




### Approval

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01/03/2013	2	Update to cover all RSW roles
30/08/2013	3	Inclusion of Minors to the Around the Track Person role, changes to the recognition of overseas engineering degrees, updates to health assessments and minor amendments.
13/09/2013	4	Clarification on Drug and Alcohol Screening

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## 1. Introduction

### 1.1 Purpose

The purpose of this manual is to:

- Provide an overview of Metro's Rail Industry Worker Card requirements which are mandatory from 01 July 2013;
- Outline Metro's requirements for the Rail Industry Worker Competency Management System, identification process and card issue; and
- Identify key stakeholders involved in the process.

**Note.** The Rail Safety Worker Card referred to in version 1 of this document, has been replaced by the Australasian Railways Association sponsored Rail Industry Worker (RIW) Card implemented from 06 March 2013. The Competency Management System behind the card has not changed only the colour and layout of the card. Refer Appendix 10.1 for images of the new and old cards.

### 1.2 Scope

This manual covers the business rules associated with Metro's Competency Management System for Rail Safety Worker's (RSW's), who are not employees of Metro and carry out rail safety work for Metro. This includes contractors, subcontractors and suppliers engaged by Metro to undertake rail safety work.

### 1.3 Definitions and Responsibilities

Term or Acronym	Description
Academic Transcript	An official, comprehensive and verifiable copy of a student's record of learning relating to their qualification.
Act or 'the Act'	Refers to the Victorian Rail Safety Act 2006.
ARA	Australian Railways Association.
ARO	Accredited Rail Operator.
Assessor	Person who reviews and approves RSW's evidence of competence.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's vocational education and training sector.

Authorised Health Professional (AHP)	Medical practitioners who are appointed by the ARO to perform Health Assessments of RSW's. For a list of AHP's approved by Metro refer to the <a href="http://www.metrotrains.com.au/academy">www.metrotrains.com.au/academy</a> website.
Authorised Person	A person authorised to audit the RIW Card; this includes but is not limited to Metro Rail Safety Officers, Project Managers, Site Supervisors, Track Force Protection Coordinators and TSV Rail Safety Officers.
Card Issuing Body	Refers to the Metro approved external provider of the RIW Card.
Certified documents	Documents which are confirmed as true copies of the originals, by a person authorised to do so.
Competency (Unit of Competence)	A unit or component of a qualification issued by an RTO.
Competency Assurance Framework (CAF)	The framework that governs the CMS.
Competency Management System (CMS)	A system of capturing the competencies of all RSW's to meet the requirements of the Act. Metro uses the Onsite CMS to manage the competencies of contracting RSW's.
Contractor	A company or individual engaged by Metro to undertake rail safety work in accordance with an agreement. A RSW may be a sole trader or an employee of a parent contracting company. For the remainder of this procedure contractors and subcontractors are referred to as RSW's.
Danger Zone	Area within 3 metres of the outermost rail.
Functional Categories	Refers to one of the following: <ul style="list-style-type: none"> <li>• Plant &amp; Equipment,</li> <li>• Track and Civil,</li> <li>• Safeworking (Track Protection),</li> <li>• Signals, Control Systems &amp; Communications,</li> <li>• Structures,</li> <li>• Engineering and Design, and</li> <li>• Project Management.</li> </ul>

Incident (or Accident)	As defined by Metro's Incident Investigation procedure (L1-SQE-PRO-005).
Interstate RSW	A RSW who is based in a State other than Victoria, and is engaged to perform rail safety work for Metro.
Metro's Competency Matrices	Matrices that identify the RSW role against the evidence/competency requirements to support that role.
Metro	Refers to Metro Trains Melbourne Ltd.
NHS	National Standard for Health Assessments of RSW's.
Onsite	The CMS behind the RIW Card program.
Private Data	Data or documents are labelled as Private Data within the CMS where access to view this information is restricted.
Rail Corridor	Fence to fence either side of the nearest track. If no fence, 15 metres either side of the outermost rail.
Rail Safety Work	Refers to work carried out specific to Metro's accreditation with TSV.
Rail Safety Worker (RSW)	Refers to those carrying out rail safety work under one or more of Metro's Functional Categories.
RSW Card / Rail Industry Worker (RIW) Card	The smart card used to identify each RIW and the roles to which they are authorised to undertake.  The RIW Card replaced the RSW Card from 06 March 2013. RIW Card is the term used in this document.
Registered Training Organisation (RTO)	A vocational education and training organisation registered to deliver training in accordance with the AQF.
Relevant experience	Any experience presented for assessment needs to be directly related, connected or important to the role.
Statement of Attainment	A record issued by a RTO when an individual has completed one or more units of competency from nationally recognised qualification or course.



Transport & Logistics Industry (TLI)	The skills council responsible for the creation of nationally accredited training packages in support of the TLI.
VET Quality Framework	It sets the nationally agreed standards for the Australian vocational education and training system. This replaced the Australian Quality Training Framework.
Transport Safety Victoria (TSV)	Transport Safety Victoria is Victoria's integrated safety regulator for bus, maritime and rail transport.
Upload	Sending documents from a computer to another system using the Internet.

## 1.4 Responsibilities

### General Manager Health Safety Environment & Quality

- The owner of this procedure.

### Competency Assurance Framework Manager

- Is responsible for managing the process of ensuring all RSW's are compliant with the procedure.

### Metro

- Assessing and reviewing RSW's evidence of competence.

### Card Issuing Body

- Verification of a RSW's documentation against these business rules and issuing a RSW their RIW Card.

## 1.5 Reference Documents

The following documents support this procedure:

- L0-SQE-PRO-014 – Safety and Environmental Requirements for Contractors Working on Metro Premises,
- L0-SQE-PRO-016 – Visitor Safety,
- L0-HMR-MAN-002 – Signals Rail Safety Worker Competence,
- L0-HMR-PRO-044 – Alcohol and Other Drugs Procedure,
- L1-CCO-PRO-001 – Site Access Procedure,
- L1-SQE-PRO-005 – Incident Investigation,
- L1-SQE-PRO-041 – Management of Track Protection / Competency Card Authorisations, and
- National Standard for the Health Assessment of Rail Safety Workers.

## 2. Application Process

### 2.1 How do I apply for a RIW Card?

RIW Cards are obtained online. The steps are as follows:

1. Visit [www.railindustryworker.com.au](http://www.railindustryworker.com.au);
2. Register your company details on the RIW website portal – Metro will only accept applications for RIW Cards from registered businesses;  
**Note.** The RIW portal includes a number of ‘*Watch our video tutorials*’ to guide you through the process.
3. Create a profile for each RSW and select a Metro role or multiple roles for each RSW.
4. Upload copies of any qualifications, statements of attainment, certificates, licences, cards or other competencies required for each role;
5. For Signals, Control Systems & Communications you will also be required to select an assessor to validate the evidence; and  
**Note.** Refer to the Signalling Rail Safety Worker Competence Manual (L0-HMR-MAN-002) for further details.
6. If required, pay the appropriate fee as per paragraph 3.9 and visit an Australia Post outlet and complete 100 points identification check.

