Using the eProfiling Electronic Profiling System

A Presentation for Electrotechology Apprentices

eProfiling July 2008
What You Will Learn in this Presentation

This presentation will cover the following topics:

What is involved in an Electrotechnology Apprenticeship (SLIDE 3)

Why is the eProfiling Electronic Profiling system important to the process of training an Electrotechnology Apprentice (SLIDE 4)

Some simple definitions to help you understand the work areas on the Electronic Profiling card (SLIDE 5-10)

How an Apprentice collates a weekly summary of work (SLIDE 11-17)

Some Very Simple Rules for filling in Electronic Profiling Cards (SLIDE 18)

Filling in the Electronic Profiling Card (SLIDE 19-28)

Reading an Electronic Profiling Report (SLIDE 29-34)

In Summary (SLIDE 35)
What is Involved in an Electrotechnology Apprenticeship

An Electrotechnology apprenticeship is a complex training process that will take you from being a person with limited skills or experiences in Electrotechnology and turn you into a qualified and licensed Electrotechnology worker.

This process usually takes around 4 years to complete.

To achieve your goal of completing your Electrotechnology apprenticeship, you will need to complete the following elements:

1. Attend and pass all of your college component (off the job training)
2. Develop a profile of relevant work experiences (on the job)
3. Successfully complete an Electrical Safety Final Assessment (commonly known as the CAPSTONE assessment)

When all three of these elements are complete, you will be finished your Electrotechnology apprenticeship and you will receive a qualification and be eligible to apply for an Electrical Work Licence.
Why is the eProfiling Electronic Profiling system important to the process of training an Electrotechnology Apprentice

As discussed in the previous slide, there are 3 elements to the apprenticeship:

1. Attend and pass all of your college (off the job training)
2. Develop a profile of relevant work experiences (on the job)
3. Successfully complete an Electrical Safety Final Assessment (commonly known as the CAPSTONE assessment)

The eProfiling Electronic Profiling system has been designed to collect information against the second element of the apprenticeship – Develop a profile of relevant work experiences. The Electronic Profiling system collects your records and provides your Training Institution (TAFE College or Industry Skills Centre) regular reports on your progress on the job.

Your college is then able to make a judgment on your competence, as they can measure your on the job experiences against the on the job requirements of your apprenticeship.

The Electronic Profiling system is a critical element of the apprenticeship which the apprentice is responsible for maintaining.
Some simple definitions to help you understand the work areas on the Electronic Profiling Card

When you are beginning something new like an Electrotechnology Apprenticeship, the new terminology can be confusing.

Your Training Institution (TAFE College or Industry Skills Centre) and your supervising tradesperson should be able to help you out with most things that you encounter during your apprenticeship.

The following terms are those found on the Electronic Profiling Card, and these brief definitions should help you to understand the terminology so that you fill in the cards correctly.

If you still have some difficulties, ask your Training Institution (TAFE College or Industry Skills Centre) or your supervising tradesperson.
Some simple definitions to help you understand the work areas on the Electronic Profiling Card

The Electronic Profiling system is designed to assist in rotating apprentices and give an overview of what the current experience is at any time throughout the apprenticeship.

Employers and Training Institutions (TAFE College or Industry Skills Centre) need to assess the apprentices regularly (normally every 3 months) to ensure an adequate spread of experience is being performed.

Electronic Profiling reports are forwarded to employers and apprentices each quarter of the year by your Training Institution (TAFE College or Industry Skills Centre). If you do not receive reports quarterly please contact your Training Institution (TAFE College or Industry Skills Centre).

The next 4 slides numbered 7-10 will provide the definitions to some of the terms that are on the Electronic Profiling Card.
Some simple definitions to help you understand the work areas on the Electronic Profiling Card

**Install Cable/Wiring Support**

This is the installation of supporting devices such as cable tray and ladders and installing conduit (non metallic and metallic). This does not include the cable itself – just the support structures. It also includes the clips and saddles used to support the cable.

