



Recognition of Prior
Learning – Applicant

**Temporary Traffic
Management National
Training Program:
Traffic Management
Designer 2 (TMD2)
Version 1**



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Version	Date	Comment
1.0		

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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 RIISS00064 – Traffic Management Designer – High Volume Roads skill set (Traffic Management Designer 2). 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 2 environments. For further information visit [Temporary Traffic Management | Austroads](#)

This RPL application covers the content of all units within the RIISS00064 – Traffic Management Designer – High Volume Roads skill set which are.

- **RIICWD538 Prepare traffic management plans and traffic guidance schemes for high volume roads**

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 on high volume roads requiring temporary traffic management. It applies to those working in management roles. They generally work in teams and have some responsibility for the outcomes of others. This unit applies to temporary traffic management on roads that include the following characteristics, excluding motorways and freeways:

- speeds limits greater than or equal to 60km/h and traffic volumes greater than 3,000 vehicles per day (Average Annual Daily Traffic (AADT)); or
- any speed limit with traffic volumes greater than 10,000 vehicles per day (AADT); or
- any signalised intersection.

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 2 (RIISS00064)

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. All roads impacted directly and indirectly by the TMP MUST be Category 2 roads.			
Prepare traffic management plans and traffic guidance schemes for high volume roads on at least two occasions, including:			
1	Identifying and assessing hazards, risks and constraints in the work zone		
2	Determining traffic control arrangements for: <ul style="list-style-type: none"> • signalised intersections, including turning lanes • multi-lane roads • required detours or bypasses • traffic paths, lane arrangements and dimensions • channelization or delineation arrangements, including tapers • access arrangements for worksite and event traffic and properties affected by work zone traffic arrangements • parking management, including business and customer access • key road users, including: <ul style="list-style-type: none"> • vulnerable road users • cyclists • public transport • police and emergency services • over dimension vehicles • signage requirements, including type, size and placement • protecting traffic control workers during installation, operation and removal of traffic guidance scheme • unattended worksites • required traffic control illumination • escape routes • pedestrian movements at signalised intersections • selection of suitable times for works and staging of works • night works • traffic controller requirements for working near or at signalised intersections • traffic controller requirements for multi-lane roads 		

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).			
3	Interpreting and analysing data		
4	Calculating flow rates, level of service, capacities and percentages		
5	Determining traffic management plan capacity requirements		
6	Calculating flow rates, level of service, capacities and percentages		
7	Documenting scope and authorities to modify the plan during implementation including accessing and interpretation as required for: <ul style="list-style-type: none"> • plans, drawings, specifications and traffic management plan briefs • engineering survey information • traffic analysis data 		
8	Select and apply required traffic management plan implementation techniques		
9	Apply engineering graphical presentation techniques		
10	Work with required personnel to undertake and complete the work zone traffic management plan including: <ul style="list-style-type: none"> • complying with reporting requirements and procedures • communicating with others to receive and clarify work instructions and coordinate work activities • consult with stakeholders 		
11	Identify scenarios where input from an external technical specialist is required		

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

Has completed one or more TMPs and all associated TGSs for a real workplace scenario (has been implemented) while meeting elements below. All roads impacted directly and indirectly by the TMP **MUST** be Category 2 roads and **has a proven ability and understanding of**

1	<ul style="list-style-type: none"> • Purpose of TMP • Traffic management objectives for the project • Statement of duty of care • Site inspection expectation • Site induction and training plan 	<input type="checkbox"/>
2	<p>Project overview:</p> <ul style="list-style-type: none"> • Project location • Project details • Traffic assessment including site constraints/impacts and facilities for vulnerable road users 	<input type="checkbox"/>
3	<p>Project Administration:</p> <ul style="list-style-type: none"> • Pre-start meeting • Communication of administrative procedures • Registers • Responsibilities • OH&S • Incident procedures • Consultation 	<input type="checkbox"/>
4	<p>Risk Management</p> <ul style="list-style-type: none"> • Risk management process • Future risks 	<input type="checkbox"/>
5	<p>Traffic Management Implementation:</p> <ol style="list-style-type: none"> 1. Staging of work including suitable times for works. 2. Night work provisions. 3. Traffic Guidance Scheme(s) – with full details including: <ul style="list-style-type: none"> - signalised intersection including turning lanes - Multi-lane roads - Detours and bypasses - Traffic paths, lane arrangements and event traffic - Parking arrangements for business and customer access - Vulnerable road users, cyclists, public transport, emergency services, over dimension vehicles - Signage requirements including size, type and placement. - Protecting TCs at all stages. - TCs working at intersection - TCs working on multi lane roads - Unattended worksites - Escape routes. - Pedestrian movement at signalised intersections. - Analysing data, calculating flow rates, address engineering survey data, external technical specialist information. 	<input type="checkbox"/>

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
Has completed one or more TMPs and all associated TGSs for a real workplace scenario (has been implemented) while meeting elements below. All roads impacted directly and indirectly by the TMP MUST be Category 2 roads and has a proven ability and understanding of		
6	Emergency Arrangements and Contingencies <ul style="list-style-type: none"> Emergency arrangements including use for emergency vehicles Contingency planning	<input type="checkbox"/>
7	Variations <ul style="list-style-type: none"> Evaluation of variations Innovation Variation from approved TMP and scope and authority to modify during implementation. 	<input type="checkbox"/>
8	Notifications Required <ul style="list-style-type: none"> Public notification Notification of other agencies Notification of emergency services 	<input type="checkbox"/>
9	Monitoring <ul style="list-style-type: none"> Site inspections and record keeping 	<input type="checkbox"/>
10	Management Review <ul style="list-style-type: none"> TMP review and improvement Long term projects 	<input type="checkbox"/>
11	Traffic Management Plan Auditing <ul style="list-style-type: none"> Consideration for Audits 	<input type="checkbox"/>
12	Submission and Approval Process <ul style="list-style-type: none"> Timeframes for review including approvals and permits required. Review requirements. 	<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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