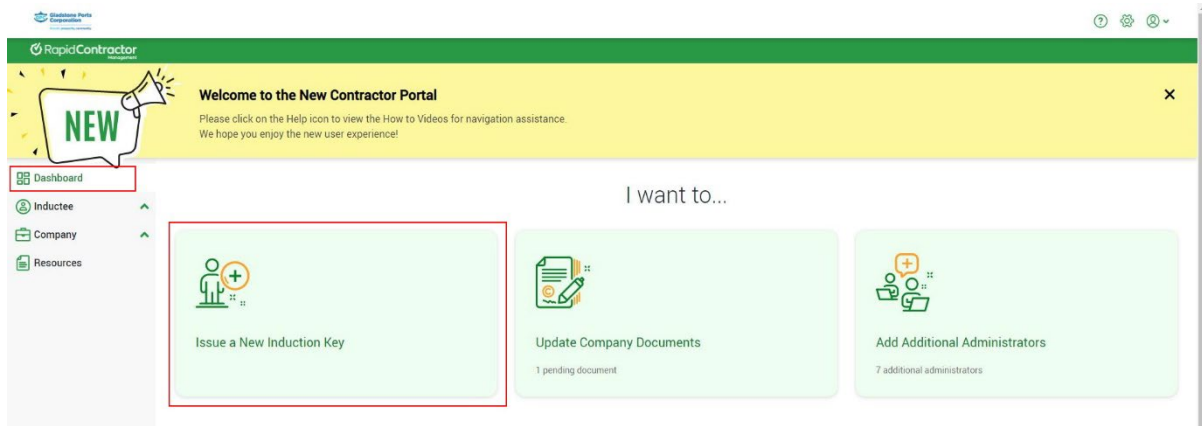
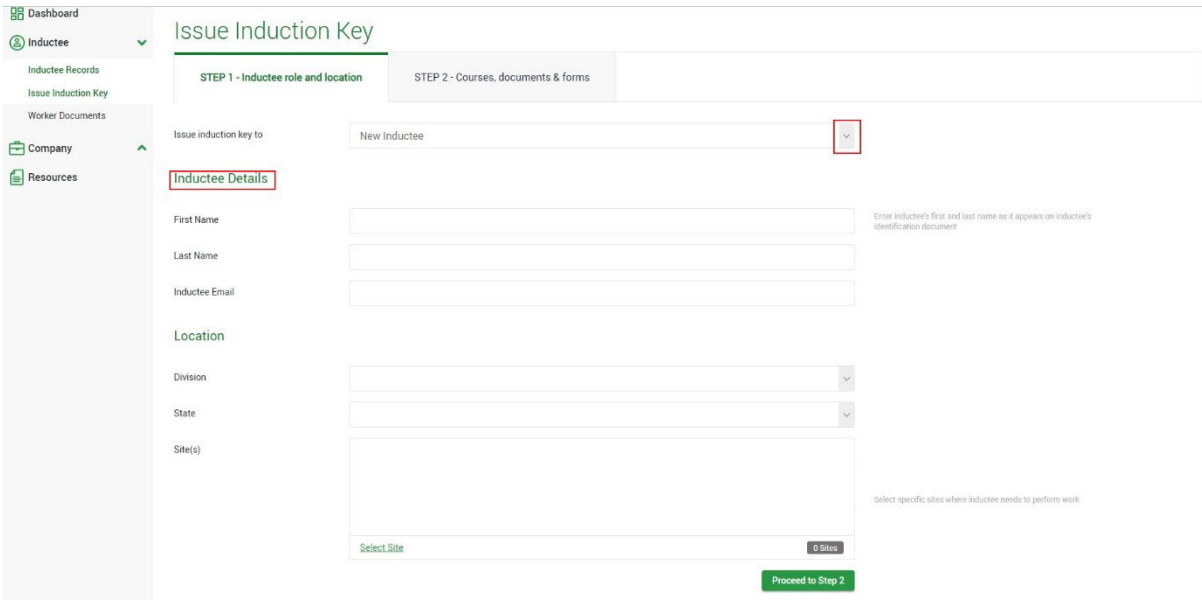


How to issue induction keys

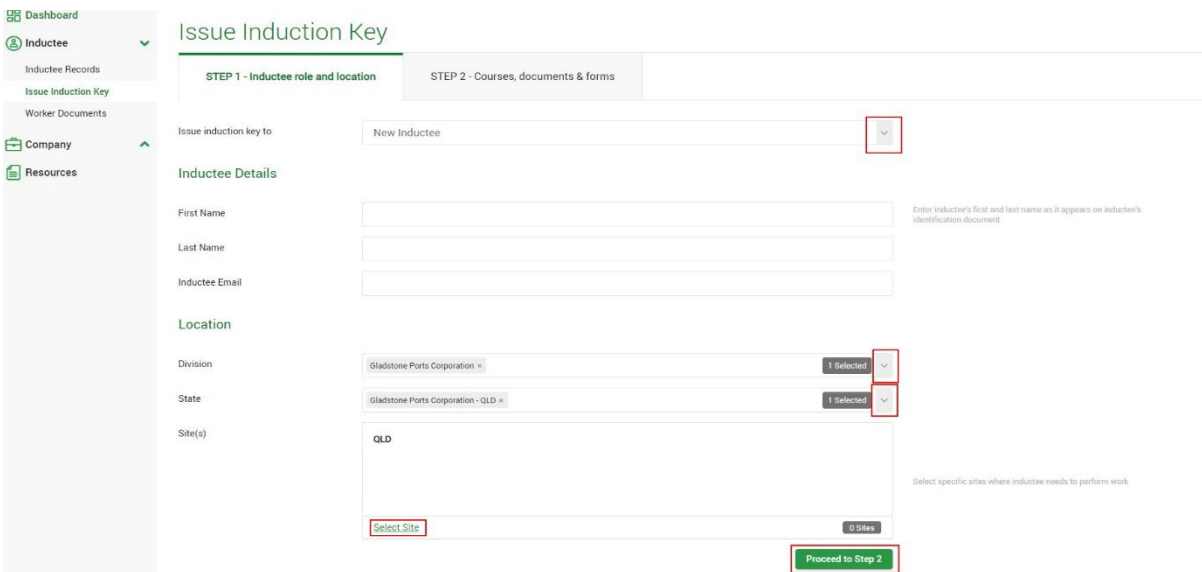
1. Log in to rapid global [MyRapid Portal - Rapid Global](#)
2. On your dashboard, click on the issue induction key tab



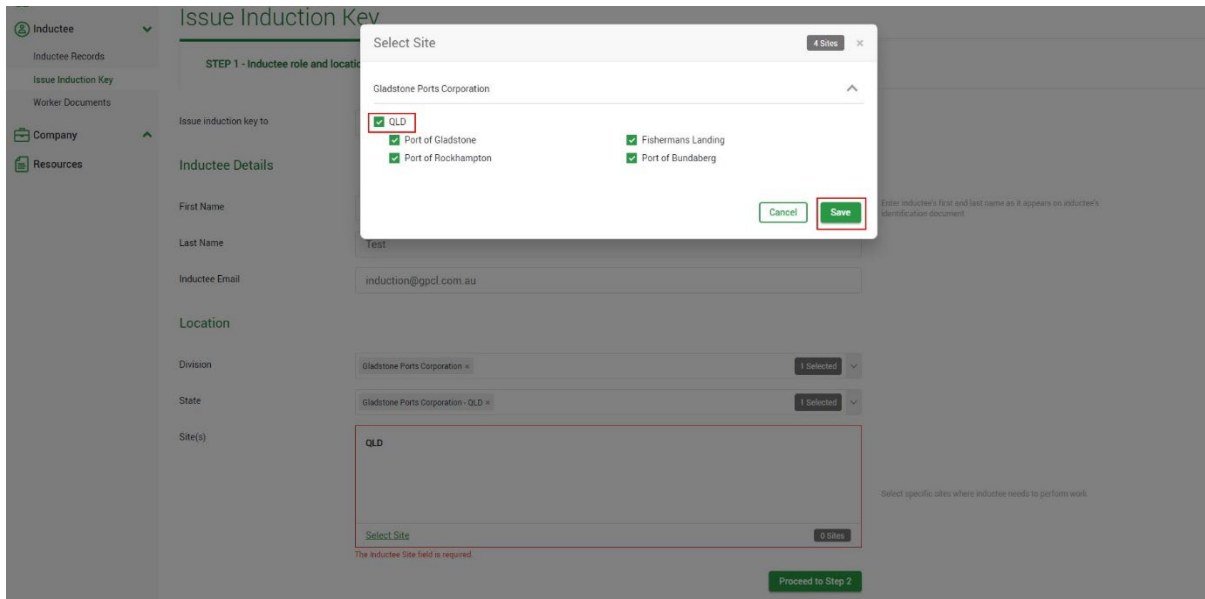
3. Select the option new inductee from the drop down box on 'Issue induction key to'
4. Populate the inductee name and email address fields with the relevant details.



