

## Job Ready Employer Portal

1. Go to the Energy Skills Solutions website.

[www.energyskillssolutions.edu.au](http://www.energyskillssolutions.edu.au)

2. Select JOB READY from the menu.



3. Select EMPLOYER PORTAL in the drop-down list.

4. Log in to the Employer Portal

Enter your Username and Password and select 'Sign In'

*Note: After logging in you will be prompted to enter a new password. Follow the instructions in relation to the structure of the password.*

## Dashboard

This is the homepage that displays information about your company.

The screenshot shows the 'Company Details' page. The left sidebar contains a navigation menu with 'Dashboard' selected. The main content area is titled 'Company Details' and includes the following sections:

- Legal Name** and **Trading Name** input fields.
- Contact Method** dropdown menu (set to 'Letter').
- Employer Detail** section with fields for # of Employees, ANZSIC Code, Description, and Company Level.
- Address** section: No addresses have been recorded.
- Phone** section: No contact numbers have been recorded.
- Email** section: No emails have been recorded.
- Identification** section: No identifications have been recorded.

## Employees

This shows course and enrolment information for your employees.

Employees who have completed or are still active in training will appear along with their course, their enrolment status and the start and end date of the course.

*Note: Employee names are not shown in this instruction.*

1. Select Employees in the side menu to view a list of your employees, their courses, the enrolment status and start and end date.
2. Click on the employee's name to view details of their course enrolment.

The screenshot shows the 'Employee List' page. The left sidebar contains a navigation menu with 'Employees' selected. The main content area is titled 'Employee List' and includes the following elements:

- Search** box with a 'Search' button.
- Page navigation: 1 - 2 of 2, 1 Page.
- Table** with the following data:

Name	Position	Course	Enrolment Status	Start Date	End Date
		Certificate II in ESI - Powerline Vegetation Control (Trainee Group 15F)	Active	15/6/2015	30/6/2017
		Certificate II in ESI - Powerline Vegetation Control (Trainee Group 15F)	Active	15/6/2015	30/6/2017

Page navigation: 1 - 2 of 2, 1 Page.

*Note: If you only want to view an individual employee's courses, type in the employee's name in the Search box and click Search.*

**Employee List**

Search:  Search

1 - 2 of 2 1 Page

Name	Position	Course	Enrolment Status	Start Date	End Date
		Certificate II in ESI - Powerline Vegetation Control (Trainee Group 15F)	Active	15/6/2015	30/6/2017
		Certificate II in ESI - Powerline Vegetation Control (Trainee Group 15F)	Active	15/6/2015	30/6/2017

1 - 2 of 2 1 Page

Balance: \$0.00

3. Select Unit Status to view the status of units in the course.

**Enrolment Details Unit Status :**

All Employees  
Details: Reuben, Reece  
**Unit Status**  
Timetable

Code	Unit	Outcome	Start Date	End Date	VET
<b>CORE UNITS</b>					
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace (UEENEEE101A)	Competent - 1	15/6/2015	2/9/2016	
AHCARB205A	Operate and maintain chainsaws (AHCARB205A)				
UETTDREL14A	Working safely near live electrical apparatus as a non-electrical worker (UETTDREL14A)	Competent - 1	15/6/2015	2/9/2016	
UETTDREL13A	Comply with sustainability, environmental and incidental response policies and procedures (UETTDREL13A)	Competent - 1	15/6/2015	2/9/2016	
UETTDRVC23A	Plan the removal of vegetation up to vegetation exclusion zone near live electrical apparatus (UETTDRVC23A)	Competent - 1	15/6/2015	2/9/2016	
UETTDRVC27A	Monitor safety compliance of vegetation control work in an ESI environment (UETTDRVC27A)	Competent - 1	15/6/2015	2/9/2016	
<b>ELECTIVE UNITS</b>					
UETTDRVC25A	Use elevated platform to cut vegetation above ground level near live electrical apparatus (UETTDRVC25A)	Not Yet Started But Participation Expected Before Enrolment End Date NR - 105			
UETTDRVC26A	Cut vegetation at ground level near live electrical apparatus (UETTDRVC26A)	Not Yet Started But Participation Expected Before Enrolment End Date NR - 105			
UETTDRVC33A	Apply pruning techniques to vegetation control near live electrical apparatus (UETTDRVC33A)	Not Yet Started But Participation Expected Before Enrolment End Date NR - 105			
UETTDRRF03B	Perform EWP rescue (UETTDRRF03B)	Competent - 1	18/6/2015	18/6/2015	

