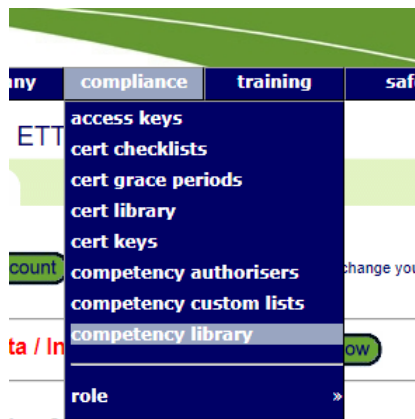


# User Guide

## Creating Competencies

### STEP ONE | Creating a competency

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



Click add

#### Competency Library for ETTT

Include competencies from

Include hidden realm competencies  
 Group by location  
 Include Inactive

Ready to search


▶ Leave search box blank for all competencies in ETTT and selected realm(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 Illawarra Coal 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: Illawarra Coal

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"/>	

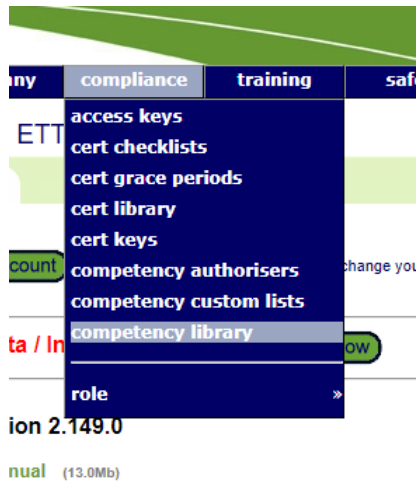
Is Active:

cancel

save

## STEP TWO| Creating a grouped competency

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



Click add

### Competency Library for ETTT

- Include competencies from -- All Realms --
- Include hidden realm competencies
- Group by location
- Include Inactive

Ready to search

▶ Leave search box blank for all competencies in ETTT and selected realm(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