

ASSESSMENT EVIDENCE CHECKLIST

TRAFFIC CONTROLLER (STOP SLOW BAT) / TRAFFIC MANAGEMENT (ITCP)

ASSESSMENT EVIDENCE GATHERING

At your assessment session, you need to complete and submit evidence listed below to TCP TRAINING by email or post. If posting, please make a copy before sending in case the mail is lost. We recommend registered post.

After the training course and issue of SOC, students have 90 days to complete the assessment component of the course. Assessment cannot occur with an expired SOC.

We recommend that students complete the worksite assessment as soon as possible. Note that it takes on average 3 weeks for RMS to post your license once you have completed the full course.

In compliance with the RMS guidelines, TCP TRAINING requires you to submit the following documents:

Slow Stop Bat assessment

- SWMS document from assessment
- Equipment checklist from assessment
- Completed logbook (detailing assessment on two occasions)
- Traffic Control Plan (TCP) from the worksite
- Toolbox talk sign off sheet
- You must sign the competency result sheet (submitted by your assessor)
- Submit a photograph as per the photographic guidelines for RMS license

WHAT HAPPENS NEXT :

Once all the above is received and verified by our team, we will lodge your application to RMS for a photo card which will be posted via mail to the address you have supplied us.

See below photo guidelines for the RMS photo card.

If you have any feedback or require assistance, please contact our office for support – 029232 1010 or traffic@tcptraining.com

PHOTOGRAPH GUIDELINES

Please see below acceptable guidelines for photographs.

Photographs must be in JPEG format and max 200MB.



Acceptable



Too Cropped



Too Far Away



Too Long

Pose and Expression

- Participants head (from the top of the forehead to the bottom of the chin) and the top of the shoulders is visible
- Participant must be looking directly at the camera.
- The head is straight, i.e. not tilted or at an angle to the camera. The head is upright, i.e. not bending upwards or downwards.
- Eyes are open and clearly visible and without hair obscuring any part of the eyes. Both edges of the face are clearly visible.

Glasses and Headwear

- All glasses and sunglasses must be removed
- Hats and caps must be removed
- Headwear worn for cultural or religious reasons is adjusted so that all facial features from the bottom of the chin to top of the forehead (including both edges of the participants face) are clearly shown.
- Where a garment that partially or totally covers the face needs to be adjusted or removed to meet this persons requirement, arrangements should be made wherever possible for this to be in the presence of the persons same gender only, and must be handled as discreetly as possible.

Notes

- Photographs are to be taken on a white, unobstructed background with uniform lighting, with no shadows across the face or behind the head, no reflections on the face and no 'red eye'.
- When taking a photo of the participant we suggest you take a photo of the participants upper body (no lower than the chest) rather than a body shot so when the photo is cropped the photo quality is not lost.
- **Photographs must be in JPEG format and max 200MB.**