

Dear Apprentice / Trainee System User,

Welcome to profile21 system,

This user guide describes the basic functions of the profile21 software application.



- ⇒ Go to the profiling website: [www.profile21.com.au](http://www.profile21.com.au)
- ⇒ Enter the username and password specified for your account

### Navigation Links

#### Home

The latest news, tips and important links are available on this page.

The Home page also includes your Profile summary, which provides high level summary information about your card stats, such as cards submitted, cards awaiting verification and submission (see Profile summary box below)

**Profile**

Welcome Apprentice!

You have 0 new messages

Weeks into apprenticeship : 636

Cards Submitted : 154

Cards Awaiting Verification : 43

Cards Awaiting Submission 482

**Profiling**

New Card

Existing Cards

Report

#### ⇒ New Card menu option

- ⇒ Click here to add a new card entry.
- ⇒ Select the period you wish to submit from the list.

**New Card**

You have not submitted following cards. To create a new card please click on the link.

Period
2011Apr
2011Mar
2011Oct
2012Feb
2012Mar
2012Apr
2012Mar

- ⇒ Select your employer from the drop down list.
- ⇒ Enter the name of your supervisor (see below)

**New Card**

Card for the Period : Year: 2011 Month: May (From 01/May/2011 To 31/May/2011)

Employer: EPIC TEST  
 Supervisor: John Smith

Area Worked	Details
<ul style="list-style-type: none"> <li>* E001 - Apply OHS practices in the workplace</li> <li>* E002 - Dismantle, assemble and fabricate electrotechnology components</li> <li>* E005 - Fix and secure equipment</li> <li><b>* E007 - Use drawings, diagrams, schedules and manuals</b></li> <li>* E008 - Lay cables and terminate accessories for</li> <li>* G004 - Install low voltage electrical apparatus and associated equipment</li> <li>* G007 - Select and arrange equipment for general electrical installations</li> <li>* G008 - Find and repair faults in electrical apparatus and circuits</li> <li>* G009 - Develop and connect control circuits</li> <li>* C001 - Maintain documentation</li> <li>* C002 - Source and purchase material/parts for installation or service jobs</li> <li>* C003 - Provide quotations for installation or service jobs</li> <li>* C010 - Deliver a service to customers</li> <li>* D001 - Use basic computer applications relevant to a workplace</li> <li>* E009 - Comply with scheduled and preventative maintenance program processes</li> <li>* E020 - Provide basic instruction in the use of electrotechnology apparatus</li> <li>* K042 - Participate in environmentally sustainable work practices</li> <li>* F002 - Lay and connect cables for multiple access to telecommunication services</li> <li>* Off job training attended (eg: college)</li> <li>* Sick</li> <li>* Leave / RDO etc</li> </ul>	<p><b>E007 - Use drawings, diagrams, schedules and manuals</b></p> <p><u>Time Spent</u>        number of hours <input type="text"/></p> <p><u>Apprentice/Trainee Role</u></p> <p><input type="checkbox"/> Prepare the work activities <input type="checkbox"/> Complete/Report work activities</p> <p><input type="checkbox"/> Carry out the work</p> <p><input type="checkbox"/> Establish/Follow OHS risk control <input type="checkbox"/> Interpret Drawings/Schedules/Manuals</p> <p><input type="checkbox"/> Obtain Drawings/Schedules/Manuals <input type="checkbox"/> Use/Provide freehand drawings</p> <p><u>What type of drawings, diagrams, schedules and manuals did you use:</u></p> <p><input type="checkbox"/> Schematic Diagrams <input type="checkbox"/> Equipment/Cable Schedules</p> <p><input type="checkbox"/> Wiring Diagrams <input type="checkbox"/> Manufacturer's Manuals</p> <p><input type="checkbox"/> Block Diagrams <input type="checkbox"/> Equipment Operation Manuals</p> <p><input type="checkbox"/> Architectural/Site Plans <input type="checkbox"/> Standard Operating Procedures</p> <p><input type="checkbox"/> Freehand Diagrams</p> <p><u>When completing/reporting work activities, did you:</u></p> <p><input type="checkbox"/> Forward Corrected Drawings to supervisor <input type="checkbox"/> Forward Freehand Drawings to supervisor</p>

