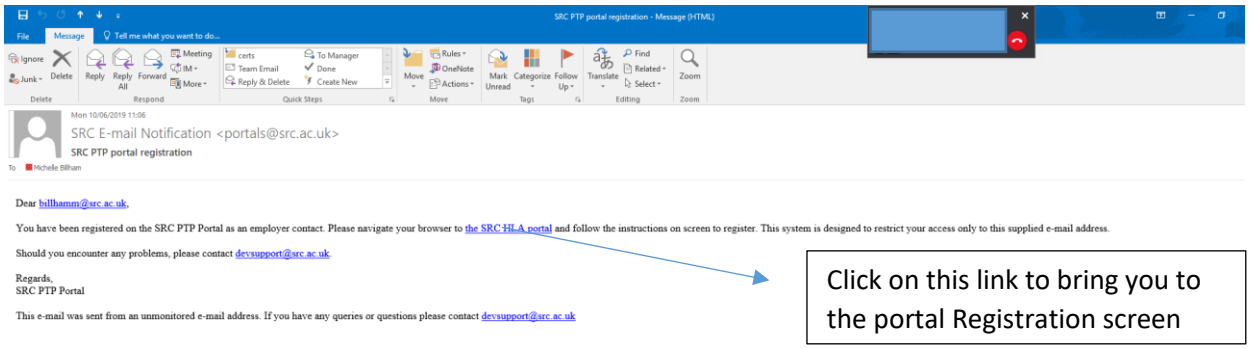
Higher Level Apprentice Information Portal- Employer Access Instructions

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 enrols 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:

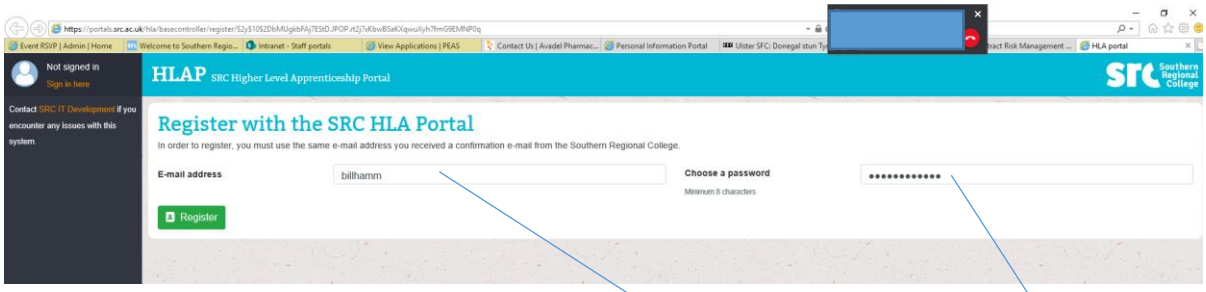
a. Full access - Senior management/HR personnel will have access to all HLA's you currently employ
b. Restricted access – Employer based mentor will only have access to the HLA's they mentor.
c. Portal link for access once your account is activated https://portals.src.ac.uk/hla/

