



Competency Australia

10780NAT Graduate Diploma of Railway Signalling

Competency Australia Pty Ltd



Learner Handbook

Competency Australia Pty Ltd

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1. INTRODUCTION

1.1 ABOUT THE COURSE

1.1.1 *Duration*

10780NAT Graduate Diploma of Railway Signalling is delivered over a two-year period. The qualification consists of six units total, with three units undertaken each year.

The expected average workload throughout the course is 20hrs per week.

The final unit is an independent research project; including writing a research project report and communicating your project findings verbally during a full day of face-to-face student presentations.

There are three (3) sessions per year, running for 14 weeks and commencing on the following dates:

- The third Monday of January (Unit 1 and Unit 4)
- The second Monday of May (Unit 2 and Unit 5) and
- The first Monday of September (Unit 3 and Unit 6)

1.1.2 *Entry Requirements*

All applicants must be currently employed in a rail signal engineering or senior signal technician role.

Applicants for the Graduate Diploma of Railway Signalling must have completed a Bachelor of Engineering or Science in electrical, computer science, or related discipline. (Electrical engineering preferred).

The relevant degree must have included a component of cost engineering or equivalent competency.

It is recommended that degree qualified applicants have a minimum of 2 years experience in a railway signalling role prior to commencing the course.

If the applicant does not hold an applicable Bachelor degree they must:

- have at least five years' experience in undertaking qualified signalling trade work and
- at least five years' experience in undertaking associated cost engineering activities and
- have a letter of support from their employer.

Applicants must have suitable levels of language, literacy and numeracy skills.

Students must have the support of an experienced signal engineer acting in the role of workplace mentor for the duration of the course.

1.1.3 *Who Should Enrol?*

This qualification provides the skills and knowledge required to become a qualified signal engineer working in the railway industry.

This course is only suitable for those who have current employment in the signalling industry and meet the entry requirements listed above.

1.1.4 *Location*

The course material is delivered online through an online learning management system.

Our head office is located in Newcastle, NSW.

1.1.5 **Course Format**

The course is delivered online.

Course materials can be accessed through the course learning management system.

Each student is provided with unique log in credentials for course access.

The bulk of the course material is in written format, either as course notes or textbook readings.

All students are required to submit assessments in accordance with the course submission schedule.

1.2 **PURPOSE OF THE COURSE**

The Graduate Diploma of Railway Signalling will facilitate the development of competent railway signalling engineers with a well-rounded knowledge base and relevant work-place skills to complement employers' graduate development programs.

They will have the knowledge and skills to:

- develop concept signalling and safety management plans for the safe operation of railways;
- apply railway signal engineering principles to the design of signalling systems;
- develop the signalling layout;
- determine subsystem and application requirements for the signalling system;
- manage the engineering requirements for a signalling system; and
- conduct research into complex issues in railway signalling

1.3 **MENTORING**

All students must have the support of an experienced signal engineer acting in a mentor role for the duration of the course.

The workplace mentor is part of the team assisting the student in their learning experience. The course is designed to provide theory through study guides and associated activities. Students are set structured activities to determine how these theories are applied locally. The mentor provides the link to assist students obtain knowledge on local practice.

It is the student's responsibility to:

- organise a suitable mentor,
- reach out to their mentor for support as required,
- provide their mentor with regular updates of their progress with the course and any concerns.
- provide Competency Australia with up-to-date mentor contact details.

The Institution of Railway Signal Engineers (IRSE) Australasian section is able to provide recommendations regarding mentors for students unable to obtain mentoring support within their own organisation.

Please contact the IRSE for more details secretary@irse.org.au

1.4 ASSESSMENT

1.4.1 *Assessment Submission*

Appropriate referencing is required for all submissions.

You must use either Harvard (author date) or IEEE referencing styles.

If you are unfamiliar with referencing, you can contact your course coordinator for more information. Information related to referencing is also provided in the induction session.

There are also numerous free resources available on the web to guide you through the process.

Assessment submissions are made via upload to the learning management system.

At the start of each session, you will be issued with a submission schedule, which includes due dates for each assessment item.

This schedule must be strictly adhered to throughout the session. Failure to meet the deadlines specified in the submission schedule will be penalised, and repeated missing of deadlines will result in being deemed 'Not Yet Competent' in the unit of study.

