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| TRANSFER OF COMPETENCY CHECKLIST | RIW# | SNNNN AAA |
| **For:**  | **<<insert Name>>**  |
| The Signals Transfer of Competency Assessment Checklist can be used to capture and recognise the competencies gained and held by a RSW from elsewhere.The form captures work experience records and training to allow for assessment of the competencies and capture within a Metro SoC. |
| The Assessment shall be carried out in accordance with the MTM Standards and Instructions.The Assessor shall be authorised to carry out the Assessing Role. |
| The Applicant shall record the type of evidence available to support the transfer of Competency application and include a reference to the Work Record, Training and other supporting documents.The Assessor shall confirm that the evidence and information supplied is relevant to the competency role and classification. The Assessor shall indicate in the Comments column the competency level assessed and supported by the evidence and information. |
| **Note: If there is no evidence available, then the respective Competency item cannot be certified.** |
| **Training Records**This includes from educational institutions, Registered Training Organisations, past training records of Rail Infrastructure Operators, assessments by other organisations e.g. IRSE Licensing scheme. It shall also include training in specific equipment by industry suppliers which shall demonstrate that competency has been gained and not just attendance at course. |
| **Log – Professional Experience Log Book or Work Experience Record**The Work Experience Record / Log Book is a record of professional work undertaken, including the level of responsibility and type of work task. This would indicate the level of complexity of the task. This must be endorsed by the engineering or project supervisor for the respective work. The Work Experience should reference work done in terms of competencies on the competency certificate. |
| **CV – Curriculum Vitae**This is a record of the applicant’s employment and work tasks. This must have the work experience endorsed by the engineering or project supervisor for that activity. Only sufficient activities to prove the competency need to be so endorsed. |
| **Interview and Notes**A competency shall not be certified unless it has been specifically addressed as part of the interview and have all supporting evidence. |
| **The above evidence shall be submitted with the Draft Certificate of Competency for endorsement and recording by MTM.**

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| **Competency Transfer Assessment Checklist** |
| RIW ID # | xxxxxx |  |
| For:  | **<<insert Name>>**  |  |
| **Signalling Competency** | **Level****#** | **EVIDENCE** | **Comments by Assessor** | **Level** |
| **Training Record** | **Work Experience** |
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| # Proposed level by applicant. Where a skill has multiple options e.g ***Points Maintenance D84m, M23A, Clamp Lock*** or ***Level crossing –Relay, HXP, CBI*** then a separate line above must be completed for each option. |
| Insert the Competency in the above first column and indicate the supporting information under Training Record and Work Experience. Please indicate within these cells a reference ID to the attached documents in sequence order. |
| Current SOC attached |  |  Work Experience Record attached |  |
| Training and Education Record attached |  | Training Certificates attached |  |
| Work Based Training Assessment attached |  |       |  |
| ASSESSMENT REVIEW CONDUCTED BY: |
| Assessor’s Signature: |  |
| Assessor’s Name: |       | Date: |       |

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| Issues arising from Assessment (record notes here): |
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| ASSESSMENT REVIEW CONDUCTED BY:

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| --- | --- |
| Authorised SME Name: |  |
|  |
| Authorised SME Position: |  |
|  |  |
| Authorised SME Signature: |  | Date: |  |

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|  |
| Authorised Assessor’s Name: |  |
|  |
| Authorised Assessor’s Position: |  |
|  |  |
| Authorised Assessor’s Signature: |  | Date: |  |