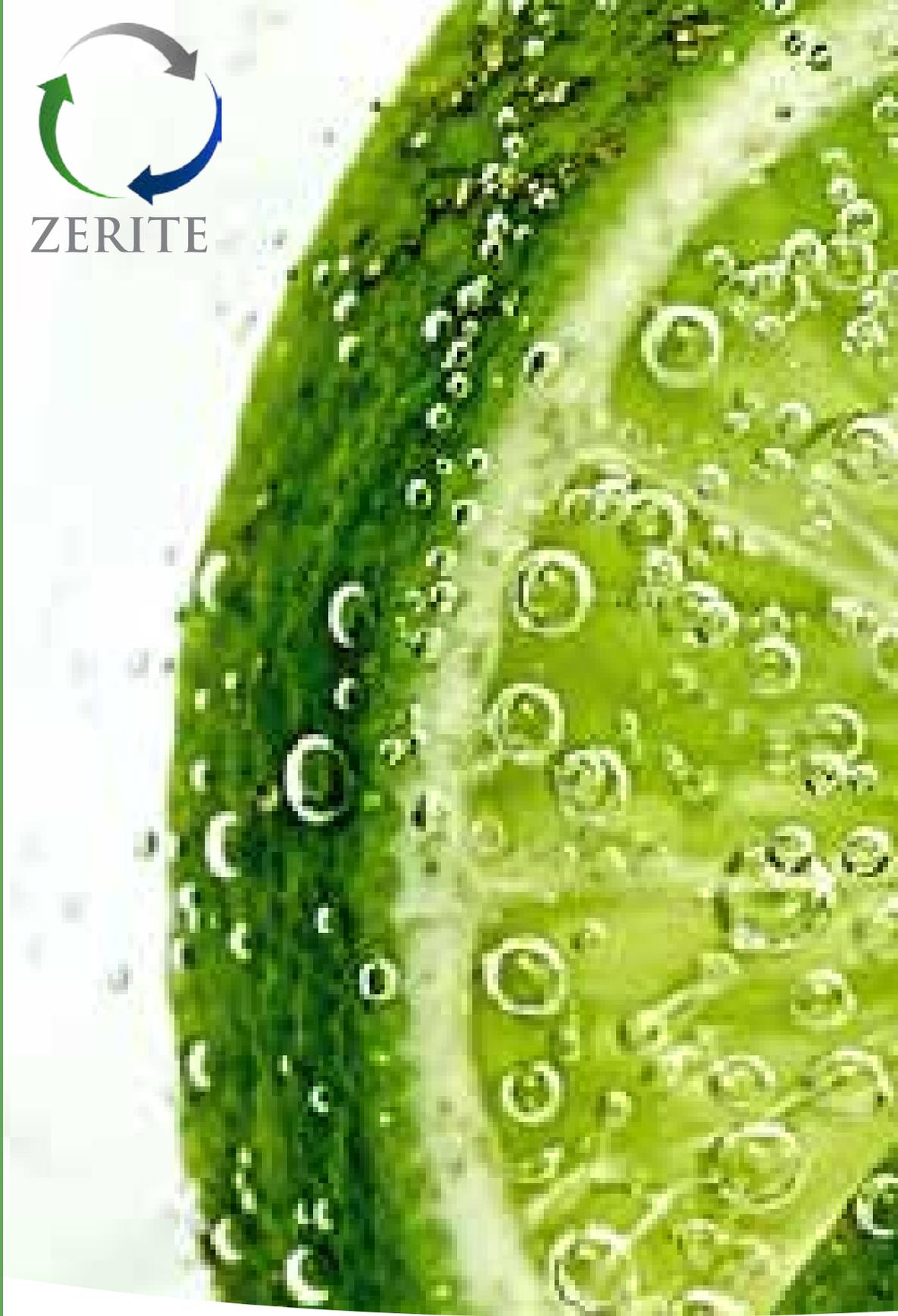




ZERITE



Contractor and Learning  
Management.  
**With a Twist.**



**“To manage a business well is to manage its future; and to manage the future is to manage information.”**

**Marion Harper Jr**

# welcome MESSAGE

Hugh and Mischelle founded Zerite after 10 years in the contractor management industry.

We had a vision to provide on-line contractor and learning management systems at a price that is transparent and affordable to every size business.

Both Mischelle and Hugh have worked in corporate and operational roles and have used systems in the past that were very complex and expensive or the costs were pushed out to contractors.

## **Not any more.**

Zerite has all the essentials you need to manage your contractors and any online training.

## **WHAT IS THE TWIST?**

We decided to shake things up.

We do not price our systems based on contractor or trainees numbers. You pay a set price per month and have as many trainees and contractors as you like.

