

# A6 Training

## A6.1 General

### A6.1.1 Who must complete training

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All personnel who have supervising responsibilities (TC, STMS and STMS-NP) must be trained to the appropriate standard for the:

- level of road, and
- tasks that they are undertaking.

This includes:

- submitting and approving TMPs
- installing, maintaining or removing TTM
- inspecting or auditing TTM.

It is recommended that workers receive TC training or similar training based on the TC curriculum. Refer to subsections [A6.4.2 Refresher training requirements](#) and [A6.4.4 Details of courses](#).

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## A6.2 Extract from the Health and Safety at Work Act 2015

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Set out below are the duties of PCBUs in relation to training and supervision as stated in the Health and Safety at Work Act 2015:

*'The provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.'*

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## A6.3 Certification of temporary traffic management (TTM) training courses

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**A6.3.1 The NZTA's role** The NZTA is the certifying organisation for all CoPTTM training courses.

The NZTA is tasked with:

- development of training curriculums
- certifying course tutors
- auditing training courses
- issuing certificates of achievement
- maintaining a database of trained people
- issuing and withdrawing warrant cards.

The NZTA will hold Train the trainer workshops. Suitably qualified and experienced individuals can attend these workshops. Only those persons who attend a Train the trainer workshop and meet the pass requirements will be awarded trainer status.

Applications can be made to:

Senior Traffic and Safety Engineer (CoPTTM)  
NZ Transport Agency  
National Office  
Private Bag 6995  
Wellington 6141

Phone: +64 4 894 6355

Email: [copttm.qual@nzta.govt.nz](mailto:copttm.qual@nzta.govt.nz)

Trainers can be certified to teach:

- TC and STMS level 1 courses, and
- STMS-NP level 2/3 courses.

Only a limited number of trainers will be certified to teach **level 2/3** courses.

A limited number of assessors will be certified to carry out practical field assessments for the **level 2/3** STMS qualification.

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## A6.4 Certification and registration

All persons who are certified will have their qualification registered on the NZTA's TTM database. There will be a small cost for the registration process. All those who are registered will receive a certificate and warrant card.

**A6.4.1 Levels of training** The NZTA awards the following qualifications:

Standard:

- level 1 TC
- level 1 STMS
- level 2/3 STMS-NP
- level 2/3 STMS.

Special:

- KCTL
- TC Inspector.

**A6.4.2 Refresher training requirements**

| Qualification  | Lapse period and required action  |
|--|---|
| Level 1 TC, TC Inspector,<br>Level 1 STMS and<br>Level 2/3 STMS-NP | <p>These qualifications lapse three years after the date of the course assessment. Once lapsed, the holder is deemed out of date and can no longer fulfil a TTM role.</p> <p>Qualifications are renewed on successful completion of a refresher course. If the qualification has lapsed for over 12 months, the candidate will be required to successfully complete a full workshop for their lapsed level of qualification before being recertified.</p>   |
| Level 2/3 STMS   | <p>This qualification is tied to the time frame for the STMS-NP. They will lapse together, and the STMS-NP must first be renewed as above.</p> <p>In addition, the applicant is required to either:</p> <ul style="list-style-type: none"> <li>• re-sit a practical field assessment, or</li> <li>• submit a recognition of prior experience (ROPE) form to the NZTA's Senior Traffic and Safety Engineer (CoPTTM).</li> </ul> <p><b>Note:</b> Existing L2/3 STMS must complete a practical field assessment every other renewal</p> <p><b>ROPE</b></p> <p>This form must contain the details of six closures completed while the practising STMS held their qualification (including the on-site record for each closure).</p> <p>The six closures must be carried out in the nine months preceding submission of the ROPE application.</p> <p><b>Non-conformance</b></p> <p>Applicants who have received a non-conformance, or who have an unsatisfactory report from referees may not be considered for ROPE. However, if a non-conformance report is followed by a 12-month period of satisfactory performance the ROPE may still be allowed.</p> |

