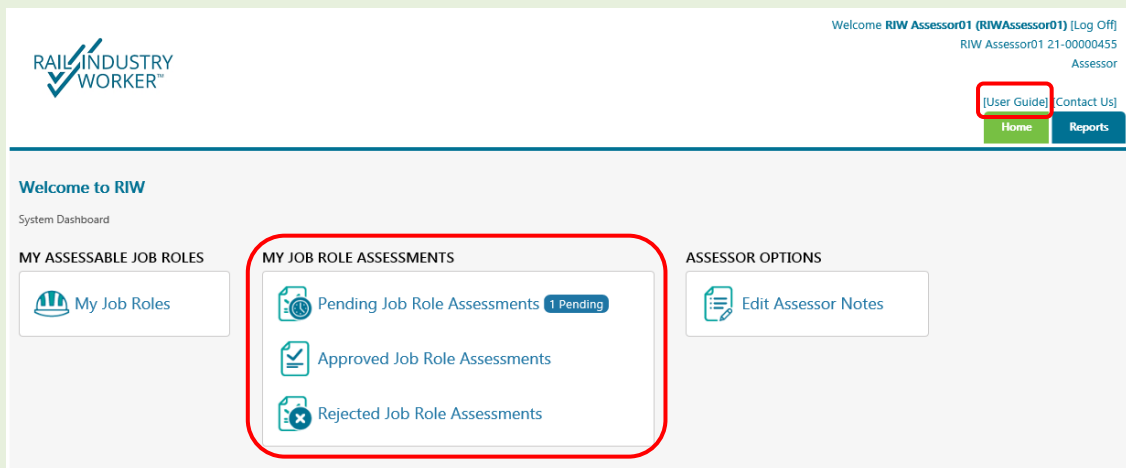


How to manage job role assessments

QUICK GUIDE

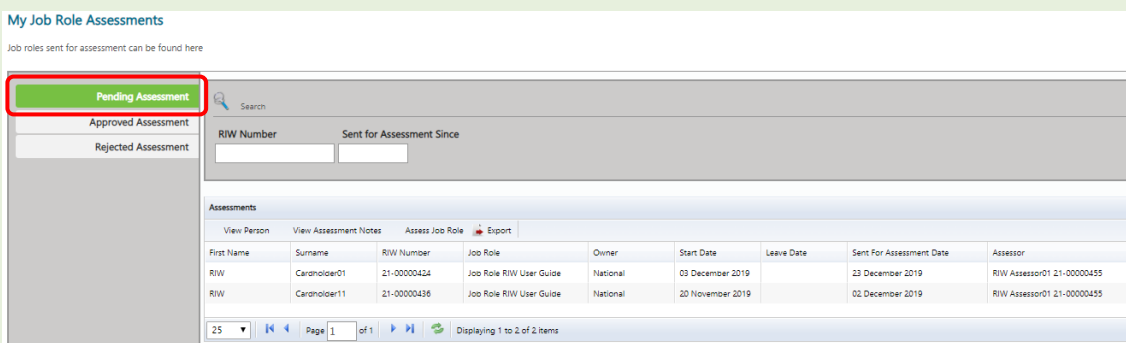
Step 1 Go to <https://app.riw.net.au/> and login using your Assessor credentials.

Step 2 This will display the Assessor Main Dashboard. Please note that a full User Guide is available by clicking the **User Guide** link in the top right hand corner.



Pending, approved and rejected job roles can be viewed on the **My Job Role Assessments** section on the Main Dashboard. If an item requires attention, a blue box with a number will display next to the tasks as per the above example.

Step 3 Selecting the **Pending Job Role Assessments** button will load all pending job role assessments. The **My Job Role Assessments** screen will display and by default the **Pending Assessment** menu will be highlighted on the left hand side menu.



How to manage job role assessments

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Step 4 Click on the cardholder that requires assessment and click on the **View Person** button.

Assessments								
View Person	View Assessment Notes	Approve Assessment	Reject Assessment	Export				
First Name	Surname	RIW Number	Job Role	Owner	Start Date	Leave Date	Sent For Assessment Date	Assessor
MTA	Worker02	21-0000036	MTA Assessment Job Role 01	Network	16 April 2019		16 April 2019	Luc Bernhard 21-0000232
MTA	Worker06	21-0000040	MTA Assessment Job Role 01	Network	18 April 2019		18 April 2019	Luc Bernhard 21-0000232
JHG	Worker02	21-0000147	MTA Assessment Job Role 01	Network	30 April 2019		30 April 2019	Luc Bernhard 21-0000232
JHG	Worker03	21-0000151	MTA Assessment Job Role 01	Network	30 April 2019	30 April 2019	30 April 2019	Luc Bernhard 21-0000232
jack	james	21-0000182	MTA Assessment Job Role 01	Network	24 July 2019		24 July 2019	Luc Bernhard 21-0000232

Page 1 of 1 | Displaying 1 to 5 of 5 items

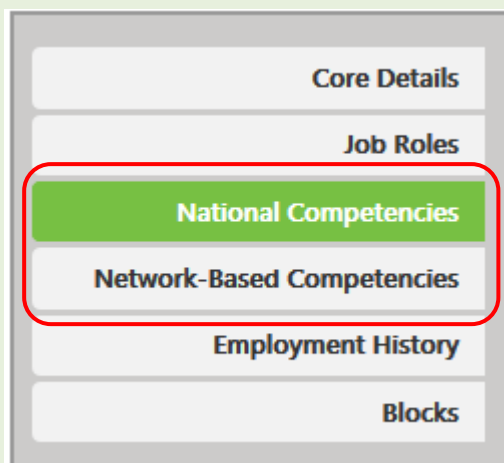
Step 7 Click on the job role that has been sent for assessment and click **More Info**.

