



LEARNER GUIDE

ARJINDER BAHIA

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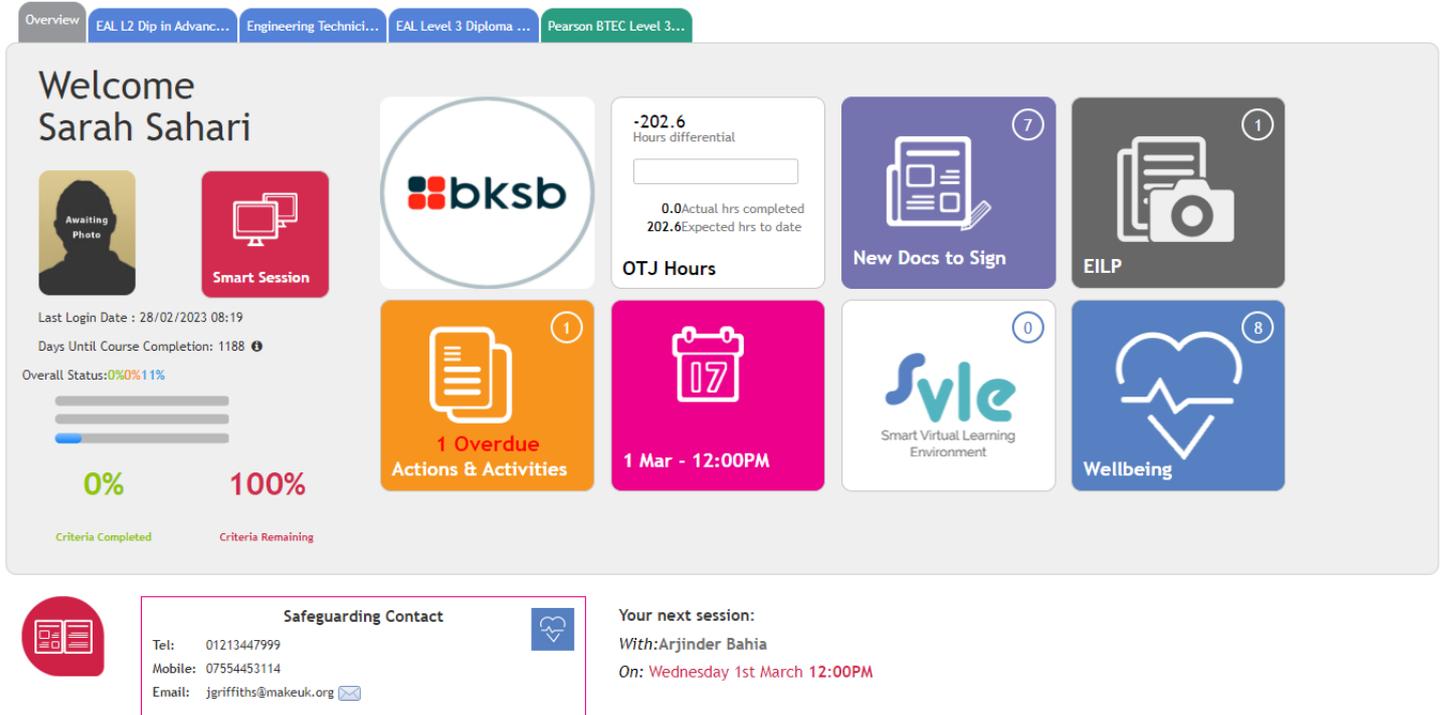
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Welcome to Smart Assessor!

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

This is your **Learner Home Page**.



The screenshot shows the learner home page for Sarah Sahari. At the top, there are navigation tabs: Overview, EAL L2 Dip in Advanc..., Engineering Technici..., EAL Level 3 Diploma ..., and Pearson BTEC Level 3... The main content area is titled 'Welcome Sarah Sahari' and includes a profile picture placeholder (Awaiting Photo), a 'Smart Session' button, and a progress bar showing 0% completion. Below the progress bar, there are two bars: 'Criteria Completed' at 0% and 'Criteria Remaining' at 100%. The page features several interactive cards: 'bksb' logo, 'OTJ Hours' showing a -202.6 hours differential, 'New Docs to Sign' with 7 items, 'EILP' with 1 item, '1 Overdue Actions & Activities', '1 Mar - 12:00PM' session booking, 'svle Smart Virtual Learning Environment' with 0 items, and 'Wellbeing' with 8 items. At the bottom, there is a 'Safeguarding Contact' box with contact details for jgriffiths@makeuk.org and a 'Your next session' box indicating a session on Wednesday 1st March 12:00PM with Arjinder Bahia.

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, safeguarding 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



Safeguarding Contact

Tel: 01213447999
Mobile: 07554453114
Email: jgriffiths@makeuk.org



Your next session:

With: Arjinder Bahia
On: Wednesday 1st March 12:00PM

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.

