



Rail Industry Worker

Competency Management System

User Guide for Adding New Employees and Ordering Initial RIW Card

Overview

In the upgraded RIW Portal, the term “Order Card” has been replaced by “Add a New Employee.”

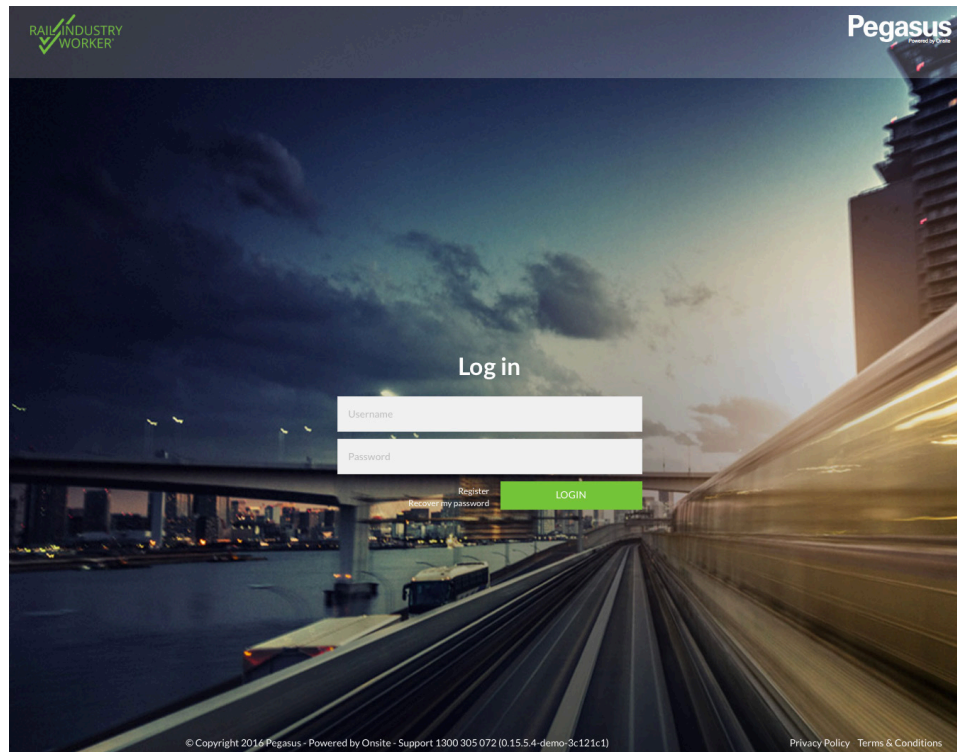
To learn how to add a new employee, order their first card and assign their roles, please continue through this user guide or refer to the user guide for “Managing and Updating Roles.”

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

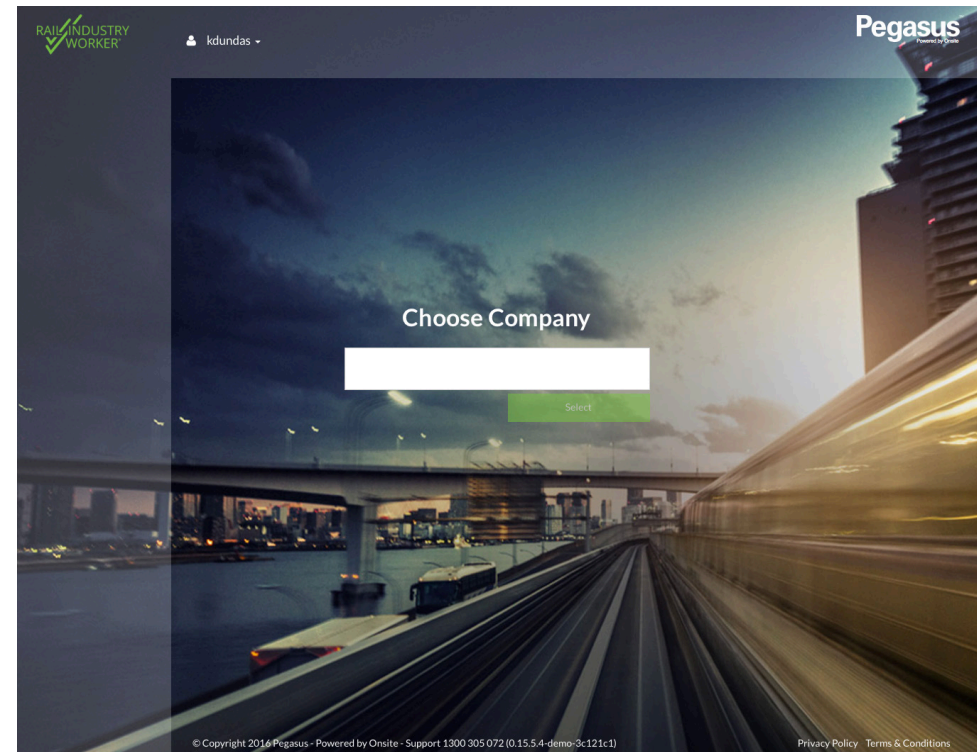
Please follow this step-by-step guide to adding new employees and order their RIW card in the Rail Industry Worker Competency Management System.



