

Railtrain

National Training Services

STUDENT INFORMATION



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Disclaimer

Railtrain has taken every action possible to ensure the information published in this Student Information Booklet is accurate and current at the time of publishing. To ensure the information remains accurate and current Railtrain reserves the right to make changes where necessary. The latest version will be made available on our website and/or through other means of technology including print. This publication may not contain all relevant information please refer to our website for further information about Railtrain services.

Our website: <https://www.railtrain.com.au/service/riotintosafeworking/>

Message from the National Training Manager

Thank you for choosing to complete your training with Railtrain, a member of Railtrain Holding Group Pty Ltd. At Railtrain, 'all we do is rail', and as a result our training is backed by industry specialists, empowered to deliver their knowledge to their participants. Our qualified trainers and assessors are all experienced rail workers who are specialists in their fields. So, you can be assured you'll receive the very best training and assessment services from our National Training Services team.

The safety of everyone is of primary importance in all activities carried out by our organisation. Railtrain's National Training Service is committed to implementing, maintaining and continuously improving health and safety in the workplace and at our training venues, hence our trademarked:

Think safe + Work safe = Home safe.

This responsibility, obligation and involvement in safety is transferred to all staff to ensure a safe and healthy workplace is maintained. All training participants have a duty of care to follow instructions for safe working practices and to work and behave in ways which are safe and do not endanger the health and safety of others.

This Learner Handbook has been created for you. We encourage you to read through its entirety before you enroll in a course with Railtrain. This handbook will answer questions about our service, your rights and responsibilities as well as what you can expect from your training and assessment. Make sure you visit our website for further information about career pathways and our services.

Welcome to Railtrain's National Training Services



Mal Squire
National Training Manager, Railtrain

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Course Offering

Railtrain's National Training Services (NTS) has been established to offer non accredited training to the rail industry to support the offerings of Railtrain's Registered Training Organisation.

NTS are pleased to offer the following Rio Tinto safeworking courses:

- M1 General Safeworking
- M3 – Lookout
- M4 – Protection Officer
- M5 – Protection Officer (Mainline)

Rio Tinto M4 – M5 courses will be offered in 2019 and the M6 - M9B courses will be offered in 2020.

Prerequisites

Rio Tinto have stringent prerequisite requirements as part of their onboarding process. In order to be eligible to attend the safeworking course, participants shall hold the following:

- Active SAP Number
- Rail Safety Awareness

Additional prerequisite requirements are detailed below:

Course	Pre requisite
M1 General Safeworking	Valid Rio Tinto Rail Category 3 medical signed off by the Chief Medical Officer
M3 Lookout	Valid Rio Tinto Rail Category 1 medical signed off by the Chief Medical Officer Safeworking Module 1 (M1)
M4 Protection Officer	Valid Rio Tinto Rail Category 1 medical signed off by the Chief Medical Officer Safeworking Module 3 (M3)
M5 Protection Officer (Mainline)	Valid Rio Tinto Rail Category 1 medical signed off by the Chief Medical Officer Safeworking Module 3 (M3)

Medical Pre-requisites

A rail medical is a requirement of Rio Tinto as well as a legislative requirement under the Rail Safety Act for employees and contractors who will be working on and around the rail network. It ensures appropriate fitness for work minimising the risks associated with conducting safety critical work inside the danger zone. All staff are required to have this medical clearance and are only able to commence or continue working by completing and passing the medical.

Medicals should be booked through authorised health professionals and should be on the Rio Tinto medical paperwork. They also need to be signed off by a Rail Chief Medical Officer (CMO) and a clearance letter provided.

Rio Tinto medicals for Cat2/3 Contractors can be booked through the Premium Bookings service offered by Sonic HealthPlus Phone: 1300 436 463 or email specialised.bookings@sonichealthplus.com.au. They will also need to have a Rail Chief Medical Officer clearance letter.

Medical Frequency and Expiry Dates

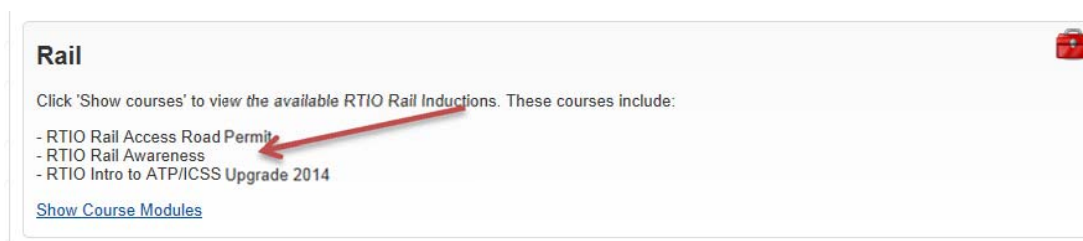
Medical Rail Category	Frequency
	At the time of commencement then:
Rail Category 1	Every 5 years to age 50, then Every 2 years to age 60, then Every year
Rail Category 2	Every 5 years to age 50, then Every 2 years to age 60, Then Every year
Rail Category 3	At 40 years of age, then Every 5 years

Email results to RTIO.railcentraladmin@riotinto.com

Rail Safety Awareness

Rail Safety Awareness is an online induction presentation to give participants a basic understanding of Rail Safety and the risks when working within the rail corridor.

