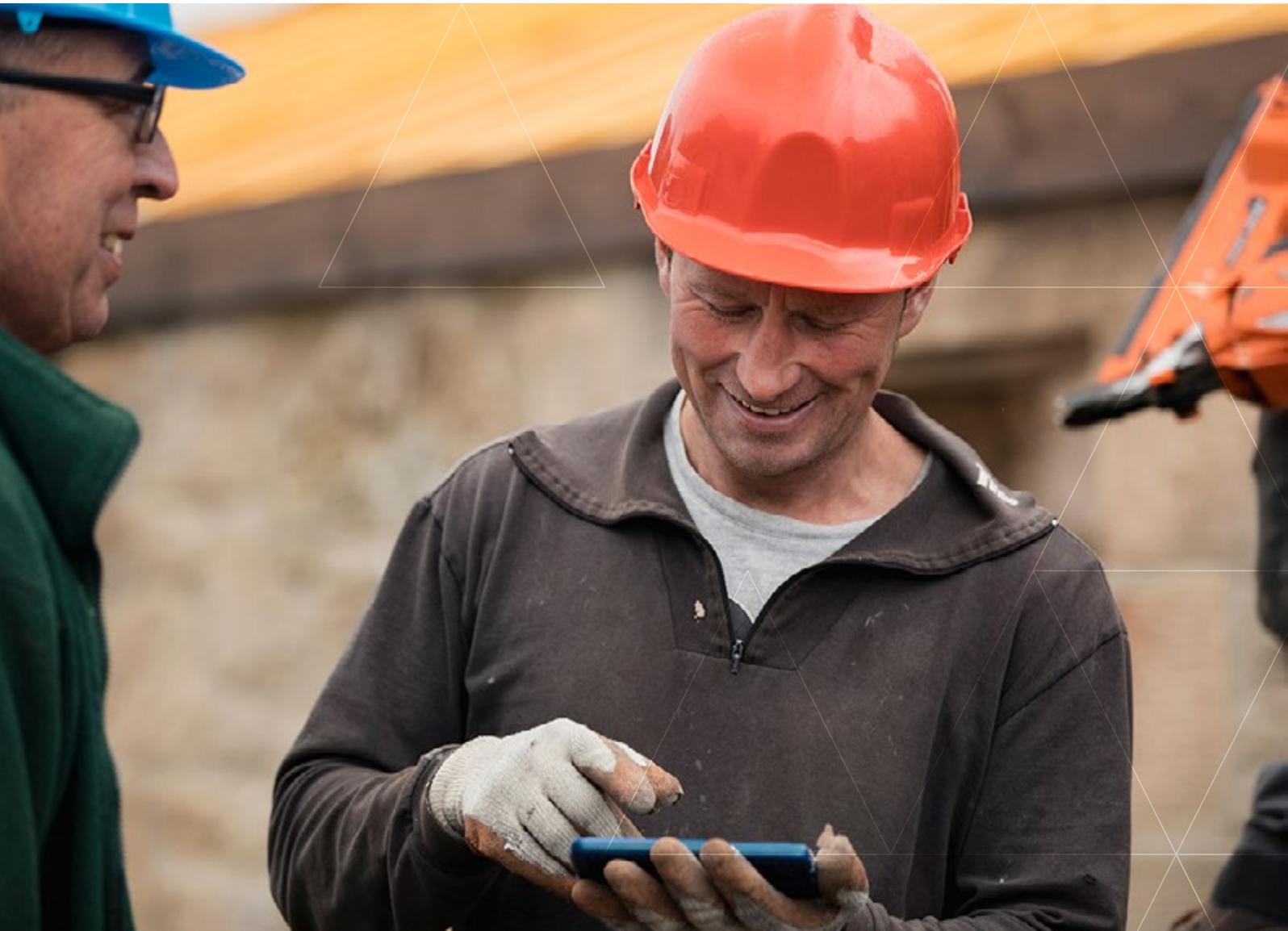


SkillGuard Brochure

**Mobile Workforce
Management**



Introduction

By protecting your workforce,
we protect you.