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

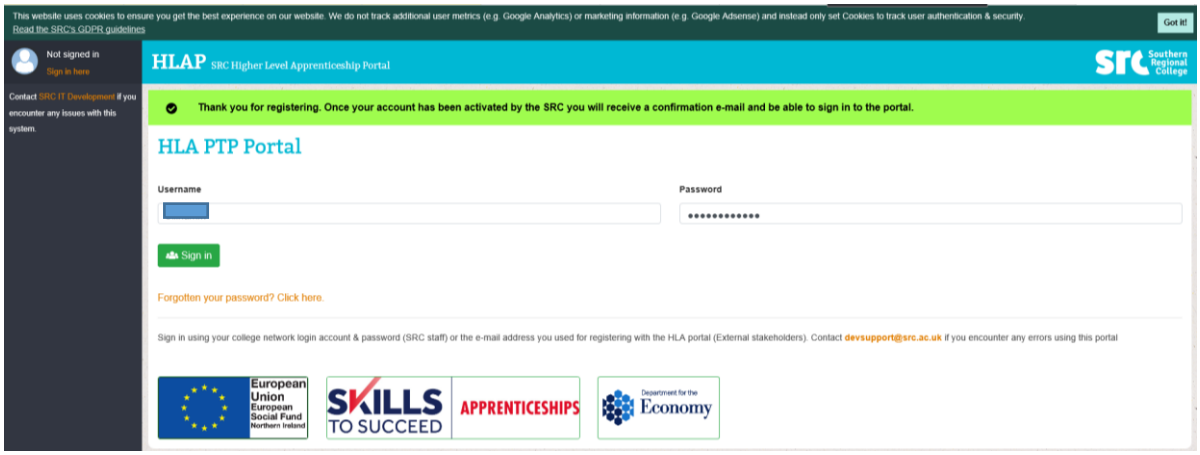


Click on this link to bring you to the portal Registration screen

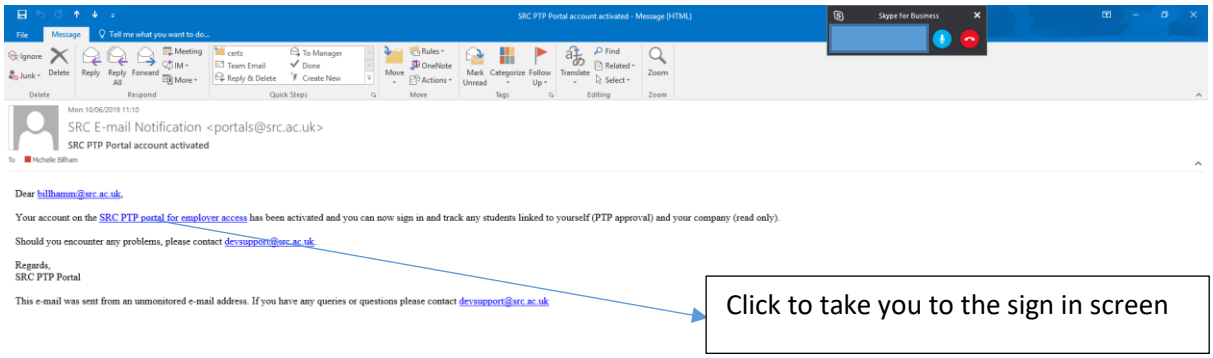
2. Portal registration screen



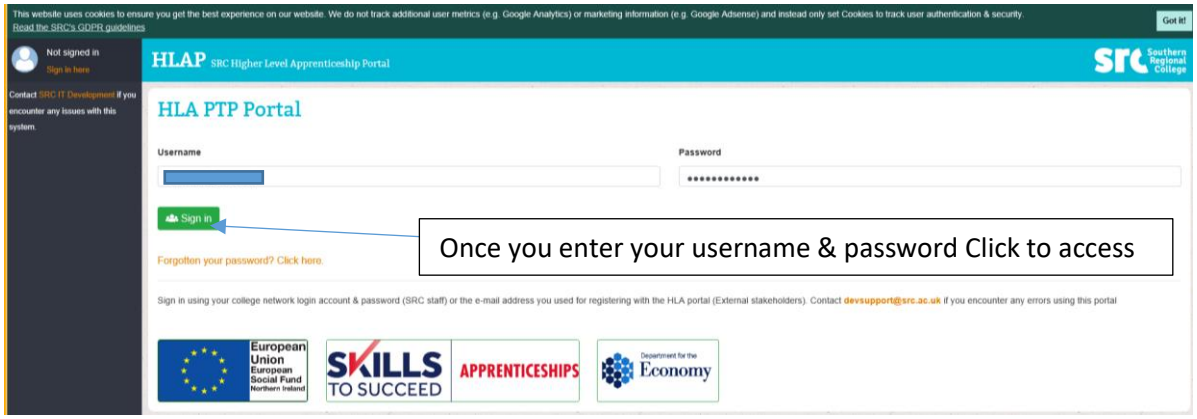
Insert full email address (which will also be your user name) and a password of your choosing then click register. The screen below will appear.



