



# RAIL SAFETY WORKER

User Guide: Online Assessor

# Completing an Assessment as an Assessor



## Notification

Once you have been selected to assess an application, an email will be sent to you notifying you of the pending assessment.

Dear

A new Assessment is waiting for you for the following:

**Person:**

**Role:**

**Assessment:**

To process this assessment please log into Onsite Track Easy at <http://migration.onsitetrackeasy.com.au:80/assessor>

For further assistance please contact **Rail Safety Worker registrations**.

**Website:** [www.railsafetyworker.com.au](http://www.railsafetyworker.com.au)

**Email:** [RSW@pegasus.net.au](mailto:RSW@pegasus.net.au)

**Phone:** 1300 777 245



**onsite trac**

The Rail Safety Worker registration service is powered by Onsite Track Easy.

This message was automatically generated. The reply address is not monitored.

# Completing an Assessment as an Assessor



## LOGIN

Go to the Onsite Track Easy login page:

<https://secure.onsitetrackeasy.com.au/>

Login to the system using the username and password emailed to you when you initially set up your profile


# Completing an Assessment as an Assessor



## Selecting

From the list of your pending assessments, select the assessment you wish to complete by selecting the persons name

Welcome To the Assessor Web



timezone: Australia/NSW

All Pending Assessments

4070	Jan Bird	09-Jan-2017 13:25	Brett Hissel	Parsons Brinkerhoff
4077	Rosalee Armit	10-Jan-2017 17:13		
4083	Martin Taylor	11-Jan-2017 14:52		
1472	Rajiv Nathan	12-Jan-2017 14:36		
3638	Patrick Winkens	12-Jan-2017 15:53		

# Completing an Assessment as an Assessor



## Review

Review each submitted document by selecting "Verify"

Process Assessment:

**General Details**

Assmt Id:  
Person:  
Cardholder Id:  
Company:  
Pending Since:  
Assessor:  
Endorsement:  
Assessment:

**FOR ROLE:**

☐ I confirm successful completion of this assessment

**FILES** 2 Pending 1 Approved

File1: \* Resume/CV  
Rail.Work Experience.Resume CV (private) Authority: [redacted]  
Verified On: [redacted]  
Expiry Date: [redacted]  
Submit a CV/Resume and any additional evidence that is relevant to this role.

File2: \* Tertiary Qualification - Bachelor Degree  
Education.Bachelor Degree.


File3: \* [redacted]   
Click [here](#) for a list of Business Rules

# Completing an Assessment as an Assessor




## Verify

To verify each document you will be required to click on the PDF icon to view the submitted document. Once you have viewed the document, tick to approve or return the document. You will not be able to tick approve or return until you have viewed the document. If you are returning a document, you must provide a comment with the reason for return/actions required.

 **Verify Competency Document for**

**Please Complete This Verification**



- You need to verify that this document **genuinely represents** this person's competency.
- Open the document and check it matches the **Person, Competency, Issue Date and Expiry Date**.
- Then tick the Declaration checkbox, and either **Verify** or **Reject** the document's validity.

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**Competency**

Person:	
Competency:	Engineering & Design.Work Experience.Integration of eng with other professional input

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**Document**

Issue Date:	<input type="text"/> 19
Expiry Date:	<input type="text"/> 19
Uploaded By:	
Upload Time:	04 Jul 12 at 03:39
Private:	No
File Type:	Adobe Acrobat Document
File Size:	81,581 bytes

  
click to open

---

**Declaration**

☐ I, **have carefully checked this document, and declare as follows:**

☒ It genuinely DOES represent the Person, Competency, Issue Date and Expiry Date shown above.

☒ It genuinely DOES NOT represent the Person, Competency, Issue Date and Expiry Date shown above.

# Completing an Assessment as an Assessor



## Passing/Failing

Once you have verified all of the required documents you will be required to complete and upload the RSW Applicant Competency Form. To upload the RSW Applicant Competency Form, select “Verify Pass.”

The RSW Applicant Competency Form can be download in the assessor web from the documentation page. Access the documentation page by hovering over “Help” in the top menu.

- Note: Some assessments require endorsement after you have approved them, and in those cases the button will be “Upload Pass.” In this case, you will only have to upload the form, not verify it.

The screenshot shows a web interface for uploading documents. At the top, there is a 'FILES' tab and a status bar indicating '1 Pending 2 Approved'. Below this, there are five file upload sections, each with a file icon, a file name, and a red ribbon icon. The first section is for 'Resume/CV' with the file name 'Rail.Work Experience.Resume CV (private)' and a text box for 'Submit a CV/Resume and any additional evidence that is relevant to this role.' The second section is for 'Tertiary Qualification - Bachelor Degree' with the file name 'Education.Bachelor Degree.' The third section is for 'Assessment Form - Designer (Civil)' with the file name 'Engineering & Design.Assessment - Designer (Civil)' and a green 'verify pass' button. The fourth section is for 'First Aid Certificate' with the file name 'First Aid.Statement of Attainment.First Aid'. The fifth section is for 'Optional Medical Assessment - Project Managers and Engineers' with the file name 'Medical.Assessment.Medical'. At the bottom, there is a status bar indicating '0 files uploaded.'

