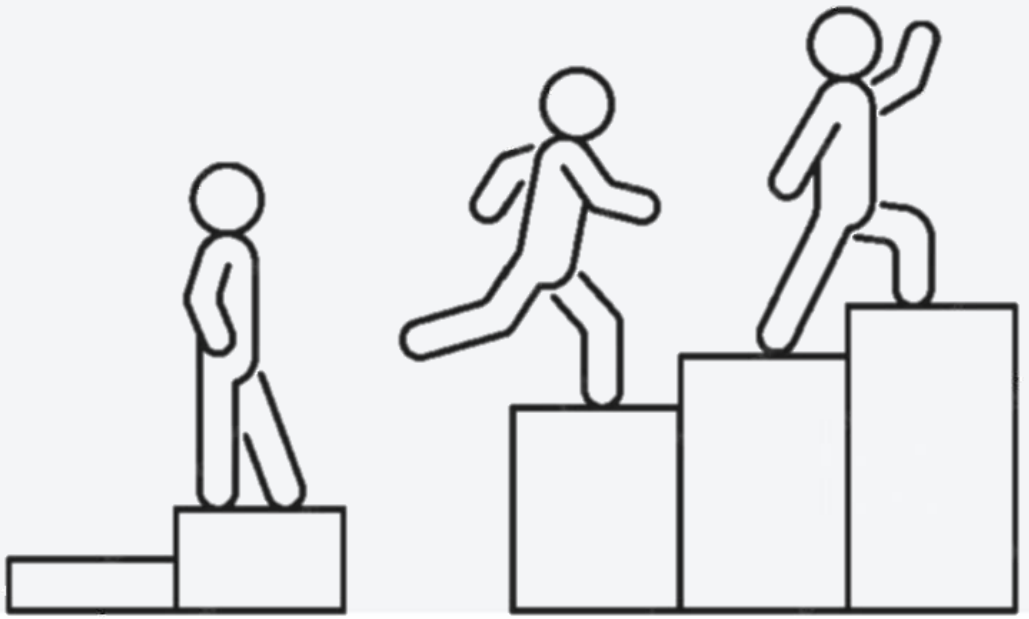
How to Upgrade Your CIRO Membership

Shaping the future of rail, together

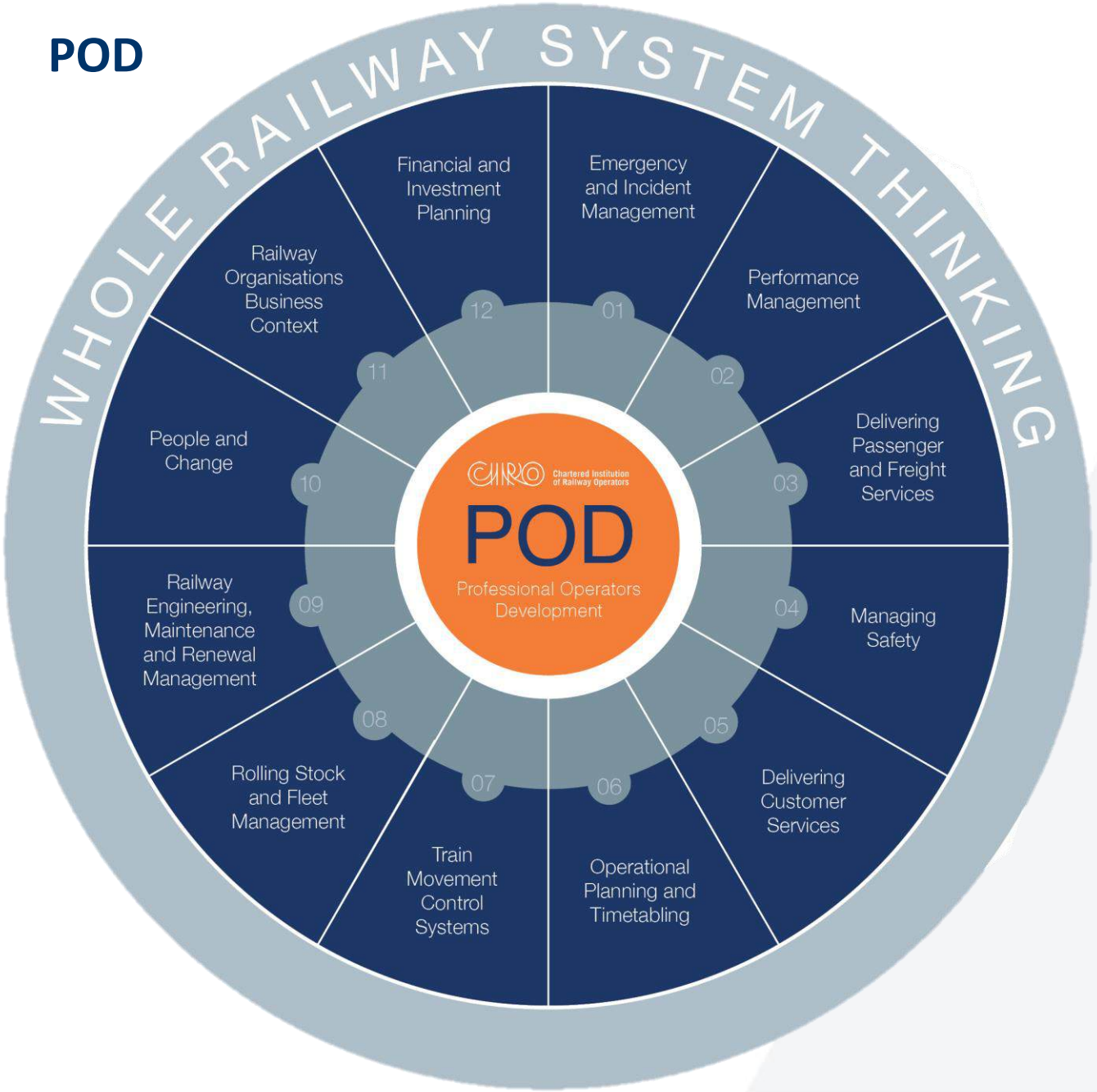
Chartered Institution of Railway Operators

