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# STATEMENT OF APPROVAL CONDITIONS

governing the delivery of NZ Transport Agency class 6  
competency based training and assessment courses

Version 9.0 April 2019





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**NZ Transport Agency**

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## PURPOSE

This document is a statement of approval conditions imposed under clause 102 (2) of the Land Transport (Driver Licensing) Rule 1999 (the rule) on any course provider approved by the NZ Transport Agency under clause 99 of the rule to conduct courses teaching and assessing the riding competency (referred to as competency based training and assessment or CBTA) of the holder of either a class 6 (motorcycle) learner licence (6L) or class 6 restricted licence (6R) for the purpose of waiving the requirement for that person to pass the restricted (6R) or full licence (6F) test.

As this document may be updated periodically, please ensure that you always refer to (and comply with) the current version available on the Transport Agency's website.

The purpose of this document is to clarify and supplement any existing requirements contained in associated legislation. This document must be read and applied in conjunction with any relevant legislation, which includes but is not limited to the following list:

- Land Transport (Driver Licensing) Rule 1999 (the rule)
- Land Transport (Road User) Rule 2004
- Health and Safety at Work Act 2015
- Land Transport Act 1998 (the act).
- Transport (Vehicle and Driver Registration and Licensing) Act 1986
- Land Transport Rule: Vehicle Equipment 2004
- Land Transport Rule: Tyres and Wheels 2001
- Land Transport Rule: Vehicle Lighting 2004
- The current version of the official New Zealand Road Code for motorcyclists

## 1. Approval

- 1.1 The Transport Agency, pursuant to clause 99 of the rule, may approve course providers to conduct courses teaching and assessing the riding competency of either the holder of a class 6L or class 6R (CBTA). Such approval is subject to the provider complying with all requirements contained in this document and any other relevant legislative requirements.
- 1.2 Only individuals who hold a current motorcycle instructors endorsement (I6) will be considered for approval to conduct CBTA courses.
- 1.3 An approved CBTA course provider must notify any change of physical residential or business address, email address or phone contact details to the nearest Transport Agency regional office within seven days of relocation.
- 1.4 Any person approved as a course provider must advise their nearest Transport Agency regional office immediately of any change to the status of their driver licence that would preclude them from being able to legally drive on a road (eg disqualification, suspension, and expiry).

## 2. Conducting CBTA courses

- 2.1 The course provider shall conduct all courses in accordance with the criteria for conducting CBTA courses specified in section 20 of this document.
- 2.2 The course provider shall maintain such standards of competency and integrity in respect of the provision of the course as the Transport Agency considers appropriate.
- 2.3 The course provider shall not alter the content of any course or vary from the course criteria in any way without the prior written consent of the Transport Agency.
- 2.4 The course provider shall only issue a CBTA course certificate where the candidate has met the criteria to pass the course assessment.
- 2.5 Should the provider determine that the candidate requires training prior to assessment (or after having failed an assessment) they shall offer the appropriate training or guide the candidate to an approved trainer.
- 2.6 Any riding competencies displayed by a candidate during the training component of the course may not be used as evidence of competency for assessment purposes.
- 2.7 In any situation where training is offered to the candidate as part of the course, it must be conducted by a person who is suitably qualified and if provided for financial or commercial gain the instructor must also hold a current class 6 driving instructor endorsement.
- 2.8 The provider shall, prior to commencing the course, confirm the identity of the candidate against their photo driver licence. Should a candidate produce a temporary (paper) driver licence, the provider must confirm the candidate's identity by alternative photographic identification such as a passport.

- 2.9 Prior to commencing any course the provider shall confirm that the candidate holds a current driver licence of the appropriate class for the course being undertaken:
  - for a class 6R course, the candidate must hold a class 6L licence
  - for a class 6F course the candidate must hold and have held a class 6R licence for at least 9 months before the date of the riding assessment.
- 2.10 When conducting course practical training or assessment, the provider shall ensure that:
  - a. the candidate's motorcycle used meets the driver licensing class requirements contained in schedule 3 of the Land Transport (Driver Licensing) Rule 1999, and
  - b. the candidate's motorcycle used satisfies any CBTA course requirements as specified in section 20 of this document; and
  - c. all legal requirements relating to the candidate's motorcycle and its use on the road are complied with, and
  - d. the candidate is carrying an appropriate and current class 6 driver licence with them during any practical training or assessment.
    - A valid class 6 learner licence prior to undertaking the CBTA 6R assessment.
    - A valid class 6 restricted licence prior to undertaking the CBTA 6F assessment.
- 2.11 The provider must undertake the assessment by following the candidate on a two-wheeled motorcycle.
  - i. Any motorcycle ridden by the provider during training or assessment must have a current licence label, warrant of fitness (and be maintained to warrant of fitness standard) and be capable of maintaining open road speeds into head winds and on hills.
  - ii. During training or assessment, the provider shall also wear the following rider protective equipment (as the minimum standard); a long- sleeved, front-fastening jacket; long pants; suitable gloves; sturdy, covered footwear; a motorcycle helmet of an approved standard that is securely fastened on the provider's head; and a high-visibility vest.
- 2.12 The assessment route used shall fully comply with the Transport Agency requirements contained in the CBTA route development criteria (as specified in appendices E and F).
- 2.13 The provider shall notify the Transport Agency when any existing assessment route is amended or new assessment route developed in accordance with the requirements specified in the CBTA route development criteria (appendices E and F).
- 2.14 The provider shall retain a completed check list and map for each assessment route used in accordance with the requirements specified in the CBTA route development criteria (appendices E and F).
- 2.15 The provider shall only use approved Transport Agency CBTA score sheets when conducting CBTA assessments.

- 2.16 The provider shall ensure that riding faults identified during the assessment are documented on the score sheet, and that this record supports the assessment outcome.
- 2.17 At the end of each calendar month, the provider shall return the top copy of any completed score sheets (ie passed or failed) for that month to the Transport Agency using the batch cover sheet shown in appendix C.
- 2.18 The duration of the CBTA 6R course assessment shall be no less than 50 minutes and no more than 60 minutes riding time.
- 2.19 The duration of the CBTA 6F course assessment shall be no less than 25 minutes and no more than 30 minutes riding time.
- 2.20 The assessor shall attach an assessment route map to each score sheet which clearly indicates the assessment route taken (or alternatively reference to a standard route map that is available for viewing).
- 2.21 For Transport Agency audit purposes the provider shall retain the completed assessment documentation (assessor copy of any completed score sheets and corresponding route maps) for a period of 18 months from the date that the course was completed.
- loss including the numbers of the affected certificates to the Transport Agency.
- 3.6 Any course completion certificates issued must be completed in full by the provider. The name written on the certificate must be the same as it appears on the candidate's driver licence (do not use abbreviations, nicknames or variations from that shown on the driver licence).
- 3.7 The course certificate shall be issued only by the course provider who has conducted the course assessment. The assessor signature on the course certificate must be an original signature, the use of scanned/stamped signatures (and the like) on CBTA course certificates is not permitted as these can be generated by persons other than the assessor.
- 3.8 Where a course certificate has been lost the provider who issued the original certificate will, upon request, supply to the candidate a replacement certificate (containing the same details as the original certificate) at a reasonable cost. Any replacement certificates issued must be recorded in the candidate course register.
- 3.9 CBTA course providers shall only issue a completed course certificate when the candidates has successfully completed the riding assessment and the assessment score sheet supports the outcome of the assessment.
- 3.10 Where a course provider ceases to conduct courses, they shall return any unused course certificates to the nearest Transport Agency office as required under section 13.

### 3. Certificates and registers

- 3.1 The provider must operate and maintain in a current state, a register that records, for at least the preceding 24 months, the following information for each candidate irrespective of whether they have been successful or not:
- Full name of candidate as it appears on their driver licence
  - address
  - phone number
  - email address
  - driver licence number
  - type of course (CBTA 6R or CBTA 6F)
  - date of assessment
  - assessment outcome (pass or fail)
  - date the course certificate was issued
  - course certificate number issued.
- 3.2 Only Transport Agency course completion certificates may be issued to successful candidates. All course certificates remain the property of the Transport Agency until issued to successful candidates.
- All course certificates remain the property of the Transport Agency until issued to successful candidates.
- 3.3 The certificates are individually numbered and must be accounted for. Any certificates spoiled and not issued must be retained for audit purposes and recorded in the register.
- 3.4 The provider shall only issue course completion certificates that have been allocated to them by the Transport Agency. Certificates must not be transferred from one provider to another.
- 3.5 Should a provider misplace, lose or have course certificates stolen, they must immediately report the

### 4. Conflict of interest

- 4.1 The provider shall ensure that they do not carry out any other work or undertake any activities that may conflict with or adversely affect the proper performance of their responsibilities under this document or compromise their role as a provider.
- 4.2 In particular, the provider shall ensure that they do not (either directly or indirectly) seek or accept any gift, benefit, privilege or concession from any candidate or person in any way connected with a candidate.
- 4.3 Where any gift, benefit, privilege or concession is offered by a candidate at any time, the provider shall immediately inform the nearest Transport Agency regional office. If the offer is made during an assessment, the involvement of that individual in the assessment must cease immediately and the Transport Agency advised accordingly.
- 4.4 The provider shall also refrain from any financial interest or undertaking that may interfere with or compromise the performance of the provider's responsibilities. The provider shall advise the Transport Agency (where it is known or ought to be known) that any financial undertaking has the potential to conflict with the performance of their responsibilities.
- 4.5 Under no circumstances shall the provider conduct courses for immediate family members (see definition of immediate family member on page 7).

- 4.6 When the provider becomes aware that any situation specified above may occur, or may have occurred, the provider shall advise the Transport Agency immediately in writing.

## 5. Security

- 5.1 The provider shall take all reasonable steps to ensure that the courses are conducted in a proper manner and are not compromised in any way by cheating, impersonation of candidates, or in any other manner. This shall be achieved by the provider verifying the candidate's identity prior to the course commencing (following the process as detailed in 2.8).
- 5.2 The provider shall at all times ensure that it complies with the principles of the Privacy Act 1993 particularly in respect of the handling, storage and disposal of personal information.
- 5.3 The provider must ensure that any personal information, candidate course documentation and course certificates are securely stored at all times.
- 5.4 When the provider becomes aware that any situation specified in section 5 may occur, the provider shall advise the nearest Transport Agency in writing.

## 6. Audit and monitoring

- 6.1 The Transport Agency may in writing require any provider to undergo an audit where the Transport Agency reasonably considers it necessary in the interests of land transport safety. In such cases, the provider shall permit the Transport Agency to enter the premises of the provider, and:
- audit or inspect any course-related documents or other related material held by the provider in paper, electronic or any other form whatsoever, and
  - observe or monitor activities carried out by the provider in connection with the provision of the CBTA courses.
- 6.2 Where any duly authorised employee, agent or representative of the Transport Agency makes a written request for copies of any documents, records information or other material held by the provider in relation to the provision of CBTA courses, the provider shall produce such copies to the Transport Agency within the specified timeframe.
- 6.3 Notwithstanding clause 6.1 of this document, any duly authorised employee, agent or representative of the Transport Agency may, with or without prior notice to the provider, but at reasonable times, carry out inspections at (or visits to) any course venue of the provider in order to determine or ensure compliance with this document and any applicable legislation.
- 6.4 The provider shall comply with any lawful instructions made in writing by the Transport Agency arising out of any audit under section 198 of the act.

- 6.5 The provider shall use its best endeavours, and shall provide all such assistance as may be necessary, to facilitate any duly authorised employee, agent or representative of the Transport Agency in respect of any audit requirements specified in this document.

## 7. Dealing with customer complaints

- 7.1 While the Transport Agency has an expectation that all providers will provide a high standard of customer service, there may be times when a candidate is dissatisfied with either the service received, the training provided or the outcome of the CBTA course assessment. For this reason each provider must administer a customer complaints management system that is supported by a complaints register.
- 7.2 The complaints management system implemented must achieve the following outcomes:
- The information required to make a complaint is readily available to all customers.
  - The complaint form (as shown in appendix G) is available upon request.
  - A register of complaints is maintained (as in 7.3 below).
  - The receipt of any complaint is acknowledged and recorded in the complaints register within three working days.
  - All complaints are resolved within 20 working days of receipt.
  - A written response is provided for all complaint resolutions. The written response will also incorporate notification of the complainant's right to have their complaint reviewed by the Transport Agency should they be dissatisfied with the response provided.
  - The original complaint form and corresponding written response are retained for audit purposes for a period of at least 18 months from the date that the complaint was received.
  - The complaints register is maintained in a current state at all times and is available for viewing by Transport Agency on request. The information contained in the register must provide a record of complaints for at least the preceding 18 months.
- 7.3 The complaints register must include the following information:
- Candidate's:
    - name
    - driver licence number
    - contact phone number
    - email address.
  - Date complaint received.
  - Date acknowledgment provided.
  - Course type (CBTA 6R or CBTA 6F).
  - Brief description of the complaint.
  - Summary of outcome.
  - Date written response sent.

- 7.4 Should you receive any complaints which you consider to be of a serious nature (ie if proven may endanger personal or public safety, or may result in criminal charges) the matter must be immediately referred to the Transport Agency.

## 8. Notice of non-compliance

- 8.1 Where the Transport Agency is satisfied that the provider is not maintaining acceptable standards in respect of conducting CBTA courses in accordance with this document or relevant legislative requirements, the Transport Agency may give to the provider a notice in writing to rectify any areas of non-compliance.
- 8.2 Where any notice is given under clause 8.1 the provider shall rectify any non-compliance specified in that notice within the time specified in that notice or, if no such time is specified, within a reasonable time.
- 8.3 Notwithstanding clause 8.1, where the non-compliance identified is of a serious nature, the Transport Agency reserves the right to:
- suspend the course provider from conducting courses until such time as the Transport Agency is satisfied that the non-compliance has been rectified, or
  - impose conditions or restrictions under which providers may conduct courses, or
  - take immediate revocation action in relation to the provider's approval to conduct courses in the interests of public safety (see section 11 'revocation of approval').

## 9. Notification of changes to conditions of approval or course requirements

- 9.1 The Transport Agency may from time-to-time notify providers of changes in relation to this document and/or approved course requirements. Upon notification of such changes the course provider shall implement and comply in accordance with the notification. Notification of changes will be deemed to be served in terms of section 14.1 of this document.

## 10. Health and safety

- 10.1 The provider is to ensure that the courses conducted in accordance with this agreement are done in a manner that:
- will avoid harm to themselves or to any other persons
  - complies at all times with the requirements of the Health and Safety at Work Act 2015.
- 10.2 The provider shall ensure that all generally recognised safety procedures are adhered to, and appropriate safety checks on all equipment or vehicles used by the provider are carried out in

accordance with the CBTA course criteria.

- 10.3 Where a provider becomes aware that they have, or may have, breached any provision of the Health and Safety at Work Act 2015 they shall immediately notify their nearest Transport Agency office in writing.
- 10.4 Where the provider fails to comply with the Health and Safety at Work Act 2015, the Transport Agency may depending on the circumstances suspend/ revoke the providers approval as specified in section 11.

