




Approval

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1. Introduction

1.1 Purpose

The purpose of this procedure is to detail the signals competency management system requirements; a subset of competency requirements for all rail safety workers governed by the 'Business Rules Manual for the Contracting Rail Safety Worker' (L0-HMR-MAN-001).

1.2 Scope

This procedure covers all signal contractors and subcontractors who carry out rail safety work in support of Metro's signalling infrastructure; this includes design, construction, testing, commissioning and maintenance of this infrastructure.

1.3 Definitions and Responsibilities

The following terms and acronyms are used within this document:

Term or acronym	Description
Academic Transcript	Is an official, comprehensive verifiable copy of a student's record of courses relating to their qualification.
Act or 'the Act'	Refers to the Victorian Rail Safety Act 2006.
ARA	Australasian Railways Association.
ARO	Accredited Rail Operator.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.
Card Issuing Body	Refers to Onsite – the ARA and 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 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 signalling work in accordance with an agreement. A contractor may be a sole trader or an employee of a parent signal contracting company. For the remainder of this procedure contractors and

Term or acronym	Description
	subcontractors are referred to as RSW's.
CS&C	Control Systems & Communications
Functional Category Expert (or FCE)	Metro appointment responsible for providing specialist category advice – designated as the Signals Network Asset Manager.
MIRSE	Member of the Institution of Railway Signal Engineers.
Onsite	The Onsite CMS is the system behind the RIW Card program.
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	<p>The smart card used to identify each RIW and the roles to which the RSW is authorised to undertake.</p> <p>The RIW Card will replace the RSW Card from 06 March 2013. RIW Card is the term used in this document.</p>
Registered Training Organisation (or 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 pertinent to the role.
Signal Assessor	An individual approved by Metro to review evidence pertaining to a Signal's RSW and issue authorising documents to Onsite in support of this procedure.
Signal Competency Roles	There are 5 signal functional roles – Design, Construction, Test, Maintenance and Control Systems & Communications.
Signals Competency Classifications	Within the signals competency roles are 22 competency classifications.
Signals Proficiency Skills	Within each signals class there are a range of skills that

Term or acronym	Description
	are separately identified on the statement of competency.
Signals Proficiency Level	Within each signals skill there may be a range of proficiency levels. These levels 0, 1, 2, 3 cover the level of proficiency achieved by the RSW. RSW's may only undertake work for which they have appropriate proficiency level.
Subject Matter Expert (SME)	SME's are RSW's who have met the evidence requirements associated with a Proficiency Level 3 within a given role classification. Once endorsed by Metro the SME provides expert guidance to the assessor during the assessment process.
Statement of Competency (SoC)	This is the document which details the signals classification, skills, range and levels of the RSW.
TIC	Tester in Charge.
TSV	Transport Safety Victoria is Victoria's integrated safety regulator for bus, maritime and rail transport.
VET Quality Framework	It sets the nationally agreed standards for the Australian vocational education and training system. This replaced the Australian Quality Training Framework.
Upload	Sending documents from a computer to another system using the Internet.
VRIOGS	Victorian Railway Industry Operators Group Standards.
Work Experience Record / Log Book	This is the record of work undertaken by the RSW involving the application of the signalling competencies.

1.4 Responsibilities

General Manager – Health Safety Environment & Quality

- Is the owner of this procedure.

Network Asset Manager – Signals

- Is responsible for providing signal expertise in the implementation of this procedure.

Competency Assurance Framework Manager

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

Card Issuing Body

- Is responsible for verifying RSW competencies and issuing the RIW Card.

RSW's


- Shall ensure the competencies required to work for Metro are valid, current and relevant to the work they undertake;
- Shall not undertake rail safety work for which they have not been deemed competent under this procedure; and
- Shall provide and maintain all evidence requirements used in assessing competence in accordance with this procedure.

Signalling Contracting Companies

- Are to ensure compliance with this procedure; and
- Are responsible for ensuring subcontracting RSW's, engaged by the parent contracting company are compliant with this procedure.

Alliance partners

- Are to ensure all RSW's engaged by the alliance are compliant with this procedure.

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2. Identifying Signals CMS Requirements

Whilst the terms competent, competency, competence and proficiency are often used interchangeably, and can have a different meaning depending on the context, for the purpose of this document the following statement applies:

- RSW's will be assessed on the evidence requirements within the Signals, Control Systems & Communications Matrix and if successful will be deemed 'competent' to undertake rail safety work under that particular role classification.

Once a RSW has been assessed as competent, a RIW Card will be issued by the card issuing body. Only then will the RSW be permitted to undertake rail safety work within the proficiency level of that role classification.

The evidence requirements are made up of:

- Higher education qualifications, vocational qualifications or units of competence issued under the AQF,
- Other non-AQF accredited training,
- Metro proprietary assessment tools and proficiency assessments,
- Signals system knowledge, and
- Demonstrated experience.

2.1 Signals Roles and Classifications

The evidence requirements for the roles below are based on the typical grouping within the Australian rail industry. RSW's should first identify the role or core discipline of signals work they undertake and then the classification. Where a RSW cannot identify a role classification that aligns to their company position they should contact the competencies team to seek clarification via the competencies@metrotrains.com.au email address.

Role	Design	Construction	Test	Maintain	Control Systems and Communications (CS&C)
Classification	Principles Design Engineer	Senior Construction Engineer	Principles Test Engineer	Senior Maintenance Engineer	Senior CS&C Engineer
	Senior Design Engineer		Senior Test Engineer		
	Design Engineer	Construction Engineer	Test Engineer	Maintenance Engineer	CS&C Engineer
		Construction Supervisor / Team Leader		Maintenance Supervisor / Team Leader	
	Designer	Constructor	Tester	Maintainer	CS&C Technician
	Assistant Designer	Assistant Constructor	Assistant Tester	Assistant Maintainer	CS&C Assistant Technician

2.2 Company Position Descriptors versus RSW Roles

Individual company position descriptors may or may not align in title or function with the RSW role classifications listed above. In both cases the question remains:

‘What rail safety work does the individual undertake for Metro as a function of their position within the company?’

