



CLIENT INDUCTION  
INSTRUCTION MANUAL



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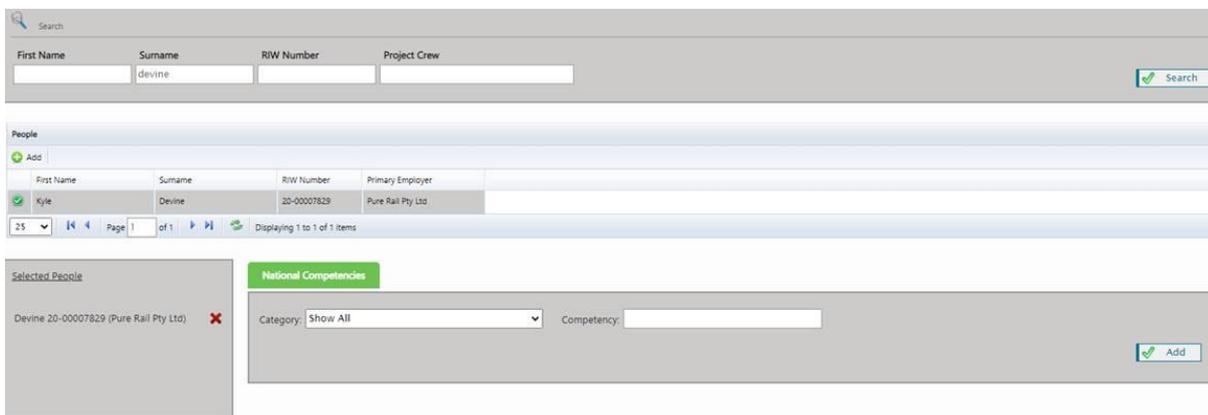
## Trans4m – N2NS Induction

### 1. In RIW – Go to employee card and add the N2NS ROLE

Project N2NS - Narrabri to North Star	✘	✔	✔	CH&S-WHS - Induction.Construction NSW (24099) Rail - JH - Global Mandatory Requirements (GMR) (68446) Rail - Statement of Attainment.TUF2080 Safety access the rail corridor (64367) Rail (Network) - Induction.ARTC National Contractor Induction (24105) (ARTC)	<b>At least one of the following:</b> Generic - JH - Foundations of HSE (68026a) (missing) Generic - Course.JH - Foundations of HSE (E&LEARNING ONLY) (68026) (missing) <b>At least one of the following:</b> Rail - JH - SQE Risk Management (940001a) (missing) Rail - JH - SQE Risk Management (E&LEARNING ONLY) (940001) (missing) (award) <b>At least one of the following:</b> Generic - JH - Health, Safety, Environment & Sustainability Induction HSES (94002a) (missing) Generic - JH - Health, Safety, Environment & Sustainability Induction HSES (ELA	National
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### 2. Go to **E-Learning** Tab at the top of the page