4. Select Timetable to view the scheduled courses for the employee.

*Note: Weekly timetable is the default timetable.*

## Courses

Select 'Courses' in the menu to view courses.

*Note: This shows those courses where only your employees attended the course. It does not show courses where your employees attended courses with employees from other companies (mixed client courses).*

*Note: If you only want to view an individual course, type in the course name in the Search box and click Search.*

If there are no courses listed, it means that you have no 'Open' courses. To view your closed courses:

1. Click in the 'Include closed courses' box and then

2. Select  to view your closed courses.

# Course List

Search: pole

Include closed courses

Search

Code

Name

Location, State

No courses found

A list of your closed will appear.

Search:

Include closed courses

Search

1 - 6 of 6 1 Page

Code	Name	Location, State	Qualification Level	Start Date	End Date	Enrolments
ESSTR0016	Mandatory Refresher (Mandatory Refresher - West Coast Energy)	Energy Skills Solutions Malaga, WA	Statement of Attainment/1000	16/5/2013	16/5/2013	10/10
UETTRCQ21A	UETTRCQ21A Lay ESI electrical cables (CSEENE00619)	Energy Skills Solutions Malaga, WA	Statement of Attainment/1000	6/10/2014	10/10/2014	6/6
UETTRCQ26A	UETTRCQ26A Install and maintain de-energised low voltage underground polymeric cables (West Coast Energy)	Energy Skills Solutions Malaga, WA	Statement of Attainment/1000	6/10/2014	11/6/2015	6/6
UETTRIS60A	UETTRIS60A Install and replace power system energy meters and associated equipment (West Coast Energy, Melbourne)	West Coast Energy Melbourne, WA	Statement of Attainment/1000	21/8/2013	23/8/2013	6/6
UETTRIS60A	UETTRIS60A Install and replace power system energy meters and associated equipment (West Coast Energy)	West Coast Energy Melbourne, WA	Statement of Attainment/1000	9/12/2013	11/12/2013	4/4
UETTRIS60A	UETTRIS60A Install and replace power system energy meters and associated equipment (West Coast Energy)	West Coast Energy Melbourne, VIC	Statement of Attainment/1000	17/6/2014	19/6/2014	6/6

## Documents

This shows any documents that ESS has uploaded to you portal.

1. Click on 'Documents' to show documents received from ESS. You will need to select each of the tabs across the top to find the documents.

ENERGY SKILLS SOLUTIONS

Professional Tree Solutions...

## My Documents

Multimedia Resources ESS Policies Uploaded Assignments Other

No documents in this section

Dashboard Employees Courses Documents (0 new) Messages 0

## Messages

1. Click on 'Messages' and then 'Inbox' to see previous messages received from ESS.

Energy Skills Solutions - Student Management System

Professional Tree Solutions...

### Previous Messages

Priority	Category	Date	User	Details	Follow Up	Status
No File Notes found						

To send a message to ESS

1. Click on 'Send a Message' to compose a message.
2. Type in a title for the message
3. Compose the message in the Note text box.
4. Click on 'Create' to send the message to ESS.

Energy Skills Solutions - Student Management System

Professional Tree Solutions...

