

# AUSTRALIAN WELDER CERTIFICATION REGISTER (AWCR)



PREPARE PHOTOS FOR YOUR PROFILE



# OVERVIEW

The AWCR provides a national framework for qualifying and testing welders to standards such as AS/NZS ISO 9606-1 and AS/NZS 2980, and other welding standards where specified.

It:

- ✓ Allows qualified welders to be registered so as to be able to work on any site without further testing resulting in a significant cost saving to industry.
- ✓ Provides industry with easy access to a database of welders with up to date certification and details of their career history.
- ✓ Generates data for a skills gap analysis which will allow the development of a detailed suite of training initiatives to upskill the workforce.
- ✓ Runs on the **WeldQ** platform; a fully internet enabled cloud based system with a supporting mobile app.

# GETTING STARTED

This presentation provides the USER with basic information on preparing and uploading an identification photo to their *Profile* within the **WeldQ** software. Topics covered include:

- ✓ **WeldQ's** photo requirements
- ✓ Options to create a suitable passport-style photo
- ✓ Re-scaling photos
- ✓ Uploading the photo and saving within **WeldQ**

# REQUIREMENTS

Background:

- ✓ Some programs require the applicant to submit an identification passport–style photo. This photo is then incorporated within the certificate awarded.
- ✓ Program requirements are set by Standards or Code requirements, not the WTIA.
  
- ✓ **WeldQ's** photo requirements are:
  - Passport–style preferred
  - Maximum size 200kB
  - Dimensions to fit 4x3 (height x width) profile
  - Australian Passport style photos are suitable
- ✓ Photos outside these limits can be edited and/or rescaled via free mobile phone Apps, online or via image editing software on a computer.
- ✓ Photo must be uploaded prior to applying for a *Program* within **WeldQ**.

***Note:*** *Non-compliant photos will show a distorted image within WeldQ.*

# CREATE A PHOTO VIA PHONE APP (1)

Using your smartphone:

- ✓ Download and install a Passport photo App from the App Store or Google's Play Store
  - ✓ Many free Apps are available and are easy to use
- ✓ Adjust the App's settings to take an Australian passport photo (45mmx35mm) if it does not default to Australia via your location settings
- ✓ Open the App and use the front camera to take a "selfie"
  - Move phone position to place your face in the centre of the ellipse in the on-screen image. If you can't resize the image of your face to fill the ellipse, bring the camera closer.
  - Take the photo and save the photo as a single image.
- ✓ Apps will also work using the main camera.
- ✓ Verify photo file size is less than 200kB, then upload to **WeldQ**.

**Note:** Photos larger than 200kB will upload but will be rescaled, slowing the upload process.

# CREATE A PHOTO VIA PHONE APP (2)

If your smartphone has a photo editor App:

- ✓ Take a photo in landscape mode (usually 16 x 9 ratio).
- ✓ Use the editor to crop the image
  - Crop to a portrait style image with 4x3 ratio dimensions
  - Discard data outside cropped area.
  - Editor may report number of pixels in the format *height x width*  
e.g. if image is 1000 pixels high, aim for image that is 750 pixels wide.
  - **WeldQ** prefers an image that is within approx 7.5% of required width i.e. 700 to 800 pixels wide in the example.
  - Use the editor to rescale (reduce) the image size if required.
  - Images not in the preferred 4:3 format will distort in **WeldQ** and on award certificates.
- ✓ Save the edited image and upload to **WeldQ**.

**Note:** *Photos larger than 200kB will upload but will be rescaled, slowing the upload process.*

# EDITING A PHOTO ONLINE

- ✓ Use Google or your favourite search engine to locate a passport photo website
- ✓ Many free website services are available, e.g. <https://makepassportphoto.com/>
  - Set the photo style to Australia or 45mm x 35mm
  - Select the option to save a single photo for use in other applications
  - Upload a suitable photo from a saved photo
  - Move the on-screen selection box to cover the facial area and adjust the size to fit the facial dimensions
  - Complete any further required steps and download the completed image (jpg format)
- ✓ Australian 45x35mm passport image complies with the preferred **WeldQ** 4x3 format.
- ✓ Photo must be uploaded to your **WeldQ** profile prior to applying for a **WeldQ Program**.

***Note:** Photos larger than 200kB will upload but will be rescaled, slowing the upload process.*

# EDITING A PHOTO ON A COMPUTER

- ✓ Computers usually come with basic image editing tools preinstalled e.g. *Paint* on Windows machines. Free tools can also be downloaded and installed e.g. *Gimp*, *Paint.Net*.
- ✓ Select a suitable photo for editing and open the photo within the editor.
- ✓ If the face is not in portrait format on screen, rotate the image using the editor's tools.
- ✓ Use the editor's rectangular selection tool to select the heads & shoulders in the photo.
  - The selection tool will usually report the height and pixel dimensions selected
  - Ensure they are passport-style, approximately 4x3 e.g. if 1000 pixels high, should be 750 pixels wide. Dimensions do not need to be exact but should be within 7.5% (or  $\pm 50$  pixels at this size) or image will distort within **WeldQ** and on the award certificate.
  - Discard all data outside the selected area.
  - Save the image created in jpg format.
- ✓ Photo must be uploaded to your **WeldQ** profile prior to applying for a **WeldQ Program**.

**Note:** *Photos larger than 200kB will upload but will be rescaled, slowing the upload process.*

# UPLOAD THE PHOTO TO **WeldQ**

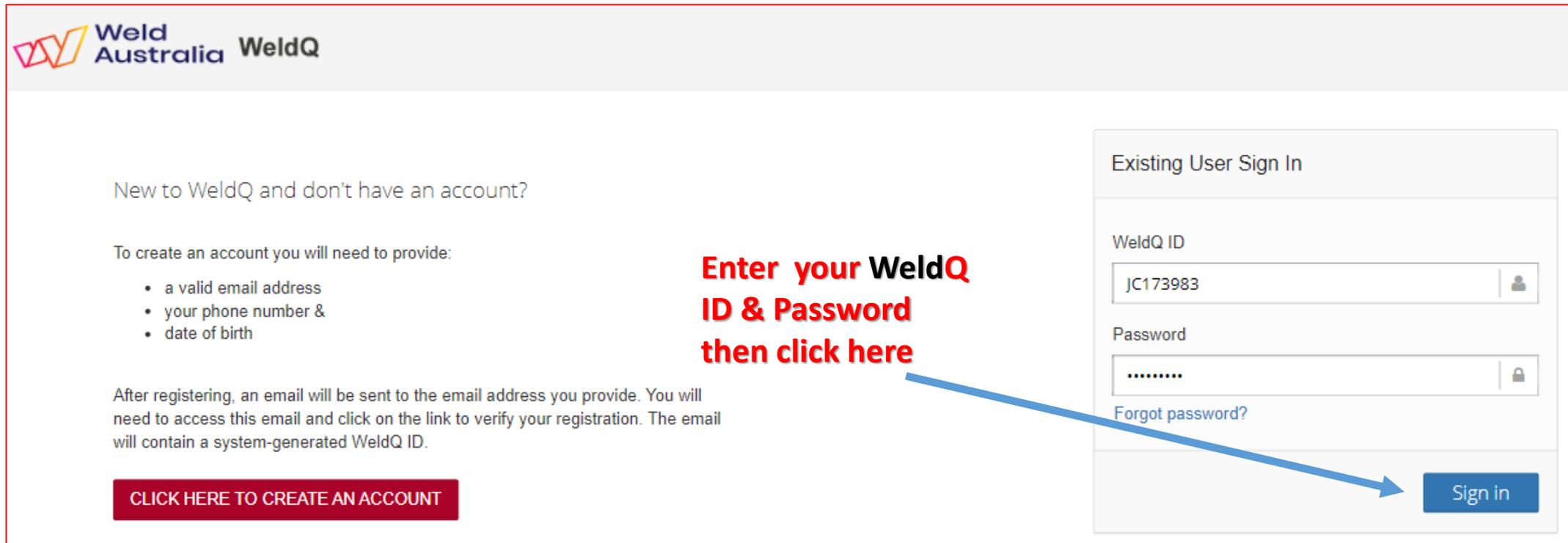


Follow the following steps to upload your edited photo into **WeldQ**.

- ✓ Login to **WeldQ** via either Google's *Chrome* browser or *Firefox*. Details are on the next slide.
- ✓ Click on *Profile* and edit/update your profile by uploading the photograph.
  - If the photo's *height to width ratio* is incorrect, **WeldQ** will show a distorted image once uploaded.
  - Photos larger than 200kB will upload but the process may be slow due to image rescaling (downsizing).
- ✓ Save the changes in *Profile*.
- ✓ Exit **WeldQ** when finished.

# LOGIN

<https://wtia.weldq.com> OR <https://wtia.weldq.com/applicant/login>



Weld Australia WeldQ

New to WeldQ and don't have an account?

To create an account you will need to provide:

- a valid email address
- your phone number &
- date of birth

After registering, an email will be sent to the email address you provide. You will need to access this email and click on the link to verify your registration. The email will contain a system-generated WeldQ ID.

[CLICK HERE TO CREATE AN ACCOUNT](#)

**Enter your WeldQ ID & Password then click here**

Existing User Sign In

WeldQ ID

JC173983

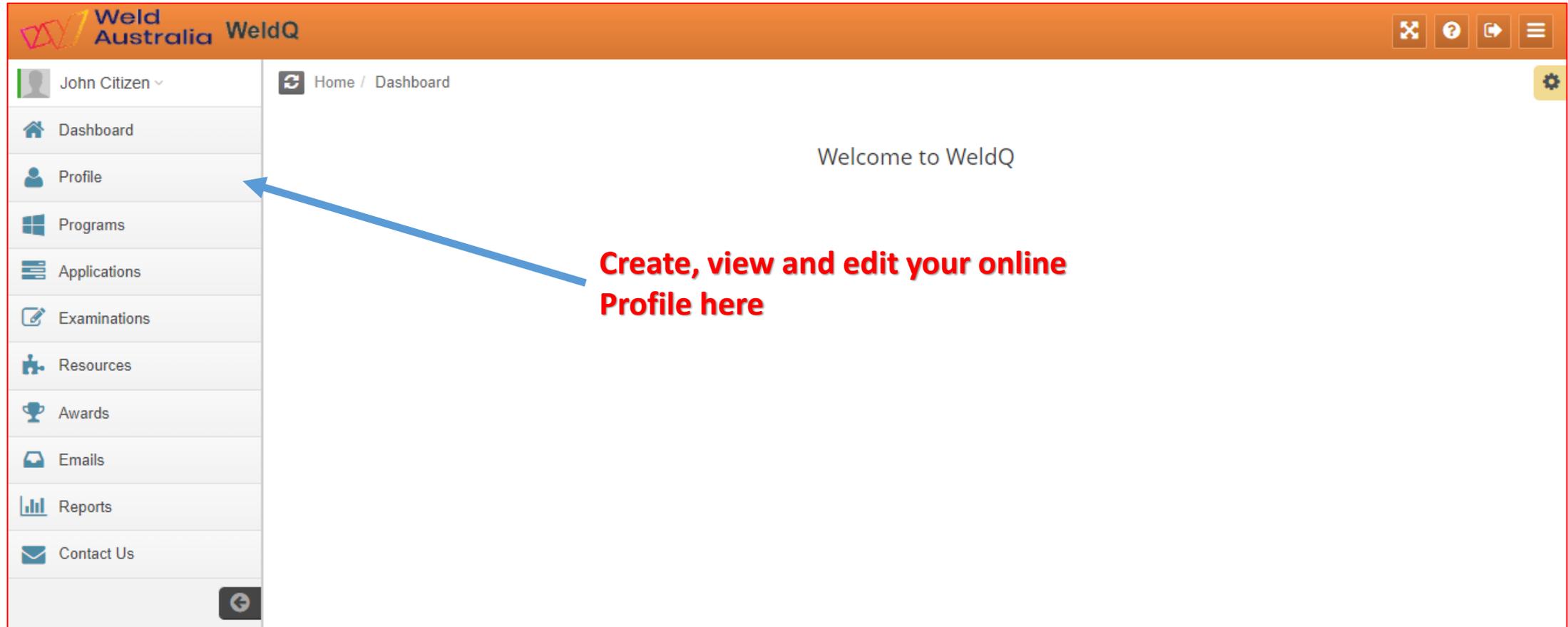
Password

.....

[Forgot password?](#)

[Sign in](#)

# PROFILE



Weld Australia WeldQ

John Citizen ▾

Home / Dashboard

Welcome to WeldQ

Dashboard

Profile

Programs

Applications

Examinations

Resources

Awards

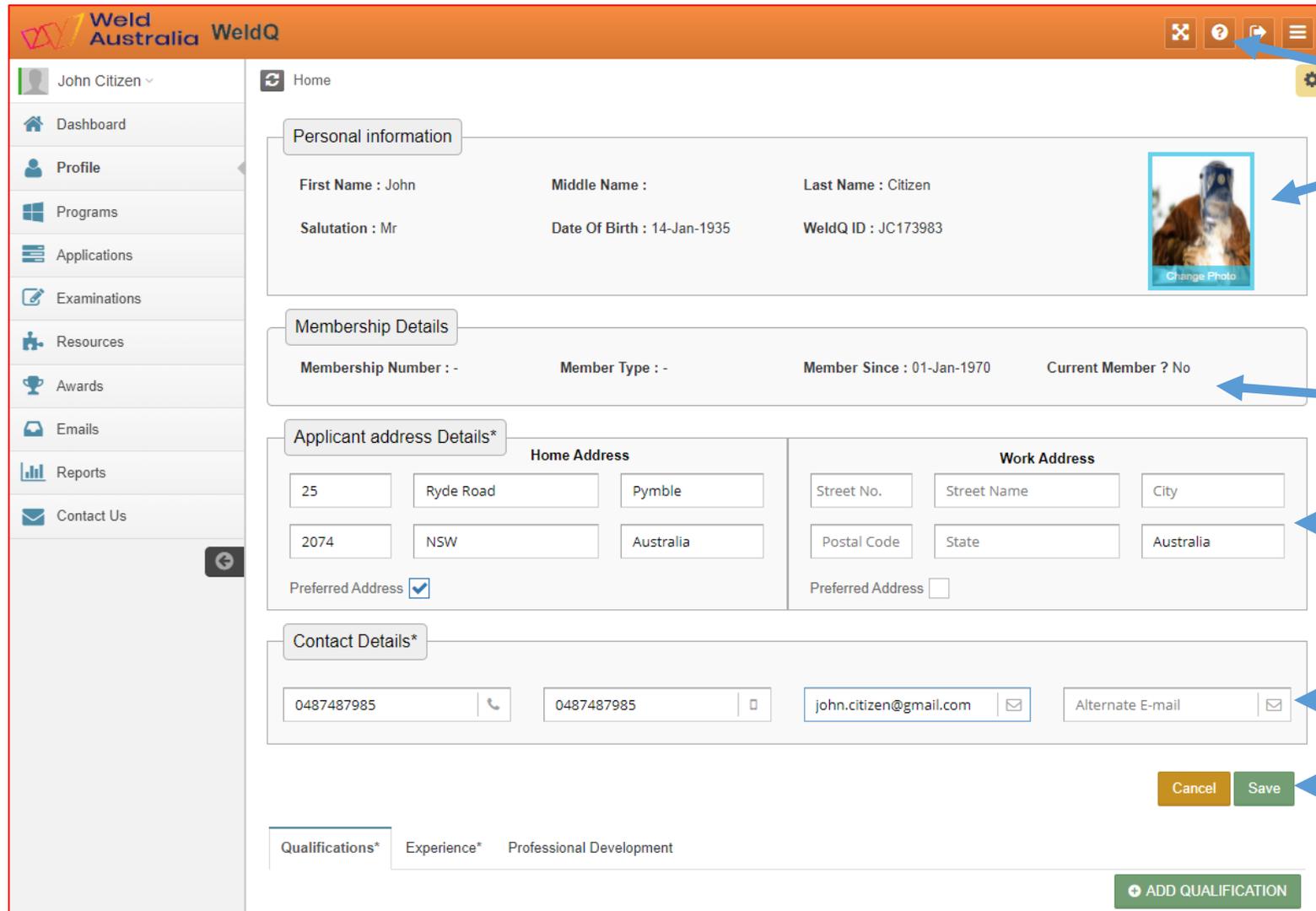
Emails

Reports

Contact Us

**Create, view and edit your online Profile here**

# UPDATE PROFILE



**Click for help**

**Click on photo to add photo:  
Passport-style 4x3 (hwx) format, 200kB  
