

# CLASS 2-5 LEARNER LICENCE COURSE for people 25 years of age and over

COURSE MANUAL  
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# 1 About this guide

This guide is for course providers who have been approved by Waka Kotahi NZ Transport Agency to test the knowledge and experience of drivers over 25 years of age who wish to reduce the time they must hold a full class 2 or 4 driver licence before being able to apply for the next stage heavy vehicle learner licence class.

# 2 Legal reference

Clause 93(f) of the Land Transport (Driver Licensing) Rule 1999 provides for Waka Kotahi to approve courses assessing the driving experience, knowledge and skills of a person of 25 years of age or over and holding a class 2, 3 or 4 driver licence, for the purposes of waiving the requirement for that person to hold the licence for three months before being able to apply for the next stage heavy vehicle learner licence.

# 3 Overview

These courses are designed to assess the competence of a person 25 years of age or over, to waive the requirement for that person to hold full class 2, 3 or 4 licence for three months by assessing their driving experience, knowledge and skills.

Each course consists of similar elements:

- The requirement of the driver to demonstrate that they have had experience driving a vehicle that requires either a full class 2, 3 or 4 driver licence since obtaining that class of full licence.  
Note: the vehicle used may not be a tractor or special type vehicle (refer to definitions on page 12 of the document, *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*).
- The requirement of the driver to demonstrate their knowledge of safe driving of a heavy motor vehicle, by completing multi-choice questions.

Note: these courses allow for the accelerated progression of person over 25 only and do not eliminate the requirements for the driver to progress through the individual licence class.

# 4 Courses

There are three individual courses available to candidates which on successful completion will allow them to apply for the next stage heavy vehicle learner licence class:

- Class 2 Full licence to class 3 learner licence course (2F-3L)
- Class 2 Full licence to class 4 learner licence course (2F-4L)
- Class 4 Full licence to class 5 learner licence course (4F-5L)

## 5 Selection of approved course providers

### **COURSE PROVIDER APPROVAL**

Course provider approval for these courses will follow a similar format and process to that for other approved courses relating to the attainment of a full class 2, 3 4 or 5 driver licence. However, approval will only be granted to organisations that are registered by the New Zealand Qualifications Authority (NZQA) as tertiary educational organisations (TEOs), private training establishments (PTEs) and polytechnics – and who are also approved by Waka Kotahi as course providers to conduct class 2, 3, 4 or 5 driver licensing courses. To be engaged with a training provider registered with NZQA means the assessor has a contract or similar formal written document that requires the assessor to comply with, and be audited against, the training protocols shown in that particular provider's quality management manual.

Should a course provider wish to obtain approval to conduct any or all of the following courses (2F-3L, 2F-4L, 4F-5L) they may apply to Waka Kotahi and pay the required application fee. A fee of \$38.80 (incl GST) applies to each of the individual course approvals.

Applications will be considered against the following criteria.

The organisation must:

- be currently approved for and active in assessing the approved Waka Kotahi heavy vehicle driver licensing courses, minimum class 4
- provide copies of their approved course register as evidence of having conducted a minimum of 15 heavy vehicle driver licence assessments during the past 12 months using training and assessment material as specified in clause 3 of the Waka Kotahi document *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*
- have been moderated or audited by either MITO Industry Training Organisation or Waka Kotahi as an approved driver licensing course provider in relation to heavy vehicle driver licence courses within the past 12 months, with the outcome of any such moderation/audit having identified no serious deficiencies in assessment procedures. In circumstances where a course provider has not been audited/moderated within the past 12 months, acceptance as a course provider for these courses will be based on the Waka Kotahi evaluation of previous audits/moderations of the provider
- agree to comply with the course criteria as set down for these courses
- agree to comply with the conditions specified in the *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*
- agree to use only assessors who have been approved by Waka Kotahi to assess these courses and for which the organisation holds the appropriate certificates of authorisation.

New assessors (those that do not already meet the assessor requirements of Waka Kotahi for course providers) must meet ITO assessor accreditation standards and must also provide evidence of proven relevant industry experience in the past five years in the operation of heavy motor vehicles in an operational or training setting.

Assessors authorised to conduct these courses will have to be either employed by, or otherwise engaged with, a training provider registered with the NZQA. This provider must hold accreditation for unit standards 17574, 17575, 17576, 17577, and 24089 and be also approved by Waka Kotahi as an approved course provider for driver licence classes 2, 3, 4 and 5.

Applications to become an approved course provider for these courses must be made on the application form shown in appendix 1 of this manual.

Applications to become an authorised assessor for these courses must be made on the application form shown in appendix 2 of this manual.

