

StayLive Work Control Procedures (WCPs) LMS Set-Up Guide

Permit Recipient

This guide forms part of the broader **StayLive Work Control Procedures (WCP) Competency Development Programme**, which provides a common, industry-wide approach to managing WCP training and competency across generation sites.

It outlines how to configure and maintain StayLive certifications in your organisation's learning or competency management system, ensuring they are **set up consistently across all member companies** and recognised by the **StayLive Competency Tool (SCT)**.

Purpose and Scope

This guide supports LMS and system administrators, training coordinators, and competency leads responsible for configuring and maintaining StayLive learning and certification records.

It explains how to:

- Set up StayLive certifications correctly and consistently,
- Apply the required naming conventions and prerequisites, and
- Enable clear recognition of results within the StayLive Competency Tool (SCT).

It applies to all member companies implementing StayLive certifications under the Work Control Procedures (WCP) framework.

Background and Context

StayLive and the WCP working group are rolling out a series of tiered certifications that together, form an industry-wide competency pathway from **Work Ready** (theoretical understanding) to **Work Capable** (practical application).

This LMS Set-Up Guide focuses on the **StayLive Work Authority Permit** certifications - part of *Phase 2* of the rollout.

Phase 1 (completed 2024)

- *StayLive Work Party Member*
- *StayLive General Work Supervisor*

Phase 2 (2025–2026)

- *StayLive Work Authority Recipient (Provisional and Certified)*
- **StayLive Permit Recipient (Provisional and Certified)**

The new certifications replace legacy Work Authority Certificate (WAC) and **Permit Holder Certificate (PHC)** and support the updated WCPs and associated Competency Framework.

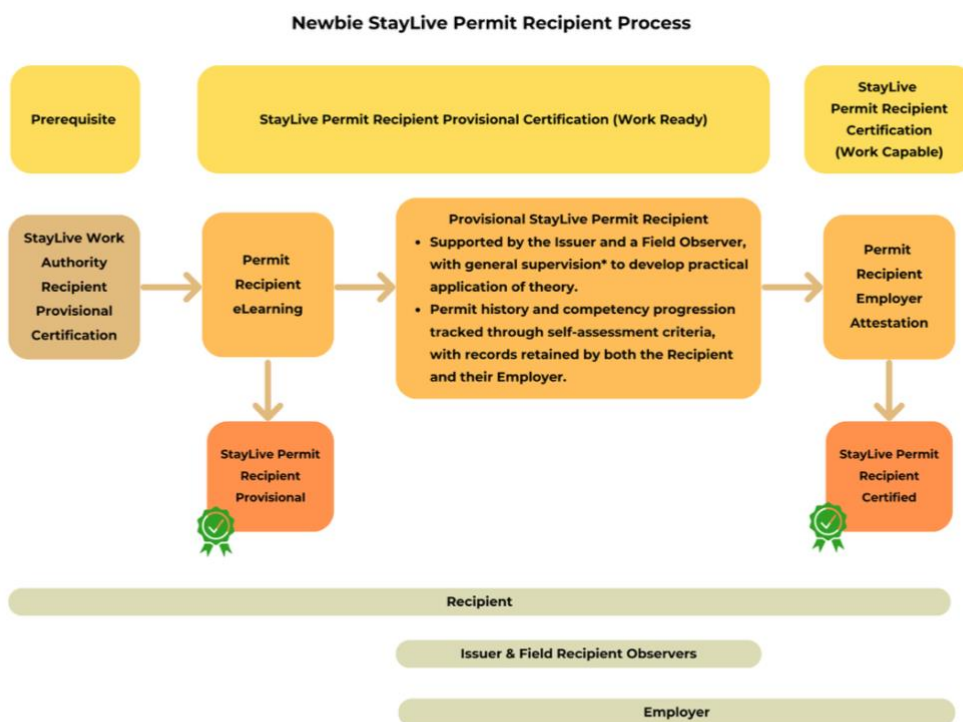
Pathway Summary

The **StayLive Work Ready / Work Capable framework** provides a clear and practical pathway from learning to confident on-the-job performance:

1. Complete the **StayLive Permit Recipient eLearning** → become **Provisional (Work Ready)**.
2. Apply learning in the field **under general supervision** with coaching and feedback.
3. After successfully completing sufficient **Permits to demonstrate competency**, employers confirm readiness for **Certified (Work Capable)** status via an attestation.
4. All certifications are maintained through a **two-year Validation of Competency (VoC)** renewal cycle.

