



# eProfiling

## **POLICY AND PROCEDURE FOR RESUBMITTING ELECTRONIC PROFILING CARDS**

### **Purpose of this document:**

To outline the eProfiling policy and procedure for replacing existing profiling cards submitted with errors, with amended profiling cards.

### **Policy:**

During the course of an apprenticeship, apprentices may find that they have submitted profiling cards with incorrect information. This policy has been developed to allow apprentices to amend an existing training record.

To remove an existing record, an apprentice must provide a signed statement from the parties to the training contract, the apprentice, employer and RTO that during a period of time there were records sent to eProfiling with errors. eProfiling will amend the record to include the new cards submitted by the apprentice.

### **Attachments to this policy:**

eProfiling 'Resubmission of Cards' form

### **Scope:**

All apprentices found on the eProfiling system in Queensland in the following apprenticeships:

UTE30102 Certificate III in Electrotechnology Assembly and Servicing

UTE30899 Certificate III in Electrotechnology Instrumentation

UTE30999 Certificate III in Electrotechnology Refrigeration and Air Conditioning

UTE31199 Certificate III in Electrotechnology Systems Electrician

### **Procedure:**

1. Apprentice to approach their RTO via their employer to explain why they feel they should resubmit their cards.
2. Once it is agreed the cards need to be resubmitted the apprentice should identify the cards completed incorrectly and amend the cards.
3. Apprentice and Employer Supervisor to complete the attached form.
4. The completed form and amended cards should be submitted to your RTO.
5. Once the form has been signed off by the RTO the form and amended cards will be faxed to eProfiling by the RTO.
6. eProfiling amends the apprentices' record with the replacement cards and forwards an updated report to interested parties.

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# Resubmission of Cards

## Apprentice Information

Name: \_\_\_\_\_ Profiling number: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

I have identified the cards stated below as being completed incorrectly. They are being submitted for correction and resubmission:

Year: \_\_\_\_\_ Weeks: \_\_\_\_\_

Year: \_\_\_\_\_ Weeks: \_\_\_\_\_

Year: \_\_\_\_\_ Weeks: \_\_\_\_\_

Year: \_\_\_\_\_ Weeks: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Employer Information

Business Name: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Mobile: \_\_\_\_\_

I have checked the profiling cards for the period identified and agree they should be resubmitted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RTO Information

Registered Training Organisation (RTO): \_\_\_\_\_

RTO Contact Number: \_\_\_\_\_ RTO Email Address: \_\_\_\_\_

I have checked the profiling cards for the period identified and agree they should be resubmitted.

RTO Rep Name: \_\_\_\_\_

RTO Rep Signature: \_\_\_\_\_ Date: \_\_\_\_\_