



TRAFFIC CONTROL TRAINING STUDENT HANDBOOK

Tasmania

Traffic Controller 1 (TC1) | Traffic Management Implementer 1 (TMI1) | Combined TC1/TMI1

Programmed Skilled Workforce | RTO 110043

Tasmania only. This handbook is written for learners undertaking Programmed Skilled Workforce RTO temporary traffic management training in Tasmania. Requirements may differ in other states and territories.

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1. About this handbook

This handbook provides important information you should read before and during your traffic control training with Programmed Skilled Workforce. It explains what you can expect from us, what we expect from you, the training and assessment process, learner support, privacy, complaints and appeals, recognition of prior learning, and Tasmania-specific temporary traffic management requirements.

Read before training. If anything in this handbook is unclear, contact Programmed Skilled Workforce RTO before your course or speak with your trainer/assessor at induction. You may send your enquiries to rto@programmed.com.au

Provider details

Item	Details
Registered Training Organisation	Programmed Skilled Workforce Pty Ltd (trading as Programmed Skilled Workforce)
RTO number	110043
RTO status	Current – nationally registered by the Australian Skills Quality Authority (ASQA)
Registration period	Current registration to 5 July 2029 (as shown on training.gov.au at the date of this handbook)
Public RTO contact	National RTO Manager – Samantha Di Cola
Telephone	0432 213 435
Email	rto@programmed.com.au
Registered/public enquiries address	Tower 2, Level 32, 727 Collins Street, Docklands VIC 3008
Tasmania training location used by the RTO	17 Main Road, Moonah TAS (training may also be delivered at approved client or hired venues)

Programmed Skilled Workforce is a Registered Training Organisation and, where delivering the National Training Framework for Temporary Traffic Management (NTFTTM), operates as an Austroads Approved Training Provider for the relevant jurisdiction and training category. Only an Austroads Approved Training Provider can deliver the NTFTTM in Tasmania.

Student acknowledgement

By enrolling and participating in training, you acknowledge that you have had access to information about the course, entry requirements, training and assessment arrangements, fees or funding arrangements applicable to you, learner support, complaints and appeals, privacy and the requirements for practical experience and final assessment. You are encouraged to ask questions before training commences.

Your enrolment and assessment declarations may also require you to confirm that information you provide is true and accurate and that assessment evidence you submit is your own work.

Nationally recognised training

The TC1 and TM11 programs are nationally recognised skill sets from the Resources and Infrastructure Industry Training Package and form part of the Austroads National Training Framework for Temporary Traffic Management. Successful completion leads to a nationally recognised Statement of Attainment for the units achieved. Temporary traffic management approval/accreditation requirements are also governed by the Austroads framework and Tasmania's transport authority requirements.

Our commitment to quality

Programmed Skilled Workforce aims to provide training and assessment that is relevant to the traffic management industry, delivered by appropriately qualified and approved trainers/assessors, supported by suitable facilities and equipment, and conducted fairly, safely and consistently. The RTO is regulated under the National Vocational Education and Training Regulator Act 2011 and the Standards for Registered Training Organisations 2025.

2. Governance, legislation and regulatory framework

Your training sits within both the national VET system and Tasmania's temporary traffic management and work health and safety framework. The following are key instruments and requirements relevant to this handbook. This list is not exhaustive and legislation may change.

Framework / legislation	Why it matters
National Vocational Education and Training Regulator Act 2011 (Cth)	Establishes the national VET regulatory framework and ASQA's functions.
Standards for Registered Training Organisations 2025	Sets the current Outcome Standards and Compliance Requirements for RTOs, including quality training and assessment, learner support, information, complaints and appeals, governance and integrity.
Australian Qualifications Framework (AQF)	Sets national policy for regulated qualifications and Statements of Attainment.
Privacy Act 1988 (Cth) and Australian Privacy Principles	Governs how personal information is handled by organisations covered by the Act.
Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005	Supports access, participation and reasonable adjustment for learners with disability.
Racial Discrimination Act 1975, Sex Discrimination Act 1984 and Age Discrimination Act 2004 (Cth)	Prohibit unlawful discrimination in relevant circumstances.
Anti-Discrimination Act 1998 (Tas)	Tasmania's anti-discrimination framework.
Work Health and Safety Act 2012 (Tas) and Work Health and Safety Regulations 2022 (Tas)	Applies to health and safety duties and construction-related work in Tasmania.
Austroads Guide to Temporary Traffic Management (AGTTM), including Part 8	Sets national temporary traffic management training and operational requirements adopted through the NTFTTM framework.
Tasmanian Guide to Traffic Control for Works on Roads and Tasmania TTM requirements	Sets Tasmania-specific requirements for temporary traffic management practices on roads.
Copyright Act 1968 (Cth)	Protects training materials and other copyright works.
Australian Consumer Law	Provides consumer protections that may apply to training services.

