

iPET Network Centre E-Portfolio Guide

This user guide will guide you through the key functions of iPET Network’s Centre E-portfolio.

Check out our YouTube training videos on the playlist:

https://www.youtube.com/playlist?list=PLq09TARyQYoyPoDT9Ut3VEhgmfquK_F8a

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What is the difference between the centre e-portfolio and the assessor e-portfolio?

Think of a Training Provider, or Centre, that has 3 assessors. The centre e-portfolio exists so that the learners can be allocated to the right assessor for them to mark their work within their own account. The centre e-portfolio is useful for someone leading a Training Provider or managing a group of Assessors, as they can track their progress. The centre e-portfolio is still required, even if there is only 1 Assessor that works at that Training Provider.

1. Logging in

Logging into the E-portfolio is very easy, just make sure you have an internet connection and you type the correct HTTPS or address in the search bar.

As a Centre you will need to use: <https://caaslep.aptechsystem.co.uk>

Once you have opened up/clicked on the link, you will see the Assessor login screen pictured below.



Centre

The screenshot shows a login form titled "Login to your account" on a yellow background. It contains two input fields: "User ID" and "Password". A teal "LOGIN" button with a right-pointing arrow is at the bottom right. Below the button are links for "Forgot your password ?" and the version number "2.9.1.0".

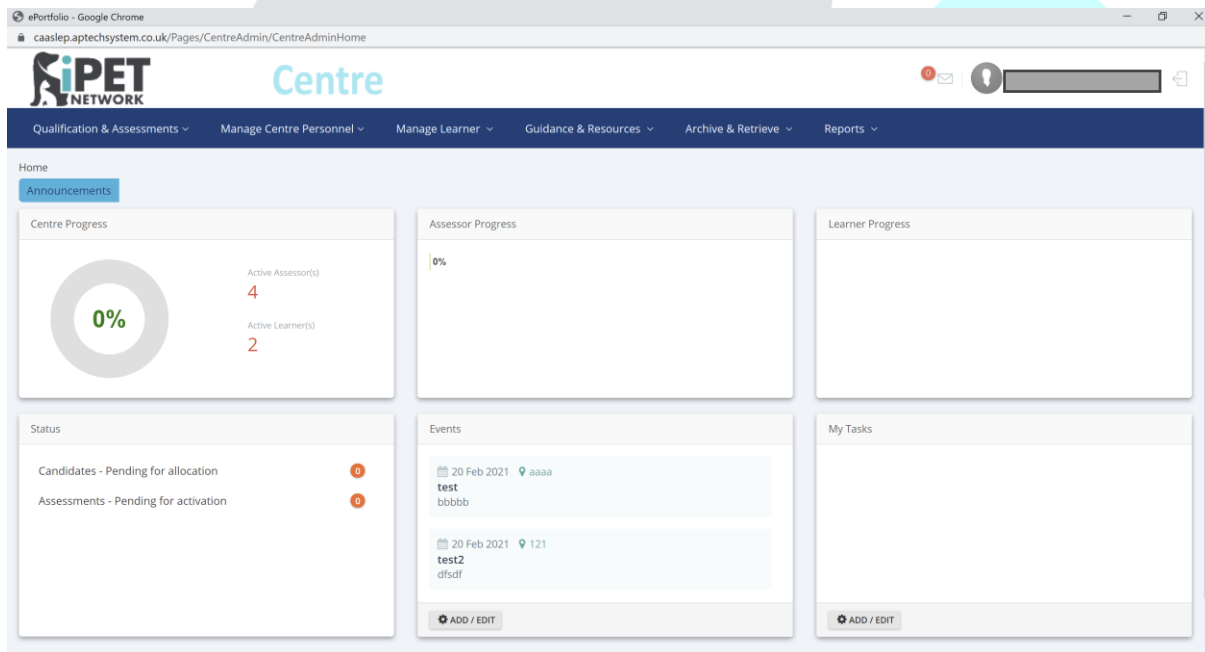
User ID/Pin: This is the Centre / Training Provider's unique assessor PIN number. This will be sent via email. Make a note of this number

Password: This will be autogenerated when you register your first learner on the web portal system and it will be sent via email. Keep track of your password

Once you have entered these details, click '**Login**'

Tip: Pressing enter doesn't work, you need to click on 'Login' to get into the system

Then you will get access to this screen:



2. Overview of Main Home Screen

On the home screen you will see a blue bar with headings, your Training Provider name and PIN/user ID in the right hand top corner. You will also see tiles on the home page as follows:

Centre Progress - Gives an overview of the active learners and the progress overall.

