

# Signal Competency Management System

Moderation Session for MTM Approved  
Signal Assessors

24<sup>th</sup> July 2018



# Welcome to the Metro Competency Management System, Signal Assessor Moderation



## Introduction of the session chair and presenters

- Please ensure you have signed the attendance sheet as its your only record of attendance and proof that you have attended the signals moderation session
- In event of evacuation there will be an alarm, and wardens will escort you out of the building to the evacuation area
- Please **turn phones** off or place on silent now
- The wash room, toilet facilities and kitchen areas are outside of this room
- There is time allowed for questions to be asked after the presentation

# AGENDA



1. *Start at 0830 -Purpose of the session*
2. *MTM Rules for assessors*
3. *Moderation component*
4. *10.30-Morning break and chat over that time*
5. *10.50-Important dates*
6. *General Questions and questions session*
7. *12.00 Midday-Final wrap up, MTM contacts details and thank you-*

**PLEASE NOTE THAT THE ONLY QUESTIONS ARE WITHIN THE Q&A COMPONENT TO ENSURE ALL AREAS ARE CATERED TO ADEQUATELY IN THE ALLOCATED TIMEFRAME**

# INTRO



## INTRODUCE YOURSELF

Name

Company

Role

# The meaning of moderation



[Extract -https://en.wikipedia.org/wiki/Moderation](https://en.wikipedia.org/wiki/Moderation)

*Moderation* is the process of eliminating or lessening extremes.

It *is* used to ensure normality throughout the medium on which it *is* being conducted.

A *moderator* may remove unsuitable contributions from the website, forum or IRC channel they represent in accordance with their *moderation* system.



# Purpose of the Moderation Session



The purpose of the MTM signal assessor moderation session is to bring all current endorsed MTM signal assessors and MTM CMS management people together to-

- Ensure that all MTM endorsed signal assessors understand and undertake all assessments in strict accordance to all MTM CMS documents, procedures, standards, forms and requirements

# Rules for Assessments



## RULES TO FOLLOW

- That the MTM signals CMS manual and all documents shall be used and adhered to- there is NO negotiation on their use.
- That MTM endorsed signal assessors **assess on behalf of MTM when assessing RSW's (not anyone else)**
- The RSW shall provide all necessary evidence for an assessment, and that interviews are only there to clarify what has been submitted. No Evidence-No assessment
- The Assessor shall use all MTM forms, complete all forms in full (checklist,etc)

# Rules for Assessments



## RULES TO FOLLOW

- The Head of Engineering-Signalling is the endorser of all signal, CS&C and project SoC (Ian Roulstone)
- The MTM standards induction answers and questions **SHALL NOT** be made into an online quiz, or changed in any manner, shape or form without the explicit permission of MTM
- Only use the **correct email** when corresponding to MTM over competencies to ensure that it is captured, and responded with in the correct manner and by the appropriate person. [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au)



# Rules for Assessments



## RULES TO FOLLOW

- Ensure all RSW contact details are current within Onsite to ensure you receive all emails from Onsite over expiring competencies, and any Bulletins sent from MTM will use those emails to contact the RSW
- Ensure all records of assessments are retained and they are available when MTM audit. It is proposed to start auditing assessments from August 2018.
- If a RSW- you or others are undertaking work described within the MTM signals competency system manual- then you **MUST** have a current MTM statement of competency **prior to undertaking** those works.

# Rules for Assessments



## RULES TO FOLLOW

- All assessments are treated as **new assessments**, and not as “reassessments”, and as such require;
- full WER,
- training records
- and other evidence
- Use the frequently asked questions document held on the Metro Academy website as it captures many issues and questions raised in recent times.

