

National Certificate in Driving (VIP Chauffeur)

Level 3

Credits 65

Purpose

This qualification is for chauffeurs of VIPs such as Ministers of the Crown, diplomats, and other listed dignitaries provided with government chauffeur services. Chauffeuring of VIPs is the responsibility of the Department of Internal Affairs through its VIP Transport Service Division.

Holders of this certificate are able to demonstrate broad and specialist driving knowledge and skills as well as the personal skills required by a driver to perform effectively.

The broad knowledge and skills common to all competent drivers include night driving, driving-related self-management, hazard detection, risk management, vehicle dynamics and handling, vehicle control, and manoeuvring. Knowledge of fatigue management and work time requirements are included, along with the ability to complete a driver logbook accurately.

The specialist skills covered in this qualification relate to chauffeuring VIPs, driving in a motorcade, and advanced driving skills required to respond safely to emergency situations that could arise. Specifically, these include skid control, advanced hazard avoidance, reversing, high speed braking around an object, driving at speed through bends and turns, and providing a motorcade commander or a communications base with continuous situational information.

The personal skills needed by a VIP chauffeur are covered in unit standards for stress, health, and fatigue, effective passenger relationships, protecting personal safety, and writing incident reports.

Special Notes

This qualification contains unit standards that have a prerequisite for a full Class 1 driver licence with a P (passenger) endorsement.

A current First Aid Certificate must be held by candidates before training begins.

Credit Range

Level 1 credits	3
Level 2 credits	5
Level 3 and above credits	57
Total	65

Requirements for Award of Qualification

- Compulsory standards

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.

Detailed Requirements

Compulsory

The following standards are required

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3490	Write an incident report	1	3

Service Sector > Commercial Road Transport > Commercial Road Transport Skills

ID	Title	Level	Credit
1732	Select and record routes as a road transport operator	3	2
24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	3	5

Service Sector > Commercial Road Transport > Passenger Service

ID	Title	Level	Credit
1749	Protect personal safety while operating a passenger service vehicle	4	3
1750	Foster effective passenger relations	3	3

Service Sector > Driving > Core Driving Knowledge and Skills

ID	Title	Level	Credit
1734	Demonstrate knowledge of stress, health and fatigue for driving	2	3
3466	Apply risk reduction techniques and strategies while driving	3	4
17677	Demonstrate knowledge of safe night driving	2	2

Service Sector > Driving > Driver Educator

ID	Title	Level	Credit
20179	Describe light motor vehicle dynamics and handling characteristics	3	6
20180	Demonstrate knowledge of hazard detection and responses	3	3

Service Sector > Driving > Driver Licence Endorsements

ID	Title	Level	Credit
17579	Demonstrate knowledge of driver requirements for endorsement P (passenger)	3	5

Service Sector > Driving > Specialist Driving Knowledge and Skills

ID	Title	Level	Credit
23233	Describe and demonstrate skid control in a Crown or Police vehicle fitted with an ABS	4	2
23234	Demonstrate hazard avoidance driving in a Crown or Police vehicle fitted with an ABS	4	2
23235	Demonstrate reversing in a Crown or Police vehicle	4	2
23236	Demonstrate high speed braking and hazard avoidance in a Crown or Police vehicle fitted with an ABS	4	2
23237	Demonstrate driving involving bends and turns in a Crown or Police vehicle fitted with an ABS	4	4
23238	Chauffeur VIPs	4	5
23239	Chauffeur VIPs in a motorcade	4	7
23240	Provide commentary while driving a Crown or Police vehicle for urgent duty or other contingency	4	2

Transition Arrangements

Version 2

This qualification was revised to remove standard 15164 and add standard 24089 to the compulsory section. The opportunity was taken to update details of other standards reviewed since the previous registration of the qualification.

Changes to structure and content

- Standard 15164 removed and standard 24089 added to the compulsory section.
- Details of standard 17579 updated to reflect its reviewed status.

For detailed information see Review Summaries on the NZQA website.

People currently working towards version 1 of this qualification may either complete the requirements of that version, or transfer their results to version 2 of the qualification.

It is not intended that anyone is disadvantaged by this revision, and the above arrangements have been designed for a smooth transition. Anyone who feels they may have been disadvantaged should contact NZ Motor Industry Training Organisation (Incorporated) at the address below.

For the purposes of this qualification, people who have gained credit for the following expiring standard are exempt from the requirement to gain credit for another standard – see table below.

Credit for	Exempt from
15164	24089

While this exemption is valid for the purpose of completing this qualification, it should be noted that if a candidate does not already hold a Class 2 to 5 driver licence, or P or V licence endorsement, they will need to complete standard 24089 in order to satisfy current Land Transport NZ requirements for those licences.

Previous versions of the qualification

Version 1 of this qualification was republished in March 2007 to correct an error in the NQF Classification table.

NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	January 2007	December 2009
Republished	1	March 2007	December 2009
Revision	2	February 2008	N/A

Standard Setting Body

NZ Motor Industry Training Organisation (Incorporated)
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 Wellington 6143

Telephone 0800 88 2121
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 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	2010
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Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

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

Classification

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

NQF Classification		NZSCED	
Code	Description	Code	Description
166	Service Sector > Driving	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.