## 11. Suspension or revocation of approval

- 11.1 Any approval granted as a CBTA course provider under clause 99 of the rule may be withdrawn by notice in writing where:
- a provider ceases to hold both a current class 6 driver licence and class 6 driving instructor endorsement, or
  - the provider conducts less than 10 CBTA courses within a 12-month period (this provision will not apply in circumstances where the provider can provide a written explanation acceptable to the Transport Agency for the low number of courses being conducted), or
  - the Transport Agency is satisfied through the actions (or non-actions) of the provider, that the provider has ceased to meet the requirements of clause 100(a) of the rule in that they do not possess the appropriate skills, training, or experience to conduct the approved driver licensing course(s) as per clause 103(c) of the rule. Examples of situations that may result in the Transport Agency making this determination include (but are not limited to):
    - failing to maintain a standard of competency that the Transport Agency considers appropriate, or
    - acting inappropriately or illegally, or
    - breaching any condition of the providers approval, or
    - compromising the integrity of the driver licensing system, or
    - the provider fails to provide secure storage of course documentation, course certificates and records, or
    - the provider fails to control the actions of any persons directly or indirectly involved with the providers business where those actions may compromise the standard or integrity of the courses being delivered or breach the principles of the Privacy Act 1993, or
    - committing a breach of the health and safety requirements in terms of the Health and Safety at Work Act 2015, or
    - failing to comply with any instruction arising out of any audit under section 198 of the act, or failing to comply with a notice of non-compliance issued under clause 8.1 of this document, or
    - failing to implement or comply with any notification of changes to conditions of approval or course



requirements notified under clause 9.1 of this document, or

- x. ceasing to carry on business (eg business is wound up or disestablished), or the provider commits any act of bankruptcy, or
- xi. any other matters the Transport Agency may consider relevant.

## 12. Appeal provisions

- 12.1 Where the Transport Agency has suspended or revoked the provider's approval, the provider has the right to appeal this decision through the district court in accordance with section 106 of the Land Transport Act 1998.

## 13. Return of property on revocation

- 13.1 Where the Transport Agency has suspended or revoked the provider's approval, the provider shall, within seven days of the date of notification of this decision, return any unused course certificates to the nearest Transport Agency regional office.
- 13.2 When a provider ceases conducting courses, the provider shall, on request of the Transport Agency and within the time frame specified, forward all course documentation, course register, unused course certificates and any other stipulated data / material for the period in the notice
- 13.3 The provider, on application, may receive a full refund for the cost of the returned certificates.

## 14. Service of notices

- 14.1 Any notice issued under this document shall be personally delivered or sent by post or sent by electronic means to the street or postal address, email address or facsimile number of the provider. Any such notice personally delivered or sent by post shall be sent to the provider's usual or last known address or address specified by the provider in any application or document provided by the Transport Agency. The notice shall be deemed delivered upon personal delivery or five days after mailing by standard post (unless returned undelivered) or sending of the electronic transmission.

## 15. Course fee

- 15.1 The provider shall set its own course fee.

## 16. Assignment

- 16.1 The provider shall assume full responsibility for any act or omission made by any person acting on behalf of the provider.

## 17. Relationship between parties

- 17.1 The relationship between the Transport Agency and an approved CBTA course provider derives from an approval in accordance with statutory powers

and shall not be deemed to be that of employer/employee, joint venture, partnership or otherwise.

## 18. Exclusion of liability

- 18.1 The Transport Agency shall not be liable under or in connection with the provider's performance, whether in tort, contract or on some other basis, for any direct, indirect or consequential damage or loss suffered or incurred by the provider or any candidate or any third party, including any liability in connection with a course not performed competently or CBTA course certificate issued contrary to this document or any relevant legislative requirements.

## 19. Indemnity

- 19.1 The provider shall indemnify the Transport Agency against all losses, liabilities, claims, costs, and expenses that may result directly or indirectly from the provision of or the failure to competently conduct the courses or from any other act or omission of the provider or any person acting on behalf of the provider or any other person directly or indirectly involved with the providers business.

## DEFINITIONS

The **act** means the Land Transport Act 1998.

**Approval** means approval by the Transport Agency pursuant to clause 102 of the rule to conduct CBTA courses.

**Assessor** means a person approved as a course provider.

**Candidate** means a person applying to complete or who is undertaking a CBTA course.

**CBTA courses** mean the class 6 competency based training and assessment courses for learner and restricted licence holders approved under clause 93 (d) & (e) of the rule.

**Course** means the competency based training and assessment courses (CBTA) approved under clauses 93 (d) & (e) of the rule.

**Course assessment** means the practical riding assessment prescribed as the approved course content under clauses 93 (d) & (e) of the rule.

**Course completion certificate** means the numbered Transport Agency course certificate issued to a candidate after they have successfully completed a CBTA course.

**Course criteria** means the criteria for conducting CBTA courses as contained in appendix A of this document.

**Course documentation** in the context of this document means the completed CBTA score sheet and a map of the assessment route (or reference to a standard route map).

**Course provider** means the person approved by the Transport Agency pursuant to clause 102 of the rule to conduct CBTA courses and to issue CBTA course completion certificates.

**Course venue** means any venue established by the provider for conducting an approved CBTA course.

**Evidence** means the riding skills displayed by the candidate during the CBTA course assessment.

**Immediate family member** in the context of this document means: father, mother, son, daughter, brother, sister, husband or wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchild, or others considered to be members of the household and living under the same roof.

**LAMS** means the Learner Approved Motorcycle Scheme and relates to the full lists of LAMS-approved and LAMS-prohibited motorcycles that can be viewed at [www.nzta.govt.nz/lams](http://www.nzta.govt.nz/lams).

**Provider** means the person approved by the Transport Agency pursuant to clause 102 of the rule to conduct CBTA courses and to issue CBTA course completion certificates.

**Register** means the registers required to be established and maintained under clauses 101(d) and 102(4)(b) of the rule.

**Rule** means, in the context of this document, the Land Transport (Driver Licensing) Rule 1999 and any subsequent amendments.

**Skills** means the ability to do something well, a particular ability, or type of ability.

**Transport Agency** means the NZ Transport Agency, and in relation to any powers/functions under this document includes any authorised employee, servant, agent or representative and in respect of any approval includes any person holding a duly delegated authority.

## 20. CBTA course criteria

### 20.1 Overview

#### a. Introduction

On 1 March 2014, CBTA (competency based training and assessment) courses were introduced into the driver licensing system to provide an alternative way of progressing through the class 6 graduated licensing system.

There are two separate approved CBTA courses:

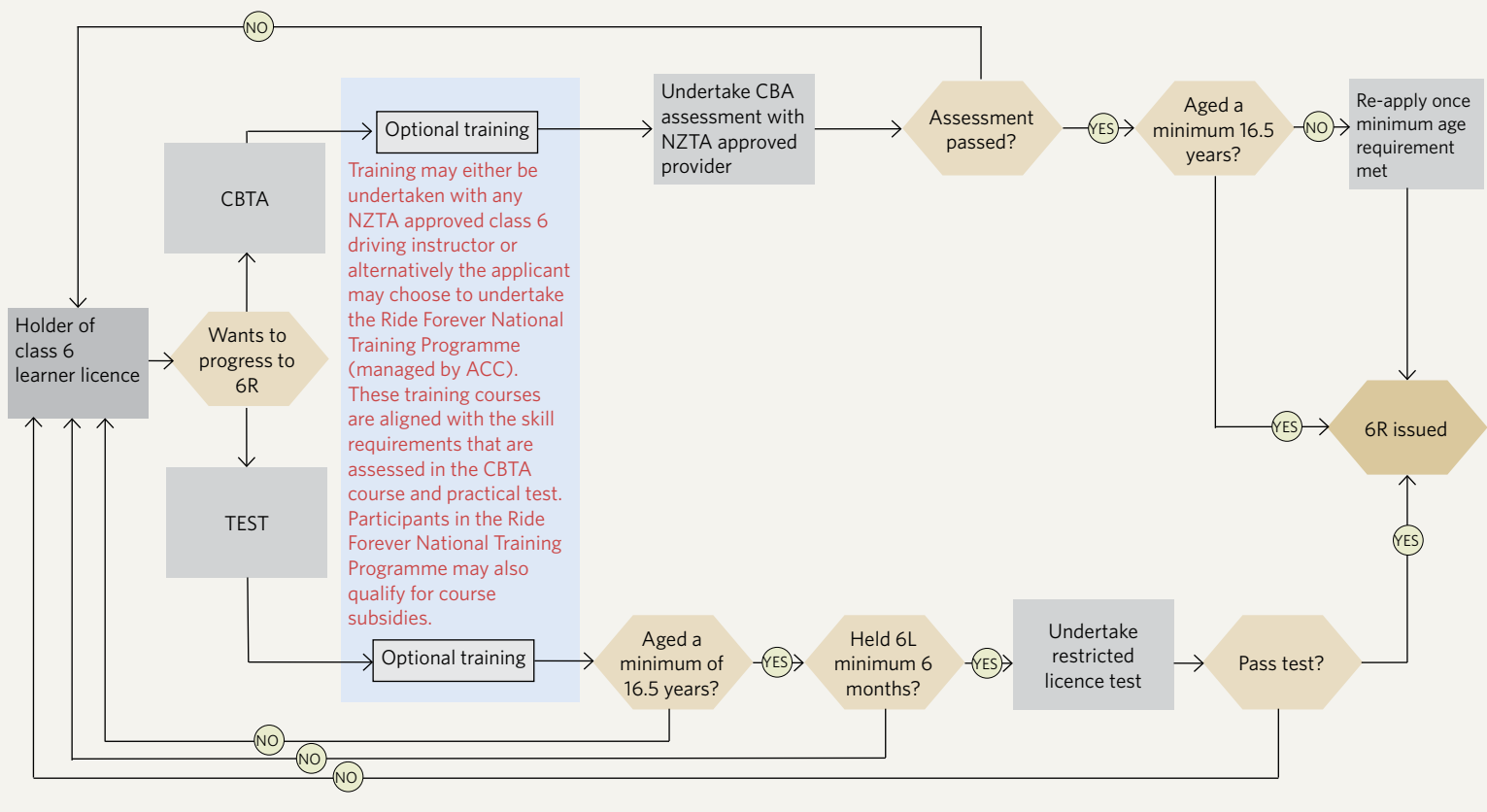
- Class 6R CBTA occurs once the learner licence is obtained (resulting in a 6R licence if successful)
- Class 6F CBTA riding assessment may be conducted once the applicant has held the restricted licence for 9 months (resulting in a 6F licence if successful).

Successful completion of the appropriate CBTA course will waive the requirement for the candidate to sit a practical test.

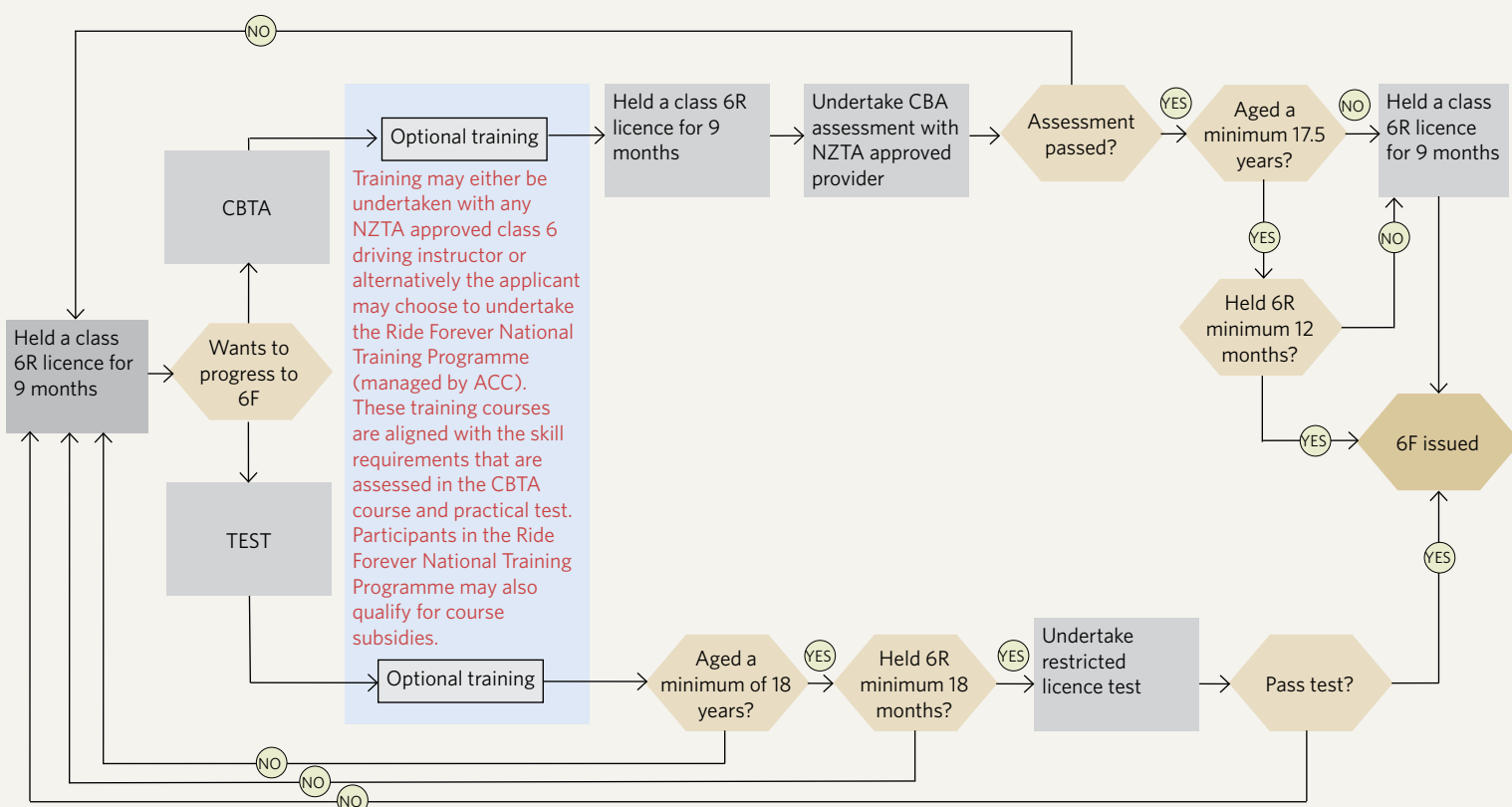
The effect of the CBTA courses on progression through the class 6 learner and restricted phases can be seen in the flow charts below.

Note that while the training component of the CBTA course is not mandatory, optional training is available throughout the course so the candidate can gain the necessary skills and experience to meet the standard required for the assessment.

#### b. Class 6R CBTA (learner phase)



## c. Class 6F CBTA (restricted phase)



## d. The assessment route

During the CBTA assessment, the candidate will be required to ride around a predefined assessment route that meets the requirements specified in the appropriate route development guide.

