IMI Apprenticeship Standards

Contents

1. All users – Logging in and access codes

1. If you have already redeemed your access code then go to www.theimi.org.uk and login as shown here, if you have a code to redeem then go to step **2:**

Click on Booked Courses:

Your courses will now show – go to step **4.**

2. To redeem an access code go to: http://www.theimi.org.uk/redeem/, enter the code in the box and click the button:

3. If you already have an account with the IMI, login using the two boxes on the right, if not then enter your username, password and email on the left:

Enter your contact details when this screen shows (only part is shown here):

Please complete / confirm your details below as courses will be booked with this information. (* indicates required)

First Name*

Last Name*

1

January

1970

Make sure your email is a real one as you will need this if you forget your password or username.

When all the details are correct, the following is displayed:

SUCCESS! CODE REDEEMED

You have successfully redeemed your access code and your course is now available to view.

VIEW COURSE ▶

4. A list of your courses will now show:

Course Name:

DVSA Application Selection

Booked:
Fri, 05/05/2017 - 09:59

LOG INTO THE COURSE

MANAGE MY ACCOUNT
- My IMI Activity
- My Details
- My MA's
- My Membership
- My Booked Courses

5. Click the 'Log into course' button and you will be taken directly to the course area:

You can access the course directly from My Sites (or My Courses).

OR click *Home* or the IMI logo, and then the big buttons on the home page, to take you to your course(s):

The buttons near the top right side help you fit the course on to your screen – just click them to see what happens:

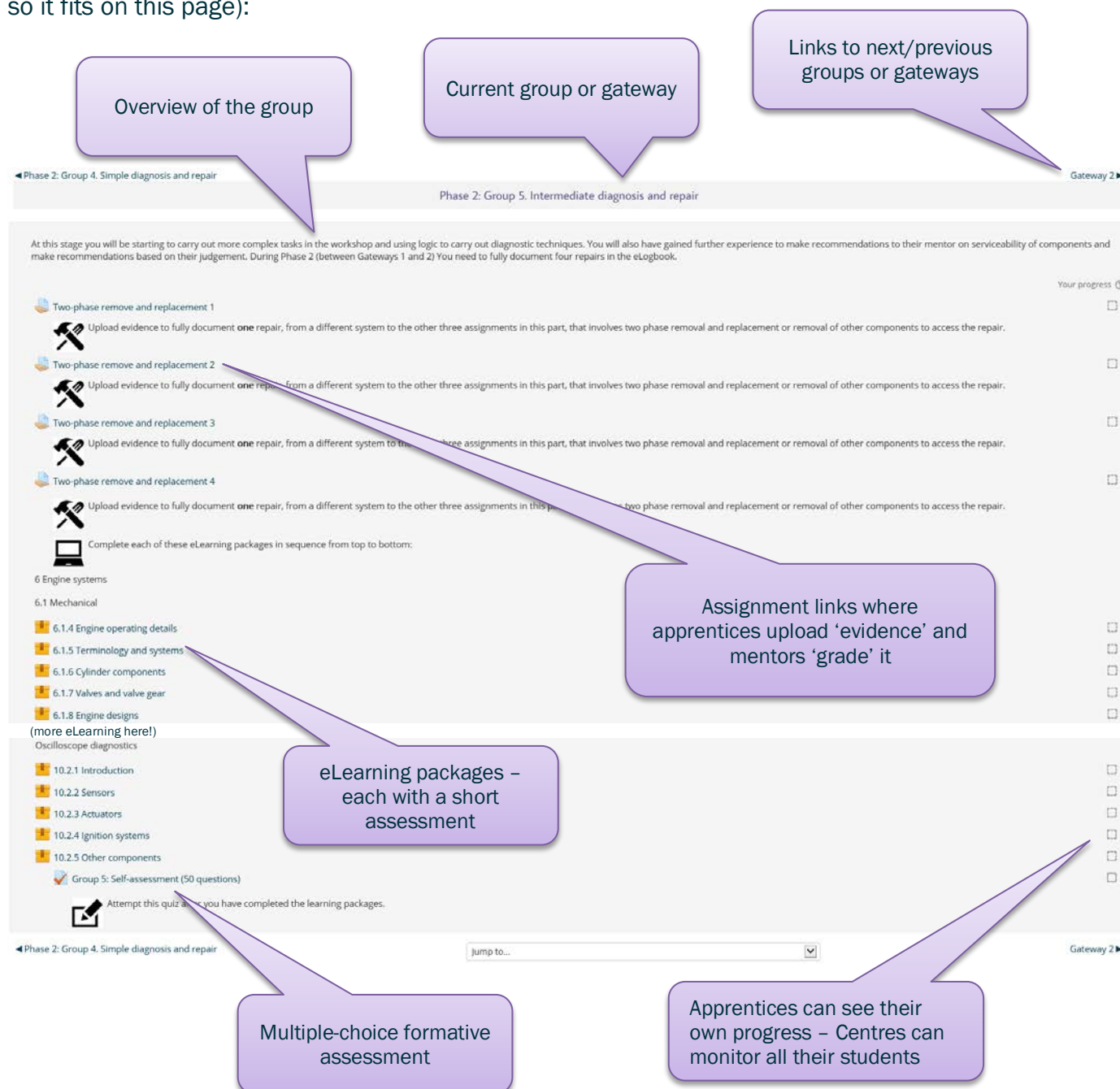This 'breadcrumb' trail means you can move back to the course main page easily:

2. All users – Overview and structure

The IMI eLogbook/eLearning system not only makes it easy for Centres to meet the apprenticeship requirements for mentoring and electronic logging, it can also be combined with eLearning making it a one-stop-shop solution.

This document outlines the basic processes from how to log in to how Centres can allocate mentors to apprentices.

The following is an example of one of the groups (G4) (some of the learning packages are not shown so it fits on this page):

Overview of the group

Current group or gateway

Links to next/previous groups or gateways

Assignment links where apprentices upload 'evidence' and mentors 'grade' it

eLearning packages – each with a short assessment

Multiple-choice formative assessment

Apprentices can see their own progress – Centres can monitor all their students

The following diagram shows an outline of the structure and lines of authority, in other words, who can access what, and what they can see!

For example, a training provider can see all activity by apprentices, mentors and assessors. Apprentices can only see their own materials and results, mentors can only see the activity of apprentices they are responsible for, and assessors can see groups of employers.

The different courses shown are because options are available to suit specific training provider requirements.
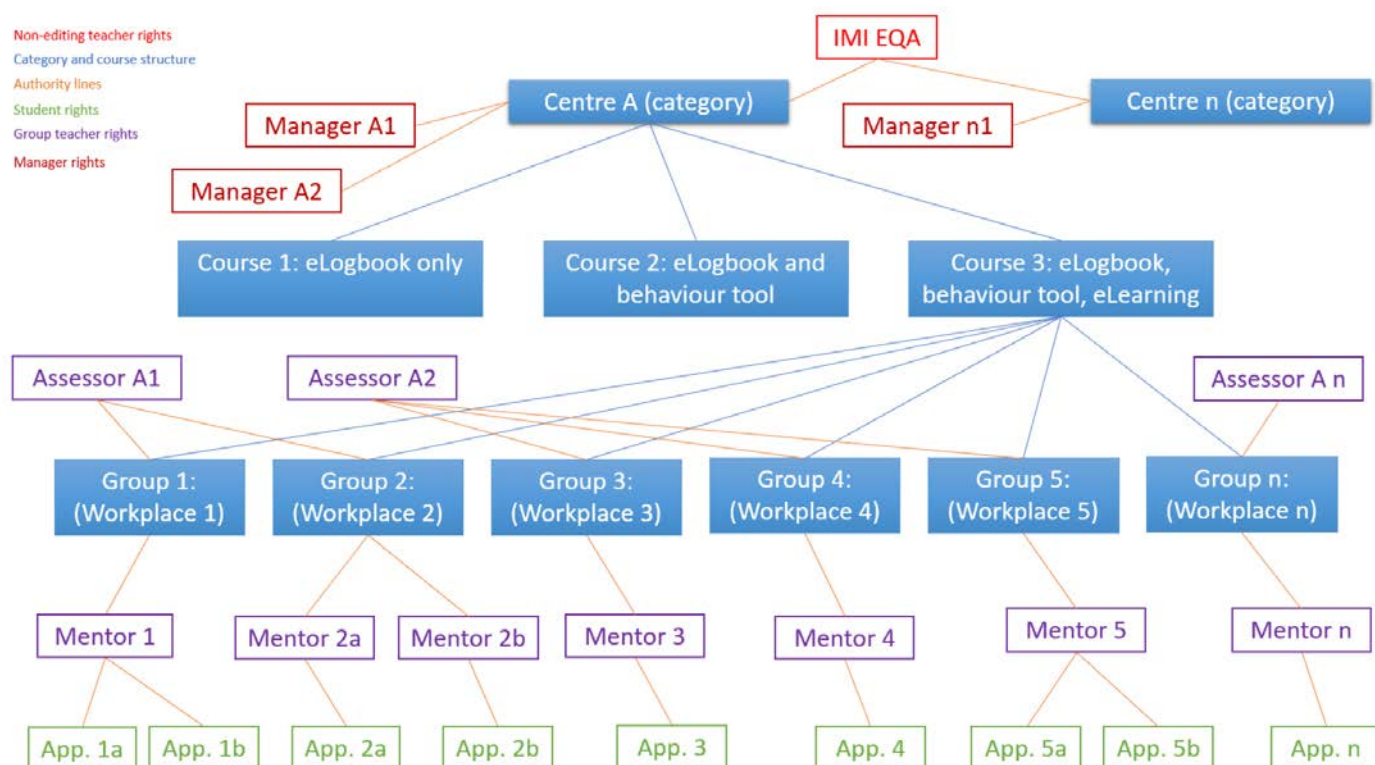
This diagram shows the groups and gateways of the apprenticeship and how it is spread out over three years:
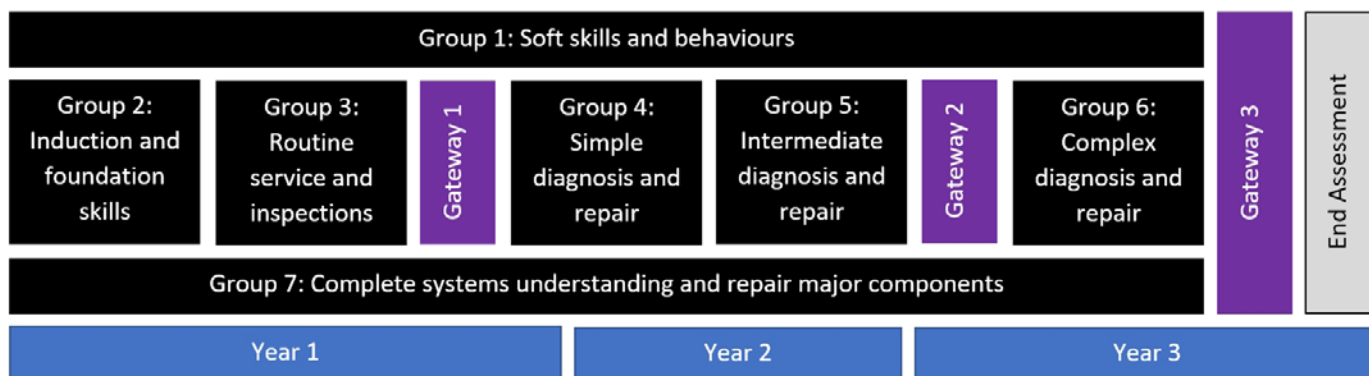
3. Apprentices – eLogbook

