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':

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.

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.

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

6. Clicking cancel will return you to this page:

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.