

# QTRACKER



Tracking on the job training hours at Polytechnic West



**POLYTECHNIC  
WEST**

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The Polytechnic of Western Australia  
International Training and Education

# Log in to your account



All users see the same login screen. Used by apprentices, employers, lecturers and administrators.

A screenshot of the QTRACKER login interface. The header is orange with the text "QTRACKER" and "Apprentice Evidence Tracking". Below the header, the word "Login" is displayed in bold. There are two input fields: "Username:" and "Password:". Below the password field is a "Login" button with a green padlock icon. The entire login form is enclosed in a white box with a black border. In the bottom right corner of the slide, there is a logo for "POLYTECHNIC WEST" featuring a stylized circular design.

# Apprentices



Apprentices add training hours to work sheets, submit for approval

# Apprentices View Progress

Apprentices can view their overall progress, as well as edit and view their work sheets.

New work sheets are created automatically, when a new week starts.

### Current Worksheets

Status	Week Start	Hours	Action
DRAFT	30 August, 2010	0	<a href="#">Edit</a>
DRAFT	23 August, 2010	0	<a href="#">Edit</a>
PENDING	16 August, 2010	4	<a href="#">View</a>
REJECTED	02 August, 2010	10	<a href="#">Edit</a>
PENDING	26 July, 2010	9	<a href="#">View</a>
DRAFT	19 July, 2010	5	<a href="#">Edit</a>
DRAFT	28 June, 2010	3	<a href="#">Edit</a>
REJECTED	21 June, 2010	20	<a href="#">Edit</a>
DRAFT	31 May, 2010	27	<a href="#">Edit</a>

Supervisor  
 Ktstudio Admin  
0411 088888  
[zutesmog@gmail.com](mailto:zutesmog@gmail.com)

Employer  
 KT STUDIO  
Not your current employer? [Change](#)

Course  
CERTIFICATE III IN  
ELECTROTECHNOLOGY  
ELECTRICIAN (UEE3080)

### Progress (CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN)

Overall Progress (14 hrs out of 2820.0hrs)  
0.496%

Unit's of Competency Breakdown

<b>C3B</b> Provide quotations for installation or service jobs (2.0hrs out of 50hrs)	4.00%
<b>D1B</b> Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace (7.0hrs out of 10hrs)	70.0%
<b>E1B</b> Apply OHS practices in the workplace (0.0hrs out of 20hrs)	0%
<b>E2B</b> Dismantle, assemble and fabricate electrotechnology components (0.0hrs out of 400hrs)	0%
<b>E3B</b> Solve problems in extra-low voltage single path circuits (3.0hrs out of 20hrs)	15.0%
<b>E4B</b> Solve problems in multiple path d.c. circuits (0.0hrs out of 20hrs)	0%
<b>E5B</b> Fix and secure equipment (0.0hrs out of 200hrs)	0%
<b>E7B</b> Use drawings, diagrams, schedules and manuals (2.0hrs out of 40hrs)	5.00%
<b>E8B</b> Lay wiring/cabling and terminate accessories for extra-low voltage circuits (0.0hrs out of 100hrs)	0%
<b>E33B</b> Document occupational hazards and risks in electrical (0.0hrs out of 20hrs)	0%
<b>F2B</b> Lay and connect cables for multiple access to telecommunication services (0.0hrs out of 200hrs)	0%

# Apprentice Log Hours



Apprentices add hours to their work sheets, prior to submitting to their employer or supervisor for approval.

An easy to use and understand interface makes data entry a breeze.

**Work Sheet for Testing Ktstudio:** 02 August, 2010 - 08 August, 2010  
Status: Rejected I rejected by KT Studio Lecturer - 12:00PM on 18 August, 2010 [Submit Work Sheet](#)

You have 1 comment(s). Last comment by KT Studio Lecturer at 12:00PM on 18 August, 2010.

