



# RAIL SAFETY WORKER

User Guide: Applying for Assessment

# ■ Applying for Assessment



## LOGIN

Go to <https://rsw.poweredbyonsite.com>

Enter your username and password and click "Login"

**Rail Safety Worker** **Pegasus**

Welcome to the  
Rail Safety Worker Portal

What is your role?

**COMPANY ADMIN** WORKER

Company Admin Portal

Login to manage roles and competency checks  
for your assigned workers

Username

Password

**LOGIN** Register  
Recover my password  
Login with Pegasus Account

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# ■ Applying for Assessment

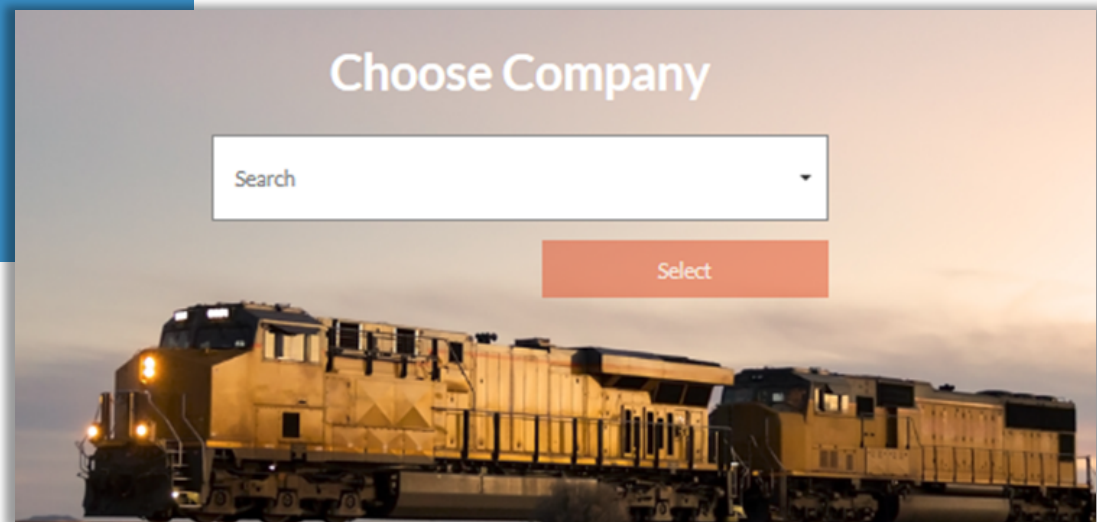


## LOGIN

After login, if you are associated to multiple companies, you will be taken to the “Choose Company” page.

If you are not associated to more than one company, follow the direction on the following page.

- You can view any company that you are associated with by entering the company name here and clicking “Select” when you find the company name and click on it.



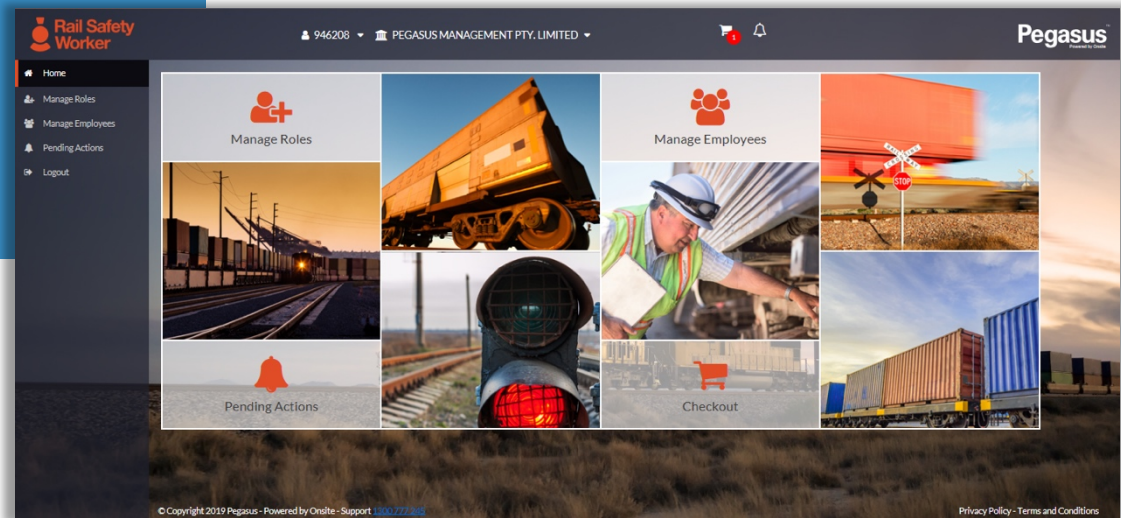
# Applying for Assessment



## LOGIN

If you are not associated to more than one company, you will be taken to the portal home page.

- This page is where you start most of the functions you will need to manage your workers.
- You can add or look up workers, manage their roles, and check “Pending Actions”.