This pathway provides structure, assurance, and consistency - helping build confident, capable Permit Recipients across the industry.

Note: For currently competent and active Permit Recipients, only items 1, 3 and 4 apply.



*EEA Guide to Supervision for Health & Safety
General supervision: Where the Work Party or Worker being supervised is under such control and direction to the extent necessary to ensure the work is carried out competently and while the work is being undertaken, all appropriate health and safety requirements are being implemented.

Transition to the New Certification

From **May - July 2026**, Genesis, Meridian, Nova / Todd, Contact and Mercury will begin full transition from the existing **Permit Holder Certificate (PHC)** to the new **StayLive Permit Recipient** certifications.

This transition ensures a single, consistent competency framework across all generation sites and will be complete by **July 2028**.

Transition Approach

1. New or Not-Yet-Competent Individuals

Anyone seeking to perform the Permit Recipient role for the first time must complete the new StayLive pathway:

- **eLearning** – fundamental theory and knowledge (*Work Ready*)
- **Provisional period** – supported field practice under general supervision
- **Employer Attestation** – confirmation of practical competence (*Work Capable*)

2. Currently Certified and Active Permit Recipients

Those holding a current **PHC** will transition to the new pathway prior to expiry of their PHC certification or at their organisation's nominated reset date.

- Complete StayLive Permit Recipient prerequisites
- Required components: StayLive Permit **eLearning + Employer Attestation**
- On completion, they will achieve **StayLive Permit Recipient (Certified)** status.

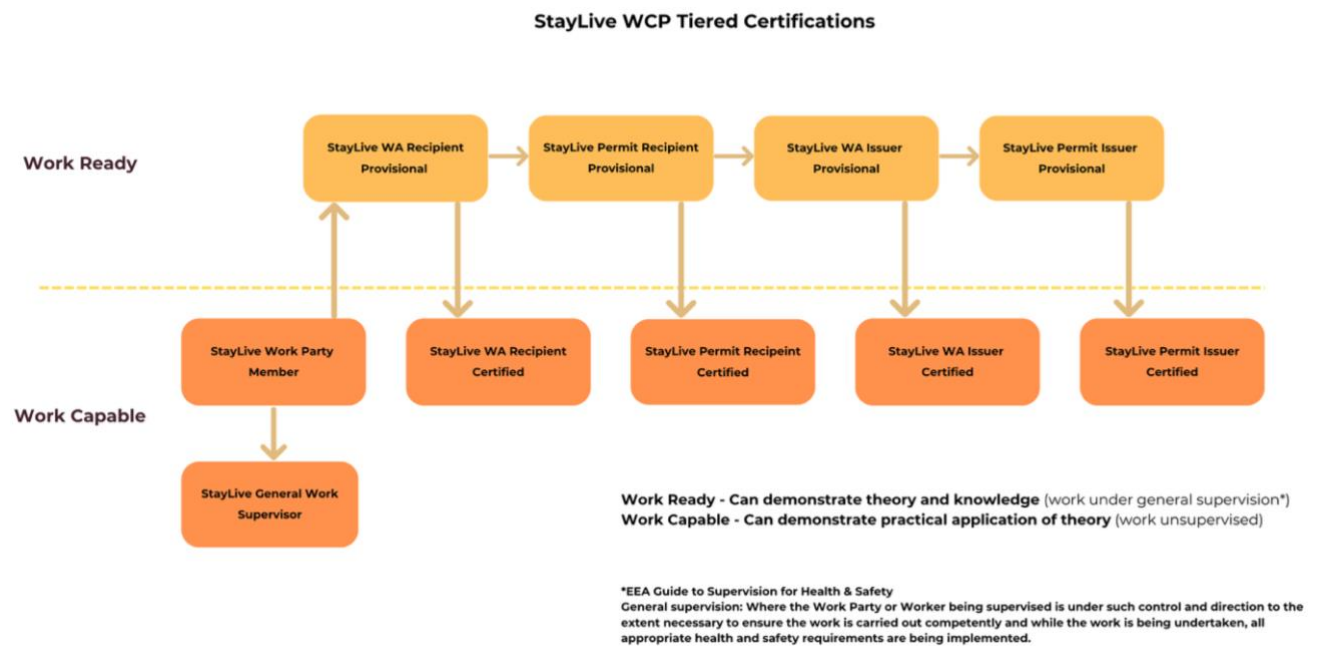
The **StayLive Permit Recipient Certified** credential will be recognised as equivalent to the legacy PHC across all participating sites until full transition is complete.

