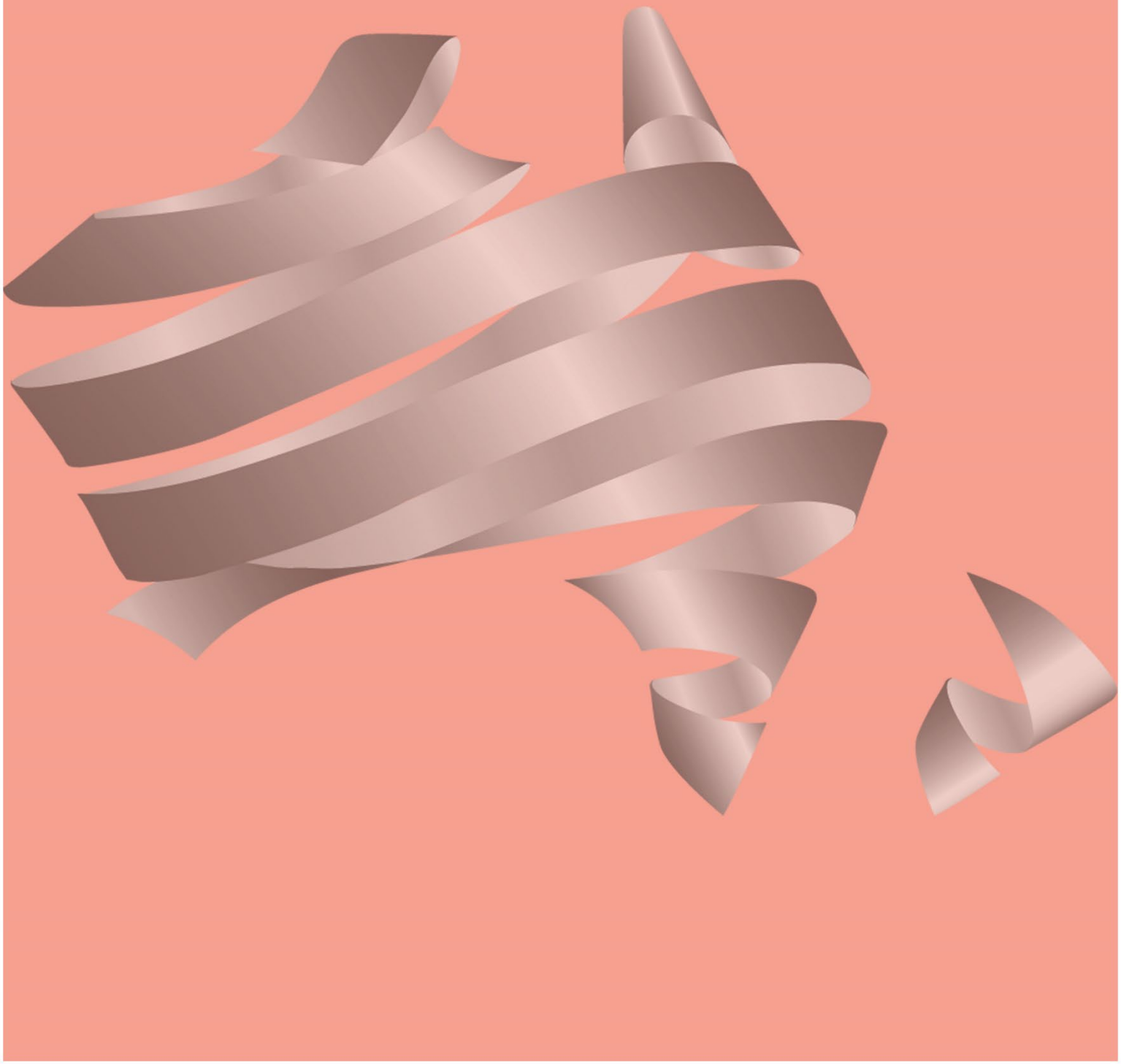
Registered Training Organisation Operational Framework for Temporary Traffic Management

Austroads



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About the document

This document provides an overview of the Registered Training Organisation (RTO) Operational Framework for temporary traffic management training. The RTO Operational Framework will be nationally consistent and ensure fit for purpose graduated training and robust oversight.

The information in this document is aimed primarily at RTOs who wish to become an Approved Training Provider (ATP) to deliver temporary traffic management training and individuals who may deliver the training or assessment for an ATP.

This document does not provide exhaustive detail or legal advice.

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About Austroads

Austroads is the peak organisation of Australasian road transport and traffic agencies.

