

ARTC ENGINEERING DESIGN & PROJECT MANAGEMENT MATRIX UPDATE



ARTC Employees, Assessors & Contractors 16 April 2024

ARTC matrices are in the process of being reviewed and updated to align with company requirements and industry standards.

The purpose of this notice is to provide an update on the upcoming changes to the ARTC Engineering Design and Project Management (EDPM) Matrix. All RIW Cardholders need to comply with the updated Engineering Design and Project Management Matrix requirements, which will be effective from **28th June 2024**.

Summary of changes:

- Engineering Design and Project Management matrix will now be split into two separate matrices:
 - Project Management (PM) Matrix
 - Engineering and Design (ED) Matrix
- Assessments to be conducted will use an updated Record of Relevant Experience (RORE) form
- Mandatory eLearning was introduced to provide training on ARTC processes and standards as per the previous communication released on [14th March](#)
- Formatting changes for improved layout
- RIW system to be updated to align with the updated matrices, including renewal requirements

Updated Matrices Link

[Engineering and Design Matrix](#)

[Project Management Matrix](#)

Who will be affected?

All workers who hold any of the roles from the current **Engineering Design and Project Management Matrix**.

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What action must be undertaken?

If you hold any of the roles below, please complete the mandatory eLearning. This is available via the [ARTC Learning Management System \(LMS\)](#)

ARTC Engineering and Design Roles <u>e-Learning to complete:</u> <ul style="list-style-type: none"> • ARTC Drawing Management System 	ARTC Project Management Roles <u>e-Learnings to complete:</u> <ul style="list-style-type: none"> • ARTC Project Management • ARTC Configuration Management • ARTC Drawing Management System
<ul style="list-style-type: none"> • Structures Designer • Structures Design Verifier/Approver • Structures Scoping/Acceptance of Design • Track Designer • Track Design Verifier/Approver • Track Scoping/Acceptance of Design • Civil Designer • Civil Design Verifier/Approver • Civil Scoping/Acceptance of Design • Geotech Designer • Geotech Design Verifier/Approver • Geotech Scoping/Acceptance of Design • Mechanical Designer • Mechanical Design Verifier/Approver • Mechanical Scoping/Acceptance of Design • Electrical Designer • Electrical Design Verifier/Approver • Electrical Scoping/Acceptance of Design • ICT Designer • ICT Design Verifier/Approver • ICT Scoping/Acceptance of Design • Systems/Safety Designer • Systems/Safety Design Verifier/Approver • Systems/Safety Scoping/Acceptance of Design • Supervision of Major Construction • Supervision of Medium Construction • Supervision of Minor Construction • Major Construction Verification - Path 1/Path 2 • Medium Construction Verification - Path 1/Path 2 • Minor Construction/Maintenance Verification • Civil Engineering Representative Path 1/Path 2 • Independent Competent Person (ICP) Path1/Path 2/Path 3 	<ul style="list-style-type: none"> • Project Director Pathway 1 • Project Director Pathway 2 • Senior Project Manager Pathway 1 • Senior Project Manager Pathway 2 • Designer Manager (Path 1) • Designer Manager Pathway 2 • Project Manager Pathway 1 • Project Manager Pathway 2 • Project Engineer Pathway 1 • Project Engineer Pathway 2 • Project Officer/Technician

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What documentation needs to be uploaded?

Your Employer administrator must upload the completed eLearning certificates for the below competencies in the Rail Industry Worker system by **28th June 2024**.

- Certificate.ARTC - Configuration Management Training (99835)
- Certificate.ARTC - Drawing Management System Training (99833)
- Certificate.ARTC - Project Management Training (99834)

What are the changes in the updated Record of Relevant Experience (RORE) form?

We have updated the previous word document to a user-friendly Adobe form. Alongside this update, we have reduced the number of questions in the form to streamline and simplify the submission process.

Where can I access the updated Record of Relevant Experience (RORE) form?

You can access the updated form by visiting the [ARTC Extranet](#).

Work with your employer to ensure your RIW profile is up to date and that you hold valid roles. All contractors and employees working on the ARTC network **must** hold a valid RIW Card and comply with the updated ARTC Engineering and Design, Project Management matrix by **28th June 2024** to continue working on the ARTC rail network.

If you require further clarification or have any queries, please email to RIWHelp@ARTC.com.au.

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Frequently Asked Questions:

What if I encounter any issues or have questions about the updated Record of Relevant Experience (RORE) form?

Please email any queries to RIWHelp@ARTC.com.au.

Do I need to resubmit my assessment with updated RORE form if my assessment still has an expiry date in RIW?

No, you need to use the updated RORE once your current assessment has expired.

Are there any additional requirements on this new form that were not present on the old form?

No. We have reduced the number of questions in the form to streamline and enhance the submission process.

How do I find an approved ARTC Assessor?

When you submit the Job role for assessment in RIW, there is a drop-down to select the assessor. Click [here](#) for detailed instructions on how to find an assessor.

How do I find out expiration periods for CPENG/NER/RPEQ/RPEV, AIPM RegPM, and PMI PMP/PgMP/PfMP Licenses?

Please refer to below links:

Registration/License Name	Expiry
CPENG , NER , RPEQ	1 year
RPEV	3 years
PMI PMP/PgMP /PfMP , Reg PM - AIPM	3 years