

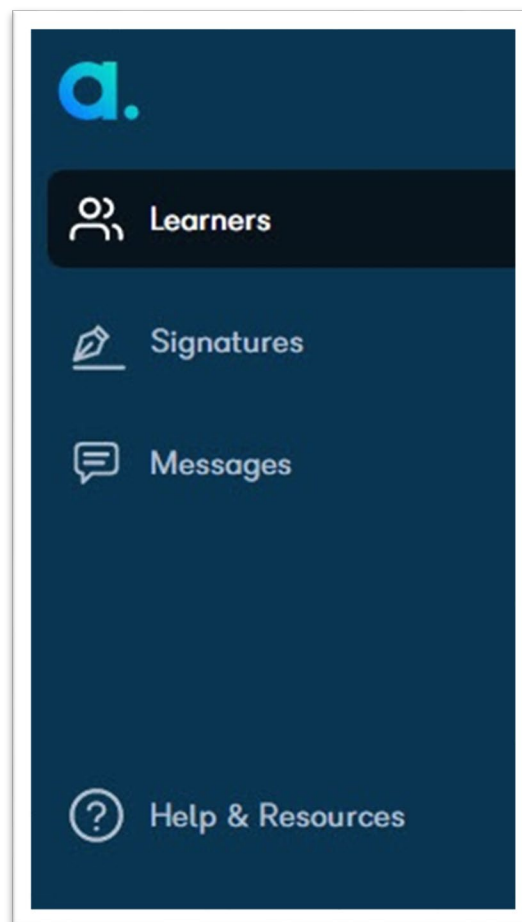
APTEM Employer Portal

Overview

This article is to help you, as an Employer, with your Aptem account. You can use the Employer console to view learner progress, view and send messages, and sign documents.

Navigation

When you log into your Employer account you will see a navigation panel to your left. Click on any menu item to access the relevant function.



The following list summarizes the various functions:

- **Learners:** You can see a summary of all your learners, and a snapshot view of their progress.
- **Signatures:** You can sign documents that need your signature. You can view the signed documents for any learner by navigating to the Learner's profile>Documents section.
- **Messages:** You can view system notifications, reminders of upcoming and overdue tasks, and documents that need your electronic signature. You can also search for specific people who have communicated with, you can search for words within a conversation. You can send messages and attachments to your learners.

The learners grid lists all the learners you are responsible for.

Learner / Programme	Start Date	Programme End Date	Manager	Tutor	Programme Status	Learning Plan Progress	View
Adam Kenter Project Manager	01/12/2020	25/12/2022	Darlene Robertson	Jane Cooper	New	50%	Learning Plan
Ali Passaquindici Arcand Construction Plant Operative	01/12/2020	25/12/2022	Arlene McCoy	Annette Black	New	23%	Learning Plan
Amber Siphron Nursing Associate	17/01/2019	25/07/2021	Courtney Henry	Courtney Henry	On a Break	43%	Learning Plan
Becca Williams Research Scientist	12/06/2019	2/12/2021	Dianne Russell	Jenny Wilson	Active	100%	Learning Plan
Emery Dokidis Early Years Practitioner	17/02/2019	15/11/2021	Theresa Webb	Kathryn Murphy	Active	50%	Learning Plan
Beverly Dorwart Chartered Surveyor	04/02/2017	24/12/2022	Brooklyn Simmons	Robert Fox	Active	50%	Learning Plan
Charles Ryan Madsen Police Officer	17/07/2019	25/11/2022	Bessie Cooper	Floyd Miles	Active	72%	Learning Plan
Christine Bergson Data Technician	29/03/2019	15/09/2022	Floyd Miles	Eleanor Pena	Active	50%	Learning Plan
Clayton Korsgaard Software Engineer	17/07/2019	25/11/2021	Eleanor Pena	Theresa Webb	Active	39%	Learning Plan
Clifford Rhiel Smith Diagnostic Radiographer	17/07/2019	25/11/2022	Kathryn Murphy	Darlene Robertson	Active	50%	Learning Plan

You can see a maximum of 10 learners per screen. To navigate through the list of learners, you can:

- use the pagination controls at the bottom of the screen
- use sorting
- use the searching and filtering functionality

When you click a learner name from this screen, you are taken to the learner's dashboard.

Grid overview

The learner list has information about all the learners you are responsible for. This information is arranged in various columns. Some columns can be used to sort the information by clicking on the column headers.

Programme start date and Programme end date

These columns show the start date and the end date of the programme.

Manager name and Work Coach name

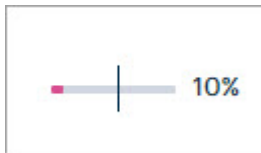
These column shows the names of the learner's manager and the learner's work coach.

Programme Status

This column gives the current programme status of the learner.

Learning plan progress

This column has an infographic that displays the learning plan progress. It shows the progress in terms of percentage completion. The horizontal red line indicates progress made. The vertical line shows the target progress. The number on the right indicates the progress made - in this case 10% of the learning plan has been completed.






Using the infographic, you can see whether or not the learner is on track with regard to their learning plan progress. Hover over this infographic to see more details.



Sorting



You can sort learners by Learner/Programme, Manager Name, Work Coach name, and Programme status. To sort learners, click on the header row of the learner list grid.

Participant/Programme ↑	Start Date	Programme End Date	Manager Name	Job Coach Name	Programme Status
 Boris Booth Retail Manager Apprenticeship	01/09/2019	31/05/2021	Charles Peters	Adam Grindleford	Onboarding
 Constantine Needham-Smith Retail Manager Apprenticeship	01/09/2019	31/05/2021	Charles Peters	Paul Rodham	Onboarding
 First Last1 Level 4 Retail Manager Apprenticeship	27/01/2022	26/04/2022	Charles Peters	Adam Grindleford	Onboarding

Searching and filtering

You can use searching or filtering to narrow down your learner list.

