



**Government
of South Australia**

Department of Planning,
Transport and Infrastructure

AUTHORISED EXAMINER MANUAL

COMPETENCY BASED

TRAINING AND ASSESSMENT (CBT&A)

FOR

CLASS 'CAR' (C)



PUBLICATION INFORMATION

The information contained within this publication has been prepared to help you become better informed about the provisions of the Competency Based Training and Assessment (CBT&A) course for learner drivers of class 'C' vehicles. It should not be taken as a precise interpretation of the law. It does not set out to be a substitute for the legislation made by Parliament and recent changes in laws may not be reflected in this publication.

If you require further information, please contact DPTI.DriverTrainerEnquiries@sa.gov.au

Copies of the relevant South Australian legislation may be viewed at www.legislation.sa.gov.au

TRAINING INFORMATION

Authorised Examiners are required to conduct the training of all tasks laid down in the log book to the best of their ability and in accordance with the current edition of the Authorised Examiner's Manual.

Where the content of a task in the log book cannot be accessed within either a forty kilometre road distance from the town limit where the CBT&A course is being conducted, or 25 minutes of normal driving (whichever is the shorter distance), the Authorised Examiner will not be required to assess the applicant on those items in order to sign off the task. The Authorised Examiner will explain the items from the task and will note on the assessment page of the particular task which items in the task were not assessed.

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AUTHORISED EXAMINER MANUAL

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PART A

PROCEDURES SECTION

of the

AUTHORISED EXAMINER'S MANUAL

This Section contains the Procedures governing the conduct of the Competency-Based Training (CBT&A) Course for learner drivers of class “C” vehicles by Authorised Examiners.

All Authorised Examiners are required to comply with the processes as described in this Section when performing any of the functions associated with the Competency-Based Training Course.

PROCEDURE NO. 1

MANAGING THE CBT&A COURSE FOR CLASS 'C'

1. PURPOSE

The purpose of this procedure is to provide instruction to Authorised Examiners on the procedures and obligations required to be followed when providing the Competency-Based Training (CBT&A) Course for the licensing of class 'C' learner drivers.

2. SCOPE

This procedure encompasses the obligations and processes which must be applied by the Authorised Examiner from the point of initial contact with the CBT&A applicant through to the issue of the Certificate of Competency, but does not include the training or assessment standards or procedures.

3. REFERENCES

- AUTHORISED EXAMINER TRAINING COURSE
- RULES GOVERNING THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

- 4.1 "THE RULES"** mean the rules referred to in the Instrument of Appointment signed by the Registrar of Motor Vehicles for appointment as an Authorised Examiner.
- 4.2 "Learner Driver"** or **"Applicant"** means the driver of the motor vehicle who is undertaking the CBT&A course and is either a learner driver (driving on a learner's permit) or an overseas licence holder (driving on a permit issued under Section 80 of the Motor Vehicles Act).
- 4.3 "TASK"** means any of the CBT&A tasks as laid down in the 'Standards Section' of this Manual or the log book section of the 'Driving Companion'.
- 4.4.1** Terms defined under the Rules, which are used in this procedure, have the same meaning.
- 4.5 Mirror** means the central mirror as a minimum requirement.

5. PROCEDURE FOR MANAGING THE CBT&A COURSE

5.1 COMPLIANCE WITH THE RULES

The Authorised Examiner conducting the CBT&A training course will comply with the Rules governing the Authorised and Authorised Examiner Scheme referred to in the Instrument of Appointment.

PROCEDURE NO. 1

MANAGING THE CBT&A COURSE FOR CLASS 'C'

5.2 THE FIRST TRAINING SESSION

Before an Authorised Examiner commences the first training session of the CBT&A course for a learner driver, the Authorised Examiner must ensure compliance with the following:

- 5.2.1 The Authorised Examiner will establish the identity and address of the applicant by one of the following means:
- (i) Check the applicant's identity against the photo-permit;
 - (ii) Check the applicant's identity against an old photo-permit and signature on the current temporary permit;
 - (iii) Check the applicant's identity against a photo-licence (of a different class) and signature of the current permit; or
 - (iv) Check the applicant's identity against the signature on the temporary permit and other acceptable documentation such as a passport, student identification card, school letter, other photo identification, or recognized credit cards.
- 5.2.2 The Authorised Examiner will check that the learner's permit or Section 80 permit is **current** and in the possession of the applicant at all times when driving the vehicle. (**NOTE:** A temporary learner's permit is only valid for **ONE MONTH** from the date of the cash register imprint and it must be signed);
- 5.2.3 The Authorised Examiner must ensure that the applicant adheres to all learner's permit conditions and any other condition stated on the permit (eg. 'S' for driving with glasses or contact lenses) when driving the vehicle;
- 5.2.4 The Authorised Examiner will either provide a vehicle which is registered and roadworthy or use a vehicle provided by the applicant which has been checked by the Authorised Examiner for roadworthiness and registration;
- 5.2.5 The Authorised Examiner will ensure that his/her Accredited Motor Driving Authorised Examiner's Licence is current and clearly displayed on his or her person when conducting training;
- 5.2.6 In the interest of safety, the Authorised Examiner will ensure that the applicant wears appropriate footwear while undertaking CBT&A training. Footwear, which is considered **NOT** appropriate, includes the following:
- (i) Bare feet;
 - (ii) Thongs or similar footwear without a heel support or strap; or
 - (iii) Shoes with platform soles;
- and
- 5.2.7 The Authorised Examiner will give a brief explanation to the applicant of the CBT&A process and the conditions that apply, including the possibility of an Accreditation Auditor from Standards and Accreditation Section being able to observe any training session.

PROCEDURE NO. 1

MANAGING THE CBT&A COURSE FOR CLASS 'C'

5.3 COMPLIANCE WITH THE PROCEDURES AND STANDARDS

- 5.3.1 The Authorised Examiner will conduct the training in accordance with the procedures stated in this manual where practicable;
- 5.3.2 The Authorised Examiner will conduct the assessments for each task in accordance with the task assessment procedure and range statements in this manual where practicable;
- 5.3.3 The Authorised Examiner will complete the assessment records in the log book as soon as practicable after the assessment of any task or at the end of each training session whichever occurs first; and
- 5.3.4 Where the items of any task are not accessible ***within either a forty kilometre road distance*** of the town limit where the CBT&A course is being conducted, or 25 minutes of normal driving (whichever is the shorter distance), the Authorised Examiner will be exempted from conducting the assessment of those items of the task. The Authorised Examiner will provide an explanation of those items of the task to the applicant. The task may be signed off with a note on the assessment page that specific items of the task were unable to be assessed due to the applicant's CBT&A course location. (**Note:** For Task 30, see Procedure No. 4 Paragraph 5.8.4 for distance requirements.)

5.4 BOOKING THE LAST TRAINING SESSION ON TO THE "DPTI APPROVED BOOKING SYSTEM" (TRUMPS)

- 5.4.1 The Authorised Examiner must book a CBT&A-LTS with the Registrar of Motor Vehicles by completing the EzyReg 'Book Licence Test' transaction a minimum of two (2) clear calendar days before conducting the CBT&A-LTS

PROCEDURE NO. 1**MANAGING THE CBT&A COURSE FOR CLASS 'C'****5.5 THE LAST TRAINING SESSION**

The last training session recorded on `TRUMPS must be of at least 45 minutes duration and must include the assessment and any re-assessment for Task **30** and where the Certificate of Competency is expected to be issued to the applicant.

5.5.1 The last training session must not commence earlier than 5 minutes before or later than 15 minutes after the time recorded on the 'TRUMPS' system unless permission is obtained from either a Accreditation Auditor conducting an audit or the Operations Coordinator;

5.5.2 Any applicant who is unsuccessful in achieving the standard for Task **30** by the end of the last training session (including any secondary assessment) must be re-booked for another last training session in accordance with the Rules;

5.5.3 On successful completion of the last training session (Task **30**), the Authorised Examiner must:

- (i) Correctly complete the details in the applicant's log book;
- (ii) Accurately complete the details on the next numbered Certificate of Competency and ensure that the applicant signs the certificate in the Authorised Examiner's presence;
- (iii) Provide the white original certificate to the applicant together with the log book; and
- (iv) Complete and remove the "Summary of Competency-Based Training Course Tasks" sheet from the log book.

5.5.4 The Authorised Examiner will explain to the applicant that:

- (i) The Certificate of Competency must be presented to a Service SA, Customer Service Centre for a Licence to be issued; and
- (ii) Learner's permit conditions still apply until the provisional licence is issued.
- (iii) The learner will be required to submit the 75 hours of supervised driving recorded within the Log Book to the Service SA, Customer Service Centre.

5.6 MONTHLY RETURNS

The Authorised Examiner will accurately complete the CBT&A Monthly Return sheet at the end of each calendar month and attach the 'Summary of Competency-Based Training Course Tasks' (first page of the *Driving Companion*) for each CBT&A Course completed during that month. The Authorised Examiner must submit the Monthly Return to either the Standards or Accreditation Section or to a Service SA, Customer Service Centre (providing it is in an envelope and addressed to the Monthly Returns Officer, Standards and Accreditation Section.

The Monthly Return must reach the Monthly Returns Officer within 7 days from the last day of the month to which the Monthly Return refers. (When submitting returns at a Service SA, Customer Service Centre, allowance must be made to conform to the 7-day limit.)

PROCEDURE NO. 1**MANAGING THE CBT&A COURSE FOR CLASS 'C'****6. DOCUMENTATION**

- LOG BOOK FROM THE DRIVING COMPANION
- CERTIFICATE OF COMPETENCY
- LEARNER'S PERMIT
- TEMPORARY LEARNER'S PERMIT
- PASSPORT, STUDENT IDENTIFICATION CARD ETC.
- CBT&A MONTHLY RETURN
- 'SUMMARY OF COMPETENCY-BASED TRAINING COURSE TASKS' PAGE FROM THE LOG BOOK
- AUTHORISED EXAMINER BOOKING SHEET

PROCEDURE NO. 2

CONDUCTING CBT&A TRAINING SESSIONS

1. PURPOSE

The purpose of this procedure is to provide guidance to Authorised Examiners on how to perform Competency-Based Training and assessment of tasks from the CBT&A Course for learner drivers.

2. SCOPE

This procedure encompasses the planning, the preparation, establishment of lesson objectives, recognition of prior learning (or current competencies), the training of CBT&A tasks, general assessment conditions of those CBT&A tasks, and the maintenance of training records.

3. REFERENCES

- AUTHORISED EXAMINER COURSE
- THE DRIVER'S HANDBOOK
- LOG BOOK FROM THE DRIVING COMPANION
- STANDARDS SECTION OF THIS MANUAL
- RULES GOVERNING THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

- 4.1 **“LESSON OBJECTIVE”** or **“LEARNING OUTCOME”** means the statement of the task and standard to be achieved by the applicant expressed in outcome terms.
- 4.2 **“LOG BOOK”** means the learner driver's log book from the *‘Driving Companion’* which contains all of the task requirements and the assessment records for CBT&A.
- 4.3 **“HOMEWORK”** when marked with a cross (X) means the applicant requires either additional training or practice in that step from the *‘Task Requirements’* before the task can be adequately assessed.
- 4.4 **“RECOGNITION OF PRIOR LEARNING (RPL)”** or **“RECOGNITION OF CURRENT COMPETENCIES ”** means the knowledge and/or skills applicable to the lesson objective as claimed by the applicant that are identified by a diagnostic assessment conducted by the Authorised Examiner.
- 4.5 **“TRAINING RECORDS”** means the records kept by the Authorised Examiner as evidence of the applicant's competency in any task where training and/or assessments have been applied and may include the records on the second page of each task in the log book.

PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS****5. PROCEDURE FOR PERFORMING CBT&A TRAINING**

When conducting any training session for the CBT&A Course for learner drivers, Authorised Examiners will ensure that the training is performed in a properly prepared and structured manner. The process to be followed by Authorised Examiners should conform to this procedure *where practicable*.

5.1 LESSON PLANNING AND PREPARATION

The Authorised Examiner should ensure that appropriate planning and preparation for each training session of the CBT&A Course for learner drivers is performed prior to the conduct of the training session. The planning and preparation should include the following:

- 5.1.1 From the training records of the applicant and the learning outcomes stated in the tasks from the Standards Section of this manual, the Authorised Examiner should determine the lesson objective(s) for the training session prior to commencing the session;
- 5.1.2 All equipment, training aids, reference books and Manuals are accessible to the Authorised Examiner when required during the training session;
- 5.1.3 The instructional methods to be used in delivering the training during each session should be selected; and
- 5.1.4 The assessment of each of the tasks in the CBT&A Course must be appropriately planned by the Authorised Examiner to conform to the procedures laid down in this Manual applicable to each task and the requirements of the range statement associated with that task.

PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS****5.2 RECOGNITION OF PRIOR LEARNING (OR CURRENT COMPETENCIES)**

Definition: RPL is the acknowledgement of a person's skill and knowledge acquired through previous training, which may be used to grant status or credit in a subject or module.

A guide to assessing in the RPL format before any training is commenced on an applicant, the Authorised Examiner will **ensure** that the applicant is able to **satisfactorily perform a task** that has been signed off in the log book by another Authorised Examiner. The Authorised Examiner may also assess any other task for which the applicant claims competence. The Authorised Examiner will conduct each assessment for RPL in the following manner.

- 5.2.1 For any Basic Driving Procedure or Slow Speed Manoeuvre, the assessment for each task will be a single demonstration in accordance with the performance criteria and range statement for each of those tasks. Training in the task must not have been delivered in the training session prior to the assessment. The Authorised Examiner may place a tick in the RPL box alongside the task requirement step if that step is performed correctly. If the applicant fails to perform any of the steps in the task, the Authorised Examiner may place a cross in the corresponding box.
- 5.2.2 The steps where the crosses are placed will identify the areas where training is to be applied and **the total task must be re-assessed** in accordance with **Procedure No. 4 as stated in this manual**.
- 5.2.3 If the assessments in the tasks in either Units 1 or 2 are performed to standard without further training, the corresponding review task or tasks can be signed off at that time.
- 5.2.4 For all other tasks in the CBT&A Course where road law, road craft, and car craft are being taught, the assessment will be conducted in accordance with the procedures documented in this Manual. These are outlined in the performance criteria, standards, and range statement for the task.
- 5.2.5 If all the tasks in Units 1, 2, and 3 have been signed off by another Authorised Examiner, only Task 22 and the tasks in Unit 4 need to be assessed before attempting Tasks 29 and 30; and
- 5.2.6 If all the tasks up to and including Task 29 have been signed off by another Authorised Examiner, then only Tasks 22, 27, 29 (excluding Task 10) and 30 must be assessed by the Authorised Examiner signing the Certificate of Competency (see Note 2).

NOTES: 1. **The Authorised Examiner should, where appropriate, use questioning techniques to ascertain the applicant's knowledge base before a task is taught and if the applicant indicates competency then RPL should be offered.**

2. An applicant who has developed skills to a level where they are likely to meet the VORT standard may be recommended for a VORT.

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PROCEDURE NO. 2	

CONDUCTING CBT&A TRAINING SESSIONS

5.3 STRUCTURING A TRAINING SESSION

After ascertaining the knowledge and skill base from the applicant (*recognition of prior learning (RPL)*) and any training records (*eg. log book*), the Authorised Examiner should conduct the training session in an efficient and structured manner incorporating the following principles where possible:

- 5.3.1 The Authorised Examiner will outline the lesson objective to the applicant and explain the standard of performance expected of the applicant in order to achieve the learning outcome. The Authorised Examiner should link the lesson objective to previous training (where appropriate);
- 5.3.2 The Authorised Examiner should explain to the applicant how the training will take place and how the task will be assessed;
- 5.3.3 *Where practicable*, the Authorised Examiner should structure the training in the following manner, having regard for individual and cultural differences for each applicant:
- (i) Give an explanation of the task and any knowledge required for the task;
 - (ii) Demonstrate the task at normal speed (*as appropriate*);
 - (iii) Demonstrate the task, step by step, with a commentary of explanations and reasons for actions (*as appropriate*);
 - (iv) Applicant to perform the task, step by step, under the direct guidance from the Authorised Examiner;
 - (v) Applicant to practise with assistance as required; and
 - (vi) Applicant to practise (either as homework or with Authorised Examiner) until competency has been achieved;

and

- 5.3.4 Where the Authorised Examiner believes the applicant to be competent in a task, that Authorised Examiner will conduct the assessment of that task *in accordance with Procedure No. 4, performance criteria, standards, and range statements documented in this Manual for that task.*

PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS****5.4 ASSESSMENT OF TASKS IN THE CBT&A COURSE**

The assessment of tasks in the CBT&A course must be performed in an unbiased manner. When an assessment of a task is performed by the Authorised Examiner, the performance of the applicant must be judged ***on what the applicant displays during the assessment and not what the Authorised Examiner has previously observed***. Assistance, prompting or instruction during the assessment invalidates the assessment and is unfair on the applicant for future assessments.

Review assessments are also included throughout the training course to ensure that the characteristic of ***reliability*** of performance is built into the training. It enables additional assessment of previously trained and assessed tasks to confirm that the knowledge and skills have been learnt.

Review assessments identify recall by the applicant, which is a measure of how well the task was initially trained and learnt in the first instance. A properly taught task should require minimal (if any) additional training if the learning outcome was achieved by the applicant when it was first trained and correctly assessed.

*Each review task must be assessed **independently** from other review tasks. If the training session is at least 90 minutes, it may include up to **two review tasks** being assessed during the training session. The first of the reviews must be conducted at the beginning of the training session and the second of the reviews must be conducted towards the end of the session.*

The assessment of CBT&A tasks must conform to the following:

- 5.4.1 When an Authorised Examiner assesses a applicant on any task in the CBT&A course, the assessment of that task must be performed under the conditions stated in the documented range statement in accordance with the procedure referred to in that range statement;
- 5.4.2 Any assessment on a applicant of a task from the CBT&A course will be null and void if the Authorised Examiner performing the assessment provides any assistance, prompting or instruction (either verbal or physical). This could provide the driver with an advantage or hint in being able to achieve the learning outcome. Clarification of a direction, idle conversation or stopping the applicant at the side of the road to allow an obviously nervous applicant to settle down (*without identifying any previously occurring faults*) is NOT considered assistance or instruction;

PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS**

- 5.4.3 If assistance, prompting or instruction is required to avoid danger, embarrassment, confusion or continuation of a traffic offence, the assessment (whether a primary or secondary assessment) will be terminated at that point and remedial training may be applied;
- 5.4.4 If any assessment or re-assessment has been terminated, that assessment or re-assessment must be performed again from the beginning (except the re-assessment for Task **30**). A complete assessment of any task must be contained within a single training session;
- 5.4.5 When assessing any *Basic Driving Procedure* (Tasks **1** to **7**) or a *Manoeuvre* (Tasks **9** to **13** and Task **27**) in the CBT&A course, the assessment will be performed in accordance with **Procedure No. 3**, **Procedure No. 4** and **Procedure No. 5** in this manual;
- 5.4.6 When assessing *Basic Road Skills* (Tasks **15** to **22**) or *Traffic Management Skills* (Tasks **23** to **28**, except Task **27**), the law points, road craft, and car craft will be assessed in accordance with **Procedure No. 4** and **Procedure No. 5** in this manual;
- 5.4.7 When the assessments of all the basic tasks in a single **Unit** are completed, the *review* task for that Unit (if stated) must be the next task to be assessed by the Authorised Examiner;
- 5.4.8 When assessing *Review of Basic Driving Procedures* (Task **8**), *Review of Slow Speed Manoeuvres* (Task **14**) or *Review of Basic Driving Skills* (Task **29**), **one example only** of each of the stated learning outcomes must be demonstrated accurately, *without further training in those tasks*, for the review task to be signed off. Any applicant who demonstrates the learning outcome and does not achieve the required documented standard must be re-assessed in accordance with **the assessment procedure, standard, and range statement for the original task** at the end of the review assessment. Remedial training may be given before conducting those re-assessments;
- 5.4.9 When assessing *Review of Road Skills and Traffic Management* (Task **30**), the assessment will be conducted in accordance with the requirements of Section 5.4.6 of this procedure;
- 5.4.10 Task **30** must **NOT** be assessed until all other tasks have been signed off in the log book;
- 5.4.11 As soon as practicable after a satisfactory assessment of any task, the Authorised Examiner must complete the signature box for the task in the log book, sign, date it and have the applicant also sign in the appropriate place at that time, and complete the 'Summary' page; and

PROCEDURE NO. 2**CONDUCTING CBT&A TRAINING SESSIONS**

5.4.12 Where the items of a task are not reasonably accessible within either a forty kilometre road distance from the town limit where the CBT&A is conducted or 25 minutes of normal driving (which ever is the shorter distance), the Authorised Examiner will be exempt from assessing the applicant on those items within that task. The Authorised Examiner will explain the items of any such tasks to the applicant. The Authorised Examiner will complete the log book signature box for those tasks but will make a note on the assessment page that those items from that task were not assessed due the CBT&A location. (**Note:** see Procedure 4, Paragraph 5.8.4).

5.5 MAINTAIN LEARNER DRIVER TRAINING RECORDS

The Authorised Examiner may complete the training and assessment records for each applicant during the CBT&A training session in which training or assessment of a CBT&A task has taken place. If used, the training records should include the following:

- 5.5.1 In the column adjacent to Task Requirements titled '**Homework**', the Authorised Examiner should place either a '**tick**' in the first box alongside each step where the applicant has demonstrated competency, or a '**cross**' in the first box alongside each step where training or practice is still required;
- 5.5.2 When the learning outcome for the task has been re-assessed *in total* during any future training session and the standard for each of the *Task Requirements* is achieved, the Authorised Examiner should place a '**tick**' in the second box next to the original '**cross**' as appropriate;
- 5.5.3 The Authorised Examiner must complete the signature box and date box for each task in the log book as soon as practicable after the completion of the assessment for each task; and
- 5.5.4 At the end of each training session, the Authorised Examiner will complete the details in the 'Summary of Competency-Based Training Course Tasks' on the first page of the '*Driving Companion*'. The Authorised Examiner will retain this page (which is detachable) at the end of the training course and will submit it with their CBT&A Monthly Return.

6. DOCUMENTATION

- LOG BOOK FROM THE DRIVING COMPANION
- TRAINING AIDS / DIAGRAMS
- ASSESSMENT RECORDS INCLUDING THE 'SUMMARY OF COMPETENCY-BASED TRAINING COURSE TASKS' PAGE FROM THE DRIVING COMPANION

PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****1. PURPOSE**

The purpose of this procedure is to provide instruction to Authorised Examiners in how to explain the requirements for each of the Basic Driving Procedures and Slow Speed Manoeuvres from the CBT&A course to the applicant, and how to conduct their assessments.

2. SCOPE

This procedure covers the giving of directions and explanations for each of the basic driving procedures or manoeuvres to the applicant by the Authorised Examiner just before the Basic Driving Procedure or Slow Speed Manoeuvre is attempted during the assessment of that task.

3. REFERENCES

- STANDARDS SECTION OF THIS MANUAL
- PROCEDURE NO. 2
- PROCEDURE NO. 4
- THE DRIVER'S HANDBOOK
- RULES UNDER THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

- 4.1 "BASIC DRIVING PROCEDURE" or "BDP"** means any of the tasks which are defined in *Unit 1* (Basic Driving Procedures) of the Standards Section of this Manual. When referring to a specific 'Basic Driving Procedure', the full title will be used.
- 4.2 "MANOEUVRE"** means any of the tasks, which are defined in *Unit 2* (Slow Speed Manoeuvres) and Task **27** from the Standards Section of this Manual. When referring to a specific 'Manoeuvre', the full title will be used.

