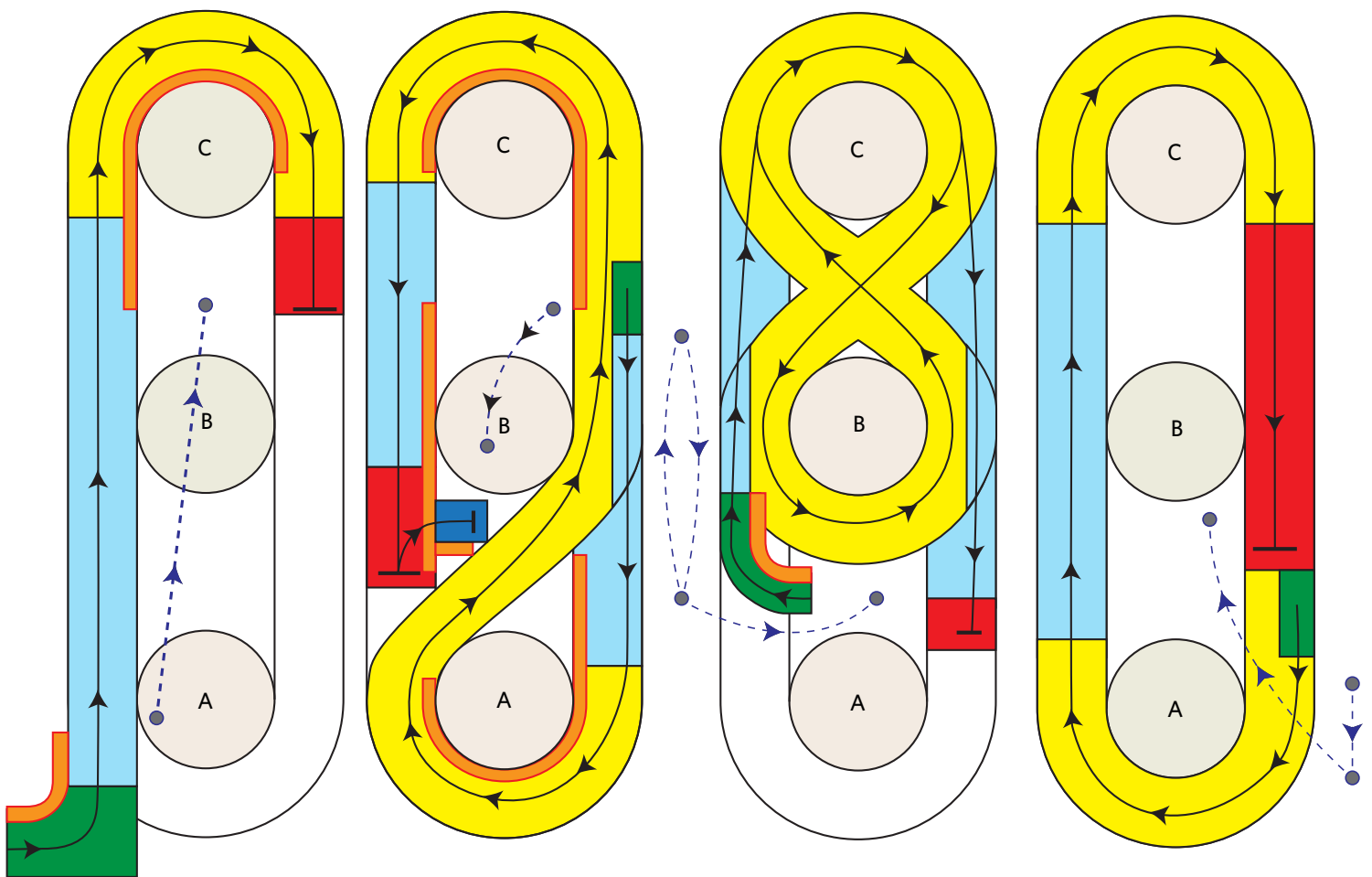


# Criteria for approval to become a basic handling skills test examiner





**Waka Kotahi NZ Transport Agency**

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**Document history**

Date	Description of changes
Dec 2023	Image on page 6 updated

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## 1. Basic handling skills test

Pursuant to clause 52(2)(b) of the Land Transport (Driver Licensing) Rule 1999, Waka Kotahi may approve individual motorcycle instructors who hold a current 'I'6 (motorcycle driving instructor endorsement) to conduct basic handling skills tests.

The basic handling skills test (BHST) focuses on ensuring candidates looking to obtain a class 6 motorcycle learner licence have the necessary skills to ride safely on the road once a class 6 learner licence is obtained.

During a BHST, each candidate is required to demonstrate safe and effective control of the motorcycle over four test stages. Each stage is designed to test different basic riding skills and has varying combinations of riding tasks the candidate is tested against. All course stages must be passed to the required standard for the candidate to successfully pass the test.