In developing the assessment route, the assessor is required to incorporate specified riding tasks (the minimum mandatory task assessment items) in the route to ensure national consistency between assessment routes. The following route development guides explain how to develop a fully compliant assessment route:

- Class 6R competency based assessment: assessment route development guide (refer appendix E)
- Class 6F competency based assessment: assessment route development guide (refer appendix F).

## e. Assessment structure

Class 6R CBTA course assessment – will take no less than 50 minutes and no more than 60 minutes riding time, allowing for a comprehensive assessment of the candidate's riding skills in both urban and higher speed zone areas.

Class 6F CBTA course assessment – will take no less than 25 minutes and no more than 30 minutes riding time in higher speed zone areas.

The times above are actual riding time and do not include any time required to:

- meet the candidate
- conduct the pre-ride safety check
- stop during the assessment to record information on the score sheet
- add up and result the score sheet at the end of the assessment
- provide feedback to the candidate on their performance at the end of the assessment.

During the assessment the assessor will observe and record any riding faults on the appropriate CBTA score sheet.

While the assessment is conducted as one consecutive ride, it might be necessary to pull over during the assessment on one or more occasions to allow the assessor to update the assessment score sheet. Suitable places for this are incorporated into the assessment route and must provide a safe location for both the candidate and assessor to safely pull over and stop. The time taken to update the score sheet is not included in the overall riding time.

The assessor must not provide any feedback, coaching or training to the candidate at any time during the assessment.

At the conclusion of the assessment ride, the candidate will receive a debrief on their performance and will also be advised of the assessment outcome.

#### f. Task assessment items

The candidate's riding skills are assessed throughout the entire duration of the assessment ride (including mounting and dismounting).

At any given time during the assessment, the candidate's performance in one of the seven riding tasks will be assessed:

- i. Moving in
- ii. Straight ride
- iii. Riding a curve
- iv. Riding through an intersection
- v. Overtaking
- vi. Turning back
- vii. Moving out.

The riding tasks are described in more detail under section 5, 'Understanding the assessment criteria'.

#### g. Riding competencies

Where applicable the following competencies are assessed during each task assessment item (riding task):

- Looking
- Scanning mirrors
- Head check
- Communication
- Consideration/courtesy
- Positioning
- Speed management
- Progression
- Stability/smoothness
- Following distance
- Other illegal.

The riding competencies are described in more detail under section 5 'Understanding the assessment criteria'.

#### h. Immediate failure errors

In order to ensure safety, where a riding action creates immediate danger to the candidate or other road users the assessment is to be terminated immediately.

The candidate is to be directed (by way of instructions and using the most direct route) to a location where the assessment debrief is able to be safely conducted. NOTE: the candidate is not to be notified they have incurred an IFE or that they have failed the assessment until this time. For the assessors personal security, **this is not to be at an isolated location.**

The following immediate failure errors are assessed throughout the ride:

- Falls off
- Obey
- Intervention
- Leaving lane
- Give way

- Excessive speed
- Collision
- Fail to stop
- Dangerous position
- Other dangerous action.

Immediate failure errors are described in more detail under section 5 'Understanding the assessment criteria'.

### 20.2 Checks prior to commencing the assessment

#### a. Confirmation of the candidate's identity and licence status

- i. On meeting the candidate for the assessment, the assessor must check the candidate's identity. Their photo driver licence provides a clear proof of identity.
- ii. The assessor must also check the reverse side of the driver licence for: any special licence conditions that the candidate may have. The most common licence condition is; 'Correcting lenses must be used at all times while driving' and the date of issue of the licence which must be entered on the test score sheet. Note: for a class 6F assessment the candidate must hold and have held a class 6R licence for at least 9 months prior to the riding assessment, refer clause 2.9.
- iii. The signature of the candidate on the photo driver licence must also be compared with their signature on the CBTA score sheet. Note: before asking the candidate to sign the score sheet, have them check that their details are correct and read the declaration about their eligibility to undertake the practical assessment.
- iv. If the candidate produces a temporary (paper) driver licence, the provider must confirm the identity of the candidate by alternative photographic identification such as a passport etc.
- v. If the candidate produces a temporary (paper) driver licence for a class CBTA 6F assessment the provider must contact the Transport Agency (0800 822 422) to establish the date the 6R licence was issued. Note: the candidate will need to be present when the call is made to give their authorisation to release the data to the provider.

#### b. Carriage of driver licence

It is a requirement that a current driver licence is carried at all times when riding. If the candidate does not have their licence on them, the assessment cannot proceed.

#### c. Fitness of the candidate

If a candidate shows clear signs of having taken alcohol or drugs, or is not fully in control of their normal faculties, the assessment must not proceed.

#### d. Pre-ride safety check

The pre-ride safety check is not an examination of the motorcycle in detail, but a check of the items listed below to ensure the motorcycle is roadworthy and legally compliant.

Ask the candidate to assist you in carrying out the pre-ride check by describing what they are looking for when inspecting the motorcycle for the following items:

- Obvious damage that could be considered dangerous.
- Chain tension (not too loose or too tight).
- Tyres (inflated, legal tread depth, no sidewall cracks).
- Wheels (undamaged).
- Rear vision mirror (fitted and undamaged).
- Indicators (operational and lenses intact).
- Brake lights (operational and lenses intact).
- Headlamp or daylight running lamps (operational).
- Horn (operational).
- Licence label (current).
- Warrant of fitness (current).
- L plate (fitted to rear) - note only applicable to the CBTA 6R course.
- Appropriate rider protective equipment worn (clothing, gloves, footwear, helmet) - refer to the 'Rider protective equipment' section below for more information.

The CBTA score sheet includes a list of pre-ride safety check items (as above) which must be ticked off as each item is checked and determined to be up to the required standard.

If any of the items fail the pre-ride check, the assessment must not commence until such time that any non-compliant items have been rectified.

#### e. Rider protective equipment

When conducting training or assessment the provider must ensure that all candidates are wearing:

- a long-sleeved, front-fastening jacket
- long pants
- suitable gloves
- sturdy, covered footwear, and
- a motorcycle helmet of an approved standard that is securely fastened on the candidate's head.

Information on motorcycle helmets and other recommended safety gear can be found on the Transport Agency's website [www.nzta.govt.nz](http://www.nzta.govt.nz).

Candidates must also be asked to wear a hi-viz vest during any training or assessment (either their own or one supplied by the provider). If the candidate refuses to wear a hi-viz vest, the assessment may still proceed.

#### f. Motorcycle to be used

CBTA courses **must not** be conducted on:

- a three-wheeled vehicle that is not registered as a motorcycle
- a motorcycle that is not LAMS-compliant
- a moped
- a motorcycle displaying a trade plate
- an all-terrain vehicle

- any motorcycle not capable of maintaining open road speeds.

Under the Learner Approved Motorcycle Scheme (LAMS) the learner and restricted phase CBTA courses may only be undertaken on a motorcycle that is LAMS-approved.

For further information go to [www.nzta.govt.nz/lams](http://www.nzta.govt.nz/lams)

The list of LAMS-approved and LAMS-prohibited motorcycles are updated as new models are approved by the Transport Agency.

Any motorcycle modified in a way that increases engine performance or decreases its weight is no longer LAMS compliant, regardless of whether it appears on the list,

In addition to being LAMS-approved, any motorcycle used in undertaking CBTA courses must be capable of maintaining open road speeds into head winds and on hills.

#### *Use of motorcycle with automatic transmission*

Motorcycles with automatic transmission may only be used for the assessment in situations where a candidate provides their own motorcycle. In situations where providers are supplying motorcycles to be used for the course, they must not have automatic transmission. Automatic transmission includes any motorcycle which does not have a manually operated clutch, regardless of whether or not the gears can be manually selected and changed.

#### g. LAMS exemptions

In certain circumstances, the Transport Agency may issue an exemption to a learner or restricted licence holder to ride a LAMS-prohibited motorcycle. The exemption is specific to the licence holder and contains information such as the licence holder's particulars, details of the LAMS-prohibited motorcycle (including registration plate number) and expiry date of the exemption.

Prior to undertaking any CBTA course using a LAMS-prohibited motorcycle, the provider must sight the exemption and confirm that it is still current and that the details match that of the candidate and the motorcycle to be used in the course.

Where an exemption notice has been presented, this must be noted on the CBTA score sheet.

#### h. Definition of moped

A moped is defined as a motor vehicle (other than a power-assisted pedal cycle) that has two wheels, a maximum speed not exceeding 50km/h and either:

- an engine cylinder capacity not exceeding 50cc, or
- a power source other than a piston engine.

This includes a motor vehicle running on three wheels if the vehicle was registered before 10 May 2011 and is fitted with a motor having a power output not exceeding 2 kilowatts and is designed to be ridden at a speed not exceeding 50km/h under normal conditions of use.

**i. Definition of motorcycle**

A motorcycle means a motor vehicle running on two wheels, or not more than three wheels when fitted with a sidecar; and includes any vehicle with motorcycle controls approved as a motorcycle by the Transport Agency; but does not include a moped.

**j. Use of headlamp or daylight running lamps**

The rider of a motorcycle (manufactured on or after 1 January 1980) is required to use the headlamp, or if fitted, daylight running lamps during any on-road training or assessment.

**k. Health and safety issues**

When conducting any training or assessment the provider must ensure all occupational safety and health requirements are met.

The provider must also have a first aid kit and mobile phone immediately available when conducting any training or assessment in case of emergency.

**l. Learner plate**

Candidates undertaking the class 6R CBTA course must display an L plate on the rear of the motorcycle. If an L plate is not being displayed the candidate may not undertake CBTA training or assessment.

**m. Use of communication equipment**

The provider must make available suitable communication equipment to be used during the assessment ride. This may be either one or two way communication equipment that will enable the assessor to communicate directions for turning, stopping etc. to the candidate during the assessment ride.

**n. Speed check**

During the ride the assessor is required to assess the candidate's performance in speed control. This includes any situation where the candidate's speed may exceed the speed limit.

The speed displayed on the candidate's speedometer will be used as the basis for determining any speed management faults or immediate failure errors (excessive speed).

As it is possible for speedometer readings to vary, it is necessary for the assessor to calibrate their speedometer against the candidates.

This must be done at the start of the assessment when the assessor and candidate are travelling at the same speed on a straight stretch of road. How the assessor confirms the candidate's speedometer reading will be dependent on the type of communication equipment used (ie one or two way communication).

One way: The assessor will ask the candidate to make an arranged signal to acknowledge when their speed has reached 50km/h.

Two way: The assessor will ask the candidate, 'what speed are you travelling at?'

Once the candidate's speed is confirmed, the assessor can then compare this with their speedometer and determine if there is any variation.

If a variation does exist this must be taken into consideration when determining the candidate's speed throughout the assessment.

Any speedometer variations must be recorded in the 'notes' section of the score sheet at the first available opportunity.

Note: The assessor must not penalise the candidate in relation to their speed unless they are absolutely sure that the candidate's speed is clearly in breach of the assessment criteria. If there is any doubt, the benefit must be afforded to the candidate (ie no fault recorded).

**20.3 Providing instructions****a. Pre-ride instructions to the candidate**

On satisfactory completion of the pre-ride checks, you will need to give the candidate the basic instructions for the assessment, covering the following points.

- 'During the assessment I will give you directions. If you lose contact with me, pull over to the side of the road where it is safe and wait for me to catch up with you.'
- 'Instructions for turning or stopping will be given when needed, otherwise continue to follow the road.'
- 'You must observe all speed limits. Ride to the conditions and where it is safe, you are expected to travel within 5km/h of the posted speed limit, but not over the speed limit. This includes any temporary speed limits. If you exceed the speed limit at any time during the assessment, it may result in the assessment being terminated.'
- 'Once we start the assessment, I will calibrate our speedometers by asking you to confirm your speed. I will provide you with specific instructions on how to do this at the time.'
- 'Decisions such as overtaking, gap selection, positioning and speed control are yours to make at all times.'
- 'During the ride I will also be checking your observation skills. To help me, can you please make distinct head movements when scanning or using the mirrors?'
- 'During the ride I may also ask you to pull over and find a safe place to stop. This will allow me to update the score sheet.'
- 'Do you have any questions?'
- 'When you are ready you can move off.'

**b. Providing instructions during the ride**

During the ride, instructions for turning and stopping must be given clearly and explicitly.

Instructions must be provided well in advance and should avoid using street names as the candidate may not be familiar with the area. Use

landmarks where possible to be sure you will not be misunderstood eg 'After the petrol station, turn right' rather than 'turn right at Winchester Street'.

Only use commonly understood terms. For example at a crossroads, give the instruction: 'At the next street, turn left/ right'. If you are travelling towards the top of a 'T' intersection, give the instruction: 'At the end of the street, turn left/right'.

A list of instructions for common riding tasks are listed under appendix D.

Note that any instructions provided must not draw attention to the presence of stop or give way signs. It is the candidate's responsibility to identify if an intersection is controlled by stop or give way signs and to determine the correct riding response.

You may repeat all or part of an instruction if requested by the candidate or if you think that the candidate may forget or misinterpret part of the instruction.

In any situation where a candidate deviates off the assessment route (eg assessor fails to give the appropriate instruction or the candidate misses an instruction) the candidate may carry on and be directed to rejoin the assessment route at the first opportunity. If the deviation results in a mandatory task being missed the assessor may either use the same type of task at another location on the route or direct the candidate back to the point where the deviation occurred.

When providing instructions the assessor may give several instructions together (this will place an additional load on the candidate). If the assessor is finding that the candidate is struggling to remember the multiple instructions they may revert to giving individual instructions prior to each task.

#### c. Two-part instructions for complex manoeuvres

Sometimes an instruction will include two manoeuvres that are performed very close together. In such cases the instruction to the candidate may convey a lot of information and there is a risk that the candidate will not understand or will forget part of the instruction.

To avoid these problems, instructions for complex manoeuvres should be broken into two parts. For example:

- 'At the next street, turn right, then at the first street, turn left.'

The first instruction should be given prior to the right turn; the second instruction should be given during the turn.'

If all of this information were to be given in one instruction, the candidate may be overwhelmed and forget part of the instruction.

#### d. Advising candidates of the speed limit

Some assessment routes may include turning onto an arterial road or highway at a location where there is no indication of the applicable speed limit. It cannot be assumed that candidates are familiar with the roads used in the assessment route. Since

candidates can be penalised for driving either too slow or too fast, it would be unfair if they were expected to drive on an arterial road without knowing the speed limit applying to the road.

If the assessment route requires the candidate to turn onto an arterial road at a location where they cannot determine the speed limit (ie where no speed limit signs are visible), the assessor should advise the candidate immediately after the turn 'the speed limit on this road is xxx km/h'.

#### e. Instructions to remain in the right lane

While the default position for riding on multi-lane roads is the left lane, there may be situations where the assessor requires the candidate to remain in the right lane. In such cases the assessor must provide the appropriate instruction to 'remain in the right lane' so as to prevent any possibility of the candidate making a decision to move to the left lane.

For example, when performing a right turn onto a multi-lane road the candidate is required to turn into the right lane. As the candidate turns into the right hand lane the assessor will provide the instruction 'remain in the right lane'. This will enable the candidate to be correctly positioned for a subsequent left lane change or right turn.

