

# APA

Australia's energy  
infrastructure partner

# Birch Contractor Manual

November 2024



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## 1. Birch overview

Contractors can complete APA general inductions, site specific inductions and awareness modules on the contractor portal, Birch.

All contractors should have a Skillpass profile. All APA contractor compliance requirements are reported on through Skillpass

Once Inductions are completed via Birch, contractors will need to download and save the certificates, and then manually upload to their SkillPass profiles, against relevant APA job roles.

- Birch Contractor Portal does not allow duplicate email address. All users will need to register with individual emails.
- Companies cannot register individuals on a generic company account. All accounts are individual user accounts.
- If you have an old account and you can't remember login details, please DO NOT create another account. Use the 'Forgot Password' link, and if that fails, contact the Training Team – [training@apa.com.au](mailto:training@apa.com.au)

The APA Contractor Portal, Birch, is accessed from the APA Website:

<https://www.apa.com.au/suppliers-and-contractors/working-with-apa>

Scroll down to Induction and Training.

## 2. Courses available on Birch

Alcohol and Other Drugs	Infrastructure Protection - Planning for Safe Excavation
APA Asset Induction – Basslink	Introduction to Networks
APA Code of Conduct	Manual Task Techniques
APA Environmental Induction	Musculoskeletal Disorders
APA Flex Plus - Warm Up Exercises	Networks Excavation
APA Flex Plus - Why Warm Up	Permit to Work - PIO Class B Recertification
APA HSE Induction	Permit to Work - PIO Class C Recertification
APA Power Asset Induction - Darling Downs Solar Farm	Permit to Work - PIO Class E Recertification
APA Power Asset Induction - Gruyere	Permit to Work - Work Party Member - Power
APA Power Induction	Preventing 4WD Rollovers
Dandenong LNG Site Induction	Prevention of Falls Awareness
ExOnline Field Use: 1/3 Managing Hazardous Area Inspection Workpacks	Privacy Compliance
ExOnline Field Use: 2/3 Performing Hazardous Area Inspections	Process Safety: Fatal Risk Protocol
ExOnline Field Use: 3/3 Managing Hazardous Area Defects and Actions	Psychosocial Risk Management at APA
ExOnline Introduction – Hazardous Area Data Management System	Respect@Work
Fatal Risk Protocol - Confined Spaces Assessment	Risk Fundamentals
Fatal Risk Protocol - Driving Assessment	Shovel and Crowbar Use
Fatal Risk Protocol - Electrical Safety Assessment	Slips, Trips and Falls eLearning - Module 6
Fatal Risk Protocol - Energy Isolation Assessment	Spill Kit Induction
Fatal Risk Protocol - Excavation and Trenching Assessment	Understanding Protected Information at APA
Fatal Risk Protocol - Fatigue Assessment	Understanding the Life Support Obligations
Fatal Risk Protocol - Mobile Plant Assessment	Work Party Member - Networks
Hand Injury	

### 3. How to book face to face training

Online inductions can be booked directly through the Supplier & Contractor portal, Birch.

Face to face, APA-specific training must be booked through APA, with your certificate being made available on Birch, after completion.

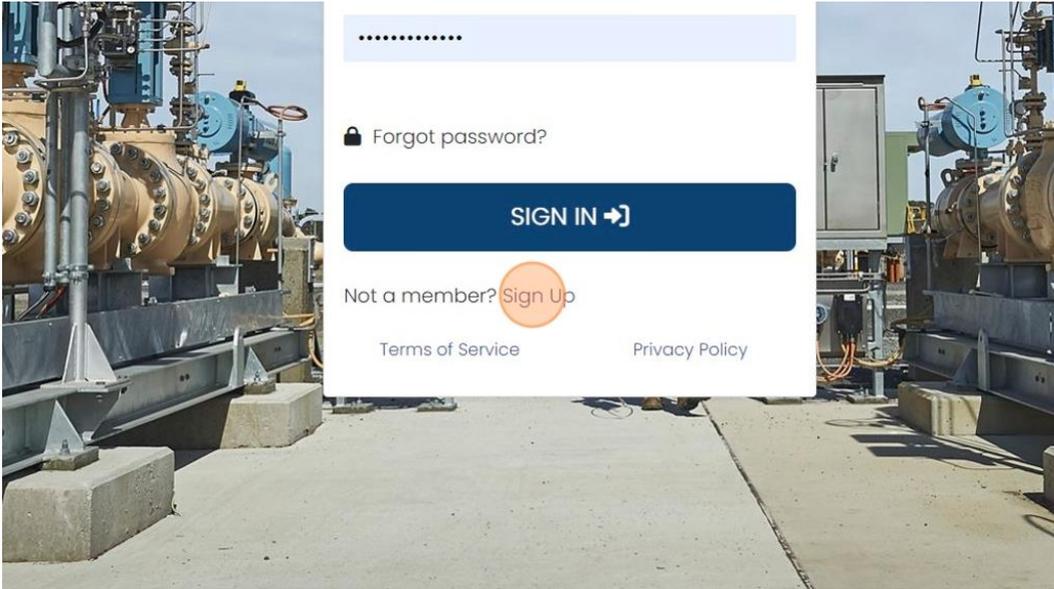
Please follow these steps to book APA-specific, face to face training:

1. Complete the Contractor Training Request Form and send to your APA contact for endorsement. You can access the request form on the contractor induction website page here: <https://www.apa.com.au/suppliers-and-contractors/working-with-apa>
2. Your APA contact will then review, and if approved, will send to the APA training team, who will enrol you into the course.
3. Once booked in to a course by APA you will receive a **booking notification** from Birch. You will likely have completed APA eLearning through this portal, but please ensure to check junk mail, and mark this as a safe sender.

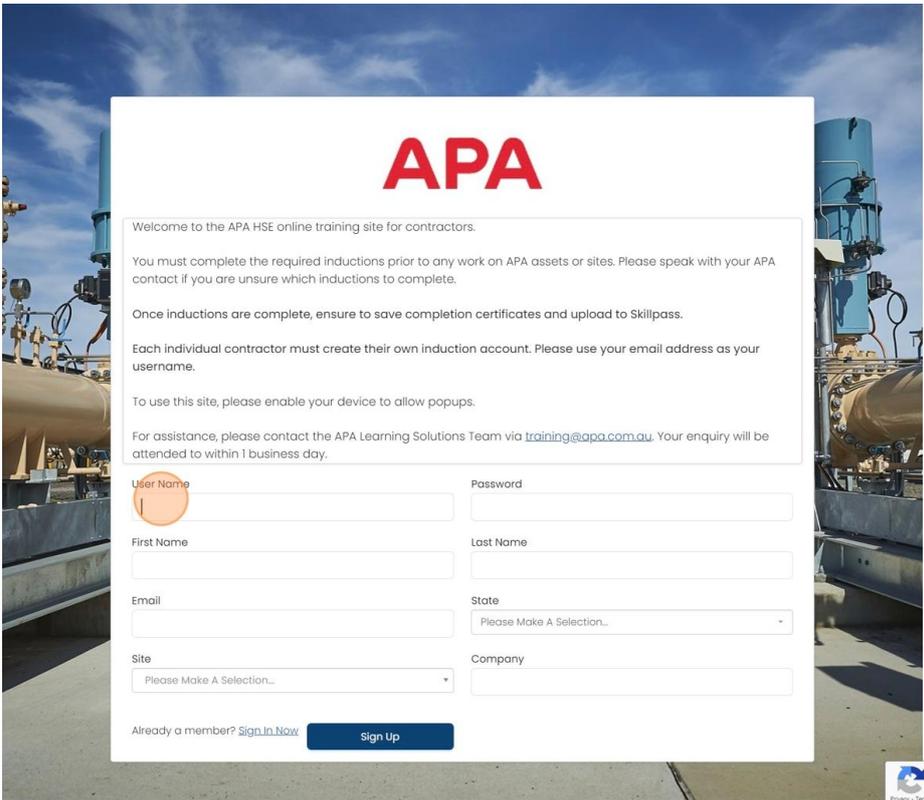
## 4. How-to guides

### 4.1. Create an account

4. Navigate to <https://apa.birchlp.com.au/>
5. To create an account click on "Sign Up"



6. Fill in the Blank fields starting with "User Name" field.



7. Click the "First Name" field and complete.

Welcome to the APA HSE online training site for contractors.

You must complete the required inductions prior to any work on APA assets or sites. Please speak with your APA contact if you are unsure which inductions to complete.

Once inductions are complete, ensure to save completion certificates and upload to Skillpass.

Each individual contractor must create their own induction account. Please use your email address as your username.

To use this site, please enable your device to allow popups.

For assistance, please contact the APA Learning Solutions Team via [training@apa.com.au](mailto:training@apa.com.au). Your enquiry will be attended to within 1 business day.

User Name:

Password:

First Name:

Last Name:

Email:

State:

Site:

Company:

Already a member? [Sign In Now](#)

Privacy - Terms

8. Fill in the Blank field for which "State" you reside in.

day.

Password:

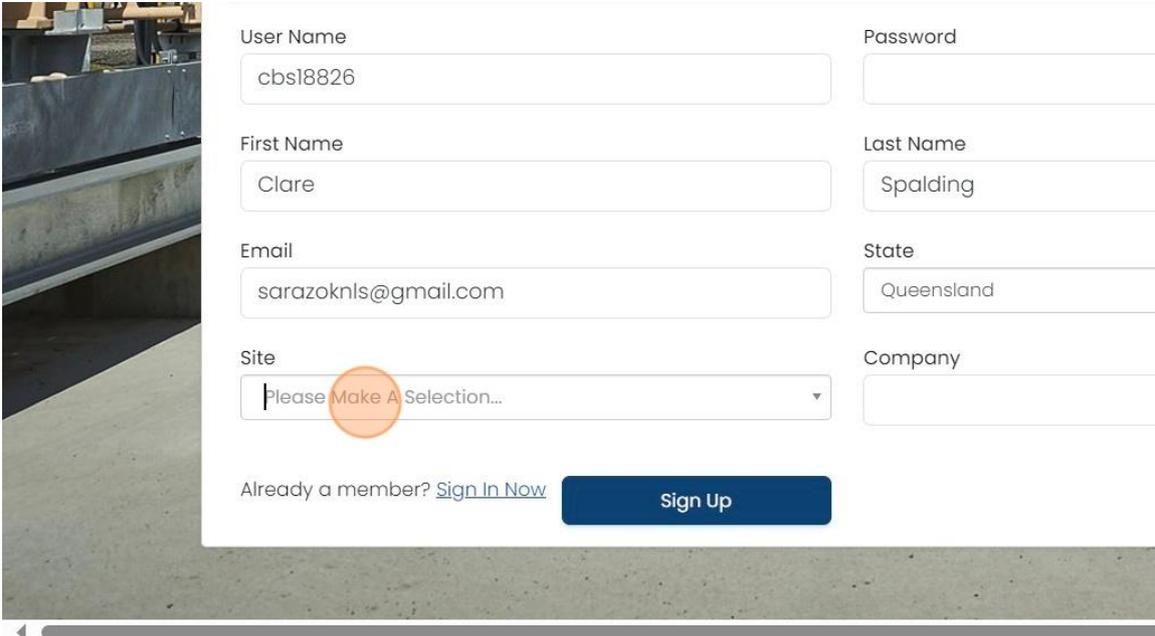
Last Name:

State:

Company:

