Apprentice Track Tool (AppT)

User guideline for Mentors v1.

APPRENTICE TRACK

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AppT TOOL USER GUIDE

Table of Contents

1 Introduction

This document includes a basic user guideline for using the AppT tool prototype developed in the Apprenticeship Track project to support the different actions taken by participants during the apprenticeship management cycle. This tool is designed to be used by 3 main types of users: professors organizing the apprenticeship programs, students enrolled in the programs and the mentors from the hosting institutions in charge of supervising the work of students participating in the apprenticeships.

This step by step guideline is only focussed on mentor's tasks and provides all information required by mentors in order to complete those tasks using the AppT tool while taking part in an apprenticeship.

How to use this guideline? This guideline can be read from beginning to end before using the tool or accessed while interacting with the tool.

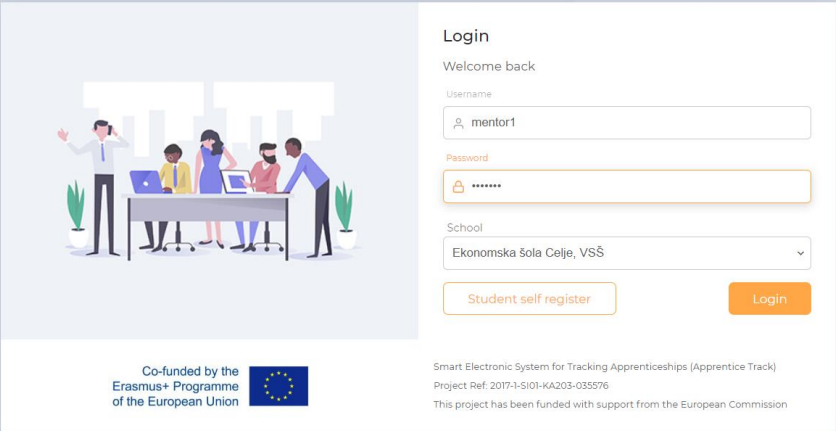## 1.1 How to use the AppT functionalities to carry out mentors' tasks while participating in apprenticeships

The employees of the hosting institution acting as mentors in the apprenticeship programs managed by an educational institution can use the AppT tool to collaboratively supervise the apprenticeships, mentor and oversee the work carried out by the students during their placement at the hosting institutions and evaluate the results of the apprenticeship . In order to do so, they will need to have an active account in the AppT tool, i.e. they have to have access credentials (username/ password) to log in to the application.

In those cases when their access credentials are not activated, they will need to request by email to the professor in charge of the Apprenticeship program to create the required credentials.

1.1.1 Steps to follow:

1.1.1.1 Log in the system

Mentors can access the AppT tool using this link http://194.249.228.146/pages/login *and a Login page like the one shown below will appear. Mentor will introduce his credentials, the name of the educational institution in charge of the apprenticeships and hit the* **Login button** *access the AppT tool.*

After mentors have successfully logged in the AppT tool, a landing page or **Dashboard** will be presented (see figure below).

The interface (or structure of all application pages) is divided into 3 fundamental areas:

- A header that facilitates access to basic utility functions: **Change of language** (using the European flag icon), **Access to User Profile** (using the Avatar icon), **Access to system notifications** (using the bell icon).
- The left menu that contains access to apprenticeship management tasks: Dashboard and Apprenticeship Agreements.
- And the central area dedicated to presenting the information related to each of the application's functionalities related to the Apprenticeship management.

When the **Dashboard** section of the menu is selected, the central area presents a Home section, which provides mentors with access to the list of unsigned apprenticeship agreements (i.e. those which are pending to review before they will start) and to its main details: Document number (the agreement identifier), Enterprise (name of the company hosting the apprentices), Student (learner's names), Mentor (mentor's names); Start and end dates, and the set of available actions (view using the Eye Icon, edit using the Pen Icon, delete using the Trash Icon).

When the **Apprenticeship agreements** section of the menu is selected, the central area presents the list of those apprenticeships which are underway and allows access to the different the management features to mentor and supervise the students work during their placement at the hosting enterprise.

1.1.1.2 Using Profile

Mentors can always edit their profile information and edit credentials any time through the Profile options accessible using the Avatar icon in the header upper right corner of the AppT interface. (see figure below)

***a.* If details about the mentor are not available in AppT**, *Mentors can add their contact data details, information about the company he/she works for and acts as hosting institution for the apprenticeships and extra information like their CV using the button **Edit Profile button** available in the Profile page.*

b. Mentors can also change his AppT credentials. *To do so, they will need to go to the bottom of the page where they will find the **"Change Password"** button which will lead them to the following page to change their user password.*

Once the password is changed, it is recommended to close the working session as it is explained in the next section and log in the system again.

1.1.1.3 Closing the working session

It is a good practice that every user should close his working session once he has finished his work with the application. To do so, users need to first localize the Avatar icon in the header upper right corner of the AppT interface and then select the Logout button as it is shown in the following figure.

1.1.1.4 Reviewing the list of agreements for practical training from the educational institution.

How to review the list of Applications for practical training from the educational institution?
Mentors can revise details of the Apprenticeship Agreements for each of the students who will be placed at the enterprise at their enterprise and will work under their supervision. To do so, mentors need to be logged in the system and then access the Dashboard secton where they can visualize the list of Apprenticeship Agreements they will need to sign as can be seen in the figure below

a) **Mentors review an apprenticeship agreement.** *First of all mentors will need to select a specific agreement from the list. In this example, the agreement is with the enterprise TUS HOLLDING with id 050630. Mentors need to select the specified agreement from the list, to click the* **Eye icon** *to visualize its details and the following page will appear showing all details about the apprenticeship.*

The apprenticeship agreement view page presents all data about the agreement and include the following functionalities to manage the apprenticeship: The page has 7 main sections: Details, Signatures, Files uploads, Actions, Competences -Overall progress, Assessments and Comments. In the next figure the first 4 sections are shown.

