



RIW BULLETIN

Metro Academy Notification of Fees

This bulletin supersedes Bulletin RIW-BUL-02-2026 issued in March 2026. Updates include the removal of Construction Induction from the fee list.

Purpose

The objective of this bulletin is to advise changes to course fees from 01 July 2026

Background

Metro Academy offers 35 short courses, these are a combination of initial and renewal of the competencies required for Rail Safety Workers to perform their duties safely on the MTM Metropolitan Network.

These fees have been reviewed in line with commencement of the 2027 Financial year.

Course Variations

Course Type	Description
Initial	<p>This is for a learner to attain a new competency</p> <ul style="list-style-type: none"> On the provision that the pre-requisite requirements documented in A1626 'Work on Track' Safeworking Competency procedure have been met and; No AQF Statements of Attainment from another RTO for this competency have been issued. <p><i>Noting: GST is not applicable if the RTO issues a Statement of Attainment</i></p>
Renewal	<p>This is for a learner to maintain a competency</p> <ul style="list-style-type: none"> typically completed every 24 months.
Online	<p>Delivery of training and/or assessment that does not require a learner to attend in person and may be any of the following:</p> <ul style="list-style-type: none"> Attainment of a new competency Renewal of an existing competency A pre-requirement to attending face to face training to attain or renew a competency <p>There may be requirements for a learner to provide evidence of currency on the MTM Network.</p>
MTM Conversion	<p>This pathway is for learners that are attending initial training, specifically in the instance of:</p>





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- Learners not approved to use a competency on the MTM Metropolitan Rail Network that have already attained the required AQF Statements of Attainment from a non-approved MTM training provider.
- Learners that have already attained some, but not all the AQF Statements of Attainment required for the competency.

This course is required to provide MTM Metropolitan Rail Network specific knowledge.

Safety Observations

This pathway is for Safety Advisors or non-operational roles i.e., Administrators, Managers, etc... to observe training sessions for the purpose of obtaining an awareness of Safeworking procedures within the MTM Metropolitan Rail Network, in these instances:

- No assessment is completed by the Training Officer on the Learner
- No issuance of Qualifications or Competencies by Metro Academy to the Learner

For bookings, please direct queries to metroacademy@metrotrains.com.au

Split-Fees

Applicable for courses that have fees more than \$1,500.

- Complying with 2025 Standards for RTOs, Part 2, Division 3 - Accountability (Pre-paid fee protection measures), RTOs must not take a deposit of greater than \$1,500 from a learner prior to course commencement when an AQF Statement of Attainment is issued.
- In instances where course fees exceed \$1,500, an initial deposit of \$1,500 or less is required and the balance is due within five (5) business days of the course commencing.

2027 Financial Year Fees

Each course has been reviewed, most fee increases aligned to CPI, some have had no increase applied. The following table states the new fees applicable from 01 July 2026:

Training Title	Type	GST excl	GST	GST Incl
Handsignaller	Initial *	\$630	\$ -	\$630
Handsignaller Renewal	Renewal	\$491	\$49	\$540
Handsignaller (Safety Observations)	Safety Observations	\$432	\$43	\$475
Handsignaller (MTM Conversion)	MTM Conversion [∠]	\$573	\$57	\$630
Level 5 Competent Operator	Initial *	TBC	TBC	TBC
Level 5 Renewal	Renewal	\$3,000	\$300	\$3,300
Lookout	Initial *	\$630	\$ -	\$630
Lookout Renewal	Renewal	\$491	\$49	\$540



