

## RPL APPLICANT CHECKLIST FOR TRAFFIC MANAGEMENT – FOR TC1

Please use this RPL Checklist for TC1 to collect and tick off the required evidence for your RPL Application.

All Mandatory Evidence must be collected in order for an RPL to be granted, you may choose to also provide supplementary evidence to support your application, such as an up-to-date resume, job sheets, logbooks, site training records etc.

Complete the checklist/s below only for the Categories you are wishing to complete your RPL for.

Be sure to read any information in each section and place a tick in the Applicant Box as you collect your evidence.

NAME:			
<b>MANDATORY EVIDENCE FOR TC1</b>		<b>APPLICANT</b>	<b>RTO VERIFIED</b>
<p><b>White Card (Construction Induction) – Statement of Attainment</b></p> <p>A White Card itself DOES NOT meet entry requirements as the issuance of this White Card may not have been issued against CPCWHS1001 Prepare to work safely in the construction industry or equivalent.</p> <p>A Statement of Attainment will need to be presented as evidence –  <u>Acceptable course codes and names are as follows –</u></p> <ul style="list-style-type: none"> <li>• CPCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCOHS1001A – Work safely in the construction industry</li> </ul>			
<p><b>Current or recently expired Traffic Controller Certificate</b></p> <p>Evidence of holding at a minimum RIIWHS205E Control traffic with stop/slow bat</p>			
<p><b>Letter from Employer</b></p> <p>A thorough letter from your current or very recent employer stating your traffic control/management experience.</p> <p>If possible, please have your employer write your length of employment and include tasks/jobs you have been involved in, such as including the road category types, if you have operated communication devices, portable traffic signals and been involved with hazard identification and control.</p> <p>The more information on this letter the better, a simple letter stating you have been a traffic controller for 6 months may not be sufficient for validity purposes.</p>			
<p><b>Safe Work Method Statement</b></p> <p><u>ONE (1)</u> copy of a signed Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA/JSEA) or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite.</p>			
<p><b>Traffic Guidance Scheme</b></p> <p><u>ONE (1)</u> copy of a Traffic Guidance Scheme (TGS) in which you have conducted traffic controller duties. This can be on any Category Road.</p>			
<p><b>Traffic Guidance Scheme involving use of a PTS (OPTIONAL)</b></p> <p><u>ONE (1)</u> copy of a Traffic Guidance Scheme (TGS) in which you have conducted traffic controller duties using a Portable Traffic Signal (PTS). <i>(This is optional).</i></p>			

## RPL APPLICANT CHECKLIST FOR TRAFFIC MANAGEMENT – **FOR TMI1**

Please use this RPL Checklist for TMI1 to collect and tick off the required evidence for your RPL Application.

All Mandatory Evidence must be collected in order for an RPL to be granted, you may choose to also provide supplementary evidence to support your application, such as an up-to-date resume, job sheets, logbooks, site training records etc.

Complete the checklist/s below only for the Categories you are wishing to complete your RPL for.

Be sure to read any information in each section and place a tick in the Applicant Box as you collect your evidence.

<b>NAME:</b>			
<b>MANDATORY EVIDENCE FOR TMI1</b>		<b>APPLICANT</b>	<b>RTO VERIFIED</b>
<p><b>White Card (Construction Induction) – Statement of Attainment</b></p> <p>A White Card itself DOES NOT meet entry requirements as the issuance of this White Card may not have been issued against CPCWHS1001 Prepare to work safely in the construction industry or equivalent.</p> <p>A Statement of Attainment will need to be presented as evidence –  <u>Acceptable course codes and names are as follows –</u></p> <ul style="list-style-type: none"> <li>• CPCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCOHS1001A – Work safely in the construction industry</li> </ul>			
<p><b>Current or recently expired Traffic Management Implementer Certificate</b></p> <p>Evidence of holding at a minimum RIWHS302E Implement traffic management plans</p>			
<p><b>Letter from Employer</b></p> <p>A thorough letter from your current or very recent employer stating your traffic control/management experience.</p> <p>If possible, please have your employer write your length of employment and include tasks/jobs you have been involved in, such as including the road category types and the type of set-up such as a lane closure of lateral shift set-up, if you have operated communication devices, involved with set up and pack up of a TGS and if you have been involved with hazard identification and control.</p> <p>The more information on this letter the better, a simple letter stating you have been a traffic controller for 6 months may not be sufficient for validity purposes.</p>			
<p><b>Safe Work Method Statement</b></p> <p><u>ONE (1)</u> copy of a signed Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA/JSEA) or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite.</p>			
<p><b>Traffic Guidance Scheme</b></p> <p><u>ONE (1)</u> copy of a Traffic Guidance Scheme (TGS) you have set-up and packed-up. This can be on any Category Road.</p>			

## RPL APPLICANT CHECKLIST FOR TRAFFIC MANAGEMENT – FOR TC2

Please use this RPL Checklist for TC2 to collect and tick off the required evidence for your RPL Application.