Details: It is a section dedicated to present Agreement's general data such as: Enterprise with the name of the company hosting the apprenticeship.

Contact information: contains the contact information of the learner, their mentor at the hosting enterprise and the apprenticeship organizer from

AppT TOOL USER GUIDE

the educational institution. All these contact details are available by selecting them from the dropdown menu: Student, Mentor and School_organizer.

Apprenticeship lifetime period with its starting and end dates: contains the official start and end date of the apprenticeship.

Grading information: Data about the grades obtained by the learner in the exam (Grade exam) and the grade of the summative apprenticeship evaluation (Grade final).

Grading information: contains data about the grades obtained by the learner in the exam (Grade exam) and the grade of the summative apprenticeship evaluation (Grade final).

Credits information: contains information on the number of hours required to dedicate to the apprenticeship work and the equivalent number of credits in the European Credits Transfer System format.

Signatures: This section presents all data (Signature and dates) of the different agreement signatory parties: Student, School and Organization (Enterprise hosting the apprenticeship).

File uploads: This section allows to upload all documents to be used during the apprenticeship lifetime. In the case of mentors, those documents can be Mentoring and apprenticeship plans or some of the required learning materials. In this case of learners, all documentation produced by the apprentice during his placement at the hosting organization. Please all details about how to upload files in the section 1.1.1.5.

Actions: This section grant access to the apprenticeship management functionalities such as: Sign, Evaluate, View articles, View answers from Mentor using the respective buttons.

Sign button allows the mentor to confirm his agreement with all the details and conditions of the apprenticeship contract. Please all details about how to sign the agreement in the section 1.1.1.6

Evaluate button allows the mentor to assess the full apprenticeship process once the student placement is finished. Please all details about how to assess the process in the section1.1.1.14

View articles button allows to visualize ground rules of the apprenticeship agreement regarding contractual, learning and management aspects. When mentors clicks on the View articles button the following screen will appear.
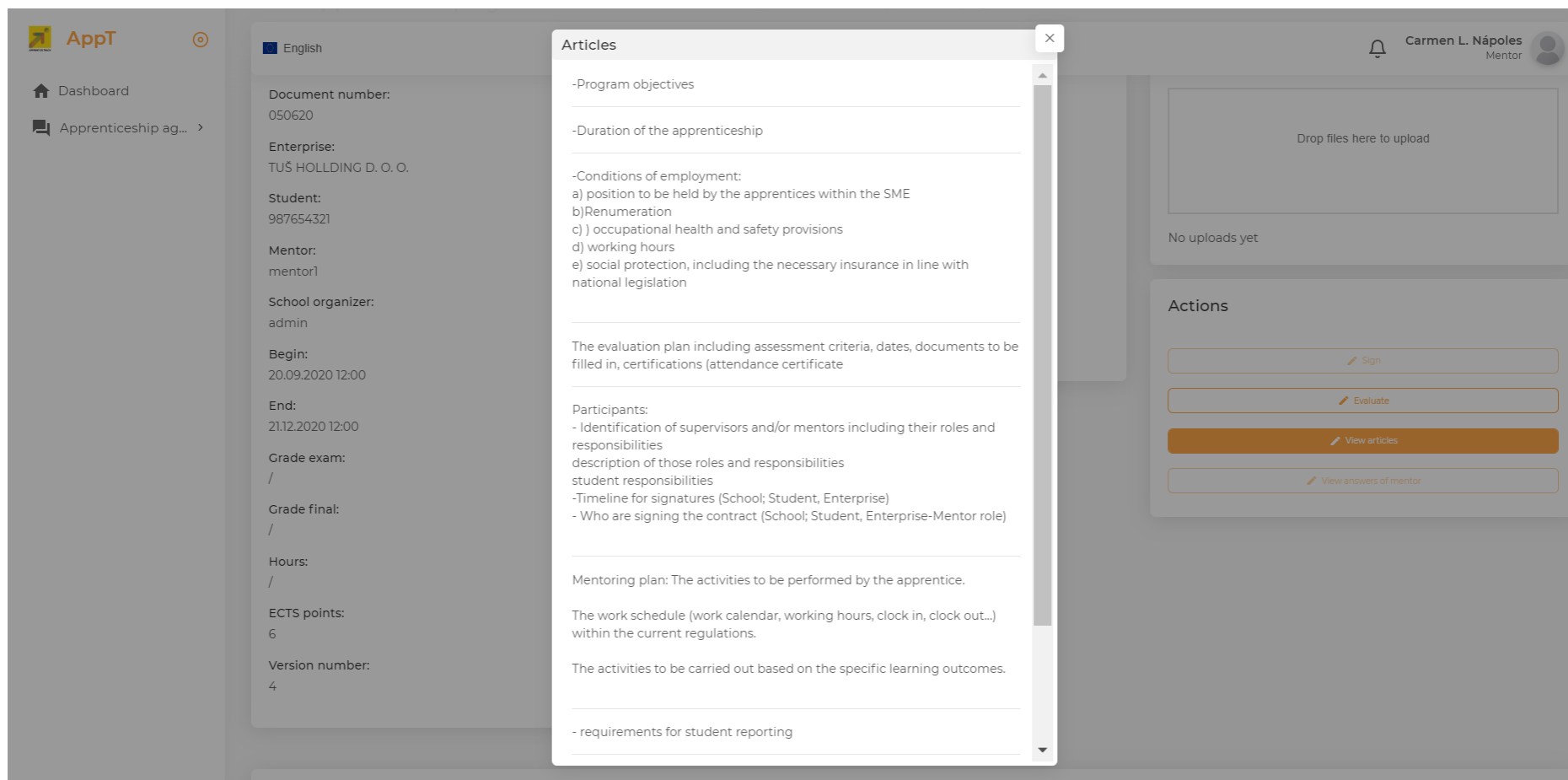
Competences *and overall progress section is located in the lower area of the page and presents descriptions of the set of competences to be achieved at the end of the apprenticeship. It also allows mentors to monitor and assess the work conducted by the student and how the competences are achieved during the student placement at the enterprise. (See all details about how to grade competences below in the step 1.1.1.8.)*