Off the Job Hours (OTJ)

-202.6
Hours differential

0.0 Actual hrs completed
202.6 Expected hrs to date

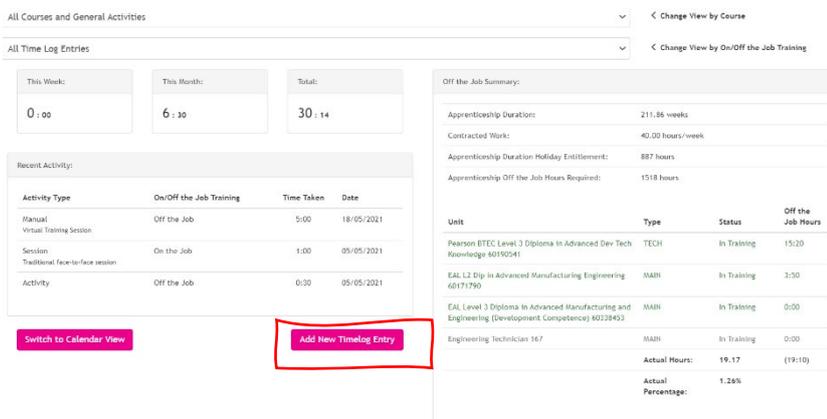
OTJ Hours

This widget is used to log your off the job hours against each of your qualifications for your apprenticeship.

The widget shows the actual hours that you have logged and how many are expected to date.

You **MUST** log your off the job training, it is a requirement for the funding of your apprenticeship. (See page 6 on what is deemed as off the job training)

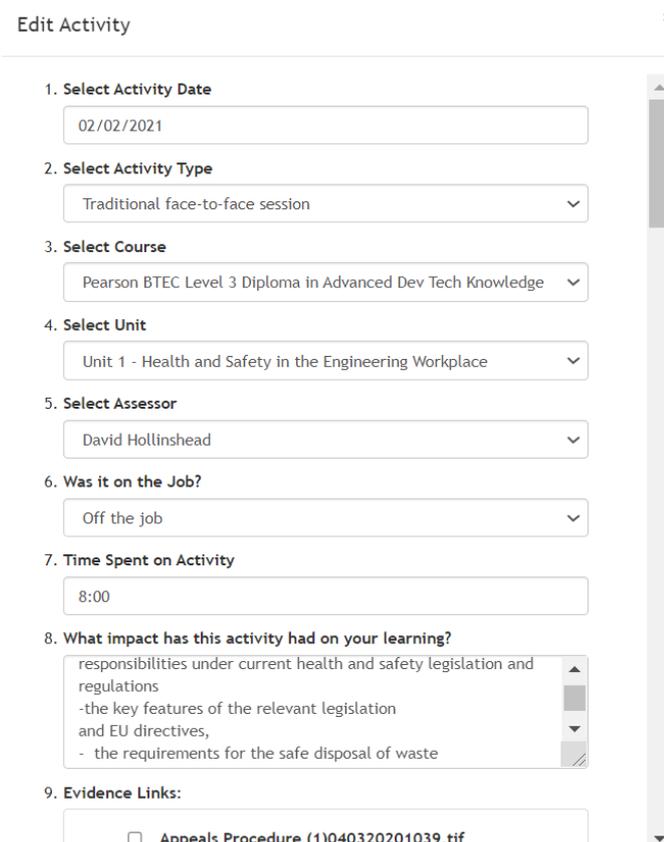
1. Click on the Time Log widget on your overview page.
2. Click Add New Time Log Entry



The screenshot shows the 'Time Log' widget interface. It includes a 'Recent Activity' table, a summary of 'Off the Job Summary' with various metrics, and a table of 'Off the Job Summary' with columns for Unit, Type, Status, and Off the Job Hours. A red box highlights the 'Add New TimeLog Entry' button.

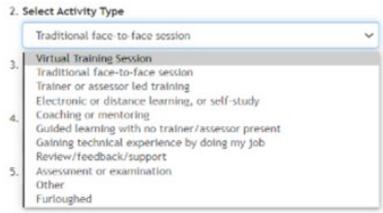
Activity Type	On/Off the Job Training	Time Taken	Date
Manual Virtual Training Session	Off the Job	5:00	18/05/2021
Session Traditional face-to-face session	On the Job	1:00	05/05/2021
Activity	Off the Job	0:30	05/05/2021

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



The screenshot shows the 'Edit Activity' form with the following fields:

1. Select Activity Date: 02/02/2021
2. Select Activity Type: Traditional face-to-face session
3. Select Course: Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge
4. Select Unit: Unit 1 - Health and Safety in the Engineering Workplace
5. Select Assessor: David Hollinshead
6. Was it on the Job?: Off the job
7. Time Spent on Activity: 8:00
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.
- 
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
 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.



Did you know you can
add a weeks' worth
off the job hours in
talk?

