



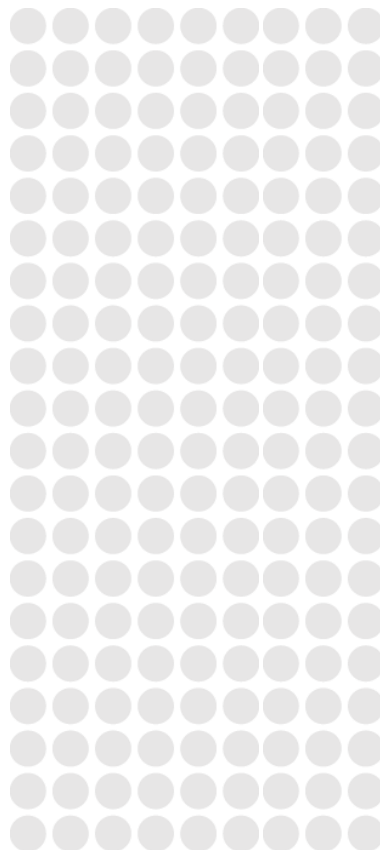
Contractor Induction Instructions

To work with APA, all contractors MUST be appropriately inducted to APA's policies, Health and Safety Management System and MUST manage their competencies to the expectations of APA.

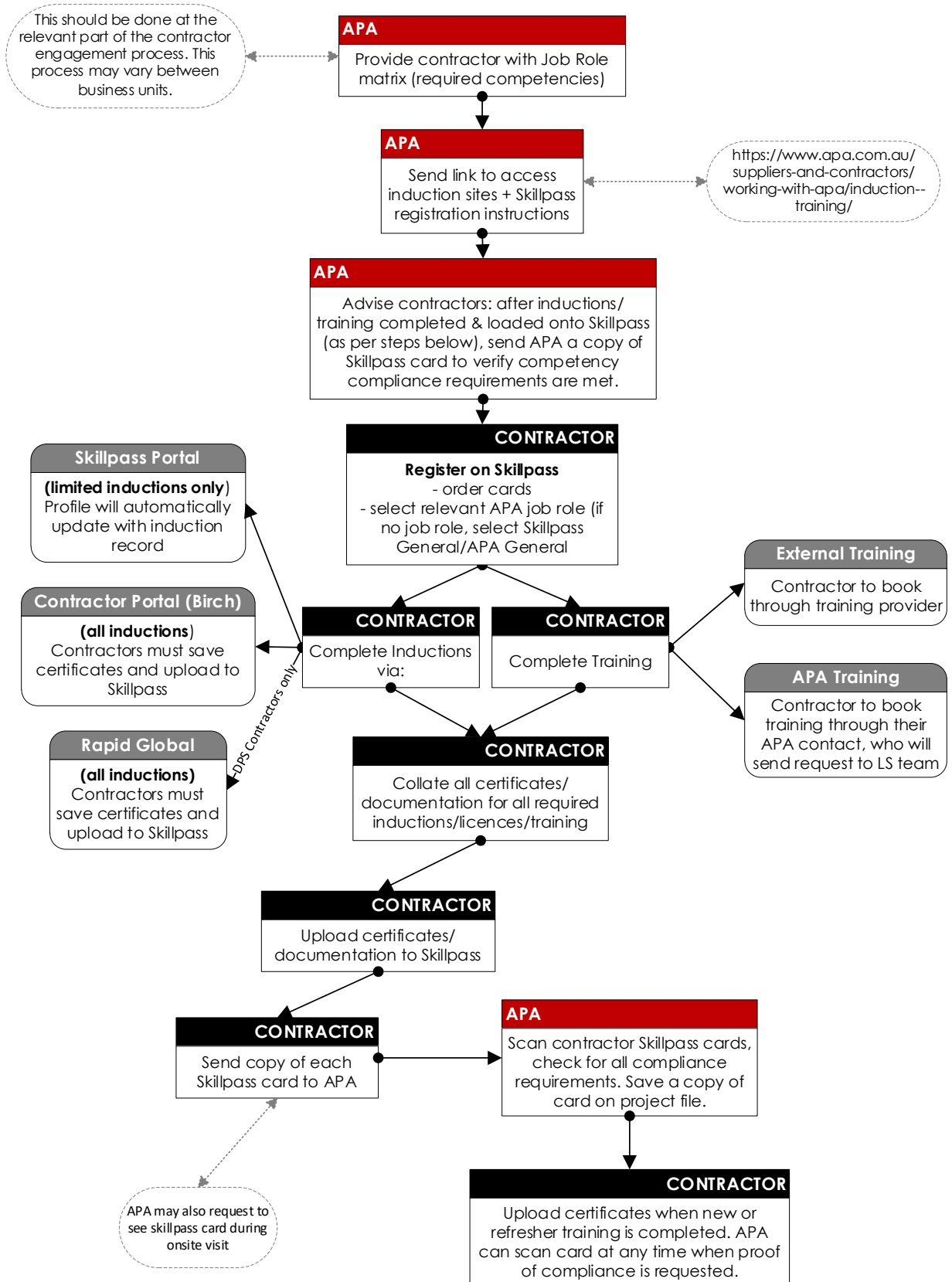
It is the responsibility of APA or the Contractor's site supervisor to ensure all contractors are inducted prior to commencement of any work on APA's assets or infrastructure.

