

Queensland Rail Protection Officer Training Information Pack

Topics – Protection Officer Training

Queensland Rail Protection Officer Training Information Pack.....	1
Protection Officer Overview.....	2
Purpose.....	2
Accreditation Learning Pathway.....	2
Protection Officer Levels	3
RIW System Protection Officer Job Roles.....	3
Assessment Eligibility Requirements.....	3
Theory Training.....	3
Practical Training.....	4
RIW System Competencies and Job Roles.....	4
Monitoring and Perpetual Accreditation.....	5
PO Monitoring Summary.....	5
First Time PO Monitoring	5
RIW System Monitoring Competencies.....	5
Purpose of PO Monitoring.....	6
Qualification Utilisation.....	6
Utilisation Date.....	6
0-3 Month Monitoring	6
3-6 Month Monitoring	7
6-12 Month Monitoring.....	7
12 Month Monitoring	7
Annual Monitoring.....	7
Recertification Requirements and Perpetual Accreditation	8
Diagram-1 Protection Officer accreditation process.....	9
Diagram-2 Protection Officer monitoring and recertification process.....	10

Protection Officer Overview

Queensland Rail's Safeworking Protection Officer (PO), roles have specific training and accreditation requirements which must be met for the learner to gain and stay qualified in the qualification. This is due to the safety critical nature of the role and hazards and risks associated with Protection Officer duties.

Purpose

This PO training information pack applies to candidate POs, their employers, and Queensland Rail's approved training providers. The aim of this document is to clarify the end-to-end process for acquiring and maintaining the PO qualification and related Rail Industry Worker (RIW) system compliance activities. This document references Queensland Rail quality documents and forms that specify PO accreditation requirements.

Accreditation Learning Pathway

The steps below outline PO qualification progression requirements. Please also see the appendices (diagrams) at the end of this document that show the entire PO accreditation and Perpetual accreditation business processes.

Step-1	Meet PO training eligibility (pre-requisite) requirements.
Step-2	Complete PO theory training and assessment.
Step-3	Complete required number of mentoring activities with an approved PO mentor. Approved PO Mentors are those assessed as competent by a QR assessor in the RIW System and hold a valid PO mentor job role.
Step-4	Present proof of mentoring (completed PO mentoring logbook and collated paperwork for each event) to training provider for review, prior to attending practical assessment.
Step-5	Complete practical assessment (acquire PO accreditation).
Step-6	Add all RIW system competencies to individual RIW system profile and add job role.
Step-7	Complete PO monitoring before expiry due dates (maintain PO accreditation). Add evidence to RIW system profile
Ongoing	Recertify in PO before expiry due date (maintain PO accreditation). Add evidence to RIW system profile
Ongoing	Maintain Perpetual accreditation through monitoring and recertification as specified. Add evidence to RIW system profile.

Protection Officer Levels

The following Protection Officer levels show a high-level overview of the qualification as defined in Queensland Rail's *Protection Officer Training and Perpetual Accreditation (MD-11-309)* document:

Rail Corridor Protection Officer	Provide protection for a workgroup outside of the Danger Zone.
Protection Officer without standalone electives	Implement a Track Authority <ul style="list-style-type: none"> • for Minor Works • for Major Works where the track will not be broken or obstructed (500m Buffer or points secured away)
Protection Officer with standalone electives <ul style="list-style-type: none"> • Railway Track Signals • In Field Protection • Clipping Points 	Implement a Track Authority – plus all above <ul style="list-style-type: none"> • Major Works – Manage a Single Worksite • Major Works – without blocking facilities and infield protection/points clipped/locked • Major Works – with 500m buffer zone, Infield Protection and Rail Track Signals
Protection Officer with standalone and high-level electives <ul style="list-style-type: none"> • Manage Multiple Worksites • Manage Rail Traffic 	Implement a Track Authority – plus all above <ul style="list-style-type: none"> • Manage Multiple Workgroups • Manage Rail Traffic

RIW System Protection Officer Job Roles

The RIW system Protection Officer Job Roles below must be held as valid in RIW system by the RIW who owns the qualification before any PO work can be performed:

Job role 1	QR – RCPO.
Job role 2	QR - Protection Officer.
Job role 3	QR - Manage Rail Traffic (Protection Officer with additional electives).
Job role 4	QR - Manage Multiple Worksites (Protection Officer with additional electives).

