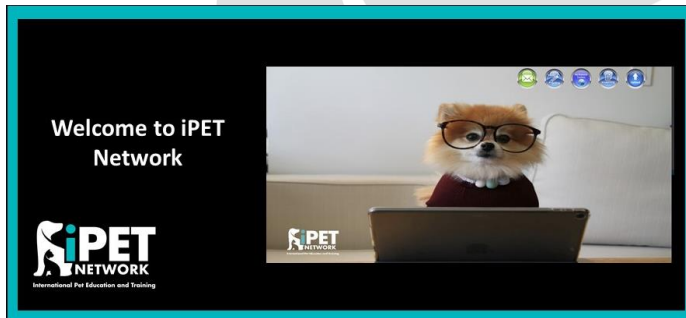# iPET Network Learner E-Portfolio Guide

This user guide will guide you through the key functions of iPET Network's Learner E-portfolio. We hope you find this guide useful, but if you need further support, contact your Assessor directly.

Time saver: If you've only got a few minutes and you want to see how this works, watch this Video:

Quick guide to iPET Network E-portfolio.

[Learner E-portfolio Video](#)

Contents

1. Logging in

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

As a Learner you will need to use: https://caslep.aptechsystem.co.uk/epc

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

User ID/Pin: This is your unique learner User ID number (also referred to as your registration number). This will be sent via email to the email address that your Training Provider has signed you up with. Make a note of this number.

Password: This will be autogenerated and sent in the email with your User ID number. You can change this once you have logged in.

Enter your **User ID** (Candidate Number) and your **Password**

These will be provided to you via an automated email pictured below

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

From: iPET Network <info@ipetnetwork.co.uk>
Sent:
To:
Cc:
Subject: iPet ePortfolio (Learner :   – Your account has been activated

Dear Joe Blogg

Your Assessor has now activated your iPet Network ePortfolio.

As this is your first visit, please click the link below and sign-in using the number below as the User ID and Password on the sign in page.

We recommend you change the password to something more memorable using a minimum of 8 characters.

https://caslep.aptechsystem.co.uk

User ID: Your User ID /Candidate Number here

Password: Your Password here

Your allocated assessor will provide you with training on the ePortfolio system.