Austroads' purpose is to support our member organisations to deliver an improved Australasian road transport network. To succeed in this task, we undertake leading-edge road and transport research which underpins our input to policy development and published guidance on the design, construction and management of the road network and its associated infrastructure.

Austroads provides a collective approach that delivers value for money, encourages shared knowledge and drives consistency for road users.

Austroads is governed by a Board consisting of senior executive representatives from each of its eleven member organisations:

- Transport for NSW
- Department of Transport Victoria
- Queensland Department of Transport and Main Roads
- Main Roads Western Australia
- Department for Infrastructure and Transport South Australia
- Department of State Growth Tasmania
- Department of Infrastructure, Planning and Logistics Northern Territory
- Transport Canberra and City Services Directorate, Australian Capital Territory
- Department of Infrastructure, Transport, Regional Development and Communications
- Australian Local Government Association
- Waka Kotahi NZ Transport Agency.

This document has been prepared for Austroads as part of its work to promote improved Australian and New Zealand transport outcomes by providing expert technical input on road and road transport issues.

Individual road agencies will determine their response to this report following consideration of their legislative or administrative arrangements, available funding, as well as local circumstances and priorities.

Austroads believes this publication to be correct at the time of printing and does not accept responsibility for any consequences arising from the use of information herein. Readers should rely on their own skill and judgement to apply information to particular issues.

Summary

This document provides an overview of the Registered Training Organisation (RTO) Operational Framework for temporary traffic management training. The RTO Operational Framework will be nationally consistent and ensure fit for purpose graduated training and robust oversight.

The information in this document is aimed primarily at RTOs who wish to become an Approved Training Provider (ATP) to deliver temporary traffic management training and individuals who may deliver the training or assessment for an ATP. It is intended to provide an overview, summarising:

- the process for an RTO to become an ATP to deliver temporary traffic management training
- the oversight and audit mechanisms
- renewal/termination

It does not provide exhaustive detail or legal advice.

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What is a temporary traffic management?

Temporary traffic management is a system of controlling traffic movement through or past a worksite as provided for under state or territory legislation. While it is important that temporary traffic movement is as efficient as possible the most important aspect is safety for road workers and road users.

What is the National Training Framework for Temporary Traffic Management?

The National Training Framework for Temporary Traffic Management provides a nationally harmonised environment for the provision of Temporary Traffic Management training and ensures individuals working in the industry are appropriately trained and renewed.

The National Training Framework for Temporary Traffic Management is designed under the Vocational Education and Training (VET) framework based on Skill Sets and Units of Competencies

There are three Temporary Traffic Management roles comprising Traffic Controller (TC), Traffic Management Implementer (TMI), and Traffic Management Designer (TMD), graduated across three TTM categories, comprising in total eight Temporary Traffic Management National Training Programs with their associated Skill Sets (see Appendix A).

Temporary Traffic Management by role and category

Role	TTM Category 1	TTM Category 2	TTM Category 3
Traffic Controller	TC1	TC2	Not applicable
Traffic Management Implementer	TMI1	TMI2	TMI3
Traffic Management Designer	TMD1	TMD2	TMD3

What is an approved training provider (ATP)?

An ATP is an RTO that is approved to provide training services for temporary traffic management.

An RTO cannot provide training for The National Training Framework for Temporary Traffic Management without becoming an ATP in the state or territory where it wants to provide training.

An ATP may be approved to operate in one state or territory, or more than one state and territory. Being approved as an ATP in one state or territory does not automatically entitle you to provide training in another state or territory. However, the process for becoming an ATP in an additional state or territory is simpler because the overall process is similar, and some elements of the approval process contain the same information.

How do I become an ATP?

To become an ATP, your organisation will need to apply for recognition in the state or territory where you intend to provide temporary traffic management training services. For example, if you intend to provide training in Western Australia you would make an application to Main Roads Western Australia. There is a standard ATP Application Form available through the state or territory.

What will I need to include in my application?

Your application will need to:

- Identify the courses (i.e. Temporary Traffic Management National Training Programs) you intend to provide.
- Provide evidence that your organisation is an RTO registered by the Australian Skills Quality Authority (ASQA) or, where applicable, the state regulator.
- Provide information about why you are applying to become an ATP in the state or territory. This will include information about your understanding of the market and the geographical area in which you intend to provide training services.
- Specify your organisation's information in the Training and Assessment Strategy provided by Austroads for each of the applicable Temporary Traffic Management National Training Programs. This should include the proposed training methodology, including details such as class size. It should also detail how you will facilitate leaners to complete both theoretical (in-class) and practical training experience.
- Provide details of your ability to successfully deliver the training course material, inclusive of the Austroads Temporary Traffic Management National Training Material and resources and any state or territory specific Localised Content.
- Provide details on nominated trainers and assessors to demonstrate their suitability, including evidence they have completed the requirements to train or assess the Temporary Traffic Management National Training Programs.

