

Contractor Portal

Quick Reference Guide for Contractor Administrators



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 and/or driver** 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/drivers that need to come to our sites or offices

[Complete](#) the mandatory Alcohol and Other Drug Declaration

[Enrol](#) contractors/drivers into site Inductions

[Not sure](#) which inductions your employee needs?

[Reporting](#) that shows the status of contractor inductions and qualifications

[Frequently Asked Questions](#) to help troubleshoot before contacting Inductions

Register as a Supplier Administrator

Step 1

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

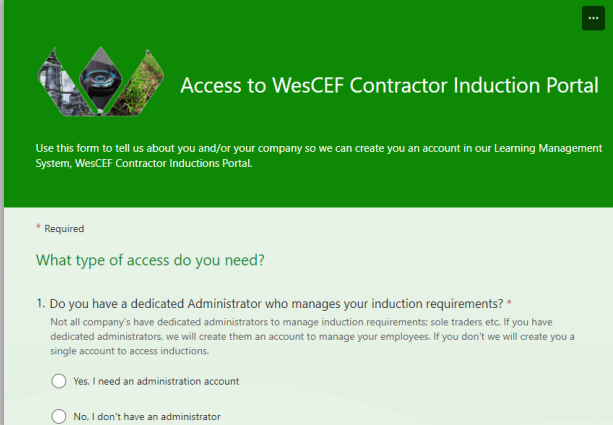
**Email address must be unique.
Generic emails will be rejected.**

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.



The screenshot shows a registration form titled "Access to WesCEF Contractor Induction Portal". The form has a green header with the Wesfarmers logo and the title. Below the header, there is a sub-header "Use this form to tell us about you and/or your company so we can create you an account in our Learning Management System, WesCEF Contractor Inductions Portal." The main content area is white with a green border. It starts with a red asterisk and the word "Required". The question is "What type of access do you need?". Below the question is a numbered list item: "1. Do you have a dedicated Administrator who manages your induction requirements? *". Underneath this question is a small explanatory text: "Not all company's have dedicated administrators to manage induction requirements: sole traders etc. If you have dedicated administrators, we will create them an account to manage your employees. If you don't we will create you a single account to access inductions." There are two radio button options: "Yes, I need an administration account" and "No, I don't have an administrator".

Create profiles for new contractors/drivers

Step 1

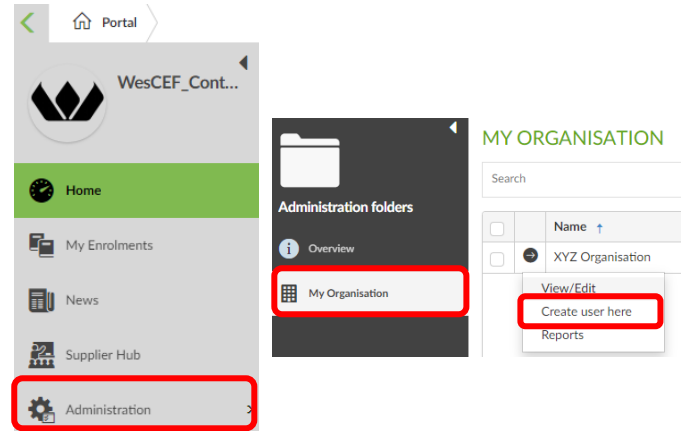
Log in to the [WesCEF Contractor Portal](#).

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

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)

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 – If the individual has a company light vehicle to carry tools you can request drive access in the operational areas.

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

Access Checkboxes – Please check with your site contact before you select the checkboxes to confirm the job requirements:

- **Prill Plant 2 Access** - Also known as PP2 access requires a Dangerous Goods Security Card and/or Dangerous Goods Card to be uploaded.
- **SCMF Drive Access** - This is driver access into the Sodium Cyanide plant area and a current drivers licence must be uploaded.

If you are unsure of what access you require please check with your WesCEF site contact.

The screenshot shows a web form with the following sections:

- New Documents to Upload (Please tick):**
- Licenses and Access Cards (Drivers Licence, DGSC, DG DL, MSIC, High Risk Work Licence & Construction Card):**
 - Add file:** A button labeled "Select" and a text area with the placeholder "Drop files here to upload".
- Nationally Accredited Training Certificates (Working at Heights, Confined Space, Gas Test Atmosphere, Breathing Apparatus):**
 - Add file:** A button labeled "Select" and a text area with the placeholder "Drop files here to upload".
- Prill Plant 2 Access:**
- SCMF Drive Access:**

WesCEF Alcohol & Other Drug Screen (AODS) Declaration

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.

