



# QTM Training

130a Radium Street Welshpool Western Australia 6106

## ADVANCED WORKSITE TRAFFIC MANAGEMENT

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<b>Mode of Study</b>	Online
<b>Pre-requisites</b>	None
<b>Anti-requisites</b>	None
<b>Additional Requirements</b>	RIICWD503 'Prepare work zone traffic management plan' RIIRIS402A 'Carry out the risk management process'
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<b>Learning Management System</b>	QTM Training - Online Training System <a href="http://training.qtm.net.au">http://training.qtm.net.au</a>

### Important Information

This course is supplemented with online content available through the LMS. More information about logging on is found inside this course outline.

[training.qtm.net.au](http://training.qtm.net.au)



## Advanced Worksite Traffic Manager Attributes

On successful completion of this course, students will be able to:

PC 1	<ul style="list-style-type: none"> <li>• Access, interpret and apply compliance documentation relevant to the work activity</li> <li>• Identify and confirm the work zone traffic management plan project requirements and information</li> <li>• Prepare a preparation plan which makes best use of the available resources and meets the traffic management plans requirements</li> </ul>
PC 2	<ul style="list-style-type: none"> <li>• Interpret and analyse the relevant data and identify the available viable options for the work zone traffic management plan</li> <li>• Interpret and analyse relevant data and recommend the preferred option that best meets the required project outcomes</li> <li>• Complete the detailed plan of the work zone traffic management plan that safely, effectively and efficiently meets the required project outcomes.</li> <li>• Prepare a cost estimate of the execution of the work zone traffic management plan</li> <li>• Participate in the review of the work zone traffic management plan preparation with peers and stakeholders</li> <li>• Complete the documentation of the work zone traffic management plan preparation</li> <li>• Monitor and coordinate the progress of other team members involved in the preparation process to ensure the effective and efficient completion of the plan</li> <li>• Gain approval of the plan</li> </ul>
PC 3	<ul style="list-style-type: none"> <li>• Ensure filing of preparation records is completed</li> <li>• Complete and submit preparation cost and other reporting</li> <li>• Participate in performance review of the preparation process</li> <li>• Seek client feedback and contribute to the verification of the plan</li> <li>• Close out all systems</li> </ul>
PC 4	<ul style="list-style-type: none"> <li>• Provide clarification and advice to those applying the plan</li> <li>• Review the application of the plan and recommend changes for the continuous improvements of work zone traffic management plans</li> <li>• Contribute to the validation of the plan</li> </ul>
PC 5	<ul style="list-style-type: none"> <li>• Access, interpret and apply compliance documentation relevant to implementing and maintaining management systems to control risk</li> <li>• Develop and document site objectives in the area of managerial responsibility, in consultation with relevant personnel, and conforming to the organisation's policy and system's procedures</li> <li>• Develop and document the structures for the application of the management system, in consultation with relevant personnel</li> <li>• Define, allocate and document the responsibilities for applying the management system in job descriptions and duty statement for all relevant site positions</li> </ul>
PC 6	<ul style="list-style-type: none"> <li>• Identify existing and potential site hazards and risks in the area of managerial responsibility from site inspection and trends identified from the record system</li> <li>• Access, interpret and clarify the organisation's criteria for assessing and treating risks</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and document detailed site procedures and practices for the application of the management system in consultation with relevant personnel</li> <li>• Identify, obtain and maintain information sources and expert advice required to support the management system</li> </ul>
<p><b>PC 7</b></p>	<ul style="list-style-type: none"> <li>• Plan, schedule and document how the management systems will be introduced to the entire work site</li> <li>• Identify, seek and/or provide resources for the operation of the management system, in a timely and consistent manner</li> <li>• Provide and explain information on the site management system in a form readily accessible to site employees</li> <li>• Provide or arrange appropriate development and/or training for site personnel on the risk management systems' site procedures and practices</li> <li>• Make available information on known and intended process changes and enhancements to site personnel</li> <li>• Provide support and encouragement to those responsible for the detailed system activities</li> <li>• Ensure all management systems' records and reports are produced, processed and maintained</li> </ul>
<p><b>PC 8</b></p>	<ul style="list-style-type: none"> <li>• Monitor the management systems' activities and achievement targets and provide/focus resources to ensure the implementation plan is satisfied</li> <li>• Review and update the management systems' implementation plan periodically and when changing circumstances are anticipated or occur</li> <li>• Complete and retain management system documentation including the reasons for and changes made to the system</li> </ul>

## Introduction to the Course

The Main Roads W.A. Advanced Worksite Traffic Management (AWTM) course incorporates RIICWD503A 'Prepare work zone traffic management plan' and RIIRIS402A 'Carry out the risk management process'.