For example for 1 weeks activity you can do two entries, one for your workshop & one for your BTEC day:

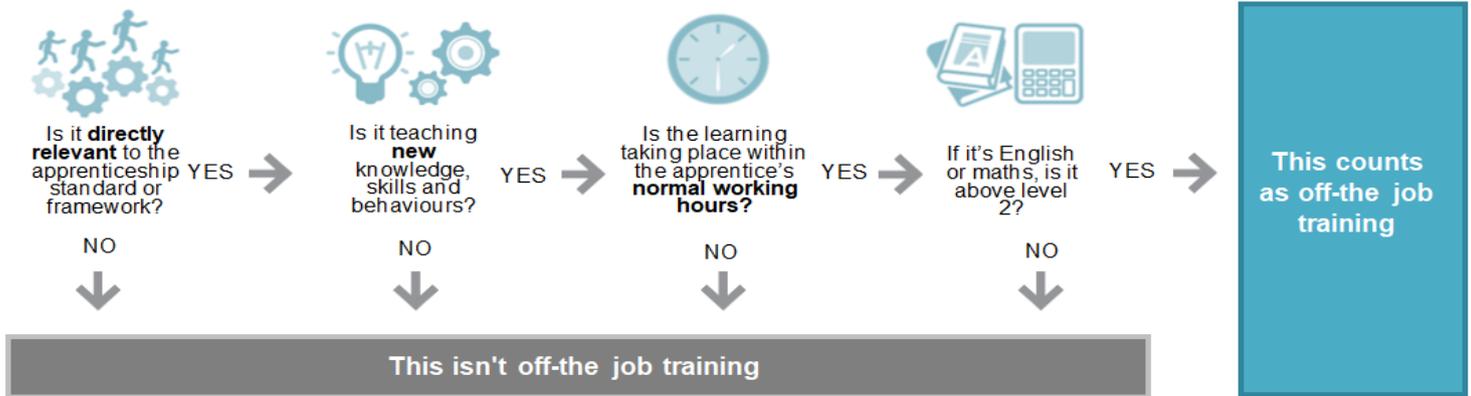
Week commencing 6/3/23

3.5 days of workshop Electrical = 27 hours AU EC2010

1 day BTEC = 7.5 hours Maths



Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Key facts

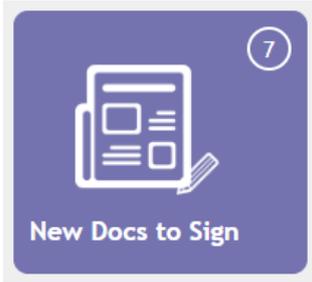
- 1** Off-the-job training must make up at least 20% of the apprentice's normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week over the planned duration of the apprenticeship.
- 2** You can deliver off-the-job training in the apprentices' normal workplace or at an external location.
- 3** Time spent on initial assessment, onboarding, progress reviews, on-programme assessments and English and maths up to level 2 does not count towards off-the-job training.



Department
for Education



New Docs to Sign



This widget helps you to keep on top of any documents that need your attention. In the top right-hand corner, it shows how many documents require your signature.

- ❖ Click on the widget.
- ❖ This page shows the documents that requires your signature.

Learners Documents to sign

 Sarah Sahari - Hub Manufacturing Ltd							
Course Name ↓	Type ↑	Date Uploaded ↑	Document name	Uploaded By	Signed in Agreement	Session Date/Time	Action
Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge 60190541	Review	15/12/2022 10:00:18	9925_Apprenticeship Progress Review - V1.7	Arjinder Bahia	Asr: <input checked="" type="checkbox"/> Emp: <input type="checkbox"/> IQA: <input type="checkbox"/>	14/04/2020 09:00:00	Sign / Open Doc

- ❖ Click on Open Doc to sign the document – this will take you to the document that requires your signature – sign the document.
- ❖ Come back to new docs to sign and click on ‘Sign’ this will take this off the list.

EILP (Electronic Individual Learning Plan)



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 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] ULN: [REDACTED]
 Telephone Number: [REDACTED] MIS Learner Id: 09930115
 Mobile Number: [REDACTED]
 Email Address: [REDACTED]

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 – Ensure you click 'Save' after answering each question.

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?
 This question has no responses.
 Comment...

Save

What is the name of your line manager?
 This question has no responses.
 Comment...

Save

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

Start of Apprenticeship Assessments

Functional Skills

Functional Skills English Initial Assessment

Functional Skills Maths

Functional Skills ICT

ALS Details

Type of Support Start Date End Date

No Results

What would you like to achieve by your next ILP review?

This question has no responses.

Comment...

Save

What are your achievements/ successes to date and how have you achieved them?

This question has no responses.

Comment...

Save

What are your medium term goals? How are you going to achieve these?

This question has no responses.

Comment...

Save

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.

Sign Off

Comments

This EILP has no comments.

Comment...

Save

Learner - Awaiting sign off - Mandatory

Assessor - Awaiting sign off - Mandatory

Actions & Activities



This widget keeps you informed of any actions or activities that have been set on your learning plan for you to do.

In the top right-hand corner, the number lets you know how many actions/activities you have and clearly lets you know of any overdue tasks.

❖ Click on the widget.

