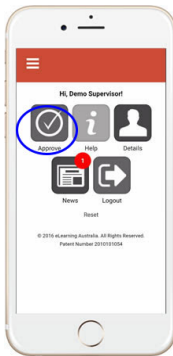# Welcome to My Profiling

- My Profiling is used to track workplace activity as required by Training Organisations.
- Accessible via the Multipic App or on the My Profiling website.
- Approve weekly entries and Agree to Workplace Standard Achieved (WPSA)
- App notifications alert you when actions are required - respond with a simple swipe!
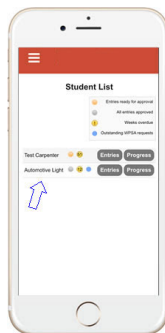- Track student progress and get news from the palm of your hand.

1. Your dashboard

From your dashboard select Approve to display your student list and respond to any requests for approval or WPSA

Additional features on your dashboard include:
- Help - videos and documentation
- Your account details - update contact details or password
- News - Information from the Training Organisation or My Profiling

2. 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

3. 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)
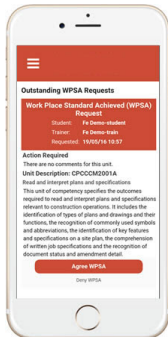
APPROVE entries that are accurate and complete

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.

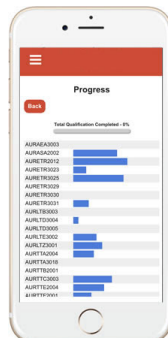The student will be notified with a request to edit their entry.

4. Responding to WPSA requests

You may be asked to Agree 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 can be re-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

Other Features

Rather than 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)