffic lights, laned roads or other road furniture) cannot be reasonably accessed within a fifty kilometre radius of the point of pick-up, the examiner must substitute the equivalent number of features relevant to the location.

*E.g., if the range statement nominates three turns to the left and three turns to the right, then this is what needs to be assessed, not five to the left and one to the right.*

If the original feature cannot be trained and assessed, it must be trained by use of diagrams or other methods and suitable notations included within the assessment pages of the Learner Guide.

If in doubt, contact the regulator via [DIT.drivertrainerenquiries@sa.gov.au](mailto:DIT.drivertrainerenquiries@sa.gov.au)

### Learner Guide transferred to a new examiner

If the applicant changes examiners and the previous examiner has signed off Tasks in the Learner Guide, it is the responsibility of the new examiner to ensure the applicant is competent in all Tasks prior to presenting the applicant for task 2.17.

To ensure the applicant is competent the examiner must request a demonstration of each Task that has been previously assessed. This excludes any theory exam or secure load Task.

This process must be followed even with applicants who change examiners from within the same organisation. Requests for variations to this process must be directed to the regulator. This process is called Recognition of Current Competencies.

If the applicant is unable to perform a Task accurately, that Task will need to be reassessed and demonstrated to the standard outlined in the Learner Guide. Evidence of Task demonstration or reassessment will need to occur and be countersigned on the summary page by the new examiner.

## TILE Applicants

Applicants for an HC licence endorsement who do not proceed through the Heavy Vehicle graduated licensing process may undertake the Training in Lieu of Experience (TILE) program. Prior to the delivery of any 'behind the wheel' training, the applicant must attend and successfully complete the mandated two-day theory course (Modules 1 and 2) and then be issued a Learner's Permit for class HC.

At the completion of the practical component (Module 3 – 'practical/on-road'), the applicant will attend Service SA and provide:

- Their Driver's Licence
- The Learner's Permit
- The Certificate of Competency, and
- The completed TILE certificate.

**Note:** Modules 1 and 2 of TILE can only be delivered through a Registered Training Organisation holding a deed with the Minister for Transport. These organisations are responsible for ensuring TILE applicants meet the eligibility and training requirements of the deed.

Module 3 ('practical/on-road') can be delivered by an Authorised Examiner appointed in South Australia by the Registrar of Motor Vehicles to conduct Heavy Combination CBT&A.

## Road rules theory exam

(\* will be implemented in the future; N/A at the moment)

Every heavy vehicle applicant is required to pass a theory exam prior to commencing the CBT&A program.

To be successful, the applicant must achieve a 100 percent correct response for all give way diagrams and at least 85 percent correct responses from the remainder of the questions.

The Heavy Vehicle Driver's Handbook is intended to be the primary source of information and study material.

Proof of the exam result must be provided to the examiner and (upon request) to the Authorised Person.



# Part B: Procedures

---

## 1. Introduction to the CBT&A program

### The first training session

1.1 Before beginning the first training session of the CBT&A course, the examiner must do the following:

1.1.1 Ensure that his/her Motor Driving Instructor's Licence is current and clearly displayed on their person, or in the case of a digital licence, produce the digital licence for review and confirmation.

1.1.2 Check and confirm the identity of the applicant.

**Note** Refer to part 3 of the Rules for the procedures to follow to check identity.

1.1.3 Confirm that the applicant's eligibility to drive and any other applicable document is current and in the possession of the applicant at all times.

**Note** Refer to the Rules for examples

1.1.4 Ensure that the applicant adheres to all learner's permit conditions and any other condition (e.g. 'S' for driving with glasses or contact lenses) while driving the vehicle.

For safety reasons also ensure the applicant wears appropriate clothing and enclosed footwear in accordance with Work Health and Safety Act 2012 requirements.

1.1.5 Give a brief explanation to the applicant of the CBT&A process and the conditions that apply.

*The applicant must be made aware of the possibility of an Authorised Person being able to observe any training or assessment session, where the performance of the examiner is being checked.*

1.1.6 Provide, or ensure the vehicles used for training and assessment are:

- Registered
- Roadworthy, and
- Compliant with test/assessment vehicle requirements.

**Note** Part 1 of the Rules prescribes the seating requirements for a vehicle supplied by the examiner.

## Training and assessment record

1.2 The examiner must record the actual hours of training and assessment to the nearest quarter hour.

*This applies irrespective of the number of hours booked or paid for. Any training conducted by an MDI without examiner endorsement for that class must also be recorded.*

## 2. How to give directions during the assessment of a task

### Direction giving

2.1 Give all directions in a clear and concise manner, in English, loud enough to be heard (or by using appropriate hand signals for applicants with hearing or language difficulties).

*It is recommended that you establish a form of communication with the applicant that meets the above requirements at the beginning of the CBT&A process.*

2.2 Always use the "at-do" method when giving directions.

*E.g.: "After the traffic lights, at the first road on the left turn left"*

The at-do method identifies the place where the action is expected to be done, followed by what the action will be.

**Note** See item 2.6 for giving directions for basic driving procedures and manoeuvres

2.3 Give the directions in plenty of time, providing the applicant opportunity to comply with the request.

2.4 Repeat or confirm any direction given in the event of possible confusion with the original direction, or at the request of the applicant.

- 2.5 Support all given directions by means of appropriate hand signals in the field of view of the applicant (without obstructing the applicant's vision).

Compound or complex directions may need to be given when two actions will be required of the applicant in quick succession.

*E.g.: "At the end of the road, turn left and then immediately right"  
Confirmation is often required to avoid confusion*

- 2.6 The examiner must not select the specific location when requesting a basic driving procedure (e.g. kerb stop) but allow the applicant to choose one that is appropriate, safe, and legal.

A limit must be set that will allow at least three reasonable locations before reaching the stated limit.

*Only directions, not instructions, may be given to describe a manoeuvre.*

### 3. Recording assessments for each task

#### Structure of assessment

- 3.1 Each Task must be assessed to the standards outlined in this manual and the applicable Learner Guide.

- 3.2 The assessment must be recorded on the appropriate compliance sheet from the Learner Guide.

*Not all assessment will go as planned, it is up to the examiner to manage the process.*

*Do not attempt any assessment until you are certain the applicant has been trained sufficiently.*

- 3.3 The examiner must inform the applicant when training ends and assessment begins.

*Formalise the process by nominating a beginning and an end to all assessments.*

- 3.4 When the applicant is required to demonstrate a Task on two consecutive but separate occasions, the process is as follows:

- If a Task is demonstrated accurately, record this on the appropriate compliance sheet in the Learner Guide (there is no need to record an inaccurate demonstration of the first attempt).
- Conduct unrelated training, or assessment of another Task.
- After at least 10 minutes has elapsed, and without additional training being given for that task, request another demonstration of the original Task.
- If the second demonstration is accurate, record this in the Learner Guide.

#### **The applicant has demonstrated competency.**

- If the second demonstration is unsuccessful, the applicant has not demonstrated competency. The examiner must revert to training, ensuring the applicant is fully aware of the requirements of the Task before beginning the entire assessment process again.

**Note** The first demonstration shows that the Task has been learned.

The second demonstration shows that it has been retained.

## How to record

*Demonstrations of a Task may be recorded in a number of ways.*

- 3.5 An accurate demonstration must be acknowledged with a tick (✓).
- 3.6 An inaccurate demonstration must be acknowledged in a manner that will allow for easy debrief. Any form of recording may be used.

*For simple procedures or manoeuvres, a cross (x) will do.*

## Recommended fault recording codes

For driving assessments, the following fault recording codes (letter codes) are based on the system of vehicle control and are recommended. Using these codes will encourage consistency when recording.

*It is also recommended to make notation if a manoeuvre or miscellaneous item (such as reversing) has been trained but without successful demonstrations. You may choose to use 'T' for this.*

- **M (mirror).** Left and right external mirrors are required to be checked frequently (every 8-10 seconds or so). Appropriate mirror(s) check is also required immediately (within 5 seconds) before signalling/braking.  
The appropriate mirror is required to be checked just prior to the rear wheels reaching the apex of a turn or bend.
- **S (signal).** Signalling must occur prior to changing direction to the left or right. This must be for long enough to give sufficient warning to other drivers and pedestrians.  
Signalling must continue until the desired position is substantially reached and must then be cancelled.
- **A (approach).** If hazards are approached at a safe speed under full control, they are able to be negotiated with maximum stability. Adjustments are expected to be made smoothly and efficiently and with gear selection appropriate to the transmission type and terrain.  
It is preferable to not stop unnecessarily.

**Note** There is absolutely no problem with selecting a lower gear when approaching a hazard with limited view. However, avoid changing through every gear to do this.

- **P (position).** Consideration needs to be given to the stopped position at intersections whether behind other traffic or not.  
The start position for turns needs to be appropriate for the dimensions of the vehicle.

With good size awareness and forward observation, the applicant should maintain overhead and side clearance, following distance and road position.

*Remember the legal requirements for long vehicle signage.*

**Note** Position the vehicle wide and parallel on the inside line of a turn.

- **T (turn).** Position becomes turn. When making a turn onto a multi-lane road, the applicant must enter the appropriate lane and remain wholly within that lane on completion of the turn.

**Note** Good observation through turns will allow for sensible lane selection as the turn is being made.

- **O (observation).** High levels of observation at all times are critical for maintaining safety margins all around the vehicle.

