



Competency Management System

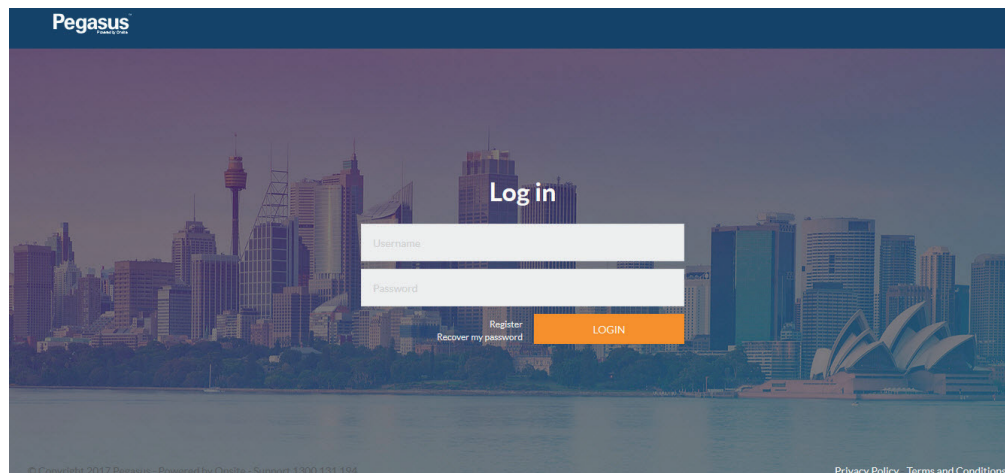
User guide for registering workers

Table of Contents

Registering Workers	3
Updating Worker Data	18

Competency Management System

Please follow this step-by-step guide to register new workers in the Competency Management System.

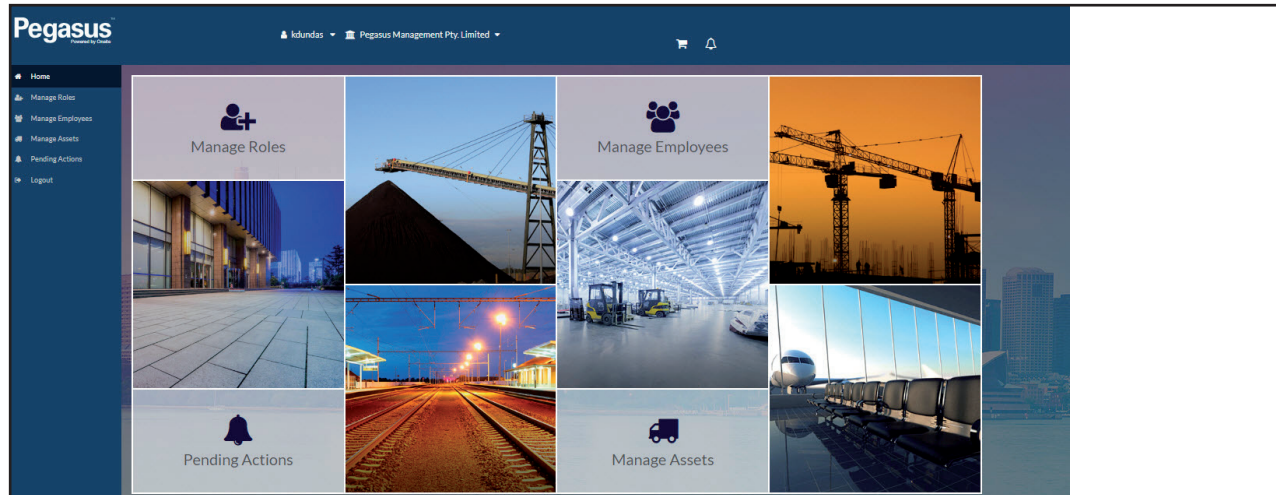


Step 1

Once on the home page for the Competency Management System, enter your login details and click “Login.”

