Aptem User Guide for Employers

Aptem is an apprenticeship learner management system designed to guide apprentices through their journey at the University of York from start to finish.

This user guide provides an overview of how to use Aptem. If you have any queries about Aptem or need further help, please contact apprenticeships@york.ac.uk.

Contents

Logging into Aptem

You will receive an email from **email@aptem.co.uk** entitled **"Welcome to Aptem you have been invited to activate your account".**
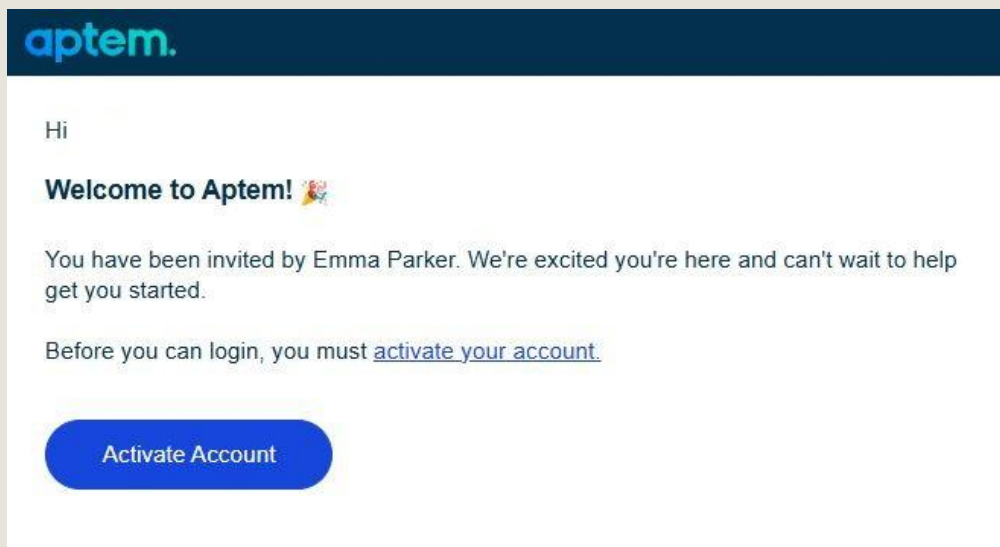
Step 1. Follow the link to activate your account and choose a password.

Step 2. Create an Electronic Signature. You can either use your computer mouse or touch screen to create a signature, or click Choose and select a signature sample from the list. This is especially useful if you do not have a touchscreen or have additional mobility needs. If you would like to amend your signature, you can edit this in Settings once your account has been created (see section: Updating your Personal Details).

Your account has now been created!

TIP: To logout of Aptem, click on the the circular icon containing your initials in the top right hand corner of the screen.

TIP: After you have created your account you can use this Aptem login link to access your account.

Updating your Personal Details

Clicking on the the circular icon containing your initials in the top right hand corner of the screen allows you to;

- Edit your personal details
- Update your signature
- Change your password (security settings)

About You

In this section you can edit your name, email address, telephone number, and address. **The contact address should be your workplace address**. If you notice any of this information is incorrect and you are unable to edit, please contact apprenticeships@york.ac.uk.

Signature Sample

In this section you can amend your electronic signature, either by drawing a new signature, or choosing a suggested signature.

Security Settings

In this section you can create a new password.

# Signing Learner Compliance Documents and Reviews

Once you have logged into Aptem, hover over the icons on the left hand menu and select *Signatures*.

This will show you all outstanding Compliance and Review documents which require your signature.

The Compliance / Reviews button at the top of the screen allows you to toggle between the different document types.

