KiwiRail Training Course Catalogue

2020

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We are excited to introduce to you some of the key changes we have made to our Track Protection and Tunnels courses.

In this catalogue you will find information on how these course re-designs affect you and your personnel.

All course bookings can made online to continue allowing you the ability to better plan your workforce around scheduled training.

Visit the site at openlearning.kiwirail.co.nz

Tunnel Operations
Initial Training (1 Day)

KiwiRail's customised Tunnel Operations course has been re-designed to lift learner engagement, ensure personnel understand the importance for being prepared and to provide workers with the confidence for both working in Tunnels and responding to non-normal events.

KiwiRail has made some significant changes to the way personnel complete their initial Tunnels training to gain the competency. We will be splitting the theory and practical components into two distinct parts;

• Online theory course providing an theroretical overview of the various components covered within the practical session (30 minutes via KLE).

  This must be completed before attending the face to face session.

• Face to face scenario-based practical session (1 day).

Learning Outcomes:

• Identify hazards in Tunnels.

• Describe gasses and where they come from, and the affects they may have if exposed.

• Demonstrate participation in development of Tunnel Work Plans (TWP).

• Demonstrate how to respond to non-normal events including Fires (TARPS, Gas Monitors, Emergency Planning Management).

• Demonstrate how to use the appropriate RPE (Gas Mask & Filter, SCSR).

Personnel undertaking practical training must have no predisposing medical condition(s) that could be aggravated by working in the tunnel environment e.g. asthma, respiratory infections, bronchial conditions etc.

Method:	**Register online to complete Openlearning.Kiwirail.co.nz**
Prerequisite:	Rail HSE Induction and the online Introduction to Tunnels module.

Tunnel Operations
Recertification

KiwiRail's customised Tunnel Operations Recertification has been re-designed to lift learner engagement, ensure personnel understand the importance for being prepared and to provide workers with the confidence for both working in Tunnels and responding to non-normal events.

KiwiRail has made some significant changes to the way Tunnels courses are now recertified. We will be splitting the theory and practical components into two distinct parts;

- Every two years they will need to be booked into our scenario-based practical session (1 day).

- Alternative years, they will need to complete an online theory recertification (15 minutes via KLE).

Learning Outcomes:

- Identify hazards in Tunnels.
- Describe gasses and where they come from, and the affects they may have if exposed.
- Demonstrate participation in development of Tunnel Work Plans (TWP).
- Demonstrate how to respond to non-normal events including Fires (TARPS, Gas Monitors, Emergency Planning Management).
- Demonstrate how to use the appropriate RPE (Gas Mask & Filter, SCSR).

Personnel undertaking practical training must have no predisposing medical condition(s) that could be aggravated by working in the tunnel environment e.g. asthma, respiratory infections, bronchial conditions etc.

Method:	**Register online to complete Openlearning.Kiwirail.co.nz**
Prerequisite:	Rail HSE Induction AND Tunnels Operations - Initial Training (1 Day) OR Tunnels Freight - Initial Training (1 Day)

Track Protection

Updated

July 2019 we reviewed our Track Protection Licences to Operate (LTO) and we are now moving to a new and improved structure which means the training and the licenses you hold for protection will be changing to suit the type of protection personnel can apply.

This has had both an impact to the licenses personnel will gain, and to those who already held Track Protection Basic (TPB), Track Protection Intermediate (TPI) and Track Protection Advanced (TPA).

Changes to Track Protection Basic (TPB):
Track Protection Basic (TPB) has been renamed to Individual Train Detection (ITD) and requires the following pre-requisites:
*   Rail HSE Induction, and
*   Introduction to Railway

