

User Guide

Inactivating Competencies

STEP ONE | Inactivating a Non-Verified Competency

Select the persons 'competencies' tab

Kim Dundas (cardholder) 000 151 303

general competencies roles keys training messages report

-- All Realms/Sites -- Group By Realm/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	Duration	Expiry Date	Exp	Current	Active	Renewal	Files
	CitiPower/Powercor.Authority.Enter Enclosures	CitiPower Powercor	CitiPower Powercor	CitiPower Powercor	Complete						27 Jul 18	3 Years	27 Jul 21		Current	Active		1 file
	National.Statement of Attainment.Perform pole top rescue UETTDRRF02B	ESI worker	ESI worker	ESI worker	Complete						01 Jan 15		28 Aug 18	2	Current	Active		1 file
	VESI.Certificate of Competency.Perform pole top rescue	ESI worker	ESI worker	ESI worker	Complete						01 Jan 18		31 Dec 19		Current	Active		1 file

Select the non-verified competency you need to inactivate

View Competency of Kim Dundas for CitiPower Powercor

CitiPower/Powercor.Authority.Enter Enclosures Comp Location: CitiPower Powercor

Renewal Chain: ID#7783854

Competency Description:

Assign: Complete Expiry Date: 27 Jul 21 Current & Active: Current Active

Assignment: Adder: CitiPower Powercor, Assigner: CitiPower Powercor

Step	Req	On	Authoriser	Notes	User
PT - Permit to Train					
TR - Train					
AS - Assess					
AU - Authorise					
AP - Appoint					

Period of Currency: From a date for 3 Years Issue Date: 27 Jul 2018 For 3 Years up to a date

Training Event: Not associated with a training event.

Verification Method: Description:

Expiry Alerted at Lp: No

Active: Added by: Kim Dundas

Click edit

Expiry Alerted at Lp: No	
Active: <input checked="" type="checkbox"/>	Added by: Kim Dundas

Untick the Active button and click save.
Edit Competency of Kim Dundas for CitiPower Powercor

CitiPower/Powercor.Authority.Enter Enclosures Comp Location: CitiPower Powercor

Renewal Chain: ← ID#7783854 →

Competency Description:

Assignment: Adder: CitiPower Powercor, Assigner: CitiPower Powercor

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: Training Event:

From a date for 3 Years Issue Date: 27 Jul 2018 Not associated with a training event.

For 3 Years up to a date

Verification Method: Description:

Active: Added by: Kim Dundas

Enter an administration note and click proceed.

Warning

The requested action requires you to enter an **Admin Note**.

Inactivating an Active Cardholder Competency can have serious consequences. It will stop this competency from contributing to logpoint validation and other data calculations. Only proceed if this is what you want.

Authorised By:

Comment:

- ▶ To proceed you will need to name the person who authorised this action, which may be you, and to explain why it is required.
- ▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.
- ▶ If you cancel, this action will NOT proceed, and you will be returned to the previous page.

The status on the top of the competency will display as Inactive.
View Competency of Kim Dundas for CitiPower Powercor

CitiPower/Powercor.Authority.Enter Enclosures Comp Location: CitiPower Powercor

Renewal Chain: ← ID#7783654 →

Competency Description:

Assign: Complete Expiry Date: 27 Jul 21 Current & Active: Current Inactive

Assignment: Adder: CitiPower Powercor, Assigner: CitiPower Powercor

You will only see the competency in the competencies tab if the Inactive option is ticked.

Kim Dundas (cardholder) 000 151 303

general competencies roles keys training messages report

ALL BUT Toolbox Talks Appointments Only Unique Past Inactive Rejected apply add competency

(0 Current Keys)

Verified	Competency Name	Comp Location	Adder	Assigner	Assign	PT	TR	AS	AD	AP	Issue Date	Duration	Expiry Date	Exp	Current	Active	Renewal	Files
	CitiPower/Powercor.Authority.Enter Enclosures	CitiPower Powercor	CitiPower Powercor	CitiPower Powercor	Complete						27 Jul 18	3 Years	27 Jul 21		Current	Inactive		
	National.Statement of Attainment.Perform pole top rescue UETTDRRF02B	ESI worker	ESI worker	ESI worker	Complete						01 Jan 15		28 Aug 18	2	Current	Active		1 file
	VESI.Certificate of Competency.Perform pole top rescue	ESI worker	ESI worker	ESI worker	Complete						01 Jan 18		31 Dec 19		Current	Active		1 file