If you cannot perform this requirement online contact the Card Issuing Body on 1300 777 245, and they will talk you through the process and forward the relevant paperwork for you to take to Australia Post.

### 2.2 When will I be advised of the outcome?

When your documentation has been verified and/or assessed, and you have attended Australia Post and completed your 100 points of identification check, you will receive notification of the success of your application.

### 2.3 Who will advise me of the outcome and how will I be advised?

The Card Issuing Body will advise you via your elected preferred method of contact. Your RIW Card will be sent to you or the nominated representative via registered post.

### 2.4 Can my application be refused?

Yes. Metro has the right to refuse any RIW Card application.

### 2.5 What can I do if my application is refused?

You will need to contact the Card Issuing Body for further information. Refused applications will be reviewed by Metro on a case by case basis.

### 3. Minimum Requirements to Obtain a RIW Card

#### 3.1 Do I need a RIW Card?

Yes, if you are identified within one of Metro's competency matrices and intend carrying out rail safety work for Metro or one of Metro's contractors. All matrices can be found on the [www.metrotrains.com.au/academy](http://www.metrotrains.com.au/academy) website.

#### 3.2 When don't I need a card?

There are occasions when individuals can enter Metro's rail corridor without the need to possess a RIW Card and these occasions are managed by Metro's visitor protocol.

#### 3.3 Are contracting companies responsible for notifying their sub-contractors about the RIW Card requirements?

Yes. All sub-contractors carrying out rail safety work for Metro must have a RIW Card, so contractors must advise them. Metro will assist when asked.

#### 3.4 What are the minimum requirements to obtain a card?

- 100 Points of Identification,
- Enabling competencies outlined in Metro's matrices (refer paragraph 6.3 for further details on enabling competencies),
- PLUS (for work within Metro's rail corridor):
  - Medical documentation (Refer to paragraph 5),
  - Construction Industry (mandatory from 02 Dec 2013, refer paragraph 8.4),
  - Metro approved Train Track Safety Awareness (refer paragraph 3.13), and
  - Metro Safety & Environmental Induction.

#### 3.5 What are my responsibilities once I obtain my RIW Card?

Having obtained a RIW Card it's the RSW's responsibility to:

- Carry the RIW Card on their person when performing rail safety work for Metro,
- Provide it to an authorised person when asked to do so,
- Ensure personal details, including employer, are kept current,
- Ensure all roles performed for Metro are selected with the supporting evidence provided, and
- Maintain competency currency, including Health Assessment's.

**3.6 What do I do if I lose my RIW Card?**

You will need to contact the Card Issuing Body on 1300 777 245 as soon as you notice you have lost your card. Please note that you may not be able to carry out rail safety work for Metro or access Metro's rail corridor without your RIW Card. The Card Issuing Body can provide you with your unique RIW unique identification number, and will re-issue you a card. The replacement card will cost \$30 (excluding GST). Refer to [www.railindustryworker.com.au](http://www.railindustryworker.com.au) website for further details.

**3.7 How long will the RIW Card be valid for?**

The card will be valid for 5 years from the date of issue stamped on it.

**Note.** Individual competencies contained within the RIW Card will have differing expiries – for example Track Protection is valid for two years and Signalling, four years.

**3.8 What happens when my RIW Card expires after 5 years?**

An automatically generated reminder email will be forwarded to the email address contained within Onsite – so it's important that this address is kept current by you, the RSW. To renew the card you will have to complete a 100 point identification check. Dependent on the RSW role/s held, you may be required to re-apply for those roles with current evidence.

**Note.** If you currently hold the older RSW Card (refer Appendix 10.1 for images), you will not be required to replace this card with a new RIW Card until the older RSW Card expires in 5 years time.

**3.9 Do I have to buy the RIW Card or is it issued to me?**

You will need to purchase the RIW Card. The initial cost is \$100 (excluding GST), with an annual fee of \$30 (excluding GST). The payment of the RIW Card and annual fee is the responsibility of you or your contracting company.

**3.10 Who pays for the RIW Card when a RSW works for multiple companies?**

If you're a RIW who is associated with multiple labour hire companies, one of these companies will need to start the application process for you to obtain a RIW Card. You as the RSW may be required to pay for the RIW Card yourself.

**3.11 What happens when I leave my employer?**

When you leave your employer a number of actions are required:

- Email the Card Issuing Body via the [riw@pegasus.net.au](mailto:riw@pegasus.net.au) email address advising they have changed employers, and
- The employer is to disassociate you from their company.

**Note.** This will make the RIW Card inactive. As such you will not be able to work for Metro until you are either employed by a company registered in Onsite or you obtain an ABN and register yourself as a company.

### 3.12 Do you accept other States' Work Health and Safety Construction Industry Induction certificates?

Yes. In Victoria, Metro accepts the national white card or construction industry induction cards or certificates from all state accredited work safety organisations.

For further information refer to the WorkSafe website, [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au), for the following guidance note:

[http://www.worksafe.vic.gov.au/\\_data/assets/pdf\\_file/0007/14110/guidance\\_construction\\_cards\\_vs4.pdf](http://www.worksafe.vic.gov.au/_data/assets/pdf_file/0007/14110/guidance_construction_cards_vs4.pdf)

### 3.13 What rail industry track safety inductions does Metro accept?

Metro currently accepts the following Train Track Safety Awareness training from the following RTO's:

- Skilled,
- CERT,
- The Instruction Company, and
- John Holland Group.

Applications for recognition of rail industry/track safety inductions delivered by other training providers not listed above should be made to the [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) email address.

### 3.14 What does the RIW Card allow me to do?

The RIW Card allows you to carry out rail safety work for Metro in the roles you have selected, provided evidence for and been approved to do. RSW's must ensure they select all roles they intend to perform for Metro and provide the appropriate evidence.

In the signals discipline, submission of evidence is only part of the process. Your evidence must have been assessed by a Metro approved assessor and received final endorsement by Metro before being able to conduct signalling specific RSW. Refer Signals Rail Safety Worker Competence Manual for further detail on this process.

### 3.15 How do I use the RIW Card to log on at a work site?

It depends on the rules being implemented at the work site. If there is an electronic login it can take from 5 to 20 seconds to check all of the required competencies. In other instances a mobile scanner may be used to check competencies on the job. The authorised Metro Project Engineer / Manager will have access to the on-line system to check current competencies prior to works commencing and throughout the life of the project. Refer to paragraph 3.16 for further detail on auditing.

