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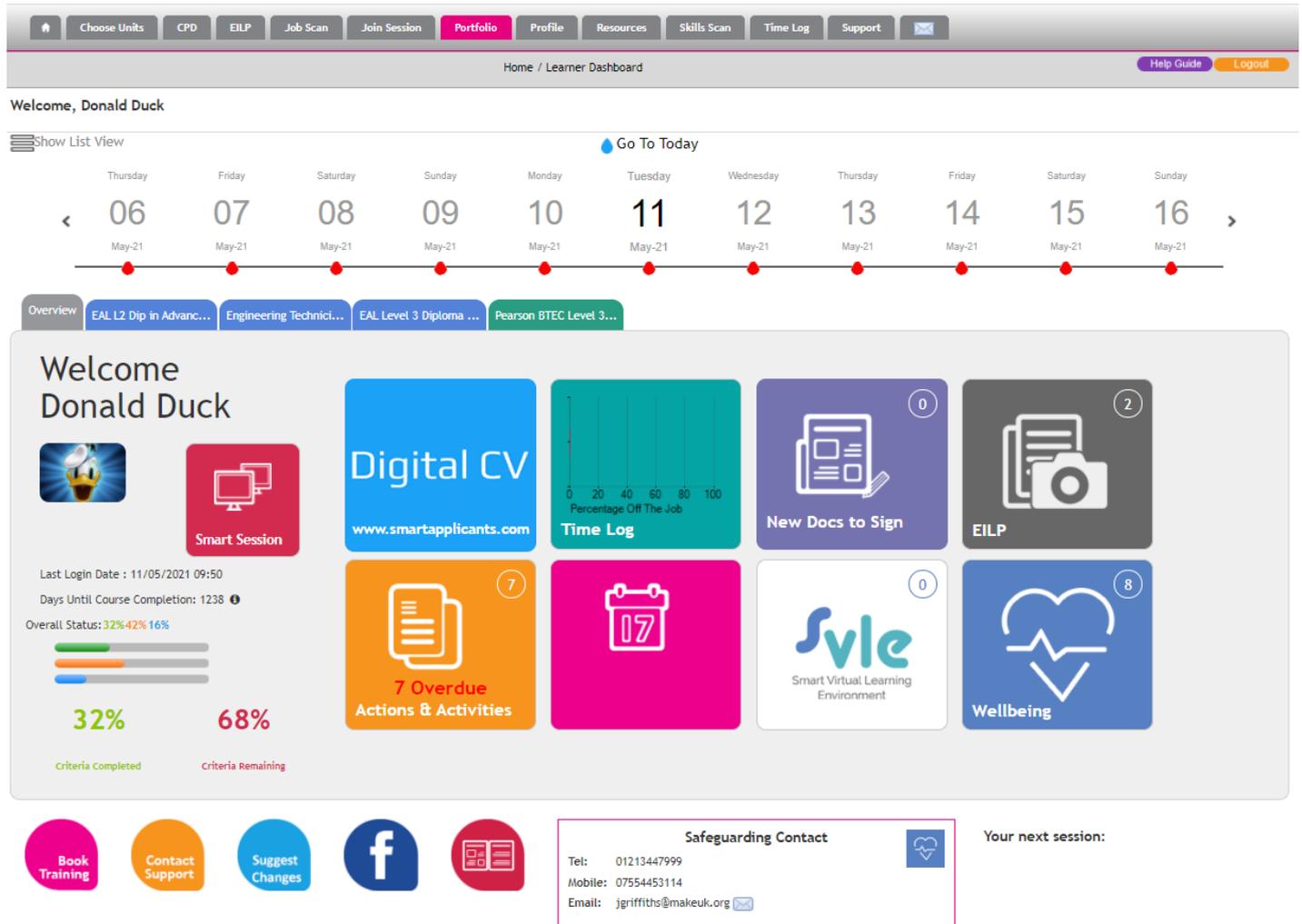
Welcome to Smart Assessor!

You should have received your welcome email containing your account details.

To get started visit <https://www.smartassessor.co.uk> enter your username and password to login. If for any reason you haven't received this please contact Arjinder Bahia abahia@makeuk.org or call 0121 344 7904

Overview

This is your **Learner Home Page**.



The screenshot shows the Smart Assessor Learner Home Page for Donald Duck. At the top is a navigation bar with tabs: Home, Choose Units, CPD, EILP, Job Scan, Join Session, Portfolio (active), Profile, Resources, Skills Scan, Time Log, Support, and an email icon. Below the navigation bar is a breadcrumb trail: Home / Learner Dashboard, with links for Help Guide and Logout.

