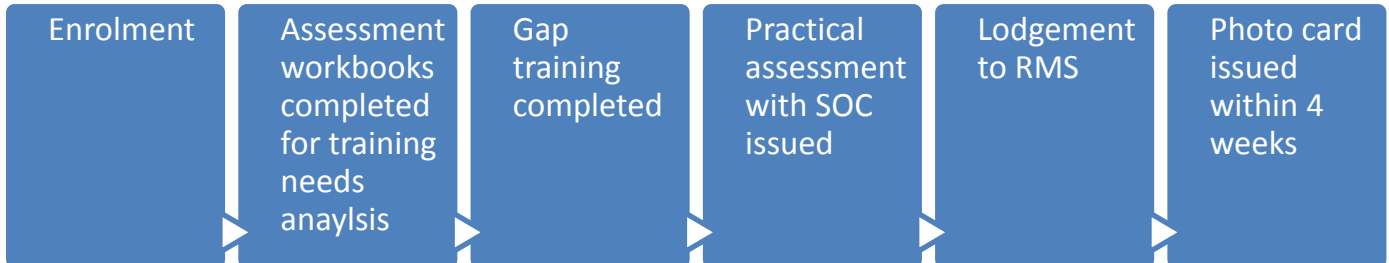


## TRAFFIC CONTROL

### RPL/ RECERTIFICATION EVIDENCE CHECKLIST

The process for RPL or recertification can be seen as:



The assessment workbooks will demonstrate your knowledge of the industry and work tasks for which you are or have been completing. Manuals are not supplied at this stage as we are assessing your current knowledge.

If you are able to complete the workbooks satisfactorily, there is no gap training required. If you cannot complete them, then it will be recommended that you participate in the one day training program at Granville.

Evidence of your practical skills must be obtained and this can be demonstrated by:

1. Attending a practical assessment at Granville Training Centre
2. Collect workplace evidence and submit that to demonstrate your practical skills
3. Request that we assess you in the workplace. Additional fees apply for this form of assessment

Workplace evidence includes:

1. Letter of employment confirming job role and tasks regularly performed
2. Video and / or photo evidence of you performing the tasks
3. Traffic control plan with your name and signature on it to prove you were onsite at that job
4. Logbook (to match the traffic control plan) with your name and signature on it to prove you were onsite at that job
5. Site induction forms signed with your name and signature on it to prove you were onsite at that job
6. Signed SWMS that match the above with your name and signature on it to prove you were onsite at that job
7. Phone confirmation between your employer and our assessor

Without the above evidence, a practical assessment must occur.

Further details are on the following page.

## STEP 1 – EVIDENCE GATHERING

If you plan on submitting evidence from your current workplace rather than attending a practical assessment, please use the below checklist to ensure you have all the required documentation.

### The following items must be submitted:

- |   |  |
|---|--|
| <input type="checkbox"/> Completion of assessment workbook questions<br><u>80% accuracy must be achieved.</u>   | <input type="checkbox"/> Traffic Control Plan (TCP) from worksite                  |
| <input type="checkbox"/> Certified copies of your existing/expired competency card(s) stamped by a JP or Notary | <input type="checkbox"/> Safe Work Methods Statements (SWMS) from worksite         |
| <input type="checkbox"/> Employer signed and dated logbooks (minimum of 2 events within the past 3 months)      | <input type="checkbox"/> Video and / or photo evidence of you performing the tasks |
| <input type="checkbox"/> Letter of employment confirming job role and tasks regularly performed                 |  |

### Additional documents we require for your application include

- |   |   |
|---|---|
| <input type="checkbox"/> Sign the Competency Record | <input type="checkbox"/> Submit a photograph as per the photographic guidelines |
|---|---|

### WHAT HAPPENS NEXT :-

The Assessor will assess your submitted evidence for competency. If the Assessor requires more evidence to confirm your competency, we will contact you.

When your documentation is approved:

- A Statement of Completion is issued and is valid for 90 days. This allows you to work until your RMS card arrives.
- TCP TRAINING will email the Statement of Attainment for the units of competency.
- RMA will issue your card in the mail and you can expect this to arrive within 4 weeks of lodgement.

## PHOTOGRAPH GUIDELINES

Please see below acceptable guidelines for photographs.



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.**