



Training Manual

Building Competency NZ Signatures

Version Control

- ✓ Electronic copies of this document are to be saved in Building Competency File Management Tool using agreed versioning and naming guidelines.
- ✓ Version numbering specifically for the table below is:
 - Draft document numbering starts at V1.
 - Released or approved numbering starts at F1 (final).

Version	Date	Author	Description
V1	9/10/2023	Barb Dillon	Content created

Acknowledgements

The contribution of the following individuals in preparing this document is gratefully acknowledged:

- Simon Louttit
- Barb Dillon

Document acceptance and release notice

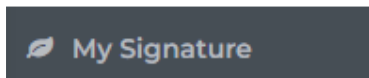
	Name	Role	Signed	Date
Author	Simon Louttit	CEO		
Author	Barb Dillon	Operations Manager		

Nature and Scope

To provide guidance in using the competency portal for Saving your signature and signing the competency assessment

Save your Signature

- To activate your signature you need to save it first
- go to 'My signature' in the left hand menu



- you can save your signature either by uploading, and then submit a snip of your signature from your desktop –

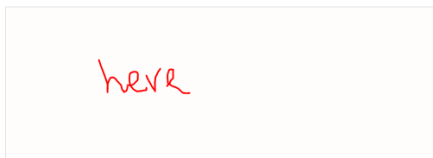
Uploading or Replacing Signatures through File Upload:

Allowed file formats: ".jpeg", ".jpg", ".png"

Image

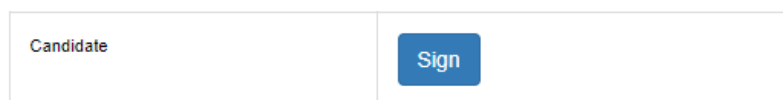
No file chosen

- Or you can sign with a stylis on a touch screen – (phone or tablet) and save



Candidate

- After this is saved you should be able to go to your assessment and see this at the very bottom



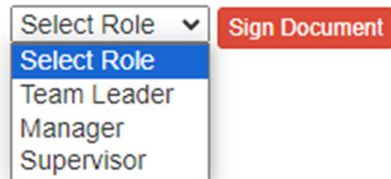
- Select the 'sign' tab and your signature will appear with electronic date and time stamp



BCNZ Barb Dillon — 10:18am on Thursday 14th September 2023

Team Leader

- The team leader is the same process as above except you can choose the designation of your role from Team leader, Manager, Supervisor



The image shows a screenshot of a web form. On the left, there is a dropdown menu with the text "Select Role" and a downward arrow. The dropdown is open, showing three options: "Select Role" (highlighted in blue), "Team Leader", "Manager", and "Supervisor". To the right of the dropdown is a red button with the text "Sign Document".