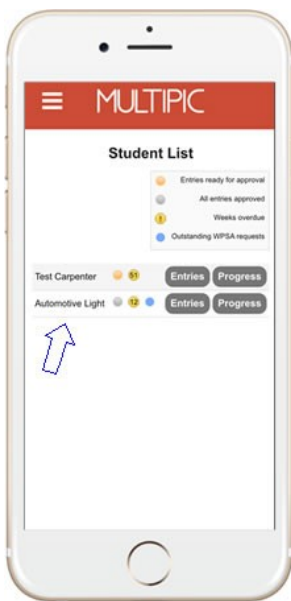


Username: _____ Password: _____



User Instructions

- Employers can track the skills of their apprentice and identify gaps in skills development
- Possibly reduce the time spent 'off the job' learning skills already developed at work
- App notifications/emails alert you when actions are required – email sent to app users



1. Student List

Your home screen displays your list of apprentices.

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

Select a student to approve entries.

You can also view a student's progress graph.

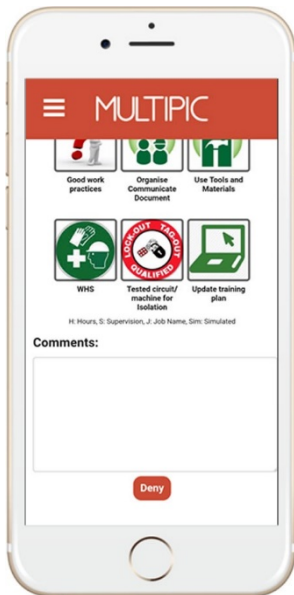


2. Approving Entries

Review any entries requiring your approval

- Check the date
- Note hours assigned & supervision level
- Review any notes or photos
- Note any simulated tasks (off job training)

Approve entries that are accurate and complete.



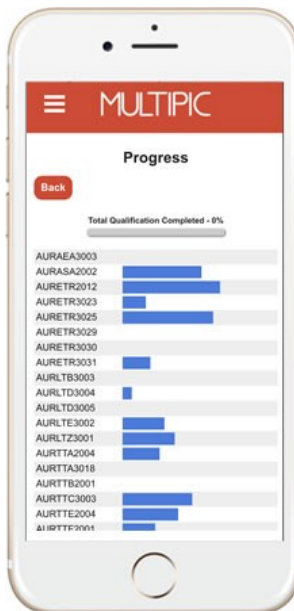
3. Denying / Discussing Entries

Only select **Deny** if an entry is inaccurate or incomplete.

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

An apprentice can edit any entry that is **not approved**.

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

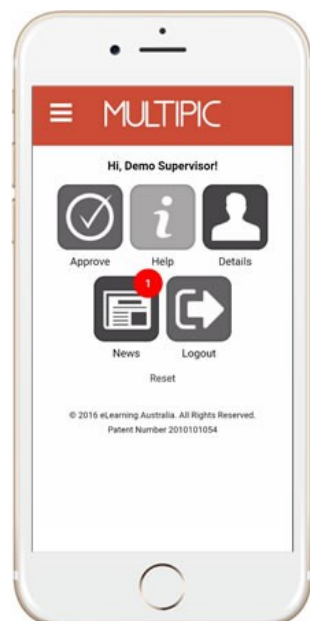


4. Viewing Progress

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



5. Using your dashboard

Additional features for workplace supervisors include:

- Help section – videos & documentation
- Your account details – update details or password
- News – information from Multipic & CITB