

# **Employer Guide- Completing and Signing Forms in Files From Course**

**Queen Mary, University of London**

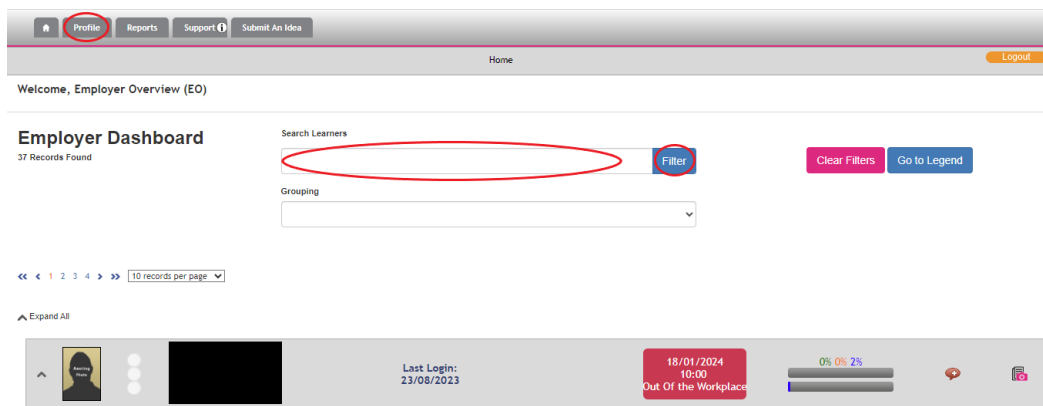
**Version: 1.0**

## Notes:

- User must be assigned as either Employer Manager or Employer Overview to undertake these tasks.
- You will need to be able to login to Smart Assessor. You will have been sent separate instructions on how to do this.
- Most forms are accessed via the Apprentices Learning Plan (see guide for 'Completing and Signing a Form'). However, sometimes forms will be issued via 'Files from Course' and users will need to access forms there. For example, when an apprentice changes employer during their programme or returns from a Break in Learning.
- Users can add information required as well as signing the forms via these steps.

The easiest way to complete the forms allocated to you is always via the email sent from [noreply@smart-assessor.co.uk](mailto:noreply@smart-assessor.co.uk) informing you that you have an e-form that requires your signature. If you click on this link, you will be taken directly to the form once you have logged in. Complete the form as described in steps 6 and 7. You will also be sent reminder emails with a link. However, if this link has expired (each link will last only 72 hours), you will need to follow steps 1-7 below to access the form.

1. From your homepage, use the Search Learner bar to search for the learner and select 'Filter' to find the learner.



Welcome, Employer Overview (EO)

**Employer Dashboard**  
37 Records Found

Search Learners  **Filter** Clear Filters Go to Legend

Grouping

« < 1 2 3 4 > » 10 records per page

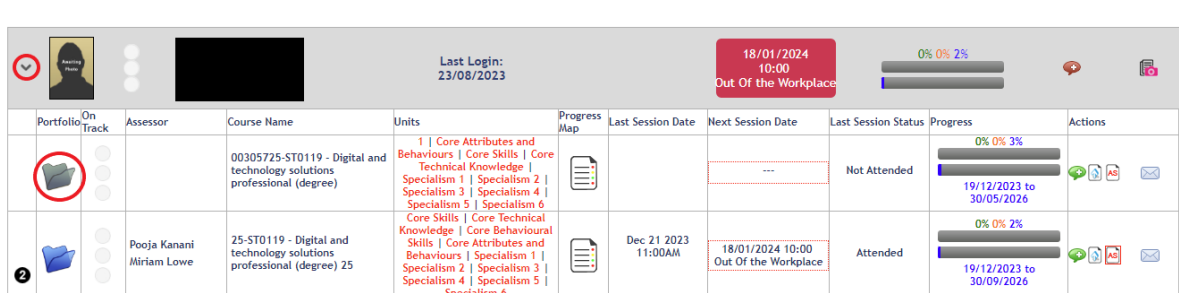
Expand All













Last Login: 23/08/2023

18/01/2024 10:00  
Out Of the Workplace

0% 0% 2%

2. On the relevant learner on the left-hand side next to their photo, click the dropdown arrow and select the folder below 'portfolio' for the course related



Portfolio	On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
	<input type="radio"/>		00205725-ST0119 - Digital and technology solutions professional (degree)	1   Core Attributes and Behaviours   Core Skills   Core Technical Knowledge   Core Specialism 1   Specialism 2   Specialism 3   Specialism 4   Specialism 5   Specialism 6			---	Not Attended	0% 0% 3% 19/12/2023 to 30/05/2026	   
	<input type="radio"/>	Pooja Kanani Miriam Lowe	25-ST0119 - Digital and technology solutions professional (degree) 25	1   Core Attributes and Behaviours   Core Skills   Core Technical Knowledge   Core Specialism 1   Specialism 2   Specialism 3   Specialism 4   Specialism 5   Specialism 6		Dec 21 2023 11:00AM	18/01/2024 10:00 Out Of the Workplace	Attended	0% 0% 2% 19/12/2023 to 30/09/2026	   

to your apprentice (there may only be one course) to be redirected to the learner's dashboard.

