



SAFETY | COMPETENCY | COMPLIANCE

# EWRB System Guide for Competence Programme Providers

EWRB Reference Number	N/A
Document Category: Board/Legislative/Operational	Operational
Document Type: Rule/Policy/Procedure/Reference	User Guide
Responsible: Board/Registrar	Registrar
Publication Status: Public/Private	Public
Board Approval Date	N/A
Gazette Notice Date	N/A
Next Review Date	N/A

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## 1. Introduction

This is a guide to assist EWRB approved competence programme providers *Add Competence Training* using the EWRB website portal. The online update system addresses problems with paper based system by:

- Accurately identifying trainees who are registered electrical workers.
- Instantly updating electrical worker records with details of training provided.
- Reducing competence programme provider administration overheads.
- Eliminating rework arising from incorrect / incomplete information on spread sheets.

## 2. User Roles on the EWRB Website Portal

Everyone who accesses the EWRB website portal logins using RealMe. RealMe is the Government's login and identity verification system. There are several reasons why people access the EWRB website portal. Access is setup to reflect these roles and present appropriate menu options:

- Licenced electrical worker.
- Licensed employer.
- Employers of electrical workers.
- Approved provider of tuition and assessments for Board examinations.
- Approved competence programme provider.

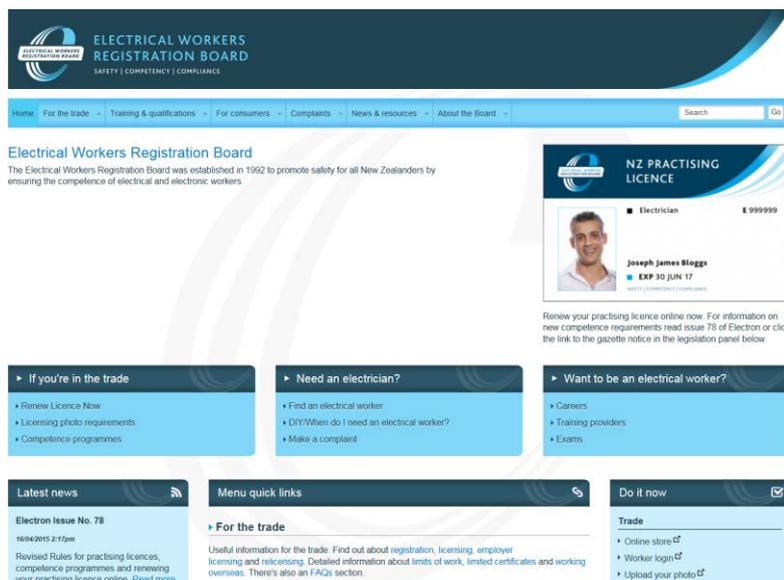
One RealMe login is required for each role, for example if you are a licensed electrical worker and an approved competence programme provider you will need a RealMe login for each of these roles.

## 3. Logins for Approved Competence Programme Providers

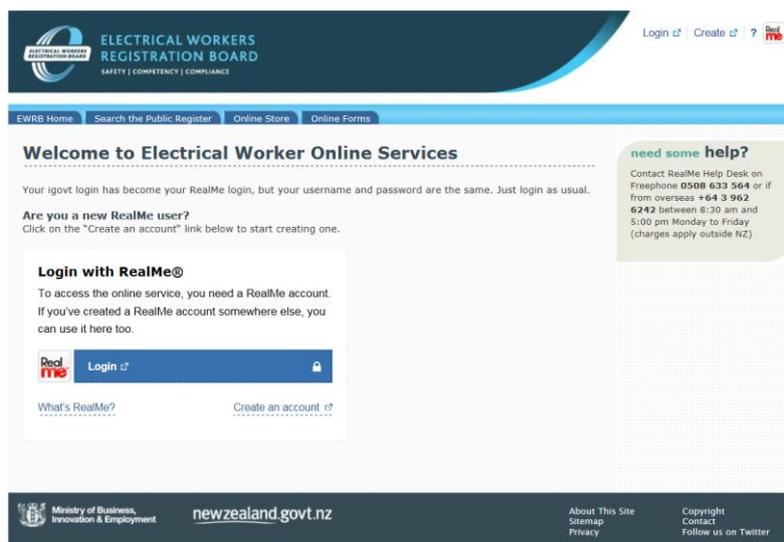
The process to become a provider of competence programmes is set out in the Boards Practising Licence and Competence Programme rules published on its website [here](http://www.ewrb.govt.nz/assets/EWRB/files/about-the-board/Practising-Licence-and-Competence-Programme-Rules.pdf).<sup>1</sup> Approved competence programme providers are required to enter into an agreement with the Board and are recorded on the Boards website. Access to the website portal is achieved by using a RealMe login (created specifically for this purpose). The login is linked to the providers records in website portal by entering an activation code supplied by the Board. If you don't know your activation code, email us at [info@ewrb.govt.nz](mailto:info@ewrb.govt.nz) for assistance. We cannot give out passwords and activation codes over the phone.

