

# 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](mailto:apprenticeships@york.ac.uk).

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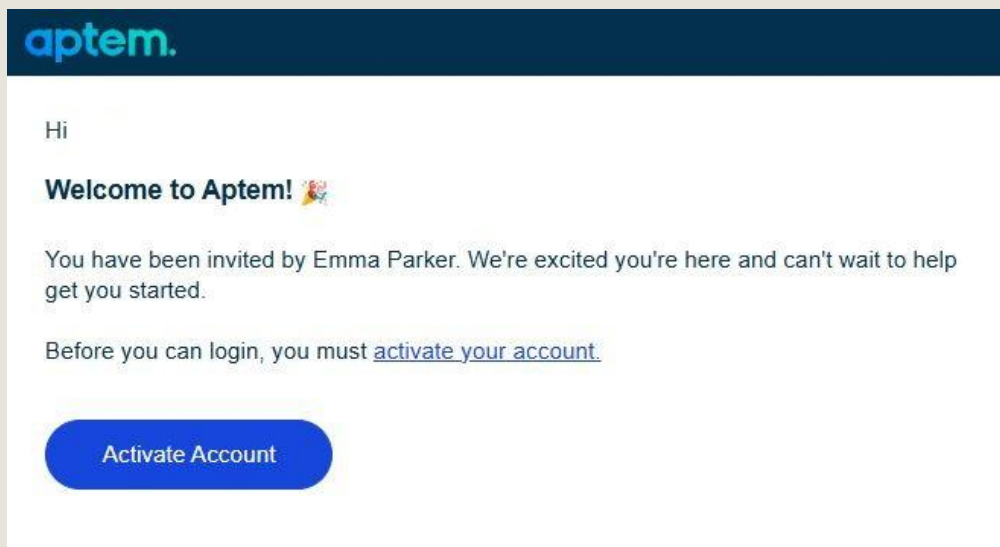
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# Logging into Aptem

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 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](mailto: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.

### Electronic signature declaration agreement


Your usage of this platform is subject to our [terms and conditions](#) and [privacy policy](#). It may also be subject to conditions from the organisation that has provided you with access to this platform. We enable you to confirm agreement through use of an electronic signature.

Your electronic signature can only be applied by you when you are logged into this platform.

Please use your computer mouse or device touch-screen to provide your signature in the box below, then click 'Finish'.

 **Draw**   Choose

SIGNATURE

 Back

## Security Settings

In this section you can create a new password.

# Signing Learner Compliance Documents and Reviews

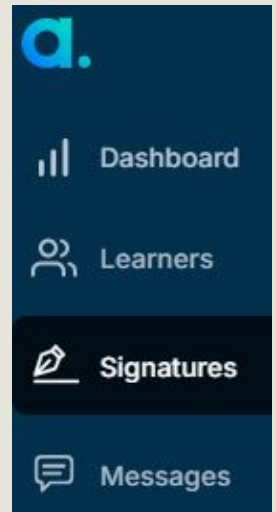
Once you have logged into Aptem, hover over the icons on the left hand menu and select *Signatures*.

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;

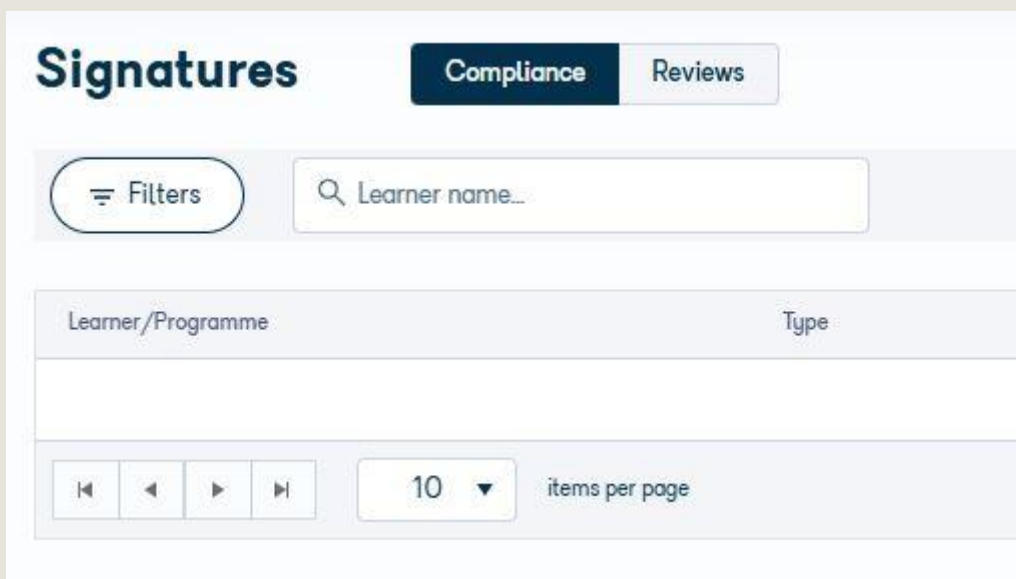
- Admissions Eligibility Review ([Review Document](#))
- Prior Learning / Skills Radar Review ([Review Document](#))
- Apprenticeship Agreement ([Compliance Document](#))
- Training Plan ([Compliance Document](#))