Assessment Eligibility Requirements

Theory Training

To be eligible to enrol onto Queensland Rail's new start Protection Officer (accreditation) **theory** course, each candidate must meet the following requirements:

- Hold a current RIW card and subscription – more info is on the within the *Business Rules for Management of Rail Industry Worker Contractors* in “Key Documents”
- Hold valid prerequisite job roles and competencies in RIW system – for prerequisites, please refer to *Trackside Safety Curriculum* document in “Key Documents” on the Queensland Rail [RIW webpage](#)
- Receive formal confirmation of enrolment eligibility via email from one of Queensland Rail's approved training providers listed on the [Queensland Rail RIW webpage](#)

Please note:

1. A NHS Category 3 Health Assessment is required for all POs and is a course attendance prerequisite.
2. Psychometric testing is required for Protection Officer and higher elective PO levels and is a course attendance prerequisite - please see Protection Officer Fact Sheet (Psychometric testing requirements) on the Queensland Rail [RIW webpage](#) under “Contractor bulletins”.
3. Prerequisite requirements may vary between job roles.
4. Enrolments won't be accepted until all prerequisite requirements are met.

Practical Training

To be eligible to enrol onto Queensland Rail's accreditation **practical** assessment, each candidate must meet the following requirements:

- Hold the applicable PO theory qualification (as confirmed by 100% pass on theory assessment)
- Satisfactorily attained at least the minimum specified number of PO mentoring events as conducted by a Queensland Rail approved PO mentor
- Provide a completed PO mentoring logbook to the Queensland Rail approved licenced training provider as evidence of mentoring completion – confirmed by signature of a Queensland Rail approved PO mentor and PO supervisor
- Receive formal confirmation of enrolment eligibility via email from the relevant Queensland Rail approved licenced training provider

Please note:

1. PO mentoring is undertaken by a learner Protection Officer who has completed the initial PO theory training and assessment. PO mentoring is designed for the learner to practice their newly acquired knowledge under the guidance of an approved and suitably experienced PO mentor
2. PO mentoring and training requirements are shown in Queensland Rail's *Protection Officer Training and Perpetual Accreditation* (MD-11-309) document on the Queensland Rail [RIW webpage](#) under “Safeworking forms”
3. The *Protection Officer Mentoring Logbook* is also located under “Safeworking forms”
4. Clarification on mentoring can be requested to safeworking@qr.com.au
5. If the mentoring isn't conducted by an approved mentor, the mentoring is invalid
6. Mentoring must be carried out in a period of not less than three (3) months from the theory assessment date and no more than six (6) months from the theory assessment date. If completed outside of this period, the mentoring is invalid.

RIW System Competencies and Job Roles

POs who have completed the practical assessment are not qualified to perform PO duties until the applicable PO role is shown as valid in the RIW system against the individual RIW profile.

The Queensland Rail *Trackside Safety* matrix shows the competencies required for nominated PO roles. The competency matrices are located on Queensland Rail [RIW webpage](#) under “Competence matrices”. More info on competency matrices and other RIW frequently asked questions (FAQs), can be accessed from the *Rail Industry Worker Program Fact Sheet* under “Key documents”.

The competency 'Business rules' outline the competency evidence requirements and other relevant information. These business rules are to be referenced to assist in understanding requirements of each competency contained in the PO roles. Business rules can be located from the [Rail Industry Worker website](#).

Information on the RIW system and associated requirements can be located on the [Rail Industry Worker website](#). RIW System service desk can be contacted on 1300 101 682 or info@riw.net.au.

Monitoring and Perpetual Accreditation

PO Monitoring Summary

PO monitoring is required to demonstrate proof of applying the Protection Officer qualification for all Safeworking PO job roles. Formal PO monitoring is to be completed by the supervisor of the Protection Officer, using a content (subject matter) expert if required, to check that skills and knowledge are being applied consistently, frequently and correctly.

PO monitoring is to be conducted at specified intervals to confirm the ongoing competence of a practising Protection Officer past the point at which the PO qualification was attained* (*satisfactory completion of the PO practical assessment).

First Time PO Monitoring

When a Protection Officer first gains the PO qualification (on completion of practical assessment), the monitoring activity dates are set against the date of the practical assessment completion. This set date is the 'zero' date (or utilisation date), which is the reference date for the subsequent period of monitoring and for the first occurrence of the recertification assessment (36 months from the practical assessment).

Once a new PO is qualified, 'first-time' monitoring activities are to be done three (3) times in the first year at no more than three (3), six (6) and twelve (12) months from the utilisation date. Monitoring is then required at least once every year (annual monitoring).

At the completion date of the first recertification assessment (36 months or less from the initial practical assessment), the utilisation date changes to align with when the first recertification assessment took place. This new utilisation date becomes the new reference date for subsequent annual monitoring and recertification.

