
Training Manual



Building Competency Portal

Team Leader Sign off

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).

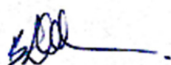
Version	Date	Author	Description
V1	29/07/2023	Barb Dillon	Content created

Acknowledgements

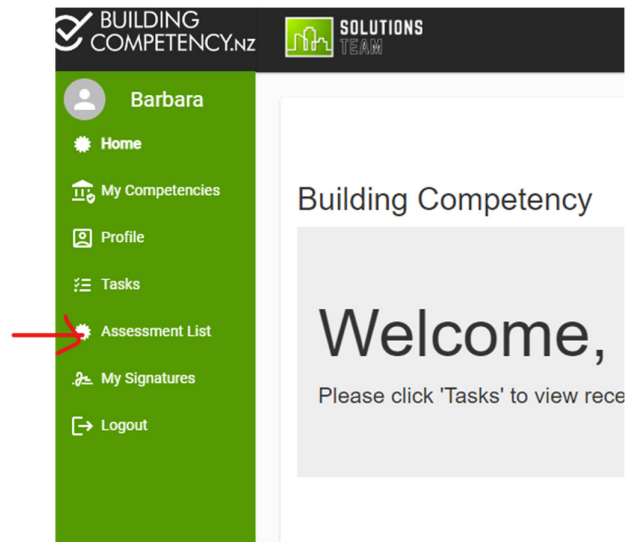
The contribution of the following individuals in preparing this document is gratefully acknowledged:

- Simon Louttit
- Barb Dillon

Document acceptance and release notice

	Name	Role	Signed	Date
Author	Simon Louttit	CEO		
Author	Barb Dillon	Operations Manager		29/07/2023

Login – and click Assessment list

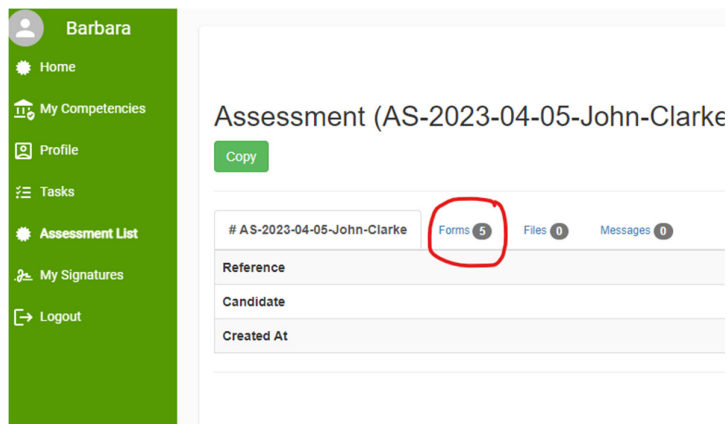


Click name of candidate

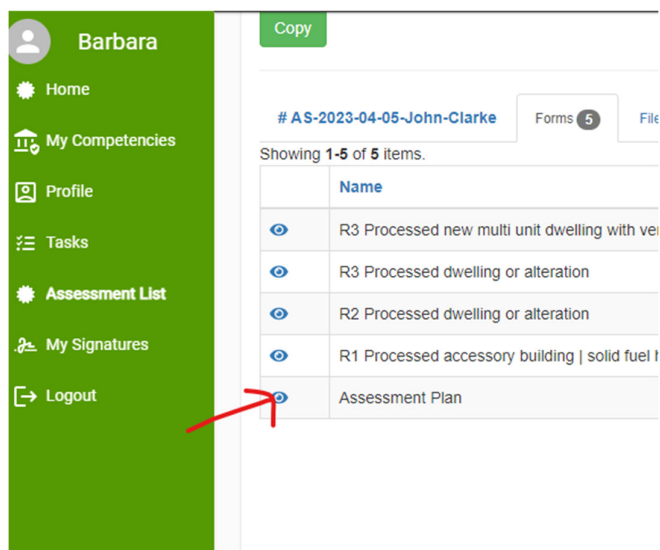
#	Assessment
2	AS-2023-04-05-John-Clarke
1	AS-2023-05-04-Azat-Dautov

Showing 1 to 2 of 2 entries

Click forms



Click the 'eye' on assessment plan



Click printable view



Scroll to the bottom



use drop down options for an alternative role - Team leader/ Supervisor/ Manager available.