



RIW BULLETIN



Updates to the Qualification Requirements for the *Signalling Assistant Tester - National* Role

Purpose

This Bulletin notifies MTM Employees and Third Parties of updates to the National Signalling Matrix (*Signalling Assistant Tester* Role).

What are the changes?

A Rail Safety Worker (RSW) holding an RIW card can now provide their Unrestricted Electrician's Licence as evidence of qualification for the *Signalling Assistant Tester - National* role on the National Signalling Matrix.

This change enables RSW's who hold an Electrician's (A Grade) Licence to perform the role.

Do I need an Electrician's (A Grade) Licence to obtain the existing *Signalling Assistant Tester - National* Role?

RIW cardholders must provide at least one of the mandatory qualifications shown on the Matrix (listed as '1M'). The Unrestricted Electrician's Licence qualification has been included as a '1M' qualification requirement.

This means an Electrician's (A Grade) Licence **is not a mandatory requirement** for the role, but it is one of the acceptable mandatory qualifications to perform the role.

There are several existing options available to RSW's holding other eligible qualifications to attain the role, these are listed as '1M' in the National Matrix.

Why are the changes not yet shown on the National Signalling Matrix?

The National Signalling Assessment Framework and the Matrix are currently being updated to capture several other changes throughout the document, including the addition of an Unrestricted Electrician's Licence as an acceptable mandatory qualification for the *Signalling Assistant Tester - National* role.

However, the changes to the online RIW system have been implemented and RSW's can apply for the role using their Electrician's (A Grade) Licence as their qualification evidence.

What do RIW Administrator/Cardholders need to do?

1. The *Signalling Assistant Tester - National* role must be added to the RIW Cardholder's profile, and all relevant documentation (i.e. evidence of mandatory qualification such as an Electrician's (A Grade) Licence) must be uploaded.
2. Once the *National* role is valid, the *MTM - Signalling Assistant Tester* role can be added to the RIW Cardholder's profile, and they must complete the Signalling Assistant Tester course to validate the role.
3. When both the National and MTM network role are valid, the RIW Cardholder may work in that capacity for MTM.

What should I do if I cannot access the *Signalling Assistant Tester* Course?

Courses are scheduled to be available in the second half of 2025. Until the next course is available, please email competencies@metrotrains.com.au and request an extension of the new MTM role, until the next available course date.

Please refer to [Signalling Designer Testing Courseware – Frequently Asked Questions](#) for further details.



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Further Advice

Please reach out to competencies@metrotrains.com.au if you have any questions or need further assistance.

Relevant Resources & Documentation

[A12113 Interim Signalling Designer and Tester Competence Manual](#)

[Signalling Designer & Tester Matrix, Version 1, November 2024](#)

[RIW National Signalling Assessment Framework, Version 1, September 2023](#) (includes the National Signalling Matrix, Page 21)

[RIW National Signalling Matrix](#)

[RIW National Business Rules: Electrical Licence \(24143\)](#)

Authorised by

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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 checked="" type="checkbox"/>	CHE	Engineering / Office of Chief Engineer
<input type="checkbox"/>	HMR	People
<input checked="" type="checkbox"/>	INF	Infrastructure
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input checked="" 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 checked="" 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 type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input checked="" type="checkbox"/>	Infrastructure
<input checked="" 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 checked="" 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):