

Employer Guide- Completing and Signing Forms in Files From Course

Queen Mary, University of London

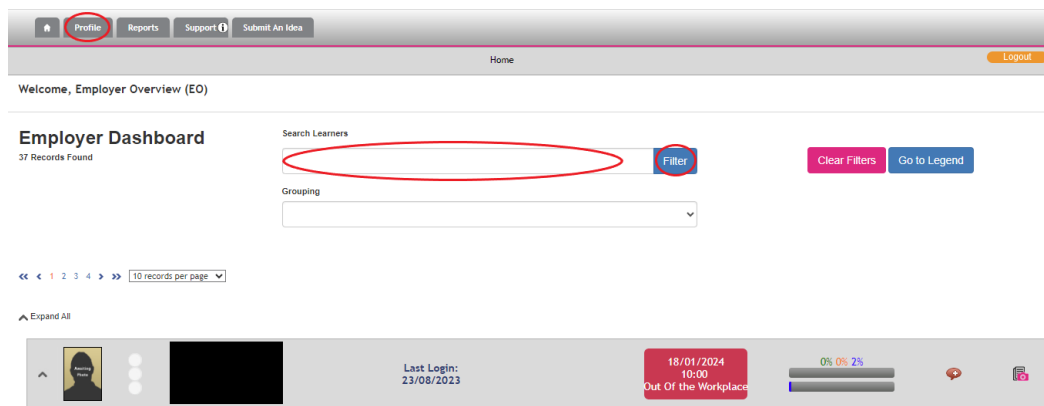
Version: 1.0

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 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.

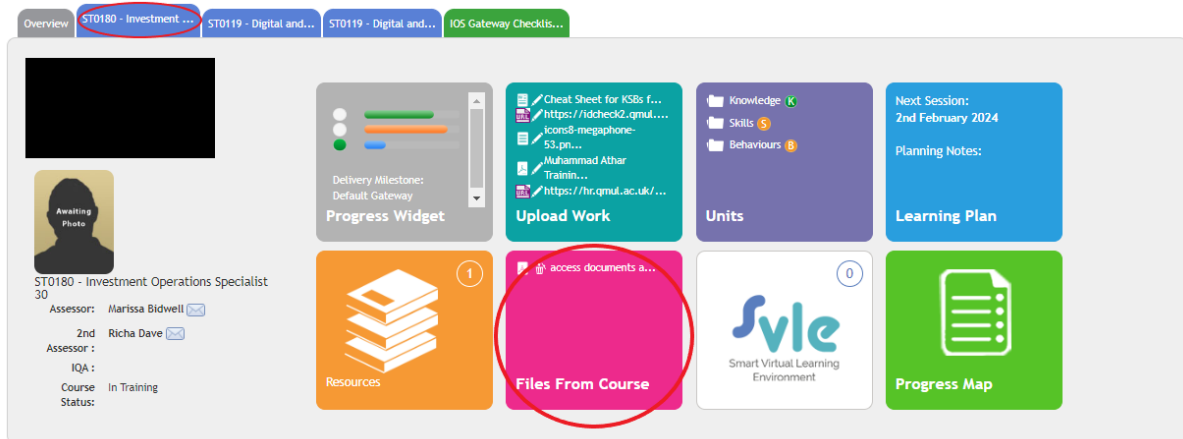


2. On the relevant learner on the left-hand side next to their photo, click the dropdown arrow and select the folder below 'portfolio' for the course related

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 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	   

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.



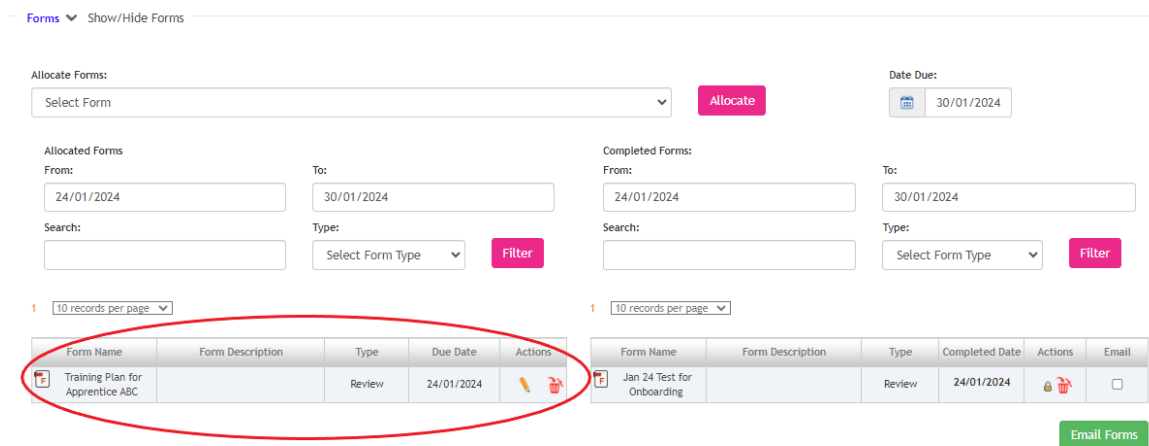
The screenshot shows a learner's portfolio dashboard for course ST0180 - Investment Operations Specialist. The 'Files From Course' widget is highlighted with a red circle. Other widgets include Progress Widget, Upload Work, Units, Next Session, Learning Plan, Resources, and Progress Map.

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





The screenshot shows the 'Forms' section header. The word 'Forms' is highlighted with a red circle, and a chevron icon is visible next to it.

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



The screenshot shows the 'Allocated Forms' section. The 'Allocated Forms' table is highlighted with a red circle. The table contains one row: Training Plan for Apprentice ABC.

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

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.**

6. 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: Date Due:

Allocated Forms: From: To: Completed Forms: From: To:

Search: Type: Search: Type:

1 10 records per page ▾

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

1 10 records per page ▾

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

7. 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. This will include Multi-Factor Authentication. For any issues signing in, please refer to the 'How to Login for Employers' guide, which can be found [here](#). If you need to come back to the form later to add any details, you can always click save (Smart Assessor does not automatically save changes). Please do not sign the form until you are complete from your perspective.

Signature
 Employer Manager

- Once signed, remember to click 'Save' at the top of the form to save your changes (these will not automatically save). Click 'Return (without saving)'

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

[Save](#) [Return \(without saving\)](#) [Export to PDF](#)

[Email to External](#) [Complete Form](#)

Review Completion Date Select from Other Completed Review Forms by Date

Review Date: 19/06/2024
Primary Assessor Name: Bolaji Raheem
MIS Learner ID: [REDACTED]

Apprentice Details

Learner Forename: [REDACTED] Learner Surname: [REDACTED]

Course Name: ST0180 - Investment Operations Specialist

Course Start Date: 07/09/2023
Course Expected End Date: 02/05/2025

Employer: [REDACTED]

when finished so that others can access the form.

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.