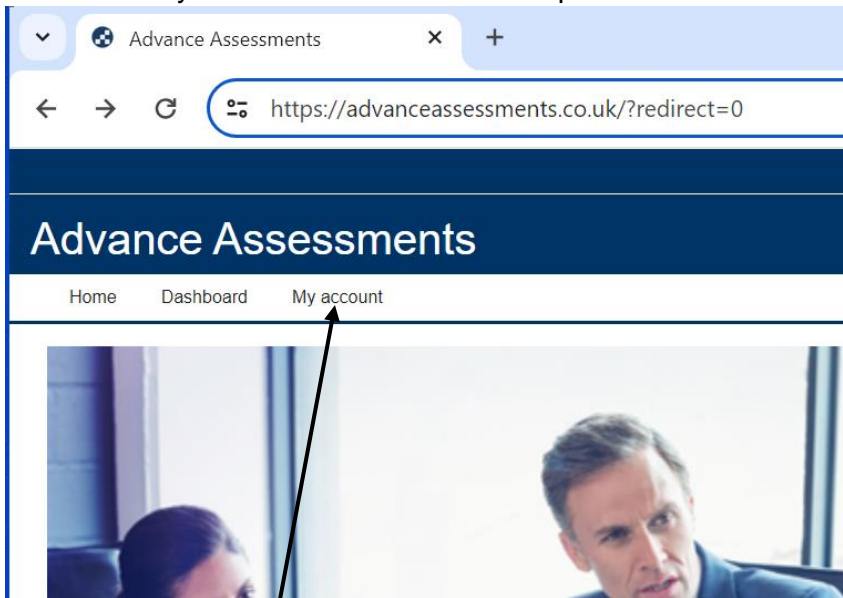
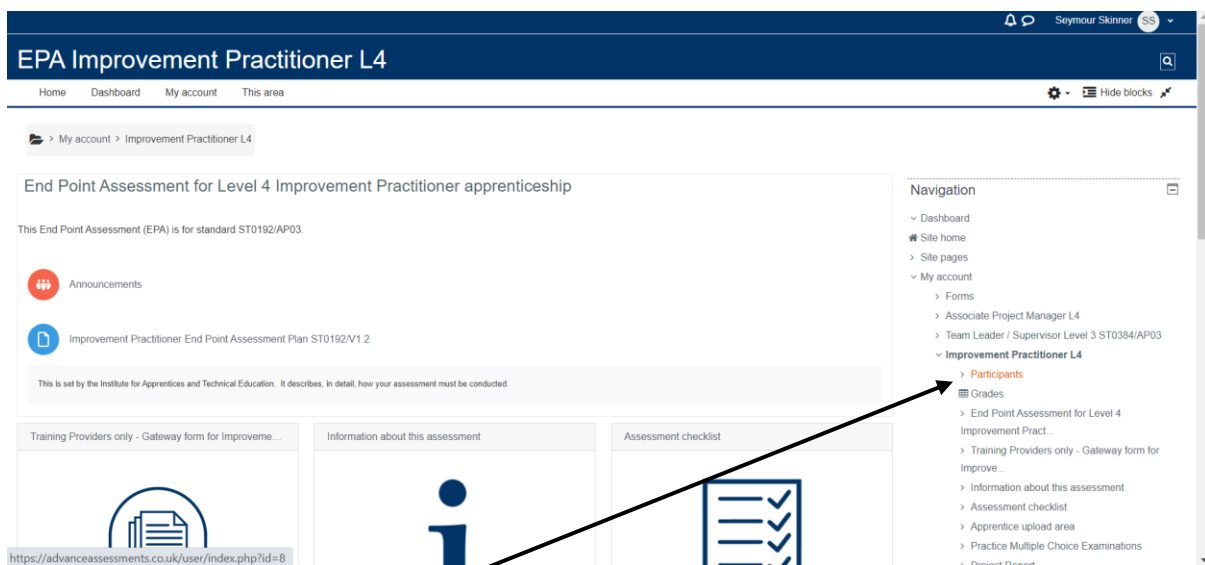


Advance Assessments Training Provider User Start Guide

1. Log on to the system and find 'My account' in the top left-hand corner – you will see the assessments you are enrolled on in the drop-down menu revealed.