**Note** As noise levels can be quite high, early but timely observation through all hazards will enable safe decision making.

- **J (judgement).** Along with observation, judgement is the key to improved road safety and interaction with other road users. Through proper skills development, applicants will be able to select appropriate gaps when moving off, turning, or changing lanes. Having regard for the relatively poor acceleration of heavy vehicles is of great importance for the safe and efficient movement of traffic.
- **Safety Margins and Progress.** When assessing those two competencies, the size and the weight of the vehicle must be considered. The applicant must be encouraged to maintain a similar road speed to other vehicles (within legal limits) and drive to the conditions at all times. Generally, if the vehicle is being 'operated well', those competencies are met.

**Note** Recommended following distance of at least four (4) seconds in good conditions.

- **Vehicle Control** relies on competent control and use of steering, clutch, accelerator, gears, service brakes and retarder/exhaust/engine brake.  
Palm steering (except during slow speed manoeuvres) is not acceptable, and neither is allowing the steering to self-correct after turns.

*Further information on brakes can be found within the Heavy Vehicle Driver’s Handbook.*

## Breach of any legal requirement

3.7 The examiner will need to distinguish the difference between a system fault and a road law breach. A fault will be one or the other, not both.

*For example, what may originally appear as a judgement fault becomes ‘fail to give way.’ In this instance it is recommended to record ‘J’ in the appropriate place then circle the letter. Transfer the notation to the appropriate section of the compliance sheet. This simple way of recording a road law breach makes it easier to:*

- Separate road law breaches from system faults,
- Accurately calculate percentages, and
- Aid debriefs.

*See Diagrams 3 and 4*

T/Lights Single Lane									
T/Lights Multi Lane									
Onto Multi-lane Roads	J								
Off Multi-lane Roads									
Roundabouts									
Controlled Intersection									
Uncontrolled Intersection									

**Diagram 3**

Non-Compliance with Road Rules	Reassessment	
<i>Fail to give way</i>		

**Diagram 4**

## Terminating an assessment

- 3.8 If a dangerous situation should occur or the applicant continues to commit a traffic offence, the examiner must:
- Intervene
  - Terminate the assessment, and
  - Give reasons to the applicant.
- 3.9 If due to the applicant’s poor performance or inability to follow directions it is pointless to continue an assessment, the examiner may:
- Choose to intervene
  - Terminate the assessment, and
  - Give reasons to the applicant.
- 3.10 If the examiner has intervened and terminated the assessment, they must provide appropriate retraining prior to attempting any further assessment.
- 3.11 The examiner must not provide any assistance or instruction, either verbal or physical during the assessment.

If any assistance or instruction, either verbal or physical is provided during the assessment, the assessment will be invalid.

*If a drive assessment is terminated, “box out” all recorded events to show where a new assessment begins. Remember the requirement to meet the range statement. See Diagram 5*

T/Lights Single Lane	✓								
T/Lights Multi Lane	✓								
Onto Multi-lane Roads									
Off Multi-lane Roads	T								
Roundabouts									
Controlled Intersection									
Uncontrolled Intersection									

**Diagram 5**

## Faults not requiring intervention

3.12 If faults occur during the assessment that do not require intervention, the applicant must be allowed to complete the Task where possible.

*For simple exercises or manoeuvres, if the demonstration is incorrect, there may only need be a small amount of retraining done prior to further demonstrations.*

*If, in the examiner’s opinion a satisfactory result may occur during a “drive,” continue assessing after the range statement has been met, possibly allowing the applicant to meet the minimum percentage.*

## Reassessment

3.13 All Tasks must be assessed at 100 percent compliance to all legal requirements. Where any breach is identified:

- After debriefing, re-training (including the use of diagrams) must be given or offered to establish an understanding of all legal requirements prior to any reassessment.
- The applicant must be reassessed on two consecutive occasions by replicating the original assessment conditions as closely as possible. See Diagram 6
- If the circumstances of the breach cannot be recreated, to demonstrate their understanding, the applicant must then be reassessed once verbally with the inclusion of diagrams if possible prior to the conclusion of the reassessment.
- If further breaches of any legal requirement occur during a reassessment:
  - Complete the reassessment
  - Inform the applicant of the further breach, and
  - Conduct another reassessment by following the process outlined above.

**Note** Two reassessments are allowed for Task 2.16 (see item 4.3.9 on page 44).  
Only one reassessment is allowed for Task 2.17 (see item 4.4.16 on page 54).

Non-Compliance with Road Rules	Reassessment	
<i>Fail to give way</i>	✓	✓

**Diagram 6**

- 3.14 If a breach of any road rules or reportable traffic offence is being reassessed, the application of the system of vehicle control (the system) must be recorded and minimum standards maintained.

**Note** The system of vehicle control is explained in the applicable Learner Guide.

- 3.15 If system faults or gear changing events require reassessment (e.g. if the percentages fall below the minimum requirement), all legal requirements must continue to be maintained.

*Reassessment must focus predominantly on the faults that were identified.*

*A minimum of ten events must occur to determine competency.*

## 4. Procedure for conducting task assessments

### 4.1. Conducting assessment of individual tasks

Table 1 itemises the Tasks that can only be assessed individually. Each task assessment has a defined start and finish.

Task Number	Task Name
Task 1.01	Entering and Leaving the Drivers Cab
Task 1.02	In Cab Preparation (Cab Drill)
Task 1.03	Knowledge of Basic Controls
Task 2.01	Starting the Engine
Task 2.02	Shutting Down the Engine
Task 2.03	Changing and Selection of Gears
Task 2.04	Kerb Stop Procedure – Level Ground
Task 2.05	Moving Off Procedure – Level Ground
Task 2.06	Kerb Stop Procedure – Uphill
Task 2.07	Moving Off Procedure – Uphill
Task 2.08	Kerb Stop Procedure – Downhill
Task 2.09	Moving Off Procedure – Downhill

**Table 1: Individual task assessment**

4.1.1 For each of the Tasks, the examiner must:

- Ensure the applicant is informed clearly of the performance criteria for each Task during training and then prior to assessment.
- Tell the applicant when the assessment begins and when it ends.
- Ensure Tasks are performed during the assessment in accordance with the conditions, standard and performance criteria stated in the applicable Learner Guide.

To formalise assessment, it is recommended to use words to the effect of “demonstrate” and “procedure.”

*E.g., “Before the end of the road demonstrate the kerb stop procedure where it is safe and legal.”*

4.1.2 For Task 2.03, “Changing and selection of gears”, the assessment may be performed in conjunction with the training of other Tasks.

*E.g., Task 2.05 “Moving Off Procedure – Level Ground” and / or Task 2.11 “Turning the Vehicle to the left.”*

*This allows the applicant to gain sufficient practice during other training enabling competent demonstration of gear changing both up and down through the transmission and skip changes as appropriate.*

## 4.2. Conducting assessment of combined tasks; Combining tasks 2.10 to 2.14

Some Tasks are best assessed when combined into a continuous drive. This allows the assessment of multiple Tasks at once. Tasks 2.10 to 2.14 are examples of this and are itemised in Table 2.

Task Number	Task Name
Task 2.10	Driving Straight Ahead
Task 2.11	Turning the Vehicle to the Left
Task 2.12	Turning the Vehicle to the Right
Task 2.13	Gear Changing Events
Task 2.14	Changing Lanes

**Table 2: Combined task assessment**

4.2.1 The assessment of these Tasks must be combined and will be over two consecutive but separate occasions.

### Preparation

4.2.2 For a combined Task assessment, the examiner must:

- Have a planned assessment route that will encompass all the performance criteria for each Task.
- Substitute the next more difficult range statement item listed on compliance sheet 2 (first assessment) or 2A (second assessment) if any of those items cannot be assessed due to location.

*E.g., if traffic lights are required and are not accessible, then the same number of additional turns must be made onto or off multi-lane roads.*

**Note** In case of limited road network available for heavy vehicle training (i.e. rural areas), the same routes may be used for each assessment.

## First assessment

4.2.3 Prior to commencing the first assessment drive, the examiner must explain:

- The Tasks and performance criteria that will be assessed.
- That the applicant will be required to perform the tasks being assessed on two separate occasions, complying with all legal requirements and the system of vehicle control.
- That the applicant will be provided a second opportunity (via reassessment) to demonstrate competency in Tasks not demonstrated correctly during the first assessment drive, and
- That the applicant, at the conclusion of the first assessment (and any reassessment as required), will be given unrelated training or assessed on another unrelated Task for a minimum of ten minutes before the second assessment drive can commence.

4.2.4 During the first assessment drive, the examiner must give directions and record the performance of the applicant (using Compliance Sheet 2) until the range statement is complete.

If the examiner intervenes either verbally or physically, the primary assessment must be terminated and re-started.

4.2.5 If patterns of faults occur (e.g. a lack of observation through intersections), consideration should be given to early termination of the assessment.

4.2.6 If the applicant is driving far below the standard and, in examiner's judgment, it is highly unlikely competency will be achieved, the examiner should consider terminating the assessment.

This could be early in the drive, however, as the drive goes on, the applicant may improve.

If terminating the assessment, "box out" any fault recording, offer retraining then attempt another assessment ensuring all range statement items are met.

