Rail Industry Worker
Competency Management System

User Guide for Adding New Employees and Ordering Initial RIW Card

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Overview

In the upgraded RIW Portal, the term "Order Card" has been replaced by "Add a New Employee."

To learn how to add a new employee, order their first card and assign their roles, please continue through this user guide or refer to the user guide for "Managing and Updating Roles."

For questions or assistance please call 1300 777 245 or email riw@pegasus.net.au.

Contractor Information Site railindustryworker.com.au

# Rail Industry Worker Competency Management System

Please follow this step-by-step guide to adding new employees and order their RIW card in the Rail Industry Worker Competency Management System.

Step 1
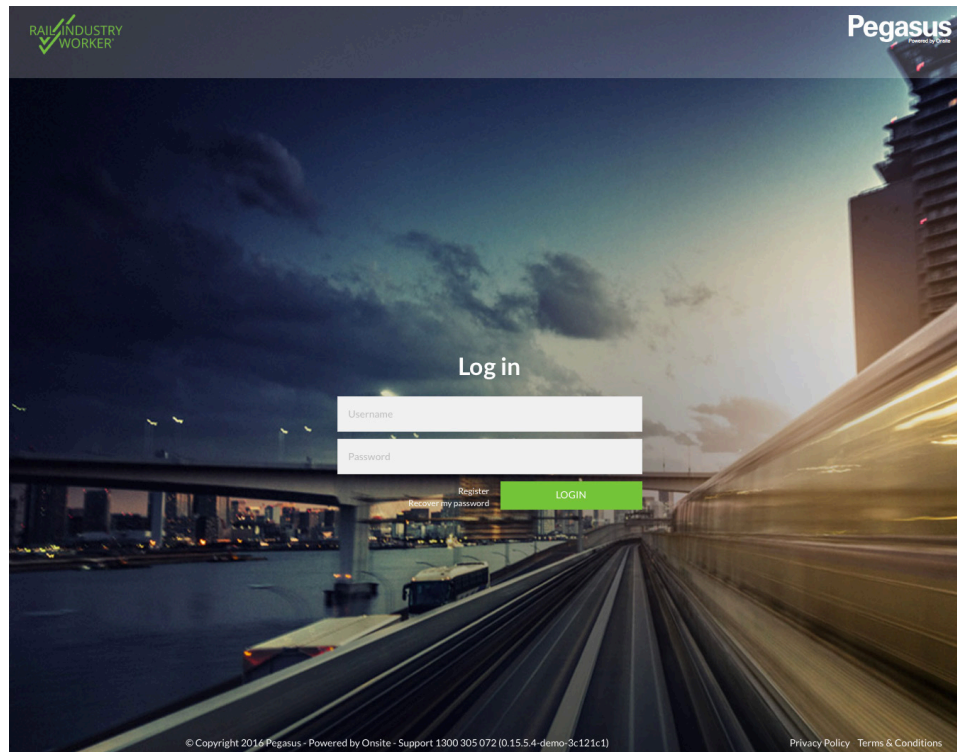
Please go to http://www.railindustryworker.com.au and click on "Register/Login" in the top menu bar.

