Assessment Submission Guidance During Covid-19 –

SB401 Sept19 cohort TAP

The following guidance will support you to meet the following assessment requirements for SB401:

* Complete learning agreements in Home Base
* Achievement of all Values & Behaviour Statements (As outlined in the AP Apprenticeship Standards, 2018)
* Achievement of 6 Mandatory Practice Skills (demonstrating the required Knowledge, Skill & Attitudes and Values).
* Achievement of 4 Additional Negotiated Practice Skills (demonstrating the required Knowledge, Skill & Attitudes and Values).

Submission of AoPD 1 will be undertaken **electronically**. You will need to scan all the document pages the correct way up and sequentially as indicated in the list on P.2 and upload them as **one file** to student central (using the link that will be posted under the Assessments area).

You can use the **ONEDRIVE** app on an android mobile or iPhone to take a picture of all the required pages of your AoPD and Additional Evidence Portfolio and this will be converted to a single PDF file that can be submitted to student central.

Full instructions on using this app will be provided on P.3 - 7

**Trainee Assistant Practitioners:**

**The summative submission date for your AoPD is the 14th January 2021 by 4pm**

**LSP submission is the 28th January 2021 by 4pm.**

Please note:

We have selected the minimal number of pages for submission to minimise the challenge of online submission whilst demonstrating the requirements to achieve this module.

**\*You could be asked at anytime to demonstrate completion of other pages, such as interviews, for quality assurance, so these must be completed \***

# Pages to be submitted:

|  |  |
| --- | --- |
| Page number | Title/description of page |
| AoPD 1 | |
| 1 | Cover page completed with TAP details |
| 8 | Employer Details Year 1 & Signature log page:  If a signature for WBS is not available, please enter an e-mail address so they can be contacted if required. |
| 17 - 18 | Semester 2: Final Interview  These pages must be completed in full by TAP and WBS. |
| 36 - 37 | AoPD 1 – Assessment of Values & Behaviours  All pages **must** be completed in full; with signatures, dates and ticks for each semester assessed in by WBS. |
| 40 - 41 | AoPD 1 – Assessment of Practice Skills  Assessment of 6 Mandatory Skills, and 4 additional negotiated skills.  All skills need to be ticked as achieved in semester 1 **or** semester 2, signed and dated by WBS |
| OAR | |
| 83 | End of AoPD 1 – Declaration |
| 97 | Mandatory Training and DBS Declaration Year 1 |
| 99 | Care Certificate Declaration and copy of Care Certificate to be submitted |

# Scanning Documents with the OneDrive App Guidance

Using the OneDrive app on one’s mobile device goes beyond file-storage. There is also a handy scanning function that works especially well if you are working out at placement, and need to scan in a signed document for many uses, such as portfolios, assessment, etc.

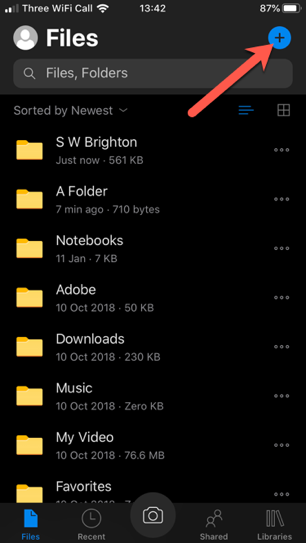
First make sure you’ve installed the Microsoft OneDrive app to your device. Sign in to the app, and it will remember your details.

## Make a Folder to store your scans

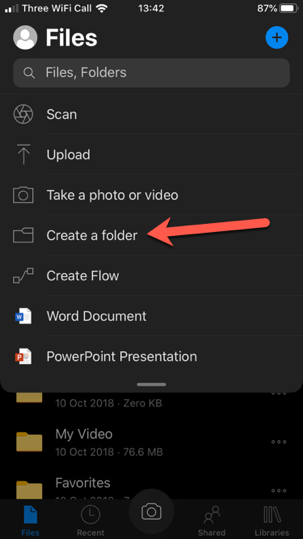
Click on the app in your mobile device to launch it. (The first time you do this, you’ll need to log in, use your normal university username and password. It will remember your details moving forward.)



The first time you wish to scan a document, you should probably create a new folder in your OneDrive, so that scans will all live in the same place, and be easy to find later. Click on the plus-symbol in the top right-hand side of the app to add a new file.



Choose ‘Create a folder’ to make a new folder in your OneDrive



Name the folder something that makes sense to you, and then click ‘done’.

ScreenCapture of a mobile phone screen with an arrow pointing 1- at a titled file and 2- at the done button in the lower right.

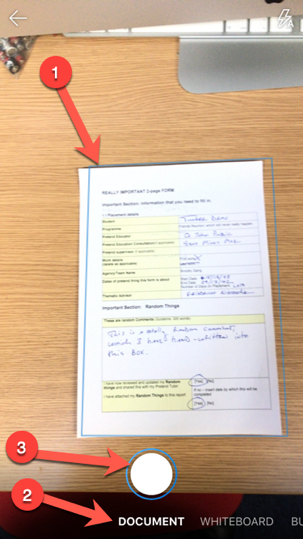

Now you’re ready to start scanning documents into a folder.

