

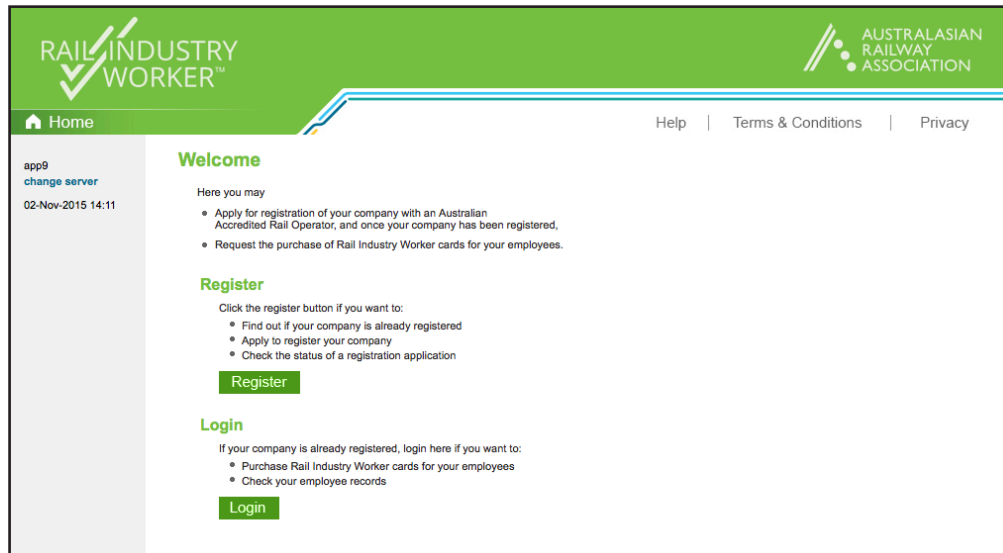


Rail Industry Worker

User Guide for Applying for Assessment

Rail Industry Worker System

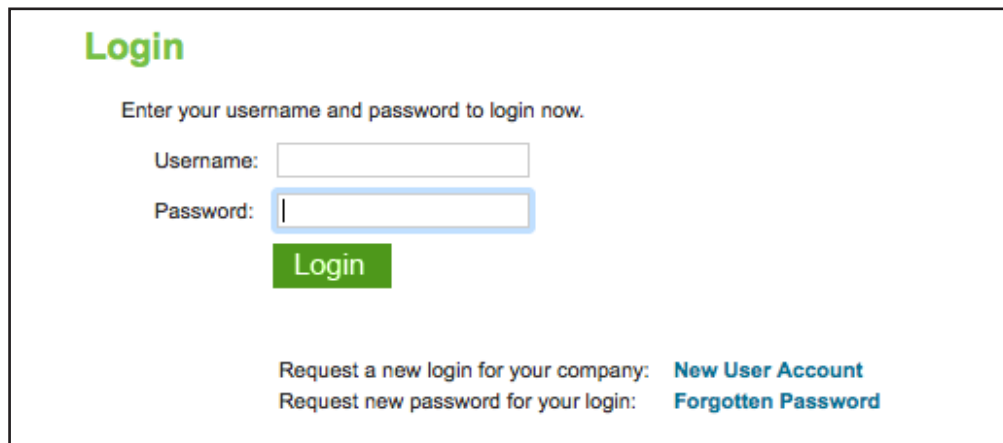
Please follow this step-by-step guide to applying for assessment in the Rail Industry Worker System.



Step 1

Please go to <http://www.railindustryworker.com.au> and click on "Register/Login" at the top of the page.

Once on the home page for the Rail Industry Worker System, click "Login."



Step 2

Use the login details you received upon registration to login to the RIW System.

The screenshot shows the home page of the Rail Industry Worker portal for Active Railway Signalling Pty. Ltd. The header includes the Rail Industry Worker logo, 'TEST MODE', and the Australasian Railway Association logo. A navigation bar contains links for Home, Logout, User settings, Help, Terms & Conditions, and Privacy. A sidebar on the left displays user information: 'app104', '19-Oct-2016 15:31', 'Lauren Chock', and 'Active Railway Signalling Pty. Ltd.'. The main content area features a 'Welcome to your company's login area' message and a list of actions: 'Order Cards' (Order cards for existing and new employees), 'Update Card Data' (Maintain employee roles), 'View Employees' (View details of your employees and their data), and 'Company Relationships' (Your company relationships on sites in this portal). A 'Shopping Cart' widget shows 'Total Cost: empty'. Below these actions, an 'ACTION REQUIRED' section lists '1 Expiring Card Subscription (in next 60 days)' with a 'show all 1' link and '6 Continuing Employee Compliances' with a checked 'show all 6' link.

Step 3

On the home page, select to show all actions required.

This is a close-up of the 'ACTION REQUIRED' section from the screenshot above. It displays the following text: 'ACTION REQUIRED' in red, '1 Expiring Card Subscription (in next 60 days)' in bold, an unchecked checkbox followed by the link 'show all 1', '6 Continuing Employee Compliances' in bold, and an unchecked checkbox followed by the link 'show all 6'.

APPLYING FOR ASSESSMENT

ACTION REQUIRED

1 Expiring Card Subscription (in next 60 days)

[show all 1](#)

6 Continuing Employee Compliances

Name	Emp Id	Description	Started Date	Started By	General	Roles	Files Done	Infos Done	Cost	Data Status	Payment	Gap Report
					✓		10 of 11 ✗	0 of 4 ✗	\$0.00	INCOMPLETE	N/A	report
					✓		32 of 32 ✓	0 of 7 ✗	\$0.00	INCOMPLETE	N/A	report
					✓		40 of 47 ✗	0 of 7 ✗	\$0.00	INCOMPLETE	N/A	report
					✓		43 of 49 ✗	7 of 8 ✗	\$0.00	INCOMPLETE	N/A	report
					✓		23 of 23 ✓	0 of 5 ✗	\$0.00	INCOMPLETE	N/A	report
					✓		7 of 9 ✗	0 of 4 ✗	\$0.00	INCOMPLETE	N/A	report

[show all 6](#)

Please click a name to continue processing.

Step 4

To continue processing an employee, select their name from returned list.

File6: ✗ **MTM Statement Of Competency - Signal Assistant Designer**

✓  **Signals.Statement of Competency.Signal Assistant Designer**  Existing Verified

Mandatory for Roles: MTM - Signal Assistant Designer

[Click here](#) for a list of RIW Business Rules


[Apply for Assessment](#)

Uploaded File:

Name	Issue	Expiry	Comment	Open	Renew
Ashley Fraser - Signal Assistant Design Engineer - 2013	18 Jul 2013	18 Jul 2017	Pre-existing current verified doc.		Renew

Step 5

For the competencies that require assessment or reassessment by a third party, select “Apply for Assessment.”

 **Request Online Assessment for Ashley Fraser**

Description: **MTM Statement Of Competency - Signal Assistant Designer**
For Role: **MTM - Signal Assistant Designer**
Requirement: Click [here](#) for a list of RIW Business Rules
Assessor:

- 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 6

Select the assessor from the drop down list, then select "Save."

PegasusTM
Powered by Onsite

For questions or assistance please call 1300 777 245
or email riw@pegasus.net.au