

# Site Authorisation – Relevant Experience Evidence

CONTRACTOR TO COMPLETE															
Name:															
SAP ID:															
Department:															
Company:															

Contractor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Recognition of Years of relevant experience in lieu of formal qualification:**

**Skill** (from Standardised Skills Listing): \_\_\_\_\_

**Years of experience required for skill:**  3 years  5 years (select only one-from Standardised Skills Listing)

Please note: Only those skills on the Standardised Skills Listing marked with \* are applicable for recognition of relevant experience in lieu of formal qualifications. This does not apply to Blue collar skills.

**EVIDENCE to support required years of relevant experience may be selected from either of the below options (Please note: items may be selected from either option but must make up the required number of years of experience required for the selected skill):**

**Employer verification:**

- i) the exact employment period (start and finish dates)
- ii) the nature of employment (full-time, part-time, casual)
- iii) job title (occupation)
- iv) a detailed description of the relevant tasks undertaken
- v) the name and address of the business on **official business letterhead** for each employer
- vi) the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised the applicant.

**Resume**

- i) Full name of employer/company for which previously worked
- ii) Job location for each job held
- iii) Job title (occupation) for each job held
- iv) specify the dates of employment with each employer
- v) List your responsibilities for each job held

**Note: If Self Employed for all/any of the period required to provide evidence of years of experience please discuss with Contractor Management.**

EVIDENCE of years of relevant experience verified/accepted			
<b>Contract Owner:</b>	Name:	Sign:	Date:
<b>CMT Lead:</b>	Name:	Sign:	Date:
<b>Result:</b>	<input type="checkbox"/> Evidence Accepted		<input type="checkbox"/> Evidence Not Accepted
<b>Contractor Engagement Solution (CES) Worker Profile updated:</b> <input type="checkbox"/>			
<b>Comments:</b>			
<b>NOTE: The Company creating/updating the Worker Profile in CES must upload the authorised Site Authorisation form + all evidence to support selected skill in lieu of formal qualifications.</b>			

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