



TRAINEE ASSESSMENT

Must be completed by Trainee

US 31958

Explain the role of and operate as a TTM worker on the worksite under temporary traffic management

Level 3 | Credits 5 | 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

All materials published in any form by Infrastructure ITO (Connexis), and all its parts there of, including but not limited to text, graphics, logos or registered trademarks, are the property of Connexis and/or are used by Connexis under licence. Such materials may not be used, copied or reproduced in whole or in part without Connexis's prior written permission.

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.

Theory questions

This is an open book assessment; your answers must clearly show an understanding of the subject and be in your own words.

Practical tasks

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

Instructions are given at the start of Practical Task Section.

Is there anything else I need to read?

- Your training workbook
- 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.

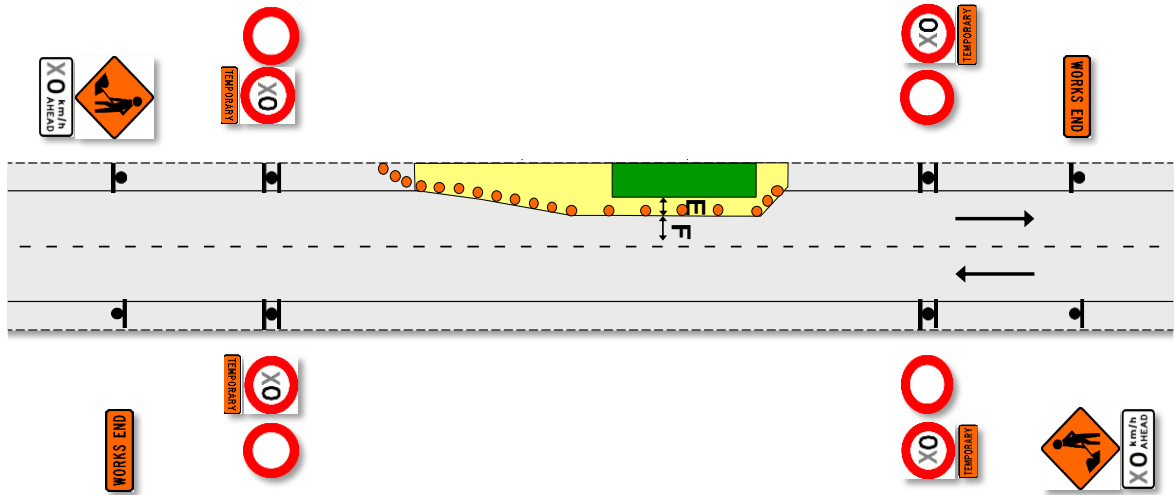
The TTM Assessor signing your unit standard assessment must have confidence that the observation has been conducted by a TTM Mentor skilled in the tasks under assessment. For this assessment, the TTM Mentor may also be the Assessor.

SECTION 1: THEORY QUESTIONS

Answer all questions in your own words.

1. TTM worker works under the direction of a Site Traffic Management Specialist (STMS) or Traffic Management Operative (TMO). Explain below what a TTM worker's main tasks and responsibilities are on site.

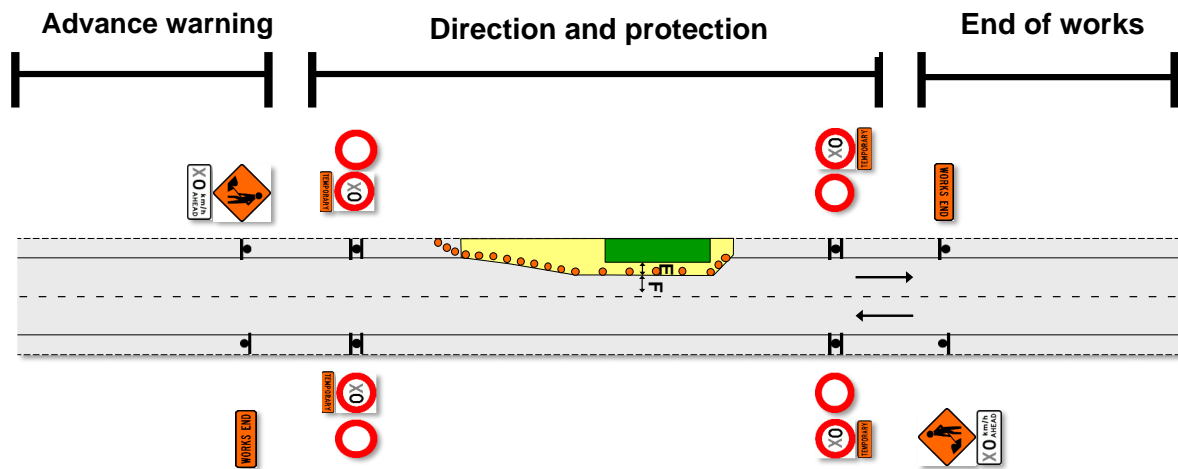
2. Look at the picture below of a worksite. Then answer the questions underneath.



