



HOW TO GUIDE

MY PROFILE

(T) () (L) QIRPWL RQ
 HEQHERG () QG (S) GWH (L) GLYHLW (L) QIRPWL RQ ()
 WHTLW () () LYHLW () HFWR (R) QLWL (L) QWH (S) RILOH ()
 WLOH ()
 3RY (L) GLQ (L) GLYHLW (L) QIRPWL RQ () (R) SWL RQ ()
 R () GG (L) GLYHLW (L) QIRPWL RQ () (R) QWH () (L) FRQ ()
 ORFW (H) (R) VHOH (R) WWH (L) HOG ()
 SGWHWH (L) HOG (R) ROG (L) NHWR (L) QFOGH (L) QR ()
 SRILOH (R) RWL (L) QWWW (H) (L) HOG (H) (R) QP (L) QGW (R) ()
 REQH (H) FWR (R) HQR (W) (R) LYHW (L) (L) QIRPWL RQ () ()
 LQWH (L) HOG (R) GR (R) WQ (W) (R) SRY (L) GH (L) FNWH ()
 YHL (R) QWWW (H) (R) SRI (W) (H) FWR (L) RQ (W) (R) YH (W) (H) GH (W) (L) ()
 HQWH (H) G ()

How to add qualifications and skills

The **My Profile** tile also includes **Qualifications** and skills to highlight any relevant qualification such as tertiary education which staff will need to insert themselves.

In addition to the **Qualifications** there is also a **Talent** or **Skills** section showing any certifications held for a particular role such as WHS site officer, first aid or emergency officer.

This will also host information about a security clearance if the staff member holds one.

**NOTE: This section is read-only, and the data is managed by MaPS.*

0619 Equity & Diversity

Equity & Diversity

1

*Indigenous Person: Indigenous
 *First Language: English and another language
 **Main non-English Language: Aboriginal or Torres Strait Island lang.
 *Mother's Language: English and another language
 *Father's Language: English and another language
 *Disability: Choose not to give this information
 *Primary Care Responsibility: Choose not to give this information
 *Country of Birth: Australian External Territories
 *Arrival Date: dd.MM/yyyy
 *How well do you speak English?: Very Well
 *Do you identify as Culturally and Linguistically Diverse (CALD)? Yes
 *Do you identify as Lesbian, Gay, Bisexual, Trans, and/or Intersex (LGBTI+)? No

TALENT

Qualifications & Skills

No qualifications available in the last 6 months

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