## 6 Course criteria: class 2 full to class 3 learner licence course

Candidates must provide:

- a completed original signed *Record of distance* form (see appendix 5) with copies of the logpage for each of the dates referred to attached. Where the logbook pages presented are of an electronic format, the logbook must have been approved by Waka Kotahi for use in New Zealand. A list of approved electronic logbooks maybe viewed at [www.nzta.govt.nz/commercial-driving/commercial-safety/work-time-and-logbook-requirements/electronic-driver-logbooks/](http://www.nzta.govt.nz/commercial-driving/commercial-safety/work-time-and-logbook-requirements/electronic-driver-logbooks/)

Note: the *Record of distance* form must be signed by a person who is able to verify the details and would ideally be the candidate's employer

- a copy of the loading certificate for each of the vehicle registration numbers listed on the *Record of distance* form.

Note: Photocopies of all loading certificates presented are to be retained with the course documentation

- copies of completed driver logbook pages for a preceding period of seven days of unsupervised driving of a vehicle requiring a class 2 full licence. Note: the seven-day period does not include days where the candidate has not driven or has not been working. For the purpose of satisfying this course criteria, all course candidates must provide the specified copies of their completed driving hours logbook, even if they are legally exempt from the requirement to maintain a logbook

- electronic logbooks are **not acceptable** as evidence the candidate is able to complete a logbook without error due to some components of the logbook being automated. Where the logbook pages presented are of an electronic format, the candidate is required to complete one of the *Class 2-5 learner licence course* logbook scenarios

- original copy of the temporary New Zealand driver licence issued to the candidate showing the date the class 2 full licence was obtained.  
Note: a photocopy of the temporary licence must be retained with the course documentation
- original of the candidate's photo driver licence confirming they hold a class 2 full licence.  
Note: a photocopy of this licence must be retained with the course documentation.

### **APPROVED COURSE PROVIDER RESPONSIBILITIES: (2F-3L COURSE)**

The responsibilities of course providers undertaking assessment for driver licence purposes are outlined in the Waka Kotahi document *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*. In addition, course providers conducting the class 2-5 learner licence courses for persons 25 years of age or over are required to:

- verify the identity of the candidate by viewing the candidate's photo driver licence which must display a full class 2 licence.  
Note:
  - verification of the logbook pages, verification of the kilometres driven and the administration of the relevant multi-choice test/s, must not take place until the candidate can present a photo driver licence (to verify their identity) in addition to their temporary licence (this is to verify the date the full licence was issued)
  - notwithstanding the requirement above, a course candidate may commence accumulating the required 1000 kilometres driving once they have obtained their full licence (ie prior to receiving their photo driver licence) but may not undertake the balance of the course (as detailed above) until they can produce a photo driver licence (in addition to their temporary licence)
  - a photocopy of the candidate's photo driver licence must be retained with the course documentation
- verify the candidate did not commence accumulating the required 1000 kilometres until after the date the class 2 full licence was issued (as shown on the temporary driver licence). A photocopy of the candidate's temporary driver licence must be retained with the course documentation
- verify the kilometres driven were in class 2 vehicle/s by:
  - verifying the registration number on the loading certificate/s match those registration numbers listed on the *Record of distance* form, and
  - verifying the vehicle's GVM as displayed on the loading certificate meets the requirements for a class 2 driver licence as per schedule 3 of the Land Transport (Driver Licensing) Rule 1999.  
Note: this driving may not be undertaken in a tractor or special-type vehicle. Photocopies of the loading certificate/s presented must be retained with the course documentation

- verify by reference to the *Record of distance* form and the attached copies of logbook pages, that the requisite 1000 kilometres of unsupervised driving has been completed in a class 2 vehicle (not a tractor or special type vehicle).  
Note: where the 1000 kilometres of driving is completed in less than seven days, the candidate must still produce seven days of logbook pages showing unsupervised driving of a vehicle requiring a class 2 full licence
- using the checksheet shown in appendix 3, verify that the candidate's logbook pages (seven days unsupervised driving in a class 2 vehicle) comply 100% with the requirements of the Land Transport Rule: Work Time and Logbooks 2007 (the seven-day period does not include days where the candidate has not driven or has not been working). Photocopies of the logbook pages analysed must be retained with the course documentation  
**Criteria:** The logpages presented must be 100% accurate. Should any error be found on the log pages the candidate must complete the Class 2-5 learner licence course logbook scenario to the standard stipulated below.
- Note: **electronic logbooks are not acceptable** as evidence the candidate is able to complete a logbook without error due to some components of the logbook being automated. Where the logbook pages presented are of an electronic format, the candidate must complete the *Class 2-5 learner licence course* logbook scenarios to the standard stipulated below.
- **supervise the candidate sitting the following tests:**
  - 10 question multi-choice test paper relating to driver fatigue
  - 10 question multi-choice test paper relating to heavy combination vehicle stability
  - five question multi-choice test paper relating to load security
  - where a candidate has produced log pages from an electronic logbook the *Class 2-5 learner licence course* logbook scenario.

