TrainPlus

Improving your future

Smart Assessor Learner Guide

Contents

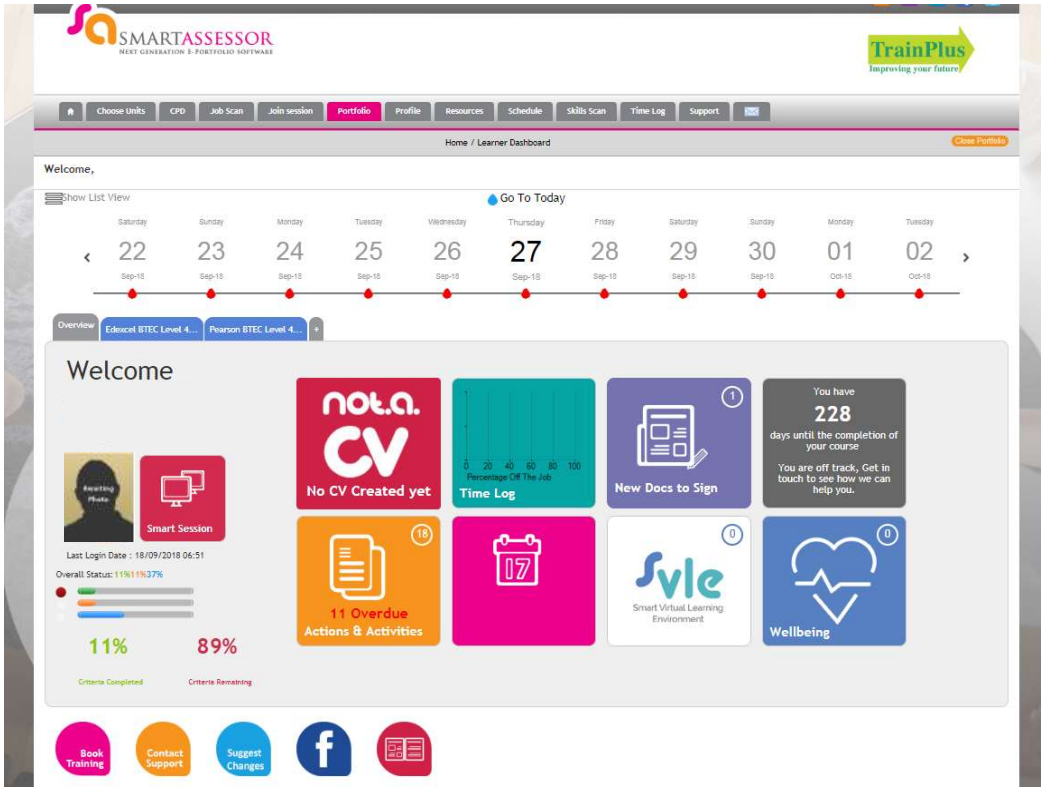
Logging in and accessing your Learner Dashboard

Your Smart Assessor username and password will be sent to you via email to your email address.

When this is received access the SMART assessor internet site https://www.smartassessor.co.uk/login.asp.

Using your username and password log into SMART Assessor.

Once you have logged in you will see the page below, this is your learner dashboard and home screen on Smart Assessor.



From your Smart Assessor Learner Dashboard you can:

Navigate to view your portfolio and progress made towards completing your course of study, view documents which are yet to be signed and sign them, view any outstanding actions and activities which you may have, view the next appointment/session booked with your assessor, access any resources which may be available to you, upload evidence towards your course and access your time log to record all time spent working towards achieving your qualification.

Accessing Wellbeing Resources on Smart Assessor

From your Smart Assessor dashboard, click the blue wellbeing button in the bottom right of the dashboard. Here, you can access your wellbeing resources.

Resource	Description	Date Opened	Accepted	Feedback
TrainPlus Safeguarding Policy Jan 20 v8.docx	Safeguarding Policy	14/01/2020	✓	
http://www.trainplus.co.uk/	The TrainPlus Website	14/01/2020	✓	
Smart Assessor Learner Guide 2019-20 V2.docx	Learner Guide For Smart Assessor More	Not accessed		
Student Handbook 2019-20.docx	TrainPlus Student Handbook	14/01/2020	✓	
TrainPlus Health and Safety Booklet (version 2).docx	An Introductory Guide to Health... More	14/01/2020	✓	
Staying Safe in the UK.docx	Staying Safe in the UK	14/01/2020	✓	
Student Handbook 2019-20.docx	Student Handbook	24/01/2020	✓	
Enhanced Safeguarding Policy for Students under the Age of 18 Years.docx	Enhanced Safeguarding Policy for... More	24/01/2020	✓	
Student Support Form.docx	Student Support Form for Physical... More	14/01/2020	✓	
Student Handbook 2020-21 V4.docx	TrainPlus Student Handbook	Not accessed		
Student Appeals.zip		Not accessed		
The Prevent Strategy and British Values.pptx	The Prevent Strategy and British... More	Not accessed		

There are various support materials here to assist you during your course. This includes our safeguarding policies, and a Student Support Form which you can fill out and send to us if you have any concerns with your physical or mental health. Also included are copies of your student handbook, health and safety booklet, and smart assessor learner guide. All these resources should be read at the start of your course and signed off using the tick box on each resource.

Viewing and Editing Personal Details

When your assessor first meets with you and guides you through your Smart Assessor portfolio, they will show you your profile page to confirm all details shown are correct. If any details are incorrect or out of date, please inform your assessor.

Do not change the details on your profile – This may lead to information not matching and could cause certificates and other important documents not being sent to the correct address.

Your assessor will advise TrainPlus of any changes to your details so they can be amended.

Completing your CV on Smart Assessor

All learners must upload their current CV onto SMART assessor. If you do not have a current CV you can complete the online CV instead.

To complete your CV on Smart Assessor you must first select the portfolio tab which can be seen at the top of your page.

Then select the ‘Create a CV’ widget on your learner dashboard.

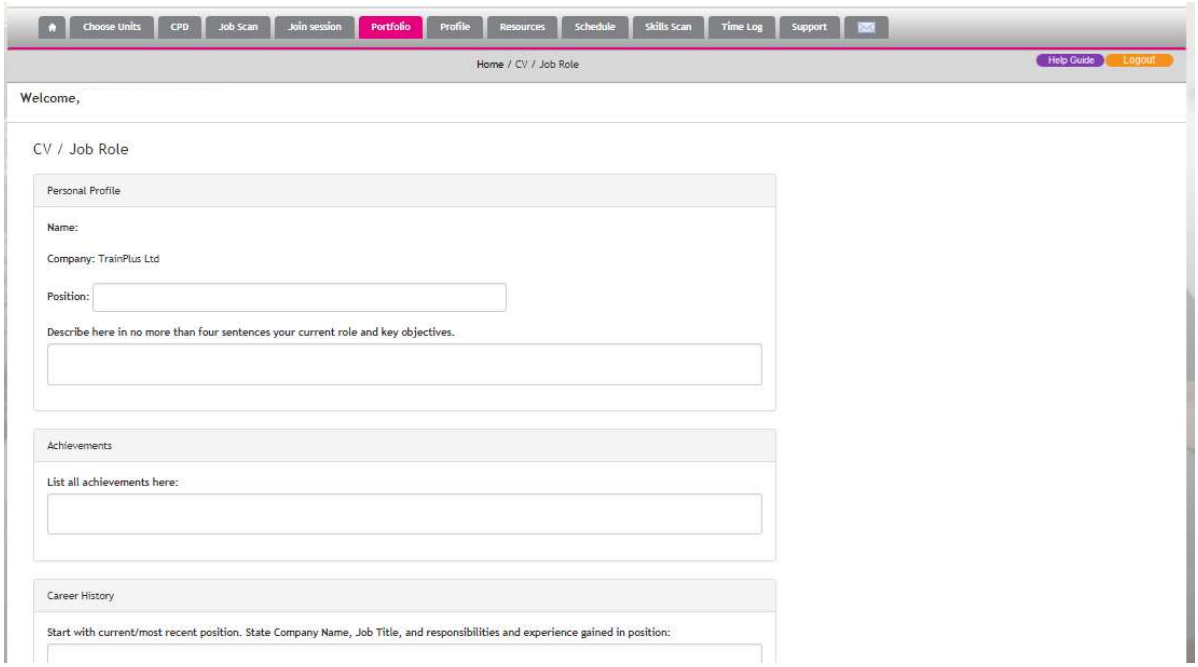
Below is the page you are directed to when you select the ‘Create a CV’ tab.