In many cases the company position might actually involve multiple signal role classifications. In this case, the difference is simply the amount of evidence required to support all classifications, ie. a RSW might hold a Bachelor of Engineering and hold the position of Signals Superintendent within his/her company. But the rail safety work they undertake falls under the classification of Test Engineer and Maintenance Engineer. In this case both roles are selected and all evidence requirements for both role classifications must be provided for assessment.

2.3 Role & Classification Descriptors

Roles classifications descriptors are captured in the following paragraphs.

Role classifications with a conditional requirement of TIC are explained below; however, RSW's should refer to the Signals, Control Systems & Communications matrix for other conditional requirements associated with each role classification.

Signal Design

- **Principles / Senior Engineer**

General Statement: This covers the signal design area predominantly at a senior level. The RSW typically has greater than 10 years engineering experience in railway signalling with at least 5 years in a responsible signal engineering design management position and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

Principles Specific: As a Principles Design Engineer the RSW will typically be responsible for interpreting and complying with VRIOGS, Book of Rules and Operating Procedures and Operational Requirements and capable of producing and final sign-off of signalling principles with a typical proficiency of level 3, in the required design activity. This can also include independent principles verification function. This role may or may not be associated with an individual holding the position of the Principal Engineer.

Senior Engineer Specific: As a Senior Design Engineer the RSW will typically be responsible for checking / verification and including the final sign-off of designs with a typical proficiency of level 3, in the required design activity.

- **Engineer**

This covers the general signal design and checking area of the works. The person typically has greater than 5 years engineering experience in railway signalling and holds a formal qualification from a university. See Note 1 for a recognised equivalent pathway.

As a Signal Design Engineer the person will typically be responsible for production of signal designs and final checking by interpreting signalling principles / standards and functional design documentation to proficiency level 2, in the required design activity. This can also include independent design review function.


- **Designer**

This covers the signal design area for design and initial / minor works checking. The RSW typically has greater than 3 years engineering experience in railway signalling and holds a formal qualification, e.g. a Certificate IV through to Advanced Diploma in a relevant field.

As a Signal Designer the RSW will typically be responsible for production of signal designs by interpreting signalling principles / standards and functional design documentation to a minimum proficiency of level 2, in the required design activity.

- **Assistant Designer**

This covers the training / entry level signal design area for drafting and design. The RSW typically has less than 3 years engineering experience in railway signalling and holds a formal qualification, e.g. a Certificate IV through to Advanced Diploma in a relevant field.

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As a Signal Assistant Designer the RSW will typically be capable of drafting and initial production of signal designs under supervision to a proficiency of level 1.

Signal Construction

- **Senior Engineer**

This covers the signal construction area predominantly at a senior level. The RSW typically has greater than 10 years engineering experience in railway signalling with at least 5 years in a responsible signal construction management position and holds formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

As a Senior Construction Engineer the RSW will typically be responsible for interpretation of signalling requirements and the final sign off for construction of the signalling works with a typical proficiency of level 3, in the required signal construction activity.

- **Engineer**

This covers the general signal discipline area for construction. The RSW typically has greater than 5 years engineering experience in railway signalling and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

As a Signal Construction Engineer the RSW will typically be responsible for production of construction of works by interpreting signalling design plans, construction standards and functional construction documentation to a proficiency of level 2, in the required construction activity.

- **Supervisor / Team Leader**

This covers the signal trade / site construction area of the works. The RSW typically has greater than 5 years engineering experience in railway signalling and holds a formal qualification e.g. a Certificate III through to Advanced Diploma in a relevant field.

As a Signal Construction Supervisor / Team Leader the RSW will typically be responsible for overseeing and leading the physical construction activities by interpreting signalling documentation and functional construction documentation to a minimum proficiency of level 2, in the required construction activity. The construction activity may require supervision of 'set to work' activities as required.

- **Constructor**

This covers the signal trade / site construction area of the works. The RSW typically has greater than 3 years engineering experience in railway signalling and holds a formal qualification e.g. a Certificate III through to Advanced Diploma in a relevant field.

As a Signal Constructor the RSW will typically be responsible for undertaking the physical construction activities by interpreting signalling documentation, functional construction documentation and 'set to work'

activities as required to a minimum proficiency of level 2, in the required construction activity.

- **Assistant Constructor**

This covers the training / entry level in signal construction area undertaking the physical signal construction activities. The RSW typically has less than 3 years engineering experience in railway signalling and holds a formal qualification e.g. a Certificate III through to Advanced Diploma in a relevant field.

As an Assistant Signal Constructor the RSW will typically be capable of assisting the signal constructor under supervision in the physical works and has a basic understanding of signalling construction drawings and construction standards to a proficiency of level 1.

Signal Maintenance

- **Senior Engineer**

This covers the signal maintenance area predominantly at a senior level. The RSW typically has greater than 10 years engineering experience in railway signalling with at least 5 years in a responsible signal maintenance management position and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

As a Senior Maintenance Engineer the RSW will typically be responsible for maintenance of the signalling system and sign off for signalling maintenance documentation or works with a typical proficiency of level 3, in the required signal maintenance activity.

See Note 2 for TIC requirements.

- **Engineer**

This covers the general signal maintenance area. The RSW typically has greater than 5 years engineering experience in railway signalling and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

As a Signal Maintenance Engineer the RSW will typically be responsible for production of signal technical maintenance plan documentation by interpreting signalling documentation and functional maintenance documentation to a proficiency of level 2, in the required maintenance activity. This can also include 'minor works' TIC activities.

See Note 2 for TIC requirements.

- **Supervisor / Team Leader**

This covers the signal trade / site signal maintenance area of the signalling system. The RSW typically has greater than 5 years engineering experience in railway signalling and holds a Certificate IV in Rail Signalling.

