



Protection Officer Mentoring Logbook

Approved for public release

Mentee name				Service No. or Company Name	
Protection Officer Level	<input type="checkbox"/> RCPO	<input type="checkbox"/> PO1	<input type="checkbox"/> PO2 TOA	<input type="checkbox"/> PO2 TWA	<input type="checkbox"/> PO3
	<input type="checkbox"/> PO2 TOA Single Worksite		<input type="checkbox"/> PO2 TWA		

Instructions to Mentee

Purpose of this logbook

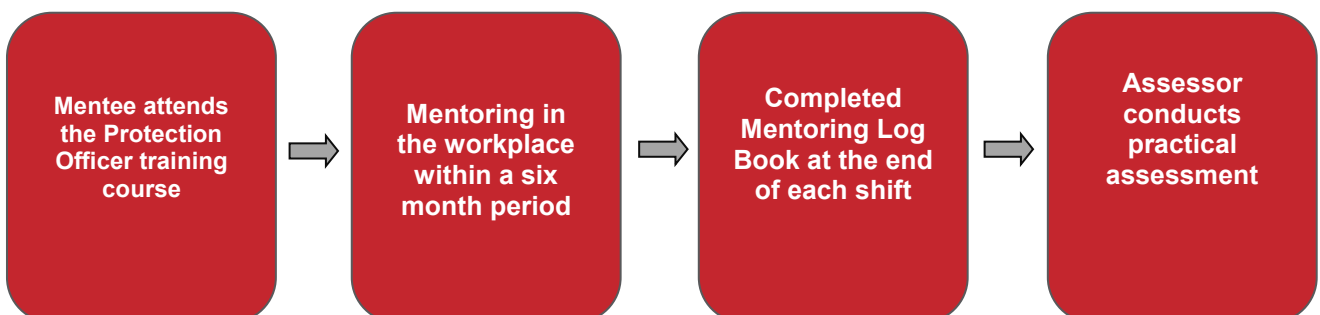
- This Mentoring Logbook has been designed to record your practical experience within a six-month period; your experience will be gained by performing Protection Officer duties including any planning.
- Mentoring will involve applying your new knowledge and skills in the workplace while supervised by an experienced Protection Officer.
- Make an entry in this Mentoring Logbook every time you are on shift with your Mentor and have them counter sign the record of your work with your supervisor. You are required to complete a minimum number of mentoring events. Refer to Protection Officer Training and Perpetual Accreditation Specification MD-11-309 for more information.
- You will be required to perform a range of tasks to ensure that mentoring covers a wide range of traffic and network configurations.

Note: Refer to the Queensland Rail *Protection Officer Training and Perpetual Accreditation Specification MD-11-309* for more detailed information on the points listed above.

What happens afterwards?

- When you have finished the Mentoring Logbook, the Mentor will check your performance and let you know if the outcome is 'Satisfactory' or 'Not Satisfactory'.
- If your result is 'Not Satisfactory' and you believe that it should be 'Satisfactory' you have the right to appeal the result through your appeals process. For Queensland Rail Mentees this process is outlined in the Learner Handbook MD-13-614.
- Once you have completed the Mentoring Logbook at the end of the six-month period, you will be eligible to undertake a practical assessment (utilisation assessment).
- You are required to present the completed Logbook to the assessor for checking and signature prior to conducting the practical assessment (utilisation assessment).

Quick overview of process



Instructions to Mentor

The Mentor must be a Protection Officer with Queensland Rail experience who:

- Is currently competent in the same or higher qualification as the Mentee, and has at least two years experience
- Has demonstrated mentoring ability

Mentoring will involve the newly trained Mentee applying their knowledge and skills while being supervised by the Mentor.

- Mentor the Mentee when performing Protection Officer Duties including any planning within the next six months.
- The Mentee will make an entry in this Mentoring Logbook every time they are on shift with you. You must ensure it is counter signed by the supervisor at the completion of the shift.
- Depending on the level of Protection Officer, there will be a minimum number of events required for mentoring. Refer to Protection Officer Training and Perpetual Accreditation Specification MD-11-309 for more information.
- When mentoring, consider the range of traffic and network configurations which the mentee will need to work within to provide them with suitable experience.
- When all tasks have been completed, use your judgement to make the decision if the Mentee has demonstrated a 'Satisfactory' or 'Not Satisfactory' performance of the job indicated. You will need to record your decision by ticking either the Satisfactory or Not Satisfactory box.
- If your final judgement of the Protection Officers performance is 'Not Satisfactory', the Mentee may require further development and you will need to contact the supervisor to discuss.
- At the completion of the Mentees nominated events, discuss with the supervisor to organise the practical assessment (utilisation assessment).



Mentoring Tips

Use your own technical experience to provide support for the Mentee.

An effective Mentoring process will include:

1. Demonstration by yourself.
2. Mentee performing duties under close supervision.
3. Mentee performing duties under minimal supervision.
4. Mentee consistently performing duties under minimal supervision.
5. The mentee is not permitted to perform the duties without your supervision.

