

Parents Step by Step Guide

1. Download the App: Get the app on Playstore.
2. Find Your Child: Track your child's progress on the Progress Tracker.
3. Login: Access your child's information on Section 16.
4. Landing Page: Visit the Field Visit Participation page.
5. Confirm Details: Verify your child's details under Administration and Contribution.
6. Check Tour Schedule: See the field visit day for your child's cluster on the Tour Schedule.
7. Register for Visits: Sign up for field/industrial visits.
8. Make Payment: Pay your contribution.
9. Check Statement: View your balance.
10. Navigate the System: Explore the system's features.
11. Learning Resources: Discover educational resources on the system.
12. Skills Audit: Complete a skills audit after a tour.
13. Tour Report: Submit a tour report after a tour.
14. Skills Gap Assessment: Complete a skills gap assessment after a tour.
15. Innovations: Encourage your child to document their innovations after a tour.
16. Project Support: Help your child with their projects after a tour.

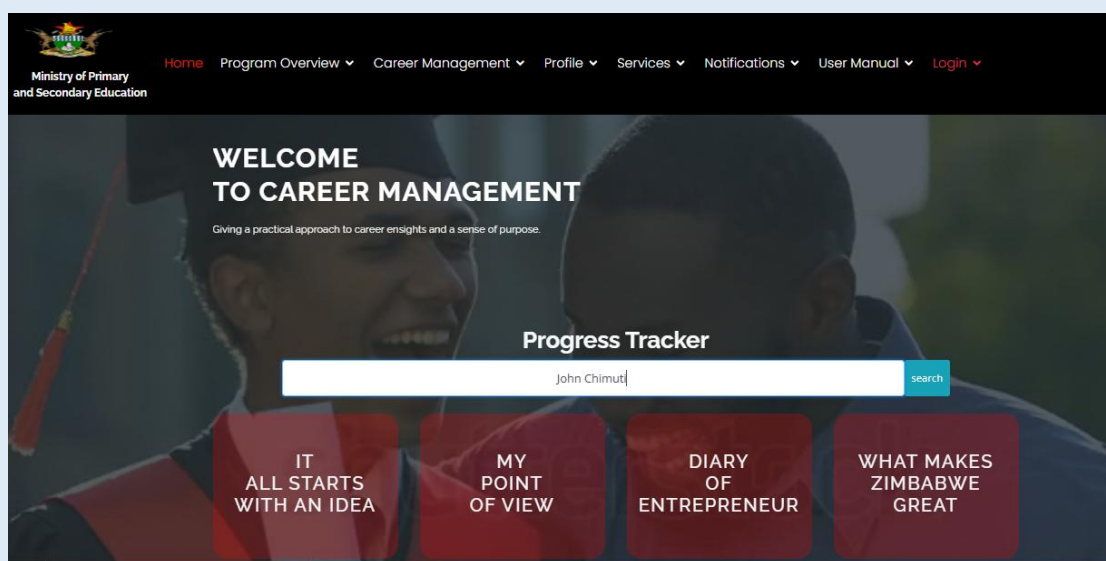
Parents Dashboard

1. Check if all your children are appearing on the dashboard.
2. Check your Mailbox and start communicating with your child's teacher.
3. Check your child's End of term report.
4. Check your child's progress report
5. Check your child's school fees statement.
6. Check your child's placement details

See the illustrations below

1. **Get Started:** Download and install the Profile Blackboard app from Playstore
https://play.google.com/store/apps/details?id=com.gmail.profileblackboardzw&pcampaignid=web_share or visit (www.profileblackboard.com)
2. **Find Your Child's Profile/ Verify Registration:** Search your child on the Progress Tracker by (name and surname) or "Vice versa" (surname then name). This step ensures that your child is registered on the system.

If you cant find your child contact our helpline on +263774455517 or reach out to their teacher.



3. Access Your Child's Profile/ Child Dashboard login: Log in to your child's profile to stay updated.

- You can access it from number 16 on the Progress Tracker.
- Or go to the login page and select Log in As **Student**, then enter your child's credentials.
- Login Credentials: Use the email and password provided by the school.

