

Commentary for Standard:**EST-20-05 Signals Competency Training Procedure****EST-20-05C****1 Procedure Outline**

EST-20-05 is a new signals competency procedure that is being introduced across all ARTC jurisdictions. It details the requirements for training required for specific skills for signalling roles. It describes the processes that signals staff and supervisors shall undertake to gain a higher level of skill in a specific competency. It addresses organised training and Work Based Training and defines the Work Experience Records used as a basis for a Signals Competency Upgrade Assessment. It specifically covers:

- Requirements for training and work experience for higher skill levels
- Requirements for training on technically difficult equipment or processes
- Requirements for supervision when working at a higher level task
- Alternatives to Work Experience and Training Courses
- Assessment and Recognition of current competence
- Responsibilities of supervisors and managers for signalling competence

2 Operable Date

The Operable Date for this procedure is when approved and published. All requests for current competency and competency upgrade assessments must undergo process in accordance with this procedure.

The processes detailed in the Procedure shall be used by all Assessors from the time when the Procedure has been published.

All applications for competency assessment submitted to Pegasus Rail Industry Worker up to 7 days after publication will be progressed on the old version of the forms.

All applications for competency assessment submitted after 7 days from publication of the Procedure shall be on the new or updated forms.

See section 4 for details of operable date for the F-25A and F-25B Work Experience Forms and the F-26 Signalling Training & Education Form.

3 Briefing Process

All the following are to be briefed by their Team Leaders/Signals Work Group Leaders/Signal Managers/Contractor Managers about EST-20-05:

- ARTC Maintenance & Construction Staff and Signals Design Staff
- External Contractors who are currently undertaking work for ARTC, including
 - Construction Contractor employees
 - Signalling Design Contractors

The briefing is to be carried out via a tool box meeting or team briefing. This commentary shall be printed and distributed to all staff attending the briefing. Attendees must sign to acknowledge that they have read this commentary, received a briefing and that they understand the processes for gaining recognition of their current skill levels or upgrading to higher skill levels in Signals Competency.

Feedback shall be provided to Management/Project Management demonstrating the completion and implementation of the briefing. Team Leaders/Signals Work Group Leaders/Signal Managers/Contractor Managers shall keep the records of all staff signing acknowledgement of the commentary and briefing. This information shall be available for quality auditing.

4 Forms

4.1 Revised Forms

All revised forms require RIW number to be included.

a. EST2002F-21 Signals Competency Assessment Request v2.1D new brand

Now includes requirements for:

- evidence records of qualifications, specific industry training and training and education; supervisor verified evidence records of last 5 years of signalling work experience; confirmation ARTC inductions are completed; confirmation that applicant's assessment checklist and work experience records are true and correct; all the above to be uploaded to the RIW portal.
- Applicant's confirmation of access to ARTC standards and
- Applicant's signed declaration confirming agreement to work to ARTC standards.
- Page 2 of current SOC is to be removed progressively.
- This form to be used for all applications submitted to Pegasus RIW 7 days after publication.

b. EST2002F-24 Signals Competency Upgrade Request v2.0A new brand

Now includes requirements for

- provides for up to 10 skills to be upgraded;
- evidence records of qualifications, specific industry training and training and education; supervisor verified evidence records of last 5 years of signalling work experience;
- confirmation ARTC inductions are completed and confirmation that applicant's assessment checklist and work experience records are true and correct;
- all the above to be uploaded to the RIW portal;
- Applicant's confirmation of access to ARTC standards and
- Applicant's signed declaration confirming agreement to work to ARTC standards.
- Page 2 of current SOC is to be removed progressively.
- Competency Assessment Upgrade Check Sheet table is amended to include current and assessed skill levels for each competency and a check list of attached records with assessor sign off.
- A more comprehensive set of guidance notes are also included, including a redefinition of skill levels.
- This form to be used for all applications submitted to Pegasus RIW 7 days after publication.

c. EST2002F-26 Signalling Education and Training Record V2.0A new brand

Now includes requirements for

- 3 sections:
 - Education Record for formal courses and qualifications
 - Industry Training record for formal industry training courses and by equipment suppliers

- Work Based Training Record for a short summary of skills achieved through on the job informal training by supervisors and mentors
- The candidate completes details on the form and references the training certificates. The Training Certificates are scanned in colour as one file including the reference ID for each certificate. The scan is verified by an Assessor or Supervisor.
- This form shall accompany all Requests for Signals Competency Assessment or Requests for Signals competency Upgrade submitted after 1 November 2016. The Assessor may request this information for submissions prior to this date.

