

Maytas Hub – Cranfield University’s E-Portfolio System – Line Manager Guidance

Maytas Hub is Cranfield University's E-Portfolio System and is used for tracking the progression of your apprentices.

The system is used specifically for tracking Off the Job training records, tripartite review meetings, one to one meetings with a Tutor/Coach and evidence portfolio building.

To access Maytas Hub, you will need to complete the account creation process, if you have reached this document, you may well have already done this. If you haven't, please refer to the account creation guidance document.

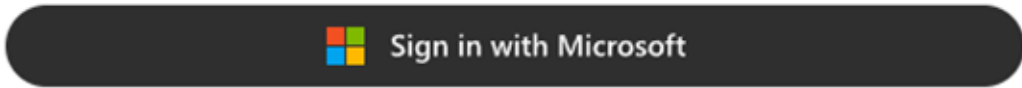
You can access the system at this link: <https://cranfielduniversity-etrack.cloud.maytas.co.uk/etrack/Login>

Logging In

After you have completed the registration processes, you will be greeted with the below log in screen when you access Maytas Hub.



To access your account you must click on the “Sign in with Microsoft”




You will be asked to enter your given Cranfield username and password previously set.

A screenshot of a web form for signing in to Cranfield. The form is white and centered on a light grey background. At the top left is the Cranfield logo. Below it is the heading "Sign in". A text input field contains the placeholder "email@cranfield.ac.uk or username@cranfield.ac.uk". Below the input field is a blue link that says "Forgotten your password?". To the right of the input field is a blue button labeled "Next". Below the input field is a grey box containing the text: "Please login using your Cranfield email address (e.g e.mail@cranfield.ac.uk) or username (x23456@cranfield.ac.uk) and password." At the bottom of the form is a white box with a magnifying glass icon and the text "Sign-in options".

You will then be asked to approve your sign in through your Microsoft authenticator app

Approve sign-in request

 Open your Authenticator app, and enter the number shown to sign in.

79

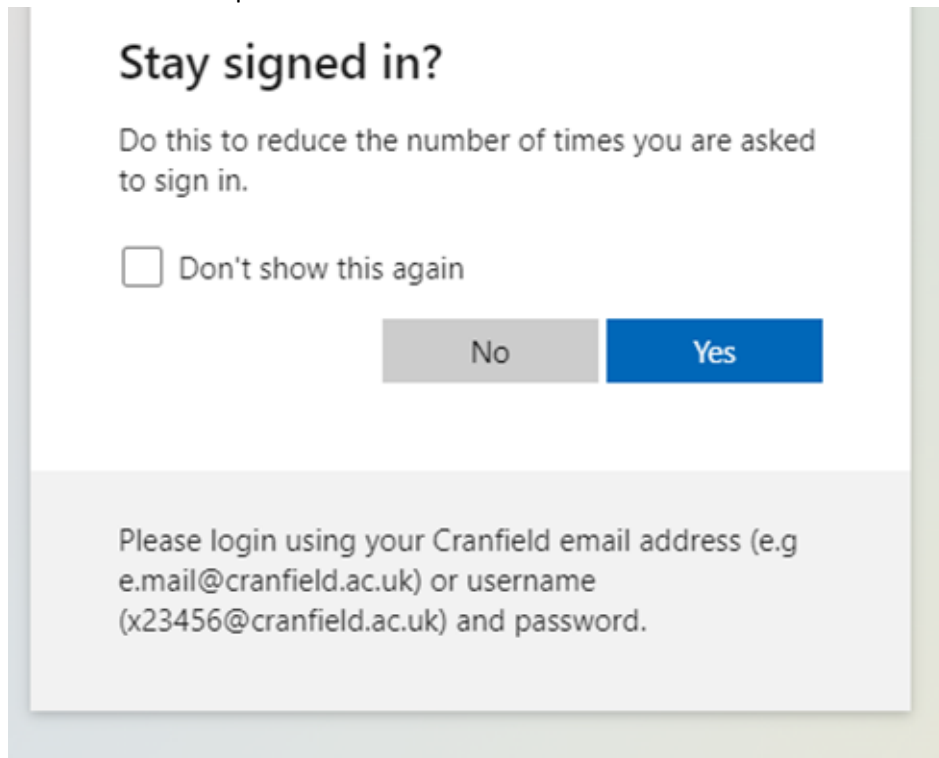
No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Please login using your Cranfield email address (e.g e.mail@cranfield.ac.uk) or username (x23456@cranfield.ac.uk) and password.

