



**Government
of South Australia**

Department for Infrastructure
and Transport

AUTHORISED EXAMINER MANUAL

COMPETENCY BASED

TRAINING AND ASSESSMENT (CBT&A)

FOR

CLASS 'CAR' (C)

AUTHORISED EXAMINER MANUAL

Competency Based Training and Assessment Class Car

PUBLICATION INFORMATION

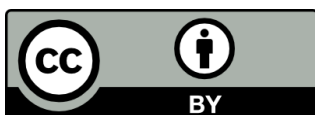
This publication is the manual referred to in the Rules Governing Authorised Examiners as the manual provided by the Registrar of Motor Vehicles (the Registrar) that sets out the procedures and standards to be applied by Authorised Examiners when conducting Competency Based Training and Assessment (CBT&A) class C (car).

References to legislation should not be taken as a precise interpretation of the law. It does not set out to be a substitute for the legislation made by Parliament and recent changes in laws may not be reflected in this publication.

For further information, please email DIT.LicenceStandardsandTraining@sa.gov.au

Copies of the relevant South Australian legislation may be viewed at www.legislation.sa.gov.au

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DESCRIPTION OF THE COMPETENCY BASED TRAINING AND ASSESSMENT PROGRAM FOR LIGHT VEHICLES

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

- training and assessment of a series of Tasks
- review Tasks, and
- a Final Drive.

During the CBT&A course the learner driver must demonstrate to an Authorised Examiner the ability to operate a light vehicle by meeting the minimum performance criteria outlined for each Task in this manual. Tasks are outlined in this Manual and replicated in the learner driver's resource, the Driving Companion.

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

While the Driving Companion has a list of the Tasks, they are not required to be assessed in any particular order.

During assessment of Tasks the Authorised Examiner is not permitted to provide instruction, only direction. Acceptable forms of direction giving are provided in this manual.

The Authorised Examiner must record assessments in the learner driver's Driving Companion in accordance with this manual.

Under the CBT&A course Tasks are able to be re-assessed as outlined in this manual until competence is demonstrated.

Assessments must be conducted in vehicles that are registered, roadworthy and meet the minimum vehicle configuration for conducting practical driving tests as determined by the Registrar of Motor Vehicles.

Training, may be delivered by a Motor Driving Instructor (MDI) or a Qualified Supervising Driver (QSD), however neither the MDI nor QSD can sign off Tasks. There is no recognition of current competencies for Tasks trained by MDIs or QSDs, the Tasks must be assessed in their entirety in accordance with this manual.

If a learner driver changes examiners part way through the CBT&A program, the new examiner must confirm competency in any Task already signed off.

The Final Drive assessment is a general drive over a pre-prepared route confirming the learner driver's ability to drive to the standard outlined in this Manual.

The Final Drive assessment, Task 30, 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 learner driver a Certificate of Competency that the Registrar will accept for the issue of a driver's licence providing all other eligibility criteria is met.

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TRAINING AND ASSESSMENT INFORMATION

Authorised Examiners providing CBT&A are required to conduct the training and assessment of all tasks documented in the Driving Companion in accordance with the current edition of this manual.

Where the content of a Task (with the exception of Task 30) in the Driving Companion cannot be accessed within either a forty kilometer road distance from the town limit where the CBT&A course is being conducted, or 25 minutes of normal driving (whichever is the shorter distance), the Authorised Examiner will not be required to assess the learner driver on those items in order to sign off the Task. The Authorised Examiner will explain the items from the Task and will note on the assessment page of the particular Task which items in the Task were not assessed.

When assessing Task 30, the Authorised Examiner **MUST** substitute the next most difficult range statement item listed on the Task 30 assessment sheet if any of those items cannot be assessed due to locality.

(E.g. if interaction at traffic lights, roundabouts or laned roads is required and cannot be done, an equal amount of turns must be made onto or from busy roads to replace the missing range statement items).

Note: Any requirements for sealed and unsealed bends remain unchanged.

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REVISION STATUS

This sheet is to be placed in the Manual immediately following the title page. All obsolete pages in this manual are to be replaced with the latest revision as shown below.

REVISIONS ISSUED

DOCUMENT ID	PAGE	DUE FOR REVISION	LATEST ISSUE
CBT&A Manual	21	30/05/2004	30/05/2003
CBT&A Manual	34	30/05/2004	30/05/2003
CBT&A Manual	81	30/05/2004	30/05/2003
CBT&A Manual	5	26/09/2005	26/09/2006
CBT&A Manual	35	26/09/2005	26/09/2006
CBT&A Manual	41	26/09/2005	26/09/2005
CBT&A Manual	43	26/09/2005	26/09/2006
CBT&A Manual	45	26/09/2005	26/09/2006
CBT&A Manual	53	26/09/2005	26/09/2006
CBT&A Manual	61	26/09/2005	26/09/2006
CBT&A Manual	95-96	26/09/2005	26/09/2006
CBT&A Manual	1-3	01/01/2007	01/01/2006
CBT&A Manual	101-114	01/01/2007	01/01/2006
CBT&A Manual	26	01/01/2007	01/01/2006
CBT&A Manual	30	01/01/2007	01/01/2006
CBT&A Manual	12	19/02/2008	19/02/2007
CBT&A Manual	77,81,95, 105,112	01/09/2012	01/09/2010
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PROCEDURE SECTION**PART A****PROCEDURES SECTION**

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AUTHORISED EXAMINER'S MANUAL

This section contains the Procedures governing the conduct of the Competency-Based Training (CBT&A) Course for learner drivers of class “C” vehicles by Authorised Examiners.

All Authorised Examiners are required to comply with the processes as described in this section when performing any of the actions associated with the Competency-Based Training Course.

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PROCEDURE NO. 1**MANAGING THE CBT&A COURSE FOR CLASS 'C'****MANAGING THE CBT&A COURSE FOR CLASS 'C'****1. PURPOSE**

The purpose of this procedure is to provide instruction to Authorised Examiners on the procedures and obligations required to be followed when providing the Competency-Based Training (CBT&A) Program for the licensing of class 'C' learner drivers.

2. SCOPE

This procedure encompasses the obligations and processes which must be applied by the Authorised Examiner from the point of initial contact with the CBT&A learner driver through to the issue of the Certificate of Competency, but does not include the training or assessment standards or procedures.

3. REFERENCES

- AUTHORISED EXAMINER TRAINING COURSE
- RULES GOVERNING AUTHORISED EXAMINERS
- THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

- 4.1** Terms defined under the Rules Governing Authorised Examiners, which are used in this procedure, have the same meaning.
- 4.2** **"THE RULES"** mean the rules referred to in the Instrument of Appointment signed by the Registrar of Motor Vehicles for appointment as an Authorised Examiner.
- 4.2** **"LEARNER DRIVER"** means 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 a Certificate of Competency.
- 4.3** **"TASK"** means any of the CBT&A tasks as documented in the 'Standards Section' of this Manual or the tasks section of the 'Driving Companion'.
- 4.4** **"MIRROR"** means the central mirror as a minimum requirement.

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PROCEDURE NO. 1**MANAGING THE CBT&A COURSE FOR CLASS 'C'****5. PROCEDURE FOR MANAGING THE CBT&A COURSE****5.1 COMPLIANCE WITH THE RULES**

The Authorised Examiner conducting the CBT&A course must comply with the Rules Governing Authorised Examiners referred to in the Instrument of Appointment.

5.2 THE FIRST TRAINING SESSION

Before an Authorised Examiner commences the first training session of the CBT&A course for a learner driver, the Authorised Examiner must ensure compliance with the following:

- 5.2.1 The Authorised Examiner must establish the identity of the learner driver in accordance with the requirements of the Rules Governing Authorised Examiners.
- 5.2.2 The Authorised Examiner must check eligibility of the learner driver to undertake the assessment in accordance with the requirements of the Rules Governing Authorised Examiners.
- 5.2.3 The Authorised Examiner must ensure that the learner driver adheres to all learner's permit conditions and any other condition stated on the permit (e.g. 'S' for driving with glasses or contact lenses) when driving the vehicle.
- 5.2.4 The Authorised Examiner will either provide a vehicle which is registered and roadworthy or use a vehicle provided by the learner driver which has been checked by the Authorised Examiner for roadworthiness and registration.
- 5.2.5 Ensure that his/her Motor Driving Instructor's Licence is:
 - current and clearly displayed on their person as required by the *Motor Vehicles Act 1959*
 - is made available for inspection as required by the *Motor Vehicles Act 1959*, or
 - in the case of a digital licence, produce the digital licence as required by the *Motor Vehicles Act 1959* and Section 19 of the *Electronic Communications Act 2000*.
- 5.2.6 Ensure the learner driver wears appropriate clothing and enclosed footwear in accordance with *Work Health and Safety Act 2012* requirements.
- 5.2.7 Give a brief explanation to the learner driver of the CBT&A course process and the conditions that apply.

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- 5.2.8 The learner driver 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.

5.3 COMPLIANCE WITH THE PROCEDURES AND STANDARDS

- 5.3.1 The Authorised Examiner will conduct the training in accordance with the procedures stated in this manual;
- 5.3.2 The Authorised Examiner must conduct the assessments for each task in accordance with the task assessment procedure and range statements in this manual;

Note: Advanced Driver Assistance Systems (ADAS) e.g. reversing cameras, park assist, lane assist and collision warning/emergency braking functions etc are becoming common features in new cars. Some of these features contribute to overall road safety and cannot or should not be turned off during an assessment, however this does not change the way assessments should be undertaken.

The overarching purpose of the assessment is to determine if the learner driver has sufficient control of the vehicle without posing a danger to themselves or other road users. e.g. They are demonstrating continual awareness and maintaining correct speed, road position and responsiveness to changes in road and traffic conditions.

Therefore, ADAS safety features may be used as an aid (a secondary source of observation/action only) but they do not replace primary observations and timely demonstration of safe interaction with traffic and vehicle control by the learner driver.

The learner driver demonstrating appropriate interactions with ADAS features should be assessed in conjunction with the changes in road environment as applicable.

- 5.3.3 The Authorised Examiner must complete the assessment records in the Driving Companion as soon as practicable after the assessment of any task or at the end of each training session whichever occurs first;
- 5.3.4 Where the items of any task are not accessible **within either a forty (40) kilometre road distance** of the town limit where the CBT&A course is being conducted, or 25 minutes of normal driving (whichever is the shorter distance),
- (i) Except Task 30, the Authorised Examiner will be exempted from conducting the assessment of those items of the task.

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- (ii) The Authorised Examiner will provide an explanation of those items of the task to the learner driver.
- (iii) The task may be signed off with a note on the assessment page that specific items of the task were unable to be assessed due to the learner driver's CBT&A course location.

Note: For Task 30, see Procedure No. 4 Paragraph 5.8.4 for distance requirements.

5.3.5 When assessing Task 30, the Authorised Examiner MUST substitute the next most difficult range statement item listed on the Task 30 assessment sheet if any of those items cannot be assessed due to locality.

(E.g. if interaction at traffic lights, roundabouts or laned roads are required and cannot be done, an equal amount of turns must be made onto or from busy roads to replace the missing range statement items).

Note: Any requirements for sealed and unsealed bends remain unchanged.

5.4 BOOKING THE LAST TRAINING SESSION ON TO THE "DIT APPROVED BOOKING SYSTEM" (TRUMPS)

5.4.1 The Authorised Examiner must book a CBT&A-LTS in accordance with the Registrar of Motor Vehicles directions as outlined in the Rules Governing Authorised Examiners.

5.5 THE LAST TRAINING SESSION

The last training session must be of at least 45 minutes duration and must include the assessment and any reassessment for Task 30.

5.5.1 The learner driver must not be trained on or have any prior knowledge of the assessment route.

5.5.2 The last training session must be conducted in English and must not commence earlier than 5 minutes before or later than 15 minutes after the time booked on the 'TRUMPS' system unless permission is obtained from either an Assessment Officers conducting an audit or the Operations Coordinator.

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- 5.5.3 Any learner driver who is unsuccessful in achieving the standard for Task **30** by the end of the last training session (including any reassessment) must be rebooked for another last training session in accordance with the Rules.
- 5.5.4 On successful completion of the last training session (Task **30**), the Authorised Examiner must:
- (i) Correctly complete the details in the learner driver's Driving Companion
 - (ii) Accurately complete the details on the next numbered certificate of competency and ensure that the learner driver signs the certificate in the Authorised Examiner's presence, and
 - (iii) Provide the white original certificate of competency to the learner driver together with the Driving Companion.
- 5.5.5 The Authorised Examiner must explain to the learner driver that:
- (i) The certificate of competency must be presented to a Service SA Customer Service Centre for a driver's licence to be issued
 - (ii) If the certificate of competency is not presented to Service SA within 12 months of issue it may be refused
 - (iii) Learner's permit conditions still apply until a licence is issued, and
 - (iv) The learner will be required to submit the 75 hours of supervised driving recorded within the Log Book to the Service SA, Customer Service Centre.

5.6 MONTHLY RETURNS

The Authorised Examiner must accurately complete and submit the CBT&A Monthly Return in accordance with the Rules Governing Authorised Examiners.

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PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS****1. PURPOSE**

The purpose of this procedure is to provide guidance to Authorised Examiners on how to perform Competency-Based Training and assessment of tasks from the CBT&A course for learner drivers.

2. SCOPE

This procedure for conducting CBT&A encompasses:

- The planning
- The preparation
- Establishment of lesson objectives
- Recognition of prior learning (or current competencies),
- The training of CBT&A tasks
- General assessment conditions of those CBT&A tasks, and
- The maintenance of training records.

3. REFERENCES

- AUTHORISED EXAMINER COURSE
- THE DRIVER'S HANDBOOK
- LOG BOOK FROM THE DRIVING COMPANION
- STANDARDS SECTION OF THIS MANUAL
- RULES GOVERNING AUTHORISED EXAMINERS
- THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

4.1 “DRIVING COMPANION” contains all the task requirements and the assessment records for CBT&A.

4.2 “HOMEWORK” when marked with a cross (X) means the learner driver requires either additional training or practice in that step from the ‘*Task Requirements*’ before the task can be adequately assessed.

4.3 “LESSON OBJECTIVE” or **“LEARNING OUTCOME”** means the statement of the task and standard to be achieved by the learner driver expressed in outcome terms.

4.4 “LOG BOOK” means the learner driver's log book from the Driving Companion.

4.5 “RECOGNITION OF CURRENT COMPETENCIES (RCC)” or **“RECOGNITION OF PRIOR LEARNING (RPL)”** means the knowledge and/or skills applicable to the lesson objective as claimed by the learner driver that are identified by a diagnostic assessment conducted by the Authorised Examiner.

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4.6 “TRAINING RECORDS” means the records kept by the Authorised Examiner as evidence of the learner driver’s competency in any task where training and/or assessments have been applied and may include the records on the second page of each task in the Driving Companion.

5 PROCEDURE FOR PERFORMING CBT&A TRAINING

When conducting any training session for the CBT&A course, Authorised Examiners must ensure that the training is performed in a properly prepared and structured manner. *Where practicable*, Authorised Examiners must conform to the following procedure.

5.1 LESSON PLANNING AND PREPARATION

The Authorised Examiner must ensure that appropriate planning and preparation for each training session of the CBT&A course for learner drivers is performed prior to the conduct of the training session. The planning and preparation must include the following:

- 5.1.1 Determining the objective(s) for the training session using the training records of the learner driver and the learning outcomes stated in the tasks from the Standards Section of this manual
- 5.1.2 Ensuring all equipment, training aids, reference books and manuals are accessible to the Authorised Examiner when required during the training session
- 5.1.3 The instructional methods to be used in delivering the training during each session should be selected, and
- 5.1.4 The assessment of each of the tasks in the CBT&A course must be appropriately planned by the Authorised Examiner to conform to the procedures documented in this Manual, applicable to each task and the requirements of the range statement associated with that task.

5.2 RECOGNITION of CURRENT COMPETENCIES (RCC) and RECOGNITION of PRIOR LEARNING (RPL)

For RCC or RPL, before any training is commenced, the Authorised Examiner will **ensure** that the learner driver is able to **satisfactorily perform a task** that has **either**, been trained **or** has been signed off by another Authorised Examiner.

The Authorised Examiner may also assess any other task for which the learner driver claims competence. The Authorised Examiner must conduct each assessment for RCC or RPL in the following manner.

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RPL: Refers to where a learner driver is seeking to have prior training or skills that have been delivered by a third party recognised. For RPL tasks all assessments as set out in this manual must be undertaken in their entirety and to the documented standard.

5.2.1 For any RPL task, the Authorised Examiner may skip the training component and go straight to conducting the assessment. All CBT&A assessment requirements must be met as per the CBT&A manual Procedure No 4.

RCC: This process occurs if changing Authorised Examiners. Those tasks assessed and signed off by a previous examiner can be checked and recognised by the new examiner.

5.2.2 If any RCC tasks have been signed off by another Authorised Examiner, the current Authorised Examiner will follow steps 5.2.4, 5.2.5, 5.2.6 and 5.2.7 below.

5.2.3 The steps where the crosses are placed will identify the areas where training is to be applied and **the total task must be reassessed** in accordance with ***Procedure No. 4 as stated in this manual.***

5.2.4 If all the tasks in either Units 1 or 2 have been signed off by another Authorised Examiner, the corresponding review task or tasks can be signed off at that time.

5.2.5 For all other tasks in the CBT&A course where road law, road craft, and car craft are being taught, the assessment will be conducted in accordance with the procedures documented in this Manual. These are outlined in the performance criteria, standards, and range statement for the task.

5.2.6 If all the tasks in Units 1, 2, and 3 have been signed off by another Authorised Examiner, only Task 22 and the tasks in Unit 4 need to be assessed before attempting Tasks 29 and 30.

5.2.7 If all the tasks up to and including Task 29 have been signed off by another Authorised Examiner, then only Tasks 22, 27, 29 and 30 must be assessed by the Authorised Examiner signing the Certificate of Competency (see Note 2).

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PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS****Note:**

In the event that a learner driver has changed Authorised Examiner part way through the CBT&A course there is no need for a new Authorised Examiner to restart the assessment of Tasks from the beginning. The following steps outline the recommended process to follow in this situation.

1. The new Authorised Examiner should verify the learner driver's current skills via a short drive.
2. If, during this drive, the Authorised Examiner forms the view that the learner driver meets the "Task Requirements" for the signed off Tasks, they should formally sign the Tasks off when they conduct the next review Task that includes those Tasks.
3. To record this the Authorised Examiner must sign and date in the "*Authorised Examiner Notes*"

These entries should resemble the below

- Date
- Review Task
- Competency verified
- Signed.

This process recognizes that Tasks may not be signed off sequentially.

The exception to the above is as described in Procedure No 2, 5.2.6 and 5.2.7 above.

Tasks that have not completed or the learner driver is not able to demonstrate competence, must be retrained and assessed in accordance with the Task requirements in this manual.

1. The Authorised Examiner should, where appropriate, use questioning techniques to ascertain the learner driver's knowledge base before a Task is taught and if the learner driver indicates competency then RPL should be offered.
2. A learner driver who has developed skills to a level where they are likely to meet the VORT standard may be recommended for a VORT, but this should be done only with the learner driver's approval and the Authorised Examiner having advising them of the risk of failing the VORT due to its nature of a one off pass or fail assessment.

5.3 STRUCTURING A TRAINING SESSION

After ascertaining the knowledge and skill base from the learner driver (*including RCC and RPL*) and any training records (e.g. Driving Companion), the Authorised Examiner should conduct the training session in an efficient and structured manner incorporating the following principles where possible:

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- 5.3.1 The Authorised Examiner will outline the lesson objective and explain the standard of performance expected of the learner driver in order to achieve the learning outcome.

The Authorised Examiner should link the lesson objective to previous training (where appropriate).

- 5.3.2 The Authorised Examiner should explain to the learner driver how the training will take place and how the task will be assessed.

- 5.3.3 *Where practicable*, the Authorised Examiner should structure the training in the following manner, having regard to individual and cultural differences for each learner driver:

- (i) Give an explanation of the task and any knowledge required for the task
- (ii) Demonstrate the task at normal speed (*as appropriate*)
- (iii) Demonstrate the task, step by step, with a commentary of explanations and reasons for actions (*as appropriate*)
- (iv) Learner driver to perform the task, step by step, under the direct guidance from the Authorised Examiner
- (v) Learner driver to practice with assistance as required, and
- (vi) Learner driver to practice (either as homework or with Authorised Examiner) until competency has been achieved.

- 5.3.4 Where the Authorised Examiner believes the learner driver to be competent in a task, that Authorised Examiner will conduct the assessment of that task *in accordance with **Procedure No. 4**, performance criteria, standards, and range statements documented in this Manual for that task.*

5.4 ASSESSMENT OF TASKS IN THE CBT&A COURSE

The assessment of tasks in the CBT&A course must be performed in an unbiased manner.

When an assessment of a task is performed by the Authorised Examiner, the performance of the learner driver must be judged ***on what the learner driver displays during the assessment and not what the Authorised Examiner has previously observed.***

Assistance, prompting or instruction during the assessment invalidates the assessment.

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Review assessments are also included throughout the training course to ensure that the characteristic of **reliability** of performance is built into the training. It enables additional assessment of previously trained and assessed tasks to confirm that the knowledge and skills have been learnt.

Review assessments identify recall by the learner driver, which is a measure of how well the task was initially trained and learnt in the first instance.

A properly taught task should require minimal (if any) additional training if the learning outcome was achieved by the learner driver when it was first trained and correctly assessed.

*Each review task must be assessed **independently** from other review tasks.*

If the training session is *at least 90 minutes*, it may include *up to **two review tasks*** being assessed during the training session.

The first of the reviews must be conducted at the beginning of the training session and the second of the reviews must be conducted towards the end of the session.

The assessment of CBT&A tasks must conform to the following:

5.4.1 All assessments of all tasks must be performed:

- (i) under the conditions stated in the documented range statement, and
- (ii) in accordance with the procedure referred to in that range statement.

5.4.2 Any assessment of a task from the CBT&A course will be null and void if the Authorised Examiner performing the assessment:

- (i) provides any assistance, prompting or instruction (either verbal or physical).

Clarification of a direction, idle conversation or stopping the learner driver at the side of the road to allow an obviously nervous learner driver to settle down (*without identifying any previously occurring faults*) is NOT considered assistance or instruction.

5.4.3 If assistance, prompting or instruction is required to avoid danger, embarrassment, confusion or continuation of a traffic offence, the

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assessment (whether a primary or reassessment) will be terminated at that point and remedial training may be provided.

- 5.4.4 If any assessment or reassessment has been terminated, that assessment or reassessment must be performed again from the beginning (except the re-assessment for Task 30).

A complete assessment of any task must be contained within a single training session.

- 5.4.5 When assessing any Basic Driving Procedure (Tasks 1 to 7) or a manoeuvre (Tasks 9 to 13 and Task 27):

- (i) the assessment will be performed in accordance with Procedure No. 3, Procedure No. 4 and Procedure No. 5 in this manual.

- 5.4.6 When assessing Basic Road Skills (Tasks 15 to 22) or Traffic Management Skills (Tasks 23 to 28, except Task 27):

- (i) the law points, road craft, and car craft will be assessed in accordance with Procedure No. 4 and Procedure No. 5 in this manual.

- 5.4.7 When the assessments of all the basic tasks in a single **Unit** are completed, the *review* task for that Unit (if stated) must be the next task to be assessed by the Authorised Examiner.

- 5.4.8 When assessing Review of Basic Driving Procedures (Task 8), Review of Slow Speed Manoeuvres (Task 14) or Review of Basic Driving Skills (Task 29):

- (i) One example only of each of the stated learning outcomes must be demonstrated accurately, without further training in those tasks, for the review task to be signed off.
 (ii) Any learner driver who demonstrates the learning outcome and does not achieve the required documented standard must be reassessed in accordance with the assessment procedure, standard, and range statement for the original task at the end of the review assessment.
 (iii) Remedial training may be given before conducting those reassessments.

- 5.4.9 When assessing *Review of Road Skills and Traffic Management* (Task 30) the assessment will be conducted in accordance with the requirements of section 5.4.6 of this procedure.

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5.4.10 Task **30** must **NOT** be assessed until all other tasks have been signed off in the Driving Companion.

5.4.11 As soon as practicable after a satisfactory assessment of any task, the Authorised Examiner must ensure that all details are completed in the signature box for that task in the Driving Companion.

5.4.12 Except Task 30, where the items of a task are not reasonably accessible within either a 40 kilometer road distance from the town limit where the CBT&A is conducted or 25 minutes of normal driving (whichever is the shorter distance):

- (i) the Authorised Examiner will be exempt from assessing the learner driver on those items within that task
- (ii) The Authorised Examiner will explain the items of any such tasks to the learner driver, and
- (iii) The Authorised Examiner will complete the driving companion signature box for those tasks but will make a note on the assessment page that those items from that task were not assessed due the CBT&A location.

Note: See Procedure 4, Paragraph 5.8.4) (**For Task 30 requirements**, see Procedure 1, Paragraph 5.3.5).

5.5 MAINTAIN LEARNER DRIVER TRAINING RECORDS

The Authorised Examiner must complete the training and assessment records for each learner driver during the CBT&A training session in which training or assessment of a CBT&A task has taken place. The training records should include the following:

5.5.1 In the column adjacent to *Task Requirements* titled '**Homework**', the Authorised Examiner should place either:

- (i) a '**tick**' in the first box alongside each step where the learner driver has demonstrated competency, or
- (ii) a '**cross**' in the first box alongside each step where training or practice is still required.

5.5.2 When the learning outcome for the task has been reassessed **in total** during any future training session and the standard for each of the *Task Requirements* is achieved, the Authorised Examiner should place a '**tick**' in the second box next to the original '**cross**' as appropriate.

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- 5.5.3 The Authorised Examiner must complete the signature box and date box for each task in the Driving Companion as soon as practicable after the completion of the assessment for each task.
- 5.5.4 At the end of each training session, the Authorised Examiner will tick the checkbox for the relevant Task in the CBT&A Task Index in the Driving Companion to indicate Tasks that have been completed during that session.

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PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****1. PURPOSE**

The purpose of this procedure is to provide instruction to Authorised Examiners in how to explain the requirements for each of the Basic Driving Procedures and Slow Speed Manoeuvres from the CBT&A course to the learner driver, and how to conduct their assessments.