**Install Cable/Wiring**

Installing wiring; wire pulling etc. Most of the cable on construction and houses is thermoplastic sheathed flat cable (the white flat cable) and thermoplastic insulated cable. Industrial premises will use cable such as armoured cable and fire performance cables.

**Install Network Comms**

Installing communications cable. Most of this is the blue cable (cat5/5+ cable). This is all comms work and telecoms cable.
Some simple definitions to help you understand the work areas on the Electronic Profiling Card

Test Apparatus and circuits
The tests here are all the tests performed in industry. The major, vital tests performed in domestic, commercial and industrial areas can be found in the Standard AS/NZS 3017

Install / connect apparatus means the electrical installation of apparatus. This could be installing lighting, a split system air conditioner etc. It is all the work you do in connecting the apparatus.

• If you are putting in electrical devices such as lights, air conditioners etc, then you are installing the apparatus.

• If you put in the cable AND install the lights or air conditioner, you are installing the cable wiring AND installing / connecting the apparatus.

• If the installation required you to use cable tray or conduit that you pulled the cable through, and you installed the lights or air conditioner, you have installed cable / wiring support protection AND installed cable / wiring AND installed apparatus.
Some simple definitions to help you understand the work areas on the Electronic Profiling Card

**Commission apparatus** is making sure your installation works and is safe before you hand over to the client. Before you leave an installation you make sure the apparatus that you installed is functioning according to manufacturers' specifications and is electrically safe.

**Fault Find and Repair faults** is when you rectify a malfunctioning electrical device such as an electric oven. You are required to diagnose the fault and take action to rectify the fault and re-commission the oven.

**Maintain Apparatus** is when you are undertaking routine checking of apparatus and/or circuits to ensure that they continue to work in good order and to manufacturers specifications. This work could include some minor mechanical service/repair such as lubricating parts, or changing brushes and bearings on an electrical motor and undertaking periodic tests.

**Electrical Supporting Activities** is any work that you undertake that is not specifically electrical work. It may include activities such as digging trenches, cleaning equipment and vehicles or going to the wholesaler to pick up supplies.
Some simple definitions to help you understand the work areas on the Electronic Profiling Card

These are the areas on the cards and some examples of the apparatus the card asks you for:

**Control Devices:** for example anything that controls equipment, things like simmerstats in stoves, thermostats in ovens, solenoids in appliances etc.

**Heating:** for example water heater.

**Lighting:** for example Highbay lights; fluorescent lights.

**Protection devices:** for example circuit breakers; safety switches.

**Electrical Accessories:** for example boxes; elbows; mounting blocks.

**Switchboards:** for example a main switchboard for a house.

**Single phase apparatus:** for example single phase motor for a pool pump.

**Synchronous apparatus:** for example alternators.

**Three phase apparatus:** for example 3 phase escalator in a shopping centre.
How an Apprentice collates a weekly summary of work

To do this, you will need to summarise your weekly work. The following slides (12-17) in this presentation will show a week of work undertaken by an imaginary apprentice called Simon Sample. Simon will show how he has collated his work activities and put it into a weekly summary for week 9 of 2008 (week ending 25 February 2008).

Once Mr Sample has completed his weekly summary, he will show how this collated summary is logged on to the eProfiling Electronic Profiling system by submitting a completed Electronic Profiling Card for the week. Simon Sample will have his card verified by his workplace supervisor Billy Boss.

As Mr Sample progresses through the apprenticeship, his Training Institution (TAFE College or Industry Skills Centre) will report to him and his employer, Billy Boss, on how he is progressing in the apprenticeship.
An example of a week of work for an Electrical Apprentice Simon Sample
(Week 9 2008 – Week ending 25 February 2008)

MONDAY

**Job 1 – Installation of a wall heater**

Prior to beginning the job, my tradesperson and I did a job safety analysis (also known as a basic risk assessment or tool box talk about the job) and ensured that we could do the job correctly and that we had the correct equipment and PPE for the job.

