

Profiling Handbook for Electrotechnology Apprentices and Supervisors/Employers

UEE30807 Cert III in Electrotechnology Electrician

UEE31307 Cert III in Electrotechnology Refrigeration and Air-conditioning

UEE31207 Cert III in Electrotechnology Instrumentation and Control



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In association with eProfiling

IS THIS RELEVANT TO ME?

If you are an Apprentice, or an Employer of apprentices that started their trade schooling after 1 January 2009 in one of the qualifications listed above then this is critically important to you.

Electrician apprentices who started their trade schooling before the end of 2008 on the old UTE training package need to be Profiling against the earlier EPIC system. This handbook does not relate to you.

Refrigeration apprentices who started their trade schooling before the end of 2008 on the old UTE training package are not obliged to use Profiling (refer to your training provider for your requirements.)

If unsure of what you need to do, contact MITAC for more details.

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What Is Profiling?

- Profiling is a tool used to record your on-the-job work experiences of an apprentice.
- All information collated through Profiling is used by Registered Training Organisations (RTOs) as evidence of apprentice on-the-job experience. (i.e. The RTO assesses the profile).
- Profiling is a necessary component of training. The data collected through the weekly records builds a picture of apprentice on-the-job training and development. Progress Reports are created by eProfiling and are evaluated against industry determined competency standards by your RTO, the employer and the apprentice to ensure the apprentice is receiving the required experience before he/she can be signed off as competent.

How Does Profiling Work?

- Online Profiling is a cost efficient, non-intrusive way of gathering workplace evidence. The work experience is captured by the apprentice completing a weekly online profiling form. The information covers the quality, breadth, and range as well as the supervision level of the workplace experiences. The employer views and verifies the apprentices data online.
- eProfiling is supplying this online data collection service for the RTOs. MITAC are providing system support to all NT users.

Why Do I Need Profiling?

- As an Electrotechnology apprentice
 - You will not get your qualification without proving your experience in detail. The profiling system is the only practical way to do this.
 - You will not get your license to work as a tradesperson without showing evidence of your on-the-job workplace experience to the NT Electrical Workers and Contractors Licensing Board. They will request a copy of your profile.
 - Profiling ensures that all your on-the-job work experiences are monitored and assessed by the RTO and employer. It will help ensure that you become a competent, well rounded tradesperson in the best practical time.
- As an Electrotechnology employer
 - Verifying profiles helps fulfill your obligations to document training in the most cost/time efficient way
 - It helps you monitor apprentice progress
 - It supports the apprentice and helps them become the best practical tradesperson.

How Do I Start Profiling?

- At the commencement of the apprenticeship, both apprentice and employer need to complete a profiling registration form. A registration form can be downloaded from <http://www.mitac.org.au/res/Default/ntprofilingregistrationuee07.pdf>
- The profiling registration form is to be returned to MITAC *as soon as possible*.
- MITAC/eProfiling will register you onto the profiling system.
- A user name and password will then be emailed to you, which will allow you to login to the profiling page on the eProfiling website. You will then be able to use the Online Profiling System.
- Each week, the apprentice is required to complete and submit an online form via the website. The employer can then view and verify it. To avoid problems, please ensure that you never get more than a week or two behind. Use of the system should not take anyone more than 3 to 5 minutes per week.

What Are My Responsibilities As An Apprentice?

- You are responsible for the development of your own on-the-job profile.
- You are to complete regular weekly entries into the system to ensure that at the end of your apprenticeship you have received well rounded and adequate experience in the workplace.
- You are expected to never have more than 3 weeks entries outstanding.
- You *must* ensure your weekly online profiling forms are accurate and correct.
- You should follow up with your employer so that your profiling data is verified regularly and you review your progress reports with them periodically
- You should follow up with your trainers/lecturers review your progress reports with them periodically

What Are My Responsibilities As A Supervisor/Employer?

- You are responsible for checking the weekly entries made by your apprentice and either accepting or rejecting them. By accepting them you are simply stating they are a true record of what the apprentice did and that the apprentice role and level of supervision is accurately reflected.
- You are asked to check your apprentice entries regularly. The aim is to have no more than 3 weeks entries by the apprentice awaiting review, and certainly no more than 10.
- You are asked to review the Progress Reports with the apprentice every two or three months. This enables you and the apprentice to monitor training progress against targets, discuss any issues, and consider future work plans to assist the apprentice reach the required targets.

Who Supports And Pays For Profiling?

