



Portfolio Assessor Guide

Guide for Assessor User

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Assessor

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 Link Via Mail

Once the Client Admin creates your account you will get an email with the Registration link with which you can access your Assessor Account. A general registration email should look like the following,

(Add Image here)

Once you click on the "**Registration**" link it will take you to the following page, and you can enter your password here.

Once you click on "Submit" you will be taken to your Dashboard/Homepage.

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.

Dashboard/Homepage

Once you have logged into your account you will be taken to a the dashboard as shown below,

OLIVE

HomeLearnerProgramme

196

Account

Olive Group Assessor

Olive Group Client

systems@hiupapp.com

Programme

More

test course for ISS

View Programme >

Customer Service Specialist Level 3

View Programme >

PDP COMM EX Etc Test

View Programme >

NCFE CACHE Level 1 Award Mental Health Awareness

View Programme >

Level 3 Recruitment Consultant

View Programme >

Level 2 Supply Chain Operator

View Programme >

Level 2 Food and Drink Operator

View Programme >

Level 2 Waste Resource Operative

View Programme >

Level 2 - Rail Operative

View Programme >

Level 2 Logistics Manager

View Programme >

Write PostImageVideoAttachmentThumbnail

OLIVE

Apprenticeship

7/4/2020

APPRENTICESHIP

SCHOOL

STUDIES

PROFESSION

SKILLS

PERFORMANCE

CAREER

MOTIVATION

GOALS

Welcome to the HiUp Apprenticeship Programme

OLIVE

Top Tips for Starting a Career in Data Science

23/3/2020

GLOBAL SHARE of Social Networking

2.1%

0.4%

7.0%

10.8%

0.7%

Growth.

24,7000

48,580

0.880

67,0040

47,030

807.5

6700.70

4,07540

0.007

Account Information

Here you can see the information snapshot of your account, your profile pic, your name, organisation and email address.

Olive Group Assessor

Olive Group Client

systems@hiupapp.com

Programme

Here the assessor will be able to see the list of programmes that has been assigned to him and will be assessing.

To see the full list of programmes click on the "More" button.

Programme

More

test course for ISS

View Programme >

Customer Service Specialist Level 3

View Programme >

PDP COMM EX Etc Test

View Programme >

NCFE CACHE Level 1 Award Mental Health Awareness

View Programme >

3

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Learners

Here the assessor will be able to see all the students that have been assigned to this assessor to assess and validate.

You can use the search option to search for learners.

To see the full list of learners you can click on the "More" button.

Learner

[More](#)

Search 57 Learner... [Search for learners here](#)

+441234567895		hiup Learner 13124
+441234567890		Hiup Learner001
+441234567890		HiUp Client Admin

Newsfeed

On the right, you can see the newsfeed, here you can see the news content that has been posted by the Client Admin.

Here the Assessors will also be able to newsfeed that the students will be able to see.

To see how to add a new post in the news feed please click the [link](#).

Write Post
Image
Video
Attachment
Thumbnail

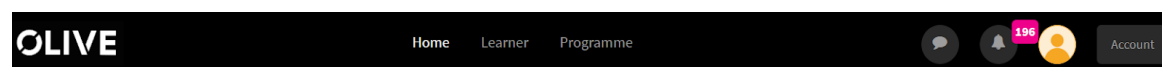
Apprenticeship
7/4/2020



Welcome to the HiUp Apprenticeship Programme

Navigation Bar

In the navigation bar, you can move to various pages within the system like the learner and programmes page, account information etc, as shown below.

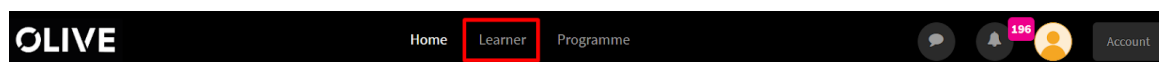


To know more about the Messaging System, Notifications and Account Information click on the following links,

- [Messaging System](#)
- [Notifications](#)
- [Account Information](#)

Learners Page

To access the learner page you can click on the "Learner" tab in the navigation bar or click on "More" in the learner section of the Homepage tile.



This will open up the Learner Page as shown below,

Learner

Search 57 Learner... [Search for learners here](#)

Name	Organization	Programme	Progress	
hiup Learner 13124	HIUP Client	Level 3 Personal Trainer	17% COMPLETE	View >
Hiup Learner001	HIUP Client	Level 3 Team Leader	0% COMPLETE	View >
HiUp Client Admin	HIUP Client	Level 2 Supply Chain Operator	0% COMPLETE	View >
Rachel Kernic	HIUP Client	Level 3 Team Leader	0% COMPLETE	View >
Hlup Student	HIUP Client	Level 2 Waste Resource Operative	0% COMPLETE	View >
Hlup Student	HIUP Client	Level 2 Abattoir Worker	0% COMPLETE	View >
Hlup Student	HIUP Client	Level 3 Rail Technician	0% COMPLETE	View >
Hlup Student	HIUP Client	Level 2 - Rail Operative	0% COMPLETE	View >
Hlup Student	HIUP Client	Level 2 Food and Drink Operator	0% COMPLETE	View >
Hlup Student	HIUP Client	Level 2 Supply Chain Warehouse...	0% COMPLETE	View >

[Click here to load more learners](#)
Load More

Here you can see the,

- Name of the Learner/Apprentice
- Organisation
- Programme
- Programme Progress

You can click on "**view**" to see in more detail the learner progress on each section.

