



# Employer Basics

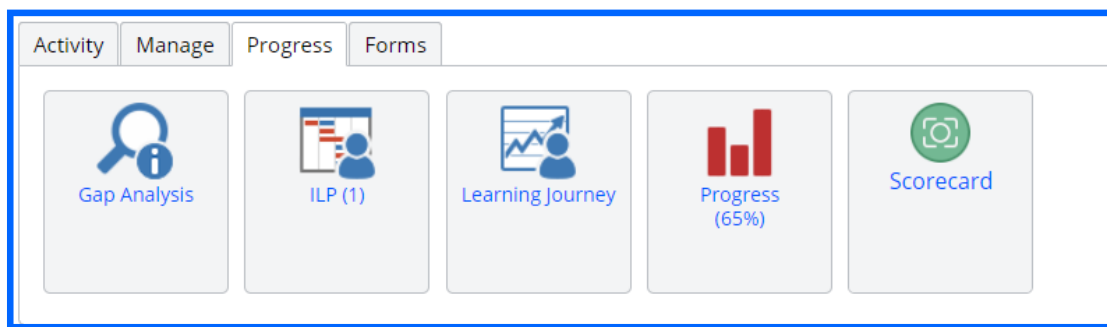
Understanding a Learner's Scorecard

# Understanding the Scorecard

Learner's will have a function that allows them to score themselves in regards to their confidence against the curriculum or against Knowledge, Skills and Behaviours. This guide will show you how to access and monitor your learner's Scorecard.

## How to access the Scorecard

1. On your **Homepage**, scroll down to the **Learner Dashboard** and select one of your learner's to be taken to their **Portfolio** page.
2. Once you are on a learner's **Portfolio** page, scroll down to see the feature tabs; **Activity, Manage, Progress** and **Forms**. Select **Progress**.
3. Select **Scorecard**.



## Monitoring your learner's Scorecard

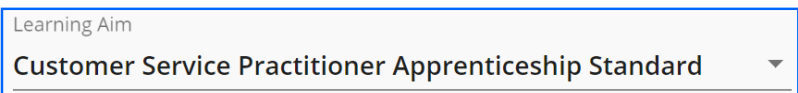
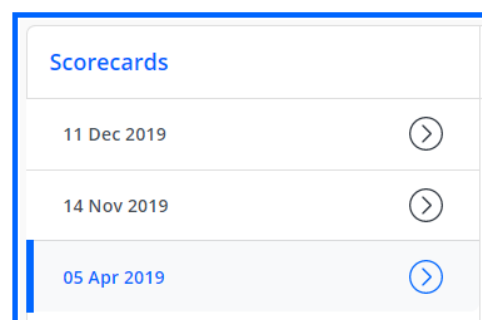
Learner's will be asked to complete a new scorecard during each review, however some centres may ask learner's to complete this more or less frequently.

You will be able to see all of the scorecards the selected learner has completed on the left-hand side of the page.

Select one of the dates to be taken to the scorecard the learner had completed during that time.

Tip:

If your learners have to complete scorecards for more than one learning aim, then you can change the learning aim you are viewing from the top of the page



# Continued..

Here you will be able to see criteria and on the right-hand side, two scores. The first will be the score the learner gave themselves during the last scorecard whereas the score on the right-hand side will be what the learner scored themselves during the current scorecard that you are viewing.

The screenshot shows the 'Customer Service Practitioner Apprenticeship Standard' scorecard. At the top right, it displays the date '14 Nov 2019' and a 'SUBMITTED' status. Below the title, there are three tabs: 'Knowledge', 'Skills', and 'Behaviours'. The 'Knowledge' tab is selected. The main content area lists two units with their respective criteria and scores:

Unit	Criteria	Previous Score	Current Score
1. Product and service knowledge	7.1 - Understand the products or services that are available from your organisation and keep up-To-Date	2	6
2. Meeting regulations and legislation	3.1 - Know the appropriate legislation and regulatory requirements that affect your business	2	4

With the example given above, there is a tab for each unit in the learning aim, in this instance the learning aim is an apprenticeship standard so you can see Knowledge, Skills and Behaviours for each unit.

Selecting one of the criteria will take you to the **Rating Scale** view. Here is where learner's would score each of the criteria

The screenshot shows the 'Rating Scale' and 'Learning Journal' views. On the left, the 'SCORECARD' view displays the criteria '2.1 - Act on and seek feedback from others to develop or maintain personal service skills and knowledge'. Below the title, it shows 'Your Score' with a visual scale from 0 to 10. The current score is 4, and the previous score is 2. The scale is color-coded: 0-2 (red), 3-4 (yellow), 5-6 (green), 7-8 (light green), 9-10 (dark green). Below the scale, there are labels for 'None', 'Foundation', 'Strong', 'Advanced', and 'Expert'. On the right, the 'Learning Journal' view shows a post by 'Pete Blue' dated 'Jul 2, 2019'. The post is marked as 'Completed Task' and includes a 'View Assessment Plan' button. The journal content reads: 'Please complete some independent learning and record your findings in your journal..'

The Learning Journal will display on the right-hand side on the page. This makes it much easier for learner's to reflect as they will be able to see the learning activities related to that criteria. New Journal posts can also be created at this stage.

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To go back to that **Scorecards** page, select the **Scorecard** button on the top left-hand side.

[← SCORECARD](#)

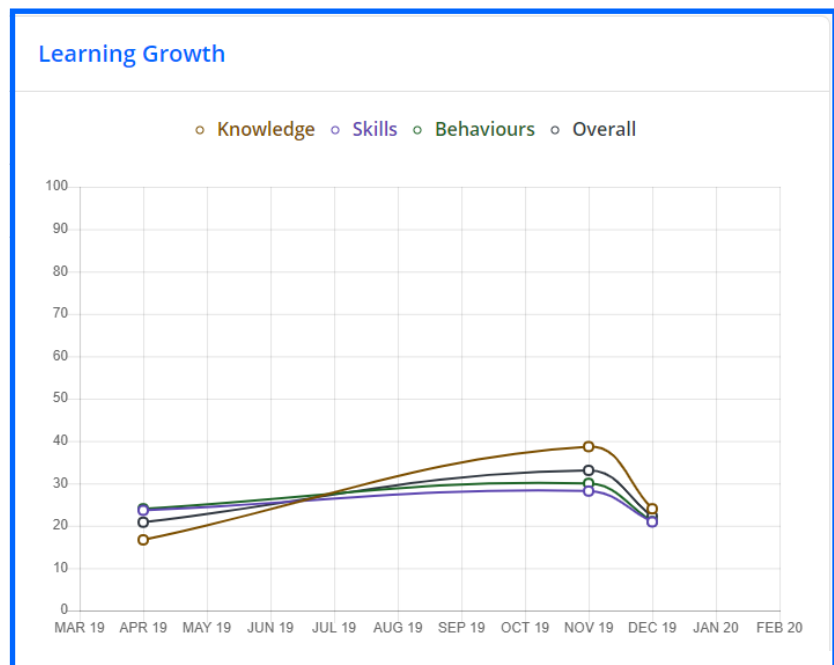
To go back to the main list of completed **Scorecards**, select the **Scorecard** option within the breadcrumb menu on the top left-hand side.

[Home / Scorecards / Edit](#)

## Learning Growth Chart

To Learning Growth chart will be view-able from the main Scorecard page.

The graph will average the scores for each unit from each completed Scorecard and plot those on the graph.



The graph will demonstrate the learner's confidence dipping and growing as they progress through their programme.

This information will be perfect for Ofsted and monitoring the success of the delivery as it will give a representation of the learner's confidence from their own perspective.

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