

# Criteria for approval to conduct competency based assessments

for class 6 (motorcycle) restricted and full licences

September 2021





---

**Waka Kotahi NZ Transport Agency**

© March 2014

Published: March 2014

Updated: September 2021

Copyright: Waka Kotahi NZ Transport Agency

NZBN: 9429041910085

20-162

---

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

Waka Kotahi NZ Transport Agency

Private Bag 6995

Wellington 6141.

**[info@nzta.govt.nz](mailto:info@nzta.govt.nz)**

**[www.nzta.govt.nz](http://www.nzta.govt.nz)**

## **CONTENTS**

<b>1. Introduction of competency-based riding assessments</b>	<b>4</b>
<b>2. Class 6 CBTA application and assessment process</b>	<b>4</b>
2.1 Application requirements	4
2.2 Four-stage approval process	4
2.3 Submission of applications	4
<b>3. Stage 1 - demonstrating advanced riding ability</b>	<b>5</b>
3.1 Overview of stage 1	5
3.2 Evidence of advanced riding standard	5
3.3 Advanced riding assessment	5
<b>4. Stage 2 - developing a class 6 CBTA assessment route</b>	<b>6</b>
4.1 CBTA assessment routes	6
4.2 CBTA assessor training	6
4.3 Develop a CBTA 6R assessment route	6
4.4 Standard required	6
4.5 Progressing to stage 3	6
<b>5. Stage 3 - knowledge based skill tests</b>	<b>6</b>
5.1 Overview of stage 3	6
5.2 Test criteria	6
<b>6. Stage 4 - conducting a CBTA 6R assessment</b>	<b>7</b>
6.1 Booking a CBTA 6R assessment	7
6.2 Pre-assessment briefing	7
6.3 Approach to the assessment	8
6.4 Standard required	8
<b>7. Approval</b>	<b>8</b>
<b>Appendix 1: the class 6 CBTA assessor approval process</b>	<b>9</b>
<b>Appendix 2: glossary</b>	<b>10</b>
<b>Appendix 3: regional offices of Waka Kotahi</b>	<b>11</b>

## 1. Introduction of competency-based riding assessments

The Land Transport Driver Licensing Amendment Rule 2011 (DLAR) introduced an alternative to sitting class 6 (motorcycle) practical tests, allowing licence candidates the option of undertaking a competency-based riding assessment to progress from:

- class 6 learner to class 6 restricted licence (CBTA 6R)
- class 6 restricted licence to a class 6 full licence (CBTA 6F).

Competency-based training and assessment (CBTA) focuses on ensuring motorcycle licence candidates have developed competency in a prescribed range of motorcycling skills before progressing to the next stage of the graduated driver licensing system (GDLS). The CBTA approach is recognised best practice in Australia and the United Kingdom.

During a CBTA assessment, each licence candidate is assessed on prescribed motorcycling competencies by CBTA assessors approved by Waka Kotahi to conduct class 6R and or class 6F CBTA assessments.

## 2. Class 6 CBTA application and assessment process

### 2.1 Application requirements

#### APPLICATION REQUIREMENTS

Applicants must complete the *CBTA Course provider application form* available from [www.nzta.govt.nz/cbta-assessor](http://www.nzta.govt.nz/cbta-assessor) and:

- include their CV detailing evidence of riding experience (see section 3.2)
- produce details of the procedures that will be used to maintain a register of:
  - › students
  - › certificates issued
  - › courses conducted
  - › course assessments and results
- pay the prescribed fee.

Note: A sample register is available from [www.nzta.govt.nz/cbta-assessor](http://www.nzta.govt.nz/cbta-assessor)

#### FEE

A fee of \$38.80 (incl GST) is required for each approval applied for.

CBTA 6R and CBTA 6F are separate approvals and if both are applied for, a fee of \$77.60 is payable.

#### OTHER REQUIREMENT

Applicants are advised to read and understand the Waka Kotahi document entitled *Statement of approval conditions governing the delivery of NZ Transport Agency class 6 competency based training and assessment courses (Statement of approval conditions)*. A copy of this document can be found at [www.nzta.govt.nz/cbta-assessor](http://www.nzta.govt.nz/cbta-assessor)

### 2.2 Four-stage approval process

To be approved as a class 6 CBTA assessor, applicants must submit a compliant application and successfully complete the four-stage approval process, demonstrating that they meet all of the following requirements:

- are a highly skilled, advanced rider (stage 1)
- are able to develop a compliant route on which to conduct CBTA 6R riding assessments (stage 2)
- are able to demonstrate knowledge of the *Statement of approval conditions* (stage 3)
- are able to demonstrate their ability to complete a CBTA assessment scoresheet (stage 3)
- are able to conduct a CBTA 6R riding assessment to the required standard, including identifying riding faults (stage 4)
- a flow diagram illustrating the application process is set out in appendix 1.

