

READY SKILLS

QRG - HOW TO ADD ENTRIES FOR PROFILING - BROWSER VERSION

How to Add Entries for Profiling through Browser Version

Items required to complete this activity:

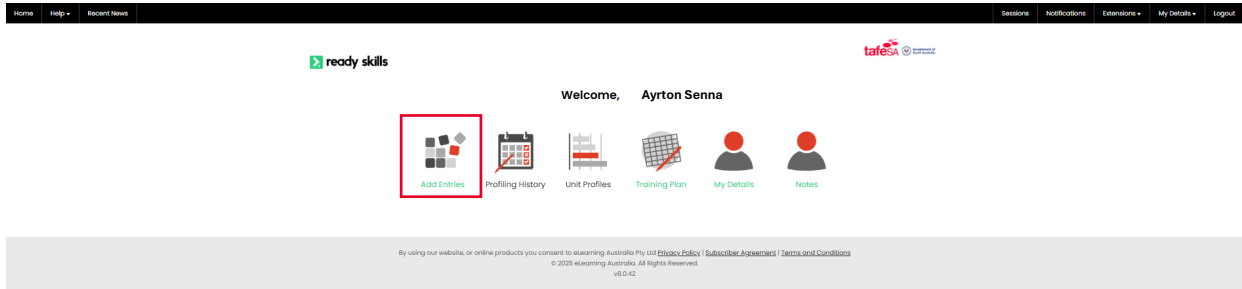
- Log in access to Ready Skills

Introduction

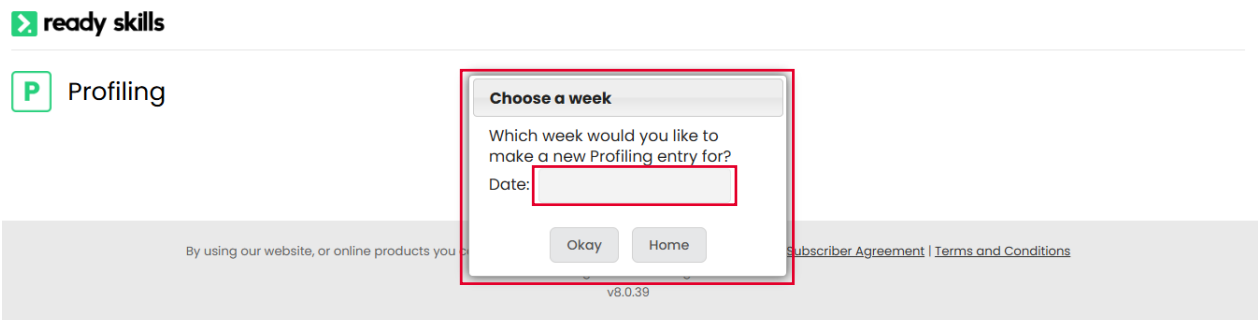
Students access their Ready Skills account via their Single Sign On. They can login via the Browser or the Mobile app. This QRG covers the process via the browser.

BROWSER LOGIN – PROFILING:

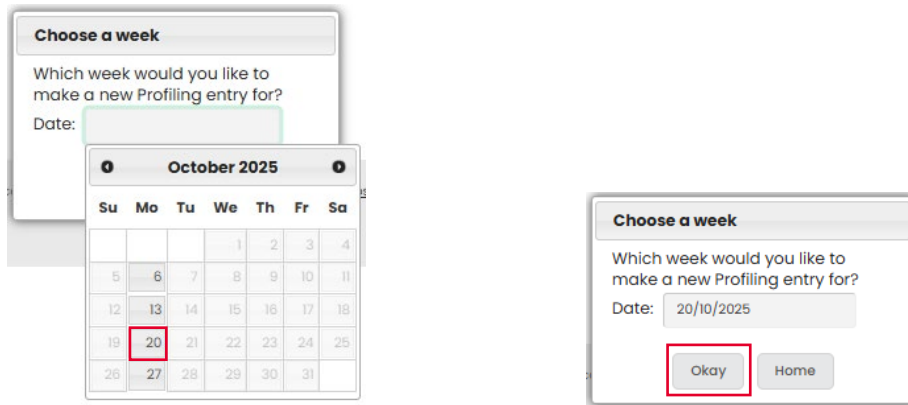
1. Login to Ready Skills through your chosen browser and click **Add Entries**



