

How to upgrade your HVCBA licence with RAISE Training

The following flowchart can be used by clients as a guide for determining the process to upgrade their heavy vehicle licence.

Pre Course

	Roads and Maritime Services	Driving Instructor	RAISE Training
1	<p>Participant must complete the relevant RMS Driver Knowledge Test (DKT) paying relevant RMS fees and obtains a Heavy Vehicle Competency Based Assessment (HVCBA) Guidebook and Logbook.</p> <p>Further Information can be found at: http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/licence/</p>	<p>Note: Participant must hold minimum class 'C' licence. First year Green P's may enrol in LR or MR course. Second Year Green P's may enrol in HR course. To enrol in HC or MC course participant must have held MR or HR licence for at least 12 months.</p>	<p>Information regarding licence courses is made available to clients via website as well as a link to a Practice Driver Knowledge Test.</p> <p>Further Information can be found at: http://myrta.com/odkt/servlet/ODktDemoServlet?actionname=startdemo</p>

The primary way to obtain a heavy vehicle licence is to complete Heavy Vehicle Competency Based Assessment (HVCBA) with a registered training provider.

You will first need to go to a registry or service centre in person to:

1. Provide a completed Licence Application form
<http://www.rms.nsw.gov.au/documents/about/forms/45070018-licence-application.pdf>
2. Provide acceptable proof of identity
<http://www.rms.nsw.gov.au/roads/licence/identity/>
3. Pass an eyesight test (unless exempt)
4. Pass the knowledge test for the relevant class of licence
<http://www.rms.nsw.gov.au/roads/licence/driver/tests/driver-knowledge-test.html>
5. Pay the participation fee.
<http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/licence/fees.html>

You will then be issued with a Heavy Vehicle CBA Learner's Log Book, and the Guide to Heavy Vehicle Competency Based Assessment publication. The Guide outlines the requirements to pass the assessments, as well as the tasks you need to perform to complete each criteria.

Course Enquiries

	Roads and Maritime Services	Driving Instructor	RAISE Training
2		Participants may access information regarding TLILIC courses from RAISE website or directly through the website and booking offices of partnered course providers.	Information regarding licence courses is made available to clients via website.
3		Client enquiries directed through RAISE will be referred to partnered course providers based on licence class and postcode. A full list of Partnered trainers is available with contact details supplied on the RAISE website.	Client enquires about training and assessment services via phone, email, or website. Client referred to local driving instructor. Further Information can be found at: http://raisetraining.com.au/licandreg/hvcba/assessors
4		Driving Instructor assesses (addresses) the clients' needs by a verbal interview including questions such as: <ul style="list-style-type: none"> - What is the purpose of seeking the licence upgrade? - What size and weight is the vehicle they are hoping to drive? - What job is the client hoping to secure by completing this licence course? 	
5		Driving Instructor / Assessor completes an 'Eligibility Check' on HVCORS to establish the participant's eligibility to participate in the HVCBA scheme.	
6		Driving Instructor provides verbal confirmation of the training, including fees payable, program duration, pre-requisites as well as any agreed course deposits.	

In-cabin cameras

As of 1 December 2014, in-cabin video camera and GPS technology will be implemented to improve the integrity of the HVCBA Scheme by mitigating fraud and corruption risks. RAISE Training will monitor HVCBA final competency assessments (FCA) completed by assessors for the issue of heavy vehicle driver licences.

In-cabin cameras are being trialled by RAISE Training until by 25 May 2015. After which the use of the in-cabin video camera and GPS technology will become mandatory and be enforced by Roads and Maritime Services (RMS).

A video camera will be in operation inside the cabin of the heavy vehicle during the FCA/CT in order to capture and record the end-to-end on road assessment.

The Industry must be fully compliant with this change by 25 May 2015.

Course Enrolment Process

	Roads and Maritime Services	Driving Instructor	RAISE Training
7		Client negotiates a course date with Driving Instructor. Driving Instructor either emails or posts a conformation notice, including student information pack or texts confirmation notice (and makes student information pack available to student prior to enrolling). Client may be required to pay course deposit prior to booking (must not exceed \$1,000).	
8		Client reads all materials, and completes enrolment form, which requires the client to declare that they have read and understand important course requirements and policy information including USI process. If course deposit is required, client will need to submit a completed Enrolment Form prior to payment.	Further Information can be found at: http://raisetraining.com.au/policies http://raisetraining.com.au/legislation http://raisetraining.com.au/terms
9		Driving Instructor makes a booking on the Heavy Vehicle Competency Online System (HVCORS) for either a Final Competency Assessment (FCA) or Competency Test (CT)	RAISE Training monitors HVCORS.

