

Road Transport (Driver Licensing) Heavy Vehicle Driver Training Course Approval 2025 (No 1)

Notifiable instrument NI2025-190

made under the

Road Transport (Driver Licensing) Regulation 2000, s15 (1) (e) Driver training course providers—approval

1 Name of instrument

This instrument is the *Road Transport (Driver Licensing) Heavy Vehicle Driver Training Course Approval 2025 (No 1)*.

2 Commencement

This instrument commences on the day after it is notified.

3 Approval

I approve the providers listed in Schedule 1 to this instrument to deliver:

- (a) the heavy vehicle driver training course (for obtaining a multi-combination vehicle licence); and
- (b) the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination,

outlined in Schedule 2 to this instrument.

4 Conditions

The approvals in this instrument are subject to the conditions outlined in schedule 3.

5 Revocation

This instrument revokes the *Road Transport (Driver Licensing) Heavy Vehicle Driver Training Course Approval 2024 (No 1)* NI2024-646.

6 Expiry

This instrument expires on 31 October 2029.

Adrian Ison PN22300

Senior Director Road Safety and Active Travel as a delegate of the road transport authority

2 May 2025

Note: Section 17 (1) (b) of the *Road Transport (General) Act 1999* provides that the road transport authority can delegate a road transport authority's functions under the road transport legislation to a public employee.

Schedule 1

Approved Course Providers – Practical Driving Assessment and Knowledge Testing

The following providers are approved to deliver the Heavy Vehicle Driver Training Course and the Road Rules Knowledge Test (Heavy Vehicle Rigid and Heavy Vehicle Combination):

Provider	Transport Industries Skills Centre Inc.
Business name	Sutton Road Training Centre
Provider ABN	61 482 053 531
RTO number	0201

Provider	Ascent Training Services Pty Ltd
Business name	Ascent Training Services
Provider ABN	15 095 287 013
RTO number	88096

Provider	Trustee for W.S Burrows Family Settlement No 1 Trust
Business name	bctraining
Provider ABN	26 725 408 477
RTO number	40609

Provider	Training Services 4 You Pty Ltd
Business name	RAISE Training
Provider ABN	28 136 356 922
RTO number	91655

Provider	Drive to Survive Driving Academy Pty Limited
Business name	Drive to Survive Driving Academy
Provider ABN	50 141 154 181
RTO number	88199

Schedule 2

Heavy Vehicle Driver Training Course

- 1) “*TLILIC3018 - Licence to drive a multi-combination vehicle*” is designated as the approved Heavy Vehicle Driver Training Course in the Australian Capital Territory that Approved Course Providers can deliver for purposes of section 15 (1) (e) of the *Road Transport (Driver Licensing) Regulation 2000*.
- 2) If a new course is designated by the Australian Skills Quality Authority as equivalent to and supersedes *TLILIC3018*, that new course also becomes an approved Heavy Vehicle Driver Training Course in the Australian Capital Territory for purposes of section 15 (1) (e) of the *Road Transport (Driver Licensing) Regulation 2000*.
- 3) The purpose of the Heavy Vehicle Driver Training Course is to ensure a person has adequate knowledge of safe driving practices and road laws, including knowledge from the latest edition of the *ACT Heavy Vehicle Driver’s Handbook* and the *NVHR/NTC Load Restraint Guide*, when upgrading from a heavy rigid or heavy combination vehicle licence to a multi-combination vehicle licence.
- 4) Successful completion of the Heavy Vehicle Driver Training Course requires:
 - a) passing of the Road Rules Knowledge Test for Heavy Vehicle Combination;
and
 - b) receiving a ‘Competent’ grade on the practical driving assessment, carried out by a heavy vehicle driver assessor accredited by the road transport authority, that meets the heavy vehicle licensing assessment requirements for the multi-combination vehicle class set by the road transport authority.
- 5) For avoidance of doubt, a person is taken to have met the requirement set in clause 4 (a) of this Schedule if the person has previously passed the Road Rules Knowledge Test for Heavy Vehicle Combination within two years before applying to the road transport authority for a multi-combination vehicle licence.

Schedule 3

Conditions of Approval

The following are the conditions of approval to deliver the Heavy Vehicle Driver Training Course (the Course) and the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination.

Failure by an Approved Course Provider, or subcontractors of the Approved Course Provider, to comply with any of the conditions of approval listed in this Schedule, or as amended from time to time, may, at the discretion of the road transport authority, give rise to grounds for revocation of the approval provided by this instrument. An Approved Course Provider must inform the Territory as soon as practicable if it is unable to comply with the terms of approval as set out in this Schedule.

When approval under this instrument ends for any reason, an Approved Course Provider must immediately cease describing itself as an Approved Course Provider.