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."

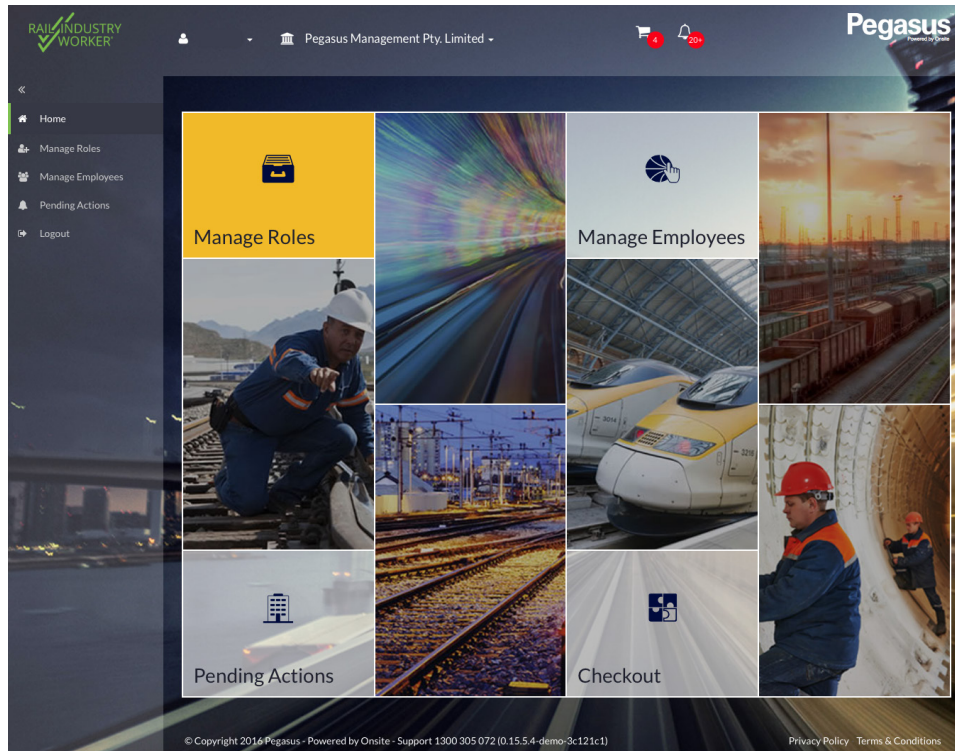


Step 2

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

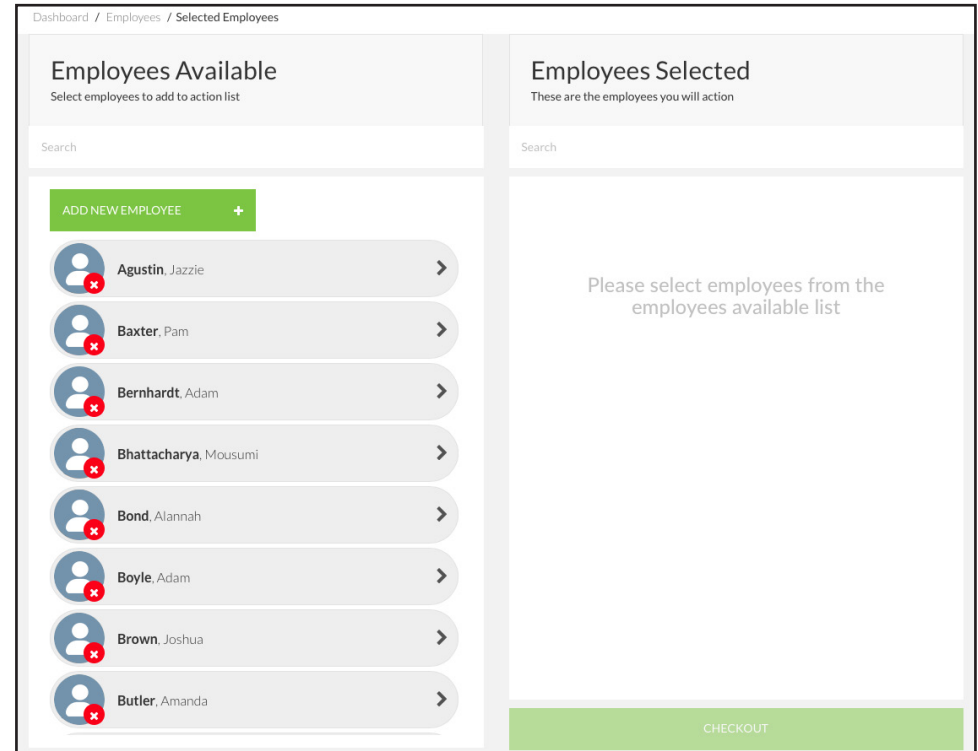
Please note, only users associated with multiple companies will see this screen, all others will go straight from step 1 to step 3.

MANAGING ROLES - ORDERING INITIAL RIW CARD



Step 3

On the home page, select “Manage Roles” from the dashboard tiles or the side menu.



Step 4

Select “Add New Employee.”

MANAGING ROLES - ORDERING INITIAL RIW CARD

Dashboard / Employees

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

- Agustin, Jazzie
- Baxter, Pam
- Bernhardt, Adam
- Bhattacharya, Mousumi
- Bond, Alannah
- Boyle, Adam
- Brown, Joshua
- Butler, Amanda

Personal Details

Create a new employee

Person

First Name First Name

Middle Name Middle Name

Last Name Last Name

Gender

DOB 01/01/1970

Phone Phone

Email Email

Address

Address

Town/City Town/City

State

[Back to List Employees](#) **SAVE & CLOSE**

Step 5

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

Dashboard / Employees

Employees Available

Select employees to add to action list

Search


ADD NEW EMPLOYEE +

- Agustin, Jazzie
- Baxter, Pam
- Bernhardt, Adam
- Bhattacharya, Mousumi
- Bond, Alannah
