



# MEMBERS' BULLETIN

**RAIL TRAM AND BUS UNION**

**Bulletin No: 52/2009**

**9th July 2009**

**To: All RTBU Members - CityRail Stations**

## **COMPETENCY ASSESSMENTS**

The RTBU issued a dispute regarding Competency Assessments being undertaken across the network. Members had a concern that RailCorp would use these assessments to determine who would be placed in positions following staff reviews.

The RTBU met with RailCorp and the result is as follows:

RailCorp is undertaking a range of competency assessments across all sectors for wages staff. The RTBU were concerned that the assessments would be used for future placements of employees.

RailCorp stated that the assessments were only to determine what, if any, skills gap training is required by individual employees and guaranteed that they will not be used for competitive placement into positions.

RailCorp gave a commitment that they would properly brief employees on the above.

Members have reported that some managers have advised them that these assessments will determine whether employees will be cleaners or not - THIS IS NOT CORRECT.

Members can choose whether they work for Presentation Services or Station Operations.

RailCorp have advised that the only time an employee would be required to undertake station presentation on a full time basis is for a short period following implementation of the review outcomes due to a shortage of presentation staff. RailCorp further advised that this would be an exceptional circumstance.

A copy of RailCorp's memo to staff is on the reverse side.

If members have concerns regarding this issue, they should have their local delegate contact Natalie Rickard on Ph: 9264 2511 or mobile: 0406 977365.

**Bulletin Issued by:**  
**Phillip Kessey**  
**Lead Organiser**

**Bulletin Authorised by:**  
**Nick Lewocki**  
**Secretary**



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### Notice To Staff Participating In CSA Assessments

As a part of the Station Staff Review process, CSAs and other staff may be requested to undertake a Recognition of Prior Learning (RPL) assessment. This assessment is designed to validate and confirm levels of competence within staff so that appropriate gap training where required can be scheduled to assist staff in the performance of their duties in the post staff review station structure.

In particular, this will assist CSA1 employees to attain the required competencies at CSA level which will enable them to progress to the new pay rates arising from the Staff Review process at the earliest opportunity.

The assessment process will not in any way be utilised for the purpose of merit selection or competitive assessment for placement into positions. This provision includes all CSA and CSTL grades.

Prior to being requested to participate in this process, the relevant station manager and affected staff will be briefed on the aims and the approach that will be taken for these RPL assessments. Key elements of this briefing are:

- If staff want to be transferred to a cleaning role within Presentation Services, they have the option of not completing the RPL assessment. Staff are requested to advise the assessor and /or station manager they do not wish to participate.
- If staff have been requested to undertake the assessment and are uncertain about what this means for them, please take the opportunity to discuss these with the assessor and, if you wish, your station manager.
- Staff co-operation is important in completing these assessments to enable us to assist in meeting the training needs of individuals

Staff will then be interviewed by the workplace assessors who will ask a series of questions contained in the RPL assessment document.

These questions are based on the competencies of a CSA.

If the result of the RPL assessment is that individual staff are deemed appropriately prepared to progress to the next stage, they will be scheduled to undertake a written competency based assessment at a later date

If the result of the RPL assessment is that individual staff are not deemed appropriately prepared to progress to the next stage, a training plan will be implemented to support them to gain the required CSA competencies. Staff who have difficulty in completing the training will be provided with support and assistance to help them to complete the training.

### SSR PROJECT TEAM

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