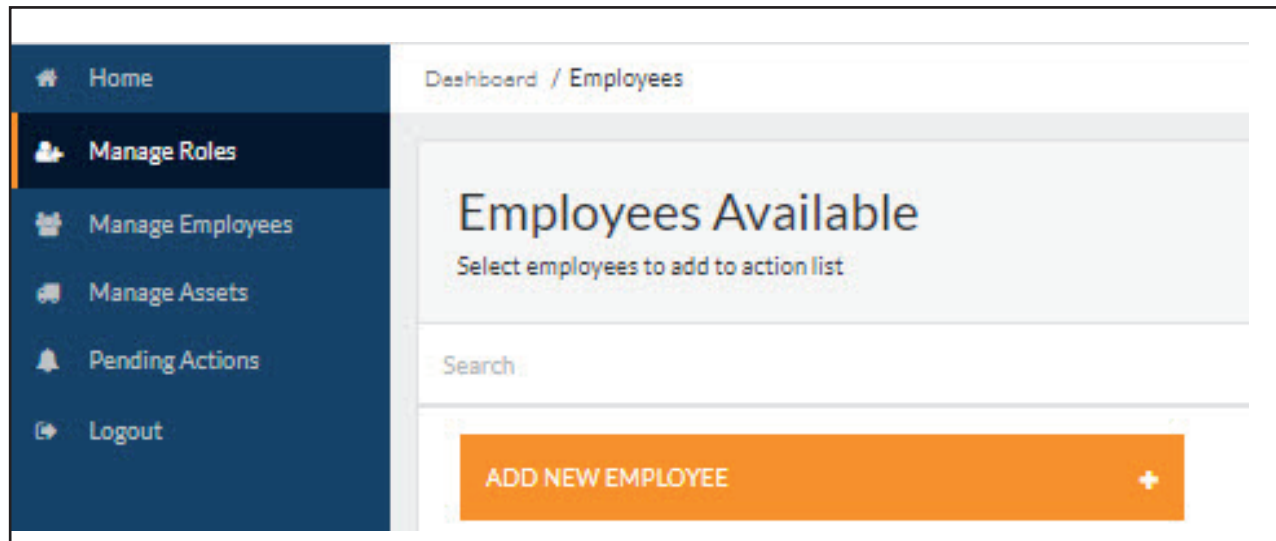
If prompted, enter your company name and click “Select.”

REGISTERING WORKERS



Step 2

On the home page, select “Manage Roles” from the dashboard tiles or the side menu.



Step 3

Select “Add New Employee.”