Job Roles						
More Info	View Assessment Notes	Approve Assessment	Reject Assessment			
Job Role	Valid	Required Medical Level Held	Required Drugs And Alcohol Held	Valid Competencies	Missing or Invalid Competencies	Owner
National - Around the track personnel	×	×	✓	Rail - Prepare to work safely in the construction inc Rail - Safely Access The Rail Corridor		Nationa
MTA Assessment Job Role 01	×	✓	✓	Health & Safety - MTA Resume Rail - Safely Access The Rail Corridor		Networ

Step 8 Take note of the competencies that need you need to assess.

Health & Safety - MTA Resume
Rail - Safely Access The Rail Corridor


Step 9 Select the **National or Network-Based Competencies** tab on the left hand side menu.



How to manage job role assessments

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Step 10 To view and assess the evidence attached to the competencies required for the job role, select the **eye icon**.

Award Date	Code	Competency	Expiry Date	Valid?	Reason	Evidence	First Award D
26/03/2019	MTAResume01	MTA Resume		✓			26/03/2019

Step 11 Select the image to open the evidence in a new tab.

View Evidence



Evidence

Name	View
password.JPG	

Step 12 Assess the evidence and if required review the [RIW Business Rules](#) to ensure compliance.

Step 13 Repeat the above steps for all the competencies that require assessment.

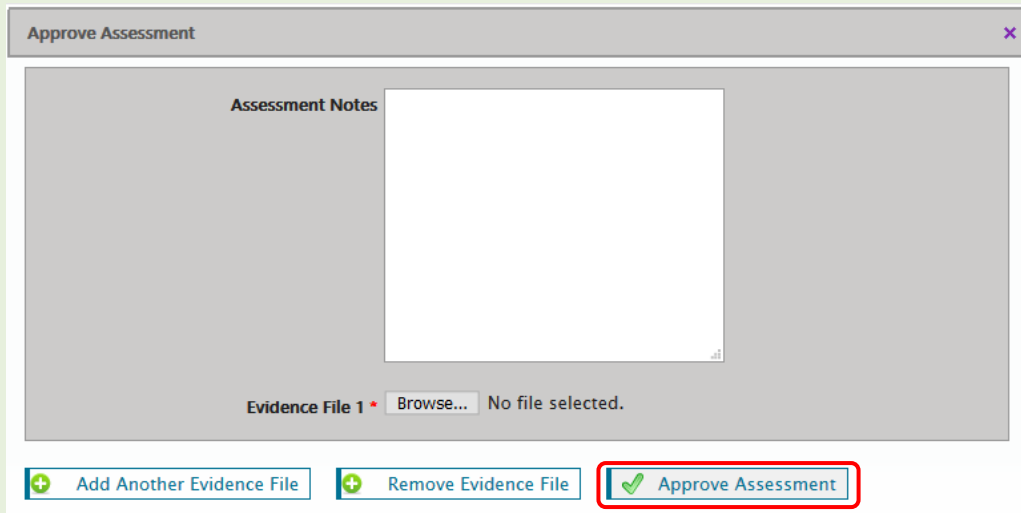
Step 14 Once the relevant competencies have been assessed, re-open the job roles tab, highlight the job role and select either **Approve** or **Reject Assessment**.

Job Roles						
More Info	View Assessment Notes	Approve Assessment	Reject Assessment			
Job Role	Valid	Required Medical Level Held	Required Drugs And Alcohol Held	Valid Competencies		
 National - Around the track personnel	✗	✗	✓	Rail - Prepare to work safely i Rail - Safely Access The Rail C		
 MTA Assessment Job Role 01	✗	✓	✓	Health & Safety - MTA Resun Rail - Safely Access The Rail C		

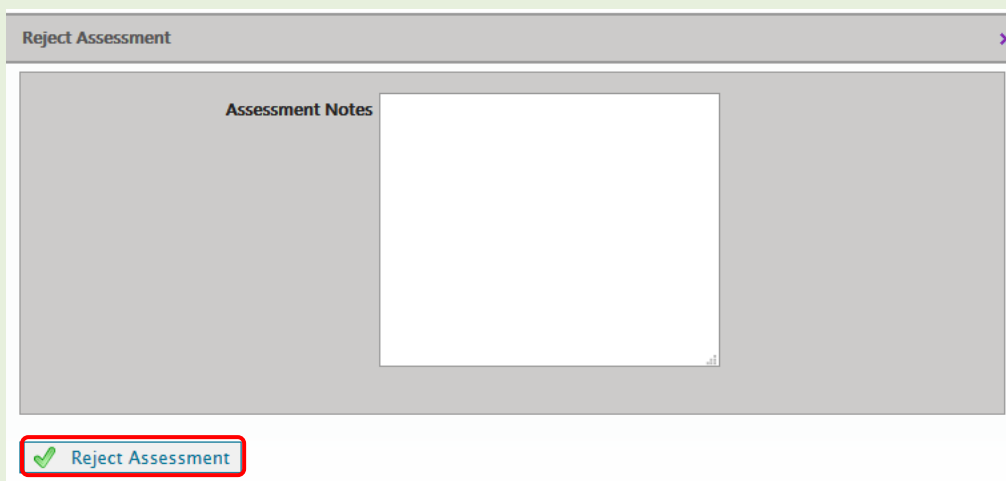
How to manage job role assessments

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- Step 15** If an assessment is approved, please add any assessment notes and upload the required evidence to the job role assessment approval screen. You can add multiple evidence files if required. Once uploaded, click on **Approve Assessment**.



- Step 16** To reject the assessment, please include any rejection assessment notes before clicking on **Reject Assessment**.



- Step 17** Repeat with all pending job roles.