New Worker Training Induction

01) Making a Comment to acknowledge you have completed part of your training or state you have viewed or read a FAQ.

When you view a training video or Read an FAQ or Manual, you are required to indicate your acknowledgement and completion of that part of the training or FAQ page. To do this

1. Scroll to the bottom of all FAQs and policies or press the Comment Button at the top

2. Enter your name for verification

3. If you have given an Iconic Work Email Address (ending with either **@iconicperformances.com.au** or **@iconic.productions**), enter that. If you have not been given a work email address, then enter your personal or contractors email address.

4. Type your comment in the Your Comment field. In this situation as part of completing your training, you would write something like "***I have viewed the training video and understand it***" or "***I have done this training***" or "***I completed it***" or "***Read and understand***" or something similar to this. You are commenting on the fact that you have completed this part of your training. It is important that all new FAQs during your training that you indicate this as it will let your supervisor know you are ready for work. For security, you may not see all other comments made by other staff or contractors.

5. Press the

   button to submit the completion of your training and comment.

Questions Asked and Answered:

1. David Phillip | 21-May-2020 04:12 |
   Note: The "Comment" button is now located at top of Faq page no longer at bottom?
   a. answered by @beau.sherman 23-May-2020 10:18
   a. Thank you for the update.Â The FAQ has been updated.

Attached files:

Unique solution ID: #1341
Author: n/a
Last update: 23-May-2020 02:22

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