Continuing Professional Development (CPD) program

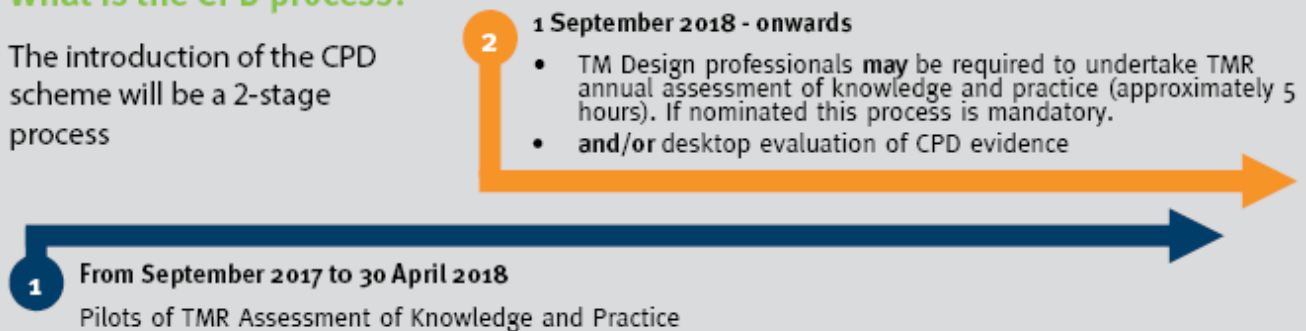## Traffic Management (TM) Design professionals

Update

Traffic management at roadworks is one of the highest risk activities undertaken at a construction site. We need to ensure the people who design temporary traffic management solutions for these worksites are highly skilled and capable. Introducing a CPD program for qualified TM Designers provides a range of benefits, including:

- Ensuring a Designer's capabilities keep pace with contemporary practice.

- Helping to provide confidence in the field of TM Design, as its practitioners commit to continued learning and skill development.

- Providing the opportunity for the advancement of TM Design knowledge through a structured program of learning.

The introduction of the CPD scheme has been split into two stages which are explained below. The Department of Transport and Main Roads (the department) has now finalised the assessment pilot. We have successfully assessed over 30 participants, both internal and external to the department, who have had their competency as a TM Design professional confirmed.

What is the CPD process?

The introduction of the CPD scheme will be a 2-stage process

2 1 September 2018 - onwards
- TM Design professionals **may** be required to undertake TMR annual assessment of knowledge and practice (approximately 5 hours). If nominated this process is mandatory.
- **and/or** desktop evaluation of CPD evidence

1 From September 2017 to 30 April 2018
Pilots of TMR Assessment of Knowledge and Practice

We have actively sought feedback from industry, departmental staff, and local government regarding the CPD model, and how it could be implemented more effectively. We have received over 50 submissions. The intent of this update is to provide answers to some of the questions posed in this feedback. We hope these answers will provide clarity and understanding of how the TM Design CPD process will operate when it becomes mandatory from **1 September 2018**.

Frequently Asked Questions

Q: Who does the CPD process apply to?

A: The CPD program will apply to anyone who has passed the Traffic Management Design course with either Open or Restricted status and who continues to hold a current Traffic Management Design card.

Q: What does the CPD Assessment of Knowledge and Practice (AKP) entail?

A: The CPD AKP consists of the completion of three activities:

1. Viewing four instructional videos developed by the department – these videos are designed to refresh the knowledge you acquired during your Traffic Management Design course. The videos run for about 45 minutes each.

2. An open book questionnaire - the questions are a mix of multiple choice and short answer, and take approximately one hour to complete.

3. A panel interview – a structured discussion where you will be asked a series of questions based on the four instructional videos. The interview will test your competence in traffic management design. During the discussion you may also be asked questions regarding you own personal experience with traffic management design. The average interview takes approximately 45 minutes to complete.