### Standard required

#### Multi choice tests

The acceptance standard for the three multi-choice tests is 100%.

Note: these are tests not assessments. If any answer on a test paper is incorrect, the candidate must be given another version of the test paper to complete to the required standard. If the candidate fails the second attempt, they do not meet the course standard and a course completion certificate must not be issued.

#### Logbook scenario (if completed)

The completed scenario must be 100% accurate with the marking guide. No reassessment is permitted. If a candidate fails the first attempt at the logbook scenario, a re-sit using the second logbook scenario may be conducted and must be marked to the same standard. If the candidate fails the second attempt they do not meet the course standard and a course completion certificate must not be issued.

## CONDUCTING THE TESTS AND LOGBOOK SCENARIOS (when required)

Assessors are expected to undertake the tests for these courses with due care and diligence. Specifically:

- The 3 multi-choice tests aim to test a candidate's knowledge. However, due to the amount of reading required, the candidate can be granted access to any of the learning resources applicable to these courses during the tests.
- The logbook scenario is a test of the candidates' ability to complete a logbook without error. No resource/reference material may be used during this exercise.
- All tests and the logbook scenario must be conducted to the required standard.
- The assessor must supervise the candidate at all times the test and any logbook scenarios are being conducted.
- The test and logbook scenario papers are confidential to Waka Kotahi and the course provider. They must not be reproduced, copied or released to anyone or used in any manner without the written consent of Waka Kotahi.
- In situations where there may be more than one candidate doing the tests/logbook scenario at the same time, the assessor must be confident that the completed tests/logbook scenarios submitted are the work of the individual candidate before accepting the completed tests/logbook scenarios for evaluation.
- The venue in which testing takes place must meet the minimum criteria for course venue requirements set out in section 5.11 of the *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*.
- Although no timeframe has been set for the individual tests/logbook scenarios, assessors must give candidates adequate time to consider their answers.
- All completed test and logbook scenario papers (passed and failed) along with a copy of any course completion certificate issued must be retained with the course documentation.

## 7 Course criteria: class 2 full to class 4 learner licence course

Candidates must provide:

- a completed original signed 'record of distance' form (see appendix 5) attaching copies of the logpages for each of the dates referred to. Where the logbook pages presented are of an electronic format, the logbook must have been approved by Waka Kotahi for use in New Zealand. A list of approved electronic logbooks may be viewed at [www.nzta.govt.nz/commercial-driving/commercial-safety/work-time-and-logbook-requirements/electronic-driver-logbooks/](http://www.nzta.govt.nz/commercial-driving/commercial-safety/work-time-and-logbook-requirements/electronic-driver-logbooks/)



Note: the *Record of distance* form must be signed by a person who is able to verify the details and would ideally be the candidate's employer

- a copy of the loading certificate for each of the vehicle registration numbers listed on the *Record of distance* form.

Note: photocopies of all loading certificates presented are to be retained with the course documentation

- copies of completed driver logbook pages for a preceding period of seven days of unsupervised driving of a vehicle requiring a class 2 full licence.  
Note: the seven-day period does not include days where the candidate has not driven or has not been working. For the purpose of satisfying this course criteria, all course candidates must provide the specified copies of their completed driving hours logbook, even if they are legally exempt from the requirement to maintain a logbook

- electronic logbooks are not acceptable as evidence the candidate is able to complete a logbook without error due to some components of the logbook being automated. Where the logbook pages presented are of an electronic format, the candidate is required to complete one of the *Class 2-5 learner licence course* logbook scenarios

- original copy of the temporary NZ driver licence issued to the candidate showing the date the class 2 full licence was obtained.

Note: a photocopy of the temporary licence must be retained with the course documentation

- original of the candidate's photo driver licence confirming they hold a class 2 full licence.

Note: a photocopy of this licence must be retained with the course documentation.

### **APPROVED COURSE PROVIDER RESPONSIBILITIES: (2F-4L COURSE)**

The responsibilities of course providers undertaking assessment for driver licence purposes are outlined in the Waka Kotahi document *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*.

In addition, course providers conducting the class 2-5 learner licence courses for persons 25 years of age or over are required to:

- verify the identity of the candidate by viewing their photo driver licence which must display a full class 2 licence.