Learner with Outstanding Tasks

Course	Type	Action Name	Action Description	Units	Target Date	Status	Learner Status
EAL L2 Dip in Advanced Manufacturing Engineering 60171790	Complete Section Review	Complete Section Review	Please complete the 'Apprentice' Section of the review in preparation for your section & behaviour review on the 1st March	Unit AUDEC2010	27/02/2023	Not Started	

- ❖ You will see the tasks that require your attention.
- ❖ Click on the task under the 'Action Name' column, this will take you to the learning plan where the action/ activity was set.
- ❖ Complete the action/ activity as stated.

❖ Then click on the pencil icon in the 'Action' column

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback		
7 T	01/03/2023	12:00	12:15	Section & Behaviour Review	Arjinder Bahia				
EAL L2 Dip in Advanced Manufacturing Engineering 60171790									
Planning notes : +				Session Feedback : +					
Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Learner	Complete Section Review	Please complete the 'Apprentice' Section o...		Unit AUDEC2010	27/02/2023			●	

1. ILP:
2. Assessment:
3. Review:
4. General:
5. Evidence:

Action on:

Action Description: Please complete the 'Apprentice' Section of the review in preparation for your section & behaviour review on the 1st March

Assessor Feedback:

Learner Feedback: I have graded myself on the section review

Learner Status:

On/Off the Job:

Target Date: 27/02/2023

Time Spent Mins:

Status:

Put your feedback.

Learner status – update to completed.

Update time spent on the activity.

Click on 'Submit'

Once your assessor verifies the action/ activity the widget number will be back to 0

Other Widgets



1 Mar - 12:00PM

This widget tells you when your next session is.



Wellbeing

By clicking on this widget, you can see the following policies.

Resource	Description
Code of Conduct and Exclusion Policy 2020-22.pdf	Code of Conduct & Exclusion Policy... More
Customer Complaints Policy 2020-21.pdf	Customer Complaints Policy 2020-21 More
Equality and Diversity Policy 2020-22.pdf	Equality & Diversity Policy 2020-22 More
Harassment and Bullying Policy 2020-22.pdf	Harassment & Bullying Policy 2020-22 More
Plagiarism Policy 2020-22.pdf	Plagiarism Policy 2020-22
Prevent Policy 2019-2021.pdf	Prevent Policy 2019-2021
Safeguarding and Prevent policy 2020-2022.pdf	Safeguarding & Prevent Policy 2020-2022 More
Safeguarding Policy 2020-2022.pdf	Safeguarding Policy 2020-2022

At the bottom of the page it shows the safeguarding contact as well your next session date and time

Safeguarding Contact

Tel: 01213447999

Mobile: 07554453114

Email: jgriffiths@makeuk.org 

Your next session:

With: Arjinder Bahia

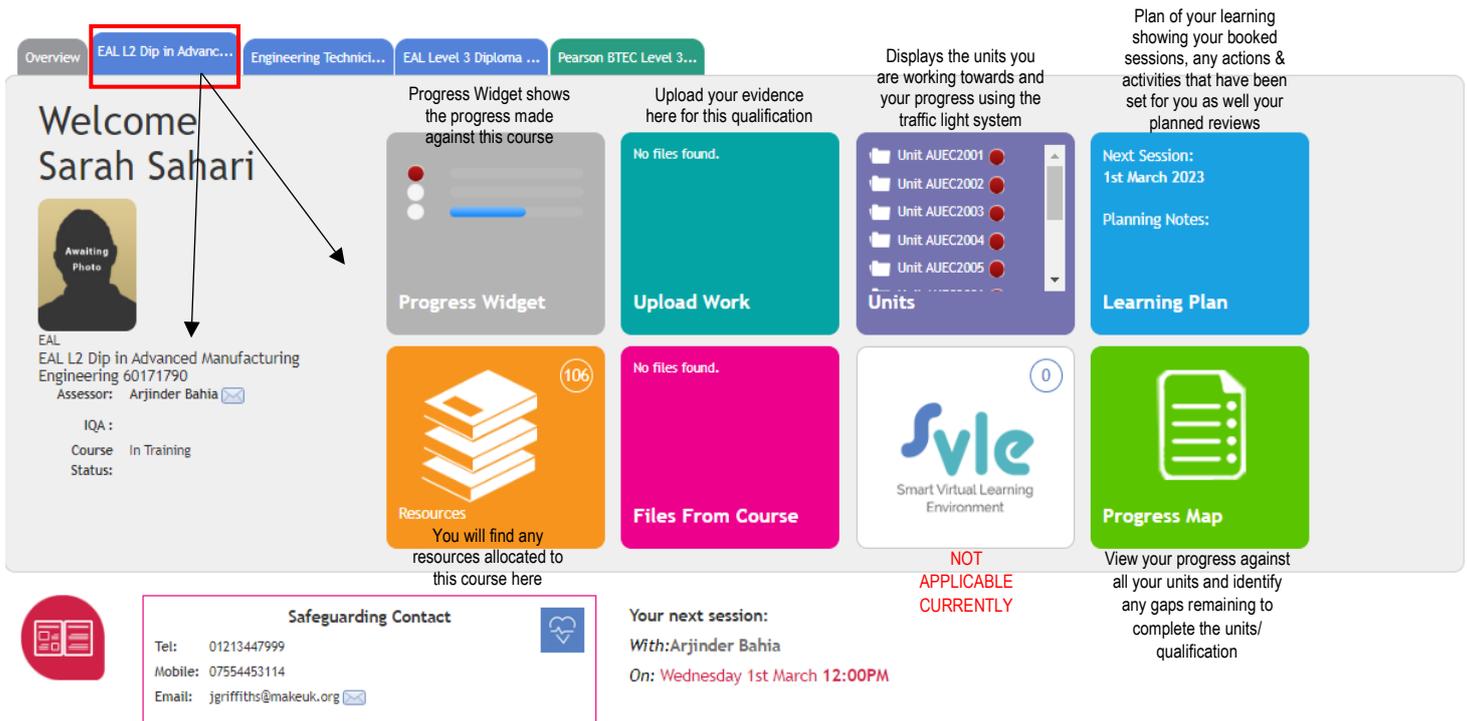
On: Wednesday 1st March 12:00PM

Qualification Tabs

Each tab relates to the individual qualifications that you are required to complete as a part of your apprenticeship.

Each tab will have the same functionality but will be specific to that course.

Let's take a look at the tab EAL L2 Diploma in Advanced Manufacturing and the main widgets you will need to know about and use



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

Welcome Sarah Sahari

Awaiting Photo

EAL
EAL L2 Dip in Advanced Manufacturing
Engineering 60171790
Assessor: Arjinder Bahia

IQA:
Course: In Training
Status:

Progress Widget
Progress Widget shows the progress made against this course

Upload Work
Upload your evidence here for this qualification
No files found.

Units
Displays the units you are working towards and your progress using the traffic light system
Unit AUJEC2001
Unit AUJEC2002
Unit AUJEC2003
Unit AUJEC2004
Unit AUJEC2005

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: 1st March 2023
Planning Notes:

Resources
You will find any resources allocated to this course here
106

Files From Course
No files found.

Svle
Smart Virtual Learning Environment
NOT APPLICABLE CURRENTLY

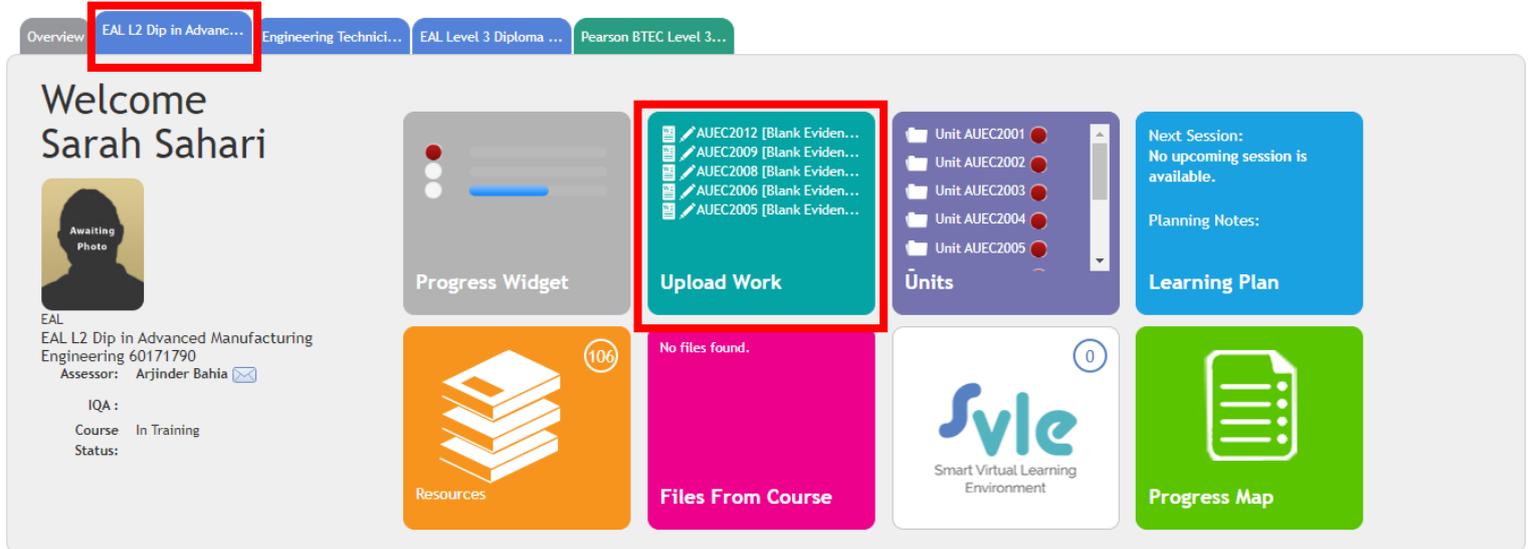
Progress Map
View your progress against all your units and identify any gaps remaining to complete the units/qualification