## 2. BHST examiner application process

### 2.1 Application requirements

Applicants must:

- complete the BHST examiner application form available from [www.nzta.govt.nz/assets/resources/Application-BHST-examiner/docs/BHST-examiner-application-form.pdf](http://www.nzta.govt.nz/assets/resources/Application-BHST-examiner/docs/BHST-examiner-application-form.pdf)
- hold a current 'I' 6 (motorcycle driving instructor endorsement) on their driver licence
- include a CV detailing evidence of recent riding experience, including any professional motorcycle training, instruction, mentoring and ongoing professional development, such as:
  - › Ride Forever training
  - › mentoring towards the IAM observed ride
  - › mentoring towards the RoSPA advanced motorcycle training or

qualification in this area

- › any IAM, MSF or RoSPA qualifications (not essential)
- › involvement in motorcycle clubs, etc.
- include a copy of a sample register that will be used to maintain details of BHST candidates which must show:
  - › candidate name in full
  - › candidate address and contact phone number
  - › the date of the test
  - › the result of the test
  - › the number of the certificate issued to successful test candidates
  - › the date the course certificate was issued.

A sample register you may use for your own use is available from [www.nzta.govt.nz/cbta-assessor](http://www.nzta.govt.nz/cbta-assessor)

### 2.2 BHST examiner application fees

There are no fees required to become a BHST examiner.

### 2.3 Other requirements

Applicants are required to have a good understanding of the Waka Kotahi *Basic handling skills test manual*. A copy of this document is available from: [www.nzta.govt.nz/assets/resources/basic-handling-skills-test-manual/docs/basic-handling-skills-test-manual.pdf](http://www.nzta.govt.nz/assets/resources/basic-handling-skills-test-manual/docs/basic-handling-skills-test-manual.pdf)

### 2.4 Submission of application

Your application may be emailed to [dtadmin@nzta.govt.nz](mailto:dtadmin@nzta.govt.nz) or submitted for the attention of your regional licensing officer to one of the regional offices of Waka Kotahi listed in appendix 2.

Please ensure you attach all the required supporting evidence with your application (refer 2.1).

Applications that are incomplete, or those that don't have the required supporting evidence attached, will not be accepted and will be returned.

You can withdraw your application, at any time by informing (in writing) the Waka Kotahi office where you submitted your application of your decision to withdraw the application.

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

### 3. Three-stage approval process

#### 3.1 Stage 1: requirements met

Application requirements as detailed under 2.1 are assessed by Waka Kotahi and are approved as meeting the initial entry level requirements or not approved on the grounds the applicant does not meet the entry level criteria.

#### 3.2 Stage 2(a): knowledge based skills test

In Stage 2, applicants need to demonstrate:

- their knowledge of the contents of the *Basic handling skills test manual*, and
- their ability to complete a BHST score sheet without error or omission.

##### 3.2.1 BHST test examiner induction training

Applicants will need to meet with a Waka Kotahi BHST certifier for BHST examiner training in the content of the BHST manual and resulting the BHST test score sheet.

Applicants need to come into this meeting with a good understanding of the BHST manual.

##### 3.2.2 Knowledge of the BHST manual

Applicants are required to pass a test containing 21 questions based on the contents of the BHST manual.

This is a closed-book test conducted electronically on a tablet provided by Waka Kotahi.

You are not able to look at the BHST manual or any other resources or reference material when you sit the test.

The test format is a mixture of multi-choice and true / false questions and must be completed within 60 minutes.

Sample question:

Q	How long is the BHST examiner required to retain completed test score sheets for? a. 6 months b. 12 months c. 18 months d. 24 months
---	--

Prior to sitting the test, you will be required to sign a document confirming you have read and fully understood the BHST manual and you're ready to sit the test.

#### Pass criteria

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

#### Re-sit criteria

Where a score of 17 or 18 is resulted, one re-sit is permitted on the same day, after a period of 30 minutes.

Where a score less than 17 is resulted a re-sit is not permitted on the same day and will need to be rescheduled with the certifier and completed within the following 10 working days.

Where a second test is failed and a score of less than 17 is resulted, there will be a mandatory stand-down period of 14 days from the date of the second test.

Where any test is failed on a third attempt an assessment of your suitability to the BHST will be undertaken.

### 3.3 Stage 2(b): Ability to complete a BHST score sheet without error or omission

Applicants will be provided with information allowing them to fully complete a BHST score sheet.

This is a closed book test where the applicant is not permitted access to the BHST manual or any other resources or reference material during the test.

In addition to candidate details and motorcycle details, a number of riding scenarios will be presented allowing the applicant to populate the assessment grid, identify riding faults and result the test score sheet.

In order to achieve this result the applicant will need to have a thorough understanding of:

- the five assessable tasks and where they are scored in each stage of the test
- the eight task assessment items and the faults that sit under each
- critical errors
- immediate failure errors
- how to total and result the test score sheet.

#### Pass criteria

The score sheet is to be completed and resulted without error or omission including the notes section.

#### Scenario example and scoring

Q	STAGE 1: When moving off the rider failed to signal							
A	Looking	Signal	Head check	Lateral position	Control	Speed	Parking obs	Parking mvtmt
Stage 1 - Accelerate, turn and stop								
	Move off	X						
	Straight ride (LHS)							
	Corner (Circle C)							
	Stop							

#### Re-sit criteria

Where a test is failed, one resit is permitted on the same day, after a period of 30 minutes where no more than three scenario faults are made or no more than one omission.

