



ESITO Web Portal Guide

**For Supervisors and Others Assigned the
Employer Administration Role**

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1. About the ESITO Web Portal

The ESITO Web Portal gives you access to your trainees' training records so you can easily monitor their progress.

You can also communicate with assessors, view assessment material, see what off-job training courses providers are running, register for ESITO events and change your contact details.

To use the web portal go to www.esito.org.nz and click on the **Login** tab as shown below.

Electricity Supply Industry Training Organisation

Home About Industry Training Qualifications Leadership Assessment & Moderation About Us **Login**

News

- [ESITO Update June 2011](#)
Tuesday, 14 June 2011
Web portal ready to roll out
- [CEO's Hotwire March 2011](#)
Thursday, 17 March 2011
- [CEO's Hotwire December 2010](#)
Friday, 17 December 2010
- [WattsCurrent? December 2010](#)
Monday, 13 December 2010
- [ESITO Update November 2010](#)
Friday, 19 November 2010

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- Career Options
- Getting into the Industry
- Career Advisors Information
- Career Pathways

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2. Functions You Can Use Without Logging in to the Web Portal

From the login page you can use the following functions without logging in to the web portal.

Menu tab: ESITO

- Event Registration
- Members List

Menu tab: Training

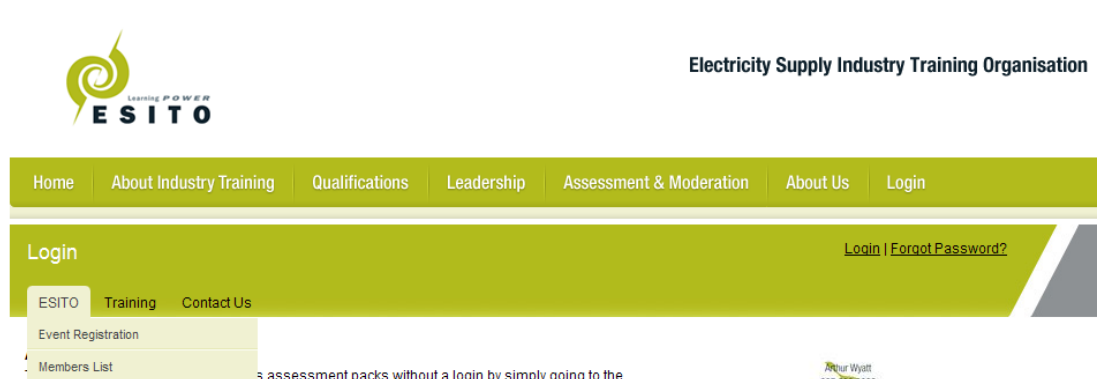
- Training Calendar
- Find Assessor
- Assessment Materials

Menu tab: Contact Us

2.1. ESITO Menu Tab

Two functions are available from the ESITO menu tab. They are:

- Event Registration
- Members List.



2.1.1. Event Registration

There are currently no events to view but in the future you will be able to view details of events like the Annual Connection and register online to attend them.

2.1.2. Members List

ESITO members are companies that are part of New Zealand's electricity supply industry. Their subscriptions help us provide effective training and services to the industry.

From this page you can view ESITO's current members.



- Home
- About Industry Training
- Qualifications
- Leadership
- Assessment & Moderation
- About Us
- Login

Members List [Login](#) [Forgot Password?](#)

ESITO Training Contact Us

Current Members

Name	Type	Website
ADS Lines Ltd	Full	
AJ Greaves T/A Linepower Limited	Full	www.greaves.co.nz
Alstom Power New Zealand Limited	Full	
Buller Electricity Limited (Contracting Company)	Full	www.bullernetwork.co.nz
Centralines Limited	Full	www.centralines.co.nz
Connetics Limited - Christchurch	Full	www.connetics.co.nz
Contact Energy Limited - Wellington	Full	www.contactenergy.co.nz
Counties Power Limited	Full	www.countiespower.com
Cuthbert Stewart Limited - Wellington	Full	http://www.cuthbertstewart.co.nz
Delta Utility Services Limited - Dunedin	Full	www.4delta.co.nz
Designworx Limited	Associate	
Downer EDI Engineering Limited - Otahuhu	Full	www.downerediengineering.co.nz

2.2. Training Menu Tab

Three functions are available from the Training menu tab. They are:

- Training Calendar
- Find Assessor
- Assessment Materials.

The screenshot shows the ESITO website with the 'Training' menu tab selected. The dropdown menu contains three items: 'Training Calendar', 'Find Assessor', and 'Assessment Materials'. Below the dropdown, there is a note: 'Assessment packs without a login by simply going to the Assessment Materials.' In the bottom right corner, there is contact information for Arthur Wyatt (027 288 8602) and Ken Smith (027 288 1130).

2.2.1. Training Calendar

You can use the Training Calendar to search for off-job training courses relevant to your trainees' qualifications. Searches can be filtered by:

- provider
- course (name)
- unit (standard) code
- location (of the course).

Enter the search criteria and click on **Apply**. Alternatively, if you want a list of all upcoming courses do not enter anything into the filter – just click on **Apply**.

Electricity Supply Industry Training Organisation

Home About Industry Training Qualifications Leadership Assessment & Moderation About Us Login

Training Calendar Course List [Login](#) [Forgot Password?](#)

ESITO Training Contact Us

Filter

Provider
CPII

Course

Unit Codes
1184

Location

Apply

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For the example above, the following course is available.

Available Courses

Course	Unit Standards	Location	Start Date	End Date	Provider	Contact	Contact Email	Address	Details
NC in Electrical Engineering, Level 3 (Block Course)	2031, 15858, 1184, 15855, 15850, 15854, 15859, 15861, 3492, 6705	Christchurch	10/10/2011	28/10/2011	Christchurch Polytechnic (CPT)	Joanna Molyneux	MolyneuxJ@cpt.ac.nz	Trades Innovation Institute CPIT PO Box 540 Christchurch	Details

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If you are interested in a course in the Training Calendar please contact the provider directly. Contact details are listed for this purpose.

2.2.2. Find Assessor

To find an assessor you can filter your search by:

- unit (standard) code
- assessor name
- city.

If you want to search on multiple unit standards enter a comma between each unit standard code. For example: 10507, 10508.

To find an assessor who can assess Recognition of Current Competency (RCC), check the **RCC Assessment** box before clicking on **Apply**.

In the example below, four assessors were found who can assess RCC for unit standard 10507 in or around Hamilton.

Available Assessors

Full Name	Phone Number	City	Region / Territory	Employer	RCC	Details
Darryl Yorke	+64 (21) 983 496	Hamilton	21 : Tauranga District	Edison Consulting Group Limited	Y	Details
Kevin White	+64 (7) 834 2699	Hamilton	16 : Hamilton City	ESITO	Y	Details
Michael Burke	+64 (7) 850 9128	Hamilton	16 : Hamilton City	BETAA Consultants	Y	Details
Robert Meharry		Hamilton	16 : Hamilton City		Y	Details

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To find out more about an assessor's scope click on **Details**. This will produce a complete list of the domains or unit standards an assessor can assess on.


