All employees have their own employee profile within the PRDP system. It is able to be viewed by the employee, PRDP Supervisors, Managers and Human Resources.

The personal and position details information is automatically provided via the Payroll system. If this information is not correct please contact Payroll.

Each employee is responsible for updating and maintaining the following areas of their profile:

- Personal photo (a professional headshot)
- Highest level of education
- Field of education
- Professional memberships
- Work plan (VET Teachers only)
- Licences held
- Teaching qualifications
- Place of study
- Position description
- OHS responsibilities at FedUni

To update information, hover over the relevant headings within the page, for those that are editable an edit button will appear. Make amendments and click on Save or Cancel.
An example of what displays in **Edit** mode for the *Qualifications, licences and professional membership details* section (including options for each drop-down box) is provided below:

### Highest level of education:
- Secondary
- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma
- Associate Degree
- Bachelor Degree
- Bachelor Honours Degree
- Graduate Certificate
- Graduate Diploma
- Master’s Degree
- Doctoral Degree

### Field of education:
- Agriculture, Environmental and Related Studies
- Architecture and Building
- Creative Arts
- Education
- Engineering and Related Technologies
- Food, Hospitality and Personal Services
- Health
- Information Technology
- Management and Commerce
- Mixed Field Programmes
- Natural and Physical Sciences
- Society and Culture
- Not applicable

*A full list of fields included in each of these broad Field of education types as applicable for higher education and VET providers is available on the Department of Education, Employment and Workplace Relations website.*

### Place of study:
- Federation University Australia
- Australian tertiary education provider
- Overseas institution
- Other

### Teaching qualification/s:
- Certificate IV in Training and Assessment
- Diploma (AQF Level 5 equivalent)
- Advanced Diploma
- Associate Degree
- Bachelor Degree
- Bachelor Honours Degree
- Graduate Certificate
- Graduate Diploma
- Master’s Degree
- Doctoral Degree
- Other
- Not applicable
An example of what displays in **Edit** mode for the *Position description, work plan and other details* section is provided below:

Refer to the [VET Teacher Work Plan Guidelines](#) for a copy of the Annual Work Plan and information to assist with completion of this document.

**Employee Self-Service (ESS) system**

Employees are responsible for ensuring that their personal details are correct in the Employee Self-Service (ESS) system which can be accessed via the link provided within the Employee Profile.