**A6.4.3 Summary of certification pathway**

| Certification        | Summary of pathway   |
|----------------------|--|
| Level 1 TC           | <b>Prerequisite:</b> No prerequisite<br><b>Pass mark:</b> 60%<br><b>On job assessment:</b> None                      |
| Level 1 TC Inspector | <b>Prerequisite:</b> No prerequisite<br><b>Pass mark:</b> 60%<br><b>On job assessment:</b> None                      |
| Level 1 STMS         | <b>Prerequisite:</b> Hold TC (or TC Inspector) for one month<br><b>Pass mark:</b> 60% <b>On-job assessment:</b> None |
| Level 2/3 STMS-NP    | <b>Prerequisite:</b> Level 1 STMS<br><b>Pass mark:</b> 60%<br><b>On-job assessment:</b> None                         |
| Level 2/3 STMS       | <b>Prerequisite:</b> Level 2/3 STMS-NP<br><b>On-job assessment:</b> Yes  |

**A6.4.4 Details of courses**

Details of courses for each level of training may be obtained from:

NZ Transport Agency  
National Office  
Private Bag 6995  
Wellington 6141

Phone: +64 4 894 6355  
Email: [copttmquals@nzta.govt.nz](mailto:copttmquals@nzta.govt.nz)

## A6.5 Level 1 traffic controller (TC) training

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### A6.5.1 About the training

This is the most basic qualification for this level of traffic management. There is no prerequisite qualification for this level of training.

This qualification enables the holder, once briefed by the STMS, to:

- set up, maintain, alter and remove level LV and level 1 TTM worksites
- undertake the on-site duties of an STMS for **level LV and level 1 TTM**.

Those who **must** hold this qualification are:

- all RCA project staff
- all engineer's project management, design and worksite supervision staff
- all contractor's on-site management staff including worksite managers, worksite forepersons and leading hands who set up, maintain, alter and remove a worksite without an STMS present.

Additional training may be required to operate specialist TTM equipment. The TC training is not mandatory for MTCs but they must be trained by the worksite STMS to carry out their function.

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### A6.5.2 Type of course

This is a one-day workshop with assessments. Attendees must achieve a 60 percent pass of the assessments to gain the qualification.

Those who pass the course can apply through their trainers to receive a certificate of achievement and a warrant card that will be issued by the NZTA.

Those who take charge of a worksite in the absence of the STMS must be certified and registered on the NZTA's TTM database.

This qualification is a prerequisite for the New Zealand Qualifications Authority (NZQA) unit standard 5627 *Temporary traffic management – Operate as a traffic controller (TC) for low volume and level 1 roads*.

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## A6.7 Level 1 site traffic management supervisor (STMS) training

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### A6.7.1 About the training

This is the highest qualification for this level of traffic management.

People attending this course must hold a current **level 1** TC certificate of achievement for a minimum of one calendar month prior to attending the STMS course.

This qualification enables the holder to:

- draft TMPs
- check and approve TMPs prepared by others
- undertake the duties of an STMS for **level LV and level 1** TTM
- undertake TTM audits of TTM of worksites for **level LV and level 1** TTM.

Those who **must** hold this qualification are:

- all RCA project managers
- all engineer's staff who:
  - approve contract documents
  - check and approve TMPs
- all engineer's project management and senior worksite supervision staff
- all contractor's staff who:
  - draft TMPs
  - undertake the duties of the STMS for **level LV and level 1** TTM
- all contractor's project management staff
- all TTM auditors who will undertake TTM audits of TTM at worksites
- others who will undertake similar activities for this level of road

Additional training may be required to operate specialist TTM equipment.

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### A6.7.2 Type of course

This is a two-day workshop with assessments. Attendees must achieve a 60 percent pass of the assessments to gain the qualification.

Those who pass the course can apply to the NZTA through their trainers to receive a certificate of achievement and a warrant card.

This qualification is a prerequisite for the NZQA unit standard 5628 *Temporary traffic management – Operate as a site traffic management supervisor*.

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STMS assessment and certification process - level LV and level 1 roads

