

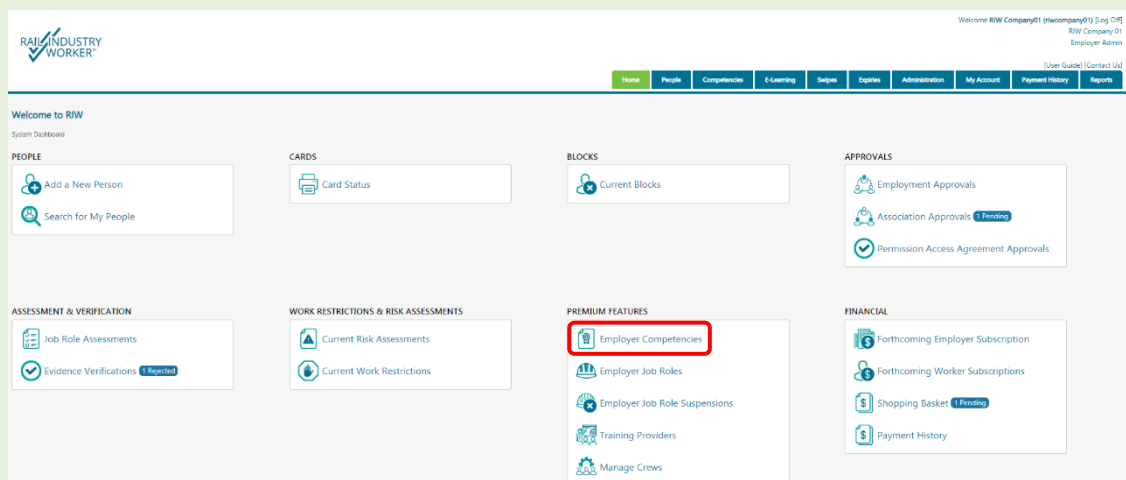
# Creating employer-based competencies (Premium Functionality)

## QUICK GUIDE

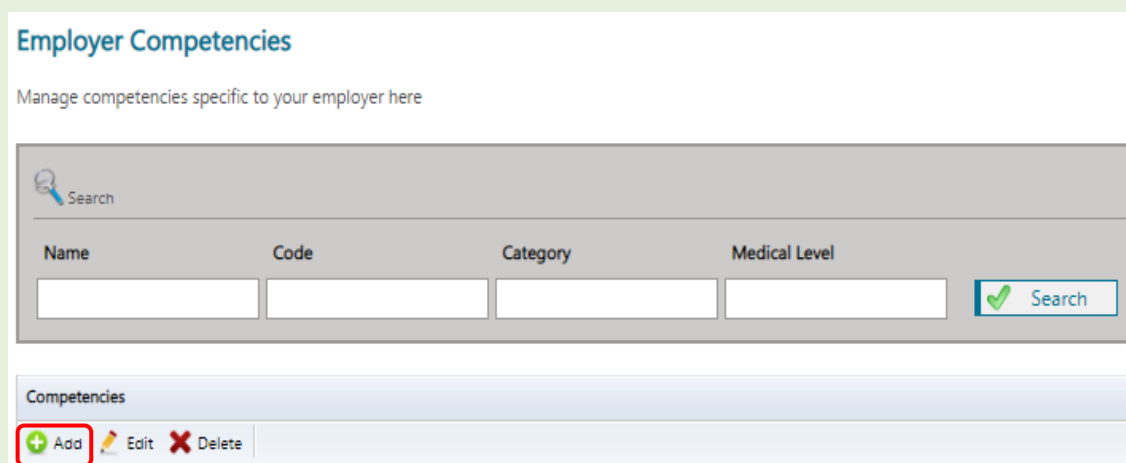
A unit of competency is a specification of knowledge or skill, which confirms that a cardholder can operate effectively and perform particular tasks and duties to the standard of performance expected in the workplace. Employer-based competencies may only be added by Premium Functionality Employers.

