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Making the most of **aptem.**

How to use Aptem effectively to support your apprenticeship learning

Making the most of Aptem

Objective:

To support your understanding and confidence using Aptem to:-

- Record and reflect on your learning progress
- Log your learning experiences on a weekly basis
- Access records for your regular review meetings with your coach and your employer

Knowledge, Skills & Behaviours (KSBs)

Tripartite Progress Reviews

What are KSBs?

- There are lots of acronyms when it comes to the world of apprenticeships, and a common one you may have come across is KSBs.
- This stands for Knowledge, Skills and Behaviours and they are the backbone of Apprenticeship Standards and are what the apprentice will be graded on in their End-Point-Assessment (EPA).
- KSBs represent the core attributes an apprentice must have in order to be competent in the occupation they are working in.



Tripartite Progress Reviews

What are KSBs?

KNOWLEDGE

Knowledge refers to the technical detail and 'know-how' that an apprentice needs to both attain and understand in order to carry out their duties. Think of this as the underpinning knowledge they need to have to perform the role safely and competently.

SKILLS

This is where the apprentice's knowledge is applied in a practical manner. One thing to be aware of is that skills shouldn't be a repetition of the tasks or duties the apprentice carries out. What we mean here is that a duty may be 'laying bricks', but the skills will include mixing the mortar.

BEHAVIOURS

Behaviours are mainly referring to the mindset that the apprentice has. Do they think in a way that is required for the duties they are expected to carry out?

The great thing about behaviours is that they are transferable, so they may be similar across apprenticeship standards.

Examples of behaviours include:- teamwork, problem-solving, and having a professional attitude.

Where can I find the KSBs for my apprenticeship?



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On Aptem

- in the initial Skills Scan documentation
- within your regular Skills Radars

Throughout your course materials, e.g.

- module information
- lectures

On the IfATE website:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/nursing-associate-nmc-2018/>

Off-the-job Learning (OTJ)

Off-The-Job Learning

How do I know if learning is 'off-the-job'?

To be OTJ, your learning must pass the 4 'tests':-

1. The learning must have taken place after your first day of learning on this apprenticeship
2. The learning must directly relate to your apprenticeship
3. The learning must help you develop your Knowledge, Skills and Behaviours for your course
4. The learning must take place during your normal paid working hours



Some examples of Off-The-Job Learning activities:-



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Attending
UEL training
sessions

Attending
virtual
lectures

Attending
work-based
workshops

Role-playing
workplace
scenarios

Simulating a
professional
setting

Watching
educational
videos

Listening to
academic
audiobooks

Reading
academic
literature

Completing workbook
activities

Writing
reflective
journals

Shadowing
your
colleagues

Completing
online
modules

Preparing
for events

Creating
portfolios
of evidence

Receiving academic
support

Giving
professional
presentations

Participating
in group discussions

Evaluating
professional
conduct

Proposing
ideas to
improve
processes

Giving
professional
guidance to
peers

Completing
quizzes

Applying the
new skills in the
workplace

Mentoring
others at
work

Watching
recorded
webinars

Revising for
end-point
assessment (EPA)

Going on educational
trips and visits

Participating in sector-
wide competitions

Receiving coaching
from senior staff

Off-The-Job Learning

Please note the following activities are not examples of Off-The-Job learning...

- Induction
- Library/academic skills training
- Summative assessments
- English and Maths training
- Tripartite Progress Reviews



Off-The-Job Learning

Is there a format I should use for my weekly logs?

- There are a range of formats that can be used for your OTJ logs. Your Course Lead may ask you to use a particular format. If this is not the case, you can select or devise a format that suits your needs.
- On the handout, you will see some suggestions: a **LOG** format, a daily **DIARY** or **JOURNAL** format, and a **BLOG** format.
- The team at UEL will give you feedback on your logs, and you will be able to see on your dashboard that your logs have been accepted.
- If a log is referred back to you, we will always let you know what needs to be added, strengthened or improved.