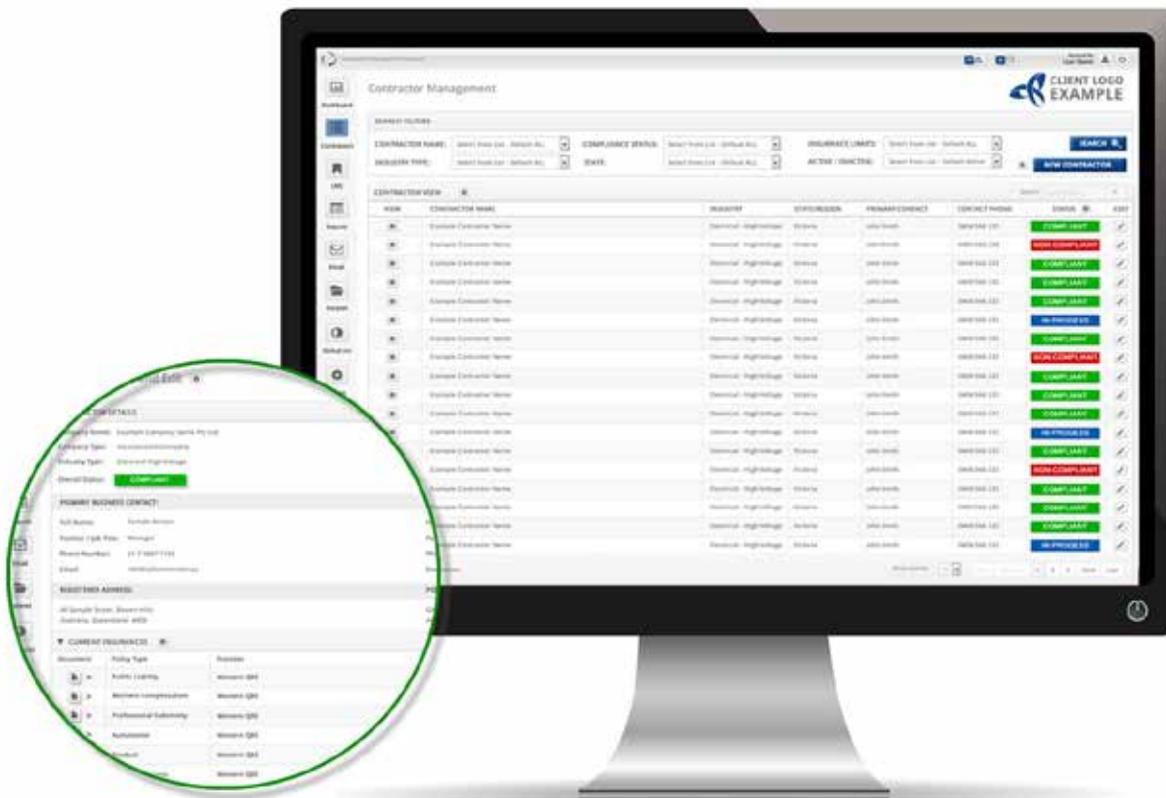
You pay for Administrative users and storage only.



**MISCHELLE AND HUGH**  
*Founders*

We stand  
for "Quality,  
Consistency  
and Integrity"

# Contractor MANAGEMENT



## FUNCTION OVERVIEW

### Contractor and Supplier Management.

1. Upload and monitor insurances and view all Certificates of Currency.
2. Upload and monitor licenses and certificates (Company and Individual Levels).  
Risk rank contractors into categories (Up to five)
3. Set different compliance requirements for each category.
4. Share your company documents via an intranet for your policies and procedures.
5. Custom questionnaires for your contractors based on category.
6. Run reports and view compliance at a glance via the system.
7. Set custom permission for your Administrative Users.
8. Auto archiving of old documents for review later.



# Manage contractor documents, insurances and licences

**Manage all contractor information in a single location, monitor compliance, view all documents and run reports for as needed. At a glance administrative users can see the individual contractor status and take further action if required. Allow the system to monitor and use your resources to build on your contractor relationship.**

Zerite came alive through our clients asking us to develop an affordable system that gave them full control of the management of their contractors without additional cost or any costs being pushed out to their contractors.

