



RIW BULLETIN

Changes to Assessment Process in RIW

Purpose

The purpose of this bulletin is to advise MTM employees and Third Parties of the changes to the Assessment Process in RIW for Architectural, Track & Civil, Building Services and Structures roles on the Engineering and Design Matrix. These changes will be effective on **Friday 22nd November 2019**.

Note: This does not affect any MTM -Electrical roles as all Assessors are currently MTM employees and follow the below process.

Background

Previously the Rail Safety Worker (RSW)/Employer would upload all evidence requirements for the role they were applying for and submit to an MTM - General Assessor (Assessor) in the Rail Industry Worker (RIW) system. There will be an administrative change to this process. Assessors will be removed from the RIW system and will no longer be selectable. All Assessments are to be conducted 'offline', meaning no assessments will be submitted to the Assessor via RIW. Only when the assessment has been assessed and signed off, all documentation will need to be loaded on the RSW's RIW card and submitted for assessment to an MTM Endorser.

Why is the assessment process changing?

- Assessors are being selected in the RIW system without the RSW first speaking with the Assessor prior, and seeking agreement to conduct the assessment.
- Assessors are unaware of assessments being sent to them and may not have capacity to perform the assessment, hence you need agreement from the Assessor prior to sending them documents.

What does this mean to me as the RSW?

All assessments for the roles listed below are to be completed "offline" (directly with the Assessor) to ensure there is prior agreement which will minimise the risk of assessments being "held up" in the system.

- MTM - Architectural – Approver
- MTM - Architectural – Checker
- MTM - Architectural – Designer
- MTM - Architectural – Independent Reviewer (**Please note:** SME role)
- MTM - Track & Civil – Approver
- MTM - Track & Civil – Checker
- MTM - Track & Civil – Designer





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- MTM - Track & Civil – Independent Reviewer (**Please note:** SME role)
- MTM – Building Services - Approver
- MTM – Building Services – Checker
- MTM – Building Services – Designer
- MTM – Building Services – Independent Reviewer (**Please note:** SME role)
- MTM – Structures – Approver
- MTM – Structures - Checker
- MTM – Structures – Designer
- MTM – Structures - Independent Reviewer (**Please note:** SME role)

If you do not know the contact details of an approved MTM Assessor / Subject Matter Expert (SME), details can be obtained by emailing competencies@metrotrains.com.au

Once the assessment has been completed by the MTM approved SME and Assessor, the RSW/Employer is to upload all evidence requirements and completed assessment documents to your RIW profile and submit for assessment through the RIW website to MTM for endorsement. List of names will be available to select when you submit for assessment.

How do I know who the SME and Assessors are?

A list of MTM approved SME and Assessors can be obtained by emailing competencies@metrotrains.com.au.

The RSW/Employer will need to contact an MTM approved SME and Assessor (in some cases the Assessor may be both and can sign off on both parts) for the particular discipline that are applying for. All evidence requirements as per the Engineering and Design Matrix (attached) must be sent to the Assessor to begin the assessment process. If deemed competent, a signed copy of the Statement of Competency (SOC), Record of Relevant Experience (RORE) and any evidence requirements will be provided back to the RSW to proceed to upload into RIW.

What does this mean for me as an Assessor?

The RIW cardholder/employer must get in contact with you (the Assessor) and the assessment is to be completed offline and not through the RIW system. You will not be selectable in the RIW system as of **Friday 22nd November 2019**. Once the assessment has been assessed and the SOC, RORE and any evidence requirements has been signed off, all documentation is to be sent back to the RSW to upload onto their RIW card along with all of their supporting documentation as per the Engineering and Design Matrix.





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RSW/Employer is to upload all evidence requirements into RIW and submit for assessment to MTM for endorsement. Only MTM's endorsers will be listed and selectable in RIW.

New Process:

1. Employer/RSW sends all documentation to the Assessor offline.
2. Assessor assesses the RSW's documentation offline and signs off on SOC, RORE and all evidence requirements.
3. Assessor sends the signed SOC, RORE and all evidence requirements back to the Employer/RSW.
4. Employer/RSW assigns the job role on the RSW's RIW profile that has been approved for the RSW.
5. Employer/RSW uploads all evidence requirements to RIW and submits for assessment to an MTM endorser through the system.
6. MTM validates the evidence.
7. MTM will approve/reject based on the evidence submitted.

Approved – Role will be valid on RSW profile.

Rejected – MTM will provide supporting notes and possibly require more information.

How will MTM endorser know I'm an approved General Assessor?

For MTM to know if you are a General Assessor, you must hold the MTM - General Assessor role on your RIW profile and must be valid.

Related Documents

Click on the below link to access any Engineering & Design related documents

- [Metro Document Portal](#)

Authorised by
Sylvia Coombe
 Manager Quality





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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 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 type="checkbox"/>	PRJ	Projects & Planning
<input 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):