Current Tasmania position. Tasmania implemented the Austroads National Training Framework for Temporary Traffic Management in 2024. It is the only recognised temporary traffic management training framework in Tasmania for new entrants and refresher training.

Standards for RTOs 2025 – what this means for you

The 2025 Standards came into effect on 1 July 2025. They are outcomes-focused and place specific emphasis on high-quality training and assessment, student support, clear information, diversity and inclusion, wellbeing, feedback, complaints and appeals, a competent VET workforce and sound governance. This handbook supports those information requirements but should be read with your course information, enrolment documentation and any specific instructions issued for your cohort.

3. Student Code of Conduct

Traffic control training involves safety-critical knowledge, equipment, simulated road environments and live-workplace practical experience. Professional conduct is therefore essential.

- Work safely and follow all reasonable safety instructions, site rules, SWMS/JSA requirements and trainer/assessor directions.
- Attend training fit for work and learning. Do not attend under the influence of alcohol or illicit drugs, or where medication or a health condition makes participation unsafe.
- Treat trainers, assessors, Programmed staff, host employers, supervisors, other learners and members of the public with respect.
- Do not bully, harass, threaten, intimidate, discriminate against or victimise another person.
- Do not engage in aggressive, abusive, violent, sexually inappropriate or deliberately unsafe conduct.
- Use traffic control equipment, radios, signs, portable traffic control devices and vehicles only as instructed and authorised.
- Protect confidential and personal information. Do not photograph, record or share workplace or learner information without permission.
- Complete your own assessment work and provide authentic evidence.
- Follow lawful directions and the rules of any workplace or practical training host.
- Keep the learning environment orderly and avoid conduct that disrupts others.
- Report hazards, incidents, near misses, injuries and unsafe conditions immediately.
- Respect Programmed, client and venue property.

Punctuality and attendance

You are expected to arrive before the scheduled start time and be ready to participate. The training program is intensive and course activities are sequenced. Late arrival, early departure or missed sessions may mean you have not received sufficient training or completed required assessment activities. Your trainer will decide whether missed content can be made up or whether you must attend another session.

If you are going to be late or absent, contact the RTO or the contact provided in your booking confirmation as soon as possible. Attendance does not by itself demonstrate competence; you must complete all required training and assessment.

Medical concerns and fitness to participate

Tell your trainer/assessor, before or as soon as practicable during training, about any medical condition, injury, medication, disability, pregnancy, fatigue issue or other factor that may affect your safe participation or require support or reasonable adjustment. You do not need to disclose unnecessary medical details; only information relevant to safe participation and support is required.

Practical traffic control training may involve standing for extended periods, walking on uneven surfaces, working outdoors, using hand-held signs or radios, wearing PPE, working near moving vehicles and responding to changing site conditions. If participation is not safe, activities may be modified, postponed or rescheduled where this can be done without compromising the training product requirements or assessment validity.

Mobile phones and personal devices

Phones must be on silent and used only when permitted. They must not distract from training, assessment or safety. Phones and personal recording devices must not be used during closed-book or controlled assessment unless authorised as a reasonable adjustment. During practical activities, phones may only be used when directed or when required for an emergency or authorised work purpose.

Zero tolerance

Programmed has zero tolerance for violence, threats, serious harassment, deliberate unsafe behaviour, intoxication, illicit drug use during training, tampering with safety equipment, falsification of assessment evidence, or conduct that creates an immediate risk to people or road users. Depending on seriousness, a learner may be removed from an activity or site immediately and the matter may be managed under disciplinary, workplace, contractual or legal processes.

Misconduct and disciplinary action

Where conduct is inappropriate but does not require immediate removal, the trainer or RTO may discuss the concern with you, issue a direction or warning, document the matter, require corrective action, or suspend participation while the issue is reviewed.

You will be given an opportunity to respond to allegations where practicable. Decisions that affect your training or assessment may be reviewed through the complaints and appeals process.

