



## Work Zone Traffic Control - Traffic Controller Skill Set : Assessment Day

### Who is This Course for?

This assessment program is designed for anyone working on the road performing **Traffic Control** duties, directing traffic with a stop/slow down bat or similar control device.



### What Qualification will I receive?

The Assessment program includes current nationally recognised units of competency:

- RIIWHS201D – Work safely and follow WHS policies and procedures
- RIICOM201D – Communicate in the workplace
- RIIWHS205D – Control traffic with stop/slow bat

# \$150\*

### What will I be assessed on?

Upon successful completion of the assessment day you will be able to demonstrate knowledge and skills to work as a work zone traffic controller.



### Delivery Methods and Assessment

#### New Entrants Pathway:

New entrants with no prior experience in the industry will need to complete the following pathway of training and assessment. Face-to-face learning, activities, simulated role plays and theory assessment

Practical on the job training and assessment at pre-determined worksites

#### Recertification / RPL:

Recertification / RPL candidates may be eligible to receive certification after successful review of evidence supplied. To be determined eligible the candidate must first meet criteria as set out by the training package and Roads and Maritime Services conditions. To confirm eligibility candidates should contact an Affirm Training representative for further advice.

#### Licensing:

To work as a Traffic Controller in NSW candidates will require a Roads and Maritime Services Photocard. In enrolling on this course you approve Affirm Training to submit on your behalf records of results to RMS to process your Photocard.

Applicable fees for this service are included in the course cost.

Replacement certificates will be at the cost of the student, Certificates - \$35 each.

#### Affirm Training

Trading name of Australian Concert  
and Entertainment Security  
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#### National Head Office

79 - 81 Regent Street,  
Redfern NSW 2016 Australia

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### Entry Requirements:

All candidates need to provide 100 points proof of Identity.

Evidence of Identity must include:

- o Evidence to demonstrate Australian / New Zealand Citizenship or Residency – click here for [details](#).

Overseas Students VISAs are not permitted to enroll in this course

All candidates must supply a Unique Student Identifier (USI). Available at [www.usi.gov.au](http://www.usi.gov.au)

All candidate must have a valid RMS Statement of Completion issued by Affirm Training.

### \*Fees: \$150 Assessment Day

This includes: Assessment on the job in a pre-determined workplace. Nationally Recognised Statement of Attainments, and processing of Roads and Maritime Services Photocard. Students must supply their own P.P.E clothing. All fees must be paid in advance of training or assessments. Students must bring sufficient documentation for their supporting evidence tool (all documents must be from the same job). Failure to do so, may result in the student being rescheduled at full fee.

### Pre-requisites:

Prior to attending an assessment day, students must have a NSW White Card or equivalent (Construction Card), hold valid RMS Statements of Completion (for Traffic Controller) and have completed the training course.

### Student Handbook

A Student Handbook is available that outlines all training and assessment requirements for the relevant units of competencies being undertaken in the traffic training program. [The Student Handbook \(Click Here\)](#).

### Support Services

Affirm Training can provide a host of support services for participants who require additional assistance. Before enrolling please contact the Training Services Manager for further advice. Fees may apply for specialist support service. Further information on organisations that can assist in your learning needs can be found on the Affirm Training website, <http://www.acesecurity.com.au/training/>.

### Complaints, Grievances and Appeals

Affirm Training has robust systems, policies and procedures in place to deal with complaints, grievances and appeals from participants and employers. Any issues should be directed to the Training Services Manager in writing at [info@affirmtraining.com.au](mailto:info@affirmtraining.com.au). The complainant will be contacted to determine the reason for complaint and maybe required to complete documentation to substantiate further details. The Training Services Manager will then investigate the matter and provide regular feedback of outcomes. Further information on the Complaints, Grievances and Appeals process can be found on the Affirm Training website, <http://www.acesecurity.com.au/training/>.

### Refund Policy

Any students circumventing enrolment processes or failing to notify Affirm Training of their VISA conditions which may impact their ability to receive training will result in full or partial loss of enrolment fees. (Overseas Student VISAs may not enrol in this course).

All requests for a refunds must be made in writing to ACES Training Manager outlining the reasons for reimbursement.

All cancellations in writing more than 72 business hours prior to the commencement of the training program will be eligible for a full refund.

All rescheduling of courses more than 72 business hours prior to the training program can be done at no charge.

All written cancellations within 72 – 48 business hours will be entitled to a 50% refund. No refunds for less than 48 hours.

All rescheduling of courses within 72 business hours will incur a 50% administration fee.

Once a course has commenced fees are non-refundable unless the client states exceptional circumstances and can provide a medical certificate or show extreme personal hardship. In this case fees may be refunded but would be on a case by case basis minus an administrative fee of \$50.

