

Engineering Procedure
Signalling and Control Systems

PR S 43002

Work safely in a Live Signal Location (SCP02)

Version 1.0

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Procedure

Approved by: George Gadzuric
Professional Head Signalling and
Control Systems
Engineering System Integrity

Authorised by: Jonathon Mckinnon
Engineering Technical Publications
Manager
Systems Integrity

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Document control

Version	Date	Author/ Prin. Eng.	Summary of change
1.0	28 May 2018	Mark Albrecht	First issue as Sydney Trains

Summary of changes from previous version

Summary of change	Section

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1 PR S 43002A – Work Safely in a Live Signal Location (SCP02A)

This unit covers the procedure and the current requirements for the authorisation of personnel to work safely in a live signal location.

1.1 Item	1.2 Details
1 Prerequisites	Refer to Engineering Standard Signalling & Control Systems Competency Standard ST S 43002.
2 Application	Candidate submits request for authorisation for Work Safely in a Live Signal Location Prior to assessment, candidates will submit <ul style="list-style-type: none"> • Portfolio of documentary evidence of appropriate training and qualifications held, and • copies of log book pages showing relevant on-track experience (or in default, a verified CV extract showing when the relevant experience was achieved) as described in MN S 41412.
3 Assessment requirements	the candidate shall be able to: <ul style="list-style-type: none"> • Demonstrate Technical Competencies as described in Engineering Standard Signalling & Control Systems Competency Standard ST S 43002. • Demonstrate Behavioural Competencies as described in Engineering Manual Signalling & Control Systems Competency Assessment Procedure PR S 43002B.
4 Assessment Desktop assessment Hands-on assessment	The assessment is in two parts: <ul style="list-style-type: none"> • By review of the Candidate's portfolio of Evidence and by responses to questioning by the assessor, they demonstrate knowledge and understanding of Working Safely in a Live Signal location, and • Candidate demonstrates ability to undertake Work Safely in live locations as described in the Engineering Manual Signalling & Control Systems Competency Assessment Tool MN S 43002.
5 Competence Assessor	These requirements shall be assessed and certified by persons having the requisite assessment qualifications (i.e. Cert IV TAE40110 or equivalent).

1.1 Item	1.2 Details
<p>6 Assessment Outcomes</p>	<p>Based on the evidence provided in the documentary materials provided, the desktop assessment and the hands-on assessment, the candidate is assessed to be</p> <ul style="list-style-type: none"> • Not ready for assessment The candidate was not adequately prepared for the assessment, lacks prerequisites or requires significant additional training and experience. These deficits should be addressed before re-applying for assessment. • Not yet competent The candidate lacks one or more elements to be assessed competent. The candidate may be reassessed on the missing elements, as soon as they can be prepared. • Competent to work under supervision The candidate has demonstrated all prerequisites and skills at a basic level, but has not shown a sufficient level of mastery to be able to perform effectively without guidance. Competence can be granted on the basis of a satisfactory supervisor's report, following a period of work under supervision. • Competent The candidate has satisfied all requirements.
<p>7 Candidate debriefing</p>	<p>Assessor debriefs the candidate on the outcomes of the assessment, the elements (if any) in which they were found to be not yet competent, and their options for future re-assessment or appealing the outcome.</p>
<p>8 Reporting & records</p>	<p>Assessor arranges for notification to the candidate's supervisor and, if the candidate was assessed competent, the issue of a Certificate of Competency and advice to the Principal Engineer Signalling Integrity to enable updating of RG S 41415.</p>

1.1 Item	1.2 Details
9 Reference Documents	<ul style="list-style-type: none"> • ST S 43002 Work Safely in a Live Signal Location Competency Standard (SCS02) • MN S 43002 Work Safely In a Live Signal Location Assessment Tool (SCT02) • Signals Authorised Person Certificate of Competency

2 PR S 43002B – Behavioural Competency Assessment (SCP02B)

The behavioural competency assessment process is to be used in conjunction with the Technical competency assessment process for Working Safely in a Live Signal Location PR S 43002A.

