

# Criteria for approval to conduct competency based assessments for Class 6 (motorcycle) restricted and full licences



# CONTENTS

<b>1. INTRODUCTION OF COMPETENCY-BASED RIDING ASSESSMENTS</b>	<b>3</b>
<b>2. CLASS 6 CBTA APPLICATION AND ASSESSMENT PROCESS</b>	<b>3</b>
2.1 Application requirements	3
2.2 Three-stage approval process	3
2.3 Submission of applications	3
<b>3. STAGE 1 - DEMONSTRATING ADVANCED RIDING ABILITY</b>	<b>3</b>
3.1 Overview of Stage 1	3
3.2 Evidence of advanced riding standard	4
3.3 Advanced riding assessment	4
3.3.1 Booking process	4
3.3.2 Vehicle requirements	4
3.3.3 Rider requirements	4
3.3.4 Required standard	4
<b>4. STAGE 2 - DEVELOPING A CLASS 6 CBTA ASSESSMENT ROUTE</b>	<b>4</b>
4.1 CBTA assessment routes	4
4.2 CBTA assessor training	5
4.3 Develop a CBTA 6R assessment route	5
4.4 Standard required	5
4.5 Progressing to Stage 3	5
<b>5. STAGE 3 - CONDUCTING A CBTA 6R ASSESSMENT</b>	<b>5</b>
5.1 Booking a CBTA 6R assessment	5
5.2 Pre-assessment briefing	5
5.3 Approach to the assessment	5
5.4 Standard required	6
<b>6. APPROVAL</b>	<b>6</b>
<b>APPENDIX 1: THE CLASS 6 CBTA ASSESSOR APPROVAL PROCESS</b>	<b>7</b>
<b>APPENDIX 2: GLOSSARY</b>	<b>8</b>
<b>APPENDIX 3: NZ TRANSPORT AGENCY'S REGIONAL OFFICES</b>	<b>9</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 the NZ Transport Agency 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), and
- produce details of the procedures that will be used to maintain a register of:
  - › students
  - › certificates issued
  - › courses conducted
  - › course assessments and results, and
- 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 NZ Transport Agency's 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 THREE-STAGE APPROVAL PROCESS

To be approved as a Class 6 CBTA assessor, applicants must submit a compliant application and successfully complete the three-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), and
- are able to conduct a CBTA 6R riding assessment to the required standard, including identifying riding faults (stage 3)
- 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 transport officer to one of the Transport Agency's regional offices 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 Transport Agency office where you submitted your application.

The Transport Agency 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 the NZ Transport Agency's 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 Army

and

- 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, the Transport Agency 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.

The Transport Agency 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 Transport Agency's approved certifiers.

The Transport Agency 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 the Transport Agency.

#### 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 score sheet. To pass the assessment the score sheet 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

Applicants will need to meet with a Transport Agency transport officer for CBTA assessor training which will provide instruction on:

- the CBTA assessment process
- developing CBTA assessment routes in accordance with the Transport Agency's requirements
- conducting assessments
- identifying riding faults
- resulting the assessment score sheet.

## 4.3 DEVELOP A CBTA 6R ASSESSMENT ROUTE

Within four weeks of completing the assessor training, applicants need to develop and submit a CBTA 6R assessment route to the Transport Agency.

## 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*.

The Transport Agency 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 - CONDUCTING A CBTA 6R ASSESSMENT

In stage 3, 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 score sheet.

## 5.1 BOOKING A CBTA 6R ASSESSMENT

The assessment must be undertaken with a Transport Agency-approved certifier. 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 a stage 3 CBTA assessment is payable to the certifier, prior to the assessment being conducted. Where the CBTA 6R assessment is undertaken with a certifier employed by the Transport Agency, the fee will be \$190.60 (incl. GST).

## 5.2 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>

## 5.3 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 calibrated
- 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'.

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

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



## 5.4 STANDARD REQUIRED

To successfully undertake the assessment and pass stage 3:

- 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 3 will progress to the approval process.

