

## Managing Skills for someone else

If you are an administrator or you manage a team of people, you can now manage their 'Skills' on their behalf.

### Skills

Skills form an important part of our **Prequalification** process. Prequalification is the process of ensuring someone has been site inducted and has the correct qualifications to allow them to attend and complete works at a BAI Communications site. Until you have completed prequalification, you cannot be added as a visitor to a Site Access Request. This is the case even if the request is submitted by someone on your behalf.

For certain work types, specific 'Skills' are required. Skills can be added to a person's profile by providing evidence such as certificates or licenses. Skills can be uploaded into the Site Access Application for review. Once sighted by our Site Access Team the person is then prequalified to complete the associated work type.

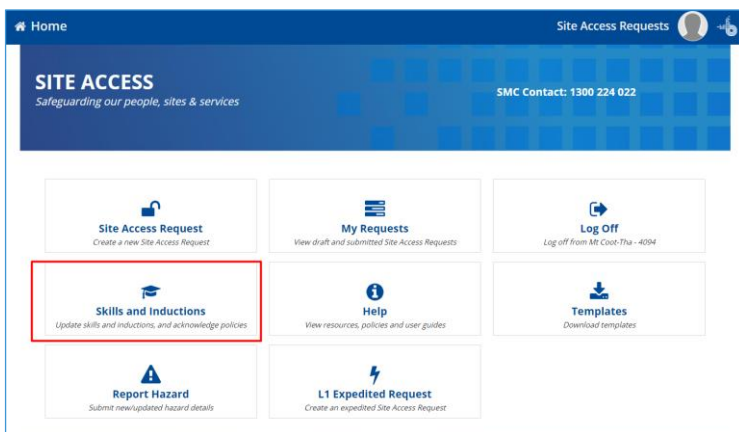
### Granting permission for someone to manage your Skills

Before someone else can manage your skills on your behalf:

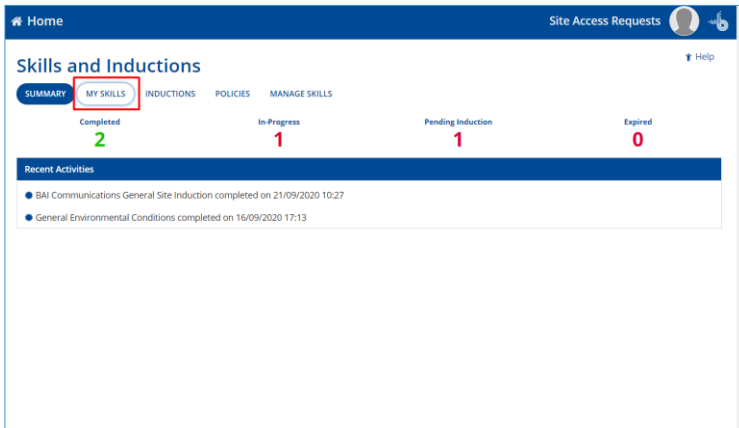
- a) They need to be registered in the Site Access Application.
- b) You need to make them a **Nominated Admin**.

To make someone a nominated admin:

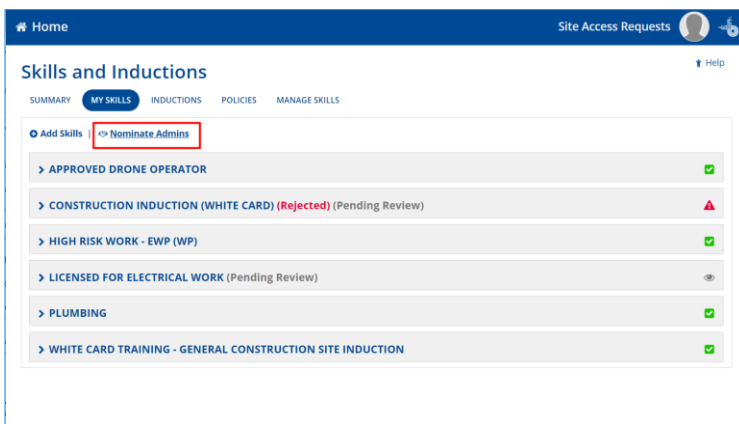
- Select **Skills and Inductions** from the home page.



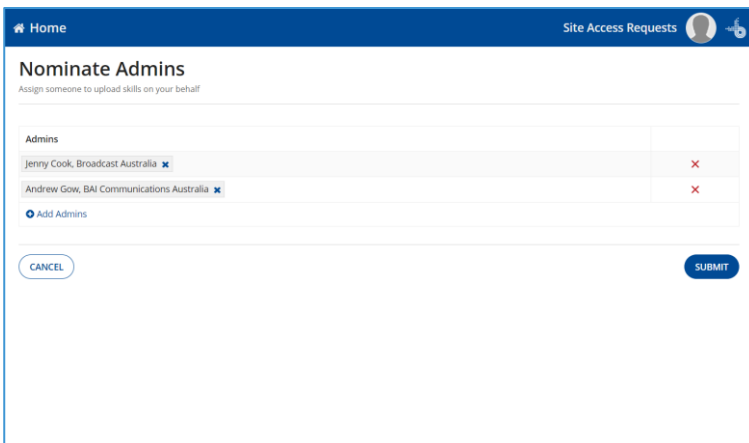
- Select **My Skills** from the options at the top of the page.