Note: verification of the logbook pages, verification of the kilometres driven, and the administration of the relevant multi-choice test/s, must not take place until the candidate can present a photo driver licence (to verify their identity) in addition to their temporary licence. (This is to verify the date the full licence was issued)

- not withstanding the requirement above, a course candidate may begin to accumulate the required 1000 kilometres driving once they have obtained their full licence (ie prior to receiving their photo driver licence) but may

not undertake the balance of the course (as detailed above) until they can produce a photo driver licence (in addition to their temporary licence)

- a photocopy of the candidate's photo driver licence must be retained with the course documentation
- verify the candidate did not commence accumulating the required 1000 kilometres until after the date the class 2 full licence was issued (as shown on the temporary drivers licence). A copy of the candidate's temporary driver licence must be retained with the course documentation
- verify the kilometres driven were in class 2 vehicle(s), by:
  - verifying the registration number on the loading certificate/s match those registration numbers listed on the 'record of distance driven' form, and
  - verifying the vehicle's GVM as displayed on the loading certificate/s meets the requirements for a class 2 driver licence as per schedule 3 of the Land Transport (Driver Licensing) Rule 1999.  
Note: this driving may not be undertaken in a tractor or special-type vehicle. Photocopies of the loading certificate/s presented must be retained with the course documentation
- verify by reference to the 'record of distance driven' form and the attached copies of logbook pages, that the requisite 1000 kilometres of unsupervised driving has been completed in a class 2 vehicle (not a tractor or special-type vehicle).  
Note: where the 1000 kilometres of driving is completed in less than seven days the candidate must still produce seven days of logbook pages showing unsupervised driving of a vehicle requiring a class 2 full licence
- using the checksheet shown in appendix 3, verify that the candidate's logbook pages (seven days unsupervised driving in a class 2 vehicle) comply 100% with the requirements of the Land Transport Rule: Work Time and Logbooks 2007 (the seven-day period does not include days where the candidate has not driven or has not been working). Photocopies of the logbook pages analysed must be retained with the course documentation  
**Criteria:** The logpages presented must be 100% accurate. Should any error be found on the log pages the candidate must complete the Class 2-5 learner licence course logbook scenario to the standard stipulated below.
- Note: **electronic logbooks are not acceptable** as evidence the candidate is able to complete a logbook without error due to some components of the logbook being automated. Where the logbook pages presented are of an electronic format, the candidate must complete the *Class 2-5 learner licence course* logbook scenarios to the standard stipulated below.

- **supervise the candidate sitting the following tests:**

- 10-question multi-choice test paper relating to driver fatigue
- 10-question multi-choice test paper relating to heavy rigid vehicle stability
- five question multi-choice test paper relating to load security
- where a candidate has produced log pages from an electronic logbook the *Class 2-5 learner licence course logbook scenario*.

### **Standard required**

#### Multi-choice tests

The acceptance standard for the three multi-choice tests is 100%.

Note: these are tests not assessments. If any answer on a test paper is incorrect, the candidate must be given another version of the test paper to complete to the required standard. If the candidate fails the second attempt they do not meet the course standard and a course completion certificate must not be issued

#### Logbook scenario (if completed)

The completed scenario must be 100% accurate with the marking guide. No reassessment is permitted. If a candidate fails the first attempt at the logbook scenario, a re-sit using the second logbook scenario may be conducted and must be marked to the same standard. If the candidate fails the second attempt they do not meet the course standard and a course completion certificate must not be issued.

### **CONDUCTING THE TESTS AND LOGBOOK SCENARIOS (when required)**

Assessors are expected to undertake the tests for these courses with due care and diligence. Specifically:

- The 3 multi-choice tests aim to test a candidate's knowledge. However, due to the amount of reading required, the candidate can be granted access to any of the learning resources applicable to these courses during the tests.
- The logbook scenario is a test of the candidates' ability to complete a logbook without error. No resource/reference material may be used during this exercise.
- All tests and the logbook scenario must be conducted to the required standard.
- The assessor must supervise the candidate at all times the test and any logbook scenarios are being conducted.
- The test and logbook scenario papers are confidential to Waka Kotahi and the course provider. They must not be reproduced, copied or released to anyone or used in any manner without the written consent of Waka Kotahi.

- In situations where there may be more than one candidate doing the tests/logbook scenario at the same time, the assessor must be confident that the completed tests/logbook scenarios submitted are the work of the individual candidate before accepting the completed tests/logbook scenarios for evaluation.
- The venue in which testing takes place must meet the minimum criteria for course venue requirements set out in section 5.11 of the *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*.
- Although no timeframe has been set for the individual tests/logbook scenarios, assessors must give candidates adequate time to consider their answers.
- All completed test and logbook scenario papers (passed and failed) along with a copy of any course completion certificate issued must be retained with the course documentation.

