| Name: |       | RIW ID# | xxxxxx |
| --- | --- | --- | --- |
| Address: |       |  |  |
|  |       | Postcode |  |
| Telephone: |       | Email |  |
| Organisation |       |
| Position |       | Location |       |
| Current Competency Role: |       |
| A. Competencies to be reviewed for Upgrade |
| List the Competencies which are requested to be upgraded below and the proposed grade and support information in Table B. |
| If more than 10 skills are requested for upgrade, then a full reassessment of competency is required. This number 10 does not include range variations or options. |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| **B. Certificates and Records for Training and Education** (These are uploaded to Rail Industry Worker portal): |
| 1) | [ ]  | Primary Qualification. Education Training relating to competencies to be assessed (e.g. Electrical IV Certificate or Engineering Degree). Provide a scanned copy of the Qualification and Academic Record. |
| 2) | [ ]  | Training Course Certificates from Rail Industry suppliers and training related to Signalling specific tasks and signalling equipment specific training. |
| 3) | [ ]  | Training & Education Record Form F26 |
|  |
| **C. Work Experience Record** (These are uploaded to Rail Industry Worker portal): |
| 1) | [ ]  | Work Experience Record (mandatory to provide Work Experience Record for all work over previous 5 years). Use form F25B or equivalent. This must be verified by suitable Supervisors. Alternative formats must contain full information. |
| 2) | [ ]  | Form F25A Work Experience Record – Verification Supervisors Declaration must be completed and submitted. Alternatives are not accepted. |
|  |
| **D. Assessment Checklist and Work Experience Records** (These are uploaded to Rail Industry Worker portal): |
| I confirm that all of the information in:* the ***Applicant Assessment Checklist*** is true and correct and fully reflects my qualifications, training and
* the ***Work Experience Record*** truly details work that I have performed and the responsibility level.
 |
| ***I Declare that the information on this form and files uploaded to Rail Industry Worker is true and correct and fully provides all relevant details for the Assessment of my Signalling Competencies.*** |
| **Signature:** |  | **Name:** |       | Date: |       |
| **Witness (Organisation Representative or other witness)** |
| **Signature:** |  | **Name:** |       | Date: |       |

|  |  |  |
| --- | --- | --- |
| Name:       | RIW xxxxxx |  |
|  |
| **E. Consent (To be completed by applicant: Consent to conduct reference checks)** |
| By signing this form you give ARTC (and/or agent(s) engaged by us) your informed consent to collect, use and provide personal information about you from third parties for the purpose of verifying your experience and qualifications and to assist us in assessing your Signalling Competencies and your ability to perform Rail Safety Work. |
| I, [Print Name] |  | (the Applicant) |
| 1. Consent to ARTC, or my employer (while performing Rail Safety Work for ARTC) undertaking reference checks for any information required to assess my signalling competencies and suitability to perform Rail Safety Work; and |
| 2. Direct ARTC, or ARTC contractor performing Rail Safety Work to provide factual information if sought, including information drawing on my records with regard to performance of signalling competencies and/or Rail Safety Work, and consent to you doing so; and |
| 3. Undertake to inform ARTC, in a timely manner, of any significant change in my circumstances that results in other information previously provided becoming out of date, incomplete or inaccurate; and |
| 4. Understand that this consent and direction will continue in force until you are notified in writing that I have revoked it; |
| Signature: |  | Date: |       |
|  |
| **F. Direction (To be completed by applicant: Direction to provide Answers)** |
| By signing this form you direct Organisations to share specific information about you, for the purpose of verifying your experience and qualifications and to assist us in assessing your Signalling Competencies and your ability to perform Rail Safety Work. |
| I, [Print Name] |  | (the Applicant) |
| 1. Have applied for a Signalling Certificate of Competency from ARTC; and |
| 2. Direct every current/previous Organisation to share the **Answer(s)** with ARTC and any Organisation undertaking the Assessment of Signalling Competencies and Rail Safety Work; and |
| 3. Give each Organisation and its Workers a release limited to all legal responsibility in relation to any loss, damage, or claim arising from: (a) sharing or relying on the Answer(s), or (b) any omission from the **Answer(s);** unless arising from any malicious, fraudulent, deliberately false or deliberately misleading statement or omission; and |
| 4. Consent to every current/previous Organisation sharing any factual information about my employment or engagement with any prospective Organisation; and |
| 5. Release every current/previous Organisation from all confidentiality obligations to the extent that they impede its ability to share any relevant factual information about my undertaking Rail Safety Work including signalling work; and |
| 6. Understand that this consent and direction will continue in force until you are notified in writing that I have revoked it; |
| Signature: |  | Date: |       |
| ***Answer(s)*** *means all information provided in response to inquiries relating to Signalling Competencies and performance of Rail Safety Work****.*** |
|  |
| **G. Declaration** |
| **I Declare my agreement to comply with all relevant Policies and Legislative requirements for:*** **Drugs and Alcohol Policy; and**
* **Occupational Health and Safety; and**
* **Fatigue Management.**
 |
| **Signature:** |  | **Name:** |       | Date: |       |
| **Witness (Organisation Representative)** |
| **Signature:** |  | **Name:** |       | Date: |       |