Progress Tracker

1. Student ID: 25Z044A6651	10. Vocational Qualifications (trade tested): View
2. Career: Agronomist	12. Heritage Identity: Overview
3. Cluster: Agriculture, Food And Natural Resources	13. Problem Solving Articles: View
4. Sector: Primary Sector	14. Labour Market: View
5. Skills: Assessment	15. High School Exit Plan (My Vision): View
6. Skills Gap: Management Courses	16. Student Dashboard: Login
7. Effects of Artificial Intelligence advancements on my career choice: View	17. Parent Dashboard: Login
8. School Degree: Agriculture and Horticulture	18. Social Media Channels: View our Channels
9. High School Subjects: View Recommended Subjects	Accumulated Points 13%

Welcome to Career Management System Login Portal

Login As:

-- Select Option --

User Email:

Password:

Login

OR

Register Now

[Reset password?](#)

4. Child's Landing Page: Read all instructions carefully and make any necessary adjustments.

Ministry of Primary and Secondary Education

Dashboard

Skills Gap Audit

Enroll for a Course

Courses and School Degree Resources

Placement

Skills Gap Assessment

Projects

Tour Report

My Innovations

School Fees

Submitted Assignment

Company requests

Field Visits Participation

Administration & Contributions

Tour Schedule

School Course and Degree Guide

Balance

Profile Tracker

Navigator

Learning Resources

Skills Gap Assessment

Skills Gap Audit

Tour Report

My Innovations

My Projects

Name: Student Dummy

Career: Cyber Security Analyst

Cluster: Information Technology

Frequently Asked Questions

Field Visits Status: Not Active

Contents

Section 1: Field/Industrial Visit Participation Overview

Section 2: Field/Industrial Visit Contributions Explained

Section 3: Why Investing in Learning Resources Matters

Section 4: Profiling Point System

Section 5: Why Parent Involvement Matters

Section 6: Field/Industrial Visits Participation Registration

5. Verify Child's Details

- Click on **Administration & Contributions**.
- Confirm your child's name, surname, and other details.

Step 1: Confirm your Child's Details

1. Confirm student's name: Student Dummy

1. Confirm your child's career: Cyber Security Analyst

2. Know your child's cluster

3. Confirm completion of Skills Gap Assessment

4. Confirm child's High School Exit plan

5. Confirm placement for your child

6. Confirm child's placement trips

Update

6. Career Confirmation: Confirm your child's chosen career path.

Step 1: Confirm your Child's Details

1. Confirm student's name: **Student Dummy**

1. Confirm your child's career: **Cyber Security Analyst**

2. Know your child's cluster

3. Confirm completion of **Skills Gap Assessment**

4. Confirm child's **High School Exit plan**

5. Confirm **placement** for your child

6. Confirm child's **placement trips**

Yes

Yes

Yes

Yes

Yes

Information Technology

Yes

Yes

Yes

Yes

Update

7. Cluster Understanding: Understand your child's cluster and its relevance to their career.

Step 1: Confirm your Child's Details

1. Confirm student's name: **Student Dummy**

1. Confirm your child's career: **Cyber Security Analyst**


2. Know your child's cluster

3. Confirm completion of **Skills Gap Assessment**

4. Confirm child's **High School Exit plan**

5. Confirm **placement** for your child

6. Confirm child's **placement trips**



Ministry of Primary and Secondary Education

[Home](#) [Program Overview](#) [Career Management](#) [Profile](#) [Services](#) [Notifications](#) [User Manual](#) [Login](#)

