

PO Recertification FAQs

General

If I am a new PO, do I need to complete PO Recertification?

- Yes.

If I hold Handsignaller 1 or Handsignaller 2 qualification, do I need to attend separate recertification?

- Yes.

When will my RIW card be updated?

- When you are deemed 'Competent' your card will be updated.

Online Assessment

Where will the online assessment be held?

- The online assessment will be completed remotely at a convenient location.

How many online assessments do I need to complete?

- One.
- You only complete the online assessment relevant to the PO Level you wish to be recertified in.

Practical Infield Assessment

What will the Practical Infield Assessment be?

- The Practical Infield Assessments will be for an ASB.

Where will the Practical Infield Assessment be held?

- Infield assessments will be held on station platforms across the network in areas where ASB may be implemented.

I completed my practical assessment about a year ago. Why do I need to attend another practical assessment a year later?

- we are transitioning to rolling a two-year cycle instead of all POs to be recertified over a 12 month period.

How will I know where my Practical Infield assessment will be?

- You will be enrolled for assessment in a region at least 6 weeks in advance.
- The attached table presents the stations of each region for implementing infield ASB assessment.
- After enrollment, you will receive an email confirming the region for the assessment.
- One week prior to the assessment, you will receive an email confirming the Railway Station at which assessment will occur.

What should I wear to the Practical Infield assessment?

- Wearing PPE is a requirement for the practical infield assessment

What do I need to take to the Practical Infield assessment?

Please ensure you bring the following:

- RIW Card
- PPE
- Diagrams relevant to the infield assessment location for worksite protection planning
- Current version of NRF015C Worksite Protection Plan form
- Current version of NRF014 Worksite Protection Pre-work briefing form
- Current version of NRF017 Protection Officer's Diary
- Blue or black pen
- Mobile phone

What if I can't attend my scheduled Practical Infield Assessment?

- You must notify learning@transport.nsw.gov.au and your Manager as soon as possible to be rescheduled.
- Unattended assessments will be charged if not notified within 14 days of the assessment.

Can I swap my date with a colleague?

- Swapping dates with a colleague will be supported.

What if I arrive late to the infield assessment?

- If you arrive late, you may not have sufficient time to complete the assessment and may need to be rescheduled at additional cost. Plan to arrive 15 mins early to ensure you arrive on time.

What are “Safety Critical” items?

- Safety critical items are important aspects that a Protection Officer must know.
- During the assessment, if a safety critical item is not demonstrated, the assessment will be concluded, and Not Competent (NC) result will be recorded.

Changing my PO Authorisation status

How do I change to a lower level of PO certification?

- If you would like to recertify for a lower level of Protection Officer Certification, request enrolment in the relevant online assessment. e.g. A PO3 wishing to be recertified as a PO2 will enroll in the PO2 online assessment.

Assessment outcomes

What happens if I don't complete the online assessment on time?

- The PO authorisation will be viewed as lapsed.

What happens if I don't complete the Practical Infield Assessment on time?

- The PO authorisation will be viewed as lapsed.

What happens if I am ‘Not Competent’ (NC) in the Practical Infield Assessment?

- The PO authorisation will be viewed as lapsed.
- You will be provided with an Action Plan in preparation to reattempt the assessment.
- You will need to complete the Action Plan before re-attempting the Practical Infield Assessment

Updates for RIW cards

When will my RIW card be updated?

- RIW cards will be updated with new expiry date (2 years from assessment date). There will be two separate recertification expiry dates (one for online assessment and one for practical assessment)

Region	Station
City South	Redfern
	Tempe Arncliffe
	Allawah
South Coast	Loftus
Bankstown region	Marrickville Canterbury Campsie Belmore
	Berala
	Guildford
	Auburn
South West	Kingsgrove Beverly Hills Revesby Panania East Hills
	Leppington Glenfield
	Sefton Leightonfield
	Seven Hills
	Blacktown Blacktown
Blue Mountains	Warimoo Valley Heights Springwood
North	Rhodes
	West Ryde
	Denistone
	Eastwood
	Epping
Central Coast	Point Clare Ourimbah Narara
	Tuggerah