



WPT MANUAL

Supervisor Guide





Before You Start: How it works?

Each supervisor receives a separate email for every assigned student. Each email contains a unique link and username that provide access only to that specific student's reports.

If a supervisor is assigned to multiple students, they will receive separate emails with separate links and usernames for each student.

When opening the link for the first time, the supervisor must create a password. A separate password must be created the first time a supervisor accesses each student.

For future logins, the supervisor should open the correct email, click the assigned link, and enter the previously created password.

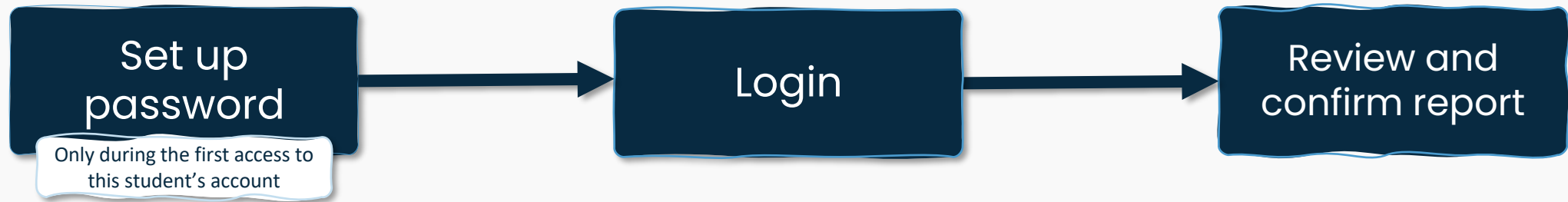
At the end of each month, the supervisor should review the student's attendance and logbook tasks and approve the report if everything is correct.

Automatic reminders will be sent by the system.

Supervisor approval is required in order for the student's payment to be calculated.



Process Flow



The **entire process** must be completed separately for each student's account assigned to the supervisor.



First Time Access



The screenshot shows a Gmail interface with a left sidebar containing navigation options: Compose, Inbox (13), Starred, Snoozed, Sent, Drafts, Purchases, Travel, and More. The main area displays the Primary inbox with several emails from 'Learner Profiler' and 'Google'. A yellow callout bubble points to the first email, which has the subject 'Access set up for supervisor of Karolina Budzińska - Dear Anne M...'. The callout bubble contains the following text:

When a college staff member assigns you to a specific student in the system, you will receive an email. Find the email in your inbox. **Click to open it.**



Access set up for supervisor of Karolina Budzińska Inbox x



Learner Profiler <helpdesk@learnerprofiler.com>
to me ▾

Dear Anne Marie Donut,

You have been registered on Work Placement Tracker Demo - 2026 site as the Supervisor for Karolina Budzińska, you will need to use our registration for this specific user using the link below.

Your unique code/username is:

supervisor/0/ [\[blurred link\]](#)

Please press "Ctrl" and the link to open.

<https://manage.learnerprofiler.com//account/useraccesssetup?UserAccessLink=ne4E4F%2B%2FJ1NbzjggMabKA7Xf1fn%2FR67pLQnwjkzSyxEwA%2FSaKDVOFUF1FGLxizQpliCAkdSRv!TNUUEE1pcrCgpUkFE5qqoq%2BMuR5%2BOBoypfzAM7C8IWgJ0g%2BZuXAz%2BVwnG8AZ6bF0YrDiSpBqBDiqCnCioVhfvOQY3LX%2FBqjwEd3eyp37h7uEQqREZhbUY0SbqkCnWS6oiSCfZ33HLh5kpT3rKXKxzUTIH0XpHjkJqFa7clHL55pKmTfgO0IR7Op>

You may want to keep this email for future reference. If you have already registered for this student (remember that each student will have a different code) click [here](#) to log in. In case you forgot your password click [here](#) to recover it.

Thanks,
Learner Profiler

↩ Reply

➦ Forward



Click on the link to open setting side

The email contains a unique username used to access this student's report. The username consists of the word "supervisor", a number, and the student's email address, separated by slashes.







User access password set up for supervisor/0/


Set up supervisor password. Passwords are required to be at least 8 characters long.


Job Title

Name

Password 

Confirm password 

Password Retrieval Question 

Password Retrieval Answer 

Set password

Type in your job title, set up the password and the Password Retrieval Question. Click Set Password



Success

Password has been set please login using the password used.

Username

supervisor/0 ardir@konsultans@gmail.com

Login to proceed

Click Login to proceed

(b)





Some assessments require sound turned on. Please make sure you have either speakers or headphones setup correctly.