I carried out the following work while working under the direct supervision of a tradesperson:

1. I installed a 2 kW wall mounted fan heater. I ran a new circuit from the switchboard using TPS flat cable. Non-metallic conduit and clips where used. My tradesperson and I electrically tested the installation and energised the circuit. I tested the operation of the heater.

### My summary of work for Monday

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Element</th>
<th>Supervision</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install cable / wiring support</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Install cable / wiring</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Test apparatus / circuits</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Install / connect apparatus</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
</tbody>
</table>
Prior to beginning the job, my tradesperson and I did a job safety analysis (also known as a basic risk assessment or tool box talk about the job) and ensured that we could do the job correctly and that we had the correct equipment and PPE for the job.

**Job 1 - Data cable run**

I carried out the all the following jobs while under the direct supervision of my tradesperson:

1. I assisted the tradesperson to place a run of CAT 6 cable on an existing cable tray.

**Job 2 - Fitted off in a shop – switchboard, refrigeration and accessories**

I carried out the following jobs while under the direct supervision of my tradesperson:

1. I terminated wiring in the main switchboard and connected the final subcircuit to a refrigeration compressor unit. (TPS flat cable)
2. I fitted off down lights and socket outlets
3. With the support of my tradesperson, I tested electrical circuits and the electrical side of the refrigeration system. The tests that were carried out included polarity, insulation, continuity and performance characteristics.

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**My summary of work for Tuesday**

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Element</th>
<th>Supervision</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install cable / wiring</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Install network comms cables</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Test apparatus / circuits</td>
<td>carried out</td>
<td>direct</td>
<td>1</td>
</tr>
<tr>
<td>Install / connect apparatus</td>
<td>carried out</td>
<td>direct</td>
<td>3</td>
</tr>
</tbody>
</table>
Prior to beginning the job, my tradesperson and I did a job safety analysis (also known as a basic risk assessment or tool box talk about the job) and ensured that we could do the job correctly and that we had the correct equipment and PPE for the job.

Job 1 - Installed and wired a fan heater

I carried out the following while working under the direct supervision of my tradesperson:

1. I installed a heater and wiring. 4mm² TPS flat cable was used. The cable was protected by non-metallic conduit and cable clips where used for unenclosed support.

Job 2 - Installed a ticket system at a supermarket deli

I carried out the following while working under the direct supervision of my tradesperson:

1. I mounted and connected a digital display unit and control unit. Non-metallic conduit was used to support multi cored circular cable.

Job 3 - Rewired a domestic lighting circuit

I carried out the following while working under the direct supervision of my tradesperson:

1. I was called in to fix a lighting circuit in an old cottage. I found the cable to be open circuit. I re-wired the light circuit.

My summary of work for Wednesday

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Element</th>
<th>Supervision</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install cable / wiring</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Install cable / wiring</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Test apparatus / circuits</td>
<td>carried out</td>
<td>direct</td>
<td>1</td>
</tr>
<tr>
<td>Install / connect apparatus</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Fault find &amp; repair apparatus</td>
<td>carried out</td>
<td>direct</td>
<td>1</td>
</tr>
</tbody>
</table>
THURSDAY

I attended aaaRTO College of TAFE on day release.

My summary of work for Thursday

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off job training – attended TAFE.</td>
<td>8</td>
</tr>
</tbody>
</table>
Prior to beginning the job, my tradesperson and I did a job safety analysis (also known as a basic risk assessment or tool box talk about the job) and ensured that we could do the job correctly and that we had the correct equipment and PPE for the job.

Job 1 Repair, rewire and install industrial lighting

I carried out the following while working under the direct supervision of my tradesperson:

1. I was called out to a factory where I found all the high bay lights inoperative. I performed electrical tests and determined that the circuit was down to earth.
2. I found and replaced damaged armoured cable. When the circuit was re-energised I found that one light was still inoperative. I found an open circuit choke in one of the high bay lights.
3. While at the site I was asked to install an additional two new 1500 Watt floodlights. I installed a new circuit using TPS circular cable supported by metallic conduit.

