

Apprentice Guide- Completing and Signing Pre-Induction Forms

Queen Mary, University of London

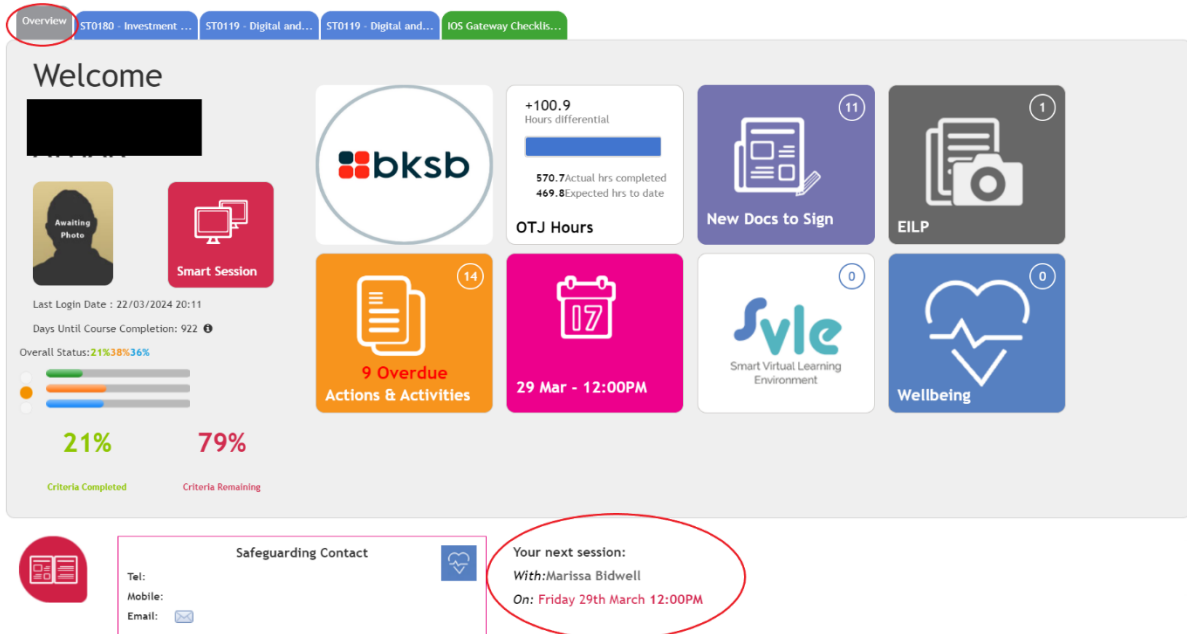
Version: 1.0

Notes:

- User must be added as a Learner to undertake this task.
- You will need to be able to login to Smart Assessor. You will have been sent separate instructions on how you can do this.
- Users can add information required as well as signing the forms via these steps.
- You will receive an email notification that you have an Induction session booked. This session will appear in your calendar on Smart Assessor and is where you can access the forms.
- As an apprentice applicant, you have 4 forms to complete and sign: Apprenticeship Agreement, Enrolment Form, Employer Professional Discussion Form and your Training Plan.

The easiest way to complete the forms allocated to you is via the email sent to you 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 in the usual way. Complete the form as described in steps 5 and 6. 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 1-6 below to access the form.

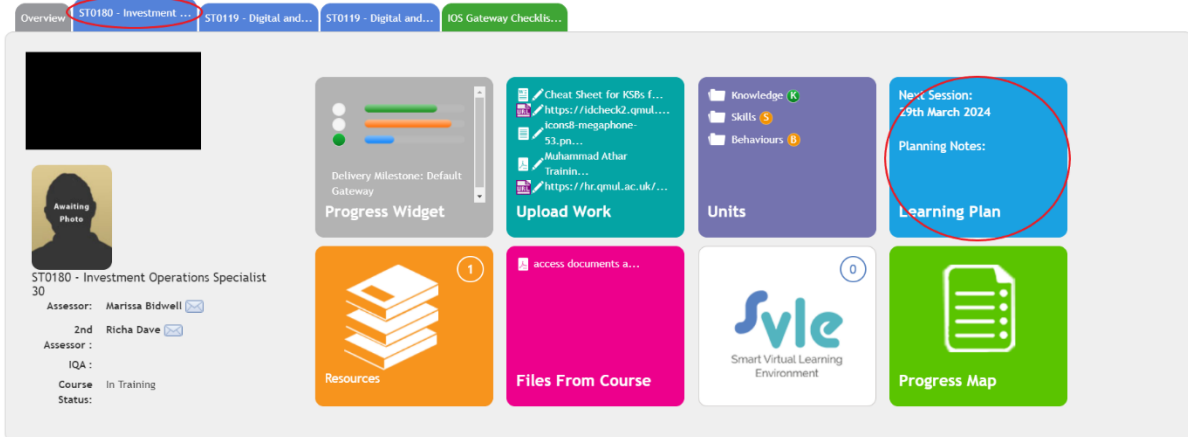
1. From your homepage, click on the date under 'Your next session':



