



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. RIW Number
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 \$1,045 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.

