



TRAINEE ASSESSMENT

Must be completed by Trainee

US 31963

Operate as a practising Site Traffic Management Specialist (STMS) within a road environment as defined in CoPTTM

Level 3 | Credits 20 | Version 2

TRAINEE NAME:			
NZQA NSN #:		TRAINING PLAN ID #:	TP-
TRAINEE VERIFICATION: I verify that (please tick <input checked="" type="checkbox"/> , sign and date):			
<input type="checkbox"/> The completion of all assessment tasks will be my own work.			
<input type="checkbox"/> The assessment and assessment condition(s) have been explained and I understand it.			
<input type="checkbox"/> I understand the process in the event of my evidence not achieving the standard.			
Trainee signature: _____		Date: ____/____/____	

ASSESSOR USE ONLY	
CONNEXIS REGISTERED ASSESSOR RESULT	
(The full result details must be completed at the back of this assessment)	
DATE REPORTED: ____/____/____	RESULT: <input type="checkbox"/> Achieved <input type="checkbox"/> Further evidence required

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TRAINEE INSTRUCTIONS

HOW WILL I BE ASSESSED?

This assessment will be based on your company and site-specific equipment, Standard Operating Procedures (SOPs), and practices. Tasks must reflect industry best practice and comply with legislative requirements.

Practical tasks

This section requires you to be observed completing the tasks by the TTM Mentor and TTM Assessor. The TTM Mentor Endorsement Form must be completed. You must also collect evidence.

Instructions are given at the start of Practical Task Section.

Prerequisite

Unit 31960, *Maintain the worksite under temporary traffic management*; and Unit 31962, *Explain the requirements for the worksite under temporary traffic management for a road environment as defined in CoPTTM*; or demonstrate equivalent skills and knowledge.

Is there anything else I need to read?

- Your company procedures

Where do I go for help?

If you need any help, please speak to your TTM Mentor or TTM Assessor.

TTM MENTOR ENDORSEMENT

A TTM Mentor is someone who works closely with you in your workplace and will observe and verify your practical tasks.

The TTM Mentor will add comments to this assessment and pass the observation onto the Assessor by completing the TTM Mentor Endorsement form.

The TTM Assessor signing your unit standard assessment must have confidence that the observation has been conducted by a TTM Mentor skilled in the tasks under assessment.

The TTM Assessor will also observe **one** closure (see Practical Tasks for more information).

PRACTICAL TASKS

This section requires you to be observed operating as a practising STMS for a road environment as defined in CoPTTM.

You must complete **three (3)** closures for the road environment. See table over page.

You must follow health and safety procedures and your company requirements and carry out tasks according to your job role and responsibilities at all times. Procedures and requirements must be appropriate to the road environment.

TTM Mentor Verification

The TTM Mentor has a role verifying the observations being conducted for this unit standard. Your TTM Mentor will observe you for **two (2) closures**. Please refer to the TTM Mentor Endorsement at the back of this assessment.

Your TTM Assessor will observe you for **one (1) closure**. The TTM Assessor will confirm the assessment decision once all tasks are completed.

Evidence Requirements

Below is a list of evidence you will need to provide for this entire assessment.



This icon will remind you if you need to provide **evidence** for a particular task or question.

TASK 5:

- Copy of completed on-site records.

TASK 6:

- On-site records for **each closure**, showing you followed CoPTTM and company requirements to complete site checks and self-audits and checked for and actioned inconsistencies between the TMP and the worksite

TASK 7:

- Copy of completed on-site records.

TASK 8:

- Documentation showing provisions were made for unattended worksites under TTM, ensuring road users can pass by or through.

You must complete **three (3)** road closures for your chosen road environment. See below for more information on the road environments and tick which one you have chosen.

Road environment	Closure
<input type="checkbox"/> Category A Low speed (60km/h and less) roads, including <ul style="list-style-type: none"> • LV, L1 and L2 low speed roads • Two-way, two-lane roads • Multi-lane roads 	<p>One of the closures must be a live lane closure with alternating flow control.</p> <p><i>The TTM Assessor will observe the live lane closure with alternating flow control.</i></p> <p>Choose two (2) others, which could include</p> <ul style="list-style-type: none"> • shoulder closure • multi-lane closure. <p>Only one of the closures can be a shoulder closure. One of the closures must deal with either pedestrian or cyclist management.</p> <p><i>The TTM Mentor will observe the other two closures.</i></p>
<input type="checkbox"/> Category B High speed (70km/h and more) roads, including <ul style="list-style-type: none"> • LV, L1 and L2 high speed roads • Two-way, two-lane roads 	<p>One of the closures must be a live lane closure with alternating flow control.</p> <p><i>The TTM Assessor will observe the live lane closure with alternating flow control.</i></p> <p>Choose two (2) others:</p> <ul style="list-style-type: none"> • Shoulder closure • Lane diversion • Alternating flow • Ramp closure <p><i>The TTM Mentor will observe the other two closures.</i></p>
<input type="checkbox"/> Category C High speed (70km/h and more), multi-lane roads	<p>One of the closures must be a live lane closure.</p> <p><i>The TTM Assessor will observe a live lane closure.</i></p> <p>Choose two (2) others:</p> <ul style="list-style-type: none"> • Shoulder closure • Lane closure • Lane diversion • Rolling block • Chicane • Ramp closure • Multi-lane closure <p><i>The TTM Mentor will observe the other two closures.</i></p>



DETAILS OF OPERATIONS

Complete the table below.