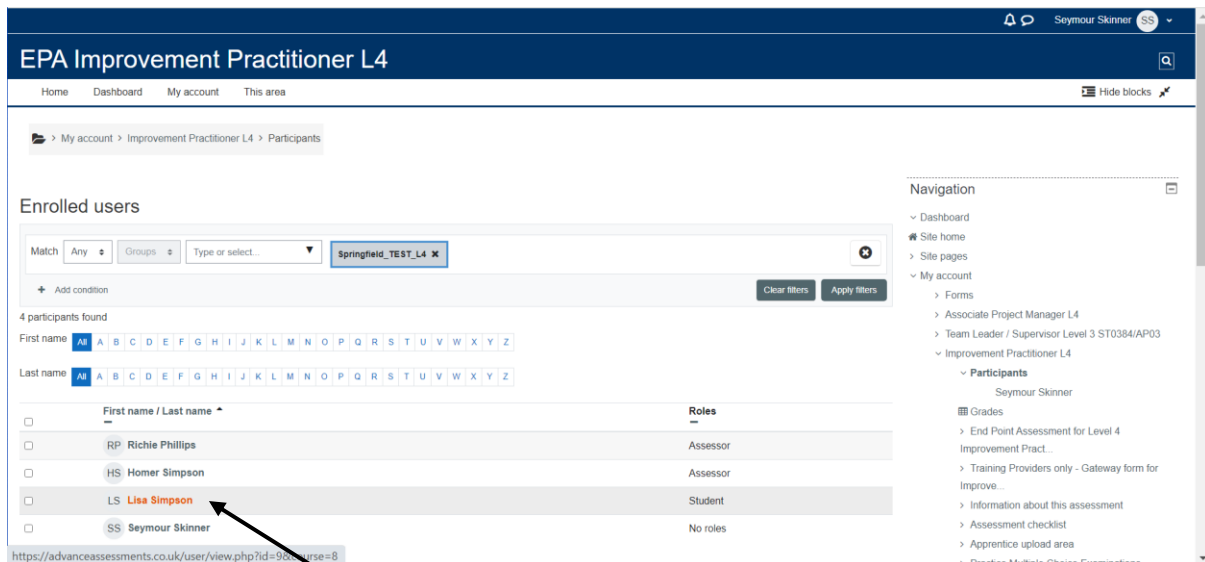


2. Click on the Assessment you want details for (Improvement Practitioner L4 in this example) and the assessment page is revealed.