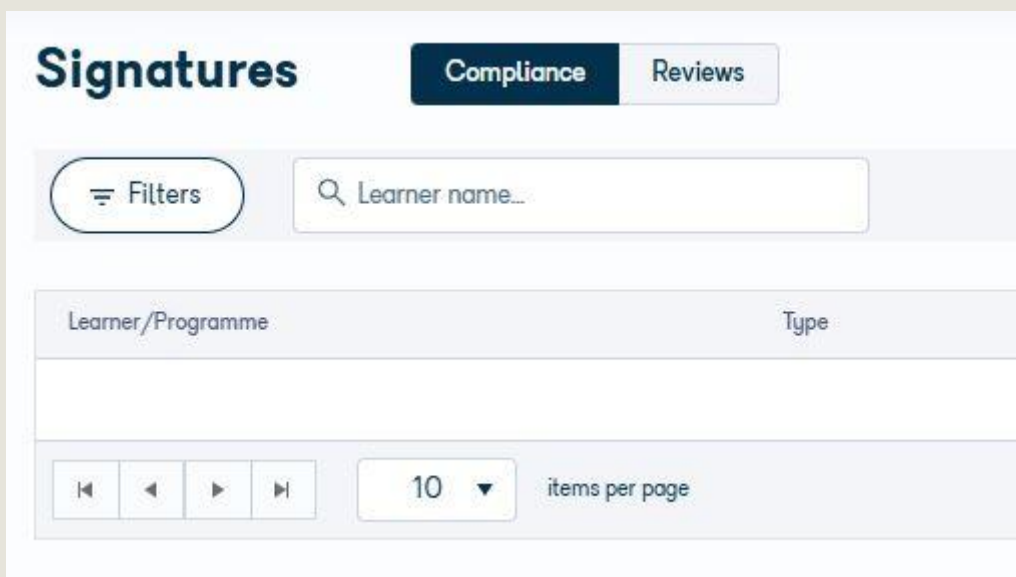For all learners employers are required to sign 4 documents;

- Admissions Eligibility Review **(Review Document)**
- Prior Learning / Skills Radar Review **(Review Document)**
- Apprenticeship Agreement **(Compliance Document)**
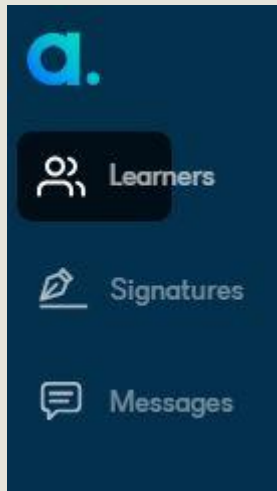- Training Plan **(Compliance Document)**
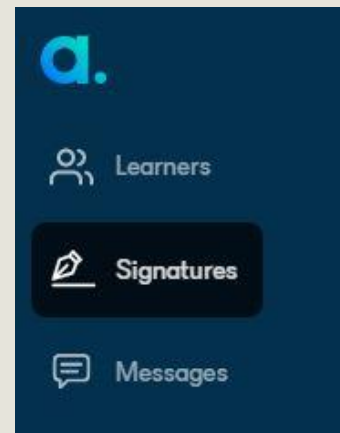
How to Sign

Click the *Sign* button alongside the first Compliance / Review document listed. Review the document, scrolling through the pages, and click the Signature box at the foot of the document. Click *Save*.

A copy of the document will be displayed for you to print and/or save if required. By closing this window, you will return to the original signature window. You will see that the signed review document is no longer listed. Repeat the above for each review document until your list is empty.

Locating a Learner in Aptem

Once you have logged into Aptem, hover over the icons on the left hand navigation menu and select *Learners*.

Learners will show you a summary of all the learners you are responsible for, and a snapshot of their progress to date.

The learners grid will automatically show you a maximum of 10 learners, clicking the drop down allows you to view up to 20 per screen.

If you would like to locate a specific learner type their name into the bar at the top of the screen.

The learners visible to you are limited by your role and access. If you are responsible for multiple learners spread across different programmes and cohorts, clicking *Filters* at the top of the screen allows you to filter and narrow down the grid list to a specific programme and/or cohort. You can filter by programme, learner groups, learners and programme status.

To clear a filter, hover over the field and click the x-shaped symbol. This will clear the filter, and the list of learners is updated. To clear all the filters used, click Clear Filters.

For more detailed information on sorting, searching and filtering in *Learners*, please visit the Aptem Help Centre.

Learner Dashboard

After you have located a learner on the grid list of all learners, clicking on the learner name will take you to their Dashboard and show you a snapshot of their progress.

