RAPID PLAN WORKSHOP

BROCHURE 2025

LICENCES 4 WORK

RTO ID 91413

About this Course

This course provides training for personnel who are required to develop, edit, and interpret traffic management plans using RapidPlan software. It is designed for individuals responsible for preparing detailed site plans for temporary traffic management, ensuring plans meet regional standards and regulatory requirements. This course provides the practical knowledge needed to create effective, standards-based plans using RapidPlan's full suite of tools.

Successful completion of this course results in a proficiency in the RapidPlan Software and a Certificate of Participation.

Who is this course for?

This course is suitable for:
- Civil and construction workers involved in traffic planning
- Project managers and permit applicants
- Anyone preparing to enter the traffic management industry including (but not limited to):
  - ‣ Works Supervisors
  - ‣ Surveillance Officers
  - ‣ Road Safety Auditors
  - ‣ Project Managers
  - ‣ Traffic control guidance plan developer

This course is suitable for beginners and all levels of experience.

Course Duration:

This is a 1 day course.

Mode of Delivery/Where is the course held?

This is a face-to-face course is held at one of our training facilities located around Australia. Current locations include:

NSW:
- Bankstown
- Blacktown
- Newcastle

QLD:
- Coopers Plains

WA:
- Kenwick
- Malaga

VIC:
- Sunshine West

This course may also be delivered in the workplace on request.

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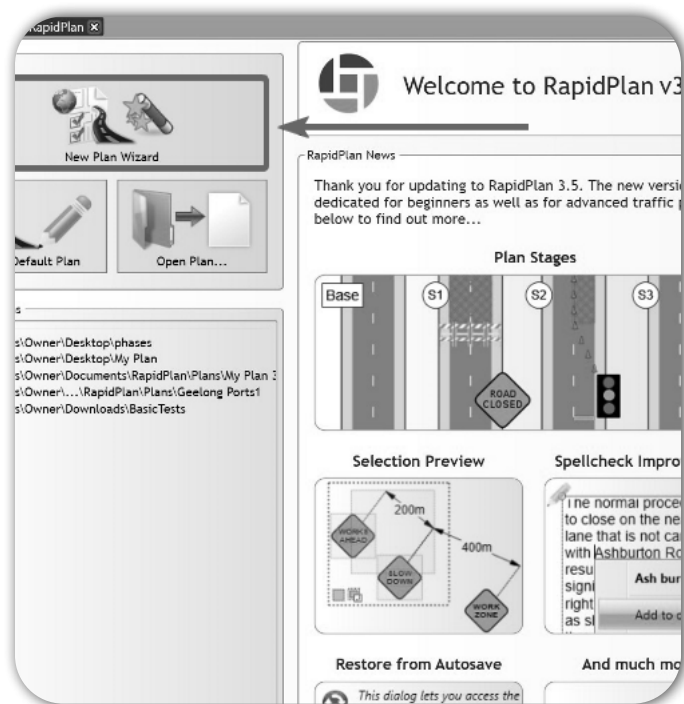DOCUMENT UNCONTROLLED WHEN PRINTED

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Course Pre-Requisites & Requirements

There are no pre-requisites for this course. Completion of the Prepare Work Zone Traffic Management Plan course is not required, but it is highly encouraged to support your understanding and success in this workshop.

What Do I Need to Bring?

- Your ID – 1 legal photo ID is usually sufficient.
- A laptop or tablet to complete the course work. A mobile phone is not suitable.
- A stable and reliable internet connection.

Course Details

What you will learn:

Automatic Road Layouts

Easily search any location in Australia and import road layouts that reflect regional road design standards. RapidPlan automatically includes features such as speed limits, lane widths, rail lines, intersections, and pedestrian pathways — all editable for your project requirements.

Sign and Device Libraries

Access and insert compliant traffic control signs and devices with ease. RapidPlan includes comprehensive libraries for all states and territories, which are regularly updated to reflect current regulations. Students will learn how to locate, modify, and apply signage to match real-world traffic guidance standards.

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Integrated Mapping

Overlay plans onto aerial imagery with RapidPlan's built-in mapping system. Maps from external sources available in Australia, such as GIS systems or online mapping services can also be imported.

Plan Templates

Use and adapt preloaded plan templates to suit different types of work zones and traffic scenarios. This covers how to customise layouts, reposition elements, adjust spacing, and ensure compliance with relevant traffic control codes.

OUTCOME

Course completion results in a proficiency in using Rapid Plan software and Certificate of Participation

Other important information

Complaints & Appeals

If you disagree with the outcome of your assessment, or are not satisfied with the services of the RTO has a fair and transparent complaints and appeals procedure summarised at the end of this course brochure.

Enrolment

Enrolling may be done online or at our office. Once you have completed your booking then you will receive access to your Pre-attendance requirements. Enrolment will be completed on attendance once you have booked into your course.

You may also have to undertake (or you may like to choose to) a Language Literacy and Numeracy assessment to check that you have the required LLN levels to undertake this course and/or that we can support you to achieve the required outcome.

If your enrolment is accepted, you may still require additional LLN support and Reasonable Adjustments applied. You will be notified if this is the case. Please see Reasonable Adjustment information below.

Access and Equity

Just Careers Training abides by the principles of access and equity and offers this course to all applicants regardless of their gender, social, sexual preferences, and political and/or religious beliefs.

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Applicants will be accepted into this course based on the course requirements, including the assessment requirements set out in the National Training Package for this Skill Set.

Language, Literacy & Numeracy Requirements

This course is delivered in English. To be able to successfully complete our training programs, participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language, Literacy and Numeracy assessment.

Recognition of Prior Learning (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

Reasonable Adjustment

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with SafeWork NSW requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place or written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

Participant support

You will be provided with sufficient support to ensure that you attain this Skill Set. This support is limited to support offered throughout the duration of the course and the support that we can provide to you in relation to training and assessment. Support cannot change any of the course requirements. Where we cannot provide you with the support you require, we will provide you with information about where and how you can access any available services.

Your trainer will:
- Explain the course requirements, objectives and outcomes
- Present the required information in an easy to understand format
- Discuss the subject matter, answer your questions and demonstrate the skills required
- Assess you only once you feel (and he/she believes) you are ready for any final assessment

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- Provide options for further training
- Provide you with options, where they exist and are allowable for reasonable adjustment to the training and/or assessment components of this course.

Fees and Charges

For current fees and charges for all our courses and programs, including a full set of the terms and conditions, please visit our website.

Further information

For further information, please contact us and speak to one of our friendly L4W customer service staff, visit our website or refer to your Student Handbook.

Sydney
> www.licences4work.com.au
> (02) 8292 0111

Newcastle
> www.licences4worknewcastle.com.au
> (02) 4954 4101

Brisbane
> www.licences4workbrisbane.com.au
> (07) 2101 2499

Perth
> www.licences4workperth.com.au
> (08) 9344 1704

Melbourne
> www.licences4workmelbourne.com.au
> (03) 9125 1998

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