

National Certificate in Commercial Road Transport (Courier Driver) with strands in Urgent Operations, and Non-urgent Operations

Level	2
Credits	45

Purpose

This qualification recognises that the holder has awareness of courier industry processes and safety needs, and has the knowledge and skills to pick up and deliver general and dangerous goods consignments safely and competently as a courier operator. For the purposes of this qualification, courier delivery entails use of a motor vehicle – usually a light motor vehicle (car, van, light truck) but for urgent courier delivery this may involve use of a motorcycle.

This qualification has been designed for both the owner driver (or owner rider for motorcycles) and employees. The Core Elective section has a range of standards that can be selected to reflect local and/or individual needs, and includes communication skills, commercial road transport competencies, and core driving knowledge and skills. It also includes a standard for the basic knowledge of taxation, financial, and insurance responsibilities common to all small business owner operators. The Core Elective includes a number of standards that are common to other National Certificates in the areas of Commercial Road Transport and Driving.

The term *urgent*, in relation to courier operations, has the same meaning as alternative terms *point to point* and *time critical*. *Non-urgent* has the same meaning as alternative terms *fleet*, *hub and spoke*, and *same-day*. The differences in mode of operation between urgent and non-urgent delivery are recognised as two strands. Many couriers prefer to operate for extended periods of their career in only one of these two modes.

People completing this qualification may wish to progress in terms of business knowledge and skills to a business related qualification including, but not limited to, the National Certificate in Business (Small Business Management) [Ref: 0172].

Replacement Information

This qualification replaced the National Certificate in Commercial Road Transport (Courier Service Driver) with an optional strand in Dangerous Goods [Ref: 0198] in March 2004.

Credit Range

	Core Compulsory	Core Elective
Level 1 credits	-	0-4
Level 2 or above credits	16	15-19
Minimum totals	16	19

	Urgent Operations Strand	Non-urgent Operations Strand
Level 3 credits	10	10
Minimum totals	10	10
Qualification totals	45	45

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

- Core Compulsory standards
- Core Elective – A minimum of 19 credits as specified

One of the following strands is required

- Urgent Operations Strand
- Non-urgent Operations Strand

Detailed Requirements

Core Compulsory

The following standards are required

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

ID	Title	Level	Credit
17593	Apply safe work practices in the workplace	2	4

Service Sector > Commercial Road Transport > Goods Service

ID	Title	Level	Credit
20076	Demonstrate knowledge of courier industry operations	2	2
20077	Process documents and information as a courier operator	2	2

Service Sector > Driving > Core Driving Knowledge and Skills

ID	Title	Level	Credit
1734	Demonstrate knowledge of stress, health and fatigue for driving	2	3

Service Sector > Driving > Driver Licence Endorsements

ID	Title	Level	Credit
16718	Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road	3	5

Core Elective

A minimum of 19 credits

Business > Financial Management > Financial Skills

ID	Title	Level	Credit
20078	Describe taxation, financial, and insurance responsibilities for small business owner-operators	3	4

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
12349	Demonstrate knowledge of time management	2	3

Health > Health Studies > First Aid

ID	Title	Level	Credit
26551	Provide first aid for life threatening situations	2	1
26552	Demonstrate knowledge of common first aid conditions and how to respond to them	2	1

Humanities > Communication Skills > Interpersonal Communications

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

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3483	Fill in a form	1	2
3490	Complete an incident report	1	2

Service Sector > Commercial Road Transport > Commercial Road Transport Skills

ID	Title	Level	Credit
1739	Load, convey by road transport, and unload dangerous goods	3	5

Service Sector > Commercial Road Transport > Goods Service

ID	Title	Level	Credit
1753	Load and unload a goods service vehicle	2	4
20079	Describe requirements for owning, driving, and caring for a courier light motor vehicle	2	2
20080	Describe requirements for owning, riding, and caring for a courier motorcycle	2	2

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
3468	Apply precise control in riding a road motorcycle	3	3
3472	Describe factors contributing to and consequences of road crashes	2	1
17676	Carry out a pre-drive vehicle check on a light motor vehicle, and start and shut down the vehicle.	2	3
17677	Demonstrate knowledge of safe night driving	2	2

Urgent Operations Strand

The following standard is required

Service Sector > Commercial Road Transport > Goods Service

ID	Title	Level	Credit
20081	Carry out urgent courier operations	3	10

Non-urgent Operations Strand

The following standard is required

Service Sector > Commercial Road Transport > Goods Service

ID	Title	Level	Credit
20082	Carry out non-urgent courier operations	3	10

Transition Arrangements

Version 4

Version 4 of this qualification was issued following revision. It was revised to ensure it remains achievable until the Logistics, Distribution and Driving mandatory review is completed and replacement qualifications and programmes are available. The Logistics, Distribution and Driving mandatory review was commenced in 2013 and is ongoing.

Changes to structure and content

- Expiring standards 6401 and 6402 were replaced by standards 26551 and 26552 in the Core Elective.
- Expired standards 16605 and 16610 were removed from the Core Elective.
- Standard titles, credits and classifications were updated.

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

People working towards version 3 of the qualification who wish to use any expired or expiring standards will need to achieve or have achieved credit for them before their expiry date. All current candidates may either complete version 3 or transfer their results to version 4.

Version 4 of this qualification contains standards that replace earlier standards. For the purposes of this version of the qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
6401	26552
6402	26551

Credit for	Exempt from
1769	20081

Reverse transition

For candidates who do choose to complete Version 3 of this qualification, the following reverse transition has been included to allow existing candidates to complete the qualification by using the replacement standards as credit for the expired standard – see table below.

Credit for	Exempt from
26551	6402
26552	6401

It is anticipated that no existing trainees will be disadvantaged by these transition arrangements. Any person who feels they have been disadvantaged by these transition arrangements should contact NZ Motor Industry Training Organisation (Incorporated) (MITO) at the contact details below who will consider appeals on a case by case basis.

Previous versions of the qualification

Version 3 was registered to maintain qualification currency following standards 1770 and 1771 being designated expiring and the reclassification of standards formerly registered in the *Small Business Management* domain. The listed standards have also been updated where necessary to account for changes to titles, levels and credits.

Version 2 was revised in order to remove a barrier to completion for some candidates. Unit 20078, *Describe taxation, financial, and insurance responsibilities for small business owner operators* was moved from the core compulsory to the core elective as it presented a barrier to couriers who were employees, as opposed to owner/operators. The opportunity was also taken to strengthen the requirement for courier drivers to better understand and manage their stress, health and fatigue by including standard 1734 in the core compulsory section. Titles and credits of reviewed *Commercial Road Transport* standards were also updated.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Award
Registration	1	March 2004	December 2006
Revision	2	January 2006	December 2010
Revision	3	March 2009	N/A
Revision	4	November 2013	N/A

Standard Setting Body

NZ Motor Industry Training Organisation (Incorporated) (MITO)

PO Box 10803
Wellington 6143

Telephone 0800 88 2121
Facsimile 04 494 0006
Email info@mito.org.nz
Website www.mito@org.nz

Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2015
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Other standard setting bodies whose standards are included in the qualification

New Zealand Industry Training Organisation (Incorporated)
NZQA

Certification

This certificate will display the logos of NZQA, NZ Motor Industry Training Organisation (Incorporated) and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

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.

