



ESITO Web Portal Guide

For Trainees

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1. About the ESITO Web Portal

The ESITO Web Portal gives you access to your personal information so you can easily check your training plan, view the number of credits you have achieved and the number you still have to achieve to complete your qualification, keep track of the activities you have had exposure to on-job and change your contact details.

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

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

[News Archive](#)

Annual Connection
Click for results and photos

GET YOUR CAREER STARTED NOW

Career Options
Getting into the Industry
Career Advisors Information
Career Pathways

Looking for staff
Looking for a job
Tell us what you think

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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

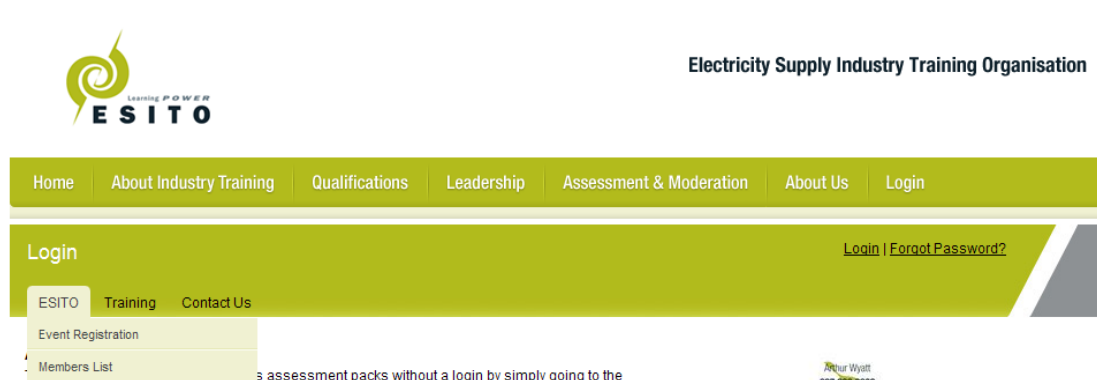
- Training Calendar
- Find Assessor
- Assessment Materials

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.contact.energy.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 is open, showing three options: 'Training Calendar', 'Find Assessor', and 'Assessment Materials'. The 'Assessment Materials' option is highlighted. The page also shows the 'Login' section with links for 'Login' and 'Forgot Password?'. A contact card for Arthur Wyatt and Kim Smith is visible in the bottom right corner.

2.2.1. Training Calendar

You can use the Training Calendar to search for off-job training courses relevant to your qualification. 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:

Course:

Unit Codes: 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 (CPIT) | Joanna Molyneux | MolyneuxJ@cpi.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@tra.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 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.

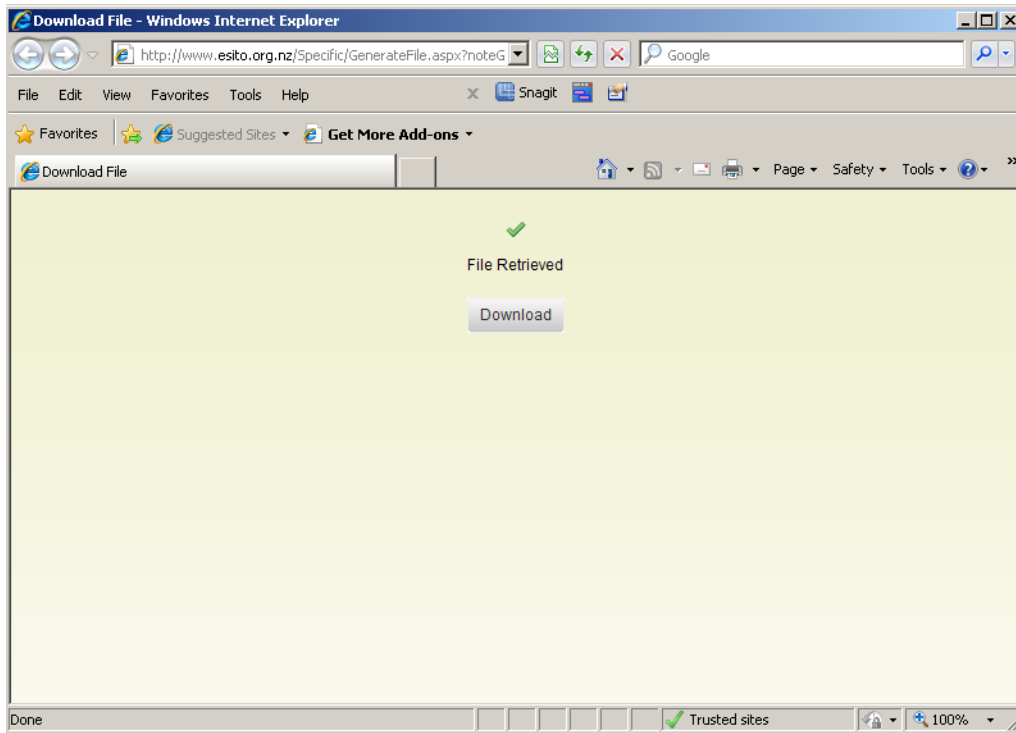
The screenshot shows the ESITO website interface. At the top left is the ESITO logo with the tagline 'Learning POWER'. To the right is the text 'Electricity Supply Industry Training Organisation'. Below this is a green navigation bar with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. A secondary green bar contains 'Assessment Materials' and links for 'Login' and 'Forgot Password?'. Below that is another green bar with 'ESITO', 'Training' (selected), and 'Contact Us'.

A 'Filter' section contains three input fields: 'Unit Code' with '1050', 'Document Name' (empty), and 'Document Type' with a dropdown menu set to 'Trainee Assessment Pack'. An 'Apply' button is below these fields.

