

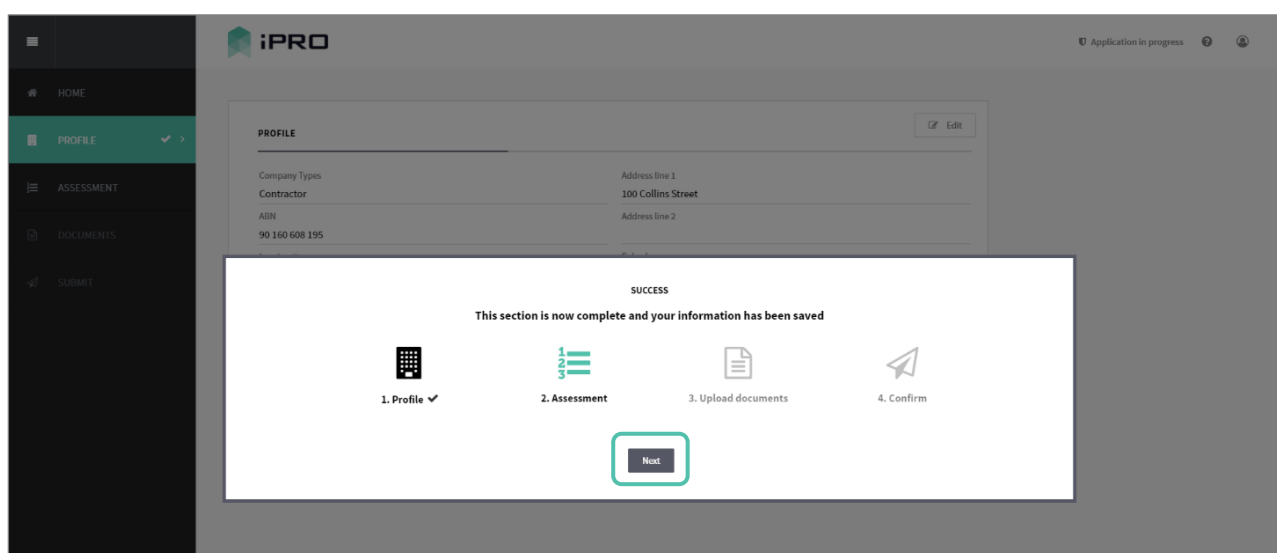
# Member Assessment

## Quick Tips

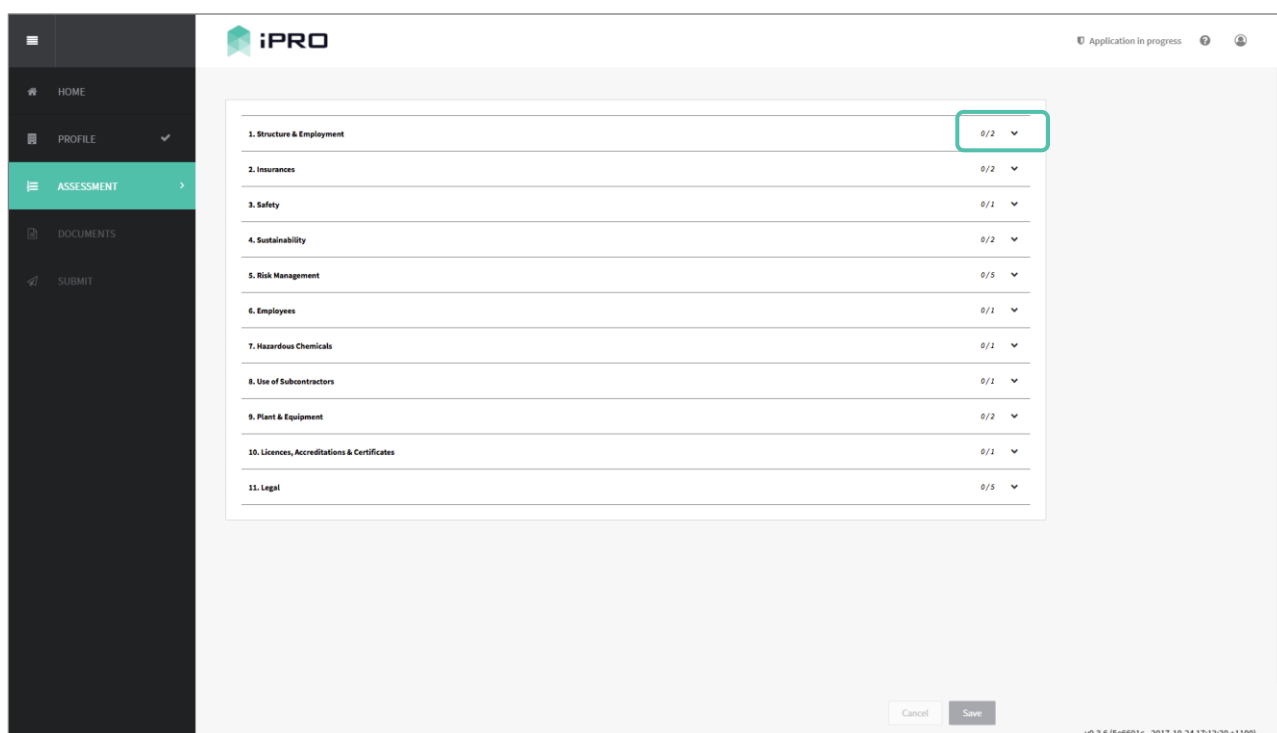
- Click **'Save'** at any time to complete your assessment later.
- The assessment is not completed until all questions have been answered.
- Assessment answers determine the mandatory documents to be uploaded.

