WesCEF Contractor Portal

Wesfarmers Chemicals, Energy & Fertilisers

Quick Reference Guide for Contractor Administrators WesCEF Exploration

The WesCEF Contractor Portal will enable supplier administrators to create and enrol contractors into required WesCEF Induction learning programs.

Providing Contractors with online access enables us to track our safety compliance and creates a consistent and seamless learning experience across all WesCEF sites.

Process Overview

As a Supplier Admin I will create a profile with contractor details through the WesCEF Contractor Induction Portal (WCIP)

As part of the Learning Services Team I will verify documents and approve initial requests received in the WCIP

As a WesCEF contractor I will log into the Portal and complete all allocated inductions prior to attending site.

Supplier Admin Responsibilities

Register as an Administrator to gain access to the WesCEF Contractor Portal

Create profiles for new contractors that need to come to our sites or offices

Complete the mandatory Alcohol and Other Drug Declaration

Enrol contractors into site Inductions

Reporting that shows the status of contractor inductions and qualifications

Frequently Asked Questions to help troubleshoot before contacting Inductions

Register as a Supplier Administrator

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Step 1

Complete the Supplier Administrator Access Request Form or navigate to the WesCEF website to review and access this form and further information.

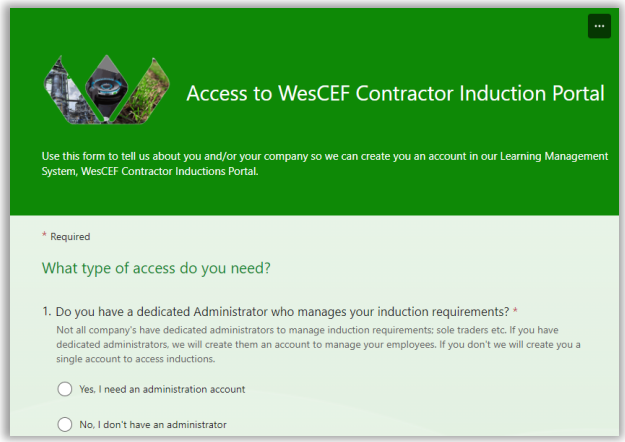
Email address must be unique. Generic emails will be rejected.

Step 2

Once you have completed the required information, the request will automatically be sent to the Learning Services Team for processing.

Step 3

On approval, you will receive an email with instructions on how to log in to the Portal, or a Learning Services team member may ask for additional information for verification.



Create profiles for new contractors/drivers

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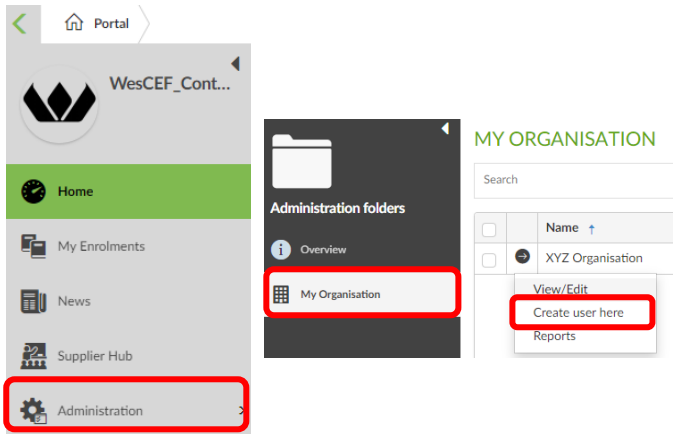
Step 1

Log in to the WesCEF Contractor Portal.

This link is on our WesCEF website (click onto Induction Portal) and your email notification sent to you. If it is not sitting within 'Inbox', please check junk/ spam mail.



Step 2

From the home screen, on the lefthand side menu

- Click on the Administration hub
- Click on My Organisation
- Click on the arrow to the left of your organisation
- Select create user here

Email address must be unique. Generic emails will be rejected.

If you receive an error stating 'Username is not unique' after trying to save the profile contact the Learning Services Team. DO NOT use another email address or username.

Step 3

Complete all personal details for your contractor/driver.

First Name – This is the person's preferred name

Last name – Last name as it appears on Drivers Licence

Email – This is a personal email account; the person's login details will be sent to this address

Username – The same as the personal email account

Password – Click the generate unique password box.

Legal First Name – Use the name as it appears on a Driver's licence.

Birth Date – Ensure this reflects the correct information as it is used to confirm an individual's identity check.