Safeguarding Contact
Tel: 01213447999
Mobile: 07554453114
Email: jgriffiths@makeuk.org

Your next session:
With: Arjinder Bahia
On: Wednesday 1st March 12:00PM

Upload Work

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



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

Welcome Sarah Sahari

Awaiting Photo

EAL
EAL L2 Dip in Advanced Manufacturing Engineering 60171790
Assessor: Arjinder Bahia

IQA :
Course In Training
Status:

Progress Widget

Upload Work

Unit AUPEC2001
Unit AUPEC2002
Unit AUPEC2003
Unit AUPEC2004
Unit AUPEC2005

Next Session:
No upcoming session is available.

Planning Notes:

Learning Plan

Resources 106

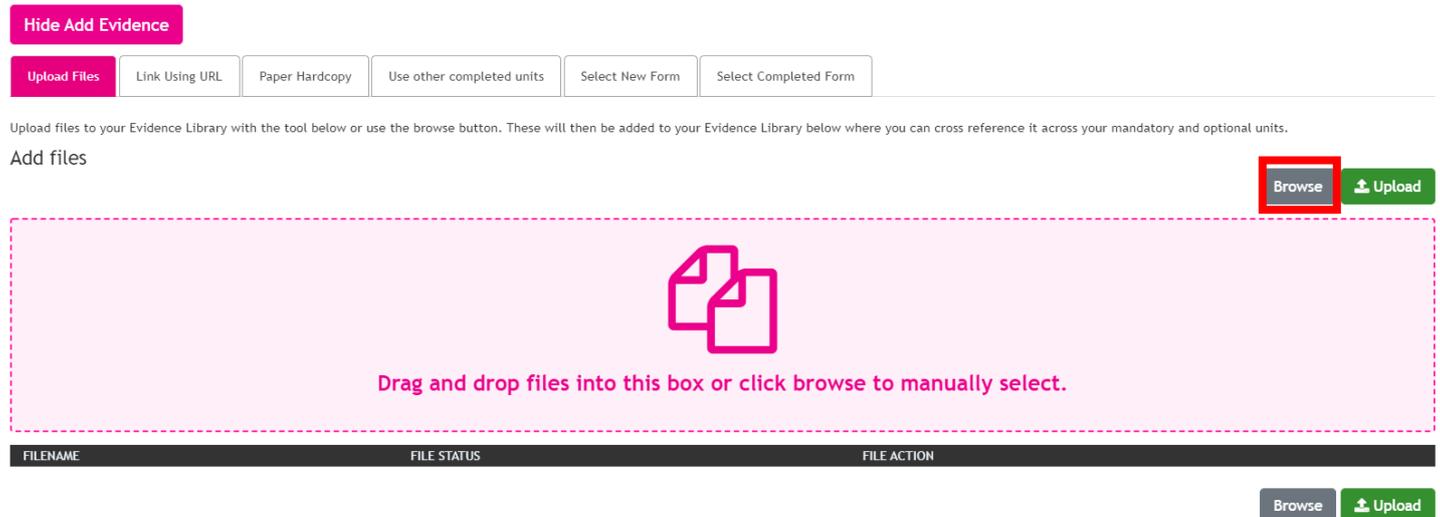
No files found.

Files From Course

Syle
Smart Virtual Learning Environment

Progress Map

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**)



Hide Add Evidence

Upload Files | Link Using URL | Paper Hardcopy | Use other completed units | Select New Form | Select Completed Form

Upload files to your Evidence Library with the tool below or use the browse button. These will then be added to your Evidence Library below where you can cross reference it across your mandatory and optional units.

Add files

Browse Upload

Drag and drop files into this box or click browse to manually select.

FILENAME	FILE STATUS	FILE ACTION
		Browse Upload

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:

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:

Assessor Feedback:

Upload External Feedback:

Smart Annotator Feedback:

Learner Comments:

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:

Grade:

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"/>

Upload Copy of Signature

No file chosen

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

- Your evidence will now appear in the evidence library;
 - Tick the unit that you have uploaded this evidence for
 - Then click the **black tick**.

Evidence Filter

Your data saved successfully.

<input type="radio"/> Assigned to Course <input checked="" type="radio"/> All		<input type="text" value="EAL L2 Dip in Advanced Manufacturing Engineering 60171790"/>	<input type="button" value="Summative Portfolio"/>		<input type="button" value="Create Group"/>		<input type="button" value="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 type="button" value="refresh"/> <input type="button" value="edit"/> <input checked="" type="button" value="black tick"/> <input type="button" value="delete"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

