

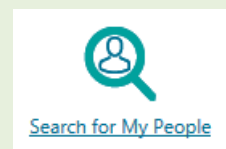
# Submitting a job role for assessment

## QUICK GUIDE

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 credentials.

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



**Step 3** Select the cardholders 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 cardholder's profile, select the **job roles** tab and then **Add** to add a new job role to the cardholder's profile. For more detailed steps please refer to the [Quick Guide - Adding a new job role.](#)

**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. Click **Save**.

**Assign Job Role** ✕

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**Job Role \***

**Start Date \***

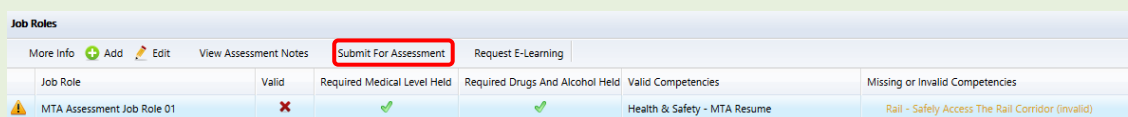
**Leave Date**

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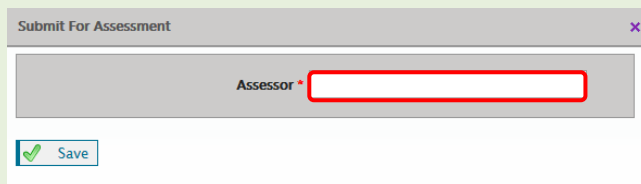
**Step 6** Ensure the cardholder has the correct competencies to fulfil the job role. For detailed steps refer to the [Quick Guide - Adding a new competency](#).

**Step 7** Highlight the job role to be assessed and click **Submit for Assessment**.



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 - Safely Access The Rail Corridor (invalid)	

**Step 8** Select an Assessor by clicking on the white field. This will display the **Select Assessors screen**.

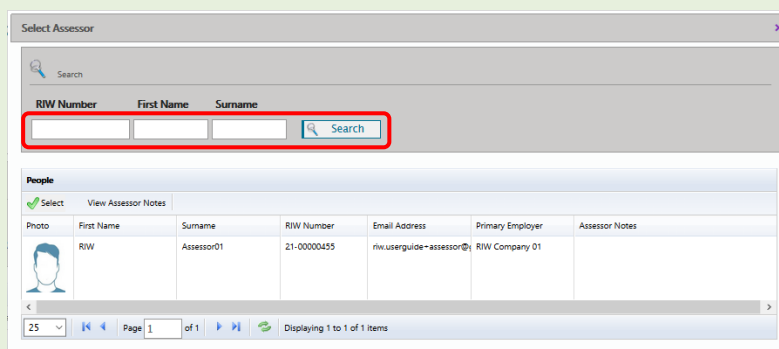


Submit For Assessment

Assessor \*

Save

**Step 9** To search for an assessor, enter the **RIW number, first name or surname** of the required Assessor in the relevant field(s), or leave all the fields blank and select **Search**.




Select Assessor

Search

RIW Number First Name Surname

Search

People

Select	View Assessor Notes					
Photo	First Name	Surname	RIW Number	Email Address	Primary Employer	Assessor Notes
	RIW	Assessor01	21-00000455	riw.userguide-assessor@	RIW Company 01	

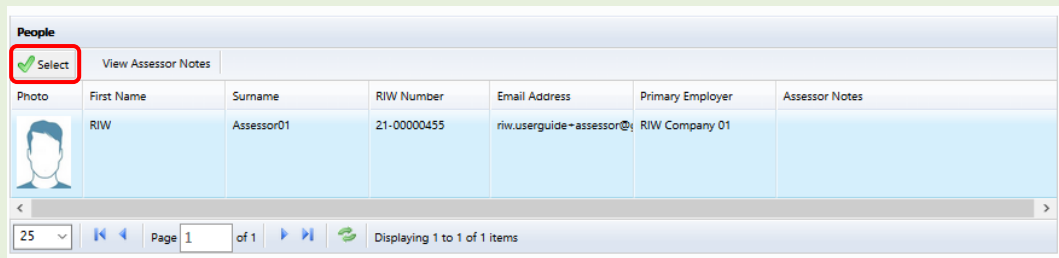
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**Note:** Only Assessors who have been assigned to assess the selected job role by the RIW Service Desk will be available for selection.

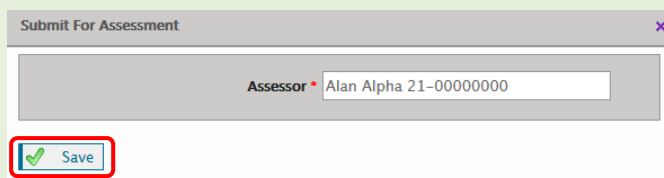
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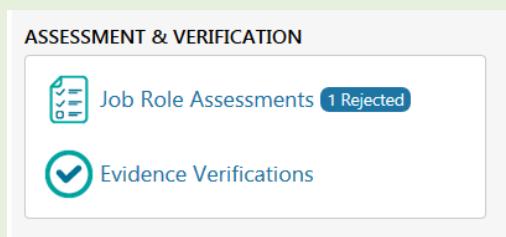
**Step 10** Highlight the chosen assessor and choose **Select**.



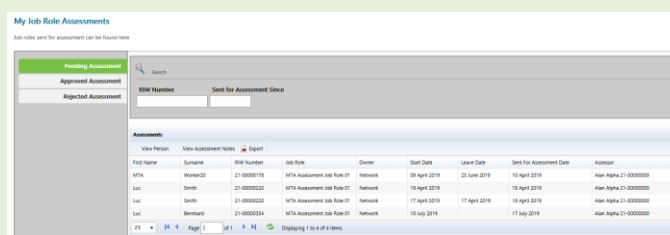
**Step 11** Click **Save**. An email will be sent to the Assessor alerting them of the pending assessment.



**Step 12** From the home page, Employer Administrators will be able to monitor the status of pending job roles sent for assessment.



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



# Submitting a job role for assessment

## QUICK GUIDE

- Step 14** If a job role was rejected, view the rejection note before resubmitting for assessment. To view the assessment notes, highlight the cardholder name and click **View Assessment Notes**.

Assessments			
View Person		<b>View Assessment Notes</b>	Export
First Name	Surname	RIW Number	Job Role
Harry	Prince	21-00000335	MTA Assessment Job R
25	Page 1	of 1	Displaying 1 to 1 of 1 iter