Informal session without an agenda but we can talk about:

- Routes into membership upgrade
- POD
- Membership levels
- How to annotated your CV
- Your application
- Tips on what to include
- Answer any of your questions



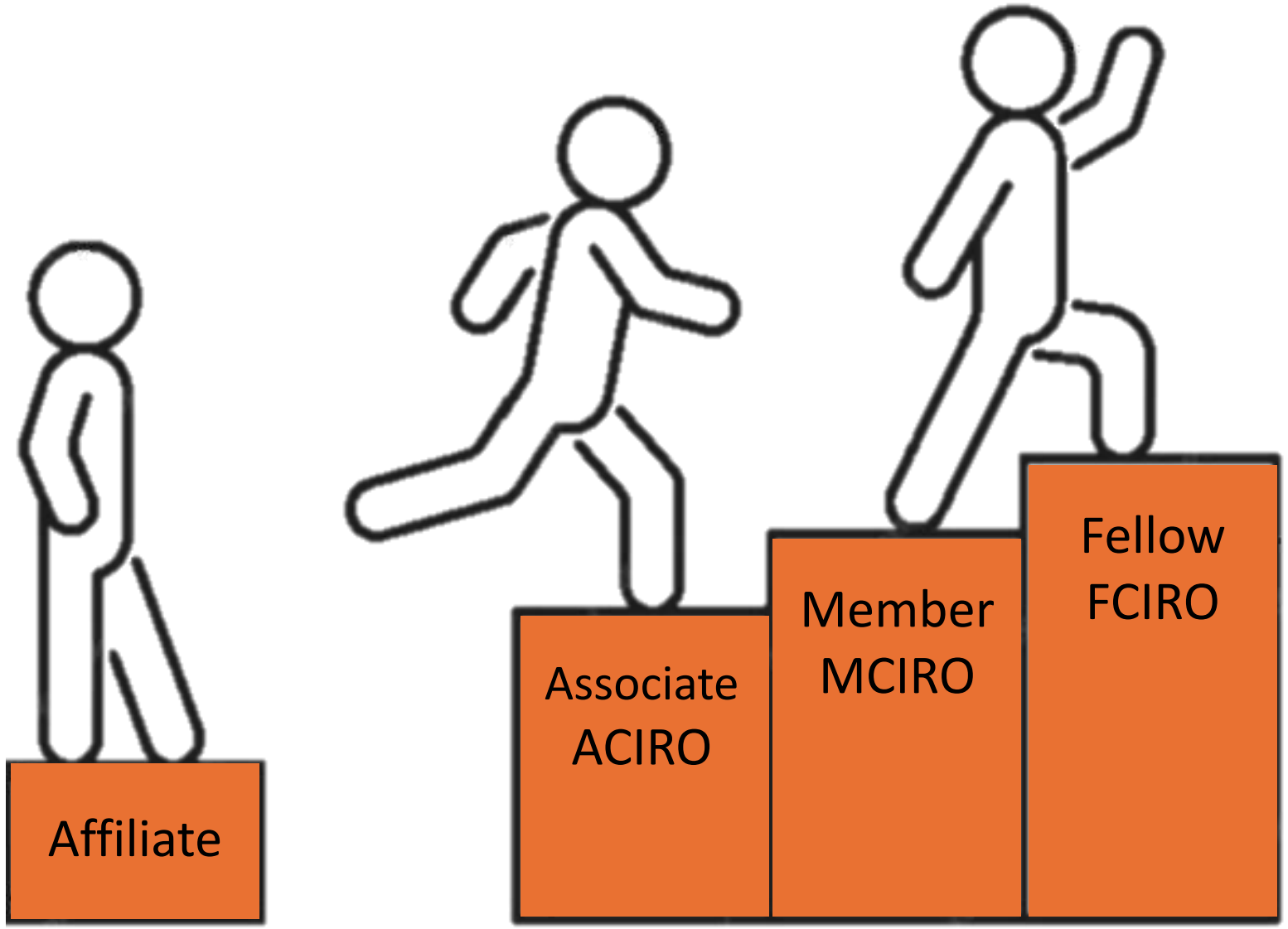
POD



Professional Operators' Development Framework is the professional map for railway operators.

12 disciplines that all contribute to success in rail operations.