[Test Audio](#)

Login

[Forgotten your password?](#)

Login

Create an Account

If this is your first time using the system please click the Register button to create an account.

Register

Type in the password you have just set up and Click Logging



May 2026

Monthly Attendance WPT Report

Month: May 2026
Student: Luq New
Student ID : 3143142432432
Total days recorded : 3
Company: Company

Monthly Attendance WPT Report

Daily WPT Report

Reports

All modules have been completed.
Reports are available.

[View reports](#)

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
01/05/2026							
02/05/2026							
03/05/2026							
04/05/2026							
05/05/2026	12:10:14	Skawina	49.971652	19.834488	Show	16	Remove Edit
06/05/2026	Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.						Remove Show
07/05/2026							
08/05/2026	06:34:00	Krakow	49.981306	19.878240	Show	8	Remove Edit
09/05/2026							
10/05/2026							
11/05/2026							
12/05/2026							
13/05/2026	12:37:37	Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If absent, delete this record.					Remove
14/05/2026							
15/05/2026							
16/05/2026							

You have successfully logged in to the student's reports.



Returning Access



1st Method – Step 1

Access set up for supervisor of Karolina Budzińska Inbox x Print Share

Learner Profiler <helpdesk@learnerprofiler.com>
to me ▾ 1:10 PM (12 minutes ago) Star Smiley Reply More

Dear Anne Marie Donut,

You have been registered on Work Placement Tracker Demo - 2026 site as the Supervisor for **Karolina Budzińska**. In order to sign off the Attendance and Activities worksheet for Karolina Budzińska, you will need to use our registration for this specific user using the link below.

Your unique code/username is:
supervisor/0/ supervisor/0@learnerprofiler.com

Please press "Ctrl" and the link to open.

<https://manage.learnerprofiler.com//account/useraccesssetup?UserAccessLink=ne4E4F%2B%2FJ1NbzjggMabKA7Xf1fn%2FR67pLQnwjkzSyxEwA%2FSaKDVOFUF1FGLxizQpliCAkdSRvITNUEE1pcrCgpUkFE5qqoq%2BMuR5%2BOBoypfzAM7C8IWgJ0g%2BZuXAZ%2BVwnG8AZ6bF0YrDiSpBqBDiqCnCioVhfvOQY3LX%2FBqjwEd3eyp37h7uEQqREZhbUY0SbqkCnWS6oiSCfZ33HLh5kpT3rKXKxzUTIH0XpHjkJqFa7clHL55pKmTfgO0IR7Op>

You may want to keep this email for future reference. If you have already registered for this student (remember that each student will have a different code) click [here](#) to log in. In case you forgot your password click [here](#) to recover it.

Thanks,
Learner Profiler

Reply Forward Smiley

If you have already created your password and want to log in again, use the link from the original email.



1st Method – Step 2

 Accessibility  Logout

User access password set up for supervisor/5/luqnew

It looks like you already has set up your account. Click [HERE](#) to login.
If you forgot your password click [HERE](#) for recovery.

Click HERE to login



1st Method – Step 3

→ Login + Register 🔍 Password Recovery Accessibility Exit

Some assessments require sound turned on. Please make sure you have either speakers or headphones setup correctly. [Test Audio](#)

Login [Forgotten your password?](#)

Login

Create an Account

If this is your first time using the system please click the Register button to create an account.


Register

Type in the password you have set up and Click **Login**

LEARNER PROFILER TVET



1st Method – Step 4



Accessibility Logout

May 2026

Monthly Attendance WPT Report

Month: May 2026
 Student: Luq New
 Student ID : 3143142432432
 Total days recorded : 3
 Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
01/05/2026							
02/05/2026							
03/05/2026							
04/05/2026							
05/05/2026	12:10:14	Skawina	49.971652	19.834488	Show	16	Remove Edit
06/05/2026	Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.						Remove Show
07/05/2026							
08/05/2026	06:34:00	Krakow	49.981306	19.878240	Show	8	Remove Edit
09/05/2026							
10/05/2026							
11/05/2026							
12/05/2026							
13/05/2026	12:37:37	Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If absent, delete this record.				Remove	
14/05/2026							
15/05/2026							
16/05/2026							

You have successfully
 logged in to the student's
 reports.



2nd Method – Step 1

! Action Required – Monthly Report(s) Not Confirmed - April 2026 Inbox x

Learner Profiler <noreply@learnerprofiler.com>
to None ▾

Sun, May 10, 9:30 AM (3 days ago) ☆ 😊 ↶ ⋮

Dear None,

! Action is required.

The monthly report(s) for the students listed below have not yet been confirmed.
Please urgently review and confirm the student(s)' attendance and daily activity so that the college can generate the monthly settlement.