As a Signal Maintenance Supervisor / Team Leader the RSW will typically be responsible for overseeing, leading and signing off the signal maintenance activities by interpreting signalling documentation, including

maintenance instructions and technical maintenance plans and functional signal maintenance documentation to a minimum proficiency of level 2, in the required signal maintenance activity. This can also include 'minor works' TIC activities

See Note 2 for TIC requirements.

- **Maintainer**

This covers the signal trade / site signal maintenance area of the system. The RSW typically has greater than 3 years engineering experience in railway signalling and holds a Certificate IV in Rail Signalling.

As a Signal Maintainer the RSW will typically be responsible for undertaking the physical maintenance activities by interpreting signalling documentation and functional maintenance documentation to a minimum proficiency of level 2, in the required signal maintenance activity.

- **Assistant Maintainer**

This covers the training / entry level in the signal maintenance area undertaking the physical signal maintenance activities. The RSW typically has less than 3 years engineering experience and holds a formal qualification, e.g. a Certificate IV through to Advanced Diploma in a relevant field.

As an Assistant Signal Maintainer the RSW will typically be capable of assisting the signal maintainer under supervision in signal maintenance works and has a basic understanding of signal maintenance procedures and documentation to a proficiency of level 1.

Signal Test

- **Principles / Senior Engineer**

General Statement: This covers the signal testing area predominantly at a senior level. The RSW typically has greater than 10 years engineering experience in railway signalling with at least 5 years in a responsible signal testing management position and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

See Note 2 for TIC requirements.

Principles Specific: As a Principles Test Engineer the RSW will typically be responsible for interpreting and complying with VRIOGS, Book of Rules and Operating Procedures and Operational Requirements and capable of principles testing and final sign-off of the signalling works with a typical proficiency of level 3, in the required testing activity. This could include independent signalling principles validation applicable to the TIC activities.

Senior Engineer Specific: As a Senior Signal Test Engineer the RSW will typically be responsible for the validation and final sign-off of testing activities with a typical proficiency of level 3, in the required testing activity.

This can also include factory acceptance testing and signal testing applicable to TIC activities.

- **Engineer**

This covers the general Signal Testing area of the works. The person typically has greater than 5 years engineering experience in railway signalling and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

As a Signal Test Engineer the person will typically be responsible for production of Signalling Test & Commission documentation, testing methodology and testing charts by interpreting the signalling functional documentation to a proficiency of level 2, in the required Signal Testing activity. This can also include Tester in Charge activities.

See Note 2 for TIC requirements.

- **Tester**

This covers the signal test area of the works. The RSW typically has greater than 3 years engineering experience in railway signalling and holds a formal qualification, e.g. a Certificate IV through to Advanced Diploma in a relevant field.

As a Signal Tester the RSW will typically be responsible for undertaking the tester activities by interpreting signalling documentation and functional test documentation to a minimum proficiency of level 2, in the required test activity.

See Note 2 for TIC requirements.

- **Assistant Tester**

This covers the training / entry level in signal test area undertaking the signalling testing role. The RSW typically has less than 3 years engineering experience in railway signalling and holds a formal qualification, e.g. a Certificate IV through to Advanced Diploma in a relevant field.

As an Assistant Signal Tester the RSW will typically be capable of assisting the signal tester under supervision in the testing works and has a basic understanding of signal test procedures and test documentation at a proficiency of level 1.

Control Systems & Communications

- **Senior Engineer**

This covers the CS&C area predominantly at a senior level. The RSW typically has greater than 10 years experience in railway signalling with at least 5 years experience in a CS&C management and systems engineering position and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

It is expected that this RSW will be able to work at system architect level and engineer, deliver, new and novel communications solutions in a complex rail signalling and communication environment.

As a Senior CS&C Engineer the RSW will typically be responsible for verification and final sign off of CS&C designs and commissioning works with a typical proficiency of level 3, in the required CS&C design and checking area of the works activity.

- **Engineer**

This covers the general Signal CS&C design and checking area of the works. The RSW typically has greater than 5 years engineering experience in railway signalling and holds a formal qualification from a university. See Note 1 at the end of this section for a recognised equivalent pathway.

As a Signal CS&C Engineer the RSW will typically be responsible for production of Signal CS&C designs and final checking by interpreting control systems rail standards and communication principles / standards / protocol and addressing along with a full understanding of the functional CS&C design documentation to a proficiency of level 2, in the required CS&C activity.

- **Technician**

This covers the CS&C trade area of the system. The RSW typically has greater than 3 years engineering experience in railway signalling and holds a formal qualification, eg. a Certificate IV through to Advanced Diploma in a relevant field.

As a Signal CS&C Technician the RSW will typically be responsible for undertaking the physical activities by interpreting signalling and functional CS&C documentation to a minimum proficiency of level 2, in the required CS&C activity.

- **Assistant CS&C Technician**


This covers the CS&C assistant trade area of the works. The RSW typically has less than 3 years engineering experience in railway signalling and holds a formal qualification, e.g. a Certificate IV through to Advanced Diploma in a relevant field.

As an Assistant CS&C Technician the RSW will typically be capable of assisting the CS&C Technician under supervision in CS&C works and has a basic understanding of standard CS&C procedures, documentation and standards to a proficiency of level 1.

Note 1. Recognised Equivalent.

An alternate path will be considered on a case-by-case basis providing the RSW has 10 years of relevant signal experience coupled with:

- Membership to the IRSE, or
- Current and relevant IRSE licence equivalent to the role being applied for.


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Note 2. TIC Requirements.

If the RSW is being assessed as a TIC the following evidence will be generally accepted:

- Three or more TIC Metro Certificates of Signalling that are signed by the TIC, or
- The RSW has previously held a Metro TIC approval - written evidence will be required to support this.

Note. This previous Metro TIC approval is only valid until your classification competence expires in 4 years.

