

## 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: <u>https://cranfielduniversity-</u> 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.



Welcome to Maytas Hub - The system will be unavailable on Tuesday evening, 5th Dec from 6pm to 10pm

	Or enter your details below	
Username		
Password		
	Log in	
	Forgotten Password?	



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.



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



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



# Should you need assistance...

If you are having any difficulty with creating an account or logging into Maytas Hub, please contact <u>servicedesk@cranfield.ac.uk</u> 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).

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

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interactions						- 11
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	Your earners have 3 outstanding interactions.					
	You have 4 destanding interactions.					
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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.

Programme Prograss			(Displaying 1 of 1 Learners) Show Filters
Programme Progress			
Programme Progress			i
	Last Login 11/12/2023 15:49:34	Progress	Jump To •
		1/12/2023 15.49.34	€ <b>89</b> ¥

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

T		Browse Trainee		er3, Test3 /								n ? 🔇
٩	Summary	Mappings	Files	Visits	Skill Scan	Showcase	Employer One to One Meetings	Learner Info	Off The Job Training			
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<b>ت</b> ع ا		ndard Progre										
	Stal		55:0.07		Completed Completed Evidence G In progress Overdue Not started	Awaiting IV athered	0.0% 0.0% 0.0% 0.0% 0.0%			Standard Start Date Expected Completion Date Expected Progress Projected Completion Date Standard Completion Date Credit Value	24 February 20 72.5% 0	223
		or Leade Breakdown								Reference Fields		
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	Title Status					Senio Active	r Leader 1.2		Registration Projected co	number mpletion date		
	Award Start d	ing body ate				24 Feb	oruary 2023		Expected Pro Actual Progr		72.5% 0.0%	
	Target					17 May			Completion			

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

Summary	Mappings	Files	Visits	Skill Scan	Showcase	Employer One to One Meetings	Off The Job Training

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



## <u>Visits</u>

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.

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٩	Summary	Mappings Files Visit	s Skill Scan	Showcase Em	ployer One to One Meetings	Learner Info	Off The Job Training					
ھ چ		C									Filter	5
2		Туре		Planned	Date	Actua	l Date	Outcome	Tutor or coach	File		
<u>ت</u>	12/2023											
8		Tripartite Review		04/12/20	23				Jim Spellman			
	11/2023											
		Tripartite Review		20/11/20	23				Jim Spellman			
	*	Tripartite Review		17/11/202	3				Jim Spellman			
	L											

## **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.

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Q	Summary Mappings Files Visits Skill Scan Shorcase Employer One to One Meetings Learner Info Off The Job Training			
Â	No Showcase portfolio to display			
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### **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.

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۹	Summary Mappings	Files Visits Skill Scan Show	wcase Employer One to One Meetings Learner	Info Off The Job Training				
B+ ≫ ≌	Employer O	ne to One Meetings						
	Action	Action Owner	By When	Review Date	Summary	Status		
	Add Row							
	¢							•
							Sav	e Cancel

### 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.

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۹	Summary Mappings Files Visits Skill	Scan Showcase Employer One to One Meetings Learner Info	te Job Training		
ଲ ଜ ଜ	Off The Job Training				
₫ 8	Duration Of Programme (weeks)	54.00	Planned OTJ Hours	700.00	
	Learner Working Hours (per week)	35.00	Total Duration of OTJ Activity	2.00	
	Days per week	00.0	OTJ Hours Remaining	698.00	
	Days Holiday (Including bank holidays)	40.00			
	Learner Total Working Hours (per year)	1587.00			
	default baseline of 6 planned hours per week will be	y enter the number of planned hours to use in the calculation. If this is left blank, the used			
	Line No Date	Method	Duration (In Hours) Start Tir	me End Time	Learning Activity
	1 01/12/2023 00:00	Assignment / Action Plan (self-directed study)	✓ 2.00 10	12	test Save Cancel

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	700.00
Total Duration of OTJ Activity	2.00
OTJ Hours Remaining	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.

👔 Maytas Hub 🛛 🎚	Home / Reports	@ ?	8
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A Home	Select Report Load		
🕍 Reports	In Learning Report Achievements Due		
ி News	Leaver Achievement Analysis Learner Numbers Learner Summany Progression		
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ps://cranfielduniversity-etrack.cloud.mayta	cultimad/		

#### <u>News</u>

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

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ଇ	News Items			
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### **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)

👕 Maytas Hub	¢	Hk	ime / Visits						۵ ? 🔇
Search	٩								_
G Home									Filters
🚮 Reports			Туре	Learner	Planned Date	Actual Date	Outcome	Tutor or coach	File
News		-	2024						
💼 Employees		Ö		None	31/03/2024		Deadline		
		-		None	18/03/2024		Planned		
Interactions			2024						
		-		None	18/02/2024		Planned		
		1/2	024						
		-	Tripartite Review	None	15/01/2024	01/01/2024	Meeting held and documentation completed		•
				None	14/01/2024		Planned		
		•		None	07/01/2024		Planned		
		12/	2023						
				Test3 Learner3	04/12/2023			Jim Spellman	
				None	04/12/2023				
			2023						
		•		None	24/11/2023				
		-	Tripartite Review	None	24/11/2023		Planned		
						**	1 2 **		
https://cranfielduniversity-etrack.cl	oud.maytas.o	co.uk/etra	ck/						

## 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.

T	Home	Data Collection and Skill Scans			a 7 🥳
্ এ	Branch	You have a data collection form to complete. Click Run Data Porm to continue:			
<u>ي</u>					Run Deta Form
di El	Employee Progress		Interactions		
		OK Anead of target OK On target OK Benno target NOK Not control		Test26 L 12-Feb-24 Assessor 클 Nick Rew 도	
	Notifications		Priority	info	News
	Your learners have 14 outstanding interactions				
	You have 15 outstanding interactions.				

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 Scan	5					()	E List View
Data Collection							$\smile$
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
	0.4 0110	n Aor			SASSAF		_

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

Q @	Tripartite Review Form		A
<b>a</b>	Meeting Date		
da El	Attandees		
	Attendee Name Role (	pprentice, Tutor etc.)	VISIO
	4		
	The following sections should be completed in preparation / or during every tripartite meeting. The prompts in each section as	e 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 nerrative for the purpose of the guidance document		
	Off the Job (OTJ) Training Hours:		
	Are the OTJ Hours up to date on the Maytas Hub system? (information required for ESFA compliance)	Tes v	
	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 nerrative for the purpose of the guidance document		
	Maths and English		
	Test namelies for the purpose of the puldance document		
	Welliefer		Breiew Interaction See 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:				
				le
Confirmed				~
Employer Confirmation By				
Employer Name	Test Employer 2			
Employer Confirmation On				
Apprenticably Tutor / Coach Feetback				
Test narretive for the purpose of the guidence document				
		Review Interaction	E Seve	√ 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.

kevb.     4       New     *       Instruction     *       Kevboor     *	, , ,
Instance         Instance         Instance	, , ,
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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.

٦	Thank You
Т	hank you for completing this data form. Please click OK to return to the home page.
L	CK

# 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.