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

Once you have entered your User ID and Password it will then take you into your E-portfolio, pictured below
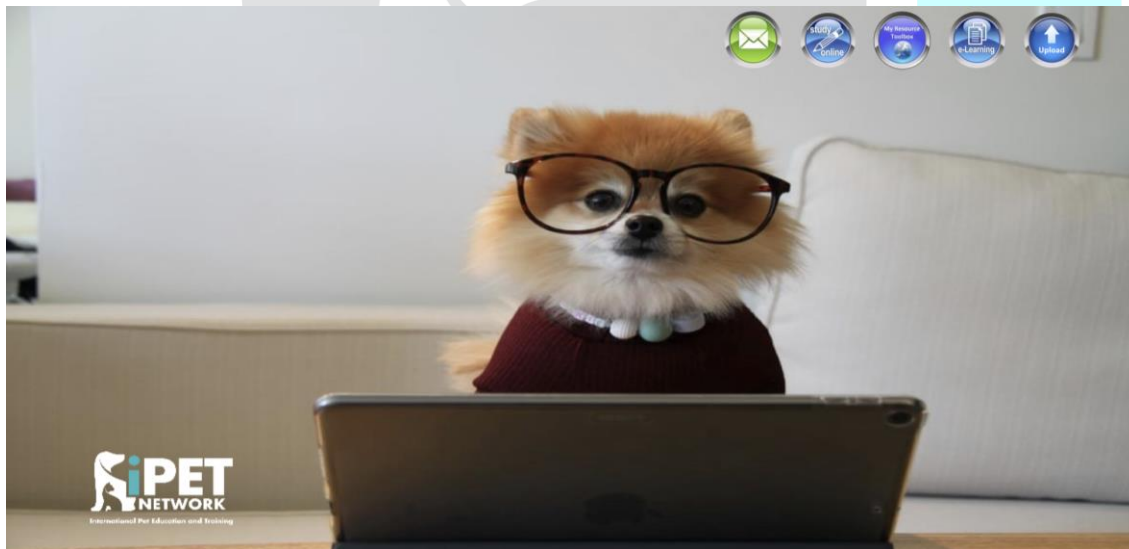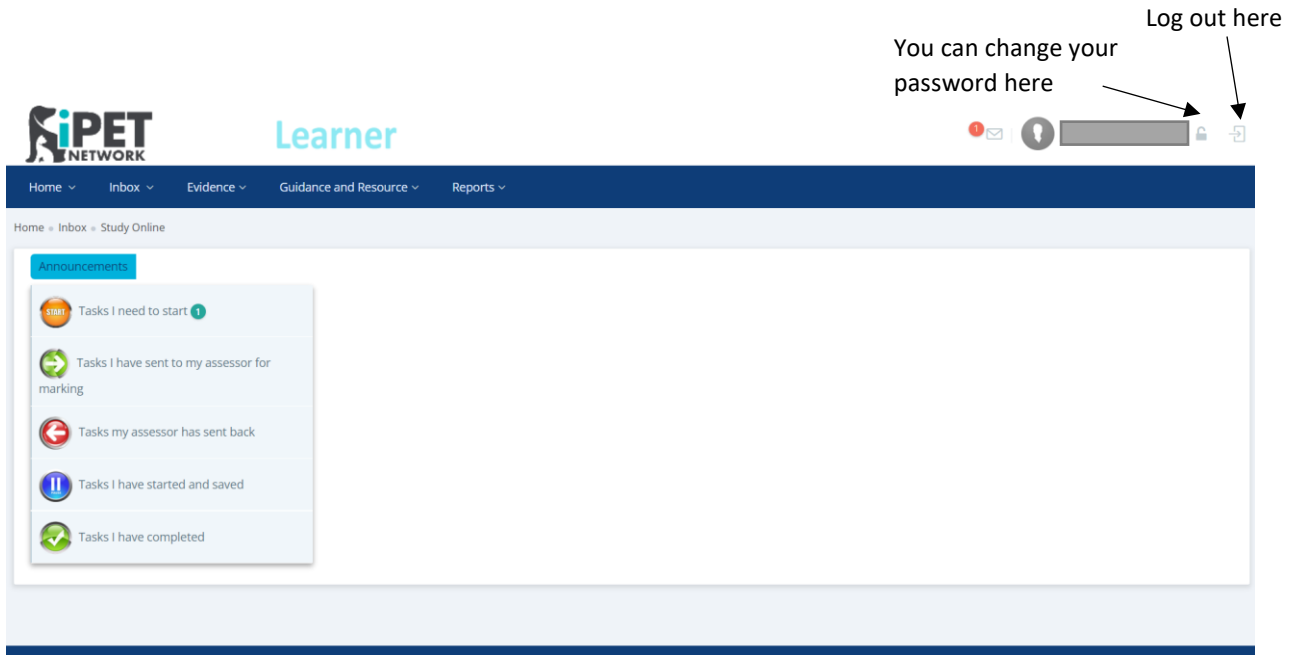
2. Overview of Main Home Screens

There are various different options on the top right hand side of the page pictured above

(1) **Email** – This allows you the learner to send messages to your Assessor in the E-portfolio

(2) **Study online** – This allows you to access your E-portfolio and where you will complete your answers

(3) **My Resource toolbar** – This gives you access to your learning materials for your qualification (resources are also available within each assessment on the 'study online' section)

(4) **e-learning** – This section contains general content and videos you may find useful

(5) **Upload Evidence** – this allows you to upload evidence required for your qualification such as images and word documents.

(6) **Log out** – This logs you out of the E-portfolio.

To start your work, click on study online **(2)** and this will bring up the home screen pictured below.

Within the home screen, it has various options across the dark blue bar, and also options on the left side of the screen. The home screen gives an overview of all the tasks you have been sent from your Assessor
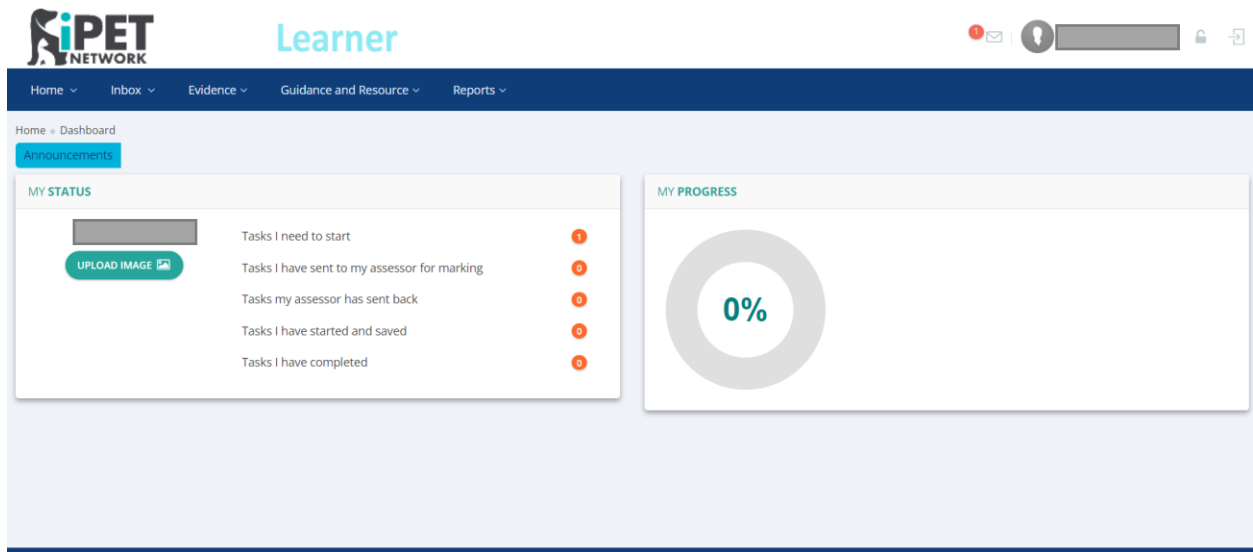
Log out here

You can change your password here

Home Screen

If you select Home, it takes you to the original log in page with the dog wearing glasses.

If you select Home then Dashboard, this page also gives you an overview of your tasks, your progress and allows you to upload a picture if you wish to.
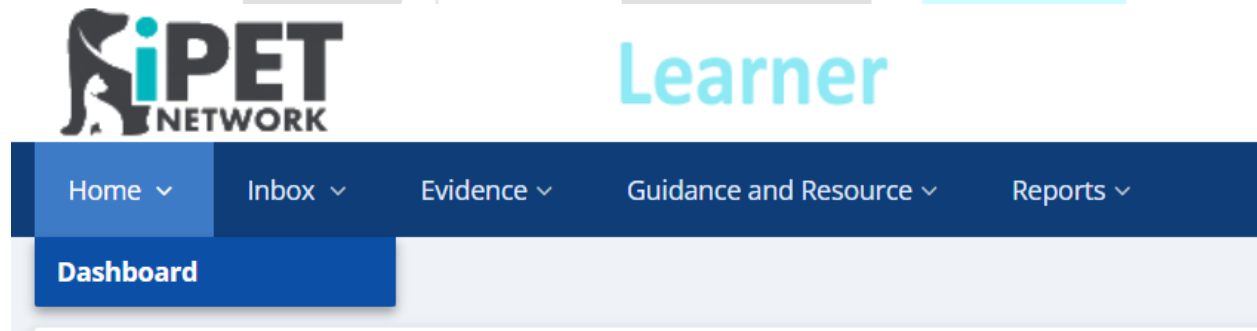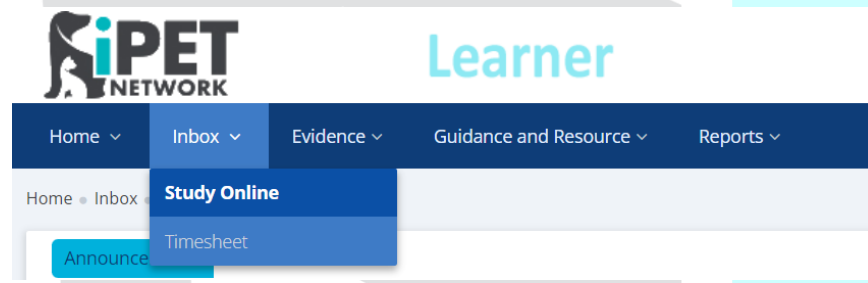
If you wish to upload an image, please make sure it is a professional one for your qualification.

'Study Online' and Completing Your Work

If you select Inbox then Study Online, this is where you will complete your work online.

Once you are on Study online you will be given an overview of all the tasks you have been sent from your Assessor. You will have five options to choose from.

Tasks I need to start – All new assessments (units) will be in here, you haven't started any of these yet

Tasks I have sent to my Assessor for marking – Once you have completed assessments (units) and sent them for marking they will be in here.

Tasks my Assessor has sent back – Any assessment (unit) submitted where you have not met all the criteria will be sent back to here and will contain feedback and actions.

Tasks I have started and saved – If you have started work and not fully completed it then it will be in here.

Tasks I have completed – All completed assessments (units) will be in here. Once the unit is in here, you won't be able to make any changes and only view your work (unless your Assessor refers the unit back to you).

Once you have selected Tasks I need to start, the E-portfolio will then display all tasks that need to be completed as part of your qualification. To start the assessment (unit), select the blue start button.

You can then start to complete your assessments (units).

Underneath each question you can type your answer in the yellow box provided called 'Learner answer'. Some questions may require you to upload evidence (see picture below).

If there is a handout you need to download and fill in for the question, the question will state this and the handout will be provided for you on the left-hand side as a resource that can be downloaded (usually in a Microsoft Word format). Your Assessor also has access to these resources.

You will also find other resources linked to this unit on the left-hand side that may be useful to you for your qualification.

Resources linked to this unit

Upload evidence

You can type comments / your answer here

Once you have entered your answers / evidence you can then save to draft to work at a later date or submit it to your Assessor for marking.

You will be given the choice of your main Assessor (default Assessor) or any other Assessors that work at your Training Provider, to submit your work to. Please submit your work to the main Assessor, unless your Training Provider tells you otherwise.
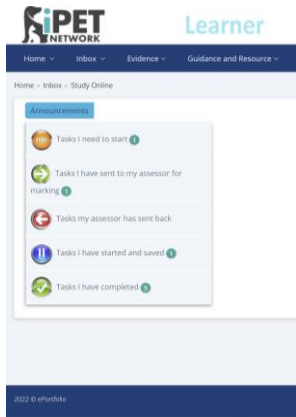
Your study online inbox will then update with the status for each assessment (unit).

Getting Feedback From your Assessor

Your Assessor will have your work sent to their inbox and be able to mark it. They can mark individual questions as achieved or not achieved, as well as marking the whole unit as a Pass, or Refer, if more work or changes are needed.

Assessments (units) that have been returned by your Assessor for additional content will be shown in your tasks, under Tasks my Assessor has sent back. You can then go back into the unit to make any changes required by pressing 'Edit & Submit'.

Tasks your assessor has sent back
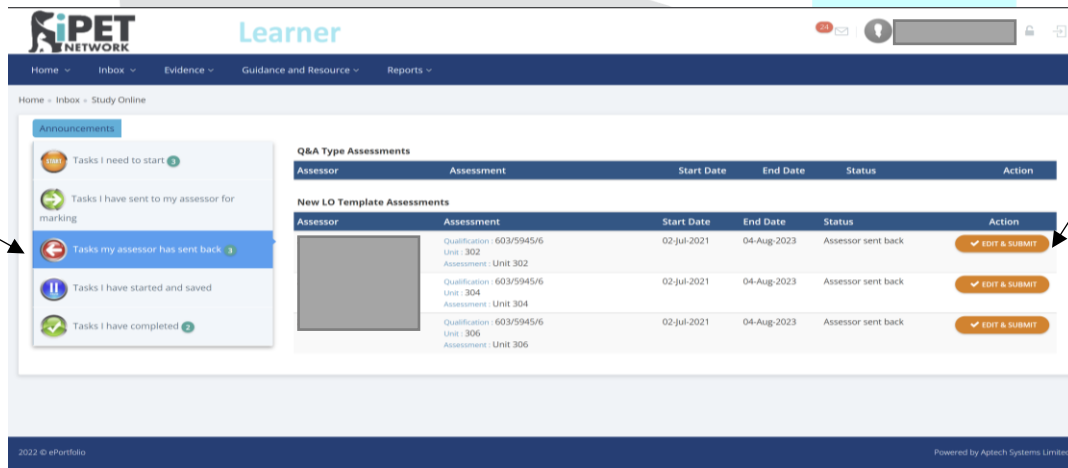
Edit and submit

The e-Portfolio allows your Assessor to leave comments under each individual question and also at the bottom of each assessment (unit).
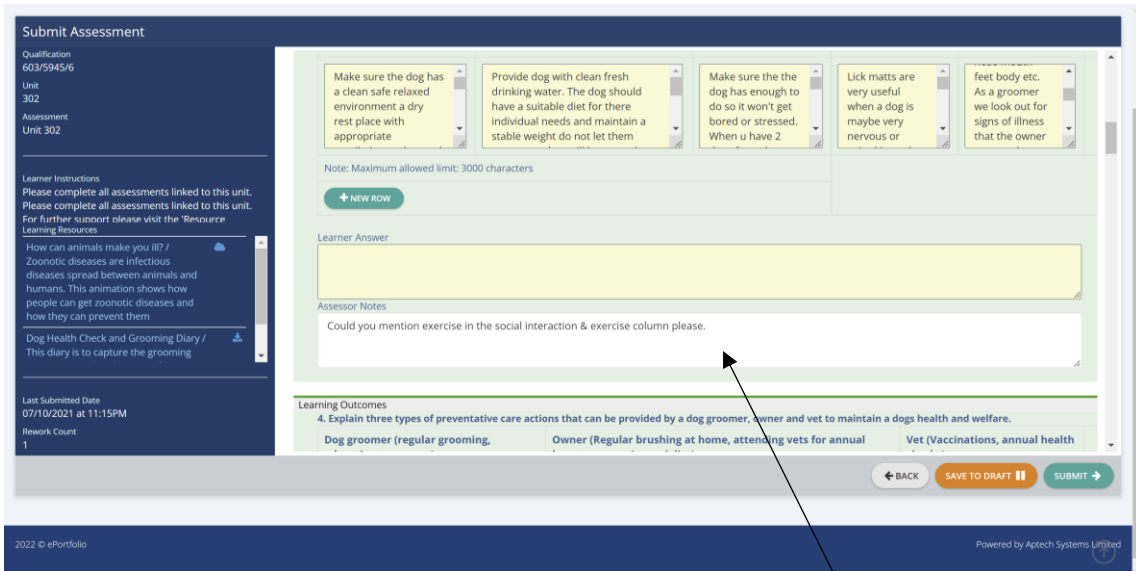
Assessor feedback

You can start making any changes. You then have two options, either save to draft to continue working on it at a later date or you can it submit for marking to your Assessor.
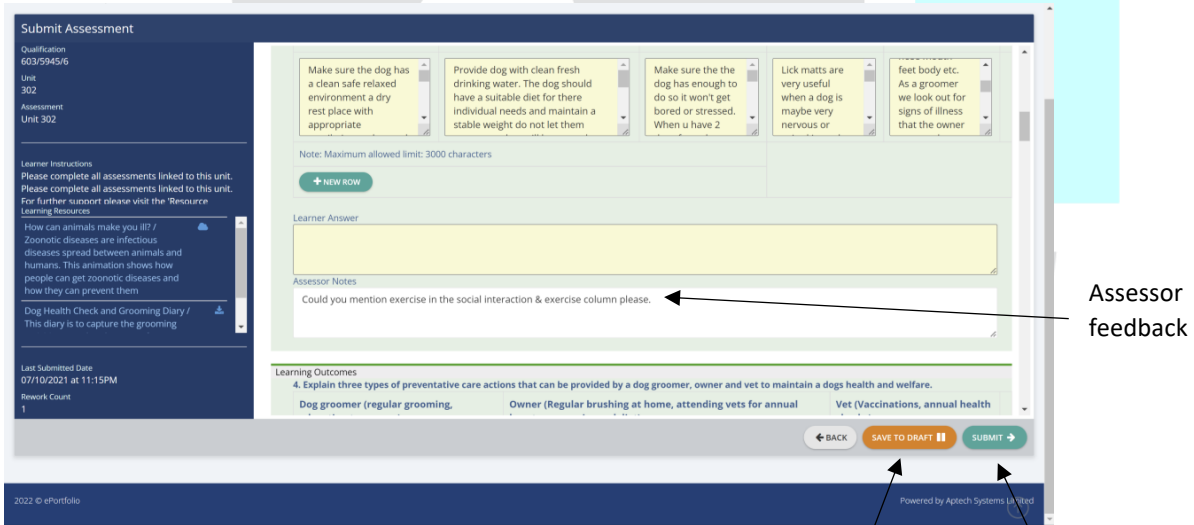
Assessor feedback