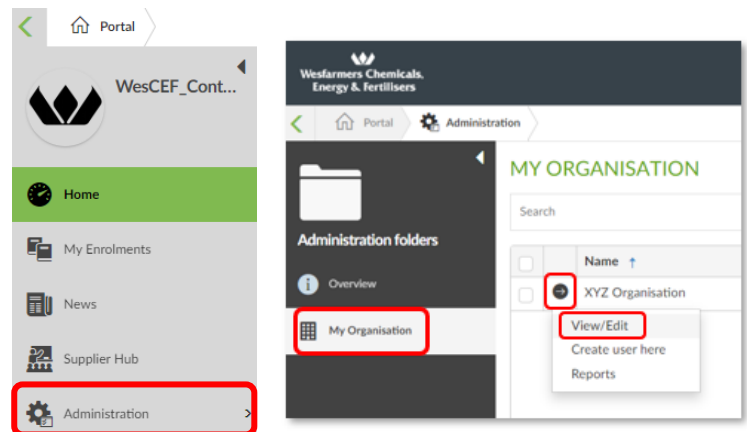
Step 1

Log in to the [WesCEF Contractor Portal](#).

Step 2

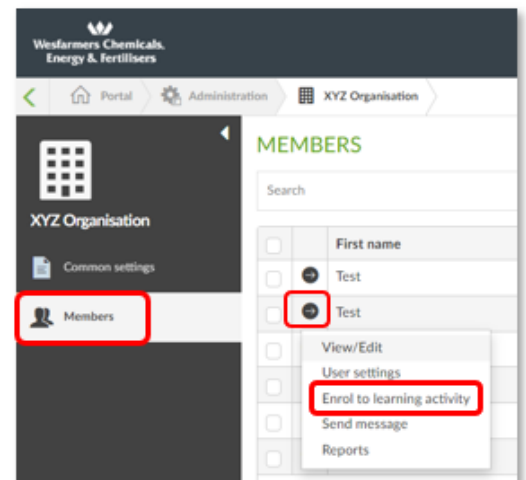
From the home screen, on the lefthand side menu

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

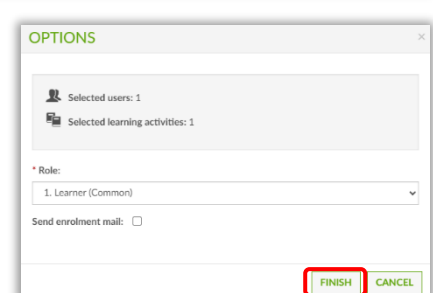
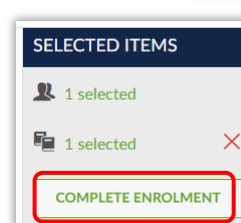
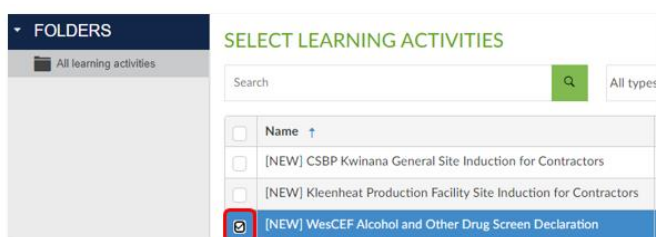


Step 3

- 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**'.

The image displays a sequence of four overlapping screenshots from a mobile application, illustrating the steps to complete a drug screen declaration. Red boxes highlight the specific elements to be interacted with in each step.

- Screenshot 1:** Shows the 'Portal' tab selected in the top navigation bar. The left-hand menu bar has 'Supplier Hub' highlighted.
- Screenshot 2:** Shows the 'Supplier Hub' screen. A card titled '[NEW] WesCEF Alcohol and Other Drug Screen Declaration' is highlighted with a red box.
- Screenshot 3:** Shows the 'MEMBER FORMS' screen. The 'Member Forms' option in the left-hand menu bar is highlighted with a red box. Below, a list of members is shown, with 'Test Account_Contractor' highlighted.
- Screenshot 4:** Shows the 'MEMBER LIST' screen. The 'Member List' option in the left-hand menu bar is highlighted with a red box. The main content area shows a declaration form for 'Test Account_Contractor' with various test results and a 'Complete' button.