Changes to Track Protection Basic (TPI):
Track Protection Intermediate (TPI) is split into three competencies:
*   Individual Train Detection (ITD),
*   Rail Protection Officer (RPO) Blocking Theory, and
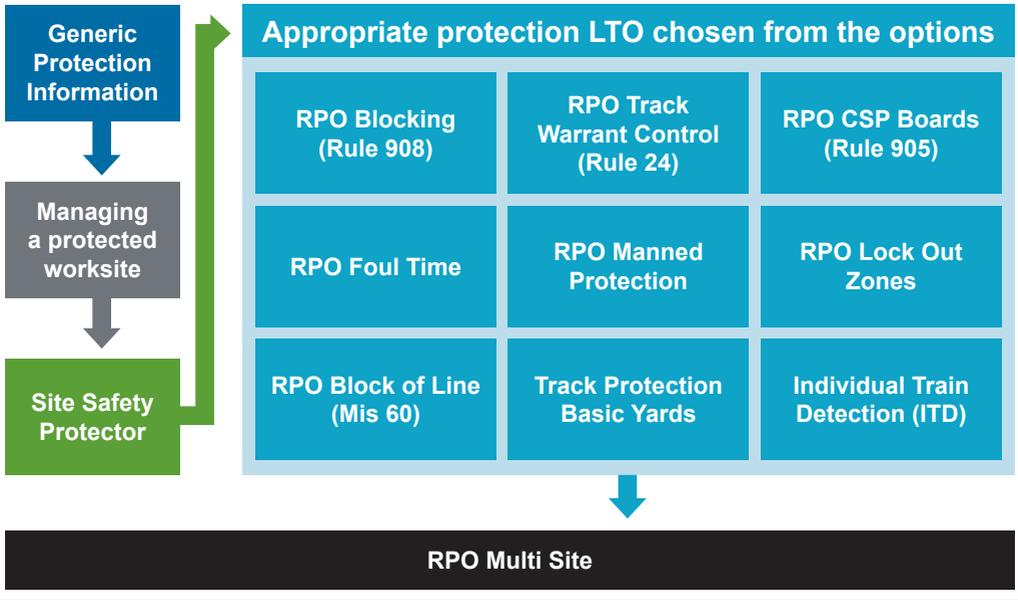*   Rail Protection Officer (RPO) Foul Time Theory.

To gain the full and final competencies for Rail Protection Officer (RPO) Blocking Theory, and/or Rail Protection Officer (RPO) Foul Time Theory, personnel must complete 902 Managing a Protected Worksite & Site Safety Protector online learning and then choose to do one or both OJT components for Foul Time and Blocking.

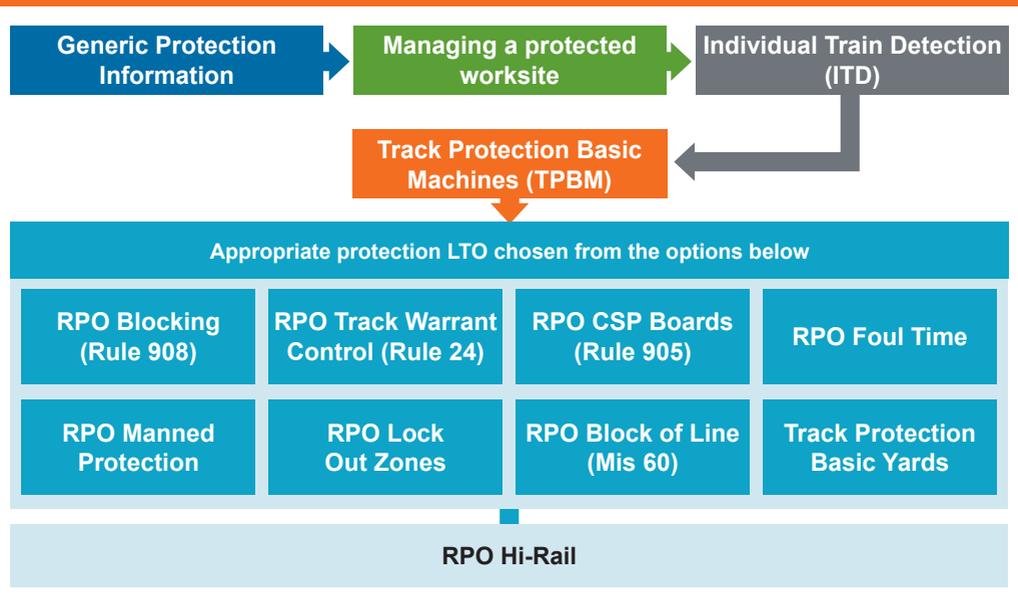**Changes to Track Protection Advanced (TPA):**
Track Protection Advanced 1.1 has been split into the following competencies so that personnel can choose one or more of the following:
*   Rail Protection Officer (RPO) Blocking
*   Rail Protection Officer (RPO) Foul Time
*   Rail Protection Officer (RPO) Compulsory Stop Protection (CSP) Boards
*   Rail Protection Officer (RPO) Track Warrant Control
*   Rail Protection Officer (RPO) Mis 60 Block of Line
*   Rail Protection Officer (RPO) Manned Protection
*   Rail Protection Officer (RPO) Lock Out Zones (if the user holds the skill for Lock Out Zones)
*   Track Protection Basic Yards (TPBY).

