

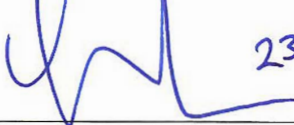





Approval

	Name	Position	Signature
Document Author	Matt Sekulitch	General Manager SEQ Systems	
Document Endorsers	Liam Palmer-Cannon	Head of Engineering – Track & Structures	 23/02/18
	Andrew Russack	Head of Engineering – Electrical	 23/2/2018
	Amy Lezala	Head of Engineering – Rolling Stock	 23/02/2018
	Phil Ellingworth	Chief Engineer	 23/02/18
Approving Manager	Todd Bentley	Executive Director SEE	

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	ENGINEERING AND DESIGN RAIL SAFETY WORKER COMPETENCE	
L2-SQE-MAN-001	Version: 2	Effective from: 23 rd February 2018

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1 Purpose

The purpose of this document is to ensure Metro Trains Melbourne (**MTM**) meets its regulatory obligations and accreditation requirements by ensuring Third Party Rail Safety Workers (**RSWs**) performing Engineering & Design rail safety work are competent to do so.

This document is a subset of competency requirements governing all RSW's under the 'Business Rules Manual for the Contracting Rail Safety Worker' (L0-HMR-MAN-001).

2 Scope

This document is applicable to all Third Parties who carry out rail safety work under one of the following Engineering & Design categories:

- Track and Civil,
- Structures,
- Building Services,
- Architectural,
- Rolling Stock, and
- Electrical Networks

Persons responsible for making rail infrastructure or rolling stock engineering and design decisions are performing rail safety work.

This procedure details the competencies, required evidence and the assessment process a RSW shall undertake prior to carrying out any duties in one of the Engineering and Design roles.

The procedure also describes how Third Party assessors can assess their own staff, except in the case of Electrical Networks where all assessments will be undertaken by the Head of Engineering – Electrical, or his delegate.

A focus of the procedure is to ensure adequate competency in engineering as applied to the MTM railway network, given the specialised configuration and nature of infrastructure.

3 Definitions

The extended list of definitions is contained in Appendix A.

4 Responsibilities

Head of Engineering (Respective Discipline Managers)

- Are responsible for setting the competency requirements of all RSWs across their functional categories.

Function Category Experts

- Are MTM managers responsible for providing specialist advice on their functional category discipline.

Subject Matter Experts (SMEs)

- Shall verify and validate the Statements of Competency (SoC) Assessment prior to signing it.
- SME's shall be internal MTM employees or external MTM approved Third Parties.

MTM Managers

- Ensure Third Parties hold RIW cards which contain current competencies for the roles being performed

Card Issuing Body

- Is responsible for verifying RSW competencies and issuing the RIW Card

RSWs

- Shall ensure the competencies required to work for MTM are valid, current and relevant to the work they undertake;
- Shall not undertake rail safety work for which they have not been deemed competent under this procedure; and
- Shall provide and maintain all evidence requirements used in assessing competence in accordance with this procedure.

Third Party Contracting Companies


- Are to ensure compliance with this procedure; and
- Are responsible for ensuring subcontracting RSWs, engaged by the principle contracting company are compliant with this procedure.

Alliance partners

- Are to ensure all RSWs engaged by the alliance are compliant with this procedure.

Assessors/General Assessors

- Are responsible for reviewing, assessing and maintaining evidence of the RSW's achieved SoC competencies. The assessor is responsible for issuing the completed SoC to the RSW and MTM when Requested. Assessors shall be internal MTM employees or external MTM approved Third Parties, except in the case of Electrical Networks where all assessments will be undertaken by the Head of Engineering – Electrical, or his delegate.

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5 Identifying and Determining Competence

As an accredited Rail Transport Operator under the Rail Safety National Law, MTM must ensure:

- RSWs are competent to carry out their rail safety work; and
- Competency records maintained for all RSWs.

The competency requirements are set out in skills matrices on MTM's website and consist of:

- Qualifications or units of competence recognised by the Australian Quality Training Framework (AQTF). These include qualifications issued by schools, vocational and education providers (including TAFE and private registered training organisations), and the higher education sector (including universities);
- Knowledge and vocational experience, and
- MTM network experience.

6 Assessment of Competence

To be deemed competent in an Engineering and Design role, evidence such as tertiary qualifications, current resume and supporting documentation must be provided for assessment. The RSW will be provided with a SoC if deemed competent for a claimed role, which is then uploaded into Onsite.

Refer to the Engineering and Design Matrix located on the MTM Academy website for essential education, experience, training and evidence requirements.