5. PROCEDURE FOR DIRECTING ASSESSMENTS ON TASKS FOR UNITS 1 AND 2 IN THE CBT&A COURSE

The Authorised Examiner will conduct assessments for Task **27** and for each of the tasks in Units 1 and 2 of the CBT&A course in accordance with **Procedure No. 4** while complying with the following:

PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.1 Unit 1, Task 1 - 'Cabin Drill and Controls'.**

- 5.1.1 When assessing this task, the Authorised Examiner will ensure that the seat, mirrors, and some of the control positions *are not correctly adjusted* for the applicant prior to the assessment of this task;
- 5.1.2 To commence the assessment, the Authorised Examiner will request the applicant to sit in the driver's seat and prepare the vehicle so that it can be driven by the applicant with safety;
- 5.1.3 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task 1 in the Standards Section of this Manual. At the end of the 'Cabin Drill', the Authorised Examiner will question the applicant on the location, function, and operation of at least one control from each group which may need to be used for driving; and
- 5.1.4 A *successful demonstration* of the task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task *without assistance from the Authorised Examiner*. **The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.**

5.2 Unit 1, Task 2 - 'Starting and Shutting Down the Engine'.

- 5.2.1 To commence the assessment of this task, the Authorised Examiner will **not** specially prepare the vehicle (eg. move the gear lever into 'Neutral');
- 5.2.2 The Authorised Examiner will ask the applicant, "When you are ready, start the engine, please" or words to that effect;
- 5.2.3 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Part (a) of Task 2 in the Standards Section of this Manual;
- 5.2.4. At a time convenient to the Authorised Examiner (eg. Immediately after starting up or at a time when the engine needs to be shut down), the applicant must be requested to "shut down" or "switch off" the engine when ready;
- 5.2.5 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Part (b) of Task 2 in the Standards Section of this Manual; and

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5.2.6 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.**

5.3 Unit 1, Task 3 - 'Moving Off from the Kerb'.

- 5.3.1 When assessing this task, the Authorised Examiner will select a location where the road is reasonably level and the traffic is light;
- 5.3.2 The vehicle must be secured with the handbrake on and in 'neutral' (or 'park' - automatics). This may be requested by the Authorised Examiner;
- 5.3.3 The Authorised Examiner will state to the applicant, "When you are ready, move off please" or words to that effect;
- 5.3.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task 3 in the Standards Section of this Manual; and
- 5.3.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.**

5.4 Unit 1, Task 4 - 'Stopping and Securing the Vehicle'

- 5.4.1 When assessing this task, the Authorised Examiner will **select a general location** where the road is reasonably level with minimum kerb-side obstructions and where the traffic is light;
- 5.4.2 The Authorised Examiner will identify the general location and request the applicant to stop the vehicle at the kerb;
- 5.4.3 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Part (a) of Task 4 in the Standards Section of this Manual;

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5.4.4 The Authorised Examiner will request the applicant to secure the vehicle so it will not roll and observe each step and the sequence of steps demonstrated by the applicant. The Authorised Examiner will compare the result to the documented standard for Part (b) of Task 4 in the Standards Section of this Manual; and

5.4.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.**

5.5 Unit 1, Task 5 - 'Stop and Go using the handbrake' (See Authorised Examiner Note – Page 45)

5.5.1 When assessing this task the Authorised Examiner will **either** select a location with no traffic and ask the applicant to bring the vehicle to a stop and then move off in the same direction using the handbrake, **or** assess the task where the applicant is required to stop (eg. at a stop line, in a line of traffic or when waiting to turn);

5.5.2 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task 5 in the Standards Section of this Manual; and

5.5.3 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with Procedure No. 4.**

5.6 Unit 1, Task 6 - 'Gear Changing up and down'

5.6.1 The assessment of Task 6 may be performed in conjunction with the training of another task (such as Task 18 - 'Turning at Corners'). This will allow an opportunity for the applicant to gain sufficient practice during other training to enable competent demonstrations of gear changing up through the gearbox and down through the gearbox under real road conditions;

5.6.2 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for all parts of Task 6 in the Standards Section of this Manual; and

5.6.3 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.7 Unit 1, Task 7 - 'Steering the Vehicle (Forward and Reverse)'**

- 5.7.1 When assessing this task, a quiet, level location, preferably without traffic, should be selected;
- 5.7.2 The Authorised Examiner will request the applicant to perform the components of the task (from the Range Statement);
- 5.7.3 The Authorised Examiner will note the observation pattern of the applicant, the method used for steering the vehicle (hand position), and the accuracy of control that the applicant applies to both the straight line steering and in changing direction (through at least 90 degrees); and
- 5.7.4 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

5.8 Unit 2, Task 9 - 'Moving Off On a Hill'

- 5.8.1 The Authorised Examiner will identify a general location that is appropriate for this manoeuvre to be conducted;
- 5.8.2 The Authorised Examiner will request the applicant to select an appropriate location on the hill (if available), pull into the left, and stop;
- 5.8.3 *****
- 5.8.4 The Authorised Examiner will then request the applicant to "move off" when he/she is ready;
- 5.8.5 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task 9 in the Standards Section of this Manual; and
- 5.8.6 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.9 Unit 2, Task 10 and Unit 4, Task 27- 'The U Turn (Simple and In Traffic)'**

- 5.9.1 The Authorised Examiner will identify a general location on a suitable road;
- 5.9.2 The Authorised Examiner will request the applicant to select a safe and legal location and do a complete 'U' turn;
- 5.9.3 A distance limit should be set by the Authorised Examiner which will allow at least three safe locations where a 'U' Turn can easily be attempted. This may be done by prefixing the Authorised Examiner's request with "Before you get to the *'stated limit'...*";
- 5.9.4 The Authorised Examiner will observe each step and their sequence demonstrated by the applicant and compare the result to the documented standard for Task **10** or Task **27** as the case may be, in the Standards Section of this Manual; and
- 5.9.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

5.10 Unit 2, Task 11 - 'The Three (3) Point Turn'

- 5.10.1 The Authorised Examiner will select an appropriate general location for the conduct of this manoeuvre where the road is sufficiently narrow requiring the vehicle *to be reversed at least two thirds the way across the road to complete the three point turn*;
- 5.10.2 The Authorised Examiner will request the applicant to select a safe and legal location and turn the vehicle around between the kerbs (or other extremities - country locations) without touching a kerb (or other extremity);
- 5.10.3 A distance limit should be set providing there are **at least three** appropriate locations where the manoeuvre can be done (eg. "Before the end of the road...");
- 5.10.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task **11** in the Standards Section of this Manual; and
- 5.10.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

PROCEDURE NO. 3**CONDUCTING ASSESSMENTS FOR
BASIC DRIVING PROCEDURES AND MANOEUVRES****5.11 Unit 2, Task 12 - '90 degree Angle Park'**

- 5.11.1 The Authorised Examiner will identify the general location for the conduct of this manoeuvre where there are clearly defined angled car parks (90 degree where possible);
- 5.11.2 The Authorised Examiner will request the applicant to choose an angle parking bay and correctly park the vehicle;
- 5.11.3 When leaving the angle parking bay the Authorised Examiner will direct the applicant in the direction in which the Authorised Examiner wishes to travel. (e.g. "After reversing out of the parking bay, I would like you to move off to the right...");
- 5.11.4 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task 12 in the Standards Section of this Manual; and
- 5.11.5 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

5.12 Unit 2, Task 13 - 'Reverse Parallel Park'

- 5.12.1 The Authorised Examiner will select an appropriate and reasonably level location;
- 5.12.2 The Authorised Examiner will request the applicant to park the vehicle at the kerb in a safe and legal location;
- 5.12.3 Once an appropriate position has been selected, the Authorised Examiner will request the applicant to secure the vehicle (if he/she has not already done so) and ensure that the vehicle is in 'neutral' (manuals) or 'park' (automatics);
- 5.12.4 The Authorised Examiner will set up the parking poles in accordance with the diagram on page 63 of the Driving Companion;
- 5.12.5 The Authorised Examiner will explain the following to the applicant before leaving the parking bay:
- (i) **Leaving the parking bay:**
- From the parking bay, the applicant is required to position the vehicle to the right and forward of the front pole and parallel to the kerb;

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- The vehicle must not touch the poles or drive between either pole and the kerb; and
- Reversing may be used to leave the parking bay.

(ii) Entering and parking within the parking bay:

- From the position forward of the front pole, the applicant may reverse into the parking bay up to the rear pole;
- The applicant may drive forward up to the front pole;
- The applicant may then reverse to centralize the vehicle within the parking bay;
- In the final position, the vehicle must have both left wheels within 300 mm of the kerb and be central within the parking bay (*not closer than 900 mm to either pole*);
- The vehicle must **NOT** touch the kerb, touch any pole or pass between any pole and the kerb; and

NOTE: A total of two attempts only are permitted to achieve a single *successful demonstration* of this Slow Speed Manoeuvre.

5.12.6 If the applicant has received training in this task, it will be sufficient for the Authorised Examiner to ask the applicant if they understand the requirements of the 'reverse parallel parking' and receive an affirmative reply before the applicant commences this manoeuvre;

5.12.7 The Authorised Examiner will observe each step and the sequence of steps demonstrated by the applicant and compare the result to the documented standard for Task 13 in the Standards Section of this Manual; and

5.12.8 A *successful demonstration* of the total task is considered to have occurred when the performance of the applicant accurately complies with the documented standard for that task without assistance from the Authorised Examiner. **The task can be signed off only when the number of *successful demonstrations* complies with the Range Statement for the task.**

6. DOCUMENTATION

- LOG BOOK FROM THE DRIVING COMPANION

PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE****1. PURPOSE**

The purpose of this procedure is to provide Authorised Examiners with a process for assessing the learning outcomes of tasks and for those tasks to be signed off in the log book for the CBT&A Course.

2. SCOPE

This procedure starts with identifying the commencement of an assessment and ends with the signing off of that task in the log book.

3. REFERENCES

- LOG BOOK FROM THE DRIVING COMPANION
- THE DRIVER'S HANDBOOK
- PROCEDURE NO.1 FOR CONDUCTING TRAINING SESSIONS IN THIS MANUAL
- PROCEDURE NO.2 FOR EXPLAINING EACH OF THE BASIC DRIVING PROCEDURES AND SLOW SPEED MANOEUVRES

4. DEFINITIONS

- 4.1 "ASSESSMENT"** means the process of determining the ability of a applicant to perform all tasks to the documented standards under the conditions stated in the range statement.
- 4.2 "CBT&A COURSE"** means the Competency-Based Training course approved by the Registrar of Motor Vehicles for the issue of a class 'C' provisional driver's licence.
- 4.3 "DIRECTIONS" or "DIRECTION GIVING"** means the act of giving the applicant clear and accurate information that covers only the location (*except manoeuvres*), and the request for the particular turn, task or manoeuvre. Directions must not contain instructions but may include the parameters that define a manoeuvre.
- 4.4 "INSTRUCTION"** means the act of guiding or giving explanations or assistance to the applicant with any of the steps (task requirements) which make up the requested task. Instruction includes teaching, giving hints, prompts or taking control by either verbal or physical means whether intentional or not.

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- 4.5 "RANGE STATEMENT" means the content and conditions that must be applied to the assessment of a task, enabling validation of that assessment as a suitable measure of competency (knowledge and skills applicable to that task).
- 4.6 "SKILL" means a single attribute listed in the task requirements to be demonstrated to the documented standard by the applicant during an assessment, under the conditions laid down in the range statement.

5. PROCEDURE FOR CONDUCTING CBT&A TASK ASSESSMENTS**5.1 Process for Performing CBT&A Task Assessments**

To assess a learning outcome for a task in the CBT&A Course, the Authorised Examiner will perform the assessment in the following manner in English:

- 5.1.1 The Authorised Examiner must identify the start and finish of all task assessments and reassessments. This may be done by explaining to the applicant that he/she will be required to perform the task without the Authorised Examiner's assistance except for directions;
- 5.1.2 The Authorised Examiner will observe (and record) the performance of the applicant without providing any instruction during the assessment process;
- 5.1.3 If either a dangerous situation or a continuation of a traffic offence should occur during the assessment, and the applicant fails to take timely and appropriate action, the Authorised Examiner **must intervene** to avoid the danger or to prevent the continuation of the offence. Such an intervention *invalidates* the assessment;
- 5.1.4 If the performance of the applicant is **so poor that it is pointless to continue the assessment**, the Authorised Examiner *may choose* to intervene. Such an intervention invalidates that assessment. Training may then be given;
- 5.1.5 If assistance or instruction is provided **by an authorised person** during the assessment of any task, **the assessment is invalid**;
- 5.1.6 If errors or omissions occur during the assessment that do not require intervention, the applicant should be allowed to complete the task (where possible) before further training on that task is applied;

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- 5.1.7 For tasks involving Basic Driving Procedures and Manoeuvres (Tasks **1** to **7**, **9** to **13**, and Task **27** - excluding Review Tasks) when errors or omissions occur, the whole task must be re-assessed in accordance with the documented standard for that task;
- 5.1.8 For the more complex tasks (eg. Units **3** and **4**, Tasks **15** to **26**, **28**, **28A** and Task **30**) when errors or omissions are identified in the primary assessment and the applicant's performance is identified as not meeting the documented standard, corrective training should be given at the end of the assessment. Unsatisfactory items must be re-assessed to the standard as stated in the original task. (**Note: Except for Task 30**, any additional error or omission that is identified in a secondary re-assessment which does not meet the documented standard, must be re-trained and re-assessed until the standard is achieved within the same training session. **Task 30 is allowed only one secondary assessment** as the presented applicant should be competent and require only minimal, if any, additional training); and
- 5.1.9 For the Review tasks (Tasks **8**, **14**, and also in **29**) each Basic Driving Procedure or Slow Speed Manoeuvre must be assessed only once (see *assessment without training - Section 5.3*). If the learning outcome of any of the tasks in the Review task does not meet the documented standard, further assessment of the task must be in accordance with *Section 5.2*.

5.2 Assessment Following Training (Basic Driving Procedures and Manoeuvres including Task 27 - 100% Compliance)

- 5.2.1 If, after training, the task is performed accurately to the standard as laid down in the Task Requirements in the log book, the Authorised Examiner *should record the successful demonstration but must not sign the task off in the log book at that stage*;
- 5.2.2 Some intermediate training or assessment of another task, or a large time span (e.g. next lesson) must occur before a second request of the original task is made to the applicant; and
- 5.2.3 After that request, if the applicant performs a further **accurate** demonstration of the original task, *without additional training in that task*, the log book entry for that task must be signed off.

NOTE: If the second demonstration is not accurately performed then further training is required and the assessment of the task must be in accordance with the process outlined in this section.

PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE****5.3 Assessment Without any Training (Basic Driving Procedures and Manoeuvres including Task 27 - 100% Compliance)**

If there has been *no training on a task (or part of a task)* within the training session prior to assessment, then a single accurate demonstration by the applicant is all that is required for the task to be signed off. If training *has been given in the same training session* prior to the assessment of the task, then the assessment must be conducted in accordance with Paragraph 5.2 of this procedure.

NOTE: An *inaccurate* demonstration of the task by the applicant would require further training and the re-assessment must be conducted as in Section 5.2 above.

5.4 Task Assessment for Road Law (100% Compliance)

5.4.1 If an Authorised Examiner is conducting an assessment that involves the assessment of road laws, the applicant must **accurately** demonstrate the application of the road laws over the entire range statement for that task;

5.4.2 If the Authorised Examiner is assessing other **skills** within the same task (eg. System of Car Control), accurate compliance with the law must be observed throughout the whole assessment of **those skills** for the task to be signed off; and

5.4.3 Where the Authorised Examiner has identified that the applicant has failed to comply with a law (or laws), the applicant must be re-assessed on the application of that law (or laws) on at least *two further consecutive occasions* (where practicable). Re-training should be given prior to any re-assessment.

5.5 Task Assessment for Road Craft and Vehicle Control (80% Compliance)

Unless otherwise stated in the standard for the task and where practicable, if an Authorised Examiner is required to assess a task which involves assessing road craft concepts or vehicle control (car craft), the Authorised Examiner will assess the applicant over at least five (5) consecutive applications. For class 'C' assessments, four (4) out of the five (5) applications must be performed *accurately* by the applicant, to sign off that task.

5.6 Task Assessments of Combinations of Skills within the One Task

5.6.1 Authorised Examiners will be required to assess a combination of skills within the one task or in combined tasks on many occasions. These combinations will include road craft concepts and vehicle control in addition to road rules;

5.6.2 When an Authorised Examiner is assessing road craft concepts and vehicle control in combination with road law, the assessment of road law must be over the whole **assessment or re-assessment** and not just over two consecutive road law applications; and

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5.6.3 If all other *Task Requirements* being assessed meet the documented standard and only a road law fault is identified, the road law item must be re-assessed again over **two (2) consecutive accurate** applications.

NOTE: For 5.6.2 (on page 28), if 'System of Car Control' for right turns is being assessed for which five are performed, 'give way' and 'right turn' law requirements must be adhered to over all five applications.

5.6(a) Assessment of More than One Task at a Time

Except for Task 30, an Authorised Examiner may assess more than one task at the same time ***within the same Unit of Competency***, provided that the assessment for each individual task is *completed within the one training session*.

5.6(b) Assessment Content for Basic Road Skills and Traffic Management Units

Where the *range statement* for a Basic Road Skills or Traffic Management task states that the assessment will be over 'a **short drive**', the whole drive will be assessed and not just the elements contained within the range statement (eg. Tasks 15, 21, 22, 23, 28A, 30). Otherwise the assessment for each task consists only of the **elements which make up the range statement** for that task.

5.7 Assessment of Review Tasks (Tasks 8, 14, 29 and 30)

5.7.1 The Authorised Examiner must conduct the appropriate *review task* for the Unit as soon as is practicable after all of the individual tasks contained within that Unit (if stated), have been signed off in the log book;

5.7.2 The assessment of a *review task* must not be conducted at the same time or in conjunction with *another review task*;

5.7.3 In any training session, *which is less than 90 minutes*, an Authorised Examiner **must not sign off more than one review task** (except for Tasks 29 and 30);

5.7.4 If a applicant is unable to perform one or more of the individual learning outcomes, which make up the *review task* of the Unit to the required standard, the Authorised Examiner should apply re-training at the **end of the review assessment**. Each of the unsuccessful learning outcomes from the *review task* must be re-assessed in the same manner as the original task (see section 5.2 of **this procedure**); and

5.7.5 The assessment of a *review task*, including supplementary assessments, must be completed within the one training session.

PROCEDURE NO. 4**ASSESSING TASKS IN THE CBT&A COURSE****5.8 Assessment of Task 30**

Authorised Examiners are expected to ensure that their applicants, who are being presented for a CBT&A last training session, are sufficiently competent to undertake the Task **30** assessment necessitating little, *if any*, additional training. The applicant is expected to be able to drive in a competent and confident manner commensurate with the standard required for Task **30**.

- 5.8.1 The Authorised Examiner must notify a Service SA Customer Service Centre or Standards and Accreditation Section, DPTI (Email ONLY) of the details of the last training session (Task **30**) in accordance with the Rules Governing under the Instrument of Appointment.
- 5.8.2 The last training session (inclusive of pre-brief, Primary assessment, fault and hazard identification and recording, de-brief, re-training, re-assessment and appropriate documentation) must include the complete assessment of Task **30**, must be a minimum of 45 minutes duration from the time booked on the Transport Regulation User Management Processing System (TRUMPS), and where the Authorised Examiner *expects* that the learner driver has attained a standard where the Certificate of Competency is likely to be issued.
- 5.8.3 The Authorised Examiner must conduct a Primary assessment drive in medium to heavy traffic of *at least 25 minutes*.
- 5.8.4 The Authorised Examiner must include the assessment of the task requirements for Task **30**, under the conditions stated in the appropriate range statement for the location, where those conditions are *reasonably* accessible in the time frame available; The Authorised Examiner must identify the start and finish of the assessment(s) and reassessment. (Refer to Procedure No. 2 Item 5.4.12).
- 5.8.5 The Authorised Examiner *may* intervene at anytime during the primary assessment if the performance of the applicant is so poor, that continuing would be pointless. (Such an intervention invalidates the primary assessment);
- 5.8.6 At anytime where the applicant has failed to take timely and appropriate action, the Authorised Examiner **must intervene** in order to avoid danger, embarrassment to the applicant or other road users, or the continuation of a traffic offence. *(Such an intervention invalidates the assessment)*;
- 5.8.7 Time permitting, the Authorised Examiner must conduct *the complete primary assessment* again over the full range statement if the Authorised Examiner has either intervened or provided instruction or assistance to the applicant during that primary assessment of Task **30**. If there is insufficient time, then the Authorised Examiner must re-book.
- 5.8.8 If errors or omissions occur during the primary assessment that do not require intervention or instruction, the Authorised Examiner should complete the primary assessment where practicable.

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- 5.8.9 During the primary assessment, the Authorised Examiner should identify (and record) any errors and omissions which do not meet the documented standard. *At the end of the primary assessment* the Authorised Examiner should provide any feedback or necessary re-training, where required. The Authorised Examiner must re-assess those unsuccessful skills to the documented standard by the procedure stated in this manual;
- 5.8.10 If, during the secondary assessment, additional faults occur that do not meet the standard, or road law errors are identified, the Authorised Examiner will terminate the assessment for Task **30** and revert back to training. Another last training session must be arranged and conducted in accordance with this procedure; and
- 5.8.11 If either the primary assessment of Task **30** or the secondary assessment is not completed by ***the end of the training session***, (which may be extended), the last training session must be re-booked and the assessment of Task **30** must be performed in total during another training session.

NOTE: It is recommended that all training for Task **30** should be completed prior to the booking of the last training session. It is also recommended that sufficient time for the training session should be made available to allow for any re-training and a possible secondary assessment. This will provide a better opportunity for a Certificate of Competency to be issued with a corresponding improvement in client satisfaction.

5.9 Other Business during Assessments

When conducting an assessment of any task, the Authorised Examiner must not conduct any other business (eg. use of mobile phones), otherwise the assessment is invalid.

6. DOCUMENTATION

- LOG BOOK FROM THE DRIVING COMPANION
- CERTIFICATE OF COMPETENCY

PROCEDURE NO. 5**GIVING DIRECTIONS WHEN ASSESSING A CBT&A TASK****1. PURPOSE**

The purpose of this procedure is to provide instruction to Authorised Examiners in the method of giving directions during assessments of CBT&A tasks to enable applicants to clearly understand what is required of them in sufficient time to be able to perform the request.

2. SCOPE

This procedure applies to the giving of directions to applicants who are being assessed on a CBT&A task for any class of vehicle.

3. REFERENCES

- RULES UNDER THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

"DIRECTIONS" or **"DIRECTION GIVING"** means the act of giving the applicants clear and accurate information that covers only the location (except manoeuvres), and the request for the particular turn, task or manoeuvre. Directions must not contain instructions but may include the parameters that define a manoeuvre.

"INSTRUCTION" means the act of guiding or giving explanations or assistance to the applicant on any of the steps that make up the requested task. Instruction includes teaching and giving hints or prompts by either verbal or physical means whether intentional or not.

5. PROCEDURE FOR GIVING DIRECTIONS WHEN ASSESSING A CBT&A TASK

- 5.1** The Authorised Examiner shall give all directions in a clear and concise manner in a voice, which is sufficiently loud to be heard by the applicant (or in a manner suitable for the applicant to clearly understand - eg appropriate hand signals for deaf people);
- 5.2** The Authorised Examiner shall give the directions in sufficient time to allow the applicant ample opportunity to comply with the request;
- 5.3** The Authorised Examiner shall repeat or confirm any direction given to the applicant on request from that applicant or in the event of possible confusion in the original direction;

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- 5.4** The Authorised Examiner shall, where practicable, support all given directions by means of appropriate hand signals in the field of view of the applicant (but such hand signals must not obstruct the applicant's vision);
- 5.5** The Authorised Examiner should, where possible, conform to the "**AT-DO**" **method for giving directions**. This method ensures that the Authorised Examiner first locates the place where the task is expected to be done, followed by what the task will be. (**See point 5.9 below for the basic driving procedures and manoeuvres**);
- 5.6** The Authorised Examiner may give compound or complex directions covering two tasks, which will be required of the applicant in quick succession. **Confirmation is often required with these directions to avoid confusion**;
- 5.7** The Authorised Examiner must NOT include **any instruction to the applicant when giving directions or at any other time** (except during feedback session at the conclusion of the CBT&A task assessment). **If instruction is required to avoid danger or to prevent confusion, the Authorised Examiner *must terminate* the assessment. The assessment of the task must be repeated in total**;
- 5.8** If the applicant is unable to comply with the directions correctly given by the Authorised Examiner, or refuses to comply with a correctly given direction, the Authorised Examiner must terminate the assessment of that task and, where appropriate, conduct remedial training; and
- 5.9** Except as provided under **Procedure No. 3**, when requesting a Basic Driving Procedure or Manoeuvre, the Authorised Examiner should not select the specific location but allow the applicant to choose the appropriate location for that Basic Driving Procedure or Manoeuvre where appropriate. The Authorised Examiner may set a limit for doing a manoeuvre, but there must be at least three reasonable locations where the manoeuvre can be done before reaching the stated limit (see **Procedure No. 3** on pages 17 - 24 which explains the requirements for each manoeuvre).

6. DOCUMENTATION

- NIL

PROCEDURE NO. 6

CONDUCTING A VEHICLE ROADWORTHINESS AND REGISTRATION CHECK

1. PURPOSE

The purpose of this procedure is to provide instruction to Authorised Examiners in the method of performing a check of the roadworthiness and registration of a motor vehicle, *other than the Authorised Examiner's own vehicle*, prior to the conduct of any CBT&A training session.

2. SCOPE

This procedure applies to class 'C' vehicles only.

This procedure applies to vehicles being used on a CBT&A training session, other than the Authorised Examiner's own vehicle.

3. REFERENCES

- THE DRIVER'S HANDBOOK
- THE DRIVING COMPANION
- ROAD TRAFFIC ACT AND REGULATIONS
- MOTOR VEHICLES ACT AND REGULATIONS
- RULES UNDER THE INSTRUMENT OF APPOINTMENT

4. DEFINITIONS

"**REGISTRATION LABEL**" means a registration label issued by any State or Territory of the Commonwealth of Australia that is affixed to the vehicle in accordance with the Motor Vehicles Act and displays an expiry date equal to or later than the date of the CBT&A training session.

5. PROCEDURE FOR PERFORMING THE VEHICLE CHECK

5.1 The Authorised Examiner shall ask the applicant to get into the vehicle and turn the ignition to the "ON" position (Do not start the engine);

5.2 The Authorised Examiner shall move to the rear of the vehicle and check the following:

5.2.1 The left, right, and (if fitted) 'eye level' brake lights, operate correctly—as required by law;

PROCEDURE NO.6**CONDUCTING A VEHICLE ROADWORTHINESS AND REGISTRATION CHECK**

- 5.2.2 The left and right turn signals (indicators) operate correctly;
 - 5.2.3 The rear tyres have at least 1.5 mm of tread on all parts that come into contact with the road;
 - 5.2.4 The vehicle has an "L" plate which is clearly displayed to the rear;
- and

5.3 The Authorised Examiner shall move to the front of the vehicle and check the following:

- 5.3.1 Registration label is clearly displayed and current at the time of the CBT&A training session. If the label is not current but can produce a Transport Services receipt number or a 7 digit receipt number then the registration will be deemed as current.
- 5.3.2 The left and right turn signals (indicators) operate correctly;
- 5.3.3 The front tyres have at least 1.5 mm of tread on all parts that come into contact with the road;
- 5.3.4 The warning device (horn) works correctly; and
- 5.3.5 The vehicle has an 'L' plate, which is clearly displayed to the front;

5.4 In the event of rain, poor visibility or darkness, a check of windscreen wipers/washers and all lights should be made;**5.5** If the CBT&A training session is to be conducted in a panel van or similar type vehicle which has restricted rearward vision a check should be made of the two exterior mirrors which are required to be fitted to that vehicle and must be in good order; and**5.6** If any of the above equipment is faulty and cannot be repaired, the CBT&A training session must not be conducted unless another vehicle, which meets the requirements, can be used.**6. DOCUMENTATION**

- NIL

PART B

STANDARDS SECTION

of the

AUTHORISED EXAMINER'S MANUAL

This Section contains the Standards for the tasks that are required to be applied by the Authorised Examiner during conduct of the Competency-Based Training Course for learner drivers of class 'C' vehicles.