2. SCOPE

This procedure covers the giving of directions and explanations for each of the basic driving procedures or manoeuvres to the learner driver by the Authorised Examiner just before the Basic Driving Procedure or Slow Speed Manoeuvre is attempted during the assessment of that task.

3. REFERENCES

- STANDARDS SECTION OF THIS MANUAL
- PROCEDURE NO. 2
- PROCEDURE NO. 4
- THE DRIVER'S HANDBOOK
- THE DRIVING COMPANION
- RULES GOVERNING AUTHORISED EXAMINERS
- THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

4.1 "BASIC DRIVING PROCEDURE" or "BDP" means any of the tasks which are defined in *Unit 1* (Basic Driving Procedures) of the Standards Section of this Manual. When referring to a specific 'Basic Driving Procedure', the full title will be used.

4.2 "MANOEUVRE" means any of the tasks, which are defined in *Unit 2* (Slow Speed Manoeuvres) and Task **27** from the Standards Section of this Manual. When referring to a specific 'Manoeuvre', the full title will be used.

5. PROCEDURE FOR DIRECTING ASSESSMENTS ON TASKS FOR UNITS 1 AND 2 IN THE CBT&A COURSE

The Authorised Examiner will conduct assessments for Task **27** and for each of the tasks in Units 1 and 2 of the CBT&A course in accordance with **Procedure No. 4** while complying with the following:

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PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.1 Unit 1, Task 1 - 'Cabin Drill and Controls'.**

- 5.1.1 When assessing this task, the Authorised Examiner will ensure that the seat, mirrors, and some of the control positions *are not correctly adjusted* for the learner driver prior to the assessment of this task.
- 5.1.2 To commence the assessment, the Authorised Examiner will request the learner driver to sit in the driver's seat and prepare the vehicle so that it can be driven by the learner driver safely.
- 5.1.3 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task 1 in the Standards Section of this Manual.

At the end of the 'Cabin Drill', the Authorised Examiner will question the learner driver on the location, function, and operation of at least one control from each group which may need to be used for driving.

- 5.1.4 A *successful demonstration* of the task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task *without assistance from the Authorised Examiner*. **The task can be signed off only when the number of successful demonstrations complies with Procedure No. 4.**

5.2 Unit 1, Task 2 - 'Starting and Shutting Down the Engine'.

- 5.2.1 To commence the assessment of this task, the Authorised Examiner will **not** specially prepare the vehicle (e.g. move the gear lever into 'Neutral').
- 5.2.2 The Authorised Examiner will ask the learner driver, "When you are ready, start the engine, please" or words to that effect.
- 5.2.3 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task 2 in the Standards Section of this manual.
- 5.2.4. At a time convenient to the Authorised Examiner (e.g. Immediately after starting up or at a time when the engine needs to be shut down), the learner driver must be requested to "shut down" or "switch off" the engine when ready.
- 5.2.5 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task 2 in the Standards Section of this Manual.

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5.2.6 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.

5.3 Unit 1, Task 3 - 'Moving Off from the Kerb'.

5.3.1 When assessing this task, the Authorised Examiner will select a location where the road is reasonably level and the traffic is light.

5.3.2 The vehicle must be secured with the park brake on and in 'neutral' (or 'park' - automatics). This may be requested by the Authorised Examiner.

5.3.3 The Authorised Examiner will state to the learner driver, "When you are ready, move off please" or words to that effect.

5.3.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task 3 in the Standards Section of this Manual.

5.3.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.

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PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.4 Unit 1, Task 4 - 'Stopping and Securing the Vehicle'**

- 5.4.1 When assessing this task, the Authorised Examiner will **select a general location** where the road is reasonably level with minimum kerb-side obstructions and where the traffic is light.
- 5.4.2 The Authorised Examiner will identify the general location and request the learner driver to stop the vehicle at the kerb.
- 5.4.3 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Part (1) of Task 4 in the Standards Section of this Manual.
- 5.4.4 The Authorised Examiner will request the learner driver to secure the vehicle so it will not roll and observe each step and the sequence of steps demonstrated by the learner driver. The Authorised Examiner will compare the result to the documented standard for Part (2) of Task 4 in the Standards Section of this Manual.
- 5.4.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.

5.5 Unit 1, Task 5 - 'Stop and Go using the park brake' (See Authorised Examiner Note – Page 53).

- 5.5.1 When assessing this task the Authorised Examiner will **either**:
- (i) select a location with no traffic and ask the learner driver to bring the vehicle to a stop and then move off in the same direction using the park brake, or
 - (ii) assess the task where the learner driver is required to stop (e.g. at a stop line, in a line of traffic or when waiting to turn).
- 5.5.2 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task 5 in the Standards Section of this Manual.

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5.5.3 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.

5.6 Unit 1, Task 6 - 'Gear Changing up and down'

5.6.1 The assessment of Task 6 may be performed in conjunction with the training of another task (such as Task 18 - 'Turning at Corners'):

Note:

This will allow an opportunity for the learner driver to gain sufficient practice during other training to enable competent demonstrations of gear changing up through the gearbox and down through the gearbox under real road conditions.

5.6.2 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for all parts of Task 6 in the Standards Section of this Manual.

5.6.3 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

5.7 Unit 1, Task 7 - 'Steering the Vehicle (Forward and Reverse)'

5.7.1 When assessing this task, a quiet, level location, preferably without traffic, should be selected.

5.7.2 The Authorised Examiner will request the learner driver to perform the components of the task (from the Range Statement).

5.7.3 The Authorised Examiner will note:

- (i) the observation pattern of the learner driver
- (ii) the method used for steering the vehicle (hand position), and
- (iii) the accuracy of control that the learner driver applies to both the
 - a. straight line steering, and
 - b. in changing direction (through at least 90 degrees).

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5.7.4 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

5.8 Unit 2, Task 9 - 'Moving Off On a Hill'

5.8.1 The Authorised Examiner will identify a general location that is appropriate for this manoeuvre to be conducted.

5.8.2 The Authorised Examiner will request the learner driver to select an appropriate location on the hill (if available), pull into the left, and stop.

5.8.3 The Authorised Examiner will then request the learner driver to "move off" when ready.

5.8.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task 9 in the Standards Section of this Manual.

5.8.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

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PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.9 Unit 2, Task 10 and Unit 4, Task 27- 'The U Turn'**

- 5.9.1 The Authorised Examiner will identify a general location on a suitable road.
- 5.9.2 The Authorised Examiner will request the learner driver to select a safe and legal location and do a complete 'U' turn.
- 5.9.3 A distance limit should be set by the Authorised Examiner which will allow at least three safe locations where a 'U' Turn can easily be attempted. This may be done by prefixing the Authorised Examiner's request with "Before you get to the '*stated limit*'...".
- 5.9.4 The Authorised Examiner will observe each step and their sequence demonstrated by the learner driver and compare the result to the documented standard for Task 10 or Task 27 as the case may be, in the Standards Section of this Manual.
- 5.9.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

5.10 Unit 2, Task 11 - 'The Three (3) Point Turn'

- 5.10.1 The Authorised Examiner will select an appropriate general location for the conduct of this manoeuvre where the road is sufficiently narrow requiring the vehicle *to be reversed at least two thirds the way across the road to complete the three point turn*.
- 5.10.2 The Authorised Examiner will request the learner driver to select a safe and legal location and turn the vehicle around between the kerbs (or other extremities - country locations) without touching a kerb (or other extremity).
- 5.10.3 A distance limit should be set providing there are **at least three** appropriate locations where the manoeuvre can be done (e.g. "*Before the end of the road...*").
- 5.10.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task **11** in the Standards Section of this Manual.

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- 5.10.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

5.11 Unit 2, Task 12 - '90 degree Angle Park'

- 5.11.1 The Authorised Examiner will identify the general location for the conduct of this manoeuvre where there are clearly defined angled car parks (90 degree where possible).
- 5.11.2 The Authorised Examiner will request the learner driver to choose an angle parking bay and correctly park the vehicle front to the kerb.
- 5.11.3 When leaving the angle parking bay the Authorised Examiner will direct the learner driver in the direction in which the Authorised Examiner wishes to travel. (e.g. "After reversing out of the parking bay, I would like you to move off to the right...").
- 5.11.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task **12** in the Standards Section of this Manual.
- 5.11.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

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PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.12 Unit 2, Task 13 - 'Reverse Parallel Park'**

- 5.12.1 The Authorised Examiner will select an appropriate and reasonably level location.
- 5.12.2 The Authorised Examiner will request the learner driver to park the vehicle at the kerb in a safe and legal location.
- 5.12.3 Once an appropriate position has been selected, the Authorised Examiner will request the learner driver to secure the vehicle (if not already done so) and ensure that the vehicle is in 'neutral' (manuals) or 'park' (automatics).
- 5.12.4 The Authorised Examiner will set up the parking poles in accordance with the diagram regarding Task 13 of the Driving Companion.
- 5.12.5 The Authorised Examiner will explain the following to the learner driver before leaving the parking bay:

(1) Leaving the parking bay:

- From the parking bay, the learner driver is required to position the vehicle to the right and forward of the front pole and parallel to the kerb
- The vehicle must not touch the poles or drive between either pole and the kerb, and
- Reversing may be used to leave the parking bay.

(2) Entering and parking within the parking bay:

- From the position forward of the front pole, the learner driver may reverse into the parking bay up to the rear pole
- The learner driver may drive forward up to the front pole
- The learner driver may then reverse to centralize the vehicle within the parking bay
- In the final position, the vehicle must have both left wheels within 300 mm of the kerb and be central within the parking bay (*not closer than 900 mm to either pole*), and
- The vehicle must **NOT** touch the kerb, touch any pole or pass between any pole and the kerb.

A total of two attempts only are permitted to achieve a single successful demonstration of this Slow Speed Manoeuvre.

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- 5.12.6 If the learner driver has received training in this task, it will be sufficient for the Authorised Examiner to ask the learner driver if they understand the requirements of the 'reverse parallel parking' and receive an affirmative reply before the learner driver commences this manoeuvre.
- 5.12.7 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the learner driver and compare the result to the documented standard for Task **13** in the Standards Section of this Manual.
- 5.12.8 A *successful demonstration* of the total task is considered to have occurred when the performance of the learner driver accurately complies with the documented standard for that task without assistance from the Authorised Examiner.

The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.

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PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE****1. PURPOSE**

The purpose of this procedure is to provide Authorised Examiners with a process for assessing the learning outcomes of tasks and for those tasks to be signed off in the Driving Companion for the CBT&A Course.

2. SCOPE

This procedure starts with identifying the commencement of an assessment and ends with the signing off of that task in the Driving Companion.

3. REFERENCES

- LOG BOOK FROM THE DRIVING COMPANION
- THE DRIVER'S HANDBOOK
- PROCEDURE NO.1 FOR CONDUCTING TRAINING SESSIONS IN THIS MANUAL
- PROCEDURE NO.2 FOR EXPLAINING EACH OF THE BASIC DRIVING PROCEDURES AND SLOW SPEED MANOEUVRES

4. DEFINITIONS

- 4.1 "ASSESSMENT"** means the process of determining the ability of a learner driver to perform all tasks to the documented standards under the conditions stated in the range statement.
- 4.2 "CBT&A COURSE"** means the Competency-Based Training course approved by the Registrar of Motor Vehicles for the issue of a class 'C' provisional driver's licence.
- 4.3 "DIRECTIONS" or "DIRECTION GIVING"** means the act of giving the learner driver clear and accurate information that covers only the location (*except manoeuvres*), and the request for the particular turn, task or manoeuvre. Directions must not contain instructions but may include the parameters that define a manoeuvre.
- 4.4 "INSTRUCTION"** means the act of guiding or giving explanations or assistance to the learner driver with any of the steps (task requirements) which make up the requested task. Instruction includes teaching, giving hints, prompts or taking control by either verbal or physical means whether intentional or not.

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4.5 "RANGE STATEMENT" means the content and conditions that must be applied to the assessment of a task, enabling validation of that assessment as a suitable measure of competency (knowledge and skills applicable to that task).

4.6 "SKILL" means a single attribute listed in the task requirements to be demonstrated to the documented standard by the learner driver during an assessment, under the conditions documented in the range statement.

5. PROCEDURE FOR CONDUCTING CBT&A TASK ASSESSMENTS

5.1 Process for Performing CBT&A Task Assessments

To assess a learning outcome for a task in the CBT&A course, the Authorised Examiner will perform the assessment in the following manner:

5.1.1 The Authorised Examiner must identify the start and finish of all task assessments and reassessments. This may be done by explaining to the learner driver that they will be required to perform the task without the Authorised Examiner's assistance except for directions.

5.1.2 The Authorised Examiner will observe (and record) the performance of the learner driver without providing any instruction during the assessment process.

5.1.3 If either a dangerous situation or a continuation of a traffic offence should occur during the assessment, and the learner driver fails to take timely and appropriate action, the Authorised Examiner **must intervene** to avoid the danger or to prevent the continuation of the offence. Such an intervention *invalidates* the assessment.

5.1.4 If the performance of the learner driver is **so poor that it is pointless to continue the assessment**, the Authorised Examiner *must* intervene. Such an intervention invalidates that assessment. Training may then be given.

5.1.5 If assistance or instruction is provided **by any person** during the assessment of any task, ***the assessment is invalid.***

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PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE**

- 5.1.6 If errors or omissions occur during the assessment that do not require intervention, the learner driver should be allowed to complete the task (where possible) before further training on that task is applied.
- 5.1.7 For tasks involving Basic Driving Procedures and Manoeuvres (Tasks **1 to 7, 9 to 13**, and Task **27** - excluding Review Tasks) when errors or omissions occur, the whole task must be reassessed in accordance with the documented standard for that task.
- 5.1.8 For the more complex tasks (e.g. Units **3** and **4**, Tasks **15 to 26, 28, 28A** and Task **30**) when errors or omissions are identified in the primary assessment and the learner driver's performance is identified as not meeting the documented standard:
- (i) Corrective training should be given at the end of the assessment
 - (ii) Unsatisfactory items must be reassessed to the standard as stated in the original task
 - (iii) Except for Task 30, any additional error or omission that is identified in a reassessment which does not meet the documented standard, must be retrained and reassessed until the standard is achieved within the same training session, and
 - (iv) Task 30 is allowed only one reassessment as the presented learner driver should be competent and require only minimal, if any, additional training).
- 5.1.9 For the Review tasks (Tasks **8, 14**, and also in **29**):
- (i) Each Basic Driving Procedure or Slow Speed Manoeuvre must be assessed only once (with the exception of reverse parallel parking having two permitted attempts) (see assessment without training - Section 5.3), and
 - (ii) If the learning outcome of any of the tasks in the Review task does not meet the documented standard, further assessment of the task must be in accordance with Section 5.2 the original requirements of each individual task.

Note: The assessment of any review task must be completed within the one training session.

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PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE****5.2 Assessment *Following* Training (Basic Driving Procedures and Manoeuvres including Task 27 - 100% Compliance)**

5.2.1 If, after training, the task is performed accurately to the standard as documented in the Task Requirements in the Driving Companion, the Authorised Examiner *should record the successful demonstration but must not sign the task off in the Driving Companion at that stage.*

5.2.2 Some intermediate training or assessment of another task, or a large time span (e.g. next lesson) must occur before a second request of the original task is made to the learner driver.

5.2.3 After that request, if the learner driver performs a further **accurate** demonstration of the original task, *without additional training in that task*, the Driving Companion entry for that task must be signed off.

If the second demonstration is not accurately performed then further training is required and the assessment of the task must be in accordance with the process outlined in this section.

5.3 Assessing Review Tasks 8, 14 and Task 29 (Basic Driving Procedures and Slow Speed Manoeuvres - 100% Compliance)

With the exception of reverse parallel parking having two permitted attempts, a single accurate demonstration by the learner driver of each single exercise within each review task to the documented standard, is required for the review task to be signed off.

5.4 Task Assessment for Road Law (100% Compliance)

5.4.1 If an Authorised Examiner is conducting an assessment that involves the assessment of road laws, the learner driver must **accurately** demonstrate the application of the road laws over the entire range statement for that task.

5.4.2 If the Authorised Examiner is assessing other **skills** within the same task (e.g. System of Car Control), accurate compliance with the law must be observed throughout the whole assessment of **those skills** for the task to be signed off.

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5.4.3 Where the Authorised Examiner has identified that the learner driver has failed to comply with a law (or laws):

(i) the learner driver must be reassessed on the application of that law (or laws) on at least two further consecutive occasions (where practicable), and

(ii) Retraining should be given prior to any reassessment.

5.5 Task Assessment for Road Craft and Vehicle Control (80% Compliance)

*Unless otherwise stated in the standard for the task and where practicable, if an Authorised Examiner is required to assess or reassess a task which involves assessing road craft concepts or vehicle control (car craft), the Authorised Examiner will assess the learner driver specific to the type of event to which the fault occurred, over at least five applications for each event. For class 'C' assessments, a minimum of four (4) out of five (5) events must be performed *accurately* to achieve the minimum score of 80%.*

In the case where there may be varying degrees of difficulty over multiple events sharing the same fault, the most difficult scenario must be assessed.

5.6 Task Assessments of Combinations of Skills within the One Task

5.6.1 Authorised Examiners will be required to assess a combination of skills within the one task or in combined tasks on many occasions. These combinations will include road craft concepts and vehicle control in addition to road rules.

5.6.2 When an Authorised Examiner is assessing road craft concepts and vehicle control in combination with road law, the assessment of road law must be over the whole **assessment or reassessment** and not just over two consecutive road law applications.

5.6.3 If all other Task Requirements being assessed meet the documented standard and only a road law fault is identified, the road law item must be reassessed again **over two (2) consecutive** accurate applications.

For 5.6.2 (on page 28), if 'System of Car Control' for right turns is being assessed for which five are performed, 'give way' and 'right turn' law requirements must be adhered to over all five applications.

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PROCEDURE NO. 4

ASSESSING TASKS IN THE CBT&A COURSE

5.6(a) Assessment of More than One Task at a Time

Except for Task **30**, an Authorised Examiner may assess more than one task at the same time *within the same Unit of Competency*, provided that the assessment for each individual task is *completed within the one training session*.

5.6(b) Assessment Content for Basic Road Skills and Traffic Management Units

Where the *range statement* for a Basic Road Skills or Traffic Management task states that the assessment will be over ‘**a short drive**’, the whole drive will be assessed and not just the elements contained within the range statement (e.g. Tasks **15, 21, 22, 23, 28A, 30**). Otherwise the assessment for each task consists only of the **elements which make up the range statement** for that task.

5.7 Assessment of Review Tasks (Tasks **8, 14, 29** and **30**)

5.7.1 The Authorised Examiner must conduct the appropriate *review task* for the Unit as soon as is practicable after all of the individual tasks contained within that Unit (if stated), have been signed off in the Driving Companion.

5.7.2 The assessment of a *review task* must not be conducted at the same time or in conjunction with *another review task*.

5.7.3 In any training session, *which is less than 90 minutes*, an Authorised Examiner **must not sign off more than one review task**.

5.7.4 If a learner driver is unable to perform one or more of the individual learning outcomes, which make up the *review task* of the Unit to the required standard:

(i) the Authorised Examiner should apply retraining at the end of the review assessment, and

(ii) Each of the unsuccessful learning outcomes from the review task must be reassessed in the same manner as the original task (see section 5.2 of this procedure).

5.7.5 The assessment of a *review task*, including supplementary assessments, must be completed within the one training session.

5.8 Assessment of Task **30**

Authorised Examiners are expected to ensure that their learner drivers, who are being presented for a CBT&A last training session, are sufficiently competent to undertake the Task **30** assessment necessitating little, *if any*, additional training. The learner driver is expected to be able to drive in a competent and confident manner commensurate with the standard required for Task **30**.

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PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE**

- 5.8.1 The Authorised Examiner must book the Task 30 in accordance with the requirements of the Rules Governing Authorised Examiners.
- 5.8.2 The last training session (inclusive of pre-brief, Primary assessment, fault and hazard identification and recording, de-brief, retraining, reassessment and appropriate documentation) must include the complete assessment of Task **30**, must be a minimum of 45 minutes duration from the time booked on the Transport Regulation User Management Processing System (TRUMPS), and where the Authorised Examiner expects that the learner driver has attained a standard where the Certificate of Competency is likely to be issued.
- 5.8.3 The Authorised Examiner must conduct a Primary assessment drive in medium to heavy traffic of *at least 25 minutes*.
- 5.8.4 The Authorised Examiner must:
- (i) Include the assessment of the task requirements for Task 30, under the conditions stated in the appropriate range statement for the location, where those conditions are reasonably accessible in the time frame available, and
 - (ii) Identify the start and finish of the assessment(s) and reassessment. (Refer to Procedure No. 2 Item 5.4.12).
- 5.8.5 The Authorised Examiner *must* intervene at any time during the primary assessment if the performance of the learner driver is so poor, that continuing would be pointless. (*Such an intervention invalidates the primary assessment*).
- 5.8.6 At any time where the learner driver has failed to take timely and appropriate action, the Authorised Examiner **must intervene** in order to:
- (i) avoid danger
 - (ii) embarrassment to the learner driver or other road users, or
 - (iii) the continuation of a traffic offence.
- An intervention invalidates the assessment***
- 5.8.7 If the Authorised Examiner has either intervened or provided instruction or assistance to the learner driver during that primary assessment of Task **30**:
- (i) Time permitting, the Authorised Examiner must conduct the complete primary assessment again over the full range statement.
 - (ii) If there is insufficient time, then the Authorised Examiner must rebook.

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5.8.8 If errors or omissions occur during the primary assessment that do not require intervention or instruction, the Authorised Examiner should complete the primary assessment where practicable.

5.8.9 During the primary assessment:

- (i) The Authorised Examiner must identify (and record) any errors and omissions which do not meet the documented standard
- (ii) At the end of the primary assessment the Authorised Examiner should provide any feedback or necessary retraining, where required, and
- (iii) The Authorised Examiner must reassess those unsuccessful skills to the documented standard by the procedure stated in this manual.

5.8.10 If, during the reassessment, additional faults occur that do not meet the standard, or road law errors are identified:

- (i) The Authorised Examiner will terminate the assessment for Task 30 and revert back to training, and
- (ii) Another last training session must be arranged and conducted in accordance with this procedure.

5.8.11 If either the primary assessment of Task **30** or the reassessment is not completed by ***the end of the training session***, (which may be extended), the last training session must be rebooked and the assessment of Task **30** must be performed in total during another training session.

Note: It is recommended that all training for Task 30 should be completed prior to the booking of the last training session.

It is also recommended that sufficient time for the training session should be made available to allow for any retraining and a possible reassessment. This will provide a better opportunity for a Certificate of Competency to be issued with a corresponding improvement in client satisfaction.

5.9 Other Business during Assessments

When conducting an assessment of any task, the Authorised Examiner must not conduct **any other** business in accordance with the Rules Governing Authorised Examiners.

However, the use of a mobile phone or electronic device to check speed or street maps for planning a reassessment route is acceptable if it pertains to the assessment being conducted at the time.

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Competency Based Training and Assessment Class Car

PROCEDURE NO. 5**GIVING DIRECTIONS WHEN ASSESSING A CBT&A TASK****1. PURPOSE**

The purpose of this procedure is to provide instruction to Authorised Examiners in the method of giving directions during assessments of CBT&A tasks to enable learner drivers to clearly understand what is required of them in sufficient time to be able to perform the request.

2. SCOPE

This procedure applies to the giving of directions to learner drivers who are being assessed on a CBT&A task for any class of vehicle.

3. REFERENCES

- RULES GOVERNING AUTHORISED EXAMINERS
- THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

"DIRECTIONS" or **"DIRECTION GIVING"** means the act of giving the learner drivers clear and accurate information that covers only the location (except manoeuvres), and the request for the particular turn, task or manoeuvre. Directions must not contain instructions but may include the parameters that define a manoeuvre.

"INSTRUCTION" means the act of guiding or giving explanations or assistance to the learner driver on any of the steps that make up the requested task. Instruction includes teaching and giving hints or prompts by either verbal or physical means whether intentional or not.

5. PROCEDURE FOR GIVING DIRECTIONS WHEN ASSESSING A CBT&A TASK

- 5.1** Give all directions in a clear and concise manner, **in English**, loud enough to be heard (or by using appropriate hand signals for learner drivers with hearing or language difficulties).
- 5.2** The Authorised Examiner must repeat or confirm any direction given to the learner driver on request from that learner driver or in the event of possible confusion in the original direction.
- 5.4** The Authorised Examiner must, where practicable, support all given directions by means of appropriate hand signals in the field of view of the learner driver (but such hand signals must not obstruct the learner driver's vision).

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PROCEDURE NO. 5**GIVING DIRECTIONS WHEN ASSESSING A CBT&A TASK**

- 5.5** The Authorised Examiner should, where possible, conform to the **"AT-DO" method for giving directions**.

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

This method ensures that the Authorised Examiner first locates the place where the task is expected to be done, followed by what the task will be. (See point 5.9 below for the basic driving procedures and manoeuvres).

- 5.6** The Authorised Examiner may give compound or complex directions covering two tasks, which will be required of the learner driver in quick succession.

E.g.: "At the end of the road, turn left and then immediately right"

Confirmation is often required with these directions to avoid confusion.

Note: It is recommended that the Authorised Examiner establish a form of communication with the learner driver that meet the above requirements at the beginning of the CBT&A process.

- 5.7** The Authorised Examiner must NOT include **any instruction to the learner driver when giving directions or at any other time** (except during feedback session at the conclusion of the CBT&A task assessment). **If instruction is required to avoid danger or to prevent confusion:**

- (i) The Authorised Examiner must terminate the assessment, and**
- (ii) The assessment of the task must be repeated in total.**

- 5.8** The Authorised Examiner must terminate the assessment of that task and, where appropriate, conduct remedial training if the learner driver:

- (i) is unable to comply with the directions correctly given by the Authorised Examiner, or
- (ii) refuses to comply with a correctly given direction.

- 5.9** Except as provided under **Procedure No. 3**, when requesting a Basic Driving Procedure or Manoeuvre, the Authorised Examiner should not select the specific location but allow the learner driver to choose the appropriate location for that Basic Driving Procedure or Manoeuvre where appropriate.

