

CTG RECOGNITION OF PRIOR LEARNING (RPL) APPLICANT CHECKLIST – TRAFFIC CONTROLLER (TC2)

**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 – TC2 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 – TC2**

Evidence Item	Applicant Check and Comments	CTG Verified
Evidence of completing TC1 Skill set A copy of your Statement of Attainment for completion of RIISS00058 – Traffic Controller Skill Set for Urban Streets and Low Volume Rural Roads	<input type="checkbox"/>  Comment:	<input type="checkbox"/>
Any in house training certificates	<input type="checkbox"/>  Comment:	<input type="checkbox"/>
Pre-start Documentation Submit at least two (2) of the following applicable to category 2 roads: - 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, applicable to category 2 roads.	<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"/>  Comment:	<input type="checkbox"/>

Evidence Item	Applicant Check and Comments	CTG Verified
<p>work with pilot vehicles, manage traffic involving motorists/pedestrian with disabilities, portable traffic signals, hazard control, etc.)</p> <p>-Entry requirement for TC2 is a minimum of 40hrs experience (i.e. at least 40 hours of experience working in a temporary traffic management workplace in a traffic controller role.). The employer statement or letter must state the hours of experience you have-undertaking traffic control work (either category of road)</p> <p>This is to include:</p> <ul style="list-style-type: none"> <li>• Controlling traffic on road where speed is 60k or more OR</li> <li>• Controlling traffic at signalized intersections with lights turned off</li> </ul>		

### 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 on high volume roads and signalised intersections 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:

- Directed pedestrian traffic on at least one occasion. Pedestrian traffic must include,
  - those with mobility issues OR
  - pedestrians with prams OR
  - cyclists
- Coordinated operations with a pilot vehicle through a work site, Or
- Directed traffic on high volume, multi lane roads with one TC per lane.

If the letter is detailed enough, you could reference it in Section 6 like this: "Letter from my current employer relates to Items 2, 3 and 4."

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. TC2].

### 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 2

## Recognition of Prior Learning – Applicant



Version 1

Student's name



# Copyright

© Austroads 2022

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without the prior written permission of Austroads.

This training material has been prepared for Austroads as part of its work to improve transport outcomes in Australian and New Zealand.

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	October 2024	New front and back covers added

# Contents

<b>Copyright</b> .....	4
<b>About This Skill Set</b> .....	6
<b>The RPL Application Process</b> .....	6
<b>Tips and Hints To Help You Prepare For Recognition</b> .....	7
Preparing your RPL Application .....	7
<b>RPL Application Form for Traffic Controller TTM Category 2 (RIISS00059)</b> .....	9

## About This Skill Set

Traffic Controllers direct the flow and speed of vehicles, and ensure the safety of drivers, pedestrians 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 RIISS00059 - Traffic Controller Skill Set for High Volume Roads skill set (Traffic Controller 2). 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 2 environments. For further information visit [Temporary Traffic Management | Austroads](#)

This RPL application covers the content of all units within the RIISS00059 - Traffic Controller Skill Set for High Volume Roads skill set which are;

- **RIIWH207 Control traffic on high volume roads**  
This unit describes the skills and knowledge required to control vehicle and pedestrian traffic using portable traffic control devices on high volume roads and signalised intersections. It applies to those working in operational roles. They generally work in teams in live traffic environments under some degree of 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 you 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 2 (on a live category 2 road environment) which includes meeting both the practical and theoretical components of all the units and 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.
2. Locate your current position description and any performance appraisals (if available).
3. Consider a third party referee – that is someone in your current and/or previous workplace that would be happy to verify your skills and you are 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 vouch for 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 party) 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 to complete a challenge test.