4. Your rights and responsibilities

Your rights

- Clear, accurate and current information to help you decide whether the course is suitable before enrolment.
- Training and assessment that meets the training product, Austroads framework and applicable Tasmanian requirements.
- Fair, valid, reliable and flexible assessment conducted by appropriately qualified and approved personnel.
- Information about assessment requirements, practical experience and expected completion timeframes.
- Access to reasonable training support and reasonable adjustment where required and appropriate.
- A safe, inclusive and respectful learning environment.
- Privacy and appropriate handling of your personal information and training records.
- Information about Recognition of Prior Learning (RPL) and Credit Transfer where applicable.
- Feedback on your learning and assessment performance.
- The ability to raise concerns, make a complaint or appeal a decision without being disadvantaged for doing so.
- Access to your training records and certification in accordance with legal and RTO requirements.
- To be informed of material changes that may affect your training or assessment.

Your responsibilities

- Provide complete and accurate enrolment, identification, USI and eligibility information.
- Meet course entry requirements and provide required evidence before training.
- Attend and participate in scheduled training and assessment activities.
- Follow safety directions, site rules and the Student Code of Conduct.
- Tell us about support needs that may affect your training or assessment so suitable arrangements can be considered.
- Complete assessment tasks honestly and submit authentic evidence.
- Maintain your logbook and practical training records accurately and obtain required supervisor verification.
- Complete post-course practical experience and final assessment within required timeframes.
- Use PPE and equipment correctly and report hazards, incidents and damaged equipment.
- Keep your contact details current and monitor communications from Programmed.
- Pay any fees for which you are personally responsible in accordance with agreed arrangements.
- Ask for clarification when you do not understand a requirement.

5. Student information and enrolment

Course suitability and informed choice

Before enrolment, Programmed will provide or make available information relevant to your course, including the training product, intended outcome, entry requirements, delivery and assessment approach, practical training requirements, expected duration, location, fees or funding arrangements, support, RPL/credit transfer, complaints and appeals and any equipment/PPE requirements. If your employer is arranging and paying for training, some commercial information may be provided to the employer while learner-specific requirements still apply to you.

Unique Student Identifier (USI)

A verified Unique Student Identifier is generally required for nationally recognised training. Your USI links your nationally recognised training records and allows eligible results to appear on your USI transcript. Programmed must verify your USI before issuing nationally recognised certification unless a lawful exemption applies.

Identity and name on certification

Use your legal name when enrolling and ensure it matches the details linked to your USI. You may be asked for evidence of identity. If your legal name changes, supporting evidence may be required before certification is reissued or amended.

Age and participation

Traffic control training includes work health and safety and practical road-related activities. Where a learner is under 18, Programmed will consider legal, site, supervision, employer and practical placement requirements before confirming enrolment. Some workplaces or practical environments may impose minimum age or supervision conditions.

Language, literacy, numeracy and digital skills

Traffic control work requires learners to read and interpret signs, traffic guidance schemes, safety instructions and workplace documents; communicate clearly by radio and in person; record information; understand timing and distances; and complete written assessments and logbooks. Programmed may use a pre-training review, LLN assessment or other screening to identify support needs.

Training and assessment is delivered in English. Support may include clearer instructions, extra explanation, additional time, verbal questioning where permitted, assistive technology, or referral to external support. Adjustments must not remove or lower an essential competency requirement.

Access, equity, diversity and inclusion

Programmed supports equitable access to training and does not tolerate unlawful discrimination. Learners are encouraged to discuss cultural, disability, language, literacy, learning, caring, religious or other needs that may affect participation. Support will be considered in consultation with you and within the requirements of the training product, Austroads framework, workplace safety and reasonable adjustment obligations.

Learner wellbeing and support

For short-course traffic control training, support is practical and proportionate to the course. Speak with your trainer/assessor or the RTO if you are experiencing difficulty that affects participation. Support may include clarification of course requirements, learning assistance, reasonable adjustment, rescheduling where appropriate, referral to workplace or external services, or assistance understanding the practical experience process. In an emergency or immediate safety concern, follow emergency procedures and seek appropriate emergency assistance.

6. Tasmania traffic control courses covered by this handbook

This handbook applies to the following entry-level National Training Framework for Temporary Traffic Management programs delivered by Programmed in Tasmania.

