

Skills and Employment Portal Access Request

Request Type (select one)

- ☐ New Access Request – complete all sections
- ☐ Vary Access Request – complete all sections
- ☐ Deactivation Request – complete sections 1, 2 & 5

SECTION 1: Organisation Details

Legal name:	
Trading name:	
Telephone:	Email:
Organisation Category	RTO Code (as per training.gov.au)
<input type="checkbox"/> RTO	
<input type="checkbox"/> Proponent (Non-RTO)	n/a
<input type="checkbox"/> TAFE SA	41026

SECTION 2: Applicant Details

Title (Mr/Mrs/Miss/Ms):	First name:	Surname:
Work/Business Email:		

SECTION 3: Access Level Required (refer to User Role Matrix below for further information)

<input type="checkbox"/> RTO Primary Contact	
<input type="checkbox"/> RTO Contact	
<input type="checkbox"/> RTO View	
<input type="checkbox"/> Proponent - Projects	<i>This will enable your users to view Remittance Advice/RCTI Reports for Projects (e.g. Skill Shortage Solutions or Equipment and Capital Grants). If your organisation is an RTO delivering Projects, please request dual access roles (Proponent & RTO Primary Contact).</i>

SECTION 4: 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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Signature of applicant:	
Print name:	Date: / /

SECTION 5: Account Authorisation

As 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.	<input type="checkbox"/>
Signed:	
Print name:	
Position title:	Date: / /

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

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