

# **RIIWHS302D Implement Traffic Management Plan - Renewal**

**Currency of Industry Practice**

August 2019

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# Candidate Instructions

To renew your Traffic Management Implementation accreditation in Queensland you are required to successfully complete the Transport and Main Roads (TMR) approved training program and demonstrate currency of industry practice in Traffic Management Implementation. Your TMR Traffic Management Implementation Card must be renewed every **three (3) years**. It is your responsibility to ensure that you maintain current accreditation when performing traffic management duties.

**Participants are required to supply evidence of current industry experience in implementing each stage of a traffic guidance scheme on live roadwork job sites and submit the required list of documents upon enrolment.**

## Currency of industry practice mandatory requirements

### You are required to submit with your enrolment application:

- a copy of your current TMR Traffic Management Implementation Card
- a copy of the Certificate of completion for Working in Proximity to Traffic Part 1 & Part 2
- evidence of your currency as per the checklist below

You must submit two (2) Third Party Reports with the following signed site documents:

Site One Documents	Site Two Documents
<input type="checkbox"/> Third Party Report No.1	<input type="checkbox"/> Third Party Report No 2
<input type="checkbox"/> Site Traffic Guidance Schemes (TGS) implemented, monitored and removed	<input type="checkbox"/> Site Traffic Guidance Schemes (TGS) implemented, monitored and removed
<input type="checkbox"/> Pre-start/site toolbox meetings – identify on the TGS where this occurred	<input type="checkbox"/> Pre-start/site toolbox meetings – identify on the TGS where this occurred
<input type="checkbox"/> JSA/SWMS	<input type="checkbox"/> JSA/SWMS
<input type="checkbox"/> Risk Management Plan:	<input type="checkbox"/> Risk Management Plan:
<input type="checkbox"/> including selected controls in detail	<input type="checkbox"/> including selected controls in detail
<input type="checkbox"/> authorisation for the selected controls	<input type="checkbox"/> authorisation for the selected controls
<input type="checkbox"/> communication information on the controls	<input type="checkbox"/> communication information on the controls
<input type="checkbox"/> implemented monitoring procedure	<input type="checkbox"/> implemented monitoring procedure

The Third Party Reports are to verify all tasks associated with the process of implementing, monitoring and removal of a Traffic Guidance Scheme on public roads.

# Instructions for the third party reporter

People such as supervisors, trainers, team members - can report what they see or hear to the assessor. Evidence collected in this manner is called 'third party evidence'.

Involving a third party in the collection of evidence allows assessors to gather authentic and valid evidence in difficult circumstances in a cost-effective way. It is common to use a third party for evidence-gathering in cases where workplace evidence is required, but where it is not possible for the assessor to directly observe the learner at work.

We request that you assist in making this judgement by completing this third party evidence report. We value your contribution and ask that you answer the questions honestly.

1. The identified skill(s) and knowledge must be observed and recorded on a minimum of two occasions.
2. The nominated supervisor or experienced co-worker must be well placed to observe the candidate for extended periods of time and he/she must understand the aspects of competency that they will be observing.
3. Thorough preparation is essential. Make sure you have read the attached third party report.
4. Ensure you understand how to use these observation tools.
5. Any questions or concerns with regard to completing this third party report, or if you would like to discuss any aspects of the candidate's performance in relation to this unit, please contact the Registered Training Organisation.
6. Accountability is essential. Ensure you are willing to sign your name to the evidence, to defend your record and participate in quality assurance monitoring.
7. We recommend that you have a short discussion with the candidate about each of the points in the attached checklist as a way of satisfying yourself that the candidate meets the organisation's requirements.
8. You are asked to provide 'third party' verification as accurately as possible that the candidate can apply the workplace skills and knowledge as specified.
9. The evidence you provide will be checked to confirm evidence gathering and recording practices.

# Third party report – Site One

As part of the assessment for renewal, we require evidence from the candidate's manager/supervisor who work closely with the candidate to support the candidate's currency of industry practice. Please complete and sign the observation checklist with comments to support your observations of the candidate demonstrating the identified skill(s) and knowledge.

Candidate Details		
Candidate Name:		Date:
Candidate Job Role:	TMI Card No:	Contact number:
Candidate Organisation:		Signature:
Site location:	Job Description: (e.g. Lane closure 60 km two-way road)	

Third Party Details		
Third Party Name:		Date:
Third Party Job Role:	TMI Card No:	Contact number:
Third Party Organisation:		Signature:

To be completed by third party evidence gatherer		
Do you understand which evidence/tasks the candidate is to demonstrate that you are required to comment on?	<b>Yes</b>	<b>No</b>
Has the assessor explained the purpose of the third party report and the candidate's assessment requirements?	<b>Yes</b>	<b>No</b>
Are you willing to be contacted should further verification of this report be required?	<b>Yes</b>	<b>No</b>
Are you aware that the candidate will see a copy of this form?	<b>Yes</b>	<b>No</b>

During the observation period, did you observe the candidate demonstrate the following observable actions to an industry best practice standard? Please complete the observation checklist below, including detailed comments for each task.