<sup>1</sup> <http://www.ewrb.govt.nz/assets/EWRB/files/about-the-board/Practising-Licence-and-Competence-Programme-Rules.pdf>

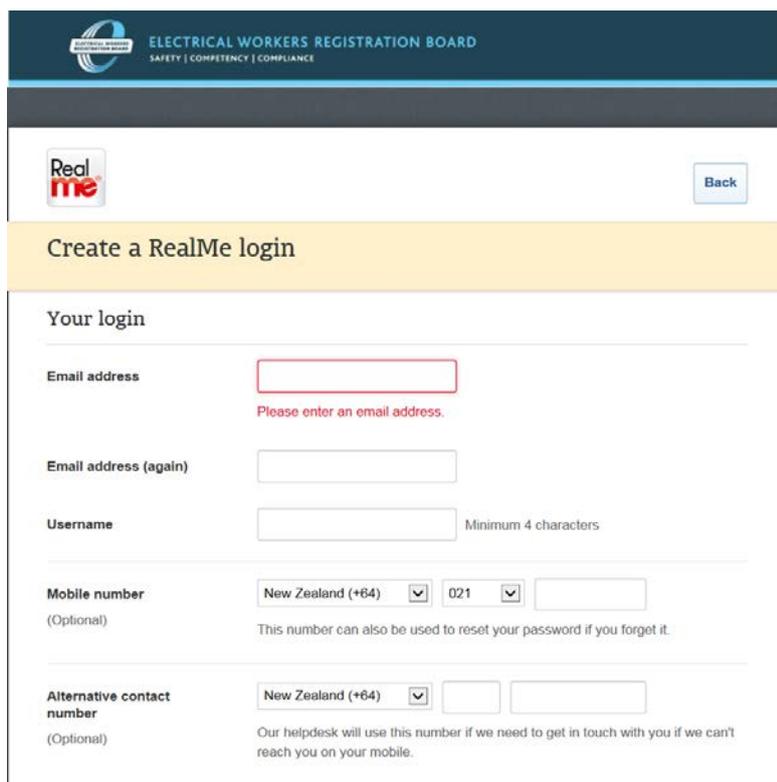
To create a new RealMe login click the Worker login button on the EWRB website located at [www.ewrb.govt.nz](http://www.ewrb.govt.nz).



Select *Create an account*, then *Create my RealMe login now*



Answer the questions on screen and select *Create my RealMe login*



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**Real me** Back

### Create a RealMe login

**Your login**

**Email address**   
*Please enter an email address.*

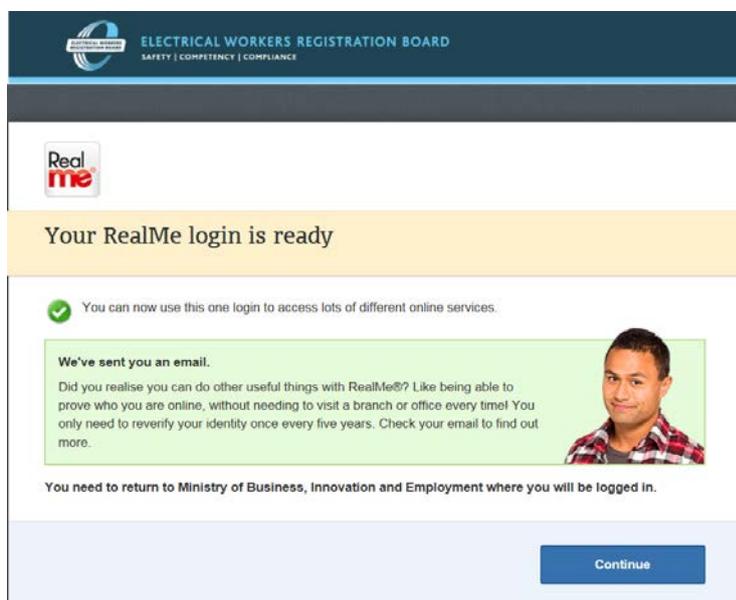
**Email address (again)**

**Username**  Minimum 4 characters

**Mobile number**  New Zealand (+64)  021   
(Optional) This number can also be used to reset your password if you forget it.

