

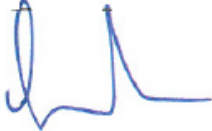




	<b>ENGINEERING AND DESIGN RAIL SAFETY WORKER COMPETENCE</b>	
L2-SQE-MAN-001	Version: 1	Effective from: 14 <sup>th</sup> November 2017

**Approval**

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## 1 Purpose

The purpose of this document is to ensure Metro Trains Melbourne (**MTM**) meets its regulatory obligations and accreditation requirements by ensuring Third Party Rail Safety Workers (**RSWs**) performing Engineering & Design rail safety work are competent to do so.

This document is a subset of competency requirements governing all RSW's under the 'Business Rules Manual for the Contracting Rail Safety Worker' (L0-HMR-MAN-001).

## 2 Scope

This document is applicable to all Third Parties who carry out rail safety work under one of the following Engineering & Design categories:

- Track and Civil,
- Structures,
- Building Services,
- Architectural,
- Rolling Stock, and
- Electrical Networks

Persons responsible for making rail infrastructure or rolling stock engineering and design decisions are performing rail safety work.


This procedure details the competencies, required evidence and the assessment process a RSW shall undertake prior to carrying out any duties in one of the Engineering and Design roles.

The procedure also describes how Third Party assessors can assess their own staff, except in the case of Electrical Networks where all assessments will be undertaken by the Head of Engineering – Electrical, or his delegate.

A focus of the procedure is to ensure adequate competency in engineering as applied to the MTM railway network, given the specialised configuration and nature of infrastructure.

## 3 Definitions

The extended list of definitions is contained in Appendix A.

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## 4 Responsibilities

### Head of Engineering (Respective Discipline Managers)

- Are responsible for setting the competency requirements of all RSWs across their functional categories.

### Function Category Experts

- Are MTM managers responsible for providing specialist advice on their functional category discipline.

### Subject Matter Experts (SMEs)

- Shall verify and validate the Statements of Competency (**SoC**) Assessment prior to signing it.
- SME's shall be internal MTM employees or external MTM approved Third Parties.

### MTM Managers

- Ensure Third Parties hold RIW cards which contain current competencies for the roles being performed

### Card Issuing Body

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

### RSWs

- Shall ensure the competencies required to work for MTM 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.

### Third Party Contracting Companies

- Are to ensure compliance with this procedure; and
- Are responsible for ensuring subcontracting RSWs, engaged by the principle contracting company are compliant with this procedure.


### Alliance partners

- Are to ensure all RSWs engaged by the alliance are compliant with this procedure.

### Assessors/General Assessors

- Are responsible for reviewing, assessing and maintaining evidence of the RSW's achieved SoC competencies. The assessor is responsible for issuing the completed SoC to the RSW and MTM when Requested. Assessors shall be internal MTM employees or external MTM approved Third Parties, except in the case of Electrical Networks where all assessments will be undertaken by the Head of Engineering – Electrical, or his delegate.

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## 5 Identifying and Determining Competence

As an accredited Rail Transport Operator under the Rail Safety National Law, MTM must ensure:

- RSWs are competent to carry out their rail safety work; and
- Competency records maintained for all RSWs.

The competency requirements are set out in skills matrices on MTM's website and consist of:

- Qualifications or units of competence recognised by the Australian Quality Training Framework (**AQTF**). These include qualifications issued by schools, vocational and education providers (including TAFE and private registered training organisations), and the higher education sector (including universities);
- Knowledge and vocational experience, and
- MTM network experience.

## 6 Assessment of Competence

To be deemed competent in an Engineering and Design role, evidence such as tertiary qualifications, current resume and supporting documentation must be provided for assessment. The RSW will be provided with a SoC if deemed competent for a claimed role, which is then uploaded into Onsite with a current resume.

All evidence provided by the RSW must be either:

- Assessed by a General Assessor and countersigned by a person with an engaged SME within the same functional category; or
- Assessed by an Assessor that holds an Independent Reviewer competency within the same functional category

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

The steps for applying for obtaining a RIW card for the first time go to <http://railindustryworker.com.au/>.


### 6.1 Assessment Documentation

#### 6.1.1 Tertiary Qualifications

For the purposes of showing competence in a multi-subject qualification, a certified copy of an academic transcript shall be provided as supporting evidence. The transcript must include the name of the institution where the qualifications were gained and the date when the qualifications were achieved.

