

Welcome to

Smart Assessor



Welcome to Smart Assessor!

You should have received your welcome email containing your account details.

To get started visit www.smartassessor.co.uk (<http://www.smartassessor.co.uk/>) and enter your username and password to login.

Your user name will be firstname.surname.nw



This is the homepage icon on Smart Assessor. Use this button if you need to return to your dashboard.

This is your learner dashboard

From here you can see how long you have left on your course and if you're on track. There are separate tabs for each element of your course - Standard, Diploma (if included), maths and English (if needed).

The dashboard features a calendar at the top with days from Sunday 28 to Wednesday 07. Below the calendar are navigation tabs: Overview, TQJK Level 2 Diploma..., NCFE Functional Skil..., NCFE Functional Skil..., Welcome to Norton We..., and Adult care worker 11... The main content area is titled 'Welcome Learner Name' and includes a profile section with an 'Awaiting Photo' placeholder, 'Last Login Date', and 'Days Until Course Completion: 511'. A progress bar shows 'Overall Status: 0% 1%' with '0%' completed and '100%' remaining. The dashboard is populated with several widgets: 'bksb' logo, 'Time Log' (20% Off the Job Required, Achieved to date 02/09/2022), 'New Docs to Sign' (0), 'EILP' (1), 'Actions & Activities' (0), a calendar icon (07), 'svle Smart Virtual Learning Environment' (0), and 'Wellbeing' (11).



Safeguarding Contact

Tel: 01132396540
Mobile: 07939325021
Email: safeguarding@nortonwebb.com

Your next session:



Learner Homepage Overview

1. Upload your profile picture
2. Qualification tabs to click through to each element of the course you are enrolled onto
3. Access to Smart Sessions booked with your Assessor
4. Days remaining until your planned completion date
5. Traffic light system to show progress

Green Criteria that has been signed off

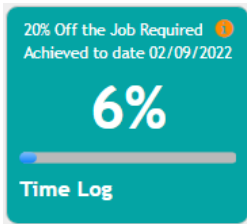
Orange % of course criteria with mapped evidence against it

Blue Progression through course duration

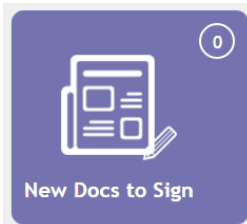




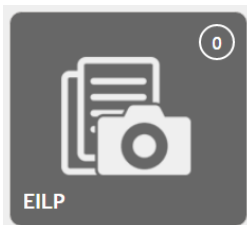
This link is not activated



Shows how much of your 20% off your job is completed



Links to any documents to sign



Shows any Electronic Individual Learning Plans (snapshots of progress)



Links to any actions and activities set to complete



Links to any booked sessions



Links you to Smart VLE, an additional learning platform



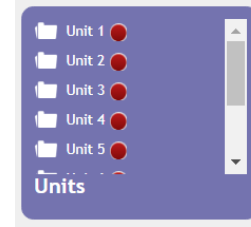
Links you to wellbeing activities

Within each qualification tab

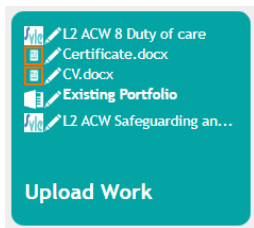


Progress Widget

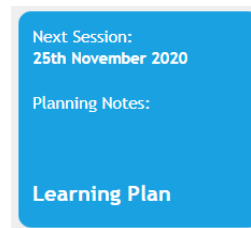
- Green** Criteria that has been signed off
- Orange** % of course criteria with mapped evidence against it
- Blue** Progression through course duration



Shows the units within the qualification



Upload completed pieces of work here

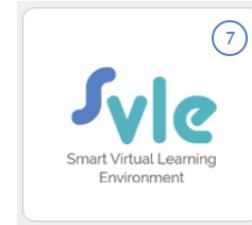


Links to all your sessions, notes and activities

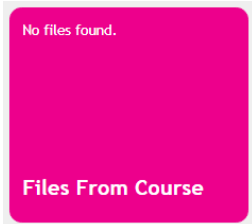
Within each qualification tab



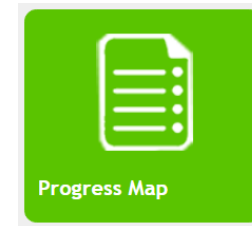
Access any resources available for your course



Link to Smart VLE, the associated online learning platform

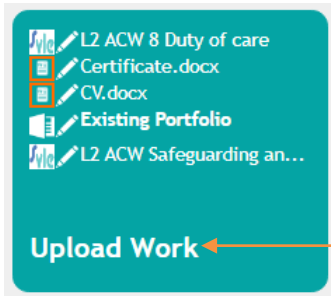


View all files uploaded for you



View all current progress and gaps remaining on the qualification

How to upload work and evidence



Click on the Upload Work Widget

Learner Plan



Activity View

Show Add Evidence

Click on Show Add Evidence


How to upload work and evidence continued

Hide Add Evidence

Upload Files | Link Using URL | Paper Hardcopy | Use other completed units | Select New Form | Select Completed Form

Upload files to your Evidence Library with the tool below or use the browse button. These will then be added to your Evidence Library below where you can cross reference it across your mandatory and optional units.

Add files Browse **Upload**



Drag and drop files into this box or click browse to manually select.

FILENAME	FILE STATUS	FILE ACTION
----------	-------------	-------------

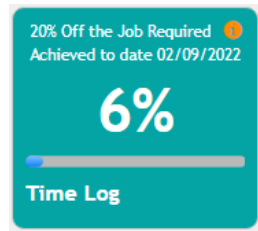
Browse **Upload**

- Drag and drop the required file into the large pink box or browse on your computer to find it, then upload the work.
- Complete the declaration form when prompted and save.

How to add entries to your 20% off the job log



Click on the Homebutton icon



Click Time Log button

You should aim for the % to show 20%

Viewing E-Timelog for All Courses and General Activities

Select an Episode... < Change View by Episode

All Courses and General Activities < Change View by Course

All Time Log Entries < Change View by On/Off the Job Training

This Week:	This Month:	Total:
1 : 05	37 : 25	76 : 25

Recent Activity:

Activity Type	On/Off the Job Training	Time Taken	Date
Manual Other	Off the Job	1:00	24/11/2020
Resource	N/A	0:05	22/11/2020
Resource	N/A	0:00	22/11/2020

Off the Job Summary:

Please select an Episode or 'Courses not set within an Episode' to see the Off the Job Summary

What Constitutes Off the Job Training?

Off-the-job training is a statutory requirement for an English apprenticeship. It is training which, is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. By normal working hours we mean paid hours excluding overtime.

Switch to Calendar View

Add New Timelog Entry



How to add entries to your 20% off the job log continued

Add New Timelog Entry

Add New Timelog Entry

Add Activity

1. Select Activity Date
DD/MM/YYYY
2. Select Activity Type
Virtual Training Session
3. Select Course
General
4. Select Unit
General
5. Select Assessor
No Assessor
6. Was it on the Job?
Please Select...
7. Time Spent on Activity
HH:MM
8. What impact has this activity had on your learning?
9. Evidence Links:
 Receipt Single Page.jpg

Complete the required information:

- Date
- Type of activity (training, online, coaching etc)
- Select which course the log is against (optional)
- Select which unit the log is relevant to (optional)
- Select Assessor (optional)
- Off the job (if to count towards 20% off the job)
- Time spent
- Impact on learning
- Link to any evidence uploaded

How to utilise Resources



Within the Resources widget, there is a range of materials that will help with your learning and development.

Once you have viewed a resource it will show as **Opened**.

(you may need to refresh your page to show it as opened)

Materials for the all units	Description	Size	Date Last Viewed	Status	Completed	Date Completed	Resource Type	Suggested GLH	Learner Feedback
Karren Brady talking about the differences between leadership and management, values, behaviours and entrepreneurship			02/09/2022	Opened	Click to Complete		N/A	1 hour and 15 minutes	

Then you can **Click to Complete**, confirm that you have completed the resource, and give a bit of detail about what you have learnt.

How to utilise Resources continued

Make sure you **tick** to confirm you have completed the resource

I have completed this resource and it has taken me a minimum of 1 hour and 15 minutes

What you have learnt from this resource:

I found this video really interesting. It has helped me think about the way that I communicate with individuals in my workplace and to check understanding.

Cancel/Close Submit

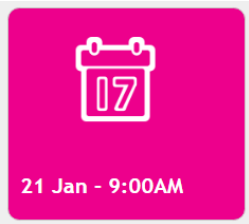
The status will then show as **Completed** and the activity will be added to your Timelog

Materials for the all units	Description	Size	Date Last Viewed	Status	Completed	Date Completed	Resource Type	Suggested GLH	Learner Feedback
Karren Brady talking about the differences between leadership and management, values, behaviours and entrepreneurship			02/09/2022	Completed		02/09/2022 1:25:22 PM	N/A	1 hour and 15 minutes	I found this video really inte


How to give session feedback



Click on the Homebutton icon






Click on the Learning Plan Widget

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
1 T	21/11/2020	09:00	17:00	Induction	Jill Hyde	Attended	
TQUK Level 2 Diploma in Care (RQF) 60325549							

How to give session feedback

How do you feel?

Highly Satisfied Satisfied Dissatisfied

Learner Feedback

What was the planned impact of today's session and was this achieved?

How could today's session be improved?

Do you feel the planning for this session was effective?

Justify the reason for your emoji selection.



- What was the planned impact of today's session and was this achieved?
- How could today's session be improved?
- Do you feel the planning for this session was effective?
- Justify the reasons for your emoji selection

Support

If you require support, click on the support tab within your Smart Assessor to access the Knowledge base guides or email support@smartapprentices.com

Alternatively, if your issue means you can't log in, first try to reset your password using the link on the log in page.

Find us on social media:

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Twitter - [@SmartAssessor](#)

Linkedin - Search for our group Smart Assessor

YouTube - [/SmartAssessor](#)