

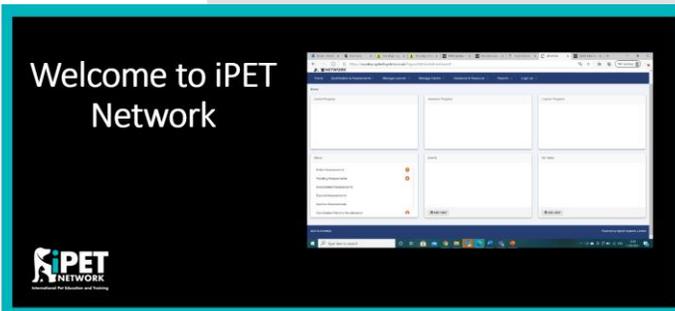
# Welcome to iPET Network Centre E-portfolio



## Instructions you can share and print.

This user guide will guide you through the key functions about iPET Network's E-portfolio, this will include:

- ❖ Getting the Basic's Right
- ❖ Qualifications and assessment
- ❖ Managing Centre Personnel
- ❖ Manage Learner
- ❖ Guidance and Resources
- ❖ Archive and Retrieve
- ❖ Running a Report
- ❖ FAQ's



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

Quick guide to iPET Network E-portfolio.

## Getting the Basic's Right

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

For centres you will need to use:

<https://caaslep.aptechsystem.co.uk>

For assessors you will need to use:

<https://aaslep.aptechsystem.co.uk>

Once you have completed this will have access to this screen:

The screenshot displays the 'Centre Admin Home' interface. At the top, there is a navigation bar with the 'iPET NETWORK' logo and the word 'Centre'. Below this is a dark blue menu with several options: 'Qualification & Assessments', 'Manage Centre Personnel', 'Manage Learner', 'Guidance & Resources', 'Archive & Retrieve', and 'Reports'. The main content area is titled 'Home' and features a 'Announcements' tab. The dashboard is divided into several sections: 'Centre Progress' with a circular gauge showing 0% and statistics for 4 Active Assessor(s) and 2 Active Learner(s); 'Assessor Progress' showing 0%; 'Learner Progress'; 'Status' with two items: 'Candidates - Pending for allocation' and 'Assessments - Pending for activation', each with a red notification icon; 'Events' listing two events on 20 Feb 2021; and 'My Tasks'.

Each section on the from screen will provide you with information about the students and the qualifications you will be assessing.

**Qualifications and Assessments** - This gives a breakdown on the qualification and aim of the unit.

**Manage Centre Personnel** - All IQA's and assessors will come directly from the Web-portal but if either needs to be changed then this can be done here. Also if a learner needs to be blocked then again this can be done here.

**Manage Learner** – This option will allow the centre to allocate assessors and IQA's to learners to create E-portfolio accounts. This will also give the option to block learners and review progress by Learning Outcome (LO).

**Guidance and Resource** – This option gives an overview on the e-learning videos linked to all qualifications. The resources linked to each assessment and any policies which the centre can upload for their students.

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

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

# Qualifications and Assessments -

The option allows assessors to:

Qualification / Unit / Aim / Any online assessment. This will give the Centre an overview on each qualification linked to the centre.

The screenshot displays the IPET Network Centre web portal. The header includes the IPET Network logo, the word "Centre", and a user profile for Anil Pathak (1001002). The navigation menu contains: Qualification & Assessments, Manage Centre Personnel, Manage Learner, Guidance & Resources, Archive & Retrieve, and Reports. The main content area is titled "Qualification & Assessment Treeview" and lists several qualifications with expandable icons:

- 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

A note at the bottom states: "Note: Click on the qualification / Unit / Assessment to view the details". A legend below the note identifies icons for Qualification, Group, Unit, Assessment, and Online Assessment.

# Manage Centre Personnel

All centre assessors and IQA's will come directly from the Web-portal, this section will allow centres to change IQA's and assessors if either the centre grows or change of personnel.

