



# QTM Training

130a Radium Street Welshpool Western Australia 6106

## RIIOHS302A 'IMPLEMENT TRAFFIC MANAGEMENT PLAN'

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Mode of Study	Online
Pre-requisites	None
Anti-requisites	None
Additional Requirements	None
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Administrative Contact	QTM Training Phone: 1300 557 930   Fax: +61 8 9258 9251 Email: <a href="mailto:Training@qtm.net.au">Training@qtm.net.au</a>
Learning Management System	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)



## Graduate 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 implementing traffic management plans</li> <li>• Obtain, confirm and apply work instructions relevant to the allotted task</li> <li>• Obtain, confirm and apply safety requirements from the site safety plan and organisational policies and procedures to the allotted task</li> <li>• Identify, obtain and implement signage and device requirements from the project traffic management plan</li> <li>• Select tools and equipment to carry out tasks that are consistent with the requirements of the job, check them for serviceability and rectify or report any faults</li> <li>• Identify, confirm and apply environmental protection requirements from the project environmental management plan to the allotted task</li> <li>• Check the designated traffic controllers' training and qualifications for currency as per legislation</li> <li>• Advise traffic controllers of the traffic flow requirements for the site</li> </ul>
PC 2	<ul style="list-style-type: none"> <li>• Select traffic guidance scheme to suit site conditions, traffic volumes and work activities</li> <li>• Determine and ensure adherence to work schedule, maximum traffic delays, signals and site communications</li> <li>• Ensure signs and devices are correctly positioned on the approaches to the work area in accordance with the traffic management plan</li> <li>• Ensure that signs and devices are positioned and displayed on each approach according to Main Roads WA requirements and the traffic management plan</li> <li>• Ensure signs and devices are positioned laterally and displayed in accordance with Road Authority requirements</li> <li>• Ensure traffic is controlled effectively to protect the work crew placing traffic control devices around the work area</li> </ul>
PC 3	<ul style="list-style-type: none"> <li>• Ensure traffic flow is monitored and effectiveness of guidance scheme determined</li> <li>• Monitor work activities and provide guidance to adjust scheme</li> <li>• Apply process for dealing with traffic controllers when they fail to adhere to the approved procedures</li> <li>• Apply procedures to deal with offending motorists</li> </ul>
PC 4	<ul style="list-style-type: none"> <li>• Ensure traffic is controlled to protect work crew removing traffic control devices from the work area</li> <li>• Ensure signs are removed in sequence to provide maximum warning during removal of traffic control devices</li> <li>• Ensure guidance scheme details are recorded to organisational and or Road Authority requirements</li> <li>• Ensure incidents are reported as required by the organisation and/or Road Authority</li> </ul>
PC 5	<ul style="list-style-type: none"> <li>• Ensure work area is cleared in accordance with the project environmental</li> </ul>

management plan

- Ensure tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices

## Introduction to the Course

This delivery mode is intended for persons in all states who are intending to complete RIIOHS302A 'Implement Traffic Management Plan'.

RIIOHS302A covers the competency required to implement traffic management plans in the civil construction industry. It includes; planning and preparing; setting out, monitoring and closing down of the traffic guidance scheme; and cleaning up.

People who complete this unit will receive a statement of attainment which is recognised in all states and territories of Australia.

### Please Note:

*Whilst RIIOHS302A is the nationally-recognised unit applicable for the implementation of roadworks traffic management plans, a number of state and territory road authorities have imposed additional qualification requirements for persons undertaking such work. As a result, some states and territories will require persons to hold RIIOHS302A plus an additional qualification unique to that state or territory. You must ensure that you hold RIIOHS302A plus the state/territory mandated additional qualification for the state or territory in which you will be implementing traffic management plans. Please refer to the rear of this information sheet for state and territory road authority contact details.*

## 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:

Course Notes	Contains course content divided in to pages, sections and modules for the unit. You can work through this material at your own pace and can log in and out at any time without losing your place.
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Assessment Package	This includes:	
	1. Theory Exam	Online theory examination questionnaire which you must complete.
	2. Logbook Assessment	Booklet which can either be printed or mailed to you in which you must complete on-the-job, post-course assessments with.

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.

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.

**Method of Assessment**

Assessment	Type of Assessment	Passmark	Due Date
Assessment 1: Theory Assessment	Written Theory	75%	
Assessment 2: Logbook Assessment	Practical	C/NYC	Within 4 months of completion of assessment 1

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

**Assessment Details**

**Assessment 1: 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 75% and the questionnaire usually takes between 20 to 30 minutes 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 using the help menu on the right hand side of the screen 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.

**Assessment 2: Logbook Assessment**

The log book contains evidence gathering activity checklists for four evidence gathering activities that you need to complete to be awarded RIIOHS302A “Implement Traffic Management Plan” and the two evidence gathering activities that you need to complete to be awarded RIIOHS 205A “Control Traffic with a Stop/Slow Bat” (if applicable).

**West Australian candidates** will be awarded MRWA Endorsed Trainee certification upon completion of assessment 1 which is valid for a maximum period of four (4) months after issue and allows

holders to work under the **direct** supervision of a holder of RIIOHS302A “Implement Traffic Management Plan” (or current MRWA Basic Worksite Traffic Management) and RIIOHS205A “Control Traffic with a Stop/Slow Bat” (or current MRWA Worksite Traffic Control) so that you may gain experience and complete the required evidence gathering activities which are to be recorded in this log book so as to gain full certification.

**YOU MUST NOT WORK BEYOND THE EXPIRY DATE OF YOUR ENDORSED TRAINEE TICKET UNLESS YOU HAVE GAINED FULL CERTIFICATION!**

The log book is divided into two parts, Part A and Part B.

