



RIW BULLETIN

TFPC Renewal Pre-requisite Submission Process

Purpose

To notify MTM Employees and Third Parties of important upcoming changes to the renewal pre-requisite submission process for the following courses as per Track Protection and Safeworking on Track Competency Management Procedure (A1626):

- TFPC 3.1 Renewal
- TFPC 3.2 Renewal
- TFPC 3.3 Renewal

TFPC Unrestricted Renewal remains unchanged.

Initial Safeworking Courses will continue to utilise the submission of the Pre-Requisite Declaration Form (A9802).

New Pre-requisite Submission Process: TFPC Renewals (From 31 October 2026)

Registration

Upon registration in a TFPC 3.1, 3.2, or 3.3 Face to Face Renewal Course, a link to a digital form will be provided from The Platform to the RSW's Platform contact details.

This form will consist of five (5) questions where information must be provided for review. All questions are mandatory.

Question 1: "What is your Work on Track App (WOTA) Username? Will be either `FirstName_LastName` or `FirstName.LastName`."

This will allow Metro Academy to cross reference your WOTA information to confirm your submitted evidence from Questions 2-4.

Question 2-4: "Please enter the Track Access Number (TAN), Job ID and Modified Date (Date of Completion) of your first/second/third pre-requisite shift."

This information is cross referenced with your WOTA username to confirm the three (3) separate shifts are applicable and provides evidence of the competency you are looking to renew.

The shifts must demonstrate working in the capacity of the competency that is being renewed and must indicate a "Complete" Status. There is no requirement to demonstrate any particular protection method within the competency. RSWs may submit shifts using the same protection method or a mixture of acceptable methods.

Please find below acceptable shifts for each TFPC competency:

Job Details		Access Number	
Job ID	2026_14553	Access Number	TAN-26-05-01-066
Job name	Vic Park SBO	Track Warrant Number(s)	
Created	30/04/2026 14:22	Track Warrant Number	
Modified	01/05/2026 13:48		
Status	Complete		





RIW BULLETIN



TFPC 3.1	TFPC 3.1 • Lookout/Lookout in Advance/Additional Lookout • Intermittent Signal Blocking • Signal Blocking with Lookout • Non-Obstructive Permit to Foul the Line • Train as Protection
	Unrestricted TFPC 3.1 • MURL Blocking Procedure (Underground Loop Tunnels – Foot Patrols & Infrastructure Repairs or Maintenance) • Inner Suburban Lookout
	Metro Tunnel Inducted TFPC 3.1 • Staff Protection Zone (minor works, up to one (1) additional workgroup)
	SMTs (and TFPCs with SMTs in their work group) • Signal Inhibit: Automatic Signal • Signal Inhibit: Uncontrolled Home Signal • Locking Disarranged: Signals • Locking Disarranged: Points • Active Crossing Warning
TFPC 3.2	TFPC 3.2 • Track Force Protection • Absolute Signal Blocking • Obstructive Permit to Foul the Line • Securing Points as Protection • Single Worksite Absolute Occupation or Book Out of Track • LPZ
	Metro Tunnel Inducted TFPC 3.2 • Staff Protection Zone (major works, up to one (1) additional workgroup)
TFPC 3.3	TFPC 3.3 • Multiple Worksite Absolute Occupation or Book Out of Track
	Metro Tunnel Inducted TFPC 3.3 • Staff Protection Zone (minor or major works, multiple workgroups, excluding RRVs)

Question 5: “From time to time, Metro Academy may be asked to share elements of your training or assessment with your employer. Do you give permission for Metro Academy to share these details?”

When the form is submitted and evidence is reviewed there may be circumstances when contact with your employer may be required (The employer has submitted the form on your



RIW BULLETIN

behalf, you are uncontactable and additional information is required, etc.). This question allows Metro Academy to liaise with your employer to expedite these issues.

Submission

Once all evidence has been input, select “Summary” at the bottom of the page, and then select “Submit Final Answers” on the following page.

Pre-Requisite Evidence Review

Each pre-requisite shift submitted through the digital form is assessed individually by Metro Academy and assigned an outcome of accepted or denied. If a shift is denied for any reason (E.g., Incorrect protection for the competency being renewed, no TAN attached to the job etc.) the digital form will be sent back to the RSW with email communication. All evidence will be available for editing, but the email will outline what requires rectification so that it can be resubmitted.

All pre-requisite evidence must be accepted prior to a RSW being approved to attend the course.

Questions

- **Submission Timelines:** Aligning with course information, renewal pre-requisite evidence must be submitted a minimum five (5) days before scheduled class attendance to allow for verification to occur. If shifts are not accepted, the RSW will be able to resubmit further shifts. RST will make every effort to review any pre-requisite shifts submitted within five (5) business days of the renewal; however, assessment will depend on assessor availability and competing operational priorities.

Other questions relating to this bulletin can be directed to railsafetytraining@metrotrains.com.au

Relevant Resources & Documentation

To access the Matrix, visit [Network Operators Matrices – Rail Industry Worker \(riw.net.au\)](https://riw.net.au)

Related Documents:

Pre-Requisite Declaration Form (A9802)

Track Protection and Safeworking on Track Competency Management Procedure (A1626)

Authored by
Barney Gedero
Training Manager – Rail Safety

Authorised by
Simone Vitkov
RIW Services Lead





RIW BULLETIN



The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Check	Code	Division/Department
☐	MTM	Entire MTM Network
☒	CHE	Engineering / Chief Engineer
☐	HMR	People & Performance
☒	INF	Infrastructure Delivery
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals & OCS
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☐	OPS	Operations
☐	TSD	Train Service Delivery
☒	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Customer Experience
☐	STO	Stations Customer Experience
☐	AOS	Authorised Officers
☒	PRJ	Projects & Planning
☒	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐		Other (e.g. Other Divisions/Departments or people not listed):

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
☐	L4-SQE-FOR-070 Alert Register
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):