- a. Circle the **working space** and explain below what this part of the worksite is for.

- b. Circle the **closure** area and explain below what this part of the worksite is for.

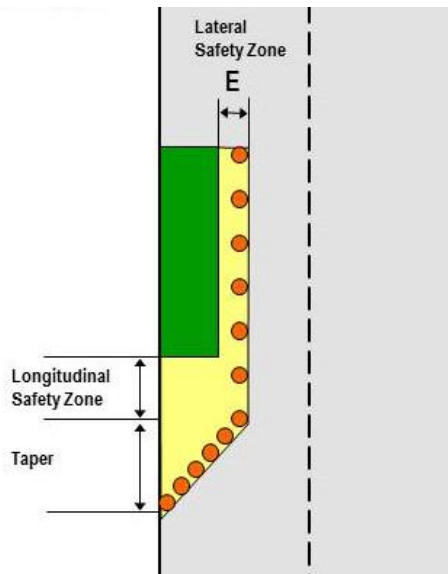
3. Look at the picture below of the **framework** of a worksite, split into three sections. Imagine a car is approaching this worksite. What is each section of the worksite designed to do as the car passes through it? Answer in the table underneath.



Section	What is this section designed to do as the car passes through it?
Advance warning	
Direction and protection	
End of works	

4. Describe **two (2)** things you can do when unloading, lifting or moving equipment to prevent injury.

5. Look at the picture below showing **safety (no go) zones** on a worksite. In the table underneath, explain what each part of the worksite is for.



Safety (no go) zone	What is this part of the worksite for?
Lateral safety zone	
Longitudinal safety zone/emergency braking area	
Taper	



6. List **two (2)** other safety (no go) zones on a worksite that you should stay out of in order to keep yourself safe.

7. List **two (2)** other things you can do to keep yourself safe while working on a TTM worksite.

8. Use the words below to fill in the gaps to explain the role of the spotter in ensuring site inspections on the live lane are conducted safely. Use each word once.

1. road	4. vehicles	7. Agreed
2. signal	5. trigger point	8. Visibility
3. spotter	6. safety	9. location

- a. When site inspections are conducted on the live lane, someone needs to act as a _____ to ensure the _____ of the person doing the inspection.
- b. A trigger point is _____ in advance. This is the point where the spotter will let the Inspector know to get off the _____.
- c. The trigger point takes into account the speed of the road, _____, reaction times, and the time needed to get off the road safely.
- d. The spotter watches for approaching _____ from a safe _____.
- e. When a vehicle reaches the _____, the spotter will _____ to the inspector.



9. There are times when you'll need to use certain communication techniques to get a positive outcome from a difficult situation. You can do this by keeping people informed and ensuring there are no surprises.

Read the scenario below about communicating with a member of the public and then complete the task that follows.

SCENARIO

As the result of an earlier incident, your team is delayed setting up the site. A business owner nearby approaches you to complain. She is very angry, and tells you that because of the delay, the TTM is interfering with her business at the busiest time of the day, as pedestrians are being diverted away from the store front.

Briefly explain what you would do and what you would tell her to get a positive outcome.



SECTION 2: PRACTICAL TASKS

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.

You will be observed completing the tasks first individually in a protected environment, then assisting as part of a crew on an actual worksite under temporary traffic management.

There are **two (2)** methods of completing the assessment:

- **Method 1:** Installing and removing TTM equipment on foot
- **Method 2:** Working on a vehicle to install and remove TTM equipment

Complete the method that is most appropriate to your role. You only need to complete **one (1)** method.

The tasks do not have to be completed in the order in this workbook – they should be completed according to the order most appropriate to company requirements and the traffic management plan and documentation.

