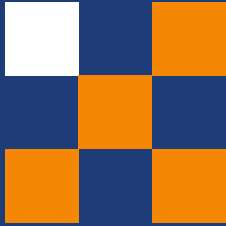


NSW SES



# Slipstream Learner Guide

Version 2026.10.1

See and keep your SES capabilities current.

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# How to use this guide

This guide is for NSW SES volunteers, and for the unit training, operational capability and management teams.

[Part 1](#) is for every member, and needs no special permissions. [Part 2](#) is for the teams above, and each topic there needs a permission your unit grants you.

Each topic is a task you can do in Slipstream. Read the topic you need. You do not have to read the guide in order.

This guide uses the words Slipstream uses on your screen. [Appendix A](#) defines every status word, such as **Current** and **Expiring soon**, and the [glossary](#) describes the rest.

## Note

The members and training records in the screenshots are examples, not real member data.

## Each topic names the permission you need

A member of your unit with [Manage permissions](#) must grant you the permission that opens each part of Slipstream. Permissions are always granted at a unit level. To read data for more than one unit, you need the same permission at each unit.

Every activity states the permission it needs, under **You need**. Where an activity states **Nothing**, every member can do it. [Appendix B](#) lists every permission, and what each one lets a member do.

## Work out why a page is missing from your navigation

Slipstream only shows you the pages your permissions open.

A page named in this guide can be missing from your navigation for two reasons:

- You do not hold the permission that opens it. [Topic 10 – What you can see, and why](#) shows you which permissions you have, and a member with *Manage permissions* can grant you more.
- The page belongs to a unit you do not have permission for. Check which unit the reports are showing you.

## Topic 1

# Signing in to Slipstream

After completing this topic you should be able to:

Ask Slipstream for a sign-in code

Sign in with the code Slipstream sends you

Say where your sign-in codes go, and change the number they go to

Release a sign-in email that NSW SES has held for review

Slipstream does not use passwords. You sign in with your NSW SES member email address, and a code Slipstream sends you.

If Slipstream knows your mobile number, it texts a sign-in code to your phone. Otherwise it emails the code to you. The [glossary](#) explains a sign-in code, and the other words this guide uses.

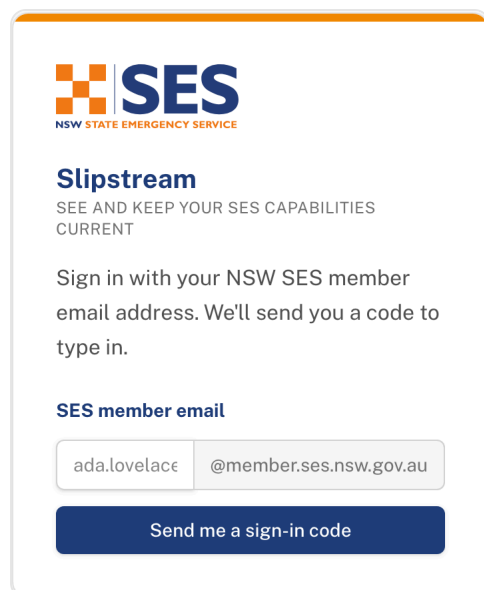
## 1.1 Ask Slipstream for a sign-in code

|                       |                                          |
|-----------------------|------------------------------------------|
| PURPOSE               | Ask for the code that signs you in.      |
| RELATED DOCUMENTATION | Slipstream Learner Guide                 |
| YOU NEED              | Nothing — every member signs in this way |

Open the [Slipstream sign-in page](#).

Type the first part of your member email address, such as `ada.lovelace`. The sign-in page adds `@member.ses.nsw.gov.au` for you. Then select **Send me a sign-in code**.

Slipstream only accepts NSW SES volunteer member addresses. It refuses a personal address, and an address at another organisation.



**Slipstream**  
SEE AND KEEP YOUR SES CAPABILITIES  
CURRENT

Sign in with your NSW SES member email address. We'll send you a code to type in.

**SES member email**

ada.lovelace @member.ses.nsw.gov.au

Send me a sign-in code

Figure 1.1.1 — The sign-in page. Type the first part of your member email address, and Slipstream adds the rest.

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## 1.2 Type the code to sign in

|                       |                                            |
|-----------------------|--------------------------------------------|
| PURPOSE               | Sign in with the code Slipstream sent you. |
| RELATED DOCUMENTATION | Slipstream Learner Guide                   |
| YOU NEED              | Nothing — every member signs in this way   |

The next screen tells you where your code went. It says either "We've sent a code to your mobile." or "We've sent a code to your email." It never shows your mobile number.

Type the eight digits into **Sign-in code**, then select **Sign in**. On a phone, your keyboard offers the code from the notification, so you can select it instead of typing it.

We've sent a code to your mobile.

Signing in as  
talia.rangi0@member.ses.nsw.gov.au

**Sign-in code**

12345678

Sign in

Figure 1.2.1 — The code screen, when the code goes by text message. It names the address you are signing in as, and never the number.

The email includes a sign-in link as well as the code, and you can use either one.

If Slipstream refuses your code, it asks you to check it and try again. Check if your code is incorrect, or if it has expired, or if you have used it before. Select **Send another code**, then type the new one.

Select **Email me a link instead** if a text message does not arrive. The screen waits for you, so you can walk away and find your phone.

#### Note

Slipstream will only send you a sign-in code every two minutes. If you ask for another code within two minutes of the last, it will tell you to wait.

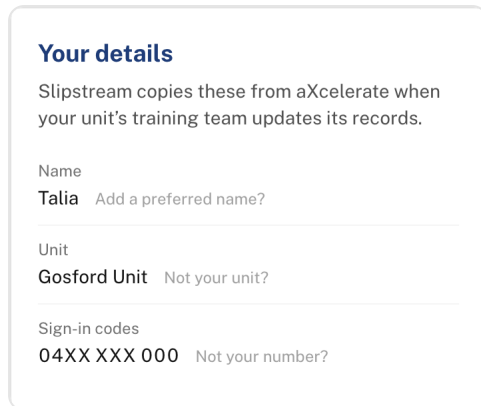
Slipstream then opens your own record. [Topic 2 — Your record at a glance](#) shows you what is on it.

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## 1.3 Check where your sign-in codes go

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| PURPOSE               | See which mobile number Slipstream texts your codes to, and change it. |
| RELATED DOCUMENTATION | <a href="#">Your record</a>                                            |
| YOU NEED              | Nothing — every member can open their own record                       |

The **Your details** card at the bottom of your record shows your mobile number, beside **Sign-in codes**. It shows the last three digits only.



**Your details**

Slipstream copies these from aXcelerate when your unit's training team updates its records.

Name  
**Talía** [Add a preferred name?](#)

Unit  
**Gosford Unit** [Not your unit?](#)

Sign-in codes  
**04XX XXX 000** [Not your number?](#)

Figure 1.3.1 — The Your details card, whose Sign-in codes row names the mobile number a member's sign-in codes go to.

Slipstream will text a code to a mobile number when it only belongs to one member. So your sign-in codes come by email when:

- Slipstream has no mobile number for you
- the number it has is not a mobile number
- another member has the same number

If any of these reasons are true for your mobile number, the **Sign-in codes** row says your codes come by email. The row is missing when your training records include no phone numbers.

Select **Not your number?** beside your number for the steps to change your phone number in the [SAP Portal](#). If you are unable to change your number in SAP, there are also instructions for making a service desk request.

### Take care

Your new number reaches Slipstream after your unit's training team next updates its records. Until then, your sign-in codes go to the old number.

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## 1.4 Release a sign-in email that NSW SES has held for review

|                       |                                            |
|-----------------------|--------------------------------------------|
| PURPOSE               | Find a sign-in email that has not arrived. |
| RELATED DOCUMENTATION | Slipstream Learner Guide                   |
| YOU NEED              | Nothing — every member can do this         |

NSW SES holds email from a new sender for review, so your first Slipstream sign-in email may not arrive in your inbox. The sign-in screen lists the steps for releasing it in the Mimecast portal in mySES.

### If the email has not arrived

SES sometimes holds new senders for review, so your sign-in email can be delayed or quarantined. To release it:

1. Select the “MIMECAST Portal” tile in mySES.
2. Find and select the message from `contact@slipstream.nswses.au`.
3. In the navigation above, select the button with a tick.
4. From the list that appears, select “Release and permit sender”.

Future sign-in and reminder emails from Slipstream will then begin to arrive normally.

Figure 1.4.1 — The steps for releasing a sign-in email, on the sign-in screen itself.

Release and permit the sender once. Sign-in and reminder emails from Slipstream will then arrive normally.

Contact your unit's training team if you still cannot sign in.

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## Topic 2

## Your record at a glance

After completing this topic you should be able to:

- Open your own training record in Slipstream
- Say what each of the five blocks of your record tells you
- Check whether your reminder emails are arriving
- Read a status badge and say what it tells you
- Tell the difference between Unknown and Not complete

Slipstream shows you your NSW SES training record, and which parts expire soon. Your record is the only member record you can see.

[aXcelerate](#) holds your training records. Slipstream gives you a view of your training records from aXcelerate.

### 2.1 Open your record

|                       |                                             |
|-----------------------|---------------------------------------------|
| PURPOSE               | Find your own training record.              |
| RELATED DOCUMENTATION | Slipstream Learner Guide                    |
| YOU NEED              | Nothing — every member has their own record |

Sign in, then select **My record** in the navigation to open [your record](#). Every member has this page, and it is the page Slipstream opens on unless you hold a permission that opens the reports.

The page greets you by name and lists five blocks, one under another. Read down the page: the blocks run from what you can do today to what you could be eligible for.

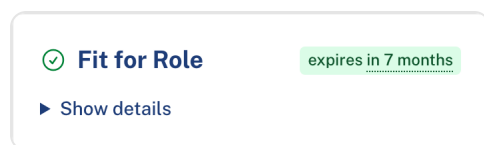


Figure 2.1.1 — The Fit for Role block, at the top of a member's own record.

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## 2.2 Read the five blocks of your record

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Say what each block of your record tells you.                       |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a> |
| YOU NEED              | Nothing — every member sees these blocks                            |

Each block answers a different question about your training.

| BLOCK            | WHAT IT ANSWERS                                                                         |
|------------------|-----------------------------------------------------------------------------------------|
| Fit for Role     | Whether every Fit for Role assessment your field operator capabilities need is current. |
| First Aid        | When your first aid certificate expires.                                                |
| Code of Conduct  | When your Code of Conduct expires.                                                      |
| Capabilities     | What capabilities you hold, what each one requires, and what you have already done.     |
| Rank Eligibility | Which NSW SES rank your training and length of service make you eligible for.           |

The **Fit for Role** block lists any Fit for Role assessment that has expired, or that you have not done. Every field operator capability needs a current first aid certificate, so the First Aid block can be the reason a capability is not usable.

The **Capabilities** block lists every capability, not only the ones you hold. The label at the right of each row says whether you hold that capability. Select a capability to see what it requires, and what you have already done.

| Capabilities                                                                                                                                  |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| What it takes to hold each capability — the course to complete, and the Fit for Role assessments to keep current — and what you already hold. |                 |
| > Job Ready                                                                                                                                   | ✓ you hold this |
| > Field Operator Foundations                                                                                                                  | ✓ you hold this |
| > Storm Ground                                                                                                                                | ✓ you hold this |
| > Storm Heights                                                                                                                               | ✗ not held      |
| > Land Search                                                                                                                                 | ✓ you hold this |
| > Chainsaw Cross Cut                                                                                                                          | ✓ you hold this |
| > Chainsaw Felling                                                                                                                            | ✗ not held      |
| > Flood Land-Based                                                                                                                            | ✗ not held      |
| > Flood On-Water                                                                                                                              | ✗ not held      |
| > Flood In-Water                                                                                                                              | ✗ not held      |
| > Boat Operator                                                                                                                               | ✗ not held      |
| > Urban Search and Rescue                                                                                                                     | ✗ not held      |
| > Vertical Rescue                                                                                                                             | ✗ not held      |
| > Road Crash Rescue                                                                                                                           | ✗ not held      |
| > Large Animal Rescue                                                                                                                         | ✗ not held      |
| > Technical Large Animal Rescue                                                                                                               | ✗ not held      |
| > Alpine Search and Rescue                                                                                                                    | ✗ not held      |
| > General Land Rescue                                                                                                                         | ✗ not held      |
| > Community First Responder                                                                                                                   | ✗ not held      |

Figure 2.2.1 — The Capabilities block, listing every capability with a label saying whether this member holds it.

The **Rank Eligibility** block tells you what rank you are eligible for.

Slipstream works your eligibility out from:

- The training you have completed
- The capabilities you hold
- Your estimated length of service

### Rank Eligibility

Which NSW SES rank you currently qualify for, based on your training record and length of service.

- ▶ **Job Ready** Blank epaulette ✔ Eligible
- ▶ **Operator** One stripe ✔ Eligible
- ▶ **Senior Operator** Two stripes ✔ Eligible
- ▶ **Leading Senior Operator** Three stripes ⓘ Not yet eligible
- ▶ **Group Officer** ⓘ One star —

**Note:** Rank eligibility criteria come from the NSW SES [Rank and Insignia Procedure](#).

Your duration of service is estimated based on earliest course completed. Refer to the [SAP Portal](#) for your exact duration of service.

Group Officer is not yet defined in the Rank and Insignia Procedure.

Community First Responder is not tracked yet in Slipstream.

For more information about capabilities, experience, and aptitude requirements to hold a specific rank, refer to [Appendix A — Qualifications](#) on page 13 of the [Rank and Insignia Procedure](#).

Figure 2.2.2 — The Rank Eligibility block, showing the rank a member currently qualifies for.

## Note

A sixth block, **Email reminders**, appears only when your unit has reminders switched on. The **Your details** card at the bottom of the page lists your name, your units, and where your sign-in codes go. [Topic 9 — When something looks wrong in your training record](#) covers what to do when one of them is wrong.

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## 2.3 Check whether your reminder emails are arriving

|                       |                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------|
| PURPOSE               | Find out whether your reminder emails reach you, and what to do when they do not. |
| RELATED DOCUMENTATION | Slipstream Learner Guide                                                          |
| YOU NEED              | Nothing — the block appears when your unit has reminders switched on              |

The **Email reminders** block has a switch for turning reminders on and off. It also tells you when your reminders stop reaching you.

Slipstream is told what happens to each email it sends. When the NSW SES mail service refuses two reminders in a row, Slipstream stops sending them. The block then says so, and lists the steps for releasing Slipstream's emails in the Mimecast portal in mySES. Those steps are yours to do, and they are the same ones for a sign-in email that never arrives.

**Email reminders**


We email you before your training expires — at 90, 60, 30, 14, 7 and 1 days out, and when something expires. At most one email a day.

Reminder emails sent to `minh.duong0@member.ses.nsw.gov.au` are not arriving. They are usually being held or blocked before they reach you. You can check that yourself:

1. Click the “MIMECAST Portal” tile in mySES.
2. Go to Managed Senders and look for `contact@slipstream.nswses.au`, or for the whole `slipstream.nswses.au` address ending.
3. If either one is listed as blocked, remove it from the list.
4. Then open Messages on Hold and release anything from that sender.

Reminders start arriving again on their own once one gets through. Nothing else about your record changes in the meantime.

Stepped back from a capability? [Pause it](#) instead — you'll stop being reminded about assessments only that capability needs, without turning off reminders for everything else.

Figure 2.3.1 — The Email reminders block, telling a member their reminders are not arriving, with the steps to follow.

Reminders start arriving again on their own once one gets through. Nothing else about your record changes in the meantime.

A spam report is the other reason reminders stop. The report may have come from you, or from a mail filter acting for you. Slipstream stops either way, because a spam report is a request to stop. Turn the switch back on when you want reminders again.

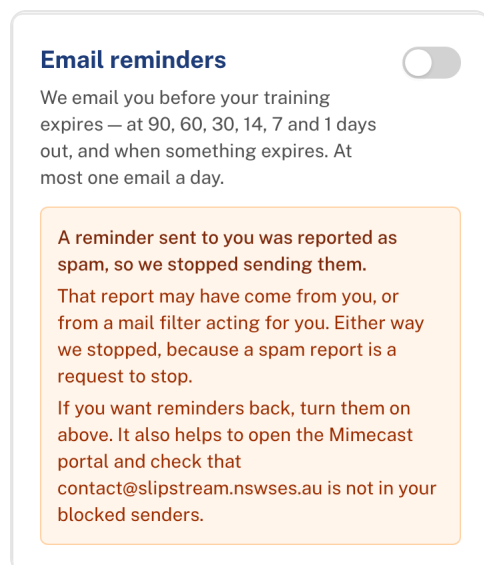


Figure 2.3.2 — The Email reminders block, after a reminder to this member was reported as spam.

### Take care

A spam report stops your reminder emails only. Your sign-in emails still arrive, so you can still open your record.

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## 2.4 Read a status badge

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Read a status badge, and understand what it means.                  |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | Nothing — every member sees their status badges                     |

The **Fit for Role**, **First Aid** and **Code of Conduct** blocks each show a badge at the end of the heading. The badge says when the requirement runs out, and its colour says how soon.

| BADGE                                       | WHAT IT MEANS                                                                                  |
|---------------------------------------------|------------------------------------------------------------------------------------------------|
| Green <b>expires in</b> , and the time left | The requirement is met, and more than 90 days are left.                                        |
| Amber <b>expires in</b> , and the time left | The requirement is met, and expires within the next 90 days.                                   |
| Red <b>expired</b> , and a date             | The requirement expired on that date.                                                          |
| <b>not complete</b>                         | Slipstream has no record of this requirement being met.                                        |
| <b>not current</b>                          | A Fit for Role assessment one of your capabilities needs has expired, or you have not done it. |
| <b>Unknown</b>                              | Slipstream has no training records for you at all.                                             |

Select the time left in a badge to see the exact date. [Appendix A](#) defines every status word, colour, and icon Slipstream uses.

**Paused** is not one of these badges, because you pause one capability rather than a whole block. A paused capability has the label **paused** on its row in the **Capabilities** block. [Topic 3 — Understanding Fit for Role](#) lists every label a row can have.

[Topic 7 — Pausing a capability](#) covers what a pause changes, and how to resume a capability.

A badge says what your training record shows. It does not mean your unit has cleared you for a task.

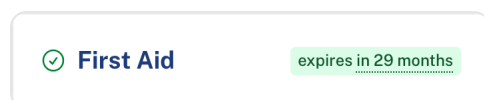


Figure 2.4.1 — A First Aid block, with a green badge giving the time left before the certificate expires.

Where you can close a gap yourself, the block says so, and links to the place to do it:

- A first aid certificate you earned outside NSW SES can be added to your record through a service desk request.
- The Code of Conduct is an eLearning course you enrol in and complete yourself.

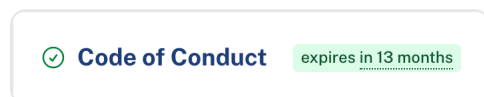


Figure 2.4.2 — A Code of Conduct block, with a green badge giving the time left before it expires.

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## 2.5 Tell Unknown apart from Not complete

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| PURPOSE               | Read a record Slipstream has nothing in, and know what to do about it. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a>    |
| YOU NEED              | Nothing — every member sees their status badges                        |

These two badges look similar and mean different things.

A **not complete** badge means Slipstream has your training records, but the requirement is not present in them. Your record is there; one requirement in it is not.

**Unknown** means Slipstream has no training records for you at all. Every block reads **Unknown**, and a message at the top of the page says so.