If using a secure device you can click “yes” on the below screen to reduce the required times the authenticator is required



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

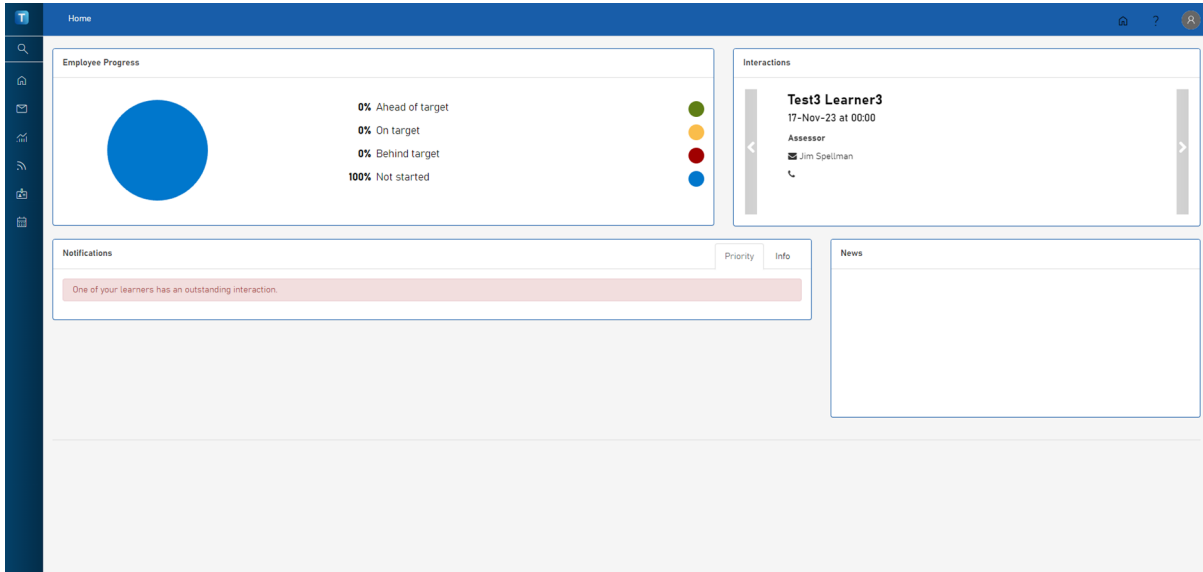
Please login using your Cranfield email address (e.g e.mail@cranfield.ac.uk) or username (x23456@cranfield.ac.uk) and password.

Should you need assistance...

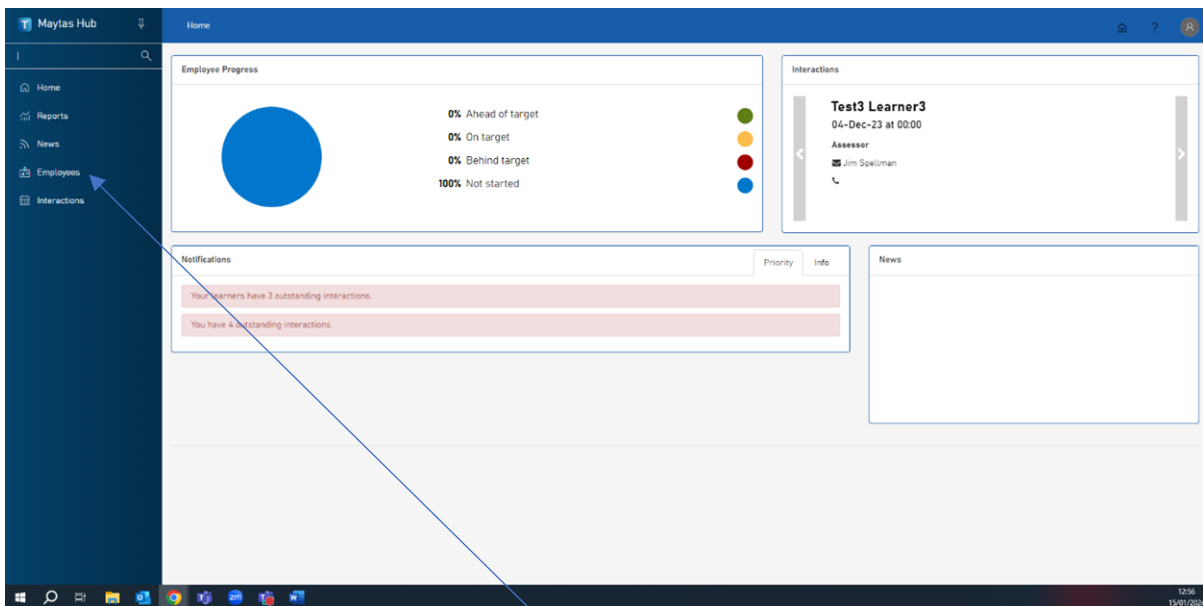
If you are having any difficulty with creating an account or logging into Maytas Hub, please contact servicedesk@cranfield.ac.uk and they will create a ticket and be able to assist with your query.