Task 1: OTJ logs

- Look at the examples of logs in your pack.
- Check for the following:-
 - Does the learning meet the **4 'tests'**? (essential)
 - Does the log show the **dates** for the week being logged? (essential)
 - Does the log **list** the learning completed? (essential)
 - Does the log **describe** the learning completed? (essential)
 - Does it clearly show **the total of OTJ hours** being claimed for that week? (essential)

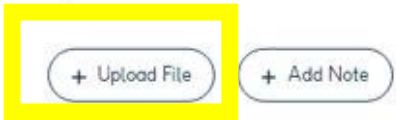
 - Does the log **reflect** on the learning completed? (desirable)
 - Does the log make **explicit** links to relevant **KSBs**? (desirable)

Task 2: OTJ logs

- Which style of OTJ logs did you like the best? Which approach might best suit your learning style?
- Have a go at writing your own log for what you have learned so far today. (Please note that this is just a practice exercise. You don't need to start logging your OTJ until your first date of learning).
- Swap with a partner and share some peer feedback!

Off-The-Job Learning

How do I log OTJ learning logs on Aptem?

1. Log on to Aptem. This will take you to your personal 'Dashboard' screen.
2. Click on your 'Learning Plan'.
3. Select the month that corresponds to log you want to upload, e.g. 'March 2024'.
4. Then select the exact week that corresponds to the log you want to upload.
5. On the right-hand side of your screen, scroll down a little and click on **'Upload file'**.
6. In the dialog box, ensure the following:-
 - that the date reflects the date when the learning was completed (not today's date)
 - that the training was completed in paid working hours
 - that the number of hours you claim for matches the total on the log you are uploading
7. Upload the relevant OTJ log. If completed successfully, you should be able to see on your dashboard that your 'submitted' total of hours has risen.

*N.B. A quick alternative is to use the **'Add note'** function. This is particularly useful if you are logging no hours or very few hours that week, e.g. you are on Annual Leave, you are unwell.*



Tripartite Progress Reviews (TPRs)

Tripartite Progress Reviews

What areas are covered in a TPR?

- These meetings provide an opportunity to review your learning through information-sharing, reflection, discussion and goal-setting
- TPRs also provide a chance to ask questions, have queries answered, and seek further support
- The following areas are addressed in every TPR:-
 - **Attendance, engagement and punctuality**
 - **English & Maths**
 - **KSBs including OTJ learning**
 - **Moral, social, spiritual and cultural values**
 - **Goals**



Tripartite Progress Reviews

What is a TPR?

- These regular meetings are a **mandatory** part of your apprenticeship
- All **three** parties must be involved:- the **apprentice**, the **university**, and the **employer**
- These meetings are 45 minutes in length
- They usually take place on Microsoft Teams but can sometimes be face-to-face



Tripartite Progress Reviews

How are these meetings are organised?

- Your Apprenticeship Coach will contact you via your UEL email account a month before your TPR is due
- TPRs should take place regularly, at least once in every three calendar months from the start of the apprenticeship
- The date and time for your meeting will be scheduled via Teams
- Invitations will be sent to your UEL email account and to your manager's work email account
- The Apprenticeship Coach will keep a written record of the meeting, but apprentices are welcome to contribute to this record as well

Further support & contact information

Apprenticeship support and contacts @ UEL

- Your Course Lead and Module Leads
- The Apprenticeship Coach teams
- The Employer Partnerships team
- The Student HUB at UEL: +44 (0)20 8223 4444
- The Apprenticeships Support webpage:
[Apprenticeships Support | University of East London \(uel.ac.uk\)](https://www.uel.ac.uk/apprenticeships-support)
- IT helpdesk: +44
(0) 20 8223 2468

N.B. for Aptem-related IT queries, please take these to your Apprenticeship Coach who can then refer your query to the Aptem Helpdesk service.