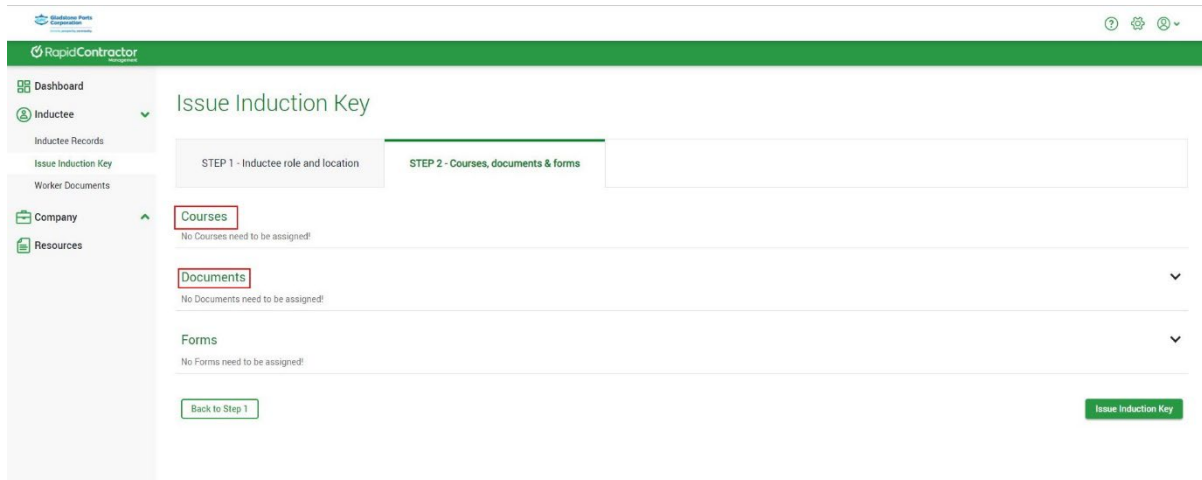
5. Location Details to be populated as per below.



- Click on 'Select Sites' and the below pop up will appear, select QLD option and then 'save'. Once done you can select 'proceed to step 2'

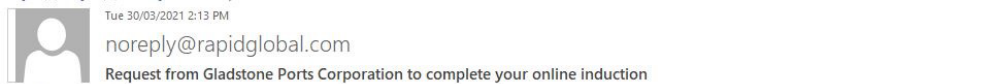


- Once you have hit 'proceed to step 2' the below screen will show with a summary of what will be assigned to the inductee. Courses will show the contractor induction and Documents will show Photo for Site ID and Driver Licence/Photo Identification – these are the 2x mandatory documents to be uploaded for inductees.




- Click on 'issue induction key' and you will then see a confirmation of the induction key being sent to the inductee.

9. The inductee will then receive an automatic email similar to the below and must follow the prompts to log in and complete the online induction.



Tue 30/03/2021 2:13 PM
noreply@rapidglobal.com
Request from Gladstone Ports Corporation to complete your online induction

To

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items

Dear

You have been requested by Gladstone Ports Corporation to complete the course(s) listed below.

To complete the course(s), please use the link below to log in or to create your MyRapid account:
<https://my.rapidglobal.com/Web/Account/LogOn/1110>

Your Induction Key is:

These induction keys are unique and are valid for single use only. It is a requirement of Gladstone Ports Corporation that you do not allow any other persons to access the system using this induction key.

Not registered with MyRapid?
Enter your individual email/mobile to create your MyRapid account. You will be asked to enter the above Induction Key as part of the registration process.

Already registered with MyRapid?
Once logged in to your MyRapid account, please click on Rapid Induct and add the above Induction Key using the Add Induction Key button (if not already added).

There is a requirement to supply either a drivers licence or photo identification. Please note that the photo identification must be signed, i.e. passport or 18+ card.

You are required to also supply a head-shot photograph. The photograph will need to conform to the following standards:

- JPEG **passport** quality photo
- Must be taken in front of a white background only
- Inductee shall have no sunglasses or hats on for the photo.

If you have any questions in relation to the photo required, please contact the GPC Induction Office on 4976 1350.

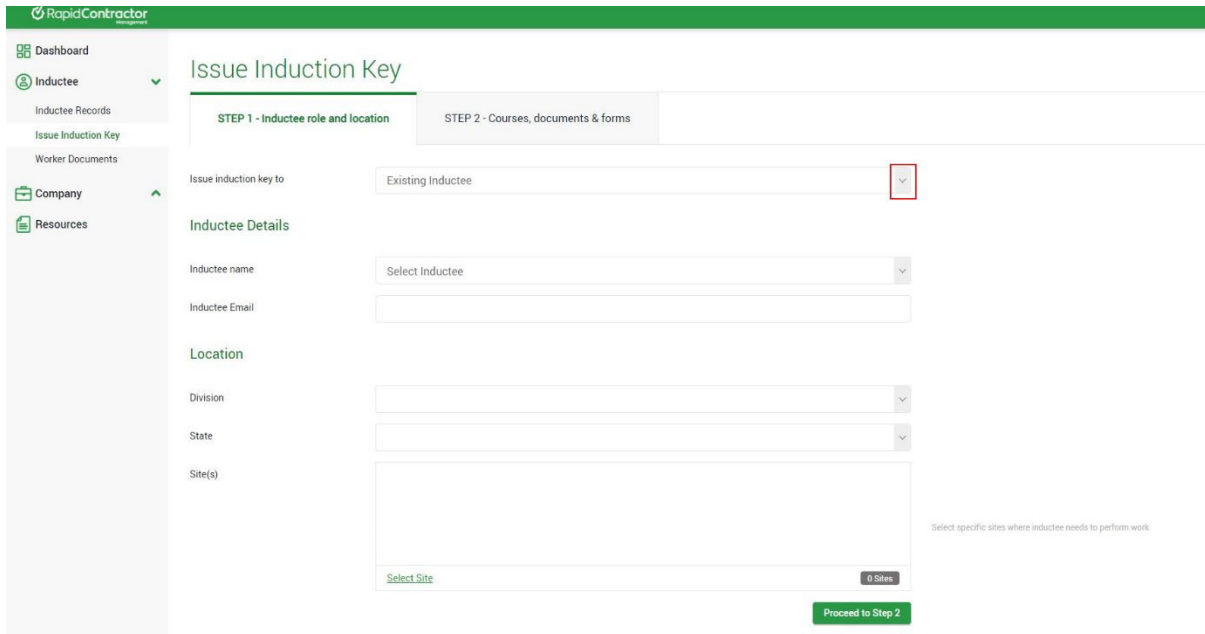
You must also supply copies of any relevant licences/permits for work which will be performed on GPC sites. These can be selected from the drop down list on the document/forms tabs on your training homepage.

