

Employer Guide- Completing and Signing Forms

Queen Mary, University of London

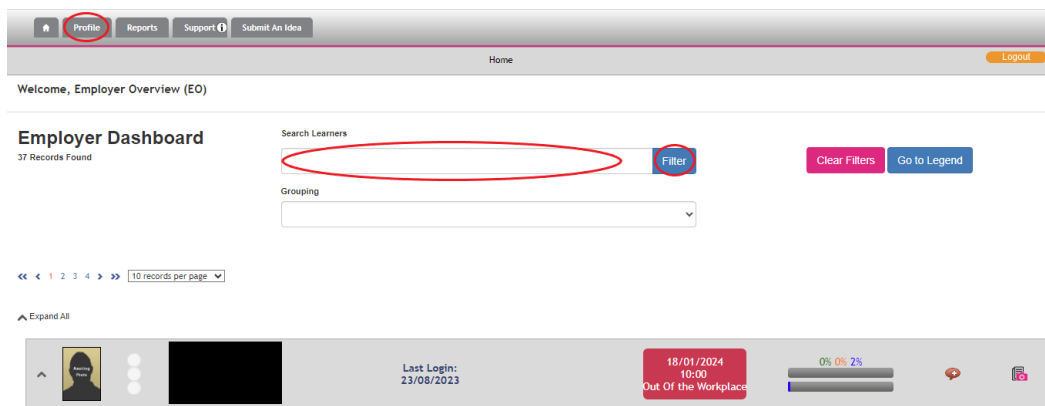
Version: 1.0



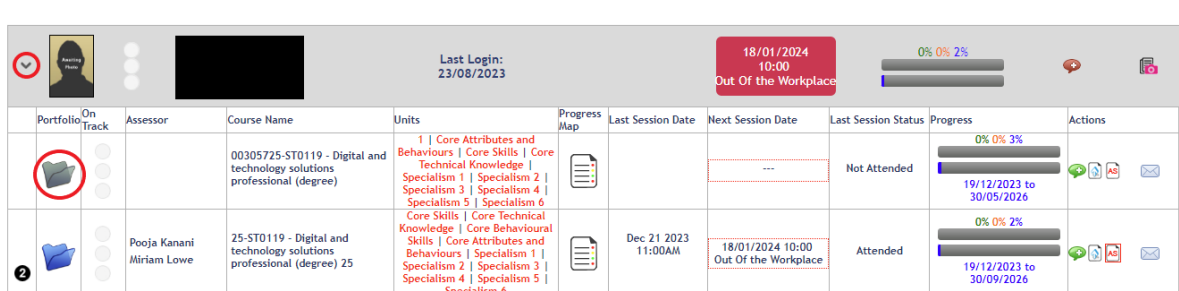
Pre-Step:













- User must be assigned as either Employer Manager or Employer Overview. They will also be able to login via the login document instructions that Employers are provided.
- The easiest way to access, complete and sign forms is always via the link sent to you from Smart Assessor. Additionally, you can access the form via your dashboard as described below.
- For review forms: Even when reviews take place in person, you will still need to complete an Electronic Review form. You will locate this in the Learner's portfolio in the learning plan by logging into Smart Assessor.
- For Induction forms: can also be located via the Learner's portfolio in the learning plan by logging into Smart Assessor.
- For review forms: Users can access forms in advance and after the review to add comments.