Assessor Progress – Gives an overview of each Assessor and their progress with the Learners assigned to them

Learner Progress – This gives you an overview of each Learner and where they are on their qualification.

Status – This shows how many learners you need to allocate to an Assessor and an IQA and how many assessments (units) are ready to be scheduled and given to the Learner

Events – Helps with planning meetings linked with the assessment process which can include Assessors, IQAs and/or Learners.

My tasks – This allows the Centre to plan tasks that need to be completed.

The headings on the dark blue bar are as follows:

Qualifications and Assessments - This gives a breakdown of the iPET Network qualifications including information such as GLH, TQT and number of credits.

Manage Centre Personnel - When you initially assign a Learner an Assessor and an IQA, this might change later on down the line. One option is to change the Assessor and/or IQA within here. Also if an Assessor needs to be blocked then again this can be done here.

Manage Learner – This option will allow the centre to allocate or ‘assign’ assessors and IQAs to learners to create E-portfolio accounts. This will also give the option to block learners and review progress by Learning Outcome (LO).

Guidance & Resource – You can access most documents linked to the qualification here, such as assessment records, and Candidate Resource Handbooks.

Archive and Retrieve – This will give the centre options to archive a learner or qualification.

Reports – This will allow the centre to produce a range of reports on progress for the assessor, learners and registered learners.

3. New Learner Process

Step 1 – Register the Learner on the web portal

Step 2 - (allow 24 hours) – Log in to the Centre E-Portfolio to assign the Assessor and IQA

Step 3 - (allow 24 hours) – Log in to the Assessor E-Portfolio and allocate units

4. Qualifications & Assessments

This option allows Centres to look at the iPET Network qualifications including information such as GLH, TQT and number of credits. You can see a breakdown of units by clicking on the + icon.

Qualification & Assessments ▾ Manage Centre Personnel ▾ Manage Learner ▾ Guidance & Resources ▾ Archive & Retrieve ▾ Reports ▾

Home » Qualification & Assessments » Qualification & Assessment Treeview

Qualification & Assessment Treeview

- Qualification - 603/6031/8 iPET Network Level 3 Award in an Introduction to Dog Grooming
- Qualification - 603/5945/6 iPET Network Level 3 Diploma in Dog Grooming and Salon Management
- Qualification - 603/5990/0 iPET Network Level 3 Certificate in Dog Grooming and Introduction to Styling
- Qualification - 603/5953/5 iPET Network Level 3 Award in Canine Emergency First Aid
- Qualification - 603/6813/5 iPET Network Level 3 Award in Hand Stripping
- Qualification - 603/6844/5 iPET Network Level 3 Award in Dog Walking and Pet Sitting for Professionals
- Qualification - 603/6908/5 iPET Network Level 3 Award for Educators in the Canine and Feline Sector
- Qualification - 603/7124/9 iPET Network Level 4 Higher Professional Diploma in Dog Grooming
- Qualification - 603/7213/8 iPET Network Level 3 Diploma in Canine Nutrition

Note: Click on the qualification / Unit / Assessment to view the details

Qualification
Group
Unit
Assessment
Online Assessment

5. Manage Centre Personnel

Changing the Assessor and IQA

All centre assessors and IQAs will come directly from the Web-portal if they have been set up by iPET Network. In the section 'Manage Centre Personnel' you can change IQAs and assessors if either the centre grows or if there is a change of personnel.

