

# Approved Training Provider Application form to operate in Victoria

This form is to be completed by a Registered Training Organisation (RTO) seeking to become an Approved Training Provider (ATP) in Victoria for any one or more of the following **Temporary Traffic Management National Training Programs**:

- a Traffic Controller (TC1)  
(RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads);
- b Traffic Controller (TC2)  
(RIISS00059 – Traffic Controller – High Volume Roads);
- c Combined TC1 (RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads) and TMI1 (RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads) course
- d Combined TC2 (RIISS00059 – Traffic Controller – High Volume Roads) and TMI2 (RIISS00061 – Traffic Management Implementer for High Volume Roads) course
- e Traffic Management Implementer (TMI1)  
(RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads);
- f Traffic Management Implementer (TMI2)  
(RIISS00061 – Traffic Management Implementer for High Volume Roads);
- g Traffic Management Implementer (TMI3)  
(RIISS00062 – Traffic Management Implementer for Motorways and Freeways);
- h Traffic Management Designer (TMD1)  
(RIISS00063 – Traffic Management Designer for Urban Streets and Low Volume Rural Roads);
- i Traffic Management Designer (TMD2)  
(RIISS00064 – Traffic Management Designer for High Volume Roads); and
- j Traffic Management Designer (TMD3)  
(RIISS00065 – Traffic Management Designer for Motorways and Freeways).

## 1. Applicant details

RTO applicant name

RTO registration number

ABN

Web address

Business address

Postal address

### Contact details for the purpose of this application address

Contact name

Contact number

Contact email address

## 2. Select Temporary Traffic Management National Training program/s

Please indicate which Temporary Traffic Management National Training Program/s you intend to provide. This application form will be used for all the Temporary Traffic Management National Training Program/s you nominate, with a separate section for each of the relevant skill sets.

Please complete Section 4 for each Temporary Traffic Management National Training Program in which approval is sought.

Any documents that you have previously provided to Australian Skills Quality Authority (ASQA)\* may be attached in the same format in this application.

*\*Or equivalent such as Victorian Registration and Qualifications Authority (VRQA) in Victoria.*

**Seek Application**  
(please tick)

- |  |                          |
|--|--------------------------|
| <b>a</b> Traffic Controller (TC1)<br>(RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads)  | <input type="checkbox"/> |
| <b>b</b> Traffic Controller (TC2)<br>(RIISS00059 – Traffic Controller – High Volume Roads)   | <input type="checkbox"/> |
| <b>c</b> Combined TC1 (RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads) and TMI1<br>(RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads) course | <input type="checkbox"/> |
| <b>d</b> Combined TC2 (RIISS00059 – Traffic Controller – High Volume Roads) and TMI2 (RIISS00061 –<br>Traffic Management Implementer for High Volume Roads) course   | <input type="checkbox"/> |
| <b>e</b> Traffic Management Implementer (TMI1)<br>(RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads)   | <input type="checkbox"/> |
| <b>f</b> Traffic Management Implementer (TMI2)<br>(RIISS00061 – Traffic Management Implementer for High Volume Roads)  | <input type="checkbox"/> |
| <b>g</b> Traffic Management Implementer (TMI3)<br>(RIISS00062 – Traffic Management Implementer for Motorways and Freeways)   | <input type="checkbox"/> |
| <b>h</b> Traffic Management Designer (TMD1)<br>(RIISS00063 – Traffic Management Designer for Urban Streets and Low Volume Rural Roads)   | <input type="checkbox"/> |
| <b>i</b> Traffic Management Designer (TMD2)<br>(RIISS00064 – Traffic Management Designer for High Volume Roads)  | <input type="checkbox"/> |
| <b>j</b> Traffic Management Designer (TMD3)<br>(RIISS00065 – Traffic Management Designer for Motorways and Freeways)   | <input type="checkbox"/> |

### 3. Applicant Corporate Capacity – Documents Supporting Application

Attach a copy of the following documents/information.

Please note the information in this section concerns the overall operation of the applicant RTO.

Incl.

