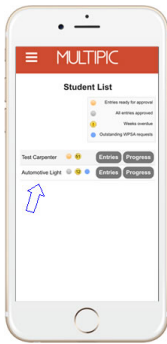




User Instructions

EMPLOYER

- Multipic is used to track workplace activity as required by Training Organisations
- Employers can track the skills of their apprentice and identify gaps in skills development
- Provides simple communication between employer and the Training Organisation
- Employers can confirm if Workplace Standard has been achieved (WPSA)
- Possibly reduce the time spent 'off the job' learning skills already developed at work
- Employers are informed of overall progress potentially impacting wage progression
- App notifications/emails alert you when actions are required



1. Student List

Your home screen displays your student list.

Icons identify entries waiting for approval, any WPSA requests or overdue entries.

Select a student to approve entries or respond to WPSA.

You can also view a student's Progress Graph



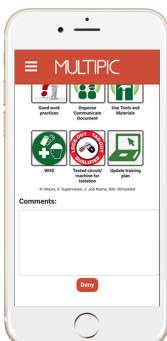
2. Approving Entries

There may be multiple tasks logged within a week.

Review any entries requiring your approval

- Check the date
- Note time assigned & supervision level
- Review any notes or photos
- Note any simulated tasks (off job training)
- View concurrent activities (generic skills applied in the context of the task)

APPROVE entries that are accurate and complete



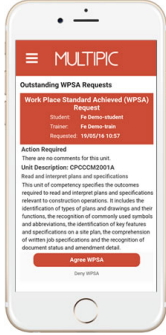
3. Denying/Discussing Entries

Only select Deny if an entry is inaccurate or incomplete.

A student can edit any entry that is not approved.

Discuss required edits with the student and log a comment before clicking DENY.

The student will be notified with a request to edit their entry.



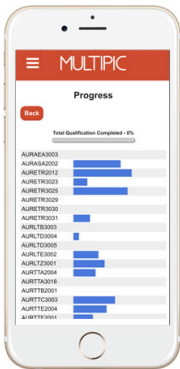
4. Responding to WPSA requests

You may be asked to Agree/Not Agree that the student/apprentice/trainee is able to carry out specific tasks to the workplace standard (Agree WPSA).

To respond to a WPSA request

1. Review:
 - Action required – explanation of request
 - Unit Description - outlining the relevant range of work
2. Select the appropriate response

If deny WPSA is selected, it may be requested again later.

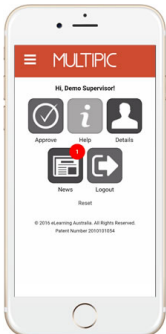


5. Viewing Progress

Click on the student's Progress button

This page displays graphs showing:

- Percentage progress through their qualification
- Relative amounts of activity logged per unit
- Gaps in work activity/experience



6. Using your dashboard

Additional features for workplace supervisors include

- Help section - videos and documentation
- Your account details – update details or password
- News – information from the Training Organisation



Other Features

Alternative to using the app, you can Log into the [browser version](#) to access all the features of My Profiling including

- Entry history and Unit Profiles
- Training Plans (if available)
- How-to videos (under the Help tab)