## 8 Course criteria: class 4 full to class 5 learner licence course

Candidates must provide:

- a completed original signed *Record of distance* form (see appendix 5) attaching copies of the logpage for each of the dates referred to.  
Note: this form must be signed by a person who is able to verify the details and would ideally be the candidate's employer
- a copy of the loading certificate for each of the vehicle registration numbers listed on the *Record of distance* form  
Note: photocopies of all loading certificates presented are to be retained with the course documentation
- copies of completed driver logbook pages for a preceding period of seven days of unsupervised driving of a vehicle requiring a class 4 full licence.  
Note: the seven-day period does not include days where the candidate has not driven or has not been working. For the purpose of satisfying this course criteria, it is required that all course candidates must provide the specified copies of their completed driving hours logbook, even if they are legally exempt from the requirement to maintain a logbook
- electronic logbooks **are not acceptable** as evidence the candidate is able to complete a logbook without error due to some components of the logbook being automated. Where the logbook pages presented are of an electronic format, the candidate is required to complete one of the *Class 2-5 learner licence course* logbook scenarios.
- original copy of the temporary NZ driver licence issued to the candidate showing the date the class 4 full licence was obtained.  
Note: a photocopy of the temporary licence must be retained with the course documentation

- original of the candidate's photo driver licence confirming they hold a class 4 full licence.

Note: a photocopy of this licence must be retained with the course documentation.

### **APPROVED COURSE PROVIDER RESPONSIBILITIES: (4F-5L COURSE)**

The responsibilities of course providers undertaking assessment for driver licence purposes are outlined in the Waka Kotahi document *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*.

In addition, course providers conducting the class 2-5 learner licence courses for persons 25 years of age or over are required to:

- verify the identity of the candidate by viewing the candidate's photo driver licence which must display a full class 4 licence.  
Note: verification of the logbook pages and verification of the kilometres driven and the administration of the relevant multi-choice test/s, must not take place until the candidate can present a photo driver licence (to verify their identity) in addition to their temporary licence. (This is to verify the date the full licence was issued.)
  - not withstanding the requirement above, a course candidate may start accumulating the required 1000 kilometres driving once they have obtained their full licence (ie prior to receiving their photo driver licence) but may not undertake the balance of the course (as detailed above) until they can produce a photo driver licence (in addition to their temporary licence)
  - a photocopy of the candidates photo driver licence must be retained with the course documentation
- verify the candidate did not start to accumulate the required 1000 kilometres until after the date the class 4 full licence was issued (as shown on the temporary drivers licence). A photocopy of the candidate's temporary drivers licence must be retained with the course documentation
- verify the kilometres driven were in class 4 vehicle/s, by:
  - verifying the registration number on the loading certificate(s) match those registration numbers listed on the 'record of distance driven' form, and
  - verifying the vehicles GVM as displayed on the loading certificate(s) meets the requirements for a class 4 driver licence as per schedule 3 of the Land Transport (Driver Licensing) Rule 1999.  
Note: this driving may not be undertaken in a tractor or special-type vehicle. Photocopies of the loading certificates presented must be retained with the course documentation
- verify by reference to the 'record of distance driven' form and the attached copies of logbook pages, that the requisite 1000 kilometres of unsupervised driving has been completed in a class 4 vehicle (not a tractor or special type vehicle).

Note: Where the 1000 kilometres of driving is completed in less than seven days the candidate must still produce seven days of logbook pages showing unsupervised driving of a of a vehicle requiring a class 4 full licence

- using the checksheet shown in appendix 3, verify that the candidate's logbook pages (seven days unsupervised driving in a class 2 vehicle) comply 100% with the requirements of the Land Transport Rule: Work Time and Logbooks 2007 (the seven-day period does not include days where the candidate has not driven or has not been working). Photocopies of the logbook pages analysed must be retained with the course documentation  
**Criteria:** The logpages presented must be 100% accurate. Should any error be found on the log pages the candidate must complete the Class 2-5 learner licence course logbook scenario to the standard stipulated below.
- Note: **electronic logbooks are not acceptable** as evidence the candidate is able to complete a logbook without error due to some components of the logbook being automated. Where the logbook pages presented are of an electronic format, the candidate must complete the *Class 2-5 learner licence course* logbook scenarios to the standard stipulated below.
- **supervise the candidate sitting the following tests:**
  - 10 question multi-choice test paper relating to driver fatigue
  - 10 question multi-choice test paper relating to heavy combination vehicle stability
  - 5 question multi-choice test paper relating to load security
  - where a candidate has produced log pages from an electronic logbook the *Class 2-5 learner licence course* logbook scenario.

### Standard required

#### Multi choice tests

The acceptance standard for the three-multi choice tests is 100%.

