



# RIW BULLETIN

## Metro Academy Construction Induction - Training Notification

### Background

The previously high demand for Construction Induction training for MTM employees has declined and no longer exists.

### Purpose

The purpose of this notice is to advise that from 11 May 2026, the Metro Academy will cease providing internal Construction Induction training and competence services for MTM employees and external contractors.

MTM departments are encouraged to contact [metroacademy@metrotrains.com.au](mailto:metroacademy@metrotrains.com.au) for assistance where Construction Induction is required for staff.

Local Worksafe Approved providers can be sourced for delivery as required.

**Authorised by**  
**Simone Vitkov**  
RIW Services Lead



REFERENCE  
RIW-BUL-03-2026

ISSUE DATE  
11/05/2026

CONTACT  
[metroacademy@metrotrains.com.au](mailto:metroacademy@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?

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
<input checked="" type="checkbox"/>	CHE	Engineering / Chief Engineer
<input type="checkbox"/>	HMR	People & Performance
<input checked="" type="checkbox"/>	INF	Infrastructure Delivery
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals & OCS
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Customer Experience
<input type="checkbox"/>	STO	Stations Customer Experience
<input type="checkbox"/>	AOS	Authorised Officers
<input checked="" type="checkbox"/>	PRJ	Projects & Planning
<input checked="" type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed):

## 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
<input type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Issued via email
<input type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt
<input type="checkbox"/>	L4-SQE-FOR-070 Alert Register
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):