## Complete Assessment





1. Once you have completed setting up your profile, the following screen will display. Select **'Next'** (refer below).



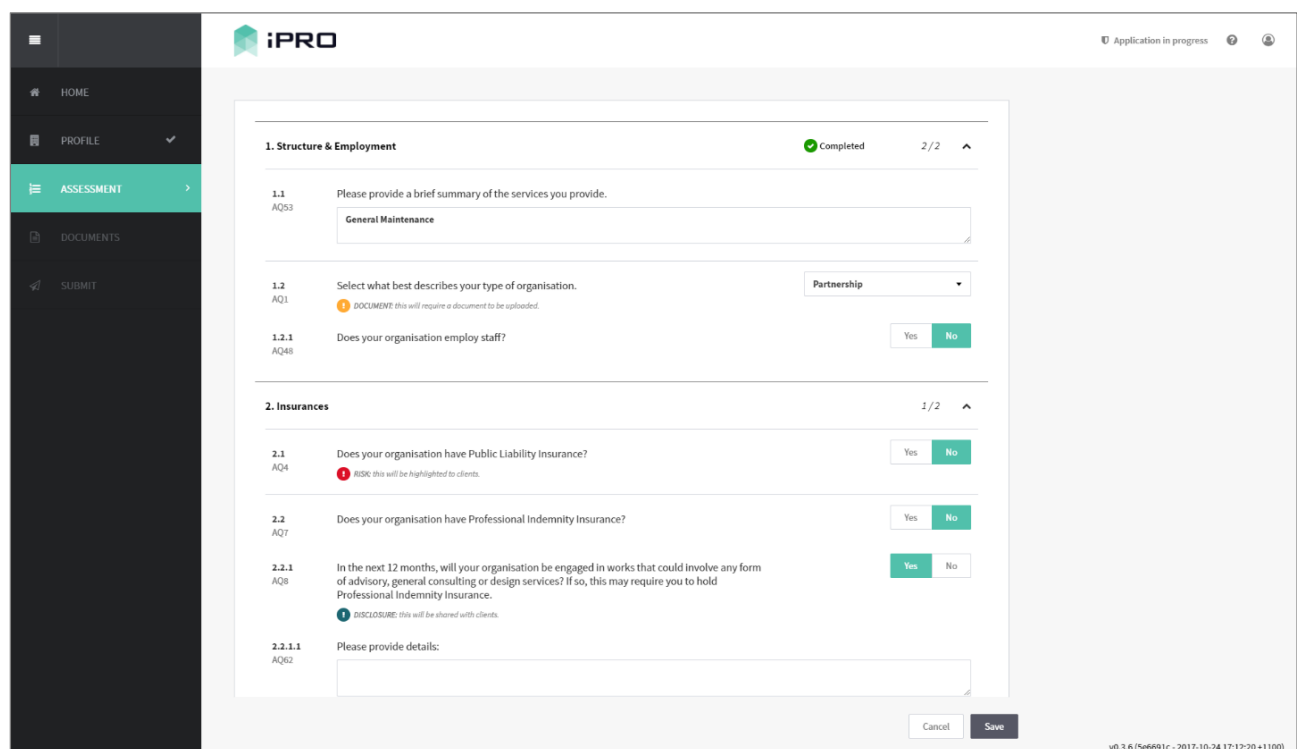
2. The assessment module will load, ready for completion. Simply click on the dropdown arrow of **'Structure and Employment'** to commence answering assessment questions (refer below).



