

# Employer Guide- Completing and Signing Forms

Queen Mary, University of London

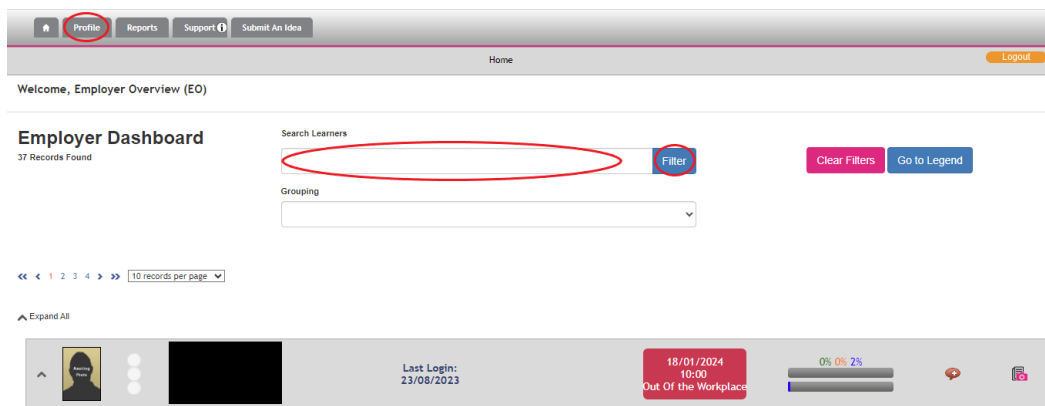
Version: 1.0



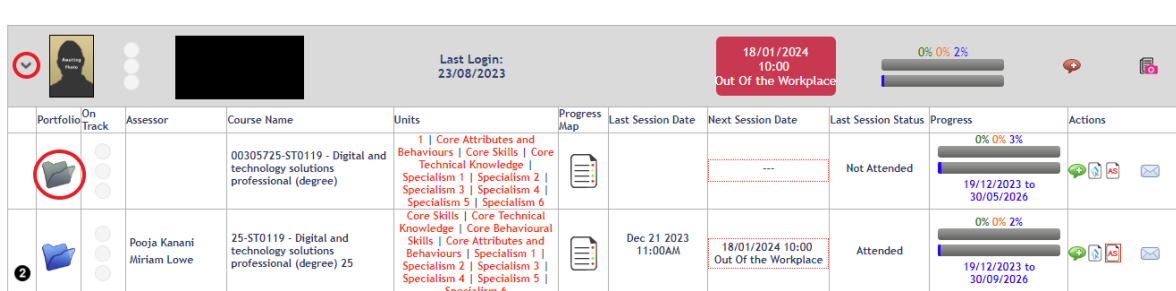
**Pre-Step:**













- 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.

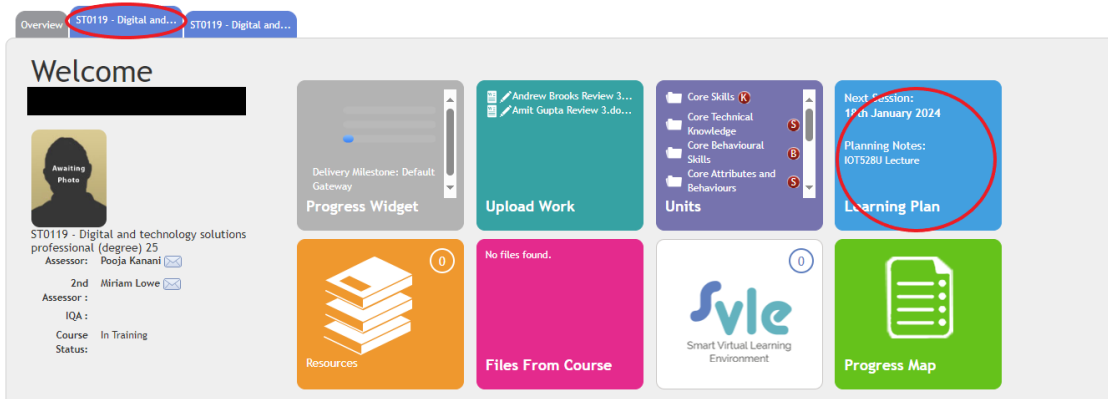


2. On the learner on the left-hand side next to their photo, click the dropdown arrow and select the folder below 'portfolio' for the course related to your apprentice (there may only be one course) to be redirected to the learner's dashboard.



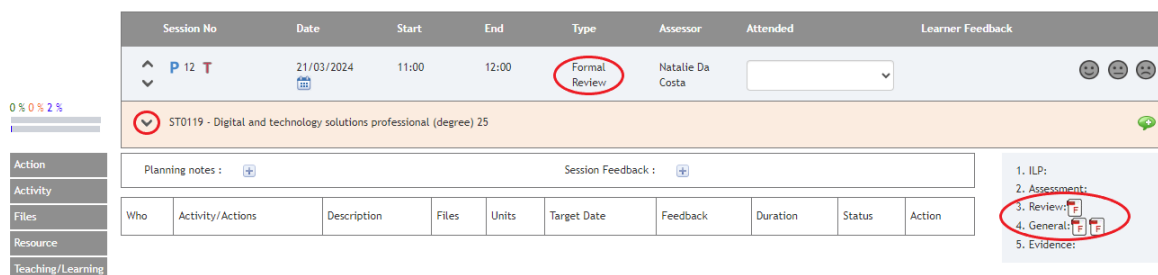
Portfolio	On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
	<input type="radio"/>		00205725-ST0119 - Digital and technology solutions professional (degree)	1   Core Attributes and Behaviours   Core Skills   Core Technical Knowledge   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.



- 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							

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
									<ul style="list-style-type: none"> <li>1. ILP:</li> <li>2. Assessment:</li> <li>3. Review: <input type="checkbox"/></li> <li>4. General: <input type="checkbox"/></li> <li>5. Evidence:</li> </ul>

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. 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](#).**

Signature  
 Employer Manager

6. Smart Assessor forms do not automatically save changes so remember to click 'Save' at the top of the form to save your signature. Click 'Return (without

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

**Apprentice Details**

Learner Forename

Learner Surname

Course Name

ST0180 - Investment Operations Specialist

Course Start Date

07/09/2023

Course Expected End Date

02/05/2025

Employer

saving)' 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. A re-boot may also solve this issue. If the problem persists, you should email your contact at QMUL to solve this issue.**