

TTSA Face-to-Face Renewal

Version 5.8

DESCRIPTION

This course is the competency refresher to enable Rail Safety Workers (RSWs) to safely work in the Metro Trains Melbourne (MTM) Metropolitan Rail Network.

AUDIENCE

This course is for RSWs working in the MTM Metropolitan Rail Network that have held their competency for 24 months and need to maintain this competency and have allowed their competency to **expire by more than 6-months but less than 12-months**.

- It was attained from an [approved MTM Training Provider](#)
- Additional learning assistance is requested. If additional assistance is required on the day of training, then an email should be sent to metroacademy@metrotrains.com.au to confirm next steps.

This course is not suitable if:

- The competency has **expired by less than six months** post the 24 months please complete **Online TTSA renewal (MCSR online) training** or
- The original training was **NOT** attained from an [approved MTM training provider](#) the RSW must book into an initial course, with an MTM approved training provider.

Please Note:

It is expected that RSWs will complete their renewal training prior to expiry within the 24-month period.

- If the RSWs competency is **expired by less than 6-months**, the RSW is not able to use their competency but can complete **Online TTSA renewal (MCSR online) training**,
- If the RSWs competency is **expired by more than 6-months but less than 12 months**, the RSW is not able to use their competency, and must attend the **Face to Face TTSA renewal training**.
- 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.

COURSE OBJECTIVES

This course will refresh RSWs knowledge and skills to:

- Access the danger zone
- Access the rail corridor
- Respond appropriately in an emergency.

DURATION

Half 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 following unit of competency:

TLIF0020 Safely access the rail corridor*

* (Units of competency considered equivalent on 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 RSW's certificate to the [RIW](#) database.

To prevent delay, RSW's '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 CoC being issued.

INFORMATION/BOOKINGS

This course closes one (1) business day 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



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

\$325 (GST inclusive)