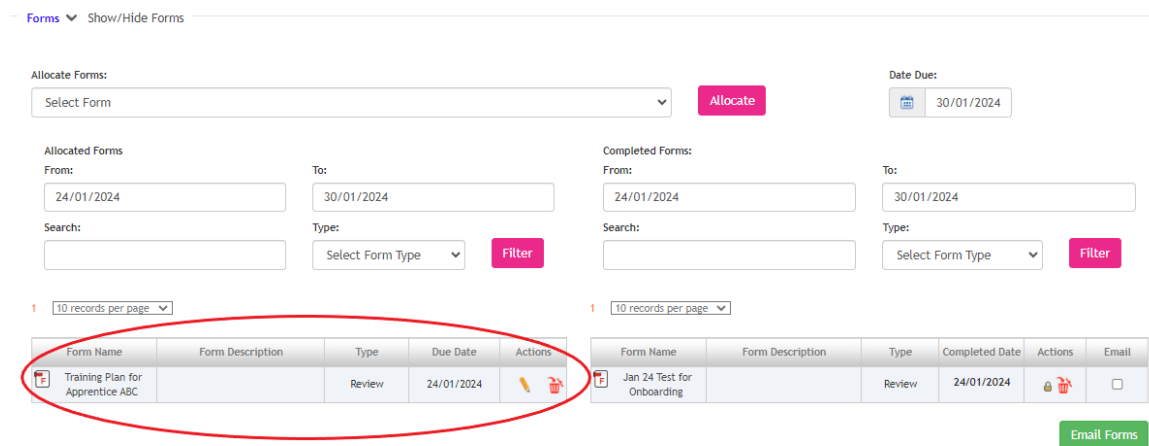
3. From the learner's portfolio, click on 'Files From Course' within the pink square.



4. On the page that opens, click on the chevron next to the word 'Forms'.



5. The form(s) should appear in the Allocated Forms section.



Allocate Forms:   Date Due:

Allocated Forms: From:  To:  Search:  Type:

Completed Forms: From:  To:  Search:  Type:

Form Name	Form Description	Type	Due Date	Actions
Training Plan for Apprentice ABC		Review	24/01/2024	

Form Name	Form Description	Type	Completed Date	Actions	Email
Jan 24 Test for Onboarding		Review	24/01/2024		<input type="checkbox"/>

If the forms are not listed here, you will need to amend the date range 'From' and 'to' in the Allocated Forms section to include the date when the form would have originally been allocated to you. **Please do not allocate yourself a form.**

- Once you can see the form(s) allocated to you, click on the relevant form name and the form will open.

Forms ▾ Show/Hide Forms

Allocate Forms:

Select Form  Allocate

Date Due:

Allocated Forms

From:  To:

Search:  Type:  Filter

1

Form Name	Form Description	Type	Due Date	Actions
Training Plan for Apprentice ABC		Review	24/01/2024	

Completed Forms:

From:  To:

Search:  Type:  Filter

1

Form Name	Form Description	Type	Completed Date	Actions	Email
Jan 24 Test for Onboarding		Review	24/01/2024		<input type="checkbox"/>

Email Forms

- Fill out the relevant sections of the form and then sign by clicking on the box.

**NB: You may be prompted to enter your username and password that you usually use to sign in. If you need to come back to the form later to add any details, you can always click save. Please do not sign the form until you are happy that the form is complete from your perspective.**

Signature

Employer Manager

- Once signed, remember to click 'Save' at the top of the form and then click 'Cancel' so that others can access the form.

You are viewing : Apprenticeship Learning and Progress Review- Test SSO - V1.1 Save Cancel Export to PDF

Complete Form

Review Completion Date  Select from Other Completed Review Forms by Date

Review Date  Primary Assessor Name  JHS Learner ID

**Apprentice Details**

Learner Forename  Learner Surname

Course Name

Course Start Date  Course Expected End Date

Employer

Apprentice Progress

**N.B If you are unable to access a form as it says another user has the form open, please wait and try again half an hour later. If the problem persists, you should email your contact at QMUL to solve this issue.**