



Recognition of Prior
Learning – Applicant

Temporary Traffic Management National Training Program: Traffic Management Implementer 1 (TMI1) Version 1

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Version	Date	Comment
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About This Qualification

Traffic Controllers direct the flow and speed of vehicles, and ensure the safety of drivers, pedestrians and workers. Traffic Controllers are often relied on for manual control of vehicles where automatic lights are unavailable, such as next to road works, construction sites, during public events and as part of a coordinated emergency response.

This Recognition of Prior Learning (RPL) application covers the skills and knowledge required for obtaining the RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Roads skill set (Traffic Management Implementer 1). This skills set has been created to align to the requirements of individuals responsible for traffic management implementation on a site and road workers under their direction, 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 RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Roads skill set which are;

- **RIICOM201E Communicate in the workplace**
This unit describes the skills and knowledge required to communicate in the workplace in the resources and infrastructure industries and other industries with relevant work practices and procedures. It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take some responsibility for the quality of own work outcomes.
- **RIIRIS301E Apply risk management processes**
This unit describes the skills and knowledge required to apply risk management processes in the mining, drilling and civil infrastructure industry. This unit applies to individuals who contribute to applying risk management processes as part of their responsibilities. This could be an employer, line manager, supervisor, safety representative or employee. This unit applies to those who conduct or assist in conducting risk assessment in the workplace.
- **RIIWH302E Implement traffic management plans**
This unit describes the skills and knowledge required to set out, monitor and close down traffic management plans and traffic guidance schemes in civil construction. It applies to those working in supervisory roles. They generally work in teams in live traffic environments and hold some responsibility for the outcomes of others.
- **RIIWH303 Position, set-up, and program portable traffic control devices**
This unit describes the skills and knowledge required to transport, position, operate, commission and de-commission portable traffic control devices in the civil construction industry. It applies to those working in operational roles. They generally work in teams in live traffic environments under some degree of supervision.

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 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 Implementer TTM Category 1 (RIISS00060)

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

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).			
1	Participated in pre-start meetings including accessed and reviewed the content of the job pack, including Traffic Management Plan (TMP), Traffic Guidance Scheme (TGS) and identified work site requirements		
3	Accessed and checked the functionality of two-way radios		
5	Confirmed the TMP and TGS was suitable for the site conditions, work activities, and conditions, including:		
	• environment suitable		
	• signage sequence		
	• site suitable		
5	• traffic volume as per TGS		
4	Accessed and placed the correct signage in the correct location in accordance with the TGS.		
5	Reviewed the residual risk from TMP and identified, addressed and reported potential risks, hazards and environmental issues and determined control measures		
6	Use mathematical and planning skills to identify and confirm the availability of all necessary resources, including:		
	• Number of personnel required and qualifications		
	• Vehicle and equipment		
	• Managing fatigue and breaks		
7	Provide clear, concise and timely face to face instructions to Traffic Control personnel on TGS set up and TC station positioning, clarifying, and confirming understanding, when needed.		
8	Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities		

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).			
9	Close of site - direct and provide clear and concise instructions to personnel removing signs and devices as per the TGS and manufacturers specifications		
10	Ensure cleaning, checking maintaining and storage of tools and equipment, to meet manufacturers specifications, at the completion of the task		

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		
1	Arrived for work fit for duty (has own PPE, not tired, not impaired by alcohol or drugs). Attended pre-start or handover meetings	<input type="checkbox"/>
2	Accessed and reviewed the content of the job pack, including Traffic Management Plan (TMP), Traffic Guidance Scheme (TGS) and identified work site requirements, including:	<input type="checkbox"/>
	• type of work	<input type="checkbox"/>
	• start/finish time	<input type="checkbox"/>
	• emergency procedures	<input type="checkbox"/>
	• safe working and environmental – SWMS/JSEA	<input type="checkbox"/>
	• permit requirements	<input type="checkbox"/>
	• communication systems	<input type="checkbox"/>
	• qualified personnel and resources – type and number	<input type="checkbox"/>
	• site specific safety documents, including risk assessment and residual risk register	<input type="checkbox"/>
	• signage sequence	<input type="checkbox"/>
	• equipment requirements	<input type="checkbox"/>
• legal requirements	<input type="checkbox"/>	
3	Confirmed the TMP and TGS was suitable for the site conditions, work activities, and conditions, including:	
	• environment suitable	<input type="checkbox"/>
	• signage sequence	<input type="checkbox"/>
	• site suitable	<input type="checkbox"/>
	• traffic volume as per TGS	<input type="checkbox"/>
4	Contacted the Traffic Management Designer/Supervisor if they needed clarification on TMP/TGS implementation.	<input type="checkbox"/>
5	Reviewed the residual risk from TMP and identified, addressed and reported potential risks, hazards and environmental issues and determined control measures including	
	• involving others in risk	<input type="checkbox"/>
	• documenting risk process	<input type="checkbox"/>
	• gaining approval where necessary to implement	<input type="checkbox"/>
	• escape path	<input type="checkbox"/>
	• vulnerable road users	<input type="checkbox"/>
	Able to explain how to identify if risk is acceptable or unacceptable	<input type="checkbox"/>

