

# Maytas Hub – Apprentice Guide

May 2022 – V3.2

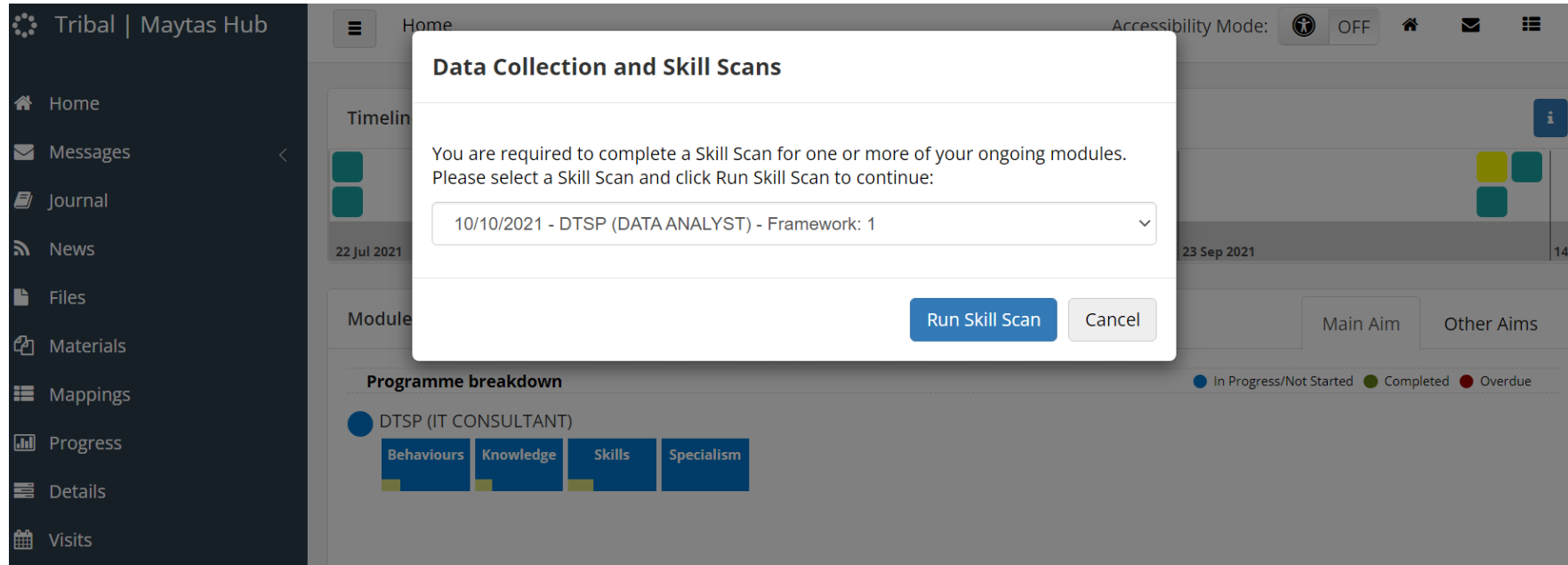
<https://apprenticeships.shu.ac.uk/etrack/LoginPage.aspx>

## Maytas Hub – Apprentice Guide

For apprentices reading this for the first time it will be helpful to work through all parts of this presentation to familiarise yourself with the system. If you need further understanding on certain aspects of the system, the links below will take you direct to the relevant part of the presentation.

### Navigation

- [Skills Scans](#)
- [Notifications](#)
- [Onboarding](#) (Completing Commitment Statement and Apprenticeship Agreement)
- [Updating your Off-The-Job-Learning Log](#)
- [Apprenticeship Progress Review](#)
- [Locate Your Previous \(Completed\) Progress Reviews/Target Setting](#)
- Digital Portfolio: [Uploading Evidence and Mapping KSBs](#)
- Digital Portfolio: [Your Gap Analysis](#)
- [Expected -v- Actual Progress](#)



**Data Collection and Skill Scans**

You are required to complete a Skill Scan for one or more of your ongoing modules. Please select a Skill Scan and click Run Skill Scan to continue:

10/10/2021 - DTSP (DATA ANALYST) - Framework: 1

Run Skill Scan Cancel

You will be asked to complete a skills scan to evaluate your current *professional* knowledge, skills, and behaviours. This is a starting point only and will help all of us understand your growth targets and development areas.

- Log in to e-track and a Data Collection alert will pop up on screen.
- Select to run the skills scan.

Home

Accessibility Mode: OFF

### Skill Scan for Joseph Reid DTSP (SOFTWARE ENGINEER)

Please fill in the Skill Scan for Joseph Reid based on your assessment of their current competencies, where 0 is not competent and 9 is completely competent, in the following criteria:

#### Behaviours

**Behaviour**

- Fluent in written communications and able to articulate complex issues.
- Makes concise, engaging and well-structured verbal presentations, arguments and explanations.
- Able to deal with different, competing interests within and outside the organisation with excellent negotiation skills.
- Is able to identify the preferences, motivations, strengths and limitations of other people and apply these insights to work more effectively with and to motivate others.
- Competent in active listening and in leading, influencing and persuading others.
- Able to give and receive feedback constructively and incorporate it into his/her own development and life-long learning.
- Applies analytical and critical thinking skills to Technology Solutions development and to systematically analyse and apply structured problem solving techniques to complex systems and situations.
- Able to go forward, demonstrate value and gain commitment to a moderately complex technology-oriented solution, demonstrating understanding of business need, using open questions and summarising skills and basic negotiating skills.
- Able to conduct effective research, using literature and other media, into IT and business related topics.
- Have demonstrated that they have mastered basic business disciplines, ethics and courtesies, demonstrating timeliness and focus when faced with distractions and the ability to complete tasks to a deadline with high quality.
- Flexible attitude.
- Ability to perform under pressure.
- A thorough approach to work.
- Logical thinking and creative approach to problem solving.