All evidence provided by the RSW must be either:

- Assessed by a General Assessor and countersigned by a person with an approved Independent Reviewer competency (SME) within the same 'sub discipline' category; or
- Assessed by an Assessor that holds an Independent Reviewer competency within the same 'sub discipline' category.

Note: More than one SME may be required depending on 'sub discipline' categories being claimed and 'sub discipline' categories held by the SME(s).

All Engineering and Design competencies shall be reassessed every four years from the original application date to show continued currency of skills and knowledge.


The steps for applying for and obtaining a RIW card for the first time are provided at <http://railindustryworker.com.au/>.

Assessment Documentation

6.1.1 Tertiary Qualifications

For the purposes of showing competence in a multi-subject qualification, a certified copy of an academic transcript shall be provided as supporting evidence. The transcript must include the name of the institution where the qualifications were gained and the date when the qualifications were achieved.

Where a transcript of results is not available, MTM may allow a certified true copy of the degree to be submitted.

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Note. An applicant submitting an overseas qualification as evidence must ensure they follow the Foreign Qualifications Skills Recognition requirements from paragraph 10.4 of the Business Rules Manual for the Contracting Rail Safety Worker.

6.1.2 Current Resume

A copy of the applicant's current resume is required as supporting evidence to assist in validating their skills, knowledge and experience. The resume shall include the following information:

- **Contact information:** Include name, address, telephone number and email address.
- **Experience and employment summary:** list employment (including internships) in reverse chronological order with position title, name and location of employer, and dates of employment by year. Include a summary of accomplishments in each job including valid project experience to support claimed elements of the SoC.
- **Education:** educational credentials should be prominent including full degree title (e.g. Master of Project Management not MPM), graduation date and name of institution issuing qualifications.
- **Recognition and Awards:** record any formal recognition or awards received that validate skills and experience.
- **References:** include 2 to 3 referees/supervisors who can verify work experience and skills. Include the referee's name, title, organisation, email address and work number.

6.1.3 Statement of Competence (SoC) and Record of Relevant Experience


The applicant is required to demonstrate relevant experience in line with the skills and activities set out in the discipline specific Statement of Competence (SoC). The SoC is a summary of an applicant's areas of competence.

Applicants need to validate claimed areas of competence with supporting evidence. Evidence is to be summarised using L4-SQE-FOR-138 Engineering & Design Record of Relevant Experience. Evidence shall demonstrate the skill requirements listed on L4-SQE-FOR-138 have been satisfied for each selected element on the applicants SoC. Guidance on minimum levels of experience required to demonstrate each skill set are provided in Appendix D – Technical and Leadership Competencies. Applicants and assessors should also refer to the recommended minimum years of experience provided on the Engineering and Design Matrix (located on the MTM Academy website).

The SoC consists of four principal competency categories: technical documentation and investigation, design, qualifications and specialist technical advice.

Technical documentation and investigations are general MTM processes and knowledge that typically supports and accompanies Engineering and Design processes. Applicants should provide evidence of proficiency levels in these areas, particularly if they intend to provide non-design Engineering services to MTM. Refer to Appendix E – Proficiency Level Competencies for details.

Each SoC contains 'sub disciplines' within the chosen design role. The SoC indicates the 'sub disciplines' that the RSW are permitted to practise. For example, an RSW may demonstrate a checker competency for Track & Civil – track formation design, however this will not automatically indicate the RSW has a car park design competency. Evidence submitted must cover each 'sub discipline' claimed on the

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SoC. To assist the assessment process, applicants should look to provide a piece of evidence that could cover multiple elements. For example, a VRIOGS DMS compliant drawing would demonstrate understanding of DMS compliant drawings if multiple ‘sub disciplines’ are claimed.

The technical advice category contains specialist elements that are additional to the design requirements. RSWs must identify and provide evidence of proficiency levels in these areas. These are to support specialist advice and bespoke solutions a RSW may be required to offer MTM Refer to Appendix E – Proficiency Level Competencies for details.

L4-SQE-FOR-1381 shall be populated by the applicant with sufficient explanation how the evidence provided satisfies the required element(s).

Note. Uploading the Resume into the Relevant Experience area in Onsite will result in the application being rejected and returned to the applicant.

6.1.4 Intellectual Property as Evidence

In the case of providing evidence, MTM would not expect applicants to upload details the organisation sees as Intellectual Property. Any evidence though would need to be sufficient for the assessor to deem the person competent. In some instances, the assessor may be required to conduct an interview to confirm competence.

