

# Maytas Hub – Mentor Guide

May 2023 – V5.0

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

## **Maytas Hub for SHU Apprenticeships**

### **– *Mentor Guide***

For Mentors reading this for the first time it will be helpful to work through all parts of this presentation to familiarise yourself with those parts of the system available for Mentors.

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. Feel free to work through any challenges with your Work Based Learning Coach.

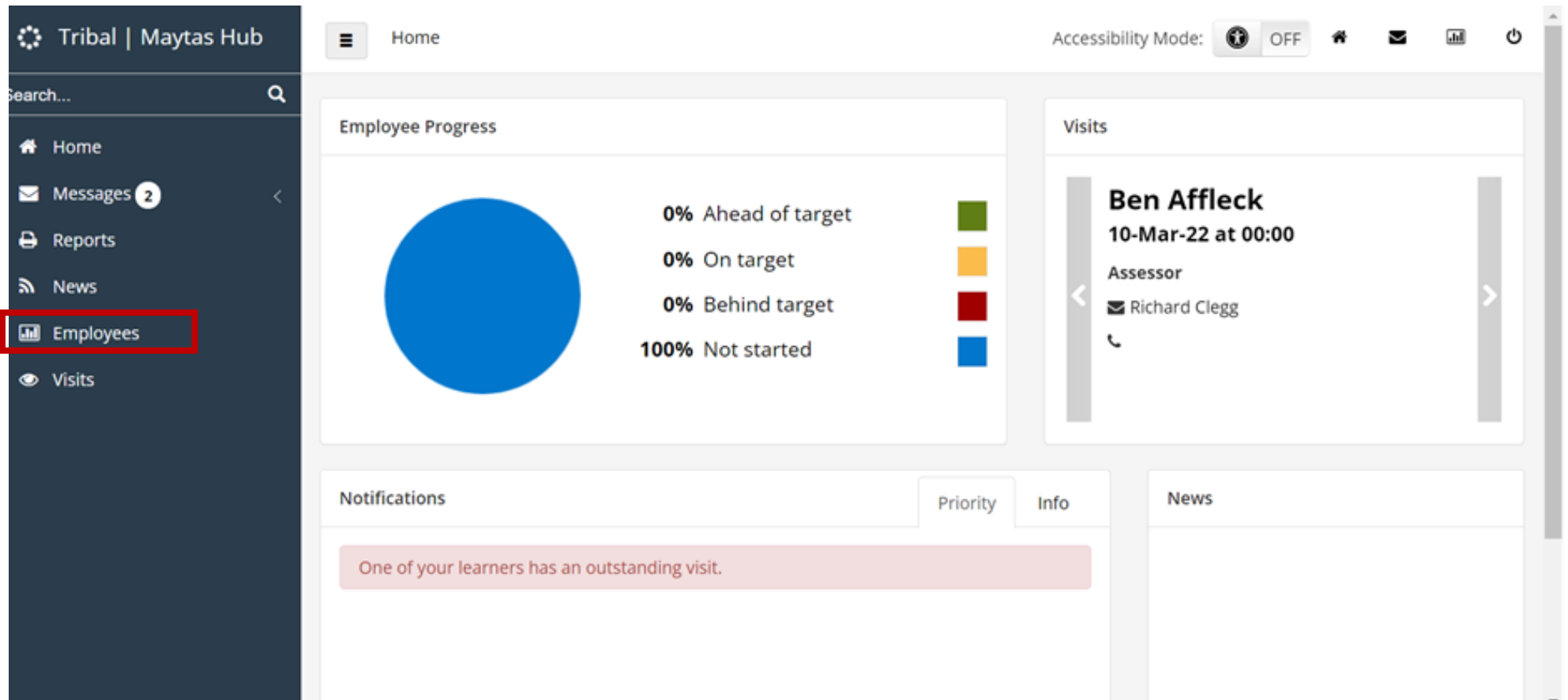
Your Apprentice is expected to engage in the processes below and also has wider access and functionality in MAYTAS Hub, for example around undertaking Skill Scans and also mapping evidence to KSBs. Your Apprentice will share the outputs of those activities with you in Apprenticeship Progress Reviews or by sending screen shots/PDF downloads (for example) if you require an update in between or in preparation for Progress Reviews.