Course	National training product	Units of competency	Typical formal course
Traffic Controller 1 (TC1)	RIISS00058 Traffic Controller Skill Set for Urban Streets and Low Volume Rural Roads	RIICOM201E Communicate in the workplace RIIWH205E Control traffic with stop-slow bat RIIWH206 Control traffic with portable traffic control devices and temporary traffic signs	2 days, followed by required workplace practical experience and final practical assessment
Traffic Management Implementer 1 (TMI1)	RIISS00060 Traffic Management Implementer Skill Set for Urban Streets and Low Volume Rural Roads	RIICOM201E Communicate in the workplace RIIRIS301E Apply risk management processes RIIWH302E Implement traffic management plans RIIWH303 Position, set up and program portable traffic control devices	2 days, followed by workplace practical experience/set-ups and final practical assessment
Combined TC1 + TMI1	RIISS00058 + RIISS00060	All units listed above; RIICOM201E is common to both skill sets	3 days: first two days primarily theory/classroom; third day practical application, followed by post-course requirements

What Category 1 means

TC1 and TMI1 are entry-level temporary traffic management programs for Category 1 environments. The Austroads framework defines TTM categories using road environment characteristics. Your training and post-course practical experience must occur in environments that meet the applicable Category 1 requirements and any Tasmanian conditions.

Scope matters. Completing TC1 or TMI1 does not automatically authorise you to undertake higher-category traffic management work or work outside the functions covered by your training and any applicable approval. Follow the road authority, employer and site requirements that apply to the work you are performing.

Entry requirement – construction induction

The Austroads training strategies require entrants to hold CPCWHS1001 Prepare to work safely in the construction industry or its equivalent at the time of enrolment. For the combined program, the Austroads strategy specifies that a copy of a construction white card alone does not meet the entry requirement; evidence of the unit/equivalent is required. Programmed may ask you to provide a Statement of Attainment or other acceptable evidence before confirming eligibility.

Tasmanian white card note. In Tasmania, construction induction training for a Tasmanian white card must be completed through an RTO with CPCWHS1001 on scope for delivery in Tasmania. The learner then applies for the physical construction induction card through Service Tasmania/WorkSafe Tasmania. A current valid interstate white card issued following the national unit is recognised in Tasmania, subject to WorkSafe Tasmania requirements.

Tasmania recognition of the national framework

Tasmania recognises the Austroads NTFTTM as the temporary traffic management training framework for new entrants and refresher training. Only an Austroads Approved Training Provider can deliver the NTFTTM. A person who has completed an NTFTTM course in another participating jurisdiction can generally work in Tasmania without repeating the course, subject to role, currency and employer/road authority requirements.

7. Training delivery and practical learning

Classroom and simulated training

TC1 and TMI1 training combines trainer-led discussion, Austroads learning materials, workplace documents, theory assessment, demonstrations, equipment familiarisation and practical activities. Depending on the program, learners may use STOP/SLOW bats, two-way radios, traffic cones, signs, portable traffic control devices, Traffic Guidance Schemes (TGS), Traffic Management Plans (TMP), SWMS and incident documentation.

For the combined TC1/TMI1 program, Austroads materials provide for a three-day course. The first two days focus on theory and the third day is dedicated to practical application. Simulated practical tasks do not replace the required post-course live practical experience.

Personal protective equipment (PPE)

You must wear the PPE specified for the activity, venue or workplace. Depending on the task this may include compliant high-visibility clothing, long sleeves and long pants, safety footwear, eye protection, gloves, sun protection and other site-specific PPE. Your booking information will tell you what you must bring. If required PPE is not available, you may be unable to take part in a practical activity.

Workplace practical training experience

Austroads training requires practical experience after the formal course and before final practical assessment. Programmed and learners must work collaboratively to ensure a suitable temporary traffic management workplace is available. Practical experience may be completed across more than one suitable site and may involve different qualified supervisors, provided the required conditions and evidence are met.

TC1 practical experience

After the formal TC1 component, you must complete at least 20 logged hours of practical training experience applying TC1 skills in a temporary traffic management workplace. The 20 hours must be completed within six months of the formal instructional component. The final practical assessment is conducted after the required experience and involves live traffic control duties under the required supervision and assessment conditions.

TMI1 practical experience

After the formal TMI1 component, you must complete practical experience involving at least three different traffic management set-ups based on Traffic Management Plans and Traffic Guidance Schemes relevant to the work environment. For the combined course, the three set-ups are inclusive of the final assessment. These requirements must be completed within six months of the theoretical/formal course component.

Logbooks and evidence

You are responsible for keeping your practical experience records accurate, complete and legible. Record the work completed, dates, hours or set-ups as required, site/context information and required supervisor verification. Do not fabricate, backdate or ask another person to verify experience they did not supervise. Programmed may contact supervisors or employers to verify evidence.

Six-month completion window. Tasmania's NTFTTM information and the Austroads training strategies require practical training to be completed within six months of the theoretical component. If you are approaching the deadline, contact Programmed early. Do not assume an extension is automatic.

