

# READY SKILLS

## QRG - HOW TO ADD PROFILING ENTRIES - MOBILE APP VERSION

## How to Add Entries for Profiling on App Version

Items required to complete this activity:

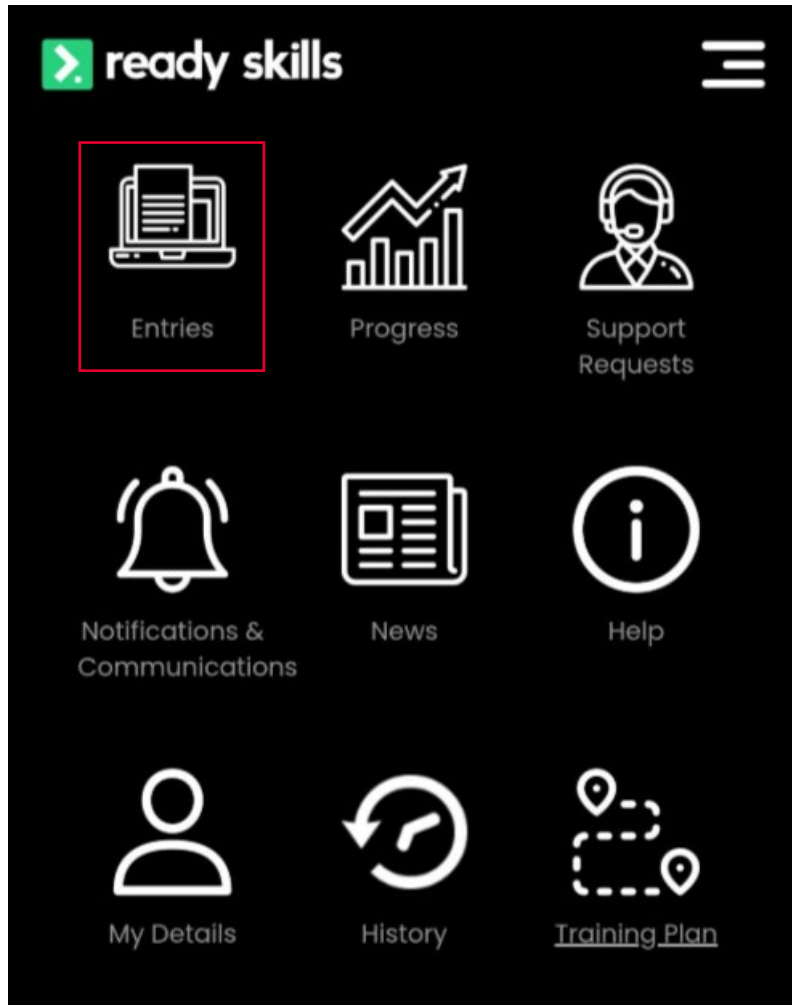
- Log in access to Ready Skills via the Mobile App

### 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 mobile app.

### MOBILE APP LOGIN – PROFILING:

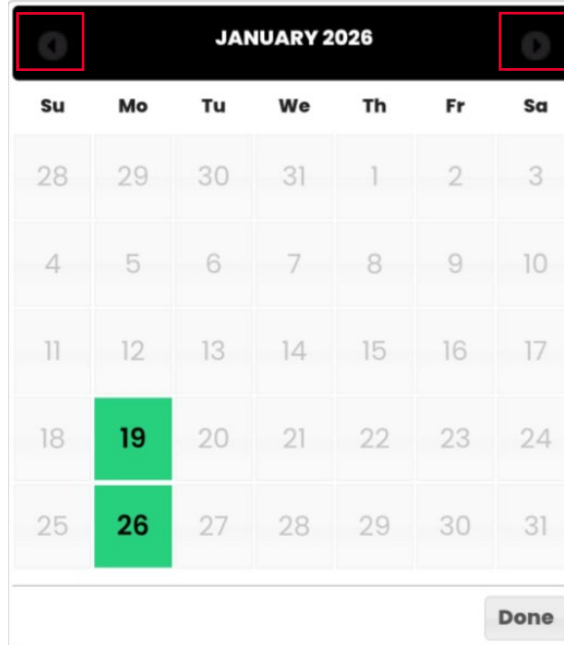
1. Login to Ready Skills through the mobile app on your device and click **Entries**



