



**My Profiling**  
my.edu.au



**M T A**  
I N S T I T U T E

# **Administration Reference**

## **Introduction - What is My Profiling?**

My Profiling is a web based log book and Learning Management System (LMS) used to train and assess students.

Students can log their weekly activity, through the MultiIc App or the LMS, by selecting the various icons that depict the relevant unit of competency and upload workplace activities which are reflective of their daily tasks.

Students can also complete assessments through the LMS via the web – **students and employers must have internet access.**

## **Contact Points for Support**

### **User Support (Students and Trainers)**

Leigh Joy – E-Learning Services Support Officer

Ph: 07 3722 3003

[leighj@mtai.edu.au](mailto:leighj@mtai.edu.au)

### **IT Infrastructure Support (Trainers)**

James Orr - Chief Information Officer

Ph: 07 3237 8750

[jameso@mtaq.com.au](mailto:jameso@mtaq.com.au)

### **Training Support (Trainers)**

Marcello Riotto – Training Operations Manager

Ph: 07 3237 8735

[marcellor@mtai.edu.au](mailto:marcellor@mtai.edu.au)

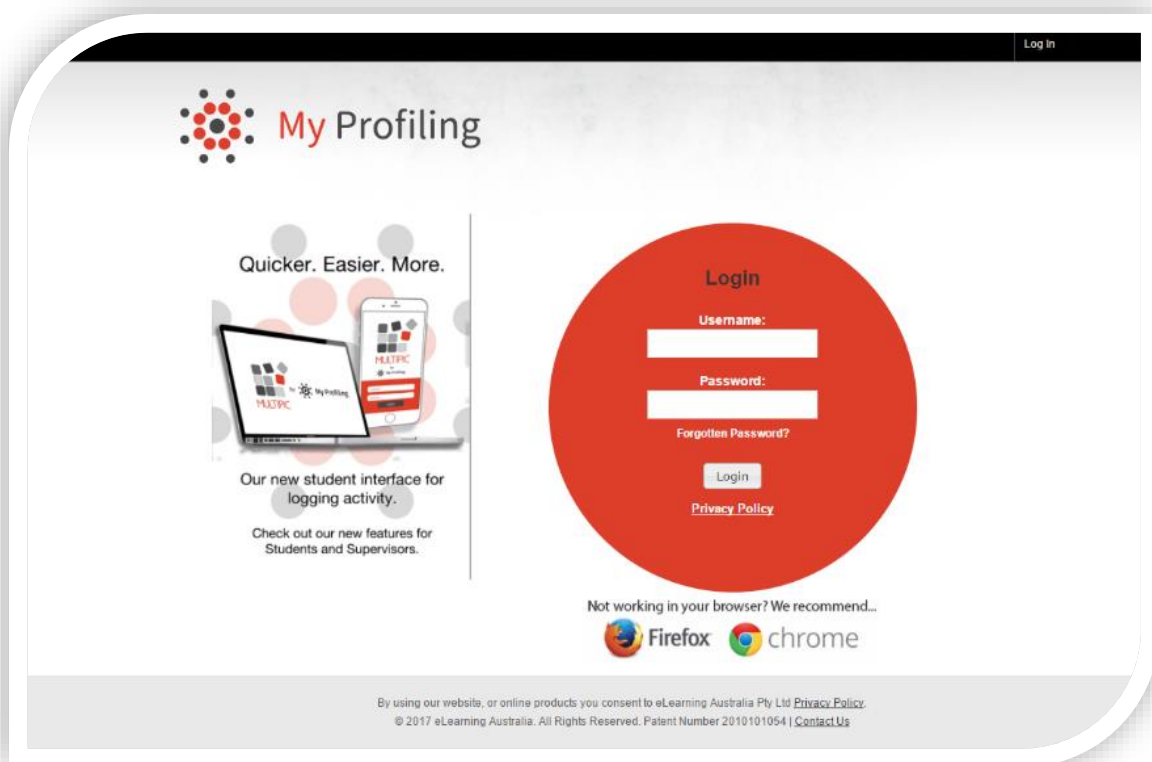
## Access - How to Login

You can access My Profiling via the My Profiling App on your phone or tablet - download the App – free from Google Play or the App Store (see email for details)

OR the browser on a computer, phone or tablet - go to [my.edu.au](https://my.edu.au) <https://my.edu.au/myprofiling/>

- Recommended browsers are Firefox, Chrome or Safari, *please do not use Internet Explorer as some functions of My Profile will not be accessible through this browser.*
- For the full features of My Profiling, use the browser version. When you log in it will open directly to the area where you log activities.