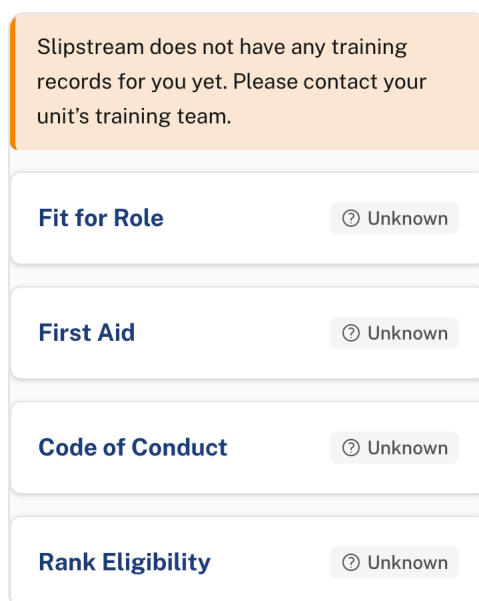


Figure 2.5.1 — A record Slipstream holds no training records for. Every block reads Unknown.

### Take care

**Unknown** is not a claim that you have done no training. It means Slipstream has nothing recorded for you, which is a different thing, and one your unit's training team can fix.

Contact your unit's training team when every block reads **Unknown**.

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## Topic 3

# Understanding Fit for Role

After completing this topic you should be able to:

See which field operator capabilities you hold

Open the breakdown for one capability and read what it needs

Read one Fit for Role assessment and say whether it is current

A field operator capability is something NSW SES has trained and assessed you to do, such as Storm Ground Operator or Land Search Operator. Holding a capability is not the same as being current in it.

Each capability needs a set of Fit for Role assessments, and each assessment expires after two years. Your capability is only usable while every assessment it needs is current. [Appendix C](#) lists the capabilities and what each one requires.

## 3.1 See which field operator capabilities you hold

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Find out which capabilities NSW SES has recorded for you.           |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a> |
| YOU NEED              | Nothing — every member sees their own capabilities                  |

The **Capabilities** block on [your record](#) lists every capability. The label at the right of each row says whether you hold that capability, and whether you can use it.

Capabilities

What it takes to hold each capability — the course to complete, and the Fit for Role assessments to keep current — and what you already hold.

> Job Ready

✓ you hold this

> Field Operator Foundations

✓ you hold this

> Storm Ground

✓ you hold this

> Storm Heights

✗ not held

> Land Search

🕒 expires in 2 months

> Chainsaw Cross Cut

✗ not held

> Chainsaw Felling

✗ not held

> Flood Land-Based

✗ not held

> Flood On-Water

✗ not held

> Flood In-Water

✗ not held

> Boat Operator

✗ not held

> Urban Search and Rescue

✗ not held

> Vertical Rescue

✗ not held

> Road Crash Rescue

🕒 not current

> Large Animal Rescue

✗ not held

> Technical Large Animal Rescue

✗ not held

> Alpine Search and Rescue

✗ not held

> General Land Rescue

✗ not held

> Community First Responder

✗ not held

Figure 3.1.1 — The Capabilities block for member Priya Naidu, with a label beside each capability.

| LABEL                         | WHAT IT MEANS                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------|
| you hold this                 | You hold this capability, and every Fit for Role assessment it needs is current.                        |
| expires in, and the time left | You hold this capability, and the first of its Fit for Role assessments runs out within 90 days.        |
| not current                   | You hold this capability, but one of its Fit for Role assessments has expired, or you have not done it. |
| paused                        | You, or your training team, have paused this capability.                                                |
| not held                      | You do not hold this capability.                                                                        |

These labels only show your Fit for Role assessments. Check the **First Aid** and **Code of Conduct** blocks as well, because every field operator capability needs both.

The **Fit for Role** block, above the others, covers all of your capabilities at once. While every assessment is current, its badge gives the time left before the first one runs out. One assessment that has expired, or that you have not done, turns the badge to **not current**, and the block lists that assessment.

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## 3.2 Open the breakdown for one capability

|                       |                                                                             |
|-----------------------|-----------------------------------------------------------------------------|
| PURPOSE               | See what a capability requires of you, and what you have already completed. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a>         |
| YOU NEED              | Nothing — every member sees their own capabilities                          |

Select a capability in the **Capabilities** block to open it.

Land Search
expires in 2 months

✓
**You hold this capability.**

You have completed the required courses to use this capability in the field.

✓
**Already held** 8

✓
[Land Search Course](#)
Course
completed

✓
[Job Ready](#)
Capability

✓
[Field Operator Foundations](#)
Capability

✓
[First Aid](#)
Capability
expires in 31 months

✓
[Code of Conduct](#)
Course
expires in 19 months

✓
[Lift and Shift Level 1](#)
Assessment
expires in 11 months

✓
[Carry Level 1](#)
Assessment
expires in 2 months

✓
[Hike Level 1](#)
Assessment
expires in 2 months

Pause this capability?

Figure 3.2.1 — One capability opened, listing the course, capabilities and assessments this member already has.

An open capability starts with a box that says whether you hold it. A red box says you hold the capability but cannot use it, and why.

Under the box are up to three lists, each with a count:

- **Renew these** lists the Fit for Role assessments that have expired
- **Still to do** lists what you have not done yet, such as a course, a capability you need first, or an assessment
- **Already held** lists the courses, capabilities, and assessments you have already done

A label after each item says whether it is a **Course**, a **Capability** or an **Assessment**. A course links to its page in aXcelerate, and a capability links to its own row in the Capabilities block. An assessment you have done shows a badge at the end of the line, with the time left, or the date it expired.

#### Note

The **Capabilities** block lists every capability NSW SES trains for, not only yours. Open a capability you do not hold to see what it would take to gain it.

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## 3.3 Read one Fit for Role assessment

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Read one assessment's dates, and say whether it is current.         |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | Nothing — every member sees their own assessments                   |

Select **Show details** in the **Fit for Role** block to list every assessment behind your capabilities.

| Fit for Role             | Completed  | Expiry     | Required for                                                 |
|--------------------------|------------|------------|--------------------------------------------------------------|
| ● Lift and Shift Level 2 | 2025-08-28 | 2027-08-28 | Storm Ground, Land Search (needs Level 1), Road Crash Rescue |
| ● Carry Level 1          | 2024-12-18 | 2026-12-18 | Land Search, Road Crash Rescue                               |
| ● Hike Level 1           | 2024-12-02 | 2026-12-02 | Land Search                                                  |
| ● Drag Level 2           | 2022-10-04 | 2024-10-04 | Road Crash Rescue                                            |
| ● Haul Level 1           | 2026-01-31 | 2028-01-31 | Storm Ground                                                 |
| ● Hold Level 2           | 2023-07-18 | 2025-07-18 | Road Crash Rescue                                            |

Figure 3.3.1 — Every Fit for Role assessment behind member Priya Naidu's capabilities. The table scrolls sideways where the last column does not fit.

Each row is one assessment, and it says four things: the assessment, when you completed it, when it expires, and which capabilities need it.

A row with no completion date is an assessment you have not done. The **Required for** column is why it matters: it names the capabilities that assessment blocks.

An assessment lists a level where it has one, such as *Lift and Shift Level 2*. Where you hold a higher level than a capability needs, the row says which level that capability needs.

### Take care

Complete your Fit for Role assessments 3–4 weeks before they expire. It takes time for new Fit for Role assessments to be processed by State Headquarters. If you sit a Fit for Role assessment on the same day your current one expires, you will lose currency for one or more capabilities.

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## Topic 4

# Working out what you are missing

After completing this topic you should be able to:

List the Fit for Role assessments that are not current

Say what assessments are needed by a capability

Choose which assessment to complete first

Your record names every Fit for Role assessment that is not current, and the capabilities each one blocks. Read those two things together to decide which assessment to complete first.

[Topic 3 — Understanding Fit for Role](#) covers what a field operator capability is, and what an assessment is. This topic is about the order you close the gaps in.

## 4.1 List the assessments that are not current

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | See every Fit for Role assessment that is not current, in one list. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | Nothing — every member sees their own record                        |

The **Fit for Role** block on [your record](#) lists every assessment that is not current.

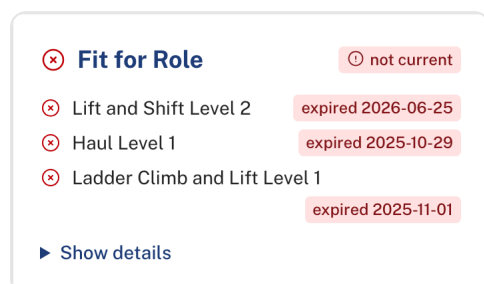


Figure 4.1.1 — The Fit for Role block for member Tuan Huynh, listing the three assessments that are not current.

A line with a red cross has expired, and its badge gives the date it expired. A line with an empty dashed circle and no badge is an assessment Slipstream has no record of you completing.

An assessment that runs out within 90 days is still current, so it is not on this list. When the list is empty, the block's badge turns amber and gives the time left before that assessment runs out. [Appendix A](#) defines what every status means.

Your first aid certificate is not on this list. Every field operator capability needs a current first aid certificate, so read the **First Aid** block as well.

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## 4.2 Check what one capability still needs

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| PURPOSE               | Read one capability, and see which of its assessments are outstanding. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a>    |
| YOU NEED              | Nothing — every member sees their own capabilities                     |

The list above shows your whole record at once. To see the assessments required for a capability, select that capability in the **Capabilities** block.

Storm Heights
not current

**You hold this capability, but cannot use it.**

You have completed the required courses to use this capability in the field.

You have requirements that have expired — they must be renewed before you can use Storm Heights in the field.

Renew these
3

Lift and Shift Level 2
Assessment
expired 2026-06-25

Haul Level 1
Assessment
expired 2025-10-29

Ladder Climb and Lift Level 1
Assessment
expired 2025-11-01

Already held
6

Storm Heights Course
Course
completed

Job Ready
Capability

Field Operator Foundations
Capability

Storm Ground Operator
Capability

First Aid
Capability
expires in 28 months

Code of Conduct
Course
expires in 9 months

Pause this capability?

Figure 4.2.1 — The Storm Heights capability opened. The red box says this member cannot use it, and Renew these lists the three assessments that expired.

A capability you hold, but cannot use, opens with a red box. The last line of the box says whether its assessments have expired, are still to do, or both.

Under the box, **Renew these** lists every assessment that has expired, with the date it expired. **Still to do** lists every assessment you have never done. **Already held** lists the course, the capabilities, and the assessments you already have.

A capability you do not hold lists everything it still needs under **Still to do**. A capability you need first reads as what you become, such as **Be a Storm Ground Operator**, and links to that capability's row.

### Take care

One assessment on its own does not make a capability current. You cannot use a capability in the field until every assessment it needs is current, and your first aid certificate is current.

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## 4.3 Choose which assessment to complete first

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Work out which single assessment closes the most gaps.              |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a> |
| YOU NEED              | Nothing — every member sees their own assessments                   |

Select **Show details** in the **Fit for Role** block to open the table of every assessment required for your capabilities. The **Required for** column names the capabilities that need each Fit for Role assessment.

| Fit for Role                    | Completed  | Expiry     | Required for          |
|---------------------------------|------------|------------|-----------------------|
| ● Lift and Shift Level 2        | 2024-06-25 | 2026-06-25 | Storm Ground, Storm H |
| ● Haul Level 1                  | 2023-10-29 | 2025-10-29 | Storm Ground, Storm H |
| ● Ladder Climb and Lift Level 1 | 2023-11-01 | 2025-11-01 | Storm Heights         |

Figure 4.3.1 — Member Tuan Huynh's assessments, with the Required for column naming the capabilities that need each Fit for Role assessment. The table scrolls sideways where the last column does not fit.

Try to complete Fit for Role assessments first that are needed by more than one capability. Here, both capabilities need *Lift and Shift Level 2* and *Haul Level 1*, and Storm Heights alone needs *Ladder Climb and Lift Level 1*. Those two are all Storm Ground needs, so it becomes usable again.

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## Topic 5

# First Aid and the Code of Conduct

After completing this topic you should be able to:

Read the date your first aid certificate expires

Renew your first aid certificate before that date passes

Read the date your Code of Conduct expires, and say where that date comes from

Enrol in the Code of Conduct course before that date passes

Complete the Code of Conduct course in aXcelerate

Two requirements belong to no single capability, and every field operator capability needs both. Your first aid certificate has to be current, and so does your Code of Conduct.

[Topic 2 — Your record at a glance](#) covers the five blocks of your record. This topic is about the two blocks you can act on without asking anybody.

## 5.1 Read the date your first aid certificate expires

### PURPOSE

Find the day your first aid certificate runs out.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Appendix A — Status words](#)

### YOU NEED

Nothing — every member sees their own record

The **First Aid** block on [your record](#) shows a badge with the time left before your certificate expires. Select the time left to see the exact date.

### First Aid

expires in 8 days

Did you do a first aid course outside NSW SES?

[Send a service desk request](#) to add the certificate to your record.

Figure 5.1.1 — The First Aid block for member Marlee Cox. The badge is amber, because the certificate expires within 90 days.

The date is the expiry date of your certificate, as aXcelerate records it. When your record has more than one first aid certificate, Slipstream reads the latest of those expiry dates.

Every field operator capability needs a current first aid certificate. An expired certificate makes every field operator capability you hold unusable, whatever else is current.

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## 5.2 Renew your first aid certificate before that date passes

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Act on a first aid certificate that is expiring soon.               |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | Nothing — every member can do this                                  |

An amber badge means the certificate expires within the next 90 days. Book a first aid course through your unit before then.

The block also asks whether you did a first aid course outside NSW SES. Select **Send a service desk request** to have that certificate added to your record.

### Take care

Slipstream cannot add a certificate to your record. It shows what aXcelerate holds, so a course you sat outside NSW SES stays missing until somebody records it there.

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## 5.3 Read the date your Code of Conduct expires

|                       |                                                                                  |
|-----------------------|----------------------------------------------------------------------------------|
| PURPOSE               | Find the day your Code of Conduct runs out, and know where that date comes from. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a>              |
| YOU NEED              | Nothing — every member sees their own record                                     |

The **Code of Conduct** block looks the same as the First Aid block. Its date is worked out rather than recorded.

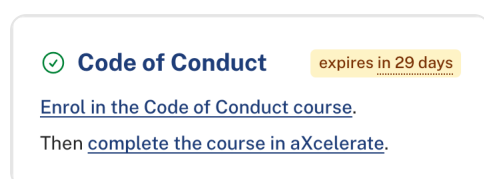


Figure 5.3.1 — The Code of Conduct block for member Marlee Cox, with an amber badge and the two links that renew it.

aXcelerate records no expiry date for the Code of Conduct. It records the day you completed the course. The Code of Conduct is valid for two years, so Slipstream adds two years to that day and shows the result.

### Note

Your first aid date is read from your certificate. Your Code of Conduct date is counted from the day you last completed the course. Both dates mean the same thing: the day the requirement runs out.

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## 5.4 Enrol in the Code of Conduct course before that date passes

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Act on a Code of Conduct that is expiring soon.                     |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | Nothing — every member can do this                                  |

The Code of Conduct is an eLearning course you enrol in yourself. Select **Enrol in the Code of Conduct course** in the block, and enrol while the badge is still amber.

A red **expired** badge means the two years have passed, and gives the date they ended. Every field operator capability you hold is unusable until you complete the course again.

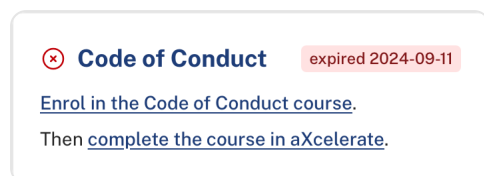


Figure 5.4.1 — The Code of Conduct block for member Tilly Osman, with a red badge giving the date it expired. The same two links are there.

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## 5.5 Complete the Code of Conduct course in aXcelerate

|                       |                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------|
| PURPOSE               | Finish the course, and know when your record catches up.                                     |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 11 — Uploading your unit's aXcelerate export</a> |
| YOU NEED              | Nothing — every member can do this                                                           |

Enrolling in the course does not complete it. Select **complete the course in aXcelerate** to open your learner page, then work through the course there.

Two things have to happen before your record in Slipstream changes. First aXcelerate records your completion, then somebody at your unit uploads a new export. [Topic 11 — Uploading your unit's aXcelerate export](#) covers who does that upload, and how often.

Ask your unit's training team for an upload if your badge has not changed a week after you finished the course.

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## Topic 6

# Rank eligibility

After completing this topic you should be able to:

- Say which NSW SES rank you are eligible for
- See a rank you are not yet eligible for, and list its gaps
- Say what Slipstream cannot judge about your rank eligibility

Your record shows which NSW SES rank your training and length of service make you eligible for. Slipstream reports on five ranks: Job Ready, Operator, Senior Operator, Leading Senior Operator, and Group Officer. Each rank adds requirements to the rank below it.

[Appendix D](#) lists what each rank requires, taken from the [NSW SES Rank and Insignia Procedure](#).

## Take care

Eligibility for a rank does not mean you will be awarded it. Slipstream shows you rank eligibility based on your training record and estimated length of service. Unit leadership decides who is awarded a rank, based on training, length of service, and behaviour & aptitude.

## 6.1 Read the rank you are eligible for now

|                       |                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------|
| PURPOSE               | See which NSW SES rank your training and length of service make you eligible for. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix D — Rank requirements</a>          |
| YOU NEED              | Nothing — every member sees their own record                                      |

The Rank Eligibility block is at the bottom of [your record](#). It has one row for each rank, lowest rank first, with the insignia beside each rank name.

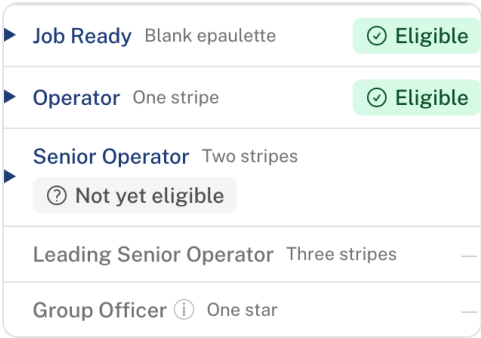


Figure 6.1.1 — The rows of the Rank Eligibility block, one for each rank. This member is eligible for Job Ready and Operator.

Each row says one of three things.

| WHAT THE ROW SAYS | WHAT IT MEANS                                                                        |
|-------------------|--------------------------------------------------------------------------------------|
| Eligible          | You meet every training and length of service requirement for this rank.             |
| Not yet eligible  | This rank has requirements you have not met.                                         |
| —                 | You are not eligible for the rank below yet, so Slipstream does not check this rank. |

Your rank eligibility is the highest rank badged **Eligible**.

Select a row badged **Eligible** to open **Why you're eligible**. It lists every requirement for that rank, each one ticked.

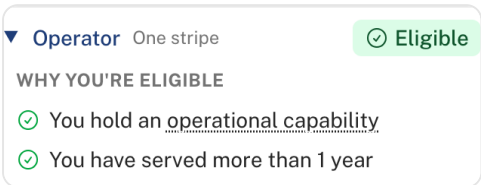


Figure 6.1.2 — The Operator row opened, listing the two requirements this member has met.

[Topic 2 — Your record at a glance](#) covers the other blocks of your record.

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## 6.2 Open a rank you are not yet eligible for

|                       |                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------|
| PURPOSE               | Read what your gaps are for a rank.                                                                                  |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a> , <a href="#">Appendix D — Rank requirements</a> |
| YOU NEED              | Nothing — every member sees their own record                                                                         |

Select a row badged **Not yet eligible** to open **What you still need**. It lists every requirement for that rank, ticked where you have met it, and crossed where you have not. A row showing a dash does not open.