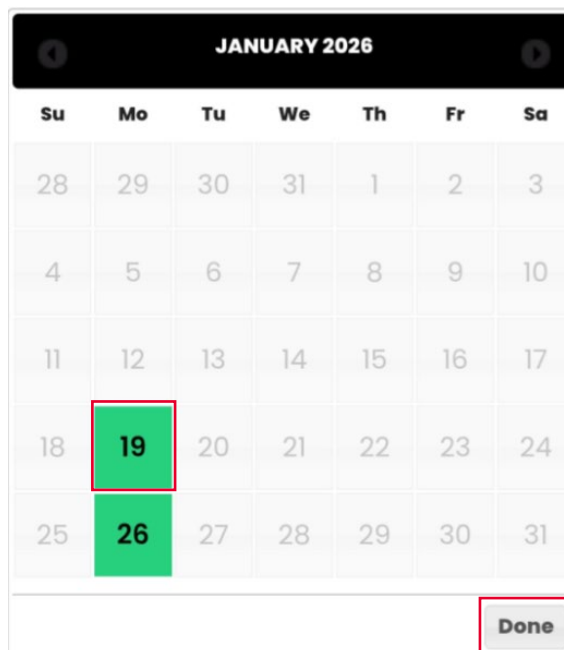
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- When entering your first profiling entry, Ready Skills will automatically open a page that requests that you **choose a date** (shown in green) from the calendar. Note: you can use the arrows to move the months forward or backwards until you find the month you need.

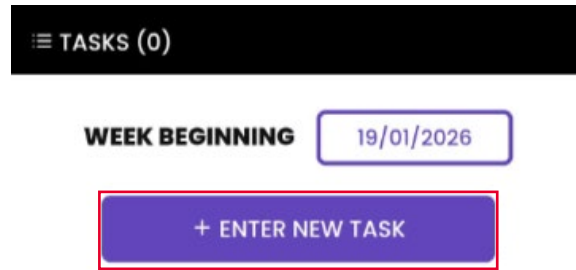
Note: if this is the first time you've loaded the entries page, it may take a few minutes to load the appropriate data.



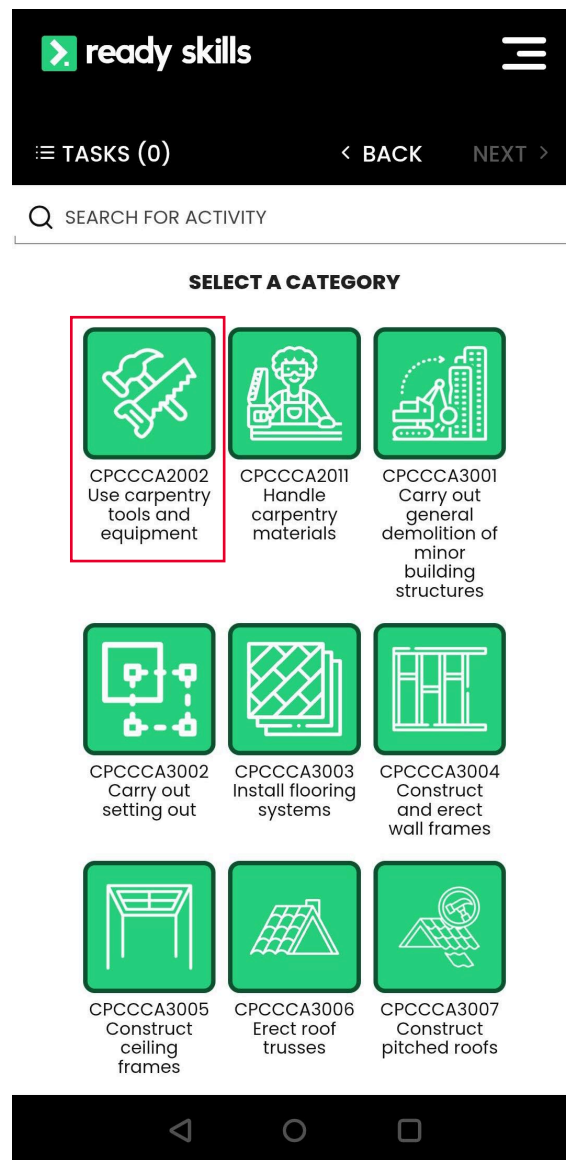
- Select the **Monday** of week that you wish to enter against. In this example, we're going to select Monday **19<sup>th</sup> January**, click on the Monday date to select the date, then click **Done**.



4. Click + Enter New Task



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.



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.



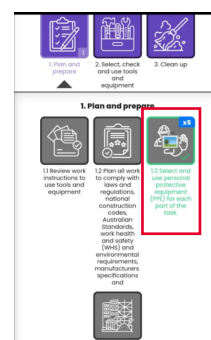
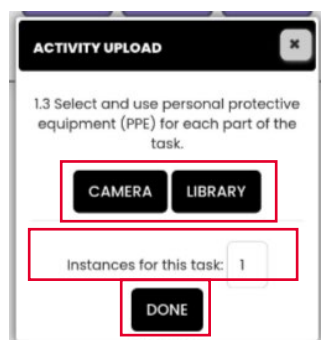
7. Select the appropriate activity or activities that sits under **1. Plan and Prepare**.