REGISTERING WORKERS

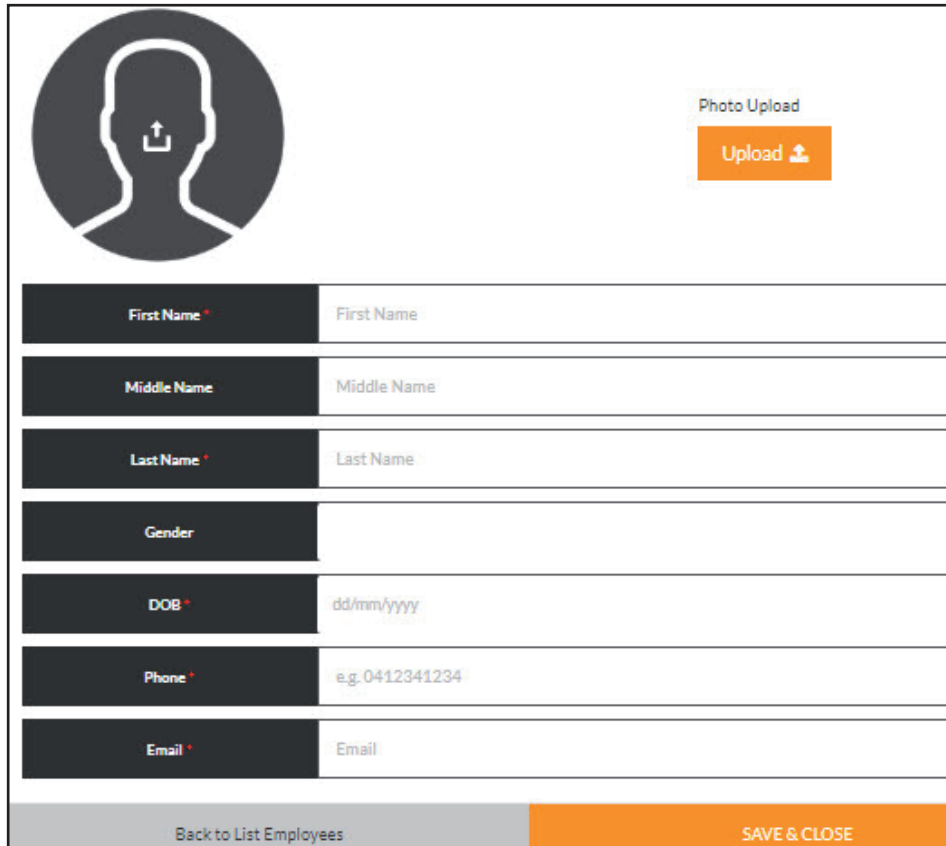


Photo Upload

Upload

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

DOB *

dd/mm/yyyy

Phone *

e.g. 0412341234

Email *

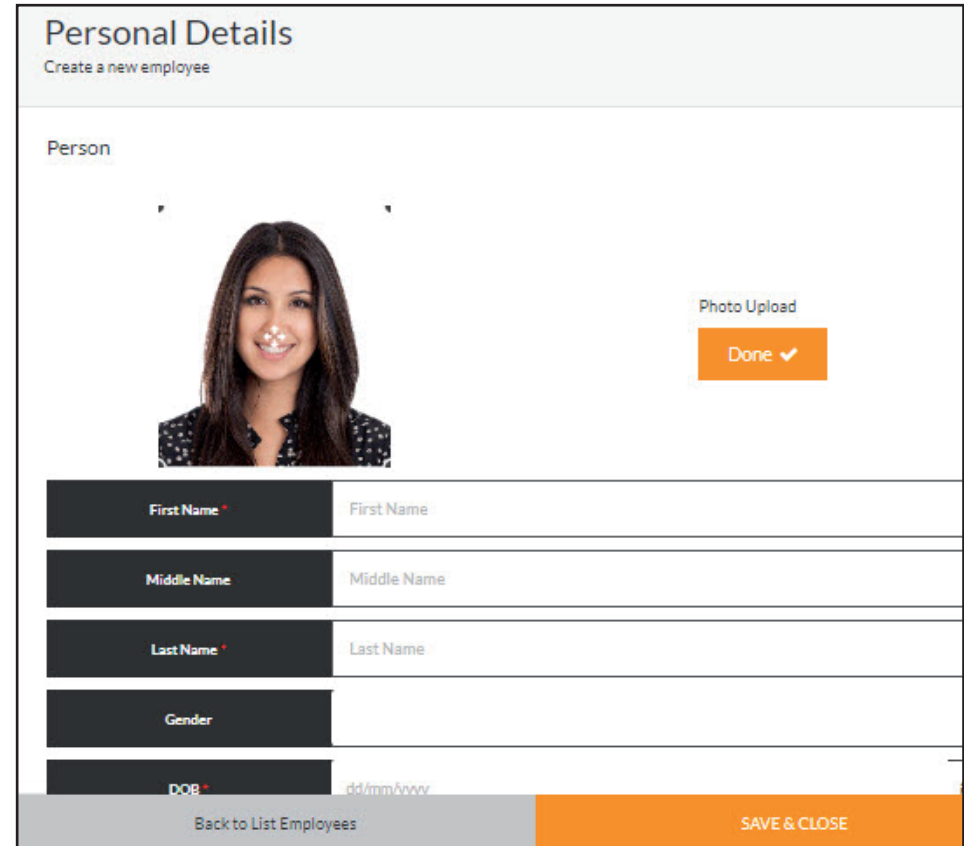
Email

Back to List Employees

SAVE & CLOSE

Step 4

Select "Upload", then choose the photo from your document library or your computer.



Personal Details

Create a new employee

Person

Photo Upload

Done

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

DOB *

dd/mm/yyyy

Back to List Employees

SAVE & CLOSE

Step 5

Once the photo has been loaded, select "Done".

Note: If you need to reposition the image, select "Crop" and select "Done" when complete.

Personal Details

Create a new employee

Person




Photo Upload
Done ✓

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender

☐ * Agree to Terms and Conditions

[Back to List Employees](#)[SAVE & CLOSE](#)

Step 6

Enter the worker's details, agree to the Terms and Conditions and select "Save & Close".

Note: The mandatory fields are indicated by a red star.

REGISTERING WORKERS

Personal Information

Card Shipping Address

Type: Personal
Communicate to: Joanne Johanson
426 King Street, Newcastle, NSW 2300 AU
0408111111

Edit Card Shipping Address

Attention to *	Joanne Johanson	PERSON
Address *	426 King Street	COMPANY
Town/City *	Newcastle	CLEAR
State *	NSW	
Postcode *	2300	
Country *	Australia	
Method *	Email & SMS	
Email *	joanne@pegasus.net.au	
Mobile *	0408111111	

CANCEL NEXT

Step 7

To have the card sent directly to the worker, select “Next”.

To have the card sent to your office for you to distribute, select “Company”, then “Next”.

You can also enter another address by selecting “Clear”.

Once you have entered the correct address, select “Next”.