## 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.



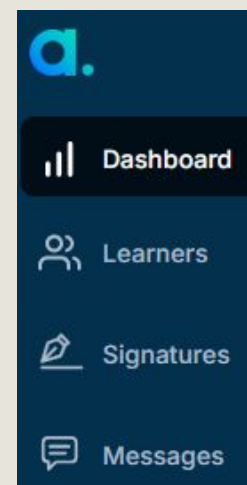
# Learner Dashboard



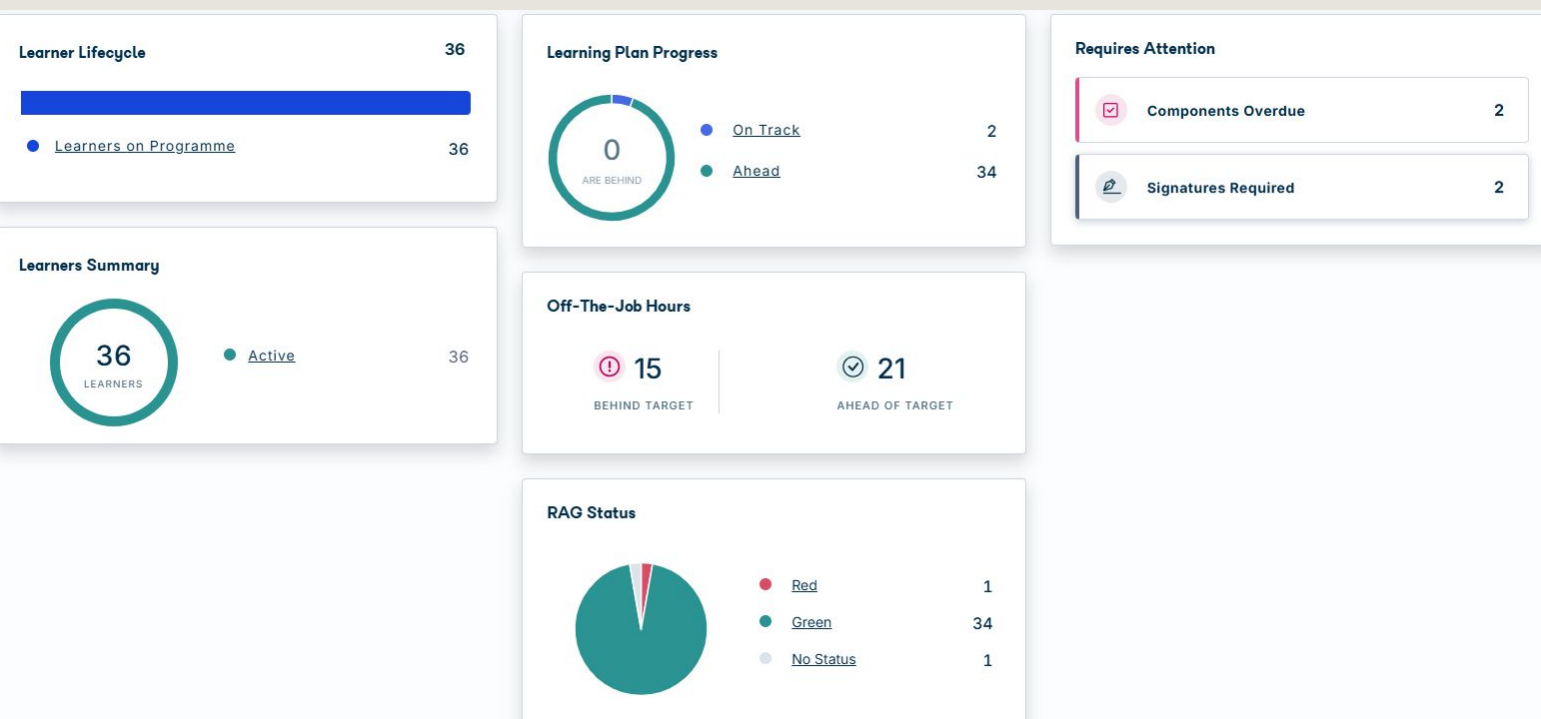
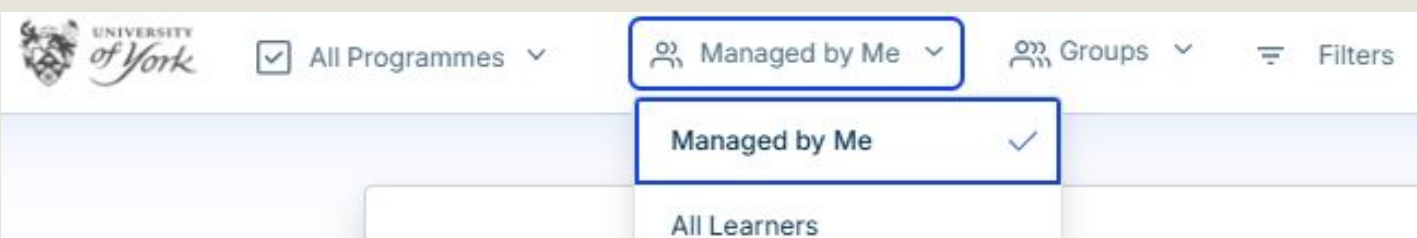
When you login to Aptem, the first screen you will see is the Learner Dashboard. You can also toggle to the Learner Dashboard from the menu on the left hand side.