**Senior Operator** Two stripes

ⓘ Not yet eligible

**WHAT YOU STILL NEED**

- ✗ Missing: [Leadership Fundamentals Course](#).
- ✗ Missing: [Diversity & Inclusion \(eLearning\)](#).
- ✗ Needs 24 months of service; currently 14 months.

Figure 6.2.1 — The Senior Operator row opened. This member needs two courses, and longer service.

Three kinds of requirement appear in that list.

- A course. The course name links to aXcelerate, so you can enrol in it.
- An operational capability. The line links to the **Capabilities** block on your record, which lists what each capability requires.
- Length of service. The line shows the months of service the rank requires, and the months Slipstream counts for you.

[Appendix C](#) lists every capability Slipstream reports on.

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## 6.3 Know what Slipstream cannot tell you

|                       |                                                                          |
|-----------------------|--------------------------------------------------------------------------|
| PURPOSE               | Read the limits of what the Rank Eligibility block tells you.            |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix D — Rank requirements</a> |
| YOU NEED              | Nothing — every member sees their own record                             |

Notes under the block say where these results come from, and what they leave out.

**Note:** Rank eligibility criteria come from the NSW SES [Rank and Insignia Procedure](#).

Your duration of service is estimated based on earliest course completed. Refer to the [SAP Portal](#) for your exact duration of service.

Group Officer is not yet defined in the Rank and Insignia Procedure.

Community First Responder is not tracked yet in Slipstream.

For more information about capabilities, experience, and aptitude requirements to hold a specific rank, refer to *Appendix A — Qualifications* on page 13 of the [Rank and Insignia Procedure](#).

Figure 6.3.1 — The notes under the Rank Eligibility block, naming the source policy and the limits of the result.

The [Rank and Insignia Procedure](#) awards a rank on three things:

- Training and skills
- Service experience and proficiency
- Aptitude and behaviour

Slipstream reports on training and skills. Unit leadership decides the other two.

Slipstream estimates your length of service from the earliest course you completed. The [SAP Portal](#) is the authority on when you started serving in NSW SES.

The Rank and Insignia Procedure also allows for equivalent experience instead of length of service. While your unit leadership may decide you have equivalent experience, your record still reads **Not yet eligible**.

Two more Slipstream limits are worth knowing:

- NSW SES policy does not yet define the requirements for Group Officer. Slipstream uses the same requirements as Leading Senior Operator.

- Slipstream does not yet report on the Community First Responder capability. A member who gained an operator capability that way alone still reads **Not yet eligible**.

### Note

Talk to your unit leadership about the rank you want to work towards. This block in Slipstream only tells you what your training record shows. Training is only one part of the decision to award rank.

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## Topic 7

# Pausing a capability

After completing this topic you should be able to:

Pause a field operator capability you have stepped back from

Read a pause set for you, and the reason it includes

Resume a capability that is paused

As your life changes, you may want to step back from a field operator capability you hold. You may want to do this after an injury, a change at home, or a change of mind about what volunteering you do. Slipstream calls this pausing the capability.

A pause changes three things for you:

- The capability shows as **Paused** on your record, and in every report your unit's training team reads. [Appendix A](#) explains every status word.
- Slipstream stops asking you for the Fit for Role assessments that capability needs.
- Slipstream stops sending you reminder emails about those assessments.

Nothing changes in [aXcelerate](#). You keep every unit of competency you have achieved.

## Take care

A paused capability is a capability you cannot use in the field. Your Fit for Role assessments still run out while it is paused, so you stop meeting the requirements for it.

**A pause only applies in Slipstream.** NSW SES has no procedure for a member to step back from a field operator capability. A pause changes Slipstream's reports and reminders, and nothing else. Fit for Role reports in other systems, such as Power BI, still show you as having unmet requirements.

## 7.1 Pause a capability you have stepped back from

|                       |                                                                                                                 |
|-----------------------|-----------------------------------------------------------------------------------------------------------------|
| PURPOSE               | Tell Slipstream you have stepped back from a field operator capability.                                         |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> , <a href="#">Appendix C — Capabilities</a> |
| YOU NEED              | Nothing — every member can pause their own capabilities                                                         |

Open [your record](#) and read down to the **Capabilities** block. [Topic 2 — Your record at a glance](#) covers the other blocks. Select a capability you hold to open its row. **Pause this capability?** is the last thing in the open row.

A capability that needs no Fit for Role assessments has no pause control, because a pause only stops Slipstream asking for those assessments. Job Ready and Field Operator Foundations are two of them.

✓ Storm Ground ✓ you hold this

✓ **You hold this capability.**  
You have completed the required courses to use this capability in the field.

✓ **Already held** 7

- ✓ [Storm Ground Course](#) 📅 Course completed
- ✓ [Job Ready](#) 👤 Capability
- ✓ [Field Operator Foundations](#) 👤 Capability
- ✓ [First Aid](#) 👤 Capability expires in 26 months
- ✓ [Code of Conduct](#) 📅 Course expires in 22 months
- ✓ Lift and Shift Level 2 📅 Assessment expires in 23 months
- ✓ Haul Level 1 📅 Assessment expires in 21 months

[Pause this capability?](#)

Figure 7.1.1 — A capability this member holds, opened. The control that pauses it is at the bottom of the row.

Select **Pause this capability?** to open the form. The form lists what you give up, and asks you for a reason.

### Pause Storm Ground?

**Think carefully before doing this.**

Pausing Storm Ground will stop reminding you about Fit for Role assessments for this capability.

Pausing means you can no longer perform this capability in the field.

Over time this capability will stop showing in myAvailability, because you will not hold current Fit for Role assessments required for this capability.

You can resume this capability any time, but you will need to complete the missing Fit for Role assessments.

Reason (optional)

e.g. no longer operating in this role

Anybody who can read your unit's reports can see this reason.

Cancel

**II Pause my Storm Ground capability**

Figure 7.1.2 — The form for pausing your own capability. The reason is optional.

The reason is optional when you pause your own capability. You should write one anyway. Everybody who can read your unit's reports can see your reason, and it saves you answering questions about your pause.

Select **Pause my ... capability** to finish. Your row then shows the capability as **Paused**, with your reason and the date you paused it.

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## 7.2 Read a pause set for you

|                       |                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------|
| PURPOSE               | Find out why a capability of yours is paused, and who paused it.                                               |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> , <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | Nothing — every member sees their own record                                                                   |

Your unit's training team can pause a capability for you, when you cannot do it yourself. A member of that team needs the *Pause capabilities* permission at your unit. [Appendix B](#) lists every permission.

The closed row has the label **paused**, whoever paused it. Open the row to see who paused it.

**Your training team paused this capability.**

You will not be reminded about its Fit for Role assessments while it is paused.

Reason: "Recovering from a shoulder injury. Resume after the return-to-duty check."

Paused by your training team · 2026-09-25

[Resume this capability](#)

Figure 7.2.1 — A capability this member's training team paused. The box names the reason, who paused it and when, and has the control that brings it back.

The box names who paused the capability, why, and when. Slipstream requires a reason from your training team, so a pause they set always includes one.

Talk to your unit's training team if the reason is wrong, or if you disagree with the pause. You can also resume the capability yourself.

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## 7.3 Resume a capability that is paused

|                       |                                                                                    |
|-----------------------|------------------------------------------------------------------------------------|
| PURPOSE               | Bring a paused capability back, so Slipstream asks you for its requirements again. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a>                |
| YOU NEED              | Nothing — every member can resume their own capabilities                           |

**Resume this capability** is at the bottom of the paused box. It works on any capability of yours, whether you paused it, or your training team did. Slipstream does not ask you why, and you do not need anybody's permission.

Select **Resume this capability**. Three things come back straight away:

- Your record shows the capability's real state again, and lists any Fit for Role assessment that has run out
- Reminder emails about those assessments start again the next morning
- Your unit's reports show the capability's real state again

Resuming does not make you current. Some Fit for Role assessments run out while a capability is paused. Book those assessments again before you use the capability in the field.

**Note**

You decide which capabilities you intend to use in the field. Slipstream tells you what your training record shows about currency. Talk to your team leader before you go back to a capability you stepped back from.

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## Topic 8

# Email reminders

After completing this topic you should be able to:

- Check whether your unit sends you reminder emails
- Read a reminder email, and say when the next one arrives
- Stop reminder emails, from your record or from an email
- Turn reminder emails back on

Slipstream can email you before your training expires. A reminder covers four things:

- The Fit for Role assessments your field operator capabilities need
- Your first aid certificate
- Your Code of Conduct
- Your 50M Timed Rope Ascent (only applies to Vertical Rescue Operators)

Each unit decides whether Slipstream sends its members reminders. You decide whether you get them.

## 8.1 Check whether your unit sends reminders

|                       |                                                                             |
|-----------------------|-----------------------------------------------------------------------------|
| PURPOSE               | Find out whether Slipstream emails you reminders.                           |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 2 — Your record at a glance</a> |
| YOU NEED              | Nothing — every member can check their own record                           |

Open [your record](#) and look for the **Email reminders** block. It is near the bottom of the page.

When the block is there, your unit has reminders switched on. The switch in the block shows whether Slipstream emails you: it is dark blue when reminders are on.

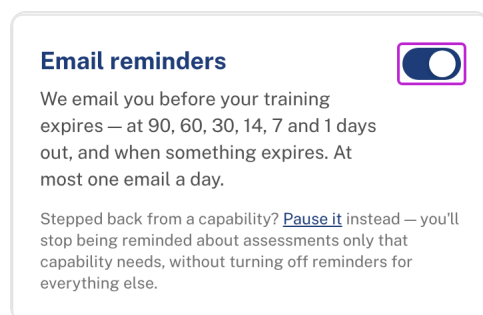


Figure 8.1.1 — The Email reminders block, with reminders switched on.

When the block is not there, your unit has not switched reminders on. There is nothing for you to turn on. Ask your unit's training team if you want your unit to send them.

The block also tells you when your reminders stop reaching you. [Topic 2 — Your record at a glance](#) explains what to do then.

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## 8.2 Read a reminder email

|                       |                                                                            |
|-----------------------|----------------------------------------------------------------------------|
| PURPOSE               | Know when a reminder email arrives, and what it tells you.                 |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 7 — Pausing a capability</a>   |
| YOU NEED              | Nothing — reminders go to every member of a unit that has them switched on |

Slipstream emails you about an expiry date that is coming up:

- 90, 60, 30, 14, 7 and 1 days before it
- On the day it passes

You get one email a day at most, and the email lists all currencies due to expire. Slipstream sends reminders in the morning.

When you renew a requirement, the new expiry date starts the reminders again. When several of those days have already passed, you get one email about them, not one email for each day.

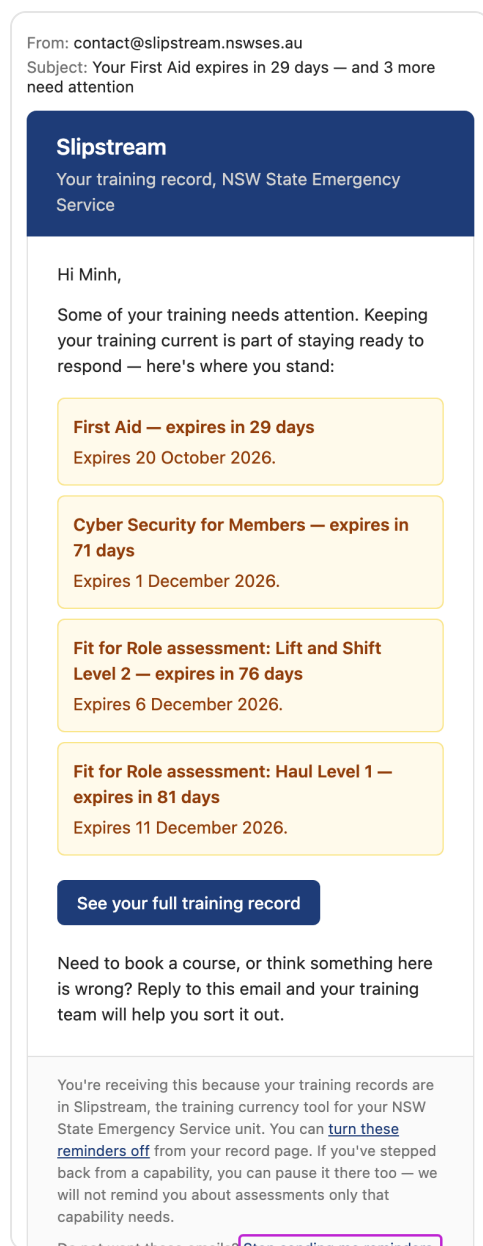


Figure 8.2.1 — A reminder email. The subject names the requirement that expires first, and the link at the bottom stops reminder emails.

The email includes:

- A box for each requirement that is due, with its expiry date
- **See your full training record**, which opens your record in Slipstream
- **Stop sending me reminders**, at the bottom, which stops reminder emails

When anything else on your record is not current, a list called **Also on your record** follows the boxes.

Slipstream does not email you about a requirement it has no record of. That requirement appears under **Also on your record** when another reminder is sent.

Talk to your unit's training team if something in the email looks wrong.

### Note

Some units also email members who have not signed in to Slipstream yet. The bottom of that email says your unit's training team switched it on, and tells you how to sign in. Slipstream sends these only to member.ses.nsw.gov.au addresses.

You can stop reminders about one capability without stopping all of them. [Topic 7 — Pausing a capability](#) explains how.

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## 8.3 Stop reminder emails

|                       |                                                                          |
|-----------------------|--------------------------------------------------------------------------|
| PURPOSE               | Stop Slipstream sending you reminder emails.                             |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 7 — Pausing a capability</a> |
| YOU NEED              | Nothing — every member can stop their own reminders                      |

You can stop reminder emails in two ways.

**From your record:** Select the switch in the **Email reminders** block, which the [first activity of this topic](#) shows. The block then says **Reminders are off**.

**From an email:** Select **Stop sending me reminders** at the bottom of any reminder email. You do not need to sign in. A page opens and names the address the reminders go to.

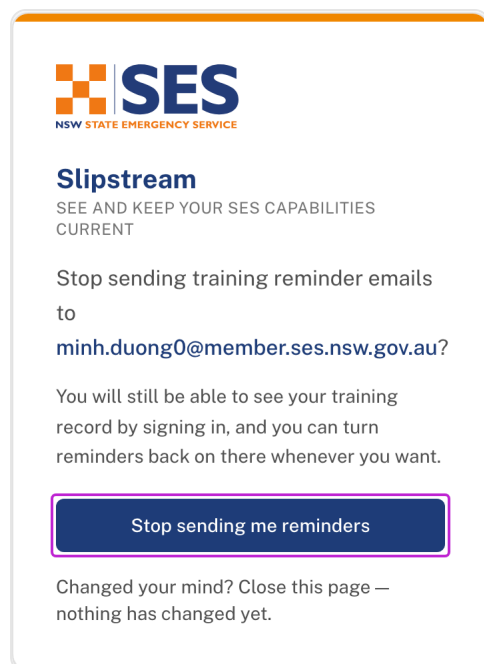


Figure 8.3.1 — The page the link in a reminder email opens. Nothing changes until you select the button.

Select **Stop sending me reminders** on that page. Slipstream stops from its next reminder run, and the page shows the date of that run.

Either method stops reminder emails. Your record does not change, your sign-in emails still arrive, and your unit's training team can still see your training.

### Take care

You are still responsible for keeping your training current. If you have disabled reminders, make sure you still check your record from time to time.

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## 8.4 Turn reminder emails back on

|                       |                                                             |
|-----------------------|-------------------------------------------------------------|
| PURPOSE               | Start getting reminder emails again.                        |
| RELATED DOCUMENTATION | Slipstream Learner Guide                                    |
| YOU NEED              | Nothing — every member can turn their own reminders back on |

You can only turn reminders back on from your record page, so you need to sign in to Slipstream.

Open [your record](#) and select the switch in the **Email reminders** block. The switch turns dark blue.

Your next reminder email covers anything that fell due while reminders were off.

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## Topic 9

# When something looks wrong in your training record

After completing this topic you should be able to:

Say what to do when your record is not there, or is not yours

Find out why an assessment you sat is not on your record yet

Update a wrong preferred name in SAP

Say who to tell when your record names the wrong unit

Slipstream only shows the training records that aXcelerate stores. If there is an error in your training records or contact details, it must be fixed in aXcelerate or SAP. This topic tells you who can correct each problem, and how to ask them.

## 9.1 Tell your unit's training team when your record is not there, or is not yours

|                       |                                                                                |
|-----------------------|--------------------------------------------------------------------------------|
| PURPOSE               | Know what to do when your record is empty, or shows another member's training. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 2 — Your record at a glance</a>    |
| YOU NEED              | Nothing — every member can check their own record                              |

Open [your record](#).

When your record is not there, every block reads **Unknown**, and a message at the top of the page says so.

Slipstream does not have any training records for you yet. Please contact your unit's training team.

Figure 9.1.1 — The message at the top of a record that Slipstream has no training records for.

Contact your unit's training team. They can check whether your training records reached Slipstream. [Topic 2 — Tell Unknown apart from Not complete](#) explains how **Unknown** is different from **Not complete**.

Tell your unit's training team straight away if:

- Your record is not yours
- The heading names another person
- The blocks list training you did not do

Do not use that record to decide which capabilities you can use, or what training you need to complete next.

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## 9.2 Find out why an assessment you sat is not on your record

|                       |                                                                                  |
|-----------------------|----------------------------------------------------------------------------------|
| PURPOSE               | Know how long a new result takes to reach your record, and when to ask about it. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 3 — Understanding Fit for Role</a>   |
| YOU NEED              | Nothing — every member can check their own record                                |

Your Fit for Role assessor submits your assessment results to State Headquarters for processing. The result then goes into aXcelerate. Slipstream shows it after your unit's training team next updates its records from aXcelerate.

A Fit for Role assessment can take from a few days to some weeks to reach your record. Until it arrives, your record does not include that assessment.

If the result is still missing 2 weeks after you sat the assessment, tell your unit's training team. Tell them which assessment you sat, and on what date.

### Note

A first aid certificate from a course outside NSW SES does not reach aXcelerate this way. [Topic 5 — Renew your first aid certificate before that date passes](#) explains how to have it added to your record.

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## 9.3 Update a wrong preferred name in SAP

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Get the name Slipstream shows you corrected.                       |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Preferred Name Guideline</a> |
| YOU NEED              | Nothing — every member can update their own preferred name in SAP  |

Your preferred name is the name you want other people to address you as. The heading of your record uses it, and so do the reports your unit's training team reads. If you have not set a preferred name, the heading uses your first name instead.

You can update your preferred name yourself in SAP. Open [your record](#) and find the **Your details** card at the bottom. Select the link beside your name to see the steps. The link says **Update your name?** when you have a preferred name, and **Add a preferred name?** when you do not.

### Your details

Slipstream copies these from aXcelerate when your unit's training team updates its records.

Name  
Tilly

#### Update your name?

Slipstream uses your preferred name. You can change it yourself:

1. Sign in to the [SAP Portal](#).
2. Select the "Volunteer Member" tab.
3. Select "My Profile", then "Personal Details".
4. Fill in "Preferred Name".

Read the [Preferred Name Guideline](#) for more detail.

SAP copies your new name to aXcelerate. Slipstream shows it after your unit's training team next updates its records.

Close

Units  
Gosford Unit and Wyong Unit Not your units?

Sign-in codes  
04XX XXX 009 Not your number?

Figure 9.3.1 — The Your details card, naming the member by their preferred name, Tilly, with the steps under Update your name? open.

The [Preferred Name Guideline](#) explains the same steps. The new name reaches Slipstream after your unit's training team next updates its records.

When the heading says **My record**, Slipstream does not have your preferred name yet. It uses your name after your unit's training team next updates its records.

