

Key Terms

Record:	A licence, course, competency, or other training that has been completed by a Person.
Need:	Requirement that has been identified for a Person to undertake or obtain training or a competency.
Capability:	Licence, course, training undertaken or any other aspect of a Persons training and competency for which Records are to be created.
Role:	Series of Capabilities that have been associated to create a Role. Roles are linked to People to define a set of Capabilities that the Person requires. More than one Role can be linked to a Person.
Person:	Employee or Subcontractor

Record = Capability completed by a **Person**

Role = Group of Capabilities with one or more linked **People**

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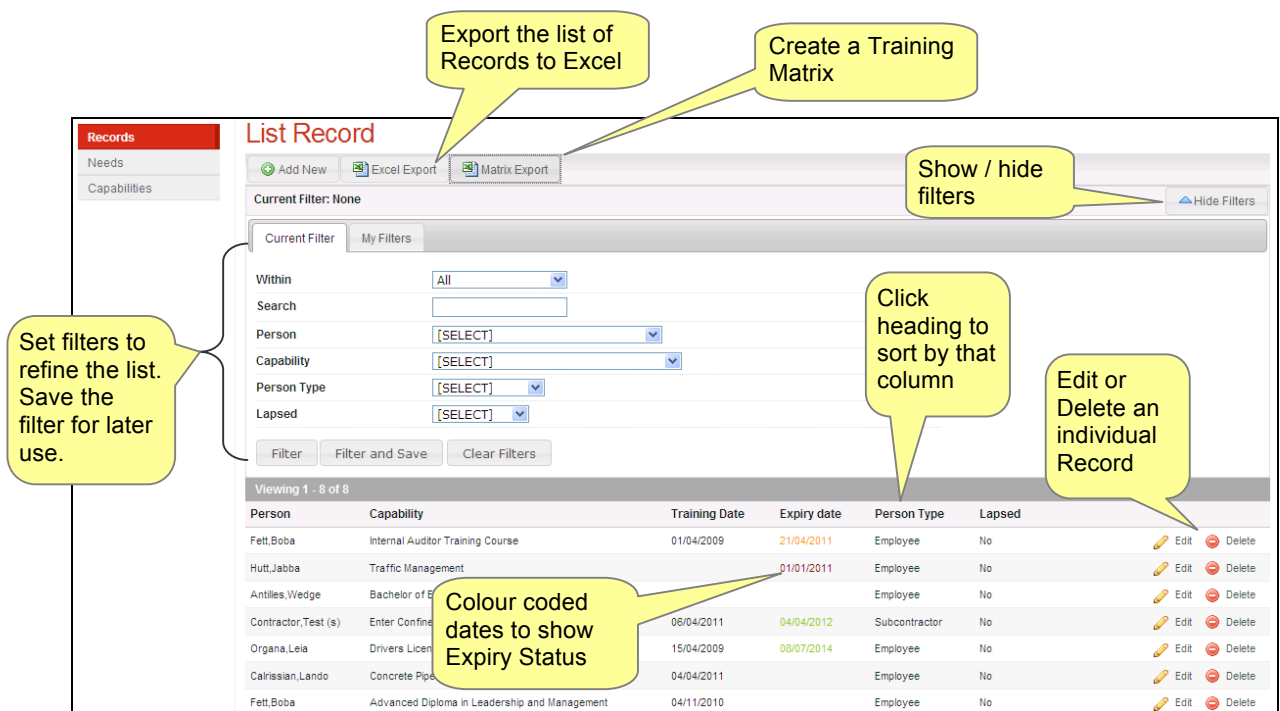
1 Records

Record: A licence, competency, or other training that has been completed by an Employee or Subcontractor.

1.1 Records Page

The Records page is a list of existing training, competency or qualifications for an Employee or Subcontractor. By default the list is un-filtered. Use the filters to see the Records for a particular Employee or Subcontractor.

A Lapsed Record has an expiry date that has passed, but the Record has either been superseded by a more recent Record or is no longer of interest.