Personal Information

Card Shipping Address

Type: Personal
Communicate to: Joanne Johanson
426 King Street, Newcastle, NSW 2300 AU
0408111111

CANCEL CONFIRM

Step 8


To confirm the address, select “Confirm”.

REGISTERING WORKERS

Employees Selected

These are the employees you will action

Search



Joanne Johanson
Select

ADDED TO CART

CHECKOUT

Step 9

Click on “Added to cart” or on the “Checkout” button at the bottom and choose to “Checkout Now”.

Step 10

To pay by Paypal or Credit Card, select “Paypal/ Credit Card”, enter your payment details and “Submit”.

If your company has been set up to pay by Purchase Order, select “Purchase Order”, enter your order number and “Checkout”.

REGISTERING WORKERS

Checkout Successful!

Company
Pegasus Management Pty Limited
426 King St, Newcastle
NSW 2300 AU
Contact:

Tax Invoice
Invoice Number: 562004
Date: 12 Aug 2018
Create Track Easy Pty Limited
ABN 64 098 200 742
426 King Street
Newcastle NSW 2300
1300 444 422
accounts@pegasus.net.au

Item No.	Item	Quantity	Price/unit	Total
IT001	Card Purchase	2		\$40.00
IT001	Registration, Subscription, Roles, Card for Joanne Johanson	1	\$0.00	
IT001	Registration, Subscription, Roles, Card for Test 1	1	\$40.00	
Subtotal:				\$40.00
Tax (10%):				\$4.00
Total:				\$44.00

Download Invoice

Continue Processing Employees

Step 11

Once your payment has been made, your company administrator will receive a copy of the tax invoice via email and you'll see the "Checkout Successful" screen.

To download a copy of the tax invoice for yourself, select "Download Invoice".

To continue processing this, or other workers, select "Continue Processing Employees".


Step 12

Select "Continue".

Employees Selected

These are the employees you will action

Search



Joanne Johanson
Select

CONTINUE

CHECKOUT

REGISTERING WORKERS

Sites/roles for Joanne Johanson
Select all roles for Joanne Johanson or the site they are working on

View all roles

All Roles >

Sites associated

To associate Joanne Johanson to a site select ADD SITE

Back to Selected Employees ADD SITE

This screenshot shows a web interface for managing worker roles and site associations. At the top, there's a header 'Sites/roles for Joanne Johanson' with a subtitle 'Select all roles for Joanne Johanson or the site they are working on'. Below this, there's a section 'View all roles' containing a button 'All Roles' with a right-pointing arrow. Underneath is a section 'Sites associated' which is currently empty. A message in the center says 'To associate Joanne Johanson to a site select ADD SITE'. At the bottom, there are two buttons: 'Back to Selected Employees' and 'ADD SITE'.

Step 13

Select "Add Site".

Note: If the "Add Site" button is not available, proceed to Step 15.

Close

Add site associations

Search

Brisbane ✓

Melbourne

Sydney ✓

Perth

ADD 2 SITES

This screenshot shows a modal window titled 'Add site associations' with a 'Close' button in the top right corner. Below the title is a search bar. A list of city options is displayed: 'Brisbane' (selected with a green background and a checkmark), 'Melbourne' (unselected with a grey background), 'Sydney' (selected with a green background and a checkmark), and 'Perth' (unselected with a grey background). At the bottom of the modal is a blue button labeled 'ADD 2 SITES'.

Step 14

Choose the site(s) your worker will work on and select "Add # Sites".

Sites/roles for Joanne Johanson
Select all roles for Joanne Johanson or the site they are working on

View all roles

All Roles >

Sites associated

Brisbane

Sydney

Back to Selected Employees ADD SITE

Step 15

Select "All Roles"