The main content area starts with a welcome message: "Welcome, Donald Duck". Below this is a "Show List View" button and a "Go To Today" button. A calendar navigation shows dates from Thursday 06 to Sunday 16, with the current date (Tuesday 11) highlighted. Below the calendar are tabs for various qualifications: Overview, EAL L2 Dip in Advanc..., Engineering Technici..., EAL Level 3 Diploma ..., and Pearson BTEC Level 3...

The main dashboard features a "Welcome Donald Duck" section with a profile picture and a "Smart Session" button. It displays the last login date (11/05/2021 09:50), days until course completion (1238), and overall status (32% completed, 68% remaining). A progress bar shows 32% criteria completed and 68% remaining. Other dashboard tiles include: Digital CV (www.smartapplicants.com), Time Log (Percentage Off The Job), New Docs to Sign (0), EILP (2), 7 Overdue Actions & Activities (7), a calendar icon (17), Syle Smart Virtual Learning Environment (0), and Wellbeing (8).

At the bottom, there are buttons for Book Training, Contact Support, Suggest Changes, a Facebook icon, and a Safeguarding Contact box with the following information: Tel: 01213447999, Mobile: 07554453114, Email: jgriffiths@makeuk.org. To the right is a "Your next session:" section.

On your learner homepage you can see how many days there are left on your course, your current status - if you're on track, your qualifications tab to see each portfolio, your next session booking, your time log, actions/activities to complete, safe guarding contact and more.

If you need to return to this page at any point, simply click the **homepage icon**.



This is the **homepage icon** on Smart Assessor.

Learner Overview Tab:

Qualification tabs that make up your apprenticeship

Overview | EAL L2 Dip in Advanc... | Engineering Technici... | EAL Level 3 Diploma ... | Pearson BTEC Level 3...

Welcome Donald Duck
Access a Smart Session

Upload your profile picture

Smart Session

Last Login Date : 11/05/2021 12:12
Days Until Course Completion: 1238

Overall Status: 32% 42% 16%

32% Criteria Completed | 68% Criteria Remaining

NOT APPLICABLE

Digital CV
www.smartapplicants.com

Time log widget allows you to record off / on the job training

Percentage Off The Job

New Docs to Sign

EILP

7 Overdue Actions & Activities

Your next session date

NOT APPLICABLE CURRENTLY

svle Smart Virtual Learning Environment

Wellbeing

Click on widget to view & sign your documents

EILP widget completed with your assessor

The traffic light system:

Blue > Course duration – hovering over this bar it will show you the start & end date for your overall apprenticeship

Orange > course criteria with mapped evidence against it

Green > Criteria that has been signed off as complete

Qualification Tabs:

When you move across the qualification tabs you will see the following dashboard, the illustration below is showing one of the qualifications and the progress against this qualification. When you move across the tabs for your other qualifications you will see the same dashboard as below but with information that relates to the qualification tab you have selected:

The dashboard for Donald Duck shows the following components:

- Qualification Tabs:** Overview, **EAL L2 Dip in Advanc...** (highlighted), Engineering Technic..., EAL Level 3 Diploma ..., Pearson BTEC Level 3...
- Welcome Donald Duck:** EAL L2 Dip in Advanced Manufacturing Engineering 60171790. Assessor: Daniel Stokes. 2nd Assessor: David Hollinshead. IQA: Adrian Knight, Andrew Hunter, Daniel Stokes, David Hollinshead, Gordon Thompson, Jared Newman, John Middleton, Linda Reid, Michelle Owen, Paul Dodd, Paul Duckett, Rachel Price, Richard Farmer, Sadaquat Khan, Spencer Wigley, Vincent Edwards, Yasmin Prescott. Course Status: In Training.
- Progress Widget:** Shows progress against the course with a bar chart.
- Upload Work:** Upload your evidence here for this qualification. Includes files like Task A Work Place Haza..., 001.pdf, cnc300320210918.docx, BTEC ASSIGNMENT - 12.d..., and evidence 55.docx.
- Units:** Displays units you are working towards and your progress using the traffic light system. Units listed: Unit AUJEC2001, Unit AUJEC2002, Unit AUJEC2003, Unit AUJEC2008, Unit AUJEC2009.
- Learning Plan:** Plan of your learning showing your booked sessions, any actions & activities that have been set for you as well your planned reviews. Next Session: No upcoming session is available. Planning Notes: Learning Plan.
- Resources:** You will find any resources allocated to this course here. Shows 1 resource.
- Files From Course:** No files found.
- Svle Smart Virtual Learning Environment:** NOT APPLICABLE CURRENTLY.
- Progress Map:** View your progress against all your units and identify any gaps remaining to complete the units/qualification. Your next session:

Footer includes: Book Training, Contact Support, Suggest Changes, Facebook, Safeguarding Contact (Tel: 01213447999, Mobile: 07554453114, Email: jgriffiths@makeuk.org), and a heart icon.

Uploading Evidence

1. On your Learner Dashboard, click the relevant qualification tab you want to upload evidence for.
2. Click the 'Upload Work' icon.

3. The following page will show, use the Browse button to 'Choose File', select the document you want to upload to your portfolio and click upload **(PLEASE ENSURE YOU ARE ON THE QUALIFICATION TAB THAT THE EVIDENCE RELATES TO BEFORE UPLOADING YOUR EVIDENCE)**

4. Complete the declaration form, filling out each section and then click save to return.

Evidence Description and Assessment Method

Uploaded evidence file : Knowledge Quiz for the quack130120211656.pdf - 395.37KB

Evidence uploaded by: Donald Duck[L] on 13/01/2021 4:56:28 PM

This file will be uploaded to your Evidence Library. Please name your evidence, sign the declaration and fill in the relevant details below.

Name: Knowledge Questions

Declaration: Please tick to confirm I declare that all material in this submission is my own work except where there is clear acknowledgement and appropriate reference to the work of other.

Description: Knowledge Questions for K2

Assessor Feedback:

Upload External Feedback:

Smart Annotator Feedback:

Learner Comments: Answered questions to the best of my ability. The task required a lot of research which I did within work hours to count towards my off the job training

Points for Improvement:

Assessment Method:

WO WP PW VI

LB PD PT TE

RJ OT RPL

Evidence to be used in time log?: Yes No

Assessment:

Session: 2 : 13/01/2021 - 15:00 - 16:00

Grade:

Save Cancel

Signed in Agreement :	Name :	Signed :	ES :	Date :	Signature req:
Primary Assessor		<input type="checkbox"/>			<input type="checkbox"/>
Secondary Assessor		<input type="checkbox"/>			<input type="checkbox"/>
Learner	Donald Duck	<input checked="" type="checkbox"/>		13/01/2021 17:21:48	<input type="checkbox"/>
Employer		<input type="checkbox"/>			<input type="checkbox"/>
IQA		<input type="checkbox"/>			<input type="checkbox"/>

Save

Upload Copy of Signature

Choose File | No file chosen

Upload

Assessment Method Legend
WO - Workplace Observation
WP - Workplace Projects/Projects away from Work
PW - Portfolio of Work
VI - Viva
LB - Log Book/Assignments
PD - Professional Discussions
PT - Practical Test
TE - Tests/Examinations
RJ - Reflective Journal
OT - Other
RPL - Recognised Prior Learning

5. Your evidence will now appear in the evidence library;

- Tick the unit that you have uploaded this evidence for
- Then click the **black tick**.

Your data saved successfully.

Evidence Filter

Assigned to Course All

EAL L2 Dip in Advanced Manufacturing Engineering 6017/790

Summative Portfolio

Create Group

Show Columns

Group	ID	Evidence Name	SAF	AFB	Date Uploaded	ES	Actions	Unit AUEC2...	Unit AUEC2...	Unit AUEC2...	Unit AUEC2...	Unit AUEC2...	Unit AUEC2...	Unit AUEC2...	Unit AUEC2...
	18005	Evidence linked to unit and mapped to criteria - learner.docx			24/05/2021 10:46:21 AM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

6. The following page will show when you click on the black tick. Map the evidence against the relevant performance criteria generating a **grey** tick. Click on save and return. Your evidence is now ready for your assessor to feedback on and confirm the mapping.