The IMI apprenticeship eLogbook has been designed to make it easy for you to keep a track of what you have done and how you are progressing. You should keep it up to date with the help of your mentor.

Once logged in you will see something like the following:

The first thing to note is the set of three progress bars at the top left. These indicate how you are progressing towards completing the eLogbook and your course in general.

The key to the segment colours is:

- **Blue** – no notes or files uploaded (yet)
- **Amber** – you have uploaded evidence or added some notes
- **Green** – your mentor has 'marked' to show you have completed this part and that you are competent
- **Red** – your mentor has looked at the evidence and, together with their knowledge of your performance so far, has indicated that further work is needed
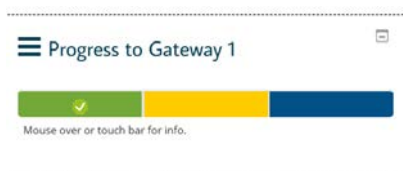
The 'Assignment' links in the phases and gateways are what you click to upload evidence and add information for your mentor to review:
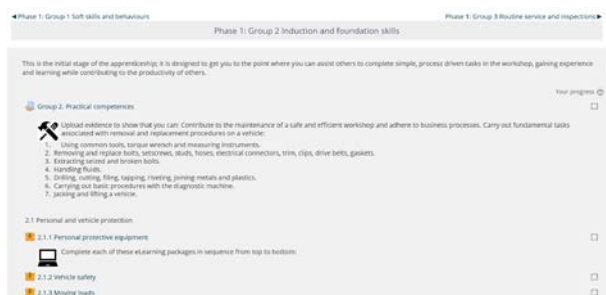
Let's assume for this activity that you are working on the '*Group 2. Practical competences'*.

When you click on that link the following will show (the same happens if you click the corresponding segment in the progress bar):

The status indicates *'No attempt' and 'Not graded'* so click the *'Add submission'* button, and the following will show:

You can drag and drop an image, PDF or whatever file you like, to upload it, or click the small document symbol with the + sign next to it (limit is 2Mb).

Add some text in the box to describe what the evidence is or why you have uploaded it:

Click *'Save changes'* when done and you will see the status change to show it has been submitted but not graded:

When your mentor has graded the 'evidence' you have uploaded, the message will change again. However, you can still add more information or files if you wish:

And that's it, except that you must complete all the assignments – and your mentor must grade them all!

Don't worry, take your time and get help from your mentor and you will find it quite easy. You can use a smartphone, tablet or computer to complete your eLogbook and access the eLearning.

4. Mentors – eLogbook

Mentors, please also refer to the login instructions and the information provided for apprentices.

Your status must be upgraded to allow you to monitor and grade the apprentices you are mentoring. Contact your training Provider if this has not been done yet.

Your task on the eLogbook, in consultation with your apprentice, is to grade them as competent by adding a 100% mark to a range of assignments (but only when you agree they have reached the required standard).

