

aptem.

The complete solution  
to apprenticeship delivery



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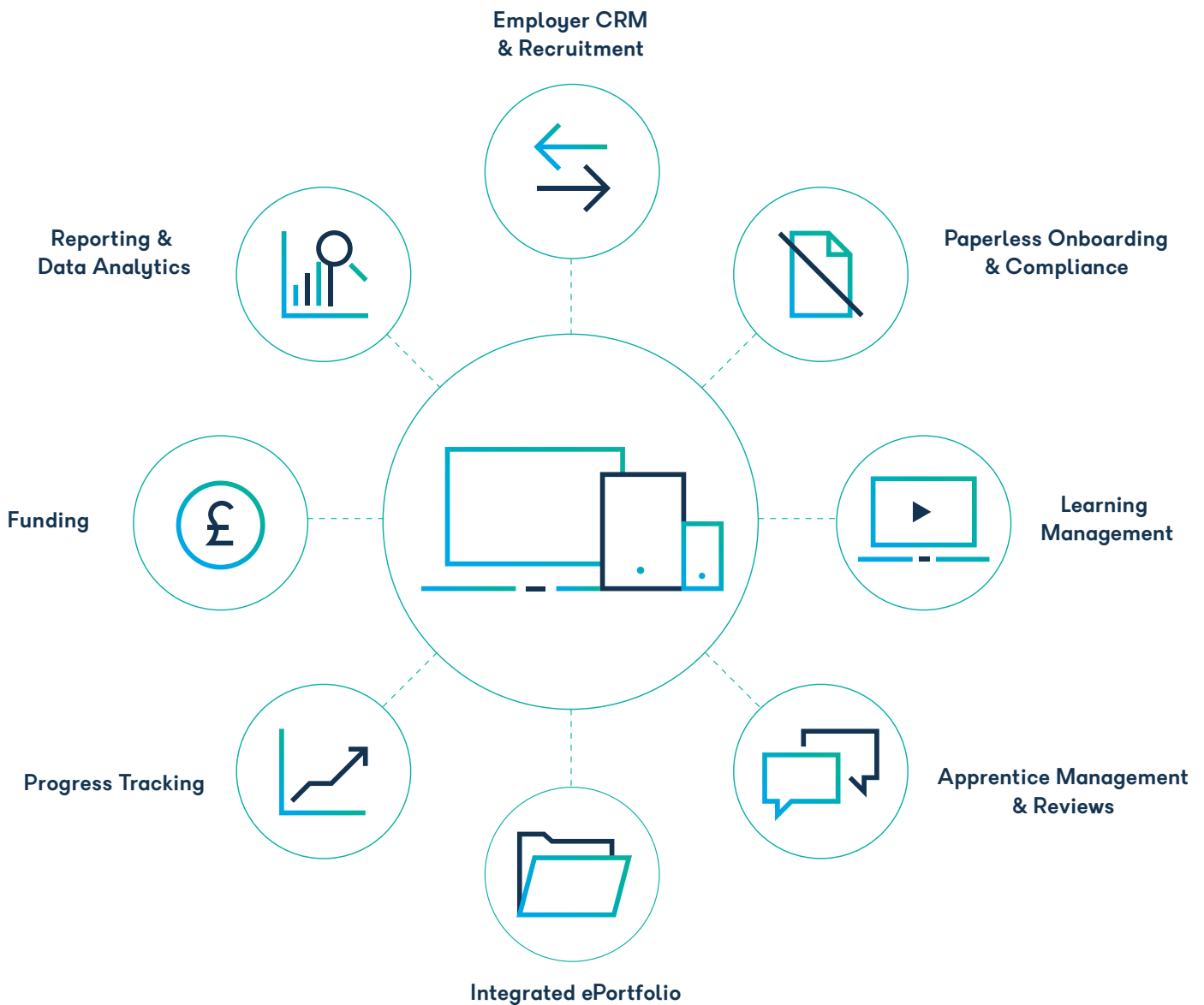
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# Introduction

## **Aptem is a complete solution to enhance every aspect of apprenticeship delivery.**

From employer engagement CRM and recruitment, through to administration, learning, funding and reporting, Aptem addresses it all in one, easy-to-use interface.

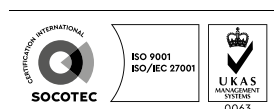
Across the UK, Aptem is delighting training providers, employers, colleges, universities, tutors, assessors and, most importantly, learners. Aptem intelligently displays the functionality that is of interest to each user type, making the platform extremely easy to use.