+ Knowledge

+ Skills

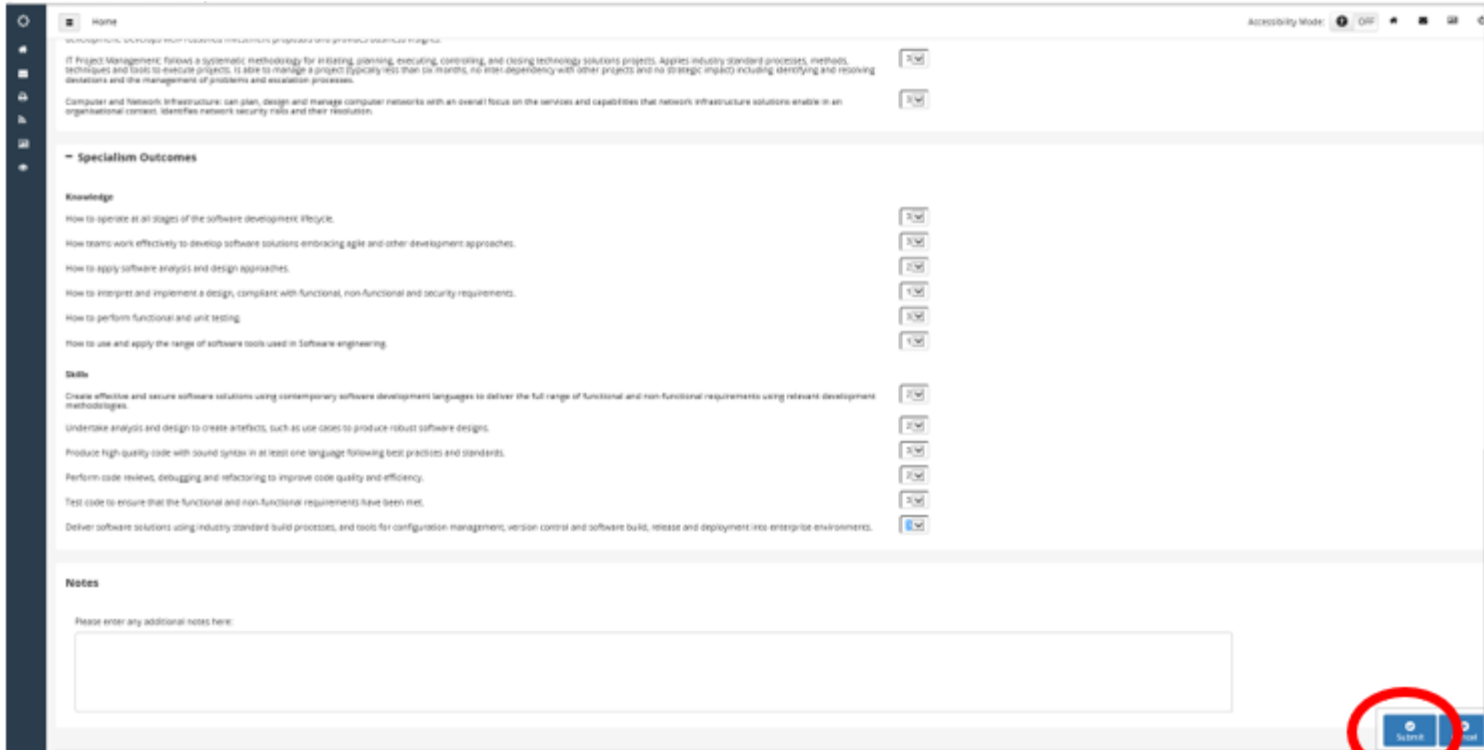
+ Specialism Outcomes

Notes

Submit Cancel

Score yourself from 0 to 9, using the drop-down box, for each of the KSBs

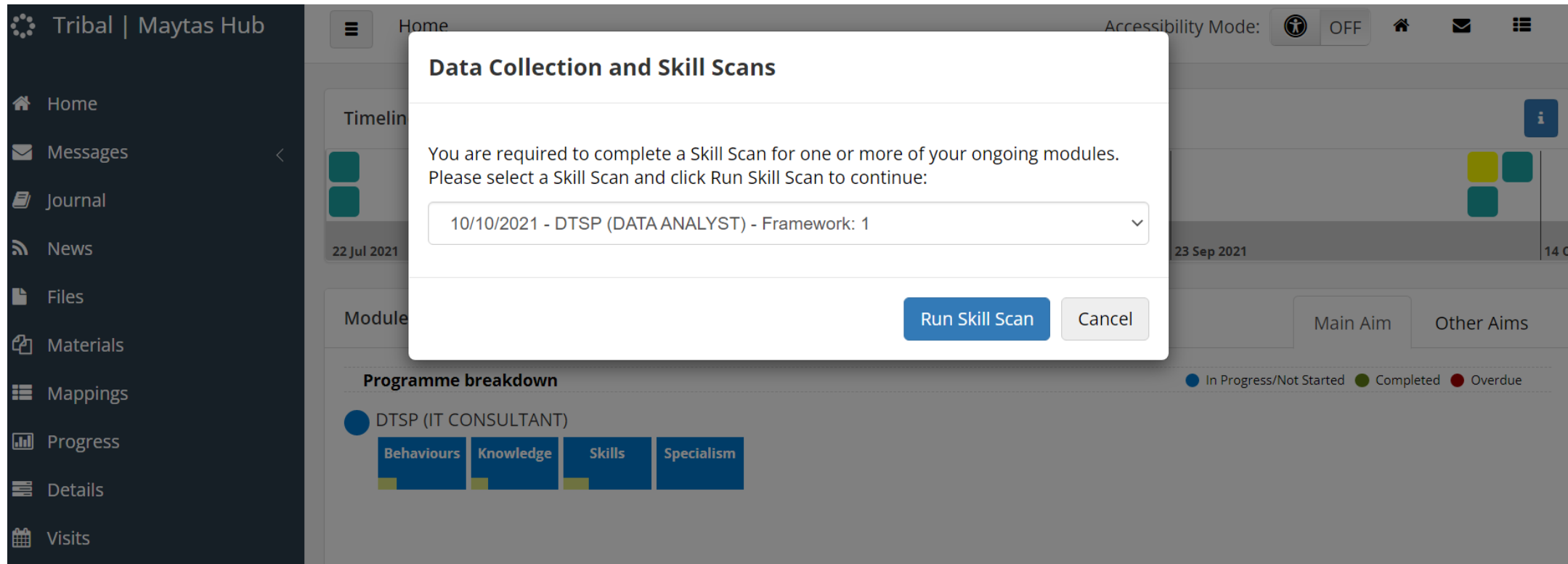
If you do not enter a number against each of the KSBs they system will highlight the blanks in red and the skills scan will not submit until a number is entered



The screenshot displays a web-based Skills Scan interface. It features a dark sidebar on the left with navigation icons. The main content area is titled 'Specialism Outcomes' and is divided into 'Knowledge' and 'Skills' sections. Each section contains a list of statements, each followed by a small icon representing its completion status. At the bottom right, a blue 'Submit' button is highlighted with a red circle. Below the main content area is a 'Notes' section with a text input field.

Once all KSBs have been completed select submit

The skills scan is now complete



The screenshot shows a web application interface with a dark sidebar on the left containing navigation items: Tribal | Maytas Hub, Home, Messages, Journal, News, Files, Materials, Mappings, Progress, Details, and Visits. The main content area is titled 'Home' and features a 'Timelin' section with a date '22 Jul 2021'. A modal dialog is open in the center, titled 'Data Collection and Skill Scans'. The modal text reads: 'You are required to complete a Skill Scan for one or more of your ongoing modules. Please select a Skill Scan and click Run Skill Scan to continue:'. Below the text is a dropdown menu showing '10/10/2021 - DTSP (DATA ANALYST) - Framework: 1'. At the bottom of the modal are two buttons: 'Run Skill Scan' (blue) and 'Cancel' (grey). The background interface is dimmed, showing a 'Module' section with a 'Programme breakdown' for 'DTSP (IT CONSULTANT)' with sub-sections for 'Behaviours', 'Knowledge', 'Skills', and 'Specialism'. A legend at the bottom right indicates status: 'In Progress/Not Started' (blue dot), 'Completed' (green dot), and 'Overdue' (red dot).

You will receive the following notification icon for the following reasons:

- A new skill scan needs completing
- A Data Collection form will need input from you. The Apprenticeship Progress Review form that the work-based learning coach will send to you is known as a Data Collection form.  
You will also receive a notification to your email (the email attached to Maytas).

Once logged on, the section circled in red will take you to any previous completed Skill Scans. This is particularly useful to view how your Knowledge Skills and Behaviours have progressed during different points in the programme. Your work-based learning coach will set a schedule of Skill Scans to be undertaken at key points in your apprenticeship.

When you complete further skills scans you will see the score you entered previously.