1. Eligibility to Complete a Heavy Vehicle Driver Training Course

- a) A person will be required to have held a provisional or full heavy rigid vehicle or heavy combination vehicle licence (or a mix of them) for at least 1 year before becoming eligible to attempt the practical driving assessment for the Heavy Vehicle Driver Training Course.

2. Conduct Relating to the Delivery of the Course

- a) An Approved Course Provider must not do anything that could reasonably lead the public to consider that it:
 - i) is the exclusive or primary provider of the Course; or
 - ii) is synonymous with the Course.
- b) An Approved Course Provider must not permit its subcontractors to describe themselves as approved providers of the Course. Subcontractors may only describe themselves as providing the Course on behalf of the Approved Course Provider.

- c) An Approved Course Provider listed under Schedule 1 is authorised to deliver the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination to a person for any purpose, and if directed to by the Territory must be capable of and be prepared to deliver such tests.
- d) In limited circumstances, the Territory may direct a person to undertake only the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination.
- e) Where the Territory directs a person to undertake only the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination outside of the Course in accordance with clause 2 (d), an Approved Course Provider must ensure the name and advertising of the Road Rules Knowledge Test is in accordance with clauses 2 (a) and (b).
- f) Whenever an Approved Course Provider delivers the Road Rules Knowledge Test to a person, it must be done with adequate invigilation and in accordance with guidelines set by the Territory. The Approved Course Provider must verify the eligibility and identity of the person undertaking the Road Rules Knowledge Test.
- g) An Approved Course Provider or its subcontractors in its delivery of the Course or testing must take all reasonable steps to prevent any dishonest conduct by participants, and to report any such conduct to the Territory.

3. Booking Service

- a) An Approved Course Provider is responsible for providing a booking service that is available to the public.

4. Minimum Standards for Persons Delivering the Course

- a) An Approved Course Provider must ensure that each person that delivers the Course or Road Rules Knowledge Test meets the following minimum standards:
 - i) the person has appropriate training and skills to deliver the Course;
 - ii) for a person carrying out the practical driving assessment for the Course, that person must be a heavy vehicle driver assessor accredited by the road transport authority;

- iii) the person has an appropriate ACT working with vulnerable people clearance; and
 - iv) the person is of good character.
- b) Records demonstrating that persons delivering the Course or Road Rules Knowledge Test meet these minimum standards may be sought by the Territory at any time and must be provided by an Approved Course Provider within 14 days of receipt of the request from the Territory.
- c) Nothing in this Approval constitutes an Approved Course Provider – or its employees, agents or subcontractors – as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose. An Approved Course Provider must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

5. Fees

- a) Course participants are responsible for all costs associated with attending the Course. Fees are to be paid directly to the Approved Course Provider.
- b) Fees must be set at an affordable level. Fees must be all inclusive, including any surcharges, and advertised upfront to the participant.
- c) The Road Rules Knowledge Test fee is to be charged separately from the Course fees.
- d) An Approved Course Provider must not increase fees of the Road Rules Knowledge Test without prior approval from the Territory, and the Territory will not agree to more than one fee increase in any 12-month period.
- e) Applications by an Approved Course Provider to increase fees of the Road Rules Knowledge Test will be assessed by the Territory against the following factors:
 - i) increases in consumer price index or insurance rates;
 - ii) increases in costs associated with conducting the Course; and
 - iii) when the last increase was approved.

- f) Where the Territory directs a person to undertake only the Road Rules Knowledge Test outside of the Course, an Approved Course Provider must ensure the conduct of the Road Rules Knowledge Test and the setting of the fees for the Test is in accordance with clause 5 (a) to (d).
- g) An Approved Course Provider must provide details of course fees, including fee changes, to the Territory upon request.
- h) The maximum fee for each attempt of the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination with an Approved Course provider in Schedule 1 and conducted on or before 31 December 2025 shall be \$50. Fee increases of the Road Rules Knowledge Test for Heavy Vehicle Rigid or Heavy Vehicle Combination after 31 December 2025 must be assessed by the Territory in accordance with clause 5 (a) to (f).

6. Assignment and Subcontracting

- a) An Approved Course Provider must not assign or subcontract its obligations under this Schedule or the delivery of the Course or Road Rules Knowledge Test to independent contractors without the prior written approval of the Territory or otherwise in accordance with these conditions of approval. If the Territory gives its approval, the Territory may impose any conditions.
- b) Where an Approved Course Provider subcontracts its obligations under this Schedule or the delivery of the course or Road Rules Knowledge Test to independent contractors, the Approved Course Provider remains responsible for its obligations and will indemnify and keep indemnified the Territory in respect of all losses, damages, costs and expenses directly or indirectly incurred or suffered by the Territory or any other person, including the Approved Course Provider, as a consequence of any conduct of the subcontractor.
- c) The subcontractor of an Approved Course Provider must deliver the course and issue any test or assessment documentation in the name of the principal Approved Course Provider.