All Authorised Examiners are required to comply with the Standards and assessments as described under the Range Statements in this Section when assessing any of the tasks associated with the Competency-Based Training Course.

STANDARDS SECTION

UNIT 1: Basic Driving Procedures TASK 1: Cabin Drill and Controls

LEARNING OUTCOME:

1. The applicant will be able to set up the cabin of the vehicle in order to safely, efficiently and effectively drive the vehicle (Cabin Drill); and
2. The applicant will be able to locate and identify all controls needed to drive the vehicle safely.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Cabin Drill and Controls

- | | | |
|----------|---|-------------|
| 1 | Ensure the doors are closed (<i>and locked for security and safety - optional</i>); | 100% |
| 2 | Check that the handbrake is firmly applied; | 100% |
| 3 | Adjust the seat, head restraint, and steering wheel (as required); | 100% |
| 4 | Adjust all mirrors (<i>*electric mirrors, if fitted, may be adjusted after 'starting the engine' – Task 2</i>); | 100% |
| 5 | Locate, identify, and be able to use (as required) all controls when driving (<i>including 'climate' controls</i>); | 100% |
| 6 | Fasten and correctly adjust the seatbelt; and | 100% |
| 7 | Perform all of the above steps in the sequence 1 to 6* . | 100% |

Controls List (*Authorised Examiner to ask applicant to explain one control from each of the groups below*)

Group 1 (any 1)	Group 2 (any 1)	Group 3 (any 1)
Brake	Clutch – (<i>Manuals only</i>)	Heater/demister controls
Accelerator	Handbrake	Wipers and washers
Steering wheel	Warning device	Warning lights (any 3)
Gear lever	Signals	Vehicle lights
		Gauges (any 3)

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform this task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** for conducting assessments on pages **18, 27-28**.

STANDARDS SECTION

TRAINING PLAN 1: PREPARING TO DRIVE (CABIN DRILL AND CONTROLS)

TASK 1: The applicant will be able to set up the cabin of the vehicle in order to efficiently and effectively drive the vehicle on demand (Cabin Drill) and identify and locate all controls.

EQUIPMENT: Motor vehicle - learner's permit must be carried for all tasks.

PREPARATION: Seating position/key position/quiet location.

STAGE	ORDER AND CONTENT OF TASK 1	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Assess applicant for knowledge of vehicle controls; and • Assess applicant in preparing to drive the vehicle (Cabin drill). <p>Cabin Drill</p> <ul style="list-style-type: none"> • Explain the purpose of 'Cabin Drill'; • Locate, identify and explain appropriate controls; • Demonstrate 'Cabin Drill' at normal speed; • Demonstrate 'Cabin Drill' in a step by step process giving commentary and reasons; • Instruct applicant in a step by step process in correct sequence; • Applicant to demonstrate 'Cabin Drill' with assistance as required; and • Applicant to practice until competent. <p>Assessment of 'Cabin Drill'</p> <ul style="list-style-type: none"> • Assess 'Cabin Drill and Controls' on two (2) consecutive but separate occasions to the standard required for the task; or • Assess 'Cabin Drill and Controls' on only one (1) occasion to the standard required for the task, at anytime during a training session where training or assistance for the task has not been given. (See Procedure No. 3 on page 18). <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Starting the engine and driving the vehicle</p>		

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STANDARDS SECTION	

UNIT 1: Basic Driving Procedures TASK 2: Start and Shut Down the Engine

LEARNING OUTCOME:

1. The applicant will be able to safely start the engine of the motor vehicle on demand; and
2. The applicant will be able to safely shut down the engine of the motor vehicle on demand.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Starting the Engine

- | | | |
|-------------|---|-------------|
| 1(a) | If the handbrake is not on, correctly apply it; | 100% |
| 2(a) | *Push the clutch pedal down to the floor; | 100% |
| 3(a) | Check that the gear lever is in 'Neutral' (<i>for manuals</i>) or 'Neutral'/'Park' (<i>for automatics</i>); | 100% |
| 4(a) | Switch the ignition to the 'ON' position; | 100% |
| 5(a) | Check all gauges and warning lights for operation; | 100% |
| 6(a) | Start the engine of the motor vehicle (<i>no over-cranking</i>); | 100% |
| 7(a) | Check all gauges and warning lights again for operation; and | 100% |
| 8(a) | Perform all the above steps in the numbered sequence. | 100% |

(b) Shutting down the engine

- | | | |
|-------------|---|-------------|
| 1(b) | After having brought the vehicle to a stop (*clutch down); | 100% |
| 2(b) | Secure the vehicle using the handbrake; | 100% |
| 3(b) | Select ' *Neutral' or 'Neutral'/'Park' (<i>automatics</i>); | 100% |
| 4(b) | Release brake pedal; | 100% |
| 5(b) | *Release clutch pedal; | 100% |
| 6(b) | Switch off all appropriate controls (e.g. lights, air conditioner); | 100% |
| 7(b) | Check all gauges and warning lights (h/brake light on only); | 100% |
| 8(b) | Switch ignition to 'off' or 'lock' position; and | 100% |
| 9(b) | Performs steps 1(b) to 8(b) in sequence. | 100% |

* manual transmission vehicle only

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform this task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No.4** for conducting assessments on pages **18, 27-28**.

TRAINING PLAN 2: STARTING AND SHUTTING DOWN THE ENGINE

TASK 2: The applicant will be able to safely start up and shut down the engine of the motor vehicle on demand.

EQUIPMENT: Motor vehicle and ignition key.

PREPARATION: Cabin drill and controls task completed.

STAGE	ORDER AND CONTENT OF TASK 2	TIME
1.	Recognition of Prior Learning (RPL) <ul style="list-style-type: none"> • Assess applicant's knowledge of controls used in this task; and • Assess applicant's knowledge and ability to start up and shut down the engine. 	
2.	Start Up and Shut Down Procedure <ul style="list-style-type: none"> • Explain the purpose for the procedure; • Demonstrate at normal speed and then step by step giving reasons; • Instruct applicant step by step; • Applicant to demonstrate with assistance as required; and • Applicant to practice until competent. 	
3.	Assessment of Start Up and Shut Down Procedure <ul style="list-style-type: none"> • Assess the Start Up and Shut Down procedure in accordance with Procedure No. 3 and No.4 for conducting assessments on pages 18, 27-28. 	
4.	Log Book Entry <ul style="list-style-type: none"> • Complete the log book entry. 	
Link to: Preparing to 'Move Off'		

STANDARDS SECTION

UNIT 1: Basic Driving Procedures

TASK 3: Moving Off from the kerb

LEARNING OUTCOME:

1. The applicant will be able to demonstrate on demand the ability to move off from the kerb in a safe and efficient manner with the vehicle under full control.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Moving Off From the Kerb (to the Right)

- | | | |
|----------|--|-------------|
| 1 | If the handbrake is not on, correctly apply it; | 100% |
| 2 | Check mirror and signal right for at least 5 seconds prior to step 7 (<i>where intending to leave the kerb to the right</i>); | 100% |
| 3 | Clutch pedal down (<i>manual</i>) / Foot on footbrake (<i>automatics</i>) until step 5 ; | 100% |
| 4 | Select first gear (<i>manual</i>)/Select 'Drive' (<i>automatic</i>); | 100% |
| 5 | Apply appropriate power, and (<i>for manuals</i>) clutch to 'friction point'; | 100% |
| 6 | Checks the mirror again and over the right shoulder (<i>blind spot</i>) for traffic; | 100% |
| 7 | <i>If safe</i> , release the handbrake and at the same time, (<i>for manuals</i>) release the clutch smoothly until the clutch is fully engaged; | 100% |
| 8 | Smoothly accelerate away from the kerb without stalling and then cancel the signal; and | 100% |
| 9 | Perform the task in the sequence from 1 to 8 . | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform this task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No.3** and **No. 4** for conducting assessments on pages **19, 27-28**; and
3. The assessment should be performed on level ground under minimum traffic conditions.

STANDARDS SECTION

TRAINING PLAN 3: MOVING OFF FROM THE KERB

TASK 3: The applicant will be able to move off from the kerb in a safe and efficient manner on demand while under full control of the vehicle.

EQUIPMENT: Motor vehicle.

PREPARATION: Location with minimum traffic and level ground.

STAGE	ORDER AND CONTENT OF TASK 3	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> Assess applicant's knowledge and/or skills in operating the controls of the vehicle; and Assess applicant's claimed ability to move off from the kerb. 	
2.	<p>Clutch Control (<i>Manuals Only</i>)</p> <ul style="list-style-type: none"> Explain the purpose of clutch (<i>manual</i>) and how it operates; Explain the gear positions and use of accelerator; Demonstrate use of controls at normal speed; Demonstrate in a step by step process giving commentary and reasons; Instruct applicant in a step by step process; Applicant to demonstrate with assistance as required; and Applicant to practice (as homework or with Authorised Examiner) until competent in operating the clutch, accelerator and brake. 	
3.	<p>Moving Off From the Kerb</p> <ul style="list-style-type: none"> Demonstrate at normal speed and then step by step; Applicant to perform task, step by step under full instruction; Applicant to perform task with assistance as required; and Applicant to practice until competent. 	
4.	<p>Assessment of Moving Off From the Kerb</p> <ul style="list-style-type: none"> Assessment of this task to be done in accordance with Procedure No. 3 on page 19. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> Complete the log book entry. 	
<p>Link to: Stopping and Securing the Vehicle</p>		

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STANDARDS SECTION	

UNIT 1: Basic Driving Procedures TASK 4: Stopping and Securing the vehicle

LEARNING OUTCOME:

1. The applicant will be able to demonstrate bringing the vehicle to a smooth and controlled stop safely on demand; and
2. The applicant will be able to correctly secure the vehicle to avoid rolling and stalling.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Stopping the Vehicle (Including Slowing)

- | | |
|--|-------------|
| 1(a) Select stopping place (if intending to stop); | 100% |
| 2(a) Check the mirror (and <i>signal left</i> if stopping at the kerb); | 100% |
| 3(a) Apply pressure to the footbrake smoothly with the right foot (<i>until just above engine idle speed in manual vehicles</i>); | 100% |
| 4(a) <i>For manuals</i> , clutch pedal down to prevent the engine from stalling (<i>while maintaining light pressure on the brake</i>); | 100% |
| 5(a) Bring the vehicle to a smooth stop by <i>slightly releasing</i> the footbrake just as the vehicle comes to a stop; and | 100% |
| 6(a) Perform steps 1(a) to 5(a) in the above sequence. | 100% |

(b) Securing the Vehicle (to Prevent Rolling)

- | | |
|--|-------------|
| 1(b) When the vehicle has stopped, correctly apply the handbrake; | 100% |
| 2(b) Select 'Neutral' (<i>manuals</i>) or 'Park' (<i>automatics</i>); | 100% |
| 3(b) Release the brake pedal and release the *clutch pedal; | 100% |
| 4(b) Perform steps 1(b) to 3(b) in the above sequence; and | 100% |
| 5(b) Cancel the signal (if used). | 100% |

**manual transmission only*

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and No.4 for conducting assessments on pages **19, 27 and 28**; and
3. The assessment should be performed on level ground under minimum traffic conditions.

STANDARDS SECTION

TRAINING PLAN 4: STOPPING AND SECURING THE VEHICLE

TASK 4: The applicant will be able to bring the vehicle to a complete stop from normal road speeds in a safe and efficient manner while maintaining full control of the vehicle and then secure the vehicle from rolling.

EQUIPMENT: Motor vehicle.

PREPARATION: Applicant must understand the controls, minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 4	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Assess applicant for knowledge of brake, clutch and handbrake; and • Assess applicant on ability to stop and secure the vehicle. <p>Stopping and Securing the Vehicle</p> <ul style="list-style-type: none"> • Explain the controls used in the procedure; • Demonstrate the procedure at normal speed; • Demonstrate the procedure step by step with a detailed explanation of each step and the purpose of the sequence; • Instruct applicant in a step by step process in the correct sequence; • Applicant to demonstrate procedure with instruction as required; and • Applicant to practice (as homework or with Authorised Examiner) until competent. <p>Assessment of Stopping and Securing the Vehicle</p> <ul style="list-style-type: none"> • Assessment of the 'Stopping and Securing the Vehicle' procedure must be in accordance with Procedure No. 3 on page 19. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: The 'Stop and Go' exercise using the handbrake.</p>		

STANDARDS SECTION

UNIT 1: Basic Driving Procedures TASK 5: Stop and Go (using the Handbrake)

LEARNING OUTCOME:

The applicant will be able to safely demonstrate the ability to bring the vehicle to a smooth stop in first gear (**manuals*) and immediately move off smoothly in a competent manner using the handbrake while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Stop and Go (Using the Handbrake)

- | | | |
|----|---|-------------|
| 1. | Select the stopping position on the road (e.g. - Stop lines, positioning for view, proximity to other vehicles); | 100% |
| 2. | Check the mirror and (<i>where appropriate</i>) signal intention; | 100% |
| 3. | Apply the footbrake smoothly to slow the vehicle; | 100% |
| 4. | *When the vehicle slows to just above stalling speed, clutch pedal down; | 100% |
| 5. | *When appropriate, select first gear; | |
| 6. | When the vehicle comes to a stop, apply the handbrake (<i>holding the button in where possible**</i>) and release the footbrake (right foot to be placed over accelerator); | 100% |
| 7. | After checking if it is safe to move off, apply appropriate power, (*clutch to friction point); | 100% |
| 8. | Release the handbrake and move off immediately in a smooth manner under full control; and | 100% |
| 9. | Perform steps 1 To 8 in sequence. | 100% |

**Manual transmissions **Note other types of handbrakes*

Authorised Examiners Note: This exercise is not 'Stopping at the kerb' / 'Moving Off from the kerb' but may be assessed when stopping and moving away from a stop line, or stopping and moving away when turning right or left, or when momentarily stopping on a slight slope in a line of traffic.

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** for conducting assessments on pages **20, 27-28**; and
3. The assessment should be performed on level ground under minimum traffic conditions.

STANDARDS SECTION

TRAINING PLAN 5: STOP AND GO (USING THE HANDBRAKE)

TASK 5: The applicant will be able to competently bring the vehicle to a complete stop and move off immediately using the handbrake, without rolling, while maintaining full control of the vehicle.

EQUIPMENT: Motor vehicle.

PREPARATION: Applicant must be able move off and bring the vehicle to a stop.

STAGE	ORDER AND CONTENT OF TASK 5	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Assess applicant on 'Moving Off' and 'Stopping' procedures; and • Assess applicant on combining these skills. <p>Stop and Go (Using the Handbrake)</p> <ul style="list-style-type: none"> • Explain the purpose of the procedure and situations where it might be used; • Demonstrate the 'Stop and Go' procedure at normal speed; • Demonstrate it step by step with explanations and reasons; • Instruct applicant step by step under full instruction; • Applicant to demonstrate task with instruction as required; and • Applicant to practice (as homework or with Authorised Examiner) until competent. <p>Assessment of 'Stop and Go'</p> <ul style="list-style-type: none"> • Assessment of the 'Stop and Go (using the handbrake)' procedure must be in accordance with Procedure No. 3 on page 20. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Operating the Gear Box of the Vehicle</p>		

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UNIT 1: Basic Driving Procedures TASK 6: Gear Changing (Up and Down)

LEARNING OUTCOME:

1. The applicant will be able to competently change gears (*in either a manual or automatic vehicle*) from lower gears to higher gears and from higher gears to lower gears in a reasonably smooth manner without looking at the gear lever; and
2. The applicant will be able to accurately select any appropriate gear for the speed on demand without looking at the gear box (*including automatics*).

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Gear Changing (Up and Down)

- | | |
|--|-------------|
| 1(a) Move off smoothly from a stationary position in first gear (<i>manuals</i>) or 'Drive' (<i>automatics</i>); | 100% |
| 2(a) Adjust the speed of the vehicle prior to selecting the new gear; | 100% |
| 3(a) Change gears, one at the time, from <i>first gear</i> through to <i>the highest gear (manuals only)</i> without clashing, missing the gear or unnecessarily jerking the vehicle OR looking at the gear lever; | 100% |
| 4(a) Change gear from a high gear (4th, 5th or 'Drive') to various appropriate gears without significantly jerking the vehicle OR looking at the gear lever-selector; and | 100% |
| 5(a) Demonstrate full control of the vehicle (including steering) during gear changing. | 100% |

(b) Accurately Selects Appropriate Gears for Varying Speeds

- | | |
|---|-------------|
| 1(b) Demonstrates accurate selection of the appropriate gears for varying speeds (<i>manuals and automatics</i>); | 100% |
| 2(b) Demonstrate gear selection without looking at the gear lever / selector while the vehicle is moving; and | 100% |
| 3(b) Correct selection of the gear is demonstrated without <i>significant</i> jerking of the vehicle or clashing of gears. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** for conducting assessments on pages **20, 25-31**;
3. The assessment should be performed on level ground under minimum traffic conditions; and
4. The assessment must be over a minimum of five (5) consecutive demonstrations for both (a) and (b) above.

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TRAINING PLAN 6: GEAR CHANGING (UP AND DOWN)

TASK 6: The applicant will be able to competently demonstrate the ability to change gears and to select any gear appropriate for the speed of the vehicle while maintaining full control of the vehicle without looking at the gear lever or gear selector.

EQUIPMENT: Motor vehicle.

PREPARATION: Competence in use of clutch (*manuals*), brake and accelerator by applicant. Minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 6	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> Assess applicant on gear positions and operation; and Assess applicant on gear selection at various speeds. 	
2.	<p>Changing Gears (Up and Down)</p> <ul style="list-style-type: none"> Explain purpose of gears (<i>manuals and automatics</i>); Explain speeds which are appropriate for each gear; Demonstrate at normal speed 'changing up' (<i>manuals only</i>) and 'changing down' gears; Demonstrate the procedure for 'changing gears' step by step with explanations and reasons; Applicant to demonstrate 'gear changing up and down' under step by step instruction; Applicant to demonstrate 'gear changing up and down' with assistance as required; Applicant to practice (as homework or with Authorised Examiner) until competent; Applicant to demonstrate 'gear selection at various speeds' with assistance as required; and Applicant to practice 'gear selection at various speeds' (as homework or with Authorised Examiner) until competent. 	
3.	<p>Assessment of Gear Changing (Up and Down)</p> <ul style="list-style-type: none"> Assessments of 'gear changing up and down' and 'gear changing at various speeds' procedures must be in accordance with Procedures No. 3 and No. 4 on pages 20, 25-31. 	
4.	<p>Log Book Entry</p> <ul style="list-style-type: none"> Complete the log book entry. 	
Link to: Steering both in a forward and reverse direction		

STANDARDS SECTION

UNIT 1: Basic Driving Procedures TASK 7: Steering (Forward and Reverse)

LEARNING OUTCOME:

1. The applicant will be able to competently and accurately steer the vehicle on a straight course, turn to the right and to the left through 90 degrees while travelling in a forward direction while maintaining full vehicle control; and
2. The applicant will be able to competently steer the vehicle on a straight course and turn to the left through 90 degrees, while travelling in reverse.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Steering in a Forward Direction

- | | |
|---|-------------|
| 1(a) Maintain a straight course of at least 100 metres between turns with the hands placed approximately in the “10 to 2” position on the wheel with a light grip pressure; | 100% |
| 2(a) Turn the vehicle through 90 degrees to the right and to the left using either ‘Pull-Push’ or ‘Hand-Over-Hand’ method while maintaining full control of the vehicle; and | 100% |
| 3(a) Looks well ahead in the direction of travel when steering the vehicle (<i>First rule of Observation - Aim high in steering</i>) | 100% |

(b) Steering in Reverse

- | | |
|--|-----------------|
| 1(b) Reverse the vehicle in a straight line for a minimum of 20 metres with a deviation not exceeding 1 metre, followed by step 2(b); | 100% |
| 2(b) *Reverse the vehicle through 90 degrees to the left followed by reversing in a straight line for 5 metres; and | 100% |
| 3(b) Demonstrate appropriate observation to the rear while moving in reverse. | As req'd |

***NOTE: The exercise is to reverse through 90 degrees and then recover to a straight position. It is a steering control exercise and NOT a ‘Reversing Around a Corner’ manoeuvre although a quiet corner may be used.**

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand;
2. The assessment of this task must be performed in accordance with **Procedure No. 4** on pages **25-31**;
3. The assessment must be performed at a location where there is *minimal* traffic conditions and the road surface is level (off-road location is suitable for ‘steering in reverse’ using parking sticks for assistance); and
4. The assessment must include at least four (4) consecutive turns to the left and four (4) consecutive turns to the right while travelling forward (*Part (a)*), **and** one (1) turn to the left when reversing (*Part (b)*) for each *separate* assessment for this task (see **Procedure No. 3**).

STANDARDS SECTION

TRAINING PLAN 7: STEERING (FORWARD AND REVERSE)

TASK 7: The applicant will be able to accurately and competently steer the vehicle in a straight line, turn to the right and the left through 90 degrees in a forward and reverse direction (left only) while maintaining full control of the vehicle.

EQUIPMENT: Possible use of parking sticks for 'Steering in Reverse' exercise.

PREPARATION: Select quiet roads for the 'Steering Forwards' exercise and preferably an off-road location for the 'Steering in Reverse' exercise.

STAGE	ORDER AND CONTENT OF TASK 7	TIME
1.	Recognition of Prior Learning (RPL) <ul style="list-style-type: none"> • Assess prior driving experience of applicant against criteria. 	
2.	Steering in a Forward Direction <ul style="list-style-type: none"> • Explain method of turning the steering wheel; • Demonstrate at normal speed, straight line steering and turning to the right and left through 90 degrees; • Demonstrate step by step, explaining steering method and observation (Aim high in steering); • Instruct applicant step by step, reinforcing observation pattern and steering wheel control; • Applicant to demonstrate with assistance as required; and • Applicant to practice until competent. 	
3.	Steering in Reverse <ul style="list-style-type: none"> • As for 'Steering in a Forward Direction' except the explanation during step by step demonstration must include the observation pattern and restricted vision to the rear; and • When reversing to the left, parking sticks may be used as the apex of the 90 degree turn. 	
4.	Assessment of Steering (Forward and Reverse) <ul style="list-style-type: none"> • Assess 'Steering in a Forward Direction' and 'Steering in Reverse' in accordance with Procedures No. 3 and No. 4 and <i>the Range Statement</i>. 	
5.	Log Book Entry <ul style="list-style-type: none"> • Complete the log book entry. 	
Link to: Reviewing the Basic Driving Procedures		

STANDARDS SECTION

UNIT 1: Basic Driving Procedures TASK 8: Review Basic Driving Procedures

LEARNING OUTCOME:

The applicant will accurately and competently demonstrate each learning outcome from Tasks 1 to 7 to the standard for each individual task without assistance.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Review of All Basic Driving Procedures

- | | | |
|----------|---|-------------|
| 1 | Applicant to perform a 'Cabin Drill' to the standard required for Task 1; | 100% |
| 2 | Applicant to 'Start Up and Shut Down the Engine' in accordance with the standard required for Task 2; | 100% |
| 3 | Applicant to 'Move Off from the Kerb' to the standard required for Task 3; | 100% |
| 4 | Applicant to 'Stop and Secure the Vehicle' to the standard required for Task 4; | 100% |
| 5 | Applicant to 'Stop and Go (using the handbrake)' to the standard required for Task 5; | 100% |
| 6 | Applicant to 'Change Gears (up and down) through the gear box' AND demonstrate 'Selection of appropriate Gear for varying speeds' to the standard required for Task 6; and | 100% |
| 7 | Applicant to demonstrate 'Steering (Forward and Reverse)' to the standard required for Task 7. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The applicant must accurately demonstrate **one complete example** of each of the Tasks 1 to 7 on demand to the standard defined in the respective task;
2. The re-assessment of any task, which is not successfully demonstrated by the applicant, must be conducted in accordance with **Procedure No. 4**;
3. The assessment of this task must be performed under minimal traffic conditions; and
4. The assessment of Review Task 8 must be performed as soon as reasonably practicable after the last task from Tasks 1 to 7 has been signed off in Unit 1.

STANDARDS SECTION

TRAINING PLAN 8: REVIEW OF ALL BASIC DRIVING PROCEDURES

TASK 8: The applicant will demonstrate each of the learning outcomes from Tasks 1 to 7 in succession in a competent manner and to the standard as stated in each of the respective tasks.

EQUIPMENT: Motor vehicle and parking sticks.