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3. Working on Metro's Signals Infrastructure

3.1 Working in Metro's Rail Corridor

Where a role classification requires a RSW to work within Metro's rail corridor the RSW must select and comply with the competency requirements of the Around The Track Person role. These minimum requirements are:

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

Refer paragraph 7.4 of the parent business Rules manual for the Contracting Rail Safety Worker for further information.

Note. The City of Maribyrnong & Footscray to Deep Park inductions delivered to RSW's working on these Regional Rail Link Projects satisfies the requirements of the Metro Safety & Environmental Induction; both induction cards satisfy the evidence requirements.

3.2 Capturing Work Based Training

Much of the skills and knowledge obtained in the rail industry is work based and non-accredited, including pre-work briefs, on track plant and equipment operations and minor equipment assessments. Capturing this information is critical to verifying work experience, and certifying the performance of tasks in accordance with Metro's procedures and practices.

All work based training is to be documented in a Work Experience Record / Log Book and must be corroborated by the supervisor at the time of the event. This document is used as supporting evidence to maintain or upgrade the proficiency within a role classification.

Note. Work Experience Record / Log Book entries are to be cross referenced to the SoC.

Not only is the Work Experience Record / Log Book essential evidence in determining proficiency, it is important to document the mentoring/supervision of a graduates career progression who start out with a proficiency level of 0-1.

Explanatory notes and as example of a Work Experience Record / Log Book is provided at paragraph 8.4.

3.3 Proficiency Levels

Proficiency required to work on signalling infrastructure is dependent upon the complexity and range of work, and therefore the acquired proficiency will vary according to training and experience.

The knowledge, understanding and experience in each of these may vary within the same signals class. These skills are assessed individually and are separately

identified on the respective SoC. Skills may be attained through formal, industry based or on-the-job training and work experience.

The following signals proficiency levels are used in compiling and assessing SoC's:

Level 0	No certified knowledge on the subject.
Level 1	Training exposure. Basic skill level attained but requires coaching. Has a basic knowledge & understanding of the procedures. Person when performing the proficiency must be under supervision.
Level 2	Certified as being able to perform the identified proficiency in routine activities independently and without supervision. Also competent to perform complex activities under a Level 3 supervisor.
Level 3	Certified as being able to perform the identified proficiency independently and without supervision in all activities. Can coach others and be a team leader. As a Level 3 you are deemed an SME.

Proficiency Level 1 requires supervision by suitably qualified signals staff. The level of supervision is determined according to the skills, experience and proficiency of the RSW and the task being performed – generally this means that a RSW with a proficiency Level 2 or higher.

Proficiency Level 2 activities are routine or generic, and are detailed in standards, procedures and work and maintenance instructions. Examples include:

- The performance of maintenance and testing activities that relate directly to the activities detailed in procedures and service schedules; and
- New designs for configurations similar to existing designs – for example automatic signalling or point machine replacements.


Supervision may vary depending upon the type of task, and the existing proficiency and experience of the RSW.

Where a proficiency relates to a qualification assessed by an independent and suitably qualified organisation, it will be rated as yes/no based on the production of suitable evidence of attainment of the qualification – for example a Certificate IV in Rail Signalling Technology issued by an RTO.

In practice there are many activities that do not align directly with standards and require the application of the skill and the standards in a unique manner; where this occurs, the activities will require a RSW with Proficiency Level 3.

Where a RSW believes they have sufficient evidence to substantiate a higher level of proficiency than can be selected on the SoC this should be raised with the assessor. If the assessor and SME believe a higher level can be substantiated, the SoC should be amended, signed as normal and submitted to Metro for consideration. Importantly, reference(s) should be made to the log book.

Additional guidance on levels of supervision is provided at paragraph 8.1

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3.3.1 Risk based decision making

Where an SME does not hold a Proficiency Level 3 for that particular proficiency skill, SME's are required to use their professional knowledge and make a risk based judgement call in determining the proficiency of the RSW being assessed; it is essential these decisions are documented to form part of the assessment evidence.

For example: where the SME holds a Proficiency Level 3 in SSI data and is asked to review an applicant in Smartlock data preparation proficiency (which the SME may not be a Proficiency Level 3), the SME shall document by a gap analyses or similar the requirements and difference over SSI / Smartlock data. They both use similar data preparation processes and are of a similar system / signal equipment class.

If the SME is still unsure then either use an SME with a Proficiency Level 3 in Smartlock and endorse the SoC accordingly, or seek a determination from Metro via the competencies@metrotrains.com.au email address.

3.4 Relevant Past Experience


Past experience in signals or signals related tasks under the supervision and mentorship of suitably experienced Metro endorsed SME is taken into account when considering applications for proficiency upgrades.

3.5 Transferring RSW's

Where a RSW has a current and compatible proficiency in railway signalling from another ARO, this may be taken into account in determining the proficiency level recognised by Metro. To assist with this process RSW's should ensure:

- All work experience records / log books are current and verified;
- A statutory declaration from the outgoing organisation that the RSW has performed their work at a proficiency level consistent their SoC;
- Any known gaps have been documented and differences listed in supporting documentation to allow an SME to make suitable assessment on; and
- SoC for the Metro role is complete and has been assessed.

A transferring RSW will require the new Metro role classification to be assigned to their profile within Onsite, evidence gaps rectified and a corresponding Metro SoC submitted. The transferring RSW now joins step 3 in the process at paragraph 8.2.

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4. Competency Management

This section defines what evidence is required by a RSW to be assessed as competent for the applicable role classification as identified in the Signals, Control Systems & Communications matrix.

The simplified flow chart at paragraph 8.2 identifies the steps for a RSW to be assessed as competent for a specific role classification.

Further details on the generic process for ensuring your user profile has been created in Onsite can be found in the Business Rules Manual for the Contracting Rail Safety Worker.

4.1 Evidence Documentation Requirements

To be assessed as competent in all signals roles and classifications, the following evidence will be required:

- Current SoC (and previous SoC where applicable);
- Curriculum Vitae that shall include training & educating record and copies of qualifications, statements of attainment, licenses, tickets etc;
- Work Experience Record / Log Book with verification signature by applicable supervisor / mentor for each record; and
- Completed Induction questions specific for each role.

