# 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

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**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 Eportfolio.

# 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

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

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.

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### 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.

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### 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.

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

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#### Try it:

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

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### **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.

Search	Res	ource Ti	tle*		
Qualification					
603/5945/6 : iPET Network Level 3 D and Salon Management	Diploma in Dog Grooming Res	ource De	escription *		
603/5953/5 : iPET Network Level 3 A Emergency First Aid	ward in Canine				
603/5990/0 : iPET Network Level 3 C Grooming and Introduction to Stylin	Certificate in Dog	_			
603/6031/8 : iPET Network Level 3 A to Dog Grooming	ward in an Introduction				
603/6813/5 : iPET Network Level 3 A	ward in Hand Stripping				
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lote 1: The extension only allowed for t	upload (pdf, doc, docx, xls, xlsx, r	tf, png, jp	g, bmp, ppt and ppt:	K) SA	VE 🕹 CLOSE 🗙
lote 2: URL should be valid url. Ex: http	s://www.google.com				

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

Centre's can archive learners once they have completed or if they have withdrawn

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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 leaner 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 any 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 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.

## Getting help and advice

Info@ipetnework.co.uk

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

Support videos will be available via the iPET Network YouTube channel