



# QTM Training

130a Radium Street Welshpool Western Australia 6106

## PREPARE WORK ZONE TRAFFIC MANAGEMENT PLAN

LAST UPDATED 13 MAY 2010

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



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## Graduate Attributes

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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>

## Introduction to the Course

This delivery mode is intended for persons in all states (excepting Western Australia) who are intending to complete RIICWD503A 'Prepare work zone traffic management plan'.

RIICWD503A covers the preparation, documentation and completion of work zone traffic management plans in civil construction. It includes preparing and designing the traffic management plan (TMP) and supporting and reviewing its application.

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

### Please Note:

*Whilst RIICWD503A is the nationally-recognised unit applicable for the design 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 RIICWD503A plus an additional qualification unique to that state or territory. You must ensure that you hold RIICWD503A plus the state/territory mandated additional qualification for the state or territory in which you will be preparing work zone 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 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.
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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.

### Using this package

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: Theory Assessment	Written Theory	80%	
Assessment 2: Non-Complex TMP	Written Practical	C/NYC	Within 6 months of completion of assessment 1
Assessment 3: Non-Complex TMP	Written Practical	C/NYC	Within 6 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 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 TMPs

You are required to complete the two non-complex traffic management plans using the templates provided up to the planning level specified in clause 2.2.1 (b) of AS 1742.3 - 2009 i.e. for works involving relatively simple part road closures.

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 Guidelines

Please submit your completed assessment questionnaire and two non-complex traffic management plans for RIICWD503A 'Prepare work zone traffic management plan' 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 non- complex 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**

### 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