

Applying to become an Approved Training Provider

This fact sheet provides information about the application process for Registered Training Organisations (RTO) wanting to deliver a skill set under the National Training Framework for Temporary Traffic Management (TTM).



Becoming an Approved Training Provider

To become an Approved Training Provider (ATP), an RTO will need to apply for approval in the state or territory where they intend to provide temporary traffic management training.

The Austrroads Registered Training Organisation Operational Framework provides for RTOs who wish to become an ATP to deliver temporary traffic management training.

The document includes information on:

- The process for an RTO to become an ATP to deliver temporary traffic management training.
- The oversight and audit mechanisms for ATPs.

It is important that as an RTO, you fully understand the National Training Framework for TTM and requirements you will need to apply to become and continue to operate as an ATP. Learn more at austrroads.info/ttm.

The application process

- ➊ Contact ttmtrainingcompliance@austrroads.gov.au to formally notify of your RTOs intent to become an ATP.
- ➋ Austrroads will forward information on the application process
- ➌ Complete the application to become an approved training provider and return this together with any necessary documents to ttmtrainigcompliance@austrroads.gov.au.
- ➍ Austrroads will assess the application and provide feedback including any additional information that is required.
- ➎ Austrroads will share information with the relevant jurisdiction.
- ➏ If approved a Services Agreement will be executed, incorporating a statement of

service for each of the selected TTM National Training Programs, between the ATP, the jurisdiction and Austrroads.

The Services Agreement consists of the following key components:

- An audit program encompassing both overt and covert dimensions.
- Reporting requirements.
- Training material delivered must be, without change or omission, the Austrroads TTM National Training Material.

It is important to remember that you must apply to become an ATP in each state and territory where you wish to provide training.

What will I need to include in my application?

- ① Evidence your organisation is an RTO registered by the Australian Skills Quality Authority (ASQA) or, where applicable, the state regulator.
- ② Information about why you are applying to become an ATP in the state or territory, including your understanding of the market and the geographical area in which you intend to provide training services.
- ③ The completed Training and Assessment Strategy (provided with the Austroads TTM National Training Material), for each of the applicable Temporary Traffic Management National Training Programs you wish to deliver.
- ④ Details of nominated trainers and assessors to demonstrate their suitability, including evidence they have completed the requirements to train and/or assess the Temporary Traffic Management National Training Programs and industry experience relevant to the skill set they will be delivering.
- ⑤ Workers' compensation insurance for the state or territory in which you propose to operate. Depending on the state or territory, you may also require public liability and professional indemnity insurance.

What is the Austroads TTM National Training Material?

The Austroads TTM national training material comprises for each of the TTM national training programs the following:

- Training and assessment strategy
- Mapping document (content and assessment mapped)
- Trainer guide
- Presentation slides
- Theory assessment
- Simulated theory assessment (TC1/ TC2)
- Practical training logbook (TC1/TC2)
- Practical training assessment
- Theory assessment – answer guide.

What training can an ATP provide?

As part of the Services Agreement and Statement of Service the ATP must only deliver the temporary traffic management training that they have been approved to deliver. This includes only using trainers / assessors that have been approved to deliver the temporary traffic management training.

Are there fees associated with becoming an ATP?

Austroads sets a fee to cover the provision, maintenance, and update of the Austroads Temporary Traffic Management National Training Material; the provision of ATP oversight and auditing; and the associated Austroads Training Registry. The fee is payable by the ATP for each Statement of Attainment issued to a successful participant. The fee per Statement of Attainment can be found in the Registered Training Organisation Operational Framework for Temporary Traffic Management.

How long does an ATP registration last?

Once you are approved as an ATP in a state or territory, your approval will last for up to three years. This is subject to monitoring of the continued quality of the service by Austroads and the state or territory agency.

Refer to detailed information regarding renewal in the Registered Training Organisation Operational Framework for Temporary Traffic Management at austroads.info/ttm-training.

Need more information?

 austroads.info/ttm-training

 ttmtraining@austrroads.gov.au