- 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 checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S1b- Identify measurement needs and make informed decisions about the measurement process and timescales required, including selection of; equipment	<input checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S2a- Access and Interpret information and documentation to support the measurement process including; data	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S2b- Access and Interpret information and documentation to support the measurement process including; manuals	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S2c- Access and Interpret information and documentation to support the measurement process including; specifications	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S2d- Access and Interpret information and documentation to support the measurement process including; catalogues	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S2e- Access and Interpret information and documentation to support the measurement process including; calibration certificates	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S2f- Access and Interpret information and documentation to support the measurement process including; computer-generated information.	<input checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S4- Take action when non-conforming tools, equipment, instrumentation, materials and software programs have been identified.	<input checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S6- Retrieve, analyse, interpret, validate and record measurement results and data in line with specifications.	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S7- Contribute to the production of records, reports and other measurement documentation.	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	
<input type="checkbox"/>	S8- Communicate relevant and specific information through various channels to meet customer requirements.	<input checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" 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 checked="" type="checkbox"/>	<input type="button" value="+"/>	

Creating Evidence Folders

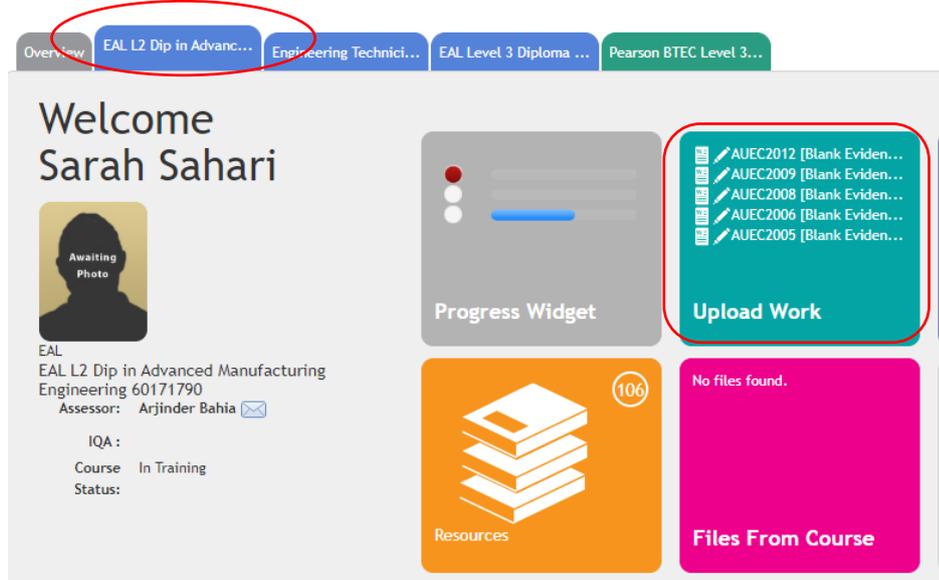
By the end of your apprenticeship, you will have a lot of evidence in your evidence library.

To keep your evidence library tidy and organised you will need to create folders for each of your units.

Please note a folder cannot be created without any evidence.

How to create folders:

1. Click your upload Work widget on the qualification tab you want to create folders for



2. Click on 'Create Group'

Sarah Sahari

Learner Plan Activity View

Show Add Evidence

Evidence Filter

Assigned to Course All

EAL L2 Dip in Advanced Manufacturing Engineering 60171790

Summative Portfolio Create Group Show Columns

| Group | ID | Evidence Name | SAF | AFB | Date Uploaded | ES | Actions | Unit AUJEC2... |
|-------|-------|---------------------------------|-----|-----|------------------------|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 64106 | AUJEC2012 [Blank Evidence].docx | | | 02/03/2023 03:45:08 PM | | ↶ ↷ ✓ ✗ | <input type="checkbox"/> |

3. Click on 'Create Group'

Create New Group

Group Title

Group Description

Upload Evidence:

Upload File Link Using URL Paper Hardcopy Select Form

No file chosen

Select Existing:

AUJEC2012 [Blank Evidence].docx

AUJEC2009 [Blank Evidence].docx

AUJEC2008 [Blank Evidence].docx

AUJEC2006 [Blank Evidence].docx

AUJEC2005 [Blank Evidence].docx

AUJEC2004 [Blank Evidence].docx

AUJEC2010 [Blank Evidence].docx

1. Create Group Title – Use the Unit Name
2. Select the evidence you want to add to the folder
3. Click on 'Save'
4. Scroll to the bottom of your evidence Library & your created folders will be displayed here

Knowledge Questions AUJEC2001- AUJEC2003	03/03/2023 08:03:18 AM				<input type="checkbox"/>
AUJEC2004	03/03/2023 08:08:18 AM				<input type="checkbox"/>