You must follow requirements and carry out tasks according to your job role and responsibilities at all times. This includes wearing appropriate PPE and following directions from the person in charge of the site.

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 1–4 for the method chosen. Please refer to the TTM Mentor Endorsement at the back of this assessment.

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 4: Locate components of a worksite and identify hazards and risks

- Copy/photo of the risk assessment

METHOD 1: Install and remove TTM equipment on foot

Location of the site:

Date:

TASK 1: Install TTM Equipment

Protected environment

Live network

The boxes on the right **must** be initialled by your **TTM Mentor** when each task is completed correctly.

1. Install signs

Safely set up signs on the worksite ensuring they are fit for purpose, visible, stable and in the correct position and location.

2. Install the cone threshold

Determine start and finish points of the cone threshold. Install the cones with correct alignment and spacing.

3. Install the taper

Determine start and finish points for the taper. Safely install cones with correct alignment and spacing.

4. Install cones alongside the working space

Determine start and finish points. Safely install cones with correct alignment and spacing.

TTM Mentor Comments

TASK 2: Control alternating flow

Protected environment

Live network


The boxes on the right **must** be initialled by your **TTM Mentor** when each task is completed correctly.

1. Control alternating flow

Control alternating flow using TTM equipment and radio communications according to CoPTTM. Communicate positively with the crew and members of the public.

TTM Mentor Comments



TASK 3: Remove TTM equipment.	Protected environment	Live network
<i>The boxes on the right must be initialled by your TTM Mentor when each task is completed correctly.</i>		
1. Remove cones from alongside the working space Safely remove cones alongside the working space.		
2. Remove the taper Safely remove the taper.		
3. Remove the cone threshold Safely remove the cone threshold.		
4. Remove signs Remove signs on the worksite from a safe position, ensuring equipment is stowed correctly on the vehicle.		
TTM Mentor Comments		
TASK 4: Locate components of a worksite and identify hazards and risks 	Protected environment	Live network
<i>The boxes on the right must be initialled by your TTM Mentor when each task is completed correctly.</i>		
1. Locate components of a worksite and identify hazards and risks On a worksite under TTM, locate the following and point them out to your TTM mentor: <ul style="list-style-type: none"> • Vehicles • Safety zones • TTM equipment • Signs • Hazards and risks, including those associated with the components above 	N/A	
TTM Mentor Comments		



METHOD 2: Working on a vehicle to install and remove TTM equipment

Location of the site:

Date:

TASK 1: Install TTM Equipment.

Protected environment

Live network

The boxes on the right **must** be initialled by your **TTM Mentor** when each task is completed correctly.

1. Install signs

Safely set up signs on the worksite ensuring they are fit for purpose, visible, stable and in the correct position and location.

2. Feed cones to the cone placer

Ensure there are no delays in feeding cones.
Keep the placer informed of any issues.

3. Place cones for cone threshold, taper and alongside working space

Place cones at correct spacing and alignment.
Keep driver informed.

TTM Mentor Comments

TASK 2: Control alternating flow

Protected environment

Live network


The boxes on the right **must** be initialled by your **TTM Mentor** when each task is completed correctly.

1. Control alternating flow

Control alternating flow using TTM equipment and radio communications according to CoPTTM. Communicate positively with the crew and members of the public.

TTM Mentor Comments



TASK 3: Remove TTM equipment	Protected environment	Live network
<i>The boxes on the right must be initialled by your TTM Mentor when each task is completed correctly.</i>		
1. Pick cones from the lane and pass to stacker Ensure there are no delays in picking cones. Keep the driver informed of any issues.		
2. Stack cones Stack cones as per plan for the vehicle. Keep the picker informed of any issues.		
3. Remove signs Remove signs on the worksite from a safe position, ensuring equipment is stowed correctly on the vehicle.		
TTM Mentor Comments		
TASK 4: Locate components of a worksite and identify hazards and risks 		
<i>The boxes on the right must be initialled by your TTM Mentor when each task is completed correctly.</i>		
1. Locate components of a worksite and identify hazards and risks On a worksite under TTM, locate the following and point them out to your TTM mentor: <ul style="list-style-type: none"> • Vehicles • Safety zones • TTM equipment • Signs • Hazards and risks, including those associated with the components above 	N/A	
TTM Mentor Comments		

Your Final Check

- Have you answered all of the questions?
- Have you completed all the practical tasks?
- Have you labelled and attached your evidence?
- Has your TTM Mentor completed the TTM Mentor Endorsement Form on the next page?



