

# Lookout Face-to-Face Renewal

## Version 5.9

### DESCRIPTION

This course is the competency refresher for Rail Safety Workers (RSWs) to fulfil the role of a **Lookout** in the Metro Trains Melbourne (MTM) Metropolitan Rail Network.

### AUDIENCE

This course is for **Lookouts** working in the MTM Metropolitan Rail Network that have held their competency for 24 months and need to renew the **Lookout** competency.

This course is not suitable:

- If you have already attained the Lookout competency from a [non-approved MTM training provider](#) and are not approved to work on the MTM Metropolitan Rail Network.
- The **Lookout (MTM Conversion course)** is required if the above applies.

#### Please Note:

- If the RSWs competency is **expired by less than 6-months**, the RSW is not able to use their competency but **can complete renewal training with Metro Academy, for a period up to 6-months following expiry.**
- If the RSWs competency is expired by more than 6-months, the RSW is not able to use their competency, and is **not eligible for renewal training even if already enrolled.** The RSW must book into an **initial course**, at the same or lower level with an MTM approved training provider.
- If the RSWs competency is **expired by more than 12-months**, the RSW is not able to use their competency, and is not eligible for renewal training even if already enrolled. The RSW must complete an **initial course**, at the same or lower level with an MTM approved training provider.
- If the above two points apply, the RSW will be required to meet all pre-requisite requirements of the course for entry.

### COURSE OBJECTIVES

This course will refresh the knowledge and skills required to perform the role of a **Lookout** in the MTM Metropolitan Rail Network

### DURATION

One day

### DELIVERY MODE

Face-to-face

### ASSESSMENT METHODS

Knowledge

### 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 **Lookout** course and have been issued the following unit/s of competency:

- TLIF0020 Safely access the rail corridor\*
- TLIF0027 Perform lookout duties\*

Participant MUST have a current Rail Industry Worker (RIW) card / MTM Track Protection card.

\* (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 against [Rail Industry Worker](#) (RIW) database 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 two (2) business days of receipt of information.

\* Participant is unable to commence training until verifications have been completed

### COURSE COMPLETION

Participants who successfully complete all requirements of this course will be awarded a Certificate of Completion (CoC).

CoC will be available in 'The Platform' normally within two (2) business days of course completion.

This 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 participant's certificate to the [RIW](#) database.

To prevent delay, participant's 'The Platform' profile MUST contain current email address, contact number, RIW number, date of birth and the RIW card must be valid.

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

### INFORMATION/BOOKINGS

This course closes two (2) 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

### 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

\$540 (GST inclusive)