RIW System Monitoring Competencies

The RIW system PO job roles contain PO monitoring competencies that need to be updated in line with the physical PO monitoring activity. These competencies have set 'from' and 'to' date ranges (validity periods) that expire once the limit of the range has been reached.

There are five (5) RIW system PO monitoring competencies with applicable validity period:

0-3 months monitoring	Three (3) month validity period (not a monitoring activity)
3-6 months monitoring	Three (3) month validity period (1 st monitoring activity)
6-12 month monitoring	Six (6) month validity period (2 nd monitoring activity)
12-month monitoring	12-month validity period (3 rd monitoring activity)
Annual monitoring	12-month validity period (ongoing annual monitoring)

Purpose of PO Monitoring

Physical monitoring activity is conducted at set intervals to confirm ongoing Protection Officer competence. To keep practising as a PO, the PO must be monitored before the next monitoring due date and have the activity confirmed in RIW system against the PO monitoring competency.

Qualification Utilisation

A newly trained Protection Officer is qualified to perform PO duties once the PO practical assessment has been satisfactorily completed. Proof of successful completion is evidenced by the relevant Statements of Attainment (SoA) and Certificates of Achievement (CoA) and will show the date the PO qualification was attained.

The PO qualification attainment date is the starting point for when the PO qualification becomes active. This date is initially referenced for ongoing monitoring and recertification activities and is referred to as the PO (qualification) **utilisation** date.

Utilisation Date

The attainment date on the Protection Officer certificate of achievement (CoA), becomes the utilisation (reference) 'zero' date for subsequent monitoring and recertification activity. The PO accreditation CoA is to be uploaded as the evidence file against the 0-3 month monitoring competency in RIW system. The *Protection Officer Monitoring Checklist* is used to confirm monitoring activity.

0-3 Month Monitoring

The RIW system PO 0-3 months monitoring competency:

1. is valid for three (3) months
2. expires three (3) months from utilisation date
3. is not a PO monitoring activity
4. indicates the first (1st) monitoring activity (3-6 month) is due in three (3) months from the utilisation date
5. expires the PO job role if the 1st (3-6 month) monitoring is not completed by the due (expiry) date

3-6 Month Monitoring

The RIW system PO 3-6 months monitoring competency:

1. is the first (1st) PO monitoring activity
2. is valid for three (3) months
3. expires six (6) months from utilisation date
4. indicates 1st monitoring is due three (3) months from utilisation date
5. indicates the *next* (2nd), monitoring activity (6-12 month) is due in three (3) months from the preceding monitoring activity (3-6 month) and no more than six (6) months from utilisation date
6. when valid indicates the first 1st PO monitoring activity has been completed
7. expires PO job role if the 2nd (6-12 month) monitoring is not completed by the due (expiry) date

6-12 Month Monitoring

The RIW system PO 6-12 months monitoring competency:

1. is the second (2nd) PO monitoring activity
2. is valid for six (6) months
3. expires 12 months from utilisation date
4. indicates 2nd monitoring due six (6) months from utilisation date
5. indicates the *next* (3rd), monitoring activity (12-month) is due in six (6) months from the preceding monitoring activity (6-12 month) and no more than 12 months from utilisation date
6. when valid indicates the 2nd PO monitoring activity has been completed
7. expires the PO job role if 2nd (6-12 month) monitoring is not completed by the due (expiry) date

12 Month Monitoring

The RIW system PO 12-months monitoring competency:

1. is the third (3rd) PO monitoring activity
2. is valid for 12 months
3. expires 24 months from utilisation date
4. indicates 3rd monitoring due 12 months from utilisation date
5. indicates the *next* (ongoing), monitoring activity (Annual) is due in 12 months from the preceding monitoring activity (12-month) and no more than 24 months from utilisation date
6. when valid indicates the 3rd PO monitoring activity has been completed
7. expires the PO job role if the 3rd (12-month) monitoring is not completed by the due (expiry) date

Annual Monitoring

The RIW system Annual monitoring competency:

1. is an ongoing PO monitoring activity
2. is valid for 12 months
3. when first awarded expires 36 months from utilisation date
4. when first awarded indicates next annual monitoring due 36 months from utilisation date¹
5. when next awarded expires 12 months from the new utilisation date (PO recertification practical assessment attainment date)
6. indicates the *next* (ongoing), monitoring activity (Annual) is due in 12 months from the preceding monitoring activity (Annual) and no more than 36 months from utilisation date
7. when valid indicates the annual PO monitoring activity has been completed
8. expires the PO job role if the annual monitoring is not completed by the due (expiry) date

¹ the next annual monitoring due at the 36-month mark is covered by the PO recertification practical assessment

Recertification Requirements and Perpetual Accreditation

Recertification in all the Protection Officer qualifications is due 36 months from the utilisation date. All prior monitoring activities must be done within the specified intervals and confirmed in RIW system against the applicable competency. This is required so that the PO maintains currency of the qualification and to be eligible for recertification (re-assessment).

