

Training Academy Bulletin



Issued: 25 May 2018
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Metro Academy Training Calendar & Extensions Requests

The purpose of this bulletin is to alert Suppliers and Worksite Protection personnel of the process for extension requests over the upcoming recertification window. As Metro is the only provider approved to deliver recertification training the following must be adhered to.

What do I do if my Lookout, Handsignaller, TFPC or TVO competency is about to expire OR has expired?

1. You need to log in to the 'Platform' and book a course (If you are new to the Platform see below) Once you've booked in you will be sent an email confirming your attendance.
2. Your employer will need to send the following to competencies@metrotrains.com.au no later than 10-days before your competence is due to expire:
 - a. The name, RIW Number, role competency and expiry date for each worker,
 - b. A statutory declaration confirming how many occasions over the last 3-months each worker has been practicing their role on the MTM network, and
 - c. The confirmation email from the Platform that each worker has been booked into the course.

Note. The request and statutory declaration can be for multiple workers.

3. On review, if your extension is successful MTM will upload an extension letter into your RIW profile with the date set to 10 days past course completion.

Note. Extensions will be granted at the highest level of competency that you are required to extend, given your evidence supports the extension level requested. This will automatically extend the subordinate levels. MTM competency extension will not be accepted for other rail operators.

4. Within 48hours of course completion, you will be able to access your certificate of completion within the Platform. This will need to be uploaded into your RIW for verification.

Will there be any more training sessions?

You can find the sessions within the Platform and at the end of this bulletin. Further sessions will be uploaded into the Platform over the coming weeks and learners/employer administrators should continue to access the Platform to monitor the available dates.

How do I log in to the Platform?

If you are a **first time user** to The Platform, please [click here](#) to register.


If you have used The Platform before, please [click here](#) to log on.


Instructions on how to use the 'Platform'

- [For Learners](#)
- [For Administrators](#)

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

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

May 2018					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
21	22	23	24	25	
MCSR TFPC 3.2 (Day 5)	TTSA TFPC 3.2 (Day 6) TVO	TTSA Lookout	TTSA Handsignaller TVO Renewal	MCSR Lookout/H'Signaller Renewal ASB	
28	29	30	31	1 June	
	TTSA WHS Cert 4 TFPC 3.1 Renewal TVO R	MCSR TVO Renewal Handsignaller	White Card TTSA TFPC 3.1 Renewal	MCSR Handsignaller Renewal	

June 2018					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
				1	MCSR Handsignaller R
4	5	6	7	8	
TTSA	TTSA TVO	MCSR TFPC 3.2 R TVO Renewal	Lookout	TVO Renewal	
11	12	13	14	15	
Queens Birthday Public Holiday	TTSA Handsignaller Renewal TFPC 3.1 Renewal TVO Renewal	TTSA Handsignaller TVO Renewal	Lookout Handsignaller Renewal TVO Renewal	MCSR Lookout Renewal TVO Renewal	
18	19	20	21	22	
TTSA MCSR Lookout R TVO Renewal	TTSA Handsignaller MCSR TVO	TTSA MCSR TFPC 3.1 (Day 1) TFPC 3.1 Renewal TVO Renewal	TTSA (GROW) TFPC 3.1 (Day 2) TFPC 3.2 Renewal	TTSA TFPC 3.1 (Day 3) TFPC 3.3 Renewal	
25	26	27	28	29	
MCSR Handsignaller Renewal	TTSA TFPC 3.2 (Day 1) TVO Renewal TFPC 3.1 Renewal	TTSA TFPC 3.2 (Day 2) TVO Renewal Lookout	MCSR TFPC 3.2 (Day 3) Const Ind (GROW) Lookout R	MCSR TFPC 3.2 (Day 4) TVO TFPC 3.1 Renewal	
2-Jul	3-Jul				
TFPC 3.2 (Day 5)	TFPC 3.2 (Day 6)				