Click one of the *Overview of students* buttons under a progress bar:

The number of apprentices you are mentoring will determine what you see next. In the example shown, there are two:

The status shown in yellow indicates that this apprentice has submitted something, but you have not yet graded it.

Green means submitted and graded as a pass, red means submitted and marked but not yet complete. Click on one of the segments and it will take you here (I clicked the yellow one as it needed marking):

Group 2. Practical competences

tbtest1002first tbtest1002second (tbtest1002)

Submission status

| Submission status	Submitted for grading
Grading status	Not graded
Editing status	Student can edit this submission
Last modified	Tuesday, 16 May 2017, 5:22 PM
Online text	testing 1 2 3
File submissions	bosch-showcar_ces2017_1008.jpg
Submission comments	▸ Comments (0)

Grade

Grade

Grade out of 100 ⑦ [   ]

Current grade in gradebook -

Feedback comments [▤ | A₄▼ | B I | ≔ ⊞ | � ⅔ | ⌧]

At this stage, consider the evidence the apprentice has uploaded (click the links to view it), the text they have entered and especially your knowledge of their ongoing work performance.

IF you determine they are fully competent, enter **100** in the grade box.

IF you decide more work is needed then you can add a lower grade as a guide to progress.

However, note that **100** is the only **pass mark.**

Enter the score and any comments you wish to add in the boxes as shown here:

File submissions	bosch-showcar_ces2017_1008.jpg
Submission comments	▸ Comments (0)

Grade

Grade

Grade out of 100 ⑦ [100]

Current grade in gradebook -

Feedback comments [▤ | A₄▼ | B I | ≔ ⊞ | � ⅔ | ⌧]

Well done

When you have finished, scroll down and click the *Save changes* button and this page will show:

Click Continue, and you will see all your apprentices and you can grade others if appropriate:

Use the breadcrumb trail to return to the course:

5. All users – Soft skills and behaviours assessment

At each of the three gateways, the apprentice must complete a soft skills and behaviour assessment (sometimes called a 360 survey). The mentor and training provider must then also complete the same survey for each of their apprentices.

To start the process as an apprentice, simply click the link as shown here:
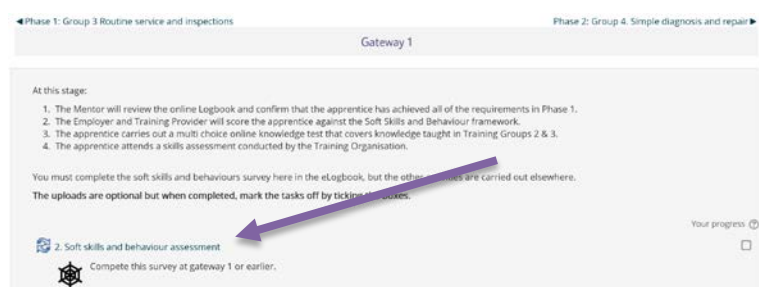
The following will show where you should click *View:*
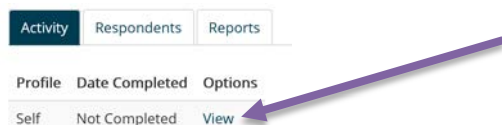
Next there will be four pages of statements that you should **read carefully** and then answer honestly what you consider to be the best description of your behaviour (statement 1, 2 or 3):
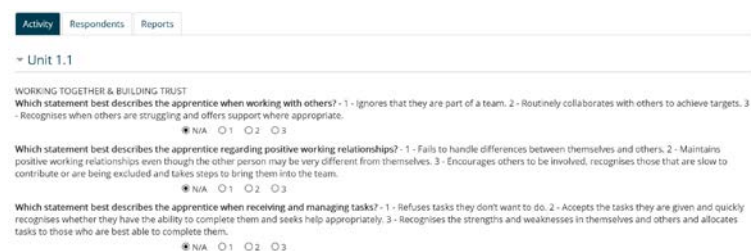
The final page is a comments box where you can add notes:
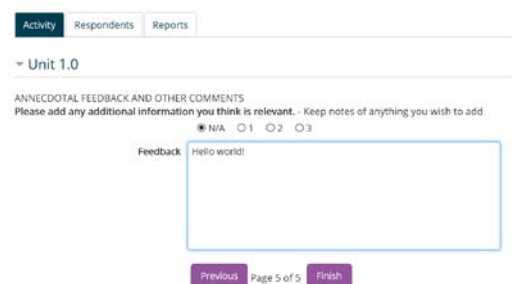
Click *Finish* to complete the process.

Next, you need to request that your mentor **and** trainer both complete the same survey about you. You do this by entering their email address in the box, selecting the *Respondent type*, and clicking the *Send email* button:

You will then see the following summary (where reminders can be sent if necessary):

Each of the people you email will receive a message similar to the following and all they need to do is click the link (this will probably be your usual mentor and an assessor or teacher from your training provider):

They will **not** need to log in and will be presented with the same questions you answered previously:

When complete they only need to close the browser.

