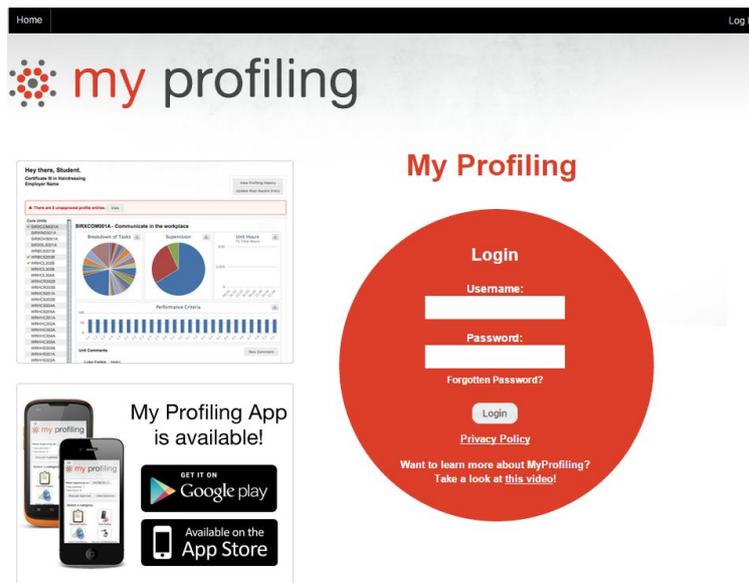


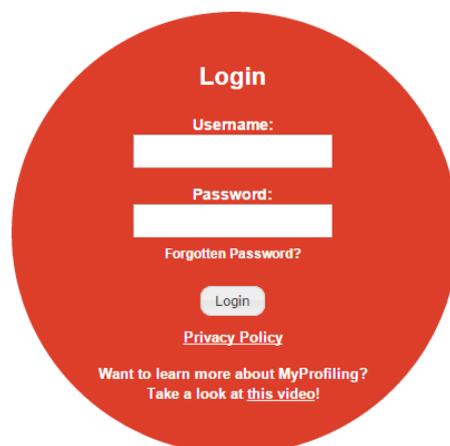
# My Profiling Getting Started

1. Head to <http://my.edu.au/myprofiling/> or download the My Profiling App from the App store for the Iphone and Android operating systems.

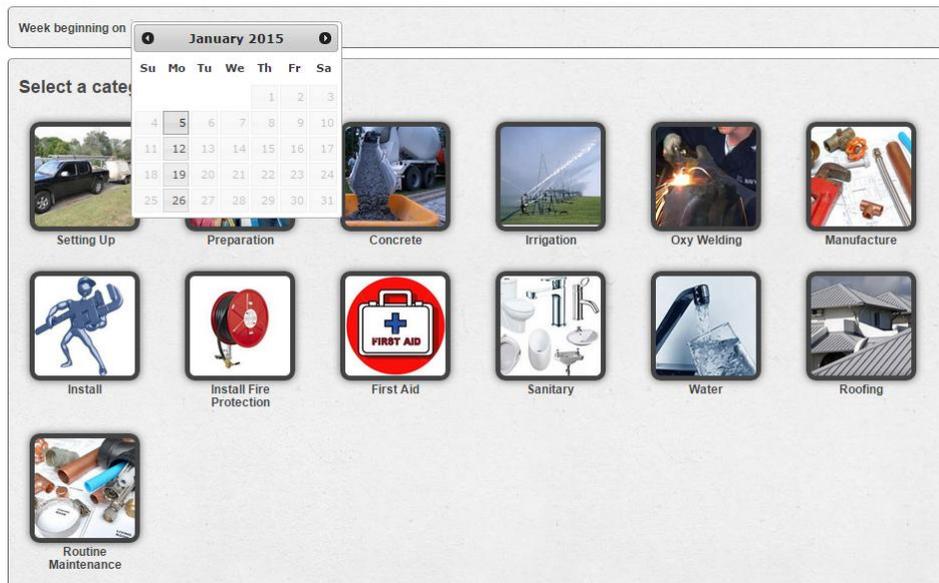


2. Go to your email and find the email containing the My Profiling information. This would have been generated during your TAPS induction. Read through it and make note of the log in details.

3. Enter the Username and Password



4. Once you are logged in enter the date of the week you are updating in the drop box



5. Look over the fields of work and start to work your way through the tasks you performed that week. It's that simple. Familiarise yourself with the program and don't be afraid to look through the categories to gain a better understanding of what each tab involves.



If you are still having difficulty understanding the layout please continue to the next page for an example of how to go about logging your work.