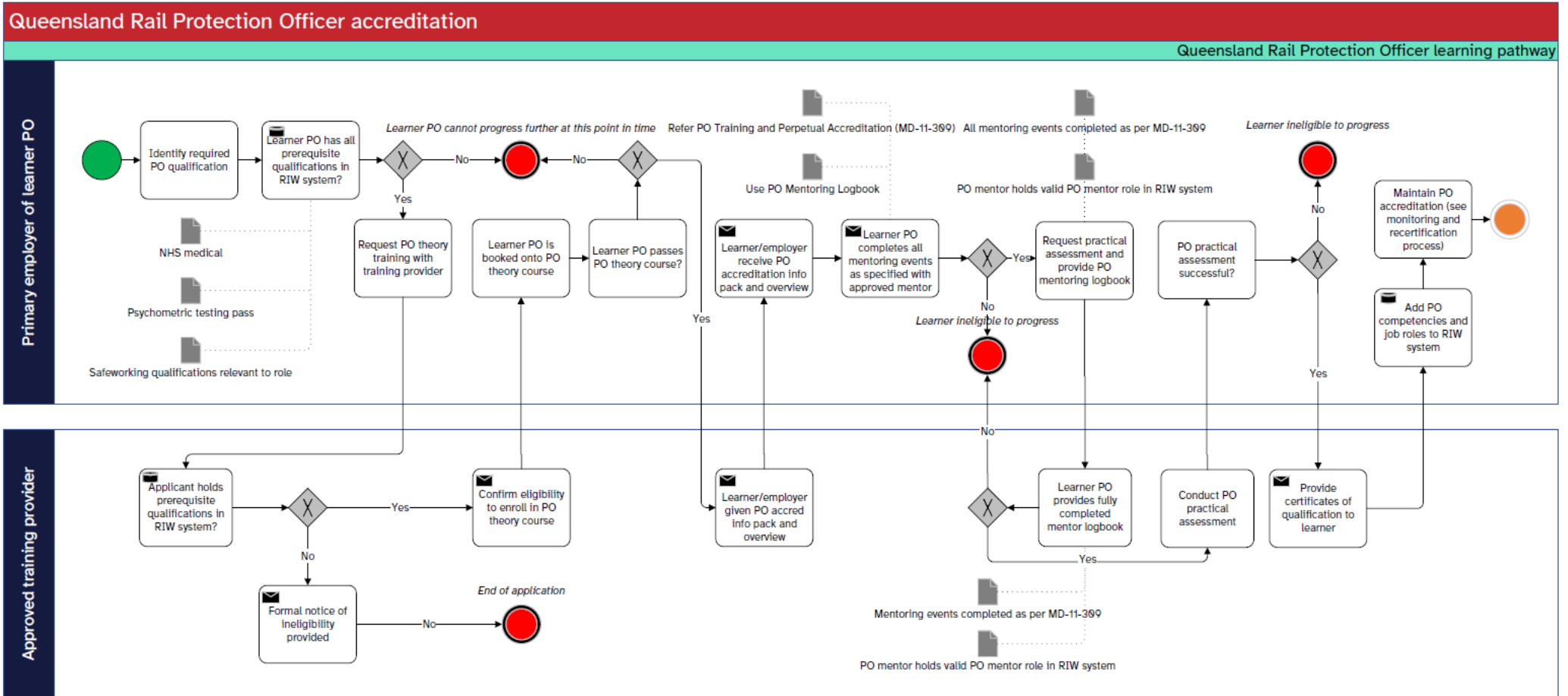
Each following PO recertification practical assessment (recurring approx. 36 months from the initial utilisation date), resets the utilisation date for the next 36-month period. Annual monitoring is then required in between each period and due as follows:

1. 12 months from new utilisation date (annual monitoring)
2. 24 months from new utilisation date (annual monitoring)
3. 36 months from new utilisation date (PO recertification practical assessment)

Please note:

