



Remote Onboarding
& Mobilisation



Workforce Capability
Planning



Skills Development
& Competency
Development



Skills Expiry
& Compliance



Authorisation
& Gate Access



TUTIS

ENTERPRISE

**Workforce Compliance
Made Simple**



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Introduction

Safe Production is critical for large, asset-intensive organisations. Having the right people, with the right competencies, at the right place and at the right time enables workforce compliance and safe production.

Different projects will also require different competencies and some workers may need additional training to refresh their skills. By having access to the right training and assessment software, organisations can increase workforce agility and productivity, improve compliance and effectively reduce costs.

The TUTIS_ENTERPRISE software product is a Workforce Training & Compliance software application for large asset-intensive and care service enterprises. It is for enterprises with large, high-turnover workforces, both staff and contractors, requiring a variety of skills and operating under strict regulations.



TUTIS_ENTERPRISE is a cloud-based software product with features and workflow across multiple business functions in order to expedite staff and contractors working productively and safely on site or with vulnerable clients.

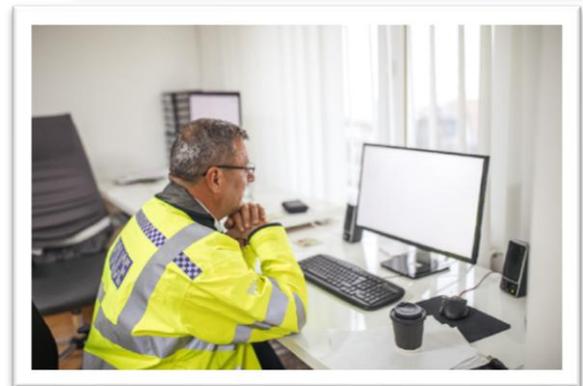
TUTIS_ENTERPRISE customers include:



TUTIS_ENTERPRISE features include

- Identify workforce capability needs and roles
- Define skillsets by role
- Review skills gap and develop training plans
- Manage and record training activities
- Develop & conduct assessments mapped to national standards
- Manage competencies including expiry and refresher competency
- Manage authorisation and site access
- Provide automation, workflow, notification and alerts, reports, dashboards
- Deliver paperless processes
- Create a more agile and productive workforce with compliance assured

The aim of the TUTIS_ENTERPRISE product is to simplify **workforce training & compliance**, and to deliver Compliance Assured.



TUTIS workforce capability and skills compliance solution for enterprises delivers 4 pillars of assurance (key benefits):



1. Managed Compliance Risk
2. Reduced Complexity
3. Optimised Running Costs
4. Delivered Paperless

These all lead to:

- Greater Workforce Agility
- Increased Availability
- Higher Productivity



Corporate Overview

Tutis provides market-leading training management software & solutions. Our cloud-based all-in-one software takes the hard work and risk out of training management.

Who We Are

The team is passionate about delivering compliance assured. TUTIS VReddo is born out of the need to make workforce's more agile and productive using technology:

- More detailed tracking of competencies
- More effective competency-based training
- Since COVID-19, much more effective remote training

In mid-2016 TUTIS Operations was established by founders with diverse expertise across workforce compliance, training, mining, infrastructure, software product, finance and strategy with the aim to create software solutions to deliver higher productivity through much more effective training and skillset management.

Since then, until now, the team has been working on a mission to create and continually refine this software to meet the existing and evolving demands of industry and compliance with regulation. And a further mission to help customers derive maximum benefit from the software by providing setup, configuration, and design and process establishment services around the software.



Our mission is to take the complexity and risk out of compliance management

Brand Promise

Innovating with emerging technology,

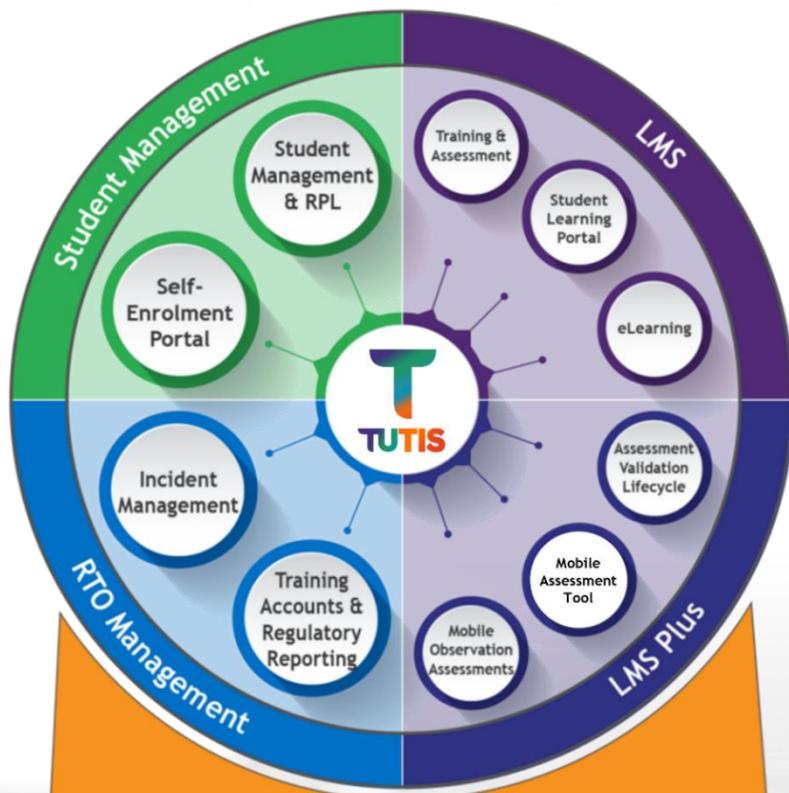
Simplifying Workforce Compliance and

Delivering effective, engaging training solutions



Product Overview

TUTIS_ENTERPRISE



- Activity Logging
- Document Management
- Continuous Improvement
- Rules-Based Messaging
- Integration Services
- Dashboarding & Reporting

“Labour saving. Tens of thousands of dollars saved per annum in wages simply by conducting the skill assessments online.”

TUTIS_ENTERPRISE is a **Cloud Based software solution - easy to deploy and maintain.**

Designed for asset-intensive industries with a focus on blue-collar capability and compliance in order to facilitate safe production

Support for practical competency assessments not just knowledge assessments

Tutis is designed, developed, marketed, serviced and supported by Australian based Tutis.

