RTO Code:	40596	NATIONALLY RECOGNISED TRAINING
RTO Name:	Integracom VIC trading as: Australian Institute of Vocational Development (AIVD)	
Training Package/Release & Status:	RII - Resources and Infrastructure Industry Training Package Release 9.0 / 19 Oct 2022	
Skillset TC2	RIISS00059 - Traffic Controller Skill Set for High Volume Roads Release 2 / Current / 19 October 2022	
Skillset TMI2	RIISS00061 - Traffic Management Implementer Skill Set for High Volume Roads Release 2 / Current / 19 October 2022	
Skill Set Description:	This skill set addresses the skills and knowledge required for those responsible for traffic control on Temporary Traffic Management Category 1 environments as described in the Austroads Guide to Temporary Traffic Management.	
Skill Set TC2 Packaging Rules:	This skill set may only be undertaken in addition to: • completion of the RIISS00058 Traffic Controller Skill Set for Urban Streets and Low Volume Rural Roads; and • at least 40 hours of experience working in a temporary traffic management workplace in a traffic controller role. Entrants to the course must meet the requirements as set out in the Austroads Guide to Temporary Traffic Management Part 8 and any condition of the relevant State/Territory Transport Agency	
Skill Set TMI2 Packaging Rules:	The skill set may only be undertaken in addition to: • completion of the RIISS00060 Traffic Management Implementer Skill Set for Urban Streets and Low Volume Rural Roads and • at least one month experience applying skills and knowledge relevant to the above-mentioned skill set in a temporary traffic management workplace and • providing evidence of relevant experience setting up at least 12 temporary traffic management types including high speed roads or high-volume roads, and at least two of the following types: • pedestrian and cyclist controls • construction sites • lane closures • shoulder closures • night works • use of portable traffic control devices • motorways or freeways. Entrants to the course must meet the requirements as set out in the Austroads Guide to Temporary Traffic Management Part 8 and any condition of the relevant State/Territory Transport Agency.	

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	AIVD will ensure that the applicant meets the entry requirements prior to enrolment and documents how that requirement is met.			
Units of Competency:	**Unit Code**	**Unit Title**	**Nominal Hours**	**Unit Type**
	RIIWHS207	Control traffic on high volume roads	20	Elective
	RIIBEF301D	Run on-site operations	40	Elective
	RIIWHS304	Implement traffic management plans on high volume roads.	20	Elective
Duration:	The Traffic Controller 2/Traffic Management Implementer 2 course will run over two days. Each day is focussed on the learning content and the assessment of the theory aspects of the units. Post course – traffic controller - following a period in which the learner logs 20 hours of practical training experience, not more than six months following the formal instructional sessions of the course, the final practical assessments will be conducted in a live traffic scenario under supervision. Post course – Traffic Management Implementer - within a six-month period of completing the theoretical component of the course, the learner will complete three different setups based on Traffic Management Plans and Traffic Guidance Schemes relevant to their working conditions.			
Delivery Location:	• Tottenham • Sunshine • Cranbourne • Horsham • Warrnambool • Various employer Locations			
Delivery Mode:	• Tottenham • Sunshine • Cranbourne • Horsham • Warrnambool • Various employer Locations			

Skill Set Entry Requirements:	**Skill sets**	
	RIISS00059	Traffic Controller Skill Set for High Volume Roads
	RIISS00061	Traffic Management Implementer Skill Set for High Volume Roads
	Units of competency	
	RIIWHS207	Control traffic on high volume roads
	RIIBEF301D	Run on-site operations
	RIIWHS304	Implement traffic management plans on high volume roads
	Skill set requirements TC2	

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Successful completion of the unit of competency inclusive of at least 20 hours practical training experience applying the relevant skills and knowledge in a temporary traffic management workplace.

The assessment for the units of competency comprises both theoretical and practical components. The practical assessment component is to be undertaken after the practical training experience is gained. Practical training experience requirements must be completed on declared Temporary Traffic Management Category 2 roads within six months of successfully completing the theoretical component.

Skill set requirements TMI2

Successful completion of the following two units of competency inclusive of at least three different types of setups and practical training experience applying the relevant skills and knowledge in a temporary traffic management workplace:

- RIIBEF301D Run on-site operations

- RIIWHS304 Implement traffic management plans on high volume roads

The assessment for the units of competency comprises both theoretical and practical components. The practical assessment component is to be undertaken after the practical training experience is gained. Practical training experience requirements must be completed on declared Temporary Traffic Management Category 2 roads within at least six months of successfully completing the theoretical component.