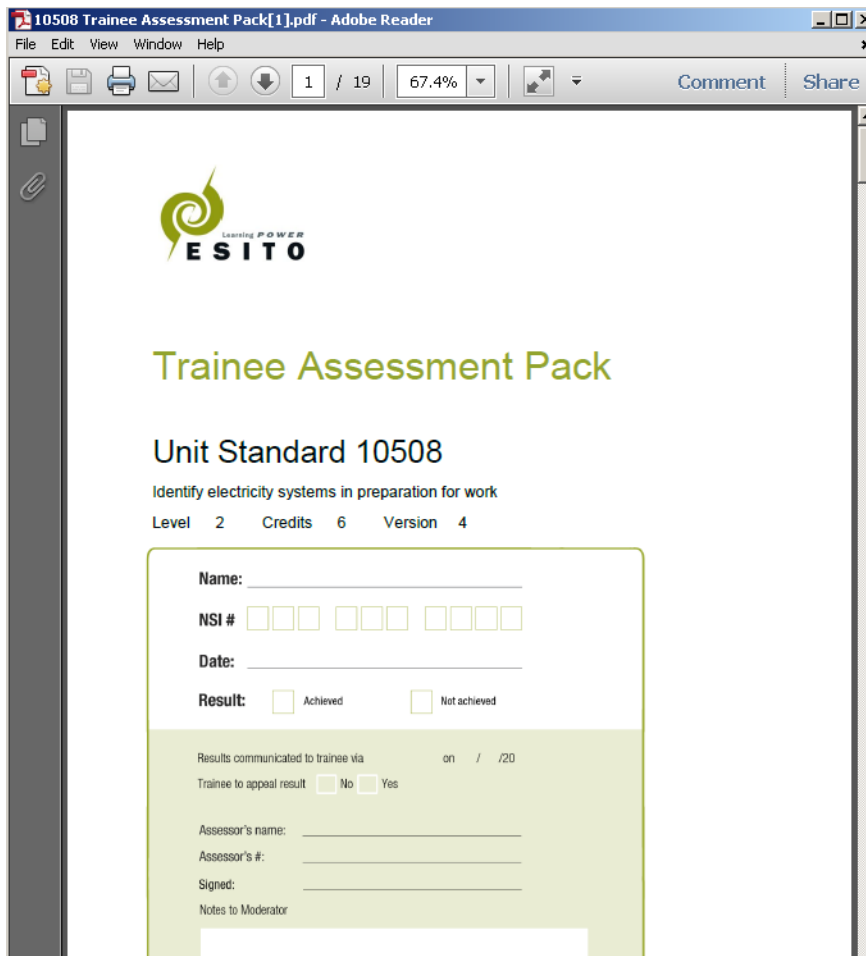
The 'Documents' section lists three results, each with a PDF icon, a table of columns, and a 'Download' button:

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

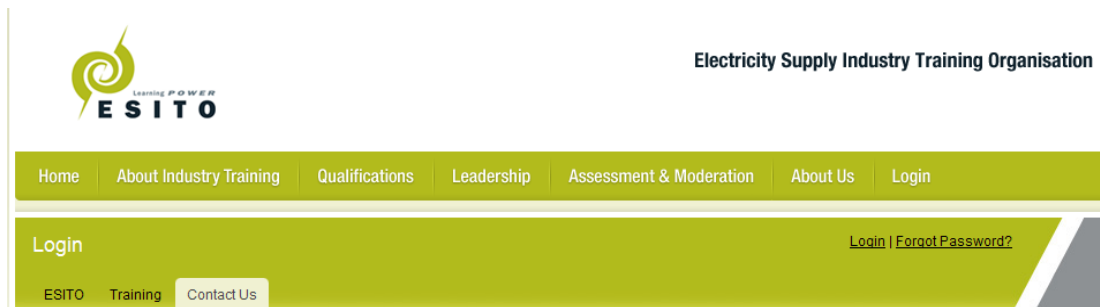
To view a document, click on **Download** – this is on the right side of your screen.



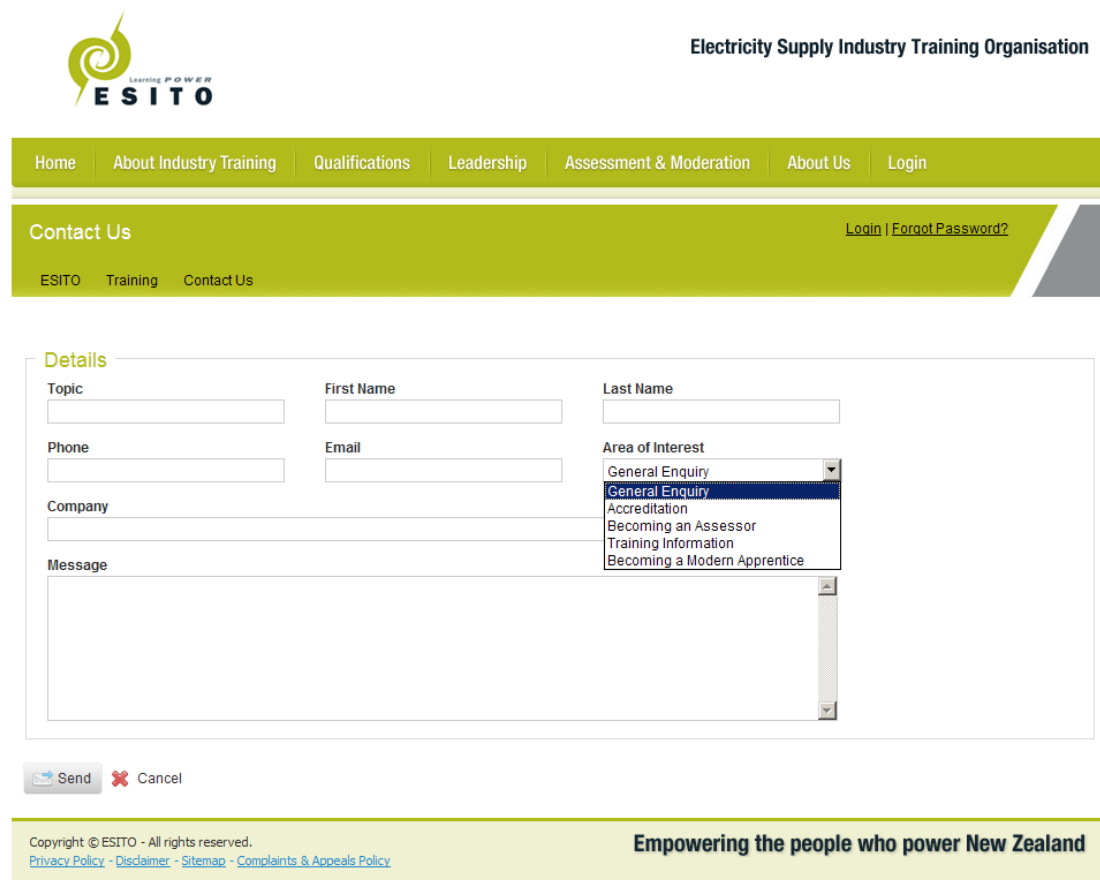
When you see this view, click on **Download**. A PDF document will come up. Select **Open** to view the document.