Assignments: *This section includes the list of tasks scheduled for the student during his placement at the hosting company according the Apprenticeship plan. Information presented in this section also allows to monitor the progress made by the student. See all details about how to create assignments for the students below in the step 1.1.1.7 and to do apprenticeship follow-up in the step 1.1.1.8.*

Comment functionalities: is also located in the lowest section, as can be seen in the previous figure, this functionality also allows mentors to add comments about the competences grading, the overall progress or regarding the Agreement details in an initial stage when reviewing the apprenticeship agreement details.

Adding comments: Mentors, when reviewing the apprenticeship agreement and its articles, can add comments to propose changes to the agreement. To do so, they can go to the lowest part of the Comments section and complete the editing box with their comments and hit the "Add comments" button as it is shown in the next figure. Once those comments are recorded in the tool, the person in charge of organizing the apprenticeship at the educational institution (school organizer) will receive an email with the proposal made by the mentor. The rest of the negotiation will continue offline and when an agreement will be reached, the school organizer will update the agreement details with the AppT tool to make them available for all apprenticeship stakeholders.
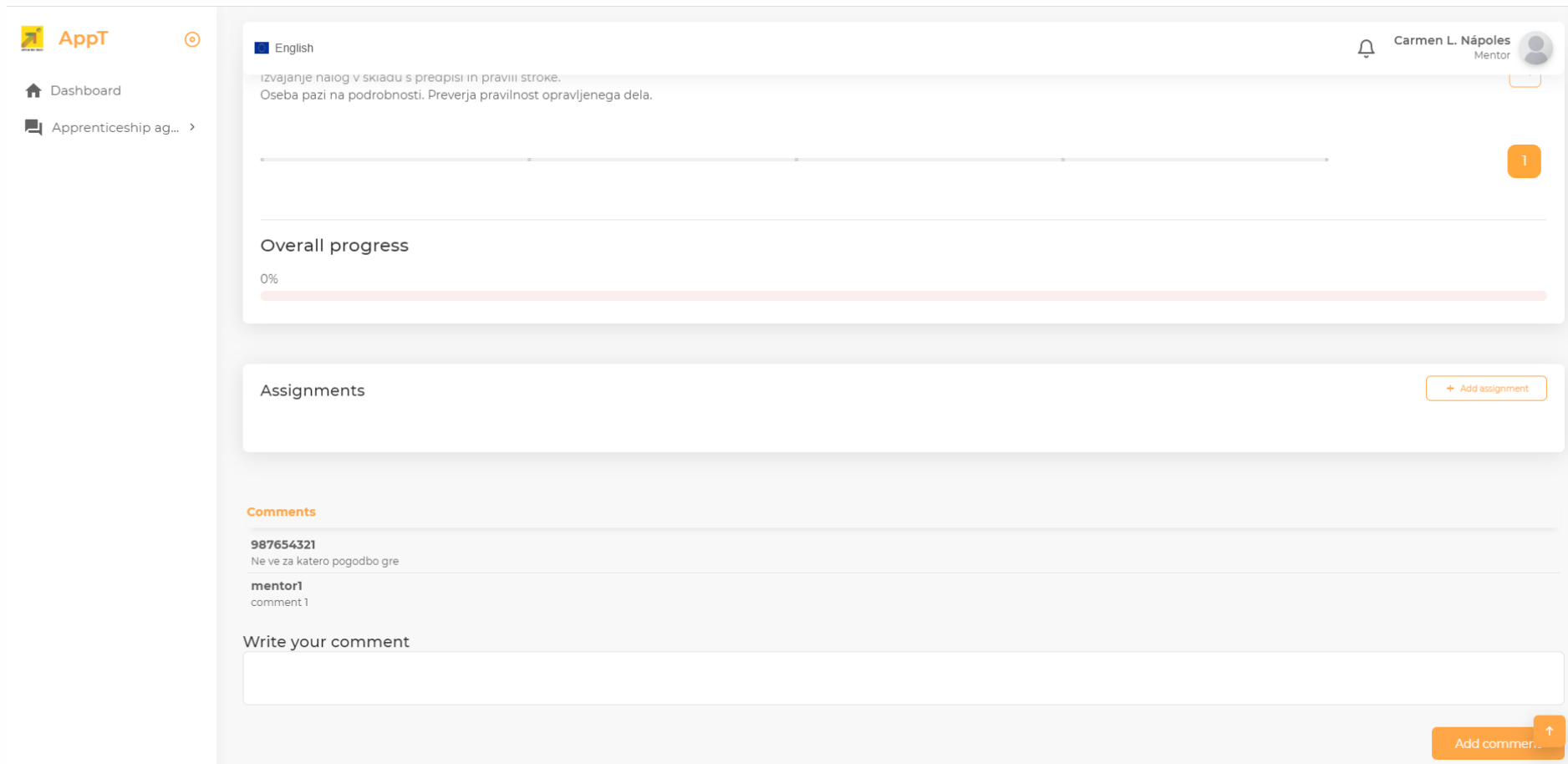
1.1.1.5 Uploading all documents required for the apprenticeship management