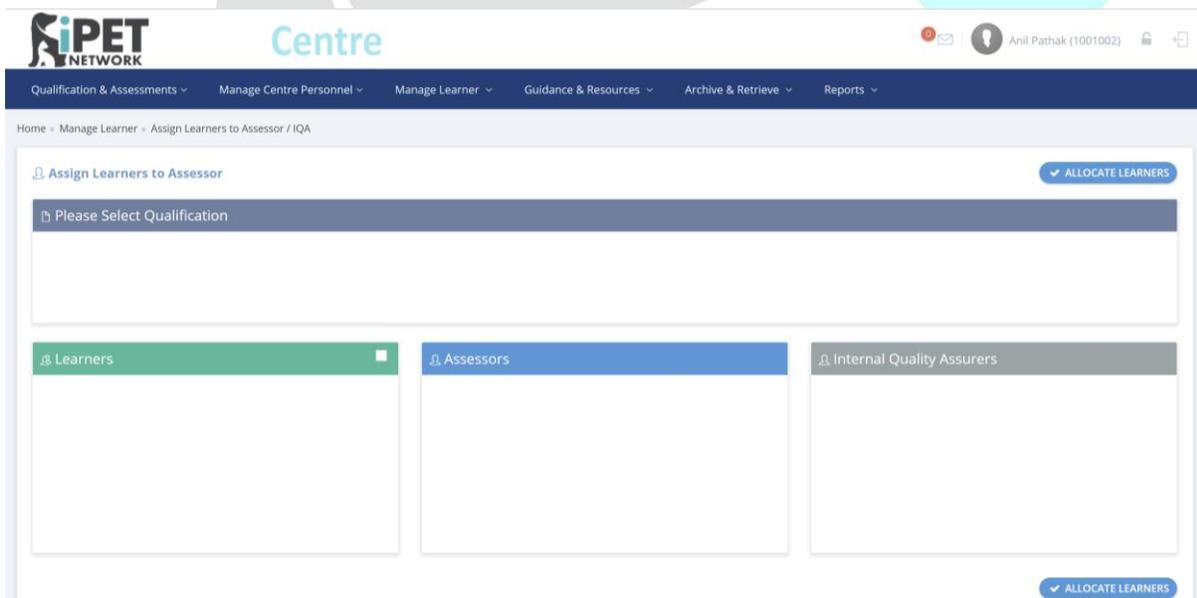
The screenshot displays the IPET Network Centre web portal with the "Change Assessor" form. The header and navigation menu are identical to the previous screenshot. The main content area is titled "Change Assessor" and contains the following fields:

- Select Existing Assessor: A text input field with a "SEARCH" button.
- Select Qualification\*: A dropdown menu.
- Select New Assessor\*: A dropdown menu.
- Select Learner: A section with a "Learner Search..." input field and a table with columns "Learner Number" and "Learner Name".
- CHANGE ASSessor: A green button at the bottom right.

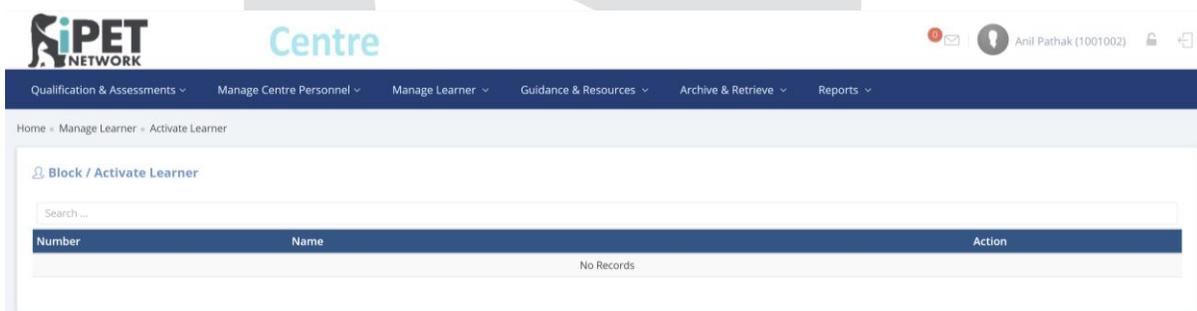
# Manage Learner

The centre will be able to manage learners and assign learners to assessors and IQA's which will then create E-portfolio accounts for assessors (if not already set up) IQA's ( if not already set up) and for all new learners;

Once the learners have been allocated then choose the qualification, select the learners and IQA, this will then create both learner and assessor accounts / notifications and link them to the IQA.