Privacy - Terms

9. Click the "Site" field, select which APA "Site" you will be working at.

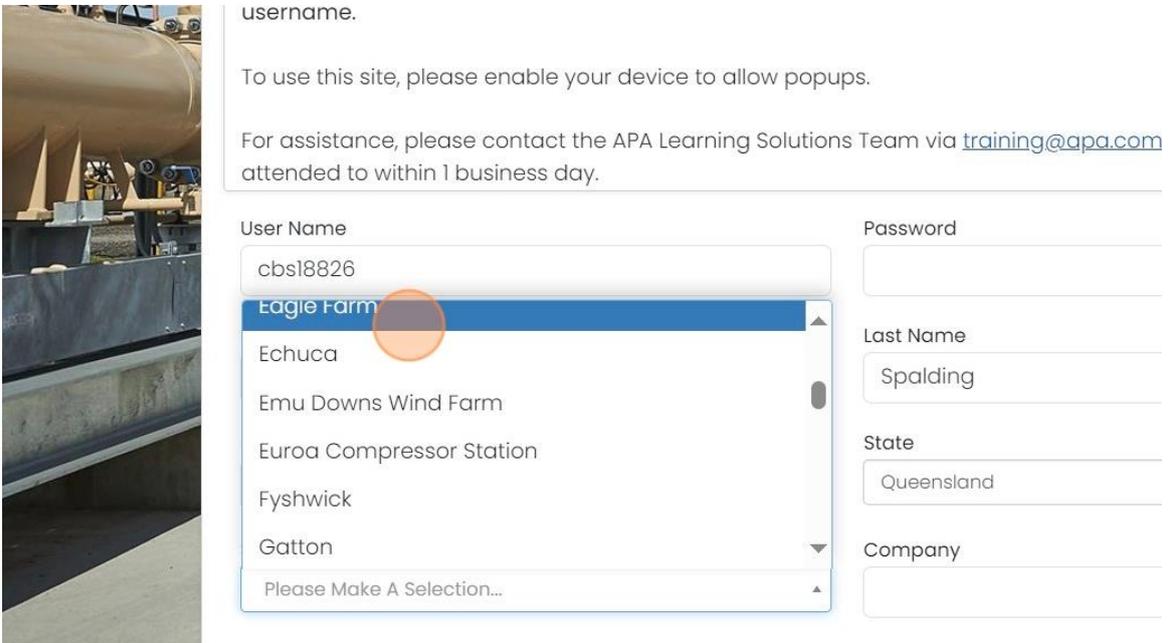


The screenshot shows a sign-up form with the following fields:

- User Name: cbs18826
- Password: (empty)
- First Name: Clare
- Last Name: Spalding
- Email: sarazokns@gmail.com
- State: Queensland
- Site: Please Make A Selection... (highlighted with an orange circle)
- Company: (empty)

At the bottom, there is a link "Already a member? [Sign In Now](#)" and a blue "Sign Up" button.

10. If you are on a specific APA Site, select the site from the pull-down list.

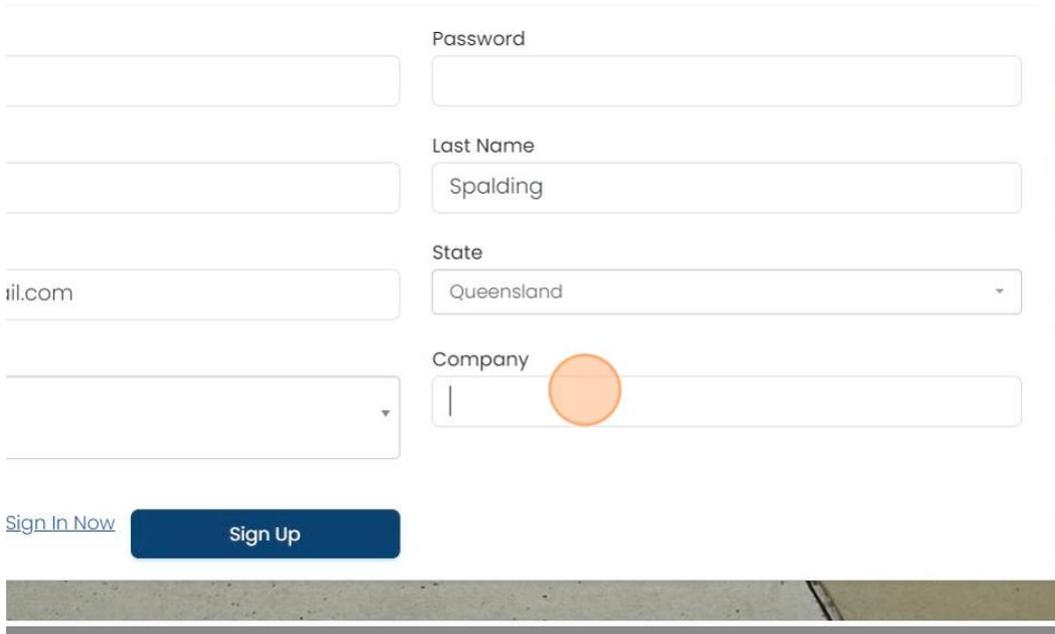


The screenshot shows the same sign-up form as in step 9, but with the 'Site' dropdown menu open. The list of sites includes:

- Eagle Farm (highlighted with an orange circle)
- Echuca
- Emu Downs Wind Farm
- Euroa Compressor Station
- Fyshwick
- Gatton
- Please Make A Selection...

Below the form, there is a message: "To use this site, please enable your device to allow popups. For assistance, please contact the APA Learning Solutions Team via [training@apa.com](mailto:training@apa.com) attended to within 1 business day."

11. Click the "Company" field. Type your Company name in the field



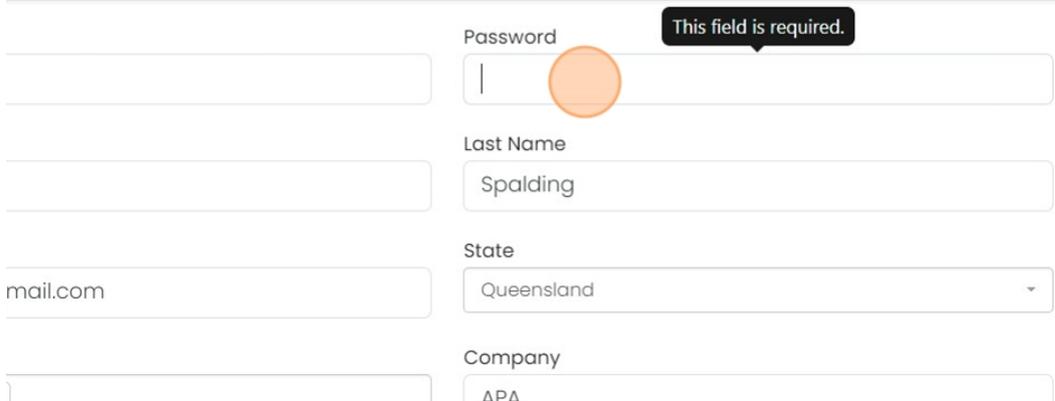
The screenshot shows a registration form with the following fields: Password, Last Name (Spalding), State (Queensland), and Company. The Company field is highlighted with an orange circle. Below the form are links for "Sign In Now" and a "Sign Up" button.

12. Click the "Password" field. Type in a password to use for this application.

contractor must create their own induction account. Please use your email address as your

please enable your device to allow popups.

please contact the APA Learning Solutions Team via [training@apa.com.au](mailto:training@apa.com.au). Your enquiry will be  
hin 1 business day.



The screenshot shows the same registration form as in step 11, but with the Password field highlighted by an orange circle. A black tooltip with the text "This field is required." is positioned above the Password field. The other fields (Last Name: Spalding, State: Queensland, Company: APA) are filled out.

### 13. Click "Sign Up" when all fields are complete and to complete the sign up.

You must complete the required inductions prior to any work on APA assets or sites. Please speak with your APA contact if you are unsure which inductions to complete.

Once inductions are complete, ensure to save completion certificates and upload to Skillpass.

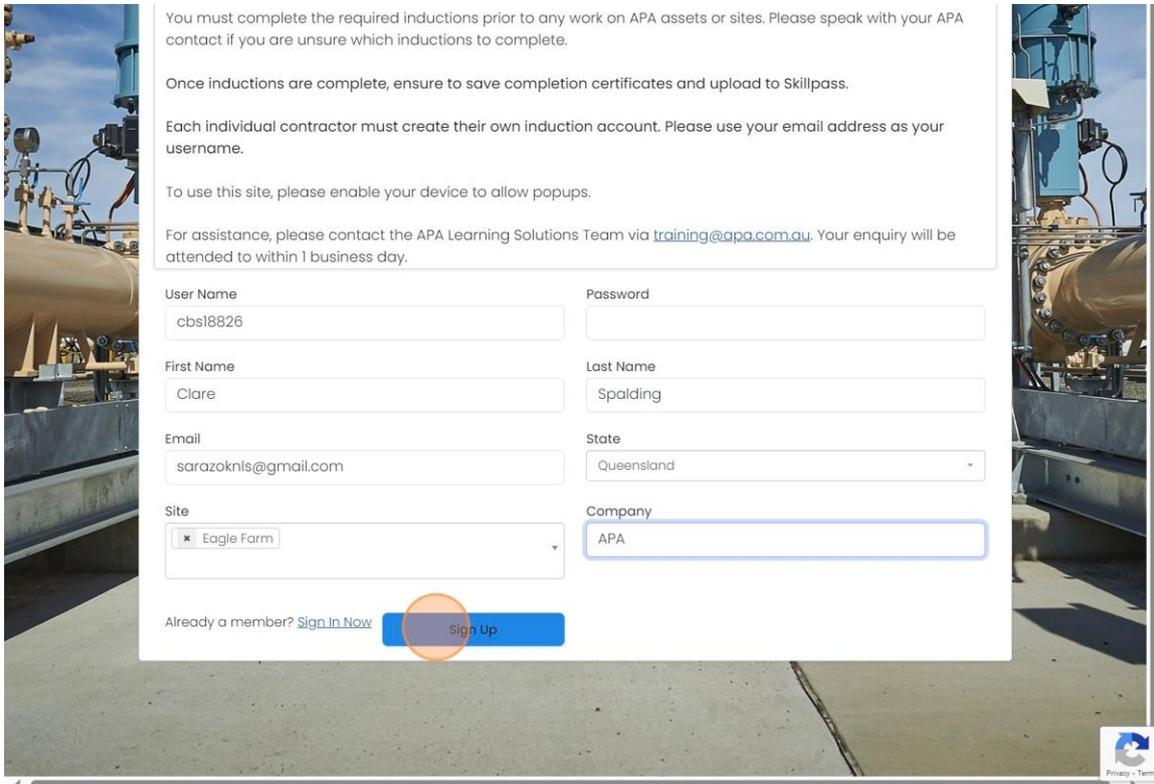
Each individual contractor must create their own induction account. Please use your email address as your username.

To use this site, please enable your device to allow popups.

For assistance, please contact the APA Learning Solutions Team via [training@apa.com.au](mailto:training@apa.com.au). Your enquiry will be attended to within 1 business day.