2. When entering your first profiling entry, Ready Skills will automatically open a page that requests that you **choose a week** for entering your first profiling entry. Click the Date entry box to open the calendar if it doesn't automatically open to the calendar.



3. Select the Monday of week that you wish to enter against. In this example, we're going to select Monday **20th October**, click on the Monday date to select the date, then click **Okay**.



4. Click **Add Task**

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P Profiling



Week beginning on **20/10/2025** Tasks: 0 Activities: 0 Hours: 0 Minutes: 0

Tasks

Add Task

Finalise Week

5. From the list of categories shown, select the unit that you think best aligns with the task being completed/uploaded as a workplace example. In this example, we are going to select **CPCCCA2002 Use Carpentry Tools and Equipment**. This will then open an activity box.

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Profiling



Week beginning on **20/10/2025** Tasks: 0 Activities: 0 Hours: 0 Minutes: 0

Tasks (0) Prev Next

Select a category

CPCCCA2002 Use carpentry tools and equipment	CPCCCA2011 Handle carpentry materials	CPCCCA3001 Carry out general demolition of minor building structures	CPCCCA3002 Carry out setting out	CPCCCA3003 Install flooring systems	CPCCCA3004 Construct and erect wall frames	CPCCCA3005 Construct ceiling frames
CPCCCA3006 Erect roof trusses	CPCCCA3007 Construct pitched roofs	CPCCCA3008 Construct eaves	CPCCCA3010 Install windows and doors	CPCCCA3012 Frame and fit wet area fixtures	CPCCCA3014 Construct and install bulkheads	CPCCCA3016 Construct, assemble and install timber external stairs

6. Select the appropriate activity from the list provided. You can click on more than 1 activity and/or category as appropriate. In this example, we're going to select **1. Plan and Prepare**. Once the activity is selected, it will open a further activity box.

Week beginning on **20/10/2025** Tasks: 0 Activities: 0 Hours: 0 Minutes: 0

Tasks (0) Prev Next

Select a category

CPCCCA2002 Use carpentry tools and equipment	CPCCCA2011 Handle carpentry materials	CPCCCA3001 Carry out general demolition of minor building structures	CPCCCA3002 Carry out setting out	CPCCCA3003 Install flooring systems	CPCCCA3004 Construct and erect wall frames	CPCCCA3005 Construct ceiling frames
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CPCCCA2002 Use carpentry tools and equipment

Select activities:

1. Plan and prepare	2. Select, check and use tools and equipment	3. Clean up
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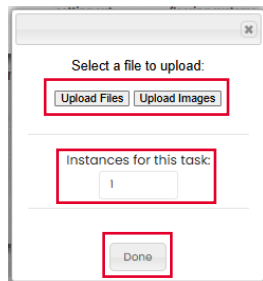
7. Select the appropriate activity or activities that sits under **1. Plan and Prepare**.

In this instance, we're going to select one activity only - **1.3 Select and Use personal protective equipment (PPE) for each part of the task**.