WELCOME TO CAREER CLUSTERS

Agriculture, Food, and Natural Resources

Architecture and Construction

Arts, Audio/Video Technology and Communications

Business Management and Administration

Education and Training

Energy

Environment

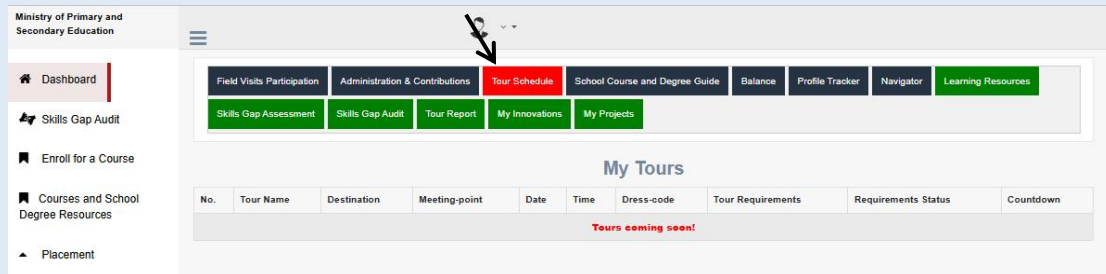
Health Science

Hospitality and Tourism

Human Services

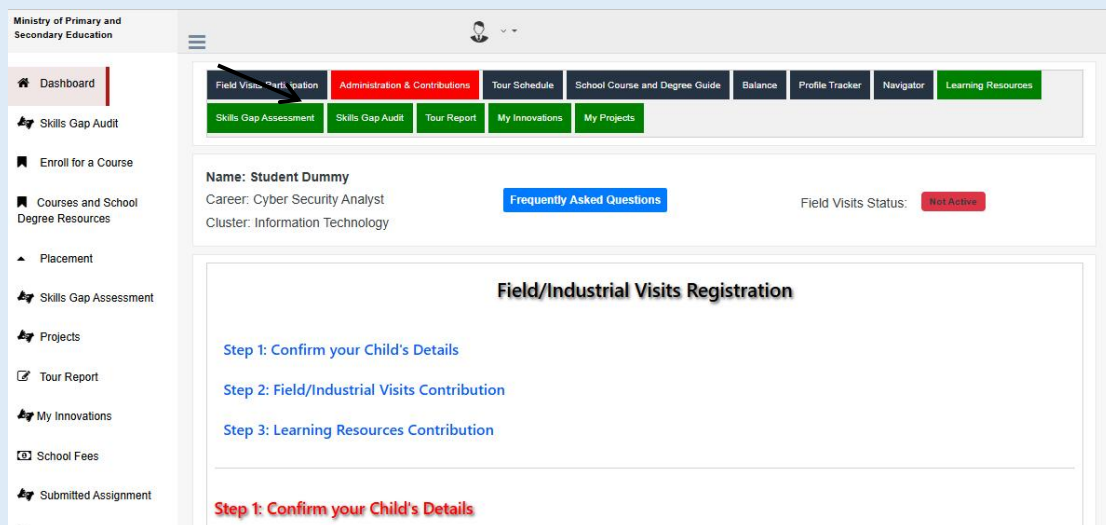
8. Field/Industrial Visit Updates

- Click on **Tour Schedule**.
- Check for upcoming field/industrial visits.

