



GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR

THE TRANSPORT MALTA

VRT - CLASS II AND CLASS III MOTOR VEHICLE TESTER COURSE AND REFRESHER

COURSE

Guidelines to become an approved training provider for the Transport Malta VRT – Class II and Class III Motor Vehicle Tester Course and Refresher Course

In terms of regulation 13(4)(vi) of the Motor Vehicle (Roadworthiness Test) Regulations (S.L. 65.15), a person may qualify as a tester if s/he satisfies the criteria listed that amongst others requires the person to, be in possession of a certificate of competence that is issued by Transport Malta following the successful completion of a course organised by a body accredited by Transport Malta or is in possession of a certificate of a similar nature issued by the competent authority in a Member State.

As from 20 May 2018, such course must include the topics referred to in point 2(a) of Annex IV of Directive 2014/45/EU. Moreover, in terms of regulations 13(6) and 14(3) of S.L. 65.15, licensed testers must successfully complete refresher training every three years in order to renew their certificate of competence and retain their licence.

These Guidelines provide details for those who are interested in delivering initial and/or refresher training leading to the acquisition and renewal of the Transport Malta VRT tester Certificate of Competence, which is one of the pre-requisites for those interested in becoming registered testers to conduct VRT tests on vehicles in categories M1, M2, M3 and N1, N2, N3 and trailers categories 01 to 04.

- A Class II VRT Tester will be authorised to test and certify the roadworthiness of vehicles and trailers having a maximum permissible mass not exceeding 3,500Kg.
- A Class III VRT Tester will be authorised to test and certify the roadworthiness of vehicles and trailers having a maximum permissible mass exceeding 3,500Kg.

These Guidelines are provided for prospective training providers, and individual trainers who wish to become approved Training Providers. The guidance provided is as comprehensive as possible but should not be taken as a complete or authoritative statement of the law.

SECTION A: VRT INITIAL AND REFRESHER TESTER COURSE

VRT Initial Tester Course

The VRT Tester course is mainly aimed at preparing candidates to be able to certify the roadworthiness of motor vehicles. The course also promotes the importance of adherence to current legislation related to VRT testing and to maintaining standards.

The VRT tester course shall have a minimum duration of 25 hours, including one hour allocated for the assessment. The Authority may request practical training on a VRT test lane over and above the theory sessions.

VRT Refresher Tester Course

The refresher training is aimed for licensed VRT testers to enable them to maintain and refresh the requisite knowledge and skills in relation to the theoretical and practical elements of vehicle roadworthiness testing and to maintaining standards.

The refresher course shall have a minimum duration of 6 hours with no assessment. The Authority may request practical training on a VRT test lane over and above the theory sessions.

SECTION B: OBTAINING AND RENEWING THE VRT TESTER CERTIFICATE OF COMPETENCE

Obtaining the VRT Tester Certificate of Competence

To obtain the VRT tester Certificate of Competence for the first time, participants are required to attend the full (25 hours) duration of the programme and sit for a multiple-choice test of one hour duration.

The training programme will include the subjects listed in Section D of these guidelines, whilst the test will be made up of 20 multiple choice questions based on the course contents. To pass the multiple-choice test, candidates need to answer correctly a minimum of 14 questions (70%). Each test question will include between three to five possible answers from which candidates need to choose the correct answer/s. Candidates who fail their test will be given the opportunity to re-sit the test.

The Approved Training Provider will be required to present a set of separate question banks, for Class II and Class III testers, with at least 100 questions in each bank and their relative answers (in soft and hard copy, in the English and Maltese versions) to Transport Malta for approval. On its part, Transport Malta will be responsible to select at random the 25 questions for each Class that will form the test paper and to correct the test papers. The tests will be organised by the Training Provider and held at the Training Provider's premises.

Renewing the VRT Tester Certificate of Competence

To renew their certificate of competence VRT testers are required to attend the full (6 hours) duration of the refresher training. The training programme will include the subjects listed in Section D of these guidelines.

SECTION C: REQUIREMENTS TO BECOME AN APPROVED TRAINING PROVIDER

Transport Malta is issuing these guidelines to individual trainers and/or training organisations interested in obtaining the necessary approval from Transport Malta to provide both initial and refresher training. Transport Malta will also consider trainers who are only interested in providing refresher training.

The aim of these guidelines is to ensure that training providers deliver the training in line with the requirements. Any organisation or an individual can apply to become an approved training provider, providing it meets the criteria listed in these guidelines. Once they are approved, training providers can offer training on a commercial basis.

Approvals will last for a period of three years from the date of approval, extendable by further periods of three years at the Authority's discretion. During that period, the approved training centres will be required to comply continuously with the conditions set out in Section D of these guidelines.

Interested parties may apply to become approved Training Providers by submitting a written request detailing, as a minimum, the following information. Transport Malta may require further details, and may also carry out an inspection visit at the Training Provider's premises before granting the approval.

Documentation to be provided as part of the Application:

Part 1: The Organisation

- a) The name of the organisation and name of person making the application;
- b) Description of training organisation including organisation structure and profile;
- c) Details of experience in training, and any current training provided, including reference to any prior approvals or accreditations from other awarding bodies;
- d) Details of premises where training will take place. For the initial training course, the premises must offer a classroom environment and be equipped with the necessary amenities. For the refresher training course, trainers may opt to deliver the training at the VRT stations where the testers are employed.

Part 2: The Training Programme – Training Methodology

The initial training programme should be of 25 hours duration, excluding the practical training, while the refresher training should be of 6 hours duration. Both training programmes need to cover the subjects detailed in Section D of these guidelines.

