

skillPASS How to register for training events



Go to SkillPASS.com.au
Click on the Login section



All SkillPASS clients get access to their own SkillPASS Portal.

Please login to the SkillPASS Portal

Username


Password

Forgotten your username/password?
Need help? E-mail SkillPASS.


Fillout your user name and password

Click on "Order cards or Register"


HOME COMPANY EMPLOYEE ORDER CARDS/REGISTER SKILLS MATRIX EXPIRIES LOG OUT




ORDER CARDS or REGISTER




+ ADD NEW EMPLOYEES




COMPANY DETAILS



EMPLOYEE DETAILS



EXPIRIES



COMMUNICATIONS

Click on "Order Cards/ Register for Training"

HOME COMPANY EMPLOYEE ORDER CARDS/REGISTER SKILLS MATRIX EXPIRIES LOG OUT

Registration System

Order Cards/ Register for Training

Registrations Not Yet Confirmed

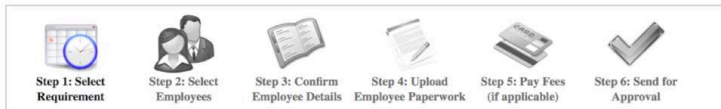
Registrations approved, but not confirmed recently.

Employee	Site	Induction Name	Date	Employee Details	Paperwork	Fees
Smith, Michael R (148098)	SkillPASS	Origin: ISSoW Systems Level 2 Permit Holder [IG-NCOP-ILT04369]	20/06/2016	Complete	Complete	Pay

Registration Requests In Progress

SkillPASS

Employee	Date	Employee Details	Paperwork	Fees	Send for Approval
<input type="checkbox"/> Robertson, Natasha (126539)	27/06/2016	Complete	Upload		Cancel
<input type="checkbox"/> Musgrave, Kelley (132473)	27/06/2016	Complete	Upload		Cancel



Choose booking

SkillPASS CARD

Training/Induction

Click on "Training/Induction".



Choose booking

SkillPASS CARD

Training/Induction

Select Training

Training Course:
RTO:
Please see

- Select a training course
- Origin: Conventional Operations Induction
- Origin: Cultural Heritage Induction
- Origin: Drilling And Completion Field Induction
- Origin: HSE Field Induction
- Origin: HSE General Awareness Induction
- Origin: Leading HSE [ORG-ALL-ILT06693]
- Origin: Unconventional Operations Combined Site Induction

Select the training course required and the "RTO" (if applicable).

HOME COMPANY EMPLOYEE ORDER CARDS/REGISTER SKILLS MATRIX EXPIRIES LOG OUT

Step 1: Select Requirement Step 2: Select Employees Step 3: Confirm Employee Details Step 4: Upload Employee Paperwork Step 5: Pay Fees (if applicable) Step 6: Send for Approval

Select Employees

Show All Employees Show already registered employees [Add New Employee](#)

Below is a list of all employees with a SkillPASS card, if your employee is not showing in this list please firstly complete the SkillPASS Registration.

Employee	Select to Register	Registration Request Status	Registration Status
Barnes, Justin	<input checked="" type="checkbox"/>		
Brewer, Michael	<input type="checkbox"/>		
Delaforce, Wayne	<input type="checkbox"/>		
Fullarton, Kerry	<input type="checkbox"/>		
Gannon, Belinda	<input type="checkbox"/>		
Gelder, Julie	<input type="checkbox"/>		
Guezennec, Krissy S	<input type="checkbox"/>		
Inglis, Brian	<input type="checkbox"/>		
Jacovides, Andrew	<input type="checkbox"/>		
Kintzel, Marianne	<input type="checkbox"/>		
Le Gallez, Stephen J	<input type="checkbox"/>		

Basket <<

Justin Barnes (125132) SkillPASS Origin: Conventio Operatio Inductio

[Continue to Next Step](#)

Select the staff required for the training you've selected.

HOME COMPANY EMPLOYEE ORDER CARDS/REGISTER SKILLS MATRIX EXPIRIES LOG OUT

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Select Employees

Show All Employees Show already registered employees [Add New Employee](#)

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Employee	Select to Register	Registration Request Status	Registration Status
Barnes, Justin	<input checked="" type="checkbox"/>		
Brewer, Michael	<input type="checkbox"/>		
Delaforce, Wayne	<input type="checkbox"/>		
Fullarton, Kerry	<input type="checkbox"/>		
Gannon, Belinda	<input type="checkbox"/>		
Gelder, Julie	<input type="checkbox"/>		
Guezennec, Krissy S	<input type="checkbox"/>		
Inglis, Brian	<input type="checkbox"/>		

Basket <<

Justin Barnes (125132) SkillPASS Origin: Conventio Operatio Inductio

[Continue to Next Step](#)

Click "Continue to next step"

Step 1: Select Requirement Step 2: Select Employees Step 3: Confirm Employee Details Step 4: Upload Employee Paperwork **Step 5: Pay Fees (if applicable)** Step 6: Send for Approval

Payments

	Employee	Card ID	Induction	Fee	Select Fee
Cancel Request	Justin Barnes	125132	Origin: Conventional Operations Induction	Origin: Conventional Operations Induction Fee	Origin: Conventional Operations Induction Fee

[Pay All Fees](#)

Paid Fees

Card ID	Employee	Fee Name	As of Date	Expiry Date
No records to display.				

Basket

Justin Barnes (125132) SkillPASS Origin: Conventional Operations Induction

Check that all selected employee's have the correct details.

Click "Pay All Fees"

Payment Information

Skill	Employee	Registration	Price	Current Dates	New Dates
Origin: Conventional Operations Induction Fee	Justin Barnes (125132)	Origin: Conventional Operations Induction	\$22.00	27/06/2016 -	27/06/2017

Price: \$22.00 (GST incl.)

Company Details

Company Contact:

Receipt Email:

[Proceed to pay with Purchase Order](#) [Proceed to pay with Credit Card](#)

Check the Amount. Select the payment option applicable to your business. Proceed the payment option and enter your details as required