Telephone number – This is the number for the individual NOT the company

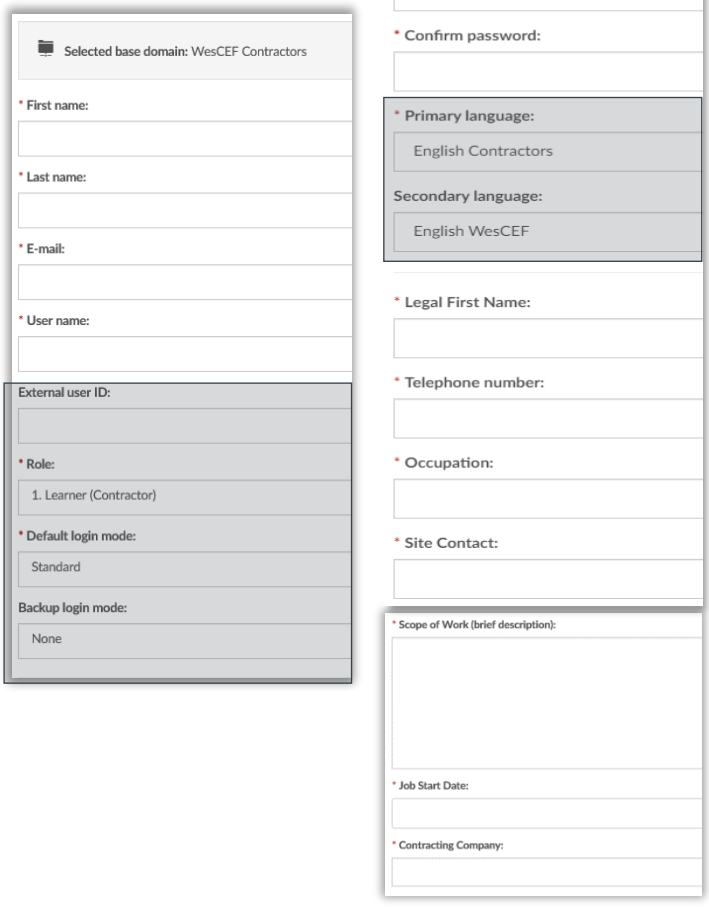
Occupation – The job title of the individual

Site Contact – This is your primary contact person on site. Not your company supervisor.

Scope of work – Add a brief description to help us understand the work you will be performing on-site. Please update this if the job requirements change.

Job start date – Please do not put the date you are creating the user. Use the approximate date the individual is required on site, this helps our team determine the urgency.

Contracting Company – Use the exact name of your company



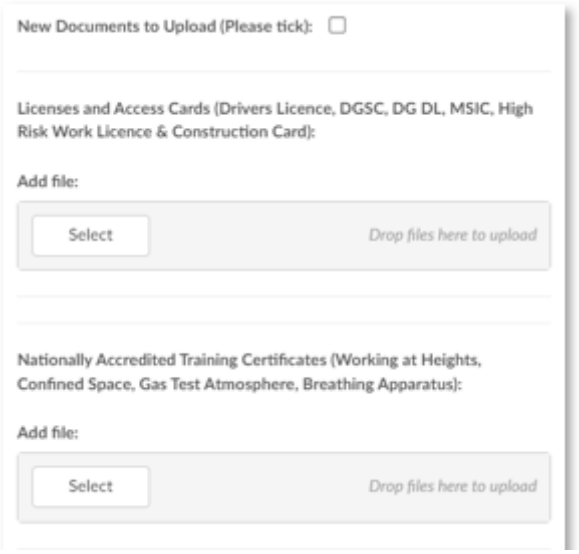
Do not complete the fields in the grey boxes

Step 4

New Documents to Verify – When uploading documents, you **MUST** check the new documents to verify checkbox. This is how we know you have uploaded documents.

Licenses and Access Cards – Please upload a copy of the contractors physical license card.

Nationally Accredited Training Certificates – **DO NOT** upload all certificates, only the ones indicated in the list below.



When uploading documents to support the job being undertaken please see the list below of licences and training we accept. Irrelevant documents will be removed. Our site requirements can also be found on our website.

Licences and Training accepted:

- Drivers Licence
- Construction Induction Card
- Dangerous Goods Security Card
- Dangerous Goods Drivers Licence
- High Risk Work Licence
- Confined Space
- Working at Heights
- Gas Test Atmosphere
- Breathing Apparatus
- Maritime and Security Identification Card
- West Australian Electrical Licence
- CPR
- Low Voltage Rescue (LVR)

WesCEF Alcohol & Other Drug Screen (AODS) Declaration

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First you will need to enrol the individual into the WesCEF Alcohol and Other Drug Screen Declaration (AODS). Then you will need to complete the individual in the AODS.

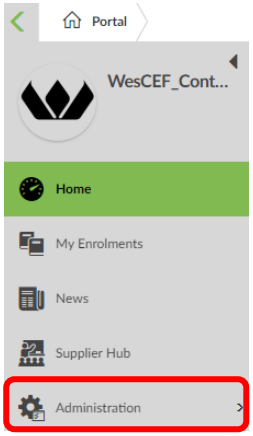
Step 1

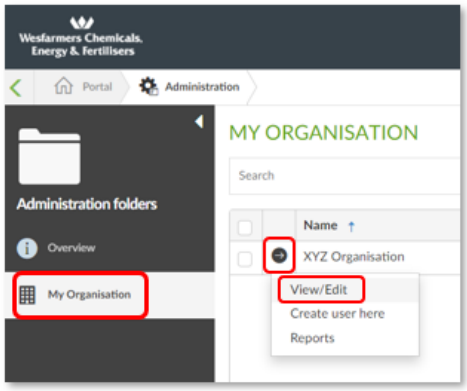
Log in to the WesCEF Contractor Portal.