4.2 New Forms

New forms require RIW number to be included.

These forms may be used from the date of publication.

Existing form EST2002F-22 is superseded and replaced by the following new forms:

- a. EST2002F-22A Training - Qualification Equivalence v1.0 new brand
 - A candidate may have successfully completed recognised training for a Role at a time before the current AQF training and qualifications were formalised. The Signals Skills Definitions in document EST-20-04 detail alternate or Predecessor Qualifications and Training. The Assessor by reference to document EST-20-04 may assess the candidate as having completed a Predecessor Qualification. This is a new form to record this Assessment.
- b. EST2002F-22B Work Based Training Assessment v1.0A new brand
 - A candidate may undertake Work Based Training and assessment by their Supervisor/Mentor. This is a new form which is used to record the training and assessment of the candidate in the workplace. It provides a formal record of all of the steps required for a successful assessment. It is referenced in part C of the F-26 Education and Training Record. *It is only used for training from level 0 to Level 1.*
- c. EST2002F-22C Signals Current Competence Assessment v 1.0 new brand
 - A candidate may have attained a level of competence in a skill or subject without completing formal training. This is a new form which allows the Assessor to assess the candidate and record the subject matter of the assessment. The form can be used to demonstrate competence in lieu of an industry training certificate.
- d. EST2002F-22D Signalling Alternate Training Certificate v 1.0 new brand
 - A candidate may have achieved a level of competence in a technically difficult subject without completing the respective industry training course. The candidate may undertake, under the direction of the Assessor, a documented Quiz on the subject. This is a new form which indicates successfully passing the Quiz. The form can be used to demonstrate competence in lieu of an industry training certificate.

Existing form EST2002F-25 is superseded and replaced by 2 new forms:

- e. EST2002F-25A Signalling Work Experience Record Supervisor Verification v2.0b new brand
 - The Supervisor verification form has been separated from the actual Work Experience Records. This form must be used and signed by each Supervisor/Mentor for the endorsement of each individual work experience episode to be valid. It means that the Supervisor/Mentor has declared the information endorsed is correct.
 - This form shall be used for all Work Experience Records endorsed by the Supervisor after 1 November 2016.
- f. EST2002F-25B Signalling Work Experience Record v3 with macros
 - The F-25B form shall be used for all Work Experience Records compiled after 1 November 2016. Previous templates that already exist for work prior to 1 November 2016 may continue to be used. If the information on previous Work Experience Records is inadequate, the Assessor may require that additional information is required.

- The form contains macros and drop down menus. This form is for 2016 version of Microsoft Word.
 - The drop-down menu items allow the candidate to complete details of work experience episodes. A number of fields are included which must be completed to ensure that sufficient information is available for the Assessor to evaluate.
 - The candidate submits the completed form to the Supervisor/Mentor for comments to be added using Word. The Supervisor/Mentor prints the record and signs it. The candidate scans the signed form for submission for an assessment.
- g. EST2002F-25B Signalling Work Experience Record v3 with macros (Compatible 97-2003)
- This form is for 97-2003 version of Microsoft Word.
- h. EST2002F-25B Signalling Work Experience Record v3 with macros (Compatible 2010)
- This one is for 2010 version of Microsoft Word.

5 Changed Management Systems

5.1 Pegasus Rail Industry Worker

All new submissions to Pegasus Rail Industry Worker of the relevant forms submitted after 15 May 2017 shall be in accordance with the new requirements detailed in this Commentary.

6 Exemptions and Exclusions

Existing records in Pegasus on previous versions of forms are generally acceptable if they have been completed satisfactorily.


Where the scanning of the form is of unsatisfactory quality, the Assessor may reject the form and request that the latest version of the form be used.

Where the previous versions of forms has not been completed satisfactorily, the Assessor may reject the form and request the latest version of the form to be used.

7 Implementation Review

Standards shall conduct a review of the Toolbox Briefing processes applied in various ARTC corridor maintenance teams.

Standards shall conduct a review within six months of implementation date as to completion of the implementation processes and their effectiveness as detailed in this Commentary.

Approved By:		John Furness Manager Standards	Date 12/5/2017
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