All files submitted to Onsite for competency assessment are to be named in accordance with the file naming convention in paragraph 8.3.

4.2 Statements of Competency

For each role classification there is a corresponding SoC. Candidates are required to self-assess their proficiency level against the criteria via the drop down dialogue boxes against each line item/criteria. As stated above in paragraph 3.2, individuals should cross-reference these to log book entries to substantiate the selected proficiency level and speed up the assessment process. Once completed, this SoC forms the draft SoC ready for assessment.

Note. Individuals who cannot provide sufficient evidence will have their proficiency level adjusted by the Assessor or Metro. Where a RSW disputes the assessor's assessment, the RSW should follow the dispute process as outlined in paragraph 5.6 to seek a resolution.

5. Metro Endorsed Assessors and Subject Matter Experts

5.1 Assessors

Assessments are completed by individuals who hold the requisite training and assessment requirements and have a general knowledge and understanding of the Metro signalling infrastructure, standards and practices.

Applicants wishing to become a Metro approved assessor must hold a RIW Card with the role of 'Signals Assessor' assigned to their individual profile within Onsite. A process flow supporting how to become an Assessor is provided at paragraph 8.5.

5.2 Transition of Assessors under the Interim Signals CMS to Full Compliance

Under the interim arrangements assessors did not require a RIW Card and obtained their assessor status via a paper-based application process. From 01 July 2013, all Metro endorsed Assessors must hold a RIW Card with the 'Signalling Assessor' role assigned to their profile.


The specific requirements for this role are contained in the Signals, Control Systems & Communications matrix.

5.3 Obligations of External Assessors during the Assessment Process

Metro expects external assessors will:

- Apply Metro's competency standards and procedures;
- Promptly advise the Metro CMS team where standards cannot be applied and seek resolution;
- Engage a Metro endorsed SME during all assessments;
- Create and maintain full and accurate records in support of the judgements made during assessment;
- Keep up to date with advances and changes in signal knowledge, and where appropriate advise the Metro CMS team of any likely impact upon Metro job tasks;
- Maintain the integrity and security of Metro's documents or information;
- Promptly notify Metro of any suspicious assessment practices or any persons wilfully attempting to circumvent and / or evade their obligations under the Metro CMS;
- Ensure all assessments are countersigned by a Metro endorsed SME from the same role as the RSW's application; and
- Attend a minimum of one moderation session per year with attendance captured by Onsite.

Note. External assessors should be aware that they will be held accountable if they do not perform their duties in accordance with this procedure.

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5.4 External Assessor Re-certification

Review and re-certification of an external assessor’s competency can occur at any time however this shall not exceed three years. The requirements to assist with assessors maintaining currency are contained in paragraph 8.6.

5.5 Subject Matter Experts

SME’s are RSW’s who have met the evidence requirements associated with a Proficiency Level 3 within a given role classification, ie. Senior Maintenance Engineer. Therefore, like all other classifications, in order to have this validated an SME’s must have gone through the assessment process as outlined in paragraph 8.2.

5.6 Dispute Resolution

Where a RSW disputes an assessment made by the assessor and/or SME, the RSW is to provide details of the dispute or grievance to the CMS team via the competencies@metrotrains.com.au email address. The CMS team, along with relevant internal FCE will review the dispute and alert the candidate, the assessor and Onsite if applicable. The outcome from this process is final.

6. Applying for a RIW Card within the Signals Discipline

6.1 Transition from Interim Signals CMS to Full Compliance

From 01 July 2013, all RSW's who were in the interim Signal CMS must now be in possession of a RIW Card.

From 01 March 2014 all RSW's who were assessed using old SoC's must be assessed against the new SoC's listed in Signals, Control Systems & Communications matrix. Failure to do so will result in your old role being deactivated preventing you from undertaking you rail safety work.

6.2 RIW Card Process Flow

The process in paragraph 8.2 assumes the RSW has a profile created within Onsite. If this is not the case, refer to the Business Rules Manual for the Contracting Rail Safety Worker to be in this position and then return to this paragraph.

The following paragraphs should be read in conjunction with process flow in paragraph 8.2.

6.2.1 Evidence Requirements – Process Flow Steps 1-3


Individuals should refer to the Signals, Control Systems & Communications matrix to view the specific evidence requirements associated with each role classification. Once the individual has selected a role classification(s), the requirements identified on the matrix will now appear against the individual's profile within Onsite. This means evidence must now be uploaded to satisfy each requirement. Part of this evidence includes downloading and completing the SoC associated with that role classification from the Metro Academy website www.metrotrains.com.au/academy. In completing the SoC, refer to paragraph 8.7 for assistance in determining what constitutes each proficiency level.

6.2.2 The Assessment Process – Process Flow Steps 4-6

This commences with the RSW selecting an assessor within Onsite from the list provided and the assessor is notified by Onsite and the assessment process commences.

The assessor will review the RSW's evidence and determine whether the evidence is valid, current, sufficient and authentic and therefore substantiate the self-assessed proficiency level.

Note. Where an assessor is not a Metro endorsed SME, the assessor shall engage an SME from within the corresponding signal role as the RSW to assist with the assessment.

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Depending on the evidence provided by the RSW, the assessor can:

- Assess them as competent to carry out the classification to the levels applied for, or
- The evidence is insufficient and therefore the RSW is required to provide more evidence.


Where the RSW disputes the assessment the RSW is permitted follow the Metro's dispute process and seek resolution in accordance with paragraph 5.6.

When the assessment is complete the assessor completes the SoC. This step involves the SoC being signed by the assessor, the engaged SME and the RSW in question, prior to being scanned and uploaded into Onsite.

6.2.3 Metro Validation and Card Issue – Process Flow Steps 7-8

Once the completed SoC has been uploaded, a member of the Metro CMS team will receive notification from Onsite that validation can commence. If satisfied with the evidence the process is complete and the RSW receives an email from Onsite and their RIW Card within 48 hours.

