

Aptem User Guide



Aptem is an apprenticeship learner management system designed to guide you through your apprenticeship journey at the University of York from start to finish.

This user guide provides an overview of how to use Aptem. If you have any queries about Aptem or need further help, please contact apprenticeships@york.ac.uk.

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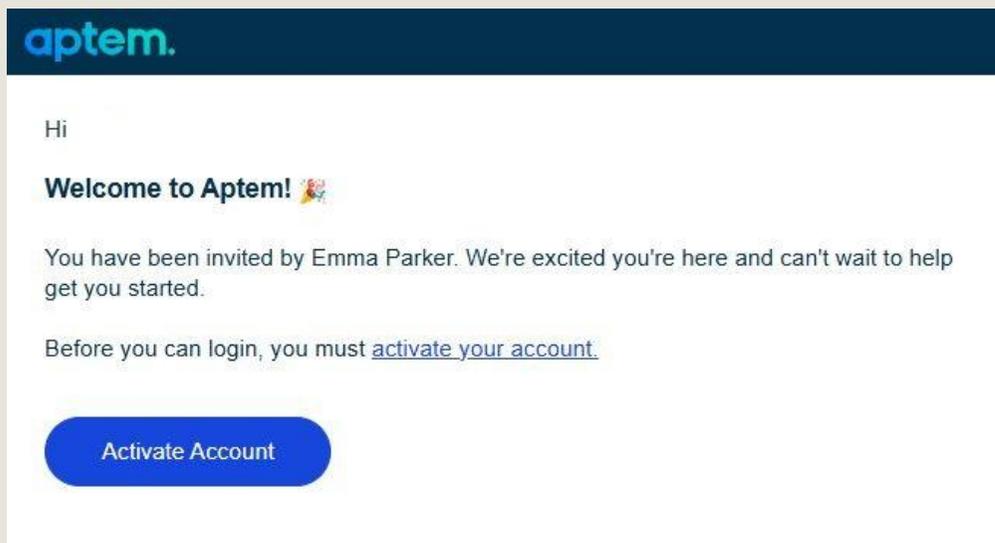
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Logging into Aptem



You will receive an email from **email@aptem.co.uk** entitled **“Welcome to Aptem you have been invited to activate your account”**.



Step 1. Follow the link to activate your account and choose a password.

Step 2. You will be asked to confirm your personal information including your address, title, date of birth, and contact number. **TIP:** Use the Address Lookup facility to simply enter your home Postcode and click the Find Address button.

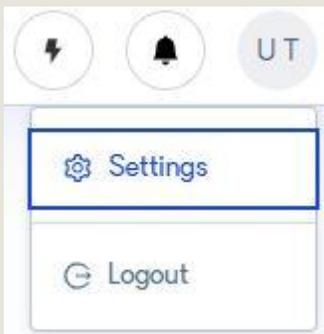
<h3>Address Lookup</h3> <p>Enter your UK postcode and we'll find your address.</p> <p>Country</p> <input type="text" value="United Kingdom"/> <p>Postcode</p> <input type="text"/> <p>Alternatively, fill in your address below.</p> <p>Your address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<h3>About You</h3> <p>We will keep your personal information safe at all times.</p> <p>Title</p> <input type="text"/> <p>Date of Birth</p> <input type="text" value="day/month/year"/> <p>Mobile Number</p> <input type="text"/>
<p style="text-align: right;">Next →</p>	

Step 3. Create an Electronic Signature. You can either use your computer mouse or touch screen to create a signature, or click Choose and select a signature sample from the list. This is especially useful if you do not have a touchscreen or have additional mobility needs. If you would like to amend your signature, you can edit this in Settings once your account has been created (see section: [Updating your Personal Details](#)).

Your account has now been created!

TIP: To logout of Aptem, click on the the circular icon containing your initials in the top right hand corner of the screen.

TIP: After you have created your account you can use [this Aptem login link](#) to access your account. If your application is successful you will be required to login using [Duo two-factor authentication](#) once you have enrolled.



Updating your Personal Details



Clicking on the the circular icon containing your initials in the top right hand corner of the screen allows you to;

- Edit your personal details
- Update your signature
- Change your password (security settings)

About You

In this section you can edit your name, date of birth, email address, telephone number, and address. If you notice any of this information is incorrect and you are unable to edit, please contact apprenticeships@york.ac.uk.

Signature Sample

In this section you can amend your electronic signature, either by drawing a new signature, or choosing a suggested signature.

Electronic signature declaration agreement

Your usage of this platform is subject to our [terms and conditions](#) and [privacy policy](#). It may also be subject to conditions from the organisation that has provided you with access to this platform. We enable you to confirm agreement through use of an electronic signature.

Your electronic signature can only be applied by you when you are logged into this platform.