The Training Organisation/ Individual is to specify the time that will be allocated for each subject and the training methodology that will be applied. This must include an explanation on the use of training aids, providing samples of these training aids and samples of the handouts or notes to be given to the candidates.

In addition, the training provider is to submit the following details:

- a) A lesson plan for each subject included in the training programme;

- b) For the initial training course only, details on the method of assessment and evaluation of courses that will be used to ensure teaching objectives and aims are achieved;
- c) The proposed structure of the training programme indicating the duration of the lessons, the frequency of the lessons (per day/week) and the overall duration of the training programme.

Part 3: The Trainers

- a) The name and CV of each of the trainers;
- b) A detailed profile of each of the trainers indicating their experience, field of activity and qualifications;
- c) Any personal references received by a trainer from educational establishments;
- d) A table indicating which trainers will provide training on which subjects.

Part 4: The Training Centre and Equipment

- a) Detailed information (including address) about the premises where the training will be provided, including classrooms, waiting areas and sanitary facilities;
- b) Details on the administrative functions and procedures that will be adopted.

Part 5: General

- a) Any conditions regarding students' participation in the courses;
- b) The minimum and maximum number of participants for each course;
- c) An explanation of what guarantees will be offered to candidates to ensure courses will take place as agreed once they have been booked;
- d) System to be used to monitor and report attendance;
- e) The training fees to be charged for the training programme.

Part 6: Security

Training Providers must ensure that there *are adequate security measures in place to ensure that the attendance records are kept accurately*. Interested parties are to submit the following information as a minimum:

- a) The procedure for identity checking of trainees;
- b) The type of computer system that will be used to record attendance, and the ability to transfer this information securely and within 24hrs to a controlled database of Transport Malta;
- c) Security arrangements to prevent fraudulent submissions of training records to Transport Malta.

SECTION D: MINIMUM CONDITIONS FOR APPROVED TRAINING PROVIDERS

The following minimum conditions must be complied with by all Training Providers:

Approval

1. Approvals will be issued by the Land Transport Directorate and will last for a period of three years from the date of approval, extendable for further periods of three years at the Authority's

discretion. The criteria for the renewal of approval for a further three years will be based on the track record of the training provider, and on the demand for this training programme. It will be a straightforward procedure for organisations who have maintained the required standards.

2. The approval may be withdrawn or suspended if the conditions of approval are not adhered to.

Training Provision

3. Training must be given in accordance with the documents accompanying the approved application. Any changes must be approved by Transport Malta before being implemented.
4. The majority of training provided will be in Maltese; however, there may be instances when such training will need to be delivered in English.

Training Programme

5. Training must be in accordance with the approval and must cover the subjects listed below:

(i) vehicle technology:

- braking systems,
- steering systems,
- fields of vision,
- light installation, lighting equipment and electronic components,
- axles, wheels and tyres,
- chassis and bodywork,
- nuisance and emissions,
- additional requirements for special vehicles,

(ii) testing methods;

(iii) assessment of deficiencies;

(iv) legal requirements applicable on the vehicle condition for approval;

(v) legal requirements relating to roadworthiness testing;

(vi) administrative provisions relating to vehicle approval, registration, and roadworthiness testing;

(vii) IT applications relating to testing and administration.

(viii) all Special Notices issued by Transport Malta.

Testing – Initial Training Course Only

6. For the initial training course only, training Providers will be required to administer the Multiple-Choice test which will be prepared and corrected by Transport Malta. Administration of tests will include printing of test papers, overseeing the test process and submission of test papers to Transport Malta.

Administration

7. Where Training Providers make use of their own premises to deliver the training, they must submit on an annual basis, copies of their insurance documents of the premises, and the employer's and public liability insurance.

Training Providers/Trainers

8. The approved Training Provider must guarantee that the trainers and instructors have a sound knowledge of the most recent regulations and training requirements. As part of a specific selection procedure, the trainers or instructors must provide certification showing knowledge of both the subject material and teaching methods. Any changes in trainers must be notified to Transport Malta.
9. Each trainer must be suitably qualified in the subject area(s) they are proposing to deliver. Transport Malta will therefore expect that in any subject where specific knowledge is required the proposed trainer will have an appropriate qualification at least to a level higher than that being taught. Where a trainer is not formally qualified it will be possible for them to be approved by Transport Malta on submission of evidence and references of their experience to carry out the training. Training providers are required to keep evidence that demonstrates that the trainers meet these requirements.

Monitoring, Attendance and Quality Assurance

10. Transport Malta is entitled to monitor the training being provided, either directly or indirectly.
11. Training Providers must retain a copy of the attendance records and feedback forms for at least three years. They will also be required to send the original copy of attendance sheets to Transport Malta. Candidates are required to sign in on a daily basis, and this is to be endorsed by the respective trainer/course coordinator.
12. It is important that the quality and relevance of training is continually monitored. As a result, all approved Training Providers will be required to have in place an evaluation system that will demonstrate the effectiveness of the course. Each participant should complete a feedback form at the end of each course. The centre must retain this feedback for inspection. These records will need to be kept for three years, for checking by Transport Malta.

Reporting

13. Training Providers are required to retain full records of each course held in the previous three years so that the Transport Malta can inspect:
 - The total number of candidates;
 - The names of those attending and ID card number;
 - The date, title and number of the course delivered together with the name(s) of the trainer(s);
 - The evaluation papers of the courses delivered, including assessment of progress of candidates;

- The candidate feedback forms.
14. Training Providers must issue a receipt to each participant confirming attendance. This must confirm the date of attendance and the number and title of the course.

Communication

15. Any communications should be addressed to:

The Director – Road Transport Licensing
Land Transport Directorate
Transport Malta
A3 Towers
Triq L-Arkata
Paola PLA 1212, Malta