People who complete the AWTM course will be awarded:

1. A statement of attainment for RIIRIS402A 'Carry out the risk management process'
2. A statement of attainment for RIICWD503A 'Prepare work zone traffic management plan'
3. A Main Roads W.A. certificate in Advanced Worksite Traffic Management.

Holders of Main Roads W.A. AWTM certification are authorised to prepare high-risk (complex) traffic management plans including those in accordance with and up to the planning level specified in Clause 2.2.1 (c) of AS 1742 part 3 - 2009. 'Complex traffic arrangements' are those work activities and traffic management arrangements that are assessed as having a residual risk rating of H (high-risk) or greater as a result of a risk assessment undertaken during the planning stage (refer to MRWA Traffic Management Requirements for Works on Roads - Code of Practice, latest revision, Clause 5.2.2 'Traffic management plans involving Complex Traffic Arrangements').

*Persons who already hold RIICWD503A 'Prepare work zone traffic management plan' and the Main Roads W.A. WTM certificate wishing to upgrade to the Main Roads W.A. AWTM certificate need to disengage from this course and enrol in the Advanced Worksite Traffic Management RPL stream.*

## Online Supplementation of the Course

This course is supplemented online at <http://training.qtm.net.au>, a web-based learning environment that is to be used to provide course information and learning material needed for completion of this course.

If you are new to the online environment and require assistance of any kind, please make sure you direct your queries to the appropriate area in order to get the result you need quickly.

For content-related issues, contact your Course Coordinator. For technical issues relating to your online course, please contact your Lecturer. The access to your online course will become available once payment has been received and processed.

This course is offered by on-line delivery.

### Advantages:

Flexibility	Allows you to work through course content at a time which suits you, your work and your own learning style.
Accessibility	Equally accessible for persons in all locations e.g. Remote, rural and metro.
Efficiency	No need to travel to course location and be away from work for a number of days.
Economy	No travel and accommodation costs and less 'down time' away from work.

The On-line course package consists of:*RIICWD503A 'Prepare Work Zone Traffic Management Plan':*

**Course Notes** Contains most course content and some embedded movie footage. You can work through this material at your own pace and may elect to print off a copy of it. The course notes include attached documents from a range of sources such as Main Roads W.A.

**Assessment Package** This includes:

1. Theory Exam A copy of the theory examination questionnaire which you must complete.
2. TMP Templates Templates for the two traffic management plans (TMPs) which you must complete.
3. MRWA guidelines For the preparation of TMPs.
4. Sample MRWA TMPs Shows what a completed TMP should look like.

*RIIRIS402A 'Carry out the risk management process':*

**Course Notes** Contains course content and some learning activities. You can work through this material at your own pace and may elect to print off a copy of it.

**Assessment Package** This includes:

1. Theory Exam A copy of the theory examination questionnaire which you must complete.

Using these packages

It is suggested that you read through the course package at your own pace, making note of key points or any areas which are not clear to you. We recommend that you print off a copy of these notes to assist your use of this resource.

Should you have any questions or areas of difficulty, please use the on-line live help facility (or ring 1300 557 930) to register your query with our training staff, one of whom will reply to your query within two working days.

You are not required to memorise the content of any attached documents. What is required here is an understanding of the relevance of the particular documents to the TMP design process and the ability to extract required information from the document.