The screenshot shows the 'List Record' interface with several callouts:

- Export the list of Records to Excel:** Points to the 'Excel Export' button.
- Create a Training Matrix:** Points to the 'Matrix Export' button.
- Show / hide filters:** Points to the 'Hide Filters' button.
- Set filters to refine the list. Save the filter for later use.** Points to the filter selection area.
- Click heading to sort by that column:** Points to a column heading in the table.
- Edit or Delete an individual Record:** Points to the edit/delete icons for a record.
- Colour coded dates to show Expiry Status:** Points to the 'Expiry date' column, where dates are color-coded (red for expired, green for valid).

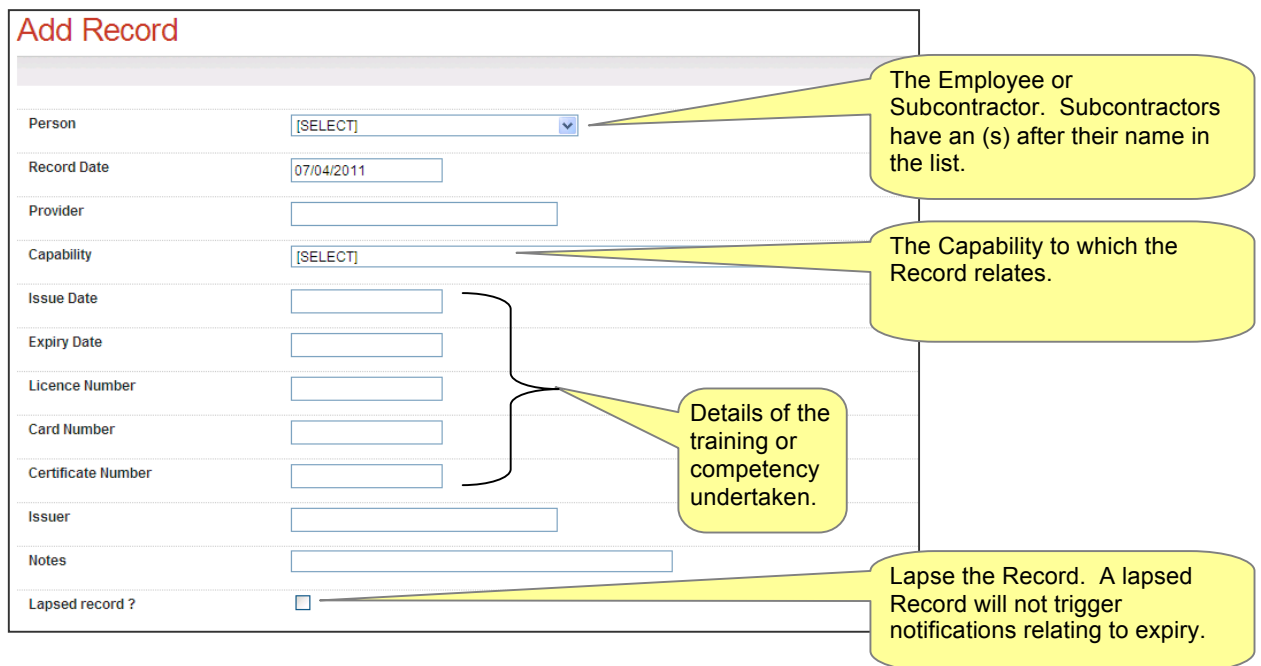
Person	Capability	Training Date	Expiry date	Person Type	Lapsed	
Fett,Boba	Internal Auditor Training Course	01/04/2009	21/04/2011	Employee	No	Edit Delete
Hutt,Jabba	Traffic Management		01/01/2011	Employee	No	Edit Delete
Antilles,Wedge	Bachelor of B			Employee	No	Edit Delete
Contractor,Test (s)	Enter Confine	06/04/2011	04/04/2012	Subcontractor	No	Edit Delete
Organa,Leia	Drivers Licen	15/04/2009	08/07/2014	Employee	No	Edit Delete
Calrissian,Lando	Concrete Pip	04/04/2011		Employee	No	Edit Delete
Fett,Boba	Advanced Diploma in Leadership and Management	04/11/2010		Employee	No	Edit Delete

Buttons / Icons

 Add New	Add a new Record
 Edit	Open a Record
 Delete	Delete a Record
 Excel Export	Export the displayed Records to Excel
 Show Filters	Open / close the filters panel

1.3 Add / Edit a Record

The details listed below are captured for each Record.