Criteria	Current score	Previous score
<b>Behaviour</b>		
Being accountable and taking ownership for own role and responsibilities, whilst being effective and willing to take appropriate, justifiable risks.	-	0
Maintain the highest standards of professionalism and trustworthiness, making sure that values, moral codes and ethical standards are always upheld, including challenging others where appropriate.	-	2
Understand and effectively manage own emotions in stressful situations, understanding motivations and underlying reasons for own behaviour and that of others, including colleagues. Value diversity and difference in approaches to work, thinking and background, and treat people with sensitivity, compassion and warmth.	-	3
Have an inquisitive and outward-looking nature, searching for new information to understand alternative sources of best practice and implement creative working methods. Committed to reflecting on how own role is undertaken, learning from success and mistakes, to continuously review and adapt approach.	-	3
Work effectively with colleagues and external partners, sharing skills, knowledge and insights as appropriate to lead to the best possible results.	-	4

Submit Cancel

- Tribal | Maytas Hub
- Home
- Messages
- Journal
- News
- Files
- Materials
- Mappings
- Progress
- Details
- Visits
- Skill Scan**
- Work Based Tracking
- Suitability Assessment

Home

Timeline

22 Jul 2021 12 Aug 2021 02 Sep 2021

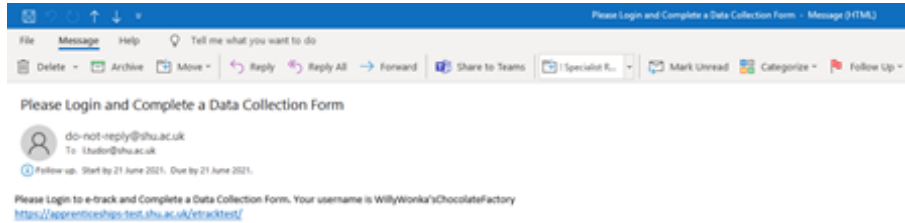
Module Progress Main Aim Other Aims

Programme breakdown

- In Progress/Not Started
- Completed
- Overdue

DTSP (IT CONSULTANT)

Behaviours Knowledge Skills Specialism

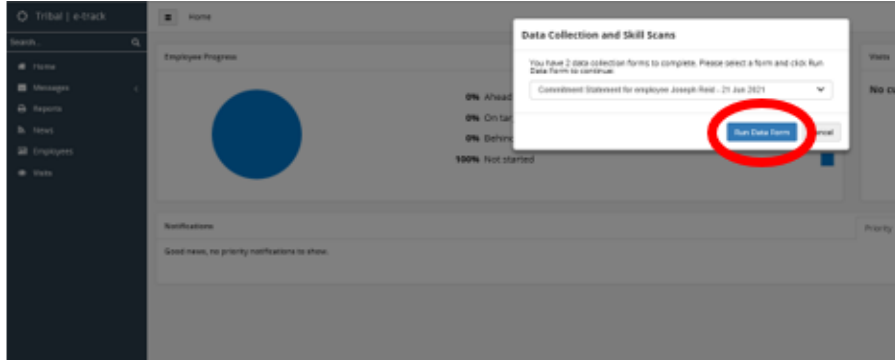


**You will receive an email advising that a Data Collection Form is ready for completing**

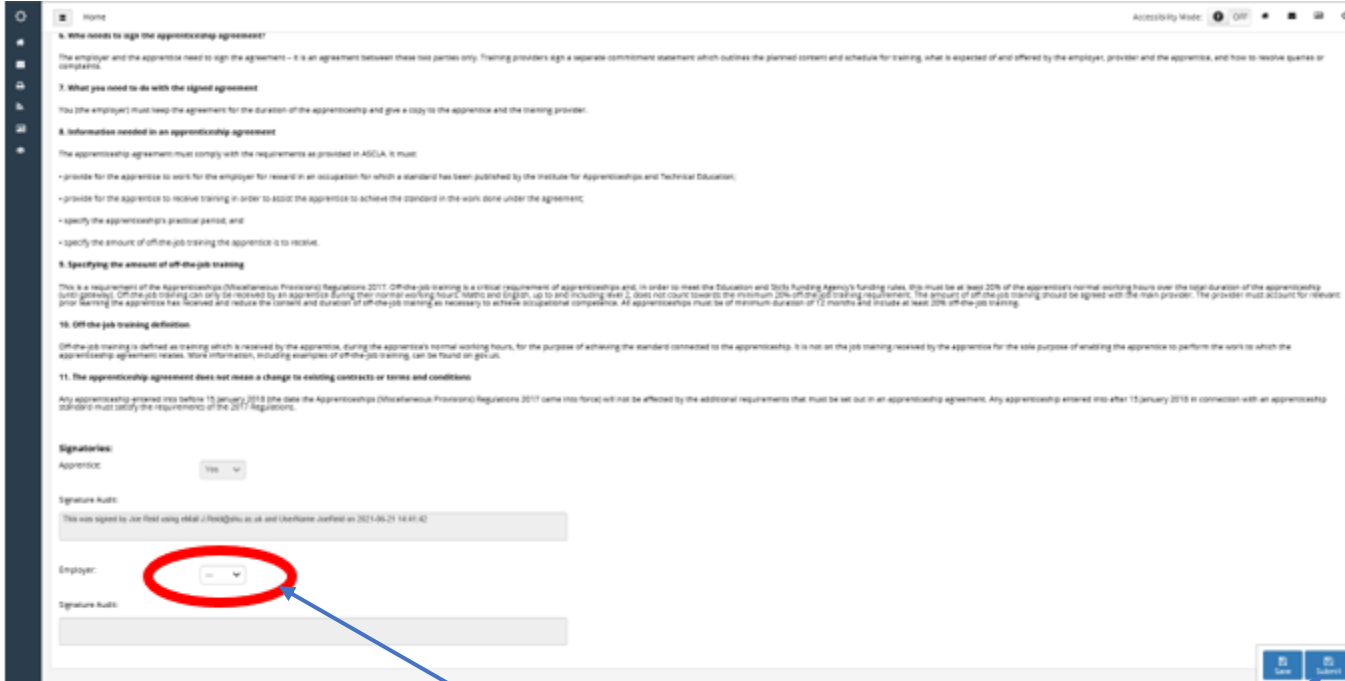
**Click on the link and log in using the username and password you have previously set.**

**A message will then appear on your home screen confirming there are two data forms for completion.**

**Please select 'Apprenticeship Agreement' from the drop-down list and then click on 'Run Data Form'**



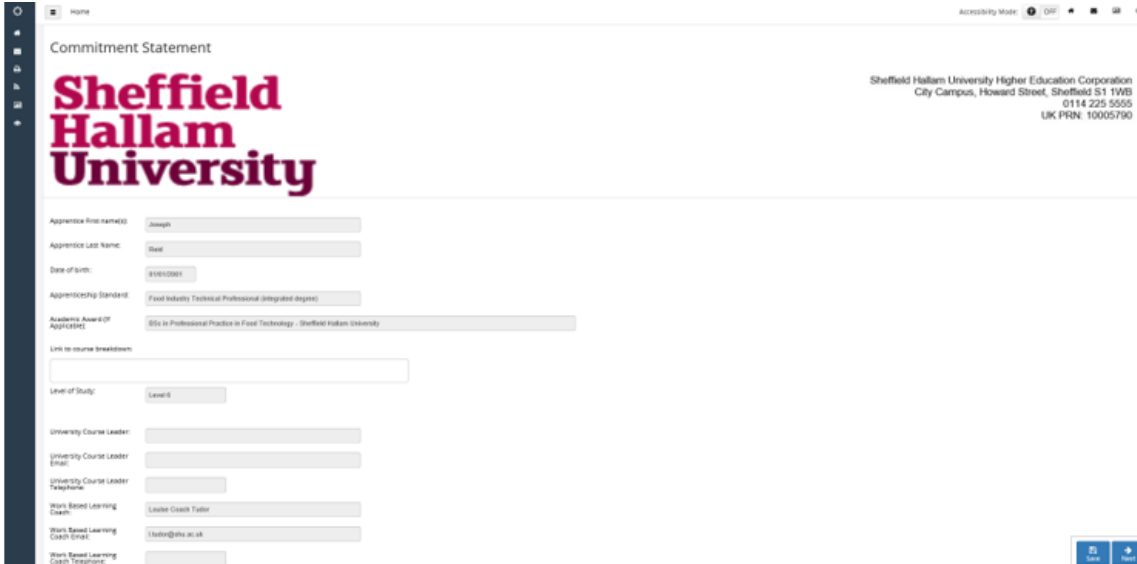




The Apprenticeship Agreement will now appear on screen

- Please check that the pre-populated data is correct and read through the information provided.
- Then select 'yes' under the drop-down Learner box
- Finally select 'Save' in the bottom right-hand corner and then 'submit'
- A message will appear confirming you have submitted the form successfully. Please click on OK to return to the home page

You will now be asked to run a second data collection form for the Commitment Statement. Select 'Run Data Form'

