#  Skills and Employment Portal – User Maintenance Form

**New Access Request** – complete all sections

**Amendment Request** – complete all sections

**Deactivation Request** – complete sections 2 & 6

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| **SECTION 1: Organisation Details** |
| Legal name:       |
| Trading name:       |
| Postal address:       |
| Suburb:       | State:       | Postcode:       |
| Telephone:       | Email:       |
| **Organisation Category *(please tick one only)*** | **RTO Code*****(as per training.gov.au)*** |
| [ ]  RTO |  |
| [ ]  Proponent (Non-RTO) | n/a |
| [ ]  TAFESA | 41026 |

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| **SECTION 2: Applicant Details** |
| Title (Mr/Mrs/Miss/Ms):       | First name:       | Surname:       |
| Location address:       |
| Suburb:       | State:       | Postcode:       |
| Telephone:       | Email:       |

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| **SECTION 3: Access Level Required *(refer to User Role Matrix on Page 2 for further information)*** |
| [ ]  RTO Primary Contact |
| [ ]  RTO Contact |
| [ ]  RTO View  |
| [ ]  Proponent - Projects *This will enable your users to view Remittance Advice/RCTI Reports for Projects (e.g. Training Priority Projects). If your organisation is an RTO delivering Projects, please request dual access roles (Proponent & RTO Primary Contact).* |

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| **SECTION 4: Training** |
| Yes / No Please confirm if you would like to be contacted to receive training in Skills & Employment Portal *(e.g. Creating participants and Training accounts)*  |

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| **SECTION 5: User Declaration** |
| I have read and understood the terms and conditions of the Skills and Employment Portal User Agreement and I will observe and be bound by the conditions of the policy at all times. | [ ]  |
| I certify that all information provided in this form is accurate and agree to the following:I will ensure that my PASSWORD is kept confidential and acknowledge that unauthorised use of my personal Portal USER-ID may result in the integrity of the system being compromised. I further accept that I am responsible for ensuring my personal Portal USER-ID is not shared and is only used for proper and authorised activities. | [ ]  |
| Signature of applicant: |
| Print name:       | Date:      /     /      |

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| **SECTION 6: Account Authorisation** |
| As Executive Officer or Organisation Delegate, I accept responsibility for all Portal accounts issued for this organisation and authorise the creation of a Portal account for the above user. | [ ]  |
| Signed: |
| Print name:       |
| Position title:       | Date:      /     /      |

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| **On completion and authorisation of this form, please email to:** **skillscontracts@sa.gov.au** |

***User Role Matrix***

Table 1 - Matrix of system user role permissions

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| --- | --- | --- | --- | --- | --- |
| **Security Role** | **RTO Primary Contact** | **RTO Contact** | **RTO View** | **Proponent** | **Proponent and RTO Primary Contact** |
| Create Participant Profile | X | X |  | X | X |
| Search & View Participant Profile | X | X | X | X | X |
| View Participant History | X | X | X |  | X |
| Create Training Account | X | X |  |  | X |
| Search & View Training Account | X | X | X |  | X |
| Edit Training Account | X | X |  |  | X |
| Search & View Accredited Training Claim | X |  |  |  | X |
| Search & View Project |  |  |  | X | X |
| Add Participant to Project |  |  |  | X | X |
| Search & View Reports (Remittance Advice/RCTI Reports for Projects)  |  |  |  | X | X |
| Submit & Edit Participant Outcome Form |  |  |  | X | X |