How mentors can upload all documents required for the apprenticeship management. *The section File Uploads localized in the right side of the Apprenticeship agreement view page allows mentor to upload materials to be used during the student placement at the company. Such*

documents can be Mentoring and Apprenticeship plans, Learning materials. Mentors only need to use Windows Explorer (or any File management utility) to localize and select the documents locally stored in his PC and drag and drop them to the File Uploads area as shown in the following figure.
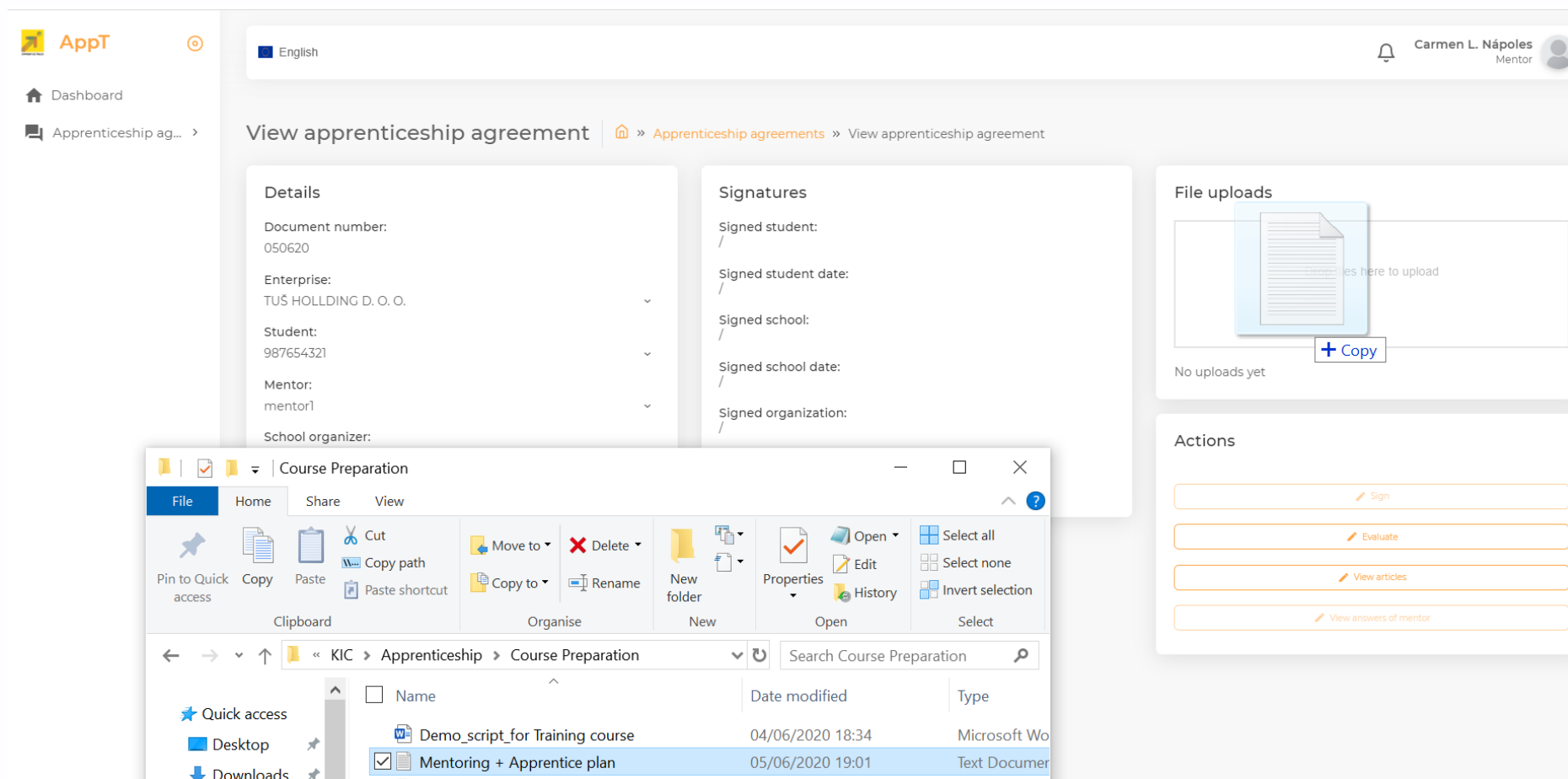
Once the files are dropped in the upload area, the tool will show the upload status like it is presented in the following figure:
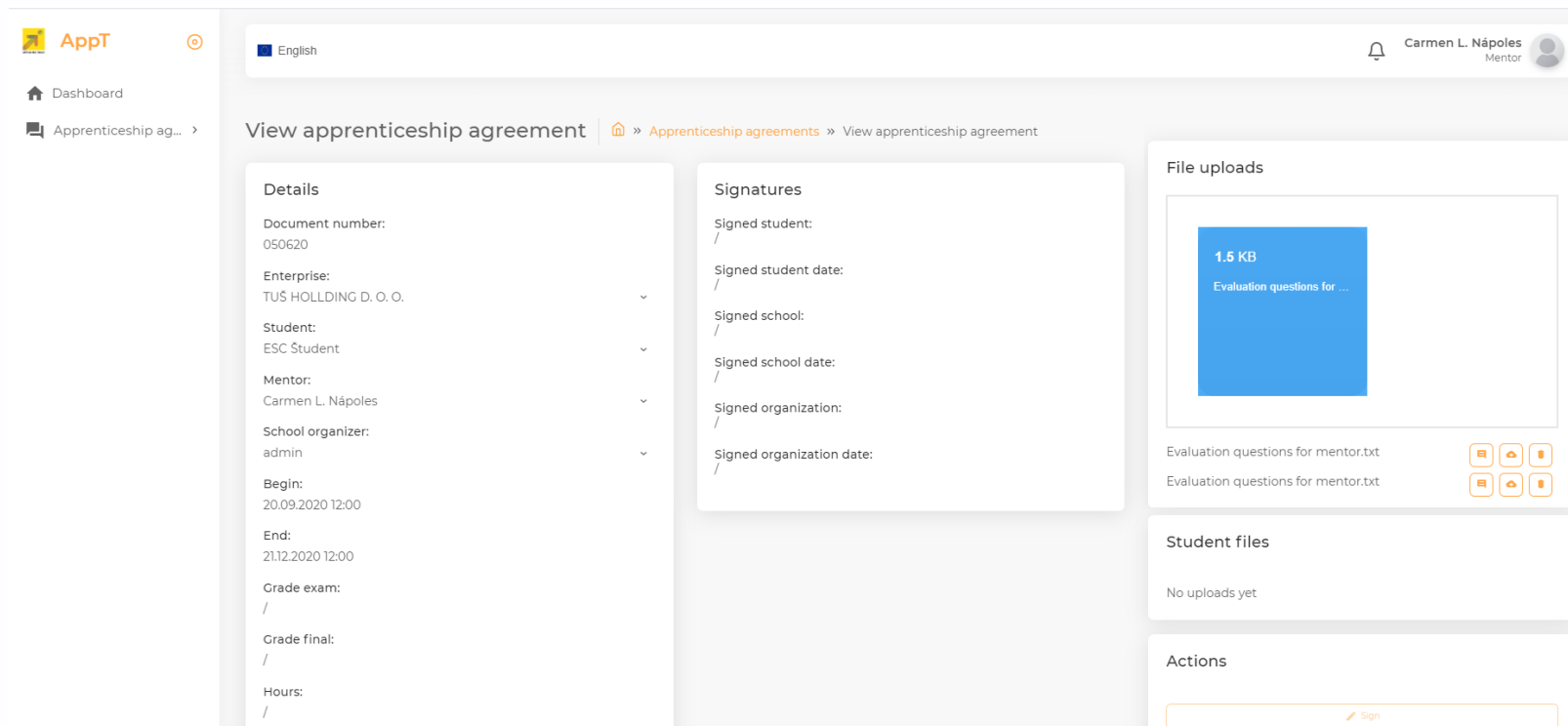
As the files uploaded appear in the File uploads section, the user can delete the file (using the Trash icon), add some comments (using the Comment icon) or download it to the local PC (using the Cloud icon).

