Logging Workplace Activity

MULTIPIC
by
My Profiling

Why

- Your Training Organisation needs to know what you are doing at work as this helps them award competency in the units you are enrolled in

- Competency is achieved when a task is done consistently with minimal supervision

- Based on what you do, your training can be tailored to your needs - a better training outcome for you

- You are creating a portfolio of your work for future employment

How
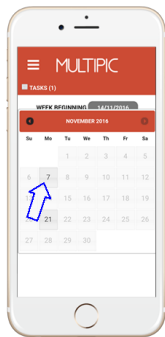
1. Select week date

Once you are logged in, select the week you are recording.

Weeks start Mondays.

You can only log one week at a time.

To log multiple weeks, complete one week, Request Approval and then choose a new date.
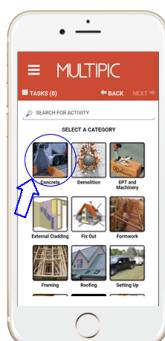
2. Add new entry

Click on "ENTER NEW TASK" to get started.

You can build multiple tasks per week.

A task may contain one activity or multiple activities from one or more categories.

Tasks may relate to clients, jobs, locations, days of the week etc.

3. Select activity icons

Choose the relevant category of work OR type into Search for Activity.

Build a task by selecting one or more activities. You can select from multiple categories in the one task.

Add a photo (optional) - open your camera or access your photo library by pressing & holding a selected activity.

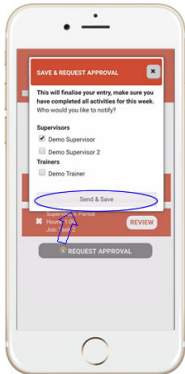Click NEXT. Add concurrent activities related to the task, then click NEXT.
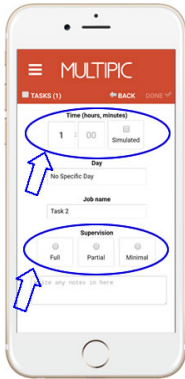
4. Add details

Add required details: Time, Supervision level

Add optional details: Simulated (for off-job training), Day, Task Name (e.g. job ID, location, client etc), Notes.

Select DONE

Add more tasks until all activity in your week is logged.

5. Request Approval

Once you have completed your work log for the week, click REQUEST APPROVAL

Select the appropriate supervisor to notify and click 'Send & Save'.
If you do not have a supervisor linked to your account, notify your Training Organisation immediately.

Only tick a trainer to notify if requested.

If you don't have WiFi your entry will be stored on your phone to upload later.
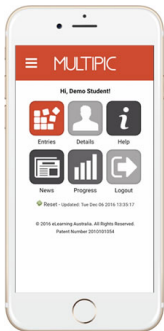
6. Using your dashboard

The MULTIPIC app is more than just a log book app. It also allows you to track your progress, update your details, check out news or find out more information on how to use the app or website.

Log into the browser version to access all the features of My Profiling.

A week must be completed either all in the App or all in the browser. You cannot swap between devices
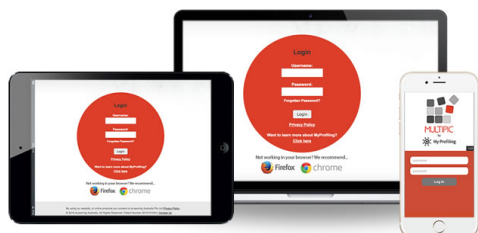
Other Features

My Profiling is a suite of products.
To access your Training Plan, RPL or Assessments within My Profiling, log in to my.edu.au on your PC or tablet device, using the same log on credentials