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6.1 COMPETENCY MANAGEMENT RAILWAY OPERATIONS

6.1.1 Competencies

6.1.1.1 Requirements

All the operational duties on the railway listed below require that STRPS volunteers are passed as competent to perform them.

- Steam Locomotive Fireman
- Steam Locomotive Driver
- Diesel Locomotive Driver
- Rescue Diesel Locomotive Driver
- Works Train Diesel Locomotive Driver
- Battery Electric Locomotive Driver
- Rescue Battery Electric Locomotive Driver
- Works Train Battery Electric Driver
- Guard.
- Shunter
- Signaller.
- Crossing Keeper.
- Duty Operations Manager.

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6.1.1.2 Competency. Competent means having been examined in the current (at the time of examination) STRPS Rule Book achieving a minimum score of 95% and been passed as competent in a practical and theory exam as necessary for the duty by an STRPS approved examiner, or the STRPS Independent Competent Person (ICP) and in addition having met the medical requirements for the role in question.

STRPS volunteers may undertake a duty as a trainee as part of their learning but only under the direct supervision of an STRPS Approved Trainer. In such circumstances, the qualified STRPS Approved Trainer is responsible for the duty being carried out correctly.

6.1.1.3 Rescue Battery Electric (BE) Locomotive and Rescue Diesel Drivers. These drivers are not permitted to drive a passenger carrying train and are only authorised to drive a BE or diesel locomotive to the rescue site when taking part in the rescue of a failed train. The failed train will only be driven back by a BE/diesel passenger qualified driver. This may be the BE/diesel rescue driver if passenger qualified or the driver of the train being rescued if BE/diesel passenger qualified.

Care must therefore be taken in rostering to ensure that at least either the BE/diesel rescue driver or the driver of the train to be rescued is BE/diesel passenger qualified.

6.1.1.4 Works Train Drivers. These are not permitted to drive a passenger carrying train but are permitted to drive a rescue BE or diesel locomotive to the rescue site and then hand over to the BE/diesel passenger qualified driver when taking part in the rescue of a failed train.

6.1.2 Achieving Competence

6.1.2.1 STRPS Rule Book and Medical Clearance. All STRPS volunteers and staff intending to achieve an operational duty competence will be required to take a written rulebook examination and achieve a 95% score – duty training can commence before the rulebook exam pass is achieved but no practical examination can take place until the rulebook exam is taken and a 95% score is achieved and in addition the medical clearance as required for the role in question has been achieved.

6.1.2.2 Pre Training Requirements for Operational Duties. A new operational trainee must have successfully completed the following training modules before they embark on a duty specific training programme and be able to show their approved trainer evidence of this.

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- **Railway 1.**

All STRPS staff & volunteers whose duties involved going “trackside” are required to have completed and passed the Railway 1 course before they commence activities which require them to be “trackside” anywhere on the railway.

- **Railway 2.**

Any STRPS member of staff or volunteer must have completed and passed Railway 2 before they commence any operational duty training program to undertake the operational duties listed in 6.1.1.1)

6.1.2.3 Shunter. STRPS volunteers qualified in the operational duties listed in 6.1.1.1 may undertake the control of shunting duties only if they have completed and passed both Railway 2 & the STRPS Shunting Course.

Shunting duties include coupling/uncoupling vehicles, applying/releasing vehicle brakes, operating ground frames and hand points, and Alston Signal box when it is acting as a ground frame, and giving signals to locomotive drivers to indicate a requirement to move/ stop non-passenger-carrying vehicles/trains and the shunting duties associated with the operation of trains including coupling on/uncoupling to assemble trains and run around.

STRPS staff & volunteers can be passed as Shunters and not hold any other operational duty qualification thus permitting members of the engineering team to be qualified as Shunters without holding a locomotive driving qualification.

6.1.3 Maintaining Competence

6.1.3.1 Duration of competence. A duty competence is valid for 3 years from the date of examination after which the STRPS staff member or volunteer will be required to undergo recertification in order to continue with the competence for a further period of 3 years.

6.1.3.2 Number of turns. An STRPS staff member or volunteer is required to have completed a least three duty turns / shifts per operating season to maintain the competence during the 3 years the competence is valid – if a volunteer undertakes half day duty turns/shifts during the operating season this counts as half a turn towards their requirement to complete 3 turns. For steam crew a turn as either fireman or driver counts towards the three required turns.

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6.1.3.3 Non achievement of number of turns. If an STRPS staff member or volunteer does not achieve the minimum of 3 duty turns/shifts in an operating season, they will need to undergo recertification to be able to undertake the duty in the following season.

6.1.3.4 The STRPS may amend this minimum requirement by means of a derogation if this is required for operational purposes.

6.1.3.5 STRPS Rule Book. If the STRPS Rule Book is updated operational volunteers will be informed a change notice and reissue of the electronic version. All operational volunteers will be required to undertake a written rule book test and achieve a minimum 95% score every 3 years as part of the 3 yearly duty recertification process.

6.1.4 Competency Arrangements.

6.1.4.1 Achieving Competence.

Training and examination in any duty is in **3** parts:

- STRPS Rule Book Examination
A candidate will be required to undergo an STRPS Rule Book written “open book” examination and achieve a mark of 95% - the exam to be taken and outcome known by the time the duty specific practical and theory examinations taken.
- A candidate will be required to have undergone the necessary medical enquiries for their particular duty before the practical examination can take place.
- Duty specific training and practical & theory examination

All volunteer candidates will undergo a course of training in their chosen duty which may include classroom based & practical training in the duty, supported by private study of relevant policies and procedures resulting in a formal assessment by either an approved STRPS Examiner or by the STRPS Independent Competent Person (ICP).