Tutis products are java based products and use an SQL database. The products are hosted on the market leading Amazon Web Services (AWS) cloud platform



Brett McFadgen
Manager - KCGM (Kalgoorlie Consolidated Gold Mines)

Workforce Capability

TUTIS allows you to manage your workforce from onboarding through continuous onsite learning and assessment. Skillsets help you to easily identify the personnel with the correct skills for each role within your organisation which makes assigning contractors and upskilling permanent staff a breeze.

- Identify workforce capability needs and roles
- Define skillsets by role
- Review skills gap and develop training plan
- Skillset Management (gap analysis, matching people, roles to projects), currency & refresher management
- Workforce Mobilisation & Onboarding (staff & contractors)

Tracking and managing competency

Through the Skills Matrix and dedicated trigger messages it is easy to keep on top of currency for all personnel. The skills matrix will allow you to check on a range of personnel at once, while the trigger messages will alert you when a skillset is due to expire.

Filtered to positions across All of Site

Comptencies eg

- Electrical Worker
- Crane Operator
- Coal Board Medical
- CHPP Worker

Position	Full Name	ALL01 - All of Site Induction (Foxlight)	CHPP01 - CHPP Worker	CRAN01 - Crane Operator	Current Drug And Alcohol Screen	Current Section 4 Coal Board Medical Including Chest X-Ray	Current Standard 11 Statement of Attainment (or Statement of Completion)	Current Standard 11 Statement of Completion (or Statement of Attainment)	ELEC01 - Electrical Worker	EXPLOS01 - Explosives Worker	EXPO01 - Exploration Worker	Identification - Colour Copy of Passport or Driver's Licence (Front and Back)	LV Switchboard Rescue And CPR	MAINT01 - Maintenance Worker	Medical Management Plan	PROD01 - Production Worker	Photo
All of Site	Greg Edwards	C			X	C	C					C					C
All of Site	Jacinta Said	C			22 D	3 M	C					C					C
All of Site	Jason Kriedemann	C			X	C	C					C					C
All of Site	Mathew Stock				X	C	C					C					
All of Site	Matthew Daniels	C			6 D	C	C					C					C
All of Site	Nathaniel Holland	C			20 D	3 M	C					C					C
All of Site	Stuart Bryant	C				C	C					C					C
All of Site	Tasman Gillingham	C			X	C	X					C					
All of Site	Tod Mathews	C															
All of Site	Tony Hankinson	C				C	C					C					
CHPP Worker	Adam Stanaway	C	C		X	C	C					C					C
CHPP Worker	Alistair Buchanan	C	C		X	C		3 M				C					
CHPP Worker	Andres Zuniga	C	C		X	C		3 M				C					C
CHPP Worker	Andrew Saunders	C	C		X	C	C					C			C		C
CHPP Worker	Andrew Walz	C	C		X	C	C					2 M					C
CHPP Worker	Anthony Trim	C	C		X	C	C					C					C

C = Current

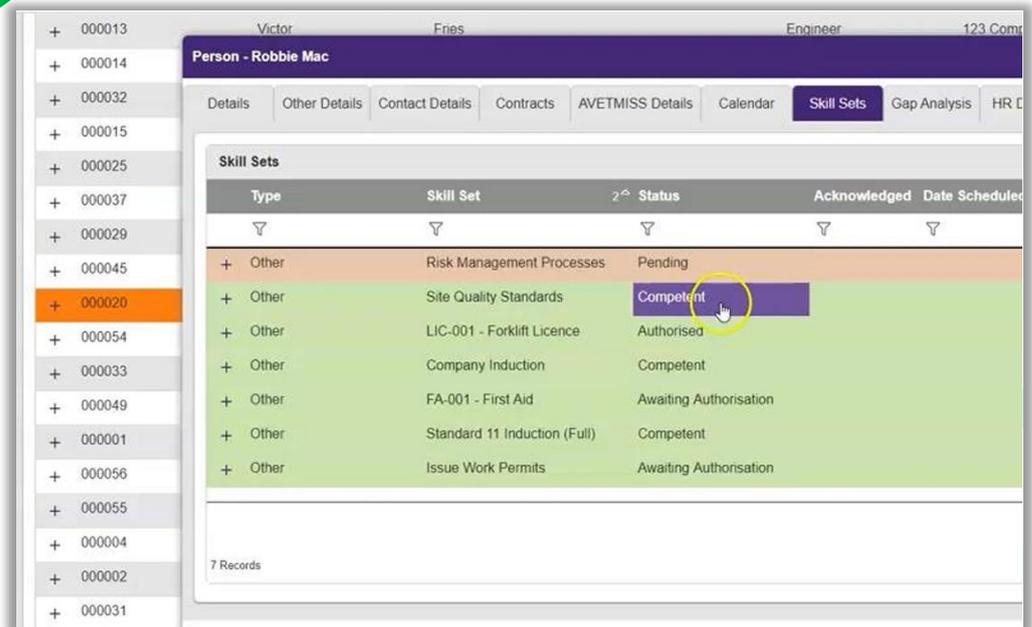
D,M = Days/Months Before Expiry

X = eXpired

Workforce Capability

Upload Skill Sets

Skill Sets allow you to manage both internal and external skill requirements for personnel easily. Internal skill sets are autogenerated by the system and external skill sets are easily uploaded against the individual's profile.