User Name	Password
<input type="text" value="cbs18826"/>	<input type="password"/>
First Name	Last Name
<input type="text" value="Clare"/>	<input type="text" value="Spalding"/>
Email	State
<input type="text" value="sarazoknls@gmail.com"/>	<input type="text" value="Queensland"/>
Site	Company
<input type="text" value="Eagle Farm"/>	<input type="text" value="APA"/>

Already a member? [Sign In Now](#)



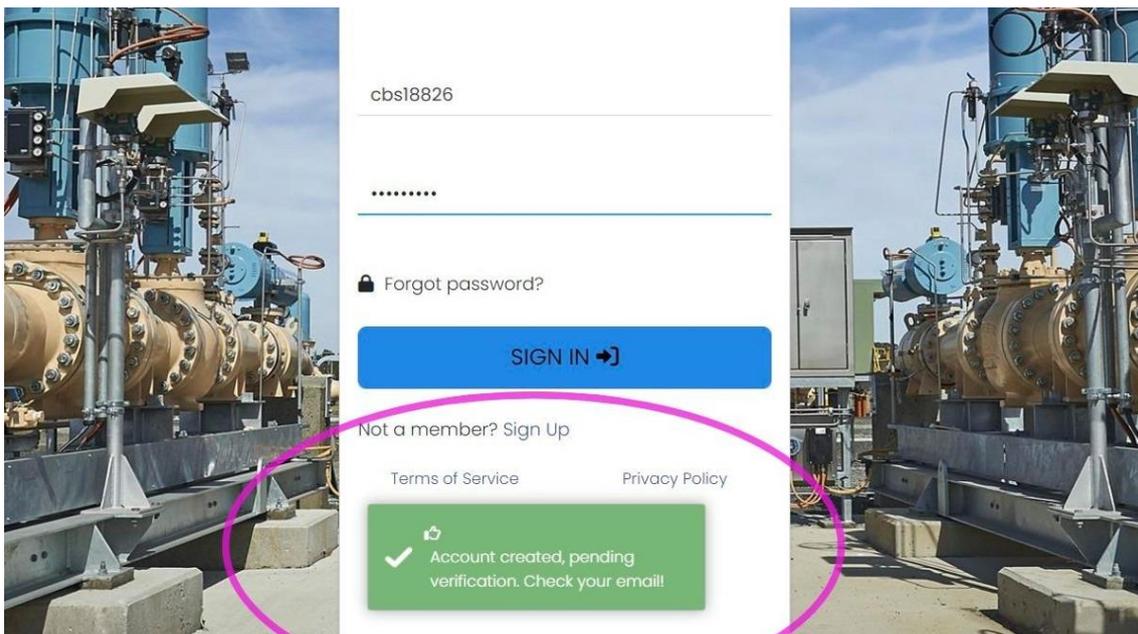
### 14. After Sign up is complete please check your email account for verification link to confirm your email. Click the link to verify and confirm directly from the email.

Forgot password?

Not a member? [Sign Up](#)

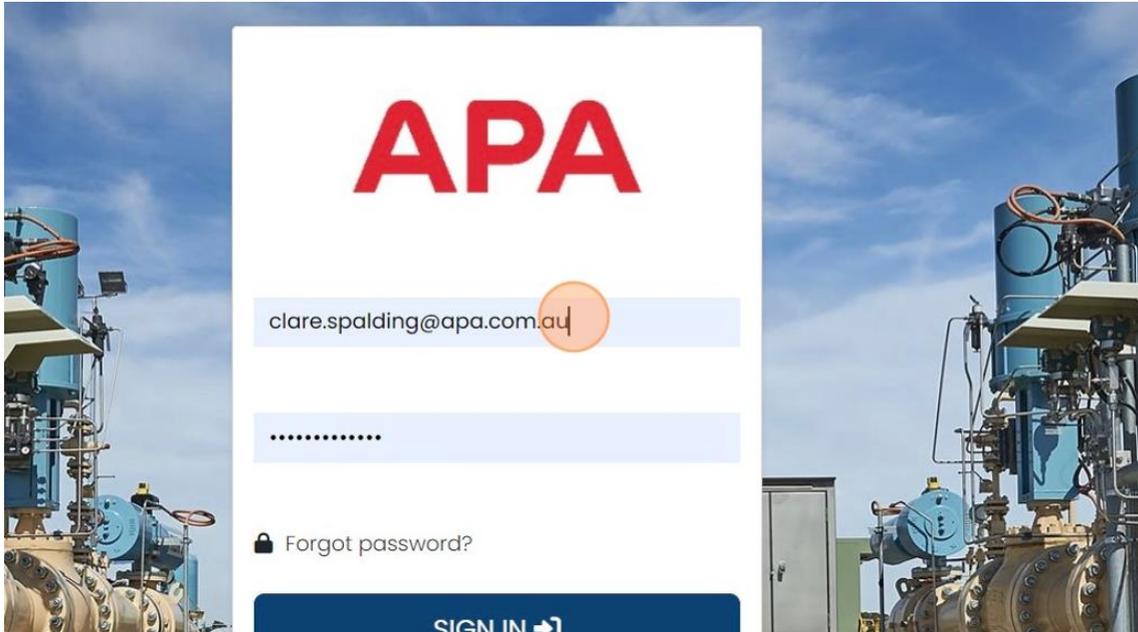
[Terms of Service](#) [Privacy Policy](#)

Account created, pending verification. Check your email!

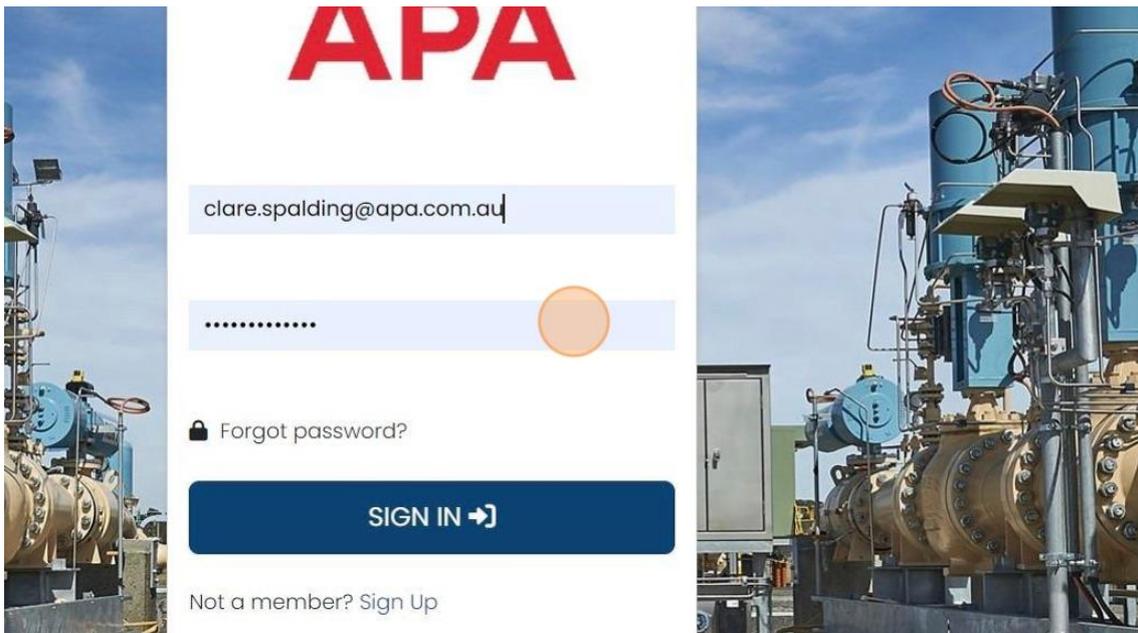


## 4.2. Log-in and navigate home screen

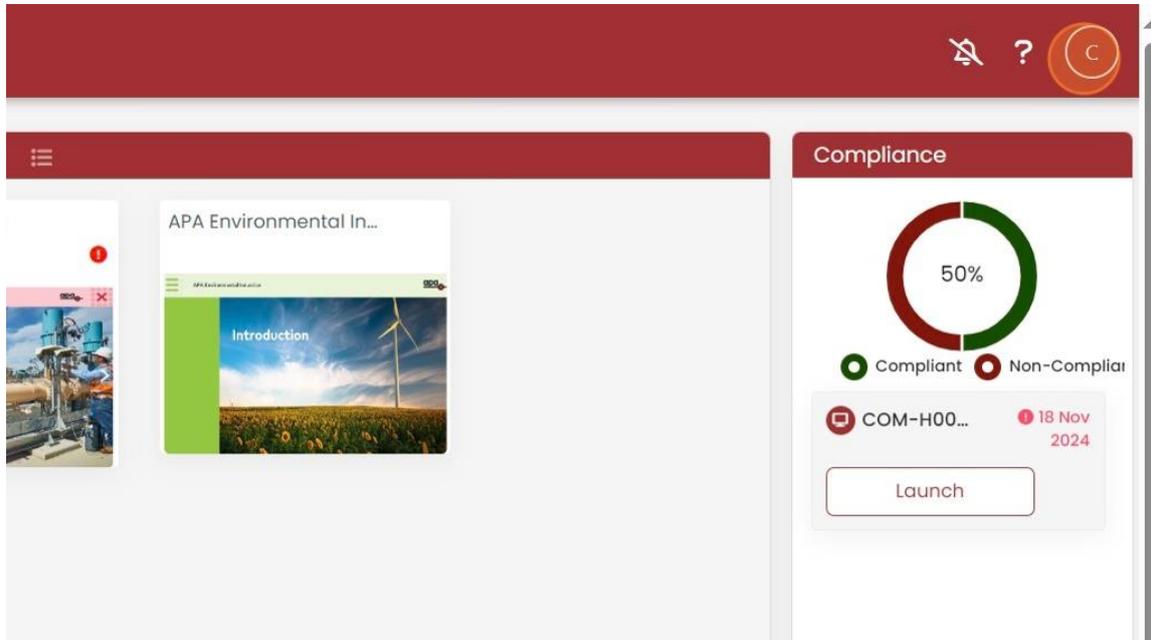
1. To sign In, put your User Name and Password in these fields



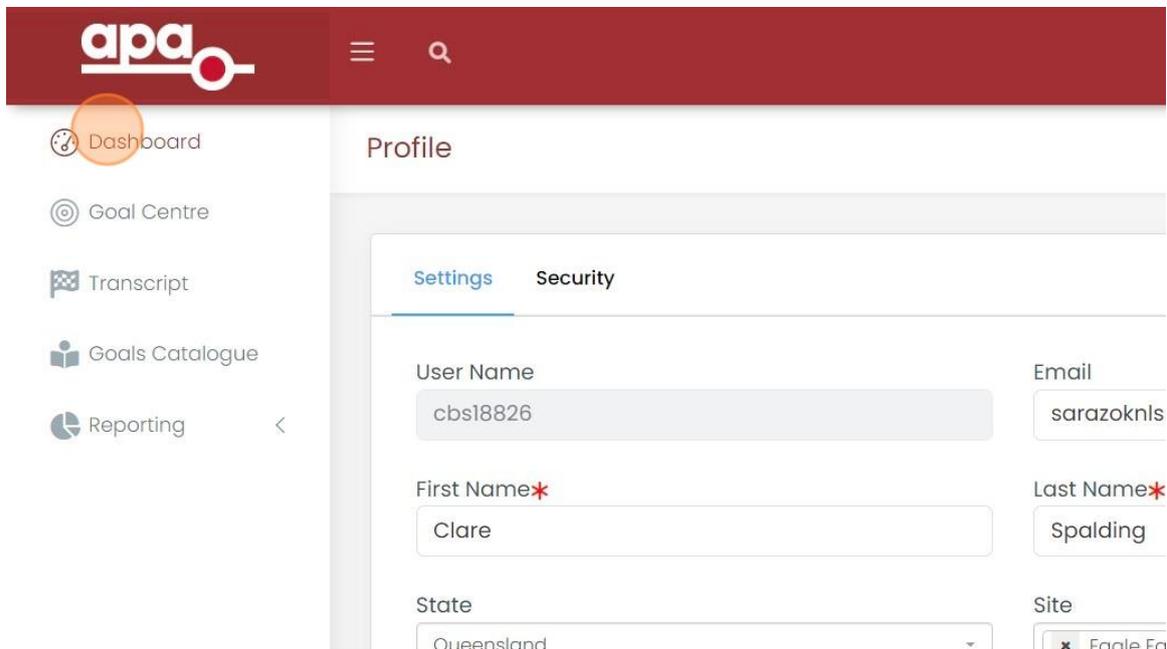
2. Click the "Password" field. Type your password. Click "Sign In" to login to your account.