VI - Viva 0 RPL - Recognised Prior Learning 0

LB - Log Book/Assignments 0 PT - Practical Test 0

PD - Professional Discussions 0

Select All PC's

Map Skills	Gaps	Comment	Sign Off
<input checked="" type="checkbox"/> S1a- Identify measurement needs and make informed decisions about the measurement process and timescales required, including selection of; tools	<input type="checkbox"/>	<input style="width: 20px;" type="text" value="+"/>	
<input type="checkbox"/> S1b- Identify measurement needs and make informed decisions about the measurement process and timescales required, including selection of; equipment	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input checked="" type="checkbox"/> S1c- Identify measurement needs and make informed decisions about the measurement process and timescales required, including selection of; instrumentation	<input type="checkbox"/>	<input style="width: 20px;" type="text" value="+"/>	
<input type="checkbox"/> S1d- Identify measurement needs and make informed decisions about the measurement process and timescales required, including selection of; software programs.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S2a- Access and interpret information and documentation to support the measurement process including; data	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S2b- Access and interpret information and documentation to support the measurement process including; manuals	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S2c- Access and interpret information and documentation to support the measurement process including; specifications	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S2d- Access and interpret information and documentation to support the measurement process including; catalogues	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S2e- Access and interpret information and documentation to support the measurement process including; calibration certificates	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S2f- Access and interpret information and documentation to support the measurement process including; computer-generated information.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S3- Prepare the work environment and perform tests and checks on measurement tools, equipment, instrumentation and software programs and determine suitability for use.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S4- Take action when non-conforming tools, equipment, instrumentation, materials and software programs have been identified.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S5- Plan and perform measurement tasks to ensure verifiable results, using measurement tools, equipment, instrumentation and software programs, following specified procedures and methodologies.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S6- Retrieve, analyse, interpret, validate and record measurement results and data in line with specifications.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S7- Contribute to the production of records, reports and other measurement documentation.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S8- Communicate relevant and specific information through various channels to meet customer requirements.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S9- Comply with statutory regulations, national and international standards, industry and organisational procedures and requirements relating to codes of conduct when carrying out measurement tasks.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S10- Comply with relevant Health and Safety legislation, regulation, standards, industry and organisational policies and procedures and requirements relating to safe working practices.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	
<input type="checkbox"/> S11- Comply with policies and procedures relating to the preparation, storage, standards, control and handling of samples, tools, equipment, instrumentation and software programs.	<input type="checkbox"/>	<input style="width: 20px;" type="text" value=""/>	

Save and continue Save and return

Time Log

1. Click on the Time Log widget on your overview page



2. Click Add New Time Log Entry

All Courses and General Activities ▼ < Change View by Course

All Time Log Entries ▼ < Change View by On/Off the Job Training

This Week:

0 : 00

This Month:

6 : 30

Total:

30 : 14

Recent Activity:

Activity Type	On/Off the Job Training	Time Taken	Date
Manual Virtual Training Session	Off the Job	5:00	18/05/2021
Session Traditional face-to-face session	On the Job	1:00	05/05/2021
Activity	Off the Job	0:30	05/05/2021

Switch to Calendar View

Add New Time Log Entry

Off the Job Summary:

Apprenticeship Duration:	211.86 weeks
Contracted Work:	40.00 hours/week
Apprenticeship Duration Holiday Entitlement:	887 hours
Apprenticeship Off the Job Hours Required:	1518 hours

Unit	Type	Status	Off the Job Hours
Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge 60190541	TECH	In Training	15:20
EAL L2 Dip in Advanced Manufacturing Engineering 60171790	MAIN	In Training	3:50
EAL Level 3 Diploma in Advanced Manufacturing and Engineering (Development Competence) 60338453	MAIN	In Training	0:00
Engineering Technician 167	MAIN	In Training	0:00
Actual Hours:			19.17 (19:10)
Actual Percentage:			1.26%

3. Complete the required information, when completed click **Add Activity**.

Edit Activity ✕

1. **Select Activity Date**
2. **Select Activity Type**
3. **Select Course**
4. **Select Unit**
5. **Select Assessor**
6. **Was it on the Job?**
7. **Time Spent on Activity**
8. **What impact has this activity had on your learning?**

responsibilities under current health and safety legislation and regulations
 -the key features of the relevant legislation and EU directives,
 - the requirements for the safe disposal of waste
9. **Evidence Links:**
 Appeals Procedure (1)040320201039.tif

1. Select activity date - the date can be put in retrospectively.
2. Select the activity type – select the appropriate activity type.