- Profiling is the industry approved national system of gathering on-the-job competency evidence.
- Profiling is supported by:
 - All Registered Training Organisation's (RTO's) delivering relevant Electrotechnology qualifications in the NT
 - NT Electrical Workers and Contractors Licensing Board (EWCLB)
 - The Electrical Trades Union (ETU)
 - The National Electrical Communications Association (NECA)
 - EE-Oz Training Standards (National Industry Skills Council)
 - NT Department of Education and Training (DET)
- Profiling is funded by the RTO. There is no cost to the apprentice or employer.

Can I try Profiling Without Being Registered?

- Sample Profiling on-line forms are available for training or practice purposes on the eProfiling website.
- Go to www.eprofiling.com.au
- Select the FAQ tab.
- Select question 7
- Select the qualification of interest.
- Give it a try! (See Entering a new Card in the Apprentice User Guide for more tips.)

Apprentice User Guide

Welcome to the eProfiling Website

This Guide has been created to help you navigate your way around the Profiling website once you have received your Username and Password.

To begin....

- For Electricians, go to <https://electrician.eprofiling.com.au/>
For Refrigeration, go to <https://refrigeration.eprofiling.com.au/>
For Instrumentation, go to TBA
- Enter: Username and Password
- You will know you have successfully logged into the Profiling system when the Home Page opens and the message “Welcome *your name* (APPRENTICE)” appears.

There are three Tabs across the top of the page.

- The *Logout* Tab simply logs you off the system when you have completed work.
- The *Home* Tab has a link “*Edit My Details*” that you can use to update your email address and phone number—it is important to keep these updated with any changes.
- The *Cards* Tab is where you do most of your work on the system.

The Home Page also contains information on the number of Cards you should have on system, the number you have Submitted, the number that have been Verified by your employer, and the Weeks which are Outstanding. NOTE—a week is Outstanding until it is both Submitted and Verified.

The Cards Tab

This Tab shows you a table of all the *Cards* you have on the system. (A Card is a week’s worth of experience.)

For each Card you will see

- *Week/Date*—this shows the week number and year and also the date range for that week
- *Total Hours*—shows the total hours you logged for that week
- *Status*—shows the Status of each Card you have logged (Draft, Pending Approval, Approved, Reject)

By clicking on the underlined date for a Card, you can look at the detail of that Card.

Apprentice User Guide—continued

Entering a New Card

- Go to the *Cards* Tab
- To enter a new Card, click on the *New Card* link
- Select the week that corresponds to the experience about to be entered
- Click on *Expand All*
- Work down through the *Work Activities* and for each one that is relevant for the week in question enter
 - *Time*—click buttons to give activity time (eg 4+2=6). Note the floating box that shows total hours entered for the week.
 - *Activity*—whether you did the job (carried out), were involved in getting info from plans, drawings, etc (planned), were involved in finalizing the job, handover, documentation (completed). Click all that were relevant.
 - *Supervision*—Click the most appropriate supervision level for the work area this week. Direct (your supervisor was closely and constantly monitoring you), Indirect/General (your supervisor has some confidence in you for this task and was checking on you frequently and making sure you were progressing the job safely and correctly), or Broad (your supervisor has great confidence in you for this task and after ensuring you know what to do checks on you at critical steps of the task only). NOTE—check with your supervisor which is the most appropriate level of supervision to record.
 - *Materials*—Click all areas worked on this week
- Repeat for all of section 1 *Work Activities*
- In section 2 *Work Practices* click on each work practice you have been involved in for the week
- In section 3 *Supplementary Work* click on each area of supplementary work you have been involved in for the week
- In section 4 *Leave/Off-Job Training* enter any hours relevant for the week
- Add any notes you might wish your supervisor to see relevant to this week
- When finished, click *View Summary*
- Review the information you have entered. If needed go back and correct it. When satisfied, click *Submit Card*.

Apprentice User Guide—continued

Reports

Reports that show your progress towards the targets you need to achieve in order to successfully complete each Unit of Competency (and ultimately your qualification), and to get your License are available to you, your employer and your trainers.

You can access your reports by the links at the foot of your Home Page. The most relevant is the Progress Report.

You should discuss your Progress Report with your employer and with your trainers to ensure you get the required experience. This will be useful to you, your employer, and your RTO.

The Traffic Light Status

Your RTO will monitor your performance as a regular Profiler using this system.

