

CTG RECOGNITION OF PRIOR LEARNING (RPL) APPLICANT CHECKLIST – TRAFFIC CONTROLLER (TC1)

**Applicant Details:**

Name: \_\_\_\_\_

**RPL Evidence Collection Guide**

This checklist is provided to assist applicants in collecting and submitting the required evidence for RPL in Traffic Control – TC1 category at Construction Training Group (CTG). To ensure your application is considered, you must submit all mandatory evidence. You are also encouraged to submit any additional supporting documentation that strengthens your application, such as a resume, work schedule, training records, job cards, or logbooks. The evidence you submit must be from the past 12 months.

This checklist is only a guide. Please refer to the requirements and speak with us if you have any questions. If you’re unable to provide all the mandatory evidence listed, don’t panic—just reach out to us. In many cases, we can arrange gap training and/or assessment to cover areas where evidence is missing. This will depend on the unit or skill set requirements, your work history, and the evidence you are able to collect. We’re here to help—please talk to us.

Complete the checklist relevant to your application and tick each item as you collect the evidence. Read all instructions carefully. If you would like to include a comment about the evidence you are submitting, you are welcome to do so.

**MANDATORY EVIDENCE – TC1**

Evidence Item	Applicant Check and Comments	CTG Verified
White Card – Statement of Attainment A copy of your Statement of Attainment or USI VET Transcript showing successful completion of one of the following units: - CPCWHS1001 – Prepare to work safely in the construction industry - CPCCWHS1001 – Prepare to work safely in the construction industry - CPCCOHS1001A – Work safely in the construction industry  [Note: A physical White Card alone is not sufficient evidence. The regulators have made it clear that a non-AQF certification document, such as a licence or similar document (e.g. a General Construction Induction ‘White Card’), is not an acceptable form of evidence for meeting the ‘entry requirement’ specified for the skill set.]	<input type="checkbox"/>  Comment:	<input type="checkbox"/>
Any Traffic Control Unit you hold – Statement of Attainment For example, RIIWHS205E Control traffic with stop-slow bat.	<input type="checkbox"/>  Comment:	<input type="checkbox"/>
Any in house training certificates		
Pre-start Documentation Submit at least one of the following: - A completed pre-start checklist - SWMS or JSA linked to traffic management activities you undertook - Screenshot or scan of a pre-start check conducted using a digital device	<input type="checkbox"/>  Comment:	<input type="checkbox"/>
Traffic Guidance Scheme (TGS) Provide two (2) copies of TGS showing your involvement in traffic control duties. Can be from any road category.	<input type="checkbox"/> Yes – 2 copies <input type="checkbox"/> I only have one TGS to submit.  Comment:	<input type="checkbox"/>
Employer Statement or Letter A signed letter on your employer’s letterhead describing your experience in traffic control. The letter should include: - Your role and duration of employment - Types of road environments - Tasks performed (e.g., use of stop/slow bat, communication systems,	<input type="checkbox"/>	<input type="checkbox"/>

Evidence Item	Applicant Check and Comments	CTG Verified
work with pilot vehicles, manage traffic involving motorists/pedestrian with disabilities, portable traffic signals, hazard control, etc.)		

**OPTIONAL – SUPPORTING EVIDENCE**

Evidence Item	Included
Incident Report: Provide one copy of an incident report that you have completed, relevant to your duties as a Traffic Controller.	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comments:
TGS showing use of Portable Traffic Signals (PTS)	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comments:
Updated Resume showing relevant and specific traffic experience with details of at least two (2) current or recent (from the past 12 months) supervisor/ team leader who is happy to verify your skills and you're comfortable with them discussing this with an assessor.	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comments:
Worksite logbooks or training records	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comments:
Pay slips or payment receipts outlining your employer details and your traffic management related role	<input type="checkbox"/> Yes <input type="checkbox"/> No   Comments:

**Instructions for Submission**

1. Review your checklist to ensure all relevant evidence is collected.
2. Label each document clearly (e.g., “White Card – SOA”, “Employer Letter”, “TGS 1”, etc.).
3. The Austroads RPL application form for this road category is also included in this document. Please complete and submit this form as part of your application.

When completing the Austroads RPL application form, please pay close attention to Section 5- Workplace Validation and Section 6- Evidence Table.

