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A customisable end-to-end
apprenticeship delivery platform

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Product overview

Aptem Apprentice is an award-winning, complete end-to-end apprenticeship delivery platform. From remote eligibility checking, compliant digital enrolment, and full eLearning delivery with multiple programme integrations, through to sophisticated reporting and data analytics, Aptem Apprentice addresses it all in one intuitive system.

Across the UK, Aptem Apprentice's industry-leading functionality is delighting training providers, employers, colleges, universities, tutors and, most importantly, learners.

Aptem Apprentice is designed from the ground up to provide an intelligent, flexible system, that improves learner experience and outcomes.
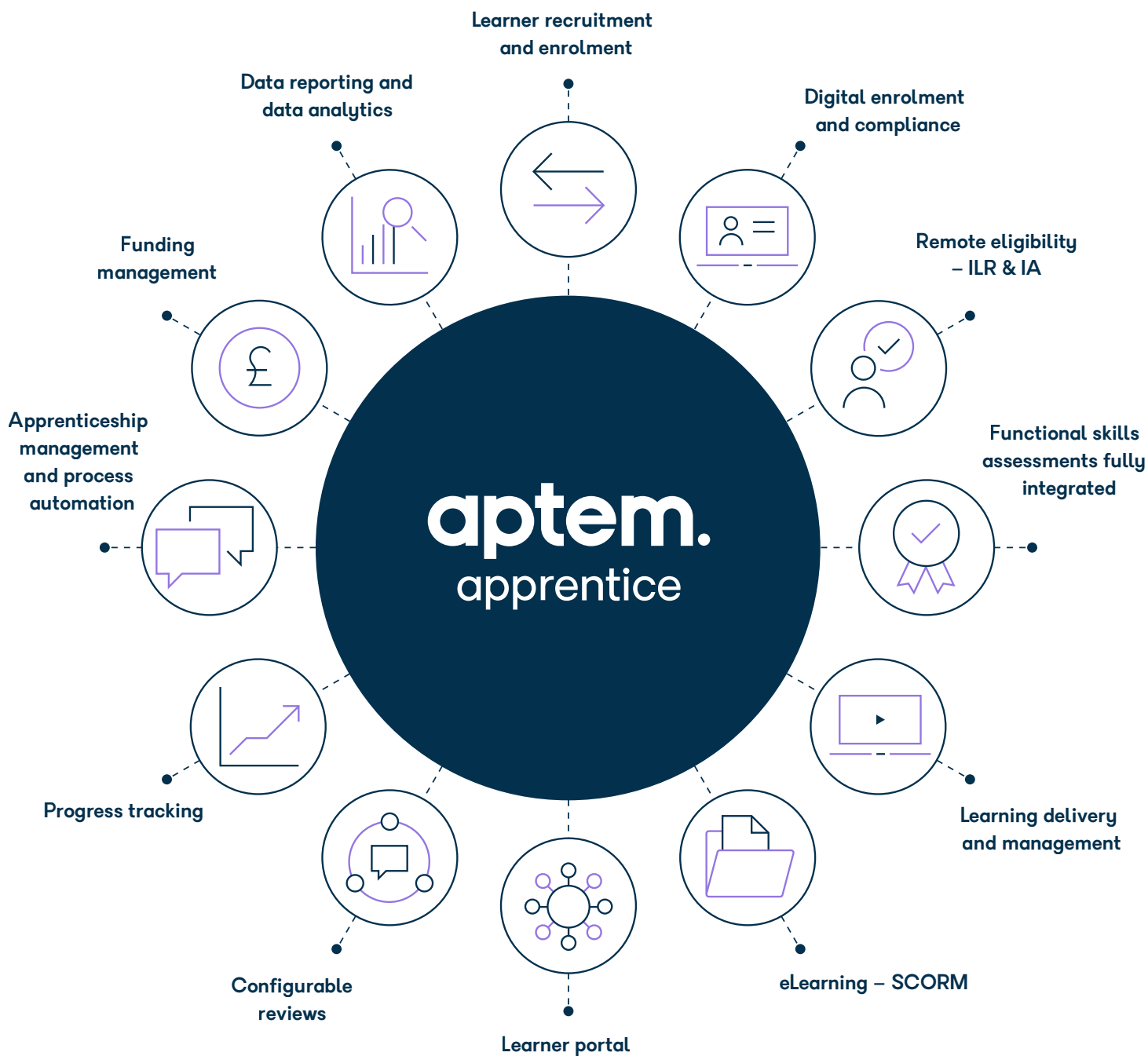
It intuitively displays the functionality required by each user and drives the right behaviours. Aptem Apprentice is highly customisable and can be adapted to accommodate learner, provider and employer programme requirements, while also meeting the latest compliance standards.

