



APTEM

A LEARNER'S GUIDE



NLTG
NORTH LINC'S TRAINING GROUP

Aptem – A Learner’s Guide

Introduction

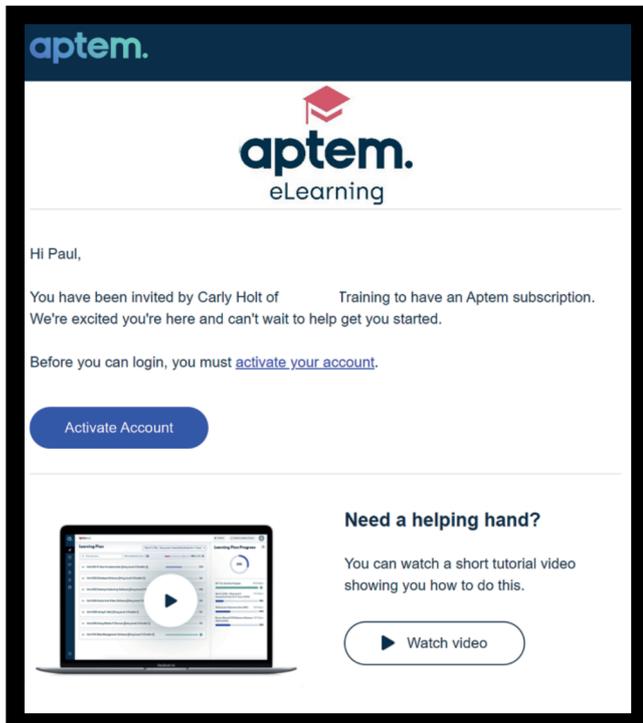
Aptem is the chosen system of NLTG which you will use while on your training programme. Aptem will allow you to easily measure your progress, send and receive messages from/to your tutor and submit and receive developmental feedback on your work.

Getting Started: Onboarding

Before we can enrol you to your programme, it’s vitally important that you complete ‘Onboarding’ using the Aptem system.

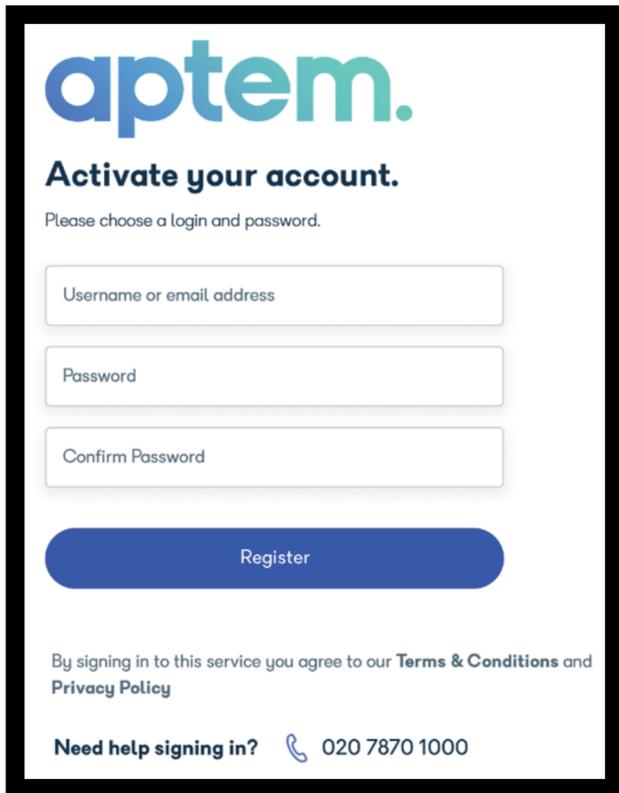
There are 3 simple steps, as detailed in this document.

Once NLTG have created an Aptem account for you, you’ll receive an email from Aptem with the subject “Welcome to Aptem you have been invited to activate your account”. The email will look like this:



Step 1: Account Activation & Personal Details

Click on the **Activate Account** button which will take you to the following screen.