Checking Student Work

Once a student has submitted a work or observation it will come in as a notification section as shown.

From here you can navigate to the learners page and search for the particular learner and click on view, this will open the In-depth view of the learner progress as shown below.

Notifications

- Observation for 1.1 Identify safe and effective alignment for a range of gym-based exercise positions to cover use of: • cardio-vascular machines • resistance machines • free weights has been updated by hiup Learner 13124 for assessment 6 days ago
- Observation for 1.1 Identify safe and effective alignment for a range of gym-based exercise positions to cover use of: • cardio-vascular machines • resistance machines • free weights has been updated by hiup Learner 13124 for assessment 6 days ago
- Observation for 1.1 Identify safe and effective alignment for a range of gym-based exercise See More

OLIVE Home Learner Programme

BACK TO LEARNER Add Target View Target View Wage meter

hiup Learner 13124
Level 3 Personal Trainer

WELCOME RESOURCES
Welcome!!! Not Started

100% COMPLETE 25/25

KNOWLEDGE
Knowledge 25/25 Completed

100% COMPLETE 25/25

SKILL
Skills 25/25 Completed

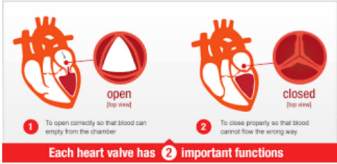
NOT STARTED 0/25

JOURNALS
Journal 0/25 Submitted

NOT STARTED 0/200

QUALIFICATIONS
Qualification: Unit 1 Principles of exercise, fitness and health (A/600/9017) 0/25 In Progress
Unit 2 Instructing gym-based exercise (A/600/9020) Completed

Clicking on a particular section will open the details of that section as shown below for the Journal as an example,

Journal Mark as Completed Learner Journal Entry View Here you can click "View" to see the Journal Entries that have been logged by the learner/assessor.	
Learner Journal entries will look like the ones on the right	Learner Journal Entry 6 days ago 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. 
Once you are happy with the submitted work, you can click on "Mark as Completed"	Mark as Completed View
 Warning Once you have marked a section as completed, the student will not be able to add further information into that section, so only make the section completed after the full submission process has been completed.	
Every programme is built using different sections that are meant to do a particular task, the assessor has access to see all the work submitted by the learner in each section and only when the Assessor has marked it as "complete" the section is flagged as completed. Following are the different sections in the student portfolio, • Welcome Resources • Knowledge • Skills • Behaviors • Mastersessions • Off the Job Training Log • On the Job Training Log • Learner Journal • Gateway Assessment • Final Review • End Point Assessment • Articles - Week Specific Phase Type • Personal Development Plan - Week Specific Phase Type	

- Live Session - Week Specific Phase Type
- Exercise - Week Specific Phase Type
- Communication Forum - Week Specific Phase Type

Not Started	In Progress	Submitted	Completed
If the learner/apprentice has not started added any content, the status will show as "not started"	If the learner/apprentice has started adding content, the status will show as "In Progress"	Once the student has submitted the work for assessment it will show as "Submitted"	When the assessor has marked the section as complete the status will show as "Completed"

Sections that are weighted and marks will have a progress bar above the section as shown below,



This will start filling as the learner/apprentice starts filling in the works for that section and will be only 100% completed once the assessor has marked it as complete.

Welcome Resources

These are the resources provided by the company for a smooth induction of the learner into the programme, this includes custom welcome messages, links to the any induction resources, downloadable documents (company handbooks/apprenticeship documents).

To see the link or documents, you can click on the welcome resource tab and it will open as shown below.

Welcome!

Mark as Completed

- Welcome!

Welcome to Level-4 Mammography Associate Programme. Click on View Document link below to download the resource files.

[VIEW DOCUMENT](#)
[VIEW LINK](#)

Once the student has gone through this section and confirmed that they have received all the files and links, the assessor can mark this section as complete by clicking the "Mark as Complete" button.

Behaviors

To know more about behaviors from a learner perspective click the [link](#)

Once a learner has completed a behavior log and submitted their work for approval you can see this in the learner page as shown below,

NOT STARTED		0/50
BEHAVIOURS		
Behaviours Log 1	0/25	Submitted
Behaviours Log - Review 1	0/25	Not Started

As the Assessor you can also submit the behavior log on behalf of the learner, if the log has not been started it will give you the warning as shown on the right,

Behaviours Log 1



Checklist has not been submitted yet!
Do you want to edit it anyways?

Edit

Cancel



Most of the sections can be edited by the assessor, if the work has not been started by the learner the above warning will always show up for confirmation.

In the behavior log you can type in the current rating on the particular task, and the learners development plan as shown below

Behaviours Log 1



1.0 Takes responsibility

1.1 Drive to achieve in all aspects of work. Demonstrates resilience and accountability.

How would you rate your behaviour on this task

Score yourself:

☐
☐
☐
☐
☐
☐

12345

Rate the learners current aptitude

Development Plan

Paragraph

B I :≡ ≡≡ @ “ ← →

Development Plan suggested for the learner for the upcoming months

To save the current progress, you can click on the **"Save"** button, and once the log has been completed you can click the **"submit"** button.

