

READY SKILLS

QRG - HOW TO APPROVE PROFILING ENTRIES - SUPERVISOR - MOBILE APP VERSION

How to Approve Profiling Entries – Supervisor – Mobile App

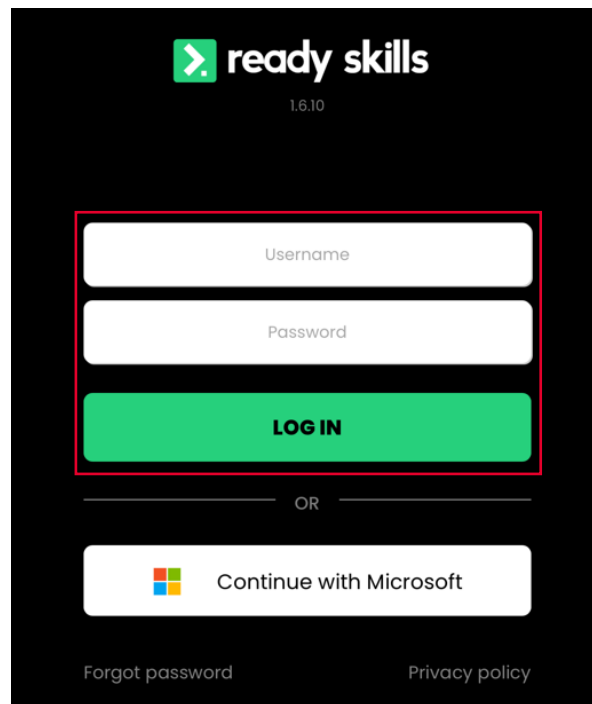
Items required to complete this activity:

- Log in access to Ready Skills

Introduction

Supervisors can access the Mobile App version of Ready Skills using their username and password.

1. Login to Ready Skills through the mobile app.



2. The **Approve Entries** icon will display a number (as shown in image 2) if there are any entries to be approved. Click the **Approve Entries** icon to review the submissions.