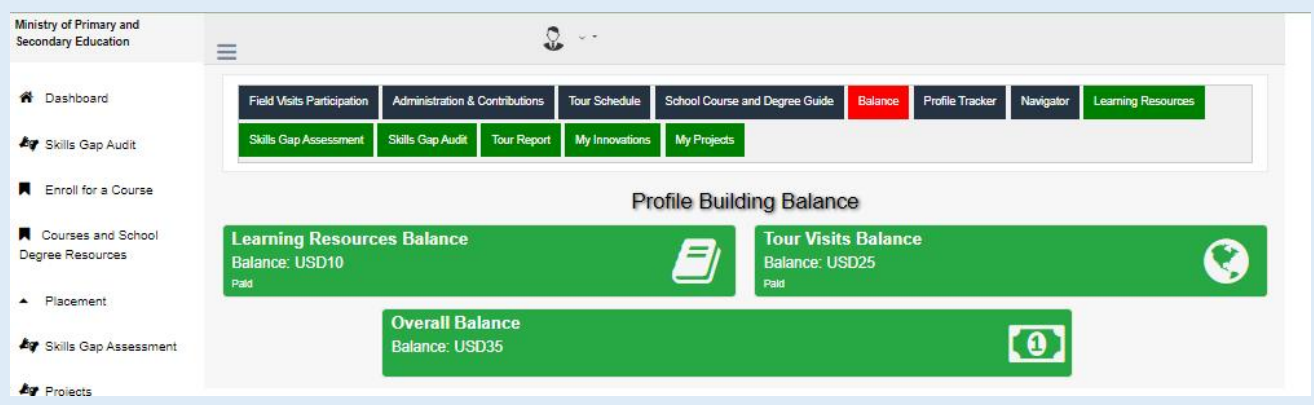


9. Field/Industrial Visits Registration: Register your child for field/industrial visits.

- Finish your registration by completing steps 1 to 3.
- Contact the helpline +263 713 962 887 for any field/industrial visits related queries.



10. Check your statement on Balance



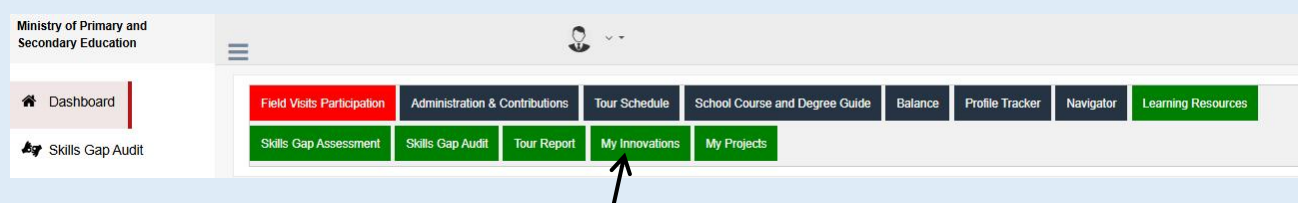
11. Prepare for Visits: Prepare your child for field/industrial visits, focusing on skills gap courses.

12. Guide Observations: Discuss observations made by your child during field/industrial visits, encouraging them to reflect on experiences, develop critical thinking, and connect theory to practice in a supportive environment.

13. Providing Feedback: Engage with your child after field/industrial visits ask questions like:

- What did you observe?
- What did you like about the trip?
- What did you learn?
- How does the field/industrial visit help you in your project?

14. Help your child complete tasks on all the **Green Action** buttons.



15. Discover Learning Resources



16. Help your child complete Skills Gap Audit after a tour.

Ministry of Primary and Secondary Education

Skills Audit

Dashboard

Skills Gap Audit

Enroll for a Course

Courses and School Degree Resources

Placement

Skills Gap Assessment

Projects

Tour Report

My Innovations

School Fees

Firstly, click the blue button to access the answering guider and instructions.

Read and understand the instructions before answering any question.

Do not submit until you are sure.

Click to view the Answering Guider

1. Career Description

2. Development Profile

17. Help your child complete Skills Gap Assessment after a tour.

Ministry of Primary and Secondary Education

Skills Gap Assessment

Dashboard

Skills Gap Audit

Enroll for a Course

Courses and School Degree Resources

Placement

Skills Gap Assessment

Projects

1. Active Listening

2. Leadership

18. Help your child complete Tour Report after a tour.

Ministry of Primary and Secondary Education

Submit Your Assessment

Dashboard

Skills Gap Audit

Enroll for a Course

Courses and School Degree Resources

Placement

Skills Gap Assessment

Projects

Tour Report

My Innovations

School Fees

Assesment Name *

Select Assignment

Problem Identified (specify)

Write Description here...

State and analyse the problem as clearly as possible

Write problems identified here...

Generate possible solutions

Write your solutions here...