It is the responsibility of the Contractor to ensure they have completed APA inductions, and hold all relevant competencies prior to starting their job with APA.

Please contact the Training Operations team training@apa.com.au for any queries.



Onboarding Process Flowchart



SkillPASS – page 4

APA uses SkillPass, an Industry Competency Management System, to manage all contractors' competencies, skills & qualifications. All APA Contractors are expected to register with SkillPass, and upload all inductions/licences/certificates. Inductions that are completed through SkillPass will automatically update profile records. If required induction is not on SkillPass, please complete through APA Contractor Portal (see below).

Inductions on Skillpass:

<ul style="list-style-type: none"> • APA HSE Induction 	<ul style="list-style-type: none"> • APA Environmental Induction
<ul style="list-style-type: none"> • LNG Site Induction 	<ul style="list-style-type: none"> • Introduction to Networks
<ul style="list-style-type: none"> • Work party Member - Networks 	

APA Contractor Portal (Birch) – page 6

Contractors can choose to complete Inductions through Birch, however they will need to save completion certificates and manually upload these to their SkillPass profile.

Inductions on Contractor Portal (Birch)

<ul style="list-style-type: none"> • APA HSE Induction 	<ul style="list-style-type: none"> • APA Environmental Induction
<ul style="list-style-type: none"> • APA Power Asset Induction - Gruyere 	<ul style="list-style-type: none"> • APA Power Asset Induction – Darling Downs Solar Farm
<ul style="list-style-type: none"> • Dandenong LNG Site Induction 	<ul style="list-style-type: none"> • APA Power Induction
<ul style="list-style-type: none"> • Hand Injury Awareness 	<ul style="list-style-type: none"> • Manual Handling Awareness
<ul style="list-style-type: none"> • Prevention of Falls Awareness 	<ul style="list-style-type: none"> • Chemical Management Awareness
<ul style="list-style-type: none"> • Driving Awareness 	<ul style="list-style-type: none"> • Traffic Management Awareness
<ul style="list-style-type: none"> • Mobile Plant Awareness 	<ul style="list-style-type: none"> • Preventing 4WD Rollovers Awareness
<ul style="list-style-type: none"> • Energy Isolation Awareness 	<ul style="list-style-type: none"> • Fatigue Management Awareness
<ul style="list-style-type: none"> • Confined Space Awareness 	<ul style="list-style-type: none"> • Electrical Safety Awareness
<ul style="list-style-type: none"> • Excavation and Trenching Awareness 	<ul style="list-style-type: none"> • ExOnline Introduction: 1/1 Hazardous Area Data Management System
<ul style="list-style-type: none"> • ExOnline Field Use: 1/3 Managing Hazardous Area Inspection Workpacks 	<ul style="list-style-type: none"> • ExOnline Field Use: 2/3 Performing Hazardous Area Inspections
<ul style="list-style-type: none"> • ExOnline Field Use: 3/3 Managing Hazardous Area Defects and Actions 	<ul style="list-style-type: none"> • Orbest Gas Plant Induction
<ul style="list-style-type: none"> • Hydrogen Sulphide (H2S) Awareness 	<ul style="list-style-type: none"> • Permit to Work – Work Party Member - Power
<ul style="list-style-type: none"> • Introduction to Networks 	<ul style="list-style-type: none"> • Work Party Member - Networks
<ul style="list-style-type: none"> • Infrastructure Protection – Planning for Safe Excavation 	<ul style="list-style-type: none"> • Privacy Awareness & Compliance

