RIW BULLETIN

TTSA Training LLN Requirements

Purpose

To notify MTM Employees and Third Parties of upcoming additions to mandatory Language Literacy and Numeracy (LLN) requirements associated with Metro business rules for entry into the Train Track Safety Awareness (TTSA) Initial Course.

This process is effective January 2027.

Pre-Commencement LLN Test

When a Learner is enrolled into TTSA Initial they are provided access to an online LLN Test that requires completion.

Learners who receive equal to or above an Australian Core Skills Framework (ACSF) score of two (2) in this test will progress to the Day of Training with no additional pre-commencement requirements.

Enrolment for courses will close thirty-two (32) hours prior and it is expected that learners complete their online LLN Test twenty-four (24) hours prior to course commencement.

Pre-Commencement LLN Review and Contact

Learners who score below the mandatory LLN requirement will be contacted by Training Staff to determine the cause of the deficiency and if the Learner:

- Can attend with no required support
- Can attend with required support
- Cannot attend due the level of results being displayed

Learners deemed unable to attend will be withdrawn from training and provided information relating to LLN support services.

Learners can be contacted up until Close of Business (COB) the day prior to training.

Face To Face LLN Questionnaire

All Learners who attend TTSA Initial are required to complete a mandatory Face To Face LLN Questionnaire in class. This questionnaire assesses Reading, Oral Communication, and Listening & Comprehension skills. This questionnaire will determine if the Learner:

- Can attend with no required support
- Can attend with required support
- Cannot attend due the level of results being displayed

Learners deemed unable to attend will be withdrawn from training and provided information relating to LLN support services.

Refunds

Learners withdrawn for LLN issues will, where applicable, have fees refunded.

It is expected that withdrawn Learners will access support services prior to rebooking.

METRO

RIW BULLETIN

Next Steps

Please familiarise yourself with the new requirements and changes to the Procedure.

A subsequent bulletin will follow with instructions to guide users through this process.

Questions

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)

Related Documents:

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

Authorised by
Barney Gedero
Training Manager – Rail Safety

METRO

REFERENCE	ISSUE DATE	CONTACT
RIW-BUL-12-2026	04/11/2026	railsafetytraining@metrotrains.com.au

MetroSafe

RIW BULLETIN

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):

METRO