The Authorised Examiner may set a limit for doing a manoeuvre, but there must be at least three reasonable locations where the manoeuvre can be done before reaching the stated limit (see **Procedure No. 3** on pages 17 - 24 which explains the requirements for each manoeuvre).

6. DOCUMENTATION

- NIL

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Competency Based Training and Assessment Class Car

PROCEDURE NO. 6

CONDUCTING A VEHICLE ROADWORTHINESS AND REGISTRATION CHECK

1. PURPOSE

The purpose of this procedure is to provide instruction to Authorised Examiners in the method of performing a check of the roadworthiness and registration of a motor vehicle.

2. SCOPE

This procedure applies to:

- class 'C' vehicles only
- vehicles supplied by the client and being used on a CBT&A training session, and
- **any** vehicle being used to conduct a Task 30, including the Authorised Examiner's vehicle.

3. REFERENCES

- THE DRIVER'S HANDBOOK
- THE DRIVING COMPANION
- ROAD TRAFFIC ACT AND REGULATIONS
- MOTOR VEHICLES ACT AND REGULATIONS
- RULES UNDER THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

- NIL

5. PROCEDURE FOR PERFORMING THE VEHICLE CHECK

5.1 The Authorised Examiner will ask the learner driver to get into the vehicle and turn the ignition to the "ON" position (Do not start the engine).

5.2 The Authorised Examiner will move to the rear of the vehicle and check the following:

5.2.1 The left, right, and (if fitted) 'eye level' brake lights, operate correctly—as required by law

5.2.2 The left and right turn signals (indicators) operate correctly

5.2.3 The rear tyres have at least 1.5 mm of tread on all parts that come into contact with the road, and

5.2.4 The vehicle has an "L" plate which is clearly displayed to the rear.

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PROCEDURE NO. 6**CONDUCTING A VEHICLE ROADWORTHINESS AND REGISTRATION CHECK**

5.3 The Authorised Examiner will move to the front of the vehicle and check the following:

5.3.1 Provide, or ensure the vehicle used for training and assessment is:

- registered
- roadworthy, and
- compliant with test/assessment vehicle requirements.

5.3.2 The left and right turn signals (indicators) operate correctly

5.3.3 The front tyres have at least 1.5 mm of tread on all parts that come into contact with the road

5.3.4 The warning device (horn) works correctly, and

5.3.5 The vehicle has an 'L' plate, which is clearly displayed to the front.

Note: Refer to the vehicle check in the Driving Companion.

5.4 In the event of rain, poor visibility or darkness, a check of windscreen wipers/washers and all lights should be made.

5.5 If the CBT&A training session is to be conducted in a panel van or similar type vehicle which has restricted rearward vision a check should be made of the two exterior mirrors which are required to be fitted to that vehicle and must be in good order.

5.6 If any of the above equipment is faulty and cannot be repaired, the CBT&A training session must not be conducted unless another vehicle, which meets the requirements, can be used.

AUTHORISED EXAMINER MANUAL - CLASS 'C'
Task Assessment Standards
STANDARDS SECTION

PART B

STANDARDS SECTION

of the

AUTHORISED EXAMINER'S MANUAL

This Section contains the Standards for the tasks that are required to be applied by the Authorised Examiner during conduct of the Competency-Based Training Course for learner drivers of class 'C' vehicles.

All Authorised Examiners are required to comply with the Standards and assessments as described under the Range Statements in this section when assessing any of the tasks associated with the Competency-Based Training Course.

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures - Cabin drill and controls
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 1: Cabin drill and controls

LEARNING OUTCOME:

The learner driver will be able to set up the cabin of the vehicle in order to safely, efficiently and effectively drive the vehicle (*cabin drill*) and be able to locate and identify all controls needed to drive the vehicle safely.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Cabin drill and controls

- | | |
|--|-------------|
| (a) Ensure the doors are closed (<i>and locked for security and safety - optional</i>); | 100% |
| (b) Check that the park brake is firmly applied; | 100% |
| (c) Adjust the seat, head restraint, and steering wheel (<i>as required</i>); | 100% |
| (d) Adjust all mirrors (<i>electric mirrors, if fitted, may be adjusted after 'starting the engine' – Task 2</i>); | 100% |
| (e) Locate, identify, and be able to use all vehicle controls (<i>as required</i>) when driving (<i>including 'climate' controls</i>); | 100% |
| (f) Perform all steps (a) to (e) in sequence; and | 100% |
| (g) Ensure all required seatbelts are fastened correctly. | 100% |

Note: This procedure may change due to manufacturer's requirements

Controls List (*Authorised Examiners to ask the learner driver to explain one control from each of the groups below*)

Group 1 (any 1)

Brake
Accelerator
Steering wheel
Gear lever

Group 2 (any 1)

Clutch – (*Manuals only*)
Park brake
Warning device
Signals

Group 3 (any 1)

Heater/demister controls
Wipers and washers
Warning lights (**any 3**)
Vehicle lights
Gauges

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform this task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** for conducting assessments.

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures - Cabin drill and controls
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 1: CABIN DRILL AND CONTROLS

TASK 1: The learner driver will be able to set up the cabin of the vehicle in order to efficiently and effectively drive the vehicle on demand (*cabin drill*) and identify and locate all controls.

EQUIPMENT: Motor vehicle - learner's permit must be carried for all tasks.

PREPARATION: Seating position/key position/quiet location.

STAGE	ORDER AND CONTENT OF TASK 1	TIME
1.	Cabin drill <ul style="list-style-type: none"> • Explain the purpose of 'cabin drill'; • Locate, identify and explain appropriate controls; • Demonstrate 'cabin drill' at normal speed; • Demonstrate 'cabin drill' in a step-by-step process giving commentary and reasons; • Instruct learner driver in a step-by-step process in correct sequence; • Learner driver to demonstrate 'cabin drill' with assistance as required; and • Learner driver to practice until competent. 	
2.	Assessment of cabin drill' <ul style="list-style-type: none"> • Assess 'cabin drill and controls' on two (2) consecutive but separate occasions to the standard required for the task; or • Assess 'cabin drill and controls' on only one (1) occasion to the standard required for the task, at any time during a training session where training or assistance for the task has not been given. (See Procedure No. 3). 	
3.	Driving Companion entry <ul style="list-style-type: none"> • Complete the Driving Companion entry. 	
Link to: Starting and shutting down the engine - driving the vehicle		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Start and shut down the engine
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 2: Start and shut down the engine

LEARNING OUTCOME:

1. The learner driver will be able to safely start the engine of the vehicle; and
2. The learner driver will be able to safely shut down the engine of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(1) Starting the engine

- | | | |
|-----|---|-------------|
| (a) | If the park brake is not on, correctly apply it; | 100% |
| (b) | Clutch down to the floor and keep it down (<i>manuals only</i>); | 100% |
| (c) | Check gear lever in 'Neutral' (<i>manuals</i>) or 'Neutral/Park' (<i>automatics</i>); | 100% |
| (d) | Switch the ignition to the 'ON' position; | 100% |
| (e) | Check all gauges and warning lights for operation; | 100% |
| (f) | Start the engine; | 100% |
| (g) | Check all gauges and warning lights again for operation; and | 100% |
| (h) | Perform all steps 1(a) to 1(g) in sequence. | 100% |

(2) Shutting down the engine

- | | | |
|-----|--|-------------|
| (a) | Bring the vehicle to a complete stop (<i>clutch down-manuals</i>); | 100% |
| (b) | Secure the vehicle using the park brake; | 100% |
| (c) | Select 'Neutral' (<i>manuals</i>) or 'Neutral'/'Park' (<i>automatics</i>); | 100% |
| (d) | Release brake pedal (<i>to check for rolling</i>); | 100% |
| (e) | Release clutch pedal (<i>manuals only</i>); | 100% |
| (f) | Switch off appropriate controls (<i>e.g. lights, air conditioner etc.</i>); | 100% |
| (g) | Check all gauges and warning lights for operation; | 100% |
| (h) | Switch ignition to 'OFF' or 'LOCK' position; and | 100% |
| (i) | Performs steps 1(a) to 1(g) in sequence. | 100% |

Note: This procedure may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform this task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No.4** for conducting assessments.

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Start and shut down the engine
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 2: STARTING AND SHUTTING DOWN THE ENGINE

TASK 2: The learner driver will be able to safely start up and shut down the engine of the vehicle.

EQUIPMENT: Motor vehicle and ignition key.

PREPARATION: Cabin drill and controls task completed.

STAGE	ORDER AND CONTENT OF TASK 2	TIME
1.	Start up and shut down procedure <ul style="list-style-type: none"> • Explain the purpose for the procedure; • Demonstrate at normal speed and then step by step giving reasons; • Instruct learner driver step by step; • Learner driver to demonstrate with assistance as required; and • Learner driver to practice until competent. 	
2.	Assessment of start up and shut down procedure <ul style="list-style-type: none"> • Assess the start up and shut down procedure in accordance with Procedure No. 3 and No.4 for conducting assessments 	
3.	Driving Companion entry <ul style="list-style-type: none"> • Complete the Driving Companion entry. 	
Link to: Moving off from the kerb		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Moving off from the kerb
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 3: Moving off from the kerb

LEARNING OUTCOME:

1. The learner driver will be able to move off from the left kerb in a safe and efficient manner with the vehicle under full control at the first attempt.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Moving off from the kerb

- | | | |
|-----|--|-------------|
| (a) | If the park brake is not applied, correctly apply it; | 100% |
| (b) | Check the centre mirror, then the right mirror, then signal right for at least 5 seconds ; | 100% |
| (c) | Push clutch pedal down (<i>manuals</i>) / right foot on brake pedal (<i>automatics</i>) until step (e); | 100% |
| (d) | Select 1st gear (<i>manuals</i>) / select 'Drive' (<i>automatics</i>); | 100% |
| (e) | Apply appropriate power, (<i>and for manuals</i>) clutch to 'friction point'; | 100% |
| (f) | Check the centre mirror again, then the right mirror, then over the right shoulder (<i>blind spot check</i>) for traffic (<i>from driveways, roads opposite or U-turning traffic</i>); | 100% |
| (g) | If safe, look forward, release the park brake; | 100% |
| (h) | Accelerate smoothly away from the kerb without stalling or rolling back and cancel the signal; and | 100% |
| (i) | Perform all steps (a) to (h) in sequence. | 100% |

Note: This procedure may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform this task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No.3** and **No. 4** for conducting assessments; and
3. The assessment should be performed on level ground in minimal traffic conditions.

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Moving off from the kerb
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 3: MOVING OFF FROM THE KERB

TASK 3: The learner driver will be able to move off from the left kerb in a safe and efficient manner while under full control of the vehicle.

EQUIPMENT: Motor vehicle.

PREPARATION: Location with minimal traffic and level ground.

STAGE	ORDER AND CONTENT OF TASK 3	TIME
1.	Clutch control (<i>manuals only</i>) <ul style="list-style-type: none"> Explain the purpose of clutch (<i>manual</i>) and how it operates; Explain the gear positions and use of accelerator; Demonstrate use of controls at normal speed; Demonstrate in a step by step process giving commentary and reasons; Instruct learner driver in a step by step process; Learner driver to demonstrate with assistance as required; and Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent in operating the clutch, accelerator and brake. 	
2.	Moving off from the kerb <ul style="list-style-type: none"> Demonstrate at normal speed and then step by step; Learner driver to perform task, step by step under full instruction; Learner driver to perform task with assistance as required; and Learner driver to practice until competent. 	
3.	Assessment of moving off from the kerb <ul style="list-style-type: none"> Assessment of this task to be done in accordance with Procedure No. 3. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Stopping and securing the vehicle		

<p style="text-align: center;">AUTHORISED EXAMINER MANUAL-Class 'C' Basic Driving Procedures – Stopping and securing the vehicle Competency Based Training and Assessment Class Car</p>
STANDARDS SECTION

UNIT 1: Basic Driving Procedures**TASK 4: Stopping and securing the vehicle****LEARNING OUTCOME:**

- a) The learner driver will bring the vehicle to a smooth and controlled stop at the left kerb from 30-60kmh with safety, without stalling and when requested;
- b) The learner driver will be able to correctly secure the vehicle to avoid rolling.

PERFORMANCE**STANDARD
(Accuracy)****1) Stopping the vehicle (including slowing)**

- | | | |
|-----|---|-------------|
| (a) | Select appropriate stopping position; | 100% |
| (b) | Check the centre mirror, then the left mirror (<i>for cyclists etc.</i>) and signal left; | 100% |
| (c) | Smoothly slow the vehicle (<i>to just above engine idle speed</i>) using the footbrake operated by the right foot; | 100% |
| (d) | (<i>For manuals</i>) push the clutch down just before reaching engine idle speed to prevent stalling while maintaining light pressure on the footbrake; | 100% |
| (e) | Bring vehicle to a smooth stop without jerking the vehicle; and | 100% |
| (f) | Perform all steps 1(a) to 1(e) in sequence. | 100% |

(2) Securing the vehicle (to prevent rolling)

- | | | |
|-----|---|-------------|
| (a) | Check that the vehicle has stopped (<i>as above</i>) and correctly apply the park brake to prevent rolling; | 100% |
| (b) | Select 'Neutral' (<i>manuals</i>) or 'Park' (<i>automatics</i>); | 100% |
| (c) | Release the brake pedal and then (<i>for manuals</i>) release the clutch; | 100% |
| (d) | Perform all steps 2(a) to 2(c) in sequence; and | 100% |
| (e) | Cancel any signal after stopping. | 100% |

Note: This procedure may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No.4** for conducting assessments; and
3. The assessment should be performed on level ground in minimal traffic conditions.

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Stopping and securing the vehicle
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 4: STOPPING AND SECURING THE VEHICLE

TASK 4: The learner driver will be able to bring the vehicle to a complete stop from normal road speeds in a safe and efficient manner while maintaining full control of the vehicle and then secure the vehicle from rolling.

EQUIPMENT: Motor vehicle.

PREPARATION: Learner driver must understand the controls, minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 4	TIME
1.	Stopping and securing the vehicle <ul style="list-style-type: none"> Explain the controls used in the procedure; Demonstrate the procedure at normal speed; Demonstrate the procedure step by step with a detailed explanation of each step and the purpose of the sequence; Instruct learner driver in a step by step process in the correct sequence; Learner driver to demonstrate procedure with instruction as required; and Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent. 	
2.	Assessment of stopping and securing the vehicle <ul style="list-style-type: none"> Assessment of the 'stopping and securing the vehicle' procedure must be in accordance with Procedure No. 3 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Stop and go using the park-brake.		

<p style="text-align: center;">AUTHORISED EXAMINER MANUAL-Class 'C' Basic Driving Procedures – Stop and go (using the park brake) Competency Based Training and Assessment Class Car</p>
STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 5: Stop and go (using the park brake)

LEARNING OUTCOME:

The learner driver will be able to bring the vehicle to a smooth stop in '1st gear' (*manuals*) or 'Drive' (*automatics*) and with the aid of the park brake and when safe, immediately move off smoothly while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

Stop and go (using the park brake)

- | | |
|---|-------------|
| (a) Select the suitable stopping position on the road (e.g. - <i>stop lines, positioning for view and proximity to other vehicles</i>); | 100% |
| (b) Check the centre mirror, then (<i>if required</i>) the appropriate side mirror, and (<i>if required</i>) signal intention; | 100% |
| (c) Slow the vehicle smoothly using the footbrake only; | 100% |
| (d) (<i>For manuals</i>) when the vehicle slows to just above stalling speed, push the clutch down; | 100% |
| (e) (<i>For manuals</i>) just as the vehicle is stopping, select 1st gear; | |
| (f) When the vehicle comes to a complete stop, apply the park brake (<i>holding the park brake button in, where possible*</i>) and release the footbrake (<i>right foot placed over accelerator</i>); | 100% |
| (g) Check that it is safe to move off and apply appropriate power (<i>and for manuals, clutch to friction point</i>); | 100% |
| (h) If safe, look forward and release the park brake which results in the vehicle immediately moving off in a smooth manner, without stalling and under full control; and | 100% |
| (i) Perform all steps (a) to (h) in sequence. | 100% |

Note: This procedure may change due to manufacturer's requirements
*different hand brakes

Authorised Examiner to note: This exercise is **not** 'stopping at the kerb' / 'moving off from the kerb' but may be assessed when stopping and moving away from a stop line or stopping and moving away when turning right or left, or when momentarily stopping on a slight gradient in a line of traffic.

RANGE STATEMENT (Assessment Conditions)

- The learner driver must be able to perform the task accurately on demand;
- The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** for conducting assessments; and
- The assessment should be performed on level ground in minimal traffic conditions.

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Stop and go (using the park brake)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 5: STOP AND GO (USING THE PARK BRAKE)

TASK 5: The learner driver will be able to competently bring the vehicle to a complete stop and move off immediately using the park brake, without rolling, while maintaining full control of the vehicle.

EQUIPMENT: Motor vehicle.

PREPARATION: Learner driver must be able move off and bring the vehicle to a stop.

STAGE	ORDER AND CONTENT OF TASK 5	TIME
1.	Stop and go (using the park brake) <ul style="list-style-type: none"> Explain the purpose of the procedure and situations where it might be used; Demonstrate the 'stop and go' procedure at normal speed; Demonstrate it step by step with explanations and reasons; Instruct learner driver step by step under full instruction; Learner driver to demonstrate task with instruction as required; and Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent. 	
2.	Assessment of 'stop and go' <ul style="list-style-type: none"> Assessment of the 'stop and go (<i>using the park brake</i>)' procedure must be in accordance with Procedure No. 3 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Stop and go using the park-brake.		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Gear changing (up and down - manual and automatic)

Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 6: Gear changing (up and down – manual and automatic)

LEARNING OUTCOME:

1. The learner driver will be able to competently change gears (*in either a manual or automatic vehicle*) up and down in the transmission in a reasonably smooth manner without looking at the gear lever while maintaining full steering control; and
2. The learner driver will be able to accurately select any appropriate gear upon request without looking at the gear lever (*including automatics*).

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(1) Changing gears (up and down – manual and automatic)

- | | |
|---|-------------|
| (a) Move off smoothly from a stationary position in 1st gear (<i>manuals</i>) or (<i>automatics</i>); | 100% |
| (b) Adjust the speed of the vehicle prior to selecting the new gear; | 100% |
| (c) Change gears one at the time, from 1st gear (<i>manuals</i>) or the lowest gear (<i>automatics</i>) through to the highest gear without clashing, missing the gear, unnecessarily jerking the vehicle OR looking at the gear lever; | 100% |
| (d) Change gear from a high gear (<i>4th, 5th or 'Drive'</i>) to various appropriate gears without significantly jerking the vehicle OR looking at the gear lever; and | 100% |
| (e) Demonstrate full control (<i>including steering</i>) over the vehicle during gear changing. | 100% |

(2) Accurate selection of appropriate gears for varying speeds and conditions

- | | |
|--|-------------|
| (a) Adjust the speed of the vehicle up and down and then select the appropriate gear for that speed (<i>manual and automatic</i>); | 100% |
| (b) When the vehicle is moving, demonstrate all gear selections without looking at the gear lever or gear selector; | 100% |
| (c) Demonstrate accurate selection of the gears without significant jerking of the vehicle or clashing of gears; | 100% |
| (d) Demonstrate the selection of appropriate gears, whilst descending and ascending gradients; and | 100% |
| (e) Be able to select an appropriate gear to avoid unnecessary braking on descents and have accurate control on ascent. | 100% |

Note: This procedure may change due to manufacturer's requirements

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Gear changing (up and down - manual and automatic)

Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** for conducting assessments;
3. The assessment should be performed on suitable terrain in minimal traffic conditions; and
4. The assessment must be over a **minimum of five (5)** demonstrations for both **(1)** and **(2)** above ***(2d and 2e, only one demonstration of each required)***.

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Gear changing (up and down - manual and automatic)

Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 6: GEAR CHANGING (up and down - manual and automatic)

TASK 6: The learner driver will be able to competently demonstrate the ability to change gears and to select any gear appropriate for the speed of the vehicle while maintaining full control of the vehicle without looking at the gear lever or gear selector.

EQUIPMENT: Motor vehicle.

PREPARATION: Competence in use of clutch (*manuals*), brake and accelerator by learner driver. Minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 6	TIME
1.	Changing Gears (up and down – manual and automatic) <ul style="list-style-type: none"> Explain purpose of gears (<i>manuals and automatics</i>); Explain speeds which are appropriate for each gear; Demonstrate at normal speed 'changing up' and 'changing down' gears; Demonstrate the procedure for 'changing gears' step by step with explanations and reasons; Learner driver to demonstrate 'gear changing up and down' under step by step instruction; Learner driver to demonstrate 'gear changing up and down' with assistance as required; Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent; Learner driver to demonstrate 'gear selection at various speeds' with assistance as required; and Learner driver to practice 'gear selection at various speeds' (<i>as homework or with Authorised Examiner</i>) until competent. 	
2.	Assessment of gear changing (up and down) <ul style="list-style-type: none"> Assessments of 'gear changing up and down' and 'gear changing at various speeds' and 'gear selection for ascending/descending gradients' procedures must be in accordance with Procedures No. 3 and No. 4 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Steering forward and reverse		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Steering (forward and reverse)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 7: Steering (forward and reverse)

LEARNING OUTCOME:

1. The learner driver will be able to competently and accurately steer the vehicle on a straight course, turn to the right and to the left through 90 degrees when travelling in a forward direction while maintaining full vehicle control; and
2. The learner driver will be able to competently steer the vehicle on a straight course and turn to the left through approximately 90 degrees, when travelling in reverse.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Steering in a forward direction

- | | |
|--|-------------|
| (a) Maintain a straight course of at least 100 metres between turns with the hands placed in approximately the "10 to 2" clock position on the steering wheel, with light grip pressure; | 100% |
| (b) Demonstrate turning to the left and right through 90 degrees using either the "Pull-Push" or "Hand over Hand" method of steering while maintaining full vehicle control without over-steering; and | 100% |
| (c) Look in the direction where the driver is intending to go when turning (<i>First Rule of Observation - Aim high in steering</i>). | 100% |

2) Steering in reverse

- | | |
|--|-------------|
| (a) Reverse the vehicle in a straight line for a minimum of 20 metres with a deviation not exceeding 1 metre, followed by step 2(b); | 100% |
| (b) Reverse the vehicle through an angle of approximately 90 degrees to the left followed by reversing in a straight line for 5 metres with a deviation not exceeding half a metre (<i>500mm</i>); and | 100% |
| (c) Look in the appropriate directions and to the rear as required while reversing. | |

The exercise is to reverse through 90 degrees and then recover to a straight position. It is a steering control exercise and *NOT* a 'reversing around a corner' manoeuvre although a quiet corner may be used.

Note: This procedure may change due to manufacturer's requirements

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Steering (forward and reverse)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedure No. 4**;
3. The assessment must be performed in minimal traffic conditions and the road surface is level (*off-road location is suitable for 'steering in reverse' using parking sticks for assistance*); and
4. The assessment must include at least four **(4)** turns to the left and four **(4)** turns to the right while travelling forward (**Part (1)**), **and** one (1) turn to the left when reversing (**Part (2)**) for each separate assessment for this task (see **Procedure No. 3**).

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Steering (forward and reverse)

Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 7: STEERING (FORWARD AND REVERSE)

TASK 7: The learner driver will be able to accurately and competently steer the vehicle in a straight line, turn to the right and the left through 90 degrees in a forward and reverse direction (*left only*) while maintaining full control of the vehicle.

EQUIPMENT: Possible use of parking poles for 'steering in reverse' exercise.

PREPARATION: Select quiet roads for the 'steering forwards' exercise and preferably an off-road location for the steering in reverse' exercise.

STAGE	ORDER AND CONTENT OF TASK 7	TIME
1.	Steering in a forward direction <ul style="list-style-type: none"> Explain method of turning the steering wheel; Demonstrate at normal speed, straight line steering and turning to the right and left through 90 degrees; Demonstrate step by step, explaining steering method and observation (<i>aim high in steering</i>); Instruct learner driver step by step, reinforcing observation pattern and steering wheel control; Learner driver to demonstrate with assistance as required; and Learner driver to practice until competent. 	
2.	Steering in reverse <ul style="list-style-type: none"> As for 'steering in a forward direction' except the explanation during step by step demonstration must include the observation pattern and restricted vision to the rear; and When reversing to the left, parking sticks may be used as the apex of the 90 degree turn. 	
3.	Assessment of steering (forward and reverse) <ul style="list-style-type: none"> Assess 'steering in a forward direction' and 'steering in reverse' in accordance with Procedures No. 3 and No. 4 and the <i>Range Statement</i>. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Review all basic driving procedures		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Review of all basic driving procedure
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 8: Review basic driving procedures

LEARNING OUTCOME:

The learner driver will accurately and competently demonstrate each learning outcome from Tasks 1 to 7 to the standard for each individual task without assistance.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Review of all basic driving procedures

- | | | |
|-----|--|-------------|
| (a) | Learner driver to perform a 'cabin drill' to the standard required for Task 1; | 100% |
| (b) | Learner driver to 'start up and shut down the engine' in accordance with the standard required for Task 2; | 100% |
| (c) | Learner driver to 'move off from the kerb' to the standard required for Task 3; | 100% |
| (d) | Learner driver to 'stop and secure the vehicle' to the standard required for Task 4; | 100% |
| (e) | Learner driver to 'stop and go (<i>using the park brake</i>)' to the standard required for Task 5; | 100% |
| (f) | Learner driver to 'change gears (<i>up and down – manual and automatic</i>) through the gear box' AND demonstrate 'selection of appropriate gear for varying speeds and gradients' to the standard required for Task 6; and | 100% |
| (g) | Learner driver to demonstrate 'steering (<i>forward and reverse</i>)' to the standard required for Task 7. | 100% |

Note: These procedures may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must accurately demonstrate **one complete example** of each of the Tasks 1 to 7 on demand to the standard defined in the respective task;
2. The reassessment of any task, which is not successfully demonstrated by the learner driver, must be conducted in accordance with **Procedure No. 4**;
3. The assessment of this task must be performed in minimal traffic conditions; and
4. The assessment of Review Task 8 must be performed as soon as practicable after the last task from Tasks 1 to 7 has been signed off in **Unit 1**.
5. The assessment of this review must be completed within the one training session.

