This course provides training for personnel who are required to control traffic with a stop/slow bat. This course does not qualify a participant to set up or work with traffic control plans.

DURATION:2 days, 8 theory hours on day 1 and 4.5 practical hours on day 2TIME:8.00am - 4.00pm day 1 and 8am - 12.30pm day 2VENUE:The Capital Airport Motel, 57 -73 Yass Rd, Queanbeyan East NSW 2620

**COST:** \$105(member after rebate) \$560 (member)

\$205 (non-member after rebate) \$660 (non-member)

*Up to 70% of the course cost may be refundable to eligible applicants through the ACT Building and Construction Industry Training Fund (TFA). For eligible learners, the TFA rebate is factored into the pricing structure.* 

# CONTENT:

- Stop/direct road users using a stop/slow bat and
- understand stopping sight distances
- Monitor traffic with portable traffic control devices and
- temporary traffic signs according to traffic
- management plans and traffic guidance schemes
- Maintain traffic incident reports
- Understand the Traffic Guidance Schemes (TGSs) also
- known as Traffic Management Plans (TMPs) for the site
- Assess and respond to changes in the environment,
- for example traffic volumes, weather conditions, road
- conditions, Work Health and Safety (WHS) and
- operational requirements
- Carry out risk assessments for personal safety
- Participate in toolbox talks (specific to traffic control)
- Use communication methods and devices
- Conform to traffic control policy and procedures

# **REGISTRATION:**

Email this form 14 days prior to the course Email: training@mba.org.au

# **COURSE REQUIREMENTS:**

- Must provide 100 points of identification and be a minimum of 18 years of age
- Participants must wear steel capped safety footwear during training and assessment
- English language skills sufficient to understand both written and verbal instruction
- Basic numeracy skills
- Language, Literacy and Numeracy (LLN) assessment(attached) to be completed prior to confirmation of your enrolment

# **CERTIFICATION:**

On successful completion of the course, participants will be issued with a Statement of Attainment for the following:

- RIICOM201D Communicate in the workplace
- RIIWHS201D Work safely and follow WHS policies and procedures
- RIIWHS205E Control traffic with stop-slow bat
- RIIWHS206 Control Traffic with portable traffic control devices and temporary signs

# FURTHER ENQUIRIES:

Trisha Moore Ph: (02) 6175 5977 Email: training@mba.org.au



For training dates please refer to our training calendar on our website www.mba.org.au or contact us on 6175 5977 Additional courses may be scheduled for group bookings.



All MBAGT Polices are available on our website @ mba.org.au

# **Short Course Enrolment Form**



## Name of course:

Date of course:

## **UNIQUE STUDENT IDENTIFIER (USI)**

From 1 January 2015, we MBA Group Training Limited can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faws/i-have-forgotten-my-usi/. For further details please see our USI Policy at https://www.mba.org.au/training/policies-and-procedures/. **Please enter your Unique Student Identifier (USI) in the space below.** 

#### **USI NUMBER:**

## PERSONAL DETAILS

Note: Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want MBA Group Training Limited to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.

Family Name:	
Given Name:	Other Name:
Gender (please tick) : Female Male	e Other
DOB: Email:	
Mobile No:	Home No:

Note: Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. We are required to include this information in the data we submit to meet our RTO obligations.

Building/Property Name:	Flat/Unit No:	
Street or Lot No:	Street Name:	
Suburb:	State/ Territory:	
Postcode:	Note: If your postal address is the same as your residential address listed above, please move onto <b>Employment Information.</b>	
POSTAL ADDRESS		
Building/Property Name:	Street or Lot No:	
Street Name:		
Suburb:	State/ Territory: Postcode:	

**CONTINUED ON NEXT PAGE** 

## **EMPLOYMENT INFORMATION**

Of the following categories which **BEST** describes your current employment status? (tick one box only) \*For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

nouis of more per week, of pure time employed (less than 55 hours per week).			
Full time employee       Part time employee       Not employed - not seeking employment			
Self-employed - not employing others Self-employed - employing others			
Employed - upaid worker in family business Unemployeed - seeking full time work			
Unemployeed - seeking part time work			
EMPLOYER DETAILS			
Employer Name:			
Employer Email: PO No:			
Attendees position/occupation with Employer:			
Employer Contact No: ABN/ACN:			
Employer Address:			
Suburb: State/ Territory: Postcode:			
Suburb: State/ Territory: Postcode: CULTURAL DIVERSITY			
CULTURAL DIVERSITY			
CULTURAL DIVERSITY In which country were you born? Australia Other, please specify: Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait			
CULTURAL DIVERSITY   In which country were you born?   Australia   Other, please specify:   Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)   No   Yes, Aboriginal   Yes, Torres Strait Islander			
CULTURAL DIVERSITY         In which country were you born?       Australia         Other, please specify:         Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)			
CULTURAL DIVERSITY   In which country were you born?   Australia   Other, please specify:   Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)   No   Yes, Aboriginal   Yes, Torres Strait Islander			
CULTURAL DIVERSITY         In which country were you born?       Australia         Other, please specify:         Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)         No       Yes, Aboriginal         Yes, Torres Strait Islander         DISABILITY         If you consider yourself to have a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area, please refer to the disability supplement for an explanation of the following disabilities,			

