



RTO 41474

"The Most Flexible Training Company on the Planet"

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RMS Photo Card Renewal Process

A person is eligible to renew their NSW RMS Photo Card for Prepare Work Zone Traffic Management Plans (PWZTMP) if their Photo Cards were issued after 1st July 2015 under the updated competency framework (refer to above pictures). RMS photo cards have a 3-year expiry date.



The renewal process for PWZTMP has been created for those who are maintaining currency within the traffic control industry.

If you are eligible to the Renewal Application Form to renew your Photo Cards, please contact the office to arrange for your renewal process on **02 4262 7072**:

Option 1 - Completing a renewal application form.

Option 2 - Completing a refresher training

| <p align="center"><u>Option 1 - Renewal Application Form</u></p> <p align="center">No Training required</p> | <p align="center"><u>Option 2 - Refresher Training</u></p> <p align="center">1 Day Refresher training required</p> |
|--|--|
| <p align="center">\$300</p> | <p align="center">\$450</p> |
| <p>To be eligible for this option you must be an experienced, competent traffic control professional, and must be able to produce the following:</p> <ul style="list-style-type: none"> RMS Photo Cards issued after 1st July 2015 (as shown above) Photo Cards must be current or recently expired within the last 3 months Must provide 3 x (TCP's) Traffic Control Plans you have designed in the last 12 months Must provide 1 x (TMP) Traffic Management Plan you have designed in the last 12 months Provide a signed employer declaration <p>Note: If you are unable to fully meet these requirements, then you must select Option 2 – Refresher Training</p> | <p>This option suits those individuals that do not draw TCP's or TMP's as part of their work activities on a daily basis and cannot produce the appropriate evidence as outline in Option 1.</p> <p>To be eligible for this option you must be able to complete the following:</p> <ul style="list-style-type: none"> RMS Photo Cards issued after 1st July 2015 Photo Cards must be current or recently expired within the last 3 months Attend one full day refresher training that includes theory and practical activities <p>Note: If you are unable to fully meet these requirements, then you must attend a full 3 day course again</p> |
| <p><u>Note:</u> If you are not able to satisfy the requirements of Option 1 or 2, you will need to attend a full 3 day face to face training course again</p> | |

Instructions to the applicant when completing the Renewal Application form

The following will need to be completed by you for eligibility of your renewal application form:

All fields in the RMS Renewal Application form must be completed.

To demonstrate your currency in the Industry, you will need to provide 3 examples of TCP/TCG's you have designed in the past 12 months. This will include the permits/ROL, approved and signed off as being Implemented within the past 12 months. You will also need to provide one TMP you have developed and the verification that the TMP was approved and signed off. All evidence will be assessed by one of Accelerated Training approved RMS Assessor.

To lodge your application, please submit your completed application form and any required documentation by email to tc@acceleratedtraining.com.au with the subject labelled as:

| | |
|---------|--|
| To... | tc@acceleratedtraining.com.au |
| Cc... | |
| Subject | Renewal - e.g John Smith |

- **Renewal – your first name & last name** (refer below)

If you do not label this as the subject, your Renewal Application form may be re-directed and could be delayed in the processing.

A current photo is significant to supporting your Renewal Application form and applying for your new photocard. The photo you provide must be a clear focused image of good quality and less than 3 months old. The photo should include your shoulders to the top of your forehead looking directly at the camera and not tilted in any direction. A plain white or light background is crucial. Images with glasses, hats or any other items obstructing your face **will not be accepted** by the Roads and Maritime Services.



Payment will be required before we are able to process your Renewal Application Form. Upon submission of your Renewal Application form, supporting documents and payment, it can take from **4 – 6 weeks** for your application to be processed with the Roads & Maritime Services.

Note: If you have submitted your application but believe your current tickets may expire before the new tickets arrive, **you must contact the office as soon as reasonably practicable on (02) 42627072** so we can issue you temporary certification. This is your responsibility.

Before sending your application form, please confirm the following:

| I the applicant declare and agree to the following information | | | |
|--|--|-----------------------------|--------------------|
| <input type="checkbox"/> | I have attached my Renewal Application form that is complete with all mandatory fields filled out, 3 x TCPs I have designed and 1 x TMP | | |
| <input type="checkbox"/> | I have attached a recent, good quality, clear image of my face from the shoulders and above with a plain white background | | |
| <input type="checkbox"/> | I have provided copies of my current or recently expired (within the last 3 months) photo cards | | |
| <input type="checkbox"/> | I have provided a copy of my current Driver Licence or relevant ID | | |
| <input type="checkbox"/> | I understand that it may take up to 4-6 weeks for my application to be processed by the Roads & Maritime Services as well as issuing my card | | |
| <input type="checkbox"/> | I acknowledge that it is my responsibility to make contact with Accelerated Training if I require temporary Statement of Completion certificates | | |
| <input type="checkbox"/> | I understand that my application will not be processed until I have made full payment on the ticket/s I am renewing | | |
| <input type="checkbox"/> | I acknowledge that if I fail to provide all of the information required for my Renewal Application, it could delay my application | | |
| <input type="checkbox"/> | I am lodging this application with the knowledge and understanding of everything listed above | | |
| Applicant Name | | Applicant Signature: | Date / / |