All roles for Joanne Johanson

Search

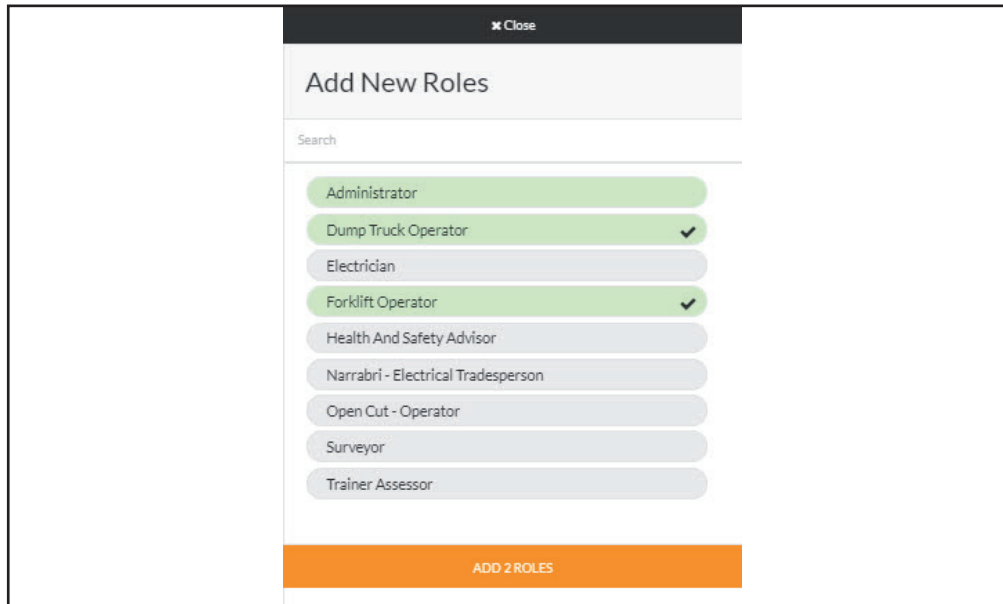
Select ADD NEW ROLE to associate roles to Joanne Johanson

ADD NEW ROLE

Step 16

Select "Add New Role".

REGISTERING WORKERS

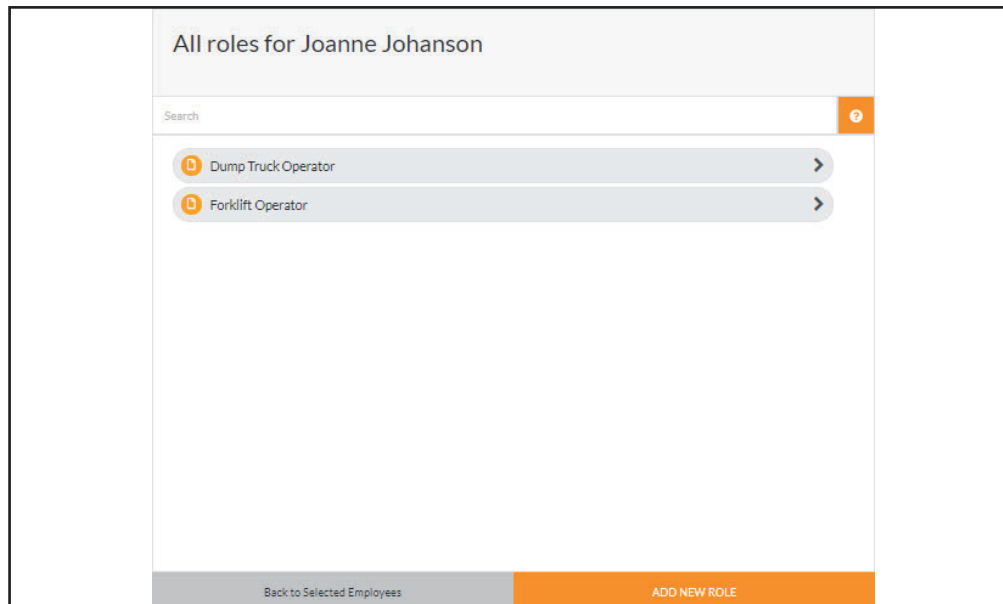


A screenshot of a web application interface showing a modal window titled "Add New Roles". At the top right of the modal is a "Close" button with an 'x' icon. Below the title is a search bar. A list of roles is displayed below the search bar: Administrator, Dump Truck Operator (with a green checkmark), Electrician, Forklift Operator (with a green checkmark), Health And Safety Advisor, Narrabri - Electrical Tradesperson, Open Cut - Operator, Surveyor, and Trainer Assessor. At the bottom of the modal is an orange button labeled "ADD 2 ROLES".

Step 17

Choose the role(s) your worker will be holding while on site.

Once the role(s) have been selected, click "Add # Roles".



A screenshot of a web application interface showing a page titled "All roles for Joanne Johanson". Below the title is a search bar with an orange information icon on the right. Below the search bar are two role entries: "Dump Truck Operator" and "Forklift Operator", each with an orange icon on the left and a right-pointing arrow on the right. At the bottom of the page are two buttons: "Back to Selected Employees" and "ADD NEW ROLE".

Step 18

You will now be required to upload mandatory and/or conditional documentation for the role(s) you are adding, as well as book into online and/or classroom training where required.