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## 9.4 Tell the training team at your own unit when your record names the wrong unit

|                       |                                                                             |
|-----------------------|-----------------------------------------------------------------------------|
| PURPOSE               | Know what to do when Slipstream has you in a unit you do not belong to.     |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 2 — Your record at a glance</a> |
| YOU NEED              | Nothing — every member can check their own record                           |

The line under the heading of [your record](#) names the units Slipstream has you in. Slipstream takes them from the *Volunteer Location* on your record in aXcelerate.

If a unit is wrong, find your units in the **Your details** card at the bottom of your record. Select **Not your unit?** beside them, or **Not your units?** when you are in more than one.

### Your details

Slipstream copies these from aXcelerate when your unit's training team updates its records.

Name  
Tilly [Update your name?](#)

Units  
Gosford Unit and Wyong Unit

#### Not your units?

Tell the training team at the unit you belong to. Your unit comes from the Volunteer Location on your record in aXcelerate. You cannot change it yourself: a deputy unit commander, or a member of a higher rank, sends a service desk request to correct it.

Until it is corrected, Slipstream can leave you out when your unit's training team updates its records, so your record can stop showing new training.

[Close](#)

Sign-in codes  
04XX XXX 009 [Not your number?](#)

Figure 9.4.1 — The Your details card, naming the member's units, Gosford Unit and Wyong Unit, with the steps under Not your units? open.

Tell the training team at the unit you belong to. You cannot correct your *Volunteer Location* yourself. A deputy unit commander, or a member of a higher rank, sends a service desk request to correct it.

A wrong unit does not look wrong on the rest of your record. Until it is corrected, an update of your unit's records can leave you out. Your record then stops showing new training, even after you complete it.

When the card says Slipstream does not have you in any unit, contact your unit's training team.

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## Topic 10

# What you can see, and why

After completing this topic you should be able to:

Find out what your permissions let you access

Check which unit a permission applies to

Change the unit a report shows

You can see your own training record. To do anything else in Slipstream, somebody must grant you a permission.

A permission is always granted at a unit level. This topic shows you how to find the permissions you have. It also shows you how to move between your units, if you have access to multiple units.

[Appendix B](#) lists every permission.

## 10.1 Find out what your permissions let you access

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Find out what you can access in Slipstream.                        |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | No permission — every member                                       |

Slipstream only lists your permissions if somebody has granted you *Manage permissions*. To work out what you can do, check which pages are in the navigation.

- 1 Sign in to Slipstream.
- 2 Look at the navigation at the top right of the page.



Figure 10.1.1 — The navigation lists only the parts of Slipstream you can open.

Every member sees **My record**. You see the other items only if you have the permission that opens them:

- **Reports** needs *View reports*
- **Reminders** needs *View reminder send log*
- **Assessments** needs *View assessment rosters*
- **Settings** needs *Upload data*, *Manage permissions*, *View permissions audit log*, or a permission that switches a feature on or off

If an item is not in your navigation, you do not have access to it.

A member with *View permissions* for your unit can see everyone's access in the [Permissions section](#) in Settings.

| Member                                | Unit         | Access                                                                                                                |
|---------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------|
| amir.nasser0@member.ses.nsw.gov.au    | Gosford Unit | Upload data                                                                                                           |
| arooha.tupou0@member.ses.nsw.gov.au   | Gosford Unit | View reports   Pause capabilities                                                                                     |
| ravi.joshi0@member.ses.nsw.gov.au     | Gosford Unit | View reminder send log   View permissions   Manage permissions   View permissions audit log<br>Manage flag: reminders |
| sofia.georgiou0@member.ses.nsw.gov.au | Gosford Unit | View reports                                                                                                          |

Figure 10.1.2 — Current access at Gosford Unit, showing each member and what they can do.

Ask a member of your unit who holds *Manage permissions* if you need access you do not have.

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## 10.2 Check which unit a permission applies to

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Work out where a permission applies, and where it does not.        |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | No permission — every member                                       |

Every permission applies at a unit level. Nobody holds "View reports" on its own — they hold "View reports at Gosford Unit".

The member in this topic has *View reports* at *Gosford Unit* and at *Wyong Unit*. To read reports for both units, she switches between them one at a time.

If you transfer to another unit, your permissions stay with your previous unit. Ask your new unit for the access you need there.

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## 10.3 Change the unit a report shows

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Move between the units your access covers.                         |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | View reports at 2 or more units                                    |

Reports in Slipstream show one unit at a time. The unit switcher sits at the top of the page, above the report tabs.

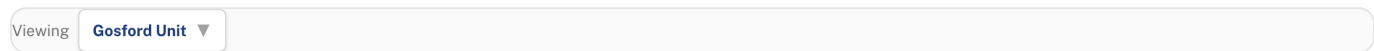
A horizontal bar with a light gray background. On the left, the word "Viewing" is in a small font. To its right is a button with the text "Gosford Unit" and a small downward-pointing triangle icon.

Figure 10.3.1 — The unit switcher, showing the unit on screen now.

- 1 Select the unit name at the top of the report.

## 2 Select the unit you want.

The list only includes the units you have access to. Slipstream remembers your choice and opens the reports at that unit next time.

If your access only covers one unit, Slipstream shows the unit name and no list.

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## Topic 11

# Uploading your unit's aXcelerate export

After completing this topic you should be able to:

Export your unit's Units of Competency from aXcelerate

Upload a snapshot and choose which units and clusters to update

Read your unit's previous uploads

Read the result of an upload, and try again if any unit failed

aXcelerate is the source of truth for training records at NSW SES. Slipstream shows what aXcelerate records about your members, and the Units of Competency they have achieved. To get that information into Slipstream, run a report in aXcelerate and upload it.

One export can cover one unit, every unit in a cluster, or several clusters. Slipstream calls the uploaded file a snapshot. It reads each member's Volunteer Location, and works out which units and clusters are in the snapshot. You choose which units and clusters to update. Only the ones you select get updated, and replace all the previous Unit of Competency records for that unit or cluster.

An upload has four steps, shown across the top of the page: **Generate a snapshot**, **Upload snapshot**, **Prepare the update** and **Confirmation**.

You need the *Upload data* permission at a unit or cluster to upload a new snapshot. Holding the *Upload data* permission for a cluster does not grant you the permission for the units inside that cluster.

## 11.1 Produce your unit's export in aXcelerate

### PURPOSE

Produce the file Slipstream reads.

### RELATED DOCUMENTATION

aXcelerate report: [Slipstream: all completed Units of Competency](#)

### YOU NEED

*Upload data* permission in Slipstream, and access to reporting in [aXcelerate](#)

Slipstream reads one report: aXcelerate report "Slipstream: all completed Units of Competency".

- 1 **Go to the report:** Open aXcelerate report "[Slipstream: all completed Units of Competency](#)"
- 2 **Change the report location:** Set the *Volunteer Location* filter to your unit. For a whole cluster, select every unit in it, and the cluster's own name too. aXcelerate's filter does not accept a cluster name on its own.
- 3 **Export as CSV:** Select the *Designer* button. In the *Report Designer*, change the *Default Display* to "Export CSV", and select the *Done* button.
- 4 **Run the report:** Select the *Submit* button.
- 5 **Download the report:** On the *Report Queue* page, select the *Refresh* icon in the right-most column until the report status is *Ready*. Then select the *CSV* icon to download the file.

#### Take care

Upload the file as aXcelerate produced it. Do not open it, edit it, or save it again in a spreadsheet first. A spreadsheet can rewrite dates and numbers, and Slipstream then reads them as the wrong day.

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## 11.2 Upload your snapshot

|                       |                                                       |
|-----------------------|-------------------------------------------------------|
| PURPOSE               | Load your export and see what Slipstream found in it. |
| RELATED DOCUMENTATION | Slipstream Learner Guide                              |
| YOU NEED              | Upload data                                           |

- 1 Open the [Upload section](#) in Settings. The first step links to the aXcelerate report.
- 2 Select **Next: upload snapshot**.

- 3 Select the box that says **Choose your snapshot**, and choose the file. You can also drop the file on the box.
- 4 Check the file name and size, then select **Upload snapshot**. Slipstream starts reading the file as soon as you choose it, so this step is usually quick.

### Generate a snapshot

1. Open the aXcelerate report [Slipstream: all completed Units of Competency](#).
2. In the **Volunteer Location** filter field:
  - Choose every unit you want to update
  - Choose each cluster you want to update [? What does this mean?](#)
3. Select the **Designer** button, and in the **Report Designer** modal, change the **Default Display** to "Export CSV", and select the **Done** button
4. Select the **Submit** button, and on the **Report Queue** page, click the **Refresh** icon on the right-most column until the report status is **Ready**, then click the **CSV** icon to download the file

No changes are made in Slipstream until you have reviewed them in step 3.

**Next: upload snapshot**

Figure 11.2.1 — The first step, Generate a snapshot, with the steps to take in aXcelerate.

To go back to an earlier step, select it in the bar at the top of the page. Going back keeps your file and the units you chose. If you refresh the page, Slipstream opens the step you were on.

### Upload snapshot

Upload the CSV you generated in step 1.



sample-uocs.csv  
793.9 KB

[Choose a different file](#)

No changes are made in Slipstream until you have reviewed them in step 3.

**Upload snapshot**

Figure 11.2.2 — The second step, Upload snapshot, with a file chosen and its name and size shown.

Nothing is updated yet. Slipstream reads the snapshot and shows you what it found on the next step.

Slipstream compresses your file before sending it, so a large export usually still fits. If your file is still too large after that, Slipstream refuses it. Export fewer units or clusters at a time, and upload each file on its own.

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## 11.3 Prepare the update

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Pick which units and clusters this snapshot replaces.              |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | Upload data                                                        |

Slipstream lists every unit and cluster it found in the snapshot, grouped by zone and then by cluster. Units that are in no cluster, such as capability units, are listed last under **Not in a cluster**. A selected row shows how many members it updates, and any other row how many members it has in this snapshot. A zone or cluster counts each member once, even when two of its units list them. A row you can upload for also shows how many members it currently has in Slipstream.

The card at the top, **This snapshot at a glance**, says what will be updated and what will not be updated. It also names any member whose phone number cannot be texted, and the units they are in, so you can ask them to fix it. To choose another file, select **Upload a different snapshot** under the file name.

### This snapshot at a glance

This snapshot has **175 members** in **7 units** across **5 clusters** in **5 zones**.

Uploaded snapshot filename

 sample-uocs.csv 793.9 KB

[Upload a different snapshot](#)

What will be updated

**Nothing selected**

Members in these units and clusters will be updated.

What will not be updated

**155 members, in 7 units, across 5 zones**

Updates to these members will not be applied to the other units they are dual members of.



Some member phone numbers cannot be texted

The phone number for 1 member cannot be used for Slipstream sign-in text messages:

[Show affected members](#)

Only an Australian mobile number can be texted, so that member gets their sign-in codes by email.

Ask the member to update their number in the [SAP Portal](#). Numbers from SAP reach aXcelerate daily, so Slipstream sees the new number at your next upload.

Figure 11.3.1 — This snapshot at a glance, on the third step, Prepare the update. Nothing is selected yet.

The list of units and clusters is under **Planned update**.

Select a zone or a cluster, or the arrow beside it, to open or close it. The box beside a zone or a cluster selects everything in it, or clears it. You can also select a name instead of its box. A half-filled box means only some of the rows in it are selected.

What starts selected depends on what is in the snapshot:

- A snapshot of one cluster starts with every unit in it selected.
- A snapshot of several clusters in one zone starts with every cluster selected.
- A snapshot where most members are in one zone starts with all units and clusters in that zone selected. The other zones start unselected.
- Any other snapshot of more than one zone starts with nothing selected.
- A unit that does not belong to a cluster never starts selected.

A row you cannot upload for is greyed out, and says **You cannot upload for this unit**. This is also what you see for a unit in your own cluster that you do not hold *Upload data* for.

A row starts unselected, with an orange note, when the snapshot has fewer than half the members the unit has now. This usually means the snapshot also covers a neighbouring unit that shares a member or two with yours. It is not a mistake in that unit's own records. Read the note, and select the row only when the snapshot really is that unit's own data. The card names these rows too; select a name to go to its row in the list.

If any member's Volunteer Location does not match a known unit, Slipstream says how many, below the list. They are not included in any unit or cluster above. Their location needs correcting in aXcelerate. If nothing in the snapshot matches a known unit, the list has nothing to select, and you cannot upload until the locations are corrected.

**Planned update**

|                                                                                                  |                             |                                    |
|--------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------|
| <input checked="" type="checkbox"/> <b>Northern Zone</b><br>1 cluster, 2 units · 1 of 2 selected | 55 members to be updated    |                                    |
| <input checked="" type="checkbox"/> <b>Central Coast cluster</b><br>2 units · 1 of 2 selected    | 55 members to be updated    |                                    |
| <input checked="" type="checkbox"/> <b>Gosford Unit</b>                                          | 55 members to be updated    | 55 members currently in Slipstream |
| <input type="checkbox"/> <b>Wyong Unit</b><br>You cannot upload for this unit.                   | 42 members in this snapshot |                                    |
| > <input type="checkbox"/> <b>Metro Zone</b><br>1 cluster, 1 unit · none selected                | 20 members in this snapshot |                                    |
| > <input type="checkbox"/> <b>North Eastern Zone</b><br>1 cluster, 1 unit · none selected        | 20 members in this snapshot |                                    |
| > <input type="checkbox"/> <b>South Eastern Zone</b><br>1 cluster, 1 unit · none selected        | 20 members in this snapshot |                                    |
| > <input type="checkbox"/> <b>Southern Zone</b><br>1 cluster, 1 unit · none selected             | 20 members in this snapshot |                                    |
| > <input type="checkbox"/> <b>Not in a cluster</b><br>1 unit · none selected                     | 20 members in this snapshot |                                    |

20 members have a Volunteer Location Slipstream does not recognise. They are not in any unit above.

Figure 11.3.2 — The planned update. Most members are in no one zone, so nothing started selected, and Gosford Unit has been selected. A unit the reader cannot upload for is greyed out.

Select **Update**, below the list. Its label names how many members, units and clusters you have selected. If you selected a unit that started unselected, Slipstream asks you to check it first, under the button. Type "update anyway" and select **Update anyway** to go on, or select **Go back** to change your selection. A bar at the bottom of the page then names each unit as it is updated, and the **Confirmation** step follows.

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## 11.4 Read your unit's previous uploads

|                       |                                                                         |
|-----------------------|-------------------------------------------------------------------------|
| PURPOSE               | Check when the last snapshot was uploaded for your unit, and its status |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a>     |
| YOU NEED              | Upload data                                                             |

Every snapshot uploaded for your unit is listed under [Previous uploads](#), newest first. In Settings, open **Data upload**, then select **Previous uploads** under its heading.

Each upload your team has made, newest first. Expand a row to see what was processed and any issues.

| Date         | Uploaded by                        | Unit         | Members | Status       |
|--------------|------------------------------------|--------------|---------|--------------|
| ▶ 2026-10-11 | amir.nasser0@member.ses.nsw.gov.au | Gosford Unit | 55      | ⚠ 1 warning  |
| ▶ 2026-10-11 | amir.nasser0@member.ses.nsw.gov.au | Gosford Unit | 53      | ⚠ 4 warnings |

Figure 11.4.1 — Previous uploads for Gosford Unit. The Status column counts the warnings on each one.

Each row shows who uploaded, when, how many members were loaded, and whether there were warnings. Select a row to see the detail. It names each member whose Volunteer Location did not match a known unit, and each member whose phone number cannot be texted. It also lists any location text the upload did not recognise.

Each warning says who can correct it, and where.

2 members were skipped because their Volunteer Location does not include Gosford Unit:

- Ming Murphy — no recognised location
- Grace Yang — no recognised location

Run the report again for Gosford Unit and upload it as aXcelerate produced it.

If the same members are skipped, their Volunteer Location in aXcelerate is wrong — correct it there.

1 member has a phone number that cannot be texted:

- Dimitri Lee

Only an Australian mobile number can be texted. Correct the number in SAP — it reaches Slipstream at the next upload.

1 unrecognised Volunteer Location — did not match any known unit:

- Nowhere Unit

Figure 11.4.2 — An opened row, naming the members behind each warning and what to do about it.

[Topic 17 — Administering your unit](#) says what to do about a member an upload skipped.

Read this list when a report looks wrong. Slipstream is only as current as the data uploaded to it. The date at the top of this list tells you how old that is.

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## 11.5 Read the result of your upload

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Understand what happened to each unit and cluster you chose.        |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | Upload data                                                         |

Slipstream tells you the result as soon as every chosen unit and cluster has been written. When every one was updated, the **Confirmation** step says **Update complete**, and how many members, units and clusters were updated.

The **Confirmation** step lists a unit or cluster that was not updated first, and says why. Most of these keep their current data. If Slipstream lost touch while a unit was being updated, it says it could not confirm whether that unit was updated; check its report. A unit that failed to save also shows a reference to quote if you ask for help.

A unit you can no longer upload for, or one the snapshot has no members of, cannot be selected: trying again fails the same way. The others start selected. Select **Try again**, which names how many can be tried again. You do not need to choose the file a second time.

A unit or cluster that updated is listed with how many members it now has, and a link to its report. **See previous uploads**, under the list, opens the list of previous uploads.

To update more units from the same snapshot, select **Prepare the update** in the bar at the top. Every unit you select is updated again, including one you updated before. **Upload another snapshot** starts again with a new file.



## Update complete

Update successfully applied to all units and clusters.

|                              |                           |                              |
|------------------------------|---------------------------|------------------------------|
| Members updated<br><b>55</b> | Units updated<br><b>1</b> | Clusters updated<br><b>0</b> |
|------------------------------|---------------------------|------------------------------|


**Gosford Unit**
55 members [View report](#)

► 1 member's phone number cannot be used for text messages

20 members have a Volunteer Location Slipstream does not recognise, so they are not in any unit. Their location needs correcting in aXcelerate.

[Upload another snapshot](#)
[See previous uploads](#)

Figure 11.5.1 — The fourth step, Confirmation, after Gosford Unit was selected and updated. An updated unit or cluster links to its report.

An orange note appears if Slipstream cannot text a member's phone number. Select it to see who is affected. Only an Australian mobile number can be texted, so those members get their sign-in codes by email instead. Ask the member to update their number in the [SAP Portal](#). Phone numbers from SAP reach aXcelerate daily, so Slipstream sees the new number at your next upload after that.

If any member's Volunteer Location does not match a known unit, Slipstream says how many, and that their location needs correcting in aXcelerate.

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## Topic 12

# The Capability report

After completing this topic you should be able to:

Read the capability matrix for your unit

Find out what requirements a member is missing

Filter the report to the members and capabilities you need

The [Capability report](#) answers two questions about every member of your unit. Does this member hold this field operator capability, and is every requirement for it current?

It is the report Slipstream opens on, because every other report answers part of that question. The [Fit for Role report](#) counts Fit for Role assessments. The [First Aid](#) and [Code of Conduct](#) reports each count one certificate. This report counts all three together.

Every field operator capability needs a current First Aid certificate, a current Code of Conduct, and its own Fit for Role assessments. Job Ready needs only a current Code of Conduct. [Appendix C](#) lists what each capability requires.

## Take care

A member can be current in every Fit for Role assessment and still be unable to do the job. One expired First Aid certificate turns every field operator capability that member holds red on this report. A member can show as ready on the *Fit for Role* report and **Expired** here, and both reports are right.