**Aptem helps UK apprenticeship providers comply with GDPR, Ofsted and the ESFA, while freeing-up staff time, and delivering a learning experience that changes lives.**

From deep insights to ongoing improvements, Aptem will revolutionise your apprenticeship delivery.

Aptem is a fully managed Software as a Service platform that operates through your browser, with no software, servers or maintenance required from you. Our commitment to quality has been recognised time and again by our customers, award wins, ISO 9001 and ISO 27001 accreditations and Cyber Essentials certification.



Crown  
Commercial  
Service  
Supplier



## Benefits & Features



**Aptem combines all the functionality you need into one, easy-to-use interface.**

Aptem does more than help you work smarter and faster – It uses powerful analytics to guide you as you make positive changes throughout your apprenticeship delivery.

Aptem has been designed from the ground up to tackle the issues that matter most:

- ✔ **Slashing admin** – automated, streamlined processes and pre-populated data.
- ✔ **Cutting costs** – reduced overheads and improved efficiency.
- ✔ **Freeing-up staff time** – more time to spend on what matters most.
- ✔ **Delighting learners** – a more engaging experience that nurtures talent.
- ✔ **Advancing delivery** – intelligent analytics to improve delivery.



# Employer CRM & Recruitment

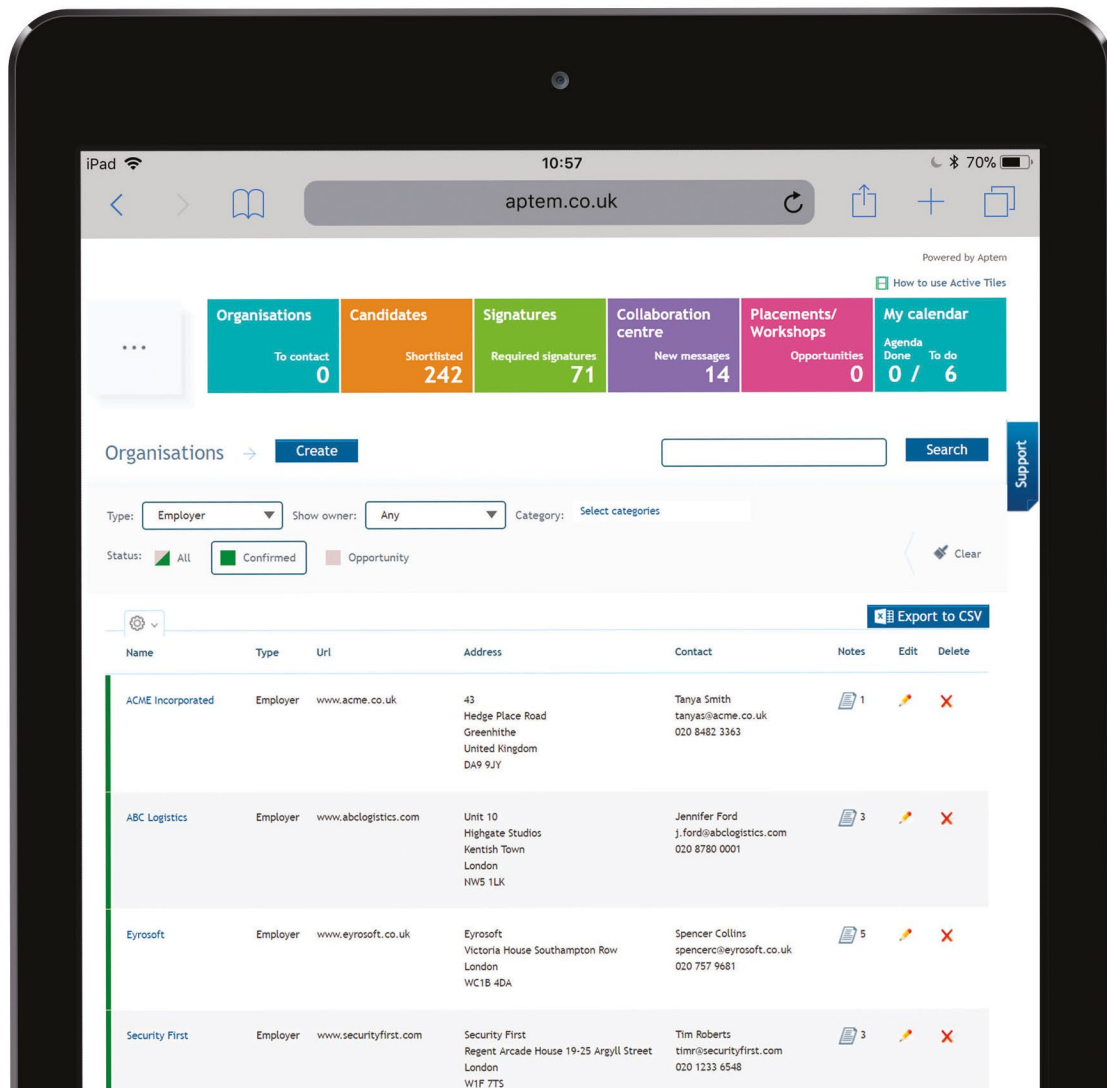


## Take control of all your employer and recruitment activity.

Aptem's CRM has a rich suite of apprenticeship and vocational training features. With seamless data exchange between recruitment, onboarding and compliance, it eliminates repetitive data entry, improves accuracy and saves valuable time. Account managers get a bird's eye view of progress, with the power to make additional business approaches much more effective.

### Key features

- ✓ Manage, schedule and control all your employer and referrer activity with ease.
- ✓ Create vacancies and send them to the Find an Apprenticeship Service and key job boards with a few clicks.
- ✓ Match candidates to vacancies with a seamless, paperless onboarding process for successful applicants, and automatic talent pool creation.
- ✓ Manage application processes and employee enrolment with ease.



# Paperless Onboarding & Compliance

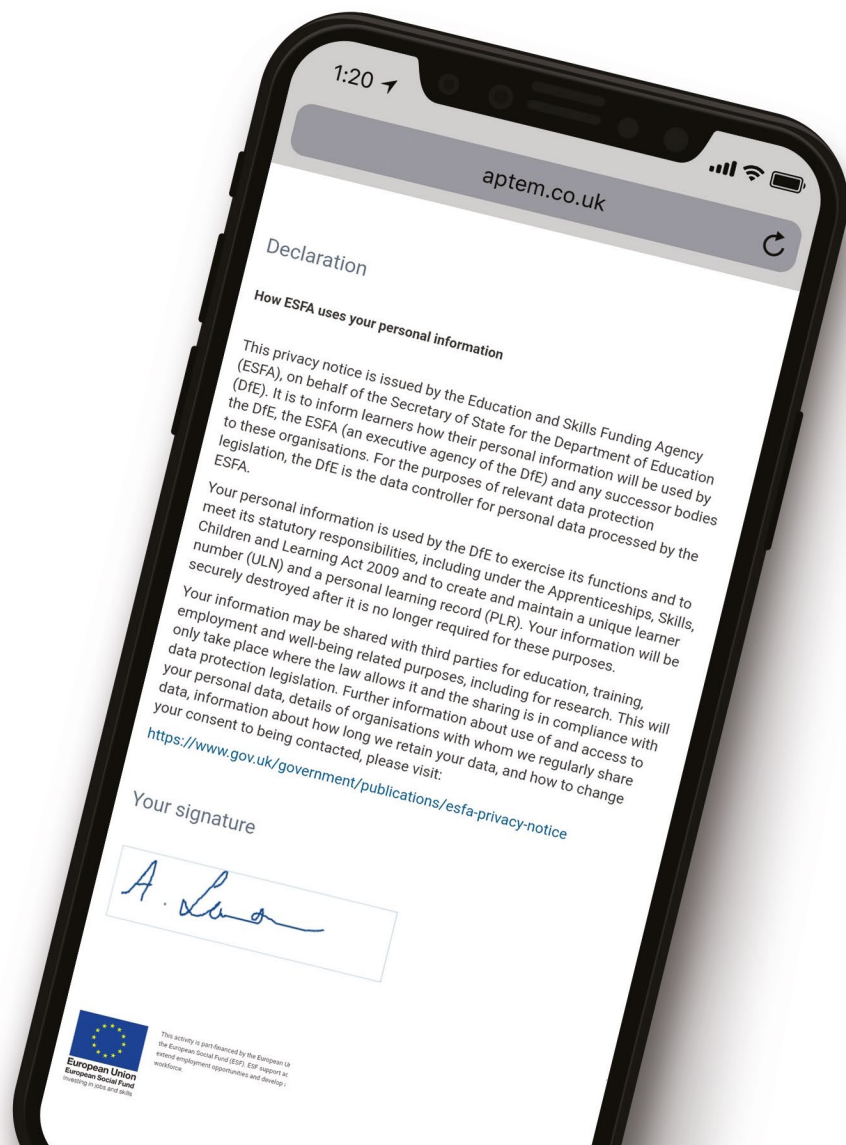


## An uncluttered approach to beginning an apprenticeship and staying within the rules.

Aptem handles onboarding without the head-ache of endless paperwork and chasing manual signatures. Thanks to its built-in Ofsted and ESFA compliant modules, you'll never need to worry about keeping within the regulations.