Note: these are tests not assessments. If any answer on a test paper is incorrect, the candidate must be given another version of the test paper to complete to the required standard. If the candidate fails the second attempt they do not meet the course standard and a course completion certificate must not be issued

#### Logbook scenario (if completed)

The completed scenario must be 100% accurate with the marking guide. No reassessment is permitted. If a candidate fails the first attempt at the logbook scenario, a re-sit using the second logbook scenario may be conducted and must be marked to the same standard. If the candidate fails the second attempt they do not meet the course standard and a course completion certificate must not be issued.

## **CONDUCTING THE TESTS AND LOGBOOK SCENARIOS (when required)**

Assessors are expected to undertake the tests for these courses with due care and diligence. Specifically:

- The 3 multi-choice tests aim to test a candidate's knowledge. However, due to the amount of reading required, the candidate can be granted access to any of the learning resources applicable to these courses during the tests.
- The logbook scenario is a test of the candidates' ability to complete a logbook without error. No resource/reference material may be used during this exercise.
- All tests and the logbook scenario must be conducted to the required standard.
- The assessor must supervise the candidate at all times the test and any logbook scenarios are being conducted.
- The test and logbook scenario papers are confidential to Waka Kotahi and the course provider. They must not be reproduced, copied or released to anyone or used in any manner without the written consent of Waka Kotahi.
- In situations where there may be more than one candidate doing the tests/logbook scenario at the same time, the assessor must be confident that the completed tests/logbook scenarios submitted are the work of the individual candidate before accepting the completed tests/logbook scenarios for evaluation.
- The venue in which testing takes place must meet the minimum criteria for course venue requirements set out in section 5.11 of the *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses*.
- Although no timeframe has been set for the individual tests/logbook scenarios, assessors must give candidates adequate time to consider their answers.
- All completed test and logbook scenario papers (passed and failed) along with a copy of any course completion certificate issued must be retained with the course documentation.

## 9 Course completion certificates

A candidate who has met all the course criteria is to be issued with the appropriate Waka Kotahi course completion certificate (driver licence certificate 25 years and over) showing successful completion of the course. A sample certificate is shown in appendix 4.

The certificates must be completed fully in clear English and must show the candidate's name as it appears on their driver licence, with those classes to which the certificate does not relate to being clearly deleted, by way of a line drawn through those classes.

Course providers are required to keep a record of all certificates issued for these courses as per the record keeping requirements of clause 6 of the publication *Statement of approval condition governing the delivery of NZ Transport Agency approved driver licensing courses*.

Course providers shall advise candidates who meet the course criteria to take the certificate they receive to a driver licensing agent, to apply for the learner licence sought and pay the applicable fees (note that the candidate will still have to complete the relevant theory test to obtain the next stage learner licence).

Course providers shall only charge candidates a fee for the course that is fair and reasonable for the time involved (Waka Kotahi believes that the supervision of tests, marking the tests, analysing the logbook and associated paperwork should be able to be completed in less than two hours).



## 10 Record keeping

Approved course providers are required to maintain records of all analysis undertaken, tests completed, record of distance driven form, all associated documentation and a copy of each course certificates that they may issue for these courses.

Record keeping requirements are clarified in clause 6 of *Statement of approval conditions*.

Records required to be kept include:

- a course register maintained in accordance with clause 6.1 of the Statement of approval document
- original test papers and any logbook scenarios completed by candidates
- the candidate's original verified record of distance driven (appendix 5), with the attached copies of logbook pages
- copies of the logbook pages showing 7 day of unsupervised driving of the relevant full class of driver licence
- completed evaluation of logbook and check on work time form (appendix 3).
- a photocopy of the candidate's photo driver licence
- a photocopy of the candidate's temporary driver licence
- a photocopy of the loading certificate for each of the vehicle registration numbers as shown on the record of distance driven form.

All records associated with these courses must be kept for 18 months from the date of the assessment as required by clause 5.27 of *Statement of approval condition governing the delivery of NZ Transport Agency approved driver licensing courses*.

## 11 Health and safety

Course providers are to ensure that all tests undertaken by them in relation to these courses are done so in a safe manner that:

- will avoid harm to themselves, the driver, or to any other people, and
- at all times will comply with the requirements of the Health and Safety at Work Act 2015.

All generally recognised safety procedures are to be adhered to and appropriate safety checks on any equipment or vehicles used by the provider or the candidate during the assessment have been completed.

## 12 Publicity

Waka Kotahi will provide information for potential candidates, as well as access to applicable learning resources on their website at [www.nzta.govt.nz](http://www.nzta.govt.nz)

Information, including the contact details of approved course providers, is available on the Waka Kotahi website at [www.nzta.govt.nz/licence/getting/course-providers](http://www.nzta.govt.nz/licence/getting/course-providers) or by contacting the Waka Kotahi driver licensing contact centre on 0800 822 422 or by emailing [info@nzta.govt.nz](mailto:info@nzta.govt.nz).