Assessment submissions can be made in advance.

1.4.2 *Requests for Extensions*

We understand that from time to time, unplanned events may occur that prevent you from submitting on time.

If, due to circumstances outside your control, you are not able to submit an assessment by the specified due date, you may request an extension.

If you have planned leave, or are scheduled to complete weekend works, or work during possessions/occupations, please plan your work accordingly.

All applications for extensions must be made in writing to the course coordinator (Jeanette@compaus.com.au).

Valid reasons for an extension include illness or compassionate grounds.

Except for in emergency or unforeseeable situations, requests for extension must be made in advance, and no later than midnight on the Thursday prior to the Sunday midnight submission.

Requests must include the following information:

- Assessment activity
- Assessment due date
- Proposed new submission date
- Reason for request
- Supporting evidence where appropriate (e.g. medical certificate).

The request for extension must be approved in writing by the course coordinator.

Extensions will only be granted where deemed appropriate and necessary, and approval should not be assumed.

1.4.3 *Submission Files*

Please populate and save your completed workbook as a word (.docx) file. The tutor will provide comments against your responses. Where additional information or review is required, the tutor's comments will be in red.

Your name must be included in the file name of the submission.

For example: Module 1 Workbook Bob Smith.

If you have more than one file to upload as part of your submission, please combine these into a single file (for example, a .zip file) for upload.

1.4.4 Late Submissions

All submissions are to be made in accordance with the submission schedule for the session.

A late submission is one received after midnight EST of the scheduled submission date.

Resubmissions are due within 1 week of receiving a 'Not Yet Satisfactory' result.

Failure to submit within the required timeframe will result in 'demerit' points, in accordance with the following:

- One demerit point will be given for every late submission or resubmission.
- An additional demerit point will be issued for every additional week a submission is late.
- Should 10 or more demerit points be issued over the course of a session, you will be deemed 'Not Yet Competent' in the unit and your enrolment will be suspended.
- In addition, any graded submissions (such as the project) will incur a % penalty per day late. (Typically - 5% per day.)

For example, a workbook submitted 1 day late will incur 1 demerit point.

A workbook submitted 8 days late will incur 2 demerit points.

A graded project submitted 3 days late will incur 1 demerit point and 15% will be subtracted from the final grade.

1.4.5 Resubmissions

All resubmissions are due within 1 week of receiving a 'Not Yet Satisfactory' result.

Should an assessment submission be deemed unsatisfactory, you will have two (2) opportunities to resubmit the assessment item(s) based on the feedback provided by the tutor. These two resubmissions are at no additional cost.

On receiving a third (and final) assessment of 'Not Yet Satisfactory', you will be deemed 'Not Yet Competent' in the unit.

Should additional training and assessment be required, additional course fees may be charged. The student or employer (as relevant) will be advised of any such fees prior to any charges being made.

If a student is required to resubmit a graded assessment, the maximum mark awarded will be 50% (pass).

1.4.6 Assessment Criteria

The following criteria will be used to assess your assessment activities:

- Effective use of available material
- Demonstration of the learning outcomes relevant to the assignment.
- Logical organisation and development of ideas and arguments
- Clarity of expression, including correct grammar, spelling and punctuation.

You are expected to read beyond the program materials.

All sources used are to be appropriately referenced.

1.4.7 Assessment Marking

Your tutor will provide feedback on timely submissions within 5 business days of the scheduled due date.

Any late submissions will be assessed as and when the tutor is able.

Your weekly submissions will be assessed as either 'Satisfactory' or 'Not Yet Satisfactory'.

Major submissions, including project submissions, are assigned a percentile grade.

1.4.8 Complaints and Appeals

If you have any concerns or questions about the assessment process, we recommend that you approach your trainer in the first instance. You can also contact the course coordinator Jeanette@CompetencyAustralia.com.au with any concerns.

A complaints and appeals form is also available through the course website <http://CompetencyAustralia.edu.au>.

If a satisfactory outcome cannot be reached internally, an independent third party may be appointed to arbitrate and reassess if necessary.