If the CMS team believe there's an error with the application, ie. the evidence does not support the classification and/or proficiency, Metro will reject the application. This results in the individual receiving email notification from Onsite and the CMS team; with the latter providing information on the areas requiring rectification so the RSW can recommence the process at step 3.

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7. Recording of Evidence

Metro uses Onsite to record all evidence requirements for each of role classifications. Therefore, Metro has full traceability of all RSW's competencies to the rail safety work being undertaken. This provides Metro with the ability to undertake audits against RSW's, whether periodically to maintain quality, as a result of an alleged incident/breach or when Metro has reason to suspect the RSW's competence is called into question.

7.1 In-Field Auditing

It is mandatory for all RSW's to hold a RIW Card on their person whilst undertaking rail safety work for Metro. When approached by a Metro auditor / authorised person or TSV Rail Safety Officer, the RSW must present their RIW Card. 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 the RSW holds prevent the RSW from undertaking rail safety work for Metro.

Where the audit is a result of an incident and/or breach the action shall be in accordance with the parent Business Rules Manual for the Contracting Rail Safety Worker.

7.2 Off-Site Auditing

In conjunction with a Metro assessor, the Metro CMS team may undertake an audit of any or all evidence in support of a RSW's classification. The assessor may request further information from the RSW with regard to the audit. Where deficiencies are identified, the RSW will be required to provide additional information within a reasonable time. In support of this requirement, Metro reserves the right to suspend or place a 'hold' against the individual's profile in Onsite until such deficiencies are rectified. This will prevent the RSW from undertaking rail safety work for Metro specific to that classification.

7.3 Decaying of Competence

All RSW's will be required to undertake an annual self assessment to ensure they maintain or improve their proficiency levels. As Metro is required by the Act to ensure the CMS has the capability on setting and monitoring competence, the Metro CMS team will review the contents of the RSW's as per paragraphs 7.1 and 7.2.

All RSW's with one or multiple role classifications assigned to their RIW Card will be required to undertake a full reassessment of all classifications held every 4 years and for RSW's with the Signal Assessors role, every three years as per paragraph 5.4.

The business rules setup in Onsite will ensure the RIW Cards will expire at this anniversary if reassessments have not been completed. An expired role will prevent the RSW from undertaking rail safety work for Metro until the deficiencies have been rectified.

Note. All RSW's will be required to utilise the new SoC's during their annual review of their classification competence.

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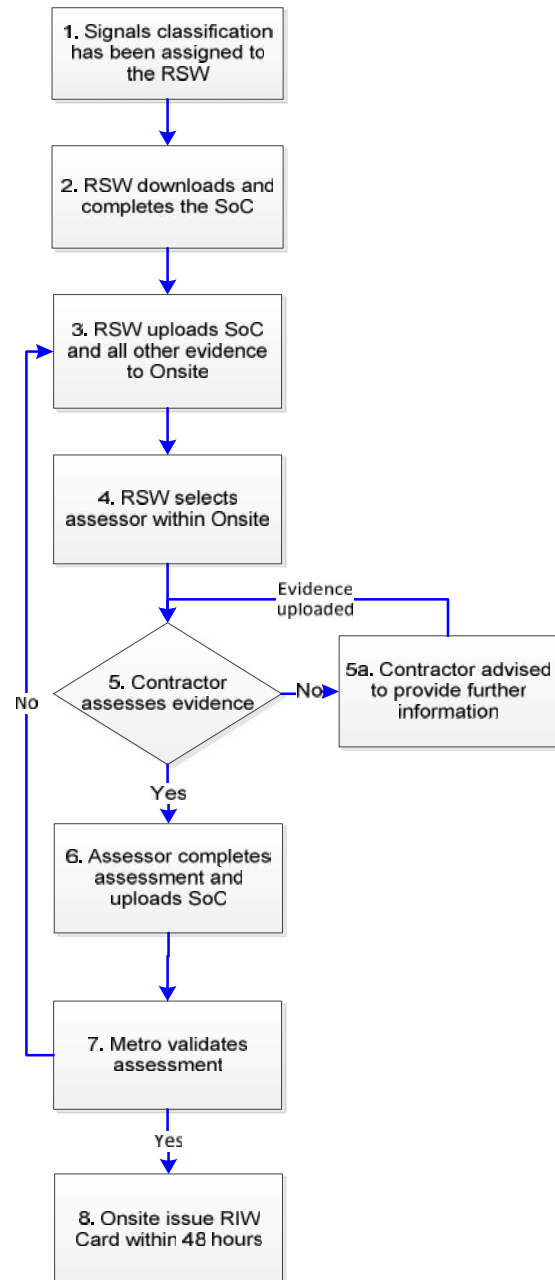
8. Appendices


8.1 Levels of Supervision

Direct Supervision	The RSW is supervised by a competent supervisor/mentor who is at the same equipment location (or position where the activity is performed) as the RSW and checks the work at least once a day.
Indirect Supervision	The RSW is supervised as part of a team which is under the control of a supervisor/mentor. The supervisor/mentor is in the same general location as the RSW but may be at a different equipment position - for example at opposite ends of a crossing loop. The supervisor provides a pre-work briefing to the RSW, communicates with them at the start and at end of the shift, and is available at all times via communications link.
Remote Supervision	The RSW is at a remote location performing the task under the supervision and mentorship of the supervisor at a different location. Communication is by radio or phone service. The supervisor will discuss the task with the RSW prior to commencement, and a review will be undertaken after completion and prior to the end of a shift of work.
Remote Mentor	The RSW is performing the tasks at a different location to the supervisor/mentor. The supervisor is available for advice and mentoring by radio or phone service during the undertaking of tasks, but does not necessarily do a pre-work briefing every shift. The supervisor reviews performance at least weekly.
Task Supervisor/Mentor	This would generally apply for design, construction activities where the results of the activities are not in service. The supervisor is available for advice and mentoring by radio or phone service or in RSW during the undertaking of tasks, but does not necessarily do a pre-work briefing every shift. The supervisor reviews performance at least weekly.

