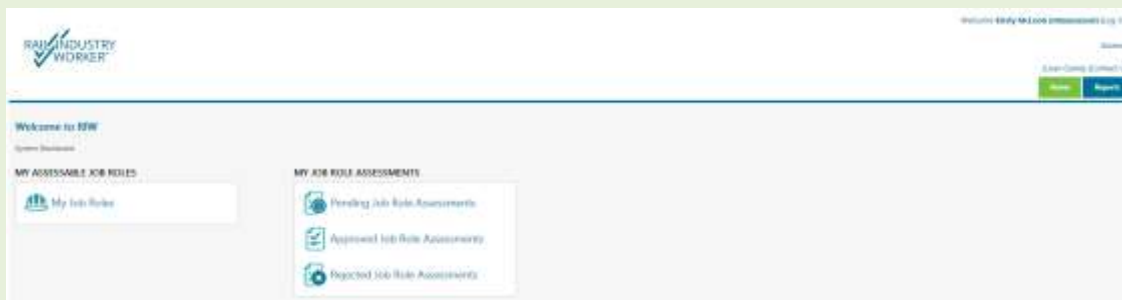


# How to manage job role assessments

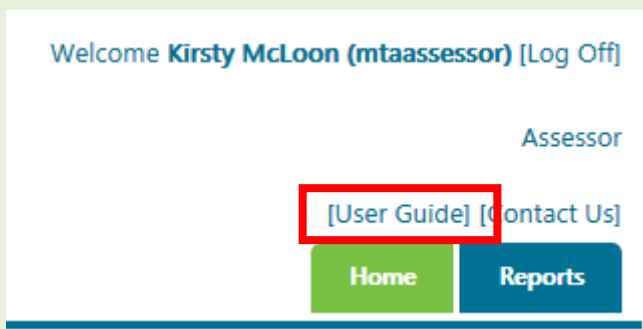
## QUICK GUIDE v1.0

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

Step 2 This will display your home page.



Step 3 In the top right hand corner is a link to the User Guide if you require more detailed information.



Step 4 From the main menu you are able to view your pending, approved and rejected job roles.



