

Higher Level Apprentice Information Portal- Employer Access Instructions

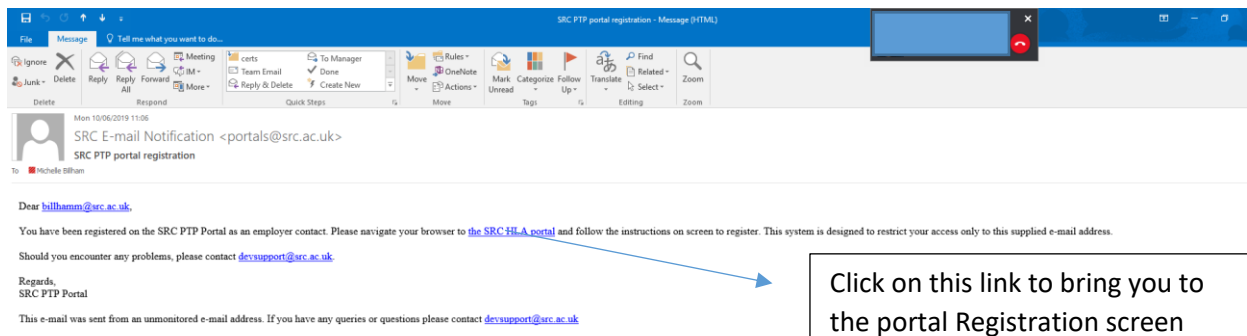


Please note: College based mentors will require WIFI and/or Computer access while conducting the onsite review with your company (see point 9.)

Once your HLA enrolls with SRC you will receive an email from SRC to register access to the HLA information portal. You will be issued with 2 access accounts:

- a. Full access - Senior management/HR personnel will have access to all HLA's you currently employ
- b. Restricted access – Employer based mentor will only have access to the HLA's they mentor.
- c. Portal link for access once your account is activated <https://portals.src.ac.uk/hla/>

1. Registration email prompt from SRC (please check your junk mail)



The screenshot shows an email interface with a toolbar at the top. The email content includes:

Dear billhamm@src.ac.uk.

You have been registered on the SRC PTP Portal as an employer contact. Please navigate your browser to [the SRC HLA portal](https://portals.src.ac.uk/hla/) and follow the instructions on screen to register. This system is designed to restrict your access only to this supplied e-mail address.

Should you encounter any problems, please contact devsupport@src.ac.uk

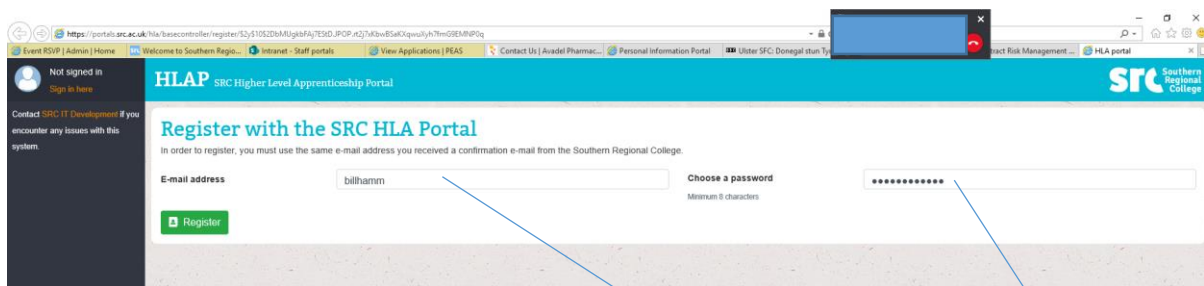
Regards,
SRC PTP Portal

This e-mail was sent from an unmonitored e-mail address. If you have any queries or questions please contact devsupport@src.ac.uk

A blue arrow points from the URL [the SRC HLA portal](https://portals.src.ac.uk/hla/) in the email text to a text box on the right.