### 2.3 Submission of applications

Your application must be submitted for the attention of your regional licensing officer to one of the regional offices of Waka Kotahi listed in appendix 3.

Applications that are faxed or emailed won't be accepted.

You can change your application by resubmitting it (in part or whole) or you can withdraw your application, at any time by writing to the Waka Kotahi office where you submitted your application.

Waka Kotahi will acknowledge receipt of applications and any withdrawal of an application.

You'll receive feedback on your application if it doesn't comply in any respect with the application requirements.

## 3. Stage 1 – demonstrating advanced riding ability

### 3.1 Overview of stage 1

In stage 1, applicants need to demonstrate their advanced riding ability. This can be done by either:

- providing documentary evidence of your advanced riding standard, or
- undertaking and passing an advanced riding assessment conducted by Waka Kotahi approved certifiers.

### 3.2 Evidence of advanced riding standard

Applicants can provide evidence of their advanced riding ability by submitting their motorcycle riding CV (with their application). This is an alternative to sitting the advanced motorcycle riding assessment described in section 3.3

Applicants' CVs should establish their advanced riding ability by:

- providing evidence that they have, within the past five years:
  - › successfully undertaken a Royal Society for the Prevention of Accidents (RoSPA) advanced (or higher) riding assessment or greater, or
  - › successfully undertaken an Institute of Advanced Motorists (IAM) advanced riding assessment, observer qualification (or higher), or
  - › successfully undertaken a Motorcycle Safety Foundation (MSF) advanced riding assessment (or higher), or
  - › conducted advanced motorcycle instruction with the NZ Police or NZ Armyand
- describing their motorcycle riding instruction experience including any motorcycle mentoring, involvement in motorcycle clubs, etc.

Copies of relevant certificates (or other evidence of advanced riding ability) need to be submitted together with the application and CV.

Where applicants have not undertaken the advanced riding assessments or conducted advanced motorcycle instruction as specified above, Waka Kotahi will consider the applicant's other motorcycle riding instruction experience and determine, on a case-by-case basis, whether

it's sufficient to establish that the applicant has reached the advanced riding ability standard required.

Waka Kotahi will advise applicants of the outcome of its assessment of the evidence provided with their application, and whether or not the applicant needs to undertake an advanced riding assessment.

### 3.3 Advanced riding assessment

This section outlines the process for applicants who need to have their riding skills assessed via an advanced riding assessment.

#### 3.3.1 Booking process

Applicants will need to book and undertake their advanced riding assessment with one of the approved certifiers at Waka Kotahi.

Waka Kotahi has approved a number of advanced riding assessment certifiers to conduct these assessments. A list of approved certifiers can be found at: [www.nzta.govt.nz/cbta-assessor](http://www.nzta.govt.nz/cbta-assessor)

A fee for undertaking an advanced riding assessment is payable to the certifier. Assessment fees are set by each certifier and not specified by Waka Kotahi.

#### 3.3.2 Vehicle requirements

A pre-ride safety check will be conducted before the practical riding assessment begins, to confirm the motorcycle used by the applicant for the assessment complies with the following requirements. The motorcycle must:

- have a current warrant of fitness and be maintained to warrant of fitness standard, and
- be able to reach and maintain open road speed requirements in head winds and on hills.

#### 3.3.3 Rider requirements

The pre-ride safety check will also confirm the applicant is wearing appropriate protective clothing. Minimum requirements are as follows:

- Approved motorcycle helmet in good condition.
- Outer clothing which is abrasion resistant (covers arms and legs).
- Abrasion resistant gloves.
- Sturdy covered footwear.

It's also recommended that the applicant wears an outer fluorescent jacket or vest.

### 3.3.4 Required standard

The advanced riding assessment has two parts:

- Conducting pre-ride motorcycle checks, and
- Completing the riding assessment.

The pre-ride motorcycle checks must be completed to the standard required in the *Statement of approval conditions*.

The riding assessment will be marked using the class 6 CBTA 6R riding assessment scoresheet. To pass the assessment the scoresheet must record that:

- no fault pattern errors were detected, and
- no more than 10 individual faults in total were detected, and
- no immediate failure errors occurred.

A 'fault pattern' for the advanced riding assessment is either:

- three faults against one competency, or
- three faults against one task.

Applicants who fail the advanced riding assessment may retake the assessment. The certifier's fee is payable for each assessment.

