| Name: |       | RIW ID# | xxxxxx |
| --- | --- | --- | --- |
| Address: |       |  |  |
|  |       | Postcode |  |
| Telephone: |       | Email |  |
| Organisation |       |
| Position |       | Location |       |
| Current Competency Role: |       |
| A. Competencies to be reviewed for Upgrade |
| List the Competencies that are requested to be upgraded below and the proposed grade and support information in Table B. |
| Competency List |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| **B. Certificates and Records for Training and Education** (These are uploaded to Rail Industry Worker portal): |
| 1) | [ ]  | Primary Qualification. Education Training relating to competencies to be assessed (e.g. Electrical IV Certificate or Engineering Degree). Provide a scanned copy of the Qualification and Academic Record. L4-CHE-FOR-071 |
| 2) | [ ]  | Training Course Certificates from Rail Industry suppliers and training related to Signalling specific tasks and signalling equipment specific training. |
| 3) | [ ]  | Training & Education Record Form  |
|  |
| **C. Work Experience Record** (These are uploaded to Rail Industry Worker portal): |
| 1) | [ ]  | Work Experience Record (mandatory to provide Work Experience Record for all work over previous 5 years). Use form L4-CHE-FOR-070 or equivalent. This must be verified by suitable Supervisors. Alternative formats must contain full information. |
| 2) | [ ]  | Form L4-CHE-FOR-070 Work Experience Record – Verification Supervisors Declaration must be completed and submitted. Alternatives are not accepted. |
|  |
| **D. Assessment Checklist and Work Experience Records** (These are uploaded to Rail Industry Worker portal): |
| I confirm that all of the information in:* the ***Applicant Assessment Checklist*** is true and correct and fully reflects my qualifications, training and
* the ***Work Experience Record*** truly details work that I have performed and the responsibility level.
 |
| ***I Declare that the information on this form and files uploaded to Rail Industry Worker is true and correct and fully provides all relevant details for the Assessment of my Signalling Competencies.*** |
| **Signature:** |  | **Name:** |       | Date: |       |
| **Witness** |
| **Signature:** |  | **Name:** |       | Date: |       |

|  |
| --- |
| COMPETENCY ASSESSMENT UPGRADE CHECKLISTTable B |
| RIW ID # xxxxxx |  |
| For:  | **<<insert Name>>**  |  |
| **Skills** | **Level****#** | **EVIDENCE** | **Comments by Assessor** | **L** |
| **Training Record** | **Work Experience** |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
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|       |   |       |       |       |   |
| # Proposed level by applicant . Where a skill has multiple options e.g. ***Points Maintenance D84m, M23A, Claw lock*** or ***Level crossing –Relay, HXP, CBI*** then a separate line above must be completed for each option. |
| Insert the Competency in the above first column and indicate the supporting information under Training Record and Work Experience. Please indicate within these cells a # reference to the attached documents in sequence order. |
| Current SOC attached |  | Work Experience Record attached |  |
| Training and Education Record attached |  | Training Certificates attached |  |
| Work Based Training Assessment attached |  |       |  |
| ASSESSMENT REVIEW CONDUCTED BY: |
| Assessor’s Signature: |  |
| Assessor’s Name: |       | Date: |       |
| COMPETENCY ASSESSMENT UPGRADE CHECKLIST continuedTable B |
| RIW ID # | xxxxxx |  |
| For:  | **<<insert Name>>**  |  |
| **Skills** | **Level****#** | **EVIDENCE** | **Comments by Assessor** | **Lv** |
| **Training Record** | **Work Experience** |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
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|       |   |       |       |       |   |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
|       |   |       |       |       |   |
| # Proposed level by applicant . Where a skill has multiple options e.g. ***Points Maintenance D84m, M3A, Claw lock, Clamp Lock*** or ***Level crossing –Relay, HXP, CBI*** then a separate line above must be completed for each option. |
| Insert the Competency in the above first column and indicate the supporting information under Training Record and Work Experience. Please indicate within these cells a reference ID to the attached documents in sequence order. |
| Current SOC attached |  | Work Experience Record attached |  |
| Training and Education Record attached |  | Training Certificates attached |  |
| Work Based Training Assessment attached |  |       |  |
| ASSESSMENT REVIEW CONDUCTED BY: |
| Assessor’s Signature: |  |
| Assessor’s Name: |       | Date: |       |

**Guidance for Competency Upgrade Requests**

*NOTE. It is desirable that a Requestor groups a number of competency upgrades in one submission and does not submit the upgrades individually.*

This Form is used for an applicant applying for an upgrade for up to 10 skills and the options associated with those skills. If more than 10 skills are to be upgraded, then a full assessment is required. An applicant will normally request an upgrade of one level for each submission. However it is permissible to upgrade from level 0 to level 2. This form is not be used to upgrade from level 0 to level 3 or level 1 to level 3.

The Applicant is required to complete this form prior to submitting to the Assessor. The applicant is to read the following instructions to ensure that this form is correctly filled out. The information provided in this form is to demonstrate the skill competency level sought by the applicant.

The evidence required may include both training as well as activities recorded in your Work Experience Record. The Work Experience Record shall be up to date at the time of submission of the Upgrade Request.