Where a transcript of results is not available, MTM may allow a certified true copy of the degree to be submitted.

**Note.** An applicant submitting an overseas qualification as evidence must ensure they follow the Foreign Qualifications Skills Recognition requirements from paragraph 10.4 of the Business Rules Manual for the Contracting Rail Safety Worker.

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### 6.1.2 Current Resume

A copy of the applicant's current resume is required as supporting evidence to assist in validating their skills, knowledge and experience. The resume shall include the following information:

- **Contact information:** Include name, address, telephone number and email address.
- **Experience and employment summary:** list employment (including internships) in reverse chronological order with position title, name and location of employer, and dates of employment by year. Include a summary of accomplishments in each job.
- **Education:** educational credentials should be prominent including full degree title (e.g. Master of Project Management not MPM), graduation date and name of institution issuing qualifications.
- **Recognition and Awards:** record any formal recognition or awards received that validate skills and experience.
- **References:** include 2 to 3 referees/supervisors who can verify work experience and skills. Include the referee's name, title, organisation, email address and work number.

### 6.1.3 Statement of Competence

The applicant is required to demonstrate relevant experience in line with the skills and activities set out in the discipline specific role descriptors. Supporting evidence must demonstrate that the skill sets defined L4-SQE-FOR-138 Engineering & Design Record of Relevant Experience for each selected element have been satisfied.

Refer to the Engineering and Design Matrix for essential education, training and evidence requirements.


The SoC consists of four principal competency categories: technical documentation and investigation, design, qualifications and specialist technical advice.

Technical documentation and investigations are general MTM processes and required knowledge that supports and accompanies the design process. If claiming both an Approver and Checker competency for a particular element, both boxes shall be checked with a "Y."

Each SoC contains sub disciplines within the chosen design role. The SoC indicates the sub disciplines that the RSW are permitted to practise. For example, an RSW may demonstrate a checker competency for Track & Civil – track formation design, however this will not automatically indicate the RSW has a car park design competency.

Qualification requirements for the four roles: designer, checker, independent reviewer and approver are detailed in the Engineering and Design Matrix located on the MTM Academy website.

The technical advice category contains specialist elements that are additional to the design requirements. RSWs must identify and provide evidence of proficiency levels in these areas. The proficiency levels are graded from zero (0) to three (3). An SME level person, graded as a three may provide advice on specialist functions within the design. For example, an SME proficient level wheel/rail interaction person may provide advice to MTM on subjects such as rail and wheel wear, optimised wheel/rail profiles or lubrication strategies for track geometry designs.

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**Note.** Uploading the Resume into the SoC area in Onsite will result in the application being rejected and returned to the applicant.

#### 6.1.4 Intellectual Property as Evidence

In the case of providing evidence, MTM would not expect applicants to upload details the organisation sees as Intellectual Property.

Any evidence though would need to be sufficient for the assessor to deem the person competent. In some instances, the assessor may be required to conduct an interview to confirm competence.

### 6.2 Assessment Approval and Recording of Competence

#### 6.2.1 Assessment Approval

A MTM approved Assessor will review the evidence provided by the applicant to determine whether they are competent to undertake the applied for role. This may also require an interview to fill the gaps.

Depending on the evidence provided, the assessor can:

- Assess them as competent to carry out rail safety work for MTM; or
- Deem them not yet competent and advise the applicant that they do not yet have the minimum required competencies to carry out the work they have applied for.

An assessor will review the documentation against criteria documented in L4-SQE-FOR-138 Engineering & Design Record of Relevant Experience and if successful, the applicant will receive a completed SoC that the applicant will need to upload into Onsite for approval.

#### 6.2.2 Dispute Resolution


Where an applicant feels aggrieved by the assessment outcome, applicants are encouraged to follow dispute resolution process located in the parent Business Rules Manual for the Contracting Rail Safety Worker.

#### 6.2.3 Recording of Competence

The competencies that apply to Engineering and Design roles are set out in the competence matrix on the MTM website.

Onsite will store the applicant's resume and SoC for an approved role. The assessor shall retain all documentation and evidence provided by the RSW during the competency assessment, which shall be made available to MTM on request.