Green is good = no more than three weeks behind with data entry

Yellow is a warning = 4 to 10 weeks behind

Red is a critical failing = 11+ weeks behind

You should always be Green, an occasional Yellow may be forgiven, but never Red! To see your status, check your personal details and note the difference between Cards expected and Cards submitted.

Your Target!

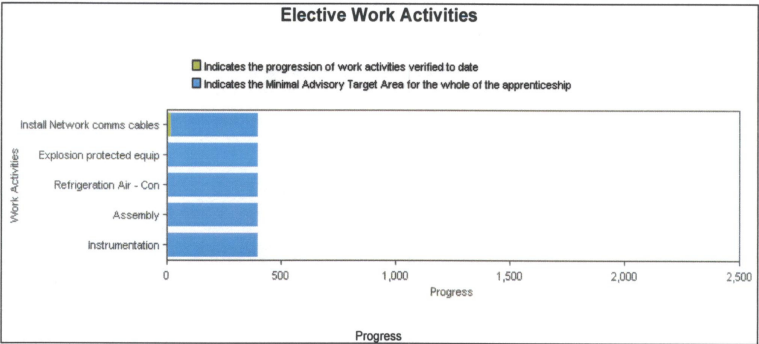
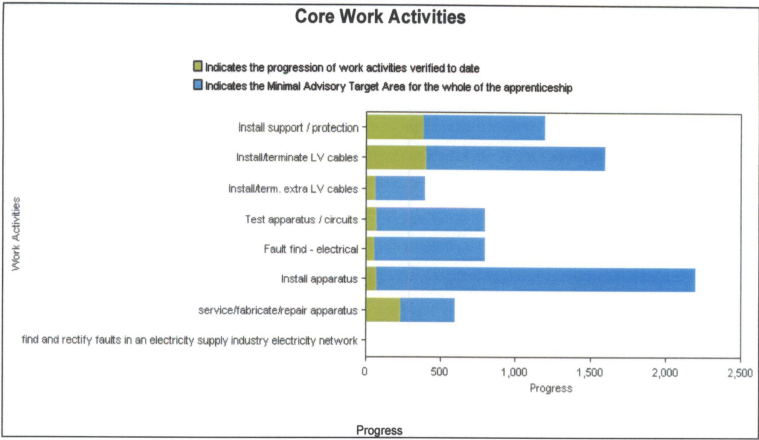
Your target is to get all core areas of work on the report to at least the “Advisory Level” (that is, cover the blue target with green).

You also need to show a reasonable range of experience across the different activities within each area that are shown in the report pie charts. As your apprenticeship progresses this will be the subject of discussions between you, your employer, and your RTO.

An extract of a Progress Report follows on pages 9 and 10. This extract is for an Electrician Apprentice with about nine months experience.

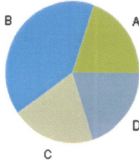
The bar graphs indicate the progress of the Apprentice for each Area of Work against established industry guidelines for the complete qualification.

The pie charts indicate the breadth of experience across the different variables within each Area of Work.



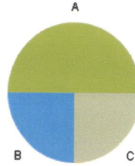
Install Network comms cables

- A - Structured twisted pair - 1
- B - Telephone - 2
- C - Carry out comms tests - 1
- D - Comms compliance documentation - 1



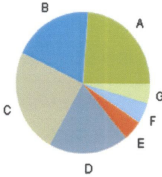
Install/term. extra LV cables

- A - Flexible cable, cord - 2
- B - Unenclosed TPS - 1
- C - Other - 1



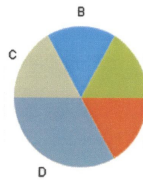
Test apparatus / circuits

- A - Visual inspection - 5
- B - Continuity - 4
- C - Insulation - 5
- D - Polarity - 4
- E - Correct connect - 1
- F - Isolation - 1
- G - Other - 1



Fault find - electrical

- A - Circuits-wiring; eg. open short - 1
- B - Insulation failure - 1
- C - Unsafe condition - 1
- D - Other elec app & circuit faults - 2
- E - Read/interpret drawings/plans - 1



Supervisor/Employer User Guide

Welcome to the eProfiling Website

This Guide has been created to help you navigate your way around the Profiling website once you have received your Username and Password.

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For Refrigeration, go to <https://refrigeration.eprofiling.com.au/>
For Instrumentation, go to TBA
- Enter: Username and password
- You will know you have successfully logged into the Profiling system when the Home Page opens and the message “Welcome *your name* (EMPLOYER)” appears.