**Method of Assessment**

Assessment	Type of Assessment	Passmark	Due Date
Assessment 1: RIICWD503A Theory Assessment	Written Theory	80%	
Assessment 2: RIICWD503A Non-Complex TMP	Written Practical	C/NYC	Within 6 months of completion of assessment 1
Assessment 3: RIICWD503A Complex TMP	Written Practical	C/NYC	Within 6 months of completion of assessment 1
Assessment 4: RIIRIS402A Theory Assessment	Written Theory	80%	

NOTE: A satisfactory standard in each component of assessment is necessary for a pass in the course.

## Assessment Details

### Assessment 1: RIICWD503A Theory Assessment

This questionnaire is designed to test your knowledge of the theory and concepts presented in the course package. The minimum pass mark is 80% and the questionnaire usually takes between 3 to 6 hours to complete.

#### *Some Tips:*

- You must complete the questionnaire unassisted by others and also complete the declaration on the cover sheet of the assessment.
- The questionnaire is an 'open book' assessment so you may refer to the course package and any other relevant documentation when completing it.
- Please answer all questions.
- If a question is proving particularly difficult for you, it might be better to move onto another question and come back to the troublesome one at another time.
- Given the length of the questionnaire, it might be best to complete it in a number of sittings rather than in one go.

### Assessments 2 and 3: Non-Complex and Complex TMPs

You are required to complete the one non-complex traffic management plan and one complex traffic management plan using the templates provided. *Please refer to MRWA Traffic Management Requirements for Works on Roads - Code of Practice, Clause 5.2.2, for further details about 'complex traffic arrangements'.*

Each traffic management plan must consist of:

- a. The Traffic Management Plan Write Up.
- b. The Traffic Control Diagram.

Please refer to the attached documents:

- a. AWTM TMP Template MRWA Jan 07 Draft with QTM Suggestions. *This document gives a structure which can be followed for the write up along with suggestions from QTM.*
- b. AWTM TMP Template MRWA Jan 07 Draft. *This document provides a structure for the write up into which you can insert the required details.*

Please also include in your two TMP submissions any hand drawn sketches which you have made as a part of the planning process. You will be allowed one re-sit for each traffic management plan submitted.

When preparing your two TMPs we recommend that you:

- Select the road to be used for your TMPs carefully. Refer to the suggestions in the TMP template document. Use of a street directory or Google Earth imagery may assist your selection of a suitable location.
- You will need to visit your selected section of road to measure up the site and draw up a detailed sketch of the road layout. Dimensions of key reference points need to be taken at this time.
- Prepare hand-drawn sketches showing all aspects of your intended sign & device layout. Attach all sketches to your final submission so that the assessor can gain an appreciation of how your planning developed.

- You may submit the traffic control diagram component of your submission as a hand-drawn diagram (must be neatly drawn and labelled or produced electronically using applicable software such as 'Planman').
- You are **strongly advised** to keep an electronic or paper copy of your submission to safeguard against accidental loss.

#### Assessment 4: RIIRIS402A 'Carry out the risk management process' - Theory Assessment

Once you have worked through the course notes for this unit you are ready to begin the assessment process. This process involves completing the theory questionnaire for this unit where you are required to answer a series of questions relating to the implementation of a sample Main Roads W.A. Traffic Management Plan. Please see attached document.

##### *Some Tips:*

- You must complete the questionnaire unassisted by others and also complete the declaration on the cover sheet of the assessment.
- The questionnaire is an 'open book' assessment so you may refer to the course package and any other relevant documentation when completing it.
- Please answer all questions.
- If a question is proving particularly difficult for you, it might be better to move onto another question and come back to the troublesome one at another time.
- Given the length of the questionnaire, it might be best to complete it in a number of sittings rather than in one go.

#### Assessment Guidelines

Please submit your completed theory assessments and two traffic management plans to:

Traffic Management Course Trainer  
c/- Quality Traffic Management Pty Ltd  
PO Box 218  
BENTLEY W.A. 6982

*Or you may hand deliver them to the receptionist at our premises at 130A Radium St, Welshpool W.A. 6106.*

Please also include with your two traffic management plans any hand drawn sketches which you have made as a part of the planning process.

It is strongly recommended that you keep a copy of all documents forming your assessment submission to safeguard against accidental loss.

**You must pass all assessment requirements to successfully complete this course**