

## ARTC NSW Network Rules and Procedures

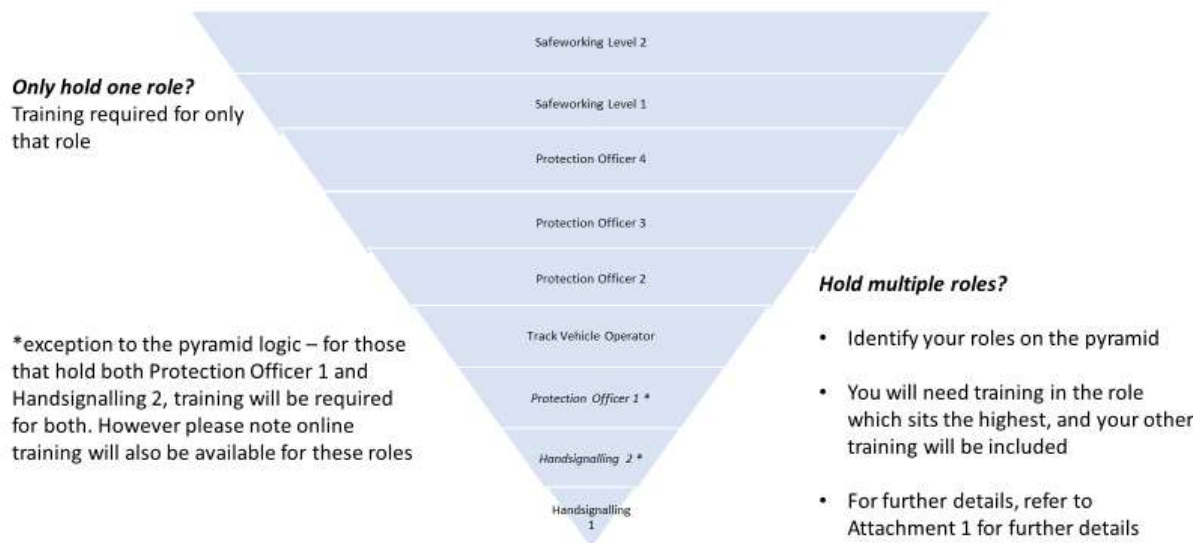
### Rule Change Training

The changes to the NSW Network Rules and Procedures are necessary to provide continuous improvement and gain consistency across the ARTC Network.

Contractors must complete training in the changes relevant to their safeworking roles in NSW to remain current. This training is required to be completed by 23 February 2020.

#### What training am I booking? How long will my training take?

Refer to the below chart. This indicates to you what training to attend which will cover the rule changes should you hold more than 1 safeworking role. For example, if you hold PO2, TVO and Handsignalling 2 roles, the PO2 will cover what you need to know.



When booking your training, please identify with the administration team at the Registered Training Organisation what level/s of safeworking you hold. This will ensure the trainer has the appropriate training resources with them, plus schedules you into the appropriate level of training.

## **Who can deliver my training for me?**

To book your workshop, please contact one of the below approved ARTC Registered Training Organisations (RTO's) to arrange:

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|---|--|
| <b>The Instruction Company</b> <ul style="list-style-type: none"> <li>• Phone: (02) 6924 1679</li> <li>• Email: <a href="mailto:Office@instructionco.com.au">Office@instructionco.com.au</a></li> </ul>   | <b>CERT</b> <ul style="list-style-type: none"> <li>• Phone: 02 4088 2330</li> <li>• E-mail: <a href="mailto:NSWadmin@cert.edu.au">NSWadmin@cert.edu.au</a></li> </ul>                            |
| <b>Aakira / Training Ahead</b> <ul style="list-style-type: none"> <li>• Phone: 1300 355 900</li> <li>• Email: <a href="mailto:bookings@trainingahead.com.au">bookings@trainingahead.com.au</a></li> </ul> | <b>Accell</b> <ul style="list-style-type: none"> <li>• Phone: (07) 5445 7998</li> <li>• Email: <a href="mailto:lee.walters@accell.com.au">lee.walters@accell.com.au</a></li> </ul>               |
| <b>Australian Testing Services</b> <ul style="list-style-type: none"> <li>• Phone: 1300 772 728</li> <li>• Email: <a href="mailto:courses@atsrto.com.au">courses@atsrto.com.au</a></li> </ul>             | <b>Go Train</b> <ul style="list-style-type: none"> <li>• Phone: (02) 4355 4595</li> <li>• Email: <a href="mailto:reception@gotrain.com.au">reception@gotrain.com.au</a></li> </ul>               |
| <b>Railtrain</b> <ul style="list-style-type: none"> <li>• Phone: 0409 969 216</li> <li>• Email: <a href="mailto:mal@railtrain.com.au">mal@railtrain.com.au</a></li> </ul>                                 | <b>Southern Cross Rail Training</b> <ul style="list-style-type: none"> <li>• Phone: (02) 9708 5980</li> <li>• Email: <a href="mailto:reception@scrt.com.au">reception@scrt.com.au</a></li> </ul> |
| <b>Swetha</b> <ul style="list-style-type: none"> <li>• Phone: 1300 793 842</li> <li>• Email: <a href="mailto:manisha@swetha.com.au">manisha@swetha.com.au</a></li> </ul>                                  |  |

Your training can be booked in any time from now.

