



Portfolio Learner Guide

Guide for Learner

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Learner

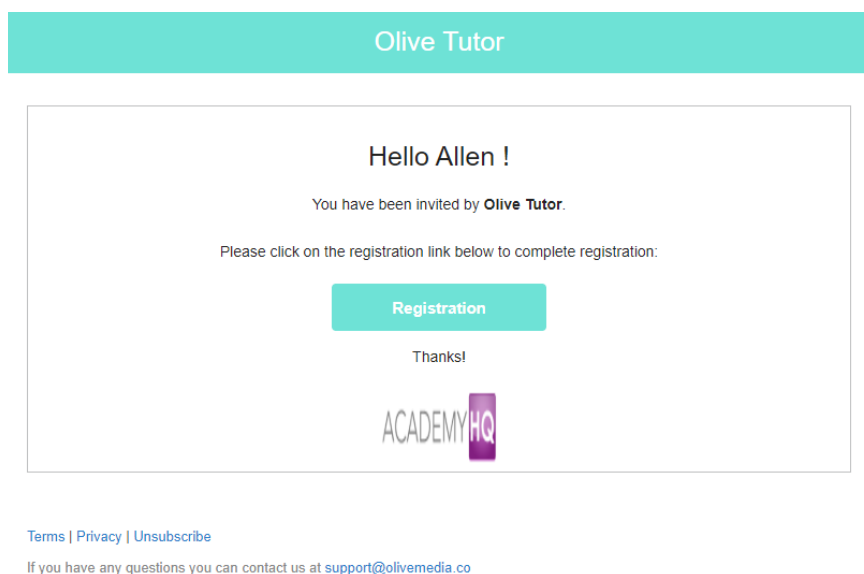
Logging In

Username and Password provided by Company

If you have already received a mail from your company or Olive with your username and password you can [click the link](#) to see how to login.

Registration Email from Olive

If your Admin has already enrolled you on the system, you will be getting a mail similar to the following,



Clicking on the **"Registration"** button or clicking on the **"OK"** button on the previous page will take you to the following **"Student Registration"** page as shown below.

You can click on the **"Submit"** button to proceed to the portfolio.

Student Registration

Full Name

Email

Password

Confirm Password



Password Policy

When creating your password is best to have a password that is,

- ★ Minimum 6 characters long
- ★ One Uppercase, One Lowercase, One number and One Special Character
- ★ If there is a security breach please let you administrator know as soon as possible.

Self Enrolment Link from Admin

If your admin has sent you a self enrolment link it should look like the following,

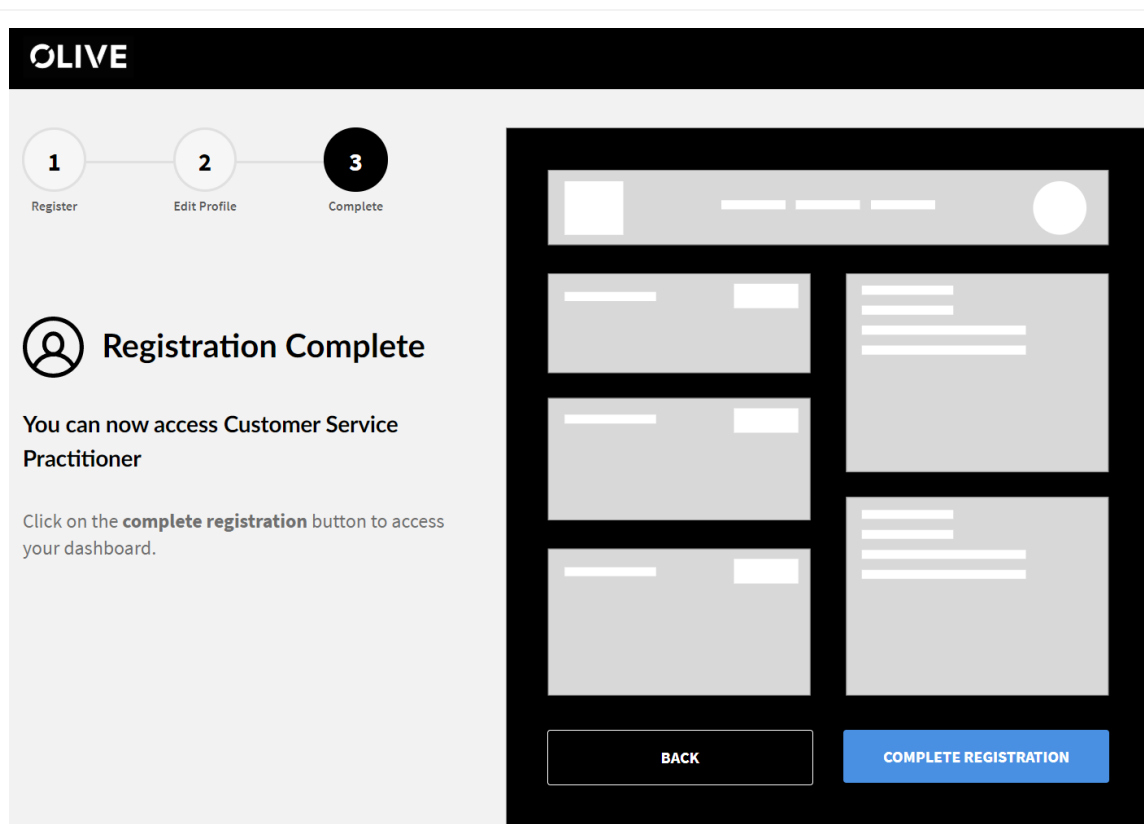
[https://\(CompanyName\).connectedportfolio.com/member/self-enroll/admission](https://(CompanyName).connectedportfolio.com/member/self-enroll/admission)

Once you click the above link you will be taken to a page similar to the one below,

In the above page you can type in your details like

- First Name
- Last Name
- Email Address
- Telephone Number, and
- Employment Status

Once you have entered your details you can click on **"Sign Up"** and this will take you to the **"Edit Profile"** Page as shown below.



Here you can complete the registration process by clicking “**Complete Registration**” or click on “**Back**” to go back and make changes to your details. Once you click on complete registration the following message will pop up.

Thank you for enrolling on Customer Service Practitioner. You will receive a verification email shortly. If you do not receive an email or you have any urgent queries please contact us via: support@olivemedia.co or please click OK button to directly go to the link to set your password

OK

This will send a registration email to your provided email address as shown below,

Olive Tutor

Hello Allen !

You have been invited by **Olive Tutor**.

Please click on the registration link below to complete registration:

Registration

Thanks!


[Terms](#) | [Privacy](#) | [Unsubscribe](#)
If you have any questions you can contact us at support@olivemedia.co

Clicking on the **"Registration"** button or clicking on the **"OK"** button on the previous page will take you to the following **"Student Registration"** page as shown below.

You can click on the **"Submit"** button to proceed to the portfolio.

Student Registration

Full Name

Olive Learner

Email

olive.learner@olivegroup.io

Password

.....

Confirm Password

.....

Submit



Password Policy

When creating your password is best to have a password that is,

- ★ Minimum 6 characters long
- ★ One Uppercase, One Lowercase, One number and One Special Character
- ★ If there is a security breach please let you administrator know as soon as possible.

Dashboard/Homepage

Once you have logged into your account by clicking on the "Learner" user type and putting in your Username and Password you will be taken to your login page as shown below.

OLIVE

[Home](#)
[Programme](#)
[News](#)
[Links](#)
[Contacts](#)
[Wage Meter](#)

Account

Enrolled Programmes

More

Level 3 Personal Trainer
 The aim of the Focus Awards Level 3 Diploma in Fitness...

Go to Programme >

Level 5 Operation Departmental Management
 Apprenticeship Programme in Level 5 Operation Departmen...

Go to Programme >

Level 3 Team Leader
 Apprenticeship Programme in Level 3 Team Leader

Go to Programme >

Upcoming Live Sessions

List

Calendar

No upcoming Sessions

Links

More

AcademyHQ
 About AcademyHQ

Access >

HiUp ConnectedRMS
 About HiUp ConnectedRMS

Access >

Your Points of Contact

More

Hiup Verifier
 Verifier

Message >

HiUp Assessor
 Assessor

Message >

Apprenticeship

7/4/2020

APPRENTICESHIP

Welcome to the HiUp Apprenticeship Programme

Top Tips for Starting a Career in Data Science

23/3/2020

"Starting a career in Data Science involves lots of time, perseverance, and education. However, all the hard work is worth it when considering the ...

Read More

The dashboard has been divided into different sections,

Enrolled Programmes

Here you will be able to see the programmes the learner has been enrolled into.

By clicking on the **"Go To Programme"** you will be taken to your programme page and by clicking **"more"** you will be able to see all the programmes the learner has been enrolled into.

Enrolled Programmes

More

Level 3 Personal Trainer
 The aim of the Focus Awards Level 3 Diploma in Fitness...

Go to Programme >

Level 5 Operation Departmental Management
 Apprenticeship Programme in Level 5 Operation Departmen...

Go to Programme >

Level 3 Team Leader
 Apprenticeship Programme in Level 3 Team Leader

Go to Programme >

8

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Upcoming Live Sessions

This shows the list of "Live Video Sessions" that has been created by the Tutor.

Upcoming Live Sessions

[List](#)
[Calendar](#)
 Search Upcoming Sessions


9/4/2020

Wed - Introduction

You can search for more sessions by using the search functionality

 Search Upcoming Sessions

By Clicking on "Calendar" you can see from a calendar view your upcoming sessions.

Upcoming Live Sessions

[List](#)
[Calendar](#)
 Search Upcoming Sessions

2020

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

April 2020


Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

By Hovering over the Date you will be able to see in more detail about the Live Session.

Upcoming Live Sessions

[List](#)
[Calendar](#)
 Search Upcoming Sessions


9/4/2020

Wed - Introduction

• Wed - Introduction

9th April 2020
16:30

Number of Attendees : 1

Tutor

Olive Tutor

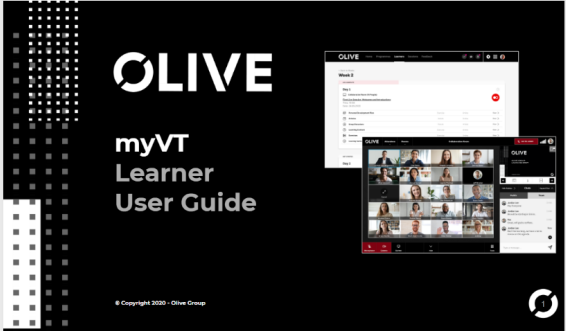
Alexandros Anousis

[Add Events to Calendar](#)

Newsfeed

On the right is the newsfeed, here you will be able to see the newposts that have been added by the tutor or client admin, the news feed includes posts, downloadable documents, videos etc.


Learner User Guide
7/4/2020

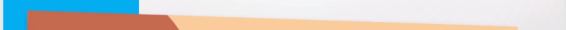


Please download the attached user guide. This will take you through all the features of the platform.



Attachment
[View](#) [Download](#)


Customer Service Practitioner
7/4/2020



Links

In the links section, you can access links that have been added by your Admin and have websites that help the learner access content regarding their apprenticeships.

To see more links you can click on the “**Links**” section in the Navigation Banner or by clicking “**More**” in the links section.

Links
[More](#)


AcademyHQ
About AcademyHQ

[Access >](#)


HiUp ConnectedRMS
About HiUp ConnectedRMS

[Access >](#)



[Home](#)
[Programme](#)
[News](#)
[Links](#)
[Contacts](#)
[Wage Meter](#)




[Account](#)

Links


AcademyHQ
About AcademyHQ

[Access >](#)


HiUp ConnectedRMS
About HiUp ConnectedRMS

[Access >](#)


CognAssist
About CognAssist

[Access >](#)


BKSB
About BKSB

[Access >](#)

Your Points of Contact

These are the learners points of contact and these include the Verifiers and Assessors that have been assigned to the learner.

To see more contacts you can click on the **"Contacts"** section in the Navigation Banner or by clicking **"More"** in the contacts section.

Your Points of Contact

[More](#)


Hiup Verifier
Verifier

[Message >](#)


HiUp Assessor
Assessor

[Message >](#)


Your Points of Contact



Hiup Verifier
Verifier

[Message >](#)


HiUp Assessor
Assessor

[Message >](#)


Generic verifier
Verifier

[Message >](#)


Generic Assessor
Assessor

[Message >](#)


HiUp Assessor
Assessor

[Message >](#)

Navigation Banner

In the navigation banner you have links to various pages in the system. You have access to your

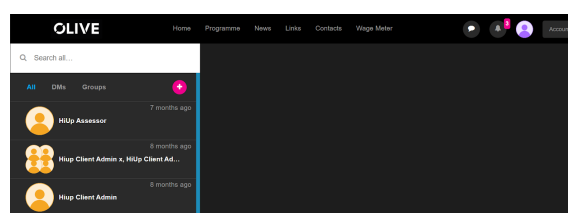
- Programmes
- Newsfeed
- Links
- Contacts
- Wage meter
- Messaging service
- Notifications
- Account management

As shown below.



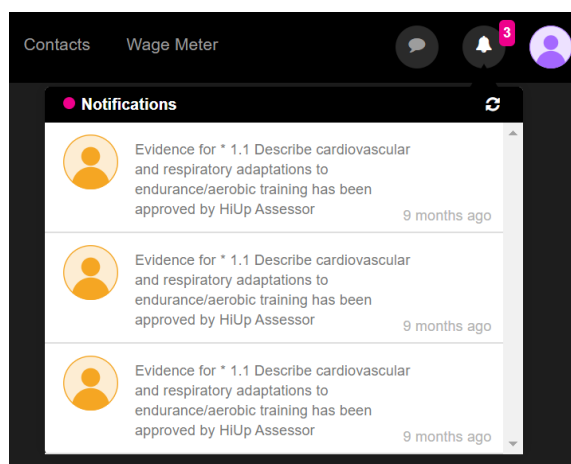
Messaging System

To know more about the messaging system [click the link](#).



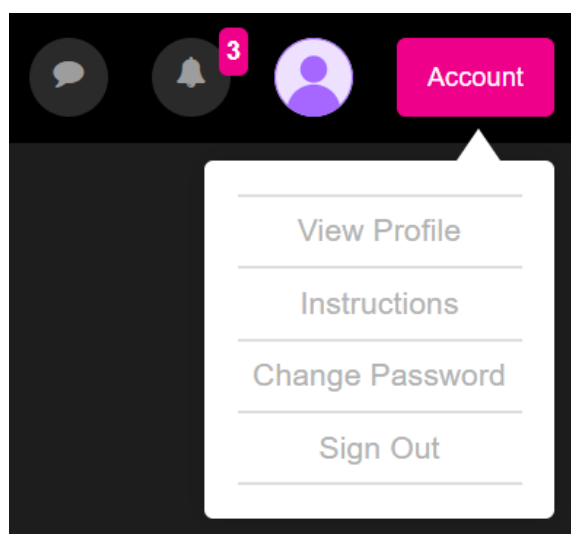
Notification System

To know more about the notification system [click the link](#).



Account Management

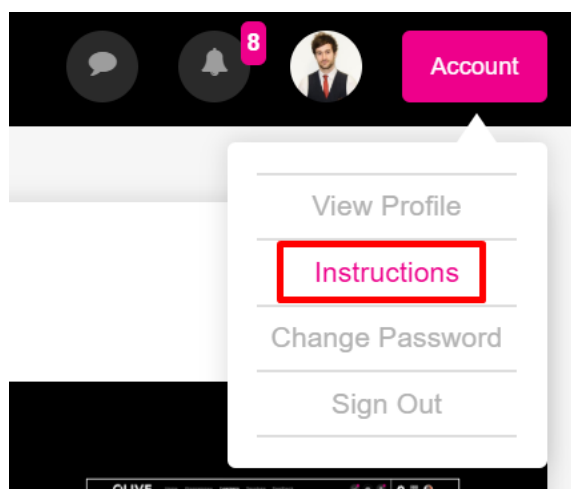
To know more about account management [click the link](#).

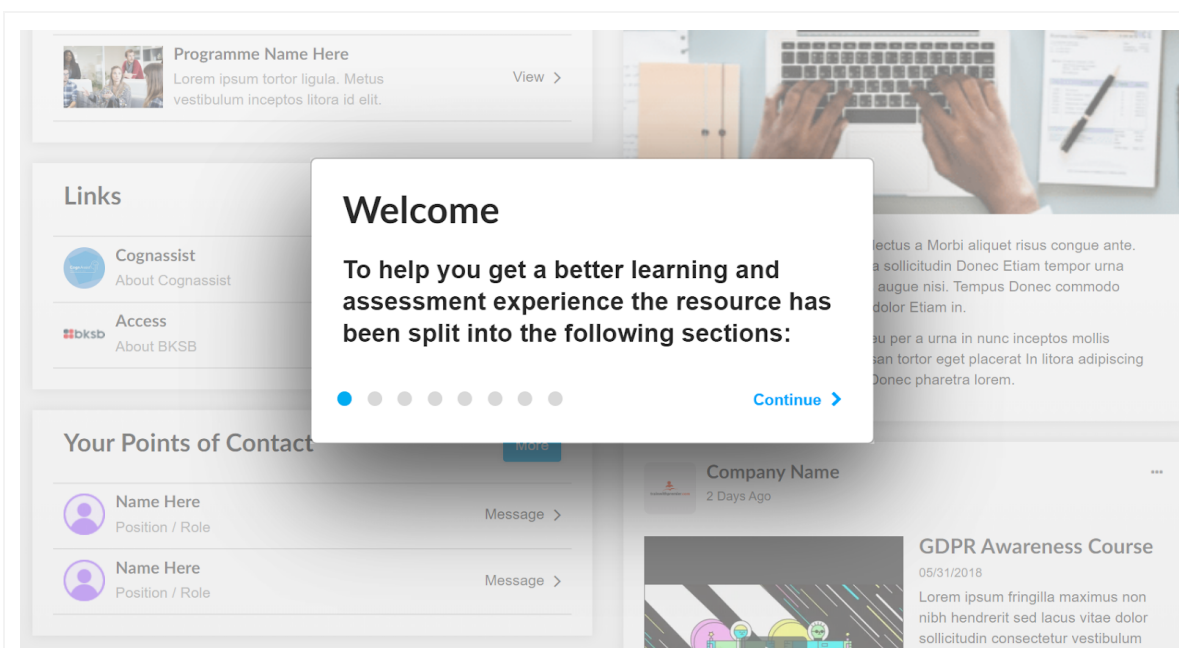


System Walkthrough

To have a walkthrough of the system and the different pages and options it provides to the learner you can click on **Account > Instructions**

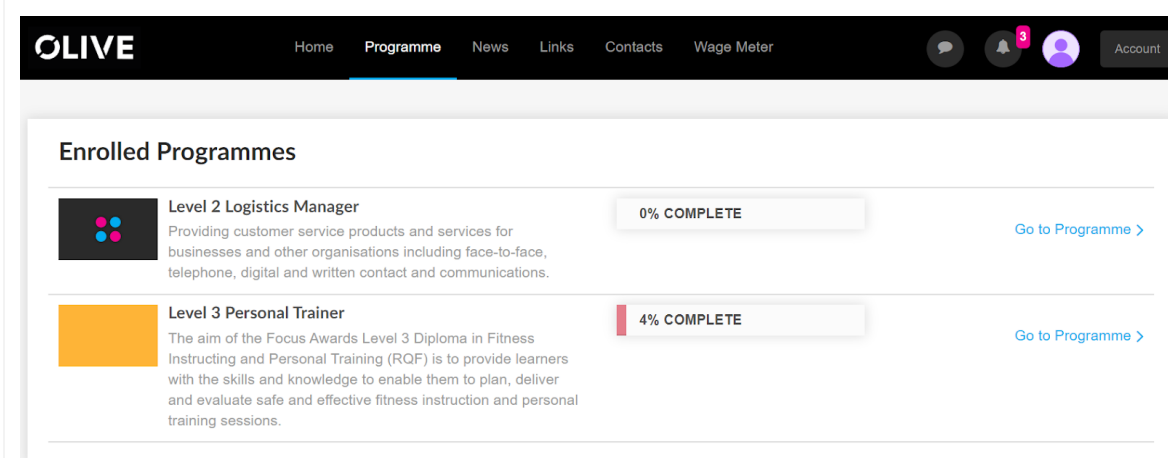
This will open the walkthrough as shown below,





Programmes Page

By clicking on the “more” from the Programmes section or the “Programme” tab in the Navigation Banner, this will take you to Enrolled programmes as shown below.



Here you can see the programme, a description about the programme, the overall completion and you can go to your programme by clicking on “Go to Programme”.

Once you are in your programme, the content is divided into the following sections:

- ★ Welcome Resource
- ★ Behaviors
- ★ Knowledge
- ★ Skills
- ★ Qualifications
- ★ Masterclasses
- ★ On The Job training
- ★ Off The Job Training
- ★ Journal

- ★ Gateway
- ★ Final Review
- ★ End-Point Assessment

By clicking on '**view**' beside each section you can go further into the section

Welcome Resources

The welcome resources contain the relevant welcome documents and links to various resources relevant to the learner for the apprenticeship.

- In the welcome resource you have a welcome note from the company welcoming the learner to the programme.
- The link under the welcome note takes the learners to a page that has more information regarding the programme.
- The Support documents include company handbooks or learner guides that the learner will be able to download.
- The Video on the right can be a promo about the programme or a guide on how to use the system.

Behaviors

Behaviours are mindsets, attitudes or approaches required for competence, generally across the entire occupation. Whilst these can be innate or instinctive, they can also be learnt, so they are effectively a subset of skills. Behaviours tend to be very transferable, meaning that, at any one level, they may be more similar across apprenticeship standards than knowledge and skills.

To go into the behavior you can click on the "view" button beside the behavior.

Behaviours		
	Apprenticeship Progress Tracker (Baseline Assessment / Skills Scan)	View >
	Apprenticeship Progress Tracker - 3 month review	View >

In the first behavior checklist as shown below, you will have to type in your development plan for each of the required behaviors and also rate your current aptitude for the behavior.

[BACK TO PROGRAMME](#)

Behaviour

Apprenticeship Progress Tracker (Baseline Assessment / Skills Scan)

[Reset Form](#)

Resets the form to the initial state, This removes all the written answers and checkboxes

Please use the below section to identify short development plans against each of the listed 'Behaviour' criteria at the start of each quarter (every 3 months) and then review your development against these plans at the end of that quarter.

If you require any further support, please speak to your trainer/assessor or Learning Support Coach who will be more than happy to help.

Core Knowledge

K1.1 - Knowing your customers : Understand who customers are.

How would you rate your behaviour on this task

Score yourself:

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ?

Rate your current aptitude on the behavior here

Development Plan

Paragraph

B
I
☰
☷
🔗
🗨
↶
↷

Your Development plan for the next few months till the next behavior is added here

K1.2 - Knowing your customers : Understand the difference between internal and external customers.

How would you rate your behaviour on this task

Score yourself:

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5
 ?

Development Plan

Paragraph

B
I
☰
☷
🔗
🗨
↶
↷

The Second and subsequent checklists will be as shown below, here the information from your first behavior log will be pulled in. The timeframe for each behavior checklist depends on how the admin has the programme built. Each behavior log can have a time interval of 3-4 months.

[← BACK TO PROGRAMME](#)

Behaviour

Apprenticeship Progress Tracker - 3 month review

[Reset Form](#)

Please use the below section to identify short development plans against each of the listed 'Behaviour' criteria at the start of each quarter (every 3 months) and then review your development against these plans at the end of that quarter.

Resets the form to the initial state

If you require any further support, please speak to your trainer/assessor or Learning Support Coach who will be more than happy to help.

Core Knowledge

K1.1 - Knowing your customers : Understand who customers are.

How would you rate your behaviour on this task

You last scored yourself: Your previous rating shows here

New rating to be ticked here

☐
☐
☐
☐
☐

12345

Review

Paragraph
B I : = : = @ " ← →

Previous development plan for this behavior comes here

Development Plan

Paragraph
B I : = : = @ " ← →

New development plan

K1.2 - Knowing your customers : Understand the difference between internal and external customers.

How would you rate your behaviour on this task

You last scored yourself:

☐
☐
☐
☐
☐

12345

Review

Paragraph
B I : = : = @ " ← →

Development Plan

Paragraph
B I : = : = @ " ← →

Knowledge

This is the information, technical knowledge, and 'know-how' that the individual needs to have and to understand in order to successfully carry out the duties that make up the occupation. This could include knowledge that the individual needs to have an awareness of (e.g. background technical knowledge, company policy or legislation) or more specific information they will need to apply in their everyday activities. Knowledge statements relating to the latter typically begin with 'A [butcher] knows and understands... a, b, c, d, e...'

NOT STARTED

0/25

Knowledge

?



Knowledge

0/25

View >

In the knowledge checklist you can type in what you know about the question that is asked in the observation box, and if you have evidence that you can use to support your knowledge on the matter you can upload it using the upload evidence button.

Knowledge

1. Interpersonal excellence - managing people and developing relationships

1.1 Leading People - Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.



Paragraph ▼ **B** *I* :: := @ “ ” ↶ ↷ 🖼️

Type in your answer or observation to the above knowledge here

Upload Evidence



Delete your upload by clicking this icon

Upload your supporting documents or video here

1.2 Managing People - Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.



Paragraph ▼ **B** *I* :: := @ “ ” ↶ ↷ 🖼️

Upload Evidence



You can save your current progress and continue later by clicking on the **"Save"** button, and once you have completed the Knowledge section you can submit it for evaluation by clicking the **"Submit"** button.

These can be found at the bottom of the Knowledge list as shown below.

3.3.2 Decision Making - Understand problem solving and decision making techniques, and how to analyse data to support decision making.



Paragraph ▼ **B** *I* :: := @ “ ” ↶ ↷ 🖼️

Upload Evidence



Submit your knowledge for approval

Save your current progress →

Save

Submit

Skills

Skills are the practical application of knowledge needed to successfully undertake the duties that make up the occupation. They have to be learnt through on and/or off-the-job training or experience. They do not need to be expressed in the workplace context, because the duties are expressed in this way. Skills statements typically include a verb.

Skill



Skills

View >

The skills checklist is usually added in by the assessor or tutor after you competency on the required subject is tested on site.

Skills

1. Interpersonal excellence – managing people and developing relationships

1.1 Leading People - Able to communicate organisation strategy and team purpose, and adapt style to suit the audience. Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.



Upload Evidence

Paragraph ▼ **B** *I* ::= := @ “ ↩ ↪ 📷

Observation of Assessor regarding learner's ability in the required skill added here

Upload Evidence

🗑️ Delete the added evidence

Evidence supporting the observation added here

1.2 Managing People - Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve. Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback.



Upload Evidence

Paragraph ▼ **B** *I* ::= := @ “ ↩ ↪ 📷

You can save your current progress and continue later by clicking on the **“Save”** button, and once you have completed the Skills section you can submit it for evaluation by clicking the **“Submit”** button.

These can be found at the bottom of the Skills list as shown below.

3.3 Decision Making - Use of effective problem solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required.



Upload Evidence

Paragraph ▼ **B** *I* ::= := @ “ ↩ ↪ 📷

Save Current Progress →

Save

Submit Skills for Evaluation
▼

Submit

Qualifications

The qualifications included the standard requirement and questions for a particular apprenticeship programme. In the qualifications section students can see all the qualifications of the programme. To go into a sub-qualification just need to click on 'view' beside that sub-qualification.

You can click on the relevant qualification and sub qualification that the evidence needs to be uploaded to and click on 'Attach Evidence' and then the 'Attach Evidence' screen will pop up. Here you can add documents, videos and images to the qualification for the verifier to assess.

Qualifications


[View Qualifications](#)


CMI Level 3 Principles of Management and Leadership
Name of your Qualification

Click view to see the list of qualifications
and sub-qualifications

[View >](#)

A Typical Qualification list should look like the one below,

Qualifications

CMI Level 3 Principles of Management and Leadership

	Principles of Management and Leadership	View >
	Managing a Team to Achieve Results	View >
	Building Stakeholder Relationships Using Effective Communication	View >
	Contributing to the Delivery of a Project	View >
	Managing Daily Activities to Achieve Results	View >
	Managing Budgets and Resources	View >
	Managing Data and Information	View >
	Managing Own Personal and Professional Development	View >
	Managing Volunteers	View >
	Developing the Knowledge, Skills and Abilities of Individuals and Teams	View >

Add Evidence

[Add Evidence](#)

Adding Evidences to Multiple Qualifications and Sub Qualification

If you have an evidence that is relevant to multiple qualifications and sub qualifications you can add them by clicking the "Add Evidence" button as shown below,

Add Evidence

Click here to add evidence to multiple qualifications
and sub-qualifications

[Add Evidence](#)

This will open the Attach Evidence dialog option, here you can tick multiple qualifications and sub-qualifications and once you have selected the relevant ones you can click **"Attach Evidence"**.

Add CMI Level 3 Principles of Management and Leadership Evidence

Add Evidence to Principles of Management and Leadership

- ☐ All Principles of Management and Leadership
 - ☐ 1. Be able to develop and use a personal development plan
 - ☐ 1.1 Outline the governance of different types of organisations
 - ☐ 1.2 Explain the factors which influence an organisation's culture
 - ☐ 1.3 Explain the purpose of organisational mission, vision and value statements
 - ☐ 1.4 Outline the purpose of organisational strategies
 - ☐ 2. Understand the knowledge, skills and behaviours to be an effective manager
 - ☐ 2.1 Explain the knowledge and skills required to be an effective manager

Attach Evidence

This opens the Upload Evidence dialog box as shown to the right, you can choose what type of evidence is being uploaded

- Images
- Videos
- Documents

A Description about the evidence can be uploaded with the evidence and an address.

At the bottom you can type in the Observation that needs to be added to the relevant sub-qualifications and this will be added to all the ticked sub-qualifications upon clicking **"submit"**.

Upload Evidence for CMI Level 3 Principles of Management and Leadership

Evidence Type: Select a type

Upload Document: Browse...

Description: Description

Address: Start typing

Observation: Paragraph

Submit

Sub-Qualifications

To view the sub-qualifications under a qualification you can click on the **"view"** button beside the qualification as shown below,

Qualifications

CMI Level 3 Principles of Management and Leadership

	Principles of Management and Leadership	View >
	Managing a Team to Achieve Results	View >

This will give you the different sub-qualification sections as shown below,

< BACK TO QUALIFICATIONS

CMI Level 3 Principles of Management and Leadership

Building Stakeholder Relationships Using Effective Communication

	1. Know the purpose of building stakeholder relationships	Add Item >
	2. Understand different channels and types of communication used to build relationships with stakeholders	Add Item >
	3. Know how to respond to barriers when communicating with stakeholders	Add Item >
	4. Know how to use stakeholder communication	Add Item >

By clicking “**Add Item**” you can go into the individual question where you can add your observation and add evidence to the relevant sub-qualifications as shown below.

< BACK TO BUILDING STAKEHOLDER RELATIONSHIPS USING EFFECTIVE COMMUNICATION

1. Know the purpose of building stakeholder relationships

1.1 Identify a range of stakeholder groups relevant to the manager

Save your progress and continue later

Save

Ready for Assessment

Submit your evidence and observation for approval

Status: Incomplete

Status shows if the observation has been submitted or approved

Evidence Required

- ☒ Image
- ☒ Video
- ☒ Attachment

Observation

Paragraph

B *I* == ==

You can add your observation here

Image Evidence

+

Video Evidence

+

Attachment Evidence

+

Add your evidences here
Image Evidence - For Images
Video Evidence - For Videos
Attachments Evidence - For docs

As shown above, you can add your observation after you have completed your masterclass or on job training relevant to the question.

You can also add evidences, this includes,

- Images Evidences
- Video Evidences
- Attachment Evidences

You can save your work by clicking the “Save” button and continue on a later time, or submit the work for Assessment by clicking “Ready for Assessment” this will send a notification to the Tutor that your work is ready for review.

Masterclasses

These are your learning sessions converted in digital courses that can be accessed at any time for your learning. Once you have completed your masterclasses you will be able to provide observations for the relevant qualifications.

A normal masterclass session should look like the one below,

NOT STARTED This bar shows the overall module completion This is the marks that this module holds → 0/18

MasterClass

Name of your masterclass session Marks for the session

Completion Percentage	0 % Complete	0/2	View >
Understanding your Organisation and Knowing your customers	0 % Complete	0/2	View >
Meeting Regulations and Legislations	100 % Complete	0/2	View >
Communication and Interpersonal Skills	0 % Complete	0/2	View >
Roles, Responsibilities and Personal Organisation	0 % Complete	0/2	View >
The Customer Focused Experience	0 % Complete	0/2	View >
Self-Development and Feedback	0 % Complete	0/2	View >
Monitoring Systems, Resources and Customer Service Levels	0 % Complete	0/2	View >
Dealing with Customer Conflict, Challenges and Influencing People	0 % Complete	0/2	View >
Team Work	0 % Complete	0/2	View >

Click view to know more about the masterclass

Red means not started, Yellow is started and Green is completed (The status is set to green only when your tutor approves the learning)

To know more about the masterclass you can click on the "View" button and this will take you to the following page,

OLIVE Home Programme News Links Contacts Wage Meter Account

Course Details



OLIVE Team Leader Masterclasses Session 1

Resources Downloadable Resources

- Masterclass handbook [Download](#)
- Learner Handbook [Download](#)

Uploads [+](#)

Upload any relevant documents here

Team Leader Masterclass Session - 1 [Resume Course >](#) Start and Resume Course

Chapter Overview

This course will help you master core management skills, it is designed for complete beginners, it will help you overcome challenges that hold you back and help you climb the ladder of success. You will learn core leadership and people skills and you will learn how to master LEAN Business Process Management. Everything you need to further your Managerial Career! This course had been developed and delivered by leading UK management change consultants, trainers, coaches, and psychologists. They will guide you through the tools and techniques that you need to become a successful manager.

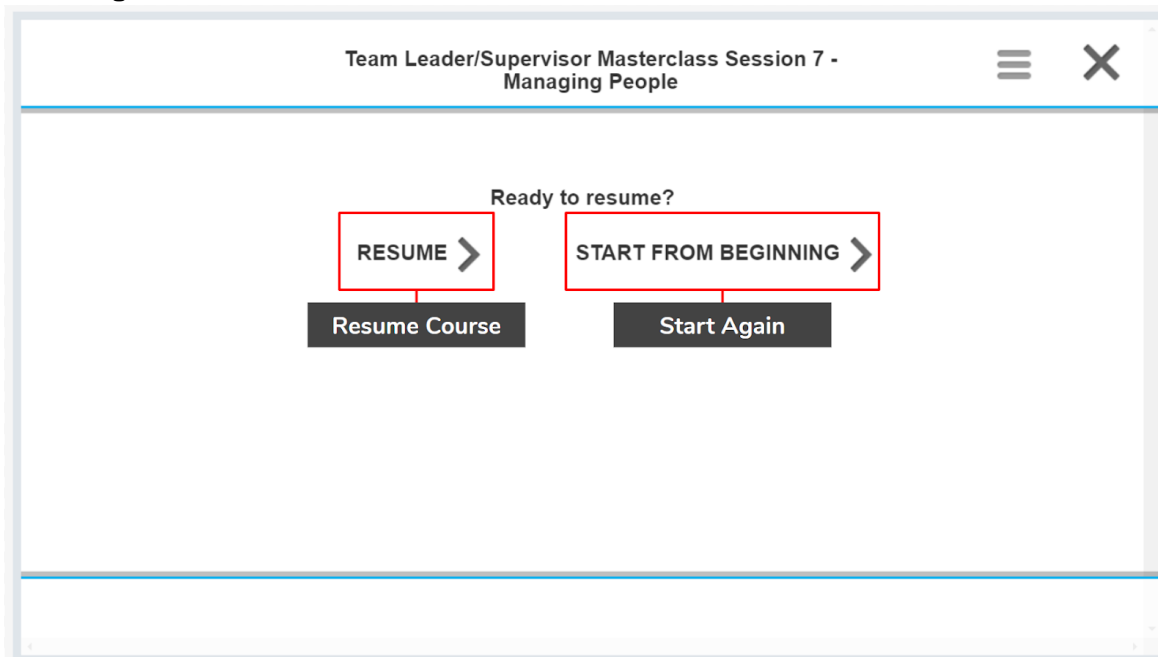
Team Leader Masterclass Session - 1

Overview of the programme

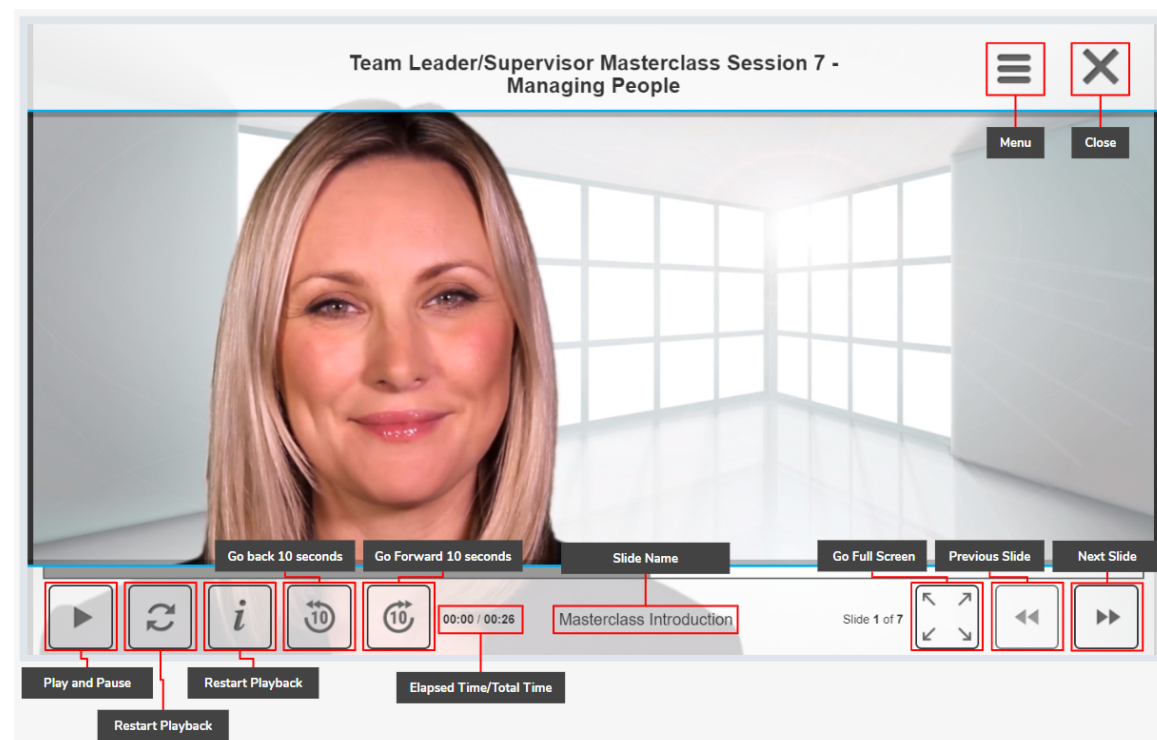
To start viewing your course you can click on the “Begin Course” button or “Resume Course” if you have already started viewing your course.

Course Player

The following is how the system course player looks like, to begin the course you can click on “Start” or if you have already begun you can click “Resume” to continue or “Start from Beginning” to start again.



The following image shows how the course player works, if you want the transcript of the audio you can find it by clicking the “i” button in the course player.



Off the Job Training Log

Off the Job Training log helps keep track of your off the job hours that are required for your apprenticeship requirements.

The section shows the learner the required hours and how much has been met.

And also shows the list of the latest activities.

Off-the-Job Training Log



[View the full log of training](#)



Required Hours: **1033**

Hours Met: 71.75

 Field Visit	London	Detailed view of the entry	View >
 Test	Test		View >
 testete	tererer		View >
 tests	tests		View >

You can see the full Training log by clicking the "View" button, this brings up the full list of the logged Off-the-Job Training as shown in the example below.

[< BACK TO PROGRAMME](#)

Off-the-Job Training Log

Hours



Required Hours
1033

Your Hours
71.75

Activities

[Add New Activity](#)

Field Visit		Time Spent: 39.5	View >
Test		Time Spent: 0	View >
testete		Time Spent: 4.5	View >
tests		Time Spent: 5.75	View >
test		Time Spent: 1	View >
Video to showcase	25/7/2019	Time Spent: 0	View >
Face-to-face leadership training	20/7/2019	Time Spent: 8	View >
Confined space training	18/7/2019	Time Spent: 4	View >
Off the job	17/7/2019	Time Spent: 0	View >
showcase	13/9/2019	Time Spent: 2	View >
field trip	3/9/2019	Time Spent: 0	View >
test	8/10/2019	Time Spent: 7	View >

Creating a new Entry

To add a new activity you can click on the "Add New Activity" button, this will take you to the add activity page as shown below.

< BACK TO OFF-THE-JOB TRAINING LOG

Off-the-Job Training Log

New Activity

Click Confirm once you have added all the details →

Confirm

Activity : Type Here Name of the Activity here

Date : Choose Date Date on which the work was done

Location : Type Here Where the activity was done

Supervisor : Select your supervisor from the drop down

+

Add a new supervisor by clicking the + button

Adding a new Supervisor

By clicking the "+" button beside the supervisor it will open the Add Supervisor dialog box as shown below, you can enter your supervisor's First and Last Name here and click "save" to save the details, once the details have been added, this supervisor will show up in the drop down for future use.

Add Supervisor

First Name

First Name

Last Name

Last Name

CANCEL

SAVE

Adding Hours to an Activity

To add hours to an Activity you can click on the "View" button beside the activity and this opens the Activity page as shown below.

Add New Activity	
Time Spent: 39.5	View >
Time Spent: 0	View >
Time Spent: 4.5	View >
Time Spent: 5.75	View >
Time Spent: 1	View >

← BACK TO OFF THE JOB

Field Visit

Activity

Once the field edits have been completed click "update" to update the system →

Update

Activity :	Field Visit	Click here to edit this field 
Date :	No date Selected	
Location :	London	
Supervisor :	Jordan Lee	

Hours

To add hours click on the "Add Hours" button

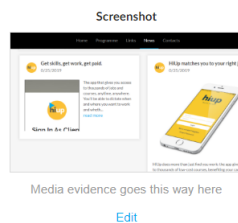
Add Hours

2019/01/10	8.25 hrs	Click "View" to view and edit previous entries → View >
2019/02/07	9.25 hrs	View >
2019/02/13	19.25 hrs	View >
2019/10/03	2 hrs	View >
2019/04/02	0.75 hrs	View >

Media

To add media evidences to support your Off the Job Training you can add them by clicking the "Add Media" button →

Add Media



By Clicking "**add hours**" you can go to the Add Hours dialog box as shown below, and add in the date, Start and End Time with a description of the work as shown below,

[← BACK TO FIELD VISIT](#)

Field Visit

Add Hours

Confirm

Date: 02/04/2020

Start Time: 18:00 ×

End Time: 20:00 ×

Description: Shadowing my supervisor as he settles things for the day



Once you are happy with your entry you can click “confirm” and this will calculate the hours and deduct it from the overall hours of work that is required for the programme.

Editing an Entry

You can also edit the entry by clicking on “view” beside the entry and this will let you edit your entry as shown below.

[← BACK TO FIELD VISIT](#)

Field Visit

2019/01/10

Update

Start Time: 1:30 ×

End Time: 9:45 ×

Description: Field visit description goes this way.



Once you are happy with the edit you can click on “Update” to update the changes on the system.

Uploading Evidence to your OTJ Hours

Here you can browse your file (Images, Videos and attachments), provide name and description of the evidence and click **"Submit"** to upload the Evidence.

Upload Your Evidence for Field Visit

Upload Media:

BROWSE...

Click browse to search your computer for your file

Name:

Name

Name of the Evidence to be Uploaded

Description:

Description

Description about the evidence

Click "submit" to upload your evidence

SUBMIT

On the Job Training Log

In the On The Job training phase students can add on the activities. To add evidence of On the Job activity, go to the programme and select the phase and then add new activity there.

If the activity for On-the-Job training logs were created from the admin side under the On-The-Job phase, these will appear as drop-down menu while creating activity by the student.

BACK TO PROGRAMME

ON the job training

Hours

Required Hours

2000

Your Hours

0

Activities

Add New Activity



On The Job Training log works similarly to the Off the Job Training log, please refer to the previous section for more information or [click the link](#) to go to the Off the Job Training log.

Journal

Learning journal is a collection of notes, observations, thoughts and other relevant materials built-up over a period of time and usually accompanies a period of study, a placement experience or fieldwork. Your learning journal is personal to you and will reflect your personality and experiences.

NOT STARTED

0/25

Journal

?

Add Journal

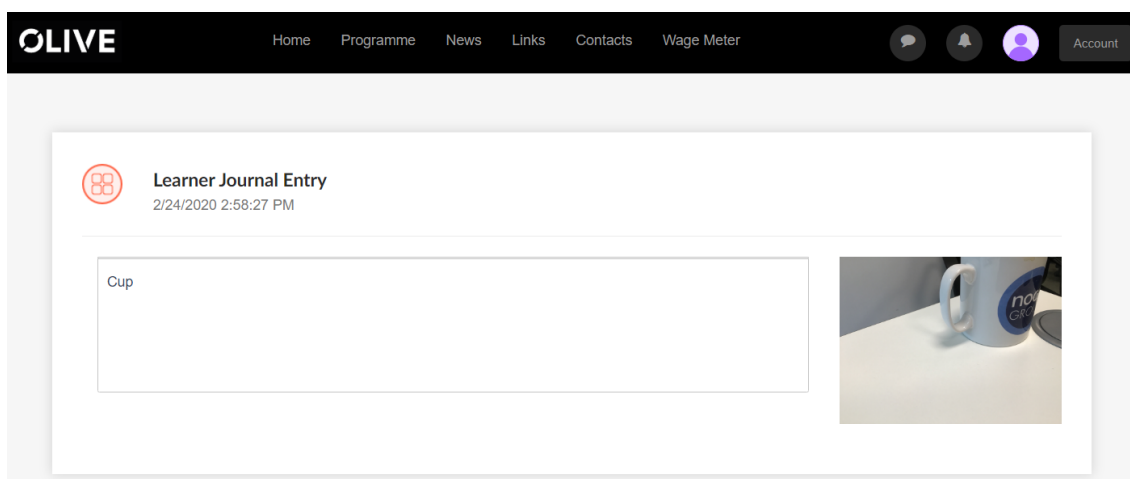
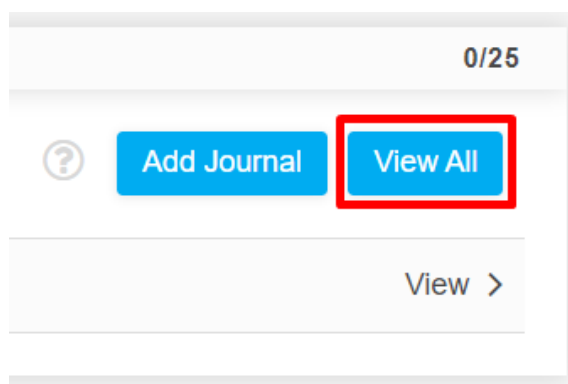
View All

Learner Journal Entry

View >

To view all the Journal Entries you can click on the **"View all"**.

This will bring up the list of entries as shown below.



To view more details about a particular entry you can click on the "view" button beside the entry to see more details about the entry as shown below.



Adding a New Journal Entry

To add a new Journal entry you can click on the "Add Journal" button and this will open up the Add Journal Entry dialog box as shown below.

[BACK TO PROGRAMMES](#)

Learner Journal Entry


Learner Journal Entry
✎
← Edit your Entry Name by clicking this Edit Button

Please add your learner journal entry below. You can also upload evidence to accompany your entry.

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Enter your Journal Entry Here



Upload

Upload Evidence for the Journal Entry here

Save your current progress by clicking the "save" button

Save

Submit for Review

Submit your Journal Entry for Review by your Tutor or Assessor

In the Learner Journal Entry page you will be able to edit the title of the Entry, add in your Journal Entry with supporting evidence by clicking the **"Upload"** button.

The learner will be able to save the current progress by clicking the "Save" button and submit the Journal Entry for Review by clicking the **"Submit for Review"** button.



Restrictions on evidence upload

Learners will only be able to upload one piece of evidence per Journal entry so only 1 image or 1 video or 1 document/attachment.

Gateway Assessment

The Gateway Assessment ensures that all apprentices have completed the mandatory aspects of the occupational standard and that any work underpins specified assessment methods. It creates confidence in employers that once an apprentice passes the Gateway Assessment they are occupationally competent.

There are 2 types of Gateway assessments, Type A for Practice Testing and Type B for Assessment.

The following is an example of a Type A Gateway assessment,

← BACK TO PROGRAMMES

Gateway Assessment



Gate Way checklist AA
 2020-04-06 14:47:20
 HiUP Learner

This resets the form to new → [Reset Form](#)

Please upload any practice testing completed here, and comment on any areas that you feel you need to further develop.



Paragraph ▾ **B** *I* :: :: 🔗 “ ” ↶ ↷

Insert your comments here from the practice testing and areas you need to develop

Upload

Delete the uploaded file

Upload your Practice Testing here

New Field +

Create a new section by clicking the "New Field+"

Save your current progress by clicking the "Save" button

Save

Submit for Review

Submit your assessment for review by clicking the "Submit for Review" button

Here you can upload your practice testing, add in your comments and submit the assessment for review.

Gateway Assessment Type B looks like the following,

← BACK TO PROGRAMMES

Gateway Assessment



Apprenticeship Gateway
 2020-04-09 16:11:39
 HiUP Learner

Click here to reset the form → [Reset Form](#)

Status

Not Started → This shows the status of the Assessment, Not Started, Submitted and Approved

Apprenticeship Review

This needs to be filled by Tutor/Assessor
 This needs to be filled by Employer/Client Admin
 This needs to be filled by the learner/apprentice

You
 Employer
 T/A

Has the student showed an aptitude towards learning?	☐	☐	☐
Has the learning from the company been upto standards?	☐	☐	☐
Has your tutor trained you on both Practical and Theoretical elements of the Apprenticeship?	☐	☐	☐

Save your progress by clicking the "Save" button

Save

Submit for Review

Click here to submit your progress for review

Gateway Assessment Type B has 3 sections to the same question that needs to be answered by the **Learner, Employer and Tutor/Assessor** respectively and cannot be done by other user types.

Reviews

Once an assessor has started reviewing your work you will see the reviews the Assessor/Tutor has submitted in the reviews section as shown below.

Reviews ?		
Well done on your first qualification	13/5/2019	View >
You need more content in qualification 2.1	4/6/2019	View >
Health Qualifications	14/6/2019	View >

By clicking the view button beside each review, you will be able to see a more details about the review as shown below.

[< BACK TO PROGRAMMES](#)

Reviews

Review on Section 1.1 of Movie Review
13/5/2019

The first horror movie I ever saw was "Jaws"—an all-time classic filmed in 1975 by Steven Spielberg. My parents did not let me watch "Alien," "Friday 13," or any other cult thrillers, so I desperately wanted to see one. Kids in my class were bragging about watching this or that scary movie, and I remember envying them greatly. One day when my parents were out, and I was staying home, lazily clicking the TV remote, when all of a sudden a huge maw with razor-sharp teeth almost jumped out of the screen. It was already the middle of the movie and I did not get all the premise, but I still watched it till the end. Next day, I could finally boast of watching a horror film.

Small Synopsis of the Full Review of the students work by the Assessor

Download

Full Version of the Review uploaded by Assessor
This can be downloaded by the Learner/Apprentice

Please approve review/document submitted. ☐

Once the review has been received by the learner the tick box needs to be ticked

Employer Approval ☐

Review document approval by Employer

Assessor Approval ☐

Review document approval by Assessor

Learner Approval ☒

Review document approval by Learner

Click "Save" to save the current Progress

Save

Here the learners will be able to see a small synopsis of the review and the full review document and let the system know that they have received the review document and each review document needs to be **approved by the Employer, Assessor and Learner**.

End Point Assessment

End Point Assessment. End Point Assessment (EPA) is the final assessment for an apprentice to ensure that they can do the job they have been training for. EPA is separate to any qualifications or other assessment that the apprentice may undertake during the on-programme stage of the apprenticeship.

Here the students will be able to see their EPA as shown below,



End Point Assessment

2019-12-03 06:55:09

Dinesh Learner

Overall Apprenticeship Outcome

Pass

Assessment

Diploma in Cycle Engineering

Outcome

Passed and Ready for Work

Certificates



Personal Development Plan - Week Specific Programmes Only

Live Sessions - Week Specific Programmes Only

When a live session has been added to your programme by your tutor or assessor it will come under the designated day as shown below.

Live sessions can be found in the Homepage under the upcoming live sessions as shown on the side,

Day 1

Live Session 1

Live

120 mins

Key & Dil

Time: 18:30

Date: 9/4/2020

Wed - Introduction

Time: 16:10

Date: 9/4/2020

Patient Assessment, Incident Procedure & CFR Community

Time: 16:00

Date: 7/4/2020



LIVE NOW



LIVE NOW



This gives information on the name of the session, the time and date of the session with the room being live or not on the right.

To Join the room click on the Live Now button and this will take you to your live session room.

Article - Week Specific Programmes Only

In the Article section you can see all the documents to build up your knowledge around required subject matter.

You can also use the article section for submission of longer pieces of coursework if required. You can use the upload option to upload the piece of coursework.

A Typical Article section will look like the one below,

Module 2 – Incident Procedure (Slides)

Resources


Add Module 2 Slides

Download

Additional Downloadable Resources

Uploads

+

Submit your course work here



Download the file by clicking the button

Here you will be able to download the resources and upload any materials relevant to that module too.

Communication Forum - Week Specific Programmes Only

Resubmitting Evidences and Observations

If an observation or Evidence that was submitted by the learner comes back for resubmission they can see it in the particular section as shown below.

Evidence Bank

To access the Evidence bank you can click on the "Evidence" tab in the Navigation banner as shown below

1.2 Managing People - Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.



People management is the process of training, motivating and directing employees in order to optimize workplace productivity and promote professional growth. Workplace leaders, such as team leads, managers and department heads use people management to oversee workflow and boost employee performance every day.

People management is useful in many workplace situations, such as:

This has been Marked for Resubmission



Carter Hughes's Feedback:

This Observation needs to be reworked - I have added some content that might help you...

Characteristics of problem solving

Problems are merely deviations from performance standards
Problems must be precisely identified and described

 Upload evidence

 Import from evidence bank

Paragraph

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Save

Students can use the feedback provided by the Assessor to update the Observation and Evidences and submit it for Approval. Once the updated Observation and Evidence is added click on “Save” to update the content.

1.2 Managing People - Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.



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People management is useful in many workplace situations, such as:



Carter Hughes's Feedback:

This Observation needs to be reworked - I have added some content that might help you...

Characteristics of problem solving

Problems are merely deviations from performance standards
Problems must be precisely identified and described



Stanley Watson's Observation:



Decision-making is a region of intense study in the fields of [systems neuroscience](#), and [cognitive neuroscience](#). Several brain structures, including the [anterior cingulate cortex \(ACC\)](#), [orbitofrontal cortex](#) and the overlapping [ventromedial prefrontal cortex](#) are believed to be involved in decision-making processes. A [neuroimaging study\[27\]](#) found distinctive patterns of neural activation in these regions depending on whether decisions were made on the basis of perceived personal [volition](#) or following directions from someone else.



This will take you to the Evidence Bank page



All

Image

Video

Attachment

New Folder

Upload New

Evidence Bank

Search

Name

Upload Date



It would appear there's nothing here

Uploading a New Evidence

To Upload a new piece of Evidence, click on the "Upload New" button.



Evidence Upload

Cancel



Image

Images can be in the following format: .PNG, .JPEG or .GIF
Maximum file size: 50MB

Select



Video

Video can be in the following format: .MOV, .MP4 or .WMV
Maximum file size: 500MB

Select



Document

Documents can be in the following format:
Microsoft Word: .DOC, .DOCX
Microsoft Excel: .XLS, .XLSX, .CSV
Adobe PDF: .PDF
Maximum file size: 50MB

Select

In the Evidence upload dialog box, you can upload Image, Videos and Documents.



Evidence Upload Guidelines

When uploading evidence please make sure the uploading evidence follows the upload criteria set by the system.

Once you have selected the evidence from your local machine you will be taken to the "Evidence Description" dialog box as shown below

Evidence Description



Evidence Title:

Please type here (max 60 characters)

Paragraph
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Cancel

Upload

Here you can type in the Title for the Evidence along with a description of the Evidence that is being uploaded.

Once the Evidence is successfully uploaded on the system, it will show up in the Evidence bank as following

All
Image
Video
Attachment

New Folder
Upload New

Evidence Bank

Search

Name	Upload Date
Pharmacy Graphic	00:44 on 5th June 2020

Edit
Delete
Move
Attach

Download

Pharmacy Graphic

Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their mechanism of action, side effects, interactions, mobility and toxicity. At the same time, it requires knowledge of treatment and understanding of the pathological process. Some specialties of pharmacists, such as that of clinical pharmacists, require other skills, e.g. knowledge about the acquisition and evaluation of physical and

Filtering Evidence and Searching

There are 4 main sections in the Evidence bank

All - This shows all the evidences in the system (Images, Videos and Attachments)

All

Image

Video

Attachment

New Folder

Upload New

Evidence Bank

Search

Name	Upload Date
Pharmacy Graphic	00:44 on 5th June 2020
Lady Working in Cab	00:49 on 5th June 2020
A Simple PDF	00:50 on 5th June 2020

Edit

Delete

Move

Attach

Download

Pharmacy Graphic

Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their mechanism of action, side effects, interactions, mobility and toxicity. At the same time, it requires knowledge of treatment and understanding of the pathological process. Some specialties of pharmacists, such as that of clinical pharmacists, require other skills, e.g. knowledge about the acquisition and evaluation of physical and

Images - This will filter the Evidences to show only Images

All

Image

Video

Attachment

New Folder

Upload New

Evidence Bank

Search

Name	Upload Date
Pharmacy Graphic	00:44 on 5th June 2020

Edit

Delete

Move

Attach

Download

Pharmacy Graphic

Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their mechanism of action, side effects, interactions, mobility and toxicity. At the same time, it requires knowledge of treatment and understanding of the pathological process. Some specialties of pharmacists, such as that of clinical pharmacists, require other skills, e.g. knowledge about the acquisition and evaluation of physical and

Videos - This will filter the Evidences to show only Videos

The screenshot displays the 'Evidence Bank' application. At the top, there are four tabs: 'All', 'Image', 'Video' (which is selected and highlighted in blue), and 'Attachment'. Below the tabs, the main area is titled 'Evidence Bank' and includes a search bar. A table lists the evidence items, with columns for 'Name' and 'Upload Date'. One item is listed: 'Lady Working in Cab' with an upload date of '00:49 on 5th June 2020'. To the right of the table, there is a 'New Folder' button and an 'Upload New' button. Below these, there is a section for the selected video, showing a play button icon, a 'Download' button, the title 'Lady Working in Cab', and a credit line 'Video by fauxels from Pexels'.

Attachment - This will filter the Evidences to show only PDF and Docs

The screenshot displays the 'Evidence Bank' application. At the top, there are four filter tabs: 'All', 'Image', 'Video', and 'Attachment'. The 'Attachment' tab is currently selected. Below the filters, the main content area is titled 'Evidence Bank' and includes a search bar on the right. A table lists the evidence items, with columns for 'Name' and 'Upload Date'. One item is listed: 'A Simple PDF' uploaded on '00:50 on 5th June 2020'. To the right of the table, there is a detailed view of the selected file, 'A Simple PDF'. This view includes a 'Download' button and a preview of the PDF content, which is a text file with placeholder text.

To Search for An Evidence click on the Search button beside the Evidence bank

Evidence Bank

Search 

Name

Upload Date



Type your folder name here

Cancel

Create

This will search for the evidence for which the name you have typed

Q

Graphic

×

Name

Upload Date

Folder icon

Type your folder name here

Cancel

Create

Pharmacy Graphic

00:44 on 5th June 2020

Creating a New Folder

To create a New Folder you can click on the "New Folder" button as shown below

All

Image

Video

Attachment

New Folder

Upload New

You can then type in your Folder name and click on "Create" to create the Folder

Evidence Bank

Search

Name

Upload Date

Folder icon

Type your folder name here

Cancel

Create

Pharmacy Graphic

00:44 on 5th June 2020

Lady Working in Cab

00:49 on 5th June 2020

A Simple PDF

00:50 on 5th June 2020

Evidence Bank

Search

Name	Upload Date
Type your folder name here Cancel Create	
05-06-2020	
Pharmacy Graphic	00:44 on 5th June 2020
Lady Working in Cab	00:49 on 5th June 2020
A Simple PDF	00:50 on 5th June 2020

You can upload evidences into the folder by Clicking on the Folder Name and this will now take you to that particular folder

All

Image

Video

Attachment

Upload New

Evidence Bank > 05-06-2020

Search

Name	Upload Date
Type your folder name here Cancel Create	

Editing Evidences

To Edit an Evidence that has been uploaded on the System, Select the Evidence from the Evidence bank then click on the "Edit" button on top of the Evidence Description Section as shown below

All

Image

Video

Attachment

New Folder

Upload New

Evidence Bank

Search

Name

Upload Date

Type your folder name here

Cancel

Create

05-06-2020	
Pharmacy Graphic	00:44 on 5th June 2020
Lady Working in Cab	00:49 on 5th June 2020
A Simple PDF	00:50 on 5th June 2020

Edit Delete Move Attach

Download

Pharmacy Graphic

Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their mechanism of action, side effects, interactions, mobility and toxicity. At the same time, it requires knowledge of treatment and understanding of the pathological process. Some specialties of pharmacists, such as that of clinical pharmacists, require other skills, e.g. knowledge about the acquisition and evaluation of physical and

This will make the section Editable, where you can change the Name of the Upload and the Description.

To Undo any changes made click on "Cancel" button and to save your changes click on the "Save" button.

Edit

Cancel

Save

Download

Pharmacy Graphic

Paragraph

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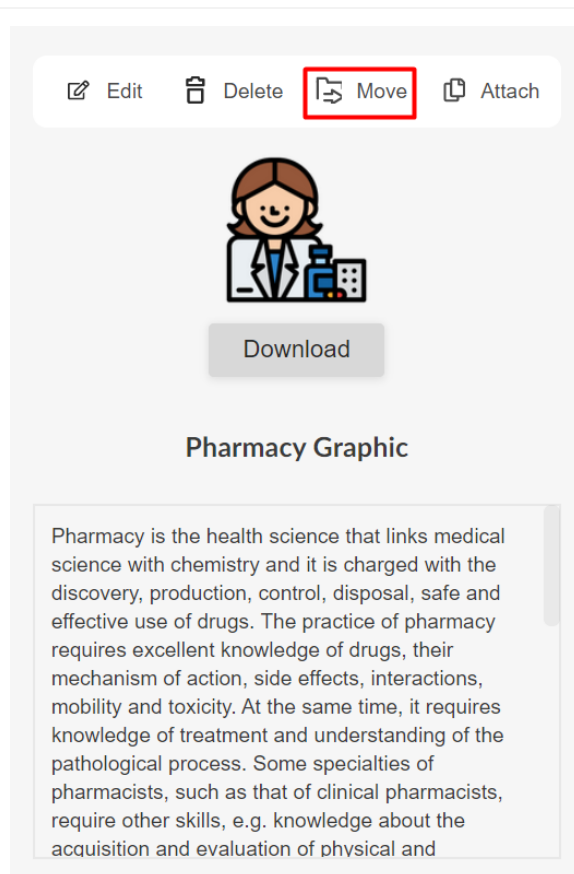
↶

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Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their

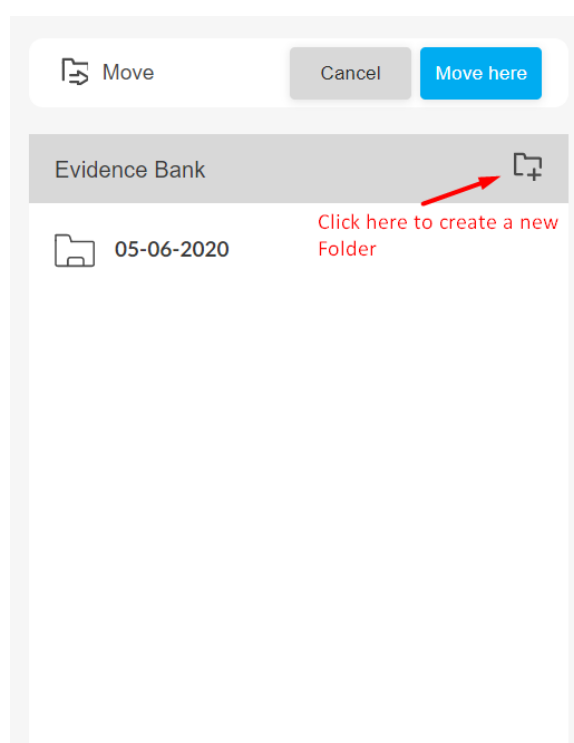
Moving an Evidence

To Move an Evidence to a folder click on the Move button, this will give you the option to move the evidence to a folder from the Root folder or from one folder to another.



You can select the folder you wish to move the Evidence to or, create a new folder by clicking the "Add Folder" button.

Once you have selected the Folder you want the Evidence to be moved to click on "Move Here" to confirm the change.



Attaching an Evidence

To attach evidence to your knowledge, skills, behavior, qualifications etc, you can click on the Attach button on top of the Evidence you wish to attach.

This will open the Evidence Attachment Manager as shown below.

Edit
 Delete
 Move
 Attach

Download

Pharmacy Graphic

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Evidence Attachment Manager

Help

Close

Summary

Use the menu tree on the right to view and modify where this piece of evidence is attached.

Team Leader

Pharmacy Graphic

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In the Evidence Attachment Management you have Various Section and Buttons
Summary - This give you an overall summary of what needs to be done in this section and the option to save changes once the evidence has been mapped out
Evidence - This gives you a snapshot of the Evidence you are going to attach

Help - This button will have you a small explanation on how the Evidence Attachment Manager Works

Close - This will close the Evidence Attachment Manager

In the Middle you have the Programmes section where you will be able to see all the programmes that have been assigned to you.

By Clicking on the Programme name it will open the Menu Tree as shown below.

Evidence Attachment Manager

Help

Close

Summary

Use the menu tree on the right to view and modify where this piece of evidence is attached.



Pharmacy Graphic

Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their mechanism of action, side effects, interactions, mobility and toxicity. At the same time, it requires knowledge of treatment and understanding of the pathological process. Some specialties of pharmacists, such as that of clinical pharmacists, require other skills, e.g. knowledge about the acquisition and evaluation of physical and

Team Leader

Knowledge

Knowledge

1. Interpersonal excellence – managing people and developing relationships

☐ 1.1 Leading People - Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.

☐ 1.2 Managing People - Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.

☐ 1.3 Building Relationships - Understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict. Know how to facilitate cross team working to support delivery of organisational objectives.

☐ 1.4 Communication - Understand different forms of communication and their application. Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.

2. Organisational Performance - delivering results

☐ 2.1 Operational Management - Understand how organisational strategy is developed. Know how to implement operational/team plans and manage resources and approaches to managing change within the team. Understand data management, and the use of different technologies in business.

☐ 2.2 Project Management - Understand the project lifecycle and roles. Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.

☐ 2.3 Finance - Understand organisational governance and compliance, and how to deliver Value for Money. Know how to monitor budgets to ensure efficiencies and that costs do not overrun.

3. Personal Effectiveness – managing self

☐ 3.1 Awareness of Self - Know how to be self-aware and understand unconscious bias and Inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence

☐ 3.2 Management of Self - Understand time management techniques and tools, and how to prioritise activities and approaches to planning

☐ 3.3 Decision Making - Understand problem solving and decision making techniques, and how to analyse data to support decision making.

Skills

Here you can select the sections to which the Evidence needs to be added as shown below

46

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Summary

+ Evidence will be attached in 4 new instances

Confirm Changes



Pharmacy Graphic

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The Summary Tab will show you how many sections you have added the Evidence.

To Confirm the changes you have made, you can click on **“Confirm Changes”**

A Dialog will appear to let you know if you wish to confirm the evidence attachment.

Are you sure you want to update where this evidence is attached?

Cancel Confirm

Once the Evidence is uploaded onto the system you can see that the Text changes to green letting you know that the Evidence is uploaded as shown below.

Summary

Evidence attachment successfully updated



Pharmacy Graphic

Pharmacy is the health science that links medical science with chemistry and it is charged with the discovery, production, control, disposal, safe and effective use of drugs. The practice of pharmacy requires excellent knowledge of drugs, their mechanism of action, side effects, interactions, mobility and toxicity. At the same time, it requires knowledge of treatment and understanding of the pathological process. Some specialties of pharmacists, such as that of clinical pharmacists, require other skills, e.g. knowledge about the acquisition and evaluation of physical and

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2. Organisational Performance - delivering results

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- ☐ 2.3 Finance - Understand organisational governance and compliance, and how to deliver Value for Money. Know how to monitor budgets to ensure efficiencies and that costs do not overrun.

Evidence already uploaded.

