

Apprenticeship Management Suite – 27/07/2026

Release Notes

This page contains details of new and amended functionality included in the software update deployed on **27/07/2026**.

Evidence – Filter Count – ePortfolio

What have we done?

Within the 'Evidence' area, the filter button displays the number of filters that have been applied from within it.

Why have we done this?

This provides consistency with other workflows and clarifies for Learners, Assessors and Employers if a filter is applied to the list of records.

How will you benefit?

Learners, Assessors and Employers have a visual indicator that filters have been applied to the list of evidence records without needing to open the filtering option.

Details of the change

When Learners, Assessors or Employers are in the 'Evidence' area and they configure a filter from the 'Filters' button, then a number displays within the button to indicate how many filters have been applied to the list of visible records.

Delivery Staff Homepage – Course Filter - ePortfolio

What have we done?

Assessors can filter their list of learners via courses they are associated with.

Why have we done this?

Following user feedback, this filtering option allows Assessor's to view learners on certain standards or qualifications.

How will you benefit?

This filtering option will improve the user experience on the homepage for delivery staff, improving the efficiency to view particular learners from the caseload.

Details of the change

When an Assessor is on the 'Delivery Staff Homepage', the Assessor can select the 'Filters' button within the 'My Learners' section.

From here, there is a new 'Course' field. The available courses are determined from the data in ePortfolio (Smart Assessor). When the Assessor is linked to an active Learner Course record, then that course is available to filter. The Assessor can also type into the field to locate a specific course to improve usability.

The filter works in conjunction with the 'Learner Relationship' filtering option so Assessors can filter the list down by the Course and their relationship of Primary, Secondary or Additional Assessor.

OTJ Widget – ePortfolio

What have we done?

The widget that displays Off-The-Job (OTJ) progress for learners now displays up to two decimal places for the 'Submitted' and 'Target' hours.

Why have we done this?

Following user feedback, this change provides improved clarity for the learner's actual OTJ progress and target to date.

How will you benefit?

Learners, Assessors and Employers will have a more accurate representation of the learner's OTJ progress, reducing risks rounding that may show the learner on target when a small amount of time is missing.

Details of the change

The OTJ widget in the following locations has been updated to display the 'Submitted' and 'Target' values with two decimal places, instead of rounded whole numbers:

- Any outstanding modules will appear in the **Outstanding tasks** section on the learner's course page. Tutors will see an overdue chip, the date the module task was due, and a **Nudge** button. Selecting the **Nudge** button will open an email in Outlook prepopulated with the learner's email address, details of the task outstanding and a direct hyperlink to the learning module.
- For Assessors and Employers, the Timelog tab in the Learner Profile.

WebForm Conflict Warning for Applicant Records

What have we done? When approving an "Edit Applicant in WebForms" form, PICS now automatically detects if any fields on the applicant's record were changed after the form was originally sent out, and displays a clear warning table highlighting exactly which fields are in conflict.

Why have we done this? Previously, approving a completed WebForm could silently overwrite manual changes made to an applicant's record in the meantime — for example, if a Main Officer was reassigned while the form was still outstanding — causing unintended data loss.

How will you benefit? Approvers can now see at a glance where conflicts exist and choose which value to keep, giving you full control over your data and preventing accidental overwrites.

Details:

- The warning table appears on the approval screen and lists each conflicting field, showing both the current applicant value and the value captured in the form.
- For each conflicting field, you can use radio buttons to select which value should be retained.
- The current applicant value is selected by default, so no action is needed unless you specifically want the form's value to take precedence.
- This applies to all "Edit Applicant in WebForms" approvals where the applicant record was updated after the form was created.

Secure One-Time Tokens for File Previews

What have we done? When previewing a Microsoft Office file (Excel, PowerPoint, or Word), PICS now generates a secure, time-limited URL that expires one minute after it is created.

Why have we done this? Previously, the preview URL generated for Office files remained publicly accessible, meaning it could potentially be shared with — or accessed by — people who do not have a PICS account.

How will you benefit? Your files and reports are better protected, as preview links become unusable after one minute and cannot be shared to grant unauthorised access.

Details:

- This applies to previews of .xlsx, .pptx, and .docx files.
- After the one-minute window, any attempt to reuse the link — including clicking "View full size workbook" in an Excel preview — will result in an error. Simply re-open the preview from within PICS to generate a fresh link.
- This feature only affects organisations that have File Preview enabled.

Bug Fixes - LMS

- Fixed an issue where the Main Aim Planned End Date was not being updated when a duration reduction from the RPL (Recognition of Prior Learning) calculator was applied — the end date now correctly reflects the reduced programme length across all relevant aim records.
- Fixed an issue where EPA and gateway aims (non-funding-body tracking aims) were not having their start and expected end dates rolled back when an RPL duration reduction was applied, so these aims now align accurately with the adjusted programme timeline.

Improvements - LMS

- Improved the RPL Notes field in WebForms (Applicant, Learner, Applicant File, Learner File, and Learner Change Request) so that it now displays as a multi-line text area, making long notes much easier to read rather than appearing as a single unbroken line of text. *(Note: existing forms will need to be cloned and updated via Configuration > Forms and Themes > WebForms to benefit from this change — please contact your administrator for assistance.)*

Option to remove the 'Go to Assessment & Learning' link

What have we done? Added an admin option to allow customers to remove the 'Go to Assessment & Learning' link from the new Learner UX.

Why have we done this? To allow customers that are licensed for Questionnaires, ESOL or Advanced courses to give learners access to Assessment & Learning legacy learning modules.

How will you benefit? If you are licensed for these courses, you can set the required option for your organisation.

Details:

- Go to **Admin Options**
- Select **General Settings**
- The default option will be set to **No** on the admin setting
- Change to **Yes** if you wish the 'Go to Assessment & Learning' link to be visible in the new Learner UX

NOTE: THIS ADMIN OPTION WILL ONLY DISPLAY TO CUSTOMERS WITH THE RELEVANT LICENCES

