| SIGNALLING WORK EXPERIENCE RECORD – SUPERVISOR VERIFICATION | | | | | | | | |
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| **Person:** | |  | | | **RIW ID:** | | | |
| **Introduction**  The Work Experience Record Sheet is a critical element in the establishment of the experience and competency of signalling staff. The person’s experience is the basis of demonstrating that the person has moved from a training level to a level that permits independent performance of signalling work tasks. All columns must be completed for each work experience episode. A Resume or a Curriculum Vita is not permitted as an alternative. | | | | | | | | |
| **Supervisor Verification**  The Supervisor for the *work experience episode* must endorse each record. The Supervisor must complete details in the table below regarding his/her details.  The Supervisor in signing the Work Experience Record sheet is attesting to the performance of the tasks, the responsibility levels and may be held responsible for any inaccuracies in this endorsement. The Supervisor must make a comment against each *work experience episode* when endorsing an episode.  When supervising work for a person working above their current competency skill level, the Supervisor must have the higher grade for the skill or competency. | | | | | | | | |
| **Verification Supervisors Declaration**  ***I declare that the information that I have verified on the attached Signalling Work Experience Record is true and correct and fully provides all relevant details for the Assessment of the Signalling Competencies of the nominated person.*** | | | | | | | | |
|  | **Name** | | **Position** | **Organisation** | | **RIW ID** | **Signature** | **Date** |
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**Guidance Notes for the Work Experience Record**

**Verification Supervisor of Work Experience**

The Supervisor is responsible for verifying the record of work experience. The person signing off as the verifier must have had a supervision role for all work experience records for work undertaken after 1 January 2012. Because of the difficulty in contacting people for work prior to 2012, then it is permissible to have a senior person who had an indirect supervision role for the work to provide verification. In this case the person must have been clearly a supervisor involved in the work or project.

The supervisor shall indicate if the work was undertaken in a satisfactory manner. If rework was required and was performed satisfactorily, then this shall be commented on. The Supervisor shall ensure that all work is recorded, even work not performed satisfactorily.

The Supervisor must add comments against each work episode detailing either satisfactory performance or other comments regarding the performance. The Supervisor must confirm that the descriptions of the work are correct.

**Upgrading Skills.** Where the work is under supervision at a higher level, this shall be indicated by the Supervisor. The Supervisor shall also include comments as to whether the work was completed in total, independently and satisfactorily. If there are no comments then the work does not count as part of the required work experience for a skill upgrade.

It is recommended that the Record is updated on a 3 monthly basis and at the end of project work.

**Use of Alternative Form**

**Notes for Completing Work Experience Record**

1. The Work Experience Record Sheet F25B may be included as part of a Log Book such as the IRSE log book or other corporate work record system. The format does not need to match this template exactly, but it must include all of the items and be completed to achieve the same outcome.
2. The description of the tasks should specifically reference the relevant role of the person, the responsibility level and the competencies performed as detailed on your Statement of Competency. The level of competency exercised should also be indicated.
3. Please see separate notes on how to correctly describe the work level and competency. Ensure that an adequate description of each task or project is provided.
4. The task and responsibility shall be verified by a supervisor for the work or the project. Verification confirms task, role, responsibility, competency.
5. The record shall be updated for the previous year by the 31 March each year.

References numbers for each Work Experience episode shall be in numerical order from earliest record to the most recent record. They shall be unique for each episode. Do not repeat reference numbers. Insert page numbers to show time order of work experience.