

A6 Training

A6.1 General

A6.1.1 Who must complete training

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](#).

A6.2 Extract from the Health and Safety in Employment Act 1992

Set out below are the duties of employers in relation to training and supervision as stated in the Health and Safety in Employment Act 1992 Part II Clause 13:

13 Training and supervision

Every employer shall take all practicable steps to ensure that every employee who does work of any kind, or uses plant of any kind, or deals with a substance of any kind, in a place of work—

(a) either—

(i) has; or

(ii) is so supervised, by a person who has,—

such knowledge and experience of similar places, and work, plant, or substances of that kind, as to ensure that the employee's doing the work, using the plant, or dealing with the substance, is not likely to cause harm to the employee or other people; and

(b) is adequately trained in the safe use of all plant, objects, substances, and protective clothing and equipment that the employee is or may be required to use or handle.

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

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

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.

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:

- WCTL
- TC Inspector.

A6.4.2 Refresher training requirements

Qualification	Lapse period and required action
Level 1 TC, TC Inspector, Level 1 STMS and 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"> • re-sit a practical field assessment, or • submit a recognition of prior experience (ROPE) form to the NZTA's Senior Traffic and Safety Engineer (CoPTTM). <p>ROPE</p> <p>This form must contain the details of six closures completed while the practicing STMS held their qualification.</p> <p>The six closures must be carried out in the nine months preceding submission of the ROPE application.</p> <p>Non-conformance</p> <p>Applicants who have received a non-conformance, or who have an unsatisfactory report 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	Prerequisite: No prerequisite Pass mark: 60% On job assessment: None
Level 1 TC Inspector	Prerequisite: No prerequisite Pass mark: 60% On job assessment: None
Level 1 STMS	Prerequisite: Hold TC (or TC Inspector) for one month Pass mark: 60% On-job assessment: None
Level 2/3 STMS-NP	Prerequisite: Level 1 STMS Pass mark: 60% On-job assessment: None
Level 2/3 STMS	Prerequisite: Level 2/3 STMS-NP On-job assessment: 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: copttm.qual@nzta.govt.nz

A6.5 Level 1 traffic controller (TC) training

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.

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*.

A6.6 Traffic controller – Inspector (TC-I) training

A6.6.1 About the TC Inspector training

This training is similar to the TC training but includes level 2 and level 3 inspection material.

This training is delivered by selected trainers and may include a regional network induction for the region where the workshop is being held.

Prior to carrying out inspections in any region, the TC Inspector must receive that RCA's level 2 and 3 network induction.

There is no prerequisite 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 inspections that are totally outside the edgeline of level 2 and level 3 roads
- undertake inspections on the lane of level 2 roads with permanent speed under 65km/h. For this activity, the onsite control must be by an STMS L2/3, or an STMS-NP or a TC Inspector.

This special qualification is designed for:

Type of person	Examples
Person who might be infrequently (eg 4 or less occasions per annum) required to carry out inspections on the live lane of level 2 roads	Planners/property staff required to make confirmatory site or location inspections on level 2 or level 3 roads over the course of one year
Students or casual workers employed to carry out a study	A traffic count from a safe location, or a visual inspection of an asset such as a sign or a barrier system

Staff who are regularly involved in the installation of TTM closures on level 2 and level 3 roads, which may include inspecting or carrying out non-invasive work, are not eligible for the TC Inspector and must hold the level 2/3 STMS or STMS-NP qualification.

Examples of staff involved in activities that will not be eligible are:

- contract manager for level 2/3 project
- litter collection
- gardening
- sign or other device cleaning.

A6.6.2 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.

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

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.