Membership Levels



Routes into your membership upgrade

Study





Experience Assessment



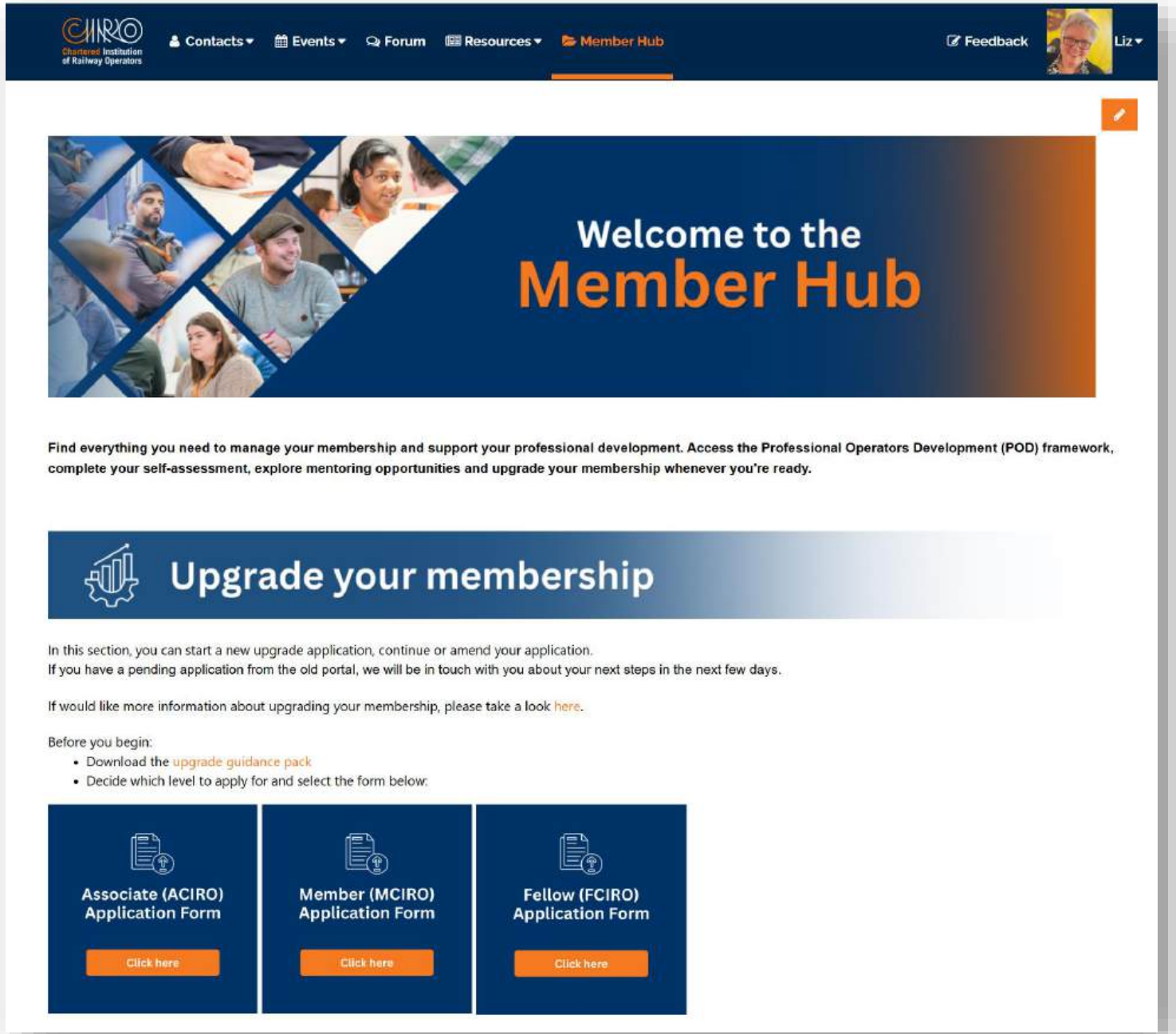
The CIRO Members' Portal

Shaping the future of rail, together

Chartered Institution of Railway Operators

CIRO Members' Portal

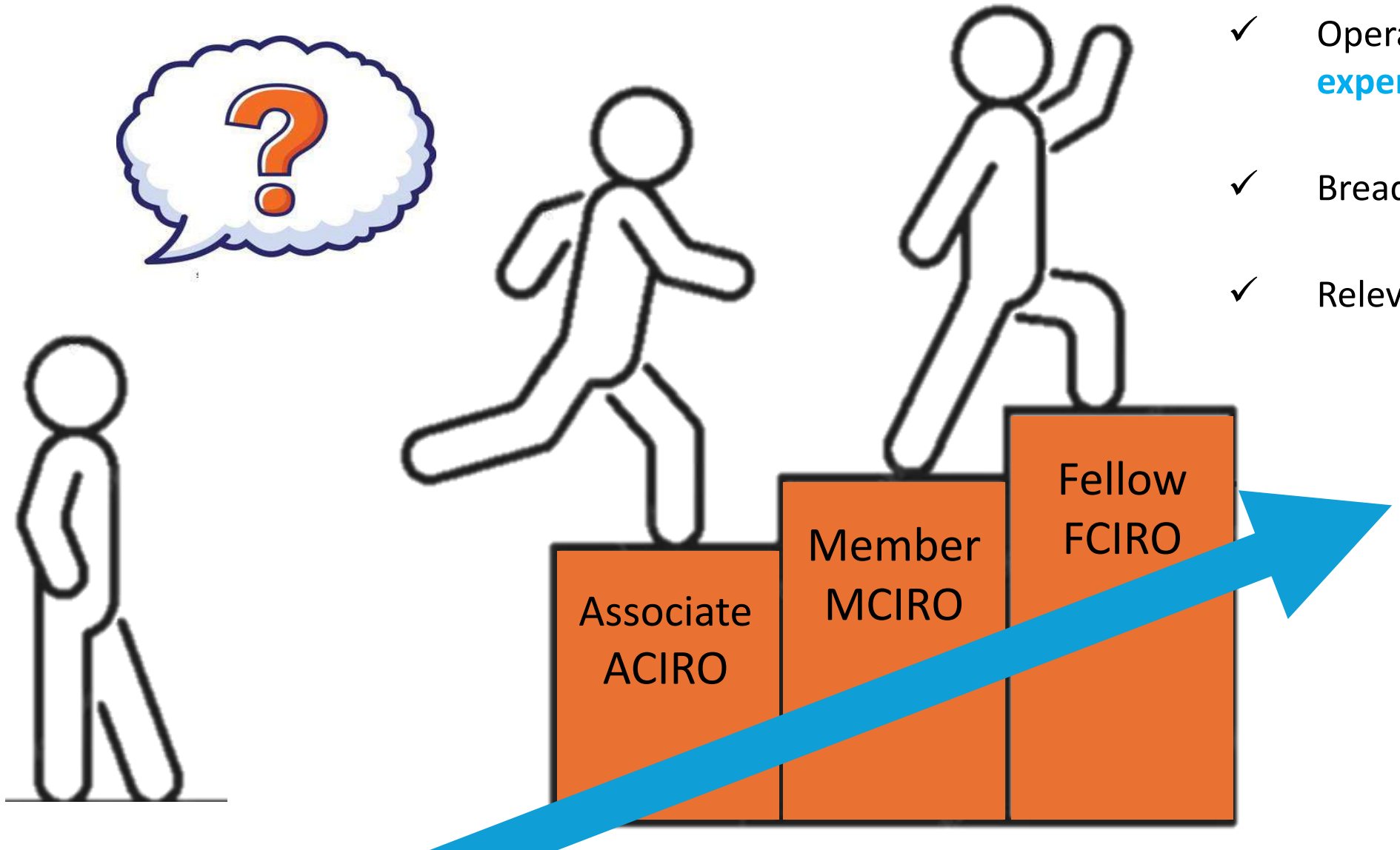
1. A current CIRO member
2. Login to the portal
3. Ensure personal info is up to date



Which is the right level for me?

Shaping the future of rail, together

Chartered Institution of Railway Operators



- ✓ Operations **work experience**
- ✓ Breadth of **knowledge**
- ✓ Relevant **POD experience**

Which is the right level for me?





		Associate	Member	Fellow
✓	Operations **work experience**	2 years	5 years	7 years
✓	Breadth of **knowledge**	Own organisation & locality	Local, regional & national working knowledge	Local, regional, national & international working knowledge
✓	Relevant **POD experience**	3 sections to 30%	8 sections to 50%	12 sections to 80%