Deleting an Evidence

Edit Delete Move Attach



Download

Pharmacy Graphic

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To Delete an evidence from the Evidence bank click on the Delete button on top of the Evidence you want deleted.

This will give a warning letting you know that the evidence will be deleted from the Evidence bank, but if the Evidence has already been attached to any phrases or sections, it will not be removed.

Warning

Deleting this file will remove it from your bank. However, it will not remove the evidence from all phases where this file has been attached to. Do you wish to continue?

Cancel

Delete

Deleting Evidence from Attached Sections

To delete an evidence which has already been attached to a section in the programme, navigate to that particular section in the Programmes tab and you can click on the Delete button beside the Evidence to Delete that attached Evidence as shown below.

1.2 Managing People - Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.



Paragraph ▼ **B** *I* :: := @ “ ” ↵ ↶ ↷ 🖼️



Click the Delete button beside the Evidence to Delete this uploaded Eviden

Importing an Evidence in Sections

In a section you can Import an evidence that has already been uploaded on the Evidence bank by clicking on the "Import from Evidence bank" button as shown below.

1. Interpersonal excellence – managing people and developing relationships

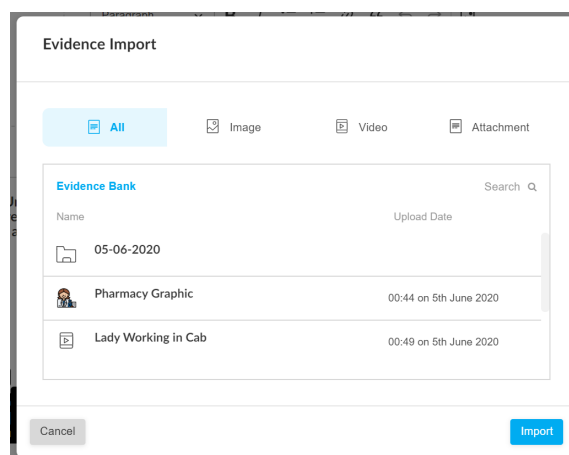
1.1 Leading People - Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.

Upload evidence

Import from evidence bank

Paragraph ▼ **B** *I* :: := @ “ ” ↵ ↶ ↷ 🖼️

This will open the Evidence Import Dialog box in which you can select the Evidence you want to upload. You can use the Search and Filtering options to narrow down your Search as well.



Uploading Evidences from Sections

If you need to upload an evidence from the Sections page, you can click on the **"Upload Evidence"** button and this will let you upload any evidence from your Local Machine.

This evidence is also added in the Evidence Library which can then be used to add to other sections if necessary.

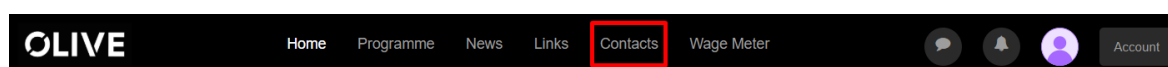
1. Interpersonal excellence – managing people and c

1.1 Leading People - Understand different leader Understand organisational cultures, equality, div



Contacts Page

By clicking on the Contacts Tab on the Navigation banner the learner will be able to list the contacts he has to contact if he has any queries in relation to apprenticeship.



The Assessor and verifier will always be present in this contacts list as shown below.

Your Points of Contact

	Hiup Verifier Verifier	Message >
	HiUp Assessor Assessor	Message >
	Generic verifier Verifier	Message >
	Generic Assessor Assessor	Message >
	HiUp Assessor Assessor	Message >

To Message a particular assessor or verifier you can click on the "message" link beside the Name and this will open the Send Message pop-up as shown on the right.

Send Message To Hiup Verifier

×

Subject

Your Message

SEND

Newsfeed

To see the entire newsfeed you can click on the "News" tab on the Navigation banner as shown below.



This will open up the news section of the system and here you will be able to see all the newposts that have been added by the Client Admin or the Assessor as shown below.

OLIVE
Home
Programme
News
Links
Contacts
Wage Meter
Account

Newsfeed

OLIVE

Apprenticeship

7/4/2020

APPRENTICESHIP

SCHOOL STUDIES PROFESSION SKILLS PERFORMANCE CAREER MOTIVATION GOALS

Welcome to the HiUp Apprenticeship Programme

OLIVE

Welcome to ConnectED Portfolio

16/5/2019

If you have any support queries please send it to support@hiupapp.com

OLIVE

Userguide South Thames College Portfolio

31/3/2019

South Thames College Wandsworth and Tooting

Apprentice User guide

Here is the South Thames College Portfolio Userguide

Attachment

View Download

OLIVE

Top Tips for Starting a Career in Data Science

23/3/2020

GLOBAL SHARE of Social Networking

Growth.

"Starting a career in Data Science involves lots of time, perseverance, and education. However, all the hard work is worth it when considering the ..."

[Read More](#)

OLIVE

Apprenticeship

14/2/2019

APPRENTICESHIP

SCHOOL STUDIES PROFESSION SKILLS PERFORMANCE CAREER MOTIVATION GOALS

Links

In the links you will have access to all the links that have been provided by the company to assist you in the learning process, you can access the links page by clicking the "Links" tab in the Navigation banner as shown below.

OLIVE
Home
Programme
News
Links
Contacts
Wage Meter
Account

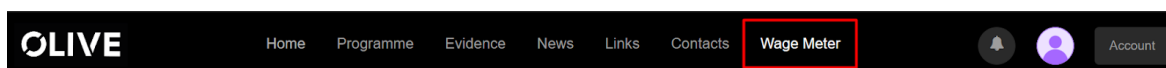
This will open the links page as shown below. You can access the link by clicking on the "Access" button beside each link.

Links

	AcademyHQ ← Name of the Resource About AcademyHQ ← About the Resource	Access the resource → Access >
	HiUp ConnectedRMS About HiUp ConnectedRMS	Access >
	CognAssist About CognAssist	Access >
	BKSB About BKSB	Access >
	Test Link About Test Link	Access >

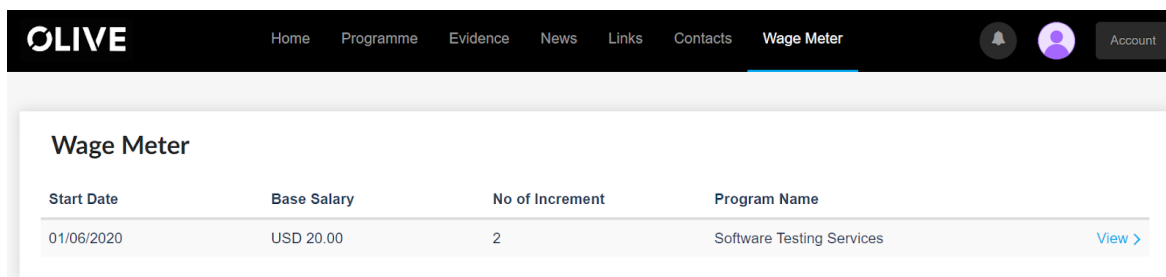
Wage Meter

If you are a student who is enrolled into a programme that has a Wage Schedule set by the company, you can see your wage meter by clicking on the "Wage Meter" tab on the Navigation Banner as shown below



This will open up your Wage Meter, this page shows you when you have started working as the Apprentice, the base salary, increments you have had and the Programme you have been assigned to.

To know more information click on the "view" button beside your programme name.



This will open the Wage Schedule Page as shown below

Starting Wage

Approved

Planned Starting Date: 01 Jun 2020

Base Rate per Hour: USD ▾ 20.00

+ Wage Increment 1

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD ▾ 25.00

Hours Required: 300

Receipt of Increase:

Please upload the receipt of increase



Receipt of Increase

Submitted at: 2020-06-04 17:45:30

Approved

View >

Competencies:

Definitions of competence/competency

The term competency was brought into the public arena in the USA in the early 1980s by Boyatzis (1982). Boyatzis defined competency as 'an underlying characteristic of an individual which is causally-related to effective or superior performance'. This definition is quite distinct from the way the term competence came to be used in the new suite of vocational qualifications introduced by the UK Government in the later 1980s. These awards National Vocational Qualifications (NVQs) are based on nationally determined occupational standards or competences and focus on the

Once you have achieved the number of hours required for an increment the Admin or your Assessor will approve your wage increment and this can be seen in this page.

Uploading your Receipt of Increase

Once your Wage Increment has been confirmed you will be able to upload your Receipt of Increase into the Upload section as shown below.

+ Wage Increment 2

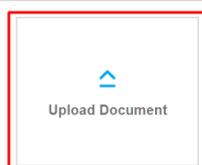
Planned Increase Date: 31 Jul 2020

Rate per Hour: USD ▾ 30

Hours Required: 100

Receipt of Increase:

Please upload the receipt of increase



← Upload your Receipt Here

Competencies:

Competency-based pay definition

Whenever an employee is compensated in accordance with her or his type and level of obtained skills that are applied in the workplace, it's known as competency-based pay. This salary structure differs from paying employees based on their tenure or seniority levels, and is common in fields that require professionals who have specialized knowledge. Competency-based pay has the advantage of being simple to structure and utilizes readily accessible salary tables. One unique disadvantage of the salary structure is it can be difficult to alter during times of economic

Once Uploaded Click Submit for Approval →

Submit for Approval



Please note that once the Evidence is uploaded its permanent on the system, please double check to ensure the right receipt is uploaded on the system.

Once the Evidence has been submitted, the Assessor will check and Approve the Increment.

+ Wage Increment 2

Approved



Planned Increase Date: 31 Jul 2020

Rate per Hour: USD 30

Hours Required: 100

Evidence of Receipt of Increase:



Receipt of Increase

Submitted at: 2020-06-04 18:28:27

Approved

View

Competencies:

Competency-based pay definition

Whenever an employee is compensated in accordance with her or his type and level of obtained skills that are applied in the workplace, it's known as competency-based pay. This salary structure differs from paying employees based on their tenure or seniority levels, and is common in fields that require professionals who have specialized knowledge. Competency-based pay has the advantage of being simple to structure and utilizes readily accessible salary tables. One unique disadvantage of the salary structure is it can be difficult to alter during times of economic hardship. Competency-based pay might also be known as skills-based and knowledge-based pay.