### Key features

- ✔ Generate paperwork, such as ILRs, quickly, and complete them easily with instant electronic signatures.
- ✔ Check who needs to sign what with just a glance.
- ✔ Use Onboarding Wizards to start apprentices off in minutes, whether they are on site or remote.



# Learning Management

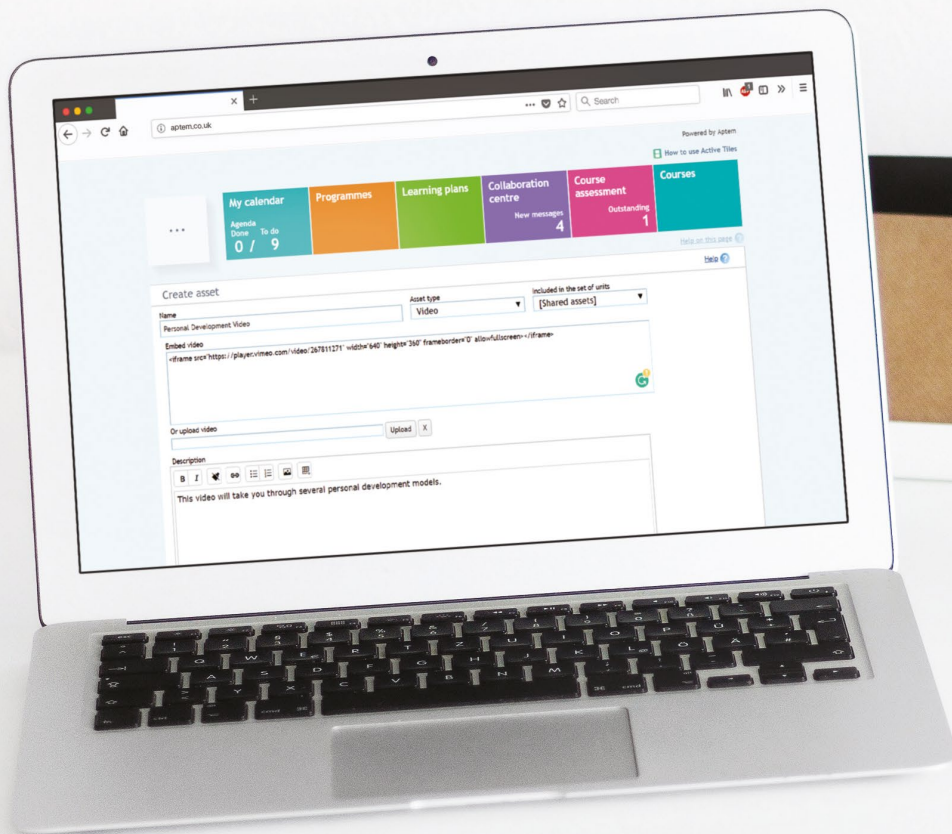


**Deliver state of the art learning for less, with accessible, engaging content for both computers and mobile devices.**

Create personalised learning journeys with multimedia content including video, reading material and audio. Bring learners together in virtual classrooms that make training and interaction available to anyone, wherever they are.

## Key features

- ✔ Create eLearning assets and eAssessments with Course Builder.
- ✔ Schedule and manage workshops, webinars and virtual classrooms.
- ✔ Record attendance and track students' progress.
- ✔ Expand your course materials with external eLearning assets through simple web links or using our powerful API.





# Apprentice Management & Reviews



## Communicate freely with learners and help them get ahead.

Aptem helps you stay close to your apprentices, making sure they are supported and engaged. All the paperwork is electronic and integrated features help you interact to ensure deadlines are never missed.