Automatic/synchromesh condition

If you are assessed for your heavy vehicle licence in a vehicle with an automatic or synchromesh gearbox, a condition will be added to your licence. This means you will only be permitted to drive vehicles with a similar transmission.

To have the automatic/synchromesh condition removed from your licence, you need to be assessed driving a vehicle fitted with a constant mesh gearbox. This assessment can be completed through a Competency Test (CT).

Prior to being enrolled in an automatic or synchromesh heavy vehicle upgrade course, you should speak with your driving instructor about the costs involved in having this condition removed, in order to make a clear decision about the course that best suits you.

Unique Student Identifiers

From the 1st of January 2015, all Australians undertaking vocational education and training must have a USI.

When you enrol with RAISE Training, your USI is required so that we can ensure that your results are placed into your USI account.

RAISE Training will need to either verify your existing USI or make an application on your behalf.

Training Course and Assessment

	Roads and Maritime Services	Driving Instructor	RAISE Training
10		Client meets with Driving Instructor. Driving Instructor completes pre-assessment checklist, which includes ID verification, on the day eligibility check, outline of course process proceedings and WHS induction.	
11		Driving Instructor delivers verbal explanation of the required performance, discusses strategies surrounding driving techniques, and provides (may provide) a demonstration.	
12		<p>Assessment of the client against the criteria prescribed by the RMS is conducted, in line with all relevant policy and procedures. Opportunity for skills gap training, and re-assessment is provided.</p> <p>Assessment Criteria is recorded within your CBA Learner's Logbook* and on HVCORS.</p>	RAISE Training monitors HVCORS.
13		Client is provided feedback on performance and requested to complete a feedback survey.	
14		<p>Final Competency Assessment (FCA) or Competency Test (CT) is completed. Driving Instructor completes post-assessment checklist and declarations, which includes the client signing a disclaimer.</p> <p>Driving Instructor issues Certificate of Competency to client.</p>	

* Your CBA Learner's Log Book shows your progress in building the skills required to upgrade to a heavy vehicle licence.

As you learn the required skills (called 'criteria'), your progress is recorded in your Log Book. You must keep your Log Book until you've completed all your criteria and passed your Final Competency Assessment (FCA) or Competency Test (CT).

When you complete your assessment with RAISE Training, your assessor will keep your Log Book.

Post Assessment

	Roads and Maritime Services	Driving Instructor	RAISE Training
14		Driving Instructor uses an online reporting system (HVCORS) to report results of FCA or CT.	RAISE Training monitors HVCORS.
15	Client attends RMS motor registry and submits Certificate of Competency together with licence application. Heavy Vehicle Licence is issued*		
16		Driving Instructor submits all applicable training course and assessment material to RAISE Training.	
17			Training course and assessment material subject verification and routine auditing.
18			RAISE Training applies for USI on behalf of the client.
19			CEO prepares and dispatches SOA to client. CEO emails Learner Questionnaire to the client.
20			CEO and staff collects, analyse, and acts on survey data, in line with improvement policies.

Once you've successfully completed all the required criteria, and passed your Final Competency Assessment or Competency Test, your assessor will submit your results to Roads and Maritime Services electronically. Note that your assessor will keep your Log Book.

You can then attend a registry or service centre in person and apply for your upgraded licence. You'll need to:

1. Complete the Licence Application form (PDF, 315Kb)

<http://www.rms.nsw.gov.au/documents/about/forms/45070018-licence-application.pdf>

2. Provide acceptable proof of identity

<http://www.rms.nsw.gov.au/roads/licence/identity/>

3. Pay the licence fee.

<http://www.rms.nsw.gov.au/business-industry/heavy-vehicles/licence/fees.html>

Once you pay the required fee, your photo will be taken. Depending on which location you attend, your licence card will either be handed over the counter or posted to you.

* The Roads and Maritime Services (RMS) are changing the way they print and issue photo cards. At certain locations, when a client applies for a licence, their card will be posted to them at no extra cost. When a client applies for or renews their licence they will be given a paper receipt. The receipt will act as proof of licence status until their new photo licence arrives.