*At the conclusion of the first drive, to identify items to be addressed and to aid debrief, the actual compliance to the system must be calculated by percentage using the Ready Reckoner at the end of this manual. It is not necessary to itemise each total, but this may help with calculations – see Diagram 7.*

On Road Assessments Performed: (Minimum Standard 80%)											
<b>Turning Left</b>											
T/Lights Single Lane	O	✓	✓							15/3	
T/Lights Multi Lane	✓	✓									
Onto Multi-lane Roads	✓	T									
Off Multi-lane Roads	M										
Roundabouts	✓										
Controlled Intersection	✓										
Uncontrolled Intersection	✓	✓	✓	✓	✓						
<b>Turning Right</b>											
T/Lights Single Lane	✓	✓								15/2	
T/Lights Multi Lane	✓	✓									
Onto Multi-lane Roads	✓										
Off Multi-lane Roads	P										
Roundabouts	S										
Controlled Intersection	✓	✓	✓	✓							
Uncontrolled Intersection	✓	✓	✓	✓							
<b>Changing Lanes</b>											
Left	✓	✓	✓							7/0	
Right	✓	✓	✓	✓							
<b>Driving Straight Ahead</b>											
Traffic Lights	✓	O	✓	✓						17/3	
Roundabouts	✓										
Pedestrian Crossings	✓										
Other	✓	✓	✓	3	✓	✓	5	✓	✓		✓
Other	✓										
For <b>Other</b> : 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control											
A minimum of one Stop Sign and one Give Way Sign must be included in any of the item's list above.					Score		Score				
					54 / 8		85%				

Diagram 7

- 4.2.7 The examiner must reassess system faults or gear changing events where the minimum standard is not met, or breaches of any legal requirements (refer Reassessment 3.13, 3.14 and 3.15 for the method of reassessment).
- Legal requirement breaches and system faults must only be recorded and calculated as either a legal requirement breach or system fault, not both.
  - Legal requirement faults must stand alone when calculating percentages – they are not to be included with any system faults.

The first assessment (Compliance Sheet 2) must be completed in full including any reassessment, before commencing the second assessment (Compliance Sheet 2A).

- All reassessments must be completed within the same training session.

## Second assessment

- 4.2.8 The examiner must not provide training to the applicant for the combined Tasks between the first and second assessment drives.
- 4.2.9 The examiner must conduct the second assessment using the same procedure as the first assessment as outlined in 4.2.3 and 4.2.4 using Compliance Sheet 2A to record the applicant's performance.

*The exception to this relates to intervention.*

*If the examiner intervenes (once only) during the second assessment drive, the assessment may continue until the whole combined assessment is completed.*

**Note** On the second assessment drive one intervention is allowed to enable the applicant to complete the assessment.

- 4.2.10 If the examiner intervenes more than once during the second assessment:
- The assessment must be terminated, and
  - The whole second assessment drive (Compliance Sheet 2A only) must be conducted again.

## After the second assessment

- 4.2.11 At the conclusion of the second assessment drive (if there has been no need for intervention), the examiner must calculate by percentage the actual compliance to the system.
- 4.2.12 If there has been an intervention, the examiner must explain what has happened and reassess using the same process as for the breach of legal requirements (refer Reassessment 3.13, 3.14 and 3.15 for the method of reassessment).

**Note** Any legal requirement breach that did not require intervention will need to be reassessed  
The applicant is required to maintain the system of vehicle control at all times and during all assessments.

4.2.13 The examiner must reassess system faults or gear changing events where the minimum standard is not met using the Reassessment section of Compliance Sheet 2A. See Diagram 8 on next page.

**Note** Reassessment must focus on the predominant areas where the faults occurred.  
A minimum of ten events must occur to determine competency.

4.2.14 Any further breaches of legal requirements must be reassessed (refer Reassessment 3.13, 3.14 and 3.15 for the method of reassessment).

*This will then conclude the combined assessment.*

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Tasks 2.10 – 2.14										Compliance Sheet 2A					Date														
Name										Licence No					Start Time														
Registration										Class					Finish Time														
Second Occasion										Score					Reassessment														
										▼					▼														
<b>Gear Changing Events: (Tick Box)</b>																													
<input type="checkbox"/> Non-Synchro – Minimum 80% <input type="checkbox"/> Synchro – Minimum 90% <input type="checkbox"/> Automatic – Not applicable										<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>					34/5					<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>					18/2				
										<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>					85%					<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>					88%				
<b>On Road Assessments Performed: (Minimum Standard 80%)</b>																													
<b>Turning Left</b>																													
T/Lights Single Lane										O ✓ ✓					✓														
T/Lights Multi Lane										✓ ✓																			
Onto Multi-lane Roads										J T					14 / 4					✓ ✓					7 / 1				
Off Multi-lane Roads										M										M									
Roundabouts										✓										✓ ✓									
Controlled Intersection										✓										✓									
Uncontrolled Intersection										✓ ✓ J ✓ ✓																			
<b>Turning Right</b>																													
T/Lights Single Lane										✓ O					15 / 5					✓									
T/Lights Multi Lane										✓ ✓										✓									
Onto Multi-lane Roads										✓										✓					7 / 1				
Off Multi-lane Roads										P										✓ A									
Roundabouts										S																			
Controlled Intersection										✓ ✓ ✓ ✓										✓									
Uncontrolled Intersection										✓ M ✓ M										✓									
<b>Changing Lanes</b>																													
Left										M ✓ ✓					7 / 1					✓ ✓					3 / 0				
Right										✓ ✓ ✓ ✓										✓									
<b>Driving Straight Ahead</b>																													
Traffic Lights										✓ O ✓ ✓					17 / 5					✓ ✓									
Roundabouts										✓																			
Pedestrian Crossings										✓															7 / 0				
Other										✓ ✓ ✓ 3 1 ✓ 5 ✓ M ✓										✓ ✓ ✓ ✓ ✓									
Other										✓																			
For <b>Other</b> : 1 Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control																													
<b>A minimum of one Stop Sign and one Give Way Sign must be included in any of the item's list above.</b>										Score 53 / 15 71%					Score 24 / 2 91%														
<b>Non-Compliance with Road Rules</b>										<b>Reassessment</b>																			
Fail to give way															✓					✓									
<b>Competent / Not Competent</b>																													

Diagram 8

## Safe driving strategies explained

To allow for the applicant to be acknowledged when demonstrating good driving behaviours (rather than just being penalised for faults), Safe Driving Strategies performance criteria will be recorded under Straight Ahead Other.

The examiner may record merging, railway crossings, school zones etc. – hazards which fall outside the usual range statement items like “turns” and “lane changes.” This also allows for a structured reassessment if required.

*The following list has examples of poor performance/non-compliance to record.*

### Adequate Progress

- Drives continuously below the speed limit by more than 10 km/h where the applicant’s vehicle is not obstructed, and the speed limit can be maintained safely and easily.
- Excessively slows or stops unnecessarily at intersections where good visibility is available.

### Forward Observation

- Fails to take suitable action when opportunities are apparent (overtaking, changing lanes, traffic flow).

### Safety Margins

- Fails to pass vehicles keeping a safe distance.
- Fails to create, maintain, and protect a safe distance from the vehicle directly in front.

**Note:** When the conditions are good, a recommended minimum safe following distance is four (4) seconds.

### Road Position

- Fails to maintain the correct position when driving on laned or un-laned roads.
- Fails to position the vehicle correctly when faced with stop lines etc.

### Vehicle Control

- Continually steers the vehicle with one hand
- Continually rests one hand on the gear shifter
- Allows the vehicle to drift
- Allows the vehicle to roll backwards or forwards
- Harsh steering, harsh braking
- Inadequate clutch control

## Gear changing events

A gear changing event occurs at a location where gear changes are required. For ease of recording, on approach to a hazard it is recommended to place one dot in the box for the hazard and another in the box for the gear changing event and then observe and consider compliance with the requirements. This way it is easy to keep track of the recording.

### Note

- 1 A gear changing event will generally begin when the accelerator is released prior to braking and end when the vehicle reaches normal speed for the situation/conditions.
- 2 For vehicles with an automatic transmission, gear changing events are not applicable.

One event will generally consist of several gear changes.

A gear changing event must be assessed on the approach and the exit of a hazard until normal speed is attained. This will be classified as one event.

*Examples of locations at which gear changing would be required include:*

- *Turning the vehicle to the left or right at controlled or uncontrolled intersections*
- *Entering and leaving a restricted speed zone (road works, school zone)*
- *Approaching and leaving a stop or give way sign.*

*It may require moving and stopping on several occasions (e.g. in heavy traffic) to negotiate the hazard fully.*

**Using the splitter only** must not be recorded as changing gears when assessing a gear changing event (if the gear shifter position does not change).

How to score gear changing events

When the applicant has:-	Recordings to be made under the Gear Changing Events heading in Compliance Sheets 2, 2A and the Final Drive (see Diagrams 9 and 10)
1. Demonstrated all gear changes correctly within an event.	Place a tick in the appropriate box.
2. Missed the intended gear change but recovered the gear on the first attempt.	Place a tick in the appropriate box.
3. Missed the intended gear change but recovered the gear on the second or third attempt (a mis-changed gear, effectively managed)	Place a cross in the appropriate box.
4. Not attempted to recover a missed gear change. The examiner must intervene and terminate the whole assessment period.	Place a cross in the appropriate box and 'box out' the scoring.
5. Placed unnecessary force on the gear lever to engage the intended gear (clashing or grating of gears).	Place a cross in the appropriate box.
6. Failed to recover the gear change within three attempts or ten seconds. The examiner must intervene and terminate the whole assessment period. See note.	Place a cross in the appropriate box and 'box out' the scoring

Table 3

**Note**

The examiner may intervene before ten seconds depending on the gradient and the situation to ensure safety of other road users.