Maytas Hub Home Dashboard

Once you have successfully logged in you will land on the Maytas Hub home dashboard from which you can access the required information regarding your apprentice(s).



Hovering over the left hand dark blue menu bar will expand the menu options.

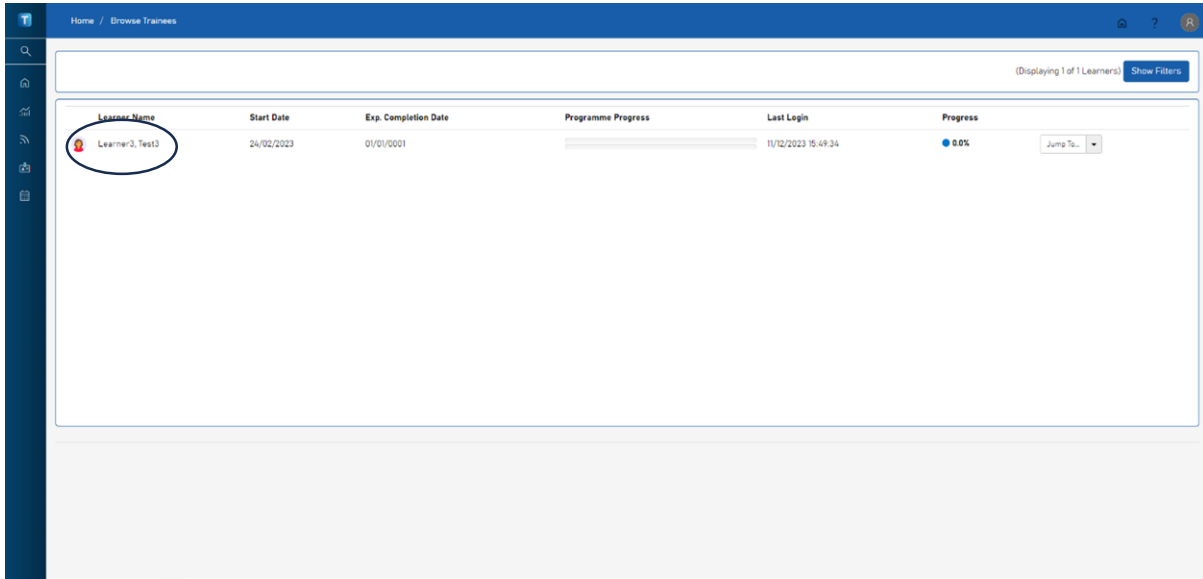


To access your apprentices' e-portfolio select "Employees".

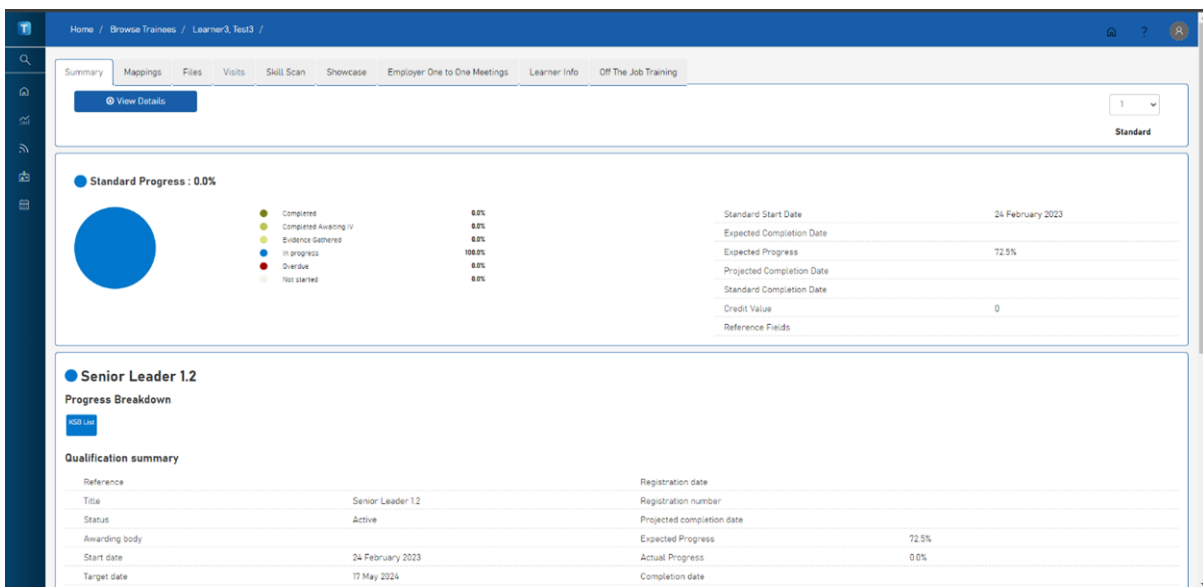
Employees

The Employees section will list each apprentice that you are attached to as a line manager/mentor.

