



Australian Government

Department of Education, Employment and Workplace Relations

TLIC3057A Perform guard duties as part of electric passenger train operations

Release: 1

TLIC3057A Perform guard duties as part of electric passenger train operations

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to perform guard duties as part of electric passenger train operations in accordance with safeworking and regulatory requirements and workplace procedures as the guard of an electric passenger train. It includes assisting in all movements and related activities required to achieve operational requirements, changing work locations, handing over a train to a relief crew, providing customer service and maintaining customer safety. Licensing or certification requirements are not applicable to this unit.

Application of the Unit

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Persons achieving competence in this unit will need to fulfil the applicable legislated state rail safety requirements including acts and regulations together with any nationally approved compliance codes and/or guidelines.

Work is performed under minimal supervision, generally within a team environment. It involves the application of routine operational principles and procedures to the performance of train guard duties in traffic for an electric passenger train to operational requirements as part of workplace activities across a variety of operational contexts within the Australian rail system.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Perform on train role/duties efficiently and effectively	<ul style="list-style-type: none">1.1 On train duties are performed in accordance with the relevant codes of practice, workplace procedures and instructions1.2 Right of way activities are performed to ensure train is operated safely within the confines of platform or station limits1.3 On train duties are performed in a manner that provides optimal customer safety and comfort1.4 On train duties are performed to meet specified timetable and schedule in accordance with on-time running standards1.5 Train carriages and the performance and operation of equipment are monitored to optimise running conditions by identifying any faults, defects and deficiencies1.6 Relevant workplace procedures, OH&S and environmental requirements are followed to prevent injury and damage
2 Complete train journey	<ul style="list-style-type: none">2.1 Train documentation is received, interpreted and applied in accordance with relevant workplace procedures and safeworking systems2.2 Relevant workplace procedures, safeworking and signalling requirements are followed throughout train operations2.3 Communications are maintained with relevant personnel during the train journey in accordance with the relevant workplace procedures and safeworking systems2.4 Assistance is provided to customers with or without special needs in accordance with workplace requirements2.5 Correspondence and/or cash and/or valuables are carried in cooperation with relevant personnel2.6 Platform duties are performed in accordance with workplace procedures
3 Maintain/manage communications	<ul style="list-style-type: none">3.1 Passengers are advised of station identification, emergency situations and other critical information, using the train communications system in accordance with workplace procedures3.2 Instructions from network control and other relevant personnel are received, interpreted and applied to ensure safe and effective control of the train3.3 Communications are maintained with network control and other relevant personnel during the train journey in accordance with the workplace rules and procedures, and safeworking systems3.4 Instructions concerning train operation are given to relevant personnel to ensure safe and efficient on-time running3.5 Instructions are verified, when required, interpreted and followed, in accordance with relevant codes of practice, safeworking systems and requirements and organisational policies and procedures, to ensure that actions taken are appropriate and safe

ELEMENT

PERFORMANCE CRITERIA

3.6 Fixed and hand signals and verbal movement commands are interpreted and followed, in accordance with safeworking systems and organisational policies and procedures

ELEMENT	PERFORMANCE CRITERIA
4 Carry out inspections during train journey	<p>4.1 Train visual checks are made in accordance with workplace procedures</p> <p>4.2 Identified problems and or defects are reported and/or rectified in accordance with workplace procedures, other regulatory requirements and manufacturers instructions</p> <p>4.3 Incidents or unusual occurrences are reported to relevant personnel in accordance with established policies and procedures</p> <p>4.4 Safety of train is monitored through on-board surveillance systems</p>
5 Change ends	<p>5.1 Arrival procedures are carried out in accordance with workplace procedures</p> <p>5.2 Checks and terminus inspections of the train are carried out in accordance with workplace procedures</p> <p>5.3 Incidents or unusual occurrences are reported to relevant personnel in accordance with established policies and procedures</p>
6 Conduct train hand-over to relieving crew	<p>6.1 Identity of relieving crew is checked and confirmed</p> <p>6.2 Relevant personnel are advised of condition and location of the train</p> <p>6.3 Relieving crew is updated and where applicable documentation is completed and/or handed over</p>
7 Accept train hand-over as relief guard	<p>7.1 Relieving guard is positioned at correct time and location as per organisational requirements</p> <p>7.2 Identity of relief guard is confirmed</p> <p>7.3 If required, train status and/or other relevant information and/or documentation is received and referred to as per organisational requirements</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Legislated rail safety requirements including state and territory acts and regulations together with any nationally approved compliance codes and/or guidelines
- Relevant OH&S and environmental procedures and regulations
- Train operational instructions
- On-train controls, instruments and indicators and their purpose, location and use

