
Training Manual



Building Competency Portal

User or Candidate

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).

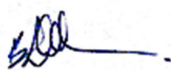
Version	Date	Author	Description
V1	29/03/2023	Barb Dillon	Content created

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		29/03/2023

Nature and Scope

To provide guidance in using the competency tool to set up an assessment account and to upload competency evidence for assessment.

How to set up your account

- ✓ Candidate user will receive the following email –



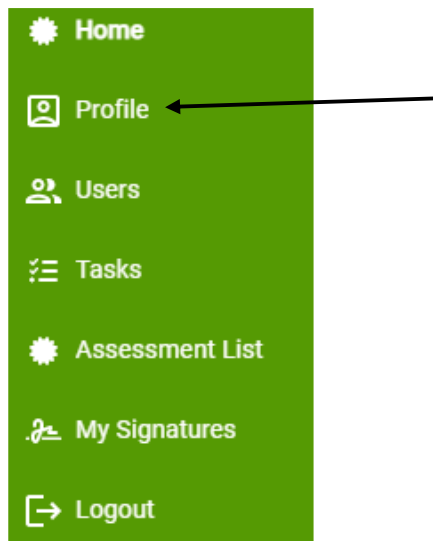
Hi Amy, welcome to Solutions Team Portal.

We created a new account for you in our database. To complete the process, click the following link.

[Setup Your Account](#)

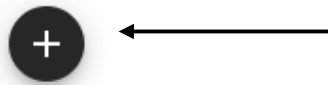
This link will expire 24 hours after this email was sent.

- ✓ Once you have completed your login, you can go to your profile menu as displayed on the left.



- ✓ Where you can edit and update your personal information, upload your qualifications etc.
- ✓ You can also add in your training here by clicking the +

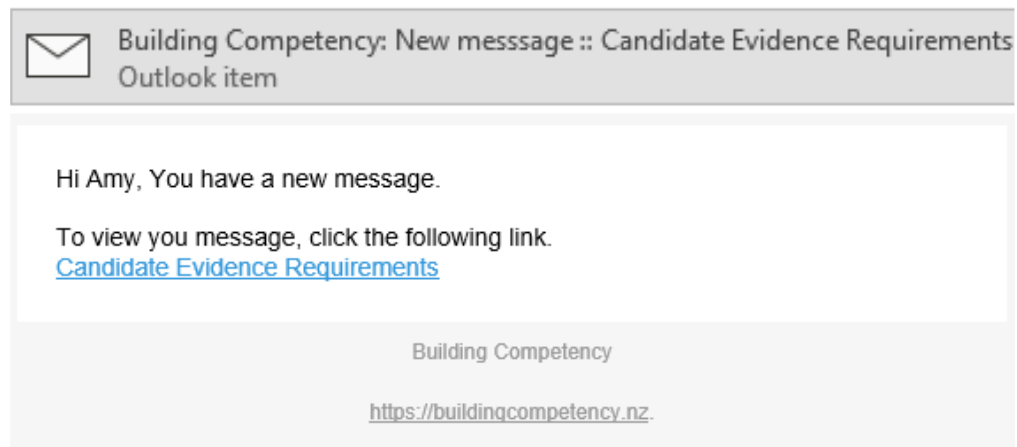
Trainings



- ✓ Use one training session/topic per entry please, and preferably in date order.

Date dd/mm	Title	Facilitator	Summary
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- ✓ You will also receive the following email –
- ✓ This link will take you to your assessment plan to upload your competency evidence.



- ✓ You will then see a list of the evidence to be completed.

Candidate Evidence Requirements - Amy Morgan (AS-2023-03-22-Amy-Morgan)					
Copy					
Full list					
Showing 1 of 4 items					
Required Evidence	Completed	Compliance	Uploaded files	Created	Updated
R3 Processed new multi unit dwelling with vertical fire separation		R3 Building Processing		22/03/2023	22/03/2023
R3 Processed dwelling or alteration		R3 Building Processing		22/03/2023	22/03/2023
R2 Processed dwelling or alteration		R3 Building Processing		22/03/2023	22/03/2023
R1 Processed accessory building; solid fuel heater; swimming pool		R3 Building Processing		22/03/2023	22/03/2023

- ✓ Click on a project and you get the project evidence form to be completed.
- ✓ The first section identifies the project complexity, BC number etc.
- ✓ The next option is to complete a candidate evidence form for this project.
- ✓ You can download the word template, complete it and upload, OR click “online form” to complete form online.

Intro

Candidate Name
Amy Morgan

Competency level assessed:
☐ R1 ☐ R2 ☐ R3 ☐ C1 ☐ C2 ☐ C3

Agreed building consent number:

Address of building being assessed:

Brief description of building project being used for assessment:

Complete Online Form (click to show)

or:

Upload Completed Candidate Evidence Form (pdf)
[Download B619 - 2 Candidate Evidence Form Processing.docx or fill it out online form](#)

Upload Processing Report

Upload Plans

Upload any other Evidence relevant to this project, ie supervision, witness report, technical audit, questionnaires, BCA audits, peer review communication

- ✓ After completion of the online form, upload all documents as directed.
- ✓ You can save progress as you go and do this at any time.
- ✓ RFI letters (or inspection notice) for a particular project can be saved as you go, approved plans, form 5 and when the project is completed (your part).
- ✓ You do/finish the candidate evidence form and then click 'mark completed'.

- ✓ As documents are uploaded, they will show above the upload file tab like image below –

[Download B619 - 2 Candidate Evidence Form Processing.docx](#)

- ✓ After uploading, your Candidate evidence requirements page will start to look like the below –

Showing 1-5 of 5 items.

	Name	Compliance	Uploaded files	Created	Updated	Completed
	R3 Processed new multi unit dwelling with vertical fire separation	R3 Building Processing	Perry Place - R3 - B619 - 2 Candidate Evidence Form Processing.docx, 23020029_GoGet Processing Summary Report_20230314_1341.pdf, Approved Plans - 5-7 Perry La & 42 Barber St.pdf	14/03/2023	18/03/2023	18/03/2023
	R3 Processed dwelling or alteration	R3 Building Processing	R3 - B619 - 2 Candidate Evidence Form Processing.docx, BC202140_PL_Approved.pdf, Form 5.pdf	14/03/2023	18/03/2023	18/03/2023
	R2 Processed dwelling or alteration	R3 Building Processing	R2 - B619 - Candidate Evidence Form Processing.docx, BC321426_Approved_Plans.pdf, Form 5.pdf	14/03/2023	18/03/2023	18/03/2023
	R1 Processed accessory building solid fuel heater swimming pool	R3 Building Processing		14/03/2023	14/03/2023	
	Assessment Plan			14/03/2023	14/03/2023	

- ✓ Sometimes there will be items that are not completed – like the SFH/swimming pool one shown here – this could be because one of the other projects includes this element which means you don't need to do it twice for the same thing.