**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 box as you collect your evidence.

|  |  |  |
| --- | --- | --- |
| NAME: |  | |
| **MANDATORY EVIDENCE FOR TC2** | | **TICK IF SUPPLIED** |
| **Evidence of holding the Austroads TC1 Skill Set (if applicable)**  Evidence of holding the Austroads TC1 Skill Set.  This is only required if you are only applying for the TC2 RPL and already hold the TC1 Skillset. | |  |
| **Letter from Employer on an Employer Letter Head**  A thorough letter from your current or very recent employer stating your traffic control/management experience. The letter must contain the information below.  Please have your employer state –  - The length of your employment as a TC/TM1 with the company  - The total approximate hours you have used a stop/slow bat to control traffic  - The total approximate number or TMP/TGS you were responsible for implementing  - The category roads you have performed duties Traffic Control/Management on  - The types of set-ups you have implemented  - If you have used communication devices and equipment  - If you have been involved with hazard identification and control | |  |
| **Traffic Guidance Scheme (TGS)**  **TWO (2)** copies of a Traffic Guidance Scheme (TGS) in which you have conducted traffic controller duties on a Category 2 Road. These must be different projects and within the past 6-12 months.  Note: There must be a traffic controller (with a stop-slow bat) shown in the TGS. | |  |

|  |  |
| --- | --- |
| **Pre-Start Hazard Checklists**  A copy of **TWO (2)** Pre-Start Checklists or any other Hazard/Safety Briefing you have been involved in relating to a Traffic Management worksite on a Category 2 Road.  These can include images of your pre-start checklist you have completed on your device, a Safe Work Method Statement (SWMS), Job Safety Analysis (JSA/JSEA) or a Take 5.  These should be linked to the Traffic Guidance Schemes you have provided. |  |
| **OPTIONAL SUPPLEMENTARY EVIDENCE FOR TC2**  These can assist us in making an RPL judgement, but not mandatory. | **TICK IF SUPPLIED** |
| **Resume** |  |
| **Payslips –** Linked to the job evidence you have provided |  |
| **Job dockets –** Linked to the job evidence you have provided |  |
| **Logbooks or Site Training Records** |  |

**PLEASE DO NOT TICK THE BOXES IF YOU ARE NOT EMAILING ALL MANDATORY EVIDENCE WITH YOUR RPL APPLICATION.**

**PLEASE EMAIL THIS COMPLETED DOCUMENT BACK TO** [**traffic@startraining.com.au**](mailto:traffic@startraining.com.au) **with TRAFFIC RPL in the subject line. If possible, name attachments accordingly. Your application will be reviewed and we’ll get in touch to provide feedback or an outcome.**



**Copyright**

© Austroads 2022

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968,* no part may be reproduced by any process without the prior written permission of Austroads.

This training material has been prepared for Austroads as part of its work to improve transport outcomes in Australian and New Zealand.

The text provided in this document may not be edited.

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 |

**Contents**

[**Copyright** 4](#_Toc152572622)

[**About This Qualification** 6](#_Toc152572623)

[**The RPL Application Process** 6](#_Toc152572624)

[**Tips and Hints To Help You Prepare For Recognition** 7](#_Toc152572625)

[Preparing your RPL Application 7](#_Toc152572626)

[**RPL Application Form for Traffic Controller TTM Category 2 (RIISS00059)** 9](#_Toc152572627)

# **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 RIISS00059 - Traffic Controller Skill Set for High Volume Roads skill set (Traffic Controller 2). This skill set has been created to align to the requirements of individuals responsible for traffic control in temporary traffic management 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](https://austroads.com.au/network-operations/temporary-traffic-management/training/riiss00059)

This RPL application covers the content of all units within the RIISS00059 - Traffic Controller Skill Set for High Volume Roads skill set which are;

* RIIWHS207 Control traffic on high volume roads  
  This unit describes the skills and knowledge required to control vehicle and pedestrian traffic using portable traffic control devices on high volume roads and signalised intersections. 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 Controller 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.
3. Have an understanding of the Austroads Guide to Temporary Traffic Management – Parts 1 to 10 – this will be particularly important when you sit your theory assessment. In particular Part 7 which relates to Traffic Controllers.

## 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 Controller TTM Category 2 (RIISS00059)**

|  |  |
| --- | --- |
| **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Other Training/Certificates Completed (non-accredited)** | | | |
| **Name of course or qualification** | **Completion date (month, year)** | **Country** | **Name of Training Organisation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. 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 |
| **Category 2 roads** | | | |
| 1 | Evidence of a minimum of 40 hours experience undertaking traffic control work (either category of road)  This is to include:   * Controlling traffic on road where speed is 60k or more **OR** * Controlling traffic at signalized intersections with lights turned off |  |  |
| **On at least one occasion:** | |  |  |
| 2 | Coordinate operations with a pilot vehicle through a work site **OR** |  |  |
| 3 | Directed traffic on high volume, multi lane roads with one TC per lane **OR** |  |  |
| 4 | Directed pedestrian traffic on at least one occasion.  Pedestrian traffic must include,   * those with mobility issues OR * pedestrians with prams OR * cyclists   *(applicant to identify which one or more pedestrian categories are relevant)* |  |  |

|  |  |  |
| --- | --- | --- |
| **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.

|  |  |
| --- | --- |
| **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 | |

|  |  |
| --- | --- |
| **Type of Duties** (tick the skills the applicant has successfully completed in the workplace) | |
| Please tick which of the following reports/registers has the applicant completed multiple times (e.g. at least 5 to 10 times). | |
| |  |  | | --- | --- | |  | Safe work method statements | |  |  | |  | Job Safety Analysis | |  |  | |  | Incident Report | |  |  | |  | Pre-start checklist | |  |  | |  | Risk Register | | |  |  | | --- | --- | |  | Maintenance request | |  |  | |  | Daily inspections | |  |  | |  | Variations | |  |  | |  | Personal Register | |  |  | |  | Other | |
| **Did the applicant:** | |
| Arrive fit for work  Wear the right PPE  Attend the pre-start meetings  Access all required documents and instructions needed  Ask questions as required  Identify risks on the job and report any hazards they see which are not managed  Input to the risk identification and risk control processes – input to JSEA or SWMS  Check all equipment is serviceable before the shift commences  Conduct radio checks  Access and place correct signage and cones as per the TGS  Undertake manual handling safely  Ensure speed limit has been reduced as required  Position themselves safely to commence their job  Manage site access  Pedestrian control  Control traffic correctly with STOP/SLOW bat  Control traffic using PTCD  Use hand signals correctly  Communicate with colleagues correctly  Work with a piolet vehicle  Lane closure on roadway with 60km/hr. or more limit  Lane closure on roadway with more than 10000 AADT  Signalised intersection (3 way)  Signalised intersection (4 way or more)  Closure of multiple lanes  Following their shift, clean up the area and return all equipment  Clean equipment as required  Put radio batteries/ PTCD on charge  Complete registers and reports as required | |

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](mailto:traffic@startraining.com.au)

Your ATP will review your application and contact you:

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

A screenshot of a computer

Description automatically generated