Traffic Controller Accreditation Application

In August 2013, the most recent version of the Traffic Controller Accreditation Application form (F4115) was released. This form is labelled as V01 Jul 2013.

An email announcing this release was sent to all Registered Training Organisations in August advising of this new form.

The main change to this new form was the removal of the Training Provider’s Certification.

RTOs are reminded that the previous form dated December 2012 is now obsolete and any existing stocks must be destroyed. As of 1 October 2013, only the latest version of F4115 will be accepted when trainees lodge their Traffic Controller Accreditation application at Customer Service Centres.

Prelodging of Traffic Controller Accreditation Applications

Accredited traffic controllers undertake a very important road safety function. In giving directions to motorists to “STOP” or drive “SLOW”, they are expected to manage the efficient traffic flow around road worksites in order to keep road workers, the travelling public and themselves safe.

Traffic controllers regularly interact with police, motorists and other road workers. They must be polite and have an even temperament and exercise their authority in a responsible way.

To be suitable for the role, the traffic controller must be road safety conscious and be a responsible road user themselves.

Queensland motorists must have confidence in the department’s selection processes therefore a full traffic and criminal offence history is performed on all people applying to become accredited traffic controllers.

All traffic controller applicants should be aware that the time period for the department to acquire a criminal history report through the Queensland Police Service can range from several days to six (6) weeks. However, about 85% of criminal history reports take less than two (2) weeks to obtain.

In order to alleviate this time period, traffic controller accreditation applicants should be informed that they may now pre-lodge their application before completion of the accredited traffic control course.

The form F4115 may now be lodged early so that the criminal history check can be performed whilst the applicant is undertaking the theory component and subsequent log book experience parts of the approved course.

Upon application though, the applicant is required to pay the full statutory fee to the Customer Service Centre and submit along with the completed form F4115. The proviso here is that the final Statement of Attainment must be provided to the Customer Service Centre within 3 months of the original application. Applicants failing to meet this requirement will forfeit their application fee and must resubmit a completed F4115 together with a new fee.

RTOs are requested to remind trainees of this time frame to ensure that application fees are not forfeited due to inability to complete the training requirements within the three month period.

Applicants should only take advantage of the pre-lodgement process if they are guaranteed of a vocational placement in order to complete their mandatory 20 hours logbook experience. Trainees not confident of this ability to complete the accredited course including their logbook experience within the 3 months should not lodge their accreditation application until they have successfully completed all of the requirements OR have obtained a guaranteed placement in the vocation program.

Neither the RTO or TMR are responsible for application fees lost through inability to meet all of the above requirements for accreditation.

Offences Considered Unsuitable for Accreditation

Criminal offences that would generally make an applicant unsuitable for accreditation as a traffic controller include:

- Offences of a violent nature (such as serious assault, rape, attempted homicide); manslaughter; burglary; and major drug offences
  - where convictions were recorded in a Magistrate’s Court in the past 5 years, or
  - where convictions were recorded in a District Court or higher court in the past 10 years.

- Offences such as fraud, assault, drug possession, theft, break and enter
– where convictions were recorded in a Magistrate’s Court or higher court within the past 3 years.

Also, an adverse traffic history can indicate that the person is not road safety conscious or has a disregard for the road rules. Accordingly, their suitability to control traffic around road works sites in potentially dangerous situations would be questioned.

Therefore, applicants may be rejected for accreditation on the basis of adverse traffic history.

Persons with the following history would also be considered unsuitable for accreditation:

• an established pattern of serious offences such as unlicensed driving, dangerous driving or driving under the influence,
• multiple licence suspensions over the past few years on account of points accumulation.

RTOs are reminded that this information should be given to intending students before enrolling and paying for their course. Supplying this upfront will give intending trainees the opportunity to assess their own situation and make a decision as to whether or not they continue with the process.

RTOs not providing the above information regarding unsuitability to be a Traffic Controller may be liable for refunding the application and course fees upon non-acceptance of the application.

Changes to the MUTCD Part 3

The MUTCD Part 3 was released electronically on 30 September 2013. Hard copies should be available now. All RTOs should have received an email advising of this release in the first week of October 2013.

The department is currently reviewing the training material and will provide updated materials to licensed Registered Training Organisations as soon as practicable.

The department has also allowed for a transitional arrangement for implementation of the new MUTCD Part 3. While it is highly desirable that the new provisions be adopted as soon as possible, there is a transition period until 1 March 2014 to accommodate impacts such as existing contractual commitments.

As soon as an approved version of the new training material is available, the department will release a copy to all registered training organisations in our approved provider list.

RTOs may also notice a change in the way we will be issuing training material. It is intended that Traffic Management Level 2 training resources will only be provided to RTOs in a zipped file via email. It will be the responsibility of the receiving RTO to transfer the material to a media of their choice (CD, USB etc…)

Traffic Control course material will still be issued via CDs through the mail system. This is primarily due to the size of the actual training files and imbedded videos. The department’s current email system places restrictions on email file sizes and these are exceeded with the traffic control material.

Reminder of the Month

Under the current licence agreements for both Traffic Management Level 2 (30864QLD) and Traffic Control (RIIOHS205A), RTOs are reminded that they must ensure that all Partner Organisations who deliver, assess or conduct all or part of the Approved Training Course comply with the terms of the Agreement as if the Partner Organisation was the Licensee.

“Partner Organisation” means any person or entity the Licensee engages, as a joint venturer, contractor, agent or otherwise, to deliver, assess or conduct all or part of the Approved Training Course and includes officers and employees of the person or entity engaged by the Licensee.

Furthermore, any partner organisation that advertises training courses that it delivers under an agreement with the Licensee, must properly and conspicuously identify the RTO with which they are partnered. Use of the RTO registered number is not sufficient and all advertising material must include the full name of the original Licensee.

All advertised course related information is to be correct in every detail. Under the terms and conditions of the signed licence agreement, it is the responsibility of the RTO to ensure that this occurs.

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