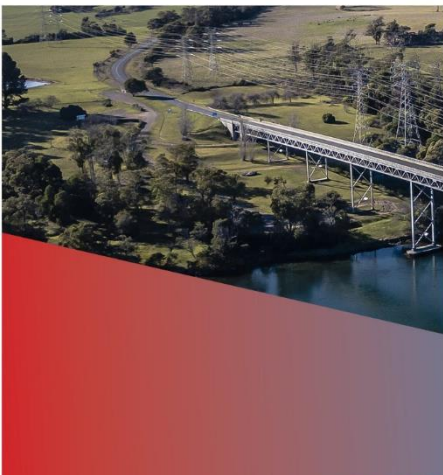


# Operational Framework

Registered Training Organisation (RTO) delivery of  
Temporary Traffic Management Training





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# RTO Operational Framework

This document provides an overview of the Austroads Registered Training Organisation (RTO) Framework and Tasmanian requirements for temporary traffic management training. The RTO Operational Framework is nationally consistent and ensures a graduated training process, as well as robust oversight.

The information in this document is aimed primarily at:

- RTOs who wish to become an Approved Training Provider (ATP) to deliver temporary traffic management training and
- individuals who may deliver the training or assessment for an ATP in Tasmania.

This document will summarise:

- The process for an RTO to become an ATP to deliver temporary traffic management training in Tasmania
- The oversight and audit mechanisms
- Renewal/termination
- Other Tasmania specific requirements.

This document does not provide exhaustive detail or legal advice.

## What is temporary traffic management?

Temporary Traffic Management (TTM) is a system of controlling traffic movement through or past a worksite. While it is important that temporary traffic movement is as efficient as possible, the most important aspect is safety for road works and road users.

TTM practices in Tasmania must be conducted in accordance with several standards, guides, and legislation:

- Australian Standard 1742.3 (2019)
- [Austroads Guide to Temporary Traffic Management \(AGTTM\)](#)
- [Tasmania Guide – Traffic Control for Works on Roads](#)
- [Traffic Act 1925](#)
- [Roads and Jetties Act 1935](#)

# What is the National Training Framework for Temporary Traffic Management?

The National Training Framework for Temporary Traffic Management (NTFTTM) provides a nationally harmonised environment for the provision of TTM training and ensures individuals working in the industry are appropriately training and renewed.

The NTFTTM is the only accepted TTM training in Tasmania.

The NTFTTM is designed under the Vocational Education and Training (VET) framework based on Skill Sets and Units of Competencies.

There are three (3) TTM roles: Traffic Controller (TC), Traffic Management Implementer (TMI) and Traffic Management Designer (TMD). These roles are graduated across three TTM categories.

Tasmania does not have any TTM Category 3 roads at present. This may be subject to change in the future.

## Temporary Traffic Management by role and category

Role	TTM Category 1	TTM Category 2	TTM Category 3
Traffic Controller (TC)	TC1	TC2	N/A
Traffic Management Implementer (TMI)	TMI1	TMI2	TMI3
Traffic Management Designer (TMD)	TMD1	TMD2	TMD3

## What is an approved training provider (ATP)?

An ATP is an RTO that is approved to provide training services for TTM.

An RTO cannot provide training for the NTFTTM (the only accepted TTM training in Tasmania) without becoming an ATP in Tasmania.

An ATP may be approved to operate solely in Tasmania, or more than one state or territory. Being approved as an ATP in one state or territory does not automatically entitle you to provide training in another state or territory. However, the process for becoming an ATO in an additional state or territory is simpler because the overall process is similar, and some elements of the approval process contain the same information.

## How do I become an ATP?

To become an ATP, your organisation will need to apply for recognition in Tasmania. In Tasmania, you can apply for recognition through the Department of State Growth.

To receive the relevant information, application forms etc, please send an email to [ttm.tasmania@stategrowth.tas.gov.au](mailto:ttm.tasmania@stategrowth.tas.gov.au)

## What will I need to include in my application?

Your application will need to:

- Identify the courses (i.e., Temporary Traffic Management National Training Programs) you intend to provide
- Provide evidence that your organisation is an RTO registered by the Australian Skills Quality Authority (ASQA)
- Provide information about why you are applying to become an ATP in Tasmania. This will include information about your understanding of the market and the geographical area in which you intend to provide training services
- Specify your organisation's information in the Training and Assessment Strategy provided by Austroads for each of the applicable Temporary Traffic Management National Training Programs. This should include the proposed training methodology, including details such as class size. It should also detail how you will facilitate learners to complete both theoretical (in-class) and practical training experience
- Provide details of your ability to successfully deliver the training course material, inclusive of the Austroads Temporary Traffic Management National Training Material
- Provide details on nominated trainers and assessors to demonstrate their suitability, including evidence they have completed the requirements to train or assess the Temporary Traffic Management National Training Programs

You will need workers' compensation insurance for the state or territory in which you propose to operate.