SkillGuard is the UK's leading mobile workforce management system and is widely used by major organisations wanting to ensure the safety of their personnel 24/7.

Using the best, trusted technology, our solution reliably delivers and captures real-time information when and where it is needed to improve safety, drive effectiveness and boost sustainability.

Suitable for direct employees, as well as the supply chain, lone workers and visitors, SkillGuard is the number one choice for organisations wanting to deliver:



**Safer
Sites**



**Greater
Efficiency**



**Reduced
Risk**



**Improved
Sustainability**



**Cost
Savings**





About SkillGuard

SkillGuard combines a powerful, secure database and a high capacity, encrypted individual smartcard (physical or virtual), providing a single, transferable record for every worker. This ensures up-to-date, real-time validation of an individual's authority to work today, helping to maintain - or exceed - safety targets.

SkillGuard is scalable with no limit on the number of individual records held or how much information can be stored against them, enabling our clients to manage their entire workforce in one trusted system. This is why SkillGuard is the leading system for enterprise-wide solutions and is the technology of choice for major clients requiring the power and flexibility that SkillGuard delivers.

The SkillGuard hosted database is accessed via the internet and holds a comprehensive record of each individual worker. Data stored covers any relevant information that can be used to provide real-time “authority to work”. Typically, this includes: a wide range of competencies, qualifications and training; summary occupational health data including date of last medical and D&A tests; job roles; recent activity on site; industry cards and other accreditations; current employment, sponsorship and other company association relationships.

The record also includes a full audit of every card check and swipe activity, which can be extensively filtered for management analysis. Therefore, the system also has a major role to play in the management of fatigue, providing a full record not only of hours on site but also travel time for the full fatigue profile.



The dedicated SkillGuard app (Android and iOS) enables authorised card checkers to verify an individual worker’s smartcard details in real-time, ensuring they have authority to work today.

The app also has additional powerful features, including the ability to immediately record the delivery of site-based events (such as a site induction or toolbox talk), without the need for wet signatures or paperwork. This can even include evidence of delivery transferred directly to the workers’ records.

SkillGuard is the global, market-leading mobile workforce management system and is widely used by major organisations wanting to ensure the safety of their personnel 24/7.





Virtual Cards and Messaging

SkillGuard provides workers with virtual smartcards in a secure digital wallet on their smartphones. Virtual cards offer numerous advantages over physical cards: they are more convenient for the worker; more cost-effective for the employer and more sustainable for the environment as they help you eliminate plastic and electronic waste. Virtual cards also create a direct line of communication between your organisation and your workforce (including your supply chain) in the form of SkillGuard's integrated messaging module.

SkillGuard Messaging enables you to send targeted messages directly to the workers who need to receive them, regardless of their position in your employment or supply chain. Choose from messaging entire communities to selecting highly specific cohorts (e.g. with a specific competence or job role or based on work location).

Message creation is simple with highly attractive layouts automatically handled for optimum IOS and Android user experience.

Messages can be prepared and sent in minutes, enabling clients to engage with their workforces strategically and rapidly.

As SkillGuard has so much valuable information about your workforce, the system can marshal this to help you communicate with your workers, even making it possible for them to respond to your message via links or buttons, and for you to analyse this data to optimise on both communications and corporate assurance.



Sustainability and Net Zero

SkillGuard is an invaluable tool for your organisation's route to Net Zero:

- A more competent workforce can get more done with less. Fewer workers and less waste make a big difference to carbon emissions.
- SkillGuard means that workers have a trusted transferable record of all the information relevant to working effectively and safely. This means no more wasteful "repeat" training and many more synergies besides.
- SkillGuard helps ensure your workforce is more competent, capable and less fatigued. This in turn helps reduce the number of errors and accidents on site, reducing the need for rework and delays.
- Use the SkillGuard app to log travel time and use this data as part of your Net Zero targets.
- SkillGuard captures invaluable and extensive data. Our integrated views in our Power BI module transform this into powerful analytics in seconds. Use this module to monitor local workforces as part of your sustainability programme for example. Or look across your workforce using extensive filters and criteria to help your organisation plan for the future.