Monday 02 August, 2010 10hrs	Tuesday 03 August, 2010 0hrs	Wednesday 04 August, 2010 0hrs	Thursday 05 August, 2010 0hrs	Friday 06 August, 2010 0hrs	Saturday 07 August, 2010 0hrs	Sunday 08 August, 2010 0hrs
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**Add Work Element for Monday 02 August, 2010**

Job#	Unit of Competency	Activities	Supervision	Hours	
	Please select a Unit...	<input type="checkbox"/> Planned for work <input type="checkbox"/> Carried out the work <input type="checkbox"/> Job safety analysis	<input type="checkbox"/> Carried Out Testing <input type="checkbox"/> Finished the work <input type="checkbox"/> Off the job	Select...	<input type="text"/> <a href="#">Add</a>

C3B Provide quotations for installation or service jobs	Planned for work	Broad	2	
D1B Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	Carried out the work	Broad	3	
E7B Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	
E7B Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	
C3B Provide quotations for installation or service jobs	Planned for work	Broad	1	

Total hours for Monday 02 August, 2010 **10hrs**

Total hours for week: **10hrs**

# Apprentices Log Hours



Select the day here:

Add new work sheet entries  
here:

Edit existing entries here:

Submit to employer when  
done:

**Work Sheet for Testing Ktstudio:** 02 August, 2010 - 08 August, 2010

Status: Rejected I rejected by KT Studio Lecturer - 12:00PM on 18 August, 2010 [Submit Work Sheet](#)

You have 1 comment(s). Last comment by KT Studio Lecturer at 12:00PM on 18 August, 2010.

Monday 02 August, 2010 10hrs	Tuesday 03 August, 2010 0hrs	Wednesday 04 August, 2010 0hrs	Thursday 05 August, 2010 0hrs	Friday 06 August, 2010 0hrs	Saturday 07 August, 2010 0hrs	Sunday 08 August, 2010 0hrs
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**Add Work Element for Monday 02 August, 2010**

Job#	Unit of Competency	Activities	Supervision	Hours	
	Please select a Unit...	<input type="checkbox"/> Planned for work <input type="checkbox"/> Carried out the work <input type="checkbox"/> Job safety analysis	<input type="checkbox"/> Carried Out Testing <input type="checkbox"/> Finished the work <input type="checkbox"/> Off the job	Select...	<a href="#">Add</a>

C3B	Provide quotations for installation or service jobs	Planned for work	Broad	2	<a href="#">Edit</a>
D1B	Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	Carried out the work	Broad	3	<a href="#">Edit</a>
E7B	Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	<a href="#">Edit</a>
E7B	Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	<a href="#">Edit</a>
C3B	Provide quotations for installation or service jobs	Planned for work	Broad	1	<a href="#">Edit</a>

Total hours for Monday 02 August, 2010 **10hrs**

Total hours for week: **10hrs**

# Adding Entries



Select the unit of competence addressed

Enter number of hours

Add to work sheet

Optional: add employer's job number

Optional: indicate type of activity

**Work Sheet for Testing Ktstudio:** 02 August, 2010 - 08 August, 2010

Status: Rejected I rejected by KT Studio Lecturer - 12:00PM on 18 August, 2010

[Submit Work Sheet](#)

You have 1 comment(s). Last comment by KT Studio Lecturer at 12:00PM on 18 August, 2010.

Monday 02 August, 2010 10hrs	Tuesday 03 August, 2010 0hrs	Wednesday 04 August, 2010 0hrs	Thursday 05 August, 2010 0hrs	Friday 06 August, 2010 0hrs	Saturday 07 August, 2010 0hrs	Sunday 08 August, 2010 0hrs
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**Add Work Element for Monday 02 August, 2010**

Job#	Unit of Competency	Activities	Supervision	Hours	
	Please select a Unit...	<input type="checkbox"/> Planned for work <input type="checkbox"/> Carried out the work <input type="checkbox"/> Job safety analysis	<input type="checkbox"/> Carried Out Testing <input type="checkbox"/> Finished the work <input type="checkbox"/> Off the job	Select...	<input type="text"/> <a href="#">Add</a>

C3B Provide quotations for installation or service jobs	Planned for work	Broad	2	
D1B Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	Carried out the work	Broad	3	
E7B Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	
E7B Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	
C3B Provide quotations for installation or service jobs	Planned for work	Broad	1	

Total hours for Monday 02 August, 2010 **10hrs**

Total hours for week: **10hrs**



# Checking Unit Details



Select the unit of  
competence addressed

Click the ? icon

Click again to remove

**Work Sheet for Testing Ktstudio:** 02 August, 2010 - 08 August, 2010

Status: Rejected | rejected by KT Studio Lecturer - 12:00PM on 18 August, 2010

[Submit Work Sheet](#)

You have 1 [comment\(s\)](#). Last comment by KT Studio Lecturer at 12:00PM on 18 August, 2010.