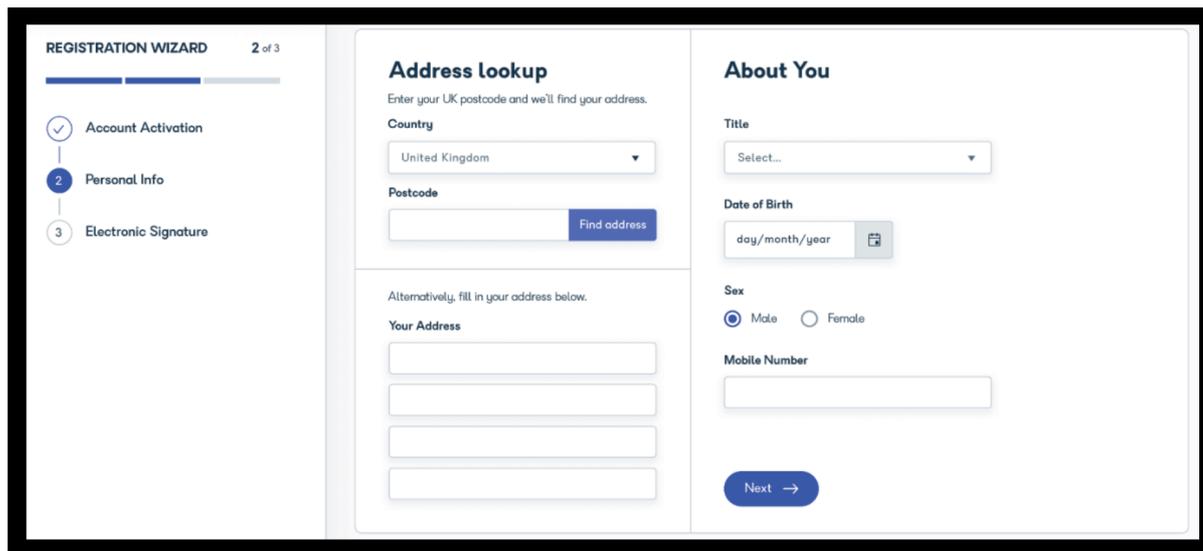


The screenshot shows the 'aptem.' logo at the top left. Below it is the heading 'Activate your account.' followed by the instruction 'Please choose a login and password.' There are three input fields: 'Username or email address', 'Password', and 'Confirm Password'. A blue 'Register' button is positioned below these fields. At the bottom, there is a note: 'By signing in to this service you agree to our [Terms & Conditions](#) and [Privacy Policy](#)'. Below that is a link: 'Need help signing in?' with a phone icon and the number '020 7870 1000'.

Your email address will automatically be set as your username but you can change this here where you will also create your password.

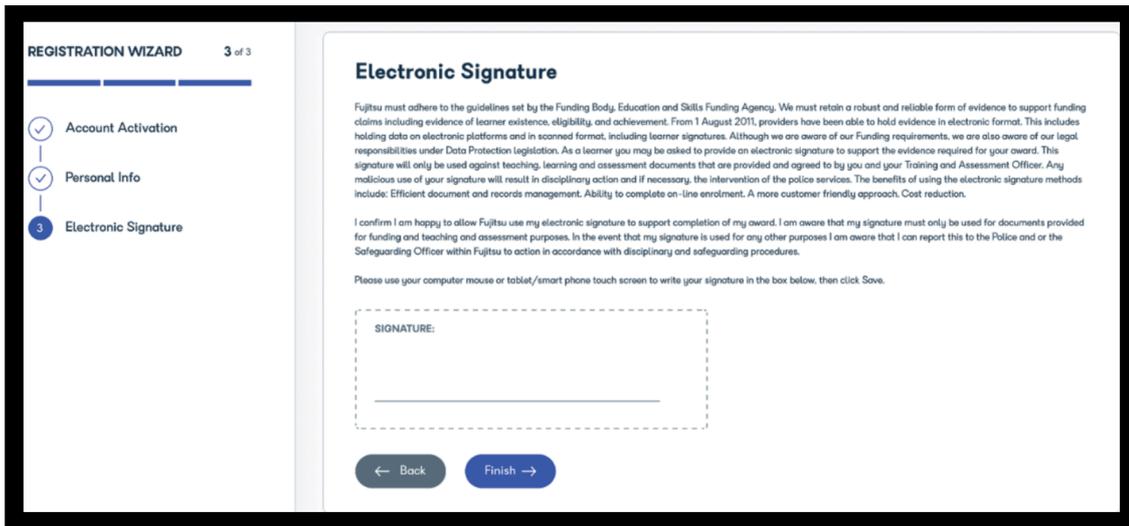
When you are happy with your login details then click on the **Register** button.