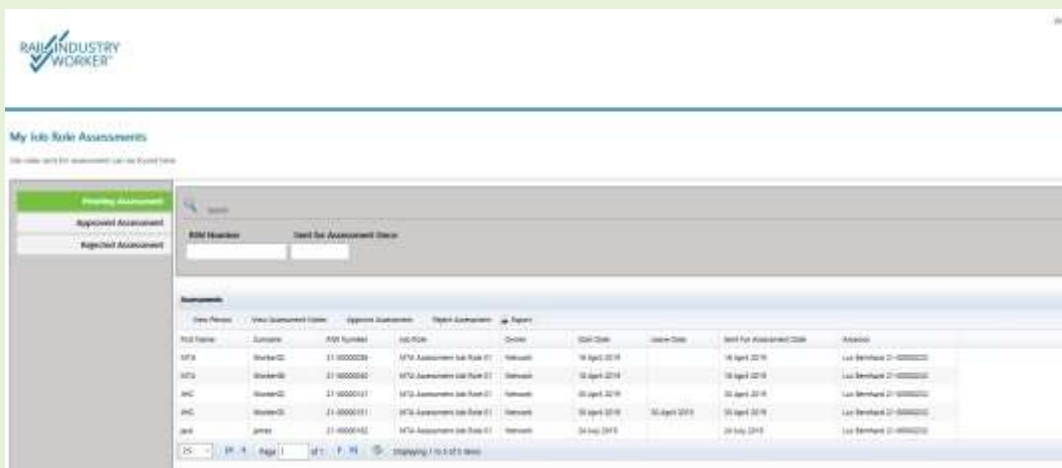
# How to manage job role assessments

## QUICK GUIDE v1.0

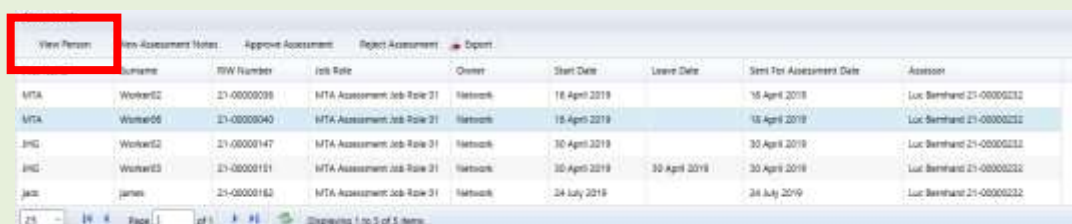
**Step 5** If you have a pending job role for assessment, you will see a pending number count next to the **Pending Job Role Assessment** button.



**Step 6** Selecting the **Pending Job Role Assessments** button will load all of your pending job role assessments



**Step 7** Click on the worker you wish to assess and select the **View Person** button. **IMPORTANT – Do not approve or reject the job from this menu until you have viewed the profile.**



# How to manage job role assessments

## QUICK GUIDE v1.0

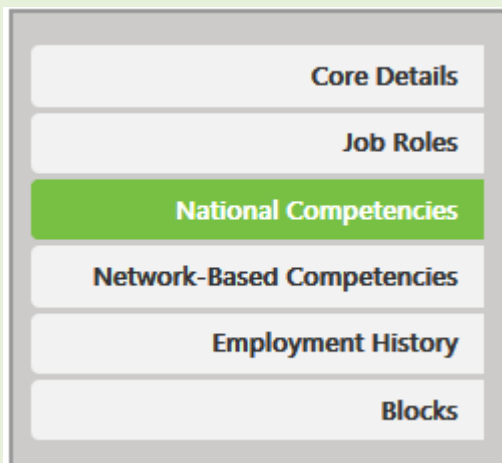
**Step 10** Click on the job role that has been sent for assessment and select **More Info**.

More Info	An Assessment's Status	Approve Assessment	Reject Assessment				
National - Around the track personnel	X	X		Required Medical Level Pass	Required Drugs And Alcohol Pass	Basic Competencies	Missing or Invalid Competencies
MTA Assessment Job Role 01	X					<ul style="list-style-type: none"> <li>Rail - Prepare to work safely in the construction site</li> <li>Rail - Safely Access The Rail Corridor</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety - MTA Resume</li> <li>Rail - Safely Access The Rail Corridor</li> </ul>

**Step 6** Take note of the competencies that need you need to assess.

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

**Step 7** Select the **National or Network-Based Competencies** tab on the left hand side menu.



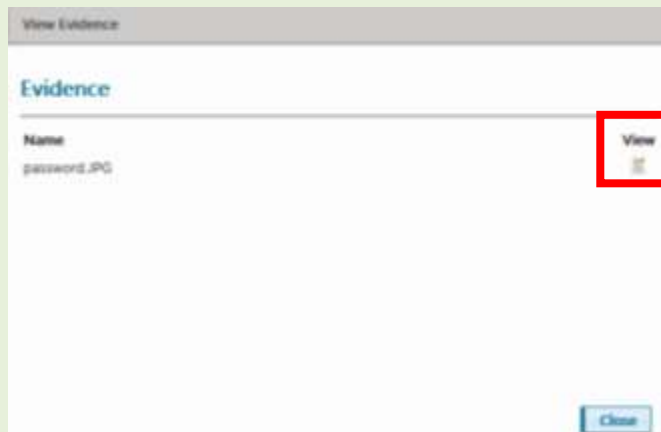
**Step 8** To view and assess the evidence attached to the competencies required for the job role, select the **eye icon**.

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

# How to manage job role assessments

## QUICK GUIDE v1.0

Step 10 Select the image to open the evidence in a new tab.



Step 11 Assess the evidence and if required review the [RIW Business Rules](#) to ensure compliance.

Step 12 Repeat the above steps for all the competencies that require assessment.

