

Training Academy Bulletin



Issued: 12 October 2017
Number P&P-BUL-68-2017

Engineering & Design Competency Assessment Changes

The purpose of this bulletin is to advise MTM employees and Third Parties of the changes to the 'Engineering & Design Matrix' and assessment process that will come into effect **31 Oct 2017**.

What is the change?

The current Engineering & Design matrix does not include an assessment and simply allows individuals to upload evidence and providing it meets MTM's business rules, the role is added to the 'rail safety worker' profile on their RIW Card.

Why is the change occurring?

There are two main reasons for the change:

- With an increase in works in Victoria there's an increasing need for interstate and overseas professionals wishing to obtain a MTM Engineering and Design competency without relevant local experience; and
- MTM is improving the compliance activities behind ensuring that a rail safety worker is competent to carry out their work.

How can I be deemed competent in an Engineering and Design role?

To be deemed competent, evidence such as tertiary qualifications, current resume, as well as the new Statement of Competency (SoC) must be uploaded into RIW for assessment by a 'General Assessor'. The General Assessor will review the evidence against the requirements of the SoC and then when complete, submits to a Subject Matter Expert (SME) for sign off.

An SME is someone who holds an Independent Reviewer role within the Engineering and Design Matrix of the discipline being assessed.

Note: All Electrical Network assessment and SME sign off can only be conducted internally via MTM.

How do I become an SME?

If you currently hold an old 'Independent Reviewer' role on your RIW Card or have gone through the new assessment process to be an 'Independent Reviewer' on the new matrix, and would like to be recognised as an SME going forward, you're required to do the following:

- Find and complete the new SoC form located on the www.metrotrains.com.au/academy website. Complete this as a self-assessment of your experience against the SoC requirements,

- Download and complete the MTM SME application form from the www.metrotrains.com.au/academy website,
- Email competencies@metrotrains.com.au with all documentation listed on the new matrix, including all evidence to support your SoC self-assessment, i.e. your record of relevant experience (**Note.** This is not just your resume), and
- MTM will review the submitted information and if successful, upload an SME approval letter to your role.

Note 1. From 30 Oct 2017 to 31 Dec 2017, MTM will complete this SME assessment free of charge in order to build the SME list.

Note 2. You cannot be an SME without holding a Independent Reviewer role from the new matrix.

So when will the new Matrix be turned on?

On **31 Oct 2017** the current Engineering and Design matrix will be turned off preventing newcomers from selecting an old role and forcing compliance to the new requirements.

If you wish to become an SME, follow the requirements listed above on “How do I become an SME”.

If you wish to become a Designer, Checker or Approver, you need to complete the following steps:

- Select the role applicable to your discipline in the RIW system,
- Find and complete the new SoC form located on the www.metrotrains.com.au/academy website. Complete this as a self-assessment of your experience against the SoC requirements, and
- Upload the SoC and all other supporting documentation into RIW, and click submit.

If I hold a Designer, Checker or Approver role on the current matrix what do I need to do?

Follow the same steps as a new person mentioned above.

When will I have to fully comply with the new Matrix?

30 Jun 2018.

If you have not selected and been assessed against one of the new roles you role will not be able to work for MTM in this capacity.

What if I hold an equivalent role from ARTC's Matrix?

There is no automatic approval process setup in the RIW system; however, where you believe there's an equivalent MTM may recognise the ARTC assessment. Email competencies@metrotrains.com.au with your completed assessment for consideration.

How often will I be required to reassess?

All Engineering and Design roles shall be reassessed every four years from the original application date to show continued currency of skills and knowledge.

Please direct enquiries to:
competencies@metrotrains.com.au

Rail Safety Worker Competency Website
www.metrotrains.com.au/academy