1.1.1.6 Signing an apprenticeship agreement

How mentors can sign an apprenticeship agreement. *Once the mentor has reviewed the Apprentice agreement can close the window showing the agreement details and returned to the View apprentice agreement page, as shown below. At that point if they agreed with the terms*

of the apprenticeship contract, then they will be in the position to sign the agreement by the date established by the educational institution. Mentors can sign the agreement from the specific View apprenticeship agreement page, localizing and pressing the Sign button on the Actions section and the contents of the Signatures section will be updated accordingly.

1.1.1.7 Preparing student tasks according to the Apprenticeship plan

How mentors can create student tasks or assignments following the Apprenticeship plan. *The lower section dedicated to Competences in the Apprenticeship agreement view page also allows mentors to create the list of tasks scheduled for the student during his placement at the company in order to the develop the different set of competences required according to the agreement. To do so, the mentors should localize the button Add assignment in the section Assignment as it is shown in the next figure*

Once mentors click the button Add assignment the next screen will appear to create the definition of the tasks to be carried out by the student to develop one or more of the competences listed, introducing the information about the task description, the list of related competences and the deadline to complete the tasks.

1.1.1.8 Apprenticeship follow-up, assessing student work

How mentors can regularly assess the student's work according to the Mentoring plan and Apprenticeship agreement details regarding Learning objectives and competences. *The lower part of the Apprenticeship agreement view page presents the Section Competences and overall progress with the list of competences to be developed by the learner and per each competence, the full definition of the expected competence is presented accompanied with a Comment icon to provide a quality evaluation and a grading scale to allow a quantity evaluation of the level of learner's competence. Meanwhile the information about the overall progress of the apprenticeship is also presented as progress bar scale showing the mean value of the grades obtained for the listed competences.*

AppT

⊚

🏠 Dashboard

💬 Apprenticeship ag... ›

🇪🇺 English

🔔 **Carmen L. Nápoles**
Mentor

Competences

INFORMACIJSKO-KOMUNIKACIJSKA PISMENOST
Sposobnost osebe, da prepozna, kdaj in kakšne informacije rabi, jih zna poiskati, uporabiti, obdelati in rezultate posredovati naprej s pomočjo sodobne tehnologije ter sodobnih računalniških in komunikacijskih virov.