Monday 02 August, 2010 10hrs	Tuesday 03 August, 2010 0hrs	Wednesday 04 August, 2010 0hrs	Thursday 05 August, 2010 0hrs	Friday 06 August, 2010 0hrs	Saturday 07 August, 2010 0hrs	Sunday 08 August, 2010 0hrs
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**Add Work Element for Monday 02 August, 2010**

Job#	Unit of Competency		Hours	
	D1B. Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	<b>Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace</b> This unit covers the basic use of personal computers application relevant to a work function. It encompasses switching the computer on, applying user preferences, selecting basic applications, entering and retrieving information and printing files.		<a href="#">Add</a>

Unit of Competency	Status	Level	Hours	Action
C3B Provide quotations for installation or service jobs	Planned for work	Broad	2	<a href="#">Remove</a>
D1B Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	Carried out the work	Broad	3	<a href="#">Remove</a>
E7B Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	<a href="#">Remove</a>
E7B Use drawings, diagrams, schedules and manuals	Carried out the work	Broad	2	<a href="#">Remove</a>
C3B Provide quotations for installation or service jobs	Planned for work	Broad	1	<a href="#">Remove</a>

**Total hours for Monday 02 August, 2010 10hrs**

**Total hours for week: 10hrs**



# Employers



Employers (or supervisors) review apprentices' submitted work sheets, and either accept or reject them

# Employer View



Employers see progress  
summary of their  
apprentices

Employers sign off on work  
sheets submitted by  
apprentices

The screenshot shows the 'Employer View' dashboard. At the top, there is a navigation bar with links for 'Home', 'Apprentices', 'Supervisors', and 'Help'. On the right side of the navigation bar, it indicates the user is 'Logged in as Ktstudio Admin' with links for 'Edit Profile' and 'Logout'. Below the navigation bar, the main content area is divided into two sections. The first section, 'Current Worksheets', contains a table with columns for 'Status', 'Week Start', 'Hours', and 'Action'. It lists two worksheets, both with a status of 'AWAITING APPROVAL'. The second section, 'Supervised Apprentices', contains a table with columns for 'Apprentice', 'Employee ID', 'Supervisor', 'Course', and 'Action'. It lists one apprentice, 'Testing Ktstudio', supervised by 'Ktstudio Admin' for course 'W431'. On the right side of the dashboard, there are two sidebars. The top sidebar, 'Apprentices', shows 'Testing Ktstudio'. The bottom sidebar, 'My Roles', shows 'supervisor'.

Status	Week Start	Hours	Action
AWAITING APPROVAL	26 July, 2010	9	<a href="#">View</a>
AWAITING APPROVAL	16 August, 2010	4	<a href="#">View</a>

Apprentice	Employee ID	Supervisor	Course	Action
Testing Ktstudio		Ktstudio Admin	W431	<a href="#">View</a>

# Employer View



Only two clicks for an employer.  
No typing unless work sheet is rejected.

By viewing a work sheet,  
employer can see all the types of  
work being carried out.

Employers sign off on work  
sheets submitted by apprentices,  
or reject them together with  
comments on why it is rejected.