I cannot stress enough how impactful it's been pushing everything into Aptem and making it a one-stop shop, particularly for the learner.

Dom Wilkinson, Product Owner, Lifetime

Aptem Apprentice features

Learner recruitment and enrolment

Data reporting and data analytics

Digital enrolment and compliance

Remote eligibility – ILR & IA

Funding management

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Functional skills assessments fully integrated

Apprenticeship management and process automation

Learning delivery and management

Progress tracking

eLearning – SCORM

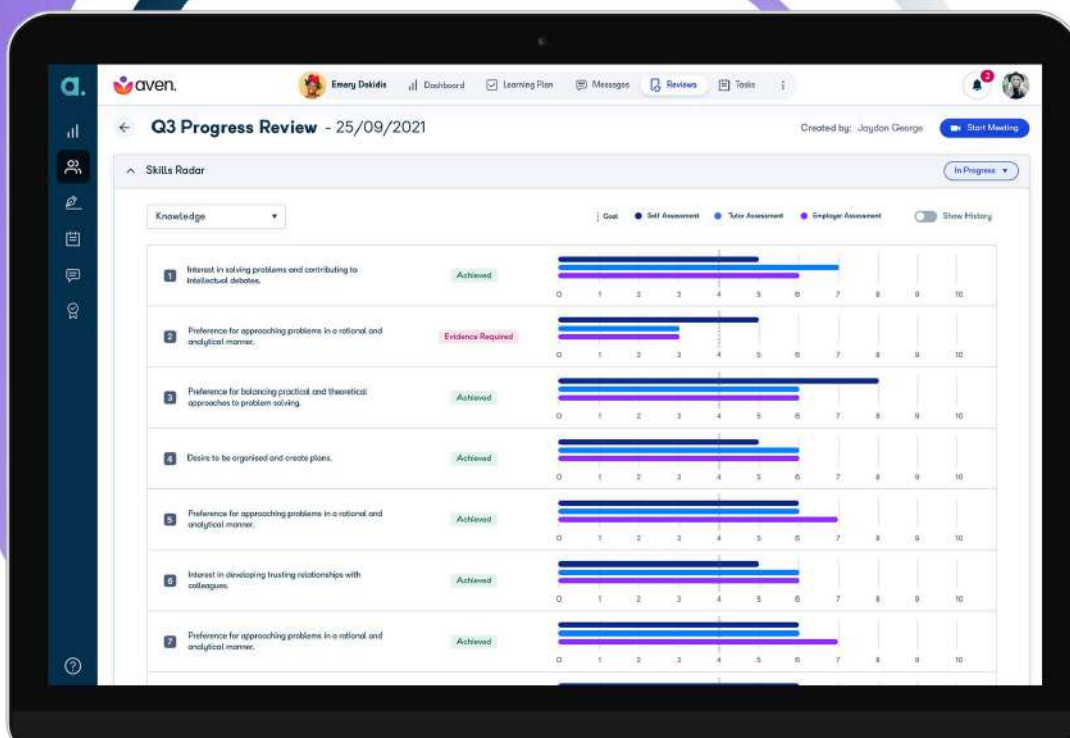Configurable reviews

Learner portal

We offer a range of Aptem Apprentice packages so that you have the flexibility to select the functionality and service level appropriate to your organisation. Please speak to your Business Development Manager, or Customer Success Manager if you are already an Aptem customer, for further information.

What sets Aptem Apprentice apart

and makes it the go-to system for leading training providers, universities, colleges and employer providers

Aptem Apprentice is a highly customisable and flexible system. We draw on a deep understanding of the sector, working closely with customers to continually improve the system. Here is a range of features that makes Aptem the solution of choice for leading training providers, colleges, universities and employer providers.

✅ **Define your journey at programme level**, customising your programmes to your exact delivery model and the nuances of your organisation.