There are five Tabs across the top of the page.

- The *Logout* Tab simply logs you off the system when you have completed work.
- The *Home* Tab has a link “*Edit My Details*” that you can use to update your email address and phone number - it is important to keep these updated with any changes.
- The *UTE99 Reports* Tab has no relevance for NT employers
- The *Cards* Tab is where Weekly Cards entered by your apprentices can be viewed and actioned
- The *Apprentices* Tab is where all your apprentices details are listed

The Cards Tab

This Tab shows you a table of all the Cards (a Card is a week’s worth of experience) that any of your apprentices has entered on the system and which you have not yet Approved. If you choose you can view Cards at all Status levels using the control at the top of the table.

For each Card you will see

- Select - this allows you to select a Card or Cards that you wish to Approve or Reject
- Week/Date - this shows the week number and year and also the date range for that week
- Apprentice - the name of the apprentice the Card relates to.

Supervisor/Employer User Guide—continued

- Total Hours—shows the total hours the apprentice logged for that week
- Status - shows the Status of each Card you have logged (Draft, Pending, Approved, Reject)

By clicking on the underlined date for a Card, you can view the detail of that Card.

To Approve/Reject Cards

- Log on
- Go to the *Cards* Tab
- Click on the *Week/Date* for the Card you wish to action. (It must be at *Pending Approval* Status.)
- Review the Information and Select either *Approve* or *Reject*
- If approving, enter tradesman's name and license number when requested then *Submit*.

To View or Print Reports

Reports are generated live. They will contain all information up to the time of requesting the report. To View reports

- Log on
- Go to the *Apprentices* Tab
- Click on the name of the apprentice you wish to review
- Scroll to the bottom of the page where two Report links can be seen
- Click on the desired report

Two reports are available, The *Progress Report* and the *Card Summary Report*

Progress Report

The Key information on the Progress Report includes

- Apprentice identification
- List of Cards that have not yet been entered or verified
- Bar graphs showing progress toward the Targets for *Core Work Activities* (target is for all to reach the advisory level)
- Bar graphs showing progress toward the Targets for *Elective Work Activities* (target is for selected electives to reach the advisory level)
- Pie Charts and Bar Graphs that indicate the breadth of experience in each of the key work areas

You are asked to discuss the Reports periodically with your apprentice and

Supervisor/Employer User Guide—continued

the apprentice's trainers to ensure they get the required experience. This will be useful to you, your apprentice, and the RTO.

Card Summary Report

The Card Summary Report is normally only used by Group Training Companies and the like, or where there have been multiple supervisors over a range of weeks and not all supervisors have system access. It provides a printout that summarises experience on Pending Approval Cards in a date range that can be viewed and authorized by various supervisors. A single system user may then log on and approve those Cards on the basis of the signed report (the original signed report should be kept for audit purposes).

The Traffic Light Status

Your RTO will monitor your apprentice's performance as a regular Profiler using this system.

Green is good = no more than three weeks behind with data entry

Yellow is a warning = 4 to 10 weeks behind

Red is a critical failing = 11+ weeks behind

Your apprentices should always be Green, an occasional Yellow may be forgiven, but never Red! To see their status, check their personal details and note the difference between Cards expected and Cards submitted.

Your status as a Supervisor/Employer supporting the apprentice is also monitored on the basis of how many Cards the apprentice has submitted that have not yet been reviewed. You are asked to be Green if possible, Yellow at worst, but please not Red as it will hinder the apprentice's progress.

The number of Cards waiting for you against that apprentice on the Cards Tab is the easiest way to monitor Supervisor/Employer status.

The Target!

The apprentice's target is to get all core areas of work on the report to at least the "Advisory Level" (that is to cover the blue target with green). They also need to show a reasonable range of experience across the different activities within each area that are shown in the report pie charts. As your apprenticeship progresses this will be the subject of discussions between the apprentice, supervisor/employer, and the RTO.

An extract of a Progress Report appears on pages 9 and 10. This extract is for an Electrician Apprentice with about nine months experience.

Further Assistance

For enquiries related to the Profiling system, including registration, access details, user difficulties, service problems, etc - please contact MITAC (details on front cover).

For enquiries related to training timing and delivery, assessment issues, etc - please contact your RTO directly.

For enquiries related to licensing of new apprentices or completing apprentices - please contact the Electrical Workers & Contractors Licensing Board directly.

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