1. Karolina Test
[Review & Confirm Attendance](#)

Please do not reply to this email. If you experience any issues, please contact the college.

Best regards,
Learner Profiler

On the first day of each new month, you will receive an email reminder to approve the reports of the students assigned to you. Emails will be sent automatically every few days until the report is approved. Click on the selected student to be redirected to the login page for that student's reports.



2nd Method – Step 2

→ Login + Register 🔍 Password Recovery Accessibility Exit

Some assessments require sound turned on. Please make sure you have either speakers or headphones setup correctly. [Test Audio](#)

Login

[Forgotten your password?](#)

Login

Create an Account

If this is your first time using the system please click the Register button to create an account.

Register

Type in the password you have set up and Click Logging

LEARNER PROFILER



2nd Method – Step 3

Accessibility Logout

May 2026

Monthly Attendance WPT Report

Month: May 2026
Student: Luq New
Student ID : 3143142432432
Total days recorded : 3
Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
01/05/2026							
02/05/2026							
03/05/2026							
04/05/2026							
05/05/2026	12:10:14	Skawina	49.971652	19.834488	Show	16	Remove Edit
06/05/2026	Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.						Remove Show
07/05/2026							
08/05/2026	06:34:00	Krakow	49.981306	19.878240	Show	8	Remove Edit
09/05/2026							
10/05/2026							
11/05/2026							
12/05/2026							
13/05/2026	12:37:37	Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If absent, delete this record.				Remove	
14/05/2026							
15/05/2026							
16/05/2026							

You have successfully logged in to the student's reports.



Confirming Report



Accessibility Logout

May 2026

Monthly Attendance WPT Report

Month: May 2026
Student: Lug New
Student ID : 3143142432432
Total days recorded : 3
Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.
Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
01/05/2026							
02/05/2026							
03/05/2026							
04/05/2026							
05/05/2026	12:10:14	Swina	49.971612	19.834488	Show	16	Remove Edit
06/05/2026	Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.						Remove Show
07/05/2026							
08/05/2026	08:34:00	Kyalow	49.981305	19.876240	Show	8	Remove Edit
09/05/2026							
10/05/2026							
11/05/2026							
12/05/2026							
13/05/2026	12:37:37	Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If absent, delete this record.				Remove	
14/05/2026							
15/05/2026							
16/05/2026							
17/05/2026							
18/05/2026							
19/05/2026							
20/05/2026							
21/05/2026							
22/05/2026							
23/05/2026							
24/05/2026							
25/05/2026							
26/05/2026							
27/05/2026							
28/05/2026							
29/05/2026							
30/05/2026							
31/05/2026							

Supervisor Sign-Off
Supervisor : Anne Marie Donut
Job Title : Dr
Some day(s) require attention before confirmation.

In these fields, confirm the student's attendance and the completion of their tasks for each day within the selected month. Please refer to the Monthly WPT Report and the Daily WPT Report. If you have any comments or notes, also type them here.

Final confirmation of the report

Click here to see the Daily Tasks (logbook) Reports

After logging in, you will be automatically taken to the "Monthly Attendance WPT Report.

Click here if you need to change the month



Correct record

Monthly Attendance WPT Report

Month: May 2026
Student: Luq New
Student ID : 3143142432432
Total days recorded : 3
Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
05/05/2026	12:10:14	Skawina	49.971652	19.834488	Show	16	Remove
Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.							
05/05/2026	08:34:00	Kalwa	49.981326	19.876240	Show	8	Remove
Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If others, delete this report.							

Supervisor Sign-Off
Supervisor : Anne Marie Donut
Job Title : Dr

Some day(s) require attention before confirmation.

In these field, confirm the student's attendance and the completion of their tasks for each day within the selected month. Please refer to the Monthly WPT Report and the Daily WPT Report. If you have any comments or notes, also type them here.

Final confirmation of the report

05/05/2026	12:10:14	Skawina	49.971652	19.834488	Show	16	Remove	Edit
------------	----------	---------	-----------	-----------	------	----	--------	------

This type of record means that both the geolocation and the logbook has been completed.

Click "Show" to view the location on the map.

When you click "Edit", the logbook for that day will open, allowing you to change the number of hours worked by the student if not correct.

You can also delete the record if, according to your information, the student was not present at work on that day and the geolocation is not correct to the workplace.