Click on this link to bring you to the portal Registration screen

2. Portal registration screen

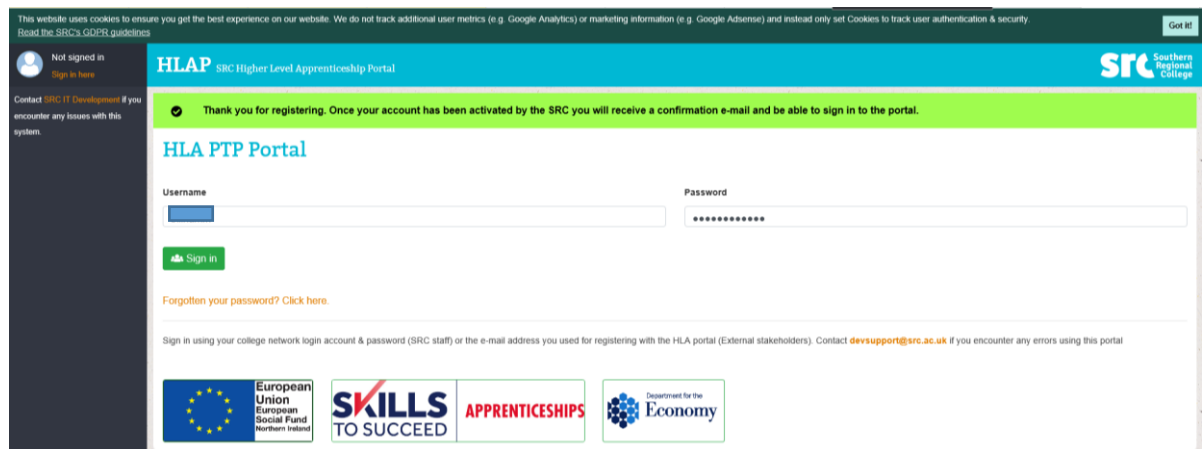


The screenshot shows the registration page for the HLA PTP Portal. The page title is "HLAP SRC Higher Level Apprenticeship Portal". The main heading is "Register with the SRC HLA Portal". Below the heading, it says: "In order to register, you must use the same e-mail address you received a confirmation e-mail from the Southern Regional College."

There are two input fields: "E-mail address" with the value "billhamm" and "Choose a password" with a masked password "*****". A "Register" button is located below the "E-mail address" field.

Two blue arrows point from the text box below to the "E-mail address" and "Choose a password" fields.

Insert full email address (which will also be your user name) and a password of your choosing then click register. The screen below will appear.



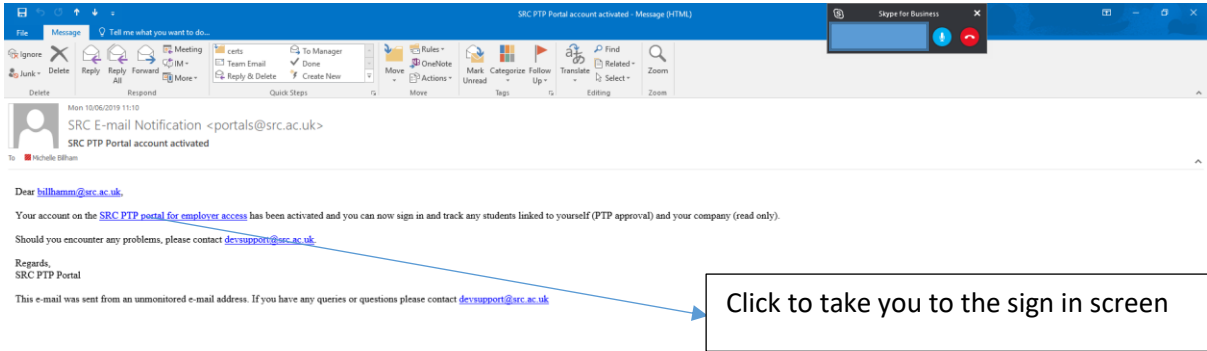
The screenshot shows the sign-in page for the HLA PTP Portal. At the top, there is a green banner that says: "Thank you for registering. Once your account has been activated by the SRC you will receive a confirmation e-mail and be able to sign in to the portal."

The page title is "HLA PTP Portal". Below the title, there are two input fields: "Username" and "Password", both with masked passwords. A "Sign in" button is located below the "Username" field.

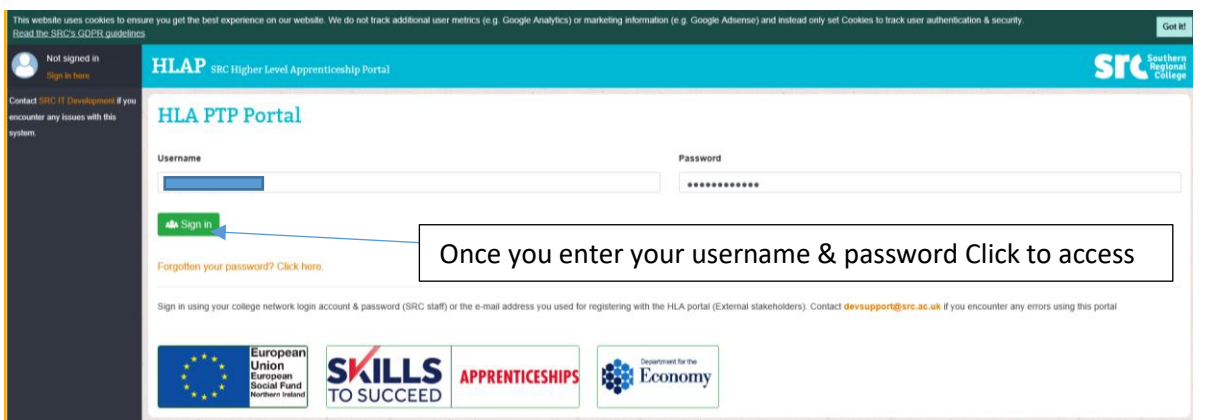
Below the sign-in fields, there is a link: "Forgotten your password? [Click here.](#)"