#### f. Instructions for parking

During the assessment the candidate is required to perform a parking manoeuvre (perpendicular to the kerb) in an urban area.

When giving the instruction to perform this task the assessor must ensure the area in which the instruction is provided is suitable to perform this manoeuvre. That is to say both the candidate and assessor are able to find a safe location to stop and perform the manoeuvre.

#### g. Instructions for turning back

During the assessment the candidate is required to perform a turning back manoeuvre (turning around to ride back in the direction from which they have just come). Once the instruction is provided by the assessor the candidate is then required to choose the safest location and means to do so.

When giving the instruction to perform this task the assessor must ensure the area in which the instruction is provided is suitable to perform this manoeuvre. That is to say the candidate is able to find a suitable safe location and means to perform the manoeuvre.

### 20.4 CBTA score sheets

#### a. Overview

There are two different CBTA score sheets (one for each CBTA phase):

- CBTA 6R (learner phase) form DL40, and
- CBTA 6F (restricted phase) form DL41.

Both score sheets are one page carbonated forms providing three copies:

- Transport Agency copy (top copy).
- Assessor copy (middle copy).



- Candidate feedback copy (bottom copy).

Information required to be recorded on the score sheets include:

- candidate details
- vehicle details
- assessment details
- assessor information and declaration
- pre-ride check list
- assessment grid (to record riding faults)
- immediate failure errors
- outcome summary
- assessor notes
- improvement summary.

It is essential that all sections of the CBTA score sheet are completed fully and accurately as the score sheet records the reason(s) why the candidate has passed or failed the assessment and also allows for the provision of feedback to the candidate on any riding skills that may require improvement. As the score sheet will be referred to in the event of any complaint over the assessment outcome it is essential that it provides a full and accurate record of the assessment ride (including details of any immediate failure error, ie location and circumstances).

Fully completed score sheets are also required for audit purposes.

#### b. Before the assessment ride

Prior to starting the ride, record the following information on the score sheet:

- Candidate details (name, date of birth, driver licence number, expiry date).
- Require the candidate to read the candidate's declaration and sign.
- Vehicle details (plate number and confirm LAMS compliant).
- Date of assessment.
- Pre-ride check (tick off items as checked).
- Start time.

#### c. During the assessment ride

During the assessment all riding faults observed must be accurately recorded on the assessment grid.

Depending on how many faults are being made, it may be necessary to have the candidate pull over and stop (as the need arises) so you can record any faults in the appropriate box on the assessment grid.

Riding faults are recorded by placing a cross (X) in the corresponding box (relative to the appropriate task and competency) on the assessment grid. Additional relevant information may also be recorded against the fault as this may help when giving information to the candidate in the debrief or when the score sheet is reviewed by a third party. The additional information may include brief notes or diagrams to clarify the circumstances/location

around particular events.

The assessor must only record faults on the score sheet when stationary in a safe location on the side of the road.

For some task assessment items (ie curve, intersection and turning back) there are additional rows available on the score sheet to identify the riding environment (urban or rural) in which the fault occurred.

The purpose of this is to assist in isolating the environment in which faults are occurring so that candidate feedback can be specific and any subsequent training appropriately targeted.

For assessment purposes, the definition of urban and rural are:

**urban:** an area with a posted speed limit of up to 80km/h

**rural:** any area with a posted speed limit of 80km/h or more.

#### d. After the assessment ride

At the end of the assessment the assessor must accurately and correctly complete and record the following information on the score sheet:

- Finish time.
- On the assessment grid, total the vertical and horizontal faults in each row and record in the row 'total' columns.
- On the assessment grid, total all individual faults and record in bottom right hand corner of the 'totals' column.
- Complete outcome summary box.
- Tick pass or fail box to indicate assessment outcome.
- Name of assessor.
- Signature of assessor.
- Course provider number (CBTA course provider approval number).
- Course certificate number (only applicable if candidate was successful and a certificate was issued).
- Attach a map showing the assessment route (or alternatively provide reference to a standard route map that is available for inspection).
- Improvement summary (details any riding skills that require improvement regardless of whether the candidate has passed or failed the assessment).
- Detailed information on any 'other illegal' fault recorded and any 'IFE' recorded must be documented on the score sheet. This information is used by the Transport Agency for following up on complaints and for auditing purposes.

#### e. Distribution of score sheet copies

The three copies of all completed CBTA score sheets are to be distributed as follows:

- Transport Agency copy (top copy) – at the end of each calendar month the Transport Agency copies of all completed CBTA assessments (regardless of the outcome) must be batched and returned to the Transport Agency using the cover sheet shown in appendix C (the mailing address is provided on the cover sheet).
- Assessor copy (middle copy) – this is to be retained by the course provider for their records.
- Candidate feedback copy (bottom copy) – this is provided to the candidate at the conclusion of the assessment regardless of whether they have passed or failed.

### 20.5 Understanding the assessment criteria

#### a. Task assessment items

During the CBTA the candidate's riding skills are assessed throughout the entire duration of the assessment ride (including mounting and dismounting).

At any given time during the assessment the candidate will be performing one of the seven riding tasks listed below:

Task	Definition
<b>Moving in</b>	Where the candidate gets the motorcycle underway from a standing or parked position and any other situation where the candidate moves into the traffic flow (other than turning at intersection).  This occurs when either: <ul style="list-style-type: none"> <li>• moving in from the side of the road</li> <li>• entering from a vehicle entrance</li> <li>• using a motorway on-ramp</li> <li>• changing from one lane to another and merging with traffic in the other lane.</li> </ul>
<b>Straight</b>	Travelling straight ahead (with or without other traffic).
<b>Curve</b>	Travelling round a curve or bend (any situation where the candidate is required to alter course when following the road but does not include turning at an intersection).
<b>Intersection</b>	Moving through or turning at any intersection where there is potential for other traffic to cross your path.
<b>Overtaking</b>	Moving past other traffic travelling in the same direction on a two lane road (one lane in each direction). Does not include situations where there are two lanes in the same direction and the candidate changes lanes to move past another vehicle.  Note: The assessor must not create a situation nor instruct the candidate to overtake at any stage during the assessment. Any overtaking manoeuvre undertaken during the assessment will therefore be a decision made entirely by the candidate (where they judge it is necessary to progress and safe to do so). Therefore unless the opportunity presents itself, this may result in overtaking not being assessed during the ride.
<b>Turning back</b>	Turning around to ride back in the direction from which you have just come.  It involves the candidate choosing the safest location and means to do so and could include turning from a parked position, vehicle entrance or side of the road (parallel or perpendicular to the kerb). For example it may include a 'U' turn either with the candidate parallel to the roadway or with the rear wheel to the kerb.
<b>Moving out</b>	Moving out of the traffic flow. It includes the use of motorway off ramps, turning into a vehicle entrance, returning to the kerb and parking. Does not include turning at intersections.

## b. Riding competencies

In performing the tasks above the candidate's performance is assessed against the competency categories in the following table. The table also includes some examples of symptoms that would result in the fault being scored.

Skill set	Category and summary	Fault symptoms
Observation	<b>Looking</b> Head and eyes up when riding straight. When riding through a curve or turning, looks in the intended direction of travel.	Fails to keep their head and eyes up when riding straight, braking and operating the motorcycle controls (except when making brief checks of relevant mirrors and scanning to the sides).  When riding through a corner or turning, fails to look through the curve or intersection in the intended direction of travel.
	<b>Scanning/mirrors</b> Maintains spacial awareness by scanning to sides and rear (mirrors).	Fails to observe to the sides and rear (mirrors) often enough to maintain awareness of surrounding traffic (when riding straight frequency of mirror use varies with traffic conditions but required prior to braking, diverging or changing direction).
	<b>Head check</b> Head check (to check blind spot) immediately prior to changing direction.	Fails to perform a head check (as last check after signalling) before leaving the kerb, turning, changing lanes, overtaking, merging, diverging or reversing.
Interaction	<b>Communication (TUG)</b> <ul style="list-style-type: none"> <li>Takes in information communicated by other roads users.</li> <li>Uses information gained to think and plan.</li> <li>Gives information to other road users (could include indicators, brake light, flashing your headlight, arm signals and sounding the horn).</li> </ul>	Fails to use the appropriate means of communication either as a courtesy or a legal requirement.  Fails to comply with legal requirements for signalling such as activation of the correct signal for a minimum duration of 3 seconds when leaving or returning to the kerb, turning, negotiating roundabouts, changing lanes, overtaking, merging (if required), diverging or parking and maintaining signal until manoeuvre has been completed.  Confuses or misleads other road users by: <ul style="list-style-type: none"> <li>activating the signal too early, or</li> <li>not cancelling the signal after completing the manoeuvre.</li> </ul>
	<b>Consideration/courtesy</b> Candidate displays appropriate attitude in relation to the way they interact with other road users.	Candidate displays any behaviour that shows a clear lack of consideration or courtesy when interacting with other road users.  Note that the outcome of an action that leads to a fault under this category may also result in another fault being scored elsewhere. For example intimidating another road user by intentionally tailgating would also be scored as a fault under following distance.
Control	<b>Positioning</b> Adopts and maintains ideal position on the road at all times (relative to the riding task and hazards present).	Does not maintain the ideal lateral position relative to the task being performed (riding straight, turning, changing lanes, overtaking, negotiating curves etc) and the riding environment/hazards present.  When stopping behind another vehicle either stops too close or in blind spot.  Uses incorrect lane for intended travel.
	<b>Speed management</b> Adopts appropriate and legal speeds, relative to the prevailing conditions and task being performed.	Fails to adopt and maintain a speed suitable for the prevailing conditions.  When conditions permit, fails to travel within 5km/h of posted speed limit.  Exceeds the speed limit for less than 10 seconds.*  Where necessary, fails to adjust speed to select and maintain a safe gap.  Fails to select appropriate gear for road speed. Fails to accelerate briskly and smoothly.  Coasts.  Over-revs the engine.  Causes the rear wheel to skid or slide unnecessarily.  Fails to keep both wheels in contact with the ground at all times

\* Note: The assessor must not penalise the candidate in relation to exceeding the speed limit unless they are sure that the candidate's speed is clearly in breach of the assessment criteria. If there is any doubt, the benefit must be afforded to the candidate (ie no fault recorded).

Skill set	Category and summary	Fault symptoms
<b>Control</b> (continued)	<b>Progression</b> Candidate is maintaining progress in traffic flow whenever it is safe to do so.	Candidate filters or lane splits when unsafe to do so. <ul style="list-style-type: none"> <li>▪ Lane splitting - relates to moving through the traffic travelling in the same direction (that is in motion) by travelling between the lanes.</li> <li>▪ Filtering - relates to moving through traffic travelling in the same direction (that is stopped) by travelling between the lanes.</li> </ul> Candidate remains stationary for no good reason (for five seconds or more) when there was ample opportunity to proceed: <ul style="list-style-type: none"> <li>▪ at traffic lights when the applicable signal has turned green, or</li> <li>▪ at an intersection where all the vehicles to which the candidate is required to give way to have cleared the intersection, or</li> <li>▪ vehicles queued in front of the candidate have moved off.</li> </ul> Fails to anticipate gap in traffic by adjusting speed. Any situation where the candidate has priority over other road users and is able to proceed but fails to do so. The candidate stops unnecessarily, eg before riding through a pedestrian crossing or school crossing when there are no pedestrians on or approaching the crossing.
	<b>Stability/smoothness</b> Maintains stability and manipulates the motorcycle's controls smoothly.	Fails to maintain stability of the motorcycle at all times (wobbling, weaving or erratic course). Rides with jerky movements. Fails to maintain smooth coordination of clutch and throttle when changing gear. Once moving, both feet do not remain on the footrests (other than when stopped). Stalls. Fails to use both brakes when stopping. Stopping is not smooth and progressive
<b>Rules</b>	<b>Following distance</b> Adopts and maintains safe following distance relative to prevailing conditions.	Fails to adopt and maintain the appropriate following distance (2 or 4 seconds) dependant on the prevailing conditions.
	<b>Other illegal</b> Does not perform any other illegal action (that does not meet the threshold for an immediate failure error) which is not already covered under any other competency categories.	Performs any other illegal action not covered under any other competency category (that does not meet the threshold for an immediate failure error). Note: where any 'other illegal' fault is recorded, the assessor must record on the scoresheet details about the fault being recorded, eg circumstances, location and diagram - refer clause 20.4 d.

### c. Immediate failure errors

Immediate failure errors are recorded at any time they occur during the assessment.

For an immediate failure error to be scored it must result in one of the following outcomes:

- Causes another road user to take evasive action.
- Causes immediate danger to road users or property.
- Will cause immediate danger to road users or property if the assessor does not intervene.
- Unnecessarily increases the risk of collision.

The candidate is not considered to have caused another road user to take evasive action if the other road user's action was unnecessary.

The table below lists the categories of immediate failure errors and provides a description of the corresponding fault that would result in the error being recorded.

Note: If an immediate failure error is recorded the assessor must record on the score sheet any relevant details (eg circumstances, location and diagram if appropriate) of the event that resulted in the error being scored.

Category	Fault
<b>Falls off</b>	Candidate falls off or has a significant loss of control.
<b>Obey</b>	The candidate is unable, because of lack of riding ability, to carry out a riding task required by the assessor.
<b>Intervention</b>	The assessor provides verbal or physical assistance to the candidate while the assessment is in progress (eg to prevent a collision or prevent the development of an unsafe situation).
<b>Leaving lane</b>	Candidate's lateral position is either too close to, or over the centre line (unless overtaking). Candidate crosses no passing lines (solid yellow lines) at any time.
<b>Give way</b>	Candidate fails to give way to other road users when required to do so, resulting in another road user having to take evasive action. This includes pedestrians on, or obviously waiting to cross at, a pedestrian crossing.
<b>Excessive speed</b>	Candidate exceeds the speed limit for a period that is clearly greater than 10 seconds. If there is doubt regarding the time clearly exceeding 10 seconds, then the excessive speed must be recorded as a fault rather than an immediate failure error.
<b>Collision</b>	The candidate hits or mounts the kerb or touches any stationary object (such as a sign, fence, pole, tree or rubbish bin) or touches any vehicle or road user (pedestrian or cyclist).  Note - the candidate is not penalised in the following situations: <ul style="list-style-type: none"> <li>▪ if their tyre contacts the kerb (without mounting the kerb) when parking perpendicular to the kerb</li> <li>▪ if their motorcycle collides with another vehicle or road user and the collision is the fault of the other road user and the candidate did not contribute to the collision.</li> </ul>
<b>Fail to stop</b>	Does not come to a complete stop at a stop sign (with one foot on the ground) before proceeding regardless of whether there is any traffic or not.  Candidate fails to stop when required to do so at: <ul style="list-style-type: none"> <li>▪ a red or yellow traffic light, or</li> <li>▪ a railway level crossing.</li> </ul>
<b>Dangerous position</b>	Candidate stops the motorcycle in a dangerous position e.g. intruding into or blocking a pedestrian crossing or an area controlled by pedestrian traffic signals resulting in a pedestrian having to take evasive action (ie stop, slow, turn back, hurry, or diverge around the vehicle).  When waiting to turn, the candidate stops in a position that blocks the path of oncoming traffic.  When giving way at an intersection, the candidate intrudes into the intersecting traffic stream.  The candidate stops on a cross-hatched clear zone (cross-hatched yellow lines). The candidate stops on a railway crossing.  The candidate enters an intersection when their passage or exit is blocked by stationary traffic.
<b>Other dangerous action</b>	Any other riding action not covered by other immediate failure errors that will either: <ul style="list-style-type: none"> <li>▪ cause another road user to take evasive action</li> <li>▪ cause immediate danger to road users or property</li> <li>▪ unnecessarily increases the risk of collision.</li> </ul>

#### d. Applying the criteria

The requirements for most assessment items focus on the required outcomes (eg motorcycle movements) rather than how the motorcycle controls are operated to achieve those outcomes. An item must not be scored as a fault if the required outcome is achieved (such as stopping correctly, positioning or speeding up and slowing down smoothly) regardless of how the steering, throttle, brakes etc are operated.