Practical placement/workplace arrangements

Where Programmed assists with access to practical experience, placement timing will depend on suitable worksites, client/site approvals, safety conditions and qualified supervision. You must comply with the host PCBU's induction, PPE, fitness-for-work and site rules. A placement may be stopped or changed if site conditions make training unsafe or unsuitable.

8. Assessment information

Competency-based assessment

Assessment determines whether you can demonstrate the skills and knowledge required by the units of competency and the Austroads program. You are assessed against required standards, not ranked against other learners. An overall competent outcome can only be recorded when all required assessment evidence is satisfactory.

Assessment methods

Depending on the course and unit requirements, assessment may include:

- Theory questions using selected-response and constructed-response formats.
- Practical activities in a simulated environment.
- Observation of traffic control or traffic management implementation tasks.
- Completion and interpretation of workplace documents such as TGS/TMP, risk documents, incident reports and checklists.
- Use of communications equipment and traffic control devices.
- Post-course logbook or practical experience evidence.
- Final practical assessment in a live temporary traffic management environment.
- Verbal questioning or supplementary evidence where permitted and required.

Assessment conditions and authenticity

You must follow the assessment instructions given by the assessor. Where an assessment is individual, you must not copy another learner's responses, communicate answers during the task, use unauthorised materials or submit work completed by another person. Your assessor may ask follow-up questions or require you to demonstrate a task again to confirm authenticity and competence.

Reasonable adjustment

Reasonable adjustment may be made to the assessment process to support access and participation, provided the adjustment does not change the competency standard or remove an essential task. Examples may include additional reading time, enlarged print, a suitable assistive device, a quieter location, or verbal assessment of knowledge where the training product and Austroads assessment requirements permit. Safety-critical practical skills still need to be demonstrated.

Assessment feedback and further evidence

Your assessor will provide feedback where further evidence is required. You may be given an opportunity to correct or resubmit a response, answer supplementary questions, or repeat a practical component where this is permitted by the assessment instrument and RTO process. Assistance can explain requirements and support learning, but the assessor cannot provide the answer to an assessment question or perform the task for you.

Not yet competent and reassessment

If you do not demonstrate all requirements, the result may be recorded as Not Yet Satisfactory for a task or Not Yet Competent for the unit/skill set. The assessor will explain the identified gaps and the next available pathway, which may include additional practice, gap training, reassessment or attendance at another session. Additional fees may apply where extra training, travel or assessment is required; any applicable cost will be advised before it is incurred.

Appealing an assessment decision

If you believe an assessment decision is incorrect or the process was unfair, first raise it with the assessor where appropriate. You may lodge a formal appeal under Programmed's Complaints and Appeals process. An appeal will be considered by a person with appropriate expertise who was not responsible for the original decision where required by the RTO process.

Final outcomes and certification

You will not receive the final Statement of Attainment merely for attending the classroom course. Certification is issued after all required training and assessment evidence, including required practical experience and final practical assessment, has been completed and verified and all administrative requirements are satisfied. Nationally recognised certification is issued within the timeframe required by the Standards for RTOs 2025.

Important. Successful completion of the classroom component is not the same as full completion of TC1 or TMI1. You must complete the applicable post-course experience and final assessment requirements.

9. Recognition of Prior Learning (RPL) and Credit Transfer

What is RPL?

Recognition of Prior Learning is an assessment process that considers skills and knowledge you have already gained through formal training, non-formal learning, work experience and other relevant experience. RPL is not an automatic exemption from assessment; you must provide sufficient evidence that you currently meet the requirements of the relevant units and the Austroads program.

Traffic control RPL in the Austroads framework

For TC1 and TMI1, the Austroads training strategies state that people with relevant equivalent units not obtained through an Approved Training Provider delivering the NTFTTM, or people with relevant traffic management experience seeking RPL, may be required to undertake a challenge process including theory and practical assessment of equivalent rigour to the course. Tasmania also identifies RPL as the pathway for eligible existing traffic management professionals transitioning to the national framework.

When to apply

If you believe you may be eligible for RPL, raise this before starting the full training program where possible. This allows Programmed to discuss your experience and determine whether RPL is an appropriate pathway before you undertake unnecessary training.

Examples of evidence

- Current and previous traffic management qualifications or Statements of Attainment.
- Employer or supervisor verification of current traffic control/TMI duties.
- Work records, logbooks, job sheets, TGS/TMP documentation or site records you are authorised to provide.
- Evidence of current experience using stop/slow bats, PTCDs, radios, signs and traffic management equipment relevant to the skill set.
- Workplace observations and competency conversations.
- Relevant licences, cards, inductions or professional development.
- Challenge theory and practical assessment required by the approved RPL tool.