Missing Geolocation 1/3

Monthly Attendance WPT Report

Month: May 2026
 Student: Luq New
 Student ID : 3143142432432
 Total days recorded : 3
 Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
05/05/2026							
05/05/2026							
05/05/2026							
05/05/2026							
05/05/2026	12:10:14	Shawra	49.971623	19.834488	Show	16	Remove
05/05/2026							Log
06/05/2026							Remove
Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.							
07/05/2026							Show
08/05/2026	08:34:00	Khalwa	49.981326	19.876240	Show	8	Remove
08/05/2026							Log
08/05/2026							
08/05/2026							
08/05/2026							
13/05/2026	12:37:37						Remove
Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If others, delete this report.							
14/05/2026							
15/05/2026							
16/05/2026							
17/05/2026							
18/05/2026							
19/05/2026							
20/05/2026							
21/05/2026							
22/05/2026							
23/05/2026							
24/05/2026							
25/05/2026							
26/05/2026							
27/05/2026							
28/05/2026							
29/05/2026							
30/05/2026							
31/05/2026							

Supervisor Sign-Off
 Supervisor : Anne Marie Donut
 Job Title : Dr

Some day(s) require attention before confirmation.

In these field, confirm the student's attendance and the completion of their tasks for each day within the selected month. Please refer to the Monthly WPT Report and the Daily WPT Report. If you have any comments or notes, also type them here.

Final confirmation of the report

06/05/2026	Geolocation missing but Daily Activity exists. Reported working hours: 8. This day will only be included in the payment calculation after supervisor approval.	Remove	Show
------------	--	--------	------

This type of record, flashing in red, means that the user most likely forgot to confirm their attendance in the "Tracker" module while at work. However, the logbook was completed, which suggests that the student was present at work on that day.

If you confirm that the student was physically present at the workplace, click "Show" — the logbook for that day will open. (See next page fo further steps)



Missing Geolocation 2/3

Check whether the number of hours is correct. If not, make the necessary changes. If everything is correct, leave the information unchanged.

Confirm daily attendance

Work Placement Daily Report

Student Name: Luq New Company Name: Company Full Name
Identity Number: 3143142432432 Company Address: Building Number Street Postcode City
Date: 19/05/2026 Supervisor Name: Supervisor Name
No location saved for that day. Work Telephone: Work telephone
4 E-mail: Supervisor Email

Company: Company Full Name

Human Resources

Main areas

Main area

Personnel Training

Personnel Training

Management of training of staff (WM-02)

Personnel Training - Management of training of staff (WM-02)

WM-02 - Management of training staff - Experience

Assisting with the assessment of staff performance. (WA0205)

WM 02 - Management of training staff - Evidence

Induction manual and relevant materials. (SE0201)

Cancel Confirm

Some day(s) require attention before confirmation.

In these fields, confirm the student's attendance and the completion of their tasks for each day within the selected month. Please refer to the Monthly WPT Report and the Daily WPT Report. If you have any comments or notes, also type them here.

Then scroll down and click "Confirm".



Missing Geolocation 3/3

06/05/2026	11:51:48	The learner attendance for this day was added by : Anne Marie Donut		8	Remove	Edit
------------	----------	--	--	---	------------------------	----------------------

	Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance
H	01/05/2026							
W	02/05/2026							
W	03/05/2026							
	04/05/2026							
	05/05/2026	12:10:14	Skawina	49.971652	19.834488	Show	16	Remove Edit
	06/05/2026	11:51:48	The learner attendance for this day was added by : Anne Marie Donut				8	Remove Edit
	07/05/2026							
	08/05/2026	06:34:00	Krakow	49.981306	19.878240	Show	8	Remove Edit
W	09/05/2026							
W	10/05/2026							
	11/05/2026							

After confirmation, the record shall change to this type.
If it does not update, refresh the page.



Missing logbook

Monthly Attendance WPT Report

Month: May 2026
 Student: Luq New
 Student ID : 3143142432432
 Total days recorded : 3
 Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Absence
05/05/2026							
06/05/2026							
07/05/2026							
08/05/2026							
09/05/2026							
10/05/2026							
11/05/2026							
12/05/2026							
13/05/2026	12:37:37	Shewa	49.97952	19.83488	Show	16	Remove
14/05/2026							
15/05/2026							
16/05/2026							
17/05/2026							
18/05/2026							
19/05/2026							
20/05/2026							
21/05/2026							
22/05/2026							
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24/05/2026							
25/05/2026							
26/05/2026							
27/05/2026							
28/05/2026							
29/05/2026							
30/05/2026							
31/05/2026							

Supervisor Sign-Off
 Supervisor : Anne Marie Donut
 Job Title : Dr

Some day(s) require attention before confirmation.

In these field, confirm the student's attendance and the completion of their tasks for each day within the selected month. Please refer to the Monthly WPT Report and the Daily WPT Report. If you have any comments or notes, also type them here.