Part A RIIOHS302A “Implement Traffic Management Plan”.

You must complete four evidence gathering activities as follows:

- 1 Traffic management at a worksite where construction vehicle traffic is present.
- 2, 3, 4 Traffic management on a road under traffic (three separate evidence gathering activities required).

Please Note:

*If traffic control duties using a Stop-Slow bat are also performed by the candidate at any of the above sites, they may also be counted as evidence gathering activities for RIIOHS205A ‘Control traffic with a stop-slow bat’.*

Part B RIIOHS 205A “Control Traffic with a Stop/Slow Bat”.

Two evidence gathering activities must be completed as follows:

- 1 & 2 Traffic control at a worksite under traffic.

Given the importance of the log book, it is **strongly recommended** that you keep a photocopy of it for your own records and to safeguard against accidental loss.

The workplace log book must be completed and signed by the person conducting each evidence gathering activity. The evidence gathering activities must be conducted at ‘live’ traffic management work sites. **Mock or scaled simulated worksites cannot be used for evidence gathering activity purposes.**

Where insufficient evidence is provided with the completed log book, QTM may return the log book to the candidate requesting additional evidence be provided. **It is the candidates’ responsibility to provide any additional evidence required.**

Candidates need to wear the Personal Protective Equipment (PPE) required by their employer for traffic management/traffic control purposes (i.e. high visibility vest, closed shoes or work boots, long sleeved shirt, trousers and hat).

**PROCESS FOR CONDUCTING EACH EVIDENCE GATHERING ACTIVITY**

*(Candidate & supervisor/s conducting evidence gathering activities please read)*

1. Ensure that the candidate is wearing the Personal Protective Equipment that your organisation requires for traffic management work.
2. If in WA, check that the candidate’s MRWA ‘Endorsed Trainee’ ticket is within its expiry date.
3. Brief the candidate regarding the context of the evidence gathering activity i.e. The work tasks being subject to evidence gathering activity require the candidate to:
  - Check the load as correct using a sign and device checklist.

- Participate in site safety briefing as normally conducted for each work site.
  - Orientate the Traffic Management Plan (TMP) to the site using the North point.
  - Set up the site as per the TMP using industry accepted safe working methods.
  - Monitor the site (including drive through checks) as per requirements.
  - Pack up the site using industry accepted safe working methods.
  - Complete Traffic Management Daily Diary for the site.
  - **Additional for Control Traffic with a Stop/Slow Bat evidence gathering activities, control traffic with a Stop/Slow Bat and two-way radio.**
4. Then with the candidate **working as a member of the work crew** get them to perform the tasks/duties mentioned in (3) immediately preceding. Work tasks do not necessarily have to be performed in exactly the same order as specified in each evidence gathering activity checklist but can be carried out in in the context of the normal operation of the traffic management worksite (i.e during the course of a normal day's work).
  5. De-brief the candidate at the end of each evidence gathering activity.

#### USING THE EVIDENCE GATHERING ACTIVITY LOG BOOK

*(Supervisor/s conducting evidence gathering activities please read)*

1. The person conducting each evidence gathering activity must hold **current** MRWA Basic Worksite Traffic Management (BWTM) and Worksite Traffic Control (TC) accreditation if in Western Australia. Alternatively they may hold the nationally recognised units R11OHS 302A "Implement Traffic Management Plan" (or BCCCM 3003C) and R11OHS 205A "Control Traffic with a Stop/Slow Bat" (or BCCCM 2013C).
2. Each element of competency is made up of a number of performance criteria.
3. A person must demonstrate competency for all the performance criteria which make up a competency before they can be assessed as 'competent' for that competency.
4. When observing a particular performance criteria on the Evidence Gathering Checklist, circle 'Y' in the result column if the task was completed satisfactorily. Circle 'N' if the task was not completed satisfactorily.
5. To change a 'not satisfactorily completed' ('N') result to a 'satisfactorily completed' ('Y') result, cross out the 'N' and circle the 'Y' alongside it. Also sign and date immediately alongside where you circled the 'Y'.
6. If all the elements for a particular evidence gathering activity have been recorded as 'satisfactorily completed', complete the 'summary page' for that evidence gathering activity.
7. Please record any comments which you may want to make in the "comments" section and sign and date the comment. **It is important to make comments where you feel it is appropriate to do so.**

A qualified QTM Assessor will make an assessment judgment based on the evidence provided in this log book. Where necessary the QTM Assessor will request additional detail from your Evidence Gatherer/Supervisor.

## Assessment Guidelines

Please submit your completed logbook to:

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

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

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**

## State and Territory Road Authority Contacts

ACT	Move (ACT)	<a href="http://www.tams.act.gov.au/move">www.tams.act.gov.au/move</a>	+61 2 6207 5111
NSW	Roads and Traffic Authority, NSW	<a href="http://www.rta.nsw.gov.au">www.rta.nsw.gov.au</a>	123 213
NT	NT Transport Group	<a href="http://www.transport.nt.gov.au">www.transport.nt.gov.au</a>	+61 8 8924 7531
QLD	Department of Transport and Main Roads (QLD)	<a href="http://www.transportandmainroads.qld.gov.au">www.transportandmainroads.qld.gov.au</a>	+61 7 3834 2011
SA	Transport (SA)	<a href="http://www.transport.sa.gov.au">www.transport.sa.gov.au</a>	1300 360 067
TAS	Transport, DEIR (Tas)	<a href="http://www.transport.tas.gov.au">www.transport.tas.gov.au</a>	1300 135 513 or +61 3 6233 5219
VIC	VicRoads	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>	+61 3 9854 2666
WA	Main Roads WA	<a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>	138 138