System Setup Overview

Each organisation must configure these certifications in its LMS or internal competency management system following the standard StayLive structure.

Tiered Certification Model

Each certification builds on the one before it, ensuring learners demonstrate both theoretical and applied competence.



Course Format and Pathway

- **Work Ready (Provisional):** completion of eLearning via LMS.
- **Work Capable (Certified):** on-the-job application, coaching, and employer attestation confirming practice and competency.
- Each certification renews every **24 months** through a Validation of Competency (VoC) process.

This pathway provides a structured, consistent approach to capability development - helping build confident, safe, and competent Permit Recipients across the generation industry.

Naming Conventions

To ensure system interoperability and SCT recognition, certification names must appear **exactly as listed** below in all organisational systems.

Do **not** abbreviate, hyphenate, alter capitalisation, or include internal identifiers.

StayLive Official Certification Name	LMS Display Name	Notes
StayLive Work Party Member	StayLive Work Party Member	Entry-level foundation certification
StayLive General Work Supervisor	StayLive General Work Supervisor	Builds on Work Party Member
StayLive Work Authority Recipient Provisional	StayLive Work Authority Recipient Provisional	Work Authority Recipient tier 1
StayLive Work Authority Recipient Certified	StayLive Work Authority Recipient Certified	Follows WA Recipient Provisional
StayLive Permit Recipient Provisional	StayLive Permit Recipient Provisional	Permit Recipient tier 1
StayLive Permit Recipient Certified	StayLive Permit Recipient Certified	Follows Permit Recipient Provisional

For full StayLive WCP tiered certification information see **Appendix 1: Course Details for LMS Set up**

Prerequisites and Learning Pathways

All StayLive certifications must be configured as a **tiered pathway** with defined prerequisites:

1. *StayLive Work Party Member* → prerequisite for all higher-level certifications.
2. *StayLive General Work Supervisor* → builds on Work Party Member.
3. *StayLive WA Recipient Provisional* → requires completion of eLearning course: StayLive WA Recipient.
4. *StayLive WA Recipient Certified* → requires Provisional certification + Employer Attestation.

Each LMS should apply its own prerequisite logic (e.g. learning paths, curricula, or certification rules) but must follow this same sequence.

Integration with the StayLive Competency Tool (SCT)

The **SCT** is the overarching industry credential system that recognises and validates StayLive certifications across all member organisations.

To ensure accurate data exchange and mutual recognition:

- Certification names in your LMS must match the official StayLive titles exactly.
- Completions (including expiry dates) must be reported to the SCT either via API, upload, or manual entry supported by credible evidence.
- Only correctly named certifications will be recognised by the SCT.
- Employer Attestation records should be stored internally but acknowledged through SCT reporting.

