

Rail Industry Worker Safety Management Portal User Guide - Applying for assessment



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app9

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06-Apr-2016 08:46

Welcome

Here you may

- Apply for registration of your company with an Australian Accredited Rail Operator, and once your company has been registered,
- Request the purchase of Rail Industry Worker cards for your employees.

Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

Login

If your company is already registered, login here if you want to:

- Purchase Rail Industry Worker cards for your employees
- Check your employee records

[Login](#)

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For questions or assistance:

riw@pegasus.net.au
1300 777 245

Rail Industry Worker Website >>
<http://railindustryworker.com.au>

Overview

Rail Industry Worker is a national competency management system for rail workers.

By law, everyone working on the Australian rail network must be able to provide proof of competency. This is the best way to reduce the risk of untrained people working on the rail network.

The Rail Industry Worker (RIW) program provides a single online competency management system for Australian rail workers. It's owned and endorsed by the Australasian Railway Association (ARA) on behalf of members, meets regulatory requirements and complies with national rail safety law.

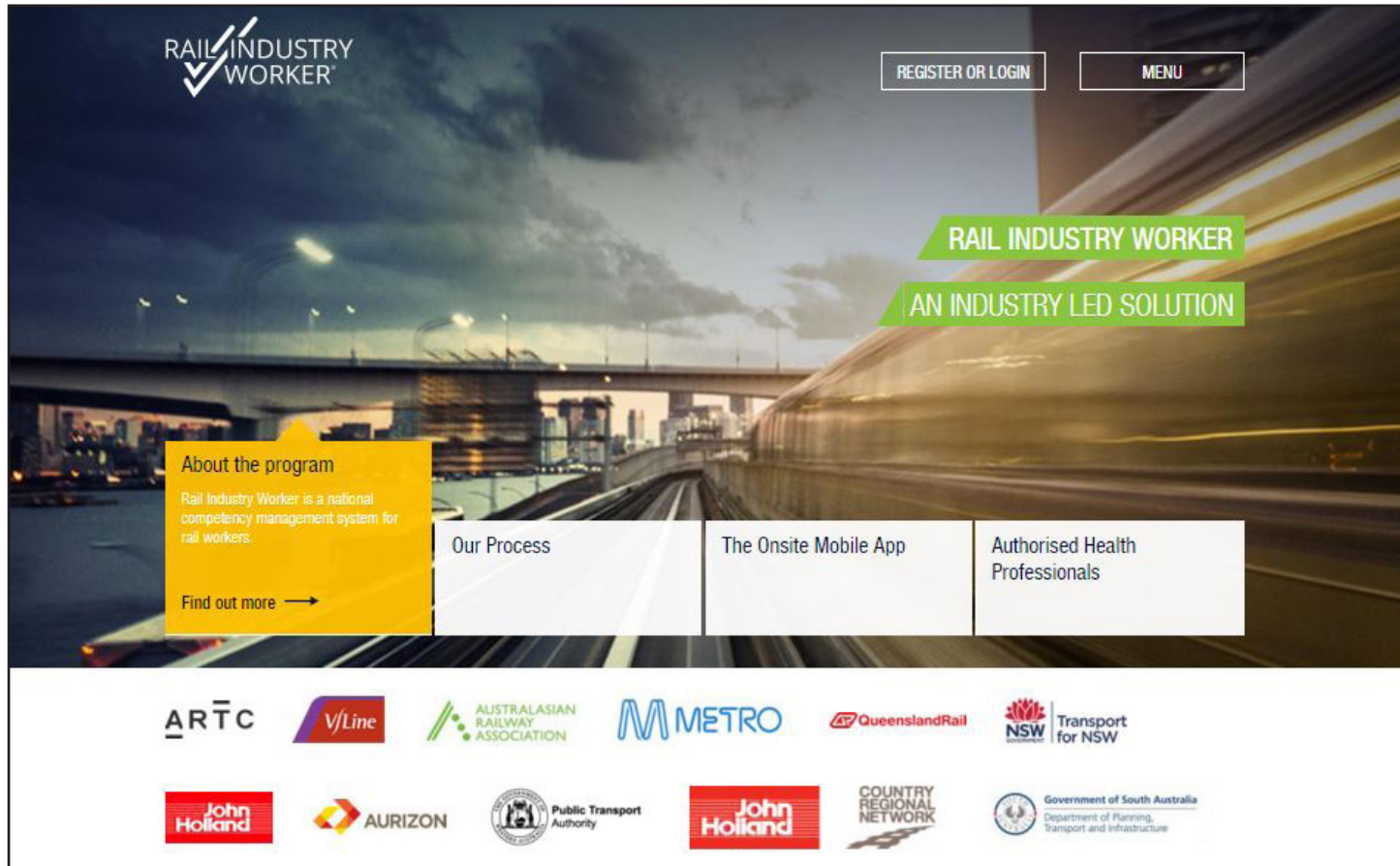
Contractor engagement and workforce management specialists Pegasus manage the RIW process, including collecting and verifying individual records, skills sets, training and competencies, and producing, distributing and administering associated competency and access cards.