Where more than three scenario faults or more than one omission is made, a resit is not permitted on the same day and will need to be scheduled with the examiner and completed within the following 10 working days.

Where a second test is failed and more than three scenario faults or more than one omission are made, there will be a mandatory stand down period of 14 days from the date of the second test.

Where any test is failed on a third attempt an assessment of your suitability to conduct the BHST will be undertaken.

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

### 3.4 Stage 3

#### 3.4.1 Overview of stage 3

In stage 3, applicants need to demonstrate their ability to:

- layout a BHST course compliant with the criteria in the BHST manual
- successfully undertake a BHST to the standard required in the BHST manual (without any faults)
- conduct a basic handling skills test to the standard required in the BHST manual.

#### 3.4.2

The applicant is required to layout a BHST course compliant with the criteria in the BHST manual.

### 3.4.3 (a) Layout a compliant BHST course

Applicants are required to find a site suitable to layout a compliant BHST course and set out a course compliant with the criteria in the BHST manual.

The applicant is required to have all the equipment required to layout the course such as: cones, markers, half tennis balls, measuring tape etc.

### 3.4.4 (b) Demonstrate their ability to sit a BHST

With the Waka Kotahi approved certifier as the examiner, applicants are required to sit a BHST without obtaining any faults. It is the applicant's responsibility to provide a compliant vehicle to sit the test on.

### 3.4.5 (c) Conduct a basic handling skills test to the standard required in the BHST manual

Applicants are required to demonstrate their ability to conduct a BHST to the required standard. In particular, applicants must demonstrate their ability to:

- conduct the pre-ride applicant checks
- conduct the pre-ride motorcycle checks
- deliver the pre-ride instructions
- conduct each stage of the test in the correct order to the correct standard including giving of instruction for each stage
- position themselves in the correct position during each stage of the test
- correctly identify and record riding faults made during the test
- correctly determine and record the result on the test score sheet.

Applicants are required to provide a novice rider (not yet holds a class 6 licence or who is on a class 6 learner or restricted licence) to sit the test.

It's the applicant's responsibility to supply a compliant vehicle for the test.

#### Re-sit criteria

Applicants who fail to successfully complete any of the three tasks required in stage 3 may resit the task at a time determined by the certifier.

If a task is failed on a second or subsequent attempt, any further attempts will be at the discretion of the certifier conducting the testing.

Applicants who successfully complete stage 3 will progress to the approval process.

## 4. Approval

After an applicant has successfully completed the requirements of stages 2 and 3 of the approval processes, applicants will be provided with a 'Notice of approval as a basic handling skills examiner'.

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

# Appendix 1: glossary

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

TERM	MEANING
<b>Applicant</b>	Individual making application to become a BHST examiner.
<b>Approval</b>	Means approval to conduct basic handling skills tests.
<b>Basic handling skills test</b>	Test approved by Waka Kotahi for the purpose of enabling a person to apply for a class 6 learner licence.
<b>BHST</b>	Basic handling skills tests.
<b>BHST examiner</b>	A person approved by Waka Kotahi for the purpose of conducting class 6 basic handling skills tests for driver licensing purposes.
<b>Certifier</b>	A person authorised by Waka Kotahi to conduct the BHST stage 2 and stage 3 knowledge based tests.
<b>DLAR</b>	The Land Transport Driver Licensing Rule 2009.
<b>GDLS</b>	Graduated driver licensing system.
<b>Knowledge based tests</b>	Two tests applicants are required to pass as part of the BHST approval process: <ul style="list-style-type: none"><li>• Demonstrate knowledge of the BHST manual.</li><li>• Ability to complete a BHST score sheet.</li></ul>



## Appendix 2: regional offices of Waka Kotahi

For further information around the BHST application process, contact the licensing officer nearest to you.

### Auckland

Level 5, AON Centre  
29 Customs Street West  
Private Bag 106602  
Auckland 1143  
Phone: 64 9 969 9800  
Email: [dttnorth@nzta.govt.nz](mailto:dttnorth@nzta.govt.nz)

### Hamilton

Level 1, Deloitte Building  
24 Anzac Parade  
PO Box 973  
Waikato Mail Centre  
Hamilton 3240  
Phone: 64 7 958 7220  
Email: [dttmidlands@nzta.govt.nz](mailto:dttmidlands@nzta.govt.nz)

### Palmerston North

56 The Square  
Private Bag 11777  
Palmerston North 4410  
Phone: 64 6 953 6200  
Email: [dttcntral@nzta.govt.nz](mailto:dttcntral@nzta.govt.nz)

### Wellington

Level 2,  
50 Victoria Street  
Private Bag 6995  
Marion Square  
Wellington 6141  
Phone: 64 4 894 5400  
Email: [dttcntral@nzta.govt.nz](mailto:dttcntral@nzta.govt.nz)

### South Island

Level 1, BNZ Centre  
120 Hereford Street  
PO Box 1479  
Christchurch 8140  
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