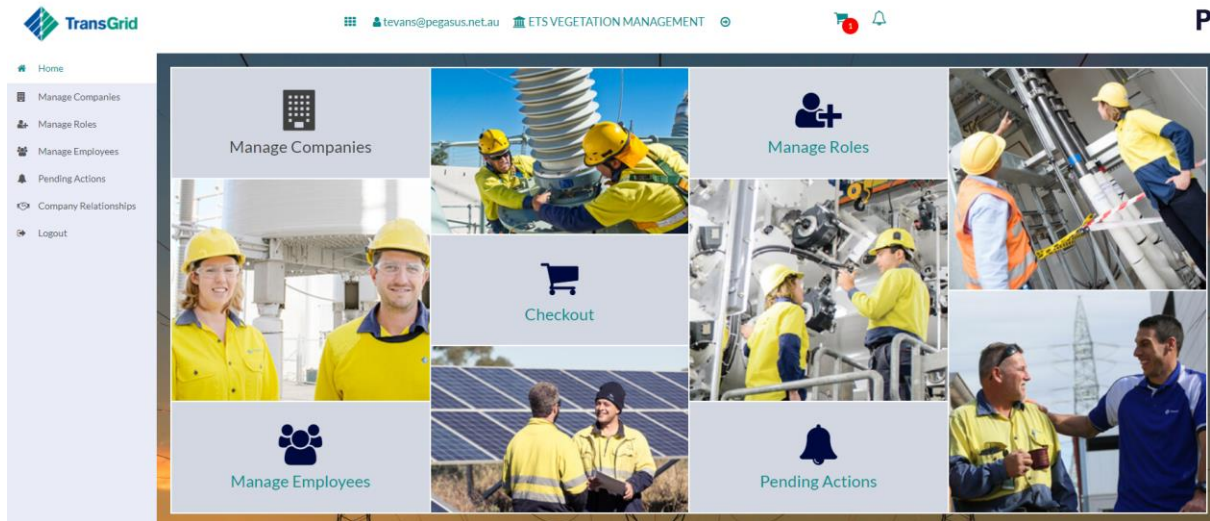
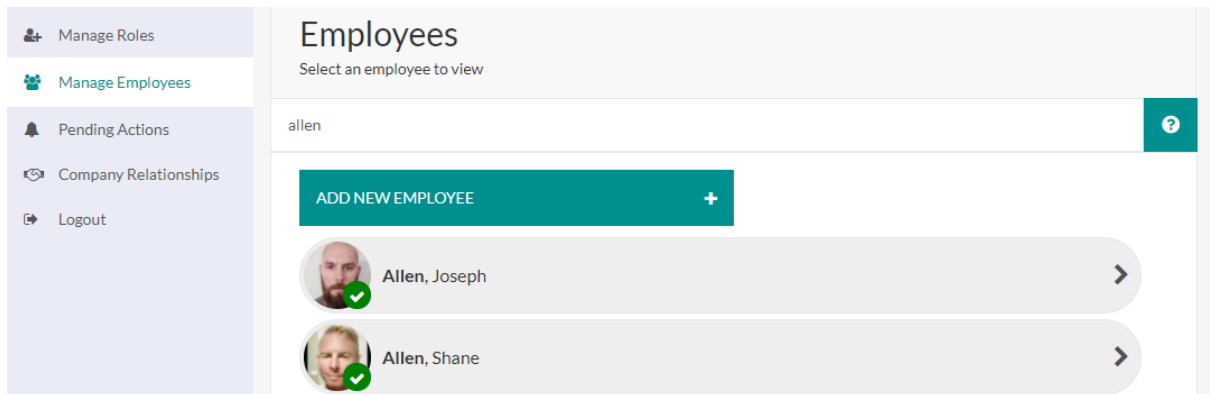


To update worker information and check their assigned roles, login and click **Manage Employees**:



Find the worker you want to review by using the search function. Click on their name of the worker:



To update any personal information or upload a photo, click on the **edit** button on the top right-hand corner of the screen below. To view the worker's roles, click on **Work Roles**:

Manage Employee

Manage a selected employee



Allen, Shane

ID# 3512008

Approved

Not yet printed



DOB: Gender:

Phone: 0466072044 Email: shane_belen@outlook.com

Address , , AU

Card Order in Progress



Work Roles

4 3 0 >

Invite Employee

Site Associations










End Employment

From this screen you can view the roles this worker has. As you can see the **PSSR 6.1** role is expiring on the 17/12/2020:

All roles for Shane Allen

Search



-  Transmission - PSSR 6.1 - General Work
Expires: 17/12/2020 >
-  1. TransGrid Worker >
-  Site Role - Construction Worker >
-  Environmental - E1 - Access And Inspection Only >
-  Environmental - E2 - Worker >
-  Environmental - Hot Works And Fire Risk Work >
-  Environmental - E3 - Supervisor >

When you click on the expiring role you can see the **Overhead lines and equipment – General – Online course** is expiring:

Competencies for Shane Allen

Role Transmission - PSSR 6.1 - General Work




Search



[Expand All](#) | [Collapse All](#)

MANDATORY

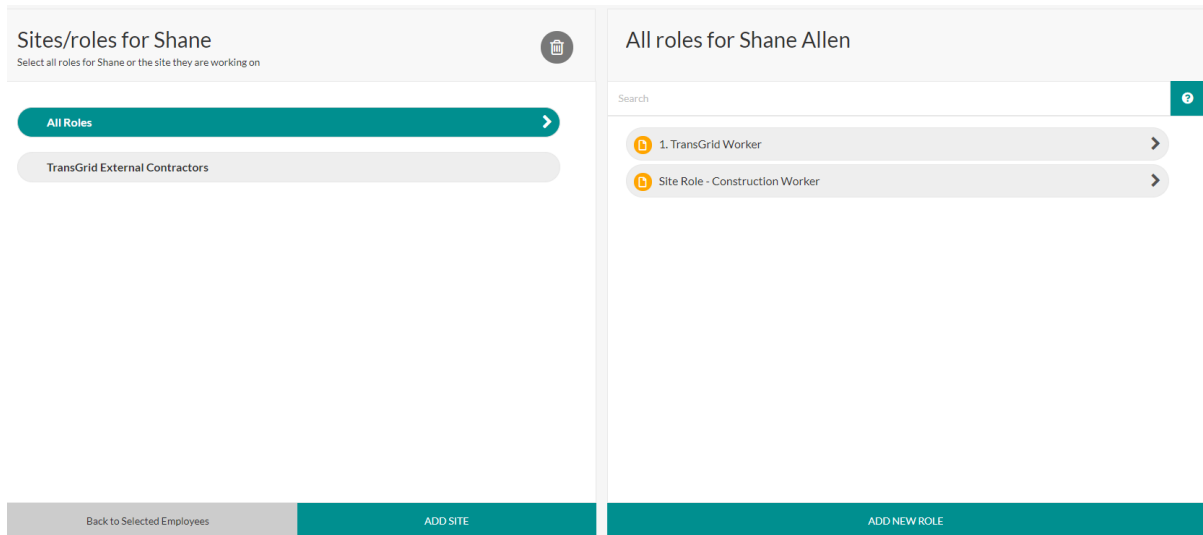
3/3

-  Electrical.-PSSR 6-1 - Overhead lines and equipment - General - Online
Expires: 17/12/2020 >
-  Electrical.-PSSR 6-1 - Overhead lines and equipment - General
Expires: 18/12/2117 >
-  Photo >

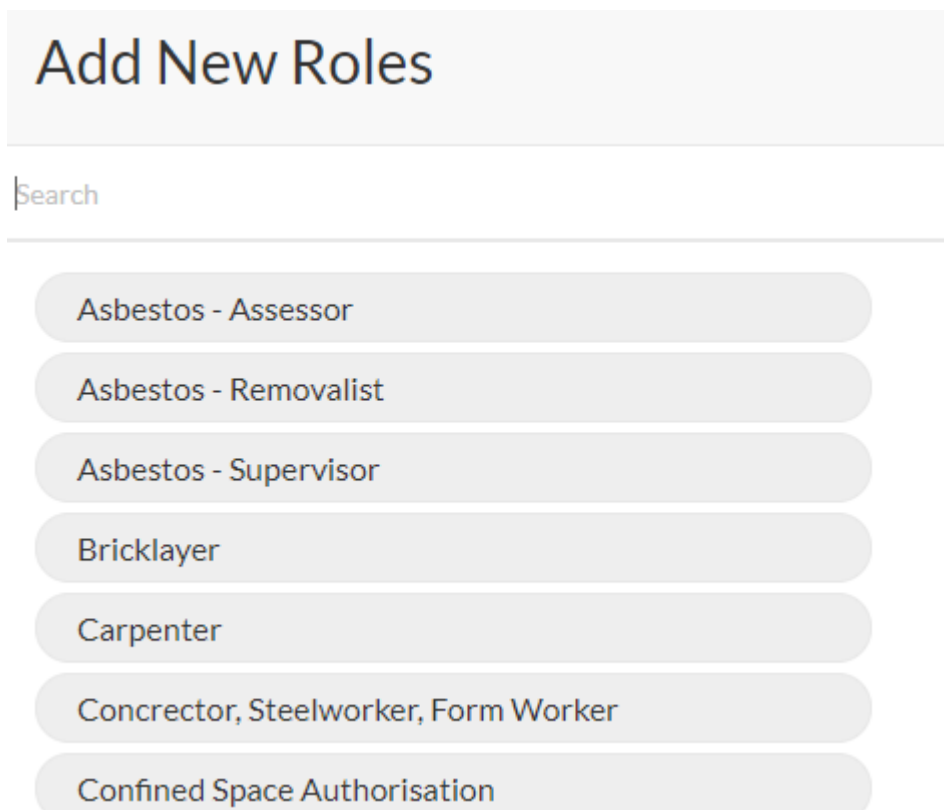
To renew this role and have a new online training link sent, you need to re-submit the role.
Click on **Manage Roles**:



Click on Add New Role from the screen below:



Use the search function to find the correct role and click to add it to the worker's profile:



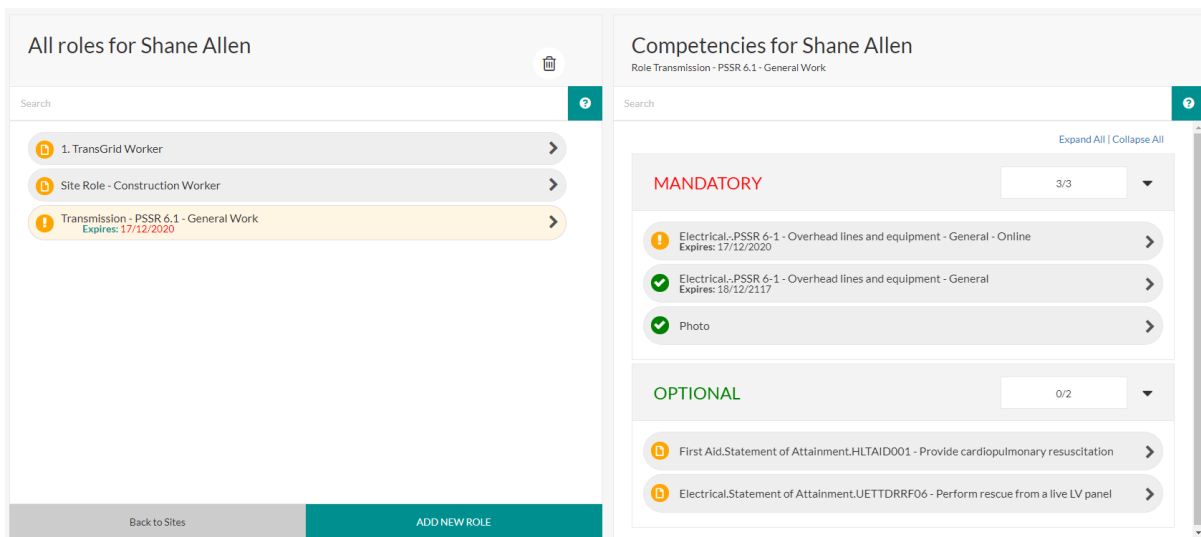
All roles for Shane Allen

Search



- 1. TransGrid Worker
- Site Role - Construction Worker
- Transmission - PSSR 6.1 - General Work
Expires: 17/12/2020

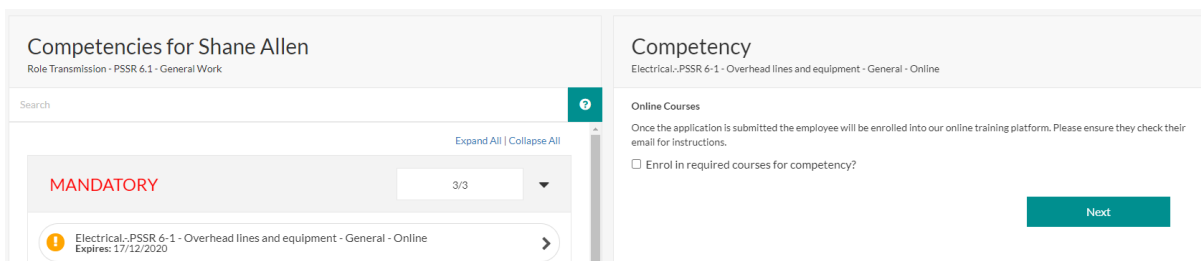
Click on the role you have added to see the expiring competency:



The screenshot shows the 'All roles for Shane Allen' page on the left and a detailed view of the 'Transmission - PSSR 6.1 - General Work' role on the right. The right-hand view is titled 'Competencies for Shane Allen' and lists the following:

- MANDATORY (3/3):**
 - Electrical.-PSSR 6-1 - Overhead lines and equipment - General - Online (Expires: 17/12/2020)
 - Electrical.-PSSR 6-1 - Overhead lines and equipment - General (Expires: 18/12/2117)
 - Photo
- OPTIONAL (0/2):**
 - First Aid.Statement of Attainment.HLTAID001 - Provide cardiopulmonary resuscitation
 - Electrical.Statement of Attainment.UETTDRRF06 - Perform rescue from a live LV panel

When you click on the expiring competency, you are shown a screen with the *competency requires online training*. Enrol the learner in the course by ticking the below box then clicking 'save & next':



The screenshot shows the 'Competency' page for 'Electrical.-PSSR 6-1 - Overhead lines and equipment - General - Online'. The 'Online Courses' section contains the following text:

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

Enrol in required courses for competency?

Next

You will be prompted to upload any other documents required for the role.

Once you have completed the process you will see the 'Back to Roles' button. The worker will then be emailed the link for training.