Business profile	<input type="checkbox"/>
Marketing plan explaining how you will market the program/s which you are seeking to become an ATP of in this application form.	<input type="checkbox"/>
Business plan setting out your understanding of the market, in Victoria	<input type="checkbox"/>
Details of your business goals and expectations for becoming an ATP of the relevant Temporary Traffic Management National Training Program/s.	<input type="checkbox"/>
Copy of the last Australian Skills Quality Authority (ASQA)/ Victorian Registration and Qualifications Authority (VRQA) audit report or letter of compliance in respect to the skill sets relevant to each of the Temporary Traffic Management National Training Programs for which approval is sought.	<input type="checkbox"/>
Copy of certificate of currency for public liability insurance for \$10,000,000	<input type="checkbox"/>
Copy of certificate of currency for workers compensation insurance in accordance with Workers Compensation Act 1958	<input type="checkbox"/>
Training location/s – Physical address/s	<input type="checkbox"/>
Learner enrolment and completion data for any Temporary Traffic Management National Training Program qualifications listed in your business profile for the last 12 months	<input type="checkbox"/>

## 4.1 Traffic Controller (TC1)

(RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads)

Attach or provide the following documents/information in respect of the  
Temporary Traffic Management National Training Program – Traffic Controller (TC1)  
(RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads)

Incl.

Training and Assessment Strategy (*inclusive of any jurisdiction-specific training requirements – if applicable*)

Evidence that the skill sets for the Temporary Traffic Management National Training Program are  
on scope for the RTO's ASQA or VRQA registration

Details of the nominated trainers and assessors including names, qualifications and experience –  
provided in the 'Trainer/Assessor Details' details box below

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

## 4.2 Traffic Controller (TC2) (RIISS00059 – Traffic Controller – High Volume Roads)

Attach or provide the following documents/information in respect of the  
Temporary Traffic Management National Training Program – Traffic Controller (TC2)  
(RIISS00059 – Traffic Controller – High Volume Roads)

Incl.

Training and Assessment Strategy (*inclusive of any jurisdiction-specific training requirements – if applicable*)

Evidence that the Temporary Traffic Management National Training Program is on scope  
for the RTO's ASQA or VRQA registration

Details of the nominated trainers and assessors including names, qualifications and experience –  
provided in the 'Trainer/Assessor Details' details box below

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and  
execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### 4.3 Traffic Management Implementer (TMI1)

(RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads)

Attach or provide the following documents/information in respect of the

Temporary Traffic Management National Training Program – Traffic Controller (TMI1)

(RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads)

Incl.

Training and Assessment Strategy (*inclusive of any jurisdiction-specific training requirements – if applicable*)

Evidence that the Temporary Traffic Management National Training Program is on scope for the RTO's ASQA or VRQA registration

Details of the nominated trainers and assessors including names, qualifications and experience – provided in the 'Trainer/Assessor Details' details box below

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### 4.4 Traffic Management Implementer (TMI2) (RIISS00061 – Traffic Management Implementer – High Volume Roads)

Attach or provide the following documents/information in respect of the Temporary Traffic Management National Training Program – Traffic Management Implementer (TMI2) (RIISS00061 – Traffic Management Implementer – High Volume Roads)	Incl.
Training and Assessment Strategy ( <i>inclusive of any jurisdiction-specific training requirements – if applicable</i> )	<input type="checkbox"/>
Evidence that the Temporary Traffic Management National Training Program is on scope for the RTO's ASQA or VRQA registration	<input type="checkbox"/>
Details of the nominated trainers and assessors including names, qualifications and experience – provided in the 'Trainer/Assessor Details' details box below	<input type="checkbox"/>

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

#### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

## 4.5 Traffic Management Implementer (TMI3) (RIISS00062 – Traffic Management Implementer – Motorways and Freeways)

Attach or provide the following documents/information in respect of the Temporary Traffic Management National Training Program – Traffic Management Implementer (TMI3) (RIISS00062 – Traffic Management Implementer – Motorways and Freeways)	Incl.
Training and Assessment Strategy ( <i>inclusive of any jurisdiction-specific training requirements – if applicable</i> )	<input type="checkbox"/>
Evidence that the Temporary Traffic Management National Training Program is on scope for the RTO's ASQA or VRQA registration	<input type="checkbox"/>
Details of the nominated trainers and assessors including names, qualifications and experience – provided in the 'Trainer/Assessor Details' details box below	<input type="checkbox"/>

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*



## 4.6 Traffic Management Designer (TMD1)

(RIISS00063 – Traffic Management Designer – Urban Streets and Low Volume Rural Roads)

Attach or provide the following documents/information in respect of the

Temporary Traffic Management National Training Program – Traffic Management Designer (TMD1)  
(RIISS00063 – Traffic Management Designer – Urban Streets and Low Volume Rural Roads)

Incl.