### Workers' compensation insurance:

Policy type: Workers' compensation insurance.

Required cover: In accordance with the Law.

The Department of State Growth also requires ATPs to have public liability and professional indemnity insurance.

### Public liability insurance:

Policy type: Public liability insurance policy.

Required cover: The policy must cover liabilities arising out of, or in connection with, the performance of the Contract by the Supplier, including liabilities in respect of:

- (a) personal injury to, or the death of, any person (excluding a person who at the time of the injury or death is defined as a worker of the Supplier under any Law relating to workers' or accident compensation insurance); and

(b) loss, destruction, or damage to any property.

If the Supplier is supplying Services, the public liability insurance policy must indemnify the Principal for any vicarious or other legal liability that the Principal may have in respect of any wilful or negligent act or omission of the Supplier or any Supplier's Personnel.

Period of insurance: The period commencing on the date of the Contract until the Supplier has performed all of its obligations under the Contract, or the date on which the Contract is terminated (whichever first occurs).

Amount of cover: Not less than \$20 million for each individual claim or series of claims arising out of a single occurrence.

#### Professional indemnity insurance:

Policy type: Professional indemnity insurance.

Required cover: The policy must indemnify the Supplier for any breach of professional duty, whether owed in contract, tort or otherwise, in connection with the performance of the Contract by the Supplier. The policy must include an automatic reinstatement clause.

Period of insurance: The period commencing on the date of the Contract until the date six years after the date the Supplier has performed all of its obligations under the Contract.

Amount of cover: Not less than \$5 million.

You will be provided with the relevant Austroads Temporary Traffic Management National Training Material to assist you with your application. You will need to sign a non-disclosure agreement to receive this material.

There is no localised content required for Tasmania.

## Are there fees associated with becoming and operating as an ATP?

There is no fee associated with becoming and operating as an ATP in Tasmania at this time.

Other states or territories may apply a fee to receive and process an application by an RTO to become an ATP.

There is a fee set by Austroads to cover the provision, maintenance and updating of the Austroads Temporary Traffic Management National Training Material, the provision of ATP oversight and auditing and the associated Austroads IT Registry system. The fee is payable by the ATP for each Statement of Attainment issued to a successful participant, inclusive of their renewal/s.

The fee per Statement of Attainment is subject to the actual Temporary Traffic Management National Training Program as presented in [Austroads Registered Training Organisation \(RTO\) Operational Framework for temporary traffic management](#).

## How are individual trainers and assessors approved?

When you apply to become an ATP and deliver a specific Temporary Traffic Management National Training Program/s you will need to provide information on your proposed trainers and assessors. Trainers and assessors are not approved independently, with an ability to work for any ATP. Instead, your application to be an ATP will be assessed for overall suitability, which includes your ability to demonstrate quality trainers and assessors. The fact that a trainer or assessor may deliver the training or assessment elsewhere could form part of the evidence you provide for their experience and suitability.

Your circumstances may change after you have been approved as an ATP and you may need to add additional trainers or assessors. You will need to notify the Department of State Growth as seek their approval of the proposed new trainers or assessors.

## How do I apply to become an ATP in another state or territory?

You must apply to become an ATP in each state and territory where you want to provide training. It will frequently be simpler to get approval as an ATP in an additional state or territory because the process is similar. However, each application will vary because of the unique Teaching and Assessment Strategy, trainers and assessors and physical training environments.

Please visit the relevant jurisdiction(s) transport department website or contact Austroads ([ttmoperations@austrroads.com.au](mailto:ttmoperations@austrroads.com.au)) to find out more.

## How long does my approval as an ATP last?

Once you are approved as an ATP in Tasmania, your approval will last for up to three years.

