Completing prequalification

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.

Prequalification is made up of 3 areas:

- Skills
- Induction
- Policies

Before you start the prequalification process make sure:

- You are on a desktop or laptop rather than a mobile device. It will be much easier!
- You have digital copies of your licenses and certificates, and you have saved them somewhere handy.

Step 1 – Skills

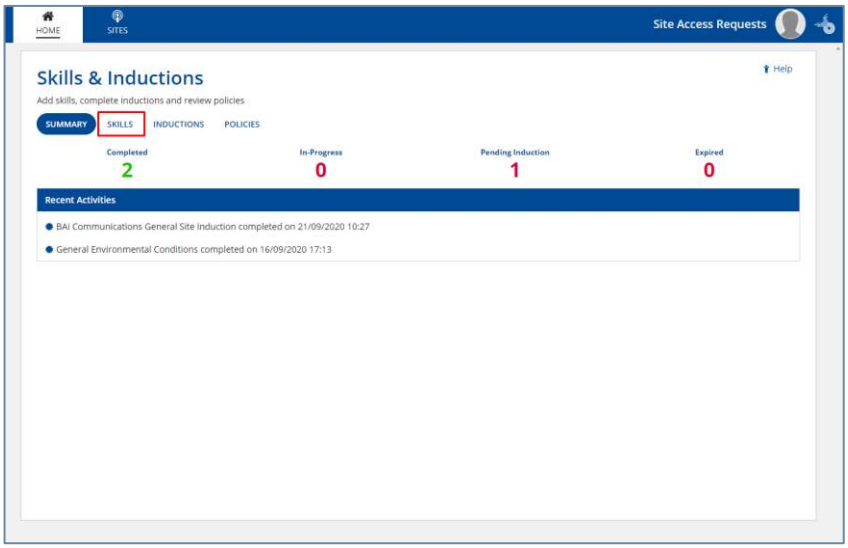
For certain work types, specific 'Skills' are required. Skills can be added to your profile by providing evidence such as certificates or licenses.

Customers, contractors, or FIMS can upload skills for review. Once sighted by our Site Access Team you are then prequalified to complete the associated work type.

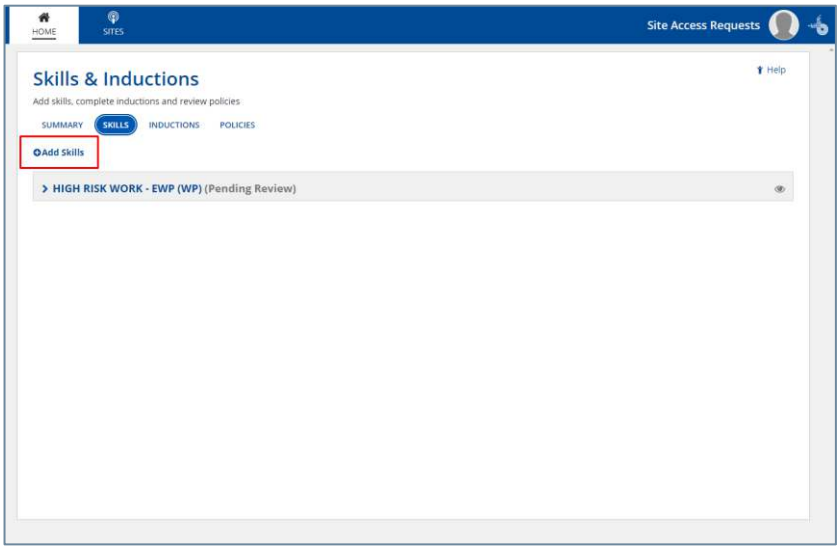
Note: For BAI Communications employees, skills are managed through Learn Central and do not need to be uploaded into the Site Access Application. Please ensure your certificates and qualifications are up-to-date in Learn Central.

To upload a skill:

- Go to My Skills and Inductions and then Skills.