19. Help your child complete their project after a tour

Ministry of Primary and Secondary Education

Submit Your Projects

Assesment Name *

Project Title

Project Description

Choose Video File

20. Help your child complete their Innovations after a tour

Ministry of Primary and Secondary Education

Add New Innovation

You have no innovations uploaded

21. Article Writing: Guide your child in writing Problem Solving Articles related to their experiences.

Ministry of Primary and Secondary Education

Problem Solving Articles

Posting on the blackboard allow learners to share their insights on addressing our nation's challenges. It provides students across all ten provinces with equal opportunities to engage in nation-building.

This space is designed to foster creative thinking among learners. Our goal is to help every student recognize problems early on and begin developing solutions. This initiative allows learners from across the country to showcase their creativity and innovation.

Posted Articles:

1. It all starts with an idea
2. My Point of View
3. Diary of Entrepreneur
4. What makes Zimbabwe Great

22. Profile Building: Help build your child's profile, showcasing their skills and experiences.

The screenshot displays the Ministry of Primary and Secondary Education dashboard. On the left is a sidebar with navigation links: Dashboard, Skills Gap Audit, Enroll for a Course, Courses and School Degree Resources, Placement, Skills Gap Assessment, Projects, Tour Report, My Innovations, and School Fees. The main header contains a user profile icon and a series of tabs: Field Visits Participation, Administration & Contributions, Tour Schedule, School Course and Degree Guide, Balance, Profile Tracker (highlighted with a red arrow), Navigator, and Learning Resources. Below these tabs are sub-tabs: Skills Gap Assessment, Skills Gap Audit, Tour Report, My Innovations, and My Projects. The main content area is titled 'Personal Information' and displays the following details:

- Student ID: 25Z044A6651
- Career: Agronomist
- Cluster: Agriculture, Food And Natural Resources
- Sector: Primary Sector
- Skills: [Assessment](#)
- Skills Gap: [Management Courses](#)
- Effects of AI advancements on my career choice: [View](#)
- School Degree: Agriculture and Horticulture
- High School Subjects: [View Recommended Subjects](#)
- High School Exit Plan (MY VISION): [View](#)
- Buttons: [Enroll for a skills gap management course](#), [Enroll for a School degree](#)
- Accumulated Points: 13% (with a progress bar)

23. Track Progress: Stay updated on your child's academic and skills development progress.

24. Explore the System: Discover interactive features and tools on the system.

The screenshot displays the Ministry of Primary and Secondary Education dashboard. On the left is a sidebar with navigation links: Dashboard, Skills Gap Audit, Enroll for a Course, Courses and School Degree Resources, Placement, Skills Gap Assessment, Projects, Tour Report, My Innovations, and School Fees. The main header contains a user profile icon and a series of tabs: Field Visits Participation, Administration & Contributions, Tour Schedule, School Course and Degree Guide, Balance, Profile Tracker, Navigator (highlighted in red), and Learning Resources. Below these tabs are sub-tabs: Skills Gap Assessment, Skills Gap Audit, Tour Report, My Innovations, and My Projects. The main content area is titled 'Information' and displays a grid of interactive tiles:

- My Courses**: Courses and School Degree Resources
- Heritage Identity**: [Click here to view](#) Major Careers and Companies per Sector
- Mailbox**: Mailbox All Notifications
- Tour Report**: [Submit Report](#) Submit your Tour Report
- My Tours**: [Tour List](#) All my career tours
- Tour Fee**: [Pay Tour Fee](#) All your career tours
- Innovations**: [My innovations](#) Innovation Centre
- School Report**: [View Results](#) My Academic Results
- Labour Market**: [Registrations](#) Labour Market Registrations
- Books**: [Books Sell](#) Sell Study Books
- School Fees**: [Upload Proof of payment](#) Click here to upload
- Profile Settings**: [Progress Tracker Settings](#) View your progress tracker settings

At the bottom of the dashboard are four additional tiles: It all Starts with an idea, My Point of View, Diary of Entrepreneur, and What Makes Zimbabwe Great.

Parents Dashboard Features

Parent Dashboard login: Log in to your dashboard.