## EXAMPLE

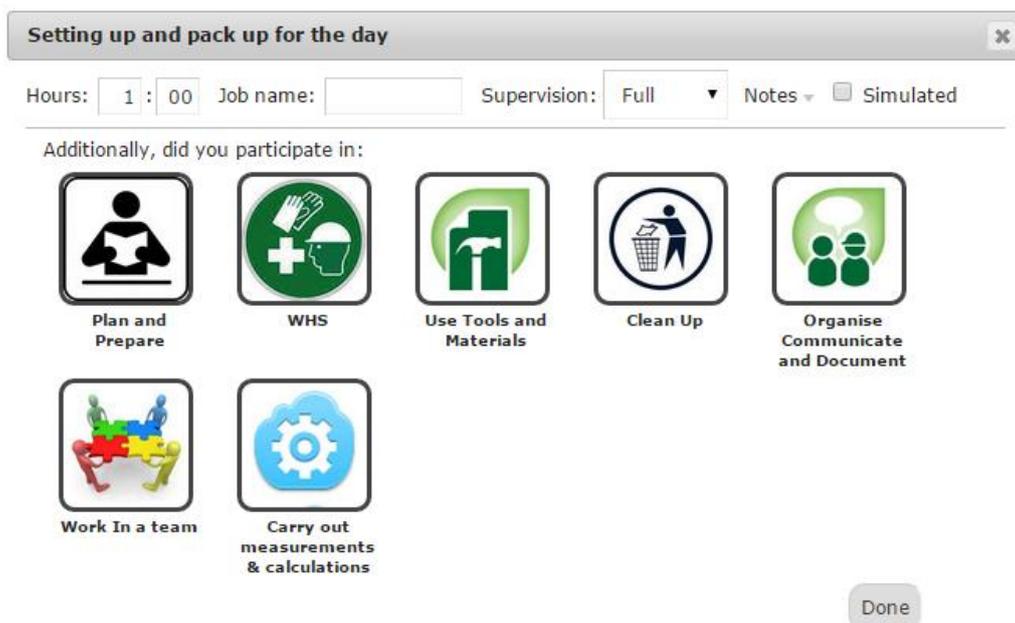
Most of you will set up at the start of the day and pack up at the end of the day. Say this takes roughly 30 minutes each totalling 1 hour.

Click on the "Setting Up" tab and a box will drop down with 2 options

- Setting up and packing up for the day
- Marking out



Click the setting up and packing up for the day tab. A box will appear with 7 tabs in it. These are things you may have participated in while undertaking the task Setting up and Pack up for the day.



Highlight the tasks that are relevant for your weeks work simply by clicking on them.

Setting up and pack up for the day

Hours: 1 : 00 Job name: Supervision: Full Notes  Simulated

Additionally, did you participate in:

- Plan and Prepare
- WHS
- Use Tools and Materials
- Clean Up
- Organise Communicate and Document
- Work In a team
- Carry out measurements & calculations

Done

At the top of the box there is a space to enter the amount of time you spent on the specific takes, so if you spent roughly an hour a day across 6 days you would enter 6 hours in this space.

Don't worry about getting the time exact round it up into 30 minute blocks.

Enter the job name, this will change for most of you from day to day. If this is the case enter "various". If you are on the one site all week enter the name of that site.

Enter the type of supervision you where under while performing the tasks.

You can click on the notes tab and a box will drop down here you can add any additional information and even add photos of your work. TAPS strongly suggests if you have time and it is ok with your Host Employer to do so. Remember on some sites mobile phones are not allowed so ask for permission first.

You will notice that there is a tick box named "Simulated" this box needs to be checked if you are undertaking these tasks in a training environment like TAFE for example.

Setting up and pack up for the day

Hours: 6 : 00 Job name: Various Supervision: Full Notes  Simulated

Additionally, did you participate in:

- Plan and Prepare
- WHS
- Use Tools and Materials
- Clean Up
- Organise Communicate and Document
- Work In a team
- Carry out measurements & calculations

Done

Then simply click “Done” and repeat this process for the other tasks you performed that week.

When you have completed that weeks My Profiling click “Save and Request Approval”. Your TAPS Field Consultant will then be updated with your progress. Do this at the end of every week to keep it up to date.

Your TAPS Field Consultant will check your progress weekly and confirm it with your Host Employer.

The My Profiling system is a great way for you to track your progress and discuss with your Host Employer or Field Consultant any areas you feel you may be lacking in.

**Please remember this is a necessary part of your apprenticeship and without it you will not be for filling your obligations as a TAPS Apprentice.**

If you have any trouble please call your Field Consultant ASAP to get things sorted and to keep you from falling behind.