2.3. Contact Us Menu Tab



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.



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 personal information. 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: Training Details

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

Menu tab: Contact

- Contact Us
- Email Coordinator

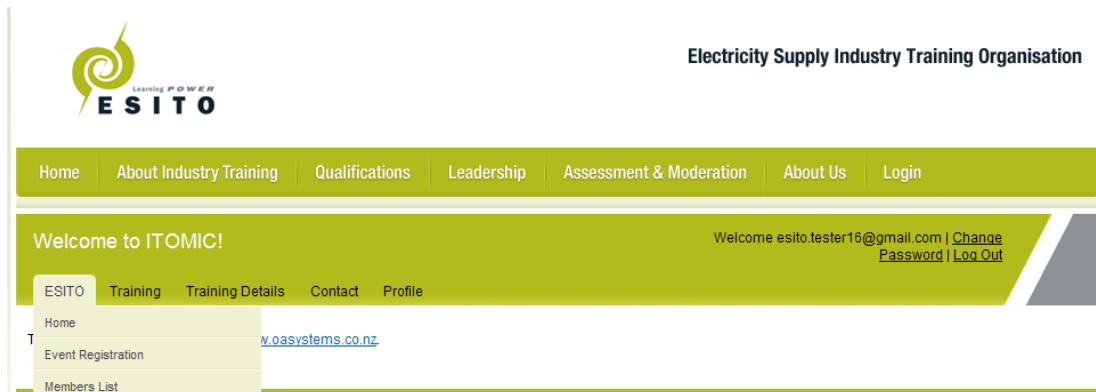
Menu tab: Profile

- Update Information

3.1. ESITO Menu Tab

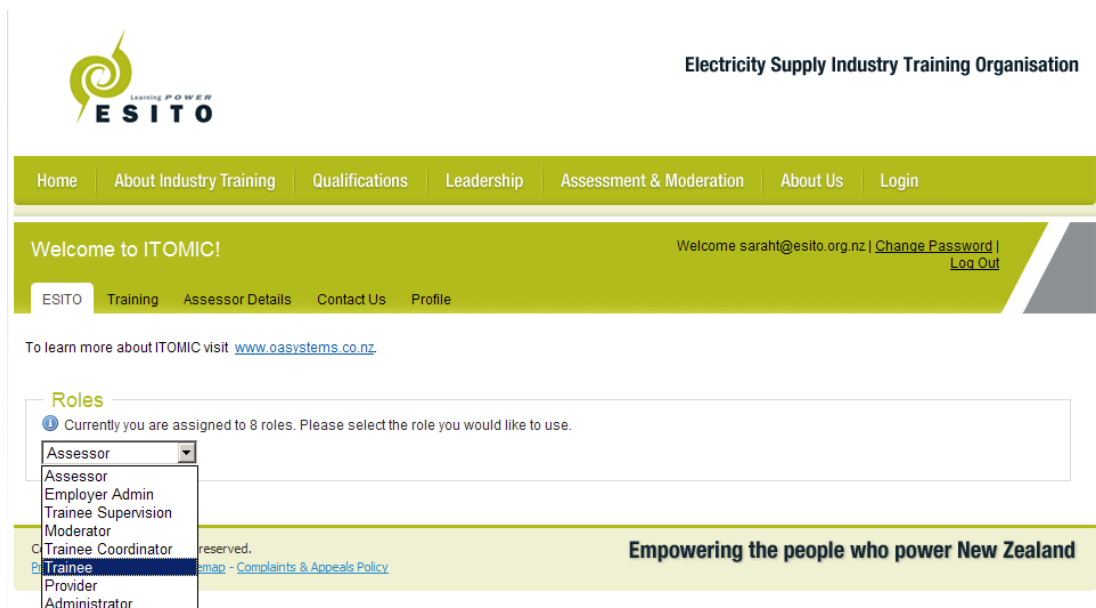
Three functions are available from the ESITO menu tab. They are:

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



3.1.1. Home

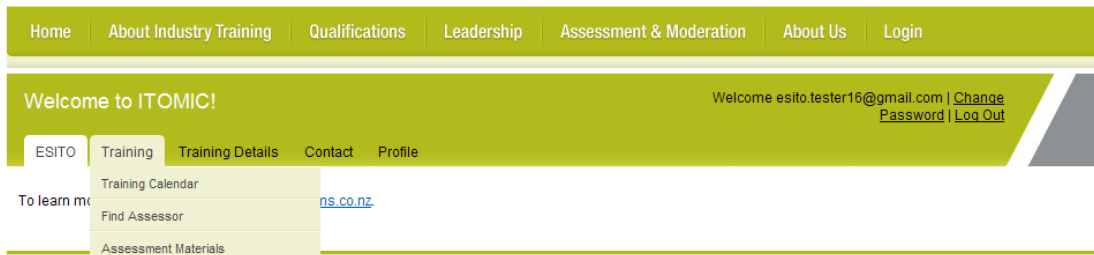
Some web portal users have more than one role. If you have been advised you have another role, other than the Trainee role, you can switch between your assigned roles without logging out. To do this, click on **Home** then select the other role assigned to you. This will automatically change the menu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



3.2. 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).