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## 7 Engineering and Design Role Reassessment

All Engineering and Design roles are to be reassessed at a maximum frequency of every four years from the original application date to show continued currency of skills and knowledge. Assessments may be undertaken at a more frequent interval if a RSW wishes to add new roles to their SoC.

This will include uploading a current resume/CV and providing current evidence of continued experience for full reassessment by an assessor.

**Note.** Applicants with a current CPEng/NPER/RPEQ in an MTM assessed discipline does not grant automatic approval for a given role, but rather forms part of the submitted evidence being assessed against the SoC.

## 8 Third Party General Assessors

MTM allows contracting companies to use their own MTM approved Third Party General Assessors to assess the competence of their own staff and the staff of other organisations to work for MTM; however, MTM will use internal assessors to assess competence in the Electrical Network stream.

To become a MTM approved Third Party General Assessor, applicants must hold a RIW card with the 'General Assessor' role on their profile. The flow chart and evidence requirements to become a MTM approved assessor are shown at Appendix B and Appendix C respectively.

Third Party General Assessors seeking to assess roles outside of those identified in their own profile, must engage a SME to countersign the assessment. I.e. the SME must hold the role being assessed or higher on their RIW card.

**Note.** General Assessors cannot assess Signalling roles unless the applicant holds a Signalling Assessor role also. This is due to the specific requirements associated with the assessment process. Refer to L1-HMR-MAN-002 Signals Rail Safety Worker Competence for further information.


### 8.1 Obligations of Third Party General Assessors

MTM expects Third Party General Assessors will:

- Apply MTM's competency standards and procedures;
- Promptly advise [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) where standards cannot be applied and seek resolution;
- Use Third Party General Assessor delegations in an appropriate way for the intended purposes;
- Create and maintain full and accurate records of all assessments performed;
- Keep up to date with advances and changes in the area of expertise, and where appropriate advise [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au) of any likely impact upon MTM job tasks;
- Maintain the integrity and security of MTM's documents or information;
- Keep up to date with relevant MTM engineering standards and procedures;
- Reply to all Third Parties, other than own organisation, enquiries for assessment services within 48 hours;

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- Complete Third Party assessments within 5 working days from agreed date;
- Any fees and charges for Third Party assessment are commensurate with the effort required;
- Ensure any practices do not restrict trade; and
- Any assessed documents to be provided to MTM on request.

By holding the Third Party General Assessors role, the Assessor agrees to the requirements listed above.

Third Party General Assessors should be aware that they would be held accountable if they do not perform their duties in accordance with this document and failing to do so can render an Assessor blocked from conducting any further assessments for MTM.

## 8.2 Third Party General Assessor Reassessment

Review and re-certification of a Third Party General Assessor's competency can occur at any time; however, this shall not exceed four years. At the end of the four years, if an assessor has not been recertified by MTM the role will expire. Recertification involves MTM staff reviewing a sample of the assessments completed during the previous four years.


## 9 Auditing

In accordance with the parent Business Rules Manual for the Contracting Rail Safety Worker, MTM reserves the right to audit a RSW's records on the following occasions:

- **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 RSWs 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 MTM and may result in a suspension against the RSW for that or all roles and may prevent the RSW from undertaking any rail safety work for MTM.


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

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## 10 Reference Documents

The following documents support this procedure:

- L0-SQE-PRO-014 – Safety and Environmental Requirements for Third Parties Working on Metro Premises
- L0-HMR-MAN-001 – Business Rules Manual for the Contracting Rail Safety Worker
- L4-SQE-PRO-066 – Statement of Competency – Track and Civil Designer
- L4-SQE-PRO-068 – Statement of Competency – Rolling Stock Electrical Designer
- L4-SQE-PRO-069 – Statement of Competency – Structures Design Engineer
- L4-SQE-PRO-070 – Statement of Competency – Rolling Stock Mechanical Designer
- L4-SQE-PRO-071 – Statement of Competency – Overhead Wiring Design Engineer
- L4-SQE-PRO-072 – Statement of Competency – Rolling Stock Communications Designer
- L4-SQE-PRO-073 – Statement of Competency – Substation And Power
- L4-SQE-PRO-074 – Statement of Competency – Building Services Designer
- L4-SQE-PRO-075 – Statement of Competency – Architectural Designer
- L4-SQE-FOR-138 – Engineering & Design Record of Relevant Experience