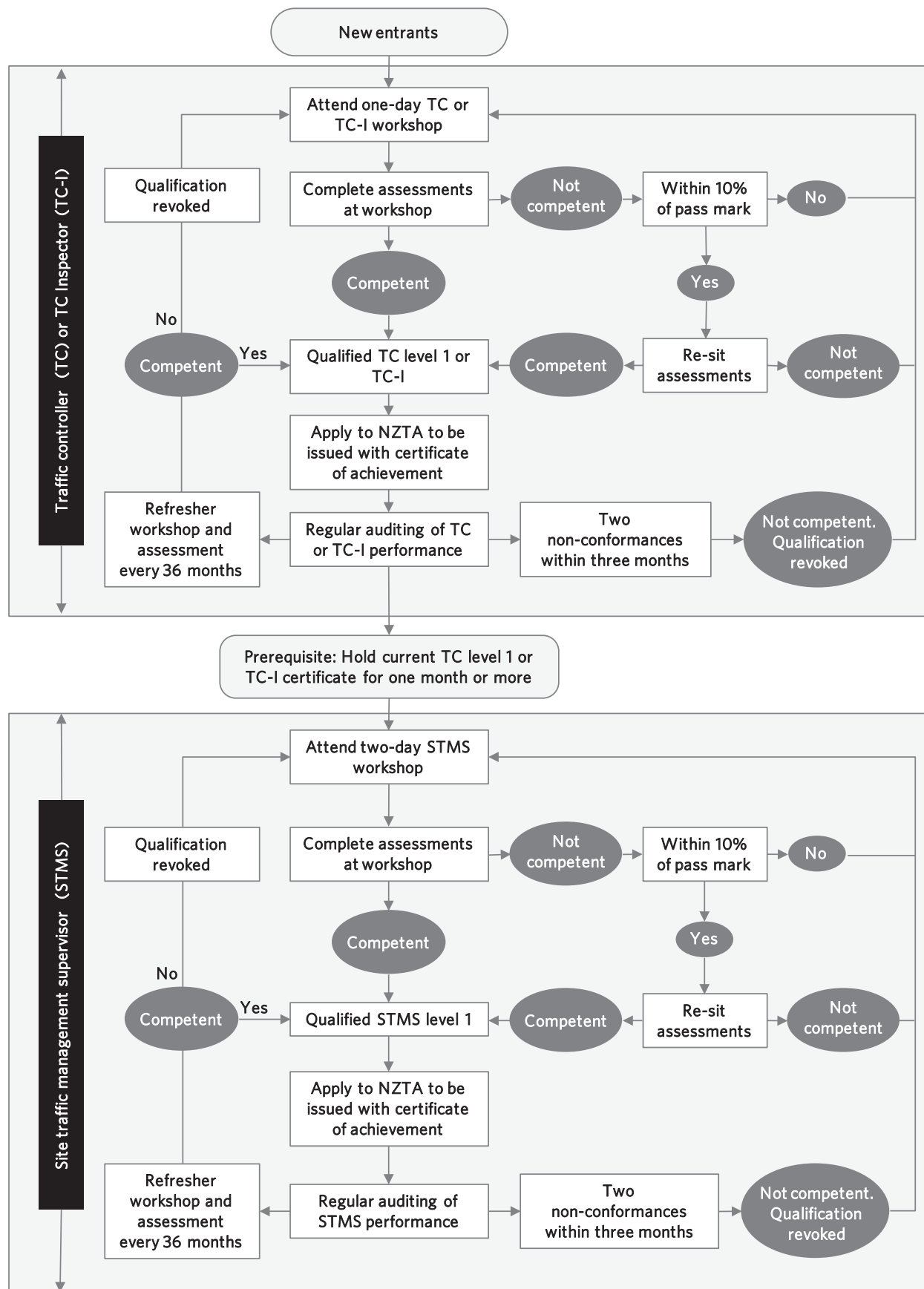
A6.7.2 Type of course

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*.

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



A6.8 Level 2/3 site traffic management supervisor non-practising (STMS-NP) training

A6.8.1 About the training

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

People attending this course must hold a current **level 1** STMS certificate.

This qualification enables the holder to:

- draft TMPs for **level 2** and **level 3** roads
- check and approve TMPs prepared by others
- undertake TTM audits of worksites for **level 2** and **level 3** TTM.