The dashboard gives you an overview of the status of all your learners and includes a snapshot of the following information;

- Number of learners on programme
- Summary of active learners and learners on a BIL (break in learning)
- RAG status
- Off-The-Job Hours
- Items requiring attention (e.g. documents that require signing)



At the top of the screen click the arrow next to *Managed by Me* and select *All Learners*. This will enable you to view all your learners.



Clicking in each section will take you to a new screen which drills down into the information. Toggle between sections to view the learners in each category (e.g. Red / Amber / Green in RAG Status, and Behind Target / Ahead of Target in Off-The-Job Hours).

Click the arrow to return to the dashboard.

[←](#)

## RAG Status

✓ Red 1

Green 1

No Status 1

Learner / Programme	Start Date	End Date	Tutor
<div>NT</div> <div> <div></div> <div>Nursing Associate - On Programme</div> </div>	05/11/2024	04/12/2026	Lyeanda Berry

[⏮](#)
[⏪](#)

1

[⏩](#)
[⏭](#)

10
 items per page

[←](#)

## Off-The-Job Hours

Behind Target 1

✓ Ahead of Target 2

Learner / Programme	Tutor	Minimum Required	Planned in ILR	Completed	Forecast
<div>NT</div> <div> <div></div> </div>		696h	2200h	563h 30m	3110h 30m
<div>NT</div> <div> <div></div> </div>		559h	2200h	1281h 30m	2433h 30m

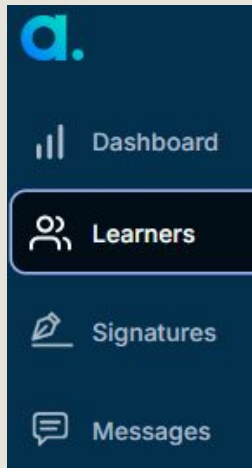
[⏮](#)
[⏪](#)