You will need workers' compensation insurance for the state or territory in which you propose to operate. Depending on the state or territory, you may also require public liability and professional indemnity insurance.

You will be provided with the relevant Austroads Temporary Traffic Management National Training Material[1] and any Localised Content, to assist you with your application. You will need to sign a non-disclosure agreement to receive this material and any Localised Content.

Are there fees associated with becoming and operating as an ATP?

A state or territory may apply a fee to receive and process an application by an RTO to become an ATP. This may also extent to subsequent ATP renewals but is subject to individual state and territory decisions.

There is a fee set by Austroads to cover the provision, maintenance and updating of the Austroads Temporary Traffic Management National Training Material, the provision of ATP oversight and auditing and the associated Austroads IT registry system. The fee is payable by the ATP for each Statement of Attainment issued to a successful participant, inclusive of their renewal/s.

The fee per Statement of Attainment is subject to the actual Temporary Traffic Management National Training Program as presented in Appendix A.

[1] The Austroads Temporary Traffic Management National Training Material which, for each of the Temporary Traffic Management Training Programs, consists of: Training and assessment strategy, Trainer guide, Mapping document, Presentation materials with speaker notes, Learner logbook (for the Traffic controller suite), Theory assessment and Practical assessment.

How are individual trainers and assessors approved?

When you apply to become an ATP and deliver a specific Temporary Traffic Management National Training Program/s you will need to provide information on your proposed trainers and assessors. Trainers and assessors are not approved independently, with an ability to work for any ATP. Instead, your application to be an ATP will be assessed for overall suitability, which includes your ability to demonstrate quality trainers and assessors. The fact that a trainer or assessor may deliver the training or assessment elsewhere could form part of the evidence you provide of their experience and suitability.

Your circumstances may change after you have been approved as an ATP and you may need to add additional trainers or assessors. You will need to notify the agency that approved you as an ATP and seek their approval of the proposed new trainers or assessors.

How do I apply to become an ATP in another state or territory?

You must apply to become an ATP in each state and territory where you want to provide training. It will frequently be simpler to get approval as an ATP in an additional state or territory because the process is similar. However, each application will vary because of the unique Teaching and Assessment Strategy, trainers and assessors and physical training environments.

How long does my approval as an ATP last?

Once you are approved as an ATP in a state or territory your approval will last for up to three years. This is subject to monitoring of the continued quality of the service by the state or territory agency, and Austroads.

Within the three-year period, a 12-month renewal may be granted twice (at 12 and 24 months from the commencement of the original agreement).

Renewal is not an automatic process; the approving agency has the right to refuse renewal.

While there is no right to automatic renewal, the process is streamlined compared to the original application. A renewal application takes the form of a Compliance Statement that requires you to confirm that the conditions of your original approval are still being met (particularly the identities of the agreed trainers/assessors) or provide any relevant updates.

After three years you will need to make a new application to be an ATP.

How do I get training materials as an ATP?

Austroads develops and maintains the Austroads Temporary Traffic Management National Training Material. This will provide for consistent national training and avoid the need for ATPs to develop unique materials. If there are specific, additional materials for a state or territory, this Localised Content will be provided to the RTO. It will also provide the ATP with any updates to these training materials.

How is quality and oversight of my ATP managed?

The quality of ATPs will be assured through quarterly reporting and an audit program.

States and territories will inform ATPs of any sector-wide compliance issues so that ATPs can proactively address any concerns.

Quarterly reporting

ATPs will need to provide standard quarterly reports to the state or territory agency which approved it. The reports will cover any significant issues such as changes to trainer or assessor personnel and learner enrolment, theoretical training completion, practical training experience completion and issuance of Statement of Attainment.

Audits

There will be a national audit program coordinated by Austroads.

Audits will be both scheduled and triggered. Triggered audits will be informed by risk assessment including information from states and territories, industry, and learner surveys.

Audits will cover:

- the Training and Assessment Strategy
- the delivery of the theoretical (in-class) training
- the delivery of the practical training
- assessments, including validation of outcomes.