Enrolment Application Process:	AIVD has a formalised entry process which is mandatory for all students to determine your suitability and any support requirements prior to enrolment. The process occurs as follows: **Suitability Discussion** Prior to enrolment, you will meet with a training advisor who will facilitate a suitability discussion. The purpose of this discussion is to identify your career goals, past educational and workplace experience to determine if the chosen qualification is suitable including the mode of delivery, physical demands, and job/entry requirements. **Online Language, Literacy and Numeracy (LLN) Assessment** If the qualification is determined suitable for you, you will be required to undergo a Language, Literacy and Numeracy online assessment using the LLN Robot assessment tool. This assessment will allow us to identify any areas where you might require additional support. The training advisor and/or your trainer and assessor will discuss the contents of your LLN report if any areas for concern issues are identified. *NB: You will also be required to provide a working with children's check prior to undertaking any training in the workplace / work placement.*
Recognition of Prior Learning:	Recognition of Prior Learning (RPL) is an assessment process that involves assessment of your relevant prior learning (including formal and informal learning). This process will determine whether you might be able to gain recognition for some or all of your qualification. AIVD will offer each student the opportunity to apply for RPL as part of the enrolment process. The RPL process includes: • A trainer and assessor will contact you to discuss your RPL application • You will be provided an RPL assessment kit to guide you through the application

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	- Once you have submitted your RPL application, your assessor will review your submission - Your assessor will conduct interviews with you to confirm evidence and may require you to demonstrate your skills to support your application - A final determination will be made by your assessor and feedback will be given about the outcomes Where RPL is granted for one or more unit of competency, your course duration will be amended accordingly, and course fees may also be adjusted as a result of the RPL outcome. Refer to: **F-048.1.90 Statement of Fees RIISS00059 (TC2) / RIISS00061 (TMI2)** for a breakdown of fees.
Course Credit:	Course Credit for units completed outside the Austroads Temporary Traffic Management National Training Programs will not be available. For example, if a learner completes **RIIWHS205E – Control traffic with stop-slow bat** and **RIIWHS302E Implement traffic management plans** as part of Certificate III in Civil Construction, they will still be required to complete these units as part of the Austroads Skill Set to gain a TTM National Training Program outcome.
Student Support Services:	If at any stage throughout the training of this skillset students are having difficulties with any aspect of the course (this may include trainers, assessment or any personal issues that are affecting their ability to study) they are advised to speak with the trainer or other AIVD staff directly. Examples of support services offered at AIVD include although not limited to: One on one or group coaching with an allocated trainer Access to interpreters Modification to the delivery and assessment methodology Modification of materials and/or resources Deferment of the course to allow for foundation skills training. Transition to a more suitable skillset or course. When determining support services, AIVD will ensure that all regulatory requirements are adhered to for this skillset (if applicable). For further information on support services please refer to: **P-017.1 Student Support Policy and Procedure - AIVD**
Training Delivery:	This qualification is designed to be delivered using a face-to-face delivery mode in a classroom environment.
Assessment:	Assessment will be conducted individually, and you will be provided with an Assessment Guide for each unit of competency which includes: - A full description of all assessment tasks for the unit of competency - Assessment instructions for each unit of competency - Assessment resources for each unit of competency - Details about when assessment will occur - Details about assessment submission There are a variety of assessment methods used for this qualification including: - Knowledge based assessments

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	▪ Demonstration of Practical Skills – Simulation ▪ Demonstration of Practical Skills - Workplace Assessments will be conducted in class and in some cases, you will be required to complete some assessment tasks as homework. Students will also be required to complete 20 hours of practical training experience in a live traffic scenario under direct supervision **Submission, Feedback and Re-Assessment** You will be required to must submit each assessment in the required timeframe. Each assessment task will be marked as Satisfactory or Not Yet Satisfactory and once all tasks have been successfully completed the unit will be marked competent. Where an assessment task is marked Not Yet Satisfactory, you will be given the opportunity to re-submit/re-attempt the task. If you exhaust all of your assessment attempts, you will be required to re-enrol in the unit and participate in further training and whole undertake the assessment again. You will receive detailed feedback for each task in either written or verbal form from your assessor.
Registered Training Organisation (RTO) Obligations:	By accepting your enrolment into a course, AIVD has taken on obligations to you as a student. These obligations include: ▪ Undertaking a thorough course entry process to determine your suitability for your selected course, and the suitability of the course for you ▪ Develop a training plan for you which details the journey you will take through your studies ▪ Ensure that any workplace arrangement, such as an apprenticeship or traineeship, is organised and monitored ▪ Monitor your progress through the course and implement support strategies where necessary ▪ Keep you informed of any changes in legislation, AIVD policy, or any other change which would affect your enrolment in, and progression through your course ▪ Maintain thorough records of your training and assessment, and provide you with access to those records when you request it ▪ Issue a Certificate or Statement of Attainment if you have been assessed as competent in one or more units of competency from a training package or accredited course ▪ Provide you with access to fair and just administrative processes including complaints, appeals, refunds, and support requests.
Learner Responsibilities:	Recognition of Prior Learning (RPL) is an assessment process that involves assessment of your relevant prior learning (including formal and informal learning). This process will determine whether you might be able to gain recognition for some or all of your qualification. AIVD will offer each student the opportunity to apply for RPL as part of the enrolment process. The RPL process includes: ▪ A trainer and assessor will contact you to discuss your RPL application ▪ You will be provided an RPL assessment kit to guide you through the application ▪ Once you have submitted your RPL application, your assessor will review your submission ▪ Your assessor will conduct interviews with you to confirm evidence and may require you to demonstrate your skills to support your application ▪ A final determination will be made by your assessor and feedback will be given about the outcomes

