

# Introduction to Aptem for Apprentices

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# INTRODUCTION TO APTEM

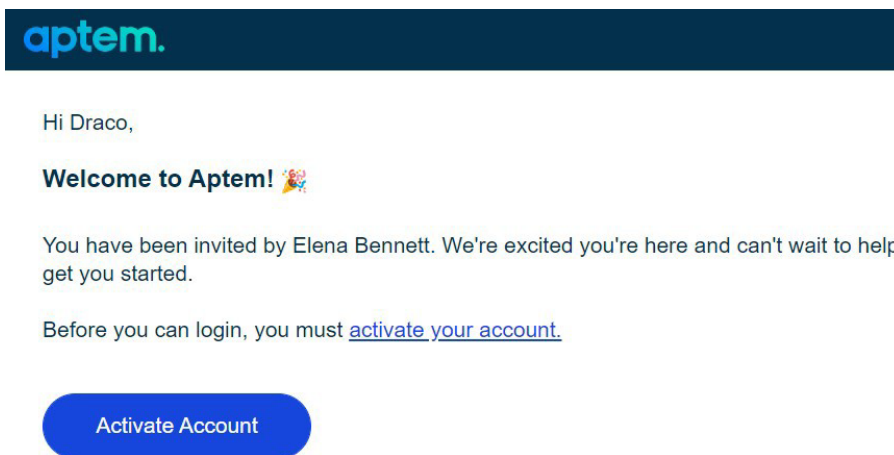
Aptem is an interactive and intuitive digital platform to help take you through your apprenticeship journey. This guide briefly describes the Aptem interface and basic procedures. It also signposts you to the Aptem Help Centre which sets out all you need to know about how to use Aptem.

To be able to use this guide the following must have been completed:

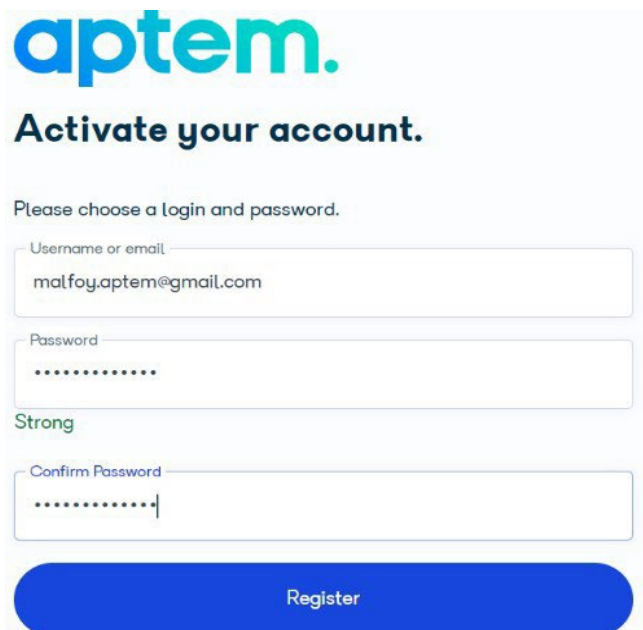
- The user must have an Aptem account – If you do not, please contact your Apprentice Coordinator.

## Logging in for the first time

You will have received an email which includes a link. Clicking on it will take you into Aptem.



**You will first be asked to create a password.**



You will then be asked for contact details.

The screenshot shows a registration form with two main sections: 'Address Lookup' and 'About You'.  
**Address Lookup:** Includes a text input for 'Enter your UK postcode and we'll find your address.', a 'Country' dropdown menu set to 'United Kingdom', a 'Postcode' input field containing 'BS7 8LG', and a 'Find Address' button. Below this is a note: 'Alternatively, fill in your address below.'  
**About You:** Includes a 'Title' dropdown menu, a 'Date of Birth' input field with a calendar icon and placeholder 'day/month/year', and a 'Mobile Number' input field.

You are then asked to either choose or draw a signature. If you do not like the way it comes out when you draw it, just select a pre-designed one. (This can also be changed later if required).

The screenshot shows the 'Electronic signature declaration agreement' screen. It contains the following text:  
**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'.  
Below the text are two options: 'Draw' (selected) and 'Choose'.  
A signature box labeled 'SIGNATURE' contains a handwritten signature and a 'Clear' button.  
At the bottom are two buttons: 'Back' and 'Finish'.

This completes the login procedure.

## BASIC OPERATIONS

A number of operations are always available, regardless of where you are in the Aptem system. These can always be accessed via icons at the top right-hand corner and the left-hand side of the screen.

There are 2 circular icons in the upper right-hand corner of the screen:

- **Initials:** Clicking here allows you to change your user details (including password) and log out.
- **Bell:** When a small red lozenge appears on top of this icon it means that you have unfinished tasks that need attending to. Clicking on the bell icon will display a list of notifications including all these unfinished tasks.

There are also a set of icons running down the left-hand side of the screen:

For details each of these icons and how to use them, please go to the Help & Support Centre (Page 6). They are also referenced in the relevant sections throughout this document.

# SIGNING COMPLIANCE DOCUMENTS

This procedure details how to sign compliance documents in Aptem as part of the onboard apprentice process. This is a one-off requirement when you first sign into Aptem. Some cohorts may find that these documents have been pre-loaded so these steps can be ignored. The system will direct you automatically to this process if it is required.

## Procedure

1. As an apprentice log into Aptem.
2. An onboarding screen will generate advising you that you have compliance documents to generate and sign.



3. Click on finish to generate the documents.
4. The first document to generate is the **commitment statement**. This is a summary of the schedule, roles, responsibilities, and funding that support your apprenticeship. It is signed by your employer, UWE and yourself.

| 1.1. Signatories   |                                    |  |            |
|--|------------------------------------|--|------------|
|  | Apprentice                         | Employer (Line Manager/Mentor Signatory) | University |
| Name   | Cedric Diggory                     |  |            |
| Role Title   |                                    |  |            |
| Organisation   |                                    |  | UWEtest    |
| Phone  | 07123456789                        |  |            |
| Email  | UWEcedricdiggory@gmail.com         |  |            |
| <ul style="list-style-type: none"><li>• I have read and understood the responsibilities set out in section 2 and section 3 and by signing this document, I can confirm that I will deliver these commitments for the lifetime of this apprenticeship, working in partnership with the other named signatories as part of this programme.</li><li>• I also confirm that the information about the apprenticeship and apprentice included in this Commitment Statement is correct at the time of signature and any changes must be notified and may require an updated Commitment Statement.</li><li>• I understand that this apprenticeship may be funded through European Social Fund and that records may be used as part of a match programme or made available for audit or other monitoring purposes</li></ul> |                                    |  |            |
| Signature  | <a href="#">Click here to sign</a> |  |            |
| Date   |                                    |  |            |

5. Click in the 'click here to sign' box. Your recorded signature will pull through and the date will automatically populate.

|           |                  |
|-----------|------------------|
| Signature | <i>C.Diggory</i> |
| Date      | 20/08/2022       |

6. Click on **Save** in the bottom right of the screen.

Next your **apprenticeship agreement** will be generated. This is to identify the apprenticeship standard linked to your apprenticeship, the dates of your programme and the amount of the off-the-job training you will receive.

#### APPRENTICESHIP AGREEMENT

An apprenticeship agreement must be in place at the start of the apprenticeship.

The purpose of the apprenticeship agreement is to identify:

- the apprenticeship standard connected to the apprenticeship;
- the dates during which the apprenticeship is expected to take place; and
- the amount of off the job training that the apprentice is to receive.

Before completing the template, please see the notes and references provided on the following two pages.

#### Apprenticeship Particulars:

|   |   |
|---|---|
| Apprentice name:                            | Cedric Diggory                                      |
| Relevant apprenticeship standard and level: | Police constable (degree) Apprenticeship Standard 6 |
| Place of work (employer):                   |   |

|  |            |  |            |
|--|------------|--|------------|
| Start date of apprenticeship (see note 3):         | 20/08/2022 | End date of apprenticeship (see note 3):                             | 19/06/2025 |
| Start date of practical period (see note 4):       | 20/08/2022 | Estimated end date of practical period (see note 4):                 | 19/04/2025 |
| Duration of practical period (weeks) (see note 4): | 139.1      | Planned amount of off-the-job training (hours) (see notes 9 and 10): | 0          |


#### Signatories:

|             |                                    |       |
|-------------|------------------------------------|-------|
| Apprentice: | <a href="#">Click here to sign</a> | Date: |
|-------------|------------------------------------|-------|

Click on the click here to sign and your recorded signature will be added, and the date will be auto populated.

#### Signatories:

|             |   |       |            |
|-------------|---|-------|------------|
| Apprentice: |  | Date: | 20/08/2022 |
|-------------|---|-------|------------|

7. Click on  in the bottom right of the screen.

Next your individual learner record will generate. This is also known as the ILR. This will pull through the details you provided as part of your onboarding.




### Individual Learner Record


#### Learner details

Learner reference number

MWS039BIX960


8. Scroll to the bottom of the document and click on the click here to sign box. Your recorded signature will be added, and the date will auto populate.

|   |   |         |            |
|---|---|---------|------------|
| <b>Learning declaration</b>   |   |         |            |
| I confirm my agreement to share my Personal Learning Record (PLR) information with UWEtest and other relevant bodies.   |   |         |            |
| I understand that my programme is supported and funded by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) and may be part financed by the European Union through the European Social Fund (ESF). I am happy to be contacted by the relevant funding authorities in connection with this programme. |   |         |            |
| I confirm all the information completed & contained in this Application for learning document is accurate & true  |   |         |            |
| First Names   | Cedric  | Surname | Diggory    |
| Signature   |  | Date    | 20/08/2022 |


9. Click on  in the bottom right of the screen.

You will now be taken to your programme dashboard where you can track your progress.

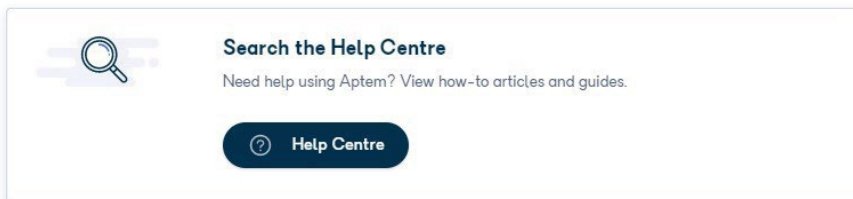
If you would like to view the compliance documents once signed, you can do this through the

 Documents area on the left-hand menu.

## In-built Aptem Help and Support

If you click on the  box in the lower left-hand corner of the console, under the icons, a support box will appear.

### Help and Support



Click on the help center icon to go through to the help center where you can type in your query.



Please remember that this is a generic help center and will use terminologies that may be different to your apprenticeship and may reference things that are not applicable to you or your apprenticeship.

## APTEM APPRENTICESHIP DASHBOARD GUIDE

This guide explains the dashboard areas that the apprentice sees when they log into Aptem.

### Progress

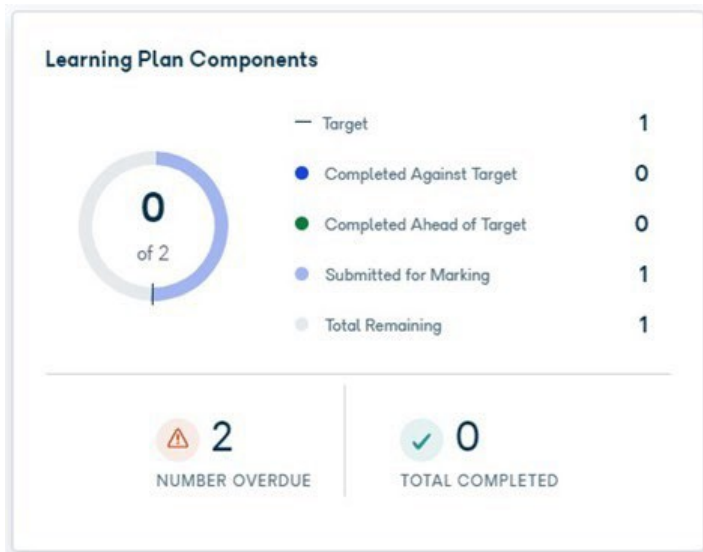


This section explains how far through the programme you are, based on the date, the Off the Job hours you've submitted and the number of components you have completed.

The black horizontal line is the target for where you should be, the light blue horizontal line shows the point of submission, and the dark blue line shows the point of completion.

The percentage on the right-hand side explains what has been completed. If you hover the mouse over the progress line you can bring up a summary box

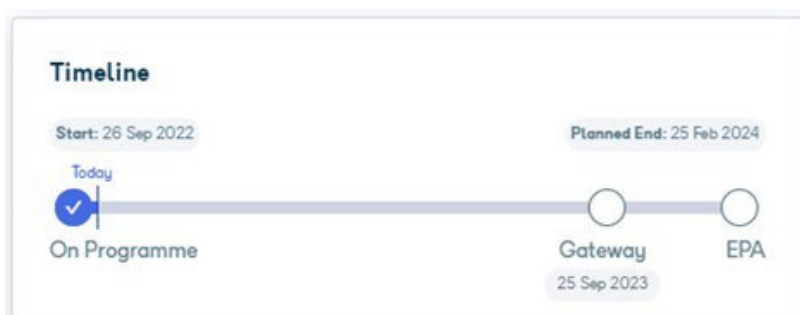
## Learning Plan Components



This section details the stage your learning plan components are at.

- Target – This is the due date for various components.
- Completed Against Target – This is how many components you completed after their due date.
- Completed Ahead of Target – This is how many components you completed before their due date.
- Submitted for Marking – This is how many components you have sent to your training coordinator and are ready to be marked.
- Total Remaining – This is how many components that you have yet to submit.

## Timeline



This section summarises what stage of the programme you are, whether you are on the Programme, Gateway (readying for End Point Assessment) or conducting the End Point Assessment. It also describes the various planned dates for these points.



## Off-The-Job Hours

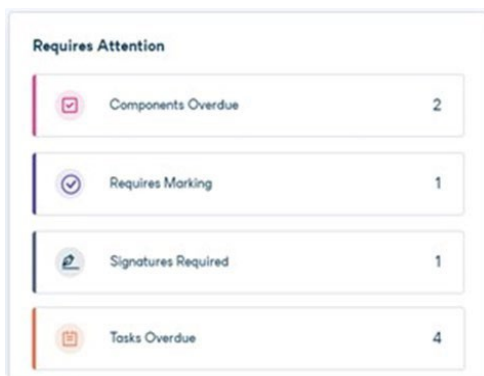


This section details the expected and recorded Off-The-Job hours you have completed.

In the bar chart, for each month, the horizontal bar is the target for how many hours should be completed, the light blue bar totals the hours that have been submitted but not completed, whilst the dark blue bar totals the hours that have been submitted & completed.

The same colour scheme applies to the Overall Progress bar but is not broken down by month. The additional percentage on the right-hand side is the percentage you have submitted against what has been completed.

## Requires Attention



This section summarises if you have any outstanding Aptom actions.

- Components Overdue – This is how many learning plan components have missed their deadline. These will need actioning when possible.
- Requires Marking – These are the number of submissions against the learning plan components that need to be marked now that you have submitted them.

- Signatures Required – This is how many documents need signing and will include your compliance documents and reviews.
- Tasks Overdue – This is how many tasks have missed their deadline. These will need actioning when possible.

## Skills Radar Report



This section summarises your progress against the programmes IfATE standard based on your skills radar self-assessments.

## RECORDING OFF-THE-JOB-HOURS & UPLOADING TIMESHEETS

### Overview

Timesheets should be completed as per the guidance on blackboard (in the [recording hours](#) section – (See example timesheet at the end of this document).

Upload Signed/completed timesheets to the **“Documents”** section of APTEM **monthly** and clearly labelled with the month and year they refer to.

Below is a breakdown of hours relating to the TNA programme:

| Hours   | Code     | Included in Off-The- Job?    | Requirement  |
|---|----------|------------------------------|--|
| University/Elective Hours/<br>Tripartite Reviews          | U/UE/Tri | Off-The-Job Hours            | Apprenticeship and NMC<br>requirement<br>(460 hours) |
| External Protected Learning<br>Time (time away from base) | EP       | Off-The-Job Hours            | Apprenticeship and NMC<br>requirement (460 hours)    |
| Protected Learning in Base<br>Area                        | PLB      | <u>Not</u> Off-The-Job Hours | NMC requirement only<br>(1380 hours)                 |

## Off-The-Job hours

It is an apprenticeship requirement that all Off-The-Job hours are recorded **weekly** on APTM. This weekly record keeping is a requirement of your apprenticeship. Weekly hours are calculated **Monday to Sunday**.

These hours will be recorded in the “**Learning Plan**” section of APTM:

- University and Elective Hours are recorded under the appropriate module.
- External Protected Learning Time is recorded under the “Nursing Midwifery Council External Placement” component.

## Protected Learning in Base Area

Your Protected Learning in Base hours are a requirement of the NMC so also need to be recorded on your timesheets.

However, you do **not** need to record these hours on APTM.

Your apprenticeship coordinator will maintain a document entitled “Protected Learning Time” which will give a rolling total of all OTJ & PLB hours and will be updated and filed monthly under “My Documents.” This will be an ongoing record of all completed and verified hours that have been uploaded.

## UPLOADING MONTHLY TIMESHEETS

Once your timesheet is completed and signed it can be uploaded under the “**Documents**” tab.

Guidance on how to correctly record hours on your timesheet, and requirements of completion can be found on page 19 of this user manual.

Log onto APTM - you will be in your dashboard area which will look like this:

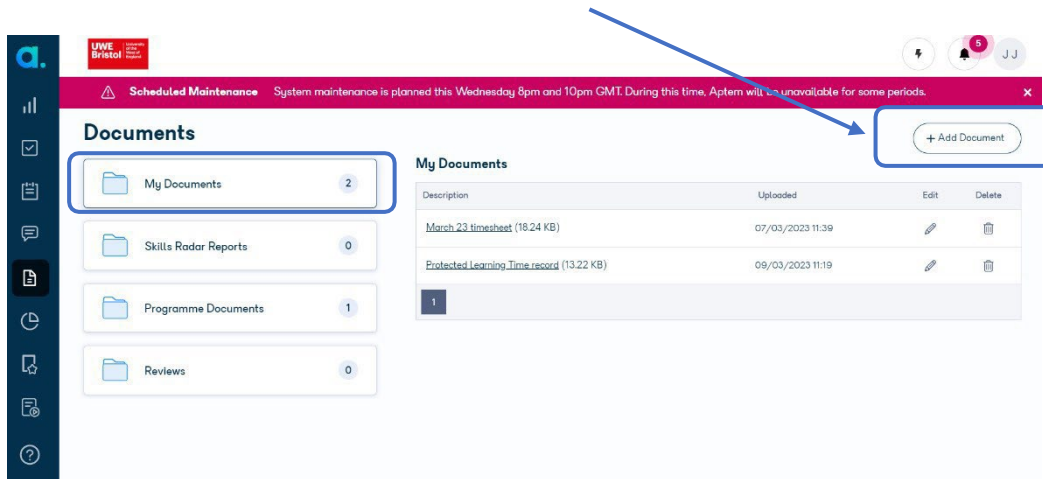
The screenshot shows the APTM dashboard for a user named Jonathan Hall. The dashboard is divided into several sections:

- Learning Plan Components:** A circular progress indicator showing 0% completion. A table below it lists: Target (1), Completed Against Target (0), Completed Ahead of Target (0), Submitted for Marking (2), and Total Remaining (22). There are also indicators for 'NUMBER OVERDUE' (1) and 'TOTAL COMPLETED' (0).
- Progress:** A section for 'Nursing Associate (NMC 2018) Apprenticeship Standard [V11 Oct 21] (Level 5)' with a progress bar at 0% and a 'On Track' status.
- Off-The-Job Hours:** A bar chart showing hours for Dec, Jan, Feb, and Mar. Below the chart is a table with columns: Minimum required (0h), Planned (0h), Submitted (32h 30m), Completed (0h), and Forecast (565h).
- Requires Attention:** A list of items: Components Overdue (1), Tasks Overdue (1), and Unread Messages (4).
- Upcoming Review:** A section for '22 Mar Tripartite Review Test'.

A blue arrow points from the text 'Click on “Documents” in the left-hand bar:' to the 'Documents' option in the left-hand navigation bar.

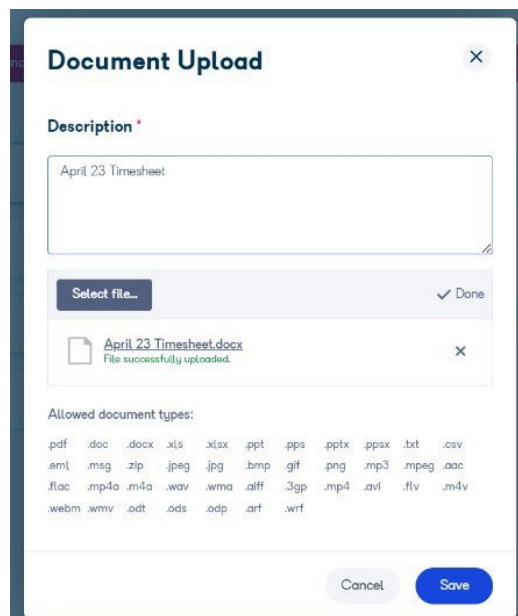
Click on “Documents” in the left-hand bar:

Under “My Documents,” select “+ Add Document.”

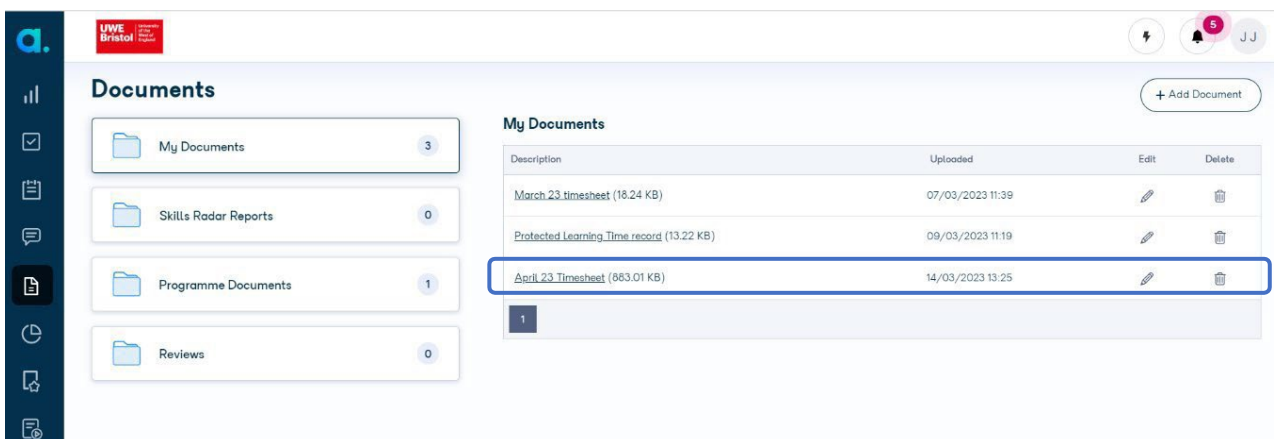


Upload your timesheet.

Remember to label your timesheet appropriately with the month and year e.g., April 23 Timesheet.



This will now appear in “My Documents.” You can edit or delete the file where necessary.



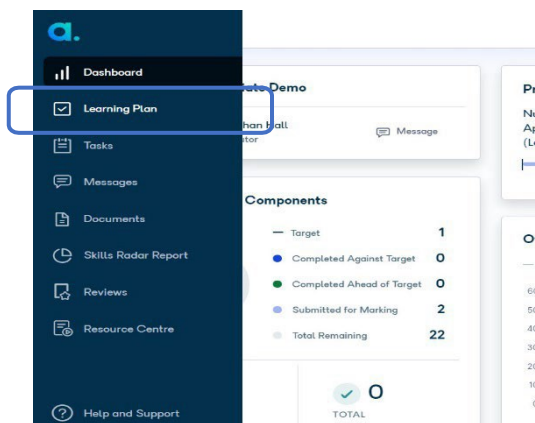
## RECORDING OFF-THE-JOB HOURS

It is an apprenticeship requirement that all Off-The-Job hours are recorded **weekly** on APTM. This weekly record keeping is a requirement of your apprenticeship. Weekly hours are calculated **Monday to Sunday**.

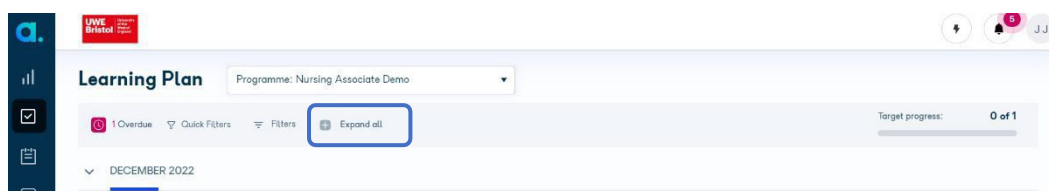
Off-The-Job hours are made up of:

- University and Elective Hours – see page 5.
- External Protected Learning Time (time away from base) - see page 8.

These hours will be recorded separately in the **“Learning Plan”**: Click on **“Learning Plan”** in the left-hand bar of your dashboard:



Click on the **“expand all”** button to show all modules and months of your programme.



## UNIVERSITY & ELECTIVE HOURS

|  |          |                   |  |
|--|----------|-------------------|--|
| University/Elective Hours/<br>Tripartite Reviews | U/UE/Tri | Off-The-Job Hours | Apprenticeship and<br>NMC requirement (460<br>hours) |
|--|----------|-------------------|--|

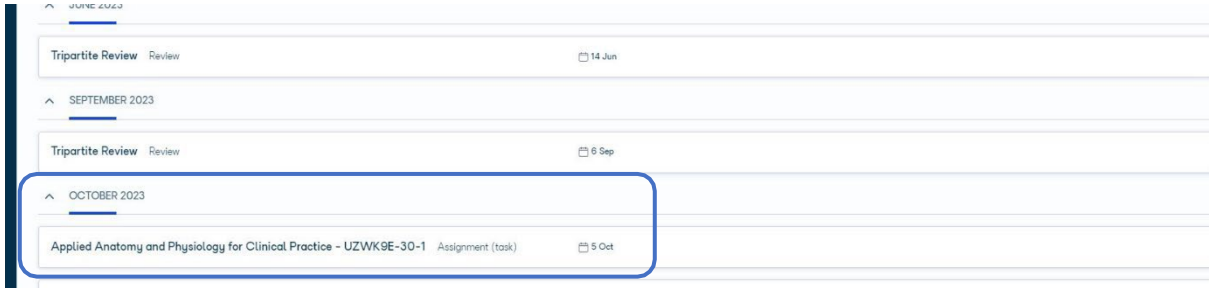
To complete University hours, record how many hours you attended UWE under the related module:

- Year 1 modules will be found under October 2023

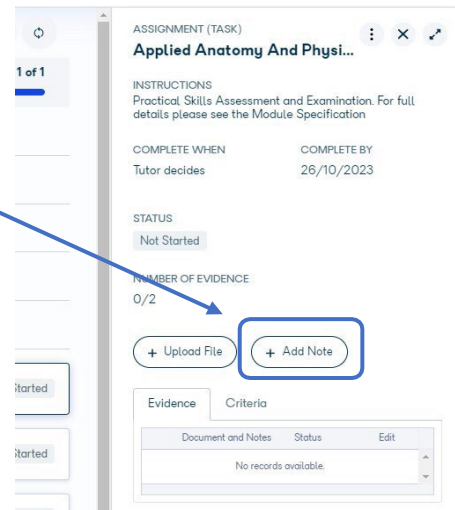
- Year 2 modules will be found under October 2024

For example, if you attend UWE on Thursday for your regular UWE day for the Applied Anatomy and Physiology for Clinical Practice, enter the information as follows:

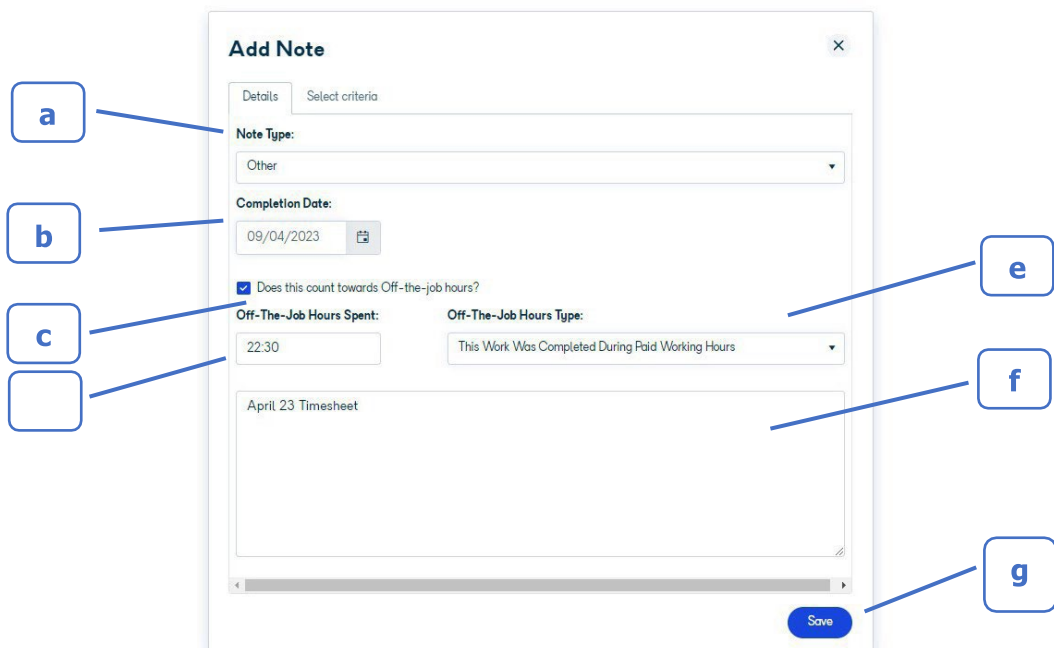
Scroll down your “Learning Plan” to find the appropriate module.



When you click on this module, a bar will open on the right-hand side. Click on “+ Add Note.”

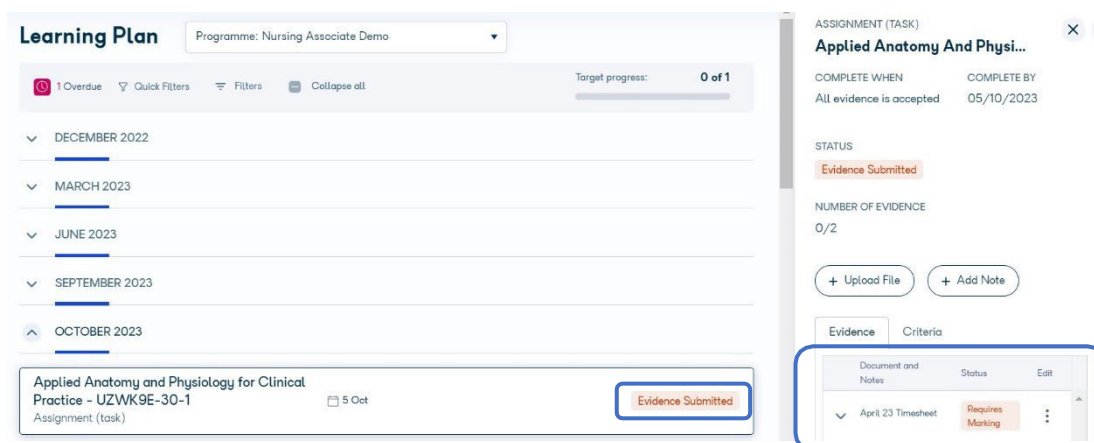


This will open the following box where you can add information about your Off-The- Job hours.



- Under “Note Type,” select “**Other**” from the drop-down box.
- The completion date should be the **last day of the week (Sunday)** that you are entering hours for. Weekly hours are calculated **Monday-Sunday**.
- Ensure the box “*Does this count towards Off-the-job hours?*” is **ticked** (as these hours do count towards your off the job total.)
- Input the number** of Off-The-Job Hours spent at UWE/on elective in hh:mm format. Under “Off-The-Job Hours Type,” select “**This work was completed during paid working hours**” from the drop-down box.
- You will need to add a note into the text box. This needs to be the **name of the timesheet** which these hours are recorded on.
- Click “Save.”

The evidence has now been submitted to your training coordinator in Aptem. The learning plan component will now show as “Evidence submitted.”



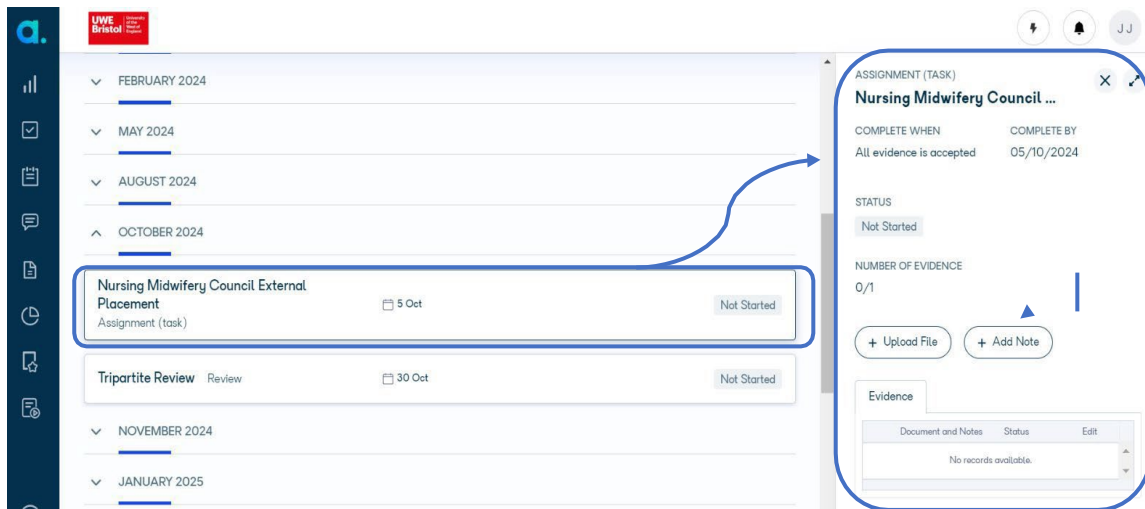
Once your Apprentice Coordinator has verified and approved your hours against your signed timesheet, the status will change to ‘Completed.’ On occasion, if there are any discrepancies, your submitted evidence or hours will be referred back to you – and the approval status will change to “Referred.” Your Apprentice Coordinator will be in touch to indicate the inaccuracies for amendment or verification.

## EXTERNAL PROTECTED LEARNING TIME (external placements)

|  |    |                   |  |
|--|----|-------------------|--|
| External Protected Learning Time (time away from base) | EP | Off-The-Job Hours | Apprenticeship and NMC requirement (460 hours) |
|--|----|-------------------|--|

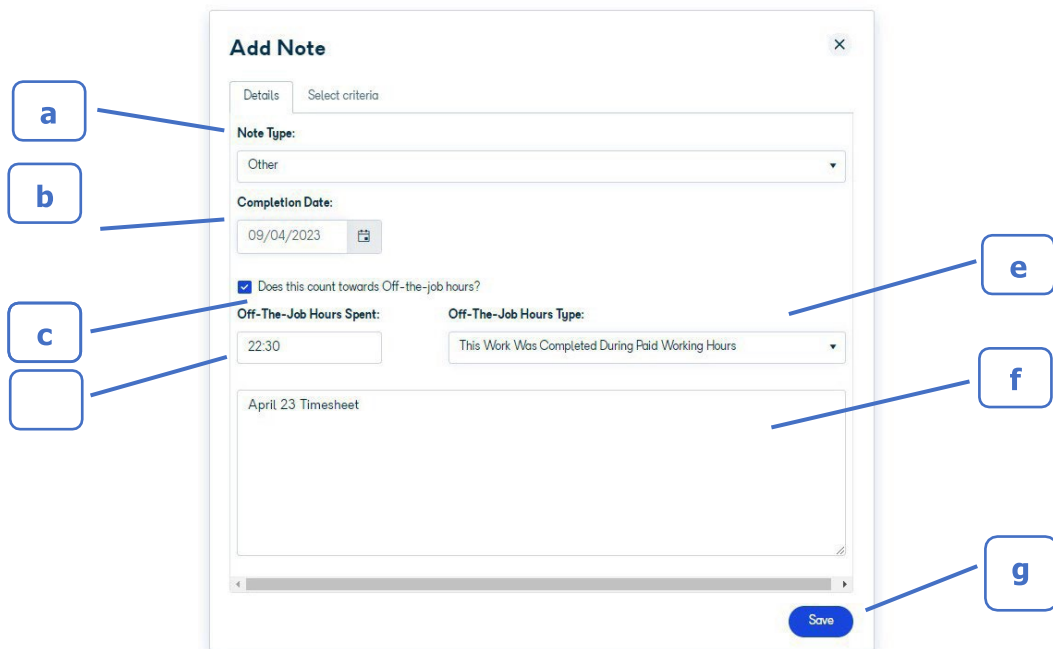
This is recorded in the same way as above, but under the “Nursing Midwifery Council External Placement” component of the “Learning Plan.”

Scroll down the list in your “Learning Plan” to find the “Nursing Midwifery Council External Placement” under October 2024. When you click on this component, a bar will open on the right-hand side. Click on “+ Add Note.”



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This will open the following box where you can add information about your Off-The- Job hours.



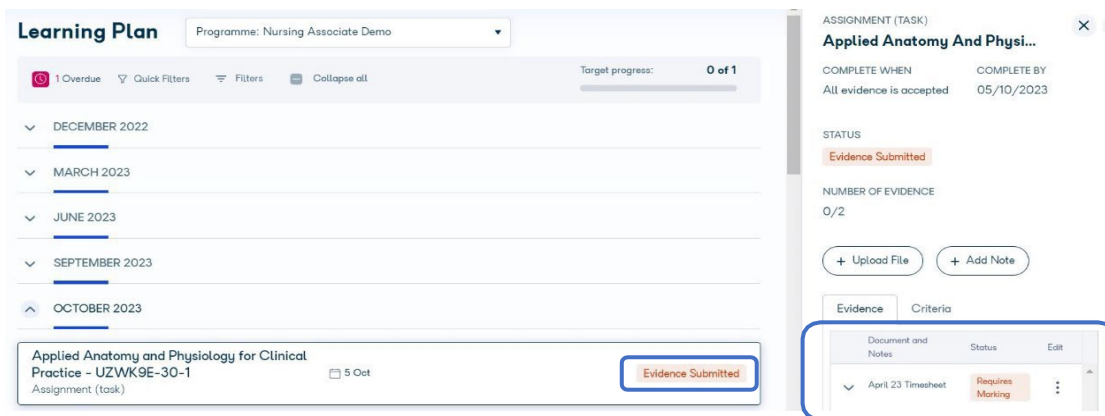
- a) Under “Note Type,” select “**Other**” from the drop-down box.
- b) The completion date should be the **last day of the week (Sunday)** that you are entering hours for. Weekly hours are calculated **Monday-Sunday**.

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- c) Ensure the box *“Does this count towards Off-the-job hours?”* is **ticked** (as these hours do count towards your off the job total.)
- d) **Input the number** of Off-The-Job Hours spent at UWE/on elective in hh:mm format.
- e) Under *“Off-The-Job Hours Type,”* select **“This work was completed during paid working hours”** from the drop-down box.
- f) You will need to add a note into the text box. This needs to be the **name of the timesheet** which these hours are recorded on.
- g) Click **“Save.”**

The evidence has now been submitted to your training coordinator in Aptem. The learning plan component will now show as *“Evidence submitted.”*



Once your Apprentice Coordinator has verified and approved your hours against your signed timesheet, the status will change to ‘Completed.’ On occasion, if there are any discrepancies, your submitted evidence or hours will be referred back to you – and the approval status will change to “Referred.” Your Apprentice Coordinator will be in touch to indicate the inaccuracies for amendment or verification.

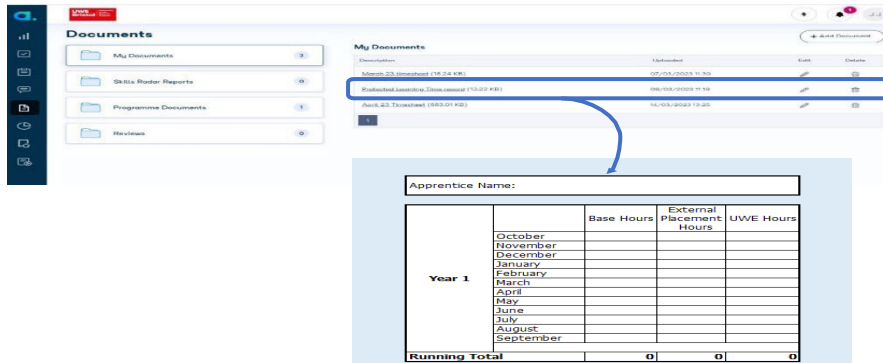
## PROTECTED LEARNING IN BASE AREA (PLB)

|                                 |     |                              |                                   |
|---------------------------------|-----|------------------------------|-----------------------------------|
| Protected Learning in Base Area | PLB | <u>Not</u> Off-The-Job Hours | NMC requirement only (1380 hours) |
|---------------------------------|-----|------------------------------|-----------------------------------|

Your Protected Learning in Base hours (PLB) are a requirement of the NMC which is why they are recorded on your timesheets for audit purposes. However, you do **not** need to record these hours on APTEM.

On a monthly basis your Apprentice Coordinator will upload a document entitled **“Protected Learning Time”** under **“My Documents.”** This will be an ongoing record of all the verified hours you have completed and uploaded, separating your UWE hours, External Placement hours, and your Base Area hours.

This document will give a rolling total of these hours for you to check where you are at any time but remember, these will only reflect verified hours that your Apprentice Coordinator has checked against your signed timesheet.



## FAQs

### How will my hours be checked?

Once your monthly timesheets have been completed, signed, and uploaded to APTM, your Apprentice Coordinator will check and verify your OTJ uploads against your timesheet and update your Protected Learning Time document. Any discrepancies will be highlighted for you to amend. Once your hours have been approved by your Apprentice Coordinator, they will then be included in your OTJ hours total on your dashboard.

### What if the week I wish to upload runs into the next month?

When you select **“+ Add Note,”** record the total hours for that week and note down both months the hours are included under. This will help your Apprentice Coordinator when checking your timesheets.

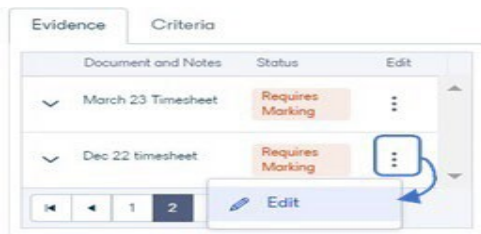
E.g., You are uploading External Placement hours for the week 30/01/2023 Mon – 05/02/2023 – Sun.

You worked 7.5-hour shifts from Monday-Friday - The last day of the week (Sunday) is in February however 15 hours (Monday and Tuesday) are counted in your January timesheet. Record the total hours you completed (37 hours, 30 mins) and in the text box, include both January 2023 and February 2023 timesheets.

You worked 9-hour shifts from Wednesday-Friday - No hours for this week are counted for January. Therefore, you will record 27 hours and you will only need to refer to February timesheets in the textbox.

### What if I need to amend the number of OTJ hours?

If you make an error in your Off-The-Job upload, this can be edited by selecting the three dots and selecting “Edit.”



### What if I need to re-upload my timesheet?

If you need to amend your timesheet and upload it again, you can delete the original timesheet and upload the correct version ensuring that you label the new timesheet “*Month Year – amended*” so your Apprentice Coordinator is aware that changes have been made.

Remember: all amendments or errors must be re-signed by your Practice Assessor to ensure transparency and consistency of your documentation.

### How do I record Annual Leave?

Annual Leave will be recorded on your timesheet, but it does not need to be recorded on APTEM. If you attend timetabled UWE hours during your Annual Leave, you should record this as U on your timesheet and include the hours in your weekly upload.

### How do I record non-timetabled UWE hours/self-directed study?

Regarding self-directed study when there are no timetabled University days, this cannot be recorded as Uni or External placement (unless you attended an external placement). This must be recorded as Protected learning in Base area. Only university timetabled days can be recorded as university hours.

### **How do I record Tripartite reviews?**

Tripartite Reviews are counted towards Off-The-Job hours and fall under university hours. These will be included in your weekly upload.

- e.g., you are currently studying the Communications and Relationships Management Skills module and you attend UWE for your timetabled 7.5 hours on Thursday. You also had a Tripartite Review which took 2 hours on Friday. In your weekly APTEM upload, you will record 9.5 hours under the Communications and Relationships Management Skills module.

### **What if I'm on a resit or retake?**

Continue to upload University hours under the relevant module.

# TIMESHEET GUIDANCE

| TIMESHEET       |          |           |    |    |    |           |    |                  |          |           |           |            |          |    |           |
|-----------------|----------|-----------|----|----|----|-----------|----|------------------|----------|-----------|-----------|------------|----------|----|-----------|
| Month: Jan 2023 |          |           |    |    |    |           |    | Cohort: Mar 2022 |          |           |           |            |          |    |           |
| 1               | 2        | 3         | 4  | 5  | 6  | 7         | 8  | 9                | 10       | 11        | 12        | 13         | 14       | 15 | 16        |
|                 |          |           |    |    |    |           |    |                  |          |           |           |            | U<br>7.5 | DO | PLB<br>10 |
| 17              | 18       | 19        | 20 | 21 | 22 | 23        | 24 | 25               | 26       | 27        | 28        | 29         |          |    |           |
| PLB<br>10       | U<br>7.5 | EP<br>7.5 | AL | AL | DO | UE<br>7.5 | DO | DO               | U<br>7.5 | PLB<br>10 | PLB<br>10 | TRI<br>7.5 |          |    |           |

| Codes                          | Meanings  | Hours |
|--------------------------------|---|-------|
| EP                             | External Protected learning time (time away from Base area) | 7.5   |
| PLB                            | Protected Learning in Base area                             | 40    |
| U                              | University  | 22.5  |
| UE                             | Uni Elective  | 7.5   |
| TRI                            | Tripartite  | 7.5   |
| Total Protected Learning Hours |   | 85    |
| AL                             | Annual Leave  |       |
| S                              | Sick  |       |
| DO                             | Day off.  |       |

|                                   |                                       |                   |
|-----------------------------------|---------------------------------------|-------------------|
| Practice Assessor Name<br>A Nurse | Signature<br><i>A Nurse</i>           | Date<br>31/1/2022 |
| Student Name<br>N Associate       | Signature<br><i>Nursing Associate</i> | Date<br>31/1/2022 |

Please ensure that each shift has the number of hours recorded.