PREPARATION: Completion of Tasks 1 to 7 in minimal traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 8	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL) The applicant will accurately and competently demonstrate each learning outcome from Tasks 1 to 7.</p> <p>Review of All BDP's (Primary Assessment)</p> <ul style="list-style-type: none"> • Authorised Examiner to explain to the applicant the purpose of the review, how the review will be conducted and the action which will occur if the result of the assessment does not meet the standard; • The Authorised Examiner will request the applicant to perform each of the Tasks 1 to 7 <i>in the order which suits the available conditions</i>; • The Authorised Examiner will observe the applicant perform each of the tasks without assistance and identify any faults which do not conform to the respective standard for each task; • <u>At the conclusion of the initial assessment of all of the Basic Driving Procedures</u>, the Authorised Examiner will provide feedback on faults which fail to conform to the standard for each task; and • The Authorised Examiner may provide remedial training for each unsuccessfully performed task after all BDP tasks have been assessed. <p>Re-assessment of Unsuccessfully Performed Tasks</p> <ul style="list-style-type: none"> • Tasks performed unsuccessfully in the Review must be re-assessed to the standard for the original task in accordance with Procedure No. 4 and <i>any Range Statement that applies to the task</i>. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Manoeuvring the vehicle at slow speeds.</p>		

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 9: Moving Off Uphill

LEARNING OUTCOME:

The applicant will be able to competently demonstrate stopping and then moving off on any reasonable uphill slope (either from the kerb or otherwise) without stalling, rolling or over-revving the engine, in a safe manner while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Stopping and Securing the Vehicle on a Hill

- | | | |
|-------------|---|-------------|
| 1(a) | Select a suitable safe and legal stopping place on the hill; | 100% |
| 2(a) | Bring the vehicle to a stop in accordance with the procedure stated in Task 4, steps 1(a) to 6(a) ; | 100% |
| 3(a) | Secure the vehicle in accordance with the procedure stated in Task 4, steps 1(b) to 5(b) ; and | 100% |
| 4(a) | <i>If leaving the vehicle</i> , ensure that the engine is shut down (Task 2, steps 6(b) to 8(b)) and place the gear box into first/reverse gear (uphill/downhill for <i>manuals</i>) or 'Park' (for <i>automatics</i>). | 100% |

(b) Moving Off Uphill

- | | | |
|-------------|---|-------------|
| 1(b) | If the handbrake is not on, correctly apply it; | 100% |
| 2(b) | Check mirror and signal right for at least 5 seconds prior to step 7 (<i>where intending to leave the kerb to the right</i>); | 100% |
| 3(b) | Clutch pedal down (<i>manual</i>) / Foot on footbrake (<i>automatic</i>); | 100% |
| 4(b) | Select first gear (<i>manual</i>) / Select 'Drive' (<i>automatic</i>); | 100% |
| 5(b) | Apply sufficient power to prevent rolling backwards and/or stalling and (for <i>manuals</i>) at the same time bring the clutch to 'friction point' absorbing 50% of the engine noise; | 100% |
| 6(b) | Check the mirror again and over the right shoulder for traffic; | 100% |
| 7(b) | If safe, release the handbrake smoothly and apply appropriate power (while, <i>in manuals</i> , slowly releasing the clutch until fully engaged); | 100% |
| 8(b) | Smoothly and safely accelerate away (on the first attempt without stalling or 'kangaroo hopping') and cancel the signal; and | 100% |
| 9(b) | Perform the task in the sequence from 1(b) to 8(b) while maintaining full control of the vehicle. | 100% |

RANGE STATEMENT (Assessment Conditions)

- The applicant must be able to perform the task accurately on demand; and
- The assessment of this task must be performed in accordance with **Procedures No.3** and **No. 4** on pages **21, 25-31**.

STANDARDS SECTION

TRAINING PLAN 9: STOPPING ON A HILL AND THEN MOVING OFF

TASK 9: The applicant will be able to competently stop and secure the vehicle safely on any reasonable uphill slope and then move off smoothly without rolling, stalling or over-revving the engine while maintaining full vehicle control.

EQUIPMENT: Motor vehicle.

PREPARATION: Light traffic conditions, moderate uphill slopes.

STAGE	ORDER AND CONTENT OF TASK 9	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Assess applicant's ability to perform Tasks 3 and 4 correctly. <p>Stopping and Moving Off Uphill</p> <ul style="list-style-type: none"> • Explain the learning outcome to the applicant; • Demonstrate 'Stopping and Moving Off Uphill' at normal speed; • Demonstrate task step by step with explanations and reasons (especially power and clutch considerations - <i>eg heel on the floor for fine control of clutch</i>); • Instruct applicant in a step by step process in correct sequence; • Applicant to perform task with assistance as required; and • Applicant to practice (as homework or with Authorised Examiner) until competent. <p>Assessment of 'Stopping and Moving Off Uphill'</p> <ul style="list-style-type: none"> • Assess 'Stopping and Moving Off Uphill' in accordance with Procedures No. 3 and No. 4. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Turning the vehicle around in the road - the 'U' turn</p>		

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 10: The Simple 'U' Turn

LEARNING OUTCOME:

1. The applicant will be able to select a suitable location to perform the simple 'U' turn; and
2. The applicant will be able to competently demonstrate turning the vehicle around within the confines of the carriageway of a road, safely, without the need for reversing, while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Selecting the Location for the 'U' Turn

- | | | |
|-------------|--|-------------|
| 1(a) | Location selected must be where the 'U' turn is lawfully permitted and is neither a 'No Standing' area, opposite parked vehicles, nor where visibility in any direction is poor; | 100% |
| 2(a) | Location selected must have a sufficiently clear view of traffic conditions to enable the 'U' turn to be done safely; and | 100% |
| 3(a) | Stopping at kerb to comply with Task 4, steps 1(a) to 6(a) . | 100% |

(b) The Simple 'U' Turn

- | | | |
|-------------|---|-------------|
| 1(b) | Comply with the give way rules (for 'U' turns) by giving way to all other traffic using the road during this manoeuvre; | 100% |
| 2(b) | Comply with the 'Moving Off from the Kerb' procedure <u>where practicable</u> as stated in Task 3, steps 1 to 7 (except the <i>clutch may not necessarily be fully released*</i>); | 100% |
| 3(b) | Move the vehicle <i>slowly</i> forward while turning the steering wheel <i>quickly</i> to the right until on full lock (if required); | 100% |
| 4(b) | <u>Just before the vehicle points in the opposite direction</u> , commence to straighten the steering wheel while looking well down the road in the intended direction of travel (<i>Aim high in steering</i>); and | 100% |
| 5(b) | Accelerate smoothly away without over-steering (avoiding a 'Question Mark' turn) while maintaining full control. | 100% |

**manual transmission*

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand;
2. The road selected should be light traffic only; and
3. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** on pages **22, 25-31**.

STANDARDS SECTION

TRAINING PLAN 10: THE SIMPLE 'U' TURN

TASK 10: The applicant will be able to select a safe location on the carriageway of a road and safely and competently demonstrate a simple 'U' turn between the boundaries of the carriageway without reversing.

EQUIPMENT: Motor vehicle.

PREPARATION: Authorised Examiner to select a carriageway that is wider than the turning circle of the vehicle. Traffic conditions should be light.

STAGE	ORDER AND CONTENT OF TASK 10	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> Assess applicant on 'Moving Off from the Kerb' and 'Stopping at the Kerb' procedures (Tasks 3 and 4); and Assess applicant's knowledge on give way rules applying to 'U' turns and where 'U' turns are prohibited. 	
2.	<p>Selecting the Location for the 'U' turn</p> <ul style="list-style-type: none"> Explain prohibited locations for 'U' turn and locations where 'U' turns should not be attempted with reasons; and Applicant to identify suitable locations for 'U' turns with supporting reasons for selection. 	
3.	<p>The Simple 'U' Turn</p> <ul style="list-style-type: none"> Demonstrate selection of location, 'Stopping at the Kerb' procedure and the simple 'U' Turn all at normal speed; Explain and demonstrate the above step by step with reasons; Instruct applicant step by step (<i>paying particular attention to 'Aim high in steering' when exiting the turn</i>); Applicant to demonstrate with instruction as required; and Applicant to practice (as homework or with Authorised Examiner) until competent. 	
4.	<p>Assessment of The Simple 'U' Turn</p> <ul style="list-style-type: none"> Assess 'The Simple "U" turn' in accordance with Procedures No. 3 and No. 4. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> Complete the log book entry. 	
<p>Link to: Turning around in the road using reversing- the 3 point turn</p>		

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 11: The 3 Point Turn

LEARNING OUTCOME:

1. The applicant will be able to select a suitable location to do the 3 point turn; and
2. The applicant will be able to competently turn the vehicle around within the boundaries of the road that is narrower than the turning circle of the vehicle, with safety, while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Selecting the Location for the 3 Point Turn

- | | | |
|-------------|--|-------------|
| 1(a) | Comply with Task 10, steps 1(a) to 3(a); and | 100% |
| 2(a) | Ensure that there are no obstructions next to the kerb forward of the centre of the vehicle on the left (<i>reversing area</i>); | 100% |

(b) The 3 Point Turn ('U' Turn requiring reversing)

- | | | |
|--------------|--|-------------|
| 1(b) | Comply with Task 10, steps 1(b) to 3(b) in the simple 'U' turn; | 100% |
| 2(b) | About 1 metre from the right kerb, steers quickly to the left <i>while the vehicle is moving (optional)</i> ; | 100% |
| 3(b) | Stop before touching the kerb; | 100% |
| 4(b) | Engage reverse gear, *apply the handbrake (<i>hold button in</i>), check both directions and behind for traffic and obstructions; | 100% |
| 5(b) | Move off in reverse without rolling or stalling under full control; | 100% |
| 6(b) | About 1 metre from the left kerb <i>while the vehicle is moving (optional)</i> , steers sufficiently to the right to allow for moving off down the road. | 100% |
| 7(b) | Stop before touching the kerb; | 100% |
| 8(b) | Engage *first gear or **'Drive', apply the handbrake if required (<i>hold button in</i>) and check both directions for traffic; | 100% |
| 9(b) | When safe, moves off down the road under full control without over-steering (Aim high in steering); and | 100% |
| 10(b) | Perform the steps 1(b) to 9(b) in the above sequence while maintaining full control of the vehicle. | 100% |

*manual transmission **automatic transmission

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** on pages **22, 25-31**.

STANDARDS SECTION

TRAINING PLAN 11: THE 3 POINT TURN

TASK 11: The applicant will be able to select a safe and suitable location on the road and competently demonstrate a three point turn within the boundaries of the carriageway while maintaining full control of the vehicle.

EQUIPMENT: Motor vehicle.

PREPARATION: The width of road selected for the assessment must not exceed 3/4 of the turning circle of the vehicle - light traffic conditions only.

STAGE	ORDER AND CONTENT OF TASK 11	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> Assess applicant on 'Moving Off from the Kerb', 'Stopping at the Kerb', 'Stop and Go' and 'the Simple U turn' procedures (Tasks 3,4,5 and 10) as a pre-requisite to the 3 Point Turn; and Assess claimed performance against standard. 	
2.	<p>Selecting the Location for the 3 Point Turn</p> <ul style="list-style-type: none"> Explain prohibited locations for 3 Point Turn and locations where 3 Point turns should not be attempted with reasons; and Applicant to identify suitable locations as for 'U' turns with supporting reasons for selection. 	
3.	<p>The 3 Point Turn</p> <ul style="list-style-type: none"> Explain the purpose of the 3 Point Turn and demonstrate it at normal speed; Demonstrate task step by step with explanations and reasons for steps; Applicant to demonstrate with full instruction step by step; Applicant to demonstrate with assistance as required; and Applicant to practice until competent. 	
4.	<p>Assessment of the 3 Point Turn</p> <ul style="list-style-type: none"> Assess the '3 Point Turn' in accordance with Procedures No. 3 and No. 4. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> Complete the log book entry. 	
<p>Link to: Parking the vehicle in a 90 degree angle parking bay</p>		

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 12: 90 Degree Angle Park

LEARNING OUTCOME:

1. The applicant will be able to competently demonstrate entering a 90 degree angle parking bay with safety while maintaining full control of the vehicle; and
2. The applicant will be able to competently demonstrate leaving a 90 degree angle parking bay with safety while maintaining full control of the vehicle.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Entering a 90 Degree Angle Parking Bay (Front to kerb)

- | | | |
|-------------|--|-------------|
| 1(a) | Select a suitable parking bay, check the mirror, signal and slow the vehicle to a safe speed for control; | 100% |
| 2(a) | *Selects appropriate gear for control (as required); | 100% |
| 3(a) | Checks vehicle clearance on the <i>inside</i> of the turn (either mirror and/or shoulder check); and | 100% |
| 4(a) | Correctly positions the vehicle wholly within the parking bay <i>on the first attempt</i> , with full vehicle control, so that the vehicle does not touch the kerb and is:
(i) Not more than <i>300 mm out of parallel</i> with the lines;
(ii) Not more than <i>300 mm from the kerb</i> or end of the bay; and
(iii) Where practicable, central within the parking bay with the <i>front wheels pointing straight ahead towards the kerb</i> . | 100% |

(b) Leaving a 90 Degree Angle Parking Bay

- | | | |
|-------------|--|-------------|
| 1(b) | Selects reverse gear; | 100% |
| 2(b) | Constantly checks behind, both sides and to the front before moving and during reversing; | 100% |
| 3(b) | Slowly reverses the vehicle while maintaining full vehicle control and checks the front of the vehicle for clearance; | 100% |
| 4(b) | Reverses the vehicle only for such a distance <u>as is necessary</u> to enable the steering to be turned enough to allow the vehicle to safely clear the parking bay alongside; | 100% |
| 5(b) | Moves off in accordance with Task 3, steps (2) to (7) safely and without rolling; and | 100% |
| 6(b) | <u>Except for straightening the steering wheel</u> , drives forward under full control in the intended direction of travel requiring less than one turn of the steering wheel in that direction. | 100% |

**manual transmission*

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand; and
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** on pages **23, 25-31**.

STANDARDS SECTION

TRAINING PLAN 12: ENTERING AND LEAVING A 90 DEGREE ANGLE PARK

TASK 12: The applicant will be able to competently and safely demonstrate entering and leaving a 90 degree angle parking bay on the left, front to the kerb, having regard for other vehicles that could be parked in adjacent bays.

EQUIPMENT: Motor vehicle.

PREPARATION: Parking area with marked 90 degree angled parking bays.

STAGE	ORDER AND CONTENT OF TASK 12	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> Assess applicant by questioning and observation of applicant's demonstration of claimed skills. 	
2.	<p>Entering a 90 Degree Angle Park (to the Left)</p> <ul style="list-style-type: none"> Explain purpose of task and the pivot points of the vehicle; Demonstrate 'Entering a 90 degree Angle Park' at normal speed (<i>in conjunction with Part (b)</i>); Demonstrate task step by step explaining observation patterns and final positioning in the parking bay; Applicant to demonstrate step by step under full instruction; Applicant to demonstrate with instruction as required; and Applicant to practice until competent. 	
3.	<p>Leaving a 90 Degree Angle Park (Reversing to the Left)</p> <ul style="list-style-type: none"> Explain task, observation patterns and give way rules; Demonstrate task at normal speed (<i>in conjunction with Part (a)</i>); Demonstrate task step by step with commentary and explanations; Applicant to demonstrate task step by step with full instruction; Applicant to demonstrate with instruction as required; and Applicant to practice until competent. 	
4.	<p>Assessment of the 90 Degree Angle Park</p> <ul style="list-style-type: none"> Assess the 'Entering and Leaving a 90 Degree Angle Park' in accordance with Procedure No. 3 and No. 4. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> Complete the log book entry. 	
<p>Link to: Reverse parallel parking the vehicle.</p>		

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres

TASK 13: Reverse Parallel Parking

LEARNING OUTCOME:

1. The applicant will be able to competently move off from a confined parallel parking bay safely while maintaining full control of the vehicle; and
2. The applicant will be able to competently parallel park the vehicle safely and centrally in a confined parking bay while maintaining full vehicle control.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Leaving a Confined Parallel Parking Bay

- | | | |
|-------------|---|-------------|
| 1(a) | Checks blind spot and behind by turning around prior to reversing. | 100% |
| 2(a) | Checks mirror, signal to the right for minimum of five (5) seconds, checks blind spot just prior to leaving the bay (use of the handbrake is optional as required). | 100% |
| 3(a) | Exits the parking bay without touching the poles and without driving between the pole and the kerb | 100% |
| 4(a) | Stop so that the rear of the vehicle is just past the parking bay's front pole and parallel to the kerb | 100% |

(b) Parking in a Confined Parallel Parking Bay

- | | | |
|-------------|--|-------------|
| 1(b) | Before reversing checks the right blind spot and behind for other road users | 100% |
| 2(b) | Checks the right blind spot again, forward and behind prior to turning the wheel to the left when reversing into the bay | 100% |
| 3(b) | Completes the parking exercise with no more than two (2) changes of direction (or three directional movements)- after commencing reversing into the bay (i) Reverse into the bay; (ii) Drive forward to the front; and (iii) Reverse to centralize. | 100% |
| 4(b) | Parallel park the vehicle so that the left wheels are <u>within 300 mm of the kerb</u> and straight, and centrally located (<u>not less than 900 mm to the nearest pole</u>); | 100% |
| 5(b) | The wheels must not touch the kerb and the vehicle must not touch any pole or pass between any pole and the kerb; | 100% |
| 6(b) | Full control of the vehicle is demonstrated (without stalling). | 100% |

RANGE STATEMENT (Assessment Conditions)

1. For this Task, the applicant must be able to perform the task accurately, at least once **within two consecutive attempts** on request, to record a successful demonstration;
2. The assessment of this task must be performed in accordance with **Procedures No. 3** and **No. 4** on pages **23-31**;
3. The task must be performed at a location which is either level or a small incline or camber; and
4. The task must be performed where light traffic conditions prevail.

STANDARDS SECTION

TRAINING PLAN 13: LEAVING AND PARKING IN A PARALLEL PARKING BAY

TASK 13: The applicant will be able to competently demonstrate leaving, entering and parallel parking in a confined parallel parking bay safely while maintaining full vehicle control.

EQUIPMENT: Motor vehicle, learner’s permit, and at least two 1.2m parking poles.

PREPARATION: Set up the parallel parking bay using at least two parking poles.

STAGE	ORDER AND CONTENT OF TASK 13	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on ‘Moving Off’ (Task 3) and ‘Steering in Reverse’ (Task 7) and prior experience in Task 13 (if appropriate); and • Assess applicant against Task 13 requirements. <p>Leaving and Parking in Confined Parallel Parking Bay</p> <ul style="list-style-type: none"> • Explain task requirements and early steering preparation; • Demonstrate the whole task at normal speed; • Demonstrate the whole task step by step explaining steering, observation patterns and fine use of vehicle controls; • Applicant to demonstrate the whole task step by step with full instruction; • Applicant to demonstrate each part of task with instruction as required; and • Applicant to practice ‘Leaving and Parking in a Parallel Parking Bay’ (as homework or with Authorised Examiner) until competent. <p>Assessment of Reverse Parallel Parking</p> <ul style="list-style-type: none"> • The assessment of this task will be in accordance with the Procedure No. 3 and No. 4. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Reviewing the slow speed manoeuvres</p>		

STANDARDS SECTION

UNIT 2: Slow Speed Manoeuvres TASK 14: Review All Slow Speed Manoeuvres

LEARNING OUTCOME:

The applicant will be able to accurately and competently provide a single demonstration of each of the learning outcomes from Tasks **9** to **13** to the standard for each individual task.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Review of All Slow Speed Manoeuvres

- | | | |
|----------|--|-------------|
| 1 | Applicant to perform 'Moving Off Uphill' accurately, without assistance, to the standard required for Task 9 ; | 100% |
| 2 | Applicant to perform a "Simple 'U' Turn" accurately, without assistance, in accordance with the standard required for Task 10 ; | 100% |
| 3 | Applicant to perform a '3 Point Turn' accurately, without assistance, to the standard required for Task 11 ; | 100% |
| 4 | Applicant to perform 'Entering and Leaving a 90 Degree Angle Park' accurately, without assistance, to the standard required for Task 12 ; | 100% |
| 5 | Applicant to perform the 'Reverse Parallel Park' accurately, without assistance, to the standard required for Task 13 ; | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform **one complete example** of each of the learning outcomes for Tasks **9** to **13** *accurately* on demand;
2. The assessment of this task must be conducted in accordance with **Procedure No. 4**;
3. The assessment of this task must be performed under minimal traffic conditions; and
4. The assessment of Review Task **14** *must be performed as soon as reasonably practicable after the last task from Tasks 9 to 13 has been signed off in Unit 2.*

STANDARDS SECTION

TRAINING PLAN 14: REVIEW OF ALL SLOW SPEED MANOEUVRES

TASK 14: The applicant will demonstrate each of the learning outcomes from Tasks 9 to 13 in succession in a competent manner and to the standard as stated in each of those respective tasks;

EQUIPMENT: Motor vehicle and parking sticks.

PREPARATION: Completion of Tasks 9 to 13 in light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 14	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL) The applicant will be able to accurately and competently provide a single demonstration of each of the learning outcomes from Tasks 9 to 13</p> <p>Review of All Manoeuvres (Primary Assessment)</p> <ul style="list-style-type: none"> • Authorised Examiner to explain to the applicant the purpose of the review, how the review will be conducted and the action which will occur if the result of the assessment does not meet the standard; • The Authorised Examiner will request the applicant to perform each of the Tasks 9 to 13 <i>in the order which suits the available conditions</i>; • The Authorised Examiner will observe the applicant perform each of the tasks without assistance and identify any faults which do not conform to the respective standard for each task; • <u>At the conclusion of the primary assessment of all of the Slow Speed Manoeuvres</u>, the Authorised Examiner will provide feedback on faults which fail to conform to the standard for each task; and • The Authorised Examiner may provide remedial training for each unsuccessfully performed task after all Slow Speed Manoeuvre tasks have been assessed. <p>Re-assessment of Unsuccessfully Performed Tasks</p> <ul style="list-style-type: none"> • Tasks performed unsuccessfully in the Review must be re-assessed to the standard for the original task in accordance with Procedure No. 4. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Developing basic road skills</p>		

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 15: Vehicle Road Positioning

LEARNING OUTCOME:

1. The applicant will be able to competently demonstrate correct road positioning on unlaned and laned roads;
2. The applicant will be able to demonstrate safe following distances and safety margins when passing objects, vehicles or cyclists; and
3. The applicant will correctly position the vehicle for commencing a left or right turn.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Vehicle Position for Laned and Unlaned Roads

- | | | |
|-------------|--|-------------|
| 1(a) | Comply with 'Keeping as near as practicable to the left' when travelling on unlaned roads and does not unnecessarily obstruct other traffic; and | 100% |
| 2(a) | Keeps the vehicle wholly within the lane when travelling straight and when negotiating bends; and | 100% |
| 3(a) | Uses the space within the lane for maintaining safety margins. | 80% |

(b) Maintain Safe Following Distances and Safety Margins

- | | | |
|-------------|--|------------|
| 1(b) | Continually demonstrates maintaining a <i>minimum</i> of two (2) seconds 'following interval' (<i>Time Lapse Formula</i>); | 80% |
| 2(b) | Allows a safety margins of at least 1.2 metres (<i>where practicable</i>) when passing objects, vehicles or cyclists; and | 80% |
| 3(b) | Stops behind other vehicles allowing sufficient space to turn away from the vehicle in front if necessary. | 80% |

(c) Positioning for Commencing Turns

- | | | |
|-------------|---|-------------|
| 1(c) | Comply with stop line positioning (<i>at signs, traffic lights, etc.</i>); | 100% |
| 2(c) | Demonstrate appropriate road position at intersections when view is obstructed; and | 80% |
| 3(c) | Demonstrate correct approach and turn positions for turning left and right at intersections according to the law. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment of this task must be in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment of positioning is over a **short drive** which must include the following:
 - (i) two (2) unlaned wide roads;
 - (ii) two (2) laned roads (where practicable);
 - (iii) two (2) stop lines at stop signs (the same stop line may be repeated);
 - (iv) one (1) left and One (1) right turn (quiet roads); and
 - (v) two (2) intersections where the view is obstructed (where accessible).

STANDARDS SECTION

TRAINING PLAN 15: POSITIONING A VEHICLE ON THE ROAD

TASK 15: The applicant will correctly position the vehicle on the road when driving on laned, unlaned roads, following other vehicles, passing stationary objects, stopping at stop lines and when preparing to negotiate intersections.

EQUIPMENT: Motor vehicle - learner's permit must be carried for all tasks.

PREPARATION: Plan of an appropriate assessment route - light traffic only.

STAGE	ORDER AND CONTENT OF TASK 15	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Authorised Examiner to question applicant on understanding of road laws and road craft concepts on positioning of the vehicle on a road; • Assess applicant against performance criteria for this task. 	
2.	<p>Vehicle Positioning on Unlaned and Laned Roads</p> <ul style="list-style-type: none"> • Explain 'Keeping Left' and 'Wholly within lane' laws; • Demonstrate correct positioning with explanations; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent in selecting road position. 	
3.	<p>Maintain Safe Following Position and Safety Margins</p> <ul style="list-style-type: none"> • Explain 'Time Lapse Formula' and all safety margins; • Demonstrate where appropriate with reasons and advantages; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent (without instruction). 	
4.	<p>Positioning for Commencing Turns</p> <ul style="list-style-type: none"> • Explain law for 'Stop' lines and signs, and positioning for commencing turns; • Demonstrate position for stopping at stop lines, starting position for left and right turns, and correct road position for observing at blind cross roads (usually facing a 'Give Way' sign); • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. 	
5.	<p>Assessment of Vehicle Road Positioning</p> <ul style="list-style-type: none"> • All of the above to be assessed <i>together</i> while complying with Procedure No. 4 and the '<i>Range Statement</i>'. 	
6.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Changing lanes (road positioning) and diverging/merging</p>		

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UNIT 3: Basic Road Skills TASK 16: Lane Changing and Diverging / Merging

LEARNING OUTCOME:

1. The applicant will be able to competently demonstrate the correct procedure for changing lanes safely from left to the right lane and from right to left lane; and
2. The applicant will competently demonstrate the correct procedure to be used when merging or diverging with safety.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Changing Lanes Procedure

- | | |
|---|-------------|
| 1(a) Select a <i>suitable</i> location (not approaching traffic lights etc.); | 100% |
| 2(a) Accurately apply the 'System of Car Control' when changing from one lane to another (either left or right); and | 80% |
| 3(a) Check the appropriate <u>BLIND SPOT</u> just before changing lanes. | 80% |

(b) Diverging or Merging Procedure

- | | |
|--|------------|
| 1(b) When attempting to diverge or merge ensure the vehicle is not directly alongside another vehicle (i.e. where practicable keep the vehicle off-set to others - Rules of Observation); | 80% |
| 2(b) When merging, or diverging by more than 1 metre (relative to the centre of the road), or crossing a lane line, comply with the 'Lane Changing Procedure'; and | 80% |
| 3(b) When diverging by <u>less than 1 metre</u> or diverging over a reasonable distance when passing parked vehicles on an <i>unlaned road</i> , comply with step 2(a) above except signals and blind spots may be omitted only if safe. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment of this task must be in accordance with **Procedure No. 4** on page **25-31** of this manual;
2. The assessment to be performed in light traffic conditions only; and
3. The assessment must include the following:
 - (i) Two (2) lane changes to the right;
 - (ii) Two (2) lane changes to the left; and
 - (iii) One (1) unlaned road where vehicles are parked at the left kerb (passing required).