Schedule of work

Event No.	Date	Start time	End time	Type of job	Location	Means of Protection Work on Track Authority	PO signature	PO Mentor signature	PO Supervisor signature
1. Example	01.02.2014	07:00	15:30	Maintenance of track	Between Morningside and Norman Park	Absolute Signal Blocking, Pre start briefing, work site diagram, SW01 and SW09	<i>Bob Smith</i>	<i>Freddy Cesar</i>	<i>Joe Bloggs</i>

Approved for public release

Event No.	Date	Start time	End time	Type of job	Location	Means of Protection Work on Track Authority	PO signature	PO Mentor signature	PO Supervisor signature

Approved for public release

Event No.	Date	Start time	End time	Type of job	Location	Means of Protection Work on Track Authority	PO signature	PO Mentor signature	PO Supervisor signature

Approved for public release

Event No.	Date	Start time	End time	Type of job	Location	Means of Protection Work on Track Authority	PO signature	PO Mentor signature	PO Supervisor signature

Approved for public release

Event No.	Date	Start time	End time	Type of job	Location	Means of Protection Work on Track Authority	PO signature	PO Mentor signature	PO Supervisor signature

Approved for public release

**** If you require any further schedule of work sheets you will need to print out another Logbook and attach the sheets ****

Generic Tasks

Tick each of the sections when the Mentee has completed their nominated number of events and can consistently carry out each of the tasks below under minimal supervision.

Generic tasks	Tick
Rail Safety <ul style="list-style-type: none"> • Actively participated in the pre-start briefing • Conducted the rail safety component of the pre-start safety briefing • Followed worksite plan and layout for job requirements • Followed Safeworking rules, procedures and instructions • Prioritised tasks • Chose and wore the correct PPE for the role • Chose the correct equipment and checking condition of equipment • Identified hazards and risks • Followed rules and procedures for working around electrical infrastructure 	<input type="checkbox"/>
Communication protocols and equipment is selected and used in accordance with Queensland Rail policies and procedures <ul style="list-style-type: none"> • Followed communication protocols • Operated communication equipment as per work instructions • Checked equipment to ensure it is in working order • Rectified communication failure 	<input type="checkbox"/>
Complete Safeworking documentation <ul style="list-style-type: none"> • Prepared and compiled Corridor Safety Planner and Assessment form (SW01) • Prepared and compiled Absolute Signal Blocking/Electronic Authority System Blocking form (SW09) where applicable • Prepared and compiled Work on Track Authority form (SW05/SW06/SW08) where applicable • Manage multiple work groups (Using the Multiple Workgroup register where applicable). • Communicated clearly and concisely with other competent workers • Ensured instructions are repeated back and acknowledged correct before actioning 	<input type="checkbox"/>
Implement protection method <ul style="list-style-type: none"> • Liaised with Network Control Officers • Arranged for or apply correct safety measures 	<input type="checkbox"/>
Manage unsafe situations <ul style="list-style-type: none"> • Communicated instructions clearly and concisely • Followed Queensland Rails workplace procedures for accidents and incidents • Identified an emergency assembly area • Arranged to minimise risk and or injury • Reported to appropriate personnel following Queensland Rails workplace procedures 	<input type="checkbox"/>

Comments:

Technical Tasks

At each level of Protection Officer the Mentee will be required to perform tasks relevant to the means of protection or work on track authority being implemented.

To maintain a log of your activities, list the tasks below. Tick each section when the Mentee has completed their nominated number of events and can consistently carry out each of the tasks under minimal supervision.

Technical Tasks	Tick
<ul style="list-style-type: none"> • <i>Example - Identify signals to be held at stop for protection of absolute signal blocking</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>
<ul style="list-style-type: none"> • 	<input type="checkbox"/>

Approved for public release

Mentoring record

Complete the following document once the mentee has met all of the requirements.

Mentee name		Service No. or Company Name	
Mentor name		Service No. or Company Name	
Mentor position			
Supervisor name		Service No. or Company Name	
Supervisor position			
Assessor name		Service No. or Company Name	
Total No. of mentoring events required as per specification		Actual No. of mentoring events recorded	

Disclaimer – Queensland Rail is collecting the information on this form for recording and audit purposes. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.

Declaration

I declare that:

- I have completed the Queensland Rail Protection Officer Mentoring program
- I understand and agree to the results of the Mentoring outcome

Mentee Signature		Date	
Mentor Signature		Date	
Supervisor Signature		Date	
Assessor Signature		Date	
Overall result	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		

Document Amendment History

Version	Date	Section(s) Amended	Summary of Amendment
5.2	27/05/2020	Generic Tasks	Added manage multiple work groups under Complete Safeworking documentation
5.1	06/09/2019	Whole document	Aligned to Element 10 HRC Training and Accreditation
5.0	08/01/2019	Whole document	Re-templated to Core SEMS Amended mentoring period from 3 to 6 months
4.1	05/09/2018	Whole document	Revised with non-material changes
4.0	07/09/2017	Whole document	Adjustments to reflect parent document Protection Officer Training and Perpetual Accreditation (MD-11-309) requirement to record Number of Mentoring Events Removed reference to SW61 and updated title of SW01

LMS Codes

Course	Course Code	Qualification Code
RCPO	00130639	40008434
PO1	00130638	40008433
PO2 TOA	00130637	40008432
PO2 TOA Single Worksite	00129878	40007677
PO2 TWA	00130636	40008431
PO3	00130635	40008430

Written and developed by
Queensland Rail HR Workforce Planning,
Systems & Analytics

© Queensland Rail 2019

Copyright protects this publication.

Except for purposes permitted by the
Copyright Act, reproduction by whatever
means is prohibited without the prior written
permission of Queensland Rail Limited.

Enquiries should be addressed to:
Senior Manager Workforce Planning,