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.**

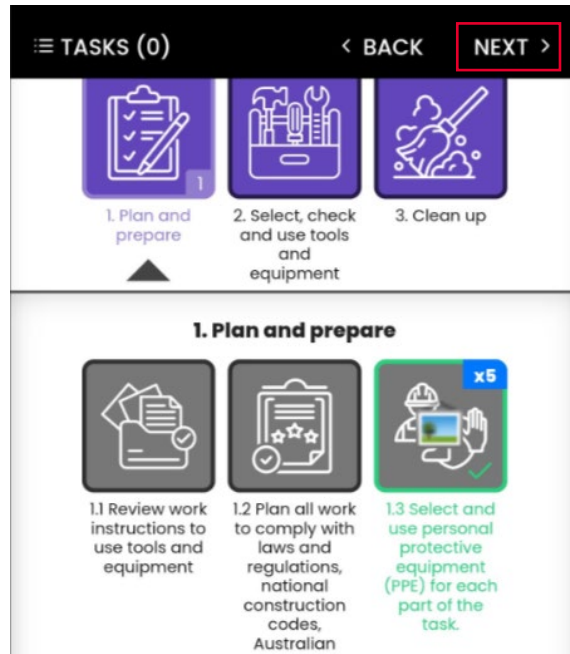
You can also select multiple activities by clicking on each of them. Once selected, the item/s will have a green border and a green tick.

**NOTE - ADDING IMAGES OR FILES TO SUPPORT PROFILING:**

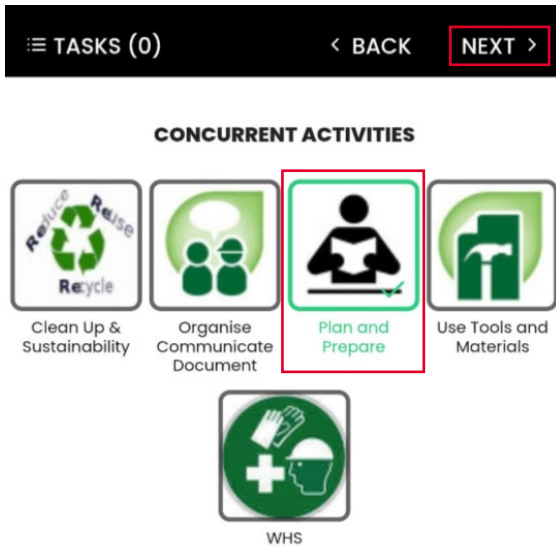
If you want to add a file or image under a particular activity, click and hold the activity icon to have an additional dialogue box open, then click the appropriate Upload option (camera or library), navigate to the location of the file or image, select the file, enter the number of times you've completed this task within this entry and 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.



8. If there are concurrent activities listed, select those most appropriate by clicking each one. Then click **Next**. If there are no concurrent activities shown, click **Next**. In this instance, we're selecting the **Plan and Prepare** activity.



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: 2026/622;
- **Time** - fill in the section about how long the job took to complete **this** task (not the whole job);
- **Type** - 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 Level** - tick the appropriate radio button for **Supervision** eg: Full, Partial or Minimal
- **Notes** - enter notes into this section giving as many details as possible about the task performed.
- Click **Done** once finished entering the data.

Tasks (0) < BACK DONE ✓

Task name

Task 1

Time\* (hours and minutes)

1 : 00

Type

Workplace Off Job Simulated

Day

No Specific Day

Supervision Level\*

Full Partial Minimal

Notes

Write any notes in here

Tasks (0) < BACK DONE ✓

Task name

First Fix - Job No: 2026/197

Time\* (hours and minutes)

2 : 00

Type

Workplace Off Job Simulated

Day

Mon, Tues, Wed, Thurs, Fri

Supervision Level\*

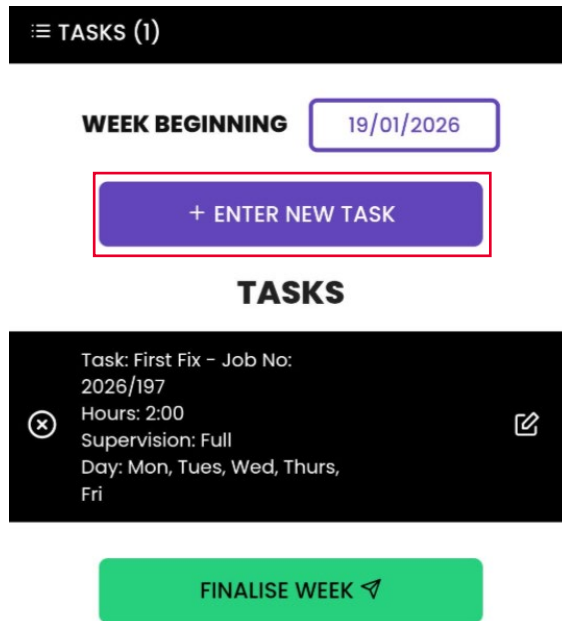
Full Partial Minimal

Notes

Ensured I had my PPE on before measuring, marking and cutting a piece of timber into 3 pieces to make the Front Downway for job 107. PPE was steel caps

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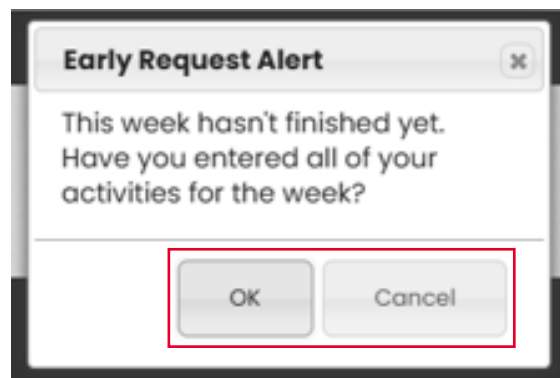
10. Continue to enter **all** tasks for the selected week by clicking **+ Enter New Task** and following steps 4 to 9.



11. Once all entries have been added for the week, navigate back to the **+Enter New Task** section, scroll down to the bottom of the list of entries and click **Finalise Week**.

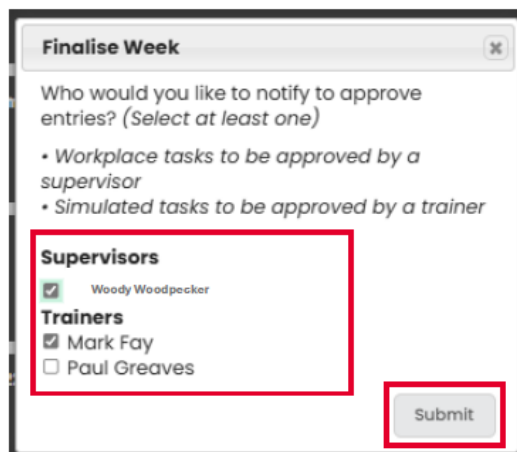


12. If you are finalising the **current** week before the last day of the week, you may receive the following message. If it is definitely the end of the week for you, click **ok**. If not, click cancel.

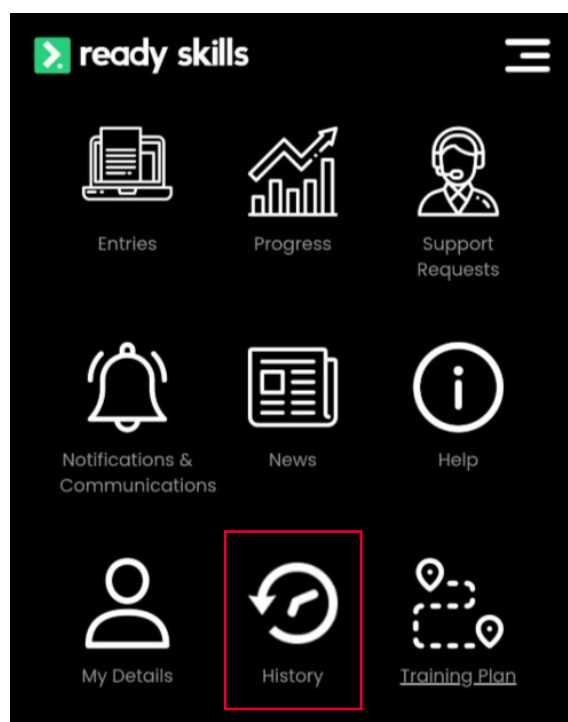


13. After clicking **Finalise Week**, an additional dialogue box will open.

- 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/Trainer** is ticked.
- Click Submit



14. If you want to check that entries have been submitted and/or approved, choose the **History** option from the main menu to open the list of completed weekly entries.



Please refer to the **QRG – Editing Profiling Entries** for further information on how to edit any entries before any approvals have been completed by the Supervisor or Lecturer or when an entry has been denied by the Supervisor or Lecturer.

**Remember to continue each week to enter your profiling entries and then finalise the week!**