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TRAINING PLAN 16: LANE CHANGING AND DIVERGING / MERGING

TASK 16: The applicant will be able to competently demonstrate changing lanes, merging or diverging safely in accordance with the 'System of Car Control'.

EQUIPMENT: Motor vehicle - learner's permit must be carried for all tasks.

PREPARATION: Plan an appropriate assessment route - light traffic only.

STAGE	ORDER AND CONTENT OF TASK 16	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on 'Moving Off' (Task 3) procedure; and • Assess applicant against the performance criteria for Task 16. 	
2.	<p>Lane Changing and Diverging / Merging</p> <ul style="list-style-type: none"> • Explain the concept of 'System of Car Control' and its application to lane changing or diverging/merging; • Demonstrate at normal speed emphasising give way rules; • Demonstrate with full commentary, explanations and reasons; • Applicant to demonstrate with step by step instruction (left and right lane changes); • Applicant to demonstrate with instruction as required; • Applicant to practice until competent; • Authorised Examiner to explain the process when diverging or merging; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. 	
3.	<p>Assessment of Lane Changing and Diverging/Merging</p> <ul style="list-style-type: none"> • The assessment of this task must be in accordance Procedure No. 4 and the <i>Range Statement</i> for this task. 	
4.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
Link to: Turning at corners using the 'System of Car Control'		

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 17: Turning at Corners

LEARNING OUTCOME:

1. The applicant will be able to safely and competently turn to the left and to the right (*with and without a stop*) at simple intersections while complying with 'System of Car Control' and the rules for turning and giving way; and
2. The applicant will demonstrate correct compliance with 'Stop' and 'Give Way' signs.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Turning at Corners (With a Stop)

- | | | |
|-------------|--|-------------|
| 1(a) | Demonstrate correct and legal left turns and right turns at intersections <i>incorporating a stop</i> ; | 100% |
| 2(a) | Comply <i>accurately</i> with 'System of Car Control' when turning left and when turning right at intersections; | 80% |
| 3(a) | Demonstrate correct observation patterns (Rules of Observation) while maintaining full vehicle control; and | 80% |
| 4(a) | Comply with signalling requirements, 'Stop', 'Give Way' signs and lines and the give way rules. | 100% |

(b) Turning at Corners (Without a Stop)

- | | | |
|-------------|--|-------------|
| 1(b) | Demonstrate correct and legal left and right turns at intersections (<i>without requiring a stop</i>); | 100% |
| 2(b) | Comply <i>accurately</i> with 'System of Car Control' when turning left and right at intersections; | 80% |
| 3(b) | Demonstrate correct and timely observation patterns while maintaining full vehicle control; and | 80% |
| 4(b) | Comply with 'Give Way' signs and signalling rules. | 100% |

(c) Negotiate 'Stop' and 'Give Way' signs

- | | | |
|-------------|---|-------------|
| 1(c) | Comply <i>accurately</i> with 'System of Car Control' when negotiating 'Stop' and 'Give Way' signs; and | 80% |
| 2(c) | Comply with 'Stop' and 'Give Way' sign road rules. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment of this task must be in accordance with **Procedure No. 4** on pages **25-31**;
2. The assessment of this task must include:
 - (i) Three (3) *left turns with a stop* (to include one 'Stop' sign) *and three (3) left turns without a stop* (to include one 'Give Way' sign) under minimal traffic conditions; and
 - (ii) Two (2) *right turns with a stop* (to include one 'Stop' sign) *and two (2) right turns without a stop* (to include one 'Give Way' sign) under minimal traffic conditions (eg. - Quiet back streets).

STANDARDS SECTION

TRAINING PLAN 17: TURNING AT CORNERS (MINIMAL TRAFFIC CONDITIONS)

TASK 17: The applicant will be able to competently demonstrate compliance with the 'System of Car Control' when turning to the left or right at corners (with and without a stop) while complying with the give way rules and turning laws.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan assessment route (see Range Statement), light traffic only.

STAGE	ORDER AND CONTENT OF TASK 17	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on 'System' and road laws/give way rules; and • Assess applicant against performance criteria for task. 	
2.	<p>Turning at Corners (Left Turns)</p> <ul style="list-style-type: none"> • Explain 'System' application for left turns and road laws/give way rules with emphasis on pedestrians and cyclists; • Demonstrate left turns (with and without a stop); • Demonstrate with full commentary step by step with particular attention to 'System' sequence and observation patterns; • Applicant to demonstrate with step by step instruction; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. 	
3.	<p>Turning at Corners (Right Turns)</p> <ul style="list-style-type: none"> • Explain 'System' for right turns, give way rules and road laws appropriate to turning right (e.g. vehicle position & signalling); • Demonstrate right turns (with and without a stop); • Demonstrate with full commentary, step by step, paying particular attention to road positioning and observation; and • Applicant to demonstrate and practice as above. 	
4.	<p>Turning at Corners (to include 'Stop' & 'Give Way' signs)</p> <ul style="list-style-type: none"> • Applicant to demonstrate left and right turns while negotiating some 'Stop' and 'Give Way' signs with instruction as required; • Applicant to practice until competent. 	
5.	<p>Assessment of Turning at Corners (With and Without a Stop)</p> <ul style="list-style-type: none"> • The assessment must be in accordance with Procedure No. 4 and <i>the Range Statement</i> for this task. 	
6.	<p>Log Book Entry</p> <p>Complete the log book entry.</p>	
<p>Link to: Turning left and right on to and off laned roads (light traffic)</p>		

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UNIT 3: Basic Road Skills TASK 18: Turning On To and From Laned Roads

LEARNING OUTCOME:

The applicant will be able to safely demonstrate turning left and right on to and from laned roads safely using the 'System of Car Control' while complying with the give way rules and the laws relating to turning.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Turning Left on to and from Laned Roads

1(a)	Demonstrate compliance with all applicable road law;	100%
2(a)	Demonstrate safe speed of approach with full vehicle control;	100%
3(a)	Demonstrate appropriate observation patterns for turning left;	80%
4(a)	Demonstrate appropriate acceleration during and after turning; and	80%
5(a)	Demonstrate accurate compliance with the ' <u>System of Car Control</u> '.	80%

(b) Turning Right on to and from Laned Roads

1(b)	Demonstrate compliance with all applicable road law;	100%
2(b)	Demonstrates safe speed of approach with full vehicle control;	100%
3(b)	Demonstrate appropriate observation patterns for turning right;	80%
4(b)	Demonstrate appropriate acceleration during and after turning; and	80%
5(b)	Demonstrate accurate compliance with the ' <u>System of Car Control</u> '.	80%

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be in accordance with **Procedure No. 4** on page **25-31**; and
2. The assessment of this task must be ***in light traffic only*** and must include separately:
 - (i) One (1) left turn on to a laned road;
 - (ii) One (1) left turn from a laned road;
 - (iii) Two (2) right turns on to a laned road;
 - (iv) Two (2) right turns from a laned road;
 - (v) One (1) right turn on to a laned road *followed by* a left turn off the road; and
 - (vi) One (1) left turn on to a laned road *followed by* a right turn off the road.

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TRAINING PLAN 18: TURNING ON TO AND FROM LANED ROADS

TASK 18: The applicant will be able to safely demonstrate turning on to and from laned roads safely while complying with the 'System of Car Control', give way rules and rules relating to turning.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Prepare assessment route - select lightly trafficked road.

STAGE	ORDER AND CONTENT OF TASK 18	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on give way rules, turning right laws, signalling and 'System of Car Control'; and • Assess applicant against performance criteria for this task. 	
2.	<p>Turning Left and Right on to Laned Roads</p> <ul style="list-style-type: none"> • Explain and demonstrate a left turn and a right turn on to a laned road with emphasis on 'System', vehicle position, selection of safe gaps and use of acceleration for safety; • Applicant to demonstrate with instruction as necessary; and • Applicant to practice (as homework or with Authorised Examiner) until competent. 	
3.	<p>Left Turn Followed by a Right Turn and Visa-Versa.</p> <ul style="list-style-type: none"> • Authorised Examiner to explain and demonstrate turning procedure with commentary on 'System' and observation patterns; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. 	
4.	<p>Assessment of Turning On To and From Laned Roads</p> <ul style="list-style-type: none"> • The assessment of this task must be in accordance with Procedure No. 4 and <u>the Range Statement</u> for this task. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Turning at roundabouts (laned and unlaned)</p>		

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 19: Turning at Roundabouts

LEARNING OUTCOME:

The applicant will safely demonstrate turning left, right and going straight ahead at unlaned and laned roundabouts safely while complying with 'System of Car Control', give way rules, and all laws relating to roundabouts and correct vehicle positioning.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Turning at Unlaned Roundabouts

- | | | |
|-------------|--|-------------|
| 1(a) | Demonstrate compliance with give way rules, signalling and correct vehicle positioning at unlaned roundabouts; | 100% |
| 2(a) | Demonstrate full control of the vehicle throughout the turn; | 100% |
| 3(a) | Demonstrate appropriate observation patterns during the approaches and turns at unlaned roundabouts; and | 80% |
| 4(a) | Demonstrate accurate compliance with the ' <u>System</u> '. | 80% |

(b) Turning at Laned Roundabouts

- | | | |
|-------------|--|-------------|
| 1(b) | Demonstrate compliance with give way rules, signalling, arrows and correct vehicle positioning at roundabouts; | 100% |
| 2(b) | Demonstrate full control of the vehicle throughout the turn; and | 100% |
| 3(b) | As for steps 3(a) and 4(a) above. | 80% |

(c) Travelling Straight On at a Roundabout

- | | | |
|-------------|--|-------------|
| 1(c) | Demonstrate compliance with give way rules, signalling, arrows and correct vehicle positioning at roundabouts; | 100% |
| 2(c) | Demonstrate full control of the vehicle throughout; and | 100% |
| 3(c) | As for steps 3(a) and 4(a) above. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be in accordance with **Procedure No. 4** on page **25-31**;
2. The assessment must be in light traffic conditions and must include the following where practicable:
 - (i) One (1) left turn, one (1) right turn and one (1) straight on at an unlaned roundabout; and
 - (ii) One (1) left turn, one (1) right turn and one (1) straight on at a laned roundabout if reasonably accessible.

NOTE: If laned roundabouts are not reasonably accessible, two assessments only of 2(i) of the Range Statement must be done.

STANDARDS SECTION

TRAINING PLAN 19: TURNING AT ROUNDABOUTS

TASK 19: The applicant will be able to safely demonstrate turning left, right and travelling straight on safely on laned and unlaned roundabouts while complying with 'System of Car Control' and appropriate road laws.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Prepare assessment route - light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 19	TIME
1.	Recognition of Prior Learning (RPL) - <i>if appropriate.</i>	
	<ul style="list-style-type: none"> • Question applicant on give way rules at roundabouts and laws relating to use of lanes and positioning for turning; and • Assess applicant against performance criteria for this task. 	
2.	Turning at Unlaned Roundabouts	
	<ul style="list-style-type: none"> • Explain give way rules and position for commencing turns; • Demonstrate a left turn, a right turn and straight on at a roundabout with commentary on gap selection and positioning; • Applicant to demonstrate each with instruction as required; and • Applicant to practice each until competent. 	
3.	Turning at Laned Roundabouts	
	<ul style="list-style-type: none"> • Explain give way, 'lane' rules, and positioning for turning at laned roundabouts; • Demonstrate driving straight ahead, turning left and turning right with commentary favouring positioning and gap selection; • Applicant to demonstrate left turns, right turns, and driving straight ahead, with instruction as required; and • Applicant to practice each until competent. 	
4.	Assessment of Turning at Laned Roundabouts	
	<ul style="list-style-type: none"> • The assessment must be in accordance with Procedure No. 4 and <i>the Range Statement for this task.</i> 	
5.	Log Book Entry	
	<ul style="list-style-type: none"> • Complete the log book entry. 	
Link to: Turning at traffic lights in light traffic		

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UNIT 3: Basic Road Skills

TASK 20: Negotiating Traffic Lights

LEARNING OUTCOME:

1. The applicant will be able to safely negotiate traffic lights without arrows in accordance with the laws for traffic lights, turning and giving way; and
2. Demonstrate the use of 'slip' lanes for turning left.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Turning Left and Right at Traffic Lights (Without Arrows)

- | | | |
|-------------|---|------------------|
| 1(a) | Demonstrate compliance with the law for traffic lights, stop lines, turning lines and arrows (as applicable); | 100% |
| 2(a) | Demonstrate correct positioning of the vehicle within the intersection when standing to give way; | 100% |
| 3(a) | When turning right, keeps the front wheels straight (where practicable) while waiting to give way to on-coming traffic; and | 80% |
| 4(a) | Demonstrate compliance with the performance criteria for Tasks 17 and 18 when turning. | As stated |

(b) Following a Straight Course through Traffic Lights

- | | | |
|-------------|--|------------------|
| 1(b) | Complies with the laws associated with traffic lights and lines; | 100% |
| 2(b) | Apply stopping procedure (Task 4(a) - as required); and | As stated |
| 3(b) | Complies with 'System of Car Control' approaching lights. | 80% |

(c) Turning Left Through a 'Slip' Lane

- | | | |
|-------------|--|------------------|
| 1(c) | Complies with 'give way', signalling and 'turning' laws; | 100% |
| 2(c) | Complies with the performance criteria for turning left in Tasks 17 and 18 , <i>including safe speed of approach</i> ; and | As stated |
| 3(c) | Demonstrate appropriate observation patterns, 'System' application and vehicle control. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be in accordance with **Procedure No. 4** on page **25-31**; and
2. The assessment must be in light traffic conditions and must include the following where reasonably practicable:
 - (i) One (1) left turn at traffic lights (no slip lane);
 - (ii) Two (2) right turns at traffic lights *without arrows*;
 - (iii) One (1) left turn through a slip lane; and
 - (iv) Straight on at a minimum of **three (3) sets** of traffic lights at intersections.

NOTE: If traffic lights are *not reasonably available*, the alternative Task 28A of 'Driving on Unsealed Roads' must be performed instead. A short explanation of duties of a driver at traffic lights must be given.

STANDARDS SECTION

TRAINING PLAN 20: NEGOTIATING TRAFFIC LIGHTS

TASK 20: The applicant will be able to safely negotiate traffic lights and associated 'slip' lanes while complying with traffic light, give way and turning rules, and the 'System of Car Control'.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Plan assessment route - chose light traffic training conditions.

STAGE	ORDER AND CONTENT OF TASK 20	TIME
1.	<p>Recognition of Prior Learning (RPL) - <i>if appropriate</i></p> <ul style="list-style-type: none"> • Question applicant on duties at traffic lights, stopping positions and give way obligations; and • Assess applicant against performance criteria for the task. 	
2.	<p>Negotiating Traffic Lights Without Arrows</p> <ul style="list-style-type: none"> • Explain traffic lights, stopping positions and give way rules; • Demonstrate procedure for turning left, turning right and travelling straight on at traffic lights (without arrows) with commentary on 'System', give way requirements and vehicle positioning; • Applicant to demonstrate turning left, turning right and travelling straight on at traffic lights without arrows with instruction as required; and • Applicant to practice until competent. 	
3.	<p>Turning Through a 'Slip' Lane</p> <ul style="list-style-type: none"> • Explain speed of approach, positioning, observation patterns and give way obligations; • Applicant to demonstrate with instruction as required (see Task 17(a) and 17(b)); and • Applicant to practice until competent. 	
4.	<p>Assessment of Turning at Traffic Lights (Without Arrows)</p> <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 while complying with <u>the Range Statement for this task</u>. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Pedestrian crossings - Wombat, Koala and Emu</p>		

STANDARDS SECTION

UNIT 3: Basic Road Skills

TASK 21: Light Traffic Urban Driving

LEARNING OUTCOME:

1. The applicant will be able to safely demonstrate compliance with the law while negotiating Emu, Koala and Wombat pedestrian crossings, and school zones (*where available*);
2. Comply with all speed limits associated with speed zones, roadwork's, bridges, built-up areas, schools and car parks; and
3. Demonstrate reasonable progress.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Pedestrian Crossings and School Zones

- | | | |
|-------------|---|-------------|
| 1(a) | Demonstrate compliance with the laws for pedestrian crossings and school zones; and | 100% |
| 2(a) | Comply with the 'System of Car Control'. | 80% |

(b) Speed Limits

- | | | |
|-------------|--|-------------|
| 1(b) | Comply with all speed zones and built-up area speed limits; and | 100% |
| 2(b) | Comply with all speed limits for bridges, roadwork's, schools, car parks and learner requirements. | 100% |

(c) Maintain Reasonable Progress

- | | | |
|-------------|---|------------|
| 1(c) | <i>Where safe and practicable</i> , maintain a speed, which is within 5 km/h of, but does not exceed , the legal speed limit; | 80% |
| 2(c) | Moves off smoothly in a line of traffic without any unnecessary delay or obstructing other traffic; | 80% |
| 3(c) | Does not slow <i>excessively</i> or stop <i>unnecessarily</i> at intersections where the view is open; and | 80% |
| 4(c) | Maintains at least a 3 second following interval, where practicable, between the vehicle in front and the applicant's vehicle. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must cover a **short drive** *under light traffic conditions* which must include the following where *reasonably accessible*:
 - (i) At least one (1) operating pedestrian crossing (e.g. children's crossing);
 - (ii) At least one (1) 'School' zone;
 - (iii) *Where practicable*, at least one (1) speed limit change (e.g. bridge, roadwork's or speed zone); and
 - (iv) At least three (3) intersections where the driver is faced with a 'Give Way' sign and there is an open view.

STANDARDS SECTION

TRAINING PLAN 21: LIGHT TRAFFIC URBAN DRIVING

TASK 21: The applicant will be able comply with the law when negotiating pedestrian crossings, changing speed limits and crossroads with safety while maintaining reasonable progress.

EQUIPMENT: Motor vehicle and 'Driver's Handbook'.

PREPARATION: Prepare an assessment route - light traffic conditions.

STAGE	ORDER AND CONTENT OF TASK 21	TIME
1.	<p>Recognition of Prior Learning (RPL) - <i>if applicable</i></p> <ul style="list-style-type: none"> • Question applicant on laws pertaining to pedestrian crossings, speed limits, 'School' buses and zones; and • Assess applicant against performance criteria for the task. 	
2.	<p>Pedestrian Crossings and 'School' Zones</p> <ul style="list-style-type: none"> • Describe the types of pedestrian crossings and 'School' zones, and explain the relevant rules and method of negotiating; • Applicant to demonstrate pedestrian crossing/'School' zone procedure (where practicable) with instruction as required; and • Applicant to practice until competent. 	
3.	<p>Compliance with Speed Limits</p> <ul style="list-style-type: none"> • Explain the meaning of a speed limit, the effect of speed on braking and the types of speed limits found in urban areas; and • During general driving by applicant, speed limit compliance must be monitored and instruction given as required. 	
4.	<p>Maintain Reasonable Progress</p> <ul style="list-style-type: none"> • Explain 'reasonable progress' in relation to general driving, gap selection, moving off with other traffic and negotiating turns where there is a reasonable view; and • During general driving by applicant, progress to be monitored by Authorised Examiner and instruction given as required. 	
5.	<p>Assessment of Light Traffic Urban Driving</p> <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 while complying with <u><i>the Range Statement for this task</i></u>. 	
6.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Driving at higher speeds and negotiating bends and corners</p>		

STANDARDS SECTION

UNIT 3: Basic Road Skills TASK 22: Country Driving (Driving at Higher Speeds)

LEARNING OUTCOME:

1. The applicant will demonstrate accurate compliance with the 'System of Car Control', Rules of Braking, Steering and Observation as applied to bends, crests and overtaking while driving at higher speeds; and
2. The applicant will maintain full control of the vehicle while driving at higher speeds.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Negotiating Bends and Crests

- | | | |
|-------------|--|-------------|
| 1(a) | Comply with speed limits, barrier lines, keeping left and 'due care' requirements <u>while maintaining reasonable progress</u> ; | 100% |
| 2(a) | Demonstrate safe speeds and positions of approach to all bends and crests; | 100% |
| 3(a) | Comply accurately with 'System' approaching bends and crests (including selecting the gear before the bend or crest); | 80% |
| 4(a) | Comply with Rules of Braking and 'Acceleration Sense' ensuring correct speed of approach to hazards at all times; | 80% |
| 5(a) | Comply with Rules of Steering when braking and cornering; | 80% |
| 6(a) | Demonstrate good forward observation (Aim high in steering) and comply with the Rules of Observation; and | 80% |
| 7(a) | Displays safe and complete control of the vehicle at all times. | 100% |

(b) Overtaking Other Vehicles

- | | | |
|-------------|--|-------------|
| 1(b) | Correctly selects a suitable and safe location complying with the law; | 100% |
| 2(b) | Maintains a reasonable following distance before overtaking in order to comply with Rules of Observation; and | 80% |
| 3(b) | Complies accurately with 'System' and uses appropriate gears and acceleration where necessary; <u>OR</u> | 80% |
| 4(b) | If suitable overtaking situations do not occur, verbally demonstrates to the Authorised Examiner selection of safe and suitable locations where there is sufficient distance to overtake safely. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must cover **a short drive** on roads with a speed limit of 80 km/h or more and must also include the following:
 - (i) Entering (1) and leaving (1) a road;
 - (ii) Five (5) right bends and five (5) left bends (minimum);
 - (iii) Two (2) crests (minimum); and
 - (iv) Where available, one (1) overtaking situation **or** five (5) overtaking selections.

STANDARDS SECTION

TRAINING PLAN 22: COUNTRY DRIVING (DRIVING AT HIGHER SPEEDS)

TASK 22: The applicant will competently demonstrate negotiating bends, corners and crests and the ability to overtake other vehicles safely while complying with appropriate laws, 'System of Car Control' and road craft concepts.

EQUIPMENT: Motor vehicle, 'Driver's Handbook' and other training aids.

PREPARATION: Plan an assessment route to include bends and crests.

STAGE	ORDER AND CONTENT OF TASK 22	TIME
1.	<p>Recognition of Prior Learning (RPL) - <i>if applicable</i></p> <ul style="list-style-type: none"> • Question applicant on speed limits, barrier lines, keeping to the left, 'System', Rules of Braking, Steering and Observation; and • Assess applicant against performance criteria for this task. 	
2.	<p>Negotiating Bends and Crests (at Higher Speeds)</p> <ul style="list-style-type: none"> • Explain speed limit meaning, barrier lines and advisory signs; • Explain 'System' application, Rules of Braking and Steering; • Explain observation pattern when driving at higher speed (Aim high in steering - looking further ahead and around bends); • Explain and demonstrate (i)cornering lines (left and right) and observation, (ii)braking in a straight line for control, (iii)steering within the corner, and (iv)'System' as applied to bends and crests; • Applicant to demonstrate task step by step with full instruction; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. 	
3.	<p>Overtaking and Passing Other Vehicles</p> <ul style="list-style-type: none"> • Explain blind spot checks and safety margins when overtaking; • Relate to Task 16 (lane changing and merging) procedure; • Applicant to demonstrate with instruction as required; and • Where practicable, applicant to practice (with Authorised Examiner). 	
4.	<p>Assessment of Negotiating Bends, Crests and Overtaking</p> <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 while complying with <u>the Range Statement for this task</u>. If there are no other vehicles to overtake, the applicant must identify when it is safe to overtake an imaginary vehicle in front. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Applying safe driving strategies in traffic</p>		

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 23: Safe Driving Strategies

LEARNING OUTCOME:

1. The applicant will be able to competently demonstrate the maintenance of safe following distances, passing clearances and appropriate positioning of the vehicle for improved forward observation in medium to heavy traffic; and
2. The applicant will competently demonstrate compliance with the 'System of Car Control' when approaching hazards in traffic (e.g. Stale green traffic lights).

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Safe Positioning of the Vehicle in Traffic

- | | |
|---|-------------|
| 1(a) Keeps at least 3 seconds time interval between the applicant's vehicle and the vehicle in front (<i>where practicable</i>), increasing this interval for wet or adverse conditions or if being followed closely; | 100% |
| 2(a) Keeps reasonable clearance from parked vehicles, cyclists or other vehicles (best practice - at least 1.2 metres) when passing where safe and practicable. | 80% |
| 3(a) Adjusts the vehicle's position by holding back on laned and unlaned roads when the vehicle in front obstructs the view; | 80% |
| 4(a) Maintains position within a line of traffic without obstructing following traffic on laned and unlaned roads when able; | 80% |
| 5(a) Does not travel unnecessarily in blindspots of other vehicles; | 80% |
| 6(a) Allows sufficient space when stopped behind other stationary vehicles in a line of traffic where practicable; | 80% |
| 7(a) Ensures that intersections and level crossings are not obstructed; and | 100% |
| 8(a) Complies with the road rules. | 100% |

(b) 'System of Car Control' Applied to Traffic Hazards

- | | |
|--|------------|
| 1(b) Demonstrates the features of the 'System of Car Control' in the correct sequence when approaching hazards; | 80% |
| 2(b) Demonstrates 'System' when approaching traffic lights (checks the mirror / covers the brake); | 80% |
| 3(b) Demonstrates 'System' when passing stationary buses or other similar hazards; and | 80% |
| 4(b) <i>Demonstrates 'System'</i> when giving way. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must cover a **short drive** in medium to heavy traffic *where practicable*, which includes laned and unlaned roads with traffic lights or other hazards where stopping on at least five (5) occasions is required.

NOTE: *It may not be possible to assess this task on some country CBT&A&A courses.*

STANDARDS SECTION

TRAINING PLAN 23: SAFE DRIVING STRATEGIES IN TRAFFIC

TASK 23: The applicant will competently demonstrate compliance with the ‘System of Car Control’ to any hazard encountered in traffic while maintaining safe following distances, road positioning and compliance with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan a suitable assessment route in medium to heavy traffic (eg. near city area or equivalent area).

