RIISS00055

Traffic Management Implementer Skill Set

About this Course

This course addresses the skills and knowledge for personnel responsible for traffic management on a site to implement a work zone traffic management plan in the immediate vicinity of a workplace as a **Traffic Management Implementer.**

This course **does not** qualify a participant to control traffic with a stop/slow bat or boom gate, or to modify existing traffic control plans.

This program is suited to those who have traffic controller experience and wish to further their career within the traffic control/management industry.

To obtain a SafeWork NSW Traffic Control Work Training (TCWT) card, training and assessment must be carried out by a SafeWork NSW approved training provider.

This skill set addresses the skills and knowledge required to implement a traffic management plan in Civil construction. This course is appropriate for those working in supervisory roles.

Successful completion of this course is required to attain a SafeWork NSW Traffic Control Work Training (TCWT) card and a Statement of Attainment for the Skill Set.

This course is delivered and assessed by Just Careers Training Pty Ltd, a RTO (RTO 91413) approved to deliver this course and issue the required Skill Set for successful candidates. Just Careers Training also operates as Licences 4 Work. Just Careers Training is approved by SafeWork NSW as a SafeWork NSW Registered Training Organisation.

Who is this course for?

New Entrants

While it is recommended to have traffic control experience. This course is suitable for individuals who have:

- Never worked as a **Traffic Management Implementer** or held a card to Implement Traffic Control Plans in NSW
- Would like to pursue a career as a **Traffic Management Implementer**
- Would like to attain a SafeWork NSW Traffic Control Work Training (TCWT) card

Existing Workers

This course is also suitable for individuals that:

- Work in a role where implementing Traffic Control Plans is undertaken, do not hold a current RMS Photo Card and would therefore require a SafeWork NSW Traffic Control Work Training (TCWT) card in order to undertake duties as a **Traffic Management Implementer**
- Work in a role requiring the a SafeWork NSW Traffic Control Work Training (TCWT) card, however have not worked in that type of traffic control in the preceding 2 years, even if you have a current card.

Recognition of Prior Learning Program (RPL)

If you believe that you have previously undertaken learning and/or have the required skills and knowledge required for a **Traffic Management Implementer** then you may apply for RPL.

Recognition of Prior Learning will be permitted only on the training component of the Units of Competency. The assessment will still need to be undertaken in full as normal for all individuals.

RPL (full or partial) may apply to the following people:

- *Have held a RMS Photo Card for Implement Traffic Control Plans which has since expired without applying for a SafeWork NSW Traffic Control Work Training (TCWT) card*
- *Have held or currently hold the Units of Competency that make up the Skill Set required for attainment of a* SafeWork NSW Traffic Control Work Training (TCWT) card
- *Have recently held or currently hold an authority to conduct implement traffic control plans in another state or territory*
- *Have significant and recent experience in implementing traffic control plans*

What if I hold a current RMS Photo Card?

If you hold a current RMS Traffic Control Photo Card Holder

- Your card is valid until it's expiry date.
- If your card has an expiry date between 1 January and 30 June 2020, you will be permitted in July 2020 to convert to a SafeWork NSW TCWT Card.
- As your expiry date approaches you will be invited to convert to a SafeWork NSW issued Traffic Control Work Training Card (TCWTC).
- You can convert to a SafeWork NSW issued Traffic Control Work Training Card any time after 1 July 2020 for a fee of $28.50 (no GST). A credit card fee applies. Note that fee may increase due to CPI.

Course Pre-requisites and Requirements

Traffic Management Implementers play a critical role in managing traffic safely at worksites. It is vital that anyone performing these duties is aware of the hazards that are present when working in close proximity to traffic.

Traffic Management Implementers are also required as part of their duties and responsibilities to effectively communicate within the workplace as well as with emergency services, WHS authorities and the public. In order to do this, they will have to have a level of Language, Literacy and Numeracy that is sufficient to undertake this role in the workplace.

Applicants may be requested to undertake a Language, Literacy and Numeracy Assessment as part of the enrolment process. This will assist the applicant, as well as the trainer/assessor as to if the applicant should proceed with their enrolment or the level of Language, Literacy and Numeracy Support that may need to be provided to successfully complete the course requirements.

Applicants that do not meet the minimum LLN requirements (average English speaking, reading, writing skills) should not undertake this course. Please contact us to undertake an assessment of your LLN levels BEFORE you book or enrol.

In order to develop / confirm the skills required to work as a Traffic Management Implementer, you will need to demonstrate that you can apply the skills and knowledge that form this course in the real workplace. While completing the training in our training facility will allow you to do most of your course, the final requirement is to undertake real work in a real workplace.