Once on the home page for the Rail Industry Worker Competency Management System, enter your login details and click "Login."
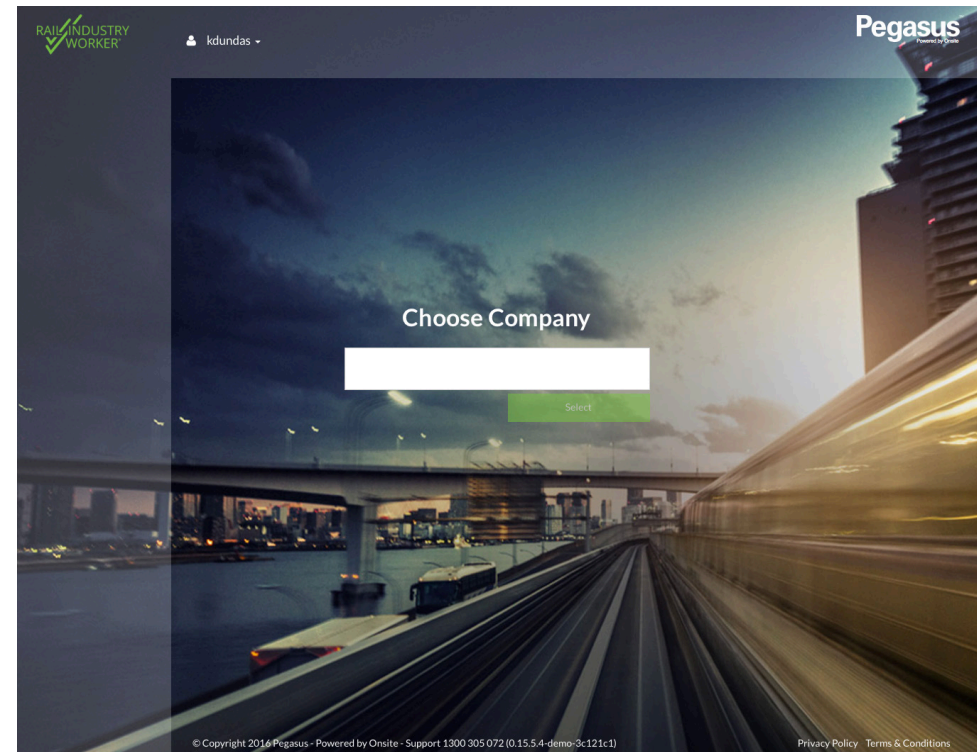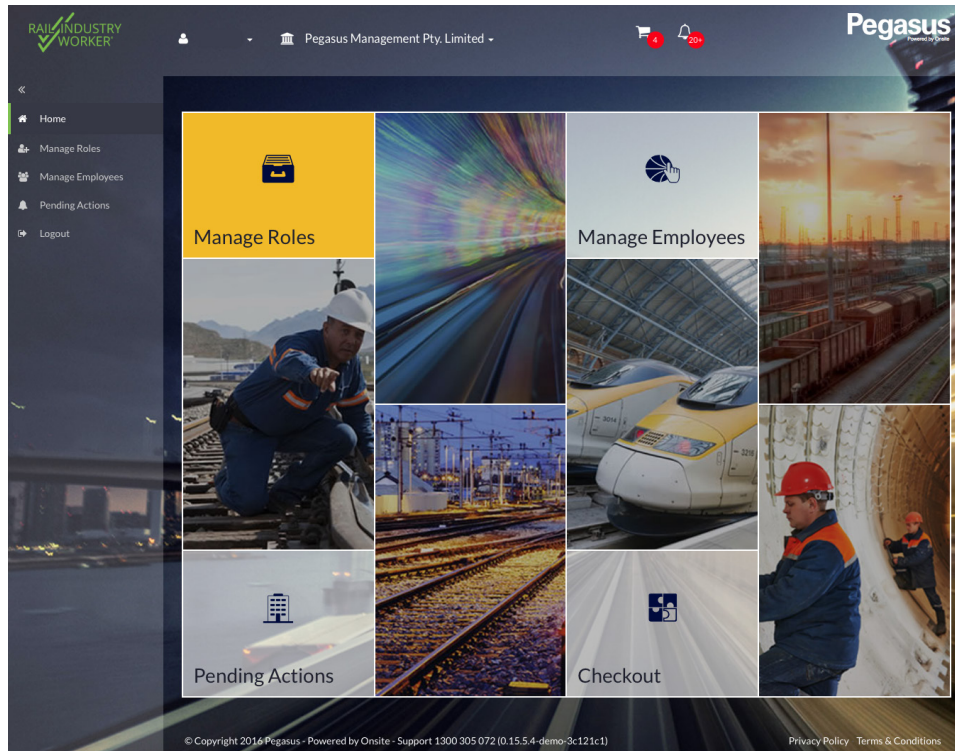
Step 2

Enter your company's name in the search field, then select "Search."

Please note, only users associated with multiple companies will see this screen, all others will go straight from step 1 to step 3.

Step 3

On the home page, select "Manage Roles" from the dashboard tiles or the side menu.
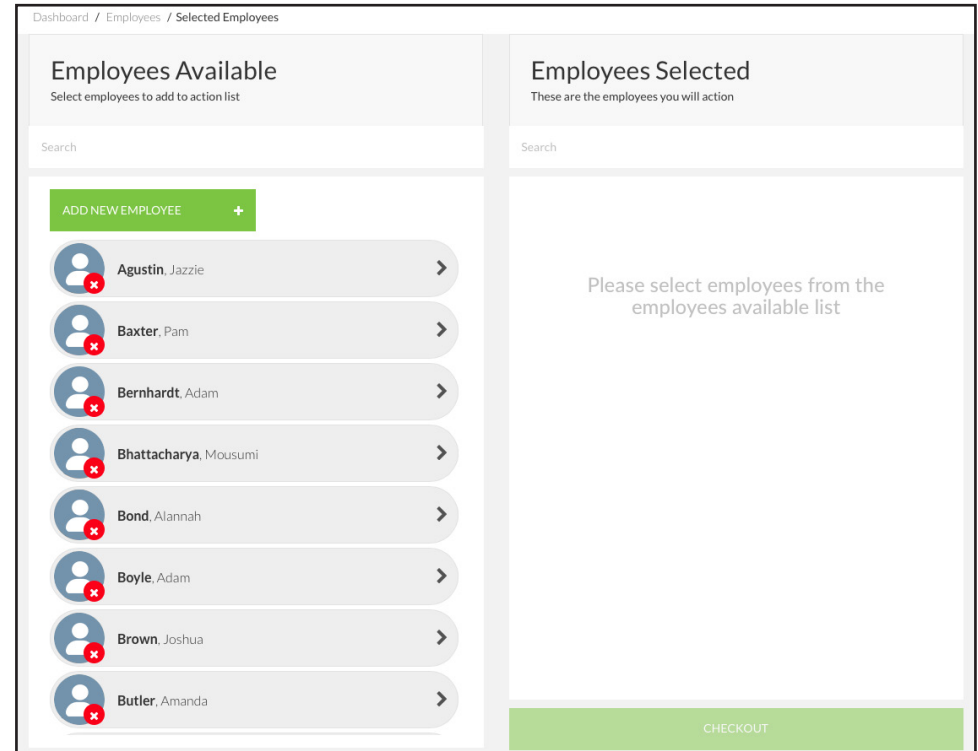
Step 4

