

Protection Officer Pre-Assessment Information

The PO Pre-assessment is a requirement for becoming a new Track Protection Officer Level 1 Authorised for the Sydney Trains Network.

The Protection Officer Pre-assessment assesses the skills needed to perform the role of a Protection Officer (PO). It is a formal assessment that involves a structured range of activities. Candidates will be required to meet the minimum benchmark of the PO Pre-assessment to be issued a certificate of completion.

WHY RUN A PRE-ASSESSMENT?

The PO Pre-assessment provides an opportunity to obtain additional information about your skills and abilities specifically relevant to the PO role. It supports the principles of merit selection by ensuring that selection decisions are based on a fair and objective assessment of your skills and abilities. This increases the chance of selecting the most suitable candidates to perform the PO role.

WHAT DOES IT INVOLVE?

You will undertake three (3) non rail related activities to assess key skills that are required to successfully perform the PO role. These activities are conducted in an Assessment Centre.

WHO CONDUCTS THE ASSESSMENT?

Assess Plus has been contracted to conduct the PO Pre-assessment.

WHERE ARE THEY CONDUCTED?

The location of the Assessment Centre will be provided in the invitation letter.

WHAT IS AN ASSESSMENT CENTRE?

An Assessment Centre involves a number of structured activities, used to collect role specific and relevant information.

HOW LONG WILL THE ASSESSEMT TAKE?

The Assessment will take approximately 2.5 hours

ASSESSMENT DETAILS AND COMPONENTS

For the assessment, you will be required to complete three (3) activities that are non-railway-based scenarios, these are outlined in further detail below.

The skills being assessed in these activities are:

- Planning and Organising
- Situational Awareness
- Communication (verbal and non-verbal)
- Self-Management
- Presentation

After the introduction, you will be set up in an individual room and will be provided with the instructions to complete each activity. The assessor will outline what is expected of you and you will be provided with the assessment materials and a chance to ask any questions before the assessment begins. Candidates will be assessed against a list of criteria which are important for success in the PO role. Candidates will have to demonstrate a satisfactory level on the assessed criteria to be deemed competent for the PO role.

ASSESSMENT ACTIVITIES

You will be required to complete three (3) activities during the assessment. These three (3) activities are outlined below.

1) Developing a Safety Plan: This activity requires you to complete an individual problem-solving exercise. You will be given a scenario requiring the completion of a safety assessment, that allows you to conduct the required work without any critical incidents and ensure the safety of all workers. You will be provided with various pieces of information which you will need to read and use to complete your written safety plan. The skills relevant to the PO role that will be assessed in this activity are Planning and Organising and Situational Awareness. Candidates will need to demonstrate how they use the available information to develop a safety plan and identify points of interest and hazards in the environment.

2) Safety Critical Communication: Task Following the completion of the safety plan, you will be required to communicate your plan to an appropriate individual to obtain authorisation to implement your plan and access the worksite. In this activity, you will be provided with a list of what details you will be required to communicate. The skills relevant to the PO role that will be assessed in this activity are Safety Critical Communication and Self-Management. Candidates will need to demonstrate active listening skills and deliver content in a structured manner.

3) Pre-work Briefing: This component of the assessment requires you to facilitate a pre-work briefing to your team on the approved safety plan to ensure team members know how to travel safely to and from the worksite and conduct the work in the safest manner possible. Again, you will be provided with what details you will be required to communicate to your team as well as a list of things to consider when conducting the pre-work briefing. The skills relevant to the PO role that will be assessed in this activity are Safety Critical Communication and Presentation Skills. Candidates will need to demonstrate how they deal with challenges and how they keep participants engaged as well as deliver the pre-work briefing in a timely manner.

PARTICIPATION

Assessors will be observing your behaviours and skills throughout the activities. Your performance is assessed on what they see you do and what they hear you say. It is therefore very important that you participate in all activities to the best of your ability.

ONLINE ASSESSMENT

As part of the PO Pre-assessment process, you will also be required to complete an online assessment. The online assessment is a workstyle questionnaire which measures your attitudes and preferred ways of behaving in the workplace. Details about completing the questionnaire will be provided in an email prior to attending the Assessment Centre.