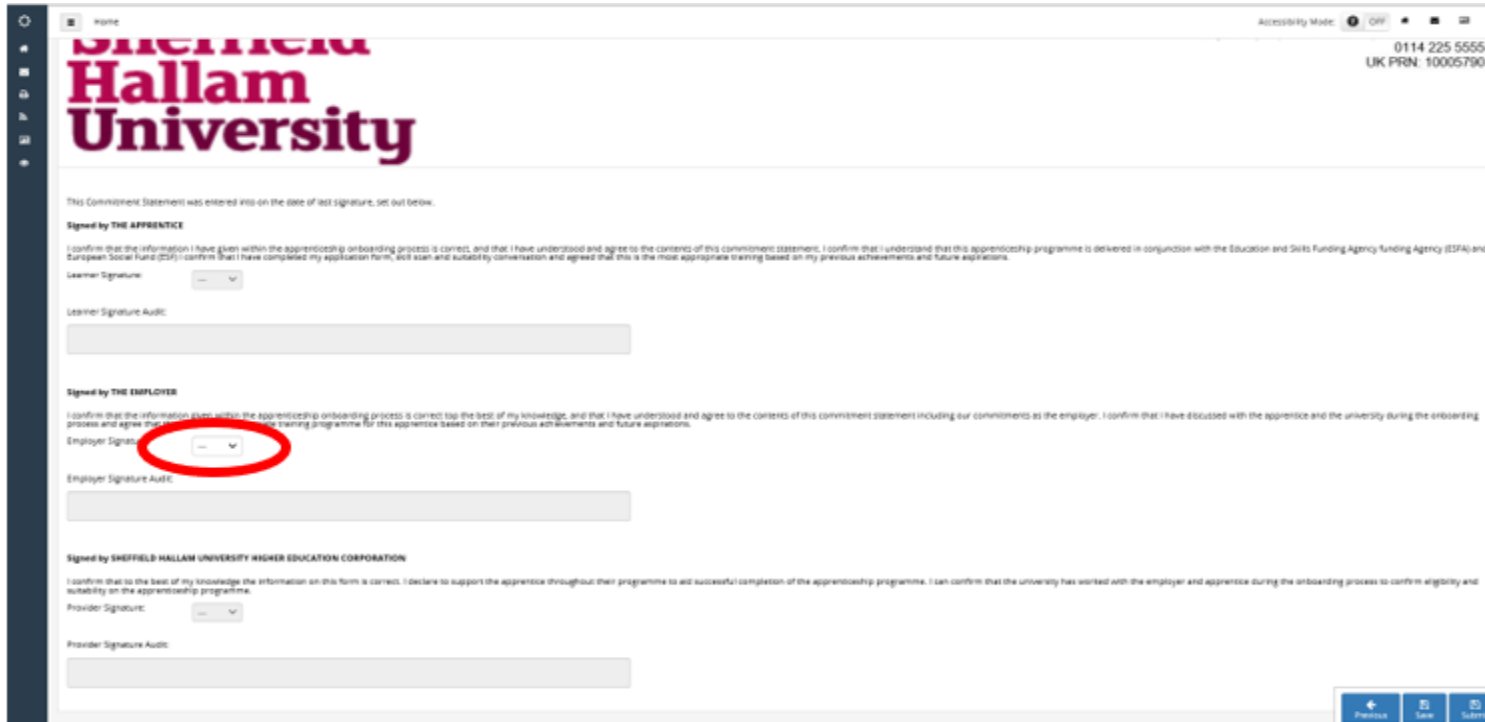


The screenshot shows a web browser window displaying the 'Commitment Statement' form. The page header includes the Sheffield Hallam University logo and contact information: 'Sheffield Hallam University Higher Education Corporation, City Campus, Howard Street, Sheffield S1 1WB, 0114 225 5555, UK PRN: 10005790'. The form fields are as follows:

- Apprentice First name(s):
- Apprentice Last Name:
- Date of birth:
- Apprenticeship Standard:
- Academic Award (if applicable):
- Link to course breakdown:
- Level of Study:
- University Course Leader:
- University Course Leader Email:
- University Course Leader Telephone:
- Work Based Learning Coach:
- Work Based Learning Coach Email:
- Work Based Learning Coach Telephone:

At the bottom right, there are two buttons: 'Save' and 'Next'.

- Please complete all the required boxes. The form will not submit with incomplete boxes
- **If you work over 30 hours per week please do not amend the number of days annual leave from 28 days. This is an ESFA funding requirement**
- Once the first screen is complete please click on 'save' and then 'next' (in the bottom right-hand corner)
- Please read through the information provided on the subsequent screens by clicking through using the 'next' button



Home Accessibility Mode: OFF 0114 225 5555 UK PRN: 10005790

**Sheffield Hallam University**

This Commitment Statement was entered into on the date of last signature, set out below.

**Signed by THE APPRENTICE**

I confirm that the information I have given within the apprenticeship onboarding process is correct, and that I have understood and agree to the contents of this commitment statement. I confirm that I understand that this apprenticeship programme is delivered in conjunction with the Education and Skills Funding Agency funding Agency (ESFA) and European Social Fund (ESF) - confirm that I have completed my application form, set start and suitability conversation and agreed that this is the most appropriate training based on my previous achievements and future aspirations.

Learner Signature:

Learner Signature Audit:

**Signed by THE EMPLOYER**

I confirm that the information given within the apprenticeship onboarding process is correct to the best of my knowledge, and that I have understood and agree to the contents of this commitment statement including our commitments as the employer. I confirm that I have discussed with the apprentice and the university during the onboarding process and agree that this is the most appropriate training programme for this apprentice based on their previous achievements and future aspirations.

Employer Signature:

Employer Signature Audit:

**Signed by SHEFFIELD HALLAM UNIVERSITY HIGHER EDUCATION CORPORATION**

I confirm that to the best of my knowledge the information on this form is correct. I declare to support the apprentice throughout their programme to and successful completion of the apprenticeship programme. I can confirm that the university has worked with the employer and apprentice during the onboarding process to confirm eligibility and suitability on the apprenticeship programme.

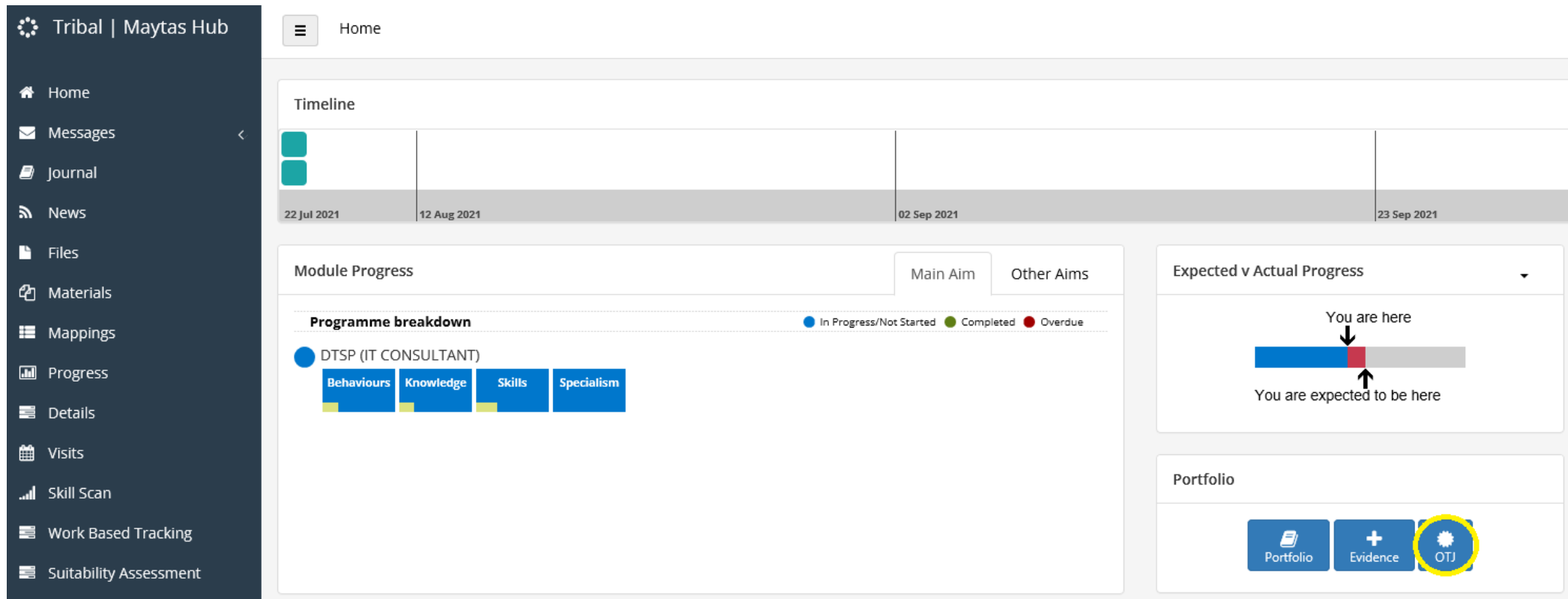
Provider Signature:

Provider Signature Audit:

Previous Save Submit

- After reading and clicking through the information pages you will come to the signature page. Please select 'yes' from the Learner Signature drop down box
- Then select 'save' and 'submit' in the bottom right-hand corner

You have now successfully submitted both the Apprenticeship Agreement and the Commitment Statement



The screenshot displays the Maytas Hub interface. On the left is a dark navigation sidebar with icons and text for: Tribal | Maytas Hub, Home, Messages, Journal, News, Files, Materials, Mappings, Progress, Details, Visits, Skill Scan, Work Based Tracking, and Suitability Assessment. The main content area has a 'Home' button and a 'Timeline' section with a calendar view showing dates from 22 Jul 2021 to 23 Sep 2021. Below the timeline is a 'Module Progress' section with tabs for 'Main Aim' and 'Other Aims'. It features a 'Programme breakdown' for 'DTSP (IT CONSULTANT)' with sub-categories: Behaviours, Knowledge, Skills, and Specialism. A legend indicates 'In Progress/Not Started' (blue), 'Completed' (green), and 'Overdue' (red). To the right is an 'Expected v Actual Progress' chart with a bar showing 'You are here' (red) and 'You are expected to be here' (blue). At the bottom right is a 'Portfolio' section with buttons for 'Portfolio', 'Evidence', and 'OTJ' (highlighted in yellow).

show OTJ

Once you have accessed Maytas Hub through the login page you will be on the home page. You need to scroll down to locate the icon highlighted in yellow. This will take you to your Off-the-Job learning log. Click home to return to this page.

### Off The Job Training

Duration Of Programme (Months)

36.00

Learner Working Hours (per week)

37.00

Days per week

5.00

Days Holiday (Including bank holidays)

25.00

Learner Total Working Hours (per year)

1739.00

Off the job calculator

1043.00

Total Duration of OTJ Activity

OTJ Hours Remaining

**The fields circled in yellow show you the following for an apprentice at the start of their programme:  
(These are based on duration of programme and your contracted hours)**

- **Off the job calculator: Total (minimum) off-the-job hours you must complete as part of your apprenticeship**
- **Total Duration of OTJ Activity: Total hours recorded so far**
- **OTJ Hours Remaining: hours remaining to reach 20% of working hours – up until Gateway**

Line No	Date	Method	Duration (In Hours)	Who	Where	Validated By
0	10/10/2021 00:00:	Classroom Training	7.00	Andrew	SHU	---
1	11/10/2021 00:00:					
2	12/10/2021 00:00:					

Add Row

Off The Job Training

Off The Job Training Editor

Off The Job Training - Activity (In Hours)

Date  Duration (in hours) e.g. 1.5

Method  Who

Other Activity  *Please record who led / supported the activity e.g. Self learning, supported by tutor, supported by manager*

What have I learnt?

Where

Validated By

*Your Tutor or Employer will verify this activity*

Close Save

When recording off-the-job learning/training covering more than one day use the start date in this field and the total number of hours for this learning/training in the duration field

Add a description of what you did  
 For instance:  
 - assignment for module;  
 - shadowing workplace colleague

Number of hours  
 Apprentice name  
 Location of activity  
 Leave this blank – it will be completed by your coach or employer

When you have finished adding rows press the save in the bottom right. This will update the header information.

### Off The Job Training

Duration Of Programme (Months)	<input type="text" value="36.00"/>
Learner Working Hours (per week)	<input type="text" value="37.00"/>
Days per week	<input type="text" value="5.00"/>
Days Holiday (Including bank holidays)	<input type="text" value="25.00"/>
Learner Total Working Hours (per year)	<input type="text" value="1739.00"/>

Off the job calculator	<input type="text" value="1043.00"/>
Total Duration of OTJ Activity	<input type="text" value="20.00"/>
OTJ Hours Remaining	<input type="text" value="1023.00"/>

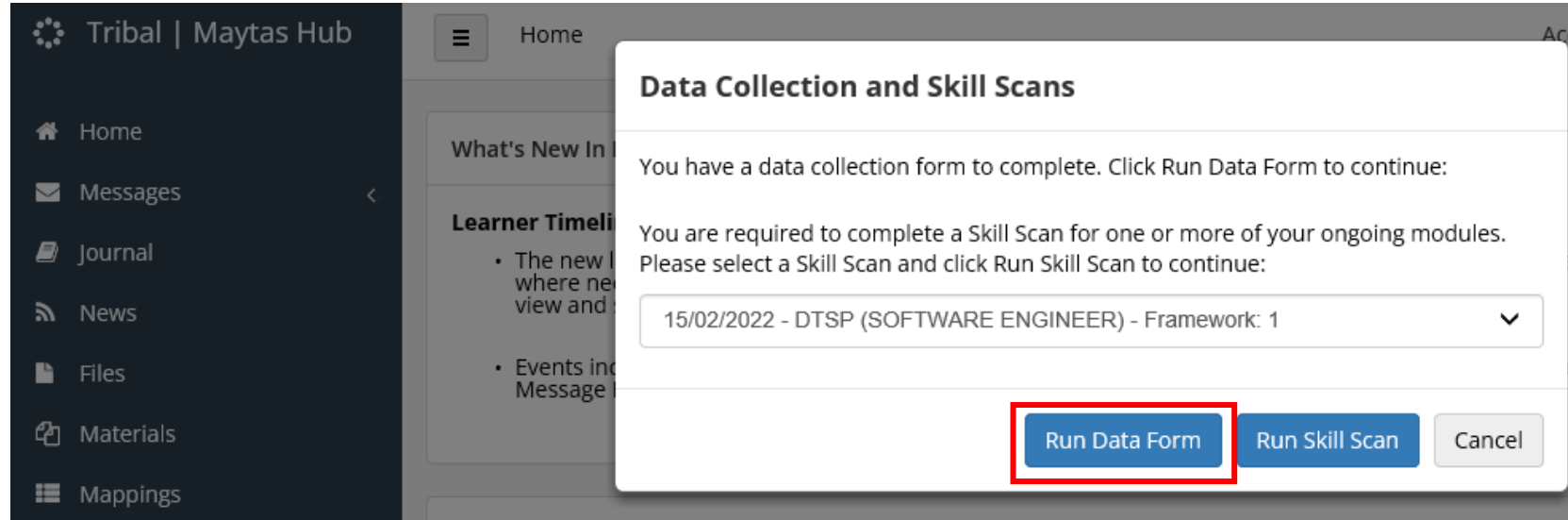
**Number of hours across the whole programme**

**Number of hours logged**

**Hours remaining to reach 20%.**

**If the number is positive you have not yet met your target.**

**The fields circled in yellow show how the hours have been updated based on the inputs demonstrated on the previous slide. This will be updated every time activity is recorded and saved.**



When you first log into Maytas Hub, alerts which are due will show in a pop up as above

For the APR click on the Run Data Form button

...you will be taken to the review form as shown on the next slide.