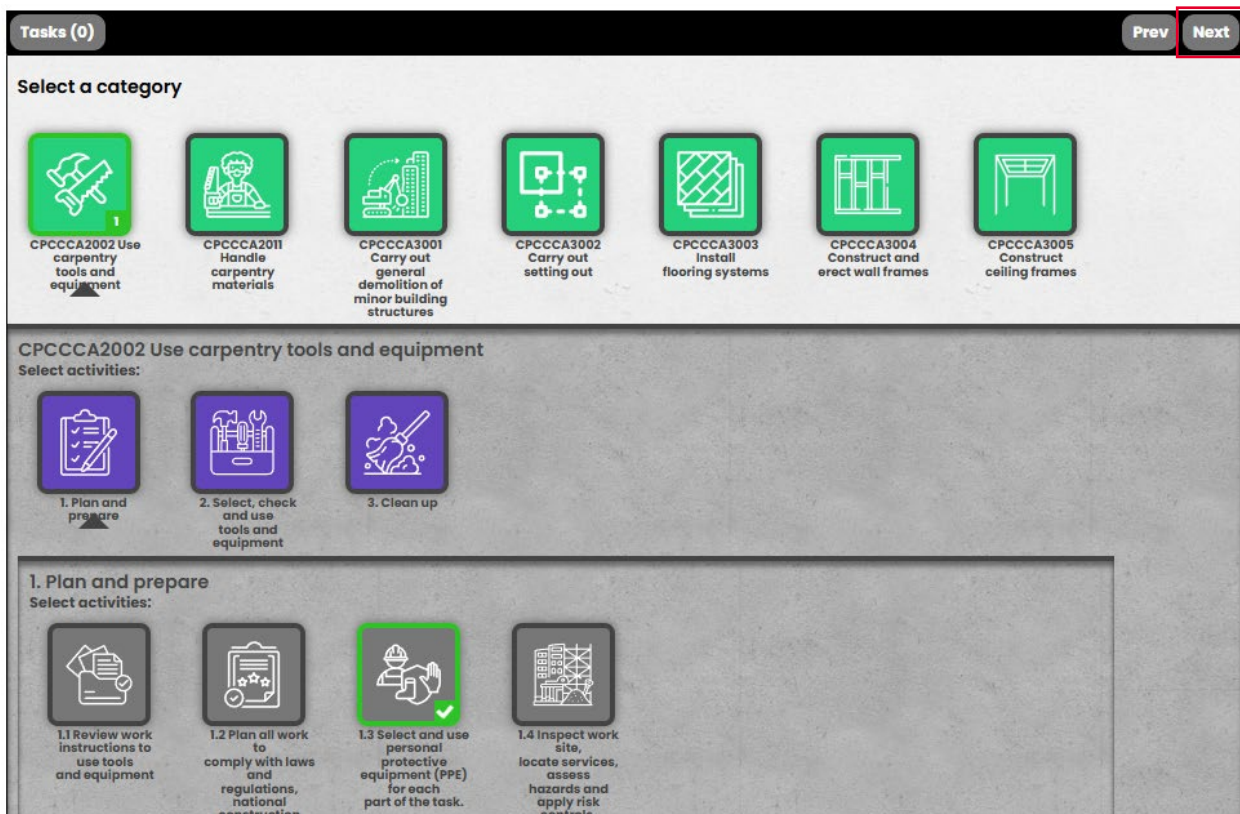
You can also select multiple activities by clicking on each of them. Once selected, the item/s will have a green border and a green tick.

NOTE - ADDING IMAGES OR FILES TO SUPPORT PROFILING:

If you want to add a file or image under a particular activity, click and hold the activity icon to have an additional dialogue box open, then click the appropriate Upload option, navigate to the location of the file or image, select the file. Under **Instances for this task** – enter the number of times you've done this task for the date/s provided eg: if you've completed the task once, leave it at 1; if completed 5 times, update the number to 5; then click **Done**. An icon will appear on the tile of the element you're attaching it to.



Click **Next** in the top right-hand corner to progress to the next page.



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8. If there are no concurrent activities listed, click **Next** again. If there are concurrent activities shown, select those most appropriate by clicking on each one, then click **Next**.