## 12.1 Read the capability matrix for your unit

### PURPOSE

See which members hold each capability, and whether every requirement for it is current.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Appendix A — Status words](#), [Appendix C — Capabilities](#)

### YOU NEED

*View reports* permission at your unit

Open the [Capability report](#). There is one row for each member of your unit, and one column for each capability that member can hold. Job Ready and Field Operator Foundations come first, because every field operator capability needs both.

| Last name | First name | Storm Ground<br>16 / 24 ready | Storm Heights<br>1 / 9 ready | Land Search<br>2 / 9 ready | Chainsaw Cross Cut<br>1 / 6 ready | Vertical Rescue<br>0 / 10 ready |
|-----------|------------|-------------------------------|------------------------------|----------------------------|-----------------------------------|---------------------------------|
| Rangi     | Talia      | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Stavrou   | Eleni      | ✓                             | ⓘ                            | ✓                          | ✓                                 | ⓘ                               |
| Naidu     | Priya      | ✓                             | ⓘ                            | ⌚                          | ⓘ                                 | ⓘ                               |
| Huynh     | Tuan       | ✗                             | ✗                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Cox       | Marlee     | ⌚                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Haddad    | Yusuf      | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Ricci     | Bianca     | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Duong     | Minh       | ⌚                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Osman     | Tilly      | ✗                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Khoury    | Noor       | ✗                             | ⓘ                            | ✗                          | ⓘ                                 | ⓘ                               |
| Georgiou  | Sofia      | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Nasser    | Amir       | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Tupou     | Aroha      | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Joshi     | Ravi       | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |
| Mitchell  | Kirra      | ✓                             | ⓘ                            | ⓘ                          | ⓘ                                 | ⓘ                               |

Figure 12.1.1 — The capability matrix for Gosford Unit, narrowed to five capabilities.

Each column heading counts how many members who hold that capability are ready, out of how many hold it. Members who have paused that capability are left out of both numbers.

A cell shows an icon and a colour. There are six things a cell can say:

| STATUS        | WHAT THE CELL MEANS                                                                                             |
|---------------|-----------------------------------------------------------------------------------------------------------------|
| Current       | The member holds this capability, and every requirement for it is current.                                      |
| Expiring soon | The member holds this capability, and a requirement runs out within 90 days.                                    |
| Expired       | The member holds this capability, but a requirement has run out.                                                |
| Not complete  | The member holds this capability, and Slipstream has no record of one of its training or currency requirements. |
| Paused        | The member has stepped back from this capability.                                                               |
| Not held      | The member does not hold this capability, so there is nothing for them to keep current.                         |

[Appendix A](#) explains every status word Slipstream uses.

Select a column heading to sort the report by that capability. The members with the most to fix come to the top, so a sorted column is your work list.

A unit with many capabilities has a table wider than the screen, so the table scrolls sideways. The member's name stays where it is while you scroll, so you can always see whose row you are reading. On a wide screen the last name and the first name are columns of their own, and you can sort by either. On a phone they are one column, because two would leave the capabilities no room.

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## 12.2 Open a cell and find out what a member is missing

|                       |                                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| PURPOSE               | Find out why a cell is the colour it is, and what the member has to do about it.                                                   |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> , <a href="#">Topic 16 — Pausing a capability for a member</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                                                                                        |

Move the pointer over a cell to read a summary of it. Select the cell to open the full detail. On a phone there is no pointer to hover with, so tapping the cell is the only way in.

Noor Khoury — Storm Ground

Close

Expired

Noor holds this capability, but cannot use it.

Noor has completed the required courses to use this capability in the field.

Noor has requirements that have expired — they must be renewed before Storm Ground can be used in the field.

| Requirement                                                 | Completed  | Expires    |
|-------------------------------------------------------------|------------|------------|
| <div>Renew these</div> <div>1</div>                         |            |            |
| <div>First Aid</div> <div>Capability</div>                  | 2022-03-07 | 2025-03-07 |
| <div>Already held</div> <div>6</div>                        |            |            |
| <div>Storm Ground Course</div> <div>Course</div>            | —          | —          |
| <div>Lift and Shift Level 2</div> <div>Assessment</div>     | 2025-05-11 | 2027-05-11 |
| <div>Haul Level 1</div> <div>Assessment</div>               | 2026-07-16 | 2028-07-16 |
| <div>Code of Conduct</div> <div>Course</div>                | 2025-11-05 | 2027-11-05 |
| <div>Job Ready</div> <div>Capability</div>                  | —          | —          |
| <div>Field Operator Foundations</div> <div>Capability</div> | —          | —          |

Figure 12.2.1 — One cell's detail. The Fit for Role assessments are current, and the First Aid certificate has expired.

The panel names the member and the capability, and repeats the cell's status. Under that it lists, in order:

- The capability's own course, with the year the member did it (where aXcelerate records a year). Job Ready and Field Operator Foundations have multiple required courses, so their panels name each course, done or not.
- Anything the member still needs to complete the capability, such as another capability or a course
- The Fit for Role assessments this capability needs, grouped by state
- First Aid and Code of Conduct, with the date each runs out

A Fit for Role assessment that is current is dated by the day the member sat it. One that is expiring soon or has expired is dated by the day it runs out. Where aXcelerate records no date, Slipstream names the assessment and gives no date.

If you hold the *Pause capabilities* permission at the unit, the panel also has the control that pauses it for that member. A capability that needs no Fit for Role assessments, such as Job Ready, has no pause control. [Topic 16 — Pausing a capability for a member](#) covers pausing and

what it changes. The panel stays open after you pause or resume, and shows the cell's new state.

The panel slides out from the right-hand side of the page. Drag its left edge to make it wider or narrower.

At the top of the panel are two pairs of arrows. The pair beside the person icon moves to the member above or below, in the same column. The pair beside the column icon moves to the capability before or after, for the same member. The arrow keys on your keyboard do the same thing.

An arrow is faded at the edge of the table, because there is no cell past it. The cell you are reading keeps a dark outline in the table behind the panel, so you can see where you are.

A pause icon beside a member's email icon opens their **Manage capabilities** panel. From there you can pause every capability they hold at once. [Topic 16 — Pausing a capability for a member](#) covers it.

| Last name | First name                                                                                                                                                                     | Job Ready                                                                           | Field Operator Foundations                                                          | Storm Ground                                                                        | Storm Heights                                                                       | Land Search                                                                           | Chainsaw Cross Cut                                                                    | Chainsaw Felling                                                                      | Flood        |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------|
|           |                                                                                                                                                                                | 36 / 52 ready                                                                       | 23 / 48 ready                                                                       | 16 / 24 ready                                                                       | 1 / 9 ready                                                                         | 2 / 9 ready                                                                           | 1 / 6 ready                                                                           | 0 / 4 ready                                                                           | 0 / 11 ready |
| Ricci     | Bianca   |  |  |  |  |  |  |  |              |

Figure 12.2.2 — The Capability report searched down to one member. The pause icon opens their panel.

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## 12.3 Filter the report by members or capabilities

|                       |                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------|
| PURPOSE               | Narrow a unit-wide report to the members and the capabilities you are working on. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a>               |
| YOU NEED              | <i>View reports</i> permission at your unit                                       |

The report shows every member of your unit against all 19 capabilities. Start by narrowing it to the capabilities or members you are focusing on.



Figure 12.3.1 — The three controls that narrow the report, above the matrix.

There are three controls above the matrix.

The **status pills** count the members in each state, and narrow the report to the states you select:

| PILL          | WHO IT LISTS                                                                                                              |
|---------------|---------------------------------------------------------------------------------------------------------------------------|
| ready         | Holds at least one capability, and none of them is expired or not complete.                                               |
| expiring soon | Ready, and something runs out within 90 days.                                                                             |
| not ready     | Holds a capability that is expired or not complete, or has done a capability's course without holding the capability yet. |
| paused        | Has paused at least one capability.                                                                                       |
| no capability | Holds no capability, not even Job Ready, and has not completed any capability's own course.                               |

Select more than one pill to list the members in any of those states. Select a pill again to switch it off, or select the first pill to list every member again.

#### Note

**expiring soon** sits inside **ready**, and is not a separate state. A requirement that runs out next month is still current today, so a member in that state is ready today.

**All capabilities** narrows the columns. Select the capabilities your unit uses and is accredited for, and the rest of the columns go away. The heading then counts how many you have selected.

**Search by name...** narrows the rows to members that match the search term. It matches the member's legal first name as well as their preferred name.

Slipstream keeps all three in the page's web address. You can bookmark a view, or send it to somebody else who holds *View reports* at your unit.

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## Topic 13

# The Fit for Role report

**After completing this topic you should be able to:**

Read the summary and see the operational status of your unit

Find every member missing one or more Fit for Role assessments

See which field operator capabilities an unmet Fit for Role requirement puts at risk

Find members who hold no capability

Plan Fit for Role assessments based on what is about to expire

Choose which Fit for Role assessment to run next

The [Fit for Role report](#) answers six questions, and each one has its own view. The views sit in a row above the table, and the report opens on Summary.

| THE QUESTION                                                                     | THE VIEW        |
|----------------------------------------------------------------------------------|-----------------|
| What is the Fit for Role status of my unit?                                      | Summary         |
| Who is missing this one assessment?                                              | By Fit for Role |
| Who is missing any Fit for Role assessments, and what capabilities are affected? | By capability   |
| Who holds no capability at all?                                                  | No capability   |
| What runs out soon?                                                              | Expiries        |
| What should we run next?                                                         | Recommendations |

[Appendix A](#) explains every status word these views use. [Appendix C](#) explains what a capability is, and how Slipstream decides a member holds one.

## 13.1 Read the summary for your unit

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | See how many members are current, and how many are not.             |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                         |

The [Summary view](#) is one row per member, and one column per capability that has to stay current.

55 members

15 current

21 not current

19 no capability

1 paused

Search by name...

Click a member to see their capabilities and Fit for Role dates.

| Last name  | First name | Missing Fit for Role                                              |
|------------|------------|-------------------------------------------------------------------|
| ▸ Rangi    | Talia      | All current                                                       |
| ▸ Stavrou  | Eleni      | All current                                                       |
| ▸ Naidu    | Priya      | Drag Level 2 Hold Level 2                                         |
| ▸ Huynh    | Tuan       | Lift and Shift Level 2 Haul Level 1 Ladder Climb and Lift Level 1 |
| ▸ Cox      | Marlee     | All current                                                       |
| ▸ Haddad   | Yusuf      | All current                                                       |
| ▸ Ricci    | Bianca     | All current                                                       |
| ▸ Duong    | Minh       | All current                                                       |
| ▸ Osman    | Tilly      | All current                                                       |
| ▸ Khoury   | Noor       | All current                                                       |
| ▸ Georgiou | Sofia      | All current                                                       |
| ▸ Nasser   | Amir       | All current                                                       |
| ▸ Tupou    | Aroha      | All current                                                       |
| ▸ Joshi    | Ravi       | All current                                                       |
| ▸ Mitchell | Kirra      | All current                                                       |
| ▸ Murnhy   | Ming       | No capability                                                     |

Figure 13.1.1 — The Summary view, one row per member.

Read a row across to see a member's status. Read a column down to see how the unit stands on Fit for Role assessments.

The status pills above the table count the members in each state. Select one or more status pills to list the members in any of those states. Start with **not current**: it lists members who hold a capability but need action on one of its Fit for Role assessments. That means they have not completed the assessment, or their completed assessment has expired.

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## 13.2 Find every member missing one assessment

### PURPOSE

List the members who need one particular Fit for Role assessment.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Appendix A — Status words](#)

### YOU NEED

*View reports* permission at your unit

Use the **By Fit for Role** view when you know which assessment you need.

| <div> 36 members 15 current 21 not current </div> <div>Search by name...</div> |            |      |                |       |      |      |      |      |                       |
|--------------------------------------------------------------------------------|------------|------|----------------|-------|------|------|------|------|-----------------------|
| Last name                                                                      | First name | Swim | Lift and Shift | Carry | Hike | Drag | Haul | Hold | Ladder Climb and Lift |
| Rangi                                                                          | Talia      | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Stavrou                                                                        | Eleni      | —    | L2             | L1    | L1   | L1   | L1   | L1   | L1                    |
| Naidu                                                                          | Priya      | —    | L2             | L1    | L1   | L2   | L1   | L2   | —                     |
| Huynh                                                                          | Tuan       | —    | L2             | —     | —    | —    | L1   | —    | L1                    |
| Cox                                                                            | Marlee     | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Haddad                                                                         | Yusuf      | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Ricci                                                                          | Bianca     | —    | L2             | L2    | L2   | —    | L1   | —    | —                     |
| Duong                                                                          | Minh       | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Osman                                                                          | Tilly      | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Khoury                                                                         | Noor       | —    | L2             | L1    | L1   | —    | L1   | —    | —                     |
| Georgiou                                                                       | Sofia      | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Nasser                                                                         | Amir       | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Tupou                                                                          | Aroha      | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Joshi                                                                          | Ravi       | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Mitchell                                                                       | Kirra      | —    | L2             | —     | —    | —    | L1   | —    | —                     |
| Cox                                                                            | Thomas     | —    | L2             | —     | L3   | —    | L1   | —    | L1                    |

Figure 13.2.1 — The "By Fit for Role" view, one column per assessment.

Each column is one assessment, and each cell says that member's assessment status. A blank cell means the member holds no field operator capability that needs that Fit for Role assessment. There is nothing for them to keep current.

Open this view when you are planning which Fit for Role assessment to schedule. Pick the column and read down it. That is your list of members to contact.

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## 13.3 Read the "By capability" grid

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | See which capability each Fit for Role gap belongs to.              |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix C — Capabilities</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                         |

**By capability** asks the same question the other way round. It asks which field operator capabilities are at risk, rather than which assessment is missing.

36 members

15 current

21 not current

All capabilities

Search by name...

| Last name | First name | Storm Ground<br>19 / 24 current | Storm Heights<br>2 / 9 current                                | Land Search<br>4 / 9 current | Chainsaw Cross Cut<br>1 / 6 current | Chainsaw Felling<br>0 / 4 current | Flood Land-Based<br>0 / 11 current | Flood On-Water<br>0 / 4 current | Flood In-Water<br>0 / 11 current |
|-----------|------------|---------------------------------|---------------------------------------------------------------|------------------------------|-------------------------------------|-----------------------------------|------------------------------------|---------------------------------|----------------------------------|
| Rangi     | Talia      | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Stavrou   | Eleni      | ✓                               | —                                                             | ✓                            | ✓                                   | —                                 | —                                  | —                               | —                                |
| Naidu     | Priya      | ✓                               | —                                                             | Carry L1,<br>Hike L1         | —                                   | —                                 | —                                  | —                               | —                                |
| Huynh     | Tuan       | Lift and Shift<br>L2, Haul L1   | Lift and Shift<br>L2, Haul L1,<br>Ladder Climb<br>and Lift L1 | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Cox       | Marlee     | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Haddad    | Yusuf      | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Ricci     | Bianca     | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Duong     | Minh       | Lift and Shift<br>L2, Haul L1   | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Osman     | Tilly      | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Khoury    | Noor       | ✓                               | —                                                             | ✓                            | —                                   | —                                 | —                                  | —                               | —                                |
| Georgiou  | Sofia      | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Nasser    | Amir       | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |
| Tupou     | Aroha      | ✓                               | —                                                             | —                            | —                                   | —                                 | —                                  | —                               | —                                |

Figure 13.3.1 — The By capability view, one column per capability.

Each column is a capability, and a cell says whether that member is current in every Fit for Role assessment it needs. A member cannot use that capability in the field until they sit the missing or expired assessment.

A **Paused** cell is not a gap. The member has stepped back from that capability, so Slipstream ignores the Fit for Role assessments only it needs.

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## 13.4 Find members who hold no capability

### PURPOSE

Find the members no other Fit for Role view lists.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Glossary](#)

### YOU NEED

*View reports* permission at your unit

Every other view lists members who hold at least one field operator capability. **No capability** lists the members who hold none.

19 members
15 have started Fit for Role
4 not yet

Search by name...

| Last name | First name | Swim       | Lift and Shift | Carry | Hike | Drag | Haul | Hold | Ladder Climb and Lift |
|-----------|------------|------------|----------------|-------|------|------|------|------|-----------------------|
| Murphy    | Ming       |            |                |       |      |      |      |      |                       |
| Yang      | Grace      |            | L1             |       |      | L1   |      | L1   | L1                    |
| Ngo       | Trang      |            |                |       |      |      |      |      |                       |
| Lee       | Dimitri    |            |                |       |      |      |      |      |                       |
| Chan      | Aldo       |            |                |       |      |      |      |      |                       |
| Lim       | Rana       | Land-Based | L2             | L2    | L3   |      |      | L1   | L1                    |
| Lam       | Anaya      | In-Water   | L2             | L2    | L2   | L1   | L1   | L1   | L1                    |
| Naidu     | Henry      | Boat       | L2             |       | L1   |      |      |      | L1                    |
| Clarke    | Kiran      |            | L1             |       | L2   | L2   | L2   | L2   |                       |
| Russo     | Khanh      | On-Water   | L2             | L2    | L2   | L1   | L1   | L2   |                       |
| Jones     | Eleni      | In-Water   | L1             | L1    | L3   |      |      |      | L1                    |
| Park      | Jose       | In-Water   | L1             | L1    | L3   | L1   |      |      |                       |
| Aziz      | Hieu       | On-Water   | L1             | L2    | L3   |      |      | L2   | L1                    |
| Chen      | Zayn       | On-Water   | L2             |       | L3   | L2   | L2   | L1   | L1                    |
| Pereira   | Olivia     | In-Water   | L2             | L1    | L1   | L2   | L2   |      |                       |
| Greco     | Wei        | On-Water   | L1             | L1    | L3   | L1   |      | L2   |                       |

Figure 13.4.1 — The "No capability" view, and the members it counts.

Members are in the **No capability** view for one of two reasons:

- They recently joined NSW SES, and are working towards a field operator capability
- They completed a course that grants a field operator capability, but their Job Ready or Field Operator Foundations records are incomplete

This view splits them in two: those who have started Fit for Role assessments, and those who have not.

### Take care

A member must complete a capability's Fit for Role assessments before they start its training course.

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## 13.5 Plan for assessments that are about to expire

### PURPOSE

See what Fit for Role assessments expire, and when.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Appendix A — Status words](#)

### YOU NEED

*View reports* permission at your unit

The **Expiries** view shows one row per assessment per member, sorted by the date each one runs out.

| <div> <div>164 assessments</div> <div> <span>71 current</span> <span>19 expiring soon</span> <span>24 expired</span> <span>50 not complete</span> </div> <div>Search by name...</div> </div> |            |                               |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------|------------|
| Last name                                                                                                                                                                                    | First name | Assessment                    | Expiry ▲   |
| Naidu                                                                                                                                                                                        | Priya      | Drag Level 2                  | 2024-10-04 |
| Xu                                                                                                                                                                                           | Kirra      | Hike Level 2                  | 2024-12-12 |
| Conti                                                                                                                                                                                        | Huy        | Ladder Climb and Lift Level 1 | 2025-01-20 |
| Smith                                                                                                                                                                                        | Bo         | Carry Level 2                 | 2025-03-28 |
| Iyer                                                                                                                                                                                         | Allira     | Ladder Climb and Lift Level 1 | 2025-04-24 |
| Conti                                                                                                                                                                                        | Huy        | Haul Level 2                  | 2025-06-07 |
| Christou                                                                                                                                                                                     | Ethan      | Drag Level 2                  | 2025-06-16 |
| Naidu                                                                                                                                                                                        | Priya      | Hold Level 2                  | 2025-07-18 |
| Conti                                                                                                                                                                                        | Huy        | Hike Level 3                  | 2025-09-22 |
| Mehta                                                                                                                                                                                        | Fatima     | Hold Level 2                  | 2025-09-25 |
| Mehta                                                                                                                                                                                        | Fatima     | Drag Level 2                  | 2025-10-19 |
| Huynh                                                                                                                                                                                        | Tuan       | Haul Level 1                  | 2025-10-29 |
| Huynh                                                                                                                                                                                        | Tuan       | Ladder Climb and Lift Level 1 | 2025-11-01 |
| Smith                                                                                                                                                                                        | Bo         | Hold Level 2                  | 2026-01-13 |
| Aquino                                                                                                                                                                                       | Dimitri    | Drag Level 2                  | 2026-01-20 |
| Mitchell                                                                                                                                                                                     | Jose       | Lift and Shift Level 2        | 2026-02-01 |

Figure 13.5.1 — The Expiries view, sorted by the date each assessment runs out.