The screenshot shows the 'Add Record' form with the following fields and callouts:

- Person:** A dropdown menu with '[SELECT]' and a downward arrow. Callout: "The Employee or Subcontractor. Subcontractors have an (s) after their name in the list."
- Record Date:** A text input field containing '07/04/2011'.
- Provider:** A text input field.
- Capability:** A dropdown menu with '[SELECT]'. Callout: "The Capability to which the Record relates."
- Issue Date:** A text input field.
- Expiry Date:** A text input field.
- Licence Number:** A text input field.
- Card Number:** A text input field.
- Certificate Number:** A text input field.
- Issuer:** A text input field.
- Notes:** A text input field.
- Lapsed record ?** A checkbox. Callout: "Lapse the Record. A lapsed Record will not trigger notifications relating to expiry."

A bracket groups the Issue Date, Expiry Date, Licence Number, Card Number, and Certificate Number fields with a callout: "Details of the training or competency undertaken."

In addition each Record can have multiple attachments uploaded, such as scans of certificates etc. Any file format can be uploaded.

The Expiry Date is used as the basis for notifications and alerts for each Record. Lapsing the Record over-rides any notifications related to the Record.

1.4 People Page

The Records for an Employee or Subcontractor can also be accessed from the People Page. After locating the required Employee or Subcontractor in the list, click the Records icon to the right hand end of the row to view the Records for that Employee or Subcontractor.

Records can also be added by clicking the Add New button from the list of existing Records for an Employee or Subcontractor.

2 Needs

Need: A requirement that has been identified for an Employee or Subcontractor to undertake or obtain training or a competency.

2.1 Needs Page

The Needs page is a list of required training, competency or qualifications which are yet to be undertaken. Use the filters to see the Needs for a particular Employee or Subcontractor.

Each Need has a **Status** as follows:

Current = the Need has no corresponding Record

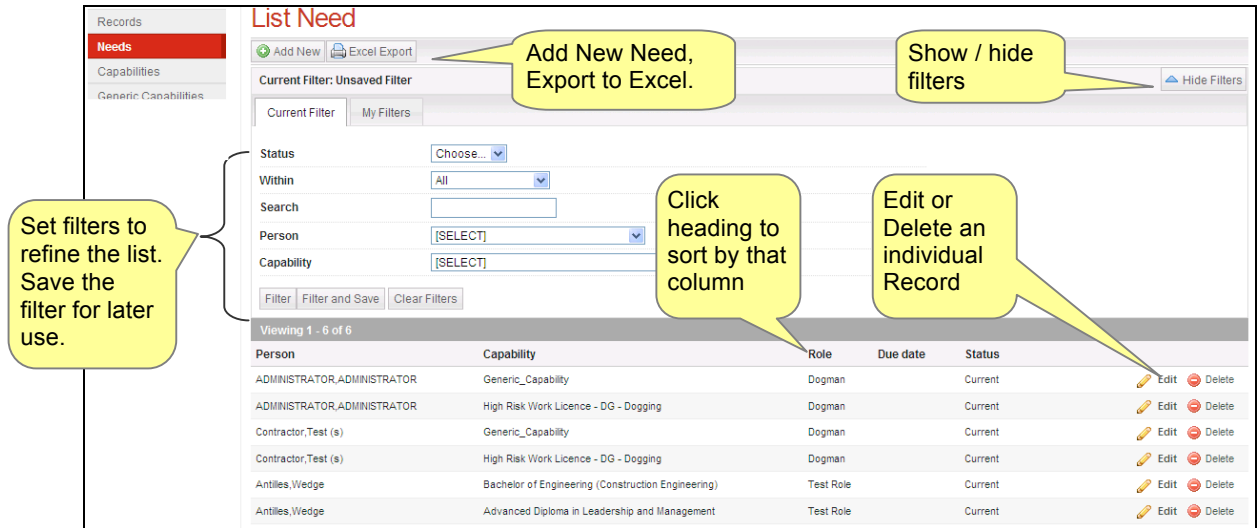
Closed = the Need has a corresponding Record (further action is not required)

If a Record is added for a Need that has Status = Current, any corresponding Need (present at the time the Record is added) is changed to Status = Closed. This occurs regardless of whether the Record entered has an expiry date or the date entered. The Status can also be manually changed at any time by editing the Need.