The Dashboard will look similar to the below screenshot, allowing you to see the following details for an individual learner;

1. Learning Plan Components
2. Timeline
3. Overall Progress
4. Off-The-Job-Hours
5. Requires Attention
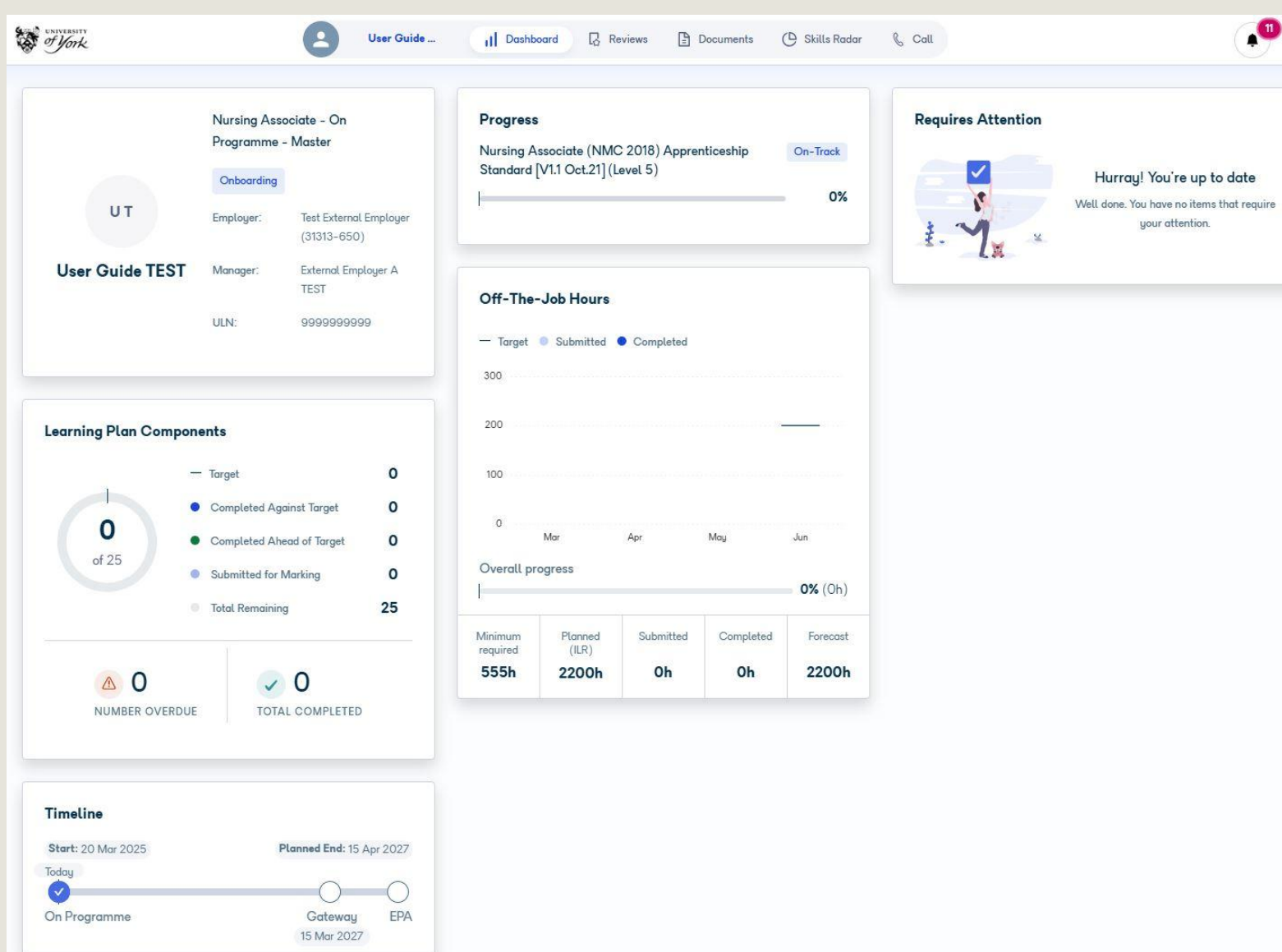
Viewing Tripartite Reviews

To view a Tripartite review, hover over the icons on the left hand navigation menu to select *Learners*. The learners grid will automatically show you a maximum of 10 learners, clicking the drop down allows you to view up to 20 per screen. To locate a specific learner, find them in the list of type their name into the bar at the top of the screen. Once you have found the learner, click on their name to go to the Learner Dashboard.

