APPLICANT | CONTRACTOR COMPANY SUPERVISOR | APPROVER SECTION 1

APPLICANT:			
Name			
Company			
Position (Job Role)			
Key activities			
(that you will be performing whilst engaged with Alstom.)			
Contact Details	Phone:	Email:	
CONTRACTOR COMPANY SUPERVISOR/MA	CONTRACTOR COMPANY SUPERVISOR/MANAGER/SME:		
Name			
Company			
Position			
Contact Details	Phone:	Email:	
APPROVED BY: TRAINING AND COMPETEN	ICY MANAGER		
Name			
Company	Alstom Transport Australia		
Position	Training & Competency Manager		
Contact Details	Phone:	Email: <u>ANZ.training@alstomgroup.com</u>	

SECTION 2

EXPERIENCE, EDUCATION AND TRAINING

RELEVANT EXPERIENCE		
ROLE/POSITION	COMPANY/PROJECT	YEAR OF EXPERIENCE
QUALIFICATIONS, CERTIFICATES, LICENCES, TICKE		ING Training, etc.
Evidence of the documents MUST be submitted in Av	vetta portal.	
DOCUMENT NAME	DATE COMPLETED	EVIDENCE SUBMITTED

DOCUMENT NAME	DATE COMPLETED	EVIDENCE SUBMITTED

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SECTION 3

APPLICANT ACKNOWLEDGEMENT

I, confirm that the information provided (and supplementary evidence & documentation) is true and correct, and I have the relevant skills and experience for the stated position.
APPLICANTS SIGNATURE:
DATE:

SECTION 4

AUTHORISORS

The contractor's company Supervisor/Manager/SME **must** interview the applicant and determine their suitability for the stated position in conjunction with the supplied evidence.

CONTRACTOR COMPANY SUPERVISOR/MANAGER/SME	ALSTOM SITE MANAGER	ALSTOM TRAINING & COMPETENCY MANAGER
NAME:	NAME:	NAME:
SIGNATURE:	SIGNATURE:	SIGNATURE:
DATE:	DATE:	DATE:

SECTION 5

CONDITIONS

AGREEMENT ON INFORMATION SUBMISSION AND CONFIDENTIALITY	Applicants Initial
This document must include additional evidence and supporting documentation, such as CVs,	
licenses, qualifications, certificates, and or logbooks, uploaded to the Contractor Management	
Portal. Please ensure these are attached.	
Alstom will protect all information provided as private and confidential and will not use it to harm	
the discloser.	
While Alstom is responsible for developing assessment systems and tools, the applicant is	
accountable for the accuracy of the data provided. The recipient (e.g., Project Administrator) will	
not be responsible for the accuracy or completeness of this confidential information and will not	
be liable for any inaccuracies or misleading documentation that may arise later.	

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Competency Assessment Workflow			
Applicant Self-assessment	Contractor Manager/SME Review	Alstom Training Team Review	Avetta Upload
 <u>Step 1:</u> The applicant must complete all sections, including key activities, relevant experience, and a list of qualifications, certifications, and other relevant credentials. <u>Step 2:</u> The applicant must submit the completed document to their relevant admin team, including qualifications, certificates, and supporting evidence such as logbooks. <u>Step 3:</u> Ensure that Section 3 is dated and signed, and Section 5 has been read and initialed. 	 Step 1: The Contractor Supervisor/Manager/SME reviews the document in conjunction with the supplied evidence. Step 2: Once satisfied with the information, they fill in their details in Section 1 and sign Section 4. Step 3: Once both the applicant and the Contractor Supervisor/Manager/SME have signed the document, it should be returned to ANZ.Training@alstomgroup.com for Alstom signatures. 	Upon receipt, the document will be co-signed and approved by the Alstom Training & Competency Manager. The Alstom training team may contact you for additional information, such as qualifications, which must be uploaded before approval.	Once all parties have signed, this document will be returned to the contractor's admin for uploading into the Avetta Contractor portal. *Contractor admin must ensure that the job role matches the selected job role in the Avetta Contactor Portal

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