

FOLS skills verification program

How to guide

## 4 easy steps for Forest Managers and Contractors

This guide leads you through the 4 steps to becoming a full FOLS user.

Forest Managers and Contractors can create their own accounts even if their Operators do not yet hold FOLS cards or use FOLS. If this describes your circumstances, simply begin at Step 3 and 4 and then move on to supporting your operators work on step 1 and 2.

1

### Review operator competency and currency

- For each Operator identify the activities for which they have completed training, including on-the-job experience.
- Collect evidence of training e.g. Statements of Attainment.
- For high risk activities e.g. tree felling, ask if they currently use that skill.

2

### All operators obtain a FOLS Card

- Setup user access to FOLS via [www.fols.forestworks.com.au](http://www.fols.forestworks.com.au)
- Upload evidence of training
- Identify employer and choose to share data
- Obtain a FOLS Card

3

### Setup FOLS for your business

- Set up user access to FOLS as a Forest Manager or Contractor at [www.fols.forestworks.com.au](http://www.fols.forestworks.com.au)
- Identify Forest Manager/s and choose to share data

4

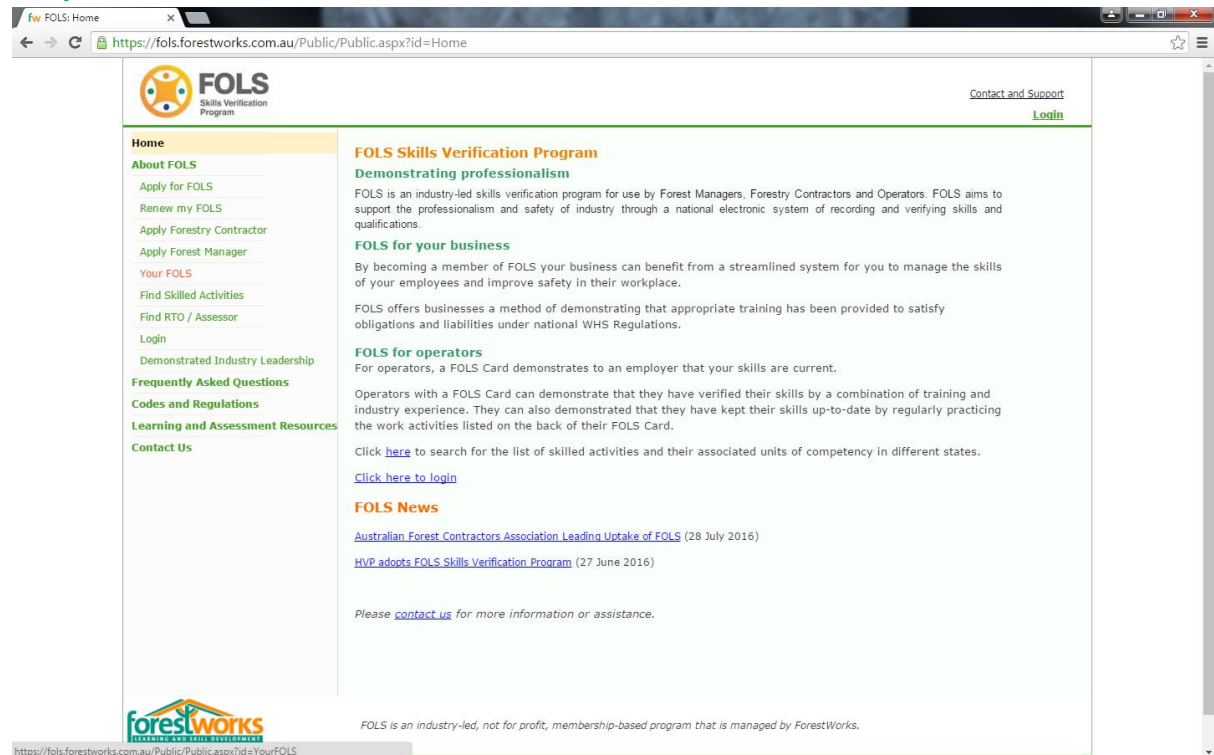
### Learn how to use FOLS

- Follow the left hand menu on the FOLS homepage
- Contact ForestWorks if you need support on FREECALL 1800 177 001, email [fols@forestworks.com.au](mailto:fols@forestworks.com.au) or visit [www.fols.forestworks.com.au](http://www.fols.forestworks.com.au).