STAGE	ORDER AND CONTENT OF TASK 23	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on ‘Time Lapse Formula’, ‘System’ and road laws relating to positioning and traffic lights; and • Assess applicant against performance criteria for this task. <p>Safe Road Positioning in Traffic</p> <ul style="list-style-type: none"> • Discuss and review criteria for Task 15 and road laws relating to keeping left, lane use and obligations at traffic lights; • Discuss Rules of Observation with respect to positioning; • Authorised Examiner to explain and demonstrate required standard with appropriate commentary (especially in the use of observation); • Applicant to demonstrate criteria with instruction as required; and • Applicant to practice until competent. (NOTE: Training can be done on this task during the training for other tasks). <p>‘Systematic Driving’ Applied to Traffic Hazards</p> <ul style="list-style-type: none"> • Explain the definition of ‘System’ with regard to the logic behind the ‘System’, the features and the concept of ‘consideration’ of use for each of the features; • Authorised Examiner to demonstrate negotiation of traffic lights and other traffic associated hazards with commentary on ‘System’; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. <p>Assessment of Safe Driving Strategies in Traffic</p> <ul style="list-style-type: none"> • The assessment must conform to the requirements of Procedure No. 4 and <u>the Range Statement for this task</u>. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Lane selection and changing in medium to heavy traffic</p>		

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UNIT 4: Traffic Management Skills TASK 24: Lane Management in Traffic

LEARNING OUTCOME:

1. The applicant will display the ability to choose the appropriate lane, safely and competently, well in advance in order to maintain reasonable progress and efficient traffic flow; and
2. The applicant will display safe and competent lane changes while complying with the 'System of Car Control'.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Lane Selection in Traffic

- | | | |
|-------------|---|------------|
| 1(a) | Identify hazards well in advance and takes the safe and appropriate action (first rule of observation); | 80% |
| 2(a) | Confidently select safe gaps when changing lanes; and | 80% |
| 3(a) | Select suitable and timely locations when changing lanes. | 80% |

(b) Lane Changing in Traffic

- | | | |
|-------------|---|-------------|
| 1(b) | Accurately and competently apply the 'System of Car Control' when changing from one lane to another (either left or right); | 80% |
| 2(b) | Check the appropriate <u>BLIND SPOT</u> just before changing lanes; | 80% |
| 3(b) | Display cooperation with other drivers by accepting and providing offers of courtesy when safe; and | 80% |
| 4(b) | Change lanes in traffic only when safe without significantly interfering with the traffic flow of the newly selected lane. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must be on laned roads in medium to heavy traffic conditions which must include:
 - (i) Three (3) lane changes to the left; and
 - (ii) Two (2) lane changes to the right.

NOTE: Each lane change request must allow the applicant to choose the location.

STANDARDS SECTION

TRAINING PLAN 24: LANE MANAGEMENT IN TRAFFIC

TASK 24: The applicant will competently display forward planning in the selection of lanes and perform those lane changes safely well in advance in accordance with the ‘System of Car Control’ while complying with the law, in medium to heavy traffic.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan a short assessment route on a laned road where there is medium to heavy traffic (e.g. near city or equivalent area).

STAGE	ORDER AND CONTENT OF TASK 24	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on ‘System’ as applied to lane changing and Rules of Observation in relation to forward planning; and • Assess applicant against the performance criteria for this task. <p>Lane Selection and Lane Changing in Traffic</p> <ul style="list-style-type: none"> • Authorised Examiner to link this task to Task 16 and to explain use of forward observation and planning in identifying potential traffic hazards which may lead to lane changing; • Authorised Examiner to demonstrate lane changing procedure in traffic and demonstrate visual observation patterns by means of a commentary drive; • Applicant to demonstrate forward observation skills by stating what potential hazards can be seen ahead (<i>on request from the Authorised Examiner - to ascertain forward observation of applicant</i>); • Applicant to demonstrate, with instruction as required, the selection of lane changing location and the performance of the lane change with safety while complying with ‘System’; and • The applicant to practice until competent. <p>Assessment of Lane Selection and Lane Changing in Traffic</p> <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 while complying with <u>the Range Statement for this task</u>. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Turning left and right in medium to heavy traffic</p>		

STANDARDS SECTION

UNIT 4: Traffic Management Skills

TASK 25: Turning in Traffic

LEARNING OUTCOME:

1. The applicant will competently display the ability to turn right and left on to and from busy roads with safety under full control while complying with the 'System of Car Control', the give way and turning road laws; and
2. The applicant will demonstrate competent acceptance of safe gaps when crossing or entering a flow of traffic on a busy road without unnecessary hesitation.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Turning Left on to and from Busy Roads

- | | |
|---|-------------|
| 1(a) Display compliance with all give way rules; | 100% |
| 2(a) Display accurate compliance with 'System of Car Control'; | 80% |
| 3(a) When exiting or entering a busy road, keeps <i>as near as is reasonably practicable to the left</i> ; | 80% |
| 4(a) Displays competent selection of safe gaps when entering; | 80% |
| 5(a) Displays competent acceleration skills when entering; and | 80% |
| 6(a) Maintains full vehicle control throughout each turn (ie. no wide exits or '? mark' turns, or stalls). | 100% |

(b) Turning Right on to and from Busy Roads

- | | |
|--|-------------|
| 1(b) Display compliance with give way and all turning rules; | 100% |
| 2(b) Maintains full vehicle control throughout each right turn; | 100% |
| 3(b) Display accurate compliance with 'System of Car Control'; | 80% |
| 4(b) Makes <u>early</u> selection of the most appropriate and legal lane for turning; | 80% |
| 5(b) Display competent selection of safe gaps in traffic when turning right on to and from busy roads; and | 80% |
| 6(b) Display competent acceleration skills when turning right across a flow of traffic or entering a busy road. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must be in medium to heavy traffic conditions and must *at least* include the following where practicable:
 - (i) Two (2) left turns on to **and** two (2) left turns from busy roads;
 - (ii) Three (3) right turns on to **and** three (3) right turns from busy roads **including** at least two (2) right turns on to **and** two (2) right turns from busy laned roads *where available*.

STANDARDS SECTION

TRAINING PLAN 25: TURNING IN TRAFFIC

TASK 25: The applicant will be able to competently demonstrate turning left and right on to and from busy roads in a safe and efficient manner in accordance with the law and the 'System of Car Control'.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan a suitable assessment route in medium to heavy traffic (e.g. near city or equivalent area).

STAGE	ORDER AND CONTENT OF TASK 25	TIME
<p>1.</p>	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> • Question applicant on give way and turning rules; and • Assess applicant against performance criteria for the task. 	
<p>2.</p>	<p>Turning Left and Right on to and from Busy Roads</p> <ul style="list-style-type: none"> • Authorised Examiner to link this task to Tasks 17 and 18 and reinforce the law on 'Giving Way' and 'Turning'; • Authorised Examiner to demonstrate one of each turn giving commentary with special emphasis on legal obligations, correct positioning and selection of safe gaps in traffic; • Applicant to demonstrate turning left and right on to and from busy roads under full instruction; • Applicant to demonstrate turning left and right with instruction as required; and • Applicant to practice turning on to and from busy roads until competent. 	
<p>3.</p>	<p>Assessment of Turning on to and from Busy Roads</p> <ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 <i>while complying with the Range Statement.</i> 	
<p>4.</p>	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Turning at roundabouts in medium to heavy traffic</p>		

STANDARDS SECTION

UNIT 4: Traffic Management Skills TASK 26: Managing Traffic at Roundabouts

LEARNING OUTCOME:

The applicant will be able to competently demonstrate turning left, right and travelling straight ahead at laned and unlaned roundabouts *in medium to heavy traffic* while complying with the law and the 'System of Car Control'.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Managing Traffic in Unlaned Roundabouts

- | | | |
|-------------|--|------------------|
| 1(a) | Demonstrates compliance with the performance criteria as laid down in Task 19 (a) - Turning at Unlaned Roundabouts; | As stated |
| 2(a) | Demonstrates competent and confident decision making when selecting safe gaps in traffic on the roundabout; and | 80% |
| 3(a) | Demonstrates competent use of acceleration when joining <i>and when leaving</i> a traffic stream on the carriageway of the roundabout. | 80% |

(b) Managing Traffic in Laned Roundabouts

- | | | |
|-------------|--|------------------|
| 1(b) | Demonstrates compliance with the performance criteria as laid down in Task 19 (b) - Turning at Laned Roundabouts; | As stated |
| 2(b) | Demonstrates early selection of correct lane before, during and after the turn or when travelling straight on; | 100% |
| 3(b) | Demonstrates competent and confident decision making when selecting safe gaps in traffic on the roundabout; and | 80% |
| 4(b) | Demonstrates competent use of acceleration when joining <i>and when leaving</i> a traffic stream on the carriageway of the roundabout. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must be *in medium to heavy traffic conditions* and must include the following *where practicable*:
 - (i) One (1) left turn, one (1) right turn and one (1) straight ahead at an unlaned roundabout;
and
 - (ii) One (1) left turn, one (1) right turn and one (1) straight ahead at a laned roundabout (*if reasonably accessible*).

NOTE: If laned roundabouts are not reasonably accessible, two (2) demonstrations of 2(i) of the Range Statement must be performed.

STANDARDS SECTION

TRAINING PLAN 26: MANAGING TRAFFIC AT ROUNDABOUTS

TASK 26: The applicant will be able to competently negotiate unlaned and laned roundabouts with safety *in medium to heavy traffic* while complying with the 'System of Car Control' and relevant road laws.

EQUIPMENT: Motor vehicle.

PREPARATION: Select an area where there are appropriate roundabouts and medium to heavy traffic (e.g. near city area or equivalent).

STAGE	ORDER AND CONTENT OF TASK 26	TIME
1.	Recognition of Prior Learning (RPL)	
	<ul style="list-style-type: none"> • Task 19 <i>must</i> be completed before this task is attempted; and • Assess applicant against the performance criteria in this task. 	
2.	Negotiating Unlaned Roundabouts in Medium to Heavy Traffic	
	<ul style="list-style-type: none"> • Confirm performance criteria for Task 19 (a) with applicant; • Explain and demonstrate a left turn, a right turn and straight on at an unlaned roundabout in medium to heavy traffic emphasising safe gap selection and use of acceleration for safety; • Applicant to demonstrate left and right turns and going straight ahead at unlaned roundabouts in traffic with instruction as required; and • Applicant to practice until competent. 	
3.	Negotiating Laned Roundabouts in Medium to Heavy Traffic	
	<ul style="list-style-type: none"> • Confirm performance criteria for Task 19 (b) and Task 19(c); • Authorised Examiner to explain and demonstrate where appropriate, the use of lanes, correct positioning for turning and selection of safe gaps in traffic; • Applicant to demonstrate negotiating laned roundabouts with full instruction step by step; • Applicant to demonstrate with assistance as required; and • Applicant to practice until competent. 	
4.	Assessment of Negotiating Roundabouts in Traffic	
	<ul style="list-style-type: none"> • The assessment of this task to conform to Procedure No. 4 <i>while complying with the Range Statement</i>. 	
5.	Log Book Entry	
	<ul style="list-style-type: none"> • Complete the log book entry. 	
Link to: Performing a 'U' turn in traffic		

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UNIT 4: Traffic Management Skills TASK 27: 'U' Turn in Traffic Manoeuvre

LEARNING OUTCOME:

1. The applicant will be able to select a safe and suitable location on a busy road and competently perform a 'U' turn with safety without the need for reversing; and
2. The applicant will be able to choose a safer option to a 'U' turn where the turn is obstructed due to changing traffic conditions.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Selection of a Safe 'U' Turn Starting Position

- | | | |
|-------------|--|------------------|
| 1(a) | Select a suitable position as for Task 10, steps 1(a) and 2(a); | As stated |
| 2(a) | Selects a position where only one major flow of traffic is required to be crossed during the 'U' turn; and | 100% |
| 3(a) | Selects the most appropriate position, which minimises the disruption to overtaking or following traffic for that road (e.g. a right turn store lane opposite a quiet road). | 100% |

(b) Performs a Safe and Complete 'U' Turn

- | | | |
|-------------|---|-------------|
| 1(b) | Complies with all road markings, and the give way rules for turning and moving off (as required); | 100% |
| 2(b) | Confidently selects a safe gap in the traffic flow when presented; | 100% |
| 3(b) | Uses safe stopping areas within the 'U' turn if required; and | 100% |
| 4(b) | Completes the 'U' turn safely without reversing while maintaining full control of the vehicle. | 100% |

(c) Selection of a Safe Alternative to the 'U' Turn due to Traffic

- | | | |
|-------------|---|-------------|
| 1(c) | <i>If traffic conditions change where the 'U' turn could become confusing to others, selects an acceptable safe option; and</i> | 100% |
| 2(c) | Performs the optional action with safety. | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The applicant must be able to perform the task accurately on demand;
2. The assessment must be performed in accordance with **Procedures No. 3** and **No. 4** on pages **22, 25-31**; and
3. The assessment must be conducted on a road where there is medium to heavy traffic.

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TRAINING PLAN 27: 'U' TURN IN TRAFFIC MANOEUVRE

TASK 27: The applicant will be able to select a safe and suitable location on a busy road and perform a safe and complete 'U' turn while complying with the law with minimal obstruction to other road users.

EQUIPMENT: Motor vehicle and training aids or diagrams.

PREPARATION: Authorised Examiner to select a suitable *busy* road where a 'U' turn may be performed.

STAGE	ORDER AND CONTENT OF TASK 27	TIME
1.	<p>Recognition of Prior Learning (RPL)</p> <ul style="list-style-type: none"> Assess applicant's knowledge on give way rules for turning right and 'U' turns and their prohibition; and Assess applicant's experience in performing 'U' turns against the performance criteria of this task. 	
2.	<p>Selection of a Safe 'U' Turn Starting Position</p> <ul style="list-style-type: none"> Explain prohibited locations for 'U' turns, inappropriate starting locations with reasons and traffic considerations; and Applicant to identify appropriate locations for a 'U' turn. 	
3.	<p>Performing a Safe 'U' Turn</p> <ul style="list-style-type: none"> Demonstrate 'U' turns (i) using a road on the right; (ii) using a crossover and (iii) using a right turn (store) lane; Applicant to demonstrate under instruction; and Applicant to practice until competent. 	
4.	<p>Selection of a Safe Alternative to the 'U' Turn</p> <ul style="list-style-type: none"> Explain available options to the 'U' turn and the traffic conditions when they should be selected; and Applicant selects option when traffic conditions warrant alternative. 	
5.	<p>Assessment of 'U' Turn in Traffic</p> <ul style="list-style-type: none"> The assessment must be in accordance with the assessment procedure for the simple 'U' turn but on a road with medium to heavy traffic conditions. 	
6.	<p>Log Book Entry</p> <ul style="list-style-type: none"> Complete the log book entry. 	
Link to:	Turning at traffic lights in traffic (driving on unsealed roads is an <i>alternative option for country applicants</i> – Task 28A).	

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UNIT 4: Traffic Management Skills TASK 28: Negotiating Traffic Lights in Traffic

LEARNING OUTCOME:

The applicant will be able to competently negotiate traffic lights safely *in medium to heavy traffic* in accordance with the 'System of Car Control' and appropriate road laws governing the operation of traffic lights, signalling, turning, and giving way.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

(a) Turning Left and Right at Traffic Lights

1(a)	Demonstrate compliance with steps 1(a) to 4(a) of Task 20;	As stated
2(a)	When turning right, correctly positions the vehicle <i>within the intersection</i> when permitted by the traffic lights;	100%
3(a)	Demonstrate <u>confident selection of safe gaps</u> in the traffic flow when turning;	80%
4(a)	Displays appropriate use of acceleration for safety during the turn while maintaining full control of the vehicle; and	80%
5(a)	Does not <i>unnecessarily</i> obstruct other vehicles.	80%

(b) Following a Straight Course through Traffic Lights

1(b)	Demonstrates compliance with steps 1(b) to 2(b) of Task 20; and	As stated
2(b)	Displays correct decision making on approach to traffic lights having regard for weather, road and following traffic.	80%

(c) Turning Left Through a 'Slip' Lane

1(c)	Demonstrates compliance with steps 1(c) to 3(c) of Task 20;	As stated
2(c)	Demonstrates <u>confident selection of safe gaps</u> in the traffic flow when turning; and	80%
3(c)	Displays appropriate use of acceleration for safety during the turn while maintaining full control of the vehicle.	80%

RANGE STATEMENT (Assessment Conditions)

- The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
- The assessment must be *in medium to heavy traffic* and must include the following where practicable:
 - One (1) left turn at traffic lights (no slip lane);
 - Two (2) right turns at traffic lights *without arrows*;
 - One (1) left turn through a slip lane; and
 - Straight on at a minimum of **three (3) sets** of traffic lights at *intersections*.

NOTE: If traffic lights are not accessible, oral assessment must be made by questioning. Task 28A must be conducted in place of Tasks 20 and 28.

AUTHORISED EXAMINER MANUAL - Class 'C' Traffic Management Skills - Negotiating Traffic Lights in Traffic <i>(Country applicants - Task 28A is a replacement option)</i>	Page: 92 Date: 4/11/2016 Revision: Authorisation: CH
STANDARDS SECTION	

TRAINING PLAN 28: NEGOTIATING TRAFFIC LIGHTS IN TRAFFIC

TASK 28: The applicant will be able to competently negotiate traffic lights in medium to heavy traffic by turning left, right or travelling straight on while complying with the 'System of Car Control' and all appropriate road laws.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan a short assessment route (e.g. near city or equivalent area).

STAGE	ORDER AND CONTENT OF TASK 28	TIME
1.	Recognition of Prior Learning (RPL) <ul style="list-style-type: none"> • Question applicant on duties of a driver at traffic lights; and • Assess applicant against performance criteria for the task. 	
2.	Negotiating Traffic Lights (Without Arrows) in Traffic <ul style="list-style-type: none"> • Confirm requirements for Task 20 (Negotiating Traffic Lights) and Task 26 (Turning on to and from Busy Roads); • Authorised Examiner to demonstrate with commentary emphasising 'System' application, correct stopping position, giving way, and selection of safe gaps; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. 	
3.	Turning Through a 'Slip' Lane <ul style="list-style-type: none"> • Confirm requirements for Task 20(c) with emphasis on the vehicle in front, observation, and gap selection (give way rules); • Applicant to demonstrate with instruction as required (see Task 25(a)); and • Applicant to practice until competent. 	
4.	Assessment of Negotiating Traffic Lights in Traffic The assessment of this task to conform to Procedure No. 4 <u>while complying with the Range Statement</u> .	
5.	Log Book Entry <ul style="list-style-type: none"> • Complete the log book entry. 	
Link to: Reviewing the training course		

AUTHORISED EXAMINER MANUAL-Class 'C' Traffic Management Skills - Driving on Unsealed Roads (Country optional task to replace Tasks 20 and 28)	Page: 93 Date: 4/11/2016 Revision: Authorisation: CH
STANDARDS SECTION	

UNIT 4: Traffic Management Skills TASK 28A: Driving on Unsealed Roads

NOTE: *This task is a replacement task for locations where there is no access to traffic lights and replaces Tasks 20 and 28.*

LEARNING OUTCOME:

The applicant will be able to safely and competently negotiate bends, crests and intersections on unsealed roads using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

PERFORMANCE CRITERIA

STANDARD (Accuracy)

Driving on Unsealed Roads

- | | | |
|----|---|------|
| 1. | Demonstrate compliance with all appropriate road laws; | 100% |
| 2. | Maintains full control of the vehicle at all times (<i>skidding or sliding is considered to be loss of control – see page 73 of the 'Driving Companion'</i>); | 100% |
| 3. | Demonstrate a safe speed of approach to bends, crests, and intersections at all times; | 100% |
| 4. | Demonstrate safe and correct entry lines into bends (for good view and being seen - Rules of Observation); | 80% |
| 5. | Demonstrate safe and correct exit lines from bends (ensuring the vehicle leaves the bend on the correct side of the road – <i>if the vehicle strays on to the wrong side of the road it is a law fault – see step 1</i>); | 80% |
| 6. | Complies with 'System of Car Control', Rules of Braking, Steering and Observation; | 80% |
| 7. | Correctly adjusts speed for any change of road surface; | 100% |
| 8. | Correctly adjusts the following distance when following another vehicle and uses headlights (<i>as required</i>) (e.g. Decreased visibility due to dust etc); and | 100% |
| 9. | Correctly adjusts speed when passing another vehicle travelling in the opposite direction (to avoid windscreen damage). | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment of the task must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment of this task must be performed on roads with unsealed surfaces and is a **short drive** which must include at least the following:
 - (i) Five (5) right bends and five (5) left bends (where reasonably accessible);
 - (ii) One (1) crest (where reasonably accessible); and
 - (iii) Two (2) left turns and two (2) right turns at intersections.

STANDARDS SECTION

TRAINING PLAN 28A: DRIVING ON UNSEALED ROADS

TASK 28A: The applicant will be able to safely and competently negotiate bends, crests and intersections on unsealed roads using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an assessment route on unsealed roads.

STAGE	ORDER AND CONTENT OF TASK 28A	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL) - <i>if applicable</i></p> <ul style="list-style-type: none"> • Question applicant on speed limits, keeping to the left, 'System of Car Control', Rules of Braking, Steering and Observation; and • Assess applicant against performance criteria for this task. <p>Driving on Unsealed Surfaces</p> <ul style="list-style-type: none"> • Explains increase in braking distance, need for reduction of cornering speeds, effects of corrugations and gravel surfaces on vehicle handling, importance of 'System' application; • Explains causes of roll-over type crashes and importance of smooth operation of steering and braking on loose surfaces; • Demonstrates correct application of 'System' to bends, crests etc. and demonstrates correct entry and exit lines for bends (reasons); • Applicant to demonstrate under full instruction; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. <p>Assessment of Driving on Unsealed Roads</p> <ul style="list-style-type: none"> • The assessment must be in accordance with Procedure No. 4 on pages 25-31 <u>while complying with the Range Statement for this task.</u> <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Review of the Basic Driving Skills</p>		

STANDARDS SECTION

UNIT 4: Traffic Management Skills TASK 28B: Driving at Night

LEARNING OUTCOME:

The applicant will be able to safely and competently demonstrate the maintenance of safe following distances, passing clearances and appropriate position of the vehicle for improved forward observation in relation to visual and speed adjustments using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

Driving at Night

- | | | |
|-----|---|-------------|
| 1. | Demonstrate compliance with all appropriate road laws; | 100% |
| 2. | Keeps at least 3 seconds time interval between the applicant's vehicle and the vehicle in front (where practicable), increasing this interval for wet or adverse conditions (including changes in lighting) or if being followed closely | 100% |
| 3. | Keeps reasonable clearance from parked vehicles, cyclists or other vehicles when passing (best practice - at least 1.2 metres) where safe and practicable, adjusting due to poor visibility as required. | 100% |
| 4. | Adjusts the vehicle's position by holding back when the vehicle in front obstructs the view | 100% |
| 5. | Adjust observation patterns when being approached by vehicles (look beyond and to the left of the oncoming headlights). Do not look directly at oncoming headlights. | 100% |
| 6. | Competently operates the headlights. | 100% |
| 7. | Is able to operate signal lever without changing headlight beam. | 100% |
| 8. | Complies with 'System of Car Control', Rules of Braking, Steering and Observation; | 80% |
| 9. | Correctly demonstrates appropriate use of high beam (in built-up areas and within 200 metres of approaching vehicles. | 100% |
| 10. | Correctly adjust speed according to the range of your vehicle's headlights. (This may require stopping). | 100% |

NOTE: For additional information, refer to Page 72 of the Driver's Handbook.

RANGE STATEMENT (Assessment Conditions)

1. Light to medium traffic
2. Urban driving essential, high speed driving if practicable.
3. Entering (1) and leaving (1) a road

STANDARDS SECTION

TRAINING PLAN 28B: DRIVING AT NIGHT

TASK 28B: The applicant will be able to safely and competently demonstrate the maintenance of safe following distances, passing clearances and appropriate position of the vehicle for improved forward observation in relation to visual and speed adjustments using the 'System of Car Control', Rules of Braking, Steering and Observation while complying with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an assessment route on sealed roads after sunset.

STAGE	ORDER AND CONTENT OF TASK 28B	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL) - <i>if applicable</i></p> <ul style="list-style-type: none"> • Question applicant on speed limits, keeping to the left, Time Lapse Formula, Use of headlights, 'System of Car Control', Rules of Braking, Steering and Observation; and • Assess applicant against performance criteria for this task. <p>Driving at Night</p> <ul style="list-style-type: none"> • Explains adjustments required in speed and positioning in regard to visual deficiencies. • Explains the requirements in relation to clean windscreens and headlights. • Explains the requirements in relation to dipping headlights. (e.g. when following within 200m from the rear of other traffic and when approaching vehicle reaches a point 200m from your vehicle or immediately the headlights of an approaching vehicle are dipped (whichever is the sooner). • Explains the confusion that may occur when driving in built up areas due to the mixture of neon sign, traffic lights, store lights, street lighting, etc.) • Explains the need to be 'seen' (e.g. do not forget to turn on headlights). Explains the lack of visual eye contact with other road users. • Demonstrates correct application of 'System'. • Applicant to demonstrate under full instruction; • Applicant to demonstrate with instruction as required; and • Applicant to practice until competent. <p>Assessment of Driving at Night</p> <ul style="list-style-type: none"> • The assessment must be in accordance with Procedure No. 4 on pages 25-31 <u>while complying with the Range Statement for this task.</u> <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. (In the case of training given by an Accredited Examiner) • Complete the 'Hours of Driving' Page. (In the case of training given by a supervising driver. 	
<p>Link to:</p>	<p>Review of the Traffic Management Skills</p>	

STANDARDS SECTION

UNIT 4: Basic Driving Skills Review TASK 29: Review of Basic Driving Skills

LEARNING OUTCOME:

1. The applicant will be able to accurately demonstrate the learning outcomes defined in Unit 1, Tasks 1 to 7 to the standard defined in each of the tasks; and
2. The applicant will be able to accurately demonstrate the learning outcomes defined in Unit 2, Tasks 9 to 13 to the standard defined in each of the tasks.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

(a) Review of all Tasks in Unit 1

- | | |
|--|-------------|
| 1(a) Accurately demonstrate 'Cabin Drill' (<i>Task 1</i>); | 100% |
| 2(a) Accurately demonstrate 'Start up & Shutting down' (<i>Task 2</i>); | 100% |
| 3(a) Accurately demonstrate 'Moving Off' (<i>Task 3</i>); | 100% |
| 4(a) Accurately demonstrate 'Stop & Secure the Vehicle' (<i>Task 4</i>); | 100% |
| 5(a) Accurately demonstrate a 'Stop and Go' (<i>Task 5</i>); | 100% |
| 6(a) Correctly change gears up and down, and select appropriate gears (<i>Task 6</i>); and | 100% |
| 7(a) Demonstrate appropriate control of the steering when travelling in both a forward and reverse direction (<i>Task 7</i>). | 100% |

(b) Review of all Tasks in Unit 2

- | | |
|---|-------------|
| 1(b) Accurately demonstrate 'Moving Off Uphill' (<i>Task 9</i>); | 100% |
| 2(b) Accurately demonstrate 'the Simple U-turn' (<i>Task 10</i>); | 100% |
| 3(b) Accurately demonstrate 'the 3 Point Turn' (<i>Task 11</i>); | 100% |
| 4(b) Accurately demonstrate '90 degree Angle Parking' (<i>Task 12</i>); | 100% |
| 5(b) Accurately demonstrate 'Reverse Parallel Parking' (<i>Task 13</i>). | 100% |

RANGE STATEMENT (Assessment Conditions)

1. The applicant must accurately demonstrate **one complete example** of each of the learning outcomes for each task in Units 1 and 2 to the standard defined in the respective task;
2. The re-assessment of any task, which is not successfully demonstrated by the applicant on the first attempt in the review, must be in accordance with assessment **Procedure No. 4** as laid down in the range statement for that particular task; and
3. The assessment of this review must be completed **within the one training session** and after Task 28 (or Task 28A) has been completed.