## **Do I have other options for training?**

Yes, online training will also be an option for certain roles. From the 2<sup>nd</sup> December, a link to the online courseware will be available through <https://www.artc.com.au/work/contractors/rswc/safeworking/>

Online training will be available for:

Handsignalling 1

Handsignalling 2 (also covers Handsignalling 1)

Protection Officer 1

Protection Officer 2

Track Vehicle Operator

Combined PO2, Handsignalling 1 and TVO

Combined PO2 and TVO

You will be able to set up your own log in details once the link becomes available.

**Is there a cost involved?**

Yes. Contractors will need to pay costs to cover trainers and venues. Costs associated with workshops have been capped and further details will be provided by the Registered Training Organisations (RTO's) tasked with delivering the content of changes.

If the online option is preferred, a cost of \$100 per online module will be required. Please ensure you review the pyramid above, plus the list of online modules available to identify which one you need.

**What happens after my training is complete?**

The Registered Training Organisation will issue you with a certificate of completion. A competency has been established in the Rail Industry Worker system, and the RTO will manage the upload of your certificate to this competency. If your preference is to have your RIW employer administrator upload this, the competency will be available at the national level under "ARTC Network Rules and Procedures – Rule Change 2020"

Should you undertake the online option, the RTO can upload the final result to your profile in Rail Industry Worker, or alternatively your employer administrator has the ability to upload this certification on your behalf

**What if I am due to have a recertification of my NSW Safeworking competencies between now and February 23rd 2020? Will I need to undertake both a recertification and rule change training?**

For ARTC NSW Safeworking roles, if your recertification date falls between now and 23<sup>rd</sup> February, a 6 month extension has been granted. This change will be reflected in your Rail Industry Worker profile.

Ensure you check your Rail Industry Worker profile, if you have a revised recertification date for your NSW safeworking role/s

**What if I am scheduled to attend theory training or a competency assessment in an ARTC NSW Safeworking role between now and 23 February?**

Please speak with the Registered Training Organisation about your options.

**What do I need to do next?**

Contact a Registered Training Organisation to arrange a training session or complete the online training module applicable to your safeworking role/s. Your training needs to be complete before the 23<sup>rd</sup> February, with evidence of completion in your RIW profile, to ensure your role remains valid in the RIW system.

**NSW Safeworking Rule Change Training**

**Attachment 1**

To support the pyramid on Page 1, if you hold multiple NSW Safeworking roles, refer to scenarios below to identify what training it is suggested to attend:

- If you hold PO1 and TVO, the TVO will cover what you need. At the time of booking and before your training, you will be contacted to confirm whether you are also a Handsignalling 2 as there are changes to the Infrastructure Booking Advice (IBA) only relevant to the Handsignaller 2;
- If you hold PO1 and Handsignalling 2, you will need to attend a session in each due to differing responsibilities required for each role:
- If you hold a PO2, TVO and Handsignalling 2 role, the PO2 will cover what you need. However, at the time of booking and before your training, you will be contacted to confirm whether you are also a Handsignalling 2 as there are changes to the Infrastructure Booking Advice (IBA) only relevant to the Handsignaller 2;
- Likewise, if you hold a PO3, TVO and Handsignalling 2 role, the PO3 will cover what you need;
- Likewise, if you hold a PO4, TVO and Handsignalling 2 role, the PO4 will cover what you need;
- If you hold TVO and Handsignalling 1, the TVO will cover what you need;
- If you hold Safeworking Level 2 and PO4, there is a combined option that will cover the changes – this will be a 2-day combined course as opposed to 4; and
- If you hold Safeworking Level 1, TVO and PO2, there is a combined option to cover the changes (1 day). At the time of booking and before your training, you will be contacted to confirm whether you are also a Handsignalling 2 as there are changes to the Infrastructure Booking Advice (IBA) only relevant to the Handsignaller 2.

Email [gwatson@artc.com.au](mailto:gwatson@artc.com.au) should you need any further guidance as to where your combination of roles sit, or you have any further queries regarding what training suits your roles best.