### Create New Message

For Party: Professional Tree Solutions

Date: 9/2/2017 \*Assigned To: Administration

Category: Template File Note

\*Title

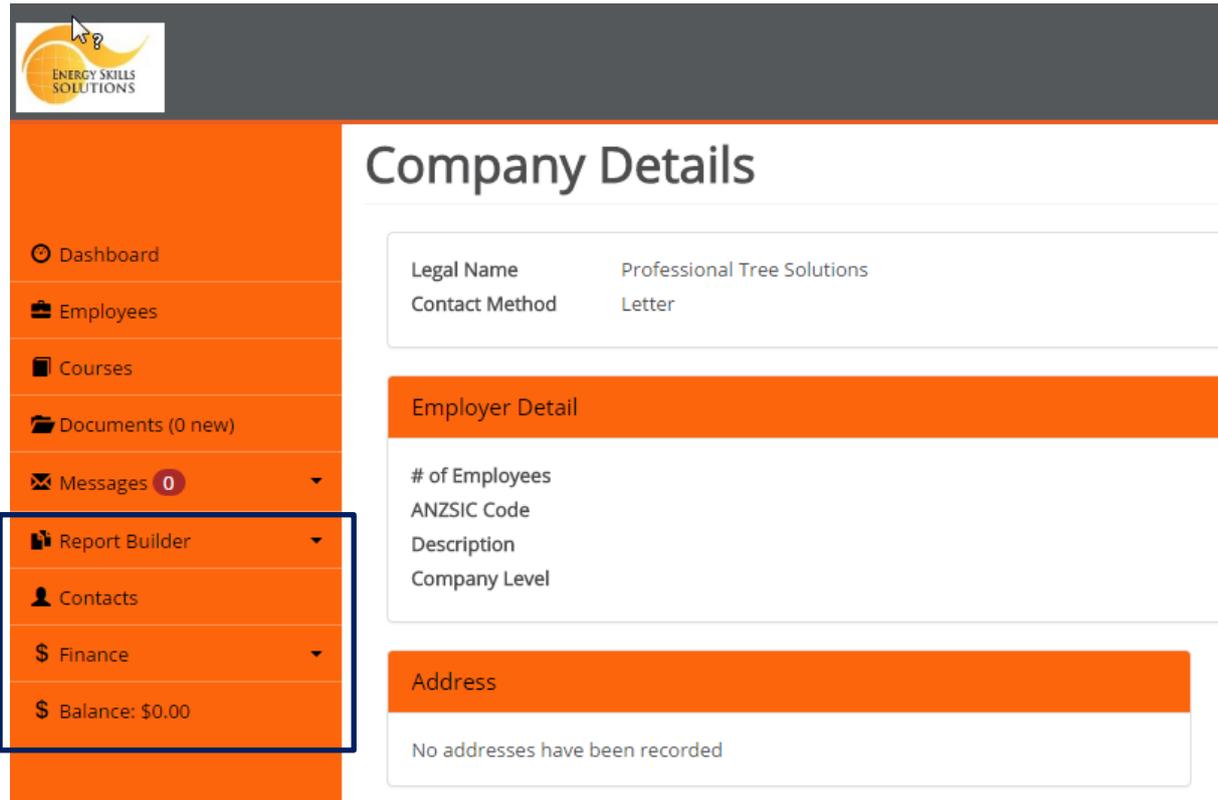
0 characters

Note

Create cancel

## Other Functions

The other functions are not used.



The screenshot displays a web application interface. At the top left is the logo for 'ENERGY SKILLS SOLUTIONS'. Below the logo is a vertical orange sidebar menu with the following items: Dashboard, Employees, Courses, Documents (0 new), Messages (0), Report Builder (highlighted with a blue box), Contacts, Finance, and Balance: \$0.00. The main content area is titled 'Company Details' and contains the following information:

Legal Name	Professional Tree Solutions
Contact Method	Letter

**Employer Detail**

- # of Employees
- ANZSIC Code
- Description
- Company Level

**Address**

No addresses have been recorded