

This brochure is provided for information purposes only. No claim is made as to the accuracy or authenticity of the contents of the brochure. EPIC ITB, MITAC, ETU and NECA do not accept any liability to any person for the information or advice (or the use of such information or advice) which is provided on this brochure or incorporated into it by reference.



29 Drummond Street
Carlton VIC 3053

Phone: +61 03 9654 1299
Fax: + 61 03 9654 5299
E-mail: profiling@epicitb.com
Web: www.epicitb.com/profiling

EPIC Industry Training Board



Level 1, 75 Woods Street, Darwin 0800
GPO Box 1610, Darwin NT 0801
Phone: (08) 8981 007
Fax: (08) 8941 7470
Email: mitac@mitac.org.au
Web: www.mitac.org.au/profiling



Major Industries Training Advisory Council

Your Guide To Online Profiling

APPRENTICE INFORMATION



EPIC Industry Training Board

WWW.PROFILING.EPICITB.COM



Major Industries Training Advisory Council

WWW.MITAC.ORG.AU/PROFILING

What Is Profiling?

- Profiling is a tool used to record your on-the-job work experiences as an apprentice.
- All information collated through Profiling is used by Registered Training Organisations (RTOs)/TAFEs as evidence of your on-the-job experience.
- Profiling is a necessary component of your training. The data collected through your weekly records builds a picture of your on-the-job training and development. Progress Reports are created by EPIC ITB and are evaluated against industry determined competency standards by your RTO, your employer and you to ensure you are receiving the correct competency development.

How Does It Work?

- Online Profiling is a cost efficient, non-intrusive way of gathering workplace evidence. Your work experience is captured by your completion of a weekly online profiling form. The information covers the quality, breadth, and range as well as the supervision level of your workplace experiences.
- EPIC ITB is supplying this online data collection service for the RTOs.

Why Do I Need Profiling?

- As an apprentice, you need to provide evidence of your on-the-job workplace competency to be eligible to sit the assessment for the Electrical Licence in Victoria (Licensed Electrician Assessment or LEA)
- To receive your National Electrical Qualification, your apprenticeship is made up of a three part training program. These components are:
 1. Off-the-job training
 2. On-the-job training
 3. A final capstone assessment

Profiling ensures that all your on-the-job work experiences are monitored and assessed by the RTO and employer.
- Profiling ensures that you become a competent, well rounded electrician.

INSTALL APPARATUS / COMMISSION APPARATUS / DIAGNOSE RECTIFY FAULTS / MAINTAIN APPARATUS

- **Install apparatus** is the electrical installation of a piece of equipment e.g. installing lighting, a split system air conditioner etc. So when you attach a light fitting, a socket outlet or an air conditioner to a cable, you are installing the apparatus. If you put in the cable and install the piece of equipment, you are installing the LV cable and installing the apparatus. If you put up cable tray, pull the wire and also install the equipment, you have installed support protection, installed the LV cable and installed apparatus.
- **Commission Apparatus** is making sure an installation works. Before you leave an installation, you should make sure everything works properly and is installed according to regulations. Decommissioning is also included here.
- **Diagnose and Rectify Faults** is the work you do when asked to check why a piece of equipment such as a light is not working properly e.g. a fluorescent light flickers. You figure out that there is a faulty fluorescent ballast and change it.
- **Maintain Apparatus** is when you deliberately check that an apparatus is in good working order or actually fix a fault such as changing a fluorescent ballast. In other words, you are doing maintenance to a piece of equipment, in this case, the lighting equipment.

ELECTRICAL SUPPORTING ACTIVITY

This is non electrical work needed to be carried out in aid of electrical work. An example of supporting activities may be digging trenches to lay cables. So the trench digging is the electrical supporting activity.

This guide is also available on the EPIC ITB website!

REFERENCE GUIDE TO WHAT IS REQUIRED ON THE WEEKLY ONLINE PROFILING FORM

Each week you need to detail the number of hours spent on each of the following areas.

INSTALL SUPPORT PROTECTION

These are supporting devices such as putting up cable trays and ladders; installing conduit plastic, PVC (non metallic and metallic). This does not include the cable itself– just the support structures. Also includes the clips and saddles used to pin down the cable.

INSTALL LV CABLES

Involves installing wiring; wire pulling etc. Most of the cables on construction and houses are thermoplastic sheathed flat cable (the white flat cable)

INSTALL NETWORK COMMUNICATIONS

Installing communications cable. Most of this is the blue cable (cat5/5+ cable).

TEST APPARATUS AND WIRING

The major, vital tests performed in domestic, commercial and industrial situations include tests for:

- **Apparatus:** insulation resistance and earth continuity
- **Wiring:** insulation resistance, earth continuity, polarity, operation of switches and phase rotation

How Do I Start Profiling?

- At the commencement of your apprenticeship, both you and your employer need to complete and sign a **Release of Information (ROI)** form.
- The ROI form is to be returned to your RTO/TAFE immediately.
- The RTO will register you onto the profiling system.
- A user name and password will then be issued to you, which will allow you to login to the profiling page on the EPIC ITB website. You will then have access to use the Online Profiling System.
- Each week, you will be required to complete and submit the online form via the website.
- An Instruction Manual is available on the Website. A hardcopy will also be provided.

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 *must* ensure your weekly online profiling forms are accurate and correct.
- You *must* make sure your employer:
 1. Verifies your profiling data regularly.
 2. Reviews your weekly profiling forms and quarterly reports with you and your RTO.

Who Supports Profiling?

- Profiling is the industry approved national system of gathering on-the-job competency evidence and is supported by:
 - The Department of Employment Education and Training
 - The Electrical Workers and Contractors Licensing Board of the NT
 - The Electrical Trades Union (ETU),
 - The National Electrical Communications Association (NECA)
 - EE-Oz Training Standards (National Industry Skills Council)

AN INTERVIEW WITH...

Victoria's Profiling superstar, Frontline Human Resources' apprentice Steven Fadljevic consistently kept up-to-date with profiling throughout his apprenticeship and won a brand new laptop for his efforts. Steven attends his off the job training at Box Hill TAFE. Steven and his employer Rick Winkworth, Frontline, spoke with EPIC ITB to share the secrets of his profiling success.

STEVEN, HOW DID YOU INCORPORATE PROFILING INTO YOUR WORKING WEEK?

I use part of my lunch time at TAFE to do my profiling, as it only takes around 5 minutes to do each week.

DID YOU FIND THE PROFILING SYSTEM EASY TO USE?

STEVEN: Yes. I am happy to use the profiling system as it is very easy to do and it is user friendly.

RICK: I find it very quick & easy to use, and have never had any problems with it.

RICK, HOW DO YOU SUPPORT STEVEN WITH HIS PROFILING?

I regularly check up on Steven's profiling, and compare his skills and experience against industry standards, as well as verify the information he is submitting. I also make sure that Steven fills out everything properly & does his profiling weekly.

STEVEN, DOES DISCUSSING YOUR PROFILING RECORDS & QUARTERLY REPORTS WITH RICK ASSIST YOU WITH YOUR APPRENTICESHIP?

Yes, it has definitely improved communication and Rick is able to give me advice on how I'm tracking and suggest any areas for improvement.

DO YOU FIND THE REPORTS INFORMATIVE & EASY TO UNDERSTAND?

STEVEN: Yes I find them very informative as they give me an idea of how I'm progressing. The graphs make it easy to understand the information too.

RICK: Yes. The reports are very helpful and inform me that Steven is receiving adequate work experience across all areas of his apprenticeship and is doing well.



Profiling Superstar, Steven Fadljevic with his employer Rick Winkworth, Frontline

WWW.PROFILING.EPICITB.COM

STEVEN, DOES THE PROFILING SYSTEM HELP YOU TO KEEP TRACK OF YOUR OWN SKILL DEVELOPMENT & AREAS FOR IMPROVEMENT?

Yes. Profiling enables apprentices to familiarize themselves with what they are actually doing, so you can reflect on the things you have achieved.

RICK: Profiling is an educational tool that informs apprentices of what they are learning along the way.

RICK, DOES THE PROFILING SYSTEM HELP YOU TO DETERMINE IF STEVEN REQUIRES ADDITIONAL TRAINING AND/OR A DIFFERENT RANGE OF WORK EXPERIENCE?

Yes. As I am aware of all the ins and outs of the job site, I can visualize what Steven has done when verifying his Profiling, and then I can decide from there if any changes to his work experience need to be made.

STEVEN, HOW HAS PROFILING BENEFITED YOUR APPRENTICESHIP EXPERIENCE?

Profiling helps me to take everything I learn off the job and relate it to what I am doing on the job each week. It keeps me aware of the skills I have developed.

STEVEN, WHAT PROFILING ADVICE WOULD YOU GIVE TO NEW APPRENTICES?

Just do it! Make sure that you do your profiling weekly so that it doesn't pile up and then you can't remember what you've done. For me it is easier to do it at TAFE while it's fresh in my mind as I am usually too tired by the time I get home from work.

RICK, WHAT ADVICE WOULD YOU GIVE TO OTHER EMPLOYERS ABOUT PROFILING & VERIFICATION?

Make sure that the apprentice's regularly do their profiling and that you regularly keep track of the information they're submitting so you know whether or not they are receiving adequate work experience and training.



Apprentice, Steven Fadljevic

EPIC Industry Training Board