Auditing may be covert as well as overt.

What happens if my ATP's quarterly report is unsatisfactory, or an audit reveals concerns?

If the agency has concerns with a monthly report of an ATP, or an audit reveals concerns there are a range of possible actions with varying levels of severity for the ATP. Generally, the aim would be to ensure that the ATP improves its performance so that it can continue to deliver training. However, depending on the circumstances actions an agency may take include:

- asking for additional information or clarification
- imposing a corrective action request on the ATP
- placing conditions on the ability of the ATP to operate
- suspending the right of the ATP to operate
- cancelling the ATP's approval.

Conditions may include requiring an ATP to suspend delivery of a Temporary Traffic Management National Training Program/s and/or to suspend or cancel the use of specified trainers of assessors.

If an ATP is suspended or cancelled that information will be shared with other agencies who have approved the same organisation as an ATP. Equally, if a condition is placed on an ATP requiring that the use of a specified trainer or assessor is suspended or cancelled, the information will be shared with any state or territory agency that approved the trainer or assessor as part of the application of another ATP.

If the ATP is suspended it must complete training that has already commenced but may not enrol new learners until the suspension is lifted.

What are my obligations as an ATP if I want to stop offering training?

An ATP may stop offering training. You must provide 60 days' notice to the agency that approved you.

You will need to complete any training of existing learners, that is those who have commenced training, before you stop offering training.

Appendix A - National Training Framework for Temporary Traffic Management – Skill sets[2], Units of competency and Fees

Role / Skill set	Units of Competency	Austroads Fee per Statement of Attainment ($ inclusive of GST)	Training Duration
Traffic Controller			
TC1 [3] RIISS00058 - Traffic Controller - Urban Streets and Low Volume Rural Roads	RIICOM201E Communicate in the workplace RIIWHS205E Control traffic with stop-slow bat RIIWHS206 Control traffic with portable traffic control devices and temporary traffic signs.	$50.	2 days theory plus at least 20 hours practical
TC2 [4] RIISS00059 - Traffic Controller - High Volume Roads	RIIWHS207 Control traffic on high volume roads.	$75.	1 day theory plus at least 20 hours practical
Traffic Management Implementer			
TMI1 [3] RIISS00060 - Traffic Management Implementer - Urban Streets and Low Volume Rural Roads	RIICOM201E Communicate in the workplace RIIRIS301E Apply risk management processes RIIWHS302E Implement traffic management plans RIIWHS303 Position, set up, and program portable traffic control devices.	$75.	2 days theory plus the learner must complete three different setups

[2] Refer to Training.gov for skill set information including entry requirements and practical training experience
[3] TC1 and TMI1 may be taught concurrently (combined) over 3 theory training days plus 20 hours practical experience (TC1 requirement) and 3 set-ups (TMI1 requirement) – Austroads fee per statement of attainment (inclusive of GST) $125
[4] TC2 and TMI2 may be taught concurrently (combined) over 2 theory training days plus 20 hours practical experience (TC2 requirement) and 3 set-ups (TMI2 requirement) – Austroads fee per statement of attainment (inclusive of GST) $175

Traffic Management Implementer			
TMI2 [4] RIISS00061 - Traffic management Implementer Skill Sets - High Volume Rural Roads	RIIBEF301D Run on-site operations RIIWHS304 Implement traffic management plans on high volume roads.	$100	1 day theory plus the learner must complete three different setups
TMI3 RIISS00062 - Traffic Management Implementer Skill Sets for Motorways and Freeways	RIIBEF301D Run on-site operations RIIWHS305 Implement traffic management plans on motorways and freeways.	$100	1 day theory plus the learner must complete three different setups
Traffic Management Designer			
TMD1 RIISS00063 - Traffic Management Designer Skill Set for Urban Streets and Low Volume Rural Roads	RIIRIS402E Carry out the risk management process RIICWD503E Prepare traffic management plans and traffic guidance schemes.	$75.	2 day theory plus the learner must complete at least 2 different traffic management plans
TMD2 RIISS00064 - Traffic Management Designer Skill Set for High Volume Rural Roads	RIICWD538 Prepare traffic management plans and traffic guidance schemes for high volume roads.	$100	1 day theory plus the learner must complete at least 2 different traffic management plans
TMD3 RIISS00065 - Traffic Management Designer Skill Set for Motorways and Freeways	RIICWD539 Prepare traffic management plans and traffic guidance schemes for motorways and freeways.	$100	1 day theory plus the learner must complete at least 2 different traffic management plans



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