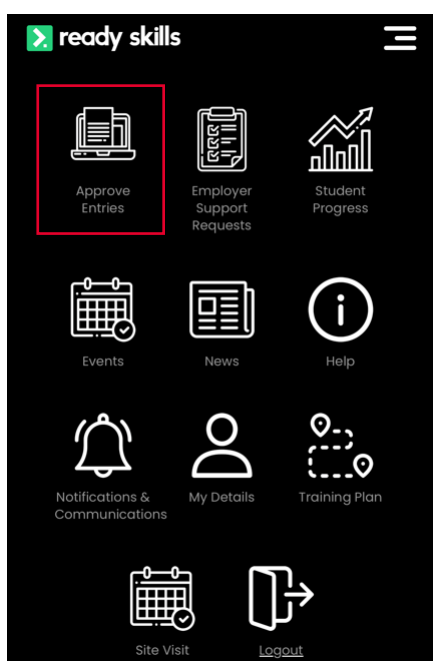


Image 1: No entries to approve

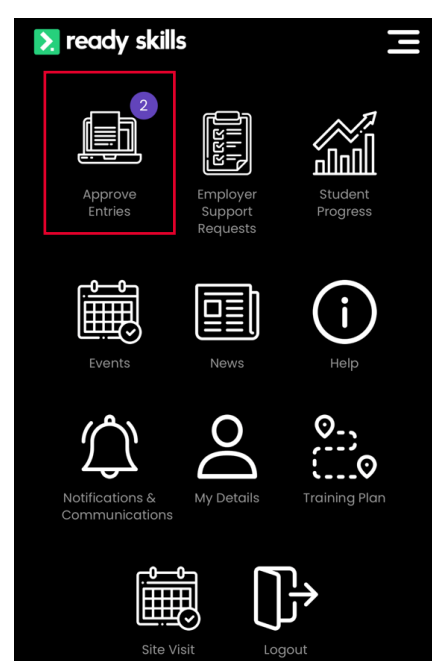
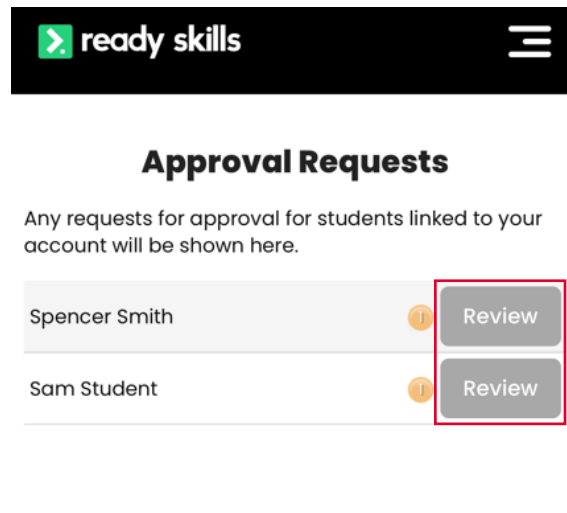


Image 2: 2 entries to approve

3. Any Apprentices/Trainees who are assigned to you as the Supervisor, who have submitted profiling entries for approval will show in the list as displayed below. To open an Approval Request, click **Review**.



4. A new dialogue page will open that allows you, as the Supervisor, to view the complete entry that the Apprentice/Trainee has submitted against each element of a unit. Here we can see that this Apprentice/Trainee has submitted **3 tasks** for the week of **02/02/2026 – 08/02/2026**.

Entries to Approve

1. Check week date, total hours & supervision level
2. Check icons match activity for week
3. View any uploads – click on photo/doc icon
4. Are you the person to approve (check sent to name)
5. Approve/Deny (if changes required) Workplace Tasks
6. Simulated task to be approved by Trainer

Back

Spencer Smith

Week: **02/02/2026 – 08/02/2026**
Approval request sent to: Steve Supervisor (supervisor)

Task 1

Hours: 1
Day: Monday, Tuesday, Wednesday, Thursday, Friday
Supervision: Full
Notes: Did stuff, can't remember what

Activities (1)

1.1 Review work instructions to use tools and equipment

Task 2

Hours: 1
Day: Monday, Tuesday, Wednesday, Thursday, Friday
Supervision: Full
Notes: Checked all my tools and put them away

Activities (1)

4.1 Check, tools and equipment and report any faults.

Task 3

Hours: 5
Day: Monday, Tuesday, Wednesday, Thursday, Friday
Supervision: Full
Notes: Cleaned up all our stuff at the end of each day, put stuff in the bin, recycled timber for other jobs and the out tools away

Activities (1)

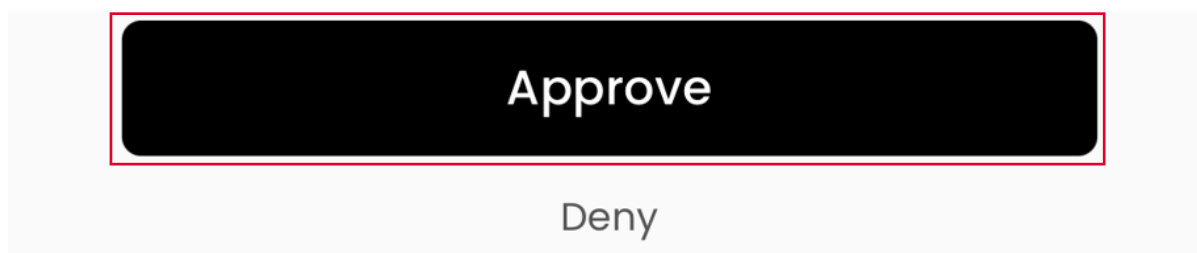
3.1 Clear work area and dispose of non-salvageable materials in accordance with legislation, regulations, codes of practice and task requirements.