***Your login screen will look like the diagram below:***



## Frequently asked questions

### 1. How do we access My Profile?

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### 2. What IT Hardware does someone need in order to access the system?

You will need any internet connected device i.e. – desktop computer, tablet or smartphone which has the capability of hosting the My Profile application.

### 3. What are the recommended internet access requirements?

- ADSL or Broadband is a minimum requirement.
- A minimum 5GB per month is recommended to allow for the uploading and viewing of files.

### 4. What internet browsers can we use to access this program?

Recommended browsers are Firefox, Chrome or Safari, *please do not use Internet Explorer as some functions of My Profile will not be accessible through this browser.*

For the full features of My Profiling, use the browser version.

### 5. Is there any additional hardware you would recommend for learning?

- Camera/video recorder (e.g. digital/video cameras, smartphones).
- Printer (or access to a printer)
- Scanner (or access to a scanner or camera to capture original tasks and documentation)

### 6. What are the benefits of this new system?

- All resources and learning materials are now online
- Real time tracking of students' progress and up to date trainer activity
- Easy access from smartphones, tablets or desktops to view a student's activity
- Multiple registrations – employer, supervisor, trainer and staff can all access and monitor students' progress at anytime

### 7. Will MTA Institute be giving students new internet devices in order to access this system?

No, all students will be able to access the system on their own existing device which can either be a desktop computer, laptop, tablet or smartphone. If there are any questions about this, please contact Karen Lam on 07 3722 3008 to discuss these details.

Right training.

Right place.

Right way.



MTA  
INSTITUTE

RTO No: 3529



## Employers' Benefits – New Digital Resources



MTA Institute is introducing a learning system where text books and resources are now online, however all the practical components of workplace training remain the same!

### WHAT ARE THE BENEFITS?

- All resources and learning materials are now online
- Real time tracking of students' progress and up to date trainer activity
- Access from smartphones, tablets or desktops
- Multiple registrations – employer, supervisor, trainer and staff can all access and monitor students' progress at anytime

### WHAT HASN'T CHANGED?

- Training will remain face-to-face in the workplace
- Study can be done anytime at the students' own pace

### DOES THE EMPLOYER OR STUDENT NEED COMPUTER EQUIPMENT TO DO THE COURSE?

- Yes, any internet-connected desktop, phone or tablet with two Apps – Multipic & My Profiling



### MTA Institute

Address Freeway Office Park, Building 8, 2728 Logan Road, Eight Mile Plains, Qld 4113 Postal PO Box 4530, Eight Mile Plains, Qld 4113  
Tel (07) 3722 3000 Toll Free 1800 884 137 Email training@mta.edu.au Website mta.edu.au

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Right training.

Right place.

Right way.



## Trainers' FAQs – New Digital Resources



### WHAT IS THE ADVANTAGE OF MY PROFILING TO OUR EMPLOYERS?

- Study is done at the students' own pace
- Quality e-resources available at anytime
- Employers can access students' progress with real-time tracking

### WHAT HAPPENS WHEN THE SUPERVISOR IS NOT THE EMPLOYER?

- Employers are still able to monitor progress, My Profiling allows multiple registrations
- The supervisor will be responsible for approving workplace tasks and standards

### WHAT IF THE SUPERVISOR DOESN'T HAVE AN EMAIL?

- Trainers will assist in creating an email for the supervisor

### WHAT ABOUT RPLS/TRADE RECOGNITION?

- There will be no change

### WILL THE STUDENT ACQUIRE THE SAME SKILLS AND KNOWLEDGE AS BEFORE?

- Yes, training will remain face-to-face in the workplace
- Resources and learning material will now be accessed online

### CAN STUDENTS BE DECEPTIVE ON ASSESSMENTS?

- No, students upload evidence of tasks and submit written work

### DOES THE EMPLOYER OR STUDENT NEED COMPUTER EQUIPMENT TO DO THE COURSE?

- Yes, any internet-connected desktop, phone or tablet with two Apps – Multipic & My Profiling

### HOW MUCH TRAINING SUPPORT DOES THE STUDENT GET?

- There is no change. Constant one-on-one trainer access is available

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