**3.16 Will Metro audit my RIW Card competencies?**

**On Work Sites:** The RIW Card has information that can be recovered/audited either via electronic scanning or online querying via the Onsite website. This will occur at both scheduled and random events to ensure RSW's are compliant with this procedure.

Where a RSW is found to not hold the necessary competencies/authorisations for the work being undertaken, they will be escorted from the worksite. This will initiate an investigation by Metro and may result in a suspension against the RSW for that or all roles. This will prevent the RSW from undertaking rail safety work for Metro.

**Desk Top Audits:** Either as a result of an accident, incident, breach of this manual or when Metro has reason to believe the competence of the RSW is called into question, Metro will review the evidence stored within Onsite. In all cases, Metro reserves the right to suspend the RSW from undertaking rail safety work for Metro.

**3.17 What will my card look like?**

Refer to Appendix 10.1 for images of what the new RIW Card and old RSW Card looks like.

**3.18 Can I be asked to hand my card back?**

No. The card belongs to you. If however you do not comply with the requirements of this manual your access to Metro worksites will be suspended. Examples could include failure to maintain currency of competencies, or non-compliance with Metro's drug and alcohol policy (see Paragraph 9), or as a result of worksite or desk top audit findings in paragraph 3.16.

#### **4. Identification Requirements**

##### **4.1 Do I need to provide 100 points of identification?**

Yes. In obtaining a RIW Card, RSW's must be confirmed by the completion of 100 points of identification check at Australia Post.

##### **4.2 What documents can I use for the 100 points of identification?**

Refer Appendix 10.2 for a list of documents which can be used for the 100 point identification check.

##### **4.3 Do my 100 point documents need to be originals?**

Metro will accept originals or certified true copies of originals.

Your 100 point documents must be certified if you're not taking original documents to Australia Post.

##### **4.4 Who can certify my documents?**

Your documents can be certified by any of the appointments recognised as capable of signing a declaration under the Statutory Declarations Act 1959 listed at Appendix 10.3.

##### **4.5 Does the person who certifies my documents need to add their details?**

Yes. They will need to provide their full name, and relevant details regarding their membership, which needs to include their registration or membership number.

The person certifying the document must be satisfied that the copy is a true and unedited copy of the original document

##### **4.6 Will Metro accept my 100 Point of Identification completed by my employer?**

No. Your 100 Points of Identification certification needs be completed at an Australia Post outlet by you, the RSW.

##### **4.7 Will Metro accept other RSW Cards that have already been through a 100 point check as proof of identification?**

Yes - Metro will accept the 100 point check when RSW's obtain a RIW Card from another rail operator using Onsite and the check is completed by Australia Post.

##### **4.8 What else do I need to take to Australia Post?**

Once your details have been submitted and the RIW Card has been paid for, you will be sent an email by Onsite. The email contains a document with a bar code, which is to be printed and taken to Australia Post. This links your identification to the documents provided to the Card Issuing Body.

**4.9 Can I go to any Australia Post outlets?**

No. Australia Post outlets are individual franchises across the country and only certain Australia Post outlets have been nominated. Please refer to the [www.railindustryworker.com.au](http://www.railindustryworker.com.au) website for details of your nearest outlet or contact the Card Issuing Body on 1300777245 for further information.

**4.10 Do I have to provide a photo?**

No. Your photo will be taken by Australia Post and will be used as the image on your RIW Card.

**4.11 What if one of my documents is not in English?**

An official translation is to accompany your documentation.

**4.12 Additional process for overseas applicants**

Overseas applicants and some Australian based applicants in very remote locations applying for RIW Cards can complete their 100 point identification check through the Card Issuing Body. All queries should be directed to [rsw@pegasus.net.au](mailto:rsw@pegasus.net.au).

**4.13 What happens once I have completed my 100 point identification check?**

When Australia Post has completed the 100 point check, a copy of your photograph will be electronically forwarded to the Card Issuing Body for use in producing your RIW Card.

**4.14 What will be done with my paperwork once submitted?**

Your documents will be stored within Onsite in accordance with the Privacy Act 1988.



## 5. Medical

### 5.1 Why is a Health Assessment required?

The Transport (Rail Safety) Act 2010 requires rail transport operators to have a health and fitness management program for RSW's. If your role has been determined as a RSW, you will be required to attend a Health Assessment as per the National Standard for Health Assessments of Rail Safety Workers.

### 5.2 What is the aim of the NHS Health Assessment Program?

The NHS aims to ensure that RSW's have the level of health required to perform their rail safety work safely in order to protect the network, public, fellow RSW's and themselves.

### 5.3 What are the different types of Health Assessment?

A risk management approach was used to determine which category of Health Assessment applies to all types of work. There are 3 different types of Health Assessment based on whether the work undertaken is Safety Critical or Non-Safety Critical as shown below:

#### 5.3.1 Category 1 High Safety Critical Worker

Applies to RSW's who undertake safety critical work and whose ill health may result in sudden incapacity or collapse leading to a serious incident affecting public safety or the rail network.

#### 5.3.2 Category 2 Safety Critical Worker

Applies to RSW's who undertake safety critical work where sudden incapacity will not impact on the safety of the public or the rail network.

#### 5.3.3 Category 3 Around the Track Personnel

Applies to RSW's who undertake non-safety critical work and whose health and fitness does not impact directly on the rail network but who are required to protect their own safety and that of other workers when working around the track.

**Note.** There is a 4th Risk Category for other non-safety critical workers who work in a controlled environment. These workers do not require a Health Assessment

### 5.4 What type of Health Assessment do I need?

This depends on the type of rail safety work you are carrying out for Metro. Some examples are: (not all inclusive)

- Category 1 – Track Force Protection Coordinators (all levels), Handsignaller, Track Vehicle Operators, Safeworking Level 1,
- Category 2 – Lookouts, and
- Category 3 – All other rail safety worker roles working within the rail corridor.

### 5.5 How long will my Health Assessment be valid for?

This depends on what type of Health Assessment you need and your age. See below table:

Health Assessment	Validity
Category 1	On commencement as RSW
	Every 5 years to age 50, then
	Every 2 years to age 60, then
	Every year
Category 2	As per Category 1
Category 3	On commencement as RSW
	At 40 years of age, then
	Every 5 years

Please note the above timeframes are only true where an AHP does not determine a requirement for more frequent reviews.

### 5.6 Can I book my Health Assessment with any AHP?

No. Your Health Assessment must be carried out by an AHP for RSW Health Assessments. Refer to [www.metrotrains.com.au/academy](http://www.metrotrains.com.au/academy) website for a list of approved AHP's.