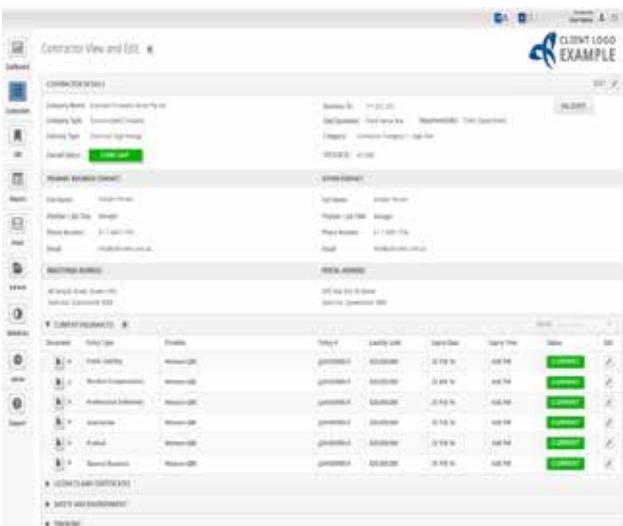
Contractors load their data and documents into the system via their own login which gives them access to their part of the system. They can upload certificates, licences, safety documents, SWMS, procedures or any other documents that may be required.

### **Adding Contractors:**

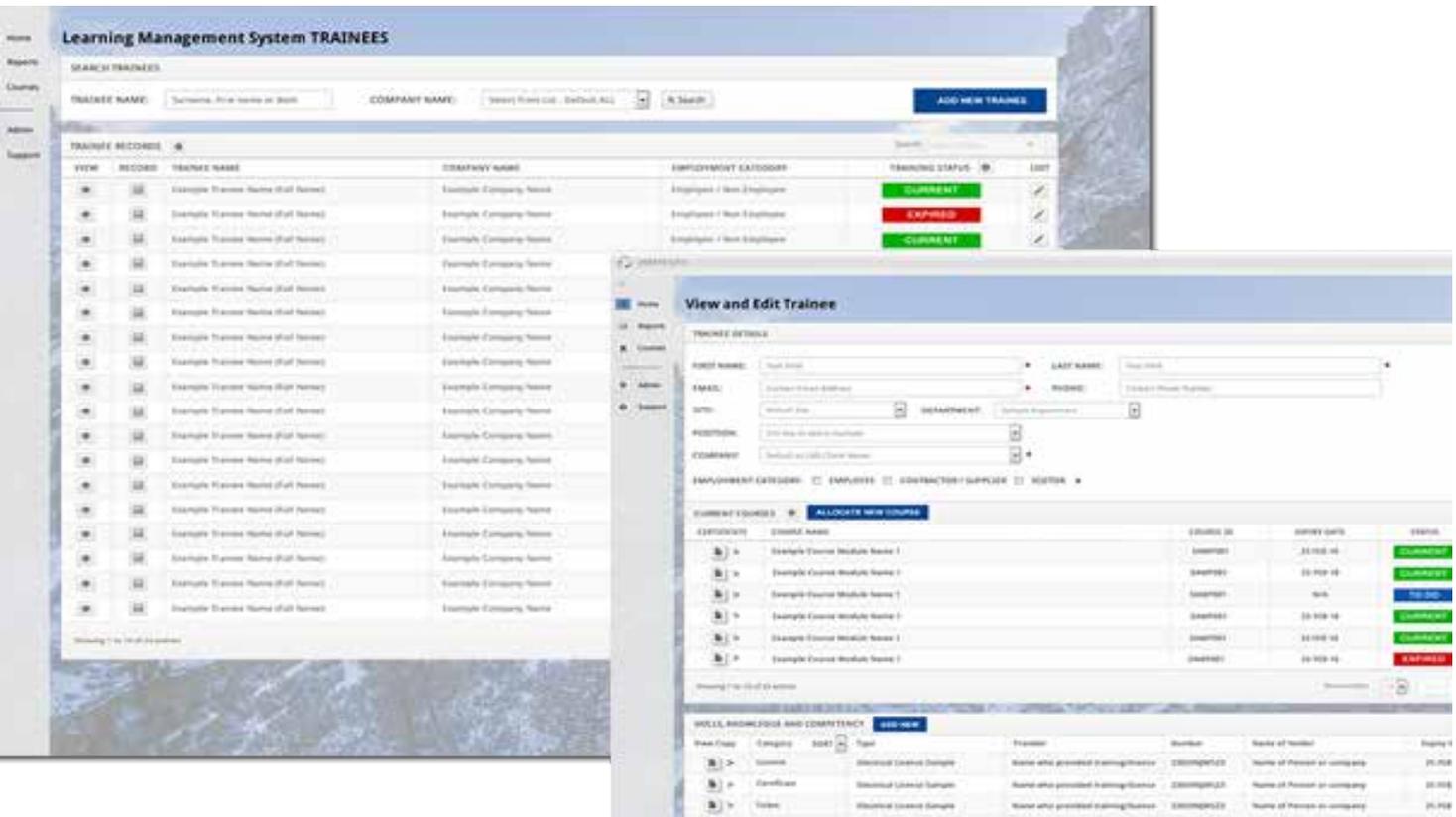
The Administrative User can simply add a new contractor (if they have the permission) and the contractor will receive their login to start the update of data.