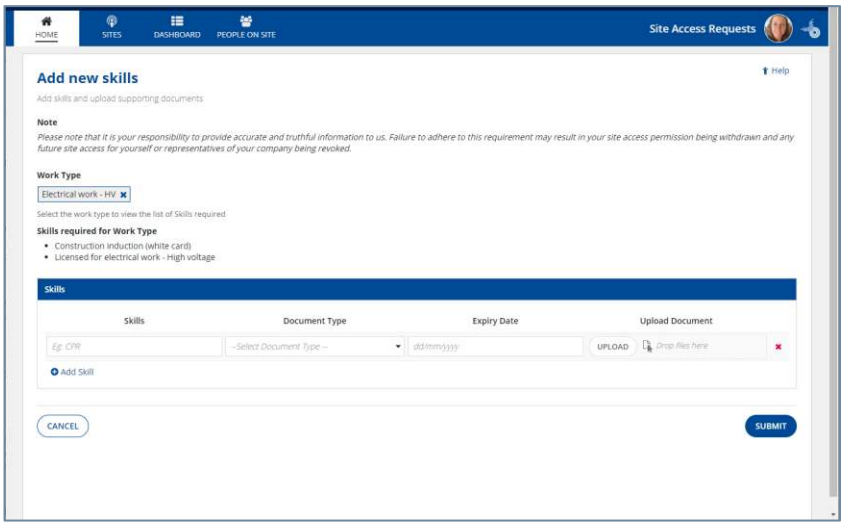


- Select **Add Skills**.



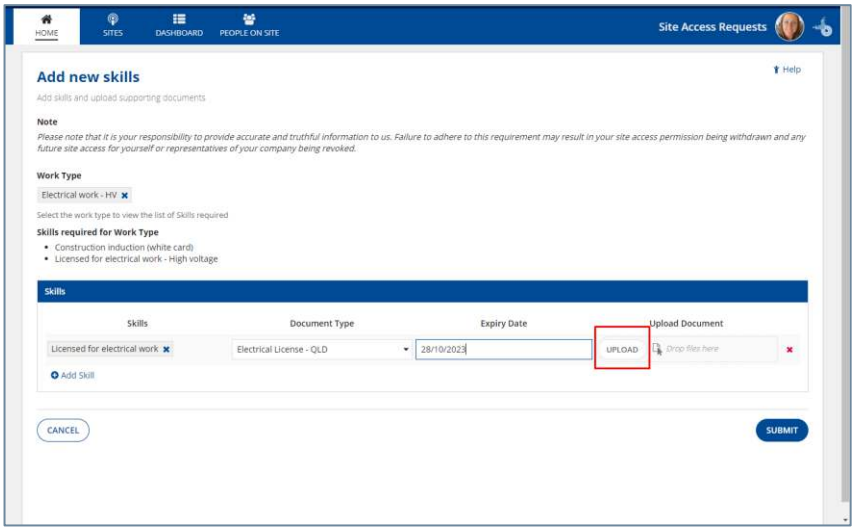
- To understand what skills are required for the work you intend to complete, search in the **Work Type** box and select the work type from the list. The required skills will be listed below.

Note: for a full list of Work Types and their associated Skills see the Work Type Required Skills Matrix available on the BAI Communications website and on the **Help** tile in the application.

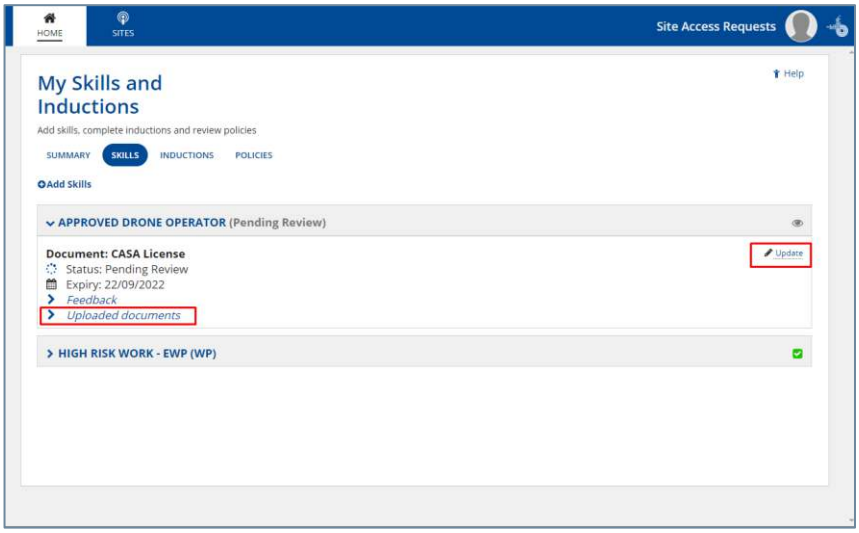


- Select the appropriate skill from the **Skills** drop down box.
- Select the type of document you are going to provide as evidence.
- Enter an expiry date for the document you are providing.
- **Note:** If your license or certificate does not have an expiry date (for example a white card) please enter an expiry date of 10 years in the future.