At the bottom, there is a footer with logos for the European Union, Skills to Succeed, Apprenticeships, and the Department for the Economy.

3. Portal Activation email and link to access portal

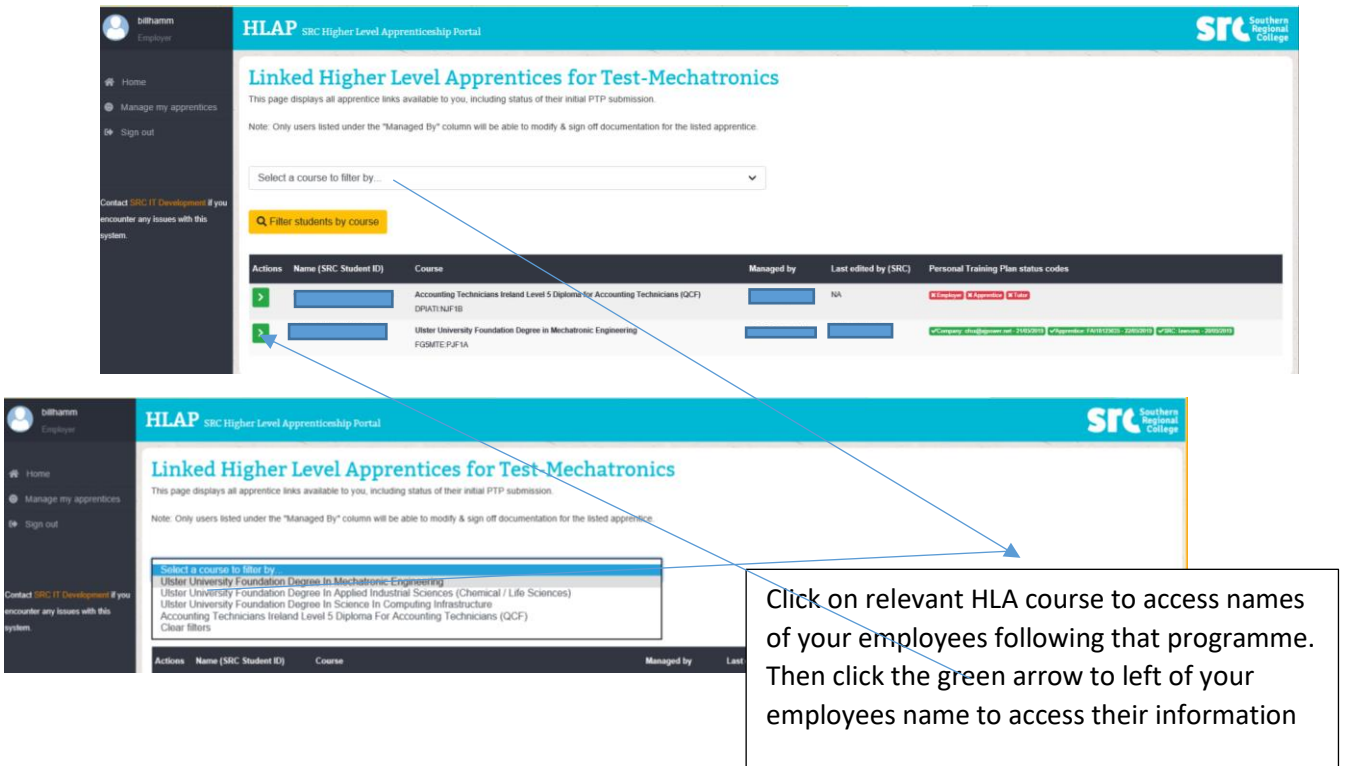


4. Sign in with user name and password



5. Landing Screen

You will either see all HLA's employed by your company or just those you mentor depending on your access permission. If you recruit across several occupational areas filter and scroll to the relevant course, see below.



