

Registered Training Organisation Applicant Guide

Licence to transport dangerous goods by road

The Australian Quality Skills Authority (ASQA) ensures that Registered Training Organisations (RTO) comply with registration requirements. The Department of Transport and Main Roads' (TMR) role is to ensure that the content of RTO's training and assessment resources meets industry standards and contains the correct technical content required by TMR for dangerous goods (DG) licensing purposes.

Purpose

This document is to assist RTOs seeking TMR's approval to deliver *TLILIC0001 Licence to transport dangerous goods by road* in Queensland. RTOs must develop their own training resources and in doing so may use all or parts of this document. TMR's approval of an RTO to deliver this unit for DG licensing purposes is dependent on the RTO documenting quality and consistent technical training materials that clearly demonstrate to TMR:

- the required minimum standard of competency
- consistency in the delivery of training and assessment
- evidence used to determine whether the candidate is suitable to transport DG on public roads with regard for public safety and applicable rules and regulations
- leadership and guidance in teaching candidates from diverse backgrounds
- compliance with Australian Quality Training Framework (AQTF) and Australian Qualification Framework (AQF) standards
- compliance with the requirements of the Vocation Education Training (VET) Quality Framework
- compliance with Queensland's legislation and regulatory requirements
- compliance with national legislation and regulatory requirements.

In the application to TMR, RTOs must provide the following:

- evidence the trainer / assessor:
 - meets the training and assessment qualifications (see page 2)
 - has the experience and skills necessary to teach candidates
 - has sufficient experience to adequately prepare the candidate for the role of transporting DG by road
- the trainer/assessor manual including:
 - overview with day and session timings
 - performance criteria and technical elements aligning training and assessment outcomes with industry standards (see sample pg 4)
 - any additional resources used (handouts, PowerPoint presentations.)
- student manual including:
 - course overview
 - day/session timings and lesson plans
 - additional resources used (handouts, PowerPoint presentations.)

Trainer and Assessor requirements

To be approved by TMR to deliver TLILIC0001 Licence to transport dangerous goods by road, the RTO's trainer/assessor must possess the current qualifications and experience as required as outlined in table "A".

Table A: Training Qualification and required industry experience

TLILIC0001	Certificate IV in Training and Assessment or its successor or A diploma or higher level qualification in adult education.	<i>and</i>	Have a minimum of 5 years relevant operational dangerous goods transport industry experience or other TMR approved relevant transport training experience. The trainer/assessor must also have successfully completed the MAI for TLILIC0001.
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Principles for Competency Assessment

Assessments carried out by the RTO are required to demonstrate compliance with the VET principles of assessment. This includes:

- Validity – which requires that:
 - assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
 - assessment of knowledge and skills is integrated with their practical application
 - assessment is based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations, and
 - judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.
- Reliability – which requires that:
 - evidence presented for assessment is consistently interpreted and assessment results are comparable, irrespective of the assessor conducting the assessment.
- Flexibility – which requires that:
 - the assessor is assured that the learner has the skills, knowledge and attributes described in the module or unit of competency and associated assessment requirements.
- Fairness – which requires that:
 - the individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs
 - the RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
- Currency – which requires that:
 - the assessor is assured that the assessment evidence demonstrates current competency and that assessment evidence is from the present or the very recent past.
- Sufficiency – which requires that:
 - the assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

- Authenticity – which requires that:
 - the assessor is assured that the evidence presented for assessment is the learner's own work.

To be deemed competent each candidate must pass the MAI and satisfy all requirements of the course.

The RTO must also ensure that, as per the Australian Industry Standards *Companion Volume Implementation Guide for TLI Transport and Logistics Training Package*, this course is conducted over two or more training days including a minimum of 16 hours of supervised training and assessment.

Pathways

The required competencies for licence to transport dangerous goods by road may be achieved through:

- formal training
- experience in the workplace (transport and logistics sector), or
- a combination of the above

The RTO must ensure the candidate is fully competent, regardless of the pathway chosen and every candidate must be assessed by the RTO using the MAI.

Recognised Prior Learning is not accepted for the *TLILIC0001 Licence to transport dangerous goods by road* course.

Assessment requirements

Assessment for *TLILIC0001 Licence to transport dangerous goods by road* must use the MAI provided TMR upon approval of the RTO.

Competency Assessment

The Assessor must inform the candidate of the competencies that will be assessed prior to commencing the assessment. The Assessor must also:

- outline the evaluation process for the assessment using the MAI
- identify if there are any barriers e.g.: cultural, language, special needs
- ensure the use of effective communication skills
- outline the process should the candidate be unsuccessful
- provide the candidate with a signed copy of the Assessment Report at the end of the assessment

Technical Guidance for Trainer and Assessors

Both the RTO's trainer/assessor manual and student manual must:

- Have headings that match the performance criteria and outcomes otherwise the RTO is to provide a matrix cross referencing competencies and page numbers.
- Provide a time frame for the completion of each performance criteria in the course overview and day/session timings.
- Identify required resources.
- Fully explain key teaching points (explanations / how to / trainer's notes / resources used) – quoting/repeating the performance criteria and outcomes, without technical content detailing what the trainer/assessor will be teaching and how it will be taught, is not acceptable.