Those who **must** hold this **level 2/3** qualification are:

- all RCA project managers
- all engineer's staff who draft, check and/or approve TMPs
- all engineer's project management and worksite supervision staff
- all contractor's staff who draft TMPs
- all contractor's project management staff
- all TTM auditors who will undertake TTM audits of traffic management at worksites
- others who will undertake similar activities for this level of TTM.

Additional training may be required to operate specialist equipment such as TMAs and arrow boards.

A6.8.2 Type of course

A two-day workshop with assessments. Attendees must show competence in the NZQA assessments and achieve a 60 percent pass in the tests 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.

At this stage of the qualification the attendees may be responsible for all aspects of TTM except for field operations involving installation, alteration and removal of TTM equipment.

Level 2 /3 STMS-NP certificate will not include the STMS warrant. To become a fully qualified **level 2 /3** STMS, and hence be able to undertake full responsibility for all aspects of TTM, the applicant must undertake and pass a field assessment.

This qualification is a prerequisite for the NZQA unit standard 20879 *Temporary traffic management – Operate as a site traffic management supervisor non-practicing*.

A6.9 Level 2/3 site traffic management supervisor training

A6.9.1 About the training

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

The practical assessment for this qualification may be taken any time after passing the level 2/3 STMS-NP course. Candidates must be able to provide evidence of the successful establishment and removal of level 2 and 3 worksites, under the guidance of a fully qualified STMS.

There is no course for this qualification. It is awarded once the candidate has successfully completed a practical assessment. People undertaking this assessment must hold a current **level 2/3** STMS-NP certificate.

The level 2/3 STMS qualification enables the holder to:

- draft TMPs
- check and approve TMPs prepared by others
- undertake the duties of STMS for **level 2** and **level 3** TTM
- undertake TTM audits of TTM of worksites on **level 2** and **level 3** roads.

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

- all contractor's staff who will undertake the duties of the STMS for **level 2** and **level 3** TTM
- others who will undertake similar activities for this level of TTM.

Additional training may be required to operate specialist equipment such as TMAs and arrow boards.

A6.9.2 About the assessment

Candidates are advised to take the practical assessment for this qualification as soon as possible once they have passed the **level 2/3** STMS-NP course. The period for this qualification is tied to the **level 2/3** STMS-NP. If a candidate passed the assessment two years after attaining the **level 2/3** STMS-NP their STMS qualification would only be valid for one year before requiring renewal.

A list of **level 2/3** assessors is available on the NZTA website.

