

Training Academy Bulletin



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Extension to Engineering & Design Competency Assessment

The purpose of this bulletin is to advise MTM employees and Third Parties of an extension to the compliance date for the 'Engineering & Design Matrix' for individuals who have submitted an application.

Why did the change to the Engineering & Design Competency Assessment process change?

In October 2017, MTM made changes to the competency requirements for Engineering and Design roles. There were three main reasons for the change:

- The Engineering & Design matrix did not include an assessment and it simply allowed individuals to upload evidence without any formal assessment taking place.
- With an increase in works in Victoria, there was an increasing need for interstate and overseas professionals wishing to obtain a MTM Engineering and Design role without relevant local experience; and
- MTM is improving activities to ensure that rail safety workers are competent to carry out their work.

This change meant individuals were required to be assessed as 'Competent' before a role could be added to their RIW card.

A transition period was provided so individuals could become compliant to the new requirements with all assessments to be completed by 30 June 2018.

Why is the compliance date being extended?

A number of new General Assessor applications have been reviewed and approved but have not yet added the role to their RIW Card. This has prevented them assessing other individuals. As such there is a current backlog of assessments in the system and MTM believes it is not reasonable to enforce the previous compliance date.

When will I have to fully comply?

The compliance deadline is being extended to **31st December 2018**.

If you have not submitted an application in RIW, been signed off by an assessor/SME and endorsed by MTM in the RIW system you will not be able to work for MTM in this capacity.

How long will it take to assess my application?

This is dependent on the number of roles being applied for, the quality and transparency of the evidence provided, and the availability of the assessor and/or SME. To avoid an application sitting 'dormant' for an extended time, MTM recommends that the RSW seeks prior acceptance by the assessor that they can complete the assessment. This should prevent a backlog of applications with individual assessors; refer to [L2-SQE-MAN-001](#) Appendix B (item 4).

If I have not submitted my application, how do I do it?

If you wish to become a Designer, Checker, Approver or Independent Reviewer you need to complete the following steps:

- Select the role applicable to your discipline in the RIW system,
- Find and complete the new Statement of Competence (SoC) and Record of Relevant Experience (RORE) forms located on the www.metrotrains.com.au/academy website. Complete this as a self-assessment of your experience against the SoC requirements, and
- Upload the SoC and all other supporting documentation into RIW, and click submit.

To be deemed competent, evidence such as tertiary qualifications, current resume, as well as the new Statement of Competency (SoC) must be assessed by a General Assessor.

The General Assessor will review the evidence against the requirements and when complete, submits to a Subject Matter Expert (SME) for sign off (if the General Assessor doesn't already hold an SME role).

Note: All Electrical Network assessments and SME sign off can only be conducted internally via MTM.

Please refer to [L2-SQE-MAN-001](#) Engineering and Design Rail Safety Worker Competence, available on www.metrotrains.com.au/academy for further details of the competency requirements and assessment process.

Please direct enquiries to:
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Rail Safety Worker Competency Website
www.metrotrains.com.au/academy