Information and web links to both SkillPass and the APA Contractor Portal (Birch), can be found on the APA Website here:

<https://www.apa.com.au/suppliers-and-contractors/working-with-apa/induction--training/>

1 SkillPass

APA regards Safety as a priority with regards to all aspects of works. As such, contractors working across APA will be required to provide proof of competencies prior to performing work on APA worksite.

The SkillPass Portal is accessed from the APA Website:

<https://www.apa.com.au/suppliers-and-contractors/working-with-apa/induction--training/>

When do I register?

SkillPass is live and available to use right now. If you are currently working on a project, or are contracted for an upcoming project, you should transition over to SkillPass as soon as possible, and upload any current Inductions, training certificates and licences you hold.

How does it work?

SkillPass must be administered by the contractor. They are responsible for registering the company, registering individuals, paying fees, uploading competencies and ensuring they are kept up to date. See following page for important how-to notes.

Cost

- Registration of a company is free. Individual employees must then be registered.
- Employee Registration Fee is \$65+gst
- The Annual Renewal Fee per employee is \$35+gst
- Cost to book into/complete induction is \$15+gst

What does it look like?

Once the two-step registration is completed, each employee will receive a card with a scannable QR Code, from which skills are viewed. This card, and skill profiles are also available in digital versions. Contact SkillPass directly to obtain a digital card.



SkillPASS: Important Notes

- Registering a company can take up to 1 business day to process.
- Individual employee registration can take up to 1 business day to process.
- Access to online Inductions is not instant. Must ensure that both the company and individual has been registered to be able to access Inductions. This process can take up to 2 business days, so do not leave Inductions till the last minute to complete.
- Individual employee registration is a 2-step process: register their details **and** order the card.
- SkillPass is a secure site, so ID documents are required to register employees.
- If your APA job role is not available, select 'APA GENERAL or SKILLPASS GENERAL' role.
- HSE Inductions are valid for 3 years. If you have completed the Induction on the APA Contractor Portal you do not need to re-do it. You will need to access your account on the Contractor Portal, save your completion certificate and upload this certificate to SkillPass.
- If you have any old APA training records, contact the team at training@apa.com.au to obtain certificates so you can upload to SkillPass
- All APA training/assessment will now issue certificates. Ensure you receive this from APA so that you can use to upload to SkillPass.

For detailed instruction on how to use SkillPass, visit the FAQ page on their website [here](#), or ask your APA contact for one of the following how-to documents:

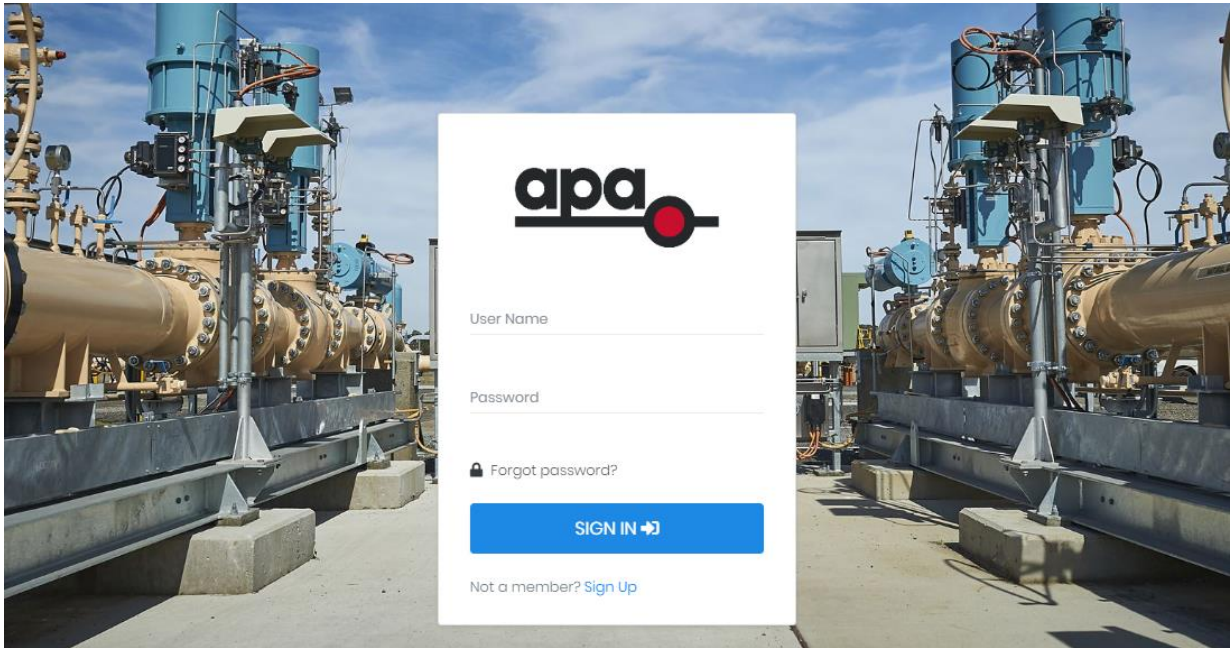
- How to add new employee & order a card
- How to upload competencies
- How to book into inductions
- How to view SkillPass competencies – Employers
- How to produce a report of employee skills

For any technical queries with SkillPass registration and bookings, please contact SkillPass (Energy Skills Queensland) directly on:

(07) 3721 8800

admin@skillpass.com.au

2 APA Contractor Portal (Birch)



Contractors can complete APA general inductions, site specific inductions and awareness modules on the contractor portal. Once completed, contractors will need to save certificates and manually upload to their SkillPass profiles.

- Contractor Portal does not allow duplicate email address. All users will need to register with individual emails.
- If you have an old account and you can't remember login details, please DO NOT create another account. Use the 'Forgot Password' link, and if that fails, contact the Training Team – training@apa.com.au

The APA Contractor Portal is accessed from the APA Website:

<https://www.apa.com.au/suppliers-and-contractors/working-with-apa/induction--training/>

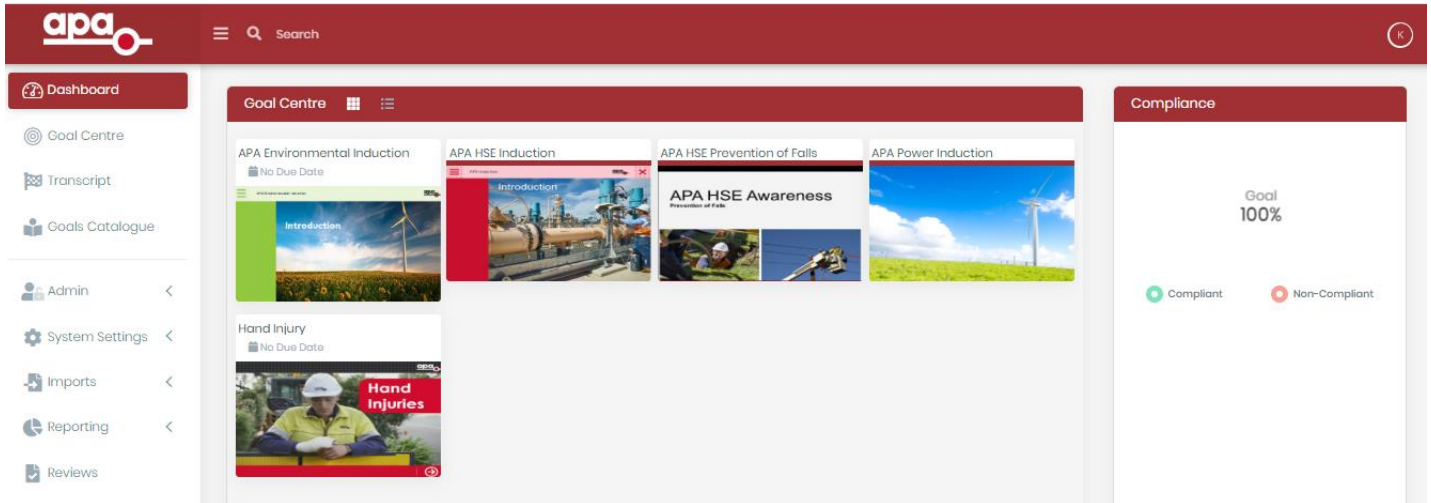
Please see following pages for:

- [How to book into an induction.](#)
- [How to access a completion certificate.](#)
- [How to update your details](#)

Home Screen (Dashboard)

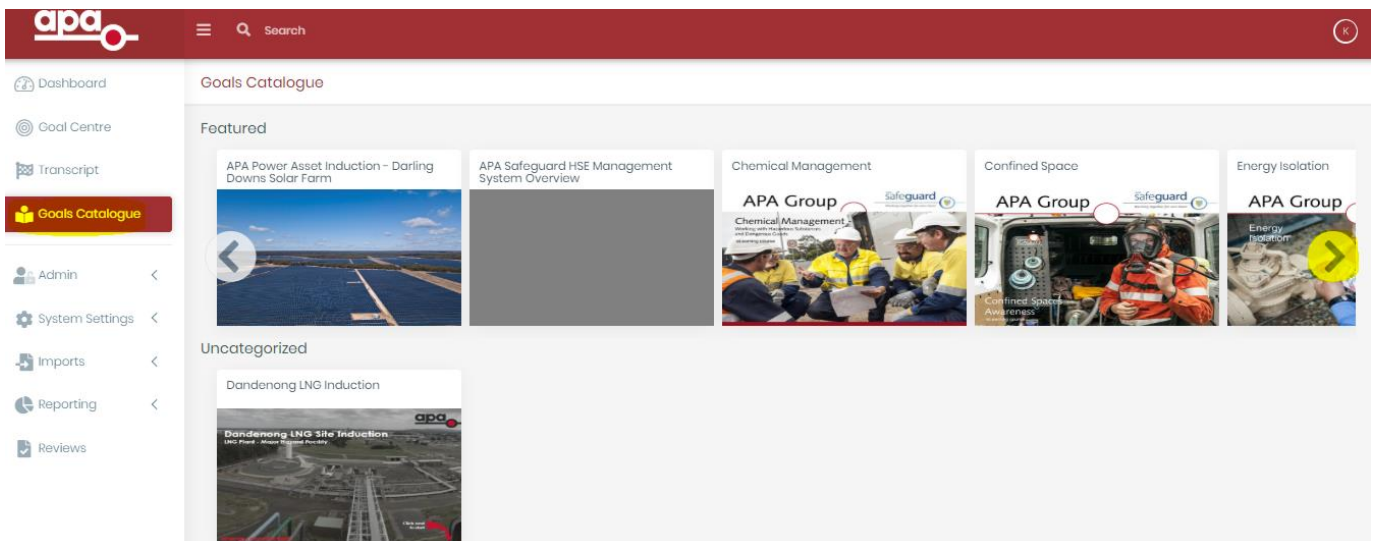
- Completed inductions
- Inductions that have been registered but not yet completed

You can click on each course to either complete it, or view the completion certificate.