My summary of work for Friday

<table>
<thead>
<tr>
<th>Competency</th>
<th>Element</th>
<th>Supervision</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install cable / wiring support</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Install cable / wiring</td>
<td>carried out</td>
<td>direct</td>
<td>1</td>
</tr>
<tr>
<td>Test apparatus / circuits</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Install / connect apparatus</td>
<td>carried out</td>
<td>direct</td>
<td>2</td>
</tr>
<tr>
<td>Fault find &amp; repair apparatus</td>
<td>carried out</td>
<td>direct</td>
<td>1</td>
</tr>
</tbody>
</table>
**A Summary of my whole week of work**

The following table has summarised in a diary form all the work that I conducted in week 9 of 2008:

<table>
<thead>
<tr>
<th>WORK AREA</th>
<th>ACTIVITY</th>
<th>SUPERVISION</th>
<th>TIME</th>
<th>TOTAL HOURS</th>
<th>EQUIPMENT/TESTS/MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install cable / wiring support</td>
<td>Carried Out</td>
<td>Direct</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>non-metallic conduit, unenclosed support eg. clips and ties, metallic conduit</td>
</tr>
<tr>
<td>Install cable / wiring</td>
<td>Carried Out</td>
<td>Direct</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>thermoplastic sheathed circular, thermoplastic sheathed flat, armoured cables</td>
</tr>
<tr>
<td>Install Network Comms Cables</td>
<td>Carried Out</td>
<td>Direct</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<td></td>
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<td>1</td>
<td>1</td>
<td>structured twisted pair</td>
</tr>
<tr>
<td>Test Apparatus/Circuits</td>
<td>Carried Out</td>
<td>Direct</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>performance, polarity, insulation, continuity</td>
</tr>
<tr>
<td>Fault find &amp; repair apparatus</td>
<td>Carried Out</td>
<td>Direct</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>open circuit</td>
</tr>
<tr>
<td>Install / connect apparatus</td>
<td>Carried Out</td>
<td>Direct</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>2</td>
<td>heating, fixed accessories; eg. socket outlets, lighting</td>
</tr>
<tr>
<td>Commission Apparatus and Circuits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain/Repair Apparatus</td>
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<tr>
<td>Install Explosion Protected Equip</td>
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<td></td>
<td></td>
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<tr>
<td>Maintain Hazardous Areas Equip</td>
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<tr>
<td>Monitor Energy Usage</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Install / maintain fluid m’ment equip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Supporting Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off Job Training (College)</td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Leave (Sick)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave (RDO etc)</td>
<td></td>
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</tr>
</tbody>
</table>
Some Very Simple Rules for filling in Electronic Profiling Cards

On the following slides, the Electronic Profiling Card will be broken down into sections.

When you are filling in your card, remember these two basic rules and you should be OK:

1. Make sure when you **start a column** (or work area) that you fill in the card all the way down and that you **finish the column**; and

2. Make sure that you put a **dot in each of the 5 sections** on the card (sections 2, 3, 4, 5, & 6). These sections are separated by a dashed line.

**It will help out if you have one of your Electronic Profiling Cards in front of you while you go through the following slides (SLIDE 19-28).**
The Electronic Profiling Card

The Electronic Profiling Card has a number of key areas:

1. The week number, year, registration number, apprentice surname and apprentice signature.
2. The work areas.
3. The hours worked.
4. The activity (planned, carried out, completed).
5. The supervision level worked under (direct, general, broad).
6. The range of materials/equipment & tests.
7. The Supervising Tradespersons licence number, surname and signature.
Starting off the Card

In the weekly summary, I have identified that the I have worked across a variety of work areas. The first task in filling in my Electronic Profiling Card is to mark those work areas. In my weekly summary, these areas included 1. Install cable / wiring support 2. Install cable / wiring 3. Install network comms cables 4. Test apparatus / circuits 5. Install / connect apparatus 6. Fault find and repair faults.