Course Details - Learning and Performance Outcomes

The Skill Set covered by this course includes five (5) Units of Competency:

Unit Code	Unit Title
RIIWHS201E	Work safely and follow WHS policies and work procedures
RIICOM201E	Communicate in the workplace
RIIWHS302E	Implement traffic management plan
RIIWHS303	Position, set up and program portable traffic control devices
RIIRIS301E	Apply Risk Management Processes

Learning Outcomes include:

Communication in the workplace including knowledge of:

- key policies, procedures and documentation required to communicate in the workplace, including:
    - work health and safety procedures
    - emergency communication procedures.
- communication systems and equipment types, characteristics, technical capabilities and limitations, including:
    - safety requirements
    - common faults
    - maintenance records.

- key communications devices

Working safely and following WHS **(Workplace Health and Safety)** policies and procedures including:

- key legislation required to work safely and follow WHS policies and procedures
- key policies, procedures and documentation, including those related to:
  - o complying with isolation procedures
  - o site safety procedures
  - o work health and safety procedures, including reporting requirements
  - o equipment safety procedures
  - o complying with safety data sheets
  - o hazardous substance handling and techniques
  - o fitness of duty policies
  - o workplace management procedures
  - o emergency situations
  - o use of personal protective equipment
  - o use of permits and clearance
  - o principles and techniques for manual and automated lifting
  - o biological effects that affect work activities

Implementing Traffic Management Plans including knowledge of:

- required legislation, regulations, codes and procedures including Austroads Codes of Practice and WHS applicable to temporary traffic management
- temporary traffic management principles
- risk management principles and procedures for identifying, analysing and treating potential hazards and risks
- key principles for implementing WHS, including the role of Job Safety Analysis, Job Safety and Environmental Analysis and Safe Work Method statements.
- scope of authority to modify traffic management plan and traffic guidance scheme
- basic signalling procedures for temporary traffic management
- procedures for selecting, using and placing signs and devices, including sequences of installation and removal and provisions for unattended sites
- radio operations procedures and protocols
- equipment types, characteristics, technical capabilities and limitations, including for required specialist and externally-sourced equipment
- site isolation, traffic control and emergency responsibilities and authorities.

Application of risk management processes including knowledge of:

- commonwealth and state or territory Acts, regulations, codes or practice standards, guidance material and other relevant publications
- internal and external sources of work related health and safety information and data and how to access them
- work related health and safety legislative requirements relating to:
  - o communication, consultation and participation
  - o recordkeeping
  - o specific hazard identification and risk assessment and control methods
- concept of hazards, risks and risk factors

- topics or subject areas which are targets for assessment and treatment
- site risk management systems and their application
- site work related health and safety management systems and their application
- Hierarchy of Control and its application
- conventions and requirements for written communications including report writing
- problem solving techniques.

Positioning, setting-up and programing portable traffic control devices and temporary traffic signs according to traffic guidance schemes in a manner that is safe and follows workplace policies and procedures on at least two occasions, including knowledge of:
- identifying and implementing site specific requirements
- identifying type, scope and potential impact of hazards
- identifying and recommending risk control measures
- identifying and applying environmental protection requirements
- identifying safe locations for traffic controllers to operate portable traffic control devices.
- locating and applying required legislations, documentation, policies and procedures including documentation required for worksite projects and required traffic management
- providing guidance to traffic control personnel
- completing shut down and housekeeping requirements.

Performance Outcomes include:

- **Communicating in the work place** that safely, effectively and efficiently meets all of the required outcomes on at least two occasions, including:
  - identifying communication strategies and systems
  - operating communications systems and equipment to convey meaning to others
  - communicating clearly and promptly to others to convey information and meaning
  - listening carefully to instructions and information
  - participating in group discussions and engage with group members respectfully
  - asking questions to clarify meaning
  - communicating concisely both written and verbally
  - interpreting communications devices
  - identifying and reporting communication faults and deficiencies.

- **Working safely and following WHS policies** and procedures that safely, effectively and efficiently meets all of the required outcomes including:
  - work safely and follow work health and safety (WHS) policies and procedures on at least two occasions, including:
    - sourcing, interpreting, clarifying and applying site safety information
    - recognising and following health and safety instructions and information
    - clarifying and responding to information and directions
    - carrying out work instructions that comply with WHS policies and procedures
    - selecting, wearing and maintaining personal protective equipment for all activities that require personal protective equipment
    - applying safe lifting and manual handling techniques
    - identifying and reporting on WHS issues to relevant personnel
    - identifying relevant work permits and clearances
    - responding to alarms according to workplace procedures
    - completing workplace reporting procedures.