**Step 1** The Applicant is to complete the updating to the Work Experience Record and have it endorsed by an appropriate supervisor. This supervisor must have the higher skill level in the skills being assessed for upgrade. The Training and Education record must also be updated. The supervisor must complete details and sign the Verification Supervisors Declaration on page 1 of the Work experience Record template.

**Step 2** The applicant nominates the ‘Skills’ that are proposed for upgrade. The applicant checks L1-CHE-MAN-003 for skills that require formal training or industry based training. The applicant uses a separate line for each skill.

**Step 3** The applicant completes each item by adding references to Training and to Work Experience. Please review the examples to ensure that the references are easily understood by the Assessor and the Endorser.

**Step 4** The applicant ensures that they have provided the appropriate number and type of Work Experience references for the nominated ‘skill’ level. See reference below.

**Training Records** This includes from educational institutions, Registered Training Organisations, past training records of Rail Infrastructure Operators, assessments by other organisations. It shall also include training in specific equipment by industry suppliers which shall demonstrate that competency has been gained and not just attendance at course. In some cases specific equipment training is mandatory.

**The Work Experience Record** is a record of professional work undertaken, including the level of responsibility and type of work task. This would indicate the level of complexity of the task. This must be endorsed by the engineering or project supervisor for the respective work. The Work Experience should reference work done in terms of competencies on the competency certificate.

The applicant shall provide Work Experience Record activities as detailed below for each ‘skill’.

|  |
| --- |
| **Level 1 – Supervised Practitioner** |
| The Requestor shall confirm that the applicable training course has been completed. Where the skill involves a technology product or technically difficult subject then an industry training course or supplier training course is mandatory. See L1-CHE-MAN-003 Training for a New Skill or Higher Competency Level.  |
| Where Work Based Training has been used to gain the skill, then this shall be clearly shown in the Work Experience Record and the Training Record. |
| **Level 2 – Practitioner** |
| The Requestor can demonstrate having met Level 1 and has performed work under supervision and mentorship of a suitably experienced practitioner. The Requestor must have performed a sufficient number of tasks to gain practical experience and breadth of knowledge on the subject competency. The supervising practitioner has confirmed that the tasks have been performed competently. |
| **Level 3 – Expert** |
| The Requester has previously been certified as Level 2. The Requestor has performed a large number of tasks covered by this competency and performed these competently. The Requestor has good knowledge and understanding of the relevant MTM Standards and how they are to be applied. The Requestor has undertaken the competency for complex activities under the supervision of a level 3 person. There is confirmation by the suitably skilled supervisor that the tasks have been performed competently and this is recorded in the Work Experience Record. |
| See L1-CHE-MAN-003 Training for a New Skill or Higher Competency Level for details of how the work experience is undertaken and recorded. |

**Work Experience Requirements for each Level**

**Level 1**

To attain a Level 1 competence the applicant must demonstrate successfully completed training in the activity, proved by a Certificate of Attainment. Alternatively, the applicant may have verified Work Based Training covering the skill as detailed in L1-CHE-MAN-003 Signals Competency – Training. Three work experiences covering the breadth of the skill are required. These must be actual performance of the skill or task and not just review of some other person’s work.

**Level 2**

The individual must have previously attained a level 1 competency. To attain a Level 2 competence an individual must be able to demonstrate by means of verified work experience that they have carried out the activity a **minimum of four** times, independently, in a simple or routine task.

These are full and independent satisfactory performance of the tasks. For example design would be of a whole level crossing or a whole crossing loop and not just relocation of a signal or extension of a crossing loop. Construction testing would be of a whole interlocking for a crossing loop and not just one signal or one point motor.

Where a competence is a broadening of a similar well experienced activity, then it is acceptable to gain a level 2 by providing evidence of carrying out the activity a **minimum of two** times, independently, in a simple or routine task.

An example would be where an individual has 4 verified experiences in AC track circuits and has 2 verified experiences on HVI track circuits. The individual would be able to gain a Level 2 in both activities due to the similarity in technologies.

**Level 3**

Level 3 can only be gained through verified experience gained including experience within the MTM Network. To attain a Level 3 competence an individual must be able to demonstrate by means of verified work experience that they have carried out the activity a **minimum of five** times, independently, in a complex task.

These are full and independent satisfactory performance of the tasks. For example design would be of a whole level crossing or a whole crossing loop and not just relocation of a signal or extension of a crossing loop. Construction testing would be of a whole interlocking for a crossing loop and not just one signal or one point motor.

Where a competence is a broadening of a similar well experienced activity, then it is acceptable to gain a level 3 by providing evidence of carrying out the activity a **minimum of three** times, independently, in a complex task.

An example would be where an individual has 5 verified experiences in AC track circuits and has three verified experiences on HVI track circuits. The individual would be able to gain a Level 3 in both activities due to the similarity in technologies.

Half of these minimum number (3 and 2 respectively) of work experience activities shall be performed on the MTM network in accordance with MTM Signalling Standards applied to demonstrate the high level of understanding of MTM standards and practices.

**Supervised Higher Level Work experience**. Where an individual is undertaking work experiences to gain a higher skill level, they must work under the direction and mentorship of a person who has the higher skill level. This person must endorse the work experience and confirm that it was performed satisfactorily.