Save to Draft   Submit

3. Learner Time

Adding Learner Time

Each task on the e-portfolio has a box for adding learner time. Once you are ready to submit your assessment you will need to add learner time in **minutes (for example 2 hours is 120 minutes)**, this will then go towards your Guided Learning Hours (GLH) for your qualification. You can also add additional time for assessments (units) if the assessment (unit) needs to be re-submitted following Assessor feedback.
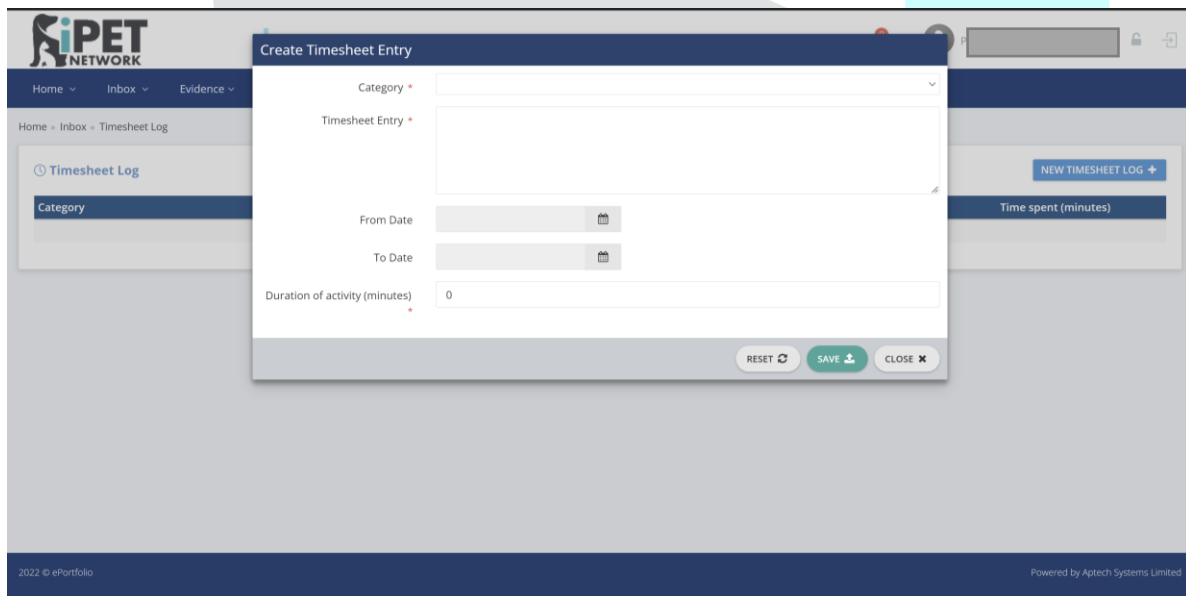
Learner time

Declaration

Please make sure that you sign the declaration before submitting an assessment.

Timesheets

As a learner, you can add additional learning time and be more specific about the tasks that you have completed and how long has been spent on each. This can be for practical skills, additional learning or wider research. If you are receiving additional support then this needs to be recorded here. Select inbox then timesheet.
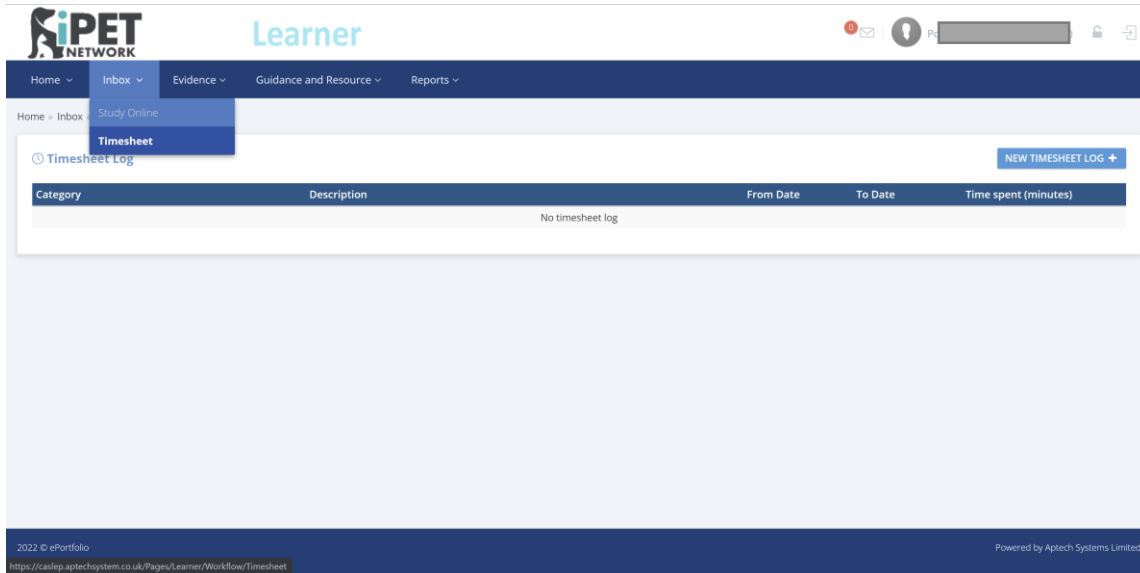
You can then select a category from the pre-populated list, add a timesheet entry (give an overview of your learning), from and to dates and duration of the activity, recorded in minutes. This will then be added to your overall Total Qualification Time (TQT).

4. Uploading Evidence

Uploading Evidence

Both you and your Assessor can upload evidence to your tasks (sometimes referred to as assessment or units). Evidence could include files such as a Word document, image or PDF.

As a learner, you have two options for uploading evidence. You can upload evidence from within the task or assessment, using the green button. We recommend using the upload evidence section within each assessment as your first choice as it is a bit easier.

