



Learner Basics

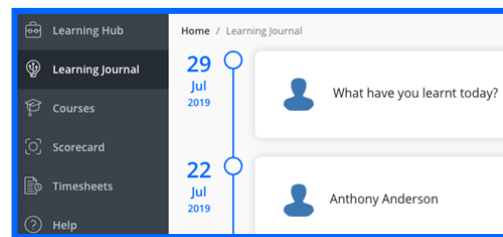
Using the Scorecard

Scorecard

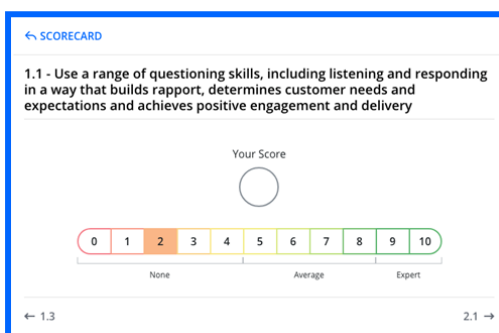
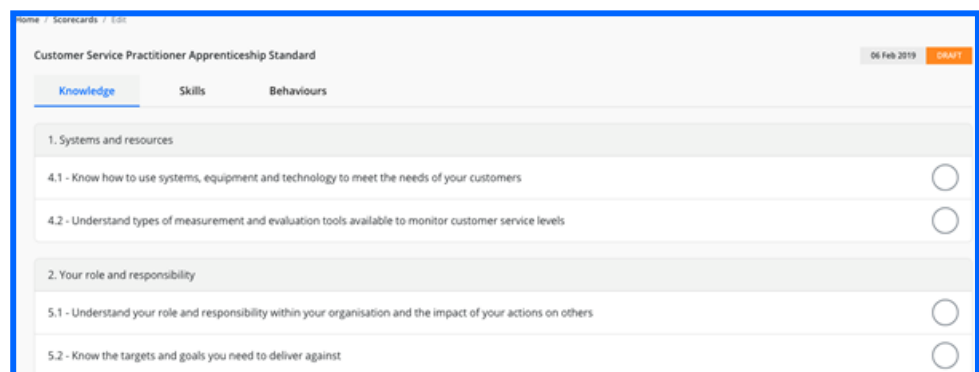
The scorecard helps you to develop, track and reflect upon your knowledge, skills and behaviours for a specific job role. It also provides key information for your training provider, employers, end point assessment organisations and Ofsted.

This guide will show you how to use the scorecard.

1. To access your scorecard, select **Scorecard** from the left-hand menu
2. On the scorecard overview, select **Start Scoring** to create your first scorecard
3. Select the category you want to score
4. To score a piece of **Criteria**, select anywhere in the criteria box



Note - The scoring categories will likely be different for each apprenticeship standards

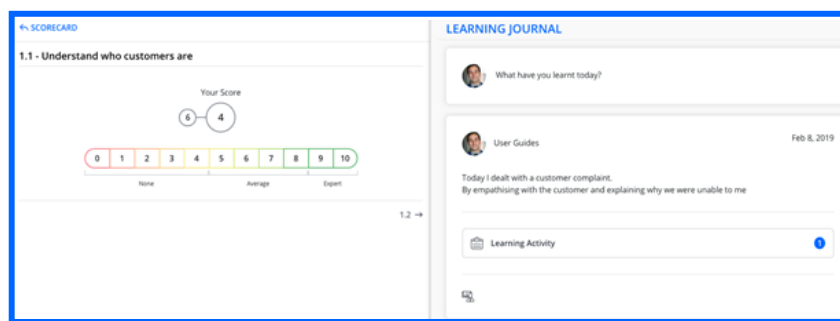


5. Select your **Score Rating** from the scale
6. Click the **Criteria Reference Number** with the arrows to continue

Creating a new Learning Journal entry

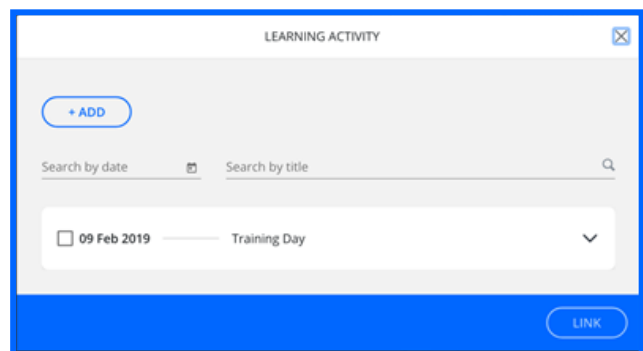
During the completion of your Scorecard you can also provide a reflection of learning by creating a new Learning Journal entry. The Learning Journal displays on the right hand side of the screen, next to the rating scale.

