

# Lookout Initial

## Version 5.9

### DESCRIPTION

This course is to provide the underpinning knowledge and skills for Rail Safety Workers (RSWs) to fulfil the role of a Lookout on the Metro Trains Melbourne (MTM) Metropolitan Rail Network.

### AUDIENCE

This course is to be undertaken by RSWs wanting to perform the duties of a Lookout on the MTM Metropolitan Rail Network.

This course is not applicable if RSW has already attained the Lookout competency from a [non-approved MTM training provider](#) and is not approved to work on the MTM Metropolitan Rail Network.

The **Lookout (MTM Conversion)** course is required if the above applies.

### COURSE OBJECTIVES

This course will give RSWs the knowledge and skills to:

- Ensure their safety and the safety of others
- Report any incidents immediately to the track force protection coordinator
- Take up lookout position
- Conduct lookout duties
- Take action in unsafe situations or emergencies.

### DURATION

One day

### DELIVERY MODE

Face-to-face

### ASSESSMENT METHODS

Knowledge

Practical

In-field evidence (MUST be completed within sixty (60) days of course attendance)

### PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

Participants MUST bring the following items on the day of training:



Steel capped, lace up boots with ankle support



Full length trousers



Long sleeve shirt



Rail Approved Orange Hi-Vis vest



Eye protection



Hard hat

**Participants cannot commence training without PPE**

### PROOF OF IDENTITY REQUIREMENTS

Participants are required to produce a valid Identification document (ID) on the day of training.

One of the following is considered a valid ID document, the document must contain a photo of the participant and be current.

- Australian or International Passport
- Driver's Licence
- Driver's Learners Permit
- Boat Operator's Licence
- Victorian Firearm Licence
- Licence to Perform High Risk Work
- Consumer Affairs Victoria Proof of Age card
- Other Australian Government issued ID card
- State, Territory or Federal Government Employee ID
- Keypass ID card or Tertiary Education Photo ID card

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### METRO ACADEMY PREREQUISITES

Participant MUST be 18+ years of age

Participant MUST have completed the approved **MTM TTTSA** course and have been issued the following unit of competency:

**TLIF0020 Safely access the rail corridor\***

Participant MUST have current employment with an organisation that is working within the MTM Metropolitan Rail Network and,

- A [pre-requisite declaration](#) completed by the participant and their employer, declaring that they meet the pre-requisite requirements of the course and the associated evidence specified in the A1626 'Work on Track' Safeworking Competency Management Procedure,
- A current Rail Industry Worker (RIW) card / MTM Track Protection card.

The pre-requisite declaration must be submitted to [railsaftyprereq@metrotrains.com.au](mailto:railsaftyprereq@metrotrains.com.au) a minimum five (5) days before scheduled class attendance to allow for verification to occur.

\* (Units of competency considered equivalent on [www.training.gov.au](http://www.training.gov.au) are also accepted)

### METRO ACADEMY PREREQUISITE VERIFICATION

Approved photo ID MUST be sighted on day of attendance.

Metro Academy will verify prerequisites and the participant's evidence against the [Rail Industry Worker](#) (RIW), Access & Resource Management System (ARMS), and Work on Track Applications (WOTA) databases prior to attending the training.

To prevent delay, participant's '[The Platform](#)' profile MUST contain current email address, contact number, RIW number and date of birth.

Verifications will be completed by Metro Academy normally within five (5) business days of receipt of information.

\* Participants are unable to commence training until verifications have been completed

### COURSE COMPLETION

The **MTM Lookout** competency is **NOT** issued at completion of the **Lookout** training.

Participants will need to complete the **Lookout evidence shifts** within sixty (60) days of completing the training.

Participants who successfully complete all requirements of this course including the infield component, will be awarded a Statement of Attainment (SoA) for the following nationally recognised unit of competency and additionally, a Certificate of Completion (CoC):

**TLIF0027 Perform lookout duties**

The SoA and CoC will be issued by Metro Academy via email, normally within ten (10) business days.

The CoC competency is accepted on the MTM Metropolitan Rail Network and is valid for 24 months. This competency MUST be renewed before expiration.

### RIW CERTIFICATE UPLOADS

Metro Academy will upload the participants certificates to the [RIW](#) database.

To prevent delay, the participants '[The Platform](#)' profile MUST contain current email address, contact number, RIW number, date of birth and the RIW card must also be valid.

Uploads will be completed by Metro Academy, normally within two (2) business days of SoA and CoC being issued.

### INFORMATION/BOOKINGS

This course closes five (5) business days prior to scheduled class attendance to allow for the pre-requisite checks to be completed.

Please contact Metro Academy if you have an urgent need to attend a closed course.



[The Platform](#)



<https://www.metrotrains.com.au/academy/>



[metroacademy@metrotrains.com.au](mailto:metroacademy@metrotrains.com.au)



03 9610 3701

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### VENUE

Please check your email confirmation of booking as this course may be scheduled at the following locations.



[Metro Academy](#)

[42-50 Bakehouse Road, Kensington, VIC 3031](#)

or



[Rail Academy Newport \(RAN\)](#)

[Shea Street, Newport VIC 3015](#)

All access to the RAN is via Shea Street, off Champion Road.

Pedestrian access is not available directly to the RAN from Newport Railway Station.

### FEES

\$600 (GST does not apply)