- Select **Upload** to upload your supporting documentation from your computer.



- Select **Submit** and confirm **Yes**.
- Once submitted, the skill will be listed under your list of skills with a status of **Pending Review**. From here you can review the documents you have provided or edit the skill you have submitted if required.



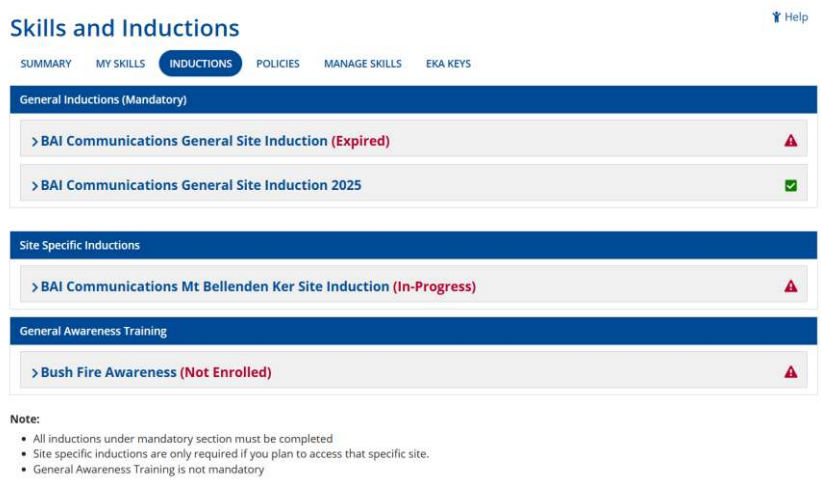
- Once the skill has been sighted by the Site Access Team it will show as **Approved**.

You will receive email notifications each time the status of your skill changes.

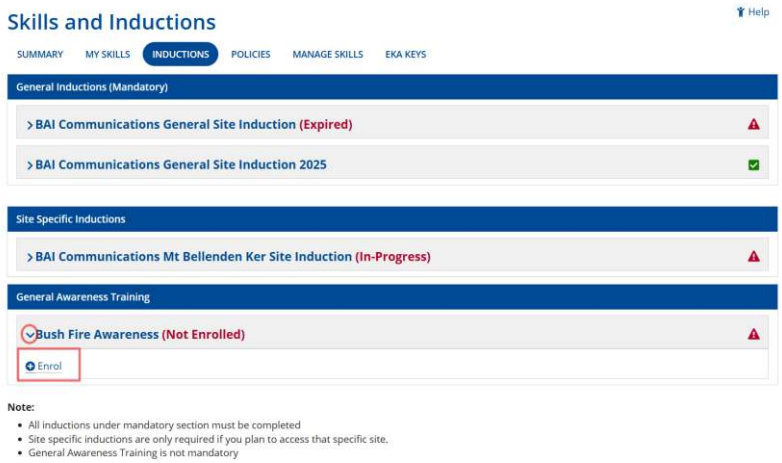
Step 2 - Induction

Completion of the general site induction is mandatory for everyone who is visiting a site. In some cases, Inductions for specific sites may also be required.

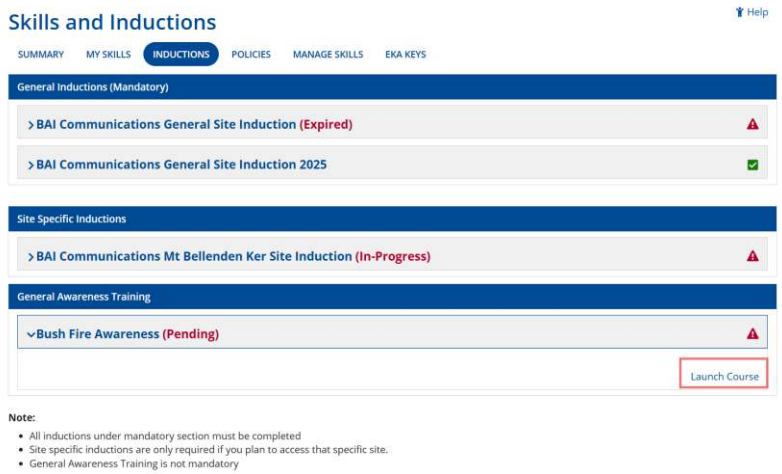
- Go to **My Skills and Inductions** and then **Inductions** to review your required inductions.