Assessor Details

Full Name Michael Burke	Phone +64 (7) 850 9128	City Hamilton
Region 16 : Hamilton City	Employer BETAA Consultants	RCC Yes

Assessors Scope of Units

Domain	Unit Code	Description	Versions
1082 : Occupational Health and Safety Practice	17600	Explain safe work practices for working at heights	All Versions
1412 : Agricultural Resource Maintenance	19038	Identify trenching specifications for laying agricultural/horticultural drains	All Versions
1857 : Electricity Supply - Core Skills	10507	Use personal protection equipment within an electricity network environment	All Versions
1857 : Electricity Supply - Core Skills	10508	Identify electricity systems in preparation for work	All Versions
1857 : Electricity Supply - Core Skills	10509	Climb and work on electricity network structures	All Versions
1866 : Electricity Supply - Transmission Networks	20420	Replace transmission tower steel	All Versions

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[Email Assessor](#)  Back

From the Assessors Scope of Units page you can email a query to the assessor by clicking on **Email Assessor**. When doing this, please provide as much information about your query as you can. If you would like the assessor to contact you by phone remember to provide your contact number in the body of the email.

Email Assessor

Email

Assessor Michael Burke	Your Name John Burton	Your Email john.burton@xtra.co.nz
Subject Unit 10507		
Body Hi Mike Can you please let me know if you could assess me for unit 10507 on RCC? If yes what dates might you be available? How do I book an assessment with you?		
<input type="button" value="Send"/> <input type="button" value="Cancel"/>		

When you have finished typing your message, click on **Send**.

In addition to emailing the selected assessor a copy of the email will automatically be sent to your own email account so you have a record of your query.

2.2.3. Assessment Materials

To find assessment materials you can filter your search by:

- unit (standard) code
- document name (if known)
- document type
 - Trainee Assessment Pack
 - TAR
 - EAMA.

Enter the search criteria and click on **Apply**.

If you enter a unit standard code and nothing comes up this means assessment materials are not available for that unit standard. If this happens ask your trainees' trainee coordinator if any non-electronic assessment materials are available.

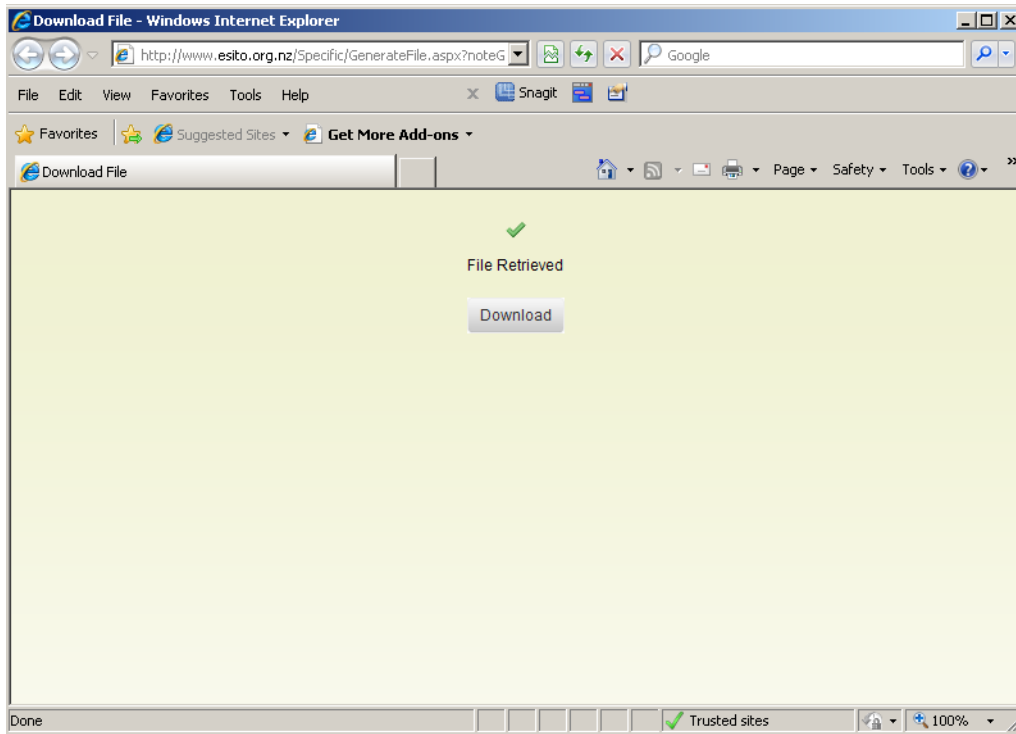
The example below shows the results of a search for a Trainee Assessment Pack for unit standard code 1050. Note that this search brought up assessment packs for all unit standard codes that start with 1050, including unit standard codes 10509, 10508 and 10507.

The screenshot shows the ESITO website interface. At the top left is the ESITO logo with the tagline 'Learning POWER'. To the right is the text 'Electricity Supply Industry Training Organisation'. Below this is a navigation menu with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. A secondary menu includes 'Assessment Materials' and a link for 'Login | Forgot Password?'. Below the menu are tabs for 'ESITO', 'Training', and 'Contact Us'. A 'Filter' section contains three input fields: 'Unit Code' (with '1050' entered), 'Document Name', and 'Document Type' (with a dropdown menu set to 'Trainee Assessment Pack'). An 'Apply' button is below the filters. The main content area is titled 'Documents' and lists three search results, each with a PDF icon, a table of columns (Filename, Size), and a 'Download' button. The 'Download' button for the second result, '10508 V4 Trainee Assessment Pack', is circled in red.