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	Where RPL is granted for one or more unit of competency, your course duration will be amended accordingly, and course fees may also be adjusted as a result of the RPL outcome.
	▪ Refer to: **F-048.1.90 Statement of Fees RIISS00059 (TC2) / RIISS00061 A(TMI2)** for a breakdown of fees.
Complaints and Appeals:	AIVD has a process to manage complaints and appeals involving the conduct of:
	▪ AIVD, its trainers, assessors, or other staff
	▪ A third-party providing services on AIVD's behalf, its trainers, assessors, or other staff
	▪ A learner of AIVD
	A complaint is a grievance regarding something or someone that you feel has broken the rules, or which has unfairly affected your experience during your studies. An appeal is a request to review an assessment decision which has been made.
	If you wish to make a complaint or appeal, you can do so by emailing us at: complaints@aivd.com.au using our **F-116.1 Complaints Form** or **F-102.1 Appeals Form**
	For more information, refer to **P-006.1 Complaints and Appeals Policy and Procedure** on our website: www.aivd.com.au.
Fees, Charges and Refunds:	To ensure that you are protected as a consumer, you will be provided with all relevant fee information which will include:
	1. The fee amount which you will be required to pay for your course
	2. The payment terms on which you will pay those fees, including the timing of your required payments
	3. Your rights as a consumer in Australia
	4. Your right to attain a refund in certain circumstances, such as when AIVD cannot deliver your course for any reason
	In some cases, your employer or another party may pay fees on your behalf. When this occurs, it will be made clear to both you and your employer of who will be paying and what amount.
	Additionally, AIVD takes action to protect your fees and protection exists to ensure that you can enrol with confidence. The principal protection which is provided to you is a pre-paid fee limit - AIVD will never require you to pay more than $1,500 in advance and will never allow your advance payment balance to rise above $1,500.
	Refunds
	AIVD has a clear and well enforced refund policy in place, so you can pay your fees fully informed as to the circumstances in which you would be entitled to a refund, and how much of a refund you would receive.
	To access the **P-033.1 Fees, Charges and Refunds Policy and Procedure**, and the associated forms required to apply for a refund, please visit the AIVD website: www.aivd.com.au.
AQF Certification:	**Issuance of Qualifications**
	AIVD will issue you an AQF certification in a timely manner for nationally recognised qualifications and record of results to each student who has meet the requirements of that qualification, any outstanding fees have been paid and a valid USI has been provided within 30 calendar days.

	Issuance of Statements of Attainment If you complete one or more units of competency but not an entire qualification, you will be issued with a statement of attainment for the units of competency you have completed. Statements of attainment are issued for partial completion providing there are no outstanding fees and AIVD has been provided with a valid USI. Statements of Attainment are also issued within 30 calendar days. **Replacement AQF Certification** If you lose your qualification, record of results or statement of attainment you can request a replacement by emailing: studentsupportvic@aivd.com.au Replacement AQF certification requests attract an additional fee of $85 and you will be asked to submit a **F-316.1 Student Release Form** as part of your request.
Privacy and Personal Information:	**Your Privacy and Personal Information** AIVD takes the privacy of your personal information extremely seriously and has a clear and well enforced privacy policy in place. This means that you can provide your personal information, which is required for enrolment, with the knowledge that it will be kept securely and confidentially. AIVD's privacy policy is fully compliant with the Privacy Act 1988 and the Australian Privacy Principles and is publicly available. To access the **P-039.1 Privacy and Personal Information Policy & Procedure** please visit the RTO website. https://aivd.com.au/
Pathways:	The units provide credit towards a number of Certificate II and Certificate III skillsets in the RII Resources and Infrastructure Industry Training Package and other training packages, such as RII30920 Certificate III in Civil Construction or equivalent.
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