- ⇒ In the Area Worked column select the area that you worked in for that period. As your mouse moves over each area, the definition will appear within a bubble (see example above). When you click on the area selected it will become highlighted and the second column will change to show the required activities you are to complete.
- ⇒ Taking the first area (activity) you worked in, enter the information in the Details column.
  - ⇒ Enter the number of hours you worked on the activity
  - ⇒ Selecting the role you had during your work. You can click more than one box if that is the work that you did against that activity during that period.
  - ⇒ Continue down the column, click in each of the boxes, the type of supervision you had during your work. If you were supervised at different levels on the one activity then you can click on more than one box.
  - ⇒ Continue down the column and click on the box for the type of activity that was worked on or the type of testing carried out during the activity.
- ⇒ Once the Details column is complete for that Area Worked, move onto the next Area Worked, and complete the steps as above, entering in information of your workbased activities into the details section of the card.
- ⇒ In the Area Worked column, you also need to include, if any:
  - ⇒ "Off-job Training" e.g. attending off-the-job training sessions
  - ⇒ "Sick" e.g. time off due to illness
  - ⇒ "Leave/RDO" e.g. holidays
- ⇒ After you have entered all information for all areas worked, click "Save".
- ⇒ You will be directed to a window which allows you to check the information you have entered for each Area Worked. You can add additional comments at this stage. If you have entered information incorrectly, click "Back" to re-enter the information or "Save Draft" to re-enter or add further information at a later date.
- ⇒ After ensuring that your online form has been correctly completed you can click "Submit".
- ⇒ Once the form has been submitted it will be forwarded to your employer for verification. The employer will either verify your card or reject it if they feel the information you have entered is incorrect. If your card is rejected, it will be returned to you for editing and re-submitting.

⇒ Existing Cards menu option

Click here to show the list of records that you have already entered onto the system (records can be searched by status/period). Draft cards may be edited and submitted from here.

The list may be sorted by the period or submitted date by clicking on the column name (e.g. period or Submit Date)

**To view/edit Existing Cards**

Enter the card status/period. Click "Search". To view all cards, leave fields blank.

The information shown from the search will show the Period/Status of the Card/Company Name/Supervisor/Date of Card Submission. Click on the period to view/edit that card.

Existing Cards

Card Status:

From Year:  From Month:

To Year:  To Month:

Period	Status	Company	Supervisor	Submit Date
<a href="#">2011/Jan</a>	Verified	EPIC TEST	Rob.P	20/Mar/2012
<a href="#">2011/Feb</a>	Verified	EPIC TEST	Rob.P	20/Mar/2012
<a href="#">2011/Mar</a>	Submitted	EPIC TEST	2801652	07/May/2012
<a href="#">2011/Jun</a>	Verified		Adv Std Entered	
<a href="#">2011/Jul</a>	Verified		Adv Std Entered	
<a href="#">2011/Aug</a>	Verified		Adv Std Entered	

The Card Status list is:

- **Submitted**- indicates which cards have sent to your employer for verification. These cards may be viewed as a summary but cannot be changed unless they are rejected.

Card Details

Year: 2011 Month: Mar (From 01/Mar/2011 To 31/Mar/2011)

Employer	EPIC TEST
Supervisor Name	2801652
Date Submitted	07/May/2012
Card Status	Submitted
Total Hours	196

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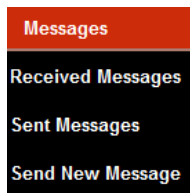
<b>E001 - Apply OHS practices in the workplace</b>	
number of hours	196
workDone	Prepare the work activities
supervisionLevel	Always/Mostly with my supervisor
...In preparing safe work activities, did you;	Obtain Hazard/Risk Control Instructions
...Whilst carrying out the work, did you;	Apply instructions for controlling Risks
...When completing/reporting work activities, did you;	Report Hazards to supervisor/client/peers

- **Rejected**- indicates which cards have not been verified by your employer and returned for editing and re-submission.
- **Verified**- indicates which cards have been verified by your employer. These cards may be viewed as a summary but cannot be changed.
- **Re-Submitted**- indicates which cards have been re-submitted to your employer. These cards may be viewed as a summary but cannot be changed.
- **Draft**- indicates which cards are not complete or have not been submitted. These cards can be viewed for editing and can be submitted to your employer.

⇒ **Report menu option**

- ⇒ Click the “Report” option to view/download reports.
- ⇒ Follow the instructions on the website to view or download the report.
- ⇒ Only the latest report will be stored on the website. It is advised that you save a copy of any reports you wish to keep.

**Please note:** Reports will not be available until the Release of Information form is received by the profile21 team.



Internal messages can now be sent between your RTO, Employer, the profile21 team and yourself.

⇒ **Received Messages menu option**

View messages sent to your user account

- To view all messages, leave fields blank and click search, or complete the fields for more specific criteria.

⇒ **Sent Messages menu option**

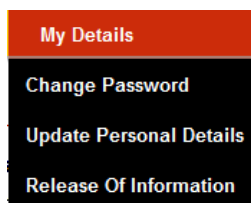
View messages previously sent

- To view all messages, leave fields blank and click search, or complete the fields for more specific criteria.

⇒ **Send New Message menu option**

*Send New Messages* - Send a new message

- Select the user type and click “Find Users”. This will bring up a list of users for this category.
- Select the user and click “Create Message”.
- Complete the message and click “Send”.



⇒ **Change Password menu option**

When you first login to profile21, to commence profiling, it is a good idea to change your password for security reasons. Make it something that you will easily remember. Passwords must be at least 6 characters long. Please note the password is case sensitive.

⇒ **Update Personal Details menu option**

Update your personal details on the system, i.e. email, phone number, etc.



When you wish to exit from the system, select the “Logout” menu option and then “[Click Here](#)” to complete the logout process.