   The interview panel will typically consist of a departmental representative and a TM Design technical expert. The technical experts are highly experienced traffic engineers who are contracted to the department to provide their expertise for the TM Design program (including CPD activities). These experts are also involved in the facilitation of the TM Design course, and the evaluation of TM Design post-course assessments.

   Upon successful completion of the AKP including the panel interview, your competency will be confirmed.

Q: What happens if I don't successfully complete the AKP panel interview?

A: The panel will provide verbal feedback at the end of the interview on the modules for which you did not successfully demonstrate competency. This information will be confirmed in an email following the interview and you will be advised what the department requires to confirm your competency in these modules.

This normally takes the form of revision of the module videos, reflection on your current practice, and a second interview targeted at the modules in question.

If at your second interview, you are unable to demonstrate competency in any of the four modules, the department will be unable to confirm competency, and additional measures would then be taken. To date, this has not occurred.

Q: Does the CPD AKP contribute toward the 30 hours of independent study I am required to complete every three years?

A: No, it doesn't. To retain your TM Design qualification, you **must** complete 30 hours of independent study over a three year period and you may also be required to undertake a CPD AKP or supply your CPD records for desktop review by the department.

Q: Can the hours I accrue from this CPD program also be used for RPEQ or other Engineering CPD?

A: Yes, it can.

Q: I only engage in traffic management design intermittently, while some people engage in it often. Why do we both have to complete 30 hours of independent study CPD every three years?

A: Regardless of how often you engage in traffic management design, if you are a qualified TM Design professional, you must complete 30 hours of CPD every three years. This ensures that a standardised level of CPD occurs across the entire industry. This standardised level applies to TM Designers who have either Open or Restricted levels of qualification.

Q: How will CPD independent study records be audited?

A: The department will undertake a desktop audit of CPD records. TM Design professionals should be prepared to provide electronic or hard copy records to substantiate their CPD claims.

Q: What are the areas of independent study I can use for my CPD record?

Thirty hours of study, undertaken over three years, comprising:

- Technical skills (25 hours max). For example:
    - Reviewing changes to technical documents
    - Reading factsheets, technical documentation
    - Attendance at workshops, conferences, seminars
- Professional practice (15 hours max). For example:
    - Reviewing completed projects to establish how outcomes (for example, engagement with clients) could have been improved, and summarising recommendations.
- Professional contribution (10 hours max). For example, completion of one of the following:
    - Successful submission of a relevant article to a recognised industry publication regarding a traffic design issue (minimum 1500 words)
    - Workshop or seminar presentation (minimum 30 minutes), where external attendees may be present and ask questions
    - Improve organisational traffic management system or documentation (for example, traffic alerts or case studies).

Q: Am I required to complete independent study in all three categories?

A: No, you are not. Any combination of hours is permissible within the three categories of Technical skills, Professional practice, and Professional contribution. These three categories have been created to ensure all TM Design professionals — be they practitioners or engineers — have the widest range of CPD options available to them. The department expects that all TM Design professionals would undertake CPD in at least two of the three categories.

Q: Some of the work I see from qualified TM Design professionals is still of a poor standard, what's the point of this process?

A: Standardising industry performance is a monumental activity, with thousands of professionals impacted by this process. This will be gradually reflected in improved performance, higher quality traffic management that aims to reduce road worker injury and death.

Q: How much does it cost to have my CPD record assessed or to undertake the AKP?

A: There will be no cost for this verification process.

Q: How much will it cost to undertake a CPD opportunity?

A: There will be no cost to access most departmental CPD opportunities such as videos, factsheets and reviewing new technical documents, apart from your time. However, there may be costs associated with conferences and related training. The department will be working with industry to develop as wide a range of CPD opportunities as possible.

As always, we welcome your feedback regarding the CPD process. Please feel free to contact us at TMDesign@tmr.qld.gov.au should you have any feedback, suggestions for CPD topics, or if you have any questions.

We encourage anyone who identifies sub-standard work generated by a qualified TM Design professional to contact us in writing and provide us with details. You can send your feedback to TMPerformanceFeedback@tmr.qld.gov.au.