REQUIRED KNOWLEDGE AND SKILLS

- Train operating procedures
- Procedures for carrying out in-service checks
- Requirements for completing relevant documentation
- Train characteristics including: track and train dynamics, monitoring principles and procedures, and signalling systems
- Train equipment and systems including: monitoring devices, braking and drive equipment, ancillary systems, and signalling systems
- Track and road characteristics including: track limitations, speed limitations, gauge limitation, curves and gradients, curfews, location of signals and crossings, emergency cross-overs, and yard and siding layouts
- Local procedures and operating requirements
- Procedures for operating electronic communications equipment with required protocol
- Fatigue management knowledge and techniques including: causes and effects of fatigue, strategies to manage fatigue, factors which increase fatigue-related accidents, and lifestyles which promote the effective long-term management of fatigue

Required skills:

- Communicate effectively with others when performing guard duties as part of electric passenger train operations
- Read and interpret instructions, procedures, information and signs relevant to performing guard duties on an electric passenger train
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the guard duties on an electric passenger train to operational requirements
- Operate electronic communication equipment to required protocol
- Work collaboratively with others as part of a train crew
- Identify and assess on-train defects and deficiencies and take appropriate action to report, isolate, repair or replace any identified defective equipment as per workplace procedures
- Implement contingency plans for unplanned events
- Apply precautions and required action to minimise, control or eliminate hazards that may exist when performing guard duties on an electric passenger train to operational requirements
- Recognise problems that may arise when performing guard duties on an electric passenger train and take appropriate action
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, vehicles or equipment
- Adapt to differences in trains and ancillary equipment

Required skills:

- Select and use required personal protective equipment conforming to industry and OH&S standards
- Monitor train performance and security to facilitate optimum safe operation
- Apply information about the track or road to train operations
- Monitor journey schedule
- Apply fatigue management knowledge and techniques

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement
- Assessment must include exercises which demonstrate competent performance of the following in a range of situations:
 - performing on-train guard duties correctly
 - carrying out inspections in accordance with workplace requirements
 - performing hand-over and relief activities correctly
 - monitoring the performance of the train including passenger safety and comfort during service

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is

EVIDENCE GUIDE

required to:

- relevant and appropriate materials and equipment, and
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

EVIDENCE GUIDE

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Operations may be conducted:

- by day or night
- in all weather conditions

Rolling stock includes:

- any electric passenger rolling stock in service within Australian rail systems

Safety devices may include:

- power brakes
- hand brakes
- chocks
- lock-out equipment to prevent train from moving
- emergency and safety equipment

Track and road characteristics include:

- track and bridge limitations
- speed limitations
- gauge limitation
- curves and gradients
- curfews
- location of signals and crossings
- emergency cross-overs

Relevant personnel can include:

- train controllers
- train examiners
- maintenance personnel
- train crews
- yard and other operational personnel
- those providing operational assistance
- signals staff
- passengers

RANGE STATEMENT

- Communication protocols may include:
- station staff
 - general safety
 - emergency messages
 - testing communications equipment
 - transmitting and receiving messages
 - identification
 - standard radio terms
 - phonetic alphabet
 - spoken figures
- Communications equipment may include:
- oral, aural or signed communications
 - hand-held or portable two-way radio equipment
 - fixed and mobile telephone equipment
- Depending on the type of organisation concerned, workplace procedures may be called:
- standard operating procedures
 - company procedures
 - enterprise procedures
 - organisational procedures
 - established procedures
 - site procedures
- Information and documents may include:
- train running sheets
 - time sheets
 - equipment operation manuals and maintenance specifications
 - emergency procedure manuals
 - relevant maintenance specifications
 - two-way radio operation procedures
 - maintenance notices, records and requests
 - isolation and lock-out procedures
 - procedures for using protective clothing and equipment
 - local instructions
 - emergency procedures manual
- Applicable legislation, regulations and codes may include:
- applicable legislated state/territory rail safety requirements together with any nationally approved compliance codes and/or guidelines
 - relevant Australian Standards and related requirements
 - relevant state/territory OH&S legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field C - Vehicle Operation