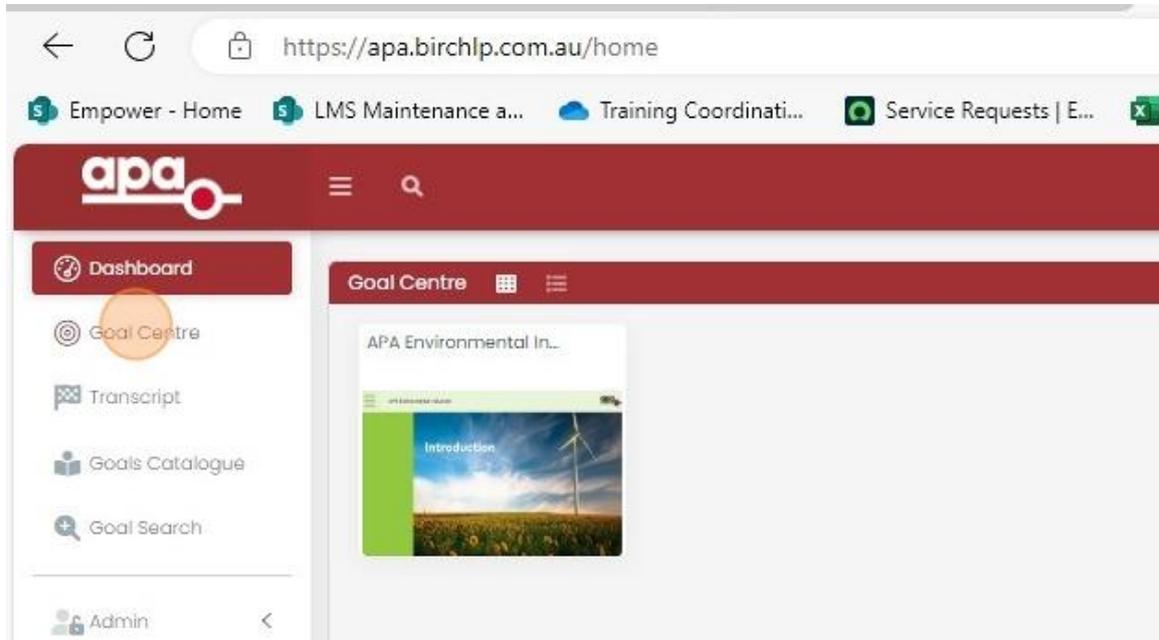
3. Click this image. Image to view your profile.



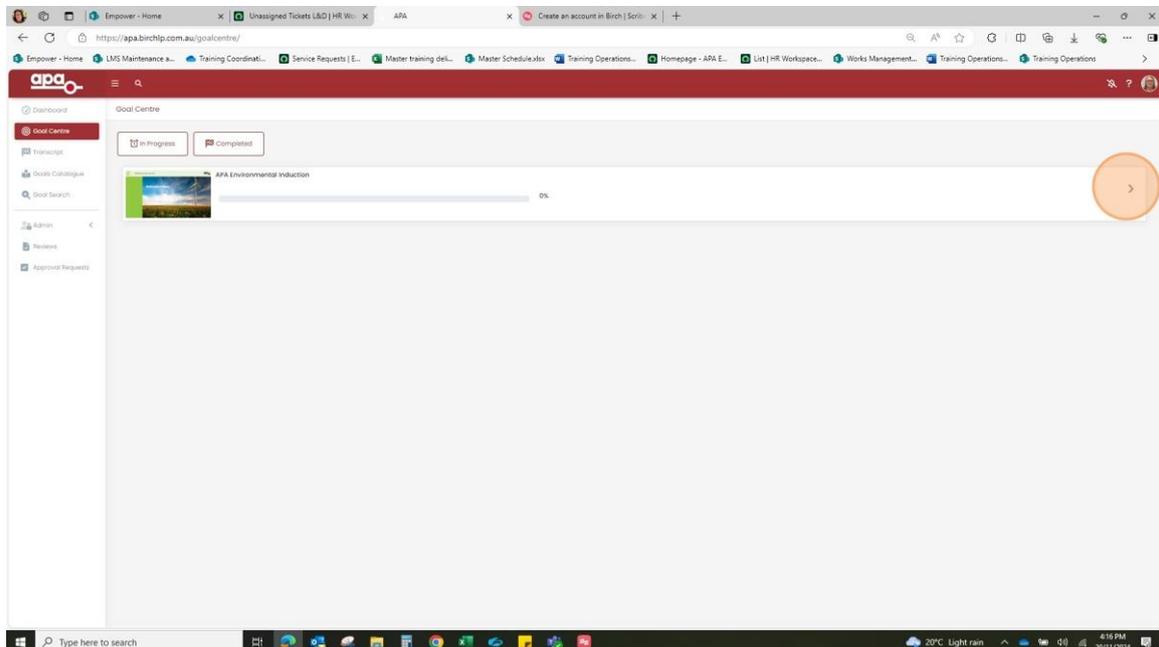
4. Click "Dashboard" to view your requirements.



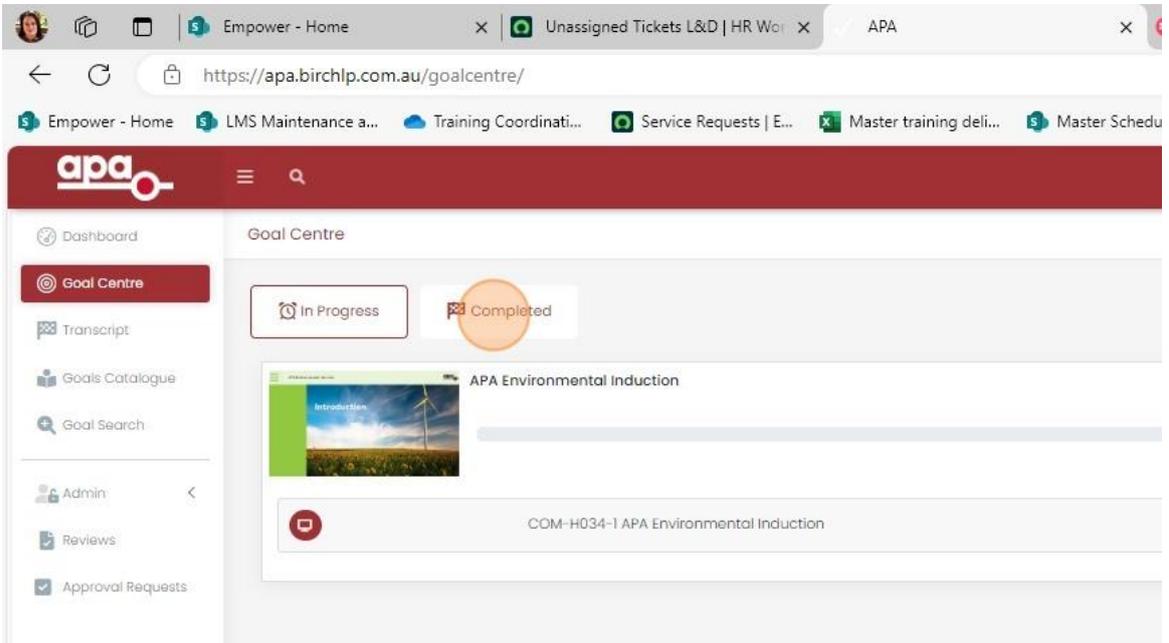
5. Click on Goal Centre to launch courses enrolled in.



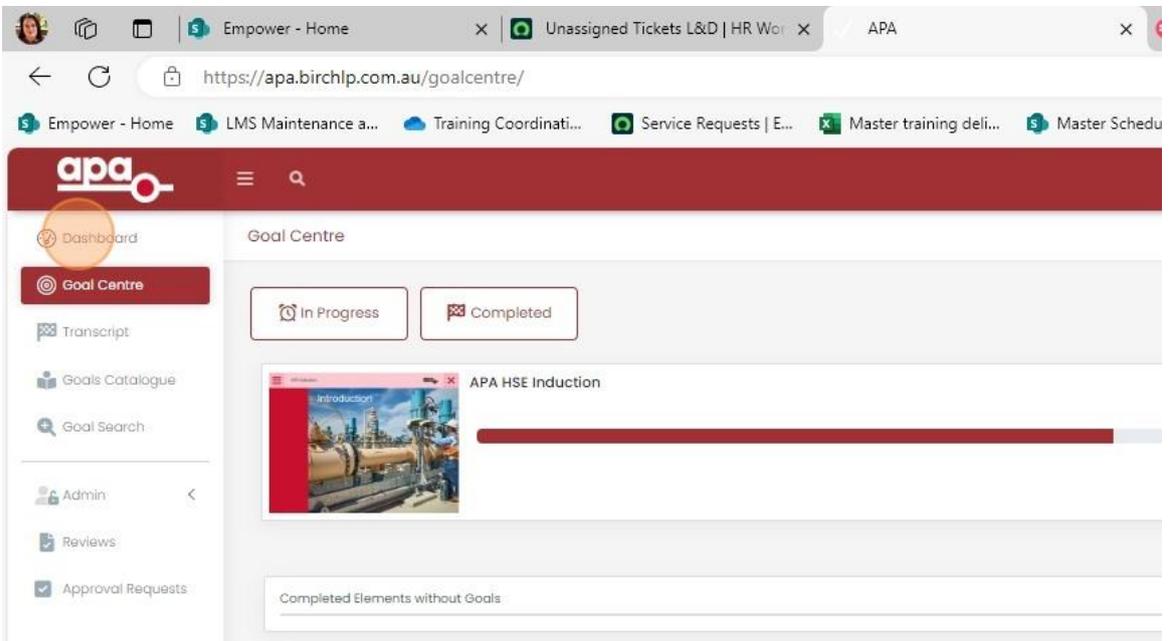
6. Click on right arrow to expand the training course.