### 5.7 Do I need to tell Metro that I am having a Health Assessment?

No. You do not need to advise Metro you are having a Health Assessment.

### 5.8 Who pays for the Health Assessment and how much will it cost?

RSW's are responsible for payment of their Health Assessment. The cost depends on the AHP and category of the Health Assessment. You will need to contact your local AHP for further details regarding cost.

### 5.9 What will the AHP assess?

The AHP will assess standard requirements applicable to the category of Health Assessment being undertaken, as per the National Transport Commission guidelines. Refer to the [www.ntc.gov.au](http://www.ntc.gov.au) website for further details.

### 5.10 How long will the Health Assessment take?

Please speak with the AHP as this depends on the category of Health Assessment you undertake.

### 5.11 What happens if I fail?

You can be deemed as not fit for duty to carry out rail safety work for Metro. Where your Health Assessment is a mandatory requirement of your role, your RIW Card will expire until this has been rectified.

For example, if you're a Handsignaller and do not pass the requirements of a Category 1 Health Assessment you will not be able to perform that role. However,

there is a potential you may be fit for duty for Category 3 Health Assessment and therefore may be able to perform other roles providing you hold the evidence requirements of that role. Should you be unfit for Category 3 duties, you will be unable to perform any RSW for Metro. The specific Health Assessment information is held between you and the treating AHP. Refer to the [www.ntc.gov.au](http://www.ntc.gov.au) website for further details.

#### **5.12 Do I need a new Health Assessment if I change jobs?**

Paragraph 5.4 lists the different Health Assessment levels required for different RSW roles. If you upgrade your qualifications you will need to obtain the appropriate Health Assessment for those qualifications to be accepted. For example – rail labourer requires Category 3 Health Assessment. If you upgrade and become a Track Force Protection Coordinator, you will require a Category 1 Health Assessment. If you downgrade your qualifications, your higher Health Assessment will cover you until renewal is required.

#### **5.13 How can I find out more?**

If you are unsure about what level of Health Assessment you require contact the CMS team via the [competencies@metrotrains.ocm.au](mailto:competencies@metrotrains.ocm.au) email address.

For further information about the National Standards for Health Assessment of RSW's, please refer to the [www.ntc.gov.au](http://www.ntc.gov.au) website.

#### **5.14 Is there a form the AHP needs to complete?**

Yes the forms are completed by your AHP and are not available from Metro. As an AHP, they are aware of which forms are required, depending on the Health Assessment category you require.

RSW's are to ensure the Health Assessment contains:

- Name of AHP and practice,
- Dates – of Health Assessment and any review periods required,
- Category level, and
- Relevant comments if there are any restrictions on performing RSW duties.

This summary is then uploaded into Onsite against your RIW Card profile.

#### **5.15 Do I need a drug and alcohol assessment?**

A urine drug screen is only required for a Pre Employment and a change of grade Health Assessment. As per the National Standard for Health Assessments of Rail Safety Workers, A Urine Drug Screen should not be a part of a periodical health assessment; therefore Metro does not require a drug screen of any kind to be completed for the purposes of a Periodical Health Assessment

Metro also carries out random drug and alcohol testing in accordance with Metro's Alcohol and Other Drugs Procedure; refer to paragraph 9.2 for further details.

**5.16 Who sees my Health Assessment results?**

Access to your full Health Assessment results is restricted to you and the treating AHP, with only the one page summary sheet uploaded into Onsite against your RIW Card profile

## 6. Competencies

### 6.1 What do you mean by competency?

Competency means you have sufficient knowledge and skills to perform rail safety work on behalf of Metro. This is evidenced by demonstrated experience and/or the possession of qualifications and units of competence (or competencies) issued by organisations such as universities and RTO's.

### 6.2 What evidence requirements are required by Metro?

The evidence requirements are dependent on the RSW role description, and could include:

- Qualifications under the AQF,
- Statements of attainment where national units of competence are listed,
- Statements of attendance,
- Certificates and licences, or
- Other types of evidence by either an accredited or non-accredited body.

In all cases, **they must** be issued by an organisation recognised by Metro.

The timetable for RSW's to obtain the relevant competencies/evidence requirements are summarised as follows:

- **Enabling Competencies** must be held by 01 July 2013, and
- **All Competency/Evidence requirements** must be held by 02 December 2013.

### 6.3 What is an enabling competency?

An enabling competency refers to those core competencies specifically relevant to the rail safety work being performed. On the Metro matrices these are coloured by a red 'X'. In all cases RIW Card will not be issued until these enabling competencies have been uploaded and confirmed by Onsite.

### 6.4 Where can I find the competency matrices?

You can find Metro's competency matrices at [www.metrotrains.com.au/academy](http://www.metrotrains.com.au/academy) under the heading Competency Matrices and Supporting Documents.

### 6.5 What if the job I want to do is not in the competency matrices?

It may not be considered rail safety work or may be included in one of the generic roles. Refer paragraph 7 for further details.

### 6.6 What if I have been doing a job but don't have a Unit of Competence?

A RIW Card will not be issued unless evidence requirements of that role are provided. If you do not have these, you need to contact the RTO or training organisation that issued your qualification/certificate to determine how to obtain a duplicate.

### 6.7 How do I get a copy of a competency if the issuing RTO has closed or lost the records?

RTO's have a legal requirement to keep copies of records for any training they have provided. If they have either lost their student records or closed, copies can be obtained from the relevant state accrediting body. During the transition period to the new cards Metro will work with RSW's and RTO's to assist them with obtaining their records. For assistance contact a member of the CMS team via the [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) email address.

### 6.8 What organisations that issue competencies does Metro recognise?

- For bodies issuing licences refer to Paragraph 8.
- For qualifications issued by overseas organisations see Appendix 10.4.
- For competencies captured in the Safeworking (Track Protection) competency matrix, the training provider must be approved by Metro. Refer to the [www.metrotrains.com.au/academy](http://www.metrotrains.com.au/academy) website for a list of approved providers.
- For a list of RTO's which have the relevant training package on their scope of registration visit the [www.training.gov.au](http://www.training.gov.au) website.

### 6.9 What will Metro accept as evidence of competence?

In the first instance Metro requires copies of original/accredited copies of qualifications as evidence of competence. This includes

- Statements of attainment/certificates/licences for AQF qualifications issued by RTO's,
- Licences issued by accredited/regulatory organisations such as WorkSafe, and
- In some instances (detailed in competency matrices) demonstrated evidence of work experience.

Whilst the Rail Safety Act specifies units of competence and qualifications must be provided, Metro acknowledges these are not always available. Reasons include the employee's training either pre-dating the issue of formal qualifications, or being non-accredited and specific to a company.