2. **Select Activity Type**

 Virtual Training Session
 Traditional face-to-face session
 Trainer or assessor led training
 Electronic or distance learning, or self-study
 Coaching or mentoring
 Guided learning with no trainer/assessor present
 Gaining technical experience by doing my job
 Review/feedback/support
 Assessment or examination
 Other
 Furloughed
3. Select the course that you are updating your activity about. All your current courses will be available in the dropdown menu.
4. Select the unit you are updating your activity about.
5. Select the assessor – for BTEC select Sadaqat Khan; for workshop select Dan Stokes; for NVQ select the assessor you have your reviews with.
6. Was it on the job? Select the correct statement from the drop down menu. **Please note all activity that you do in centre that directly fits into your apprenticeship is off the job training, this will be your workshop learning and your BTEC.**
7. Time you spent on the activity.
8. The impact the activity has had on your learning – reflect on what your knowledge was before the session and then your knowledge after the session.
9. If you have used any evidence in the timelog relating to this activity then this will be shown here – you can select it and it will be attached to your timelog entry.

EILP

EILP is short for Electronic Individual Learning plan. The EILP widget is located on your portfolio overview page, the widget will display a number in the top right hand corner, this represents the number of EILP's that you need to complete and sign.

1. Click on the EILP widget and you will see the following page showing your EILP or EILP's

Next EILP V2 19052020 snapshot scheduled for 10/04/2022. Run New Snapshot

Date Taken	Template Name	Generated By	Sign off Status
10/04/2021	EILP V2 19052020	System	Learner - Awaiting sign off - Mandatory Assessor - Awaiting sign off - Mandatory

2. To open up your EILP click on the EILP you want to view in the template name column. You can see the sign off status on the right hand side, so you will know which EILP's still need completing.

3. Your EILP contains, your details; your employer details and details about your apprenticeship.

Close Sign Off Collapse All

EILP V2 19052020
10/04/2021 00:01

Learner Details

Name: [REDACTED]
 Telephone Number: [REDACTED]
 Mobile Number: [REDACTED]
 Email Address: [REDACTED]

ULN: [REDACTED]
 MIS Learner Id: 09930115

Disabilities:
 Difficulties: N
 Nominated Safeguarding Officer: jgriffiths@makeuk.org, 01213447999, 07554453114

Employer Details

Company Name: Amazon Uk Services Ltd - Holborn
 Main Contact: [REDACTED]
 Address: [REDACTED]
 Telephone: [REDACTED]

What is the name of your mentor in your workplace?

4. To complete your EILP you will need answer some questions before signing:

- Employer details section you will need to answer the following questions. Ensure you click save when you have answered each question.

- Start of Apprenticeship Assessments you will need to answer the following questions. Ensure click save when you have answered each question.

5. Review the rest of your EILP. At the bottom of the form put in your comments and sign to complete the EILP. Ensure click save when you have put in your comment.

View, complete and sign your review

1. Go to the Overview Tab highlighted in red below
2. The pink 'Calendar' widget will show the date of your next session with your assessor. Click on the widget, this will open up your learning plan showing all your sessions with your assessor

3. Make sure you are on the correct date - highlighted (as time goes on there will be multiple sessions).
4. Next to 'Session No' there are two black arrows (highlighted), click the top one to expand, this will show you all the courses and any actions, activities and reviews associated with this session.

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
21	25/05/2021	11:00	14:00	Formal Review	Arjinder Bahia		

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action

5. On the right hand side you will see any forms which have been attached to this session, in this case, highlighted is the Review form (you may see 1:1 forms, Behaviour Reviews etc. you can click on these to view too). Click on the review form attached.
6. This (in this case) will open up your Review (if you click on other files it will download them to your device).

Welcome, Donald Duck

You are viewing : Apprenticeship Progress Review V4
08.02.21 - V1.3

Save Cancel Export to PDF

Review Completion Date: [Select from Other Completed Review Forms by Date]

MID Learner ID: [] Primary Assessor Name: [Arjinder Bahia]
 Learner Forename: [Donald] Learner Surname: [Duck]
 Review Date: [24/05/2021]

Employer/Company: [Empoy World]

Course Start Date: [28/09/2020] Course Expected End Date: [02/09/2022]

Apprenticeship Progress

Apprenticeship Progress: 42% Apprenticeship Completed: 32%

7. Read through all of the Review. Make sure you understand what is written and also look at the SMART targets that you have been set.
8. Scroll all the way down to the bottom and add your comments to the Review (highlighted below).
9. Underneath your comments there is a 'check box' for learner's signature (highlighted below). It will ask you for your log in details and password so that only you can sign it. Tick this box and this will be your signature for this review.