All Mandatory Evidence must be collected in order for an RPL to be granted, you may choose to also provide supplementary evidence to support your application, such as an up-to-date resume, job sheets, logbooks, site training records etc.

Complete the checklist/s below only for the Categories you are wishing to complete your RPL for.

Be sure to read any information in each section and place a tick in the Applicant Box as you collect your evidence.

<b>NAME:</b>			
<b>MANDATORY EVIDENCE FOR TC2</b>		<b>APPLICANT</b>	<b>RTO VERIFIED</b>
<p><b>White Card (Construction Induction) – Statement of Attainment</b></p> <p>A White Card itself DOES NOT meet entry requirements as the issuance of this White Card may not have been issued against CPCWHS1001 Prepare to work safely in the construction industry or equivalent.</p> <p>A Statement of Attainment will need to be presented as evidence –  <u>Acceptable course codes and names are as follows –</u></p> <ul style="list-style-type: none"> <li>• CPCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCOHS1001A – Work safely in the construction industry</li> </ul>			
<p><b>Current or recently expired Traffic Controller Certificate</b></p> <p>Evidence of holding at a minimum RIIWHS205E Control traffic with stop/slow bat</p>			
<p><b>Letter from Employer</b></p> <p>A thorough letter from your current or very recent employer stating your traffic control/management experience.</p> <p>If possible, please have your employer write your length of employment and include tasks/jobs you have been involved in, such as including the road category types, if you have operated communication devices, portable traffic signals and been involved with hazard identification and control.</p> <p>The more information on this letter the better, a simple letter stating you have been a traffic controller for 6 months may not be sufficient for validity purposes.</p>			
<p><b>Safe Work Method Statement</b></p> <p>A copy of <u>TWO (2)</u> separate signed Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA/JSEA) or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite on a <u>Category 2 Road</u>.</p>			
<p><b>Traffic Guidance Scheme</b></p> <p>A copy of <u>TWO (2)</u> separate Traffic Guidance Schemes (TGS) in which you have conducted traffic controller duties on a <u>Category 2 Road</u>.</p>			

## RPL APPLICANT CHECKLIST FOR TRAFFIC MANAGEMENT – **FOR TM12**

Please use this RPL Checklist for TM12 to collect and tick off the required evidence for your RPL Application.

All Mandatory Evidence must be collected in order for an RPL to be granted, you may choose to also provide supplementary evidence to support your application, such as an up-to-date resume, job sheets, logbooks, site training records etc.

Complete the checklist/s below only for the Categories you are wishing to complete your RPL for.

Be sure to read any information in each section and place a tick in the Applicant Box as you collect your evidence.

<b>NAME:</b>		
<b>MANDATORY EVIDENCE FOR TM12</b>		<b>APPLICANT</b>
<p><b>White Card (Construction Induction) – Statement of Attainment</b></p> <p>A White Card itself DOES NOT meet entry requirements as the issuance of this White Card may not have been issued against CPCWHS1001 Prepare to work safely in the construction industry or equivalent.</p> <p>A Statement of Attainment will need to be presented as evidence –  <u>Acceptable course codes and names are as follows –</u></p> <ul style="list-style-type: none"> <li>• CPCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCOHS1001A – Work safely in the construction industry</li> </ul>		
<p><b>Current or recently expired Traffic Management Implementer Certificate</b></p> <p>Evidence of holding at a minimum RIWHS302E Implement traffic management plans</p>		
<p><b>Letter from Employer</b></p> <p>A thorough letter from your current or very recent employer stating your traffic control/management experience.</p> <p>If possible, please have your employer write your length of employment and include tasks/jobs you have been involved in, such as including the road category types and the type of set-up such as a lane closure of lateral shift set-up, if you have operated communication devices, involved with set up and pack up of a TGS and if you have been involved with hazard identification and control.</p> <p>The more information on this letter the better, a simple letter stating you have been a traffic controller for 6 months may not be sufficient for validity purposes.</p>		
<p><b>Safe Work Method Statement</b></p> <p>A copy of <u>THREE (3)</u> separate signed Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA/JSEA) or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite on a <u>Category 2 Road</u>.</p>		
<p><b>Traffic Guidance Scheme</b></p> <p>A copy of <u>THREE (3)</u> separate Traffic Guidance Schemes (TGS) you have set-up and packed-up on a <u>Category 2 Road</u>. A range of different types of set-ups is preferred.</p>		

## RPL APPLICANT CHECKLIST FOR TRAFFIC MANAGEMENT – FOR TMI3

Please use this RPL Checklist for TMI3 to collect and tick off the required evidence for your RPL Application.

All Mandatory Evidence must be collected in order for an RPL to be granted, you may choose to also provide supplementary evidence to support your application, such as an up-to-date resume, job sheets, logbooks, site training records etc.