In compiling the CBTA criteria, it has not been possible to document every factor that could apply in every traffic situation. The underlying principle is that the candidate should ride safely.

In an unusual situation, if the assessor judges that the candidate's riding action was the best and safest action possible in the situation, then no penalty should be applied, even if the candidate's action does not comply with one or more of the assessment criteria or road rules.

#### e. Scoring and requirements to pass the assessment

All assessments must be conducted using the appropriate CBTA score sheet (as shown in appendices A and B).

Before starting the assessment the candidate must successfully complete the pre-ride check. If the candidate fails any item in the pre-ride check the assessment may not begin until all the deficiencies identified have been rectified.

#### f. Class 6R CBTA course assessment pass requirements

At the end of the assessment the score sheet grid is totalled (vertically, horizontally and overall) with the candidate having passed if they have:

- no vertical fault patterns (10 or more faults in any vertical column), and
- no horizontal fault patterns (15 or more faults in any horizontal column), and
- no more than 25 faults in total across the entire assessment, and
- no immediate failure errors.

Should an immediate failure error occur at any time during the assessment, the assessment shall immediately cease with the candidate being pulled over in a safe location at the first available opportunity and advised on the outcome.

#### g. Class 6F CBTA course assessment pass requirements

At the end of the assessment the score sheet grid is totalled (vertically, horizontally and overall) with the candidate having passed if they have:

- no vertical fault patterns (5 or more faults in any vertical column), and
- no horizontal fault patterns (8 or more faults in any horizontal column), and
- no more than 13 faults in total across the entire assessment, and
- no immediate failure errors.

Should an immediate failure error occur at any time during the assessment, the assessment shall immediately cease with the candidate being pulled over in a safe location at the first available opportunity and advised on the outcome.

### 20.6 After the assessment ride is completed

#### a. Debriefing the candidate

At the conclusion of the assessment the assessor will debrief the candidate on their riding performance. The candidate may choose to have a support person present during the debrief if they wish to. By having a support person present, the possibility of any misunderstandings or complaints regarding the assessment outcome may be reduced.

#### b. Documenting 'improvement needed' feedback

Any relevant feedback (regardless of whether the candidate had passed or failed) must be documented in the 'improvement summary' section of the score sheet (bottom left corner) by placing a mark against the riding behaviour boxes the assessment identified the candidate needs to improve.

The bottom copy of the score sheet (candidate feedback copy) is then removed and handed to the candidate as a written record of the assessment and any riding skills they need to improve.

#### c. Training requirements

While training is not a mandatory component of the approved CBTA course content, it is highly recommended that candidates are fully trained/prepared before any assessment. This objective is supported by optional training, which is available at any stage of the candidate's progression through the graduated licensing system.

In keeping with this expectation, either during or at the conclusion of the debrief the assessor will offer the appropriate remedial training to the candidate. If the candidate elects to undertake the training the assessor will formulate and execute the necessary training plan.

Note: coaching or training may not take place during the assessment ride. During the assessment the assessor may only provide directions/instructions to the candidate.

Training may only take place at the conclusion of the assessment.

**d. Unsuccessful candidates**

If a candidate fails the assessment and subsequently wishes to be reassessed, they are required to be reassessed in full over the entire assessment route (ie cannot be reassessed on specific components of the failed assessment).

**e. Issuing course certificates**

For the successful candidate:

- issue them with an approved Transport Agency motorcycle competency certificate for the appropriate CBTA course, ensuring the candidate's name in full (as it will appear on the driver licence) is recorded on the certificate
- record the number of the certificate issued on the score sheet in the space provided
- advise the candidate they will need to produce the certificate to a driver licensing agency when making an application for a class 6 restricted or full licence.

Replacement certificates may be issued. Where a replacement certificate is issued the issue date of the replacement certificate must have the same issue date as the original certificate.

## 20.7 Keeping records

**a. Retention of completed CBTA score sheets and route maps**

All completed CBTA assessment score sheets (assessor copy) and route maps must be retained by the provider for a period of at least 18 months from the date that the assessment was conducted.

**b. Register of courses conducted**

The provider must operate and maintain a register that records, for at least the preceding 24 months, the following information for each candidate, irrespective of whether they passed the CBTA course or not:

- name and address
- phone number
- email address
- driver licence number
- type of course (CBTA 6R or CBTA 6F)
- date of assessment
- assessment outcome (pass or fail)
- date the course certificate was issued
- course certificate number issued.

**c. Recording of certificate numbers**

Only Transport Agency motorcycle competency certificates may be issued to successful candidates. These certificates are individually numbered and must be accounted for. This means any spoiled certificates not subsequently handed to a candidate must be recorded in the register.

Where a replacement certificate is issued it must be recorded in the register along with an additional note referencing it to the original certificate it is replacing, ie 'replacement for certificate 123456'.

# APPENDIX A: CLASS 6R CBTA SCORE SHEET



## Competency based assessment (CBTA) score sheet - 6R (learner stage) - Transport Agency copy

DL40

At the end of each month the Transport Agency copies of all completed CBTA assessments (regardless of the outcome) must be batched up and returned to the Transport Agency as per the Statement of approval conditions (CBTA)

**Candidate details**

Surname

First names

Driver licence number  Class 6L expiry date  /  /

Date of birth  /  /

**Candidate's declaration**  
I state that, to the best of my knowledge and belief, I am legally entitled to drive and that I am not disqualified from holding or obtaining a driver licence, and that my driver licence is not suspended, cancelled or revoked.

Candidate's signature

Motorcycle plate number  LAMS compliant (or exemption sighted)  Yes  No

Assessment route map attached  Yes  No Or standard route map reference

**Assessor declaration**  
I certify that I have assessed the candidate to the standard required in the document Statement of approval conditions governing the delivery of NZ Transport Agency class 6 competency based training and assessment courses (CBTA).

Name of assessor

Signature of assessor

**Pre-ride checks**

Obvious damage that could be considered dangerous

Chain (tension not too loose or too tight)

Tyres (inflated, legal tread depth, no sidewall cracks)

Wheels (undamaged)

Rear vision mirror(s) (undamaged)

Indicators (operational and lenses intact)

Brake lights (operational and lenses intact)

Headlamp or daylight running lamp (operational)

Horn (operational)  WoF (current)

Licence label (current)  L plate (rear)

Rider protective equipment (appropriate clothing, gloves, footwear, helmet)

**Note:** If any of the items above fail the pre-ride check, the assessment ride cannot commence.

	Observation			Interaction		Control			Rules		Total	
	Looking	Scanning/ mirrors	Head check	Communication (TUG)	Consideration/courtesy	Positioning	Speed management	Progression	Stability/ Smoothness	Following distance		Other illegal
Moving in												
Straight												
Curve												
Intersection												
Overtaking												
Turning back												
Moving out												
Total												

Date of assessment  /  /  Start time  Finish time

Assessment result  Pass  Fail

Course provider number  Course certificate number issued

**Improvement summary**

Pre-ride checks	
Observation	Looking Scanning/mirrors Head check Communication Consideration/courtesy
Interaction	Positioning Speed management Progression
Control	Stability/smoothness Following distance Other illegal
Rules	

**Outcome summary**

Number of vertical fault patterns (10 or more faults in any vertical column)	Must have no fault patterns
Number of horizontal fault patterns (15 or more faults in any horizontal column)	Must have no fault patterns
Total individual faults	Must have no more than 25 faults in total
Immediate failure errors	No immediate failure errors are permitted

**Immediate failure errors (IFE)**

Falls off	
Obeys	
Intervention	
Leaving lane	
Give way	
Excessive speed	
Collision	
Fail to stop	
Dangerous position	
Other dangerous action	

**Notes**

--	--



**Competency based assessment (CBTA) score sheet - 6R (learner stage) - Assessor copy**

**DL40**

**Candidate details**

Surname

First names

Driver licence number  Class 6L expiry date  /  /

Date of birth  /  /

**Candidate's declaration**

I state that, to the best of my knowledge and belief, I am legally entitled to drive and that I am not disqualified from holding or obtaining a driver licence, and that my driver licence is not suspended, cancelled or revoked.

Candidate's signature

Date of assessment  /  /  Start time  Finish time

Assessment result  Pass  Fail

Course provider number  Course certificate number issued

**Improvement summary**

Pre-ride checks	Looking
Observation	Scanning/mirrors
	Head check
	Communication
Interaction	Consideration/courtesy
	Positioning
Control	Speed management
	Progression
	Stability/smoothness
Rules	Following distance
	Other illegal

Comments:

Motorcycle plate number  LAMS compliant (or exemption sighted)  Yes  No

Assessment route map attached  Yes  No Or standard route map reference

**Assessor declaration**

I certify that I have assessed the candidate to the standard required in the document *Statement of approval conditions governing the delivery of NZ Transport Agency class 6 competency based training and assessment courses (CBTA)*.

Name of assessor

Signature of assessor

**Pre ride checks**

Obvious damage that could be considered dangerous	<input type="checkbox"/>
Chain (tension not too loose or too tight)	<input type="checkbox"/>
Tyres (inflated, legal tread depth, no sidewall cracks)	<input type="checkbox"/>
Wheels (undamaged)	<input type="checkbox"/>
Rear vision mirror(s) (undamaged)	<input type="checkbox"/>
Indicators (operational and lenses intact)	<input type="checkbox"/>
Brake lights (operational and lenses intact)	<input type="checkbox"/>
Headlamp or daylight running lamp (Operational)	<input type="checkbox"/>
Horn (Operational)	<input type="checkbox"/>
Licence label (current)	<input type="checkbox"/>
Wof (current)	<input type="checkbox"/>
L plate (rear)	<input type="checkbox"/>

Rider protective equipment (appropriate clothing, gloves, footwear, helmet)

**Note:** if any of the items above fail the pre-ride check, the assessment ride cannot commence.

	Observation			Interaction		Positioning	Control			Rules	Total	
	Looking	Scanning/mirrors	Head check	Communication (TUG)	Consideration/courtesy		Speed management	Progression	Stability/smoothness			Following distance
Moving in												
Straight												
Curve	Urban											
	Rural											
Intersection	Urban											
	Rural											
Overtaking												
Turning back	Urban											
	Rural											
Moving out												
Total												

**Outcome summary**

Number of <b>vertical</b> fault patterns (10 or more faults in any vertical column)	Must have no fault patterns
Number of <b>horizontal</b> fault patterns (15 or more faults in any horizontal column)	Must have no fault patterns
Total individual faults	Must have no more than 25 faults in total
Immediate failure errors	No immediate failure errors are permitted

**Immediate failure errors (IFE)**

Falls off	<input type="checkbox"/>
Obey	<input type="checkbox"/>
Intervention	<input type="checkbox"/>
Leaving lane	<input type="checkbox"/>
Give way	<input type="checkbox"/>
Excessive speed	<input type="checkbox"/>
Collision	<input type="checkbox"/>
Fail to stop	<input type="checkbox"/>
Dangerous position	<input type="checkbox"/>
Other dangerous action	<input type="checkbox"/>

**Notes**

<input type="text"/>
----------------------



## Competency based assessment (CBTA 6R) feedback

### Candidate details

Surname

First names

Driver licence number

Class 6L expiry date

 /  / 

Date of birth

 /  / 

### Candidate's declaration

I state that, to the best of my knowledge and belief, I am legally entitled to drive and that I am not disqualified from holding or obtaining a driver licence, and that my driver licence is not suspended, cancelled or revoked.

Candidate's signature

Date of assessment

 /  / 

Start time

Finish time

Assessment result  Pass  Fail

Course provider number

Course certificate number issued

### Improvement summary

Pre-ride checks		
Observation		Looking
		Scanning/mirrors
		Head check
Interaction		Communication
		Consideration/courtesy
Control		Positioning
		Speed management
		Progression
		Stability/smoothness
Rules		Following distance
		Other illegal

Comments:

# APPENDIX B: CLASS 6F CBTA SCORE SHEET



## Competency based assessment (CBTA) score sheet - 6F (restricted stage) - Transport Agency copy

DL41

At the end of each month the Transport Agency copies of all completed CBTA assessments (regardless of the outcome) must be batched up and returned to the Transport Agency as per the Statement of approval conditions (CBTA)

**Candidate details**  
 Surname: \_\_\_\_\_  
 First names: \_\_\_\_\_  
 Driver licence number: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Candidate's declaration**  
 I state that, to the best of my knowledge and belief, I am legally entitled to drive and that I am not disqualified from holding or obtaining a driver licence, and that my driver licence is not suspended, cancelled or revoked.  
 Candidate's signature: \_\_\_\_\_

**Motorcycle plate number** \_\_\_\_\_ **LAMS compliant (or exemption sighted)**  
 Yes  No

**Assessment route map attached**  Yes  No **Or standard route map reference** \_\_\_\_\_

**Assessor declaration**  
 I certify that I have assessed the candidate to the standard required in the document *Statement of approval conditions governing the delivery of NZ Transport Agency class 6 competency based training and assessment courses (CBTA)*.  
**Name of assessor** \_\_\_\_\_  
**Signature of assessor** \_\_\_\_\_

**Pre ride checks**  
 Obvious damage that could be considered dangerous  
 Chain (tension not too loose or too tight)  
 Tyres (inflated, legal tread depth, no sidewall cracks)  
 Wheels (undamaged)  
 Rear vision mirror(s) (undamaged)  
 Indicators (operational and lenses intact)  
 Brake lights (operational and lenses intact)  
 Headlamp or daylight running lamp (operational)  
 Horn (operational)  
 Wof (current)  
 Licence label (current)  
 Rider protective equipment (appropriate clothing, gloves, footwear, helmet)  
**Note:** if any of the items above fail the pre-ride check, the assessment ride cannot commence.