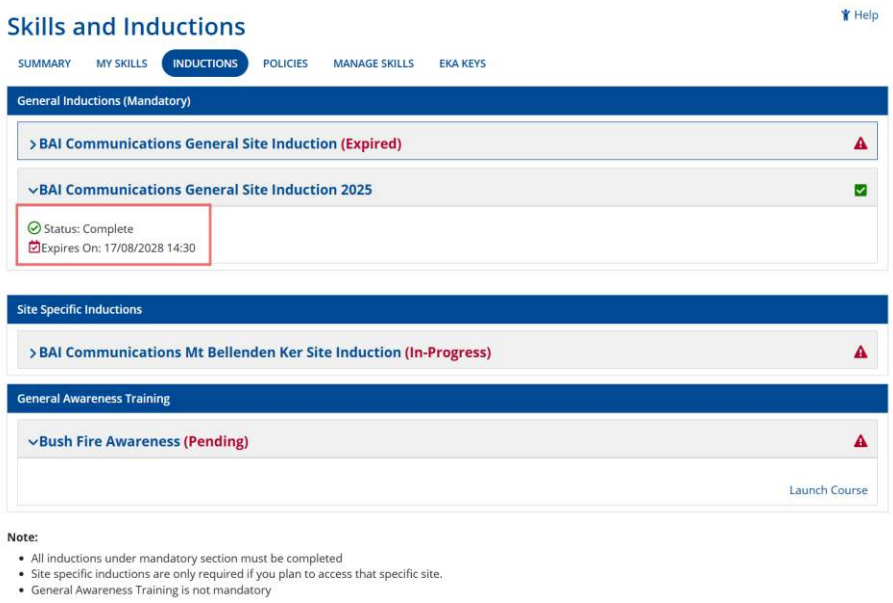
- For each required induction (it is likely that you will only have one), click on arrow to the left to expand the item in the list and select Enrol. The only mandatory induction is currently the General Site Induction 2025. Note that the previous General Site Induction is no longer valid after the existing term expires.



- Wait for the blue progress bar to move across the top of the screen. Once enrolled, select Launch Course to step through the induction information.



- The induction includes some questions that you are required to answer. The general site induction takes about 20 minutes to complete. Once you have completed the course it will have a status of **Complete.**



  - **Note:** site specific inductions such as the Mt Bellenden Ker induction, are only required if you will be attending that specific site.

  - **Bush Fire Awareness** training is currently not a mandatory required item. It is, however, **strongly recommended** if you will be attending a site in bush fire at risk areas, particularly in the peak fire season.

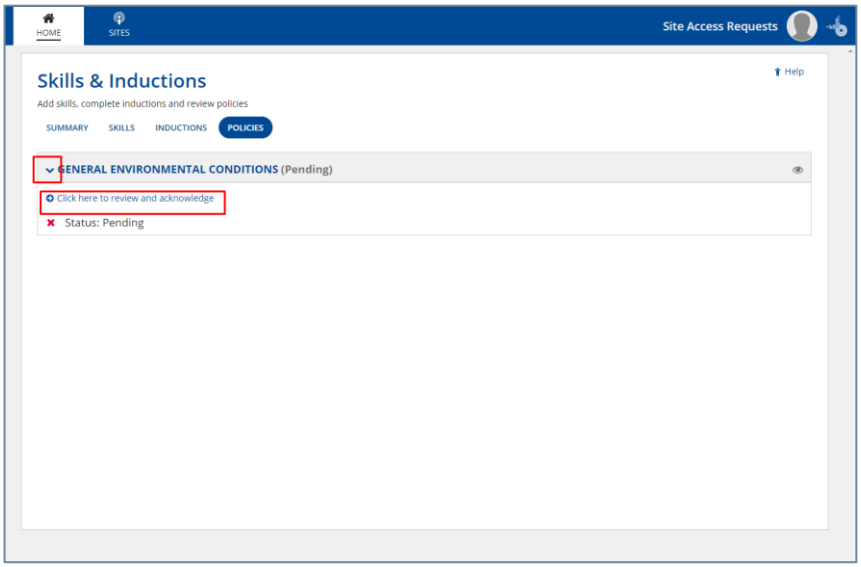
Step 3 – Policies

Part of the prequalification process requires you to review and acknowledge policies that have been flagged for your attention.