Evidence must be authentic, current, relevant and sufficient. Individual documents may not be enough on their own. Programmed may verify documents with the issuing organisation or contact nominated supervisors with your consent or where otherwise authorised.

RPL process

1. Contact Programmed and request the TC1 or TMI1 RPL application information.
2. Complete the applicant application and provide supporting evidence.
3. Programmed reviews the application and identifies any evidence gaps.
4. Where appropriate, complete a competency conversation and the required challenge theory/practical assessments.
5. An approved assessor evaluates all evidence against the training product and Austroads requirements.
6. You are advised of the outcome and any further evidence, gap training or assessment required.
7. If you disagree with the outcome, you may use the appeals process.

Programmed's current TC1 and TMI1 RPL applicant resources require applicant details, employment/workplace information, formal and non-accredited training evidence, workplace validation and an applicant declaration. Programmed will advise the current forms and fees, if any, when you enquire.

Credit Transfer

Credit Transfer recognises a unit of competency you have already successfully completed where the unit is the same or has been formally determined equivalent and recognition is permitted by the training product and Austroads/Tasmanian framework. You must provide suitable evidence, such as an authenticated Statement of Attainment or USI transcript. Credit Transfer is different from RPL because it recognises prior formal achievement rather than assessing experience.

10. Fees, funding, cancellations and changes

Fees and payment

Your course fee or funding arrangement will be advised before enrolment or, for employer-funded group training, agreed with the employer/client. Programmed will tell you about any learner charges you are personally responsible for before they are incurred. Traffic control pricing may vary depending on the course, delivery location, group arrangements, practical assessment requirements and funding eligibility.

Some learners in Tasmania may be eligible for government funding or employer-funded training. Eligibility is not guaranteed and may depend on the program, learner circumstances and available funding at the time of enrolment.

Cancellations, transfers and refunds

The cancellation, transfer and refund terms that apply to your booking will be provided or made available before enrolment. Employer-funded or business-to-business bookings may be governed by separate commercial terms. If Programmed cancels or cannot deliver a paid course, affected learners or the paying client will be offered an appropriate remedy such as transfer, rescheduling or refund in accordance with the applicable terms and consumer law.

If you cannot attend, notify Programmed as early as possible. Non-attendance, late cancellation or withdrawal after training has commenced may affect transfer or refund eligibility and may result in additional costs, depending on the booking terms. Programmed RTO's full Fees and Refunds Policy and Procedure is available on the Programmed RTO website. You can also request a copy by emailing rto@programmed.com.au.

Material changes

Programmed will notify affected learners as soon as practicable of material changes that may affect training or assessment, for example changes to dates, venue, delivery arrangements, trainer/assessor, practical placement arrangements, third-party involvement or key learner-facing requirements. Where a change materially affects your ability to complete, Programmed will discuss reasonable alternative arrangements.

11. Work health, safety and emergency requirements

Safety is integral to traffic management training. You must comply with the Work Health and Safety Act 2012 (Tas), Work Health and Safety Regulations 2022 (Tas), workplace/site controls and reasonable instructions.

During practical activities

- Remain within the designated training or work area and do not enter live traffic areas unless authorised and supervised.
- Wear required PPE correctly.
- Follow the approved TGS/TMP, SWMS/JSA and site briefing applicable to the activity.
- Use radios and traffic control devices only after instruction and authorisation.
- Maintain situational awareness and do not use personal phones while performing safety-critical tasks.
- Stop work and alert the trainer/supervisor if conditions become unsafe or controls are no longer effective.
- Report incidents, near misses, injuries, equipment faults and public/vehicle intrusions immediately.
- Follow emergency, evacuation and first aid instructions at the venue or workplace.

Weather and outdoor conditions

Traffic control practical training may be affected by heat, cold, rain, wind, smoke, visibility or other weather conditions. Activities may be modified, delayed or rescheduled where conditions are unsafe or prevent valid assessment. Bring appropriate sun protection, water and weather protection as advised.

Drugs, alcohol and fatigue

Do not participate in practical training if you are impaired by alcohol, illicit drugs, medication, fatigue or another condition that makes the activity unsafe. If the trainer/assessor reasonably believes you are not fit to participate safely, you may be excluded from the activity and required to return at another time.

12. Privacy, records and information handling

Privacy notice

Programmed collects personal information needed to enrol you, determine eligibility, provide training and assessment, issue certification, meet regulatory and funding obligations, manage safety and practical placement arrangements, communicate with you and maintain required records. Information may include identification details, contact details, USI, training history, assessment evidence, support information, employer/placement details and funding information.

