



Recognition of Prior
Learning – Applicant

Temporary Traffic Management National Training Program: Traffic Management Implementer 3 (TMI3) Version 1

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Version	Date	Comment
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About This Qualification

A Traffic Management Implementer is the person in charge of implementing the TTM at each worksite and is responsible for recording and summarising all adjustments or approved modifications made to the TTM on the TMP and TGS. Additionally, they are responsible for monitoring the performance and effectiveness of the implemented TGS.

This Recognition of Prior Learning (RPL) application covers the skills and knowledge required for obtaining the RIISS00062 – Traffic Management Implementer – Motorways and Freeways skill set (Traffic Management Implementer 3). This skill 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 3 environments. For further information visit [Temporary Traffic Management | Austroads](#)

This RPL application covers the content of all units within the RIISS00062 – Traffic Management Implementer – for Motorways and Freeways skill set which are;

- **RIIBEF301D Run on-site operations**

This unit describes a participant's skills and knowledge required to run on-site operations in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational or supervisory roles.

- **RIIWHS305 Implement traffic management plans on motorways and freeways**

This unit describes the skills and knowledge required to set out, monitor and close down traffic management plans and traffic guidance schemes on motorways and freeways requiring temporary traffic management.

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. This unit applies to temporary traffic management on roads that include the following characteristics:

- any motorway or freeway and associated on-ramp or off-ramp; or
- any grade separated road with:
 - speed limits greater than or equal to 90km/h; and
 - traffic volumes generally greater than 20,000 vehicles per day (Average Annual Daily Traffic (AADT)).

This unit is appropriate for individuals who have completed at least 12 temporary traffic management set ups within the last 12 months, including at least one higher speed road set up.

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 Implementer TTM Category 3 (RIISS00062)

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).			
Your evidence must demonstrate implementing traffic management plans, traffic guidance schemes and risk management on motorways and freeways on at least three separate live traffic projects , including:			
1	Evidence of completing at least two of the following:		
	• a tunnel or on-ramp or off-ramp		
	• mobile works including use of a convoy		
	• static works including multiple lane closures		
	• truck mounted attenuator setup		
	• deployment vehicle operations, including cone trucks and/or rumble strips		
2	Evidence of setting out traffic guidance schemes for at least two of the following:		
	• lane use management system		
	• variable message signs		
	• variable speed limit signs		
	• safety barriers staging to suit changing work site requirements		
	• catering for over dimension vehicles		
	• portable traffic control devices		
• deployment of traffic cones, bollards or rumble strips.			

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		
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"/>
	• legal/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"/>
• equipment requirements	<input type="checkbox"/>	
3	Confirmed the TMP and TGS was suitable for the site conditions, work activities, and conditions, including:	
	• signage sequence	<input type="checkbox"/>
	• traffic volume as per TGS, is accurate	<input type="checkbox"/>
	• vulnerable road user movement projection is accurate	<input type="checkbox"/>
	• confirm intersection and control signal changes are approved by traffic control centres	<input type="checkbox"/>
	• weather conditions	<input type="checkbox"/>
	• align with project scope and project requirements	<input type="checkbox"/>
	• contact the Traffic Management Designer / Supervisor if they needed clarification on TMP / TGS implementation.	<input type="checkbox"/>