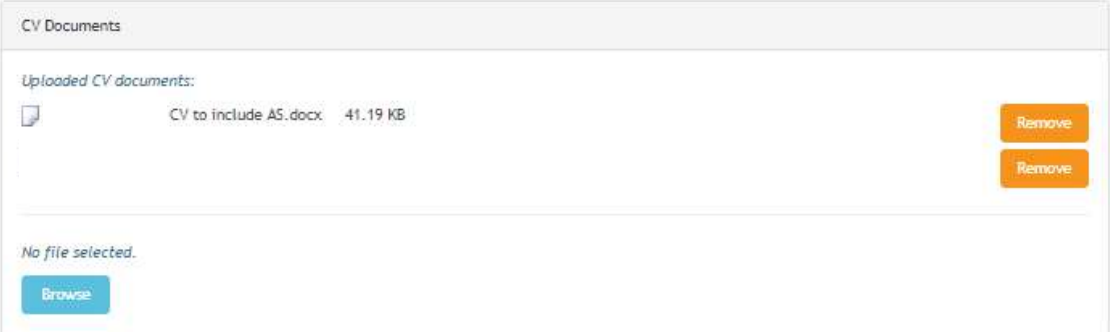
If you do not have a CV then complete the online form.

If you already have a CV then upload it. Scroll to the bottom of the page where you will see an option to upload your CV.

Select the browse button and select the relevant file from your folder / USB where you have saved the CV.

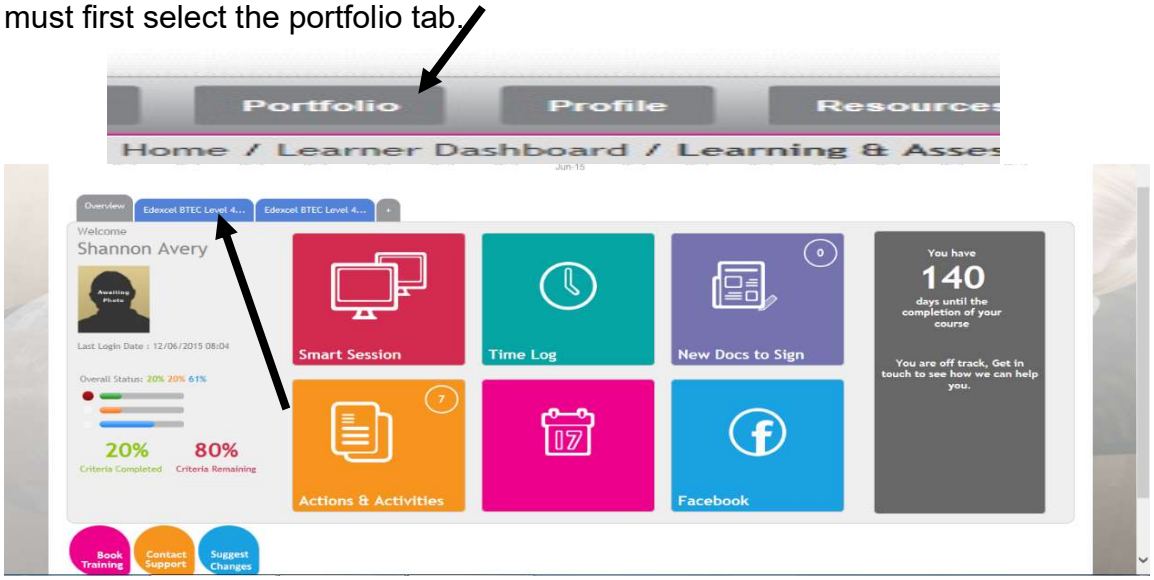
Then select the upload button which is also featured at the bottom of the page.



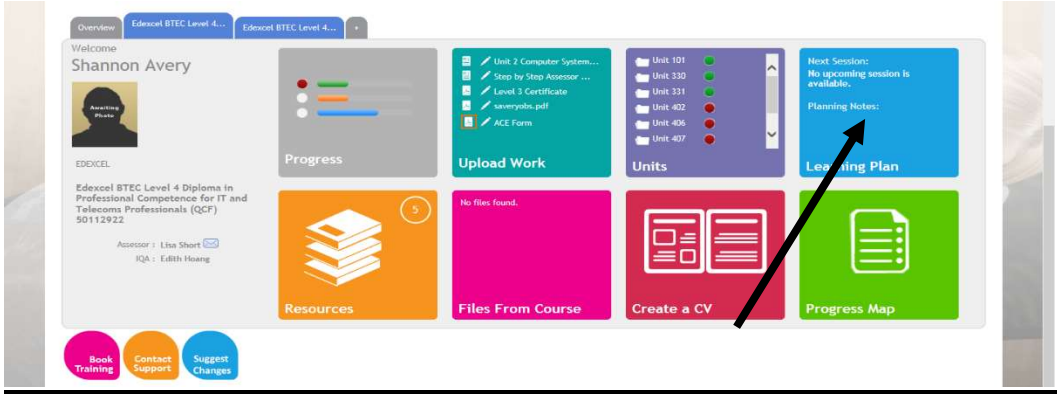

CV Documents
Uploaded CV documents:
CV to include A5.docx 41.19 KB
Remove
Remove
No file selected.
Browse

Viewing Next Appointment Date

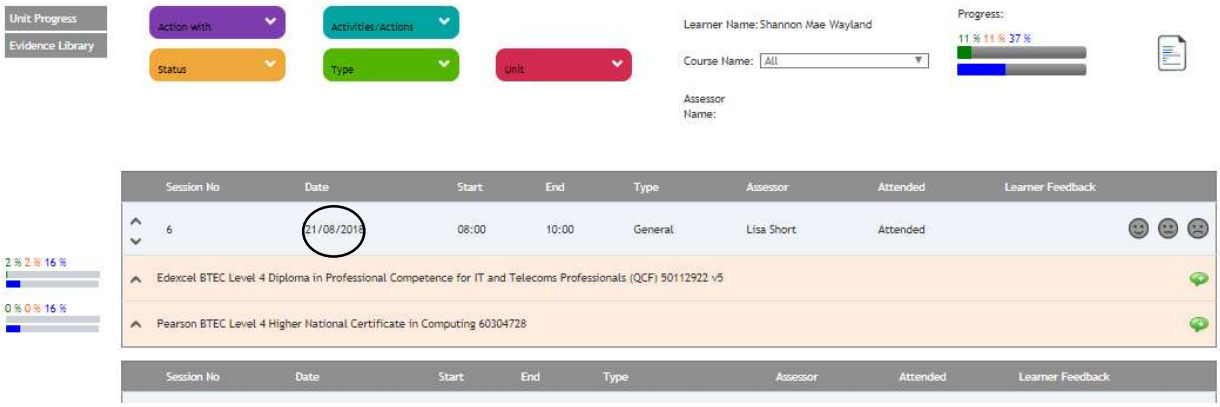
In order to view when your next appointment is scheduled with your assessor you must first select the portfolio tab.



From your profile page you must select your main qualification tab which is above the widgets.