### **Navigation**

- [Off the Job Training](#)
- [Engaging in Apprenticeship Progress Reviews](#)

# Off the Job Training (OTJT)

Sign into your Maytas Hub Account and Click on the Employees Tab










The screenshot shows the Tribal | Maytas Hub interface. The sidebar on the left contains a search bar and navigation options: Home, Messages (2), Reports, News, Employees (highlighted with a red box), and Visits. The main content area is titled 'Home' and features an 'Employee Progress' section with a large blue circle and a progress chart. The chart shows four categories: 0% Ahead of target (green), 0% On target (yellow), 0% Behind target (red), and 100% Not started (blue). To the right is a 'Visits' section for Ben Affleck, dated 10-Mar-22 at 00:00, with an assessor Richard Clegg. At the bottom, a 'Notifications' section displays a message: 'One of your learners has an outstanding visit.'

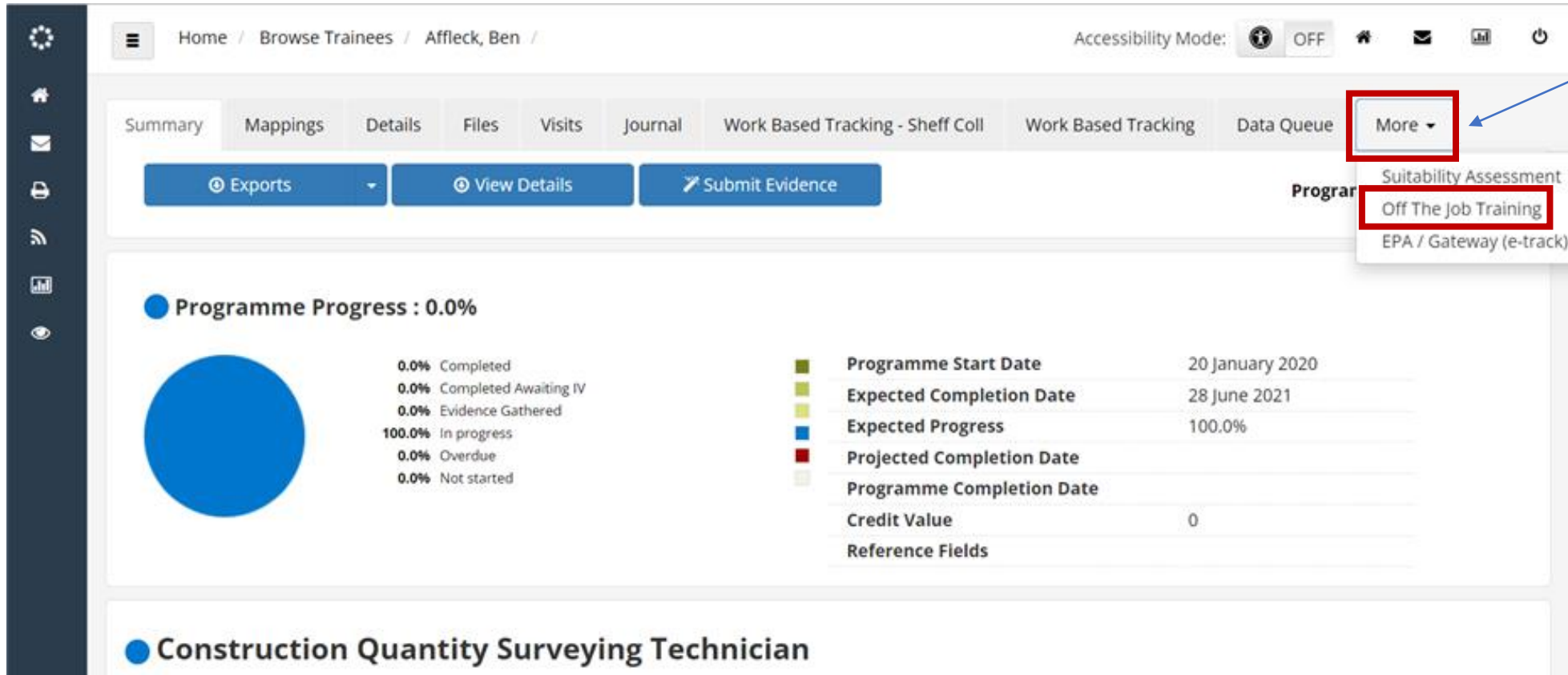
Click on the learner whose OTJT Log you would like to view

Home / Browse Trainees

Accessibility Mode: OFF

(Displaying 7 of 7 Learners) [Show Filters](#)

