



Signalling Designer & Testing Courseware – Frequently Asked Questions

Purpose

The purpose of this bulletin is to share the common question and answers raised by industry during the 2022-2024 industry briefing sessions on changes to the MTM and V/Line competency management systems and adoption of new suite courseware.

Why have the courses been introduced?

The courses support MTM & V/Line adopting the National Signalling Assessment Framework (NSAF). Along with the framework, comes new National – Signalling Design & Tester roles where generic and portable knowledge and competence is assessed. The courses being introduced will cover MTM & V/Line signalling requirements and therefore support local, interstate and international resources gaining local knowledge to work for either network.

What Signalling design courses are available?

- Basic Signalling Technology Course
- Intermediate Signalling Technology Course
- Advanced Signalling Technology Course

What Signalling tester courses are available?

- Signalling Assistant Tester Course
- Signalling Verification Tester Course
- Signalling Function Tester Course
- Signalling Control Table Tester Course
- Signalling Tester in Charge Course

When does transition commence, and which course do you do?

1. From 25 Nov 2024 and before your current role expires, your RIW administrator will add the new National – Signalling Design and/or Tester role (that aligns to the work you perform), to your RIW profile, upload all relevant documentation and submit the role to a new National – Signalling Assessor for assessment.
2. Once assessment has been completed and your National role is valid, your RIW administrator adds the new MTM – Signalling Design and/or Tester role to your RIW profile, and you complete the relevant course (and relevant assessment activities) to validate that role.
3. When both the new National and new MTM network role are valid you may work in that capacity for MTM.

What other events will require a new National Signalling Designer and/or Tester role?

- New Signalling Designers and/or Testers,
- Existing Signalling Designers and/or Tester from another jurisdiction who wish to work for MTM and/or V/Line,



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- Existing Signalling Designers and/or Testers want a competency upgrade on their current SoC, and
- Signalling Designers and/or Testers who want to transition before their role expires in support of professional development via full course availability.

What if your current role is about to expire before the next course is available?

If your current SoC expires prior to 25 Nov 2024, you will need to ensure that you are reassessed by an existing MTM Signal Assessor, as per [A1205](#).

After 25 Nov 2024, add the appropriate National role to your RIW profile as per A12113 (Due for release in October 2024), upload the appropriate evidence and have a National assessment completed by a National Signalling Assessor to validate the National role.

Once your National role is valid, email competencies@metrotrains.com.au and request an extension of your new MTM role until the next available course date. A form will be available to support your request from 25 Nov 2024.

Can you continue to work under the current MTM Signal Design and/or Tester roles?

Yes. MTM's existing competency management system remains in place until your role expires or you require a competence upgrade on your current Statement of Competence (SoC).

Your National role is valid, but what course options are available to you to validate your new MTM Signalling Designer and/or Tester role?

Pathways exist for all courses, and these are selectable during course nomination and confirmed during the enrolment process. These include:

- Full course for new or upskilling RIW Cardholders, (when developed by the Victorian Infrastructure Development Authority (VIDA))
- Gap courses for RIW Cardholders from other jurisdictions, and (when developed by VIDA)
- Assessment only course for existing RIW Cardholders with a valid MTM and/or V/Line Signal Design and/or Tester role. (when developed by VIDA)

Note. Some courses do not require a gap course due to close alignment with other jurisdictions, and in this case, assessment only will be the pathway for you.

You've completed similar courses in the UK and are IRSE licensed, do you have to do the full course to work for MTM and/or V/Line?

As with all course prerequisites, validate your National role and select the course pathway appropriate to your circumstances.

What if you work overseas and have a current V/Line and/or MTM Signal Designer role that is about to expire, what do you do?

As with all course prerequisites, you must validate your National – Signalling Designer and select the course pathway appropriate to your circumstances and complete the course before your current role expires.

What if you work overseas, and want to upskill yourself via the full signalling courses now available?





Select the appropriate course and session and check that you meet the prerequisite requirements.

If assessment only is available, do you have to attend this option?

No. You can complete the full course if you wish.

What is the pass mark for these courses?

Some courses include mandatory questions requiring 100%, whereas the main assessment activities have a 90% pass mark.

Will organisations have to wait for competency certificates to be sent out and uploaded by your RIW administrator?

No. Course certificates will be uploaded by Metro Academy within 2 business days once all assessment activities have been verified. Only when the certificate is uploaded, and your new MTM role is valid, are you permitted to work in that capacity.

What if you've recently completed an assessment and your role expires in 4 years?

Whilst a current MTM Signal Designer and Tester role has a 4-year certification, all RIW Cardholders who were reassessed against the old competent requirements in 2024 will have their expiry set to their anniversary date in 2027.

What will happen to your old role?

After transition is complete on 25 Nov 2027, all MTM & V/Line Signal Design and Tester roles will be switched off, which means these roles will no longer be visible from your RIW profile.