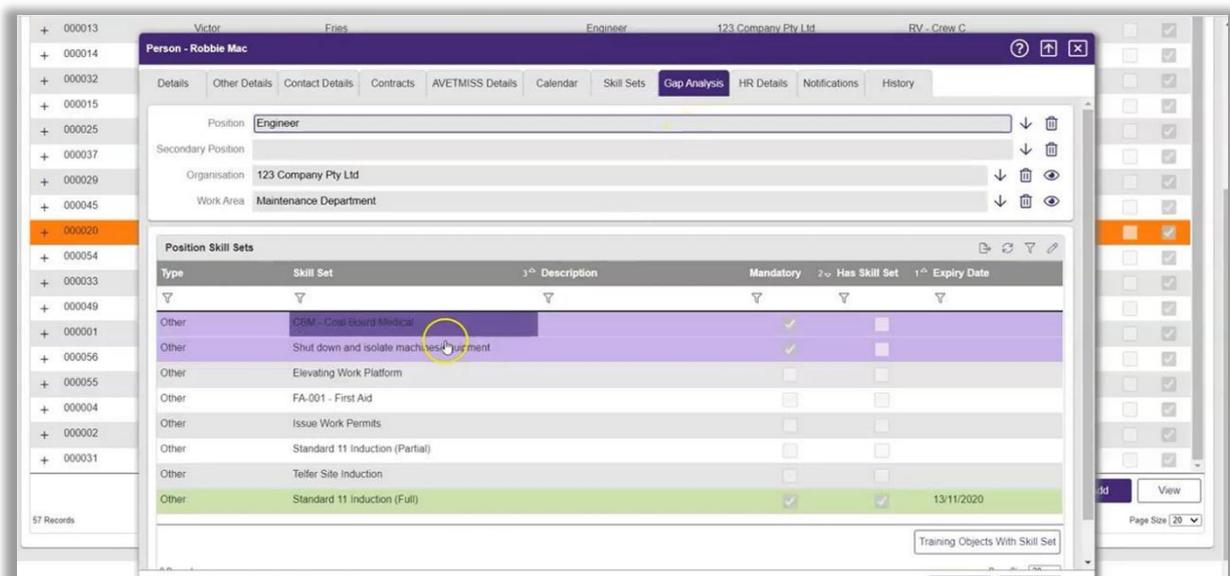


The screenshot shows the 'Skill Sets' tab for a person named Robbie Mac. The interface includes a list of skill sets with columns for Type, Skill Set, Status, Acknowledged, and Date Scheduled. A yellow circle highlights the 'Competent' status for the 'Site Quality Standards' skill set.

Type	Skill Set	Status	Acknowledged	Date Scheduled
Other	Risk Management Processes	Pending		
Other	Site Quality Standards	Competent		
Other	LIC-001 - Forklift Licence	Authorised		
Other	Company Induction	Competent		
Other	FA-001 - First Aid	Awaiting Authorisation		
Other	Standard 11 Induction (Full)	Competent		
Other	Issue Work Permits	Awaiting Authorisation		

Gap Analysis

Identifying skills gaps is easy with the Gap Analysis tool. You can identify gaps for personnel in their current role, whilst also identifying gaps for future roles that they may wish to transition to.



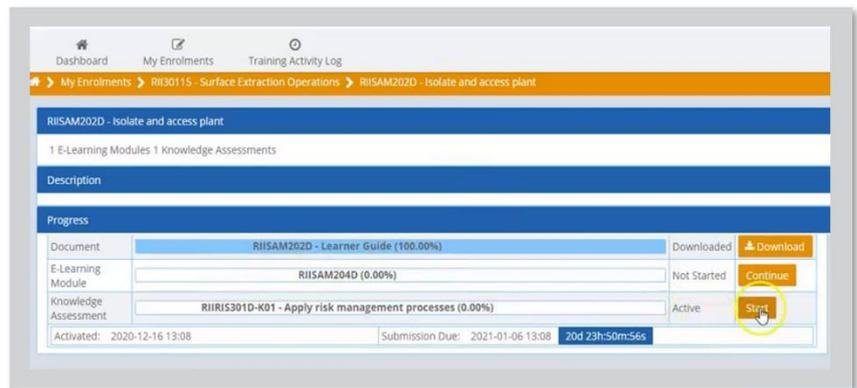
The screenshot shows the 'Gap Analysis' tab for a person named Robbie Mac. The interface displays a table of 'Position Skill Sets' with columns for Type, Skill Set, Description, Mandatory, Has Skill Set, and Expiry Date. A yellow circle highlights the 'CRM - Crew Board Member' skill set, which is marked as mandatory and has a skill set.

Type	Skill Set	Description	Mandatory	Has Skill Set	Expiry Date
Other	CRM - Crew Board Member		✓	✓	
Other	Shut down and isolate machinery		✓	✓	
Other	Elevating Work Platform				
Other	FA-001 - First Aid				
Other	Issue Work Permits				
Other	Standard 11 Induction (Partial)				
Other	Teller Site Induction				
Other	Standard 11 Induction (Full)		✓	✓	13/11/2020

Learning Management System

Learning Management System (LMS) Functionality

Tutis offers world class e-learning solutions to local, national and international businesses through the deployment of our e-learning platform (Tutis), and the development of innovative, engaging e learning content utilising the very latest in multimedia technology.



TUTIS Learning Management System (LMS) functionality is an e-learning delivery platform which is simple to implement, use and administer and can be customised to meet a range of organisational needs.

TUTIS's experienced technical team is readily available to provide implementation support, training and responsive helpdesk support.

This LMS capability has been developed based on years of experience in supporting e-learning solutions for some of Australia's largest and most successful companies.

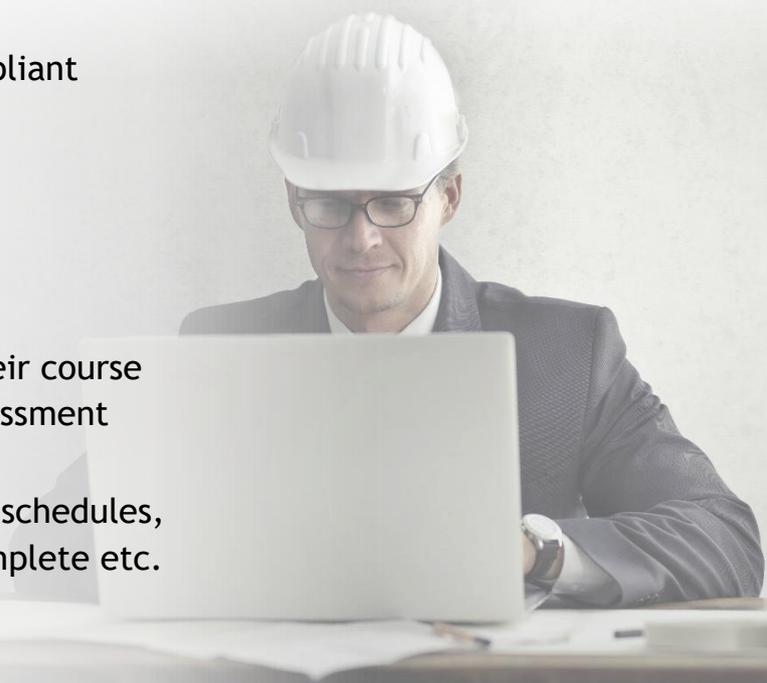
Features of Tutis LMS:

- SCORM 2004 release 3 and SCORM 1.2 compliant
- Deliver E-Learning courses
- Conduct online assessment
- Student Learning Portal

Features of Tutis LMS:

This feature provides students visibility on their course progress, communication, enrolment and assessment summaries.