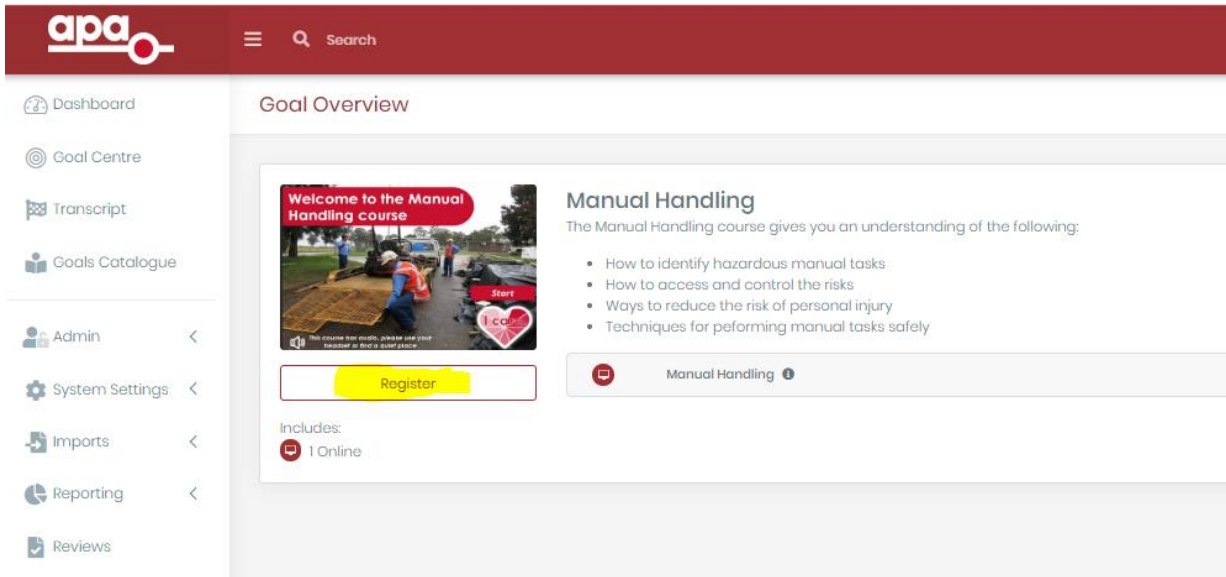


HOW TO BOOK INTO AN INDUCTION

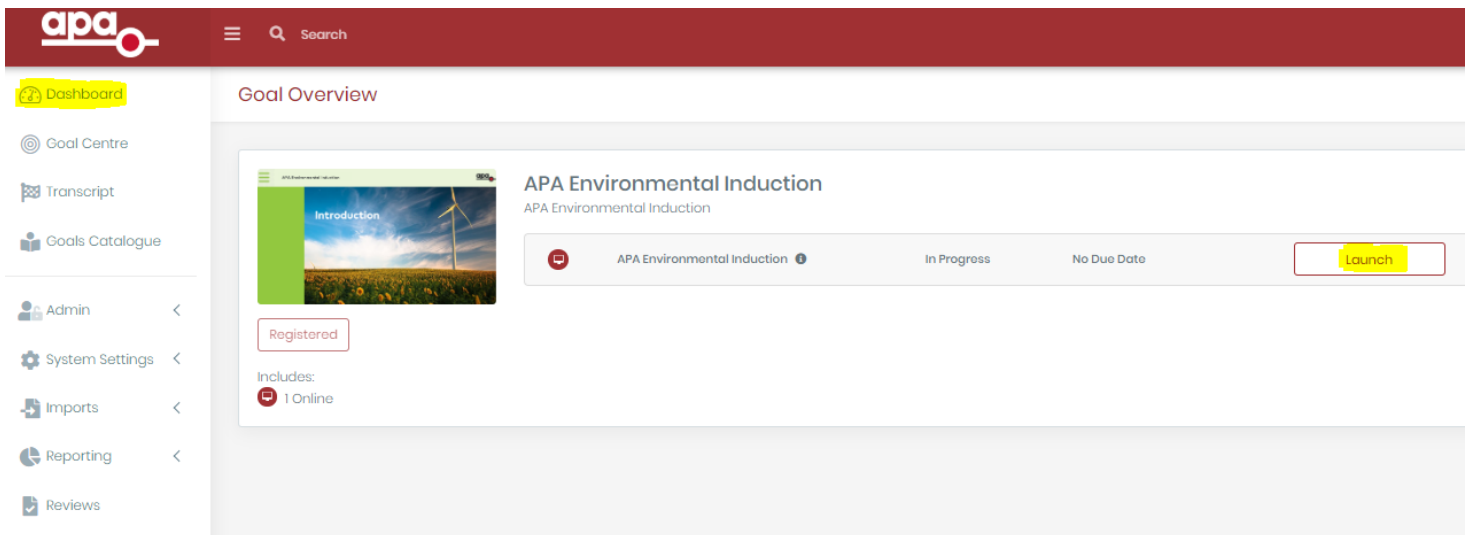
1. If the induction isn't listed on your dashboard, click on Goals Catalogue and use the arrow to scroll across to find the required induction:



2. Click on the induction, and then click on Register:



3. If the induction is already listed on your dashboard, you won't find it in the Goal Centre. Go back to Dashboard, and click on the induction, and then click on Launch. This is also useful if you need to stop the induction half way through and come back to it at a later time:



HOW TO ACCESS COMPLETION CERTIFICATE

1. Click on Goal Centre.
2. Click on Completed.
3. Click on the arrow on the right hand side to open up the drop down menu.
4. Click on the certificate icon – ensure you have pop ups enabled, as the certificate will open up in a new browser window.