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Driving Procedures – Review of all basic driving procedure
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 8: REVIEW OF ALL BASIC DRIVING PROCEDURES

TASK 8: The learner driver will demonstrate each of the learning outcomes from Tasks 1 to 7 in succession in a competent manner and to the standard as stated in each of the respective tasks.

EQUIPMENT: Motor vehicle and parking sticks.

PREPARATION: Completion of Tasks 1 to 7 in minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 8	TIME
1.	Review of all BDPs (primary assessment) <ul style="list-style-type: none"> • Authorised Examiner to explain to the learner driver the purpose of the review, how the review will be conducted and the action which will occur if the result of the assessment does not meet the standard; • The Authorised Examiner will request the learner driver to perform each of the Tasks 1 to 7 (<i>in the order which suits the available conditions</i>); • The Authorised Examiner will observe the learner driver perform each of the tasks without assistance and identify any faults which do not conform to the respective standard for each task; • At the conclusion of the initial assessment of all of the basic driving procedures, the Authorised Examiner will provide feedback on faults which fail to conform to the standard for each task; and • The Authorised Examiner may provide remedial training for each unsuccessfully performed task after all BDP tasks have been assessed. 	
2.	Reassessment of unsuccessfully performed tasks <ul style="list-style-type: none"> • Tasks performed unsuccessfully in the Review must be reassessed to the standard for the original task in accordance with Procedure No. 4 (<i>and any Range Statement that applies to the task</i>). 	
3.	Driving Companion entry <ul style="list-style-type: none"> • Complete the Driving Companion entry. 	
Link to: Slow speed manoeuvres.		

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Moving Off Uphill
 Competency Based Training and Assessment Class Car

STANDARDS SECTION**UNIT 2: Slow Speed Manoeuvres****TASK 9: Moving Off Uphill****LEARNING OUTCOME:**

The learner driver will be able to competently demonstrate stopping and then moving off on any reasonable uphill gradient (*either from the kerb or otherwise*) without stalling, rolling or over-revving the engine, in a safe manner while maintaining full control of the vehicle.

PERFORMANCE CRITERIA**STANDARD
(Accuracy)****1) Stopping and securing the vehicle on a hill**

- | | | |
|-----|---|-------------|
| (a) | Select a suitable safe and legal place on the gradient to stop; | 100% |
| (b) | Check the centre mirror, then the left mirror (<i>for cyclist etc.</i>) and signal left; | 100% |
| (c) | Smoothly slow the vehicle (<i>to just above engine idle speed</i>) using the footbrake operated by the right foot; | 100% |
| (d) | (<i>For manuals</i>) push the clutch down just before reaching engine idle speed to prevent stalling while maintaining light pressure on the footbrake; | 100% |
| (e) | Bring vehicle to a smooth stop without jerking the vehicle; | 100% |
| (f) | Check that the vehicle has stopped (<i>as above</i>) and correctly apply the park brake to prevent rolling; | 100% |
| (g) | Select 'Neutral' (<i>manuals</i>) or 'Park' (<i>automatics</i>), then release the brake pedal, then (<i>for manuals</i>) release the clutch; | 100% |
| (i) | Perform all steps 1(a) to 1(g) in sequence; and Cancel any signal after stopping. | 100% |

2) Moving off uphill

- | | | |
|-----|--|-------------|
| (a) | If the park brake is not applied, correctly apply it; | 100% |
| (b) | Check the centre mirror, then the right mirror, then signal right for at least 5 seconds ; | 100% |
| (c) | Push clutch pedal down (<i>manuals</i>) / right foot on brake pedal (<i>automatics</i>); | 100% |
| (d) | Select 1st gear (<i>manuals</i>) / select 'Drive' (<i>automatics</i>); | 100% |
| (e) | Apply appropriate power to prevent rolling backwards and/or stalling, (<i>and for manuals</i>) bring the clutch to 'friction point' absorbing about half of the engine noise. | 100% |
| (f) | Check the centre mirror again, then the right mirror, then over the right shoulder (<i>blind spot check</i>) for traffic (<i>from driveways, roads opposite or U-turning traffic</i>); | 100% |
| (g) | If safe, look forward, release the park brake; | 100% |
| (h) | Accelerate smoothly away from the kerb without stalling or rolling back and then cancel the signal. | 100% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Moving Off Uphill

Competency Based Training and Assessment Class Car

STANDARDS SECTION

Note: This procedure may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand; and
 The assessment of this task must be performed in accordance with **Procedures No.3** and **No. 4**.

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AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Moving Off Uphill

Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 9: MOVING OFF UPHILL

TASK 9: The learner driver will be able to competently stop and secure the vehicle safely on any reasonable uphill gradient and then move off smoothly without rolling, stalling or over-revving the engine while maintaining full vehicle control.

EQUIPMENT: Motor vehicle.

PREPARATION: Moderate uphill gradients in minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 9	TIME
1.	Stopping and moving off uphill <ul style="list-style-type: none"> Explain the learning outcome to the learner driver; Demonstrate 'stopping and moving off uphill' at normal speed; Demonstrate task step by step with explanations and reasons (<i>especially power and clutch considerations - eg heel on the floor for fine control of clutch</i>); Instruct learner driver in a step-by-step process in correct sequence; Learner driver to perform task with assistance as required; and Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent. 	
2.	Assessment of 'stopping and moving off uphill' <ul style="list-style-type: none"> Assess 'stopping and moving off uphill' in accordance with Procedures No. 3 and No. 4. 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Moving off from the kerb – stopping and securing the vehicle – 3-point turn		

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres –The U-turn

Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 10: The U-turn

LEARNING OUTCOME:

1. The learner driver will be able to select a suitable and safe location to perform the U-turn (*kerb to kerb and at intersections*); and
2. The learner driver will be able to turn the vehicle around competently and safely within the confines of the carriageway of a road without the need for reversing, while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Selecting the location for the U-turn

- | | |
|---|-------------|
| (a) Select a location where the U-turn is legally permitted and can be completed without reversing and is not in a 'No Stopping' area, opposite parked vehicles or where visibility in any direction is poor; | 100% |
| (b) Select a location where there is sufficient visibility in all directions to enable the U-turn to be done safely; and | 100% |
| (c) When stopping at the kerb comply with Task 4. | 100% |

2) The U-turn

- | | |
|--|-------------|
| (a) Comply with the Give Way rules (<i>for U-turn</i>) by giving way to all other traffic using the road during this manoeuvre; | 100% |
| (b) Comply with the 'moving off from the kerb' procedure where practicable as stated in Task 3; | 100% |
| (c) Move the vehicle slowly forward (<i>signalling appropriately</i>) while turning the steering wheel (<i>while not prohibited, dry/stationary steering is not encouraged</i>) until on full steering lock (<i>if required</i>); | 100% |
| (d) Prior to the vehicle changing direction, observe in all directions for approaching traffic and other road users e.g. pedestrians (<i>also paying attention to driveways and roads opposite</i>);and | 100% |
| (e) When safe, accelerate smoothly away without stalling or over-steering, while maintaining full control of the vehicle. | 100% |

When training this task, all **five** U-turn examples on page 68 must be included, however under assessment the learner driver must demonstrate any **two**, which are not the same.

Note: This procedure may change due to manufacturer's requirements

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AUTHORISED EXAMINER MANUAL-Class 'C'**Slow speed Manoeuvres –The U-turn**

Competency Based Training and Assessment Class Car

STANDARDS SECTION**RANGE STATEMENT (Assessment Conditions)**

1. The learner driver must be able to perform the task accurately on demand;
2. The road selected should be light traffic only; and
3. The assessment of this task must be performed in accordance with **Procedures No. 3 and No. 4.**

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AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres –The U-turn

Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 10: THE U-TURN

TASK 10: The learner driver will be able to select a safe location on the carriageway or the intersection of a road and safely and competently demonstrate a U-turn without reversing.

EQUIPMENT: Motor vehicle.

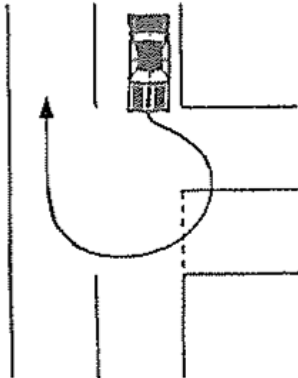
PREPARATION: Authorised Examiner to select an area that is wider than the turning circle of the vehicle, in minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 10	TIME
1.	Selecting the location for the U-turn <ul style="list-style-type: none"> Explain prohibited locations for U-turn and locations where U-turns should not be attempted with reasons; and Learner driver to identify suitable locations for U-turns with supporting reasons for selection. 	
2.	The simple U-turn <ul style="list-style-type: none"> Demonstrate selection of location, procedure and the U-turn all at normal speed; Explain and demonstrate the above step by step with reasons; Instruct learner driver step by step (<i>paying particular attention to 'Aim high in steering' when exiting the turn</i>); Learner driver to demonstrate with instruction as required; and Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent. 	
3.	Assessment of The U-turn <ul style="list-style-type: none"> Assess 'the U-turn in accordance with Procedures No. 3 and No. 4. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: The 3-point turn – moving off from the kerb		

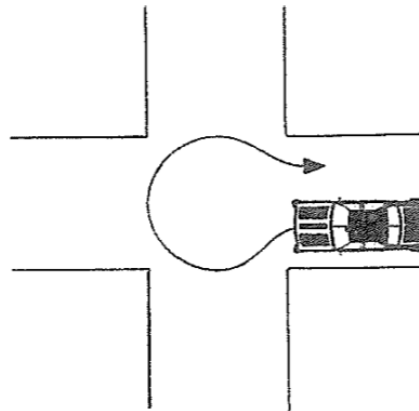
AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres –The U-turn
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

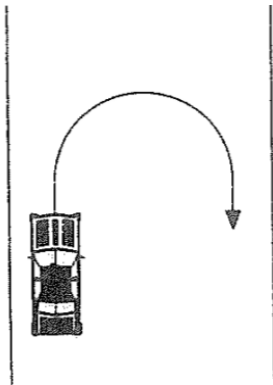
Intersection side road left



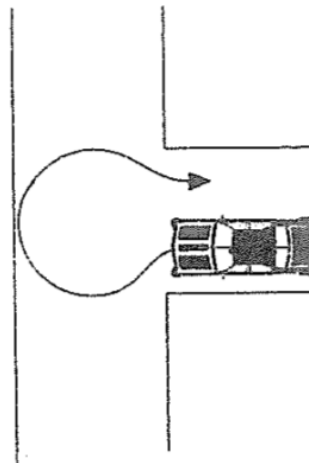
Intersection cross road



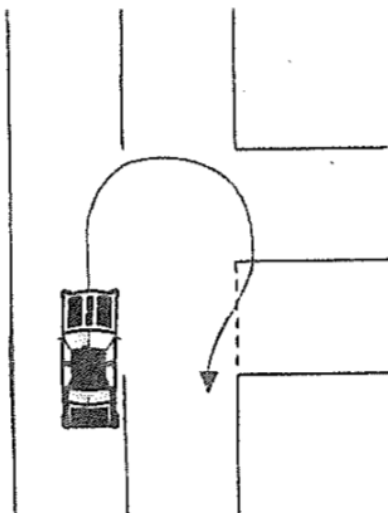
Laned or un-laned road



Intersection, terminating road



Intersection side road right



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AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – The three point turn
 Competency Based Training and Assessment Class Car

STANDARDS SECTION**UNIT 2: Slow Speed Manoeuvres****TASK 11: The 3-point turn****LEARNING OUTCOME:**

1. The learner driver will be able to select a safe and suitable location to perform the 3-point turn; and
2. The learner driver will be able to turn the vehicle around safely and competently within the boundaries of a carriageway that is narrower than the turning circle of the vehicle, while maintaining full control of the vehicle.

PERFORMANCE CRITERIA**STANDARD
(Accuracy)****1) Selecting the location for the 3-point turn**

- | | | |
|-----|--|-------------|
| (a) | Select a suitable safe and legal place at the kerb to stop; | 100% |
| (b) | Check the centre mirror, then the left mirror (<i>for cyclist etc.</i>) and signal left; | |
| (c) | Ensure that there are no obstructions next to the kerb, forward of the centre of the vehicle on the left (<i>reversing area</i>); | 100% |
| (d) | Smoothly slow the vehicle (<i>to just above engine idle speed</i>) using the footbrake operated by the right foot; | 100% |
| (e) | (<i>For manuals</i>) push the clutch down just before reaching engine idle speed to prevent stalling while maintaining light pressure on the footbrake; | 100% |
| (f) | Bring vehicle to a smooth stop without jerking the vehicle; | |
| (g) | Check that the vehicle has stopped; | |
| (h) | If preparing to immediately commence the 3-point turn, ensure the correct gear has been selected in preparation to move off (<i>apply park brake if required</i>); | 100% |
| | OR | |
| | If intending to fully secure the vehicle, apply the park brake and select neutral (<i>manuals</i>) or 'Park' (<i>automatics</i>) and release the brake pedal and then (<i>for manuals</i>) release the clutch; | |
| (i) | Perform all steps 1(a) to 1(h) in sequence; and | 100% |
| (j) | Cancel any signal after stopping. | 100% |

2) The 3-point turn (U-turn including reversing)

- | | | |
|-----|--|-------------|
| (a) | Check the centre mirror, then the right mirror, then signal right for at least 5 seconds ; | 100% |
| (b) | (<i>If moving off from fully secured</i>) Push clutch pedal down (<i>manuals</i>) / right foot on brake pedal (<i>automatics</i>) / select 1st gear (<i>manuals</i>) / select 'Drive' (<i>automatics</i>); | 100% |
| (c) | Apply appropriate power, (<i>and for manuals</i>) clutch to 'friction point'; | 100% |

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AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – The three point turn
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

- | | | |
|-----|---|-------------|
| (d) | Check the centre mirror again, then the right mirror, then over the right shoulder (<i>blind spot check</i>) for traffic (<i>from driveways, roads opposite or U-turning traffic</i>); | 100% |
| (e) | If safe, look forward (<i>release the park brake as required</i>); | 100% |
| (f) | Accelerate smoothly away from the kerb without stalling or rolling back while turning the steering wheel to the right (<i>while not prohibited, dry/stationary steering is not encouraged</i>) until on full steering lock (<i>if required</i>) and cancel the signal; | 100% |
| (g) | About 1 metre from the right kerb and while keeping the vehicle moving, turn the steering wheel sufficiently to the left (<i>while not prohibited, dry/stationary steering is not encouraged</i>); | 100% |
| (h) | Stop before touching the kerb; | 100% |
| (i) | Select reverse gear, apply the park brake if required (<i>holding the button in - optional</i>) and check both directions and behind (<i>over shoulders</i>); | 100% |
| (j) | Move off in reverse without rolling or stalling (<i>continue steering left as required</i>) under full control and continue checking in all directions (<i>moving head and eyes</i>) while reversing; | 100% |
| (k) | About 1 metre from the kerb whilst keeping the vehicle moving, steer sufficiently to the right (<i>while not prohibited, dry/stationary steering is not encouraged</i>) and prepare to move off down the road; | 100% |
| (l) | Stop before touching the kerb; | 100% |
| (m) | Select 1st gear or 'Drive', apply the park brake if required (<i>holding the button in - optional</i>) and check both ways for traffic; | 100% |
| (n) | When safe, move off down the road maintaining full control of the vehicle without stalling or over-steering (<i>aim high in steering</i>); and | 100% |
| (o) | Perform all steps (2a) to (2n) in sequence. | 100% |

Note: This procedure may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4**.

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – The three point turn
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 11: THE 3 POINT TURN

TASK 11: The learner driver will be able to select a safe and suitable location on the road and competently demonstrate a three point turn within the boundaries of the carriageway while maintaining full control of the vehicle.

EQUIPMENT: Motor vehicle.

PREPARATION: The width of road selected for the assessment must not exceed 75 percent of the turning circle of the vehicle - light traffic conditions only.

STAGE	ORDER AND CONTENT OF TASK 11	TIME
1.	Selecting the location for the 3-point turn <ul style="list-style-type: none"> Explain prohibited locations for 3-point turn and locations where 3-point turns should not be attempted with reasons; and Learner driver to identify suitable locations as for U-turns with supporting reasons for selection. 	
2.	The 3-point turn <ul style="list-style-type: none"> Explain the purpose of the 3-point turn and demonstrate it at normal speed; Demonstrate task step by step with explanations and reasons for steps; Learner driver to demonstrate with full instruction step by step; Learner driver to demonstrate with assistance as required; and Learner driver to practice until competent. 	
3.	Assessment of the 3-point turn <ul style="list-style-type: none"> Assess the '3-point turn' in accordance with Procedures No. 3 and No. 4. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: U-turn – moving off from the kerb – stopping and securing the vehicle		

<p style="text-align: center;">AUTHORISED EXAMINER MANUAL-Class 'C' Slow speed Manoeuvres – Entering and leaving a 90 degree angle park Competency Based Training and Assessment Class Car</p>
STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 12: 90 degree angle park (front to kerb)

LEARNING OUTCOME:

1. The learner driver will be able to **enter** a 90 degree angle parking bay, front to the kerb, safely and competently while maintaining full control of the vehicle; and
2. The learner driver will be able to **leave** a 90 degree angle parking bay, safely and competently while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

1) Entering a 90 degree angle parking bay (front to kerb)

- | | | |
|-----|--|-------------|
| (a) | Select a suitable parking bay, check the centre mirror, then check the appropriate side mirror, then apply <i>(appropriate)</i> signal for sufficient time, and slow the vehicle to a safe and controllable speed; | 100% |
| (b) | Choose the appropriate gear for control <i>(if required)</i> ; | 100% |
| (c) | Check appropriate mirror/s or blind spot/s <i>(for approaching vehicles and/or pedestrians)</i> prior to turning into the parking bay; and | 100% |
| (d) | Correctly position the vehicle appropriately, front to kerb, and wholly within the designated parking bay <i>(on the first attempt)</i> while maintaining full control without touching the kerb: <ol style="list-style-type: none"> not more than 300 mm out of parallel with the lines; not more than 300 mm from the kerb or end of the parking bay; central within the parking bay <i>(where practicable)</i> with the front wheels pointing straight <i>(the front may overhang the kerb)</i>. | 100% |

2) Leaving a 90 degree angle parking bay

- | | | |
|-----|--|-------------|
| (a) | Select reverse gear; | 100% |
| (b) | Constantly check behind <i>(over shoulders)</i> , both sides and to the front before moving and during reversing; | 100% |
| (c) | Reverse slowly under full control of the vehicle and check for clearance of the front of the vehicle <i>(where appropriate)</i> ; | 100% |
| (d) | Reverse the vehicle only for such a distance as is necessary and turn the steering wheel sufficiently to allow the vehicle to safely clear the parking bay alongside, and counter steering sufficiently <i>(while not prohibited, dry/stationary steering is not encouraged)</i> in preparation to move off safely down the road without rolling or stalling; and | 100% |
| (e) | Perform all steps above in sequence. | 100% |

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AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Entering and leaving a 90 degree angle park
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

Note: This procedure may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4**.

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 Clare Heathcote, Deputy
 Registrar of Motor Vehicles

Date: 13 May 2022

Revision due date:
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<p align="center">AUTHORISED EXAMINER MANUAL-Class 'C'</p> <p align="center">Slow speed Manoeuvres – Entering and leaving a 90 degree angle park</p> <p align="center">Competency Based Training and Assessment Class Car</p>
STANDARDS SECTION

TRAINING PLAN 12: Entering and leaving a 90 degree angle park

TASK 12: The learner driver will be able to competently and safely demonstrate entering and leaving a 90 degree angle parking bay on the left and right, front to the kerb, having regard for vehicles that could be parked in adjacent bays.

EQUIPMENT: Motor vehicle.

PREPARATION: Parking area with marked 90 degree angled parking bays.

STAGE	ORDER AND CONTENT OF TASK 12	TIME
1.	<p>Entering a 90 degree angle park (to the left and right)</p> <ul style="list-style-type: none"> Explain purpose of task and the pivot points of the vehicle; Demonstrate 'entering a 90 degree angle park' at normal speed (<i>in conjunction with Part (2)</i>); Demonstrate task step by step explaining observation patterns and final positioning in the parking bay; Learner driver to demonstrate step by step under full instruction; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	<p>Leaving a 90 degree angle park (reversing to the left and right)</p> <ul style="list-style-type: none"> Explain task, observation patterns and give way rules; Demonstrate task at normal speed (<i>in conjunction with Part (1)</i>); Demonstrate task step by step with commentary and explanations; Learner driver to demonstrate task step by step with full instruction; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
3.	<p>Assessment of the 90 degree angle park</p> <ul style="list-style-type: none"> Assess the 'entering and leaving a 90 degree angle park' in accordance with Procedure No. 3 and No. 4. 	
4.	<p>Driving Companion entry</p> <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
<p>Link to: Reverse parallel parking the vehicle – 3-point turn</p>		
<p>Note: - When training this task, both left and right approaches to the parking bays must be included however, under assessment the learner driver may choose either left or right.</p>		

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AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Leaving and parking in a parallel parking bay
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 13: Leaving and parking in a parallel parking bay

LEARNING OUTCOME:

1. The learner driver will be able to leave a confined parallel parking bay safely and competently while maintaining full control of the vehicle; and
2. The learner driver will be able to park the vehicle in a confined parking bay safely and competently while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Leaving a confined parallel parking bay

- | | |
|---|-------------|
| (a) Prior to and during reversing, check right, left and behind <i>(over both shoulders by turning head)</i> for other road users; | 100% |
| (b) Check the centre mirror, then check the right mirror, then signal right for minimum of five (5) seconds whilst complying with Task 3 <i>(moving off from the kerb)</i> <i>(use of the park brake is optional as required)</i> ; | 100% |
| (c) Exit the parking bay without touching the poles and without driving between the pole and the kerb; and | 100% |
| (d) Stop so that the rear of the vehicle is just past the parking bay's front pole and parallel to the kerb. | 100% |

2) Parking in a confined parallel parking bay

- | | |
|--|-------------|
| (a) Prior to and during reversing, check right, left and behind <i>(over both shoulders by turning head)</i> for other road users; | 100% |
| (b) Check both blind spots again, forward and behind prior to turning the wheel to the left when reversing into the bay. | 100% |
| (c) After entering the parking bay, complete the exercise with no more than two directional changes <i>(i.e. changes direction to drive forward to straighten, then changes direction for the second time to centralise between the poles)</i> ; | 100% |
| (d) Parallel park the vehicle so that the left wheels are within 300mm of the kerb and straight, and centrally located not less than 900mm to the nearest pole; | 100% |
| (e) The wheels must not touch the kerb and the vehicle must not touch any pole or pass between any pole and the kerb; and | 100% |
| (f) Maintain full control of the vehicle <i>(without stalling)</i> . | 100% |

Note: This procedure may change due to manufacturer's requirements

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Leaving and parking in a parallel parking bay
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. For this task, the learner driver must be able to perform the task accurately, at least once **within two consecutive attempts**, to record a successful demonstration.

It is entirely the decision of the learner driver, whether or not a second attempt of this manoeuvre will be demonstrated.

If a second attempt is requested by the learner driver, then no part of the first attempt will be considered;

2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4**.
3. The task must be performed at a location which is reasonably level; and
4. The task must be performed where light traffic conditions prevail.

Note:

Point 1 means that the Authorised Examiner must explain to the learner driver that they have two attempts to meet the range statement for the reverse parallel park.

The Authorised Examiner must also explain that it is entirely the decision of the learner driver if they want to have a second attempt and the Authorised Examiner cannot prompt or influence the learner driver's choice. If the learner driver does opt to make a second attempt, their performance in the first attempt is disregarded regardless of whether it met the range statement requirements or not.

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Leaving and parking in a parallel parking bay
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 13: Leaving and parking in a parallel parking bay

TASK 13: The learner driver will be able to competently demonstrate leaving, entering and parallel parking in a confined parallel parking bay safely while maintaining full vehicle control.

EQUIPMENT: Motor vehicle, learner's permit, and at least two 1.2m parking poles.

PREPARATION: Set up the parallel parking bay using at least two parking poles.

STAGE	ORDER AND CONTENT OF TASK 13	TIME
1.	Leaving and parking in a confined parallel parking bay <ul style="list-style-type: none"> Explain task requirements and early steering preparation; Demonstrate the whole task at normal speed; Demonstrate the whole task step by step explaining steering, observation patterns and fine use of vehicle controls; Learner driver to demonstrate the whole task step by step with full instruction; Learner driver to demonstrate each part of task with instruction as required; and Learner driver to practice 'leaving and parking in a parallel parking bay' (<i>as homework or with Authorised Examiner</i>) until competent. 	
2.	Assessment of reverse parallel parking <ul style="list-style-type: none"> The assessment of this task will be in accordance with the Procedure No. 3 and No. 4. 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Reviewing all slow speed manoeuvres		

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Review all slow speed manoeuvre
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 14: Review all slow speed manoeuvres

LEARNING OUTCOME:

The learner driver will be able to accurately and competently provide a single demonstration of each of the learning outcomes from Tasks **9** to **13** to the standard for each individual task.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Review of all slow speed manoeuvres

- | | | |
|-----|---|-------------|
| (a) | Learner driver to perform 'moving off uphill' accurately, without assistance, to the standard required for Task 9 ; | 100% |
| (b) | Learner driver to perform a "U-turn" accurately, without assistance, in accordance with the standard required for Task 10 ; | 100% |
| (c) | Learner driver to perform a '3-point turn' accurately, without assistance, to the standard required for Task 11 ; | 100% |
| (d) | Learner driver to perform 'entering and leaving a 90 degree angle park' accurately, without assistance, to the standard required for Task 12 ; | 100% |
| (e) | Learner driver to perform the 'reverse parallel park' accurately, without assistance, to the standard required for Task 13 ; * | 100% |

*** Two attempts are permitted for a successful attempt at this manoeuvre.**

Note: These procedures may change due to manufacturer's requirements

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform one complete example of each of the learning outcomes for Tasks **9** to **13** *accurately* on demand;
2. The assessment of this task must be conducted in accordance with **Procedure No. 4**;
3. The assessment of this task must be performed in minimal traffic conditions; and
4. The assessment of Review Task **14** (*must be performed as soon as reasonably practicable after the last task from Tasks **9** to **13** has been signed off in **Unit 2***).
5. The assessment of this review must be completed within the one training session.