A graduated scale, detailed in the following table, summarises what Metro will accept from RSW's as evidence of competence.

Priority	Evidence	Example
<b>1</b>	Original documents	Statements of attainment Certificates issued by training organisation Record of training by a training organisation
<b>2</b>	Summary of training records issued by rail operator	Extract of attendance at training Summary of courses attended during employment
<b>3</b>	Higher qualifications in-lieu-of lesser qualifications	Track Force Protection Officer in-lieu-of track Handsignaller
<b>4</b>	Documents related to initial training	Documents provided by a training organisation when completing course – attendance record/results RSW identity cards with competencies listed on them either as a TLI unit or as a descriptor e.g. Track Vehicle Operator
<b>5</b>	Current recertification document supplemented by work history	Statement of employment history by current employer supported by work records Log books verified by a supervisor or employer
<b>6</b>	Recognition of prior learning/re-issue of competencies	Process completed by a training

RSW's should note:

- In all requests RIW Cards Priority 1 evidence will be sought by Metro as the mandatory competency to be uploaded into Onsite;
- If Priority 1 evidence is not available, then Priority 2 will be sought and so on;
- Recertification documents on their own are not acceptable as evidence of competence; and
- As a last resort, Metro would require RSW's who can provide no acceptable evidence of training to obtain them again via recognition of prior learning or retraining and assessment.

### 6.10 Higher qualifications in-lieu-of lower qualifications

Metro will accept higher qualifications in-lieu-of lower as evidence of competence, provided the pathway to attaining the higher qualification is via the lower. For example, evidence of Track Force Protection Coordinator 3.3 is acceptable in-lieu-of Handsignaller or Train Track Safety Awareness competencies.

**Note.** Where the lower is not in the same pathway both must be uploaded. For example, evidence of Track Force Protection Coordinator 3.1 cannot be uploaded into Handsignaller as the pathway to Track Force Protection Coordinator 3.1 does not include the Handsignaller qualification. The pathway to Track Force Protection Coordinator 3.1 is Train Track Safety Awareness, Lookout and then Track Force Protection Coordinator 3.1.

### 6.11 Who do I have to send my competencies to?

Your competency information will be uploaded against your profile within Onsite at the time of application for your RIW Card.

### 6.12 What if my qualification/certificate does not match what is listed in the competency matrix?

There may be some initial queries when the competency is being verified that will require clarification, or further evidence may be requested. Where older units of competence are held by the individual, requests are to be forwarded to [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) email address for further clarification.

### 6.13 Do my competency documents need to be certified?

No. Your competencies do not need to be certified.

### 6.14 What if my competencies were obtained overseas?

The Australian Government has established Overseas Qualifications Units in most Australian states and territories to assist migrant workers obtain recognition of their overseas gained skills and qualifications. Further details can be found at Appendix 10.4.

### 6.15 Where are my records stored?

Your records will be uploaded and stored against your profile within Onsite.

### 6.16 Who sees my competencies?

The Card Issuing Body will see your competencies and load the details against your profile within Onsite. Approved representatives at Metro, your employer and anyone authorised by you will have viewing access to your competencies.



**6.17 How can I as a parent contracting company see a sub-contractor's competency information?**

There is a function within Onsite that allows a parent contracting company to see the RIW information of their sub-contractors. This must occur as the parent contracting company is responsible for ensuring their subcontractors are competent to undertake the rail safety work for which they are contracted to do.

Further details on how to access this information can be provided by the Card Issuing Body.

**6.18 Can I update my records if I get another competency?**

Yes – you are able to update your own records within Onsite providing you have a log-in. Normally your company's Onsite administrator will do this for you. An 'update records' button can be found in the 'company site' in the Onsite website portal.

Selection of this button opens employee details and allows:

- Selection of new roles, and
- Upload of additional competencies.

Alternatively, a copy of the document can be sent to the Card Issuing Body.

**6.19 What does recertification of competence mean?**

Recertification of competence is a process to assess continuing competence and is a requirement for Safeworking (Track Protection) and Signalling.

**6.20 What happens if I receive notification of an expiring competency?**

If a competency has expired, it will need to be renewed for you to continue to perform this rail safety work for Metro.

You or your nominated representative will receive email notification from Onsite that a particular competency is due to expire. This will occur via email at 30 and 7 days prior to expiry. You will need to contact either your supervisor or an RTO (or body that issued the competency) to make arrangements for a recertification.

**6.21 Do I need to have my engineering competencies verified by Engineers Australia?**

If you're currently an Australian resident with engineering competencies they do not need to be verified by Engineers Australia.

Refer to Appendix 10.4 for further details regarding recognition of foreign qualifications.

**Note.** This has changed since Version 2 of this document where all engineering qualifications were to be validated by Engineers Australia.

**6.22 Who owns the information contained within Onsite?**

Personal data contained within Onsite is managed as per the Privacy Act 1988. The Card Issuing Body owns the information system that contains Metro's competency data. Metro has a licence to access its information contained within the system for the purposes of complying with the relevant Rail Safety Legislation.

**6.23 Is Onsite secure?**

Yes. There are controlled access rights to the system and the information it contains. The information will be stored as per the Privacy Act 1988. Metro also has business rules regarding who can access RIW information.

**6.24 Having provided our personal information to the Card Issuing Body will we receive unsolicited emails?**

No. Your data will be managed in accordance with privacy rules.

**6.25 Is the RIW Card portable across state boundaries?**

Metro is rolling out its competency management system and until the RIW Card is implemented in all states, differing state procedures may apply.

Contracting RSW's will need to access the [www.railindustryworker.com.au](http://www.railindustryworker.com.au) website, and follow the process in registering their details and upload relevant units of competence, qualifications, licences or certificates applicable to that ARO's business rules.

Depending on the role selected a RSW may be able to work across state boundaries provided the competencies are recognised in that state – for example plant operator licences. Note this is not applicable to Safeworking (Track Protection).

## 7. Other Groups

### 7.1 RSW's working for other Rail Operators

Metro is working with other ARO's in implementing its CMS and the RIW Card and as such business rules are being developed that recognise common competencies. Additionally many of the competencies in each operator's matrices are common.

Notwithstanding, RSW's must select Metro roles within Onsite when applying for RIW Cards if they wish to work for Metro. Where a comparable role has been selected from another ARO and the evidence has already been entered into Onsite for that ARO it does not need to be re-entered. Also, Metro will not require RSW's to complete another 100 point identification check if it has already been completed when applying for another operator's RSW/RIW Card.

**Note:** In some groups there will be a requirement to be reassessed, or authorised, prior to the role being added, e.g. Signals and Safeworking (Track Protection).