3. Answers to questions may result in the following icon appearing:

Icon	Meaning
	<b>DOCUMENT:</b> This will require a document to be uploaded
	<b>RISK:</b> This will be highlighted to clients
	<b>DISCLOSURE:</b> This will be shared with clients
	<b>AUDITABLE:</b> This may be subject to future audit

4. Complete all assessment questions.



**1. Structure & Employment** Completed 2/2

1.1 AQ53 Please provide a brief summary of the services you provide.  
General Maintenance

1.2 AQ1 Select what best describes your type of organisation.  
DOCUMENT: this will require a document to be uploaded.  
Partnership

1.2.1 AQ48 Does your organisation employ staff?  
Yes No

**2. Insurances** 1/2

2.1 AQ4 Does your organisation have Public Liability Insurance?  
RISK: this will be highlighted to clients.  
Yes No

2.2 AQ7 Does your organisation have Professional Indemnity Insurance?  
Yes No

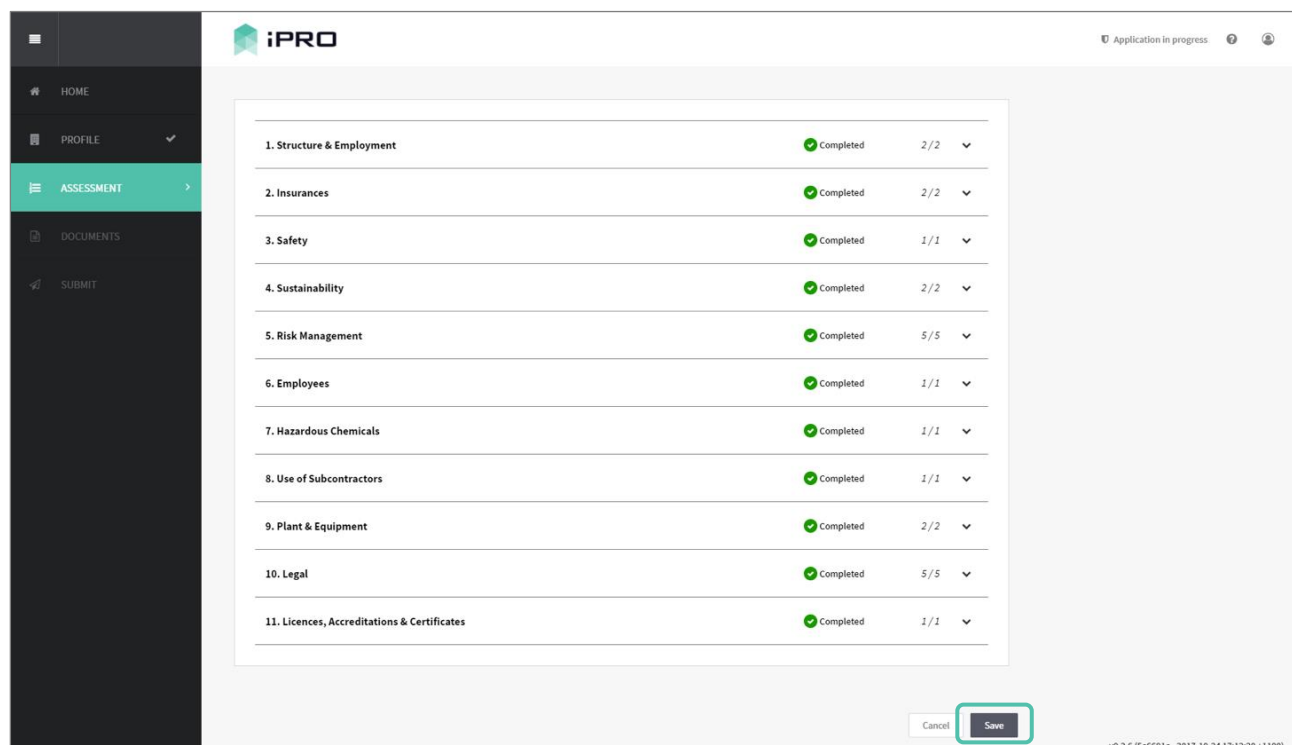
2.2.1 AQ8 In the next 12 months, will your organisation be engaged in works that could involve any form of advisory, general consulting or design services? If so, this may require you to hold Professional Indemnity Insurance.  
DISCLOSURE: this will be shared with clients.  
Yes No

