

Username: _____ Password: _____



APPRENTICE



Logging Workplace Activity

- Why:**
- Based on what you do, your training can be tailored to your needs – a better training outcome for you
 - You are creating a portfolio of your work for future employment
 - Your CITB Tuition funding to your RTO may be cancelled if not maintained

Things you need to know:

- **Push notifications must be activated at all times**
- A week must be completed all in the App or all in the browser*, you cannot swap between devices during that week.
- Weekly entries should contain a **minimum 38 hours** total



1. Select Week Date

- From the dashboard select Entries and then choose the week you want to add activity for.
- Weeks start on Mondays
- You can only log one week at a time
- To log multiple weeks, complete one week, request approval and then choose a new date



2. Click on 'ENTER NEW TASK'

- Up to 3 tasks can be created for the week:
 - All on-job activities
 - Sick/annual leave
 - Trade school
- All On Job activities for the week should be put under the one task
- A task will contain one or more categories with one or more activities listed under each category.



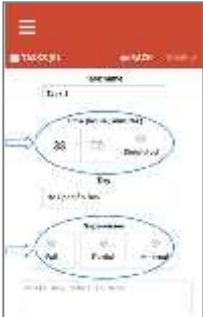
3. Select a Category then Activities

- Search for an activity OR
- Click on a category of work THEN select all activities within the category that apply.
- Keep selecting all categories and corresponding activities to reflect what you achieved during the week.
- When you have added all categories and activities for the week, click NEXT.
- If recording any Leave or Trade School days these must be entered as a separate new task (see step 2)



4. Select Concurrent Activities

- Select the concurrent activities that apply to your work for the week
- Click NEXT.



5. Add Details

- Required details: Time (number of hours), Supervision level. Note: Supervision level is the average level of supervision you received during that week.
- Optional details: Simulated (**to be used when recording Trade School**), Day, Task Name, Notes
- Click DONE



6. Record any Leave / Trade School (Simulated) hours

- To record Leave:
 - Select 'Leave/Off Job Activity'
 - Select the appropriate leave you took
 - Continue with step 5
- To record Trade School (Simulated) hours
 - Select all Categories and Activities performed at Trade School (Simulated) in step 3
 - Select concurrent activities in step 4
 - Select hours and tick the Simulated box in step 5
- Click DONE



7. Save & Request Approval

- Select appropriate Supervisor from those listed.
- If you have been requested to notify a trainer, select from the list of Trainers as well.
- Click 'Send & Save'

****If you don't have WIFI or a Data connection your entry will be stored on your phone for you to upload later****

You are done!

You will be returned to the first page where you can enter another week or exit if you are up to date.

EXTRA: You can upload a Photo or Video when logging an entry:



- Hold down on any activity icon (step 3). A blue bar will load across the icon, opening the photo upload.
- Upload a photo or short video using camera or library.
- View /delete photo. Limit of 1 upload per activity.

A small photo icon will appear on the activity icon to indicate that a photo is attached.