Please enter details of second mentor (if applicable)

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

Tick the boxes below for which Observation 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 mentor (if applicable)

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

Tick the boxes below for which Observation Tasks you have observed:

TASK 1

TASK 2

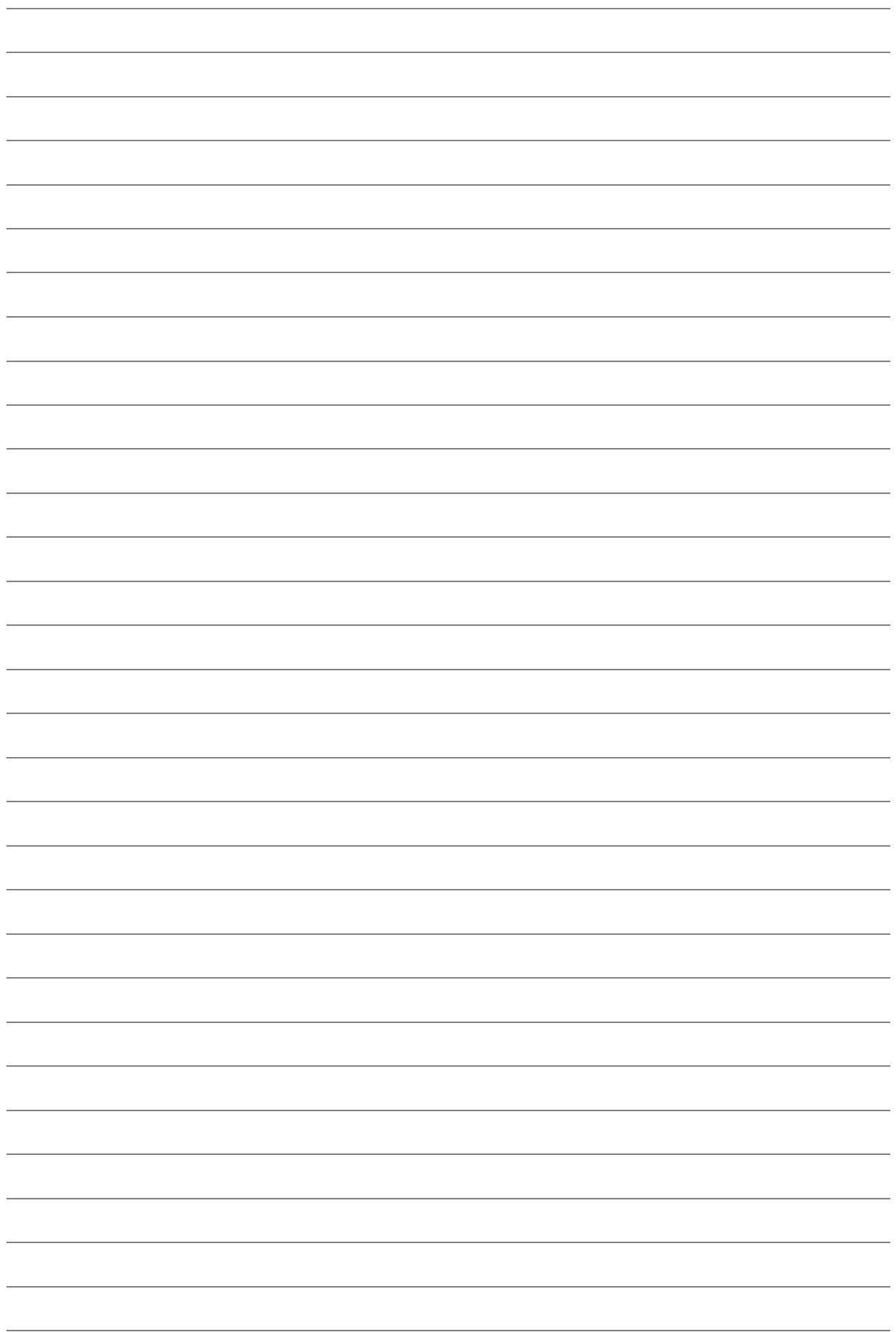
TASK 3

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):







Level 13, 40 Mercer Street, PO Box 2759, Wellington 6140
Tel: 0800 486 626 | resources@connexis.org.nz | www.connexis.org.nz