In exceptional circumstances where evidence can’t be provided due to legal reasons, MTM may accept written explanation of the work completed in order to satisfy the requirements listed in L4-SQE-FOR-1381 Engineering and Design Record of Relevant Experience and Statement of Competency, provided they are accompanied with contact details of a referee who can verify the details.

6.1.5 Submission of Evidence

Some applicants are often unsure what evidence to supply to demonstrate competence. The following examples have been provided to assist applicants demonstrate competencies in the various Engineering and Design roles:

For approver roles, an approved Design Management Plan can typically demonstrate most skill sets of an Approver role.

For Designer and Checker roles, design reports, drawings, meeting minutes, standard waiver forms, risk assessments, verification forms or mark ups, interdisciplinary review forms, and technical reports are typically used to demonstrate the required skill sets.


6.1.6 Assessment Approval

A MTM approved Assessor will review the evidence provided by the applicant to determine whether they are competent to undertake the role that has been applied for. This may also require an interview to fill the gaps.

Depending on the evidence provided, the assessor can:

- Assess them as competent to carry out rail safety work for MTM; or
- Deem them not yet competent and advise the applicant that they do not yet have the minimum required competencies to carry out the work they have applied for.

An assessor will review the documentation against criteria documented in this manual and if successful, the applicant will receive a completed SoC that the applicant will need to upload into Onsite for approval.

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6.1.7 Dispute Resolution

Where an applicant feels aggrieved by the assessment outcome, applicants are encouraged to follow dispute resolution process located in the parent Business Rules Manual for the Contracting Rail Safety Worker.

6.1.8 Recording of Competence

The competencies that apply to Engineering and Design roles are set out in the competence matrix on the MTM website.

Onsite will store the applicant's resume and SoC for an approved role. The assessor shall retain all documentation and evidence provided by the RSW during the competency assessment, which shall be made available to MTM on request.

7 Engineering and Design Role Reassessment

All Engineering and Design roles are to be reassessed at a maximum frequency of every four years from the original application date to show continued currency of skills and knowledge. Assessments may be undertaken at a more frequent interval if a RSW wishes to add new roles to their SoC.

This will include uploading a current resume/CV and providing current evidence of continued experience for full reassessment by an assessor.

Note. Applicants with a current CPEng/NER/RPEQ in an MTM assessed discipline does not grant automatic approval for a given role, but rather forms part of the submitted evidence being assessed against the SoC.

8 General Assessors

MTM allows contracting companies to use their own MTM approved General Assessors to assess the competence of their own staff and the staff of other organisations to work for MTM; however, MTM will use internal assessors to assess competence in the Electrical Network stream.


To become a MTM approved General Assessor, applicants must hold a RIW card with the 'General Assessor' role on their profile. The flow chart to become a MTM approved assessor is shown in Appendix C.

General Assessors seeking to assess roles outside of those identified in their own profile, must engage a SME to countersign the assessment. I.e. the SME must hold the role being assessed or higher on their RIW card.

Obligations of General Assessors

MTM expects General Assessors will:

- Apply MTM's competency standards and procedures;
- Promptly advise competencies@metrotrains.com.au where standards cannot be applied and seek resolution;
- Use General Assessor delegations in an appropriate way for the intended purposes;
- Create and maintain full and accurate records of all assessments performed;

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- Keep up to date with advances and changes in the area of expertise, and where appropriate advise competencies@metrotrains.com.au of any likely impact upon MTM job tasks;
- Maintain the integrity and security of MTM's documents or information;
- Keep up to date with relevant MTM engineering standards and procedures;
- Reply to all parties, other than own organisation, enquiries for assessment services within 48 hours;
- Complete assessments within 5 working days from agreed date;
- Any fees and charges for Assessment are commensurate with the effort required;
- Ensure any practices do not restrict trade; and
- Any assessed documents to be provided to MTM on request.

By holding the General Assessors role, the Assessor agrees to the requirements listed above.

General Assessors should be aware that they would be held accountable if they do not perform their duties in accordance with this document and failing to do so can render an Assessor blocked from conducting any further assessments for MTM.

General Assessor Reassessment

Review and re-certification of a General Assessor's competency can occur at any time; however, this shall not exceed four years. At the end of the four years, if an assessor has not been recertified by MTM the role will expire. Recertification involves MTM staff reviewing a sample of the assessments completed during the previous four years.


9 Auditing

In accordance with the parent Business Rules Manual for the Contracting Rail Safety Worker, MTM reserves the right to audit a RSW's records on the following occasions:

- **On Work Sites:** The RIW Card has information that can be recovered/audited either via electronic scanning or online querying via the Onsite website. This will occur at both scheduled and random events to ensure RSWs are compliant with this procedure.