## 7. Click "Completed" to view courses you have completed

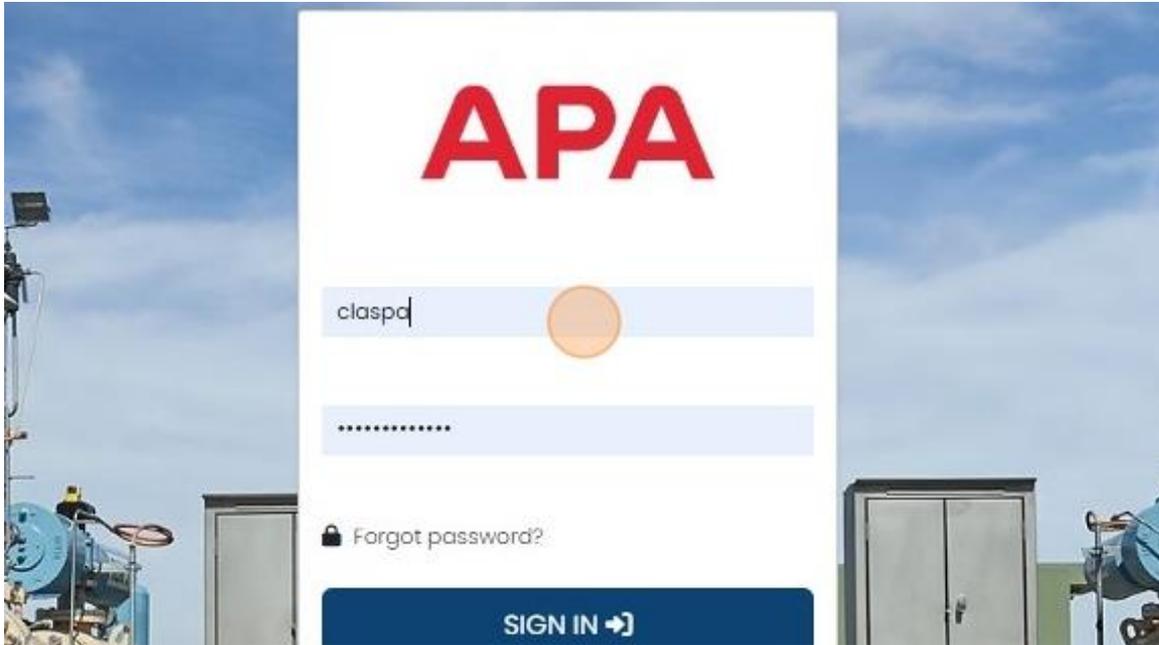


## 8. Click on Dashboard to go to home screen.

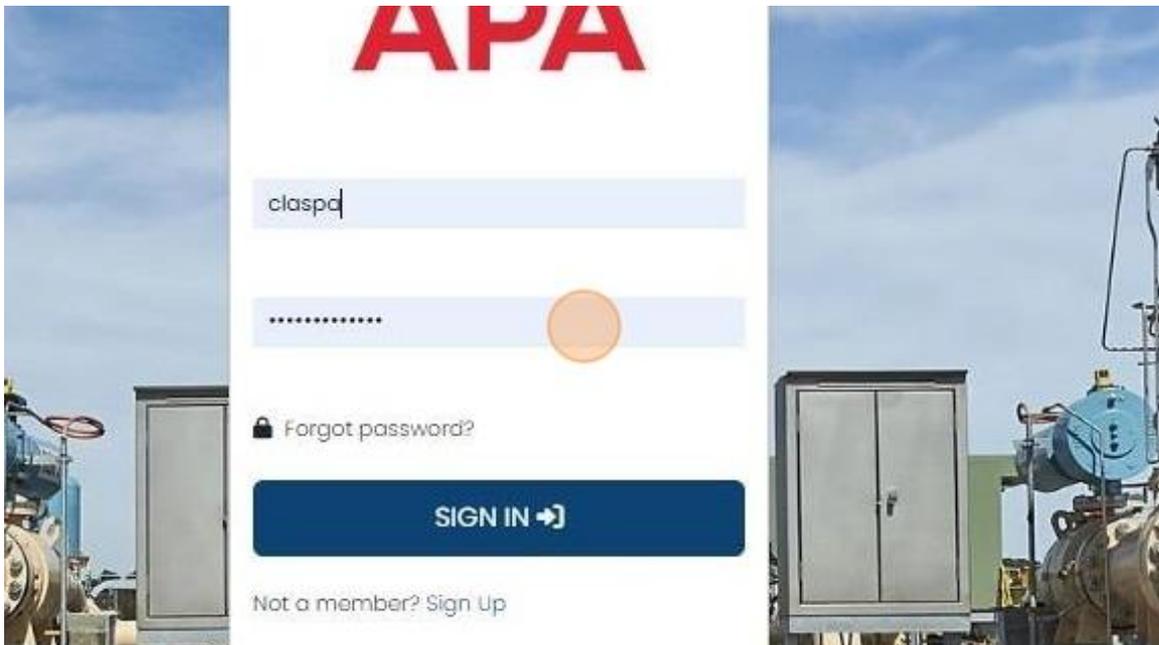


### 4.3. Register for training

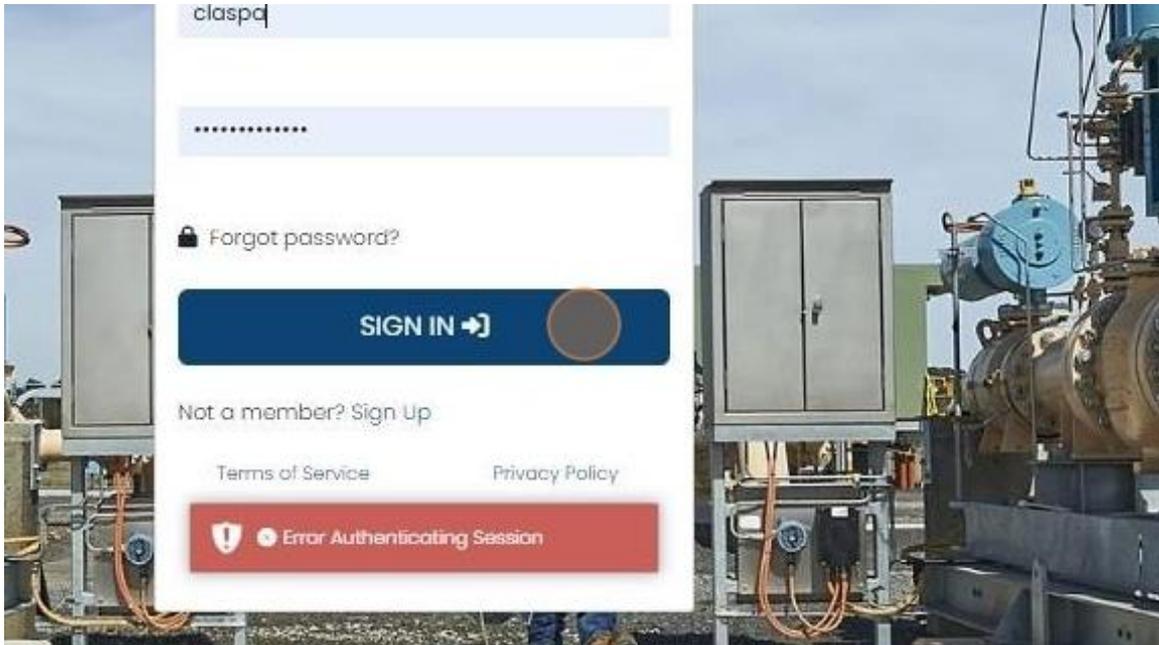
1. Sign into the Portal Click the "User Name" field. Type your user name.



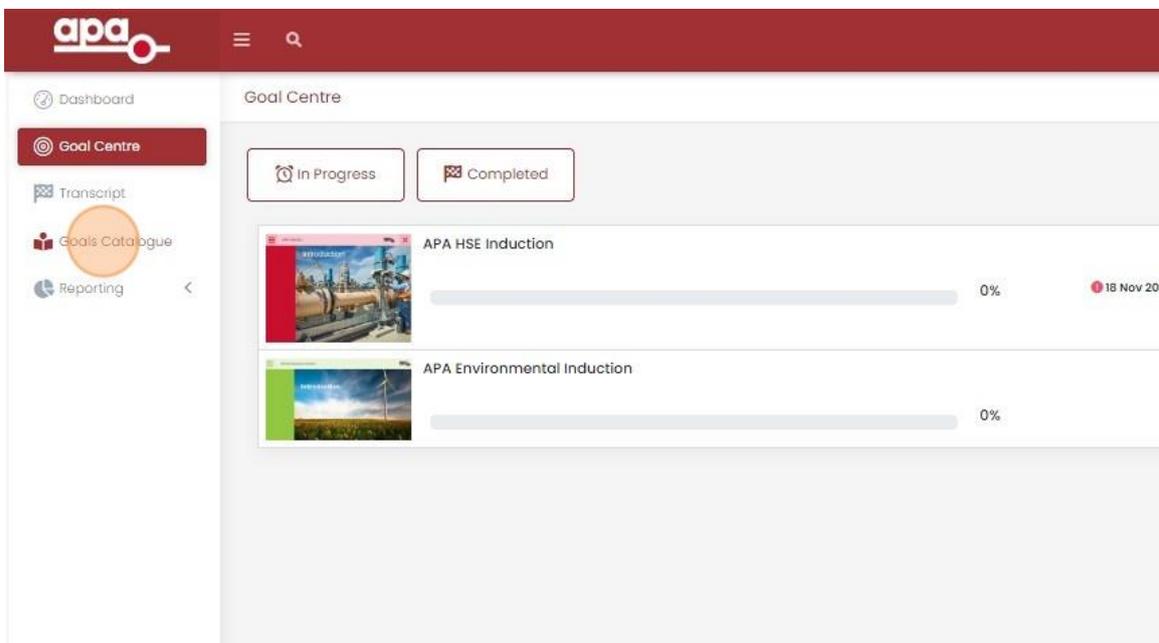
2. Click the "Password" field. Type your Password.



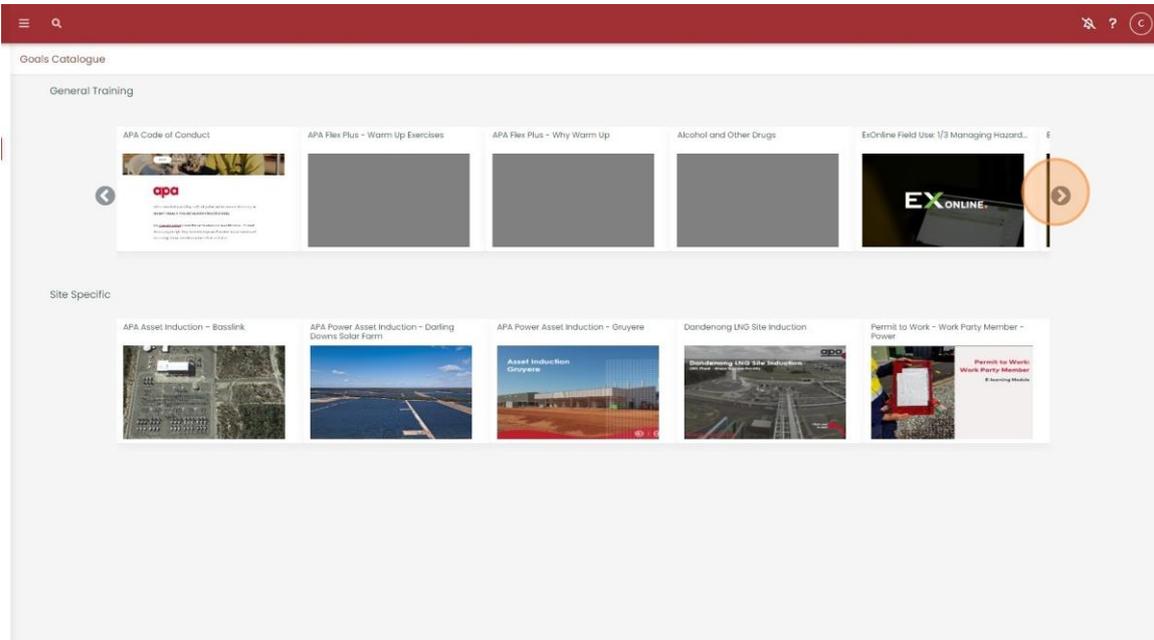
3. Click the "SIGN IN" to enter the portal.