### Key features

- ✓ Access everything you need to know about an apprentice from their profile page.
- ✓ Create review environments that work for you, and see the full history of all sections during the review process.
- ✓ Schedule and manage all review types including 1-2-1, tripartite and exit reviews.
- ✓ Electronically create and sign review paperwork.
- ✓ Use the Aptem Collaboration Centre® to manage all your apprentice communication, and generate messages & alerts.
- ✓ Send automated reminders to learners with the Nudge Engine®.



# Integrated ePortfolio

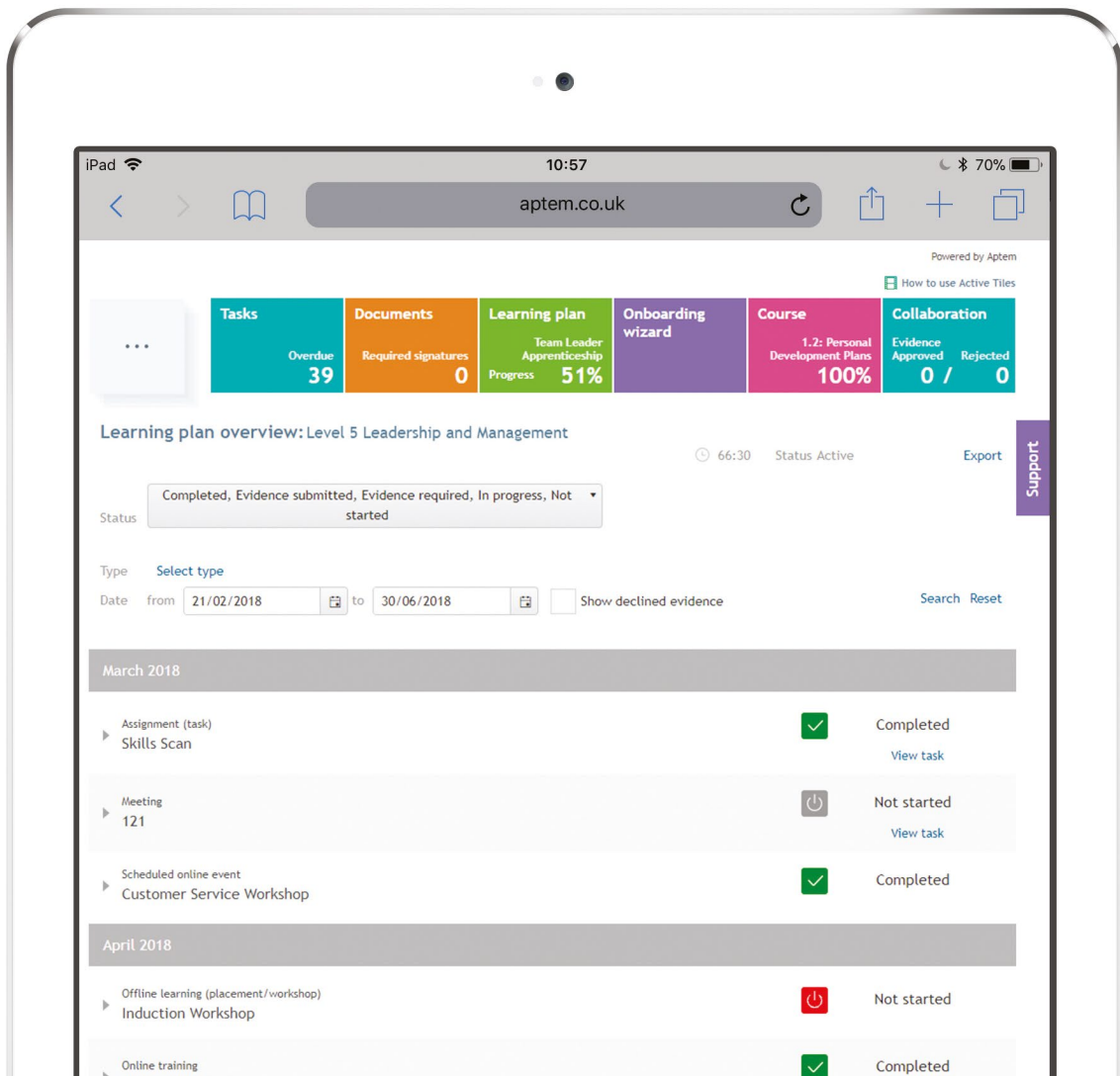


## Learning combined effortlessly with ePortfolio to simplify evidence collection.

Apprenticeships have an increasing volume of learning delivery, especially with Standards. Aptem combines learning delivery with ePortfolio, so evidence can be viewed as part of a learning plan.