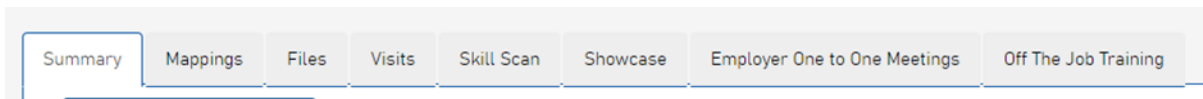
To view their record, click on their name.



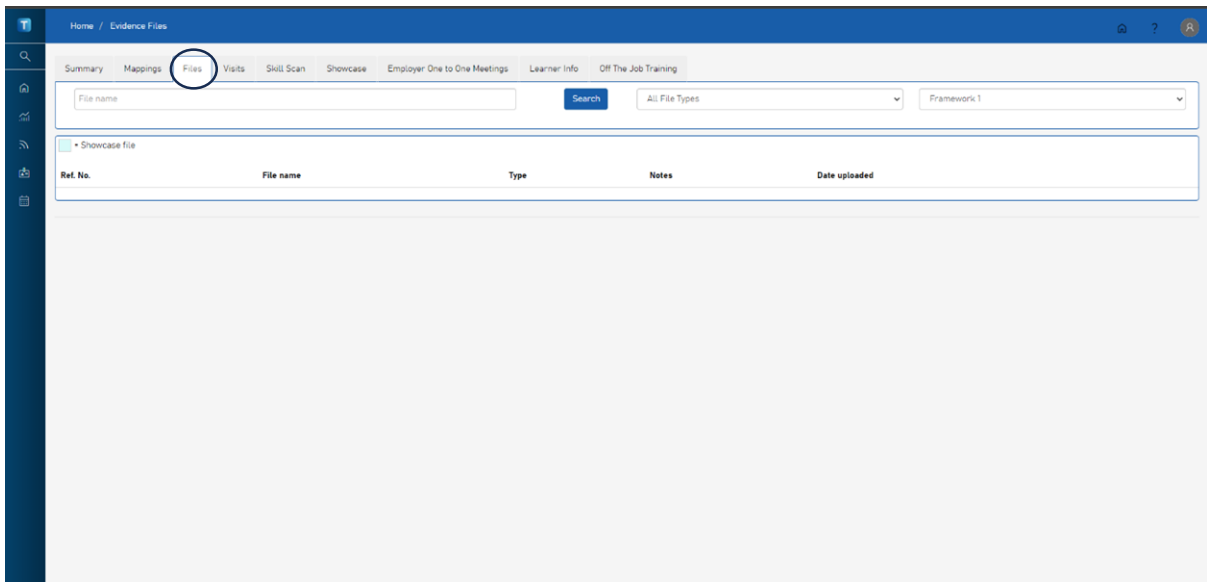
This will open the Apprentice's E-portfolio Summary Page.



You can navigate through your Apprentice's E-portfolio using the top tabs.



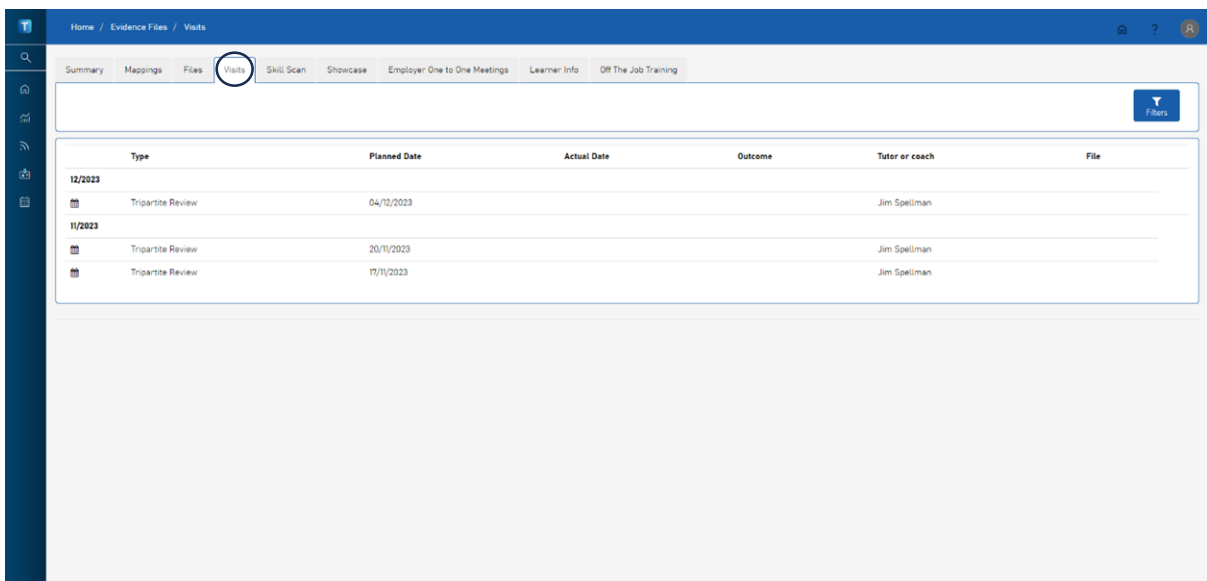
The "Files" tab will store any documents your apprentice has uploaded to their E-portfolio.



Visits

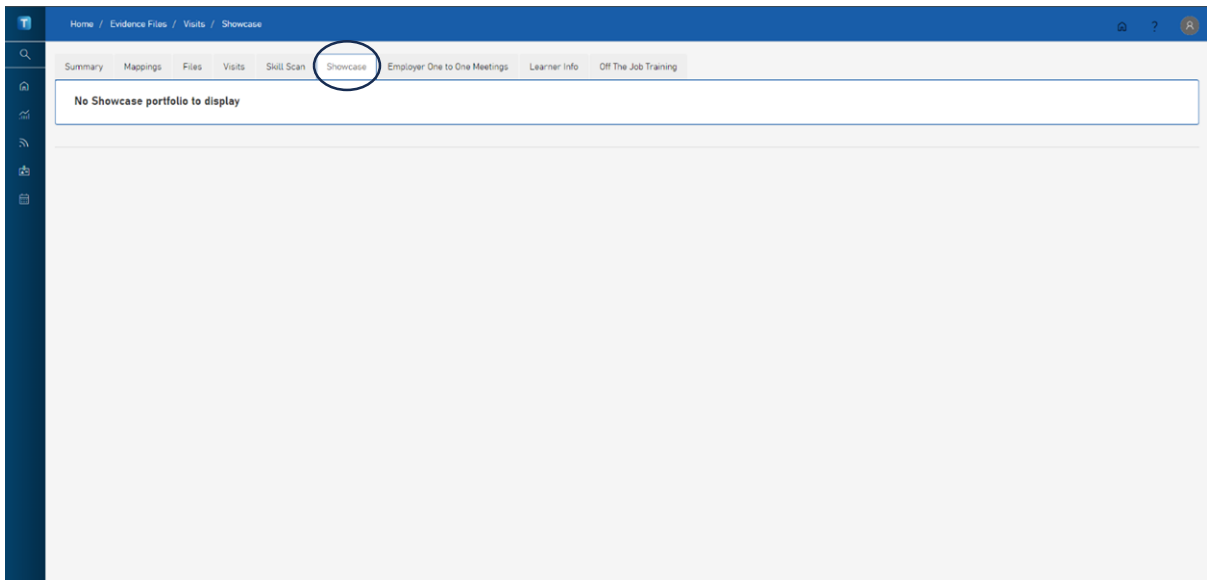
The “Visits” tab will detail any interactions between your apprentice and their Tutor/Coach such as Tripartite reviews or Tutor/Coach meetings.

Tripartite reviews are a three-way conversation between an apprentice, employer and training provider. Tripartite reviews should occur a minimum of once every 12 weeks.



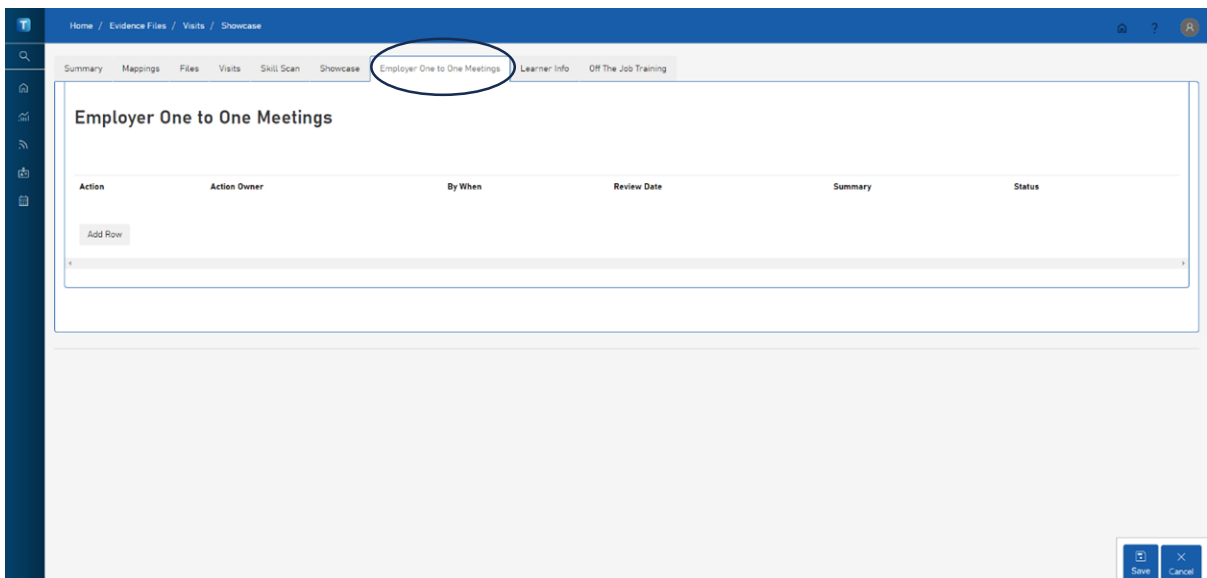
Showcase

The “Showcase” is where your apprentice will build their final E-Portfolio. In some cases, this area will be used to hold the ‘in development’ portfolio of evidence as well. This will be mainly used towards the end of their apprenticeship as they prepare for their End Point Assessment and Gateway.



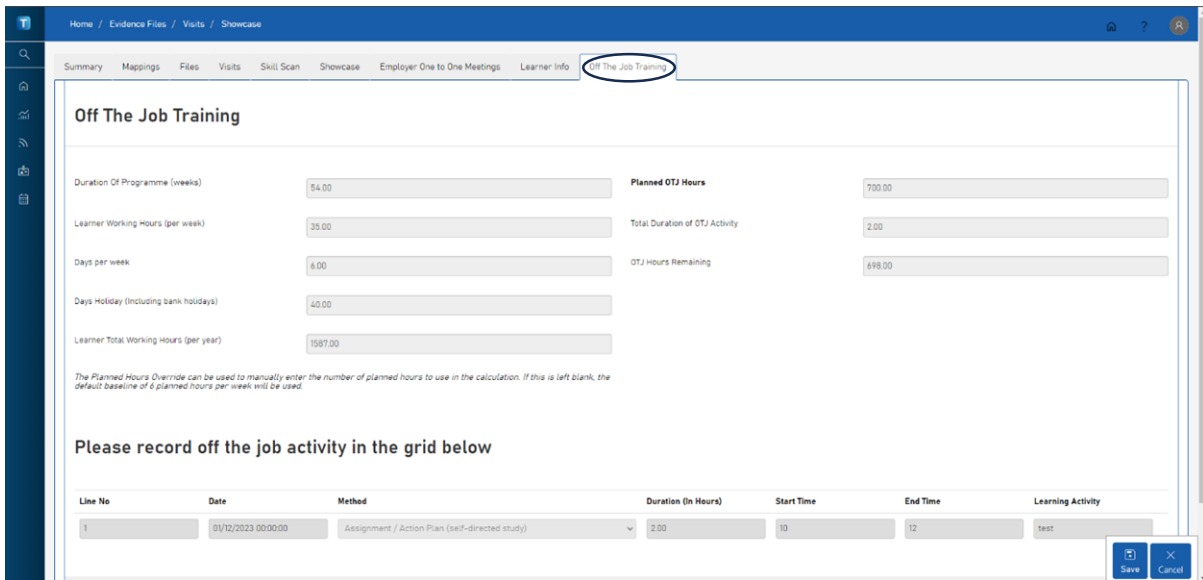
Employer one to one Meetings

A section is provided for your apprentice to log any Employer One to One's you have regarding the apprenticeship.



Off the Job Training

The "Off the Job Training" section details your apprentices Off the Job requirements. Your apprentice must log their Off the Job regularly to ensure they remain compliant with the apprenticeship. Your apprentice must take part and log active learning each calendar month for the duration of the apprenticeship.



The right-hand boxes will detail the required overall planned OTJ hours for the apprenticeship duration. The Total duration of OTJ completed to date and the OTJ hours remaining for the apprenticeship.

Your apprentice must meet the overall Planned hours of OTJ before they can complete their apprenticeship learning and enter their End Point Assessment Gateway.

Planned OTJ Hours	<input type="text" value="700.00"/>
Total Duration of OTJ Activity	<input type="text" value="2.00"/>
OTJ Hours Remaining	<input type="text" value="698.00"/>

You apprentice must add a log for each OTJ activity, broken down by day as per the example below.