NATANČNOST in STROKOVNOST
Izvajanje nalog v skladu s predpisi in pravili stroke.
Oseba pazi na podrobnosti. Preverja pravilnost opravljenega dela.

Overall progress

0%

Comments

987654321
Ne ve za katero pogodbo gre

Write your comment

Adding comments: *Mentors will add his comments based on the assessment of the different competence grading using the Comment icon which appears next to the competence description. The editing box will appear to introduce mentors' comments and when they will select the " Send comments by email" the school_organizer and student will receive a notification about it.*
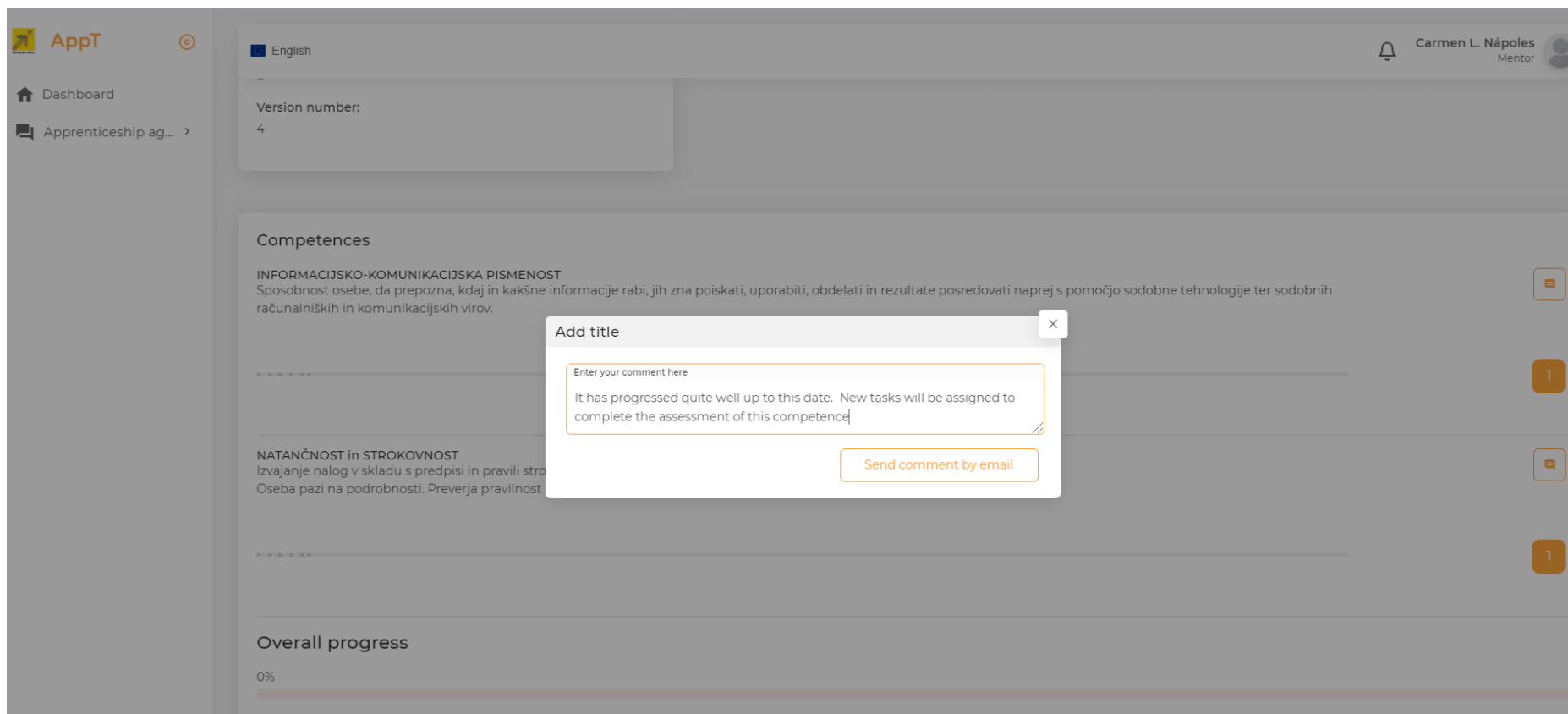
1.1.1.9 Apprenticeship follow-up, progress reporting and communications

How mentors regularly updates the Progress report and communicates with the mentor and students. *The apprenticeship agreement view page currently includes a Progress report as the list of all comments provided by the mentor when assessing each of the specified competences. Every time mentors add their comments to the different Competence grades, an email of their comments will send by the application to the main interested part emails addresses (the student being assessed and the professor acting as apprenticeship school organizer).*

1.1.1.10   Preparing the Final Report and uploading it to the AppT.

How mentors can progressively prepare the Final Report and update it in the AppT.

Currently neither Mentors nor Students have access to Report creation in the current version of the AppT. Creation of Final Report is based on the Competences, Grades, Assignments and Comments contents. A Final report preview will be created by mentors after verify that all information about Competences, Grades, Assignments and comments are correct to generate the Final report as pdf file.

1.1.1.11   Sending information to grade students according to the Mentor Final Report

The document with Final Report contents will be available in the Files Upload section of the Apprenticeship agreement for the professor to complete the final grade of the student.