New Track Protection Courses without Hi-Rail

Generic Protection Information

Managing a protected worksite

Site Safety Protector

Appropriate protection LTO chosen from the options

RPO Blocking (Rule 908)	**RPO Track Warrant Control (Rule 24)**	**RPO CSP Boards (Rule 905)**
RPO Foul Time	**RPO Manned Protection**	**RPO Lock Out Zones**
RPO Block of Line (Mis 60)	**Track Protection Basic Yards**	**Individual Train Detection (ITD)**

RPO Multi Site

New Track Protection Courses with Hi-Rail

Generic Protection Information → **Managing a protected worksite** → **Individual Train Detection (ITD)**

Track Protection Basic Machines (TPBM)

Appropriate protection LTO chosen from the options below

RPO Blocking (Rule 908)	**RPO Track Warrant Control (Rule 24)**	**RPO CSP Boards (Rule 905)**	**RPO Foul Time**
RPO Manned Protection	**RPO Lock Out Zones**	**RPO Block of Line (Mis 60)**	**Track Protection Basic Yards**

RPO Hi-Rail

New online course

Basic Radio Skills
45 Minute Course

This module provides a comprehensive introduction to Basic Radio Skills. This covers both the basic components and functions of ASP portable and Tait radios.

You will also be introduced to radio protocols outlined in Section 12 of the Rail Operating Rules and Procedures.

Learning Outcomes:

• Identify components and functions fo both ASP portable and Tait radios.

• Demonstrate basic use of both ASP portable and Tait radio components.

• Demonstrate knowlege of standard words and phrases used during radio communication.

• Identify common problems with both ASP portable and Tait radios.

Method:	**Register online to complete Openlearning.Kiwirail.co.nz**
Prerequisite:	Rail HSE Induction
Note:	This module is a prerequisite for any of the new Track Protection RPO courses.

Course Catalogue

HSE Rail Induction

Prerequisite:	Nil
Outcome:	The knowledge and information to keep yourself and others safe when working on and around KiwiRail's rail corridor
Method:	Online module
Duration:	25 minutes
Cost (ex GST):	No charge

Electrification Awareness Basic (EAB)

Prerequisite:	HSE Rail Induction
Outcome:	Designed to provide the knowledge required to keep yourself and others safe, this course is provided for personnel who work on and around station platforms served by overhead electrification.
Method:	Online module
Duration:	30 minutes
Cost (ex GST):	$50

Electrification Awareness Intermediate (EAI)

Prerequisite:	HSE Rail Induction
Outcome:	This training is provided for personnel who work in the rail corridor within four metres of the centre line of tracks that have overhead electric traction systems.
Method:	Online module
Duration:	45 minutes
Cost (ex GST):	$50

Electrification Awareness Advanced (EAA)

Prerequisite:	HSE Rail Induction | Electrification Awareness Intermediate
Outcome:	This training is provided for personnel who are responsible for receiving EF201 permits to work in an electrified area.
Method:	Face to Face Workshop
Duration:	3 hours
Cost (ex GST):	$125

Tunnel Operations

Prerequisite:	HSE Rail Induction
Outcome:	Safety certification to work in KiwiRail tunnels. This competency also includes SCSR and Fire Safety training.
Method:	Online | Face to Face | Simulation - PPE Required
Duration:	30 minutes 1 day face to face
Cost (ex GST):	$340

Introduction to Basic Radio

Prerequisite:	Nil
Outcome:	Become familiar with the radio components for both ASP radios and Tait 8200. Learn about the standard words and phrases we use during radio communication. Explore some of the common problems with radio communication and how to overcome them.
Method:	Online module
Duration:	25 minutes
Cost (ex GST):	No charge

Introduction to Railway

Prerequisite:	Nil
Outcome:	Become familiar with the features of a railway, learn about common hazards, the role train control play, and what to do when responding to emergencies.
Method:	Online module
Duration:	25 minutes
Cost (ex GST):	No charge

Introduction to S&I Diagrams

Prerequisite:	HSE Rail Induction
Outcome:	Knowledge and information about Railway Signals, how to read S&I diagrams and how to identify your location in the field.
Method:	Online module
Duration:	25 minutes
Cost (ex GST):	No charge

Individual Train Detection (ITD)

Prerequisite:	Introduction to Rail, HSE Rail Induction, Introduction to S&I Diagrams
Outcome:	Use Individual Train Detection (ITD) to protect yourself while working unsupervised on minor jobs. At the end of this course, participants are invited to stay and make use of our classroom iPads to complete Basic Radio and Introduction to Railway (both pre-requisites for any of the RPO Courses).
Method:	Online module | Field Exercise
Duration:	4 hours (ITD only) 6 hours (ITD with additional online pre-requisites)
Cost (ex GST):	$130

