

# Apprentice Guide- Completing and Signing Pre-Induction Forms

Queen Mary, University of London

Version: 1.0

Notes:

- User must be added as a Learner to undertake this task.
- You will need to be able to login to Smart Assessor. You will have been sent separate instructions on how you can do this.
- Users can add information required as well as signing the forms via these steps.
- You will receive an email notification that you have an Induction session booked. This session will appear in your calendar on Smart Assessor and is where you can access the forms.
- As an apprentice applicant, you have 4 forms to complete and sign: Apprenticeship Agreement, Enrolment Form, Employer Professional Discussion Form and your Training Plan.

The easiest way to complete the forms allocated to you is via the email sent to you from [noreply@smart-assessor.co.uk](mailto:noreply@smart-assessor.co.uk) informing you that you have an e-form that requires your signature. If you click on this link, you will be taken directly to the form once you have logged in in the usual way. Complete the form as described in steps 1 and 2 below. You will also be sent reminder emails with a link. However, if this link has expired (each link will last only 72 hours), you can follow from step 3 of this guide to access all forms.

1. Read through and check the details are correct on the form. Fill out the relevant sections of the form and then sign by clicking on the box.

Signature  
 Learner

**N.B:** You may be prompted to enter your username and password that you usually use to sign in. If you need to come back to the form later to add any details, you can always click save. Please do not sign the form until you are happy that the form is complete from your perspective.

2. Once signed, remember to **click 'Save'** at the top/bottom of the form as Smart Assessor forms do not automatically save changes. Click 'Return (without saving)' when finished so that others can access the form.

Save

Return (without saving)

Export to PDF

Email to External

Complete Form

Review Completion Date

Select from Other Completed Review Forms by Date

Review Date

19/06/2024

Primary Assessor Name

Bolaji Raheem

MIS Learner ID

Apprentice Details

Learner Forename

Learner Surname

Course Name

ST0180 - Investment Operations Specialist

Course Start Date

07/09/2023

Course Expected End Date

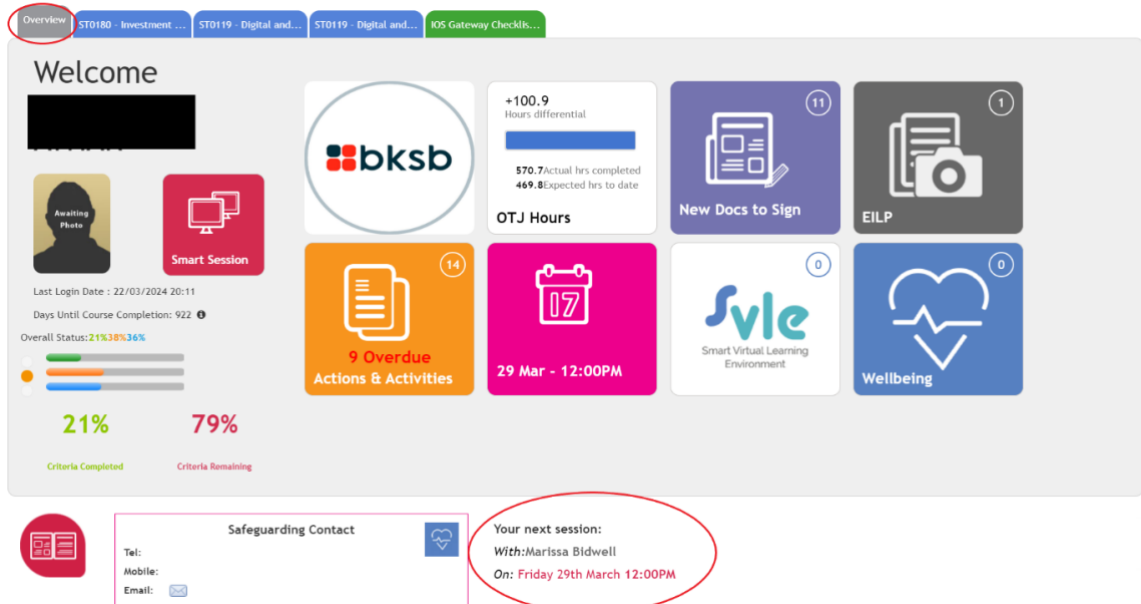
02/05/2025

Employer

You can then access the link for other forms sent to your email address until all are completed.

**If your link has expired, please follow the instructions below:**

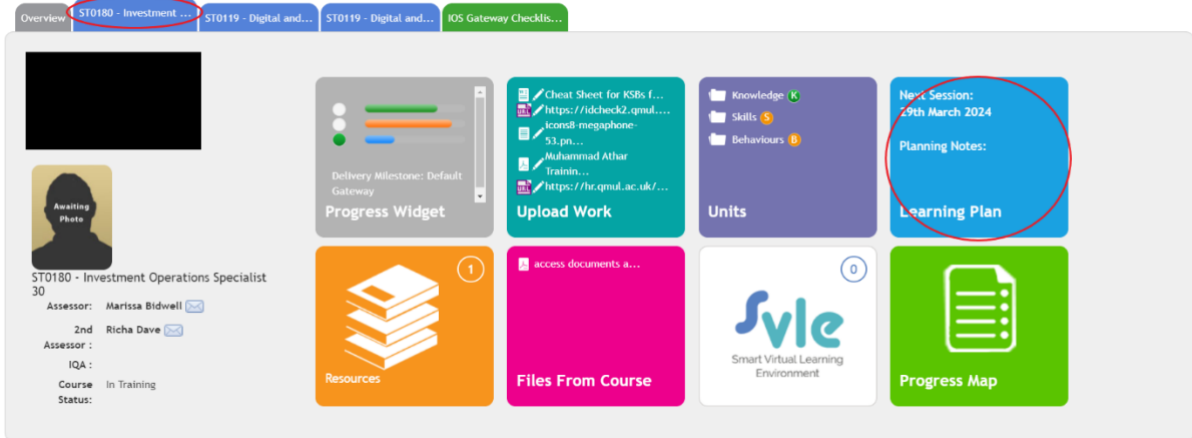
3. Sign into your Smart Assessor account using the relevant guide from [this page](#).
4. From your homepage/dashboard, click on the date under 'Your next session':



The dashboard includes the following elements:

- Navigation Tabs:** Overview (circled in red), ST0180 - Investment..., ST0119 - Digital and..., ST0119 - Digital and..., IOS Gateway Checklis...
- Welcome Section:** User profile, Last Login Date: 22/03/2024 20:11, Days Until Course Completion: 922, Overall Status: 21% (Criteria Completed) / 36% (Criteria Remaining).
- OTJ Hours:** +100.9 Hours differential, 570.7 Actual hrs completed, 469.8 Expected hrs to date.
- 9 Overdue Actions & Activities:** 14 items.
- Next Session:** 29 Mar - 12:00PM (circled in red).
- Safeguarding Contact:** Tel, Mobile, Email fields.

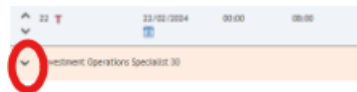
(If the date of this session has passed, you can still access this page via the pink calendar tile (see above image) or via the blue 'learning plan tile' (accessed by clicking on the tab with the name of your course)).



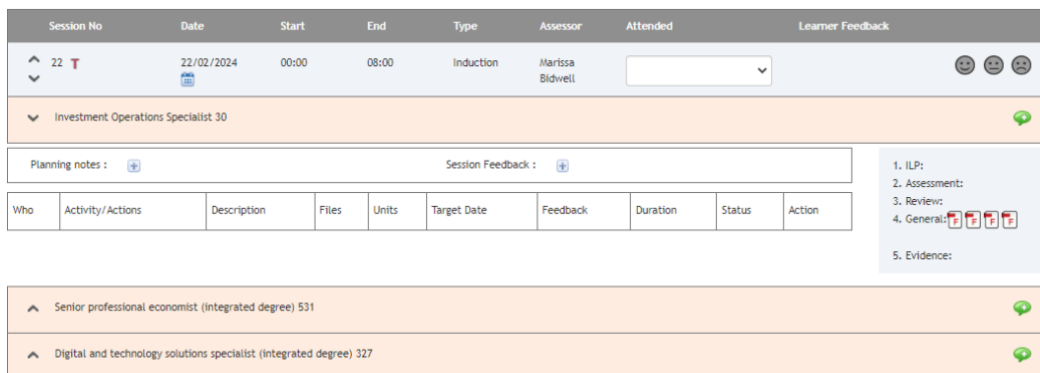
5. On the page that opens, you will see an Induction session.

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
22	22/02/2024	00:00	08:00	Induction	Marissa Bidwell		
Investment Operations Specialist 30							

6. Expand this box by clicking on the chevron on the left:



and from the list that appears on the right-hand side, click on the red 'F's next to the word 'General'. Clicking on each 'F' will open a form that requires you to fill out your information and sign.



Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Senior professional economist (integrated degree) 531									
Digital and technology solutions specialist (integrated degree) 327									

7. Fill out and complete the relevant sections of the form using the instructions from Steps 1 and 2 of this guide.

8. If you have accessed the form in this way, clicking 'Return (without saving)' will return you to this page and you can then access any other forms you need to and complete them.

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback		
22	22/02/2024	00:00	08:00	Induction	Marissa Bidwell				
Investment Operations Specialist 30									
Planning notes :					Session Feedback :				
Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Senior professional economist (integrated degree) 531									
Digital and technology solutions specialist (integrated degree) 327									

**N.B** If you are unable to access a form as it says another user has the form open, please wait and try again half an hour later. A reboot of your system may also resolve this issue. If the problem persists, you should email your contact at QMUL to solve this issue.