



Australian Government

Department of Education, Employment and Workplace Relations

RIICWD503A Prepare work zone traffic management plan

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the preparation, documentation and completion of work zone traffic management plans in Civil Construction. It includes the planning for the preparation, undertaking of the preparation, finalisation of the preparation processes and supporting the application of the preparation.

Application of the Unit

This unit requires the identification of plan inputs, production of calculations, drawings, plan options and solutions and specifications required for the implementation of work zone traffic management plan, it does not include the certification of the plan.

This unit is appropriate for those working in a management role or as a technical specialist, preparing and documenting work zone traffic management plans within:

- Civil construction

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan for the preparation of work zone traffic management plans	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Identify and confirm the work zone traffic management plan project requirements and information 1.3. Prepare a preparation plan which makes best use of the available resources and meets the traffic management plans requirements
2. Undertake the work zone traffic management plan preparation	2.1. Interpret and analyse the relevant data and identify the available viable options for the work zone traffic management plan 2.2. Interpret and analyse relevant data and recommend the preferred option that best meets the required project outcomes 2.3. Complete the detailed plan of the work zone traffic management plan that safely, effectively and efficiently meets the required project outcomes 2.4. Prepare a cost estimate of the execution of the work zone traffic management plan 2.5. Participate in the review of the work zone traffic management plan preparation with peers and stakeholders 2.6. Complete the documentation of the work zone traffic management plan preparation 2.7. Monitor and coordinate the progress of other team members involved in the preparation process to ensure the effective and efficient completion of the plan 2.8. Gain approval of the plan
3. Finalise preparation processes of work zone traffic management plan	3.1. Ensure filing of preparation records is completed 3.2. Complete and submit preparation cost and other reporting 3.3. Participate in performance review of the preparation process 3.4. Seek client feedback and contribute to the verification of the plan 3.5. Close out all systems

4. Support and review the application of the work zone traffic management plan	4.1. Provide clarification and advice to those applying the plan 4.2. Review the application of the plan and recommend changes for the continuous improvements of work zone traffic management plans 4.3. Contribute to the validation of the plan
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to prepare and document work zone traffic management plans:

- apply legislative, organisation and site requirements and procedures
- interpret plans and drawings
- interpret specifications
- interpret traffic management plan briefs
- interpret Australian and other appropriate standards
- interpret engineering survey information
- interpret hydrological data
- interpret meteorological data
- interpret cultural and heritage data
- carry out risk assessments
- interpret traffic analysis data
- determine traffic management plan capacity requirements
- select traffic management plan options
- size traffic management plan components
- provide leadership and coordination
- choose appropriate implementation techniques
- develop and apply design plans
- apply computer based design technology
- apply industry or government standard design software
- apply engineering graphical presentation techniques
- calculate flow rates, level of service, capacities and percentages
- maintain design cost records
- maintain design records
- provide clarification and advice
- apply client feedback techniques

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following, as required to prepare and document work zone traffic management plans:

- risk assessment and management requirement and procedures
- statutory compliance requirements and procedures

- occupational health and safety requirements and procedures
- environmental management requirements and procedures
- cultural and heritage requirements and procedures
- quality management requirements and procedures
- communication requirements and procedures
- Australian and other relevant standards requirements and procedures
- industry and organisational design procedures and practice
- principles of road user behaviour
- current industry best practice
- traffic management plan options
- traffic management plan geometric requirements
- potential hazards, constraints and conditions that may affect traffic management plan design and implementation
- current industry best practice in traffic management plan design and implementation
- techniques for choosing preferred options
- team leadership techniques
- operational techniques required for the execution of traffic management plan implementation tasks
- traffic management plan implementation structures capabilities
- cost estimation techniques
- design review principles and procedures
- documentation requirements
- reporting requirements and procedures
- design approval requirements and procedures
- design records filing requirements and procedures
- performance review requirements and procedures
- systems close out requirements and procedures

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for the preparation and documentation of work zone traffic management plans • implementation of procedures and techniques for the safe, effective and efficient preparation and documentation of work zone traffic management plans • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of work zone traffic management plans that best meet the required outcomes • working with others to undertake and complete the preparation and documentation of work zone traffic management plans • consistent successful preparation and documentation of work zone traffic management plans
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of

	assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in a civil works environment. Selection and use of resources for particular worksites may differ due to site circumstances. • Where applicable, physical resources should include equipment modified for people with disabilities. • Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge to apply in undertaking of the preparation and documentation of work zone traffic management plans • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of work zone traffic management plans that best meet the required outcomes • consistently achieving the required outcomes • first hand testimonial and documentary

	evidence of the candidate's: • working with others to undertake and complete the preparation and documentation of work zone traffic management plans • provision of clear and timely required support and advice on the preparation and documentation of work zone traffic management plans
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant compliance documentation may include:	• legislative, organisational and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Confirm may include:	• consultation with the client • consultation with others within the organisation • consultation with relevant authorities • conducting a risk assessment of the existing and potential hazards • obtaining further site data, including: • known and potential hazards, constraints and conditions • cultural and heritage data • geological data • geotechnical data • hydrological data • survey data • meteorological data
Work zone traffic management plan may include:	• any work zone where: • members of the public can interact with construction or delivery personnel, vehicles, plant and equipment; • delivery vehicles can interact with construction personnel, vehicles, plant and equipment • internal to the work zone, where construction personnel, plant and equipment interact • the work zone traffic management plan may

	need to include the access roads to and from the public roads
Project requirements and information may include:	• project specifications • contractual requirements • client's requirements • project site geological data • project site hydrological data • project site engineering survey data • project site cultural and heritage constraints • existing project design and drawings • Australian or other relevant standards
Preparation plan may include:	• human resource requirements • design hardware and software • coordination requirements • scheduling • review requirements • preparation process communication and reporting requirements
Preferred option may include:	• cost • site constraints • available resources • risk assessment of: • the existing conditions • the application of the plan • maintainability of the completed works
Detailed plan may include:	• calculations, including: • level of service • capacity • construction materials and services quantities • construction cost estimates • selection and specification of traffic management structures and systems, including: • roundabouts • mediums • entry and exit lanes • merging lanes • traffic barriers • lane marking requirements • traffic speed limits • traffic signals or control personnel

	• warning signs • communication requirements and procedures • drawings • risk assessment of: • the existing conditions • the application of the plan • maintainability of the works • health, safety and environmental requirements • contribution to ancillary documentation, which may include: • preparation notes • construction notes • supplementary drawings • input to the specifications
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Unit Sector(s)

Civil Works Design

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.