**Alternative contact number**  New Zealand (+64)    
(Optional) Our helpdesk will use this number if we need to get in touch with you if we can't reach you on your mobile.

When your RealMe login has been created click Continue



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**Real me**

### Your RealMe login is ready

 You can now use this one login to access lots of different online services.

**We've sent you an email.**  
Did you realise you can do other useful things with RealMe®? Like being able to prove who you are online, without needing to visit a branch or office every time! You only need to reverify your identity once every five years. Check your email to find out more.



You need to return to Ministry of Business, Innovation and Employment where you will be logged in.

[Continue](#)

Enter your EWRB Competence programme provider activation code

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Login Create ?

EWB Home Search the Public Register Online Store Online Forms Login

### Activate Account

Setting up your login for the first time is simple.

If you have not logged on this system using an igovt login, you will need your activation code to set up your account. Your activation code would have been posted or emailed to you.

- If you have an activation code, then enter it, and click **Next**.
- If you do not have your activation code then call 0800 661 000 ( or if calling from overseas: +64 3 943 4254) between 8.00 am to 5.00 pm NZT Monday - Friday. You will be asked some questions to confirm your identity.

**Please enter your account activation code**

Activation code

**Next**

**need some help?**  
Contact us on phone **0800 661 000** or if from overseas **+64 3 943 4254** between 8:30 am and 5:00 pm Monday to Friday  
Or email us on [info@ewrb.govt.nz](mailto:info@ewrb.govt.nz)

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And you're done!

## 4. Competence Programme Provider Profile

The *Organisations Home* page of the website portal differs from the EWRB electrical worker *Home* page of website portal.

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Manage my RealMe

EWB Home Search the Public Register Online Store Online Forms Electrical Trainer Limited Logout

### Organisation Home

Welcome to your organisation's secure section of the website.

Using *Organisation Profile* on the left you can:

- maintain your organisation's contact details. For example phone numbers and addresses
- maintain your employees safety training activities
- make a payment for relicensing for your employees.

The tabs above allow you to:

- purchase from the online store
- search the register
- view Electrical Worker forms

Please note that [terms and conditions](#) apply to the Electrical Workers Online service provided on this website by the Ministry of Business, Innovation and Employment, which reserves the right to modify these conditions from time to time.

By using the Electrical Workers Online service, you agree to be legally bound by these [terms and conditions](#), which shall take effect immediately on your first use of this website.

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Click on *Organisation Profile* to view / edit your contact details and select from the range of service available. Changing your address here automatically updates Board records, but does not update the list of competence programme providers on the website. Email [info@ewrb.govt.nz](mailto:info@ewrb.govt.nz) if you wish to change your details published on the Boards website.

The *Licence Details*, *Employee Details*, *Employee Relicence Competency Training* and *Employee Relicence Payment* are not relevant for competence programme providers and should not be used. If your organisation is also an employer of licenced electrical workers you will probably need a separate login for that. Do not confuse other roles with your work as a competence programme provider.

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**Home**

**Organisation Profile**

- Organisation Details
- Licence Details
- Recognised Courses
- Employee Details
- Employee Relicence Competency Training
- Employee Relicence Payment
- Add Competency Training

**Invoices**

**External Links:**

Manage my RealMe

**Organisation Profile**

**Organisation Details**

**Identification**

ID ORG000115  
Known as Electrical Trainer Limited  
Company name Electrical Trainer Limited  
Organisation number ORG000115

**Contact Details**

Phone 1 04 555 5555  
Phone 2 021 555 5555  
Fax  
Website <http://www.ElectricalEmployer.co.nz>  
E-mail Admin@electricalemployer.co.nz  
E-mail 2

[Edit](#)

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## “Recognised Courses”

The recognised courses menu item is for use by training providers who deliver tuition and assessments for Board examinations. Competence programme providers and tuition and providers of assessments for Board examinations would normally have separate logins for each activity, even if provided by the same organisation. A list of recognised courses is the only functionality on the EWRB website portal for providers of tuition and assessments for Board examinations.