SkillGuard at a glance

- ⊕ Powerful, cloud-based online database of the entire workforce (including supply chain).
- ⊕ Smart technology so that data can be retrieved even when mobile comms are unavailable.
- ⊕ SkillGuard holds all qualifications and competencies, plus certificates.
- ⊕ Accurate, real-time information, providing reliable worker "authority to work".
- ⊕ Controlled access and authentication where it's needed: projects, sites - even zones.
- ⊕ OH requirements and recent D&A tests are also covered, including any work restrictions.
- ⊕ Full transferability and movement of employment, sponsors and worker associations across the system.
- ⊕ SkillGuard has an integrated physical access control component to be used with turnstiles, barriers.
- ⊕ mySkillGuard – gives workers access to their own record and provides transparency.
- ⊕ Industry standard two-way API to enable data to be passed to and from third party systems.
- ⊕ Trusted circle of users - including approved training providers and OH providers when required.
- ⊕ Wide range of user roles and powerful dashboards, so that users see only what they need.
- ⊕ View swipe data in table format or using geomaps for geographical insight into your workforce's distribution.
- ⊕ Crew function to create advance team building and credential checks before work starts.
- ⊕ CSCS and partner scheme card credentials can be checked and competencies transferred and updated online to the worker's SkillGuard record.
- ⊕ High security individual worker smartcard (physical or virtual) - kept up to date electronically.
- ⊕ All required information is available in one, trusted and secure place.
- ⊕ Site-delivered events – inductions, briefings and toolbox talks – are captured electronically.
- ⊕ Elimination of unnecessary, duplicate training events.
- ⊕ Sites and zones can have entry requirements to restrict access even further.
- ⊕ Fatigue management as standard, including travel time.
- ⊕ All card swipe activity is logged and auditable, including spot checks, shifts worked, access denied.
- ⊕ With Linked Schemes, critical data can be shared across our many systems to prevent double shifting.
- ⊕ Secure, online payment where the financial model is subscription-based.
- ⊕ Verification functionality for clients wanting to use this extra step before qualifications are valid.
- ⊕ Sophisticated hierarchy makes SkillGuard effective for sector or industry wide solutions, as well as major individual corporations.
- ⊕ The SkillGuard app makes it easy for your workforce's smartcards to be checked and authenticated wherever they might be.
- ⊕ A fully compliant system which makes it easy for you to comply with GDPR and other data protection laws.
- ⊕ Ad hoc and pre-defined reports as well as extensive data views across the system.
- ⊕ Power BI reporting unlocks the data held in the SkillGuard system for powerful multi-dimensional analysis with dashboards and embedded reports.



Who Uses SkillGuard?