Your current SoC assesses your competence against the Design, Check & Verify, whereas on the new National – Design SoC, your competence is only being assessed at the design level, why?

Check and Verify are functions of the design process and therefore your assessment will be just design.

Why has seniority been removed from the role titles?

Roles under the NSAF and updated MTM competency management system are about the task being performed. You can continue to use seniority titles within your organisation but within the revised systems for MTM and V/Line, it is task related and excludes seniority.

Your existing role does not appear on the National Matrix, what do you do?

The National Signalling Design and Tester roles are aligned to the Rail Industry Safety Standards Board definitions, which are aligned to the tasks being performed. As mentioned above, you need to identify the tasks you perform today and select the appropriate National role.

The following tables shows alignment between current MTM and new National roles.

Refer A12113 Section 4 for further information.

Current Role	New National Role
Signal Assistant Tester	National – Signalling Assistant Tester



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Current Role	New National Role
Signal Tester	National – Signalling Verification Tester or National – Signalling Function Tester
Signal Test Engineer	
Signal Senior Test Engineer	
Signal Principles Tester	National – Signalling Principles Tester
Signal Tester in Charge	National – Signalling Tester in Charge

Current Role	New National Role
Signal Assistant Designer	National – Signalling Assistant Designer
Signal Designer	National – Signalling Designer
Signal Design Engineer	
Signal Senior Signal Design Engineer	
Signal Principles Designer	National – Signalling Principles Designer

What evidence of competence sits in each National role?

Similar to current MTM roles, evidence of underpinning education, logbook and new National SoC. Education evidence is verified by the RIW Service Desk whereas the logbook and National SoC are assessed by the National – Signalling Assessor.

Refer to the end of this bulletin, where you can find a link to the NSAF and the National Signalling Matrix for further information.

Which tester course aligns to which new MTM role?

The following tables shows alignment between new MTM roles and applicable courses. Refer A12113 Section 4 for further information.

National Role	Network Role	Course
National – Signalling Assistant Tester	MTM – Signalling Assistant Tester	Signalling Assistant Tester Course
National – Signalling Verification Tester	MTM – Signalling Verification Tester	Signalling Verification Tester Course
National – Signalling Function Tester	MTM – Signalling Function Tester	Signalling Function Tester Course
National – Signalling Principles Tester	MTM – Signalling Control Table Tester	Signalling Control Table Tester Course



	MTM – Signalling Principles Tester	No course, refer A12113 for further information
National – Signalling Tester in Charge	MTM – Signalling Tester in Charge (Minor Works)	Signalling Tester in Charge Course
	MTM – Signalling Tester in Charge (Major Works)	

Why are there two MTM roles for the National – Tester in Charge role?

The NSAF document groups Major Works and Minor Works on the one National SoC; however, in Victoria, these are treated as discrete tasks and captured by two discrete Network roles. Meaning a RIW Cardholder may hold a National Tester in Charge role plus either the MTM – Tester in Charge (Minor) or MTM – Tester in Charge (Major) role depending on the type of commissioning event.

Refer to A12113 Section 8.1 for further information.

Why are there two MTM roles for the National – Signalling Principles Tester role?

The NSAF document groups Control Table Tester tasks and Principles Tester tasks on the one National SoC; however, in Victoria, these are treated as discrete tasks and captured by two Network roles. Meaning a RIW Cardholder may hold a National Principles Tester role and either a MTM – Control Table Tester role or MTM Principles Tester role.

Refer to A12113 Section 8.2 for further information.

Which design course aligns to which new MTM role?

The following tables shows alignment between new MTM roles and applicable courses.

Refer A12113 Section 4 for further information.

National Role	Network Role	Course
National – Signalling Assistant Designer	MTM – Signalling Assistant Designer	Existing eLearning modules
National – Signalling Designer	MTM – Signalling Designer	Basic Signalling Technology
Signalling Principles Designer	MTM – Signalling Principles Designer (Scheme)	Intermediate Signalling Technology
	MTM – Signalling Principles Designer (Interlocking)	Advanced Signalling Technology

Why are there two MTM roles for the National – Signalling Principles Designer role?

The NSAF groups scheme and interlocking on the one National SoC; however, in Victoria, these are treated as discrete tasks and captured by two Network roles. Meaning a RIW Cardholder may hold a National Signalling Principles Designer role

and either a MTM – Signalling Principles Designer (Scheme) or MTM – Signalling Principles Designer (Interlocking) role.

Refer to A12113 Section 8.3 for further information.

Where can I find more information?

To gain access to the [National Signalling Assessment Framework](#) and supporting [documentation](#).

Related Documents: [Metro Trains External Document Portal](#)

A1205 Signalling Rail Safety Worker Competence Manual (Due for release in October 2024)

A12113 Interim Signalling Designer and Tester Competence Manual (Due for release in October 2024)

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Metro*Safe*



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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 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):