	TMP #	Date of operation	Type of closure
1			
2			
3			

Before leaving the yard				
TASK 1: TMP review		Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>				
1. Initial check of TMP Follow company requirements to review the TMP and ensure it is approved, clear and complete.				
TTM Mentor/Assessor Comments				
TASK 2: Carry out pre-departure checks		Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>				
1. Carry out vehicle checks Check vehicles are serviceable and sufficient for the operation.				
2. Carry out equipment check Check to ensure there is sufficient TTM equipment for the operation and that it is all in acceptable condition.				
TTM Mentor/Assessor Comments				



At the site			
TASK 3: Check TMP to site conditions	Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>			
1. Check the TMP suits the operation Follow company requirements to check the TMP and ensure it is suitable for the operation.			
TTM Mentor/Assessor Comments			
TASK 4: Carry out TTM crew briefing	Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>			
1. Carry out TTM crew briefing Carry out a briefing for TTM personnel before work begins.			
TTM Mentor/Assessor Comments			





TASK 5: Installation of TTM	Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<p>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</p>			
<p>1. Direct the installation of TTM Direct the installation of TTM at the worksite ensuring health and safety procedures are followed and that it is done according to the TMP, and CoPTTM and company requirements.</p>			
<p>2. Ensure equipment is used correctly Ensure equipment is placed and used correctly and safely according to CoPTTM and company requirements.</p>			
<p>3. STMS drive through worksite inspection Complete drive through of site to check that TTM has been installed correctly and that layout distances and lane widths are correct.</p>			
<p>4. Complete paperwork Ensure required fields in the on-site record are completed correctly.</p>			
<p>TTM Mentor/Assessor Comments</p>			
<p></p>			



TASK 6: Monitoring	Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>			
1. Carry out visitor inductions			
2. Ensure health and safety procedures are followed for safe entry to and exit from the worksite Ensure health and safety procedures are followed, including safe entry to, and exit from, the worksite.			
3. Monitor traffic volumes and queues Monitor traffic volumes and queues. Ensure alternative plans are followed according to the TMP.			
4. Monitor pedestrian numbers and special requirements Monitor pedestrian numbers and pedestrians with special requirements. Ensure alternative plans are followed according to the TMP.			
5. Carry out site checks and self audits Carry out site checks and self-audits. Action and record any inconsistencies with the TMP according to CoPTTM and company requirements.			
6. Implement contingencies Implement contingencies and operating procedures for personnel according to the TMP and company requirements.			
TTM Mentor/Assessor Comments			



TASK 7: Removal of TTM	Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>			
1. Direct removal of TTM Direct the removal of TTM at the worksite ensuring it is done according to the procedures set out in the TMP, and CoPTTM and company requirements.			
2. Ensure equipment is stowed correctly Ensure equipment is stowed correctly and safely according to CoPTTM and company requirements.			
3. Complete paperwork Ensure required fields in the on-site record are completed correctly. 			
TTM Mentor/Assessor Comments 			
TASK 8: Make provisions for unattended worksites	Closure 1 (Verifier)	Closure 2 (Verifier)	Closure 3 (Assessor)
<i>The boxes on the right must be initialled by your TTM Mentor/Assessor when each task is completed correctly.</i>			
1. Make provisions for unattended worksites Make provisions for any unattended worksites under TTM, ensuring road users can pass by or through. 			
TTM Mentor/Assessor Comments 			

Your Final Check

- Have you completed all the practical tasks?
- Have you labelled and attached your evidence?
- Has your TTM Mentor completed the TTM Mentor Endorsement Form at the back of this assessment?



TTM MENTOR ENDORSEMENT

This form is used for direct observation of the trainee's practical tasks.

By signing this form, you are confirming the trainee's competency in the tasks that have been observed by you.

You must hold the appropriate Waka Kotahi NZ Transport Agency TTM Mentor approval in order to sign this form. As the TTM Mentor you must initial each task you are verifying and provide comments on the trainee's performance on the task.

The TTM Assessor signing a trainee's unit standard assessment must have confidence that the observation has been conducted by a TTM Mentor skilled in the tasks under assessment.

TTM MENTOR ENDORSEMENT:

The trainee has completed the tasks in line with CoPTTM and safe working practices.

Tick the boxes below for which closure you have observed:

CLOSURE 1

CLOSURE 2

TTM Mentor Name:

Mobile number:

Company:

Position:

CoPTTM ID:

Warrant expiry date:

Signature:

Date:

Comment on the trainee's competency in the tasks completed (*required*):

Please enter details of second TTM Mentor (if applicable)

The trainee has completed the tasks in line with CoPTTM and safe working practices.

Tick the boxes below for which closure you have observed:

CLOSURE 1

CLOSURE 2

TTM Mentor Name:		Mobile number:	
Company:		Position:	
CoPTTM ID:		Warrant expiry date:	
Signature:		Date:	

Comment on the trainee's competency in the tasks completed (required):

Please enter details of third TTM Mentor (if applicable)

The trainee has completed the tasks in line with CoPTTM and safe working practices.

Tick the boxes below for which closure you have observed:

CLOSURE 1

CLOSURE 2

TTM Mentor Name:		Mobile number:	
Company:		Position:	
CoPTTM ID:		Warrant expiry date:	
Signature:		Date:	

Comment on the trainee's competency in the tasks completed (required):





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