



Traffic Controller Skill Set

RIISS00044

Third Party Assessment Kit

Learner Name: _____

Trainer / Assessor Name: _____

Date: _____

What do I have to do?

You have completed the Theory & Practical component of the course.

You are now required to complete the Assessment process of the course which requires you to collect particular information in order for the training organisation to deem you competent and advise Roads and Maritime Services (RMS) to process your Photocard.

The Statement of Completion you received is valid for 90 days. During this time you can gain work in the Industry at which point you need to ensure you gather sufficient evidence to demonstrate you have gained the necessary skills to complete the assessment process.

Third Party Observations

You will need to get a Third Party such as a Supervisor or Manager to sign the reports. The Third Party must observe you completing the performance criteria on the job over (2) occasions. The Third Party may be contacted by the training organisation to validate the information.

Videos / Photographs

You will need to attach video or photographic evidence of working as a Traffic Controller at different worksites. See evidence checklist and photo guidelines.

Logbook

As a traffic control worker you should be keeping a record of the work you conduct. You **MUST** provide evidence of your logbook or journal of work completed with a Supervisors signature. A template is contained within. This document is also in your emails from TCP.

Signatures

Please ensure you sign all areas where your name and signature is required to minimise delays.

Third Party Report

The Learner must get a Third Party / Supervisor to complete this section as supporting evidence.

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| Unit Title: Communicate in the Workplace | Unit Code: RIICOM201D |
| Unit Title: Work Safely and Follow WHS Policies and Procedures | Unit Code: RIIWHS201D |
| Unit Title: Control Traffic with Stop Slow Bat | Unit Code: RIIWHS205D |
| Candidate's name | |
| Referee's name <i>(Name of person providing this evidence)</i> | |
| Position/title | |
| Workplace | |
| Workplace address | |
| Telephone numbers | |
| Email address | |
| This report was completed | by Assessor <input type="checkbox"/> independently by referee <input type="checkbox"/> |
| Interview conducted by <i>(if applicable)</i> | |
| Date | |
| Instructions | As part of the assessment for Traffic Controller Skill Set the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience. See your evidence check list. |

I confirm the Learner has regularly completed the following activities to an acceptable workplace/industry standard within this organisation and I have accurately ticked the activities he has been observed over two occasions on the job.

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List of activities completed by the Learner in the workplace.

Communicate in the Workplace – RIICOM201D

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| <p>Question 1.1: The Learner knows where the site safety procedures are located and uses them when completing job tasks to ensure compliance.</p> |
| <p>Question 1.2: The Learner can identify and access communication equipment and system components</p> |
| <p>Question 1.3: The Learner can establish and maintain communication with others</p> |
| <p>Question 1.4: The Learner can access and apply communication equipment and systems safety procedures</p> |
| <p>Question 2.1: The Learner can identify and select the most appropriate method of communication</p> |
| <p>Question 2.2: The Learner can use communication equipment and systems</p> |
| <p>Question 2.3: The Learner can acknowledge and respond to communication</p> |
| <p>Question 2.4: The Learner takes, confirms and passes messages on promptly to others</p> |
| <p>Question 2.5: The Learner can communicate to others in a clear and concise manner</p> |
| <p>Question 2.6: The Learner follows safety procedures, including the passing of reports and observance of local communications and emergency procedures</p> |
| <p>Question 2.7: The Learner can identify and report faults with communication equipment</p> |
| <p>Question 3.1: The Learner speak clearly and listen carefully to promote understanding</p> |
| <p>Question 3.2: The Learner asks questions of the audience and confirms meaning of information</p> |
| <p>Question 3.3: The Learner maintains communication processes with others to assist flow of work activities</p> |
| <p>Questions 3.4: The Learner uses site approved signaling methods to convey information</p> |
| <p>Questions 3.5: The Learner participates in discussion to obtain information and clarify meaning</p> |
| <p>Questions 3.6: The Learner communicates cooperatively and effectively with others</p> |
| <p>Questions 4.1: The Learner completes written documentation clearly, concisely and on time</p> |
| <p>Question 4.2: The Learner uses approved documents</p> |
| <p>Question 4.3: The Learner passes on written information to others</p> |
| <p>Question SK.1: The Learner can identify different communication strategies and systems in the workplace</p> |
| <p>Question SK.2: The Learner participates in group discussions and engages with group members respectfully</p> |
| <p>Question SK.3: The Learner can interpret other communications such as flags, lights, signs, bells and whistles.</p> |

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| Question SK.4: The Learner can identify faults and deficiencies with communication devices. |
| Question SK.5: The Learner can follow the emergency communication procedures. |
| Question SK.6: The Learner can contribute to and understand the record maintenance policies. |
| ALL above activities were completed satisfactorily YES <input type="checkbox"/> NO <input type="checkbox"/> |