**Class 6R issue date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Class 6R expiry date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
 **Class 6R held at least 9 months**  
**Date of assessment** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Start time** \_\_\_\_:\_\_\_\_ **Finish time** \_\_\_\_:\_\_\_\_  
**Assessment result**  **Pass**  **Fail**  
**Course provider number** \_\_\_\_\_ **Course certificate number issued** \_\_\_\_\_

**Improvement's summary**

Pre-ride checks	
Observation	Looking
	Scanning/mirrors
	Head check
Interaction	Communication
	Consideration/courtesy
	Positioning
Control	Speed management
	Progression
	Stability/smoothness
Rules	Following distance
	Other illegal

Comments: \_\_\_\_\_

	Observation			Interaction		Positioning	Control			Rules		Total
	Looking	Scanning/mirrors	Head check	Communication (TUG)	Consideration/courtesy		Speed management	Progression	Stability/smoothness	Following distance	Other illegal	
Moving in												
Straight												
Curve												
Intersection												
Overtaking												
Turning back												
Moving out												
Total												

Outcome summary		Immediate failure errors (IFE)		Notes
Number of <b>vertical</b> fault patterns (5 or more faults in any vertical column)	Must have no fault patterns	Falls off		
Number of <b>horizontal</b> fault patterns (8 or more faults in any horizontal column)	Must have no fault patterns	Obeys		
Total individual faults	Must have no more than 13 faults in total	Intervention		
Immediate failure errors	No immediate failure errors are permitted	Leaving lane		
		Give way		
		Excessive speed		
		Collision		
		Fail to stop		
		Dangerous position		
		Other dangerous action		



Competency based assessment (CBTA) score sheet - 6F (restricted stage) - Assessor copy

DL41

Candidate details

Surname

First names

Driver licence number  Date of birth  /  /

**Candidate's declaration**  
I state that, to the best of my knowledge and belief, I am legally entitled to drive and that I am not disqualified from holding or obtaining a driver licence, and that my driver licence is not suspended, cancelled or revoked.

Candidate's signature

Motorcycle plate number  LAMS compliant (or exemption sighted)  Yes  No

Assessment route map attached  Yes  No Or standard route map reference

Assessor declaration

I certify that I have assessed the candidate to the standard required in the document *Statement of approval conditions governing the delivery of NZ Transport Agency class 6 competency based training and assessment courses (CBTA)*.

Name of assessor

Signature of assessor

**Note:** if any of the items above fail the pre-ride check, the assessment ride cannot commence.

**Pre ride checks**

Obvious damage that could be considered dangerous
Chain (tension not too loose or too tight)
Tyres (inflated, legal tread depth, no sidewall cracks)
Wheels (undamaged)
Rear vision mirror(s) (undamaged)
Indicators (operational and lenses intact)
Brake lights (operational and lenses intact)
Headlamp or daylight running lamp (operational)
Horn (operational)
WoF (current)
Wof (current)
Licence label (current)
Rider protective equipment (appropriate clothing, gloves, footwear, helmet)

	Observation		Interaction		Positioning	Control			Total	
	Looking	Scanning/ mirrors	Head check	Communication (TUG)		Consideration/ courtesy	Speed management	Progression		Stability/ smoothness
Moving in										
Straight										
Curve										
Urban										
Rural										
Intersection										
Urban										
Rural										
Overtaking										
Urban										
Rural										
Turning back										
Urban										
Rural										
Moving out										
Total										

Outcome summary	Immediate failure errors (IFE)	Notes
Number of <b>vertical</b> fault patterns (5 or more faults in any vertical column)	Must have no fault patterns	
Number of <b>horizontal</b> fault patterns (8 or more faults in any horizontal column)	Must have no fault patterns	
Total individual faults	Must have no more than 13 faults in total	
Immediate failure errors	No immediate failure errors are permitted	

Assessment result  Pass  Fail

Course provider number  Course certificate number issued

**Improvement summary**

Pre-ride checks	Looking
Observation	Scanning/mirrors
	Head check
Interaction	Communication
	Consideration/courtesy
Control	Positioning
	Speed management
	Progression
	Stability/smoothness
Rules	Following distance
	Other illegal

Comments:



## Competency based assessment (CBTA 6F) feedback

### Candidate details

Surname

First names

Driver licence number

Date of birth

 /  / 

### Candidate's declaration

I state that, to the best of my knowledge and belief, I am legally entitled to drive and that I am not disqualified from holding or obtaining a driver licence, and that my driver licence is not suspended, cancelled or revoked.

Candidate's signature

Class 6R issue date

 /  / 

Class 6R expiry date

 /  / 

Class 6R held at least 9 months

Date of assessment

 /  / 

Start time

Finish time

Assessment result  Pass  Fail

Course provider number

Course certificate number issued

### Improvement summary

Pre-ride checks		
Observation		Looking
		Scanning/mirrors
		Head check
Interaction		Communication
		Consideration/courtesy
Control		Positioning
		Speed management
		Progression
		Stability/smoothness
Rules		Following distance
		Other illegal

Comments:

## APPENDIX C: COVER SHEET FOR BATCHING CBTA SCORE SHEETS



### Competency based training and assessment (CBTA) batch docket

<b>Course provider number</b>	
<b>Month</b>	
<b>Year</b>	
<b>Agent code</b>	CBTA
<b>Work type</b>	DLR

At the end of every month, bundle together all the Transport Agency copies (top copy) of the CBTA assessment score sheets for assessments conducted during the month. Post them, along with this completed cover sheet, to:

**NZ Transport Agency**  
**Private Bag 11777**  
**PALMERSTON NORTH 4442**

## APPENDIX D: STANDARD INSTRUCTIONS FOR COMMON TASKS

These standard instructions should be used in the assessment routes whenever they are suitable.

Task	Instruction
<b>Moving off</b>	When safe, move off
<b>Moving off closely followed by a turn</b>	When safe, move off and at the end of the street turn left/right
<b>Continue in the same lane</b>	Stay in the left/right lane
<b>Continue on the same road</b>	Follow the road Follow the road around to the left/right
<b>Continue straight through intersection with stop or give way sign</b>	When safe, continue ahead
<b>Lane change</b>	When safe, move to the left/right/middle lane
<b>Lane change in preparation for a turn</b>	(see instructions for left and right turns)
<b>Left turn</b>	(see instructions for right turns)
<b>Left turn closely followed by right turn</b>	At the next street turn left, then at the first street turn right
<b>Merge lanes</b>	(no instruction required)
<b>Pulling over</b>	When safe, pull over and stop at the kerb
<b>Right turn</b>	At the end of the street, turn right At the next street, turn right At the second street, turn right At the next break in the median, turn right At the roundabout, turn right At the traffic lights, turn right At the traffic lights, turn right. There are two lanes to turn right; use the one on the left At the end of the street, turn right... The speed limit in the road is 70km/h At the first street after the traffic lights, turn right At the first street after the railway crossing, turn right
<b>Straight ride</b>	(no instruction required)
<b>Left and right curves</b>	(no instruction required)
<b>Turning back</b>	When safe, turn around and ride back in the direction from which you have just come. You may choose the location and means of doing so
<b>Turn left at a roundabout</b>	At the roundabout, turn left *
<b>Turn right at a roundabout</b>	At the roundabout, turn right *
<b>Straight ahead at a roundabout</b>	At the roundabout, continue ahead *

\* Instructions at roundabouts - while the preference is to use the standard instructions wherever possible (as shown above), it is recognised that the layout of some roundabouts (particularly those with 5 exits) may be complicated and require a higher level of description. In such situations the instruction may include the required exit number eg 'At the roundabout, take the third exit'.

## APPENDIX E: CLASS 6R CBTA ROUTE DEVELOPMENT GUIDE

### Introduction

This manual explains how to develop an assessment route which will meet the requirements for the class 6R competency based assessment (CBA).

During the CBA class 6R, the rider will be required to ride around a predefined route developed by the assessor.

Throughout the entire assessment the assessor will observe and record the rider's performance on the CBTA 6R assessment score sheet.

In developing the assessment route the assessor is required to incorporate specified mandatory riding tasks (as detailed in tables 1 and 2).

### Document the route

#### Map

Document each assessment route on a map of the area – either highlighted on an existing map or by using Google maps or another web-based programme to track the route, clearly showing the start and finish location and the direction of travel throughout. These maps will be used by Transport Agency staff for audit purposes. Where a route uses the same roads more than once during the assessment ride it may be necessary to complete more than one map to ensure the route can be clearly followed. In such cases the maps should be sequentially numbered: map 1, map 2 etc.

#### Route identification

Clearly identify your assessment routes by location and number, eg Lower Hutt 1, Lower Hutt 2. As assessment routes do change over time, you must also add a version number to the route identification (eg Lower Hutt 1 1.0). This will mean that the version number will advance incrementally every time you amend an existing route (eg Lower Hutt 1 2.0).

#### Assessment route development checklist

Complete a CBTA 6R route development checklist for each route developed. This document records the location of each of the mandatory riding tasks on the assessment route along with the time taken to complete the urban and higher speed riding components. An electronic copy of the route development checklist is available on the CBTA assessor resource page of the Transport Agency website.

#### Retaining checklists and maps

A completed checklist and map for each assessment route must be retained by the provider. This documentation will be used by the Transport Agency for audit purposes. Once an assessment route is developed, it is the provider's responsibility to ensure that the route remains fully compliant with the assessment route criteria.

#### Notification of new or amended routes

Should any existing route be amended or new routes developed, the provider must notify their local Transport Agency office of the route identification number (including the new version number) and implementation date of the new or amended route.

### Planning the assessment route

#### Timing

The CBTA 6R assessment consists of a ride of no less than 50 minutes and no more than 60 minutes duration. This allows for a comprehensive assessment of the candidate's riding skills in both urban and higher speed zone areas.

It may be necessary to pull over during the assessment on one or more occasions to allow the assessor to update the assessment score sheet. Suitable places to stop need to be incorporated into the assessment route and must provide a safe location for both the rider and assessor to safely pull over and stop.

The manoeuvres undertaken to pull out of and rejoin the traffic flows after each stop will be included as part of the assessment.

Time taken to update the assessment score sheet is not included in the overall riding time.

#### Start location

The assessment route may start at any location, however it is recommended the ride commence in a 50km/h area to allow for initial assessment in a more controlled environment.

The assessment route may either:

- commence with an urban ride followed by higher speed riding, or
- alternate between urban and higher speed areas throughout the assessment.

#### Planning the route

There are a number of mandatory riding tasks that are required to be performed during the assessment ride. It is paramount that the 'hardest-to-find' locations for these tasks are identified first, ie merge, lane change in preparation for a turn, roundabouts, and in some areas, curves.

Detailed local maps (AA, Kiwi maps, Wisers street maps or Google maps) are the best source for the initial scoping, although local knowledge is probably the best available information. Local knowledge will assist in identifying traffic control signs, speed zones and traffic volumes that are not visible on a map. Use maps to provide boundaries within which to work and document the potential assessment locations before riding to the locations.



It is worthwhile documenting suitable locations that could provide alternative routes if road works or other disruptions prevent the use of some of the mandatory tasks.

### Things to avoid

#### Avoid dangerous and tricky locations

Although the assessment criteria does not dictate specific situations/locations to avoid, some locations are simply too dangerous or too tricky and should not be used. Assessment routes used throughout New Zealand should be consistent as far as reasonably possible. Scheduling dangerous or tricky task locations on some routes would create inconsistencies.

#### Don't use illegal manoeuvres

Ensure you do not include in any assessment route any manoeuvre that is illegal.

#### Avoid part-time speed restriction school zones where possible

Where possible, assessment routes should avoid including part-time speed restriction school zones. Part-time speed restriction school zones introduce inequity, since some candidates would pass through the school zone during operating hours and be required to reduce their speed, while others would pass through when the reduced speed limit was not in operation and have no such requirement.

## Urban riding

### Duration

The duration of urban riding component is to be approximately 10-15 minutes. This time does not include the time taken to:

- greet the candidate, or
- conduct the pre-ride rider check, or
- conduct the pre-ride bike safety check.

### Road and traffic environment

Urban riding must be conducted on roads with medium traffic flows with speed limits of 60km/h or less.

Note: medium traffic represents around a 50% chance of interacting with other traffic at each mandatory riding task.

Table 1 shows the 13 mandatory tasks and the number of times each specific task must be completed during urban riding.

A comprehensive description of each of the riding tasks is shown in table 3. It includes a diagram of the riding task and details of the location requirements.

## Urban riding tasks

**Table 1: The following riding tasks must be included and conducted in urban areas**

Task type	Riding task	Minimum frequency
1a	Right turn giving way to intersecting traffic (one lane each way)	2
2a	Right turn giving way to one lane of oncoming traffic	2
3a	Left turn giving way to intersecting traffic (one lane each way)	2
14	Parking manoeuvre - Parking perpendicular to the kerb	1
17	Straight ahead at a stop or give way controlled intersection	2
18	Riding a curve left	2
19	Riding a curve right	2

Note: No substitute tasks are permitted to be used in the urban riding tasks.

## Higher speed riding

### Duration

The duration of higher speed riding component must be approximately 40-45 minutes. This does not include the time required to add up the assessment score sheet and provide feedback to the rider on completion of the assessment.

### Road and traffic environment

The purpose of riding in higher speed zones is to assess the rider's ability to perform more challenging riding tasks in different roading environments eg transiting to and from an urban environment to higher speed multi-laned highways and rural environments.

The higher speed zone phase of the assessment route must therefore use roads with medium to heavy traffic flows with speed limits of 60-100km/h. However, the route should avoid locations where the traffic is so heavy that long delays may occur and it may be impossible to complete the assessment ride in the allocated time.

It is important that the higher speed zone component of the class 6R CBA route challenges the rider to interact, where possible, with medium to heavy traffic flows and allows for sufficient curve riding.

Note: medium to heavy traffic represents at least a 60% chance of interacting with other traffic.

Table 2 shows the 18 mandatory tasks and the number of times each specific task must be completed in higher speed areas.

A comprehensive description of each of the riding tasks is shown in table 3. It includes a diagram of the riding task and details of the location requirements.