Week beginning on **20/10/2025** Tasks: 0 Activities: 0 Hours: 0 Minutes: 0

Tasks (0) Prev Next

Concurrent activities

9. Complete the following sections for the task:

- **Task Name** - give the task a name that both you and your supervisor will be able to associate to the job being performed eg: First fix – Job No: 2025/622;
- **Time** - fill in the section about how long the job took to complete **this** task (not the whole job);
- **Where** - select either **Workplace** (at work) or **Off Job Simulated** (at TAFE SA) to show where the work was performed
- **Day** - click in the Day box and select the appropriate day, noting that you can select multiple days if performed more than once in that week for that task, and then click Done
- **Supervision** - tick the appropriate radio button for **Supervision** eg: Full, Partial or Minimal
- **Notes** - enter details into the **Notes** section giving as much information as possible about the task performed.

Week beginning on **20/10/2025** Tasks: 0 Activities: 0 Hours: 0 Minutes: 0

Tasks (0) Prev Finish

Task name
Task 1

Time* (hours and minutes)
1 : 00

Workplace Off Job Simulated

Day
[Empty box]

Supervision*:
 Full Partial Minimal

Notes

[Empty text area]

10. Click **Finish** when done entering all the required information for this entry.

The screenshot shows a task entry form for the week beginning on 20/10/2025. The form includes fields for Task name, Time (0 hours and 15 minutes), Workplace (Workplace selected), Day (Mon), Supervision (Full selected), and Notes. A 'Finish' button is highlighted with a red box in the top right corner.

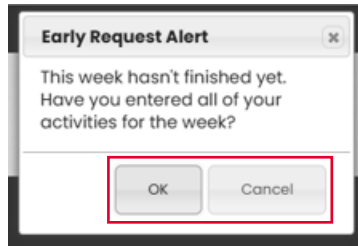
11. Continue to enter **all** tasks for the selected week by clicking **Add Task** and following steps 5 to 10.

The screenshot shows the task list for the week beginning on 20/10/2025. The 'Add Task' button is highlighted with a red box. Below it, a task entry is shown with details: Task: First Fix - Job No: 2026/622, Hours: 0:15, Supervision: full, Day: Monday. A 'REVIEW' button is next to the task entry. A 'Finalise Week' button is at the bottom right.

12. Once all entries have been added for the week, navigate back to the **Add Task** section above in Step 11, scroll down to the bottom of the list of entries and click **Finalise Week**.

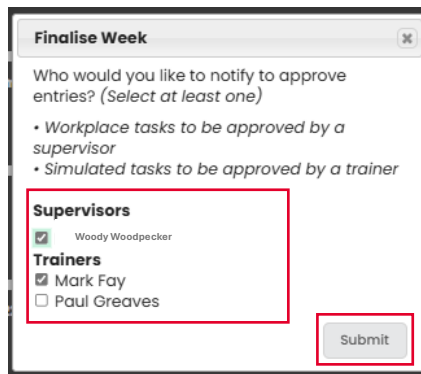
The screenshot shows the bottom of the task list with the 'Finalise Week' button highlighted with a red box.

13. If you are finalising the **current** week before the last day of the week, you may receive the following message. If it is the end of the week for you, click **OK**. If not, click cancel. If this message doesn't appear, go to step 14.

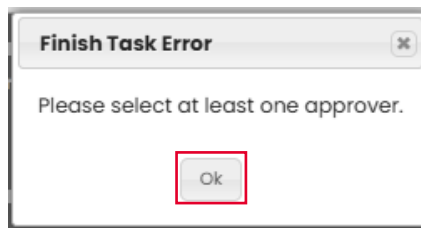


14. After clicking Finalise Week, an additional dialogue box will open.

- If submitting any **Workplace** tasks (activities completed at work), ensure that the name of your **Supervisor** is ticked.
- If submitting any **Simulated tasks** (activities completed at TAFE SA, ensure the name of at least one **Lecturer** is ticked.
- Click **Submit**



15. If you forget to tick any boxes and try to click **Submit**, you will receive an error message. Click **Ok** and then select the appropriate approver/s.



16. Now continue to add entries each week to keep up to date. To check what's been submitted, is still awaiting approval or has been approved, click Profiling History.

