

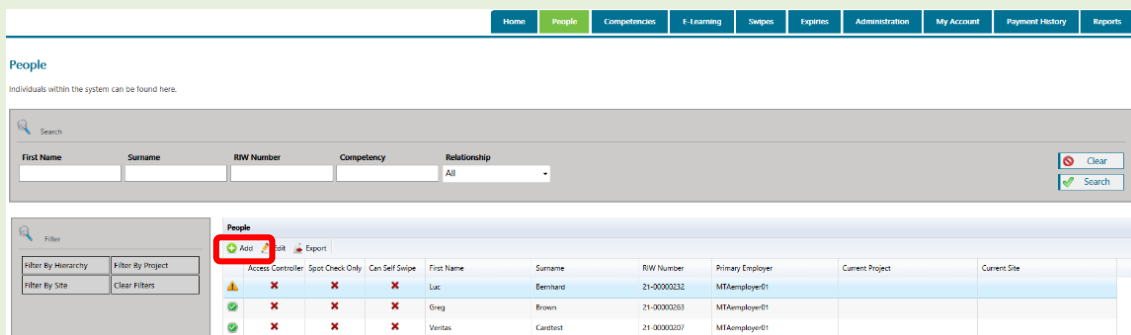
# Adding a new competency to a workers profile

## QUICK GUIDE v2.0

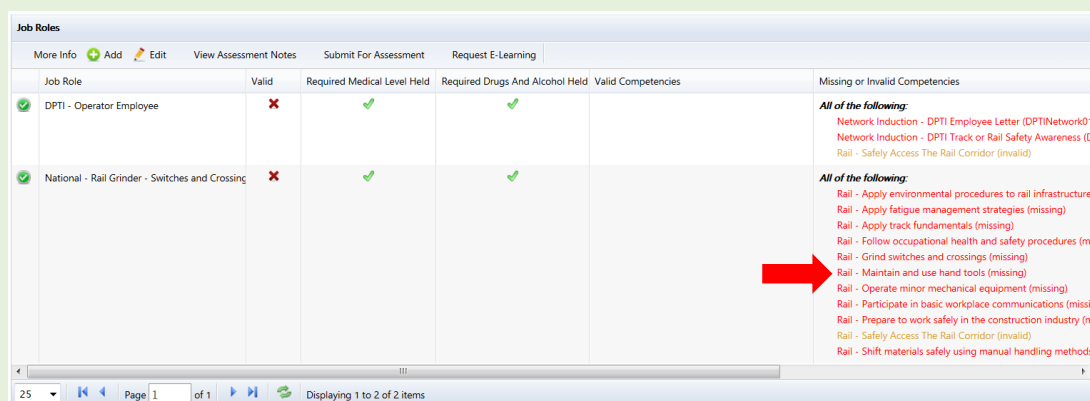
A unit of competency is a specification of knowledge or skill, which confirms that a worker can operate effectively and perform particular tasks and duties to the standard of performance expected in the workplace. Competencies make up particular job role(s). If a worker does not have the required competencies,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



# Adding a new competency to a workers profile

## QUICK GUIDE v2.0

**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   Add

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):

Browse... No file selected.

+ Add Another Evidence File + Remove Evidence File

OK

**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 a small fee. By default, **Standard** verification applies, which will be processed in 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**   Add

Show All  Valid Only Categories: Show All

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

# Adding a new competency to a workers profile

## QUICK GUIDE v2.0

**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 Competency:  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**