## Higher speed riding tasks

**Table 2: The following tasks must be included and conducted during the higher speed ride**

Task type	Riding task	Minimum frequency	Substitute
1a	Right turn giving way to intersecting traffic (one lane each way)	2	Substitute not permitted
1b	Right turn giving way to intersecting traffic (two lanes each way)	2	<i>Task type 1a</i> Right turn giving way to intersecting traffic (one lane)
2a	Right turn giving way to one lane of oncoming traffic	2	Substitute not permitted
2b	Right turn giving way to two lanes of oncoming traffic	2	<i>Task type 2a</i> Right turn giving way to one lane of oncoming traffic
3a	Left turn giving way to intersecting traffic (one lane each way)	1	Substitute not permitted
3b	Left turn giving way to intersecting traffic (two lanes each way or two or more lanes in the candidate's direction of travel)	1	<i>Task Type 3a</i> Left turn giving way to intersecting traffic (one lane each way)
4	Left turn with priority	1	Substitute not permitted
7	Lane change right in preparation for a turn	1	<i>Task type 1a</i> Right turn giving way to intersecting traffic (one lane each way) <i>Task type 2a</i> Right turn giving way to one lane of oncoming traffic, or <i>Task type 15</i> Right turn at a roundabout, or <i>Task type 16</i> Straight ahead at a roundabout
8	Lane change left in preparation for a turn	1	<i>Task type 1a</i> Right turn giving way to intersecting traffic (one lane each way) <i>Task type 2a</i> Right turn giving way to one lane of oncoming traffic, or <i>Task type 15</i> Right turn at a roundabout, or <i>Task type 16</i> Straight ahead at a roundabout
9	Merge	1	<i>Task type 1a</i> Right turn giving way to intersecting traffic (one lane each way) <i>Task type 2a</i> Right turn giving way to one lane of oncoming traffic, or <i>Task type 15</i> Right turn at a roundabout, or <i>Task type 16</i> Straight ahead at a roundabout
15 or 16	Right turn at a roundabout OR straight through at a roundabout	1	<i>Task type 17</i> Straight ahead at a stop or give way sign
20	Left and right curves (sequence of at least 4 consecutive left & right curves)	2	<i>Task type 22</i> Two consecutive left and right curves (whilst travelling in the same direction) preferable displaying advisory speed signs The two sets of curves may be separated by straights of up to 300 metres
21	Turning back	1	Substitute not permitted

## Special requirements

### Lane change in preparation for a turn

The 'lane change left in preparation for a turn' and the 'lane change right in preparation for a turn' tasks require the candidate to make a lane change (moving to the left and to the right, respectively). However, the instruction given to the candidate does not mention a lane change. The instruction directs the candidate to turn at an intersection. The candidate is either riding in the left lane when instructed to make a right turn or riding in the right lane when instructed to make a left turn. In either case, the candidate needs to make a lane change before reaching the nominated intersection.

The instruction should be given approximately 200-400 metres in advance of the intersection where the turn is to be executed. The task requires the candidate to decide where and when it is safest and easiest to change lanes in preparation for the turn.

The intersection where the turn is to be executed must be visible at least 200-400 metres in advance, so that it is clear to the candidate how much distance is available to complete the lane change before the nominated intersection.

The forward distance required (200-400 metres) will be determined by the local conditions such as prevailing speed zone, traffic density and the ability to see the turn ahead. In providing the instruction, sufficient time must be allowed for the rider to:

1. analyse the instruction
2. recognise the need to change lanes prior to the turn
3. select a safe gap
4. execute the lane change, and
5. prepare for the turn.

### Merge

The merge situation used should be either where two lanes form into one lane or where one lane ends and traffic is required to merge across into the adjacent lane (eg when merging onto a motorway). The road approaching the merge point must be straight (or gentle curve) to allow merging vehicles to be travelling at least 50km/h at the point of merging.

### Straight ahead at a stop or give way controlled intersection

This task (straight ahead at stop or give way controlled intersection) requires an intersection where the candidate must ride through in one continuous movement and in doing so observe and give way (where necessary) to any traffic approaching from either the left or right.

Any intersection that allows the candidate to stop and shelter in the centre of the intersection does not allow this to occur. The intersection used for this task must therefore be free of any traffic islands, medians or road marking that would allow the movement through the intersection to be made in two stages.

## Substitute tasks

### Substitute tasks for the higher speed ride

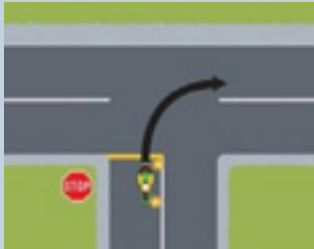



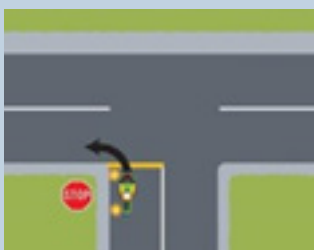
Where mandatory riding tasks are available in the locality of the assessment route they must be included.







However there may be some locations where it is not be possible to include some of the mandatory tasks (eg no multi-laned roads are available in the assessment location). In such situations the appropriate substitute tasks set out in table 2 may be used.






Note: no substitutions are permitted to be used in the urban riding tasks.


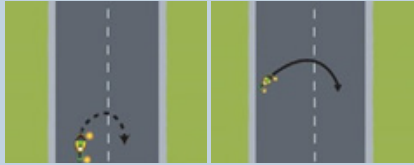

## Riding tasks and location requirements

Table 3: Riding tasks and location requirements

Task type	Task	Location requirements
1a	<p>Right turn giving way to intersecting traffic (one lane each way)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If that is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have only one lane or line of traffic in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches via the stem of a T-intersection with no traffic control devices.</li> </ol>
1b	<p>Right turn giving way to intersecting traffic (two lanes each way)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If this is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have two or more lanes in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches via the stem of a T-intersection with no traffic control devices.</li> </ol>
2a	<p>Right turn giving way to one lane of oncoming traffic</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> turn from a major road (with one lane or line of oncoming traffic) into a minor road.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. No traffic control facing candidate.</li> <li>2. Traffic signals that do not have right turn arrows facing candidate.</li> </ol>
2b	<p>Right turn giving way to two lanes of oncoming traffic</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> turn from a major road with two or more lanes of oncoming traffic (may be divided) into a minor road.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. No traffic control facing candidate.</li> <li>2. Traffic signals that do not have right turn arrows facing candidate.</li> </ol>
3a	<p>Left turn giving way to intersecting traffic (one lane each way)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If this is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have only one lane or line of traffic in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches via the stem of a T-intersection with no traffic control devices.</li> </ol>

3b	<p>Left turn giving way to intersecting traffic (two lanes each way, or two or more lanes in the candidate's direction of travel)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If that is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have two (or more) lanes in the candidate's direction of travel (turning into a two laned one way street is allowable).</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches the stem of a T- intersection with no traffic control devices.</li> </ol>
4	<p>Left turn with priority</p> 	<p><b>Intersection layout:</b> 90-degree turn. The candidate does not have a slip lane for left turn. Oncoming traffic can turn right (not blocked by a median). This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> only one lane for the candidate's direction of travel before the turn.</p>
7	<p>Lane change right in preparation for a turn</p> 	<p><b>Number of lanes:</b> two or more lanes for the candidate's direction of travel on a divided or undivided road. Note: where a right turning lane is available, it may be used.</p> <p><b>Sight distance:</b> forward vision of 200-400 metres.</p>
8	<p>Lane change left in preparation for a turn</p> 	<p><b>Number of lanes:</b> two or more lanes for the candidate's direction of travel on a divided or undivided road.</p> <p><b>Sight distance:</b> forward vision of 200-400 metres.</p>
9	<p>Merge lanes</p> 	<p><b>Road layout:</b> multi-lane road where two of the lanes merge into one or where the right/left lane ends and traffic is required to merge into the left/right lane (eg when merging onto a motorway).</p> <p><b>Road markings:</b> there must be lane markings on the road surface so it is clear where lanes merge.</p>
14	<p>Parking perpendicular to the kerb</p> 	<p><b>Road type:</b> minor street providing local access only.</p> <p><b>Traffic:</b> none or light.</p> <p><b>Other:</b> the left side of the street should be free of any obstructions and/or debris, with a slight to nil camber. A kerb is required.</p>

15	<p>Right turn at a roundabout</p> 	<p><b>Intersection layout:</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. A roundabout at crossroads (4 exits).</li> <li>2. A roundabout with 5 exits.</li> <li>3. A roundabout with 3 exits.</li> </ol> <p><b>Traffic control:</b> give way must not be at traffic signals.</p>
16	<p>Straight through at a roundabout</p> 	<p><b>Intersection layout:</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. A roundabout at crossroads (4 exits)</li> <li>2. A roundabout with 5 exits</li> <li>3. A roundabout with 3 exits.</li> </ol> <p><b>Traffic control:</b> give way must not be at traffic signals.</p>
17	<p>Straight ahead at a stop or a give way sign</p> 	<p><b>Intersection layout:</b> must occur at crossroads</p> <p><b>Number of lanes:</b> the intersecting road may have either one or two lanes of traffic in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign</li> <li>2. The candidate faces a give way sign</li> </ol> <p><b>Note:</b> the intersection used for this task must be free of any traffic islands, medians or road markings that would allow the movement through the intersection to be made in two separate stages.</p>
18	<p>Riding a curve left</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Roading layout:</b> a left curve uninterrupted by any traffic control or intersection controls in the candidate's direction of travel.</p>
19	<p>Riding a curve right</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Roading layout:</b> a right curve uninterrupted by any traffic control or intersection controls in the candidate's direction of travel.</p>

20	<p>Left and right curves</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Roading layout:</b> a sequence of at least 4 consecutive left and right curves (whilst travelling in the same direction) preferably with some displaying advisory speed signs.</p>
21	<p>Turning back</p> 	<p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Road length:</b> minimum of 250 metres of uninterrupted straight road in front and behind.</p>
22	<p>Left and right curves</p> <p><i>Substitute task for task 20 only</i></p> 	<p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Roading layout:</b> 2 consecutive left and right curves (while travelling in the same direction) preferably displaying advisory speed signs. The two sets of curves may be separated by straights of up to 300 metres.</p>



## Class 6R competency based assessment route mandatory tasks

Assessment route location \_\_\_\_\_

Route ID \_\_\_\_\_

Course provider name \_\_\_\_\_

### Mandatory tasks - urban ride

Task type	Task	Assessment location
1a	Right turn giving way to one lane of intersecting traffic	
1a	Right turn giving way to one lane of intersecting traffic	
2a	Right turn giving way to one lane of oncoming traffic	
2a	Right turn giving way to one lane of oncoming traffic	
3a	Left turn giving way to one lane of intersecting traffic	
3a	Left turn giving way to one lane of intersecting traffic	
14	Parking perpendicular to the kerb	
17	Straight ahead at a stop or give way controlled intersection	
17	Straight ahead at a stop or give way controlled intersection	
18	Riding a curve left	
18	Riding a curve left	
19	Riding a curve right	
19	Riding a curve right	



## Mandatory tasks - higher speed zones

Task type	Task	Assessment location
1a	Right turn giving way to intersecting traffic (one lane each way)	
1a	Right turn giving way to intersecting traffic (one lane each way)	
1b	Right turn giving way to intersecting traffic (two lanes each way)	
1b	Right turn giving way to intersecting traffic (two lanes each way)	
2a	Right turn giving way to one lane of oncoming traffic	
2a	Right turn giving way to one lane of oncoming traffic	
2b	Right turn giving way to two lanes of oncoming traffic	
2b	Right turn giving way to two lanes of oncoming traffic	
3a	Left turn giving way to intersecting traffic (one lane each way)	
3b	Left turn giving way to intersecting traffic (two lanes each way)	
4	Left turn with priority	
7	Lane change right in preparation for a turn	
8	Lane change left in preparation for a turn	
9	Merge	
15 or 16	Right turn at a roundabout or Straight at a roundabout	
17	Straight ahead at a stop or give way controlled intersection Note: substitute task for task 15 or 16 only	
20	Left and right curves (4 consecutive left and right curves)	
20	Left and right curves (4 consecutive left and right curves)	
21	Turning back	
22	Left and right curves (2 consecutive left and right curves) Note: substitute task for task 20 only	

### Time taken to complete route

Time of day	Urban ride	Higher speed ride	Total
<b>Early (9-10am)</b>	___ minutes	___ minutes	___ minutes
<b>Mid (11am-2pm)</b>	___ minutes	___ minutes	___ minutes
<b>Late (3-4pm)</b>	___ minutes	___ minutes	___ minutes

Note: these timings must reflect traffic flows on the days you will normally be undertaking assessment.

## APPENDIX F: CLASS 6F CBTA ROUTE DEVELOPMENT GUIDE

### Introduction

This manual explains how to develop an assessment route which will meet the requirements for the class 6F competency based assessment (CBA).

During the CBA class 6F, the rider will be required to ride around a predefined route developed by the assessor.

Throughout the entire assessment the assessor will observe and record the rider's performance on the CBTA 6F assessment score sheet.

In developing the assessment route the assessor is required to incorporate the mandatory riding tasks specified in section 4.

### Document the route

#### Map

Assessors are required to:

1. Document each assessment route on a map of the area – either highlighted on an existing map or by using Google maps or another web-based programme to track the route, clearly showing the start and finish location and the direction of travel throughout. These maps will be used by Transport Agency staff for audit purposes. Where a route uses the same roads more than once during the assessment ride it may be necessary to complete more than one map to ensure the route can be clearly followed. In such cases the maps should be sequentially numbered: map 1, map 2 etc.

#### Route identification

2. Clearly identify your assessment routes by location and number, eg Lower Hutt 1, Lower Hutt 2. As assessment routes do change over time, you must also add a version number to the route identification (eg Lower Hutt 1 1.0). This will mean that the version number will advance incrementally every time you amend an existing route (eg Lower Hutt 1 2.0).

#### Assessment route development checklist

3. Complete a CBTA 6F route development checklist for each route developed. This document records the location of each of the mandatory riding tasks on the assessment route along with the riding time taken to complete the entire assessment. An electronic copy of the route development checklist is available on the CBTA assessor resource page of the Transport Agency website.

#### Retaining checklists and maps

4. A completed checklist and map for each assessment route must be retained by the provider. This documentation will be used by the Transport Agency for audit purposes. Once an assessment route is developed, it is the provider's responsibility to ensure that the route remains fully compliant with the assessment route criteria.

#### Notification of new or amended routes

5. Should any existing route be amended or new routes developed, the provider must notify their local Transport Agency office of the route identification number (including the new version number) and implementation date of the new or amended route.

### Planning the assessment route

#### Timing

The CBTA 6F assessment consists of a ride of no less than 25 minutes and no more than 30 minutes duration.

It may be necessary to pull over during the assessment on one or more occasions to allow the assessor to update the assessment score sheet. Suitable places to stop need to be incorporated into the assessment route and must provide a safe location for both the rider and assessor to safely pull over and stop.

The manoeuvre undertaken to pull out of and rejoin the traffic flows after each stop will be included as part of the assessment.

Time taken to update the assessment score sheet is not included in the overall assessment riding time.

#### Start location

The assessment route may start at any location.

#### Planning the route

There are a number of mandatory riding tasks that are required to be performed during the assessment ride. It is paramount that the 'hardest-to-find' locations for these tasks are identified first, ie merge, lane change in preparation for a turn, roundabouts, and in some areas, curves.

Detailed local maps (AA, Kiwi maps, Wisers street maps or Google maps) are the best source for the initial scoping, although local knowledge is probably the best available information. Local knowledge will assist in identifying traffic control signs, speed zones and traffic volumes that are not visible on a map. Use maps to provide boundaries within which to work and document the potential assessment locations before riding to the locations.

It is worthwhile documenting suitable locations that could provide alternative routes if road works or other disruptions prevent the use of some of the mandatory tasks.

#### Things to avoid

##### Avoid dangerous and tricky locations

Although the assessment criteria does not dictate specific situations/locations to avoid, some locations are simply too dangerous or too tricky and should not be used. Assessment routes used throughout New Zealand should be consistent as far as reasonably possible.

Scheduling dangerous or tricky task locations on some routes would create inconsistencies.

### Don't use illegal manoeuvres

Ensure you do not include in any assessment route any manoeuvre that is illegal.

