access Definitiv

Access Definitiv: Compliance Masterclass

Overview:

The Compliance Masterclass is designed for System Administrators, Compliance Officers and Managers who want a deeper understanding of how Definitiv manages workforce compliance, from setting up compliance types through to onboarding, project, role, rostering and reporting competencies.

You will see how each configuration choice affects what the system does next. This helps you keep your organisation compliant and your audits stress-free.

What do you need to know?

Attendees should have a basic understanding of Definitiv and of the compliance features included in their company's subscription. Some sections, such as Onboarding and Rostering, apply only to customers who have purchased the relevant modules.

Delivery Method

This webinar is delivered via the **GoTo** platform.

Duration

90 minutes.

What does this course cover:

- **Introduction to Compliance**
  Understand the big picture of what the compliance module covers.
- **User Roles**
  Configure who can manage, view, edit and report on compliance records.
- **Compliance Types**
  Configure compliance categories, verifications and approvers.
- **Onboarding**
  Require compliance information during new hire onboarding.
- **Projects & Roles**
  Link compliance requirements to a project, a role or both, including awards, plant and equipment.
- **Rostering**
  Show compliance requirements in rosters.
- **Reporting**
  Run reports on compliance status and expiring records.

Course Outline

Objectives:

- ✓ Manage and approve compliance records with the right roles and permissions.
- ✓ Set up compliance types with the right expiry, reminder and approval settings.
- ✓ Require compliance information during onboarding.
- ✓ Link requirements to projects and roles, including awards, plant and equipment.
- ✓ Support safe, compliant rostering.
- ✓ Report on compliance status and act on expiring or missing records early.