The Pegasus software, Onsite Track Easy, is the real-time online contractor management solution that powers the Rail Industry Worker program. Onsite:

- provides immediate access to data on rail contractors
- manages training and inductions
- administers rail contractor compliance and pre-qualification documents
- manages the qualifications and competency, including licences and medicals, of all rail workers
- awards accreditation upon successful completion of inductions and assessments
- provides tools for audit, investigation and inspection of rail contractors
- offers online and call centre support

After a 100 point identification check, Pegasus verifies the competence and identification of each applicant before their details are registered in the system and they receive their RIW card.

Navigating to the Rail Industry Worker Contractor Management Portal



Step 1 >

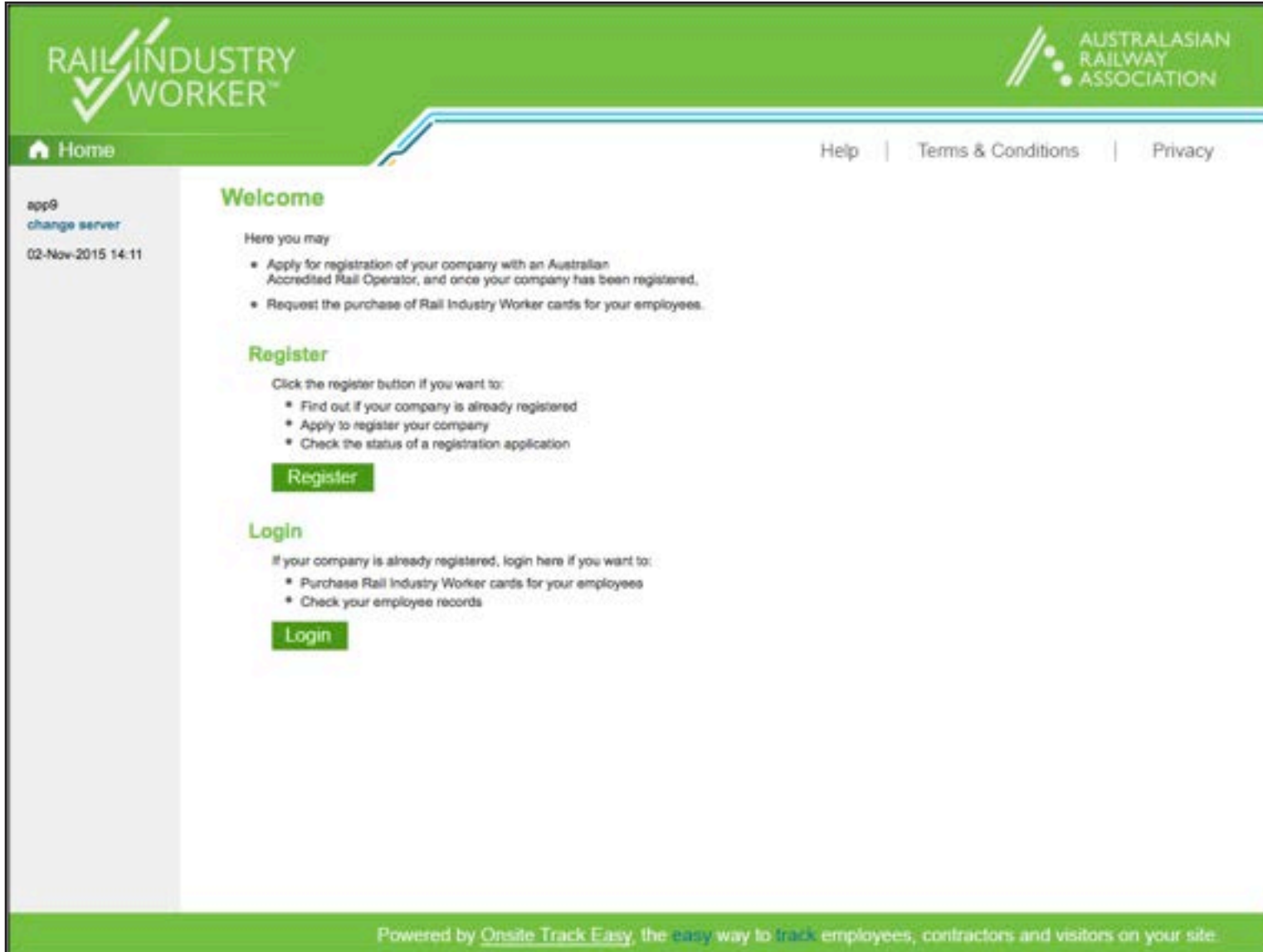
Navigate to the Rail Industry Worker website by entering the following URL into your web browser:

<http://railindustryworker.com.au>

The Rail Industry Worker home page will be presented.

Select "Register or Login" in the top right hand corner.

Login for existing companies



The screenshot displays the Rail Industry Worker website interface. At the top left, the logo for 'RAIL INDUSTRY WORKER' is visible. At the top right, the 'AUSTRALASIAN RAILWAY ASSOCIATION' logo is present. Below the logos, there is a navigation bar with 'Home', 'Help', 'Terms & Conditions', and 'Privacy' links. On the left side, there is a sidebar with the text 'app8', 'change server', and '02-Nov-2015 14:11'. The main content area is titled 'Welcome' and contains the following sections:

- Welcome**
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 - Click the register button if you want to:
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At the bottom of the page, there is a footer that reads: 'Powered by Onsite Track Easy, the easy way to track employees, contractors and visitors on your site.'

Step 1>

If your company has an existing subscription to Onsite Track Easy, click "Login."

Login

Enter your username and password to login now.

Username:

Password:

Login

Request a new login for your company: [New User Account](#)

Request new password for your login: [Forgotten Password](#)

- If your company is registered with Rail Industry Worker and you already have an Onsite login, you may be able to log in here.

Step 2>

Enter your company's Onsite Track Easy username and password and select "Login."

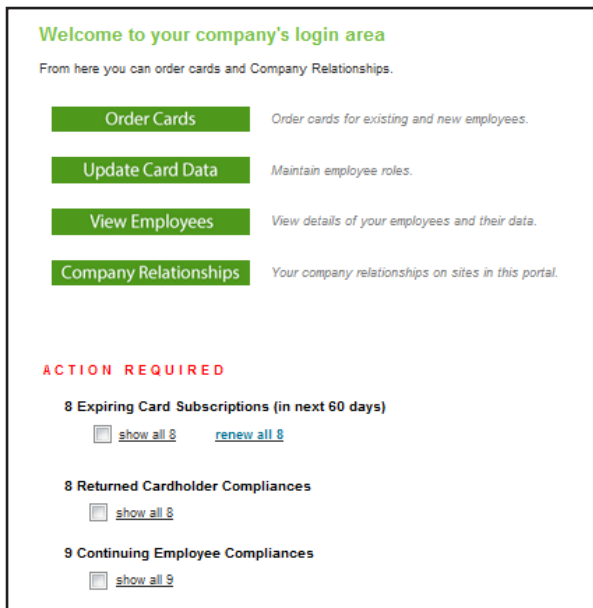
If you have forgotten your password select "Forgotten Password." This will take you through the process of obtaining a new password.

Applying for assessment



Step 1>

Log into the Rail Industry Worker portal using your company login details.



Step 2>

Select "Update Card Data."

Please note>

If you are ordering a card, select "Order Cards." Applying for assessment can also be completed through the process of ordering a card.

If you only need to apply for a role that requires an assessment and the cardholder has an existing RIW card, select "Update Card Data".

Step 3>

Select employees name you wish to change the role for.

Update Card Data  **Shopping Cart**
Total Cost: empty

RAIL INDUSTRY CARD

Description: The Rail Industry card is required to perform Rail Safety Work in a Accredited Rail Operators Rail Corridor. Please note, there is also a \$30 yearly renewal & maintenance fee (ex. GST) with the Rail Industry card.

Requirements:

- Rail Industry Card
- Subscription (included in Initial Supply)
- Identity check: 100 Point Check (Australia Post)
- File uploads
- Information requests

Back

EMPLOYEES LIST

Search Enter a name fragment (blank for all) and click search to list your employees with current approved cards

Step 4>

Enter your last name into the search field, then select "Search."

Update Card Data  **Shopping Cart**
Total Cost: empty

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EMPLOYEES LIST

Search Enter a name fragment (blank for all) and click search to list your employees with current approved cards

Found 1 match:

Submit Tick one or more of the Select boxes, then click the Submit button to update the data for this card

Select	Last Name	First Name	Previous Approved Role Selections	Email	Card History	Reason Select Disabled
<input checked="" type="checkbox"/>			ARTC Employee			

Step 5>

Once your profile has been found: tick the box to the left of your name and select "Submit."

