A1951(14)

Updates to the Engineering and Design Matrix

Purpose

This Bulletin notifies MTM Employees and Third Parties of updates to the MTM Engineering and Design Matrix.

What are the changes?

To ensure clarity and maintain consistency across all assessable positions, all "Independent Reviewer" (IR) roles within the Engineering & Design Matrix have been re-named as "Subject Matter Expert" (SME). For instance, the role previously known as "MTM – Track & Civil Independent Reviewer" is now called "MTM – Track & Civil – SME."

This change aims to eliminate any confusion between IR and SME roles and to standardise terminology across the matrix.

There will also be some competency changes to the following Architectural & Building Services roles. These changes will come into effect on 01 December 2025. From this date, these roles will be deemed invalid, and all cardholders of these roles will be required to take the actions outlined below to demonstrate compliance with the new competency requirements. Failure to do so will result in the cardholder's role(s) remaining invalid.

1. **MTM – Architectural – Designer**

   Changes:
   - Addition of mandatory Professional Registration requirement.

   Actions for Employer Administrators:
   - Add evidence of Professional Registration (910030).
   - From 01/12/2025, submit cardholder's MTM – Architectural – Designer job role to Chloe Lucas.

2. **MTM – Architectural – Checker**

   Changes:
   - Removal of CPEng requirement.
   - Addition of mandatory Master's or Bachelor's degree requirement.

   Actions for Employer Administrators:
   - Upload evidence of Qualified.Degree - MTM - Architectural - Checker (25002)
   - From 01/12/2025, upload Professional Registration under competency (910030.001) if it is currently loaded under the CPEng competency (27394.011). If Professional Registration is already loaded under (910030.001), no action is required.
   - From 01/12/2025, submit cardholder's MTM – Architectural – Checker job role to Chloe Lucas.

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3. **MTM – Architectural – SME**

Changes:

- Removal of CPEng requirement.
- Addition of mandatory Master's or Bachelor's degree requirement.

Actions for Employer Administrators:

- Upload evidence of Qualified.Degree - MTM - Architectural - SME (25001)
- From 01/12/2025, upload Professional Registration under competency (910030.002) if it is currently loaded under the CPEng competency (27394.012). If Professional Registration is already loaded under (910030.002), no action is required.
- From 01/12/2025, submit cardholder's MTM – Architectural – SME job role to Chloe Lucas.

4. **MTM – Architectural – Approver**

Changes:

- Removal of CPEng requirement.
- Removal of Professional Registration requirement.
- Note: The competency Master's Degree.Education (46714) will be switched off. Master's degrees must now be reloaded against competency Qualified.Degree – MTM – Architectural – Approver (33167.002).

Actions for Employer Administrators:

- From 01/12/2025, reload Master's degree under competency (33167.002) if it is currently loaded under (46714). If Master's degree is already loaded under (33167.002), no action is required.
- From 01/12/2025, submit cardholder's MTM – Architectural – Approver job role to Chloe Lucas.

5. **MTM – Building Services – Checker**

Changes:

- Removal of CPEng requirement.
- Removal of Victorian Registered Building Practitioner requirement (98362)
- Note: The competency Qualified.Relevant Tertiary Qualification - MTM - Building Services – Checker (60005.002) will be switched off. Relevant tertiary qualifications must now be reloaded against one of the existing tertiary qualification competencies.

Actions for Employer Administrators:

- From 01/12/2025, upload evidence of RPEV registration under competency Qualified.MTM - Victorian Registered Professional Engineer (99362). If RPEV evidence is already loaded under (99362), no action is required.
- From 01/12/2025, reload the relevant qualification under the appropriate competency:
  - Qualified.Degree – MTM – Building Services – Checker (33167.003)

- o Diploma.Tertiary Qualification – Diploma – MTM – Building Services – Checker (33180.002)
- o Certificate IV.Tertiary Qualification – Certificate IV – MTM – Building Services – Checker (3311.001)
- o Advanced Diploma.Tertiary Qualification – Advanced Diploma – MTM – Building Services – Checker (60006.003)
- • Submit cardholder's MTM – Building Services – Checker job role to Chloe Lucas on the 01/12/2025 onwards.

When do these changes apply?

The above changes will come into effect on 01 December 2025. From this date, all of the roles mentioned above will be deemed invalid.

What do RIW Administrators/Cardholders need to do?

Employer Administrators must ensure all evidence relating to the new competency requirements is uploaded and then resubmit the affected roles to Chloe Lucas for endorsement.

Failure to comply with the new competency requirements will result in the cardholder's role(s) remaining invalid and unable to work in that capacity for MTM.

Do I need to wait until 01 December to take action?

No, you can start uploading the required competencies for your employees prior to 01 December 2025. However, please note that these competencies will not be linked to the relevant job roles until 01 December. Once the changes are in effect, you will still need to resubmit the roles for endorsement by 31/12/2025.

Further Advice

Please reach out to {HYPERLINK "mailto:competencies@metrotrains.com.au"} if you have any questions or need further assistance.

Relevant Resources & Documentation

{HYPERLINK "https://cmsportal.metrotrains.com.au/docnum.aspx?id=A1675" \t "_blank" \o "Cabinet - Controlled Documents > 06 Guidance & Information > Capability & Competency Management > RSW Competency Management > Competency Management"}

{HYPERLINK "https://cmsportal.metrotrains.com.au/docnum.aspx?id=A13853" \t "_blank" \o "Cabinet - Controlled Documents > 06 Guidance & Information > Engineering > Electrical Networks"}

Authorised by

Simone Vitkov

RIW Services Lead

REFERENCE	ISSUE DATE	CONTACT
RIW-BUL-04-2025	08/09/2025	competencies@metrotrains.com.au

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RIW BULLETIN

The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
{	MTM	Entire MTM Network
{	CHE	Engineering / Office of Chief Engineer
{	HMR	People
{	INF	Infrastructure
{	ELN	Electrical Networks
{	OCS	Operational Control Systems
{	SIG	Signals
{	STF	Structures & Facilities
{	TRK	Track Delivery
{	OPS	Operations
{	TSD	Train Service Delivery
{	SWS	Safeworking / Signalling
{	NOS	Network Operations
{	SER	Metrol
{		Passenger Experience
{	STO	Stations
{	AOS	Authorised Officers
{	PRJ	Projects
{	ROS	Rolling Stock
{	SQE	Safety, Environment & Risk
{		Other (e.g. Other Divisions/Departments or people not listed): (List them here)

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
{	All MTM Contractors and Third Parties
{	Corporate
{	Infrastructure
{	Projects
{	Rolling Stock
{	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
{	Issued via email
{	Placed on Noticeboards
{	Placed in staff pigeon holes / letterboxes
{	Delivered during toolbox discussions
{	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
{	Communications Register (the Depot)
{	Toolbox Attendance Records
{	Weekly Operational Notice (WON)
{	Other (specify):

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