Step 2

From the home screen, on the lefthand side menu

- Click on the **Administration** hub
- Click on **My Organisation**
- Click on the **arrow** to the left of your organisation
- Select **View/Edit**

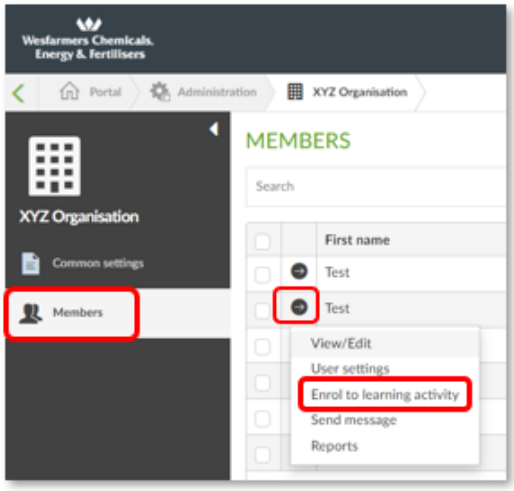


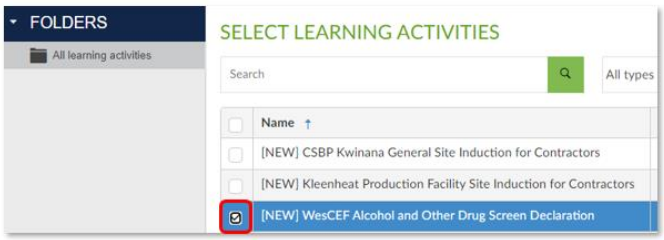


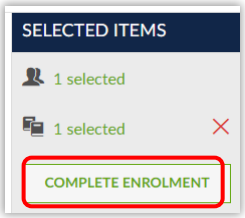
Step 3

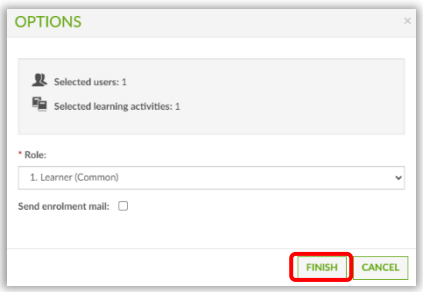
- Click on **Members**, this will provide a list of all individuals connected to your organisation
- Click on the arrow to the left of the individual you need to enrol and select **Enrol to Learning Activity**
- Select checkbox **WesCEF Alcohol and Other Drug Screen Declaration**
- On the righthand side menu, click **Complete Enrolment**
- Pop-up box will show (do not change any default settings), click **Finish**, then **Close**

You are not finished. To complete the declaration see Step 4.