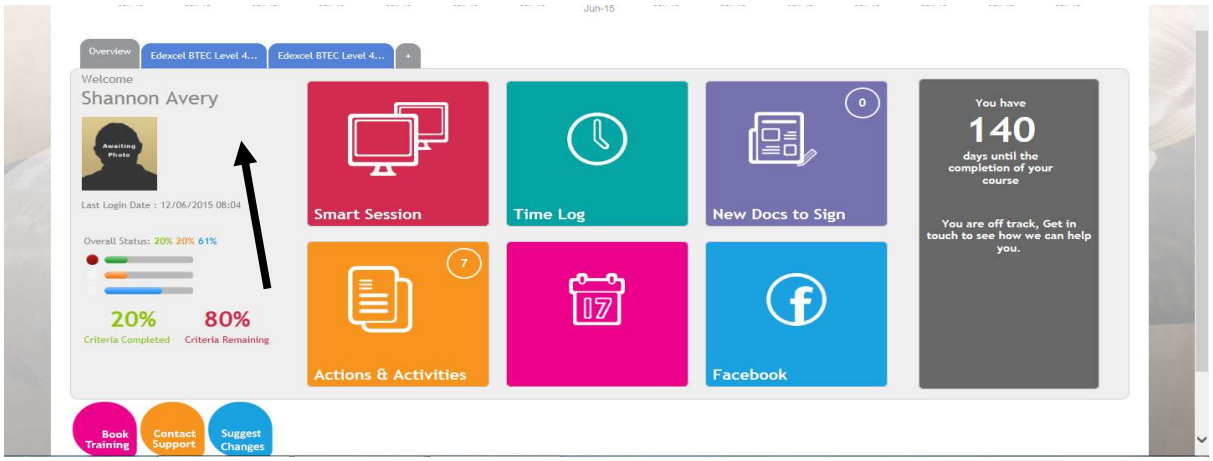
Once selected you can now select the 'learning plan' widget.



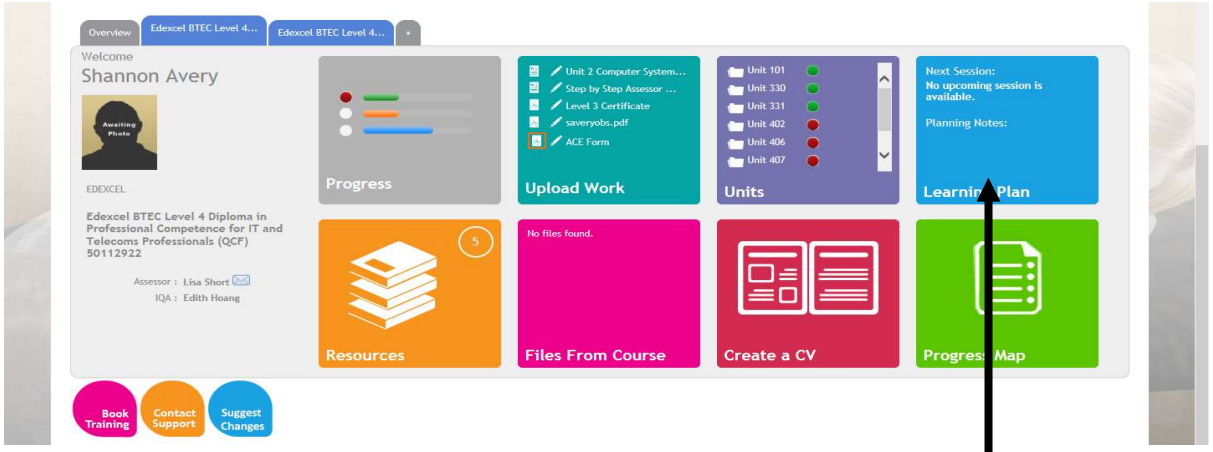
From here you can see the most recent date booked at the top of the screen which will be your next appointment date.

Giving Feedback

In order to give feedback on your session with your tutor you must first select the portfolio tab.

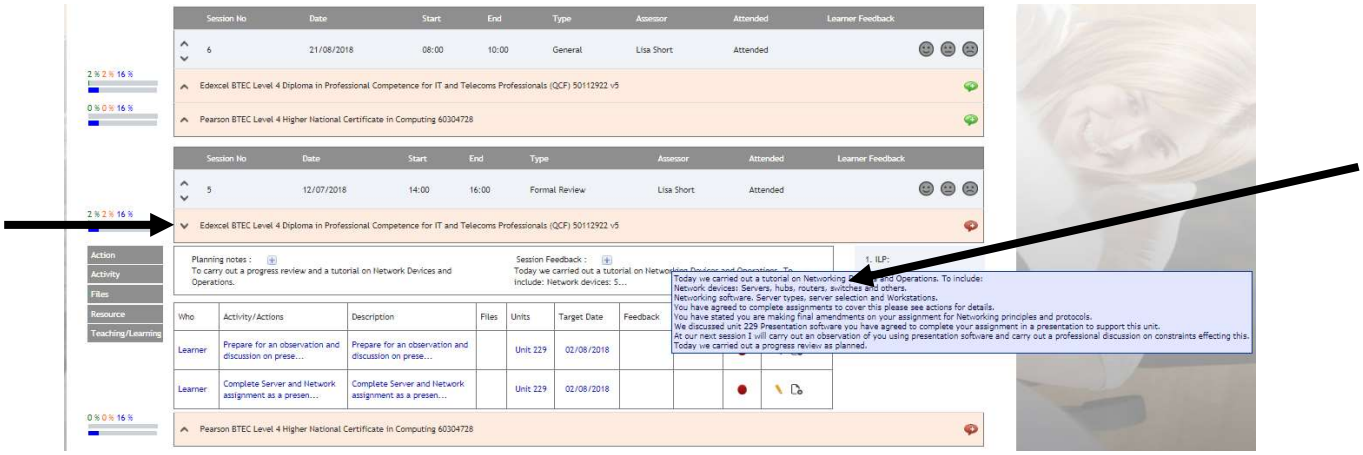


From your profile page you must select your main aim tab which is above the widgets

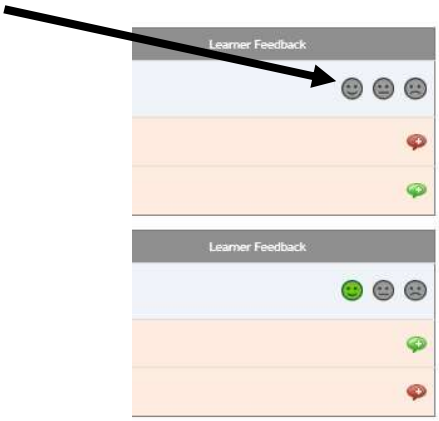


Once this has been done you can now select the 'learning plan' widget

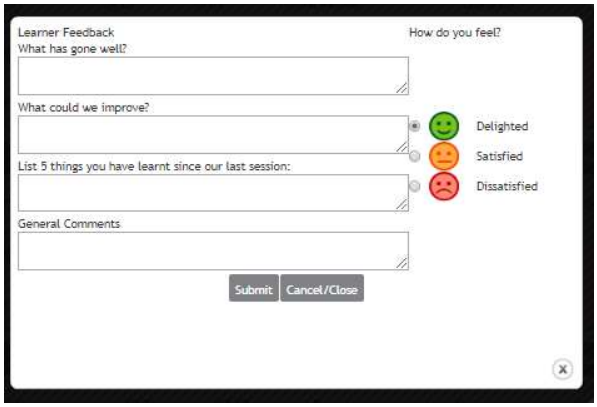
From this page you can view all appointments which you have had with your assessor and view the feedback they have given you after each session. Expand the session with the dropdown arrow on the left-hand side of each session tab and hover over the text in the 'session feedback' box.



On the right-hand side of each session tab there are three different emotive icons that you can choose based on how you feel the session was.



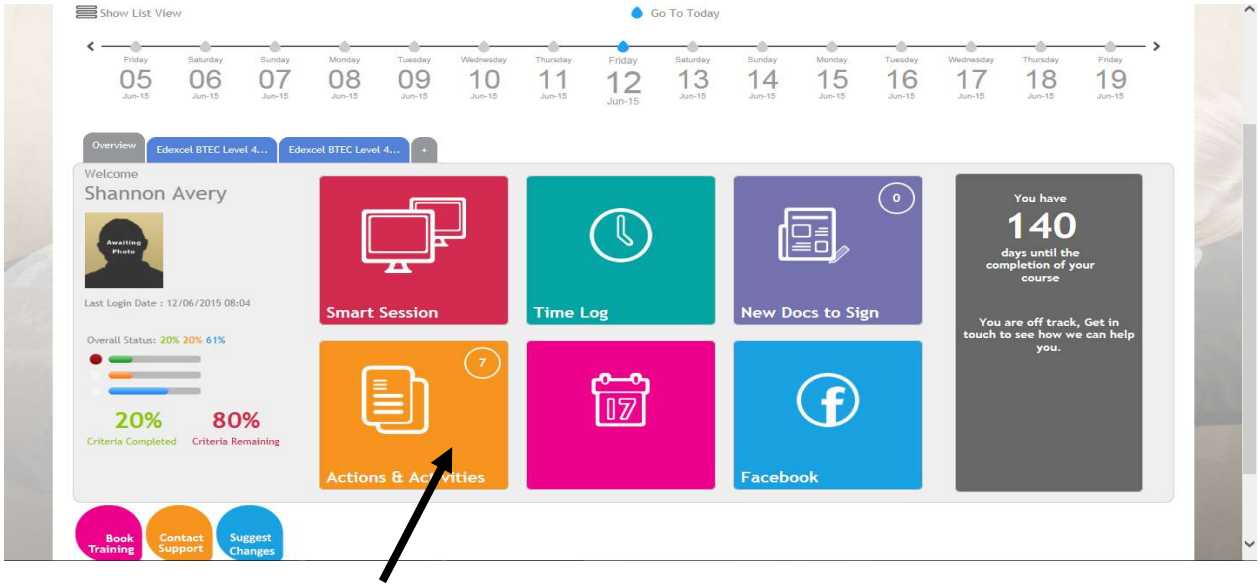
Once you have selected the appropriate one a text box will appear on screen where you can detail what has gone well along with recommendations and details of what you learnt this session.



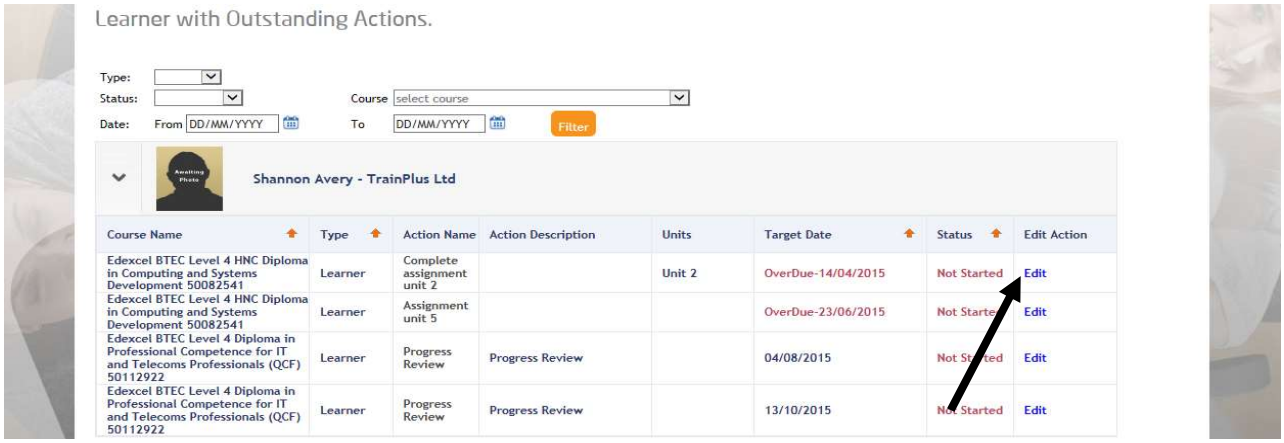
Once you have completed this you can select the submit button and this will be saved to the session.

Accessing Actions and updating Action Status

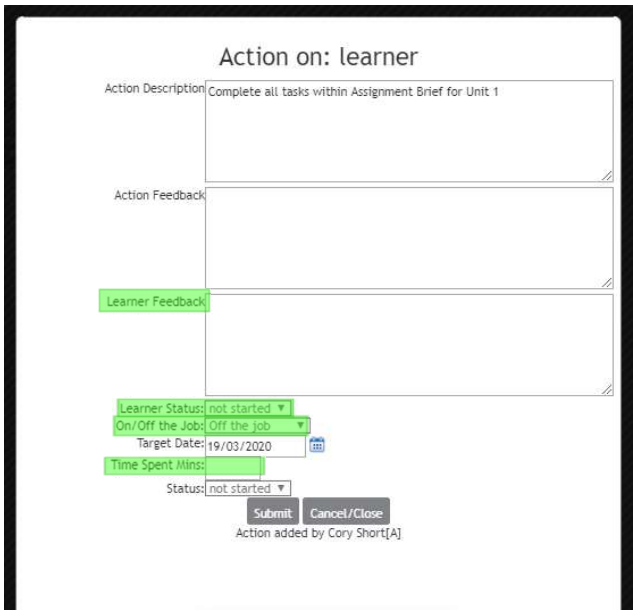
Your Assessor will set you various tasks with deadlines to be met throughout your course, these are called actions. To access your actions on Smart Assessor you must first be on your learner dashboard/home page. If you cannot see the following page and are elsewhere on smart assessor looking to find the learner dashboard page, please select this button to be redirected to the correct page.



You should see an orange widget on your learner dashboard which says 'Actions and Activities' select this widget.



From here you will be able to view your actions. When you have started or completed an action set for you by your assessor, you can then edit the action by selecting Edit. Make sure to fill out your feedback on the action, change the learner status to either complete or in progress as applicable and set the action to off the job, filling out the time spent on it in minutes. This is so that the action can be included in the overall time you have spent working on your course.



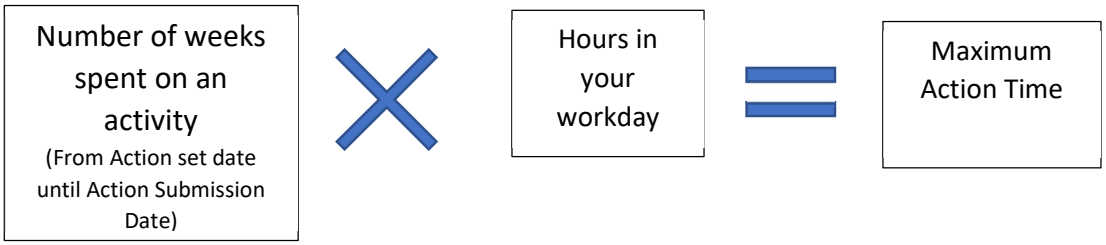
Off the Job Hours are fully explained on the next page.

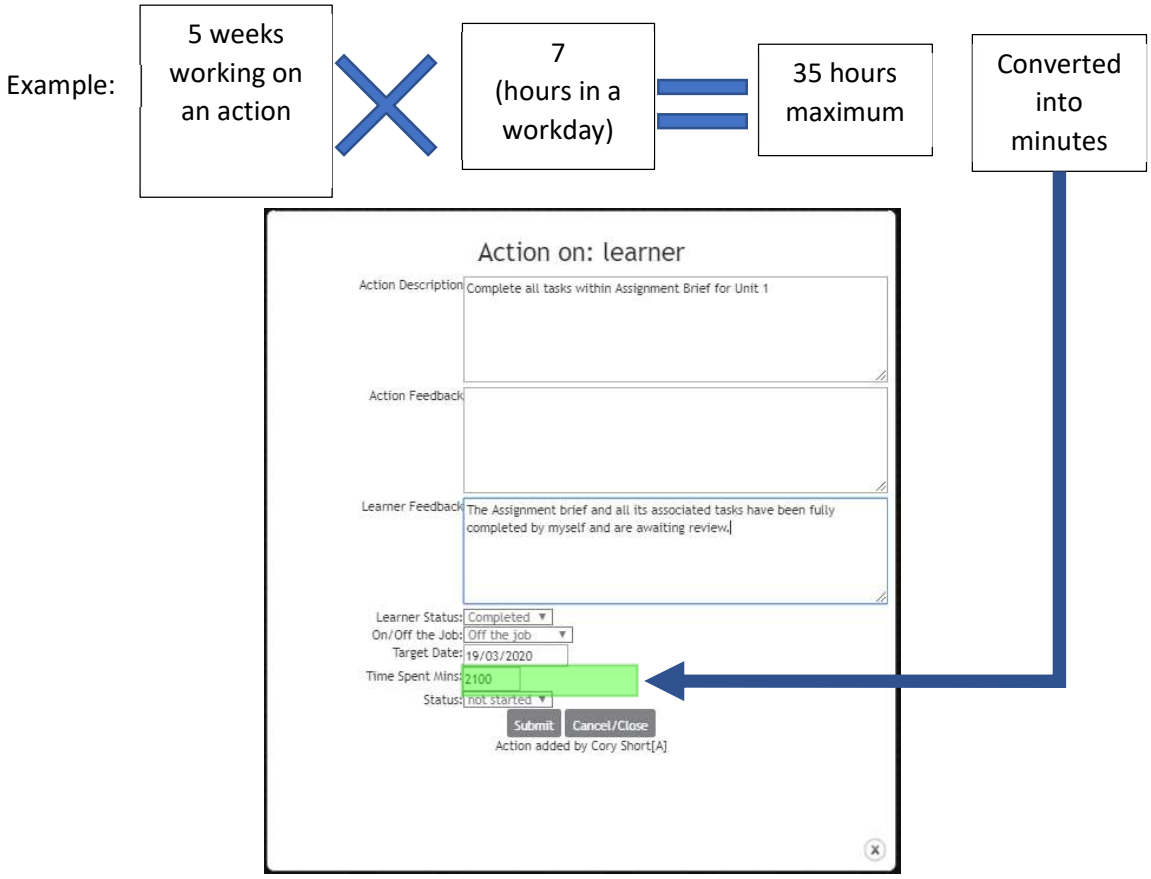
Logging Off the Job Hours(OTJ) Against Actions.

OTJ is the time that you spend as an apprentice working towards the completion of your course. OTJ is a requirement of your course to make sure that you are given the opportunity you need to succeed.

Your employers have agreed to provide you with 20% of your working hours during the course as time for you to spend outside of your employed role to complete activities, assignments and actions set to you by your Assessor to develop your personal and technical skills.

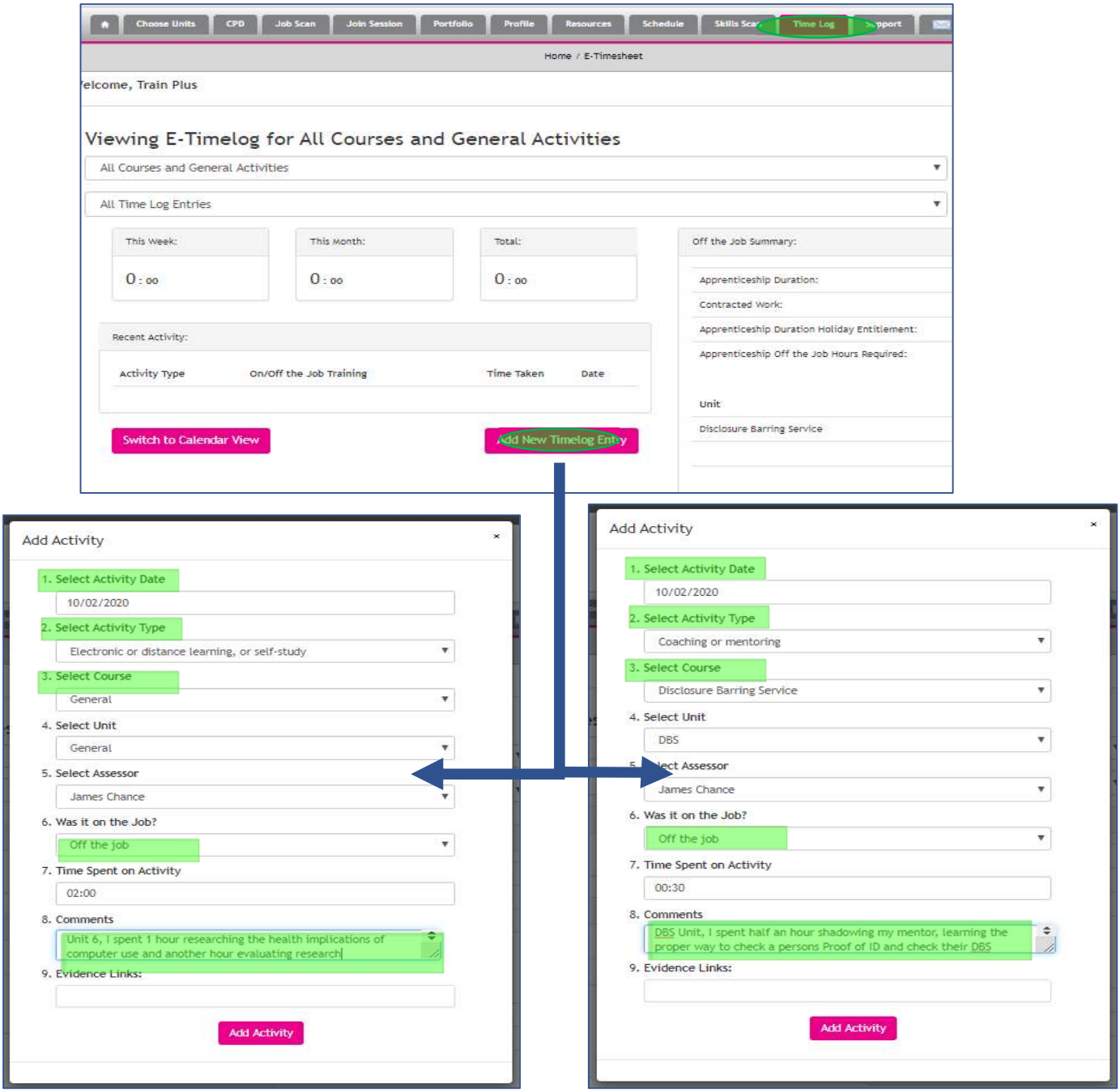
Fill out the time spent in minutes following the Time Log rules(Outlined Below).The number of hours spent on an action must be equal to or lower than the sum of all the off the job hours since the action was set:





How to track additional Off the Job Hours without an Action.

When recording an off the job activity that was not an action set by your assessor then head to the Time Log Tab on Smart Assessor and click the New Time log Entry.



Make sure to correctly:

- Set the Activity type
- Set the Course
- Set it to Off the Job
- Fill out the comments describing in detail skills you have improved/gained

Maximum OTJ Per Day:

The Maximum off the job hours that you can claim each day is equal to the length of your normal workday.

For example: if you only work 7hrs each day then the longest that can be logged on a single day is 7hrs.
We could not accept entries such as 14 hours in one day if you only work 7 hours.

Effectively logging Activities:

When you complete an activity you should set how long you have spent on that activity, there have been cases of a learner marking the completion of a whole unit in an unlikely small amount of time.
Each time that you finish an individual task you should be logging it and using the comments to outline what you have achieved in the time.
For example:

Time	On/Off the Job Training	Comment	Date
00:20	Off the Job	unit 4, task 3, Research for presentation on CPD	12/09/2019
01:00	Off the Job	unit 4, task 3, Creating CPD Presentation	12/09/2019
00:30	Off the Job	unit 4, task 3, Proofreading presentation and uploading	12/09/2019

Correct use of comments

When adding a comment simply putting 'Working on Assignment' lacks detail. Outline the type of work you have done and the task/activity/unit it was associated with.

When logging time against activities please be reasonable with the amount of time taken, your assessor should and will challenge you to justify 10 hours of your time being used to write a one-page document unless it is broken down. A task should be split into separate activities:

- 3 hours of researching and planning of the Computer Project
- 3 hours writing the introduction & the main body of the Computer Project
- 4 hours on evaluation, summary and proof reading of the Computer Project

Course / Unit	Assessor	Time	On/Off the Job Training	Comment
BTEC Level 4 Diploma in IT	James Chance	03:0	Off the Job	Research and Plan Computer Project
BTEC Level 4 Diploma in IT	James Chance	03:0	Off the Job	Writing introduction & Main Body of Project
BTEC Level 4 Diploma in IT	James Chance	04:0	Off the Job	Evaluate/Summarise/Proof Reading of Project

This can help to justify the spending of 10 hours on the one activity.

Work related Off-The-Job:

However, doing your everyday role does not count towards your OTJ.
OTJ hours are justifiable if you are gaining or updating your current skill set through techniques such as:

- Shadowing (e.g. Following someone on their rounds)
- Being Mentored (e.g. Receiving Instruction on Customer Service)
- Receiving Training (e.g. Taught the IT Safety Procedures)
- Seminars (e.g. Seminar on workplace safety)

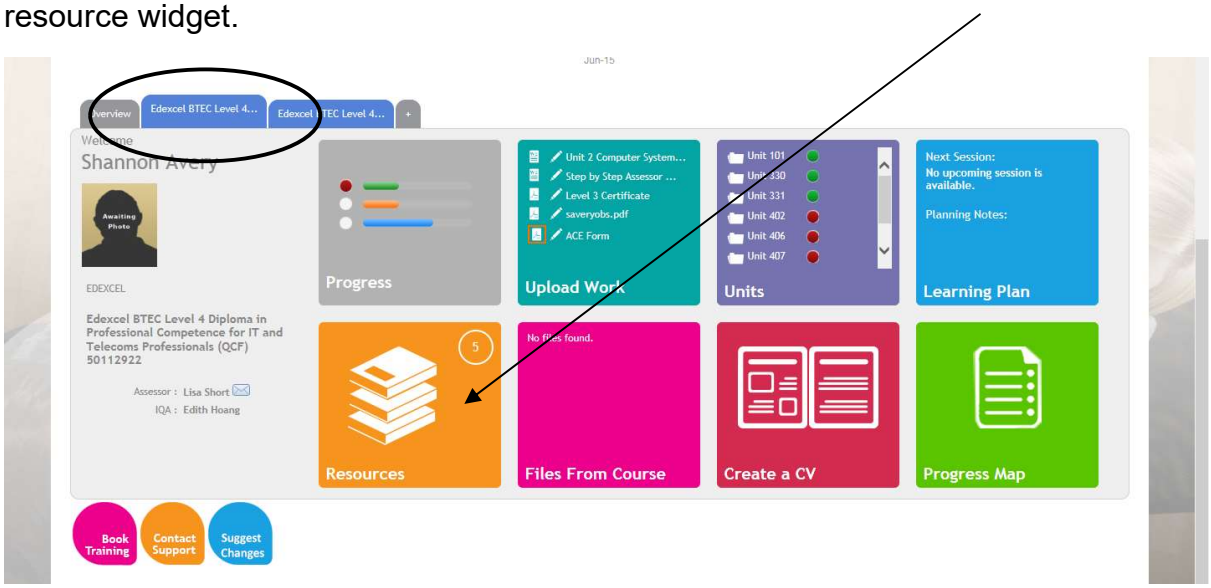
Whenever you log these activities you must outline the skills that you have learned or improved upon.

Functional Skills:

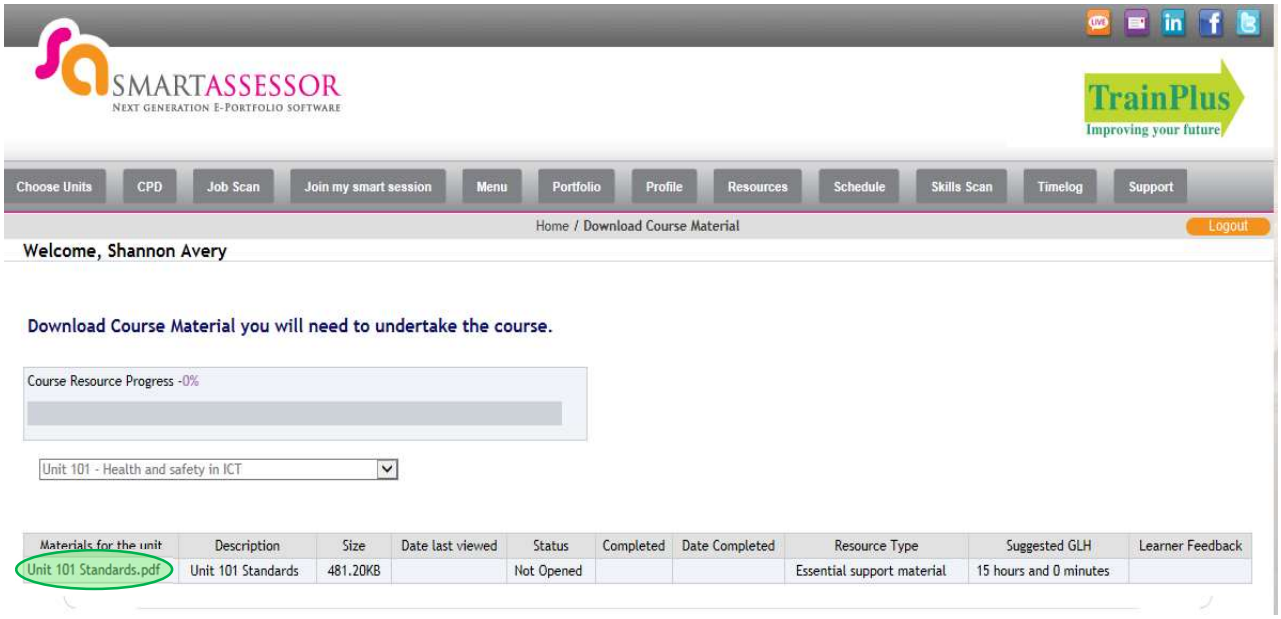
All functional skills activities do not count towards your courses OTJ Hours.

Accessing Course Resources

To access resources which can be beneficial to your progress on your course, click into the tab of the relevant award above your widgets, from here you can select the resource widget.



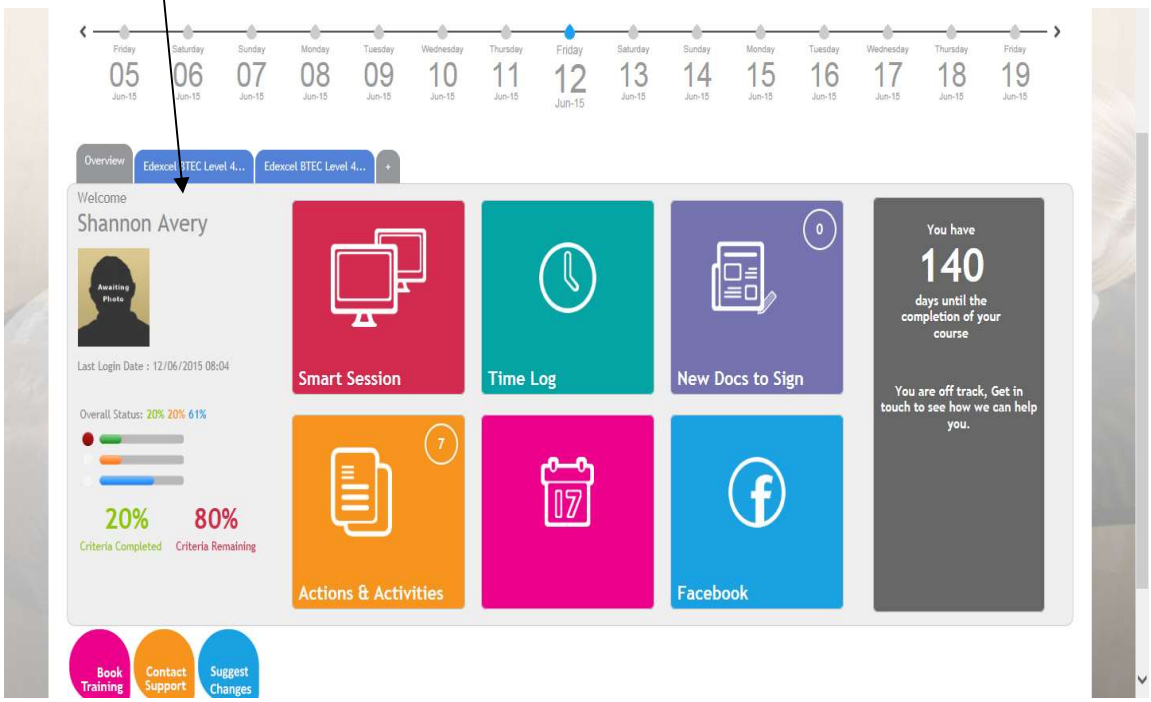
After you have selected the resources tab you will be directed to a page containing a searchable list of all resources available to you.



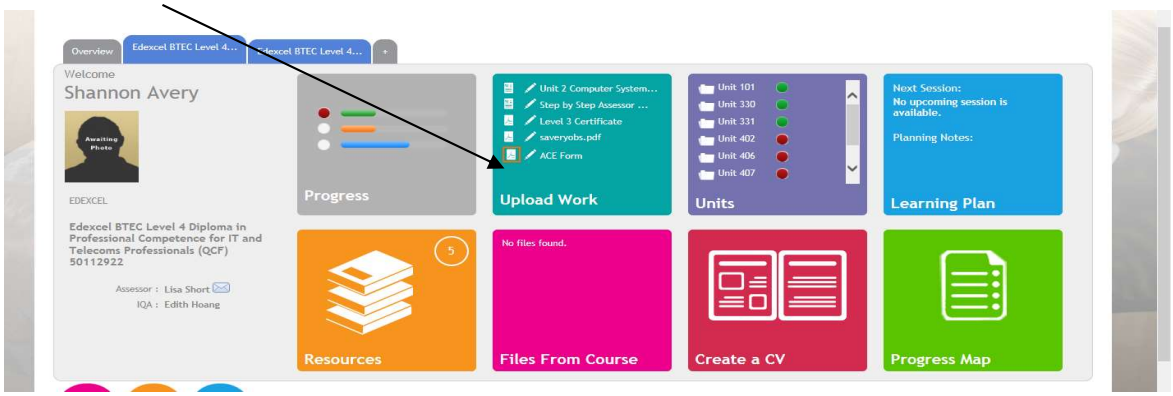
You can then select any resources which are available for you to use by clicking on the resource name.

How to Upload Evidence into your Portfolio

From your portfolio page select the relevant course from the tabs featured above the widgets.

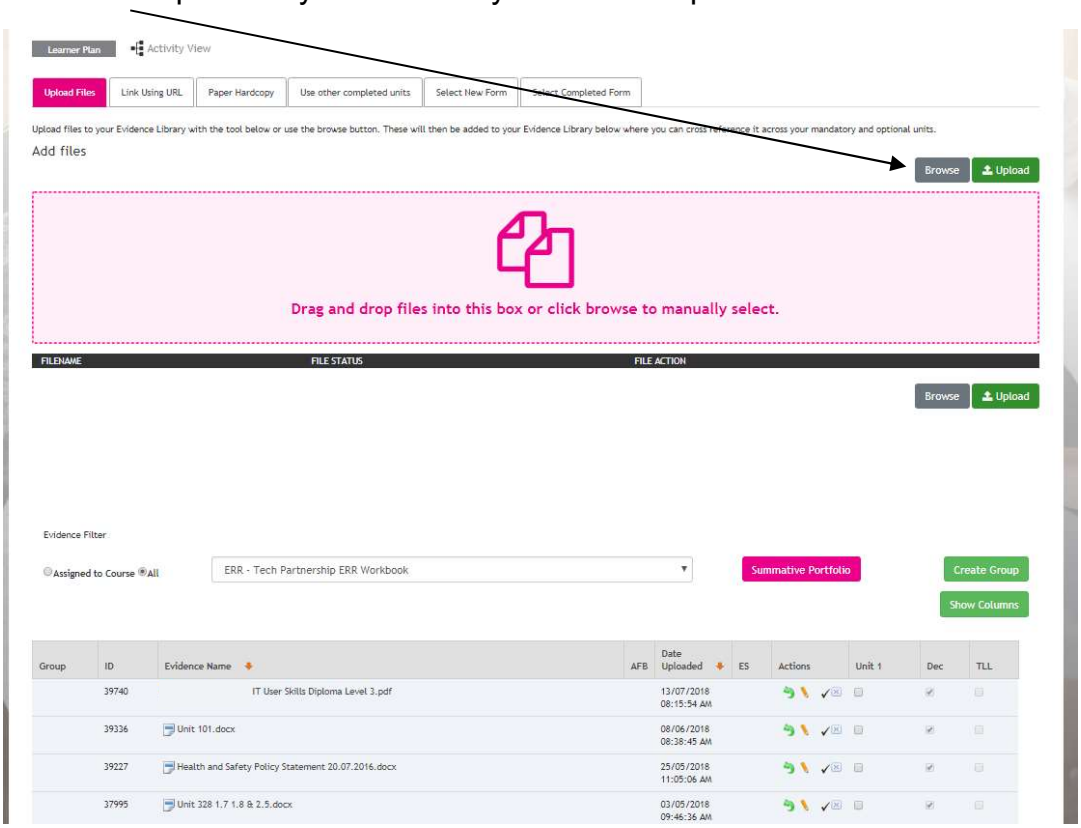


Once you have selected a tab you should now see a widget which says ‘upload work’ select this widget.

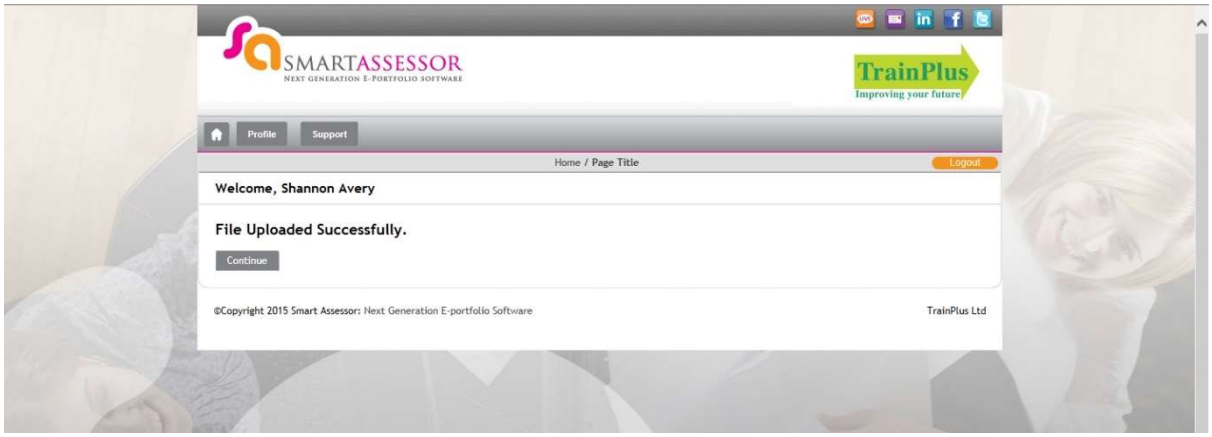


You will now be directed to your evidence library.

From your evidence library you can select the browse button or drag files into the pink box to upload any work which you have completed.

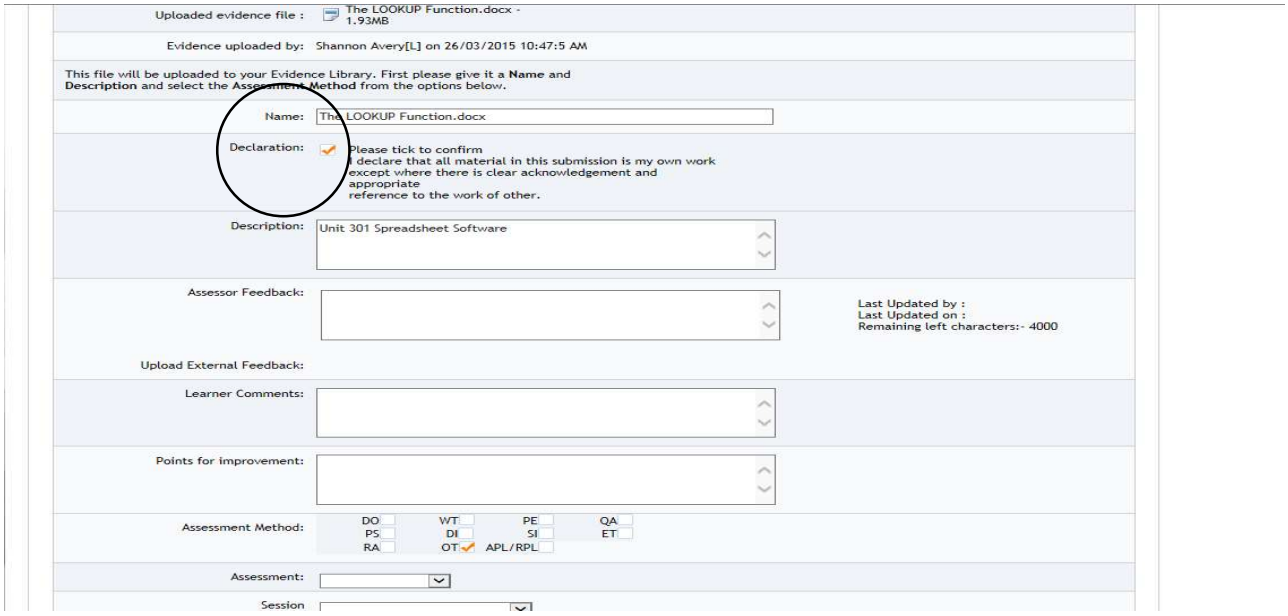


When you have selected the file you wish to upload select upload and your page should buffer and direct you to a page which will confirm that your file has uploaded successfully. Select continue.



<u>On the next page make sure to sign the declaration stating that the work uploaded is your own.</u>

From this page you should also add a description of what you have uploaded.

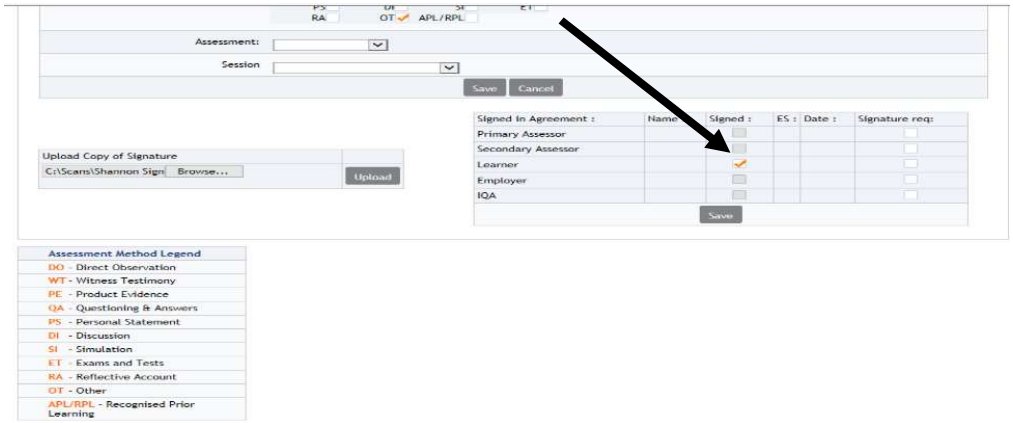


Select the type of evidence, whether it is:

DO - Direct Observation
WT - Witness Testimony
PE - Product Evidence
QA - Questioning and Answers
PS - Personal Statement
DI - Discussion
SI - Simulation
ET - Exams and Tests
RA - Reflective Account
OT - Other
APL/RLP - Recognised Prior Learning

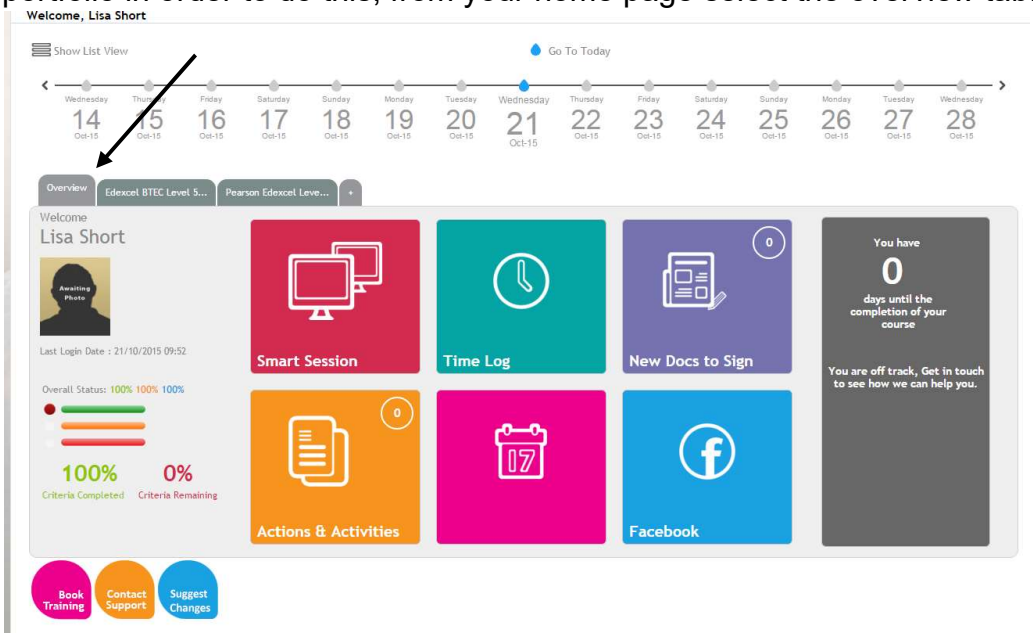
Select the session date that this work will be viewed on, this is normally your next session booked.
When you have uploaded the work, at the bottom of the page please tick to say you have signed as the learner and then you can select the save button.

Once it has been uploaded your tutor/assessor can view your work



Signing Documents

From time to time your assessor will require you to sign documents within your portfolio in order to do this, from your home page select the overview tab.



Select ‘new docs to sign’.
Select the down arrow and this will show documents you need to sign.

Sign the document by selecting ‘sign’.

Login Issues & Troubleshooting

Should you encounter any issues with logging into your Smart Assessor Portfolio please note that: Your username is always your first name then last name with a dot between the two, for example: Joe.Bloggs

If you cannot remember your password which has been provided for you by Smart Assessor you can simply reset it yourself by clicking into the ‘forgot your login’ button and then filling in the relevant information – make sure to select TrainPlus Ltd as the client – your password should then be sent to your email address/mobile number.

From the Smart assessor home screen you can also click into the ‘help’ button and you can access tutorials and frequently asked questions which may assist you with any problems you may be having.

Should you require further assistance, please do not hesitate to call TrainPlus on:

01268 574299