|  |  |  |
| --- | --- | --- |
| Name :       | RIW xxxxxx |  |
| **H. Access to ARTC Standards** |  |
| I confirm: |
| [ ]  | That I have access to the ARTC Standards on the ARTC . |
| [ ]  | This access is via the internet access with email account: ***(hotmail, gmail, yahoomail etc are not acceptable)*** |
|  | Email address: |       |

|  |
| --- |
| **I. *Applicant Agreement to ARTC Standards*** |
| By signing this form ‘Signals Competency Assessment Request’ you confirm each of the following items if you are successful in gaining an ARTC Statement of Competency. |
| I, [Print Name] |       | (the Applicant) |
| 1. The Applicant hereby agrees to perform all work in accordance with ARTC Standards, Procedures and Practices and Instructions. The applicant agrees to maintain access to the ARTC Standards documents by means of the Engineering Extranet. The applicant agrees to regularly review(at least every 3 months) the recent changes register on the Engineering Extranet and to study and apply all new standards and related information in the performance of work on ARTC infrastructure.
 |
| 1. The Applicant agrees to not perform work for which he/she does not have a valid Certified Competency. The Applicant agrees to perform work at a higher skill level only under supervision and mentorship of a suitably qualified person with a valid certified competency. That the Applicant agrees that for all skills with a level 1 competency will be performed under the supervision of a suitably competent person.
 |
| 1. The Applicant agrees when managing other staff, they will ensure that the staff have the competency certification for the work being performed before they commence the work. That the Applicant will not direct staff to perform work for which they do not have the appropriate competency certification. That they will ensure that all staff performing with a level 1 skill have appropriate supervision at all times by a suitably competent person.
 |
| 1. The Applicant agrees to maintain a Work Experience Record / Logbook in accordance with ARTC Competency Standards, for all work undertaken over the previous 5 years and to make this available for any future Competency Review.
 |
| 1. The Applicant agrees to manage access to ARTC infrastructure locations, information and documents. The applicant agrees to share or distribute this information only in so far as it is required for the approved work and tasks.
 |
| 1. The Applicant agrees to comply with any ARTC policy for security of keys for ARTC locations and equipment. The applicant agrees that any security keys that are applicable to ARTC locations or equipment will not be lent out for any reason. The applicant further agrees to keep safe these keys and not to allow them to be copied in any manner.
2. The applicant agrees to notify signalscompetency@artc.com.au within 7 days of any suspensions, cancellations or related restriction on any Competency Certificates or performance of Signalling tasks or rail safety tasks with any other organisation in Australia.
 |
| **Signature:** |  | Date: |       |
|  |
| Witness | (Organisation representative) | Organisation:       |
| **Signature:** |  | **Name:** |       | Date: |       |
|  |