Cat 2/3 Contractors can complete the course through Scodle - www.rtiocompliance.scodle.com



Upon completion of the course assessment, please print your certificate and email to RTIOCat23@riotinto.com for data entry.

Getting Started

Before completing your training, read this Student Information Handbook in its entirety.

Enrolment

Rio Tinto direct employees and Category 1 contractors are to utilize the existing process to book courses via Prospect > My Learning.

Cat 2/3 contractors can enroll in Rio Tinto safeworking courses using the online booking systems on the Railtrain website.

<https://www.railtrain.com.au/course-calendar/>

The enrolment form will capture personal information such as name, address, date of birth along with prerequisite and payment information.

Upon confirmation of your prerequisite and payment information, NTS will issue you a notification of the training booking with all relevant details.

Issuance

Upon successful completion of your course, you will be issued with a Rio Tinto safeworking card.

Rio Tinto	Rail Safeworking	
	Name	_____
	SAP No	_____ Expiry
	Safeworking Level	_____
	Endorsement/s	_____
	Assessor	_____ Sign
<small>*Photo ID must be sighted when card issued</small>		
<small>Delta Print 08 9248 2999</small>		
<small>PI 686</small>		

Your card will only be issued upon verification of your prerequisite courses. Should you not be able to demonstrate your prerequisites on the SAP system, you will be notified of your course outcome however the card will not be issued until your details are uploaded into SAP.

Should you require your card to be reissued, you can request this by contacting: safeworkingtraining@railtrain.com.au.

Fees and Cancellation Policy

Fees for any courses are paid for in full by the Participant prior to the course commencing, typically at the time of booking through the online booking system via credit card or a valid purchase order number.

Prior to the use of a purchase order to pay course fees, Companies will need to establish credit with Railtrain by contacting the Railtrain Finance Team. Any authorised Customers will be invoiced in accordance with the terms and conditions set out at the time of application and may vary from customer to customer.

Railtrain has a cancellation policy for publicly run courses and those run at Rio Tinto sites. Details of the policy can be found in the Railtrain website.

Privacy

Under the *Privacy Act 1988*, Railtrain has a Privacy Policy in place to protect participant details. Any information you provide may be disclosed where appropriate, to relevant persons and organisations for the purpose of confirming and reporting training details. Railtrain NTS will not disclose your personal information to any other party without your consent, unless it is a legislative or regulatory requirement.

Railtrain will maintain your completed assessments on file for a period of 12 months. Railtrain reserves the right to retain this work for these purposes without expressed consent.

Core and Foundation Skills

If you experience any difficulty with language, literacy or numeracy and reading, writing and oral communication please request assistance. We have several resources to assist you achieve a successful outcome and improve your employability skills at the same time.

Plagiarism & Collusion

Plagiarism and collusion is when a person closely imitates the language and thoughts of another author without authorisation, or uses someone else's work and presents it as their own. When submitting assessments you are expected to maintain a high academic integrity and behave ethically. All work presented as an assessment MUST be your own work.

When you complete and sign your enrolment form you are declaring that you will not commit plagiarism or collusion and that all work you submit will be your own work.

If you are experiencing any difficulty completing your assessment speak with your trainer and assessor.

Complaint and Appeal Process

Railtrain NTS endeavour to provide a fair and just service for all persons. NTS provides a complaints process, to manage and respond to allegations involving the conduct of the National training Services team, its trainers, assessors or other staff as well as the behaviour of other participants. Additionally, our appeals process manages the requests for a review of decisions, including assessment decisions, made by our assessors.

We believe our complaints and appeals policy ensures the principles of natural justice and procedural fairness are adopted. All complaints and requests for an appeal are acknowledged in writing and finalised efficiently.

Should you require a copy of the policy or form, please contact us at safeworkingtraining@railtrain.com.au

Access and Equity

Railtrain has an obligation to provide a learning environment that is free from discrimination of any kind. Participants have the right to an environment that is free from harassment and bullying and Railtrain respects the rights and beliefs of all participants, staff and other parties.

Railtrain personnel have been trained in our Access and Equity policy and participants can request a copy of this policy by contacting safeworkingtraining@railtrain.com.au.

Health and Safety

Railtrain has committed to provide a learning environment that is safe for trainers and participants. As such, Railtrain have mandated alcohol testing for all participants undertaking Rio Tinto safeworking courses.

All participants shall be expected to return a 0.00 breath alcohol level prior to commencing the course. Any participants returning a non-negative (above 0.00) level will be denied entry. It is the responsibility of the individual or the company of the participant to arrange safe transportation from the training venue.

*We hope you enjoy your learning experience with
Railtrain National Training Service*