A written record of a candidate’s practical training progress towards final examination is maintained in which the approved STRPS trainer confirms that training has been received and understood.

A candidate for any operational duty must have undergone a minimum of **10 recorded** training duty turns / shifts with an approved trainer before they can be confirmed as ready for examination except in the case of section 6.1.4.2 below.

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A written record of the candidate's examination is prepared with the candidate receiving a copy and a copy retained in the volunteers training records held in Station House.

Following successful completion of the STRPS Rule Book examination and duty specific practical examinations a Results Report will be issued to the candidate which confirms the candidate's examination results.

This report will be prepared & issued by the STRPS Operational Volunteer Competency System Manager which if appropriate will confirm duty competence and the time validity of the competency.

Competency is valid for 3 calendar years from the date of the Results Report review

A Certificate of Competence will be issued to the candidate.

Training is arranged as required to meet operational needs and as trainer resources allow throughout the year.

6.1.4.2 Achieving Competence in Additional Duties.

Once an operational volunteer has qualified in their first chosen operational area they may, if required by the railway, train and qualify in other operational areas. The number of training turns required to undertake examination in further operational areas may in some circumstances be reduced to reflect skills and knowledge already achieved in the first chosen operational area as shown below:

Further operational area to be achieved	Notes
Diesel Driver	If the volunteer holds a steam driver, BE driver or guard certificate they make take their diesel driver examination after 5 trainee turns with a qualified diesel driver trainer. This may be reduced to 2 turns with a qualified examiner/trainer for qualified and experienced steam crew.
BE Driver	If the volunteer holds a steam driver, diesel driver or guard certificate they make take their BE driver examination after 5 trainee turns with a qualified BE driver trainer.

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Signaller	If the volunteer holds a steam driver, diesel driver, BE driver or guard certificate they make take their signaller examination after 5 trainee turns with a qualified signaller trainer.
Crossing Keeper	If the volunteer holds a signaller certificate they make take their crossing keeper examination after 2 trainee turns with a qualified crossing keeper trainer.
Guard	If the volunteer holds a steam driver, diesel driver or BE driver certificate they make take their guard examination after 5 trainee turns with a qualified guard trainer.

In addition:

- The candidate's existing certificate of competence is current at the time of examination in their additional duty.
- The candidate has met any additional medical requirements of the addition in which they are being examined.

It should also be noted that the driving qualifications in the above table are passenger driving qualifications. Rescue or works train driving qualifications are excluded.

6.1.5 Approval of Examiners & Trainers

At the start of each operating season a list of approved examiners and trainers will be prepared and issued as part of SMS Section 6.1

6.1.5.1 Examiners Selection Criteria.

- 6.1.5.1.1** Examiners are chosen on the basis of having carried out the duty pertaining to the role to be examined for at least the previous 3 operating seasons.
- 6.1.5.1.2** Examiners must have completed 3 duty turns/shifts of the duty being examined in the previous operating season.
- 6.1.5.1.3** Examiners may also be trainers in the duty being examined and if this is the case they should avoid examining trainees for whom they carried out the majority of their training.

6.1.5.2 Trainers Selection Criteria.

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6.1.5.2.1 That they have been passed as competent in the duty to be trained and have undertaken at least 3 duty turns/shifts during the previous operating season.

6.1.5.2.2 Have the interpersonal and communication skills and ability to motivate and retain trainees.

6.1.6 Trainee Allocation to Trainers.

It is likely, given the way the rosters work, that trainees may train with a number of different approved trainers and this may be beneficial in terms of trainees experiencing different approaches provided these approaches accord with recognised policies and procedures on the railway.

Training duties are recorded to ensure a trainee has accrued sufficient training duties as set out in 6.1.3 and 6.1.4 above in order to meet the stated training requirements of the duty involved before examination takes place.

Trainees may spend time “shadowing” other STRPS volunteers as they are rostered who are not approved trainers, this time is not regarded as formal training towards the minimum of 10 turns required before examination or in the case of the number of turns required in 6.1.4.2 above, five turns or two turns.

6.1.7 Derogations

If a volunteer fails to meet the minimum duty requirements in an Operating Season to maintain competency or presence on the approved trainers & examiners list for the following operating season then a written derogation can be issued by the Chair of Trustees which allows the volunteer to remain competent or remain as an approved trainer and/or examiner in the following operating season.

A copy of the derogation is held in the volunteer’s competency records.

6.1.8 Railway Qualifications held on other railways by STRPS Volunteers.

STRPS volunteers who are qualified on any other railway for a specific duty must not be rostered to the duty on the STRPS or be allowed to undertake the duty unsupervised on the STRPS, until they have achieved a pass in an examination of the STRPS Rule Book, as well as a pass in the examination specific to the duty itself and have met any applicable medical screening requirements.

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6.1.9 Documentation.

The following documentation forms part of the STRPS competency management system:

Individual Training Records.

Individual Results Reports.

Training Program Syllabus & Associated Examination Papers.

Completed Examination Papers.

Certificates of Competence

Medical Declarations and Certificates of Fitness for Duty

List of Approved Trainers & Examiners.

List of Certified Operational Volunteers.

Copies of Derogation decisions.

ENDS