- Student's view of enrolled courses, course schedules, status of each course e.g., percentage complete etc.
- Student Access to eLearning materials
- Mobile/Tablet enabled



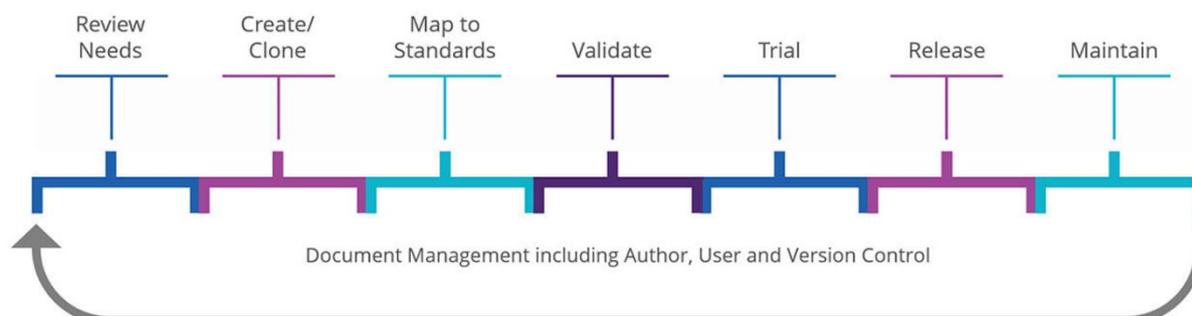
LMS Plus combines all your online learning and assessment tools together in a one stop shop that is heavily backed by National Standards and Compliance features. Easy authoring and version controlling ensures that the current learning and assessment materials are automatically made available to all users.

Features of TUTIS LMS Plus:

- Assessment Validation Lifecycle & Management
- Develop & conduct assessments mapped to national standards
- Validation to National / Corporate Competency Standards
- TUTIS Mobile Assessment App (Android / iOS)
- Remote Learning Webcam Authentication
- Student Self-Enrolment Portal (& optional payment gateway)
- Online Certificate Verification & Recruiter Analysis

Assessment Development Lifecycle

The assessment lifecycle supports the development and publishing of compliant assessment tools.



Once assessments are approved for use (released) they can be utilised as follows:

- Knowledge & Participant enabled skills (e.g. projects) - online
- Observation style skills - on a mobile device (with or without internet)

**All assessments can be printed for paper-based assessment if required*

Assessment Management

The Assessment Management System (AMS) functionality in Tutis provides industry best practice processes designed to fully support the development, mapping, validation and reviewing of assessment tools to comply with government legislation

- Holistic mapping of assessments across multiple units of competency
- Assessor guides with all assessments
- Develop knowledge assessments (long response, multiple choice, fill in the blank, label the diagram question types)

The screenshot displays two windows from the Assessment Management System (AMS). The left window, titled 'Question - 2 - RIIRIS301D-K01 - Apply risk management processes', shows a form for creating a 'Fill in the Blanks' question. The question text is 'Surround the text you want to blank out with two square brackets. [[example text]]'. The question type is set to 'Fill in the Blanks'. The right window, titled 'Question Mapping - 2 - RIIRIS301D-K01 - Apply risk management processes', shows a tree view of the assessment structure. The tree is expanded to show the following elements:

- RIIRIS301D Apply risk management processes
 - Elements
 - 1 Plan and prepare for risk management
 - 1.1 Access, interpret and apply risk management documentation and ensure the work activity is controlled
 - 1.2 Inspect and analyse work area conditions regularly and systematically to identify potential hazards
 - 1.3 Access, interpret and apply existing procedures to control identified hazards
 - 1.4 Identify hazards not controlled by existing procedures
 - 1.5 Recognise the type and scope of unresolved hazards and their likely impact
 - 2 Assess and identify unacceptable risk
 - 2.1 Consider and determine the likelihood of an event
 - 2.2 Evaluate and determine the consequence of the event
 - 2.3 Consider and determine the risk level (likelihood and consequence combined)
 - 2.4 Identify or source the criteria for determining the acceptability/unacceptability of the risk
 - 2.5 Evaluate the risk and identify 'unacceptable risk' status
 - 3 Review risk management documentation
 - 3.1 Monitor and review working instructions

- Student enabled skills assessments for projects, portfolio collection etc
- Observation style skills assessments (can be conducted on mobile devices with or without internet connectivity for an individual, group or ad hoc)
- Knowledge assessments and student enable skills assessments are intended to be completed by logging into the system but can be printed as required.