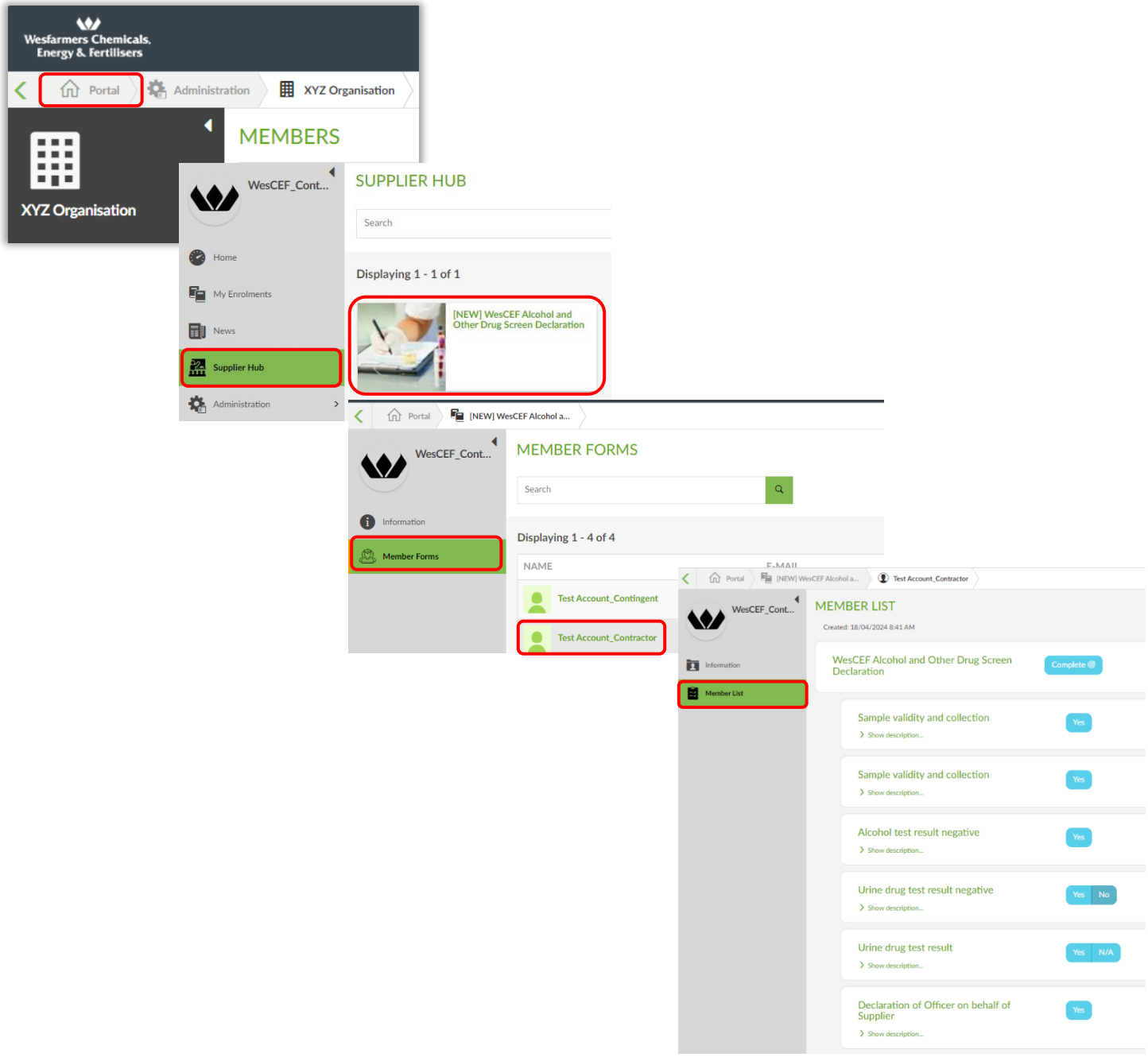




Step 4

After enrolment into the AODS you will now need to complete the declaration on behalf of the individual.

- Return back to the Home Page by clicking **Portal tab.**
- On the lefthand side menu bar, click on **Supplier Hub.**
- Click **WesCEF Alcohol and Other Drug Screen Declaration**
- From the lefthand side menu bar, click **Member Forms**
- Click on the individuals name
- On the lefthand side menu bar, click on **Member List**
- Complete the form answering all questions and please ensure 'Complete' is selected at the top.
  Please note only select Yes for Urine drug test result if results were positive and sent for further testing. Select N/A if results were negative.
- Click **Submit.**
- Declaration will show as **'Finished'**.



Enrol Contractor/Driver into Site Inductions

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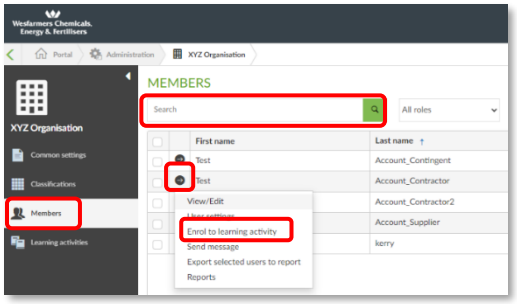
Step 1

Log in to the WesCEF Contractor Portal.

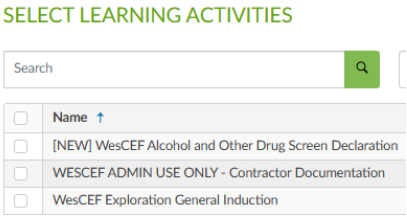
Step 2



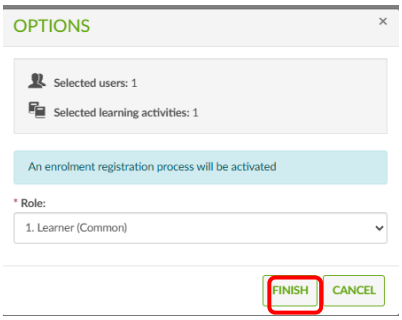
From the home screen, on the lefthand side menu:

- Click on the **Administration** hub
- Click on **My Organisation**
  Click on the arrow to the left of your organisation
- Click **View/ Edit**
- Click on **Members**, this will show a list of all individuals connected to your organisation

Step 3

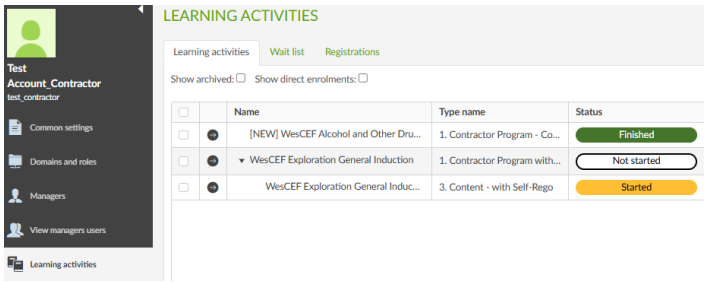


- Click on **Members**, this will provide a list of all individuals connected to your organisation
- Click on the arrow to the left of the individual you need to enrol and select **Enrol to Learning Activity**
- Select the appropriate inductions by selecting the checkbox.
  Please note the WesCEF Exploration General Induction has an approval process behind it.
- On the righthand side menu, click **Complete Enrolment**
- Pop-up box will show tick checkbox Send Enrolment Mail, click **Finish**, then **Close**
- On the righthand side, click **Complete Enrolment**
- Click **Finish** and **Close**



Check to ensure you have enrolled the individual into the inductions correctly

- From the Members page, find the individual click **View/Edit**
- On lefthand side, click **Learning Activities**



To **demobilise a contractor**, please follow the below:

- From the Members page, find the individual click **View/Edit**
- On the Common Settings page, select **New Documents to Upload**

  New Documents to Upload (Please tick): ☐

- Scroll down towards the bottom and tick **Demobilise Contractor**

  Demobilise Contractor: ☐

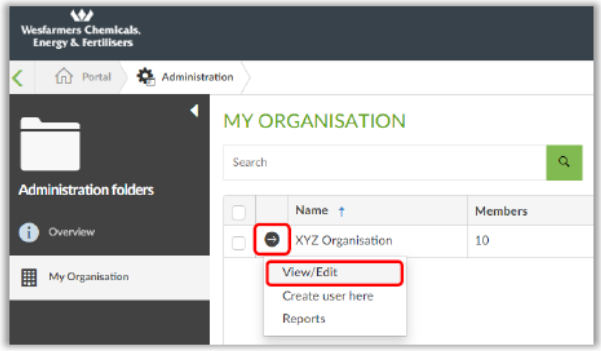
- Click **Save**. This will flow through to our Daily Processing Report for our action.