Needs can be entered manually using the 'Add New' button, are created automatically as a result of an Employee or Subcontractor having a Role allocated (refer to Section 2.1). If a Need is related to a Role for the Employee or Subcontractor, this is noted in the Needs list.

Note that a Record expiring does not automatically trigger a new Need, as there may not be a requirement to update the training or competency (it may be desirable instead to Lapse the Record). View Needs as a prompt for 'new' training and competencies that an Employee or Subcontractor has not previously undertaken.

Each Needs has a **Classification**. The options that appear in this list are set through the Settings menu. The Need Classification can be used to distinguish (for example) between needs that are mandatory versus those that are of a professional development nature.



Set filters to refine the list. Save the filter for later use.

Add New Need, Export to Excel.

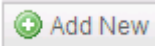

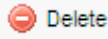

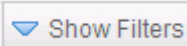
Show / hide filters

Click heading to sort by that column

Edit or Delete an individual Record

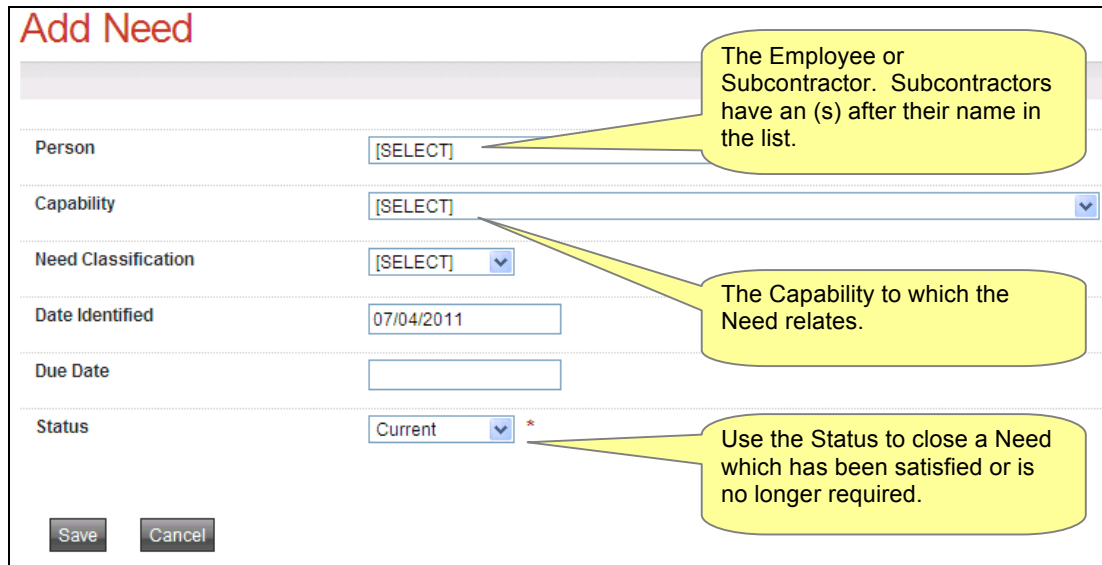
Person	Capability	Role	Due date	Status	
ADMINISTRATOR,ADMINISTRATOR	Generic_Capability	Dogman		Current	Edit Delete
ADMINISTRATOR,ADMINISTRATOR	High Risk Work Licence - DG - Dogging	Dogman		Current	Edit Delete
Contractor_Test (s)	Generic_Capability	Dogman		Current	Edit Delete
Contractor_Test (s)	High Risk Work Licence - DG - Dogging	Dogman		Current	Edit Delete
Antiles,Wedge	Bachelor of Engineering (Construction Engineering)	Test Role		Current	Edit Delete
Antiles,Wedge	Advanced Diploma in Leadership and Management	Test Role		Current	Edit Delete

Buttons / Icons

	Add a new Need
	Open a Need
	Delete a Need
	Export the displayed Needs to Excel
	Open / close the filters panel

2.2 Add / Edit a Need

The details listed below are entered for each Need.