2.2.1.1 AQ62 Please provide details:  
[Text area]

Cancel Save

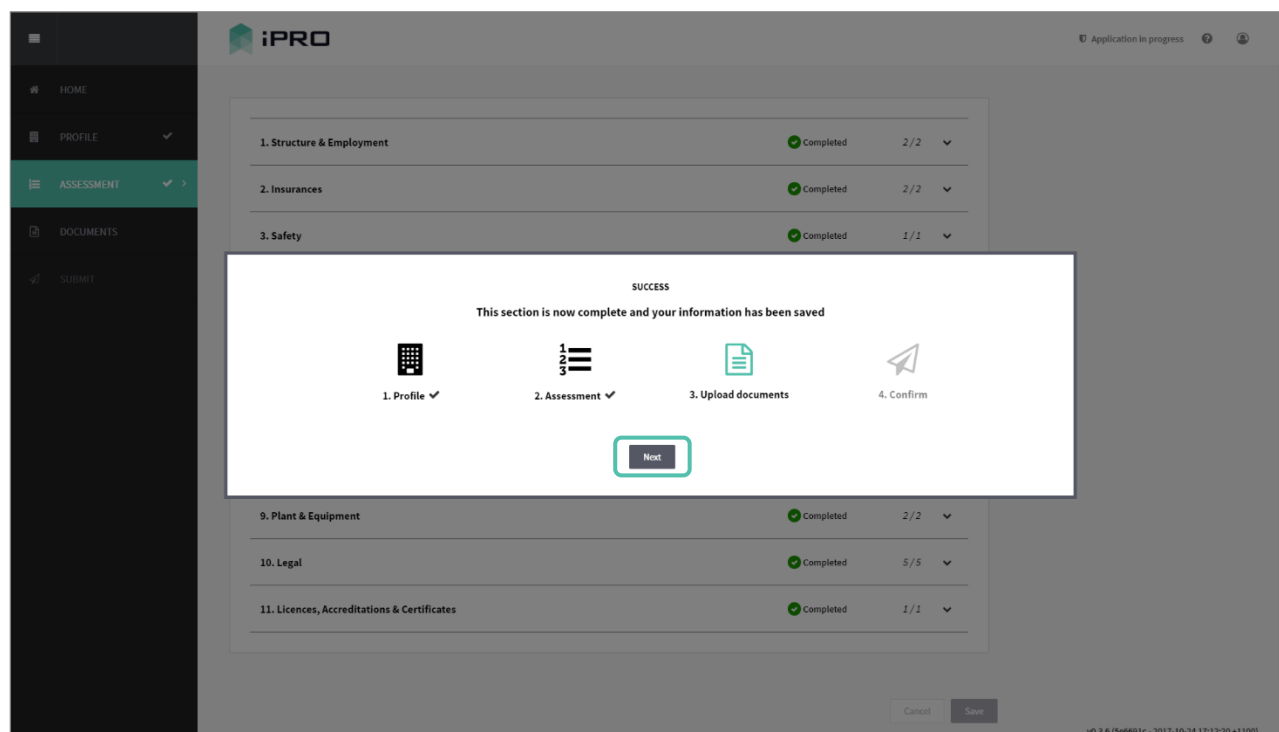
v0.3.6 [Se6991c - 2017-10-24 17:12:20 +1100]

5. Click **'Save'** (refer below).



The screenshot shows the iPRO Member Assessment interface. On the left is a dark sidebar with navigation links: HOME, PROFILE, ASSESSMENT (highlighted), DOCUMENTS, and SUBMIT. The main area displays a list of 11 assessment sections, each with a green checkmark, the word 'Completed', and a progress indicator (e.g., 2/2, 1/1, 5/5). The sections are: 1. Structure & Employment, 2. Insurances, 3. Safety, 4. Sustainability, 5. Risk Management, 6. Employees, 7. Hazardous Chemicals, 8. Use of Subcontractors, 9. Plant & Equipment, 10. Legal, and 11. Licences, Accreditations & Certificates. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a green box. A version number 'v0.3.6 (5e6691c - 2017-10-24 17:12:20 +1100)' is visible in the bottom right corner.

