

Sydney Trains



Engineering System Integrity
Engineering Procedure
Signalling and Control Systems

PR S 43002

Work Safely in a Live Signal Location (SCP02)

Version 1.1

Date in Force: 13 December 2022

OFFICIAL

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

Authorised by: Engineering Technical
Publications Manager
System Integrity

Disclaimer

This document was prepared for use by Sydney Trains and its intended recipient. The information in this document is protected by copyright and no part of this document may be reproduced, altered, stored or transmitted by any person without the prior consent of Sydney Trains.

All Sydney Trains engineering documents are periodically reviewed, and new editions are published. Between editions, amendments may also be issued. It is the document user's sole responsibility to ensure that document they are viewing is the current version, including any amendments that may have been issued. Errors or omissions in this document should be reported to sydneytrainsstandards@transport.nsw.gov.au.

Sydney Trains makes no warranties, express or implied, that compliance with the contents of this document shall be sufficient to ensure safe systems or work or operation.

Document control

Version	Date	Author/Prin. Eng.	Summary of change
1.0	28 May 2018	Mark Albrecht	First issue as Sydney Trains document
1.1	13 December 2022	David Mulley	3-year review: no changes to technical content. Date and version number updated

Summary of changes from previous version

Summary of change	Section
TAE40110 updated to TAE40116 to reflect latest version	1.2

OFFICIAL

Table of Contents

1	PR S 43002A – Work Safely in a Live Signal Location (SCP02A)	4
1.1	Item.....	4
1.2	Details.....	4
2	PR S 43002B – Behavioural Competency Assessment (SCP02B)	6
3	Behavioural Competencies	6
4	Competency Rating Scale	7
5	Assessment Methodology	8
6	Behavioural Assessment Process	8
6.1	Process Stages	8
7	Behavioural Competency Assessment Report	12

OFFICIAL

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>

OFFICIAL

1.1 Item	1.2 Details
9 Reference Documents	<ul style="list-style-type: none"> • <i>ST S 43002 Work Safely in a Live Signal Location</i> Competency Standard (SCS02) • <i>MN S 43002 Work Safely In a Live Signal Location</i> 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

OFFICIAL

Competency	Descriptor	Benchmarked Score
Planning and Organising	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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	Lower than Benchmark	Meets Benchmark	Exceeds Benchmark to be a strength	Significantly exceeds benchmark to be a strength
Not likely to be a strength	Less likely to be a strength	Likely to be a strength	Quite likely to be a strength	Very likely to be a strength

OFFICIAL

5 Assessment Methodology

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

- a. 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).
- b. Behavioural Interview conducted with candidates supervisor.
- c. Behavioural interview conducted with candidate.

6 Behavioural Assessment Process

6.1 Process Stages

- a. Candidate completes the on line OPQ.
- b. Normative data is analysed and indicative benchmarks recorded.
- c. Indicators that are not consistent with profile benchmarks are explored further with the candidates' current or recent supervisor and data is evaluated accordingly.
- d. Where inconsistencies still exist, behavioural interview is conducted with the candidate and results evaluated.
- e. Behavioural competencies are rated and assessment process finalised.
- f. 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).

OFFICIAL

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

Competency	Descriptor	Supervisor Questions	Candidate Questions
Working with People	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

OFFICIAL

Competency	Descriptor	Supervisor Questions	Candidate Questions
Planning and Organising	<ul style="list-style-type: none"> • 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
Following Instructions and Procedures	<ul style="list-style-type: none"> • 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 	Contact ESI Signalling Integrity for OPQ questions	Contact ESI Signalling Integrity for OPQ questions

OFFICIAL

Competency	Descriptor	Supervisor Questions	Candidate Questions
Coping with Pressures and Setbacks	<ul style="list-style-type: none"> • 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 	Contact ESI Signalling Integrity for OPQ questions	Contact ESI Signalling Integrity for OPQ questions

OFFICIAL

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 3 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 22 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

OFFICIAL

		Candidate Overall Rating
Following Instructions and Procedures	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 30 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.

OFFICIAL