Enrol Contractor/Driver into Site Inductions

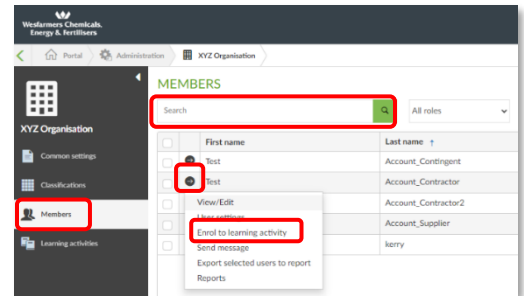
Step 1

Log in to the [WesCEF Contractor Portal](#).

Step 2

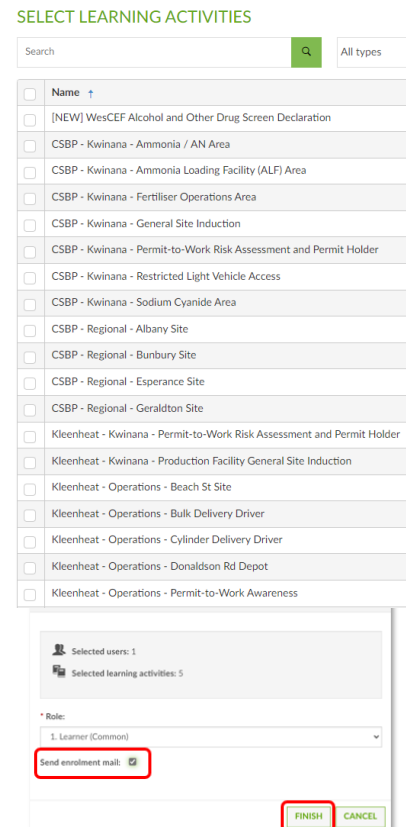
From the home screen, on the lefthand side menu:

- 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



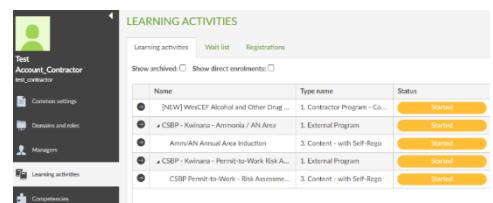
Step 3

- 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 CSBP Kwinana General Site and Kleenheat Kwinana Production Facility General Site Induction can only be selected individually. You can select multiple area inductions.
- 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**
- Tick checkbox **Send Enrolment Mail** for User to receive email notification with their login details and prompt them to complete required inductions.
- 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:


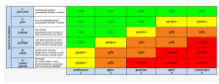




- Click **Save**. This will flow through to our Daily Processing Report for our action.

Site and Area Inductions


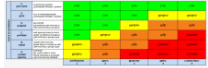
Not sure which inductions your employee needs?

Please contact your site company supervisor or WesCEF contact to ensure you know the correct Inductions to select






CSBP Kwinana Site and Areas

	WesCEF Alcohol and Other Drug Screen Declaration <ul style="list-style-type: none"> - Pre requisite before CSBP Kwinana Inductions are issued
	CSBP - Kwinana - General Site Induction <ul style="list-style-type: none"> - Pre requisite before CSBP Area Induction or CSBP Permit to Work will be issued - Anyone requiring unescorted access to any part of the site
	CSBP - Kwinana - Permit-to-Work Risk Assessment and Permit Holder Those required to work under or supervise work under a permit on any part of the site
	CSBP - Kwinana - Restricted Light Vehicle Access Driving a light vehicle within the restricted CSBP Kwinana General Site area and/or the Sodium Cyanide (SCN) zone, carrying tools for their job
	CSBP - Kwinana - Ammonia / AN Area Access to an working within the Ammonia/AN or Prill Plant Area (PP2) PP2 access also requires a valid Dangerous Goods Security Card (DGSC)
	CSBP - Kwinana - Ammonia Loading Facility (ALF) Area Access to and working within the Ammonia Loading Facility Area
	CSBP - Kwinana - Fertiliser Operations Area Access to and working within the Fertiliser Operations Area
	CSBP - Kwinana - Sodium Cyanide Area Access to and working within the Sodium Cyanide Area