Data and Record Management

Each organisation is responsible for maintaining accurate learning and competency records for its own staff and ensuring these are shared with the SCT. For contractors, responsibility for maintaining and updating SCT records depends on the arrangements agreed between the generator and the contractor organisation. Both parties should confirm how records will be managed to ensure accuracy, traceability, and consistency across the industry.

Minimum data fields required:

- Full name of learner
- Organisation / employer
- Certification name (as per StayLive list)
- Completion date
- Expiry date
- Certification status (Active / Expired / Revoked)

Internal systems may include additional fields (e.g. site, manager, employee ID) as required.

Records must remain auditable and support two-year renewal through the VoC process.

Testing and Validation

Before going live, each organisation should perform the following checks:

1. Verify all certification titles and prerequisites match the StayLive list.
2. Test user completion flow: eLearning → Provisional → Certified.
3. Confirm certification expiry logic is set to 24 months.
4. Run a test data export to ensure SCT recognition.
5. Ensure internal communications and LMS notifications are configured.

Ongoing Maintenance

- Review certification setup after any LMS upgrades.
- Align updates with any new StayLive releases (e.g. Issuer modules later in 2026).
- Maintain consistent version control for SCORM packages and naming.
- Ensure organisational competency frameworks continue to align with StayLive's tiered structure.

Implementation & Support

Roll-Out Timeline

Milestone	Timing	Details
Member access to Permit Recipient SCORM & Resources	May 2026	eLearning SCORM file, Self-Evaluation & Tracker, Employer Attestation, FAQs, Stakeholder Comms, Guides
Setup & Internal Planning	May-June 2026	LMS setup, testing, and communications to staff and contractors
Official Recognition of New Certifications	1 July 2026	Permit Recipient Provisional & Certified certifications recognised across member sites
Full Transition Completion	1 July 2028	Current Permit Holder Certificate (PHC) fully replaced by StayLive Permit Recipient Certification

Appendix 1: Course Details for LMS Set up

Tiered Certification Format: Note: LMS system and org set-ups may differ. The table above shows the high-level requirements for each certification. These StayLive certifications are tiered, meaning they build on each other.

Certification	Audience	Prerequisite	Learning Component (s)	Renewal	Notes
1.StayLive Work Party Member	Personnel required to work on or around a generation site.	N/A	<ul style="list-style-type: none"> eLearning course 1 (Work Party Member & General Work Supervisor) 	Every 24 months	Entry-level certification; foundation for all higher levels.
2.StayLive General Work Supervisor	Personnel required to supervise general work on a generation site.	StayLive Work Party Member	<ul style="list-style-type: none"> eLearning course 1 (Work Party Member & General Work Supervisor) General Work Attestation 	Every 24 months	
3.StayLive Work Authority Recipient Provisional	Personnel required to be the Recipient of a WA on a generation site – under general supervision.	StayLive Work Party Member	<ul style="list-style-type: none"> eLearning course 2 (WA Recipient introduction) 	Every 24 months	
4.StayLive Work Authority Recipient Certified	Personnel required to be the Recipient of a WA on a generation site – unsupervised.	StayLive Work Authority Recipient Provisional	<ul style="list-style-type: none"> eLearning course 2 Employer Attestation (practical competence validated) 	Every 24 months	eLearning course 2 is achieved via the prerequisite. The result will need to come from the same course.

Certification	Audience	Prerequisite	Learning Component(s)	Renewal	Notes
5. StayLive Permit Recipient Provisional	Personnel required to be the Recipient of a Permit on a generation site – under general supervision.	StayLive Work Authority Recipient Provisional	<ul style="list-style-type: none"> • eLearning course 3 (Permit Recipient introduction) 	Every 24 months	Available May 26
6. StayLive Permit Recipient Certified	Personnel required to be the Recipient of a Permit on a generation site – unsupervised.	StayLive Permit Recipient Provisional	<ul style="list-style-type: none"> • eLearning course 3 • Employer Attestation (practical competence validated) 	Every 24 months	Available May 26
7. StayLive Issuer Provisional	...required to issue WAs – under general supervision	StayLive Permit Recipient Provisional	<ul style="list-style-type: none"> • eLearning course 4 	Every 24 months	Scheduled Sept 26
8. StayLive Issuer Certified	...required to issue WAs.	StayLive Work Authority Issuer Provisional	<ul style="list-style-type: none"> • eLearning course 4 • Employer Attestation (practical competence validated) 	Every 24 months	Scheduled Sept 26