(E.g. if the applicant is unable to regain control and the vehicle is about to impede the flow of traffic).

Gear Changing Events (Tick Box)	✓	✓	✓	✓	X	✓	✓	X	✓	✓
<input type="checkbox"/> Non-Synchro – Minimum 80%	✓	✓	✓	✓	✓	✓	X	✓	✓	✓
<input checked="" type="checkbox"/> Synchro – Minimum 90%	✓	✓	✓	✓						
<input type="checkbox"/> Automatic – not applicable										

Diagram 9

*In this example, 24 events were recorded with 3 regarded as faults. The Ready Reckoner shows this as being 87%. For competency to be achieved, due to the transmission used, at least 6 more accurate events will need to occur (i.e., a minimum of 90%).*

## Gear change calculations

Minimum Standard		Allowance	
Non-Synchromesh box.	(16 / 20) = 80%	Mis-changed gears.	4 in 20
Synchromesh box.	(18 / 20) = 90%	Mis-changed gears.	2 in 20

**Table 4**

The examiner should consider terminating the assessment if the applicant does not achieve the minimum standard due to repeated poor gear changes.

*E.g., if the percentage is 60% or lower after the first few events, this is well below standard.*

Reassessment of gear changing events must include all other Tasks associated with that reassessment. This will include:

- All turns
- Any non-compliance with the system of vehicle control, and
- Any legal requirement breaches.

Follow the procedure as outlined in 4.2 Conducting Combined Task Assessments.

*The minimum driving standard must be maintained throughout any reassessment.*

*The transmission type must be recorded in the Learner Guide.*

## 4.3. Conducting the hills and open road drive Task 2.16

4.3.1 The examiner must ensure the appropriate route has been developed, the requirements of the Task have been explained, the training is delivered, and assessment is to the minimum driving standard.

- During training and assessment, emphasis must be placed on the applicant's ability to negotiate high speed roads and gradients safely and accurately.

*The most important information to train relates to:*

- *Rollover awareness*
- *The recovery of lost gears, and*
- *The legal requirements for Australian Road Rule (ARR) 108 – one of the most dangerous aspects of heavy vehicle operation (see note).*

**Note**

ARR 108 requires the driver of a heavy vehicle or bus to commence a descent in an appropriate gear so as to not use the primary brake to control speed. Excessive use of brakes can cause the brakes to overheat. If brakes overheat, they can lose effectiveness and runaway can occur.

*“You can go down a hill too slowly a thousand times, but you will only go down a hill too fast once”*

- The roads used for training and assessment must be recorded in the Learner Guide on Compliance Sheet 4.
- The examiner must use a gradient that complies with ARR 108 if one is available.
- Where the assessment route is not able to encompass a hill where signage for rule 108 is applied, application must be sought for simulation of the rule on rolling hills with sufficient grade.

*Guide for ARR 108 signage application:*

- *Short steep descent. 6% or greater for 600 m to 1.5 km*
- *Steep descent. 6% or greater for 1.5 km to 2.5 km*
- *Long steep descent. 5% or greater for 2.5 km or longer*

**Note**

More information relating to rollover awareness and driving down hills is in the Heavy Vehicle Driver's Handbook.

4.3.2 At least 60 minutes must be allowed for the training and assessment of this Task. (Refer to Compliance Sheet 4 in the Learner Guide for the range statement applicable for this Task).

A continuous driving assessment of no less than 40 minutes must occur.

(E.g. at least 20 minutes of training followed by 40 minutes of assessment).

This requirement is for all classes other than MC where the mandated route dictates the time taken for assessment.

4.3.3 The examiner should complete the primary assessment if faults occur that do not require intervention or instruction.

*One successful demonstration of the hills and open road Task is sufficient to achieve competency.*

- 4.3.4 At any time where the applicant has failed to take timely and appropriate action, the examiner must intervene in order to avoid danger, confusion, or the continuation of a traffic offence.
- 4.3.5 If the examiner intervenes either verbally or physically, the primary assessment must be terminated and re-started.
- 4.3.6 At the conclusion of the primary assessment the examiner must calculate and record the percentages for each of the sections (gear changes/system).
- 4.3.7 Any fault can only be identified as either a system fault or a law fault but not both.
- 4.3.8 If any of the performance criteria do not meet the minimum standard, the reassessment must follow (see the procedure below).

## Reassessment

- 4.3.9 All Tasks must be assessed at 100 percent compliance to all legal requirements. Where any breach is identified:
- After debriefing, re-training (including the use of diagrams) must be given or offered to establish an understanding of all legal requirements prior to any reassessment.
  - The applicant must be reassessed on two consecutive occasions by replicating the original assessment conditions as closely as possible.
  - If the circumstances of the breach cannot be recreated, to demonstrate their understanding, the applicant must then be reassessed once verbally with the inclusion of diagrams if possible, prior to the conclusion of the reassessment.
  - If further breaches of any legal requirement occur during a reassessment:
    - Complete the reassessment
    - Inform the applicant of the further breach, and
    - Conduct another reassessment by following the process outlined above.

### Note

Two reassessments are allowed for Task 2.16

- 4.3.10 If a breach of any road rules or reportable traffic offence is being reassessed, the application of the system of vehicle control (the system) must be recorded and minimum standards maintained.

### Note

The system is explained in the applicable Learner Guide.

- 4.3.11 If system faults or gear changing events require reassessment (e.g. if the percentages fall below the minimum requirement), all legal requirements must continue to be maintained.
- Reassessment must focus predominantly on the faults that were identified.
  - A minimum of ten events must occur to determine competency.
- 4.3.12 If the applicant requires more than two re-assessments to achieve competency, an assessment of the entire hills and open road Task must be conducted in another training session.

**Note**

The mylicence.sa.gov.au web site is an excellent resource for hills and open road information.

### How to record the hills drive

- 4.3.13 As there is no specific range statement for the hills drive, all assessable performance criteria listed in the Hills Drive must be recorded.

Compliance Sheet 4 of the Learner Guide must be used.

See Diagrams 10 and 11

### Gear changes

- 4.3.14 The examiner must progressively record all gear changes made throughout the drive, under the Gear Changes heading, in accordance with table 5

## How to score gear changes for the hills drive

When the applicant has:-	Recordings to be made under the gear changes heading in the Hills VORT Recording Sheet (see Diagrams 9 and 10)
1. Demonstrated a gear change correctly – including half gears/splitters.	Place a tick in the appropriate box.
2. Missed the intended gear change but recovered the gear on the first attempt.	Place a tick in the appropriate box.
3. Missed the intended gear change but recovered the gear on the second or third attempt (a mischarged gear, effectively managed)	Place a cross in the appropriate box.
4. Not attempted to recover a missed gear change. The examiner must intervene and terminate the hills drive.	Place a cross in the appropriate box and 'box out' the scoring.
5. Placed unnecessary force on the gear lever to engage the intended gear (clashing or grating of gears).	Place a cross in the appropriate box.
6. Failed to recover the gear change within three attempts or ten seconds. The examiner must intervene and terminate the hills drive. (See Note 1)	Place a cross in the appropriate box and 'box out' the scoring.

**Table 5**

## Gear change calculations

Minimum Standard		Allowance	
Non-Synchromesh box.	(16 / 20) = 80%	Mis-changed gears.	4 in 20
Synchromesh box.	(18 / 20) = 90%	Mis-changed gears.	2 in 20

**Table 6****Note**

1. The examiner may intervene before ten seconds depending on the gradient and the situation for the safety of all road users.
2. The examiner should consider terminating the assessment if the applicant does not achieve the minimum standard for correctly changed gears after demonstrating 40 consecutive gear changes.

4.3.15 For ARR 108, the requirement is to engage an appropriate gear to drive the truck or bus in a gear low enough to limit the speed of the truck or bus without the use of a primary brake.

**Note**

If the applicant fails to follow the requirements for ARR 108, the examiner must place a cross (x) in the appropriate box, 'box out' the scoring and terminate the assessment. See Diagram 10.

Gear Changes (Minimum Standard: Non-Synchro 80%, Synchro 90%, Auto N/A)																Total	Faults					
All Changes	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓		
	✓	✓	✓	X																		
Gear changes when required on uphill gradients (minimum of 3)																					Score	

Diagram 10

- 4.3.16 When ascending a steep gradient, the examiner must observe a demonstration of at least three down changes.
- If the vehicle is powerful enough to eliminate the need to change down, the examiner must request a demonstration of at least three full gear down changes.
  - This demonstration must be requested before arriving at the steep gradient.

**Negotiate bends / crests:**

- 4.3.17 The examiner must:
- Place a tick (✓) in the appropriate box, if the applicant negotiates bends or crests in compliance with the items listed below, or
  - Record a fault in the appropriate box if the applicant fails to negotiate bends or crests in compliance with the items listed below.