1. Implement TGS	Yes	No	Mandatory Comments
1.1 Check TMD risk assessment and job pack for site implementation. Job pack may include:			
<ul style="list-style-type: none"> <li>• TMP</li> </ul>			
<ul style="list-style-type: none"> <li>• TGS</li> </ul>			
<ul style="list-style-type: none"> <li>• TGS Notes</li> </ul>			
<ul style="list-style-type: none"> <li>• Permits/approvals</li> </ul>			
<ul style="list-style-type: none"> <li>• SWMS</li> </ul>			
<ul style="list-style-type: none"> <li>• Site record keeping requirements</li> </ul>			
<ul style="list-style-type: none"> <li>• Contact details</li> </ul>			
<ul style="list-style-type: none"> <li>• Client requirements</li> </ul>			
1.2 Determine points of reference and confirm			
1.3 Conduct a site based Risk Assessment (on the ground)			
1.4 Install Detours (if required) (e.g. setup detour prior to closing road)			
1.5 Sign up side roads (if required) either sequentially, before or after the road being worked on			
1.6 Install signs on the road being worked on taking into account (where applicable lateral shift or contra-flow) implement setup on non-works side of roadway first (e.g. on two-way road, lateral shift non-works side of roadway traffic over to shoulder prior to laterally shifting works side traffic over the centre line) – where applicable			
1.7 Cover pre-existing signs as you go			
1.8 Install remaining on road devices (e.g. cones, bollards, delineators)			
1.9 Perform implementation check (e.g. drive through)			
1.10 Rectification works following drive through, if required			

2. Monitor and Review TGS	Yes	No	Mandatory Comments
2.2 Initial site drive through post implementation (Does the setup work?)			
2.3 Visual observation (ongoing – traffic speed, queue length, heavy vehicle braking, last minute lane changes)			
2.4 Regular signage and devices feedback to site personnel			
2.5 Drive through at pre-set period, hourly and upon significant event (e.g. storm, end of queue collision)			
2.6 Make and record changes within the TMI competency and/or  Elevate to designated person (e.g. TM Designer or supervisor) when corrections made repeatedly or are not sufficient			
3. Remove TGS	Yes	No	Mandatory Comments
3.1 Confirm work has ceased and ensure workers, plant and equipment is off the roadway			
3.2 Clear the road being worked on of devices (where applicable - lateral shift or contra-flow must be removed work area side first)			
3.3 Remove implemented signage from the road being worked on. Work area is able to be open to traffic			
3.4 Reinstate pre-existing signage			
3.5 Clear side roads of devices and open side roads			
3.6 Clear side roads of signs			
3.7 Remove remaining signs			
<p>I declare that the information and evidence provided is true and accurate:</p> <p>Candidate signature: _____ Date: _____</p>			



## Third party report – Site Two

As part of the assessment for renewal, we require evidence from the candidate's manager/supervisor who work closely with the candidate to support the candidate's currency of industry practice. Please complete and sign the observation checklist with comments to support your observations of the candidate demonstrating the identified skill(s) and knowledge.

Candidate Details		
Candidate Name:		Date:
Candidate Job Role:	TMI Card No:	Contact number:
Candidate Organisation:		Signature:
Site location:	Job Description: (e.g. Lane closure 60 km two-way road)	
Third Party Details		
Third Party Name:		Date:
Third Party Job Role:	TMI Card No:	Contact number:
Third Party Organisation:		Signature:

To be completed by third party evidence gatherer		
Do you understand which evidence/tasks the candidate is to demonstrate that you are required to comment on?	<b>Yes</b>	<b>No</b>
Has the assessor explained the purpose of the third party report and the candidate's assessment requirements?	<b>Yes</b>	<b>No</b>
Are you willing to be contacted should further verification of this report be required?	<b>Yes</b>	<b>No</b>
Are you aware that the candidate will see a copy of this form?	<b>Yes</b>	<b>No</b>

During the observation period, did you observe the candidate demonstrate the following observable actions to an industry best practice standard? Please complete the observation checklist below, including detailed comments for each task.