Employee Compliance

Shopping Cart
Total Costs: empty

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Info Done	Cost	Data Status	Payment
Process	no			X				\$0.00	INCOMPLETE	N/A

✓ = Entered X = Mandatory Not Entered X = Optional Not Entered

Action: Click 'Process' to continue an entry, and when complete, submit it or add it to the shopping cart. Each person requires several entries, from File approvals and Informational selections.

Click link to view role data requirements: [Role Data Lookup](#)

[Back](#)

Step 6>

Click "Process" to update the card data.

PROCESSING: RAIL WORKER
(Roles)

[Back](#) [Submit](#) [Terminate](#)

GENERAL*

Roles

[Select Roles](#) **Requires valid selection**

Roles: ARTG Employee

Previous Roles: ARTG Employee

Communicate To: Name of person

Communicate By:

Email:

Mobile: in

Declaration: I agree with the Terms & Conditions and Privacy matters

Identity Check

A new identity check is not required due to a previous check.

You must save these entries before you can proceed with the next step. [Save](#)

Step 7>

Click "Select Roles."

epe.onsitetrackeasy.com.au

Rail Industry Worker Portal Work Roles

Group All Groups

ARTC
Aurizon
CRN
GPL
John Holland
MTM
National
Novo
NRT
NSRU
PTA
QR
RRL
TFNSW
Thiess
V/Line

Tick all req

Around The Track Personnel (Non-Construct)

Around The Track Personnel - National

ARTC - Adjust Rail (Currency)

ARTC - Apprentice Signal Installer/Tester

ARTC - Apprentice Signal Maintainer

ARTC - Around The Track Personnel

ARTC - Assistant Signal Designer

ARTC - Assistant Signal Eng Maint/Construct

ARTC - Assistant Signal Engineer - Maintenance

ARTC - Ballast Unloader

ARTC - Cabler

ARTC - Civil Engineering Representative Path 1 (+5 years exp) (ARTC Employees ONLY)

ARTC - Civil Engineering Representative Path 2 (+15 years exp) (ARTC Employees ONLY)

ARTC - Coal Logistics Coordinator

ARTC - Communication Technician

ARTC - Communications Cable Jointer

ARTC - Communications Engineer

ARTC - Communications Engineer - Alternate 1

ARTC - Communications Engineer - Alternate 2

ARTC - Control Systems Engineer

Apply

Step 8>

Select the relevant operator from drop down menu.

V/Line - Turnout Constructor (Timber)

V/Line - Ultrasonic Tester Track

V/Line - Ultrasonic Tester Turnouts

V/Line - Vegetation Controller

Vegetation Controller - National

Selected Roles
Vegetation Controller - National

Apply

Step 9>

Tick your functional role/s from the list, then scroll to the bottom and click "Apply."

Once the role has been added, click the cross to exit the Roles pop up window.

SELECTION

Action	Card?	Last Name	First Name	General	Roles	Files Done	Info Done	Cost	Data Status	Payment
Processing ▶	no			✓	ARTC - Design Verifier/Approver (Civil), ARTC Employee	1 of 12 ✗	3 of 1 ✗	\$0.00	INCOMPLETE	MA

✓ = Entered ✗ = Mandatory Not Entered ✗ = Optional Not Entered [Click link to view role data requirements: Role Data Lookup](#)

PROCESSING: RAIL WORKER (Roles) [Back](#) [Submit](#) [Terminate](#)

GENERAL* [show general](#)

FILES [hide files](#)

File1: Photo

✓ Mandatory Cardholder Photo

Head and shoulders wall fit photo taken from the front with a plain background. Please remove hat or sunglasses. Image can be larger than needed as it will be framed and cropped before printing on the card.

A new upload is not required due to an existing photo.

File2: Resume/CV

✗ RailWork Experience/Resume CV (jobid)

Mandatory for Roles: ARTC - Design Verifier/Approver (Civil)

Submit a CV/Resume and any additional evidence that is relevant to this role.

Please upload a single file

[Upload](#)

File3: Chartered Professional Engineer (CPEng) or Equivalent

✗ Education Qualified (PEng)

Mandatory for Roles: ARTC - Design Verifier/Approver (Civil)

Submit your Chartered Professional Engineer (CPEng) or Equivalent, which has been formally assessed by Engineers Australia.

Please upload a single file

[Upload](#)

Step 10>

Click “Upload” to upload the required documents.

