

Project Management Compliance with the Rail Safety Act NSW

This bulletin has been prepared to advise all ARTC contractors and alliance partners of the process in place for project managers to obtain ARTC rail safety worker (RSW) cards.

Who needs an ARTC RSW card?

All contracted project managers, project engineers and project directors* who project manage rail safety work for ARTC are required to apply for a RSW card. Specific roles to apply for are detailed in the project management competency matrix and procedure available at our website www.artc.com.au

What do I need to do?

ARTC RSW cards are issued online. Your company needs to register at the RSW portal. www.railsafetyworker.com.au Once registered, you can commence the process of applying for the RSW role you complete. This requires the upload of various competencies for assessment, so it is important that you ensure you have electronic copies of the required evidence to submit online.

How is the process different for project managers compared to other RSW roles?

When applying for an ARTC RSW card there is an element of assessment of project management competence through the provision of evidence of work completed. The assessment is modelled upon entry requirements for the Australian Institute of Project Managers.

What do I need to provide?

To be assessed as competent in project management roles the evidence to be submitted is:

- AQF qualifications – including relevant degrees and certificates,
- current resume, and
- a record of relevant experience.

The record of relevant experience demonstrates that you have completed (in past employment) project management work relevant to the RSW work you are applying for with ARTC.

An example would be to provide evidence of when you have managed quality aspects of a project.

This can be evidenced for example by attaching:

- a project management plan,
- work method statements, or
- meeting minutes with relevant comments.

How do I provide the additional information?

When uploading your competencies to the RSW portal, evidence is required for the particular competencies. Specific questions will be asked and examples of documents listed. You upload the appropriate document for each question asked.

Where do I find the information on the documents I need to provide?

A sample of the evidence required in the record of relevant experience can be found at the ARTC website www.artc.com.au

What happens to my documents once they are submitted?

Once all documents have been submitted to the RSW portal, they are sent to an assessor for assessment and certification. Once certified, the process for obtaining a RSW card can be completed.

How can I simplify the process?

Project management contractors can apply to ARTC to have your own specialist staff approved as assessors of RSW card applications for employees of your own companies. This will allow you to simplify the process of obtaining RSW cards.

To achieve external assessor status application needs to be made to ARTC. Further information can be found in the project management procedure located at the ARTC website or by contacting ARTC at the competencies@artc.com.au address.

Contractors who do not have staff suitable to be approved as external assessors will be able to submit their applications to a panel of assessors that is currently being compiled, and will be available on our website by April.

When do I need to be compliant?

ARTC is planning for contractors to have RSW cards by June 30 2012.



Please direct any enquiries to:
competencies@artc.com.au