You can run report 2 for your contractors which will help you to keep track of induction completions, and check there readiness for attending site and to check what inductions your contractors are enrolled into.

Report 1 – View Completed Inductions

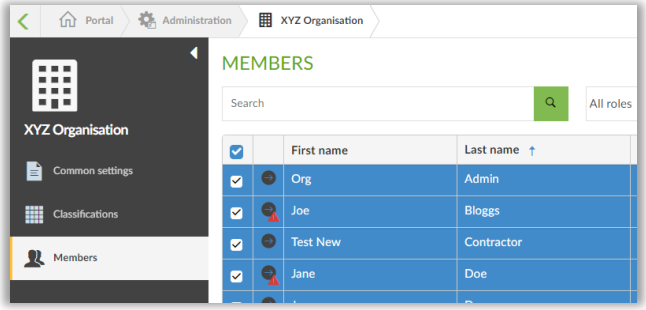
Step 1

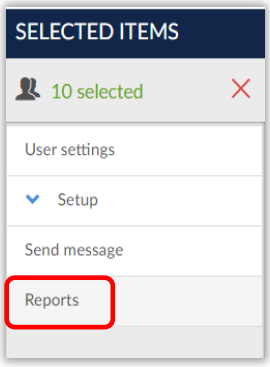
- In the **Administration Module**, click the arrow to the left of your organisation
- Select **View/Edit**

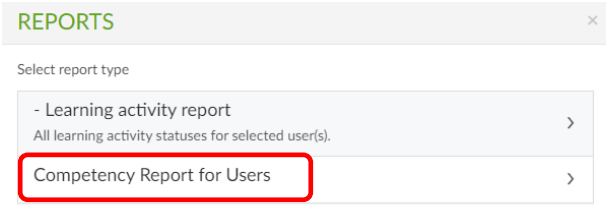


Step 2

- Click on **Members** to the left to display all the individuals connected to your organisation
- Select the members you want using the checkboxes next to the individuals name or check the top box to select all members (you will need to change the Items per page at the bottom to run a report on all users before selecting all)
- A new menu will appear on the right, select **Reports**
- Select **Competency Report for Users**

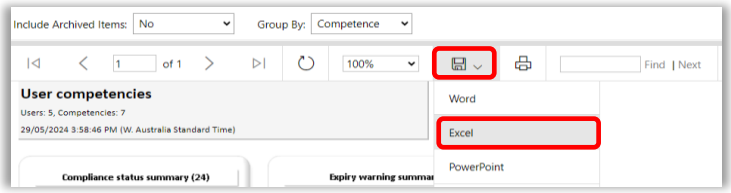






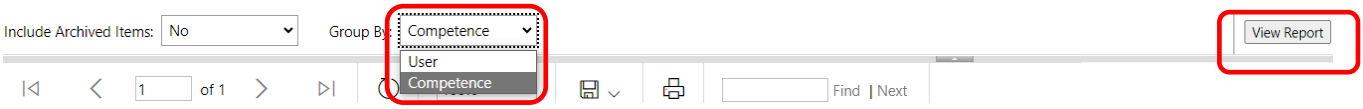
Step 3

This will populate a report that you can export to Excel by clicking the Save Icon followed by Excel.