# Moderation Session



As assessors you represent MTM and as such need to know and understand all the following-

- That on the RIW website there are frequently asked questions list-FAQ, along with many small video clips available for use by RSW and assessor
- That MTM bulletins to Industry are reminders of competency requirements, training sessions, compliance and held on the website

# Moderation Session



Understanding the signal, CS&C, signal project Roles-what they are

- Understanding the forms to use and where to obtain them
- Completion of the checklist fully with all comments as it's one of the major auditable and visual components of the assessment (plus signed by assessor, SME and RSW), as it ties all the training, WER, evidence as to how and why a competence level is given to a RSW. (this also assists in any cross acceptance with other ARTO CMS)

# Moderation Session



- Pegasus (the company) –Onsite (the software utilised) understanding of the terminology, and responsibility of both
- In the very near future Onsite will be altered to allow the capture of both,
  - the checklist
  - and also the request for assessment.
- This will initially be in the non mandatory area, then in 12 months it will be placed in the mandatory areas
- A MTM Bulletin will be released to all RSW's to inform them

# Moderation Session



- Levels of competence based on CMS manual, there are no half levels of competency. Only full levels are acceptable (1,2,3) –no 1.5,2.5
- Signal Project manager/ signal project engineer SoC and levels and evidence that is required (can only go to level 2- practitioner)
- SME –general discussion, and suggest for all eligible RSW to apply for SME roles, so as we can have formalised lists of SME, similar for signal assessor, mentor, TIC. (The Industry needs to have and formalise appropriate people as SME, and have them available on the list for visibility to all for use)



# Moderation Session



- Signal MTM “standards induction” has now been updated to capture the MTM standards, and the **retirement** of VRIOGS (**do not** use the term VRIOGS assessments anymore)
- There is a induction for each Role (test, design, etc)
  - Note that many ex VRIOGS are retained by MTM and are now renumbered with MTM document numbers)-and available of MTM engineering portal,
  - **RELEASE OF THE NEW VERSIONS TODAY and mandatory for all from 01/08/2018**
  - Answers are only available from MTM competencies via email request to those signal assessors having completed the MTM moderation session

# Moderation Session



- MTM leadership course- RSW's need to physically attend-even from companies based Overseas (discuss with MTM if located Overseas)
- Any extension of SoC for xx reasons shall be applied for to MTM competencies, and there should be little reason for this with the RIW 60 day reminder of expiring competencies, and RSW logging into the RIW website, app, or update via your CMS administrator of your company, etc
- Keep email addresses up to date to ensure you receive emails from Onsite and MTM competencies

# Moderation Session



- Do we all understand Training ?
- what,
- where,
- from whom ?

# Timing and Important Dates



## Important dates

- All current SME from previous to 1/2/2018 CMS system and whom have not already applied for the formal SME roles have until **31<sup>st</sup> December 2018** to apply for those Roles as SME in Onsite. After that they will not be recognised as SME within the MTM signal competency system
- The new requirements for RSW now applying to Signal Project Managers and Signal Project Engineers to be obtained by **1 Feb 2019** (AMIRSE, work experience, etc).
- New requirements for all Metro Signal roles for a RSW to have undertaken the Metro Safety Leadership course are to be gained by **1 Feb 2019**.
- Onsite will make RSW roles “working towards ”if not completed by then.
- All other requirements were **mandatory on release date** of the Metro Signal Competency Manual and its associated documents



## QUESTIONS

- Question and answer **session**
- Also use the **MTM** supplied separate **Q&A list** for the event

# Completion and thank you for attendance



Thank you for your attendance and we welcome feed back from today's moderation session.

Please ensure you have signed the attendance sheet as its your only record of attendance and proof that you have attended the signals moderation session.

Copies of todays session can be obtained from MTM academy website or by email to [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au)



## Further Information



Further information on competencies can be obtained from- <http://www.metrotrains.com.au/academy/>

To ensure capture of all emails, and correct addressing of emails by the appropriate person

**-All emails go to- [competencies@metrotrains.com.au](mailto:competencies@metrotrains.com.au)**

END OF SESSION MARKER

- END OF SESSION  
MARKER

# PREVIOUS MTM SESSION WITH RSW



- NEXT SECTION IS -
- POWER POINT SLIDES USED AT PREVIOUS RSW SESSION IN FEBRUARY 2018

# Background



- The previous Metro Signals CMS had been in use for over 4 years and an updated system was bought into use February 2018
- The updated system captures the roles related to Signals - CS&C, Design, Test, Construct, Maintain , Project Management/Engineer
- There were previously requirements for local experience/domain knowledge to be able to progress beyond a competency of level 1

# Background



- The previous CMS did accept non Metro experience for level 2 (level 2 being the practitioner level)
- Input from Industry has been captured during the 4 years of the previous Metro CMS use
- Metro CMS “lessons learnt” have been captured over the previous 4 years in the updated system
- Metro CMS in many areas have aligned with other ARTO’s

# CMS Overview



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- Two new signalling roles have been added to the Metro signals CMS area– PM and PE. These roles have been provided to ensure the competency is approved to allow involvement with signalling decisions/discussions and documentation.