1

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10
 items per page

# 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.

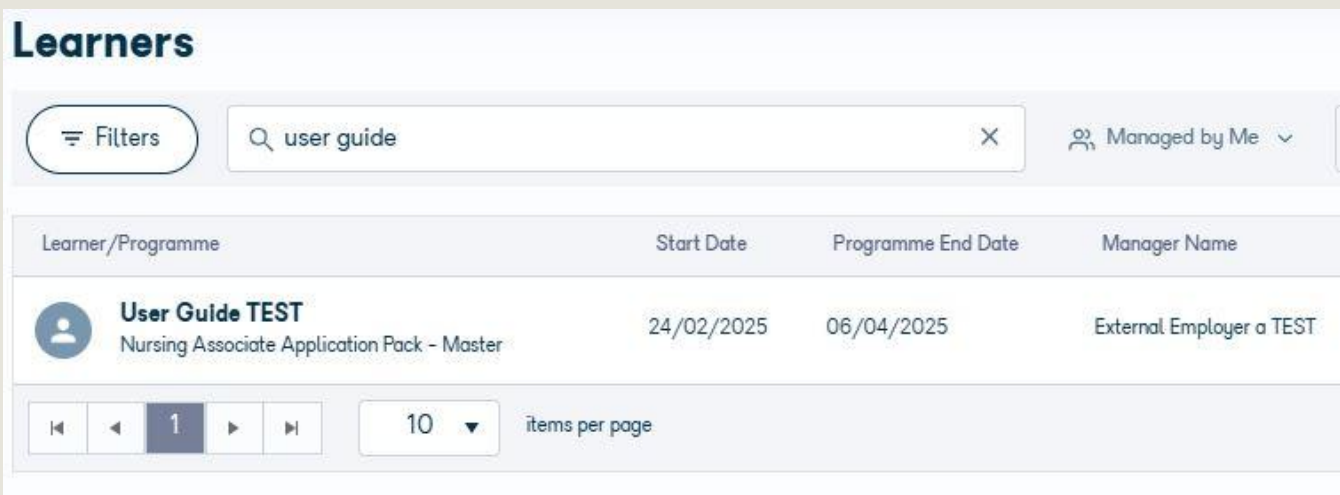
The learners grid will automatically show you a maximum of 10 learners, clicking the drop down allows you to view up to 20 per screen.

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](#).

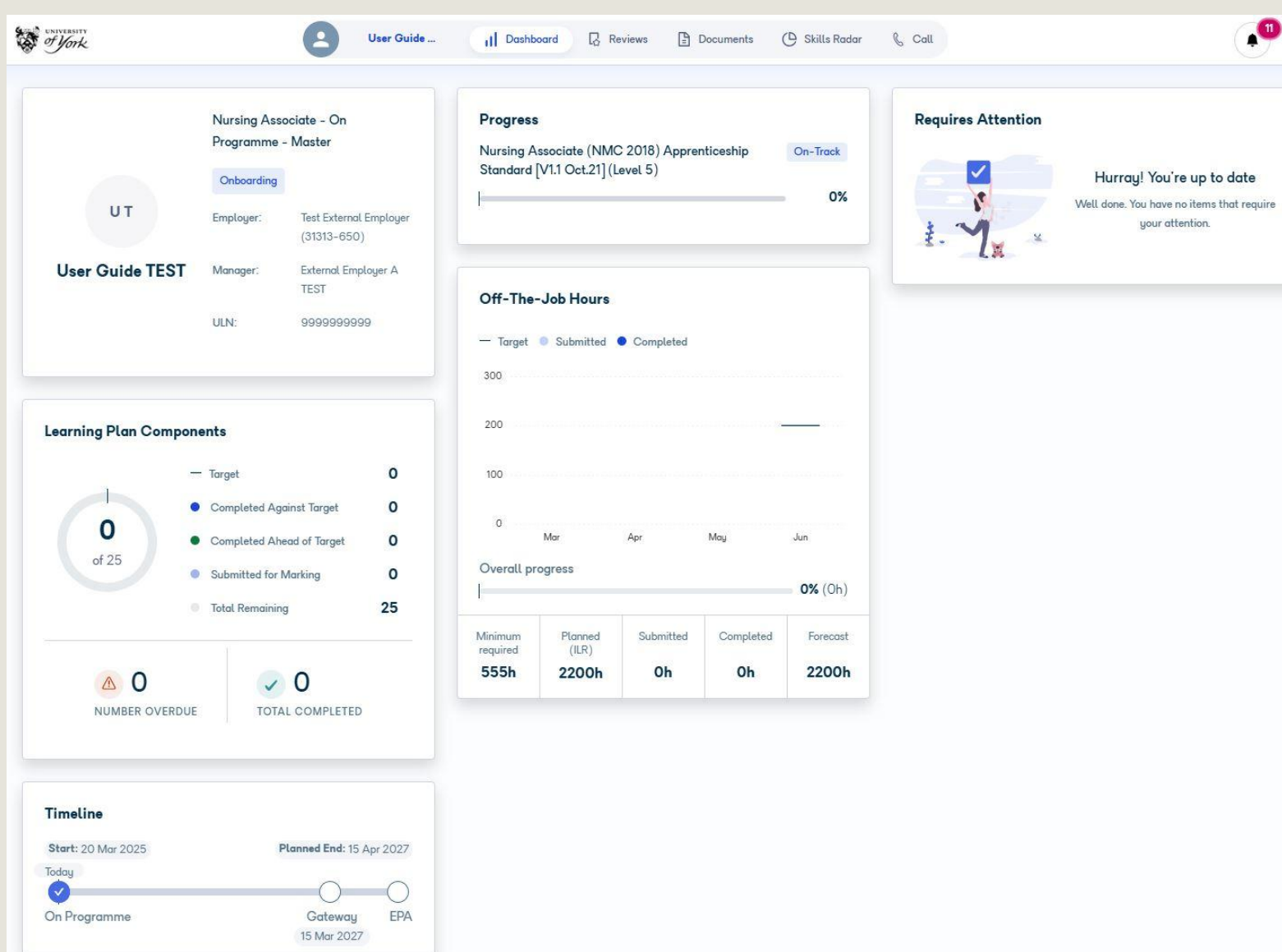
A screenshot of the 'Learners' page in the Aptem system. The page has a white background. At the top left, the word 'Learners' is in a large, bold, dark blue font. Below it is a horizontal bar containing a 'Filters' button with a funnel icon, a search bar with the text 'user guide' and a clear 'X' button, and a 'Managed by Me' dropdown menu with a person icon. Below this bar is a table with four columns: 'Learner/Programme', 'Start Date', 'Programme End Date', and 'Manager Name'. The first row of the table shows a learner named 'User Guide TEST' with a person icon, followed by 'Nursing Associate Application Pack - Master', the dates '24/02/2025' and '06/04/2025', and the manager 'External Employer a TEST'. At the bottom of the page, there is a pagination bar with navigation arrows, a page number '1' in a blue box, and a dropdown menu showing '10' items per page.