Should you have any questions regarding this induction please contact Gladstone Ports Corporation.

Thank you and enjoy your courses.

How to resend induction keys

1. Follow steps 1-3 in the 'How to send induction keys' steps but select 'existing inductee'



Issue Induction Key

STEP 1 - Inductee role and location | STEP 2 - Courses, documents & forms

Issue induction key to: Existing Inductee

Inductee Details

Inductee name: Select Inductee

Inductee Email:

Location

Division:

State:

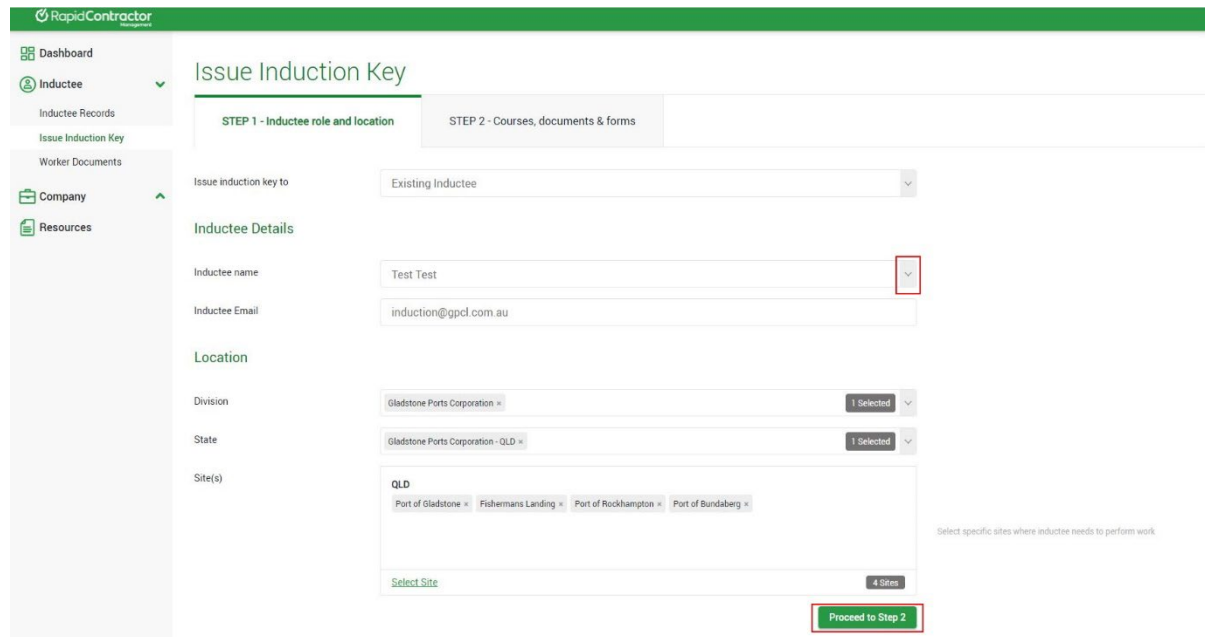
Site(s):

Select specific sites where inductee needs to perform work

Select Site | 0 Sites

Proceed to Step 2

2. Select the inductee from the drop down box and check all details are correct. Proceed to step 2.



Issue Induction Key

STEP 1 - Inductee role and location | STEP 2 - Courses, documents & forms

Issue induction key to: Existing Inductee

Inductee Details

Inductee name: Test Test

Inductee Email: induction@gpcl.com.au

Location

Division: Gladstone Ports Corporation (1 Selected)

State: Gladstone Ports Corporation - QLD (1 Selected)

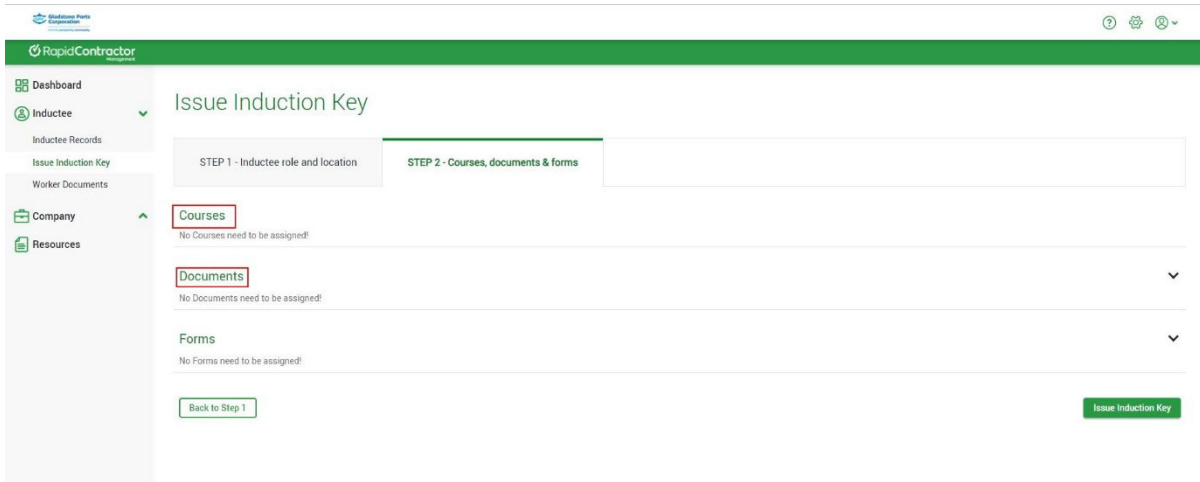
Site(s): QLD
 Port of Gladstone | Fishermans Landing | Port of Rockhampton | Port of Bundaberg

Select specific sites where inductee needs to perform work

Select Site | 4 Sites

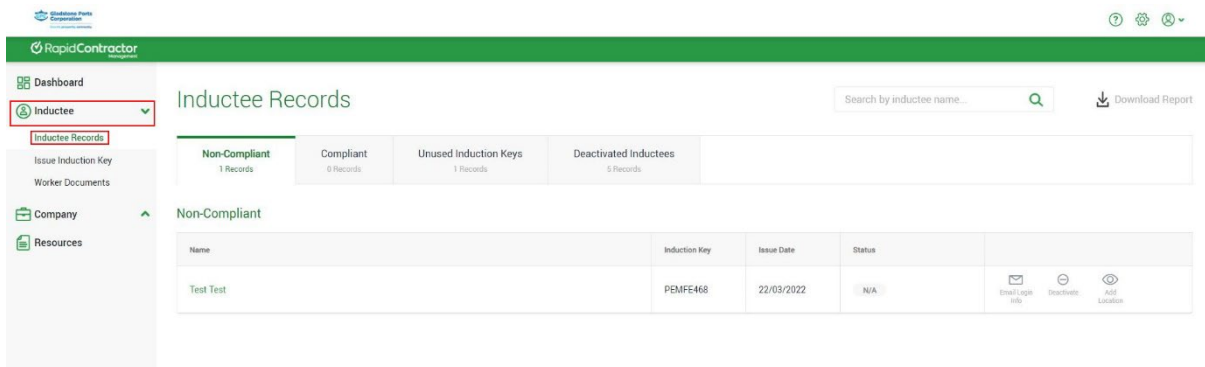
Proceed to Step 2

- Once you have hit 'proceed to step 2' the below screen will show with a summary of what will be assigned to the inductee. Courses will show the contractor induction and Documents will show Photo for Site ID and Driver Licence/Photo Identification – these are the 2x mandatory documents to be uploaded for inductees.