AUTHORISED EXAMINER MANUAL-Class 'C'
Slow speed Manoeuvres – Review all slow speed manoeuvre
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 14: Review of all slow speed manoeuvres

TASK 14: The learner driver will demonstrate each of the learning outcomes from Tasks **9** to **13** in succession in a competent manner and to the standard as stated in each of those respective tasks;

EQUIPMENT: Motor vehicle and parking poles.

PREPARATION: Completion of Tasks **9** to **13** in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 14	TIME
1.	Review of all manoeuvres (primary assessment) <ul style="list-style-type: none"> • Authorised Examiner to explain to the learner driver the purpose of the review, how the review will be conducted and the action which will occur if the result of the assessment does not meet the standard; • The Authorised Examiner will request the learner driver to perform each of the Tasks 9 to 13 (<i>in the order which suits the available conditions</i>); • The Authorised Examiner will observe the learner driver perform each of the tasks without assistance and identify any faults which do not conform to the respective standard for each task; • At the conclusion of the primary assessment of all of the slow speed manoeuvres, the Authorised Examiner will provide feedback on faults which fail to conform to the standard for each task; and • The Authorised Examiner may provide remedial training for each unsuccessfully performed task after all slow speed manoeuvre tasks have been assessed. 	
2.	Reassessment of unsuccessfully performed tasks <ul style="list-style-type: none"> • Tasks performed unsuccessfully in the review must be reassessed to the standard for the original task in accordance with Procedure No. 4. 	
3.	Driving Companion entry <ul style="list-style-type: none"> • Complete the Driving Companion entry. 	
Link to: Developing basic road skills		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Vehicle road positioning
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 15: Vehicle road positioning

LEARNING OUTCOME:

1. The learner driver will safely and competently position the vehicle correctly on laned and un-laned roads in accordance with the law and 'System of Car Control';
2. The learner driver will maintain safe following distances from other vehicles and safety margins when passing stationary objects or bicycle riders; and
3. The learner driver will correctly position the vehicle when turning left or right.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Vehicle position for laned and un-laned roads

- | | |
|--|-------------|
| (a) Keep the vehicle as near as practicable to the left when travelling on un-laned roads without unnecessarily obstructing other traffic; | 100% |
| (b) Keep the vehicle wholly within the marked lane when travelling straight and when negotiating bends; and | 100% |
| (c) Use the space within the lane for maintaining safety margins. | 80% |

2) Maintain safe following distances and safety margins

- | | |
|---|------------|
| (a) Maintain a minimum of three (3) seconds following interval from the vehicle in front; (<i>time lapse formula</i>) | 80% |
| (b) Allow a safety margin of at least 1.2 metres (<i>where practicable</i>) when passing objects, vehicles/obstructions; | 80% |
| (c) Allow a minimum gap of 1 metre when passing a cyclist where the speed limit is 60kmh or less, and 1.5 metres where the speed limit is over 60kmh; and | 80% |
| (d) Stops behind other vehicles allowing sufficient space to turn away from the vehicle in front if necessary. | |

3) Positioning for commencing turns

- | | |
|--|-------------|
| (a) Correctly position the vehicle at 'Stop' lines (<i>associated with 'Stop' signs, crossings and traffic lights etc.</i>); | 100% |
| (b) Demonstrate appropriate road position at intersections when view is obstructed; and | 80% |
| Demonstrate the correct approach and turn positions for turning left and right at intersections in accordance with the law. | 100% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Vehicle road positioning
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment of this task must be in accordance with **Procedure No. 4**; and
2. The assessment of this task is over **a short drive** in light traffic conditions, which must include the following:
 - (i) one (1) left and one (1) right turn (*quiet roads*);
 - (ii) two (2) un-laned wide roads
 - (iii) two (2) stop lines at stop signs (*the same stop line may be repeated*);
 - (iv) two laned roads (*where practicable*); and
 - (v) two (2) intersections where the view is obstructed (*where accessible*).

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Vehicle road positioning
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 15: POSITIONING A VEHICLE ON THE ROAD (A SHORT DRIVE)

TASK 15: The learner driver will correctly position the vehicle on the road when driving on laned, un-laned roads, following other vehicles, passing stationary objects, stopping at stop lines and when preparing to negotiate intersections.

EQUIPMENT:

Motor vehicle - learner's permit must be carried for all tasks.

PREPARATION:

Plan an appropriate assessment route – in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 15	TIME
1.	Vehicle positioning on un-laned and laned roads <ul style="list-style-type: none"> Explain 'keeping left' and 'wholly within lane' laws; Demonstrate correct positioning with explanations; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent in selecting road position. 	
2.	Maintain safe following position and safety margins <ul style="list-style-type: none"> Explain 'time lapse formula' and all safety margins; Demonstrate where appropriate with reasons and advantages; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent (<i>without instruction</i>). 	
3.	Positioning for commencing turns <ul style="list-style-type: none"> Explain law for 'stop' lines and signs, and positioning for commencing turns; Demonstrate position for stopping at stop lines, starting position for left and right turns, and correct road position for observing at blind cross roads (<i>usually facing a 'Give Way' sign</i>); Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
4.	Assessment of vehicle road positioning <ul style="list-style-type: none"> All of the above to be assessed together while complying with Procedure No. 4 and the 'Range Statement'. 	
5.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Changing lanes (<i>road positioning</i>) and diverging/merging using the 'System of Car Control'		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Lane changing and diverging/merging
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 16: Lane changing and diverging/merging

LEARNING OUTCOME:

1. The learner driver will be able to change lanes safely and competently to the right and to the left while complying with the 'System of Car Control'; and
2. The learner driver will be able to diverge safely and competently to the left or right or merge with other traffic while complying with the 'System of Car Control'.

PERFORMANCE CRITERIA	STANDARD (Accuracy)
1) Changing lanes procedure	
(a) Select a suitable location (<i>not approaching traffic lights etc.</i>);	100%
(b) Accurately apply the 'System of Car Control' when changing from one lane to another (<i>either left or right</i>); and	80%
(c) Check the appropriate blind spot just before changing lanes.	80%
2) Diverging or merging procedure	
(a) When attempting to diverge, merge or zip merge, ensure the vehicle is not directly alongside another vehicle (<i>i.e. where practicable keep the vehicle off-set to others - Rules of Observation</i>);	80%
(b) When merging or diverging by more than 1 metre or crossing a lane line, comply with the 'Lane Changing Procedure' (<i>steps 1(a) to 1(c)</i>) above and give way rules;	80%
(c) When diverging by less than 1 metre or diverging over a long distance when passing parked vehicles on an un-laned road, comply with step 1(b) above, except signals and blind spots may be omitted only if safe;	80%
(d) When merging with the flow of traffic, ensure that adequate speed is achieved prior to entering. The merge must have minimal impact on other road users (<i>freeway on-ramps, extended slip lanes etc.</i>); and	80%
(e) When zip merging, pay particular attention when approaching signs and lane markings.	80%

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Lane changing and diverging/merging
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment of this task must be in accordance with **Procedure No. 4** of this manual;
2. The assessment to be performed in light traffic conditions; and
3. The assessment must include the following:
 - (i) two (2) lane changes to the right;
 - (ii) two (2) lane changes to the left;
 - (iii) two (2) un-laned roads where vehicles are parked at the left kerb (*passing required*);
 - (iv) two (2) zip merges to the right; and
 - (v) two (2) zip merges to the left.

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Lane changing and diverging/merging
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 16: LANE CHANGING AND DIVERGING / MERGING

TASK 16: The learner driver will be able to competently demonstrate changing lanes, merging or diverging safely in accordance with the 'System of Car Control'.

EQUIPMENT: Motor vehicle - learner's permit must be carried for all tasks.

PREPARATION: Plan an appropriate assessment route – in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 16	TIME
1.	Lane changing and diverging/merging <ul style="list-style-type: none"> Explain the concept of 'System of Car Control' and its application to lane changing or diverging/merging; Demonstrate at normal speed emphasising give way rules; Demonstrate with full commentary, explanations and reasons; Learner driver to demonstrate with step by step instruction (<i>left and right lane changes</i>); Learner driver to demonstrate with instruction as required; Learner driver to practice until competent; Authorised Examiner to explain the process when diverging or merging; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	Assessment of lane changing and diverging/merging <ul style="list-style-type: none"> The assessment of this task must be in accordance Procedure No. 4 and the Range Statement for this task. 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Turning at intersections using the 'System of Car Control'		
Note: - Refer procedure (5.1) in FAQ regarding diverging around parked vehicles		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Turning at intersections
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 17: Turning at intersections

LEARNING OUTCOME:

- 1 & 2. The learner driver will be able to safely and competently turn to the left and to the right (*with and without a stop*) at simple intersections while complying with 'System of Car Control' and the rules for turning and giving way; and
3. The learner driver will demonstrate correct compliance with 'Stop' and 'Give Way' signs.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Turning at intersections (with a stop)

- | | |
|--|-------------|
| (a) Demonstrate turning left and right at intersections incorporating a stop while complying with the laws for turning; | 100% |
| (b) Demonstrate the 'System of Car Control' when turning right and left at intersections; | 80% |
| (c) Demonstrate correct observation patterns (<i>Rules of Observation</i>) while maintaining full vehicle control; and | 80% |
| (d) Comply with signalling requirements, 'Stop' and 'Give Way' signs and lines and the give way rules at all times. | 100% |

2) Turning at intersections (without a stop)

- | | |
|---|-------------|
| (a) Demonstrate turning left and right at intersections without a stop where practicable while complying with the laws for turning; | 100% |
| (b) Demonstrate the 'System of Car Control' when turning right and left at intersections; | 80% |
| (c) Demonstrate correct and timely observation patterns when turning left and right at intersections while maintaining full control of the vehicle; and | 80% |
| (d) Comply with signalling and 'Give Way' rules. | 100% |

3) Negotiate 'Stop' and 'Give Way' signs/lines

- | | |
|---|-------------|
| (a) Comply with the 'System of Car Control' when negotiating 'Stop' and 'Give Way' signs and lines; and | 80% |
| (b) Comply with 'Stop' and 'Give Way' signs and lines. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment of this task must be in accordance with **Procedure No. 4**
2. The assessment of this task must include:
 - (a)(i) three (3) left turns with a stop (*to include one 'Stop' sign*) and
 - (ii) three (3) left turns without a stop (*to include one 'Give Way' sign*) in light traffic conditions; and
 - (b)(i) two (2) right turns with a stop (*to include one 'Stop' sign*) and

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Basic Road Skills – Turning at intersections
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 17: TURNING AT INTERSECTIONS

TASK 17: The learner driver will be able to competently demonstrate compliance with the 'System of Car Control' when turning to the left or right at intersections (*with and without a stop*) while complying with the give way rules/road law.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan an appropriate assessment route - light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 17	TIME
1.	Turning at intersections (left turns) <ul style="list-style-type: none"> Explain 'System' application for left turns and road laws/give way rules with emphasis on pedestrians and cyclists; Demonstrate left turns (<i>with and without a stop</i>); Demonstrate with full commentary step by step with particular attention to 'System' sequence and observation patterns; Learner driver to demonstrate with step by step instruction; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	Turning at intersections (right turns) <ul style="list-style-type: none"> Explain 'System' for right turns, give way rules and road laws appropriate to turning right (<i>e.g. vehicle position & signalling</i>); Demonstrate right turns (<i>with and without a stop</i>); Demonstrate with full commentary, step by step, paying particular attention to road positioning and observation; and Learner driver to demonstrate and practice as above. 	
3.	Turning at intersections (to include 'Stop' & 'Give Way' signs) <ul style="list-style-type: none"> Learner driver to demonstrate left and right turns while negotiating some 'Stop' and 'Give Way' signs with instruction as required; Learner driver to practice until competent. 	
4.	Assessment of turning at intersections (with and without a stop) <ul style="list-style-type: none"> The assessment must be in accordance with Procedure No. 4 and the Range Statement for this task. 	
5	Driving Companion entry Complete the Driving Companion entry.	
Link to: Turning left and right on to and off laned roads (light traffic)		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Turning onto and from laned roads
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 18: Turning onto and from laned roads

LEARNING OUTCOME:

The learner driver will be able to safely demonstrate turning left and right onto and from laned roads using the 'System of Car Control' while complying with the 'Give Way' rules and the laws relating to turning.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Turning left onto and from laned roads

- | | | |
|-----|---|-------------|
| (a) | Comply with all laws relating to signalling, turning and 'Giving Way'; | 100% |
| (b) | Approach every turn at a safe speed under full control; | 100% |
| (c) | Correct and timely observation of any conflicting traffic when turning left; | 80% |
| (d) | Apply appropriate acceleration during and after turning when entering the traffic flow of the other road; and | 80% |
| (e) | Comply with the 'System of Car Control' | 80% |

2) Turning right onto and from laned roads

- | | | |
|-----|---|-------------|
| (a) | Comply with all laws relating to signalling, turning and 'Giving Way'; | 100% |
| (b) | Approach every turn at a safe speed under full control; | 100% |
| (c) | Correct and timely observation of any conflicting traffic when turning right; | 80% |
| (d) | Apply appropriate acceleration during and after turning when entering the traffic flow of the other road; and | 80% |
| (e) | Comply with the 'System of Car Control'. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be in accordance with **Procedure No. 4** ; and
2. The assessment of this task must be in light traffic conditions and must include:
 - (i) two (2) left turns on to a laned road;
 - (ii) two (2) left turns from a laned road;
 - (iii) two (2) right turns on to a laned road;
 - (iv) two (2) right turns from a laned road;
 - (v) one (1) right turn on to a laned road followed by a left turn off the road; and
 - (vi) one (1) left turn on to a laned road followed by a right turn off the road.

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Basic Road Skills – Turning onto and from laned roads
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 18: TURNING ONTO AND FROM LANED ROADS

TASK 18: The learner driver will be able to safely demonstrate turning on to and from laned roads safely while complying with the 'System of Car Control', 'Give Way' rules and rules relating to turning.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan an appropriate assessment route – in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 18	TIME
1.	Turning left and right onto laned roads <ul style="list-style-type: none"> Explain and demonstrate a left turn and a right turn on to a laned road with emphasis on 'System', vehicle position, selection of safe gaps and use of acceleration for safety; Learner driver to demonstrate with instruction as necessary; and Learner driver to practice (<i>as homework or with Authorised Examiner</i>) until competent. 	
2.	Left turn followed by a right turn and right turn followed by a left turn. <ul style="list-style-type: none"> Authorised Examiner to explain and demonstrate turning procedure with commentary on 'System' and observation patterns; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
3.	Assessment of turning onto and from laned roads <ul style="list-style-type: none"> The assessment of this task must be in accordance with Procedure No. 4 and the Range Statement for this task. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Turning at roundabouts (laned and un-laned)		

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Basic Road Skills – Turning at roundabouts
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 19: Turning at roundabouts

LEARNING OUTCOME:

The learner driver will be able to turn left, turn right and go straight on safely at un-laned and laned roundabouts while complying with all laws relating to giving way and positioning on roundabouts, and the 'System of Car Control'.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Turning at un-laned roundabouts

- | | |
|--|-------------|
| (a) Comply with give way rules, signalling and correct vehicle positioning at un-laned roundabouts; | 100% |
| (b) Negotiate every roundabout at a safe speed under full control; | 100% |
| (c) Observe in the appropriate directions when approaching and during turns at un-laned roundabouts; and | 80% |
| (d) Comply with the 'System of Car Control'. | 80% |

2) Turning at laned roundabouts

- | | |
|--|-------------|
| (a) Demonstrate compliance with give way rules, signalling, arrows and correct vehicle positioning at laned roundabouts; | 100% |
| (b) Negotiate every roundabout at a safe speed under full control; | 100% |
| (c) Observe in the appropriate directions when approaching and during turns at laned roundabouts; and | 80% |
| (d) Comply with the 'System of Car Control'. | 80% |

3) Travelling straight on at a roundabout

- | | |
|--|-------------|
| (a) Demonstrate compliance with give way rules, signalling, arrows and correct vehicle positioning at roundabouts; | 100% |
| (b) Negotiate every roundabout at a safe speed under full control; | 100% |
| (c) Look in the appropriate directions when approaching and proceeding through roundabouts; and | 80% |
| (d) Comply with the 'System of Car Control'. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be in accordance with **Procedure No. 4**;
2. The assessment must be in light traffic conditions and must include the following where practicable:
 - (i) one (1) left turn, one (1) right turn and one (1) straight on at an un-laned roundabout; and
 - (ii) one (1) left turn, one (1) right turn and one (1) straight on at a laned roundabout if reasonably accessible.

Note: If laned roundabouts are not reasonably accessible, two (2) demonstrations of 2(i) of the Range Statement must be assessed.

Authorisation:
 Clare Heathcote, Deputy
 Registrar of Motor Vehicles

Date: 13 May 2022

Revision due date:
 1 June 2023

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Turning at roundabouts
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 19: TURNING AT ROUNDABOUTS

TASK 19: The learner driver will be able to safely demonstrate turning left, right and travelling straight on safely on laned and un-laned roundabouts while complying with 'System of Car Control' and appropriate road laws.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan an appropriate assessment route – in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 19	TIME
1.	Turning at un-laned roundabouts <ul style="list-style-type: none"> Explain give way rules and position for commencing turns; Demonstrate a left turn, a right turn and straight on at a roundabout with commentary on gap selection and positioning; Learner driver to demonstrate each with instruction as required; and Learner driver to practice each until competent. 	
2.	Turning at laned roundabouts <ul style="list-style-type: none"> Explain give way, 'lane' rules, and positioning for turning at laned roundabouts; Demonstrate driving straight ahead, turning left and turning right with commentary favouring positioning and gap selection; Learner driver to demonstrate left turns, right turns, and driving straight ahead, with instruction as required; and Learner driver to practice each until competent. 	
3.	Assessment of turning at laned roundabouts <ul style="list-style-type: none"> The assessment must be in accordance with Procedure No. 4 and the Range Statement for this task. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Turning at traffic lights in light traffic		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Negotiating traffic lights
 Competency Based Training and Assessment Class Car

STANDARDS SECTION**UNIT 3: Basic Road Skills****TASK 20: Negotiating traffic lights****LEARNING OUTCOME:**

- 1 and 2. The learner driver will safely negotiate traffic lights *without arrows*) by turning right, left and proceeding straight ahead while complying with all laws and 'System of Car Control'; and
3. The learner driver will safely demonstrate turning left at slip lanes

PERFORMANCE CRITERIA**STANDARD
(Accuracy)****1) Turning right and left at traffic lights (without arrows)**

- | | |
|---|------------------|
| (a) Comply with the law for traffic light signals, associated stop lines, turning lines and arrows; | 100% |
| (b) Enter and correctly position vehicle lawfully within the intersection when stopping to give way to opposing traffic; | 100% |
| (c) When turning right, keep the front wheels straight (<i>where practicable</i>) while waiting to give way to on-coming traffic; and | 80% |
| (d) Comply with Tasks 17 and 18 requirements when turning. | As stated |

2) Following a straight course through traffic lights

- | | |
|--|------------------|
| (a) Comply with the law for traffic light signals and associated stop lines; | 100% |
| (b) Comply with 'System of Car Control' approaching lights; and | As stated |
| (c) Apply correct stopping procedure (<i>Task 4</i>) as applicable. | 80% |

3) Turning left through a 'slip' lane

- | | |
|---|------------------|
| (a) Comply with 'Give Way', signalling and road law; | 100% |
| (c) Comply with turning left requirements for Tasks 17 and 18 including safe speed of approach to the turn; and | As stated |
| (c) Demonstrate appropriate and timely observation patterns and 'System of Car Control'. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be in accordance with **Procedure No. 4**; and
2. The assessment must be in light traffic conditions and must include the following where reasonably practicable:
 - (i) one (1) left turn at traffic lights (*no slip lane*) without arrows;
 - (ii) two (2) right turns at traffic lights without arrows;
 - (iii) one (1) left turn through a slip lane without arrows; and
 - (iv) straight at a minimum of **three (3) sets** of traffic lights at intersections.

Note: If traffic lights are not reasonably available, the alternative Task 28A of 'Driving on Unsealed Roads' must be performed instead of Task 20 and 28. A short explanation of duties of a driver at traffic lights must be given.

Authorisation:
 Clare Heathcote, Deputy
 Registrar of Motor Vehicles

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AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Negotiating traffic lights
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 20: NEGOTIATING TRAFFIC LIGHTS

TASK 20: The learner driver will be able to safely negotiate traffic lights and associated 'slip' lanes while complying with traffic light, give way and turning rules, and the 'System of Car Control'.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan an appropriate assessment route – in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 20	TIME
1.	Negotiating traffic lights without arrows <ul style="list-style-type: none"> Explain traffic lights, stopping positions and give way rules; Demonstrate procedure for turning left, turning right and travelling straight on at traffic lights (<i>without arrows</i>) with commentary on 'System', give way requirements and vehicle positioning; Learner driver to demonstrate turning right, turning left and travelling straight on at traffic lights without arrows with instruction as required; and Learner driver to practice until competent. 	
2.	Turning through a 'slip' lane <ul style="list-style-type: none"> Explain speed of approach, positioning, observation patterns and give way obligations; Learner driver to demonstrate with instruction as required (see <i>Task 17(1) and 17(2)</i>); and Learner driver to practice until competent. 	
3.	Assessment of turning at traffic lights (without arrows) <ul style="list-style-type: none"> The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement for this task. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Turning at intersections – vehicle road positioning		

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Basic Road Skills – Light traffic urban driving
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 21: Light traffic urban driving

LEARNING OUTCOME:

1. The learner driver will comply with the law while negotiating Emu, Koala and Wombat pedestrian crossings, school zones and cross-road intersections (*where available*);
2. The learner driver will comply with all speed limits associated with speed zones, roadworks, bridges, built-up areas, schools and car parks; and
3. The learner driver will demonstrate reasonable progress by keeping up with the flow of traffic when it is practicable, legal and safe, and also demonstrate reasonable progress when negotiating cross-road intersections whilst complying with the 'System of Car Control'.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Pedestrian crossings, school zones and cross road intersections

- | | |
|---|-------------|
| (a) Comply with the laws for pedestrian crossings and school zones; and | 100% |
| (b) Comply with 'System of Car Control' at all cross-road intersections on un-laned roads (<i>centre mirror must be checked prior to observations</i>). | |

2) Speed limits

- | | |
|---|-------------|
| (a) Comply with all speed limits in speed zones and built-up areas whilst demonstrating awareness of changing speed limits; and | 100% |
| (b) Comply with all speed limits for bridges, roadworks, schools, car parks and learner requirements. | 100% |

3) Maintain reasonable progress

- | | |
|--|------------|
| (a) Where safe and practicable, maintain a speed, which is within 5 km/h of, but does not exceed the legal speed limit; | 80% |
| (b) Move off smoothly in a line of traffic without any unnecessary delay or obstructing other traffic; | 80% |
| (c) Does not slow excessively or stop unnecessarily at intersections where the view is open and clear, and it is safe to go; and | 80% |
| (d) Maintain at least a '3 second' following distance between the vehicle in front and the learner driver's vehicle. | 80% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Light traffic urban driving
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4**; and
2. The assessment must cover **a short drive** in light traffic conditions which must include the following where reasonably accessible:
 - (i) at least one (1) operating pedestrian crossing (*e.g. children's crossing*);
 - (ii) at least one (1) 'school' zone; (*25kmh when children present type-complete length*)
 - (iii) at least one (1) speed limit change (*e.g. bridge, roadworks or speed zone*); and
 - (iv) at least three (3) intersections where there is an open view; and
 - (v) at least four (4) cross road intersections on un-laned roads without facing any type of control (*give way signs, stop signs or traffic lights*).

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Basic Road Skills – Light traffic urban driving
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 21: LIGHT TRAFFIC URBAN DRIVING (A SHORT DRIVE)

TASK 21: The learner driver will be able comply with the law when negotiating pedestrian crossings, changing speed limits and crossroads with safety while maintaining reasonable progress.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan an appropriate assessment route – in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 21	TIME
1.	Pedestrian crossings, school zones and cross road intersections <ul style="list-style-type: none"> Describe the types of pedestrian crossings and 'School' zones, and explain the relevant rules and method of negotiating; Learner driver to demonstrate pedestrian crossing and 'School' zone procedure (<i>where practicable</i>) with instruction as required; Learner driver to demonstrate 'System of Car Control' at cross roads on un-laned roads as required; and Learner driver to practice until competent. 	
2.	Compliance with speed limits <ul style="list-style-type: none"> Explain the meaning of a speed limit, the effect of speed on braking and the types of speed limits found in urban areas; and During general driving by learner driver, speed limit compliance must be monitored and instruction given as required. 	
3.	Maintain reasonable progress <ul style="list-style-type: none"> Explain 'reasonable progress' in relation to general driving, gap selection, moving off with other traffic and negotiating turns where there is a reasonable view; and During general driving by learner driver, progress to be monitored by Authorised Examiner and instruction given as required. 	
4.	Assessment of light traffic urban driving <ul style="list-style-type: none"> The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement for this task. 	
5.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Country driving – safe driving strategies		

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Country driving (driving at higher speeds)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 22: Country driving (driving at higher speeds)

LEARNING OUTCOME:

1. The learner driver will demonstrate accurate compliance with the 'System of Car Control', Rules of Braking, Steering and Observation as applied to bends, crests and overtaking while driving at higher speeds; and
2. The learner driver will maintain full control of the vehicle while driving at higher speeds.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Negotiating bends and crests

- | | |
|---|-------------|
| (a) Comply with speed limits, road markings, keeping left and 'Due Care' requirements while maintaining reasonable progress; | 100% |
| (b) Demonstrate a safe speed and position of approach to all bends and crests; | 100% |
| (c) Comply with 'System of Car Control' approaching bends and crests (<i>including selection of the correct gear before the bend or crest</i>); | 80% |
| (d) Comply with the Rules of Braking and 'acceleration sense' approaching bends and crests; | 80% |
| (e) Comply with Rules of Steering when braking and cornering; | 80% |
| (f) Demonstrate good forward observation (<i>aim high in steering</i>) and comply with the Rules of Observation; and | 80% |
| (g) Display safe and complete control of the vehicle at all times. | 100% |

2) Overtaking other vehicles

- | | |
|--|-------------|
| (a) Correctly select a suitable and safe location to overtake while complying with the law (<i>road markings, sufficient clear view</i>); | 100% |
| (b) Maintain a reasonable following distance before overtaking in order to comply with Rules of Observation; and | 80% |
| (c) Comply with 'System of Car Control' and uses appropriate gears and acceleration where necessary; OR | 80% |
| (d) If suitable overtaking situations do not occur, verbally demonstrate to the Authorised Examiner, the selection of five safe and suitable locations where there is sufficient distance to overtake safely. | 80% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Country driving (driving at higher speeds)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** The assessment must cover **a short drive** in light traffic conditions on roads with a speed limit of 80 km/h or more and must also include the following:
 - (i) entering (1) and leaving (1) a road;
 - (ii) five (5) right bends and five (5) left bends (*minimum*);
 - (iii) two (2) crests (*minimum*); and
 - (iv) where available, one (1) overtaking situation **or five** (5) overtaking selections.