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
6	Use mathematical and planning skills to identify and confirm the availability of all necessary resources, including:	<input type="checkbox"/>
	<ul style="list-style-type: none"> • number of personnel required and qualifications 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • vehicle and equipment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • managing fatigue and breaks 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • signs, devices and PTC D 	<input type="checkbox"/>
7	Provide clear, concise and timely face to face instructions to Traffic Control personnel on TGS set up and TC station positioning, clarifying, and confirming understanding, when needed including	
	<ul style="list-style-type: none"> • task and reporting requirements 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • radio communications 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • emergency procedures 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • equipment checks and requirements 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • PTC D requirements, if applicable 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Traffic Controller tasks 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Traffic Controller location 	<input type="checkbox"/>
8	Apply safe manual handling procedures for self and others, when lifting, pushing, pulling, holding, throwing and/or carrying equipment.	<input type="checkbox"/>
9	Check signs and devices are positioned and installed correctly, and documents completed including signs and devices being:	<input type="checkbox"/>
	<ul style="list-style-type: none"> • PTC D and TC locations 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • PTC D is set up and programmed according to the TGS 	<input type="checkbox"/>
10	Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use including:	
	<ul style="list-style-type: none"> • pathway is clear of slip or trip hazards 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • cables and hoses clear of pathways or appropriately covered 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • walk through of pedestrian control measures 	<input type="checkbox"/>
11	Coordinate/conduct any adjustments of signage or devices within tolerances and their role including:	
	<ul style="list-style-type: none"> • ensure can be clearly seen by road users 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • State/Territory requirements 	<input type="checkbox"/>
12	Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities.	
	<ul style="list-style-type: none"> • Contact the TMD if modifications were required to the TGS including: 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • clearly communicate issue/s with TMD 	<input type="checkbox"/>

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
	<ul style="list-style-type: none"> coordinate/conduct modification if authorised 	<input type="checkbox"/>
	<ul style="list-style-type: none"> document discussion and outcomes (noted on TGS) 	<input type="checkbox"/>
13	Maintain traffic flow by moving signage within tolerances / approved modifications, due to traffic management crew reports and site observations when and if required.	<input type="checkbox"/>
14	Close of site: Direct and provide clear and concise instructions to personnel removing signs and devices as per the TGS and manufacturers specifications to ensure:	<input type="checkbox"/>
	<ul style="list-style-type: none"> correct sequence 	<input type="checkbox"/>
	<ul style="list-style-type: none"> regulatory signs uncovered, where required 	<input type="checkbox"/>
	<ul style="list-style-type: none"> cover signs if unattended site 	<input type="checkbox"/>
	<ul style="list-style-type: none"> removed signs, where required 	<input type="checkbox"/>
	<ul style="list-style-type: none"> PTCD auto program, if necessary 	<input type="checkbox"/>
	<ul style="list-style-type: none"> remediation conducted if necessary 	<input type="checkbox"/>
	<ul style="list-style-type: none"> clarifying and confirming understanding, when needed 	<input type="checkbox"/>
	<ul style="list-style-type: none"> confirms roadway safe for public/vehicle usage 	<input type="checkbox"/>
	<ul style="list-style-type: none"> drive/walk through inspection 	<input type="checkbox"/>
	<ul style="list-style-type: none"> use appropriate short term low impact work methods for sign and device removal 	<input type="checkbox"/>
15	Ensure cleaning, checking maintaining and storage of tools and equipment, to meet manufacturers specifications, at the completion of the task including:	
	<ul style="list-style-type: none"> UHF radio, checked and charged 	<input type="checkbox"/>
	<ul style="list-style-type: none"> PTCD 	<input type="checkbox"/>
	<ul style="list-style-type: none"> ensure the work area is appropriately cleared and no signage and devices are left behind 	<input type="checkbox"/>
	<ul style="list-style-type: none"> remove and clean sign/s if site is finished 	<input type="checkbox"/>
	<ul style="list-style-type: none"> remove personal rubbish and other environmental impacts, if necessary. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> document and report damaged and faulty equipment 	<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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