REGISTERING WORKERS

This screenshot shows the 'All roles for Joanne Johanson' interface. On the left, there is a search bar and a list of roles: 'Dump Truck Operator' (highlighted in orange) and 'Forklift Operator'. At the bottom, there are buttons for 'Back to Selected Employees' and 'ADD NEW ROLE'. On the right, the 'Competencies for Joanne Johanson' section is visible for the role of 'Dump Truck Operator'. It shows a list of mandatory competencies (3/7) including 'Identity.Govt Licence/Authority.Proof of Identity', 'Licence.Govt Licence/Authority.Heavy Vehicle Drivers Licence', 'OH&S-WHS.Induction.National Construction Induction/White Card', 'Medical.Certificate.Industry Medical Certificate', 'Site.Familiarisation.Site/Project Familiarisation', 'Manual Handling.Course.Manual Handling Site Training', and 'Photo' (marked with a green checkmark). Below this, there is an 'OPTIONAL' section (0/2) with 'First Aid.Statement of Attainment.HLTAID003 - Provide First Aid'.

Step 19

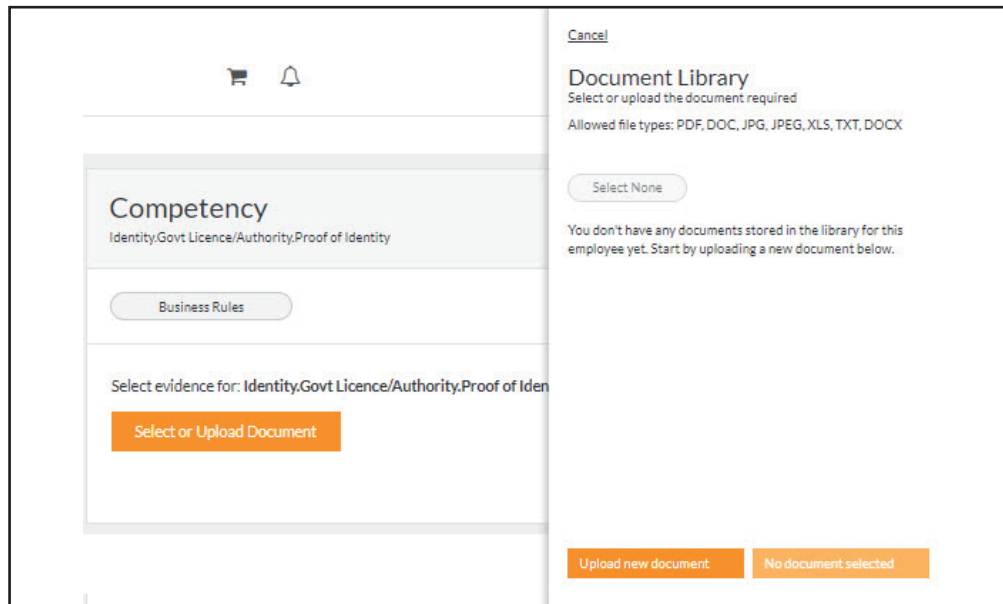
Click on the role to view the mandatory competencies, documentation and training required for each role.

This screenshot shows the 'Competencies for Joanne Johanson' interface for the role of 'Forklift Operator'. The left panel lists mandatory competencies (3/7) and optional competencies (0/2). The right panel shows the details for the selected competency: 'Identity.Govt Licence/Authority.Proof of Identity'. It includes a 'Business Rules' section and a 'Select evidence for: Identity.Govt Licence/Authority.Proof of Identity' section with a 'Select or Upload Document' button. A 'Save & Course Selector' button is also present.

Step 20

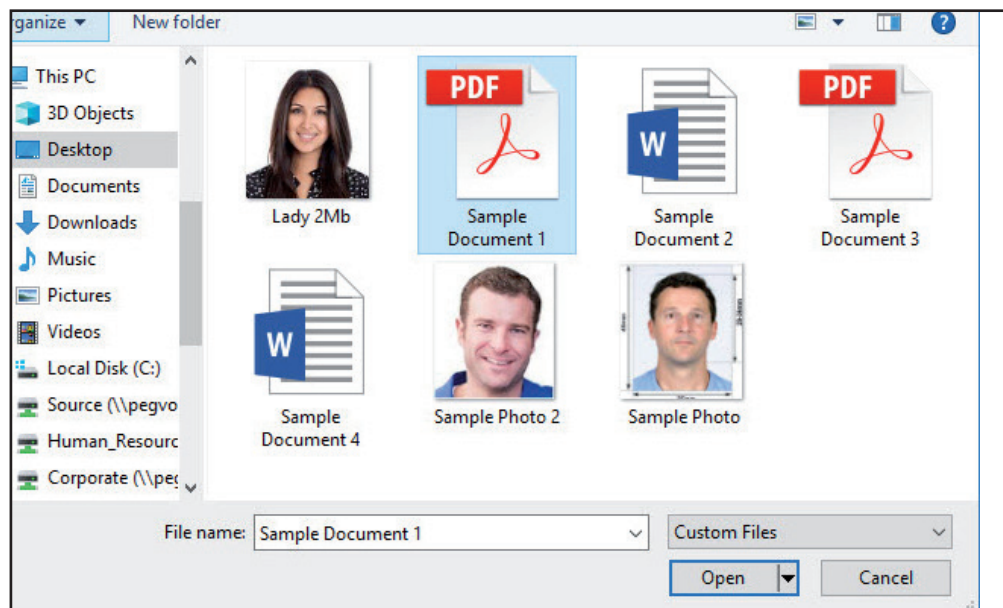
Click on the competency to upload each mandatory document.