## Setup FOLS for your operators

**Step 1:** [fols.forestworks.com.au](https://fols.forestworks.com.au)

**Step 2:**



The screenshot shows the FOLS Home page in a web browser. The page has a header with the FOLS logo and navigation links. The main content area is divided into two columns. The left column contains a sidebar with links to Home, About FOLS, Apply for FOLS, Renew my FOLS, Apply Forestry Contractor, Apply Forest Manager, Your FOLS, Find Skilled Activities, Find RTO / Assessor, Login, Demonstrated Industry Leadership, Frequently Asked Questions, Codes and Regulations, Learning and Assessment Resources, and Contact Us. The right column contains the main content, which includes the FOLS Skills Verification Program description, FOLS for your business, FOLS for operators, and FOLS News. The footer contains the ForestWorks logo and a disclaimer.

**FOLS Skills Verification Program**  
**Demonstrating professionalism**  
FOLS is an industry-led skills verification program for use by Forest Managers, Forestry Contractors and Operators. FOLS aims to support the professionalism and safety of industry through a national electronic system of recording and verifying skills and qualifications.

**FOLS for your business**  
By becoming a member of FOLS your business can benefit from a streamlined system for you to manage the skills of your employees and improve safety in their workplace.

FOLS offers businesses a method of demonstrating that appropriate training has been provided to satisfy obligations and liabilities under national WHS Regulations.

**FOLS for operators**  
For operators, a FOLS Card demonstrates to an employer that your skills are current.

Operators with a FOLS Card can demonstrate that they have verified their skills by a combination of training and industry experience. They can also demonstrate that they have kept their skills up-to-date by regularly practicing the work activities listed on the back of their FOLS Card.

Click [here](#) to search for the list of skilled activities and their associated units of competency in different states.

[Click here to login](#)

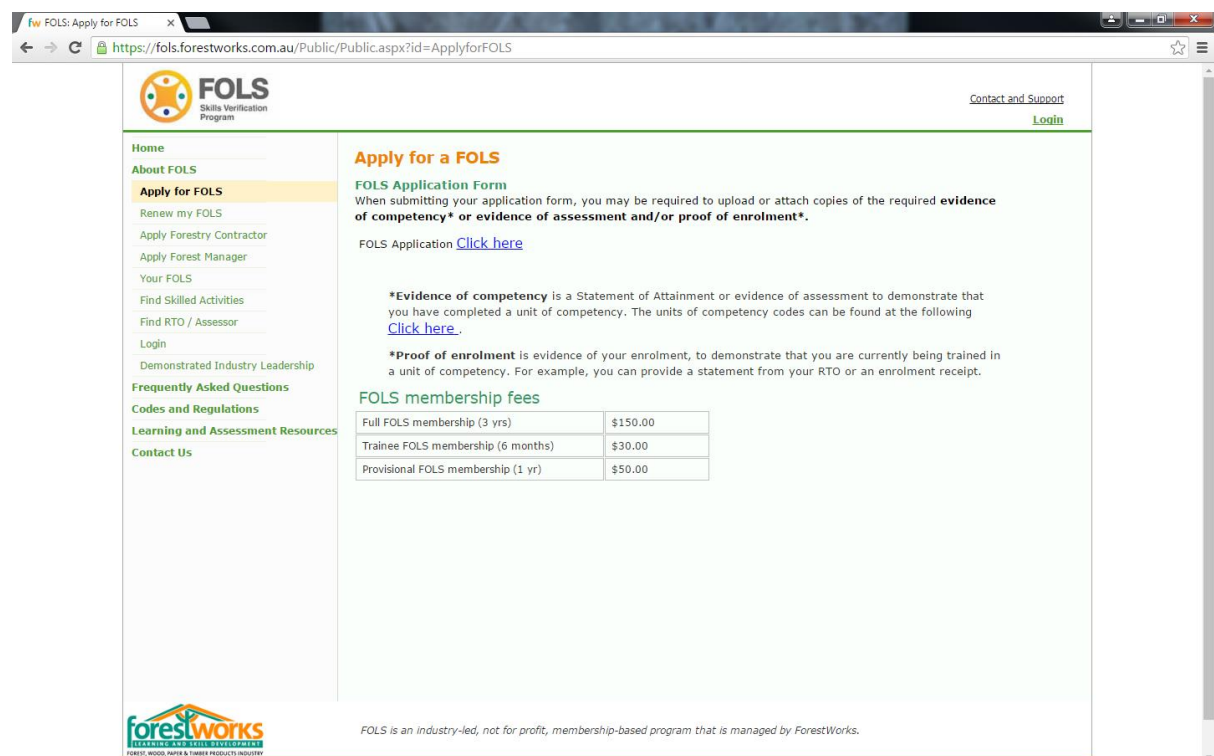
**FOLS News**  
[Australian Forest Contractors Association Leading Uptake of FOLS](#) (28 July 2016)  
[HVP adopts FOLS Skills Verification Program](#) (27 June 2016)