The applicant must:

- Check the appropriate mirrors on approach and through bends,
- Adopt safe speed on approach to a bend, downshifting as required for efficient auxiliary braking (this will ideally have the engine revs near maximum torque level to exit smoothly),
- Maintain the correct road position,
- Not attempt to overtake while approaching any crest, and
- Maintain high levels of observation in all directions.

*A 'bend' is when the road disappears from view. Anything less is just realignment of the road.*

### Negotiate turns:

4.3.18 The examiner must:

- Place a tick (✓) in the appropriate box if the applicant applies the correct system when negotiating turns,
- Record a fault in the appropriate box if the applicant does not apply the correct system when negotiating turns.

### Other:

4.3.19 The examiner must:

- Place a tick (✓) in the appropriate box if the applicant, complies with the items listed below when merging in traffic, or
- Record a fault in the appropriate box if the applicant fails to comply with the items listed below when merging in traffic.

The applicant must:

- Check the appropriate mirrors prior to merging
- Apply sufficient signal prior to merging
- Adopt safe and adequate speed on approach to a merge situation.

4.3.20 The examiner must:

- Place a tick (✓) in the appropriate box if the applicant complies with the items listed below when driving on laned roads, or
- Record a fault in the appropriate box if the applicant fails to comply with the items listed below, when driving on laned roads.

The applicant must:

- Apply the correct criteria when changing lanes
- Select safe gaps when changing lanes.

4.3.21 To allow for the applicant to be acknowledged when demonstrating good driving behaviours (rather than just be penalised for faults), Safe Driving Strategies performance criteria must be recorded during the course of the assessment.

### Safe driving strategies:

Safe driving strategies will be recorded under “Other.”

*This allows a more structured reassessment if required.*

*The below list has examples of poor performance / non-compliance to record.*

#### Adequate progress

- Drives continuously below the speed limit by more than 15 km/h where the applicant’s vehicle is not obstructed, and the speed limit can be maintained safely and easily.
- This requirement does not apply whilst complying with ARR 108 and negotiating other gradients unless the vehicle’s speed can be adjusted through appropriate use of auxiliary braking.
- Excessively slows or stops unnecessarily at intersections where good visibility is available.

#### Forward observation

- Fails to take suitable action when opportunities are apparent (overtaking, changing lanes, traffic flow).

#### Safety margins

- Fails to pass vehicles keeping a safe distance.
- Fails to create, maintain and protect a safe distance from the vehicle directly in front.

#### Note

When the conditions are good, a recommended safe following distance is four (4) seconds.

#### Road position

- Fails to maintain the correct position when driving on laned or un-laned roads.
- Fails to position the vehicle correctly when faced with stop lines etc.

#### Vehicle control

- Continually steers the vehicle with one hand
- Continually rests one hand on the gear shifter
- Allows the vehicle to drift
- Allows the vehicle to roll backwards or forwards
- Harsh steering, harsh braking
- Inadequate clutch control

System – (Minimum Standard 80%)															Total	Faults	
Bends	✓	✓	✓	M	✓	✓	✓	✓	✓	✓	✓					11	1
Turns	J	✓	✓	✓	✓	✓									6	1	
Other	✓	✓	✓	✓	✓	✓	5	✓	1	✓	✓	2	✓	✓	15	3	
															<b>Score</b>		
															<b>32 / 5    84%</b>		
<p><i>For Other:</i></p> <p>1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control</p>																	

Diagram 11

## 4.4. Conducting the final drive Task 2.17

### Preparation

4.4.1 The examiner must book the assessment of Task 2.17 via their EzyReg account in accordance with the Rules.

#### Note

The Rules prescribe the minimum time for a Task 2.17 Assessment.

Allow at least 75 minutes or more to manage the process, as this will provide a better opportunity for a Certificate of Competency to be issued.

4.4.2 Prior to commencing the assessment, the examiner must ensure the applicant has completed all other Tasks and has achieved the required minimum driving standard.

*The Task 2.17 assessment should almost be a formality as the competencies have all been trained and assessed previously.*

4.4.3 If the applicant is not to standard for any reason, the examiner must not proceed with the assessment.

*If this is the case, ensure the booking is cancelled prior to the start time.*

4.4.4 The examiner must have a planned assessment route that will cover the range statement. If any performance criteria cannot be assessed due to location, substitute in the same way as explained in point 4.2.2, second dot-point on page 33.

*This assessment is another check that the applicant is ready to be driving the heavy vehicle unsupervised.*

*The applicant must not be familiar with the route.*

### Primary assessment

4.4.5 The examiner must give directions and record the performance of the applicant (using the Final Drive Assessment Sheet) until the range statement is completed.

Ensure a minimum of at least 45 minutes continuous assessment occurs.

*Whenever possible, continue assessing after the range statement has been met if the minimum percentage is below standard and competency is likely to be achieved.*

If the applicant is driving far below the standard and, in the examiner's judgment, it is highly unlikely competency will be achieved, the examiner should consider terminating the primary assessment.

#### Note

This could be early in the drive, however as the drive goes on, the applicant may improve.

If the examiner has terminated the primary assessment, "box out" any recording and begin the assessment again – ensuring that the range statement is met.

4.4.6 However, at this point, if the applicant's driving does not improve, the examiner should terminate the assessment and re-book the applicant for another time.

**Note**

At some stage you may consider that it is pointless to continue.

4.4.7 If the examiner has terminated the primary assessment, a maximum of two re-starts are allowed.

4.4.8 If faults occur during the primary assessment that do not require intervention or instruction, the examiner should complete the primary assessment where practicable.

4.4.9 Once the range statement for the primary assessment has been met, the examiner cannot terminate the primary assessment and re-start. If the applicant has not demonstrated competency, only reassessment may occur.

4.4.10 At any time where the applicant has failed to take timely and appropriate action, the examiner must intervene in order to avoid danger, embarrassment to the applicant or other road users, or the continuation of a traffic offence.

4.4.11 If the examiner intervenes either verbally or physically, the primary assessment must be terminated and re-started.

4.4.12 At the conclusion of the primary assessment the examiner must calculate and record the percentages for each of the sections (gear changing events/system).

4.4.13 Legal requirement breaches cannot also be recorded and calculated as system faults. Any fault will be identified as either a system fault or a law fault.

## Reassessment

4.4.14 The examiner must provide feedback to the applicant when competency has not been demonstrated and retrain as required. Reassessment must now occur, and:

- The performance criteria in which the applicant did not meet the documented minimum driving standard must be reassessed
- The reassessment must be recorded in the Reassessment section of the compliance sheet
- Any legal requirement breach stands alone and must be reassessed twice, and
- System must be recorded and maintained when reassessing legal requirements.

**Note – if reassessing an insufficient score (system or gear changing events):**

1. Reassessment must focus on the predominant areas where the faults occurred.
2. A minimum of ten events must occur to determine competency.

4.4.15 At the conclusion of the reassessment the examiner must calculate and record the percentages again.

*If the applicant has achieved competency, inform them and complete the Certificate of Competency as required.*

4.4.16 The applicant has not demonstrated competency if any of the following occur:

- Further breaches of any legal requirements; or
- Compliance with the system or gear changing events cannot be achieved; or
- The examiner is required to intervene.

*There is only one opportunity for reassessment (i.e. only one reassessment is allowed).*

If the applicant has not achieved competency the Task must be rebooked, and a full primary assessment must be conducted in another training session.

4.4.17 Upon issue of the Certificate of Competency the examiner will explain to the applicant that:

- The Certificate of Competency must be presented by the applicant to a Service SA customer service centre along with any applicable permit, letter, or TILE certificate within 12 months for the licence to be issued.
- Learner's permit conditions still apply until the appropriate licence is issued.
- The licence must be carried when driving heavy vehicles (with a GVM > 4500kg).
- A heavy vehicle may be stopped at any time by a Police Officer, or an Authorised Person appointed under the Road Traffic Act 1961 for inspection purposes.
- The driver is required to enter any operating Heavy Vehicle Checking Station.
- Work Diary requirements come into effect (as required) when operating a fatigue related heavy vehicle; and
- A motorhome is not a fatigue-related heavy vehicle so is not required to enter checking stations and the driver is not required to comply with work diary requirements.

## 5. Procedure for training vehicle information

### 5.1 Vehicle requirements

All vehicles used for CBT&A must be registered, roadworthy and in a suitable condition for training purposes.

*The Heavy Vehicle National Law (South Australia) Act 2013 section 525 defines a 'defective heavy vehicle' as one that:*

- a) *Contravenes the heavy vehicle standards; or*
- b) *Has a part that does not perform its intended function or has a part that has deteriorated to an extent that it cannot be reasonably relied on to perform its intended function.*

#### Note

The requirement for registration or roadworthiness does not apply to any converter dolly not intended for road use (i.e. a dolly that is only used at an approved off-road location).

*The training and assessment program may be conducted in a vehicle supplied by either the examiner or the applicant. Refer to the Rules regarding additional information on vehicle configuration and auditing in vehicles supplied by the applicant.*

The vehicle used must be of the correct configuration for the class of licence being sought.

The same configuration vehicle must be used for all Tasks.

#### Note

Refer to the individual tabs in this manual for minimum assessment vehicle requirements.

### Vehicles and loads that are not suitable and must not be used

- Vehicles approved for the carriage of dangerous goods.
- Vehicles loaded with livestock.
- Vehicles such as fork-lifts, tractors, and mobile cranes etc. which are not able to sustain normal road speed limits, or any over-width or over-height vehicles.