Note: Level 4 assumed based on applying the same format to competency development however this may change slightly

Appendix 2: Course Details for LMS Set up

Course Information

eLearning Course Title: StayLive Permit Recipient

Course description (eLearning):

The **StayLive Permit Recipient** course builds your understanding of Access Permits (AP) and Test Permits (TP) through practical, scenario-based learning. It introduces the Recipient's dual role as Work Party Supervisor, explains responsibilities and collaboration with the Issuer, and covers safe work practices such as form completion, RASMs, isolation points, plant status controls, and the steps for issuing, accepting, and closing out a WA.

You will learn:

- **How to determine the correct work control**, including when an Access Permit is required instead of a Work Authority
- **Importance of collaboration with the Issuer**, to confirm scope, plant condition, hazards and required IASMs and RASMs
- **What's required for pre-work plant verification**, including confirming equipment, IASMs correctly applied and permit boundaries
- **Permit acceptance responsibilities**, including confirming understanding of the work, IASMs, and readiness to proceed
- **Permit Recipient responsibilities**, including overall control of the permit and accountability for the work
- **Work party setup and supervision**, including use and delegation of Supervisor AP and Supervisor WP roles
- **Maintaining permit integrity**, ensuring work remains within scope, IASMs remain in place and RASMs are applied and managed throughout the job
- **Test Permit requirements**, including when they are required, removal of agreed IASMs and managing testing under controlled conditions
- **Requirements for returning a permit**, including when it must be returned for cancellation, suspension, or transfer
- **Permit closeout**, including worksite restoration, removal or update of RASMs, confirmation of plant state, and hand back to the Issuer

User information:

Allow 120 minutes of uninterrupted time - for experienced practitioners.

Allow 120 + minutes of uninterrupted time - to allow for reviewing feedback and consolidating the learning with additional review.

Note: If you pause your session, the course will resume where you left off.

Certification Title: StayLive Permit Recipient Provisional

Expiry: 2 yrs

Audience: Staff and contractors required to be the Recipient of a Permit on a generation site*.

Certification / Completion:

On completion, the individual will be able to be the Recipient of a Permit on a generation site – under general supervision**

Format: eLearning

Prerequisites: StayLive Work Work Authority Recipient Provisional

Achieving competency: You will be evaluated and given feedback throughout a course via activities embedded within and between scenarios.

**** EEA definition of General Supervision:** Where the Work Party or Worker being supervised is under such control and direction to the extent necessary to ensure the work is carried out competently and while the work is being undertaken, all appropriate health and safety requirements are being implemented.

It is the employer's responsibility to ensure general supervision is provided. This works best when a member of the work party can provide it.

* applicable and recognised by Genesis, Meridian, Contact/Manawa, Mercury, Nova and Pioneer.

Certification Title: StayLive Permit Recipient Certified

Expiry: 2 yrs

Audience: Staff and contractors required to be the Recipient of a Permit on a generation site.*

Certification / Completion:

On completion, the individual will be able to be the Recipient of a Permit on a generation site – unsupervised

Format: eLearning + Employer Attestation

Prerequisites: StayLive Permit Recipient Provisional

Achieving competency:

eLearning - you will be evaluated and given feedback throughout a course via activities embedded within and between scenarios.

Employer Attestation - to be downloaded from the StayLive website, completed by your employer and submitted to your site contact as proof of practice (minimum 3 Permits in a 24-month period).