### Avoid part-time speed restriction school zones where possible

Where possible, assessment routes should avoid including part-time speed restriction school zones. Part-time speed restriction school zones introduce inequity, since some candidates would pass through the school zone during operating hours and be required to reduce their speed, while others would pass through when the reduced speed limit was not in operation and have no such requirement.

## The assessment route

### Duration

The duration of the CBTA 6F assessment is to be 25–30 minutes riding time.

This time does not include the time taken to:

- greet the candidate, or
- conduct the pre-ride rider check, or
- conduct the pre-ride bike safety check, or
- add up the assessment score sheet, or
- provide feedback to the rider on completion of the assessment.

### Road and traffic environment

The assessment ride must be conducted on higher speed roads with speed limits of 60–100km/h.

No minimum traffic flows are specified for the CBTA 6F meaning that the riding environment used may vary from light to heavy traffic flows.

However, the route should avoid locations where:

- there is unlikely to be any interaction with other road users, or
- the traffic is so heavy that long delays may occur meaning that it may not be possible to complete the assessment ride in the allocated time.

Tables 1 and 2 show the mandatory tasks and the number of times each task must be completed during CBTA 6F assessment.

A comprehensive description of each of the riding tasks is shown in table 3. It includes a diagram of the riding task and details of the location requirements.

### CBTA 6F riding tasks

The assessment route must incorporate at least 12 riding tasks as shown in tables 1 & 2 below. This will provide a minimum nationally consistent standard.

Table 1: specifies the 8 riding tasks that must be incorporated into the assessment route.

Table 2: specifies a range of riding tasks of which at least any 4 must be incorporated into the assessment route.

This will provide a total of 12 riding tasks which must be incorporated into any CBTA 6F assessment route.

Substitute tasks: in certain locations multi-laned roads may be unavailable.

The riding tasks in table 1 allow for a substitute task (2a) to be used in situations where tasks 5 and 6 (lane changes) are unavailable.

Given the range of options provided for in table 2 no substitute tasks are permitted or necessary (ie if a task is unavailable the assessor may use any alternative task from the table).

**Table 1: following 8 riding tasks must be incorporated into every CBTA 6F assessment route**

Task type	Riding task	Minimum frequency	Substitute
1a	Right turn giving way to intersecting traffic (one lane each way)	2	Substitute not permitted
2a	Right turn giving way to one lane of oncoming traffic	2	Substitute not permitted
5	Lane change right	1	Task type 2a
6	Lane change left	1	Task type 2a
20 or 22	Left and right curves (sequence of at least 4 consecutive left and right curves) or Left and right curves (sequence of at least 2 consecutive left and right curves)	2	Substitute not permitted

**Table 2: specifies a range of riding tasks of which at least any 4 must be incorporated into the assessment route**

Task type	Riding task	Minimum frequency
1b	Right turn giving way to intersecting traffic (two lanes each way)	1
2b	Right turn giving way to two lanes of oncoming traffic	1
3a	Left turn giving way to intersecting traffic (one lane each way)	1
3b	Left turn giving way to intersecting traffic (two lanes each way or two or more lanes in the candidate's direction of travel)	1
4	Left turn with priority	1
7	Lane change right in preparation for a turn	1
8	Lane change left in preparation for a turn	1
9	Merge	1
15 OR 16	Right turn at a roundabout OR Straight through at a roundabout	1
17	Straight ahead at a stop or give way controlled intersection	1

## Special requirements

### Lane change in preparation for a turn

The 'lane change left in preparation for a turn' and the 'lane change right in preparation for a turn' tasks require the candidate to make a lane change (moving to the left and to the right, respectively). However, the instruction given to the candidate does not mention a lane change. The instruction directs the candidate to turn at an intersection. The candidate is either riding in the left lane when instructed to make a right turn or riding in the right lane when instructed to make a left turn. In either case, the candidate needs to make a lane change before reaching the nominated intersection.

The instruction should be given approximately 200–400 metres in advance of the intersection where the turn is to be executed. The task requires the candidate to decide where and when it is safest and easiest to change lanes in preparation for the turn.

The intersection where the turn is to be executed must be visible at least 200–400 metres in advance, so that it is clear to the candidate how much distance is available to complete the lane change before the nominated intersection.

The forward distance required (200–400 metres) will be determined by the local conditions such as prevailing speed zone, traffic density and the ability to see the turn ahead. In providing the instruction, sufficient time must be allowed for the rider to:

1. analyse the instruction
2. recognise the need to change lanes prior to the turn
3. select a safe gap
4. execute the lane change, and
5. prepare for the turn.

### Merge

The merge situation used should be either where two lanes form into one lane or where one lane ends and traffic is required to merge across into the adjacent lane (eg when merging onto a motorway). The road approaching the merge point must be straight (or gentle curve) to allow merging vehicles to be travelling at least 50km/h at the point of merging.






### Straight ahead at a stop or give way controlled intersection







This requires an intersection where the candidate is required to ride through in one continuous movement and in doing so observe and give way (where necessary) to any traffic approaching from either the left or right.

Any intersection that allows the candidate to stop and shelter in the centre of the intersection does not allow this to occur. The intersection used for this task must therefore be free of any traffic islands, medians or road marking that would allow the movement through the intersection to be made in two stages.



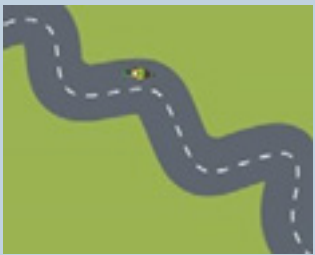

## Riding tasks and location requirements

Table 3: Riding tasks and location requirements

Task type	Task	Location requirements
1a	<p>Right turn giving way to intersecting traffic (one lane each way)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If that is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have only one lane or line of traffic in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches via the stem of a T-intersection with no traffic control devices.</li> </ol>
1b	<p>Right turn giving way to intersecting traffic (two lanes each way)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If this is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have two or more lanes in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches via the stem of a T-intersection with no traffic control devices.</li> </ol>
2a	<p>Right turn giving way to one lane of oncoming traffic</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> turn from a major road (with one lane or line of oncoming traffic) into a minor road.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. No traffic control facing candidate.</li> <li>2. Traffic signals that do not have right turn arrows facing candidate.</li> </ol>
2b	<p>Right turn giving way to two lanes of oncoming traffic</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> turn from a major road with two or more lanes of oncoming traffic (may be divided) into a minor road.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. No traffic control facing candidate.</li> <li>2. Traffic signals that do not have right turn arrows facing candidate.</li> </ol>
3a	<p>Left turn giving way to intersecting traffic (one lane each way)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If this is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have only one lane or line of traffic in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches via the stem of a T-intersection with no traffic control devices.</li> </ol>

3b	<p>Left turn giving way to intersecting traffic (two lanes each way, or two or more lanes in the candidate's direction of travel)</p> 	<p><b>Intersection layout:</b> a cross intersection is preferred. If that is not available, a T-intersection may be used. This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> the intersecting road must have two (or more) lanes in the candidate's direction of travel (turning into a two laned one way street is allowable).</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign.</li> <li>2. The candidate faces a give way sign.</li> <li>3. The candidate approaches the stem of a T- intersection with no traffic control devices.</li> </ol>
4	<p>Left turn with priority</p> 	<p><b>Intersection layout:</b> 90-degree turn. The candidate does not have a slip lane for left turn. Oncoming traffic can turn right (not blocked by a median). This task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> only one lane for the candidate's direction of travel before the turn.</p>
7	<p>Lane change right in preparation for a turn</p> 	<p><b>Number of lanes:</b> two or more lanes for the candidate's direction of travel on a divided or undivided road. Note: where a right turning lane is available, it may be used.</p> <p><b>Sight distance:</b> forward vision of 200-400 metres.</p>
8	<p>Lane change left in preparation for a turn</p> 	<p><b>Number of lanes:</b> two or more lanes for the candidate's direction of travel on a divided or undivided road.</p> <p><b>Sight distance:</b> forward vision of 200-400 metres.</p>
9	<p>Merge lanes</p> 	<p><b>Road layout:</b> multi-lane road where two of the lanes merge into one or where the right/left lane ends and traffic is required to merge into the left/right lane (eg when merging onto a motorway).</p> <p><b>Road markings:</b> there must be lane markings on the road surface so it is clear where lanes merge.</p>
15	<p>Right turn at a roundabout</p> 	<p><b>Intersection layout</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. A roundabout at crossroads (4 exits).</li> <li>2. A roundabout with 5 exits.</li> <li>3. A roundabout with 3 exits.</li> </ol> <p><b>Traffic control:</b> give way. Must not be at traffic signals.</p>



16	<p>Straight through at a roundabout</p> 	<p><b>Intersection layout</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. A roundabout at crossroads (4 exits).</li> <li>2. A roundabout with 5 exits.</li> <li>3. A roundabout with 3 exits.</li> </ol> <p><b>Traffic control:</b> Give way. Must not be at traffic signals.</p>
17	<p>Straight ahead at a stop or a give way sign</p> 	<p><b>Intersection layout:</b> must occur at crossroads</p> <p><b>Number of lanes:</b> the intersecting road may have either one or two lanes of traffic in each direction.</p> <p><b>Traffic control</b> (in order of preference):</p> <ol style="list-style-type: none"> <li>1. The candidate faces a stop sign</li> <li>2. The candidate faces a give way sign</li> </ol> <p><b>Note:</b> the intersection used for this task must be free of any traffic islands, medians or road markings that would allow the movement through the intersection to be made in two separate stages.</p>
20	<p>Left and right curves</p> 	<p><b>Intersection layout:</b> this task must not be scheduled at a roundabout.</p> <p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Roading layout:</b> a sequence of at least 4 consecutive left and right curves (whilst travelling in the same direction) preferably with some displaying advisory speed signs.</p>
22	<p>Left and right curves</p> 	<p><b>Number of lanes:</b> only one lane or line of traffic in each direction.</p> <p><b>Roading layout:</b> 2 consecutive left and right curves (while travelling in the same direction) preferably displaying advisory speed signs. The two sets of curves may be separated by straights of up to 300 metres.</p>



## Class 6F competency based assessment route mandatory tasks

Assessment route location \_\_\_\_\_

Route ID \_\_\_\_\_

Course provider name \_\_\_\_\_

### Mandatory tasks

The following tasks must all be incorporated into the assessment route:

Task type	Task	Assessment location
1a	Right turn giving way to one lane of intersecting traffic	
1a	Right turn giving way to one lane of intersecting traffic	
2a	Right turn giving way to one lane of oncoming traffic	
2a	Right turn giving way to one lane of oncoming traffic	
5	Lane change right (if lanes unavailable may be substituted with a 2a)	
6	Lane change left (if lanes unavailable may be substituted with a 2a)	
20	Left & right curves (sequence of at least 4 consecutive left & right curves)	
22	OR Left & right curves (sequence of at least 2 consecutive left & right curves)	
20	Left & right curves (sequence of at least 4 consecutive left & right curves)	
22	OR Left & right curves (sequence of at least 2 consecutive left & right curves)	

## Mandatory tasks

Any 4 of the following tasks must be incorporated into the assessment route:

Task type	Task	Assessment location
1b	Right turn giving way to intersecting traffic (two lanes each way)	
2b	Right turn giving way to two lanes of oncoming traffic	
3a	Left turn giving way to intersecting traffic (one lane each way)	
3b	Left turn giving way to intersecting traffic (two lanes)	
4	Left turn with priority	
7	Lane change right in preparation for a turn	
8	Lane change left in preparation for a turn	
9	Merge	
15 or 16	Right turn at a roundabout or Straight at a roundabout	
17	Straight ahead at a stop or give way controlled intersection	

## Time taken to complete route

Time of day	Total
Early (9-10am)	___ minutes
Mid (11am-2pm)	___ minutes
Late (3-4pm)	___ minutes

Note: these timings must reflect traffic flows on the days you would normally be undertaking assessment.

## APPENDIX G: COMPLAINT FORM



### Competency Based Training Assessment (CBTA) customer complaint form

Date

#### Customer details

Full name

Address


Driver licence number

Contact phone number

Email address

#### Course details

 Course type  CBTA 6R (learner phase)  CBTA 6F (restricted phase)

Course assessment date

Assessment time

Assessor's name (if known)

#### Details of complaint

Continue on a separate sheet if necessary...

Signature

Date

**Please return this completed form to the course provider who conducted your CBTA course.**

They will acknowledge receipt of your complaint and provide a written response to you within 20 working days.

If you are dissatisfied with the response provided by the course provider (or do not receive a reply within the required time frame), you may refer your complaint to your local NZ Transport Agency regional office for review.

It is suggested that you retain a copy of this completed form for your records.

#### Head Office

50 Victoria Street  
Wellington 6011  
New Zealand  
Private Bag 6995  
Wellington 6141  
New Zealand  
Telephone: +64 4 894 5400

#### Palmerston North

Private Bag 11777  
Manawatu Mail Centre  
Palmerston North 4442  
Telephone: 0800 108 809  
motor vehicle licensing  
and registration  
0800 822 422  
driver licensing  
0800 402 020  
toll roads  
0800 655 644  
road user charges  
0800 683 774  
overdimension permits

#### Whangarei

Walton Plaza  
1st Floor, 4 Albert Street  
Whangarei  
Telephone: +64 9 969 9800

#### Auckland

Level 11, HSBC House  
1 Queen Street  
Private Bag 106602  
Auckland 1143  
Telephone: +64 9 969 9800

#### Hamilton

Level 1, Deloitte Building  
24 Anzac Parade  
PO Box 973, Waikato Mail Centre  
Hamilton 3240  
Telephone: +64 7 958 7220

#### Tauranga

3rd Floor, Harrington House  
32 Harrington Street  
Tauranga 3110  
PO Box 13-055  
Tauranga Central  
Tauranga 3141  
Telephone: +64 7 927 6009

#### Napier

Level 2, Dunvegan House  
215 Hastings Street  
PO Box 740  
Napier 4140  
Telephone: +64 6 974 5520

#### Palmerston North

Level 3, 43 Ashley Street  
Private Bag 11777  
Palmerston North Central  
Palmerston North 4442  
Telephone: +64 6 953 6296

#### Wellington

Level 5, Majestic Centre  
100 Willis Street  
PO Box 5084  
Lambton Quay  
Wellington 6145  
Telephone: +64 4 894 5200

#### Blenheim

Marlborough Roads  
Level 1, The Forum  
Unit 2.4, 52 Market Street  
PO Box 1031  
Blenheim 7240  
Telephone: +64 3 520 8330

#### Christchurch

Level 1, BNZ Centre  
120 Hereford Street  
PO Box 1479  
Christchurch Mail Centre  
Christchurch 8011  
Telephone: +64 3 964 2800

#### Dunedin

Level 2, AA Centre  
450 Moray Place  
PO Box 5245, Moray Place  
Dunedin 9058  
Telephone: +64 3 951 3009



If you have further queries, call our contact centre on 0800 699 000 or write to us:

NZ Transport Agency  
Private Bag 6995  
Wellington 6141

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[New Zealand Government](http://www.govt.nz)