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Renewal Photocard Application

Prepare Work Zone Traffic Management Plans

This form is to apply for a renewal of a **current** (or recently expired within 3 months) Prepare a Work Zone Traffic Management Plans Photo Card & must be signed by the Applicant and Employer

1. APPLICANT DETAILS

Title

Sex

Male

Female

Family/Surname

Given Name

Middle/Other Name

Date of Birth (DD/MM/YYYY)

Contact Number

E-mail Address

RESIDENTIAL ADDRESS (Must be an address. PO Box, Locked Bag etc not acceptable)

Street number and name

Suburb

State

Post Code

POSTAL ADDRESS (if different from above)

Street Name/PO Box/GPO Box/Locked Bag/Private Bag

Suburb

State

Post Code

2. CARD DETAILS

Prepare a Work Zone Traffic Management Plans Card Number

Expiry Date

You are required to provide a copy of your current (or recently expired within 3 months) photocard.

3. EVIDENCE OF INDUSTRY CURRENCY (this section is to be completed by the applicant)

You are required to record details as requested, in the table below and provide copies of the relevant plans/documentation.

Traffic Control Plans (TCP)/Traffic Control Guidance Schemes (TCGS):

- Provide details of three (3) Traffic Control Plans/Traffic Control Guidance Schemes that you have designed in the last 12 months.
- Attach copies of the documentation and verification that the plans were implemented.

Traffic Management Plans (TMP):

- Provide details of one (1) Traffic Management Plan that you have developed in the last 12 months.
- Attach copies of the documentation and verification that the plan has been approved by a client.
- Note: Copies of documents must be certified by a Justice of the Peace or Notary Public. Certified copies cannot be emailed.

Details to include, time, date, location, type of project, road authority ROL /permit, client where possible

TCP/TCGS 1

Details to include, time, date, location, type of project, road authority ROL /permit, client where possible

TCP/TCGS 2

Details to include, time, date, location, type of project, road authority ROL /permit, client where possible

TCP/TCGS 3

Details to include, types of project, project duration, road authority, client where possible

TMP 1

NOTE: If you are unable to provide adequate evidence of preparing work zone traffic management plans you will be required to complete a full day refresher training course with an approved training provider.

4. APPLICANT DECLARATION

NOTE: False statements can result in substantial penalties.

By signing this form, I the applicant recorded in section 1 of this form, declare that:

- To the best of my knowledge, the information contained in this application is true and correct in every particular.
- I have presented my current (or recently expired within 3 months) traffic control photocard.
- I have maintained competency to prepare work zone traffic management plans that I am qualified for, as per section 3 of this application.
- I am aware that under 307A of the Crimes Act 1900 it is an offence to provide false, misleading or deficient information in or in connection with this application and that penalties may apply.
- To the best of my knowledge, I do not have any illness or incapacity that affects my ability to do the work for the qualification which is the subject of this application.
- If after obtaining my photocard, I develop any illness or incapacity which may affect my ability to do the work for any qualification I hold, I will cease to do the work and will advise Roads and Maritime Services Traffic Control Unit immediately.
- I am aware that the information and evidence provided in this application may be checked for authenticity and validity. This may include (but is not limited to):
 - Contacting me regarding any matter relating to this application, including validating my competency to carry out traffic controller and/or implement traffic control plans work.

If you understand and agree to the Privacy Statement and Declaration, please sign and date below.

Applicants Signature

Date

Witness Name

Date

6. LODGING THIS FORM

- You must lodge this form in its entirety with all supporting evidence in person at an RMS Approved Training Provider..
- Provide your current (or recently expired within 3 months) photocards.
- The approved training provider will obtain a current photograph.
- A fee is payable to the approved training provider.

NOTE: Service NSW is not equipped to process these applications.

7. ATP CHECKLIST (Administration only)

Please tick if the below has been checked, verified and completed

Application form (this form) completed

Current (recently expired within 3 months) photocard presented

Industry Currency section completed

Applicant signed declaration

3x TCP/TCGS are attached verified with the accompanying road authority ROL/permit

1x TTMP attached and verified as being approved and signed by the client

Authorised person has verified all documents, information and evidence

Applicant meets the photocard pre-requisites

Applicants Photograph taken

Statement of Completion issued

Details uploaded into Gateway System

Please tick if the applicant is an RMS employee

General Comments

Trainer/Assessor Comments

ATP representatives name

ATP representatives signature

ATP number

Date