

# Time log 20%OTJ - Episodes

## OVERVIEW

Smart Assessor provides the opportunity for all roles to record an Apprentices contracted hours and holiday entitlement to calculate the 20% OTJ requirements.

## PREPARATION

Contracted hours and holiday entitlement can be logged within the Apprentices portfolio via the following methods:

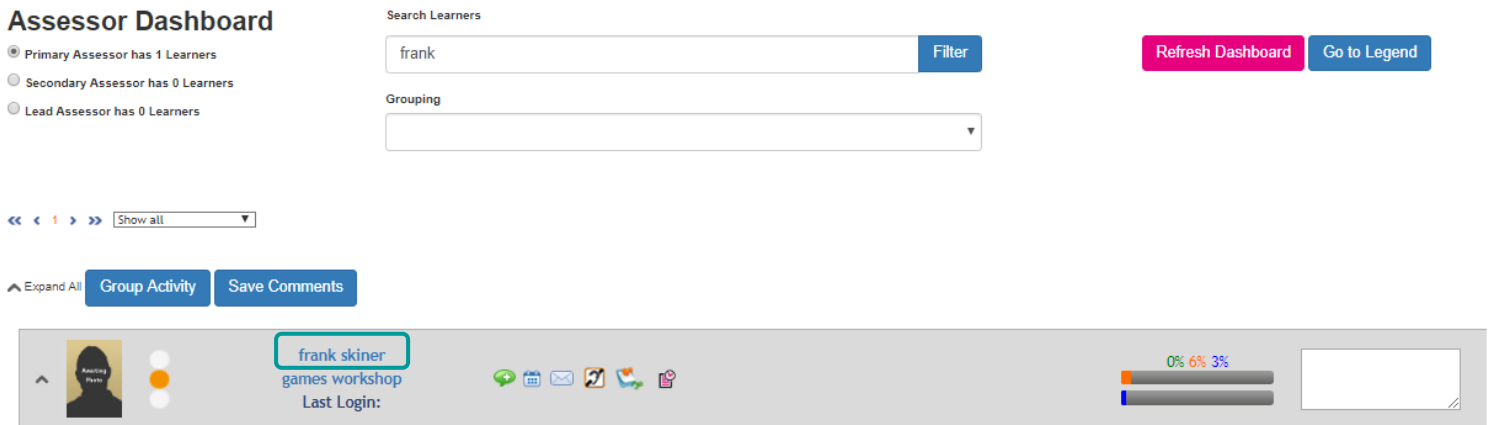
- ❖ FTP
- ❖ API bridge tool
- ❖ Manual entry- *(Note\* if contracted hours and holiday entitlements are imported into Smart Assessor, then manual entries will be overwritten)*

## USER RESTRICTIONS

All roles

## DETAILS

1. Navigate to the learner's dashboard, which is held on the Assessor dashboard area, click on the learner's name.



The screenshot shows the 'Assessor Dashboard' interface. On the left, there are three radio buttons for 'Primary Assessor has 1 Learners', 'Secondary Assessor has 0 Learners', and 'Lead Assessor has 0 Learners'. In the center, there is a 'Search Learners' input field containing 'frank' and a 'Filter' button. Below it is a 'Grouping' dropdown menu. On the right, there are two buttons: 'Refresh Dashboard' and 'Go to Legend'. At the bottom left, there are navigation arrows and a 'Show all' dropdown. Below that are 'Expand All', 'Group Activity', and 'Save Comments' buttons. The main content area shows a learner profile for 'frank skiner' with a photo, name, company 'games workshop', and 'Last Login:' field. There are also some icons and a progress bar showing 0%, 6%, and 3%.

2. Click on the Contracted working hours tab

frank skiner



A row of navigation tabs: Profile, Course, Action, Tests and Exams, Contact Diary, ALS, and Contracted Work Hours. The 'Contracted Work Hours' tab is highlighted with a blue border.

3. Press set new hours then click on the pencil icon



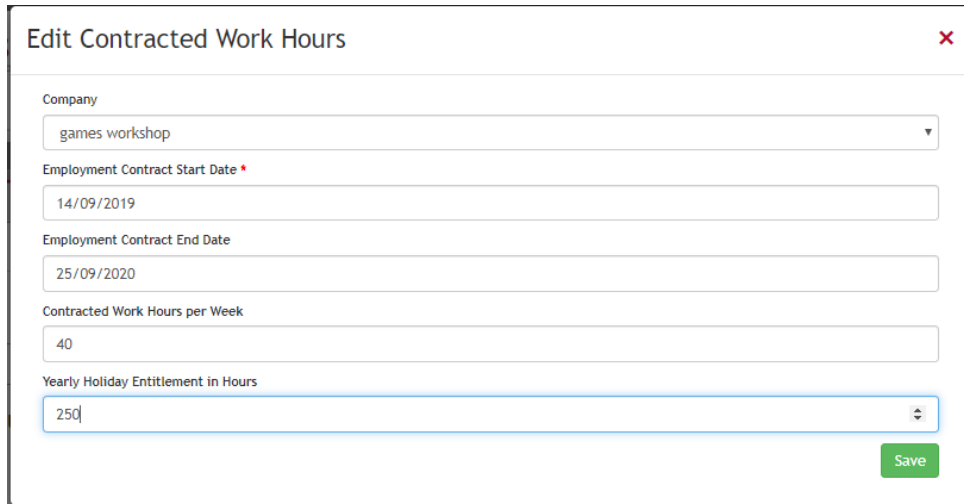
A row of navigation tabs: Profile, Course, Action, Tests and Exams, Contact Diary, ALS, and Contracted Work Hours. The 'Contracted Work Hours' tab is highlighted with a pink background.

## Contracted Work Hours

Set New Hours

Company	Employment Contract Start	Employment Contract End	Contracted Work Hours per Week	Yearly Holiday Entitlement in Hours	Last Edited By	Last Edited
There are no Contracted Work Hours set for this Learner						
games workshop	14/09/2019		0	0	Rob moger	13/09/2019

4. Complete all fields then click save, this will set the 20% OTJ requirements.



5. 20% off the job will automatically calculate within the time-log tile, as OTJ entries, sessions or evidence are recorded within the portfolio the OTJ percentage will change.
6. Hovering over the Time Log tile, will display the following information:
- ❖ Exact OTJ percentage
  - ❖ Expected OTJ percentage
  - ❖ Actual OTJ percentage
  - ❖ Overall progress.

