



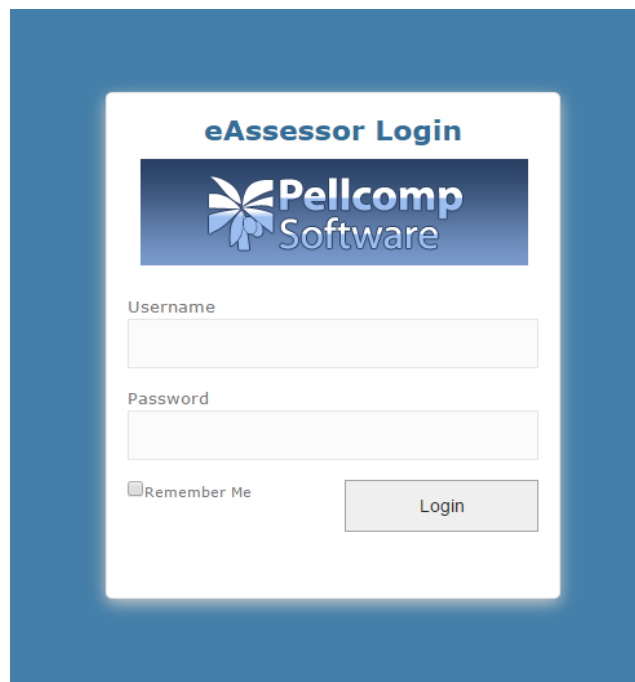
e-Assessor

Training Manual Employer

Login

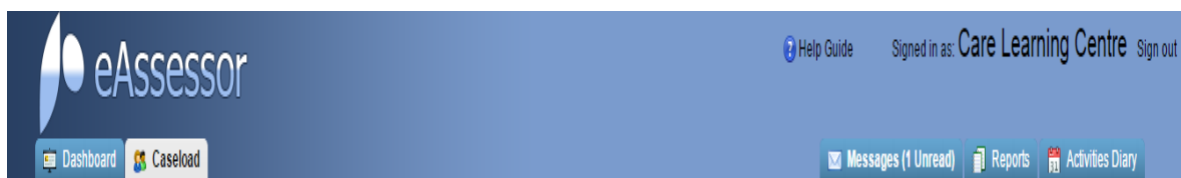
<http://eassessor.carelearningcentre.co.uk/eAssessor/LearnerListDetails.aspx>

The above link will take you directly to the eAssessor login page. Your employer login details (username & password) will be given to you by a Training Adviser (Assessor) or CLC member of staff. Please bare in mind that both the username and password are case sensitive.



The screenshot shows the eAssessor Login page. At the top, it says "eAssessor Login" and features the Pellcomp Software logo. Below the logo, there are two input fields: "Username" and "Password". There is also a "Remember Me" checkbox and a "Login" button.

You should change the password to something memorable the first time you log into the system. You can do this by clicking on your organisation name in the top right hand corner:



You will then be able to enter your new password, which should be at least 8 characters long.

Caseload

- Go to **'Caseload'** and by clicking on the magnifying glass to the right hand side enables you to bring up **'learner overview'**

The screenshot shows the eAssessor interface. At the top, it says 'Signed in as: Care Learning Centre'. The main content area is titled 'Learners List'. Below this is a search section with fields for Name, Started Between, and Any Qualification. The main table has the following columns: ULIN, Learner Name, Main Aim, Funding, Prog, Start Date, Planned End, Actual End, and Open. The first row of data is for learner PEE4K16RX2I, with a magnifying glass icon in the Open column. A red box highlights the 'Learner Name' header, and a red arrow points from it to the magnifying glass icon in the first row. Another red box with text points to this magnifying glass icon.

ULIN	Learner Name	Main Aim	Funding	Prog	Start Date	Planned End	Actual End	Open
PEE4K16RX2I		NVO Certificate in Customer Service (OCF)	SFZZ	Intermediate Apps	28/05/2014	29/05/2015		
PCEBM30X69I		NVO Diploma in Business and Administration (OCF)	SFZZ	Advanced Apps	15/07/2014	14/09/2015		
PEI3M08N53K		Diploma in Leadership for Health and Social Care and Children's and Young People's Services (England)	SFZZ	Higher Apps	26/09/2014	26/09/2015		
PEG5L590JVI		Diploma in Leadership for Health and Social Care and Children and Young People's Services (England)	SFZZ	Higher Apps	31/07/2014	31/07/2015		
PBHCK33L3GI		NVO Diploma in Business and Administration (OCF)	SFZZ	Advanced Apps	31/07/2014	31/07/2015		
P8LDP12420I		NVO Diploma in Customer Service (OCF)	SFZZ	Advanced Apps	31/03/2014	01/04/2015		

To view details of each learner click here

Learner Overview

- Go to **'Learner Overview'** to look at your staff details, view their current and historic progression.
- 'Qualifications'** and **'Units'** will allow you to track progression of their aims/units they study; you can also check their status and expected end dates.