1.1.1.12   Visualizing the Certificate of Completion of an apprenticeship

Mentors can access the Certificate of completion preview using the Print button in the Action section of the Apprenticeship agreement view as it is shown in the following figure.

1.1.1.13   Verifying contents of the Certificate of completion and signing it

Once the Print button is clicked, a Certification preview page is presented, as shown in the next figure, and mentors can verify whether following information related to Apprenticeship carried out by the student is correct according to the work done during his placement at the company: contact data of the company (Name, Address)., Mentor's main data ((Name, Surname, Title, Education), number of hours of practical work made by the student and the list of competences achieved during the placement period.

View apprenticeship agreement ⌂ » Apprenticeship agreements » View apprenticeship agreement

[Back to view] [Print]

ŠCC Celje
Pot na Lavo 12
3000 Celje

Apprenticeship completion report

dstudent dstudent, , , dstudent

completed an apprenticeship from 16.01.2020 until 09.01.2020 at

Microsoft
Dunajska 15
1000 Ljubljana

The apprenticeship was agreed on in the apprenticeship agreement number Doc 32956/1

The apprenticeship was supervised by:

Ime Priimek
dmentor

The student completed 0 hours of practical work and gained the following competences:

- Test
- Test123

Ljubljana, 09.01.2020

School organizer
Jure school_organizer Jager

*Additional information required: the school is required to have the following information for the yearly report: number of students in each year and module, list of organizations, where the students completed their apprenticeships.

If all information is accurate, then mentors can use the Print button to generate the Certificate of Completion pdf document and the Pdf printing page as the shown next will appear to finally print the document and sign it.
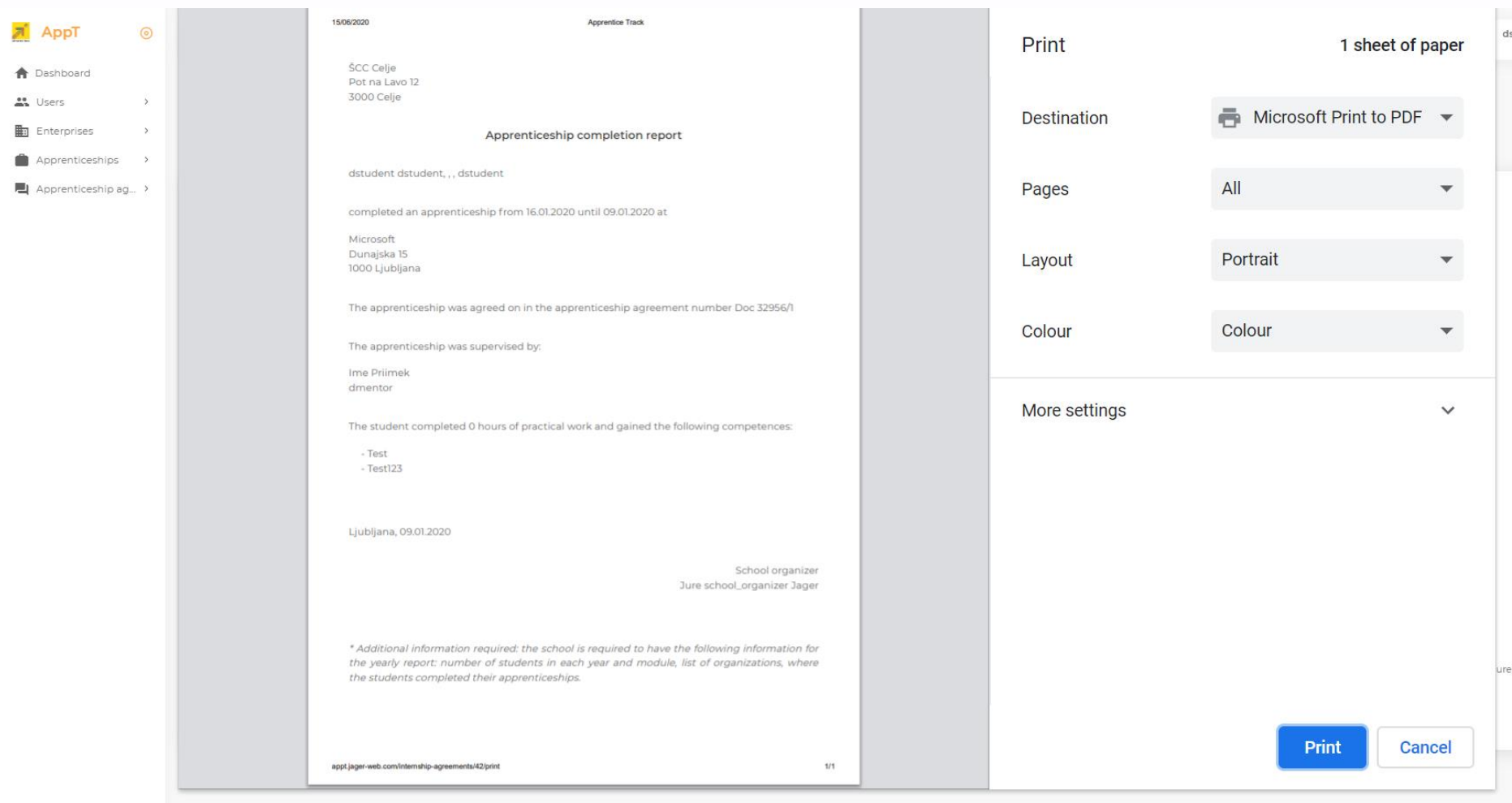
Once the document printed and signed, mentors can upload it to the system, as explained in section1.1.1.5 and the resulting page will look like the next figure:
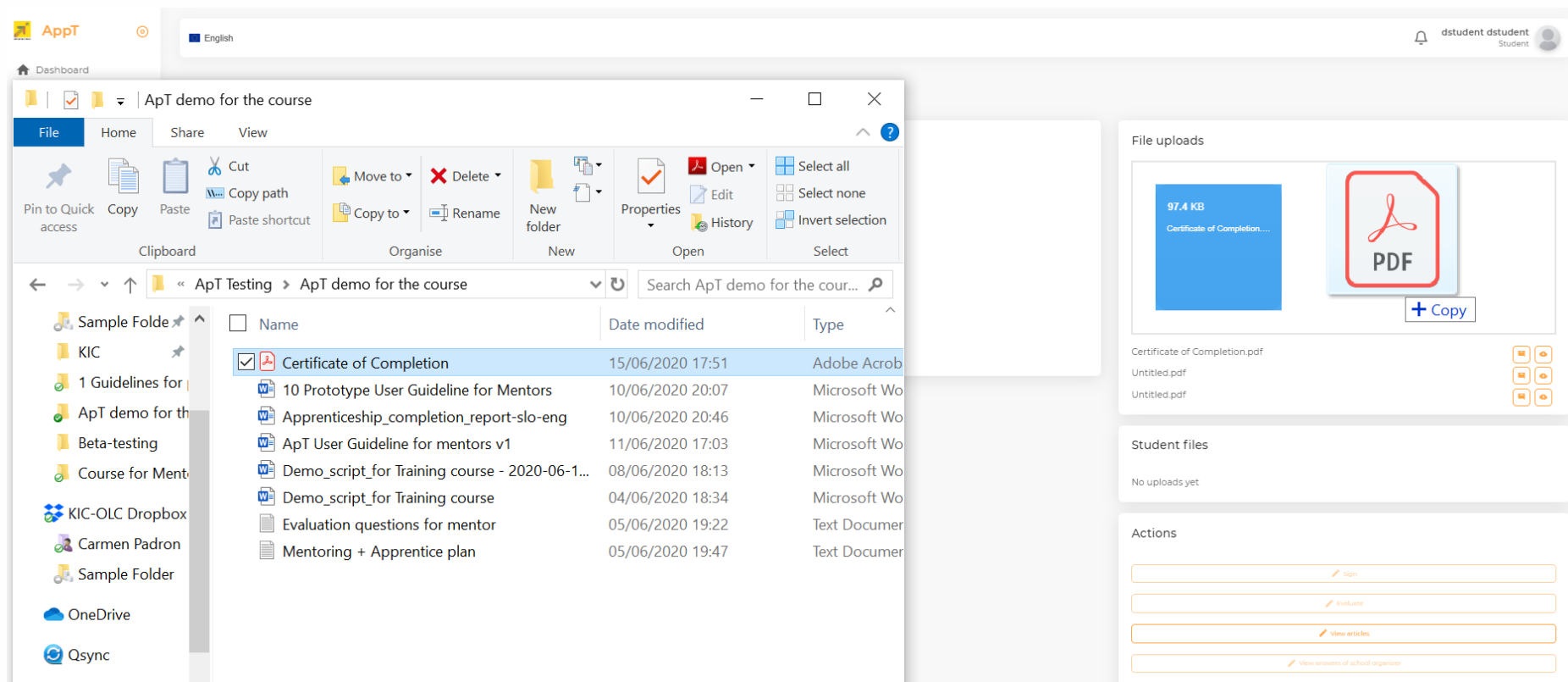
1.1.1.14   Evaluating the whole management process carried out during the apprenticeship