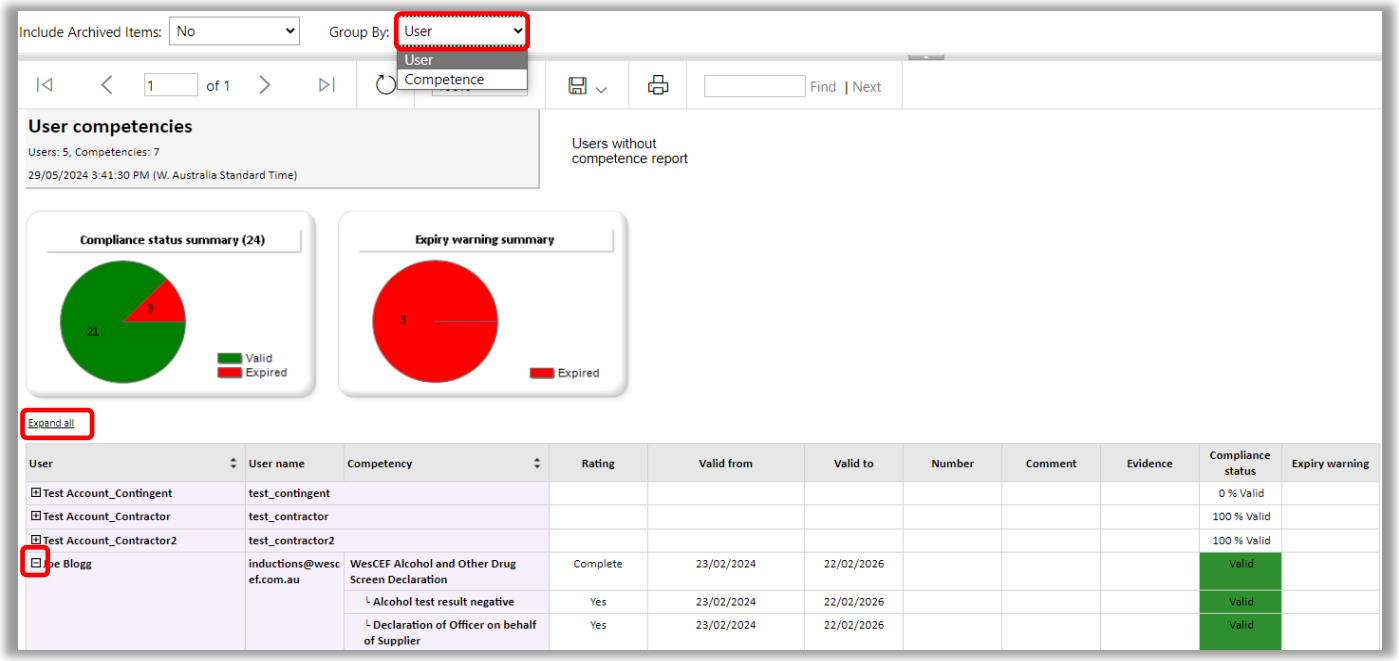


You can group this report by user or competency, by toggling the Group By: field (shown below).

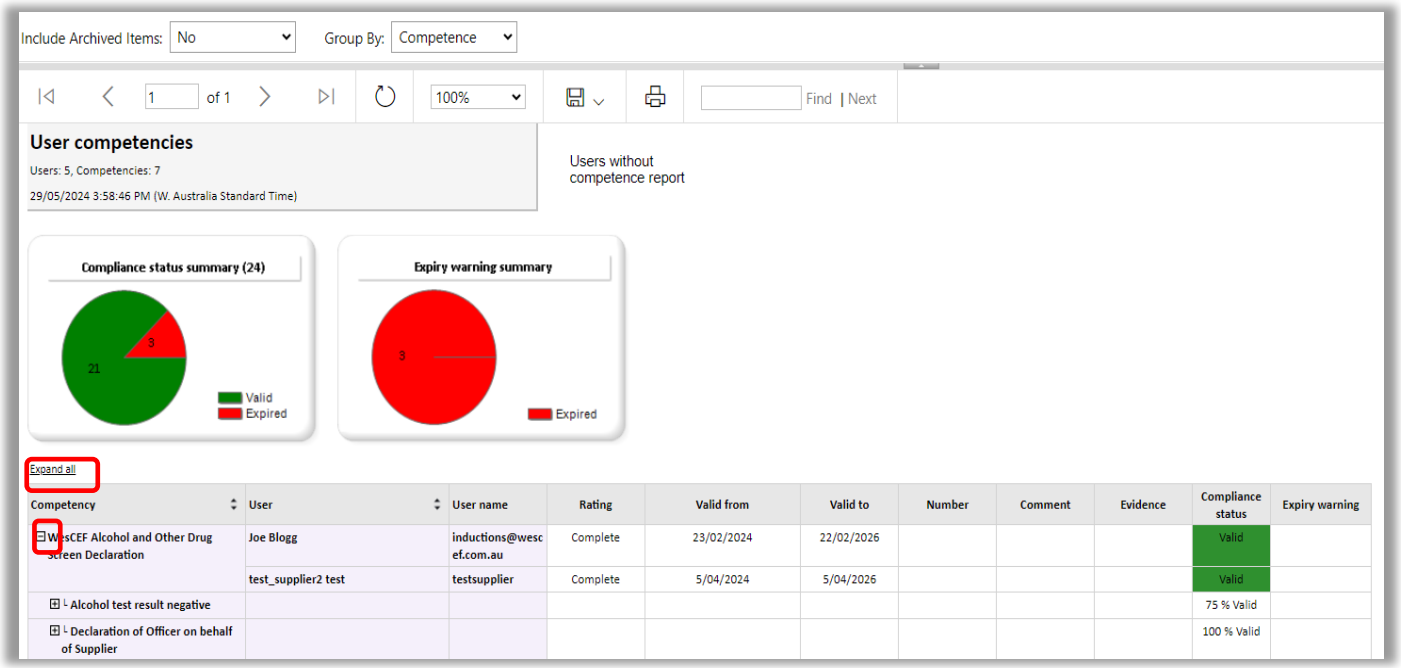
Click the Expand all to view all details of all members or click individual member + or - to view information specific to an member. When toggling by groups, remember to click **View Report** to change the view.



View of report by User



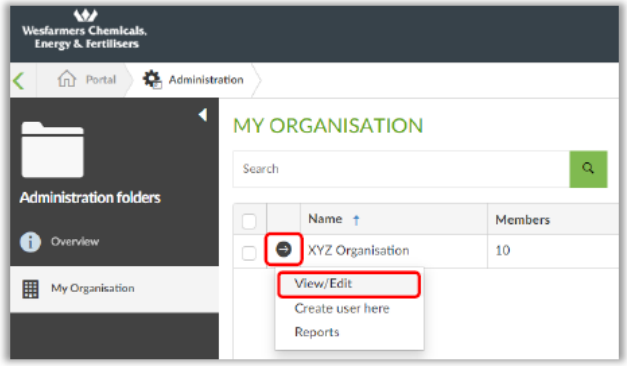
View of report by Competence



Report 2 – Inductions Users are enrolled into

Step 1

- In the **Administration Module**, click the arrow to the left of your organisation
- Select **View/Edit**