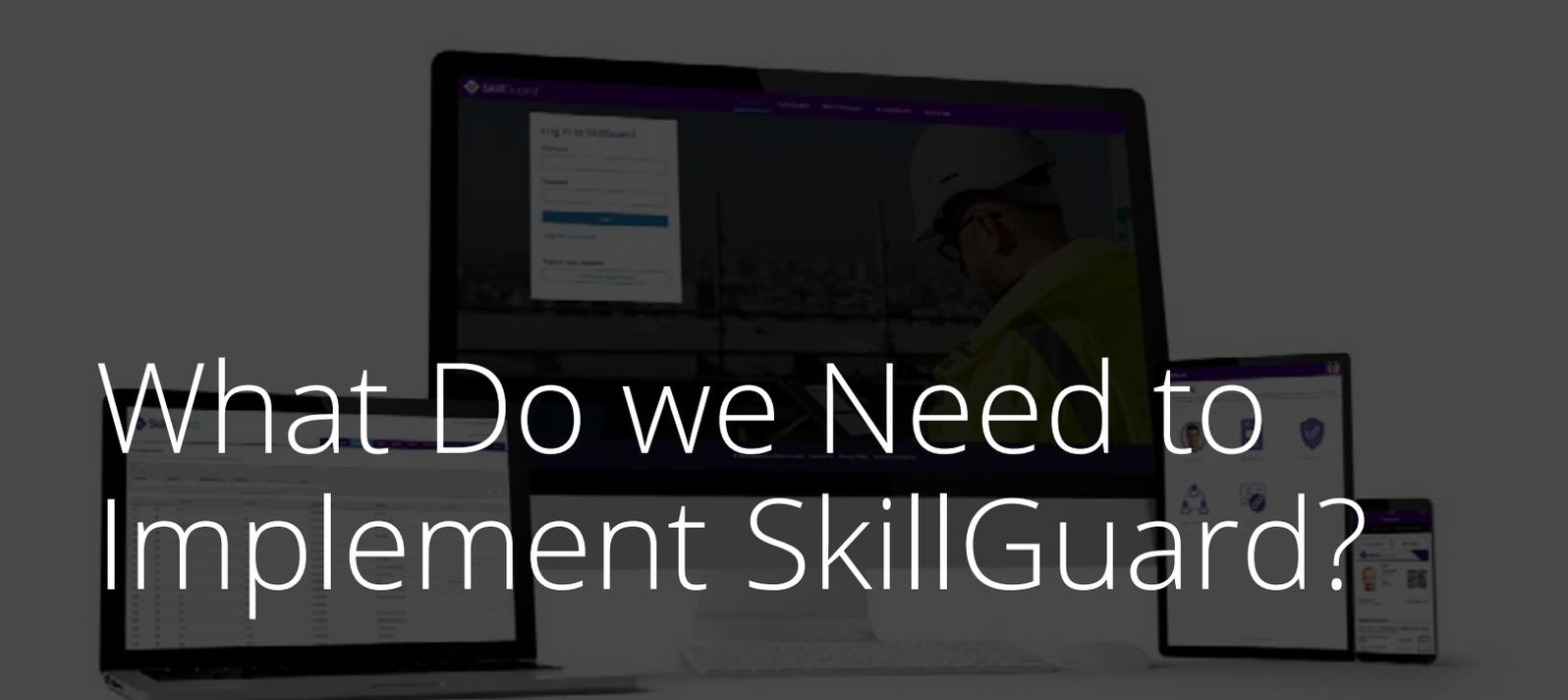
SkillGuard is used by a wide range of major organisations and across entire industries - in both the public and private sectors - to protect their workforces.

The system is often implemented under a different brand-name. For example, all of the following are also SkillGuard systems:

- Network Rail and TfL Sentinel
- HS2 Validate
- Highways Passport
- Thames Water Safety Passport
- Tarmac OneCard
- The Rail Industry Worker Programme (RIW) in Australia.

SkillGuard is designed as an enterprise solution and its principal benefits are derived when it is implemented across an organisation or industry, not just an individual project or site. This is because a major functional advantage is in the powerful transfer of the worker record as the workforce moves around from project to project.

Also, cost benefits are realised to a far greater degree when implemented at scale, eliminating duplicate training or occupational health events as well as underpinning safety to a higher degree. This typically results in a significant reduction in AFR/LTIFR and an increase in overall efficiency.



What Do we Need to Implement SkillGuard?

SkillGuard is an online system securely hosted by Reference Point in the Microsoft Azure Cloud. Monitoring of the service is 24/7 with an uptime of 99.5% (plus occasional planned maintenance).

