

EMPLOYER GUIDELINES

Smart Assessor is an electronic collection of a learner's skills and knowledge, which is assessed by their tutor against a training standard or qualification and replaces paper portfolios.

Perfect for apprentices, work based learners, classroom students and anyone undertaking training, as you can replace paper evidence with videos, photos and voice recordings as evidence of competence and the portfolio is always available, both offline and securely on the web.

Assessors and tutors can track learner progress dynamically to achieve timely completions.

There are two different roles for employers:

1. **Employer Overview**, where the employer is able to view all of the learners in the whole organisation.

<p>Employer Overview (EO)</p>	<ul style="list-style-type: none"> • View overall progress of all learners within the organisation • View unit progress • View evidence mapped/referenced to units • Sign documents electronically • Upload evidence directly to a learners portfolio • Email the learner • View and export the Progress Map per Learner
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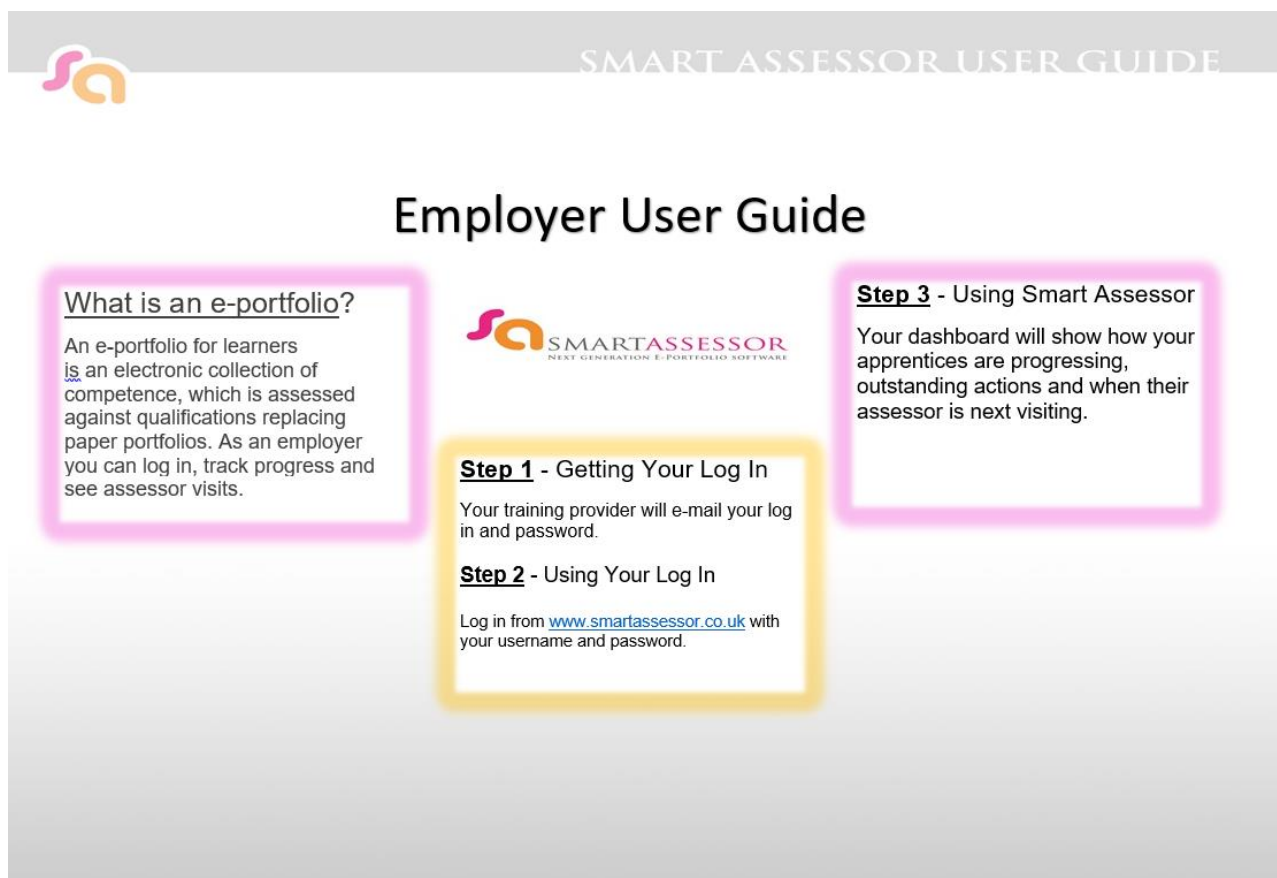
2. **Employer Manager**, where the supervisor/manager/mentor can only view the learners under their charge.

<p>Employer Manager (EM)</p>	<ul style="list-style-type: none"> • View overall progress of individual learners that are linked to them • View unit progress • View evidence mapped/referenced to units • Sign documents electronically • Upload evidence directly to a learners portfolio • Email the learner • View and export the Progress Map per Learner
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How to Log In

Once your apprentice has been uploaded onto Smart Assessor you will receive an email confirming your login username and password. Additional logins for Managers/Colleagues can be provided by emailing smartassessor@sgscol.ac.uk with contact name, position in the company, email address and telephone number.

The following guide is available on the Smart Assessor [website](#) – via the SUPPORT tab, KNOWLEDGE BASE, then scroll down to the Employer’s section



The image shows a user guide titled "Employer User Guide" for "SMARTASSESSOR NEXT GENERATION E-PORTFOLIO SOFTWARE". The guide is presented in a clean, modern layout with a grey header and a white background. The title "Employer User Guide" is centered in a large, bold, black font. Below the title, there are three main sections, each enclosed in a rounded rectangular box with a pink border. The first section, "What is an e-portfolio?", is on the left. The second section, "Step 1 - Getting Your Log In", is in the center and highlighted with a yellow border. The third section, "Step 3 - Using Smart Assessor", is on the right. The Smart Assessor logo, consisting of a stylized 'sa' in pink and orange, is positioned to the left of the "Step 1" section. The text in the "Step 1" section is as follows: "Your training provider will e-mail your log in and password." The text in the "Step 3" section is as follows: "Your dashboard will show how your apprentices are progressing, outstanding actions and when their assessor is next visiting."

What is an e-portfolio?
An e-portfolio for learners is an electronic collection of competence, which is assessed against qualifications replacing paper portfolios. As an employer you can log in, track progress and see assessor visits.

Step 1 - Getting Your Log In
Your training provider will e-mail your log in and password.

Step 2 - Using Your Log In
Log in from www.smartassessor.co.uk with your username and password.

Step 3 - Using Smart Assessor
Your dashboard will show how your apprentices are progressing, outstanding actions and when their assessor is next visiting.



Employer Dashboard Overview

Learner progress bars

- Blue bar presents course duration.
- Orange bar shows percentage of course criteria which has evidence mapped against it.
- Green bar shows course criteria signed off.

Link to progress map

Welcome, Manager Training (EM) Logout

Welcome Manager Training - Your Employer Dashboard 2 Records Found

Search Learners Filter Refresh dashboard Go to legend

Grouping

Expand All

On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
	Assessor Smith danny Assessor	50093009-50093009 EDI Level 2 NVQ Certificate in Business and Administration	Unit CU449 Unit CU500 Unit CU516 Unit CU520 Unit CU674 Unit CU678 Unit CU679 Unit CU680 Unit CU681 Unit CU720 Unit CU723		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	28% 41% 100%	
	Assessor Smith danny Assessor	50093423-50093423 EDI Level 2 Certificate in Principles of Business and Administration	Unit CT182 Unit CT183 Unit CT184		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	0% 48% 100%	

Gordon Watts
Training 2000 Last Login: 24% 82% 100%

Forms

Traffic light system showing learner status per aim.

Red – Off Track
Amber – On Track
Green – Ahead of Track

Assessor Name

Qualification details

List of units (both mandatory and chosen optional units)

- Red – no evidence mapped
- Amber – Some evidence mapped
- Green – Units signed off

Session details

Documents awaiting signature indicated by the red border around the AS symbol.

Upload evidence into the learner's portfolio



Profile Tab

Click on the Profile to edit and personal details, including changing your Password.

The screenshot shows the main dashboard with the 'Profile' tab selected in the navigation menu. Below the navigation, there is a 'Welcome, Manager Training (EM)' message and a list of users. The first user is Jeff New, Training 2, and the second is Gordon W, Training 2. There are navigation arrows and a '10 records per page' dropdown menu.

Edit any details and click update to save your changes.

The screenshot shows the 'Edit your personal details' form. The form fields are: UserID (Manager.Employer512), Password (masked with dots), First Name (Manager), Last Name (Training), Email (manager@gmail1.co.uk), Tel No (empty), Mobile (empty), TimeZone ((UTC) Dublin, Edinburgh, Lisbon, London), and Weekly Action Reminder (checked). There is an 'Update' button at the bottom.



How to sign Documents awaiting your signature as an Employer

Welcome Manager Training - Your Employer Dashboard 2 Records Found

Search Learners Filter Refresh dashboard
Go to legend

Grouping

Expand All

Jeff Newman
Training 2000 Last Login:

On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
<input checked="" type="checkbox"/>	Assessor Smith denny Assessor	50093009-50093009 EDI Level 2 NVQ Certificate in Business and Administration	Unit CU449 Unit CU500 Unit CU516 Unit CU520 Unit CU674 Unit CU678 Unit CU679 Unit CU680 Unit CU681 Unit CU720 Unit CU723		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	36% 39% 100% 01/12/2014 to 02/09/2015	
<input checked="" type="checkbox"/>	Assessor Smith denny Assessor	50093423-50093423 EDI Level 2 Certificate in Principles of Business and Administration	Unit CT182 Unit CT183 Unit CT184		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	0% 48% 100% 01/12/2014 to 02/09/2015	

Step 1 – Click on the Awaiting Signature icon.
(Red border indicates that there are documents/Units awaiting your signature)

Step 2 – Click on the document name to open and view the document.

Documents from Learning and Assessment Plan

Document Name	Date Uploaded:	Type:	Sign:	Session Date/time
review 200515	5/28/2015	Review	Employer: <input checked="" type="checkbox"/>	11/19/2014 3:00:00 PM
review 28.05.15	5/28/2015	Review	Employer: <input type="checkbox"/>	6/2/2015 9:00:00 AM
Review 28.05.15	5/28/2015	Review	Employer: <input type="checkbox"/>	5/3/2015
review	5/28/2015	Review	Employer: <input type="checkbox"/>	6/4/2015

Step 3 – Click the check box to populate a tick.
This is your digital signature.

Units to sign off

Unit Name	Assessor Sign Off Date	Sign:
Unit CU679 - Communicate in a BusinessEnvironment	Assessor Smith 5/28/2015	Employer: <input type="checkbox"/>
Unit CU449 - Bespoke Software (Level 1)	Assessor Smith 5/20/2015	Employer: <input type="checkbox"/>

Save Cancel/Close

Step 4 – Click Save and the document will no longer show in this list.



How to upload evidence in to the learner's portfolio

Welcome Manager Training - Your Employer Dashboard 2 Records Found

Search Learners

Grouping

Expand All

On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
<input checked="" type="checkbox"/>	Assessor Smith danny Assessor	50093009-50093009 EDI Level 2 NVQ Certificate in Business and Administration	Unit CU449 Unit CU500 Unit CU516 Unit CU520 Unit CU674 Unit CU678 Unit CU679 Unit CU680 Unit CU681 Unit CU720 Unit CU723		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	36% 39% 100% 01/12/2014 to 02/09/2015	
<input checked="" type="checkbox"/>	Assessor Smith danny Assessor	50093423-50093423 EDI Level 2 Certificate in Principles of Business and Administration	Unit CT182 Unit CT183 Unit CT184		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	0% 48% 100% 01/12/2014 to 02/09/2015	

Step 1 – Click on the Upload Evidence icon.

Step 2 – Click on Choose File/Browse and locate the file on your PC.

Give the Evidence a name and description

Digitally sign the evidence.

Click upload and the evidence will then go into the Learners portfolio for the Learner and Assessor to view.

Upload Evidence Files

File No file chosen

Name

Description

Signed in Agreement:	Name:	Signed:	Date:
Employer	/Manager Training	<input type="checkbox"/>	3/17/2016



How to sign off units as the employer

Welcome Manager Training - Your Employer Dashboard 2 Records Found

Search Learners

Grouping

Expand All

Jeff Newman Last Login: 28% 41% 100%

Training 2000

On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
<input checked="" type="radio"/>	Assessor Smith danny Assessor	50093009-50093009 EDI Level 2 NVQ Certificate in Business and Administration	Unit CU449 Unit CU500 Unit CU516 Unit CU520 Unit CU674 Unit CU678 Unit CU679 Unit CU680 Unit CU681 Unit CU720 Unit CU723		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	<div style="width: 36%; background-color: green; height: 10px;"></div> 36% 19% 100% 01/12/2014 to 02/09/2015	
<input checked="" type="radio"/>	Assessor Smith danny Assessor	50093423-50093423 EDI Level 2 Certificate in Principles of Business and Administration	Unit CT182 Unit CT183 Unit CT184		Jul 23 2015 11:00AM	There has been no review for 8 weeks.	Not Attended	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% 48% 100% 01/12/2014 to 02/09/2015	

Step 1 - Click on the unit number to view the unit overview page.
(Completed units are displayed in Green)

Step 2 - To view evidence click on the file icon. View which criteria the evidence is mapped to.

Digitally sign the Unit within the confirmation statement.

Welcome, Manager Training (EM)

Evidence Record Sheet - Jeff Newman - Training 2000 - 50093009 EDI Level 2 NVQ Certificate in Business and Administration

Assessment Documents: Assessment Documents are not available.

Evidence Requirement Description: Evidence Requirement Description not found.

Unit CU674 - Meet and Welcome Visitors

Ref No	Evidence Documents	Evidence Name	Evidence Description	Assessment Method	Grade	Date Set	Date Due	Date Uploaded	Sign off all criteria	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9
1076		Example learner work.jpg	Example learner work	NA		19/06/2015		19/06/2015 10:06	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1077		Learner Observation report.pdf	Learner Observation report for session on 19/06/2015	LO		19/06/2015		19/06/2015 10:06	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1078		Workbook 1.1	This is workbook 1.1 for completion, all parts must be completed after group review in classroom.	LO		12/06/2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1079		Workbook 1	This is a workbook...	LO		20/06/2015		20/06/2015 13:05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Confirmation Statement

Role	Confirmation Statement	Please tick when completed	Signed off by	Date
Learner	I confirm that this unit is complete and the evidence provided is a result of my own work.	<input checked="" type="checkbox"/>		
Assessor	I confirm that the learner has demonstrated competence by satisfying all the skills and knowledge for this unit, and has been assessed according to requirements of the qualification.	<input checked="" type="checkbox"/>	Assessor Smith	19/06/2015
Confirmation of required	I confirm that the learner has demonstrated competence by satisfying all the skills and knowledge for this unit, and has been assessed according to requirements of the qualification.	<input checked="" type="checkbox"/>		
Employer	I can confirm that the evidence I have checked as an employer meets the standards.	<input checked="" type="checkbox"/>	Manager Training	17/06/2015
Internal Quality Assessor	I can confirm that the evidence I have sampled as an Internal Quality Assessor meets the standards.	<input checked="" type="checkbox"/>		
External Verifier	Verified as part of Internal QA Visit.	<input checked="" type="checkbox"/>		

To exit this page, click Close Portfolio and you will return to your dashboard