



## RIISS00056

# Traffic Management Designer Skill Set

### About this course

This Skill Set is for those individuals working as a Traffic Management Designer in the Resources and Infrastructure Industry in NSW. This may include selection, modification and design of the traffic control guidance scheme.

This course provides the skills and knowledge required for individuals responsible for developing traffic management plans and traffic guidance schemes to perform a preliminary risk assessment of a temporary traffic management site and select, modify and design traffic management plans and traffic guidance schemes. The course is therefore suitable for those who work or would like to work in the following roles (not limited to):

- Works Supervisors
- Surveillance Officers
- Road Safety Auditors
- Project Managers
- Traffic management designer

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

This program is suited to experienced traffic control/management operators. This course may also be suited to other individuals. See below for further information.

This course is delivered 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.

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.

A **person conducting a business or undertaking** (typically this is the employer) who has management or control of a workplace must ensure, so far as is reasonably practicable, the workplace, the means of entering and exiting the workplace and anything arising from the workplace is without risks to health and safety.

Traffic at a workplace includes:

- Vehicles such as cars, trucks, vans and buses
- Powered mobile plant such as forklifts and other plant and equipment used at work sites,
- Cyclists and pedestrians

A traffic management plan allows for effective communication of how you will be managing traffic risks in the workplace.

A traffic management plan may include details of:

- The desired flow of pedestrian and vehicle movements
- The expected frequency of interaction of vehicles and pedestrians
- Illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard, and
- How short term, mobile work and complex traffic situations will be managed.
- A traffic management plan could also set out:
  - Responsibilities of people managing traffic in the workplace
  - Responsibilities of people expected to interact with traffic in the workplace, and
  - Instructions or procedures for controlling traffic including in an emergency.

Those developing Traffic Management Plans may also be required to select, modify and design traffic control guidance schemes.

## Who is this course for?

This course is suitable for those employed in the following capacity:

- Works Supervisors
- Surveillance Officers
- Road Safety Auditors
- Project Managers
- Traffic control guidance plan developer

If you are employed in a suitable role with access to the required policies, procedure, documents and tool (Including hardware and software applications) then your course will be contextualised to allow you to complete part of the course requirements using your workplace.

This course is also suitable who would for you if you would like to persue a career developing traffic management plans and traffic guidance schemes. If you are not currently employed in a role with access to the required policies, procedure, documents and tool (Including hardware and software applications) then the RTO will arrange for access to a workplace as well as a carefully designed range of scenarios allowing you to develop your competencies and demonstrate your skills and knowledge.

You must be at least 17 years old to enrol and complete this course.

## Recognition of Prior Learning Program (RPL)

If you believe you have previously undertaken learning and/or have the required skills and knowledge required for developing a traffic management plan and traffic guidance schemes 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 may apply to the following people:

- Have held a RMS Photo Card for developing Traffic Management Plans and Traffic Guidance Schemes 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 develop Traffic Management Plans and Traffic Guidance Schemes and have significant and recent experience in Traffic Management Plans and Traffic Guidance Schemes

## What if I hold a current RMS Photo Card?

### If you hold a current RMS Prepare Work Zone Traffic Management Plan Photo Card Holder

- Your card is valid until its 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.

## Where is the course held?

The course is held at one of our training facilities located in NSW. Current locations include:

- Bankstown ,Sydney, NSW
- Kings Park, Sydney, NSW
- Blacktown, Sydney, NSW
- Cardiff, NC, NSW
- Rutherford, NC, NSW
- Other locations – check our website for any other locations in NSW
- In the workplace in NSW

This course may also be delivered in the workplace on request. Delivery in the workplace is by arrangement only and subject to checks including:

- Suitable environment for learning and development
- Access to training props required for effective theory delivery (includes power, projectors/ screens, tables and chairs, classroom/ board room or similar)
- Access to suitable amenities
- Risk Assessment as per the RTO's Workplace Health and Safety and Environmental Policy and Procedure

## Course Pre-requisites and Requirements

There are no training package pre-requisites for the units of competency making up the Skill Set. It is recommended that you have experience in traffic control and in implementing traffic control plans;

### Or

For those who do not hold formal Traffic Control/Management qualifications such as engineers and project managers and they wish to complete the course, this course is suitable if, they hold a:

- Tertiary qualification that is relative to the road construction, civil construction or engineering. Eligibility will be determined upon enrolment and a thorough training needs analysis (TNA) is required

### As well as the above:

- Participants will need to demonstrate a level of Language, Literacy and Numeracy that will be sufficient to meet the needs of the course and workplace requirements. (see below for further information) and
- A level of Computer Literacy that will allow them to successfully participate and complete the course with the level of support provided throughout the course (see below for further information)

## Language Literacy and Numeracy and Computer Literacy Requirements

Those working in traffic control play a critical role in managing traffic safely at worksites. It's vital that anyone performing the duties required for effective traffic control are aware of the hazards that are present when working in close proximity to traffic and that these are communicated effectively in order to ensure the safety of all personnel and the public.