902 Managing a Protected Worksite & Site Safety Protector

Prerequisite:	HSE Rail Induction
Outcome:	Use of the 902 lock on frame as an RPO for a single Protected Work Area. Work as a site protector in a multi-site Protected Work Area under the instruction of the RPO.
Method:	Online module
Duration:	1 hour
Cost (ex GST):	$50

RPO Track Warrant Control (TWC)

Prerequisite:	HSE Rail Induction, Introduction to S&I Diagrams, Introduction to Basic Radio, Managing a Protected Worksite and Site Safety Protector (902)
Outcome:	Operate a Hi-Rail Vehicle in a Track Warrant Control area. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Face to Face | On Job Training
Duration:	1 day
Cost (ex GST):	$260

RPO Multiple Work Sites

Prerequisite:	Any one of the other RPO protection courses (refer p. 11)
Outcome:	Operate as Person in Charge of a multiple worksite area for the protection competency held.
Method:	Face to Face module
Duration:	1 day
Cost (ex GST):	$260

Track Protection Basic Machines (TPBM)

Prerequisite:	HSE Rail Induction
Outcome:	Operate on track self-propelled Hi-Rail vehicles and equipment in a protected rail environment
Method:	Face to Face | On Job Training
Duration:	2-3 days
Cost (ex GST):	$520

RPO Blocking

Prerequisite:	Introduction to Railway, HSE Rail Induction, Introduction to S&I Diagrams, Basic Radio
Outcome:	Use a radio; work on track unsupervised; use Blocking protection for maintenance with heavy tools/equipment. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Face to Face | On Job Training
Duration:	1 day
Cost (ex GST):	$260

RPO Foul Time

Prerequisite:	Introduction to Railway, HSE Rail Induction, Introduction to S&I Diagrams, Basic Radio
Outcome:	Use a radio; work on track unsupervised; use Foul Time protection for maintenance with heavy tools/equipment. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Face to Face | On Job Training
Duration:	1 day
Cost (ex GST):	$260

RPO Lock Out Zones

Prerequisite:	Introduction to Railway, HSE Rail Induction, Introduction to S&I Diagrams, Basic Radio
Outcome:	Operate as a RPO of a Lock Out Zone. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Face to Face | On Job Training
Duration:	1 day
Cost (ex GST):	$260

RPO CSP Boards

Prerequisite:	Introduction to Railway, HSE Rail Induction, Introduction to S&I Diagrams, Basic Radio
Outcome:	Demonstrate competency to operate Compulsory Stop Boards for protection. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Face to Face | On Job Training
Duration:	1 day
Cost (excl. GST):	$260

RPO Track Protection Basic Yards (TPBY)

Prerequisite:	Introduction to Rail, HSE Rail Induction
Outcome:	Use a radio; work on track unsupervised; use Manned Protection for maintenance with heavy tools/equipment. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Online module | Face to Face | On Job Training
Duration:	4 hours
Cost (excl. GST):	$130

RPO Manned Protection

Prerequisite:	Introduction to Railway, HSE Rail Induction, Introduction to S&I Diagrams, Basic Radio
Outcome:	Apply Manned Protection on a work site to protect workers in the rail corridor. A period of On Job Training being supervised by competent staff will need to be completed to receive full certification.
Method:	Face to Face | On Job Training
Duration:	1 day
Cost (ex GST):	$260

For full course catalogue visit openlearning.kiwirail.co.nz

For help and booking enquiries: KLE.help@kiwirail.co.nz

Terms and Conditions for Bookings

Payment Terms.

Credit card payments can be made via our website for all customers who do not have an account with us. Once you have returned your booking form an invoice will be raised, then Payment can be made using the invoice number as the reference.

Payment must be received by KiwiRail prior to attending the course. Once payment has been received we will send you confirmation by email.

If you have an account with us

• Your pre-existing terms and conditions of payment apply.

Cancellations:

1. Cancellation of training courses must be made in writing. Cancellation fees are based on full course costs and will be incurred on the following basis:

   • No cancellation fee if 10 working days or more notice has been given,

   • 50% cancellation fee applies if 3-9 working days' notice has been given,

   • 100% cancellation fee applies if less than 3 working days' notice has been given

It is KiwiRail's intention to mark a course participant as Competent "C" or Not Yet Competent "NYC" upon completion of the course. A participant who is marked as C will receive a certificate of competency (Staff 23) if requested. Evidence of competency will be available from the KLE Mobile App. A candidate who is marked as NYC will not receive any certification. The Customer will be advised if a candidate is marked NYC and the reason why. A plan will be developed with the Contracting company to ensure that the Candidate has all opportunities afforded to achieve competency status.