If you are just viewing the log, you can click on the **"Ok"** button to go back to the programme page.

Save

Submit

Ok

Knowledge

To know how the knowledge section works from a learner perspective click the link

Once the Learner/Apprentice starts adding the Knowledge observation and supporting evidence, the Assessors will be able to see it in the section as shown below.

CHECKLIST :: 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.



Evidence to support knowledge claim

Submitted Knowledge will show here



APPROVE



DECLINE

Click Approve and Decline to accept the Knowledge

Click **"Save"** to save the current progress and exit the log.

To complete the knowledge section click on the **"Mark as Completed"**

SAVE

MARK AS COMPLETED

Skills

To know how the Skills section works click on the link

Once the tutor/assessor has assessed the various skills that the Learner/Apprentice needs for the Apprenticeship, they can start filling out the Skills section of the Programme Log.

CHECKLIST :: SKILLS

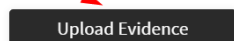


1. Interpersonal excellence – managing people and developing relationships

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 supporting the skill here



Delete the submitted evidence

Paragraph



B

I

≡

≡

🔗

“ ”

↶

↷

🖼️

Add the observation for the particular skill of the learner here



Click **"Save"** to save the current progress and exit the log.

To complete the knowledge section click on the **"Mark as Completed"**

SAVE

MARK AS COMPLETED

Off the Job Training Log

When the learner starts adding content into the Off the Job Training log, the Assessor will be able to see the Logged hours and confirm if the supporting evidence is relevant and the hours of work is checked.

Using the Filter functionality the Assessor can segregate the Off the Job Log based on

- All
- Not Started
- In Progress
- Completed

And click on **"Confirm"** to apply the filter as shown below.

When a learner has started to add the Off the Job hours it would look the following,

Once the Student has met the required off-the-job hours and the log has been approved, the section can be marked as completed by clicking the **"Mark as Completed"** box.

On the Job Training

When the learner starts logging in their on-the-job hours, it shows up in a log similar to the Off-the-Job Hours log.

Using the Filter functionality the Assessor can segregate the Off the Job Log based on

- All
- Not Started
- In Progress
- Completed

And click on **"Confirm"** to apply the filter as shown below.

On-the-Job Training Log

Mark as Completed

Change On-the-Job Training Log status

Not started

Inprogress

Completed

Not started

Inprogress

Completed

Confirm

Approve Selected

On-the-Job Training Log

Total Required Hours: 2000

Total Hours Met: 23

Please select each activity below to review

A typical On-The-Job hours will look like the following,

On-the-Job Training Log

Once the log is completed and checked you can click on "Mark as Completed" →

Mark as Completed

Change On-the-Job Training Log status

Unapprove Selected

Approve Selected

Once selected use these to approve or disprove the selection

Confirm

On-the-Job Training Log

Total Required Hours: 2000

Total Hours Met: 23

Please select each activity below to review

Team Huddle

Location:

Plexal London

Supervisor:

Jason Enders

Date:

1/4/2020

Hours Met:

1

Tick the boxes of sections you want to approve →

☐

Customer Engagement Exercises

Location:

Plexal London

Supervisor:

Jason Enders

Date:

1/4/2020

Hours Met:

7

☐

Literary Library Building

Location:

Plexal, London

Supervisor:

Jason Enders

Date:

3/4/2020

Hours Met:

6

☐

Daily Meeting with Mentor

Location:

Plexal London

Supervisor:

Shrawan Thapa

Date:

1/4/2020

Hours Met:

2

☐

Group Discussion

Location:

Plexal London

Supervisor:

Jason Enders

Date:

1/4/2020

Hours Met:

7

☐

Here the Assessor can select the sections that needs to be approved by ticking the adjacent tick boxes and click on "Approve Selected" to confirm.

Once the Log has been fully populated for the required hours and verification has been completed the assessor can mark this section as completed by clicking "Mark as Completed".

Journal

Once the Learner has started entering the information into the Journal it will show up for the assessor as follows,

NOT STARTED
0/25

JOURNALS

Journal
0/25
Submitted

Journal
Mark as Completed

- Entry 01 View
- Entry 02 View
- Entry 03 View

To view an entry you can click on the "View" button beside each entry and this will give a more detailed version of the entry.

Entry 01
about 21 hours ago

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dignissim convallis aenean et tortor at risus viverra adipiscing. Id eu nisl nunc mi ipsum faucibus. Eu nisl nunc mi ipsum faucibus vitae aliquet nec. Pellentesque diam volutpat commodo sed egestas egestas fringilla phasellus. Vestibulum mattis ullamcorper velit sed. Varius vel pharetra vel turpis nunc. Vel elit

Qualifications

Once the learner has viewed their masterclasses they can start answering the relevant qualifications, when the learner has submitted their observation for review, the assessor will get a notification in the Notification Panel, the Assessor will be able to see the Submitted observation in the relevant Qualification section.

QUALIFICATIONS

CMI Level 3 Principles of Management and Leadership
Not Started

Here the Assessor can see the Qualifications submitted for approval as shown below,

CMI Level 3 Principles of Management and Leadership
Add Evidence
Mark as Completed

- Principles of Management and Leadership

1. Be able to develop and use a personal development plan
Evidence Awaiting Approval
View

2. Understand the knowledge, skills and behaviours to be an effective manager
Evidence Not Uploaded
View

3. Understand the management role
Evidence Not Uploaded
View

4. Understand the application of management and leadership approaches
Evidence Not Uploaded
View

By Clicking "View" beside the qualification to which the Evidence has been added, the Assessor can see the Evidence submitted by the Learner/Apprentice.



