



Guideline for Better Work enrolled factories: Data sharing via the SLCP Gateway

Latest Issue Date: 27/07/2021

Previous Issue Date: N/A

Distribution: External – BW enrolled factories

Scope and Application

This guideline applies to all BW enrolled factories required/interested in sharing data via SLCP.

Currently, this guideline is applicable to BW enrolled factories in Bangladesh, Indonesia and Vietnam who will launch data sharing with SLCP effective 31 May 2021 for Bangladesh and Indonesia and 30 June 2021 for Vietnam respectively.

This guideline should be read in conjunction with updated FAQs on data sharing via SLCP in the context of Better Work factory services.

Summary

From above mentioned launch dates, BW will be using a new assessment tool in Bangladesh, Indonesia and Vietnam. The new tool maintains Better Work's monitoring of compliance against ILS and national labour laws as per agreements with national constituents, but allows Better Work the ability to share raw data directly with the SLCP-gateway, buyer partners and other stakeholders. This tool is also embedded in Step 1 of the SLCP tool to encourage broader usage of tools rooted in laws and ILS across the industry. The new BW IT platform has the ability transmit data to the SLCP Gateway for factories that wish to do so. Data sharing via SLCP is voluntary for factories. The responsibility lies with factories to proactively inform BW that they would like to share data with SLCP.

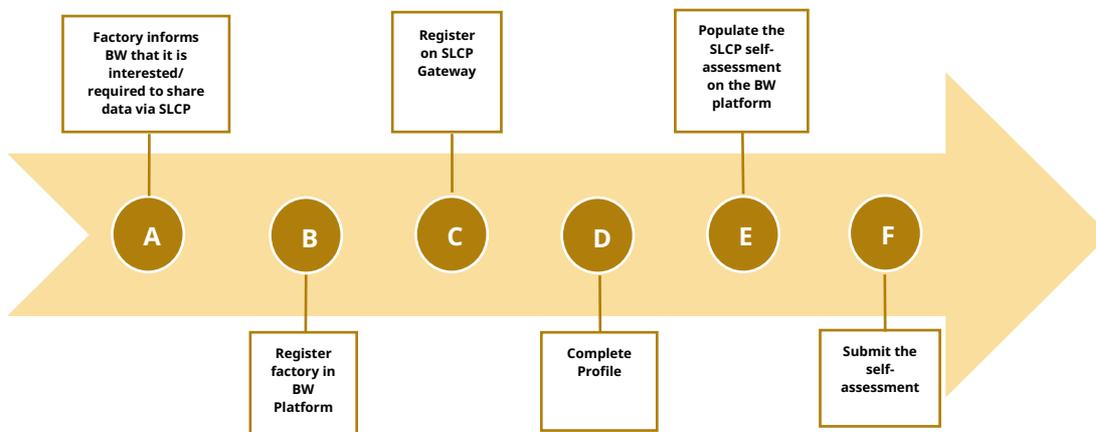
Factories interested in making data available via SLCP must take the following additional steps:



- 1) Proactively inform BW that they would like to do so. The country programme factory registration focal point will then will set up the factory registration accordingly in the BW platform.
- 2) Use the link provided through the BW platform to register on the SLCP Gateway. If factories are accessing the SLCP Gateway via the BW platform, they will automatically be recognized as BW enrolled factories and will not be able to select any other SLCP “Verification Body”.
- 3) Complete the SLCP self-assessment on the BW platform.

Factories not interested or required to share data with SLCP will just have a regular BW assessment using the new tool as per current practice. Existing BW enrolled factories will stay on their existing cycle.

Overview of steps to be taken by BW enrolled factories required/interested in data sharing via SLCP



A. Factory informs BW that it is interested/required to share data via SLCP

Factories interested in making data available via SLCP must inform the Better Work country programme that they would like to do so when they register for a new cycle.

BW enrolled factories can visit the My Organization Page in the BW Factory Portal.



Home Assessments Advisory & Training Products **My Organization** Help

Quick Facts

- You have 2 buyers subscribing to your latest assessment cycle
- You have completed 22 improvement activities in the current cycle
- You still have 26 improvement activities pending

Notifications

- New 2nd pro...

Latest Documents

Download	Title	File Name	
	2nd Progress Report	Cycle - 1 / 2	31/05/2021
	Assessment Report	Cycle - 1	10/09/2020

1 - 2 of 2 items

A factory can express interest in data sharing via SLCP by ticking the tick box (see below). This can be done at any time in the running cycle.

BetterWork

Home Assessments Advisory & Training Products

Request For Data Sharing Via SLCP

Please Confirm Your Interest In Sharing Data Via SLCP From The Next Cycle:

Request for data sharing via SLCP

Submit

BW enrolled factories will receive an automated notification 2 months prior to the end of their running cycle to invite them to state their preference regarding sharing data via SLCP in the next cycle of Better Work factory services. The notification contains a link to above mentioned page in the BW Factory Portal.

If a factory is new to Better Work, and it has registered with SCLP prior to joining BW, it should provide their Gateway ID to the country programme and request that their existing SLCP Gateway profile be linked to their new Better Work platform account. If a factory is interested to join Better Work, and has already registered with another SLCP accredited host but has not yet obtained



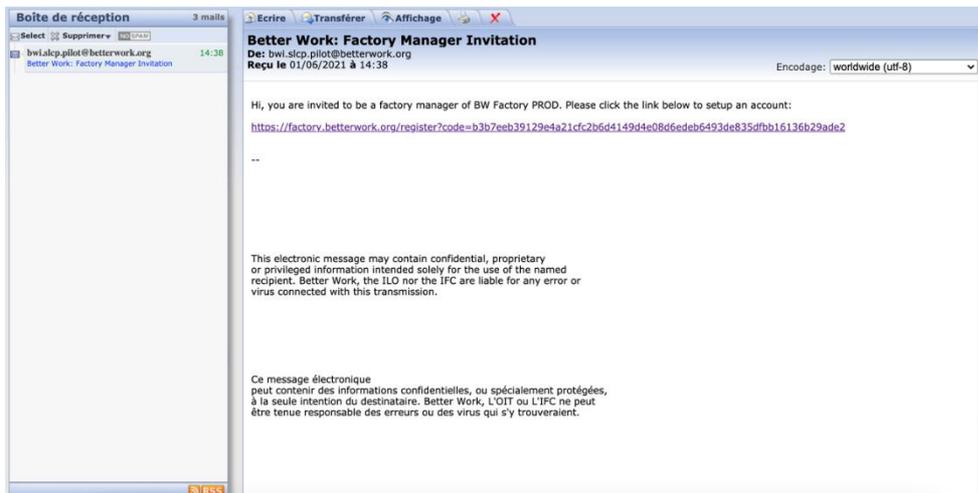
an SLCP Gateway ID, it should first enroll in Better Work and then connect with SLCP via the Better Work platform.

In case the factory wishes to no longer share its data via SLCP, it must contact the BW country programme registration manager offline.

B. Factory registers in BW Platform

Guidance video: [How to Sign Up to the Factory Module \(loom.com\)](#)

As soon as Better Work has set up the registration of the factory for a new cycle in its platform, the Factory Manager will receive an email from Better Work with a link to set up an account for your factory in the Better Work platform. They should follow the link included in the email.



The link will redirect to a registration page where the factory manager can set up an account.

Once the registration is done, the user will be redirected to the Factory Module Dashboard and the factory will be successfully registered in the Better Work platform.

If the factory does not register on the BW platform prior to the next step, the SLCP Gateway will not register the factory as enrolled in BW, and BW will not be able to support data sharing.

C. Factory registers on SLCP Gateway using the link provided by BW

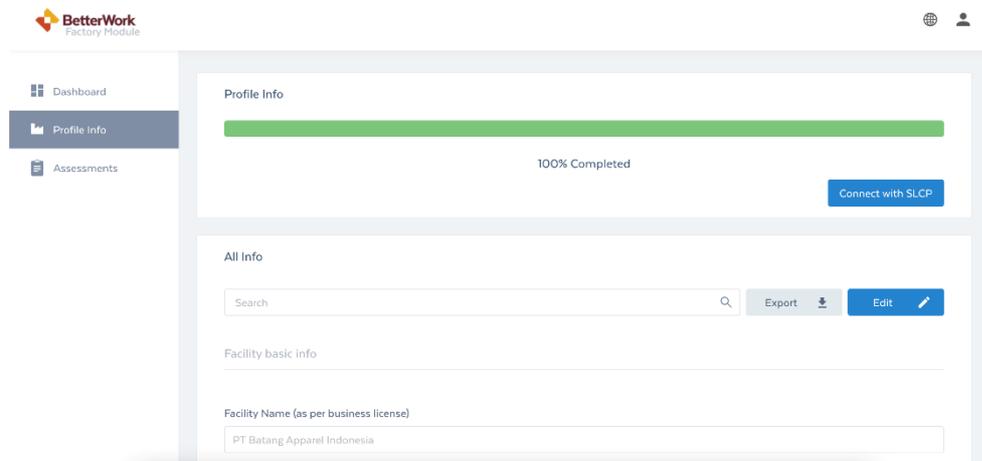
The factory manager completes the factory profile in the BW platform. The profile must be 100% complete.



To register on the SLCP Gateway, the Factory Manager must click on the button named "Connect with SLCP".

If a factory has earlier registered with SCLP, they can skip this step. Instead, they should provide their SLCP Gateway ID to the country programme and request that their existing SLCP Gateway profile be linked to their new Better Work platform account. Better Work will then manually add their SLCP registration in its system to support data sharing.

Guidance video: [How to Register A Factory with SLCP \(loom.com\)](#)



The Factory Manager is redirected from the BW platform to the SLCP website where they will be required to fill in a Facility Information Form and then submit it for approval.

The Factory Manager must register with the same email address as used for the BW platform.

REGISTER

Please use an official company email address that you are also using (or intend to use) for logging in to the Accredited Host platform.

Gateway Role

First Name

Surname

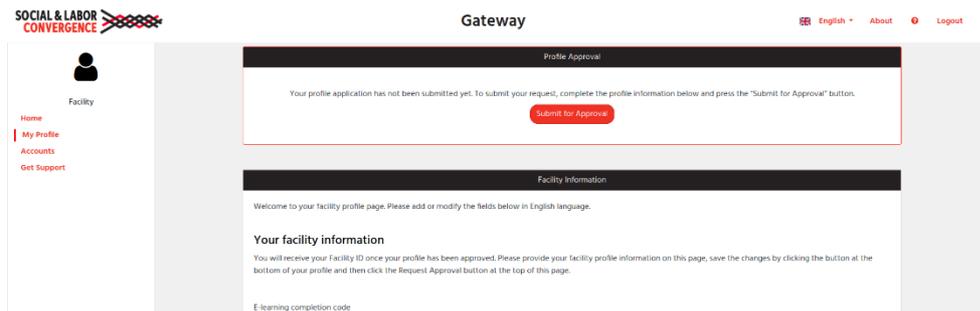
I agree with the [LICENSE AGREEMENT AND TERMS OF USE FOR SLCP CONVERGED ASSESSMENT FRAMEWORK \(CAF\)](#), [ITC GATEWAY - TERMS OF USE](#)

[Sign in](#)

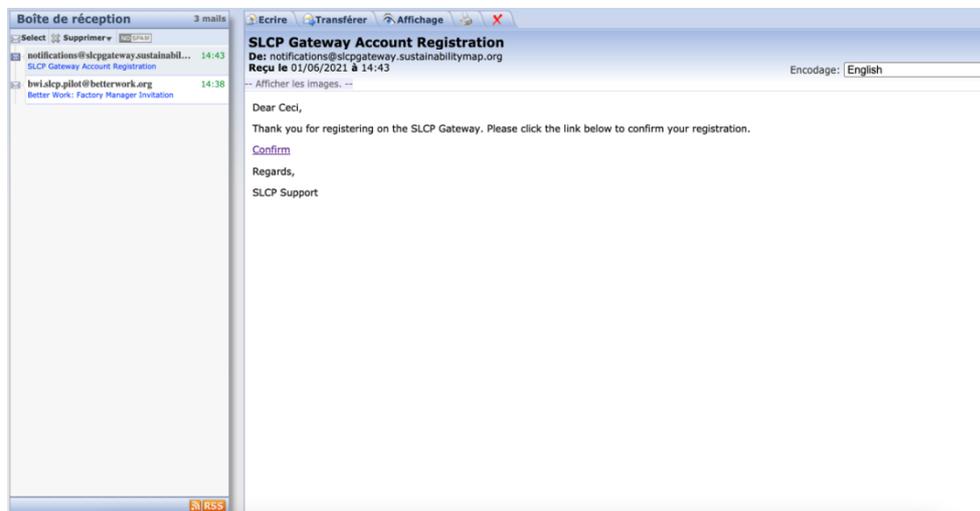


Fill in all the mandatory information, scroll to the top and click on submit. When done, the Factory Manager will receive an email asking to confirm registration.

Click "Confirm". The Factory Manager will be directed to the Gateway, where the Factory Manager will need to complete and save the facility profile information in order to be allowed to Submit for Approval.



After completing this process, the Factory Manager receives a Gateway Facility ID. The factory is successfully registered with SLCP in the new system.



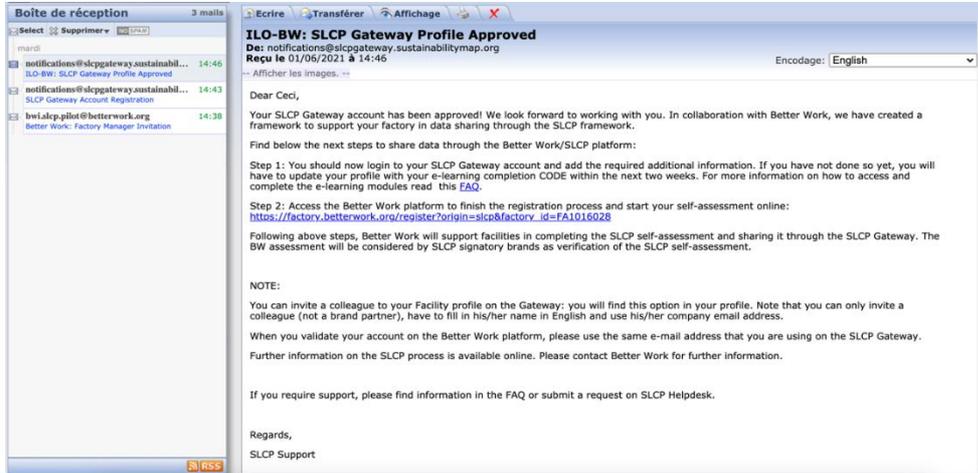
After the Factory Manager profile has been approved by SLCP (this step can take up to 3 days), they will receive an email with instructions. The Factory Manager should click on the link (Step 2) to access the BW Platform and log in.

If a factory bypasses the BW platform and registers directly with SLCP without using the provided link, BW will not be able to support data sharing.

Factories will still be able to cancel data sharing via SLCP at a later time.



BW enrolled factories will not need to register with other SLCP accredited hosts.



D. Complete Profile

In the factory module of the BW platform, the Factory Manager must complete all fields under “Profile Info” and sign the Terms and conditions (signature is on an annual basis).

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- Go to the Profile info section and click on “Edit”.
- Read the Terms & Conditions and click on “Sign”.
- Click on “Save”.
- If all the data is filled in, a banner at the top of the page will appear stating that the Profile is 100% complete.





The screenshot shows the 'BetterWork Assessment Module' interface. On the left is a navigation menu with options: Dashboard, List of factories (selected), Assessments, Enterprise Advisors, and Questions. The main content area displays a form for a factory named 'Glass'. The form includes the following fields:

- Factory Name: Glass
- Phone Code: +62 (dropdown)
- Facility Contact Phone: 2853974511
- Facility Email: glass.factory@yopmail.com
- Phone Code: +62 (dropdown)
- Facility Phone: 2853974511
- Phone Code: +62 (dropdown)
- Fax: 2853974511

E. Populate the SLCP self-assessment on the BW platform.

After BW has activated the service cycle on the BW platform, the factory manager can initiate the self-assessment.

Factories supplying to an SLCP signatory are required by the brand and SLCP to complete a self-assessment. BW is allowing self-assessments to be completed on the BW platform to support factories in meeting this requirement, although it is not a requirement for Better Work.

Better Work encourages and facilitates the bipartite committee to take leadership in filling in the SLCP self-assessment so that it represents the joint views of workers and managers, with a focus on key questions on OSH, social dialogue, industrial relations and grievance systems, and on ensuring worker perspectives are incorporated. Questions that should be prioritized for bipartite dialogue are highlighted on the BW platform.

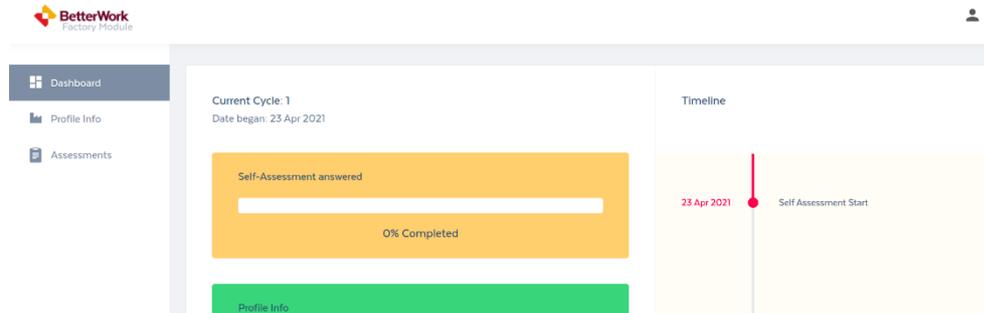
The designated BW enterprise advisor supports bipartite committees by building their capacity and facilitating social dialogue between management and worker representatives so they are able to jointly review self-assessment questions before the Factory Manager populates these on the platform.

Following the self-assessment and BW compliance assessment, BW continues to support the bipartite committee in managing improvement and remediation plans to address non-compliance issues.