### Training and assessments in a loaded vehicle

5.1.1 Assessments must be conducted in a loaded vehicle (except for buses or motorhomes).

5.1.2 All loads must be positioned and secured in compliance with the National Transport Commission guidelines and standards.

5.1.3 The loaded vehicle must have a mass that is at least 75% of the GVM for rigid vehicles or 75% of the GCM for combinations.

If the registered GVM or GCM is greater than the statutory axle weight limits, the lower mass limit applies.

- 5.1.4 For compliance purposes, a weighbridge docket and photograph taken at the same time may be required.
- 5.1.5 For classes HC and MC the GCM of the towing vehicle must not be exceeded.

## 5.2. Basic vehicle roadworthiness check

### Vehicle Check

5.2.1 The following is a basic vehicle roadworthiness check that must be carried out before the start of any CBT&A session.

#### Registration

- Proof of registration must be verified.

#### Wheels & Tyres

- Wheel nuts or lugs must not be missing.
- Tyres must have at least 1.5 mm tread depth on the surfaces which normally contact the road in a band running continuously -
  - (a) across at least 75% of the tyre width that normally comes into contact with the road; and
  - (b) around the whole circumference of the tyre.
- Check that any re-tread is not delaminating.
- Dual tyres must not be touching.

#### Lights

- Lights must be complete (not broken or missing), clean and in good working order.
- Brake lights and turn signal lights must work at all times.
- LEDs must be at least 70% operational.

#### Signs

- All applicable vehicles must be fitted with the appropriate Rear Marker Plates.
- All number plates must be clearly visible, undamaged, and clean.
- Legal “L” plates must be displayed so as to be clearly visible from the front and rear of the vehicle.

#### Note

Refer to the Motor Vehicles Regulations 2025 for the requirements on the display of “L” plates.

#### Windscreen & Windows

- Windows must be clean, open correctly and must not be broken or cracked.
- Windscreens must be clean and must not be broken or cracked so as to obscure the driver’s or the examiner’s vision.

- Windscreen wipers must work effectively if needed in wet weather.

#### **Warning Device**

- A horn or other audible warning device must be fitted and work effectively.

#### **Bodywork**

- Bodywork must not have any jagged or protruding parts likely to cause injury.
- All doors must open and close properly.

#### **Mirrors**

- External mirrors must be clean and not cracked or broken.
- All mirrors should be properly secured.

#### **Load & Equipment**

- The load and any equipment normally carried on the vehicle must be correctly restrained.

#### **Posture & Leaks**

- Springs should not be broken or loose.
- There should not be excessive fluid leaks or emissions.

#### **Driver's Cabin**

- Cabin/sleeper cab must be clean, dry, and waterproof.
- Seats should be in good condition, clean and adjustable.
- Cabin should be sealed from the engine and fuel areas.

#### **Seat Belts**

- Must work properly and must not be damaged.
- Must be worn when legally required to do so.

#### **Portable Warning Triangles**

- Any vehicle with a GVM more than 12,000 kg must carry at least three portable reflective triangles.

# Scoring Ready Reckoner

		TOTAL NUMBER OF FAULTS MADE																																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
	110	99	98	97	96	95	94	93	92	91	90	90	89	88	87	86	85	84	83	82	81	80	80	79	78	77	76	75	74	73	72					
	109	99	98	97	96	95	94	93	92	91	90	89	88	88	87	86	85	84	83	82	81	80	79	78	77	77	76	75	74	73	72					
T	108	99	98	97	96	95	94	93	92	91	90	89	88	87	87	86	85	84	83	82	81	80	79	78	77	76	75	75	74	73	72					
O	107	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71					
T	106	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	83	82	81	80	79	78	77	76	75	74	73	72	71					
A	105	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	80	79	78	77	76	75	74	73	72	71					
L	104	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	75	74	73	72	71					
	103	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70					
	102	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70					
N	101	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70					
U	100	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70					
M	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69					
B	98	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69					
E	97	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69					
R	96	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	73	72	71	70	69	68					
	95	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	78	77	76	75	74	73	72	71	70	69	68					
	94	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68					
O	93	98	97	96	95	94	93	92	91	90	89	88	87	86	84	83	82	81	80	79	78	77	76	75	74	73	72	70	69	68	67					
F	92	98	97	96	95	94	93	92	91	90	89	88	86	85	84	83	82	81	80	79	78	77	76	75	73	72	71	70	69	68	67					
	91	98	97	96	95	94	93	92	91	90	89	87	86	85	84	83	82	81	80	79	78	76	75	74	73	72	71	70	69	68	67					
	90	98	97	96	95	94	93	92	91	90	88	87	86	85	84	83	82	81	80	78	77	76	75	74	73	72	71	70	68	67	66					
I	89	98	97	96	95	94	93	92	91	89	88	87	86	85	84	83	82	80	79	78	77	76	75	74	73	71	70	69	68	67	66					
T	88	98	97	96	95	94	93	92	90	89	88	87	86	85	84	82	81	80	79	78	77	76	75	73	72	71	70	69	68	67	65					
E	87	98	97	96	95	94	93	91	90	89	88	87	86	85	83	82	81	80	79	78	77	75	74	73	72	71	70	68	67	66	65					
M	86	98	97	96	95	94	93	91	90	89	88	87	86	84	83	82	81	80	79	77	76	75	74	73	72	70	69	68	67	66	65					
S	85	98	97	96	95	94	92	91	90	89	88	87	85	84	83	82	81	80	78	77	76	75	74	72	71	70	69	68	67	65	64					
	84	98	97	96	95	94	92	91	90	89	88	86	85	84	83	82	80	79	78	77	76	75	73	72	71	70	69	67	66	65	64					
	83	98	97	96	95	93	92	91	90	89	87	86	85	84	83	81	80	79	78	77	75	74	73	72	71	69	68	67	66	65	63					
A	82	98	97	96	95	93	92	91	90	89	87	86	85	84	82	81	80	79	78	76	75	74	73	71	70	69	68	67	65	64	63					
S	81	98	97	96	95	93	92	91	90	88	87	86	85	83	82	81	80	79	77	76	75	74	72	71	70	69	67	66	65	64	62					
S	80	98	97	96	95	93	92	91	90	88	87	86	85	83	82	81	80	78	77	76	75	73	72	71	70	68	67	66	65	63	62					
E	79	98	97	96	94	93	92	91	89	88	87	86	84	83	82	81	79	78	77	75	74	73	72	70	69	68	67	65	64	63	62					
S	78	98	97	96	94	93	92	91	89	88	87	85	84	83	82	80	79	78	76	75	74	73	71	70	69	67	66	65	64	62	61					
S	77	98	97	96	94	93	92	90	89	88	87	85	84	83	81	80	79	77	76	75	74	72	71	70	68	67	66	64	63	62	61					
E	76	98	97	96	94	93	92	90	89	88	86	85	84	82	81	80	78	77	76	75	73	72	71	69	68	67	65	64	63	61	60					
D	75	98	97	96	94	93	92	90	89	88	86	85	84	82	81	80	78	77	76	74	73	72	70	69	68	66	65	64	62	61	60					
	74	98	97	95	94	93	91	90	89	87	86	85	83	82	81	79	78	77	75	74	72	71	70	68	67	66	64	63	62	60	59					
	73	98	97	95	94	93	91	90	89	87	86	84	83	82	80	79	78	76	75	73	72	71	69	68	67	65	64	63	61	60	58					
	72	98	97	95	94	93	91	90	88	87	86	84	83	81	80	79	77	76	75	73	72	70	69	68	66	65	63	62	61	59	58					
	71	98	97	95	94	92	91	90	88	87	85	84	83	81	80	78	77	76	74	73	71	70	69	67	66	64	63	61	60	59	57					
	70	98	97	95	94	92	91	90	88	87	85	84	82	81	80	78	77	75	74	72	71	Find the total number of items assessed down the left side and the total number of faults made across the top. The intersection is the score for the drive and must be 80% or better to pass. (0 = 100%)  Note: Shaded scores are a PASS														
	69	98	97	95	94	92	91	89	88	86	85	84	82	81	79	78	76	75	73	72	71															
	68	98	97	95	94	92	91	89	88	86	85	83	82	80	79	77	76	75	73	72	70															
	67	98	97	95	94	92	91	89	88	86	85	83	82	80	79	77	76	74	73	71	70															
	66	98	96	95	93	92	90	89	87	86	84	83	81	80	78	77	75	74	72	71	69															
	65	98	96	95	93	92	90	89	87	86	84	83	81	80	78	76	75	73	72	70	69															
	64	98	96	95	93	92	90	89	87	85	84	82	81	79	78	76	75	73	71	70	68															
	63	98	96	95	93	92	90	88	87	85	84	82	80	79	77	76	74	73	71	69	68															
	62	98	96	95	93	91	90	88	87	85	83	82	80	79	77	75	74	72	70	69	67															
	61	98	96	95	93	91	90	88	86	85	83	81	80	78	77	75	73	72	70	68	67															



# Part C: Standards

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## LR – Light Rigid

### Assessment vehicle

- A two axle rigid vehicle, with a Gross Vehicle Mass (GVM) exceeding 4,500 kg, but not exceeding 8,000 kg.
- A bus designed to carry more than 12 seated adult persons (including the driver) with a GVM not exceeding 8,000 kg.