KiwiRail reserve the right to cancel or alter the dates of any "Open" courses due to insufficient numbers of participants.

KiwiRail reserve the right to suspend training where to continue might breach the Health and Safety at Work Act 2015, and its amendments, or where continuing might place participants at an unacceptable level of risk.

KiwiRail will not be liable for costs incurred by the customer due to cancellation arising from circumstances beyond our control.

KiwiRail reserve the right to refuse to train any person who is deemed unfit due health reasons (including intoxication).

KiwiRail reserve the right to refuse to train any person who does not provide the correct PPC/PPE if required for specific courses.

KiwiRail reserve the right to refuse to train any person who arrives late to a course once it has started

KiwiRail reserve the right to refuse to train any person who displays inappropriate behaviour during any part of the course.

KiwiRail reserve the right to refuse to train any company, employee or individual who we believe to be in competition with the services we provide.

We reserve the right, at any time, to modify, amend or update these terms and conditions without notice.

Declaration: By sending the online Course Booking Form, the customer acknowledges and agrees to be bound by these Terms and Conditions.
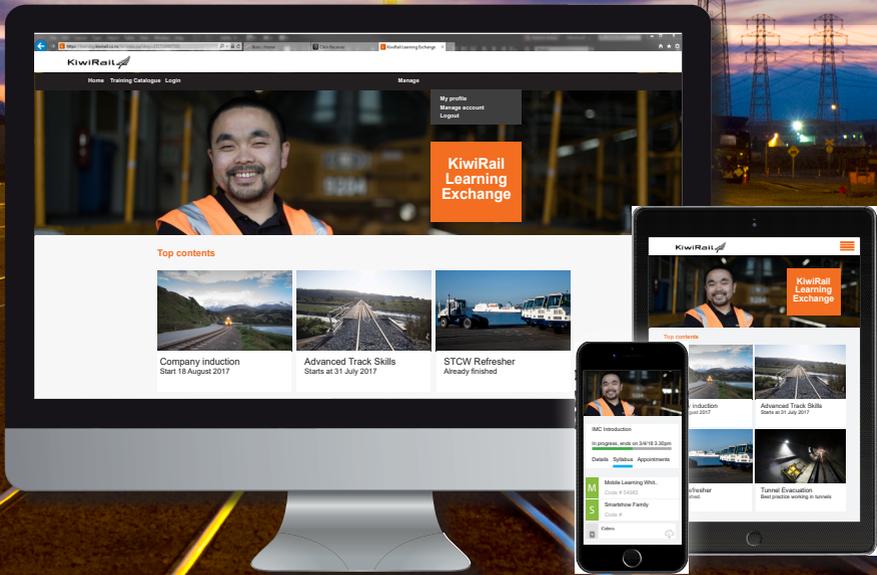
KiwiRail Values

CARE & PROTECT — MANĀKITANGA

ONE WINNING TEAM — KOTAHITANGA

STRAIGHT & TRUE — TŪTURU

GREAT CUSTOMER EXPERIENCES — PĀREKAREKA

CARE & PROTECT
- Set high standards
- Don't walk past it
- Look after yourself, your workmates, and our environment
- Make it personal
- look after each other

ONE WINNING TEAM
- Empower people to make decisions
- Always positive
- Be proud and courageous
- Value our diversity
- Collaborate across boundaries
- Celebrate our success

STRAIGHT & TRUE
- Be honest and upfront
- No surprises
- Treat people with respect
- Follow through
- Walk the talk

GREAT CUSTOMER EXPERIENCES
- Engage and make it easy
- Understand our customers' needs
- Be commercial
- Deliver what we promise
- Go the extra mile

Learning
on the move

Simple. Intuitive. Mobile.

KLE Website

Self register in the KiwiRail Learning Exchange to have access to Online learning and course catalogues

KLE Mobile APP

Download the APP
Download the APP "IMC Learning APP" from the APP Store or Google Play

Apple devices

Username/Email: Your email address
Password: KLE Password
Server address: https:/learning.kiwirail.co.nz/ils

Android devices

Username/Email: Your email address
Password: KLE Password
Connect to IMC Teach * Turn off
Server address: https://learning.kiwirail.co.nz/ils/

OpenLearning.kiwirail.co.nz