If you scroll to the bottom of the assessment, look out for the green evidence upload button

Or, if there is a specific question that prompts for a piece of evidence to be uploaded, e.g. upload your completed Candidate Feedback Form here, below the question there will be a green upload button.
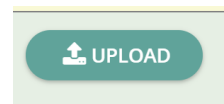
Your Assessor can only mark your work and provide feedback for your evidence once the task/unit is submitted to them. They can't write a comment for the question that the evidence is related to, or mark the question as achieved unless the unit is sent to them, but they can view the evidence.

Or, you can upload evidence separately to the assessments, which may be helpful, if a unit is sat with your Assessor but you want to be organised and keep on top of uploading your evidence.

Select evidence then upload evidence
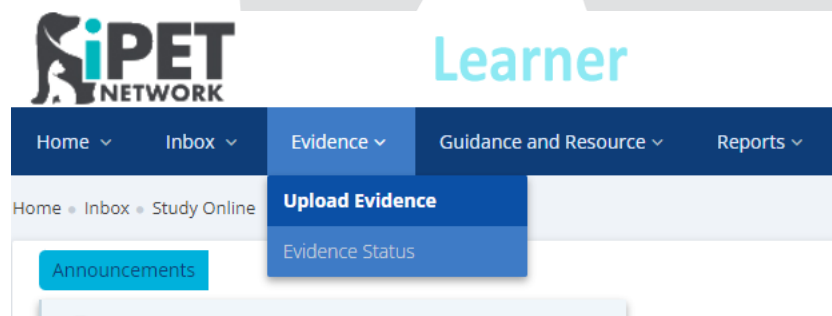
This will bring up the below page and give you the option to choose a file. Remember that the maximum file size is **15MB**.

This description does not name your file, you need to do this on your laptop/device before uploading here

Top tip: PLEASE ensure that your documents are clearly titled on your device before uploading them to the e-portfolio. Your Assessor or IQA may reject them and ask for them to be named properly.

Once selected give a brief description and select the unit you want to link to, for example, a Dog Health Check and Grooming Diary Day 7 Fluffy Bichon to Unit 306. Once this has been uploaded it will be sent to your Assessor to accept, once accepted it will then appear within the Unit 306 assessment. Any rejected evidence will be sent back to you, this will be found within the evidence status.

You can review the evidence status by selecting Evidence and Evidence Status, this will then inform you if it has been accepted or if there is an action. If possible try to use the evidence upload within each unit assessment. Your Assessor has to approve your evidence and check that it is uploaded to the correct place.

Remember, your Assessor can only mark your work and provide feedback for your evidence once the task/unit is submitted to them. They can't write a comment for the question that the evidence is related to, or mark the question as achieved unless the unit is sent to them, but they can view the evidence.

5. Guidance and Resources

Using Resources

Within the E-portfolio a range of resources have already been added to the relevant Qualification to support you as the Learner with your knowledge. These include documents such as Grooming Diaries, templates, Candidate Resource Handbooks, depending on the qualification. These resources have been linked to the relevant 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 by iPET Network. You can search for any videos, internet sites or documents linked to your

qualification. By selecting Assessment you can view all materials linked to each unit, for example, Unit 301 evidence below.

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

Download by clicking the blue button here

Top tip: Do not upload your evidence e.g. grooming diaries here, this is not linked to your portfolio!

e-Learning

Selecting eLearning will allow you to view additional videos or websites that you may find useful.

These resources may not be linked to your qualification but will provide you with wider learning.
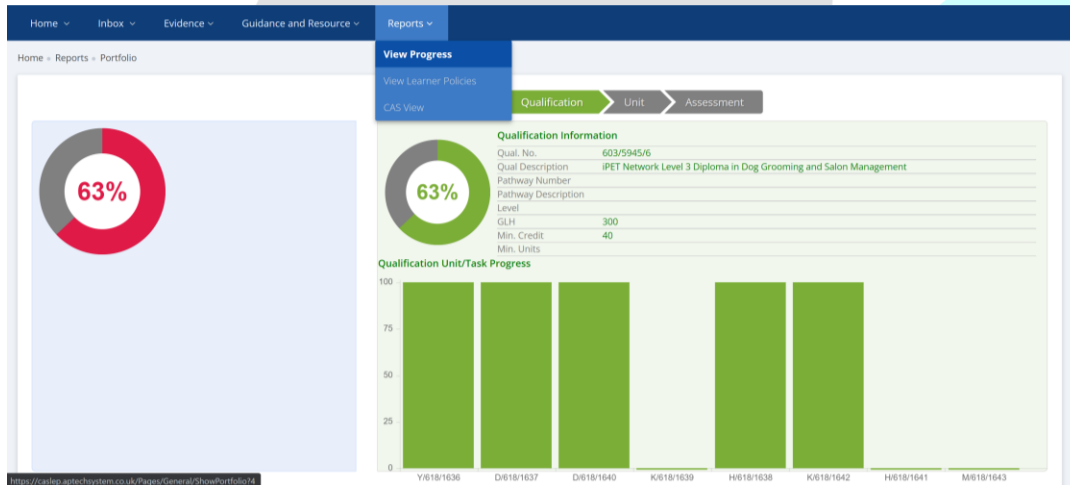
6. Viewing your Progress