The screenshot shows the user dashboard with the following elements:

- Navigation Tabs:** Overview (selected), ST0180 - Investment..., ST0119 - Digital and..., ST0119 - Digital and..., IOS Gateway Checklis...
- Welcome Section:** Includes a profile picture placeholder, 'Smart Session' button, and course progress: Last Login Date: 22/03/2024 20:11, Days Until Course Completion: 922, Overall Status: 21% (38% 36%), 21% Criteria Completed, 79% Criteria Remaining.
- Key Metrics:**
 - +100.9 Hours differential
 - 570.7 Actual hrs completed, 469.8 Expected hrs to date
 - OTJ Hours
 - 9 Overdue Actions & Activities
 - 29 Mar - 12:00PM (circled in red)
 - 11 New Docs to Sign
 - 1 EILP
 - 0 Wellbeing
 - 0 Syle (Smart Virtual Learning Environment)
- Bottom Section:**
 - Safeguarding Contact (Tel, Mobile, Email)
 - Your next session: With: Marissa Bidwell, On: Friday 29th March 12:00PM (circled in red)

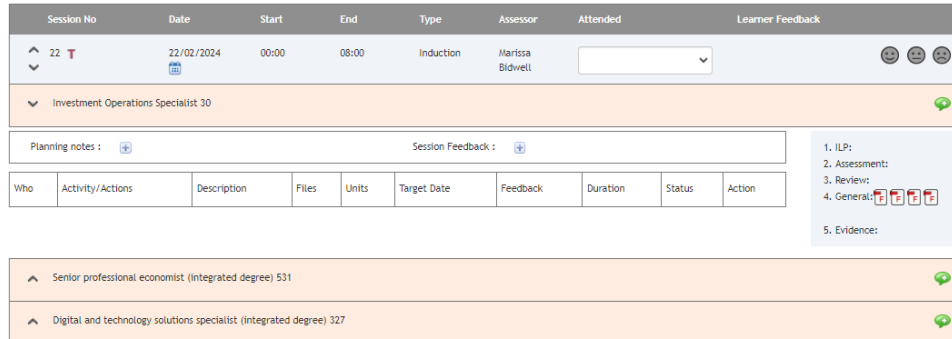
If the date of this session has passed, instead you can still access this page via the pink calendar tile (see above image) or via the blue 'learning plan tile' (accessed by clicking on the tab with the name of your course).



2. On the page that opens, you will see an Induction session.

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
22	22/02/2024	00:00	08:00	Induction	Marissa Bidwell		

3. From the list on the right-hand side, click on the red 'F's next to the word 'General'. If this is not visible, click on the left-hand chevron next to your course name to open this section. Clicking on each 'F' will open a form that requires you to fill out your information and sign.



Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Senior professional economist (integrated degree) 531									
Digital and technology solutions specialist (integrated degree) 327									

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

N.B: 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
 Learner

- 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: 17/01/2024 Primary Assessor Name: Natalie De Costa HIS Learner ID: [REDACTED]

Apprentice Details

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

Course Name: ST019 - Digital and technology solutions professional (degree) 25

Course Start Date: 19/12/2023 Course Expected End Date: 30/09/2026

Employer: [REDACTED]

Apprentice Progress

- Clicking cancel will return you to this page:

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback		
22	22/02/2024	00:00	08:00	Induction	Harissa Bidwell	<input type="text"/>	<ul style="list-style-type: none"> 1. ILP: 2. Assessment: 3. Review: 4. Generate: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5. Evidence: 		
Investment Operations Specialist 30									
Planning notes : <input type="text"/> Session Feedback : <input type="text"/>									
Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Senior professional economist (integrated degree) 531									
Digital and technology solutions specialist (integrated degree) 327									

Repeat steps 3-5 for each of the four forms attached to the session.

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 reboot of your system may also resolve this issue. If the problem persists, you should email your contact at QMUL to solve this issue.