Qualification & Assessments ▾ Manage Centre Personnel ▾ Manage Learner ▾ Guidance & Resources ▾ Archive & Retrieve ▾ Reports ▾

Home » Manage Centre Personnel » Change Assessor

Change Assessor

Select Existing Assessor

Select Qualification*

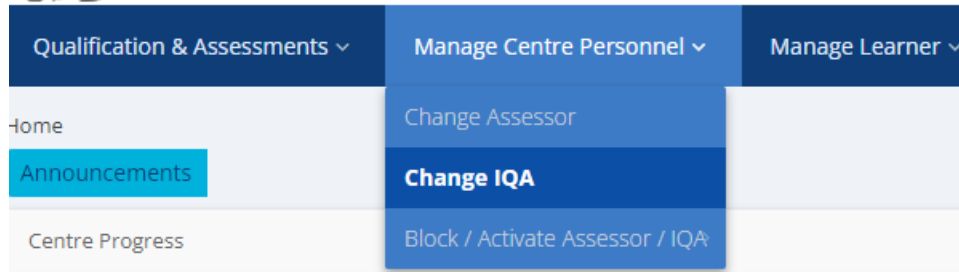
Select New Assessor*

Select Learner

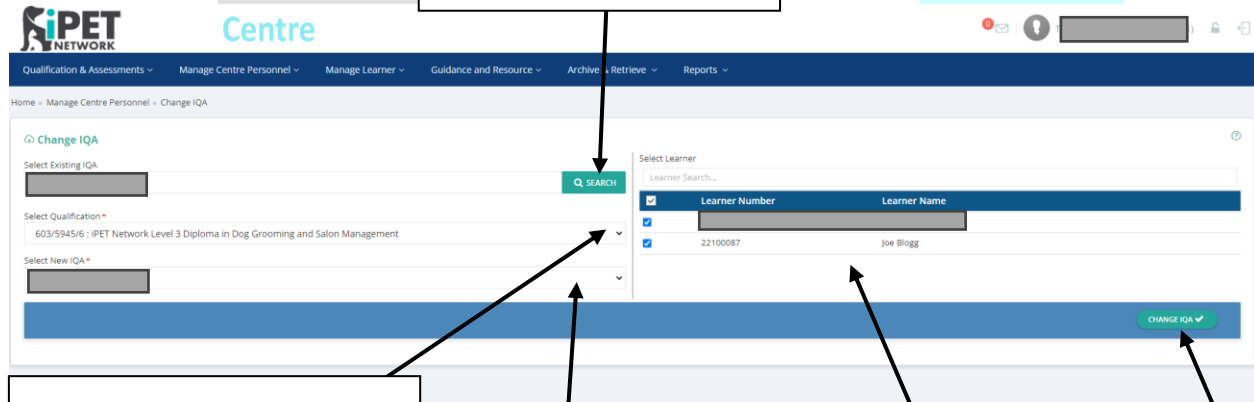
Learner Search...

Learner Number	Learner Name

To change IQA click on Manage Centre Personnel, Change IQA



- 1) Press Search
- 2) Select the current IQA



- 3) Select the qualification the learner is registered on
- 4) Select the IQA you want to swap to
- 5) Select the learner (s) you are wanting to swap IQA for
- 6) Click Change IQA

The process is the same for changing Assessors.

