**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.

|  |  |
| --- | --- |
| NAME:  |  |
| **MANDATORY EVIDENCE FOR TMI1** | **APPLICANT** | **RTO VERIFIED** |
| **White Card (Construction Induction) – Statement of Attainment**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. A Statement of Attainment or USI Transcript will need to be presented as evidence –Acceptable course codes and names are as follows –* CPCWHS1001 – Prepare to work safely in the construction industry
* CPCCWHS1001 – Prepare to work safely in the construction industry
* CPCCOHS1001A – Work safely in the construction industry
 |  |  |
| **Current or recently expired Traffic Management Implementer Certificate**Evidence of holding at a minimum RIIWHS302E Implement traffic management plans |  |  |
| **Letter from Employer**A thorough letter from your current or very recent employer stating your traffic control/management experience.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.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. |  |  |
| **Safe Work Method Statement****ONE (1)** copy of a signed Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA/JSEA) or Pre-Start Checklist or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite. |  |  |
| **Traffic Guidance Scheme****ONE (1)** copy of a Traffic Guidance Scheme (TGS) you have set-up and packed-up. This can be on any Category Road. |  |  |

**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 MANDTATORY EVIDENCE in the RPL Applicant Checklist for Traffic Management Document must be provided.





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

**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.**



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Only an approved Training Provider is permitted to use this training resource. An Approved Training Provider is a Registered Training Organisation that has been approved by a road agency to deliver this National Temporary Traffic Management Training Program.

|  |  |  |
| --- | --- | --- |
| Version | Date | Comment |
| 1.0 | October 2022 | Approved – Austroads Temporary Traffic Management Task Force |

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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](https://austroads.com.au/network-operations/temporary-traffic-management/training/riiss0060).

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.
* RIIWHS302E 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.
* RIIWHS303 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.
2. Locate evidence of your workplace (practical) experience and formal/informal training.
3. Complete and submit the RPL Application form.
4. Your assessor will review your application and evidence and, if required, will call you to clarify/discuss further.
5. 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.
6. 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.

1. Collect any certificates from in-house or formal training you have successfully completed.
2. 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?**  [ ]  Yes [ ]  No |
| **If yes, is your occupation related to the qualification you are seeking RPL for?**  [ ]  Yes [ ]  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?** [ ]  Yes [ ] No |
| **Name of course or qualification** | **Completion date (month, year)**  | **Country** | **Name of Training Organisation** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **4. Other Training/Certificates Completed (non-accredited)** |
| **Name of course or qualification** | **Completion date (month, year)**  | **Country** | **Name of Training Organisation** |
|  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| **Workplace Validation**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).  | **A** | **V** |
| 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
 |  |  |
|  | * 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**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).  | **A** | **V** |
| 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[ ]  Less than 1 year [ ]  1–2 years [ ]  2–5 years [ ]  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 | [ ]   |
| 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: | [ ]   |
| * type of work
 | [ ]   |
| * start/finish time
 | [ ]   |
| * emergency procedures
 | [ ]   |
| * safe working and environmental – SWMS/JSEA
 | [ ]   |
| * permit requirements
 | [ ]   |
| * communication systems
 | [ ]   |
| * qualified personnel and resources – type and number
 | [ ]   |
| * site specific safety documents, including risk assessment and residual risk register
 | [ ]   |
| * signage sequence
 | [ ]   |
| * equipment requirements
 | [ ]   |
| * legal requirements
 | [ ]   |
| 3 | Confirmed the TMP and TGS was suitable for the site conditions, work activities, and conditions, including: |
|  | * environment suitable
 | [ ]   |
|  | * signage sequence
 | [ ]   |
|  | * site suitable
 | [ ]   |
|  | * traffic volume as per TGS
 | [ ]   |
| 4 | Contacted the Traffic Management Designer/Supervisor if they needed clarification on TMP/TGS implementation. | [ ]   |
| 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
 | [ ]   |
|  | * documenting risk process
 | [ ]   |
|  | * gaining approval where necessary to implement
 | [ ]   |
|  | * escape path
 | [ ]   |
|  | * vulnerable road users
 | [ ]   |
|  | Able to explain how to identify if risk is acceptable or unacceptable | [ ]   |