3 Behavioural Competencies






The behavioural competency requirements for ST S 43002 are as follows:

Competency	Descriptor	Benchmarked Score
Working with People	Demonstrates an interest in understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses	3 or higher
Adhering to Principles and Values	Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.	3 or higher
Planning and Organising	Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.	3 or higher
Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.	3 or higher

Coping with Pressures and Setbacks	Works productively in a high pressure environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.	3 or higher
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4 Competency Rating Scale

A five point rating scale is used for the assessment of behavioural competencies.

1	2	3	4	5
				
Significantly lower than required benchmark Not likely to be a strength	Lower than Benchmark Less likely to be a strength	Meets Benchmark Likely to be a strength	Exceeds Benchmark to be a strength Quite likely to be a strength	Significantly exceeds benchmark to be a strength Very likely to be a strength

5 Assessment Methodology

Assessment in this competency is undertaken using one, or a combination of the following methods

- Candidate completion of Occupational Personality Questionnaire (OPQ). This questionnaire is used throughout the world and has been designed to identify an individual's most likely patterns of behaviour. (see the use of OPQ in behavioural assessment background document)
- Behavioural Interview conducted with candidates supervisor
- Behavioural interview conducted with candidate

6 Behavioural Assessment Process

6.1 Process Stages

- Candidate completes the on line OPQ.
- Normative data is analysed and indicative benchmarks recorded.
- Indicators that are not consistent with profile benchmarks are explored further with the candidates' current or recent supervisor and data is evaluated accordingly.
- Where inconsistencies still exist, behavioural interview is conducted with the candidate and results evaluated.
- Behavioural competencies are rated and assessment process finalised.
- If the candidate does not meet the profile benchmarks, a development plan is put in place and the candidate is re-assessed quarterly using supervisor report mechanism.

- g) If the candidate meets the profile benchmarks a Behavioural Competency Assessment report is produced and included in portfolio of evidence. (PR S 43002 Behavioural Competency Assessment Report)

Behavioural Competencies and corresponding questions for Work Safely in Live Signal Locations (ST S 43002)

Competency	Descriptor	Supervisor Questions	Candidate Questions
Working with People	Demonstrates an interest in understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.	Contact ESI Signalling Integrity for OPQ questions	Contact ESI Signalling Integrity for OPQ questions
Adhering to Principles and Values	Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.	Contact ESI Signalling Integrity for OPQ questions	Contact ESI Signalling Integrity for OPQ questions
Planning and Organising	Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.	Contact ESI Signalling Integrity for OPQ questions	Contact ESI Signalling Integrity for OPQ questions

Competency	Descriptor	Supervisor Questions	Candidate Questions
<p>Following Instructions and Procedures</p>	<p>Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.</p>	<p>Contact ESI Signalling Integrity for OPQ questions</p>	<p>Contact ESI Signalling Integrity for OPQ questions</p>
<p>Coping with Pressures and Setbacks</p>	<p>Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.</p>	<p>Contact ESI Signalling Integrity for OPQ questions</p>	<p>Contact ESI Signalling Integrity for OPQ questions</p>

7 Behavioural Competency Assessment Report

Working in a Live Signalling Locations – Behavioural Competency Assessment

Candidate Name:	Joe Blogs
Report Prepared By:	Bee Checker
Role:	Signal Engineer, Sydney Trains
Date:	Friday 3rd December, 2010

This report is provided as evidence of assessment of the behavioural competency of the candidate to undertake work in live signalling locations.

Occupational Personality Questionnaire was completed on 22nd November, 2010 and the outcome of this assessment indicated that the following competencies needed to be validated via a Supervisors report:

Behavioural Competencies Assessed – Working in a Live Signalling Locations

		Candidate Overall Rating
Working with People	Demonstrates an interest in understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.	Exceeds Criteria
Adhering to Principles and Values	Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.	Meets criteria
Planning and Organising	Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.	Meets criteria

		Candidate Overall Rating
Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.	Meets criteria
Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.	Exceeds criteria

Supervisors follow up report was conducted with Tee Rex (Commissioning Engineer, Sulphide Junction Project) on Tuesday 30th November to explore the competency of Planning and Organising. Mr Rex provided examples that he had observed of Joe Blogs planning and organising resources required to undertake work tasks and being able to organise his time to complete work.

This competency has been assessed as meeting criteria.