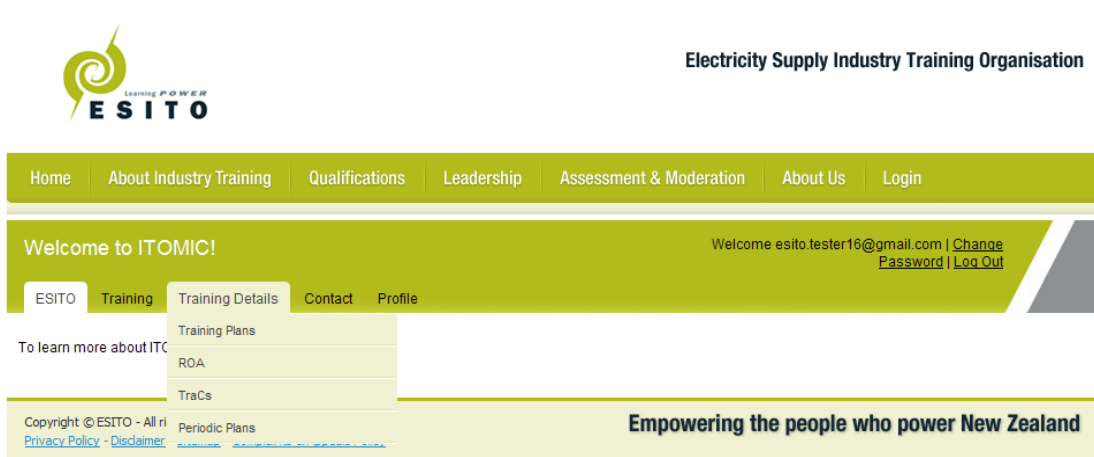


The screenshot shows the top navigation bar of the ESITO website. The main navigation menu includes: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. Below this, a secondary navigation bar contains: ESITO, Training, Training Details, Contact, and Profile. A dropdown menu is open under 'Training', showing options: Training Calendar, Find Assessor, and Assessment Materials. The 'Find Assessor' option includes a link to 'ns.co.nz'. The page also features a welcome message for 'esito.testster16@gmail.com' with links for 'Change Password' and 'Log Out'.

3.3. Training Details Menu Tab

Four functions are available from the Training Details menu tab. They are:

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



This screenshot shows the same ESITO website navigation bar as the previous image, but with the 'Training Details' menu tab selected. The dropdown menu is expanded, showing four options: Training Plans, ROA, TraCs, and Periodic Plans. The 'Periodic Plans' option is highlighted. The footer of the page includes the text 'Empowering the people who power New Zealand' and copyright information for ESITO.

3.3.1. Training Plans

Training Plans are designed to help you, and your coordinator and supervisor, monitor your progress toward achieving your qualification(s). Essentially they detail:

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

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

By the end of July 2011 every trainee should be able to view a training plan for the qualification(s) they are working toward.

It's important to note that your plan, which has been created by your ESITO trainee coordinator or customer service manager, is a draft only. It is based on the generic requirements of the qualification you are working toward and anticipates the specific unit standards you are likely to do.

You and your supervisor or 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.

If you can't see your training plan 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.

Electricity Supply Industry Training Organisation

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

Training Plan List Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)

ESITO Training Training Details Contact Profile

Filter

Program Name Past Expected End Date

If your search should include a trainee(s) past the expected end date of their programme please tick this box.

Training Program Plans

| Name | NSM | DOB | Employer | Program | Start Date | Expected End Date | CSM | Coordinator | Type | Details |
|----------------|-----------|-----------|--------------------------------|---|------------|-------------------|-----------|-----------------|---------|-------------------------|
| Rebecca Martin | 139915434 | 1/09/1986 | Northpower Limited - Whangarei | 4933 : NC in Electricity Supply (Retail) (L3) V1 (LV) | 01/06/2011 | 31/05/2012 | Kim Smith | Kim-Marie Smith | Trainee | Details |


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

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



Electricity Supply Industry Training Organisation

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

Training Plan Details Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)

ESITO | Training | Training Details | Contact | Profile

Details

| | | |
|---|--|-------------------------|
| Employer Northpower Limited - Whangarei | Program 4933 : NC in Electricity Supply (Retail) | Type Trainee |
| Start Date 1/06/2011 | End Date 31/05/2012 | CSM Kim Smith |
| Name Rebecca Martin | Coordinator Kim-Marie Smith | NSN 139915434 |
| DOB 1/09/1986 | | |

Type to Search
Filter

Qualification
1418 : NC in Electricity Supply (R&D)