STEP TWO | Inactivating a Verified Competency

Select the persons 'competencies' tab

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general competencies roles keys training messages report

-- All Realms/Sites -- Group By Realm/Site

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(0 Current Keys)

Verified	Competency Name	Comp Location	Adder	Assigner	Assign	PT	TR	AS	AD	AP	Issue Date	Duration	Expiry Date	Exp	Current	Active	Renewal	Files
	CitiPower/Powercor.Authority.Enter Enclosures	CitiPower Powercor	CitiPower Powercor	CitiPower Powercor	Complets						27 Jul 18	3 Years	27 Jul 21		Current	Active		1 file
	National.Statement of Attainment.Perform pole top rescue UETTDRRF02B	ESI worker	ESI worker	ESI worker	Complets						01 Jan 15		28 Aug 18	2	Current	Active		1 file
	VESI.Certificate of Competency.Perform pole top rescue	ESI worker	ESI worker	ESI worker	Complets						01 Jan 18		31 Dec 19		Current	Active		1 file

Click on "1 file" alongside the verified competency you need to inactivate

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general competencies roles keys training messages report


-- All Realms/Sites -- Group By Realm/Site

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(0 Current Keys)

Verified	Competency Name	Comp Location	Adder	Assigner	Assign	PT	TR	AS	AD	AP	Issue Date	Duration	Expiry Date	Exp	Current	Active	Renewal	Files
	CitiPower/Powercor.Authority.Enter Enclosures	CitiPower Powercor	CitiPower Powercor	CitiPower Powercor	Complets						27 Jul 18	3 Years	27 Jul 21		Current	Active		1 file
	National.Statement of Attainment.Perform pole top rescue UETTDRRF02B	ESI worker	ESI worker	ESI worker	Complets						01 Jan 15		28 Aug 18	2	Current	Active		1 file
	VESI.Certificate of Competency.Perform pole top rescue	ESI worker	ESI worker	ESI worker	Complets						01 Jan 18		31 Dec 19		Current	Active		1 file

Click un-verify.

 Verified doc for Kim Dundas

Competency

Person:	Kim Dundas
Date of Birth:	01 Jan 1980
Competency:	National.Statement of Attainment.Perform pole top rescue UETTDRRF02B
Library:	ESI worker

Document

Issue Date: *	01 Jan 2015
Expiry Date:	28 Aug 2018
Uploaded By:	Kim Dundas
Upload Time:	27 Jul 18 at 09:27
Private:	No
File Type:	Adobe Acrobat Document
File Size:	177,292 bytes



Verification



Authority:	ESI worker
Verified By:	Kim Dundas
Time:	27 Jul 18 at 09:27
Comment:	

[back](#)

[edit](#)

[un-verify](#)

Enter an administration note and click proceed.

Warning

The requested action requires you to enter an **Admin Note**.

You are **UN-VERIFYING** a verified doc for the following person and competency.

Person: Kim Dundas
Competency: National.Statement of Attainment.Perform pole top rescue UETTDRRF02B

The Cardholder Competency has already been assigned, so the assignment will be inactivated.

Authorised By:

Comment:

- ▶ To proceed you will need to name the person who authorised this action, which may be you, and to explain why it is required.
- ▶ Your entries will be logged in an Admin Note, which can be accessed from the Report menu.
- ▶ If you cancel, this action will NOT proceed, and you will be returned to the previous page.

[cancel](#)

[proceed](#)

You will only see the competency in the competencies tab if the Inactive option is ticked.

Kim Dundas (cardholder) 000 151 303

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(0 Current Keys)

Verified	Competency Name	Comp Location	Adder	Assigner	Assign	PT	TR	AS	AJ	AP	Issue Date	Duration	Expiry Date	Exp	Current	Active	Renewal	Files
	CitiPower/Powercor/Authority.Enter Enclosures	CitiPower Powercor	CitiPower Powercor	CitiPower Powercor	Complete						27 Jul 18	3 Years	27 Jul 21		Current	Inactive	Renew	1 file
	National.Statement of Attainment.Perform pole top rescue UETDORRF02B	ESI worker	ESI worker	ESI worker	Complete						01 Jan 15		28 Aug 18	2	Current	Inactive		1 file
	VESI.Certificate of Competency.Perform pole top rescue	ESI worker	ESI worker	ESI worker	Complete						01 Jan 18		31 Dec 19		Current	Active		1 file