Approve

Deny

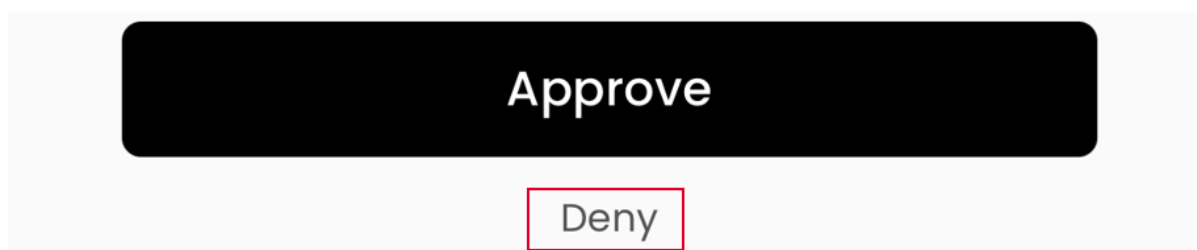
OFFICIAL

5. If you're happy to approve **all** entries for the week, click **Approve**.



A screenshot of a user interface showing two buttons. The top button is black with the word 'Approve' in white text and is highlighted with a red rectangular border. Below it is a grey button with the word 'Deny' in grey text.

6. If there is any element of any of the entries for the week that you don't agree with or that doesn't accurately reflect the work undertaken, please click **Deny**.



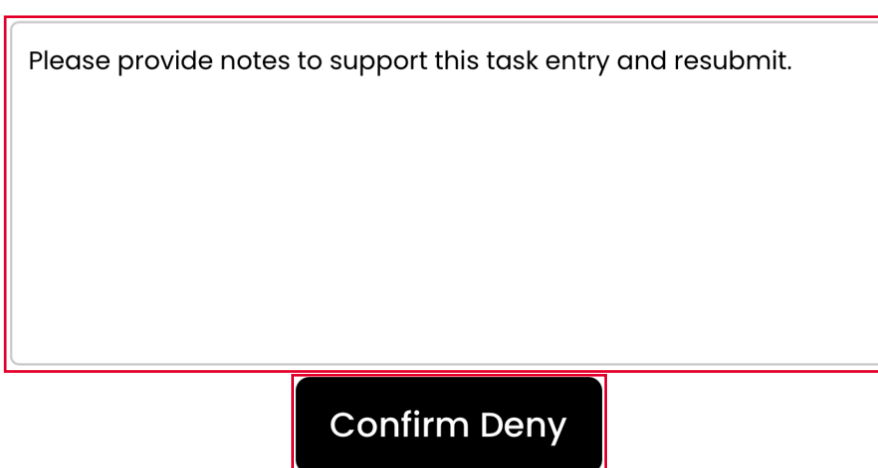
A screenshot of a user interface showing two buttons. The top button is black with the word 'Approve' in white text. Below it is a grey button with the word 'Deny' in grey text, which is highlighted with a red rectangular border.

7. When clicking Deny, a new dialogue box will open, allowing you to provide feedback to the apprentice/trainee about the task entries for the week. This option also allows the apprentice/trainee to add further information if any items are missing or to provide further details to support the approval process.

Enter your feedback into the space provided and click **Confirm Deny**.

If you've clicked Deny by accident, click the Cancel key to return to the previous page.

Comments:



A screenshot of a dialogue box. At the top, it says 'Please provide notes to support this task entry and resubmit.' Below this is a large, empty text area for input. At the bottom of the dialogue box is a black button with the text 'Confirm Deny' in white, which is highlighted with a red rectangular border.

Cancel

8. If there are any further profiling entries to be approved for this, or any other apprentice/trainee, the dialogue box will advance to the next profiling entry week that needs to be approved. Please repeat steps 3 to 6 for any/all profiling entries.