1. Implement TGS	Yes	No	Mandatory Comments
1.1 Check TMD risk assessment and job pack for site implementation. Job pack may include:			
<ul style="list-style-type: none"> <li>• TMP</li> </ul>			
<ul style="list-style-type: none"> <li>• TGS</li> </ul>			
<ul style="list-style-type: none"> <li>• TGS Notes</li> </ul>			
<ul style="list-style-type: none"> <li>• Permits/approvals</li> </ul>			
<ul style="list-style-type: none"> <li>• SWMS</li> </ul>			
<ul style="list-style-type: none"> <li>• Site record keeping requirements</li> </ul>			
<ul style="list-style-type: none"> <li>• Contact details</li> </ul>			
<ul style="list-style-type: none"> <li>• Client requirements</li> </ul>			
1.2 Determine points of reference and confirm			
1.3 Conduct a site based Risk Assessment (on the ground)			
1.4 Install Detours (if required) (e.g. setup detour prior to closing road)			
1.5 Sign up side roads (if required) either sequentially, before or after the road being worked on			
1.6 Install signs on the road being worked on taking into account (where applicable lateral shift or contra-flow) implement setup on non-works side of roadway first (e.g. on two-way road, lateral shift non-works side of roadway traffic over to shoulder prior to laterally shifting works side traffic over the centre line) – where applicable			
1.7 Cover pre-existing signs as you go			
1.8 Install remaining on road devices (e.g. cones, bollards, delineators)			
1.9 Perform implementation check (e.g. drive through)			
1.10 Rectification works following drive through, if required			

2. Monitor and Review TGS	Yes	No	Mandatory Comments
2.1 Initial site drive through post implementation (Does the setup work?)			
2.2 Visual observation (ongoing – traffic speed, queue length, heavy vehicle braking, last minute lane changes)			
2.3 Regular signage and devices feedback to site personnel			
2.4 Drive through at pre-set period, hourly and upon significant event (e.g. storm, end of queue collision)			
2.5 Make and record changes within the TMI competency and/or  Elevate to designated person (e.g. TM Designer or supervisor) when corrections made repeatedly or are not sufficient			
3. Remove TGS	Yes	No	Mandatory Comments
3.1 Confirm work has ceased and ensure workers, plant and equipment is off the roadway			
3.2 Clear the road being worked on of devices (where applicable - lateral shift or contra-flow must be removed work area side first)			
3.3 Remove implemented signage from the road being worked on. Work area is able to be open to traffic			
3.4 Reinstate pre-existing signage			
3.5 Clear side roads of devices and open side roads			
3.6 Clear side roads of signs			
3.7 Remove remaining signs			
<p>I declare that the information and evidence provided is true and accurate:</p> <p>Candidate signature: _____ Date: _____</p>			

# RTO Assessor Verification Form

## Instructions to the Assessor

The Currency of Industry Practice Evidence Verification Form is to be used to verify the evidence submitted in the Currency of Industry Practice document (candidate's use).

The evidence provided in the Currency of Industry Practice document must confirm that the Traffic Management Implementer is able to demonstrate they have valid, sufficient, authentic and current skills and knowledge relevant to the unit.

In making the assessment judgement the assessor is to confirm that the evidence provided by a Traffic Management Implementer:

- directly relates to the competency being assessed
- is sufficient to allow the assessor to make a valid judgement
- is the Traffic Management Implementer's own work
- shows currency of the skills and knowledge required.

The evidence must meet the rules of evidence:

<b>Validity</b>	The evidence presented demonstrates the Traffic Management Implementer has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
<b>Sufficiency</b>	The quality, quantity and relevance of evidence presented enables a judgement to be made of a Traffic Management Implementer competency.
<b>Currency</b>	The evidence presented is from either the present or the very recent past.
<b>Authenticity</b>	The evidence presented for assessment is the Traffic Management Implementer own work.

## How to verify Currency of Industry Practice evidence?

When verifying evidence ensure that it:

- reflects the skills, knowledge and attributes defined in the unit of competency
- shows application of the skills in the context described in the range statement in the unit of competency
- demonstrates competence over a period of time
- demonstrates repeatable competence
- is the work of the candidate
- can be verified
- demonstrates the candidate's current skills and knowledge.

RTO assessor's name:

Date:

Signature:

**Minimum Evidence requirements:**

- a copy of the candidates current TMR Traffic Management Implementation Card
- Working in proximity to Traffic Part 1 & Part 2 eLearn - Certificate of completion
- evidence of the candidate's currency and competency as per the checklist below

**Site One**

- Third Party Report No.1
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed
- Site toolbox meetings – identify on the TGS where this occurred
- JSA/SWMS
- Risk Management Plan:
  - including selected controls in detail
  - authorisation for the selected controls
  - communication information on the controls
  - implemented monitoring procedure

**Site Two**

- Third Party Report No 2
- Site Traffic Guidance Schemes (TGS) implemented, monitored and removed
- Site toolbox meetings – identify on the TGS where this occurred
- JSA/SWMS
- Risk Management Plan:
  - including selected controls in detail
  - authorisation for the selected controls
  - communication information on the controls
  - implemented monitoring procedure

**Assessor notes regarding how verification occurred**

*Where insufficient or unclear information is provided by the candidate, the assessor is to clarify by contacting the third party/employer company evidence provider. The information gathered is to be transcribed in this section. The assessor may ask additional questions of the candidate to clarify findings, or to seek additional information that is then used towards making a final judgement.*

List any additional evidence methods utilised to verify currency and competency and justify your choice of method (refer to Traffic Management Implementation guidelines)

Candidate name:

COIP accepted

COIP not accepted

(circle your decision)

Provide the detailed rationale for your judgement decision: