Apprenticeship

Aptem Guide for Police Learners

POLICE EDUCATION CONSORTIUM

Middlesex University | Canterbury Christ Church University | University of Cumbria | UNIVERSITY OF PORTSMOUTH

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APTEM and My Apprenticeship

Congratulations on embarking on your Apprenticeship journey!

Throughout your programme you will be using a number of different systems. The prime system that supports your learning will be your training provider's virtual learning environment (VLE) where you will find your modules and the learning resources for each. It is essential you access the VLE on a regular basis and engage with the learning activities.

The Apprenticeship Management System (Aptem) will be used as a repository of evidence for your apprenticeship. This document focuses on Aptem and what it will mean for you and your journey. Aptem is used for two different purposes:

Aptem is a compliance tool which ensures you are correctly onboarded onto the apprenticeship programme and funded through the Education Skills Funding Agency (ESFA). Don't worry, you will only need to onboard once with Aptem, the Apprenticeship team does all the logistics of ensuring you are correctly funded behind the scenes. It is worthwhile noting that any personal information stored on Aptem is solely used for funding you as a learner and is never shared with any third parties other than the ESFA for which there is a regulatory requirement to provide learner details. Aptem is used to submit your Individualised Learner Record (ILR) on a monthly basis to the ESFA. The second function Aptem is used for is your E-Portfolio. Throughout your apprenticeship you must evidence everything you do as part of your 20% off-the-job training. This evidence is used to show your progress through the programme and used to get you through the End Point Assessment Gateway in order for you to successfully pass your apprenticeship. You should see Aptem as your learning journal, rather than carrying around a diary of everything you have been getting up to. You can evidence it on Aptem so it is safe and secure. It is your responsibility to make sure you keep your evidence up to date throughout your programme.

As part of the activation process for your Aptem account, you will be asked to register your Aptem profile and complete the 'Onboarding Wizard'. The Onboarding Wizard will ask you for three signatures — Your ILR Privacy Declaration, Commitment Statement and ILR Declaration. Once these three sections are completed and signed you are successfully onboarded onto the programme and can be funded.

This document provides a step by step guide to help you onboard and use your learning plan in APTEM.

You do not have to complete all steps in the Onboarding Wizard at one time, the next time you log back into Aptem, it will take you back into the Wizard, until all steps are complete.

We look forward to working with you throughout your Apprenticeship journey!

Getting the most from Aptem

A guide for Police learners

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1.1 Introduction

Aptem is an online system that has been developed to support you in completing your apprenticeship programme. Aptem allows you to:

— Track your progress against the Police Constable Degree Apprenticeship standard and the Police Constable Operational Competency Portfolio.
— Upload evidence of learning and achievement.
— Keep track of your learning tasks, meetings and to do lists.

This guide describes the various Aptem features and how to use them.

2 Activation

You will receive an activation email which is similar to the below which has been customised for you. Please remember if you have any questions or issues related to Aptem you should contact your provider directly using the support contact information they would have provided you with.

Welcome to Aptem

Dear James Bond

We are delighted to provide you with access to Aptem, the professional development toolkit.

Please click here to activate your account.

Click here to watch a short tutorial video showing you how to do this.

If you are experiencing any difficulties using Aptem please contact The UniHelp Desk on 020 8411 6060 (UK).

You have been invited by Steven Willis of Middlesex University to have an Aptem subscription.

With best wishes,

The Aptem team

You will now see a similar screen as the one below, this will allow you to generate a username and password:

Activate account

Please choose a login and password

Login

jameskendrick@gmail.com

Password

Confirm password

Register

In the login field, please use the email address to which the activation email was sent — this is likely to be your personal email.

Create a password by entering in the Password field and confirm it by re-entering in the Confirm password field.

Click Register

(Please note your login details will change to your university email address and password once you are fully enrolled with your training provider – (see page below)

You will then be asked to confirm your personal details and create a digital signature:

Add your signature once you are satisfied with the contents of the agreement.

To confirm your eligibility for funding, you are required to verify and complete each of the sections in the Learner Details Data Capture form. Most of the information you will know but you may need to ensure you have your National Insurance Number to hand before you start.

○ Introduction	● ILR	● Extended ILR	● PLR	1 of 4 →

Introduction

Welcome to the University of Portsmouth Police Constable Level 6 Apprenticeship.

Please read carefully

Prior to the commencement of your training, you are required to complete each of the steps in the On boarding Wizard before your apprenticeship can begin. Details on each of these steps are below.

When you click Next you will see:

ILR

To confirm your eligibility for funding, you are required to verify and complete each of the sections in the Learner Details Data Capture form. Most of the information you will know but you may need to ensure you have your National Insurance Number to hand before you start.

Extended ILR

You will need to complete this section to ensure that we have the correct details on your residential status and to confirm your eligibility for apprenticeship funding.

PLR

This is your Personal Learning Record as stored in the government's Learner Resource System. Listed here will be all qualifications recorded in your PLR and these are fully verified and do not require you to provide certificates.

If there are qualifications missing, or none are displayed you will need to click 'Add' and enter the details of qualifications not listed.

The qualifications you need to ensure are in your PLR are:

- Level 2 (GCSE or equivalent) qualifications in English and mathematics
- Level 3 (A level or equivalent) qualifications
- If you hold a degree or equivalent you must enter details of this

You must provide copies of your certificates for qualifications you manually enter.

When you click Finish, you will be presented with two compliance documents that you need to sign:

Commitment Statement This is a three way agreement between the apprentice, employer and

3 How to complete your ILR and Extended ILR

The Individualised Learner Record (ILR) is information that the government requires Apprenticeship programme providers to collect so that the programme can be tracked.

Prior to the commencement of your training, you are required to complete each of the steps in the Onboarding Wizard before your apprenticeship can begin. Details on each of these steps are below.

Section 1: ILR

To confirm your eligibility for funding, you are required to verify and complete each section in the learner details data capture form. Most of the information you will know but you need to ensure you have your National Insurance Number to hand before you begin.

	Introduction	● ILR	○ Extended ILR	○ PLR	2 of 4 →

Individualised Learner Record 2019/20 - Learner Details Data Capture Form

Family name	Cronin
Given names	Louie
Date of birth	01/10/1995
Current postcode	NW4 4BT
Current address line 1	1 The Street
Current address line 2	London
Current address line 3	

The Individualised Learner Record (ILR) is information that the government requires Apprenticeship programme providers to collect so that the programme can be tracked.

Prior to the commencement of your training, you are required to complete each of the steps in the Onboarding Wizard before your apprenticeship can begin. Details on each of these steps are below.

Section 2: Extended ILR

You will need to complete this section to ensure that we have the correct details on your residential status and to confirm your eligibility for apprenticeship funding.

Privacy Statement

The below information helps you to understand how the personal data shared will be processed by the ESFA.

Section 2: Extended ILR

You will need to complete this section to ensure that we have the correct details on your residential status and to confirm your eligibility for apprenticeship funding.

Section 3: PLR (Personal Learning Record)

This is your Personal Learning Record as stored in the government's Learner Resource System.

Listed here will be all qualifications recorded in your PLR. These qualifications are fully verified and do not require you to provide certificates.

Please check all qualifications listed, and if there are qualifications missing, or none are displayed you will need to click 'Add' and enter the details of qualifications not listed.

The qualifications you need to ensure are in your PLR are:
— Level 2 (GCSE or equivalent) qualifications in English and mathematics
— Level 3 (A level or equivalent) qualifications
— If you hold a degree or equivalent you must enter details of this

You must provide copies of your certificates for qualifications you manually enter.

Qual. type	Subject (Code)	Level	Start Date	End Date	Award Date	Credits	Grade
Certificate	Certificate in English Skills (Entry 3) (QCF) - Entry Level (60110314)		07/01/2016	25/02/2016		0	FL
Certificate	Certificate in ESOL Skills for Life (Entry 3) - Entry Level (10045831)		09/10/2014	04/12/2014		0	EL3
Certificate	Certificate in ESOL Skills for Life (Speaking and Listening) (Entry 3) - Entry Level (10050632)		06/05/2014	22/07/2014		0	NA
Functional Skills	Functional Skills qualification in English (50116319)		10/01/2017	30/03/2017		0	PA
Award	Award in ESOL Skills for Life (Writing) (QCF) - Level 1 (60142790)		25/04/2016	13/07/2016		0	PA
Award	Award in ESOL Skills for Life (Speaking and Listening) (QCF) - Level 1 (60142807)		15/09/2015	10/12/2015		0	PA
Award	Award in ESOL Skills for Life (Reading) (QCF) - Level 1 (60142819)		11/01/2016	21/03/2016		0	PA
Award	Award in ESOL Skills for Life (writing) (Entry 3) (QCF) - Entry Level (60143770)		13/01/2015	26/03/2015		0	EL3
Other	Non regulated Community Learning provision Sport Leisure and Recreation (Z0002102)		24/09/2014	22/10/2014		0	NA
Functional Skills	Functional Skills qualification in Mathematics (5010987X)		24/01/2018	29/04/2019		0	PA

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When you finish your Onboarding Wizard journey, the Commitment Statement will appear.

Make sure you read through the Commitment Statement and add your digital signature by clicking in the box when you are satisfied all the information is correct.

Once you have signed the Commitment Statement, your employer and then Middlesex University, as lead provider of the Consortium, will also digitally sign the Commitment Statement.

This Commitment Statement summarises the schedule, roles and responsibilities and funding that supports the successful completion of this apprenticeship. The information set out in this document forms part of the data collection and evidence pack required for every apprentice and must be signed and retained by the employer, the apprentice and the university named in section 1 below. The content of this document is also intended to form the basis of regular reviews between all three parties to track progress and review the ongoing support and commitment needed during the lifetime of the apprenticeship. Any changes to the apprenticeship, and therefore to this document, must be agreed and recorded in an updated commitment statement with signed copies distributed to all parties listed in section 1 below. The main training elements of the apprenticeship are contained at Annex A.

SECTION 1: Core Information

The Core Information section provides details of the parties responsible for ensuring the successful completion of the Apprenticeship and outlines key inform about the Apprenticeship including information about review processes and details about support and guidance.

1.1. Signatories

	Apprentice	Employer (Line Manager Signatory)	University
Name	Kedisha Test	Tony Stark	
Organisation	Adastra Minerals	Adastra Minerals	Test Middlesex University
Phone	07880704498		
Email	kedisha.gordon@icloud.com	stevowillis77+3@gmail.com	
Signature			
Date	15/11/2018	15/11/2018	15/11/2018

Cancel   Save

Finally, all the data you entered in the ILR and Extended ILR will be displayed in the Individual Learner Record (see screenshot below). Please check this carefully and sign once it is all correct. If at this stage something is incorrect, click on Cancel and correct the data and repeat the steps above.

Individual Learner Record

Learner details

Learner reference number	MWS519PCZ480
ULN	9999999999
Family name	Test
Given names	Kate
Date of birth	14/05/1997
Address 1	Charing Cross Hospital
Address 2	Fulham Palace Road

Cancel   Save

Congratulations, you have now completed the Onboarding Wizard and you will positioned in your Learning Programme.

Please note that the information you have supplied will now be used to create your Student Record in the Provider's Student Record System and you will shortly receive an email inviting you to enrol/register with the Provider. As part of this process you will receive access to the Provider's Student Portal including access to the Virtual Learning Environment (VLE), Email, Library etc.
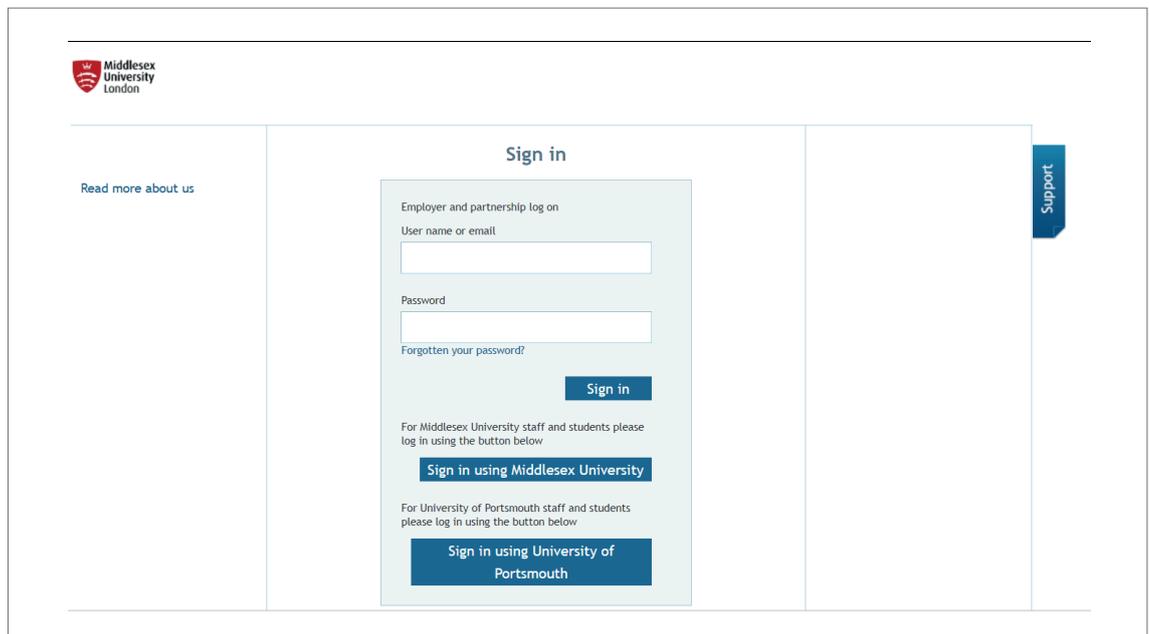
4 Logging into Aptem after onboarding and enrolling/registering with your provider

Once you have enrolled/registered with your Provider, you will be given a University account/email address and password. We will change your Aptem login to be your University email address and password and advise you when this has been completed.

You will then need to complete the following step (one time only) with your new login details:
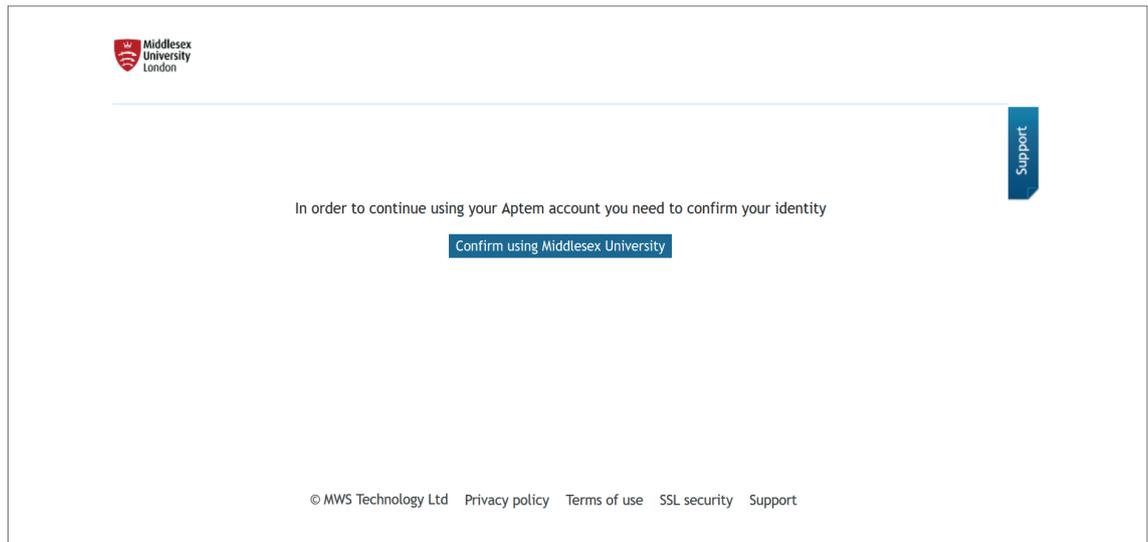
STEP 1

Go to APTEM – **https://mu.aptem.co.uk**

In the 'User name or email' field – enter your University email address

— In the Password field – enter your APTEM password
— Click the small 'Sign in' button

The following screen will appear, with a button 'Confirm using <Provider>' for your Provider:

Please click the 'Confirm using <Provider>' button.
If requested, please re-enter the University email address and password and you will login to Aptem.

STEP 2 - Logging into Aptem having completed Step 1 above

Once you have completed Step 1 above, all your need to do login to Aptem in the future is to click on the appropriate 'Sign in using Middlesex University' button and provide your University login details if requested.

5   Your Learning Plan

When you sign in to Aptem your Learning Plan will be displayed if you have completed all the Onboarding Wizard steps.

Your apprenticeship learning programme has been mapped to a Learning Plan which contains all the activities that you need to complete.

You can access other features by clicking on the relevant active tile.

6 Learner account navigation tiles

The following tiles may be enabled in your account. For reference these tiles are listed in alphabetical order. (Please note the order of the tiles can be rearranges- click on the 'How to use Active Tiles 'above the row of tiles on the right-hand side)

Tile	Tile Name	Purpose
Collaboration Evidence Approved Rejected **0 / 0**	**Collaboration**	Receive system notifications regarding your Apprenticeship programme learning components and when they are due for completion.
Documents ● Required signatures **1**	**Documents**	Documents such as compliance documents (ILR, Commitment Statement, etc.), course reports you have created within Aptem are displayed here. You can also upload documents here.
Learning plan Team Leader Apprenticeship Progress **0%**	**Learning plan**	You can view your progress against your learning plan.
Onboarding wizard	**Onboarding wizard**	Allows you to complete key tasks at the start of your programme, for example your ILR.
Tasks Agenda Done To do **0 / 0**	**Tasks**	List of tasks viewable in either list or calendar format. Tasks can be created by the you, by your tutor or automatically by a programme
Review signatures	**Review Signatures**	All reviews that need signatures and complete reviews that have the required signatures added will be listed on this page.

7   # Learning Plan

The Learning Plan tracks your progress against your Apprenticeship programme and goals.

The Learning Plan page provides an overview of your programme. It can be used to:

— Monitor your progress against the programme and police criteria, for example the apprenticeship standards.
— Submit evidence for approval against either learning activities and items.
— Check the status of submitted evidence.

Click on the Learning Plan tile in your Aptem account to display your plan overview.
The Programme tab lists all the learning activities (for example courses, projects, review meetings) that are assigned to your programme. Each learning activity has been mapped against one or more criteria from your apprenticeship programme.

Your progress for each activity is displayed. Green represents completed work, and amber represents submitted work that has not yet been assessed, red represents the due date for this item has passed or evidence is required.

You may click on the link below each progress bar to open that item in your learning plan (e.g. 'Start course', 'Continue with your course', 'View task').

January 2019

Offline learning (placement/workshop)
Induction workshop

Red indicates the component is overdue.

Evidence submitted

February 2019

Offline learning (placement/workshop)
Month 1 workshop

Amber indicates the uploaded evidence is not approved yet

Evidence submitted

Review
Monthly Review 1

Not started
View task

March 2019

Online training
1.1: Organisational Alignment & SMART Objectives

Green indicates the component in completed and approved by the tutor

Completed
Review your course

Useful links

Offline learning (placement/workshop)
Month 2 workshop

Not started

Review
Monthly Review 2

Not started
View task

Click this link to view useful documents relating you your apprenticeship

April 2019

Qualification
Functional Skills English

Evidence required

Qualification
Functional skills Maths

Evidence required

Instructions   This is a qualification being delivered outside this online system. Any evidence that you have for this module needs to be manually uploaded. Click the "Upload file or note" link to add notes, documents, videos, audio files or certificates. You can add evidence for the complete module using the link at the top of this module. All evidence submitted or approved can be seen in Collaboration Centre.

Complete by   14.04.2019

Complete when   all evidence is accepted

Type   Math

Level   Initial Assessment

Organisation   BKSB

⊕ Upload file or add note

Click the triangle to expand the component and see further details.

You can also upload evidence here for your tutor to approve.

8 Submitting evidence for your Learning Plan

If you complete items of the Learning Plan within Aptem, the evidence will be automatically collected and tracked against your Learning Plan. You can also provide (upload) your own evidence for the items within your plan, if evidence upload is enabled.

To upload files or notes for each item of the Learning Plan:

— Click on the triangle icon to open the item section on the Learning Plan page.
— Click on the green 'Upload file or add note' link.

Choose 'Note' or 'File'

From the dropdown list choose either 'Note' or 'File'. If uploading a file, then click on 'select file' and browse to the file on your computer and click on Open. The file name will be displayed in the screen.

Also complete the amount of time spent on the activity using 'hh:mm' format (hours and minutes).
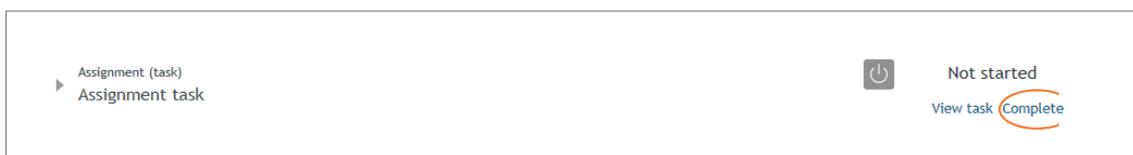
— Next click on '**Save**'. The file will be uploaded from your computer and stored with your learning plan. Once uploaded the approval status of the file will be shown as 'In progress', and the relevant progress bar shaded amber. When your evidence has been approved by your tutor the status will change to '**Accepted**'.
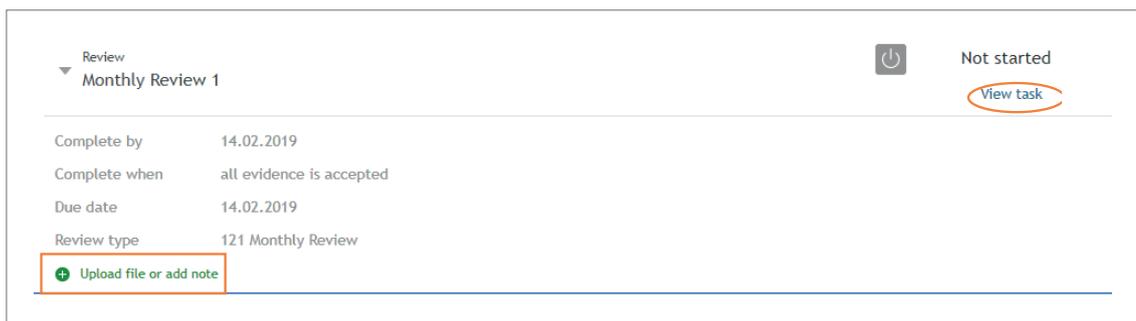
9 Tasks

How to work with tasks listed within the Learning Plan

Your programme may contain tasks or meetings such as quarterly progress review meetings. These will be displayed as items in your learning plan, and they can also be found in your 'Task' tile. You can upload evidence of completing these tasks in your learning plan, but ideally you also want these tasks to be set to complete.

With tasks such as Assignment tasks, you can mark them completed yourself by clicking on the 'complete' link.

While tasks such as meetings or review meetings tasks need to be set to complete by the tutor/admin. You can only view the task or upload evidence to this learning plan component.
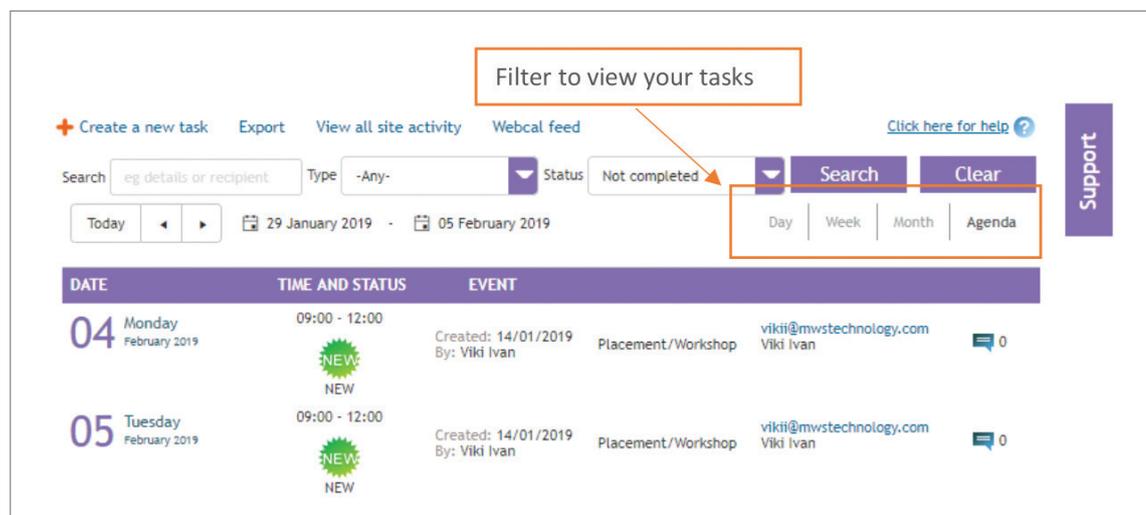
10   How to manage tasks through accessing the Tasks tile

Your complete list of tasks can be viewed in the Task page.

— Click on the '**Tasks**' tile in your navigation panel to view your tasks list.

— Your task list will be displayed. By default, this is displayed in an agenda list, but you can also choose a calendar format. The tasks and events for the current week will be shown.

Clicking on an item in the list will display the details of that task. If needed you can mark the item as completed.

It the task that is completed is also part of the Learning Plan, then the task completion will be also visible in the Learning Plan.

11 Documents

Under the Documents tile you will find the following sections:

Course Reports — **It contains reports for courses completed in Aptem**

Competencies — This section is for the tracking of competencies which might not be part of your Apprenticeship programme. A competency is a defined set of skills and behaviours which support effective job performance (e.g. personal organisation).

Documents — Documents can be uploaded of your own reference. **Important**: Documents that are added directly to your Documents will not be mapped as evidence against your learning plan.

Compliance Documents — A set list of compliance documents are stored here. It may be the case that a document needs to be updated signature is needed), the word 'update' in red will indicate it. (See screenshot below)

Onboarding wizard documents: The onboarding wizard is set up with links to documents listed (for example Programme handbook etc.), these documents are listed within this section.

12 Collaboration Centre

You can use the Collaboration Centre to:

— Receive notification that uploaded evidence has been approved or declined
— Receive reminders for overdue tasks
— Receive notification for completion of learning plan milestones and outcomes