## 13 Study resources

### **Health and fatigue**

[www.nzta.govt.nz/resources/heavy-learner/health-and-fatigue](http://www.nzta.govt.nz/resources/heavy-learner/health-and-fatigue)

### **Heavy combination vehicle stability and dynamics**

[www.nzta.govt.nz/resources/heavy-learner/heavy-combination-vehicles](http://www.nzta.govt.nz/resources/heavy-learner/heavy-combination-vehicles)

### **Heavy rigid vehicle stability and dynamics**

[www.nzta.govt.nz/resources/heavy-learner/heavy-rigid-vehicles](http://www.nzta.govt.nz/resources/heavy-learner/heavy-rigid-vehicles)

## Appendices – Sample forms and documents

- Appendix 1 Approved course provider application form
- Appendix 2 Authorised assessor application form
- Appendix 3 Driver logbook check sheet
- Appendix 4 Sample course certificate
- Appendix 5 Record of distance driven form



## Appendix 1: Approved course provider application form

Application by an organisation to be an approved course provider to conduct class 3, 4 and 5 learner licence courses for persons 25 years of age or over

|   |  |  |  |  |
|---|--|--|--|--|
| Name of contact person  |  |  | Driver licence no.:                                      |  |
|   | Last name  | First names  |  |  |
| NZQA provider name  |  |  |  |  |
| NZQA provider number (As shown in the provider details section of the NZQA website)   |  |  |  |  |
| NZQA audit cycle (As shown in the provider details section of the NZQA website)   |  |  |  |  |
| Street address  |  |  | Postal address (if different)                            |  |
| Email   |  |  | Phone (ev)   |  |
| Phone (day)   |  |  | Mobile   |  |
| Fax   |  |  |  |  |
| Course provider number (if already approved for other courses)  |  |  |  |  |
| Approvals required (please indicate) course type  | <input type="checkbox"/> Class 2 full to class 3 learner | <input type="checkbox"/> Class 2 full to class 4 learner | <input type="checkbox"/> Class 4 full to class 5 learner |  |
| Prior to approving any organisation to conduct approved driver licensing courses, it must be established that the applicant possesses the appropriate skills, training, and experience to conduct the approved course (see page 2 for a list of approval criteria).   |  |  |  |  |
| I agree for my name and contact details being made available to the public. Please tick   |  | YES  | NO   |  |
| Please tick to indicate that you acknowledge you will use the standard Waka Kotahi-approved analysis and test material.   |  | YES  |  |  |
| I also acknowledge that I have read and understood the: <ul style="list-style-type: none"> <li>• <i>Statement of approval conditions governing the delivery of the NZ Transport Agency approved driver licensing courses, and</i></li> <li>• <i>Class 2-5 learner licence course for persons 25 years of age or over course manual</i></li> </ul> and agree to comply with all conditions specified in these documents. |  |  |  |  |
| Signed  |  | Date   |  |  |

## **FEES**

A fee of \$38.80 (incl GST) is required for approval for each class approval (ie 2F to 3L, 2F to 4L and 4F to 5L).

## **REQUIREMENTS TO APPLY AS AN ORGANISATION**

- Provide a sample of course registers to be used.
- Nominate the name(s) of the person(s) who will be conducting the courses for the organisation. Applications for a certificate of authorisation/competence in relation to each of the proposed assessors must accompany this form.
- Provide a documented organisational structure in which accountability is clearly defined.
- Provide evidence of being an NZQA-registered training provider with accreditation for unit standards 17574, 17575, 17576, 17577 and 24089.

Before lodging your application, please ensure that you have attached the necessary evidence to support your application against each of the applicable criteria items.



## Appendix 2: Authorised assessor application form

Application for certificate of authorisation/competence to conduct class 3, 4 and 5 learner licence courses for an approved organisation

|   |  |
|---|--|
| <b>Name of applicant</b>  |  |
| <b>Address</b>  |  |
| <b>Contact phone numbers</b>  |  |
| <b>Driver licence number</b>  |  |
| <b>ITO assessor number</b>  |  |
| <b>Name of approved driver licensing course and NZQA registered training provider that you are going to conduct courses for</b> |  |
| <b>What is their NZQA provider number?</b>  |  |
| <b>What is their approved course provider number?</b>   |  |
| <b>Name of the person in control of the organisation</b>  |  |
| <b>What is the contact telephone number of this person?</b>   |  |

Please have this person sign below acknowledging that they give their authorisation for you to conduct approved driver licensing courses on behalf of their organisation.

|   |                                 |                                 |                                 |
|---|---------------------------------|---------------------------------|---------------------------------|
| <b>Certificate of authorisation/competence required for (please indicate)</b> | <b>Course type</b>              |                                 |                                 |
|   | <input type="checkbox"/>        | <input type="checkbox"/>        | <input type="checkbox"/>        |
|   | Class 2 full to class 3 learner | Class 2 full to class 4 learner | Class 4 full to class 5 learner |

### Note

- Please attach evidence from the ITO confirming that you hold the necessary accreditation to conduct the above mentioned courses. (You must hold accreditation for unit standards 17574, 17575, 17576, 17577 and 24089).
- The certificate that you receive will be specific as to the courses and organisation. If at a later date you wish to conduct additional course types or wish to work for another approved course provider organisation, an additional application for 'certificate of authorisation/competence' is required.
- No fee is payable in relation to this application.
- One application form is required for each individual assessor conducting courses under an approved course provider organisation.