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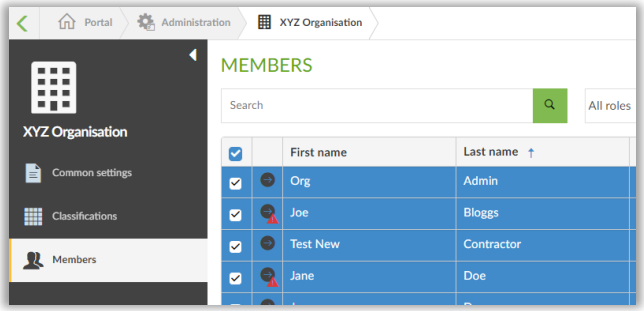
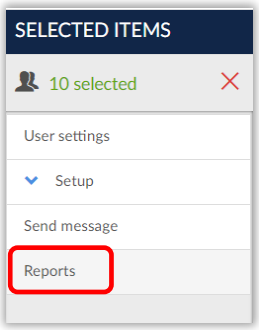
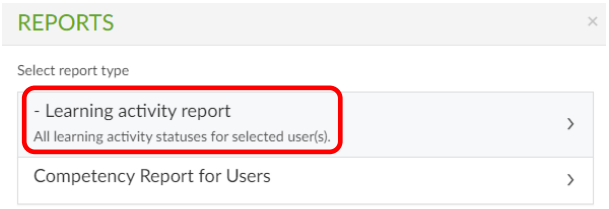
- Select the members you want using the checkboxes next to the individuals name or check the top box to select all members (you will need to change the Items per page at the bottom to run a report on all users before selecting all)
- A new menu will appear on the right, select **Reports**
- Select **Learning Activity Report**







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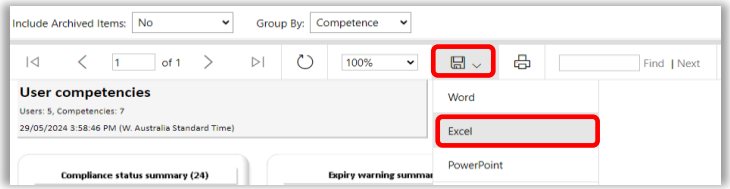

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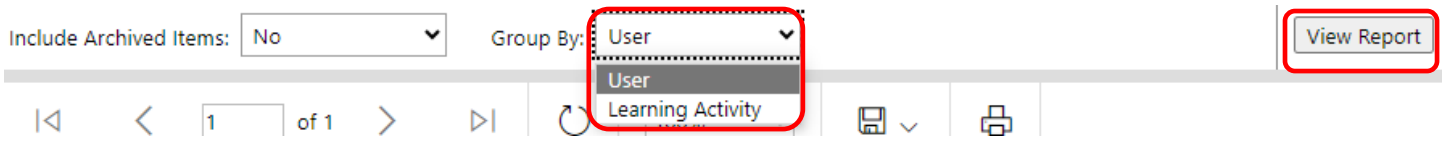
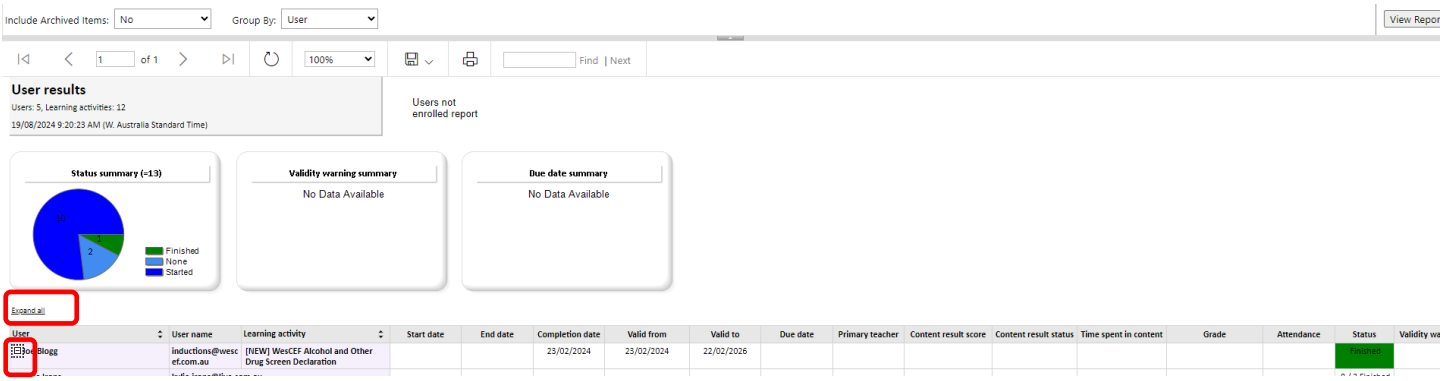
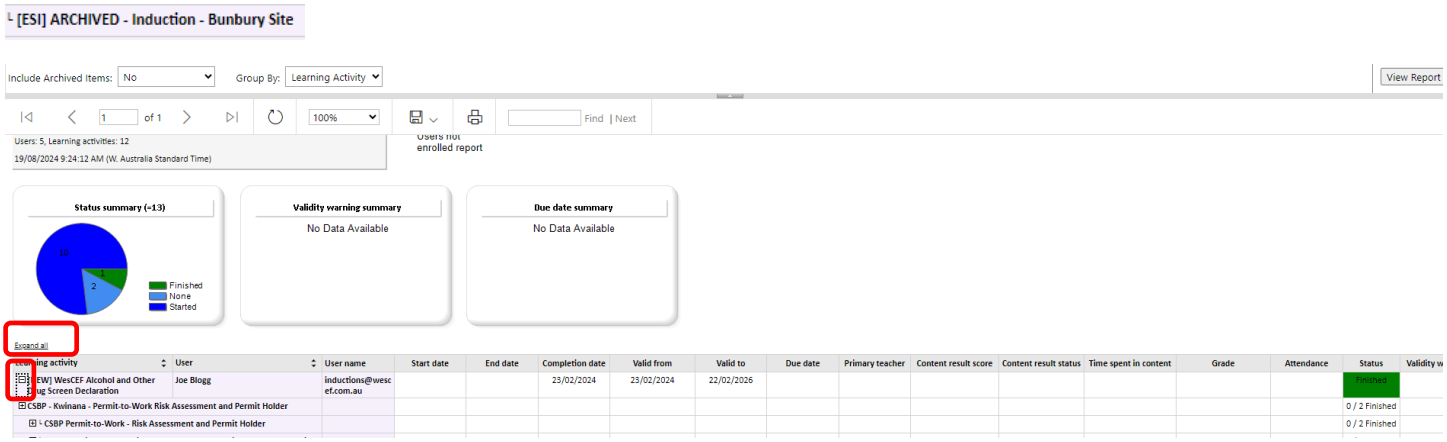