If no satisfactory solution is reached, students can lodge a complaint with the Australian Skills Quality Authority (ASQA). Further details can be obtained at [Making a complaint | Australian Skills Quality Authority](#) or by telephoning the ASQA Info Line on 1300 701 801 or by emailing enquiries@asqa.gov.au

Please see our Complaints Policy, available for download from our website, for further information.

2. CONTENT

2.1 OVERVIEW

Along with the study guide and associated readings, you will be expected to undertake independent research and activities within your workplace to support your learning and complete assessment tasks.

Each assessment task is used as evidence to contribute to your overall competence.

Once you have successfully completed all six units and been assessed as competent by Competency Australia, you will have achieved the qualification 10780NAT – Graduate Diploma of Railway Signalling.

Please consider your present workload and commitments outside of the work environment prior to enrolment. The course load equates to an average of approximately 20hrs of study per week.

2.2 UNITS

Unit Code	Title	Pre-requisite	Nominal Hours
RSTSSR001	Develop concept signalling and safety management systems for the safe operation of railways	Nil	200
RSTSPR002	Apply railway signal engineering principles to the design of signalling systems	RSTSSR001	240
RSTSLA003	Develop the signalling layout	RSTSSR001	200
RSTSAP004	Determine subsystems and application requirements for the signalling system	RSTSSR001	230
RSTSME005	Manage the engineering requirements for a signalling system	RSTSSR001	230
RSTRIP006	Conduct a research project involving complex issues in railway signalling	RSTSSR001 RSTSPR002 RSTSLA003 RSTSAP004 RSTSME005	200
Total Nominal Hours			1300

2.3 UNIT DESCRIPTIONS

RSTSSR001 Develop concept signalling and safety management systems for the safe operation of railways

This unit covers the performance outcomes, skills and knowledge required to:

- develop concept railway signalling system plans
- develop outline safety plans for railway signalling systems
- apply techniques for hazard identification, risk assessment and mitigation
- define the processes for ensuring safety in the specification, design (data preparation, circuit design etc), verification and testing and commissioning (validation) of signalling systems.

These are essential elements in developing a project proposal for approval. They form the foundation for the designs and plans used for implementation.

The unit requires broad, systematic and multidisciplinary knowledge and skills related to the role of signalling in safe railway operation. It requires a broad knowledge of signalling principles and equipment.

This unit develops the broad concepts for a number of skills that are further developed in later units.

It requires the ability to demonstrate a professional understanding of the integration of the equipment and subsystems used to form the complete signalling system.

RSTSPR002 Apply railway signal engineering principles to the design of signalling systems

This unit covers the performance outcomes, skills and knowledge required to apply first principles to the design of signalling systems, including analysing operational requirements and relevant local signalling practices so that the delivered system is safe, fit for purpose and cost-effective. The requirements development process includes a critical analysis and evaluation of rail safety legislation, codes of practice, and industry standards and guidelines for inclusion in the design.

The unit requires the ability to interpret and create signalling documentation, including interlocking and control tables for given network layouts and operational requirements.

RSTSLA003 Develop the signalling layout

This unit covers the performance outcomes, skills and knowledge required to develop a signalling layout for a variety of different traffic patterns and equipment systems in a professional and cost-effective manner, taking into account the constraints of the layout and safety requirements.

It requires the ability to demonstrate a professional understanding of the integration of the equipment and subsystems used to form the complete signalling system. It also requires the ability to integrate requirements and constraints from multiple railway disciplines into a safe, efficient and cost-effective design.

RSTSAP004 Determine subsystem and application requirements for the signalling system

This unit covers the performance outcomes, skills and knowledge required to engineer signalling applications at the individual unit, or subsystem level in a safe manner.

It requires the ability to demonstrate a professional understanding of the factors to be considered when applying signalling and communications equipment at all stages in the lifecycle from specification to operation.

It requires the ability to demonstrate a professional understanding of the integration of the equipment and subsystems used to form the complete signalling system.

This unit builds on previous units to give the depth of knowledge and skills required to ensure the safe and effective operation of signalling equipment during all phases of the life cycle.

RSTSME005 Manage the engineering requirements for a signalling system

This unit covers the performance outcomes, skills and knowledge required to manage the engineering and safety requirements of the railway signalling and control system using a systems engineering perspective.