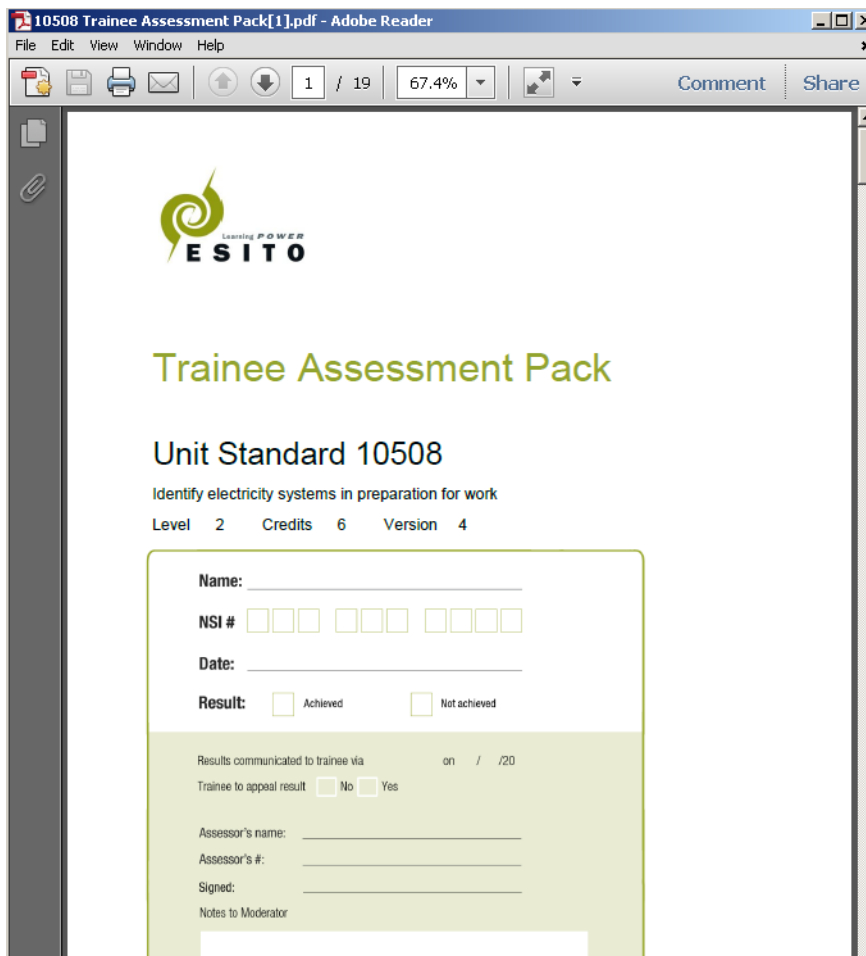
Unit Code	Document Name	Document Type
1050		Trainee Assessment Pack

Unit Code	Document Name	Size	Action
10509 V4	10509 Trainee Assessment pack.pdf	463,791 Byte(s)	Download
10508 V4	10508 Trainee Assessment Pack.pdf	383,901 Byte(s)	Download
10507 V4			Download

To view a document, click on **Download** – this is on the right side of your screen.



When you see this view, click on **Download**. A PDF document will come up. Select **Open** to view the document.



2.3. Contact Us Menu Tab

The screenshot shows the top of the ESITO website. On the left is the ESITO logo with the tagline 'Learning POWER'. On the right is the text 'Electricity Supply Industry Training Organisation'. Below this is a green navigation bar with the following links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. Below the navigation bar is a green bar with the text 'Login' on the left and a link 'Login | Forgot Password?' on the right. At the bottom of this bar are three tabs: 'ESITO', 'Training', and 'Contact Us', with 'Contact Us' being the active tab.

To make a general enquiry go to the Contact Us menu tab and complete the various fields, including an area of interest. You can choose only one area of interest. The screenshot below shows the options that are available.

The screenshot shows the 'Contact Us' page on the ESITO website. The header and navigation bar are the same as in the previous screenshot. Below the navigation bar is a green bar with the text 'Contact Us' on the left and a link 'Login | Forgot Password?' on the right. Below this bar are three tabs: 'ESITO', 'Training', and 'Contact Us', with 'Contact Us' being the active tab. The main content area is titled 'Details' and contains a form with the following fields: 'Topic', 'First Name', 'Last Name', 'Phone', 'Email', 'Company', and 'Message'. The 'Area of Interest' field is a dropdown menu with the following options: 'General Enquiry', 'Accreditation', 'Becoming an Assessor', 'Training Information', and 'Becoming a Modern Apprentice'. The 'General Enquiry' option is selected. Below the form are two buttons: 'Send' and 'Cancel'.

3. Functions You Must Log in to the Web Portal to Use

To log in to the web portal you must have registered as a user. If you have not already done this follow the steps outlined in the **Getting Started Guide**.

If you have already registered you are ready to log in. To do this:

- go to www.esito.org.nz and click on the **Login** tab
- scroll down the page to the **User Login** box
- enter your **username** (that's your email address) and the **password** you set when you registered as a web portal user.

Once you are logged in to the web portal you can access your trainees' training records. The menu tabs and associated functions you will see are as follows.

Menu Tab: ESITO

- Home
- Event Registration
- Members List

Menu Tab: Training

- Training Calendar
- Find Assessor
- Assessment Materials

Menu Tab: Employer Administration

- Training Plans
- ROA (Record of Achievement)
- TraCs (Trainee Coordination Sheets)

Menu Tab: Contact

- Contact Us

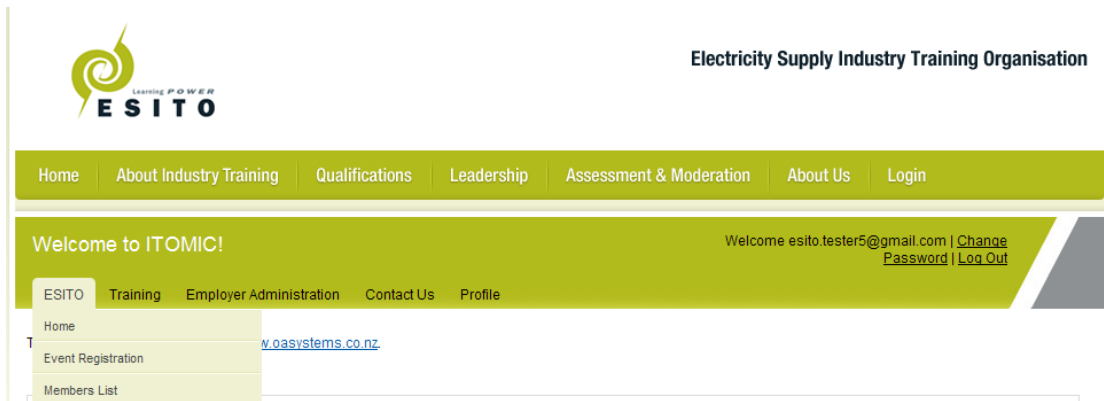
Menu Tab: Profile

- Update Information

3.1. ESITO Menu Tab

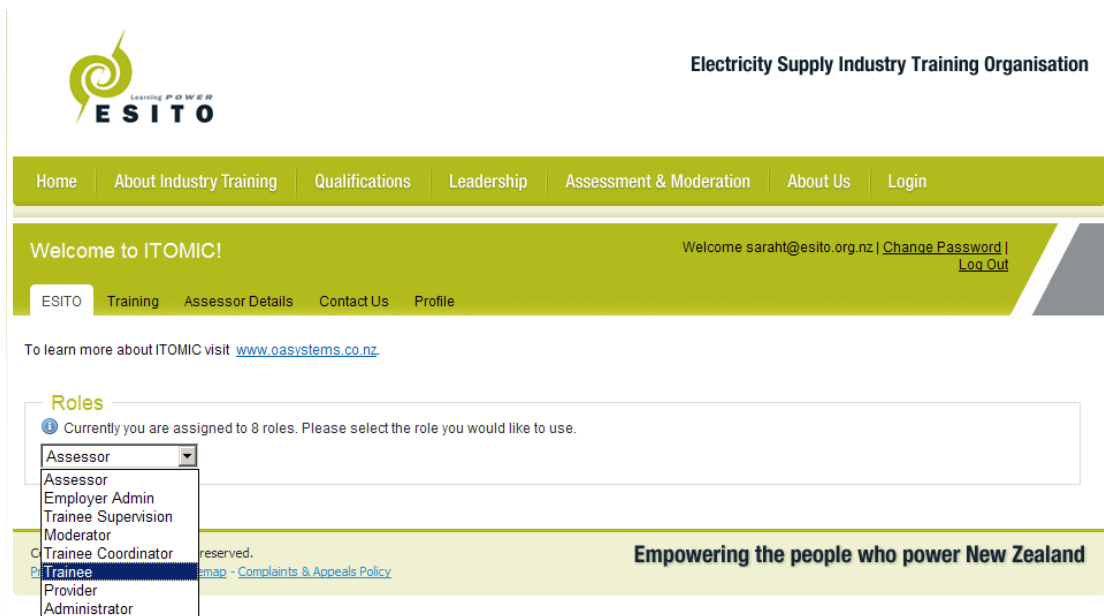
Three functions are available from the ESITO menu tab. They are:

- Home
- Event Registration (see Section 2.1.1)
- Members List (see Section 2.1.2).



3.1.1. Home

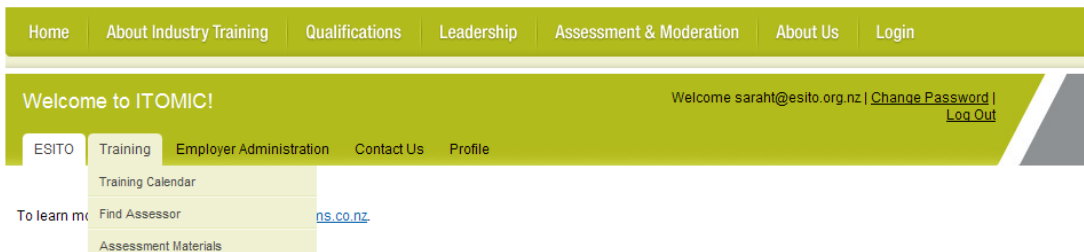
Some web portal users have more than one role. If you have been advised you have another role, other than the Employer Administration role, you can switch between your assigned roles without logging out. To do this, click on **Home** then select the other role assigned to you. This will automatically change the menu tabs.



3.1.2. Training Menu Tab

Three functions are available from the Training menu tab. They are:

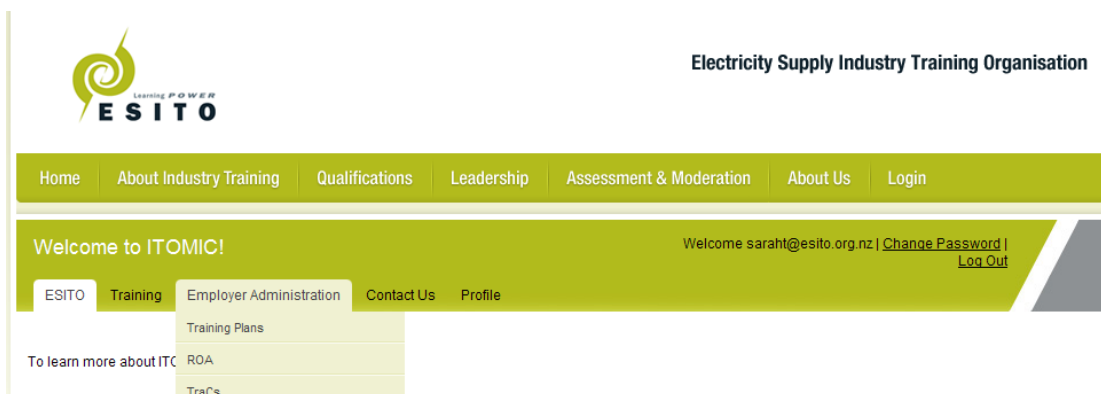
- Training Calendar (see Section 2.2.1)
- Find Assessor (see Section 2.2.2)
- Assessment Materials (see Section 2.2.3).



3.2. Employer Administration Menu Tab

Three functions are available from the Employer Administration menu tab. They are:

- Training Plans
- ROA (Record of Achievement)
- TraCs (Trainee Coordination Sheets).



3.2.1. Training Plans

Training Plans are designed to help your trainees, their coordinator and you monitor their progress toward achieving their qualifications. Essentially they detail:

- the unit standards and credits the trainee must achieve to complete the qualification they are currently working toward
- any unit standards already completed
- planned dates each of the unit standards not yet achieved should be completed by.

Trainees who are on a Modern Apprenticeship programme, or working toward multiple qualifications that exceed 70 credits per year and have been exempted by TEC, may have more than one training plan.

By the end of July 2011 you should be able to view training plans for all your trainees.

It's important to note that these plans, which have been created by your ESITO trainee coordinator or customer service manager, are drafts only. They are based on the generic requirements of the qualifications your trainees are working toward and anticipate the specific unit standards they are likely to do.

Your trainees and you or your company trainee coordinator will have an opportunity to discuss, and if necessary change, the unit standards and planned completion dates during your ESITO trainee coordinator's or customer service manager's next visit.

To find a specific trainee's training plan select their name from the pick list. If you supervise trainees at different sites you can filter your search by employer.

If a training plan doesn't show up it may be because the expected end date has already passed.

To find training plans for programmes that have not been completed by the expected end date, tick the **Past Expected End Date** box.


Training Program Plans

Name	NSN	DOB	Employer	Program	Start Date	Expected End Date	CSM	Coordinator	Type	Details
Susan Devoy		21/12/1990	Mighty River Power Limited - The Apprentice Programme	5835 : NC in Electricity Supply (Line Mechanic) (L2) V3 (LV)	01/06/2011	30/09/2014	Murray Samson	Sarah Treble	MA	Details
Susan Devoy		21/12/1990	Mighty River Power Limited - The Apprentice Programme	5836 : NC in Electricity Supply (Line Mechanic Distribution) (L3) V2 (LV)	01/06/2011	30/09/2014	Murray Samson	Sarah Treble	MA	Details
Susan Devoy		21/12/1990	Mighty River Power Limited - The Apprentice Programme	6343 : NC in Electricity Supply (Line Mechanic Distribution) (L4) V2 (LV)	01/06/2011	30/09/2014	Murray Samson	Sarah Treble	MA	Details

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If you still can't find the plan you are looking for ask your ESITO trainee coordinator or customer service manager whether or not the plan has been created.

When you have found the training plan you are looking for click on **Apply** to view it. Alternatively you can generate a report that can be printed. To do this, click on **Generate Report**.



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Training Plan Details Welcome esito.tester5@gmail.com | [Change Password](#) | [Log Out](#)

ESITO | Training | Employer Administration | Contact Us | Profile

Details

Employer Mighty River Power Limited - The App	Program 5835 : NC in Electricity Supply (Line W	Type MA
Start Date 1/06/2011	End Date 30/09/2014	CSM Murray Samson
Name Susan Devoy	Coordinator Sarah Treble	NSN
DOB 21/12/1990		

Filter

Qualification
1293 : NC in Electricity Supply with

[Apply](#)

[Generate Report](#) [Back](#)

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When **Apply** is clicked the following information is provided.