- You can access it from number 17 on the Progress Tracker.
- Or go to the login page and select log in as **Parent**, then enter your credentials.
- Login Credentials: Use the email and password provided by the school.

Progress Tracker

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Welcome to Career Management
System Login Portal

Login As:

-- Select Option --

User Email:

Password:

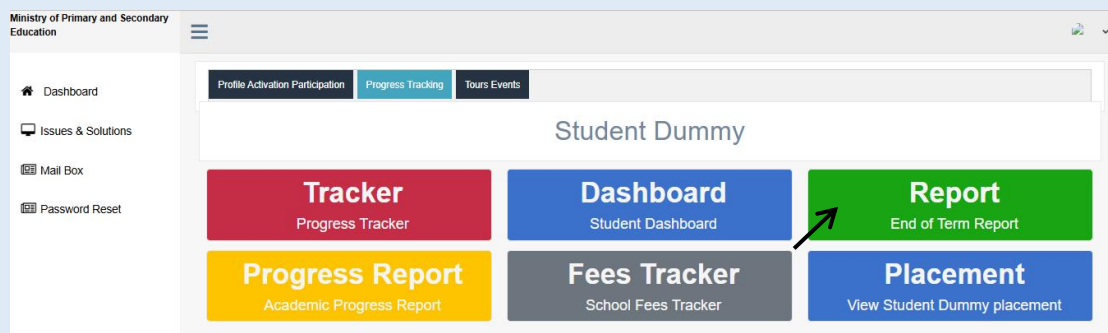
[Login](#)

OR

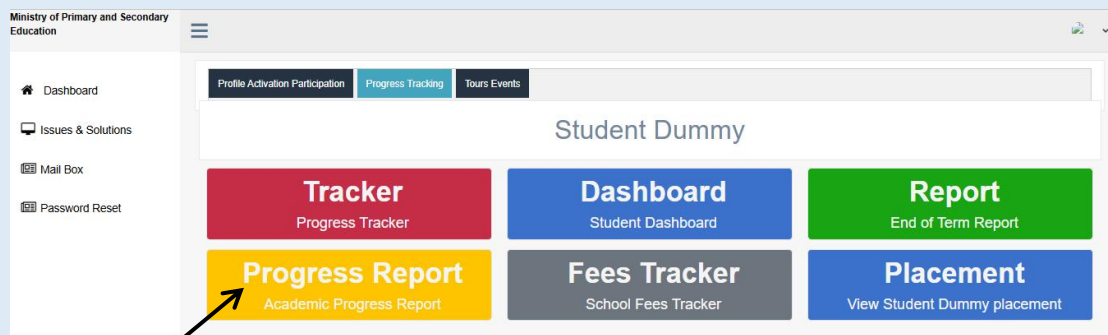
[Register Now](#)

[Reset password?](#)

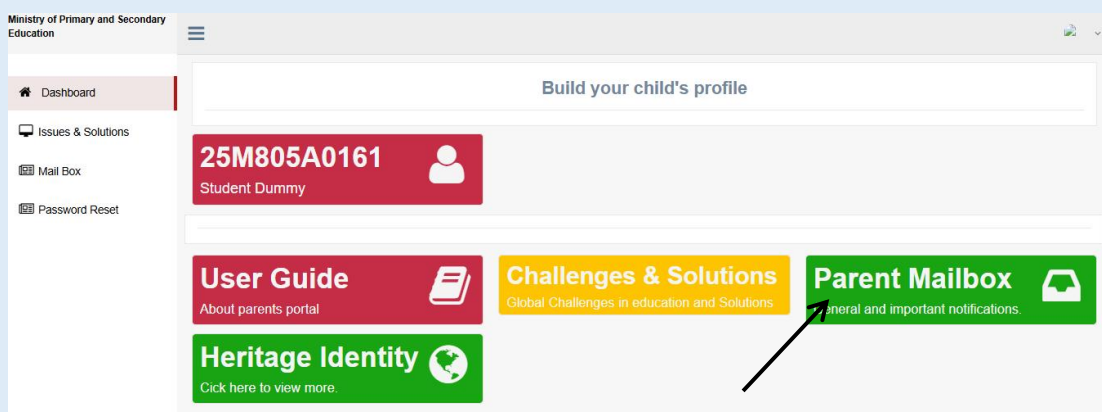
1. End of Term Reports: Check your child's end of term reports.