TUTIS Mobile Assessment App

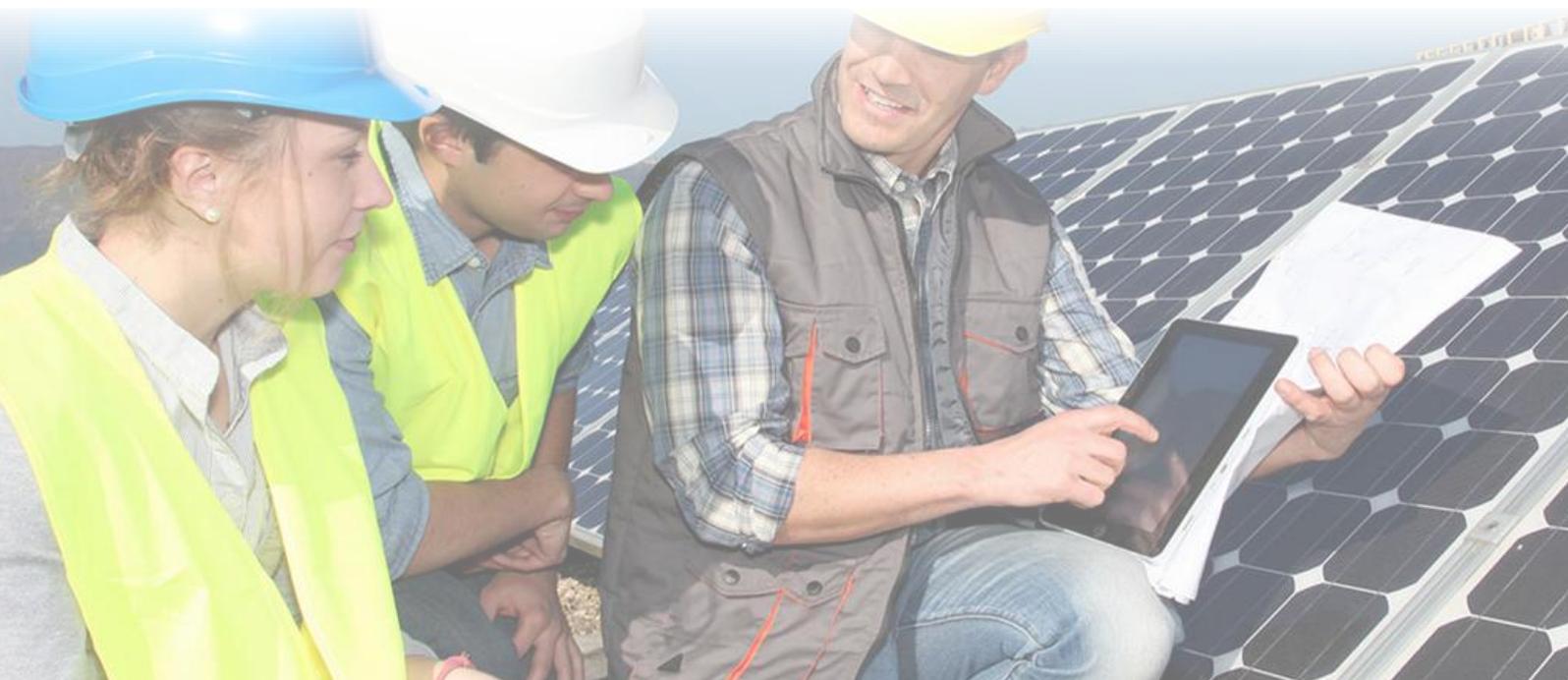
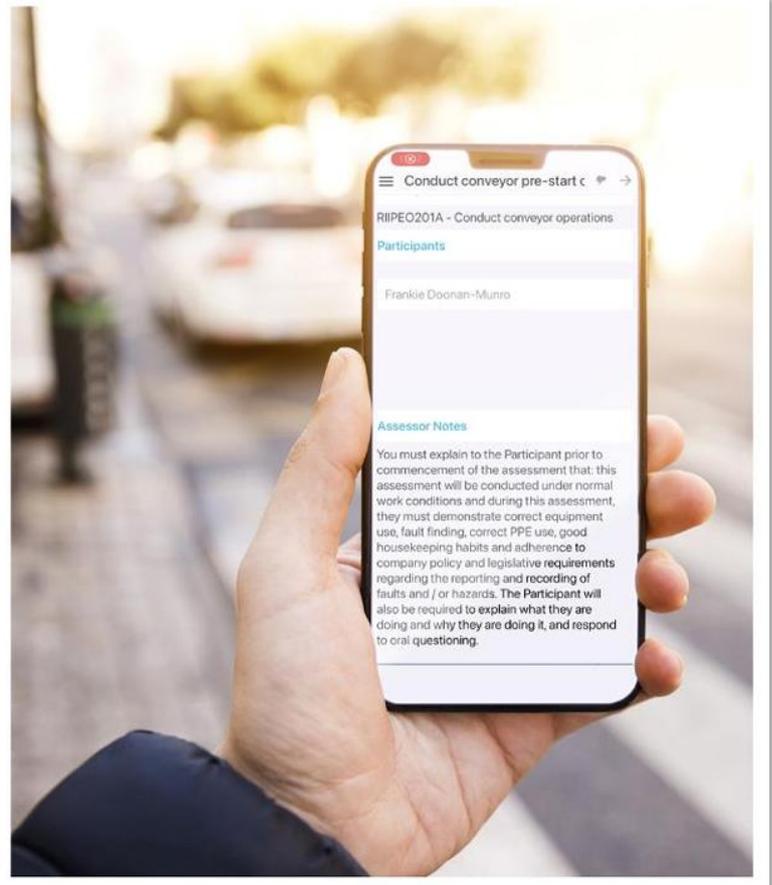
The TUTIS Mobile Assessment App makes it easy to perform paperless, observation-style, skills-assessments in the field - that is anywhere on site. This App works with or without internet access

The assessor (or trainer) downloads the assessments, then meets the student on site, it could be at an excavation site, to assess the student doing a practical task.

The assessor asks the assessment questions, including asking the student to perform work activities e.g. moving dirt. The assessor is also able to take photographs, videos and audio recordings.

On completion the student and the assessor electronically sign the assessment on the tablet. Several students can be assessed at once.

Once in wifi range the completed assessment syncs with TUTIS. Assessments on any mobile device, anywhere, with no paper required.



Site Compliance

Skill Sets Authorisation

- Qualification Frameworks - Listing of Australian Qualifications frameworks (Tutis imports training packages into the system and maintains and manages them for you)
- Organisation Hierarchy - Fully flexible hierarchy allowing creation of multiple organisations and unlimited levels to exactly match an organisation's structure

Workflow: Authoriser reviews and authorises the skill set, email/text message goes to the worker to acknowledge they have been authorised and then skill set is updated.