Units

Section	Strand	Unit Code	Level	Credits	Off Job	Provider	On Job	Planned Date	Result	Reported to NZQA	Edit
1293-v4-00-Compulsory-1		01277	2	3	Yes		Yes				Edit
1293-v4-00-Compulsory-1		01978	1	2	Yes		Yes				Edit
1293-v4-00-Compulsory-1		06401	2	1	Yes		Yes				Edit
1293-v4-00-Compulsory-1		06402	1	1	Yes		Yes				Edit
1293-v4-00-Compulsory-1		09677	2	3	Yes		Yes				Edit
1293-v4-00-Compulsory-1		10507	2	4	Yes		Yes				Edit
1293-v4-00-Compulsory-1		10508	2	6	Yes		Yes				Edit
1293-v4-00-Compulsory-1		17026	2	6	Yes		No				Edit
1293-v4-00-Compulsory-1		18038	3	5	Yes		No				Edit
1293-v4-00-Compulsory-1		18274	3	6	Yes		No				Edit
1293-v4-00-Compulsory-1		18275	2	2	Yes		No				Edit
1293-v4-03-Strand Compulsory-1	Line Mechanic	10509	3	6	Yes		Yes				Edit
1293-v4-03-Strand Compulsory-1	Line Mechanic	17025	3	2	Yes		Yes				Edit
1293-v4-03-Strand Compulsory-1	Line Mechanic	18276	2	2	Yes		Yes				Edit


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Completed Units associated with Qualification which are not in Plan

 No Data
--

[Generate Report](#) [← Back](#)

When **Generate Report** is clicked a “daisy wheel” will appear. This is because the web portal is pulling large amounts of data from ESITO’s training management system to produce the report.


Electricity Supply Industry Training Organisation

[Home](#) | [About Industry Training](#) | [Qualifications](#) | [Leadership](#) | [Assessment & Moderation](#) | [About Us](#) | [Login](#)

Training Plan Details
Welcome esito.teste5@gmail.com | [Change Password](#) | [Log Out](#)


ESITO | [Training](#) | [Employer Administration](#) | [Contact Us](#) | [Profile](#)

Details

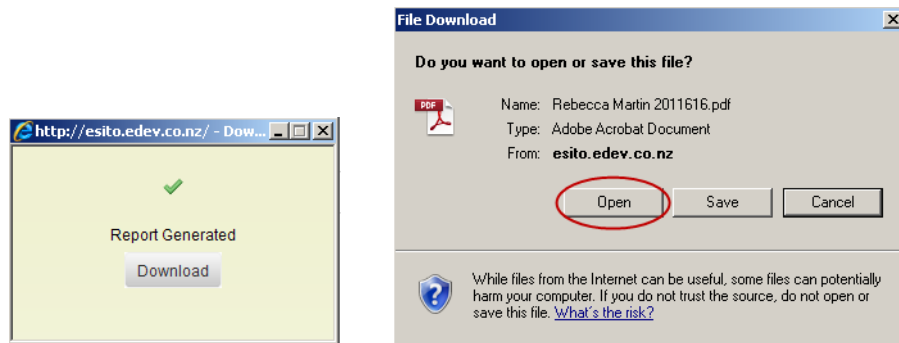
Employer
Minh River Power Limited - The Ann

Program
FR35 - NC in Electricity Supply (Line M)

Type
MA



Once the data is available the Report Generated box appears. Click on **Download** and at the next prompt **Open** to view a PDF version of the report.



You can then print the report or save it onto your own network or computer.

The report has two sections. Section one details the:

- qualification the training plan covers
- compulsory requirements, elective requirements and any strands
- credit value for the compulsory and elective requirements and any strands as well as the overall credit value
- unit standards already completed (these are marked with a "C")
- planned completion dates for unit standards not yet completed.

Section two is a progress summary of the qualification the trainee is working toward. It uses a table and chart format to show the credits achieved and credits that are outstanding.

An example is on the next page.

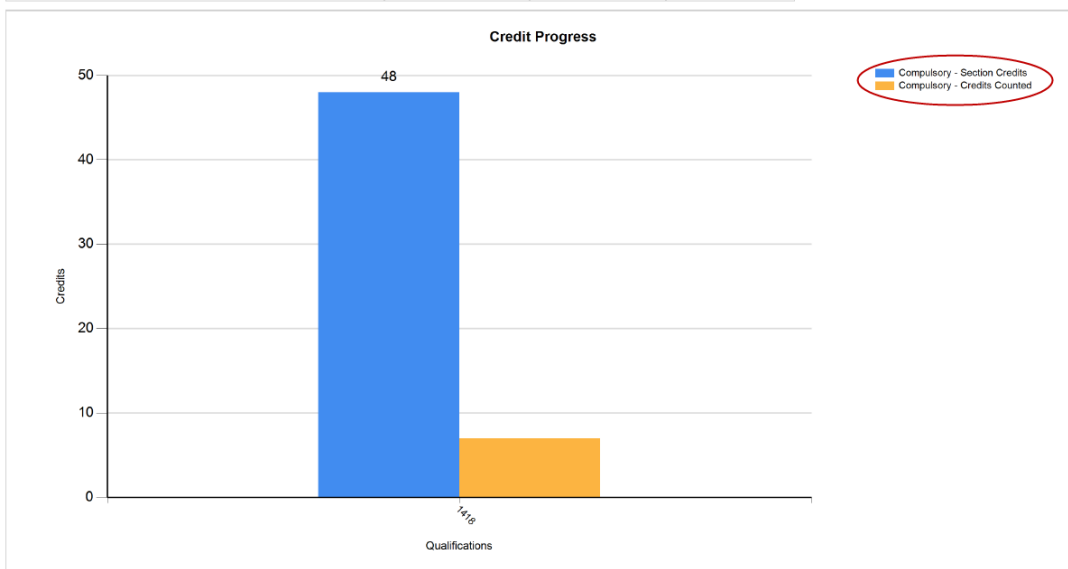
Training Programme Plan Details

Name: Rebecca Martin	NSN: 139915434	DOB: 1/09/1986
Employer: Northpower Limited - Whangarei	Start Date: 1/06/2011	Expected End Date: 31/05/2012
CSM: Kim Smith		Modern Apprentice: N
Co-ordinator: Kim-Marie Smith		

NC in Electricity Supply (Retail) (L3) V1 (LV)

