Employer Guide- Completing and Signing Forms

Queen Mary, University of London

Version: 1.0

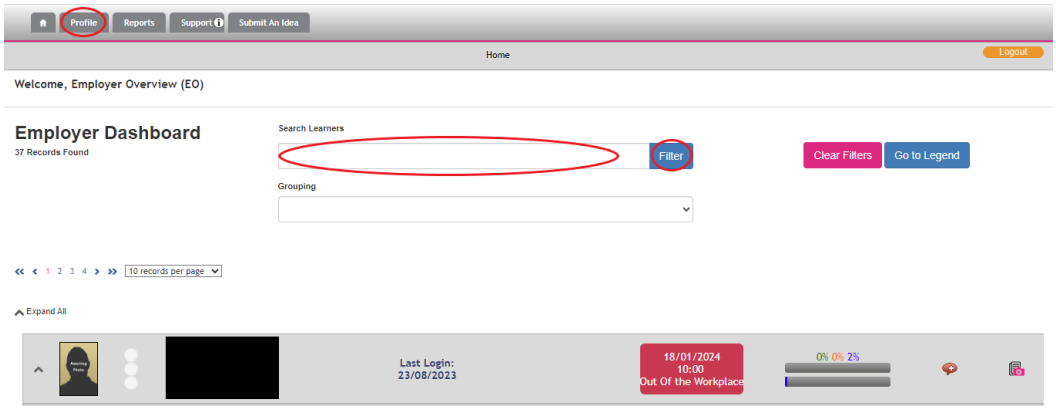
Queen Mary University of London

AS EO EM MA CM BA

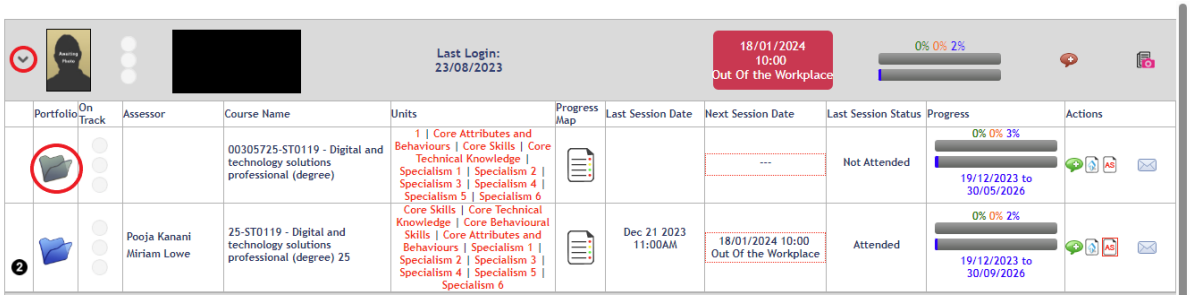
Pre-Step:

- **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.**

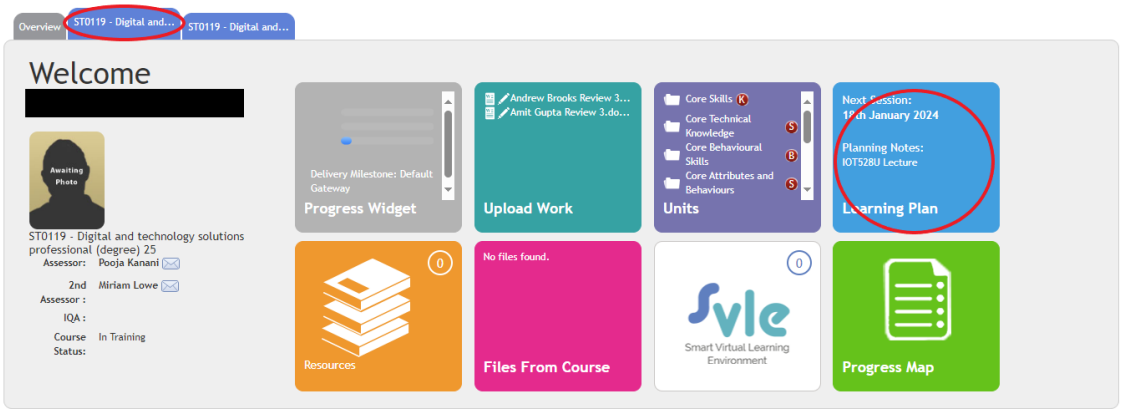
1. From the homepage, use the Search Learner bar to search for the learner and select filter to find the learner.



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.

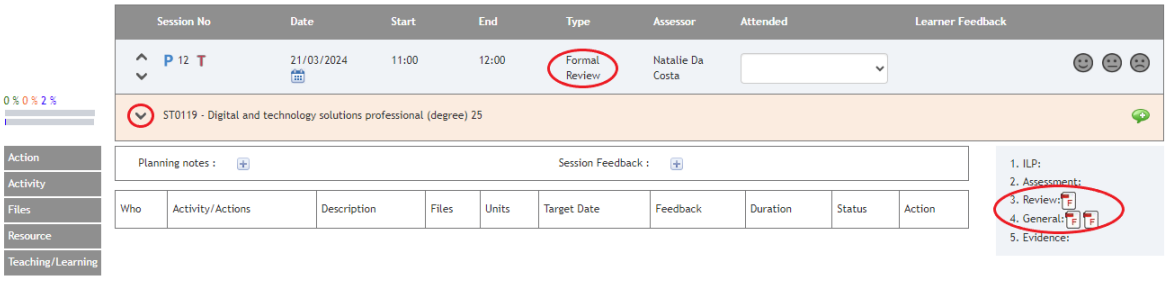


3. From the learner's portfolio, click on 'Learning Plan' within the blue square to see a list of all the learner's sessions.



4. 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.

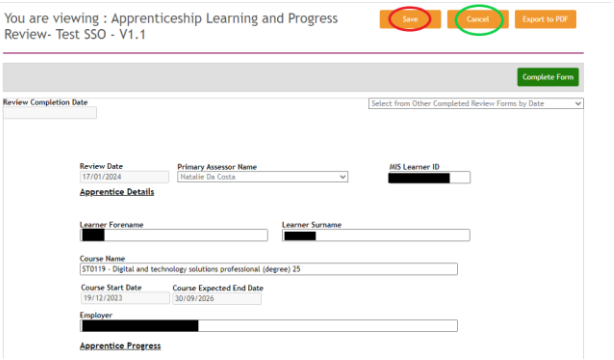
Tip: If there are a large number of sessions listed, you can use the filter 'type' at the top, selecting 'formal review' from the dropdown menu for reviews or 'induction' for



onboarding forms.

5. 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.

6. Remember to click 'Save' at the top of the form and 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. A re-boot may also solve this issue. If the problem persists, you should email your contact at QMUL to solve this issue.