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Personal details	Skills, qualifications and experience details	Remuneration & benefits details	Leave and payroll details	Employment details	Performance and development details
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Skills, qualifications and training

Tertiary education

Click here to add and update details of your tertiary qualifications.

Manage education assistance

Enter a request for education assistance, or request for existing assistance to be transferred to an active education record

Prior experience

Click here to add and update details of previous work experience.

Licences and accreditation

Click here to add and update details of any licences or accreditations you may have gained.

Examples of these could include vehicle licences, licences regarding trades, or certifications such as MCSE.

Memberships

Click here to add and update details of your memberships to various industry groups.

Languages

Click here to add and update details related to your foreign language skills.

Skills

Skills

You can manage the skills that have been assigned to you through this link.

Skills for my job

Click here to view the skills and levels that are required for your job type.

Compare my skills with my job

Click here to view what gaps there are between your skill set and that required for your job.

From this report, you can also link to training to close the skill gap.

Training records

Click here to view the details of training you have requested. You also have the option to cancel upcoming training from here.

Register interest in an internal course

Submit this form to register your interest in a course that currently does not have a session available.

Request external training course

Click here to request an external training course.