



Compliance with Signals, Control Systems & Communications Roles Update

Purpose

The purpose of this bulletin is to advise MTM employees and Third Parties of the requirement to comply with the changes to the Signals, Control Systems & Communications matrix.

What are the changes?

1. As of the **30 Jun 2022** all **current** and **new Signal Assistant Designer** must complete the Introduction to Victorian Railway Signalling E-Learning modules for their Signal Assistant Designer role to be valid. The modules will be available in the RIW System from **28 March 2022**.
2. To commence the E-Learning, RIW administrators need to add the new role **MTM – Signal Assistant Designer – New** to the RIW cardholder's profile and request each E-Learning module. Instructions can be found [here](#).
3. The requirements of the new Signal Assistant Designer role are the completion of all four E-Learning modules, a formal AQF qualification (as per the previous matrix) or a valid IRSE Signalling Design Assistant Licence in lieu of a formal AQF qualification. The updated matrix can be found [here](#).
4. The old role will be switched off on the **01 July 2022** and any old valid competencies common to the new role, will automatically move to the new role once it has been added to the RIW Cardholder's profile.
5. The four E-Learning modules have been designed to provide all Signal Assistant Designer with a common knowledge baseline as they start developing the skills required of a Signal Designer. The E-Learning modules have a small charge of \$10 +GST each.
6. The new Signal Assistant Designer role has moved away from an assessed SoC, but rather objective assessments completed at the end of each E-Learning module. This means the Signal Assistant Designer role will not require an external assessor to validate the role.
7. Once a worker holds the new Signal Assistant Designer role, they should start updating their Signal Designer SoC along with their logbook as their knowledge develops, in readiness for a Signal Designer role assessment. Noting that Signal Assistant Designer must continue to work under mentorship or direct/indirect supervision of a competent signal designer.

Why is the Bulletin released?

MTM is undertaking a review of the Signals, Control Systems & Communications Competency Management System as part of longer-term planning required for the support of the Victorian Big Build. This review will also support the work being developed as part of the National Signalling Working Group.

As part of this review, the above changes are being introduced via this bulletin ahead of the full CMS update.

Authorised by

Trevor Allen

Head of Engineering Signalling



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 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 checked="" type="checkbox"/>	Infrastructure
<input checked="" 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):

Appendix 1. Signalling, Control Systems and Communications Roles Matrix, Version 7.3, March 2022 (This Matrix directly relates to L1-CHE-MAN-003 SIGNALS RAIL SAFETY WORKER COMPETENCE Version 1 March 2022)