**Work Sheet for Testing Ktstudio:** 26 July, 2010 - 01 August, 2010  
Status: Awaiting Approval , submitted at 10:48AM on 18 August, 2010

**Tuesday 27 July, 2010**

E5B Fix and secure equipment	✔ Planned for work	✔ Carried out testing	broad	3hrs
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Total hours for Tuesday 27 July, 2010: **3hrs**

**Wednesday 28 July, 2010**

D1B Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	✔ Planned for work	✔ Carried out testing	broad	3hrs
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Total hours for Wednesday 28 July, 2010: **3hrs**

**Thursday 29 July, 2010**

D1B Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace	✔ Planned for work	✔ Carried out testing	broad	3hrs
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Total hours for Thursday 29 July, 2010: **3hrs**

Total hours for week: **9hrs**

Leave Comments (comments required if rejecting work sheet)

✔ Approve Work Sheet

✘ Reject Work Sheet

# Lecturers



Lecturers can see student progress at any time, and can review work sheets when student is out of contract

# Lecturer View



Lecturer can select any enrolled apprentice

Lecturer can review progress of selected apprentice

Lecturer fills in for employer, (college training only), when apprentice is between contracts

### View Apprentice

**Testing Ktstudio**

**Contact**  
0411 068888  
zutesmog@gmail.com  
login: ktstudio

**Employer**  
KT STUDIO  
ktstudio admin  
01 July, 2010

**Supervisor**  
Ktstudio Admin  
0411 068888  
zutesmog@gmail.com

**Actions**

[Edit Contract](#)

[Edit Apprentice](#)

[Reset Password](#)

**My Roles**

lecturer

course\_admin

### All Worksheets

Status	Week Start	Hours	Action
DRAFT	30 August, 2010	0	<a href="#">View</a>
DRAFT	23 August, 2010	0	<a href="#">View</a>
AWAITING APPROVAL	16 August, 2010	4	<a href="#">View</a>
DRAFT	28 June, 2010	3	<a href="#">View</a>
REJECTED	21 June, 2010	20	<a href="#">View</a>
APPROVED	07 June, 2010	14	<a href="#">View</a>
DRAFT	31 May, 2010	27	<a href="#">View</a>

### Progress (CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN)

Overall Progress (14 hrs out of 2820.0hrs)

0.498%

Unit's of Competency Breakdown

**C3B** Provide quotations for installation or service jobs (2.0hrs out of 50hrs)

4.00%

**D1B** Use basic computer applications relevant to a Part 2.1D - Computer Systems Units workplace (7.0hrs out of 10hrs)

70.0%

**E1B** Apply OHS practices in the workplace (0.0hrs out of 20hrs)

0%

# Lecturer View



Search by name, student ID  
or employer


Only students enrolled in  
course appropriate to  
lecturer are shown

## Search for Apprentices

Filter by:

☒ Apprentice Last Name ☐ Student ID

a

 Search

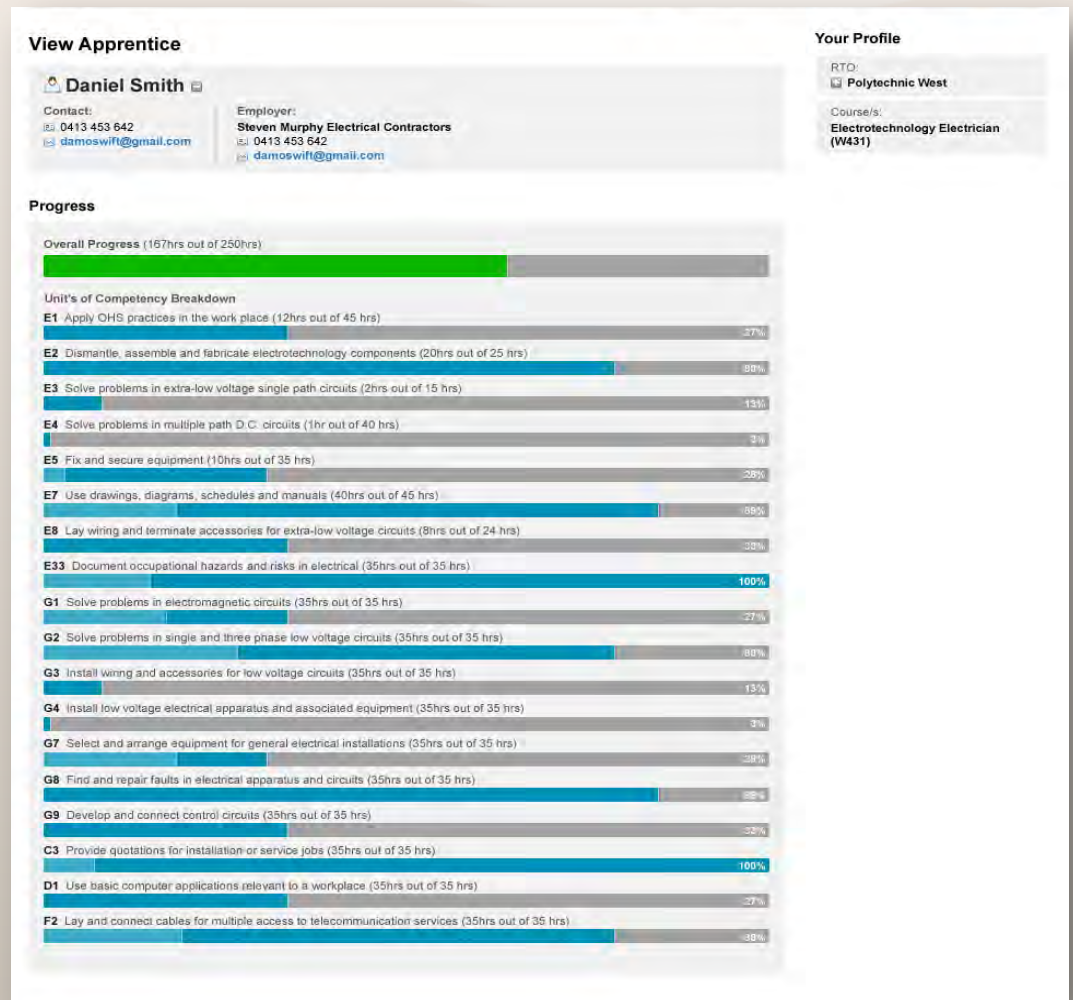
Apprentice	Student ID	Employer	Course	Status	Action
<a href="#">Dale Richard Adams</a>	802035	<a href="#">ELECTRICAL GROUP TRAINING LTD</a>	W431	active	<a href="#">Edit</a>
<a href="#">Mathew Agostinelli</a>	1003745	<a href="#">DBR ELECTRICAL CONTRACTORS</a>	W431	active	<a href="#">Edit</a>
<a href="#">Andrew Trevor Aird</a>	9992191	<a href="#">SPARK ELECTRICS</a>	W431	active	<a href="#">Edit</a>
<a href="#">Mohamad Azli Albashri</a>	300995	<a href="#">CHRISTMAS ISLAND PHOSPHATES</a>	W431	active	<a href="#">Edit</a>
<a href="#">Daniel Ryan Aldridge</a>	9777885	<a href="#">SYMMETRICAL GROUP</a>	W431	active	<a href="#">Edit</a>
<a href="#">Jake Alexanderson</a>	816688	<a href="#">RESOURCE RENTALS</a>	W431	active	<a href="#">Edit</a>
<a href="#">Panaat Phanna Ang</a>	601772	<a href="#">DAVIES ELECTRICS</a>	W431	active	<a href="#">Edit</a>
<a href="#">Mohd Azmie Armnoor</a>	1008445	<a href="#">INDIAN OCEAN GROUP TRAINING ASSOCIATION INC.</a>	W431	active	<a href="#">Edit</a>
<a href="#">Kyle Travis Arndt</a>	906313	<a href="#">L AND A ELECTRICAL SERVICES</a>	W431	active	<a href="#">Edit</a>
<a href="#">Kurt Arnold</a>	815143	<a href="#">FERRANTE ELECTRICAL SERVICES PTY LTD</a>	W431	active	<a href="#">Edit</a>
<a href="#">Samuel Waimum Au</a>	1005087	<a href="#">WIZARD COMMUNICATIONS</a>	W431	active	<a href="#">Edit</a>

# Lecturer View



View student progress  
against all units, and overall  
for the course

RPL contributions are  
shown in a different colour





# Summary



Designed to be simple, fast, easy to use  
Web based for access from anywhere  
Minimum amount of effort for all involved  
Audit trails for all actions  
Individual accounts