

# Metro Academy Bulletin

Number: MA-BUL-2022-01

Issued: 27 January 2022

## Purpose

The objective of this bulletin is to re-iterate the Infield Logbook requirements to MTM and Third-Party Rail Safety Workers (RSWs).

## Background

The Work on Track Safeworking Competencies procedure details the requirements relating to the Minimum Competency Exposure on the MTM Metropolitan Rail Network and Infield logbook completion for rail safety courses.

'Work on Track' Safeworking competencies like Lookout, Handsignaller, Track Force Protection Coordinator 3.1, 3.2 and 3.3 have an infield logbook requirement, along with a written and practical assessment. The Infield Logbook is a record of the operational experience obtained in the workplace and is considered supplementary assessment evidence.

This information is recorded in an MTM approved template that is used by a Metro Academy Assessor to support a final assessment decision.

## Infield Logbook – Requirements

An MTM approved Infield logbook is designed to record evidence of employment in a nominated capacity. RSWs are required to complete all the requirements outlined in the respective Infield Logbook. All the information recorded in the Infield Logbook must be legible, provide enough detail to demonstrate operational experience and is required to be co-signed by an infield Supervisor. These signatures are required for authenticity to be validated by a Metro Academy Assessor.

It is important to note below timeframes allocated to submit the Infield logbooks after completing the face-to-face classroom training with Metro Academy:

| Rail Safety Course                            | Timeframe to submit Infield Logbook (post completion of face-to-face training) |
|---|--|
| <b>Lookout</b>                                | 2 months   |
| <b>Handsignaller</b>                          | 2 months   |
| <b>Track Force Protection Coordinator 3.1</b> | 2 months   |
| <b>Track Force Protection Coordinator 3.2</b> | 3 months   |
| <b>Track Force Protection Coordinator 3.3</b> | 3 months   |

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## Request for Extension

If the Infield logbook cannot be completed by the specified due date, RSWs can request an extension through a **Request an Assessment Task Extension form**. RSWs will have to include a plan which details when they expect to complete and submit the Infield Logbook. RSWs may also be required to provide a letter of support from their employer which demonstrates that they will provide you with sufficient opportunity to complete the specified operational tasks.

Once submitted, the request will be reviewed and either denied or approved. Generally, an extension request is only granted for a period of two (2) weeks. However, depending on individual circumstances, additional time may be granted.

It is the responsibility of the RSWs to ensure that:

- the Infield logbook is accurate;
- the Infield logbook is completed in full and of the standard required by MTM; and,
- all supporting evidences are included prior to submission.

There are **only** two (2) attempts provided for each rail safety course's Infield logbook.

Infield Logbooks with incomplete operational tasks or missing documentary evidence will **not** be processed and counted as one (1) of the two (2) Attempts.

**Note:** If Metro Academy does not receive the Infield Logbook by the due date, and no extension request has been submitted and approved prior to the due date, RSW will automatically be **withdrawn** from the course without further notice. When they are withdrawn, this will result in achieving a **Not Yet Competent** Outcome and they will need to undertake the full course again at a full cost.

## Questions

Questions relating to this bulletin can be directed to [metroacademy@metrotrains.com.au](mailto:metroacademy@metrotrains.com.au)