## 4. Stage 2 - developing a class 6 CBTA assessment route

### 4.1 CBTA assessment routes

During a CBTA assessment, the licence candidate is required to ride around a predefined assessment route that meets the requirements specified in the *Statement of approval conditions*.

When developing the assessment route, assessors are required to incorporate specified riding tasks (the minimum mandatory task assessment items) in the route to ensure national consistency between assessment routes. The focus of stage 2 is to ensure applicants have the skills to develop CBTA assessment routes.

### 4.2 CBTA assessor training

Before developing a CBTA route, applicants will need to meet with a Waka Kotahi licensing officer for CBTA assessor training which will provide instruction on developing CBTA assessment routes in accordance with the criteria in the CBTA *Statement of approval conditions* document.

## 4.3 Develop a CBTA 6R assessment route

Within four weeks of completing the assessor training on developing a CBTA assessment route, applicants need to develop and submit a CBTA 6R assessment route to Waka Kotahi.

### 4.4 Standard required

Applicants' CBTA 6R assessment routes must meet the criteria set out in the class 6R CBTA test route development guideline which forms part of the *Statement of approval conditions*.

Waka Kotahi will provide feedback to the applicant if their assessment route isn't compliant. Applicants will be able to resubmit the assessment route provided the final assessment route is submitted by the relevant due date.<sup>1</sup>

### 4.5 Progressing to stage 3

Applicants who pass stage 2 will be invited to progress to stage 3 of the application process.

## 5. Stage 3 - knowledge based skill tests

### 5.1 Overview of stage 3

In stage 3, applicants need to demonstrate:

- their knowledge of the contents of the *Statement of approval conditions* (CBTA) document (SoAC), and
- their ability to complete a CBTA 6R assessment scoresheet.

### 5.2 CBTA assessor training

Applicants will need to meet with a Waka Kotahi licensing officer for CBTA assessor training in assessment process and resulting the assessment scoresheet.

#### 5.2.1 Knowledge of the Statement of approval conditions (CBTA) document

Applicants are required to pass a test containing 21 questions based on the contents of the *Statement of approval conditions* (CBTA) document.

It's an open book test where the applicant is required to answer the question with the relevant text from the document and noting the clause in the document where the information is located.

<sup>1</sup> That is, within four weeks of attending CBTA assessor training.

### Example question and answer requirements

No.	Question	Answer
Q	Who 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)	Answer: Waka Kotahi NZ Transport Agency  Clause: 1.1

#### PASS CRITERIA

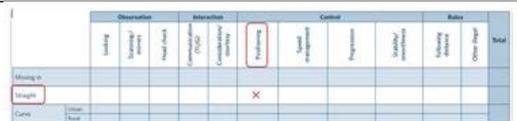
The pass rate for the test is 19 out of 21 questions answered correctly (90%)

#### 5.2.2 Ability to complete a CBTA 6R assessment scoresheet without error or omission

Candidates will be provided with information allowing them to fully complete a CBTA 6R assessment scoresheet. This is a closed book test where the candidate is not permitted access to any additional resources during the test.

In addition to candidate details and motorcycle details, a number of riding scenarios will be presented allowing the candidate to populate the assessment grid and result the scoresheet.

#### Scenario example and scoring

Q	When riding straight, the applicant failed to maintain the ideal lateral position
A	

#### PASS CRITERIA

The scoresheet is to be completed without error or omission. In order to achieve this result, the candidate will need to have a thorough understanding of:

- the seven riding tasks and when they apply
- the riding skill sets (observation, interaction, control and rules)

- the categories that apply under each of the riding skill sets
- the fault symptoms that sit under each of the skill set categories
- what constitutes an immediate failure error and when they may be recorded prior to attempting the test.

## 6. Stage 4 – conducting a CBTA 6R assessment

In stage 4, applicants need to demonstrate their ability to conduct a CBTA 6R riding assessment to the required standard. In particular, applicants must demonstrate their ability to:

- correctly identify riding faults
- record and correctly determine the result (pass or fail) on the assessment scoresheet.

### 6.1 Booking a CBTA 6R assessment

The assessment must be undertaken with a Waka Kotahi-approved certifier.

A fee of \$190.60 (incl gst) is payable to Waka Kotahi prior to the assessment being conducted.

### 6.2 Pre-assessment briefing

The certifier will brief the applicant on how to conduct the assessment and how to manage immediate failure errors. If at any point during the assessment the applicant believes the assessment should be discontinued due to the certifier incurring an immediate failure error, they must direct the certifier to pull over and stop at the first available opportunity so that they can discuss the immediate failure error identified. If the immediate failure error has been correctly identified, the certifier will then instruct the potential assessor to continue.<sup>2</sup>

<sup>2</sup> Note that in a licence assessment, an IFE would trigger the end of the assessment.