## Scanning a Single-page document

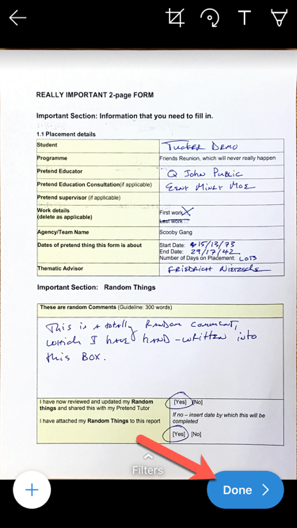
Make sure you’re in your folder, and then click on the Camera-button on the bottom of the screen.

ScreenCapture of a mobile phone screen with the folder-name highlighted, and an arrow pointing at the camera-button on the bottom centre of the app's screen.

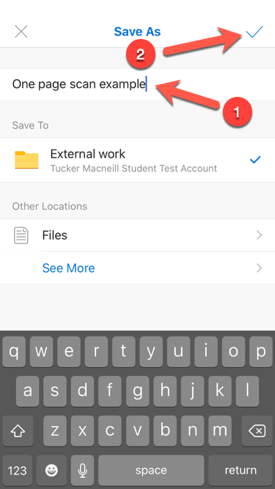

You will be using your device’s camera to do the scanning. A Blue-guide should show up around your document that you’re scanning (1). You may need to move things about a bit, for the app to locate the edges properly. The app will default to ‘Document’ (2) but there are other options, depending on what you’re doing. Finally, press the round button to scan (3).



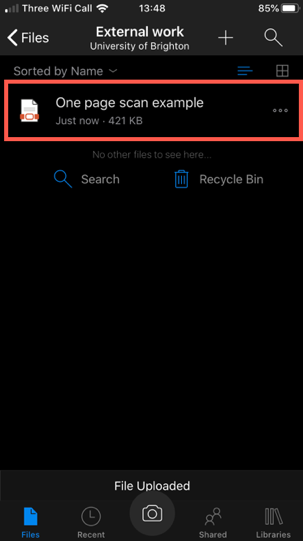
If you only need the one page document for your purposes, then press the done button.



Name the scan something that works for you, and that will allow you to find it later, and then click on the tick-mark in the upper right side of the app, to save this to your OneDrive in the folder you’ve chosen.

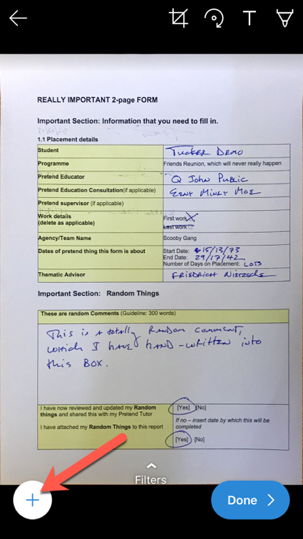


Here’s the file living in my OneDrive on my device (in its folder ‘External Work’)

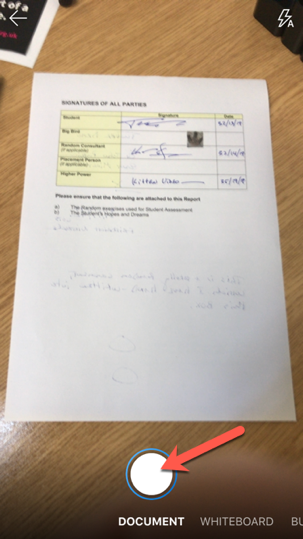


## Scanning a multiple page document

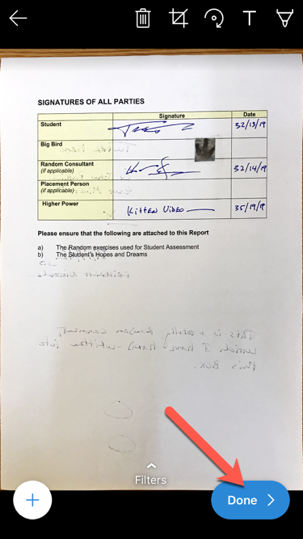
Do the exact same work-flow as written above. Scan the first page of the document, but instead of clicking ‘done’ rather click on the plus-symbol button on the lower left.



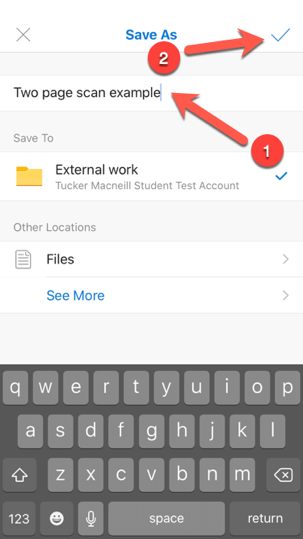
Scan the next page, and the next, and the next in the same manner, adding each page by clicking the plus-symbol button, until you’re done.



Once you’ve scanned all of your pages for the multi-paged document, then you can click ‘done’.



Save as before, by naming the file something useful to you, and clicking on the tick-mark in the upper right side.



Now your documents are saved into your OneDrive, and you can access these documents from any device on campus or at home, by logging into your OneDrive through a browser.

