

Metro Academy Bulletin

Number: MA-BUL-2024-03

Issued: 26 Mar 2024

Purpose

The objective of this bulletin is to advise changes to course fees from **01 July 2024**

Background

Metro Academy offers 29 short courses, in the main, these are a combination of initial and renewal of the competencies required for Rail Safety Workers to perform their duties safely on the MTM Metropolitan Network.

These fees have been reviewed in line with commencement of the 2025 Financial year.

Course variations

Course Type	Description
Initial	<p>This course is for a learner who meets the pre-requisite requirements documented in A1626 'Work on Track' Safeworking Competency procedure:</p> <ul style="list-style-type: none"> if a learner does not already hold any of the AQF Statements of Attainment, or in the instance a learner has already attained some, but not all the AQF Statements of Attainment that are required for the MTM competency to be issued. <p>Noting: GST is not applicable if the RTO issues a Statement of Attainment</p>
Renewal	Required for a learner to maintain their competency (typically completed every 24 months).
Online	This course is a competency renewal that does not require a learner to attend training in person, however, may have additional assessment evidence requirements to demonstrate currency on the MTM Metropolitan Rail Network.
MTM Conversion	<p>This course is required when a seat is booked in an initial training course to gain a MTM competency and a learner is identified as already having attained all the AQF Statements of Attainment required for the MTM competency from a non-approved MTM training provider.</p> <p>This course is required to provide MTM Metropolitan Rail Network specific knowledge.</p>
Safety Observations	<p>This course is for Safety Advisors or non-operational roles i.e., Administrators, Managers, etc... to observe training sessions for the purpose of obtaining an awareness of Safeworking procedures within the MTM Metropolitan Rail Network, in these instances:</p> <ul style="list-style-type: none"> No assessment is completed by the Training Officer on the Learner No issuance of Qualifications or Competencies by Metro Academy to the Learner <p>For bookings, please direct queries to metroacademy@metrotrains.com.au</p>
Split-Fees	<p>Applicable for courses that have fees more than \$1,500.</p> <ul style="list-style-type: none"> Complying with Standards for Registered Training Organisations (RTOs) 2015, section 7, RTOs must not take a deposit of greater than \$1,500 from a learner prior to course commencement when an AQF Statements of Attainment is issued. In instances where course fees exceed \$1,500, an initial deposit of \$1,500 is required and the balance is due within five (5) business days of the course commencing.

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2025 Financial Year Fees

Each course has been reviewed, most fee increases aligned to CPI, some have had no increase applied. The following table states the new fees applicable from 01 July 2024:

Training Title	Type	GST excl	GST	GST Incl
Construction Induction - White Card	Initial *	\$ 345	\$ -	\$ 345
Handsignaller	Initial *	\$ 600	\$ -	\$ 600
Handsignaller Renewal	Renewal	\$ 468	\$ 47	\$ 515
Handsignaller (Safety Observations)	Safety Observations	\$ 409	\$ 41	\$ 450
Handsignaller (MTM Conversion)	MTM Conversion ◇	\$ 545	\$ 55	\$ 600
Lookout	Initial *	\$ 600	\$ -	\$ 600
Lookout Renewal	Renewal	\$ 468	\$ 47	\$ 515
Lookout (Safety Observations)	Safety Observations	\$ 409	\$ 41	\$ 450
Lookout (MTM Conversion)	MTM Conversion ◇	\$ 545	\$ 55	\$ 600
Safely Working in the Rail Corridor (SWIRC)	Initial	\$ 482	\$ 48	\$ 530
Train Track Safety Awareness (TTSA)	Initial *	\$ 345	\$ -	\$ 345
Metro Contractor Safety Recertification (MCSR) Online [^]	Renewal	\$ 186	\$ 19	\$ 205
TTSA (Face to Face) Renewal	Renewal	\$ 282	\$ 28	\$ 310
Track Force Protection Coordinator 3.1	Initial *	\$ 1,830†	\$ -	\$ 1,830
Track Force Protection Coordinator 3.1 Renewal	Renewal	\$ 468	\$ 47	\$ 515
Track Force Protection Coordinator 3.1 (Safety Observations)	Safety Observations	\$ 1,227	\$ 123	\$ 1,350
Track Force Protection Coordinator 3.1 (MTM Conversion)	MTM Conversion ◇	\$ 1,664	\$ 166	\$ 1,830
Track Force Protection Coordinator 3.2	Initial *	\$ 2,655†	\$ -	\$ 2,655
Track Force Protection Coordinator 3.2 Renewal	Renewal	\$ 468	\$ 47	\$ 515
Track Force Protection Coordinator 3.2 (Safety Observations)	Safety Observations	\$ 1,773	\$ 177	\$ 1,950
Track Force Protection Coordinator 3.2 (MTM Conversion)	MTM Conversion ◇	\$ 2,414	\$ 241	\$ 2,655
Track Force Protection Coordinator 3.3	Initial *	\$ 1,590†	\$ -	\$ 1,590
Track Force Protection Coordinator 3.3 Renewal	Renewal	\$ 614	\$ 61	\$ 675
Track Force Protection Coordinator 3.3 (Safety Observations)	Safety Observations	\$ 1,045	\$ 105	\$ 1,150
Track Force Protection Coordinator 3.3 (MTM Conversion)	MTM Conversion ◇	\$ 1,445	\$ 145	\$ 1,590
Track Vehicle Operator (TVO1)	Initial *	\$ 1,200	\$ -	\$ 1,200
Track Vehicle Operator (TVO1) Renewal	Renewal	\$ 732	\$ 73	\$ 805
Unrestricted TFPC Inner Suburban	Initial	\$ 545	\$ 55	\$ 600
Unrestricted TFPC Inner Suburban Renewal (Online)	Renewal	\$ 327	\$ 33	\$ 360

* GST not applicable for Statements of Attainment issued by **Metro Trains Melbourne, RTO ID: 40535**

† Subject to Split-Fees

◇ Calibrated so GST inclusive Fees match GST exclusive Fees (Courses issuing Statements of Attainment do not attract GST)

[^] Metro Contractor Safety Recertification (MCSR) (Online) is the TTSA (Online) renewal

Visit <https://www.metrotrains.com.au/metro-academy/course-list/> for more information on each course.

Questions

Questions relating to this bulletin can be directed to metroacademy@metrotrains.com.au