

VIEWING A LEARNER'S PROFILE - CONTRACTED WORK HOURS

OVERVIEW

Smart Assessor provides the opportunity for Assessors to access the learner's profile page. This user guide will show how to amend Contracted Work Hours. **(Note* if contracted hours are imported via a data integration method, then any data updated manually will be over written- contact the MIS team to confirm)**

PREPARATION

Login details to access Smart Assessor to view the learner's profile page.

USER RESTRICTIONS

Master Admin, Assessor, Basic Admin, Curriculum Manager and IQA have access to the learner's profile area.

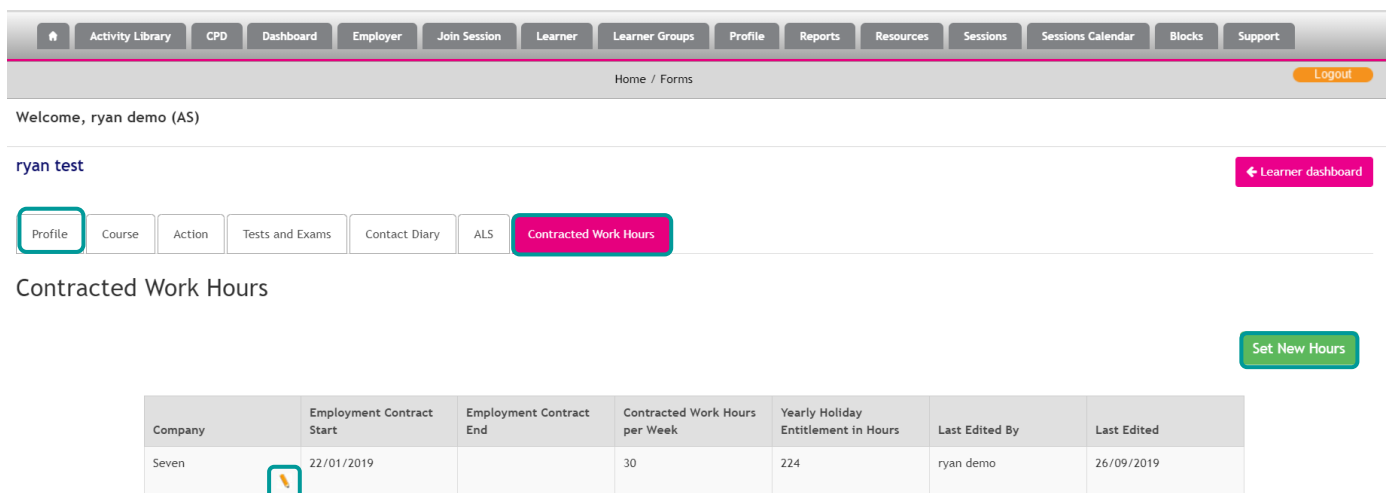
DETAILS

1. Click onto the learner name, which will navigate to the Learners Profile page and select Contracted Work Hours tab.



2. Once selected, there is the ability to record or amend any changes of employment such as:
 - ❖ Contracted Work Hours
 - ❖ Yearly Holiday Entitlement.

Which links to the calculation of Off The Job activity, provide a clear audit trail of any amendments made throughout the term of the learners apprenticeship programme.

A screenshot of the Smart Assessor interface showing the 'Contracted Work Hours' tab for the learner 'ryan test'. The interface has a top navigation bar with various tabs like 'Activity Library', 'CPD', 'Dashboard', etc. Below this, there is a breadcrumb trail 'Home / Forms' and a 'Logout' button. The main content area shows 'Welcome, ryan demo (AS)' and 'ryan test' with a 'Learner dashboard' button. Below that, there are several tabs: 'Profile', 'Course', 'Action', 'Tests and Exams', 'Contact Diary', 'ALS', and 'Contracted Work Hours'. The 'Contracted Work Hours' tab is selected. Below the tabs, there is a 'Set New Hours' button. At the bottom, there is a table with the following data:

Company	Employment Contract Start	Employment Contract End	Contracted Work Hours per Week	Yearly Holiday Entitlement in Hours	Last Edited By	Last Edited
Seven	22/01/2019		30	224	ryan demo	26/09/2019

3. To edit existing records, select pencil icon, edit the current entry.
4. Select Set New Hours when setting new employment details or a change in Contracted Work Hours or Yearly Holiday Entitlement. This will create a new entry providing a clear audit trail.