### 6.3 Approach to the assessment

The assessment will be undertaken on the CBTA 6R assessment route developed by the applicant as part of stage 2 of the approval process. The certifier will act as the front rider with the applicant following and conducting the assessment.

The certifier will simulate a number of riding faults during the assessment which the applicant is required to identify and record in the appropriate place on the assessment score sheet. The applicant needs to conduct the 6R competency-based assessment as if the certifier is a licence candidate. This will include the applicant:

- completing the pre-ride checks (rider and motorcycle)
- delivering pre-ride instructions
- ensuring the speedometers are callibrated
- providing instructions during the assessment ride (ie to enable the certifier to navigate the CBTA 6R assessment route)
- recording the certifier's riding performance
- determining the result (pass or fail) from the assessment score sheet, and
- providing a debrief at the conclusion of the assessment detailing faults identified and any 'improvements required'.

### 6.4 Standard required

To successfully undertake the assessment and pass stage 4:

- the applicant and the motorcycle used for the assessment must meet the requirements set out in sections 3.3.2 and 3.3.3 for the advanced riding assessment
- the timing for and traffic density likely to be encountered on the CBTA route developed by the applicant, must comply with the *Statement of approval conditions*
- the applicant must conduct the assessment to the standard prescribed in the *Statement of approval conditions*, this includes:
  - › completing the pre-ride checks (rider and motorcycle)
  - › delivering the pre-ride instructions
  - › providing correct and timely instructions during the assessment ride

- › correctly recording the certifier's riding performance, and
  - › providing a satisfactory debrief at the conclusion of the assessment detailing faults identified and any 'improvements required'
- any immediate failure errors recorded must be 100% consistent with any actual error(s) made by the certifier, and
  - at the conclusion of the simulated assessment, the applicant's completed score sheet must:
    - › accurately record details of any fault patterns or immediate failure errors;
    - › correctly indicate the totals for all faults observed; and
    - › indicate the correct outcome (pass/fail).

Applicants who successfully complete stage 4 will progress to the approval process.

Applicants who fail their CBTA assessment may retake the assessment. Note that the certifier's fee is payable for each assessment.