It requires the ability to understand and apply safety assurance and reliability, availability, maintainability and safety (RAMS) techniques and to provide for the integration of many subsystems and diverse equipment in a professional manner.

It requires the ability to demonstrate a professional understanding of the integration of the equipment and subsystems used to form the complete signalling system.

This unit builds on previous units to give the depth of knowledge and skills required to ensure the safe and effective operation of signalling systems during all phases of the life cycle.

RSTRIP006 Conduct a research project involving complex issues in railway signalling

This unit covers the performance outcomes, skills and knowledge required to undertake an individual research project concerning a railway signalling industry innovation/issue requiring investigation, analysis, and argument (rationale) to arrive at recommendations and conclusions.

This unit requires the ability to demonstrate a professional understanding of the integration of the equipment and subsystems used to form the complete signalling system, identifying issues in the system and providing safe and practical recommendations. This unit builds on the skills and knowledge gained in developing concept signalling system plans; applying railway signal engineering principles; developing signalling layouts; determining components and application requirements for signalling subsystems; and managing the engineering requirements for a signalling system.

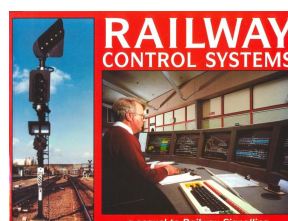
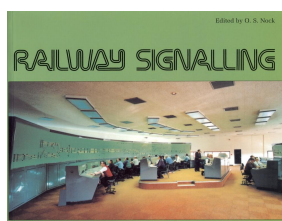
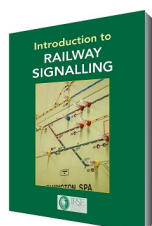
To successfully complete the unit RSTRIP006, you will be required to present to the assessment team and fellow students in a face-to-face format. This presentation day will typically be held in Sydney and you will be required to attend the full day.

2.4 TEXTBOOKS

The textbooks for the course can be purchased from the IRSE HQ website www.irse.org

The textbooks are required for RSTSPR002 Apply railway signal engineering principles to the design of signalling systems onwards.

- Text Book: Introduction to Railway Signalling, compiled by D. Kerr & T.Rowbotham, IRSE London
- Text Book: Railway Signalling, edited by O.S. Nock, A&C Black, London
- Text Book: Railway Control Systems edited by M. Leach, A&C Black, London



3. GENERAL PROCESS

3.1 AT THE START OF EACH SESSION

The course assessments consist of both individual and group activities. At the start of the session, you will be provided with contact details for your group. Regular catch ups with your group are important in ensuring that you are on track for completing group assessment activities.

At the start of each session, make contact with your group for the session.

Organise an initial group call (video call applications such as teams or zoom are preferred).

Agree on individual responsibilities and group processes during the initial conversation:

- Who will coordinate the meeting invitations?
- What form and frequency will these meetings have?
- How will you share documents and other information?

Conduct an initial review of the topics covered within the unit, and identify areas where you are experienced, and where you may require additional support. Ensure you allocate additional time for topics you are unfamiliar with.

Review the submission schedule against your work and personal commitments over the session. Identify any potential conflicts and make a plan to address them.

Set up an initial meeting with your mentor, and agree on a format and frequency for your ongoing discussions.

For example, a one-hour lunch meeting every Thursday or a short video call every week with email support when required.

3.2 EACH WEEK

At the beginning of the week (or before):

- Review the assessment requirements and questions for that week.
- Make a note of any questions that require additional research or resources, and ensure you start on these early. Examples include specific workplace documents, example designs or site visits.
- If the topics are unfamiliar to you or particularly challenging, organise additional time with your mentor.
- Review the group activities to ensure that you are aware of what is required.

