

National Certificate in Commercial Road Transport (Introductory Skills)

Level 1

Credits 60

This qualification has been **reviewed**. The last date to meet the requirements is **31 December 2019**.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Commercial Road Transport (Level 2) [Ref: 3088].

The last date for entry into programmes leading to the replaced qualification is 31 December 2017. The last date to meet the requirements for the replaced qualification is 31 December 2019, when the qualification will be discontinued. People currently working towards the replaced qualification must complete its requirements by the date specified, or transfer their results to the replacement qualification.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to MITO at the address below. Appeals will be considered on a case by case basis.

For detailed information see [Review Summaries](#) on the NZQA website.

This qualification contained expiring standards that have been replaced by other standards. For the purposes of this qualification, people who have gained credit for the replaced standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
8489, 8490	26623
8492	26627

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	July 1996	December 2001
Revision	2	January 1998	December 2001
Review	3	November 1999	December 2010
Revision	4	November 2008	December 2019
Republished	4	January 2014	December 2019
Review	5	February 2016	December 2019

Standard Setting Body

NZ Motor Industry Training Organisation (Incorporated)

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Reviewed

National Certificate in Commercial Road Transport (Introductory Skills)

Level 1

Credits 60

Purpose

This introductory qualification recognises the knowledge and skills needed to enter the commercial road transport industry as a trainee commercial driver.

The holder has demonstrated they are able to:

- Understand and demonstrate safe and legal driving and driver responsibilities with particular application to light motor vehicle driving and vehicle ownership
- Demonstrate knowledge of the New Zealand road transport industry
- Demonstrate basic health and safety, interpersonal communication, and calculation knowledge and skills.

The elective sections of the qualification include standards for basic writing skills, additional driving skills and skills for living and working.

Although this certificate is not a prerequisite for higher level commercial road transport qualifications it may lead towards such qualifications, for example:

- The National Certificate in Goods Service (Core Skills) with optional strands in Dangerous Goods, and Forklifts [Ref: 1227]
- The National Certificate in Goods Service (Heavy Vehicle Driver) with strands in Heavy Rigid Vehicle, and Heavy Combination Vehicle, and with optional strands in Transportation of Bulk Dangerous Goods by Road, Transportation of Livestock by Road, and Transportation of Perishable Products by Road [Ref: 1228].

Special Notes

This qualification does not permit the holder to drive a vehicle on New Zealand roads. To legally drive a vehicle the driver must hold a current driver's licence appropriate to the vehicle driven.

Credit Range

	Compulsory	Elective 1	Elective 2
Level 1 credits	18	0-6	0-10
Level 2 credits	22	0-3	0-9
Level 3 or above credits	4	0-3	0-3
Minimum totals	44	6	10

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective 1 – A minimum of 6 credits as specified
- Elective 2 – A minimum of 10 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit
4261	Identify rights and responsibilities in relation to owning and operating a private motor vehicle	2	2

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
26623	Use number to solve problems	1	4
26627	Use measurement to solve problems	1	3

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Demonstrate knowledge of workplace health and safety requirements	1	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3

Service Sector > Commercial Road Transport > Commercial Road Transport Skills

ID	Title	Level	Credit
1735	Demonstrate knowledge of the New Zealand road transport industry	1	4

Service Sector > Driving > Core Driving Knowledge and Skills

ID	Title	Level	Credit
3462	Demonstrate knowledge of traffic law for the purpose of safe driving	2	3
3464	Describe human risk factors in terms of a self-management strategy for a driver	2	3
3465	Describe driving hazards and risk reduction strategies and responses to driving hazards	2	3
3466	Apply risk reduction techniques and strategies while driving	3	4
3467	Describe dynamics, and techniques for managing dynamics, of light motor vehicles	2	4
3470	Execute low speed manoeuvres in a light motor vehicle	2	1
3472	Describe factors contributing to and consequences of road crashes	2	1
20969	Demonstrate procedures when a light motor vehicle has broken down	1	2

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
62	Maintain personal presentation in the workplace	2	2
64	Perform calculations for the workplace	1	2

Elective 1

A minimum of 6 credits

Humanities > Communication Skills > Introductory Communication Skills

ID	Title	Level	Credit
1273	Express own ideas in writing	1	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
1279	Write in plain English	3	3
3483	Fill in a form	1	4
3490	Write an incident report	1	3
3492	Write a short report	2	3

ID	Title	Level	Credit
10792	Write formal personal correspondence	1	3

Elective 2

A minimum of 10 credits

Core Generic > Core Generic > Personal Financial Management

ID	Title	Level	Credit
24709	Produce a balanced budget for an individual	1	3

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
496	Manage personal wellness	1	2
548	Plan to manage personal use of alcohol and other drugs	1	2
12349	Demonstrate time management	2	3

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit
12356	Demonstrate knowledge of consumer problems and ways to resolve them	1	2

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
504	Produce a CV (curriculum vitae)	1	2
543	Start work in a new workplace	1	3
4253	Obtain job search skills	2	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1293	Participate in an informal one-to-one face-to-face interview	1	2

Service Sector > Driving > Core Driving Knowledge and Skills

ID	Title	Level	Credit
3468	Apply precise control in riding a road motorcycle	3	3
3471	Tow a light simple trailer	2	1

NQF Transitions

Credit for	Exempt from
524	24709
3461	20969

Version 5 Exemptions

Credit for	Exempt from
8489, 8490	26623
8492	26627

Other standard setting bodies whose standards are included in the qualification

NZQA
The Skills Organisation

Certification

This certificate will display the logo of the NZQA, the MITO New Zealand Incorporated and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification.

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
265	Service Sector > Commercial Road Transport	030515	Engineering and Related Technologies > Automotive Engineering and Technology > Automotive Vehicle Operations

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.