Where a RSW is found to not hold the necessary competencies/authorisations for the work being undertaken, they will be escorted from the worksite. This will initiate an investigation by MTM and may result in a suspension against the RSW for that or all roles and may prevent the RSW from undertaking any rail safety work for MTM.


- **Desk Top Audits:** Either as a result of an accident, incident, breach of this manual or when MTM has reason to believe the competence of the RSW is called into question, MTM will review the evidence stored within Onsite or with the General Assessor. In all cases, MTM reserves the right to suspend the RSW from undertaking rail safety work for MTM.

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10 Reference Documents

The following documents support this procedure:

- L0-SQE-PRO-014 – Safety and Environmental Requirements for Third Parties Working on Metro Premises
- L0-HMR-MAN-001 – Business Rules Manual for the Contracting Rail Safety Worker
- L4-SQE-PRO-066 – Statement of Competency – Track and Civil Designer
- L4-SQE-PRO-068 – Statement of Competency – Rolling Stock Electrical Designer
- L4-SQE-PRO-069 – Statement of Competency – Structures Design Engineer
- L4-SQE-PRO-070 – Statement of Competency – Rolling Stock Mechanical Designer
- L4-SQE-PRO-071 – Statement of Competency – Overhead Wiring Design Engineer
- L4-SQE-PRO-072 – Statement of Competency – Rolling Stock Communications Designer
- L4-SQE-PRO-073 – Statement of Competency – Substation And Power
- L4-SQE-PRO-074 – Statement of Competency – Building Services Designer
- L4-SQE-PRO-075 – Statement of Competency – Architectural Designer
- L4-SQE-FOR-138 – Engineering & Design Record of Relevant Experience

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11 Appendix A – Extended Definitions List

Term or acronym	Description
Academic Transcript	Is an official, comprehensive and verifiable copy of a student's record of courses relating to their qualifications
Architectural – MTM Designer	A competent Architect who can demonstrate experience in designing buildings and the space within the site surrounding the buildings
Architectural – MTM Checker	A competent and registered Architect who can demonstrate extensive experience in designing buildings and the space within the site surrounding the buildings
Architectural – MTM Independent Reviewer	A competent and registered Architect who can demonstrate extensive experience in designing buildings and the space within the site surrounding the buildings
Architectural – MTM Approver	A competent and registered Architect with experience in designing buildings and the space within the site surrounding the buildings or with responsibility at the level of Engineering Manager
Act or 'the Act'	Refers to the National Rail Safety Law 2012
AQF	Australian Qualifications Framework The national policy for regulated qualifications in Australian education and training
AQTF	Australian Quality Training Framework
ARA	Australasian Railway Association
Assessor	Person approved to review RSW's evidence of competence and issue the Engineering and Assessment form to both the RSW and Card Issuing Body
Building Services – MTM Designer	A competent Building Services Designer who can demonstrate experience in building services
Building Services – MTM Checker	A competent Building Services Designer who can demonstrate extensive experience in building services
Building Services – MTM Independent Reviewer	A competent and chartered Building Services Engineer who can demonstrate extensive experience in building services design
Building Services – MTM Approver	A competent Professional Engineer with experience in building services or with responsibility at the level of Engineering Manager
Card Issuing Body	Refers to Onsite – the ARA and MTM approved external provider of the RIW Card
Certified Documents	Documents which are confirmed as true copies of the originals, by a person authorised to do so
Competency Assurance Framework (CAF)	The framework that governs the CMS