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

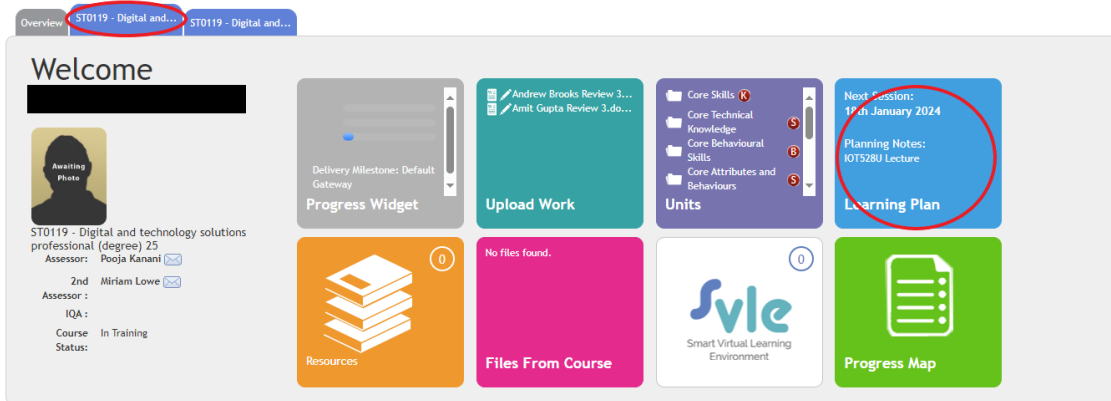


2. On the learner on the left-hand side next to their photo, click the dropdown arrow and select the folder below 'portfolio' for the course related to your apprentice (there may only be one course) to be redirected to the learner's dashboard.



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 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 Behavioural Skills Core Attributes and Behaviours 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	   

- From the learner's portfolio, click on 'Learning Plan' within the blue square to see a list of all the learner's sessions.



Welcome

ST0119 - Digital and technology solutions professional (degree) 25
Assessor: Pooja Kanani
2nd Miriam Lowe
Assessor :
IQA :
Course : In Training
Status :

Next Session: 17th January 2024
Planning Notes: IOT528U Lecture
Learning Plan

Progress Widget
Delivery Milestone: Default Gateway

Upload Work
Andrew Brooks Review 3...
Amit Gupta Review 3.do...

Units
Core Skills
Core Technical Knowledge
Core Behavioural Skills
Core Attributes and Behaviours

Resources

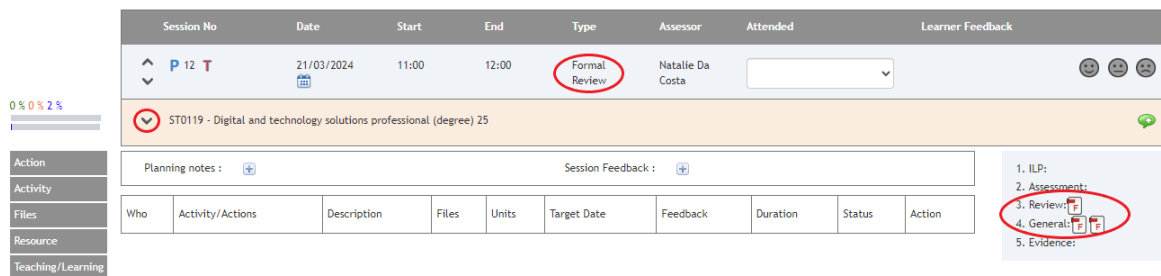
No files found.
Files From Course

Svle
Smart Virtual Learning Environment

Progress Map

- Scroll down to navigate to the correct date and time of the review/induction session form you need to access. Click the chevron next to the Course Name, which will open up some resources for the session. From the list on the right hand side, click on the red 'F' next to the word 'Review' for review forms or next the word 'General' for onboarding forms. This will open the relevant form.

Tip: If there are a large number of sessions listed, you can use the filter 'type' at the top, selecting 'formal review' from the dropdown menu for reviews or 'induction' for



Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
P 12 T	21/03/2024	11:00	12:00	Formal Review	Natalie Da Costa		
ST0119 - Digital and technology solutions professional (degree) 25							

0% 0% 2%

Planning notes : Session Feedback :

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action

1. ILP:
2. Assessment:
3. Review: F
4. General: F
5. Evidence:

onboarding forms.

- Once the form has been read and updated with any required comments, it can be electronically signed by ticking the 'Employer' check box. You may be prompted to enter your username and password that you usually use to sign in.

Signature
 Employer Manager

- Remember to click 'Save' at the top of the form and click 'Cancel' so that others can access the form.

You are viewing : Apprenticeship Learning and Progress Review- Test SSO - V1.1

Review Completion Date

Review Date: Primary Assessor Name: HIS 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. A re-boot may also solve this issue. If the problem persists, you should email your contact at QMUL to solve this issue.