Learner Name	Status	Start Date	Start Date	Exp. Completion Date	Funding Progress	My Last Visit	Progress
 Affleck, Ben		20/01/2020	20/01/2020	28/06/2021	<div style="width: 100%;"><div style="width: 100%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%
 Gallagher, Noel		01/08/2020	01/08/2020	01/08/2022	<div style="width: 80%;"><div style="width: 80%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%
 Hanks, Tom		13/01/2020	13/01/2020	28/06/2023	<div style="width: 60%;"><div style="width: 60%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%
 Hopkins, Anthony		23/09/2019	23/09/2019	28/05/2025	<div style="width: 40%;"><div style="width: 40%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%
 Kidman, Nicole		27/01/2020	27/01/2020	28/06/2022	<div style="width: 90%;"><div style="width: 90%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%
 Lipa, Dua		14/10/2019	14/10/2019	28/12/2023	<div style="width: 70%;"><div style="width: 70%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%
 Oil, Olive		27/09/2021	27/09/2021	27/12/2024	<div style="width: 10%;"><div style="width: 10%;"></div></div>		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0.0%



The screenshot shows the user interface for a trainee named Affleck, Ben. The breadcrumb trail is Home / Browse Trainees / Affleck, Ben. The top navigation bar includes tabs for Summary, Mappings, Details, Files, Visits, Journal, Work Based Tracking - Sheff Coll, Work Based Tracking, Data Queue, and a 'More' dropdown menu. Below the tabs are buttons for Exports, View Details, and Submit Evidence. The main content area displays 'Programme Progress : 0.0%' with a circular progress indicator and a list of progress categories: Completed (0.0%), Completed Awaiting IV (0.0%), Evidence Gathered (0.0%), In progress (100.0%), Overdue (0.0%), and Not started (0.0%). To the right, a table lists programme details: Programme Start Date (20 January 2020), Expected Completion Date (28 June 2021), Expected Progress (100.0%), Projected Completion Date, Programme Completion Date, Credit Value (0), and Reference Fields. At the bottom, the programme name 'Construction Quantity Surveying Technician' is visible.

Category	Percentage
Completed	0.0%
Completed Awaiting IV	0.0%
Evidence Gathered	0.0%
In progress	100.0%
Overdue	0.0%
Not started	0.0%

Programme Start Date	20 January 2020
Expected Completion Date	28 June 2021
Expected Progress	100.0%
Projected Completion Date	
Programme Completion Date	
Credit Value	0
Reference Fields	

If the OTJT Tab is not showing along the top, click on MORE and the Off The Job Training tab will appear in the dropdown menu

### Off The Job Training

Duration Of Programme (weeks)	<input type="text" value="138.60"/>
Learner Working Hours (per week)	<input type="text" value="42.00"/>
Days per week	<input type="text" value="5.00"/>
Days Holiday (Including bank holidays)	<input type="text" value="75.00"/>
Learner Total Working Hours (per year)	<input type="text" value="1554.00"/>
Planned Hours Override	<input type="text" value="936.00"/>

Off the job calculator	<input type="text" value="742.00"/>
Total Duration of OTJ Activity	<input type="text" value="332.00"/>
OTJ Hours Remaining	<input type="text" value="604.00"/>

*The Planned Hours Override can be used to manually enter the number of planned hours to use in the calculation. If this is left blank, the default baseline of 6 planned hours per week will be used.*

The top left section of the page calculates the minimum level of OTJT that needs to be logged. There may be an override total applied (as shown here)

The top right section of the page shows what has been logged and the remaining time.