The Workplace Validation Table in Section 5 lists several items that you are required to support with evidence in your RPL application. For example, it may ask you to demonstrate that you have controlled traffic using a stop/slow bat on at least two occasions. You must tick or cross each item based on the evidence you can provide. Do not tick an item if you cannot provide the required evidence—simply leave it blank.

When completing Section 6- Evidence Table, keep in mind that a single piece of evidence can be used to support multiple validation items. For example, a letter from your employer describing your traffic control duties could potentially support several items from Section 5, such as:

- Controlling traffic using a stop/slow bat on at least two occasions
- Managing pedestrians, including those with prams or mobility issues
- Controlling traffic using a Portable Traffic Control Device (PTCD)

If the letter is detailed enough, you could reference it in Section 6 like this: "Letter from my current employer relates to Items 1, 2, and 5."

If you're unsure about how to complete these sections, feel free to contact us—we're here to help.

4. Submit the completed checklist, Austroads’ RPL application form and supporting documents to [info@constructiontraininggroup.com.au](mailto:info@constructiontraininggroup.com.au)
5. One person may apply for RPL for more than one road category. To help us differentiate your application, please include the following in the subject line of your email: TRAFFIC RPL APPLICATION – [Your Full Name] [Road Category, e.g. TC1].

**What next?**

Once received, we will review your application. We will contact you with the next steps or request further evidence if required.

# Traffic Controller 1

## Recognition of Prior Learning – Applicant



Version 1

Student's name

# Copyright

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The text provided in this document may not be edited.

Only an approved Training Provider is permitted to use this training resource. An Approved Training Provider is a Registered Training Organisation that has been approved by a road agency to deliver this National Temporary Traffic Management Training Program.

Version	Date	Comment
1.0	October 2022	Approved – Austroads Temporary Traffic Management Task Force
1.01	February 2024	Page 13, Section 12b – Updated. Removed incorrect skills.
1.02	October 2024	New front and back covers added`
1.03	January 2025	Minor updates to wording

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## About This Skill Set

Traffic Controllers direct the flow and speed of vehicles, and ensure the safety of drivers, pedestrians cyclists and workers. Traffic Controllers are often relied on for manual control of vehicles where automatic lights are unavailable, such as next to road works, construction sites, during public events and as part of a coordinated emergency response.

This Recognition of Prior Learning (RPL) application covers the skills and knowledge required for obtaining the RIISS00058 - Traffic Controller Skill Set for Urban Streets and Low Volume Rural Roads skill set (Traffic Controller 1). This skill set has been created to align to the requirements of individuals responsible for traffic control in temporary traffic management, as described in the Austroads Guide to Temporary Traffic Management on Temporary Traffic Management Category 1 environments. For further information visit [Temporary Traffic Management | Austroads](#)

This RPL application covers the content of all units within the RIISS00058 - Traffic Controller Skill Set for Urban Streets and Low Volume Rural Roads skill set which are;

- **RIICOM201E Communicate in the workplace**  
This unit describes the skills and knowledge required to communicate in the workplace in the resources and infrastructure industries and other industries with relevant work practices and procedures. It applies to those working in operational roles where the worker works under supervision to undertake a prescribed range of functions involving known routines and procedures.
- **RIIWH205E Control traffic with stop-slow bat**  
This unit describes the skills and knowledge required to control vehicle and pedestrian traffic using stop-slow bats, hand signals and approved communication devices in the resources and infrastructure industries. It applies to those working in operational roles. They generally work in teams in live traffic environments under supervision.
- **RIIWH206 Control traffic with portable traffic control devices and temporary traffic signs**  
This unit describes the skills and knowledge required to monitor and control traffic with portable traffic control devices and temporary traffic signs according to traffic management plans and traffic guidance schemes. It applies to those working in operational roles. They generally work in teams in live traffic environments under supervision.

## The RPL Application Process

1. Initial discussion with your assessor, this is to answer any questions you may have about the RPL process and for the assessor to determine if you are eligible to apply for RPL.
2. Locate evidence of your workplace (practical) experience and formal/informal training.
3. Complete and submit the RPL Application form.
4. Your assessor will review your application and evidence and, if required, will call you to clarify/discuss further.
5. Your assessor will organise for you to meet with them to have a conversation throughout which your assessor will ask questions to gain an understanding of your workplace experience and knowledge.
6. Completion of a written challenge test (theory assessment).

## Tips and Hints To Help You Prepare For Recognition

To have your skills and knowledge formally recognised in the national system, assessors must make sure you have the current skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all units you can be recognised for.