STANDARDS SECTION

TRAINING PLAN 29: REVIEW OF BASIC DRIVING SKILLS

TASK 29: The applicant will be able to accurately demonstrate all basic driving procedures (Tasks 1 to 7) and slow speed manoeuvres (Tasks 9 to 13) on demand.

EQUIPMENT: Motor vehicle and parking sticks.

PREPARATION: Select a location with light traffic only.

STAGE	ORDER AND CONTENT OF TASK 29	TIME
1.	<p>Recognition of Prior Learning (RPL) The applicant will be able to accurately demonstrate the learning outcomes defined in Unit 1, Tasks 1 to 7 The applicant will be able to accurately demonstrate the learning outcomes defined in Unit 2, Tasks 9 to 13</p>	
2.	<p>Review of Basic Driving Procedures (Primary Assessment)</p> <ul style="list-style-type: none"> • Review to be conducted in accordance with Task 8. 	
3.	<p>Review of Slow Speed Manoeuvres (Primary Assessment)</p> <ul style="list-style-type: none"> • Review to be conducted in accordance with Task 14. 	
4.	<p>Re-assessment of Unsuccessfully Performed Tasks</p> <ul style="list-style-type: none"> • Tasks performed unsuccessfully in the Review must <i>be re-assessed to the standard for the original task</i> in accordance with Procedure No. 4. 	
5.	<p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Traffic Management Skills - The Final Review</p>		

STANDARDS SECTION

UNIT 4: Traffic Management Skills TASK 30: Traffic Management Review

LEARNING OUTCOME:

The applicant will competently demonstrate a safe, efficient drive in medium to heavy traffic *where practicable*, of **not less than 25 minutes duration** while complying with all road laws, the 'System of Car Control', Rules of Braking, Steering and Observation.

PERFORMANCE CRITERIA

**STANDARD
(Accuracy)**

A General Drive in Traffic

- | | | |
|----|--|-------------|
| 1. | Accurately demonstrate compliance with all road laws; | 100% |
| 2. | Accurately apply 'System of Car Control' to left and right turns, traffic lights, stopping, lane changes, and other hazards; | 80% |
| 3. | Demonstrate compliance with Rules of Braking, Steering and Observation; and | 80% |
| 4. | Demonstrate forward planning, correct positioning, and safe driving strategies. | 80% |

RANGE STATEMENT (Assessment Conditions)

1. The assessment must be performed in accordance with **Procedure No. 4** on pages **25-31**; and
2. The assessment must be a **short drive** in medium to heavy traffic *of not less than 25 minutes duration* and must include **AT LEAST** the following exercises ***if reasonably accessible***:
 - (i) Two (2) left turns **and** two (2) right turns from a *busy road (at least one (1) of each from a multi-laned road)*;
 - (ii) Two (2) left turns **and** two (2) right turns on to a *busy road (at least one (1) of each on to a multi-laned road)*;
 - (iii) One (1) right turn and one (1) straight ahead at a roundabout;
 - (iv) Driving on laned and unlaned roads;
 - (v) Two (2) lane changes to the left **and** two (2) lane changes to the right;
 - (vi) One (1) 'Stop' sign and one (1) 'Give Way' sign;
 - (vii) One (1) Pedestrian Crossing (if available) and one (1) 'School zone';

AND

2.1 **For Metropolitan area or Regional Cities** to *also* include at least:

- (viii) Two (2) left turns and two (2) right turns at traffic lights without arrows and where there is a high possibility of on-coming traffic;

OR

2.2 **For Regional Country Towns** to also include at least:

- (viii) Ten (10) bends on sealed roads with a speed limit of 100 km/h;

OR

2.3 **For Smaller Country Towns** to also include at least;

- (viii) As for regional country towns in 2.2 above; and
- (ix) Ten (10) bends on unsealed roads with a speed limit of 100 km/h.

STANDARDS SECTION

TRAINING PLAN 30: THE FINAL DRIVE IN TRAFFIC

TASK 30: The applicant will competently and confidently demonstrate driving a vehicle on any public road in medium to heavy traffic in a safe and efficient manner in accordance with the law.

EQUIPMENT: Motor vehicle.

PREPARATION: Plan an assessment route to comply with the range statement.

STAGE	ORDER AND CONTENT OF TASK 30	TIME
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p>Recognition of Prior Learning (RPL) The applicant will competently demonstrate a safe, efficient drive in medium to heavy traffic <i>where practicable</i>, of not less than 25 minutes duration.</p> <p>The Final Drive in Traffic (Primary Assessment)</p> <ul style="list-style-type: none"> • <i>The Authorised Examiner <u>may conduct preliminary training</u> with the applicant before conducting the primary assessment to allow the applicant to settle down (helpful in case of being audited);</i> • Before commencing the assessment, the Authorised Examiner should explain the assessment procedure and the procedure for re-training and re-assessment of any errors identified; • The Authorised Examiner may join the planned assessment route at any location on the route; • The Authorised Examiner must conduct the assessment by giving directions in accordance with Procedure No. 4 in this Manual without giving the applicant any assistance, advice or instruction; and • The assessment must comply with the range statement for this task, which is appropriate to the location. <p>Re-assessment of Unsatisfactory Performance</p> <ul style="list-style-type: none"> • <i><u>If any assistance, advice, instruction or intervention is required during the primary assessment</u>, that assessment is invalidated and must be performed in total again or, if time does not permit, the last training session must be re-booked; and</i> • Only one re-assessment of all faults identified in the primary assessment of Task 30 is allowed which must be performed in accordance with Procedure No. 4. <p>Log Book Entry</p> <ul style="list-style-type: none"> • Complete the log book entry. 	
<p>Link to: Obtaining the driver’s licence - provisional conditions</p>		

FREQUENTLY ASKED QUESTIONS**PART C****FREQUENTLY ASKED QUESTIONS**

This Section contains some frequently asked questions.

All Authorised Examiners may find the following information helpful when performing any of the functions associated with the Competency Based Training Course.

All processes described in this Section replace ALL previous instructions that relate to those particular processes.

Rule 1 of the ARR provides:-

“These rules may be cited as the *Australian Road Rules*.

These rules are made by the Governor in Executive Council in accordance with the authority provided in section 80 of the *Road Traffic Act 1961* which states-

Division 8—*Australian Road Rules* and ancillary or miscellaneous regulations (A & M)

80—*Australian Road Rules* and ancillary or miscellaneous regulations

The Governor may make—

- (a) rules (*Australian Road Rules*) to regulate traffic movement, flows and conditions, vehicle parking, the use of roads, and any aspect of driver, passenger or pedestrian conduct; and
- (b) regulations to deal with matters ancillary to this Part and the *Australian Road Rules* and to make miscellaneous provisions relating to matters of a kind referred to in paragraph.

The Ancillary & Miscellaneous Provisions regulations complement or add to the rules.

An example where the rules mention “another law of this jurisdiction” the ‘other law’ will primarily be found in the A & M regulations.

Therefore, if someone looks at rule 250(1), it says that a person who is twelve years old or older cannot ride on a footpath if another law of this jurisdiction prohibits the rider from riding on a footpath.

The A & M regulations are another law of this jurisdiction and regulation 25 says that a person who is twelve years old or older must not ride on a footpath.

Disclaimer This information is not intended to be used as a legal document. Its aim is to set out, in simple form, the rules that an Authorised Examiner is required to observe. If you require a more detailed statement of the law, you are advised to refer to the Motor Vehicles Act and Regulations and the Road Traffic Act and Regulations and the Australian Road Rules. Access to legislation is available at: www.legislation.sa.gov.au

FREQUENTLY ASKED QUESTIONS

1. PURPOSE

The purpose of Part C is to provide instruction to Authorised Examiners on the procedures to be followed when providing the Competency-Based Training (CBT&A) Course for the licensing of class 'C' learner drivers and in particular the 'Last Training Session' (including Task 30)

2. SCOPE

This part encompasses the processes that must be applied by the Authorised Examiner from the point of initial contact with the CBT&A applicant through to the issue of the Certificate of Competency, but does not include the training or assessment standards or procedures.

3. REFERENCES

- AUTHORISED EXAMINER TRAINING COURSE
- RULES GOVERNING THE INSTRUMENT OF APPOINTMENT
- AUSTRALIAN ROAD RULES (ARR)
- MOTOR VEHICLE ACT AND REGULATIONS
- ROAD TRAFFIC ACT
- THE DRIVERS HANDBOOK

4. DEFINITIONS

4.1 "THE RULES" mean the rules referred to in the Instrument of Appointment signed by the Registrar of Motor Vehicles for appointment as an Authorised Examiner.

4.2 "Learner Driver" or "Applicant" or "Novice Driver" means the driver of the motor vehicle who is undertaking the CBT&A course and is either a learner driver (driving on a learner's permit) or an overseas licence holder (driving on a permit issued under Section 80 of the Motor Vehicles Act).

4.3 "The Australian Road Rules" (ARR) means the rules under the ROAD TRAFFIC (ROAD RULES-ANCILLARY AND MISCELLANEOUS PROVISIONS) REGULATIONS 1999.

4.4 The "Last Training Session" (LTS) means that session of the CBT&A Course that is not less than 45 minutes duration, includes the assessment of Task 30 of the CBT&A Course, and where the Certificate of Competency is expected to be issued.

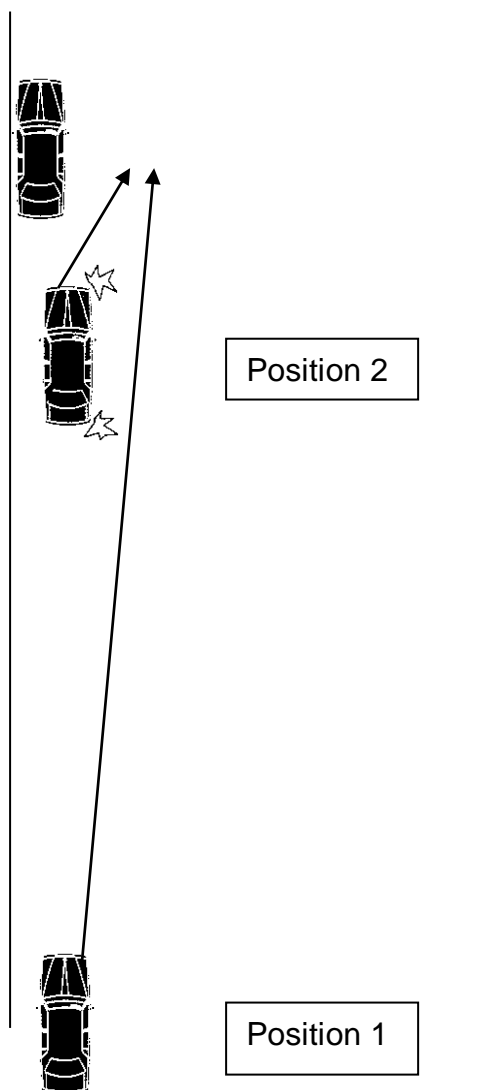
FREQUENTLY ASKED QUESTIONS

5. PROCEDURE FOR MANAGING THE CBT&A COURSE

5.1 DIVERGING AROUND PARKED VEHICLES

There has been ongoing discussion and confusion regarding the correct procedure for training and assessing a novice driver when they are required to take evasive action for parked vehicles (and other stationary objects).

In order to simplify and clarify this situation, all Authorised Examiners will consider and adopt the process outlined in the following diagram for the purpose of recording an event when conducting assessments in CBT&A.



Position 1

If the novice driver is **NOT** 'boxed in' (Position 1), then **no event** is to be recorded **even** if the 'System' is applied (as required by the ARR).

Position 2

If the novice driver is 'boxed in' (Position 2), then '**System**' (mirror, signal, blind spot) **is required** prior to diverging.

This is deemed as a 'Recordable Event'. In the case of the driver failing to signal then a breach of road law is recorded.

FREQUENTLY ASKED QUESTIONS**5. PROCEDURE FOR MANAGING THE CBT&A COURSE****5.2 SIGNAL REQUIREMENT WHEN CROSSING CENTRE LINE**

The Australian Road Rules (ARR) Part 5, Division 1, Rule 45 states:

“What is changing direction”

(1) A driver ***changes direction*** if the driver changes direction to the left or the driver changes direction to the right.

(2) A driver ***changes direction to the left*** by doing any of the following:

(c) diverging to the left

(3) A driver ***changes direction to the right*** by doing any of the following:

(c) diverging to the right

The ARR Part 5, Division 1, Rule 46 states:

“Giving a left change of direction signal”

(1) Before a driver changes direction to the left, the driver must give a left change of direction signal.

The ARR Part 5, Division 1, Rule 48 states:

“Giving a right change of direction signal”

(1) Before a driver changes direction to the right, the driver must give a right change of direction signal.

NOTE: ARR states “The driver must stop giving the change of direction signal as soon as the driver completes the change of direction”.

CONCLUSION/PROCEDURE

The ARR requires a signal when diverging, NOT for crossing the centre of the road or centre line.

FREQUENTLY ASKED QUESTIONS**5. PROCEDURE FOR MANAGING THE CBT&A COURSE****5.3 U-TURN OVER CONTINUOUS (Unbroken) CENTRE DIVIDING LINE**

ARR 132 (2A) states: **“A driver on a road with a single continuous dividing line, a single continuous dividing line to the left of a broken dividing line or two continuous dividing lines must not drive across the dividing lines to perform a U-turn”.**

In order to comply with the ARR, Authorised Examiners are to adhere to the ARR in this matter. If the client crosses a single continuous dividing line when demonstrating a U-turn, the Authorised Examiner is to record a breach of Road Law.

FREQUENTLY ASKED QUESTIONS**5.4 RANGE STATEMENT ITEM – Task 30 ‘Right turn at Traffic Lights’**

AUTHORISED EXAMINER MANUAL Page 97 states:

2.1 For Metropolitan area or Regional Cities to also include at least:

(viii) Two (2) left turns and two (2) right turns at traffic lights without arrows and where there is a high possibility of on-coming traffic;

If traffic lights with arrows are used to meet the Range Statement, then there must be a **possibility** of on-coming traffic.

Traffic lights with permanent arrows **do not** qualify

5.5 WHAT IS A HAZARD/EVENT? (Task 30)

There has been ongoing discussion in regard to what constitutes a **‘Recordable Event’**.

Clarifications.

1. Parked vehicles (refer to Acc. Inst. Manual Page 103) – “If the novice driver is ‘boxed in’ (Position 2), then **‘System’** (mirror, signal, blind spot) is required to diverge. This is deemed as a ‘Recordable Event’ and in the case of the driver failing to signal a breach of law is recorded”.
2. Any turn that includes a dip/spoon drain is recorded as one (1) event.
3. Bends are recorded only if braking is required. (Mirror, brake).
4. Humps/chicanes are recorded only if braking is required. (Mirror, brake).
5. When travelling straight on a back street, do not record side streets (T-intersections).

If the driver moves out over the lane line to avoid a parked vehicle (laned roads), having correctly applied system (mirror, signal, blind spot), and then moves back (with correct system – mirror, signal, blind spot), **ONLY** one event is to be recorded. This is recorded in the ‘Laned Road’ box, or ‘straight ahead’ boxes.

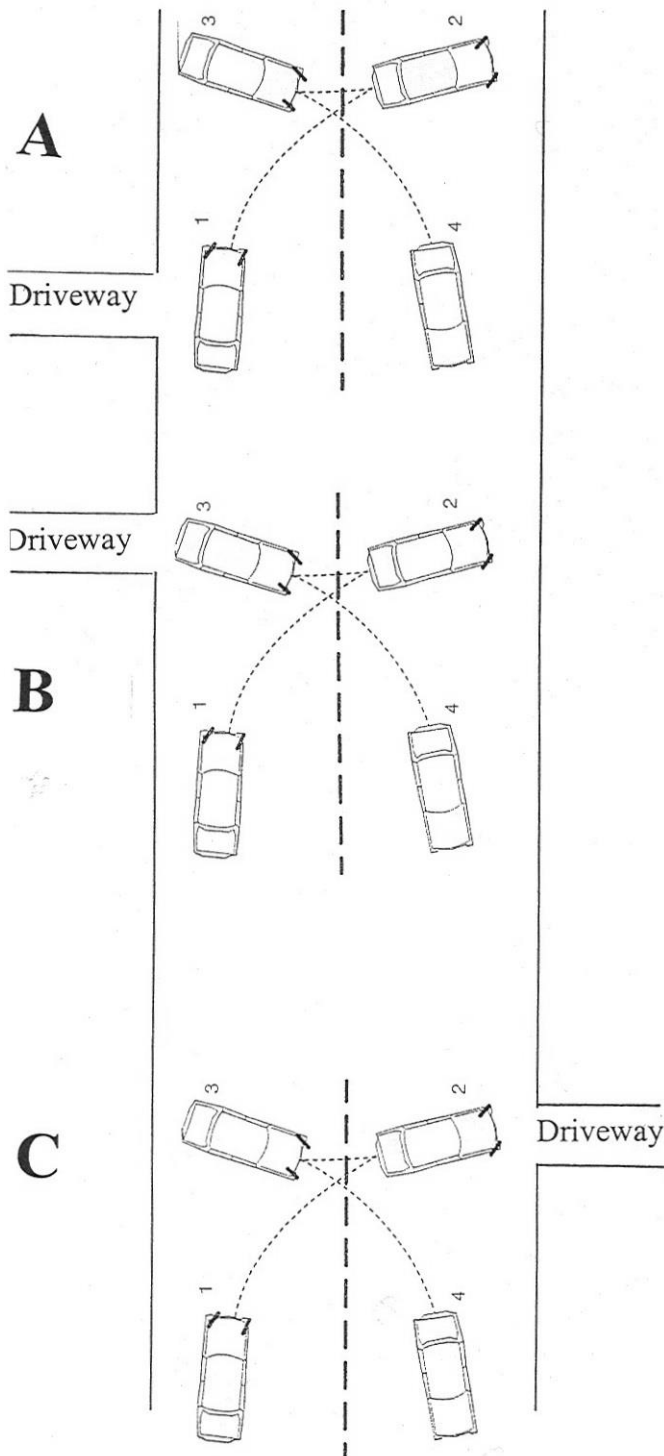
It is **not** to be used as the required Range Statement item – that is, the requirement for a continuous stretch of ‘Laned Road’.

‘Lane changes’ (Range Statement items) must be a **complete** change of lanes.

‘Pedestrian Crossing’ – Once the requirement of the Range Statement – **‘Pedestrian crossing’** has been met, **DO NOT** continue to mark pedestrian crossings as hazards, **unless** pedestrians are present requiring ‘System’ to be applied. That is, mirror, cover brake.

FREQUENTLY ASKED QUESTIONS

5.6 MANOEUVRES WITHIN THE CONFINES OF A CARRIAGEWAY (in particular - THREE POINT TURN) - OBSTRUCTING A DRIVEWAY



Reference ARR: Part 12, Division 6, Rule 198, Sub rule (2) – states:

“A driver must not stop on or across a driveway or other way of access for vehicles travelling to or from adjacent land unless:

- (a) The driver is dropping off, or picking up, passengers.

Part 12 of the rules is headed *Restrictions on stopping and parking*.

Stop is defined in the dictionary to the rules as "**stop**, in Part 12 and for a driver, includes park, but does not include stop to reverse the driver's vehicle into a parking space".

Park is defined in the dictionary to the rules as "**park**, in part 12 and for a driver, includes stop and allow the driver's vehicle to stay (whether or not the driver leaves the vehicle).

Both *Stop* and *Park* embraces stopping to allow the vehicle to stay. As there is no intention to allow the vehicle to stay in this position and the only reason for the stop is to prepare the vehicle for a further manoeuvre, therefore, there is no conflict with rule 198.

Diagrams A, B and C should be deemed as correct

FREQUENTLY ASKED QUESTIONS

5.7 ZIP MERGING “If you are on a road where the traffic is merging from two lines to one line, you must Give Way to a vehicle on your left or right if any part of that vehicle is ahead of your vehicle.”

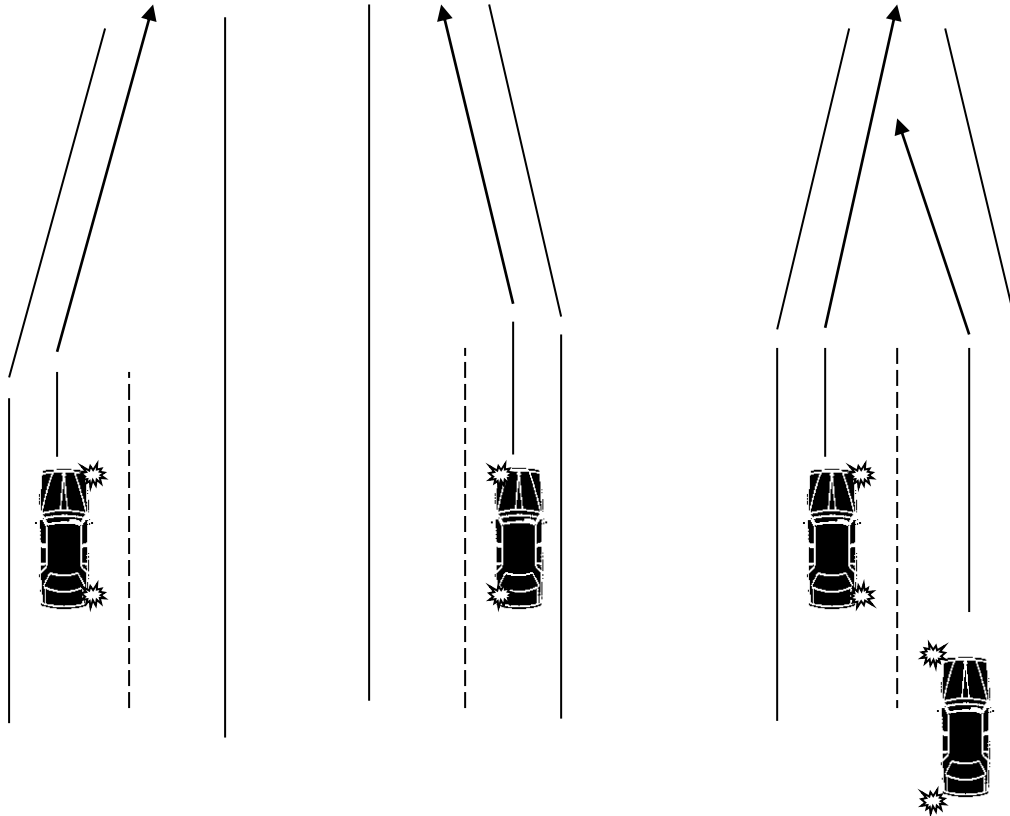


Diagram 1

Diagram 2

Diagram 3

Reference ARR: Part 5, Division 1, Rule 45 “What is changing direction”

- (1) A driver **changes direction** if the driver changes direction to the left or the driver changes direction to the right.
- (2) A driver **changes direction to the left** by doing any of the following:
 - (c) diverging to the left.
- (3) A driver **changes direction to the right** by doing any of the following:
 - (c) diverging to the right.

