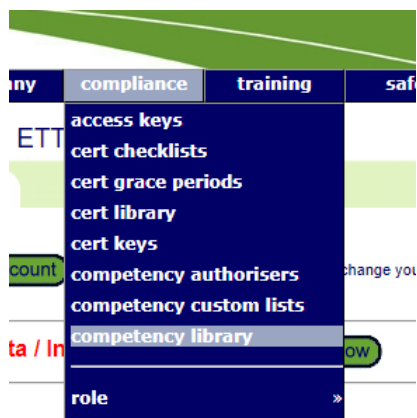


User Guide

Creating and Assigning| 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'


Add Competency to ETTT Library

Role: Single Group

Global:  -- SELECT GLOBAL --

Level:  -- SELECT LEVEL --

Suffix: Suffixes may not contain dots or dollar signs

Description: 

Location:

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.

Assignment Requirements:

Set by Site		
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:

Custom Lists
(none)

STEP TWO| Assigning a Competency

Select the persons 'competencies' tab

Benjamin Adlam (employee, contractor) 000 959 819

general **competencies** roles keys training messages site contact locations

report

Click 'add competency'

Benjamin Adlam (employee, contractor) 000 959 819

general **competencies** roles keys training messages site contact locations

report

Site: CPB Contractors ETTT Group By Site

ALL BUT Toolbox Talks Appointments Only Unique Past Inactive Rejected

Verified	Competency Name	Comp Location	Adder	Assigner	Assign	PT	TR	AS	AU	AP	Issue Date
	Medical.Assessment.Category 3	RIW	RIW	RIW	Complete						08 Dec 15
	OH&S-WHS.Certificate.CPCCOHS1001A Work safely in construction industry	RIW	RIW	RIW	Complete						05 Oct 15
	Rail.Qualified.MTM Safely Access Rail Corridor	RIW	RIW	RIW	Complete						01 Dec 15
	Rail.Statement of Attainment.TLIF2080C Safely access the rail corridor	RIW	RIW	RIW	Complete						01 Dec 15

Pending Assignments

Search for competency you wish to add

Add Competency to Benjamin Adlam

Include competencies from Group by location

Ready to search

- ▶ Leave search box blank to match the names of all competencies that can apply to this cardholder, or enter a text fragment to find matching names.
- ▶ Only non-group competencies are shown here. If an Access Key or employee Position requires a group competency it will be achieved by the person having any single member of the group.

Non-Verified Comp – add dates and files click save

Add Competency to Benjamin Adlam for CPB Contractors ETTT

Inhouse.Induction.Project Induction Comp Location: CPB Contractors

Renewal Chain: ← →

Competency Description: Scripted import on 21-10-10

Assignment: Add/Assign From: Realm: CPB Contractors

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:

Non-specified

From a date onwards Issue Date:

Up to a date

Between two dates

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 RIW team to verify against business rules.

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

 Upload for Administration.Certificate IV.Document Control in a Project Environment

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
- **This is realm based data which will be assigned at the realm level**

Your entries and upload will be sent to the realm for verification and assignment

- Email me when this is Verified by the realm
- Email me if this is Rejected by the realm

Please also read the tip about dates below.

Cardholder: **Benjamin Adlam**

File to Upload: test.pdf

Issue Date:

Expiry Date:

Status:

Browse to select file for upload

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

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