RECORD OF RELEVANT EXPERIENCE (RORE) FORM

EGP0103F-02

The RORE form is to be used by Rail Safety Workers who are intending to apply for any of the below on the ARTC network:

- **Initial Assessment** for ARTC Engineering and Design,Project Management (ED&PM) roles
- **Reassessment** for ARTC Engineering and Design, Project Management roles
- **Initial Assessment/Reassessment** to become an **ED&PM Assessor**

For further information please refer to ARTC's procedure EGP-01-03.

SECTIONS IN THIS FORM

Section 1 Applicant Details

This section is to populate the applicant's personal details and select the application type

Section 2 ARTC Project Management Roles

*ONLY populate if applying for any **Project Management roles***

Section 3 ARTC Engineering and Design Roles

*ONLY populate if applying for any **Engineering and Design roles***

Section 4 Reassessment

*ONLY populate if applying for **Reassessment***

Section 5 ARTC EDPM Assessor Application

*ONLY populate if applying/reassessment to become **ARTC ED&PM Assessor***

Section 6 ARTC Signoff

*This section is populated by **an ARTC Assessor only***

Important Note: All Engineering and Design, Project Management roles have a **Four (4) year expiry date**, from the assessment date, where continued evidence of skill currency is required.

For any questions, please contact standards@artc.com.au.

SECTION 1: APPLICANT DETAILS

YOUR DETAILS

Full Name

Date

Current Position   Employer

Manager

RIW Number

APPLICATION DETAILS

Application Type   Project Management Roles   Engineering Design Roles

                          ARTC Engineering and Design/   Reassessment
                          Project Management Assessor

Documentation Attached   CV/Resume   CPEng/NER/RPEQ/RPEV

                          Masters/Bachelor of Engineering   AIPM RegPM or PMI PMPPgMP /PfMP

                          Technologist/Associate Engineering   Other Supporting Documentation

Tick ARTC Role(s) you are applying for:

Structures Designer	Electrical Scoping/Acceptance of Design*	Civil Engineering Representative Path 1*
Structures Design Verifier/Approver	ICT Designer	Civil Engineering Representative Path 2*
Structures Scoping/Acceptance of Design*	ICT Design Verifier/Approver	Independent Competent Person Path 1*
Track Designer	ICT Scoping/Acceptance of Design*	Independent Competent Person Path 2*
Track Design Verifier/Approver	Systems/Safety Designer	Independent Competent Person Path 3*
Track Scoping/Acceptance of Design*	Systems/Safety Design Verifier/Approver	Project Director (Path 1)
Civil Designer	Systems/Safety Scoping/Acceptance of Design*	Project Director (Path 2)
Civil Design Verifier/Approver		Senior Project Manager (Path 1)
Civil Scoping/Acceptance of Design*	Supervision of Major Construction	Senior Project Manager (Path 2)
Geotech Designer	Major Construction Verification - Path 1	Design Manager (Path 1)
Geotech Design Verifier/Approver	Major Construction Verification - Path 2	Design Manager (Path 2)
Geotech Scoping/Acceptance of Design*	Supervision of Medium Construction	Project Manager (Path 1)
Mechanical Designer	Medium Construction Verification - Path 1	Project Manager (Path 2)
Mechanical Design Verifier/Approver	Medium Construction Verification - Path 2	Project Engineer (Path 1)
Mechanical Scoping/Acceptance of Design*	Supervision of Minor Construction	Project Engineer (Path 2)
Electrical Designer	Minor Construction/Maintenance Verification	Project Officer/Technician
Electrical Design Verifier/Approver		

⚠️ *Roles which have * next to them are applicable to ARTC Employees only*

SECTION 1: APPLICANT DETAILS CONTINUED

APPLICANT DECLARATION

I _____ declare that the information supplied in this application is **true** and **correct** to the best of my knowledge.

ARTC reserves the right to remove the applicant's authority to work if misleading or false information has been submitted.

Date:

ARTC

SECTION 2: ARTC PROJECT MANAGEMENT ROLES

Please tick below to confirm you have completed mandatory e-learnings and uploaded your certificate to RIW.

Project Management   Configuration Management

Drawing Management System

> ⚠ In Section 1, if you have provided a copy of your current resume and hold one of the following licences,CPEng/NER/RPEQ/RPEV/AIPM RegPM or PMI PMP/PgMP /PfMP you are not required to complete the short answer questions below.