Looking at learner progress/work completed so far

As a learner you can review your progress within the E-portfolio at any time, select review reports and then view progress. This will then provide a visual look at your qualification progress, by clicking on each green element it will provide information on your whole qualification, each unit and overall progress.

7. Reports

Downloading Your Portfolio

You can download a copy of your Portfolio by clicking reports, view progress, then download portfolio.
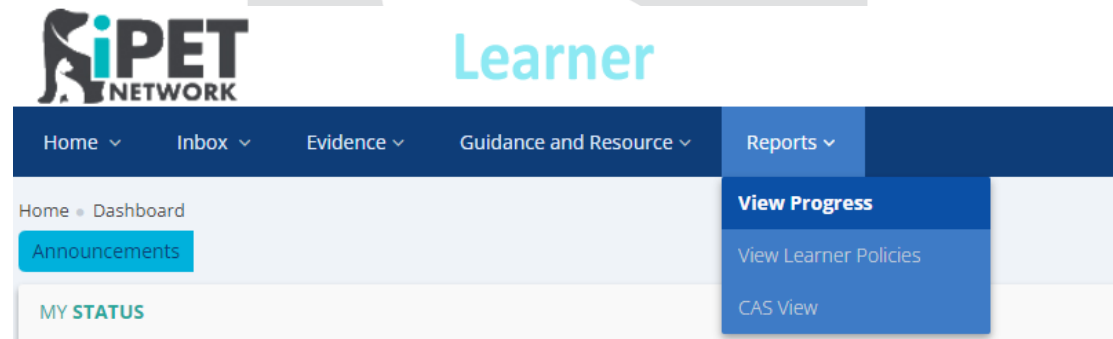
8. FAQs

When will I get access to the e-portfolio? **The process is - the Training Provider/Assessor registers you as a Learner. Once they have assigned you a main Assessor and an IQA (Internal Quality Assurer) you will receiv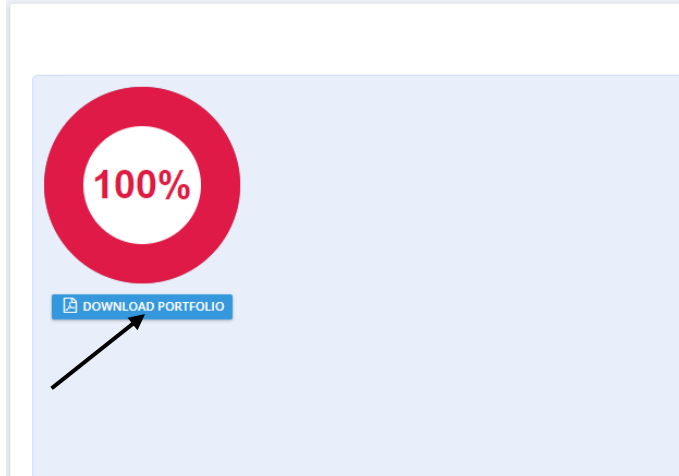e an automated email with your login details. Once your Assessor has assigned you your units, you will be able to see these within your e-portfolio.**

I have access to my E-portfolio but there is no work on there? **Your Assessor has not allocated your units, please contact your Assessor.**

I've forgotten my password? **Please contact your Assessor. Your Assessor can reset the password using their Assessor E-portfolio, if you either forget or lose it.**

With the time sheets, do I need to log this on each day or add after I have completed my written tasks on hours undertaken? **Each written assessment the learner will be prompted to update the time spent. Also you can complete timesheets at anytime of the day when completing GLHs within the classroom / school.**

Can I upload Videos and Pictures from a mobile phone to the E-portfolio? **Yes, however, using either a PC, Laptop or Tablet gives a better user experience. You can use a phone but the visual experience will be compromised.**

Where do I upload videos? **Due to the size of videos, it is not recommended to upload these directly to the -portfolio. Instead discuss with your Assessor the other options, which includes YouTube. They have access to guidance documents for this.**

Getting help and advice

Contact your Assessor in the first instance. They will then be able to seek support from iPET Network if needed.