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University of  
**Kent**

# LM Guidance to Signing Reviews in Aptem



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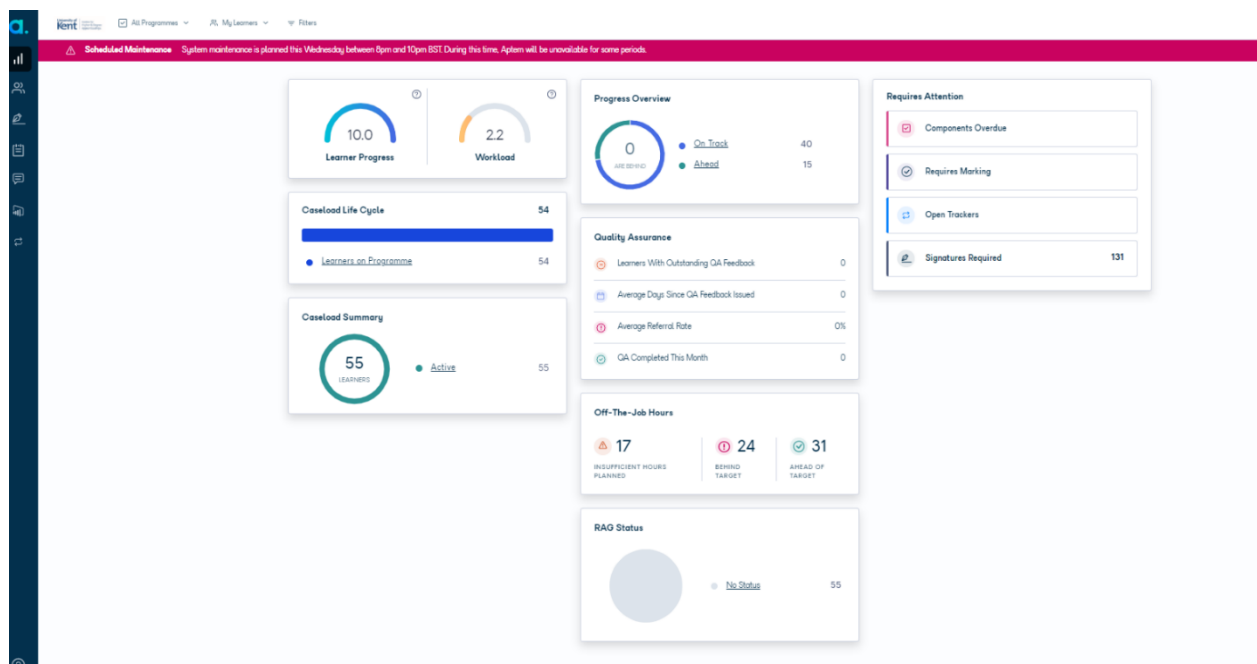
# Aptem – How to Sign Reviews

After each Review, the Apprenticeship Advisor will upload the details of what was discussed onto Aptem. This then needs to be signed by you, the apprentice, and the advisor. Please can you ensure that all reviews to date have been signed by yourself.

This is how to check if you have any Reviews to sign outstanding & how to sign them:

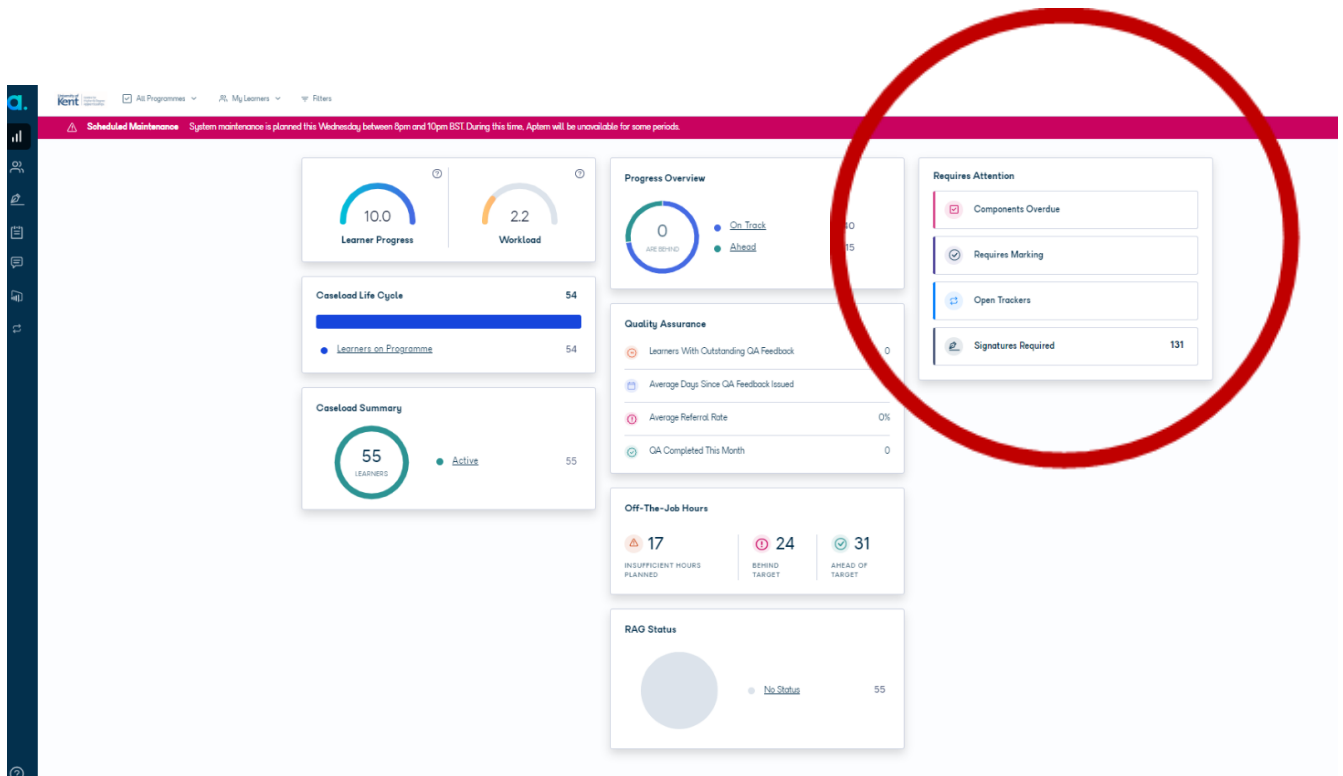
## Step 1:

Log into aptem console view, you will be greeted with this page (if you do not see this version of Aptem when you log in, let us know and we can get this changed):



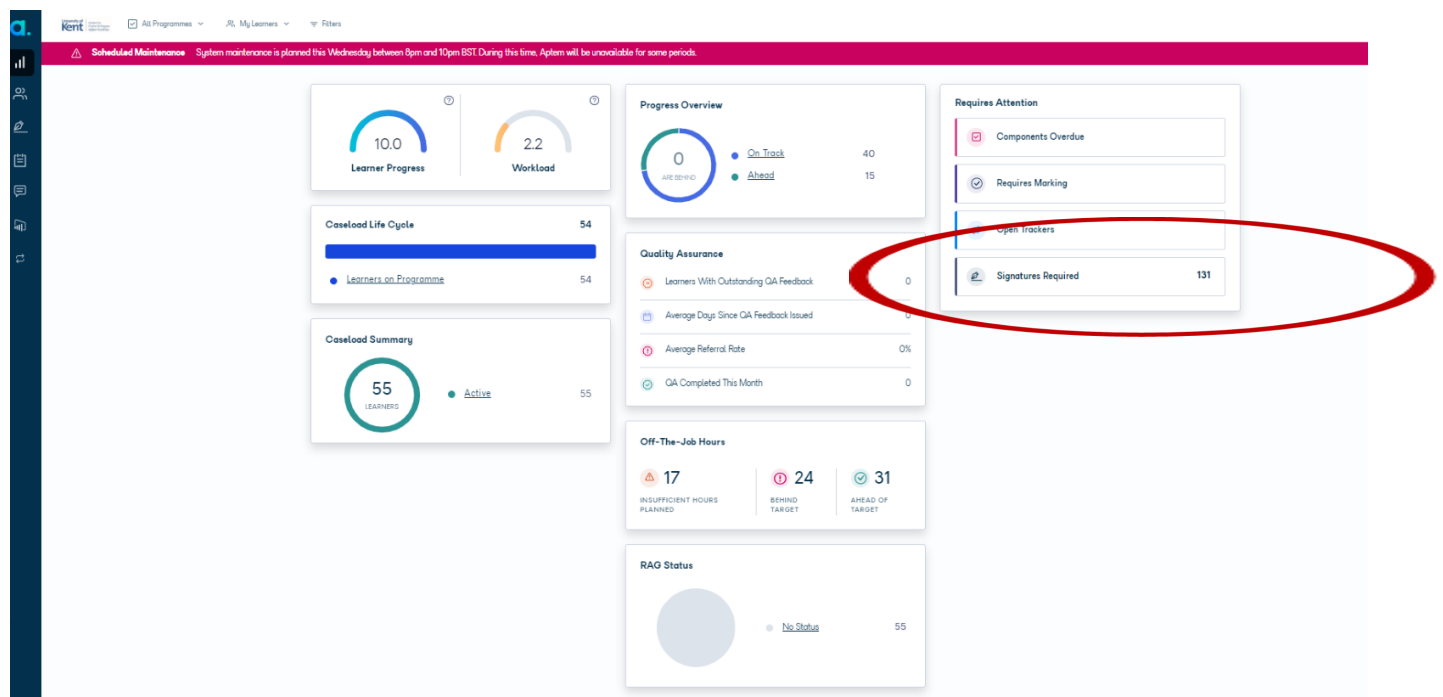
## Step 2:

On the right-hand side, there will be a box titled 'Requires Attention' – circled in red



## Step 3

If there are any outstanding reviews to sign there will be a section labelled 'signatures required' – circled in red below.



## Step 4

Click this and you will see all of the outstanding reviews that need signing by any party.

The purple circle shows those that need to be signed by the apprentice.

The red circle shows those that need to be signed by you, the Line Manager, shown as 'employer signature'.

The yellow circle shows those that need to be signed by the Apprenticeship Advisor – they will only sign these once both the Apprentice and Line Manager have signed.

Learner/Programme	Document	Requested On	Learner Signature	Employer Signature	Tutor Signature	Actions	Edit
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 05/10/2021	24/11/2021	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 24/11/2021	07/12/2021	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 09/02/2022	18/04/2022	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 31/03/2022	28/04/2022	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 16/05/2022	16/05/2022	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 16/07/2022	20/07/2022	Not signed	Not signed	Not signed	Sign	

## Step 5

For every outstanding item that you need to sign: click 'sign' on the right-hand side – circled in red

Learner/Programme	Document	Requested On	Learner Signature	Employer Signature	Tutor Signature	Actions	Edit
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 05/10/2021	24/11/2021	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 24/11/2021	07/12/2021	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 09/02/2022	18/04/2022	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 31/03/2022	28/04/2022	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 16/05/2022	16/05/2022	Not signed	Not signed	Not signed	Sign	
Professional Economics 2019 - Level 6 (BSc Economics)	Review - Apprenticeship Review 16/07/2022	20/07/2022	Not signed	Not signed	Not signed	Sign	

## Step 6

Once you have clicked this, scroll to the bottom of the page and click in the box that says 'click here to sign' under the employer section, and click 'save'.

This example is taken from an apprenticeship advisor account, so 'click to sign' for you, will appear in the Employer box.

The screenshot shows a web form titled "Edit: Review - Apprenticeship Review 05/10/2021". The form is divided into several sections. The first section is "Individual Learning Support Needs/Requirements" with a "Description" label and a large text area. Below this is the "Advisor" section with fields for "name", "position", "signature", and "date". The "Employer" section follows, with fields for "name", "position", "signature", and "date". The "signature" field in the Employer section contains a button labeled "Click here to sign", which is circled in red. Below the Employer section is the "Participant" section with fields for "name", "signature", and "date". The "signature" field in the Participant section is a blacked-out box. At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes". The "Save Changes" button is circled in red.

## Step 7

Repeat until every review has been signed.

Thank you!



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