By mid-week, you should:

- Read the course notes and make an initial attempt to answer the questions.
- Discuss the topics and your responses with your mentor
- Seek clarification where required by posting on the course forum. (This is important as the information on the forum is available to the whole group).
- Update and refine your responses based on further research and discussion with others.
- Complete and share any group work

Prior to submission, you must review your responses, ensuring that:

- You address all parts of each question being asked

- You have referenced appropriately and in accordance with the required standards
- Your responses are complete (no half-sentences, missing words etc) and legible.
- Any diagrams are clear, and of appropriate size and resolution. You do not need to use specific software for diagrams or circuits. Handwritten diagrams and designs are acceptable, provided they are neat and the information is clear.
- Any links or embedded files can be read and opened.
- A spelling and grammar check has been completed, with any errors corrected (most programs have the option to complete an automatic spelling and grammar check. In Microsoft Word, this can be found under Tools – Spelling and Grammar)
- You have defined all acronyms before use. For project submissions, you may use a table of acronyms towards the start of the document.
- You have saved your file using the appropriate naming convention (Module 1 Workbook Bob Smith) and have included your name on the front cover.
- You have completed the 'reflection' section of the workbook.

If the above steps have not been followed, the tutor may reject your submission without marking your responses or providing any detailed feedback. This will count as your first attempt at the assessment.

3.3 RESUBMISSIONS

On receiving an assessment of 'Not Yet Satisfactory', you should:

- Review the tutor's comments related to the question
- Review the relevant course material, texts etc
- Seek clarification and discuss with your mentor and/or associates where appropriate.
- Conduct additional research
- Provide an updated response to the relevant questions, and resubmit in the required timeframe (within 1 week of receipt of feedback).
- Ensure that you double check your response prior to re-submission.

On receiving a second assessment of 'Not Yet Satisfactory', you should:

- Review the tutor's comments related to the question
- If areas to be addressed are straightforward, complete the necessary updates and resubmit.
- If the areas of concern are complex, organise a time with your tutor for a one-on-one discussion.

4. ADDITIONAL INFORMATION

4.1 QUALIFICATION ISSUANCE

On successful completion of all activities, your qualification will be issued.

Qualifications will be issued within 14 days of confirmation of successful completion.

Qualifications and testamurs will be mailed in hard copy only, a soft copy of the certificate will not be provided.

If your contact details have changed during the session, please advise the course coordinator.

A fee of \$25 will be charged for each replacement certificate required.

4.2 PAYMENT

4.2.1 *Individual Learners*

A non-refundable initial deposit of \$600 is required to confirm enrolment.

The remainder of the course fee will be invoiced and due for payment prior to the commencement of the unit.

We accept the following payment methods:

- Direct deposit (preferred)
- Credit card (online payment, additional fees apply).

We do not accept cheques.

4.2.2 *Employers*

Where an employer engages Competency Australia to provide training and/or assessment, payment shall be as per arrangement.

4.3 REFUNDS

We request that you please advise of your intention to discontinue your enrolment in writing as soon as possible.

Any cancellations prior to commencement will result in forfeiture of the course deposit fee.

Please see our Refund and Cancellation Policy, available for download from our website, for further information.

4.4 CANCELLATION

If for any reason Competency Australia is unable to meet its service agreement to a student, we will provide a full refund. Alternatively, we will be happy to arrange to place you on the next convenient course available.

4.5 REASONABLE ADJUSTMENT

Wherever possible, we will make reasonable adjustments to meet your individual needs. Any special needs, including physical, learning or health conditions which may require adjustments to be made should be advised as part of or prior to the enrolment process. Appropriate adjustments will then be discussed.

4.6 ACCESS & EQUITY

Competency Australia is committed to integrating access and equity principles within all the services that we provide to our clients. All staff recognise the rights of learners and provide information, advice and support.

Regardless of cultural background, religion, gender, sexuality, disability, location or age you have the right to learn in an environment that is free from discrimination and harassment and be treated in a fair and considerate manner while you are studying with us.

4.7 DISCRIMINATION

We will not tolerate any unlawful discrimination or harassment based on sex, pregnancy, marital status, race (including colour, ethnic background, national identity and ethno-religion), sexuality, disability or age, etc.

Harassment includes any form of behaviour that a person does not want, finds offensive, humiliating or intimidating.

4.8 BEHAVIOUR

Clients are expected to behave appropriately and in a mature and professional manner at all times. All clients are expected to take responsibility for their own learning and behaviour during training and assessment. Misconduct will not be tolerated.