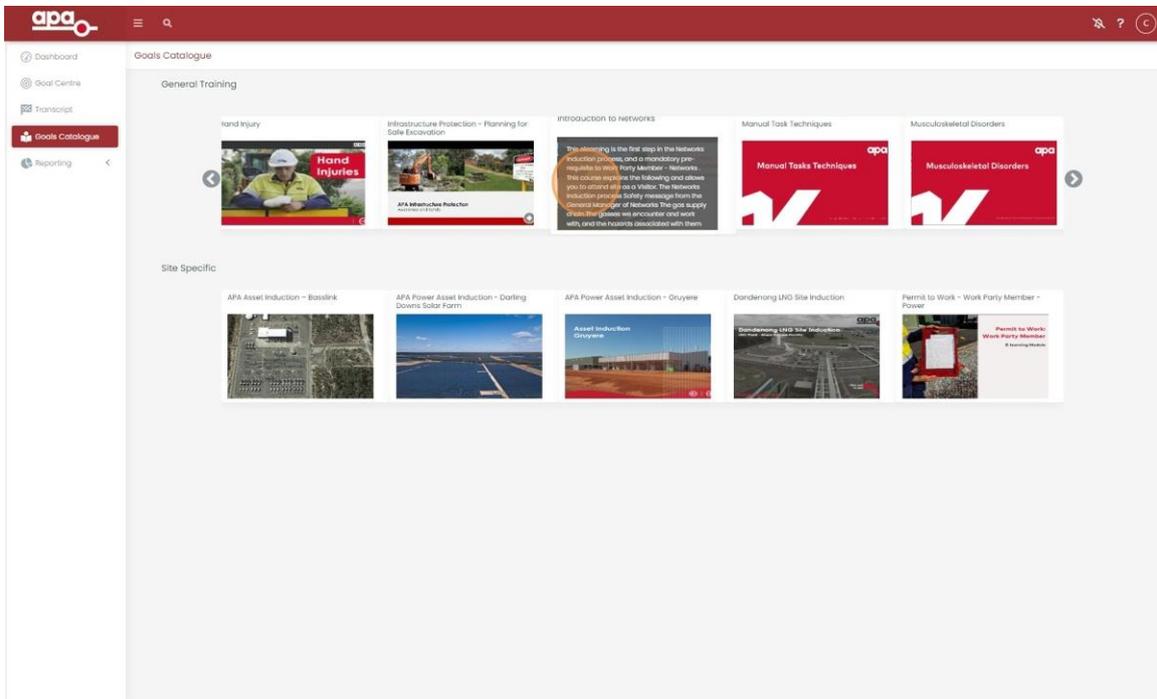
4. Click "Goals Catalogue"



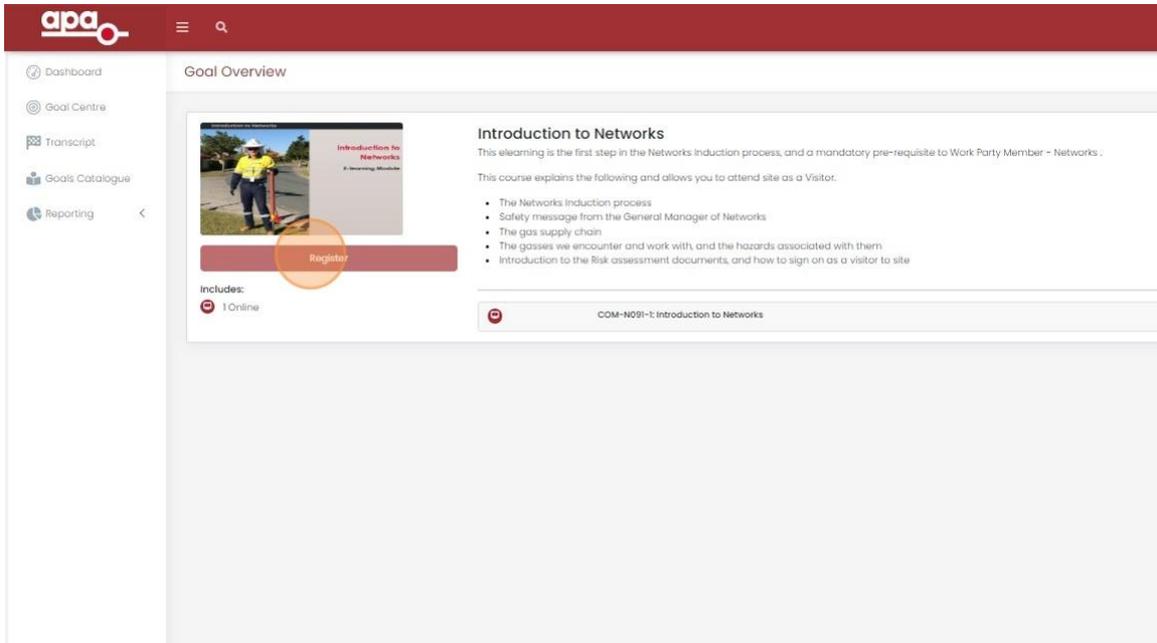
5. Use arrows to search for the course you want to register for.



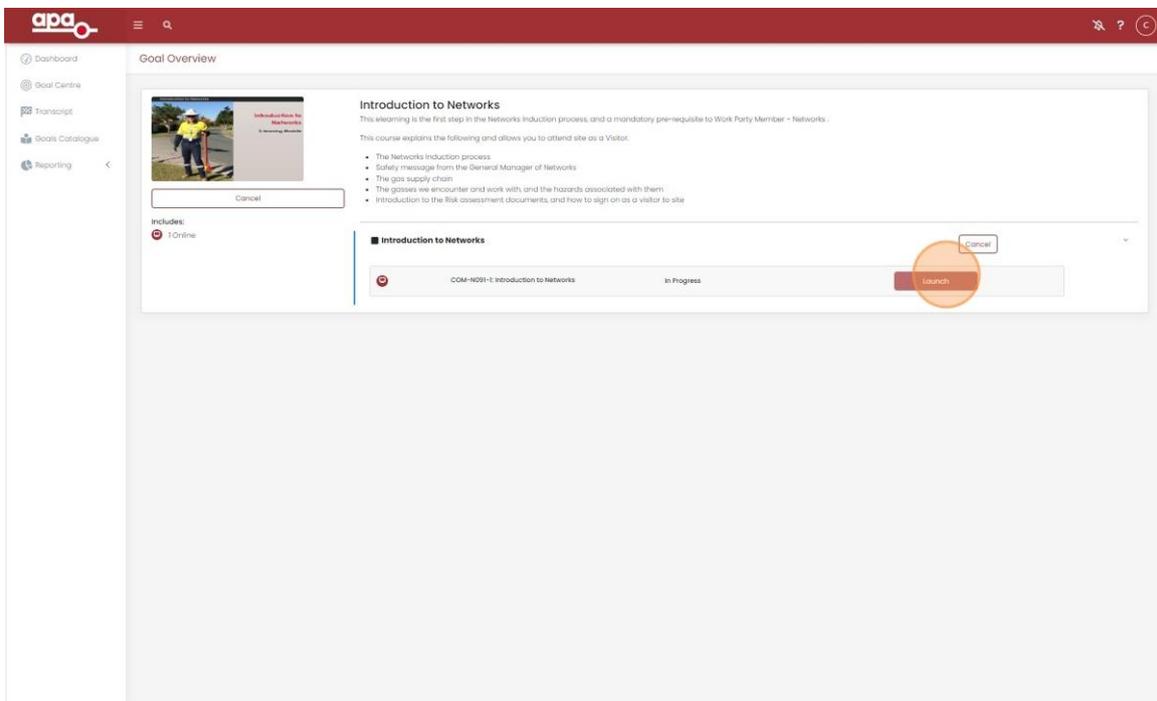
6. Click on the image for the Course to select it.



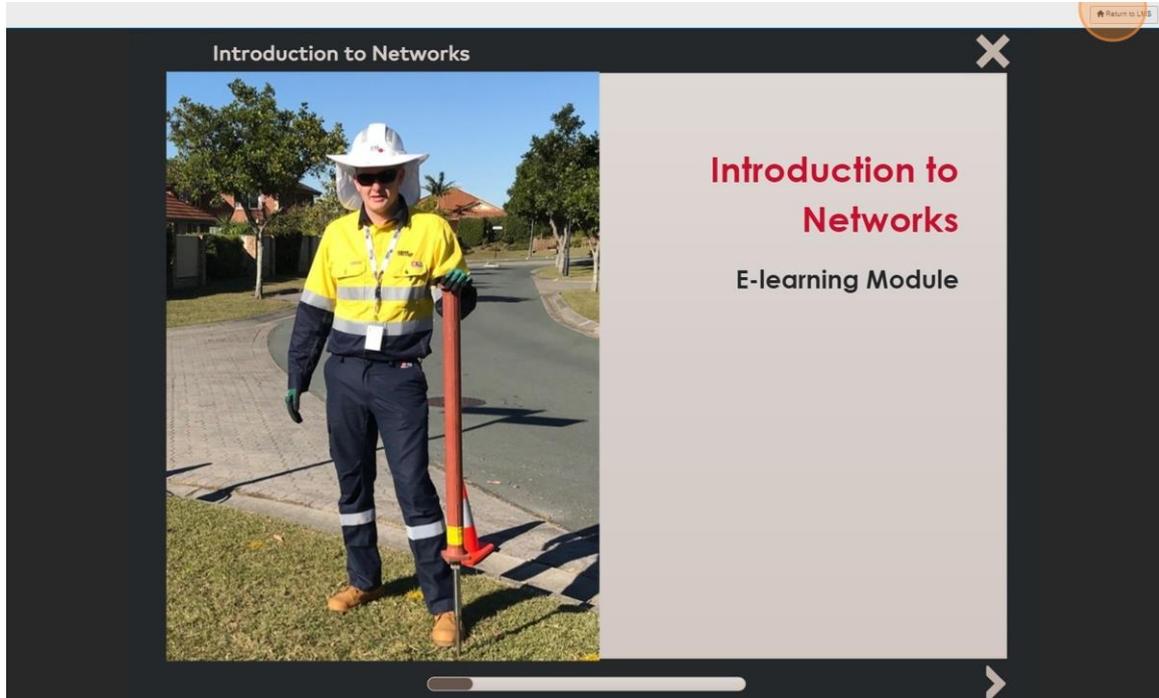
### 7. Click "Register"



