



# TRAINEE ASSESSMENT

Must be completed by Trainee

## US 31960

Maintain the TTM worksite, install and remove a worksite, and undertake an inspection activity

Level 3 | Credits 10 | Version 3

<b>TRAINEE NAME:</b>			
<b>NZQA NSN #:</b>		<b>TRAINING PLAN ID #:</b>	TP-
<b>TRAINEE VERIFICATION: I verify that</b> (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: ____/____/____	

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

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## TRAINEE INSTRUCTIONS

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### 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 31959, *Demonstrate knowledge of stakeholders and operational requirements for temporary traffic management*, 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 **three** tasks (see Practical Tasks for more information).

## PRACTICAL TASKS

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You need to complete the practical tasks on-job and gather your evidence listed below. Ensure that your evidence is labelled and attached, either stapled or clipped to your workbook.

This section requires you to be observed:

- Maintaining a closure – berm activity or footpath control
- Maintaining a closure – lane merge, lane shift, cycle lane diversion, or priority control with TSL
- Undertaking an inspection activity on the shoulder of a category B road environment
- Using techniques to deal with conflict on the worksite
- Maintaining a closure – controlling alternating flow
- Installing, maintaining, and removing a shoulder closure worksite clear of the live lane
- Undertaking an inspection activity on a category A road environment.

You must follow requirements and carry out tasks according to your job role and responsibilities at all times.

### TTM Mentor Endorsement

The TTM Mentor has a role verifying the observations being conducted for this unit standard. Your TTM Mentor will observe you for **Tasks 1, 2, 3 and 4**. Please refer to the TTM Mentor Endorsement at the back of this assessment.

Your TTM Assessor will observe you for **Tasks 5, 6, and 7**. 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 1: Maintain a closure – berm activity or footpath control**

- Copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements

### **TASK 2: Maintain a closure – lane merge, lane shift, cycle lane diversion, or priority control with TSL**

- Copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements

### **TASK 3: Undertake inspection activity on the shoulder of a category B road environment**

- Copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements

### **TASK 5: Maintain a closure – controlling alternating flow**

- Copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements

### **TASK 6: Install, maintain, and remove a shoulder closure worksite clear of the live lane**

- Copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements

### **TASK 7: Undertake inspection activity on a category A road environment**

- Copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements




### TASK 1: Maintain a closure – berm activity or footpath control

Tick the closure type used for this task:

- Berm Activity  Footpath control

*The checkboxes below **must** be ticked by your **TTM Mentor** as you complete each task correctly.*

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Maintain TTM equipment for the worksite according to the requirements of CoPTTM.  |
| <input type="checkbox"/> | 2. | Complete required worksite documents according to CoPTTM and your company requirements.<br><b>Attach</b> a copy of the on-site record you have completed for this task.<br>The record should show you followed CoPTTM and company requirements.  |
| <input type="checkbox"/> | 3. | Monitor pedestrian numbers and pedestrians with special requirements and action alternative access provisions.  |


#### Assessor/Mentor Comments

### TASK 2: Maintain a closure – lane merge, lane shift, cycle lane diversion, or priority control with TSL

Tick the closure type used for this task:

- Lane Merge  Cycle lane diversion  
 Lane Shift  Priority Control with TSL

*The checkboxes below **must** be ticked by your **TTM Mentor** as you complete each task correctly.*


- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Maintain TTM equipment for the worksite according to the requirements of CoPTTM.  |
| <input type="checkbox"/> | 2. | Complete required worksite documents according to CoPTTM and your company requirements.<br><b>Attach</b> a copy of the on-site record you have completed for this task.<br>The record should show you followed CoPTTM and company requirements.  |

#### Assessor/Mentor Comments



### TASK 3: Undertake inspection activity on the shoulder of a category B road environment

The checkboxes below **must** be ticked by your **TTM Mentor** as you complete each task correctly.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Follow company and CoPTTM requirements and use safe work practices to undertake an inspection activity on the lane of category B road environment.   |
| <input type="checkbox"/> | 2. Complete required worksite documents according to CoPTTM and your company requirements.<br><b>Attach</b> a copy of the on-site record you have completed for this task. The record should show you followed CoPTTM and company requirements.  |

#### Assessor/Mentor Comments

### TASK 4: Use techniques to deal with conflict on the worksite

The checkboxes below **must** be ticked by your **TTM Mentor** as you complete each task correctly.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Use different techniques to deal with conflict on the worksite. Make sure you follow company and CoPTTM requirements and the TMP.<br><b>Note:</b> Conflict could include with worksite personnel, with stakeholders, between personnel and the contractor, or with road users. Examples of techniques include but are not limited to active listening, offering a solution, apologising, keeping calm. The situation may be simulated. |
|--------------------------|---|


#### Assessor/Mentor Comments



### TASK 5: Maintain a closure – controlling alternating flow

This closure must be observed by the assessor.

The checkboxes below **must** be ticked by your **TTM Assessor** as you complete each task correctly.


- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Follow company and CoPTTM requirements and use safe work practices to maintain the static worksite using alternating flow.  |
| <input type="checkbox"/> | 2. | Maintain TTM equipment for the worksite according to the requirements of CoPTTM.  |
| <input type="checkbox"/> | 3. | Use radio equipment to communicate and ensure the safety of the TTM crew during worksite operations.  |
| <input type="checkbox"/> | 4. | Complete required worksite documents according to CoPTTM and your company requirements.<br><b>Attach</b> a copy of the on-site record you have completed for this task.<br>The record should show you followed CoPTTM and company requirements.  |

#### Assessor Comments

### TASK 6: Install, maintain, and remove a shoulder closure worksite clear of the live lane

This closure must be observed by the assessor.

The checkboxes below **must** be ticked by your **TTM Assessor** as you complete each task correctly.