Read the report from the top: the soonest is the most urgent to fix. Select **expiring soon** to list who to book assessments for first, and add **expired** to include the members already past their date.

An assessment expires on a date, and the member is current up to that day. Try to book the assessment 1–2 weeks out from the expiry date.

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## 13.6 Choose which assessment to run next

### PURPOSE

Decide which assessment session to run.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Appendix A — Status words](#)

### YOU NEED

*View reports* permission at your unit

The **Recommendations** view shows which Fit for Role assessment would help the most members.

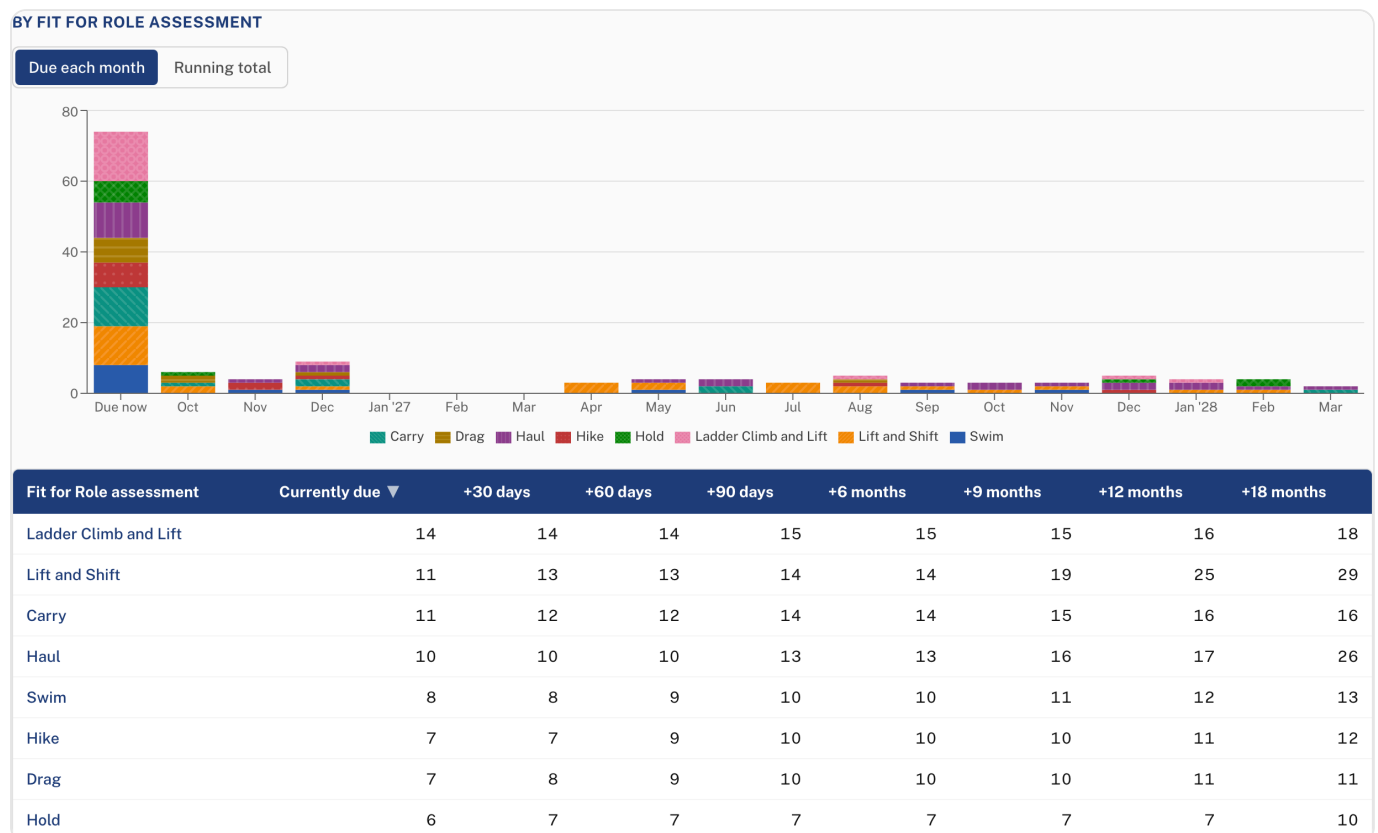


Figure 13.6.1 — The Recommendations view, showing how many members need each assessment by month.

Each bar is a month, and its height is how many members need that assessment by then. Select an item in the legend to see only that Fit for Role assessment, or the capability. A tall bar is an assessment worth running the month before.

The chart counts two kinds of member together: those missing an assessment, and those whose assessment runs out that month.

### Note

The **Recommendations** charts read the same member data as the other views. The charts show which assessments to run first, and the **By Fit for Role** view tells you who to invite.

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## Topic 14

# The First Aid and Code of Conduct reports

After completing this topic you should be able to:

Run the First Aid report and see whose first aid is current

Run the Code of Conduct report and see whose Code of Conduct is current

Filter either report to the members you need to contact

The [First Aid report](#) and the [Code of Conduct report](#) tell you who is current and who is not for each requirement. Neither report depends on a field operator capability, so every member appears in both.

First aid is a requirement of every field operator capability. Each one needs Field Operator Foundations, and Field Operator Foundations needs a current first aid certificate. So a member whose first aid has expired cannot use any field operator capability, whatever else is current.

[Appendix C](#) lists what each capability requires.

Both reports look the same: currency pills, a search box, and one row per member with one date.

Each date is in one of four states.

| STATUS        | WHAT IT MEANS                                                                                 |
|---------------|-----------------------------------------------------------------------------------------------|
| Current       | The date has not passed.                                                                      |
| Expiring soon | The date is within the next 90 days.                                                          |
| Expired       | The date has passed.                                                                          |
| Not complete  | Slipstream has training records for the member, and no record of this requirement among them. |

[Appendix A](#) explains every status word Slipstream uses.

## 14.1 Run the First Aid report

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | See whose first aid is current, and whose is not.                   |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                         |

The [First Aid report](#) is one row per member, and the date is the day that member's first aid expires.

| 55 members 27 current 6 expiring soon 10 expired 12 not complete |            |            |
|------------------------------------------------------------------|------------|------------|
| 55 members <div>Search by name...</div>                          |            |            |
| Last name                                                        | First name | Expiry     |
| Rangi                                                            | Talia      | 2027-10-09 |
| Stavrou                                                          | Eleni      | 2029-03-09 |
| Naidu                                                            | Priya      | 2029-05-12 |
| Huynh                                                            | Tuan       | 2029-02-08 |
| Cox                                                              | Marlee     | 2026-10-03 |
| Haddad                                                           | Yusuf      | 2028-07-25 |
| Ricci                                                            | Bianca     | 2028-11-26 |
| Duong                                                            | Minh       | 2026-10-20 |
| Osman                                                            | Tilly      | 2027-04-18 |
| Khoury                                                           | Noor       | 2025-03-07 |
| Georgiou                                                         | Sofia      | 2027-04-28 |
| Nasser                                                           | Amir       | 2028-08-05 |
| Tupou                                                            | Aroha      | 2028-03-16 |
| Joshi                                                            | Ravi       | 2028-10-07 |
| Mitchell                                                         | Kirra      | 2027-09-15 |
| Murphy                                                           | Ming       | 2027-06-07 |

Figure 14.1.1 — The First Aid report, one row per member.

The date comes from the member's first aid certificate recorded in aXcelerate. When a member has more than one first aid certificate, the report uses the latest expiry date among them.

The pills above the table count the members in each state, and selecting a pill filters the table to them. A member under **Not complete** has training records, but no first aid records among them.

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## 14.2 Run the Code of Conduct report

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | See whose Code of Conduct is current, and whose is not.             |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                         |

The [Code of Conduct report](#) works the same way as the First Aid report.

### Code of Conduct

Data current as of 2026-09-25 (today) · Gosford Unit

Code of Conduct currency for each member. It is valid for two years from the date it was last completed. Members shown as expired or with no record need to [complete the Code of Conduct](#).

Figure 14.2.1 — The rule the Code of Conduct report uses, printed above its table.

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## 14.3 Filter either report to the members you need to contact

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Narrow a report to one or more states, or to one member.            |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                         |

The currency pills and the search box work the same way on both reports.

55 members
27 current
6 expiring soon
10 expired
12 not complete

55 members · 22 shown
Search by name...

| Last name | First name | Expiry       |
|-----------|------------|--------------|
| Khoury    | Noor       | 2025-03-07   |
| Ngo       | Trang      | 2026-05-31   |
| Chan      | Aldo       | Not complete |
| Conti     | Huy        | Not complete |
| Ramos     | Thao       | 2025-06-20   |
| Lim       | Rana       | Not complete |
| Lam       | Anaya      | 2025-11-16   |
| Mehta     | Fatima     | Not complete |
| Ho        | Amir       | Not complete |
| Clarke    | Kiran      | Not complete |
| Christou  | Ethan      | 2025-06-26   |
| Russo     | Khanh      | Not complete |
| Smith     | Bo         | Not complete |
| Jones     | Eleni      | Not complete |
| Aziz      | Hieu       | 2025-02-04   |
| Lewis     | Aarav      | 2026-05-13   |

Figure 14.3.1 — The First Aid report filtered to the members whose first aid has expired or is not complete.

Select **expired** to list the members whose date has passed. Fix those members first. **expiring soon** does the same for the members whose date falls in the next 90 days. Select **not complete** as well to add the members with no first aid record. Select a pill again to switch it off, or select the first pill to list every member.

The search box filters the members shown under the pills. The line above the table counts how many members are shown. The search box also matches a member's legal first name, and the table shows their preferred name. Select a column heading to sort the table by that column.

Slipstream keeps the pills you select and the search term in the page's web address. You can share that address with other members of your unit's management team.

### Note

These two reports say who is current, and nothing about what a member can do in the field. The [Capability report](#) shows an expired certificate against the capability it blocks.

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## Topic 15

# The Rank Eligibility report

After completing this topic you should be able to:

Run the Rank Eligibility report for your unit

See what a member has done towards a rank, and what is missing

Filter the report to the members you are focusing on

The [Rank Eligibility report](#) shows which NSW SES rank each member of your unit is currently eligible for. Slipstream works eligibility out from completed training and estimated length of service, following the [NSW SES Rank and Insignia Procedure](#).

Slipstream reports on five ranks: Job Ready, Operator, Senior Operator, Leading Senior Operator, and Group Officer. Each rank adds capability, training and length of service requirements to the rank below it. For example, a member eligible for Senior Operator is also eligible for Operator and Job Ready.

[Appendix D](#) lists each rank's requirements, taken from that procedure.

## Take care

This report shows whether a member is eligible for a rank, from their training and estimated length of service. It does not show whether the rank has been awarded.

The [Rank and Insignia Procedure](#) awards a rank on three things: training and skills, service experience and proficiency, and aptitude and behaviour. This report shows training and skills only. It estimates length of service, and says nothing about proficiency. Unit leadership decides aptitude and behaviour, and service experience and proficiency.

## 15.1 Run the Rank Eligibility report for your unit

PURPOSE

RELATED DOCUMENTATION

YOU NEED

See which rank each member of your unit is eligible for.

Slipstream Learner Guide, [Appendix D — Rank requirements](#)

*View reports* permission at your unit

Open the [Rank Eligibility report](#). There is one row for each member of your unit, and one column for each rank.

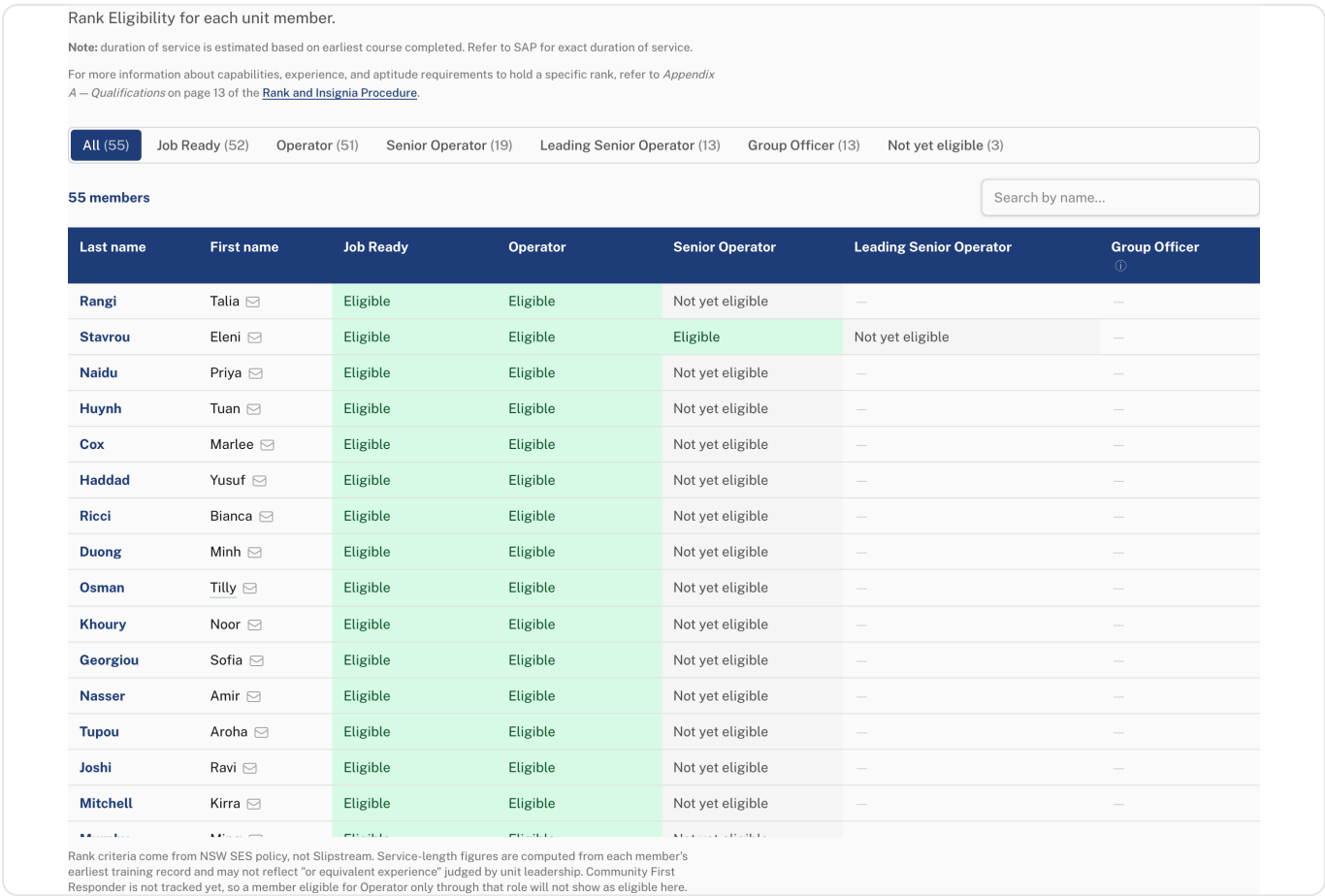


Figure 15.1.1 — The Rank Eligibility report for Gosford Unit, one row per member and one column per rank.

Each cell says one of three things.

| WHAT THE CELL SAYS | WHAT IT MEANS                                                                |
|--------------------|------------------------------------------------------------------------------|
| Eligible           | The member meets the skill and length of service requirements for this rank. |

| WHAT THE CELL SAYS | WHAT IT MEANS                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------|
| Not yet eligible   | The member has unmet skill and length of service requirements for this rank.                  |
| —                  | The member does not hold the rank below this one yet, so Slipstream does not check this rank. |

Select a column heading to sort the report by that rank.

Length of service is one of the requirements for a rank. Slipstream estimates it from the earliest training the member completed. SAP is the authority on a member's start date.

NSW SES policy does not define the requirements for Group Officer. Slipstream uses the same requirements as Leading Senior Operator.

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## 15.2 See what a member is missing

|                       |                                                                          |
|-----------------------|--------------------------------------------------------------------------|
| PURPOSE               | Identify a member's training and service gaps for rank eligibility.      |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix D — Rank requirements</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                              |

Select a **Not yet eligible** cell to see every requirement for that rank the member has not met. An **Eligible** cell and a dash have nothing to open.

**Yusuf Haddad — Senior Operator**

 **Not yet eligible**

Missing: Leadership Fundamentals Course, Diversity & Inclusion (eLearning).  
Needs 24 months of service; currently 14 months.

Figure 15.2.1 — What Senior Operator requires of a member: two courses, and longer service.

Each missing course has its aXcelerate name, so you can book the member into it. A gap in length of service shows the months the member has, and the months the rank needs.

Members see the same requirements on their [own training record](#), each one ticked or crossed. Every requirement they still need links to the course that grants it.

### Take care

Under the [Rank and Insignia Procedure](#), a member can meet the length of service requirement through equivalent experience. Unit leadership judges equivalent experience, and Slipstream cannot see it. A member with equivalent experience still shows as **Not yet eligible**. Slipstream does not recognise the Community First Responder field operator capability yet. A member who gained an operator capability that way alone also shows as **Not yet eligible**.

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## 15.3 Filter the report to the members you are focusing on

|                       |                                                                          |
|-----------------------|--------------------------------------------------------------------------|
| PURPOSE               | Narrow the report down to the members eligible for a specific rank.      |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix D — Rank requirements</a> |
| YOU NEED              | <i>View reports</i> permission at your unit                              |

The tabs above the table count the members at each rank, and filter the table to them.

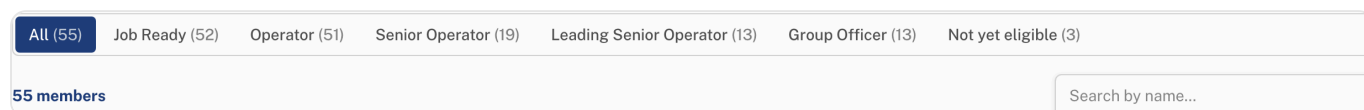


Figure 15.3.1 — The rank tabs and the search box, above the table.

A rank tab lists every member eligible for that rank **or higher**, so the counts fall as you read to the right. The last tab, **Not yet eligible**, lists the members who have not yet achieved Job Ready. These members usually joined NSW SES recently, and are working through their induction courses.

**Search by name...** narrows the rows to members that match the search term. It matches a member's legal first name too, and the report shows their preferred name.

Slipstream keeps both in the page's web address. You can bookmark a view, or send it to somebody else who holds *View reports* at your unit.

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## Topic 16

# Pausing a capability for a member

After completing this topic you should be able to:

- Pause a capability for a member, and record why
- Resume a capability you paused for a member
- Pause every capability a member holds, in one step

Members step back from a field operator capability they hold, for reasons such as:

- an injury
- a change in life circumstances
- a change in volunteering priorities

A paused capability stops Slipstream asking that member for its Fit for Role requirements. It also stops the reminder emails about those assessments. Nothing changes in aXcelerate, and the member keeps every Unit of Competency they have achieved.

Members should pause capabilities themselves through their **My record** page. [Topic 7 — Pausing a capability](#) covers how they do that.