SHORT ANSWER QUESTIONS

All questions must be a minimum 200 words per answer and supported by evidence (CV/Resume and/or other supporting documentation). If less than 200 words is submitted, a resubmission will be requested. A follow-up professional conversation may be requested with the ARTC Assessor.

Q1. Summarise your understanding of ARTC's Risk Management Framework (RSK-PR-001) and provide an example of how you have applied the framework in your role.

SECTION 2: ARTC PROJECT MANAGEMENT ROLES CONTINUED....

Q2. Relevant to construction projects, list a minimum of ARTC's three Fatal and Severe risks, summarising a critical control for each risk listed.

Q3. Provide a brief summary of a project you have managed. Explain throughout the project life cycle how you planned, monitored, and controlled all aspects of the project and the motivation of all those involved.

SECTION 3: ARTC ENGINEERING AND DESIGN ROLES

Please tick below to confirm you have completed mandatory e-learning and uploaded your certificate to RIW.

Drawing Management System

(!) In Section 1, if you have provided a copy of your current resume and hold one of the following licences,CPEng/NER/RPEQ/RPEV you are not required to complete the short answer questions below.

SHORT ANSWER QUESTIONS

All questions must be a minimum 200 words per answer and supported by evidence(CV/Resume and/or other supporting documentation). If less than 200 words is submitted, a resubmission will be requested. A follow-up professional conversation may be requested with the ARTC Assessor.

Q1. Summarise your understanding of ARTC's Risk Management Framework (RSK-PR-001) and provide an example of how you have applied the framework in your role.

SECTION 3: ARTC ENGINEERING AND DESIGN ROLES CONTINUED….

Q2. Relevant to construction projects, list a minimum of ARTC's three Fatal and Severe risks, explaining a critical control for each risk listed related to the role you are applying for.

Q3. Provide an example of how you implemented a solution for workplace health and safety requirement. Describe how the solution relates to the role you are applying for.

SECTION 3: ARTC ENGINEERING AND DESIGN ROLES CONTINUED…..

Q4. List a minimum of three Laws/Acts, Regulations, and Codes/Standards and provide an example on how you have applied these in your role.

Q5. Describe an example of how you have applied your engineering knowledge in your relevant practice area.

SECTION 3: ARTC ENGINEERING AND DESIGN ROLES CONTINUED….

Q6. Provide an example where you have investigated and analysed an engineering problem and describe an opportunity for improvement related to the problem.

Q7. Provide an example where you have evaluated the outcome and impact of an engineering activity.

SECTION 4: REASSESSMENT

⚠ This section is be be completed by the Applicant seeking **reassessment** for Project Management, Engineering and Design roles.

- All roles have a Four (4) year expiry date, from the assessment/reassessment date

Please tick below to confirm you have submitted the relevant evidence as required. A follow-up professional conversation may be requested with the ARTC Assessor.

CV/Resume

CPEng/NER/RPEQ/RPEV

AIPM RegPM or PMI PMP/PgMP/PfMP

Other Supporting Documentation

SECTION 5: ARTC EDPM ASSESSOR APPLICATION

(!) This section is to be completed by the person seeking to **become an ARTC EDPM Assessor**. Refer to document EGP-01-03.

It is important to note:

- You can only independently assess EDPM roles when you have the equivalent valid job role in RIW. If you are seeking to assess other roles, a SME with the corresponding valid job role in their RIW profile needs to be engaged and identified as required by the RORE form.

- EDPM Assessors moving to another organisation and seeking to remain EDPM assessors are required to notify ARTC in writing of the change and are required to reapply.

- EDPM Assessor roles are to be reassessed every four(4) years to show continued currency of skills and knowledge. This is achieved by providing current evidence of the following and re-signing the ARTC Assessor Agreement.

- If required a professional conversation may be requested with the ARTC Assessor.

Please tick below to confirm you have submitted the following evidence:

CV/Resume

TAEASS412 Assess competence or equivalent

Applicable licencing and registration requirements

ARTC Assessor Agreement

SECTION 6: SIGN OFF

This section is to be completed by an **authorised assessor only.**

Assessor Name & RIW Number	Signature	Date

Assessment Approved?	Conditions Applied? (Refer to approval conditions below)	Assessment Expiry Date

Comments		

SME Name & Position RIW Number (if applicable)	Signature	Date

APPROVAL CONDITIONS

Condition