Person	Type	Skill Set	Status	Date Obtained	Expiry Date	Authorised	Authorised By
John K	Equipment Compet	OP-LE-TOU - Le Tournea	Authorised	2016-12-25		2017-11-16 16: 26	System Administrator
System Administrator	Equipment Compet	OP-LE-TOU - Le Tournea	Authorised	2017-01-13		2018-03-29 9: 53	Skillset Authoriser
Participant Person	Equipment Compet	OP-LE-TOU - Le Tournea	Authorised	2016-09-09		2017-11-16 16: 41	System Administrator
Nev Kathage	Equipment Compet	OP-GRA - Grader	Authorised	2017-11-17		2017-11-20 9: 39	Skillset Authoriser
Participant Person	Equipment Compet	OP-GRA - Grader	Authorised	2016-09-11		2017-11-16 16: 49	System Administrator
ABSC Group Person	Other	AUTH1 - Authorisable	Authorised	2017-10-04	2018-10-04	2017-10-25 9: 05	Skillset Authoriser
Adam England	Other	AUTH1 - Authorisable	Authorised	2017-10-04	2018-10-04	2017-10-25 12: 08	Skillset Authoriser
Hermione Grainger	Other	AUTH1 - Authorisable	Authorised	2018-03-14	2019-03-14	2018-03-14 12: 13	Site Senior Executive
Hermione Grainger	Other	HRWL - High Risk Work Licence	Authorised	2018-01-01	2023-01-01	2018-03-14 12: 36	Site Senior Executive
Hermione Grainger	Other	GSDU - Short Term Contractor	Authorised	2018-03-14	2019-03-14	2018-03-14 12: 37	Site Senior Executive
Hermione Grainger	Other	ILO064 - How to set up and manage confined space	Authorised	2018-03-14		2018-03-14 12: 47	Site Senior Executive

Dashboard Reporting



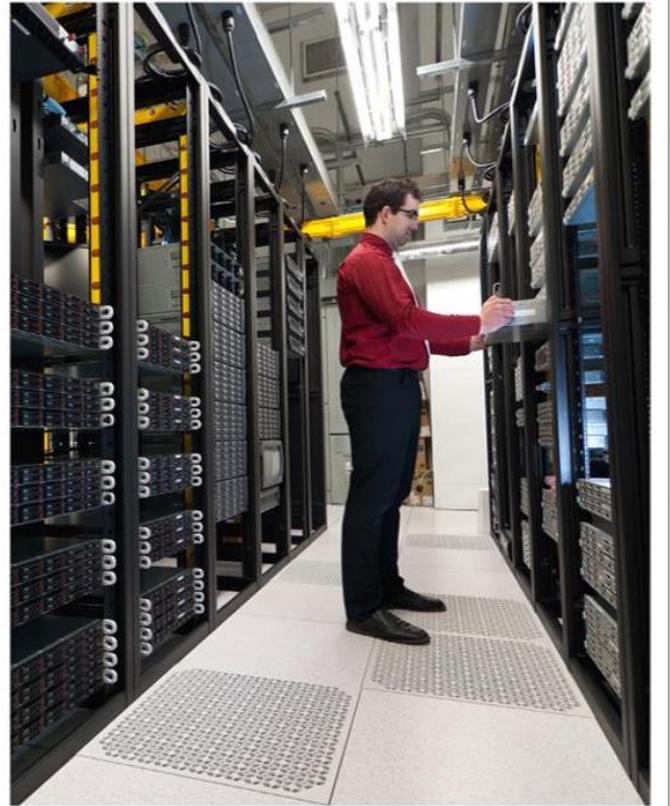


Technical Overview

Security & Access Controls

Tutis value the trust our clients have put in us to protect their data. To this end we have put in place several mechanisms to secure our clients data, these include but are not limited to:

- A comprehensive Role-Based Access and Control security model has been implemented in TUTIS
- Uses the Auth0 Identity and Access Management (IAM) platform Maintains a strong cyber security posture with validated testing and continuous monitoring
- Aligned with SOC 2 Type 2 Security Framework
- Use REST APIs for secure and easy-to-maintain integration with other systems
- Supports Single-Sign-On and Multi-Factor Authentication
- Undergoes regular cyber security penetration testing and remediation
- Data is encrypted at rest and in transmission (AES 256)
- Online Trust Center shows information security status - see Tutis website