***Scan and submit this form to the Rail Industry Worker portal*.**

|  |
| --- |
| Table J - COMPETENCY ASSESSMENT UPGRADE CHECKLIST |
| RIW ID # | xxxxxx |  |  |  |
| For:  | **<<insert Name>>**  |  |
| **Signalling Competency** | **Level****#** | **EVIDENCE** | **Comments by Assessor** | **L** |
| **Training Record** | **Work Experience** |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
| # Proposed level by applicant . Where a skill has multiple options e.g ***Points Maintenance D84m, M3A, HW4121, Claw lock*** or ***Level crossing –Relay, GCP, HXP, CBI*** then a separate line above must be completed for each option. |
| Insert the Competency in the above first column and indicate the supporting information under Training Record and Work Experience. Please indicate within these cells a # reference to the attached documents in sequence order. |
| Current SOC attached |  | F25 - Work Experience Record attached |  |
| F26 – Training and Education Record attached |  | Training Certificates attached |  |
| F22 Work Based Training Assessment attached |  |       |  |
| ASSESSMENT REVIEW CONDUCTED BY: |
| Assessor’s Signature: |  |
| Assessor’s Name: |       | Date: |       |

*The Assessor must be authorised by ARTC to perform Signals Competency Assessments.*

|  |
| --- |
| Table J - COMPETENCY ASSESSMENT UPGRADE CHECKLIST continued |
| RIW ID # | xxxxxx |  |  |  |
| For:  | **<<insert Name>>**  |  |
| **Signalling Competency** | **Level****#** | **EVIDENCE** | **Comments by Assessor** | **L** |
| **Training Record** | **Work Experience** |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
|       |   |       | I/II      III       |       |   |
| # Proposed level by applicant . Where a skill has multiple options e.g ***Points Maintenance D84m, M3A, HW4121, Claw lock*** or ***Level crossing –Relay, GCP, HXP, CBI*** then a separate line above must be completed for each option. |
| Insert the Competency in the above first column and indicate the supporting information under Training Record and Work Experience. Please indicate within these cells a reference ID to the attached documents in sequence order. |
| Current SOC attached |  | F25 - Work Experience Record attached |  |
| F26 – Training and Education Record attached |  | Training Certificates attached |  |
| F22 Work Based Training Assessment attached |  |       |  |
| ASSESSMENT REVIEW CONDUCTED BY: |
| Assessor’s Signature: |  |
| Assessor’s Name: |       | Date: |       |

*The Assessor must be authorised by ARTC to perform Signals Competency Assessments.*

**Guidance for Competency Upgrade Requests**

*NOTE. It is desirable that a Requestor groups a number of competency upgrades in one submission and does not submit the upgrades individually.*

This Form is used for an applicant applying for an upgrade for up to 10 skills and the options associated with those skills. If more than 10 skills are to be upgraded, then a full assessment is required. An applicant will normally request an upgrade of one level for each submission. However it is permissible to upgrade from level 0 to level 2. This form is not be used to upgrade from level 0 to level 3 or level 1 to level 3.

The Applicant is required to complete this form prior to submitting to the Assessor. The applicant is to read the following instructions to ensure that this form is correctly filled out. The information provided in this form is to demonstrate the skill competency level sought by the applicant.

The evidence required may include both training as well as activities recorded in your Work Experience Record. The Work Experience Record shall be up to date at the time of submission of the Upgrade Request.

**Step 1** The Applicant is to complete the updating to the Work Experience Record and have it endorsed by an appropriate supervisor. This supervisor must have the higher skill level in the skills being assessed for upgrade. The Training and Education record must also be updated. The supervisor must complete details and sign the Verification Supervisors Declaration on form F25A.

**Step 2** The applicant nominates the ‘Skills’ that are proposed for upgrade. The applicant checks EST-20-05 for skills that require formal training or industry based training. The applicant uses a separate line for each option in the skill.

**Step 3** The applicant completes each item by adding references to Training and Education and to Work Experience Records, forms F26 and F25B. Please review the examples to ensure that the references are easily understood by the Assessor. List work experience episodes separately for level 2 and level 3 skill performance.

**Step 4** The applicant ensures that they have provided the appropriate number and type of Work Experience references for the nominated ‘skill’ level. See reference below.

**Training Records (F26)** This includes records from educational institutions, Registered Training Organisations, past training records of Rail Infrastructure Operators, assessments by other organisations. It shall also include training in specific equipment by industry suppliers which shall demonstrate that competency has been gained and not just attendance at the course. In some cases, specific equipment training is mandatory.