As such, applicants will be required to have adequate English Language, Literacy and Numeracy skills in order to successfully complete this course. As a guide, this course requires participants to demonstrate a Level 4-5 in the areas of Language, Literacy and Numeracy.

Standard industry practice and competency requirements require that Traffic Management Plans and Traffic Guidance Schemes be developed using industry standard software and hardware applications; as such, this course also requires an adequate computer literacy skill level.

Applicants will need to consider the LLN and Computer Literacy requirements of this course detailed on our website.

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

## Course Details - Learning and Performance Outcomes

The Skill Set covered by this course includes two (2) Units of Competency including:

Unit Code	Unit Title
RIIRIS402E	Carry out the risk management process
RIICWD503E	Prepare work zone traffic management plan

**Learning Outcomes include:**

### **Prepare traffic management plans and traffic guidance schemes.**

- required legislative, workplace and site policies and procedures and required Australian and international standards for:
  - temporary traffic management
  - risk assessment and management
  - statutory compliance
  - work health and safety
  - environmental management
  - cultural and heritage management
  - quality management
  - plan approvals and reviews
  - performance reviews
  - documentation, recording and reporting
- principles of road user behaviour
- principles of traffic management plans and traffic guidance schemes, including:
  - workplace design options
  - techniques for evaluating and selecting preferred options
  - signs, devices and equipment types,
  - characteristics, technical capabilities and limitations
  - geometrics
  - potential traffic hazards, constraints and conditions
- workplace techniques for implementing traffic management plans and traffic guidance schemes, including:
  - operational techniques
  - basic public communications strategies
  - industry and workplace design
  - implementation structures and capabilities
  - team leadership techniques
  - problem solving techniques
  - cost estimation techniques.

### **Carry out the risk management process**

- 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:
  - communication, consultation and participation
  - recordkeeping
  - specific hazard identification and risk assessment and control methods
- concept of hazards, risks, risk factors, and adequacy/acceptability of risks
- 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 Risk Control measures and its application
- conventions and requirements for written communications including report writing
- problem solving techniques relevant to risk management processes.

## 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 4 - 6 hours)
- 2 Days Training Attendance (8:30am until *around* 5:00pm) for theory and practical training
- Training Activities and Theory Assessment
- Use of TMP/TGS development software
- On the job practical application and observation by approved assessor
- Development of 2 (two) Traffic Management Plans – 1 is completed during your training attendance
- Post - Attendance assessment requirements
  - This involves preparing your second TMP in line with requirements and industry standards. The time taken to prepare this will vary between individuals. This must be completed (and assessed) within 90 days of training day 1.
  - Provision of workplace samples and documentation
  - Final Verification process

You will attain a Statement of Completion once you meet the requirements for Pre-attendance and Days 1 and 2. This certificate allows you to work developing TMP's while you complete your Post Attendance assessment requirements and then wait for your Statement of Attainment for the Units making up this Skill Set and your SafeWork NSW issued Traffic Control Work Training (TCWT) Card.

### Pre-Attendance Requirements

Before attending for your course, you will be required to read a set of learning materials (one for each of the four modules) and complete a set of learning activities found throughout each document (one for each module).

The Learning Books are online and accessed through our Learning Management System. If you do not have access to the systems required for this course (a computer or similar and an internet connection), please contact us. You do not print the resources, you will be provided with a copy as part of your course.

The learning activities can be found throughout the learner guides, you are expected to attempt these questions BEFORE you attend for your course. Please type up your responses on a separate document and bring these with you. This will provide sufficient evidence of your completion of the pre-attendance requirements as well as serve as useful evidence (together with a LLN assessment on attendance) that you have the required Language, Literacy and Numeracy skill level to commence/ continue this course.

If there are questions you need assistance with or that need to be completed as part of a group, you may leave these questions for your attendance component.

## Training Days

**Days 1 and 2** involve working with your trainer/assessor to ensure that you have the required knowledge and skill to develop a TMP and the associated TCP's/ TCGS's.

Your trainer will:

- Present information to develop your knowledge
- Conduct Activities to allow you to develop and demonstrate your skills.

Your training days will also include:

- Completing Theory Questions
- Participating in activities
- Group activities and discussions
- Considering Scenarios
- Participating in Site visit(s) and inspections
- Using computers to find information and software to develop your TMP's and TCP's/TCGS's
- Finalising ONE TMP that meets course requirements
- Using the available hardware and software to commence your second TMP and associated TGS's.