Home

Accessibility Mode: OFF

Education & Skills Funding Agency

Apprenticeships

### Apprentice Progress Review (Review)

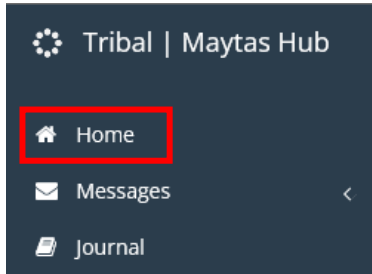
Learner:  Actual Review Date:

*Please review the information about this Progress Review and add your own comments in the Mentor / Line Manager Summary. Once that is complete, please sign-off and submit it. You can Save and return to the form later, if you cannot submit it immediately.*

**Grades and Apprentice comments on academic progress**

The form starts with the apprentices' section, then the coach's section, the mentor section is at the end of the form.

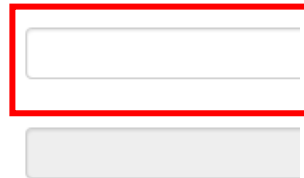
When you enter anything in the form be sure to press the save button so as not to lose data.



During the review, to see what your coach or mentor have entered into the form you need to refresh the form by quickly clicking on the home tab and selecting the appropriate data form.

Apprentice sign-off

Apprentice username



The image shows a portion of a form. A red rectangular box highlights a white input field. A blue arrow points from the right towards the center of this input field. Below the highlighted field is a greyed-out input field.

When you have completed your section of the form, and you are happy with what your coach and mentor have added in their sections, add a Y to the sign off field at the bottom of the form.

Then press save. After this you will no longer be able to edit the form and it will not appear on the alert on the home tab.

To access the form after you have sign it see the next slide.

Once your mentor has also Signed (typed “Y”) and saved, the Coach will *submit* the form to the system. You can access a read-only version of the form from your visit. See next slide.

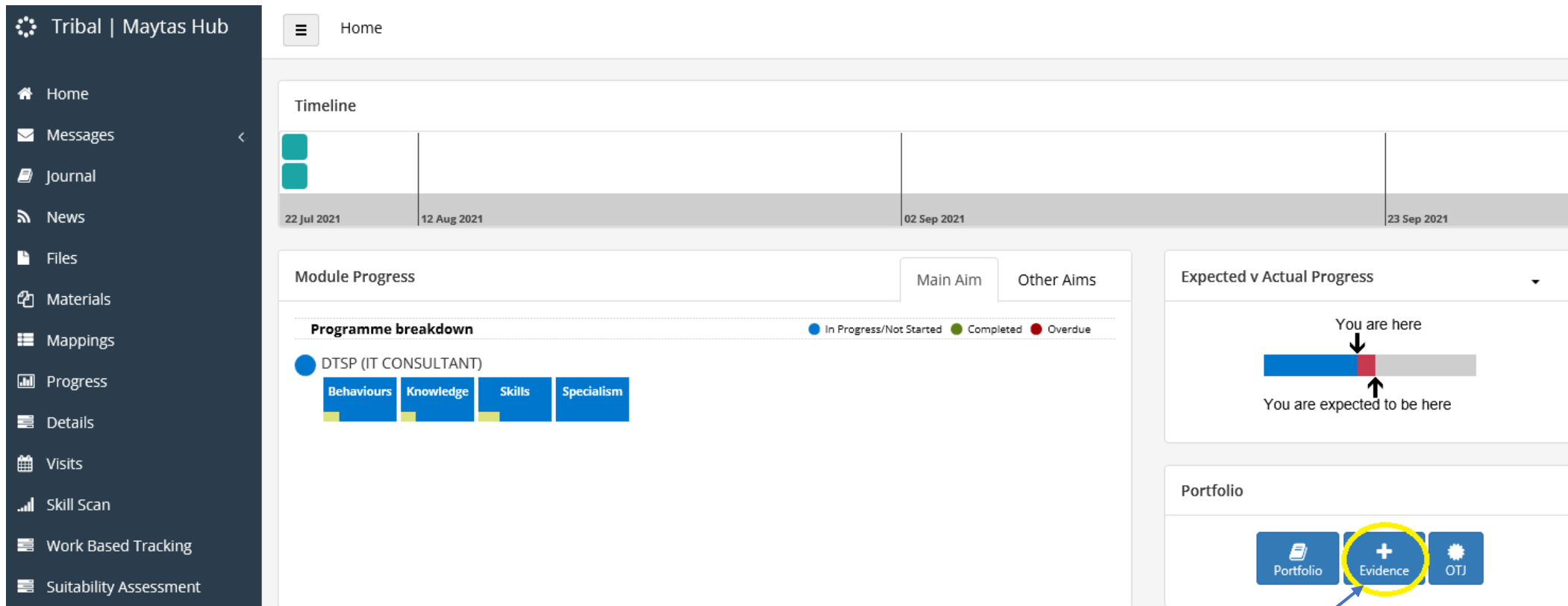
- Tribal | Maytas Hub
- Home
- Messages
- Journal
- News
- Files
- Materials
- Mappings
- Progress
- Details
- Visits**
- Skill Scan

Type	Planned Date	Actual Date	Outcome
<b>4/2022</b>			
APR	05/04/2022		Planned
<b>1/2022</b>			
APR	14/01/2022	14/01/2022	Completed

Home / Visits / Visit

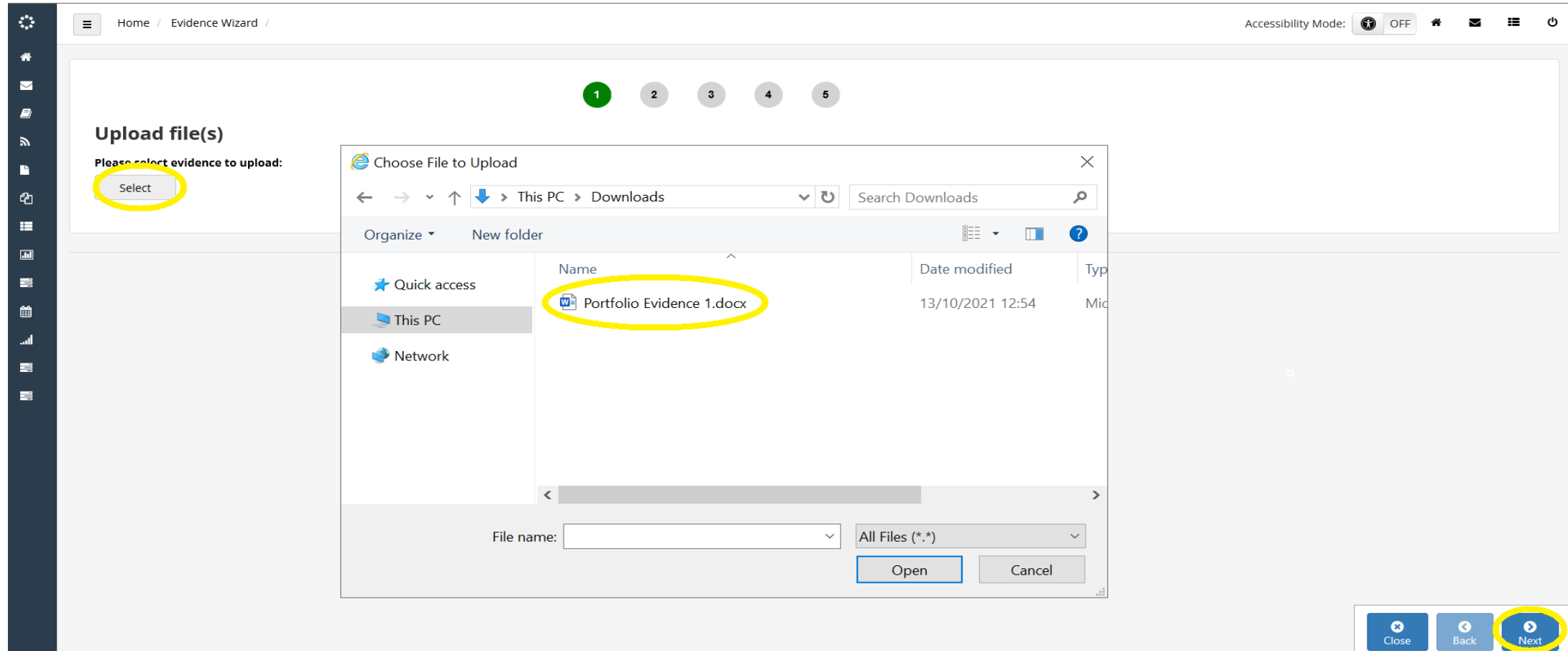
Appointment Plan Notes APR Learner v02a **Review**