## **Step 5 Notification**

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

## RPL Application Form for Traffic Controller TTM Category 2 (RIISS00059)

1 Personal Details	
Surname:	Title: Mr/Mrs/Ms/Miss/Dr/n/a
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

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

<b>5. Workplace Validation</b>		<b>A</b>
Complete the <b>column marked A (applicant)</b> by placing a tick or a cross to show if you can address the requirement (tick = yes, cross = no).		
1	Evidence of a minimum of 40 hours experience undertaking traffic control work (either category of road) This is to include: <ul style="list-style-type: none"> <li>Controlling traffic on road where speed is 60k or more <b>OR</b></li> <li>Controlling traffic at signalized intersections with lights turned off</li> </ul>	
<b>On at least one occasion:</b>		
2	Coordinate operations with a pilot vehicle through a work site <b>OR</b>	
3	Directed traffic on high volume, multi lane roads with one TC per lane <b>OR</b>	
4	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 one or more pedestrian categories are relevant)</i>	

<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	

Type of Duties (tick the skills the applicant has successfully completed in the workplace)										
Please tick which of the following reports/registers has the applicant completed multiple times (e.g. at least 5 to 10 times).										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Safe work method statements</td> <td style="width: 50%;"><input type="checkbox"/> Maintenance request</td> </tr> <tr> <td><input type="checkbox"/> Job Safety Analysis</td> <td><input type="checkbox"/> Daily inspections</td> </tr> <tr> <td><input type="checkbox"/> Incident Report</td> <td><input type="checkbox"/> Variations</td> </tr> <tr> <td><input type="checkbox"/> Pre-start checklist</td> <td><input type="checkbox"/> Personal Register</td> </tr> <tr> <td><input type="checkbox"/> Risk Register</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Safe work method statements	<input type="checkbox"/> Maintenance request	<input type="checkbox"/> Job Safety Analysis	<input type="checkbox"/> Daily inspections	<input type="checkbox"/> Incident Report	<input type="checkbox"/> Variations	<input type="checkbox"/> Pre-start checklist	<input type="checkbox"/> Personal Register	<input type="checkbox"/> Risk Register	<input type="checkbox"/> Other
<input type="checkbox"/> Safe work method statements	<input type="checkbox"/> Maintenance request									
<input type="checkbox"/> Job Safety Analysis	<input type="checkbox"/> Daily inspections									
<input type="checkbox"/> Incident Report	<input type="checkbox"/> Variations									
<input type="checkbox"/> Pre-start checklist	<input type="checkbox"/> Personal Register									
<input type="checkbox"/> Risk Register	<input type="checkbox"/> Other									
<b>Did the applicant:</b>										
<input type="checkbox"/> Arrive fit for work <input type="checkbox"/> Wear the right PPE <input type="checkbox"/> Attend the pre-start meetings										

- Access all required documents and instructions needed
- Ask questions as required
  
- Identify risks on the job and report any hazards they see which are not managed
- Input to the risk identification and risk control processes – input to JSEA or SWMS
- Check all equipment is serviceable before the shift commences
- Conduct radio checks
- Access and place correct signage and cones as per the TGS
- Undertake manual handling safely
- Ensure speed limit has been reduced as required
  
- Position themselves safely to commence their job
- Manage site access
- Pedestrian control
- Control traffic correctly with STOP/SLOW bat
- Control traffic using PTCD
- Use hand signals correctly
- Communicate with colleagues correctly
  
- Work with a piolet vehicle
- Lane closure on roadway with 60km/hr. or more limit
- Lane closure on roadway with more than 10000 AADT
- Signalised intersection (3 way)
- Signalised intersection (4 way or more)
- Closure of multiple lanes
  
- Following their shift, clean up the area and return all equipment
- Clean equipment as required
- Put radio batteries/ PTCD on charge
- Complete registers and reports as required

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



*Austroads*

Level 9, 570 George Street  
Sydney NSW 2000 Australia

Phone +61 2 8265 3300

[austroads@austroads.com.au](mailto:austroads@austroads.com.au)  
[www.austroads.com.au](http://www.austroads.com.au)