- Identifies the use of the required MAI for assessment.
- Document any practical demonstrations used by the RTO.

Trainer/Assessor Performance Criteria and Evaluation Checklist

Performance Criteria	Performance Outcomes
1. Identify individual organisations and systems for the transport of dangerous goods	<p>The candidate should locate, identify, inspect and/or describe:</p> <ul style="list-style-type: none"> • Responsibilities and duties for the transport of DG by road in Queensland • Systems, organisations, and people who impact on the transport of DG by road in Queensland.
2. Identify UN numbers, classes and divisions of dangerous goods including packing groups and categories of dangerous goods	<p>The candidate should locate, identify and explain:</p> <ul style="list-style-type: none"> • Proper shipping names and other relevant information from the Australian Dangerous Goods (ADG) Code • UN class and division labels for DG and how they are determined in accordance with the ADG Code and Queensland's regulatory requirements • Packing groups and categories for DG and how they are identified and confirmed in accordance with the ADG Code and Queensland's regulatory requirements • How to use the ADG Code and Queensland's regulatory requirements to identify packing instructions and special provisions • How to use the ADG Code and Queensland's regulatory requirements to identify goods that are too dangerous to transport • Hazards of commonly transported DG • How placard loads are determined from ADG Code criteria and Queensland's regulatory requirements for the transport of placard loads.
3. Maintain dangerous goods documentation	<p>The candidate should demonstrate:</p> <ul style="list-style-type: none"> • How transport documentation is completed accurately and is amended as required in accordance with the ADG Code, Queensland's regulatory requirements and enterprise procedures • The correct placement of transport documentation in the cabin in accordance with the ADG Code and Queensland's regulatory requirements
4. Plan and manage safe transport of dangerous goods	<p>The candidate should identify:</p> <ul style="list-style-type: none"> • The ADG Code and Queensland's regulatory requirements for carrying passengers while transporting DG • Prohibited practices and the carrying of prohibited objects during transport of DG • The ADG Code and Queensland's regulatory requirements for planning road routes covering driving, parking, loading and unloading, uncoupling and/or securing the vehicle • Transport routes are checked to ensure prohibited areas are avoided and restricted routes (including TMR's preferred routes for DG transport in Metropolitan Brisbane) are identified • Regulatory requirements for transporting empty or nominally empty DG packaging in accordance with the ADG Code • Queensland's regulatory requirements and driver role in vehicle breakdown situations

<p>5. Check all safety equipment and its serviceability</p>	<p>The candidate should identify and determine:</p> <ul style="list-style-type: none"> • Safety equipment, including personal protective equipment (PPE) in accordance with the type of DG being transported, the ADG Code and Queensland's regulatory requirements • Suitability and serviceability of all safety equipment, including PPE
<p>6. Check vehicle and assess suitability of transport mode for intended load</p>	<p>The candidate should identify, check and assess:</p> <ul style="list-style-type: none"> • Suitability of the vehicle to carry DG • Suitability of DG packaging to ensure it is approved and fit for purpose • Ullage in large compartments for compliance with the ADG Code and Queensland's regulatory requirements • Transport documentation to ensure DG markings and vehicle placards are consistent with the load being carried, are legible and are clearly visible, in compliance with the ADG Code and Queensland's regulatory requirements • DG loads are checked for compatibility and segregation in accordance with Queensland's regulatory requirements • Load restraint methods and equipment for transporting DG are identified in accordance with the ADG Code and the National Transport Commission (NTC) Load Restraint Guide and Queensland's regulatory requirements • Special transport operations are planned and conducted in accordance with the ADG Code
<p>7. Follow emergency procedures</p>	<p>The candidate should:</p> <ul style="list-style-type: none"> • Explain the purpose of HAZCHEM codes and demonstrate how they are assigned for a range of DG loads • Identify emergency information required for types of DG being transported and how it is provided to relevant personnel and emergency services • Identify the driver role and obligations in an emergency situation within a Transport Emergency Response Plan (TERP) and any equipment for containment, clean up or recovery is identified within the plan
<p>8. Plan, control and manage transfer of dangerous goods</p>	<p>The candidate should identify:</p> <ul style="list-style-type: none"> • Positioning of vehicle for DG bulk transfer in accordance with the ADG Code and Queensland's regulatory requirements • Suitable safety measures for the transfer of all classes DG in accordance with the ADG Code and Queensland's regulatory requirements • Selection of appropriate transfer equipment for the task and adequate lighting levels in accordance with the ADG Code and Queensland's regulatory requirements • Responsibilities of driver during transfer of in accordance with the ADG Code and Queensland's regulatory requirements • Emergency procedures, in a spill or leak incident, during transfer and how they are to be implemented in accordance with the ADG Code and Queensland's regulatory requirements • Hoses used to transfer DG are appropriately identified, tested and used in accordance with the ADG Code