The screenshot shows the 'Add Need' form with the following fields and callouts:

- Person:** A dropdown menu with '[SELECT]' selected. Callout: "The Employee or Subcontractor. Subcontractors have an (s) after their name in the list."
- Capability:** A dropdown menu with '[SELECT]' selected. Callout: "The Capability to which the Need relates."
- Need Classification:** A dropdown menu with '[SELECT]' selected.
- Date Identified:** A text input field containing '07/04/2011'.
- Due Date:** An empty text input field.
- Status:** A dropdown menu with 'Current' selected and an asterisk (*) next to it. Callout: "Use the Status to close a Need which has been satisfied or is no longer required."

At the bottom of the form are 'Save' and 'Cancel' buttons.

2.3 People Page

The Needs for an Employee or Subcontractor can also be accessed from the People Page. After locating the required Employee or Subcontractor in the list, click the Needs icon to the right hand end of the row to view the Needs for that Employee or Subcontractor.

Needs can also be added by clicking the Add New button from the list of existing Needs for an Employee or Subcontractor.

2.4 Automatic Creation of Needs

When a Person is allocated a Role, a Need is created for each Capability associated with the Role unless that Person has a current Record for that Capability. Where there is a Record but it is either expired or lapsed, a Need is still created.

2.5 Automatic Closure of Needs

When a Record is added for which there is a Current Need, the need is set to Closed. Existing Closed Needs are not effected.

3 Capabilities

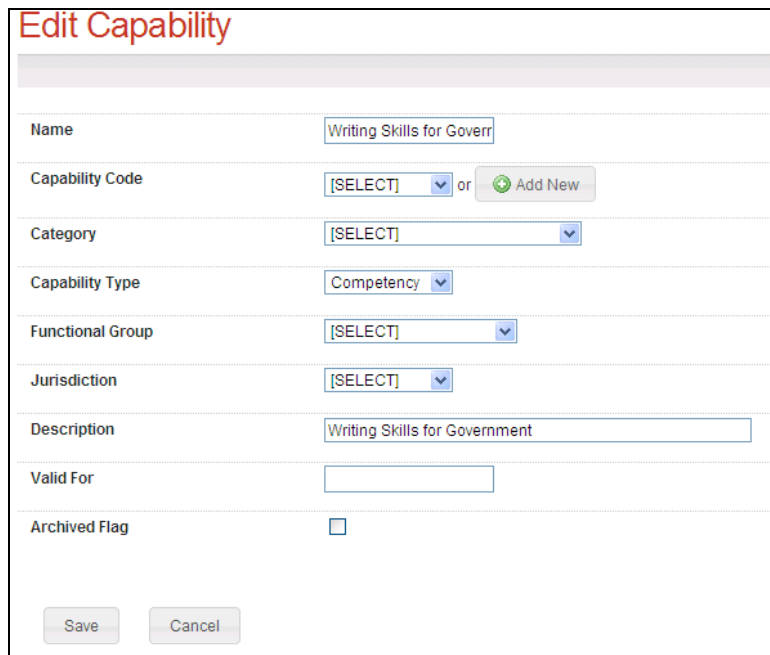
Capability: A licence, course, training undertaken or any other aspect of a Persons training and competency for which Records are to be created.

3.1 Capabilities

The Capabilities page provides a list of the Capabilities that have been set up within CS Competency. To define a new Capability, click the Add New button.

Capabilities can be **Archived**. Archived Capabilities cannot have new Records added. Existing Records are not effected.

There are a range of filters that can be used to classify each Capability. These can assist when filtering or sorting Capabilities and Records, and are listed in the following figure (Add / Edit Capability Screen). The options that appear in these lists are set through the Settings menu.