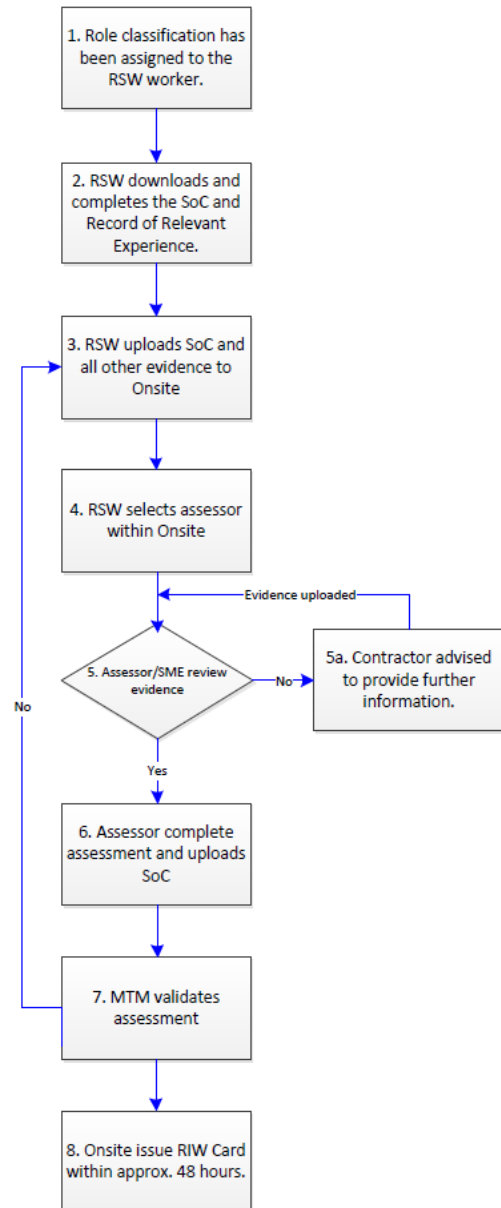
Term or acronym	Description
Competency Management System (CMS)	A system of capturing the competencies of all RSWs to meet the requirements of the Act. MTM uses the Onsite CMS to manage the competencies of contracting RSWs
Construction	Is the building or establishment of a new asset activities whose definition includes this term will always be capital
Electrical Networks Substation and Power	A competent Electrical Engineer who can demonstrate experience in the particular area of Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding.
Electrical Networks – MTM Checker (AC & DC)	A competent Electrical Engineer who can demonstrate extensive experience in the particular area Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding at the management level including supervision of an electrical design team
Electrical Networks – MTM Independent Reviewer	A competent senior Electrical Engineer who can demonstrate extensive experience in the particular area of Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding as an established independent reviewer
Electrical Networks – MTM Approver (AC & DC)	A competent senior Electrical Engineer who can demonstrate extensive experience in the particular area of Traction Substation, Electrical Protection, Power Distribution and Earthing and Bonding as the senior engineering manager of a business
Functional Categories	One of the sub or functional categories that make up Engineering and Design matrix
Functional Category Expert (FCE)	The appointed MTM manager responsible for providing specialist advice on the nominated functional category
General Assessor	Person approved to review RSW's evidence but does not have the same or higher level of competency within the same functional category.
MTM Manager	Any MTM manager responsible for requesting design or engineering technical advice including but not limited to Design Review Managers, Infrastructure Delivery Managers, Infrastructure Technical Leads and Asset Development Managers
Onsite	The Onsite CMS is the system behind the RIW Card program.
ONRSR	Office of the National Rail Safety Regulator
Rail Corridor	Fence to fence either side of the nearest track. If no fence, 15 metres either side of the outermost rail
Rail Safety Work	Refers to work carried out specific to MTM's accreditation with ONRSR
Rail Safety Worker	Refers to those carrying out rail safety work under one or


Term or acronym	Description
(RSW)	more of MTM's functional categories
RIW Card	The Rail Industry Worker Card is the smart card used to identify each RIW and the roles to which the RSW is authorised to undertake. The RIW Card will replace the RSW Card from 06 March 2013. RIW Card is the term used in this document
RTO	Registered Training Organisation: A vocational education and training organisation registered to deliver training in accordance with the AQF
Relevant experience	Any experience presented for assessment needs to be directly related, connected or pertinent to the role
Rolling Stock – MTM Designer (Mechanical / Electrical)	A competent Rolling Stock Designer who can demonstrate experience on rolling stock
Rolling Stock – MTM Checker (Mechanical / Electrical)	A competent Rolling Stock Designer who can demonstrate extensive experience on rolling stock
Rolling Stock – MTM Independent Reviewer (Mechanical / Electrical)	A competent Rolling Stock Engineer who can demonstrate experience on rolling stock A competent and chartered Rolling Stock Engineer with Engineers Australia who can demonstrate extensive experience in rolling stock
Rolling Stock – MTM Approver (Mechanical / Electrical)	A competent Rolling Stock Engineer who can demonstrate experience on rolling stock A competent professional rolling stock engineer with experience in rolling stock or with responsibility at the level of engineering manager
SoC	This is the additional evidence that must be submitted in addition to a RSW's resume to satisfy each of the criteria on the Assessment Form
Shall	Mandatory requirement
SEE	Safety Environment & Engineering
Structures – MTM Designer	A competent Structures Engineer who can demonstrate experience in structures design
Structures – MTM Checker	A competent Structures Engineer who can demonstrate extensive experience in structures design
Structures – MTM Independent Reviewer	A competent and chartered Structures Engineer with Engineers Australia who can demonstrate extensive experience in structures design
Structures – MTM Approver	A competent Professional Engineer with experience in structures or with responsibility at the level of Engineering Manager
Subject Matter Expert (SME)	A person with expert knowledge and competency in a specified subject