If the member cannot do that, you can pause a capability for them. Use the [By capability view](#) of the Fit for Role report. You need the *Pause capabilities* permission at that unit, which is separate from *View reports*. [Appendix B](#) lists every permission.

A paused capability changes three things for the member:

- The capability shows as **Paused** instead of a currency state, in every report, and on the member's own record. [Appendix A](#) explains every status word.
- The Fit for Role assessments that capability needs stop counting as gaps for that member.
- The member stops receiving reminder emails about those assessments.

## Take care

A paused capability is a capability the member can no longer use in the field. Their assessments expire while it is paused, so the member stops meeting its Fit for Role requirements. Do not pause a capability without talking to the member, or their team leader.

A pause only applies in Slipstream. NSW SES has no procedure for a member to step back from a field operator capability. A pause changes Slipstream's reports and reminders, and nothing else. Fit for Role reports in other systems, such as Power BI, still show that member as having unmet requirements.

## 16.1 Pause a capability for a member

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| PURPOSE               | Mark a member's field operator capability as inactive, and record why. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a>    |
| YOU NEED              | <i>Pause capabilities</i> permission at your unit                      |

Open the [By capability view](#) and search for the member. A pause icon beside the member's email icon opens their **Manage capabilities** panel.

| 36 members |                                                                                                                                                                                | 15 current      | 21 not current | All capabilities ▾ |                    | Ricci            |                  |                |                |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|--------------------|--------------------|------------------|------------------|----------------|----------------|
| Last name  | First name                                                                                                                                                                     | Storm Ground    | Storm Heights  | Land Search        | Chainsaw Cross Cut | Chainsaw Felling | Flood Land-Based | Flood On-Water | Flood In-W     |
|            |                                                                                                                                                                                | 19 / 24 current | 2 / 9 current  | 4 / 9 current      | 1 / 6 current      | 0 / 4 current    | 0 / 11 current   | 0 / 4 current  | 0 / 11 current |
| Ricci      | Bianca   | ✓               | —              | —                  | —                  | —                | —                | —              | —              |

Figure 16.1.1 — The By capability view, searched down to one member.

Select the pause icon to open the member's panel. The panel lists the capabilities that member holds, and the status of each one.

### Manage capabilities for Bianca Ricci

Close

Pausing a capability stops Bianca being reminded about its Fit for Role assessments and removes it from their gaps. Bianca can resume it themselves at any time.

1 of Bianca's 2 capabilities is not paused.

II Pause the last one for Bianca

---

Storm Ground

Current

Pause for Bianca?

---

Vertical Rescue

Paused

Reason: "Recovering from a shoulder injury. Resume after the return-to-duty check."  
Paused by you · 2026-09-25

Resume this capability

Figure 16.1.2 — The Manage capabilities panel for one member.

Select **Pause for ...?** beside the capability the member has stepped back from. Slipstream asks you to confirm, and explains what pausing does.

### Pause Storm Ground for Bianca Ricci?

**Think carefully before doing this.**

Bianca will stop being reminded about the Fit for Role assessments for this capability. Over time this capability will stop showing as current for Bianca, because they will not hold the required Fit for Role assessments.

Bianca can resume this capability themselves at any time.

Reason (required)

e.g. stepped back from this role for the season

Bianca, and anybody who can read your unit's reports, can see this reason.

Cancel

II Pause Bianca Ricci's Storm Ground capability

Figure 16.1.3 — The form for pausing a capability for a member. The reason is required.

You must give a reason for the pause. The confirm button stays greyed out until you do. The member sees the reason on their **My record** page, and so does everyone who can read your unit's reports.

Select the confirm button to pause the capability. The panel then shows the capability as **Paused**, with your reason and the date you paused it.

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## 16.2 Pause every capability a member holds

|                       |                                                                     |
|-----------------------|---------------------------------------------------------------------|
| PURPOSE               | Pause all capabilities a member has in one step.                    |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix A — Status words</a> |
| YOU NEED              | <i>Pause capabilities</i> permission at your unit                   |

Sometimes you may need to pause all field operator capabilities for a member. They may still be a member of your unit, but have decided to stop going into the field.

Select the pause icon beside the member's email icon to open their panel. The top of the panel says how many of their capabilities are not paused.

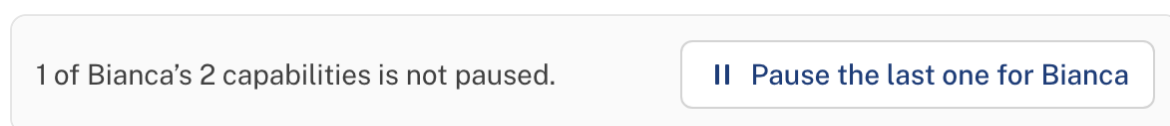


Figure 16.2.1 — The top of the Manage capabilities panel, with the button that pauses everything.

Select **Pause all**. Slipstream lists each capability it will pause, and asks for one reason. A capability that needs no Fit for Role assessments, such as Job Ready, is never paused and is not on the list. A capability that is already paused keeps its existing reason.

**Pause every capability Bianca Ricci holds?****Think carefully before doing this.**

This pauses Storm Ground.

Vertical Rescue is already paused and keeps its own reason.

Bianca will stop being reminded about the Fit for Role assessments for these capabilities.

Over time these capabilities will stop showing as current for Bianca, because Bianca will not hold the required Fit for Role assessments.

A capability Bianca gains later is not paused.

Bianca can resume any of them themselves at any time.

Reason (required)

e.g. retired from operations, still a unit member

Bianca, and anybody who can read your unit's reports, can see this reason.

Cancel

**II Pause 1 of Bianca Ricci's capabilities**

Figure 16.2.2 — The form for pausing every capability a member holds. The reason is required.

Pauses only apply to current capabilities. If the member gains a new capability, that new capability will not be paused. Its real status shows until somebody pauses it.

Once everything is paused, the top of the panel offers to resume the capabilities your training team paused. Any capability the member paused themselves stays paused, because that was their decision.

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## 16.3 Resume a capability you paused for a member

### PURPOSE

Bring a paused capability back, so the member is asked for its requirements again.

### RELATED DOCUMENTATION

Slipstream Learner Guide, [Appendix A — Status words](#)

### YOU NEED

*Pause capabilities* permission at your unit

Select the pause icon beside the member's email icon again, to open their panel. A paused capability shows the reason, who paused it, and the date it was paused.

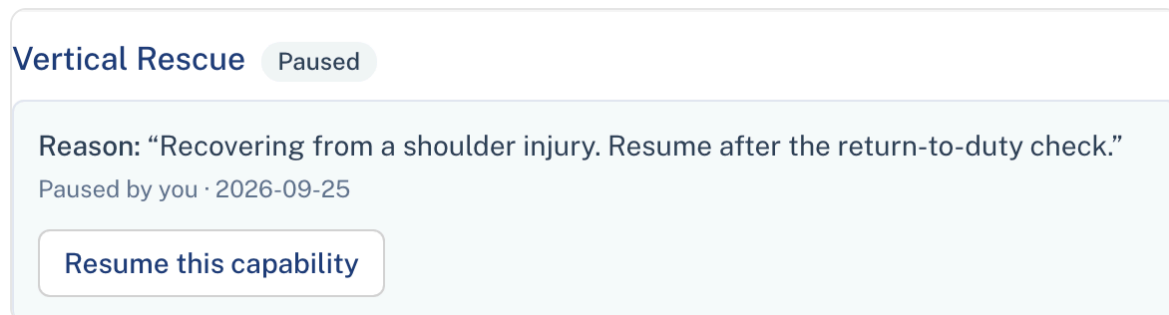


Figure 16.3.1 — A paused capability, with the reason it was paused and the control that resumes it.

Select **Resume this capability**. The capability goes back to its currency state straight away:

- The member sees expired or missing Fit for Role requirements on their **My record** page
- The member gets reminder emails the next morning for Fit for Role assessments that are expiring soon
- The [reports](#) show the member has Fit for Role assessments that are expired or expiring soon

Resuming does not make a member current. Some Fit for Role assessments expire while a capability is paused. The member needs to sit those again before they can use the capability in the field.

#### Note

The member can resume the capability themselves, at any time, from their **My record** page. They do not need to ask you, and Slipstream does not ask them to explain why. A member is the authority on what capabilities they intend to use in the field.

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## Topic 17

# Administering your unit

After completing this topic you should be able to:

- Grant a member access at your unit
- Remove a member's access at your unit
- Read the record of access changes at your unit
- Switch a feature on or off for your unit
- Read the reminder log
- Find the members whose email address is not working
- Fix a member an upload skipped

By default, every member who signs in to Slipstream can only see their own [training record](#). Somebody must grant a member a permission before they can use the reports or Settings. This topic covers permissions and the settings you manage for your unit.

These three pages each need a permission:

- The [Permissions section](#) in Settings, where you grant and remove access.
- The [Features section](#) in Settings, where you switch features on or off for your unit.
- The [Reminders section](#), where you can see which reminder emails Slipstream has sent, and which members it cannot email.

[Appendix B](#) lists every permission, and what it lets a member do.

## 17.1 Grant a member access at your unit

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Give a member the access their unit role needs.                    |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | <i>Manage permissions</i> at your unit                             |

Open the [Permissions section](#) in Settings and go to **Grant access**.

**Grant access**

Member email

Search by name or email...

Access (choose one or more)

- ☐ View reports
- ☐ Upload data
- ☐ Pause capabilities
- ☐ View reminder send log
- ☐ Decide which members get reminder emails
- ☐ View sign-in details
- ☐ Schedule assessments
- ☐ View assessment rosters
- ☐ View permissions
- ☐ Manage permissions
- ☐ View permissions audit log
- ☐ Manage flag: reminders
- ☐ Manage flag: assessment scheduling

Unit

Gosford Unit ▼

Grant

Figure 17.1.1 — The Grant access form. One member, one or more permissions, one unit.

- 1 **Choose the member:** Type a name or an email address in **Member email**, then pick the member from the list
- 2 **Choose the access:** Tick every permission the member needs — remember that fewer permissions are better
- 3 **Choose the unit:** Pick the unit the access is for
- 4 **Grant it:** Select the **Grant** button

The member then appears under **Current access**.

A few things to know before you grant:

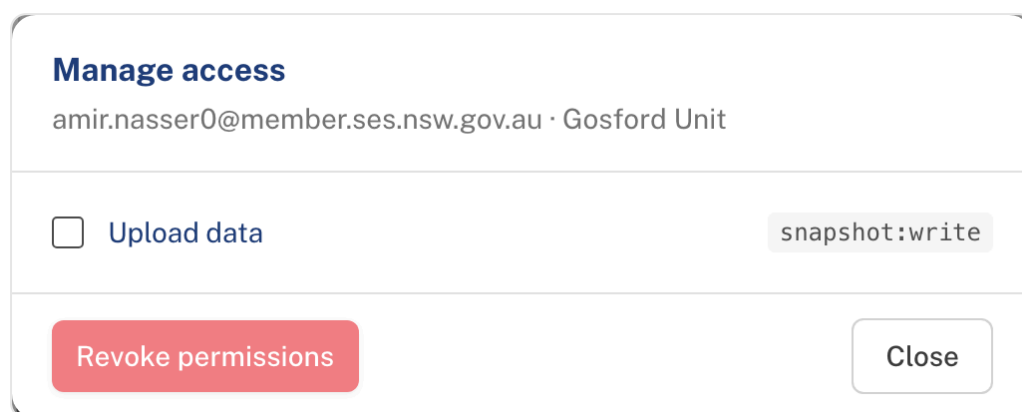
- Slipstream only accepts email addresses ending in `@member.ses.nsw.gov.au`. A personal address cannot be granted access, and cannot sign in.
- You can only grant access for a unit you hold *Manage permissions* at.
- Granting *Manage permissions* also grants *View permissions*, because somebody who manages access has to see who holds what.
- You can grant access to a member who has never signed in. They get the access the first time they sign in.

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## 17.2 Remove a member's access at your unit

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Remove access a member no longer needs.                            |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | <i>Manage permissions</i> at your unit                             |

Under **Current access**, select the row for the member and the unit. Slipstream opens the **Manage access** panel for that member at that unit.



**Manage access**  
amir.nasser0@member.ses.nsw.gov.au · Gosford Unit

☐ Upload data snapshot:write

**Revoke permissions** **Close**

Figure 17.2.1 — The Manage access panel, opened from one member's row.

Tick the permissions to take away, then select **Revoke permissions**. Their other permissions are left alone.

### Take care

Removing access is immediate. A member reading a report when you remove *View reports* goes back to their own record straight away. Remove *Upload data* from the only member who holds it, and your unit cannot upload until somebody grants it again.

You cannot remove your own *Manage permissions*. Otherwise a unit could lock itself out of Slipstream. Ask another member who holds it to remove yours.

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## 17.3 Read the record of access changes at your unit

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| PURPOSE               | Find out who changed somebody's access, and when.                  |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a> |
| YOU NEED              | <i>View permissions audit log at your unit</i>                     |

Every grant and every removal is recorded, newest first, under **Recent changes** in the [Permissions section](#).

| Recent changes                                  |            |         |                |                                            |              |
|-------------------------------------------------|------------|---------|----------------|--------------------------------------------|--------------|
| An immutable record of every grant and removal. |            |         |                |                                            |              |
| 11 changes                                      |            |         |                | Search by name or email...                 |              |
| WHEN                                            | BY         | CHANGE  | MEMBER         | ACCESS                                     | UNIT         |
| 2026-09-25 15:47                                | Ravi Joshi | Removed | Talia Rangi    | <a href="#">Upload data</a>                | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Talia Rangi    | <a href="#">Upload data</a>                | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Ravi Joshi     | <a href="#">Manage flag: reminders</a>     | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Ravi Joshi     | <a href="#">View reminder send log</a>     | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Ravi Joshi     | <a href="#">View permissions audit log</a> | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Ravi Joshi     | <a href="#">Manage permissions</a>         | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Ravi Joshi     | <a href="#">View permissions</a>           | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Aroha Tupou    | <a href="#">Pause capabilities</a>         | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Aroha Tupou    | <a href="#">View reports</a>               | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Amir Nasser    | <a href="#">Upload data</a>                | Gosford Unit |
| 2026-09-25 15:47                                | Ravi Joshi | Granted | Sofia Georgiou | <a href="#">View reports</a>               | Gosford Unit |

Figure 17.3.1 — The record of access changes at Gosford Unit, newest first.

Each row shows who made the change, whether it was a grant or a removal, whose access it was, which permission, and when. Search by name or email to find the changes about one person.

Nobody can edit or delete a row, including the member who made the change.

*View permissions audit log* is granted separately from *View permissions*. Seeing who has access today and seeing the history of how they got it are two different jobs.

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## 17.4 Switch a feature on or off for your unit

|                       |                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------|
| PURPOSE               | Turn a feature on or off for the units you manage.                                  |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a>                  |
| YOU NEED              | The permission for that feature at your unit, such as <i>Manage flag: reminders</i> |

Some parts of Slipstream are switched on unit by unit, so each unit starts when it is ready. Open the [Features section](#) in Settings.

| UNIT         | REMINDER EMAILS                     | REMINDERS BEFORE SIGN-IN |
|--------------|-------------------------------------|--------------------------|
| Gosford Unit | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Figure 17.4.1 — The features table. One row for each unit you manage, one column for each feature you can switch.

There is one row for each unit you manage, and one column for each feature you hold the permission for. Select the switch to turn a feature on, and again to turn it off. A dash instead of a switch means you cannot change that feature at that unit.

Every change is recorded under **Recent changes**, below the table, the same way access changes are.

### Take care

Slipstream asks you to confirm before it switches **Reminders before sign-in** on. It starts emailing members who have never signed in to Slipstream. Slipstream shows you who it will email, and when, so nothing about the change surprises you. Read that list before you confirm.

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## 17.5 Read the reminder log

|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
| PURPOSE               | Find out which reminder emails Slipstream has recorded for your unit.                    |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a>                       |
| YOU NEED              | <i>View reminder send log</i> at your unit, and reminder emails switched on for the unit |

Slipstream emails a member when a Fit for Role assessment, their First Aid certificate, or their Code of Conduct is close to expiring. Every one of those reminders is recorded. Open the [Reminders section](#).

Each row shows:

- the member
- the requirement that is expiring
- how far ahead of the expiry date the reminder was for
- its status
- when it was recorded

The newest reminders are at the top.

A unit that has used reminders for a while has hundreds of rows, so start by narrowing the list. Search by member name. You can also filter by:

- requirement
- how far ahead of the expiry date the reminder was
- status
- how recent it is

| Fit for Role — Haul ▼ | 90 days before expiry ▼ | Any status ▼          | All time ▼                                            | Search by member name... |
|-----------------------|-------------------------|-----------------------|-------------------------------------------------------|--------------------------|
| Member                | Requirement             | Reminder              | Status                                                | When                     |
| Huy Conti             | Fit for Role — Haul     | 90 days before expiry | ● Delivered                                           | 2026-09-24 07:00         |
| Thao Ramos            | Fit for Role — Haul     | 90 days before expiry | ● Delivered                                           | 2026-09-24 07:00         |
| Minh Duong            | Fit for Role — Haul     | 90 days before expiry | ● Refused<br>The NSW SES mail service rejected it     | 2026-09-22 07:00         |
| Tuan Huynh            | Fit for Role — Haul     | 90 days before expiry | ● Blocked<br>Our email provider stopped this one      | 2026-09-22 07:00         |
| Amir Ho               | Fit for Role — Haul     | 90 days before expiry | ● Delivered                                           | 2026-09-22 07:00         |
| Rohan Evans           | Fit for Role — Haul     | 90 days before expiry | ● Not sent<br>Recorded while sending was switched off | 2026-09-21 07:00         |

Figure 17.5.1 — The reminder log for Gosford Unit, filtered to Fit for Role — Haul reminders 90 days before expiry.

A row is in one of six states. Slipstream is told what happens to each email it sends. This status shows how it was delivered.

| STATUS         | WHAT IT MEANS                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------|
| Not sent       | Slipstream worked out the reminder and recorded it, and sending was switched off at the time.         |
| Sent           | Slipstream's email provider accepted the message, but no further delivery feedback has been received. |
| Delivered      | The message reached the NSW SES mail service.                                                         |
| Refused        | The NSW SES mail service rejected the message.                                                        |
| Blocked        | Slipstream's email provider stopped the message before it was sent.                                   |
| Marked as spam | A reminder to this member was reported as spam, so Slipstream stopped sending them.                   |

The **Status** filter also offers one choice that gathers Refused, Blocked and Marked as spam together. This helps you find which members are not being reached by Slipstream.

Slipstream stops emailing a member when the NSW SES mail service refuses two reminders in a row. When your unit has members it cannot email, a line above the log says how many, and links to the page that lists them.

**3 members' email addresses are not working.** They are not being sent reminders until their address is fixed. [See who](#)

Figure 17.5.2 — The line above the reminder log, counting the members Gosford Unit cannot email.

### Take care

**"Not sent" does not mean sending broke.** It means sending was switched off when the reminder was due to be sent.

**"Sent" is not the same as Delivered.** It means Slipstream's email provider accepted the message, and no further delivery feedback has been received since. Only **Delivered** means the message reached the member's NSW SES mailbox. If a member says they never got a reminder, believe them, and talk to them directly.

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## 17.6 Find the members whose email address is not working

|                       |                                                                               |
|-----------------------|-------------------------------------------------------------------------------|
| PURPOSE               | Find out which members your unit cannot email, and what to do about each one. |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Appendix B — Permissions</a>            |
| YOU NEED              | <i>View reminder send log</i> at your unit                                    |

Some members' email addresses stop working, and their reminders stop with them. Open the [Reminders section](#) and select the **Addresses** tab.