Training and Assessment Strategy (*inclusive of any jurisdiction-specific training requirements – if applicable*)

Evidence that the Temporary Traffic Management National Training Program is on scope for the RTO's ASQA or VRQA registration

Details of the nominated trainers and assessors including names, qualifications and experience – provided in the 'Trainer/Assessor Details' details box below

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee  Part-time or Casual employee  Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

## 4.7 Traffic Management Designer (TMD2) (RIISS00064 – Traffic Management Designer – High Volume Roads)

Attach or provide the following documents/information in respect of the Temporary Traffic Management National Training Program – Traffic Management Designer (TMD2) (RIISS00064 – Traffic Management Designer – High Volume Roads)	Incl.
Training and Assessment Strategy ( <i>inclusive of any jurisdiction-specific training requirements – if applicable</i> )	<input type="checkbox"/>
Evidence that the Temporary Traffic Management National Training Program is on scope for the RTO's ASQA or VRQA registration	<input type="checkbox"/>
Details of the nominated trainers and assessors including names, qualifications and experience – provided in the 'Trainer/Assessor Details' details box below	<input type="checkbox"/>

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

## 4.8 Traffic Management Designer (TMD3) (RIISS00065 – Traffic Management Designer – Motorways and Freeways)

Attach or provide the following documents/information in respect of the Temporary Traffic Management National Training Program – Traffic Management Designer (TMD3) (RIISS00065 – Traffic Management Designer – Motorways and Freeways)	Incl.
Training and Assessment Strategy ( <i>inclusive of any jurisdiction-specific training requirements – if applicable</i> )	<input type="checkbox"/>
Evidence that the Temporary Traffic Management National Training Program is on scope for the RTO's ASQA or VRQA registration	<input type="checkbox"/>
Details of the nominated trainers and assessors including names, qualifications and experience – provided in the 'Trainer/Assessor Details' details box below	<input type="checkbox"/>

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

### Trainer/Assessor Details

Trainer/Assessor name

What are the terms of engagement of the trainer/assessor with the RTO?

Full-time employee    Part-time or Casual employee    Contractor

Nominated trainer/assessor must complete Appendix 1 – Trainer/Assessor Qualification and Experience Details and execute Appendix 2 – Trainer/Assessor Deed Poll

*Note: Only one executed Trainer/Assessor Deed Poll is required for a nominated trainer/assessor*

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## 5. Forward to Department of Transport and Planning

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**Return this form and supporting documents:**

Appendix 1 – Trainer/Assessor Details; and

Appendix 2 – Trainer Deed Poll

to [ttmtraining@ustroads.com.au](mailto:ttmtraining@ustroads.com.au)

Name

Position

Signature

Date

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## Appendix 1

Trainer/Assessor Qualification and Experience Details						
Trainer/Assessor name	Issuing RTO	RTO No.	Issue date	Expiry date	Card number	Incl.
TAE40116 Certificate IV in Training and Assessment						<input type="checkbox"/>
<b>OR</b>						<input type="checkbox"/>
TAE40110 Certificate IV Training & Assessment						<input type="checkbox"/>
<b>+</b>						<input type="checkbox"/>
TAEASS502 Design and Develop Assessment Tools						<input type="checkbox"/>
<b>+</b>						<input type="checkbox"/>
TAELLN411 Address Adult Language, Literacy and Numeracy (LLN) Skills						<input type="checkbox"/>
White Card – CPCCWHS1001: Prepare to work safely in the construction industry						<input type="checkbox"/>
<i>For TC1 training program</i>						
Traffic Controller (TC1) (RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads)						<input type="checkbox"/>
<b>+</b>						
Provision of Resume including two referees						
<i>For TC2 training program</i>						
Traffic Controller (TC2) (RIISS00059 – Traffic Controller – High Volume Roads)						<input type="checkbox"/>
<b>+</b>						
Provision of Resume including two referees						
<i>For TMI1 training program</i>						
Traffic Management Implementer (TMI1) (RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads)						<input type="checkbox"/>
<b>+</b>						
Provision of Resume including two referees						