- Boyle, Adam
- Brown, Joshua
- Butler, Amanda

Employees Selected

These are the employees you will action

Search

 James Test **SELECT** **CHECKOUT**

CHECKOUT

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.

MANAGING ROLES - ORDERING INITIAL RIW CARD

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
CAR002	Card Purchase		1	\$100.00	\$100.00
CAR002	Registration, Subscription, ID Check, Roles for James Test.	Edit	1	\$100.00	Remove
Subtotal:				\$100.00	
Tax (10%):				\$10.00	
Total:				\$110.00	

[Purchase Order](#)[PayPal or Credit Card](#)[Checkout \\$](#)

[Back](#)

Step 7

Select your preferred payment method, then select “Checkout.”

Checkout Successful!

Company

Pegasus Management Pty. Limited
426 King St. Newcastle
NSW 2300 AU
Contact: Stephen Newman

Tax Invoice

Invoice Number: 295516
Date: 16 Nov 2016

Onsite Track Easy Pty Limited
ABN 84 098 220 743
426 King Street
Newcastle NSW 2300
1300 441 433
accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total
CAR002	Card Purchase	1	\$100.00	\$100.00
CAR002	Registration, Subscription, ID Check, Roles for James Test.	1	\$100.00	ID Check
Subtotal:				\$100.00
Tax (10%):				\$10.00
Total:				\$110.00

[Download Invoice](#)[Continue Processing Employees](#)

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.”