### Other information for assessments

For each of the listed Tasks, the conditions, standard and performance criteria are stated in the individual Learner Guide, however, below is additional information the examiner must apply when conducting assessment.

*Ensure that the applicant is informed clearly of the requirements during training and then prior to assessment.*

*Inform the applicant when assessment begins and when it ends.*

*To formalise assessment, it is recommended to use words to the effect of “demonstrate” and “procedure.”*

### Task 3.03A - Reversing to the left

- 3.03AA Ensure that the area chosen is safe.
- 3.03AB Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.03AC Request a demonstration of the manoeuvre

### Task 3.04 - Reversing - straight line

- 3.04A The assessment of the Task may be performed in conjunction with the assessment of Task 3.03A Reversing to the Left, providing that the area chosen will meet the standard required for each Task.
- 3.04B Ensure that the area chosen is safe.
- 3.04C Inform the applicant of the objective of the Task, with clear guidelines of the parameters and the standard required.
- 3.04D Request a demonstration of the manoeuvre.

### Task 4.01 - Secure load

- 4.01A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.01B Ensure that all load restraint items mentioned in the Learner Guide under conditions are readily available for the assessment of the Task. The load must be in place but not secured.
- 4.01C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.01D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.01E The examiner will observe the applicant demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints.

#### Note

This Task may be performed on the vehicle or by using a separate training aid.

### Task 4.02 - Pre-departure check

- 4.02A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.02B Ensure that all recording items mentioned in the Learner Guide that are applicable to the vehicle are readily available for the assessment of the Task.
- 4.02C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.02D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.02E The examiner will verbally select the area of inspection and question component identification where necessary, then fill in the Pre Departure Check Sheet under the direction of the applicant.

The Pre Departure Check Sheet contained within the Learner Guide must be used to record the applicant's performance.

### Task 4.03 - Check stop inspection

- 4.03A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.03B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.03C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.03D Request a demonstration of the Check Stop Inspection.

### Task 4.05 - Post operation check

- 4.05A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.05B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.05C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.05D Request a demonstration of the Post Operation Check.

### Task 5.01 - Theory exam (\* will be implemented in the future; N/A at the moment)

- 5.01 The applicant must sit for and pass the Theory Examination without any assistance or prompting, by attempting all questions in the exam paper.

The give way diagrams must be correctly answered before moving to the remainder of the exam.

To be successful the applicant must achieve 100 percent for all give way diagrams and at least 85 percent correct responses from the remainder of the questions in the exam.

The theory exam must be passed before the applicant is permitted to commence the CBT&A program.

## MR – Medium Rigid

### Assessment vehicle

- A two axle rigid vehicle, with a GVM exceeding 8,000 kg.

### Other information for assessments

For each of the listed Tasks, the conditions, standard and performance criteria are stated in the individual Learner Guide, however, below is additional information the examiner must apply when conducting assessment.

*Ensure that the applicant is informed clearly of the requirements during training and then prior to assessment.*

*Inform the applicant when assessment begins and when it ends.*

*To formalise assessment, it is recommended to use words to the effect of “demonstrate” and “procedure.”*

### Task 3.03A - Reversing to the left

- 3.03AA Ensure that the area chosen is safe.
- 3.03AB Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.03AC Request a demonstration of the manoeuvre.

### Task 3.04 – Reversing - straight line

- 3.04A The assessment of the Task may be performed in conjunction with the assessment of Task 3.03A Reversing to the Left, providing that the area chosen will meet the standard required for each Task.
- 3.04B Ensure that the area chosen is safe.
- 3.04C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.04D Request a demonstration of the manoeuvre.

### Task 4.01 - Secure load

- 4.01A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.01B Ensure that all load restraint items mentioned in the Learner Guide under conditions are readily available for the assessment of the Task. The load must be in place but not secured.
- 4.01C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.

- 4.01D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.01E The examiner will observe the applicant demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints.

**Note**

This Task may be performed on the vehicle or by using a separate training aid.

### Task 4.02 - Pre-departure check

- 4.02A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.02B Ensure that all recording items mentioned in the Learner Guide that are applicable to the vehicle are readily available for the assessment of the Task.
- 4.02C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.02D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.02E The examiner will verbally select the area of inspection and question component identification where necessary, then fill in the Pre Departure Check Sheet under the direction of the applicant.

The Pre Departure Check Sheet contained within the Learner Guide must be used to record the applicant's performance.

### Task 4.03 - Check stop inspection

- 4.03A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.03B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.03C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.03D Request a demonstration of the Check Stop Inspection.

### Task 4.04 - Simulated vehicle breakdown

- 4.04A When assessing the Task, the examiner will select a location where it is safe to conduct the assessment of this Task.
- 4.04B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.

*This could be done at the beginning of the lesson, where the examiner would notify the applicant that during the lesson the assessment of the Task would be conducted.*

*The demonstration will commence on notification that a simulated breakdown has occurred.*

- 4.04C At a time convenient to the examiner, and at the selected location, notify the applicant that the vehicle has broken down and observe each step demonstrated.

#### Note

This Task to be assessed only if the vehicle used has a GVM exceeding 12000 kg.

### Task 4.05 - Post operation check

- 4.05A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.05B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.05C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.05D Request a demonstration of the Post Operation Check.

### Task 5.01 - Theory exam (\* will be implemented in the future; N/A at the moment)

- 5.01 The applicant must sit for and pass the Theory Examination without any assistance or prompting, by attempting all questions in the exam paper.

The give way diagrams must be correctly answered before moving to the remainder of the exam.

To be successful the applicant must achieve 100 percent for all give way diagrams and at least 85 percent correct responses from the remainder of the questions in the exam.

The theory exam must be passed before the applicant is permitted to commence the CBT&A program.

# HR – Heavy Vehicle

## Assessment vehicle

- A three or more axle rigid vehicle, with a GVM exceeding 15,000 kg.
- Any three axle bus

## Other information for assessments

For each of the listed Tasks, the conditions, standard and performance criteria are stated in the individual Learner Guide, however, below is additional information the examiner must apply when conducting assessment.

*Ensure that the applicant is informed clearly of the requirements during training and then prior to assessment.*

*Inform the applicant when assessment begins and when it ends.*

*To formalise assessment, it is recommended to use words to the effect of “demonstrate” and “procedure.”*

## Task 3.03A - Reversing to the left

- 3.03AA Ensure that the area chosen is safe.
- 3.03AB Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.03AC Request a demonstration of the manoeuvre

## Task 3.04 - Reversing - straight line

- 3.04A The assessment of the Task may be performed in conjunction with the assessment of Task 3.03A Reversing to the left, providing that the area chosen will meet the standard required for each Task.
- 3.04B Ensure that the area chosen is safe.
- 3.04C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.04D Request a demonstration of the manoeuvre.

## Task 4.01 - Secure load

- 4.01A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.01B Ensure that all load restraint items mentioned in the Learner Guide under conditions are readily available for the assessment of the Task. The load must be in place but not secured.

- 4.01C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.01D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.01E The examiner will observe the applicant demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints.

**Note**

This Task may be performed on the vehicle or by using a separate training aid.

### **Task 4.02 - Pre-departure check**

- 4.02A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.02B Ensure that all recording items mentioned in the Learner Guide that are applicable to the vehicle are readily available for the assessment of the Task.
- 4.02C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.02D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.02E The examiner will verbally select the area of inspection and question component identification where necessary, then fill in the Pre Departure Check Sheet under the direction of the applicant. The Pre Departure Check Sheet contained within the Learner Guide must be used to record the applicant's performance.

### **Task 4.03 - Check stop inspection**

- 4.03A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.03B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.03C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.03D Request a demonstration of the Check Stop Inspection.

#### Task 4.04 - Simulated vehicle breakdown

- 4.04A When assessing the Task the examiner will select a location where it is safe to conduct the assessment of this Task.
- 4.04B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.

*This could be done at the beginning of the lesson, where the examiner would notify the applicant that during the lesson the assessment of the Task would be conducted.*

*The demonstration will commence on notification that a simulated breakdown has occurred.*

- 4.04C At a time convenient to the examiner, and at the selected location, notify the applicant that the vehicle has broken down and observe each step demonstrated.

#### Task 4.05 - Post operation check

- 4.05A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.05B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.05C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.05D Request a demonstration of the Post Operation Check.

#### Task 5.01 - Theory exam (\* will be implemented in the future; N/A at the moment)

- 5.01 The applicant must sit for and pass the Theory Examination without any assistance or prompting, by attempting all questions in the exam paper.

The give way diagrams must be correctly answered before moving to the remainder of the exam.

To be successful the applicant must achieve 100 percent for all give way diagrams and at least 85 percent correct responses from the remainder of the questions in the exam.

The theory exam must be passed before the applicant is permitted to commence the CBT&A program.

## HC – Heavy Combination

### Assessment vehicle

- Prime mover with tandem drive and a minimum Gross Combination Mass (GCM) of 24,000 kg.
- Semi-trailer with tandem or tri-axles and a minimum length of 11 metres; or
- A three or more axle heavy rigid vehicle towing a trailer with at least two axles and a GVM of 12,000 kg or more, and an overall length of combination (truck and trailer) of no less than 16 metres.