How mentors can evaluate the Apprenticeship: *Once the apprenticeship is concluded Mentors can submit their evaluation of the process from the Apprenticeship agreement view details page using the Evaluate button available at the Actions section. Mentors won´t be allowed to create evaluation questions in the AppT, if they are interested in creating such type of questions should contact the person in charge of organizing the apprenticeship from the educational institution and made his proposals of questions to be included in the Apprenticeship agreement following the instructions given for Making comments in the section 1.1.1.4.*

Once the Evaluate button is pressed, the following page will appear, and the set of Evaluation questions will be presented to Mentors.

Evaluate

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

Mentor self-evaluation. What are the benefits of having the Apprentices working under my supervision/mentoring?

- ○ Students can transfer specific knowledge to colleagues (IT, foreign languages ...).
- ○ Getting to know potential staff - Well-trained future staff.
- ○ Good replacement for absent workers.
- ○ Future business connections.

Next

As result of taking the previously described steps, the Apprenticeship management documentation is recorded in the AppT tool and the student enrolled in the Apprenticeship can be graded. His final grade and certificate of completion will available to student in the Apprenticeship Agreement view page in the AppT tool after completing apprenticeship.

About the Apprentice Track Project and this publication

Apprenticeships allow students to build up skills and knowledge, while providing companies with a reliable way to evaluate potential future hires and the benefit from fresh perspectives offered by academia. Despite their advantages, apprenticeships are challenging to manage, as the needs of students and of specific enterprises are difficult to match, particularly when organizations need to deal with massive amounts of students and, consequently, data. Structured communication channels between enterprises and students, robust management systems and clear evaluation protocols are necessary to manage such a complex system, are therefore needed to enable the launch of valuable, steady and sustainable Apprenticeship Programmes.

This publication presents the AppT tool User guideline for mentors