To view a previous review  
go to Visits,  
select the visit,  
then click on Review  
This is a ready only view



The screenshot displays the Maytas Hub interface. On the left is a dark navigation sidebar with the following items: Tribal | Maytas Hub, Home, Messages, Journal, News, Files, Materials, Mappings, Progress, Details, Visits, Skill Scan, Work Based Tracking, and Suitability Assessment. The main content area features a 'Home' button and a 'Timeline' section with a calendar view showing dates from 22 Jul 2021 to 23 Sep 2021. Below the timeline is a 'Module Progress' section for 'DTSP (IT CONSULTANT)', showing progress bars for Behaviours, Knowledge, Skills, and Specialism. A legend indicates 'In Progress/Not Started' (blue), 'Completed' (green), and 'Overdue' (red). To the right is an 'Expected v Actual Progress' chart with a blue bar for actual progress and a red bar for expected progress. At the bottom right, a 'Portfolio' section contains three buttons: 'Portfolio', 'Evidence' (highlighted in yellow with a blue arrow pointing to it), and 'OTJ'.

Once you have accessed Maytas Hub through the login page you will need to scroll down to locate the icon highlighted in yellow. This will take you to the upload page.



The screenshot shows the 'Evidence Wizard' interface. At the top, there are five numbered steps (1-5), with step 1 highlighted in green. The main area is titled 'Upload file(s)' and contains the text 'Please select evidence to upload:' followed by a 'Select' button, which is circled in yellow. A 'Choose File to Upload' dialog box is open, showing the 'Downloads' folder. The file 'Portfolio Evidence 1.docx' is selected and circled in yellow. The dialog box also shows the file name, date modified (13/10/2021 12:54), and type (Microsoft Word Document). At the bottom right of the interface, there are three buttons: 'Close', 'Back', and 'Next', with the 'Next' button circled in yellow.

this must

**This page gives you the option to locate the evidence on your drive of choice in order to upload to Maytas Hub**

Home / Evidence Wizard / Accessibility Mode: OFF

1 2 3 4 5

### Map Evidence

Do you wish to map your evidence to your objectives?

Yes  No

Close Back Next

You should now map your evidence against the Knowledge, Skills and Behaviour (KSBs)

Home / Evidence Wizard /

Accessibility Mode: OFF

1 2 3 4 5

### Map Evidence

DTSP (IT CONSULTANT) ▼

--Please choose a unit-- ▼

Close Back Next

Choose your apprenticeship standard from the top drop-down box. The bottom drop down will open up the Knowledge, Skills and Behaviour criteria so you can select with KSBs you'd like to map against your upload.

Home / Evidence Wizard /

Accessibility Mode: OFF

1 2 3 4 5

### Map Evidence

DTSP (IT CONSULTANT)

Behaviours - Behaviours

*Behaviour*

- (2/1) Fluent in written communications and able to articulate complex issues.
- (2/1) Makes concise, engaging and well-structured verbal presentations, arguments and explanations.
- (1/1) Able to deal with different, competing interests within and outside the organisation with excellent negotiation skills.
- (0/1) Is able to identify the preferences, motivations, strengths and limitations of other people and apply these insights to work more effectively with and to motivate others.
- (0/1) Competent in active listening and in leading, influencing and persuading others.
- (0/1) Able to give and receive feedback constructively and incorporate it into his/her own development and life-long learning.
- (0/1) Applies analytical and critical thinking skills to Technology Solutions development and to systematically analyse and apply structured problem solving techniques to complex systems and situations.
- (0/1) Able to put forward, demonstrate value and gain commitment to a moderately complex technology-oriented solution, demonstrating understanding of business need, using open questions and summarising skills and basic negotiating skills.
- (0/1) Able to conduct effective research, using literature and other media, into IT and business related topics.
- (0/1) Have demonstrated that they have mastered basic business disciplines, ethics and courtesies, demonstrating timeliness and focus when faced with distractions and the ability to complete tasks to a deadline with high quality.
- (0/1) Flexible attitude.

Close Back Next

You can now check the criteria boxes in which you feel your upload demonstrates/evidences.



Home / Evidence Wizard / Accessibility Mode: OFF

1 2 3 4 5

### Comments

Do you wish to leave a comment for your assessor?

Close Back Next

There is no requirement to leave a comment.

Home / Evidence Wizard / Accessibility Mode: OFF

1 2 3 4 5

### Summary

**Evidence chosen**

Portfolio Evidence 1.docx

**Mapped objectives**

*DTSP/IT\_V01\_KSB.Behaviours*

- Fluent in written communications and able to articulate complex issues.
- Able to deal with different, competing interests within and outside the organisation with excellent negotiation skills.
- Competent in active listening and in leading, influencing and persuading others.

**Message Subject**

Assessment request for Ben Stokes on 14 Oct 21

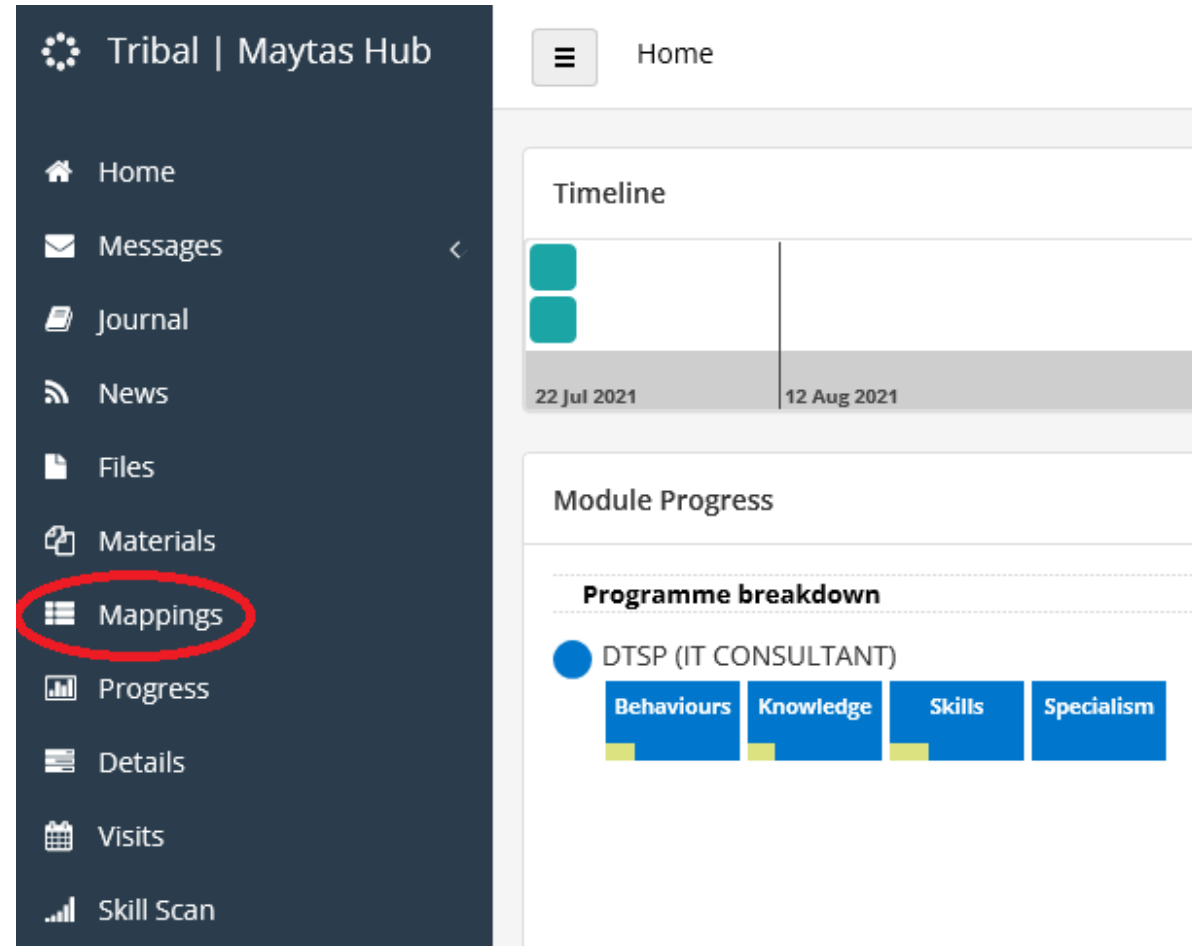
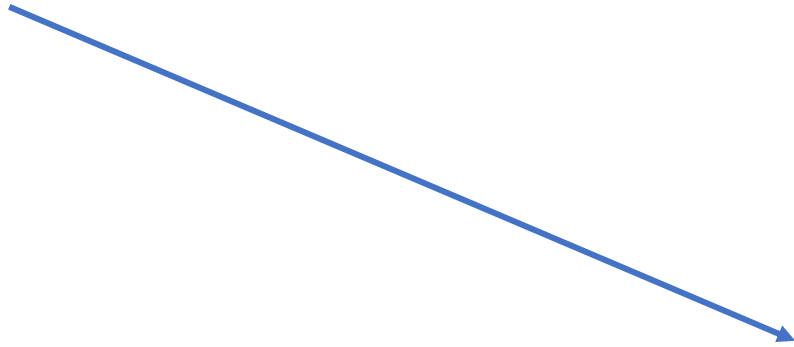
**Attachment filename**