National Unit Of Competency (Unit code and descriptor) and other Essential Education, Training and Evidence Requirements	Classifications																																						
	Signal Principles Design Engineer	Signal Senior Design Engineer	Signal Design Engineer	Signal Designer	Signal Assistant Designer (New)	Signal Construction Senior Engineer	Signal Construction Engineer	Signal Construction Supervisor / Team Leader	Signal Constructor	Signal Assistant Constructor	Signal Senior Maintenance Engineer	Signal Maintenance Engineer	Signal Maintenance Supervisor / Team Leader	Signal Maintainer	Signal Assistant Maintainer	Signal Principles Test Engineer	Signal Senior Test Engineer	Signal Test Engineer	Signal Tester	Signal Assistant Tester	Control Systems & Comms Senior Engineer	Control Systems & Comms Engineer	Control Systems & Comms Technician	Control Systems & Comms Assistant Technician	Signal Project Manager	Signal Project Engineer	Signal Tester in charge (12)	OCS Technical Officer	Mentor	Subject Matter Expert(SME)-Signal Design	Subject Matter Expert(SME)-Signal Construct	Subject Matter Expert(SME)-Signal Maintain	Subject Matter Expert(SME)-Signal Test	Subject Matter Expert(SME)-C-S&C	Subject Matter Expert(SME)-Signal Project	Signal Assessor			
	Design Role				Construct Role					Maintain Role					Test Role				Control Systems / Comms Role				Project Role		TIC	C.S&C	Mentor	Subject Matter Expert (SME)						NA					
SoC Form Number (L4-LED-FOR-XXX - with XXX being the number in the matrix) (3)	005	072	055	056	N/A	062	063	064	065	060	007	066	067	068	069	006	073	053	008	054	070	061	071	059	077	078	006/007/008/053/061/066/067/070	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Introduction to Victorian Railway Signalling E-Learning Course (19)					X																																		
Completion of Self Assessed SoC (5)	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Completed request for assessment form L4-CHE-FOR-073	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Completed assessment Checklist L4-CHE-FOR-XXX (XXX for the classification)	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Formal training evidence (7)					*					*					*					*				*															
Certificate III - Electro technology Electrician UEE30807 or Electrical Trade (6)								~	~				~	~				~	~				~	~	~														
Certificate III in Relevant Field (i.e. Construction, Mechanical or Mechanical Trade)								*	*	*			~	~	*			~	~				~	~	~														
Electrician's Licence (6)								~	~				~	~				~	~				~	~	~														
Certificate IV Electrical - Rail Signalling				*	*			*	*	*			X	X	*			*	*				*	*															
Certificate IV in Relevant Field (8)				*	*			*	*	*					*			*	*				*	*															
Graduate Certificate - Rail Signalling & Telecommunications				*	*			*	*	*					*			*	*				*	*															
Diploma/Graduate Diploma/Advanced Diploma in Relevant Field				*	*			*	*	*					*			*	*				*	*															
More than 10 years experience must be a MIRSE OR hold a current and relevant IRSE Licence (18)	*	*	*			*	*				*	*				*	*	*			*	*																	
IRSE Signal Assistant Designer Licence					*																																		
Must hold a minimum membership grade of AMIRSE within the IRSE																										X	X												
Bachelor of Engineering (Science, Electrical, Mechanical or Information Technology)	*	*	*			*	*				*	*				*	*	*			*	*																	
Metro Signal Standards Induction in the specific 'Role' (13)	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Signal Tester In Charge (1) (12)											~	~	~			~	~	~	~			~	~	~			X												
Resume / Curriculum Vitae (CV)	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Work Experience Record (WER) / Log Book	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Assessed SOC specific for the Role	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X												
Assessed SOC Signal Construct																																							
Assessed SOC Signal Design																																							
Assessed SOC Signal Maintain																																							
Assessed SOC Signal Test																																							
Assessed SOC Control Systems and Comms																																							
Assessed SOC Signal Project																																							
CERT IV TAE - Assessor Units (4)																																							
Metro Signals Letter of Authorisation for the Role -TIC																											X (2)												
Metro Signals Letter of Authorisation for the Role - SME																																							
Metro Signals Letter of Authorisation for the Role - Mentor																																							
Metro Signals Letter of Authorisation for the Role - Assessor																																							
Associate Diploma in Electronics																																							
Cabler Registration (10)																																							
Private Security Individual Registration (11)																																							
Roles	Design Role				Construction Role					Maintenance Role					Test Role				Control Systems / Comms Role				Project Role		TIC	C.S&C	Mentor	Subject Matter Expert (SME)						NA					
Indicative years of relevant industry experience for those RSW's with formal qualifications. (Note. This may include on the job training)	10	10	5	3	<3	10	5	5	3	<3	10	5	5	3	<3	10	10	5	3	<3	10	5	3	<3	5	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Notes																																							
(1) Refer Signals RSW Competence procedure Section 7.8.5. In addition if you are assessed against the TIC and SME requirement the SoC must also be uploaded into this area within RIW System.														(12) Signal TIC must have a proficiency level of 3 in the "test" section of the test SoC, and minimum level 2 in all other areas of the assessed test SOC and must be signed by SME & Assessor & the applicant, and the Role then applied for within RIW System, and approved by MTM Head of Engineering-Signalling																									
(2) The Metro Letter of Authorisation/ Qualification Equivalence Certificate for the role can only be issued by MTM Head of Engineering-Signalling after the RSW required evidence has been loaded within RIW System														(13) MTM Signals Standards induction shall be specific to the RSW "Role". All MTM Signal Standards Induction questions are available from a MTM endorsed signal assessor or available from the Metro Academy website.																									
(3) Refer www.metrotrains.com.au/academy for all signal competency forms, supporting documentation, MTM updates and competency information.														(14) Any RSW on this matrix entering or working within MTM's rail corridor will need to select the 'Around The Track Person' role and the 'MTM Operator' role and be compliant with these competency requirements before entering the corridor.																									
(4) Refer Signals RSW Competence procedure Section 26 for further clarification and the three units of competence required and additional requirements of current and domain knowledge, before the Role can be applied for within RIW System, and approved by MTM Head of Engineering-Signalling.														(15) For engineering and other qualifications gained other than in Australia, it is the responsibility of the RSW to obtain acceptance by an Engineering Body that the qualifications are acceptable for use within Australia (Engineers Australia or other)																									
(5) Refer Signals RSW Competence Procedure Section 6.2 for further clarification.														(16) RSW's that are not working within the MTM rail corridor do not require the roles of 'Around The Track Person' role or the 'MTM Operator'																									
(6) Required where ESV regulations apply.														(17) Checklists for Roles (L4-CHE-FOR-XXX-with XXX being the number for the role) must be completed and retained by the RSW & the Assessor - for auditing purposes by MTM when required.																									
(7) This role now supports RSW's who have commenced formal training but are yet to complete it. RSW's wishing to comply with any of these Assistant Roles must upload evidence from the Registered Training Organisation where they are enrolled that demonstrates formal training has commenced.														(18) Accepted on a case by case basis by MTM Head of Engineering-Signalling																									
(8) The following will be acceptable equivalents, UEE41211 Cert IV in Electrical – Rail Signalling, 21730VIC Cert IV in Rail and Tram signal systems, UTE40499 Cert IV in Electro technology – Computer Systems (Spec in Control) and PTC Signal Maintenance Technician Course (certificate).														(19) The Introduction to Victorian Railway Signalling E-Learning Course consists of four separate modules in the RIW System that must be completed for this competency to be valid																									
(9) If a unit code or title that you hold differs slightly to that listed on the Matrix please contact Competencies@metrotrains.com.au for clarification.														Matrix Codes																									
(10) Competencies must be obtained for Structured Cabling, Optical Fibre, Coaxial, Underground, & Aerial per ACMA requirements.														X Mandatory - Refer "" or "-" for options and conditional requirements																									
(11) Victoria Police issued registration, required by anyone who installs or advises on security matters, for MTM this covers anyone who installs / maintains or advises on security systems, CCTV system, access control systems. A police check is required to obtain this registration.														X Mandatory - and only becomes mandatory from 01/02/2023 and up until that date it shall be listed as optional																									