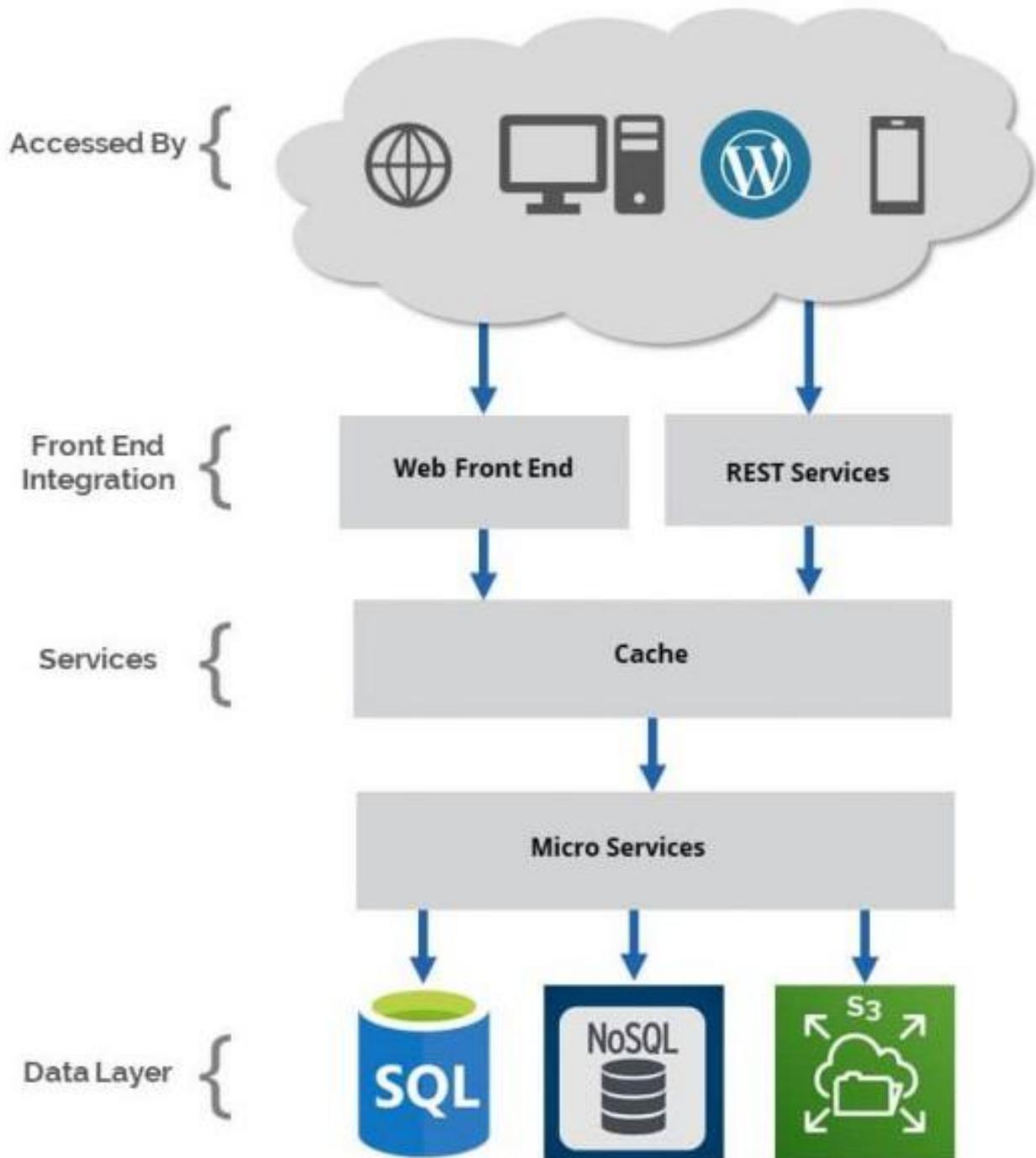
Redundancy & Robustness

Tutis use Amazon Web Services (AWS) to host the TUTIS Platform and have built the platform using several of the AWS services. AWS is a world leader in the provisioning of fault tolerant, highly available I.T. infrastructure. By hosting in AWS, Tutis can provide highly available systems to our clients. We currently host all our customers in the Sydney AWS Region; however, we can host in other regions if required.

Our systems are regularly backed up and restored to ensure we can recover our client's data in the unlikely scenario of a data centre catastrophe.

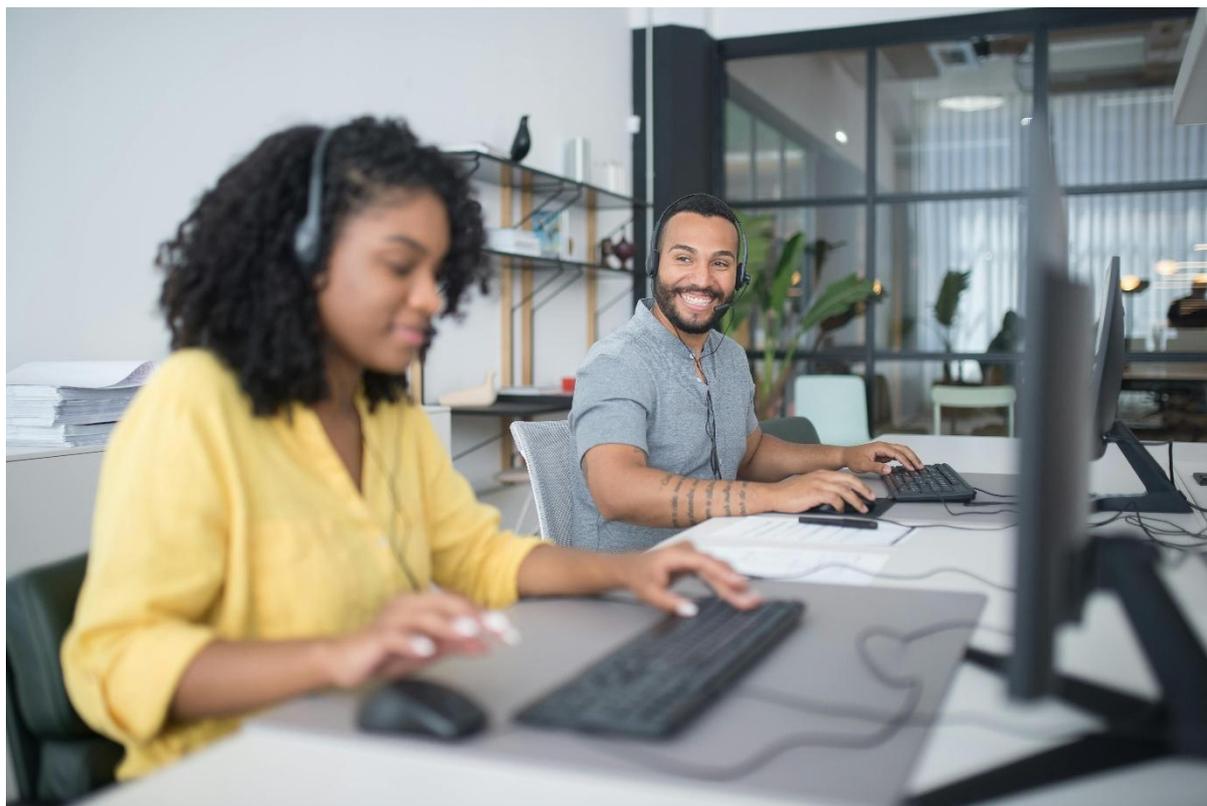


Technology Stack



Hosted on AWS servers based in Sydney

Support & Training



Training is provided to all key personnel when the system is deployed. Phone and email helpdesk support is provided by experienced Tutis product support staff.