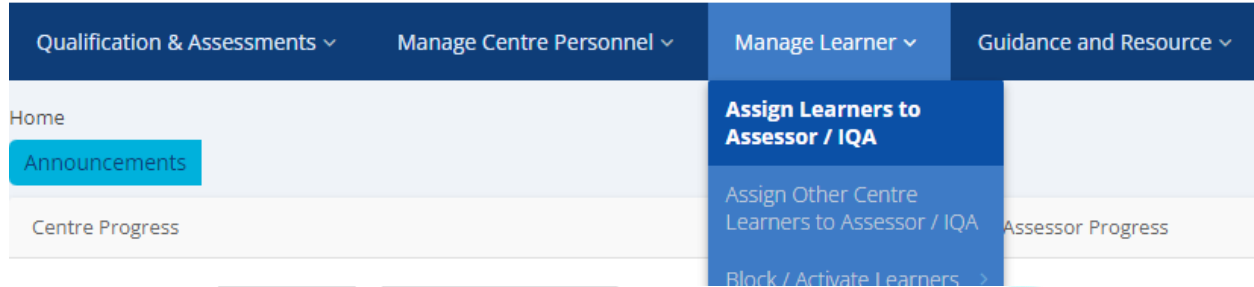
6. Manage Learner

Assigning an Assessor and IQA

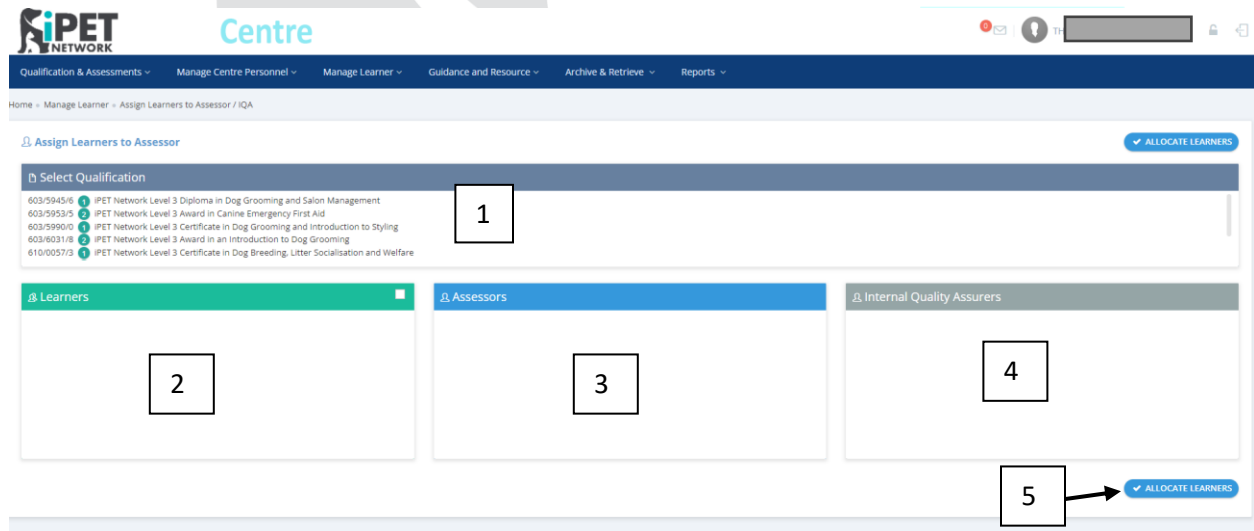
The centre will be able to manage learners and assign learners to assessors and IQAs. Once the Learner has been assigned an Assessor and an IQA, the system will automatically generate the Learner's e-portfolio account within the next 24 hours.

For new Assessors, their e-portfolio account will not generate until they are assigned their first Learner.

Click on Manage Learner, then Assign learners to Assessor / IQA.



You will then see this screen



There are Learners ready to be assigned an Assessor and IQA as indicated by the green numbers.

- 1) Click on the qualification
- 2) The Learners that have been registered but not yet assigned will pop up in the Learners box. Click on the correct Learner(s)
- 3) Then the Assessors that have been linked to deliver this qualification by iPET Network will show up in the Assessors box. Click on the correct Assessor.
- 4) Then the IQAs that have been linked to IQA this qualification by iPET Network will show up in the Internal Quality Assurers box. Click on the correct Internal Quality Assurer.
- 5) Click on allocate Learners

Tip: You can allocate more than 1 Learner at a time. E.g. Got a cohort of 8 first aid students for 1 Assessor? Do them all in one go:

Learners

22100087: Mr Joe Blogg

Clicking this box here will select all the Learners, to save you clicking on each one individually

Activate / Block a Learner

You can use this section in the scenario where you need to block a Learner, then activate them to remove the block.

The screenshot shows the iPET Network Centre dashboard. The top navigation bar includes: Qualification & Assessments, Manage Centre Personnel, Manage Learner, Guidance and Resource, and Archive & Retrieve. The 'Manage Learner' dropdown menu is open, showing options: Assign Learners to Assessor / IQA, Assign Other Centre Learners to Assessor / IQA, **Block / Activate Learners** (highlighted), and Learner Progress by LO. The 'Block / Activate Learners' sub-menu is also open, showing: Activate Learners and Block Learners. On the dashboard, there are statistics: Active Assessor(s) 0 and Active Learner(s) 3. Below the dashboard, the breadcrumb trail reads: Home > Manage Learner > Activate Learner. The main content area shows a search bar and a table with columns: Number, Name, and Action. The table currently displays 'No Records'.