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## 11 Appendix A – Extended Definitions List

Term or acronym	Description
Academic Transcript	Is an official, comprehensive and verifiable copy of a student's record of courses relating to their qualifications
Architectural – MTM Designer	A competent Architect who can demonstrate experience in designing buildings and the space within the site surrounding the buildings
Architectural – MTM Checker	A competent and registered Architect who can demonstrate extensive experience in designing buildings and the space within the site surrounding the buildings
Architectural – MTM Independent Reviewer	A competent and registered Architect who can demonstrate extensive experience in designing buildings and the space within the site surrounding the buildings
Architectural – MTM Approver	A competent and registered Architect with experience in designing buildings and the space within the site surrounding the buildings or with responsibility at the level of Engineering Manager
Act or 'the Act'	Refers to the National Rail Safety Law 2012
AQF	Australian Qualifications Framework The national policy for regulated qualifications in Australian education and training
AQTF	Australian Quality Training Framework
ARA	Australasian Railway Association
Assessor	Person approved to review RSW's evidence of competence and issue the Engineering and Assessment form to both the RSW and Card Issuing Body
Building Services – MTM Designer	A competent Building Services Designer who can demonstrate experience in building services
Building Services – MTM Checker	A competent Building Services Designer who can demonstrate extensive experience in building services
Building Services – MTM Independent Reviewer	A competent and chartered Building Services Engineer who can demonstrate extensive experience in building services design

Term or acronym	Description
Building Services – MTM Approver	A competent Professional Engineer with experience in building services or with responsibility at the level of Engineering Manager
Card Issuing Body	Refers to Onsite – the ARA and MTM 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 RSWs to meet the requirements of the Act. MTM uses the Onsite CMS to manage the competencies of contracting RSWs
Construction	Is the building or establishment of a new asset activities whose definition includes this term will always be capital
Electrical Networks Substation and Power	A competent Electrical Engineer who can demonstrate experience in the particular area of Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding.
Electrical Networks – MTM Checker (AC & DC)	A competent Electrical Engineer who can demonstrate extensive experience in the particular area Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding at the management level including supervision of an electrical design team
Electrical Networks – MTM Independent Reviewer	A competent senior Electrical Engineer who can demonstrate extensive experience in the particular area of Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding as an established independent reviewer
Electrical Networks – MTM Approver (AC & DC)	A competent senior Electrical Engineer who can demonstrate extensive experience in the particular area of Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding as the senior engineering manager of a business
Functional Categories	One of the sub or functional categories that make up Engineering and Design matrix

Term or acronym	Description
Functional Category Expert (FCE)	The appointed MTM manager responsible for providing specialist advice on the nominated functional category
General Assessor	Person approved to review RSW's evidence but does not have the same or higher level of competency within the same functional category.
MTM Manager	Any MTM manager responsible for requesting design or engineering technical advice including but not limited to Design Review Managers, Infrastructure Delivery Managers, Infrastructure Technical Leads and Asset Development Managers
Onsite	The Onsite CMS is the system behind the RIW Card program.
ONRSR	Office of the National Rail Safety Regulator
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 MTM's accreditation with ONRSR
Rail Safety Worker (RSW)	Refers to those carrying out rail safety work under one or more of MTM's functional categories
RIW Card	The Rail Industry Worker Card is the smart card used to identify each RIW and the roles to which the RSW is authorised to undertake. The RIW Card will replace the RSW Card from 06 March 2013. RIW Card is the term used in this document
RTO	Registered Training Organisation: 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
Rolling Stock – MTM Designer (Mechanical / Electrical)	A competent Rolling Stock Designer who can demonstrate experience on rolling stock
Rolling Stock – MTM Checker (Mechanical / Electrical)	A competent Rolling Stock Designer who can demonstrate extensive experience on rolling stock

