



Australian Government

Department of Education, Employment and Workplace Relations

PSPTRAN410 Undertake access assessments and approvals

Release 1

PSPTRAN410 Undertake access assessments and approvals

Modification History

Release	TP Version	Comments
1	PSP12V1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to undertake assessments of vehicles in relation to their access to the road network and to provide approvals and permits allowed under specific sections of legislation. No licensing, legislative, regulatory or certification requirements are applicable to this unit at the time of publication.

Application of the Unit

This unit applies to individuals in road transport regulatory roles who require detailed knowledge of gazetted routes and vehicle compliance requirements to be able to assess access applications and provide information on the feasibility and requirements of proposed routes. They also provide approvals, conditions and permits for individuals and transport companies to access certain routes.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

- 1) **1 Provide access information**
 - 2) 1.1 **Effective communication techniques** are used to obtain client information about loads to be moved, intended origins and destinations, proposed restricted access vehicles to be used and proposed routes.
 - 3) 1.2 Information is sourced on road network access, permit requirements and **conditions relating to the proposed routes** in relation to the intended vehicles and loads.
 - 4) 1.3 Information is provided to clients on the feasibility and conditions of using proposed routes with reference to state/territory access conditions and restrictions for restricted access vehicles.
 - 5) 1.4 Alternate routes are suggested if necessary to assist clients to achieve their objectives whilst complying with restrictions.
 - 6) 1.5 **Communication difficulties** are managed or referred for assistance in line with organisational procedures.
- 7) **2 Assess and approve applications**
 - 8) 2.1 Applications for network access are assessed in relation to the proposed restricted access vehicles, their loads and intended routes.
 - 9) 2.2 **Other issues** are assessed in relation to applications.
 - 10) 2.3 Liaison is undertaken with **other authorities or sections** using required protocols, if proposed routes have implications for their jurisdictions.
 - 11) 2.4 Applications are referred for route surveys in accordance with organisational guidelines if assessment determines that this is required.
 - 12) 2.5 Applications for access that meet permit requirements for restricted access vehicles are approved in accordance with state/territory network access conditions and organisational procedures.
 - 13) 2.6 Emergency approvals are processed in accordance with organisational policies and procedures.
- 14) **3 Issue or refuse permits**
 - 15) 3.1 Correct permits are identified for each approved application in accordance with state/territory network access conditions.
 - 16) 3.2 Dependant on the type of permit, conditions are confirmed with the applicant to ensure understanding of all restrictions.
 - 17) 3.3 Documentation is completed and valid **permits** are issued to reflect approval decisions in line with organisational procedures.
 - 18) 3.4 For applications that are not approved, permits are refused, reasons provided and alternatives suggested if feasible in accordance with organisational policy and procedures.

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Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

- communication skills to:
 - elicit requirements
 - provide and explain information
 - clarify and confirm understanding
 - relate to persons from diverse backgrounds
- problem solving skills to:
 - explain information that meets applicants' needs
 - suggest alternate routes for clients to meet their objectives and remain compliant with access restrictions
- planning and organising skills to:
 - maintain up-to-date knowledge of gazetted routes and network access requirements
 - issue correct permits for vehicles and routes in question
- literacy skills to:
 - read legislation, regulations, conditions and restrictions
 - interpret access requirements in relation to different categories of restricted access vehicles
- self-management skills to:
 - maintain a professional manner
 - meet organisational requirements in relation to timeliness of responding to permit applications and providing emergency approvals
 - deal with difficult situations
- computer technology skills to:
 - access up-to-date information
 - issue valid permits

Knowledge requirements

- state/territory legislation, policy, procedures and guidelines relating to road network access
- conditions and restrictions on vehicle configurations, dimensions and loads in relation to network access and vulnerable assets
- gazetted routes
- permits and notices
- client service standards
- political awareness regarding applications, approvals and permits
- community needs in relation to restricted access vehicles road use
- public sector legislation and codes of practice particularly those dealing with privacy,

diversity, environmental and occupational health and safety requirements

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms consistency of performance in undertaking access assessments and approvals.

This will include evidence of:

- undertaking at least three actual or simulated network access assessments on three separate occasions or for three different situations/contexts
- at least one application that is not routine and requires alternatives to be suggested and/or refusal of a permit
- adhering to legal, ethical and organisational requirements relating to access assessments, approvals and issuing of permits

Context of and specific resources for assessment

Assessment must ensure access to a real or simulated workplace environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered while undertaking access assessments and approvals, including coping with difficulties, irregularities and breakdowns in routine.

Access is required to resources such as:

- applicable legislation, policies and procedures
- case studies and workplace scenarios to capture the range of requirements for situations likely to be encountered
- technology for issuing permits

Method of assessment

Assessment methods suitable for valid and reliable assessment of this unit of competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- written or oral questions
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

Guidance information for assessment

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities

- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Effective communication techniques</i> may include:	• verbal and non-verbal language and tone suited to the specific client eg: • using plain English • being calm and professional in the face of difficulties • active listening • repeating information back • asking for clarification • summarising • re-phrasing • ensuring all information from the client is correct before providing access information • using emotional intelligence • communication aids where needed
<i>Conditions relating to proposed routes</i> may include:	• impact on the community and infrastructure • infrastructure limitations such as: • signs • bridges • roadside furniture • prohibited roads • low volume roads • single lane roads • maximum speeds • warning devices • curfews • weather • road works • seasonal/environmental variations • prohibited turns eg no right or left turns at specified intersections • special approvals eg local government • wet unsealed sections of road • headlights at all times • direct radio contact with other restricted access vehicles • restricted through routes – local delivery and pickup only (with documentation as proof)

	• vulnerable assets
Communication difficulties may relate to:	• language or accent • misinformation • misunderstandings • previous experience in obtaining access information • emotions including anger
Other issues may include:	• environmental considerations • community needs • multi-agency involvement • multi-state operations • political concerns
Other authorities or sections may include:	• local government • utility providers • rail, marine or state development authorities • bridge section • engineering section
Permits may include:	• single trip permits • standard permits • period permits • special purpose vehicle permits • concessional permits • notices • information sheets • guidelines • special conditions

Unit Sector(s)

Not applicable.

Competency field

Road Transport Compliance