There is one card for each of those members. A member appears for one reason only, and the reason decides what to do next.

| BADGE                         | WHAT HAPPENED                                                              | WHAT TO DO                                              |
|-------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------|
| Blocked by our email provider | Nothing Slipstream sends reaches them, sign-in links as well as reminders. | Check the address, then ask for the block to be lifted. |

| BADGE                           | WHAT HAPPENED                                                   | WHAT TO DO                                                                                                            |
|---------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Refused twice                   | The NSW SES mail service rejected both reminders.               | Check the email address on their record in aXcelerate. Reminders start again on their own once an email gets through. |
| A reminder was reported as spam | Reminders stopped as a result. Sign-in emails still reach them. | Ask the member before you send anything else. They can turn reminders back on from their own record.                  |

## Email addresses that are not working

3 members cannot be emailed. Reminders stop for them until their address works again. Nothing else about their record changes.

### Tuan Huynh

tuan.huynh0@member.ses.nsw.gov.au

Nothing we send reaches them — sign-in links as well as reminders.

**What to do:** This member cannot sign in either. Check the address, then ask for the block to be lifted.

• Blocked by our email provider

### Minh Duong

minh.duong0@member.ses.nsw.gov.au

The NSW SES mail service rejected both emails. Last on 2026-09-25. The NSW SES mail service said: "smtp; 550 Administrative prohibition - envelope blocked".

**What to do:** Check the email address on their record in aXcelerate. Reminders start again on their own once an email gets through.

• Refused twice

### Tilly Osman

matilda.osman0@member.ses.nsw.gov.au

Reminders stopped as a result. Sign-in emails still reach them. Reported on 2026-09-25.

**What to do:** Ask them before sending anything else. They can turn reminders back on themselves from their own page.

• A reminder was reported as spam

Figure 17.6.1 — The members Gosford Unit cannot email, one card each, with what to do about every one.

A card shows the date of the last refusal, and the message the NSW SES mail service replied with. Quote that message when you ask for help with an address, because it says why the mail was refused.

This page opens whether or not your unit sends reminder emails. An address that refuses Slipstream's reminder email stops sign-in links too.

### Take care

A member whose address is blocked cannot sign in to Slipstream either. No sign-in email reaches them, so fix the address before you ask them to try again.

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## 17.7 Fix a member an upload skipped

|                       |                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------|
| PURPOSE               | Work out why an upload skipped a member, and get them back into your reports.                |
| RELATED DOCUMENTATION | Slipstream Learner Guide, <a href="#">Topic 11 — Uploading your unit's aXcelerate export</a> |
| YOU NEED              | <i>Upload data</i> at your unit, and access to reporting in <a href="#">aXcelerate</a>       |

An upload that skips a member always needs fixing. Slipstream skips a member only when their *Volunteer Location* in aXcelerate does not match any unit or cluster. A correct export never skips somebody who really is in your unit.

A skipped member's *Volunteer Location* in aXcelerate is wrong, or names a place Slipstream does not recognise.

Running the report again will not change this. The file already includes every member aXcelerate exports, so it is the member's record that needs fixing. Ask a deputy unit commander, or a member of a higher rank, to send a [service desk request](#) that corrects the member's *Volunteer Location*.

Until somebody corrects the record, that member is missing from every report for your unit. Nobody is told they are missing except the person who read the warning on the upload. Slipstream keeps those names. Open that upload in your unit's previous uploads list to read them again.

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## Appendix A

# Status words

Slipstream shows the state of every requirement with one of ten status words. You see them in the [reports](#). Your [own training record](#) uses the same colours, and gives most dates as the time left, such as **expires in 13 months**.

Each status word has its own icon and colour.

| STATUS                                                                                                                 | WHAT IT MEANS                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|  <b>Current</b>                       | The requirement is met, and the expiry date has not passed.                                                                  |
|  <b>Expiring soon</b>                 | The requirement is met, and the expiry date is within the next 90 days.                                                      |
|  <b>Expired</b>                       | The requirement was met, and the expiry date has passed.                                                                     |
|  <b>Not complete</b>                  | Slipstream has records for this member, but none for this requirement.                                                       |
|  <b>Unknown</b>                      | Slipstream has no training records at all for this member.                                                                   |
|  <b>Not held</b>                    | The member does not hold this capability.                                                                                    |
|  <b>Paused</b>                      | The member has stepped back from this capability, so Slipstream stops asking for requirements to be met for this capability. |
|  <b>Course passed, step missing</b> | The member has passed the course for this capability, but still needs something underneath it before they hold it.           |
|  <b>Eligible</b>                    | The member meets the training and service duration requirements of this rank.                                                |
|  <b>Not yet eligible</b>            | The member does not yet meet the training and service duration requirements of this rank.                                    |

## Appendix B

# Permissions

By default, every member who signs in to Slipstream can [view their own training record](#). Every other page and function in Slipstream needs a permission.

Another Slipstream user grants a member a permission at one or more units. For example, a member can hold *View reports* at both Gosford Unit and Wyong Unit. Reports show one unit at a time, so that member uses the unit switcher to change unit.

| PERMISSION                               | WHAT IT LETS A PERSON DO                                                                                                           |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| View reports                             | View reports for a unit.                                                                                                           |
| Upload data                              | Upload a new aXcelerate export for the unit.                                                                                       |
| Pause capabilities                       | Pause or resume a capability for a member of that unit.                                                                            |
| View reminder send log                   | Read the record of the reminder emails Slipstream has sent to the unit's members, and see which members it cannot email.           |
| Decide which members get reminder emails | Exclude a member of the unit from reminder emails, or include them again.                                                          |
| View sign-in details                     | See which members of a unit can be sent a sign-in code by text message, and reveal member phone numbers. Every reveal is recorded. |
| Schedule assessments                     | Create, change and cancel a unit's Fit for Role assessment sessions. Granting it also grants View assessment rosters at that unit. |
| View assessment rosters                  | See a unit's Fit for Role assessment sessions, and who is on each one.                                                             |
| View permissions                         | See who has access to a unit in Slipstream, and what they can do.                                                                  |
| Manage permissions                       | Grant and remove access to a unit in Slipstream. Granting it also grants View permissions at that unit.                            |
| View permissions audit log               | See the record of every access change made for the unit.                                                                           |
| Manage flag: reminders                   | Switch reminder emails on or off for a unit.                                                                                       |
| Manage flag: assessment scheduling       | Switch assessment scheduling on or off for a unit.                                                                                 |

## Permissions can be changed by members with Manage permissions

A member who holds **Manage permissions** at a unit can grant and remove other members' access. Every change to permissions is recorded, with who made it and when.

Nobody can take **Manage permissions** away from themselves. Without that rule, a unit could lock itself out of Slipstream.

## Recommended permissions

There is no fixed rule about who holds which permission. Slipstream suggests:

- The **unit training coordinator** holds *View reports*, *Upload data* and *Pause capabilities*.
- The **operational capability team** holds *View reports* and *Pause capabilities*.
- The **unit commander** or **deputy unit commander** holds *Manage permissions*.

In some units these are three different people. In others, one person does all three.

## Permissions scope

- **A permission is only for Slipstream.** It is not an NSW SES rank, and not a role. It allows or denies access to a page in Slipstream. A member can hold every Slipstream permission in a unit and hold no rank at all.
- **A permission does not change what a member sees about themselves in Slipstream.** Every member always sees their own record, whatever permissions they hold.

## Appendix C

# Capabilities

A **capability** is a set of skills an NSW SES member is trained to do on a job. Examples of capabilities are Storm Heights Operator, Boat Operator, Chainsaw Cross-Cut Operator. Slipstream works out which capabilities a member holds from the Units of Competency in their training record.

Each capability has two names. The short **label** is what the reports show in a column heading, where there is no room for more. The **operator role name** is the full NSW SES name, and it is the one this guide uses.

| CAPABILITY                        | OPERATOR ROLE NAME                      | NEEDS FIRST                                                                                     | IN THE FIT FOR ROLE REPORTS |
|-----------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------|
| Job Ready                         | —                                       | —                                                                                               | No                          |
| Beacon Operator                   | —                                       | —                                                                                               | No                          |
| First Aid                         | —                                       | —                                                                                               | No                          |
| Field Operator Foundations        | —                                       | <ul style="list-style-type: none"> <li>First Aid</li> <li>Job Ready</li> </ul>                  | No                          |
| Participate In A Rescue Operation | —                                       | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul> | No                          |
| Storm Ground                      | Storm Ground Operator                   | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul> | Yes                         |
| Storm Heights                     | Storm Heights Operator                  | <ul style="list-style-type: none"> <li>Storm Ground</li> </ul>                                  | Yes                         |
| Land Search                       | Land Search (Open Terrain) Operator     | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul> | Yes                         |
| Chainsaw Cross Cut                | Chainsaw (Level 1 and Level 2) Operator | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul> | Yes                         |
| Chainsaw Felling                  | Chainsaw (Level 1 and Level 2) Operator | <ul style="list-style-type: none"> <li>Chainsaw Cross Cut</li> </ul>                            | Yes                         |

| CAPABILITY                    | OPERATOR ROLE NAME                | NEEDS FIRST                                                                                          | IN THE FIT FOR ROLE REPORTS |
|-------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------|
| Flood Land-Based              | Flood Rescue Land-Based Operator  | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul>      | Yes                         |
| Flood On-Water                | Flood Rescue On-Water Operator    | <ul style="list-style-type: none"> <li>Flood Land-Based</li> <li>Boat Operator</li> </ul>            | Yes                         |
| Flood In-Water                | Flood Rescue In-Water Operator    | <ul style="list-style-type: none"> <li>Flood Land-Based</li> </ul>                                   | Yes                         |
| Boat Operator                 | Boat Operator                     | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul>      | Yes                         |
| Urban Search and Rescue       | Urban Search and Rescue Operator  | <ul style="list-style-type: none"> <li>Participate In A Rescue Operation</li> </ul>                  | Yes                         |
| Vertical Rescue               | Vertical Rescue Operator          | <ul style="list-style-type: none"> <li>Participate In A Rescue Operation</li> </ul>                  | Yes                         |
| Road Crash Rescue             | Road Crash Rescue Operator        | <ul style="list-style-type: none"> <li>Participate In A Rescue Operation</li> </ul>                  | Yes                         |
| Large Animal Rescue           | Large Animal Rescue Operator      | <ul style="list-style-type: none"> <li>Participate In A Rescue Operation</li> </ul>                  | Yes                         |
| Technical Large Animal Rescue | —                                 | <ul style="list-style-type: none"> <li>Large Animal Rescue</li> </ul>                                | No                          |
| Alpine Search and Rescue      | Alpine Search and Rescue Operator | <ul style="list-style-type: none"> <li>Land Search</li> </ul>                                        | Yes                         |
| General Land Rescue           | General Land Rescue Operator      | <ul style="list-style-type: none"> <li>Urban Search and Rescue</li> <li>Road Crash Rescue</li> </ul> | Yes                         |
| Community First Responder     | —                                 | <ul style="list-style-type: none"> <li>Job Ready</li> <li>Field Operator Foundations</li> </ul>      | No                          |
| Airbase Manager               | —                                 | —                                                                                                    | No                          |
| Aircraft Officer              | —                                 | —                                                                                                    | No                          |
| Logistics Officer             | —                                 | —                                                                                                    | No                          |
| Public Information Officer    | —                                 | —                                                                                                    | No                          |
| Intelligence Officer          | —                                 | —                                                                                                    | No                          |

| CAPABILITY                                           | OPERATOR ROLE NAME | NEEDS FIRST                                                                                                                                                                | IN THE FIT FOR ROLE REPORTS |
|------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Planning Officer                                     | —                  | —                                                                                                                                                                          | No                          |
| Planning Support Officer                             | —                  | —                                                                                                                                                                          | No                          |
| Operations Officer                                   | —                  | —                                                                                                                                                                          | No                          |
| Sector Commander                                     | —                  | —                                                                                                                                                                          | No                          |
| Situation Officer                                    | —                  | —                                                                                                                                                                          | No                          |
| Media Officer                                        | —                  | —                                                                                                                                                                          | No                          |
| Information and Warnings Officer                     | —                  | —                                                                                                                                                                          | No                          |
| Flood Rescue Support Officer                         | —                  | —                                                                                                                                                                          | No                          |
| Flood Rescue Coordinator                             | —                  | —                                                                                                                                                                          | No                          |
| Aviation Support Officer                             | —                  | —                                                                                                                                                                          | No                          |
| Aviation Radio Operator                              | —                  | —                                                                                                                                                                          | No                          |
| Community Engagement Officer                         | —                  | —                                                                                                                                                                          | No                          |
| Field Team Leader                                    | —                  | <ul style="list-style-type: none"> <li>• Job Ready</li> <li>• Field Operator Foundations</li> </ul>                                                                        | No                          |
| Driver Authorisation Level 1                         | —                  | —                                                                                                                                                                          | No                          |
| Driver Authorisation Level 2                         | —                  | —                                                                                                                                                                          | No                          |
| Driver Authorisation Level 3                         | —                  | —                                                                                                                                                                          | No                          |
| High Clearance Vehicles Logistics Driver             | —                  | <ul style="list-style-type: none"> <li>• Job Ready</li> </ul>                                                                                                              | No                          |
| High Clearance Vehicles Operational Driver (General) | —                  | <ul style="list-style-type: none"> <li>• High Clearance Vehicles Logistics Driver</li> <li>• Field Operator Foundations</li> <li>• Driver Authorisation Level 3</li> </ul> | No                          |

| CAPABILITY                                            | OPERATOR ROLE NAME | NEEDS FIRST                                                                                                                       | IN THE FIT FOR ROLE REPORTS |
|-------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| High Clearance Vehicles<br>Operational Driver (Flood) | —                  | <ul style="list-style-type: none"><li>• High Clearance Vehicles Operational Driver (General)</li><li>• Flood Land-Based</li></ul> | No                          |

## Holding a capability does not mean you have currency

Capability and currency are two different things.

You gain a capability from the Units of Competency in your training record, which courses award. Currency is whether the assessments a capability needs are still in date. Those assessments are Fit for Role, First Aid, and Code of Conduct.

A member can hold a capability and not be current in it.

## Appendix D

# Rank requirements

NSW SES ranks cover volunteers and staff. Each rank comes with its own roles and responsibilities.

The [NSW SES Rank and Insignia Procedure](#) defines each rank, and who is eligible for it.

Each rank adds to the requirements of the rank below it, so they add up as a member moves up.

| RANK                    | INSIGNIA        | TIME IN<br>NSW SES | WHAT ELSE IT ASKS FOR                                                                                                                                                                                    |
|-------------------------|-----------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Ready               | Blank epaulette | —                  | <ul style="list-style-type: none"> <li>NSW SES Induction</li> <li>Flood Rescue Awareness</li> <li>Job Ready Pathway</li> <li>Operate Communications Equipment Course</li> </ul>                          |
| Operator                | One stripe      | 12 months          | <ul style="list-style-type: none"> <li>Everything Job Ready needs</li> <li>Any one operational capability, from the capability table above</li> </ul>                                                    |
| Senior Operator         | Two stripes     | 24 months          | <ul style="list-style-type: none"> <li>Everything Operator needs</li> <li>Leadership Fundamentals Course</li> <li>Diversity &amp; Inclusion (eLearning)</li> </ul>                                       |
| Leading Senior Operator | Three stripes   | 36 months          | <ul style="list-style-type: none"> <li>Everything Senior Operator needs</li> <li>Field Team Leader Course</li> </ul>                                                                                     |
| Group Officer           | One star        | —                  | <ul style="list-style-type: none"> <li>Everything Leading Senior Operator needs</li> <li>Not formally defined by NSW SES policy — assumed equivalent to Leading Senior Operator requirements.</li> </ul> |

## Slipstream reports what rank a member is *potentially* eligible for

Slipstream's [Rank Eligibility report](#) shows whether a member is **potentially eligible** for a rank. The report does not say whether the member holds that rank.

Slipstream works rank eligibility out from training records only. It checks whether the member has completed the courses a rank needs.

Slipstream counts **time in NSW SES** from the member's first Unit of Competency in the snapshot. It is an estimate — SAP is the authority on when a member started serving in NSW SES.

# Glossary

This glossary explains the words Slipstream and this guide use.

- **aXcelerate** — the NSW SES training records system. Slipstream works with data exported from a report in aXcelerate.
- **Capability** — a set of skills an NSW SES member is trained to use on a job. Examples of capabilities are Storm Heights Operator and Boat Operator. Slipstream works out a member's capabilities from the Units of Competency their training has awarded them. See Appendix C.
- **Code of Conduct** — the NSW SES Code of Conduct eLearning course. The course sets out what NSW SES expects of its members. It is based on the [NSW SES Code of Conduct and Ethics policy](#). Members must complete the [Code of Conduct eLearning course](#) every two years.
- **Currency** — whether a requirement is met and has not expired. A member is current in an assessment when they have sat it and the date it runs out has not passed.
- **Fit for Role** — the NSW SES scheme of physical assessments. It checks that a member can safely do the physical tasks a capability needs.
- **Fit for Role assessment** — one of the eight assessments in the Fit for Role scheme: Swim, Lift and Shift, Carry, Hike, Drag, Haul, Hold, and Ladder Climb and Lift. Most assessments have levels, and a higher level counts in place of a lower one. Quick Reference Guides for each Fit for Role assessment are available on the [Fit for Role resource library](#) on mySES.
- **Fit for Task** — the older NSW SES swim testing scheme, which Fit for Role replaced. Fit for Task swim tests are still valid and current until July 2027. Slipstream notes when a member's swim currency comes from a Fit for Task swim test.
- **Job Ready** — an NSW SES rank and operational capability. New members must complete a set of courses to achieve the Job Ready rank.
- **"No capability"** — a member who holds no operational capability at all. You see this in the Fit for Role reports. Slipstream defines this term, not Fit for Role or NSW SES policy.
- **"Not current"** — a member who holds a capability, but whose Fit for Role assessments for it are missing or expired. A member who is not current cannot use that capability in the field until they sit the required assessments. Slipstream defines this term, not Fit for Role or NSW SES policy.
- **Operator role name** — the full NSW SES name of a capability, such as "Flood Rescue Land-Based Operator". It has a short form and a long form: Flood Land-Based (short) / Flood Rescue Land-Based Operator (long). Slipstream reports use the short label where a column is too narrow for the full name.

- **Performance Level** — a number that says how demanding a Fit for Role assessment is: baseline, more advanced, most advanced. All Fit for Role assessments have Level 1. Some Fit for Role assessments go up to Level 3.
- **Preferred name** — the name a member goes by. It can differ from the legal name on their government documents. Slipstream shows a member's preferred name where they have one.
- **SAP** — the NSW SES personnel system. SAP copies members' names, contact details and membership status to aXcelerate every day.
- **Sign-in code** — the code you type in to sign in to Slipstream. Slipstream texts the code to your mobile when it has a mobile number it can text, and emails it otherwise. The email also includes a link that signs you in.
- **Snapshot** — an upload of a unit's aXcelerate report CSV export. Slipstream's reports always read a unit's most recent snapshot.
- **Unassigned** — a member Slipstream could not match to any unit. The Volunteer Location on their record is missing, or is not a name Slipstream recognises. Only a person with access to every unit can see them. Slipstream defines this term, not Fit for Role or NSW SES policy.
- **Unit of Competency** — a national standard for what a person must be able to do at work, set by a VET accredited course or Training Package. A Unit of Competency has a name (like *Provide First Aid*) and a code (like HLTAID011). Slipstream works out capabilities and currency from the Units of Competency a member has been awarded.
- **Unit switcher** — the control at the top of the reports that chooses which unit's data is on screen. It lists only the units you have access to.