

User Guide

Assigning Competencies

STEP ONE | Assigning a Competency

Select the persons 'competencies' tab

Amy Dundas (employee) 001 437 968

general	competencies	groups	roles	tasks	keys	training	messages
site contact	locations	report					

Click 'add competency'

Amy Dundas (employee) 001 437 968

general	competencies	groups	roles	tasks	keys	training	messages
site contact	locations	report					

Appointments Only Unique Past Inactive Rejected

Search for competency you wish to add

Add Competency to Amy Dundas

Include competencies from Group by location

Ready to search

Non-Verified Comp – add dates and files click save

Add Competency to Amy Dundas for Pegasus Demonstration


Administration.Assessment.Medical - Full Functional Comp Location: Pegasus

Renewal Chain: ← →

Competency Description: Medical - Full Functional

Assignment: Add/Assign From: Realm: Pegasus

Step	Req	Do	On	Authoriser	Notes	User
PT - Permit to Train		<input type="checkbox"/>				
TR - Train		<input type="checkbox"/>				
AS - Assess		<input type="checkbox"/>				
AU - Authorise		<input type="checkbox"/>				
AP - Appoint		<input type="checkbox"/>				

Period of Currency: From a date for 3 Years For 3 Years up to a date **Issue Date:** 18 Jan 2018 

Training Event: Not associated with a training event.

Verification Method: Description:

Active: Added by: Felicity Stevenson

Verified Comp – add dates, file and click upload this will be sent to the applicable team to verify against business rules.

A Verified Comp will have a scroll symbol next to it - 

 Upload for Medical.Certificate.Industry Medical Certificate

Verified doc

You have chosen to add a Verified doc competency to this cardholder.

- You need a scanned image of a document or certificate representing the competency
- You must enter the issue and expiry dates from that document and then upload it
- You will then need to verify that the competency and entered dates truly match the upload
- **This is realm based data which will be assigned at the realm level**

Please also read the tip about dates below.

Cardholder: **Amy Dundas**

File to Upload: No file chosen

Browse to select file for upload

Issue Date: 

Enter the Verified doc's Issue Date as "dd mmm yy" or click calendar icon

Expiry Date: 

Enter the Verified doc's Expiry Date as "dd mmm yy" or click calendar icon

Status: