

Apprenticeship Management Suite – 19/03/2026

Release Notes

This page contains details of new and amended functionality included in the software update deployed on **19/03/2026**.

Timelog View for Delivery Staff – ePortfolio

What have we done?

Delivery Staff users with access to ePortfolio can drill into a learner from their ePortfolio caseload and access their Timelog

Why have we done this?

Feedback from organisations who have adopted the Apprenticeship Management Suite have requested staff from ePortfolio to have a richer view of a learner's portfolio within the improved user experience.

How will you benefit?

Assessor users will no longer need to redirect into Smart Assessor to access a learner's timelog. The improved user experience provides Assessor's the same view of the timelog as learner's have from their own login.

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 have the ability to filter, sort and search through the list to locate specific records, for example, reviewing OTJ logged during a certain date range. The search capability matches the text the Assessor enters based on the 'Impact' and 'Activity Type' fields from the records.

Assessors can also add new OTJ entries, view records or delete records. Work is planned for an upcoming release to introduce editing capabilities.

Progress Displays Submitted vs Signed-Off - ePortfolio

What have we done?

When Assessor users access the 'Progress' tab in the Learner Profile, the progress bars for an ePortfolio course now displays the 'Submitted' amount of evidence alongside the amount of 'Signed-Off' evidence.

Why have we done this?

Feedback from organisations who have adopted the Apprenticeship Management Suite requested in a Sprint Review with the OneAdvanced Product Team to display both metrics, rather than just the 'Signed-Off' metric. This improves visibility of progress in courses where staff won't sign evidence until near the end of the course.

How will you benefit?

Assessors will have sight, at a glance, if the learner they're reviewing has uploaded more evidence than has been signed-off and is on track.

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 'Progress' to view the active courses the learner is enrolled onto. For ePortfolio courses, the progress bar displays three metrics:

- Target to Date – This displays where the learner should be on today's date. In the progress bar, this is indicated by a target icon.
- Submitted – This displays how much evidence the learner has saved into their portfolio. On the progress bar, this is indicated by a light-blue bar.
- Signed-Off – This displays how much evidence the Assessor has signed-off in the portfolio. On the progress bar, this is indicated by a dark-blue bar.

Bulk Nudging Signature Requests - ePortfolio

What have we done?

Assessors can send a notification in bulk to learners and employer managers to complete signatures they have been requested to complete.

Why have we done this?

In Smart Assessor, we appreciate it is difficult to view outstanding signature requests and to effectively chase learners and employer managers to complete their signatures. This feature reduces admin burden for Assessors, and improves communications for learners and employer managers.

How will you benefit?

Assessors will save time when reviewing outstanding signatures, whilst learners and employer managers will receive effective communication to prompt them to log into ePortfolio to complete their signatures.

Details of the change

From the Delivery Staff homepage, Assessors can review outstanding signature requests from 'Signatures missing'.

Within here, the Assessor can click the 'Select' button. This adds a checkbox against all visible records in the list, and it adds a 'Select all' checkbox at the top of the list.

When more than one record has been selected, then a 'Nudge' button appears at the top of the list. The button will display the number of selected records.

When the 'Nudge' button is selected, then an email is generated and sent to learners and employer managers in the list requesting they log into ePortfolio to complete the signature requests that are outstanding.

In the event a learner or employer manager has more than one outstanding signature in the list, then they will only receive one email, rather than receive an email per outstanding signature.

The Assessor will see a success message when the emails are generated. They will also see a 'Last nudged all on' label to show when the feature was previously used. To prevent learners and employers from receiving too many nudges, and to prevent overloading emails queued in the backend, the bulk nudge cannot be used on the same records more than once every 24 hours.

Learner Activities – Assessment & Learning

What have we done?

Tutors can now:

- Select 'View More' to see all activities completed in a week for the past 52 weeks
- Select 'View' to go to an activity
- See the date an activity was completed

Why have we done this?

Feedback from customers that they need to easily see the activities that a learner has been working on. This functionality is already available in our legacy application.

How will you benefit?

All the activities are displayed as soon as you select the learner's course for the last 7 days and selecting 'View More' will allow you to see all learning activities for the previous year by week.

Details of the change

The date a learning activity is now displayed and tutors are able to view learning activities for the last week or any week in the previous year.

LMS – Cognassist Assessment Reports Now Visible in Learner Documents.

What have we done?

Enhanced our existing integration with Cognassist to allow for completed assessment reports to be available in the Learner Documents list.

Why have we done this?

To allow Users to easily access the completed assessment report in Apprenticeship Management.

How will you benefit?

Learners & Assessors can now immediately access the Cognassist Assessment report directly in Apprenticeship Management. The new feature ensures that visibility of the Assessment Report follows the same file type restrictions already in place with the Learner Management System PICS. Ensuring consistency with document access management.

Details of the change

Within the Cognassist Integration settings in the Learner Management System PICS, Users can now associate specific file types for both Applicant & Learner Assessment Reports. This means, when a Cognassist assessment report has been completed; the associated file type is assigned automatically, and with this the associated file type access is inherited. The Assessment report is then visible in the Learners Document list in Apprenticeship Management, and depending on visibility access, will be available to the Learner & Assessor to view and download.