At the top of the screen, select *Reviews.* The *Reviews* screen will show you planned and finished reviews.
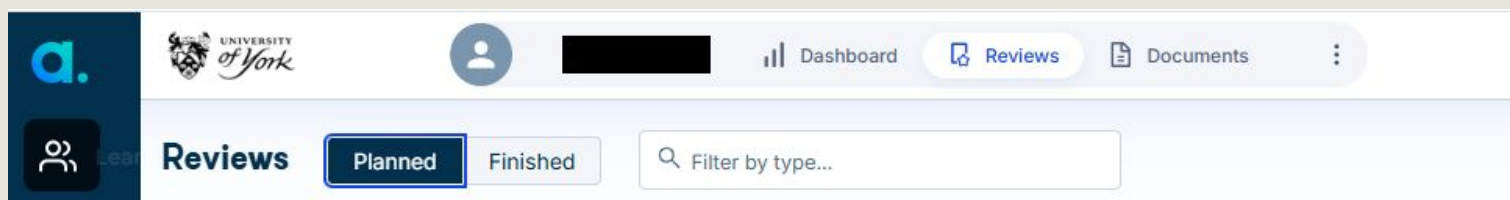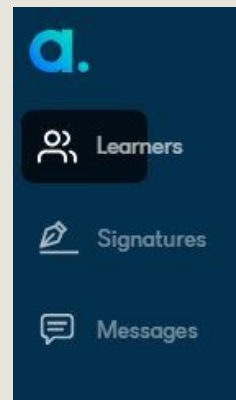
Note: *Planned* reviews will show upcoming Tripartites which have not yet taken place. The *Planned / Scheduled Date* is an approximate date of when the next Tripartite is due, this is a guide and may change. You will be contacted via email by the Programme team to arrange a date/time.

To view the most recent Tripartite Review for a learner, select *Finished*.

The *Finished* tab will show you all completed reviews for a learner, including Tripartite reviews and Interim Progress Reviews.

Clicking on *Planned / Scheduled Date* will show the most recent reviews at the top of the screen. You can use the search bar to *Filter by type*.

Click *View* on the Tripartite you wish to view. At the top of the screen you will see your Learner Information and the following sections underneath.

∨	Work Base
∨	Practice Assessors
∨	Learning Progress
∨	1 – Learner Section (NA)
∨	Short & Long Term Goals
∨	2 – Learner Progress (NA)
∨	Overall Learner Progress (NA)
∨	RAG Status

Click on an arrow to expand the section. Sections contain the following information:

Work Base: up to date information confirmed by the learner

Practice Assessors: up to date information confirmed by the learner

Learning Progress: displays a snapshot of the learners timeline and progress on the programme, as well as the number of completed off-the-job hours and learning plan components

Learner Section: a series of questions completed by the learner ahead of the Tripartite

Short & Long Term Goals: completed by the learner

Learner Progress: questions completed by the University Reviewer (Academic Assessor) at the Tripartite

Overall Learner Progress: shows the learners practice and academic RAG rating, attendance score, and a summary of progress

RAG Status: shows the learners overall RAG rating

Tripartite Review - 1 - Learner Section

If you have not already done so, please ensure you have entered your Work Base and the name of your Practice Assessor in the Onboarding Screen. Then complete the following before your Tripartite Review Meeting.

If you felt unsafe at work or at the university, what action should you take? *

Name one British Value that has had an impact on you since your last Tripartite review? *

Have you been involved in an accident or RIDDOR incident since your last review (or since you started on the programme if this is your first review) ? *

○ Yes   ○ No

Learning Concerns or Barriers: Do you have any learning concerns or barriers to learning which might affect your studies or practice, or require additional support? *

Learner Reflections on Progress: Write a commentary below on your progress in your university learning, work-based placement learning and personal and professional development. *

2 - Learner Progress (NA)

Summary of Learner Progress

The following questions are to be completed by the University Reviewer (Academic Assessor) at the Tripartite Review Meeting.

Is the learner on track with their theory modules and Maths, English and Digital skills (Skills Builder / Safe Medicate)? *

○ Yes   ○ No

Is the learner on track with meeting on & off-the-job hours expectations? *

○ Yes   ○ No

Is the learner on track with meeting work based learning expectations in practice (including medicines management, professional values, episodes of care, proficiencies and interviews)? *

○ Yes   ○ No

Does the apprentice continue to be in employment for a minimum of 30 hours per week? *

○ Yes   ○ No

Any other comments?

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Viewing Interim Progress Reviews

For any new starters (for whom the first tripartite will not be until after approx 12 weeks on programme), Interim Progress Reviews will be generated to keep you informed.

Interim Progress Reviews will also be generated in between tripartite reviews if a learner's RAG rating has changed or if the programme team has some additional comments about a learner that you need to be aware of.

If an Interim Progress Update Review has been created, you will be alerted by the Apprenticeship Unit.