# Individual 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 individual learner 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

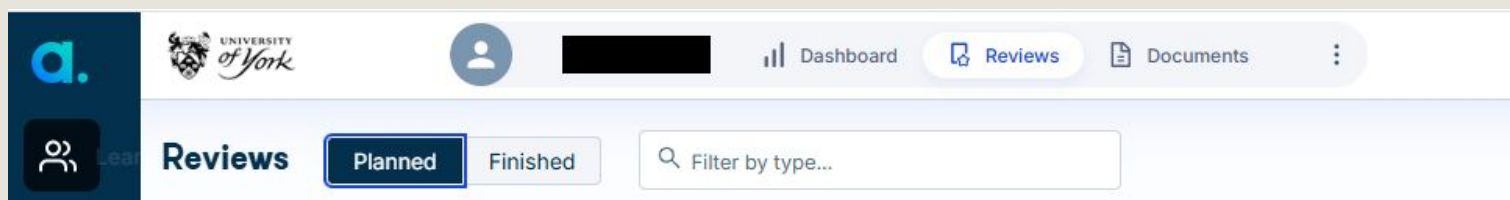
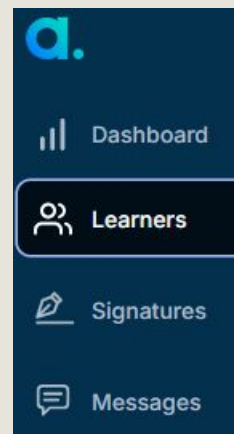




# Viewing Tripartite Reviews

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 or 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

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

## 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. \*

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

## 2 - Learner Progress (NA)

### Summary of Learner Progress

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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?