Apprentice Closing Comments

I am enjoying the course and happy with my progress

Employer Closing Comments*

Signature

Learner
Signed by Donald Duck on 24 May 2021, 16:49

Signature*

Assessor

Signature - Employer/Manager

Clear

Print your name

Next Review Date*

x

10. Scroll back up to the top of the Review form and click 'Save'

Home / Learner Dashboard

Welcome, Donald Duck

You are viewing : Apprenticeship Progress Review V4
08.02.21 - V1.3

Save

Cancel

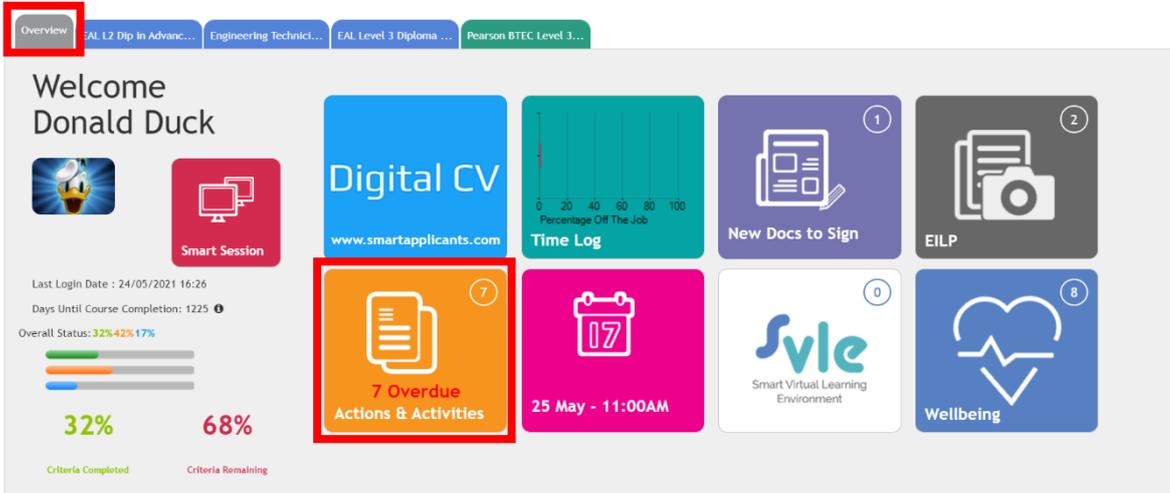
Export to PDF

Review Completion Date Select from Other Completed Review Forms by Date

<p><small>MIS Learner ID</small></p> <input style="width: 90%;" type="text"/>	<p><small>Primary Assessor Name</small></p> <input style="width: 90%;" type="text" value="Arjinder Bahia"/>	
<p><small>Learner Forename</small></p> <input style="width: 90%;" type="text" value="Donald"/>	<p><small>Learner Surname</small></p> <input style="width: 90%;" type="text" value="Duck"/>	
<p><small>Review Date</small></p> <input style="width: 90%;" type="text" value="24/05/2021"/>		

Actions widget

Your assessor will set agreed actions during reviews, this will inform you of the task to be completed by a set date. The actions are created in the learning plan but they can be easily accessed from your Overview tab



1. The Actions widget will show you how many actions are set and if there are any overdue actions. To access your actions just click on the Actions & Activities widget.
2. You can use the course and status filter to drill down on the actions & activities you have completed, are in progress or not started for each qualification.



Donald Duck - Disney World

Course Name	Type	Action Name	Action Description	Units	Target Date	Status	Learner Status	Edit Action
EAL L2 Dip in Advanced Manufacturing Engineering 60171790	Activity	CNC 034	Stepped shaft	Unit AU/EC2008	OverDue-12/2/2021	Not Started		Edit
EAL L2 Dip in Advanced Manufacturing Engineering 60171790	Activity	Knowledge questions H&S	Complete the questions fully	Unit AU/EC2001	OverDue-19/3/2021	In Progress		Edit
EAL L2 Dip in Advanced Manufacturing Engineering 60171790	Learner	Update your Timelog	Update your timelog with the training session we had for Health & Safety as off the job training		OverDue-19/3/2021	Not Started		Edit
EAL L2 Dip in Advanced Manufacturing Engineering 60171790	Learner	Upload Fire escapediagram	Upload the diagram showing your fire escape routes in your work area. Include the all fire exits		OverDue-19/3/2021	Not Started	Completed	Edit
Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge 60190541	Activity	A1	Title	Unit 8	OverDue-1/4/2021	Not Started		Edit
Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge 60190541	Learner	Update your Timelog	Update your timelog with everything that you have completed in centre to date		OverDue-16/4/2021	Not Started	Completed	Edit
Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge 60190541	Learner	Upload certificate	upload your GCSE maths		OverDue-19/4/2021	Not Started		Edit