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I declare that the information supplied in relation to this application is true and correct and that I have read and understood the documents:

- *Statement of approval conditions governing the delivery of NZ Transport Agency approved driver licensing courses, and*
  - *Class 2-5 learner licence course for persons over 25 years of age or over course manual*
- and agree to comply with all conditions specified in these documents.

---

|               |  |
|---------------|--|
| <b>Signed</b> |  |
| <b>Date</b>   |  |

---

|             |  |
|-------------|--|
| <b>Date</b> |  |
|-------------|--|

---





|   |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|
| <b>5. Days off have been correctly recorded.</b>  | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |
| <b>6. Driver's name or unique identifier correctly entered in the space provided on the cover of the logbook.</b>                 | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |
| <b>7. Driver's name, the date and whether the cumulative work day starts at noon or midnight correctly recorded on each page.</b> | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |
| <b>8. Registration plate number of vehicle(s) correctly recorded.</b>   | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |
| <b>9. Activities recorded in logbook are within work time provisions prescribed by law.</b>                                       | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |

**Assessor's comments**

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I,....., have analysed the attached logbook pages and confirm that they comply/DO NOT comply (delete the one that is not applicable) 100 percent with the requirements contained in the Land Transport Rule: Work Time and Logbooks 2007.

|               |             |
|---------------|-------------|
| <b>Signed</b> | <b>Date</b> |
|---------------|-------------|



## Appendix 4: Sample course certificate



## Appendix 5: Record of distance given

This form is to be completed by the applicant and is to record 1000 kilometres unsupervised driving in a vehicle subject to a:

- **class 2** driver licence if completing the class 2F – 3L course or the class 2F – 4L course, or
- **class 4** driver licence if completing the class 4F – 5L course.

Note: This driving must not be undertaken in a tractor or special-type vehicle.

The following documents must accompany this form:

1. Photocopies of the logbook pages completed by the driver relating to the dates recorded on the form. For the purpose of satisfying this course, it is required that candidate's provide the specified copies of their completed logbook even if they are legally exempt from the requirements to maintain a logbook.
2. A photocopy of the loading certificate for each of the vehicle registration numbers listed on the form.

|        |       |       |       |   |
|--------|-------|-------|-------|---|
| Course | 2F-3L | 2F-4L | 4F-5L | Circle the class of licence you wish to apply for |
|--------|-------|-------|-------|---|

|                              |  |
|------------------------------|--|
| <b>Candidate surname</b>     | <b>First names</b>                             |
| <b>Driver licence number</b> | <b>Date you received your 2F or 4F licence</b> |
| <b>Your address</b>          | <b>Your contact phone numbers</b>              |
| <b>Date of birth</b>         | <b>Vehicle owner's name</b>                    |
| <b>Phone</b>                 |  |

The attached page must be completed by the candidate and signed by a person who is able to verify the details, preferably the candidate's employer.

This form is to record distances you have actually driven (unsupervised) in a vehicle subject to either:

- a class 2 driver licence if completing the class 2F - 3L course or the class 2F - 4L course, while the holder of a full class 2 driver licence; or
- a class 4 driver licence if completing the class 4F - 5L course, while the holder of a full class 4 driver licence.

| Date | Vehicle             |                    | Distance travelled      |                                | Total kilometres driven |
|------|---------------------|--------------------|-------------------------|--------------------------------|-------------------------|
|      | Registration number | Gross vehicle mass | Start hubometer reading | Finish hubometer reading       |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         |                                |                         |
|      |                     |                    |                         | <b>Total kilometres driven</b> |                         |

I confirm that \_\_\_\_\_ is aged 25 years or older and has completed 1000 kilometres of unsupervised driving in a class 2/class 4 vehicle (please delete vehicle class not applicable), after obtaining a full class of licence for that class of vehicle, and I support his/her application to progress onto a higher class of driver licence.

|                           |                                 |
|---------------------------|---------------------------------|
| <b>Name of verifier</b>   | <b>Phone number of verifier</b> |
| <b>Signed by verifier</b> | <b>Date</b>                     |