Kleenheat Production Facility

	WesCEF Alcohol and Other Drug Screen Declaration <ul style="list-style-type: none"> - Pre requisite before Kleenheat Production Facility (KFP) Inductions are issued
	Kleenheat - Kwinana - Production Facility General Site Induction <ul style="list-style-type: none"> - Pre requisite before KPF Permit to Work will be issued - Anyone requiring unescorted access to any part of the site
	Kleenheat - Kwinana - Permit-to-Work Risk Assessment and Permit Holder Those required to work under or supervise work under a permit on any part of the site

CSBP Country Sites

	WesCEF Alcohol and Other Drug Screen Declaration <ul style="list-style-type: none">- Not required
	CSBP - Kwinana - Permit-to-Work Risk Assessment and Permit Holder <p>Those required to work under or supervise work under a permit on any part of the site</p>
	CSBP - Regional - Albany Site <ul style="list-style-type: none">- Pre requisite CSBP Permit to Work will be issued- Anyone requiring unescorted access to any part of the site
	CSBP - Regional - Bunbury Site <ul style="list-style-type: none">- Pre requisite CSBP Permit to Work will be issued- Anyone requiring unescorted access to any part of the site
	CSBP - Regional - Esperance Site <ul style="list-style-type: none">- Pre requisite CSBP Permit to Work will be issued- Anyone requiring unescorted access to any part of the site
	CSBP - Regional - Geraldton Site <ul style="list-style-type: none">- Pre requisite CSBP Permit to Work will be issued- Anyone requiring unescorted access to any part of the site

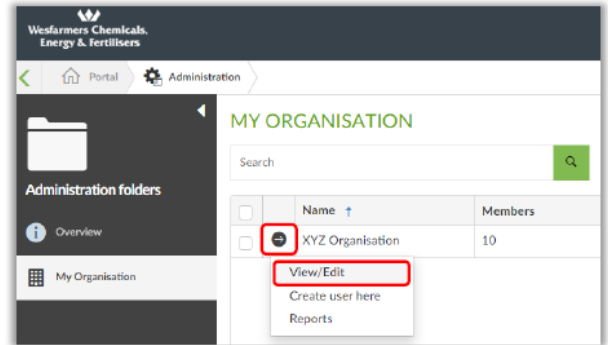
Reporting

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

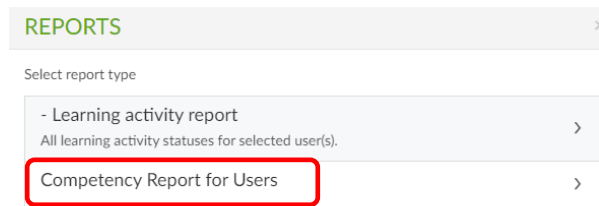
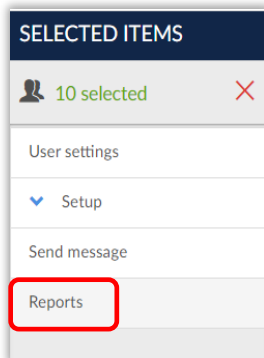
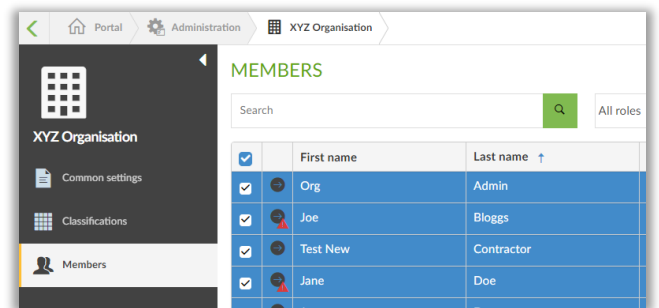
Step 1

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



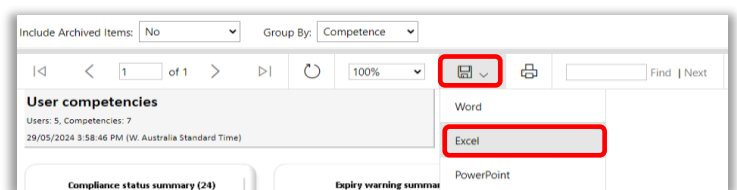
Step 2

- 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 a member. When toggling by groups, remember to click **View Report** to change the view.