My Details including the Registration Number and Surname are here

Here is where I indicate all of the work areas that I have encountered in the weekly summary

Here is where I indicate that I have attended off the job training at TAFE or an Industry Skills Centre

I must sign here on each weekly card.

Here is where the week number and the year are located

Here is where I indicate the total hours I worked in the week I am submitting the card for.
Install Cable / Wiring Support

The weekly summary shows the following:

1. I spent **6 hours** in the week installing cable / wiring support structures.

2. I **carried out** the work activity.

3. I worked under the **direct supervision** of a tradesperson.

4. I used **non-metallic conduit**, **metallic conduit** and **unenclosed support**.
Install Cable / Wiring

The weekly summary shows the following:

1. I spent **7 hours** in the week installing cable / wiring.
2. I **carried out** the work activity.
3. I worked under the **direct supervision** of a tradesperson.
4. I installed and terminated **thermoplastic sheathed circular cable**, **thermoplastic sheathed flat cable**, and **armoured cable**.

Here is where I indicate that I worked in the Install cable / wiring work area

Here is where I record the hours that I worked in the Install cable / wiring work area *ie 7 hours (4 + 2 + 1)*

Here is where I indicate that I carried out the Install cable / wiring work

Here is where I indicate that I was supervised directly for the Install cable / wiring work that I did

Here is where I indicate the cable types that I installed in the Install cable / wiring work that I did

<table>
<thead>
<tr>
<th>This week I:</th>
<th>Install cable / wiring</th>
<th>Install Network cabinets</th>
</tr>
</thead>
<tbody>
<tr>
<td>worked in the these areas</td>
<td>up to 1 hr</td>
<td></td>
</tr>
<tr>
<td>for approximately</td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32 hours</td>
<td></td>
</tr>
<tr>
<td>and I</td>
<td>planned (ie interpreted diag etc.)</td>
<td></td>
</tr>
<tr>
<td>carried out (ie conducted work)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>completed (ie compliance etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>whilst under</td>
<td>direct/constant supervision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>general/intermittent supervision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>broad supervision</td>
<td></td>
</tr>
</tbody>
</table>

**Cable/wiring support protection**
- aerial
- cable tray/ladder
- catenary support
- metallic conduit/duct
- non-metallic conduit/duct
- trunking
- underground systems
- unenclosed support (eg,c.lips,saddles,ties)
- other

**Power and control - LV cables**
- armoured cables
- fire performance cables (eg. MMS)
- signal cable (eg. shielded inst cable)
- special cables (eg. trailing cables)
- thermoplastic insulated cable
- thermoplastic sheathed flat cable
- thermoplastic sheathed circular cable
- other
Install Network Comms Cables

The weekly summary shows the following:

1. I spent **2 hours** in the week installing network comms cables.

2. I **carried out** the work activity.

3. I worked under the **direct supervision** of a tradesperson.

4. I installed **structured cable**.

Here is where I indicate that I worked in the Install Network Comms work area

Here is where I record the hours that I worked in the Install Network Comms work area ie 2 hours

Here is where I indicate that I carried out the Install Network Comms work

Here is where I indicate that I was supervised directly for the Install Network Comms work that I did

Here is where I indicate the Network Commc cable types that I installed in the Install Network Comms work that I did
Test Apparatus/Circuits

The weekly summary shows the following:

1. I spent **6 hours** in the week testing apparatus and circuits.

2. I **carried out** the work activity.

3. I worked under the **direct supervision** of a tradesperson.

4. I carried out **performance, polarity, insulation** and **continuity** tests.
Fault Find & Repair Apparatus/Circuits

The weekly summary shows the following:

1. I spent **2 hours** in the week
   Fault finding and repairing apparatus and circuits.

2. I **carried out** the work activity.

3. I worked under the **direct supervision** of a tradesperson.

4. I did my fault finding and repairing activity on **lighting**.
Install / Connect Apparatus

The weekly summary shows the following:

1. I spent **9 hours** in the week installing and connecting apparatus and circuits.

2. I **carried out** the work activity.

3. I worked under the **direct supervision** of a tradesperson.

4. I installed **heating, electrical accessories and lighting**.
Off the Job Training

The weekly summary shows the following:

1. I spent **8 hours** at college undertaking some ‘off the job’ electrical theory training.

[Diagram showing the weekly summary with annotations]

- Here is where I indicate that I attended college and did my ‘off the job training’
- Here is where I indicate the hours that I spent at attended college doing my ‘off the job training’
My Completed Card

After I entered all of the information onto the Electronic Profiling card from my weekly summary, my completed card looked like this.

Once the card is completed, my workplace supervisor confirmed it as correct by signing the card at the bottom.

My supervising tradesperson also needs to quote his electrical work licence number.
Reading an Electronic Profiling Report

To effectively read your Electronic Profiling quarterly report, there are a number of things that you need to look for:

1. How is the progress going against the advisory targets?

2. How is the progress going against the range of work, that is, are you getting across all of the core work areas?

3. As you progress, is the supervision level changing? Are you starting to plan and complete tasks?

4. Is there a reasonable spread of work, that is, are you conducting all of your mandatory tests? Are you installing a range of electrical cables and electrical apparatus?

The following slides (30-34) will provide information on how to ensure that all of these requirements are being met.
On Page 1 of the report, your apprenticeship details such as your start date are found. Also on this page is the summary of how many outstanding cards that you need to submit.

This report is sent to your Training Institution (TAFE College or Industry Skills Centre) every 3 months.

It is your job as an apprentice to try and make sure that all of your cards are kept up to date.

Electronic Profiling Report
Page 1

On Page 1 of the report, your apprenticeship details such as your start date are found. Also on this page is the summary of how many outstanding cards that you need to submit.

This report is sent to your Training Institution (TAFE College or Industry Skills Centre) every 3 months.

It is your job as an apprentice to try and make sure that all of your cards are kept up to date.
On Page 2 of your report is where the ‘Bar Charts’ are found. This part of the report gives a quick snapshot of your progress to date.

The black bar is the progress that has been made so far in the apprenticeship.

Note: where the bar changes from YELLOW to ORANGE is the actual minimum target that you need to reach.

The targets are only required against the Core work areas.
Also found on page 2 of your Electronic Profiling Report is the role and supervision level that you have been working under.

As you progress in your apprenticeship, you should go from primarily carrying out work under direct supervision, to carrying out and completing work under general supervision, to planning, carrying out and completing work under broad supervision.

The changing focus of your work will change the look of your pie charts.
Pie Charts

There are a number of Pie Charts in the remaining pages of your report.

These Pie Charts relate to your work areas and provide a snapshot on the type of work you have been doing. In other words, where the bar charts identify that you have been installing cable, the pie charts identify what the cable type is that you have been installing, and how often each cable is installed.

The pie chart is an extension of our bar charts. In the bar charts it is shown that you have installed cable, but here in the pie chart it shows the cable type and the regularity of the installation of each cable type.
The final pie chart is the general apportioned exposure.

This pie chart shows how much electrical work you have done, how much off the job training has been done, how much leave has been taken and how much electrical supporting activities is being undertaken.

This pie chart gives you a good breakdown of your overall apprenticeship program.
In Summary

As an Apprentice you are responsible for keeping a weekly record of your on-the-job information as part of your apprenticeship.

You will need to register this information by completing a weekly Electronic Profiling Card, getting your workplace supervisor to sign it off, and sending it to the eProfiling agent for processing.

Each quarter eProfiling will provide a quarterly report to your Training Institution (TAFE College or Skills Centre). They will pass on the report to you and your employer and advise both of you on your progress to date.

Further Assistance

If you need any further help, contact your Training Institution for advice, or you can contact eProfiling directly. Our phone number is:

(07) 3277 1333

or by email:

enquiries@eprofiling.com.au