[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 |
|-------------------------|--------|-----------|-------|---------|---------|----------|--------|--------------|----------|------------------|
| 1418-v1-00-Compulsory-1 | | 00376 | 3 | 2 | Yes | | Yes | 31/08/2011 | | |
| 1418-v1-00-Compulsory-1 | | 00497 | 1 | 3 | Yes | | No | | Achieved | |
| 1418-v1-00-Compulsory-1 | | 01304 | 2 | 2 | Yes | | Yes | | Achieved | |
| 1418-v1-00-Compulsory-1 | | 01307 | 3 | 3 | Yes | | Yes | 30/11/2011 | | |
| 1418-v1-00-Compulsory-1 | | 01312 | 3 | 3 | Yes | | Yes | 30/11/2011 | | |
| 1418-v1-00-Compulsory-1 | | 01978 | 1 | 2 | Yes | | Yes | | Achieved | |
| 1418-v1-00-Compulsory-1 | | 03491 | 3 | 4 | Yes | | Yes | 30/11/2011 | | |
| 1418-v1-00-Compulsory-1 | | 08085 | 3 | 4 | Yes | | No | 31/05/2012 | | |
| 1418-v1-00-Compulsory-1 | | 09881 | 3 | 3 | Yes | | Yes | 31/08/2011 | | |
| 1418-v1-00-Compulsory-1 | | 11097 | 3 | 3 | Yes | | Yes | 28/02/2012 | | |
| 1418-v1-00-Compulsory-1 | | 11815 | 3 | 4 | Yes | | Yes | 28/02/2012 | | |
| 1418-v1-00-Compulsory-1 | | 18275 | 2 | 2 | Yes | | No | 31/08/2011 | | |
| 1418-v1-00-Compulsory-1 | | 24522 | 3 | 4 | Yes | | No | 28/02/2012 | | |
| 1418-v1-00-Compulsory-1 | | 24523 | 3 | 4 | Yes | | No | 31/05/2012 | | |
| 1418-v1-00-Compulsory-1 | | 24524 | 3 | 6 | Yes | | No | 31/05/2012 | | |


Page 1 of 1

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](#)

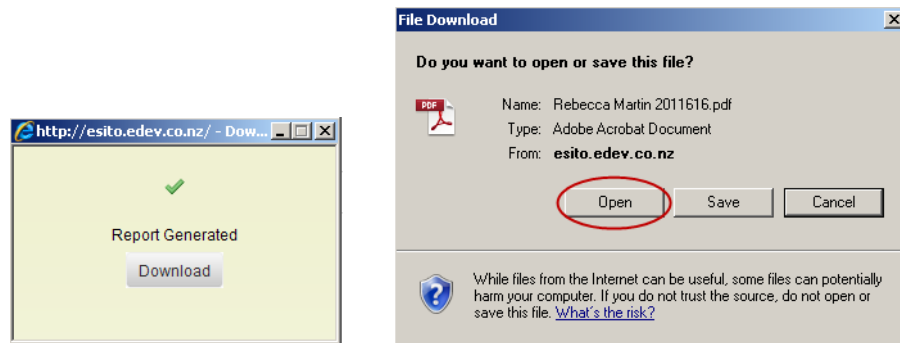
Training Plan Details Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)

[ESITO](#) | [Training](#) | [Training Details](#) | [Contact](#) | [Profile](#)

Details

| | | |
|--------------------------------|--|-------------|
| Employer | Program | Type |
| Northpower Limited - Whangarei | 4933 : NC in Electricity Supply (Retail) | Trainee |

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 you are 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.

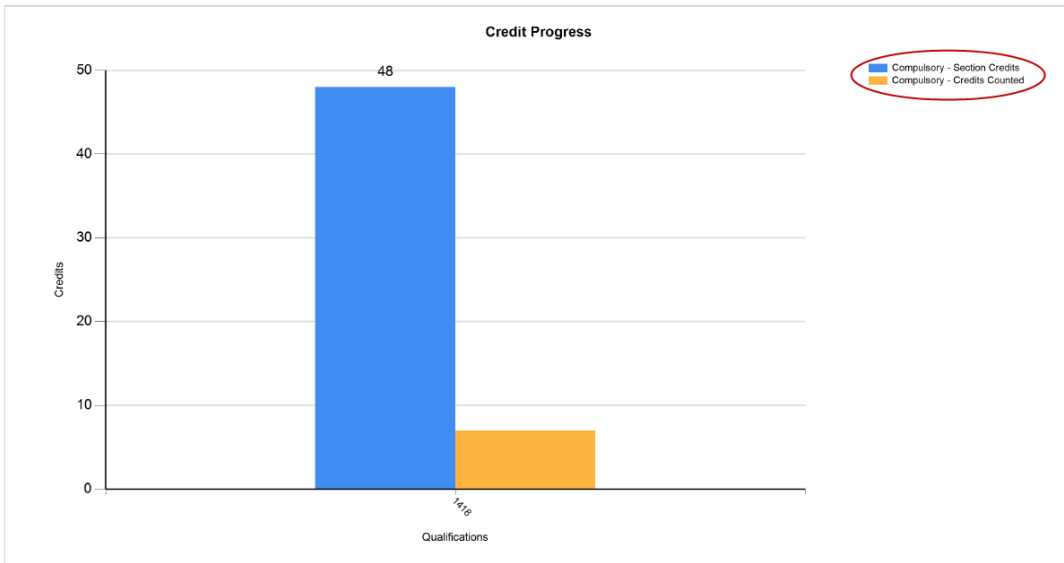
Training Programme Plan Details

| | | |
|--|-----------------------|-------------------------------|
| 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 x 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 | | |
| 01978 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 | | |
| 08085 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 | | |
| | | | 48 | | | | | | |
| Total | | | 48 | | | | | | |