**The Work Experience Record (25B)** is a record of professional work undertaken, including the level of responsibility and type of work task. This must indicate the level of complexity of the task and must be endorsed by the authorised supervisor/mentor for the respective work. The Work Experience should reference work done in terms of competencies on the competency certificate. See EST-20-03 for examples of how to complete Work Experience episodes.

The applicant shall provide Work Experience Record activities as detailed below for each ‘skill’.

|  |
| --- |
| **Level 1 – Supervised Practitioner** |
| The Requestor shall confirm that the applicable training course has been completed. Where the skill involves a technology product or technically difficult subject then an industry training course or supplier training course is mandatory. See EST-20-05 Training for a New Skill or Higher Competency Level.  |
| Where Work Based Training has been used to gain the skill, then this shall be clearly shown in the Work Experience Record and the Training Record. |
| **Level 2 – Practitioner** |
| The Requestor must demonstrate having met Level 1 requirements and having performed work under supervision and mentorship of a suitably qualified experienced practitioner. The Requestor must have performed the required number of tasks to gain practical experience and breadth of knowledge on the subject competency. The supervising practitioner must confirm that the tasks have been performed competently and recorded in the Work Experience Record. |
| **Level 3 – Expert** |
| The Requestor has previously been certified at Level 2. The Requestor has performed the required number of tasks covered by this competency and performed these competently. The Requestor has good knowledge and understanding of the relevant ARTC Standards and how they are to be applied. The Requestor has undertaken the competency for complex activities under the supervision of a level 3 person. There is confirmation by the suitably skilled supervisor that the tasks have been performed competently and this is recorded in the Work Experience Record. |
| See EST-20-05 Training for a New Skill or Higher Competency Level for details of how the work experience is undertaken and recorded. |

Work Experience Requirements for each Level

**Level 1**

To attain a Level 1 competence the applicant must demonstrate successfully completed training in the activity, proved by a Certificate of Attainment. Alternatively, the applicant may have verified Work Based Training covering the skill as detailed in EST-20-05 Signals Competency – Training. Three work experiences covering the breadth of the skill are required. These must be actual performance of the skill or task and not just review of some other person’s work.

**Level 2**

The individual must have previously attained a level 1 competency. To attain a Level 2 competence an individual must be able to demonstrate by means of verified work experience that they have carried out the activity a **minimum of four** times, independently, in a simple or routine task.

These are full and independent satisfactory performance of the tasks. For example design would be of a whole level crossing or a whole crossing loop and not just relocation of a signal or extension of a crossing loop. Construction testing would be of a whole interlocking for a crossing loop and not just one signal or one point motor.

Where a competence is a broadening of a similar well experienced activity, then it is acceptable to gain a level 2 by providing evidence of carrying out the activity a **minimum of two** times, independently, in a simple or routine task.

An example would be where an individual has 4 verified experiences in DC track circuits and has 2 verified experiences on HVI track circuits. The individual would be able to gain a Level 2 in both activities due to the similarity in technologies.

**Level 3**

Level 3 can only be gained through verified experience gained including experience within the ARTC Network. To attain a Level 3 competence an individual must be able to demonstrate by means of verified work experience that they have carried out the activity a **minimum of five** times, independently, in a complex task.

These are full and independent satisfactory performance of the tasks. For example design would be of a whole level crossing or a whole crossing loop and not just relocation of a signal or extension of a crossing loop. Construction testing would be of a whole interlocking for a crossing loop and not just one signal or one point motor.

Where a competence is a broadening of a similar well experienced activity, then it is acceptable to gain a level 3 by providing evidence of carrying out the activity a **minimum of three** times, independently, in a complex task.

An example would be where an individual has 5 verified experiences in DC track circuits and has three verified experiences on HVI track circuits. The individual would be able to gain a Level 3 in both activities due to the similarity in technologies.

Half of these minimum number (3 and 2 respectively) of work experience activities shall be performed on the ARTC network in accordance with ARTC Signalling Standards applied to demonstrate the high level of understanding of ARTC standards and practices.

**Supervised Higher Level Work experience**. Where an individual is undertaking work experiences to gain a higher skill level, they must work under the direction and mentorship of a person who has the higher skill level. This person must endorse the work experience and confirm that it was performed satisfactorily.