Your RPL application will be based on providing evidence that you have the skills and knowledge required for units listed and that you are (or have in the previous 12 months) worked as a Traffic Controller 1 (on a live category 1 road environment) which includes meeting both the practical and theoretical components of all the units of competency and the skill set.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and work history. Have an up-to-date resume or, at the least, jot down a few points about where you have worked, either paid or unpaid, and what you did there that relate to your application.
2. Locate your current position description and any performance appraisals (if available).
3. Contact a third party referee – that is someone in your current and/or previous workplace that would be happy to verify your skills and you're comfortable with them discussing this with an assessor. Remember referees need to be a current or recent (from the past 12 months) supervisor/ team leader.

You may also have community contacts from volunteer work that can confirm your skills.

4. Collect any certificates from in-house or formal training you have successfully completed.
5. Other forms of evidence could include letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms or other relevant documents.
6. Have an understanding of the Austroads Guide to Temporary Traffic Management – Parts 1 to 10 – this will be particularly important when you sit your theory assessment. In particular Part 7 which relates to Traffic Controllers.
7. You may wish to separate the supervisor's report and email or provide it to your supervisor so they can complete it while you are collecting your evidence.

## Preparing your RPL Application

Complete the RPL Application form noting any evidence you will require.

### Step 1 Collect Evidence

Documents you may provide to support your application include:

#### Workplace documents

- Any licences/tickets/authorisations
- Resume or details of work history
- certificates from in-house or formal training courses completed.
- Diaries/task sheets/job sheets/log books
- Site training records
- Site competencies held record
- references/letters from current and/or previous employers/supervisors

Remember you will need to supply contact details of one or two work referees (third parties) who can confirm your skills.

### **Step 2 Submit the evidence and application**

1. Collect the evidence you need to support your application
2. Remember, you are signing a declaration stating that the information you provide, including any copies of documents or licenses you are supplying as evidence, is authentic.

### **Step 3 Assessor to check**

The assessor will check the evidence you have provided and if required contact you by phone or email to clarify anything unclear or missing.

### **Step 4 Conversation with Assessor**

The conversation provides an opportunity for you to confirm your skills and experience identified in your RPL application. This will also confirm your industry currency and understanding of the Austroads Guide to Temporary Traffic Management, Australian Standards and jurisdictional specific standards.

### **Step 5 Completion of Challenge Test**

You will be given a date/time by your Approved Training Provider (ATP) to complete a challenge test (theory assessment).

### **Step 5 Notification**

The ATP assessor will contact you to discuss the outcome of your RPL application.

## RPL Application Form for Traffic Controller TTM Category 1 (RIISS00058)

1 Personal Details	
Surname:	Title: Mr/Mrs/Ms/Miss/Dr/other
First Name:	Middle Name(s):
Date of Birth:	
Home Address:	
Suburb:	Postcode
Postal Address (if different from above)	
Suburb:	Postcode
Phone Number:	Work Phone:
Email:	

2. Current Employment
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is your occupation related to the skill set you are seeking RPL for? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the name of your employer?
Please provide details of the workplace: Name: Address: Type of workplace (profession):

3. Formal Training / Qualifications			
Have you completed any nationally recognised training related to industry? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of course or qualification	Completion date (month, year)	Country	Name of Training Organisation

4. Other Training/Certificates Completed (non-accredited)			
Name of course or qualification	Completion date (month, year)	Country	Name of Training Organisation

5. Workplace Validation		A
Complete the <b>column marked A</b> (applicant) by placing a tick or a cross to show if you can address the requirement (tick = yes, cross = no).		
1	Controlled traffic using a stop/slow bat on at least 2 occasions.	
2	Must have directed pedestrian traffic on at least one occasion. Pedestrian traffic must include: <ul style="list-style-type: none"> <li>• those with mobility issues <b>OR</b></li> <li>• pedestrians with prams <b>OR</b></li> <li>• cyclists</li> </ul> <i>(applicant to identify which of the above categories is relevant)</i>	
3	Coordinated operations with a pilot vehicle in a shuttle flow arrangement	
4	Completed at least one incident report <i>(attach a copy of an incident report generated by the applicant)</i>	
5	Controlled traffic using a PTCD (either a PTSS or boom barrier) on at least two occasions.	
6	Evidence of a minimum of 20 hours undertaking the above (no clarity required around percentage of PTCD / Stop-Slow bat)	
7	Operate communication devices correctly including ensuring devices are fit for purpose, communication is delivered in a clear and concise manner; take, confirm and pass on messages promptly to others and use correct terminology.	