The Assessor can also activate or block a Learner.

Checking Learner Progress by LO

Try it:


The Centre can also check on the progress for each learning outcome linked to each Learner, this will allow detailed analysis.

Home - Manage Learner - Learner Progress by LO

Learner
C16030012 ABC Learner012

Expand to view progress by Learning Outcome (LO) and Assessment Criteria (AC)

Qualification Number	Unit Number	Assessment Number	Assessment Description
603/6908/5	314	Unit 314	The aim of this unit is to provide the knowledge, understanding and skills of an Educator within the Canine Feline teaching environment. Key learning will be on reflective practice and how this will help develop the Educator to delivery effective teaching and learning. This unit will also develop knowledge when adaptions to learning need to be made and the reasons for these. The unit will also review what a risk is; risk management how and lessons learnt will support the Educator when dealing with the Canine and Feline learning environment and a range of learners.

Click on the  to expand to detailed overview.

Home - Manage Learner - Learner Progress by LO

Learner
C16030012 ABC Learner012

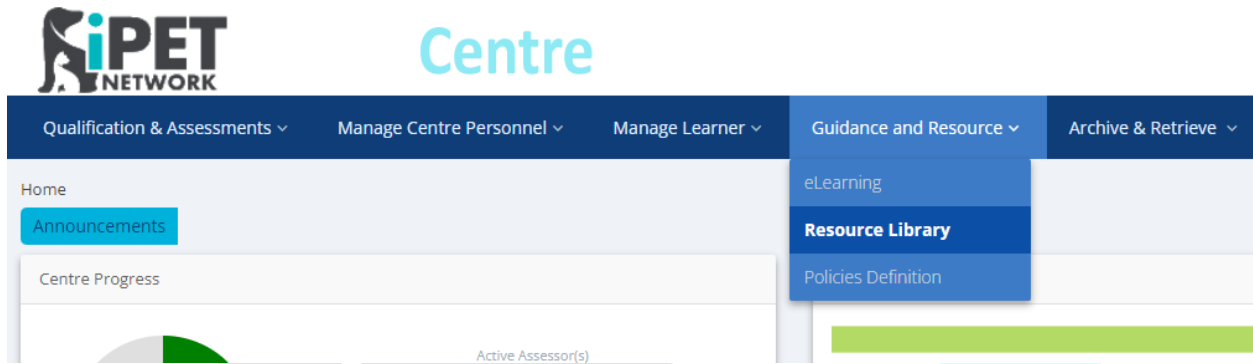
Expand to view progress by Learning Outcome (LO) and Assessment Criteria (AC)

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Learning Outcome (LO)

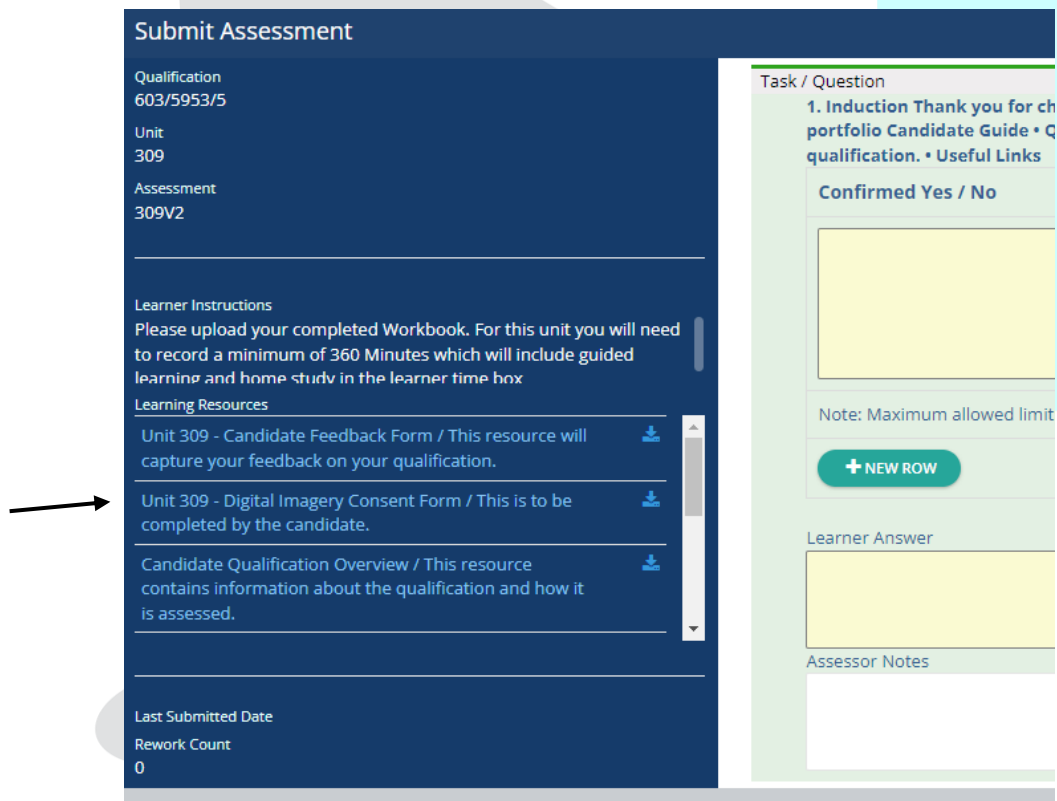
Learning Outcome (LO)	Achieved Progress
1 You are running a short course on risk assessments within a canine and feline environment, you need the candidates to understand what a risk is, how to record risks and the impact for not completing a risk assessment. Now complete an aim and a minimum of two objectives (learning outcomes) for this course. Please use Blooms Taxonomy to help create objectives.	0%
2 Complete the questions below with what are Initial, Formative and Summative assessment methods, how they are used and outcomes they give.	0%
3 Identify one formative assessment method to be used within your micro teach and explain its strengths and limitations. What would be the considerations when using this within a canine and feline environment? (Refer to the image attached for support on assessment methods).	0%
4 Explain how to give constructive feedback and how it supports learning (Use the resource attached on Goal, Medal, Mission to support your underpinning knowledge).	0%
5 Give an example of constructive feedback. A Candidate has completed a piece of written work, they have included some good content and structure, punctuation is all accurate but they have not given enough detail. Research and consider o Shannon and Weaver - Communication Model o Albert Mehrabian - Body Language	0%
6 Explain how the Educator could adapt learning to meet individual learning and canine / feline needs.	0%
7 Clarify and list how learning needs can be met when using different resources with Candidates and animals in a Canine and Feline environment.	0%
8 Identify how to safeguard Candidates and animals participating in learning.	0%
9 Using the table attached complete a risk assessment for the learning environment during your micro teach, taking into consideration the educator, candidates and animals. Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.	0%
10 Compare self-reflection models Kolb and Rolfe and review how they capture learning.	0%
11 Explain the importance of evaluating lessons and feedback from learners within a Canine and Feline environment, to support teaching skills (Use Kirkpatrick's model to review the Candidates experience - ROI means return on investment)	0%
12 Please start to complete your personal development record attached. Consider the learner activities and research you have completed linked to this unit.	0%

7. Guidance & Resources



Using Resources

Within the E-portfolio a range of resources have already been added to the relevant Qualification to support the Learner with their underpinning knowledge. These include documents such as Grooming Diaries, templates, Candidate Resource Handbooks, depending on the qualification. The learner can view the resources linked to an individual unit/assessment within the unit itself, on the left hand side on the dark blue section.



Resources fall into two sections:

- eLearning - which iPET Network have added which are online resources, websites or videos. This section is less commonly used

- Resource Library – resources e.g. grooming diaries, assessment records, templates, Candidate Resource Handbooks that have been added by iPET Network

Resource Library

The resource library has been prepopulated with resources, websites and videos linked to the units and assessments.

The vast majority of resources have been linked to the ‘assessment’s section as this makes them show up within the assessment for the learner.