AUTHORISED EXAMINER MANUAL-Class 'C'
Basic Road Skills – Country driving (driving at higher speeds)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

**TRAINING PLAN 22: COUNTRY DRIVING (DRIVING AT HIGHER SPEEDS)
 (A SHORT DRIVE)**

TASK 22: The learner driver will competently demonstrate negotiating bends, corners and crests and the ability to overtake other vehicles safely while complying with appropriate laws, 'System of Car Control' and road craft concepts in light traffic conditions.

EQUIPMENT: Motor vehicle, 'Driver's Handbook' and other training aids.

PREPARATION: Plan an appropriate assessment route to include bends and crests.

STAGE	ORDER AND CONTENT OF TASK 22	TIME
1.	Negotiating bends and crests (at higher speeds) <ul style="list-style-type: none"> Explain speed limit meaning, barrier lines and advisory signs; Explain 'System of Car Control' application, Rules of Braking and Steering; Explain observation pattern when driving at higher speed (<i>aim high in steering - looking further ahead and around bends</i>); Explain and demonstrate (i)cornering lines (left and right) and observation, (ii)braking in a straight line for control, (iii)steering within the corner, and (iv) 'System of Car Control' as applied to bends and crests; Learner driver to demonstrate task step by step with full instruction; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	Overtaking and passing other vehicles <ul style="list-style-type: none"> Explain blind spot checks and safety margins when overtaking; Relate to Task 16 (<i>lane changing and merging</i>) procedure; Learner driver to demonstrate with instruction as required; and Where practicable, learner driver to practice (<i>with Authorised Examiner</i>). 	
3.	Assessment of negotiating bends, crests and overtaking <ul style="list-style-type: none"> The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement for this task. If there are no other vehicles to overtake, the learner driver must identify when it is safe to overtake an imaginary vehicle in front on at least (5) occasions. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Safe driving strategies in traffic		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Safe driving strategies
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 23: Safe driving strategies

LEARNING OUTCOME:

1. The learner driver will competently maintain safe following distances, passing clearances and appropriate positioning of the vehicle for improved forward observation in medium to heavy traffic; and
2. Demonstrate compliance with the 'System of Car Control' when approaching potential hazards in traffic (*E.g. stale green traffic lights*).

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Safe positioning of the vehicle in traffic

- | | |
|--|-------------|
| (a) Keep at least 3 seconds time interval between the learner driver's vehicle and the vehicle in front, increasing this interval for adverse weather conditions or if being closely followed; | 100% |
| (b) Where safe and practicable, keep at least a 1.2 metre clearance when passing parked vehicles, or other hazards; | 80% |
| (c) Allow a minimum safety margin of 1 metre when passing a cyclist where the speed limit is 60kmh or less, and 1.5 metres where the speed limit is over 60kmh; | |
| (d) Adjust the vehicle's position by holding back when the vehicle in front obstructs the view ahead (<i>Observation – Get the big picture</i>); | 80% |
| (e) Maintain the vehicle's position in a line of traffic without obstructing following traffic where it is safe and legal to do so; | 80% |
| (f) Avoid unnecessary travel in blind spots of other vehicles (<i>Observation – Leave yourself an OUT</i>); | 80% |
| (g) Where practicable, stop in a position behind other vehicles to allow sufficient space to turn away from the vehicle in front; | 80% |
| (h) Ensure that intersections and level crossings are not obstructed; and | 100% |
| (i) Comply with the road rules. | 100% |

2) 'System of car control' applied to traffic hazards

- | | |
|--|------------|
| (a) Comply with the 'System of Car Control' in the correct sequence when approaching hazards in traffic; | 80% |
| (b) Comply with 'System of Car Control' when approaching traffic lights (<i>e.g. check the centre mirror / cover the brake</i>); | 80% |
| (c) Demonstrate 'System of Car Control' when passing stationary buses or other similar hazards; and | 80% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Safe driving strategies
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4**; and
2. The assessment must cover **a short drive** in medium to heavy traffic conditions where practicable, which includes laned and un-laned roads with traffic lights or other hazards where stopping in a line of traffic on at least (2) two occasions on wide un-laned roads and (2) two occasions on laned roads is required.

NOTE: It may not be possible to assess this task on some country CBT&A courses.

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Safe driving strategies
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 23: SAFE DRIVING STRATEGIES IN TRAFFIC (A SHORT DRIVE)

TASK 23: The learner driver will competently demonstrate compliance with the 'System of Car Control' to any hazard encountered in traffic while maintaining safe following distances, road positioning and compliance with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an appropriate assessment route - medium to heavy traffic conditions (*e.g. near city area or equivalent area*).

STAGE	ORDER AND CONTENT OF TASK 23	TIME
1.	Safe road positioning in traffic <ul style="list-style-type: none"> Discuss and review criteria for Task 15 and road laws relating to keeping left, lane use and obligations at traffic lights; Discuss Rules of Observation with respect to positioning; Authorised Examiner to explain and demonstrate required standard with appropriate commentary (<i>especially in the use of observation</i>); Learner driver to demonstrate criteria with instruction as required; and Learner driver to practice until competent. (NOTE: Training can be done on this task during the training for other tasks). 	
2.	'Systematic driving' applied to traffic hazards <ul style="list-style-type: none"> Explain the definition of 'System of Car Control' with regard to the logic behind the 'System of Car Control', the features and the concept of 'consideration' of use for each of the features; Authorised Examiner to demonstrate negotiation of traffic lights and other traffic associated hazards with commentary on 'System of Car Control'; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
3.	Assessment of safe driving strategies in traffic <ul style="list-style-type: none"> The assessment must conform to the requirements of Procedure No. 4 and the Range Statement for this task. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Lane management in medium to heavy traffic		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Lane management in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 24: Lane management in traffic

LEARNING OUTCOME:

1. The learner driver will be able to select the appropriate lane safely and competently well in advance to maintain reasonable progress and efficient traffic flow; and
2. The learner driver will be able to change lanes safely and competently in traffic while complying with the 'System of Car Control'.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Lane selection in traffic

- | | |
|---|------------|
| (a) Identify potential hazards well in advance and take safe and appropriate action (<i>Observation - Get the Big Picture</i>); | 80% |
| (b) Confidently select safe gaps when changing lanes; and | 80% |
| (c) Select suitable and timely locations when changing lanes (<i>'System of Car Control' - select the course</i>). | 80% |

2) Lane changing in traffic

- | | |
|---|-------------|
| (a) Competently apply the 'System of Car Control' when changing from one lane to another (<i>either left or right</i>); | 80% |
| (b) Check the appropriate blind spot just before changing lanes; | 80% |
| (c) Co-operate with other drivers by accepting and giving reasonable offers of courtesy when safe; and | 80% |
| (d) Change lanes in traffic only when safe without significantly interfering with the flow of traffic in the newly selected lane. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4**; and
2. The assessment must be on laned roads in medium to heavy traffic conditions which must include:
 - (i) three (3) lane changes to the left; and
 - (ii) two (2) lane changes to the right.

Note: Each lane change request must allow the '**learner driver**' to choose the location.

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Lane management in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 24: LANE MANAGEMENT IN TRAFFIC

TASK 24: The learner driver will competently display forward planning in the selection of lanes and perform those lane changes safely well in advance in accordance with the 'System of Car Control' while complying with the law, in medium to heavy traffic conditions.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan a short assessment route on a laned road where there is medium to heavy traffic (*e.g. near city or equivalent area*).

STAGE	ORDER AND CONTENT OF TASK 24	TIME
1.	Lane selection and lane changing in traffic <ul style="list-style-type: none"> • Authorised Examiner to link this task to Task 16 and to explain use of forward observation and planning in identifying potential traffic hazards which may lead to lane changing; • Authorised Examiner to demonstrate lane changing procedure in traffic and demonstrate visual observation patterns by means of a commentary drive; • Learner driver to demonstrate forward observation skills by stating what potential hazards can be seen ahead (<i>on request from the Authorised Examiner - to ascertain forward observation of learner driver</i>); • Learner driver to demonstrate, with instruction as required, the selection of lane changing location and the performance of the lane change with safety while complying with 'System'; and • The learner driver to practice until competent. 	
2.	Assessment of lane selection and lane changing in traffic <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement for this task. 	
3.	Driving Companion entry <ul style="list-style-type: none"> • Complete the Driving Companion entry. 	
Link to: Turning in traffic		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Turning in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 25: Turning in traffic

LEARNING OUTCOME:

1. The learner driver will turn right and left safely and competently under full control while complying with the 'Give Way' laws and the 'System of Car Control'; and
2. The learner driver will competently select safe gaps when entering or crossing a flow of traffic on busy roads without unnecessary hesitation.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Turning left onto and from busy roads

- | | |
|--|-------------|
| (a) Display compliance with all 'Give Way' laws and 'turning' laws (<i>observation, braking and steering</i>); | 100% |
| (b) Maintain full vehicle control throughout each turn (<i>i.e. no wide exits, question-mark turns or stalling</i>); | 100% |
| (c) When exiting or entering a busy road, keep as near as reasonably practicable to the left; | 100% |
| (d) Comply with the 'System of Car Control' throughout the assessment; | 80% |
| (e) Display competent selection of safe gaps when entering a traffic flow; and | 80% |
| (f) Display competent acceleration skills when entering a gap (<i>See 'System of Car Control'</i>). | 80% |

2) Turning right onto and from busy roads

- | | |
|--|-------------|
| (a) Display compliance with all 'Give Way' laws and 'turning' laws (<i>observation, braking and steering</i>); | 100% |
| (b) Maintain full vehicle control throughout each turn (<i>i.e. no wide exits, question-mark turns, or stalling</i>); | 100% |
| (c) Comply with the 'System of Car Control' throughout the assessment; | 80% |
| (d) Make early selection of the most appropriate and lawful lane for turning; | 80% |
| (e) Display competent selection of safe gaps when entering or crossing a traffic flow when turning right; and | 80% |
| (f) Display competent acceleration skills when entering a safe gap or crossing a flow of traffic - (<i>See 'System of Car Control'</i>). | 80% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Turning in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4**; and
2. The assessment must be in medium to heavy traffic conditions and must *at least* include the following where practicable:
 - (i) two (2) left turns onto **and** two (2) left turns from busy roads;
 - (ii) three (3) right turns onto **and** three (3) right turns from busy roads **including** at least two (2) right turns onto **and** two (2) right turns from busy laned roads where available.

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Turning in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 25: TURNING IN TRAFFIC

TASK 25: The learner driver will be able to competently demonstrate turning left and right on to and from busy roads in a safe and efficient manner in accordance with the law and the 'System of Car Control'.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an appropriate assessment route in medium to heavy traffic conditions (*e.g. near city or equivalent area*).

STAGE	ORDER AND CONTENT OF TASK 25	TIME
1.	Turning left and right onto and from busy roads <ul style="list-style-type: none"> • Authorised Examiner to link this task to Tasks 17 and 18 and reinforce the law on 'Giving Way' and 'Turning'; • Authorised Examiner to demonstrate one of each turn giving commentary with special emphasis on legal obligations, correct positioning and selection of safe gaps in traffic; • Learner driver to demonstrate turning left and right on to and from busy roads under full instruction; • Learner driver to demonstrate turning left and right with instruction as required; and • Learner driver to practice turning on to and from busy roads until competent. 	
2.	Assessment of turning onto and from busy roads <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement. 	
3.	Driving Companion entry <ul style="list-style-type: none"> • Complete the Driving Companion entry. 	
Link to: Managing traffic at roundabouts		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Managing traffic at roundabouts
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 26: Managing traffic at roundabouts

LEARNING OUTCOME:

The learner driver will be able to turn right, left and travel straight-on safely and competently at laned and un-laned roundabouts in medium to heavy traffic while complying with the law and the 'System of Car Control'.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Managing traffic at un-laned roundabouts

- | | | |
|-----|---|------------------|
| (a) | Comply with the requirements and standard as documented in Task 19 (1) - turning at un-laned roundabouts; | As stated |
| (b) | Display competent and confident decision making when selecting safe gaps in traffic on the roundabout; and | 80% |
| (c) | Demonstrate competent use of acceleration when joining and leaving a traffic stream on the carriageway of the roundabout. | 80% |

2) Managing traffic at laned roundabouts

- | | | |
|-----|---|------------------|
| (a) | Comply with the requirements as documented in Task 19 (2) - turning at laned roundabouts; | As stated |
| (b) | Demonstrate early selection of correct lanes before, during and after turning or when travelling straight on at the roundabout; | 100% |
| (c) | Display competent and confident decision making when selecting safe gaps in traffic at the roundabout; and | 80% |
| (d) | Demonstrate competent use of acceleration when joining and leaving a traffic stream on the carriageway of the roundabout. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4**; and
2. The assessment must be in medium to heavy traffic conditions and must include the following where practicable;
 - (i) one (1) left turn, one (1) right turn and one (1) straight ahead at an un-laned roundabout; and
 - (ii) one (1) left turn, one (1) right turn and one (1) straight ahead at a laned roundabout (if reasonably accessible).

Note: If laned roundabouts are not reasonably accessible, two (2) demonstrations of 2(i) of the Range Statement must be assessed.

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Managing traffic at roundabouts
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 26: MANAGING TRAFFIC AT ROUNDABOUTS

TASK 26: The learner driver will be able to competently negotiate un-laned and laned roundabouts with safety in medium to heavy traffic conditions while complying with the 'System of Car Control' and relevant road laws.

EQUIPMENT: Motor vehicle.

PREPARATION: Select an area where there are appropriate roundabouts and medium to heavy traffic (e.g. near city area or equivalent).

STAGE	ORDER AND CONTENT OF TASK 26	TIME
1.	Negotiating un-laned roundabouts in medium to heavy traffic <ul style="list-style-type: none"> Confirm performance criteria for Task 19 (1) with learner driver; Explain and demonstrate a left turn, a right turn and straight on at an un-laned roundabout in medium to heavy traffic emphasising safe gap selection and use of acceleration for safety; Learner driver to demonstrate left and right turns and going straight ahead at un-laned roundabouts in traffic with instruction as required; and Learner driver to practice until competent. 	
2.	Negotiating laned roundabouts in medium to heavy traffic <ul style="list-style-type: none"> Confirm performance criteria for Task 19 (2) and Task 19 (3); Authorised Examiner to explain and demonstrate where appropriate, the use of lanes, correct positioning for turning and selection of safe gaps in traffic; Learner driver to demonstrate negotiating laned roundabouts with full instruction step by step; Learner driver to demonstrate with assistance as required; and Learner driver to practice until competent. 	
3.	Assessment of negotiating roundabouts in traffic <ul style="list-style-type: none"> The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Negotiating traffic light in medium to heavy traffic		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – U-turn in traffic manoeuvre
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 27: U-turn in traffic manoeuvre

LEARNING OUTCOME:

1. The learner driver will be able to select a safe and suitable location on a busy road and competently perform a U-turn with safety without the need for reversing; and
- 2+3. The learner driver will be able to choose a safer option to a U-turn where the turn may be obstructed due to changing traffic conditions.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Selection of a safe U-turn starting position

- | | |
|---|------------------|
| (a) Select a suitable position whilst complying with 'System of Car Control'; | As stated |
| (b) Select a position where only one major flow of traffic is required to be crossed during the U-turn; and | 100% |
| (c) Select the most appropriate position that minimises the disruption to overtaking or following traffic for that road (e.g. a right turn store lane opposite a quiet road). | 100% |

2) Performs a safe and complete U-turn

- | | |
|---|-------------|
| (a) Comply with all road markings, and the 'Give Way' rules for turning and moving off (as required); | 100% |
| (b) Confidently selects a safe gap in the traffic flow when presented; | 100% |
| (c) Use safe stopping areas within the U-turn if required; and | 100% |
| (d) Complete the U-turn safely without reversing while maintaining full control of the vehicle. | 100% |

3) Selection of a safe alternative to the U-turn due to traffic

- | | |
|--|-------------|
| (a) If traffic conditions change where the U-turn could become confusing or dangerous to any road users, select an acceptable safe option; and | 100% |
| (b) Perform the optional action with safety. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must be able to perform the task accurately on demand;
2. The assessment must be performed in accordance with **Procedures No. 3** and **No. 4**;
3. The assessment must be conducted on a '**busy**' road where there is medium to heavy traffic conditions; and
4. The learner driver will accurately perform parts (1) and (2) or either parts (1) and (3).

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AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – U-turn in traffic manoeuvre
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 27: U-TURN IN TRAFFIC MANOEUVRE

TASK 27: The learner driver will be able to select a safe and suitable location on a busy road and perform a safe and complete U-turn while complying with the law with minimal obstruction to other road users.

EQUIPMENT: Motor vehicle and training aids or diagrams.

PREPARATION: Authorised Examiner to select a suitable '**busy**' road in medium to heavy traffic conditions where a U-turn may be performed.

STAGE	ORDER AND CONTENT OF TASK 27	TIME
1.	Selection of a safe U-turn starting position <ul style="list-style-type: none"> Explain prohibited locations for U-turns, inappropriate starting locations with reasons and traffic considerations; and Learner driver to identify appropriate locations for a U-turn. 	
1.	Performing a safe U-turn <ul style="list-style-type: none"> Demonstrate U-turns (i) using a road on the right; (ii) using a crossover and (iii) using a right turn (<i>store</i>) lane; Learner driver to demonstrate under instruction; and Learner driver to practice until competent. 	
2.	Selection of a safe alternative to the U-turn <ul style="list-style-type: none"> Explain available options to the U-turn and the traffic conditions when they should be selected; and Learner driver selects option when traffic conditions warrant alternative. 	
3.	Assessment of U-turn in traffic <ul style="list-style-type: none"> The assessment must be in accordance with the assessment procedure for the simple U-turn but on a road with medium to heavy traffic conditions. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Negotiating traffic lights in traffic (driving on unsealed roads is an alternative option for country learner drivers – Task 28A).		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Negotiating traffic lights in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 28: Negotiating traffic lights in traffic

LEARNING OUTCOME:

The learner driver will be able to negotiate traffic lights safely and competently when turning right, left or going straight ahead in medium to heavy traffic conditions in accordance with the 'System of Car Control' and

The learner will comply with the appropriate road laws governing the operation of traffic lights, signalling, turning, and giving way.

The learner will comply with the appropriate road laws when negotiating slip lanes.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Turning right and left at traffic lights

- | | |
|--|------------------|
| (a) Comply with Task 20; | As stated |
| (b) When turning right or left, correctly position the vehicle within the intersection when permitted by the traffic lights; | 100% |
| (c) Demonstrate confident selection of safe gaps when turning into or across a traffic flow; | 80% |
| (d) Display appropriate use of acceleration for safety during the turn while maintaining full control of the vehicle; and | 80% |
| (e) Ensure that other vehicles are not unnecessarily obstructed when turning. | 80% |

2) Following a straight course through traffic lights

- | | |
|--|------------------|
| (a) Comply with Task 20; and | As stated |
| (b) Display correct and confident decision making on approach to traffic lights having regard for weather, road conditions and following traffic (<i>type of vehicle and how near they are</i>). | 80% |

3) Negotiating 'slip' lanes

- | | |
|---|------------------|
| (a) Comply with Task 20; | As stated |
| (b) Demonstrate confident selection of safe gaps when turning left through a 'slip' lane into a flow of traffic; and | 80% |
| (c) Display appropriate use of acceleration for safety during and after the turn while maintaining full control of the vehicle. | 80% |

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Negotiating traffic lights in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4**; and
2. The assessment must be in medium to heavy traffic conditions and must include the following where practicable:
 - (i) one (1) left turn at traffic lights (*no slip lane*) without arrows;
 - (ii) two (2) right turns at traffic lights without arrows;
 - (iii) one (1) left turn through a slip lane without arrows; and
 - (iv) straight on at a minimum of three (3) sets of traffic lights at intersections.

Note: If traffic lights are not accessible, oral assessment must be made by questioning. Task 28A must be conducted in place of Tasks 20 and 28.

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 Clare Heathcote, Deputy
 Registrar of Motor Vehicles

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AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Negotiating traffic lights in traffic
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 28: NEGOTIATING TRAFFIC LIGHTS IN TRAFFIC

TASK 28: The learner driver will be able to competently negotiate traffic lights in medium to heavy traffic conditions by turning right, left or travelling straight on while complying with the 'System of Car Control' and all appropriate road laws.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan a short assessment route (e.g. near city or equivalent area).

STAGE	ORDER AND CONTENT OF TASK 28	TIME
1.	Negotiating traffic lights (without arrows) in traffic <ul style="list-style-type: none"> Confirm requirements for Task 20 (<i>negotiating traffic lights</i>) and Task 26 (<i>turning onto and from busy roads</i>); Authorised Examiner to demonstrate with commentary emphasising 'System of Car Control' application, correct stopping position, giving way, and selection of safe gaps; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	Turning through a 'slip' lane <ul style="list-style-type: none"> Confirm requirements for Task 20(3) with emphasis on the vehicle in front, observation, and gap selection (<i>give way rules</i>); Learner driver to demonstrate with instruction as required (see Task 25(1)); and Learner driver to practice until competent. 	
3.	Assessment of negotiating traffic lights in traffic The assessment of this task to conform to Procedure No. 4 while complying with the Range Statement.	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Reviewing the training course		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Driving on unsealed roads
(Country optional task to replace Tasks 20 and 28)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 28A: Driving on unsealed roads

NOTE: This task is a replacement task for locations where there is no access to traffic lights and replaces Tasks 20 and 28.

LEARNING OUTCOME:

The learner driver will be able to negotiate bends, crests and intersections safely and competently on unsealed roads using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Driving on Unsealed Roads

- | | | |
|-----|--|-------------|
| (a) | Demonstrate compliance with all appropriate road laws (e.g. <i>as near as practicable to the left, etc.</i>); | 100% |
| (b) | Maintain full control of the vehicle at all times (<i>skidding or sliding at any time is considered to be loss of control – see 'System of Car Control'</i>); | 100% |
| (c) | Demonstrate a safe speed of approach to bends, crests, and intersections at all times; | 100% |
| (d) | Demonstrate safe and correct entry lines into bends (<i>for good view and being seen - Rules of Observation</i>); | 80% |
| (e) | Demonstrate safe and correct exit lines from bends (<i>ensuring the vehicle leaves the bend on the correct side of the road – if the vehicle strays on to the incorrect side of the road it is a road law fault – see step (a)</i>); | 80% |
| (f) | Comply with 'System of Car Control', Rules of Braking, Steering and Observation; | 80% |
| (g) | Correctly adjust speed to that which is suitable to any change of road surface; | 100% |
| (h) | Correctly adjust the following distance and use headlights (<i>as required</i>) when following another vehicle (e.g. <i>decreased visibility due to dust etc</i>); and | 100% |
| (i) | Correctly adjust the speed (<i>minimum use of the accelerator</i>) when passing another vehicle travelling in the opposite direction (<i>to reduce the risk of possible windscreen damage</i>). | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment of the task must be performed in accordance with **Procedure No. 4**; and
2. The assessment of this task must be performed on roads with unsealed surfaces and is a **short drive** which must include at least the following:
 - (i) five (5) right bends and five (5) left bends (*where reasonably accessible*);
 - (ii) one (1) crest (*where reasonably accessible*); and
 - (iii) two (2) left turns and two (2) right turns at intersections.

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Traffic management skills – Driving on unsealed roads
(Country optional task to replace Tasks 20 and 28)
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 28A: DRIVING ON UNSEALED ROADS

TASK 28A: The learner driver will be able to safely and competently negotiate bends, crests and intersections on unsealed roads using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an appropriate assessment route on unsealed roads.

STAGE	ORDER AND CONTENT OF TASK 28A	TIME
1.	Driving on unsealed surfaces <ul style="list-style-type: none"> Explains increase in braking distance, need for reduction of cornering speeds, effects of corrugations and gravel surfaces on vehicle handling, importance of 'System of Car Control' application; Explains causes of roll-over type crashes and importance of smooth operation of steering and braking on loose surfaces; Demonstrates correct application of 'System of Car Control' to bends, crests etc. and demonstrates correct entry and exit lines for bends (<i>reasons</i>); Learner driver to demonstrate under full instruction; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	Assessment of driving on unsealed roads <ul style="list-style-type: none"> The assessment must be in accordance with Procedure No. 4 while complying with the Range Statement for this task. 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Review of the basic driving skills		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Driving at night
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 28B: Driving at night

Task 28B is an optional Task. It is not compulsory for the Authorised Examiner or Motor Driving Instructor to sign. This task has been placed in the Driving Companion primarily for the use by the Qualified Supervising Driver for guidance when recording the compulsory 15 hours of night driving.