### 8. Click "Launch" to start the course.

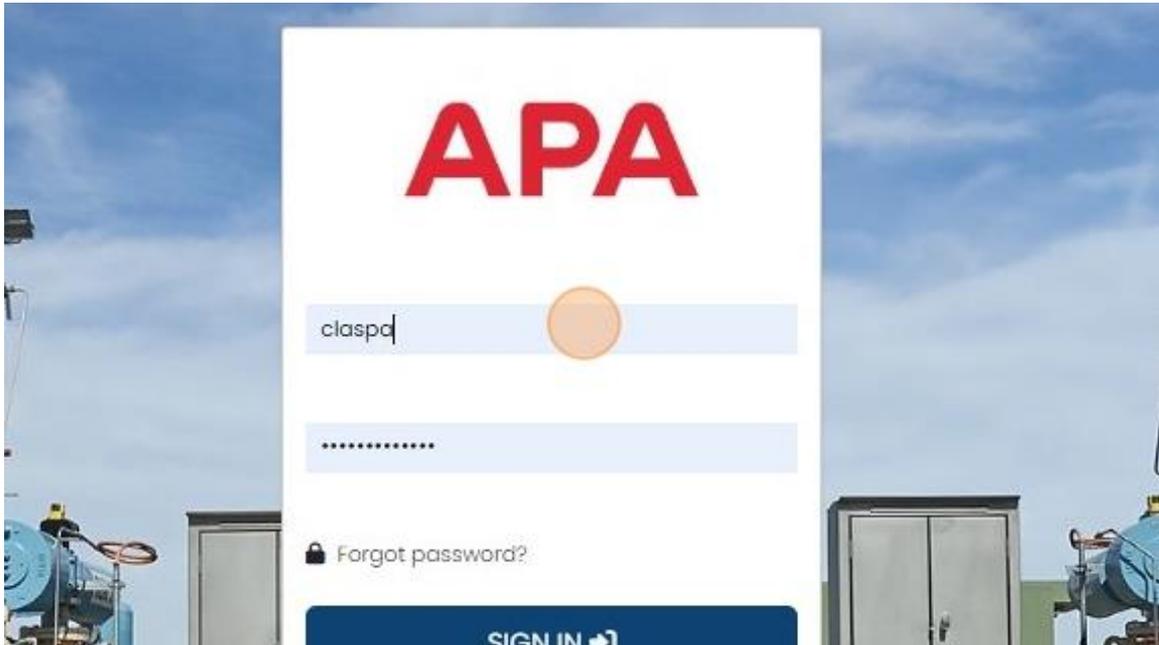


9. Click "Return to LMS" to return to your home screen at any time.

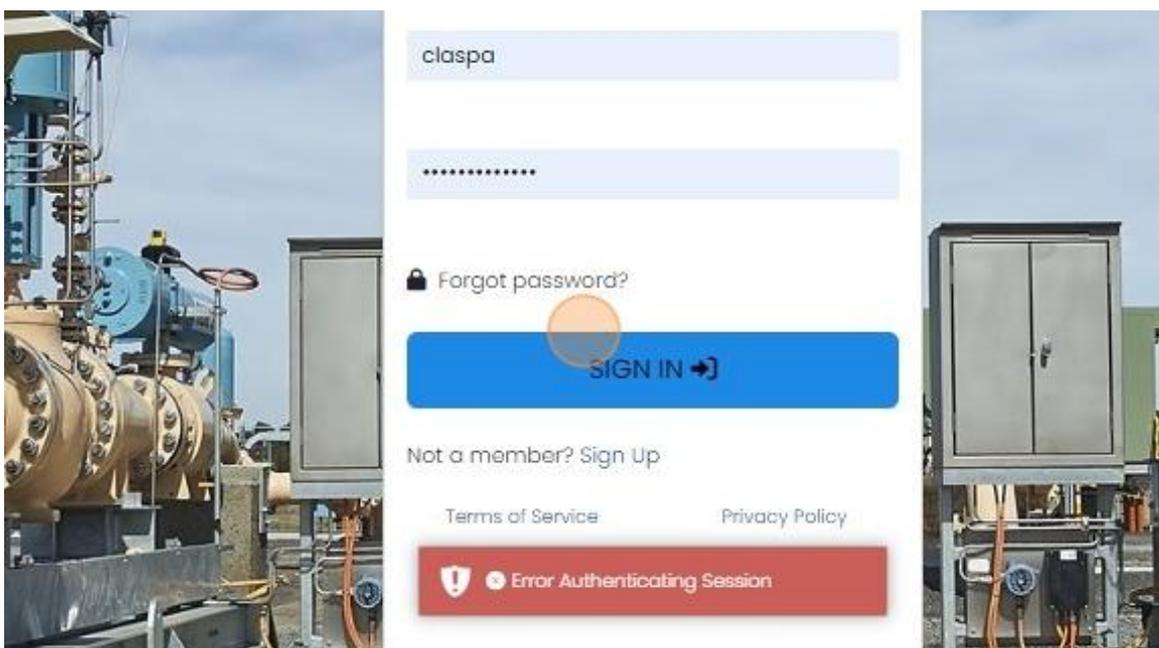


## 4.4. Download a certificate

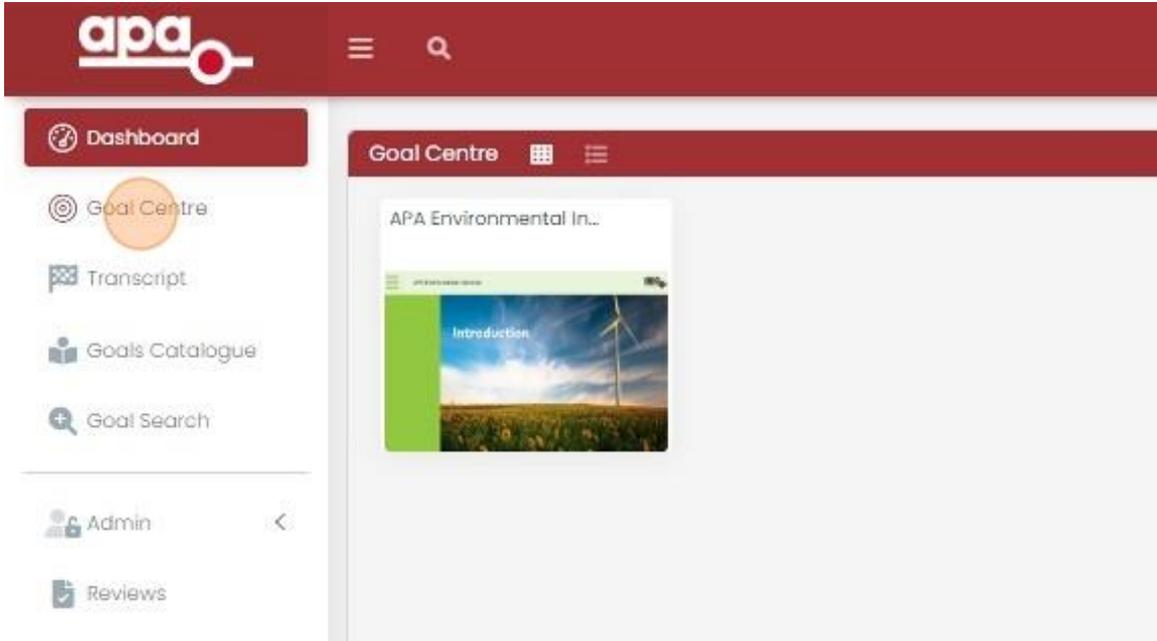
1. Navigate to <https://apa.birchlp.com.au/>
2. Login to the Portal using your User Name and Password



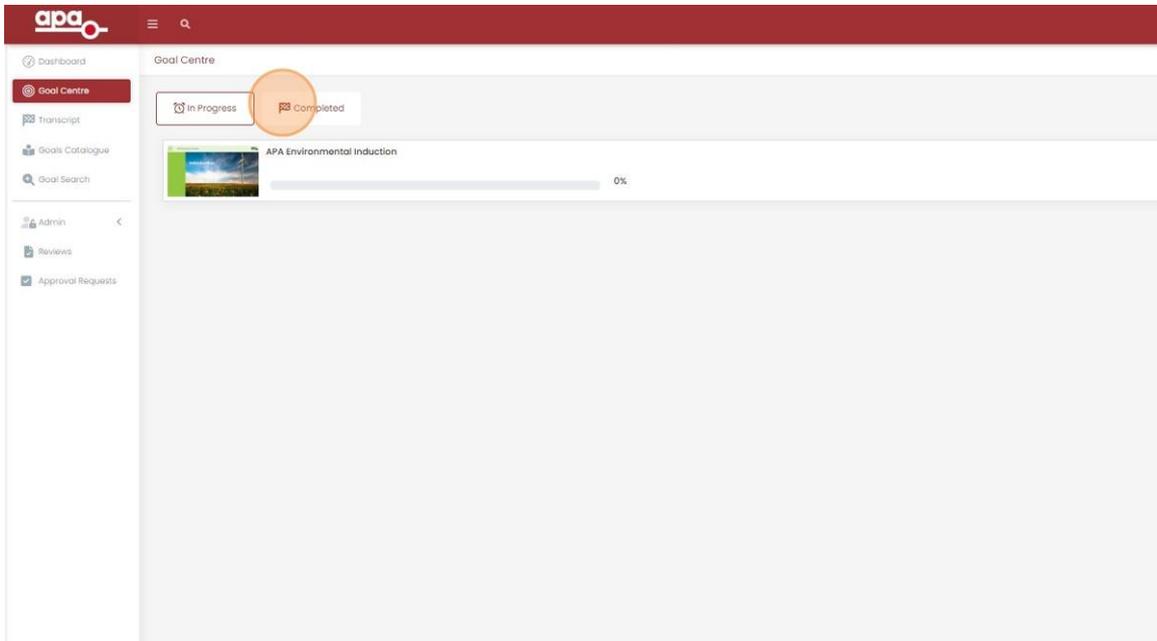
3. Click "Sign In" to enter the portal



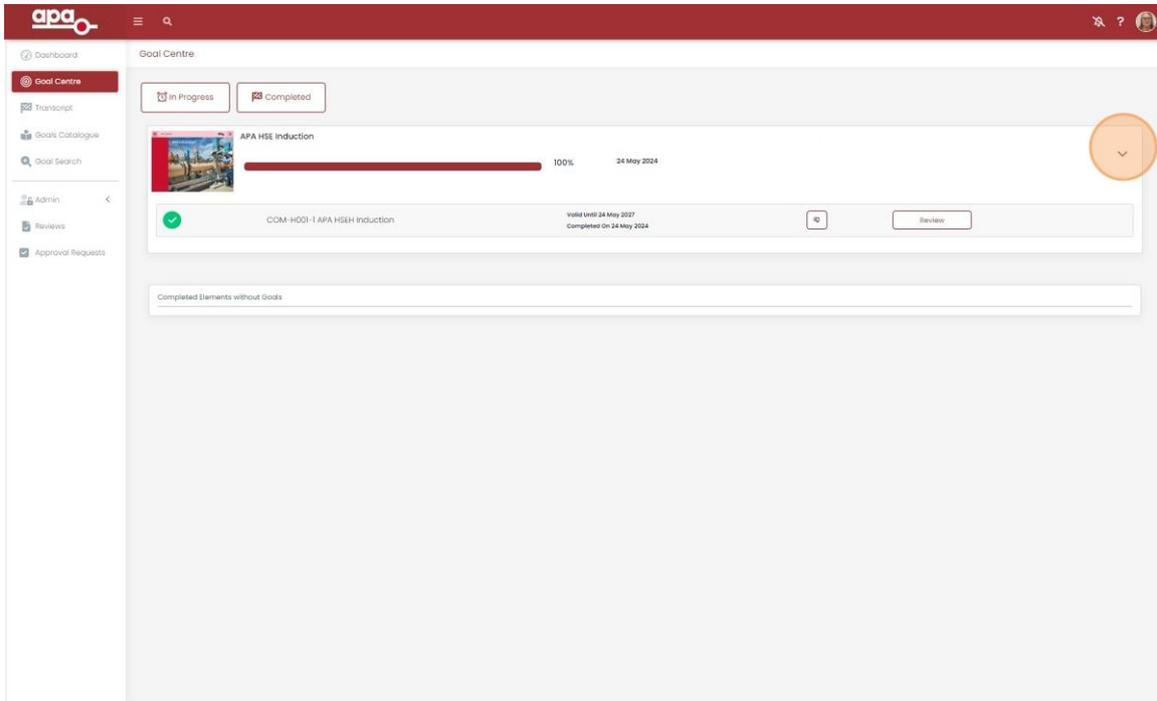
#### 4. Click "Goal Centre"