Inductee records

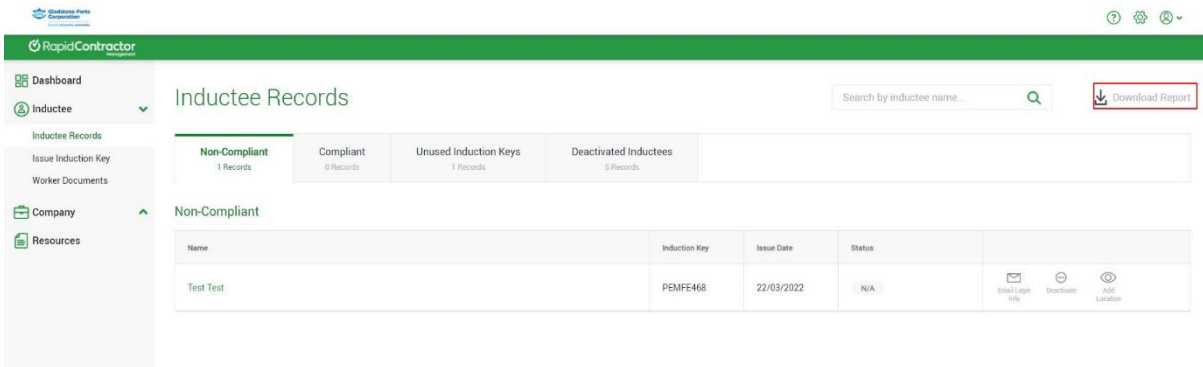
- To view your inductees that already exist in the system, click on the 'inductee' > 'inductee records' tab. This will allow you to view compliant, non-complaint, and deactivated inductees.



- Click into each header to see which inductees fall under each category.

Running report

1. To run a report click into 'inductee records' tab and then click 'download report'



2. This report will show you the status of each document/course against each inductee. The report will look something similar to the below.

| Company Name | Name | Email | Inductee Status | Personnel Type | Course Status | Gladstone Ports Corporation | Drivers Licence/Photo Ident | Photo for Site ID Card |
|-------------------------------------|------|-------|-----------------|---------------------------------|---------------|-----------------------------|-----------------------------|------------------------|
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Completed | 8/01/2023 | To Verify | To Verify |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Emergency Services and Military | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Completed | | | To Verify |

3. The column titled 'Gladstone Ports Corporation' is the online induction. If there is a date in this column this will be the expiry date of the induction. If it states Pending it means the inductee has not started the induction.

| Company Name | Name | Email | Inductee Status | Personnel Type | Course Status | Gladstone ports Corporation | Drivers Licence/Photo Ident | Photo for Site ID Card |
|-------------------------------------|------|-------|-----------------|---------------------------------|---------------|-----------------------------|-----------------------------|------------------------|
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Completed | 8/01/2023 | To Verify | To Verify |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Emergency Services and Military | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Completed | | | To Verify |

4. The columns titled 'Drivers Licence/Photo Identification' and Photo for 'Site ID Card' are showing the status of the document uploaded in these fields.

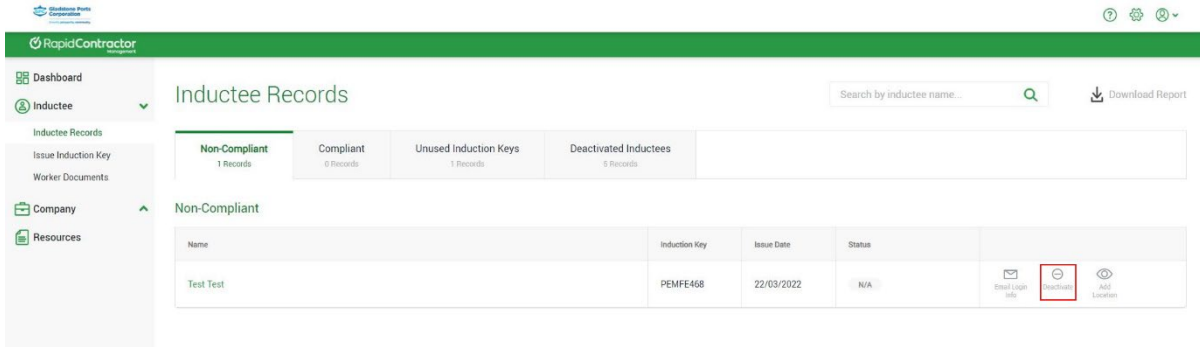
| * Columns A-F are frozen. | | | Inductee Status | Personnel Type | Course Status | Gladstone Ports Corporation | Drivers Licence/Photo Ident | Photo for Site ID Card |
|--|------|-------|-----------------|---------------------------------|---------------|-----------------------------|-----------------------------|------------------------|
| Company Name | Name | Email | | | | | | |
| Personnel type courses are shaded in blue. | | | | | | | | |
| External Trainina courses are shaded in Green. | | | | | | | | |
| Inductee documents shaded in Purple. | | | | | | | | |
| Forms shaded in Red. | | | | | | | | |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Completed | 8/01/2023 | To Verify | To Verify |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Emergency Services and Military | Pending | Pending | Pending | Pending |
| GLADSTONE PORTS CORPORATION LIMITED | | | Active | Contractor | Completed | | | To Verify |

Drivers licence/Photo Identification should be a clear copy of the front and back of an inductees driver licence or form of identification that has their photo and signature (eg: passport, proof of age card, ect)

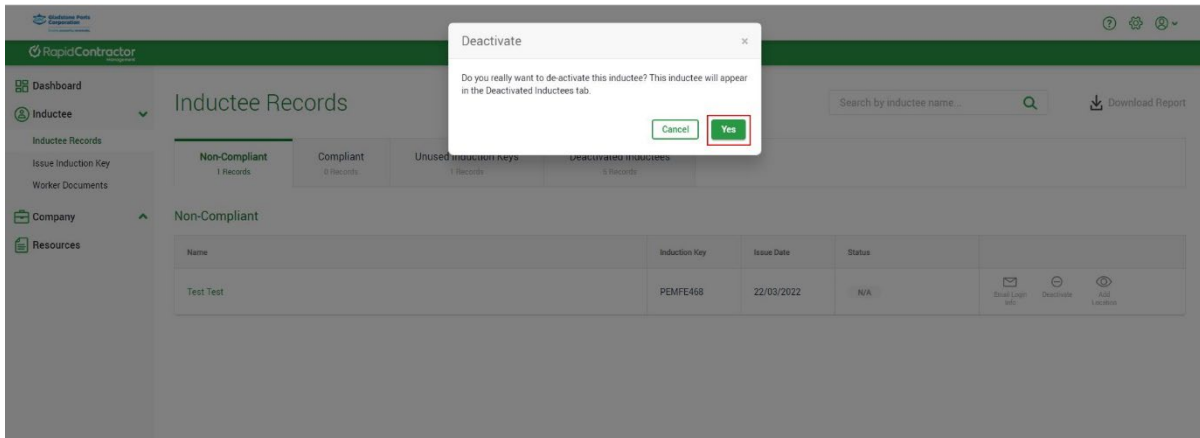
5. Photo for Site ID Card should be a clear JPG format photo of the inductee in front of a white/light background. These photos must not be a photo of a photo. The best way to describe it is a front on selfie without dark glasses/sunglasses or hats.
6. Quick rundown of each status type you may see in these reports.
- Date:** the date will be the expiry date of the induction and/or document that was uploaded against the field the date comes under
 - Pending:** if pending is in the Gladstone Ports corporation column, this means the online induction has not been started and yet to be completed
If this status is showing under any other column such as photo for site ID card, this means the inductee has not yet uploaded the document that has been requested.
 - To verify:** this will only appear under a column that requires a document to be uploaded by the inductee. This status means a document has been uploaded but the GPC Representative is yet to verify it
 - Not yet competent:** this will appear under the 'Gladstone Ports Corporation' column, this means the inductee has attempted the induction but has not achieved the 85% or above rate to be marked as competent. The inductee must complete the induction again and score above said percentage to pass the induction.
 - Compliant:** this will appear under all columns within the report once the GPC Representative has authorised and verified all documentation relevant to the inductee.
 - Not used:** this means that the inductee has not yet logged into the system with their induction key
 - Requested:** this means that the GPC Rep has requested further documentation from the inductee such as a trade certificate, high risk work licence, working at heights, etc.
 - Rejected:** this will appear when a document does not meet the requirements set. This mainly appears under the photo for site ID card, usually when an inductee uploads a picture with a hat on, or facing away from the camera, etc.
 - Expired:** this appears when the document it is corresponding to has expired and the inductee is required to upload the renewed document.