### 7.2 Mobile Plant Operators

Metro offers two pathways for mobile plant operators:

- Pathway 1 is for those RSW's who have less than five years operator experience, and are required to provide evidence of training as described in the plant and equipment matrix; and
- Pathway 2 added to cater for operators with many years of experience. In-lieu-of requirement to hold specific competency from resources training package, RSW's must demonstrate 5 years operator experience.

Evidence of training and experience could be:

- A previous certificate of competency issued by a regulator,
- A statement of attainment or other nationally accredited qualification,
- An industry competency card or completing training at an industry training school,
- Appropriate on-the-job training from an experienced and competent operator, or
- Experience and competency verified by a previous employer.

### 7.3 Structures

There are three structures roles:

- Structures repairers,
- Structures visual examiners, and
- Structures engineer examiners.

For each of the roles there are a number of pathways:

- Pathway 1 in the various roles is a new entrant/existing worker traineeship pathway,
- Pathway 2 in the various roles is an existing worker pathway that recognises training other than that provided by the Transport and Logistics (TLI) training package, and
- Pathway 3 in the engineering inspector/examiner roles provides specialist – ‘examine’ training to engineers.

The following table provides more detail on each role:

Role	Comments
Maintainer / Repairer	<ol style="list-style-type: none"> <li>1. Two pathways for all 3 roles (timber/concrete /steel).</li> <li>2. Pathway 1 – via completion of Certificate 2 Rail Infrastructure. Can be done as a traineeship (new RSW’s) or recognition of prior learning (current RSW’s).</li> <li>3. Pathway 2 – via an alternate Certificate pathway e.g. Certificate 3 Formwork for timber repairers with additional requirement of 5 years industry experience.</li> <li>4. Both pathways complete specialist repair unit from TLI package.</li> <li>5. RIIOHS205A Control traffic with a stop slow bat is an optional competency depending upon role.</li> </ol>
Visual Inspector / Examiner	<ol style="list-style-type: none"> <li>1. Two pathways for all 3 roles.</li> <li>2. Pathway 1 – via completion of Certificate 3 Rail Structures. Can be done as a traineeship (new RSW’s) or combination of training and recognition of prior learning (current RSW’s).</li> <li>3. Pathway 2 – via an alternate Certificate pathway e.g. Certificate 3 Formwork for timber repairers with additional requirement of 7 years industry experience.</li> <li>4. Both pathways complete specialist examine unit from TLI package.</li> </ol>
Engineering Inspector / Examiner	<ol style="list-style-type: none"> <li>1. Three pathways for all 3 roles.</li> <li>2. Pathway 1 – identical to visual inspector/examiner.</li> <li>3. Pathway 2 – identical to visual inspector/examiner except additional requirement for 10 years experience.</li> <li>4. Pathway 3 – tertiary pathway for existing RSW engineers who complete specialist examine units of competence.</li> <li>5. All pathways complete specialist examine unit from TLI package.</li> </ol>

#### 7.4 Around The Track Person

There are contractors who access the rail corridor to complete rail safety work either:

- On an infrequent basis; or
- In a training capacity; or
- In the vicinity of the track.

Metro must ensure these individuals comply with the minimum safety requirements to access Metro's rail corridor. That is they have a general understanding of the track, its surroundings, general hazards and safety systems applicable to working within Metro's rail corridor. This is over and above the requirements of those of a visitor which are covered by Metro's Visitor Safety Procedure.

Like ARTC, Metro has created the 'Around The Track Person' category to cover such groups, which includes:

- Water cart drivers,
- Tractor operators,
- Truck drivers,
- TSV rail safety officers,
- Cleaners,
- Security officers,
- Surveyors,
- Under-training staff including apprentices, trainees and undergraduates.

The minimum competencies for such personnel include:

- Category 3 Health Assessment,
- Train Track Safety Awareness,
- Metro Safety & Environmental Induction, and
- Construction Industry Induction.

**Note.** Revision 2.0 of this document listed Construction Industry Induction as conditional depending on the worksite arrangements. From 02 Dec 2013 this has changed and all RSW's selecting Around The Track Person role will be required to comply with all minimum competency requirements of this role. Until 02 Dec 2013 the requirement will be dependent on worksite requirements.

##### 7.4.1 What if I'm doing rail safety work for Metro but not entering Metro's rail corridor?

Amendments have been made to the Signalling, Design and Engineering and Project Management matrices to keep the competency requirements specific to that role.

If however, as part of this role, you intend on entering or working within Metro's rail corridor you will need to select the Around The Track Person role, in addition to your existing role, and be compliant with these competency requirements before entering the corridor.

### Examples:

If you're a design engineer based interstate and are not entering Metro's rail corridor for any part of your rail safety work, you only need to comply with the competencies of your role; in this case a design engineer. If however your project now requires you to access Metro's rail corridor then you will need to select and comply with the competency requirements of the Around The Track Person role as well.

If you're a Toyota Mechanic maintaining a Toyota Landcruiser road/rail vehicle in a Toyota dealership and not in the corridor, then ATTP is not required.

**Note.** From 02 December 2013, any RSW who has selected a role from the Signalling, Design and Engineering and Project Management matrices who carries out this role in Metro's rail corridor must also select and be compliant with the Around The Track Person competencies before entering the corridor.

If the ATTP competency requirement were uploaded as part of an existing role, once ATTP is selected, no further action will be required as the competency data will auto populate.

Previous versions of these matrices embedded the Around The Track Person competencies but listed them as optional depending on access requirements. This change will improve compliance and in-field auditing, mirror ARTC earlier changes and is consistent with the ARA's approach in the development of the National competency matrices.

## 7.5 Around The Track Person – Minor

The following outlines the process for any contractor under the age of 18 years requiring access to Metro's rail corridor.

### 7.5.1 Age Limit of Contractors

The same age restriction in the 1994 Book of Rules for Metro employees will apply to contractors, in that; *no contractor under the age of 18 years will be involved in any aspect of safety of the line or the working of traffic unless under proper supervision.* To avoid any doubt *any aspect of safety of the line* includes, Metro's assessment on a case-by-case basis.

### 7.5.2 How do I obtain approval from Metro?

In addition to existing access protocols, the principal contracting company responsible for the minor must obtain approval via the [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) email address prior to the minor entering Metro's rail corridor.

The following information must be provided in the email application:

- Name,
- Date of birth,
- RIW Card Number,
- Nominate supervisor(s),
- RIW Card Number of each supervisor,
- Type and location of work being carried out, and
- Duration of work.

### **7.5.3 How will I know if my application is successful or otherwise?**

Within 5 business days, Metro will notify the principal contracting company of the outcome in writing in the form of an 'Approval Confirmation' PDF file.

