

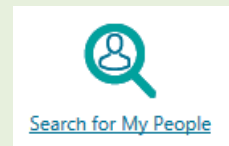
Submitting a job role for assessment

QUICK GUIDE v1.0

Some job roles require assessment and this guide is designed for employers to send a job role for assessment to a qualified assessor.

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

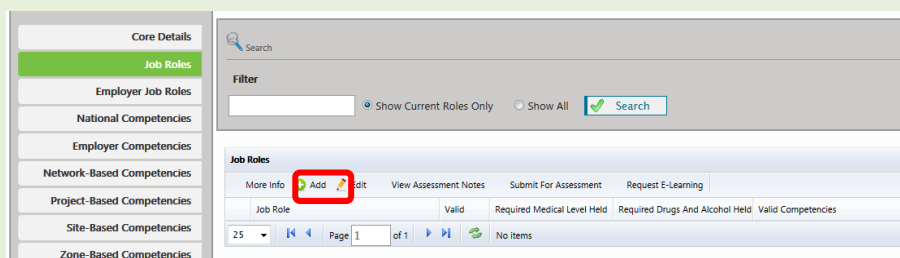
Step 2 Select the **People** tab, then click the **Search for my People** icon.



Step 3 Select the workers profile by highlighting their name and selecting the **Edit** button.

People							
	Access Controller	Spot Check Only	Can Self Swipe	First Name	Surname	RIW Number	Primary Employer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test	10YearSubscription	21-00000268	MTAemployer09
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Luc	Bernhard	21-00000354	MTAemployer09

Step 4 Once in the workers profile, select the **job roles** tab and then **Add** to include a new job role to the workers profile. For more detailed steps please refer to the [Quick Guide - Adding a new job role to a worker's profile.](#)



Step 5 Fill in the **job role field** by starting to type in the job role name, and then select an option from the drop down menu. Enter a **start date** and a leave date if applicable. Select **Save**.

Assign Job Role ✕

Job Role *

Start Date *

Leave Date

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Step 6 You will now need to ensure the worker has the correct competencies to fulfil the job role. For detailed steps refer to the [Quick Guide - Adding a new competency to a worker's profile.](#)

Step 7 Highlight the job role you would like assessed and select **Submit for Assessment** button.

Job Roles						
More Info	Add	Edit	View Assessment Notes	Submit For Assessment	Request E-Learning	
Job Role	Valid	Required Medical Level Held	Required Drugs And Alcohol Held	Valid Competencies	Missing or Invalid Competencies	
⚠️ MTA Assessment Job Role 01	✖️	✔️	✔️	Health & Safety - MTA Resume	Rail - Safety Access The Rail Corridor (invalid)	

Step 8 You will now be prompted to select an Assessor. Please click on the white field. This will then take you to the screen where you can select an approved assessor.

Submit For Assessment ✖

Assessor *

Save

Step 9 To search for an assessor, click **Search** without populating the fields. All approved assessors will be displayed.

Select Assessor ✖

Search

R/W Number First Name Surname

People

Select

Photo	First Name	Surname	R/W Number	Email Address	Primary Employer
No items					

Step 10 Highlight the chosen assessor and choose **Select**.




Select Assessor ✖

Search

R/W Number First Name Surname

People

Select

Photo	Name	Surname	R/W Number	Email Address	Primary Employer
	Alan	Alpha	21-0000000	uatin+www@gmail.com	Employer 1
	Luc	Bernard	21-0000032	uatin+luc@gmail.com	MTAemployer01
	Jesse	Buckleigh	21-0000030	stacy.chumbley@metro	METRO TRAINS MELBOUR

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Step 11 Select **save**. An email will then be sent to the Assessor alerting them of the pending assessment.

Step 12 From the home page, employer administrators will be able to see the status of pending job roles sent for assessment.

Step 13 By clicking on **Job Role Assessments**, you can monitor pending, approved and rejected job role assessments.

First Name	Surname	RIW Number	Job Role	Owner	Start Date	Leave Date	Sent For Assessment Date	Assessor
MTA	Worland	21-0000176	MTA Assessment Job Role 01	Network	09 April 2019	23 June 2019	10 April 2019	Alan Alpha 21-00000000
LUC	Smith	21-0000222	MTA Assessment Job Role 01	Network	10 April 2019		10 April 2019	Alan Alpha 21-00000000
LUC	Smith	21-0000223	MTA Assessment Job Role 01	Network	17 April 2019	17 April 2019	18 April 2019	Alan Alpha 21-00000000
LUC	Bernhard	21-0000254	MTA Assessment Job Role 01	Network	10 July 2019		17 July 2019	Alan Alpha 21-00000000

Step 14 If a job role was rejected, you can view the rejection note before resubmitting for assessment. You can view the notes by highlighting the worker and selecting **View Assessment Notes**.

First Name	Surname	RIW Number	Job Role
Harry	Prince	21-00000335	MTA Assessment Job Role 01