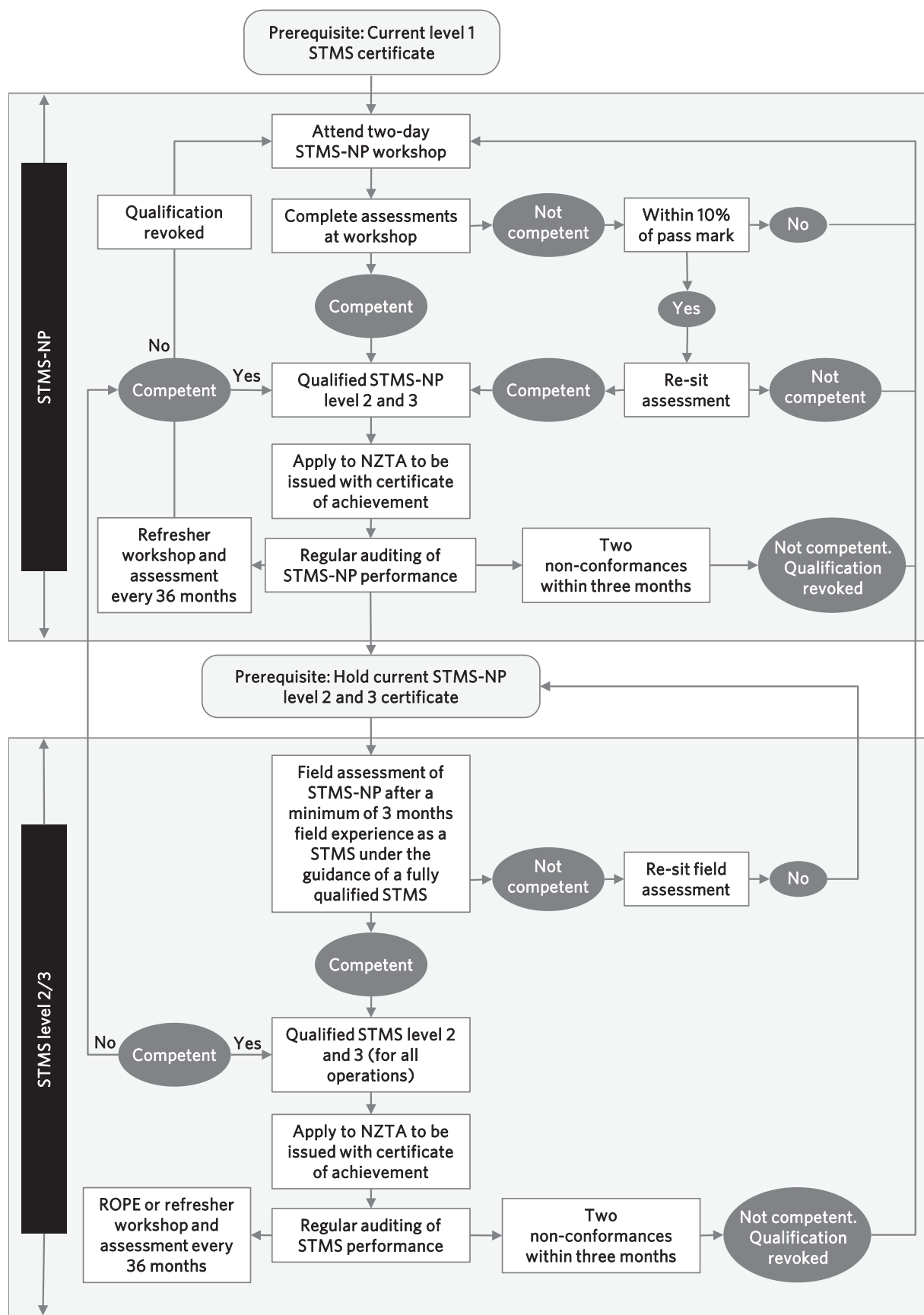
Before undertaking an assessment, it is recommended that candidates have at least three months practical experience as an STMS on **level 2** and **level 3** worksites under the guidance of a fully qualified STMS.

A probationary status may be awarded where there is no STMS to understudy. An application for the probationary status may be made in writing to the:

NZ Transport Agency
National Office
Private Bag 6995
Wellington 6141
Phone: +64 4 894 6355
Email: copttmquals@nzta.govt.nz

On passing the field assessment, the applicant will become a fully qualified level 2/3 STMS and can apply to the NZTA to receive an STMS warrant card. This qualification is a prerequisite for the NZQA unit standard 20880 *Temporary traffic management – Operate as a site traffic management supervisor for level 2/3 roads*.

STMS assessment and certification process – level 2 and level 3 roads



A6.10 Waste collection traffic leader (WCTL)

A6.10.1 About the WCTL training

This is a unique qualification for the Waste Collection Industry and must be renewed every three years.

There is no prerequisite qualification for this level of training.

This qualification enables the holder to lead a mobile work team (usually a driver and collectors) to complete kerbside collection activities.

Training must be carried out by an NZTA qualified CoPTTM trainer.

Requirements for this qualification are:

- all drivers must be trained as a WCTL
- all mobile work teams (usually a driver and collectors) must be led by a WCTL
- there must be a minimum of one STMS per company. Where a company has more than one branch they may require an additional STMS.

A6.10.2 Type of course

This is a 4 hour workshop with assessments. Attendees must achieve a 60 percent pass for 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.

All drivers and those who lead mobile work teams must be certified as a WCTL and registered on the NZTA's TTM database.