### **7.5.4 As a minor do I need a RIW Card?**

Yes. The role of Around The Track Person – Minor has been created in Onsite. The requirements for this role mirror the Around The Track Person role plus the additional mandatory requirement of the Approval Confirmation PDF file. As with all other roles, only when all evidence requirements have been met will the role be 'Complete' and the individual permitted to work in accordance with the Approval Confirmation.

### **7.5.5 When I turn 18 what do I then do?**

Select the relevant RSW role related to the work the individual is now performing.

### **7.5.6 What if I breach the approval conditions?**

The breach will be managed in accordance with Section 9 - Breach Management.

## **7.6 Tasks not captured within the Metro's Matrices**

Not all tasks that occur in Metro's rail corridor are RSW tasks, and therefore are not captured in Metro's competency matrices. Where this is the case contact the CMS team via the [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) email address.

For VicTrack, VicRoads, State Projects or Other groups, site access is managed by Metro's Site Access Procedure. Whilst access for this group is controlled by a separate procedure or other agreements are in place, individuals may require a RIW Card. Where a RIW is not required individuals may need to hold the following minimum competencies, as detailed in Metro's Site Access Procedures:

- Category 3 Health Assessment,
- Train Track Safety Awareness,
- Metro Safety & Environmental Induction, and
- Construction Industry Induction - if entering a worksite.

## 8. Licencing

Before people and businesses undertake certain activities in the workplace, they may be required to:

- Obtain a permit,
- Notify their state work safety authority,
- Register certain equipment, and
- Hold a licence or certificate of competency.

### 8.1 When do I Need a Licence?

The law requires you to obtain a licence before doing certain types of work. Licences and registrations are bound by state and federal legislation, including workplace health & safety regulations, dangerous goods regulations, various communications regulations, and the requirements of Standards Australia.

Metro will only recognise licences issued by accredited organisations, and has specified in our competency matrices the licences required of RSW's to complete rail safety work.

### 8.2 Plant and Equipment

#### 8.2.1 High Risk Work Licences

Work Health and Safety Law requires workers to hold high risk work licences for certain types of work. WorkSafe issue high risk work licences.

RSW's carrying out any of the following types of high risk work requires a high risk licence:

- Crane and hoists,
- Load shifting ie. forklift operation,
- Scaffolding, dogging and rigging, and
- Boilers and pressure equipment operation.

Changes in Work Health and Safety Law have resulted in workers not being required to possess licences or certificates of competency for certain types of work, ie. grader operation.

Metro requires evidence of competence to perform these tasks. Suitable evidence of competence includes a statement of attainment or qualification in a suitable national unit of competence issued by an RTO.

High risk work licence details will be entered against your profile within the CMS, along with the relevant five year expiry date. Notification of the expiry will be sent to you via your preferred method of contact.



### 8.2.2 Dogging, Rigging and Scaffolding Licences

Dogging, rigging and scaffolding are all categorised as high risk work. An approved provider must assess the training, skills and knowledge using the relevant assessment instrument under realistic workplace conditions before you can apply for a national licence to perform high risk work.

The relevant assessment instrument for the particular level will need to be carried out. That is, should you be deemed competent as an intermediate rigger, this does not automatically qualify you for basic rigging. A separate assessment will need to be carried out.

Please also note that should you be conducting two point lifts in the rail corridor, an intermediate rigger is required on site to plan and supervise the lift.

### 8.2.3 Expired Licences

Most states have put in place transitional arrangement to assist businesses, industry and workers obtain new plant and equipment licences, and are running a program to change all national certificates of competency issued to a new high risk work licence. This includes sending a renewal package with an application form and guide before your national certificate of competency is due to expire.

In instances where licences are no longer required for specific plant and equipment, Metro requires other evidence of competence. In these cases suitable evidence includes;

- Holding a previous certificate of competency issued by a regulator,
- Holding a statement of attainment or other nationally accredited qualification,
- Holding an industry competency card or completing training at an industry training school,
- Having appropriate on-the-job training from an experienced and competent operator, and
- Having previous experience and competency verified by a previous employer.

### 8.3 Other Licences and Registrations

Metro requires evidence of licensing or registration for occupations or tasks, where this is required by law. Examples include asbestos assessor licence, communication cabling registration, driver licence, electrical licence and explosives licence.

### 8.4 What are the changes to Construction Industry Induction requirements?

From 02 December 2013 all RSW's undertaking rail safety work within Metro's rail corridor will be required to complete Construction Industry Induction and upload evidence into your RIW profile. Until 02 Dec 2013 the requirement will remain optional dependent on worksite requirements.

## 9. Breach Management

### 9.1 General Breach Management

Metro reserves the right to remove a RSW from site as a result of any type of incident or accident.

Metro will investigate all accidents and incidents in accordance with Metro's Incident Investigation procedure. Where a RSW has been identified as responsible for the incident this may result in a suspension of the RSW from carrying out rail safety work for Metro. Suspensions against a RSW are captured by placing a 'hold' against the RSW's RIW Card profile within Onsite. The hold will prevent that RSW from undertaking rail safety work related to the breach/accident/incident or all rail safety work, depending on the severity of the breach.

### 9.2 Drug and Alcohol

Metro's policy is to provide a safe, healthy and productive work environment free from drugs and alcohol. This is administered by Metro's Alcohol and Other Drug procedure.

Metro requires all RSW's to be drug and alcohol free at all times at work and Metro conducts regular drug and alcohol tests to help us achieve our commitment.

#### 9.2.1 What is a drug and alcohol breach?

A drug and alcohol breach is a breach against Metro's Alcohol and other Drugs Procedure.

#### 9.2.2 How is a drug and alcohol breach managed?

The RSW will have an indefinite 'hold' placed against their RIW Card profile within Onsite. This will prevent the individual from undertaking any rail safety work for Metro.


### 9.3 Track Protection

RSW's contracted to carry out track protection duties for Metro must have been assessed as competent and be in possession of a current RIW Card. Where an investigation concludes that the RSW was at fault the action will be in accordance with paragraph 9.1 above.

#### 9.3.1 Engagement details

Prior to engagement, Metro will confirm that track protection RSW's have:

- Required competencies in accordance with the Metro's matrices,
- Knowledge of relevant network rules and procedures,
- Route knowledge, and
- Sound worksite protection performance history.