# Overview



- In the updated system many forms were created for the RSW applicant, SME and Assessor in providing the appropriate and complete information that is required for assessment and any audit of an assessment/ process .

# Objectives of Metro CMS Improvements



The primary objectives were;

- To capture the knowledge gained over the use of the previous Metro CMS
- For Metro competency assessments to understand and capture RSW's skills, knowledge and competencies that have been gained on rail networks across Australasia and elsewhere (requires capture of WER and training to assess)

# Objectives of Metro CMS Improvements



The primary objectives were;

- To allow the RSW to have more control over their assessment, by allowing them to gain information and complete all forms prior to assessment (with training, WER, references into checklists, etc)
- To understand that the majority of changes were at Practitioner level only – as the SME (Level 3) shall have Metro network/domain knowledge and experience

# Objectives of Improvements



The primary objectives were to;

- Utilise improved and new documentation to capture the evidence of a RSW's training, knowledge and experience gained elsewhere to Metro (where possible align with other Rail Operators, and “common forms” to allow this to be easily done)
- Capture all “signalling related” competencies into the Metro L1-CHE-MAN-003 Signals Rail Safety Worker Competence Manual (now also includes Signal Project Manager and Signal Project Engineer)

# Improvements



## New Documentation

- Signals Competency Assessment Request
- Education and Training Record
- Signals Assessment Checklist (for all roles)
- Transfer of Competencies Form
- Signals Work Based Training Assessment

# Improvements



## New Documentation

- Signals Qualification Equivalence
- Alternate Assessment for Technically Difficult Skills for those whom have gained “in house experience” over many years, or where formal courses are not available (example, Technical Quiz, or other)
- Mentors SoC
- SoC for the roles of Signal Project Manager and also Signal Project Engineer (capture of previous RORE elements are now embedded within the signalling SoC)

# Improvements



Other updated Documentation were;

- Metro Signals Subject Matter Expert (SME) in the various Roles is now a role to be applied for within Onsite and a Metro Letter of Authorisation is issued when the role is endorsed
- L1-CHE-MAN-003 Signals Rail Safety Worker Competence Manual
- Appendix One. Signals Rail Safety Worker Competence, Signalling, Control Systems & Communications Roles Matrix

# Improvements



## Further Improvements from the previous CMS

- All roles to now undertake the “one day” Metro Safety Leadership course
- Enhanced capture of “maintaining competence” (previous called decaying of competencies)
- The Rail Authorisation Letter previously issued by Metro to authorise alternate signalling qualifications is to be replaced by a Qualification Equivalence Certificate.
- A “signals” frequently asked questions (FAQ) document created for use



# Improvements



## Further Improvements to previous CMS

- The Rail Authorisation Letter will be used for Metro authorisation for roles such as TIC, SME in the various Roles, Signals assessor, Mentor
- SME's, TIC, Assessor to formally apply through Onsite for MTM acceptance for the "Role", and obtain a METRO Signals SME Authorisation in a role (Design, Test, Construct, Maintain, CS&C, Project Management/Engineering).
- All RSW whom are Metro approved SME will be captured on a SME Register within Onsite

**Note:** SME, Mentor, Assessor & TIC lists will be provided on request to Signal personal.

# Improvements



## Further Improvements to previous CMS

- Consistency across Assessments
- Current actions in place to where possible to align with ARTC, V/Line, Victrack, DPTI, PTA (possibly other ARTOs)
- Post Incident Management of Competencies

# Improvements



## Further Improvements to previous CMS

Clarity that when working from either;

- an Overseas or Interstate work location, or in an office environment in Victoria, or Melbourne where the RSW **will not be** requiring to work on site

That the “Around track” and MTM Operator roles are **NOT required to be selected within Onsite**

# Improvements



## Further Improvements to previous CMS

- The 3 year period for reassessment of the Assessor and SME roles is now extended to 4 years and is the same as other RSW
- Enhanced identification and capture of training gained from work related experience as “training on the job”, under mentorship and similar
- Capture of change of file size that Onsite can now cater to; for all general documents file size is two(2)meg and others like WER are now ten(10) meg