Term or acronym	Description
Third Party	A contracting company or individual engaged by MTM to undertake specific work in accordance with an agreement. A Third Party may be a sole trader or an employee of a parent signal contracting company.
Track & Civil – MTM Designer	A competent Civil Designer who can demonstrate experience in track and civil design
Track & Civil – MTM Checker	A competent Civil Designer who can demonstrate extensive experience in track and civil design
Track & Civil – MTM Independent Reviewer	A competent and chartered Civil Engineer with Engineers Australia who can demonstrate extensive experience in track and civil design
Track & Civil – MTM Approver	A competent Professional Engineer with experience in track and civil or with responsibility at the level of engineering manager
Upload	Sending documents from a computer to another system using the Internet

12 Appendix B – Process to submit an application on Onsite

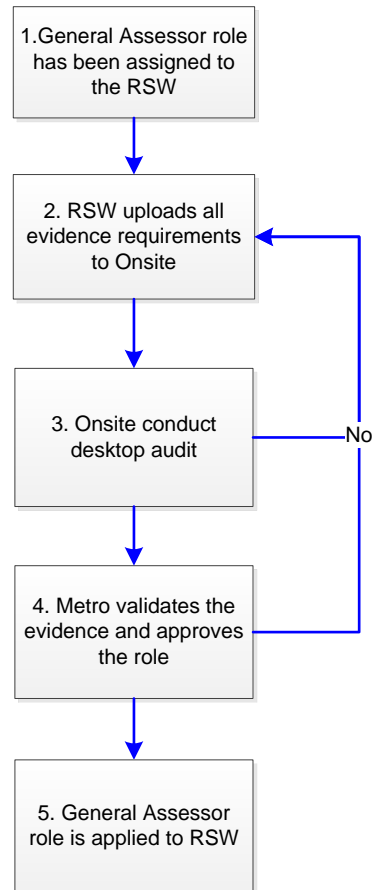
1.	Within Onsite, the role classification(s) is selected and assigned to the RSW, example, Track and Civil, Structures, Overhead Wiring, Rolling Stock Mechanical, etc
2.	RSW downloads and completes Self Assessed SoC. Although not mandatory within Onsite, this step is seen as important in ensuring the RSW gathers and updates all necessary evidence to expedite the assessment process. Note. As this is a self-assessment, RSW's are required to sign the applicant's signature block only.
3.	RSW uploads SoC and all other evidence to Onsite
4.	Within Onsite the RSW selects assessor from list provided. Note, the applicant should inform the assessor and seek acceptance they will perform the assessment prior to submitting the documentation.
5.	Assessor undertakes assessment of evidence and determines if evidence is valid, current, sufficient and authentic.
5a.	Where any of these requirements cannot be met, the assessor advises the RSW further evidence is required to satisfy the minimum requirements. This must be uploaded into Onsite for the assessor to continue the assessment.
6.	Once the application is complete, the assessor ensures the SoC is signed by all parties prior to scanning and uploading into Onsite.
7.	Metro validates the assessor's assessment. Where there are identified issues, omissions or deficiencies the RSW will be required to address the deficiency or issue, upload the evidence and have the assessment reassessed by the same assessor. If successful validation is selected in Onsite.
8.	Onsite issues card to RSW within approximately 48 hours.



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13 Appendix C – Process to become a General Assessor

1.	Applicant selects General Assessor role within Onsite.
2.	Applicant uploads all evidence requirements in accordance with the matrix.
3.	Once Onsite are satisfied with a desktop audit, Onsite notifies MTM that an application is awaiting validation.
4.	MTM validates the evidence. Where there are errors the applicant will be required to address the deficiencies, upload the evidence and have the evidence validated. When successful, validation is selected in Onsite and Assessor Approval Form is uploaded.
5.	General Assessor role is applied to RSW.



