



## Alstom NSW Register Now

Dear << Test COMPANY >>,

At Alstom, caring for each other is one of our values. It is part of who we are and the way we work, every shift, every day. Nothing is more important than the safety and wellbeing of our employees, contractors and communities.

**As a registered Alstom NSW supplier, you are required to upload evidence of compliance with mandatory site and work role competencies for all workers in the Alstom Workforce Management System.**

The system is managed by Avetta on behalf of Alstom, and provides a platform to manage the compliance, qualifications, and training requirements of your workers. You can find the **On Demand Supplier Webinar** [here](#).

To register your workers, create a profile for each worker from your business.

[Click here](#) to access the website, save it as a favourite, and follow the instructions below.

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### Step 1 > Create Worker Profile(s)

- Log into the [Alstom Contractor Management System](#)
- From your dashboard, select **Manage Roles** and then **Add New Employee** to add each worker's details.
  - If your worker already exists, simply click on their profile.

## Step 2 > Assign Site(s)

- Find the employee on the “**Employees Available**” list, click their name, click **Continue**, then click **Add Site** and select the **Relevant** site to associate your worker.

## Step 3 > Assign Role(s)

Click **All Roles**, then click **Add New Role**.

A minimum of two roles are required for each worker.

1. Select one of the mandatory Site-Specific Roles:
2. Select a Work Role(s) that best cover the work being performed on site. (If you cannot locate a Work Role appropriate for your workers, please contact Avetta)

## Step 4 > Upload documents and book inductions

Role selections determine the competency documents (e.g. licences, certifications) you'll upload in the system. You may also be asked to book online inductions which are required to access site. If you are booking inductions, the worker will be sent a link and login details.

Avetta will validate the documents you've uploaded during registration, please allow minimum 2 business days for validation.

Please complete registration of workers before attending site.

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## Further Information

If you have questions or require additional training or support, please feel free to contact the Avetta Customer Service team at 1300 175 307 or email [manufacturing@avetta.com](mailto:manufacturing@avetta.com).

Thanks for your cooperation!