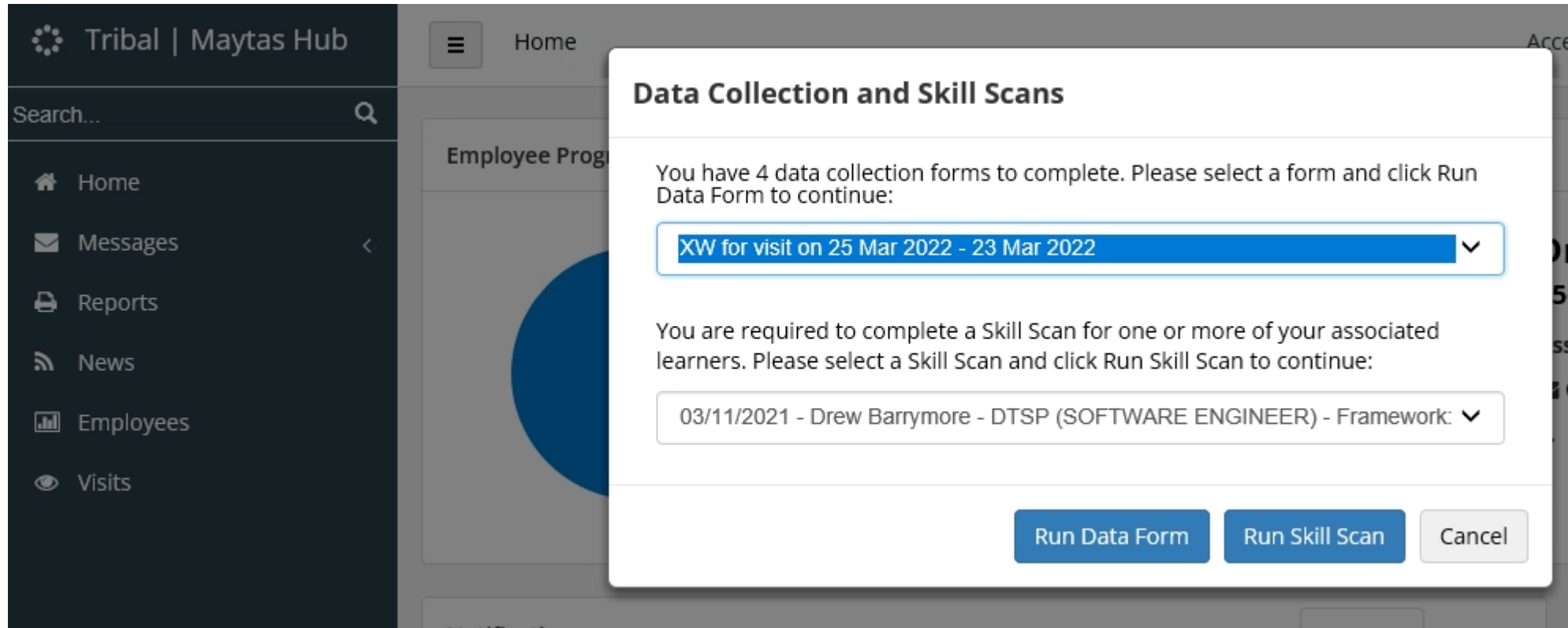
Total Duration of OTJ Activity it the total of the logged time.

75	17/01/2023 00:00:00	In Work Placements	1.00	N\A	Office	---	 
76	19/01/2023 00:00:00	Research	1.00	Staff	Office	---	 
77	23/01/2023 00:00:00	Testing	1.00	Staff	Office	---	 
78	25/01/2023 00:00:00	In Work Placements	2.00	Staff	Office	---	 
79	30/01/2023 00:00:00	In Work Placements	1.00	Staff	Office	---	 

The learner will have recorded their OTJT Log in the bottom half of the screen. You can see the date, the method (what they were doing), the hours, who and where. The final column is not required.

The apprentice should record more details in the What Have I learnt field. You can view this by clicking on the pencil icon on the right of each row.





The screenshot shows the Maytas Hub interface with a dark sidebar on the left containing navigation options: Home, Messages, Reports, News, Employees, and Visits. The main content area is partially obscured by a white pop-up dialog titled "Data Collection and Skill Scans". The dialog contains the following text and elements:

- Data Collection and Skill Scans**
- Text: "You have 4 data collection forms to complete. Please select a form and click Run Data Form to continue:"
- A dropdown menu with the selected option: "XW for visit on 25 Mar 2022 - 23 Mar 2022"
- Text: "You are required to complete a Skill Scan for one or more of your associated learners. Please select a Skill Scan and click Run Skill Scan to continue:"
- A dropdown menu with the selected option: "03/11/2021 - Drew Barrymore - DTSP (SOFTWARE ENGINEER) - Framework:"
- Three buttons at the bottom: "Run Data Form" (blue), "Run Skill Scan" (blue), and "Cancel" (grey).

- 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 and 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.
- As the form is passed between participants you may need to refresh by clicking on home so you can see the edits so far.
- When you enter anything in the form be sure to press the save button so as not to lose data.

## Mentor / Line Manager Summary

*Within the summary please identify areas of focus for the next period. (Please refer to the Knowledge, Skills and Behaviours within the apprenticeship standard)*

**What impact has the apprentices learning had on the workplace?**

**What are the apprentice's development areas for focus over the coming period?**

**What specific actions will you take to support the apprentice over the coming period?**

- These are the questions for the mentor, where you can summarise the review and actions by typing in the boxes
- When you enter anything in the form be sure to press the save button so as not to lose data.

### Sign-Off Review

*When you have reviewed the information and confirmed that you are happy with it, please type 'Y' in the box below and submit. , your Coach.*

Employer sign-off

Employer username

Employer sign-off date

Employer sign-off

Employer username

Employer sign-off date

When you have completed your sections, and when you have reviewed the other comments, enter a “Y” in the employer sign off field and *save*.

You will then see your username and the date.  
You will no longer be able to edit the form.

The WBL Coach will check the form is complete and then the Coach will Submit to the system