7. Use of Interpreters and Other Professionals

- a) An Approved Training Provider may provide participants from non-English speaking backgrounds with the assistance of an interpreter for the Road Rules Knowledge Test (Heavy Vehicle Rigid and Heavy Vehicle Combination). Only an official accredited interpreter approved by the Territory can be used for language interpretation of the Road Rules Knowledge Test. This person cannot be used for any other assistance with the Road Rules Knowledge Test including answering questions in the Road Rules Knowledge Test.
- b) People with special needs – for example, hearing impairment, attention and behavioural issues, intellectual or learning difficulties, poor literacy or low-level language skills – may use the assistance of a family member/carer or may be provided by an Approved Course Provider with the assistance of an appropriate professional to help them understand the Road Rules Knowledge Test. This person cannot be used for any other assistance with the Road Rules Knowledge Test including answering questions in the Road Rules Knowledge Test.
- c) When arranging the use of an interpreter for participants from non-English speaking backgrounds, or when arranging the use of other professionals to assist participants with special needs, an Approved Course Provider must:
 - i) ensure that only those participants from non-English speaking backgrounds with a genuine need for assistance are provided with the assistance of an interpreter. An Approved Course Provider must ask each participant requesting an interpreter a series of questions in English to determine if the request for assistance is bona fide. The Territory may give an Approved Course Provider further directions in writing on this matter; and
 - ii) undertake reasonable steps to ensure that these services are provided in a cost-effective way – for example, scheduling an interpreter to assist multiple participants in a row to undertake the Road Rules Knowledge Test and invoicing for time spent providing interpretation services (rather than invoicing based on the number of participants). The Territory may give an Approved Course Provider further directions in writing on this matter.

- d) An Approved Course Provider will be reimbursed by the Territory at a fixed price for the use of interpreters or other professionals who assist participants from non-English speaking backgrounds or participants with special needs under clauses 7 (a) to (c).
 - i) The fixed price for interpreters is the rate as determined by the Department of Home Affairs under its interpreting service charges for Translating and Interpreting Services (TIS) National. In the event the payment category is abolished the applicable rate will be that as agreed by the Territory and the Approved Training Provider in writing.
 - ii) The fixed price for other professionals who assist participants with special needs to complete the Course is the applicable rate agreed by the Territory and the Approved Training Provider in writing.
- e) The Territory will fund the assistance of an interpreter for up to 2 attempts at the Road Rules Knowledge Test (including no-shows where the interpreter arrives but the person does not). If a person requires any further interpreter assistance after the second attempt, they are required to pay the full cost of the interpreter service.
- f) On agreement with the Territory in writing, an Approved Course Provider may invoice the Territory for higher costs associated with delivering the Course to groups with specific needs within the community (for example, reimbursement of additional costs for delivery of the Course to Jervis Bay, the Bimberi Youth Justice Centre or the Alexander McConachie Centre).
- g) To receive payment from the Territory, an Approved Course Provider must:
 - i) provide an invoice for such services to the Territory following the service being provided; and
 - ii) provide a copy of all invoices for such services within 14 days of request by the Territory.

8. Information Requests from the Territory

- a) The Territory may seek information and/or records from an Approved Course Provider in relation to compliance with the conditions of approval in this Schedule at any time. This includes:
 - i) the number of Courses conducted;
 - ii) the number of participants at each Course conducted;
 - iii) the completion rates for the Course;
 - iv) demographics;
 - v) customer feedback and customer satisfaction survey results; and
 - vi) other information requested by the Territory for the purpose of evaluating the Course.
- b) On request, the Approved Course Provider must allow the Territory to attend the delivery of a Course, for the purpose of ensuring delivery of the Course is fit for purpose.
- c) A response to a request for information and/or records from the Territory must be provided by an Approved Course Provider within 14 days of receipt of the request from the Territory, unless agreed otherwise.
- d) Where the Territory directs a person to undertake only the Road Rules Knowledge Test outside of the Course, an Approved Course provider must ensure the conduct of the Road Rules Knowledge Test is in accordance with clauses 8 (a) to (c).

9. Notification of Change to Approved Course Provider Ownership

- a) The Approved Course Provider must notify the Territory if the Approved Course Provider has sold, transferred or assigned the ownership of its company to another person or legal entity (a change of ownership).
- b) Where a change of ownership has occurred, the Territory may request information be provided by an Approved Course Provider within 14 days of receipt of the request, to assess whether the new owner is suitable to be an Approved Course Provider.