## Post-attendance Requirements

In order to attain a Statement of Completion (SOC) and Statement of Attainment (SOA's) and your SafeWork NSW TCWT Card you will need to be assessed and meet all the requirements of the course, including;

- Satisfactorily prepare for your course by undertaking pre attendance requirements
- Attend and meet the requirements of your 2 day course
- Complete and submit your Final TMP's to the level required by your assessor
- Participate in a final Verification Assessment

Once you have attained Statement of Completion (SOC) you can work legally Preparing Work Zone Traffic Management Plans for 90 Days (ONLY).

## Assessment (final TMP)

This involves submitting a completed Traffic Management Plan and associated TCP/TGS(s) that meets the assessment requirements.

- You will have 90 days to submit your TMP and associated TCP(s)
- To avoid allowing your SOC expiring (it is valid for 90 days) we recommend you submit your work within 60 days of your commencement date.

- You will develop the TCP required for your Final TMP during attendance, however you may access this software at any time at the training centre where you did your training (appointment required)

### Assessment Submission

Your final work may be submitted

- **By post:**

Attention: PWZTMP Assessor

PO Box 55 Manahan, NSW, 2200

- **Through your online portal** - using the upload function in your online course
- **In Person** - where you did your training

As stated above; you will have 90 days to submit your TMP and associated TCP(s).

To avoid allowing your SOC expiring (it is valid for 90 days) we recommend you submit your work within 60 days of the issuance of your SOC. This will allow for marking, feedback, and subsequent resubmission (you may be required to resubmit!)

### Verification Process

Once you have submitted your Second TMP and any associated document, you will need to undertake a Verification Process. This involves an interview with your trainer/ assessor who will make final judgement to ensure:

- The work submitted is your own!
- You have the knowledge and skill to develop TMP's in the real workplace.

This process will only take 15-20 minutes on the phone or in person.

### What happens if I do not meet all course requirements?

Depending on the 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 (TCWT) Card you may be required to:

- Undertake re-assessment or
- Provide further evidence or
- Undertake further training followed by re-assessment

## 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 Designer Skill Set**

This Skill Set is made up of two (2) Units of Competency including:

Unit Code	Unit Title
RIIRIS402E	Carry out the risk management process
RIICWD503E	Prepare work zone traffic management plan

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

## Photo 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 require to undertake work as a **Traffic Management Designer**.

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 RIISS00031 Mine Surveying Skill Set and RIISS00032 Site Health and Safety Coordinator Skill Set.

## Enrolment

Enrolling into this course requires that 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 (Original copied only) 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 comfortable clothing including closed shoes, as you will be required to undertake a site visit. Further PPE will be provided as required.

## 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 including the RTO's ability to provide you with adequate support to meet your individual needs.

## 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 training package 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
<p>Make a complaint at the office of Just Careers Training</p> <p>Complaint may be verbal or in writing (we will always write it down for our procedures)</p> <p>The following procedure will be applied:</p> <ol style="list-style-type: none"> <li>1. Manager will acknowledge complaint within 48 hours of receiving complaint</li> <li>2. Manager will investigate</li> <li>3. Manager may contact complainant and /or any other party involved</li> <li>4. Manager will determine outcome of complaint and notify all parties of the outcome (within 7 days)</li> <li>5. All parties will have an opportunity to respond to the outcome (within 72 hours)</li> </ol> <p>Complaint closed OR Complainant advised of options including:</p> <ul style="list-style-type: none"> <li>• Third party arbitration (internal and/or external arbitration service)</li> <li>• Contact with regulator</li> </ul> <p>Complaint closed OR Complainant informed of Further final option of public official complaint procedure</p>	<p>Make an Appeal to your assessor (or the person making an authorised decision)</p> <p>Appeal may be verbal or in writing (we will always write it down for our procedures)</p> <p>You will have 14 days after a given decision to make a complaint.</p> <p>The following procedure will be applied:</p> <ol style="list-style-type: none"> <li>6. Decision maker will review their decision within 48 hours of receiving appeal information</li> <li>7. Manager notified</li> <li>8. Assessor will determine outcome of appeal and notify all appellant of the outcome (within 7 days)</li> <li>9. Appellant will have an opportunity to respond to the outcome (within 72 hours)</li> </ol> <p>Appeal closed OR Appeal continues with alternative authorised decision maker to review the decision</p> <ol style="list-style-type: none"> <li>10. Final decision made and appellant provided with details of options available if they still disagree with a decision including           <ul style="list-style-type: none"> <li>• Other third party arbitration (internal and/or external arbitration service)</li> <li>• If applicable - Contact with regulator</li> </ul> </li> </ol> <p>Appeal closed</p>