<b>6. Evidence Table</b>		
When you collect your evidence, write what the evidence is in the 'attached evidence table' and align the line number on the first table with the letter which corresponds to the evidence you are providing. Remember, you are signing a declaration stating that the information you provide, including any copies of documents or licenses etc. you are supplying as evidence, is authentic. Attached evidence table (add lines as required)		What numbered row/s does this align to in the table above?
A		
B		
C		
D		
E		
F		
G		
H		

## Third Party Declaration

### Who should complete this tool?

This tool is to be completed by someone who is currently working or has previously worked (within the last 12 months), in a supervisory capacity to the applicant and can confirm their skills and knowledge as relevant to workplace performance.

### What do I have to do?

Complete the Referee Testimonial on the next page.

### How are my comments used in the assessment decision?

There are no right or wrong answers. It is your perception or opinion that is important. You are not providing the assessment decision; however, your comments will assist the assessor in forming their final opinion of the applicant's competence. The applicant will provide a range of evidence to help the assessor make the final decision.

Third Party Declaration - Personal Details	
Name:	
Position Title:	
Organisation:	
Suburb:	Postcode:
Phone Number:	Work Phone:
Email:	
<b>Length of time you have worked with the applicant</b>	
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1–2 years <input type="checkbox"/> 2–5 years <input type="checkbox"/> More than 5 years	

Tick the skills the applicant has successfully completed in the workplace

**Plan and Prepare for Work**

<b>1. Arrive for work fit for duty (not fatigued, dressed, and presented suitably, correct PPE)</b>	<input type="checkbox"/>														
<b>2. Access, interpret and apply relevant documentation, policies and procedures, including (please tick those that are applicable):</b> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> TGS</td> <td><input type="checkbox"/> TMP</td> </tr> <tr> <td><input type="checkbox"/> Work instructions</td> <td><input type="checkbox"/> SWMS/JSEA</td> </tr> <tr> <td><input type="checkbox"/> Correct radio channel identified</td> <td><input type="checkbox"/> Emergency procedure</td> </tr> <tr> <td><input type="checkbox"/> Supervisor name and contact details captured</td> <td><input type="checkbox"/> Site specific safety documents</td> </tr> <tr> <td><input type="checkbox"/> Austroads Guide to Temporary Traffic Management Parts 7 &amp; 8 (if applicable)</td> <td><input type="checkbox"/> Escape path identified and confirmed</td> </tr> </table> <input type="checkbox"/> Discussed with Supervisor the specific risk presenting on the site.	<input type="checkbox"/> TGS	<input type="checkbox"/> TMP	<input type="checkbox"/> Work instructions	<input type="checkbox"/> SWMS/JSEA	<input type="checkbox"/> Correct radio channel identified	<input type="checkbox"/> Emergency procedure	<input type="checkbox"/> Supervisor name and contact details captured	<input type="checkbox"/> Site specific safety documents	<input type="checkbox"/> Austroads Guide to Temporary Traffic Management Parts 7 & 8 (if applicable)	<input type="checkbox"/> Escape path identified and confirmed	<input type="checkbox"/>				
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<input type="checkbox"/> Austroads Guide to Temporary Traffic Management Parts 7 & 8 (if applicable)	<input type="checkbox"/> Escape path identified and confirmed														
<b>3. Participated in Pre-start briefing and asked questions where appropriate to ensure understanding of work and site requirements</b>	<input type="checkbox"/>														
<b>4. Confirmed and ask questions to gain clarity on work instructions and site requirements and identify site specific risks with appropriate site personnel</b>	<input type="checkbox"/>														
<b>5. Confirmed and clarified environmental protection requirements with appropriate site personnel and information in TMP, SWMS and/or JSEA</b>	<input type="checkbox"/>														
<b>6. Appropriately select and check the serviceability of the following:</b> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> PPE</td> <td><input type="checkbox"/> UHF radio</td> </tr> <tr> <td><input type="checkbox"/> High visibility clothing</td> <td><input type="checkbox"/> Sign covers</td> </tr> <tr> <td><input type="checkbox"/> Wand or torch (night work only)</td> <td><input type="checkbox"/> Industry authority (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Radio battery plus spare charged</td> <td><input type="checkbox"/> STOP/SLOW bat Correct size and height – no damage</td> </tr> <tr> <td><input type="checkbox"/> Traffic Controller Ahead/PREPARE TO STOP sign/TC Symbolic</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Notebook and pen</td> <td></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (list):</td> </tr> </table>	<input type="checkbox"/> PPE	<input type="checkbox"/> UHF radio	<input type="checkbox"/> High visibility clothing	<input type="checkbox"/> Sign covers	<input type="checkbox"/> Wand or torch (night work only)	<input type="checkbox"/> Industry authority (if applicable)	<input type="checkbox"/> Radio battery plus spare charged	<input type="checkbox"/> STOP/SLOW bat Correct size and height – no damage	<input type="checkbox"/> Traffic Controller Ahead/PREPARE TO STOP sign/TC Symbolic		<input type="checkbox"/> Notebook and pen		<input type="checkbox"/> Other (list):		<input type="checkbox"/>
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<input type="checkbox"/> Notebook and pen															
<input type="checkbox"/> Other (list):															
<b>7. Identify faulty or non-compliant tools and equipment: Rectify and/or isolate and report faults according to Standard Operating Procedures (SOP).</b>	<input type="checkbox"/>														