1418 : NC in Electricity Supply (Retail) (Level 3) v1 : 1 - 48 Credits									
1418-v1-00-Compulsory-1 - Compulsory : 48 credits									
Unit	Description	Level	Credits	Off Job	Off Job Provider	On Job	Planned Date	Completed	Date registered with NZQA
00376 V5	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2	Yes		Yes	31/08/2011		
00497 V5	Demonstrate knowledge of workplace health and safety requirements	1	3	Yes		No		C	
01304 V4	Communicate with people from other cultures	2	2	Yes		Yes		C	
01307 V5	Speak to a specified audience in a predictable situation	3	3	Yes		Yes	30/11/2011		
01312 V4	Give oral instructions in the workplace	3	3	Yes		Yes	30/11/2011		
01970 V4	Identify and describe basic employment rights and responsibilities, and sources of information and assistance	1	2	Yes		Yes		C	
03491 V5	Write a report	3	4	Yes		Yes	30/11/2011		
06085 V4	Demonstrate knowledge of quality and its management	3	4	Yes		No	31/05/2012		
09681 V4	Contribute within a group/team which has an objective(s)	3	3	Yes		Yes	31/08/2011		
11097 V2	Listen to gain information in an interactive situation	3	3	Yes		Yes	28/02/2012		
11815 V3	Answer customer enquiries on the telephone in a wide range of contexts	3	3	Yes		Yes	28/02/2012		
18275 V2	Demonstrate knowledge of the New Zealand electricity supply industry	2	2	Yes		No	31/08/2011		
24522 V1	Demonstrate knowledge of requirements for a change of revenue meter or associated equipment for electricity supply	3	4	Yes		No	28/02/2012		
24523 V1	Demonstrate knowledge of requirements for a new connection and living of a site in the electricity supply industry	3	4	Yes		No	31/05/2012		
24524 V1	Demonstrate knowledge of the requirements for switching a customer in the electricity supply industry	3	6	Yes		No	31/05/2012		
Total			48						

Qualification	Compulsory Total Credits Required	Compulsory Total Credits Achieved	Credits Outstanding
1418 : NC in Electricity Supply (Retail) (Level 3) v1	48	7	41



3.2.2. ROA (Record of Achievement)

Select a trainee from the pick list and choose the display option you want. There are two to choose from – All Completed Units and Qualification Check.

- **All Completed Units** – this is all unit standards the trainee has completed for the qualification(s) they are currently working toward and from previous learning.

The screenshot shows the ESITO website header with the logo and navigation menu. The main content area is titled 'ROA' and includes a user welcome message. Below this is a filter section with three dropdown menus: 'Trainee' (set to 'Paul Moore'), 'Display' (set to 'All Completed Units'), and 'Unit Standard Code'. An 'Apply' button is located below the dropdowns. At the bottom of the filter section, there are buttons for 'Generate Report' and 'Close'.

- **Qualification Check** – this shows all completed unit standards, and any that are yet to be achieved, that are relevant to the qualification(s) the trainee is currently working toward. You can search for all qualifications relevant to the trainee's current training programme or select a specific qualification from the pick list.

The screenshot shows the ESITO website header and navigation menu. The main content area is titled 'ROA' and includes a user welcome message. Below this is a filter section with three dropdown menus: 'Trainee' (set to 'Paul Moore'), 'Display' (set to 'Qualification Check'), and 'Qualification' (set to 'All Qualifications'). An 'Apply' button is located below the dropdowns. At the bottom of the filter section, there are buttons for 'Generate Report' and 'Close'.

If the ROA includes a qualification that has elective unit standards you should check that a training plan has been completed for that qualification. If a training plan hasn't been completed the list of unit standards on the ROA could be incomplete.

To view the ROA click on **Apply**. Alternatively you can generate a report that can be printed. To do this, click on **Generate Report**.



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ROA Welcome esito.test5@gmail.com | [Change Password](#) | [Log Out](#)

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Filter

Trainee: Display: Unit Standard Code:

Units

Unit	Version	Description	Level	Credits	Assessed On	Reported to NZQA
00497	7	Demonstrate knowledge of workplace health and safety requirements	1	3	15/11/2010	15/11/2010
00750	5	Demonstrate knowledge of electrical test instruments and take measurements	2	2	16/04/2009	16/04/2009
01178	5	Follow safe practices in an electrical workplace	2	3	05/05/2010	05/05/2010
01184	7	Test, and locate and diagnose faults in electrical machine windings	3	2	29/10/2009	29/10/2009
01204	5	Demonstrate knowledge of earthing	3	2	29/10/2009	29/10/2009
01277	4	Communicate information in a specified workplace	2	3	03/03/2009	03/03/2009
25070	1	Explain the properties of conductors, insulators, and semiconductors and their effect on electrical circuits	2	7	21/12/2010	21/12/2010
25071	1	Demonstrate knowledge of electromotive force (e.m.f.) production	2	3	05/05/2010	05/05/2010
25072	1	Demonstrate knowledge of electromagnetism theory	2	5	05/05/2010	05/05/2010

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Training Qualifications

Description	Level	Version	Status	Date Verified
1295 : NC in Electricity Supply (Electrical) with strand in Electricity Supply Electrician (Level 4) v2	4	2	Continuing	
1220 : NC in Mechanical Engineering (Level 2) v2	2	2	Continuing	
1293 : NC in Electricity Supply with optional strand in Electrical (Level 2) v3	2	3	Continuing	
1294 : NC in Electricity Supply (Electrical) with strand in Electricity Supply Electrician (Level 3) v3	3	3	Continuing	
0223 : NC in Electrical Engineering (Level 3) v5	3	5	Continuing	
1195 : NC in Electrical Engineering (Electrician for Registration) (Level 4) v2	4	2	Continuing	
0801 : NC in Occupational Health and Safety (Workplace Safety) (Level 3) v5	3	5	Continuing	
0174 : NC in Electrical Engineering (Level 2) v7	2	7	Completed	

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3.2.3. TraCs (Training Coordination Sheets)

This section is only relevant if you have trainees who have been recording their on-job activity exposures using WAP sheets. If you don't have trainees who have been doing this, please move onto Section 3.3.

Please contact your ESITO trainee coordinator or customer service manager if:

- you have trainees who have been completing WAP sheets and there is no data on the TraCs page
- there is data on the TraCs page but you don't know how to interpret it.

Instead of filling in a paper form and faxing it to ESITO, your trainees will now enter their exposures online using the TraCs templates.

- The unit standards are listed in numerical order starting with level 2 then level 3 and finally level 4.
- Every week the trainee will enter the number of times they completed some of the activity, most of the activity or all of the activity under supervision into the **New Some**, **New Most** and **New All** columns.
- The **Some**, **Most** and **All** columns in the middle of the screen represent accumulated exposures. In other words, the numbers previously entered in the "New Some", "New Most" and "New All" columns.
- The Sufficient TraCs tick box is **read only for trainees** but can be ticked by a **supervisor**.

The example below shows how the templates are laid out.