6. Landing Screen of your HLA's information.

From this page you can access their:

- Personal Training Plan PTP
- Attendance record
- Review Document
- Uploaded documents e.g Tripartite Agreement

The screenshot shows the 'Apprentice profile' page in the SRC Higher Level Apprenticeship Portal. The page is divided into several sections:

- Personal details:** A form with fields for Full name, Date of birth, Address & town, Postcode, Home telephone, Mobile telephone, Work telephone, and E-mail address. The fields are currently empty.
- PTP Status:** A section showing the status of the Personal Training Plan. It includes a table with columns for 'PTP Status' and 'Actions'. The table contains three rows, each with a green checkmark and a date. Below the table is a green button labeled 'View PTP'.
- Apprentice attendance:** A section showing the status of the apprentice's attendance. It includes a table with columns for 'Apprentice attendance' and 'Actions'. The table contains one row with a green checkmark and a date. Below the table is a green button labeled 'View'.

Two blue arrows point from the 'View PTP' and 'View' buttons to a text box below the screenshot.

Click to access your HLA's Personal Training Plan and Attendance

7. **Personal Training Plan (PTP)** – see below A, B , C & D

The approval of this document will form part of the 1st on site visit/meeting from the college based mentor. In attendance at this meeting will be the HLA, College based mentor and Workplace mentor. As Workplace mentor you will have the opportunity to view the document which provides information on:

- Previous qualifications
- Proposed training schedule, target dates against all units and ultimate achievement date.
- Training arrangements for on and off the job training
- Approval sign off area – you will need to sign in through your user name and password to approve.

A

HLAP SRC Higher Level Apprenticeship Portal

Higher Level Apprenticeship Personal Training Plan

You are viewing a saved and submitted PTP form. To enable editing, you must unlock it first.

Saved apprentice details

Full name: [Redacted] Home telephone: [Redacted]
 Date of birth: [Redacted] Mobile telephone: [Redacted]
 Address & town: [Redacted] Work telephone: [Redacted]
 Postcode: [Redacted] E-mail address: [Redacted]

Additional information

[Redacted]

HLA Apprentice qualifications & achievements
Rows highlighted in blue were supplied by the SRC Admissions portal

Qualification/award	Awarding organisation	Level/grade	Date achieved	Copy received
English	GCSE	A	2018-06-01	Yes

B

HLA Apprentice qualifications & achievements
Rows highlighted in blue were supplied by the SRC Admissions portal

Qualification/award	Awarding organisation	Level/grade	Date achieved	Copy received
English	GCSE	A	2018-06-01	Yes
Maths	GCSE	B	2018-06-01	Yes
History	A-Level	B	2018-08-16	Yes
Technology & Design	A-Level	C	2018-08-16	Yes
Excellence (Substance)	RTFC	Level 3 - Distinction	2018-08-16	Yes

Does the apprentice meet the full academic criteria for their course? Yes

Training arrangements

Qualification title: Foundation Degree in Mechatronic Engineering Date registered with awarding body: 2018-09-13
 Hours of job training (Minimum): 21 Directed training (Days): 1

Programme/Module title	Assessment method	Target date for completion	Sign off by co-ordinator/notes	Achievement date
Engineering Maths	70% - CW 30% Exam	06-01-2019	C. Lawson	20-05-2019
Electrical & Electronic Fundamentals	100% - CW	06-01-2019	C. Lawson	20-05-2019

C

Training arrangements

Qualification title: Foundation Degree in Mechatronic Engineering Date registered with awarding body: 2018-09-13

Hours of job training (Minimum): 21 Directed training (Days): 1

Programme/Module title	Assessment method	Target date for completion	Sign off by co-ordinator/notes	Achievement date
Engineering Maths	70% - CW 30% Exam	06-01-2019	C. Lawson	20-05-2019
Electrical & Electronic Fundamentals	100% - CW	06-01-2019	C. Lawson	20-05-2019
PL Controlled Electro-Pneumatic Systems	100% - CW	16-06-2019		
Manufacturing Processes	100% - CW	16-06-2019		
Mechanical Principles A	70% - CW 30% Exam	16-06-2019		
Engineering Materials	70% - CW 30% Exam	16-06-2019		

Target date for full achievement: 30-06-2021

Status

Employer sign-off completed Apprentice sign-off completed SRC sign-off completed

D

Target date for full achievement: [input field]

Status

Employer sign-off completed Apprentice sign-off completed SRC sign-off completed

By clicking save, I am confirming (as the designated employer for this student) that I am happy with the content within this PTP document procured by the Southern Regional College.