|  |
| --- |
| **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: | [ ]   |
|  | * number of personnel required and qualifications
 | [ ]   |
|  | * vehicle and equipment
 | [ ]   |
|  | * managing fatigue and breaks
 | [ ]   |
|  | * signs, devices and PTCD
 | [ ]   |
| 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 |
|  | * task and reporting requirements
 | [ ]   |
|  | * radio communications
 | [ ]   |
|  | * emergency procedures
 | [ ]   |
|  | * equipment checks and requirements
 | [ ]   |
|  | * PTCD requirements, if applicable
 | [ ]   |
|  | * Traffic Controller tasks
 | [ ]   |
|  | * Traffic Controller location
 | [ ]   |
| 8 | Apply safe manual handling procedures for self and others, when lifting, pushing, pulling, holding, throwing and/or carrying equipment. | [ ]   |
| 9 | Check signs and devices are positioned and installed correctly, and documents completed including signs and devices being: | [ ]   |
|  | * PTCD and TC locations
 | [ ]   |
|  | * PTCD is set up and programmed according to the TGS
 | [ ]   |
| 10 | Check and confirm pedestrian pathways and signs and devices are positioned and installed correctly and are safe for use including: |
|  | * pathway is clear of slip or trip hazards
 | [ ]   |
|  | * cables and hoses clear of pathways or appropriately covered
 | [ ]   |
|  | * walk through of pedestrian control measures
 | [ ]   |
| 11 | Coordinate/conduct any adjustments of signage or devices within tolerances and their role including: |
|  | * ensure can be clearly seen by road users
 | [ ]   |
|  | * State/Territory requirements
 | [ ]   |
| 12 | Confirm traffic management plan is implemented correctly and report to supervisor in charge of site so roadwork crew can begin activities. |
|  | * Contact the TMD if modifications were required to the TGS including:
 | [ ]   |
|  | * clearly communicate issue/s with TMD
 | [ ]   |

|  |
| --- |
| **TICK THE SKILLS THE APPLICANT HAS SUCCESSFULLY COMPLETED IN THE WORKPLACE** |
|  | * coordinate/conduct modification if authorised
 | [ ]   |
|  | * document discussion and outcomes (noted on TGS)
 | [ ]   |
| 13 | Maintain traffic flow by moving signage within tolerances / approved modifications, due to traffic management crew reports and site observations when and if required. | [ ]   |
| 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: | [ ]   |
|  | * correct sequence
 | [ ]   |
|  | * regulatory signs uncovered, where required
 | [ ]   |
|  | * cover signs if unattended site
 | [ ]   |
|  | * removed signs, where required
 | [ ]   |
|  | * PTCD auto program, if necessary
 | [ ]   |
|  | * remediation conducted if necessary
 | [ ]   |
|  | * clarifying and confirming understanding, when needed
 | [ ]   |
|  | * confirms roadway safe for public/vehicle usage
 | [ ]   |
|  | * drive/walk through inspection
 | [ ]   |
|  | * use appropriate short term low impact work methods for sign and device removal
 | [ ]   |
| 15 | Ensure cleaning, checking maintaining and storage of tools and equipment, to meet manufacturers specifications, at the completion of the task including: |
|  | * UHF radio, checked and charged
 | [ ]   |
|  | * PTCD
 | [ ]   |
|  | * ensure the work area is appropriately cleared and no signage and devices are left behind
 | [ ]   |
|  | * remove and clean sign/s if site is finished
 | [ ]   |
|  | * remove personal rubbish and other environmental impacts, if necessary.
 | [ ]   |
|  | * document and report damaged and faulty equipment
 | [ ]   |

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@startraining.com.au

Your ATP will review your application and contact you:

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