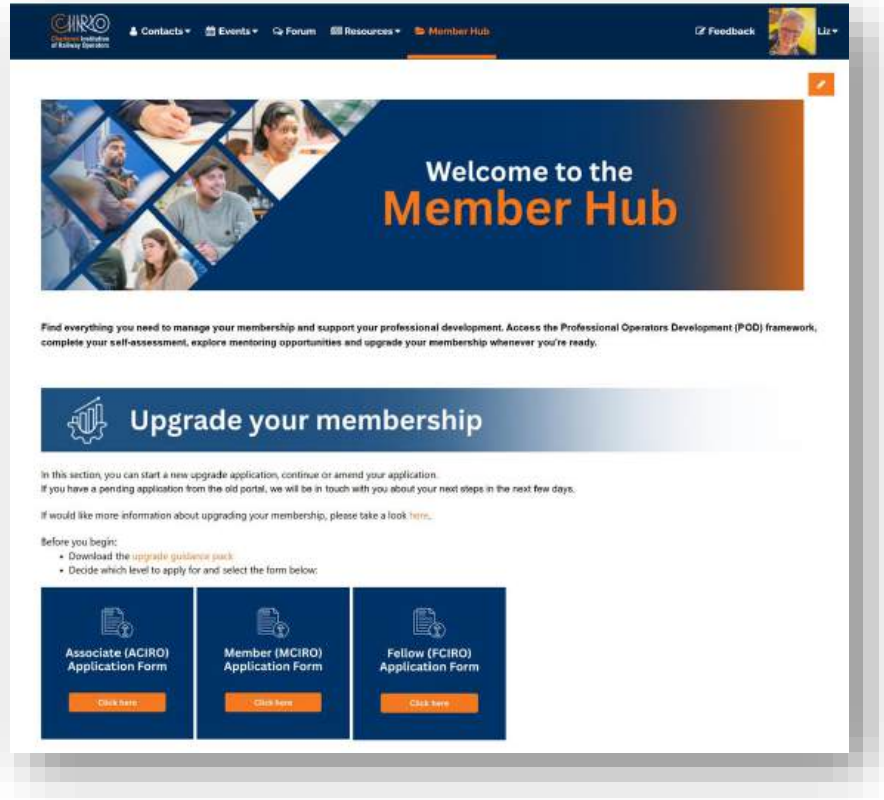
Your Upgrade Application

Shaping the future of rail, together

Chartered Institution of Railway Operators

CIRO Members' Portal

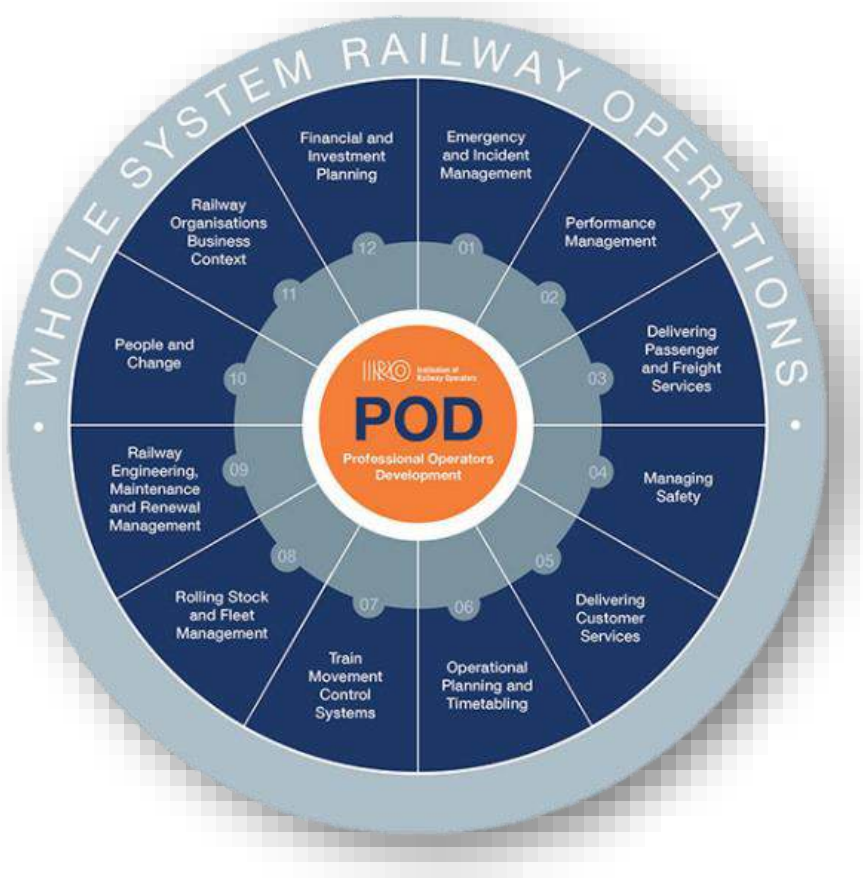
1. Access to the portal
2. Your personal info is up to date
3. Submit your
   - ✓ Annotated CV
   - ✓ Professional Operations Development (POD) Sections submission
   - ✓ Additional evidence (optional)



✓Your Annotated CV

C.V. should include as a minimum:

- Current Job Role
- Career History
- Education and Training



It's your link between the POD and your experience

- Mark your CV with a note of the number/s of the POD sections relevant to each role
- You can annotate the POD section numbers directly onto your CV or use a summary template

Remove personal details such as DoB, contact details

Example of a summary table

Summary of experience against CIRO POD sections

You may use this summary chart to list the experience from your C.V. and indicate what level of experience (International, National or Local) you have gained in each relevant POD section. Expand chart as necessary. Alternatively, annotate this information directly onto your C.V.

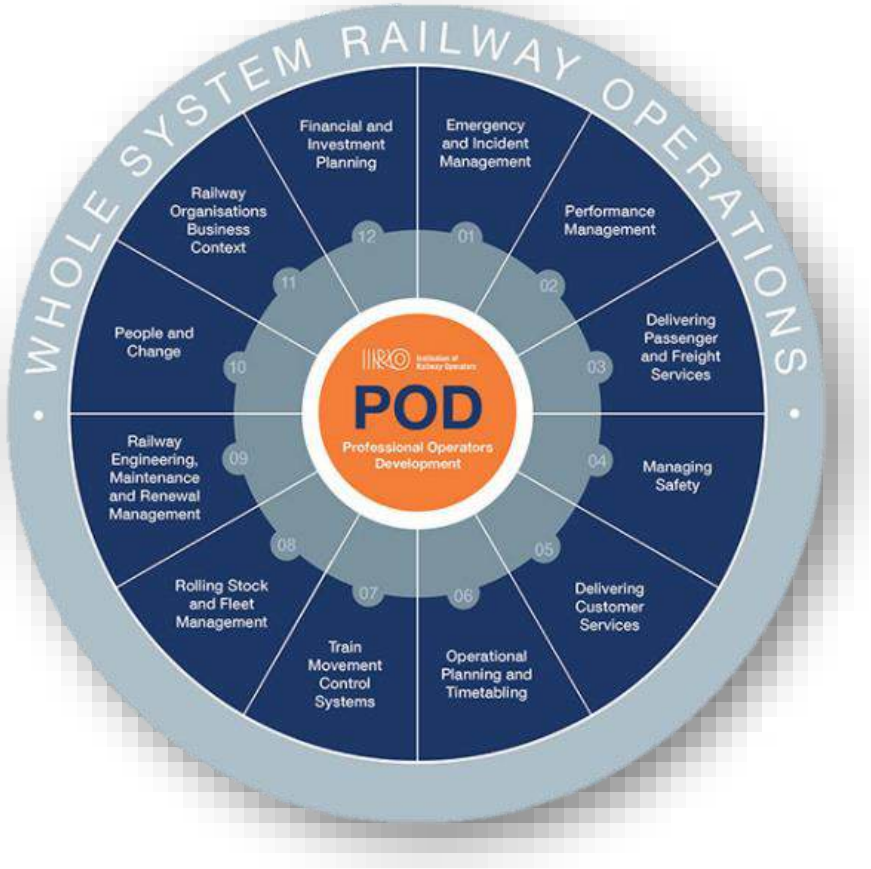
Key: Int = international experience, N = national experience, Lo = local experience