The screenshot shows the 'Edit Capability' form with the following fields:

- Name: Writing Skills for Govern
- Capability Code: [SELECT] or Add New
- Category: [SELECT]
- Capability Type: Competency
- Functional Group: [SELECT]
- Jurisdiction: [SELECT]
- Description: Writing Skills for Government
- Valid For: [Empty text box]
- Archived Flag:

Buttons: Save, Cancel

3.2 Generic Capabilities

Generic Capabilities can be used to allow one or more 'Standard' Capabilities to be mapped to a separate Capability, the 'Generic' Capability. As an example, two People may have the following Records:

- Incident Investigation – Tap Root
- Incident Investigation (BHP Billiton 2 day course)

Whilst these are unique Capabilities, they could also be viewed as a more generic Capability where required, such as:

- Advanced Incident Investigation

For most purposes, Advanced Incident Investigation (the Generic Capability) which has been mapped to "Incident Investigation – Tap Root" and "Incident Investigation (BHP Billiton 2 day course)" could be used to indicate competency at conducting incident investigations.

If there is no requirement for the use of Generic Capabilities within the business, they can be left blank and the 'Standard' capabilities used.

Note that Records cannot be created against a Generic Capability. The only purpose of a Generic Capability is to link existing Capabilities and their associated Records.

4 Roles

Role: A series of Capabilities that have been associated to create a Role. Roles are linked to People to define a set of Capabilities that the Person requires. More than one Role can be linked to a Person.

4.1 Roles List

Roles are defined through the List Roles page. The currently defined Roles are shown, together with the number of Capabilities that the Role comprises, and the number of People that are linked to the Role.

Job title	Description	Capabilities	People
Dogman		3	3
Fisherman		1	0
Test Role	Test	2	1

4.2 Add / Edit a Role

Within the Add / Edit Role screen, there are 2 main sections that allow the Capabilities associated with the Role, and the People linked to the Role to be managed.

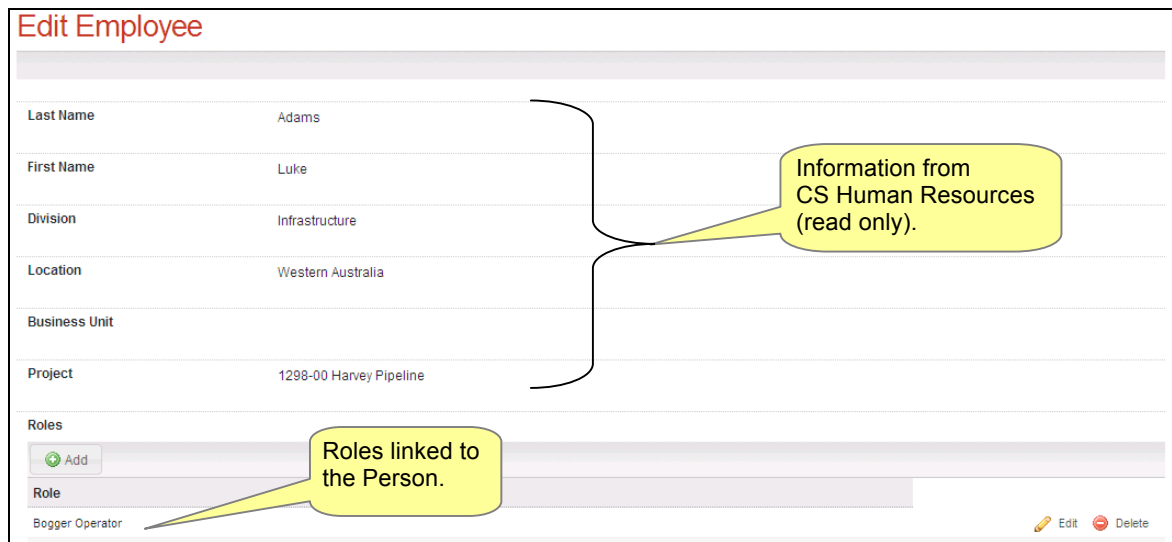
Capability	Need Classification
High Risk Work Licence - DG - Dogging	Mandatory
Generic_Capability	Mandatory
Bachelor of Commerce	Optional

Last name	First name	Person Type
ADMINISTRATOR	ADMINISTRATOR	Employee
Contractor	Test	Subcontractor
Man	New	Employee

4.3 Employee Roles

The Employees page lists all People who are included within CS Human Resources. These People are typically company employees. Within CS Human Resources, information such as Location, Division, Business Unit and Project are recorded. Refer to Section 5 for more information.

