

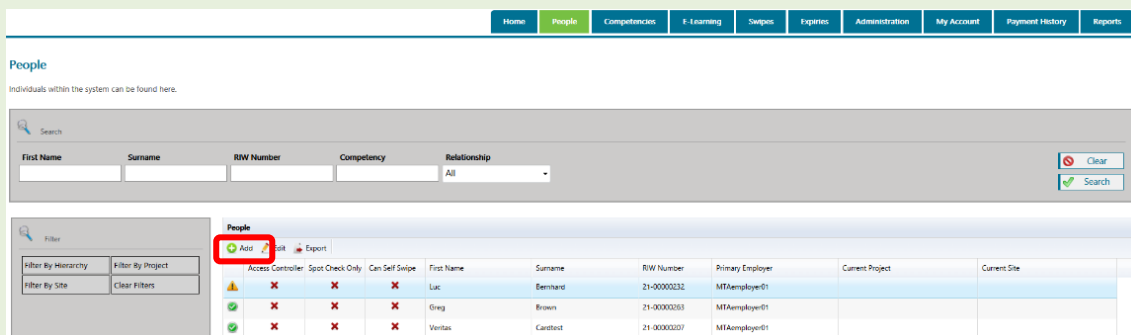
# Adding a new competency to a workers profile

## QUICK GUIDE v2.1

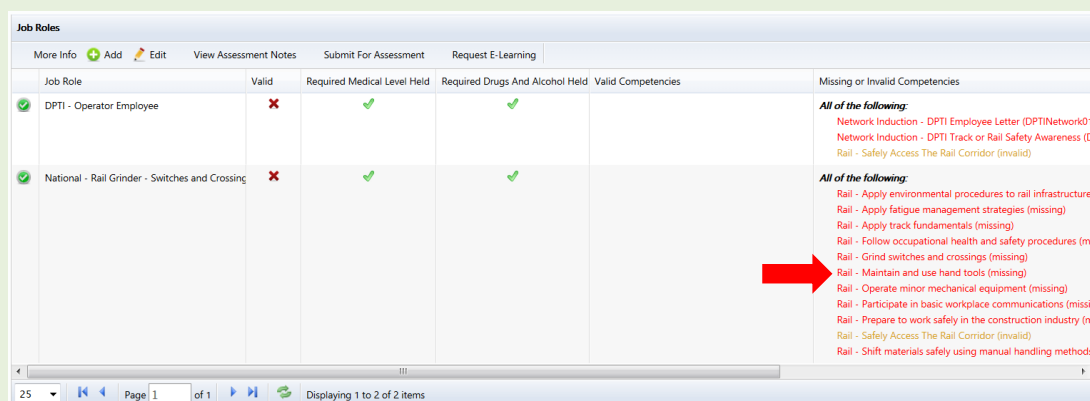
A unit of competency is a specification of knowledge or skill, which confirms that a worker can operate effectively and perform particular tasks and duties to the standard of performance expected in the workplace. Competencies make up particular job role(s). If a worker does not have the required competencies, then they may be unable to fulfil the requirements of a particular job role and may not be allowed to access the site.

To add a competency to a workers profile, follow the instructions below.

- Step 1** Go to <https://app.riw.net.au> and login using your credentials.
- Step 2** Click on the **People** tab and then the **Search For My People** shortcut.
- Step 3** Enter worker details into the search field, or leave blank and click on **search** to bring up your entire workforce. Select the worker you wish to allocate a competency to by highlighting their name and clicking on the **edit** button.



- Step 4** To assign a competency directly related to a [job role](#), click on the **Job Roles** menu on the left hand side menu (if not related to a job role, go to Step 8). Find the competency you wish to provide evidence for in the **Missing or Invalid Competencies** column, and click on the competency name.



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**Step 5** You will be taken direct to the **Award Competency** screen, pre-populated with the competency name. Amend the **Award Date** to the date the competency was awarded, then click on **Select Files** to upload the required evidence.

**Award Competency**

Category: Rail Competency: Maintain and use hand tools Award Date: 29/08/2019 Evidence: Select Files

Verification: Standard  Fast Track

Show All  Valid Only Categories: Show All

Award Date	Code	Competency	Expiry Date	Valid?	Reason	Evidence	First Award Date	Awarded By
Rail								

**Step 6** On the **Select Files pop-up** you must upload evidence if requested by the RIW system. Browse for the file on your computer and click **OK** once uploaded.

Select Files

Select files in PDF, JPG, or PNG format (max 10Mb):

No file selected.

**Step 7** You will be returned to the Award Competency screen. Before clicking **Add** to finalise the competency upload, you can elect to **Fast Track** competency verification within 8 business hours for \$55+GST. Please note that if you choose to fast track, the one fee will cover up to 20 competencies for each worker. Continue to add fast track competencies to the Shopping Basket, but don't elect to pay until all competencies are added.

By default, **Standard** verification will apply, which will be processed within 48 business hours.

**Award Competency**

Category: Rail Competency: Maintain and use hand tools Award Date: 29/08/2019 Evidence: Select Files

Verification: Standard  **Fast Track**

Show All  Valid Only Categories: Show All

Award Date	Code	Competency	Expiry Date	Valid?	Reason	Evidence	First Award Date	Awarded By
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**Step 8** If the competency does not relate to a job role, then you can also add the competency direct on the relevant **competencies tab** on the left hand side menu. Begin typing the competency name in the **Competency field** to find the competency to allocate. A drop down menu will appear when you start typing. Follow Steps 5 to 7 above to enter the competency award date and upload evidence files if required.

Greg Brown 21-00000263 (Current Subscription)

Upload Updated 23/04/2019

**Award Competency**

Category: Show All  Award Date:

Show All Valid Only Categories: Show All

Award Date	Code	Competency	Expiry Date	Valid?
19/04/2019	EL8	Elearning 8 Certificate	18/11/2019	✓

**Step 9** To see the verification status, click on the **Evidence Verifications** link on your dashboard.

If a competency is rejected, please refer to the [Quick Guide – Management of rejected competencies](#) on how to manage the rejected competency.

**ASSESSMENT & VERIFICATION**

Job Role Assessments 1 Rejected

Evidence Verifications 2 Rejected