File4: ARTC Assessment Form - ARTC - Design Verifier/Approver (Civil)

✗ Engineering & Design Assessment ARTC - Design Verifier/Approver (Civil)

Mandatory for Roles: ARTC - Design Verifier/Approver (Civil)

Once you have submitted all of the required files please then “Apply for Assessment” and select the assessor from the drop down list. Once you apply for assessment, the Assessor will conduct an assessment of your uploaded evidence. If the Assessor is satisfied with the evidence, they will upload a PDF document confirming the assessment is complete.

Please apply for an assessment or upload a single file

[Apply for Assessment](#) [Upload](#)

Step 11>

Once all files have been uploaded, please ensure that you select “Apply for assessment.”

Request Online Assessment for Rail Worker

Description: ARTC Assessment Form - ARTC - Design Verifier/Approver (Civil)
For Role: ARTC - Design Verifier/Approver (Civil)
Requirement: Once you have submitted all of the required files please then 'Apply for Assessment' and select the assessor from the drop down list. Once you apply for assessment, the Assessor will conduct an assessment of your uploaded evidence. If the Assessor is satisfied with the evidence, they will upload a PDF document confirming the assessment is complete.

Assessor:

- Campbell, Phil from ARTC
- Crowley (Ascom Employees Only), Norm from Ascom
- Furness, John from ARTC
- Hackett (GHD Employees Only), Richard from GHD
- Ing, Matthew from Opus
- Taylor, Robert from Lyttosodium Rail

- Please select your preferred assessor from the list provided.
- This assessment only relates to the specified role. After you submit your files the assessor will review all uploads for that role.
- Your nominated contact will be notified when the assessment has been completed.

Step 12>

Please select your assessor from the dropdown list. Please ensure you take note of who can/can not complete your assessment. Eg: Richard Hackett only assesses GHD employees.

INFORMATION

Hide information

Info1: You have selected a role in which you acknowledge that you have at least 7 years experience in the role you have selected. This acknowledgement will be recorded and will be audited by the relevant Rail Operator.
• I agree I have at least 7 years experience in the selected role.
Mandatory for Roles: ARTC - Design Verifier/Approver (Civil) Please enter this information

Info2: What language do you speak at home?
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Info3: Are you an Australian Citizen?
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Info4: Please give a brief description of the roles you have had in the rail industry (e.g 5 years as a Welder).
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Info5: Are you Male or Female?
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Info6: Are you a permanent Australian resident?
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Info7: Do you have a disability? If yes please provide details.
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Info8: Are you of Aboriginal or Torres Strait Islander descent?
Optional for Roles: ARTC - Design Verifier/Approver (Civil), ARTC Employee Optional information

Edit

Step 13>

Depending on your role selection, there may be information/questions you will need to respond to prior to being able to submit your application. To respond, scroll to the bottom of the page, press edit, then change the drop down box (as shown below).

INFORMATION hide information

Info1: You have selected a role in which you acknowledge that you have at least 7 years experience in the role you have selected. This acknowledgement will be recorded and will be audited by the relevant Rail Operator.
• I agree I have at least 7 years experience in the selected role.
Mandatory for Roles: ARTC - Design Verifier/Approver (Civil) Please enter this information

Step 14>

Once you have entered all of the required information and answered the questions asked, scroll to the bottom and select "Save."

Roles Shopping Cart
Total Cost: empty

SELECTION

Action	Card#	Last Name	First Name	General	Roles	Files Done	Info Done	Cost	Data Status	Payment
Processing	(0)	Worker	Rail	✓	ARTC - Design/Verification (Civil) ARTC Employee	12 of 12 ✓	1 of 1 ✓	30.00	COMPLETE	N/A

✓ = Entered ✗ = Mandatory Not Entered ✕ = Optional Not Entered [Click link to view role data requirements](#)
[Role Data Lookup](#)

PROCESSING: RAIL WORKER (Rail) [Back](#) [Submit](#) [Terminate](#)

All mandatory entries are complete. This application may now be submitted.
If you intend to update any data, please click on the update or add button on the list.

Step 15>

To submit your application for assessment, scroll to the top of the page and select “Submit.”

Please note>

Following up on assessments need to be directed to your assessor. Pegasus RIW admin staff will not be able to advise time frames for assessments being completed as they are completed externally.

What happens next?>

Documentation is submitted through to the assessor to process and approve or return the application. If approved, the competency will be added to the person’s Rail Industry Worker card. If returned, the company will receive an e-mail with the returned explanation and will be able to return to the portal to amend and re-submit documentation.

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