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| <p>List of activities completed by the Learner in the workplace.</p> <p>Work Safely and Follow WHS Policies and Procedures – RIIWHS201D</p> |
| Question 1.1: The Learner knows where the site safety procedures are located and uses them when completing job tasks. |
| Question 1.2: The Learner can isolate machinery, equipment, and plant and immobilise energy sources. |
| Question 1.3: The Learner can follow site plans and understand the symbols and information on them. |
| Question 1.4: The Learner can identify and act on safety breaches in the workplace. |
| Question 2.1: The Learner can select and wear appropriate P.P.E / P.P.C and maintain it to organisation requirements. |
| Question 2.2: The Learner keeps their work areas clean and safe from potential hazards |
| Question 2.3: The Learner can obtain the relevant permits and clearances for specialised work to be carried out. |
| Question 2.4: The Learner follows safe manual handling practices. |
| Question 2.5: The Learner can identify and apply procedures relating to high-risk activities. |
| Question 3.1: The Learner can recognise alarms and can respond accordingly. |
| Question 3.2: The Learner can identify the responsibilities associated with emergencies. |
| Question 3.3: The Learner can apply basic firefighting principles. |
| Questions 3.4: The Learner can identify emergency escape routes and procedures. |

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| Questions 4.1: The Learner can identify personal risks to my wellbeing and recognise preventative strategies. |
| Question 4.2: The Learner can identify, act on, and report situations which may endanger others. |
| Question 4.3: The Learner can explain the requirements for fitness for duty. |
| Question 4.4: The Learner comply with all work health and safety policies including smoking, alcohol and drug use. |
| Question 5.1: The Learner can recognise and communicate incident and injury statistics. |
| Question 5.2: The Learner can report and prepare written records of incidents and injuries. |
| Question 5.3: The Learner contribute to and participate in incident investigations. |
| Question SK.1: The Learner listens to WHS instructions, clarify information and comply with reasonable requests associated with WHS policies and procedures. |
| Question SK.2: The Learner can report safety issues to the relevant workers/management within the organisation. |
| Question SK.3: The Learner can determine the safety requirements for equipment, plant, machinery and hazardous substances on site. |
| Question SK.4: The Learner can read and comply with Safety Data Sheets and apply site safety requirements and procedures. |
| Question SK.5: The Learner can identify unsafe manual handling practices and apply safer alternative methods. |
| Question SK.6: The Learner participate in WHS consultation in the workplace with fellow workers and management. |
| Questions SH.7: The Learner understand the effects of stress, fatigue, heat stress and hypothermia on the body and put methods in place to minimise personal harm. |
| Question SK.8: The Learner is aware they cannot use alcohol or narcotics at work and complies with the relevant workplace polices. |
| Question SK.9: The Learner can use emergency equipment including fire extinguishers, fire blankets, hoses, alarm systems and first aid equipment. |
| ALL above activities were completed satisfactorily YES <input type="checkbox"/> NO <input type="checkbox"/> |

| List of activities completed by the Learner in the workplace. Control Traffic with Stop Slow Bat – RIIWHS205D |
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| Question 1.1: The learner can access, interpret and apply site traffic plan procedures and ensure the work activity is compliant |
| Question 1.2: The learner can obtain, confirm, clarify and apply work instructions |
| Question 1.3: The learner can obtain, confirm, clarify and apply safety requirements |
| Question 1.4: The learner can identify, obtain and implement signage and devices |
| Question 1.5: The learner can select tools and equipment, check for serviceability and rectify or report and faults |
| Questions 1.6: The learner can Identify, confirm, clarify and apply environmental protection requirements |
| Question 2.1: The learner can position or confirm temporary traffic signs and barriers |
| Question 2.2: The learner can direct and control traffic safely and to industry standard |
| Question 2.3: The learner can control vehicles and pedestrian traffic and ensure their safety |
| Question 2.4: The learner can monitor traffic, make adjustments for changing conditions and position waiting vehicles for smooth traffic flow |
| Question 2.5: The learner can use hand held stop/slow bats |
| Question 2.6: The learner can use visibly clear and unobstructed hand signals |
| Question 2.7: The learner can Report traffic offenders |
| Question 3.1: The learner can adjust communication device controls for optimum reception/transmission results |
| Question 3.2: The learner can transmit messages clearly and concisely |
| Question 3.3: The learner can maintain communication device power supply |
| Questions 3.4: The learner can check communications contact after nominated period of non-contact |
| Questions 4.1: The learner can remove or cover signs and devices sequentially to provide warning to motorists during shutdown |

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| Question 4.2: The learner can clean, check, maintain and store tools and equipment | |
| Question SK.1: The learner can follow site and equipment safety requirements | |
| Question SK.2: The learner can determine equipment types, characteristics, technical capabilities and limitations | |
| Question SK.3: The learner can explain operational and maintenance procedures for equipment | |
| Question SK.4: The learner can describe and understand the effects of travel speed and vehicle mass on stopping distances | |
| Question SK.5: The learner can interpret and implement safe work method statement | |
| Question SK.6: The learner can comply with Traffic Control Plans | |
| ALL above activities were completed satisfactorily YES <input type="checkbox"/> NO <input type="checkbox"/> | |

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| I understand ALL the evidence/tasks the candidate has performed on which I am required to comment. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am willing to be contacted if further verification of my statements is required. | <input type="checkbox"/> | <input type="checkbox"/> |
| I confirm the information provided is true and accurate to the best of my knowledge. | <input type="checkbox"/> | <input type="checkbox"/> |
| Third Party Signature: | Date Occurrence #1: | |
| Third Party Signature: | Date Occurrence #2: | |
| Assessor Signature: | Date: | |

**** Reminder**** Students must submit your completed LOG BOOK & Traffic Control Plan that supports these occurrences. Refer to your evidence check list if required