

National Heavy Vehicle Accreditation Scheme

For Registered Training Organisations (RTOs)

Application process and standards - Applying for approval to deliver the Fatigue Units of Competency

Introduction

Fatigue knowledge and awareness is essential to ensure that all employees (including managers), who are involved in the fatigue risk management system, are able to demonstrate competence in managing driver fatigue.

For the purpose of operating under NHVAS accreditation fatigue management modules, any person who drives a fatigue-regulated heavy vehicle, is a scheduler, or is a supervisor or manager of drivers or schedulers, as described in the Heavy Vehicle National Law (HVNL), must demonstrate competency in fatigue risk management by completing fatigue units of competency offered by Registered Training Organisations (RTOs).

Purpose

This document outlines the application process that an RTO must follow, and the standards they must meet, if they are seeking approval from the National Heavy Vehicle Regulator (NHVR) to deliver the units of competency required for accreditation in the National Heavy Vehicle Accreditation Scheme (NHVAS) fatigue management modules.

New fatigue units of competency

New fatigue units of competency, published in May 2017 by Australian Industry Standards (AIS), provide drivers, schedulers, supervisors and managers with information critical to effectively manage the risk of fatigue in road transport operations.

The new fatigue units are:

- TLIF0005 – Apply a fatigue risk management system (replaces unit TLIF2010)
- TLIF0006 – Administer a fatigue risk management system (replaces unit TLIF3063)
- TLIF0007 – Manage a fatigue risk management system (optional)

The NHVR must approve any RTO wishing to offer these new units for the purpose of NHVAS accreditation.

For a comparison between the units, see:

- [Comparing TLIF2010 with TLIF0005 \(PDF, 139KB\)](#)
- [Comparing TLIF3063 with TLIF0006 \(PDF, 157KB\)](#)

Accreditation requirements

Whilst the new units do not supersede units TLIF2010 and TLIF3063, which are used in nationally recognised qualifications, competence in the new units is required to allow operation under fatigue management accreditation in the NHVAS.

Note: Competency obtained previously in TLIF2010 and/or TLIF3063 will continue to be recognised for fatigue accreditation under NHVAS.

Background

NHVAS Standards (BFM and AFM) include the requirement that all personnel involved in the management, operation, administration, participation and verification of an accredited operator's fatigue risk management system must be able to demonstrate appropriate knowledge and skills in fatigue management relevant to their position.

Satisfying this requirement includes, if the person:

- drives a heavy vehicle under BFM or AFM – the person is able to demonstrate competence with TLIF2010
- is a scheduler as described in the heavy vehicle driver fatigue legislation, or who supervises or manages drivers and scheduling staff – the person is able to demonstrate competence with TLIF3063.

Several issues had been identified relating to the circumstances under which some TLIF2010 and TLIF3063 unit competencies have been assessed and obtained. Specifically, concerns had been raised over the ability of RTOs to verify the identity of the person who actually completes the assessment.

The NHVR can obtain a level of assurance that the person receiving a certificate of competency is the same person who has demonstrated competence by requiring RTOs to engage in an approval process.

NHVR approval process

Eligibility requirements

An RTO applying for NHVR approval to deliver these units of competency, for the purpose of accreditation in the NHVAS fatigue management modules, must meet a set of specific eligibility requirements as specified in the table below.

<input type="checkbox"/>	current registration with the Australian Skills Quality Authority (ASQA)
<input type="checkbox"/>	suitable training experience relevant to the heavy vehicle (HV) industry
<input type="checkbox"/>	qualified trainers with demonstrated experience in fatigue risk management
<input type="checkbox"/>	resources and capability to deliver training (including face-to-face)
<input type="checkbox"/>	the ability to verify the identity of students completing any training at the time of assessment.

Table 1: Specific eligibility requirements

Application process

If an RTO meets the eligibility requirements and wants to apply for NHVR approval to deliver the units of competency, they must submit an application to accreditation@nhvr.gov.au

The application must include:

- documentary evidence covering the items listed in Table 1 to demonstrate the eligibility criteria
 - proof of the requirements listed in Table 2.

Applicants should take the time to carefully prepare their application before lodging it for assessment.

Application requirements

When applying for approval, an RTO must provide proof of the following:

<input type="checkbox"/>	confirmation of current ASQA registration
<input type="checkbox"/>	a training delivery strategy
<input type="checkbox"/>	a statement of the vocational competence of the trainers and assessors
<input type="checkbox"/>	a statement of the current industry skills of the trainers and assessors
<input type="checkbox"/>	a professional development plan for trainers and assessors
<input type="checkbox"/>	assessment decision-making rules for determining competence
<input type="checkbox"/>	a statement from the RTO on how they will verify the identity of the student at the time of assessment.

Table 2: Application requirements

Conditions of approval

Eligible RTOs are approved through a process conducted by the NHVR, and a register of NHVR approved RTOs is maintained and published on the NHVRs website at www.nhvr.gov.au.

Decision review process

Decisions of the NHVR in relation to the approval of an RTO may be subject to internal review by an officer not involved in the original decision.

A refused applicant may request a review. It must be in writing and made within 28 days after a decision has been made or a statement of reasons for the decision is given.

The review may result in the original decision being affirmed or set aside and replaced by another decision the NHVR considers appropriate.

RTO reviews

Providing false or misleading information to the NHVR is grounds for suspension and/or cancellation of approval.

The NHVR may at its discretion, undertake or arrange to have undertaken, a review of an RTO or qualified trainer's competencies on-site during the delivery of the units of competency.

In the event the NHVR receives new information on the approval holder, a formal complaint or negative report about the actions of an RTO or qualified trainer in relation to the delivery or assessment of these competency units, the NHVR may check or arrange to have a check undertaken on their behalf.

As a result of a review or an investigation of an RTO or qualified trainer, the NHVR may:

- provide the RTO or qualified trainer with written feedback
- provide written recommendations
- suspend the RTO or qualified trainer from further delivery of these units of competency
- cancel the RTO approval to deliver the units of competency required for accreditation in the fatigue management modules of the NHVAS
- notify ASQA of any action they have taken.

For more information:

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Email: info@nhvr.gov.au

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