



DAMSTRA

CONNECT + PROTECT YOUR WORLD



EPP for Employees – Skill Records

PRODUCT: Workforce Management

VERSION:

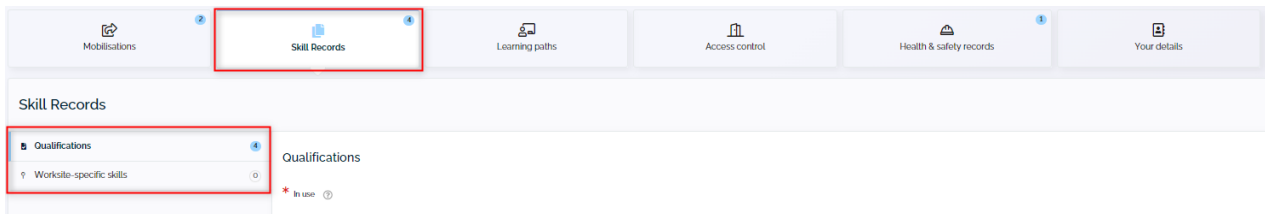
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APPROVED BY:

This section allows the employee to view all the saved skill records on their profile. This also indicates that the skill is either being used to meet a mobilisation, job title, learning pathway, or terminal access requirement or it may be a requirement for another skill on the employee profile.

The following skill records are shown on the page.

- Qualifications
- Worksite-specific skills



Qualifications

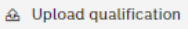
The following details are shown on the page:

- Skill name
- Skill code
- Worksite
- Status
- Level
- Star/Expiry date
- Attachment

A screenshot of a table titled 'Qualifications' with a table header and four data rows. The table includes columns for Name, Code, Worksite, Status, Level, Start date, and Expiry date. There is an 'Upload qualification' button in the top right corner and an 'Expand all' button above the table. The table shows four rows of qualification data.

Name	Code	Worksite	Status	Level	Start date	Expiry date
Construction Safety Awareness Card	n/a	n/a	Valid	Competent	9 Sep 2023	n/a
Drivers Licence C	n/a	n/a	Valid	Competent	29 Mar 2022	29 Mar 2032
Fee Testing	n/a	n/a	Valid	Competent	28 Sep 2023	n/a
OHS Construction Induction - General Safety	n/a	n/a	Valid	Competent	29 Sep 2023	Never expires

The employee can upload and update their own qualification/requirements by clicking the

 tab on the top right of the page.

Worksite-specific Skills

The following details are shown on the page:

- Skill name
- Code
- Worksite
- Status
- Level

- Start/Expiry Date

Worksite skills

* In use ⓘ

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* Name	# Code	# Worksite	Status	# Level	# Start date	# Expiry date	
▼ ACME Training	n/a	Learning Hub	Valid	Competent	n/a	n/a	⋮
▼ Admin	DMS245	Learning Hub	Valid	Competent	19 Jul 2023	n/a	📎 ⋮
▼ Damstra Access	n/a	Training Team Demo	Valid	Competent	n/a	n/a	⋮
▼ Damstra Forms (Samm) Super User	DMS210	Clark Office	Valid	Competent	31 May 2023	n/a	📎 ⋮
▼ Damstra Forms (Samm) Super User	DMS210	Training Team Demo	Valid	Competent	14 Jun 2022	n/a	📎 ⋮
▼ Damstra Forms (Samm) Template Manager	DMS224	Clark Office	Valid	Competent	1 Jun 2023	n/a	📎 ⋮
▼ Damstra Forms (Samm) Template Manager	DMS224	Learning Hub	Valid	Competent	6 Jun 2023	n/a	📎 ⋮
▼ Damstra Internal Training- Respectful Workplaces	VLPC94009	Learning Hub	Valid	Competent	6 Sep 2023	6 Sep 2024	📎 📄 ⋮
▼ Damstra Level 2_Digital Forms Certification	Level_2_DF	Learning Hub	Valid	Competent	25 Oct 2022	n/a	📎 📄 ⋮
▼ Damstra Level 2_eLearning Certification	Level_2_eLearning	Learning Hub	Valid	Competent	26 Oct 2022	n/a	📎 📄 ⋮

Notes:

All items
Valid items
Valid & recent items

- Click all items tab located on the top left to view all items.
- Click the valid items tab located on the left to view only valid items.
- Click the valid & recent items tab located on the top left to view recent and valid global qualifications/worksite-specific skills items.
- Enter a keyword in the search item bar located on the top right to narrow down the desired search results.
- Click to expand and view additional details of the selected requirement.
- Click on the attachment to view the uploaded documents or attachments.
- Click on to view skill record (version) history View history

Skill history
✕

Skill
Damstra Forms (Samm) Super User

Worksite
Training Team Demo

Previous versions

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Version	Start date	Expiry date
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