The centre can also activate or block a learner, this option is available so that if learners need to have a break



## 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 adaption 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)

Qualification Number	Unit Number	Assessment Number	Assessment Description
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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 %

# Guidance and Resource

Within the E-portfolio a range of resources have already been added to the relevant Qualification to support the Student with their underpinning knowledge. These fall into two sections eLearning which iPET Network have added which are online resources, websites or videos.

The other area is the resource library which again has been prepopulated with resources, websites and videos linked to the units and assessments.

Resource Library By Qualification

Search...

Qualification

- 603/5945/6 : iPET Network Level 3 Diploma in Dog Grooming and Salon Management
- 603/5953/5 : iPET Network Level 3 Award in Canine Emergency First Aid
- 603/5990/0 : iPET Network Level 3 Certificate in Dog Grooming and Introduction to Styling
- 603/6031/8 : iPET Network Level 3 Award in an Introduction to Dog Grooming
- 603/6813/5 : iPET Network Level 3 Award in Hand Stripping

1 2

Select File  No file chosen

Name	Size	Progress	Status	Actions
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Note 1: The extension only allowed for upload (pdf, doc, docx, xls,xlsx, rtf, png, jpg, bmp, ppt and pptx)

Note 2: URL should be valid url. Ex: <https://www.google.com>

Note 3: Enter Resource URL and / or select resource file.

Also within the guidance and resource option are Centre Policies, these can link to the centre and be seen by the learner, IQA and other assessors.

# Archive and Retrieve

Centres can archive learners once they have completed or if they have withdrawn

Home » Archive & Retrieve » Archive by Learner

Archive by Learner

Search...

<input type="checkbox"/>	Learner Number	Firstname	Surname	Date of Birth	Qualification Number	Status
<input type="checkbox"/>	C16030012	ABC	Learner012	01-01-1996	603/6908/5	Active

ARCHIVE ✓

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# Running a report

Centres can run a range of reports to support them when working with Students:

They include:

List of Assigned learner – Learners that have been assigned to the assessor, this is good to check for any problems or missing learners.

Learner Portfolio report –

Learner Progress by LO – This report will review which LO are active and the progress made by the selected learner.

**Try it:** Now run a report on Student, how are they progressing and are they on target.

## FAQ's

Will students automatically get an E -portfolio as soon as they are added on the web portal? **Yes the process is - Once assessor activates learner – learner will get automated mail with details**

Will there be a document for us or the student to find to do the risk assessment etc? **Yes all documents will be attached to the assessment or within the resource library.**

If the learners receive log in directly to themselves, do we have access to reset passwords etc? **Yes the assessor can reset the password if the learner either forgets or loses it. This is located in Manager Learner.**

Is the diary's classed as an assessment or are they separate? **The diary is classed as an assessment and will have how many diaries are needed for each one.**

With the time sheets, do the students need to log this on each day or add after they have completed their written tasks on hours undertaken? **Each written assessment the learner will be prompted to update the time spent. Also the learner can complete timesheets at any time of the day when completing GLH's within the classroom / school.**

In the E - portfolio do learners undertake the same three formal Assessments that are currently undertaking? **Yes nothing has changed with the evidence requirements.**

Can we upload the Assessment Videos and pictures at ease from a mobile phone to the E-portfolio? **For the most effective experience using the E-portfolio then either a PC, Laptop or tablet would be the greatest user experience. You can use a phone but the visual experience will be compromised.**

Where do Students upload videos for assessments? **Each assessment that requires evidence will have an upload link to attach evidence. The student can upload from their device.**

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## Getting help and advice

[Info@ipetnetwork.co.uk](mailto:Info@ipetnetwork.co.uk)

<https://www.ipetnetwork.co.uk/contact-us/>

Support videos will be available via the iPET Network YouTube channel