Click “Select or Upload Document” to add the document.



Step 21

Select "Upload new document".



Step 22

Choose the document and select "Open".

REGISTERING WORKERS

Competency
Identity.Govt Licence/Authority.Proof of Identity

Business Rules

Select evidence for: Identity.Govt Licence/Authority.Proof of Identity

Select or Upload Document

Document Library
Select or upload the document required
Allowed file types: PDF, DOC, JPG, JPEG, XLS, TXT, DOCX

Edit Select None

Document 1 Page 1 Document 1 Page 2 Document 1 Page 3

Document 1 Page 4

Upload new document Select 2 documents ✓

Step 23

Select the document page(s) that relate to the competency and select “Select # documents”.

Competencies for Joanne Johanson
Role Forklift Operator

Search Expand All Collapse All

MANDATORY 3/7

- Identity.Govt Licence/Authority.Proof of Identity
- Licence.High Risk Licence.Class LP
- OH&S-WHS Induction.National Construction Induction/White Card
- Medical Certificate.Industry Medical Certificate
- Site.Familiarisation.Site/Project Familiarisation
- Manual Handling Course.Manual Handling Site Training
- Photo

OPTIONAL 0/2

- First Aid.Statement of Attainment.HLTAID003 - Provide First Aid
- Working at Height.Statement of Attainment.RIIWH5204D - Work Safely at Heights

Back to Employee Roles

Competency
Identity.Govt Licence/Authority.Proof of Identity

Business Rules

Select evidence for: Identity.Govt Licence/Authority.Proof of Identity

Select or Upload Document

Document 1 Page 1 Document 1 Page 3

Add more documents

Extra information required:

Group * Licence.Govt Licence/Authority.Class HR

Issue Date dd/mm/yyyy

Expiry Date dd/mm/yyyy

Comments

Cancel Save Save & Course Selector

Step 24

Enter the issue date, expiry date and comment if required. If the Competency forms part of a group, you will need to select the relevant sub-competency, then select “Save & Course Selector”.

Note: If there are no training events required for your role, select “Submit”.

REGISTERING WORKERS

Course Selector

Please go through the list and confirm the dates for the classroom courses

Site Familiarisation - Classroom Course

Competencies Covered

Select Date

Manual Handling Training

Competencies Covered

Online Course

Back to Employee Roles

SUBMIT

Site Familiarisation - Classroom Course

18 sessions available

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

SELECT SESSION

Step 25

Select the classroom course and choose a date highlighted in dark blue.

Site Familiarisation - Classroom Course

18 sessions available

29

30

31

01

02

03

04

05

06

07

08

09

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

01

02

03

04

05

06

07

08

14 August 2018

Time: 09:00 - 10:00

Name: Site Familiarisation - Classroom induction

Location: 426 King St, Newcastle West NSW 2302, Australia

Available seats: 10

SELECT SESSION

Step 26

Select the preferred time (if options are available) and click on "Select Session".

Course Selector

Please go through the list and confirm the dates for the classroom courses

Site Familiarisation - Classroom Course

Competencies Covered

Select Date

Manual Handling Training

Competencies Covered

Online Course

Site Familiarisation - Classroom Course

You have selected a session for this course.

14 August 2018

Time:

09:00 - 10:00

Name:

Site Familiarisation - Classroom induction

Location:

424 King St, Newcastle West NSW 2302, Australia

Cancel Selection

Next

Back to Employee Roles

SUBMIT

Step 27

Once all classroom courses have been scheduled, select “Submit”.