This is subject to monitoring of the continued quality of the service by the Department of State Growth, and Austroads. Within the three-year period, a 12-month renewal may be granted twice (at 12 and 24 months from the commencement of the original agreement). Renewal is not an automatic process; the Department has the right to refuse renewal. While there is no right to automatic renewal, the process is streamlined compared to the original application. A renewal application takes the form of a Compliance Statement that requires you to confirm that the conditions of your original approval are still being met (particularly the identities of the agreed trainers/assessors) or provide any relevant updates. After three years you will need to make a new application to be an ATP.

## How do I get training materials as an ATP?

Austrroads develops and maintains the Austrroads Temporary Traffic Management National Training Material. This will provide for consistent national training and avoid the need for ATPs to develop unique materials. Once an RTO has achieved ATP status, the Department will provide that ATP with the training materials applicable to the training that ATP will provide. The Department and Austrroads will also provide the ATP with any updates to these training materials.



## Can courses an ATP is approved to deliver be facilitated virtually?

There are strict requirements for an ATP to be able to deliver the theory components of the NTFTTM through a virtual platform (i.e., Zoom, Microsoft Teams).

Courses that can have the theory component of the course delivered virtually are as follows:

Course	TTM Category
Traffic Controller	1 & 2
Traffic Management Implementer	1 & 2
Combined Traffic Controller and Traffic Management Implementer	1 & 2

If an ATP is to undertake this type of facilitation, it must be included in the ATP application and Training and Assessment Strategy.

If an existing ATP intends to include this in their delivery, they must notify the department, and include clear information on how they will facilitate this training. Information must include, but is not limited to:

- Which platform will be used
- Requirements for trainers/assessors
- Requirements for learners/students
- Any established procedures for delivering virtual training
- Contingency planning e.g., what happens if the platform being used does not work/stops working

This information can be sent to [ttm.tasmania@stategrowth.tas.gov.au](mailto:ttm.tasmania@stategrowth.tas.gov.au)

Only the **theory component** of any nominated course may be delivered virtually. The following must be completed and assessed by the trainer/assessor in person:

- Formal assessment
- Simulated environment training

Following this, the learner/student must obtain the required practical learning experience of the course and be successfully assessed by the trainer/assessor before being approved.

## How is quality and oversight of my ATP managed?

The quality of ATPs will be assured through quarterly reporting and an audit program. The Department will inform ATPs of any sector-wide compliance issues so that ATPs can proactively address any concerns.

## Reporting:

ATPs will be required to provide Austroads and the Department of State Growth with enrolment information. Austroads and the Department will provide ATPs with templates for the information required.

## Audits:

There will be a national audit program coordinated by Austroads. Audits will be both scheduled and triggered. Triggered audits will be informed by risk assessments including information from the Department, industry, and learner surveys.

Audits will cover:

- the Training and Assessment Strategy
- the delivery of the theoretical (in-class) training
- the delivery of the practical training
- assessments, including validation of outcomes.

Auditing may be covert as well as overt.

## What happens if my ATP's quarterly report is unsatisfactory, or an audit reveals concerns?

If the Department of State Growth has concerns with a report of an ATP, or an audit reveals concerns there are a range of actions with varying levels of severity for the ATP.

Generally, the aim would be to ensure that the ATP improves its performance so that it can continue to deliver training. However, depending on the circumstances actions an agency may take include:

- asking for additional information or clarification
- imposing a corrective action request on the ATP
- placing conditions on the ability of the ATP to operate
- suspending the right of the ATP to operate
- cancelling the ATP's approval.

Conditions may include requiring an ATP to suspend delivery of a Temporary Traffic Management National Training Program/s and/or to suspend or cancel the use of specified trainers or assessors.

If an ATP is suspended or cancelled that information will be shared with other agencies who have approved the same organisation as an ATP. Equally, if a condition is placed on an ATP requiring that the use of a specified trainer or assessor is suspended or cancelled, the information will be shared with any state or territory agency that approved the trainer or assessor as part of the application of another ATP. If the ATP is suspended it must complete training that has already commenced but may not enrol new learners until the suspension is lifted.

## What are my obligations an ATP if I want to stop offering training?

An ATP may stop offering training. You must provide 60 days' notice to the Department of State Growth. You will need to complete any training of existing learners, which is those who have commenced training, before you stop offering training.

Notice can be provided to the Department through the [ttm.tasmania@stategrowth.tas.gov.au](mailto:ttm.tasmania@stategrowth.tas.gov.au) mailbox.

## Printing of cards:

ATPs will be responsible for printing these cards.

This requirement will be reviewed once the Austroads IT Registry system is designed and available.





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