- Select **Nominate Admins**.



- Select **Add Admins** and type in the name of the person you want to delegate to. Select **Add Admins** again to add a second person if required. Select **Submit**.



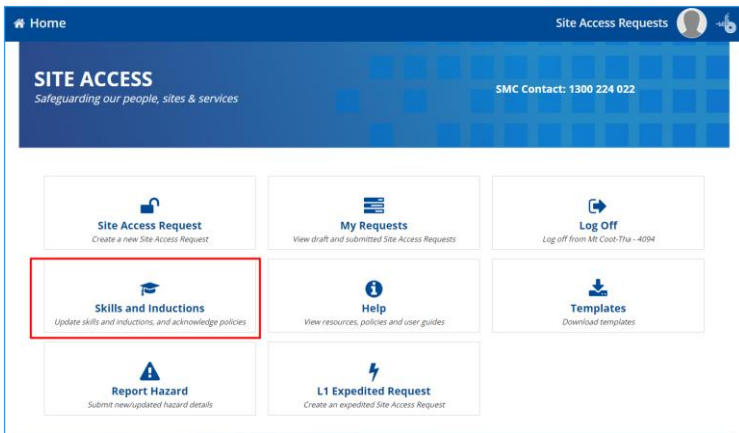
The people you have nominated will now be able to manage your skills on your behalf.

## Managing someone Skills on their behalf

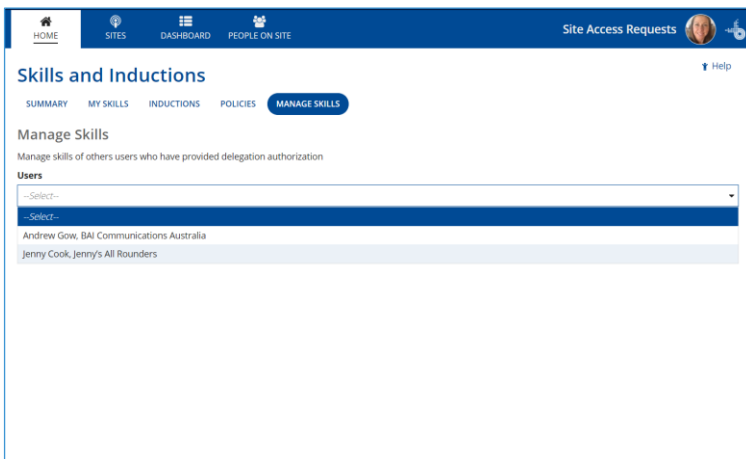
Once you are a nominated admin for someone you can review and update their skills and qualifications on their behalf.

To do this:

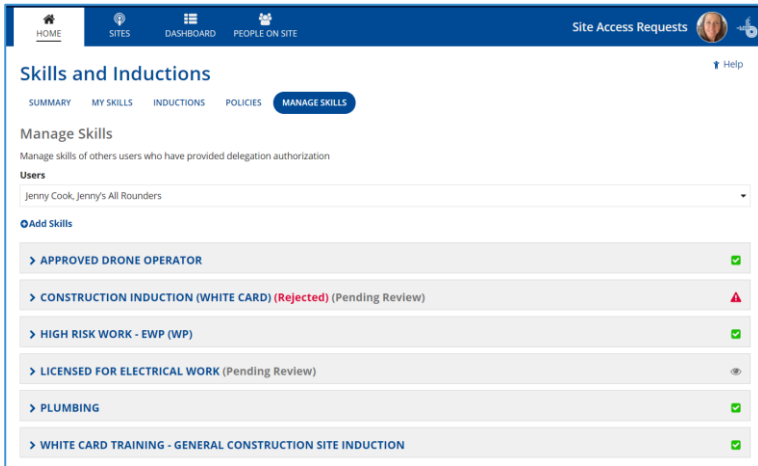
- Select **Skills and Inductions** from the home page.



- Select **Manage Skills** from the options at the top of the page.
- Select the drop-down arrow on the **Users** box and select the name of the person you want to manage.



- The person's skills will be listed below. You can now review their status, add new skills and update documentation on the person's behalf.
- Note: Only Skills can be updated by a 3<sup>rd</sup> party. Inductions and policy acknowledgement must be completed by the registered individual.



For full details of how to add Skills see the Skills section of [Completing prequalification](#) on the BAI Communications website.

## Tips and Additional Information

- For a full list of **Work Types** and their associated **Skills** see the [Work Type Required Skills Matrix](#) available on the BAI Communications website or in the **Help** section of the application.
- Prequalification is made up of 3 areas. Skills, Inductions and Policies. Individuals requiring Site Access must complete inductions and acknowledge policies in person. Only Skills can be managed by a 3<sup>rd</sup> party. For full details of the pre-qualification process including Skills see [Completing prequalification](#) on the BAI Communications website.
- For some **Work Types** only the completion of the General Site Induction and the acknowledgement of any policies is required. No Skills are required.