

SECTION 1 APPLICANT | CONTRACTOR COMPANY SUPERVISOR | APPROVER

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

SECTION 2 EXPERIENCE, EDUCATION AND TRAINING

RELEVANT EXPERIENCE		
ROLE/POSITION	COMPANY/PROJECT	YEAR OF EXPERIENCE
QUALIFICATIONS, CERTIFICATES, LICENCES, TICKETS, MEMBERSHIPS, OTHER SUPPORTING Training, etc.		
Evidence of the documents MUST be submitted in Avetta portal.		
DOCUMENT NAME	DATE COMPLETED	EVIDENCE SUBMITTED
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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.	

Competency Assessment Workflow

Applicant Self-assessment

Step 1:

The applicant **must** complete all sections, including key activities, relevant experience, and a list of qualifications, certifications, and other relevant credentials.

Step 2:

The applicant **must** submit the completed document to their relevant admin team, including qualifications, certificates, and supporting evidence such as logbooks.

Step 3:

Ensure that Section 3 is dated and signed, and Section 5 has been read and initialed.

Contractor Manager/SME Review

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.

Alstom Training Team Review

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.

Avetta Upload

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**