

**SYDNEY TRAMWAY MUSEUM**

**APPENDIX A – RSW SPREADSHEET LAYOUT.**

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- Where 'recognition of prior learning' can be applied
- Where 'gap' training will be required
- Incorporate the plan together with competence standards and procedures into the safety management system.

### **Step 7 – Source training providers and accredited assessors**

- Decide how the training assessment of rail safety worker competence will be undertaken, i.e. in-house or external organisation provides training and assessment
- Training and assessment of AQF recognised standards need to be undertaken by a Registered Training Organisation and an Accredited Assessor.

### **Step 8 – Undertake training and assess rail safety worker competence**

Training and assessment should be done in accordance with the competency training and assessment implementation plan.

It is also an iterative process, with some of the triggers being:

- recruitment, introduction of new technology or new plan or equipment, changes to the safety management system, review of risk assessments, and extended period of leave
- Establish a schedule for continuation training and assessment.

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- The name and qualifications of any person who assessed the competency of the worker.
- The Safety Management System must include procedures, and where necessary standards.
- A rail transport operator must ensure that:
  - each rail safety worker who is to carry out rail safety work (including contractors)
  - has a form of identification
  - that is sufficient to enable the type of competence and training of the rail safety worker for that rail safety work to be checked by a rail safety officer – section 22 (1).
- Minimum requirements for the ID card.
- Rail safety worker must, when requested by rail safety officer, produce the identification – section 22 (2).

### **6.2 Transition Arrangements**

At STM all current holders of Certificate of Competencies (COC) will be re-assessed during 2011 at which time new ID cards will be issued. These COC card holders are only the members who are Officers' in Charge, drivers and conductors on the STM trams.

So STM considers that the COC's to be sufficient identification until the new ID card is issued as the current COC has the STM membership number which can be used to refer back to the Rail Safety Worker's personnel and training files.

The layout of the Rail Safety Workers personnel and Training files are included in appendix A.

### **7. Practical Steps to comply with competence requirements**

The proposed steps to comply with the competency requirements of the 2008 Rail Safety Act are:

#### **Step 1 – identification of rail safety work activities**

- Identify scope and limits of rail safety work within railway operations for which rail transport operator has been accredited.

#### **Step 2 – conduct task analysis**

- Break down large tasks into a series of detailed sub-tasks to identify the technical and non-technical knowledge and skills needed to undertake the work.

#### **Step 3 – conduct safety task analysis**

- Conduct a safety task analysis as part of a risk assessment for the work activity or the broader process of which the work is part
- Develop controls to identified risks, including the competencies required to enable the rail safety worker to safely carry out the tasks involved in the rail safety work.

#### **Step 4 – Identify existing competence standards**

- Where Australian Qualifications Framework units of competence exist, they are to be used
  - for example:
    - *Transport and Distribution Training Package*
    - *Transmission Distribution and Rail Training Package.*
      - If no AQF competence standard or qualification exists, develop own competence standards (by reference to knowledge and skills).

#### **Step 5 – Validate competence standards**

- Validate competence against the competence requirements identified for the task to ensure suitability to your specific working environment / context
- Generic AQF units of competency may need to be modified or additional competencies included.

#### **Step 6 – Establish competency training and assessment implementation plan**

- Develop a task-competencies matrix, and a rail safety worker competence training and assessment plan for the railway operations
- The purpose of the plan is to identify:
  - Which rail safety workers possess the required competencies,

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## 1. Purpose

To provide the process of identifying and producing competency information for all members of STM who work in the workshop, on infrastructure and/or on tramcar operations at the STM.

## 2. Scope

This procedure applies to all STM workers including workshop and traffic staff, members working on site and contractors.

## 3. Responsibilities

The RSM is responsible for ensuring that the RSW's details are kept up to date.

## 4. References

- Rail Safety Act
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## 5. Definitions

ID	Identification Card
RSM	Rail Safety Manager
RSMT	Rail Safety Management Team
SFAIRP	So Far As Is Reasonably Possible
STM -	Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co Operative Society Limited.

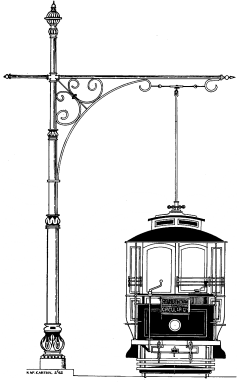
## 6. Actions

### 6.1 General

The competence provisions of Rail Safety Act state that:

- Rail transport operators are to ensure, SFAIRP, that:
  - each rail safety worker who is to carry out rail safety work
  - in connection with railway operations for which the operator is accredited
  - has the competence to carry out that work – section 21 (1).
- Competence must be assessed by reference to:
  - Any qualification unit of competence applicable to the work being carried out that is recognised under the **Australian Qualifications Framework** – section 21 (2) (a) and
  - The **knowledge and skills** of the rail safety worker that are needed to enable the worker to carry out the rail safety work safely – section 21 (2) (b).
- Records of competence must be maintained. These are to cover:
  - The rail safety training undertaken by each rail safety worker, including when, and for how long, the training was undertaken;
  - The qualifications of each rail safety worker, including (if applicable):
    - The units of competence undertaken to achieve the qualifications, and
    - The level of qualifications attained, and
    - If, and when, a re-assessment of competence is to be conducted, and
    - If, and when, any re-training is due and was undertaken
  - The name of any organisation conducting training or re-training;





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# **SYDNEY TRAMWAY MUSEUM**

**GAINING AND RECOGNISING COMPETENCIES**

**FEBRUARY 2011**