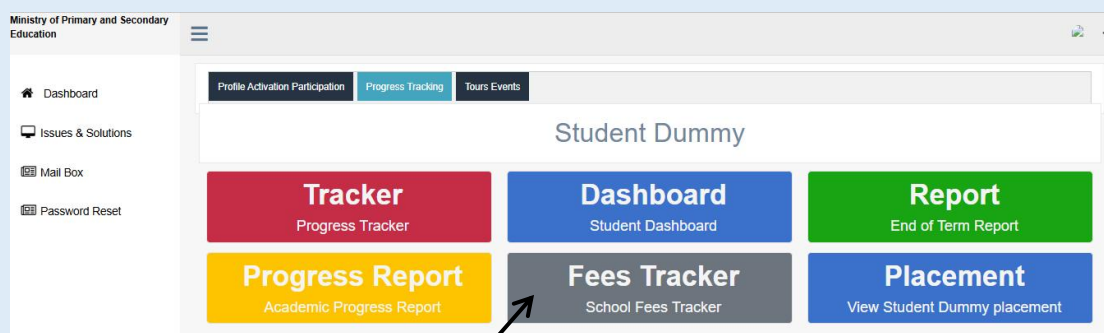
2. Progress Reports: Check your child's progress reports.



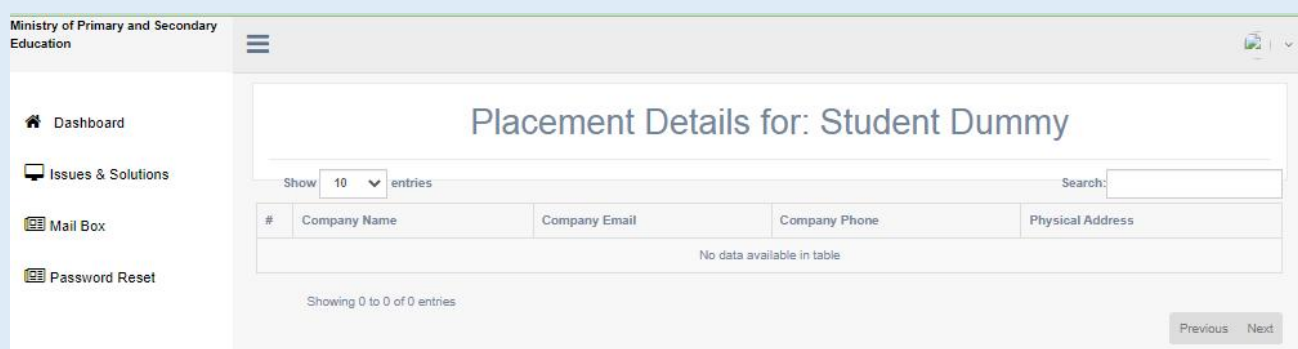
3. Teacher Communication: Communicate with teachers via the **Parent Mailbox** to stay updated on your child's performance.



4. **School Fees Statements:** Access school fees statement for your child on the Fees Tracker.



5. Check your child's placement details



ADDITIONAL PARENT RESPONSIBILITIES

1. **Regularly Review Progress:** Regularly review your child's progress, identifying areas of strength and weakness.
2. **Set Goals and Expectations:** Collaborate with your child to set realistic goals and expectations.
3. **Encourage Reflection:** Encourage your child to reflect on their experiences, identifying lessons learned and areas for improvement.
4. **Foster a Growth Mindset:** Encourage your child to view challenges as opportunities for growth and development.
5. **Stay Informed:** Stay informed about industry trends, job market requirements, and career advice.