RIW BULLETIN

Update to Signal & Control Systems & Comms Assistant Roles

Purpose

This Bulletin notifies MTM Employees and Third Parties of changes to the Signal Assistant Constructor and Control Systems & Communications Assistant Technician roles.

What are the changes?

Two new job roles have been created to support the updated requirements:

- **MTM - Signal Assistant Constructor - NEW**
- **MTM - Control Systems & Comms Assistant Technician - NEW**

As per A1205 these roles include mandatory E-Learning modules to ensure a consistent knowledge baseline. The modules are available in the RIW System. RIW administrators can assign the new roles and modules. Instructions are available here.

The four E-Learning modules are:

- Module 1 – Introduction to Victorian Signalling Principles (EL124)
- Module 2 – Introduction to Victorian Signal Design Lifecycle (EL125)
- Module 3 – Introduction to Victorian Signalling Naming and Symbol Conventions (EL126)
- Module 4 – Introduction to Victorian Drawing Management System and MTM's Content Management System (EL127)

Completion of all four modules and a formal AQF qualification is required. Each module carries a fee of $10 + GST. The new roles no longer require assessed Statements of Competency and now rely on objective assessments completed at the end of each module, removing the need for an external assessor.

When do these changes apply?

The new roles are available immediately. All new job role holders must be assigned the new roles and comply with the requirements. Current holders may continue using their existing roles until expiry. Once expired, they must transition to the new roles.

The Signalling, Control Systems and Communications Matrix will be updated shortly to reflect these changes.

Further Advice

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

> **Relevant Resources & Documentation**
>
> Signals Rail Safety Worker Competency Manual A1205

Authorised by

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MetroSafe

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