RECEIVING FEEDBACK

Assess Plus will provide a detailed summary report to the Line Manager and the candidate within five (5) business days. Candidates who have met the benchmark will also receive a certificate of completion within three (3) business days. The certificate of completion is valid for 24 months.

ENROLMENT OF CANDIDATES

Sydney Trains employees are enrolled via Equip. learning@transport.nsw.gov.au

External candidates are to contact Assess Plus directly. po_pre-assessment@assessplus.com.au

If you require a second attempt at the assessment, it must be at least three (3) months after the first attempt. A maximum of two (2) attempts can be undertaken within a twelve (12) month period.

HINTS AND TIPS

Before the Assessment:

- Research on how to make a safety assessment, how to deliver safety-critical communication and how to facilitate pre-work briefs.
- Think about the skills outlined above and how you may be able to demonstrate the behaviours in the activities.
- Contact your Rail Safety Coach to organise a coaching session to help prepare for the assessment.

The Day before the Assessment:

- Get a good night's sleep.
- Try to keep nerves down.
- Make sure you don't forget your glasses if you usually wear them.

On the Day of the Assessment:

- Make sure you wear your reading glasses (if applicable).
- Give yourself enough time to avoid being late to your assessment and feeling rushed.
- Don't bring paper, pencils, etc. – these will be supplied to you.
- Please bring a watch so that you can manage your time during the activities. During the assessment, mobile phones must be kept in your bag or pocket. Therefore, you cannot use your mobile phone to manage your time.
- If you are unwell or otherwise unable to perform at your best, let the assessors know **before** the activities start.

Remember to:

- Listen carefully to the instructions during the assessment.
- Ask the assessors to repeat something if you need clarification.
- Only proceed with the assessment activities if you are clear about what you have to do.
- Always ask questions if you are in doubt about anything.
- Be yourself; participate openly and honestly.
- Follow the instructions – this is a key component to ensure you fully understand the content of the assessment.
- Check to make sure you have completed what is required in the activity.
- Communicate clearly and confidently.
- Adopt an inclusive approach.

If you have any questions, please talk to your Rail Safety Coach or Line Manager.



Protection Officer Pre-assessment Registration Process for External Candidates

The Protection Officer Pre-assessments are being conducted by Assess Plus for Sydney Trains. If you would like to attend the Protection Officer Pre-assessment you will need to follow the steps below to register your interest and book into a session.

1. **Register** your interest in attending the Protection Officer Pre-assessment by emailing po_pre-assessment@assessplus.com.au.

Include in your email the following information:

1. Candidate first & last name
2. RSW No.
3. Company name (if applicable)
4. Email address
5. Mobile number
6. Manager's name (if applicable)
7. Manager's email address (if applicable)
8. Manager's mobile number (if applicable)

Once your email is received with the above information, you will be sent an acknowledgement of the receipt of your email.

2. When the **Protection Officer Pre-assessment dates** have been scheduled, you will be notified via email of the dates and times of the sessions.

You will need to respond to the email with your preferred dates and times. The sessions will be filled on a **first-come, first-served basis**.

3. When you have been **booked into the Protection Officer Pre-assessment**, you will be emailed the confirmed date and time. You will also be sent an invoice with the payment details. Payment is via direct bank deposit. The invoice needs to be paid within 72 hours of the email time stamp or your place on the Protection Officer Pre-assessment will be forfeited and offered to another candidate. If you are a last-minute inclusion to attend a Protection Officer Pre-assessment, your invoice must be paid prior to attending the Protection Officer Pre-assessment.

The **cost** of attending the Protection Officer Pre-assessment is \$935 per person including GST.

The **cancellation policy** is:

75% of the cost of attending the Protection Officer Pre-assessment if you cancel 14 days or less before the Protection Officer Pre-assessment date. The cancellation fee is 100% 24 hours before the pre-assessment date. The above cancellation fees will be waived and no cancellation fee will be charged if another candidate is available to fill your place at the Protection Officer Pre-assessment and has paid their invoice prior to your booked pre-assessment date.

4. When your invoice has been paid, you will be emailed an official invite letter, the **details of the Protection Officer Pre-assessment** location and information about the assessments.