Once you have created your username and password, you will be asked to confirm your personal details as below. Once these are complete then click on **Next**.



The screenshot shows a 'REGISTRATION WIZARD' with '2 of 3' steps. The first step is 'Account Activation' (checked), the second is 'Personal Info' (active), and the third is 'Electronic Signature'. The 'Address lookup' section asks to 'Enter your UK postcode and we'll find your address.' It has a 'Country' dropdown set to 'United Kingdom', a 'Postcode' input field, and a 'Find address' button. Below this, it says 'Alternatively, fill in your address below.' and has four input fields for 'Your Address'. The 'About You' section has a 'Title' dropdown, a 'Date of Birth' field with a calendar icon, 'Sex' radio buttons for 'Male' (selected) and 'Female', and a 'Mobile Number' input field. A blue 'Next →' button is at the bottom right.

You will then be asked to create or select an online digital signature. You can either use your computer mouse or touch screen to create a signature, or select a signature sample from the list. This is especially useful if you do not have a touch screen.



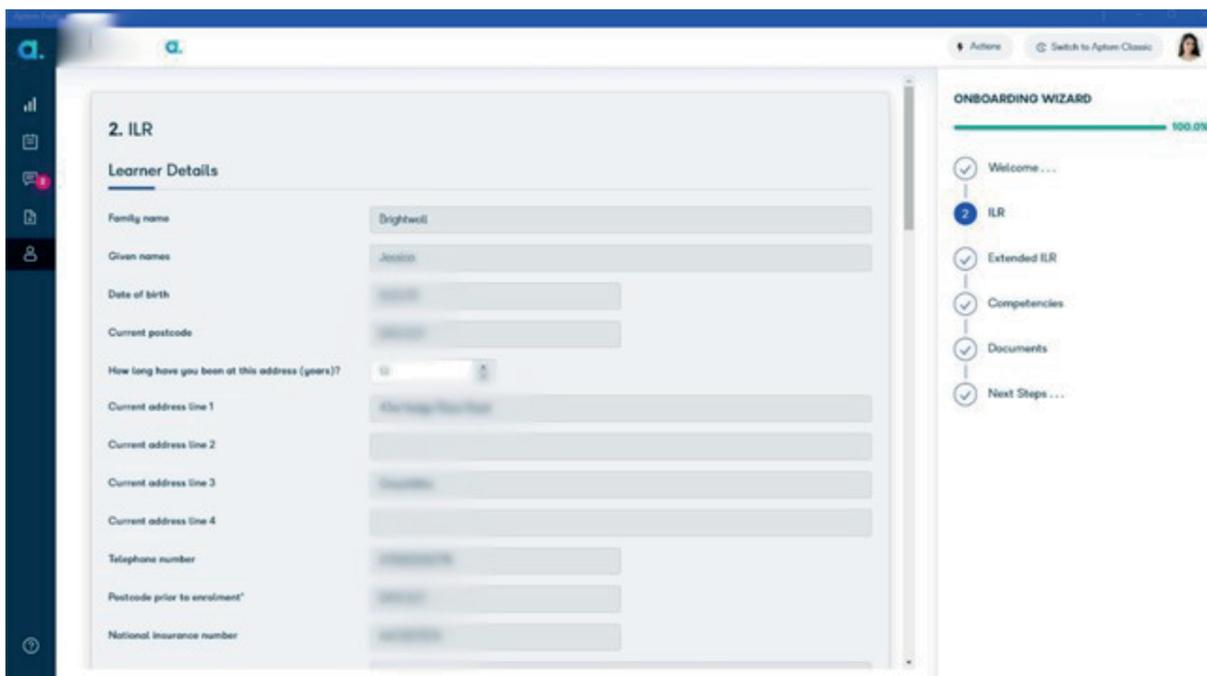
The screenshot shows a 'REGISTRATION WIZARD' at step 3 of 3. The left sidebar lists three steps: 'Account Activation', 'Personal Info', and 'Electronic Signature', with the third step being active. The main content area is titled 'Electronic Signature' and contains a paragraph of legal text regarding the use of electronic signatures. Below the text is a dashed box labeled 'SIGNATURE:' with a horizontal line for writing. At the bottom of the main area are two buttons: 'Back' and 'Finish'.