MANAGING ROLES - ORDERING INITIAL RIW CARD

















Dashboard / Employees

Employees Available

Select employees to add to action list

Search



[ADD NEW EMPLOYEE](#) +

-  Agustin, Jazcie  >
-  Baxter, Pam  >
-  Bernhardt, Adam  >
-  Bhattacharya, Mousumi  >
-  Bond, Alannah  >
-  Boyle, Adam  >
-  Butler, Amanda  >
-  Byron, Casey  >

Employees Selected

These are the employees you will action

Search

 James Test  [CONTINUE](#)

[CHECKOUT](#)

Dashboard / Employees / Selected Employees / Roles

Roles for James Test

Search

[Back to Selected Employees](#) [ADD NEW ROLE](#)

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.”

MANAGING ROLES - ORDERING INITIAL RIW CARD

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.

MANAGING ROLES - ORDERING INITIAL RIW CARD

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for James T...

Role Around The Track Personnel - National

Search

Expand All | Collapse All

MANDATORY 2/4

- 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...
- Medical.Assessment.Medical
- OH&S-WHS.Certificate.Work safely in construction industry

CONDITIONAL 0/8

- First Aid.Statement of Attainment.First Aid
- Medical.Assessment.Drug & Alcohol Screen
- OH&S-WHS.Statement of Attainment.Apply

Back to Employee Roles

Competency

Rail.Statement of Attainment.Track Safety Awareness or Eq...

Business Rules

Add document

2mb max
File Types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Group *

Issue Date

Expiry Date

Comments

Group is required

SAVE NEXT

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."

Renew document

Download existing document (285.7 kb)

Group * Medical.Assessment.Category 3

Issue Date 03/11/2016

Expiry Date 05/01/2017

Comments

NEXT

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.

Competencies for Felicity Stevenson

Role QR - BTA Cleaning Personnel - Robina

Search

Rail.Statement of Attainment.Apply Fatigue Management Strategies

>

Rail.Certificate of Achievement.Working in Electrified territory

>

Security.Course.Suspect Item Response & Reporting Suspicious Incidents/behav

>

Cleaner.Procedure.QR - Windscreen Cleaning

>

Maintenance.Course.QR - Decanting of NGR Unit

>

Generic.Induction.QR - RCS Stabling Area General Induction

>

Generic.Induction.QR - Robina RCS Stabling Area Induction

>

Back to Employee Roles

Competency

Generic.Induction.QR - RCS Stabling Area General Induction

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enroll in required courses for competency?

Next

Course Selector

Course Selector

Please go through the list and confirm the dates for the classroom courses

Robina RCS Stabling Area Induction

Competencies Covered

Generic.Induction.QR - Robina RCS Stabling Area Induction

Online Course

>

RCS Stabling Area General Induction

Competencies Covered

Generic.Induction.QR - RCS Stabling Area General Induction

Online Course

>

Back to Employee Roles

CHECKOUT

page 11

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.

Course Selector

Please go through the list and confirm the dates for the classroom courses

ABR Site Familiarisation - Classroom

Competencies Covered:
Generic.Induction.ABR Site Familiarisation

Select Date

RCS Stabling Area General Induction

Competencies Covered:
Generic.Induction.QR - RCS Stabling Area General Induction

Online Course

McConnell Dowell - WPA Online Induction

Competencies Covered:
Generic.Induction.MCD - WPA Site Induction Online

Online Course

Robina RCS Stabling Area Induction

Competencies Covered:
Generic.Induction.QR - Robina RCS Stabling Area Induction

Online Course

ABR Site Familiarisation - Classroom

29 sessions available

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

10 January 2018

Time: 07:15 - 08:15

Name: ABR Site Familiarisation - Classroom

Location: 47/64 Pound Rd W, Dandenong South VIC 3175, Australia

Available seats: 19

Back to Employee Roles

CHECKOUT

SELECT SESSION

page 12

MANAGING ROLES - ORDERING INITIAL RIW CARD

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload





Competencies for James T...

Role Around The Track Personnel - National




Search

Expand All | Collapse All

MANDATORY 2/4

-  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...
-  Medical.Assessment.Medical
-  OH&S-WHS.Certificate.Work safely in construction industry

CONDITIONAL 0/8


-  First Aid.Statement of Attainment.First Aid
-  Medical.Assessment.Drug & Alcohol Screen
-  OH&S-WHS.Statement of Attainment.Apply

Back to Employee Roles

Competency

Rail.Statement of Attainment.Track Safety Awareness or Eq...

Business Rules

Add document 

2mb max
File Types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Group *

Issue Date

Expiry Date

Comments

Group is required

SAVE NEXT

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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