Message Attachment on 14 Oct 21 at 826.zip

Close Back Finish

By clicking 'Finish' you now have a saved piece of portfolio evidence on Maytas Hub

Once logged on, the section circled in red is this area that will allow you to view a gap analysis of KSBs you have covered (and not covered) as part of your evidence uploads.



Tribal | Maytas Hub

- Home
- Messages
- Journal
- News
- Files
- Materials
- Mappings**
- Progress
- Details
- Visits
- Skill Scan

Home

Timeline

22 Jul 2021 12 Aug 2021

Module Progress

Programme breakdown

DTSP (IT CONSULTANT)

Behaviours Knowledge Skills Specialism

*Your gap analysis is to tell you what exists by way of evidence, but is not a confirmation of the quality and readiness for End Point Assessment*

Award: DTSP (DATA ANALYST)

Unit: Show All

Show: Show All  Show All   1 missing 2 missing 3 or more missing

**DTSP/DA\_V01\_KSB.Behaviours - Behaviours**

	Evidence Count
<b>Behaviour (BEHAVIOUR)</b>	
Fluent in written communications and able to articulate complex issues.	3/1
Makes concise, engaging and well-structured verbal presentations, arguments and explanations.	4/1
Able to deal with different, competing interests within and outside the organisation with excellent negotiation skills.	4/1
Is able to identify the preferences, motivations, strengths and limitations of other people and apply these insights to work more effectively with and to motivate others.	2/1
Competent in active listening and in leading, influencing and persuading others.	0/1
Able to give and receive feedback constructively and incorporate it into his/her own development and life-long learning.	0/1
Applies analytical and critical thinking skills to Technology Solutions development and to systematically analyse and apply structured problem solving techniques to complex systems and situations.	0/1
Able to put forward, demonstrate value and gain commitment to a moderately complex technology-oriented solution, demonstrating understanding of business need, using open questions and summarising skills and basic negotiating skills.	0/1
Able to conduct effective research, using literature and other media, into IT and business related topics.	1/1
Have demonstrated that they have mastered basic business disciplines, ethics and courtesies, demonstrating timeliness and focus when faced with distractions and the ability to complete tasks to a deadline with high quality.	1/1
Flexible attitude.	2/1
Ability to perform under pressure.	1/1
A thorough approach to work.	2/1
Logical thinking and creative approach to problem solving.	2/1

This page demonstrates your gap analysis. Select your apprenticeship standard (award) and by selecting 'Show ALL' you will see the full list of KSBs that make up your apprenticeship standard. In the evidence count column the number to the right relates to the minimum amount(s) of evidence that must be uploaded against that particular criteria. The number on the left relates to the amount of actual evidence that has been uploaded against that particular criteria.

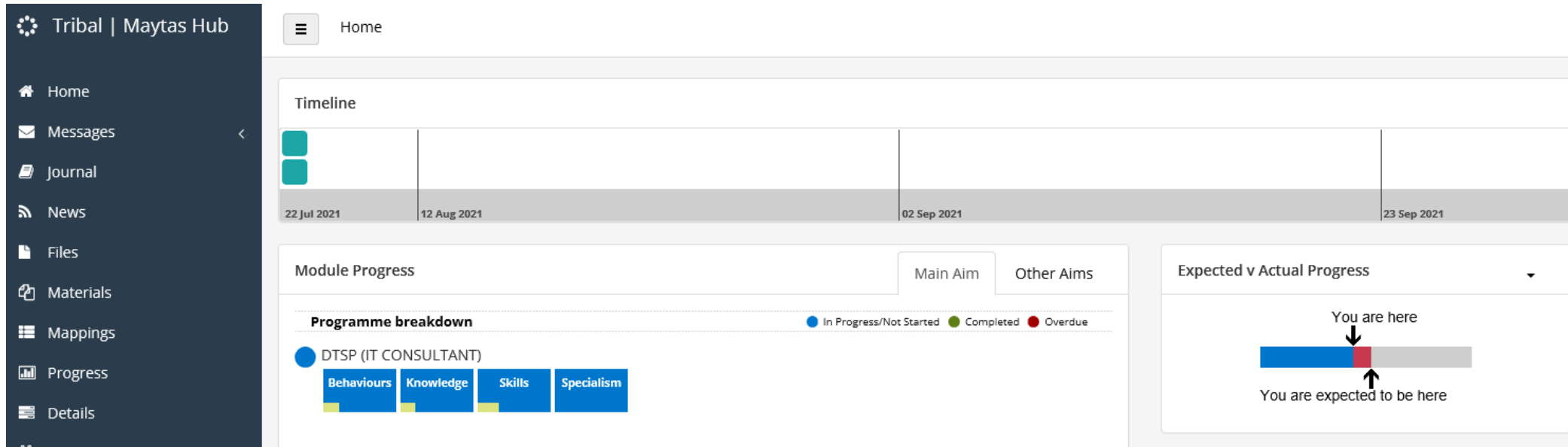
**Your work-based learning coach will discuss the specifics of evidence gathering for the apprenticeship standard you are enrolled on.**

*When you upload evidence, it will only show in your gap analysis once the WBL Coach has confirmed the upload in MAYTAS Hub.*

*This process does not confirm that the evidence is suitable for End Point Assessment.*

*Those judgements are supported in your Apprenticeship Progress Reviews by your WBL Coach and your employer mentor as you aim to be EPA-Ready by the time of Gateway*

# Expected v Actual Progress



**The bar chart called Expected – v- actual progress is to indicate the proportion of KSBs that have some submitted evidence showing progress over time.**

*The Progress Bar does not confirm that the evidence is suitable for End Point Assessment. Those judgements are supported in your Apprenticeship Progress Reviews by your WBL Coach and your employer mentor as you aim to be EPA-Ready by the time of Gateway*