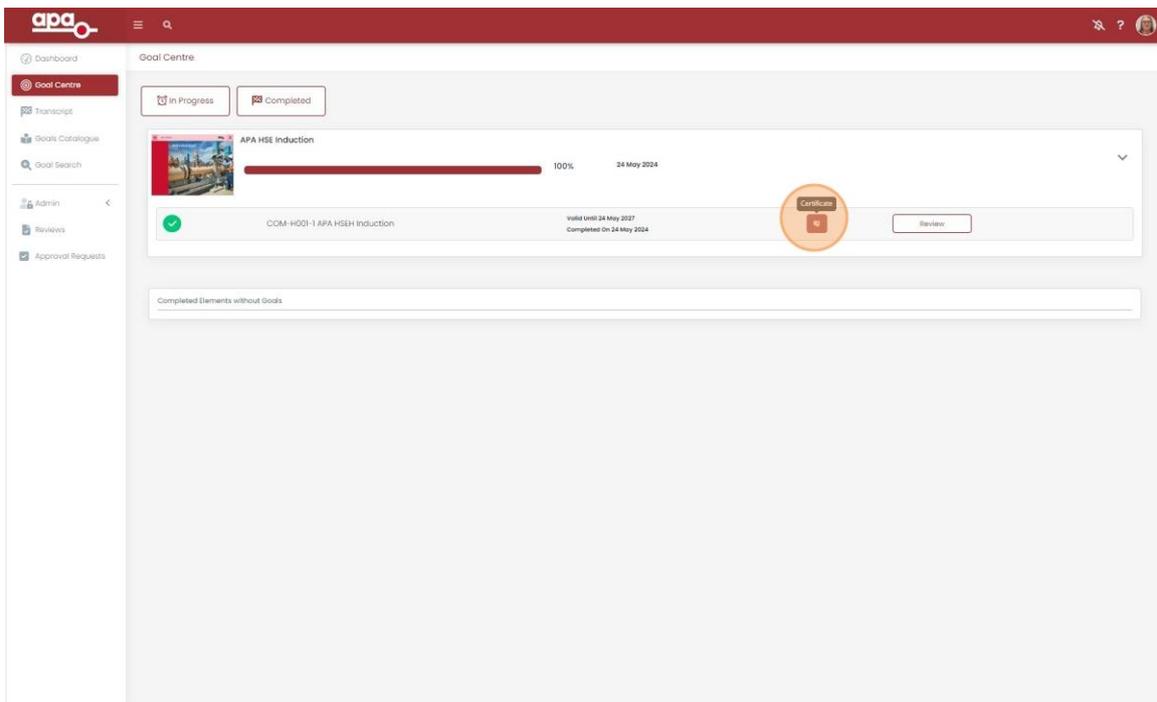
#### 5. Click on Completed



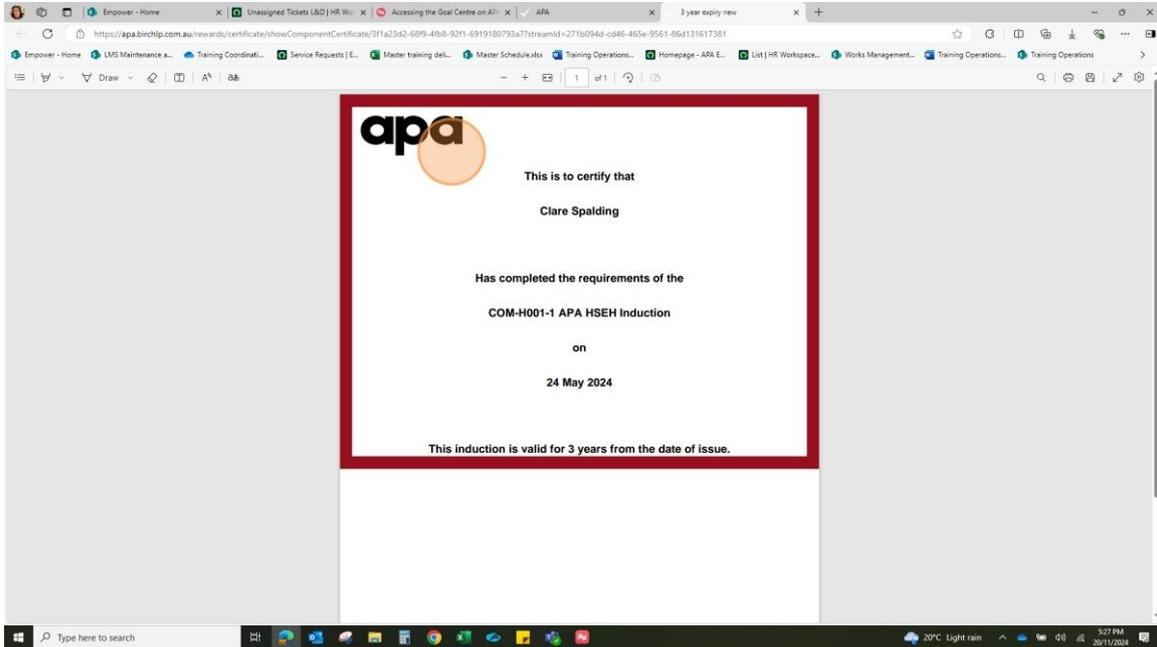
## 6. Click on the Right-side Arrow to expand the line



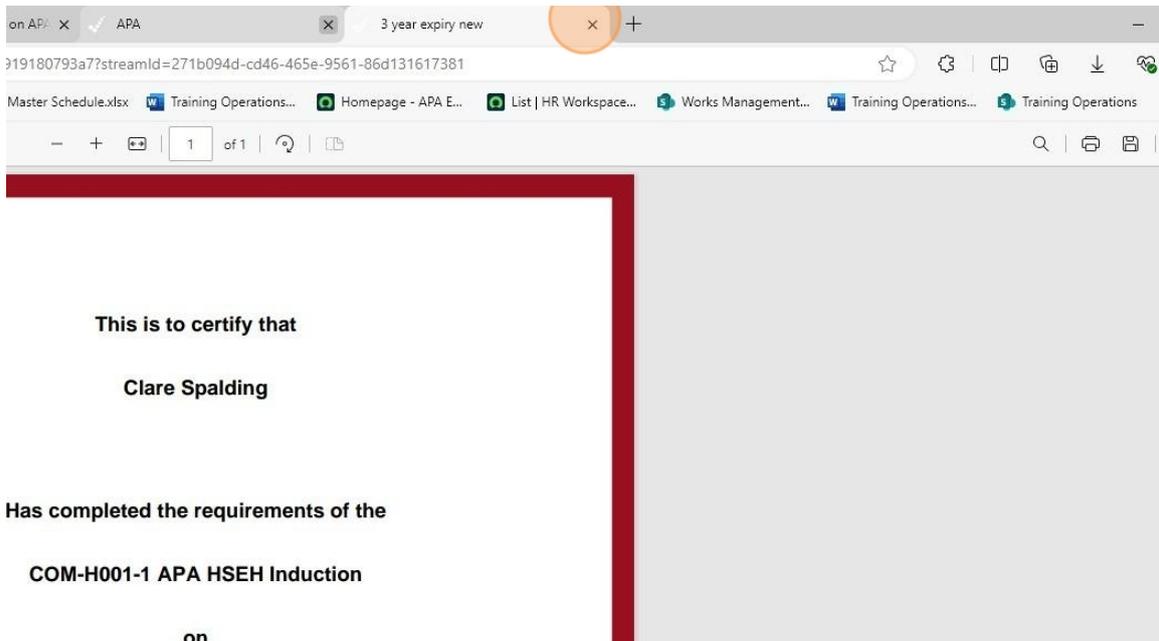
## 7. Click on Certificate which will open a new tab on your browser.



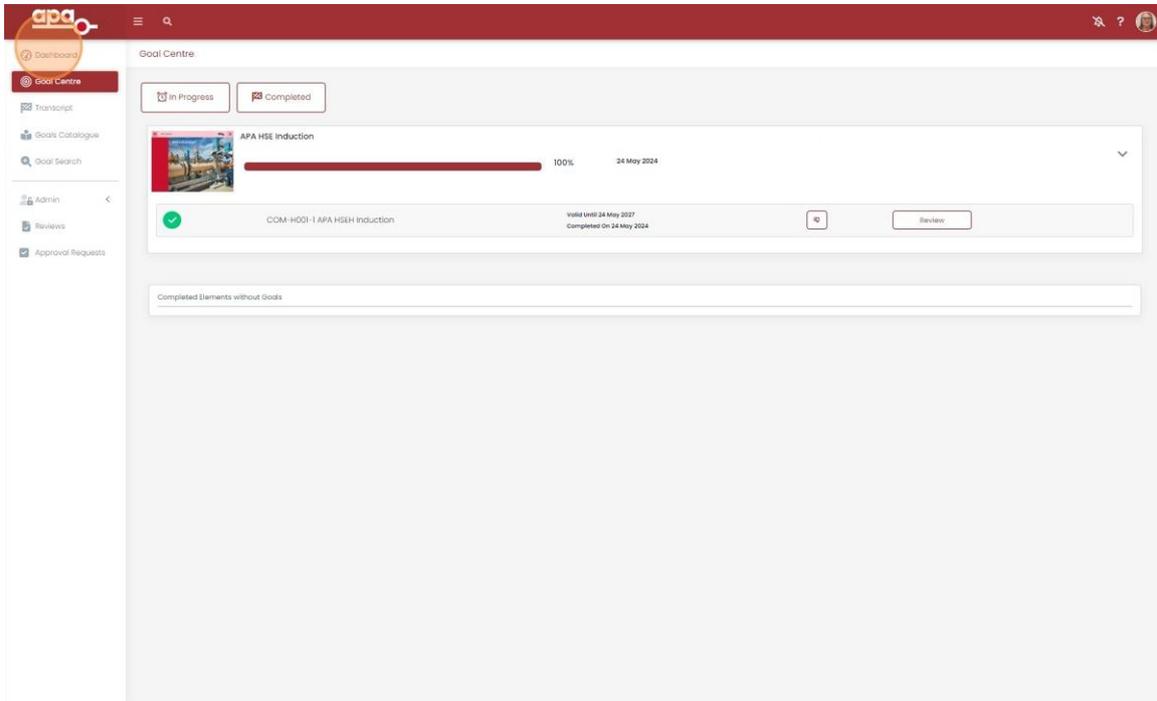
## 8. Save or Print your PDF of the Certificate in this window



## 9. Click the X on the tab to close this tab.



10. Click "Dashboard" to return to the home screen.



## 5. Need help?

If you are unsure of what training or inductions are required, please speak with your APA project contact.

If you are having difficulties with the Birch portal, please contact the Training Team at [training@apa.com.au](mailto:training@apa.com.au)