When you (the apprentice) next logs in, you can click the *Reports* tab and compare the mentor's and trainer's responses with your own. It is likely you will do this as part of a mentoring session so you can discuss any differences:

The results can also be shown as a 'spider web' diagram. Rolling the mouse over each part will show the individual statement:
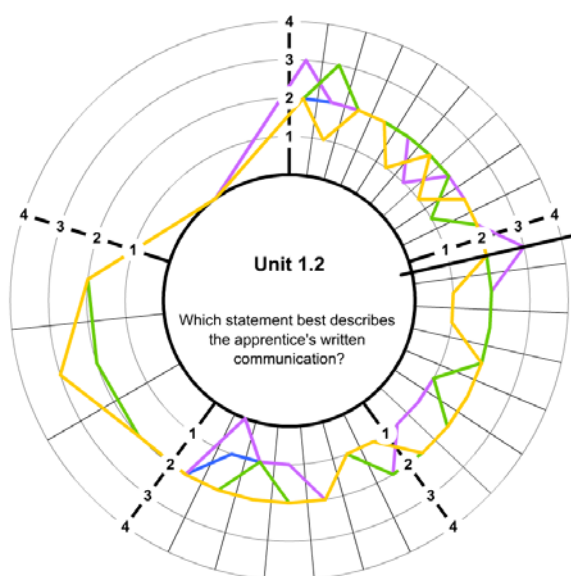

There are no right or wrong answers in this survey, its purpose is to help you, the apprentice, improve your soft skills and behaviours with the help and guidance of your mentor and trainer.
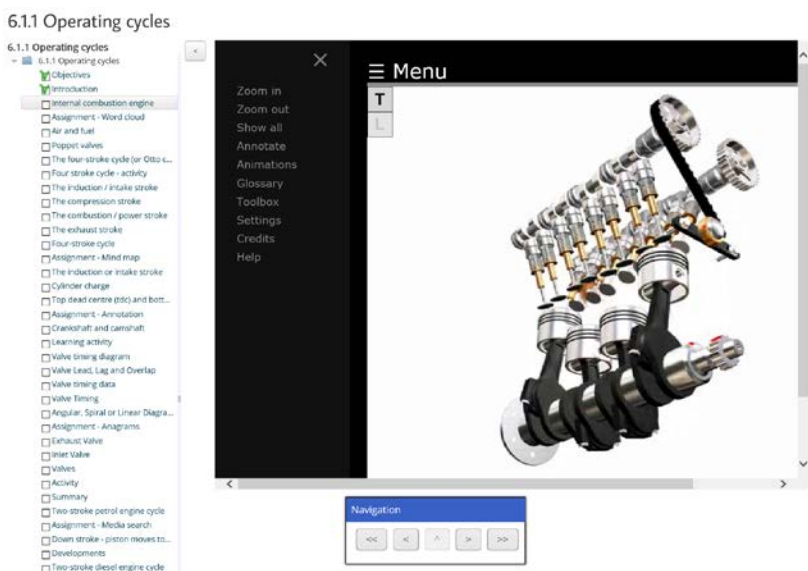
6. All users – eLearning

An optional extra, that can be included as part of the eLogbook, is IMI eLearning content. This has been structured to match each of the phases and groups. Part of Phase 2, Group 4 is shown here:

(lots more learning packages here)
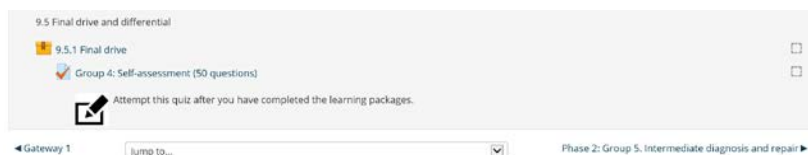
Clicking on the first link in this list shows the following:

The above example is one type of learning screen where to show the text associated with (in this case) a 3d animation, you just need to click the T in the square box. The voiceover plays automatically.

There are other types of screen where the text is displayed together with an option to play the sound and other resources such as, in this case, a simple image:
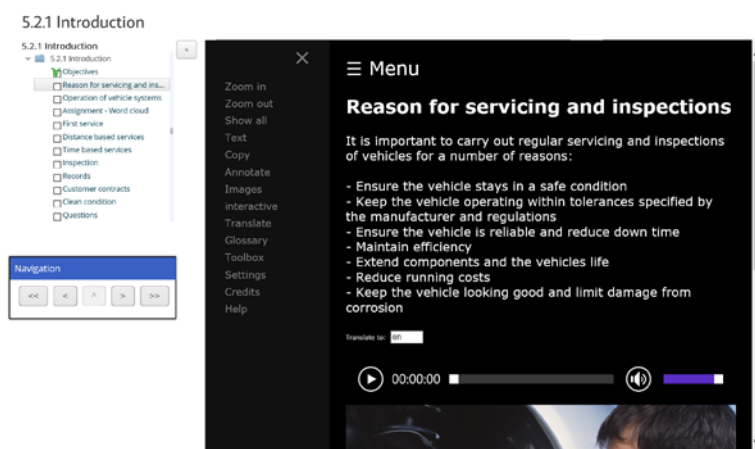
The main menu at the left shows you which screens you have completed, and the menu inside the screen (in black) allows a number of options to be chosen – just try these out, it will not break!

At the end of each learning package, there is a short multiple-choice quiz, usually of four questions. At the end of a Group, there is a 50 question multiple-choice quiz that is ideal practice for the formal assessments that will be arranged at the Gateways.

The system tracks your progress – and your mentor and trainer can also see how you are progressing.

7. All users – Grades and reports

What you see when you look at progress, grades or reports, is determined by your role. This will be either:

- Apprentice – can only see his or her own results
- Mentor – can only see the results of apprentices in their group (employer area)
- Assessor – can see results of all the groups they are allocated to
- Training provider – can see results and reports (logs) of all apprentices, mentors and assessors

Apprentices:

You can only see your own progress as shown here (the yellow indicates you have submitted something but it has not yet been graded by your mentor):

When graded (as a pass) the segment will turn green. If it is red it means you need to do more work which should be discussed with your mentor:
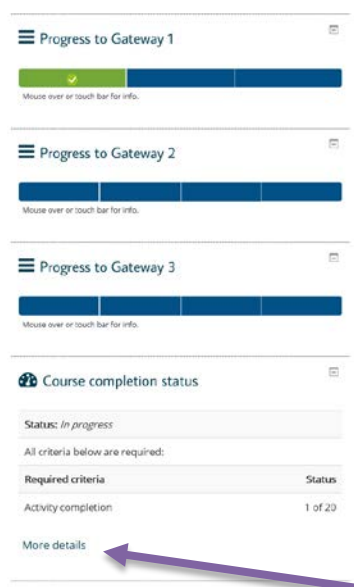
Your *Course completion* status is also shown on the main page. Clicking the *More details link will show the following, which indicates at this stage you have just completed the first criteria:*

Mentors:

You can see the extra buttons under the progress bars which, when clicked, will show an overview of all the apprentices you are responsible for:

Here you can select just your own workplace (group):

If you follow the *Course report* link under the *Course completion status* the following will show. This allows you to see overall completion of each part:

Assessors:
Your role allows you to see everything described previously for Mentors, except that you can see results of all the employers (groups) you have been allocated to.

Training providers:
Your status (role) has been set to *Manager* and this allows you to monitor **all** the apprentices, mentors and assessors registered with your IMI Centre. You can grade apprentices but this will normally be left to the mentors.

Clicking one of the *Overview of students* buttons under the progress bars (as above) will show **all** participants:

Overview of students

Or more likely, you will choose to select a specific group (employer):
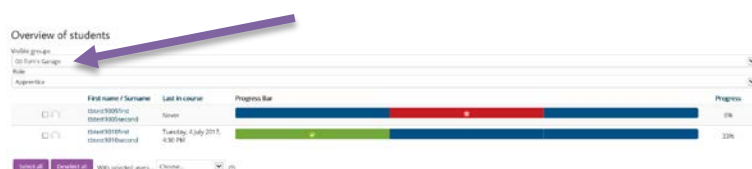
If you follow the *Course report* link under the *Course completion status* the following will show. This allows you to see overall completion of each part for all apprentices registered with your organisation:
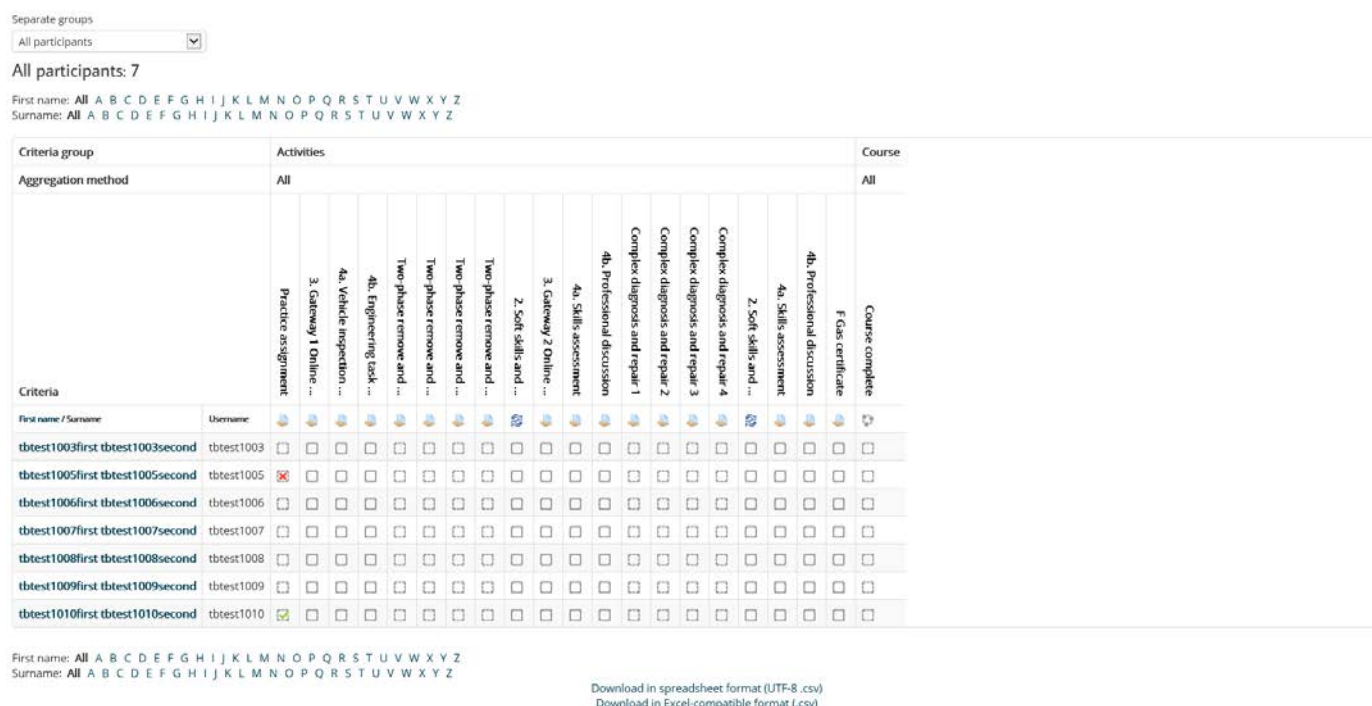
Or, you can narrow the results down to just one employer if you wish:

Finally, all users can view reports (or logs) of everything that goes on! However, as mentioned before you can only see information appropriate to your role.

In this way, apprentices only see their own logs, mentors will see only their own employer (group), assessors will see all employer groups they are allocated to, and training providers will see the logs of everybody in their area.

This example is a mentor's view:

8. Training Providers – Setting up groups

A number of groups have already been created in your eLogbook/eLearning course area. One of these groups should be used for **each** of your employers.

The training provider login comes with full Manager rights, which includes the power to move apprentices from one group to another, grade them, and carry out other administrative tasks such as setting up groups.

To make changes, click the *Groups* link in the *Administration* menu:
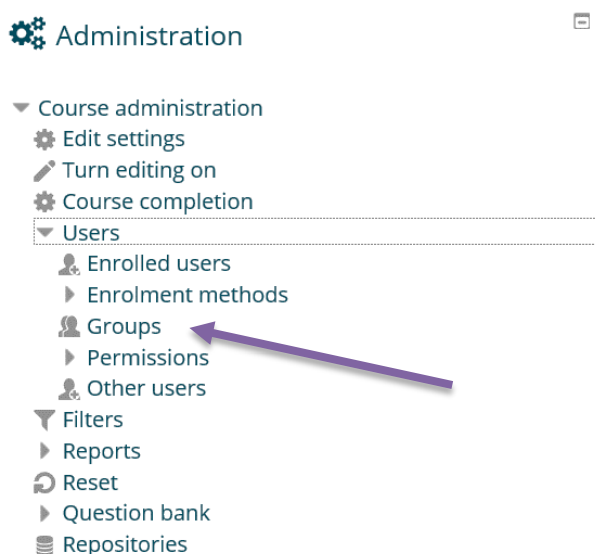
Click on the group you want to change and then click the *Edit group settings* button:

Enter whatever text you want, but something like the following will probably be best:

Click *Save changes* and the list will update (it may take a few seconds), and in this case I made a group called Station Garage:
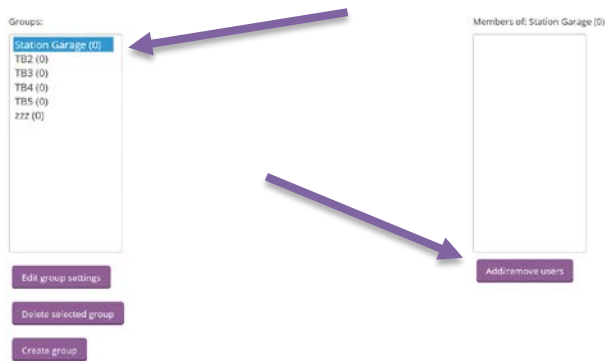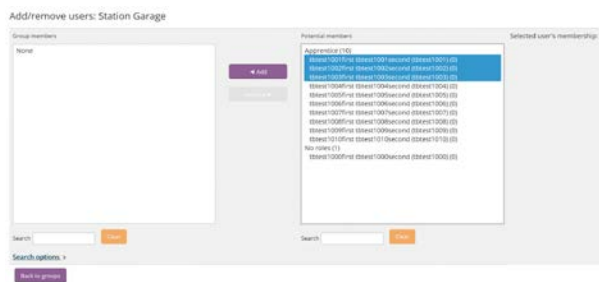
To create new groups, click the *Create group button*.