Include Archived Items: Group By:

Navigation: < 1 of 1 > [Refresh] [Save] [Print] [Find | Next]

View of report by User

Include Archived Items: Group By:

Navigation: < 1 of 1 > [Refresh] [Save] [Print] [Find | Next]

User competencies
Users: 5, Competencies: 7
29/05/2024 3:41:30 PM (W. Australia Standard Time)

Users without competence report

Compliance status summary (24)

21 Valid, 3 Expired

Expiry warning summary

3 Expired

User	User name	Competency	Rating	Valid from	Valid to	Number	Comment	Evidence	Compliance status	Expiry warning
<input type="checkbox"/> Test Account_Contingent	test_contingent								0 % Valid	
<input type="checkbox"/> Test Account_Contractor	test_contractor								100 % Valid	
<input type="checkbox"/> Test Account_Contractor2	test_contractor2								100 % Valid	
<input type="checkbox"/> Joe Blogg	inductions@wescef.com.au	WesCEF Alcohol and Other Drug Screen Declaration	Complete	23/02/2024	22/02/2026				Valid	
		└ Alcohol test result negative	Yes	23/02/2024	22/02/2026				Valid	
		└ Declaration of Officer on behalf of Supplier	Yes	23/02/2024	22/02/2026				Valid	

View of report by Competence

Include Archived Items: Group By:

Navigation: < 1 of 1 > [Refresh] [Save] [Print] [Find | Next] [100%]

User competencies
Users: 5, Competencies: 7
29/05/2024 3:58:46 PM (W. Australia Standard Time)

Users without competence report

Compliance status summary (24)

21 Valid, 3 Expired

Expiry warning summary

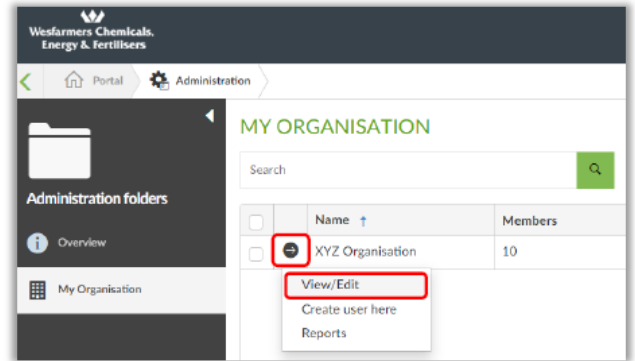
3 Expired

Competency	User	User name	Rating	Valid from	Valid to	Number	Comment	Evidence	Compliance status	Expiry warning
<input type="checkbox"/> WesCEF Alcohol and Other Drug Screen Declaration	Joe Blogg	inductions@wescef.com.au	Complete	23/02/2024	22/02/2026				Valid	
	test_supplier2 test	testsupplier	Complete	5/04/2024	5/04/2026				Valid	
<input type="checkbox"/> Alcohol test result negative									75 % Valid	
<input type="checkbox"/> Declaration of Officer on behalf of Supplier									100 % Valid	

Report 2 – Inductions Users are enrolled into

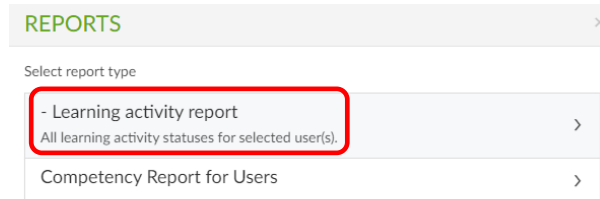
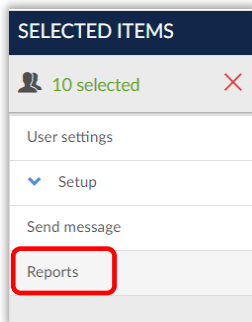
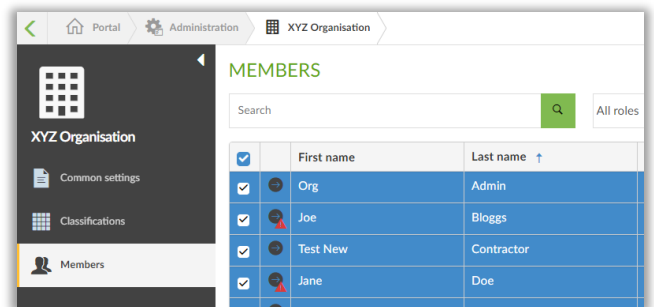
Step 1