14 Appendix D – Technical and Leadership Competencies

Element Description	Designer Level	Checker Level	Approver Level	Example Evidence
Interpret and scope design requirements including design drawings.	Understands requirements of discipline specific standards and project Functional Requirements and can apply to the design process.	Evaluates and reviews discipline specific design scope requirements and identifies any gaps, or recommends changes to Standards/Functional Requirements if appropriate.	Provide consultation, direction and leadership in the design process and capable of approving design scope. Ensures staff have appropriate experience to undertake detailed scoping tasks, defines systems to ensure requirements are addressed.	Verification records, interdisciplinary reviews, design reports, design drawings, management plans, records of stakeholder reviews/close out, scope of works prepared in response to a tender.
Understanding the drafting requirements to satisfy the CAD Standard	Follows processes to review the acceptability of submitted DMS drawings in accordance with MTM and PTV Standards.	Evaluates and reviews discipline specific drawings for approval and recommends any dispensations that would be acceptable in accordance with PTV CAD Standards. Identifies existing DMS drawings that need to be revised or superseded.	Provide consultation, direction and leadership in the preparation of Drawing Management Plans, CAD systems, CAD drawings with the capability to approve discipline specific drawings.	
Undertake site investigations/ inspections and surveys to ensure base design data is verified.	Identifies requirements for site investigations and surveys, follows processes to capture site investigation information suitable for inclusion on drawings.	Evaluates and reviews discipline specific site investigation information on drawings and arranges approval as the competent employee in the drawing title block.	Provide consultation, direction and leadership in the capture of information for site investigation/surveys.	
Ensure designs are compliant with Standards and Functional Requirements.	Completes self check of work, follows defined processes to have work checked/verified, incorporates review comments.	Evaluates and reviews discipline specific design documentation for compliance to standards and Functional Requirements.	Provide consultation, direction and leadership in the preparation of Design Management Plans with appropriate system for ensuring design documentation meets requirements.	



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Investigate the acceptability of non-conformances and prepare standard waiver submissions	Prepares information pertaining to non-conformances to assess acceptability.	Evaluates and reviews non-conformances against Standards and provides MTM with recommendations for controls.	Provide consultation, direction and leadership in the presentation of standard waivers.	Verification records, interdisciplinary reviews, design reports, design drawings, management plans, records of stakeholder reviews/close out, scope of works prepared in response to a tender.
Ensure integration of engineering systems with other professional input	Follows processes to review the integration of railway systems during the design process and within the submitted drawings, identifies where design is dependant on specialist advice/reports (eg geotechnical, bonding).	Identifies and manages interfaces between railway disciplines, evaluates requirements from specialist advice, evaluates and reviews integration of design documentation for acceptance.	Provide consultation, direction and leadership in the integration of railway systems, defines and applies process to ensure interfaces are managed.	
Undertake the validation of designs (design checking and independent reviews)	Completes self check of work, follows defined processes to have work checked/verified, incorporates review comments.	Evaluates and reviews discipline specific design documentation for compliance to standards and Functional Requirements, ensures non-conformances are addressed, recommends controls for non-conformances that can't be resolved.	Ensures staff have appropriate experience to undertake checking verification tasks, defines systems for checking/verification of design documentation, documents process in Design Management Plan.	
Preparing and maintaining documentation during the design process	Ability to prepare and maintain documentation during the design process in accordance with prescribed quality processes.	Provides direction and leadership to management of design documentation including management of discipline specific design items (eg computations, design models, specialist reports).	Provide consultation, direction and leadership developing systems for maintaining documentation, developed document process in Design Management Plans with appropriate systems to ensure quality control is effectively managed during the design process.	


15 Appendix E – Proficiency Level Competencies

Proficiency required to demonstrate skills and processes that support Engineering and Design activities is dependent upon the complexity and range of work, and therefore the acquired proficiency levels will vary according to training and experience.

Competencies may be attained through either formal training, industry based or on-the-job training and work experience, or combinations of these.

The following proficiency levels are to be used as a guide for assessing an applicant

Level 0	Training exposure. Basic skill level attained, basic knowledge and understanding of the procedures. RSW performing the task must be under supervision.
Level 1	Certified as being able to perform identified tasks in routine or simple activities independently and without supervision or competent to perform complex activities only under direct mentorship of a Level 2 supervisor.
Level 2	Certified as being able to perform identified design and checking activities independently and without supervision. Requires a detailed understanding of the relevant standards and procedures which can have both a direct and indirect impact on the Metro network. Can mentor/coach others on standard/typical Engineering and Design activities. Examples of this could include: <ul style="list-style-type: none"> • Applied existing track geometry maintenance tolerances to determine potential impacts of a proposed solution. • Specified type approved equipment to support a rail lubrication design. • Undertakes equipment assessment for new types of electrical equipment against existing specification.
Level 3	Certified to provide advice on specialist functions within the Engineering and Design process. Can demonstrate a level of knowledge and understanding beyond what is documented in standards and procedures. Typically has experience in maintenance and/or asset management in the specified area. Examples of this could include: <ul style="list-style-type: none"> • Experience maintaining track geometry faults, developing maintenance track alignments, developing track geometry tolerance limits. • Provided advice on rail and wheel wear, optimised wheel/rail profiles or lubrication strategies for track geometry designs. • Develops functional requirements specification for new electrical equipment such as switchgear or overhead section insulators.