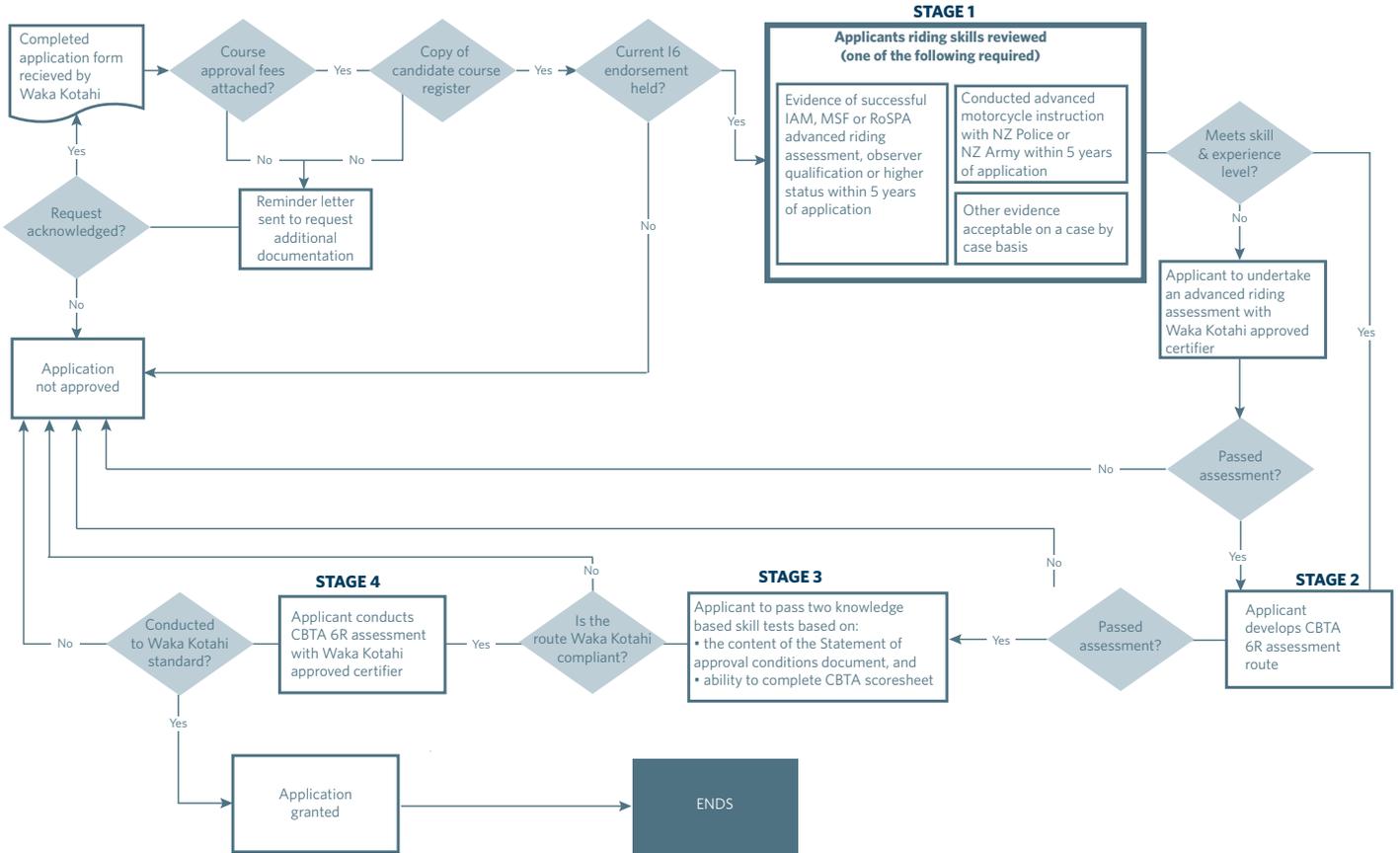
## 7. Approval

After an applicant has successfully conducted a CBTA 6R assessment, the certifier will complete a written report. Waka Kotahi will consider the report, along with any other evidence presented, and determine if the applicant has the required knowledge, skills and experience to be approved to conduct Waka Kotahi class 6R and/or class 6F CBTA assessments.

On successful completion of the application process, applicants will be provided with a notice of approval to conduct class 6R and/or class 6F competency-based assessments for driver licensing purposes.

The notice will show their unique course provider number which must be used in all future correspondence with Waka Kotahi.

## Appendix 1: the class 6 CBTA assessor approval process



## Appendix 2: glossary

Meanings of terms and abbreviations used in this document are as follows:

TERM	MEANING
<b>Applicant</b>	Individual making application to become a CBTA assessor
<b>Approval</b>	Means approval to conduct CBTA assessments
<b>Assessor/class 6 CBTA assessor</b>	Course providers approved by Waka Kotahi for the purpose of conducting class 6 CBTA assessments for driver licensing purposes
<b>CBTA</b>	Competency-based training and assessment
<b>CBTA 6F</b>	The CBTA assessment for a class 6 full licence
<b>CBTA 6R</b>	The CBTA assessment for a class 6 restricted licence
<b>CBTA assessor training</b>	Assessor training where Waka Kotahi will provide instruction on the CBTA assessment process, developing CBTA assessment routes in accordance with our requirements, conducting assessments identifying riding faults and resulting the assessment scoresheet
<b>Certifier</b>	A certifier appointed by Waka Kotahi to certify advanced riding skills (stage 1) and/or skills required to conduct class 6 CBTA assessments (stage 4)
<b>DLAR</b>	The Land Transport Driver Licensing Amendment Rule 2011
<b>GDLS</b>	Graduated driver licensing system
<b>Knowledge based tests</b>	Two tests applicants are required to pass as part of the approval process: <ul style="list-style-type: none"><li>• Demonstrate knowledge of the <i>Statement of approval conditions</i> document.</li><li>• Ability to complete a CBTA assessment scorecard.</li></ul>
<b>Statement of approval conditions</b>	Statement of approval conditions governing the delivery of Waka Kotahi class 6 competency-based training and assessment courses (CBTA)

## Appendix 3: regional offices of Waka Kotahi

For further information around the CBTA application process, contact the licensing officer at a location nearest to you.

### AUCKLAND

Level 5, AON Centre  
29 Customs Street West  
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

### PALMERSTON NORTH

56 The Square  
Private Bag 11777  
Palmerston North 4410  
Telephone: 64 6 953 6200

### WELLINGTON

Level 2,  
50 Victoria Street  
Private Bag 6995  
Marion Square  
Wellington 6141  
Telephone: 64 4 894 5400

### SOUTH ISLAND

Level 1, BNZ Centre  
120 Hereford Street  
PO Box 1479  
Christchurch 8140  
Telephone: 64 3 964 2800