The Roles associated with each Employee are recorded as shown below. It is possible to add specific Roles to an Employee from this screen.



Edit Employee	
Last Name	Adams
First Name	Luke
Division	Infrastructure
Location	Western Australia
Business Unit	
Project	1298-00 Harvey Pipeline
Roles	
<input type="button" value="Add"/>	
Role	
Bogger Operator	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4.4 Subcontractor Roles

The Subcontractors Page lists people who have been entered into CS Competency as a Subcontractor. Once entered, Records and Roles can be entered and managed for Subcontractors.

The Roles associated with each Subcontractor can be entered at the bottom of the Subcontractor screen. Refer to Section 5 for more information about entering Subcontractors.

5 Employees and Subcontractors

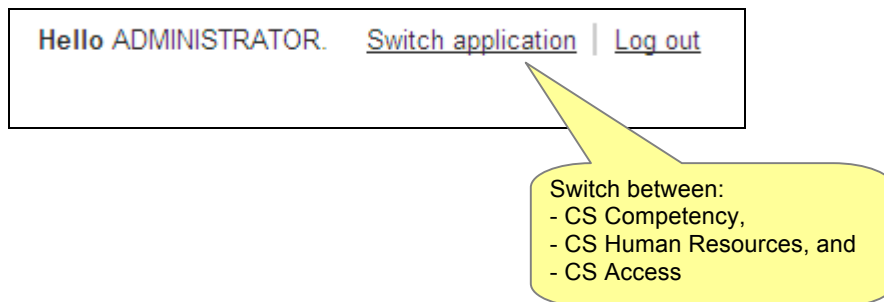
5.1 Managing Employees

Employees are created and their details managed within CS Human Resources, which is included in each installation of CS Competency.

Human Resources

CS Human Resources acts a central record area for Employee information, and can be optionally used to record additional details to that required by CS Competency. It also allows information to be shared between the full suite of IntegralCS products, such as CS Induction if installed.

To access CS Human Resources, click the 'Switch Applications' icon to the top right of CS Competency.



Within CS Human Resources, Employee details are entered and tracked using the Employee List page.

Enter new Employees by clicking Add New. The details in the first section of the form are used by CS Competency. Firstname and Lastname are mandatory – all other fields are optional. Note that Division, Project, Location and Business Unit are all managed within CS Access (please refer to the CS Access user manual).

Other information can be recorded within CS Human Resources if desired. Any drop-down lists that are part of Employee details such as Employment Type and Rate type can be edited from the Settings menu within CS Human Resources.

5.2 Managing Subcontractors

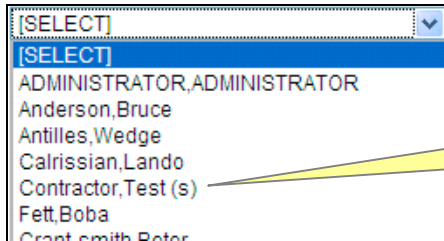
Subcontractor details are entered into CS Competency from the People > Subcontractors Page (they can also be entered from the Subcontractors Page under the Roles tab).

Each Subcontractor can be associated with a Project and Company. The list of Projects is managed within CS Access under the Settings > Projects menu. Please refer to the CS Access user manual.

The list of Companies is edited within CS Competency under the Settings > Companies menu.

To assist with distinguishing between employees and Subcontractors, certain pages have a column in the list 'Person Type' which indicates Subcontractors.

When a drop-down selection is being made to enter a Record or Need, Subcontractors appear in the list with an (s) after their entry as shown below.



Subcontractors shown with an (s) in drop down lists of People.

6 Administration

6.1 Administrator Accounts

Administrator Accounts are created through CS Access. Please refer to the CS Access Software User Guide.

6.2 Local Settings (within CS Competency)

The following settings are controlled within CS Competency via the Settings Tab:

- Categories
- Capability Types
- Functional Groups
- Capability Jurisdiction
- Need Classification
- Capability Code
- Companies

Administrator permissions will be required to access the Settings Tab and modify these settings.