Tick the skills the applicant has successfully completed in the workplace

<p><b>8. Follow and meet Austroads Guide to Temporary Traffic Management Parts 7 and 8 requirements including:</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Confirm speed limit &lt; 60 km/h</td> <td><input type="checkbox"/> Escape path is clear</td> </tr> <tr> <td><input type="checkbox"/> Confirm Prepare to Stop sign in correct location</td> <td><input type="checkbox"/> Traffic cones (in advance of traffic control position) are spaced and placed correctly</td> </tr> <tr> <td><input type="checkbox"/> Confirm their position ensures the appropriate sight distance for approaching vehicles</td> <td><input type="checkbox"/> Confirm Stop/Giveway signs are covered (if applicable and approved)</td> </tr> </table>	<input type="checkbox"/> Confirm speed limit < 60 km/h	<input type="checkbox"/> Escape path is clear	<input type="checkbox"/> Confirm Prepare to Stop sign in correct location	<input type="checkbox"/> Traffic cones (in advance of traffic control position) are spaced and placed correctly	<input type="checkbox"/> Confirm their position ensures the appropriate sight distance for approaching vehicles	<input type="checkbox"/> Confirm Stop/Giveway signs are covered (if applicable and approved)	<input type="checkbox"/>								
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<p><b>9. Apply safe manual handling procedures when lifting, pushing, pulling, holding, and/or carrying equipment</b></p>	<input type="checkbox"/>														
<p><b>10. Confirm that any pre-positioned temporary traffic signs and barriers meet the requirements of the site traffic management plan:</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Confirms adjustments are correct and meet site traffic management plan</td> <td><input type="checkbox"/> Report non compliances or concerns to supervisor/TMI</td> </tr> </table>	<input type="checkbox"/> Confirms adjustments are correct and meet site traffic management plan	<input type="checkbox"/> Report non compliances or concerns to supervisor/TMI	<input type="checkbox"/>												
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<p><b>11. Stand in the correct position and location to provide clear direction to traffic, including:</b></p> <table border="1"> <tr> <td><input type="checkbox"/> TC in advance of TC taper or past merge taper</td> <td><input type="checkbox"/> TC is not obstructing any signs or devices</td> </tr> <tr> <td><input type="checkbox"/> Facing oncoming traffic</td> <td><input type="checkbox"/> Correct sighting distance as per TMP</td> </tr> </table>	<input type="checkbox"/> TC in advance of TC taper or past merge taper	<input type="checkbox"/> TC is not obstructing any signs or devices	<input type="checkbox"/> Facing oncoming traffic	<input type="checkbox"/> Correct sighting distance as per TMP	<input type="checkbox"/>										
<input type="checkbox"/> TC in advance of TC taper or past merge taper	<input type="checkbox"/> TC is not obstructing any signs or devices														
<input type="checkbox"/> Facing oncoming traffic	<input type="checkbox"/> Correct sighting distance as per TMP														
<p><b>12. Direct traffic correctly using a STOP/SLOW bat, including:</b></p> <table border="1"> <tr> <td><input type="checkbox"/> Bat at correct height (1.8 metres)</td> <td><input type="checkbox"/> Communicate with other TC/TCs regarding traffic 'on hold' and volume</td> </tr> <tr> <td><input type="checkbox"/> Display STOP/SLOW bat in a clear manner to road users – no jittery or shaky movements</td> <td><input type="checkbox"/> Identify the last vehicle received if traffic released by other TC</td> </tr> <tr> <td><input type="checkbox"/> Stop initial traffic from shoulder of road (outside of travel path)</td> <td><input type="checkbox"/> Check work area activity prior to sending vehicles</td> </tr> <tr> <td><input type="checkbox"/> Use correct and clear hand signals to stop vehicles</td> <td><input type="checkbox"/> Confirm it is safe to release traffic with second TC prior to sending vehicles</td> </tr> <tr> <td><input type="checkbox"/> Adjust position (move to in line with driver's side headlight) to ensure they remain clearly visible to approaching traffic after 2-3 vehicles have stopped</td> <td><input type="checkbox"/> Step back out of the travel path, made eye contact with driver, turn STOP/SLOW bat to SLOW and use correct and clear hand signals to send traffic</td> </tr> <tr> <td><input type="checkbox"/> Stop initial traffic approximately 6 metres in front of TC position</td> <td><input type="checkbox"/> Communicate last vehicle details after sending and returned to stop.