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Lookout (Safety Observations)	Safety Observations	\$432	\$43	\$475
Lookout (MTM Conversion)	MTM Conversion ◊	\$573	\$57	\$630
Metro Tunnel Operator Induction (Online)	Initial	\$195	\$20	\$215
RTO Fees	Other §			
Substituting Learners, changing dates and changing courses	Administration	\$40	\$4	\$44
Uploading credentials issued prior to 01/04/2020 to RIW	Administration	\$25	\$2.50	\$27.50
Change of Legal name in LMS profile due to user error	Administration	\$25	\$2.50	\$27.50
Safely Working in the Rail Corridor (SWIRC)	Initial	\$482	\$48	\$530
Substation Familiarisation (Online)	Initial	\$195	\$20	\$215
Train Track Safety Awareness (TTSA)	Initial *	\$360	\$ -	\$360
Metro Contractor Safety Recertification (MCSR) Online^	Renewal	\$195	\$20	\$215
TTSA (Face to Face) Renewal	Renewal	\$295	\$30	\$325
Track Force Protection Coordinator 3.1	Initial *	\$ 1,925†	\$ -	\$1,925
Track Force Protection Coordinator 3.1 Renewal	Renewal	\$577	\$58	\$635
Track Force Protection Coordinator 3.1 (Safety Observations)	Safety Observations	\$1,314	\$131	\$1,445
Track Force Protection Coordinator 3.1 (MTM Conversion)	MTM Conversion ◊	\$1,750	\$175	\$1,925
Track Force Protection Coordinator 3.2	Initial *	\$ 2,925†	\$ -	\$2,925
Track Force Protection Coordinator 3.2 Renewal	Renewal	\$577	\$58	\$635
Track Force Protection Coordinator 3.2 (Safety Observations)	Safety Observations	\$1,995	\$200	\$2,195
Track Force Protection Coordinator 3.2 (MTM Conversion)	MTM Conversion ◊	\$2,659.09	\$266	\$2,925
Track Force Protection Coordinator 3.3	Initial *	\$ 1,650†	\$ -	\$1,650
Track Force Protection Coordinator 3.3 Renewal	Renewal	\$709	\$71	\$780
Track Force Protection Coordinator 3.3 (Safety Observations)	Safety Observations	\$1,127	\$113	\$1,240
Track Force Protection Coordinator 3.3 (MTM Conversion)	MTM Conversion ◊	\$1,500	\$150	\$1,650



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Track Force Protection Coordinator Tunnel Induction	Initial *	\$468	\$47	\$515
TFPC Tunnel Renewal	Renewal	TBC	TBC	TBC
Track Vehicle Operator (TVO1)	Initial *	\$1,250	\$ -	\$1,250
Track Vehicle Operator (TVO1) Renewal	Renewal	\$732	\$73	\$805
Track Vehicle Operator (TVO1) (Safety Observations)	Safety Observations	\$864	\$86	\$950
Track Vehicle Operator (TVO1) (MTM Conversion)	MTM Conversion ◊	\$1136	\$114	\$1250
Unrestricted TFPC Inner Suburban	Initial	\$573	\$57	\$630
Unrestricted TFPC Inner Suburban Renewal (Online)	Renewal	\$340	\$34	\$375
<p>* GST not applicable for Statements of Attainment issued by Metro Trains Melbourne, RTO ID: 40535</p> <p>† Subject to Split-Fees</p> <p>◊ Calibrated so GST inclusive Fees match GST exclusive Fees (Courses issuing Statements of Attainment do not attract GST)</p> <p>^ Metro Contractor Safety Recertification (MCSR) (Online) is the TTSA (Online) renewal</p>				

Questions

Questions relating to this bulletin can be directed to metroacademy@metrotrains.com.au

Authorised by
Frank Marett

Head of Business & Commercial Services





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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
<input type="checkbox"/>	MTM	Entire MTM Network
<input type="checkbox"/>	CHE	Engineering / Office of Chief Engineer
<input type="checkbox"/>	HMR	People
<input type="checkbox"/>	INF	Infrastructure
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Passenger Experience
<input type="checkbox"/>	STO	Stations
<input type="checkbox"/>	AOS	Authorised Officers
<input type="checkbox"/>	PRJ	Projects
<input type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		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
<input checked="" type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Issued via email
<input type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
<input type="checkbox"/>	Communications Register (the Depot)
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):