Notification will be received once all data and documents are loaded ready for the Administrative User to approve and then the system takes over.

NO CHARGE to the contractor, NO additional fees.



# Learning MANAGEMENT



The Zerite Learning Management System is unique to other systems because we do not charge per trainee, only Administrative Users and storage. You can deliver on-line training to contractors, staff or visitors. The systems is designed to be simple and easy to use with all the essentials needed for the delivery and management of training.

## IS ZERITE LMS A “REAL” LEARNING MANAGEMENT SYSTEM?

The short answer is yes, you can:

- Create courses/modules;
- Upload course material;
- Add assessment questions;
- Create trainees and allocated training; and
- Run management reports to track and monitor.

## COURSES:

- Create a course in the system.
- Upload your course material in a suitable web format.
- Allocate courses to Site, Departments and/or positions. as a core requirement if required.
- Create your assessment material for the course.
- Go live with the course.

## TRAINEES:

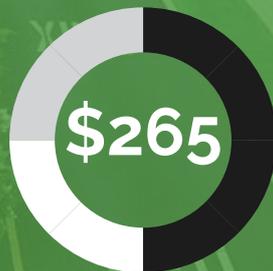
- Create a trainee and upload a photo if required.
- Allocate their Site, Department, position and employment category.
- If a course is core for their categories it will automatically assigned trainees to the course, or manually assigned as needed.
- The trainee will received thier login to complete the training.

# System PRICING

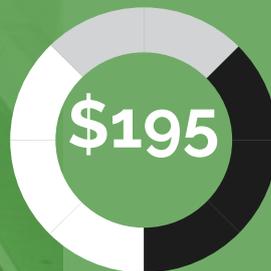
We have developed two version fo the Zerite contractor and learning management systems. They are called Pro and Lite with prices and functions based on the versions and Administrative Users.

## Version Pricing

Per Month - 3  
Admin Users



Pro - Contractor  
Management



Pro - Learning  
Management



Lite - Contractor  
Management

## Summary Inclusions:

Pro - 5GB Storage    Lite - 3 GB Storage

Pro - 3 Admin Users    Lite - 1 Admin User

SSL Security and User Authentication

Email, Chat and Ticket Support

# Additional SERVICES



## System Setup

Zerite staff can assist in setting up the entire system for you, including branding, logos and users.

We can help setup all admin users, your compliance requirements, your contractors questionnaires, your documentation and insurance requirements.

Our support staff will set all of this up for you in consultation with your staff to speed up your implementation

## Contractor On-Boarding

One of the hardest parts of implementing a new system is getting your data in the system. In the case of the contractor management system, your contractors will need to input all their details and upload all their documents. This can be time consuming for a client to support the contractors, but Zerite can assist in helping your contractors through the process. We can be a single point of contact for them.

This service would be a project based service, which we will scope and price prior to starting.

## System Training

To really give you a running start, you have the option of on-site or remote training for your staff.

Our support team can come to your site or via Skype conduct Admin User training to ensure all your staff understand the system and the change to your contractor or learning management process.

This is completely optional as there is a full knowledge base, user guides and support videos to assist all users.

# TRAINING DEVELOPMENT

Do you have all your inductions or training modules sitting in PowerPoint and Word, we can easily convert them using the newest technology for on-line training.

You simply provide the files and all images and we will convert and deliver the final product you via email or Dropbox.



## TRAINING MODULE LIBRARY

Zerite has a large training module library which can be customised very quickly to suit most clients.

If you need help in developing your training modules we have a lot of generic material to pick from and build your module quickly in a format you can edit and own.

### Example Module

**Workplace bullying is a risk to health and safety because it may affect the mental and physical wellbeing of workers.**

**This awareness training is a short module to help raise awareness of Workplace Bullying, how to identify it and manage it.**



## TYPES OF BULLYING

**BULLYING MAY ALSO BE COVERT**

Covert Bullying examples are:

- Deliberate exclusion, isolation or alienation of the employee from normal work interaction.
- Placing unreasonably high work demands on one employee but not on others.
- Undermining another employee, including encouraging others to "gang up" on the employee.
- Deliberately withholding information that person needs to exercise her or his role.





Workplace bullying can be carried out in a variety of ways including:

- Email
- Text messaging
- Social media channels
- Face to face

In some cases workplace bullying may occur outside normal working hours.



## HOW CAN BULLYING OCCUR



Workplace bullying can be directed at a single worker or group of workers and be carried out by one or more workers.

It can also be directed at or perpetrated by other people such as clients, customers and members of the public



# ZERITE SYSTEMS

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