6.3 System Settings (within CS Access)

The following settings are controlled within CS Access via the Settings Tab:

- Division
- Location
- Business Unit
- Project

You will require access to CS Access in order to modify these settings. Please refer to the CS Access Software User Guide for more information.

6.4 Linking CS Induction to CS Competency for e-Learning

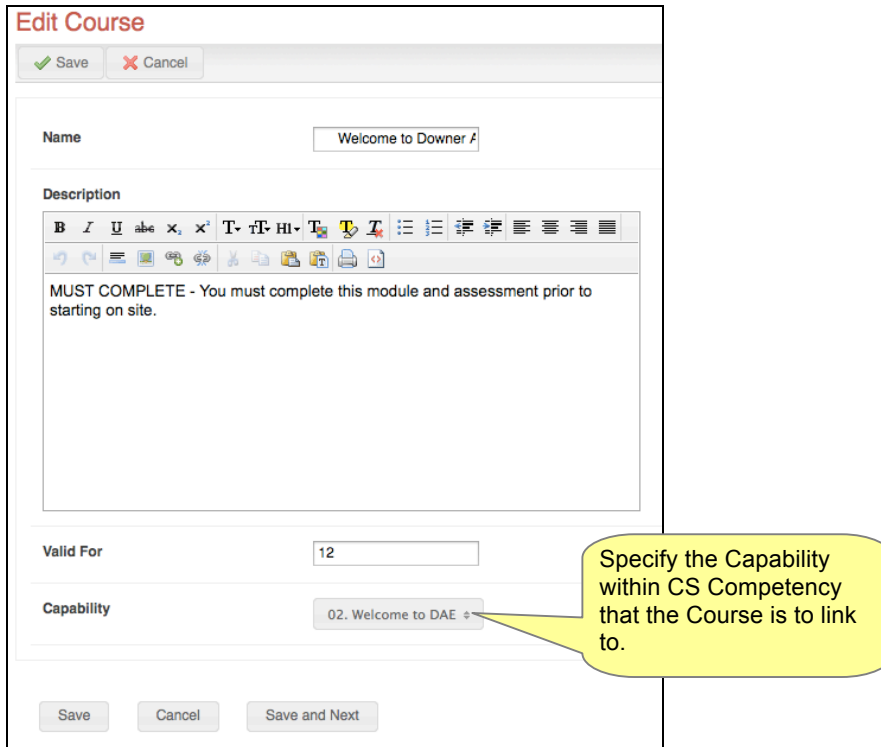
CS Induction can be linked to CS Competency to enable e-Learning to be conducted.

When this is configured, Employees can log into CS Competency using their Date of Birth and Payroll number (which must be recorded within CS Human Resources) and undertake online training. Upon completion of training, a Record is automatically entered into CS Competency, and any existing Needs are set to complete.

In order to set up CS Induction and CS Competency to work in this manner, the following steps need to:

1. Set up a Training Course within CS Induction, complete with presentations and assessment. The Course can have one or more Modules.

2. Create a Capability within CS Competency and link it to the Module from CS Induction. This is done from the Course page within CS Induction as below:



Edit Course

Save Cancel

Name: Welcome to Downer A

Description: MUST COMPLETE - You must complete this module and assessment prior to starting on site.

Valid For: 12

Capability: 02. Welcome to DAE

Save Cancel Save and Next

Specify the Capability within CS Competency that the Course is to link to.

CS Induction can now be used to delivery e-learning for the Capability selected. In order for an Employee to undertake the e-learning, the following steps are required:

1. Create a Need for the Employee corresponding to the Capability that is to be delivered using e-learning. This can be done using a Role or individually.
2. Employee logs in to CS Competency using the Employee login section, by entering their Payroll Number and Date of Birth. It is important to ensure that these details are recorded correctly within CS Human Resources.
3. Employee views the Online Training page when they login, where they will see a list of e-learning training they have been programmed to undertake. They click 'Start Training' link for the item they wish to undertake.
4. Employee follows the instructions and undertakes the competency assessment as required.
5. Upon successful completion, a Record is automatically created within CS Competency for the corresponding Capability. The Need within CS Competency is closed, and the item is removed from the Online Training menu for the Employee. The Employee can view the Record via their Training History page.