



Recognition of Prior
Learning – Applicant

**Temporary Traffic
Management National
Training Program:
Traffic Management
Designer 1 (TMD1)
Version 1**

RIISS00063

Traffic Management Designer for Urban Streets and
Low Volume Rural Roads



Austroads

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About This Qualification

A Traffic Management Designer is accountable for ensuring all relevant information is obtained from the Project Manager and relevant project stakeholders and to ensure they have adequate information of the scope of works and the work staging to appropriately plan traffic management arrangements and design the TMP and TGS. They are responsible for designing and drafting the TMP(s), including all associated TGSs, that are compliant with legislative requirements and can be practically implemented. The TMD shall ensure the TGS design will protect both workers and the public and is fit for purpose. They should also provide advice on appropriate TTM resources required.

This Recognition of Prior Learning (RPL) application covers the skills and knowledge required for obtaining the RIISS00063 – Traffic Management Designer – Urban Streets and Low Volume Roads skill set (Traffic Management Designer 1). This skill set has been created to align to the requirements of individuals responsible for developing traffic management plans and traffic guidance schemes, as described in the Austroads Guide to Temporary Traffic Management on Temporary Traffic Management Category 1 environments. For further information visit [Temporary Traffic Management | Austroads](#)

This RPL application covers the content of all units within the RIISS00063 – Traffic Management Designer – Urban Streets and Low Volume Roads skill set which are;

- **RIIRIS402E Carry out the risk management process**

This unit describes the skills and knowledge required to carry out risk management processes, including planning, identifying hazards and assessing risk, and developing and implementing risk controls. This unit is appropriate for those working in supervisory roles overseeing and auditing the risk assessment process.

- **RIICWD503E Prepare traffic management plans and traffic guidance schemes**

This unit describes the skills and knowledge required to perform a preliminary risk assessment of a temporary traffic management site and select, modify and design traffic management plans and traffic guidance schemes in civil construction. It applies to those working in management roles. They generally work in teams and have some responsibility for the outcomes of others.

The RPL Application Process

1. Initial discussion with your assessor, this is to answer any questions you may have about the RPL process and for the assessor to determine if you are eligible to apply for RPL. *To do this, read the RPL information available on our website, and contact traffic@ccfvic.com.au should you wish to discuss in advance with assessor.*
2. Locate evidence of your workplace (practical) experience and formal/informal training.
3. Complete and submit the RPL Application form.
4. Pay the invoice
5. Your assessor will review your application and evidence and, if required, will call you to clarify/discuss further.
6. Your assessor will organise for you to meet with them to have a conversation throughout which your assessor will ask questions to gain an understanding of you your workplace experience and knowledge.
7. Completion of a written challenge test.

Tips and Hints To Help You Prepare For Recognition

To have your skills and knowledge formally recognised in the national system, assessors must make sure you have the current skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all units you can be recognised for.

Your RPL application will be based on providing evidence that you have the skills and knowledge required for units listed on page 4 and that you are (or have in the previous 12 months) worked as a Traffic Management Implementer 1 (on a live category 1 road environment) which includes meeting both the practical and theoretical components of all the units and skill set.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and work history. Have an up-to-date resume or, at the least, jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Locate your current position description and any performance appraisals (if available).
3. Consider a third party referee – that is someone in your current and/or previous workplace that would be happy to verify your skills and you are comfortable with them discussing this with an assessor. Remember referees need to be a current or recent (from the past 12 months) supervisor/team leader.

You may also have community contacts from volunteer work that can vouch for your skills.

4. Collect any certificates from in-house or formal training you have successfully completed.
5. Other forms of evidence could include letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms or other relevant documents.

Preparing your RPL Application

Complete the RPL Application form noting any evidence you will require.

Step 1 Collect Evidence

Documents you may provide to support your application include:

Workplace documents

- Any licences/tickets/authorisations
- Resume or details of work history
- certificates from in-house or formal training courses completed.
- Diaries/task sheets/job sheets/log books
- Site training records
- Site competencies held record
- references/letters from current and/or previous employers/supervisors

Remember you will need to supply contact details of one or two work referees (third party) who can confirm your skills.

Step 2 Submit the evidence and application

1. Collect the evidence you need to support your application
2. Remember, you are signing a declaration stating that the information you provide, including any copies of documents or licenses you are supplying as evidence, is authentic.

Step 3 Assessor to check

The assessor will check the evidence you have provided and if required contact you by phone or email to clarify anything unclear or missing.

Step 4 Conversation with Assessor

The conversation provides an opportunity for you to confirm your skills and experience identified in your RPL application. This will also confirm your industry currency and understanding of the Austroads Guide to Temporary Traffic Management, Australian Standards and jurisdictional specific standards.

Step 5 Completion of Challenge Test

You will be given a date/time by your Approved Training Provider to complete a challenge test.

Step 5 Notification

The ATP will contact you to discuss the outcome of your RPL application.

RPL Application Form for Traffic Management Designer TTM Category 1 (RIISS00063)

1 Personal Details	
Surname:	Title: Mr/Mrs/Ms/Miss/Dr/n/a
First Name:	Middle Name(s):
Date of Birth:	
Home Address:	
Suburb:	Postcode
Postal Address (if different from above)	
Suburb:	Postcode
Phone Number:	Work Phone:
Email:	

2. Current Employment
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is your occupation related to the qualification you are seeking RPL for? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the name of your employer?
Please provide details of the workplace: Name: Address: Type of workplace (profession):

3. Formal Training / Qualifications			
Have you completed any nationally recognised training related to industry? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of course or qualification	Completion date (month, year)	Country	Name of Training Organisation

4. Other Training/Certificates Completed (non-accredited)			
Name of course or qualification	Completion date (month, year)	Country	Name of Training Organisation