Electricity Supply Industry Training Organisation

Home | About Industry Training | Qualifications | Leadership | Assessment & Moderation | About Us | Login

TraCs Welcome esito.tester5@gmail.com | [Change Password](#) | [Log Out](#)

ESITO | Training | **Employer Administration** | Contact Us | Profile

Filter

Trainee: Susan Devoy

TraCs Units

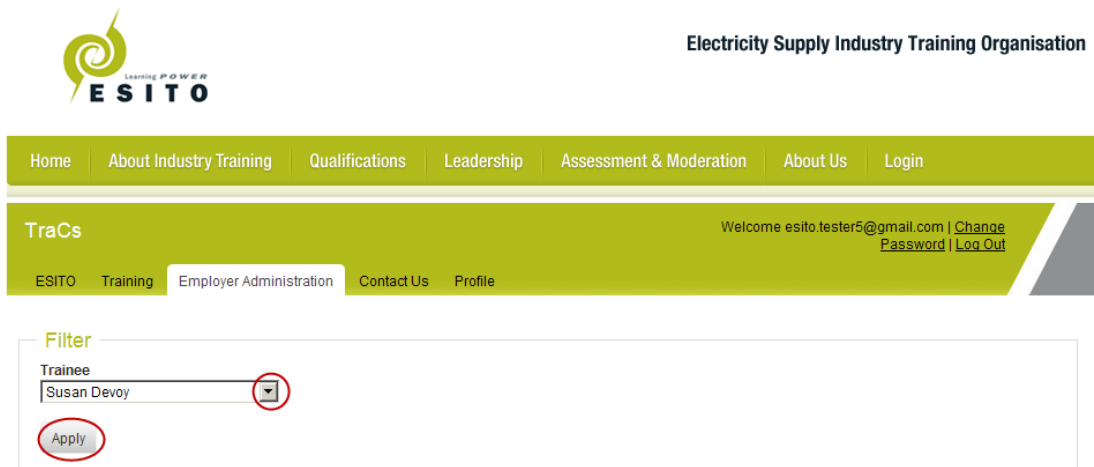
Unit	Version	Description	Some	Most	All	Latest Recorded	Sufficient TraCs	New Some	New Most	New All
10507	4	Use personal protection equipment within an electricity network environment	0	3	2	17/06/2011	<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
10508	4	Identify electricity systems in preparation for work					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15848	3	Demonstrate knowledge of safeguards for use with portable electrical appliances	0	0	1	17/06/2011	<input type="checkbox"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="1"/>
15851	3	Demonstrate knowledge of electrical safety and safe working practices for electrical workers					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17026	2	Demonstrate knowledge of safe entry into restricted areas in an electricity supply environment					<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text"/>
18027	3	Draw sketches and interpret electricity supply service plans					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20423	2	Install high voltage electricity network overhead conductors					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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To view a specific trainee's TraCs progress, select their name from the pick list and click on **Apply**.



The screenshot shows the ESITO website interface. At the top left is the ESITO logo with the tagline "Learning is our business". To the right of the logo is the text "Electricity Supply Industry Training Organisation". Below this is a navigation menu with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. Below the navigation menu is a header area with "TraCs" on the left and a welcome message "Welcome esito.tester5@gmail.com" with links for "Change Password" and "Log Out" on the right. Below the header is a sub-navigation menu with links: ESITO, Training, Employer Administration, Contact Us, and Profile. Below the sub-navigation menu is a "Filter" section. The "Filter" section has a "Trainee" label and a dropdown menu with "Susan Devoy" selected. Below the dropdown menu is an "Apply" button. Red circles highlight the dropdown menu and the "Apply" button.

There are no minimum exposure requirements for activities. When a trainee thinks they have had enough involvement in the required activities for a unit standard, they will ask their **supervisor** to review their TraCs. When the supervisor is satisfied the trainee has had sufficient involvement they should tick the **Sufficient TraCs** box.

Once the **supervisor** has ticked the Sufficient TraCs box for a unit standard it will grey out and move to the bottom of the list of unit standards (as shown below). Once the unit standard is assessed it disappears from the TraCs screen completely.

The screenshot shows the ESITO website interface for the 'TraCs' section. The user is logged in as 'esito.tester5@gmail.com'. The 'Employer Administration' menu is active. A filter for 'Trainee' is set to 'Susan Devoy'. The 'TraCs Units' table lists several units, with unit 10507 highlighted in red and its 'Sufficient TraCs' checkbox checked. The table columns are: Unit, Version, Description, Some, Most, All, Latest Recorded, Sufficient TraCs, New Some, New Most, and New All.

Unit	Version	Description	Some	Most	All	Latest Recorded	Sufficient TraCs	New Some	New Most	New All
10508	4	Identify electricity systems in preparation for work					<input type="checkbox"/>			
15848	3	Demonstrate knowledge of safeguards for use with portable electrical appliances	5	2	2	17/06/2011	<input type="checkbox"/>			
15851	3	Demonstrate knowledge of electrical safety and safe working practices for electrical workers					<input type="checkbox"/>			
17026	2	Demonstrate knowledge of safe entry into restricted areas in an electricity supply environment	3	2	0	17/06/2011	<input type="checkbox"/>			
20423	2	Install high voltage electricity network overhead conductors					<input type="checkbox"/>			
10507	4	Use personal protection equipment within an electricity network environment	3	5	4	17/06/2011	<input checked="" type="checkbox"/>			

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Submit Cancel

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3.3. Contact Menu Tab

For information, see Section 2.3.

The screenshot shows the ESITO website interface for the 'Contact Us' section. The user is logged in as 'saraht@esito.org.nz'. The 'Contact Us' menu is active. The page displays the ESITO logo and navigation links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login.

3.4. Profile Menu Tab

From the Profile menu tab you can update your contact details.

The screenshot shows the ESITO website header with the logo and navigation menu. The profile menu tab is highlighted, and the 'Update Information' option is visible.

3.4.1. Update Information

By keeping your details up to date ESITO can stay in contact with you. Because the web portal interacts live with ESITO's training management system, ITOMIC, updating your details online means you automatically update ITOMIC.

The screenshot shows the 'Update Details' page on the ESITO website. The page contains several form sections for updating user information:

- Status:** Last Confirmed (17/06/2011)
- General Details:** First Name (Lewis), Last Name (Edwards), Business Phone ((07) 858-8765), Mobile Phone ((027) 987-5432), Email Address (esito.tester5@gmail.com), Preferred Contact Method (All)
- Business Address Details:** Street (PO Box 4450), Suburb, City (Hamilton), Post Code (3240), Country (New Zealand)

Buttons for 'Save' and 'Change Password' are located at the bottom of the form sections.

When changing your address the Postal Address Finder will prompt you with options.

4. Web Portal Support

4.1. Frequently Asked Questions

What do I do if I've forgotten my password?

If you have forgotten your password, click on **Forgot Password?** on the Login page. A new password will be sent to the email address ESITO has recorded for you.