Please [contact us](#) for more information or assistance.

**ForestWorks**  
FOLS is an industry-led, not for profit, membership-based program that is managed by ForestWorks.

**Step 3:** Apply for FOLS

Download an application form



The screenshot shows the FOLS Apply for FOLS page in a web browser. The page has a header with the FOLS logo and navigation links. The main content area is divided into two columns. The left column contains a sidebar with links to Home, About FOLS, Apply for FOLS, Renew my FOLS, Apply Forestry Contractor, Apply Forest Manager, Your FOLS, Find Skilled Activities, Find RTO / Assessor, Login, Demonstrated Industry Leadership, Frequently Asked Questions, Codes and Regulations, Learning and Assessment Resources, and Contact Us. The right column contains the main content, which includes the FOLS Application Form, FOLS Application, and FOLS membership fees.

**Apply for a FOLS**  
**FOLS Application Form**  
When submitting your application form, you may be required to upload or attach copies of the required **evidence of competency\*** or **evidence of assessment and/or proof of enrolment\***.

FOLS Application [Click here](#)

**\*Evidence of competency** is a Statement of Attainment or evidence of assessment to demonstrate that you have completed a unit of competency. The units of competency codes can be found at the following [Click here](#).

**\*Proof of enrolment** is evidence of your enrolment, to demonstrate that you are currently being trained in a unit of competency. For example, you can provide a statement from your RTO or an enrolment receipt.

**FOLS membership fees**

Full FOLS membership (3 yrs)	\$150.00
Trainee FOLS membership (6 months)	\$30.00
Provisional FOLS membership (1 yr)	\$50.00

**ForestWorks**  
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**Step 4:** Complete paper application form (attached):

Please note the following key areas:

☐

**Personal details** are how we keep in contact with you. Please provide phone number and email address

☐

**Employer details** links the operator to the contractor and forest manager. If you want to see your employee records you need to list the contractor as the employer

☐

**Endorsements** – this is where you indicate what training has been done by the operator. Record the unit – number, name. We need copies of this information to put onto FOLS. You can provide this information in paper form or electronically

☐

**Currency** – Please complete the currency section. Please list what activities the operator undertakes in the workplace. Please complete the section and sign.