Deactivating Inductees

1. Rapid Global is a live system, if an inductee leaves your company please deactivate their profile so that we can disable their site access cards. We receive a report once inductees have been deactivated.
2. Click into 'inductee records' and choose the relevant tab the inductee you are looking for is under.
3. Choose the inductee you are looking to deactivate and click 'deactivate' against their name

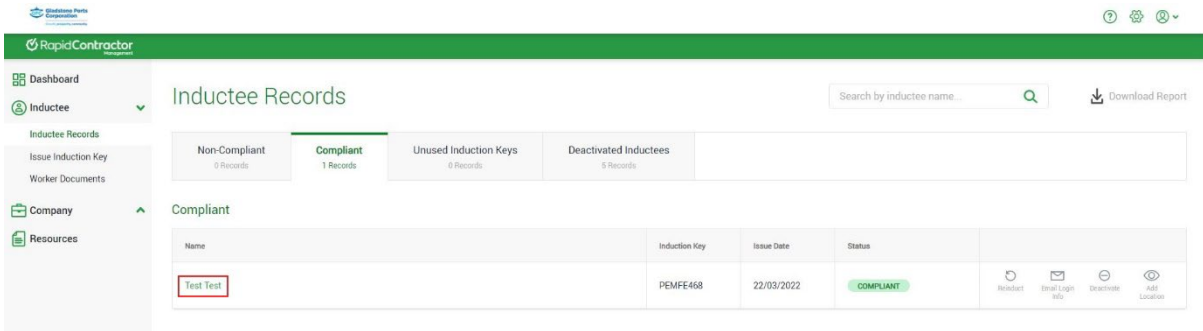


4. A pop-up will then appear, click 'yes' and this will then deactivate the inductee.

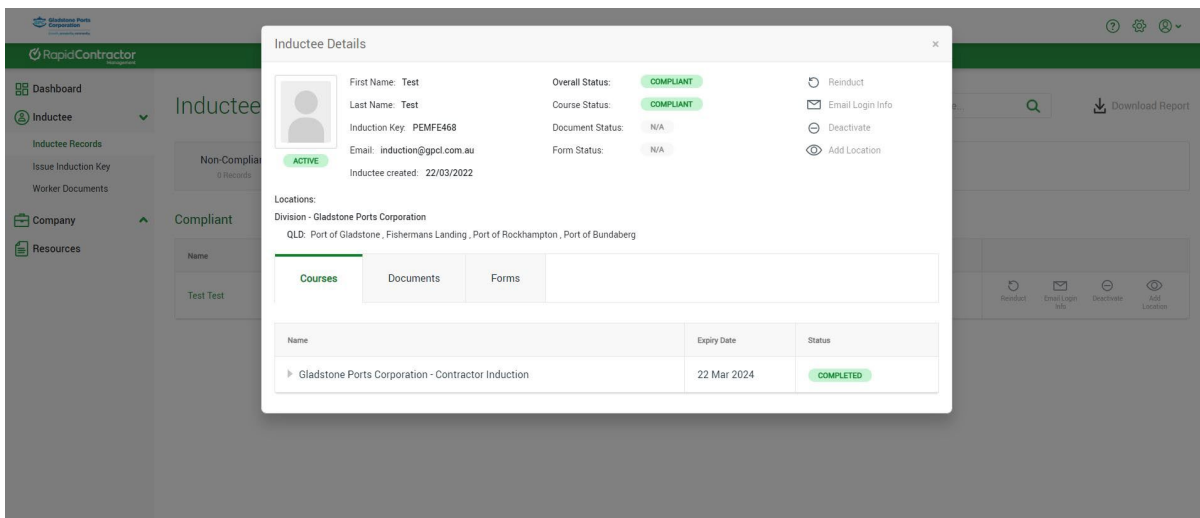



Viewing course certificates

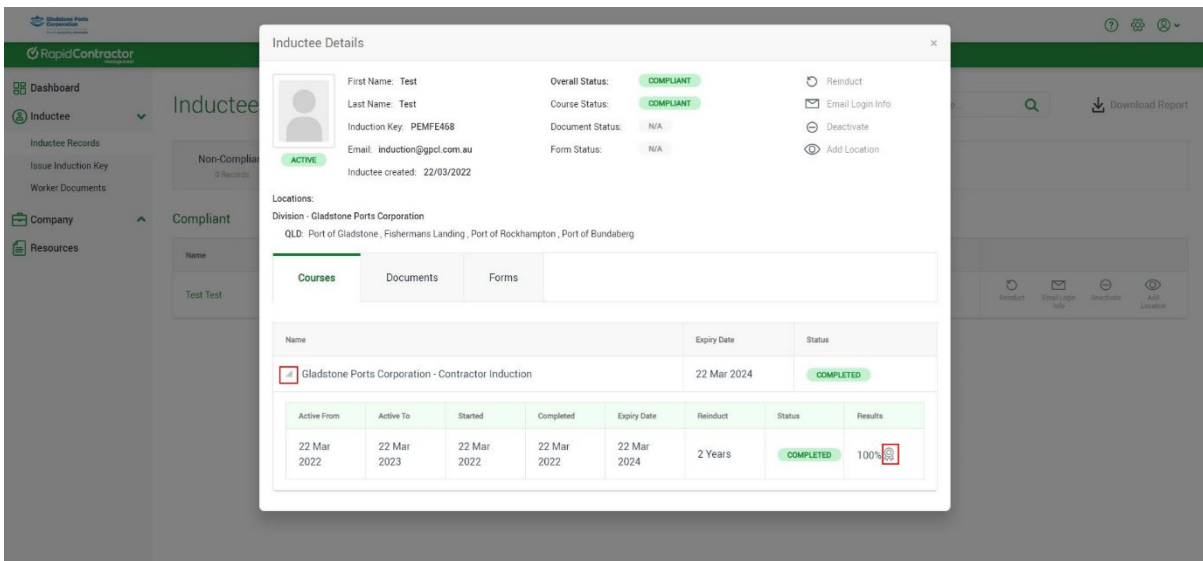
1. Should it be required, you can view an inductee’s completion certificate at any time.
2. Click into ‘inductee records’ and ‘compliant’. Click on the inductee’s name you are looking to view certificate for.



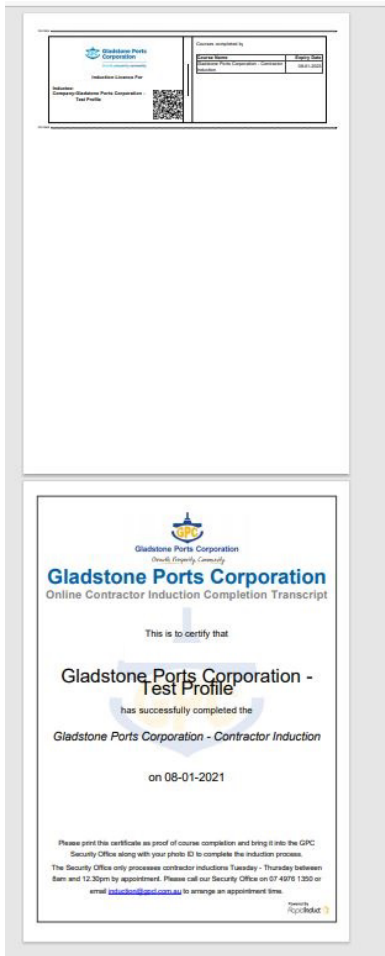
3. The below pop up will appear, this is essentially the inductee’s profile.