If a client withdraws from a training program after commencement of the training program, no refunds will be paid.

If a client fails to attend the training program they have enrolled in, no refund of fees will be paid.

If a client is deemed 'not yet competent' after valid assessment methodologies have been applied, no refunds of fees will be paid.

If a client is deemed 'not yet competent' due to plagiarism, cheating or fraudulence, no refunds of fees will be paid.

If a client is deemed 'not yet competent' due to putting themselves, others, property, or the environment at risk after being provided corrective advice, no refunds of fees will be paid.

Where training and assessment maybe conducted outside, increment weather may result in courses being cancelled at short notice.

If a course is cancelled by Affirm Training an alternative course schedule will be negotiated with the client.

Affirm Training reserve the right to cancel any training program where safety of staff and students is jeopardised.

**More Information**

Assessment closes on scheduled start time. Please ensure you arrive early to complete the administration process.  
Candidates will not be accepted into the training program if arriving late. Rescheduling 48hrs before the start of the course will incur a re-booking fee of 50%.

**RTO's Obligation**

Affirm Training is obligated to provide quality training and assessment in compliance with the Standards for RTOs 2015 and issuance of Australian Qualifications Framework certifications.  
Should a training program be cancelled or unable to be fulfilled by Affirm Training after a student has been enrolled in the training program, an alternative provider will be coordinated with the student or a refund of undelivered services provided.

**Learners Rights and Responsibilities**

The student has a right to be assessed fairly, with flexible, valid and reliable assessment processes. The student has the right learn in a safe and controlled environment where bullying, harassment and discrimination is not tolerated.  
A student is responsible for their own actions and omissions and should ensure they operate in a safe manner with consideration to others. A student will not engage in actions that may have a negative impact on staff, other students, the general public, property or the environment.

**Training Policy and Procedures**

All training policies and procedures that may assist in ensuring a student is informed before enrolment and training can be found on the Affirm Training website. Further terms and conditions of training can be found on the Enrolment Form.

**VET Fee Help/Subsidised Training**

This training is not a VET Fee Help or Government Subsidised program.

**CRICOS**

This is not a CRICOS approved training program.

**Overseas Student VISAs**

Overseas Student VISAs cannot enrol in this training program.

**Contact Us**

Contact an AFFIRM Training representative to find out more.  
Phone: 02 9699 7711  
Email: [info@affirmtraining.com.au](mailto:info@affirmtraining.com.au) Website: [www.acesecurity.com.au/training/](http://www.acesecurity.com.au/training/)

Course Information	
Course Title:	<b>Work Zone Traffic Control - Traffic Controller Skill Set</b>
Qualification / Unit / Skillset Code:	RIISS00044 (Equivalent to RMS Traffic Controller Photocard)
Assessment Location:	<b>On-the-Job Assessment Day:</b> <a href="#">Holker Busway - Sydney Olympic Park, Homebush, NSW, 2127</a> <a href="#">If driving access P5 car park off Hill Road.</a>
Dates:	To be determined.
Duration & Time :  **You must attend the time you have booked in for. You will not be accepted on the worksites if you attend at the incorrect time	<b>(1) Day Practical Assessment# ** 07:30 - 16:30</b> Enrolment begins at 07:30 Entry may not be permitted after 08:00 <b>Home Study:</b> (2) hours to review assessment criteria and student handbook  Note: You will be assessed onsite and must demonstrate consistent performance on at least (2) occasions.

**How to find us:**

**Practical Assessment Location:**

[Holker Busway - Sydney Olympic Park, Homebush](#)



**Public Transport: Buses and Trains – 15 mins walk**

**Parking: Public Car Park at \$25 all day parking.**

**What to bring checklist:**

- Supporting Evidence Tool (Third Party Observation)
- Traffic Control Plan you implemented at a worksite
- Road Occupancy Licence or Council Permit or Letter of Authority to use the roads where you implemented a TCP at a worksite
- Risk assessment relevant to the TCP you implemented
- Signed Safe Work Method Statement relevant to the TCP you implemented
- Logbook or equivalent to demonstrate you worked at a worksite
- Valid Identification (Photo ID)
- [100 points of Identification](#)
- Foreign learners must bring their VISA documentation (**Student Visas are not accepted and you should contact the training organization you booked through**)
- Unique Student Identifier – [www.usi.gov.au](http://www.usi.gov.au)
- Writing materials – Pen / Notepad
- Payment if approved to pay on the day
- NSW White Card or equivalent (Construction Card)
- Lunch / Water
- Sun Cream
- Valid Statement of Completions (must be current)

**If you completed training from another organization please ensure you bring all of their paperwork.**

**Assessment Notes**

If you feel you are not yet ready for assessment you should discuss this with an Affirm Training representative to coordinate further refresher training.  
If you were trained by another organisation you must bring all your paperwork to be completed by an Affirm Training organisation. If you don't this will cause delays in the process and may mean you cannot work,

**What to wear:**

**Traffic Control Training Assessment:**

Students must wear long sleeve shirt, long pants, wide brim hat or hard hat and closed in shoes as worn in the Traffic Industry. Should you attend without protective clothing you maybe refused entry to the worksites for assessment.