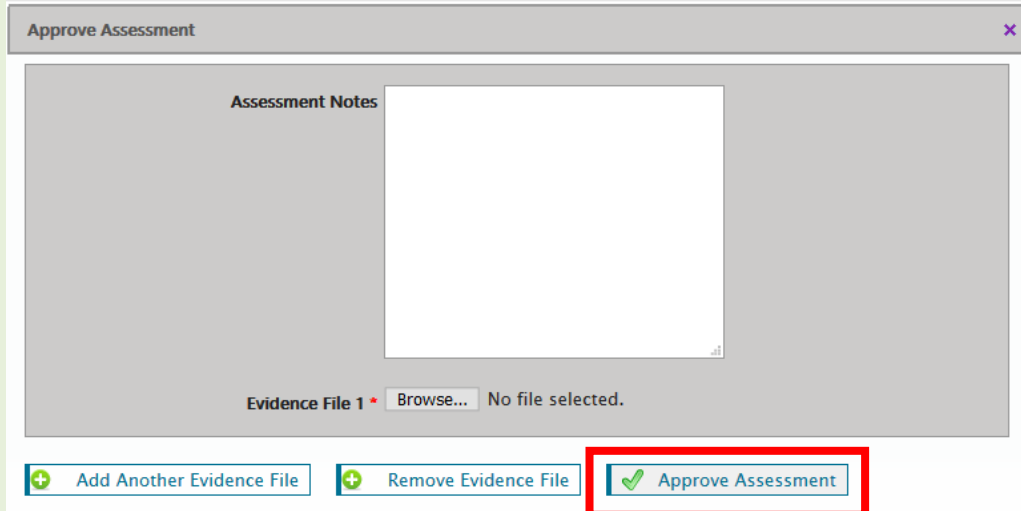
Step 13 Once the relevant competencies have been assessed, re-open the job roles tab, highlight the job role and select either **Approve** or **Reject Assessment**.

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 in Rail - Safely Access The Rail Co	
⚠	MTA Assessment Job Role 01	✗	✓	✓	Health & Safety - MTA Resume Rail - Safely Access The Rail Co	

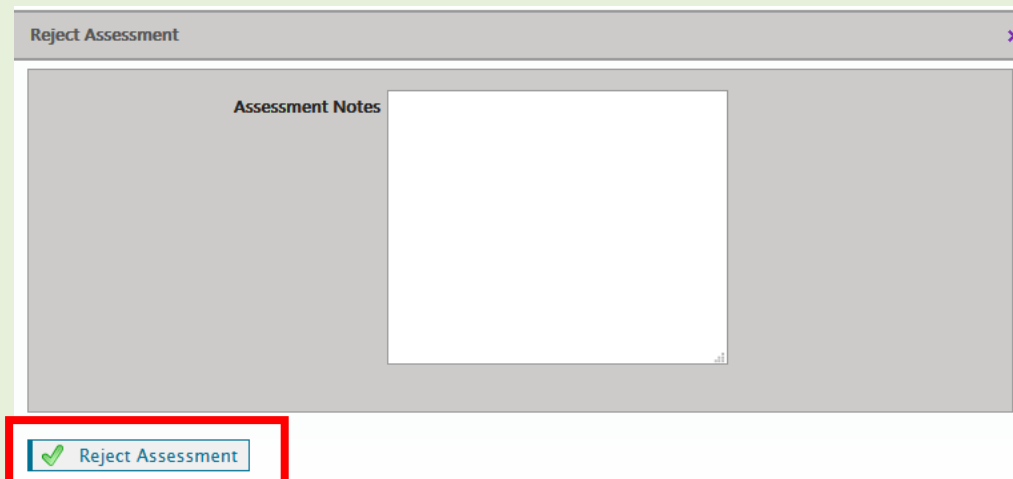
Step 14 If you choose to approve an assessment, please add any assessment notes and upload the required evidence to the job role assessment approval screen. You can add multiple evidence files if required. Once uploaded, click on **Approve Assessment**.

# How to manage job role assessments

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- Step 15 To reject the assessment, please include any rejection assessment notes before clicking on **Reject Assessment**.



- Step 16 Repeat with all pending job roles.