</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (list):</td> </tr> </table>	<input type="checkbox"/> Bat at correct height (1.8 metres)	<input type="checkbox"/> Communicate with other TC/TCs regarding traffic 'on hold' and volume	<input type="checkbox"/> Display STOP/SLOW bat in a clear manner to road users – no jittery or shaky movements	<input type="checkbox"/> Identify the last vehicle received if traffic released by other TC	<input type="checkbox"/> Stop initial traffic from shoulder of road (outside of travel path)	<input type="checkbox"/> Check work area activity prior to sending vehicles	<input type="checkbox"/> Use correct and clear hand signals to stop vehicles	<input type="checkbox"/> Confirm it is safe to release traffic with second TC prior to sending vehicles	<input type="checkbox"/> Adjust position (move to in line with driver's side headlight) to ensure they remain clearly visible to approaching traffic after 2-3 vehicles have stopped	<input type="checkbox"/> Step back out of the travel path, made eye contact with driver, turn STOP/SLOW bat to SLOW and use correct and clear hand signals to send traffic	<input type="checkbox"/> Stop initial traffic approximately 6 metres in front of TC position	<input type="checkbox"/> Communicate last vehicle details after sending and returned to stop.	<input type="checkbox"/> Other (list):		<input type="checkbox"/>
<input type="checkbox"/> Bat at correct height (1.8 metres)	<input type="checkbox"/> Communicate with other TC/TCs regarding traffic 'on hold' and volume														
<input type="checkbox"/> Display STOP/SLOW bat in a clear manner to road users – no jittery or shaky movements	<input type="checkbox"/> Identify the last vehicle received if traffic released by other TC														
<input type="checkbox"/> Stop initial traffic from shoulder of road (outside of travel path)	<input type="checkbox"/> Check work area activity prior to sending vehicles														
<input type="checkbox"/> Use correct and clear hand signals to stop vehicles	<input type="checkbox"/> Confirm it is safe to release traffic with second TC prior to sending vehicles														
<input type="checkbox"/> Adjust position (move to in line with driver's side headlight) to ensure they remain clearly visible to approaching traffic after 2-3 vehicles have stopped	<input type="checkbox"/> Step back out of the travel path, made eye contact with driver, turn STOP/SLOW bat to SLOW and use correct and clear hand signals to send traffic														
<input type="checkbox"/> Stop initial traffic approximately 6 metres in front of TC position	<input type="checkbox"/> Communicate last vehicle details after sending and returned to stop.														
<input type="checkbox"/> Other (list):															

Tick the skills the applicant has successfully completed in the workplace

**12b. Direct traffic correctly, operating a PTCD including:**

<input type="checkbox"/> Ensuring PTCD in correct position	<input type="checkbox"/> Operate the PTCD
<input type="checkbox"/> Stop initial traffic from shoulder of road (outside of travel path)	<input type="checkbox"/> Communicate with second TC regarding traffic 'on hold' and volume
<input type="checkbox"/> Identify the last vehicle received if traffic released by other TC	<input type="checkbox"/> Confirm it is safe to release traffic with second TC prior to sending vehicles
<input type="checkbox"/> Stop initial traffic approximately 6 metres in front of TC position	
<b>If a programmed PTCD is being used:</b>	
<input type="checkbox"/> Ensure the PTCD is positioned correctly	<input type="checkbox"/> Constantly check queue lengths
<input type="checkbox"/> Monitor the PTCDs operation	<input type="checkbox"/> Report any issue to Supervisor