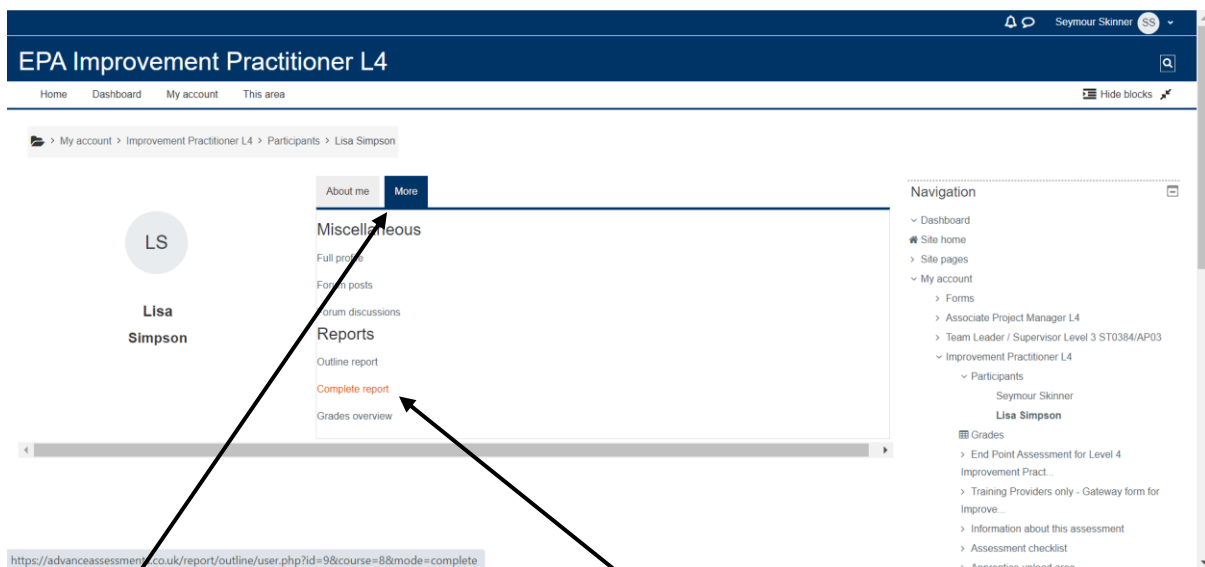


3. Click on: 'Participants' on the right-hand side. The screen below is shown.

Advance Assessments Training Provider User Start Guide

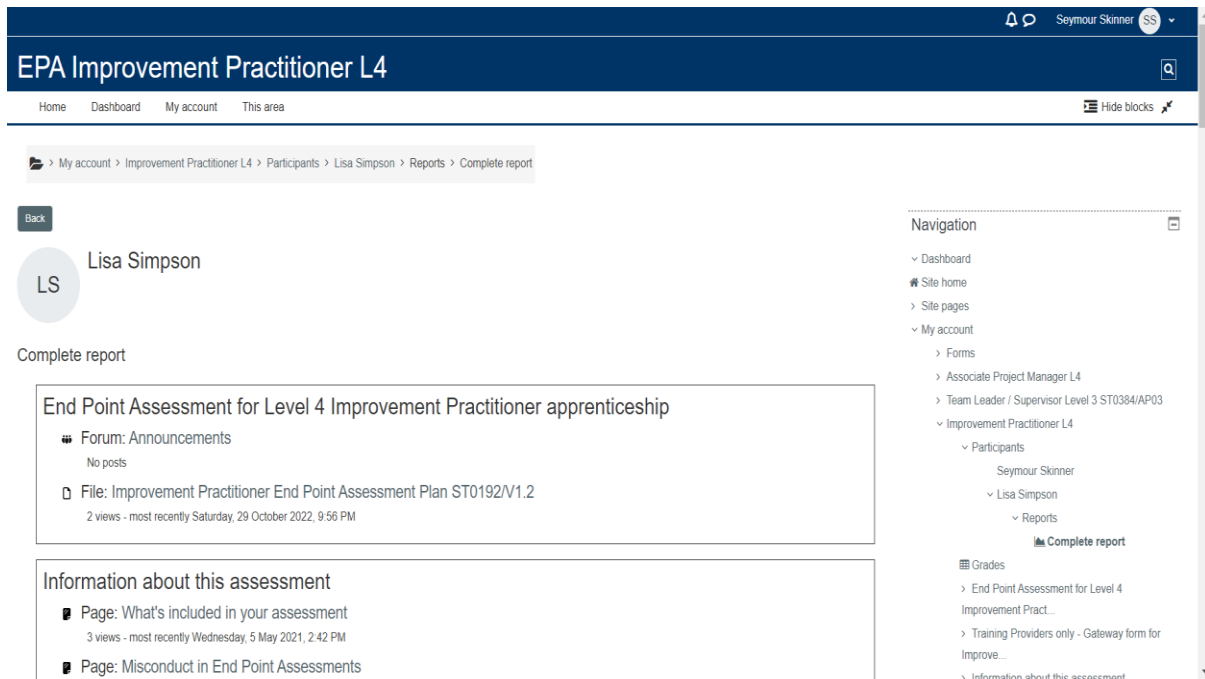


4. Click on the name of the learner you want to see details for and their details are shown.



