

# **RIIWH205E Control Traffic with Stop-Slow Bat**

## **Currency of Industry Practice**

January 2021

This Document **MUST** be returned completed to the RTO **PRIOR** to attending training.

Ensure all requirements are met, and required documents are also attached.

## Version history

Version	Document status and nature of amendment	Date
1.0	Initial draft version	08/07/2016
2.0	Initial draft for comment (Version 2)	29/07/2016
2.1	Reviewed draft (Version 2)	22/08/2016
2.2	Final draft for review (Version 2)	26/08/2016
2.3	Revision	14/10/2016
3.0	Full Revision	25/01/2019
3.1	Update D to E	22/01/2021

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### *Feedback*

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## Introduction

To renew your traffic controller accreditation in Queensland, you are required to successfully complete the Transport and Main Roads (TMR) approved training program and demonstrate currency of industry practice as a Traffic Controller. Your Traffic Controller Industry Authority Card must be renewed **every three (3) years**. It is your responsibility to ensure that you maintain current accreditation when performing traffic controller duties.

## Traffic control duties must not be undertaken if your Traffic Controller Industry Authority Card has expired

The renewal process is designed to ensure you can demonstrate the skills and knowledge required to work safely as a Traffic Controller and to make sure that traffic controllers are competent and up-to-date. Vocational competency is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry.

## Currency of industry practice requirements

You are required to supply:

- a copy of your current Traffic Controller Industry Authority Card
- evidence of your currency and competency.

Currency of industry practice means you, the Traffic Controller, have performed STOP/SLOW bat operations for a minimum of 32 hours in the last 12 months, and can demonstrate the minimum knowledge requirements for controlling traffic.

You must complete this form and provide (attach) the following **minimum** evidence to prove that you meet the required 32 hours of actual STOP/SLOW bat operations in the last 12 months:

1. work dockets/SWMS, risk assessment participation or pre-start documentation
2. a letter or Supervisor Report from your employer detailing the type of work performed
3. a signed declaration (p.5 onwards)
4. undertake a theory renewal exam.

You may also be required to undertake a practical challenge test to verify your currency of industry practice. The assessment of your currency of industry practice evidence is at the discretion of the Registered Training Organisation.

When providing evidence ensure that it:

- demonstrates current skills and knowledge
- demonstrates competence over a period of time
- demonstrates repeatable competence
- is the work of the candidate (you)
- can be verified.

## Traffic Control - Proof of Currency of Industry Practice

Candidate name: \_\_\_\_\_

Submission date: \_\_\_\_\_

Work phone/contact: \_\_\_\_\_

Traffic Control Authority Card no.: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Traffic Controller Accreditation (years/months): \_\_\_\_\_

Candidate industry experience (years/months): \_\_\_\_\_

White Card number: \_\_\_\_\_ Date issued: \_\_\_\_\_

### Currency of industry practice includes traffic control work performed on any of the following:

<p><b>Two-way road:</b></p> <ul style="list-style-type: none"> <li>• Multi lane undivided road</li> <li>• Multi lane divided road</li> </ul> <p><b>Lane closure on open road roadway:</b></p> <ul style="list-style-type: none"> <li>• Set up and close down of site - coordination of sign and device placement with the work/lead/tail vehicle and other TC/TMI</li> <li>• Two-way road</li> <li>• Multi lane undivided road</li> <li>• Multi lane divided road</li> <li>• Entrance to a construction site to allow site vehicles to enter and leave</li> </ul>	<p><b>Controlling traffic at:</b></p> <ul style="list-style-type: none"> <li>• Signalised intersection (signals turned off)</li> <li>• Intersection (Stop/Give Way signs are covered)</li> <li>• Stop/slow on two-way roads</li> <li>• Stop/slow on multi lane roads</li> <li>• Temporary pedestrians crossing for example pram, mobile devices, wheelchair or cyclists</li> <li>• Bridge works</li> <li>• Railway crossing</li> <li>• Other (please state)</li> </ul>
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The Traffic Controller must provide evidence that meets all of following requirements

<p>1. Prepare to control traffic</p>	<p>1.1 Select and wear personal protective equipment required for work activities</p> <p>1.2 Access, interpret and confirm work instructions and plan work</p> <p>1.3 Access, interpret and apply required workplace policies, procedures, jurisdictional safety and environmental protection requirements</p> <p>1.4 Obtain and interpret site emergency procedures and prepare for accidents and emergencies</p> <p>1.5 Select tools and equipment, check for serviceability, and rectify faults and report according to workplace policies and procedures</p>
<p>2. Control traffic and operate communication devices</p>	<p>2.1 Adjust approved communication devices according to site requirements</p> <p>2.2 Direct traffic using hand held stop-slow bat and visibly clear and unobstructed hand signals as required</p> <p>2.3 Monitor traffic, make adjustments for changing traffic conditions and position waiting vehicles as required</p> <p>2.4 Communicate messages to other personnel, confirm recipient understanding and clarify as required</p> <p>2.5 Check and perform maintenance on approved communication devices according to requirements</p> <p>2.6 Check communications contact after nominated period of non-contact</p> <p>2.7 Report traffic offenders according to workplace policies and procedures</p>
<p>3. Conduct housekeeping activities</p>	<p>3.1 Confirm and remove signs and devices in line with job requirements and cover as required</p> <p>3.2 Clean, check and store tools and equipment</p> <p>3.3 Report environmental damage and potential for future damage as required</p>