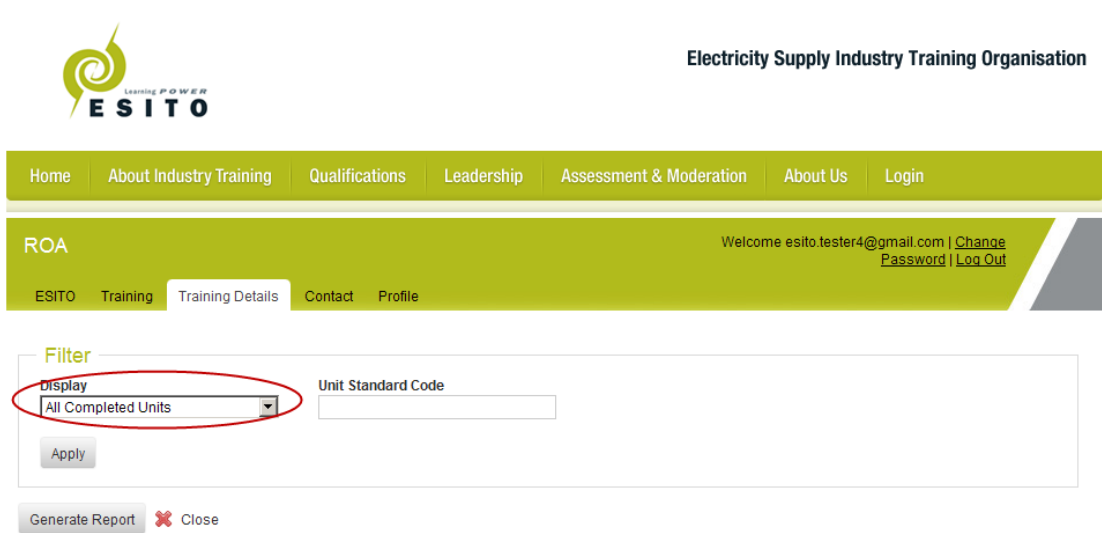
| Qualification | Compulsory Total Credits Required | Compulsory Total Credits Achieved | Credits Outstanding |
|---|-----------------------------------|-----------------------------------|---------------------|
| 1418 : NC in Electricity Supply (Retail) (Level 3) v1 | 48 | 7 | 41 |



3.3.2. ROA (Record of Achievement)

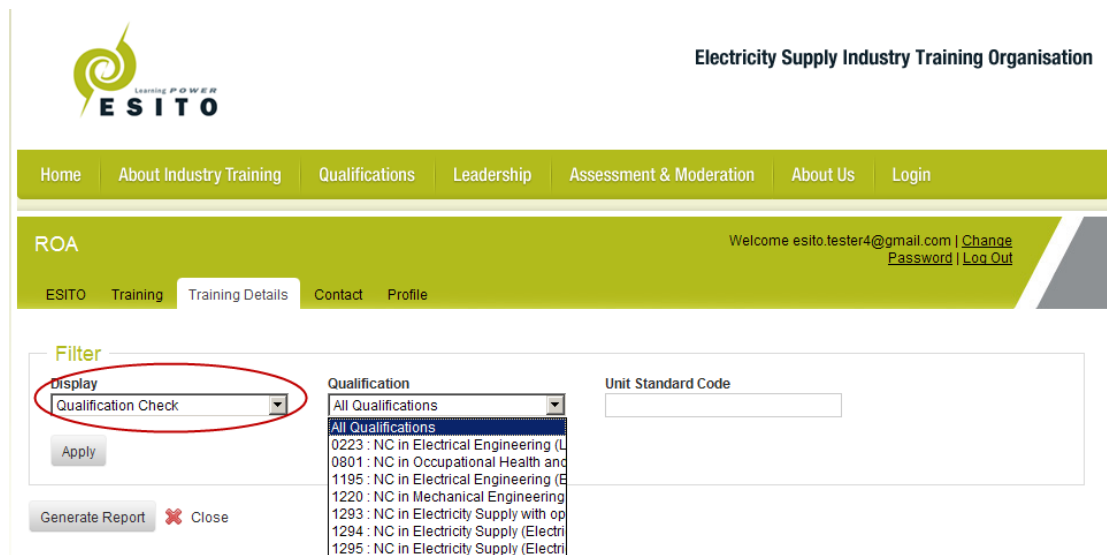
Choose the display option you want. There are two to choose from – All Completed Units and Qualification Check.

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



The screenshot shows the ESITO website interface. At the top left is the ESITO logo with the tagline 'Learning POWER'. At the top right is the text 'Electricity Supply Industry Training Organisation'. Below this is a navigation bar with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. The main header area shows 'ROA' on the left and a user welcome message 'Welcome esito.tester4@gmail.com | Change Password | Log Out' on the right. Below the header is a sub-navigation bar with links: ESITO, Training, Training Details (active), Contact, and Profile. A 'Filter' box is present with a 'Display' dropdown menu set to 'All Completed Units' (circled in red), a 'Unit Standard Code' input field, and an 'Apply' button. Below the filter box 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) you are currently working toward. You can search for all qualifications relevant to your current training programme or select a specific qualification from the pick list.



The screenshot shows the ESITO website interface, similar to the previous one. The 'Display' dropdown menu in the 'Filter' box is now set to 'Qualification Check' (circled in red). The 'Qualification' dropdown menu is open, showing a list of qualifications including 'All Qualifications', '0223 : NC in Electrical Engineering (L', '0801 : NC in Occupational Health and', '1195 : NC in Electrical Engineering (E', '1220 : NC in Mechanical Engineering', '1293 : NC in Electricity Supply with op', '1294 : NC in Electricity Supply (Electri', and '1295 : NC in Electricity Supply (Electri'. The 'Unit Standard Code' input field is empty. The 'Apply' button is visible below the dropdowns. Below the filter box 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 your ROA click on **Apply**. Alternatively you can generate a report that can be printed. To do this, click on **Generate Report**.



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

ROA Welcome esito.tester4@gmail.com | [Change Password](#) | [Log Out](#)

ESITO | Training | **Training Details** | Contact | Profile

Filter

Display: Unit Standard Code:

Apply

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 |
| 01978 | 5 | Identify and describe basic employment rights and responsibilities, and sources of information and assistance | 1 | 2 | 02/07/2009 | 02/07/2009 |
| 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 |

Page 1 of 1

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 | |

Page 1 of 1

Generate Report

3.3.3. TraCs (Training Coordination Sheets)

This section is only relevant to trainees who have been recording their on-job activity exposures using WAP sheets. If you have not been doing this, please move onto Section 3.3.4.

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

- you 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, you will now enter your 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 you will enter the number of times you 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 your **supervisor**.