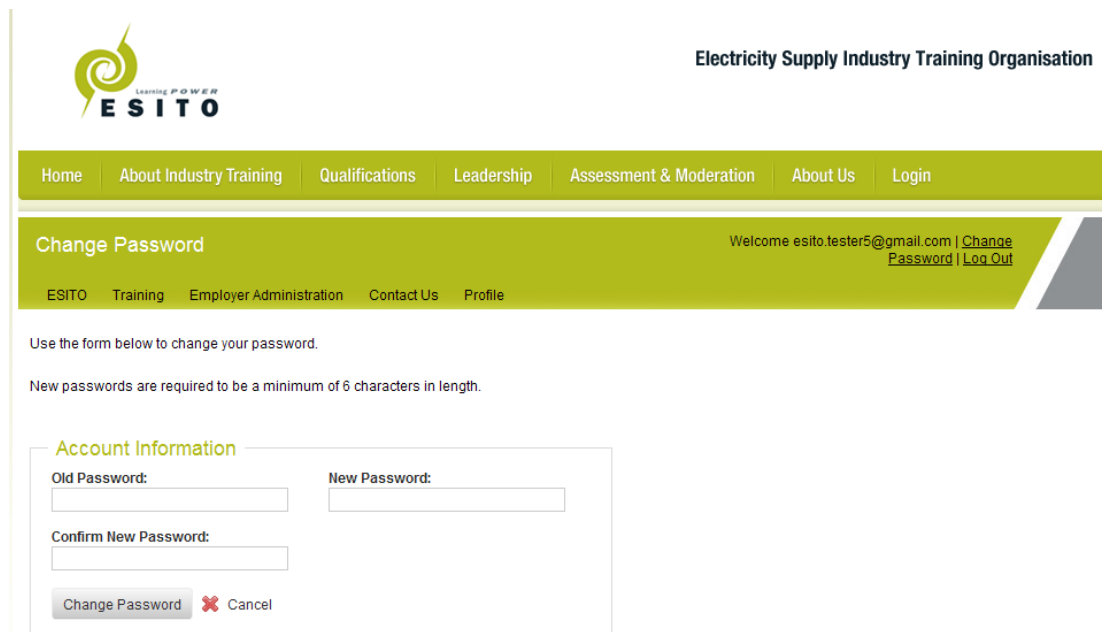


User passwords for the web portal are only known by the individual users. This ensures that only those people who are legitimately entitled to view a particular trainee's information online can login and view it. This includes the trainee, their trainee coordinator and supervisor or company staff who have been assigned employer administration rights.

How do I change my password?

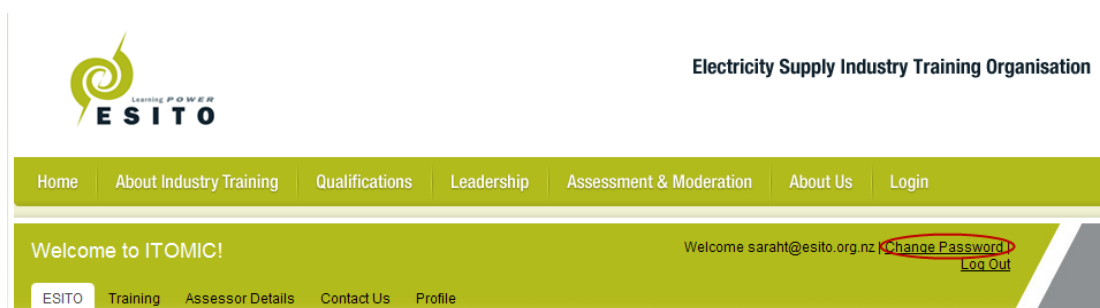
Your password must have a minimum of six characters. Passwords are case sensitive and can include letters, numbers and symbols.

You can change your password by going to the Profile menu tab. From there, select Update Information (see Section 3.5.1) and click on **Change Password**.



Enter the old password and a new password (twice) and click on **Change Password**.

Alternatively, you can go to the link **Change Password** that appears on every web portal page.



What is my username?

Your username is the email address ESITO holds in its training management system, ITOMIC.

Anybody without an email address in ITOMIC was given an ESITO email address – first.lastname@esitotraining.org.nz. If you were one of these people, your ESITO email address would have been detailed in the email or letter that was sent to you inviting you to register as a web portal user.

Can I change my username?

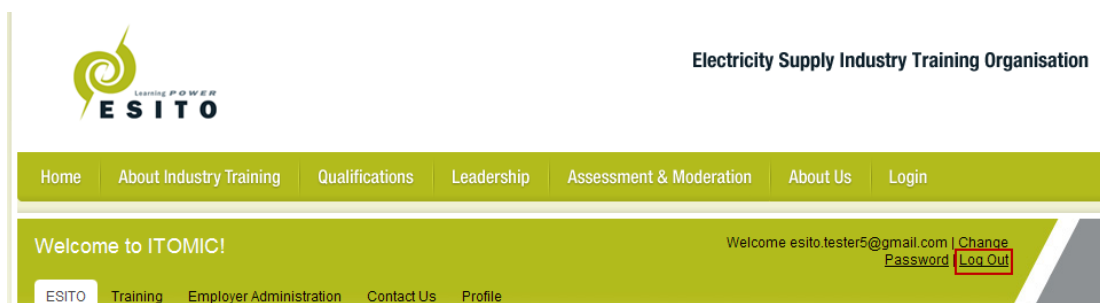
You can change your username to another email address. To do this, go to the Profile menu tab, select Update Information (see Section 3.5.1) and change your email address to another one.

When changing your username there are a few things to remember.

- You must use a unique email address that no other employee or trainee in your company uses.
- Changing your email address automatically updates your details in our training management system, ITOMIC.
- Following the steps outlined above to change your email address ensures that your web portal registration is retained.
- You can still use the same password to login.

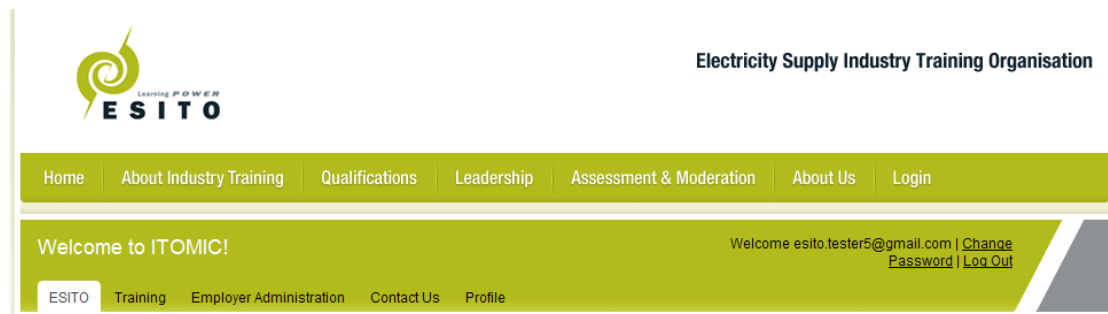
How do I log off?

Click on the **Log Out** link that can be found on every web portal page.



Can I look at other ESITO website pages while logged into the web portal?

Yes, you can. To do this click on the Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation or About Us menu tabs that are at the top of every web portal page.



4.2. Help Using the Web Portal

If you have trouble finding the information you are looking for on the web portal, contact your **ESITO customer service manager**.

If you experience problems connecting to the web portal or using the “forgot password?” link, please email webportal@esito.org.nz.