3. Portal Activation email and link to access portal

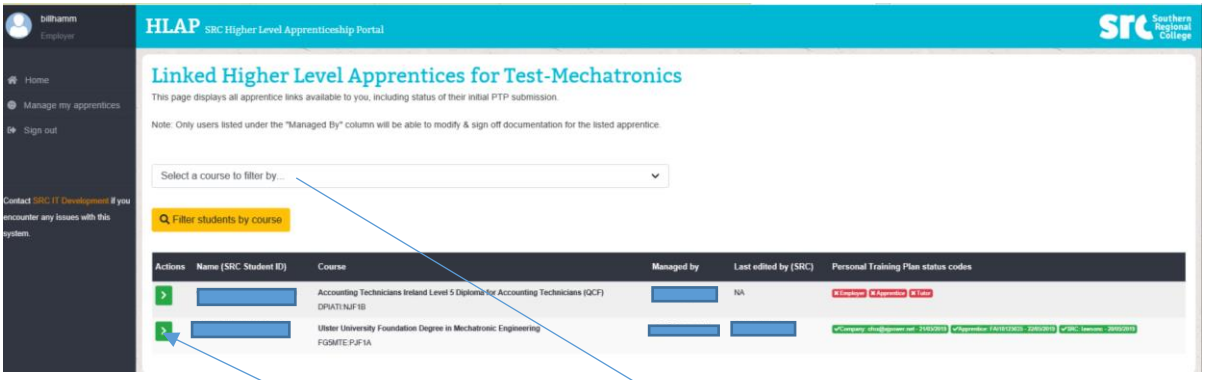


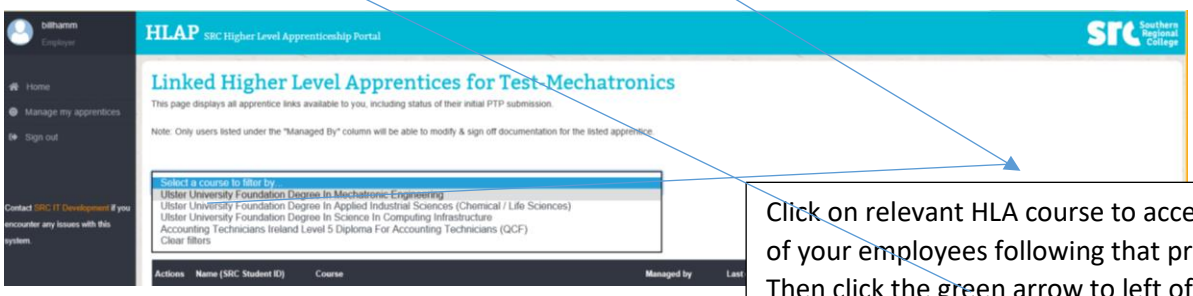
4. Sign in with user name and password



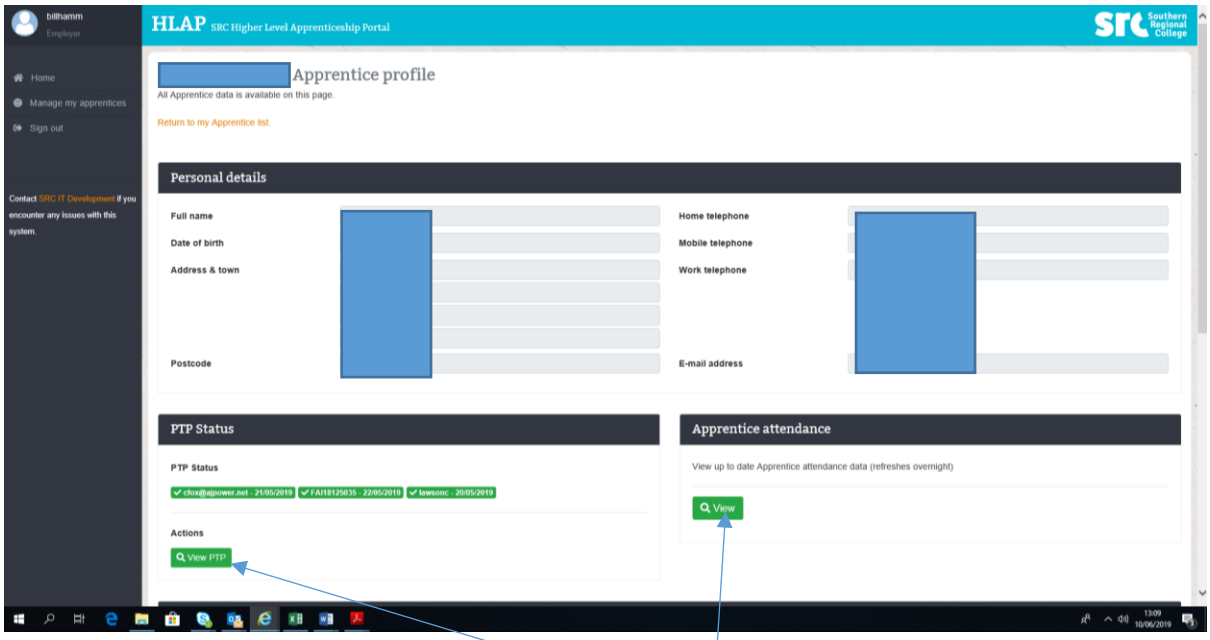
5. Landing Screen

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



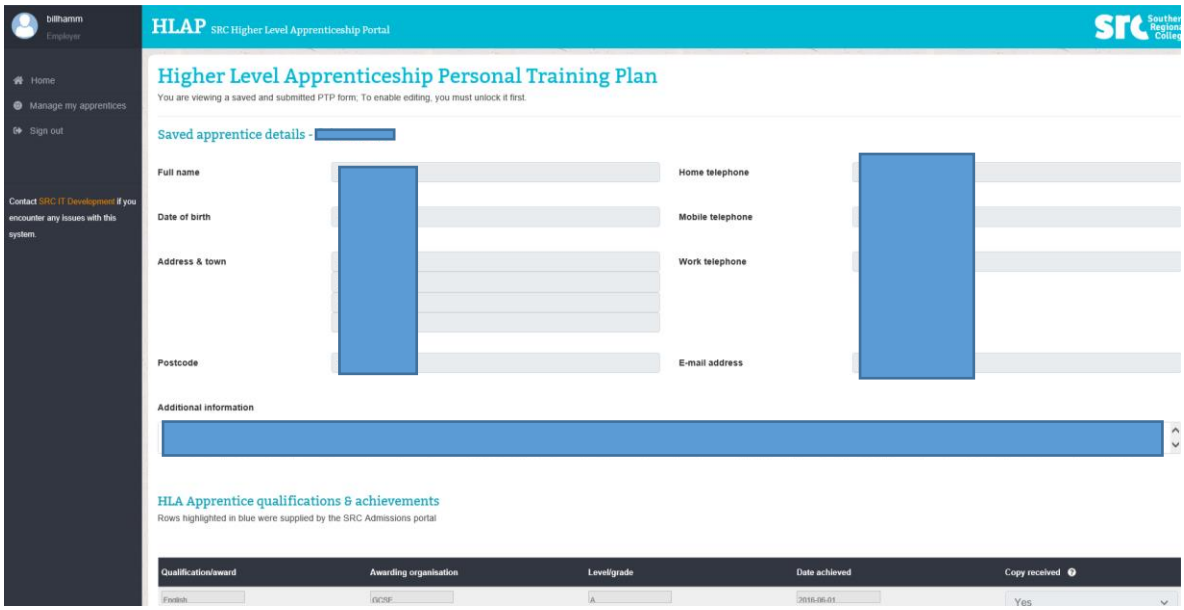
Click to access your HLA's Personal Training Plan and Attendance