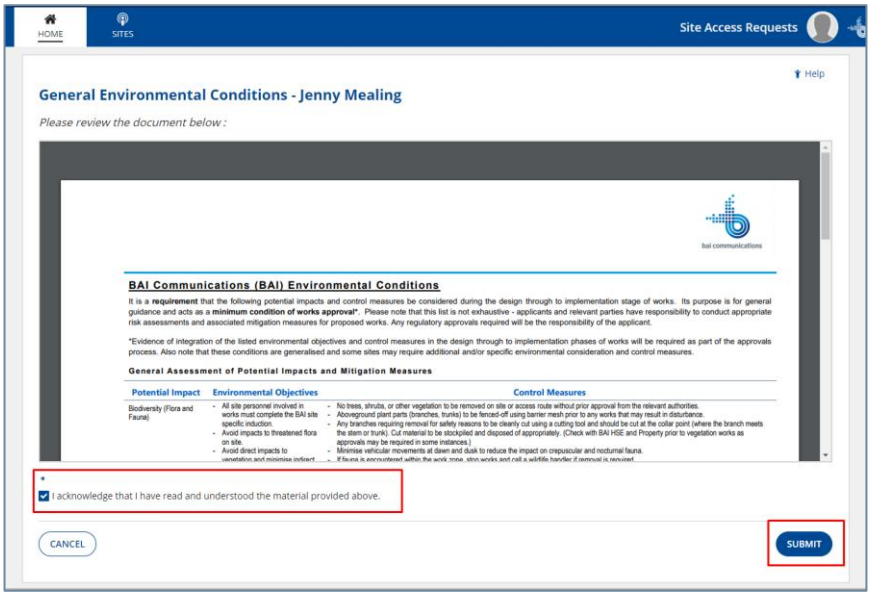
To acknowledge your policies:

- Go to **My Skills and Inductions** and then **Policies**.
- All policies will be listed here. Expand the policy to review its status.
- Policies that require review have a status of **Pending**.

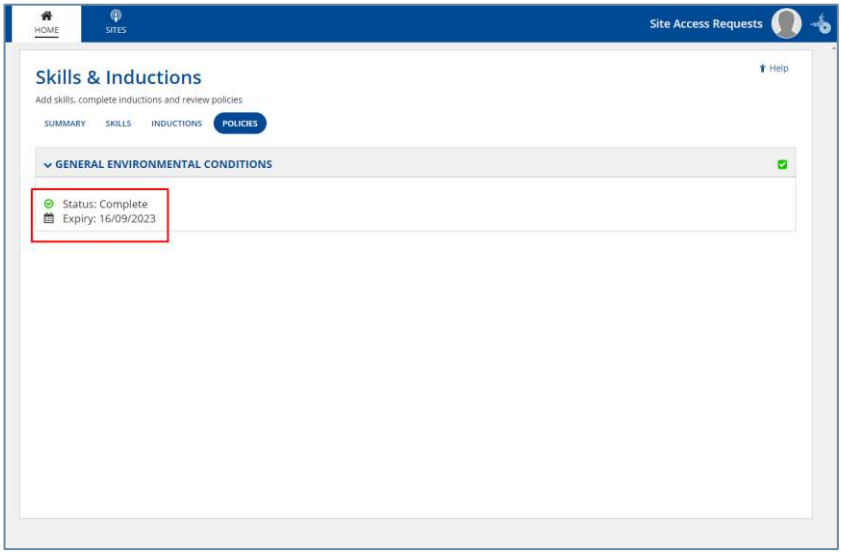
- Select **Click here to review and acknowledge**.



- Read through the policy then tick **I acknowledge that I have read and understood the induction material provided above**.
- Select **Submit**.



- Once reviewed, the policy will be listed with a status of **Complete.**



You have now completed the prequalification process.

Tips and Additional Information

- The general site induction is new and supersedes any previous inductions.
- You will receive email notifications to keep you updated on the status of your skills.
- Uploaded documents are accepted in the following formats - pdf, txt, doc, docx, xls, xlsx, jpeg, png, jpg, dwg.
- If a new policy is uploaded for your review you will receive an email notification.
- The standard expiry for a policy you have reviewed is 3 years. You will be reminded via an email notification if you are required to refresh your understanding of the policy.