4. To view the certificate click the arrow and then the  button.

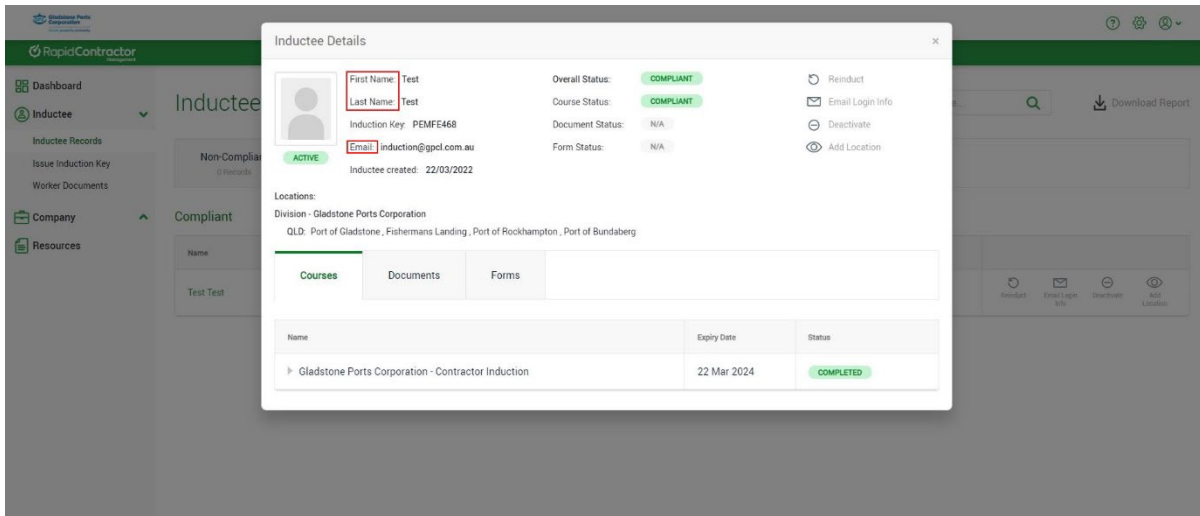


- The completion certificate will look like the below. You can print and file should it be necessary. This is mainly for your internal records.



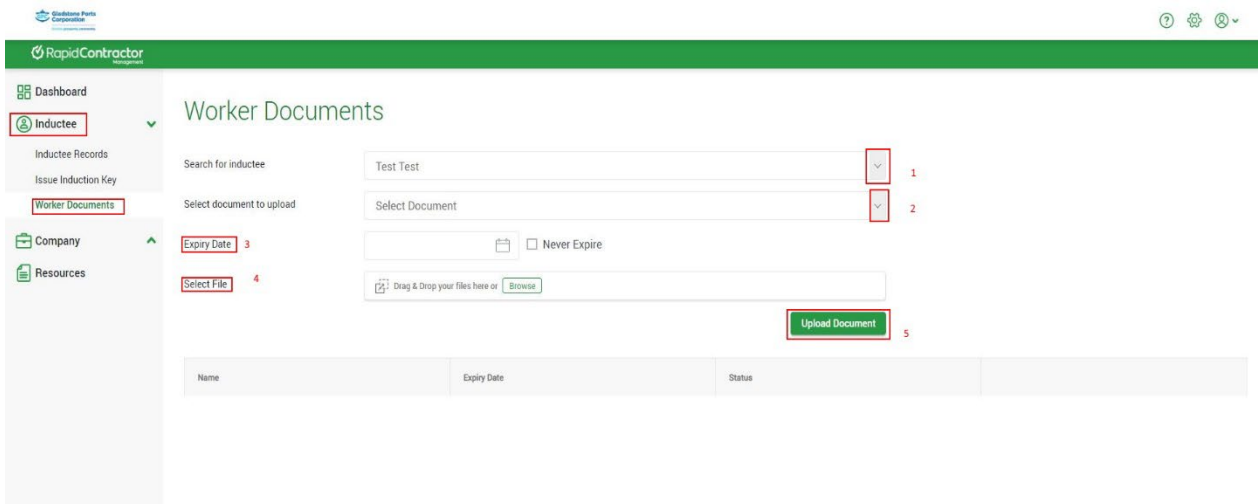
Edit inductee

1. You can edit the inductee’s details should their details change, for example their email address.
2. Click ‘inductee records’ and then choose the relevant inductee to bring up their profile. You can then click on their email address or name and it will allow you to change these details.



How to upload documents for inductee – individual inductee

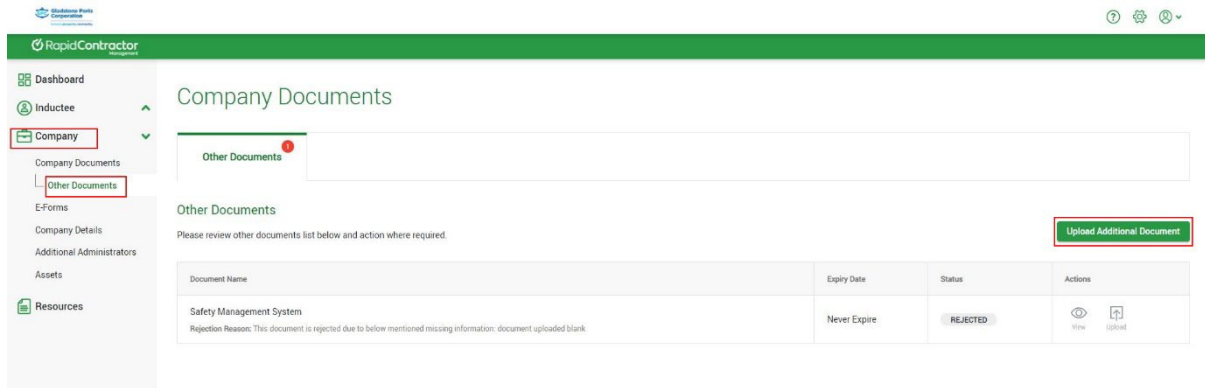
1. If required you can assist your inductees in uploading their mandatory documentation (driver licence/photo identification and photo for site ID card). Click into ‘inductee’ tab and then select ‘worker documents’