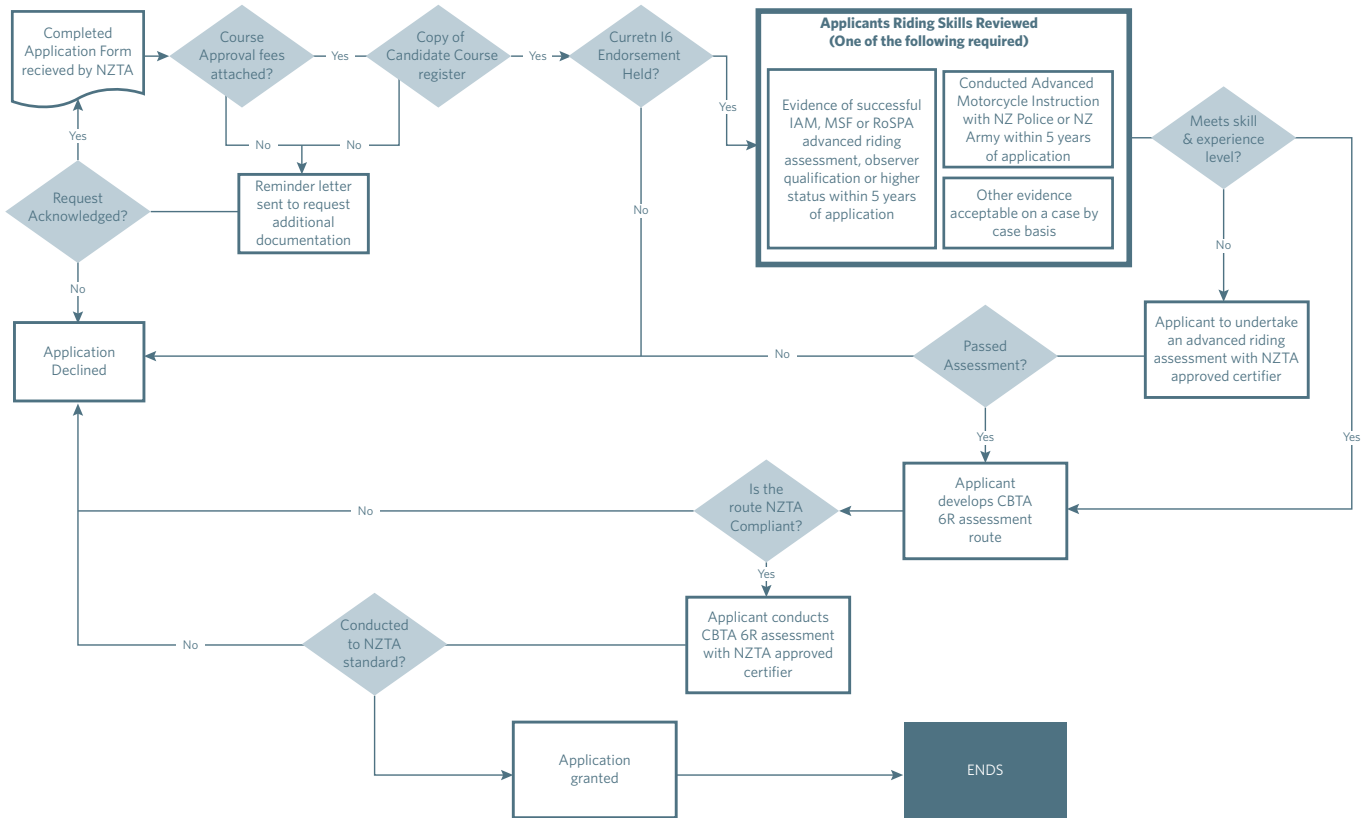
Applicants who fail their CBTA assessment may retake the assessment. Note that the certifier's fee is payable for each assessment.

## 6. APPROVAL

After an applicant has successfully conducted a CBTA 6R assessment, the certifier will complete a written report. The Transport Agency 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 NZ Transport Agency Class 6R and/or Class 6F CBTA assessments.

On successful completion of the application process, applicants will be provided with certificates allowing them to conduct Class 6R and/or Class 6F competency-based assessments for driver licensing purposes.

# APPENDIX 1: THE CLASS 6 CBTA ASSESSOR APPROVAL PROCESS



## APPENDIX 2: GLOSSARY

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

<b>TERM</b>	<b>MEANING</b>
<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 the Transport Agency 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 the Transport Agency 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 score sheet
<b>Certifier</b>	A certifier appointed by the Transport Agency agent to certify advanced riding skills (stage 1) and/or skills required to conduct Class 6 CBTA assessments (stage 3)
<b>DLAR</b>	The Land Transport Driver Licensing Amendment Rule 2011
<b>GDLS</b>	Graduated driver licensing system
<b>Statement of approval conditions</b>	Statement of approval conditions governing the delivery of NZ Transport Agency Class 6 competency-based training and assessment courses (CBTA)



## **APPENDIX 3: NZ TRANSPORT AGENCY'S REGIONAL OFFICES**

Applications may be submitted by delivery to one of the NZ Transport Agency's offices listed below for the attention of your regional transport officer.

### **AUCKLAND**

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

### **WELLINGTON**

Level 9, PSIS House  
20 Ballance Street  
PO Box 5084, Lambton Quay  
Wellington 6145  
Telephone: 64 4 894 5200

### **HAMILTON**

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

### **CHRISTCHURCH**

Airport Business Park, Unit C  
92 Russley Road  
PO Box 1479  
Russley  
Christchurch 8140  
Telephone: 64 3 964 2800

### **NAPIER**

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

### **DUNEDIN**

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

### **PALMERSTON NORTH**

Level 3, 43 Ashley Street  
Private Bag 11777  
Palmerston North 4442  
Telephone: 64 6 953 6396