LEARNING OUTCOME:

The learner driver will be able to safely and competently demonstrate the maintenance of safe following distances, passing clearances and appropriate position of the vehicle for improved forward observation in relation to visual and speed adjustments using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

NIGHT DRIVING SKILLS (NO PERFORMANCE CRITERIA AS THIS TASK IS VOLUNTARY)	STANDARD (Accuracy)
---	----------------------------

Driving at night

- | | |
|--|-------------|
| (a) Demonstrate compliance with all appropriate road law; | 100% |
| (b) Keeps at least 3 seconds time interval between the learner driver's vehicle and the vehicle in front (<i>where practicable</i>), increasing this interval for wet or adverse conditions (<i>including changes in lighting</i>) or if being followed closely | 100% |
| (c) Keeps reasonable clearance from parked vehicles or other vehicles when passing – (<i>at least 1.2 metres</i>) where safe and practicable, adjusting due to poor visibility as required and allows a minimum gap of 1 metre when passing a cyclist where the speed limit is 60 kmh or less , and 1.5 metres where the speed limit is over 60 kmh. | 100% |
| (d) Adjusts the vehicle's position by holding back when the vehicle in front obstructs the view | 100% |
| (e) Adjusts observation patterns when being approached by vehicles (<i>look beyond and to the left of the oncoming headlights</i>). Do not look directly at oncoming headlights. | 100% |
| (f) Competently operates the headlights. | 100% |
| (g) Is able to operate signal lever without changing headlight beam. | 100% |
| (h) Complies with 'System of Car Control', Rules of Braking, Steering and Observation; | 80% |
| (i) Correctly demonstrates appropriate use of high beam in built-up areas and within 200 metres of approaching vehicles. | 100% |
| (j) Correctly adjust speed according to the range of your vehicle's headlights. | 100% |

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<p align="center">AUTHORISED EXAMINER MANUAL-Class 'C' Traffic management skills – Driving at night Competency Based Training and Assessment Class Car</p>
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STANDARDS SECTION

RANGE STATEMENT (Assessment Conditions)

1. light to medium traffic
2. urban driving essential, high-speed driving if practicable.
3. entering (1) and leaving (1) a road

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AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Driving at night
 Competency Based Training and Assessment Class Car

STANDARDS SECTION**TRAINING PLAN 28B: DRIVING AT NIGHT**

TASK 28B: The learner driver will be able to safely and competently demonstrate the maintenance of safe following distances, passing clearances and appropriate position of the vehicle for improved forward observation in relation to visual and speed adjustments using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an appropriate assessment route on sealed roads after sunset.

STAGE	ORDER AND CONTENT OF TASK 28B	TIME
1.	Driving at night <ul style="list-style-type: none"> Explains adjustments required in speed and positioning in regard to visual deficiencies. Explains the requirements in relation to clean windscreens and headlights. Explains the requirements in relation to dipping headlights. (e.g. when following within 200m from the rear of other traffic and when approaching vehicle reaches a point 200m from your vehicle or immediately the headlights of an approaching vehicle are dipped (<i>whichever is the sooner</i>)). Explains the confusion that may occur when driving in built up areas due to the mixture of neon sign, traffic lights, store lights, street lighting, etc. Explains the need to be 'seen' (e.g. <i>do not forget to turn on headlights</i>). Explains the lack of visual eye contact with other road users. Demonstrates correct application of 'System of Car Control'. Learner driver to demonstrate under full instruction; Learner driver to demonstrate with instruction as required; and Learner driver to practice until competent. 	
2.	Assessment of driving at night <ul style="list-style-type: none"> The assessment must be in accordance with Procedure No. 4 while complying with the Range Statement for this task. 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry (<i>in the case of training given by an Accredited Examiner</i>). Complete the 'Hours of Driving' page (<i>in the case of training given by a supervising driver</i>). 	
Link to: Review of basic driving skills		

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Review of basic driving skills
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Basic Driving Skills Review

TASK 29: Review of basic driving skills

LEARNING OUTCOME:

1. The learner driver will be able to accurately perform one example of each of the learning outcomes for the Basic Driving Procedures as identified in Unit 1, Tasks **1 to 7** without assistance; and
2. The learner driver will be able to accurately perform one example of each of the Slow Speed Manoeuvres as identified in Unit 2, Tasks **9 to 13** without assistance.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

1) Review of all tasks in Unit 1

- | | | |
|-----|---|-------------|
| (a) | Accurately perform Task 1 – cabin drill and controls | 100% |
| (b) | Accurately perform Task 2 – starting up and shutting down | 100% |
| (c) | Accurately perform Task 3 – moving off from the kerb | 100% |
| (d) | Accurately perform Task 4 – stopping and securing | 100% |
| (e) | Accurately perform Task 5 – stop and go (using the park brake) | 100% |
| (f) | Accurately perform Task 6 – gear changing | 100% |
| (g) | Accurately perform Task 7 – control of the steering (forward and reverse) | 100% |

2) Review of all tasks in Unit 2

- | | | |
|-----|---|-------------|
| (a) | Accurately perform Task 9 - moving off uphill | 100% |
| (b) | Accurately perform Task 10 - the U-turn | 100% |
| (c) | Accurately perform Task 11 - the 3-point turn | 100% |
| (d) | Accurately perform Task 12 - 90 degree angle parking | 100% |
| (e) | Accurately perform Task 13 - reverse parallel parking | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The learner driver must accurately demonstrate **one complete example** of each of the learning outcomes for each task in Units **1** and **2** to the standard defined in the respective task;
2. The reassessment of any task, which is not successfully demonstrated by the learner driver on the first attempt in the review, must be in accordance with assessment **Procedure No. 4** as documented in the range statement for that particular task; and
3. The assessment of this review must be completed within the one training session and only after **ALL** required tasks prior to Task 29 have been completed.

AUTHORISED EXAMINER MANUAL-Class 'C'
Traffic management skills – Review of basic driving skills
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

TRAINING PLAN 29: REVIEW OF BASIC DRIVING SKILLS

TASK 29: The learner driver will be able to accurately demonstrate all basic driving procedures (*Tasks 1 to 7*) and slow speed manoeuvres (*Tasks 9 to 13*) on demand.

EQUIPMENT: Motor vehicle and parking sticks.

PREPARATION: Select a location with light traffic only.

STAGE	ORDER AND CONTENT OF TASK 29	TIME
1.	Review of basic driving procedures (primary assessment) <ul style="list-style-type: none"> Review to be conducted in accordance with Task 8. 	
2.	Review of slow speed manoeuvres (primary assessment) <ul style="list-style-type: none"> Review to be conducted in accordance with Task 14. 	
3.	Reassessment of unsuccessfully performed tasks <ul style="list-style-type: none"> Tasks performed unsuccessfully in the review must <i>be reassessed to the standard for the original task</i> in accordance with Procedure No. 4. 	
4.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Review of road skills and traffic management		

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Review of basic road skills and traffic management
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 30: Traffic management review

LEARNING OUTCOME:

The learner driver will competently demonstrate a safe, efficient drive in medium to heavy traffic conditions, of **not less than 25 minutes duration** while complying with all road law, the 'System of Car Control', Rules of Braking, Steering and Observation.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

A general drive in traffic

- | | | |
|-----|--|-------------|
| (a) | Accurately demonstrate compliance with all road law; | 100% |
| (b) | Accurately apply 'System of Car Control' to left and right turns, traffic lights, stopping, lane changes, and other hazards; | 80% |
| (c) | Demonstrate compliance with Rules of Braking, Steering and Observation; and | 80% |
| (d) | Demonstrate forward planning, correct positioning, and safe driving strategies. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must be a **short drive** in medium to heavy traffic of **not less than 25 minutes** duration and must include **AT LEAST** the following exercises if **reasonably accessible**:
 - (i) two (2) left turns **and** two (2) right turns from a busy road (*at least one (1) of each from a multi-laned road*);
 - (ii) two (2) left turns **and** two (2) right turns on to a busy road (*at least one (1) of each on to a multi-laned road*);
 - (iii) one (1) right turn and one (1) straight ahead at a roundabout;
 - (iv) driving on laned and un-laned roads;
 - (v) two (2) lane changes to the left **and** two (2) lane changes to the right;
 - (vi) one (1) 'Stop' sign and one (1) 'Give Way' sign;
 - (vii) one (1) Pedestrian Crossing (if available)
 - (viii) one (1) 'school zone'; (*complete length of a 25kmh when children present type*)

AND

- 2.1 **For metropolitan area or regional cities** to also include at least:

- (ix) two (2) left turns and two (2) right turns at traffic lights without arrows and where there is a **high possibility** of on-coming traffic;

OR

- 2.2 **For regional country towns** to also include at least:

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Review of basic road skills and traffic management
 Competency Based Training and Assessment Class Car

STANDARDS SECTION

(ix) ten (10) bends on sealed roads with a speed limit of **at least** 100 km/h;

OR

2.3 **For smaller country towns** to also include at least;

(ix) as for regional country towns in 2.2 above; and

(x) ten (10) bends on unsealed roads.

Note: ** See page 143 of the FAQ regarding Task 30 requirements and reassessment requirements **

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STANDARDS SECTION

TRAINING PLAN 30: THE FINAL DRIVE IN TRAFFIC

TASK 30: The learner driver will competently and confidently demonstrate driving a vehicle on any public road in medium to heavy traffic in a safe and efficient manner in accordance with the law.

EQUIPMENT: Motor vehicle and parking poles (*an auditor may ask for a demonstration*)

PREPARATION: Plan an assessment route to comply with the range statement.

STAGE	ORDER AND CONTENT OF TASK 30	TIME
1.	The final drive in traffic (primary assessment) <ul style="list-style-type: none"> The Authorised Examiner may conduct preliminary training with the learner driver before conducting the primary assessment to allow the learner driver to settle down (<i>helpful in case of being audited</i>); Before commencing the assessment, the Authorised Examiner should explain the assessment procedure and the procedure for retraining and reassessment of any errors identified; The Authorised Examiner may join the planned assessment route at any location on the route; The Authorised Examiner must conduct the assessment by giving directions in accordance with Procedure No. 4 in this manual without giving the learner driver any assistance, advice or instruction; and The assessment must comply with the range statement for this task, which is appropriate to the location. 	
2.	Reassessment of unsatisfactory performance <ul style="list-style-type: none"> If any assistance, advice, instruction or intervention is required during the primary assessment, that assessment is invalidated and must be performed in total again or, if time does not permit, the last training session must be rebooked; and Only one reassessment of all faults identified in the primary assessment of Task 30 is allowed which must be performed in accordance with Procedure No. 4. 	
3.	Driving Companion entry <ul style="list-style-type: none"> Complete the Driving Companion entry. 	
Link to: Obtaining the driver's licence - provisional conditions		

PART C

FREQUENTLY ASKED QUESTIONS

This Section contains some frequently asked questions.

All Authorised Examiners may find the following information helpful when performing any of the functions associated with the Competency Based Training Course.

All processes described in this section replace ALL previous instructions that relate to those particular processes.

Rule 1 of the ARR provides:-

“These rules may be cited as the *Australian Road Rules*.

These rules are made by the Governor in Executive Council in accordance with the authority provided in section 80 of the *Road Traffic Act 1961* which states-

Division 8—*Australian Road Rules* and ancillary or miscellaneous regulations

80—*Australian Road Rules* and ancillary or miscellaneous regulations

The Governor may make—

- (a) rules (*Australian Road Rules*) to regulate traffic movement, flows and conditions, vehicle parking, the use of roads, and any aspect of driver, passenger or pedestrian conduct; and
- (b) regulations to deal with matters ancillary to this Part and the *Australian Road Rules* and to make miscellaneous provisions relating to matters of a kind referred to in paragraph (a).

The Ancillary & Miscellaneous Provisions regulations complement or add to the rules.

An example where the rules mention “another law of this jurisdiction” the ‘other law’ will primarily be found in other legislation or subordinate legislation referred to in this section of the Road Traffic Act as ancillary or miscellaneous regulations.

Disclaimer This information is not intended to be used as a legal document. Its aim is to set out, in simple form, the rules that an Authorised Examiner is required to observe. If you require a more detailed statement of the law, you are advised to refer to the Motor Vehicles Act and Regulations and the Road Traffic Act and Regulations and the Australian Road Rules. Access to legislation is available at: www.legislation.sa.gov.au

AUTHORISED EXAMINER MANUAL

Competency Based Training and Assessment Class Car

FREQUENTLY ASKED QUESTIONS**1. PURPOSE**

The purpose of Part C is to provide instruction to Authorised Examiners on the procedures to be followed when providing the Competency-Based Training (CBT&A) Course for the licensing of class 'C' learner drivers and in particular the 'Last Training Session' (including Task 30)

2. SCOPE

This part encompasses the processes that must be applied by the Authorised Examiner from the point of initial contact with the CBT&A learner driver through to the issue of the Certificate of Competency, but does not include the training or assessment standards or procedures.

3. REFERENCES

- AUTHORISED EXAMINER TRAINING COURSE
- RULES GOVERNING THE INSTRUMENT OF APPOINTMENT
- AUSTRALIAN ROAD RULES (ARR)
- MOTOR VEHICLE ACT AND REGULATIONS
- ROAD TRAFFIC ACT
- THE DRIVERS HANDBOOK

4. DEFINITIONS

- 4.1 “THE RULES”** mean the rules referred to in the Instrument of Appointment signed by the Registrar of Motor Vehicles for appointment as an Authorised Examiner.
- 4.2 “Learner Driver” or “Learner driver” or “Novice Driver”** means the driver of the motor vehicle who is undertaking the CBT&A course and is either a learner driver (driving on a learner's permit) or an overseas licence holder (driving on a permit issued under Section 80 of the Motor Vehicles Act).
- 4.3 “The Australian Road Rules” (ARR)** means the rules under the Road Traffic (Road Rules-Ancillary And Miscellaneous Provisions) Regulations 1999.
- 4.4 The “Last Training Session” (LTS)** means that session of the CBT&A Course that is not less than 45 minutes duration, includes the assessment of Task 30 of the CBT&A Course, and where the Certificate of Competency is expected to be issued.

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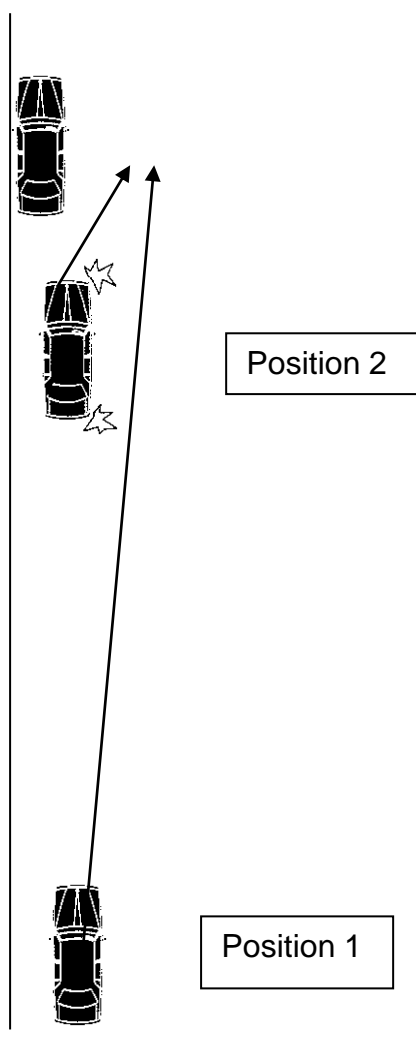
5. PROCEDURE FOR MANAGING THE CBT&A COURSE

5.1 DIVERGING AROUND PARKED VEHICLES

There has been ongoing discussion and confusion regarding the correct procedure for training and assessing a novice driver when they are required to take evasive action for parked vehicles (and other stationary objects).

In order to simplify and clarify this situation, all Authorised Examiners will consider and adopt the process outlined in the following diagram for the purpose of recording an event when conducting assessments in CBT&A.

In this scenario often one driver must yield. Remember courteous driving is promoted, if the learner driver correctly decides to yield, unless a road safety issue arises a failure to indicate going around the parked vehicle should not be considered a road law fault but instead a signal fault.



Position 1

If the novice driver has **NOT** reduced their speed by approximately half (Position 1), then **no event** is to be recorded **even** if the 'System' is applied

Position 2

If the novice driver has 'stopped' or reduced their speed by approximately half (Position 2), then '**System**' (mirror, signal, blind spot) **is required** prior to diverging.

This is deemed as a 'Recordable Event'. In the case of the driver failing to signal, the AE must record **either** a signal fault or a breach of ARR depending on the situation at the time of the event

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Competency Based Training and Assessment Class Car

FREQUENTLY ASKED QUESTIONS

5.2 SIGNAL REQUIREMENT WHEN CROSSING CENTRE LINE

The Australian Road Rules (ARR) Part 5, Division 1, Rule 45 states:

“What is changing direction”

(1) A driver **changes direction** if the driver changes direction to the left or the driver changes direction to the right.

(2) A driver **changes direction to the left** by doing any of the following:

.....

(c) diverging to the left

(3) A driver **changes direction to the right** by doing any of the following:

.....

(c) diverging to the right

The ARR Part 5, Division 1, Rule 46 states:

“Giving a left change of direction signal”

(1) Before a driver changes direction to the left, the driver must give a left change of direction signal.

The ARR Part 5, Division 1, Rule 48 states:

“Giving a right change of direction signal”

(1) Before a driver changes direction to the right, the driver must give a right change of direction signal.

Note: ARR states “The driver must stop giving the change of direction signal as soon as the driver completes the change of direction”.

CONCLUSION / PROCEDURE

The ARR requires a signal when diverging, NOT for crossing the centre of the road or centre line.

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FREQUENTLY ASKED QUESTIONS**5.3 U-TURN OVER CONTINUOUS (Unbroken) CENTRE DIVIDING LINE**

ARR 132 (2A) states:

“A driver on a road with a single continuous dividing line, a single continuous dividing line to the left of a broken dividing line or two continuous dividing lines must not drive across the dividing lines to perform a U-turn”.

Authorised Examiners are to adhere to the ARR as it is written in this circumstance.

If the client crosses a single continuous dividing line when demonstrating a U-turn, the Authorised Examiner is to record a breach of Road Law.

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FREQUENTLY ASKED QUESTIONS

5.4 RANGE STATEMENT ITEM – Task 30 ‘Right turn at Traffic Lights’

AUTHORISED EXAMINER MANUAL Page 121 states:

2.1 For Metropolitan area or Regional Cities to also include at least:

(viii) Two (2) left turns and two (2) right turns at traffic lights without arrows and where there is a high possibility of on-coming traffic;

If traffic lights with arrows are used to meet the Range Statement, then there must be a **possibility** of on-coming traffic.

Traffic lights with permanent arrows **do not** qualify

5.5 WHAT IS A HAZARD/EVENT? (Task 30)

There has been ongoing discussion in regard to what constitutes a ‘**Recordable Event**’.

Clarifications.

1. Parked vehicles - as outlined in this section.
2. Any turn that includes a dip/spoon drain is recorded as one (1) event.
3. Bends are recorded only if braking is required. (Mirror, brake).
4. Humps/chicanes are recorded only if braking is required. (Mirror, brake).
5. When travelling straight on a back street, do not record side streets (T-intersections).

If the driver moves out over the lane line to avoid a parked vehicle (laned roads), having correctly applied system (mirror, signal, blind spot), and then moves back (with correct system – mirror, signal, blind spot), **ONLY** one event is to be recorded.

This is recorded in the ‘Laned Road’ box, or ‘straight ahead’ boxes.

It is **not** to be used as the required Range Statement item – that is, the requirement for a continuous stretch of ‘Laned Road’.

‘**Lane changes**’ (Range Statement items) must be a **complete** change of lanes.

‘**School Zone**’ – Once the requirement of the Range Statement – ‘**School Zone**’ has been met, **DO NOT** continue to mark school zones as hazards, **unless** children are present requiring ‘System’ to be applied. That is, mirror, cover brake.

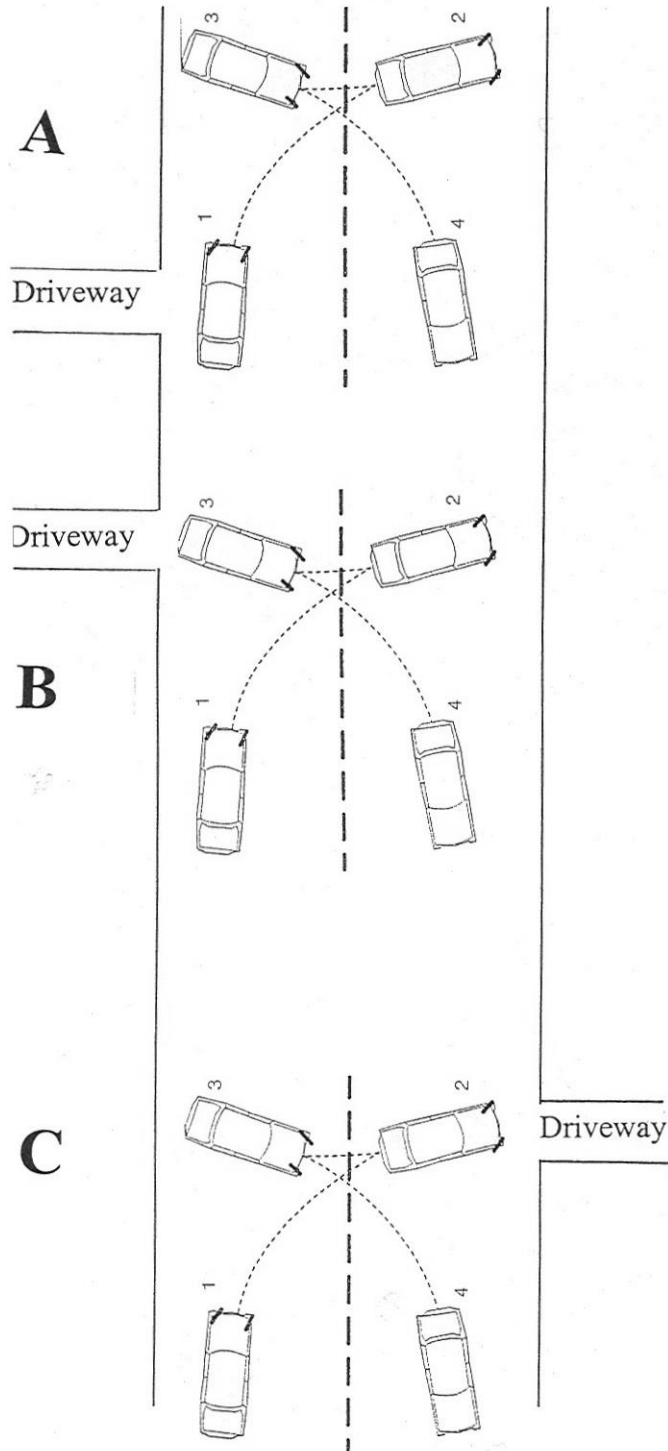
‘**Pedestrian Crossing**’ – Once the requirement of the Range Statement – ‘**Pedestrian crossing**’ has been met, **DO NOT** continue to mark pedestrian crossings as hazards, **unless** pedestrians are present requiring ‘System’ to be applied. That is, mirror, cover brake.

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FREQUENTLY ASKED QUESTIONS

5.6 MANOEUVRES WITHIN THE CONFINES OF A CARRIAGEWAY (in particular - THREE POINT TURN) - OBSTRUCTING A DRIVEWAY



Reference ARR: Part 12, Division 6, Rule 198, Sub rule (2) – states:

“A driver must not stop on or across a driveway or other way of access for vehicles travelling to or from adjacent land unless:

(a) The driver is dropping off, or picking up, passengers.

Part 12 of the rules is headed *Restrictions on stopping and parking.*

Stop is defined in the dictionary to the rules as **“stop**, in Part 12 and for a driver, includes park, but does not include stop to reverse the driver's vehicle into a parking space”.

Park is defined in the dictionary to the rules as **“park**, in part 12 and for a driver, includes stop and allow the driver's vehicle to stay (whether or not the driver leaves the vehicle)”.

Both *Stop* and *Park* embraces stopping to allow the vehicle to stay. As there is no intention to allow the vehicle to stay in this position and the only reason for the stop is to prepare the vehicle for a further manoeuvre, therefore, there is no conflict with rule 198.

Diagrams A, B and C should be deemed as correct.

- 5.7 ZIP MERGING** “If you are on a road where the traffic is merging from two lines to one line, you must Give Way to a vehicle on your left or right if any part of that vehicle is ahead of your vehicle.”

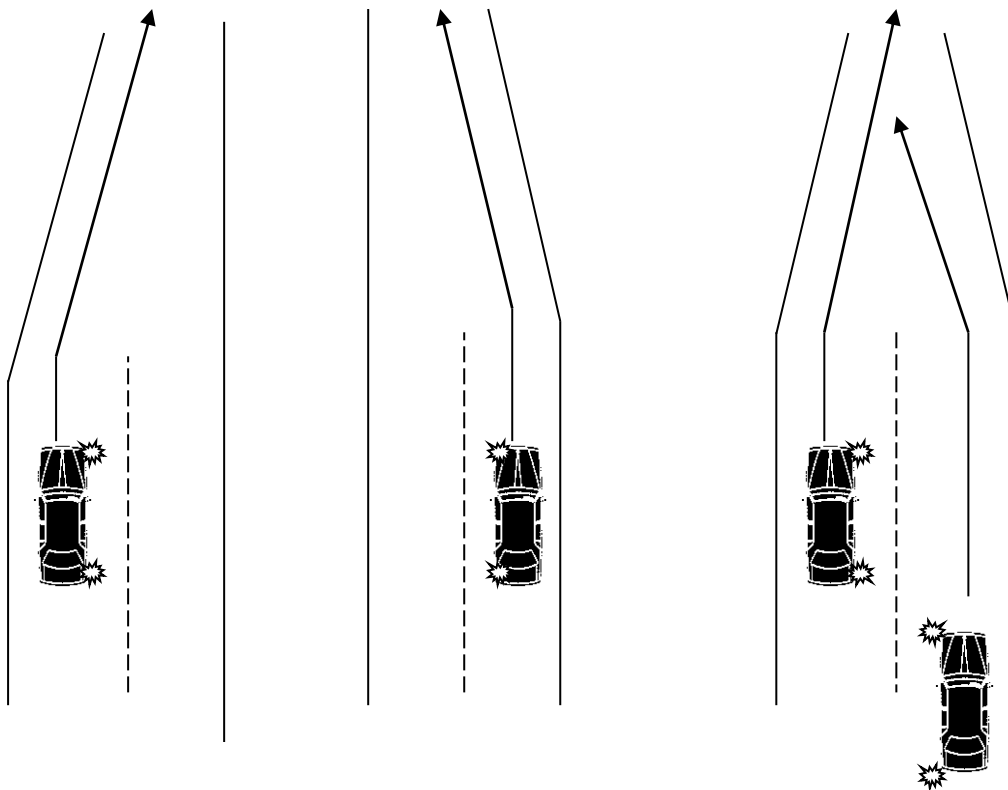


Diagram 1

Diagram 2

Diagram 3

Reference ARR: Part 5, Division 1, Rule 45 “What is changing direction”

- (1) A driver **changes direction** if the driver changes direction to the left or the driver changes direction to the right.
- (2) A driver **changes direction to the left** by doing any of the following:
 - (c) diverging to the left.
- (3) A driver **changes direction to the right** by doing any of the following:
 - (c) diverging to the right.