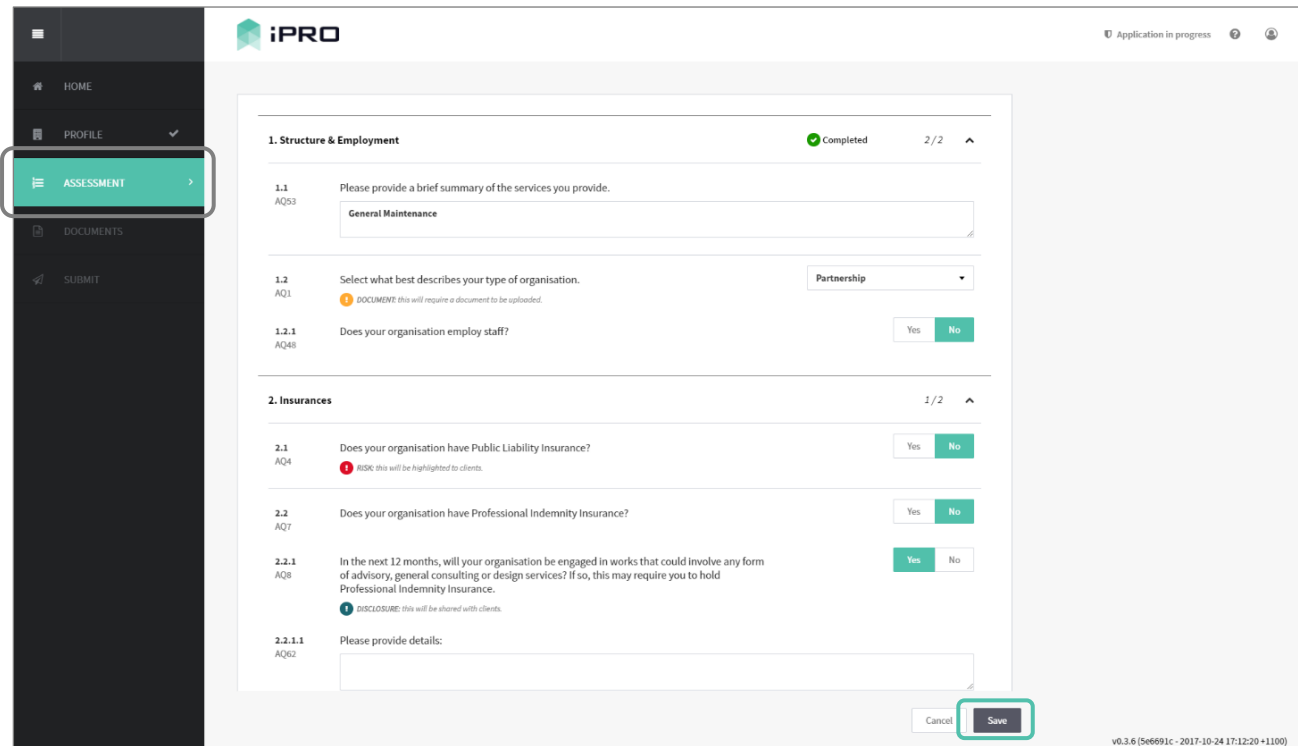
6. Once you have completed the assessment and clicked **'Save'**, the following screen will display. Clicking **'Next'** will start the documents section. If this screen does not appear, there will be a question that remains incomplete. Please check all sections to ensure a completed icon is shown next to each assessment section (refer above).



The screenshot shows the iPRO Member Assessment interface after a successful save. A white modal box with a green border is centered on the screen. It has a title 'SUCCESS' and a message 'This section is now complete and your information has been saved'. Below the message are four icons representing the assessment steps: 1. Profile (checkmark), 2. Assessment (checkmark), 3. Upload documents, and 4. Confirm. A 'Next' button is highlighted with a green box. The background shows the same list of assessment sections as in the previous screenshot, with the 'Save' button highlighted by a green box. A version number 'v0.3.6 (5e6691c - 2017-10-24 17:12:20 +1100)' is visible in the bottom right corner.

## Save the Assessment Part Way

1. Navigate to 'Assessment' module in the left hand side menu (refer below).



The screenshot displays the iPRO Assessment interface. On the left, a dark sidebar contains navigation links: HOME, PROFILE, ASSESSMENT (highlighted with a red box), DOCUMENTS, and SUBMIT. The main content area shows the '1. Structure & Employment' section, which is marked as 'Completed' with a green checkmark and '2/2' progress. Below this is the '2. Insurances' section, marked '1/2' progress. The '2. Insurances' section contains several questions with 'Yes' and 'No' buttons. A red box highlights the 'Save' button at the bottom right of the form.

2. Commence the assessment questions.
3. Click 'Save' (refer above).