Your information may be disclosed where required or authorised to bodies involved in the national VET system, including the National Centre for Vocational Education Research (NCVER), Australian Government and Tasmanian authorities, ASQA, the USI Registrar, funding bodies, and Austroads/transport authorities where required for the temporary traffic management program. It may also be disclosed to relevant employers, practical training hosts, supervisors or service providers where necessary for delivery, assessment, safety or administration and where permitted by law.

Programmed handles personal information in accordance with applicable privacy obligations. You may request access to or correction of personal information held about you, subject to lawful limitations. Contact rto@programmed.com.au for RTO record and privacy enquiries.

National VET data and surveys

RTOs are required to report nationally recognised training activity in accordance with VET data requirements. Your training information may be used for administration, regulation, research, statistics, authenticated VET transcripts and policy purposes. You may also be invited to participate in learner surveys conducted by Programmed, NCVER or authorised agencies.

Photos, video and assessment evidence

Photos or video may sometimes be used as assessment or verification evidence where permitted by the Austroads/Tasmanian framework and Programmed processes. You will be told when recording is required. Do not record other learners, work sites or members of the public without permission. Assessment evidence is stored and retained in accordance with Programmed's recordkeeping obligations.

Accessing your records

You may request access to eligible training records held by Programmed. Nationally recognised results may also be available through your USI transcript after reporting. Requests to amend records must be supported by appropriate evidence where required.

13. Complaints, feedback and appeals

Programmed welcomes feedback and provides a process for complaints and appeals. Raising a concern will not disadvantage you. Matters are handled as fairly, confidentially and promptly as practicable, with procedural fairness for people involved. Programmed RTO's full Complaints and Appeals Policy and Procedure is available on the Programmed RTO website. You can also request a copy by emailing rto@programmed.com.au.

Informal resolution

Where appropriate and safe, raise the issue with your trainer/assessor or RTO contact first. Many scheduling, communication or training concerns can be resolved quickly. You are not required to use informal resolution where the matter is serious, sensitive or involves the person you would otherwise approach.

Making a complaint

A complaint may relate to training, assessment processes, staff conduct, learner conduct, discrimination, support, privacy, fees, a third-party arrangement or another aspect of your experience. Submit the complaint in writing to rto@programmed.com.au with enough information for the matter to be understood and investigated. You may ask for assistance to put your complaint in writing.

Making an appeal

An appeal asks Programmed to reconsider a decision, such as an assessment outcome or other decision affecting your training. State the decision being appealed, why you believe it should be reviewed and any supporting information. Submit the appeal promptly after you are notified of the decision so evidence remains available and any course deadlines can be managed.

Review and external options

Programmed will manage complaints and appeals under its current policy and procedure, including escalation or independent review where required. If you remain dissatisfied after completing the RTO's internal process, you may seek external advice or lodge a matter with an appropriate external body. ASQA accepts information and complaints about RTO regulatory compliance but does not act as an advocate or routinely re-mark individual assessment decisions. Consumer or discrimination matters may also have separate external pathways.

Safety first. If your concern involves an immediate risk to health or safety, report it immediately through the site emergency/safety process rather than waiting for the complaints process.

14. Certification and temporary traffic management outcomes

Statement of Attainment

When you successfully complete the required nationally recognised units, Programmed will issue your Statement of Attainment in accordance with its certification requirements.

For applicable Temporary Traffic Management (TTM) training, Programmed will also upload the relevant completion information to the Austroads Training Registry. From 2 June 2026, a TTM Digital Card is automatically issued once the required Statement of Attainment, Statement of Completion or Certificate of Completion has been uploaded to the Registry.

Austroads / Tasmania approval and cards

Learners who successfully complete an applicable TTM National Training Program in Tasmania receive an Austroads TTM Digital Card. The card includes your photograph, practitioner ID, successfully completed TTM programs, jurisdiction and expiry date.

Programmed will take and upload the required learner photograph to the Austroads Training Registry. In Tasmania, Programmed does not issue a separate hard-copy or provider-issued digital TTM card.

Once your Digital Card is available, you will receive an email from itregistry@austrroads.gov.au containing a link to access it. You can add the card to Apple Wallet or Google Wallet and use it as evidence of your completed TTM National Training Program when required, including for workplace compliance checks.

If your Digital Card is later updated, Austroads will send you a new email. Always use the most recent link, as this contains the latest version of your card.