8.2 Process Flow for a Signals Contractor applying for a RIW Card.

1.	Within Onsite, the role classification(s) is selected and assigned to the RSW, ie. Signal Constructor, Signal Maintenance Engineer.
2.	RSW downloads and completes Self Assessed SoC. Although not mandatory within Onsite, this step is seen as important in ensuring the RSW gathers and updates all necessary evidence to expedite the assessment process. Note. As this is a self assessment, RIW's are required to sign the applicant's signature block only.
3.	RSW uploads all evidence as per the signals matrix into Onsite: <ul style="list-style-type: none"> a. SoC, qualifications, licences and certifications, b. formal training and assessment of competency for various skills, and c. demonstrated work experience / log books.
4.	Within Onsite the RSW selects assessor from list provided.
5.	Assessor undertakes assessment of evidence and determines if evidence is valid, current, sufficient and authentic.
5a.	Where either of these requirements cannot be met, the assessor advises the RSW further evidence is required to satisfy the minimum requirements. This must be uploaded into Onsite for the assessor to continue the assessment.
6.	Once the application is complete, the assessor ensures the SoC is signed by all parties prior to scanning and uploading into Onsite.
7.	Metro validates the assessors assessment. Where there are errors the RSW will be required to address the deviancies, upload the evidence and have the assessment reassessed by the same assessor. If successful validation is selected in Onsite.
8.	Onsite issues card to RSW within 48 hours.



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8.3 Supporting Documents and Filenames

The documents uploaded into Onsite are to be in accordance with the following file naming convention and format:

- Scanned files shall be in .pdf format in the correct portrait or landscape orientation;
- B&W scanned files shall be 400dpi;
- Colour scanned files shall be 300dpi;
- Individual files shall not exceed 5 MB in size; and
- Named in the following format: <RIW ID>-<first name>-<surname>-file type.pdf e.g. 0123CON Fred Tester – cv.pdf.

The following files are to be uploaded:

- CV - Black & White scanned .pdf files.<RIW ID>-<first name>-<surname>-CV.pdf
- Qualifications, training and education certificates – colour scanned .pdf files.
<RIW ID>-<first name>-<surname>-training certificates.pdf
- Work Experience record / Log Book – Black & White scanned .pdf file.
<RIW ID>-<first name>-<surname>-work experience record.pdf
- Copies of inductions, signals standards induction and site specific inductions – Colour scanned .pdf file. <RIW ID>-<first name>-<surname>-induction certificates.pdf
- Metro Forms XXX to XXX – (select appropriate form) assessment checklists – Black & White scanned .pdf file.
<RIW ID>-<first name>-<surname>-assessment checklist.pdf
- Current SoC and previous SoC for signalling skills from Metro or other accredited rail operator request – colour scanned .pdf file.
<RIW ID>-<first name>-<surname>-SoC <mmmyyyy of issue>.pdf

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8.4 Work Experience Records

The signalling work experience record has the first page providing detail of the verification supervisors; this includes supervisors name, RIW number or unique identification number and specimen signature.

The remaining pages contain details of the work performed by the RSW. This includes the following items:

- Dates – Provide the month and year for the start of the work and the finish of the work. Records are organised in order of start dates.
- Employer/client & infrastructure owner & project or role – These three details to be included e.g. world consultants for Metro – design project.
- Description of task – This must firstly detail the role of the RSW. This should indicate if a major role or a support role e.g. test team leader or design team member. Details of the project to provide context and technical complexity e.g. new crossover and interlocking changes at Flinders Street, Number 2 Relay Room.
- Reference- This is numbered from one onwards without repeating. A separate number for each project. May provide separate numbers for separate tasks within a project. For example level crossing drafting, TIC, design document up date to as-built could have three reference numbers.
- Equipment or system – This detail the technology used on the works e.g. types of track circuits, types of CBI, types of power supplies.
- Verification signature, name & RIW Card ID. The verifier to sign against each entry that is verified. Verifier to print name and RIW ID. Work experience from the past or on other networks does not require the RIW ID but requires position title of the verifier. Where the RSW has a RIW ID this should be listed.
- Supervisor may make comments regarding the work performance.



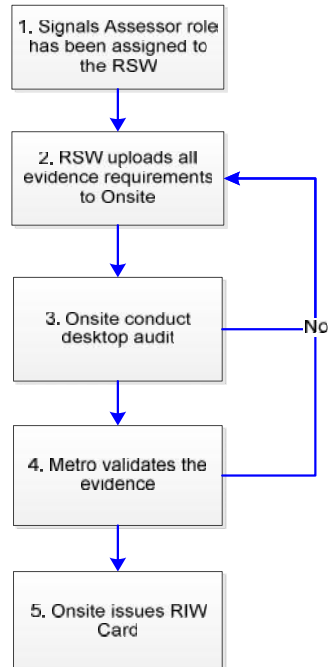
Form number: EST2002F-25

 Engineering (Signalling) Procedure - Form
EST-20-02 Signals Staff Competency Assessment