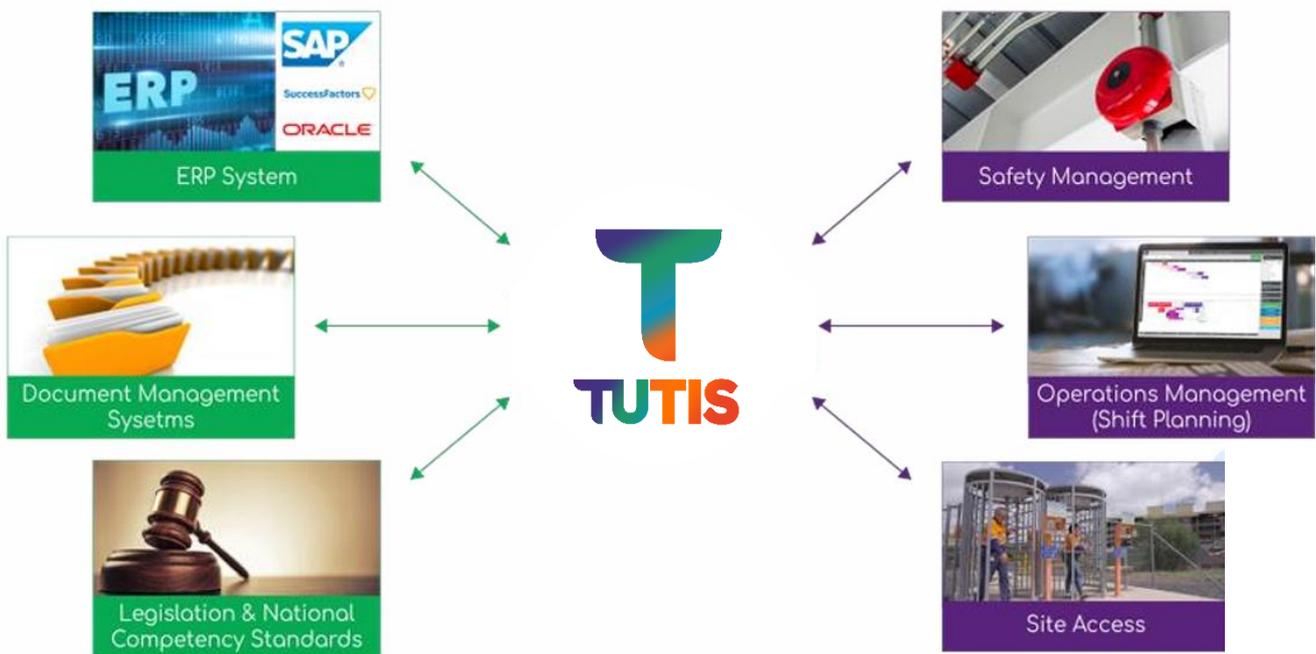
Users can access the TUTIS Knowledgebase and the Support Ticketing system directly from within the software.

Support is managed using a ticketing system which enables users to enter tickets in-app or automatically via email. Tickets can be raised for system issues (bugs), tasks (information, data requests), or improvements (system enhancements). Online ticket status reporting is available to users.

Digital User Guides are provided and are maintained during the course of the licence period, including Quick Guides and Video Guides.

Integration Capabilities

Tutis uses flexible, robust REST API technology for integration - makes integration much easier.



- Tutis Integration is provided by Representational State Transfer (REST) APIs
- These enable the sharing of Tutis data with web-based applications (distributed hypermedia systems) without needing to know the internal representation within Tutis
- REST is a transfer of data in a specified field from a server to a client or vice versa. This transfer is initialized by the client through invoking certain operations
- REST is robust and reliable independent of application environment, language or other technical constraints
- HTTP protocol is used by the Tutis API
- Makes extensive use of date-last modified to incrementally update/synchronise data
- .csv uploads can be used for bulk integration

TUTIS_TRAIN SOFTWARE PRODUCT

FEATURE		ONBOARDING EDITION*	PROFESSIONAL	PREMIUM
Skillset Management	Workforce management: match roles and skillsets with project resourcing requirements. Evidence validation notes and approvals. Expiry tracking and notifications. Skills Matrix generation and export.	✓	✓	✓
Mobilisation & Onboarding	Worker record creation and skills evidence collection. Remote/Onsite inductions and standard operating procedures, including knowledge-based assessments. Induction Completion certificates.	✓	✓	✓
Training & Assessment	Training Structure, Course Offerings and Scheduling, Venue and resource bookings, Content Experts, Training Library knowledge-based and course work-based assessments.	PARTIAL	✓	✓
Student Learning Portal	Student Portal to show status and provide access to all their learning journey activities DESKTOP/ TABLET/ PHONE access.	PARTIAL	✓	✓
eLearning	Load and manage eLearning courses and capture results. Support for all SCORM-compatible eLearning course content.	✗	✓	✓
+Assessment Validation Lifecycle	Full Assessment development, validation, trialling and publishing of assessments including direct mapping to national skills standards (training.gov.au training packages).	✗	✗	✓
+Mobile Observation Assessments	Paperless, observation-style, tablet-based assessments including photos, audio and video, electronic signatures. Support for offline use.	✗	✗	✓
Authorisation & Site Access	Skillset authorisation triggered on completion of on-site assessments. Transmit authorised / approved site access permissions for use by the gate access system. Communicate expiries with the gate access system.	✓	✓	✓
Site Management & Incidents	Customer Quality/Checklist Forms and Mobile-based incident management, actions and reporting.	✗	✗	✓
Supporting Functions	Continuous Improvement (issues register, complaints, appeals, surveys) Configurable, rules-based messaging by email and/or SMS. Document Management system or link to an external system.	✓	✓	✓
TUTIS Core Functions	User profiles and data access controls Configurable dashboards and suite of standard, schedulable reports. Full hosting and backup services, data encryption and security Australian-based, Helpdesk product support.	✓*	✓	✓

✓ * Available for limited enrolments or support

TUTIS_TRAIN SOFTWARE PRODUCT

	Add-on options for TUTIS_ENTERPRISE Software Product	ONBOARDING EDITION*	PROFESSIONAL EDITION	PREMIUM EDITION
Benefits Realisation Service	Benefits Realization Services for embedding the product as a solution in the business (discounted coaching, consulting and end-user training)	PARTIAL +\$	✓ +\$	✓ +\$
Integration Services	REST APIs for integration with accounting and other business systems CSV format integration for bulk data transfers such as data migration	✓ +\$	✓ +\$	✓ +\$
Single Sign-On	Integration with the corporate authentication service so users can use their corporate username/password for accessing TUTIS.	✓ +\$	✓ +\$	✓ +\$
Other Enterprise Services	Provision and maintenance of a second TUTIS instance for Training and Testing purposes. Provision of selected TUTIS processes as a managed service. Various other "enterprise" services.	PARTIAL +\$	✓ +\$	✓ +\$

✓ +\$ Available for added licence fee

PARTIAL +\$ Some features available for added licence fee



TUTIS

WORKFORCE COMPETENCY
AND SKILLS MANAGEMENT

Our mission is to take the
complexity and risk out of
**Workforce Compliance &
Training Management.**



For more information on how Tutis can help you with
Compliance Management Solutions, contact us at

1300 857 697 or hello@tutis.com.au