- During the above, the candidate must:
  - locate and apply required documentation, policies and procedures and confirm that the work activity is compliant
  - implement the requirements, procedures and techniques required to work safely and follow WHS policies and procedures
  - work with others to undertake work safely and follow WHS policies and procedures
  - communicate with others to receive and clarify work instructions and to determine coordination requirements prior to commencing and during work activities.

- **Implementing Traffic Management Plans** that safely, effectively and efficiently meets all of the required outcomes on at least three separate live projects, including:
  - completing at least two of the following:
    - lane closure
    - lateral shift
    - implementing a traffic management plan at an intersection
  - completing at least one project controlling site construction vehicles.
  During the above, the candidate must:
  - locate and apply required legislations, documentation, policies and procedures including documentation required for worksite projects and required traffic management
  - work with traffic control personnel to implement and complete a traffic management plan and traffic guidance scheme that meets all required outcomes including:
    - confirming all necessary resources are available, including qualified personnel
    - confirming all personnel understand, and are able to implement, their roles, task requirements, safety requirements and reporting requirements
    - communicating with others to resolve resourcing and coordination requirements prior to and during work activities
    - confirming that unattended sites and shut-down procedures are completed according to traffic management plan and traffic guidance scheme
    - complying with written and verbal reporting requirements and procedures, including reporting offending road users.

The application of risk management processes that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions, and include:

- applying planning and organising skills to the risk management processes
- identifying or sourcing criteria to determine unacceptable risk
- identifying and recognising type and scope of hazards and their impact
- assessing and determining the consequence, likelihood and level of potential risk
- identifying unacceptable risk using the acceptable/unacceptable criteria
- assessing options for appropriate controls and implementing accordingly
- identifying and obtaining required resources
- preparing and maintaining written records and report requirements
- reviewing risk management documentation
- identifying and recommending controls
- contributing to the implementation of controls.

In the course of the above work the candidate must also:

- locate and apply relevant documentation, policies and procedures
- apply relevant operational information
- apply industry terminology
- demonstrate the ability to engage with workers reporting to you, co-workers, and supervisors in the risk management processes
- communicate clearly and concisely with others to receive and clarify work instructions and to coordinate work activities
- meet written and verbal reporting requirements and procedures associated with risk management processes.

Position, set-up and program portable traffic control devices and temporary traffic signs according to traffic guidance schemes in a manner that is safe and follows workplace policies and procedures on at least two occasions, including:
- identifying and implementing site specific requirements
- identifying type, scope and potential impact of hazards
- identifying and recommending risk control measures
- identifying and applying environmental protection requirements
- identifying safe locations for traffic controllers to operate portable traffic control devices.

During the above, the candidate must:
- locate and apply required legislations, documentation, policies and procedures including documentation required for worksite projects and required traffic management
- provide guidance to traffic control personnel
- complete shut down and housekeeping requirements.

Course Details - Organisation, Duration

On acceptance of your enrolment, you will be issued with the resources (learning materials) that will be used in your course. This is effectively the date that you start your course. On acceptance, you will also be provided with dates that you are required to attend for your training and/or assessment.

Your course consists of:

- Pre-attendance study requirement (takes most 2 - 4 hours)
- 1 Day Training Attendance (8:30am until *around* 5:00pm) for theory and practical training
- On the job practical application
- Attendance and Completion of Implement Traffic Control Plans Final Performance Assessment observed by an approved assessor
- Provision of workplace samples and documentation

If you meet the requirements for the Pre-attendance and Training Day, you will receive your *Statement of Completion (SOC)* - this certificate allows you to work legally as a **Traffic Control Guidance Plan Implementer** (see below for further requirements). You will also be booked in for your Final Assessment.

Pre-Attendance Requirements

Before attending for your course, you will be required to read a set of learning materials accessed through our Learning Management System. If you do not have access to the systems required for

this course, please contact us and we will post the Pre-attendance requirements to you or you may pick up a set from any of our training centres. Fees may apply - please refer to the terms and conditions.

Training Attendance

This involves attending your booked training day from 8:30am until 5:00pm and working with your trainer/assessor to ensure that you have the required knowledge to work as a **Traffic Management Implementer.** This may be at one of our Training Centre or at another suitable location as advised.

On this day, you will participate in classroom presentations, case studies, some activities and theoretical assessments. During this day you will also visit our Practical Training Area, learn about the skills required to perform competently as a **Traffic Management Implementer.**

If you meet the requirements, you will receive your ***Statement of Completion (SOC)*** - this certificate allows you to work legally as a **Traffic Management Implementer** (see below for further requirements). You will be booked in for your Final Assessment once you have undertaken the required on the job practical application.

Final Assessment

If you are not currently working in a suitable traffic management company, you will be booked into an upcoming Final Assessment once you have participated successfully in the on the job component of this course. We will provide you with suitable workplace to complete the on the job component of this course. This practical assessment takes between 2- 4 hours and is conducted on a live road. You may request or require additional training in the workplace in order to be ready for Final Assessment.