Select "Add New Employee."

Step 5

Enter all of the employee's details, then select "Save and Close."

Step 6

Select "Checkout" to add the employee to your cart, then select "Checkout."

To checkout multiple cards in one transaction, select checkout on the employee's action status before repeating steps four to six of this user guide for each individual employee. Once all employees have been added to this list and their status appears as "Added to Cart" select "Checkout" at the bottom of the list.

Step 7

Select your preferred payment method, then select "Checkout."

Step 8

Once you have completed your payment, download a copy of your invoice and select "Continue Processing Employees" to continue your employee's profile and upload all required documentation.

The employee will receive their ID Check documentation by email, however to download a copy now, select "ID Check."

Step 9

Select "Continue" to continue your employee's profile and upload all required documentation.

Step 10

Select "Add New Role."

✖ Close

Add New Roles

Search

Around The Track Personnel (Non-Construction) - National

Around The Track Personnel - National

ARTC - Adjust Rail (Currency)

ARTC - Apprentice Signal Installer/Tester

ARTC - Apprentice Signal Maintainer

ARTC - Assistant Signal Designer

ARTC - Assistant Signal Eng Maint/Construction Alternate 1

ARTC - Assistant Signal Engineer - Maintenance/Construction

ARTC - Cabler

ARTC - Civil Engineering Representative Path 1 (+5 Years Exp) (ARTC Employees ONLY)

ARTC - Civil Engineering Representative Path 2 (+15 Years Exp) (ARTC Employees ONLY)

ARTC - Coal Logistics Coordinator

ARTC - Communication Technician

ARTC - Communications Cable Jointer

ARTC - Communications Engineer

ARTC - Communications Engineer - Alternate 1

ADD 0 ROLES

Step 11

Select the role/s that you wish to add to this employee by clicking on the role/s.

Once all roles have been selected, click "Add # Roles."

Dashboard / Employees / Selected Employees / **Roles**

Roles for James Test

Search

❌ Around The Track Personnel - National ❯

Back to Selected Employees | ADD NEW ROLE

Dashboard / Employees / Selected Employees / Roles / **Competencies**

Roles for James Test 🗑

Search

❌ Around The Track Personnel (Non-Construction) - National ❯

❌ NRT - Communications Design - Designer ❯

Back to Selected Employees | ADD NEW ROLE

Competencies for James Test
Role Around The Track Personnel (Non-Construction) - Nati...

Search

Expand All | Collapse All

MANDATORY 0/3 ▼

❌ Medical.Assessment.Medical ❯

❌ Rail.Statement of Attainment.Track Safety Awareness or Equivalent ❯

❌ You have selected a National role, for this role to be valid you must also select or currently hold a valid/current Oper... ❯

CONDITIONAL 0/1 ▼

❌ First Aid.Statement of Attainment.First Aid ❯

Step 12

You will now be required to upload mandatory documentation for the role/s you are adding.

Step 13

To view the mandatory documentation required for each role, click on the role.

Step 14

Upload each mandatory document by clicking on the name of the required document. Select "Add Document" to upload the document from your computer, enter all information, then select "Save."

Step 15

Edit any saved information by selecting "Renew Document."

To continue, select "Next."

Step 16

Some competencies may require training. Training is completed in two ways, eLearning or classroom training.

eLearning

Some competencies that are eLearning will appear like the one below.

Each employee will be sent an invitation to the eLearning course once their application has been completed.
Click "Next" to continue working through each competency.

Classroom

Roles that require classroom training will direct you through the process of booking a classroom event before you complete the checkout process.

Select the date for training, then select on "Checkout" to continue.

Step 17

Continue uploading all mandatory documentation for the competency. Once all documentation has been uploaded and any questions answered, select "Submit."

Role, Competency and Upload Status

Red: Working towards; Competency documentation or information is required.

Blue: Competency documents have been successfully uploaded and are waiting verification.

Green: Competency documents have been verified.

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