# 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.

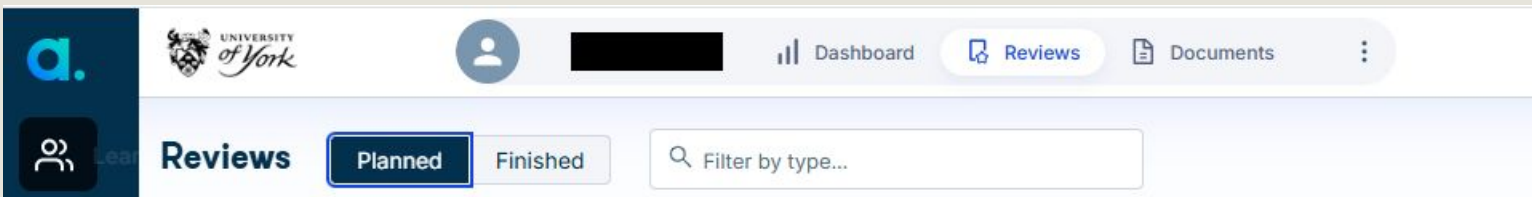
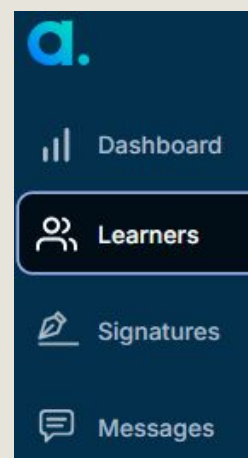
Interim Progress Reviews will also be generated in between tripartite reviews if a learner's RAG rating has changed or if the programme team has some additional comments about a learner that you need to be aware of.

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*.

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 or 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.

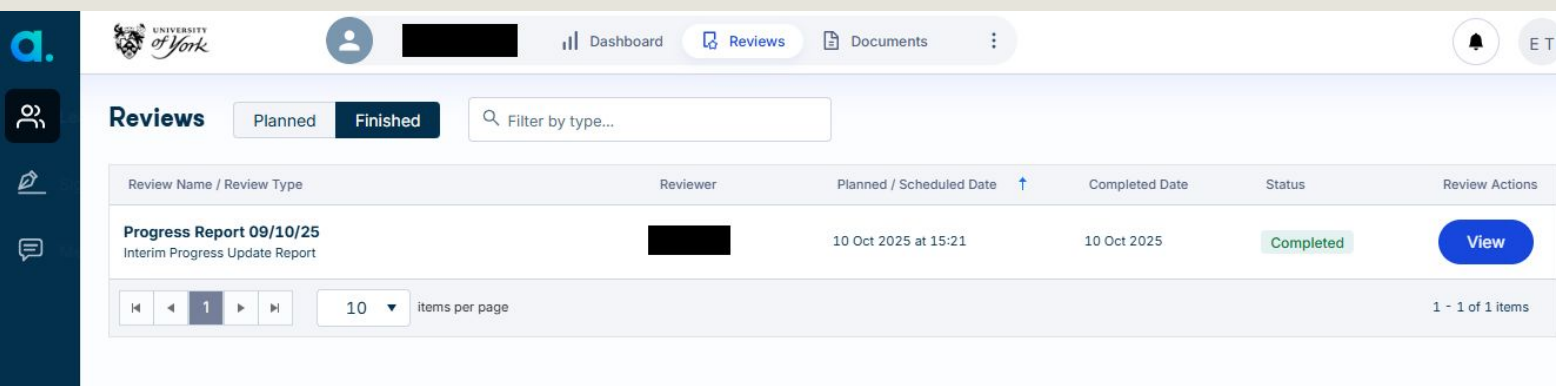
At the top of the screen, select *Reviews*.



The *Reviews* screen will show you planned and finished reviews. 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.



Interim Progress Update Report - 10/10/2025

Reviewed by:

Learner Information

Programme Name:  
Programme Start Date:  
Planned Practical Period End Date:  
Planned Gateway Date:  
Planned Apprenticeship End Date:  
Programme Status:  
Employer:  
Manager:

Nursing Associate - Cohort Sept 2024  
16/09/2024  
11/09/2026  
11/09/2026  
02/10/2026  
Active  
  
-

Introduction - Interim Progress Update Report -Nursing Associate Programme

Interim Progress Update Report for Employer (NA)

RAG Status

Interim Progress Update Report for Employer (NA)

RAG Rating - Practice  
Green

RAG Rating - Academic  
Green

Update on Apprentice Progress  
On track

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.

RAG Status

Your current status: Green

Green

Amber

Red

= On-track or ahead

= Slightly off-track

= Significantly off-track

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