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

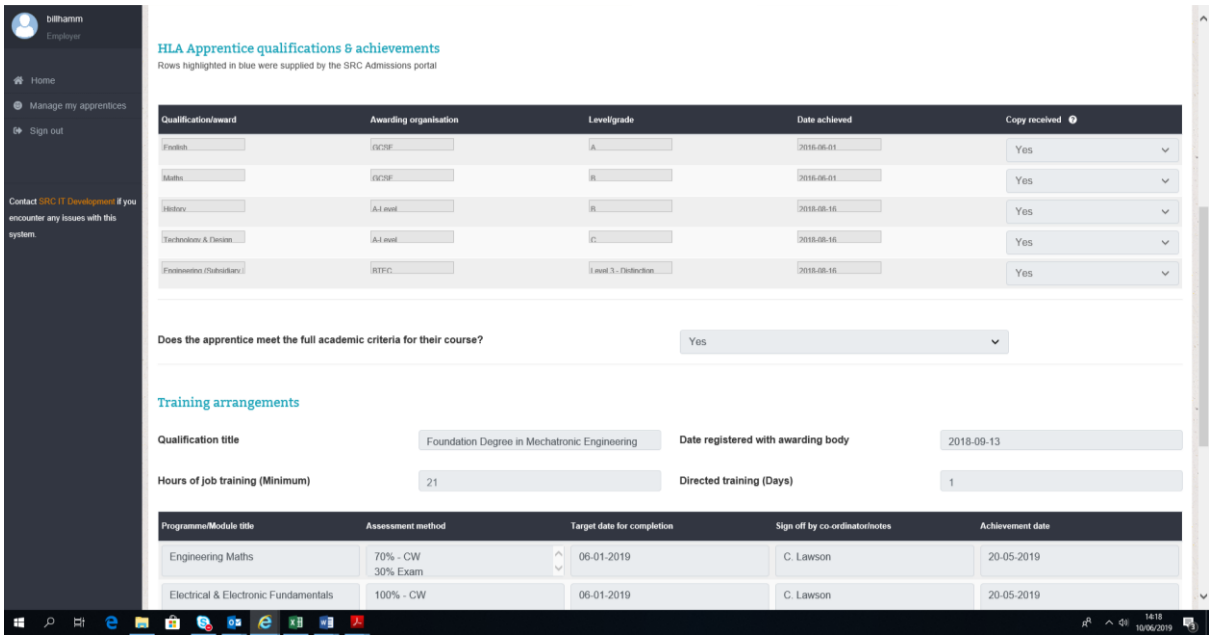
   The approval of this document will form part of the 1st on site visit/meeting from the college based mentor. In attendance at this meeting will be the HLA, College based mentor and Workplace mentor. As Workplace mentor you will have the opportunity to view the document which provides information on:

   - 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.

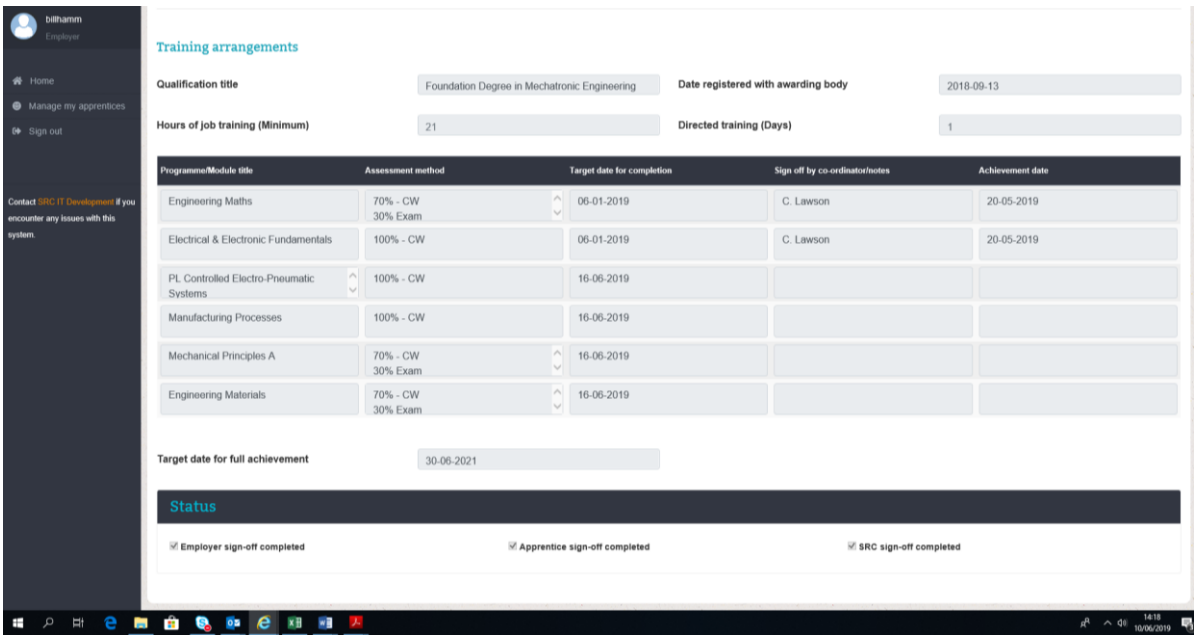
A



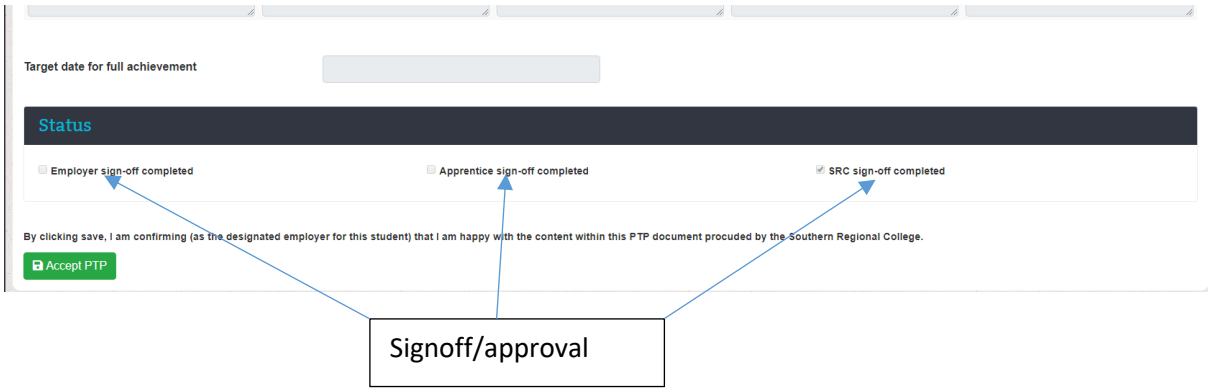
B



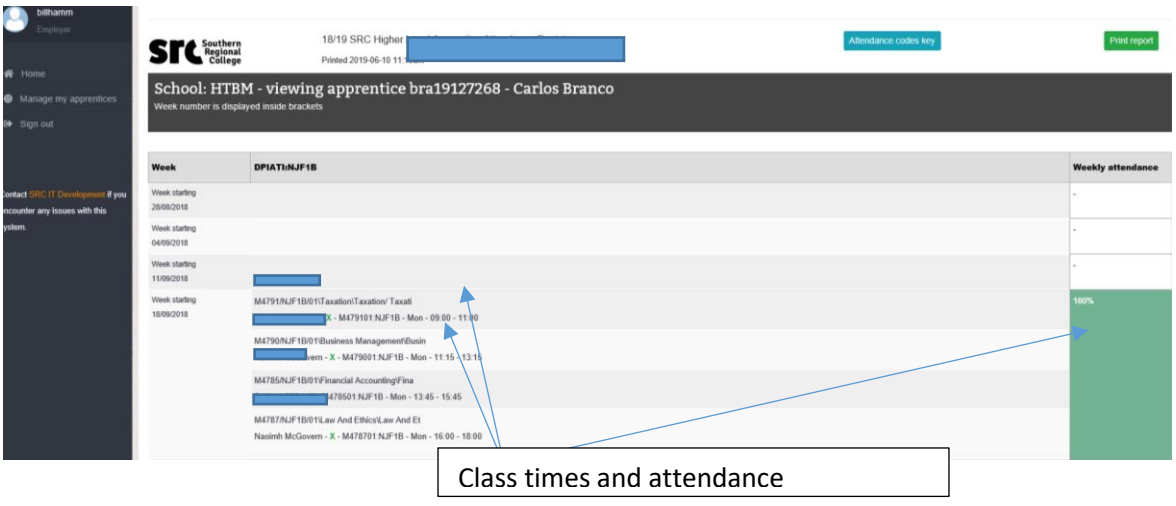
C



D

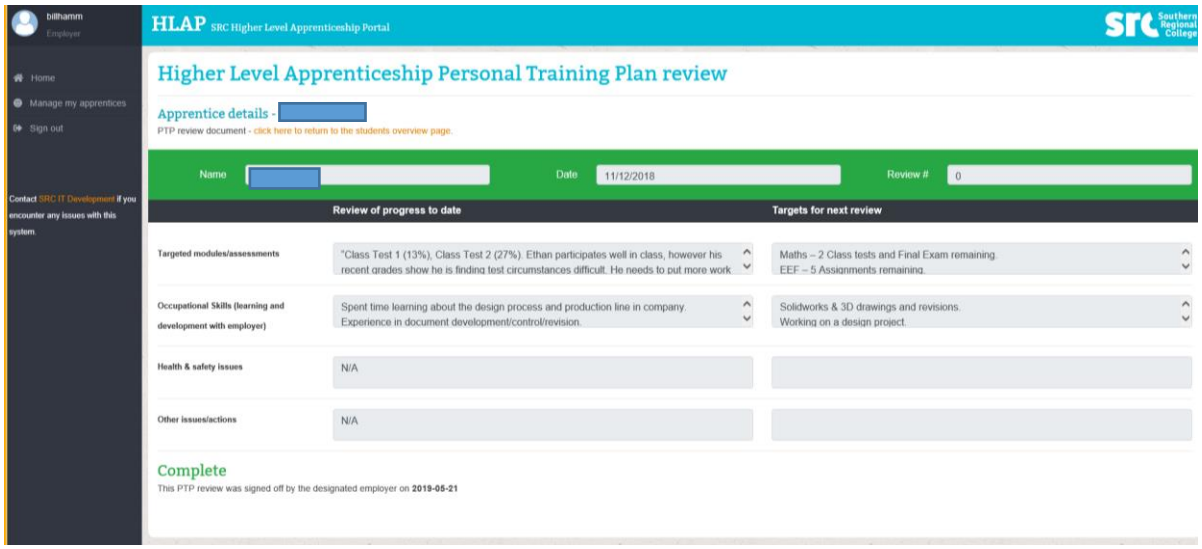


8. **Attendance** – click on attendance link on landing screen