1. PO monitoring activities are to be recorded in the *Protection Officer Monitoring Checklist* which can be downloaded from Queensland Rail [RIW webpage](#) and under “Safeworking forms”
2. PO monitoring info is specified in Queensland Rail’s *Protection Officer Training and Perpetual Accreditation* (MD-11-309) document under “Safeworking forms”
3. PO monitoring is to be confirmed against the applicable RIW system PO monitoring competency to ensure the PO job role remains valid (a copy of the completed checklist uploaded and verified)
4. PO monitoring is required before the due date for the next monitoring activity
5. If PO monitoring is not done before expiry, then the PO job role becomes invalid and the PO being unqualified to perform PO work. If this occurs, the company of the affected RIW is to contact Safeworking@qr.com.au with a Cc (copy) to railsafetyworker@qr.com.au mailbox for required steps to regain the qualification
6. PO monitoring must cover the criteria relevant to the PO qualification

Diagram-1 Protection Officer accreditation process



Version 1.0
Last Updated 10/11/2021

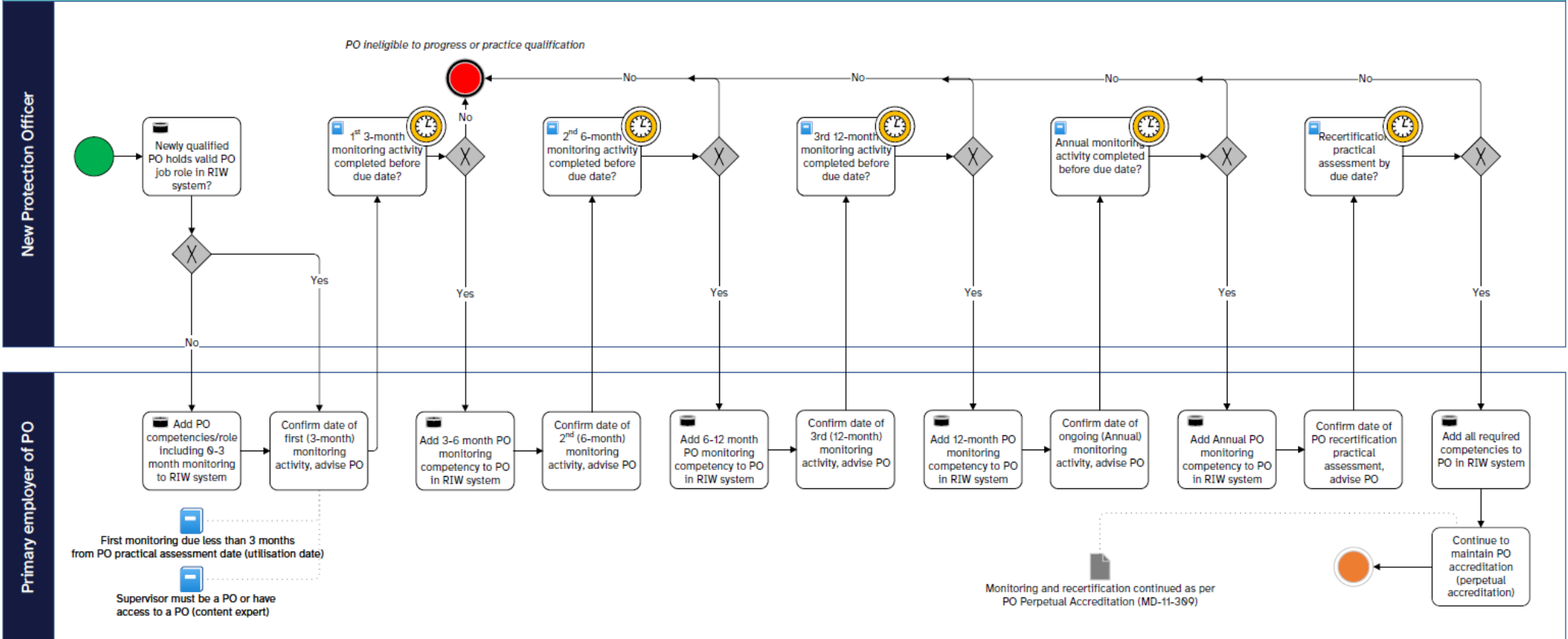
File name:
File path:

Process Overview: The Protection Officer accreditation process outlines actions required by stakeholders to gain PO accreditation. There are ongoing perpetual accreditation requirements to keep the qualification active once achieved (see PO monitoring and recertification process).

Diagram-2 Protection Officer monitoring and recertification process

Queensland Rail Protection Officer monitoring and recertification process

Queensland Rail Protection Officer Perpetual Accreditation



Version 1.0
Last Updated 12/11/2021

File name:
File path:

Process Overview: The Protection Officer monitoring and recertification process shows the sequence of accreditation assurance activities to maintain currency of the PO qualification. This stage follows on from when the PO becomes qualified following practical assessment.