This example 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.tester13@gmail.com | [Change Password](#) | [Log Out](#)

ESITO | Training | **Training Details** | Contact | Profile

TraCs Units


| Unit | Version | Description | Some | Most | All | Latest Recorded | Sufficient TraCs | New Some | New Most | New All |
|-------|---------|--|------|------|-----|-----------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| 04433 | 5 | Select, use, and care for simple measuring devices used in engineering | 3 | 2 | 2 | 16/06/2011 | <input type="checkbox"/> | <input type="text"/> | <input type="text" value="3"/> | <input type="text" value="2"/> |
| 02387 | 5 | Assemble mechanical components under supervision | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 02395 | 7 | Select, use and care for, engineering hand tools | 5 | 5 | 3 | 16/06/2011 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="1"/> |
| 02396 | 5 | Select, use and maintain portable hand held engineering power tools | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 04436 | 5 | Select, use, and care for engineering marking-out equipment | | | | | <input type="checkbox"/> | <input type="text" value="3"/> | <input type="text" value="1"/> | <input type="text"/> |
| 10397 | 4 | Repair and overhaul cooling systems | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10420 | 4 | Repair and overhaul valves | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10414 | 4 | Repair and overhaul pumps | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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After entering the number of exposures in the New Some, New Most and New All columns for all relevant unit standards click on **Submit**


If you get a “calculating” prompt (like the one shown below) click the refresh button  near the top right hand side of the screen.

TraCs Units

| Unit | Version | Description | Some | Most | All | Latest Recorded | Sufficient TraCs | New Some | New Most | New All |
|-------|---------|--|-------------|-------------|-------------|-----------------|--------------------------|----------------------|----------------------|----------------------|
| 04433 | 5 | Select, use, and care for simple measuring devices used in engineering | 3 | 2 | 2 | 16/06/2011 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 02387 | 5 | Assemble mechanical components under supervision | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 02396 | 5 | Select, use and maintain portable hand held engineering power tools | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 04436 | 5 | Select, use, and care for engineering marking-out equipment | Calculating | Calculating | Calculating | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 21909 | 1 | Demonstrate knowledge of fasteners used in mechanical engineering | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

There are no minimum exposure requirements for activities. When you think you have had enough involvement in the required activities for a unit standard, ask your **supervisor** to review your TraCs. When they are satisfied you have had sufficient involvement they will tick the **Sufficient TraCs** box.

Once your **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 page completely.



Electricity Supply Industry Training Organisation

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

TraCs

Welcome esito.tester13@gmail.com | [Change Password](#) | [Log Out](#)

ESITO
Training
Training Details
Contact
Profile

TraCs Units

| Unit | Version | Description | Some | Most | All | Latest Recorded | Sufficient TraCs | New Some | New Most | New All |
|-------|---------|--|------|------|-----|-----------------|-------------------------------------|----------------------|----------------------|----------------------|
| 04433 | 5 | Select, use, and care for simple measuring devices used in engineering | 3 | 2 | 2 | 16/06/2011 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 02387 | 5 | Assemble mechanical components under supervision | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 02396 | 5 | Select, use and maintain portable hand held engineering power tools | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 04436 | 5 | Select, use, and care for engineering marking-out equipment | 3 | 1 | 0 | 16/06/2011 | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10397 | 4 | Repair and overhaul cooling systems | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10420 | 4 | Repair and overhaul valves | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10414 | 4 | Repair and overhaul pumps | | | | | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 02395 | 7 | Select, use and care for, engineering hand tools | 5 | 5 | 3 | 17/06/2011 | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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Submit
 Cancel

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3.3.4. Periodic Plans

Periodic Plans are created for you by your trainee coordinator. They show the unit standards you need to achieve before your next coordination meeting. This is to help you meet the completion dates set out in your training plan and ultimately complete your qualification within the expected number of months.

To view your periodic plans click on **Details** for the date range you want to review.

The screenshot shows the ESITO website interface. At the top left is the ESITO logo with the tagline 'Learning P O W E R'. To the right is the text 'Electricity Supply Industry Training Organisation'. Below this is a green navigation bar with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. A secondary bar shows 'Periodic Plans' and a user welcome message: 'Welcome esito.tester8@gmail.com | Change Password | Log Out'. Below this is another navigation bar with 'ESITO', 'Training', 'Training Details' (selected), 'Contact', and 'Profile'. A 'Filter' section contains a checkbox for 'Incomplete Plans' and an 'Apply' button. The main content is a table titled 'Periodic Plan' with columns: Name, Employer, Start Date, End Date, Plan Issued, Achieved, and Details. One row is visible for Brian Smith at Electrix Limited - Palmerston North, with dates 01/06/2011 to 31/08/2011, issued 01/06/2011, and a 'Details' link. The page is identified as 'Page 1 of 1'. The footer contains copyright information and the slogan 'Empowering the people who power New Zealand'.

ESITO Learning P O W E R

Electricity Supply Industry Training Organisation

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

Periodic Plans Welcome esito.tester8@gmail.com | Change Password | Log Out

ESITO Training Training Details Contact Profile

Filter

Incomplete Plans

Apply

Periodic Plan

| Name | Employer | Start Date | End Date | Plan Issued | Achieved | Details |
|-------------|-------------------------------------|------------|------------|-------------|----------|---------|
| Brian Smith | Electrix Limited - Palmerston North | 01/06/2011 | 31/08/2011 | 01/06/2011 | | Details |

Page 1 of 1

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A summary of the unit standards to be achieved within the periodic plan date range is displayed.

Periodic Plan Details
Welcome esito.tester8@gmail.com | [Change Password](#) | [Log Out](#)

ESITO Training Training Details Contact Profile

Details

Trainee

Employer

Start Date: End Date: Plan Issued On:

Achieved

Units

| Unit Standard | Result Assessed On |
|---|--------------------|
| 10507 : Use personal protection equipment within an electricity network environment | |
| 09677 : Participate in a group/team which has an objective(s) | |
| 01277 : Communicate information in a specified workplace | |


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[← Back](#)

3.4. Contact Menu Tab

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

- Contact Us (see Section 2.3)
- Email Coordinator


Electricity Supply Industry Training Organisation

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

Welcome to ITOMIC! Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)

ESITO Training Training Details Contact Profile

To learn more about ITOMIC visit www.oas.govt.nz

Contact Us

Email Coordinator

3.4.1. Email Coordinator

While logged into the web portal you can email your trainee coordinator. To do this, click on **Send**.