Learner Risk Band 'At Risk':

The At Risk Band is shown in the above diagram this indicates if there are concerns with learner's progress. The 'At Risk' colours are Green, Amber and Red and a letter of concern is sent if an action is required. The 'Red' shown above indicates the learner could potentially be withdrawn from their training as they have continually failed to improve progress of qualification while being monitored.

You can view their completed and upcoming ‘Reviews’ by clicking on the following:

The screenshot shows the eAssessor interface. At the top, there's a navigation bar with 'Dashboard', 'Caseload', and 'Help Guide'. The user is signed in as 'Care Learning Centre'. Below this is a 'Reviews' section with a 'Learner Risk Band' indicator and a 'Send Message to Learner' button. The main content area shows a list of reviews. The first row is highlighted in red and has a 'View' icon circled in red. A red arrow points from the 'Reviews' menu item in the left sidebar to this 'View' icon.

Type	Proposed	Actual Date	Attended	Training Adviser	Files	Learner Signed	Notes
Assessment	28/08/2014		Unknown		0		All paperwork being completed for Ha
Assessment	25/09/2014	11/09/2014	Yes		0		group meeting attended, reviewed award
Assessment	09/10/2014	02/10/2014	Yes		0		A lovely first unit Hannah has demonst

If needed, you can view in more detail by clicking on the magnifying glass under ‘Assessment’ section.

In ‘Assessment’ you can specifically see how each individual staff member is doing within their qualification and their progress. Assessments, reviews, meetings and each contact made are all recorded.

The screenshot shows the 'Review Details' page in eAssessor. The page is titled 'Review Details' and shows the breadcrumb 'You are here: Reviews > Review Details'. The main content area is divided into two sections: 'Review Details' and 'Additional Details'. The 'Review Details' section contains a table with the following information:

Proposed	25/09/2014	Attended	Yes on 11/09/2014
Training Adviser			
Mentor			
Training Adviser Rating	UDF		
Learner Rating			
Employer Rating			

The 'Additional Details' section has two tabs: 'Notes' and 'Files'. The 'Notes' tab is active, showing a note with the following text:

group meeting attended, reviewed award actioned unit 301 completion date set for Oct 2nd to review work required

- **‘Placements’** Current and previous work placements during learning are found in this tab
- **‘Course Documents’** Any documents linked to the qualifications staff study can be found and downloaded in the section shown below:

The screenshot shows the eAssessor interface. The top navigation bar includes 'Dashboard', 'Caseload', 'Messages (1 Unread)', 'Reports', and 'Activities Diary'. The sidebar on the left has 'Course Documents' highlighted with a red box and arrow. The main content area shows a table of course documents:

Linked To	Reference	Linked To Title	Document Title	Action
Qualification	50093186	Functional Skills qualification in English	c01_toneandstyle_care.pdf	Download
Qualification	50093186	Functional Skills qualification in English	c02_writenotes_care.pdf	Download
Qualification	50093186	Functional Skills qualification in English	c03_usemindmaps_care.pdf	Download
Qualific:		Functional Skills qualification in English	c04_listenactively_care.pdf	Download

The following sections within **‘Learner Overview’** are currently not available/in use under employer log in and are not required:

- **‘Gap Analysis’**
- **‘Barriers’**
- **‘Learner Activities’**
- **‘Previous Qualifications’**
- **‘COLD’**
- **‘Change Requests’**
- **‘Additional Forms’**

As you can see, navigating within e-assessor is very easy! You can now at your convenience go through the tabs and see for yourself how easy it is.

As an employer e-Assessor is specifically designed so you are able to check the progress of each staff member throughout the whole process of their training.

When you have finished, please make sure you click on the ‘Sign Out’ button at the top right corner of your screen otherwise you will be ‘Logged Out’ for up to 4 hours.

GOOD LUCK!