The screenshot shows the 'Goal Centre' interface. On the left is a navigation menu with options: Dashboard, Goal Centre (selected), Transcript, Goals Catalogue, Admin, System Settings, Imports, Reporting, and Reviews. The main content area is titled 'Goal Centre' and has two tabs: 'In Progress' and 'Completed' (selected). Below the tabs is a list of induction courses:

Course Name	Progress	Completion Date	Actions
APA HSE Induction External Contractor Mandatory Courses	100%	23 Apr 2020	Dropdown arrow
APA HSE Induction	Complete	23 Apr 2020	Certificate icon, Review button
APA HSE Prevention of Falls APA HSE Prevention of Falls	100%	06 Apr 2020	Dropdown arrow
APA Power Induction Power Induction	100%	29 Apr 2020	Dropdown arrow

5. Save the certificate on your device and then you will need to upload it to Skillpass.

The screenshot shows a browser window with the title 'Induction Certificate'. The certificate text is as follows:

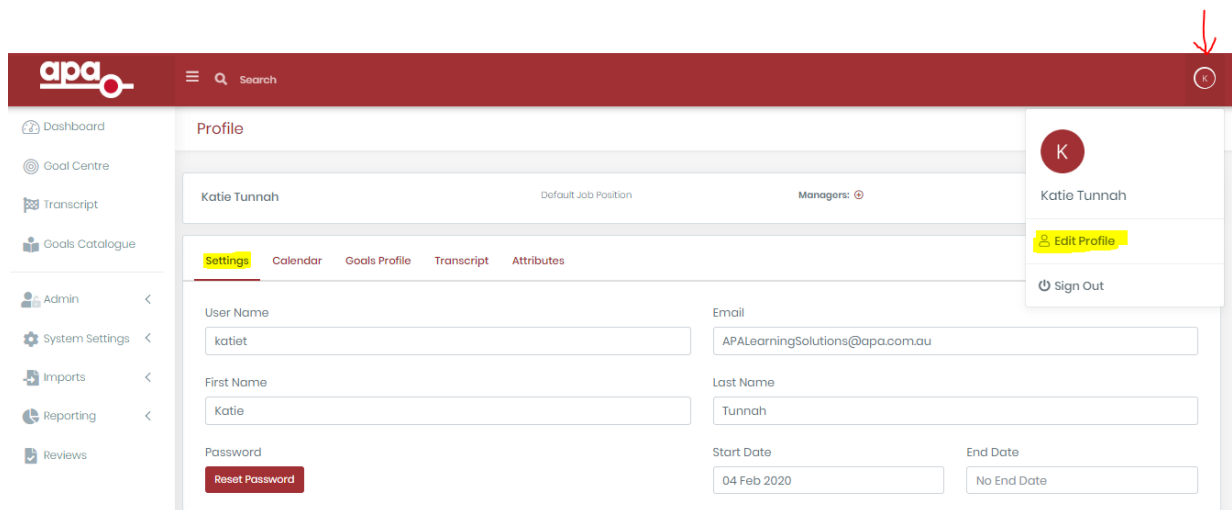
apa
 This is to certify that
KatieTunnah
 Has completed the requirements of the
APA HSE Induction
 on
23 Apr 2020
 This induction is valid for 3 year from the date of issue.
 The renewal Date is 23 Apr 2023

A red arrow points to the download icon in the browser's top right corner.

HOW TO UPDATE DETAILS

Please ensure to keep your details up to date, especially your email address and Employer. If you forget your password, use the Forgot Password button on the login screen.

1. Click on the circle icon on the right hand side with your initials in it.
2. Select Edit Profile.
3. Under the Settings tab, you can update your username, password, email address and Employer details.



4. You can also view completed inductions in the Profile view. Click on Goals Profile tab.
5. Click on Completed. And then follow instructions as above to view completion certificate and save this for upload to Skillpass.

