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| --- | --- | --- | --- |
| Company Name | Billing details | Purchase Order Number or write N/A | Any special eating requirements & name |
|  |  |  |  |
| Contact person for booking / in charge of staff attending |  | Cell Phone & Email |  |
| Course Type & Date | Attendee Name & contact number | Attendee Qualification ID number if attending STMS or Refresher course | ID Expiry date if applicable |
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Email this form to:

[train@trafficmanagementltd.co.nz](mailto:train@trafficmanagementltd.co.nz)

# Min course requirements for attendees (pre-requisites)

* **Traffic Controller - TC (1 day course)**. Don’t forget first you must attend the TC course prior to attending the STMS course (1 month stand down between courses). No previous training required to attend this TC course. Course covers basic introduction to temporary traffic management. **NOTE there is a 1 month stand down before you can attend the STMS course.**  **Site Traffic Management Supervisor - STMS (2 day course)**. This course is for qualified TC's and must be current (not be expired), check date displayed on your ID card. Note there is a one month stand down between completing the TC course and this STMS course.  
  You may also attend this course if you have held an STMS qualification any time in the past (regardless if it has expired or not
* **Refresher Course (1 day course).**Lasts3 years. Please note that this is a combined course for qualified TC’s and STMS only, you can refresh your staff regardless if they are a TC/STMS and as long as each person has already attended the full 1 day TC Course or the 2 day STMS course.  
  Your current qualification must not be expired for more than 1 year, please check your ID cards for expiry dates. You cannot attend the Refresher course as substitute for a full TC or STMS course.
* **Waste Collection Traffic Leader (KTCL) half day course,**for industries that deal with kerbside collection activities
* **We also offer 1-2 hourly talks to organisations about key principles of the code**, this also covers basic reminders for management & and staff on the ground about when traffic management may be required and advice and tips to keep your company fresh on top the rules (please make contact)

 L1 TC = no prerequisite.  
 L1 TC Refresher = must have a TTM qualification not expired longer than one year.  
 L1 STMS = Holds a current TC qualification or has held an STMS (at any time) in the past. To attend a Level 1 STMS course a trainee must have held their first TC qualification for a minimum of a month.  
 L1 STMS Refresher = STMS qualification expired no longer than one year.  
TC can also refresh by attending a full TC course  
STMS can refresh by attending a full STMS course.

Please check expiry date of previous TTM qualification to ensure qualification eligibility. No other TTM course is allowed to run with the full 2-day STMS course.