of HLA's information pt 6. To take you to this screen.

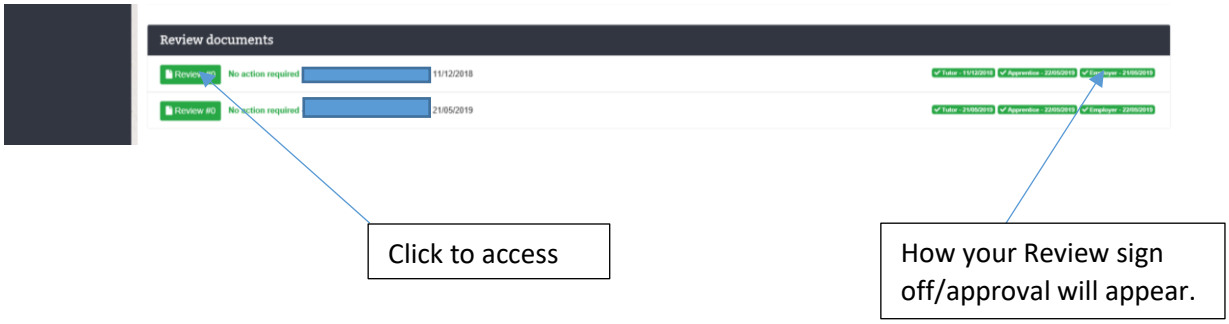


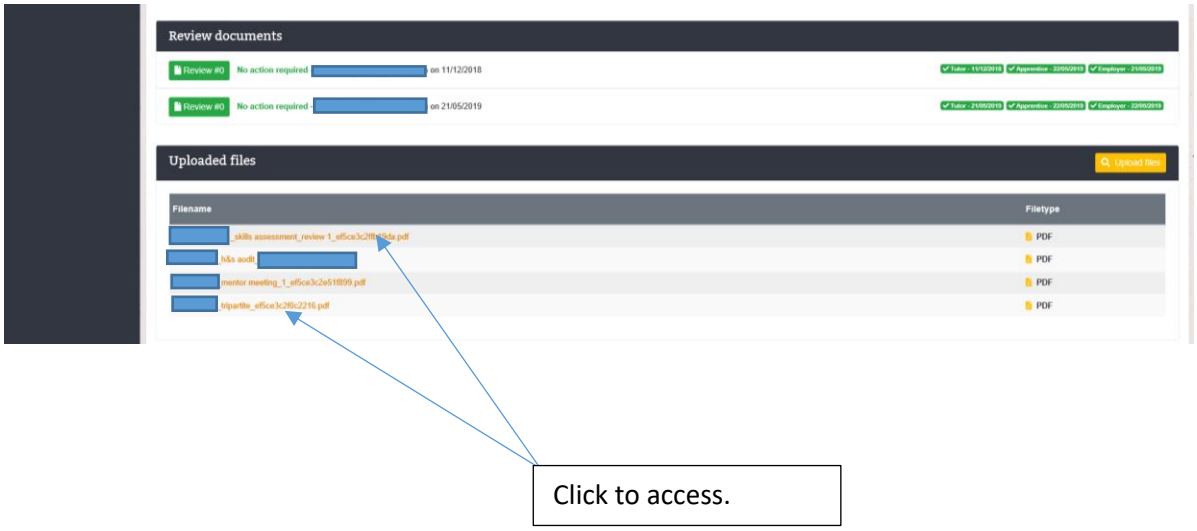
9. **Review document** – This document is generated by the College based mentor and will not appear on the portal until the Review is completed onsite with all 3 parties.
   On each occasion when the college based mentor comes onsite to meet with the HLA and workplace mentor they will complete a Review. 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.



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.



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.