Hiup Learner 2020
Level 3 Team Leader

1. Be able to develop and use a personal development plan

1.1 Outline the governance of different types of organisations

Click on this to approve this Evidence ▶

Mark as Completed

Status:

Observation

Paragraph

B *I* **≡** **≡** **≡** **≡** **≡** **≡** **≡** **≡**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Nulla facilisi morbi tempus iaculis urna. Odio pellentesque diam volutpat commodo. Congue quisque egestas diam in arcu cursus euismod quis. Imperdiet nulla malesuada pellentesque elit eget gravida cum sociis natoque. Duis convallis convallis tellus id interdum velit laoreet id donec. Adipiscing bibendum est ultricies integer quis auctor elit. Senectus et netus et malesuada. Eget sit amet tellus cras adipiscing enim eu turpis egestas. Porttitor rhoncus dolor purus non enim praesent elementum. Odio ut sem nulla pharetra diam sit amet nisl. Mauris pharetra et ultrices neque ornare aenean euismod elementum. Sit amet porttitor eget dolor morbi non arcu risus quis. Turpis nunc eget lorem dolor sed viverra ipsum. Erat pellentesque adipiscing commodo elit at imperdiet dui accumsan sit. Urna et pharetra pharetra massa massa. Dictum varius dui at consectetur lorem

Image Evidence

+



Test

Submitted at: 16/4/2020 07:38

Video Evidence

+

Attachment Evidence

+

The Assessor will also be able to see the attached Image, Video and Attachment evidences that have been added to support the observation.

Adding Observations and Evidences

The Assessor can also add evidence and observation on behalf of the learner.

To add evidence to multiple qualifications and sub-qualifications the assessor can click on the "Add Evidence" button.

CMI Level 3 Principles of Management and Leadership

Add Evidence

Mark as Completed

● Principles of Management and Leadership

1. Be able to develop and use a personal development plan

Evidence Awaiting Approval

View

2. Understand the knowledge, skills and behaviours to be an effective manager

Evidence Not Uploaded

View

3. Understand the management role

Evidence Not Uploaded

View

4. Understand the application of management and leadership approaches

Evidence Not Uploaded

View

Here the Assessor can select the relevant Qualification and Sub-Qualification the evidence needs to be attached to, by ticking the boxes corresponding to the Qualification.

Once the relevant boxes have been ticked, click on "Attach Evidence" and this will open the attach evidence dialog box as shown below.

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

☐ 2.2 Summarise the behaviours required to be an effective manager

Attach Evidence

Depending on the type of evidence,

- Images
- Videos
- Attachments

This can be selected from the Evidence Type drop down.

To browse for the attachment from the local storage click on the "Browse" button.

A Description of the Evidence can be added along with Address of where the evidence was taken from.

In the Observation box, the Assessor can type in the accompanying Observation.

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

B I [Link](#) [Unlink](#) [Quote](#) [Undo](#) [Redo](#)

Submit

To Add Evidence and Observation to a particular Sub-Qualification click on the "**View**" button beside the relevant sub qualification, this will bring up the Add Observation page as shown below,

2.1 Explain the knowledge and skills required to be an effective manager

To Save current progress click on "Save"

Ready for Assessment

Save

If the observation is ready, click on "Ready for Assessment"

Status: **Not Started**

Observation

Paragraph ▾ **B** *I* **:=** **:=**

Type In Observation here

Image Evidence

Video Evidence

Attach Evidences supporting the obsevation here

Attachment Evidence

Once the Observation has been added along with the supporting evidences, click on **"Save"** to save the current progress or click on the **"Ready for Assessment"** to finalize the process.

When all the Qualifications and Observations has been assessed, the section can be completed by clicking the "Mark as Completed" button

CMI Level 3 Principles of Management and Leadership

Add Evidence

Mark as Completed

● Principles of Management and Leadership

1. Be able to develop and use a personal development plan

Evidence Awaiting Approval

View

2. Understand the knowledge, skills and behaviours to be an effective manager

Evidence Not Uploaded

View

3. Understand the management role

Evidence Not Uploaded

View

4. Understand the application of management and leadership approaches

Evidence Not Uploaded

View

Masterclasses

Once a student has completed the progress beside each masterclass will show as 100% as shown below,

NOT STARTED		0/275
MASTERCLASS SESSIONS		
Masterclass Session - 1	0/25	In Progress
Masterclass Session - 2	0/25	Not Started
Masterclass Session - 3	0/25	Not Started

Masterclass Session - 1

Click here to mark this session as completed

Mark as Completed

Team Leader Masterclass Session - 1

100 % Complete

View Course >

To view more details about the masterclass session click on the "view course" button beside the Masterclass session, this will show the details of the masterclass as shown below,

Course Details



Team Leader Masterclass Session - 1

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

Resources



Masterclass handbook

[Download](#)



Learner Handbook

[Download](#)

Uploads

Gateway Assessments

To edit the Gateway assessment click on the Assessment title.

GATEWAY ASSESSMENTS

Apprenticeship Gateway

Not Started

This will open the Gateway editing panel as shown below,

Apprenticeship Gateway

×

Status

Not Started

Apprenticeship Review

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?

You	Employer	T/A

Save

Submit

Ok

End Point Assessment

To Edit the End Point Assessment click the Assessment title as shown below,

END-POINT ASSESSMENT

End Point Assessment evidence

0/25

Not Started

This will open the Editing Panel as shown below,
(Add Image Below)

Reviews

To add review click on the Final Review section as shown below,

REVIEWS

Final Review

0/25

Not Started

This will open the Final Review panel as shown below,

Final Review

Mark as Completed

Click here to add a new review →

Add Reviews

By clicking on the "Add Review" button the Assessor can add a new review for the particular learner/apprentice as shown below.

Here you can add the Title of the Review, a description of the review and upload any relevant document supporting the Review.

Add Review

✕

Learner: Hiup Learner 2020

Review
Subject:

Description:

Upload:

Choose File No file chosen

Submit Review

Once a document has been uploaded the assessor can also add a title for the document.

Upload:

Choose File Asset 17@2x.png

Doc Title:

The Assessor can see the reviews that have been uploaded by clicking the "View" button beside the review.

Final Review

Mark as Completed

Click here to add a new review ←

Add Reviews

Click here to view the uploaded review ←

View

● Review on Jan 01 / 2020

Review on Jan 01 / 2020



Review on Jan 01 / 2020

16/4/2020

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Nulla facilisi morbi tempus iaculis urna. Odio pellentesque diam volutpat commodo. Congue quisque egestas diam in arcu cursus euismod quis. Imperdiet nulla malesuada pellentesque elit eget gravida cum sociis natoque. Duis convallis convallis tellus id interdum velit laoreet id donec. Adipiscing bibendum est ultricies integer quis auctor elit. Senectus et netus et malesuada. Eget sit amet tellus cras adipiscing enim eu turpis egestas. Porttitor rhoncus dolor purus non enim praesent elementum. Odio ut sem nulla pharetra diam sit amet nisl. Mauris pharetra et ultrices neque ornare aenean euismod elementum. Sit amet porttitor eget dolor morbi non arcu risus quis. Turpis nunc eget lorem dolor sed viverra ipsum. Erat pellentesque adipiscing commodo elit at imperdiet dui accumsan sit. Urna et pharetra pharetra massa massa. Dictum varius dui at consectetur lorem donec. Ut faucibus pulvinar elementum integer enim. Congue mauris rhoncus aenean vel. Aliquet bibendum enim facilisis gravida.

Test Image
[Download](#)

Click this tick box to approve the document that has been submitted

Please approve review/document submitted. ☐

Employer Approval ☐
Assessor Approval ☐
Learner Approval ☐

Click here to approve the review that has been submitted

Click here to Save the current progress

Save

Doc Title:

Upload: No file chosen

Click here to add more documents to the current review

In the review panel, the Assessor can add more documents to the review by using the upload button and clicking on Add Document to add a new document.

Once the documents have been uploaded the assessor can submit the documents for the Learner/Apprentice to see by ticking the checkbox beside the **"Please approve review/document submitted"**.

And if the review has been finalized, the Assessor can click on the approval checkbox beside the **"Assessor Approval"**.

To Save the current progress click on the **"Save"** button.

Personal Development Plan - Week Specific Programme (Coming soon to assessor workflow)

Live Sessions - Week Specific Programme (Coming soon to assessor workflow)

Article - Week Specific Programme (Coming soon to assessor workflow)

Communication Forum - Week Specific Programme (Coming soon to assessor workflow)

Targets

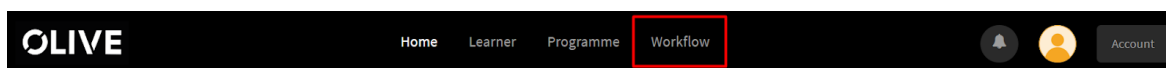
The Assessor can add targets for a learner to complete various sections of the Programme, to see how to Add Targets, View and comment on them, click on the [link](#).

