

Apprenticeship Management Suite – 02/04/2026

Release Notes

This page contains details of new and amended functionality included in the software update deployed on **02/04/2026**.

Timelog – Edit and Delete Access for Delivery Staff – ePortfolio

What have we done?

Delivery Staff users with access to ePortfolio can edit and delete existing Timelog records for their learners.

Why have we done this?

This access for Delivery Staff provides the full access to the Timelog that Learners have within Apprenticeship Management.

How will you benefit?

Assessors can amend or remove Off-The-Job (OTJ) records to ensure the time displayed in the learner's portfolio is compliant and up to date.

Details of the change

From the Delivery Staff homepage, Assessor users can select 'View' against a learner from the list that has ePortfolio data. This takes the Assessor into the Learner Profile.

In the Learner Profile, the user can select the 'Timelog' tab to view Off-The-Job records for the learner, as well as their progress for their current episode of learning.

Assessors can select the ellipsis button against an OTJ record in the list. From here, the Assessor can View, Edit, or Delete the record. When the user selects to view a record, then the ellipsis button remains available at the top of the record where the Edit and Delete options are available.

Evidence – Delivery Staff Access in the Learner Profile - ePortfolio

What have we done?

Delivery Staff users with access to ePortfolio can drill into a learner record where the learner's library of Evidence is available. This release includes Add and View access.

Why have we done this?

This feature has been delivered as part of a wider project to enrich the Delivery Staff view of learners, reducing the need to navigate to the existing Smart Assessor interface to check and access Evidence.

How will you benefit?

Assessors can receive the improved view of a learner's Evidence records as the learner views their evidence within the Apprenticeship Management Suite, without needing to navigate into Smart Assessor.

Details of the change

From the Delivery Staff homepage, Assessor users can select 'View' against a learner from the list that has ePortfolio data. This takes the Assessor into the Learner Profile.

In the Learner Profile, the Assessor can select the 'Evidence' tab to view the learner's library of evidence.

The 'Evidence' tab displays the learner's current Evidence progress for their episode of learning, including their target to date, their submitted percentage, their signed-off percentage, and a chip to display if the learner is on track or behind.

There is a tab per active ePortfolio course to display Evidence Upload records that have been mapped to that course. Each tab provides sorting and filtering options to navigate the list of records.

The Assessor can add new evidence records, view existing records and check records to provide feedback.

Signatures – Combined View of Signature Actions – ePortfolio & LMS

What have we done?

Delivery Staff with ePortfolio and Learner Management System access now have a single 'Signatures missing' category in their To Do section on the Homepage.

Why have we done this?

This change reduces uncertainty when reviewing the To Do section and only displaying a single category relating to Signatures.

How will you benefit?

Delivery Staff with ePortfolio and LMS now have a single location to manage their own signatures and those they have requested from learners and employer managers.

Details of the change

When a Delivery Staff user is licenced to both ePortfolio and LMS, and they access their Homepage, then the To Do section displays a single 'Signatures missing' category. The numerical value displayed in the category shows the total number of signatures the user has to complete themselves for LMS WebForms and the outstanding signature requests they sent to learners and employer managers.

When the user opens the Signatures category, then there are two tabs. The first tab, 'My signatures', displays the signatures from LMS that the logged in user must complete themselves. The second, 'Learner/Employer signatures', displays the requests the user has sent to others.

Above the tabs is a refresh button that can be selected to refresh the data in both tabs simultaneously.

Learner Activities – Assessment & Learning

What have we done?

Tutors can now:

- filter the list of **All activities** by activity type to show one of the following for Functional Skills courses:
 - Learning Resources
 - Progress Checks
 - Exam Practice
- filter the list of **All activities** by activity type to show one of the following for GCSE and digital skills courses:
 - Learning Resources
 - Progress Checks

Why have we done this?

To allow tutors to quickly review a particular learning activity such as a Progress Check.

How will you benefit?

For learners who have carried out lots of learning activities, it will be easier to sort the list to review the activities by type.

Details of the change

When a tutor selects **View more** from a course page, such as Functional Skills Maths, they can now select the arrow next to **All activities** and choose an activity type to filter the activities list.