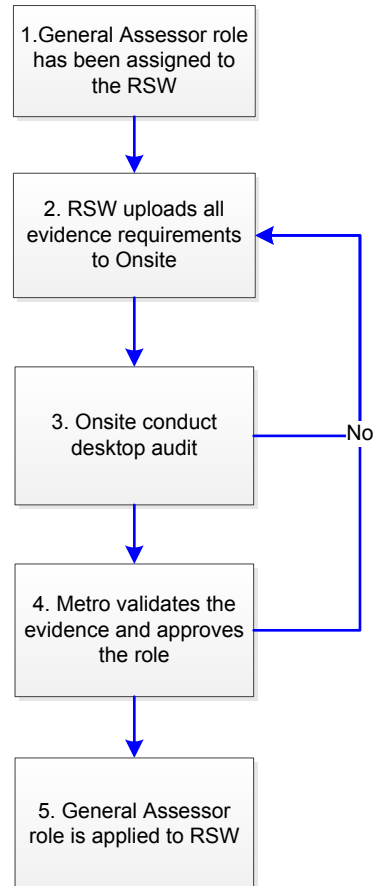
Term or acronym	Description
Rolling Stock – MTM Independent Reviewer (Mechanical / Electrical)	A competent Rolling Stock Engineer who can demonstrate experience on rolling stock A competent and chartered Rolling Stock Engineer with Engineers Australia who can demonstrate extensive experience in rolling stock
Rolling Stock – MTM Approver (Mechanical / Electrical)	A competent Rolling Stock Engineer who can demonstrate experience on rolling stock A competent professional rolling stock engineer with experience in rolling stock or with responsibility at the level of engineering manager
SoC	This is the additional evidence that must be submitted in addition to a RSW's resume to satisfy each of the criteria on the Assessment Form
Shall	Mandatory requirement
SEE	Safety Environment & Engineering
Structures – MTM Designer	A competent Structures Engineer who can demonstrate experience in structures design
Structures – MTM Checker	A competent Structures Engineer who can demonstrate extensive experience in structures design
Structures – MTM Independent Reviewer	A competent and chartered Structures Engineer with Engineers Australia who can demonstrate extensive experience in structures design
Structures – MTM Approver	A competent Professional Engineer with experience in structures or with responsibility at the level of Engineering Manager
Subject Matter Expert (SME)	A person with expert knowledge and competency in a specified subject
Third Party	A contracting company or individual engaged by MTM to undertake specific work in accordance with an agreement. A Third Party may be a sole trader or an employee of a parent signal contracting company.
Track & Civil – MTM Designer	A competent Civil Designer who can demonstrate experience in track and civil design


Term or acronym	Description
Track & Civil – MTM Checker	A competent Civil Designer who can demonstrate extensive experience in track and civil design
Track & Civil – MTM Independent Reviewer	A competent and chartered Civil Engineer with Engineers Australia who can demonstrate extensive experience in track and civil design
Track & Civil – MTM Approver	A competent Professional Engineer with experience in track and civil or with responsibility at the level of engineering manager
Upload	Sending documents from a computer to another system using the Internet



## 12 Appendix B – Process to become a Third Party General Assessor

1.	Applicant selects General Assessor role within Onsite.
2.	Applicant uploads all evidence requirements in accordance with the matrix.
3.	Once Onsite are satisfied with a desktop audit, Onsite notifies MTM that an application is awaiting validation.
4.	MTM validates the evidence. Where there are errors the applicant will be required to address the deficiencies, upload the evidence and have the evidence validated. When successful, validation is selected in Onsite and Assessor Approval Form is uploaded.
5.	General Assessor role is applied to RSW.



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### 13 Appendix C – Third Party General Assessor Competencies

The following table summarises the requirements for applicant undertaking the Engineering and Design assessments.

MTM Assessor Competencies	Comments
Hold formal recognition of competence in the following units.  <b>Note.</b> Assessors undertaking assessments within MTM's rail corridor are required to comply with the Around The Track Person role.	All assessors are to hold the following TAE unit: <ul style="list-style-type: none"> <li>• TAE ASS 402B – Assess competence.</li> </ul>
Demonstrate current knowledge of the industry, industry practices, and the job or role against which performance is being assessed.	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.
Demonstrate current knowledge and skill in conducting assessments in a range of contexts.	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.
Demonstrate the necessary interpersonal and communication skills required in the assessment process.	Participate in one professional development activity with a group in the previous 12 months.
Licencing and registration requirements.	All licences, registrations, competencies current.