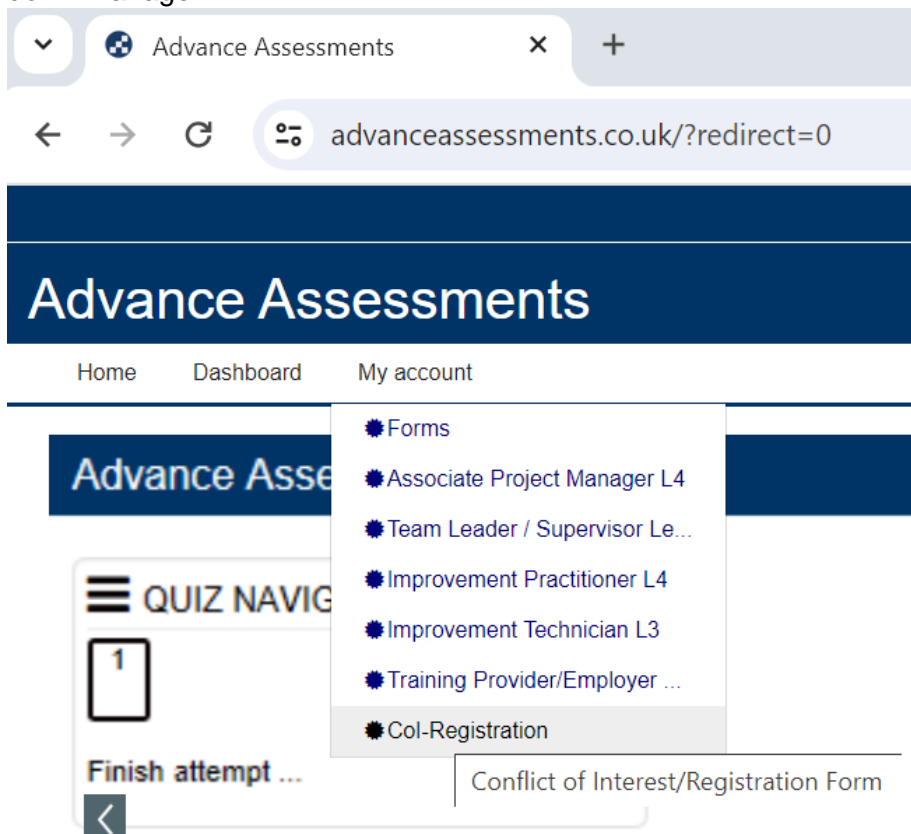
5. Select the 'More' tab and click on the option for the report you want to see. The Complete report includes details of log-ins for the learner and access to their uploaded evidence files. Scroll through it to view details for each element of an assessment. The screen image below shows an example.

