

## OVERVIEW

Smart Assessor Offline application provides the opportunity for Assessors to complete electronic forms whilst working Offline, giving the flexibility to work in areas without internet connection.

## PREPARATION

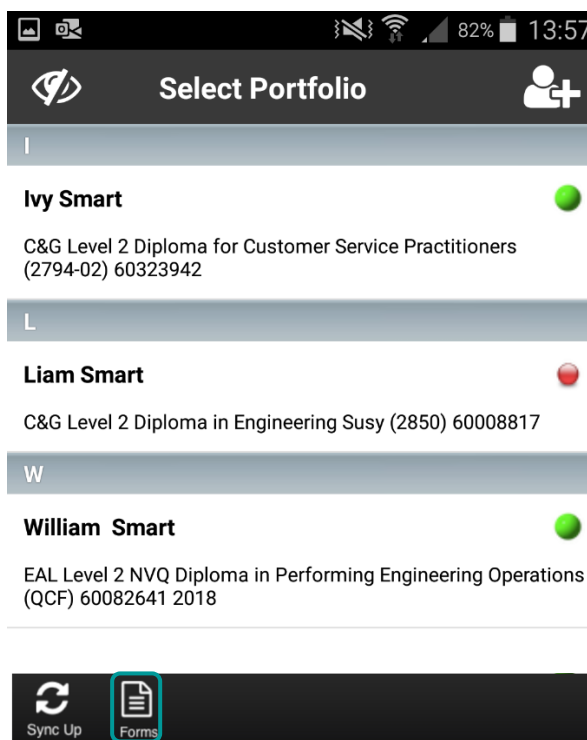
Download the App from Android Play Store, Apple App Store or the laptop version from the Smart Assessor login page. Enter login credentials. **(Note\* #ensure the application is synced before and after use to ensure the portfolio is kept up to date)**

## USER RESTRICTIONS

Offline application is available for Assessors and Learners use only. **(Note\* The laptop application has less functionality compared to the mobile applications due to the device capabilities)**

## DETAILS

1. Access the Offline application, navigate to the Assessor dashboard, electronic forms can be located on the home page by clicking the Forms Icon. **(Note\* forms not relevant to in-training learners are located here)**



2. Forms which have assigned to Learners via the online platform in readiness for completion are located on the forms tab which is located from the navigation bar.



3. Additional forms can be added using the plus sign, click the Filter location drop down list, select the location of where the form needs to be added within the portfolio. **(Note\* the form will be added to the location when synced to the portfolio)** Select the form requires completing, the due date, the session the form needs to be attach to and the category of the form e.g. review.

Forms to be Completed
+

Filter Location All

Form Name	Description	Location	Due Date
Apprenticeship Learning and Progress Review		Learning & Assessment Plan	12/03/2019
Apprenticeship Learning and Progress Review	Mar 30 2019 1:00AM	Learning & Assessment Plan	28/06/2019
Apprenticeship Learning and Progress Review	May 22 2019 11:18AM	Learning & Assessment Plan	22/06/2019
Apprenticeship Learning and Progress Review	May 31 2019 4:00AM	Learning & Assessment Plan	21/06/2019
Learning Progress Review Ref: APP-011-F1 (V2)		Learning & Assessment Plan	19/03/2019

Progress

Evidence

Booking

Timelog

Learning Plan

Forms

4. To select a form, from the “Forms to be Completed” section, click the required form, the form will open ready to be completed. **(Note\*below displays an example of a review form ready to be completed once completed it will no longer display in this area and will be ready to sync to site)**

15:49
82%

+
Forms to be Completed
☰

Filter Location All

Form Name	Description	Location	Due Date
App Review	May 31 2019 12:00PM	Learning & Assessment Plan	02/08/2019
Apprenticeship Learning and Progress Review rob	May 31 2019 12:00PM	Learning & Assessment Plan	03/06/2019
Enrolment form rob	do this	Activities	01/06/2019
MP Confirmation of Induction	do this	Activities	01/06/2019

Filter Location All

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Apprenticeship Learning and Progress Review

**Off-the-Job Training**

Off-the-Job Progress (Include development of technical skills and knowledge since last review, if first review include progress made since start date.

Number of Planned Off-the-Job hours since Start Date?

Number of Actual Off-the-Job hours since Start Date?

Off-the-Job Actual Hours on target to meet 20% requirement?

Yes

No

If No, provide details of reasons and how the deficit hours will be delivered?

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