STUDY REASON		
To try for a different career	lt was a requirement of my job	PD/Self-development
I want extra skills for my job	To get a better job or promotion	Other
For another course of study	For community/voluntary work	To get a job
To develop my existing buisne	ss To start my own business	

# **PRIVACY STATEMENT AND STUDENT DECLARATION**

I declare that the information I have provided to the best of my knowledge is true and correct. I understand that my RTO is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- NCVER. Employer – if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- School if I am a secondary student undertaking
- VET, including a school-based apprenticeship or traineeship.
- You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. Please note you may opt out of the survey at the time of being contacted.

All elements of enrolment, payment and training delivered at MBA Group Training is conducted in accordance with the policy and procedures accessible at www.mba.org.au/training/policies-and-procedures/. This includes, but is not limited to:

USI Policy

- Transfer and Cancellation Policy
   Disability Supplement
- USI Application through your RTO Enrolment Policy
- Assessment Policy Complaints and Appeals Policy
- Privacy Policy • PPE Policy

Student Signature:	Date:	
*Parent/Guardian Signature:	Date:	

\*Parental/guardian consent is required for all students under the age of 18. NCVER will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

PAYMENT DETAILS		
Person/Company responsible for payment of course:		
Payee Email Address :		
Payment Method: Credit Card	Invoice (will be sent to payee email address listed above)	
*Any credit card details collected by MBA Group Training will be stored securely until payment has been made for the specified enrolment/s. After payment, credit card details will be destroyed.		
Cardholder name:		
Card No:		
Expiry Date:	Payee Signature:	

- Organisations conducting student surveys. Researchers

## LANGUAGE, LITERACY AND NUMERACY (LLN)

MBA Group Training are required to demonstrate LLN needs have been identified and the appropriate support can and will be provided for all course participants prior to commencing training. You are required to complete this LLN assessment and attach to your registration form prior to confirmation of your enrolment can be provided.

## FAILURE TO COMPLETE THIS LLN WILL PREVENT MBA GT FROM ACCEPTING YOUR ENROLMENT.

## QUESTION 1: Read the following statement and answer questions 1a and 1b below.

Michael enrolled to complete a short course in Traffic Control. The course includes both practical and theory assessment. Michael identified he best learns using practical skills.

1a: What type of assessment is in the traffic control course?

1b: How does Michael best learn?

### QUESTION 2: Select the correct words to be used in the sentence below.

The little **read red reed** headed boy sat on the mat whilst he **red read reed** his book. His mother asked him to help her by **feeding feding feading** the dog. The little boy did a **grate great greet** job.



# QUESTION 4: Using the time sheet below answer the following questions.

4a: What is John's total pay for the week?	
4b: How many hours did John work on Thursday?	
4c: What was the date on Sunday?	

Employee Name: John Doe Ho			Hourl	y Rate: \$20.00	
Date	Day	Start	Finish	Breaks	<b>Total Hours</b>
15/8	Monday	10:00	13:00		3.00
16/8	Tuesday	10:00	15:00		5.00
17/8	Wednesday	06:00	10:00		4.00
18/8	Thursday				
19/8	Friday				
20/8	Saturday				
21/8	Sunday				
			Total ho	ours worked:	12.00
				Total Pay:	

## **QUESTION 5: Please answer the numeracy questions below.**

5a: If you cut 7 apples in half, how many pieces of apple will you have?
5b: If you buy three 2 Litre bottles of soft drink, how many total Litres do you have?
5c: Trisha has 13 dogs, 2 cats and 3 fish. How many pets does she have all together?

# LLN STUDENT DECLARATION

By signing the below, you are agreeing that the above questions were completed without assistance from any other person or device.

Student Signature:

Date:



#### **ENROLMENT SURVEY**

MASTER BUILDERS GROUP TRAINING RTO NO. 88163 ABN 62130865253

This information will be used to contribute to our analysis of completed training and allow our team to continue delivering training to meet industry needs.

IS THE STUDENT A NEW ENTRANT TO THE ACT CONSTRUCTION INDUSTRY?	IS THE STUDENT OBTAINING A NEW SKILL BECAUSE OF A SPECIFIC PROJECT THEY ARE WORKING ON?
Yes No	Yes No
IS THE STUDENT RELOCATING FROM OUTSIDE OF THE ACT TO THE ACT FOR WORK?	IS THE EMPLOYER A MEMBER WITH THE MBA?
Yes No	Yes No
HOW DID YOU HEAR ABOUT US?	
Another MBA Member	Another MBA Member MBA Website
MBAGT Staff Member	Exisitng Client Word of Mouth
Returning Client	Social Media

For further information about the range of MBA's services and training courses please refer to our website www.mba.org.au or contact us on 6175 5900

All MBAGT Polices are available on our website @ mba.org.au