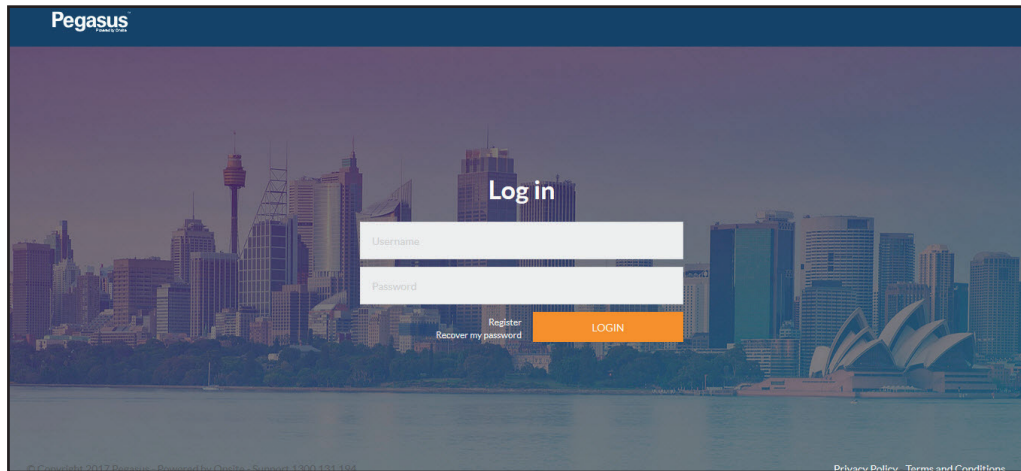
An email containing your workers training links will be sent to the email address entered against their profile.

The photos and documents you attached during registration will be verified.

UPDATING WORKER DATA

Competency Management System

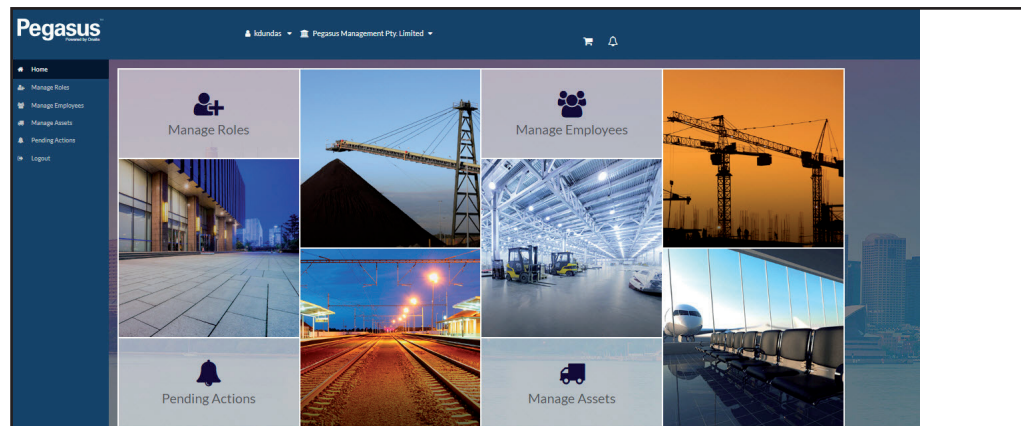
Please follow this step-by-step guide to update worker's data in the Competency Management System.



Step 1

Once on the home page for the Competency Management System, enter your login details and click “Login.”

If prompted, enter your company name and click “Select”.




Step 2

On the home page, select “Manage Employees” from the dashboard tiles or the side menu.

Employees


Select an employee to view

ADD NEW EMPLOYEE +


 **Johanson, Joanne** >

Step 3

Search for and select the worker whose details you need to update.



Johanson, Joanne
ID# 1912254
Approved

Personal Details 

Gender: Female
DOB: 01/01/1980
Name: Joanne Johanson
Address 426 King Street, Newcastle, NSW 2300 AU
Phone: 0408111111
Email: kdundas@pegasus.net.au

Subscription

Valid until 13/08/2019 >

Work Roles

2

0

0

 >

Step 4

Click on the “Edit” icon.

Personal Details

Edit Joanne Johanson's details

DOB

01/01/1980

Phone

0408222222

Email

jjohanson@pegasus.net.au

Address

Address

323 Hunter Street

Town/City

Newcastle

State

NSW

Postcode

2300

Back to Manage Employees

SAVE & CLOSE

Step 5

Upload a new photo and/or change the relevant details and select "Save & Close" when complete.



For questions or assistance please call 1300 291 561
or email hiltonfoodscontractors@pegasus.net.au