Employment Roles	Location	Duration	1	2	3	4	5	6	7	8	9	10	11	12

1.Emergency and Incident Management 2.Performance Management 3.Delivering Passenger and Freight Services 4.Managing Safety	5.Delivering Customer Service 6.Operational Planning and Timetabling 7.Train Movement and Control Services 8.Rolling stock and Fleet Management	9.Engineering, Maintenance and Renewal Management 10.People and Change 11.Railway Organisations Business Context 12.Financial and Investment Planning

✓Your Professional Operations Development (POD) Sections submission

- Mandatory POD sections at each level
- Summarise your knowledge & understanding of the railway principles in each POD section
- Contextualise with work-based examples relevant to each POD section



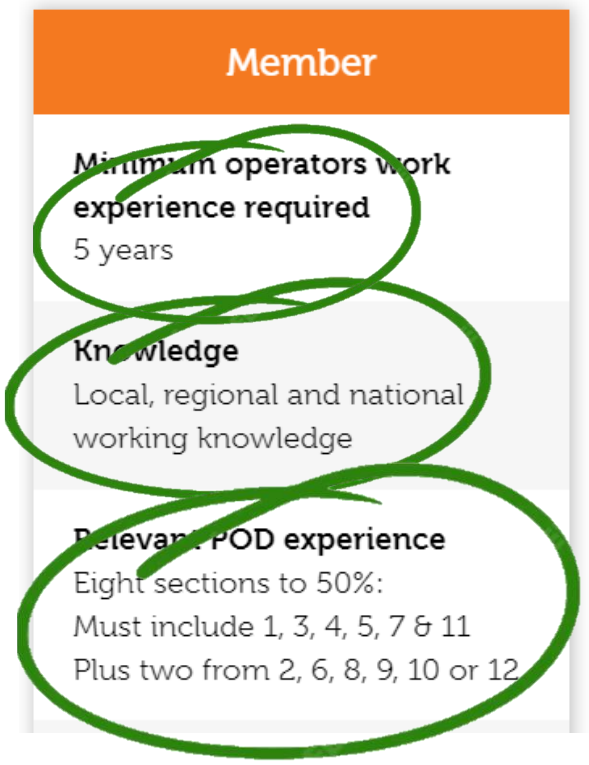
Associate Level

Associate
Minimum operators work experience required 2 years
Knowledge Your own organisation and locality
Relevant POD experience Your own organisation and locality Three sections to 30%: Must include 3 &4 Plus either 5 or 7

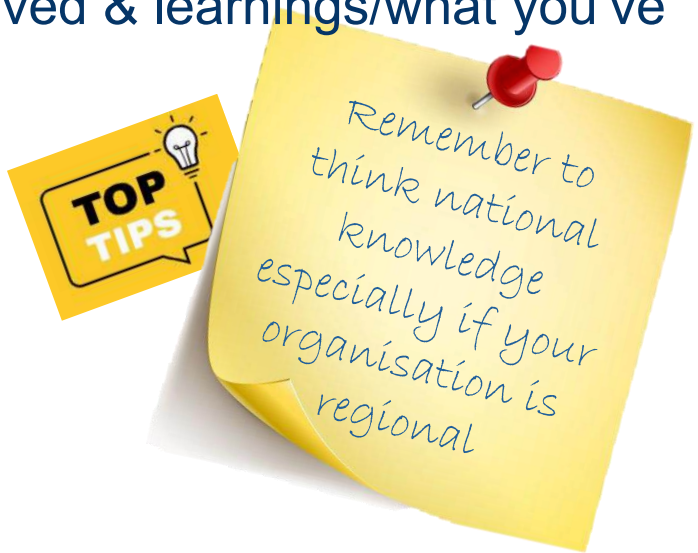
- Summarise your knowledge & understanding of the railway principles in 3 POD sections
- Cover 30% of the essential knowledge & experience criteria
- 1 personal example relevant to the POD section (explain what you've done / describe how you've been involved)



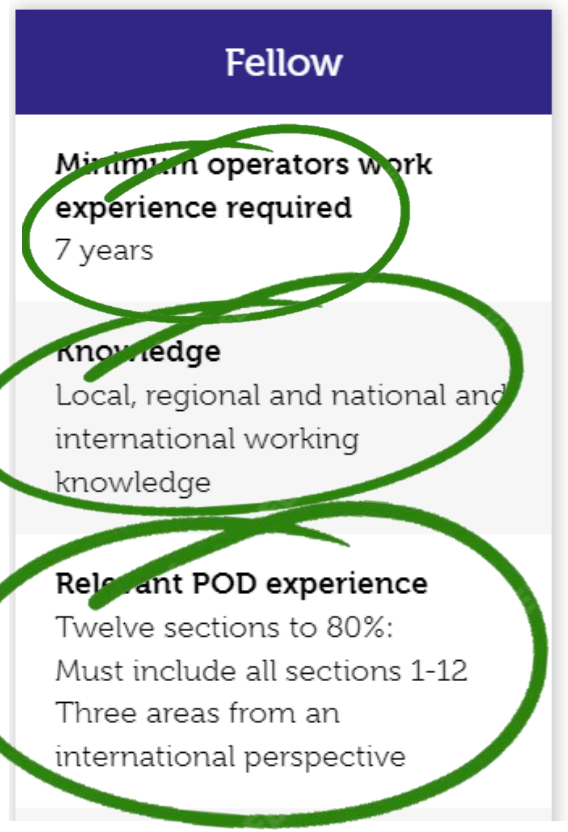
Member Level



- Summarise your knowledge & understanding of the railway principles in 8 POD sections
- Cover 50% of the essential knowledge & experience criteria
- 2 personal examples relevant to the POD section (demonstrate how you've been involved & learnings/what you've gained from it)