**Trainer/Assessor Qualification and Experience Details** *continued*

Trainer/Assessor name	Issuing RTO	RTO No.	Issue date	Expiry date	Card number	Incl.
<p><i>For TMI2 training program</i></p> <p>Traffic Management Implementer (TMI2) (RIISS00061 – Traffic Management Implementer for High Volume Roads)</p> <p>+</p> <p>Provision of Resume including two referees</p>						<input type="checkbox"/>
<p><i>For TMI3 training program</i></p> <p>Traffic Management Implementer (TMI3) (RIISS00062 – Traffic Management Implementer for Motorways and Freeways)</p> <p>+</p> <p>Provision of Resume including two referees</p>						<input type="checkbox"/>
<p><i>For TMD1 training program</i></p> <p>Traffic Management Designer (TMD1) (RIISS00063 – Traffic Management Designer for Urban Streets and Low Volume Rural Roads)</p> <p>+</p> <p>Provision of Resume including two referees</p>						<input type="checkbox"/>
<p><i>For TMD2 training program</i></p> <p>Traffic Management Designer (TMD2) (RIISS00064 – Traffic Management Designer for High Volume Roads)</p> <p>+</p> <p>Provision of resume including two referees</p>						<input type="checkbox"/>
<p><i>For TMD3 training program</i></p> <p>Traffic Management Designer (TMD3) (RIISS00065 – Traffic Management Designer for Motorways and Freeways)</p> <p>+</p> <p>Provision of resume including two referees</p>						<input type="checkbox"/>
<p>Nominated Trainer/Assessor Deed Poll (Appendix 2)</p> <p><i>Only one executed Trainer/Assessor Deed Poll is required per nominated trainer/assessor.</i></p>						<input type="checkbox"/>

## Appendix 2

### Trainer/Assessor Deed Poll

This Deed Poll is made by

*Insert name of trainer*

(the **Trainer**) in favour of the Department of Transport and Planning and Austroads Ltd.

#### Recital

The Trainer has applied to be approved to deliver and assess the Temporary Traffic Management National Training Program/s as follows:

Select

Traffic Controller (TC1) (RIISS00058 – Traffic Controller – Urban Streets and Low Volume Rural Roads)	<input type="checkbox"/>
Traffic Controller (TC2) (RIISS00059 – Traffic Controller – High Volume Roads)	<input type="checkbox"/>
Traffic Management Implementer (TMI1) (RIISS00060 – Traffic Management Implementer – Urban Streets and Low Volume Rural Roads)	<input type="checkbox"/>
Traffic Management Implementer (TMI2) (RIISS00061 – Traffic Management Implementer for High Volume Roads)	<input type="checkbox"/>
Traffic Management Implementer (TMI3) (RIISS00062 – Traffic Management Implementer for Motorways and Freeways)	<input type="checkbox"/>
Traffic Management Designer (TMD1) (RIISS00063 – Traffic Management Designer for Urban Streets and Low Volume Rural Roads)	<input type="checkbox"/>
Traffic Management Designer (TMD2) (RIISS00064 – Traffic Management Designer for High Volume Roads)	<input type="checkbox"/>
Traffic Management Designer (TMD3) (RIISS00065 – Traffic Management Designer for Motorways and Freeways)	<input type="checkbox"/>

as an

employee or officer

of (the **Approved Training Provider (ATP)**) in relation to the performance of the Services Agreement with the Department of Transport and Planning and Austroads Ltd. for the provision of training related to temporary traffic management (the **Services Agreement**).

## Terms

- 1 In this Deed **Statement of Service/s** means the Temporary Traffic Management National Training Program/s that the ATP is approved by the Department of Transport and Planning and Austroads Ltd. to deliver under the Services Agreement.
- 2 The Trainer acknowledges that, under the Services Agreement, the ATP must only use Trainers approved by the Department of Transport and Planning and Austroads Ltd to deliver, assess or conduct any Statement of Service.
- 3 The Trainer consents to the Department of Transport and Planning and Austroads Ltd sharing information about the Trainer's delivery or assessment under a Statement of Service for the purpose of monitoring compliance with the Services Agreement by the ATP, or the delivery, assessment or conduct of a Statement of Service by the ATP, including any audit outcomes that concern the performance of the Trainer and any complaints about the Trainer, with any Jurisdiction and any ATP.
- 4 The Trainer acknowledges that the Services Agreement requires an ATP to demonstrate compliance with the Services Agreement on request by the Department of Transport and Planning and Austroads Ltd and that the Department of Transport and Planning and Austroads Ltd may audit the delivery of a Statement of Service, including the performance of the Trainer.
- 5 The Trainer acknowledges and agrees that the Department of Transport and Planning may, in its absolute discretion, remove or suspend the approval of the Trainer for delivering or assessing a Statement of Service with **any** ATP operating in the Jurisdiction. If the Department of Transport and Planning removes or suspends the approval of a Trainer, the Trainer is not entitled to deliver or assess any part of a Statement of Service with **any** ATP operating in the Jurisdiction.
- 6 This Deed Poll is governed by the laws of the Department of Transport and Planning and the Trainer submits to the non-exclusive jurisdiction of the courts of the Department of Transport and Planning.

## EXECUTED as a Deed Poll

SIGNED by

*Insert name of Trainer*

this                      day of                      20                      Signature

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WITNESSED by

*Insert full name of Witness*

this                      day of                      20                      Signature

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