***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.

**NOTE - If no evidence is available then the respective Competency item cannot be certified.**

The evidence required may include both training recorded in your Education & Training Record as well as activities recorded in your Work Experience Record.

**Step 1** The Applicant is to complete this form on a computer to be able to choose all of the available options. Options are highlighted in grey with drop down menu or options to insert words.

**Step 2** The applicant nominates the proposed ‘Skill’ level for each item,

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

**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 and 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** / Log Book is a record of professional work undertaken, including the level of responsibility and type of work task. This should 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 0**

This level depicts that there is no certified knowledge

**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 experience showing Work Based Training covering the skill. Typically 3 *Work Based Training* work experience episodes under mentorship are required for level 1.

**Level 2**

To attain a Level 2 competence in addition to the requirements for Level 1, 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.

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 DC 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.

**Assessor: Date: SME: Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMPETENCY ASSESSMENT CHECKLIST | | | RIW ID # |  |
| *For:* |  | | | |
| The relevant information has been used in the assessment of the nominee for: | | | | |
| *(select role)* | | | | |
|  | | | | |
| Assessment Checklist | | | | |
| Assessor | | Checklist Item | | |
|  | | Information provided by candidate | | |
|  | | Signed Request for Assessment included | | |
|  | | Training Records provided for National Certified Competencies | | |
|  | | Training Records provided for Industry or Equipment Training | | |
|  | | Work Experience Record (WER) provided | | |
|  | | VRIOGS Signalling Standards Induction passed | | |
|  | | Track Safety Awareness certificate | | |
|  | | OHS Induction certificate | | |
|  | | Site Induction | | |
|  | | Health Assessment for Rail Safety Workers | | |
|  | | All of the above information loaded into Rail Industry worker (Rail Safety Worker) database. | | |
|  | |  | | |
|  | | Assessment Checklist and Draft Statement of Competency | | |
|  | | Applicant has completed a Draft Statement of Competency | | |
|  | | Applicant has provided Training references for all skills | | |
|  | | Applicant has provided Work Experience References for all skills | | |
|  | |  | | |
|  | | Assessor confirms | | |
|  | | Drug & Alcohol Policy compliance checked on Request for Assessment | | |
|  | | All the above information collated and recorded | | |
|  | | Scanned copy of information loaded into Rail Industry worker (Rail Safety Worker) database. | | |
|  | | Assessor Certification provided of this Checklist and SoC | | |
|  | | Assessor is ARO approved for this ‘signalling role’ or is working with an approved Subject Matter Expert (SME) | | |
|  | | All information has been assessed and recorded assessments for all competencies | | |
|  | | All issues have been assessed | | |
|  | | Assessor has uploaded this Assessment Checklist to Rail Industry Worker site | | |
|  | |  | | |
|  | | Draft Certificate of Competency | | |
|  | | Certificate and Agreement signed by applicant | | |
|  | | Certificate signed by Assessor | | |
|  | |  | | |

Technical Documents and Investigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EVIDENCE | Level | Training | Work Experience | Initial Comments by Assessed | |
| Signal Standards |  |  |  |  |  |
| Risk Assessments |  |  |  |  |  |
| Service Schedules |  |  |  |  |  |
| Technical Maintenance Plans |  |  |  |  |  |
| Functional Specifications |  |  |  |  |  |
| Incident Investigations |  |  |  |  |  |
| Safety Investigations |  |  |  |  |  |
| Track/Bonding Plans |  |  |  |  |  |
| Design Documentation |  |  |  |  |  |
| VRIOGS - Signal Construction Induction |  |  |  |  |  |
| Commissioning Work Package Documentation ie CTC Forms |  |  |  |  |  |
|  |  |  |  |  |  |

Project Manager / Project Engineer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EVIDENCE | Level | Training | Work Experience | Initial Comments by Assessed | |
| Provide evidence of interpreting / scoping project requirements. |  |  |  |  |  |
| Provide evidence of management of timing /progress of a project |  |  |  |  |  |
| Provide evidence of management of cost/budget for a project. |  |  |  |  |  |
| Provide evidence of when you have managed project quality aspects |  |  |  |  |  |
| Provide evidence of management of project resources/staffing |  |  |  |  |  |
| Provide evidence of management of communication in a Project |  |  |  |  |  |
| Provide evidence of when you have managed project risk. |  |  |  |  |  |
| Provide evidence when you have managed contractual issues |  |  |  |  |  |
| Provide evidence of integration of functions of project management |  |  |  |  |  |
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Construction and Set to Work –Signalling Drawings

