***Notes for Completing Education & Training Record***

1. *The Education and Training Record Sheet may be included as part of a Log Book such as the IRSE Log Book or other corporate record system*
2. *The description of the training course or subject shall be specifically referenced along with the results, qualification or competencies gained*. *It is important to indicate when and for how long the course was undertaken.*
3. *The course or subject details shall be verified by a supervisor for the work. This verification shall also confirm the qualification or competencies gained.*
4. *The record shall be updated for the previous year by the 31 March each year.*
5. *It is recommended that the Record is updated on a 3 monthly basis.*
6. *Candidates shall keep a scanned copy of certificates for completed training and submit with the Education & Training Record.*
7. *Identify these certificates as T1, T2, T3 etc and continue counting in sequence. Scan certificates into one file.*

**Education Record**

1. Include all courses and qualifications completed since leaving school.
2. This only includes courses and qualifications that are part of formal education.
3. You must include the month/year when the course started and month/year when the course was completed.
4. You must include the name of the training institution and where it is located (city, state, country).
5. You must attach a copy of the Certificate gained at the end of the course as to the qualification attained. This must be a certified copy of the original.
6. You must include a copy of the academic record showing all of the units of the course undertaken and passed. Do not include individual certificates for individual course units.

**Industry Training Record**

1. Include all training and courses undertaken which are for signalling equipment or your professional development.
2. You must include the month/year when the course started and month/year when the course was completed.
3. You must include the name of the training organisation (may be the signalling or equipment supplier) and where the course was undertaken.
4. You must attach a copy of the Certificate gained at the end of the course or the course units completed. This must be a certified copy of the original.

**Work Based Training Record**

1. Include all training skills that you have learnt ***on the job*** to attain a level 1 in a skill.
2. Provide details of the workplace assessor or supervisor who certified you with the skill and the date of certification.
3. Provide a clear description of the skill gained.
4. Provide the dates or period when the work episodes were undertaken.

**Training Certificates**

Scanned copies of training certificates (in colour) should be included in the file with this record.

The verification signature confirms that the original has been sighted by the verifier.

In cases where the original is not available, the verifier shall take reasonable steps to confirm that the training has been undertaken and qualification or competency gained.

| 1. EDUCATION RECORD
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| **Name:** |       | **RIW ID:** |       | **Page No.**  |       |
| **Dates**Start/Finish | **Duration** | **Registered Training Organisation or School/College/ University** | **Description of Course and Modules**Description of Course in terms of CompetenciesScan copy of Certificate to be attached and referenced | **Verification Signature and Name and ID** | **Reference****(Certificate attached)** | **Results/Qualifications or Competencies Gained**(Assessment / Follow-up / Competence Cross Reference) |
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| 1. INDUSTRY TRAINING RECORD
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| **Name:** |       | **RIW ID:** |       | **Page No.**  |       |
| **Dates**Start/Finish | **Duration** | **Registered Training Organisation or Industry Supplier who delivered the course** | **Description of Course and Modules**Description of Course in terms of CompetenciesScan copy of Certificate to be attached and referenced. Include duration of the training | **Verification Signature and Name and ID** | **Reference** | **Results/Qualifications or Competencies Gained**(Assessment / Follow-up / Competence Cross Reference) |
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| **Dates**Start/Finish | **Duration** | **Registered Training Organisation or Industry Supplier who delivered the course** | **Description of Course and Modules**Description of Course in terms of CompetenciesScan copy of Certificate to be attached and referenced. Include duration of the training | **Verification Signature and Name and ID** | **Reference** | **Results/Qualifications or Competencies Gained**(Assessment / Follow-up / Competence Cross Reference) |
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| C. WORK BASED TRAINING RECORD *(to attain a level 1 in a skill)* |
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| **Name:** |       | **RIW ID:** |       | **Page No.**  |       |
| **Dates**Start/Finish | **Supervisor / Mentor Name andposition title, RIW ID** | **Description of Competency Skill and level being trained**Description of specific Skill, Range and Option and where or what project it was practiced on. Include duration of the training or instruction activities. | **Verification Signature and Name & RIW ID** | **Supervisor Comments** (see below) |
|       |       | include reference to Form EST2002F-22B Work Based Training Assessment      |       |       |
|       |       | include reference to Form EST2002F-22B Work Based Training Assessment      |       |       |

***Use Form E2F-22B Work Based Training Assessment for details of the assessment and the performance of the skill.***

***Supervisor must have the specific skill at level 2 or above to certify Work Based Training. Supervisor Comments – The Supervisor must specifically endorse that the skill was performed satisfactorily to the requirements.***

| C. WORK BASED TRAINING RECORD *(to attain a level 1 in a skill)* |
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| **Name:** |       | **RIW ID:** |       | **Page No.**  |       |
| **Dates**Start/Finish | **Supervisor / Mentor Name andposition title, RIW ID** | **Description of Competency Skill and level being trained**Description of specific Skill, Range and Option and where or what project it was practiced on. Include duration of the training or instruction activities. | **Verification Signature and Name & RIW ID** | **Supervisor Comments** (see below) |
|       |       | include reference to Form EST2002F-22B Work Based Training Assessment      |       |       |
|       |       | include reference to Form EST2002F-22B Work Based Training Assessment      |       |       |

***Use Form 2F-22B Work Based Training Assessment for details of the assessment and the performance of the skill.***

***Supervisor must have the specific skill at level 2 or above to certify Work Based Training. Supervisor Comments – The Supervisor must specifically endorse that the skill was performed satisfactorily to the requirements.***