A copy of the email will automatically be sent to your own email address so you have a record of what you communicated.

The screenshot shows the ESITO web portal interface. At the top left is the ESITO logo with the tagline 'Learning POWER'. At the top right is the text 'Electricity Supply Industry Training Organisation'. Below this is a green navigation bar with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. Below the navigation bar is a header area with 'Email Coordinator' on the left and 'Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)' on the right. Below the header is a sub-navigation bar with tabs: ESITO, Training, Training Details, Contact, and Profile. The 'Contact' tab is active. The main content area is titled 'Email' and contains a message: 'If ESITO has a record of your email address you will receive a copy of this email for your records. If you have not provided ESITO with your email address please update your contact details on this website before proceeding.' Below this is a form with a 'Subject' field containing 'Next visit' and a 'Body' field containing 'I am unable to make our coordination visit next week, can we reschedule?'. At the bottom of the form are two buttons: 'Send' (circled in red) and 'Cancel'.

3.5. Profile Menu Tab

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

The screenshot shows the ESITO web portal interface. At the top left is the ESITO logo with the tagline 'Learning POWER'. At the top right is the text 'Electricity Supply Industry Training Organisation'. Below this is a green navigation bar with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. Below the navigation bar is a header area with 'Welcome to ITOMIC!' on the left and 'Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)' on the right. Below the header is a sub-navigation bar with tabs: ESITO, Training, Training Details, Contact, and Profile. The 'Profile' tab is active, and a dropdown menu is open below it with the option 'Update Information'.

3.5.1. 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.

ESITO Learning For All
Electricity Supply Industry Training Organisation

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

Update Details Welcome esito.tester16@gmail.com | [Change Password](#) | [Log Out](#)

ESITO | Training | Training Details | Contact | **Profile**

Status

Last Confirmed
16/06/2011

General Details

| | | |
|--------------------------------|---|---------------------------------|
| First Name Rebecca | Last Name Martin | Home Phone |
| Mobile Phone (021) 123-4567 | Email Address esito.tester16@gmail.com | Preferred Contact Method All |

Home Address Details

| | | |
|--------------------------|------------------------|-------------------|
| Street 10 Demo Street | Suburb Kamo | City Whangarei |
| Post Code 112 | Country New Zealand | |

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 your information online can login and view it. This includes you, your 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**.

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

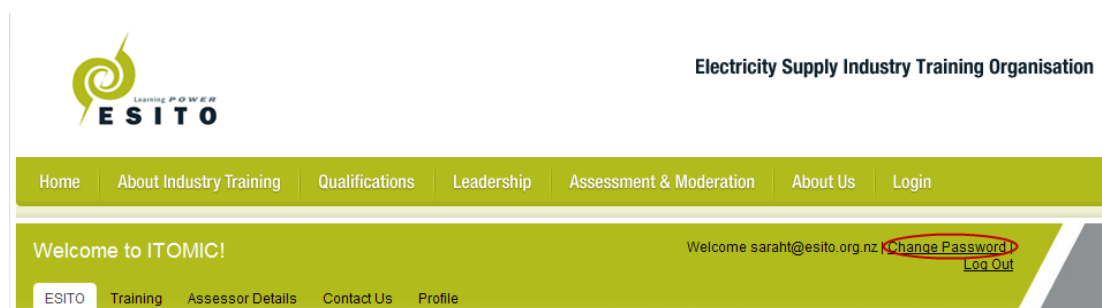
Account Information

Old Password: New Password:

Confirm New 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?

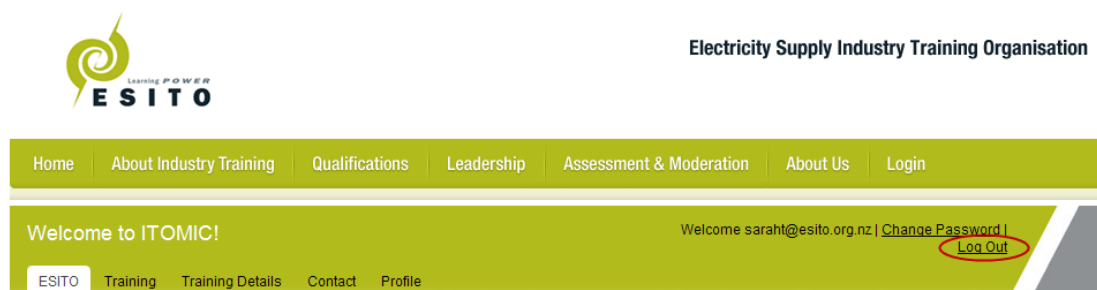
You can change your username to another email address. To do this, go to the Profile menu tab, select Update Information (see Section 3.5.1) and change your email address to another one.

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

- You must use a unique email address that no other trainee or employee 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.

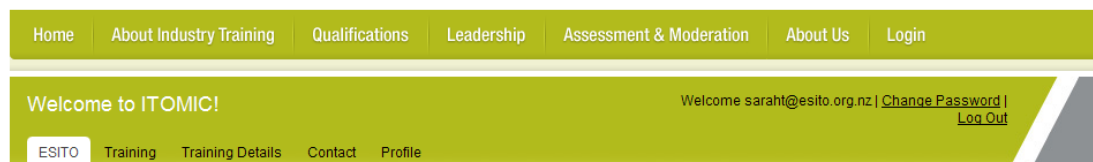


Can I look at other ESITO website pages while logged into the web portal?

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.



Electricity Supply Industry Training Organisation



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 trainee coordinator** in the first instance or your **customer service manager**.

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