3. When an action has been completed or is in progress the learner and assessor can write comments and feedback, to do this click on “[Edit](#)” against the action

4. Actions Edit: The edit function allows the learner and assessor to update the progress of the action, comments can be written in the respective boxes and then click on "Submit". Off the Job hours can also be selected and will go towards your 20% off the job hours.

Action on: learner

Action Description:

Action Feedback:

Learner Feedback:

Learner Status:

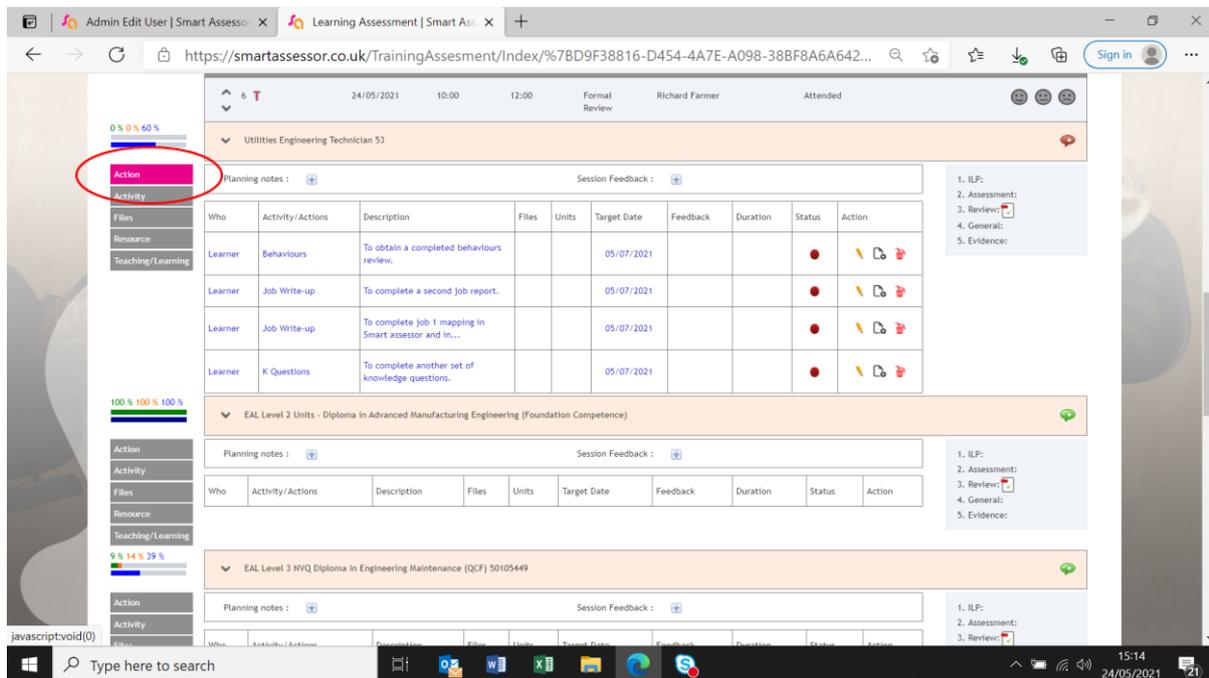
On/Off the Job:

Target Date:

Time Spent Mins:

Status:

5. Actions are created in the learning plan, actions can be set by both the Assessor and the learner.



6. To create an action click on the “Action” in the review section and complete the required details and “Submit”.

Action name:

Action Description:

Target Date:

On/Off the Job:

Action myself
 Action Learner
 Action employer
 Session Learner Action

Unit:(Optional)

Be SMART with your actions. Is your action Specific, Measurable, Achievable, Realistic and does it have a Target date?

Wellbeing Widget

The Wellbeing widget is located on your overview tab. This will contain any wellbeing resources along with Make UK policies and procedures. You will need to access this widget to accept all the policies and procedures as well as any wellbeing resources.

In the top right hand corner you will see the number of resources that you need to view and accept. Once you have accepted these, the number on the widget will show as zero until there are any further wellbeing resources for you to view.

