

National Certificate in Road Transport Management (Operations) (Level 4)

Level 4

Credits 75

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 (Operations Management) (Level 5) [Ref: 3092].

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 may complete the 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.

NZQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	October 2005	December 2009
Revision	2	October 2006	December 2010
Revision	3	December 2008	December 2019
Review	4	February 2016	December 2019

Standard Setting Body

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National Certificate in Road Transport Management (Operations) (Level 4)

Level	4
Credits	75

Purpose

This certificate is designed to cover a range of competencies applicable to people working in the road transport sector who manage staff and/or vehicles in their organisations, and who interact with people outside their organisations such as customers, regulatory authorities, and industry groups.

The structure of the certificate allows people to tailor programmes to meet the skill needs of their job, and provides for the different specialist skills in the road transport industry, including the large passenger service sector.

The compulsory section is designed to provide both generic knowledge and skills and core road transport competencies required of road transport operators. Elective Set 1 recognises knowledge of vehicles and fleet characteristics; Elective Set 2 covers personal skills including written and oral communication and business skills; and Elective Set 3 covers technical road transport industry knowledge and skills.

Replacement Information

This qualification replaced the National Certificate in Commercial Road Transport (Operations) with strands in Vehicle Despatch and Operations Supervision [Ref: 0861].

Special Notes

Depending on their employment context, candidates for this qualification may be required to hold or obtain a transport service licence.

Credit Range

	Compulsory	Elective
Level 3 credits	4	0-15
Level 4 or above credits	56	0-15
Minimum totals	60	15

Requirements for Award of Qualification

Award of NQF 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 in section 7 of the New Zealand Qualifications Authority (NZQA) Rules and Procedures publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

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 – A minimum of 15 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9696	Apply problem-solving techniques	4	4
9704	Manage interpersonal conflict	4	6

Service Sector > Commercial Road Transport > Road Transport Management

ID	Title	Level	Credit
21871	Demonstrate leadership in a road transport operation	5	5
21872	Demonstrate knowledge of self-development as a road transport manager	4	6
22711	Apply occupational health and safety requirements in the road transport and logistics industry	4	4

Service Sector > Commercial Road Transport > Road Transport Operations

ID	Title	Level	Credit
1777	Cost a road transport service vehicle	4	2
18109	Demonstrate knowledge of law relevant to contracts in the road transport industry	3	4
18118	Demonstrate and apply knowledge of costs to the pricing of a road transport service	4	7

ID	Title	Level	Credit
18119	Check vehicles and drivers for compliance with legal and organisational requirements	4	6
18120	Demonstrate knowledge of features of effective road transport companies	4	6
21874	Demonstrate delegation skills in a road transport operation	5	6
21875	Demonstrate and apply knowledge of staff development in a road transport operation	4	4

Elective

A minimum of 15 credits

From the following sets

- Set 1
- Set 2
- Set 3

Set 1

A minimum of 1 standard

Service Sector > Commercial Road Transport > Road Transport Operations

ID	Title	Level	Credit
18110	Demonstrate knowledge of heavy goods motor vehicles, fleet characteristics, and load security	3	4
19499	Demonstrate knowledge of large passenger transport vehicles and fleet characteristics	3	3

Set 2

A minimum of 1 standard

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit
7125	Negotiate on own behalf	4	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1311	Present and defend an argument orally	4	4
1312	Give oral instructions in the workplace	3	3
9678	Conduct formal meetings	5	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
11095	Write business correspondence to convey complex ideas and information	3	3

Service Sector > Commercial Road Transport > Road Transport Operations

ID	Title	Level	Credit
18121	Analyse data and prepare reports on road transport company operations	4	7
21876	Demonstrate teamwork in a road transport operation	4	4

Set 3

A minimum of 1 standard

Service Sector > Commercial Road Transport > Road Transport Management

ID	Title	Level	Credit
21873	Demonstrate knowledge of planning in a road transport operation	4	4

Service Sector > Commercial Road Transport > Road Transport Operations

ID	Title	Level	Credit
1778	Select a vehicle for use in a road transport operation	4	3
1779	Despatch vehicles for transport service	4	6
18114	Administer school bus services	4	5
18115	Use computer systems to despatch goods by road	3	3
18117	Demonstrate knowledge of the cartage of livestock by road	4	4
18122	Manage the transport of overdimension and overweight loads by road	5	10
18288	Demonstrate knowledge of the transportation of perishable products by road	5	8
19498	Demonstrate knowledge of emergency response actions for a road transport emergency	4	6
19500	Demonstrate and apply knowledge of the provision of coach services for inbound tours	3	5
19501	Demonstrate knowledge of competitive tendering processes for passenger transport services	4	4

Service Sector > Driving > Driver Licence Endorsements

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

Transition Arrangements

Version 3

Version 3 was issued in order to remove expiring standards 1770-1772, 1774, and 1775.

Changes to structure and content

- Standard 1770 removed from the compulsory requirements
- Standards 1771, 1772, 1774 and 1775 removed from the elective
- Level of standard 21871 updated (from 4 to 5)
- Elective credit requirement reduced from 20 to 15
- Qualification credit total reduced from 85 to 75.

For detailed information see Review Summaries on the NZQA website.

People currently working towards a previous version of this qualification may complete its requirements or transfer their results to version 3.

It is not intended that anyone is disadvantaged by this revision. Anyone who feels they have been disadvantaged should contact NZ Motor Industry Training Organisation (Incorporated) at the address below.

Previous versions of the qualification

Version 2 was issued to take account of reviews of standards in the Interpersonal Communications, Compliance and Regulatory Control, and Driver Licence Endorsements domains. Changes included titles, levels, and credits of standards 9696, 9678, 11095, and 16718 updated; standard 10425 removed and standard 22711 included.

Version 1 replaced the National Certificate in Commercial Road Transport (Operations) with strands in Vehicle Despatch and Operations Supervision [Ref: 0861].

Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

The certificate will display the logos of NZQA, NZ Motor Industry Training Organisation (Incorporated) and the accredited organisation.

Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
1813	Service Sector > Commercial Road Transport > Road Transport Management	030515	Engineering and Related Technologies > Automotive Engineering and Technology > Automotive Vehicle Operations

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.

Reviewed