1. You can create a new journal entry by selecting **What have you learnt today?**
2. Provide a reflection of learning for this entry
3. Attach any files that are relevant to your entry by selecting **Attach a file**
4. Link existing recorded activities by selecting **Learning Activities**



4a. Create a new **Learning Activity**

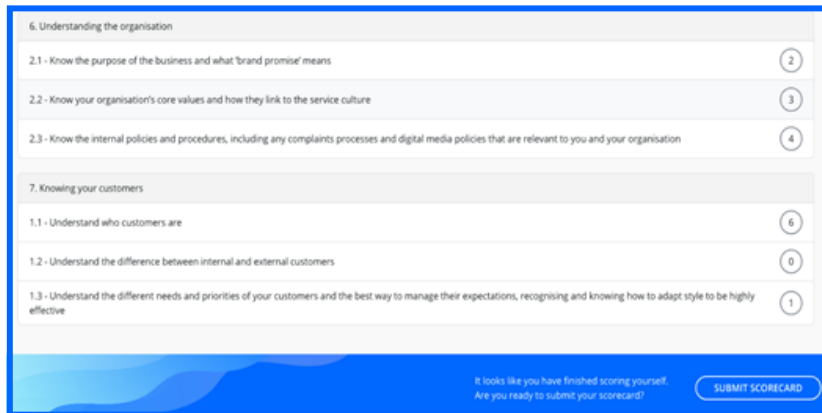
4b. Select an existing **Learning Activity**. Existing learning activities are populated from your timesheet entries and previous journal entries



5. Change the privacy options for the post by selecting the **Who can see this?** button
6. When you're finished, click **Create**

Submitting your Scorecard

1. You can return to the scorecard at any time by selecting the **Scorecard** button
2. When you are finished scoring, select **Submit Scorecard**



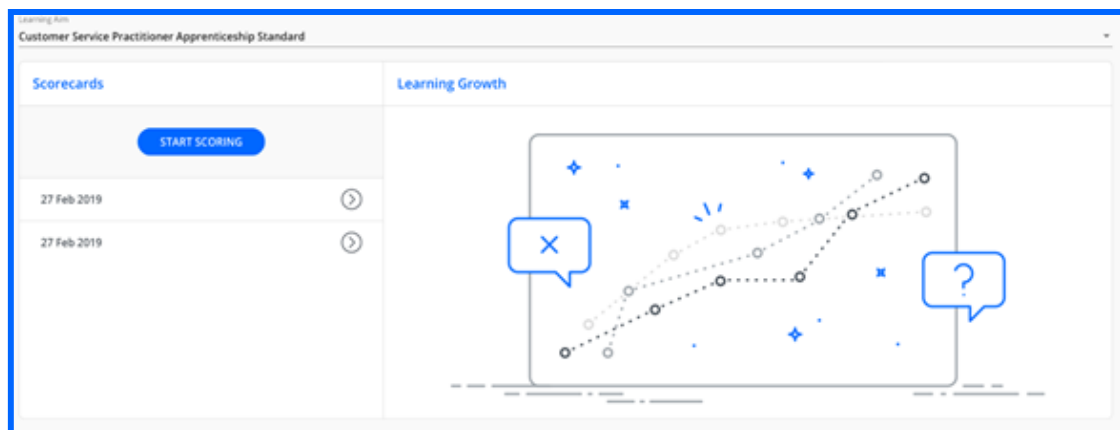
The screenshot shows a scorecard submission interface. It lists several sections with their respective scores in circles on the right:

- 6. Understanding the organisation
 - 2.1 - Know the purpose of the business and what 'brand promise' means (2)
 - 2.2 - Know your organisation's core values and how they link to the service culture (3)
 - 2.3 - Know the internal policies and procedures, including any complaints processes and digital media policies that are relevant to you and your organisation (4)
- 7. Knowing your customers
 - 1.1 - Understand who customers are (6)
 - 1.2 - Understand the difference between internal and external customers (0)
 - 1.3 - Understand the different needs and priorities of your customers and the best way to manage their expectations, recognising and knowing how to adapt style to be highly effective (1)

At the bottom, there is a blue bar with the text: "It looks like you have finished scoring yourself. Are you ready to submit your scorecard?" and a "SUBMIT SCORECARD" button.

3. View a submitted scorecard by selecting the button displaying the scorecards date
4. To start your next scorecard, select **Start Scoring**.

Note - There is a limit of one scorecard per month



The screenshot shows the "Learning Growth" interface. On the left, under the "Scorecards" tab, there is a "START SCORING" button and a list of scorecards with dates "27 Feb 2019" and "27 Feb 2019", each with a right arrow button. On the right, there is a large graphic area with a dashed line graph, a blue 'X' in a speech bubble, and a blue question mark in a speech bubble.

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