☐

**Payment** – please indicate how the FOLS will be paid

☐

**Operator agreement** – the operator needs to read the terms and conditions and sign if they want to complete the FOLS application

After your operators are on FOLS  
Setup FOLS for your business - Contractor FOLS profile

**Step 1:** [fols.forestworks.com.au](https://fols.forestworks.com.au)

**Step 2:** Apply Contractor

The screenshot shows a web browser window with the URL <https://fols.forestworks.com.au/Public/Public.aspx?id=ApplyForestryContractor2>. The page features the FOLS Skills Verification Program logo at the top left. A navigation menu on the left includes links for Home, About FOLS, Apply for FOLS, Renew my FOLS, Apply Forestry Contractor (highlighted), Apply Forest Manager, Your FOLS, Find Skilled Activities, Find RTO / Assessor, Login, Demonstrated Industry Leadership, Frequently Asked Questions, Codes and Regulations, Learning and Assessment Resources, and Contact Us. The main content area is titled 'Apply as a Forestry Contractor in FOLS' and contains the following text:

Click [here](#) to apply as a Forestry Contractor in FOLS by completing an online application.

**Forestry Contractors**

A Forestry Contractor is an employer of FOLS card holders

Other industry types or sector employers can apply for this group to gain the benefits outlined below.

Apply as a forestry contractor if you would like to:

- Have assurance that workers registered with FOLS are appropriately trained for the work activities listed on their FOLS Card
- minimise risk to your business by minimising the likelihood of injury to the worker through demonstrated training
- Have a register and evidence of training undertaken by employees
- ensure training undertaken is to the national competency standard
- access reports on those operators who have a current FOLS Card
- access a measure of skills currency, with a three year expiry
- have 24 hour online access to generate and manage a list of employees
- have a cost effective tool for managing training information

At the top right of the page, there are links for 'Contact and Support' and 'Login'. The bottom of the browser window shows the system clock as 8:31 PM on 8/24/2016.

### Step 3 – Complete the online application form

The screenshot shows a web browser window with the URL <https://fols.forestworks.com.au/Public/ForestryContractorApplication.aspx?AppID=0>. The page features the FOLS logo (Skills Verification Program) and a navigation menu on the left with links like Home, About FOLS, Apply for FOLS, Renew my FOLS, Apply Forestry Contractor, Apply Forest Manager, Your FOLS, Find Skilled Activities, Find RTO / Assessor, Login, Demonstrated Industry Leadership, Frequently Asked Questions, Codes and Regulations, Learning and Assessment Resources, and Contact Us. The main content area is titled "FOLS Forestry Contractor Application Form" and includes a "Mandatory fields" section. The form is divided into several sections: "Organisation Details" (Account Category, Organisation Name, ABN, Organisation Website, Industry Type, Industry Sector), "Organisation Address" (Line 1, Line 2, Suburb/Town, State, Postcode, Same for postal address), "Postal Address" (Line 1, Line 2, Suburb/Town, State, Postcode), and "Administrator Person Details (a User Account will be created)" (Title, First Name, Last Name, Phone No., Mobile No., Fax No., Email Address). There is also an "Additional Information" section. At the bottom, there is a checkbox for "I have read and agreed to the Terms and Conditions and Privacy Statement provided in this website." and two buttons: "Submit application" and "Cancel application". The footer includes the ForestWorks logo, a copyright notice for 2016 ForestWorks Ltd, and links for Copyright, Privacy, Terms and Conditions, and User Agreement.

**FOLS Forestry Contractor Application Form**

\* Mandatory fields

Account Category \*

**Organisation Details**

Organisation Name \*

ABN \*

Organisation Website

Industry Type

Industry Sector

**Organisation Address**

Line 1

Line 2

Suburb/Town

State \*

Postcode

Same for postal address ☐

**Postal Address**

Line 1

Line 2

Suburb/Town

State

Postcode

**Administrator Person Details (a User Account will be created)**

Title

First Name \*

Last Name \*

Phone No.

Mobile No.

Fax No.

Email Address \*

Please provide a contact phone or mobile number.

Additional Information

☐ I have read and agreed to the [Terms and Conditions](#) and [Privacy Statement](#) provided in this website.

**forestworks**  
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Once this has been received, invoiced and payment received a username and password will be provided.