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16 Appendix F – Frequently Asked Questions

Q1. What is the difference between the Statement of Competence (SoC) and Record of Relevant Experience forms?

A1. The SoC is a summary of the RIW experience and competence to complete certain tasks. It is intended to be used as a record to demonstrate a RSW is approved to complete defined roles.

The Record of Relevant Experience effectively expands the elements of competence claimed by the RSW on the SoC and provides a description and record of how the evidence used in the assessment validates the requirements of L2-SQE-MAN-001 Engineering and Design Rail Safety Worker Competence. It is not practical for this document to be used as a reference for ongoing demonstration of a RSW approved roles.

Q2. If I am new to the industry with no experience, how can I provide evidence to claim a Designer competency?

A2. The applicant should only be completing work that their company has assessed them as trained and competent to complete. In order to gain the necessary skills, the RSW should provide evidence of their training which can include design work they have completed under the supervision of a more experienced designer and independently checked.

Q3. Where can I find a list of Assessors to be able to engage an Assessor for my competency assessment?

A3. A list of assessors will appear to you when uploading the required information onto the Onsite website for the role that you have chosen to be assessed for. The list will only be available after all required information has been uploaded. A full list is also available from your Company's Competency Management System Administrator, where they have the appropriate website rights to view the list of approved assessors. Alternatively, a request can be made directly to MTM via the following email address: metroacademy@metrotrains.com.au


Q4. Where can I find out whom is a Subject Matter Expert (SME) for the role that I am being assessed against, and is it in Pegasus?

A4. A list of MTM approved SME's is available from your Company's Competency Management System Administrator where they have the appropriate website rights to view the list of approved SMEs. Alternatively a request can be made directly to MTM via the following email address: metroacademy@metrotrains.com.au

Q5. How long do my competencies last before they expire, and then what happens and how do I know that they are expiry or have expired?

A5. All roles that the Rail Safety Worker has been approved for expire after a period of four (4) years from the date captured within Rail Industry Worker. This includes Assessors and SMEs. Prior to the expiry of a role held by the Rail Safety Worker, an email alert is sent from Rail Industry Worker, either to the Company's Competency

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Management System Administrator, or to the individual, to warn them of the pending expiry. The expiry date of a Rail Safety Worker role can also be viewed within the Rail Industry Worker system by the individual or the Company's Competency Management System Administrator.

Q6. What if I came from NSW, SA, WA, QLD, and NZ and worked as a RSW there? Would my competencies be automatically accepted?

A6. No, your competencies from other states, overseas or from other Rail Operators are not automatically accepted and you need to undertake an assessment following the information provided in document L1-CHE-MAN-001 Engineering and Design Rail Safety Worker Competence.

Q7. Where do I find MTM and VRIOGS standards and standard plans?

A7. MTM Standards are available on the MTM website <https://documentportal.metrotrains.com.au>

VRIOGS standards and standard plans can be obtained by gaining access to the Public Transport Victoria (PTV) Document Management System (DMS) on the website <https://dms.ptv.vic.gov.au/Dms>

Q8. Where do I find my Rail Industry Worker (RIW) number and how do I get one?

A8. When you apply for your RIW registration via the Rail Industry Worker website, you will gain all details on the complete process. Part of this process will be to take your completed registration form to a nominated post office for verification of your identification with 100 points of identification (not required when overseas, as there are other alternatives to verify your identification). Once your identification has been confirmed it will be sent to Rail Industry Worker whom then capture the information and send to MTM to verify. Once verified you will be issued with your Rail Safety Worker (RSW) card with your name and your identification number, along with issue date of the RSW card. For more detailed information refer to the RIW website. <http://railindustryworker.com.au/>

Q9. What happens if my RIW role application is "returned"?

A9. Returned status means you have provided incorrect or incomplete information. In this instance, instructions will be provided on how to resubmit the data with the required information.

Q10. If I am undertaking design for the MTM network outside of Australia, do I need to be a registered Rail Industry Worker (RIW)?

A10. Yes, you do need to be a RIW and you can apply for the RIW from Overseas (no requirement to personally attend any post office or other within Australia if you are located overseas). Please refer to the Rail Industry Worker website for more detailed information. <http://railindustryworker.com.au/>