### Other information for assessments

For each of the listed Tasks, the conditions, standard and performance criteria are stated in the individual Learner Guide, however, below is additional information the examiner must apply when conducting assessment.

*Ensure that the applicant is informed clearly of the requirements during training and then prior to assessment.*

*Inform the applicant when assessment begins and when it ends.*

*To formalise assessment, it is recommended to use words to the effect of “demonstrate” and “procedure.”*

### Task 3.01 - Couple the trailer to the prime mover

- 3.01A Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.01B Prior to the commencement of this assessment, the examiner will ensure that the prime mover is in a position, not less than ten metres forward of the trailer to be coupled and offset by at least 1.5 metres from the left extremity of the trailer.
- 3.01C Request a demonstration of the procedure. When the Task is complete, the applicant will verbally notify the examiner.

### Task 3.01A - Couple the trailer to the heavy rigid vehicle

- 3.01AA Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.01AB Prior to the commencement of this assessment, the examiner will ensure that the towing vehicle is in a position, no less than ten metres forwards of the trailer to be coupled, and offset by at least 1.5 metres from the left extremity of the trailer
- 3.01AC Request a demonstration of the procedure. When the Task is complete, the applicant will verbally notify the examiner.

### **Task 3.02 - Uncouple the trailer from the prime mover**

- 3.02A Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.02B Request a demonstration of the procedure, driving forward until the two units are separated by at least ten metres and offset by at least 1.5 metres.

### **Task 3.02A - Uncouple the trailer from the heavy rigid vehicle**

- 3.02AA Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.02AB Request a demonstration of the procedure, driving forward until the two units are separated by at least ten metres and offset by at least 1.5 metres.

### **Task 3.03 - Reversing to the left**

- 3.03A Ensure that the area chosen is safe.
- 3.03B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.03C Request a demonstration of the manoeuvre

### **Task 3.04 - Reversing - straight line**

- 3.04A The assessment of the Task may be performed in conjunction with the assessment of Task 3.03 Reversing to the left, providing that the area chosen will meet the standard required for each Task.
- 3.04B Ensure that the area chosen is safe.
- 3.04C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.04D Request a demonstration of the manoeuvre.

### Task 4.01 - Secure load

- 4.01A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.01B Ensure that all load restraint items mentioned in the Learner Guide under conditions are readily available for the assessment of the Task. The load must be in place but not secured.
- 4.01C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.01D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.01E The examiner will observe the applicant demonstrate the common methods of securing a load which will confirm the ability to check and, if necessary, adjust load restraints.

**Note** This Task may be performed on the vehicle or by using a separate training aid.

### Task 4.02 - Pre-departure check

- 4.02A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.02B Ensure that all recording items mentioned in the Learner Guide that are applicable to the vehicle are readily available for the assessment of the Task.
- 4.02C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.02D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.02E The examiner will verbally select the area of inspection and question component identification where necessary, then fill in the Pre Departure Check Sheet under the direction of the applicant. The Pre Departure Check Sheet contained within the Learner Guide must be used to record the applicant's performance.

### Task 4.03 - Check stop inspection

- 4.03A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.03B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.03C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.03D Request a demonstration of the Check Stop Inspection.

#### Task 4.04 - Simulated vehicle breakdown

- 4.04A When assessing the Task, the examiner will select a location where it is safe to conduct the assessment of this Task.
- 4.04B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.

*This could be done at the beginning of the lesson, where the examiner would notify the applicant that during the lesson the assessment of the Task would be conducted.*

*The demonstration will commence on notification that a simulated breakdown has occurred.*

- 4.04C At a time convenient to the examiner, and at the selected location, notify the applicant that the vehicle has broken down and observe each step demonstrated.

#### Task 4.05 - Post operation check

- 4.05A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.05B Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.05C During the assessment, the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.05D Request a demonstration of the Post Operation Check.

#### Task 5.01 - Theory exam (\* will be implemented in the future; N/A at the moment)

- 5.01 The applicant must sit for and pass the Theory Examination without any assistance or prompting, by attempting all questions in the exam paper.

The give way diagrams must be correctly answered before moving to the remainder of the exam.

To be successful the applicant must achieve 100 percent for all give way diagrams and at least 85 percent correct responses from the remainder of the questions in the exam.

The theory exam must be passed before the applicant is permitted to commence the CBT&A program.

## MC – Multi Combination

### Assessment vehicle

- Prime Mover – B-double rated with tandem drive
- Trailers with tandem or tri-axles on each trailer, in B-double configuration; and
- An overall length of at least 22 metres.
- Converter dolly must conform to NHVR standards

### Other information for assessments

For each of the listed Tasks, the conditions, standard and performance criteria are stated in the individual Learner Guide, however, below is additional information the examiner must apply when conducting assessment.

*Ensure that the applicant is informed clearly of the requirements during training and then prior to assessment.*

*Inform the applicant when assessment begins and when it ends.*

*To formalise assessment, it is recommended to use words to the effect of “demonstrate” and “procedure.”*

The examiner must conduct all driver training and assessments on approved B-double routes, and all other exercises in an area approved by the Regulator.

If Tasks 2.16 and 2.17 are combined, the last training session must be at least 2 hours 15 minutes duration (for each applicant) from the start of assessment. This must include the assessment and re-assessments (if required) of both Tasks. The assessment time may be extended as required.

**Note** If all Tasks up to and including Task 2.16 have been completed, the assessment of Task 2.17 may commence earlier than the booked time.

### Task requirements to upgrade from HR to MC

The applicant is required to demonstrate competency in all Tasks relative to class HC.

The examiner must be satisfied that the applicant has the required skills and abilities to operate a class HC vehicle prior to undertaking the MC upgrade.

The required Tasks for class HC (previously known as HC Competencies) must be assessed/recorded using the appropriate recording sheets in the MC Learner Guide and the recording sheets must be retained.

Those recording sheets must be presented to the Authorised Person conducting an audit.

The tasks must be assessed by an Authorised Examiner for class HC or MC.

The assessment of the required Tasks for class HC (previously known as HC Competencies) generally requires a single successful demonstration – all details and requirements are to be found in class MC Learner Guide.

### **Task 3.01B - Couple B trailer to the prime mover & A trailer**

- 3.01BA Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.01BB Prior to the commencement of this assessment, ensure that the B trailer is safely secured, the prime mover is coupled to the A trailer and the towing unit is positioned forwards of the B trailer by no less than 10 metres.
- 3.01BC Request a demonstration of the procedure. When the Task is complete, the applicant will verbally notify the examiner.

### **Task 3.02B - Uncouple the B trailer from the towing unit**

- 3.02BA Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.02BB Request a demonstration of the procedure. When the Task is complete, the applicant will verbally notify the examiner.

### **Task 3.02C - Couple the prime mover & trailer to dolly**

- 3.02CA Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.02CB Prior to the commencement of this assessment, ensure that the dolly is safely secured, and the prime mover and trailer combination is positioned appropriately for the Task.
- 3.02CC Request a demonstration of the procedure. When the Task is complete, the applicant will verbally notify the examiner.

### **Task 3.02D - Uncouple the dolly from the towing trailer**

- 3.02DA Select a safe area of hard standing which is reasonably level with minimal or no traffic.
- 3.02DB Request a demonstration of the procedure, ensuring that at the finish of the assessment the dolly is safely secured and positioned at the same location as at the beginning.
- 3.02DC Request a demonstration of the procedure. When the Task is complete, the applicant will verbally notify the examiner.

### Task 3.04 - Reversing - straight line

- 3.04A When assessing this Task, the examiner will ensure that the area chosen is safe.
- 3.04B The examiner will inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 3.04C Request a demonstration of the manoeuvre.

### Task 4.01 - Secure load

- 4.01A Ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.01B Ensure that all load restraint items mentioned in the Learner Guide under conditions are readily available for the assessment of the Task. The load must be in place but not secured.
- 4.01C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.01D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.01E The examiner will observe the applicant demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints.

**Note** This Task may be performed on the vehicle or by using a separate training aid.

### Task 4.02 - Pre departure check

- 4.02A When assessing the Task the examiner will ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.02B Ensure that all recording items mentioned in the Learner Guide that are applicable to the vehicle are readily available for the assessment of the Task.
- 4.02C Inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.02D During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.02E The examiner will verbally select the area of inspection and question component identification where necessary, then fill in the Pre Departure Check Sheet under the direction of the applicant. The Pre Departure Check Sheet contained within the Learner Guide must be used to record the applicant's performance.

### Task 4.05 - Post operation check

- 4.05A When assessing the Task, the examiner will ensure that the area chosen is safe for pedestrian activity, with clear access to all sides of the vehicle.
- 4.05B The examiner will inform the applicant of the objective of the Task, with clear guidelines of the parameters of the Task and the standard the applicant must demonstrate.
- 4.05C During the assessment the examiner must be in a position enabling a clear view of the applicant's performance.
- 4.05D Request a demonstration of the Post Operation Check

### Task 5.01 - Multi-combination theory exam

- 5.01 The theory component is to be conducted over a minimum period of three hours.

The applicant must sit for and pass the Theory Examination without any assistance or prompting, by attempting all questions in the exam paper.

The give way diagrams must be correctly answered before moving to the remainder of the exam.

To be successful the applicant must achieve 100 percent for all give way diagrams and at least 85 percent correct responses from the remainder of the questions in the exam.

The theory exam must be passed prior to the applicant progressing to the practical component.