Signoff/approval

8. **Attendance** – click on attendance link on landing screen of HLA’s information pt 6. To take you to this screen.

SRC Southern Regional College 18/19 SRC Higher [redacted] Attendance codes key Print report

School: HTBM - viewing apprentice bra19127268 - Carlos Branco

Week number is displayed inside brackets

Week	DPIAT/NJF1B	Weekly attendance
Week starting 28/08/2018		-
Week starting 04/09/2018		-
Week starting 11/09/2018		-
Week starting 18/09/2018	M4791NJF1B011Taxation/Taxation/ Taxat - M4791NJF1B - Mon - 09:00 - 11:00 M4790NJF1B011Business Management/Busin ness - X - M479001 NJF1B - Mon - 11:15 - 13:15 M4785NJF1B011Financial Accounting/Fina ncial - M478501 NJF1B - Mon - 13:45 - 15:45 M4787NJF1B011Law And Ethics/Law And Et hics - X - M478701 NJF1B - Mon - 16:00 - 18:00	100%

Class times and attendance

9. **Review document** – This document is generated by the College based mentor and will not appear on the portal until the Review is completed onsite with all 3 parties. On each occasion when the college based mentor comes onsite to meet with the HLA and workplace mentor they will complete a Review. The purpose of this Review document is to record and advise the workplace mentor about the HLA’s current progress in class and their targets for the next period. The HLA and the workplace mentor will then have the opportunity to inform the college based mentor of the duties/activities/progress the HLA has carried out or issues which have arisen from the last visit. The workplace mentor will then advise what the HLA’s targets are in the workplace for the next period. This is all recorded on the Review by the college based mentor. If all 3 parties are in agreement they will then sign off/approve the Review to agree. You will need to sign in through your user name and password to approve. **(College based mentors will require WIFI and/or Computer access while conducting the onsite review with your company)**

See below completed Review.

The screenshot shows the 'HLAP SRC Higher Level Apprenticeship Portal' interface. The main heading is 'Higher Level Apprenticeship Personal Training Plan review'. Below this, there are fields for 'Apprentice details', 'Name', 'Date' (11/12/2018), and 'Review #' (0). The review is divided into two columns: 'Review of progress to date' and 'Targets for next review'. The 'Review of progress to date' section includes 'Targeted modules/assessments', 'Occupational Skills (learning and development with employer)', 'Health & safety issues', and 'Other issues/actions'. The 'Targets for next review' section includes 'Maths - 2 Class tests and Final Exam remaining', 'EEF - 5 Assignments remaining', 'Solidworks & 3D drawings and revisions', and 'Working on a design project'. At the bottom, it says 'Complete' and 'This PTP review was signed off by the designated employer on 2019-05-21'.

Once the review has been signed off/approved by all three parties it will appear for future access as below on the Landing Screen of your HLA’s information.

The screenshot shows the 'Review documents' section. It lists two reviews. The first review is dated 11/12/2018 and has a status of 'No action required'. The second review is dated 21/05/2019 and also has a status of 'No action required'. To the right of each review, there are three status indicators: 'Date', 'Apprentice', and 'Employer', each with a green checkmark and a date. A callout box points to the 'Review' button for the first review with the text 'Click to access'. Another callout box points to the 'Employer' status indicator for the second review with the text 'How your Review sign off/approval will appear.'

10. Document Access – Uploaded files

In this area you will have access to all files pertaining to your HLA e.g completed Tripartite Agreement. You can also upload relevant information to this area e.g your company Health & Safety induction. The college based mentor will complete a Health & Safety audit with you which is also uploaded to this area. Any other relevant documents can be uploaded here e.g Apprentice of the Year application, records of additional meetings held in relation to your HLA can be uploaded here.

The screenshot displays a web interface with two main sections: 'Review documents' and 'Uploaded files'.

Review documents: This section shows two entries. Each entry includes a 'Review #', a status of 'No action required', a date, and three green checkmarks indicating completion for 'Tutor', 'Apprentice', and 'Employer'.

Uploaded files: This section features a search bar and a table of uploaded files. The table has two columns: 'Filename' and 'Filetype'. All files are PDFs.

Filename	Filetype
skills assessment_review_1_office32161809.pdf	PDF
h&s audit	PDF
mentor meeting_1_office32651809.pdf	PDF
tripartite_office32161809.pdf	PDF

Blue arrows point from a box labeled 'Click to access.' to the filenames of the first and third rows in the 'Uploaded files' table.