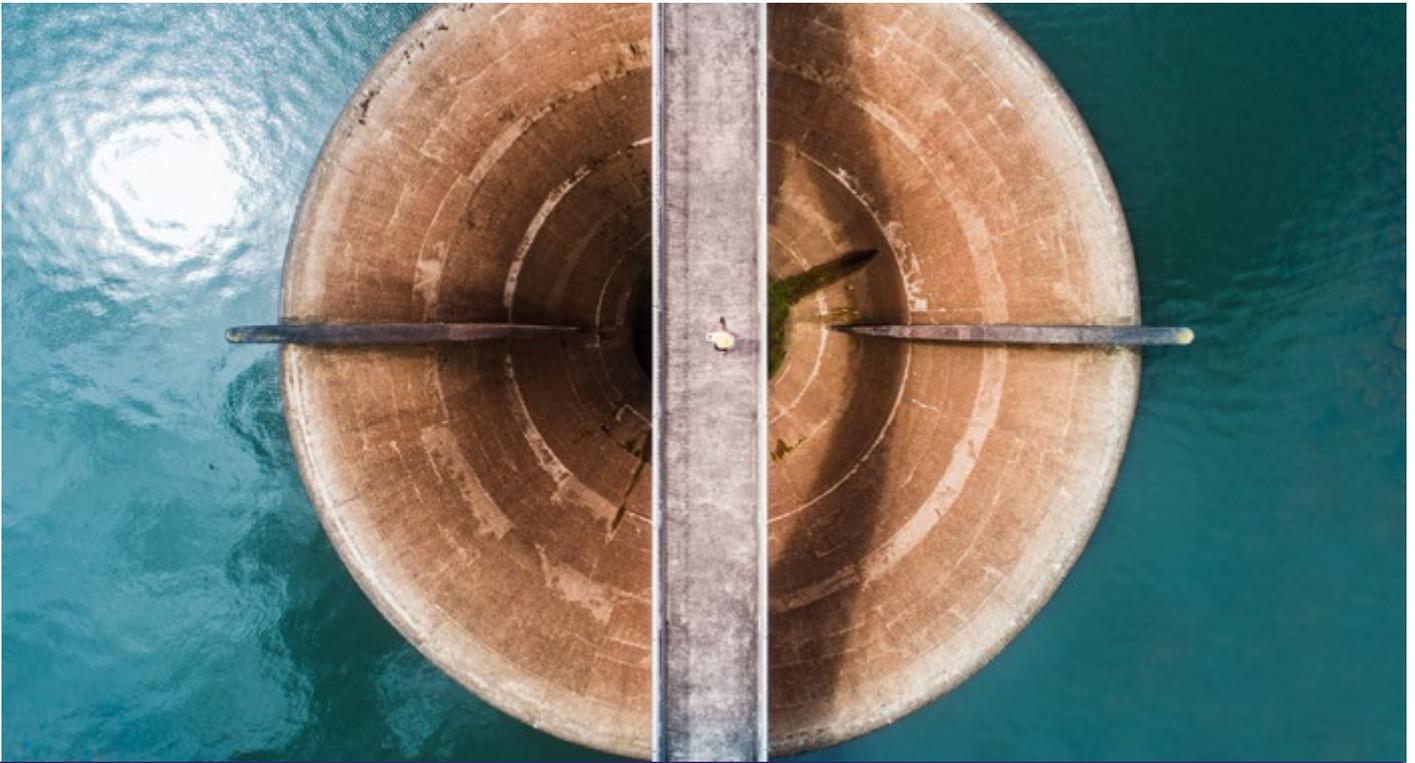
So all that is required is a device with internet access and a current web browser.

Tested browsers are: Microsoft Edge; Google Chrome; Apple Safari.

As well as the online database, individual workers have a smartcard (physical or virtual), and these can be securely read in a variety of ways. Most commonly, the cards are read using either the dedicated Android or iOS apps:

- For the Android app, Android v6 or above and a rear-facing camera (NFC is an option).
- For the iOS app, iOS v12 or above and a rear-facing camera (NFC is an option).

There is also an HTML5 (Web Card Reader) option for tablet devices with a rear-facing camera. All that is needed to use this is internet access and a current web browser from the above list.



Available Levels of Support

Standard SkillGuard pricing includes online user support with a range of easy to consume user guides, as well as online videos, tutorials and FAQs that are available 24/7. Our customer support technology handles online queries, ensuring our users get the appropriate guidance and issues are escalated as necessary within usual UK office working hours.

If clients require elevated levels of user support with direct contact to the Helpdesk team, we offer this option for a further charge.

For further information or to arrange a presentation, please contact

[Reference Point.](#)



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