If you are working in a suitable role, you will be issued with a Workplace Evidence Gathering Pack that will have detailed instructions on the collection of evidence required to demonstrate your skills and knowledge. This evidence will be collected from your workplace and involve your workplace supervisor and workplace documentation.

Once you have submitted the required evidence then you will be assessed in the workplace by an approved trainer/ assessor on the job.

Successfully Completing the Course

In order to attain your Statement of Attainment and your SafeWork NSW issued Traffic Control Work Training Card (TCWTC) you will have to meet all course requirements including:

- Satisfactorily undertaking and completing all of the training and attendance requirements
- Successfully complete all on the job components
- Submit the required workplace evidence and documentation
- Complete and achieve a result of Satisfactory for all assessments including the performance assessment observed by your assessor

What happens if I do not meet all course requirements?

If you do not meet all course requirements, In order to attain the Skill Set and the SafeWork NSW issued Traffic Control Work Training Card (TCWTC) you will be required to:

- Undertake re-assessment or
- Provide further evidence or

- Undertake further training followed by re-assessment

Depending on the course requirements you have not met.

Complaints and 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.

Outcome

Once you have met all the assessment requirements then you will be issued with the following *Statement of Attainment:*

RIISS00055 - Traffic Management Implementer Skill Set

This Skill Set is made up of five (5) Units of Competency:

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RIIRIS301E	Apply Risk Management Processes

Your Statement of Attainment (SOA) is used to make an application for a SafeWork NSW Traffic Control Work Training (TCWT)

TCWT Card Issuance and Currency

If you have met the requirements above, and paid all outstanding fees, we will make a submission to SafeWork NSW for your SafeWork NSW Traffic Control Work Training (TCWT) Card.

While this card does not have an expiry, it is your responsibility to ensure that you have and maintain the skills and knowledge required to undertake work as a **Traffic Management Implementer.**

Your employer or the PCBU (Person in Control of a Business or Undertaking) is also required to ensure that successfully completed the training for that type of traffic control work and that you have carried out that type of traffic control work in the preceding 2 years.

Career Pathways

This Skill Set can provide credit toward a number of Certificate II or III Qualifications in the Resources and Infrastructure Industry Training Package.

The Units of Competency making up the Skill Set may also be used towards other Skill Sets such as the RIISS00054 Traffic Controller Skill Set.

Enrolment

Enrolling into this course requires you to be a minimum of 17 years of age before you book into an upcoming course. This 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.

What Do I Need to Bring?

- Your identification - Students will be required to provide 100 points evidence of identity prior to participating in training and assessment. Documents must include a photo, a current residential address, date of birth and a signature. Documents must be originals photocopied or certified documents will not be accepted. Please note that any RMS issued Traffic Photo Card is not an acceptable form of identification.
- Wear long pants and a long sleeve shirt and closed shoes

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.

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, as well as any other requirements set out by SafeWork NSW

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
- 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 our office on (02) 8292 0111 and speak to one of our friendly L4W customer service staff, visit our website or refer to your Student Handbook.

Complaints and Appeals Procedure

Complaint - If you are unhappy with an aspect of the service that you receive

Appeal - If you disagree with the outcome of a decision made

Complaints	Appeals
Make a complaint at the office of Just Careers Training	Make an Appeal to your assessor (or the person making an authorised decision)
Complaint may be verbal or in writing (we will always write it down for our procedures)	Appeal may be verbal or in writing (we will always write it down for our procedures)
The following procedure will be applied:	You will have 14 days after a given decision to make a complaint.
1. Manager will acknowledge complaint within 48 hours of receiving complaint	The following procedure will be applied:
2. Manager will investigate	1. Decision maker will review their decision within 48 hours of receiving appeal information
3. Manager may contact complainant and /or any other party involved	2. Manager notified
4. Manager will determine outcome of complaint and notify all parties of the outcome (within 7 days)	3. Alternative Assessor will determine outcome of appeal and notify all appellant of the outcome (within 7 days)
5. All parties will have an opportunity to respond to the outcome (within 72 hours)	4. Appellant will have an opportunity to respond to the outcome (within 72 hours)
Complaint closed OR	Appeal closed OR
Complainant advised of options including:	Appeal continues with alternative authorised decision maker to review the decision
• Third party arbitration (internal and/or external arbitration service)	5. Final decision made and appellant provided with details of options available if they still disagree with a decision including
Complaint closed OR	• Other third party arbitration (internal and/or external arbitration service)
Complainant informed of further final option of public official complaint procedure id applicable	Appeal closed