5. Workplace Validation		A	V
Complete the column marked A (applicant) by placing a tick or a cross to show if you can address the requirement (tick = yes, cross = no).			
Have completed one or more TMPs and all associated TGSs for a real workplace scenario (has been implemented) that meets the criteria outlined below.			
1	All roads impacted directly and indirectly by the TMP MUST be Category 1 roads <ul style="list-style-type: none"> For example, works must not be carried out on a Category 2 or 3 road, potential detours must not utilise a Category 2 or 3 road, and all devices on TGSs must be placed on Category 1 roads. 		
2	The selected TMP must have included at least two (2) distinct construction stages <ul style="list-style-type: none"> For example: a service crossing excavation across a carriageway being undertaken over two or more stages; replacement of a bridge or bridges; pavement reseal or reconstruction. Aftercare arrangements will not be considered as a distinct construction stage. 		
3	Three (3) distinct, site-specific TGSs must be prepared, including: 1) One (1) TGS for a static work site, for any traffic management stage 2) One (1) TGS for a static or mobile or short term low impact work site and for a different traffic management stage than the first, static TGS. 3) One (1) TGS for an aftercare arrangement, for any traffic management stage.		

6. Evidence Table		
When you collect your evidence, write what the evidence is in the 'attached evidence table' and align the line number on the first table with the letter which corresponds to the evidence you are providing. Remember, you are signing a declaration stating that the information you provide, including any copies of documents or licenses etc. you are supplying as evidence, is authentic. Attached evidence table (add lines as required)		What numbered row/s does this align to in the table above?
A		
B		
C		
D		
E		
F		
G		
H		

Third Party Declaration

Who should complete this tool?

This tool is to be completed by someone who is currently working or has previously worked (within the last 12 months), in a supervisory capacity to the applicant and can confirm their skills and knowledge as relevant to workplace performance.

What do I have to do?

Complete the Referee Testimonial on the next page.

How are my comments used in the assessment decision?

There are no right or wrong answers. It is your perception or opinion that is important. You are not providing the assessment decision; however, your comments will assist the assessor in forming their final opinion of the applicant's competence. The applicant will provide a range of evidence to help the assessor make the final decision.

1 Third Party Declaration - Personal Details	
Name:	
Position Title:	
Organisation:	
Suburb:	Postcode:
Phone Number:	Work Phone:
Email:	
Length of time you have worked with the applicant	
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1–2 years <input type="checkbox"/> 2–5 years <input type="checkbox"/> More than 5 years	

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
<p>Has completed one or more TMPs and all associated TGSs for a real workplace scenario (has been implemented) while meeting elements below.</p> <p>All roads impacted directly and indirectly by the TMP MUST be Category 1 roads. For example, works must not be carried out on a Category 2 or 3 road, potential detours must not utilise a Category 2 or 3 road, and all devices on TGSs must be placed on Category 1 roads.</p>		
1	<p>Traffic Management Objectives</p> <ul style="list-style-type: none"> Clearly stated the objectives of the plan in a way that the achievement of the objectives was able to be measured through monitoring and surveillance activities. Refer to AGTTM Part 2, Section 4.2.2 for additional details. 	<input type="checkbox"/>
2	<p>Project Location</p> <ul style="list-style-type: none"> Include a plan or sketch outlining the location of the worksite and its relationship to the surrounding street network. A text description may also be included. 	<input type="checkbox"/>
3	<p>Project Details</p> <ul style="list-style-type: none"> This section must include a clear and detailed description of the work to understand all work considerations relevant to traffic management. Provided details of the project title, road classification and existing speed limit, road infrastructure manager, local government, client, contractor, scope of works, staging of works, project dates, hours and days of work, duration of work and any concurrent or adjacent works or projects. 	<input type="checkbox"/>
4	<p>Site Constraints and Impacts</p> <ul style="list-style-type: none"> Described the proposed or existing section of road, land-use frontage, speed limit, lane width(s), facilities for pedestrians and cyclists, traffic volume, traffic composition (including heavy vehicle component), lane widths and number of traffic lanes to be retained at any time, mid-block lane capacity, intersection capacity and allowable hours of work. 	<input type="checkbox"/>
5	<p>Traffic Assessment</p>	<input type="checkbox"/>
6	<p>Options identification, evaluation and selection</p>	<input type="checkbox"/>
7	<p>Staging of Works</p>	<input type="checkbox"/>
8	<p>Emergency arrangements and contingency</p>	<input type="checkbox"/>
9	<p>Professional competency</p> <ul style="list-style-type: none"> Outline any relevant issues, problems or solutions that are beyond the remit of a TMD1 and require the expertise of others. This may include but is not limited to civil engineering/temporary works design, detailed traffic operations analysis and road safety barrier design. 	<input type="checkbox"/>

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
10	Traffic Guidance Schemes <ul style="list-style-type: none">• This section should outline all TGSs required to undertake the project for every stage and provide relevant details necessary to understand what the TGS would entail (e.g., southbound lane closure with shuttle flow). TGSs must be assigned to a specific stage.• The TGS drawings must be included in an Appendix and referenced in this section.	<input type="checkbox"/>
11	Risk Management <ul style="list-style-type: none">• The project risk assessment may be included in an Appendix and referenced in this section	<input type="checkbox"/>

I certify that **(add name of applicant)** has undertaken the activities as ticked above.
If you would like any further information please feel free to contact me.

Signature _____

Print Name and Position _____

Company _____

Applicant Declaration

The information I have provided is true and correct. The evidence to support my claims is authentic.

Applicant name (print) _____

Applicant signature _____

Applicant contact phone _____

Please return this application form with relevant evidence to:

traffic@ccfvic.com.au

Your ATP will review your application and contact you:

- Date/times for competency conversation and completion of challenge test



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