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
4	Reviewed the residual risk from TMP and identified, addressed and reported potential risks, hazards and environmental issues and determined control measures including	
	• using risk assessment processes	<input type="checkbox"/>
	• confirming unacceptable risk criteria and levels	<input type="checkbox"/>
	• involving others in risk management process	<input type="checkbox"/>
	• uses industry terminology	<input type="checkbox"/>
	• documenting correctly	<input type="checkbox"/>
	• traffic volume and composition	<input type="checkbox"/>
	• feasibility of controls	<input type="checkbox"/>
	• incident and emergency response	<input type="checkbox"/>
5	Identifies/participates in the identification of adjustments required to SWMS/JSA and risk documentation based on site conditions, likelihood and risk of an incident occurring where applicable.	<input type="checkbox"/>
	• consult using terminology and confirming understanding	<input type="checkbox"/>
	• identify feasible control options and selects viable resourced controls	<input type="checkbox"/>
	• pass on changed information	<input type="checkbox"/>
6	Calculate, identify, confirm authorisation, and suitably document all necessary resources where available including:	<input type="checkbox"/>
	• request personnel if required	<input type="checkbox"/>
	• manage within budgets provided	<input type="checkbox"/>
	• ensure consumables are supplied and sufficient throughout	<input type="checkbox"/>
	• vehicles	<input type="checkbox"/>
	• operational safety equipment and PPE	<input type="checkbox"/>
7	Confirm required effective liaison and communication activities were functional and carried out by all according to instructions and procedures	<input type="checkbox"/>
8	Provide suitable, clear instructions daily to Traffic Control (TC) personnel, and initially to new site personnel and site visitors	<input type="checkbox"/>
9	Implements TGS and risk management strategies in conjunction with others dealing appropriately with risks, hazards and deviations not yet addressed	<input type="checkbox"/>
10	Position and re-check TGS signs and devices are accurately positioned, installed correctly and compliantly	<input type="checkbox"/>

TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE		
11	Check and confirm pedestrian pathways, cycle lanes, public transport stops, and signs and devices are accurately positioned and installed correctly and are safe for use	<input type="checkbox"/>
12	Coordinate/carry out any adjustments of signage or devices within tolerances and their role, keeping accurate records and applying for new resources as required.	<input type="checkbox"/>
13	Contact the TMD if modifications were required to the TGS	<input type="checkbox"/>
14	Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities	<input type="checkbox"/>
15	Confirm self and roadwork crew were using correct PPE, protected from work site hazards and the work site is emergency management accessible	<input type="checkbox"/>
16	Use communication systems to confirm the monitoring TGS and of traffic flow by required personnel as per TGS, gathering information for providing regular reports.	<input type="checkbox"/>
17	Maintain traffic flow by moving signage and/or adjusting signals within tolerances when and if required	<input type="checkbox"/>
18	Monitor work activities and apply required measures to mitigate and address emergencies and non-conformance	<input type="checkbox"/>
19	Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response	<input type="checkbox"/>
20	Monitors worksite for hazards that may impact on traffic management and workers safety and implements appropriate risk response	<input type="checkbox"/>
21	Respond to incidents of offending road users, observing privacy requirements appropriately.	<input type="checkbox"/>
22	Confirm and ensure separation between workers and live traffic, ensuring monitoring of site traffic flow to confirm TGS is effective.	<input type="checkbox"/>
23	Close of site: Direct and provide clear and concise instructions to personnel removing signs and devices as per the TGS and manufacturers specifications.	<input type="checkbox"/>
24	Ensure the work area is appropriately cleared of signage, devices and contamination, leaving minimal environmental impact.	<input type="checkbox"/>
25	Ensure tools and equipment are safely cleaned, checked, maintained and stored to housekeeping procedure requirements and manufacturers specifications, including accurate recording of activities.	<input type="checkbox"/>

I certify that **(add name of applicant)** has undertaken the activities as ticked above on a motorway or freeway with the following conditions (cross out those that do not apply)

Implement TMP on a motorway or freeway	
A motorway or freeway with:	
a tunnel or an on-ramp or off-ramp	mobile works including use of a convoy
static works including multiple lane closures	truck mounted attenuator setup
deployment vehicle operations, including cone trucks and/or rumble strips	contraflow
Setting out the TGS on a motorway or freeway for at least one of the following (cross out those that are not applicable)	
lane use management system	variable message signs
variable speed limit signs	safety barriers
staging to suit changing work site requirements	deployment of traffic cones, bollards or rumble strips
portable traffic control devices	catering for over dimension vehicles

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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