Heritage Railway Association
GUIDANCE NOTE

Competence Training and Assessment - ATHRA

1. Introduction

A. The HRA has been fortunate to have been offered access to a package of Training and Assessment Documentation developed in Australia by a sister body to HRA; the Australian Tourist & Heritage Railway Association, ATHRA.

B. The information is provided by ATHRA conditional that it is treated as a guide only, the end user must ascertain its suitability and change as required to ensure it is fit for the purpose prior to it being used, and that ATHRA is acknowledged as the author.

C. The Training Committee and the Operating & Safety Committee of the HRA have reviewed the package and determined that whilst not ideally suitable for our environment, it does give valuable information and demonstrates good practice in this area as well as guidance on customisation.

D. The two committees have considered the conversion of the package into language and form more suitable for our members. At present they consider that the work involved in making the changes to all 41 documents would not be justified on the basis of limited resources and duplication of effort that would still be needed for each railway or tramway to tailor the package to their needs.

2. The AHRA Training & Assessment Package

A. The package comprises:
   1. Mentors Guide
   2. Customisation Guidelines, and then covers the following tasks:
      i. Diesel Loco Driver
      ii. Fireman
      iii. Guard
      iv. Rail car Driver
      v. Safe Working
      vi. Second person
      vii. Steam Loco Driver
      viii. Track Inspector
      ix. Track Patrolman
      x. Train Controller
      xi. Train Examination
      xii. Tram Driver

B. The documents are written for Australian operators. Some words are clearly not those we would use in the UK but are easy to translate; a few need more careful interpretation due to differing phraseology and legal requirements.
3. **Access to ATHRA Documentation**

   A. The documentation is available direct from the ATHRA website, “Great Rail Experiences Australia – the website of ATHRA”, via the following link: [www.athra.asn.au](http://www.athra.asn.au)

   B. Scroll down to the bottom of the page where there is a section headed “Members” (There is no requirement to Log In)

   C. Select “Lesson Plans” to access the full package.

4. **HRA Recommendations**

   A. We therefore advise members that this package needs tailoring before use but that this is better done as part of a detailed analysis of the particular requirements of the railway or tramway to ensure that the resulting system is appropriate and fit-for-purpose.

   B. To summarise, the HRA recommends this package for consideration by member organisations when establishing or reviewing their own Competence Management Systems.

   C. Many members will already have effective systems in place; for them a review of the package could act as a check to ensure completeness and to highlight any missing elements. At the opposite extreme some members will have little in place and so for them this package could form a framework to enable them to create an appropriate system.

5. **Liability**

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