ARR: Rule 46 “Giving a left change of direction signal”

- (1) Before a driver changes direction to the left, the driver must give a left change of direction signal.

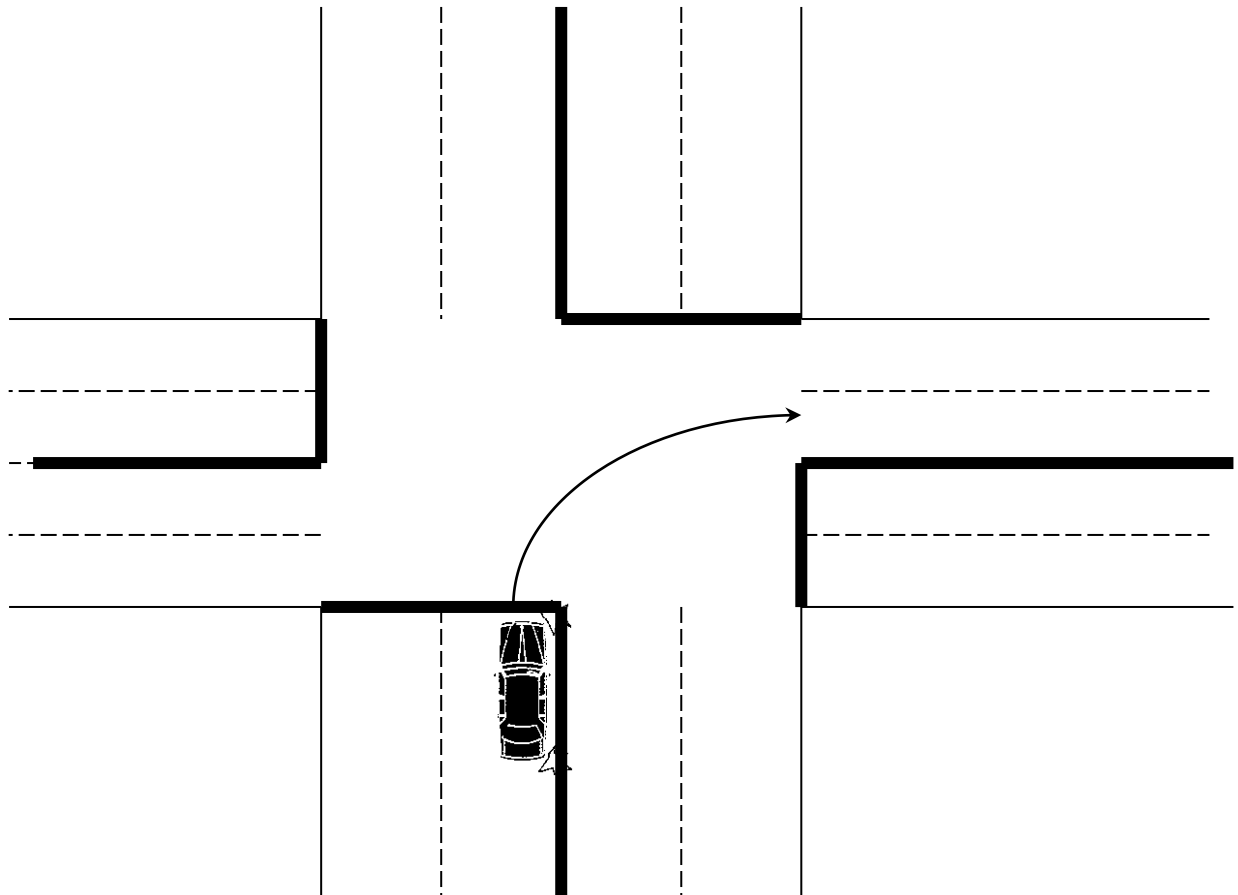
ARR: Rule 48 “Giving a right change of direction signal”

- (1) Before a driver changes direction to the right, the driver must give a right change of direction signal.

Note: Under all circumstances, a driver must give clear and early indication of their intention, however if there is no change in direction (ie the lane continues straight ahead), they do not need to indicate.

Drivers should also be taught to show courteous driving behaviours when encountering merging traffic. If there is an opportunity to safely change lanes to allow in a merging vehicle, or to slow slightly to allow in a merging vehicle, this should be encouraged.

5.8 POSITION FAULT WHEN TURNING AT A GREEN TRAFFIC LIGHT



When turning right and faced with a green circle traffic light, the driver should enter the intersection when safe to do so.

If the driver does NOT enter the intersection, when it is safe to do so, record a ('P') **Position** fault.

If the driver shows a lack of competence or confidence to complete the turn an intervention may be warranted. The Examiner is to take the context of the situation into consideration when determining if an intervention is warranted.

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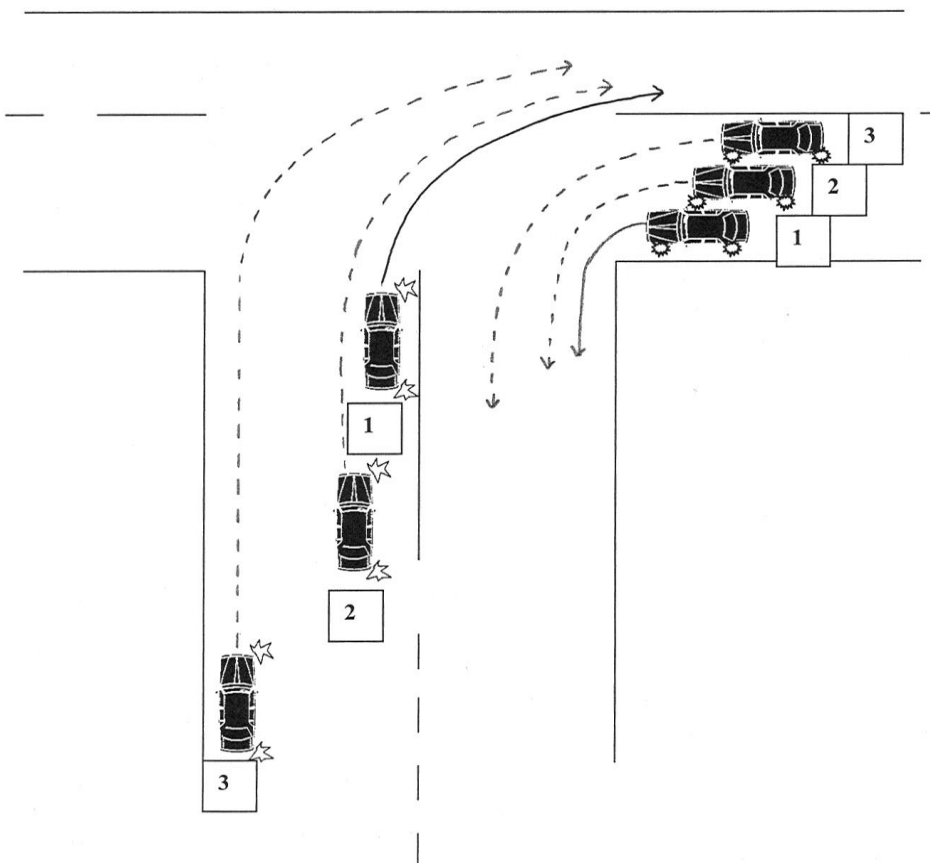
FREQUENTLY ASKED QUESTIONS

5.9 POSITIONING FOR LEFT AND RIGHT TURNS

Reference ARR Rule 27 and 31

Position 1: Correct**Position 2: Position ('P') fault** *See note below**Position 3: Breach of Road Law**

*Note: A 'Drive Without Due Care/Consideration' will be considered if following traffic is unnecessarily obstructed.



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FREQUENTLY ASKED QUESTIONS

5.10 TURNING LEFT AND RIGHT ONTO A LANED ROAD

Diagram 1

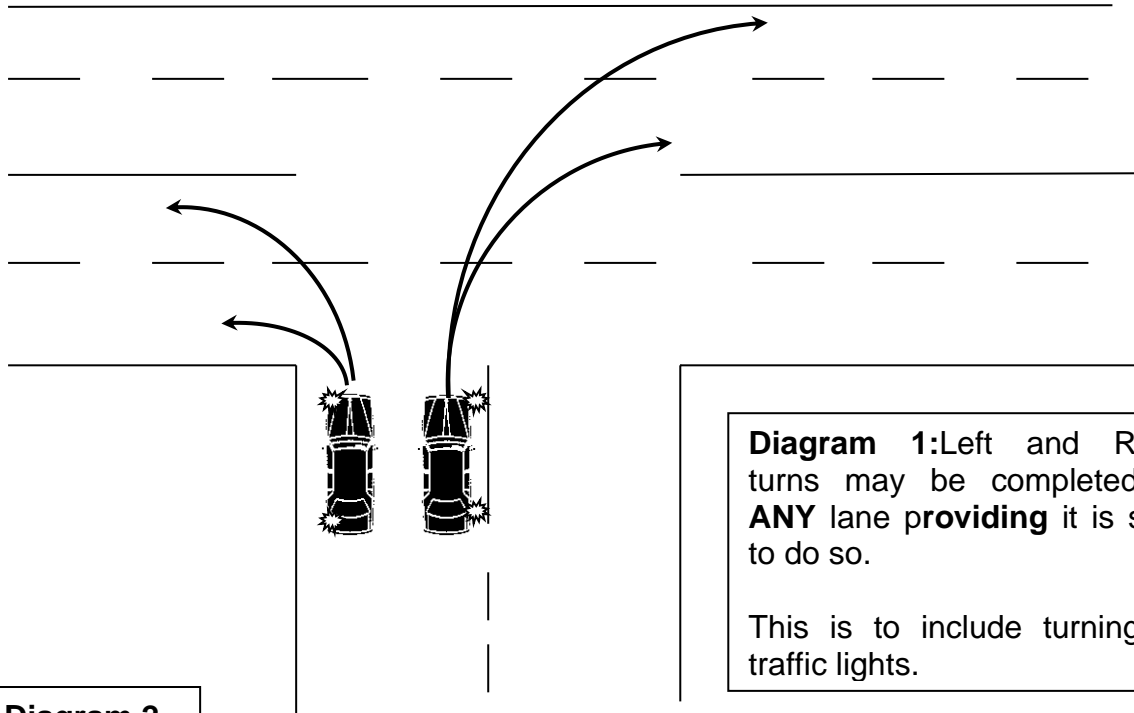
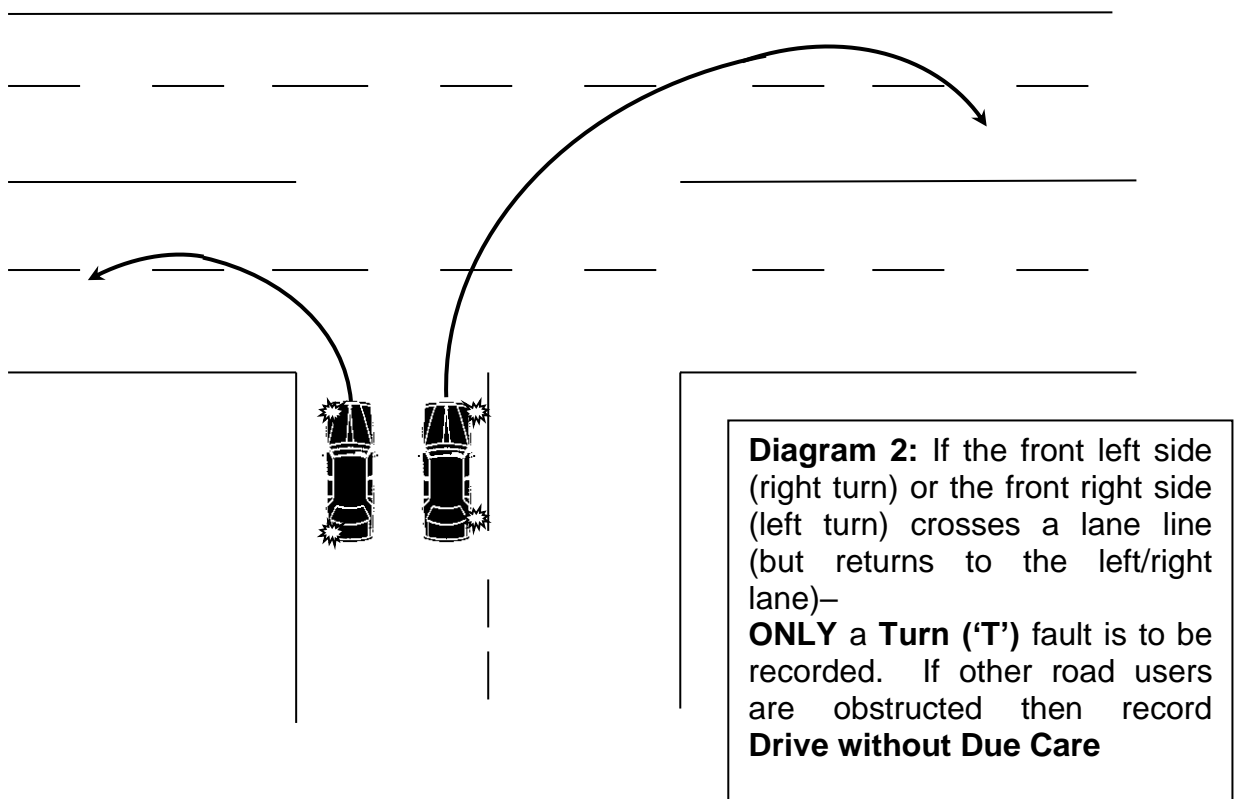


Diagram 2

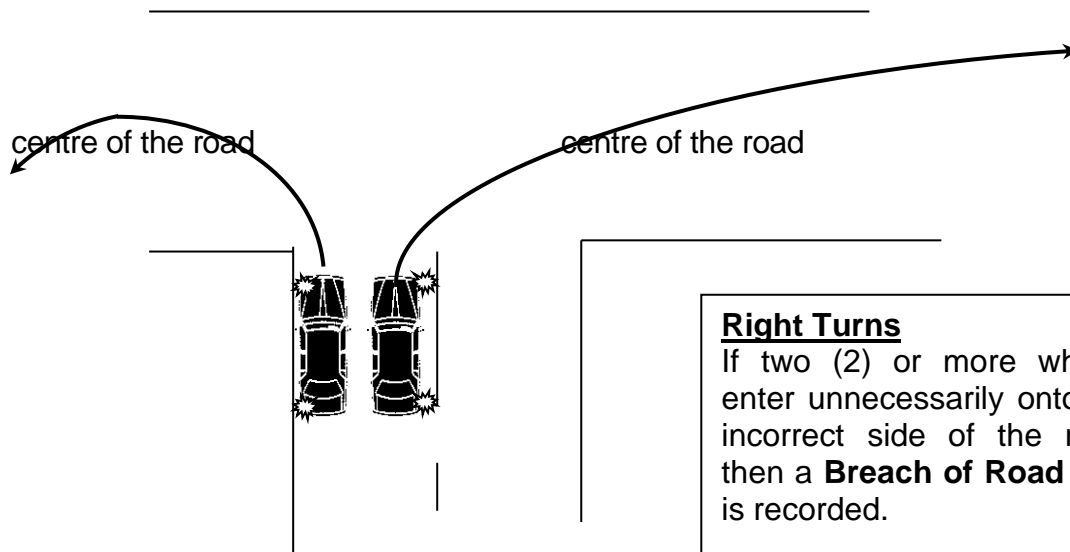


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FREQUENTLY ASKED QUESTIONS

5.11 TURNING LEFT AND RIGHT ONTO UN-LANED ROADS

**Left Turns**

If **any part** of the vehicle unnecessarily crosses onto the incorrect side of the road then a **Breach of Road Law** is recorded.

Regardless of the presence of centre lines.

Right Turns

If two (2) or more wheels enter unnecessarily onto the incorrect side of the road, then a **Breach of Road Law** is recorded.

Regardless of the presence of centre lines. ARR 33 (3)(b)

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FREQUENTLY ASKED QUESTIONS**5.12 SIGNAL REQUIREMENTS AT ROUNDABOUTS****Reference ARR:** Part 9, Rule 118**“Giving a change of direction signal when leaving a roundabout”**

- (1) If practicable, a driver driving in a roundabout must give a left change of direction signal prior to leaving the roundabout.

If the signal is not applied because it is not practicable, no fault is to be recorded. In determining if it is practical the Authorised Examiner should consider the context of the situation, the size of the roundabout, will the signal remain on without the indicator being held, and whether other road users were embarrassed by the failure to indicate.

If a signal is practicable and not applied then a breach of the ARR must be recorded.

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FREQUENTLY ASKED QUESTIONS**5.13 'CONTINUING OFFENCES'**

An issue has been raised regarding the appropriate intervention in order to prevent the continuation of a traffic offence.

Continuing Offences may include (but are not limited to):

- Exceeding the speed limit
- Failing to position the vehicle as near as is practicable to the left
- Straddling lane lines
- Failing to cancel signal

In an effort to clarify this for speeding offences (for speeds not more than **5kph** above the posted speed limit for that road section), Authorised Examiners are advised as a general guide to allow about five (5) seconds, without a reaction from the learner driver, to elapse before intervening. However, again Authorised Examiners are encouraged to use their judgment having regard to the context or circumstances existing at that time.

The above should not **apply to situations where other road users are inconvenienced or a dangerous situation arises**. In this circumstance Drive Without Due Care/Consideration may be more appropriate and intervention may occur earlier.

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FREQUENTLY ASKED QUESTIONS

5.14 'JUDGEMENT' VS FAIL TO GIVE WAY

A Fail to Give Way (breach of Road Law) may be recorded if the action of a driver of a vehicle *forces* another road user to change speed or direction, however the actual definition of giving way should be considered.

Australian Road Rule Definitions.

give way, for a driver or pedestrian, means— (a) if the driver or pedestrian is stopped—remain stationary until it is safe to proceed; or (b) in any other case—slow down and, if necessary, stop to avoid a collision.

It is also important to remember that there is no absolute right of way on the roads, so a driver must have regard to the fact that somebody may enter into their path and that they should react accordingly to avoid a crash.

Again, the Authorised Examiner is to use their judgment and consider context, courteous driving and the free flow of traffic.

If the driver of a vehicle proceeds when they could have waited, but is able to safely cross or enter traffic even if other drivers change speed with the ebb and flow of traffic, (for example turning left onto a busy road) the Examiner should consider carefully if this is a road law fault for failing to give way or if it is a judgment fault. Unless there is an obvious risk of a crash or obvious urgent evasive action to avoid crash the Examiner should consider a **judgment fault** in these and similar circumstances.

5.15 SCHOOL ZONES

There has been discussion regarding the merit of slowing to 25km/h in a School Zone (sign stating 25km/h when children present), when children are not visible due to a bend in the portion of road where the zone is operating.

A driver will drive at a speed that is appropriate to the prevailing conditions and when a child is observed the driver will check the road traffic conditions behind and reduce speed as quickly and safely as practicable to the correct legal speed limit.

If the driver of a vehicle in a school zone chooses to slow to 25km/h even though children are not visibly present, the Authorised Examiner again must consider context. Example A. It is a school day, there are school children visible in the playground, cars are parked on the road in the school zone blocking clear view of the footpath. Example B. A weekend with no parked cars and nobody at the school and there is a clear view of the empty footpath.

If the driver of a vehicle in a school zone can, considering the prevailing conditions, and in the absence of children in that zone, maintain a normal flow of traffic, then that driver should do so.

A progress fault may be recorded if applicable.

Speed limits in school zones.

If you are entering a School Zone and on that road no children are present. As you pass an intersection a child appears on that side road and within a School Zone on that side road then are you required to slow to 25 kmh?

No. The Australian Road Rules, in addition to a school zone on a length of road, define a network of roads in an area with school zone signs indicating speed limits entering the area and end school signs on each road out of the area.

It is unlikely that an area school zone speed limit is used in South Australia because of the reliance upon the presence of a child to activate the school zone. Therefore, it would be unreasonable to expect a person travelling in the zone to be aware of the presence of a child on another road within the zone. This facility is more likely to be used in those jurisdictions in which school zones apply at specific times and the applicable speed limit would apply throughout the zone during the times nominated. and on the way out of the area.

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FREQUENTLY ASKED QUESTIONS**5.16 SYSTEM SEQUENCE**

There has been some discussion regarding the requirement to apply system sequence strictly.

In the interest of safety, the rear view mirror **MUST** be checked prior to making decisions regarding signalling and braking.

An informed decision cannot be made if the following traffic conditions are unknown.

A check of the following traffic may require the decision to:

- brake earlier,
- signal earlier
- take evasive action
- delay an action
- abort an action
- etc

Forward observation and planning are an integral part of a safe efficient drive. Rear observation and planning are of equal value to forward observation and planning.

5.17 U-TURNS FROM BICYCLE LANES

It is not permissible to commence a U-turn from a bicycle lane, as set out in the *Australian Road Rules* (ARRs). Rules 37 to 42 of the ARRs prescribe when and in what manner a U-turn can be executed, and rules 153 and 158 prescribe the conditions regarding the use of bicycle lanes.

Rule 153 reads as follows:**153—Bicycle lanes**

- (1) *A driver (except the rider of a bicycle) must not drive in a bicycle lane, unless the driver is permitted to drive in the bicycle lane under this rule or rule 158.*
- (2) *If stopping or parking is permitted at a place in a bicycle lane under another law of this jurisdiction, a driver may drive for up to 50 metres in the bicycle lane to stop or park at that place.*
- (3) *A driver may drive for up to 50 metres in a bicycle lane if:*
 - (a) *the driver is driving a public bus, public minibus or taxi, and is dropping off or picking up, passengers; and*
 - (b) *there is not another law of this jurisdiction prohibiting the driver from driving in the bicycle lane.*

158—Exceptions to driving in special purpose lanes etc

- (1) *The driver of any vehicle may drive for up to the permitted distance in a bicycle lane, bus lane, tram lane, transit lane or truck lane if it is necessary for the driver to drive in the lane:*
 - (a) *to enter or leave the road; or*
 - (b) *to enter a part of the road of one kind from a part of the road of another kind (for example, moving to or from a service road, the shoulder of the road or an emergency stopping lane); or*
 - (c) *to overtake a vehicle that is turning right, or making a U-turn from the centre of the road, and is giving a right change of direction signal; or*
 - (d) *to enter a marked lane, or part of the road where there is room for a line of traffic (other than motor bikes, bicycles, motorised wheelchairs or animals), from the side of the road.*
- (2) *The driver of any vehicle may drive in a bicycle lane, bus lane, tram lane, transit lane or truck lane if:*
 - (a) *it is necessary for the driver to drive in the lane to avoid an obstruction; or*
 - (b) *information on or with a traffic sign applying to the lane indicates that the driver may drive in the lane; or*
 - (c) *the driver is permitted to drive in the lane under another law of this jurisdiction.*

Authorisation: Clare Heathcote, Deputy Registrar of Motor Vehicles	Date: 13 May 2022	Revision due date: 1 June 2023	Knet number and version number: 18695232v1
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5.18 RULES 37 AND 38 SPECIFY THE FOLLOWING FOR UNDERTAKING A U-TURN:**37—Beginning a U-turn**

A driver must not begin a U-turn unless:

- (a) the driver has a clear view of any approaching traffic; and*
- (b) the driver can safely make the U-turn without unreasonably obstructing the free movement of traffic.*

38—Giving way when making a U-turn

A driver making a U-turn must give way to all vehicles and pedestrians.

Even if a driver executed a U-turn safely and in accordance with the situations set out in rules 37 and 38, such an act could not be undertaken as it is not provided for in rules 153 and 158.

This information is also reflected in the current Driver's Handbook; page 36 relates to the use of bicycle lanes, and page 48 provides information on performing U-turns.

U TURN on a Laned road**42—Starting a U-turn at an intersection**

A driver making a U - turn at an intersection must start the U-turn:

- (a) if the road where the driver is turning has a dividing line or median strip — from the marked lane nearest, or as near as practicable, to the dividing line or median strip; or*
- (b) in any other case— from the left of the centre of the road.*

At other locations (e.g. not at intersections) a U- turn may be commenced from the left side of a laned road (e.g. kerb stop) provided the U-turn is not performed over a single continuous dividing line. For U-turns over single continuous dividing lines refer to page 128 part 5.3.

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FREQUENTLY ASKED QUESTIONS

5.19 TASK 30 REASSESSMENT:

Upon completing the primary assessment, there are **(THREE)** reassessment scenarios:

1. **Breached road law but has achieved the required driving standard of at least 80% -** *(The most common type of reassessment)*

This reassessment will require the learner driver to be **reassessed twice at the same type of event** *(same scenario must be created)* where the original road law was breached, whilst ensuring the driving standard is being recorded and is at least 80% upon completion;

2. **Did not breach road law but has completed the primary assessment below the required driving standard of 80% -** *(Less common type of reassessment)*

This reassessment must focus on a combination of the **key system faults** and the level of difficulty of where the key system faults occurred.

E.g. system fault at traffic lights turning right and the same system fault at roundabouts turning right and the same system fault at cross roads turning right.

You must focus on reassessing the traffic lights and then visit some roundabouts on your way back around to the traffic lights and then if possible visit some cross roads – all turning right and at **least five (5) events reassessed** which would be related to turning right, but focusing on the most difficult turning right events.

If there were issues with left turns or travelling straight, you will apply this same reassessment standard and this will meet the reassessment requirements.

Ensure you have reassessed all the below standard areas and **keep recording ALL events** just as you would when assessing a short drive.

The driving standard must be at least 80% upon completion

3. **Breached road law and has NOT achieved the required driving standard of at least 80% -** *(Least common type of reassessment)*

A reassessment combination of (1) and (2) above.