**Assessment Day Notes**

The assessment day is treated as your induction into working conditions in the traffic and construction industry. You must maintain your own safety and comply with instructions from your Trainer / Assessors.

Students that fail to comply with the safety instructions may be sent home without refund. Use of mobile phones on worksites may cause you to receive a 'Not Yet Competent' grading and you will have to attend another training day at your cost.

Students that are deemed 'Not Yet Competent' maybe asked to return for further training / assessment sessions. Students that attend the assessment day do not automatically receive a pass mark, you must meet all conditions of the training package, performance criteria, required skills and knowledge to be deemed competent by the Assessor. Affirm Training suggest you refresh yourself with your learning guides to ensure you are ready and prepared for the training/assessment process to avoid disappointment.

Students must ensure all paperwork is completed and supplied to their training provider to complete the assessment process. Affirm Training accepts no responsibility for students that fail to comply with completing the necessary paperwork. Additional fees may be incurred for students that require further assistance after the training/assessment day through failure to comply with provided instructions. To ensure you are fully informed prior to enrolment you should refer to the ACES marketing, procedures and policies related to the course you are enrolling in located at [www.acesecurity.com.au/training/](http://www.acesecurity.com.au/training/)

Further information relating to refunds, complaints, appeals and grievances is available from [www.acesecurity.com.au/training/](http://www.acesecurity.com.au/training/) Should you require assistance ACES / Affirm Training representatives are available by contacting 02 9699 7711. By accepting your Workplace training shift you agree to the terms and conditions of the Employee Training Policy (available upon, request attached this document and on the ACES Intranet).

**For further information on course fees, refund policies, complaints and grievances please refer to our website.**

## Approved Clothing for Assessment Days

When attending an Assessment Day you are required to wear the appropriate safety clothing in line with working under construction site conditions.

All traffic clothing and boots can be easily purchased online, at safety shops or at your local markets for less than \$150 and is a requirement when working on any roads.

Should you arrive at the Assessment Day in inappropriate clothing then you maybe refused entry.

No refunds are offered to students that fail to read and comply with these conditions.

Expected uniform standards for Assessment Days		
		
<b>Long Sleeve – Hi Vis</b>	<b>Long Pants / Safety Boots</b>	<b>Hat Protection</b>

Non-approved uniform on Assessment Days. Wearing the below may cause you to be sent away.		
		
<b>No Singlets</b>	<b>No Shorts</b>	<b>No Leggings No open toe shoes</b>

**Flow Chart of Qualification**

**Student Process**

Read Brochure  
Contact Affirm Training

Confirm Training Date

Make Payment via Credit Card

Receive Information and Exam via email

Attend Training Day  
(with completed exam)

Complete Enrolment Process

Complete Theory and Practical Training

Receive Logbook

Arrange with Traffic Control companies to attend and do work experience

When **work experience** is complete and you have the necessary **evidence**

- Completed Supporting Evidence Tool
- Signed Log Book
- Traffic Control Plans
- Permit or Road Occupancy Licence
- Copy of the Safe Work Method Statement
- Conv of the Risk Assessment

Book a final assessment with Affirm Training

Attend assessment day (30 mins early)

- Wear correct P.P.E
- Take White Card
- Take Log Book and Photo Identification
- Take Statement of Completion
- Take work experience evidence

Wait for RMS card (up to 60 days) if successful in assessment process otherwise repeat the assessment process until competent. Additional fees apply if reassessment is required.

**Affirm Training Process**

Provide information to potential candidates that make phone enquiries

Take payment and book students on to their preferred dates

Send information packs and exams to

Morning of training the trainer is to issue a language, literacy and numeracy (LLN) test that must be completed.

If student successfully passes LLN test the Enrolment form is complete before learner completes theory training

If student cannot complete the LLN test, they are advised to seek a refund for the course

Provide theory and practical training to

Sign and Issue Log Book

Issue Supporting Evidence Tool

Explain to student the process for completing work experience and assessment

Receive phone call to book assessment day

Take payment and send information pack

When student arrives for assessment

- Check White Card
- Check Photo Identification
- Check work experience evidence
- Check Statement of Completion

Assess student on live worksite arranged by Affirm Training

If student is successful, arrange for RMS Photo Card to be sent to their nominated