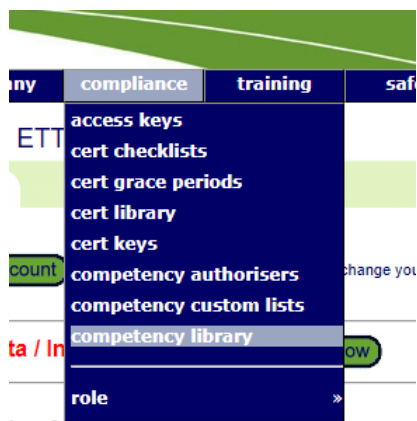


User Guide

Creating Competencies

STEP ONE | Creating a competency

Click on the 'Compliance' tab, select 'competency library'



Click add

Competency Library for Pegasus Demo

Include

Group by location
 Include Inactive

Ready to search


▶ Leave search box blank for all competencies in Pegasus Demo and selected site(s), or enter a text fragment to find matching competency names.

Complete the required fields and click 'save'. Tick the check box 'requires a verified document if required

Add Competency to Pegasus Demo Library

Requires a verified document: This enforces a mandatory document upload and verification process before the competency can be assigned.

Role: Single Group

Global:  -- SELECT GLOBAL --

Level:  -- SELECT LEVEL --

Suffix: Suffixes may not contain dots or dollar signs

Description: 

Location: Pegasus Demo

Created By: Felicity Stevenson

Duration: Non-Specified *Can be changed to fixed duration as this comp HAS NOT been assigned to cardholders.*

Fixed Months

Cost: \$

GST: \$

Hours:

Print on Sticker: Whether this competency name will print on logpoint stickers in locations set to print Competencies.

Any TP Can Realm Assign: Whether other training providers can realm assign this competency from site training events

Assignment Requirements:

| Set by Realm | | |
|----------------------|--------------------------|-------|
| Step | Required | Order |
| 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"/> | |

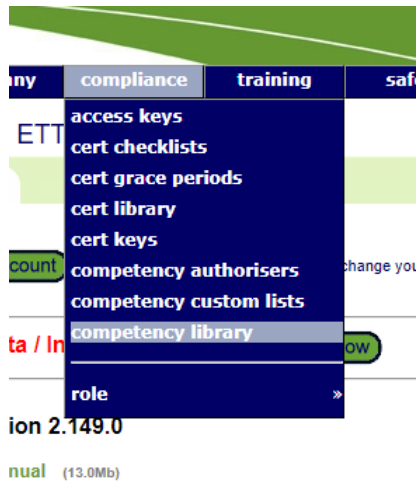
Is Active:

cancel

save

STEP TWO| Creating a grouped competency

Click on the 'Compliance' tab, select 'competency library'



Click add

Competency Library for Pegasus Demo

Include

Group by location
 Include Inactive

Ready to search

▶ Leave search box blank for all competencies in Pegasus Demo and selected site(s), or enter a text fragment to find matching competency names.

Select the radio button 'Group', complete the required fields and click 'Save'

Add Competency to Pegasus Demo Library

Requires a verified document: This enforces a mandatory document upload and verification process before the competency can be assigned.

Role: Single Group

Global:

Level:

Suffix: Suffixes may not contain dots or dollar signs

Description:

Location: Pegasus Demo

Created By: Felicity Stevenson

Any TP Can Realm Assign: Whether other training providers can realm assign this competency from site training events

Is Active:

Click 'Add Member' to add competencies required for the group.

Members

(none)

Search for the competency and click on it to add to the group. Repeat until all required competencies have been added to the group.

Add Member to Generic.Induction.Grouped Competency

Found 1 match

| Verified | Competency Name | Owner | Assignment Steps | | | | | Duration |
|---|--|---------------------|------------------|----|----|----|----|---------------|
| | | | PT | TR | AS | AU | AP | |
|  | Medical.Certificate.Industry Medical Certificate | Realm: Pegasus Demo | | | | | | non-specified |