



apprentice assessment management software

Early Notification

- Approve/Reject

Registration

- Approve/Reject

Gateway Request

Gateway Checklist

- Approve each component
- Approve overall

Assessment Action Plan

- Sign off plan

Assessment

- Manage Assessments

Assessment Grades

- QA
- Approve

Overall Assessment Grade

- QA
- Approve

Certificate Claim

Invoice

Benefits

- Process-driven – it's all about the process!
- Purpose-built
- Customisable
- Cloud-based portal for AO users, training providers, assessors, employers
- Security & data protection
- Audit trail on every field on every screen
- Comprehensive management reporting
- Highest levels of customer service – it's not just the software
- Evolves with your needs – just tell us what you want!

Registration

- Apprentice registration, with early notifications and approval/rejection if required
- Register for a standard with an associated assessment plan

Gateway

- Gateway checklists can be set up for each Apprenticeship Standard
- Each Gateway Component must be checked off for each Apprentice before entering the Assessment
- Upload of supporting Evidence if required by Gateway Component

Assign Assessor & Schedule Assessment

- Approved Assessors register, and other contacts
- Lead Assessor is assigned to the Apprentice
- Assessments can be scheduled between the Assessor(s) and the Apprentice – and other contacts if required
- Sign-off of Action Plan for the Assessment

Manage the Assessment Process

- Schedule each Assessment within the Assessment
- Track Apprentice progress including marks, grading, re-takes, assessment status, along with moderation/review processes
- Grading of overall Assessment based on achievement in each Assessment, along with moderation/review processes
- Upload evidence and other documents

Contact

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