You can search in this bar by typing e.g. 309, level 3 diploma, template

Download by clicking the blue button here

Note: Assessors cannot delete resources that have been uploaded by iPET Network and linked to assessments. This section is mainly to be used by iPET Network

8. Archive & Retrieve

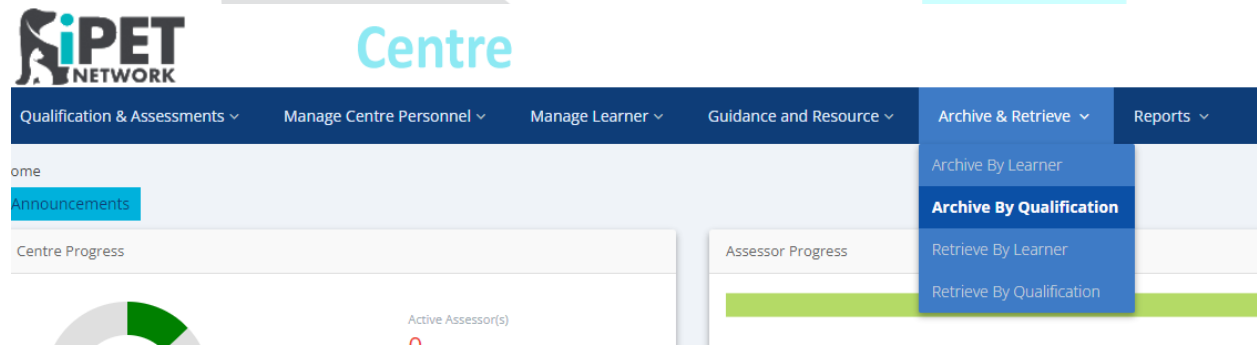
Archiving a Learner

Centres can archive learners once they have completed or if they have been withdrawn. EQAs will prompt you to archive to reduce the number of Learners on your e-portfolio, but only once they have received their certificate. If you archive before the certificate is approved, this will delay the process.

Archive by Learner – Archives the learner completely, all of their qualifications cannot be accessed on the e-portfolio.

Archive by Qualification – You can select the learner and which qualification you want to archive. E.g. certificate in dog grooming student who is also studying first aid. They have completed and been certificate for their first aid. If you archive them by Learner, they won't be able to access their certificate.

Select Archive and Retrieve, then select Archive by Qualification



The list of Learners will then show up. Select the box for the Learner you want to archive and make sure you select the correct qualification, these are listed by qualification number so you may need to check this by looking at the qualification handbook.

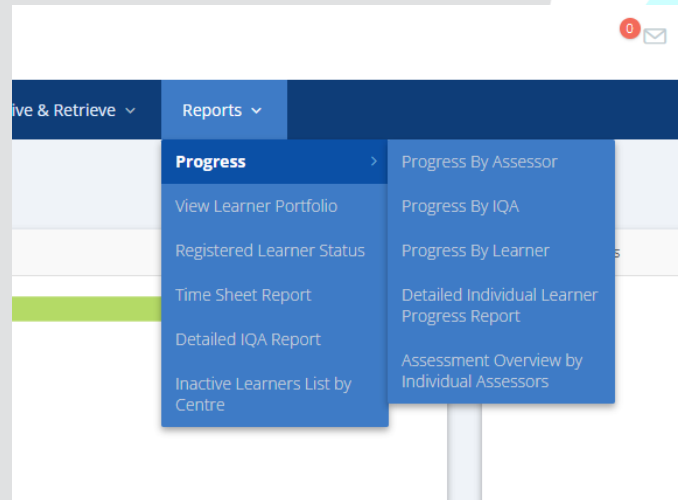


Then click the green archive button and press archive. Learners can be retrieved if required.

9. Reports

Running a report

Centres can run a range of reports to check on Learner, Assessor and IQA progress



10. FAQs

I'd prefer to not use the centre e-portfolio, is this possible? **Using the centre e-portfolio is required, at least to assign the assessor and IQA for each learner. After that, you can use it as much or as little as suits your needs.**

Getting help and advice

Contact your IQA/EQA

Look on the web portal for guides and videos

YouTube Playlist helpful videos

[E-portfolio helpful videos](#)