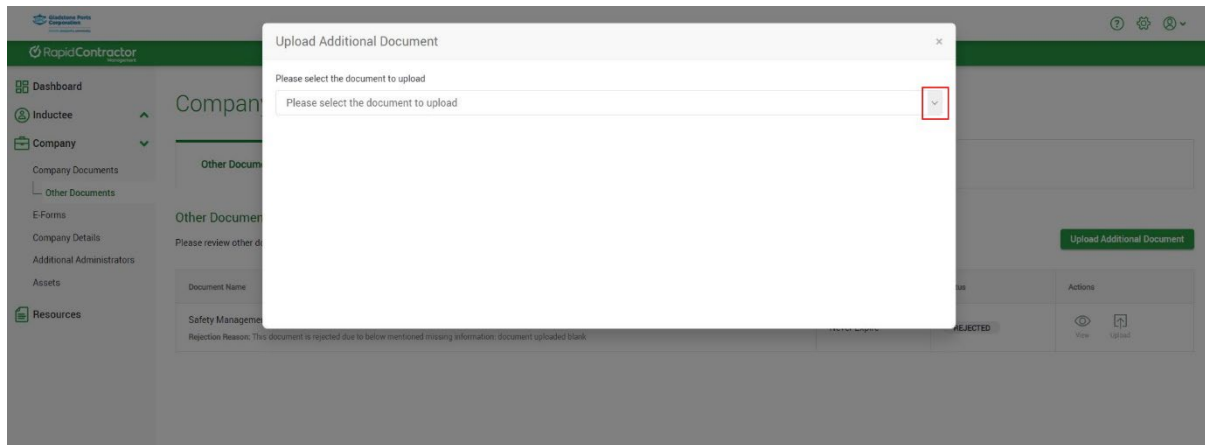
2. Referring to 1 in snippet. Inductee name, select the relevant inductee you are uploading documents for.
3. Referring to 2 in snippet. Select the type of document you want to upload for the inductee
4. Referring to 3 in the snippet. Enter the expiry date of the particular document, there is an option to choose ‘Never Expire’ for documents such as trade certificates, photo for site ID card, white construction card, etc. Please note that the expiry date must not be expired, the system will not allow you to continue.
5. Referring to 4 in the snippet. Upload the relevant file within your file explorer.
6. Referring to 5 in the snippet. Hit ‘Upload document’ button; this will upload the document against the relevant inductee’s profile.

Other documents – company documents

1. Within the 'Company' tab this will show you any documents that have been uploaded against the company profile. This may include liabilities, insurance policies, etc. If your company was not requested to upload anything in the registration process there will be no documents to view.



2. Should your GPC Representative request any additional company documentation, click 'other documents' and 'upload additional documents' as per above snippet
3. A pop up will appear with a drop down box, from the options select the document which was requested to be uploaded. Follow the prompts to upload the document once you have selected which document is required to be uploaded.



Vehicle registration

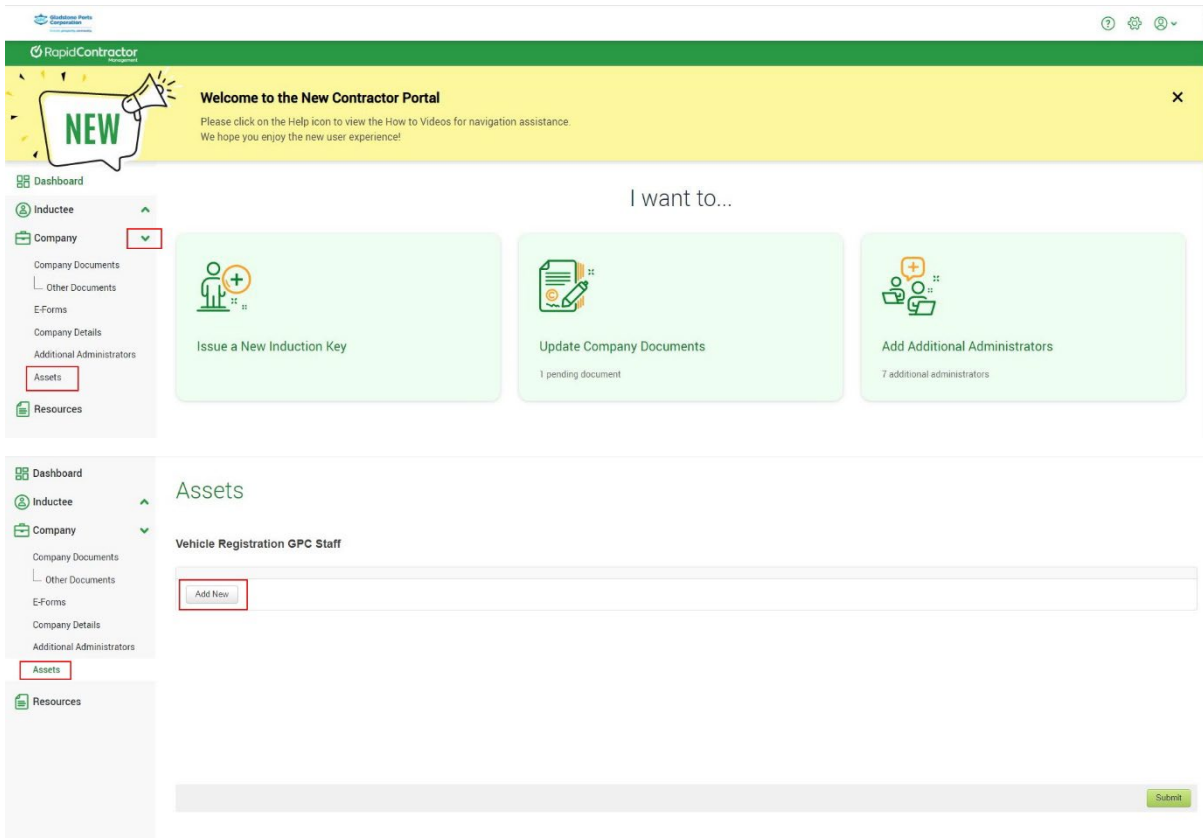
1. During the registration process you will have the option to add any vehicle registrations into the system. Select 'add new' for each registration certificate required to be uploaded.

Vehicle Registration

| Vehicle Make | Vehicle Model | Vehicle Year | Vehicle Colour | Rego # | Rego Expiry Date | Vehicle Registration Certificate |
|--|---------------|--------------|----------------|--------|------------------|----------------------------------|
| <input type="button" value="Add New"/> | | | | | | |

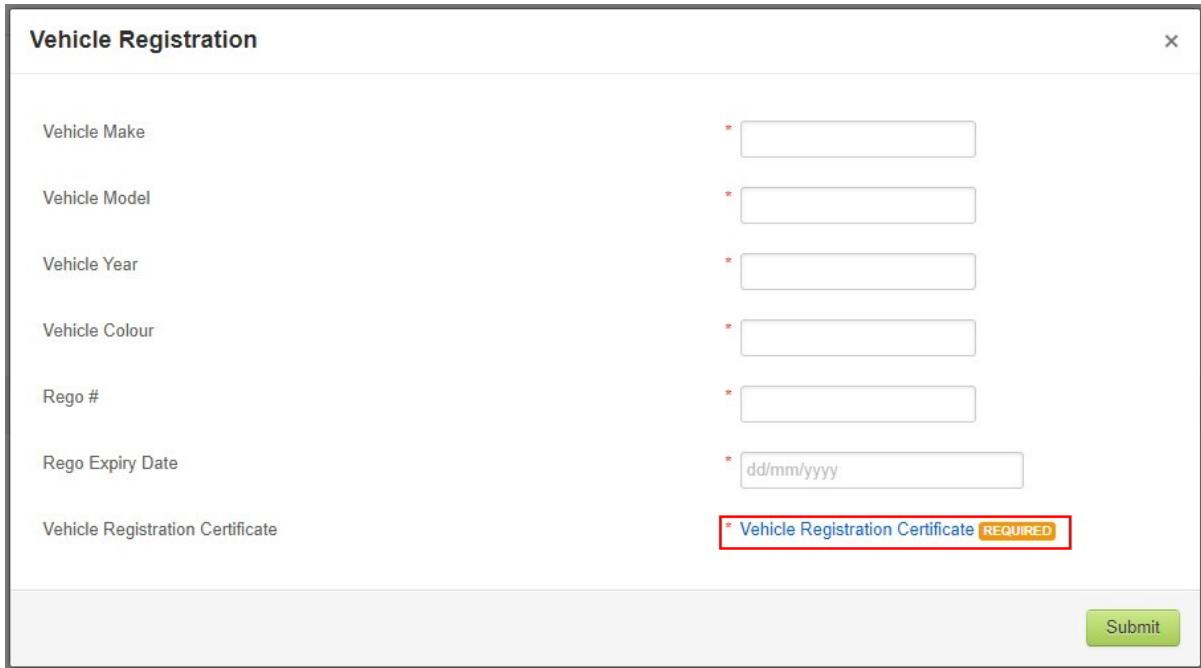
* Denotes mandatory field

2. You can also upload vehicle registration certificates at any time should your company require a new vehicle on site. You find this under 'company' click on 'assets' and 'add new'



The screenshot shows the Rapid Contractor portal interface. At the top, there is a yellow banner with a 'NEW' callout and a welcome message. Below this is a navigation menu on the left with options like Dashboard, Inductee, Company, Assets, and Resources. The 'Assets' menu item is highlighted. The main content area shows 'I want to...' with three cards: 'Issue a New Induction Key', 'Update Company Documents', and 'Add Additional Administrators'. Below this, the 'Assets' section is active, showing 'Vehicle Registration GPC Staff' with an 'Add New' button highlighted in a red box. A 'Submit' button is visible at the bottom right of the form area.