### 3. Search employee and click **+ADD**

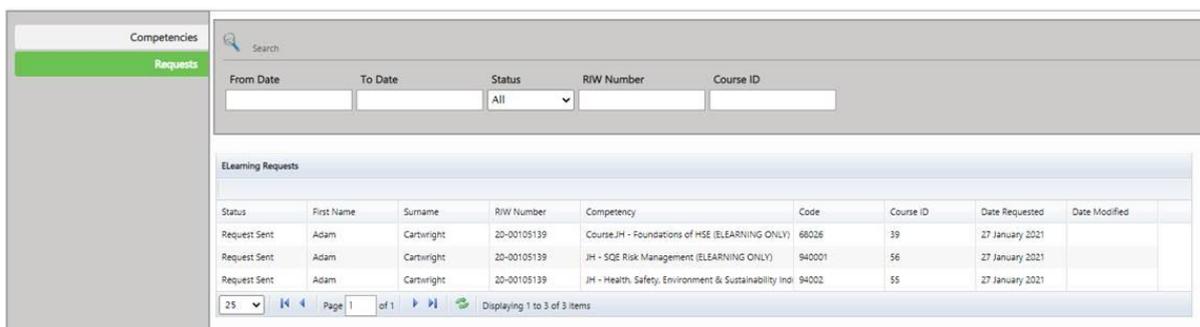


### 4. This will add employee to **'Selected People'**

### 5. In 'Competency' type in the three module numbers (one at a time) 68026 94001 & 94002. Also add EL78 N2NS Social Questionnaire (make sure it says E-LEARNING next to the module) and click **ADD**

### 6. The system sends them an email directly to their email address.

### 7. You can check you have done it in the top left corner under **REQUESTS**



Status	First Name	Surname	RIW Number	Competency	Code	Course ID	Date Requested	Date Modified
Request Sent	Adam	Cartwright	20-00105139	Course.JH - Foundations of HSE (E&LEARNING ONLY)	68026	39	27 January 2021	
Request Sent	Adam	Cartwright	20-00105139	JH - SQE Risk Management (E&LEARNING ONLY)	940001	56	27 January 2021	
Request Sent	Adam	Cartwright	20-00105139	JH - Health, Safety, Environment & Sustainability Ind	940002	55	27 January 2021	

In addition to the above, the following online induction must be completed:

<https://bookwhen.com/n2ns>

\*\*\* Please ensure emergency contact is completed in riw.

## ARTC National Contractor Induction

- a) If you do not hold a current ARTC National Contractor Induction Please go to:-  
<http://www.artc.com.au/work/contractors/inductions/>

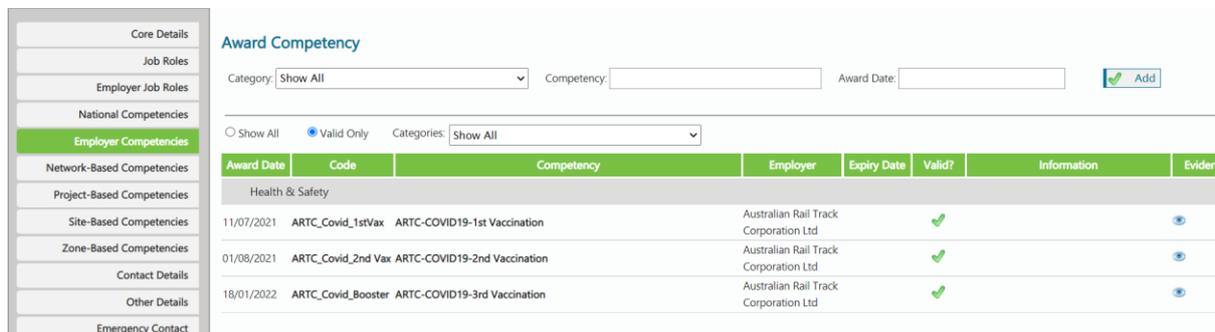
If you have not used ARTC Realm before please create a new account and proceed to the induction.

Once you have sat the induction, please:-

1. Print the Card
2. Sign the Card
3. Scan a copy through to [admin@purerail.com.au](mailto:admin@purerail.com.au)

## ARTC COVID-19 Vaccination Roles

1. In RIW – Go to employee, then “Employee Competencies”
2. Enter Competency (listed below) and Award date. Click **ADD**.



Award Date	Code	Competency	Employer	Expiry Date	Valid?	Information	Evidence
11/07/2021	ARTC_Covid_1stVax	ARTC-COVID19-1st Vaccination	Australian Rail Track Corporation Ltd		✓		
01/08/2021	ARTC_Covid_2nd Vax	ARTC-COVID19-2nd Vaccination	Australian Rail Track Corporation Ltd		✓		
18/01/2022	ARTC_Covid_Booster	ARTC-COVID19-3rd Vaccination	Australian Rail Track Corporation Ltd		✓		

## ARTC TMACS

To be completed through Kineo learning: <https://artc.kineoportal.com.au/login>

Below is a guide to the various courses that are available. Including the requirements where multiples competencies (roles) are held.