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



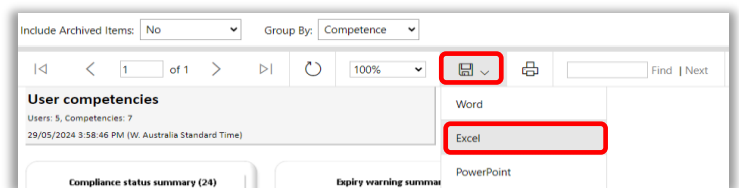
Step 2

- 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 **Learning Activity Report**



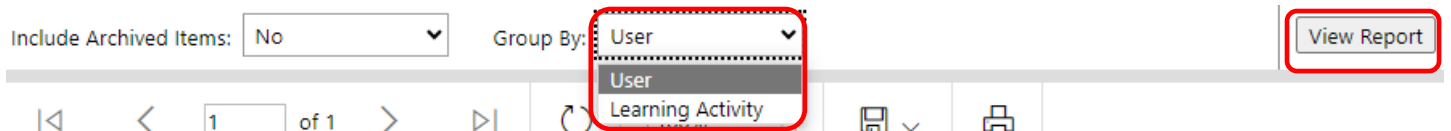
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Click the Expand all to view all details of all members or click individual member + or - to view information specific to a member. When toggling by groups, remember to click **View Report** to change the view.



View of report by User

Include Archived Items: No Group By:

[View Report](#)

1 of 1 100% Find | Next

User results
Users: 5, Learning activities: 12
19/08/2024 9:20:23 AM (W. Australia Standard Time)

Users not enrolled report

Status summary (-13)

10 None
2 Started
1 Finished

Validity warning summary

No Data Available

Due date summary

No Data Available

ES

User	User name	Learning activity	Start date	End date	Completion date	Valid from	Valid to	Due date	Primary teacher	Content result score	Content result status	Time spent in content	Grade	Attendance	Status	Validity wa
ES	Joe Blogg	[NEW] WesCEF Alcohol and Other Drug Screen Declaration			23/02/2024	23/02/2024	22/02/2026								Finished	

View of report by Learning Activity

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

[ESI] ARCHIVED - Induction - Bunbury Site

Include Archived Items: No Group By:

[View Report](#)

1 of 1 100% Find | Next

Users: 5, Learning activities: 12
19/08/2024 9:24:12 AM (W. Australia Standard Time)

Users not enrolled report

Status summary (-13)

10 None
2 Started
1 Finished

Validity warning summary

No Data Available

Due date summary

No Data Available

ES

Learning activity	User	User name	Start date	End date	Completion date	Valid from	Valid to	Due date	Primary teacher	Content result score	Content result status	Time spent in content	Grade	Attendance	Status	Validity w
[NEW] WesCEF Alcohol and Other Drug Screen Declaration	Joe Blogg	inductions@wescef.com.au			23/02/2024	23/02/2024	22/02/2026								Finished	
CSBP - Kwinana - Permit-to-Work Risk Assessment and Permit Holder															0 / 2 Finished	
CSBP Permit-to-Work - Risk Assessment and Permit Holder															0 / 2 Finished	

Q - How can I register as a Supplier Administrator?

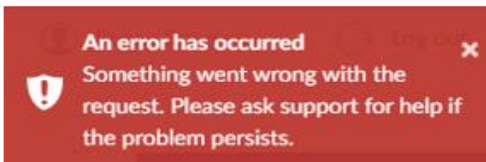
A - Please fill out the form at this link - <https://forms.office.com/r/4Wc4nT3aKr>

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 General Site Induction, but I can't see it on their profile. What should I do?

A: The CSBP Kwinana General Site Induction and the Kleenheat Production Facility Induction require approval. Once we approve it, it will appear on their profile.

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 us to give permission for transferring their profile.