Currency of industry practice evidence		EXAMPLE
Evidence type:	<b>Work Dockets And Docket/Job number</b>	
Date:	<b>Date of job - 01-01-2022</b>	<b>Hours on job doing Traffic Control ie - 6 hours. Make sure all the documented hours equal or exceed 32 hours</b>
Site address:	<b>Job address, not depot or meeting place</b>	
Name and address of the company the work was performed for:		
<b>NOT the TC Company! ie ENERGEX or Brisbane City Council</b>		
Type of duties performed:	<b>This must be a story of what you did for the shift. Use the list on page 3 to ensure you cover all requirements - example....</b>	
<p><b>Arrived onsite in PPE, signed SWMS attended Prestart, noted emergency procedures and muster point, checked and adjusted radio to correct channel, checked TC signs were erected, performed stop slow. Directed pedestrians and cyclists, monitored queues at my location. Noted down any issues and non compliant drivers. Assisted pickup ensuring signs were stowed and were sericable.</b></p> <p><b>DO NOT WRITE "DID STOP SLOW" - this will be rejected causing your application to be delayed</b></p>		
I declare that the information and evidence provided is true and accurate:		
Candidate signature: _____		DATE: _____

Currency of industry practice evidence	
Evidence type:	
Date:	Time/hours:
Site address:	
Name and address of the company the work was performed for:	
Type of duties performed:	
I declare that the information and evidence provided is true and accurate:	
Candidate signature: _____ Date: _____	

**Currency of industry practice evidence**

Evidence type:		
Date:		Time/hours:
Site address:		
Name and address of the company the work was performed for:		
Type of duties performed:		
I declare that the information and evidence provided is true and accurate:		
Candidate signature: _____		Date: _____

**Currency of industry practice evidence**

Evidence type:		
Date:		Time/hours:
Site address:		
Name and address of the company the work was performed for:		
Type of duties performed:		
I declare that the information and evidence provided is true and accurate:		
Candidate signature: _____		Date: _____

**Currency of industry practice evidence**

Evidence type:		
Date:		Time/hours:
Site address:		
Name and address of the company the work was performed for:		
Type of duties performed:		
I declare that the information and evidence provided is true and accurate:		
Candidate signature: _____ Date: _____		

**Currency of industry practice evidence**

Evidence type:		
Date:		Time/hours:
Site address:		
Name and address of the company the work was performed for:		
Type of duties performed:		
I declare that the information and evidence provided is true and accurate:		
Candidate signature: _____ Date: _____		



# RTO Assessor Verification Form

## Instructions to the Assessor

The Currency of Industry Practice Evidence Verification Form is to be used to verify the evidence submitted in the Currency of Industry Practice document (candidate's use).

The evidence provided in the Currency of Industry Practice document must confirm that the Traffic Controller is able to demonstrate they have valid, sufficient, authentic and current skills and knowledge relevant to the unit.

In making the assessment judgement the assessor is to confirm that the evidence provided by a Traffic Controller:

- directly relates to the competency being assessed
- is sufficient to allow the assessor to make a valid judgement
- is the Traffic Controller's own work
- shows currency of the skills and knowledge required.

The evidence must meet the rules of evidence:

<b>Validity</b>	The evidence presented demonstrates the Traffic Controller has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
<b>Sufficiency</b>	The quality, quantity and relevance of evidence presented enables a judgement to be made of a Traffic Controller's competency.
<b>Currency</b>	The evidence presented is from either the present or the very recent past.
<b>Authenticity</b>	The evidence presented for assessment is the Traffic Controller's own work.

## How to verify Currency of Industry Practice evidence?

When verifying evidence ensure that it:

- reflects the skills, knowledge and attributes defined in the unit of competency
- shows application of the skills in the context described in the range statement in the unit of competency
- demonstrates competence over a period of time
- demonstrates repeatable competence
- is the work of the candidate
- can be verified
- demonstrates the candidate's current skills and knowledge.

Minimum evidence requirements:

- work docket/SWMS, risk assessment participation or pre-start documentation (circle which apply)
- a letter or Supervisor report from your employer detailing the type of work performed (circle which apply)
- the candidate has signed each declaration
- the candidate has undertaken the theory renewal exam.

<b>RTO assessor's name:</b>
<b>Date:</b>
<b>Signature:</b>
<b>Assessor notes regarding how verification occurred</b> <i>Where insufficient or unclear information is provided by the candidate, the assessor is to clarify by contacting the third party/employer company evidence provider. The information gathered is to be transcribed in this section. The assessor may ask additional questions of the candidate to clarify findings, or to seek additional information that is then used towards making a final judgement.</i>
List any additional evidence methods utilised to verify currency and competency and justify your choice of method (refer to Traffic Control Renewal guidelines).
<b>Candidate name:</b>

**COIP accepted**

**COIP not accepted (circle your decision)**

Provide the rationale for your judgement decision:

