

# READY SKILLS

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

## How to Approve Profiling Entries – Supervisor – Mobile App

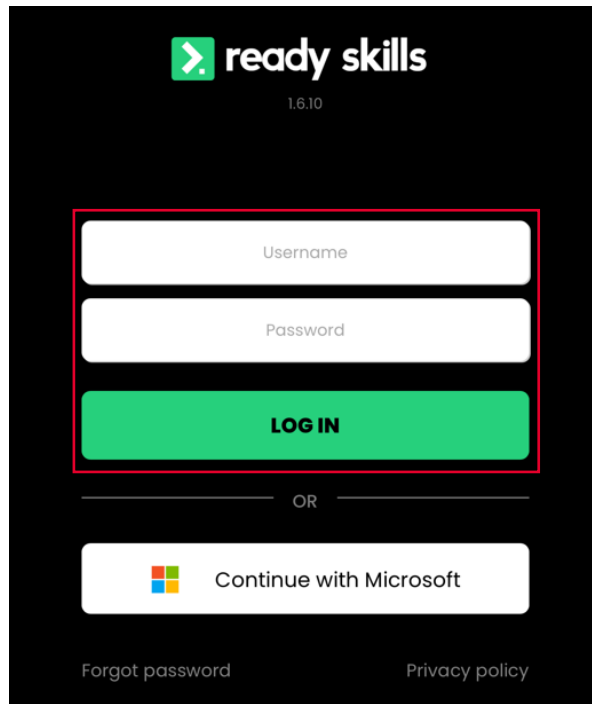
Items required to complete this activity:

- 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.

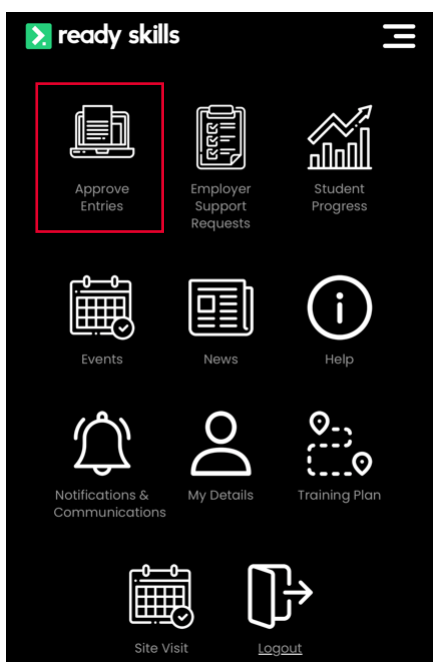
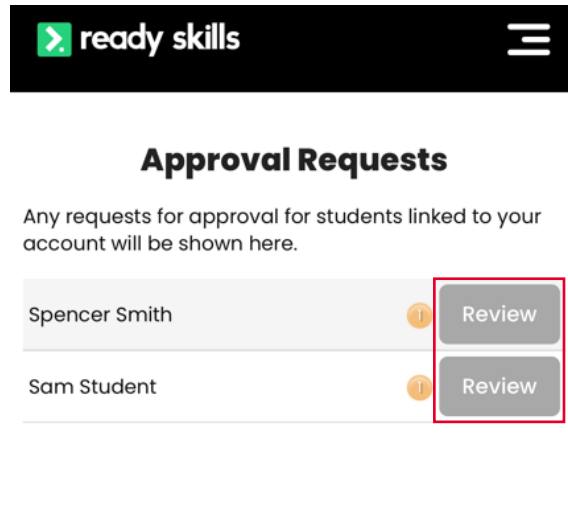


Image 1: No entries to approve



Image 2: 2 entries to approve

- 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**.



- 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**.

The screenshot shows the 'ready skills' interface for 'Entries to Approve'. At the top, there's a header with the 'ready skills' logo and a menu icon. Below the header, the title 'Entries to Approve' is displayed. A list of instructions follows:
 

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

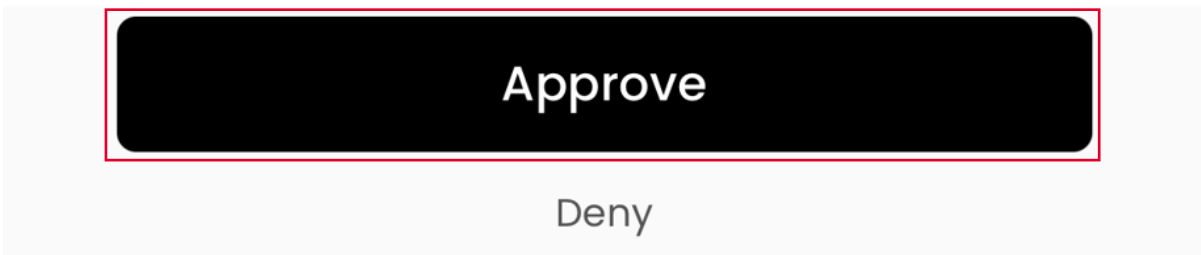
 Below the instructions is a 'Back' button. The main content area is titled 'Spencer Smith' and shows a summary for the week '02/02/2026 - 08/02/2026' with the note 'Approval request sent to: Steve Supervisor (supervisor)'. There are three task cards:
 

- Task 1:** Hours: 1, Day: Monday, Tuesday, Wednesday, Thursday, Friday, Supervision: Full, Notes: Did stuff, can't remember what. Activity: 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. Activity: 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. Activity: 3.1 Clear work area and dispose of non-salvageable materials in accordance with legislation, regulations, codes of practice and task requirements.

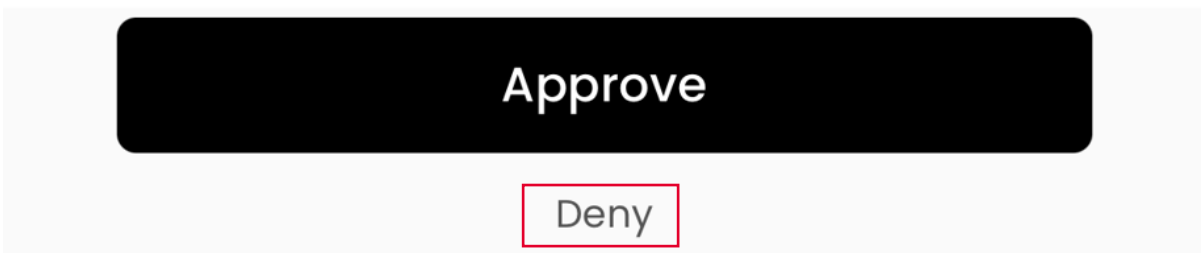
 At the bottom of the Task 3 card, there is an 'Approve' button and a 'Deny' link.

## OFFICIAL

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



- 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**.



- 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:

Please provide notes to support this task entry and resubmit.

**Confirm Deny**

Cancel

- 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.