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EVIDENCE | | | Level | | Training | Work Experience | Initial Comments by Assessed | |
| Signal Arrangement Plans (SAP) | | |  | |  |  |  |  |
| Bonding & Signal Apparatus Plans | | |  | |  |  |  |  |
| Impedance & Cross Bonding Plans | | |  | |  |  |  |  |
| Control Tables (CT) | | |  | |  |  |  |  |
| Cable Running Plans | | |  | |  |  |  |  |
| Contact Analysis Sheets | | |  | |  |  |  |  |
| Equipment Box Layouts | | |  | |  |  |  |  |
| Control & Indication Diagram (ie Panel Drawings) | | |  | |  |  |  |  |
| Mechanical Drawings (ie Signal / Point Layouts) | | |  | |  |  |  |  |
| Equipment and Generator Room Layouts | | |  | |  |  |  |  |
| Signalling Diagram | | |  | |  |  |  |  |
| Signal Sighting Forms | | |  | |  |  |  |  |
| Level Crossing Focusing Diagram / Layout | | |  | |  |  |  |  |
| Train Control System Block Diagram | | |  | |  |  |  |  |
| Locking Diagrams & Tables | | |  | |  |  |  |  |
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Equipment Classes

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| EVIDENCE | Level | Training | Work Experience | Initial Comments by Assessed | |
| Signal Power Distribution Supply System 3,300V, 2,200V HV |  |  |  |  |  |
| Signal Power Distribution Supply System 1,000V, 650V |  |  |  |  |  |
| Signal Power Distribution Supply System 440V, 240V |  |  |  |  |  |
| Signal Power Distribution Supply System 110V,50V |  |  |  |  |  |
| Controlled Signals |  |  |  |  |  |
| Automatic Signals |  |  |  |  |  |
| Train Protection – TPWS |  |  |  |  |  |
| Train Protection – Train stop |  |  |  |  |  |
| Level Crossing Road Protection |  |  |  |  |  |
| Level Crossing Pedestrian Crossing |  |  |  |  |  |
| Traffic Light Coordination Arrangements |  |  |  |  |  |
| Track Circuits – Audio Frequency (Jointless) CSEE |  |  |  |  |  |
| Track Circuits – AC |  |  |  |  |  |
| Track Circuits – DC |  |  |  |  |  |
| Track Circuits – HVI |  |  |  |  |  |
| Track Circuits – Non-vital IPI, PSO |  |  |  |  |  |
| Points – Off Rail (M23A / LZW / GRS) |  |  |  |  |  |
| Points – On Rail (Clamp Lock) |  |  |  |  |  |
| Points – On Rail (Claw Lock) |  |  |  |  |  |
| Axle Counters-Frauscher-model |  |  |  |  |  |
| Axle Counters-Siemens-model |  |  |  |  |  |
| Axle Counters-Thales-model |  |  |  |  |  |
| Telemetry and Interface Processors |  |  |  |  |  |
| Siding Gates and Controls |  |  |  |  |  |
| Mechanical Signalling Equipment |  |  |  |  |  |
| Mechanical Interlocking Frames |  |  |  |  |  |
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Interlocking Systems

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| --- | --- | --- | --- | --- | --- |
| EVIDENCE | Level | Training | Work Experience | Initial Comments by Assessed | |
| Relays (Unit Lever / Freewired) |  |  |  |  |  |
| Geographical Relays |  |  |  |  |  |
| SSI |  |  |  |  |  |
| SmartLock |  |  |  |  |  |
| WestLock |  |  |  |  |  |
| VHLC |  |  |  |  |  |
| WestRace Mk1 |  |  |  |  |  |
| WestRace Mk2 |  |  |  |  |  |
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Issues arising from Assessment (Assessor to record notes here):

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| Subject Matter Expert to record notes here | | | |
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| ASSESSMENT REVIEW CONDUCTED BY: | | | | | |
| Subject Matter Expert’s Name: | |  | | | |
|  | | | | | |
| Subject Matter Expert’s Position: | |  | | | |
|  | |  | | | |
| Subject Matter Expert’s Signature: | |  | Date: |  | |
|  | | | | | |
| Authorised Assessor’s Name: | |  | | | |
|  | | | | | |
| Authorised Assessor’s Position: | |  | | | |
|  | |  | | | |
| Authorised Assessor’s Signature: | |  | Date: |  | |