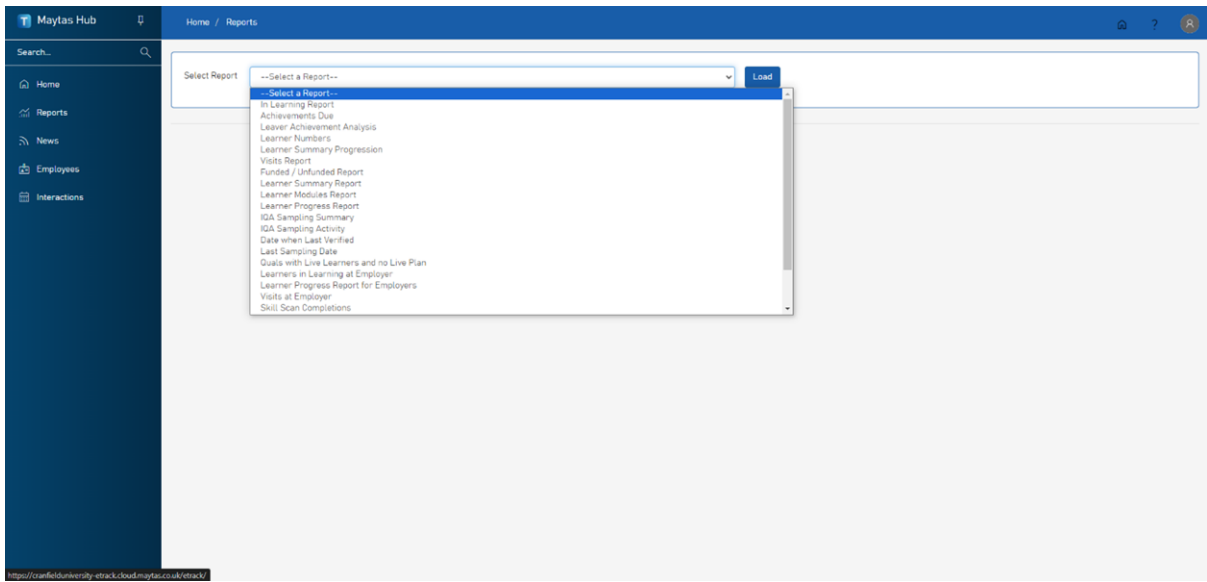
Please record off the job activity in the grid below

Line No	Date	Method	Duration (In Hours)	Start Time	End Time	Learning Activity
1	01/12/2023 00:00:00	Assignment / Action Plan (self-directed study)	2.00	10	12	test

Reports

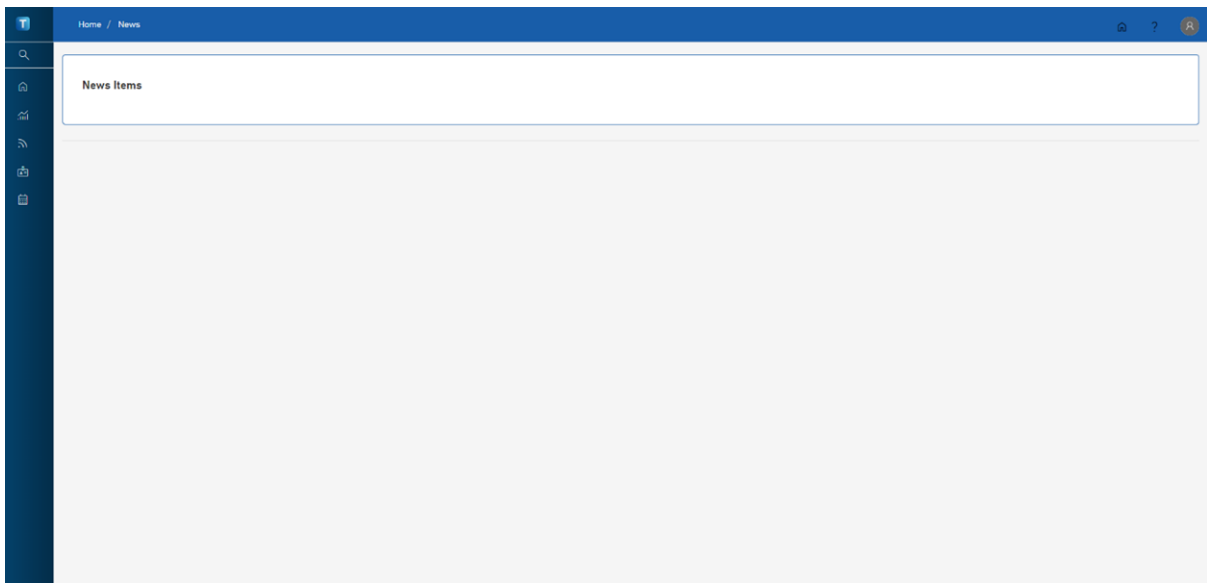
You will be able to access an area of the system called reports via the blue panel on the left-hand side.