If you know the learner's name you can quickly search for them using their name. Start typing the name, and the filter will start assisting you after you enter the first 3 characters.

Participant/Programme ↓	Start Date	Programme End Date	Manager Name
 Umberto Gatica Retail Manager Apprenticeship	01/09/2019	31/05/2021	Charles Peters
 Peter Williams Retail Manager Apprenticeship	22/11/2020	21/02/2021	Charles Peters

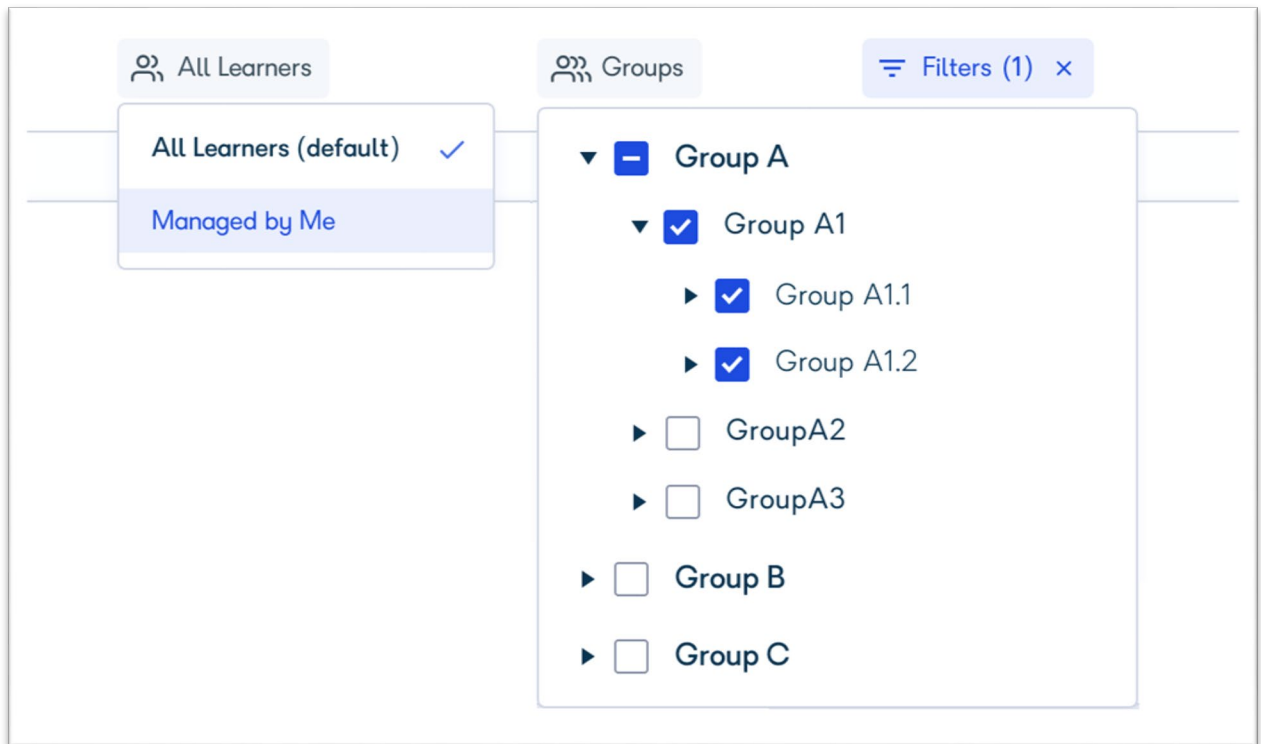
Quick Filters

You can use the two quick filters: **My Learners** and **Groups** to narrow down your dashboard/results.

You can use the **Learners** filter to modify your dashboard to "Managed by me" or "All Learners". Where the Employer Login is not assigned as a 'Line Manager' to any learners, the default selection is "All Learners". Where the Employer Login is assigned as a 'Line Manager' to more than one learner, the default selection is "Managed by me". The 'Managed by me' filter displays only those learners who are managed by you.

The options visible to you are limited by your role and access level. For example, the option to select All Learners in the Learners dropdown will only be visible if you have the *View All Learners* role.

You can use the **Groups** filter to modify your dashboard to show details specific to one or more Employer Groups or sub-groups. This is a multi-select field, and in the default view, all employer groups are selected. The dropdown list shows only those Employer groups that you have access to see.



Detailed Filters

Click the **Filters** option on the top. A Filters pane is displayed on the right of your screen. Here, you can filter by programme, groups, learners, learner groups, manager, and status.

Filters ×

Programmes

Groups

Parent employer ×

Participants

Managed By Me (Default) ▼

Participant groups

Experion ×

Status

Onboarding × Ready To Enrol ×

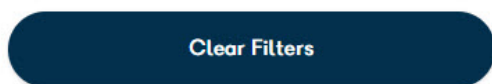
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Clear Filters

You can use more than one filter; the grid will use all the filters used to update the list of learners.

To clear a particular filter, hover over the field. Click the x-shaped **clear** symbol that appears on the field, towards the right. This will clear the filter, and the list of learners is updated.

To clear all the filters used, click **Clear Filters**.



This will clear all the filters, and the original unfiltered learner list will be displayed.

You can discover more general helps and tips at <https://support.aptm.co.uk/hc/en-gb> you are using APTM Employer Console function.

If you are struggling with login, this is managed by APTM on our behalf, please go to the login page and request a password reset.

If what you see in the console is not what you expect, then please contact aptm@cumbria.ac.uk and will check your profile and settings.