

## Overview of Services

WorkPro is a web-based employment screening solution. It provides individual's with a single, centralised point of entry to complete their employment related paperwork, and inductions and training, and provides employers the opportunity to manage and track pre-employment processes via a single login.

Services include:

- A broad induction course library covering mandatory work health and EO induction training
- National criminal checking service
- work rights or visa check through a partnership with the Department of Immigration

WorkPro's key point of difference is that once an individual has completed WorkPro, their work profile is portable from employer to employer, drastically reducing the time and effort required to induct and screen a potential or existing employee.

## INDUCTION AND TRAINING

WorkPro has developed a broad generic course library based on the employment markets demand for an industry standard for mandatory work health and safety induction training.

WorkPro's training module's design appeals to different learning styles, by using audio, words and images to create an engaging experience and includes competency-based assessment for all modules, with a pass rate of 80% (100% for health-related modules)

The modules available are job and industry based, so the content is directly related to an individual's employment environment. Modules available include:

- general safety training
- discrimination, harassment and bullying
- white collar specific modules
- blue collar training including manufacturing, store worker, forklift operator and construction worker
- health related modules
- working alone/unsupervised worker
- safety in retail
- hospitality safety

Additionally, WorkPro offers a mandatory module, the Federal Government's Fair Work Statement, which is completed on-line as part of the individual's induction program. This module is also fully reportable to meet audit requirements.

## TAILORING & CUSTOMISATION

To complement the generic induction program, client's can utilise the existing course library, and tailor the solution by uploading and delivering their own customised content, streamlining and enhancing the induction and on-boarding experience.

This allows client's to consolidate the tracking, reporting and auditing of training completion using a single system.

Customisation options include simply tailoring the 'look and feel' so the solution appears proprietary-owned, right through to WorkPro hosting and delivering a specific course or courses, including competency-based assessment on a client's behalf.



## NATIONAL CRIMINAL HISTORY RECORD CHECKS

The demand from the market for national criminal checks has grown rapidly in the last two years. Traditionally, the processing of these checks has been timely, and paper-based, which presented a barrier for the market to respond rapidly to a customer's employment needs.

Forming a strategic partnership with a specialist in this area, WorkPro is able to provide a simple procedure for processing national criminal checks, with the results available within a few minutes, allowing customers to adopt a 'just in time' approach to this critical mandatory pre-employment requirement.

## WORK RIGHTS CHECK

Checking an individual's residency status or visa status is a mandatory employment requirement.

Historically it was only ever possible to validate this information by directly accessing the Department of Immigration's VEVO system. WorkPro has established integrated and secure access to the Department's database through a strategic partnership, providing clients with one-step access to accurate and transparent employee work rights information which further streamlines the employment screening process.

The unique feature of this service is that it is fully reportable and auditable, and allows clients to flag to re-check a visa on a specific date.

## REPORTING AND AUDITING

The provision of a simple and centralised solution for pre-employment screening also includes a simple and transparent reporting facility.

WorkPro uses dashboard reporting to facilitate quick and easy viewing of usage. Reports are automatically processed overnight for rapid viewing, however reports can also be manually processed, and tailored by the client to include specific date ranges, and report by brand, branch/site and even by individual.