**13. Monitor traffic conditions and adjust as necessary, on more than one occasion including:**

<input type="checkbox"/> Inappropriate behavior from drivers	<input type="checkbox"/> Duration of queue
<input type="checkbox"/> For changes to environmental conditions	<input type="checkbox"/> Length of queue
<input type="checkbox"/> Adjust position to ensure they are clearly visible by approaching traffic, after 2-3 vehicles have stopped	<input type="checkbox"/> Sighting distance and adjust position to ensure clarity

**14. Able to explain how to manage queue length:**

<input type="checkbox"/> Report to appropriate person	<input type="checkbox"/> Follow instructions provided
---	---

**15. Able to explain why traffic controllers should avoid stopping large vehicles at the front of the queue and ensure vehicles have a safe braking distance.**

<input type="checkbox"/> Ensure other drivers behind first vehicle can see hand/bat signals	<input type="checkbox"/> Safety
<input type="checkbox"/> Provide greater visibility for TC and public	

**16. Direct pedestrians, people with mobility issues, people with prams and/or cyclists correctly including:**

<input type="checkbox"/> Stand in appropriate position	<input type="checkbox"/> Made eye contact
<input type="checkbox"/> Give appropriate directions – polite manner	<input type="checkbox"/> Use appropriate hand signals

Tick the skills the applicant has successfully completed in the workplace

<b>17. Operate communication devices correctly including:</b>		<input type="checkbox"/>
<input type="checkbox"/> Adjust controls to achieve optimum reception results	<input type="checkbox"/> Communicated in a clear and concise manner	
<input type="checkbox"/> Monitor the power levels of communication devices	<input type="checkbox"/> Take, confirm and pass on messages promptly to others	
<input type="checkbox"/> Conduct a communications check following a period of non-contact with site personnel	<input type="checkbox"/> Replaced batteries	
<input type="checkbox"/> Ask questions to clarify information received as required	<input type="checkbox"/> Use correct terminology	
<b>18. Capture details and report traffic offenders correctly including:</b>		<input type="checkbox"/>
<input type="checkbox"/> Note driver(s) description or name, contact details and D/L number	<input type="checkbox"/> Forward report to supervisor in a timely manner	
<input type="checkbox"/> Complete incident report accurately with all relevant information	<input type="checkbox"/> Report to other Traffic Controllers	
<input type="checkbox"/> Note time, date, location, description of event	<input type="checkbox"/> Report to supervisor as soon as it is safe to do so	
<input type="checkbox"/> Note vehicle(s) rego, make, model, colour		
<b>19. Clean up traffic control station according to requirements including:</b>		<input type="checkbox"/>
<input type="checkbox"/> In conjunction with TMI person/supervisor, pack up PTC (when used)	<input type="checkbox"/> Pack up cones installed at the traffic control station	
<input type="checkbox"/> Remove and clean traffic control station signs if site is not required	<input type="checkbox"/> Cover sign if site continues	
<b>20. Clean, check, maintain and store tools and equipment at the completion of the task including:</b>		<input type="checkbox"/>
<input type="checkbox"/> UHF radio, checked and charged	<input type="checkbox"/> Remove personal rubbish	
<input type="checkbox"/> Wand/torch checked and charged (if applicable)	<input type="checkbox"/> Remove and clean sign/s if site is finished	

I certify that **(add name of applicant)** has undertaken the activities as ticked above.  
 If you would like any further information please feel free to contact me.

**Signature** \_\_\_\_\_

**Print Name and Position** \_\_\_\_\_

**Company** \_\_\_\_\_

## **APPLICANT DECLARATION**

The information I have provided is true and correct. The evidence to support my claims is authentic.

Applicant name (print) \_\_\_\_\_

Applicant signature \_\_\_\_\_

Applicant contact phone \_\_\_\_\_

Please return this application form with relevant evidence to:

**ATP to enter contact details**

Your ATP will review your application and contact you:

- Date/times for competency conversation and completion of challenge test



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