To view Progress Reviews, log into Aptem and hover over the icons on the left hand navigation menu to select *Learners*.
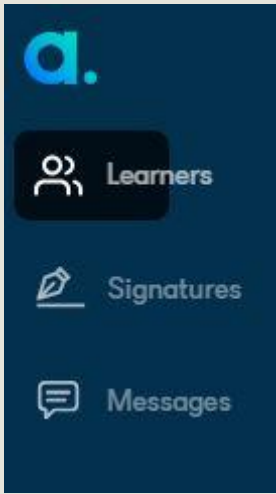
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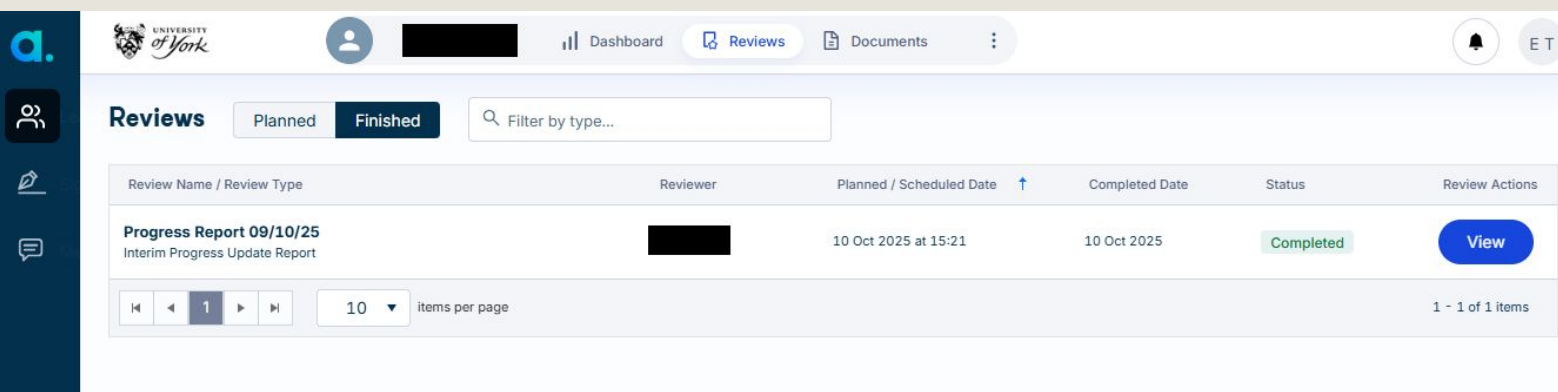
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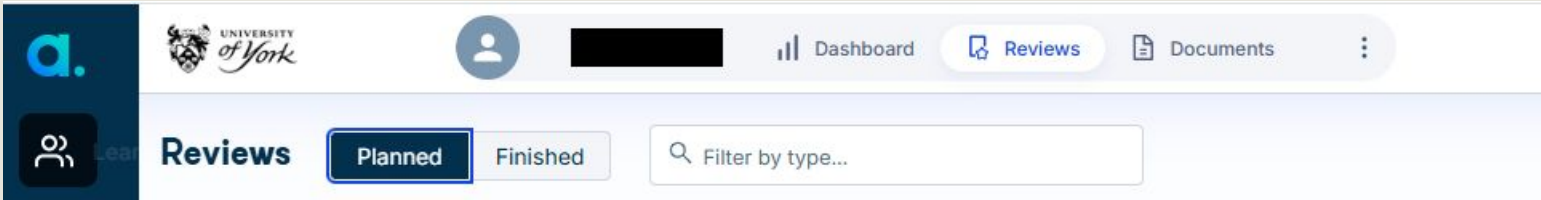
The *Reviews* screen will show you planned and finished reviews. To view the most recent Progress Review for a learner, select *Finished*.

This section will show you **all** completed reviews for a learner, including Tripartite Reviews and Progress Reviews. Clicking on *Planned / Scheduled Date* will bring the most recent reviews to the top of the screen. You can use the search bar to *Filter by type*.

Click *View* on the Progress Report you wish to view.

At the top of the screen you will see the Learner Information.

Expanding the *Interim Progress Update Report for Employers* section will show you the Practice and Academic RAG Ratings for the learner, and any comments made by the programme team, under *Update on Apprentice Progress*.

Expanding the *RAG Status* section will show you the overall RAG rating for the learner.