



Navigate to Registers/Training Registers/Skills & Competencies Register and click **+ADD NEW** to add a new record. Use the filters, group & search box to find specific records.

Home / Registers / Training Registers / Skills & Competencies Register **+ADD NEW**

EXCEL PDF FILTER GROUP ged

Project Name	Staff	TrainingLocation	Certificate Re...	Date	Sign...	Duties / Skills	Training Course / Subject
Yellow Submarine	George Foreman	78 Blue St, Hearld	AK1902	11/02/2021	<input checked="" type="checkbox"/>	Learn lots of new stuff	CIMS - Coordinated Incident Management System
Horror	George Foreman	78 hole st	1290	10/02/2021	<input checked="" type="checkbox"/>	Baking meths	STCW Basic training
4567	George Foreman	78 High St, Melbourne	AK1101	11/02/2021	<input checked="" type="checkbox"/>	Adding Photos	CIMS - Coordinated Incident Management System

1. Select the staff member.
2. Select the Training Course or Subject from the list. Click **+** to add a new subject.
3. Type in the location where the training took place.
4. Type in the duties this relates to.
5. Complete the Project Name field.
6. Select the training date from the date picker.
7. Select the certificate competency type.
8. Add in the certificate reference number.
9. If required select a Competency Template to be completed.
10. Click **SAVE**.

Home / Registers / Training Registers / Skills & Competencies Register **10** SAVE DELETE COPY BACK **14**

1 Staff: Kermit Frog **2** Training Course / Subject: Chemical Handling **3** TrainingLocation: Strand Lane, Melbourne

4 Duties / Skills: Correct Handling of Chemicals **5** Project Name: High Rise No 3 **6** Date: 6/09/2022

7 Certificate Competency Type: Short Courses **8** Certificate Reference No: CH8956 **11** Signed Off

9 Competency Template: AA-SK001 - Skills and Competencies Verification Record-v1

12 Documents **13** **+ADD FILE**

	Last Modified Time	Version No.	Title	Description	Action
	06/09/2022 08:08	1	Skills Competencies	Kermit Frog-Correct Handling of Chemicals	
	06/09/2022 08:09	1	Skills Competencies	Kermit Frog-Correct Handling of Chemicals	

11. Signed off will be ticked when the task is completed in the mobile app.
12. Documents can be uploaded at any stage by clicking **+ADD FILE**.
If a form has been completed it will be attached here.
13. Use the **Action Buttons** as required, to upload, download and delete files.
14. When you save and reopen an entry you will be able to click **COPY** and create entries for other staff member.

Task will need to be signed off in the Mobile App in [Profile/Certificates/Training Completed/Skills & Competencies](#)

