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EPIC Industry Training Board



# Your Guide To Online Profiling



EMPLOYER INFORMATION

EPIC Industry Training Board

[WWW.EPICITB.COM/PROFILING](http://WWW.EPICITB.COM/PROFILING)

## What Is Profiling?

- Profiling is a tool used to record an apprentice's on-the-job work experiences.
- All information collated through Profiling is used by Registered Training Organisations (RTOs)/TAFEs as evidence of the on-the-job experience of an apprentice.
- Profiling is a necessary component of an apprentice's training. The data collected through their weekly records builds a picture of an apprentice's on-the-job training and development. Quarterly Reports are created by EPIC ITB and are issued to the RTO, you the employer and your apprentice.

## How Does It Work?

- Online Profiling is a cost efficient, non-intrusive way of gathering workplace evidence.
- The on-the-job profile is created by capturing and reporting on an apprentice's work experience against industry competency standards. This is achieved by the apprentice's completion of weekly online profiling forms. The information on the online form covers the quality, breadth, and range as well as the supervision level of their workplace experiences.
- EPIC ITB is supplying this online data collection service for the RTOs.

## Why Do We Need Profiling?

- All apprentices need to provide evidence of their 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 a National Electrical Qualification, an apprentice is to successfully complete a three part training program. The components are:
  1. Off-the-job training
  2. On-the-job training
  3. A final capstone assessment (Licensed Electrician Assessment or LEA)Profiling ensures that all your apprentice's on-the-job work experiences are monitored and assessed by the RTO.
- To make certain that apprentices become competent, well rounded electricians.

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

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

These descriptions are provided on the EPIC ITB website.

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

Each week your apprentice is asked to indicate the number of hours spent on the following areas. This information then needs to be verified by you.

### 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 is either 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

- As an employer, you are provided with good information about your apprentice's overall performance and competency development.
- To ensure that you know when there is a need to allocate a different range of work for your apprentice or for additional practical work to be undertaken at the RTO.

## What are my responsibilities as an employer?

As an employer, you are a main player during the term of an electrical apprentice's training.

### By taking on an apprentice, you are agreeing to:

- Take all reasonable steps to ensure the apprentice is instructed in workplace skills and knowledge (training) and is assessed in accordance with the training plan so that competence to the standard of performance required for the qualification outlined in the National Electrotechnology Training Package is achieved.

### By signing the Training Plan, you are agreeing to:

- Provide all necessary assistance to the Registered Training Organisation (RTO) to meet quality assurance arrangements required of the RTO in determining competence. This assistance includes supporting your apprentice in gathering evidence of workplace performance. (*i.e. Profiling*)
- Take all reasonable steps to enable your apprentice to receive necessary supervision by a suitably qualified person while undergoing instruction and training in the workplace.

## Who Supports Profiling?

- Profiling is the industry approved national system of gathering on-the-job competency evidence.
- Profiling is supported by:
  - Energy Safe Victoria (ESV)
  - The Electrical Trades Union (ETU),
  - The National Electrical Communications Association (NECA)
  - EE-Oz Training Standards (National Skills Council)

## How Do I Get Involved In Profiling?

- At the commencement of an apprenticeship, both you and your apprentice need to complete and sign a **Release of Information (ROI)** form.
- A user name and password will then be issued to you which will allow you, as the employer, to login to the profiling page on the EPIC ITB website. This will give you access to all of your apprentice's Profiling details.
- As the employer, you are asked to verify the information submitted by your apprentice. This may be done in one of the following ways:
  1. Verify each weekly record by reading through the Information that the apprentice has entered for each week via the web site.
  2. Verify all entries at once by reading through the latest quarterly report via the web site.
  3. Sign a printed version of the weekly record that the apprentice has entered onto the system and return to the TAFE.
  4. Sign a printed version of the quarterly report and return to the TAFE.

## What Must I Make Sure That My Apprentice Does?

You must make sure that your apprentice:

- Signs the Release of Information Form (ROI) at the commencement of the apprenticeship.
- Submits their weekly online profiling forms.
- Submits weekly online forms that are true and correct.
- Discusses their weekly online profiling forms and quarterly reports with you and the RTO.

## AN INTERVIEW WITH.....

*Victoria's Profiling superstar, Frontline Human Resources' apprentice Steven Fadljevic has been consistently keeping 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.*

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### 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.

### 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.

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

Make sure that the apprentices 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.



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

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