Advance Assessments Training Provider User Start Guide

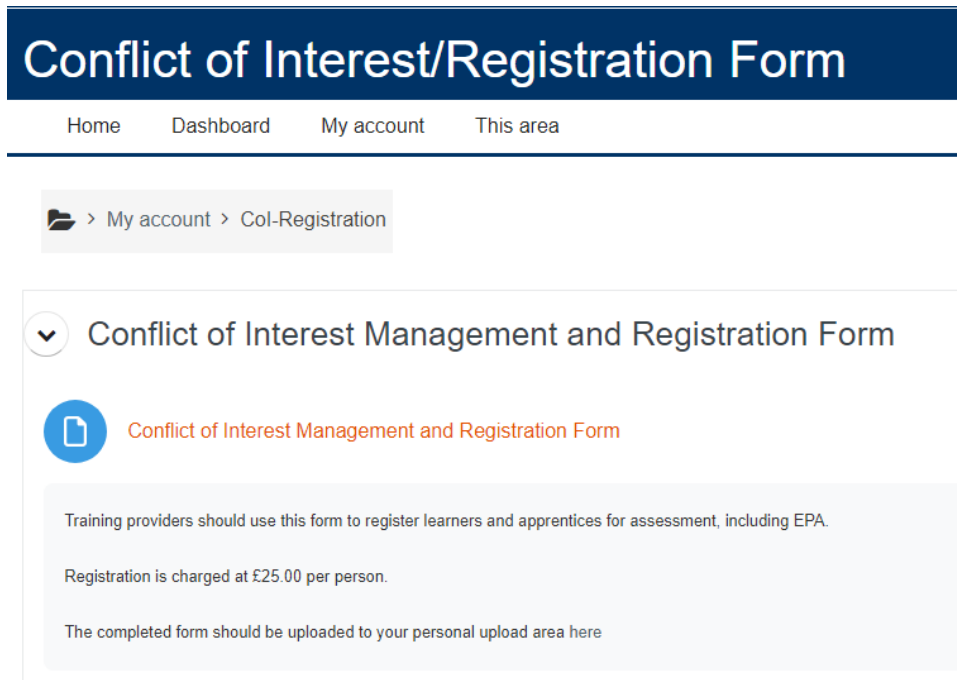


Register your learners

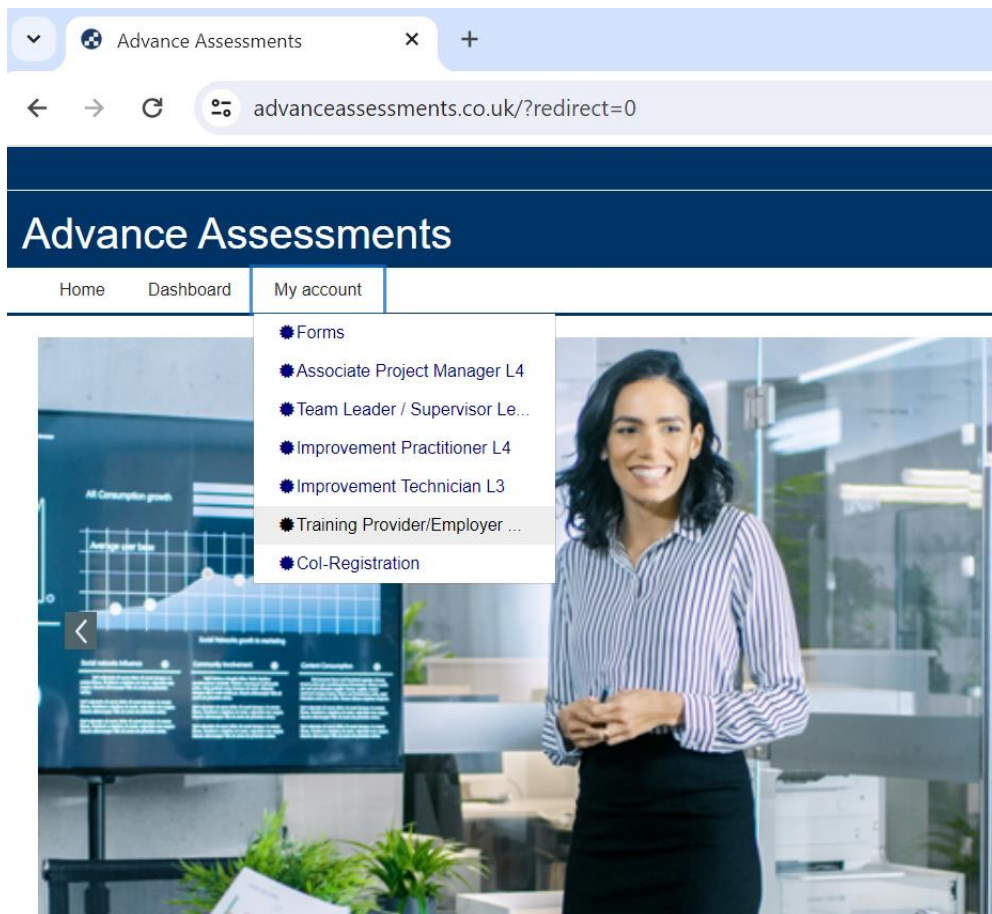
6. Log-in as a Training Provider and Select **Col-Registration** from the 'My account' drop-down manager.



7. Click on the link to download a new Conflict of Interest and Registration Form



8. Complete the form and upload to the **Training Provider/Employer upload** area. The Training Provider upload area is accessed from the drop-down menu on the home page (see below).



9. Select the Conflict of Interest/Registration Form Upload area, the screen below is shown.

The screenshot shows the 'Training Provider/Employer Upload Area' page. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My account', and 'This area'. Below the navigation bar, there is a breadcrumb trail: 'My account > Training Provider/Employer Upload Area'. The main content area is titled 'Upload areas' and contains two sections. The first section is 'Conflict of Interest/Registration Form Upload area', which includes instructions: 'Please upload completed Conflict of Interest Forms here. This will allow us to register your apprentices. The system will automatically notify the Assessment Manager. You may only upload document files (for example Word or pdfs) or image files (for example jpgs or pngs) to this area. There is a registration fee of £25.00 per apprentice.' The second section is 'Apprentice Gateway Completion and Certificates Upload area', which includes instructions: 'Please upload your apprentices' Gateway Completion Report Forms and required certificates here. The system will automatically notify the Assessment Manager. You may only upload document files (for example Word or pdfs) or image files (for example jpgs or pngs) to this area.'