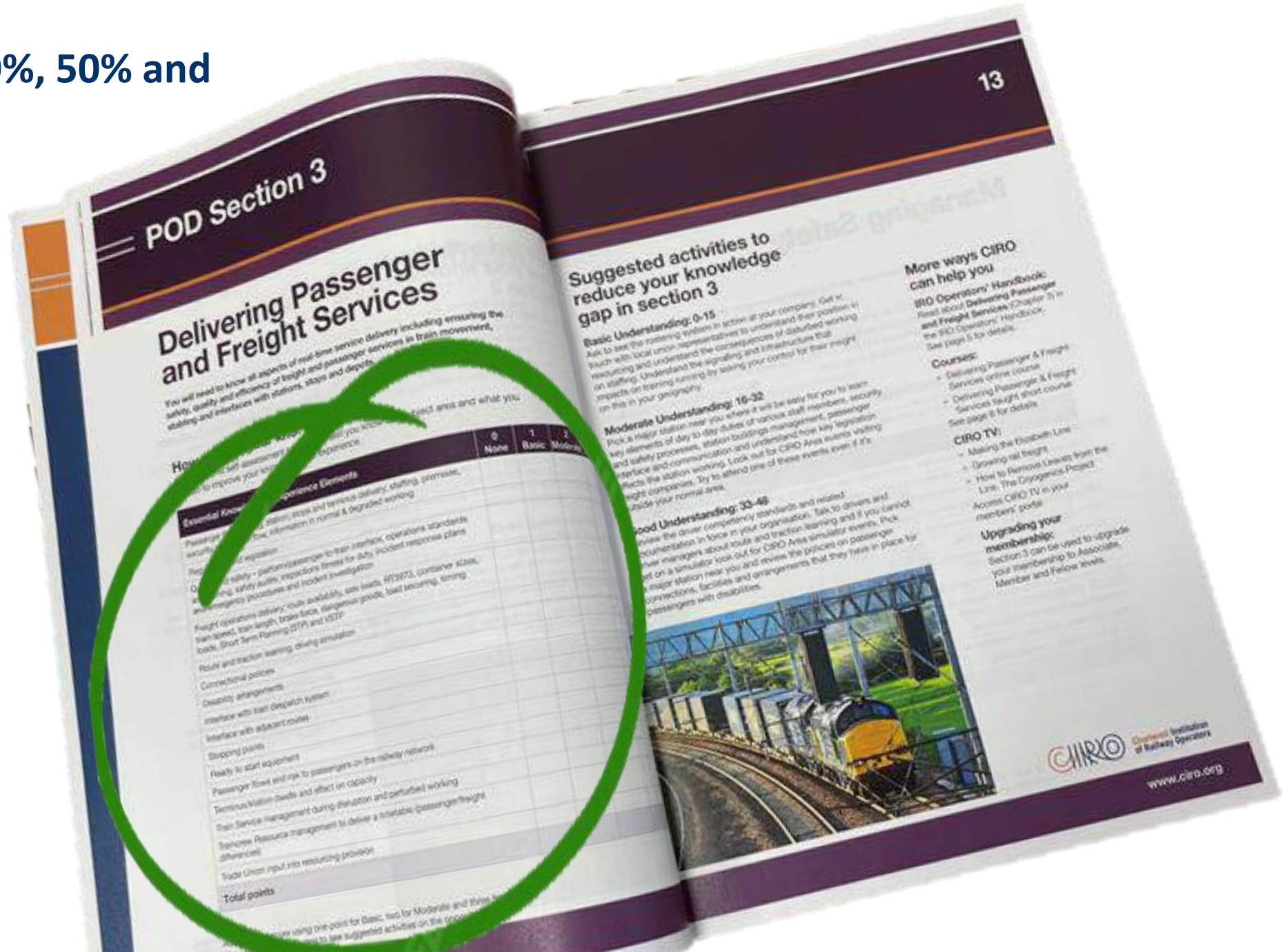
Fellow Level



- Summarise your knowledge & understanding of the railway principles in 12 POD sections
- Cover 80% of the essential knowledge & experience criteria
- 3 or more personal examples relevant to the POD section (critiquing what you've done, shared learnings, appraising impact)



What does 30%, 50% and 80% mean?



What does 30%, 50% and 80% mean?

