

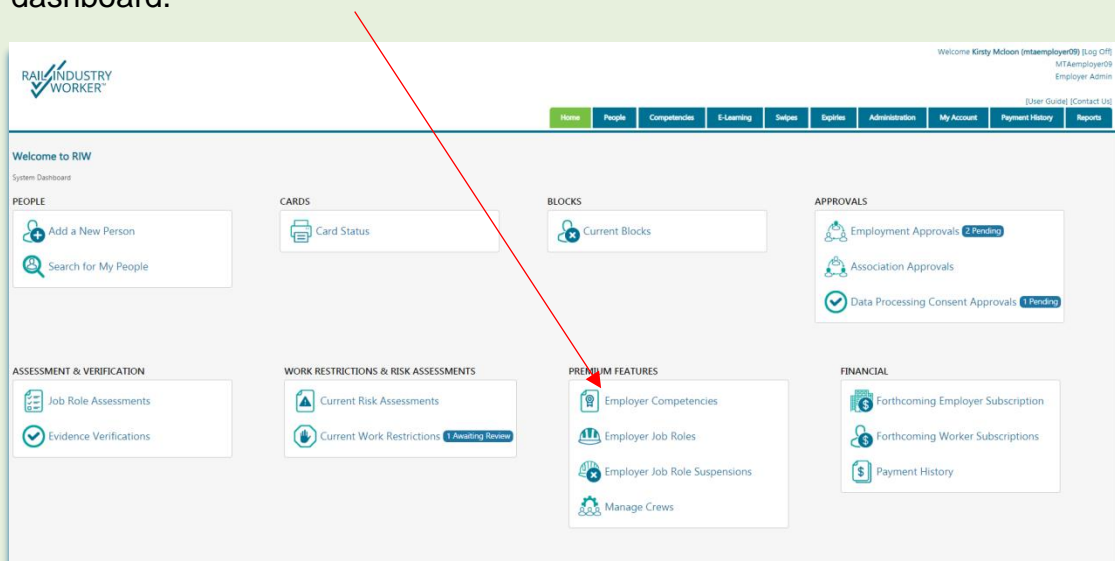
Creating Employer Based Competencies (Premium Functionality)

QUICK GUIDE v1.0

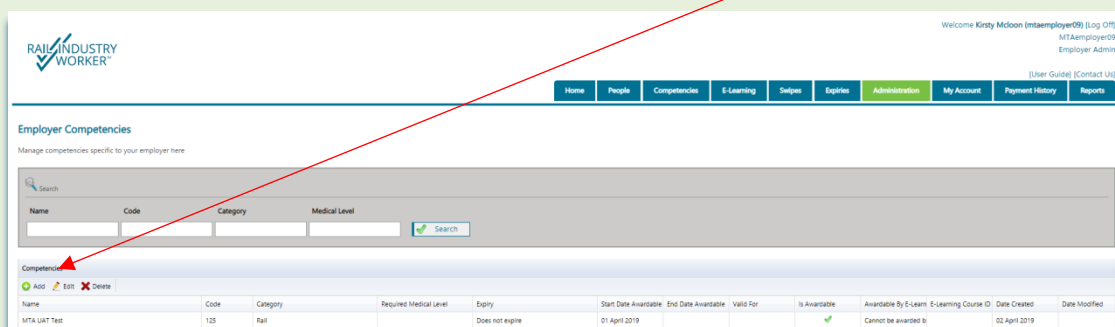
A unit of competency is a specification of knowledge or skill, which confirms that a worker can operate effectively and perform particular tasks and duties to the standard of performance expected in the workplace. Employer Based Competencies may only be added by Premium Functionality Employers.

Step 1 Go to <https://riw.net.au> and login using your credentials.

Step 2 Click on **Employer Competencies** under the **Premium Features** on the main dashboard.



Step 3 On the Employer Competencies dashboard, click on the **Add** button.



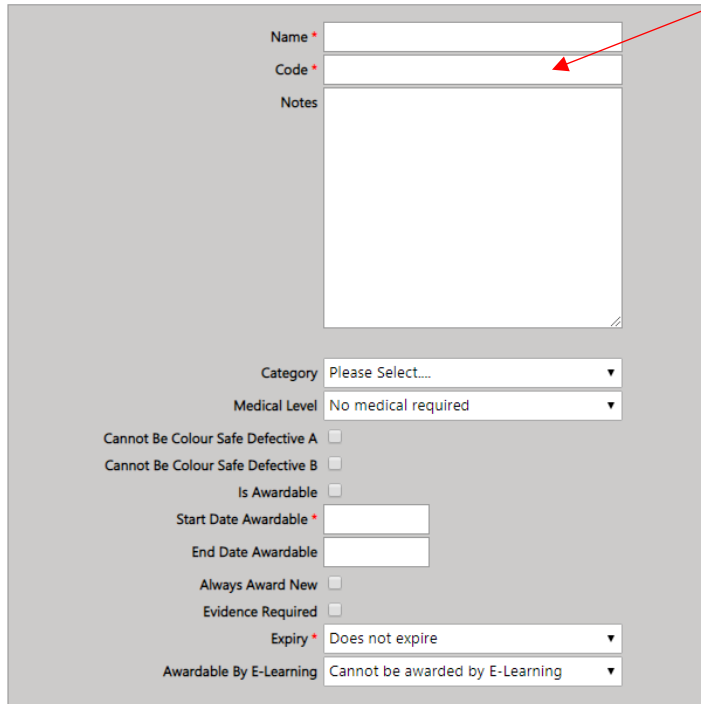
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Step 4 You can now create a **new employer competency**. Each employer job competency **MUST** include the Employer's acronym in the code section.

For example, **Metro Trains Melbourne** wants to create an **induction** competency. The code section would be formatted as **MTM - Induction**.

Populate the rest of the fields and click **save** to add the employer based competency.



RAIL INDUSTRY WORKER™

Manage Competencies

Create/edit a Competency using the form below

Name *

Code *

Notes

Category

Medical Level

Cannot Be Colour Safe Defective A

Cannot Be Colour Safe Defective B

Is Awardable

Start Date Awardable *

End Date Awardable

Always Award New

Evidence Required

Expiry *

Awardable By E-Learning