- |                          |    |  |
|--------------------------|----|--|
| <input type="checkbox"/> | 1. | Check to ensure the TMP is approved and fit for purpose.   |
| <input type="checkbox"/> | 2. | Complete the installation, maintenance, and removal of TTM at the worksite according to the procedures in the TMP, CoPTTM, and your company requirements.  |
| <input type="checkbox"/> | 3. | Follow company and CoPTTM requirements and use safe work practices to install and remove the TTM equipment for the worksite.<br><b>Attach</b> a copy of the on-site record you have completed for this task.<br>The record should show you followed CoPTTM and company requirements.  |
| <input type="checkbox"/> | 4. | Ensure road users can pass by or through if the worksite under TTM is unattended.  |

#### Assessor Comments





## TASK 7: Undertake inspection activity on a category A road environment

This closure must be observed by the assessor.

The checkboxes below **must** be ticked by your **TTM Assessor** as you complete each task correctly.

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 1. | Follow company and CoPTTM requirements and use safe work practices to undertake an inspection activity on the lane of category A road environment.  |
| <input type="checkbox"/> | 2. | Complete required worksite documents according to CoPTTM and your company requirements.<br><b>Attach</b> a copy of the on-site record you have completed for this task.<br>The record should show you followed CoPTTM and company requirements. |



### 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

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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 Tasks you have observed:

TASK 1

TASK 2

TASK 3

TASK 4

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 Tasks you have observed:

TASK 1

TASK 2

TASK 3

TASK 4

**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 Tasks you have observed:

TASK 1

TASK 2

TASK 3

TASK 4

**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):**





# QUESTIONS AND COMMENTS

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## Trainee questions and comments

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## Comments from the Assessor

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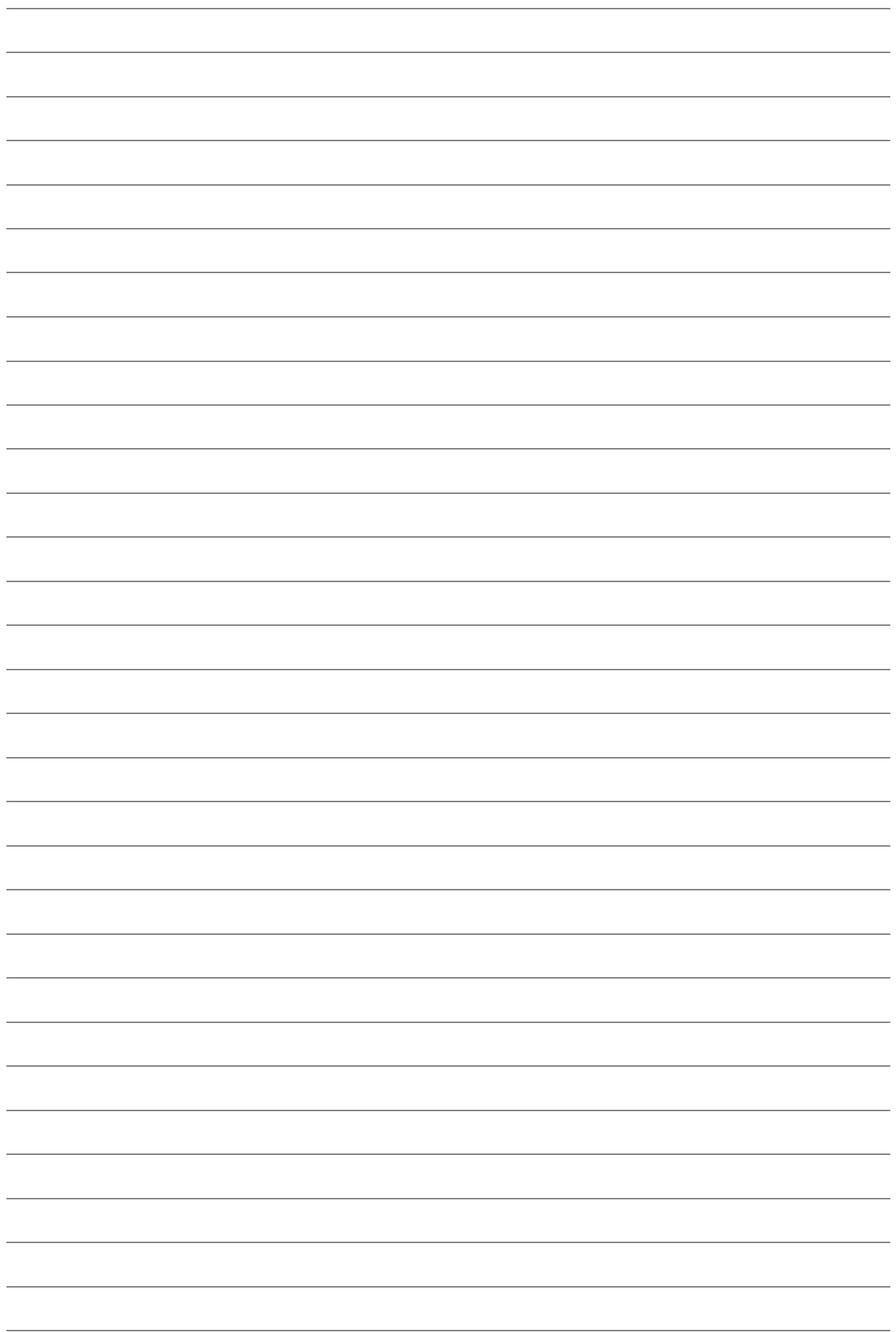
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You can send any feedback on our training resources to:  
Connexis, **PO Box 2759, Wellington** or email to: **[resources@connexis.org.nz](mailto:resources@connexis.org.nz)**









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