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**Home**

**Organisation Profile**

- Organisation Details
- Licence Details
- Recognised Courses
- Employee Details
- Employee Relicence Competency Training
- Employee Relicence Payment
- Add Competency Training

**Invoices**

**External Links:**

Manage my RealMe

**Organisation Profile**

**Recognised Courses**

The EWRB recognises two types of training providers:

- a competency training provider who delivers competency training needed for an electrical worker to be licensed and
- a training provider who delivers courses that are a prerequisite for registration e.g. Electrician Regulations.

Date	Course Name
1 Apr 2015	Cable Jointer Written Exam

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## 5. Add Competency Training

Click *Add Competency Training*.

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EWRB Home Search the Public Register Online Store Online Forms Electrical Trainer Limited Logout

**Home**

**Organisation Profile**

- Organisation Details
- Licence Details
- Recognised Courses
- Employee Details
- Employee Reliance Competency Training
- Employee Reliance Payment
- Add Competency Training**

**Invoices**

**External Links:**

Manage my RealMe

**Organisation Profile**

**Add Competency Training**

Competency training providers please use this page to notify the Registrar when licensed electrical workers satisfactorily complete a competence programme as defined in Gazette notice dated 1 December 2011. The Board requires that notifications are submitted within five working days of course completion. You can bulk process notifications in batches of up to 25 electrical workers. The notification process involves three simple steps:

1. Start by creating your course details. Enter date completed and course type.
2. Then locate and add electrical workers to the course you have created. You can search by:
  - Full name; or
  - Licence number (accepts multiple entries separated by a comma); or
  - EW ID number.
3. Positively identify each electrical worker in the search results and click Add to Course. When all participants have been added to the course click Submit to submit your notification.

Date Completed \*

Course \*

Provider Electrical Trainer Limited

Search

**Selected Electrical Workers**

**No Electrical Workers Added**

**need some help?**

Contact us on phone **0800 661 000** or if from overseas **+64 3 943 4254** between 8:30 am and 5:00 pm Monday to Friday

Or email us on [info@ewrb.govt.nz](mailto:info@ewrb.govt.nz)

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Start by creating your course details. Enter date completed and course type<sup>2</sup> from the list:

- First Aid
- CPR
- Site Safe
- Electrical Safety and Testing

Then locate and add electrical workers to the course you have created. You can search by:

- Full name; or
- Licence number (accepts multiple entries separated by a comma); or
- EW ID number

Multiple searches only work when the licence number on an electrical workers card is entered.

Format your search string with a space between letters and numbers and a comma between each electrical worker (for example: Im 259343,eas 259408,e 17735).

Note: Licence numbers have a gap between letters and numbers. EW ID numbers do not have a gap between letters and numbers.

Search for unlicensed people (for example the holder of a trainee limited certificate) by full name.

Sight and confirm each electrical worker. Uncheck the tick box for electrical workers you do not wish to add to your course.

Note that errors (for example incorrect licence numbers) are reported in the yellow error message box.

<sup>2</sup> The Registrar expects competence programme providers to deliver appropriate training. Please select the closest type of training from the list.

If you cannot find a course participant try searching for them on the Electrical Worker Register [here](#)<sup>3</sup>. Competence programme providers are not responsible for the actions of course participants, however we would appreciate trainers drawing the attention of people who have attended training, but are not on the Boards database to the trainees page<sup>4</sup> of the Boards website with specific reference to the requirements for obtaining a trainee limited certificate. Training information cannot be recorded for a person who is not on the system. In this situation competence programme providers should produce a certificate of completion that can be presented to the Registrar at a later date.

**Organisation Profile**

**Add Competency Training**

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  - EW ID number.
3. Positively identify each electrical worker in the search results and click Add to Course. When all participants have been added to the course click Submit to submit your notification.

Date Completed \*

Course \*

Provider

Search

Paul Gulla has been added successfully

**Selected Electrical Workers**

Reg No.	EWRB No.	Full Name	Actions
E 17735	EW080586	Adam Tate	<a href="#">Remove</a>
	EW125655	Paul Gulla	<a href="#">Remove</a>

When your course list is complete, click *Submit*, the *OK* to create competency training records for the named electrical workers.

<sup>3</sup> <https://ewrb.ewr.govt.nz/PublicRegister/Search.aspx>

<sup>4</sup> <http://www.ewrb.govt.nz/training-and-qualifications/trainees/>