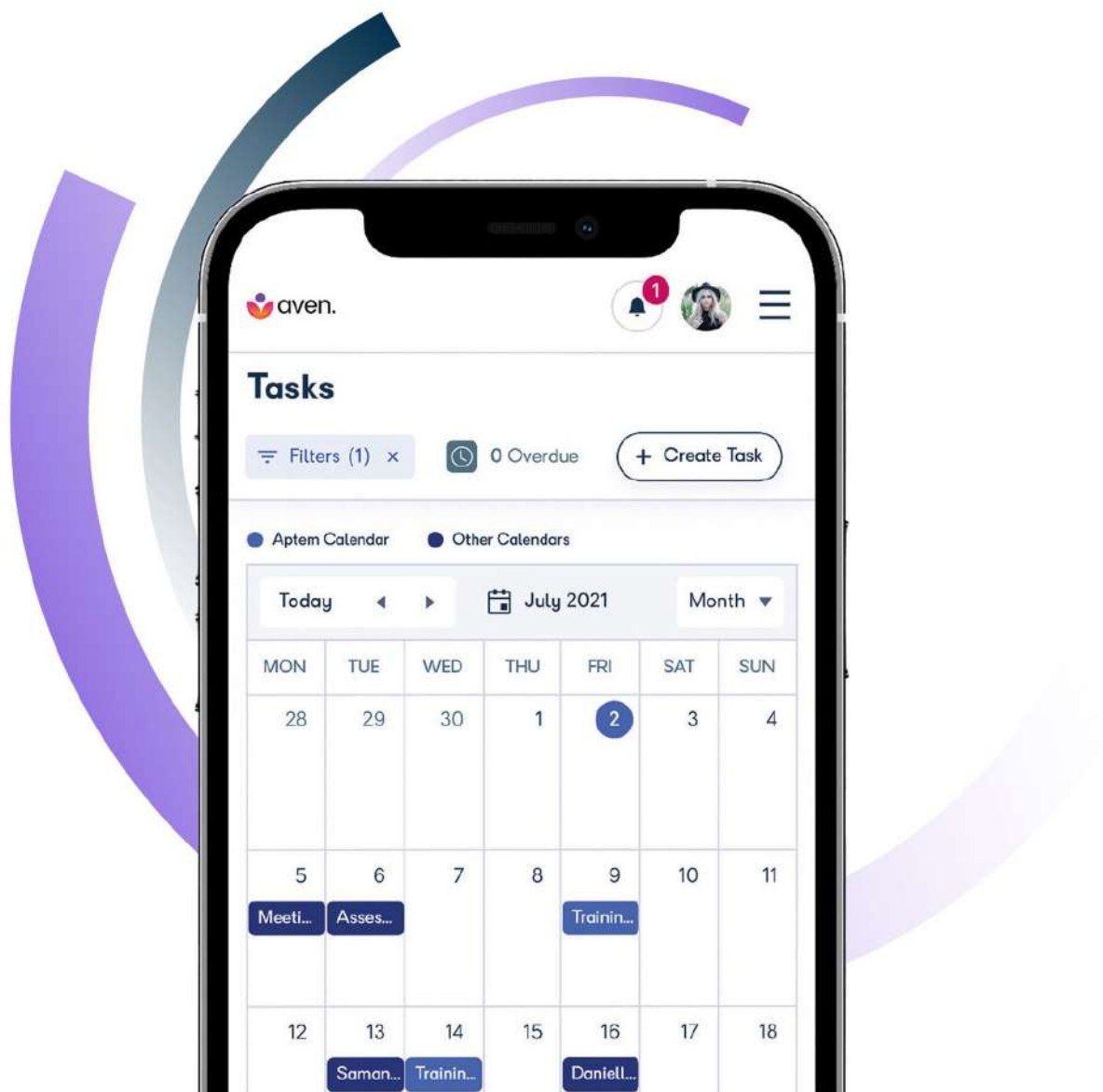✅ **Remote, fully integrated initial assessment and diagnostics** – BKSB, Cognassist and Skills Forward integration.

✓ **Efficient management of online workshops, one-to-ones and review meetings** – Communications Connector with Teams ensures a secure, familiar and consistent experience for both learners and tutors. Seamless scheduling, delivery, and attendance tracking for all types of virtual sessions.

✓ **Customise your learning experience using sub-programmes** – enrol learners onto bespoke learning programmes by breaking out part of your learning plan delivery. For example, by Functional Skills or optional qualifications. Sub-programmes eliminate the need to have multiple versions of a programme for the same apprenticeship.

✓ **Skills Radar** – with a built-in self-assessment tool, effectively capture the learners' competency level (knowledge, skills and behaviours) and progression throughout the programme delivery. Aptem's Skills Radar is very flexible, allowing you to set your own grading and marking scheme.

✓ **Aptem Assess** – a cognitive assessment tool that enables you to identify and respond to learning needs. It sits within your onboarding programme, resulting in a seamless experience for learners and tutors. Offering guidance on reasonable adjustments for Learning Plans and End Point Assessment, it helps you to comply with ESFA funding rules.

✓ **Learner Reviews** – record learner, tutor and employer comments and feedback, including in advance of the review taking place. Use for Gateway review meetings. Reviews are programme specific so that the right questions can be asked, and responses recorded. You can capture electronic signatures.

✓ **Delivers full eLearning using SCORM** – upload your own learning assets or create them directly in the platform, with evidence capture in an integrated LMS/VLE/ePortfolio.

✓ **Trackers and Process Automation** – document and internally manage trackers for your learners' ILRs, compliance, or any aspect of the learner journey. Automate tasks associated with return to learning, additional learning support, change of working conditions, completion of a component aim and more.

✓ **Learner self-enrolment on to workshops**

✓ **Data Reporting with PowerBI** – create actionable insights and manage all of your apprenticeship data together in one place, without the need for separate systems using our embedded PowerBI Dashboards. There's no need for you to buy a PowerBI licence or recruit the expertise; we provide it for you.

✓ **Digital EPApro integration** – experience seamless exchange of learning and EPAO information.

Over time we are customising the system to our requirements. The flexibility of this system is invaluable to us, and it has helped us to improve our systems and processes. Issuing and tracking compliance documents has been so much easier – our Compliance Officer loves Aptem. She can see everything in one place and the status of each item. Overall, it's very easy to use the system and find the things we need.

Dominic Scott, CRM/LMS Manager, Bradford College

✅ **Integrated Calendar functionality** – built-in calendar allows for tutors/ learners to view, organise and manage their calendar tasks all in one place. Aptem allows for integration with the multiple calendar sources including **Microsoft 365/Outlook/Exchange, Apple Calendar, and Google Calendar.** SMS notifications remind learners and tutors of appointments.

✅ **Resource centre** – provides SCORM assets and a multitude of learning resources for learners to aid their learning progress.

✅ **Management and tracking of exam bookings and assessment results** – including recording when an exam or assessment is due to take place, recording any cancellations, or if they have been rescheduled or missed, recording the outcome and, where appropriate the grade, and giving the ability to upload a bulk import file.

✅ **Recognition of prior learning calculator** – automates the tasks associated with adjusting funding values for a learner on an apprenticeship programme, who has recognised prior learning, eliminating errors and reducing admin effort.

Analytics

fundamental to delivering high-quality learning programmes

Access to data that is visualised in an easy-to-consume way is critical to understanding insights. That's why Aptem has built-in dashboards allowing users at all levels across an organisation to effectively track and manage their programmes.

Aptem's single-page dashboards provide an instant snapshot of key analytics in relation to learners, tutors and employers. There are also integrated caseload, compliance, Ofsted and financial dashboards.

1. **Learner Dashboard:** Gives a single, reliable overview of the entire programme that helps the learner take ownership for keeping their learning on track.

2. **Tutor Dashboard:** Gives an effective, single-page overview of the learner's progress providing the tutor with the tools to keep on top of their learners.

3. **Employer Dashboard:** Provides an insight for employers on how their learners are progressing, both at individual and all programmes level.

Aptem's Performance Dashboard provides insights to tutors, operational managers and senior leaders that can identify issues and optimise productivity. For tutors, the Performance Dashboard helps them to understand the health of their caseload, presenting digestible analytics on workload and progress, caseload distribution across the learner journey, the RAG status of each learner, off-the-job hours status, and highlights areas that require attention. Operational Managers can access a team overview to see how learner cohorts are progressing. Senior Leaders can filter by programme or employer to identify where support is needed.

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I am very impressed by the visibility of learner progress and management data that Aptem offers. Having all this functionality under one roof will be a huge benefit to our team as we seek to offer a seamless learner journey, from onboarding through to EPA.

Amanda Kennedy, Director of Apprenticeships, Tack TMI

Aptem grows with your organisation

Aptem is one of the fastest-growing SaaS software companies to manage vocational training, skills and employability programmes. We offer a range of other solutions to support the development of vocational skills and re-employment. Aptem Apprentice, our award-winning, highly customisable system helps providers to deliver compliant apprenticeship training.

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When we procured Aptem we were looking for a system that can grow with us, supporting high-demand programmes and a small internal team. The 'expert partnership' is really important. In additional to apprenticeships, we plan to use Aptem to deliver BTECs and CPD courses in the future.

Jacky Ellison, Head of Learning and Development, Resolve ASB

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Keele University chose Aptem Apprentice because of its deep functionality and the fact that it could interface with their Student Records System. Aptem provides a range of functionality which is always being developed — our usage can grow to meet the changing needs of our provision.

Lou Taylor-Murison, Head of Apprenticeships and Experiential Learning, Keele University

Excellent practices and a partnership approach underpin Aptem Apprentice

Aptem Apprentice is a fully managed Software as a Service platform that operates through your browser, with no software, servers or maintenance required from you.

We have a roadmap of continual product improvements that our customers contribute to.

Products underpinned by quality practices
Our customers trust us because we underpin our commitment to quality with industry-recognised certifications, including ISO 9001 and ISO 27001, and Cyber Essentials Plus.

A partnership approach
Aptem customers are supported throughout their journey, firstly by a dedicated Implementation Consultant, followed by a Customer Success Manager. Fortnightly product masterclasses and training sessions are delivered by Aptem's Product Team, to ensure you continually optimise use of Aptem Apprentice. In addition, we regularly bring in experts to talk through challenges our customers face.

Our implementation experience was a joy, in no small part due to the fact that we formed a fantastic partnership with our Implementation Consultant. She was on the ball with everything, highly responsive and spoke our language, consulting with us to put together the processes that we're now so proud of.

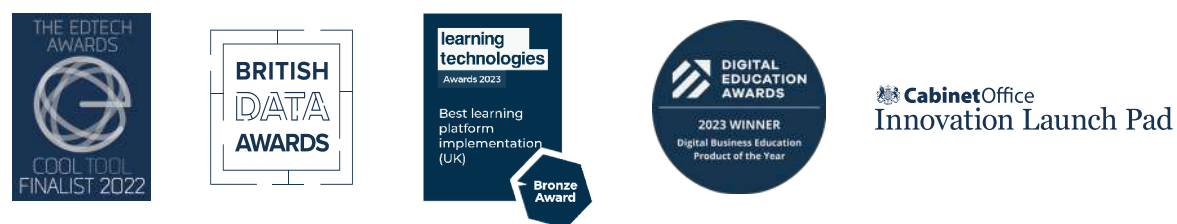**Paul Goldthorpe,** Senior Accounts and Compliance Manager, University of Portsmouth

Our customers

Aptem Apprentice is used by training providers, universities, colleges and employers across the UK, including:

Award winning industry recognition:

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To support with refining our apprenticeship oversight and compliance, we are absolutely thrilled to be working with Aptem as our online ePortfolio provider. All aspects of the organisation will have a clear view of our apprentices' journey with an enhanced enrolment process and streamlined procedures that span the whole apprenticeship. Our ongoing ambitions to grow our apprenticeship provision will be supported by this fantastic investment.

Apprentice College, Tyne Coast College

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Intelligent technology®

If you are an organisation that helps deliver further education and employment programmes and would like to transform the way you deliver in a cost-effective, efficient and compliant way, get in touch:

enquiries@aptem.co.uk

020 3758 8540

www.aptem.co.uk/apprentice

Aptem is one of the fastest-growing SaaS software companies to manage vocational training, skills and employability programmes. In addition to Aptem Apprentice, we offer a range of other solutions to support the development of vocational skills and re-employment.

✅ **Aptem Enrol,** remote onboarding of apprenticeship students, for colleges and universities.

✅ **Aptem Employ,** a unique, flexible, award-winning employability system that helps to get people back into the workplace quickly and for the long term.

✅ **Aptem Skills,** our award-winning end-to-end delivery platform that enables fully compliant AEB course delivery and accelerates re-employment.

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www.aptem.co.uk