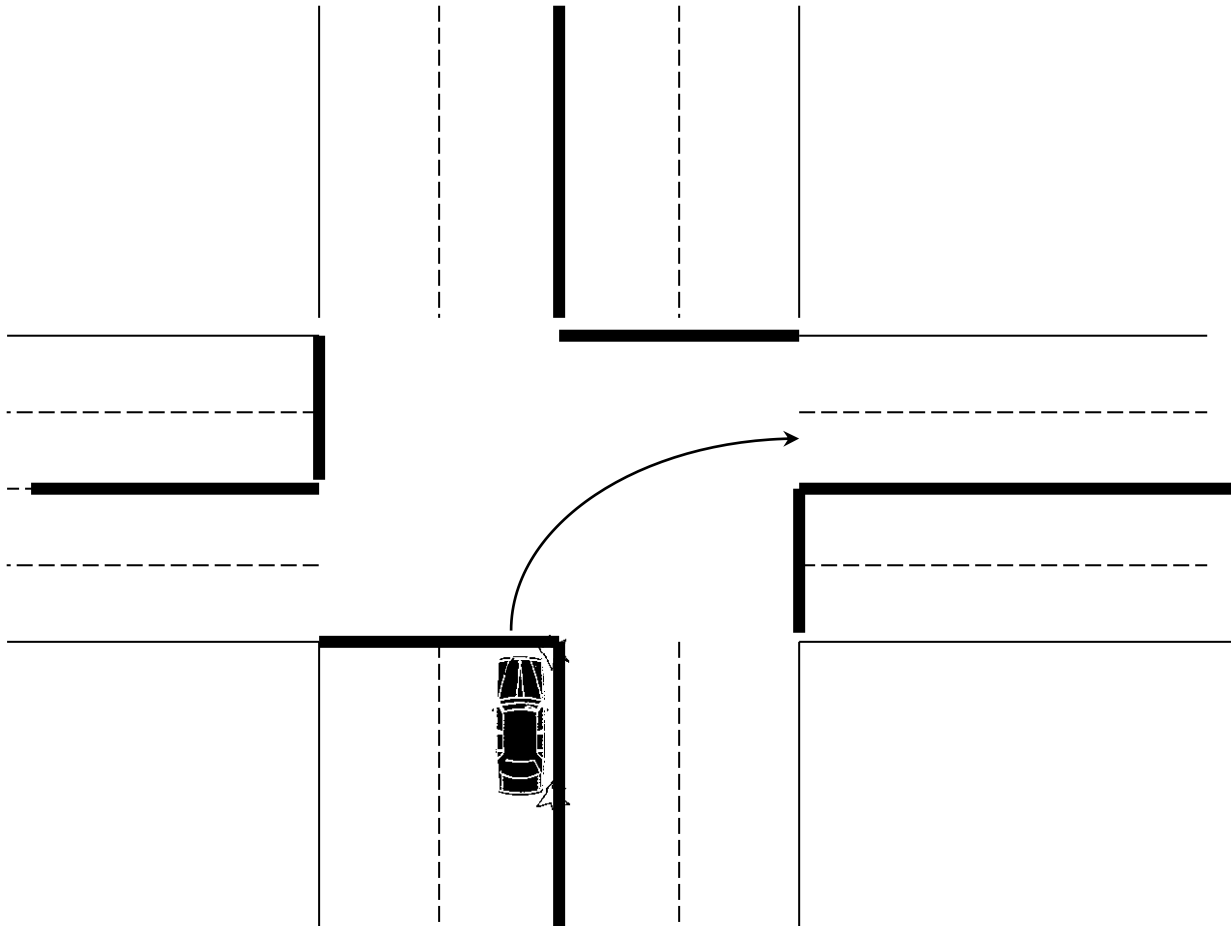
ARR: Rule 46 “Giving a left change of direction signal”

- (1) Before a driver changes direction to the left, the driver must give a left change of direction signal

NOTE: Under all circumstances, a driver must give clear and early indication of their intention

FREQUENTLY ASKED QUESTIONS

5.8 POSITION FAULT WHEN TURNING AT A GREEN TRAFFIC LIGHT



When turning right and faced with a green circle traffic light, the driver may enter the intersection when safe to do so. The intent of the word “may” shall be read as “should” when combined with “when safe to do so”.

If the driver does NOT enter the intersection, when it is safe to do so, record a (**P**) **Position** fault.

If the position fault results in obstructing following traffic, record a **Road Law breach**.

If a cycle of lights is missed because the driver has not entered the intersection, record a **Road Law breach** (Drive without Due Care and Attention).

When turning right and faced with a green circle traffic light, the driver may enter the intersection when safe to do so.

FREQUENTLY ASKED QUESTIONS

5.9 POSITIONING FOR LEFT AND RIGHT TURNS

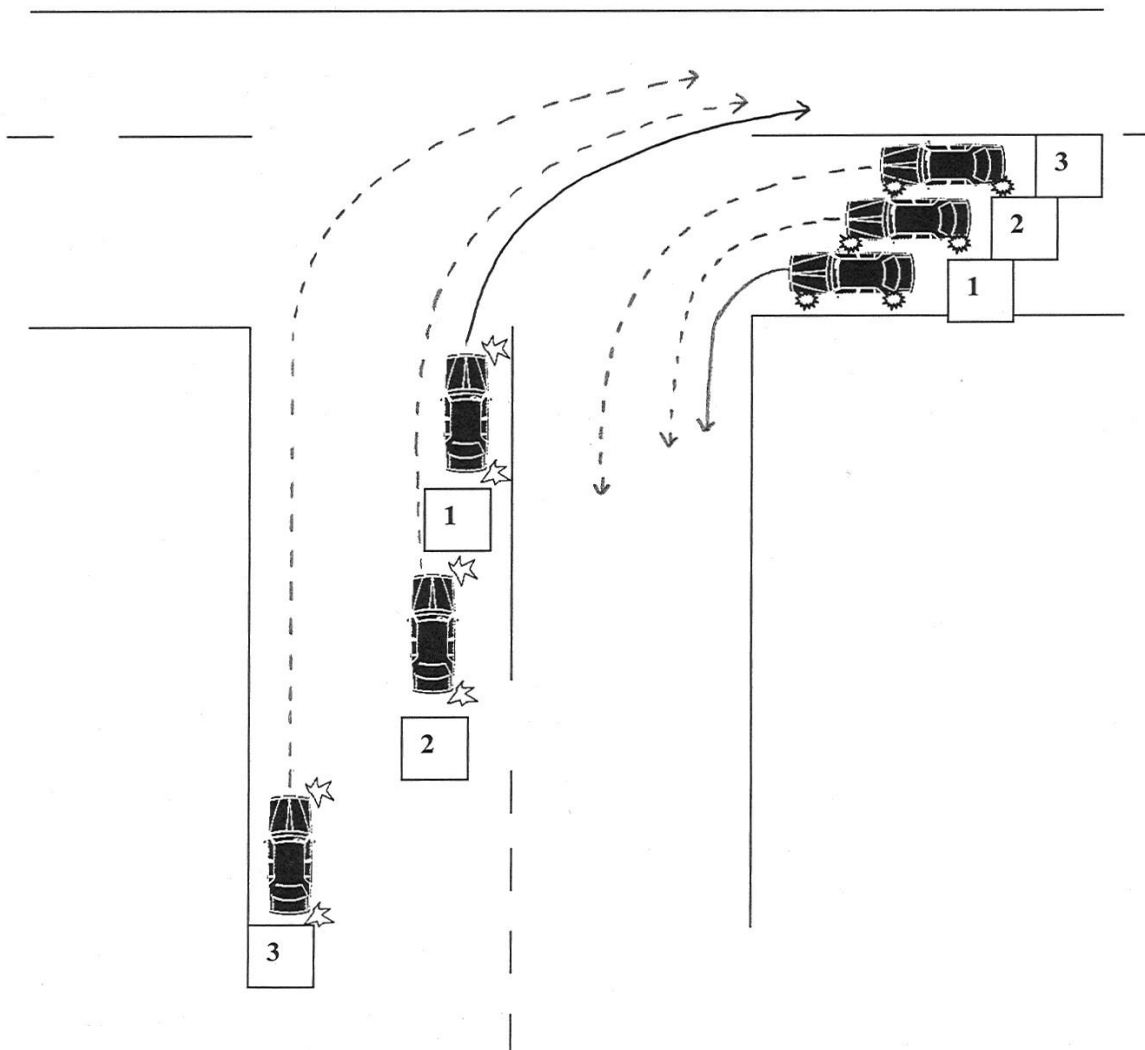
Reference ARR Rule 27 and 31

Position 1: Correct

Position 2: Position ('P') fault *See note below

Position 3: Breach of Road Law

*Note: A 'Drive Without Due Care/Consideration' may be recorded if following traffic is unnecessarily obstructed.



FREQUENTLY ASKED QUESTIONS

5.10 TURNING LEFT AND RIGHT ONTO A LANED ROAD

Diagram 1

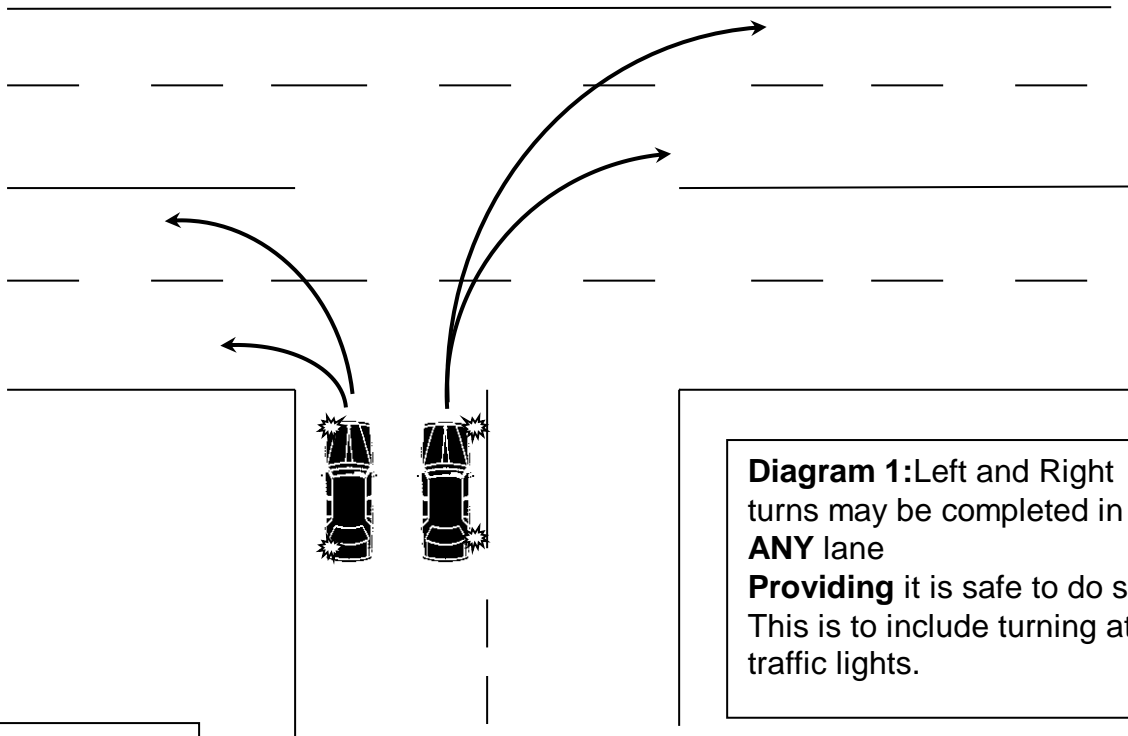
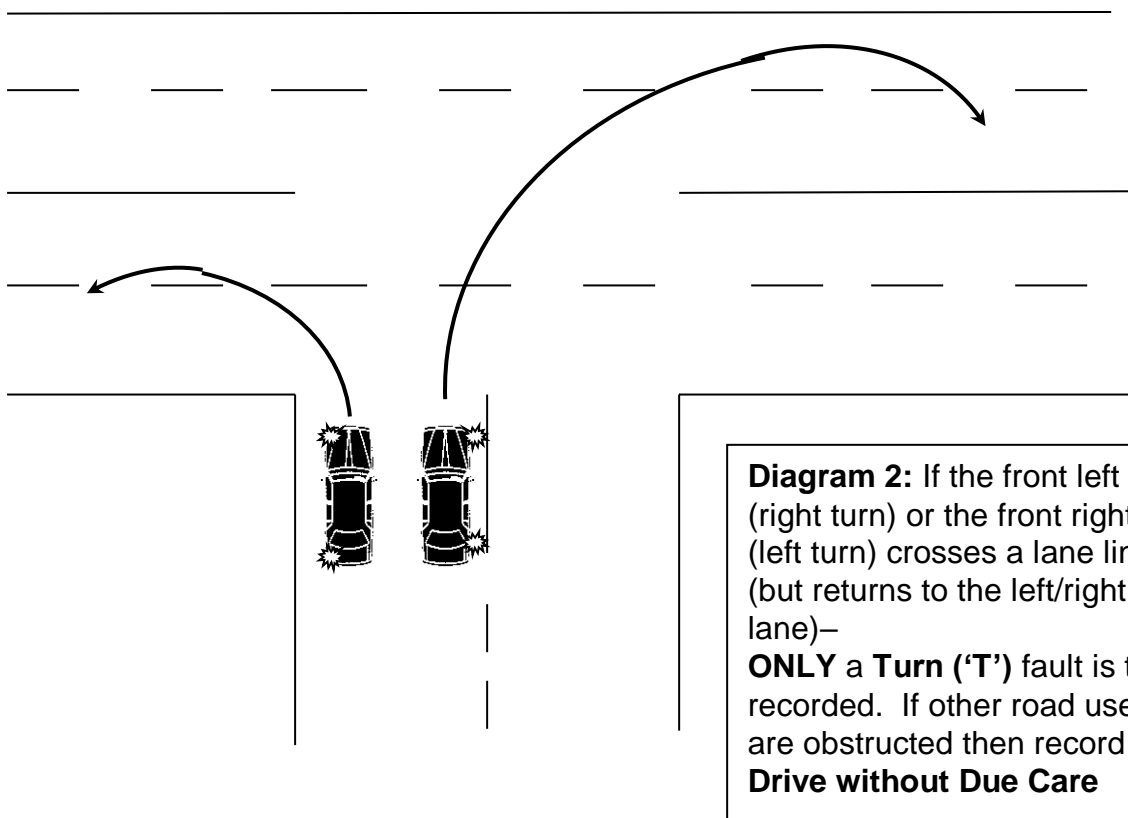
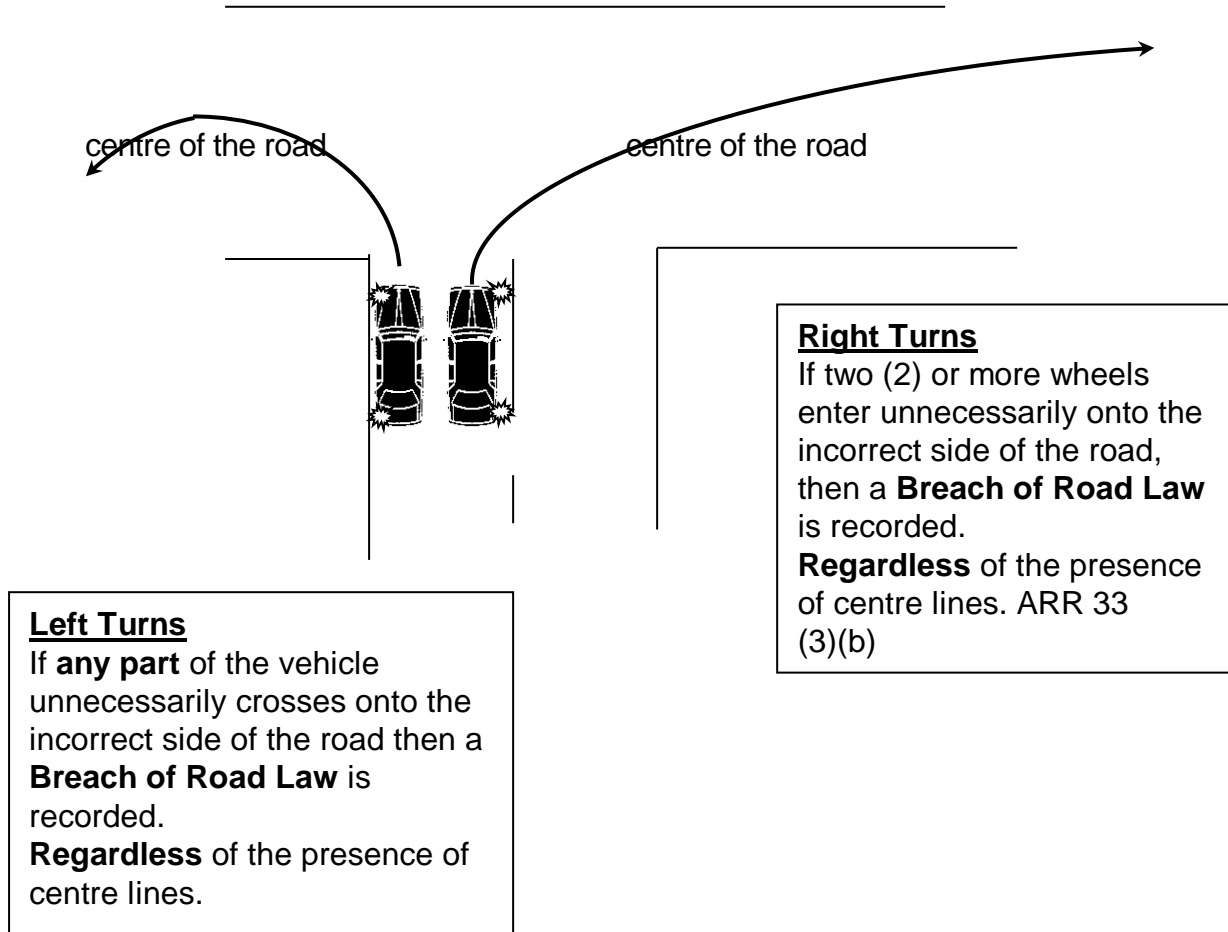


Diagram 2



FREQUENTLY ASKED QUESTIONS

5.11 TURNING LEFT AND RIGHT ONTO UNLANED ROADS



5.12 SIGNAL REQUIREMENTS AT ROUNDABOUTS

Reference ARR: Part 9, Rule 118

“Giving a change of direction signal when leaving a roundabout”

- (1) If practicable, a driver driving in a roundabout *must* give a left change of direction signal prior to leaving the roundabout.

If a signal is practicable and not applied then a breach of the ARR must be recorded.
If the signal is not applied because it is not practicable, no fault is to be recorded.

FREQUENTLY ASKED QUESTIONS**5.13 'CONTINUING OFFENCES'**

An issue has been raised regarding the appropriate intervention in order to prevent the continuation of a traffic offence.

Continuing Offences may include (but are not limited to):

- Exceeding the speed limit
- Failing to position the vehicle as near as is practicable to the left
- Straddling lane lines
- Failing to cancel signal

In an effort to clarify this situation (not more than **5kph** above the posted speed limit for that road section), Authorised Examiners are advised to allow five (5) seconds to elapse before intervening.

This does not apply to situations where other road users are inconvenienced or a dangerous situation arises.

That is, Drive Without Due Care/Consideration may be more appropriate and intervention may occur earlier.

FREQUENTLY ASKED QUESTIONS**5.14 'JUDGEMENT' VS FAIL TO GIVE WAY**

A Fail to Give Way (breach of Road Law) must be recorded in accordance with the Australian Road Rules if the action of a driver of a vehicle forces another road user to change speed or direction.

If the driver of a vehicle proceeds when it would have been safer to wait, but is able to safely increase speed and thereby avoid other road users being forced to change speed or direction, a **judgement** fault is recorded.

5.15 SCHOOL ZONES

There has been discussion regarding the merit of slowing to 25km/h in a School Zone (sign stating 25km/h when children present), when children are not visible due to a bend in the portion of road where the zone is operating.

A driver will drive at a speed that is appropriate to the prevailing conditions and when a child is observed the driver will check the road traffic conditions behind and reduce speed as quickly and safely as practicable to the correct legal speed limit.

If the driver of a vehicle in a school zone chooses to slow to 25km/h even though children are not visibly present, then following traffic **MUST** be considered.

If the driver of a vehicle in a school zone can, considering the prevailing conditions, and in the absence of children in that zone, maintain a normal flow of traffic, then that driver should do so.

A progress fault should be recorded if applicable.

5.16 SYSTEM SEQUENCE

There has been some discussion regarding the requirement to apply system sequence strictly.

In the interest of safety, the rear view mirror **MUST** be checked prior to making decisions regarding signalling and braking.

An informed decision cannot be made if the following traffic conditions are unknown.

A check of the following traffic may require the decision to:

- brake earlier,
- signal earlier
- take evasive action
- delay an action
- abort an action
- etc

Forward observation and planning are an integral part of a safe efficient drive. Rear observation and planning are of equal value to forward observation and planning.

FREQUENTLY ASKED QUESTIONS**5.17 U-Turns from Bicycle Lanes**

It is not permissible to commence a U-turn from a bicycle lane, as set out in the *Australian Road Rules* (ARRs). Rules 37 to 42 of the ARRs prescribe when and in what manner a U-turn can be executed, and rules 153 and 158 prescribe the conditions regarding the use of bicycle lanes.

Rule 153 reads as follows:**153—Bicycle lanes**

- (1) *A driver (except the rider of a bicycle) must not drive in a bicycle lane, unless the driver is permitted to drive in the bicycle lane under this rule or rule 158.*
- (2) *If stopping or parking is permitted at a place in a bicycle lane under another law of this jurisdiction, a driver may drive for up to 50 metres in the bicycle lane to stop or park at that place.*
- (3) *A driver may drive for up to 50 metres in a bicycle lane if:*
 - (a) *the driver is driving a public bus, public minibus or taxi, and is dropping off or picking up, passengers; and*
 - (b) *there is not another law of this jurisdiction prohibiting the driver from driving in the bicycle lane.*

158—Exceptions to driving in special purpose lanes etc

- (1) *The driver of any vehicle may drive for up to the permitted distance in a bicycle lane, bus lane, tram lane, transit lane or truck lane if it is necessary for the driver to drive in the lane:*
 - (a) *to enter or leave the road; or*
 - (b) *to enter a part of the road of one kind from a part of the road of another kind (for example, moving to or from a service road, the shoulder of the road or an emergency stopping lane); or*
 - (c) *to overtake a vehicle that is turning right, or making a U-turn from the centre of the road, and is giving a right change of direction signal; or*
 - (d) *to enter a marked lane, or part of the road where there is room for a line of traffic (other than motor bikes, bicycles, motorised wheelchairs or animals), from the side of the road.*
- (2) *The driver of any vehicle may drive in a bicycle lane, bus lane, tram lane, transit lane or truck lane if:*
 - (a) *it is necessary for the driver to drive in the lane to avoid an obstruction; or*
 - (b) *information on or with a traffic sign applying to the lane indicates that the driver may drive in the lane; or*
 - (c) *the driver is permitted to drive in the lane under another law of this jurisdiction.*

FREQUENTLY ASKED QUESTIONS

5.18 Rules 37 and 38 specify the following for undertaking a U-turn:

37—Beginning a U-turn

A driver must not begin a U-turn unless:

- (a) the driver has a clear view of any approaching traffic; and*
- (b) the driver can safely make the U-turn without unreasonably obstructing the free movement of traffic.*

38—Giving way when making a U-turn

A driver making a U-turn must give way to all vehicles and pedestrians.

Even if a driver executed a U-turn safely and in accordance with the situations set out in rules 37 and 38, such an act could not be undertaken as it is not provided for in rules 153 and 158.

This information is also reflected in the current Driver's Handbook; page 36 relates to the use of bicycle lanes, and page 48 provides information on performing U-turns.

U TURN on a Laned road**42—Starting a U-turn at an intersection**

A driver making a U - turn at an intersection must start the U-turn:

- (a) if the road where the driver is turning has a dividing line or median strip — from the marked lane nearest, or as near as practicable, to the dividing line or median strip; or*
- (b) in any other case— from the left of the centre of the road.*

At other locations (e.g. not at intersections) a U- turn may be commenced from the left side of a laned road (e.g. kerb stop) provided the U-turn is not performed over a single continuous dividing line. For U-turns over single continuous dividing lines refer to page 105 part 5.3.

FREQUENTLY ASKED QUESTIONS**Speed limits in school zones.**

An Authorised Examiner has asked for clarification of the following situation:-if you are entering a School Zone and on that road no children are present. As you pass an intersection a child appears on that side road and within a School Zone on that side road then are you required to slow to 25 Kph?

Rule 23 Speed limit in a school zone.

- (1) *The speed limit applying to a driver for any length of road in a school zone is the number of kilometres per hour indicated by the number on the school zone sign on a road, or the road, into the zone.*
- (2) **A school zone** is:
- a) *If there is a school zone sign and an end zone sign, or a speed limit sign with a different number on the sign, on a road and there is no intersection on the length of road between the signs – that length of road; or*
 - b) *If there is a school zone sign on a road that ends in a dead end and there is no intersection, nor a sign mentioned in paragraph(a), on the length of road beginning at the sign and ending at the dead end – that length of road; or*
 - c) *In any other case- the network of roads in an area with:*
 - i. *A school zone sign on each road into the area, indicating the same number; and*
 - ii. *An end school zone sign, or a speed limit sign indicating a different number, on each road out of the area.*

The Legislation Unit has provided the following advice:

Rule 23(2) (a) and (b) talks about a school zone that is on a **length of road** whereas sub-rule (2)(c) talks about a network of roads in an **area**. It specifically mentions a school zone sign on each road **into** the area and each road **out of the area**. It is therefore clear that the rule is addressing a school zone that applies along a length of road and a school zone that applies within an area. In order to have an **area speed limit**, the conditions laid down in rule 22(2) (a) and (b) must apply, that is there must be an area speed-sign on each road into the area and an end area speed-sign on each road out of the area.

It is unlikely that we would use an area school zone speed limit in this State because we rely upon the presence of a child to activate the school zone. Therefore, it would be unreasonable to expect a person travelling in the zone to be aware of the presence of a child on another road within the zone. This facility is more likely to be used in those jurisdictions in which school zones apply at specific times and the applicable speed limit would apply throughout the zone during the times nominated.

FREQUENTLY ASKED QUESTIONS

With regard to other situations where a school zone applies to a length of road, I would draw attention to rule 327 which states-

The length of road to which a traffic sign on a road (except a parking control sign) applies is worked out in the direction driven by a driver, or travelled by a pedestrian, on the road who faces the sign before passing it.

The Example to rule 327 is quite instructive and states:

Example—

Rule 21 (3) provides that a speed-limit sign applies to the length of road beginning at the sign and ending at the nearest of a different speed-limit sign, an end speed-limit sign, or speed restriction sign, and the end of the road.

Only the nearest of those things, in the direction driven by a driver, or travelled by a pedestrian, who faces the sign before passing it, is relevant.

Signs that may be displayed around a corner therefore have no relevance to a driver who is not driving in the direction controlled by the sign.

This information is also reflected in the current Driver's Handbook.

In applying Road Rules we all need to remind ourselves that the Rules are ***Australian Road Rules*** and that there will be small pieces of the law that cannot be applied to all jurisdictions.