Guidance video: [How to Start a Self-Assessment in the Factory Module \(loom.com\)](https://loom.com)



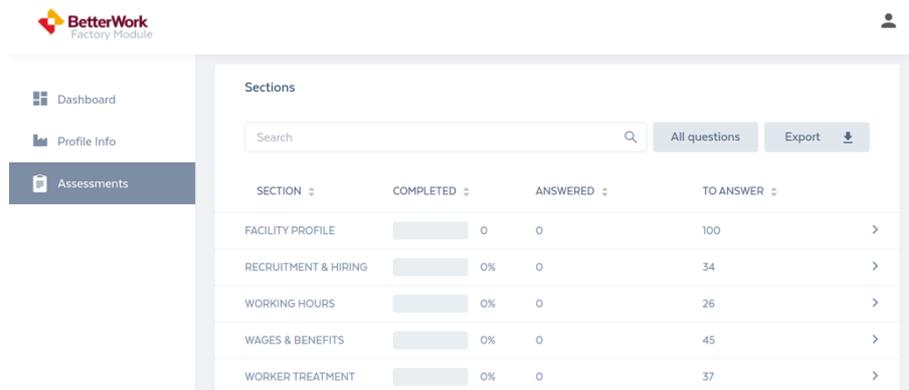
To populate the self-assessment on the BW platform, the Factory Manager goes to the Assessments section on the left hand side and selects the cycle that has been created by BW.



Click on the current cycle. You will see all the sections you need to complete in order to fulfill the assessment.

A list of sections will be displayed. Each section is composed of subsections.

The Factory Manager can click on a section and decide which subsection to edit. Inside the subsection, they can address all the questions. Answer and submit each question one by one.





The screenshot shows the 'BetterWork Factory Module' interface. On the left is a navigation menu with 'Dashboard', 'Profile Info', and 'Assessments'. The main area displays a table titled 'FACILITY PROFILE - Subsections' with a search bar and an 'All questions' button. The table has columns for 'SUBSECTION', 'CATEGORY', 'COMPLETED', 'ANSWERED', and 'TO ANSWER'. Each row includes a progress bar and a right-pointing arrow.

SUBSECTION	CATEGORY	COMPLETED	ANSWERED	TO ANSWER
Basic Information	Facility	0%	0	15
Basic Information	Hours of Operation	0%	0	3
Basic Information	Peak Months	0%	0	1
Basic Information	Assessment Submission	0%	0	7
Building Structures	Total	0%	0	1
Building Structures	Production	0%	0	1

The system will allow the Factory Manager to add comments (optional) before submitting them. Whenever submitting an answer, the platform will automatically direct the Factory Manager to the next question until every subsection of all sections has been covered.

The screenshot shows a question interface. At the top are navigation buttons: '< Previous', 'Next >', 'All questions', 'Section', and 'Summary'. Below is the question text: 'Does the facility verify minimum age requirements prior to hiring workers?'. Underneath is a 'Guidance notes' section with a text box and a 'Read less' link. At the bottom, there is a 'Your answer' section with radio buttons for 'Yes' and 'No' (selected), and a 'Comment (if applicable)' text area.

Every time the Factory Manager clicks on a question, the page will display the question title and two fields: one for the answer and one for additional comments.

The Factory Manager should answer the question, if necessary, provide a comment, and click on Submit.

When a valid answer is provided, the Submit button becomes green and the page will load the next question.



F. Submit the self-assessment on the BW platform.

To submit the complete assessment: click on the Submit button.

As per the business rules of SLCP and its signatories, the Factory Manager will be required to continue answering the questions until the assessment completion is at least at 95%. Better Work recommends completion at 100%.

A mandatory SLCP requirement is that the Facility Profile section must be fully completed. Please note that in case the Factory Manager has not completed this section, they will not be able to submit the assessment even if 95% of the questions has been completed.

After the Factory Manager has submitted the self-assessment, BW will conduct the compliance assessment according to its regular process.

After BW has completed the Assessment, the report will be released following the regular time frame for BW assessment reporting (28 days).

Following the release of the BW compliance assessment report, BW will transmit SLCP self-assessment data populated by the factory, and data from the BW compliance assessment to the SLCP Gateway for factories that have completed the needed steps (see above).

After 15 days following the release of the BW assessment report, the data is validated by SLCP and data sharing via the SLCP Gateway is enabled.

Following the assessment, BW continues to provide advisory and training services to the factory to support remediation and continuous improvement through a process of social dialogue within a bipartite committee of workers and managers overseeing compliance. Any new issues found in these engagements will be shared with the bipartite committee and be reflected on Better Work improvement plans through the online Portal.