	Essential Knowledge & Experience Elements
1	Passenger first thinking, station, stops and terminus delivery; staffing, premises, security, pedestrian flow, information in normal & degraded working
2	Regulations and legislation
3	Quality and safety – platform/passenger-to-train interface, operations standards and training, safety audits, inspections fitness for duty, incident response plans and emergency procedures and incident investigation
4	Freight operations delivery; route availability, axle loads, RT3973, container sizes, train speed, train length, brake force, dangerous goods, load securing, timing loads, Short Term Planning (STP) and VSTP
5	Route and traction learning, driving simulation
6	Connectional policies
7	Disability arrangements
8	Interface with train despatch system
9	Interface with adjacent routes
10	Stopping points
11	Ready to start equipment
12	Passenger flows and risk to passengers on the railway network
13	Terminus/station dwells and effect on capacity
14	Train Service management during disruption and perturbed working
15	Traincrew Resource management to deliver a timetable (passenger/freight differences)
16	Trade Union input into resourcing provision

POD 3:

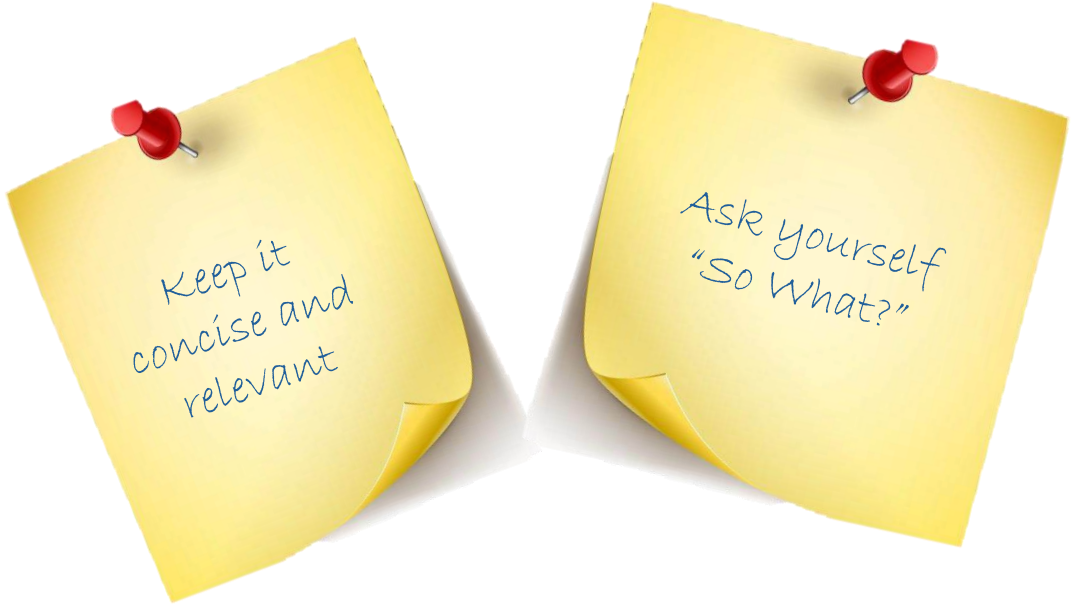
Delivering Passenger & Freight Services

16 essential knowledge elements

- Associate: 30% ➡ 5 elements
- Member: 50% ➡ 8 elements
- Fellow: 80% ➡ 13 elements

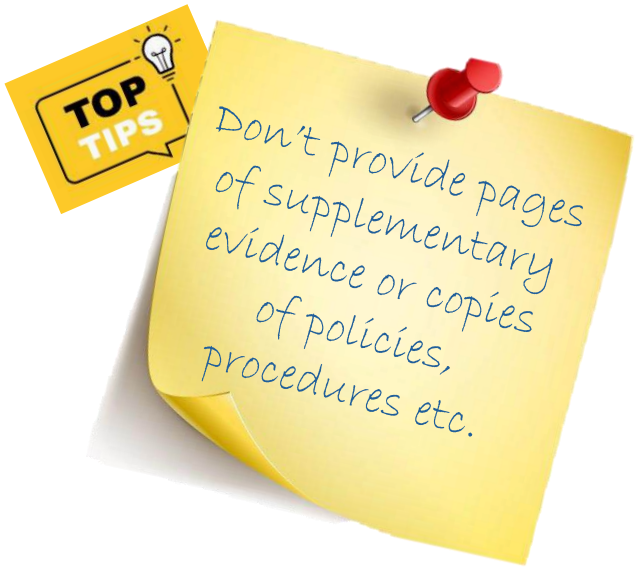
TOP TIPS for completing your POD sections

- Start by going through your CV & noting the relevant POD sections
- Consider how many of the essential knowledge & experience criteria you need to cover
- Don’t assume that by only listing your job role it is obviously covering the criteria
- Demonstrate:
  - what you have done and why it is relevant
  - what you have learnt
- At senior levels don’t forget your more junior roles, especially when it comes to front-line customer experience, but reflect at the level appropriate to your upgrade



✓Additional Evidence (optional)

- You can upload up to 4 additional documents that support your application
  - Make sure to reference them within your POD sections
  - Make it clear in the document name what POD section they are linked to
  - If you are using a POD summary template this is 1 of your 4 additional documents



Membership Standards Panel

Shaping the future of rail, together

Chartered Institution of Railway Operators

Support

- Upgrade templates per level
- Upgrade guidance notes
- POD booklet – refer to this when completing your POD sections to see the essential knowledge elements
- Attend a How to Upgrade Your Membership session – visit the CIRO events page
- CIRO Team – happy to talk through questions
- Need to plug gaps
  - Back catalogue of webinars on CIRO TV
  - Mentoring scheme
  - Attend events
  - Develop your CIRO network



Any questions?

Stay in Touch.

Beaconside Business Village, Stafford, ST18 0BF

membership@railwayoperators.co.uk

+44 (0)3333 440523

www.ciro.org