# APPLYING FOR ASSESSMENT

# Applying for Assessment



## Step 1

Click on “Manage Roles” to add or remove roles to a cardholders profile.

When you see the person’s profile bar, click on them and then click on “Continue”.

Or, add the person as a new employee and select the role they require.

- This process is used for assessment applications on new and existing employees.
- This is where all site requirements will be met when selecting roles.
- Each role will have National safety requirements and site specific safety requirements (set by the Site Operator/Owner).
- Roles can be added, removed and updated through this section.

The screenshot illustrates the 'Manage Roles' interface. On the left, a dark sidebar menu contains the following options: Home, Manage Roles (highlighted), Manage Employees, Pending Actions, and Logout. An orange arrow points from the 'Manage Roles' menu item to the 'Employees Available' screen. The 'Employees Available' screen features a search bar with the text 'Enter a portion or full name here to find an employee', an 'ADD NEW EMPLOYEE +' button, and a list of employee profile cards, each with a red 'x' icon. A second orange arrow points from the 'Employees Available' screen to the 'Employees Selected' screen. The 'Employees Selected' screen shows a search bar, a single employee profile card with a green checkmark icon, and a 'CONTINUE' button. At the bottom of the 'Employees Selected' screen is a 'CHECKOUT' button.

# Applying for Assessment



## Step 2

Click on the role you want to remove or update.

Click on “Add New Role” to add a new one.

- To remove a role – click on the role to select it then click on the bin icon located at the top of the roles list.
- To update a role – click on the role to select it and follow the prompts on the right side of the screen. These steps to come.
- To add a role – click “Add New Role” and select from the list, then click “Add # Roles” at the bottom of the list.

The image displays three overlapping screenshots from a software interface, illustrating the process of managing roles. The top-left screenshot shows the 'Competencies for' screen for a role, featuring a search bar, an 'Expand All | Collapse All' button, and a 'MANDATORY' section with a progress indicator '0/4'. Below this, a list of competencies is shown, including 'Rail Acceptance Agreement.RIW Card/Role Acceptance Agreement' and 'Medical Assessment.Medical Category 1 Assessment'. The top-right screenshot shows the 'Add New Roles' screen, which includes a search bar, a list of roles such as 'TFNSW - Handsignalling Class 1', 'TFNSW - Handsignalling Class 2', 'TFNSW - Signal Electrician', 'TFNSW - Signal Engineer', 'TFNSW - Signal Mechanical', 'TFNSW - Signals Authorised Person' (highlighted in green with a checkmark), 'TFNSW - Sydney Metro - Signalling Commissioning Manager', and 'TFNSW - Sydney Metro - Signalling Designer'. At the bottom of this screen is an orange button labeled 'ADD 1 ROLES'. The bottom screenshot shows the 'All roles for' screen, which includes a search bar and a list of roles, with 'TFNSW - Signals Authorised Person' selected. A bin icon is visible at the top right of this list. Orange arrows indicate the flow of actions: from the 'All roles for' screen to the 'Add New Roles' screen, and from the 'Add New Roles' screen to the 'Competencies for' screen.

# Applying for Assessment



## Step 2

Once you add the role, you will be prompted to select an Assessor for the review of qualifications.

Choose the Assessor from the drop down list.

Enter all dates and click Save & Next. Upload any other optional items and submit for processing and assessment.

- NOTE: Please ensure all Business Rules are read and followed for Assessor roles to avoid any delay in processing.
- You will need to acknowledge the question – pictured below – that the worker has at least 3 years experience in this role.

The image displays a sequence of screenshots from a web application, illustrating the steps for applying for an assessment. The screenshots are arranged in a collage, with orange arrows indicating the flow of the process.

- Top Left Screenshot:** Shows the 'Competency' form for 'Signal Designer'. It includes a 'Business Rules' button and a 'Select or Upload Evidence' button. The text 'Assessment required for: Signals.Statement of Competency; Signal Designer' is visible.
- Bottom Left Screenshot:** Shows a 'Question' form. The text reads: 'You have selected a role in which you acknowledge that you have at least 3 years experience selected. This acknowledgement will be recorded and will be audited by the relevant Rail Op'. Below this, there is a checkbox for 'I agree I have at least 3 years experience in the selected role.' which is checked, and a 'Yes' radio button. At the bottom, there are 'Cancel', 'Save', and 'Save & Next' buttons.
- Top Right Screenshot:** Shows the 'Competency' form with 'Issue Date' (09/06/2019) and 'Expiry Date' (16/04/2020) fields. There is also a 'Save & Next' button.
- Bottom Right Screenshot:** Shows a 'Select Assessor' dropdown menu. The list of assessors includes: Jeanette Aikken, Stephen Barter, Akhil Chopra, John Gifford, Chris Holdship, Trevor Moore, and Graham Norris. There is also a 'Select or Upload Document' button.





FOR ASSISTANCE

CALL **1300 309 566**

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