WORK AS AN APPRENTICE

A Super client has chosen you, or RMK has matched you.

BEFORE YOU START

HAVE THESE READY (ABOUT 10 MINUTES)

- Your approved apprentice account.

STEP BY STEP

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WORK AS AN APPRENTICE

8 STEPS

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WORK AS AN APPRENTICE

Step 1 of 8 **Screen: Help small businesses grow, and grow with them.**

How to get there: Work with RMK.

What you see: The four roles.

Tap: Join as an apprentice

What happens next: The apprentice section: who can apply, the work, the process, then the form.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

Step 2 of 8 **Screen: Notices**

How to get there: Sign in. You land on your home screen ("Dumela" and your name). The bell.

What you see: "<client> chose you".

Tap: the notice

What happens next: Your client.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

Step 3 of 8 **Screen: Your client businesses**

How to get there: My home.

What you see: Your clients and their tasks.

Tap: the client

What happens next: Their tasks.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

Step 4 of 8 **Screen: Your client businesses**

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How to get there: The same page.

What you see: Evidence for a task.

Tap: Add it

Type: A photo or file of the work.

What happens next: It is attached to the task.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

5 Step 5 of 8 **Screen: Your client businesses**

How to get there: The same page.

What you see: The task.

Tap: Hand it in

What happens next: The client and RMK check it.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

6 Step 6 of 8 **Screen: Your client businesses**

How to get there: When it is checked.

What you see: The task.

Tap: Mark done

What happens next: The task closes.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

7 Step 7 of 8 **Screen: the final report**

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WORDS EXPLAINED

Sign-off

Typing your name to accept the final report. RMK also signs when a consultant did the work.

Super client

A business owner who bought Super.

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