# References to Metro Documents



## Referenced Metro Documents

- [L0-SQE-PRO-014 – Safety and Environmental Requirements for Contractors Working on Metro Premises](#)
- L0-HMR-MAN-001 – Business Rules Manual for the Contracting Rail Safety Worker
- L1-SQE-PRO-057 Competency Management Following a Safeworking Breach
- L1-SQE-PRO-005 Incident Reporting and Investigation Procedure
- [Note:](#) These documents are all available on the Metro Academy portal

# FORMS



<b>Signals Competency Assessment Request</b>	L4-CHE-FOR-073	2F-21
<b>Education and Training Record</b>	L4-CHE-FOR-071	2F-26
<b>Signals Competency Work Experience Record</b>	L4-CHE-FOR-070	2F-25
Signals Competency Training Qualification Equivalence	L4-CHE-FOR-074	2F-22A
Signals Competency Upgrade Request	L4-CHE-FOR-069	2F-24
Work Based Training Assessment Form	L4-CHE-FOR-067	2F-22B
Alternate Training Certificate	L4-CHE-FOR-068	2F-22D
Transfer of Competency Assessment Checklist	L4-CHE-FOR-072	2F-30

# FORMS



Certificate Control Systems Competency Assessment Checklist	L4-CHE-FOR-086	NA
Certificate Signal Constructions Competency Assessment Checklist	L4-CHE-FOR-079	NA
Certificate Signal Design Competency Assessment Checklist	L4-CHE-FOR-080	NA
Certificate Signal Maintenance Competency Assessment Checklist	L4-CHE-FOR-081	NA
Certificate Signal Test Competency Assessment Checklist	L4-CHE-FOR-082	NA
Certificate Signal Project Management and Project Engineering Competency Assessment Checklist	L4-CHE-FOR-083	NA
Statement of Competency Signal Project Engineer	L4-LED-FOR-078	NA

# FORMS



Statement of Competency Signal Project Manager	L4-LED-FOR-077	NA
Statement of Competency Signal Assistant Constructor	L4-LED-FOR-060	NA
Statement of Competency Signal Constructor	L4-LED-FOR-065	NA
Statement of Competency Signal Constructor Supervisor / Team Leader	L4-LED-FOR-064	NA
Statement of Competency Signal Construction Engineer	L4-LED-FOR-063	NA
Statement of Competency Signal Construction Senior Engineer	L4-LED-FOR-062	NA
Statement of Competency Control System & Communications Assistant Technician	L4-LED-FOR-059	NA



# FORMS



Statement of Competency Control System & Communications Technician	L4-LED-FOR-071	NA
Statement of Competency Control System & Communications Engineer	L4-LED-FOR-061	NA
Statement of Competency Control System & Communications Senior Engineer	L4-LED-FOR-070	NA
Statement of Competency Signal Assistant Designer	L4-LED-FOR-057	NA
Statement of Competency Signal Designer	L4-LED-FOR-056	NA
Statement of Competency Signal Design Engineer	L4-LED-FOR-055	NA
Statement of Competency Signal Senior Design Engineer	L4-LED-FOR-072	NA

# FORMS



Statement of Competency Signal Principles Design Engineer	L4-LED-FOR-005	NA
Statement of Competency Signal Assistant Maintainer	L4-LED-FOR-069	NA
Statement of Competency Signal Maintainer	L4-LED-FOR-068	NA
Signal Maintenance Supervisor / Team Leader	L4-LED-FOR-067	NA
Statement of Competency Signal Maintenance Engineer	L4-LED-FOR-066	NA
Statement of Competency Signal Senior Maintenance Engineer	L4-LED-FOR-007	NA

# FORMS



Statement of Competency Signal Assistant Tester	L4-LED-FOR-054	NA
Statement of Competency Signal Tester	L4-LED-FOR-008	NA
Statement of Competency Signal Test Engineer	L4-LED-FOR-053	NA
Statement of Competency Signal Senior Test Engineer	L4-LED-FOR-073	NA
Statement of Competency Signal Principles Test Engineer	L4-LED-FOR-006	NA