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
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.

![Learner Portfolio]

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

![Forms Section]

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

![Allocated Forms]

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.

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. 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.

8. Once signed, remember to click ‘Save’ at the top of the form and then click ‘Cancel’ 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.