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

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



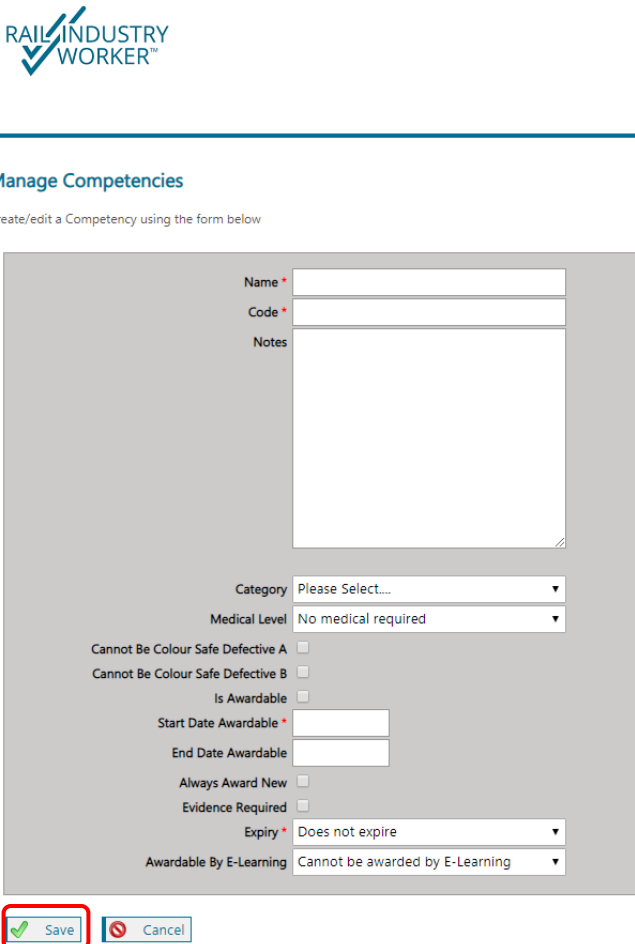
**Step 3** On the **Employer Competencies** screen, click on the **Add** button.



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**Step 4** Populate the fields to create a new employer competency, noting that a red asterisk (\*) denotes a mandatory field. Read on for some further guidance about filling in the details before clicking **save** to complete.



**Manage Competencies**

Create/edit a Competency using the form below

Name \*

Code \*

Notes

Category Please Select....

Medical Level No medical required

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 \* Does not expire

Awardable By E-Learning Cannot be awarded by E-Learning

### Important notes

The employer competency **name** should include the company name as an identifier. For example, RIWCompany01 wants to create an induction competency and may choose to set the name as RIWCompany01 – Induction.

As well as giving the competency a name, a unique code must also be assigned to each individual competency created to support the simple management of employer's competencies. This can consist of letters and/or numbers, e.g. RIW01-Comp1.

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**Notes** may also be added in the text box if required.

Category	Show All
Medical Level	Health & Safety
Is Awardable	Rail

Next, select the **Category** that the competency will be associated with from the dropdown list.

Medical Level	No medical required
Is Awardable	No medical required
Start Date Awardable *	Category 1
Date Awardable	Category 2
Days Award New	Category 3
Evidence Required	Category 4

If the competency requires a cardholder to hold a specific **medical level** before it can be validated, select the appropriate medical level from the dropdown list.

To make the competency awardable to cardholders, the **Is Awardable** checkbox must be ticked; otherwise the competency will not be available for selection when an Employer Administrator is awarding competencies. In the **Start Date Awardable** field, add the date from which the competency can be awarded. The **End Date Awardable** can also be added, but it is not mandatory.

If the **Always Award New** checkbox is ticked and the competency has previously been awarded to the cardholder, when it is awarded again (re-certification) it will override the older instance with the most up-to-date expiry date rather than creating a new instance of the competency. If this box is left un-ticked, when it is awarded, the older instance will not be over-ridden but instead will be added as a separate record of the competency award.

**Note:** competencies can only have their expiry dates extended by re-certification if they are still current at the point the new competency is awarded. If the competency has already expired, it will be awarded as a new instance.

Should evidence be required to validate the competency, tick the **Evidence Required** checkbox?

The **Expiry** field defines the rules under which the competency expires. It can be set to:

- **Does not expire;**
- **Expire after set period** (if selected, new fields/values can be defined – see below);
- **Specify expiry date when awarding** the competency – the expiry date must be added manually at the point of award.

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If the competency is set to **Expire after set period**, new fields will be displayed:

<b>Expiry *</b>	Expire after set period
<b>Validity Period Unit</b>	Days
<b>Validity Period</b>	0

The **Validity Period Unit** allows the setting of the validity period in days or months. For example, if the competency has a validity of 2 weeks or 14 days, then select **Days** as the **validity period unit** and enter 14 in the **Validity Period**.

Should an assessment be required to validate the competency, tick the **Assessment Required** checkbox.

Finally, choose who can assign the competency to the cardholder noting one of the following options:

- All permitted user roles EXCLUDING Training Providers;
- All permitted user roles INCLUDING only Nominated Training Providers;
- Nominated Training Providers only.

**Save** the new competency record when the definition is complete. It will now be available to award, but only to cardholders employed by or associated with the company.

**Note:** Ensure the competency is defined correctly before making it awardable. Once the competency has been awarded to one or more individuals, the competency definition is partially locked so that only certain fields can be updated.

Competencies can only be deleted up to the point that they have been awarded to a cardholder.