Please ensure the totals box is complete and reflects the hours recorded above

You do not need to enter the total hours for AL/DO/S

Please ensure both you and your Practice Assessor complete all boxes. This should be a physical "wet" signature.

**External Placement** - These are arranged learning opportunities away from your base area. These may be single days or blocks of external placement.

- This does not include re-allocation to another area on an ad-hoc basis. This cannot include bank shifts. This does not include UWE Elective days.

**Protected learning in Base area** - This is your regular base of work.

This cannot include bank shifts.

**University** - These are the timetabled days, as per your vertical planner and includes elective days, timetabled study, and assessments.

This does not include the period between year 1 and 2 or breaks when there are no timetabled sessions. If your employer grants additional study time, this is base unit hours.

Over the two years of the programme, you must achieve a minimum of:

- 460 hours of external placements
- 460 hours of university
- 1,380 hours of base unit

Recording of your hours accurately and consistency of documentation between your timesheets and your Protected Learning Time sheet will be reviewed at the end of your programme in order that we can confirm completion and process your registration with the NMC.

**Signatures** - are expected to be “wet” signatures on all timesheets by both the Practice assessor and TNA. This should be completed monthly and uploaded to Aptem. Please ensure that there is consistency between the timesheet and your Protected Learning time, this has been highlighted in previous cohorts.

**Amendments** - As for any documentation, all amendments or errors must be signed by your Practice Assessor to ensure transparency and consistency of your documentation.

## TRIPARTITE REVIEWS

This procedure details how to prepare for tripartite reviews including how to add comments in Aptem as part of the managing apprenticeships process.

There are numerous steps that should be completed as part of the Tripartite Reviews, which must take place every 12 weeks as per ESFA regulations.

Comments can be added into the review by the apprentice, employer, and UWE training coordinator up to 42 days before the date listed on the review. This date is not when the review has been arranged for but is the compliance deadline for when it must be completed by to meet ESFA compliance. The “Scheduled Review” date is when the review is due to be carried out.

The below sections require input, the other sections are for information only.

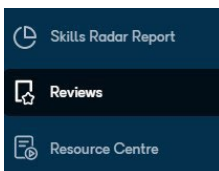
- **Apprentice Comments** – This section can be populated by the apprentice before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprentice is working towards the KSBs and any notes, they’d like to add that have arisen since the last review meeting. This must be completed for every review.
- **Employer Comments** – This section can be populated by the employer representative(s) before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprenticeship seems to be progressing, how the apprentice is fitting in with the team etc. This must be completed for every review.
- **University Comments** – This section can be populated by UWE training coordinator before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprenticeship seems to be progressing. This must be completed for every review.
- **Safeguarding** – This should be completed by the apprentice before the review, which gives a chance for further discussion during the meeting. This must be completed for every review.
- **Prevent** – This should be completed by the apprentice before the review, which gives a chance for further discussion during the meeting. This must be completed for every review.
- **Health & Safety** – This should be completed by the apprentice before the review, which gives a chance for further discussion during the meeting. This must be completed for every review.
- **British Values** – This should be completed by the apprentice before the review, which gives chance for further discussion during the meeting. This must be completed for every review.
- **Personal Development** – This should be completed by the apprentice before the review, which gives the chance for further discussion during the meeting. This must be completed for every review.

- **Skills Radar** – This section should be completed by the apprentice to confirm where they believe they are against each of the KSBs. For the first Skills Radar, this will need to be completed in full, but in subsequent reviews, the previous version will be pulled through and can be adjusted as necessary. This does **not** have to be completed for every review but must be completed at least annually. Goals can be set by your apprentice coordinator as part of the review. Goals do not need to be set at every review, nor do they have to be against every KSB.
- **RAG Status** – This section should be completed by the UWE training coordinator, apprentice & employer to confirm what state they feel the apprenticeship is at. This must be completed for every review.

Once all sections have been marked as completed, the review should be saved, and all three parties should sign the review in Aptem.

## Procedure

1. Log into Aptem.
2. From menu option at the side of the dashboard click on reviews

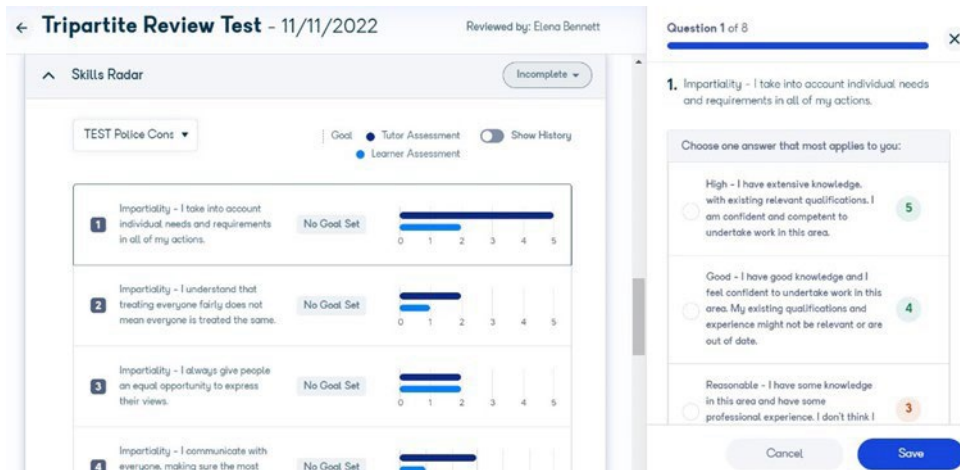


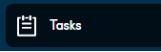


3. From the generated list find the review that you need to provide information for and click on the review action button to the right of the screen
4. The review document will open and all the tabs for that review will show. Some of the tabs are for information only and do not require anything to be completed. If the tab requires you to complete some information, it will show as being incomplete.
5. To complete the tab, click on the tab header and the section will open. Complete the information requested and click on save when finished. The status of a tab will change to complete if everything has been done.

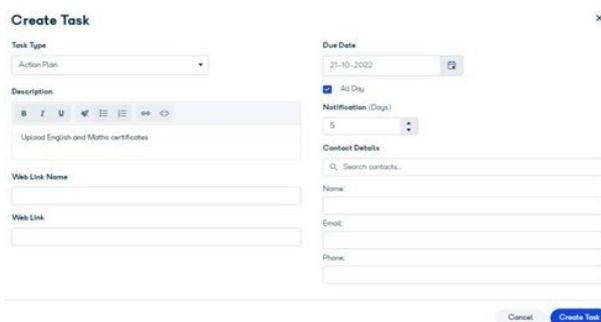
 A screenshot of a 'Safeguarding' form in the Aptem system. The form has a light blue header with the title 'Safeguarding' and an 'Incomplete' status indicator. Below the header, there are two questions with radio button options: 'If I have a Safeguarding concern, I know what to do' and 'I know how to report to the UWE Bristol Serious Concerns line'. Both questions have 'Yes' selected. Below the questions is a link to 'UWE Bristol Serious Concerns' with the URL 'https://www.uwe.ac.uk/My/health-and-wellbeing/staying-safe-on-and-off-campus/safeguarding'. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. Below the form, there is a green 'Completed' status indicator with a dropdown arrow.