Final confirmation of the report

13/05/2026	12:37:37	Geolocation exists for that day, but Daily Activity is missing. The student must complete it for the day to count. If absent, delete this record.	Remove
------------	----------	---	--------

This type of record, flashing red, means that the student confirmed their attendance on that day, but not logbook.

If that is correct and the student was actually at work, according to your information, contact them and inform them that they must complete the logbook for that day.

Once the logbook has been completed by student, the record will be displayed as a correct record in this report.

If, according to your information, the student was not present at work on that day, remove the record by clicking "Remove".

Action is required. Otherwise, the report cannot be approved, which will prevent the student's monthly payment from being calculated.

Verifying logbooks

Work Placement Daily Report

Student Name: Luc New
 Identity Number: 3143142432432
 Date: 06/05/2026
 Date of Report: 22/05/2026 09:27:28
 Location: Country: Poland
 Locality: Krakow
 Latitude: 49.97165294526933
 Longitude: 19.8344882879398

Company Name: Company Full Name
 Company Address: Building Number Street Postcode City
 Supervisor Name: Supervisor Name
 Work Telephone: Work telephone
 E-mail: Supervisor Email

Working Hours: 8

Company: Company Full Name

Main areas

Main area

Workplace Competencies

Workplace Competencies

Professionalism (WM04)

Workplace Competencies

WM04 - Professionalism - Experience

Take pride in ones work and the work

Work Placement

Student Name: Luc New
 Identity Number: 3143142432432
 Date: 06/05/2026
 Date of Report: 22/05/2026 09:27:28
 Location: The learner attendance day was added by: Anne Marie Donut

Working Hours: 8

Company: Company Full Name

Main areas

Main area

Labour Relations

Labour Relations

Collective bargaining (WM-01)

Labour Relations - Collective bargaining (WM01)

WM-01 -Collective bargaining - Experience

Be present to observe disciplinary process in disciplinary hearings (WA0106)

WM-01 -Collective bargaining - Evidence

Documented members and roles, records of attendance (SE0102)

To verify logbooks, click “Daily WPT Reports” in the menu on the left.

A list of all available logbooks will appear.

Scroll down to review them to make sure that the information reported by the student matches the actual situation.

If something is incorrect, ask the student to correct the logbook by completing the appropriate module for that day again.

Once updated, the new information will appear here automatically.

If the number of hours reported for a specific day is incorrect, you can change it in the “Monthly Attendance WPT Report” section by clicking “Edit” next to the relevant day.



Confirming Monthly Report

Monthly Attendance WPT Report

Month: May 2026
Student: Luq New
Student ID : 3143142432432
Total days recorded : 3
Company: Company

The following information is collected by a phone application that records the location of the student at the time of usage. Data is only collected when the student gives permission.

Public Holiday (paid if not on weekends) Weekend / Non-working day

Date	Time	Location	Latitude	Longitude	Map	Hours	Attendance	
05/05/2026	12:10:14	Sheema	49.871632	18.834488	Show	16	Report	
06/05/2026	11:51:48	The learner attendance for this day was added by: Anne Marie Donut					8	Report
06/05/2026	06:34:05	Kelowna	49.881305	12.878242	Show	8	Report	
08/05/2026							Report	
09/05/2026							Report	
10/05/2026							Report	
11/05/2026							Report	
12/05/2026							Report	
13/05/2026							Report	
14/05/2026							Report	
15/05/2026							Report	
16/05/2026							Report	
17/05/2026							Report	
18/05/2026							Report	
19/05/2026							Report	
20/05/2026							Report	
21/05/2026							Report	
22/05/2026							Report	
23/05/2026							Report	
24/05/2026							Report	
25/05/2026							Report	
26/05/2026							Report	
27/05/2026							Report	
28/05/2026							Report	
29/05/2026							Report	
30/05/2026							Report	
31/05/2026							Report	

Supervisor Sign-Off
Supervisor : Anne Marie Donut
Job Title : Dr

I confirm the Monthly Report.

Final confirmation of the report

Supervisor Sign-Off

Supervisor : Anne Marie Donut

Job Title : Dr

I confirm the Monthly Report.

Final confirmation of the report

Once you have verified the logbooks and completed all required actions in the "Monthly Attendance WPT Report" section (e.g. for "Missing Logbook" or "Missing Geolocation"), the system will allow you to approve the report.

At the bottom of the screen, in the "Supervisor Sign Off" section, enter your comment and click "Final Confirmation of the Report".

A comment, even a short one, is required for the green button to become active.



Well done,

you have successfully verified and confirmed

Student's monthly attendance and activity report.

If you have any questions contact us on:

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