### Key features

- ✓ ePortfolio functionality is blended into the learning delivery system.
- ✓ Mapping Standards and qualifications to delivery plans ensures all criteria are correctly evidenced.
- ✓ Apprentices load evidence directly or it is generated by the platform.
- ✓ Generate an evidence file for end-point assessment.



# Progress Tracking



## Stay on top of Frameworks and Standards.

Aptem tackles both Frameworks and Standards, so you can deliver a complete range of programmes without breaking sweat.

### Key features

- ✔ Monitor progress against both Standard and related qualifications simultaneously.
- ✔ Use the Aptem Skills Radar® for skills scan followed by goal setting and progress checking.
- ✔ Monitor off the job hours progress.
- ✔ Instantly see where individuals have fallen behind schedule.
- ✔ View progress by cohort, employer, standard and assessor, or assess your entire programme.
- ✔ Identify issues with our Predictive QAR and progression tool.





# Funding

## Upload your claim directly to the ESFA Hub.

Aptem keeps your Individual Learner Records (ILRs) data ready to make a funding claim. In seconds you can generate a fully compliant batch report at the click of a mouse, and upload it straight into the ESFA Hub or import into your funding management software.

### Key features

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- ✔ Create batch files for the ESFA Hub with ease.
  - ✔ Avoid errors - all your data is validated as it is entered.
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# Reporting & Data Analytics



## All your apprenticeship data at your fingertips, with all the insights you need.

Aptem brings all your data together in one place, without the tedium of reconciling lots of separate systems. From keeping everyone on track, to maintaining quality control and individual performance, its progress reporting and Predictive QAR makes spotting problems and fine tuning your programmes a snap.

### Key features

- ✔ Create custom reports for any scenario and filter your data with ease.
- ✔ View and analyse your data on-screen, or output everything to Excel.
- ✔ Save as many report configurations as you need.
- ✔ Share reports with other administrators.
- ✔ Get automatically alerted to risks with the **Early Warning System**.
- ✔ Understand how your QAR scoring might develop with the **Predictive QAR**.



## From training providers, to employers, and from colleges to universities, Aptem makes life easier for providers and learners.

“Aptem has been one of the key drivers behind Corndel’s growth, as it has increased our operational efficiencies and simplified many of our processes. We also save a lot of time by using Aptem, as we don’t need to enter the same data twice and staff only have to learn one system that does everything. This has enabled us to spend more time focusing on quality, creating engaging learning journeys that meet the needs of our customers and their workforce.”

**Mushall Khan,**

Chief Operating Officer, Corndel

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“Prevista deliver quality vocational and employability provision to young people and adults and we have successfully, extensively used Aptem for over five years. Aptem is a transformational platform which de-risks compliance and Ofsted, and puts providers, learners and employers in the driving seat – it is a true end-to-end solution rather than one based on “legacy” platforms and is ahead of the curve. Put simply, Aptem is the best technology platform in the sector. Aptem is a key component of our Apprenticeship growth plans. The MWS implementation team is exceptionally helpful and take the pain out of new programme roll-outs.”

**James Clements Smith,**

Managing Director, Prevista

“Having worked over 15 years in the skills and employability sector, including leading some of the largest providers, I have seen numerous technology systems. My colleagues and I selected Aptem for BlackRock Training because its end-to-end design, comprehensive functionality and superb support, in our view, make it the leading system on the market.”

**Peter Brooks,**

Managing Director, BlackRock Training

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“We chose to work with Aptem, after looking at several alternatives, as the entire learning journey (from sign up through to EPA) is embedded into the platform. This saved us money as we could consolidate a number of existing systems in one. Additionally, the investment required demonstrated exceptional value for money and the level of customer service is refreshingly ‘on it’.”

**James Taylor,**

Commercial Director, HTFT Partnership

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“Aptem was chosen because of its comprehensive design & functionality. Implementation was fast, and the training we received was excellent. We also have ongoing support from Aptem which is responsive and helpful. Our team are feeling confident and positive about growing our Apprenticeship delivery with Aptem.”

**Clive Green,**

Managing Director, Active Learning & Development





Intelligent apprenticeship technology

## **Learn how Aptem could help you and book a free demo now.**

Aptem is the latest product developed by MWS Technology, pioneers in technology solutions for the vocational training, further education and welfare to work sectors since 2009.

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