- Protection Officers – level 2 and 3
  - Course reference **TMACS Oct 2021 – PO2 & 3**, completion time approximately 20-30mins
- Protection Officers – level 4
  - Course reference **TMACS Oct 2021 – PO4**, completion time approximately 40-50mins
- Track Vehicle Operators
  - Course reference **TMACS Oct 2021 – TVO**, completion time approximately 20-30mins
- Safeworking – level 1
  - Course reference **TMACS Oct 2021 – SW1**, completion time approximately 20-30mins
- Safeworking – level 2
  - Course reference **TMACS Oct 2021 – SW2**, completion time approximately 40-50mins

Completion of the training and certificate upload to RIW is required prior to 27th October 2021 to maintain your competencies.

My highest level of competency	Which training package is required ?	I have a combination of competencies Which training do I complete ?
Protection Officer Level 2	Protection Officer Level 2/3 (PO2/3)	If PO2 and TVO, complete <b>TVO</b> If PO2 and SW1, complete <b>SW2</b>
Protection Officer Level 3	Protection Officer Level 2/3 (PO2/3)	If PO3 and TVO, complete <b>TVO</b> If PO3 and SW1, complete <b>SW2</b>
Protection Officer Level 4	Protection Officer Level 4 (PO4)	If PO4 and TVO, complete <b>PO4</b> If PO4 and SW1/2, complete <b>PO4 and SW1</b>
Track Vehicle Operator	Track Vehicle Operator (TVO)	If PO2/3 and TVO, complete <b>TVO</b>
Safeworking Level 1	Safeworking Level 1 (SW1)	If PO2/3 and SW1, complete <b>SW2</b> If PO4 and SW1, complete <b>PO4 and SW1</b> If TVO and SW1, complete <b>SW2</b>
Safeworking Level 2	SW2 - Safeworking Level 2 (SW2)	If PO2/3 and SW2, complete <b>SW2</b> If PO4 and SW2, complete <b>PO4 and SW1</b> If TVO and SW2, complete <b>SW2</b>



## UGL

1. Go to employee card and add **UGLRL – Operator on Track** role.
2. Go to **E-Learning** Tab at the top of the page
3. Search employee and click **+ADD**. This will add employee to **'Selected People'**
4. In 'Competency' type in the following module numbers (one at a time)
  - EL117 (UGL Regional Linx Contractor Induction (EL117)
  - EL118 (UGL Regional Linx Critical Risks Overview (E-learning ONLY) (EL118)Click **ADD**

PO certificates need to have UGL on them before their CRN roles will be accepted on the RIW CRN PO4, CRN SW1, etc etc

## Graincorp

Online induction: <https://www.login.linksafe.com.au/Account>

## JMDR – W2S

1. Go to **E-Learning** Tab at the top of the page
2. Search employee and click **+ADD**. This will add employee to **'Selected People'**
3. In 'Competency' type in the following module numbers (one at a time)
  - JMDR W2S Project Induction (ELEARNING ONLY) (EL80)Click **ADD**



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## MTMS (JHG Next Rail)

1. Go to employee card and add **Project MTMS – North Package 2** role.
  2. Go to **E-Learning** Tab at the top of the page
  3. Search employee and click **+ADD**. This will add employee to **'Selected People'**
  4. In 'Competency' type in the following module numbers (one at a time)
    - JH - SQE Risk Management (ELEARNING ONLY) (940001)
    - GMR for Subcontractors (ELEARNING ONLY) (EL68)
    - Course.JH - Foundations of HSE (ELEARNING ONLY) (68026)
    - JH - Health, Safety, Environment & Sustainability Induction HSES (ELEARNING ONLY) (94002)
- Click **ADD**