3. A pop up window will appear, this is where you populate the vehicle information. Once populated click on vehicle registration certificate.



Vehicle Registration

Vehicle Make *

Vehicle Model *

Vehicle Year *

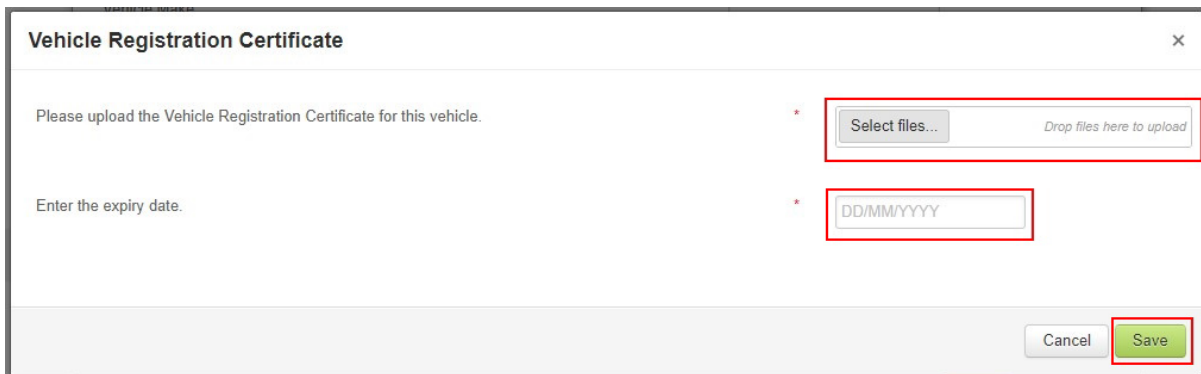
Vehicle Colour *

Rego # *

Rego Expiry Date *

Vehicle Registration Certificate * **Vehicle Registration Certificate REQUIRED**

- Another pop up window will appear to upload the vehicle registration certificate and add the registration expiry date. Hit 'save' once completed and then 'submit'. Follow these steps for each vehicle.



Vehicle Registration Certificate

Please upload the Vehicle Registration Certificate for this vehicle. * Drop files here to upload

Enter the expiry date. *

Please note: word documents are not compatible with rapid global, please ensure a PDF or JPEG format document has been uploaded. Vehicle registration renewal notices will not be accepted.

If your company does not receive vehicle registration certificates from the transport department, you can find the vehicle registration currency from the below links:

New South Wales

<https://www.service.nsw.gov.au/transaction/check-vehicle-registration>

Northern Territory

<https://nt.gov.au/driving/rego/check,-renew-or-transfer-your-registration/rego-check>

Queensland

<https://www.service.transport.qld.gov.au/checkrego/application/TermAndConditions.xhtml?windowId=cdd&swid=8540>

Tasmania

https://www.transport.tas.gov.au/registration/renew,_check_or_cancel/registration_status

Western Australia

https://online.transport.wa.gov.au/webExternal/registration/?jsessionid=hFey073kbYqNe3s2aXRnwwFWKB0zK KplS_dp6diEipSvCh-qGnjq!-655474311!-993486838?0

South Australia

<https://www.sa.gov.au/topics/driving-and-transport/registration/vehicle-registration/check-a-vehicles->

[registration-expiry-date](#)

Australian Capital Territory

<https://rego.act.gov.au/regoawicket/public/reg/FindRegistrationPage;jsessionid=F51BC48079AC95ED0D45C1AF890B7B99?0>

Victoria

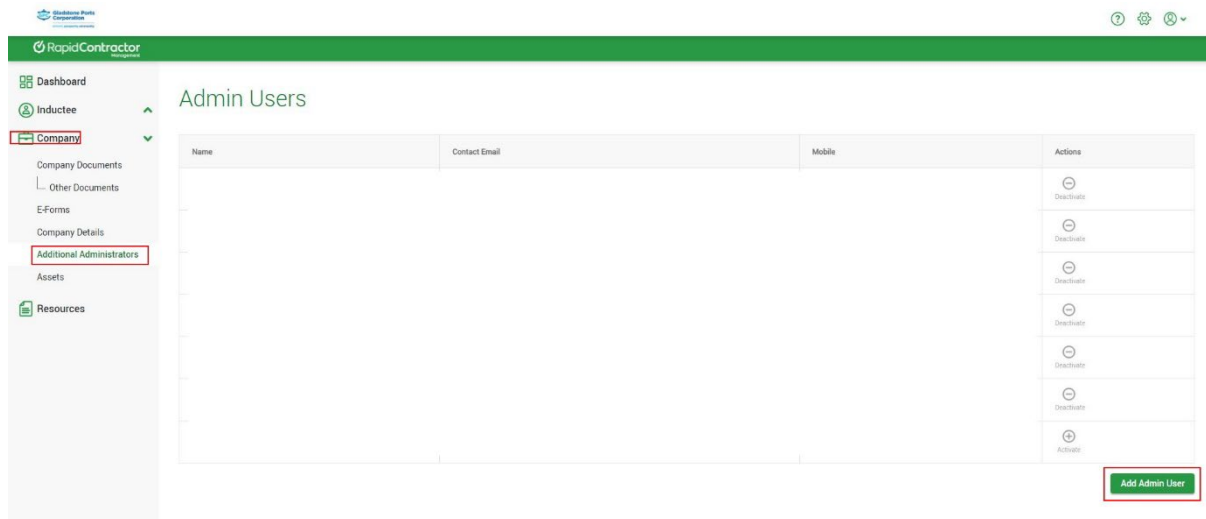
<https://www.vicroads.vic.gov.au/registration/buy-sell-or-transfer-a-vehicle/check-vehicle-registration/vehicle-registration-enquiry>

Company details – emails in this page is where correspondence is sent to

1. Within the company tab, under company details, this will provide the company information that was provided during the registration process. Please ensure that that these details are maintained and up to date.
2. The email addresses nominated against the company details are the email addresses that receive correspondence from Rapid Global.
Email: general correspondence
Compliance email: expiring company documentation correspondence
3. If your company changes ABN or company name, you must email support@rapidglobal.com with the below information and documentation to have this updated.
 - Your old ABN and/or company name
 - Your new ABN and/or company name
 - If possible, the legal document from the Australian Business Register showing the change of details has been processed by them

Add administrators

1. You have the ability to add as many company administrators as you like.
2. Under the ‘company’ tab you will find ‘additional administrators’. Click on this and then ‘add admin user’



3. A pop-up will appear to populate fields with relevant details. Populate the fields and click ‘save’. The new administrator will then receive an email to create their profile.
4. At any time you can remove an administrator from your company. In the ‘additional administrators’ tab you will see the deactivate option against each admin’s name, once deactivated you can also reactivate at any time.