	<b>BUSINESS RULES MANUAL FOR THE CONTRACTING RAIL SAFETY WORKER</b>	
LO-HMR-MAN-001	Version: 4	Effective from: 13 <sup>th</sup> September 2013

## 10. Appendices

### 10.1 Appendix 1 – New RIW Card and old RSW Card



## 10.2 Appendix 2 – 100 Point Identification Check Form

Primary Documents	Document Type	Office use only
<b>70 points</b> You <b>MUST</b> present <b>ONE</b> Primary Document.	Birth Certificate	<input type="checkbox"/>
	Current Passport	<input type="checkbox"/>
	Expired passport which has not been cancelled and was current within the preceding 2 years	<input type="checkbox"/>
	Driver's licence issued by an Australian State or Territory	<input type="checkbox"/>
	Photo Card or Proof of Age Card issued by an Australian State or Territory	<input type="checkbox"/>
Secondary Documents	Document Type	Office use only
<b>40 points</b> A maximum of <b>TWO</b> secondary documents can be presented.	Licence issued under Australian Law (Boat Operator, Firearms and Security)	<input type="checkbox"/>
	Identification card issued to a public employee	<input type="checkbox"/>
	Identification card issued by the Commonwealth or a State or Territory Government as evidence of the persons entitlement to a financial benefit	<input type="checkbox"/>
<b>35 points</b>	An identification card issued to a student at a tertiary education institution.	<input type="checkbox"/>
	A mortgage or other instrument of security held by a financial body	<input type="checkbox"/>
Additional Secondary Documents	Document Type	Office use only
<b>25 points</b> A maximum of <b>THREE</b> additional secondary documents can be presented.	Records from a financial institution , Credit card, EFTPOS / Debit Card	<input type="checkbox"/>
	Council Rates	<input type="checkbox"/>
	Medicare Card	<input type="checkbox"/>
	Licence issued by a Commonwealth or a State work safety authority	<input type="checkbox"/>
	Lease/rent agreement	<input type="checkbox"/>
	Records of a public utility—phone, water, gas, or electricity bill	<input type="checkbox"/>
	Rent receipt from a licensed real estate agent	<input type="checkbox"/>
	Insurance Documents – Health, Home, Car	<input type="checkbox"/>
	Record of a primary, secondary or tertiary education institution attended within the last 10 years	<input type="checkbox"/>
	Record of professional or trade association of which you are a member	<input type="checkbox"/>
	Foreign Drivers Licence (with translation)	<input type="checkbox"/>
	Motoring Club Membership (e.g. NRMA, RACV)	<input type="checkbox"/>

Change of Name	Document Type	Office use only
If you have changed your name from that on the identity document, you will also need to provide one of the following Change of Name documents:	Change of Name by Deed Poll	<input type="checkbox"/>
	Marriage Certificate (Australian)	<input type="checkbox"/>
	Marriage Certificate (Foreign with translation)	<input type="checkbox"/>
	Change of Name Documents (i.e. Change of Name Certificate)	<input type="checkbox"/>

### 10.3 Appendix 3 - Statutory declaration signatory list

A statutory declaration under the Statutory Declarations Act 1959 can be made before;

1. A person who is currently licensed or registered under a law to practice in one of the following occupations:
  - Chiropractor
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
  
2. A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
  
3. A person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service

- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - a. in a country or place outside Australia, and
  - b. authorised under paragraph 3(d) of the Consular Fees Act 1955, and
  - c. exercising his or her function in that place
- Employee of the Commonwealth who is:
  - a. In a country or place outside Australia, and
  - b. Authorised under paragraph 3(c) of the Consular Fees Act 1955, and
  - c. Exercising his or her function in that place.
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - a. An officer, or
  - b. A non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service, or
  - c. A warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

- Member of:
  - a. The Parliament of the Commonwealth, or
  - b. The Parliament of a State, or
  - c. A Territory legislature, or
  - d. A local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - a. The Commonwealth or a Commonwealth authority, or
  - b. A State or Territory or a State or Territory authority, or
  - c. A local government authority; with 5 or more years of continuous service who is not specified in another item in this list.
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - a. The Commonwealth or a Commonwealth authority, or
  - b. A State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

## 10.4 Appendix 4 – Foreign Qualifications Skills Recognition

Version 2 of this document stated that all tertiary qualification from foreign institutions had to be certified by their Australian Equivalent. Whilst paragraph 10.4.1 remains the same, changes have occurred for engineering qualifications. See paragraph 10.4.2 for further details.

### 10.4.1 Trades and Associated Skills Recognition

Trades Recognition Australia (TRA) manages skills assessment services for people with trade skills who are Australian citizens, residents (both temporary and permanent) and potential migrants to Australia.

Your application will be assessed against the criteria for the assessment program you apply for and on the information you provide in your application.

Please be aware that for the TRA skills recognition, there are many different types of skills assessments depending on the type of visa that has been applied for and/or the purpose of the skills assessment.

Please refer to the following website for further information:

- <http://www.innovation.gov.au/Skills/SkillsAssessment/TradesRecognitionAustralia/Pages/default.aspx>

### 10.4.2 Engineering

Metro will adopt Engineers Australia's process for the Assessment of Qualifications and Competencies, which includes those holding overseas degrees/qualification.

Please refer to the following website for further information:

- <https://www.engineersaustralia.org.au/membership/assessment>

**Who needs a Stage 1 Competency Assessment?** If you answer yes to the three examples on their website you will require a Stage 1 Assessment. Once complete a copy of the Stage 1 Assessment **must** be uploaded into Onsite along with a copy of your degree.

**I have an overseas engineer qualification.** As stated on their website you do not need to complete a Stage 1 Assessment if your qualification is accredited under one of the following accords:

- Professional Engineer – Washington Accord (Signed in 1989)  
<http://www.washingtonaccord.org/Washington-Accord/>
- Engineering Technologist – Sydney Accord (Signed in 2001)  
<http://www.washingtonaccord.org/sydney/>



For your degree to be accredited:

- The country where you completed your degree is a signatory to the accord,
- You completed your degree after the signatory date, and
- The program is accredited by the body equivalent to Engineers Australia in that country.

The latter may require you to contact the accredited body in that country via email, provide a copy of your degree, and ask them to provide a statement that your degree is part of a recognized program accredited by them. For further assistance on this you may wish to email Engineers Australia via [eacompetencies@engineersaustralia.org.au](mailto:eacompetencies@engineersaustralia.org.au).

Metro will require evidence that your degree is accredited by either accord and this must be uploaded into Onsite along with your degree. This may be in the form of an email from the overseas accredited body or screen shot of the recognized program.

#### **10.4.3 Skills Assessments Applications**

If you're applying for a skills assessment to obtain an Australia visa, it is important you check with the Department of Immigration and Citizenship (DIAC) about their requirements for the visa you are applying for. This will ensure you apply for a skills assessment under the correct skills assessment program.

Please refer to the following website to review requirements:

- <http://www.immi.gov.au>