10. On selection of the Upload area, the screen below will be shown.

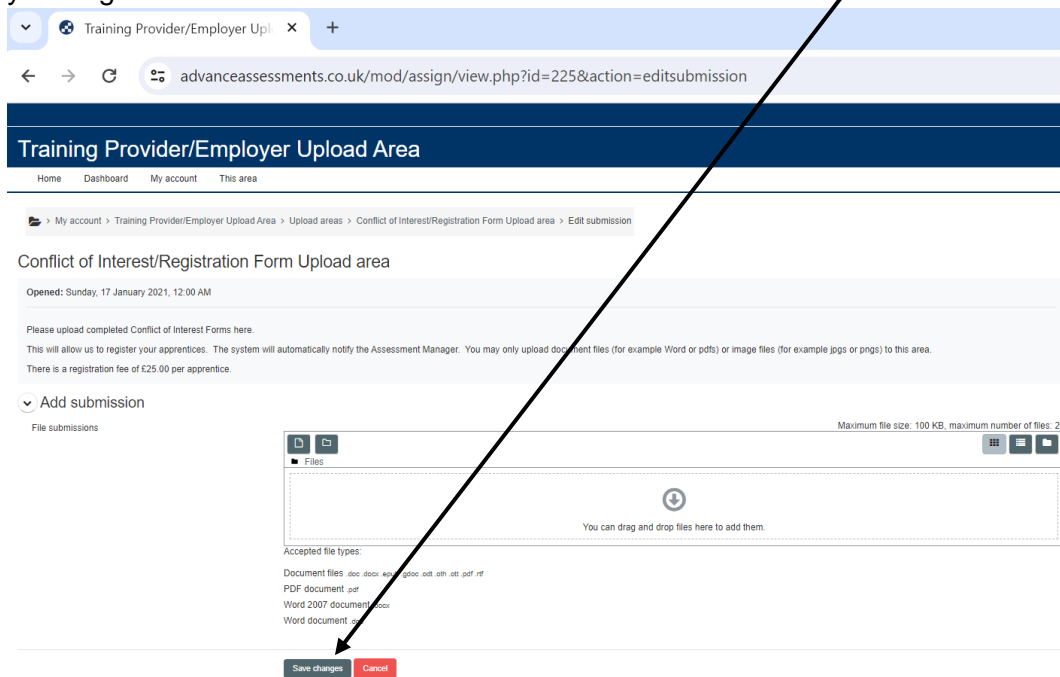
The screenshot shows the 'Submission status' page. At the top, there is a navigation bar with 'Home', 'Dashboard', 'My account', and 'This area'. Below the navigation bar, there is a breadcrumb trail: 'My account > Submission status'. The main content area is titled 'Submission status' and contains a table with the following data:

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Sunday, 17 January 2021, 6:45 PM
Submission comments	▶ Comments (0)

Below the table, there are two buttons: 'Edit submission' (highlighted in green) and 'Remove submission' (greyed out). An arrow points from the 'Edit submission' button to the 'Submission status' table.

11. Click on 'Edit Submission' to view the upload panel.

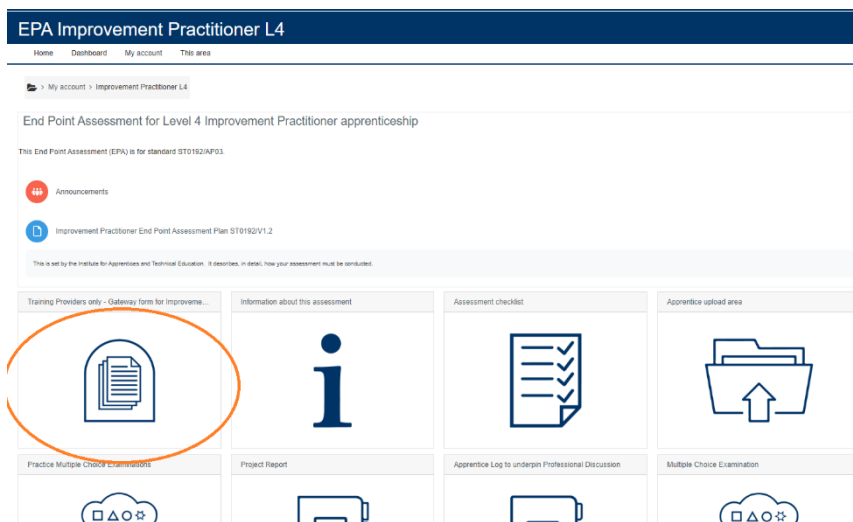
12. Drag and drop files into the upload panel and then click on 'Save changes' to upload your registration form.



13. Advance Assessments are automatically informed of the upload and will review the details on the form and inform you once Conflict of Interest checks are complete, then register your learners on the platform, they will each receive a personal upload/work area.

At Gateway

14. Select the Gateway form for ... section from the relevant Assessment Area for the Apprenticeship and download a blank form. One Gateway form per apprentice.



15. Upload the completed Gateway Form and certificates of achievement for the apprentice to the '[Apprentice Gateway Completion and Certificates Upload area](#)', see item 9 for an image of the access screen. The upload process is shown in items 10 - 12.

16. Once the Gateway form and other certificates are received and validated, Advance Assessments will review them and contact the apprentice to arrange their online EPA.