Assessor Workflow

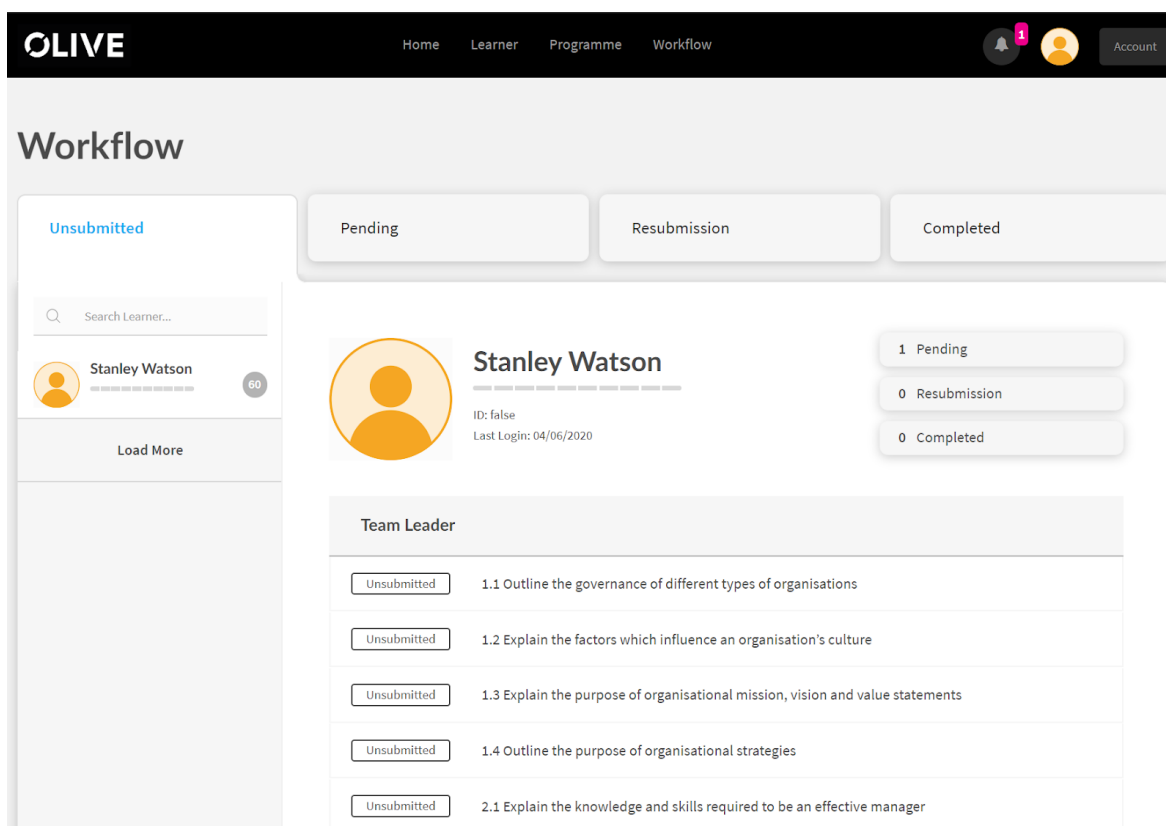
The assessor workflow panel has been developed to assist an assessor with communicating and providing feedback to learners on specific areas any learning that they will be partaking on the platform.

It pulls the areas of the learning that have been submitted or marked for assessment through to the pending tab and allows the assessor to easily navigate and respond to the learned submissions.

To access the Assessor workflow panel, you can click on the Workflow Tab on the Navigation banner as shown below



This will take you to the Workflow page as shown below



The Assessor Workflow is divided into 4 Sections

Unsubmitted - This shows all the Sections where the learner has not submitted the Observation and the necessary evidences to support the Observation

Pending - Once the learner has added in the Observation and the necessary evidences and clicked on "Mark for Assessment" this will come here

Resubmission - These are sections where the assessor has requested the resubmission of Observations and Evidences

Completed - These are sections that have been marked as completed by the Assessor

Checking Pending Submissions

Once you click on the Pending tab in the Assessor Panel this will show the Sections that have been marked by the learner as Ready for Assessment.

To assess the particular section that has been marked ready, click on the Assess button beside the Section. This will open the Assessment page as shown below.

Approving and Declining Evidences

The Assessor can approve or decline the submitted Evidence by clicking on "Approve" and "Decline" buttons respectively.

1. Interpersonal excellence – managing people

1.1 Leading People - Understand different organisational cultures, equity



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Providing Feedback and Passing

Assessors can provide feedback on the Observation submitted by clicking on the "Provide Feedback" button.

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
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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:

PROVIDE FEEDBACK

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* **:=** **:=**

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:

APPROVE DECLINE



Choose heading ▼ **B** *I* **:=** **:=**

Characteristics of problem solving

- Problems are merely deviations from performance standards
- Problems must be precisely identified and described
- Problems are caused by a change from a distinctive feature
- Something can always be used to distinguish between what has and hasn't been affected by a cause

Mark for Resubmission **Mark as Pass**

The Assessor can provide feedback to the learners and mark a particular section for resubmission by clicking the "Mark for Resubmission" button.

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* **:=** **:=**

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:

APPROVE DECLINE

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

PROVIDE FEEDBACK

Once the student updates the Observation and Evidences it will come up under the Assessor's Feedback

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*

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:

APPROVE DECLINE



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. Patients with damage to the

PROVIDE FEEDBACK

Also if the Observation and Evidence is satisfactory the Assessor can mark the Observation as passed by clicking the "Mark as Pass" button.

Once that Assessor is happy that all sections are completed they can click the overall mark as completed button at the end of the screen.

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*

The relationships we have with other people are essential in all walks of life – from our family and friends through to the way we interact with complete strangers.

And nowhere are those relationships more consistently important than in the workplace. Every single day, we talk to colleagues. We listen to colleagues. We send emails to colleagues, have phone conversations with colleagues, sit across from colleagues in meetings. Not just people we work directly with, but also potential clients, existing clients, partners,

APPROVE DECLINE

Approved



Carter Hughes's Feedback:

The Evidence you have submitted is satisfactory

PROVIDE FEEDBACK

Qualifications Workflow

Once the student has submitted evidence and observations in the Qualification section, this will show up as below.

Unsubmitted
Pending
Resubmission
Completed


Stanley Watson

Qualifications: Principles of Leadership and Management

× Exit

Principles of Management and Leadership

1. Be able to develop and use a personal development plan
Assess >

2. Understand the knowledge, skills and behaviours to be an effective manager
Assess >

3. Understand the management role
Assess >

4. Understand the application of management and leadership approaches
Assess >

Managing a Team to Achieve Results

1. Understand the role and purpose of teams
Assess >

2. Be able to recognise the characteristics of a high performing team
Assess >

1.1 Outline the governance of different types of organisations
Mark as Completed


Stanley's Observation:

Decision-making can be regarded as a problem-solving activity yielding a solution deemed to be optimal, or at least satisfactory. It is therefore a process which can be more or less **rational** or **irrational** and can be based on **explicit** or **tacit knowledge** and beliefs. Tacit knowledge is often used to fill the gaps in complex decision making processes.[2] Usually both of these types of knowledge, tacit and explicit, are used together in the decision-making process.

Evidences


Submitted at: 2020-06-04 23:40:58

PROVIDE FEEDBACK

Here for the qualifications you have a Menu on the right which can be used to quickly navigate through the various qualifications and sub-qualifications.

1.1 Outline the governance of different types of organisations

[Mark as Completed](#)

Stanley's Observation:

Decision-making can be regarded as a problem-solving activity yielding a solution deemed to be optimal, or at least satisfactory. It is therefore a process which can be more or less **rational** or **irrational** and can be based on **explicit** or **tacit knowledge** and beliefs. Tacit knowledge is often used to fill the gaps in complex decision making processes.[2] Usually both of these types of knowledge, tacit and explicit, are used together in the decision-making process.

Evidences



..

Submitted at: 2020-06-04

23:40:58

[PROVIDE FEEDBACK](#)

Clicking on the "Mark as Completed" will mark that sub-qualification as completed if the Evidence and Observation is satisfactory.

Alternatively, to provide feedback, the assessor can click on the "Provide Feedback" button.

Evidences



Submitted at: 2020-06-04
23:40:58



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outcome.[33] This theory holds that such decisions are aided by emotions, in the form of bodily states, that are elicited during the deliberation of future consequences and that mark different options for behavior as being advantageous or disadvantageous. This process involves an interplay between neural systems that elicit emotional/bodily states and neural systems that map these emotional/bodily states.[34] A recent lesion mapping study of 152 patients with focal brain lesions conducted by [Aron K. Barbey](#) and colleagues provided evidence to help discover the neural mechanisms of emotional intelligence.[35][36][37]

Mark for Resubmission

Mark as Pass

Resubmissions

In the resubmission tab, Assessors will be able to see the Sections to which they have asked for resubmission.

Unsubmitted

Pending

Resubmission

Completed

Search Learner...

Stanley Watson

2

Load More

Stanley Watson

ID: false

Last Login: 04/06/2020

60 Unsubmitted

0 Pending

0 Completed

Team Leader

Resubmission

Knowledge

Resubmission

1.1 Outline the governance of different types of organisations

Completed Sections


Stanley Watson

Qualifications: Principles of Leadership and Management

✕ Exit

Principles of Management and Leadership

1. Be able to develop and use a personal development plan

Assess >

2. Understand the knowledge, skills and behaviours to be an effective manager

Assess >

3. Understand the management role

Assess >

4. Understand the application of management and leadership approaches

Assess >

Managing a Team to Achieve Results

1. Understand the role and purpose of teams

Assess >

2. Be able to recognise the characteristics of a high performing

Assess >

1.1 Outline the governance of different types of organisations

Marked as Completed Provided Feedback

1.2 Explain the factors which influence an organisation's culture

Marked as Completed

1.3 Explain the purpose of organisational mission, vision and value statements

Mark as Completed



Stanley's Observation:

Emotion appears able to aid the decision-making process. Decision-making often occurs in the face of uncertainty about whether one's choices will lead to benefit or harm (see also Risk). The somatic marker hypothesis is a neurobiological theory of how decisions are made in the face of uncertain outcome.[33] This theory holds that such decisions are aided by emotions, in the form of bodily states, that are elicited during the deliberation of future consequences and that mark different options for behavior as being advantageous or disadvantageous. This process involves an interplay between neural systems that elicit emotional/bodily states and neural systems that map these emotional/bodily states.[34] A recent lesion mapping study of 152 patients with focal brain lesions conducted by Aron K. Barbey and colleagues provided evidence to help discover the neural mechanisms of emotional intelligence.[35][36][37]

Evidence

Once a qualification or section is marked as completed, it is marked in Green and if feedbacks were given to that particular section is also shown.

This is also shown in the completed section of the Assessor workflow panel as shown below.

Unsubmitted
Pending
Resubmission
Completed

Search Learner...


Stanley Watson
3

Load More



Stanley Watson

ID: false
Last Login: 04/06/2020

58 Unsubmitted
0 Pending
0 Resubmission

Team Leader

Approved	Knowledge
Approved	1.1 Outline the governance of different types of organisations
Approved	1.2 Explain the factors which influence an organisation's culture

Adding Wages to an Apprentice

If a learner is applicable for a wage increase based on the Guidelines set by the Company on needs a raise this can be done using the Wages section for that particular Learner.

To Access the Wages Section, Navigate to the Learners page and Click on the “View” button beside the Learner Name.

Learner Add Learner +

Search 0 Learner...

-- All Programme --

Name	Organization	Programme	Progress	
Victoria Hall	Olive Group US	Software Testing Services	0% COMPLETE	View >

In the Learner view page, you can see the “View Wage Meter” button on the Top Right Corner as shown below

OLIVE Home Learner Programmes Journey Worker Rate Account

< BACK TO LEARNER Add Target View Target View Wage meter Delete

Victoria Hall
Software Testing Services Assessor Verifier

WELCOME RESOURCES

Welcome	Not Started
---------	-------------

This will open the Wage Schedule Page for the Particular Learner as shown below,

[Home](#)
[Learner](#)
[Programmes](#)
[Journey Worker Rate](#)

Account

HOME > LEARNERS > WAGE SCHEDULE

Wage Schedule

This is where a brief description of what the Wage Schedule appears. This description can appear over multiple lines, though should still be relatively concise.

Status: Disabled

Starting Wage

Confirm

Planned Starting Date: Select here for Calendar

Base Currency:

Base Rate per Hour: \$ 00.00

+ Wage Increment 1

Add

By using the Journey Worker Rates page as a guide you can assign the Worker Rates for that particular Learner as shown below.

Status: Disabled

Starting Wage

Edit Changes before Activating the Schedule

Pending

Planned Starting Date: 01 Jun 2020 Planned Date from which the learner will be working for the Company

Base Currency: \$(USD)

Base Rate per Hour: USD 20.00 Base Rate per hour taken from the Journey Worker Rate Page

+ Wage Increment 1

Add

Activation

Do you wish to activate this Wage Schedule?

You can review and edit this content at any stage.

Activate Wage Schedule

Click here to activate the Wage Schedule

In the Planning Starting Date, the Client Admin can add the date from which the learner will be starting the Programme in the Company.

The Base Currency and Base Rate Per Hour can be taken from the Journey Worker Rate Page that has been set by the Admin.

To Edit the Schedule, you can click on the Edit button the Top Right of the Section.

Once you are happy with the details, you can click on the "Activate Wage Schedule" to Activate the Wage Schedule.

Status: Active

Starting Wage Approved

Planned Starting Date: 01 Jun 2020

Base Currency: \$(USD) ▾

Base Rate per Hour: USD ▾ 20.00

+ Wage Increment 1

Add

Once the Wage Schedule is Activated the Status will show as "Active" and the Starting Wage as "Approved"



Once the Journey Rate is Activated this cannot be edited, please make sure to double check the details before activating the Schedule.

Wage Increments

Once a learner has shown the competency for a raise in the programme, the Client Admin or Assessor can add a wage increment for the learner.

Status: Active

Starting Wage Approved

Planned Starting Date: 01 Jun 2020

Base Currency: \$(USD)

Base Rate per Hour: USD 20.00

+ Wage Increment 1 Approved

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD 25.00

Hours Required: 300

Evidence of Receipt of Increase:

Receipt of Increase

Submitted at: 2020-06-04 17:42:23

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 desired outcomes of work performance. So whilst one term (NVQ competence) was a label for the ability to perform the other (Boyatzis's competency) described the behaviour needed to perform a role with competence.

+ Wage Increment 2 Add

Adding a Wage Increment

To add a Wage Increment, the Assessor and Client Admin can do this from the wage schedule page by clicking the "Add" button beside the Wage Increment as shown below

+ Wage Increment 1 Add

Here you can assign the date from which the Increment for the wage will start and the Rate at which the Rate is increased to. (This is a cumulative amount so if the Increment is 10\$ the amount should be 20\$ (Base Amount) + 10\$ (Increment) = 30\$

The Hours required is the amount of hours the Learner has to put in before the Increment can be applied.

32

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In the Competences Sector the Client Admin and Assessor can put in the criteria to meet the Wage Increment as well.

+ Wage Increment 2

Cancel

Confirm

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD 30
Hours Required: 100

Evidence of Receipt of Increase:

Competencies:

Paragraph
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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.

Once the Wage Increment details have been put in you can click on "Confirm" to apply the Wage Increment.

+ Wage Increment 2

Cancel

Confirm

Approving the Wage Increment

Once the student/learner has successfully met the criteria for the Wage Increment the Assessor or the Client Admin can Approve the Wage Increment by clicking the "Approve" button or if there are any changes to the Increment, this can be edited using the "Edit" Button as shown below

+ Wage Increment 2

Approve Wage Increment

Approve

Edit Wage Increment

Planned Increase Date: 30 Jun 2020

Rate per Hour: USD 30
Hours Required: 100

Evidence of Receipt of Increase:

Competencies:

Competency-based pay definition
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+ Wage Increment 2

Approved



Planned Increase Date: 31 Jul 2020

Rate per Hour: USD 30

Hours Required: 100

Evidence of Receipt of Increase:

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.

Once the Wage Increment has been approved, the student can then upload the Evidence of Receipt of Increase from the Students Page. Click here to see how.

Approving the Receipt of Increase

Once a student has uploaded the Receipt of Increase you can view the receipt by going to the Wages Section as shown below

+ 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

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.

To view the Receipt click on the "View" button beside the Receipt.

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To download the Receipt you can click on the “Download” button and you have the option to Approve and Reject the receipt by clicking on the relevant buttons.

Once the Receipt is Approved it will show as Approved for the Admin, Learner and Assessor as shown below.

+ 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.