For the Skills Radar section you may be asked to reassess yourself against the apprenticeship standard to see if you feel you have made progress. This does not have to be completed for every review but must be completed at least annually. Click on the element of the standard to bring up the panel on the right, then select the score of where you feel you are currently against that knowledge, skill or behaviour. Scroll down on the panel to add a note to say why you feel you have/have not made progress, then click save. Move on to the next element of the standard until you have reviewed them all, then continue through the review tabs.



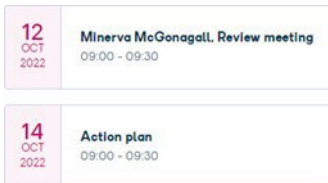
- Please note that when you have completed your comments these will become available to your training coordinator and employer to view these prior to the review. You can Save and Close this tab to review other parts of Aptem without losing any progress.
- If tasks are identified as part of your review, you will need to record them so that actions can be monitored, and they can be marked as complete. From the menu bar at the left side of the screen click on  Tasks
- To create a task, click on  at the top of the calendar view.
- Select the action plan from the task list and type in a description of the task. Select the date the task is due by and if there is a certain time for it to be done or if it is all day. Set any notifications required to remind you to do it and click on 




10. This will now show in your action plan.

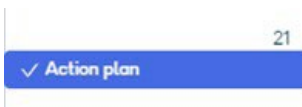


11. Any overdue tasks from previous reviews will show in an overdue tasks list to the right of the screen.



To complete a task, select the task and click on the pencil to edit. In the bottom right of the screen click on  then

The review will now show on your calendar with a tick and not show on the overdue list.



12. Once the review has taken place and the pdf file containing the information generated you will need to sign off the document.

13. Your dashboard will now show that a signature is required in the requires attention section.

14. Click on signatures required and the review will show with a view and sign button next to it.



15. Open the review document, scroll to the end and click to add your electronic signature.



17. The document will be available in the reviews tile in the documents section, once your employer & Training Coordinator have added their signatures.



## COMPLETING OTHER REVIEWS

This procedure details how to prepare for reviews that are not the regular 12-week tripartite review. It includes how to add comments in Aptem as part of the managing apprenticeships process.

### Guidance

There are numerous sections that should be completed as part of the reviews and include but are not limited to the below. Note some sections are for information only. Comments can be added into the review by the apprentice, employer and UWE training coordinator.

- **Apprentice Comments** – This section can be populated by the apprentice before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprentice is working towards the KSBs and any notes, they'd like to add that have arisen since the last review meeting. This must be completed for every review.
- **Employer Comments** – This section can be populated by the employer representative(s) before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprenticeship seems to be progressing, how the apprentice is fitting in with the team etc. This must be completed for every review.
- **University Comments** – This section can be populated by UWE training coordinator before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprenticeship seems to be progressing. This must be completed for every review.
- **Safeguarding** – This should be completed by the apprentice before the review, which gives a chance for further discussion during the meeting. This must be completed for every review.
- **Prevent** – This should be completed by the apprentice before the review, which gives a chance for further discussion during the meeting. This must

be completed for every review.

- **Health & Safety** – This should be completed by the apprentice before the review, which gives a chance for further discussion during the meeting. This must be completed for every review.
- **British Values** – This should be completed by the apprentice before the review, which gives chance for further discussion during the meeting. This must be completed for every review.
- **Personal Development** – This should be completed by the apprentice before the review, which gives the chance for further discussion during the meeting. This must be completed for every review.
- **Initial Apprenticeship Check** – A Yes/No field to confirm that the student is happy to continue on the programme. This only exists for the Initial Review.
- **Attachments** – This is not a substitute for not using the Aptem templates, but an option for any additional relevant documentation to be included with the review.

For Initial Reviews that take place within 42 days of the programme starting, the review date is not when the review has been arranged for but is the compliance deadline for when it must be completed by.

Once all sections have been marked as completed, the review should be saved, and all three parties should sign the review in Aptem.

## Procedure

1. Log into Aptem.
2. From menu option at the side of the dashboard click on reviews



3. From the generated list find the review that you need to provide information for and click on the review action button to the right of the screen

4. The review document will open and all the tabs for that review will show. Some of the tabs are for information only and do not require anything to be completed. If the tab requires you to complete some information, it will show as being INCOMPLETE.
5. To complete the tab, click on the tab header and the section will open. Complete the information requested and click on save when finished. The status of the tab will change to complete if everything has been done.

The screenshot shows a web form titled 'Safeguarding'. At the top right, there is a status indicator 'Incomplete'. The form contains two questions, each with 'Yes' and 'No' radio button options. The first question is 'If I have a Safeguarding concern, I know what to do \*' and the second is 'I know how to report to the UWE Bristol Serious Concerns line \*'. Below the questions is a link titled 'Link to UWE Bristol Serious Concerns' with the URL 'https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/safeguarding'. At the bottom right of the form are 'Cancel' and 'Save' buttons. Below the form, a green pill-shaped button indicates the status is 'Completed'.

6. Please note that when you have completed your comments these will become available to your training coordinator and employer to view these prior to the review. You can Save and Close this tab to review other parts of Aptem without losing any progress.
7. If tasks are identified as part of your review, you will need to record them so that actions can be monitored, and they can be marked as complete. From the menu bar on the left side of the screen click on TASKS.
8. To create a task, click on CREATE TASK at the top of the calendar view.
9. Select the action plan from the task list and type in a description of the task. Select the date the task is due by and if there is a certain time for it to be done or if it is all day. Set any notifications required to remind you to do it and click on CREATE TASK.

### Create Task ✕

**Task Type**

**Description**  

B I U ☒ ☐ ☑ ↶ ↷

**Web Link Name**

**Web Link**

**Due Date**

All Day

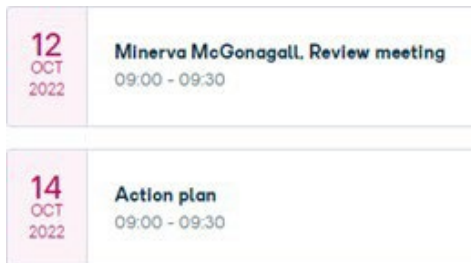
**Notification (Days)**

**Contact Details**  
  
Name:   
Email:   
Phone:

10. This will now show in your action plan.






11. Any overdue tasks from previous reviews will show in an overdue tasks list to the right of the screen.



To complete a task, select the task and click on the PENCIL to edit. In the bottom right of the screen click on MARK COMPLETE then SAVE CHANGES. The review will now show on your calendar with a tick and not show on the overdue list.

12. Once the review has taken place and the pdf file containing the information generated you will need to sign off the document.

### Requires Attention

|   |    |
|---|----|
|  Tasks Overdue       | 2  |
|  Unread Messages     | 12 |
|  Signatures Required | 1  |

13. Your dashboard will now show that a signature is required in the requires attention section.
14. Click on signatures required and the review will show with a view and sign button next to it.
15. Open the review document, scroll to the end, and click to add your electronic signature.

Participant

Name: Luna Lovegood

Signature: 

Date: 12/10/2022

16. Click on SAVE.
17. The document will be available in the reviews tile in the documents section once your employer & Training Coordinator have added their signatures.

### Documents

- My Documents
- Compliance Documents
- Skills Tracker Reports
- Reviews

### Reviews

Filter by keyword:  Report: All

| Document Name                       | Close timer | Date       | Signed | Employer signature | Referee signature | Admin signature |
|-------------------------------------|-------------|------------|--------|--------------------|-------------------|-----------------|
| Reviews - Initial Review 22/10/2022 |             | 12/10/2022 | No     | No                 | No                | No              |