



NATIONALLY RECOGNISED
TRAINING

RIIWHS302E

IMPLEMENT TRAFFIC MANAGEMENT PLANS

Traffic Management Implementer

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**LICENCES 4
WORK**

RTO ID #91413

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.

This course 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.

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 VicRoads / AustRoads as a VicRoads Approved Training Provider.



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 qualification to Implement Traffic Control Plans in VIC
- Would like to pursue a career as a Traffic Management Implementer

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 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.

Where is the course held?

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

- Onsite
 - Sunshine West, VIC
- Offsite
 - In the workplace in VIC

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
- And is carried out in line with our Workplace Training Policy.

Course Pre-Requisites & Requirements

You must have a statement of attainment for CPCWHS1001 or a Nationally Recognised White Card.

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 & Performance Outcomes

The Skill Set covered by this course includes one Unit of Competency including:

Unit Code	Unit Title
RIIWH302E	Implement traffic management plans

Learning Outcomes Include:

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.

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 o 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.



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 and assessment

Pre-Attendance Requirements

Before attending 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 time you will also visit our Practical Training Area, learn about the skills required to perform competently as a Traffic Management Implementer.

Final Assessment

In order to attain your Statement of Attainment you will have to meet all course requirements including:

- Satisfactorily undertaking and completing all of the training and attendance requirements
- 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 you will be required to:

- Undertake re-assessment 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:

RIIWHS302E Implement Traffic Management Plans

VicRoads Card Issuance and Currency

If you have met the requirements above, and paid all outstanding fees, you will be approved as a traffic plan implementer.

For 3 years and 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, such as RII30920 Certificate III in Civil Construction.

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 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 - 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.
- Wear long pants and a long sleeve shirt and closed shoes (preferable hard caps)

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 VicRoads.

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 VicRoads 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 (03) 9125 1998 and speak to one of our friendly L4W customer service staff, visit our website or refer to your Student Handbook.

Complaints & 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	Appeal
<p>Make a complaint at the office of Just Careers Training 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"> 1. Manager will acknowledge complaint within 48 hours of receiving complaint 2. Manager will investigate 3. Manager may contact complainant and / or any other party involved 4. Manager will determine outcome of complaint and notify all parties of the outcome (within 7 days) 5. All parties will have an opportunity to respond to the outcome (within 72 hours) <p>Complaint closed OR Complainant advised of options including:</p> <ul style="list-style-type: none"> • Third party arbitration (internal and/or external arbitration service) <p>Complaint closed OR Complainant informed of further final option of public official complaint procedure if applicable</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. The following procedure will be applied:</p> <ol style="list-style-type: none"> 1. Decision maker will review their decision within 48 hours of receiving appeal information 2. Manager notified 3. Alternative Assessor will determine outcome of appeal and notify all appellants of the outcome (within 7 days) 4. Appellant will have an opportunity to respond to the outcome (within 72 hours) <p>Appeal closed OR Appeal continues with alternative authorised decision maker to review the decision</p> <ol style="list-style-type: none"> 5. 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"> • Other third party arbitration (internal and/or external arbitration service) <p>Appeal closed</p>