Once you are happy with your signature then click on **Finish**.

Step 2: Learning Details

Now that you have created your account, password and signature you'll need to provide us with more information about yourself and anything relevant to the training you will be undertaking. This information is called your ILR or Individual Learning Record.

On signing in to your Aptem account for the first time you will be taken straight to this page.



The screenshot shows the '2. ILR' (Individual Learning Record) form. The title is '2. ILR' and the subtitle is 'Learner Details'. The form contains several input fields: 'Family name' (Brightwell), 'Given names' (Jessica), 'Date of birth', 'Current postcode', 'How long have you been at this address (years)?', 'Current address line 1' (45, Kingsley Road, Ipswich), 'Current address line 2', 'Current address line 3', 'Current address line 4', 'Telephone number', 'Postcode prior to enrolment*', and 'National Insurance number'. On the right side, there is an 'ONBOARDING WIZARD' progress bar at 100.0% and a list of steps: 'Welcome...', 'ILR', 'Extended ILR', 'Competencies', 'Documents', and 'Next Steps...'. The 'ILR' step is currently active.

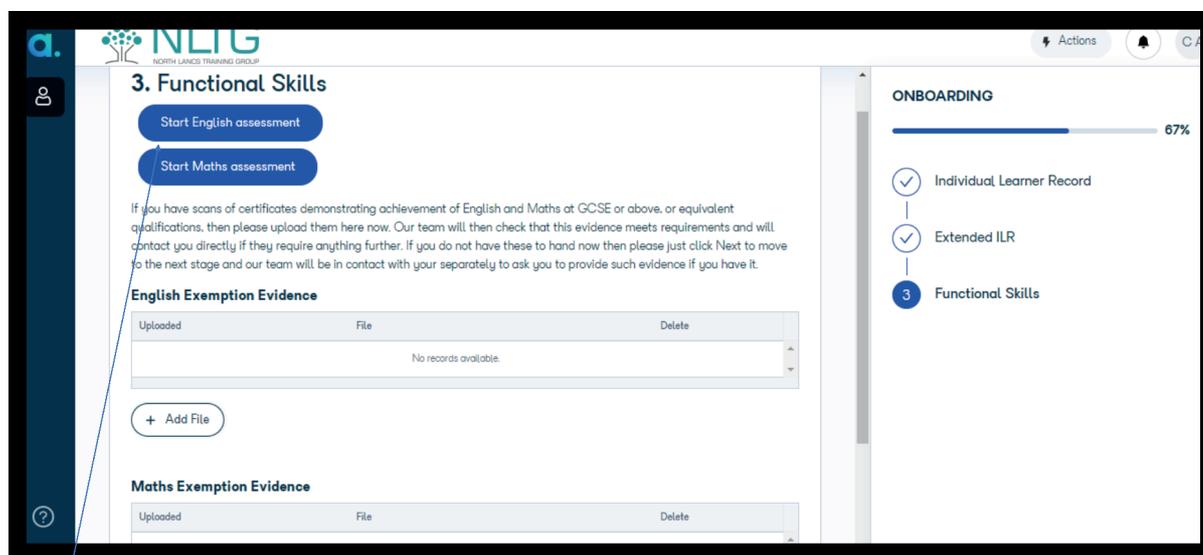
Complete the relevant sections with your details, remembering that you may not be able to move on to the next page without completing all fields on the page you are on.

There will then be a declaration for you to sign using the e-signature you created earlier.

You will then move on to your Extended ILR and a number of pages where we will ask for additional information. Once this is completed then click on **Next**.

Step 2: Learning Details

You will need to complete maths and English short assessments to help us check your current skills level. To start the assessments, click on the 'assessment' buttons (as shown below). When you click to Start an assessment you will be redirected to a website called Skills Forward and will be asked to accept to their Terms & Conditions by ticking the relevant box.



Once you have completed the short assessments, you are also able to upload evidence of any previously achieved maths or English qualifications. If you do not have your evidence to hand then you can still finish Onboarding by clicking Finish.

Your Onboarding is now complete!
You'll be contacted by your NLTG Tutor regarding the next steps.

Thank you