Keeping evidence current

Traffic management competency and approval may be subject to refresher or currency requirements. Keep copies of your Statement of Attainment, Austroads/traffic management card or digital credential, white card, logbook evidence and any employer/site authorisations. Follow current Tasmanian and employer requirements before undertaking work.

15. Practical checklist for learners

Before the course	During the course	After the course
• Confirm course/date/location. • Provide USI and enrolment details. • Provide evidence of CPCWHS1001/ equivalent as requested. • Tell us about support or medical needs. • Bring required PPE and identification.	• Arrive on time. • Participate actively. • Follow safety instructions. • Complete theory and simulated practical assessment. • Ask questions when unsure. • Keep assessment work authentic.	• Complete TC1 20-hour logbook and/or TMI1 set-up requirements. • Obtain supervisor verification. • Complete requirements within 6 months. • Attend final practical assessment. • Respond promptly to requests for corrections/evidence. • Keep your certification and credential records safe.

16. Key contacts

Purpose	Contact
Programmed Skilled Workforce RTO enquiries	rto@programmed.com.au 0432 213 435
Tasmania temporary traffic management policy/framework enquiries	Building Tasmania / Transport Services – ttm.tasmania@building.tas.gov.au
WorkSafe Tasmania – white cards and WHS information	worksafe.tas.gov.au
Service Tasmania – white card applications	service.tas.gov.au
Australian Skills Quality Authority (ASQA)	asqa.gov.au
Unique Student Identifier	usi.gov.au
National training register	training.gov.au
Emergency	000

Appendix A – Course-specific requirements at a glance

Requirement	TC1	TMI1	Combined TC1/TMI1
Training product	RIISS00058	RIISS00060	RIISS00058 + RIISS00060
Formal course	2 days	2 days	3 days
Entry requirement	CPCWHS1001 or equivalent	CPCWHS1001 or equivalent	CPCWHS1001 or equivalent
Post-course experience	Minimum 20 logged hours in TTM workplace	At least 3 different TTM set-ups based on TMP/TGS	20 logged TC hours + 3 TMI set-ups (inclusive of final TMI assessment)
Final assessment	Live traffic control practical assessment after experience	Practical assessment after experience; set-up/implementation tasks	Both TC1 and TMI1 final requirements
Completion window	Within 6 months of theoretical/formal component	Within 6 months of theoretical/formal component	Both post-course requirements within 6 months of last formal course day
Typical classroom ratio	Maximum 16:1	Maximum 16:1	Maximum 16:1

Note: The trainer/assessor will provide the current detailed task instructions. Austroads resources and Tasmania requirements may be updated; current approved materials and directions take precedence over this summary.

Appendix B – Key source documents and official references

This handbook was developed using the Programmed/Austroads TC1, TMI1 and combined Training and Assessment Strategies and RPL resources, together with current public regulatory information checked in September 2026. Key references include:

- Programmed Skilled Workforce – TC1 Training and Assessment Strategy (Austroads TTM National Training Program).
- Programmed / Austroads – TC1 and TMI1 Combined Training and Assessment Strategy, last updated 1 May 2026.
- Austroads – TC1/TMI1 Combined Trainer Guide, last updated 12 February 2026.
- Austroads – TC1 and TMI1 RPL applicant and assessor application resources supplied with this handbook project.
- Australian Skills Quality Authority – 2025 Standards for Registered Training Organisations and Practice Guides: <https://www.asqa.gov.au/for-providers/standards-for-RTOs>
- Training.gov.au – Programmed Skilled Workforce Pty Ltd, RTO 110043: https://training.gov.au/organisation/details/110043/scope_overview
- Tasmanian Transport Services – National Training Framework for Temporary Traffic Management: https://www.transport.tas.gov.au/roadworks/contractor_and_industry_information/guide_to_temporary_traffic_management/national_training_framework_for_temporary_traffic_management
- Tasmanian Transport Services – NTFTTM FAQs and Approved Training Provider information.
- WorkSafe Tasmania – White cards (construction induction): <https://worksafe.tas.gov.au/topics/licensing-permits-and-registration/white-cards-construction-induction>
- Tasmanian Legislation – Work Health and Safety Act 2012 and Work Health and Safety Regulations 2022.
- Austroads Guide to Temporary Traffic Management and current Tasmanian Guide to Traffic Control for Works on Roads.

Appendix C – Revision History

Version	Date	Details	Approved By
1.0	1 Sep 2026	1 st release of dedicated Tasmania Traffic Control Training Student Handbook	Abigail Rotem