Overview Pearson BTEC Level 3...

Welcome Donald Duck

Last Login Date : 25/05/2021 13:02
Days Until Course Completion: 1224

Overall Status: 32% 42% 17%

32% 68%

Criteria Completed Criteria Remaining

Smart Session

Digital CV No CV Created yet

Time Log Percentage Off The Job

New Docs to Sign 1

EILP 2

7 Overdue Actions & Activities 8

Svle Smart Virtual Learning Environment 0

Wellbeing 8

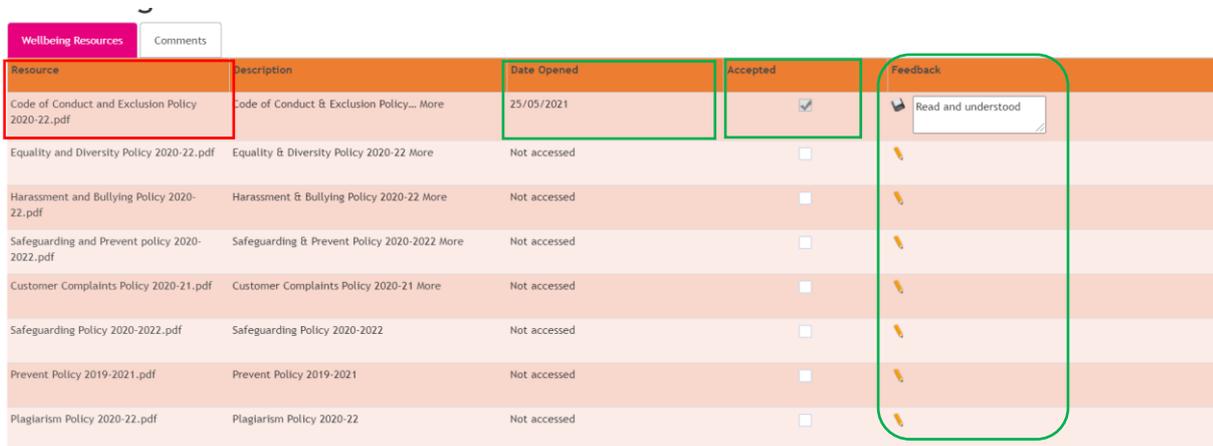
1. Click on the Wellbeing widget

2. The following page will appear.

To view the resource click on the resource you would like to view in the resource column – this will populate the date opened column

Tick on the accepted box

Use the pencil icon to provide any feedback



Resource	Description	Date Opened	Accepted	Feedback
Code of Conduct and Exclusion Policy 2020-22.pdf	Code of Conduct & Exclusion Policy... More	25/05/2021	<input checked="" type="checkbox"/>	Read and understood
Equality and Diversity Policy 2020-22.pdf	Equality & Diversity Policy 2020-22 More	Not accessed	<input type="checkbox"/>	
Harassment and Bullying Policy 2020-22.pdf	Harassment & Bullying Policy 2020-22 More	Not accessed	<input type="checkbox"/>	
Safeguarding and Prevent policy 2020-2022.pdf	Safeguarding & Prevent Policy 2020-2022 More	Not accessed	<input type="checkbox"/>	
Customer Complaints Policy 2020-21.pdf	Customer Complaints Policy 2020-21 More	Not accessed	<input type="checkbox"/>	
Safeguarding Policy 2020-2022.pdf	Safeguarding Policy 2020-2022	Not accessed	<input type="checkbox"/>	
Prevent Policy 2019-2021.pdf	Prevent Policy 2019-2021	Not accessed	<input type="checkbox"/>	
Plagiarism Policy 2020-22.pdf	Plagiarism Policy 2020-22	Not accessed	<input type="checkbox"/>	

3. Ensure that you have viewed and accepted all the resources.

These resources will be available to you throughout your apprenticeship should you need to refer to them again.

Video Links

Learner Homepage: <https://youtu.be/I12HNsW8foE>

How to download Resources: <https://youtu.be/Isi6maFYDdQ>

How to access the progress map: <https://youtu.be/jGqTtcvyKKw>

How to give feedback on a session: <https://youtu.be/vbVODCb0saQ>

How to upload a profile picture: <https://youtu.be/8wfVLqPiYdw>

How to upload evidence: <https://youtu.be/DFcOiQACUIA>

How to change your password: <https://youtu.be/ZKwc3HR0BQU>