Complete the checklist/s below only for the Categories you are wishing to complete your RPL for.

Be sure to read any information in each section and place a tick in the Applicant Box as you collect your evidence.

<b>NAME:</b>		
<b>MANDATORY EVIDENCE FOR TMI3</b>		<b>APPLICANT</b>
<p><b>White Card (Construction Induction) – Statement of Attainment</b></p> <p>A White Card itself DOES NOT meet entry requirements as the issuance of this White Card may not have been issued against CPCWHS1001 Prepare to work safely in the construction industry or equivalent.</p> <p>A Statement of Attainment will need to be presented as evidence –  <u>Acceptable course codes and names are as follows –</u></p> <ul style="list-style-type: none"> <li>• CPCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCWHS1001 – Prepare to work safely in the construction industry</li> <li>• CPCCOHS1001A – Work safely in the construction industry</li> </ul>		
<p><b>Current or recently expired Traffic Management Implementer Certificate</b></p> <p>Evidence of holding at a minimum RIIWHS302E Implement traffic management plans</p>		
<p><b>Letter from Employer</b></p> <p>A thorough letter from your current or very recent employer stating your traffic control/management experience.</p> <p>If possible, please have your employer write your length of employment and include tasks/jobs you have been involved in, such as including the road category types and the type of set-up such as a lane closure of lateral shift set-up, if you have operated communication devices, involved with set up and pack up of a TGS and if you have been involved with hazard identification and control.</p> <p>The more information on this letter the better, a simple letter stating you have been a traffic controller for 6 months may not be sufficient for validity purposes.</p>		
<p><b>Safe Work Method Statement</b></p> <p>A copy of <u>THREE (3)</u> separate signed Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA/JSEA) or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite on a <u>Category 3 Road</u>.</p>		
<p><b>Traffic Guidance Scheme</b></p> <p>A copy of <u>THREE (3)</u> separate Traffic Guidance Schemes (TGS) you have set-up and packed-up on a <u>Category 3 Road</u>. A range of different types of set-ups is preferred.</p>		

## EXAMPLE ON HOW TO COMPLETE RPL APPLICATION FORM

We are noticing some confusion by applicants particularly in relation to section 5 Workplace Validation and section 6 Evidence Table.

Please follow the MANDATORY EVIDENCE in our checklist. For example, TC1 states ONE TGS to be provided while section 5 (1) states on at least two occasions. If you can provide ONE TGS then place a tick in A as Star Training provides further gap training to meet all requirements of the RPL. Only tick/cross the numbers in which you can provide evidence. For example, if you can provide evidence for number 4 then tick/cross. You will notice below that this applicant did not tick number 4. Not to worry as the Applicant will complete and incident Report with Star Training and Assessing.

In the section 6 Evidence Table you are to write what evidence you are providing that match with the numbers in section 5 Workplace Validation table. Below is an example of how to complete these tables. Remember ALL MANDATORY EVIDENCE in the RPL Applicant Checklist for Traffic Management Document must be provided.

<b>5. Workplace Validation</b>		<b>A</b>	<b>V</b>
Complete the column marked <b>A</b> (applicant) by placing a tick or a cross to show if you can address the requirement (tick = yes, cross = no).			
1	Controlled traffic using a stop/slow bat on at least 2 occasions.	<b>x</b>	
2	Must have directed pedestrian traffic on at least one occasion. Pedestrian traffic must include: <ul style="list-style-type: none"> <li>• those with mobility issues OR</li> <li>• pedestrians with prams OR</li> <li>• cyclists</li> </ul> <i>(applicant to identify which of the above categories is relevant)</i>	<b>x</b>	
3	Coordinated operations with a pilot vehicle in a shuttle flow arrangement	<b>x</b>	
4	Completed at least one incident report <i>(attach a copy of an incident report generated by the applicant)</i>		
5	Controlled traffic using a PTCD (either a PTSS or boom barrier) on at least two occasions.	<b>x</b>	
6	Evidence of a minimum of 20 hours undertaking the above (no clarity required around percentage of PTCD / Stop-Slow bat)	<b>x</b>	
7	Operate communication devices correctly including ensuring devices are fit for purpose, communication is delivered in a clear and concise manner; take, confirm and pass on messages promptly to others and use correct terminology.	<b>x</b>	

<b>6. Evidence Table</b>		
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	Copy of a TGS	1, 2, 3, 5, 6
B	Letter from Employer	1, 2, 3, 5, 6, 7
C	Job sheets	1, 2, 3, 5, 6
D		
E		

**Send this completed checklist along with all completed RPL Application Forms and all required evidence to –**

**[traffic@startraining.com.au](mailto:traffic@startraining.com.au) with TRAFFIC RPL in the subject line.**

**If possible, please clearly name all attachments, (for example “Traffic Guidance Scheme”, “White Card SOA”, “Letter From Employer”).**

**Your application will be reviewed and we’ll get in touch and provide feedback or an outcome.**