Name: Ian Staller		Identification Competency Reference: 1234ABC			Page No.	Supervisor Observations (Assessment / Follow-up / Competence Cross Reference)
Dates From/To	Employer/Client & Infrastructure Owner	Description of Task; Description of Role(s) in terms of Competencies, levels and complexity	Ref	Equipment or System Types	Verification Signature and Name & ID or Ref from page 1.	
11/09/09- 23/12/09	MTM Geelong Upgrades Project	<p>Role: Team Leader (4 People) Location: Geelong Project: Task: Correlation of...</p> <ul style="list-style-type: none"> • South Geelong Relay Room • North Geelong Relay Room <p>Construction, installation and termination of</p> <ul style="list-style-type: none"> • Signals • Axle Counters • Track Circuits (1/5) • Points • Points connection Boxes • ESML <p>Installation of CSR Route & Cabling including:</p> <ul style="list-style-type: none"> • 24 Pair, 50 Core, 15 Core, 8 Pair, 2 Pair, 16mm2 <p>Power room fit out of 162 & 170 Location, including:</p> <ul style="list-style-type: none"> • UPS • Generator 	#1	<p>Microlok II Schneider Track Circuits Westinghouse LED Signals Q-Style Relays Microlok II Erasber Axle Counters 240V-120V Transformer 12V, 50V, 120V & 240V power Supply</p>	<p>Joe Bloggs Construction Team Leader</p>	<p>Performed task adequately within required time frame Requires further training on axle counters</p>
07/03/10- 15/03/10	MTM Geelong Upgrades Project - Commissioning	<p>Role: Team Member (8 People) Location: Geelong Task: Commissioning works. Assisted with commissioning tests including:</p> <ul style="list-style-type: none"> • Strap & Function • Correspondence • Through Testing 	#2	<p>Microlok II Schneider Track Circuits Q-Style Relays Microlok II</p>	<p>Sue Percival Commissioning Engineer</p>	<p>Performed task adequately within required time frame. Helpful test assistant, worked well in the time pressured environment of a commissioning.</p>

8.5 Process flow for a RSW applying to be an Signals Assessor

1.	Within Onsite, the Signal Assessor role is selected and assigned to the RSW.
2.	RSW uploads all evidence requirements in accordance with the matrix.
3.	Once Onsite are satisfied with desktop audit Onsite notifies Metro application is awaiting validation.
4.	Metro validates the evidence. Where there are errors the RSW will be required to address the deficiencies, upload the evidence and have the evidence validated. When successful, validation is selected in Onsite
5.	Onsite issues card to RSW within 48 hours.



8.6 Assessor Competencies

The following table summarises the requirements for RSW's undertaking the Signal Assessor role.

Metro Assessor Competencies	Comments
<p>Hold formal recognition of competence in the following units.</p> <p>Note. Assessors undertaking assessments within Metro's rail corridor are required to provide the additional requirements listed as 'optional' in the Signals, Control Systems & Communications matrix or by selecting the Around The Track Person role and satisfying those requirements. Refer paragraph 3.1 for further information.</p>	<ul style="list-style-type: none"> • From 01 July 2013, all new assessor applications will require the assessor to hold the following units of competence: TAE ASS 401B – Plan assessment activities and processes, TAE ASS 402B – Assess competence and TAE ASS 403B – Participate in assessment validation. • Prior to 01 July 2013, assessors who were approved by Metro with either an IRSE Assessor Licence, TAA or BSZ qualification will not be required to hold the TAE units listed above.
<p>Demonstrate current knowledge of the industry, industry practices, and the job or role against which performance is being assessed.</p>	<ul style="list-style-type: none"> • Relevant work experience in the areas being assessed. • If relevant, attendance at professional development/training and education activities focusing on good practice in the relevant industry competencies. • If relevant, participation in professional/industry networks.
<p>Demonstrate current knowledge and skill in conducting assessments in a range of contexts.</p>	<ul style="list-style-type: none"> • Familiarity with the competency standards in the training package to be used by the candidate as a basis of assessment. • Have conducted or reviewed an equivalent assessment in the previous 12 months. • Make available to the moderation session, 10 percent (to a maximum of 5) of all assessments made during the previous year; this includes all data used to undertake the assessment. <p>Note. The Metro CMS team will notify each assessor prior to the moderation session in order to provide sufficient time for the assessor to gather and submit data back to the Metro CMS prior to the session.</p>

Demonstrate the necessary interpersonal and communication skills required in the assessment process.	<ul style="list-style-type: none"> Participate in one professional development activity with a group in the previous 12 months.
Licensing and registration requirements.	<ul style="list-style-type: none"> All licences, registrations, competencies current.

8.7 Work Experience Requirements for Proficiency Levels

All proficiency levels must be demonstrated on the Metro Signalling Infrastructure.

8.7.1 Level 1 Proficiency

This proficiency level is demonstrated in two ways:

- Successful completion of training in the activity, proved by a Statement of Attainment; and
- Verified work experience showing on-the-job training covering as much supervised experience as would be gained by attending a training course.

8.7.2 Level 2 Proficiency

To attain a proficiency of level 2 a RSW must be able to demonstrate verified work experience carrying out the activity a minimum of four times, separately and completely from other staff in a simple or routine task. This is to be supervised and mentored by a supervisor who has the required proficiency level. The supervisor is responsible for performance and co-signs certification of the task. This shall be recorded in the work experience record and endorsed by the supervisor/mentor.

Where a proficiency is a broadening of a similar well experienced activity it is acceptable to gain a level 2 by providing evidence of carrying out the activity a minimum of two times in a simple or routine task in the manner detailed above. An example would be where a RSW has 4 verified experiences in AC track circuits and 2 verified experiences on HVI track circuits. The individual would be able to gain a proficiency of level 2 in both activities due to the similar technologies.

8.7.3 Level 3 Proficiency

To attain a proficiency of level 3, a RSW must be able to demonstrate verified work experience carrying out the activity a minimum of five times, separately and completely from other staff in a complex task. This is to be supervised and mentored by a supervisor who has the required skill level. The supervisor is responsible for performance and co-signs certification of the task. This shall be recorded in the work experience record and endorsed by the supervisor/mentor.

Where a proficiency is a broadening of a similar well experienced activity it is acceptable to gain a proficiency of level 3 by providing evidence of carrying out the activity a minimum of three times, in a complex task in the manner detailed above. An

example would be where a RSW has 5 verified experiences in AC track circuits and three verified experiences on HVI track circuits. The individual would be able to gain a proficiency of level 3 in both activities due to the similar technologies.

Half of the minimum number of work experience activities shall be performed on the Metro network demonstrating a high level of understanding of Metro standards and practices.