max size preferred**

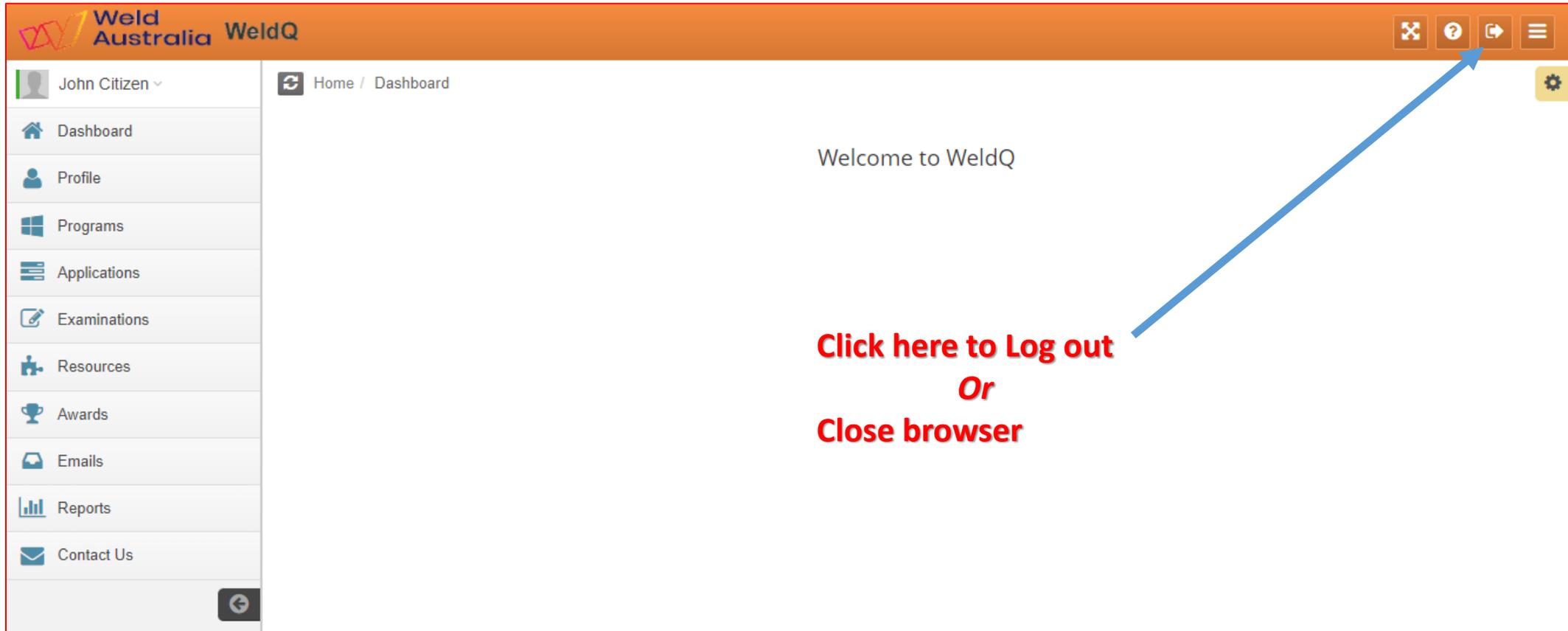
**Membership details added by  
WTIA staff**

**Complete preferred address**

**Add mobile phone no., & email**

**Click to save  
(Greyed-out if no changes made)**

# LOGOUT



**Click here to Log out**  
*Or*  
**Close browser**

# QUESTIONS

If you have any questions please use the  
Contact Form on the AWCR website.

<http://awcr.org.au>