Misconduct includes

- Any offensive conduct or unlawful activity (e.g. theft, fraud, violence, assault);
- Interfering with another person's property;
- Removing, damaging or mistreating Competency Australia property or equipment;
- Cheating/plagiarism;
- Interfering with another person's ability to learn through disruptions during training;
- Breach of confidentiality;
- Inappropriate language;
- Serious negligence, including WHS non-compliance;
- Discrimination, harassment, intimidation or victimisation;
- Being affected by drugs, alcohol or fatigue or otherwise being unfit to participate in learning activities.

Competency Australia is a drug and alcohol free training facility. Students are expected to comply with our drug and alcohol policy, including undergoing drug and alcohol testing.

4.8.1 *Respect for Others*

Competency Australia retains the right at all times to remove disruptive clients from the training environment.

- You will be expected to treat staff and fellow clients with respect and observe any client etiquette requirements that appear in the student handbook or are requested during the course by a trainer/assessor.
- Inappropriate language and actions will not be tolerated.
- Harassment, bullying and intimidation of staff or fellow learners will not be tolerated.
- Treat facilities and equipment with due care and respect.
- You are required to respect the rights of others and treat others in a manner which is fair and non-discriminatory.

4.9 **LEGISLATIVE REQUIREMENTS**

Competency Australia is committed to ensuring compliance with all legislative requirements of State and Federal Government.

4.10 **MANAGEMENT & ADMINISTRATION**

Student records are managed securely and confidentially and are available for student perusal on request.

4.11 **PRIVACY**

Competency Australia strongly supports the privacy and confidentiality of students' information and this is supported through compliance with the Privacy Act 1988 and the Student Identifiers Act 2014. Certain information regarding geographic location, gender, age and results are required for statistic requirements by Government bodies.

4.12 **RECOGNITION OF PRIOR LEARNING (RPL)**

Recognition of prior learning assessment is available to all learners. If you believe you have relevant current skills and abilities that you have gained previously, please contact your course coordinator.

They will discuss the evidence requirements and documentation required to support your application.

4.13 **MUTUAL RECOGNITION**

Competency Australia recognises AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations.

4.14 **ASSESSMENT**

Assessment Malpractice

Assessment malpractice includes: cheating, collusion and plagiarism.

Competency Australia regards the integrity of assessment as critical to its professional responsibilities as an RTO and therefore strives to ensure the assessment processes are not compromised. Competency Australia has policies and procedures in place for dealing with assessment malpractice. Cheating or the use of another person's work and submitting as your own will not be tolerated.

Collusion is the presentation of work, which is the result in whole or in part of **unauthorised** collaboration with another person or persons. It is your responsibility to ensure that other clients do not have opportunity to copy your work.

Copying from a published work (including the internet), without referencing, will not be tolerated. This includes presentation of work which has been copied in whole or in part from another person's work or from any other source such as the Internet, published books, and periodicals. This includes systematic re-wording or changing key nouns and verbs. **You must follow referencing guidelines if you take another person's idea, and put it into your own words.**

4.15 CHANGE OF PERSONAL DETAILS

Clients are required to ensure their personal details recorded with Competency Australia are up-to-date at all times. Should your circumstances or details change please advise us via email.

4.16 EVALUATION AND FEEDBACK

Competency Australia values all feedback from clients as it assists us to continuously improve the products and services we offer. Clients are encouraged to provide us with feedback, both positive and constructive.

Thank you in advance for your comments.

4.17 UNIQUE STUDENT IDENTIFIERS (USI)

The Unique Student Identifier or USI is a reference code made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

Your USI will give you access to an online record of the training you have done since 1 January 2015.

You are now able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

You must provide your Unique Student Identifier (USI) before we can issue you with a statement of attainment or qualification. This USI is verified using your personal details (name and birth date) to ensure the details provided are correct.

If you are unsure whether you have a USI, or you have forgotten it, please talk to your trainer/assessor or visit <https://www.usi.gov.au/>

4.18 LANGUAGE, LITERACY AND NUMERACY

As part of the Graduate Diploma of Railway Signalling, you will be required to have strong language, literacy and numeracy skills. As part of the training, you will be required to analyse legislation and literature, author documents including designs, plans, technical research reports, consult with others, work in teams, undertake cost benefit analysis, calculate signalling headways, apply circuit design principles and analyse technology options for different systems.