# Completing an Assessment as an Assessor



## Uploading Competency Forms

To upload the RSW Applicant Competency Form, select “Choose File.”

Select the completed file from your computer, enter the issue date, then select “Upload.”

**Upload File for Verified Doc**

The file you upload here is classified as a Verified Doc, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

**If any requirement is not met, the upload and cardholder compliance will be rejected!**  
If you have any questions contact the portal administrator listed on the help menu.

Description: [Redacted]

Requirement: [Redacted]

File to Upload:  no file selected Browse to select file for upload

Name:  Friendly name for this file after upload

Issue Date:   blank if none (must match upload file) Enter issue date as "dd mm yy" or click calendar icon

Expiry Date:   blank if none (must match upload file) Enter expiry date as "dd mm yy" or click calendar icon

Comment:

Status:

► **Browse** for the file and enter field values. Then you will be able to do the **upload**.

► **Permitted File Types**  
Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.

► **Maximum File Size**  
Only files up to **2 Mb** in size will be accepted for upload.



# Completing an Assessment as an Assessor



## Uploading Competency Forms

If you are required to verify the RSW Applicant Competency Form that you have just uploaded, click on the PDF to download the document.

Next agree to the declaration before selecting "Verify."

**Verify Competency Document for**

**Please Complete This Verification**

- You need to verify that this document **genuinely represents** this person's competency.
- Open the document and check it matches the **Person, Competency, Issue Date and Expiry Date**.
- Then tick the Declaration checkbox, and either **Verify or Reject** the document's validity.


**Competency**

Person:	
Date of Birth:	
Competency:	Education.Bachelor Degree.
Library:	

(no existing assignments)

**Document**

Issue Date:	04 Jan 2012	TR
Expiry Date:		TR
Uploaded By:		
Upload Time:	21 Nov 14 at 16:05	
Private:	No	
File Type:	Adobe Acrobat Document	
File Size:	477,861 bytes	

 click to open

Comment:

**Declaration**

☐ I have carefully checked this document, and declare as follows:

☒ It genuinely DOES represent the Person, Competency, Issue Date and Expiry Date shown above.

☒ It genuinely DOES NOT represent the Person, Competency, Issue Date and Expiry Date shown above.

# Completing an Assessment as an Assessor



## Complete Verification

To complete the verification of the assessment, tick the declaration, then select "Approve."

When you have verified and approved the assessor's statement of competency you will be returned to the main page where all the assessment files are listed so you can complete the endorsement.

**General Details**

Assmt Id:

Person:

Cardholder Id:

Company:

Pending Since:

Assessor:

Endorsement:

Assessment:

**FOR ROLE:**

☒ I confirm successful completion of this assessment

cancel

approve

► **Approve** this person's assessment. This can only be selected once all Verified Documents in your assessed role have been Verified and all assessed files have been uploaded.

► **Cancel** Your assessment to return to the Pending Assessment listing. This assessment will remain on your Pending Assessments list and can be returned to later.

► **Return** this assessment to creator for data completion before processing, or to change assessor or change role.

# Completing an Assessment as an Assessor



## Endorsing

Tick the declaration, then select “Endorse.”  
This will finalise the processing of  
assessments that require endorsement.

An email will be sent to the relevant  
contractor notifying them of the completed  
assessment.

**Endorse Assessment:**


**General Details**

Assmt Id:  
Person:  
Cardholder Id:  
Company:  
Pending Since:  
Assessment:  
For Role:

☒ I confirm successful completion of this assessment

**FILES** 6 Approved


**File1: \* Medical Assessment**

 Medical.Assessment.Category 1  
(GBP Medical.Assessment.Group)

Authority: RSW  
Verified On: 22 Oct 12 at 14:34  
Expiry Date: (never)

Upload the one page result for Category 1 Medical for all Safeworking Roles. Upload the one page result for Category 2 Medical for all Network Controller Roles. Upload the one page result for Category 3 Medical for all other Rail Safety Worker Roles.

**File2: \* Track Safety Awareness or Equivalent**

 Rail.Statement of Attainment.TL12080A Safety access the rail corridor

Authority: RSW  
Verified On: 22 Oct 12 at 14:34  
Expiry Date: (never)

Track Safety Awareness (TL2080A and B) also accept Onetrack/RS/INTSA/TSAT Train Track Safety Awareness (Victoria) - Statement of Attainment (preferred) or Card (both sides scanned) from an RTO.

Note: RailCorp Rail Safety Gold Card will not be accepted. Original Statement of Attainment required



FOR ASSISTANCE

CALL **1300 306 566**

EMAIL **[rsw@pegasus.net.au](mailto:rsw@pegasus.net.au)** OR

VISIT **[railsafetyworker.com.au](http://railsafetyworker.com.au)**