## 9. Training Providers – Adding users to groups

To add users (apprentices **and** mentors **and** 'assessors') to the groups, select the group and then click the *Add/remove users* button on the right:
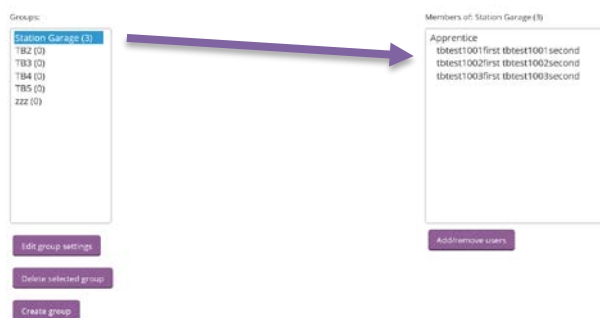

This will show the list of all your users who have redeemed their access codes:

Select the apprentices **and** mentors **and** assessors that you want in the group (you can use Ctrl+Click or Shift+Click to select multiples) and then click *Add:*
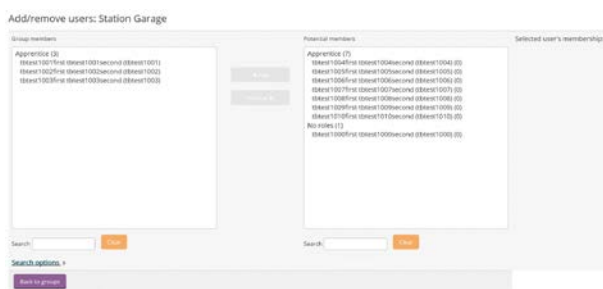
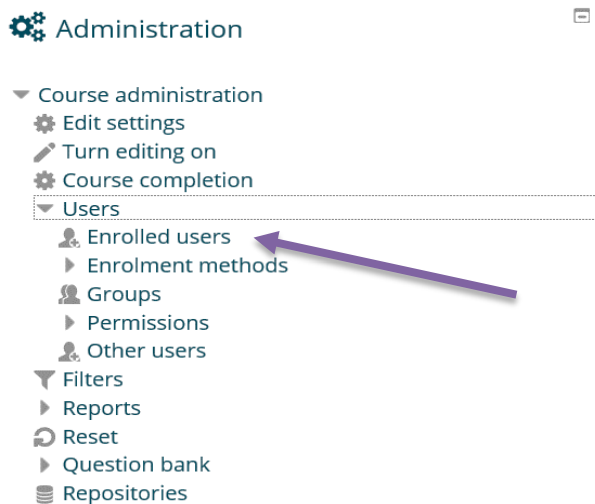Click the *Back to groups* button when done, and you will now see a list of the group members:

Continue to add new groups, edit their names and add apprentices and mentors and assessors to the appropriate groups as needed.

If an apprentice moves from one employer to another, simply remove them from the old group (employer) and add them to the new one. All their records will transfer with them.

10.   Training Providers – Creating mentors and assessors

To allow mentors to grade apprentices and your assessors to monitor their apprentices (and mentors), they must be promoted to the appropriate role.

In the Administration menu of the course, click *Enrolled users:*

This will show a list of all the apprentices and mentors who have redeemed their access codes:

The Assign roles symbol, as shown here, allows you to make a user into a Mentor or an Assessor, click the symbol and then the *Mentor* or *Assessor* button:
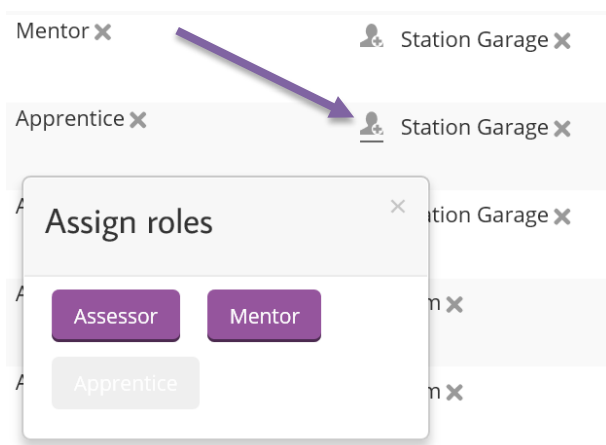
You will now see this role added to the user. For mentors **and** assessors, click the **X** next to Apprentice to remove that role from the mentor:

The result will be similar to this (note your users will have their names listed, this is just dummy data):

Use the breadcrumb trail to return to the course page:

Note 1: Mentors can only see and grade the apprentices in their groups. Mangers can see all apprentices.

Note 2: Assessors should be added to all the groups (employers) that they look after.

Contact elearning@theimi.org.uk for further help.