For now, please ignore this section of the system as it needs to be developed further before it is ready to be used. We will inform you once this area is ready to be used.



News

You will be able to view the latest system updates and notifications through the News tab.



Interactions

The 'interactions' tab will show you a list of all your personal interactions as a line manager. If for example, you managed multiple learners with us you would be able to view all your meetings with all your learners in this screen (rather than viewing them broken down by learner within the 'employees' section)

Type	Learner	Planned Date	Actual Date	Outcome	Tutor or coach	File
3/2024						
Tripartite Review	None	31/03/2024		Deadline		
Tripartite Review	None	19/03/2024		Planned		
2/2024						
Tripartite Review	None	18/02/2024		Planned		
1/2024						
Tripartite Review	None	16/01/2024	01/01/2024	Meeting held and documentation completed		
Tripartite Review	None	14/01/2024		Planned		
Tripartite Review	None	07/01/2024		Planned		
12/2023						
Tripartite Review	Test3 Learner3	04/12/2023			Jim Spellman	
Tripartite Review	None	04/12/2023				
11/2023						
Tripartite Review	None	24/11/2023				
Tripartite Review	None	24/11/2023		Planned		

Partaking in a Tripartite Review

Once the learner has completed their tripartite review form and submitted it you will need to provide your comments and signature on the form.

To complete your part of the tripartite review form you will need to click on 'Run Data Form' when you log in to the system or navigate to the 'home' page.

Data Collection and Skill Scans
You have a data collection form to complete. Click Run Data Form to continue.

Run Data Form Cancel

Data Collection and Skill Scans
You have a data collection form to complete. Click Run Data Form to continue:

Run Data Form Cancel

If you have multiple forms to complete at once it will appear like this:

Data Collection and Skill Scans Grid View

You have 2 data collection forms to complete. Please select a form and click Run Data Form to continue:

XTR2 for interaction 10/12/2023 - 23 Oct 2023 ▼

Run Data Form Cancel

You can choose the desired form to run from the dropdown menu or click on grid view to gain some more information before selecting the desired form.

Data Collection and Skill Scans Last View

Data Collection

Learner	Form	Interaction Type	Interaction Date	Due Date	Expiry Date	Status
Test26 Learner26	XTR2	Tripartite Review	10/12/2023			Not Started
Test26 Learner26	XTR2	Tripartite Review	01/01/2024			Not Started

Cancel

Once you have selected the form you want to complete it will open in front of you like this:

Tripartite Review Form

Meeting Date

Attendees

Attendee Name Role (Apprentice, Tutor etc) WGD

The following sections should be completed in preparation / or during every tripartite meeting. The prompts in each section are designed for review / discussion purposes with some not required to be addressed at each meeting

Review of Actions Agreed During Previous Review Meeting

Test narrative for the purpose of the guidance document

Progress Overview

Test narrative for the purpose of the guidance document

Off the Job (OTJ) Training Hours

Are the OTJ Hours up-to-date on the MyApprentice Hub system? (Information required for ESFA compliance) Yes No

Any concerns in relation to ongoing OTJ and achieving at least the minimum by the end of the apprenticeship

Test narrative for the purpose of the guidance document

Personal Development / Challenges to Progress

Test narrative for the purpose of the guidance document

Maths and English

Test narrative for the purpose of the guidance document

Wellbeing

Review Interaction Save Submit

Scrolling through the form you will be able to view the text entered by the apprentice you manage. These will be read-only fields and will be greyed out as you can see above.

Please scroll down to the bottom of the form to find 'Employer Feedback'. This section will be editable for you, and you can input your comments and e-signature (via confirmation) here:

Employer Feedback:

Confirmed

Employer Confirmation By

Employer Name

Employer Confirmation On

Apprenticeship Tutor / Coach Feedback:

Test narrative for the purpose of the guidance document:

Review Interaction Save Submit

Once you have input your comments, you will need to select yes from the confirmation dropdown and then finally click on the submit button in the bottom right corner.

Maytas Hub

Home

Next Planned Review Date: 07/04/2024

Apprentice Confirmed: Yes

Confirmed By: S90228

Name: Test28 Learner28

Confirmed On: 16/01/2024 13:58:18

Employer Feedback:

Confirmed: Yes

Employer Confirmation By: Test Employer 2

Employer Name: Test Employer 2

Employer Confirmation On:

Apprenticeship Tutor / Coach Feedback:

Test narrative for the purpose of the guidance document:

Review Interaction Save Submit

Once you have done this, you will receive a thank you message that looks like the below and then once you click 'OK' you will be taken back to the home page.

Thank You

Thank you for completing this data form. Please click OK to return to the home page.

OK

Should you need assistance...

If you have managed to log into the system but things are not working as you anticipated, please contact apprenticeships@cranfield.ac.uk and they will assist with your query.