View of report by User



View of report by Learning Activity

Please ignore the induction line starting with ESI – this is irrelevant (example below)



Frequently Asked Questions (FAQs)

Wesfarmers Chemicals, Energy & Fertilisers

Q - How can I register as a Supplier Administrator?

A - Please fill out the form at this link - https://forms.office.com/r/4Wc4nT3aKr

Q – Can my company have more than one Supplier Administrator?

A – Yes, you can have more than one Supplier Administrator.

Q: What does the alert "Username not Unique" mean?

A: This alert suggests that the email address is already linked to another profile. The contractor might have an existing profile that has been archived or is associated with a different company. Please have the contractor contact us via phone or email, and we can investigate the issue and reconnect the profile for you.

Q- Why am I seeing the following error?

A - This message indicates that you are trying to enrol the approval inductions in bulk. The WesCEF Alcohol and Other Drugs declaration, CSBP Kwinana General Site Induction, and Kleenheat Production Facility inductions need to be enrolled individually. However, you can enrol Area Inductions in bulk

Q: Why is the contractor profile no longer visible on the portal?

A: The profile might be archived for several reasons, such as expired learning or AODS. If this occurs, please contact us via phone or email to reactivate the profile.

Q: Why can't I complete my own online WesCEF Alcohol and Other Drugs declaration?

A: Only a Supplier Administrator can complete this declaration. If you are a Supplier Administrator, another Supplier Administrator in your company can complete it once we change your status back to "Learner." If there are no other Supplier Administrators, you will need to fill out a form and send it to us so we can upload the results.

Q: How can I remove a contractor from our company since they no longer work for us?

A: To demobilise a contractor, select the "Demobilise Contractor" box on their profile, then choose "New Documents to Upload." This action will be reflected in our report, and we will archive the contractor's profile so it no longer appears on your members list.

Q: Which inductions do I need to enrol my contractors in?

A: Please contact your WesCEF Site Contact to clarify which inductions and licenses are required.

Q: I have enrolled contractors in the inductions, but they haven't received an email confirmation. What should I do?

A: Please check the Junk and Spam folders to see if the email was filtered there. The email will be from Learning@wescef.com.au.

Q: How can I see which inductions my members are already enrolled in?

A: To check a member's enrolment status and activity completion, go to their profile and click on "Learning Activities" on the left-hand side. This section will show their current enrolment's and completion status.

Q: Can I run a report to see my member's competencies and expired qualifications?

A: Yes, you can. Please refer to the User Guide on the WesCEF Inductions Website for a step-by-step guide on how to run the report.

Q: I set up a new contractor in the portal, but there has been no activity on their account. What should I do?

A: When creating a new contractor profile, you need to select "New documents to upload" to ensure the profile is included in our report. If this step is missed, the profile will remain inactive as we won't be aware of its existence.

Q: I am bringing a contractor to the site, but they are outside of Australia. Can they access the Induction Portal from their country?

A: Our Cyber Security policy restricts access from outside Australia. If it is absolutely necessary for the inductions to be completed before arriving in Australia, we can raise a Jira ticket to request temporary firewall access. However, we will need the exact IP address of the individual's computer, and the approval process may take some time.

Q: I have enrolled the contractor in the WesCEF Exploration General Induction, but I can't see it on their profile. What should I do?

A: The WesCEF Exploration General Induction requires approval. Once Inductions approve it, it will appear on their profile and send log in details to the user.

Q: I have a contractor who previously worked for another company and already has a profile. Can I get them connected to my company?

A: For privacy reasons, the contractor needs to either email or call Inductions to give permission for transferring their profile.

Q: The contractor has completed the inductions required for working at a WesCEF Exploration site. What else is required before site access can be approved?

A: The contractor must also complete any inductions required by the specific mine site they are working on. Contact your WesCEF Responsible Officer for further details on requirements.