Please use your computer mouse or device touch-screen to provide your signature in the box below, then click 'Finish'.

 Draw Choose

SIGNATURE

[← Back](#)

Security Settings

In this section you can create a new password.

Completing your Apprenticeship Application

The onboarding wizard will guide you through each step of the application process.

Once you have completed each section, click *Next* at the bottom of the page to progress. If you need to go back and amend any details you can click on the section you want to edit down the right hand side.

You will be asked to upload documents in various sections of the onboarding wizard, please ensure you upload **all documents** required to avoid any delays in processing your application once it has been received by the admissions team. Once the admissions team have reviewed your application they may ask you to provide additional documents. See section: [Viewing and Uploading Documents](#) for information on how to upload documents.

1. Introduction



Welcome to the Aptem University Apprenticeship System

This onboarding wizard is used to gather all of the information required to demonstrate your eligibility for the apprenticeship programme.

Supporting Evidence:

Information and documents you may need include:

- evidence of your right to work in the UK e.g. passport / work permit / immigration documents (mandatory, as relevant)
- evidence of your ordinary residence in UK e.g. utility bill (if applicable)
- job description (mandatory)
- GCSE Maths or equivalent certificate (mandatory)*
- GCSE English or equivalent certificate (mandatory)*
 - *If you shared your English and Maths certificates with your Expression of Interest form you do not need to upload them here also.
- evidence of any other academic qualifications e.g. certificate(s) and transcript(s) (if applicable)
- evidence of name change (if applicable)

Eligibility for Apprenticeship Levy Funding

This is governed by strict rules from the **UK Govt. Education Skills Funding Agency (ESFA)**, therefore all steps of the application must be passed in order to be considered for the programme. Please make sure you answer every question and upload all of the required documentation. Incomplete information and missing documentation will result in delays in processing your application.

Application Review

Once you have submitted your application, it will be reviewed by the Admissions Team at the University of York. Your employer will then be contacted to verify your application and to confirm their support.

Please ensure you complete your application by the deadline displayed on the application invitation email you received from the University of York.

If you exit from the onboarding wizard before it is fully completed and submitted, the information you enter will be saved automatically for you.

Should you have any queries please contact apprenticeships@york.ac.uk.

Thank you.

Apprenticeship Unit.

Next →

ONBOARDING

75%

- 1 Introduction
- ✓ About You - Part A
- ✓ Proof of Identification/Work permits/Residency Documents
- ✓ About You - Part B
- ✓ About You - Part C
- ✓ Job Description
- ✓ Your Prior Learning
- ✓ Personal Learning Record
- ✓ Skills Radar Instructions
- 10 Skills Radar
- 11 Data / Privacy Notice
- 12 Next Steps

Skills Radar

The Skills Radar is an important part of the onboarding wizard which has been developed for you to self-assess yourself against the programme-specific knowledge, skills and behaviours (KSBs).

Please read each component, click 'Assess' and select one of the red, amber or green ratings within the pop up screen which best reflects your current level of knowledge, skill or experience :

- **Level 1** = I have minimal knowledge and skills in this topic area (Red)
- **Level 2** = I have some knowledge, skills or experience in this area but not at this standard (Amber)
- **Level 3** = I have full competence in this area at this standard (and can provide evidence) (Green)

Please upload any evidence you have to support your selection of level 3 by clicking on 'browse' , and/or add a note.

Once done, please click 'Confirm' and move onto the next component.

On completion, your responses will also be shared with your employer.

Question 1 of 43 ✕

1. K01: Understand the Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates (NMC, 2018), and how to fulfill all registration requirements

Choose one answer that most applies to you:

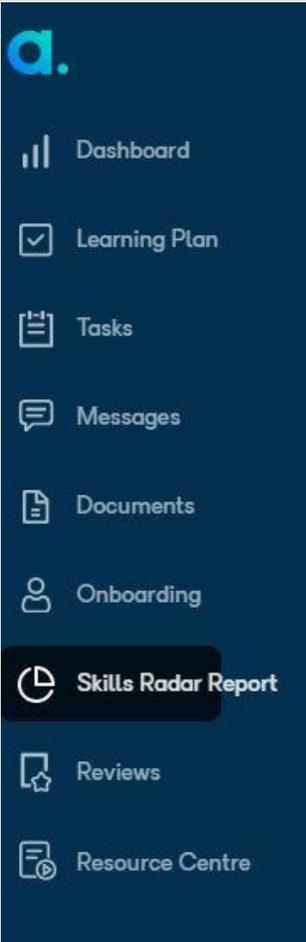
<input type="radio"/> Level 3	3
<input type="radio"/> Level 2	2
<input type="radio"/> Level 1	1

Add a Note:

Upload Evidence:

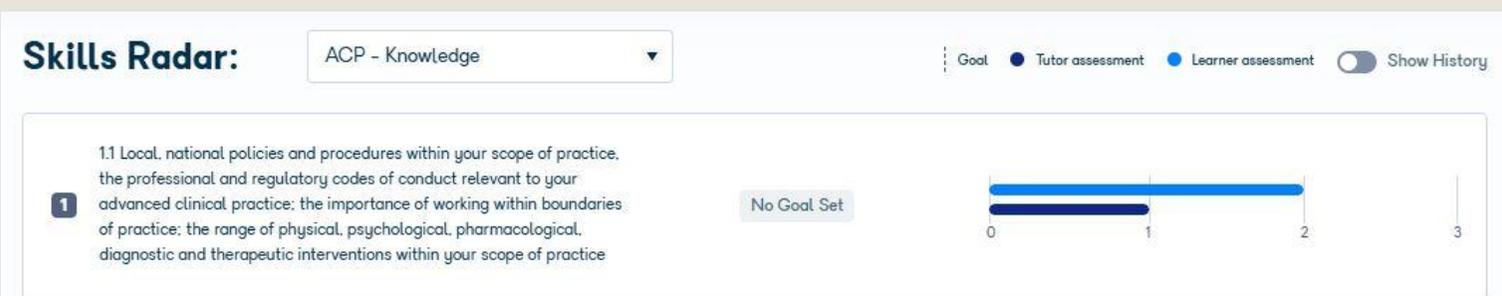
Drop file here to upload

Skills Radar



If your Apprenticeship application is successful, once you are on programme you can view your Skills Radar Report in Aptem. To do this, hover over the icons on the left hand side menu screen and select *Skills Radar Report*.

The report will display the Knowledge, Skills and Behaviours levels you inputted during the application process. Your scores are shown in light blue, alongside your tutors assessment in dark blue. You can toggle between Knowledge, Skills and Behaviours by selecting the drop down at the top of the screen.



Signing your Prior Learning/Skills Radar Eligibility Review



If your Apprenticeship application is successful, you will receive an email outlining the next steps. Step 1 is to review and sign your Prior Learning and Skills Radar Eligibility Review.

To do this, logon to Aptem and select Documents from the menu toolbar on the left. Next, click in the Signatures Required box. Click View and Sign alongside the document. Once you have reviewed the document scroll to the bottom of the page to sign as directed.

A copy of the document will be displayed for you to print and/or save if required. By closing this window, you will return to the original signature window. You will see that the Signatures Required box has disappeared.



Signing your Compliance Documents



Once you have signed your Prior Learning / Skills Radar Eligibility Review you will be notified via email that your compliance documents are ready for signing.

The email notification will come from the address email@aptem.co.uk, with the subject “*You have been enrolled on a new programme*”.

Please click the Sign In button enclosed in the email and select Documents from the menu toolbar on the left. Next, click in the Signatures Required box.

The documents will include:

Apprenticeship Agreement (To be signed by you and your line manager)

Training Plan (To be signed by you and your line manager and the University of York)

Once you have signed the Apprenticeship Agreement the Training Plan will generate for you to sign. We will contact your employer for their signature.

These documents must be signed in full before you will be able to start the programme.

If you would like to view your compliance documents once they have been signed, you can do this through the Documents section on the left-hand menu (see section: [Viewing and Uploading Documents](#)).

Completing Induction



If your Apprenticeship application is successful and you have enrolled, you will be invited to an Induction Day at the University where you will be asked to complete three tasks in Aptem. These three tasks are mandatory requirements that require completion before you can start your programme.

The three tasks are:

- Assess Screening
- Functional Skills
- Prevent Training

Assess Screening

The Assess Screening involves a short assessment aimed at identifying how we can optimise support for your learning journey. It is not possible to pass or fail - this is not a test. Following completion, your Tutor will discuss the results with you to offer any guidance tailored to your needs. You will be guided through how to complete the assessment in Aptem.

Functional Skills

The Functional Skills exercise is an assessment of your English and Maths ability. This assessment is a mandatory requirement for all apprentices, and is used to identify levels of skills in these areas. Aptem will guide you to an external website called NCFE where you will complete your assessment.

Prevent Training

In this section you will complete the government's Prevent Training. This training is a mandatory requirement for apprentices.

Please note: Once completed you must download your certificate as evidence and upload to your Aptem record (see section: [Viewing and Uploading Documents](#)).

Viewing and Uploading Documents



Dashboard

Learning Plan

Tasks

Messages

Documents

Onboarding

Skills Radar Report

Reviews

Resource Centre

You can view your documents by hovering over the icons on the left hand side menu screen and selecting *Documents*.

In this screen you can view the documents you provided as part of your initial application and upload any additional documents, such as documents requested by the admissions team, or evidence of your Prevent Training completion (see section: [Completing Induction](#)).

If your application is successful, once you have signed your Compliance Documents these are available to view in this section.

Uploading documents

- Go to *My Documents* and click *+ Add Document*
- Add a description of the document (mandatory)
- Select your file
- Click *Save*



Documents



My Documents

5



Compliance Documents

8



Skills Radar Reports

0



Reviews

0

Your Aptem Dashboard

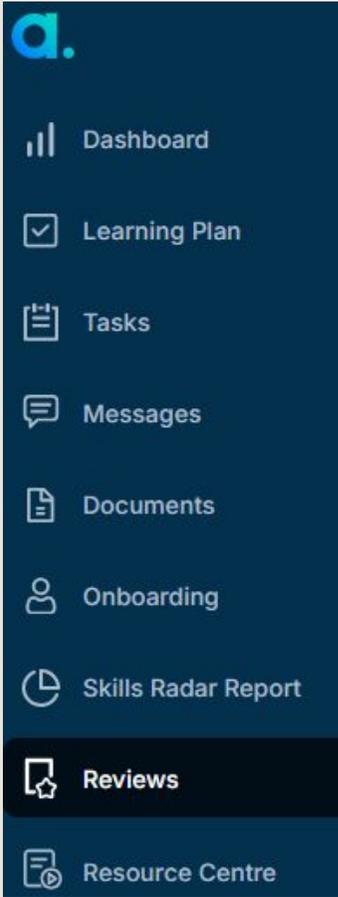


Managing your notifications

When the bell icon (located in the top right hand side of the screen) is flashing red it means you have tasks to complete. Clicking on the bell icon will display a list of outstanding tasks.



Tripartite Reviews



Tripartite reviews are distinct to apprenticeships and are three-way meetings between you, your employer and the University. The purpose of the tripartite review is to discuss and monitor your progress on your apprenticeship programme. This includes consideration of: work-based off-the-job learning, campus-based off-the-job learning, and personal and professional development.

Tripartites are completed in Aptem. Tripartite review documentation must be completed before your 3-monthly tripartite review, the earliest this can be completed is 30 days before your scheduled tripartite date. Ahead of the meeting your personal supervisor will contact you and ask you to complete the Learner Section of your tripartite.

To access your upcoming tripartite, click *Reviews* on the left hand menu. In the Reviews screen you will see a list of your upcoming tripartites with the planned date and time, if these have been scheduled by your supervisor.

To start filling in the tripartite, click *Start* on the right hand side.

Review Name / Review Type	Reviewer	Planned / Scheduled Date	Status	Review Actions
Tripartite Review Tripartite Review	Emma Parker	20 Nov 2025 at 09:30	Scheduled	Start
Tripartite Review Tripartite Review	Emma Parker		Not Scheduled	
Tripartite Review Tripartite Review	Emma Parker		Not Scheduled	

Navigation: 10 items per page, 1 - 3 of 3 items

Your tripartite will open in a new window. Before your tripartite meeting is scheduled you should complete the following sections:

- Work Base
- Practice Assessors
- 1 - Learner Section
- Short and Long Term Goals

Please note, until your tripartite shows the status "Scheduled", you will not be able to start filling in your sections. The remaining sections will be completed by your supervisor.

The Work Base and Practice Assessor sections will automatically be populated with the answers you provided during induction. If you need to edit these, click **Save and Close** at the bottom of the screen and navigate to *Onboarding* from the left hand menu. Select Work Base and Practice Assessors on the right hand menu to edit. Once completed, go back to *Reviews* and select *Continue* next to the tripartite.

← Tripartite Review - 19/11/2025

Reviewed by: Emma Parker

▼ Work Base

▼ Practice Assessors

▼ Learning Progress

▼ 1 - Learner Section (NA)

Incomplete ▼

▼ Short & Long Term Goals

Incomplete ▼

▼ 2 - Learner Progress (NA)

▼ Overall Learner Progress (NA)

▼ RAG Status

Save and Close

Next, click on *1 - Learner Section* and complete the questions in this section. Once completed, click save within the section. Repeat to add your *Short & Long Term Goals*.

Make sure both sections are showing as completed before clicking **Save and Close** at the bottom of the screen.

Once the tripartite has happened and your supervisor has finished their sections you will need to log back into Aptem and sign the completed tripartite. To do this, select *Documents* from the menu toolbar on the left and click in the Signatures Required box ([visit this slide](#) for more information on signing reviews).

← **Tripartite Review** - 19/11/2025 Reviewed by: Emma Parker

- ▼ Work Base
- ▼ Practice Assessors
- ▼ Learning Progress
- ▼ 1 - Learner Section (NA) Completed ▼
- ▼ Short & Long Term Goals Completed ▼
- ▼ 2 - Learner Progress (NA)
- ▼ Overall Learner Progress (NA)
- ▼ RAG Status

Save and Close