5. To add further evidence to this folder, click on the pencil icon and add in any further evidence & Save.

Group	ID	Evidence Name	SAF	AFB	Date Uploaded	ES	Actions
^	Folder	Knowledge Questions AUJEC2001- AUJEC2003			03/03/2023 08:03:18 AM		
^	Folder	AUJEC2004			03/03/2023 08:08:18 AM		
^	Folder	AUJEC2005			03/03/2023 08:12:38 AM		
^	Folder	AUJEC2006			03/03/2023 08:12:59 AM		
^	Folder	AUJEC2008			03/03/2023 08:13:13 AM		
^	Folder	AUJEC2009			03/03/2023 08:13:33 AM		
^	Folder	AUJEC2010			03/03/2023 08:13:50 AM		
^	Folder	AUJEC2012			03/03/2023 08:14:06 AM		
^	Folder	BTEC UNIT 1			03/03/2023 08:14:29 AM		
^	Folder	BTEC UNIT 2			03/03/2023 08:14:42 AM		
^	Folder	BTEC Unit 3			03/03/2023 08:14:59 AM		
^	Folder	BTEC Unit 4			03/03/2023 08:15:16 AM		
^	Folder	BTEC Unit 7			03/03/2023 08:15:53 AM		
^	Folder	BTEC Unit 8			03/03/2023 08:16:22 AM		

Your evidence library should start to look like this, making it easy for you and your tutors to locate your evidence.

Learning Plan

Next Session:
No upcoming session is available.

Planning Notes:

Learning Plan

The learning plan widget will display any upcoming sessions.

The learning plan is where you will find your section & behaviour reviews & formal reviews.

You can filter the type of review you want to see by using the 'Type' filter.

Unit Progress

Evidence Library

Action with ▼

Status ▼

Activities/Actions ▼

Type ▼

Unit ▼

Learner Name: Sarah Sahari

Course Name: All ▼

Assessor Name:

Progress: 0% 0% 12%

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
7 T	01/03/2023	12:00	12:15	Section & Behaviour Review	Arjinder Bahia		😊 😐 😞
<p>0% 0% 53%</p> <p>▶ EAL L2 Dip in Advanced Manufacturing Engineering 60171790</p>							
6 T	01/02/2023	08:00	10:00	Formal Review	Arjinder Bahia		😊 😐 😞
<p>0% 0% 53%</p> <p>▶ EAL L2 Dip in Advanced Manufacturing Engineering 60171790</p> <p>0% 0% 11%</p> <p>▶ Engineering Technician 167</p> <p>0% 0% 100%</p> <p>▶ EAL Level 3 Diploma in Advanced Manufacturing and Engineering (Development Competence) 60338453</p> <p>0% 0% 24%</p> <p>▶ Pearson BTEC Level 3 Diploma in Advanced Dev Tech Knowledge 60190541</p>							

1. Click on the chevron on the left-hand side, this will open up the session and you can see your review document

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
7 T	01/03/2023	12:00	12:15	Section & Behaviour Review	Arjinder Bahia		😊 😐 😞
<p>0% 0% 53%</p> <p>▶ EAL L2 Dip in Advanced Manufacturing Engineering 60171790</p>							

Action

Activity

Files

Resource

Teaching/Learning

Planning notes : +

Session Feedback : +

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Learner	Complete Section Review	Please complete the 'Apprentice' Section o...		Unit AUUC2010	27/02/2023	i	15	● i	

1. ILP:

2. Assessment:

3. Review:

4. General: F

5. Evidence:

To open your review document, click on it

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
7	01/03/2023	12:00	12:15	Section & Behaviour Review	Arjinder Bahia		😊 😐 😞

0% 0% 53%

EAL L2 Dip in Advanced Manufacturing Engineering 60171790

Planning notes : + Session Feedback : +

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Learner	Complete Section Review	Please complete the 'Apprentice' Section o...		Unit AU2010	27/02/2023	👍	15	🟢	👍

- 1. ILP:
- 2. Assessment:
- 3. Review:
- 4. General:
- 5. Evidence:

The document will open for you to view and complete.

You are viewing : Section Progress and Behaviour Review - V1.4 Save Cancel Export to PDF

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

Learner Forename: Sarah Learner Surname: Sahari Section: Location:

Training Period Date From: Training Period Date To:

Instructor Name:

Please select whether Interim or Final Section Review*
 Interim Section Review (typically every two weeks)
 Final Section Review (typically every four weeks)

Tick the box that reflects the apprentices overall performance.
 0-Unacceptable 1-Improvement Required 2-Minimum Interim section review standard 3-Performer- Minimum End of Section Review standard 4-Great performer

APPRENTICE ONLY
 Health & Safety
 E.g. complies with H&S, aware of Centre policies & procedures, adheres to Risk Assessments.
 Disciplined & Responsible
 4. Adheres to procedures and suggests improv

INSTRUCTOR ONLY
 Health & Safety
 E.g. prioritises with H&S, aware of Centre policies & procedures, adheres to Risk Assessments.
 Disciplined & Responsible

Apprentice/ Reviewer Comments:

Signature*
 Learner

Note:

Section & Behaviour review you are responsible for:

- Completing the section for 'Apprentice Only'
- Adding in your comments
- Signing the document

Formal Review you are responsible for:

- Adding your comments

Apprentice Closing Comments*

Signing the document
 Signature*
 Learner

Video Links

Learner Homepage: <https://youtu.be/l12HNsW8foE>

How to download Resources: <https://youtu.be/lsi6maFYDdQ>

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>