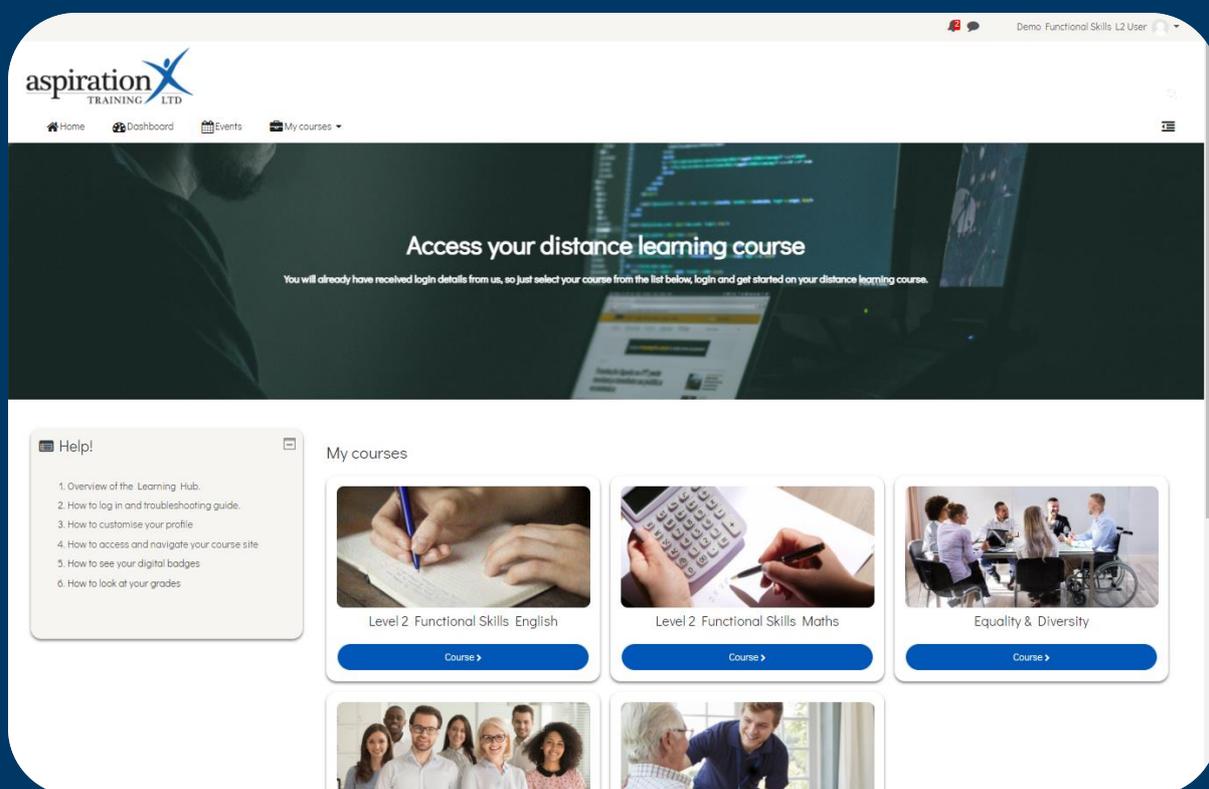


# Aspiration Training Digital Learning Hub

## User Guide for Teaching Staff

### Personal Development Tracking



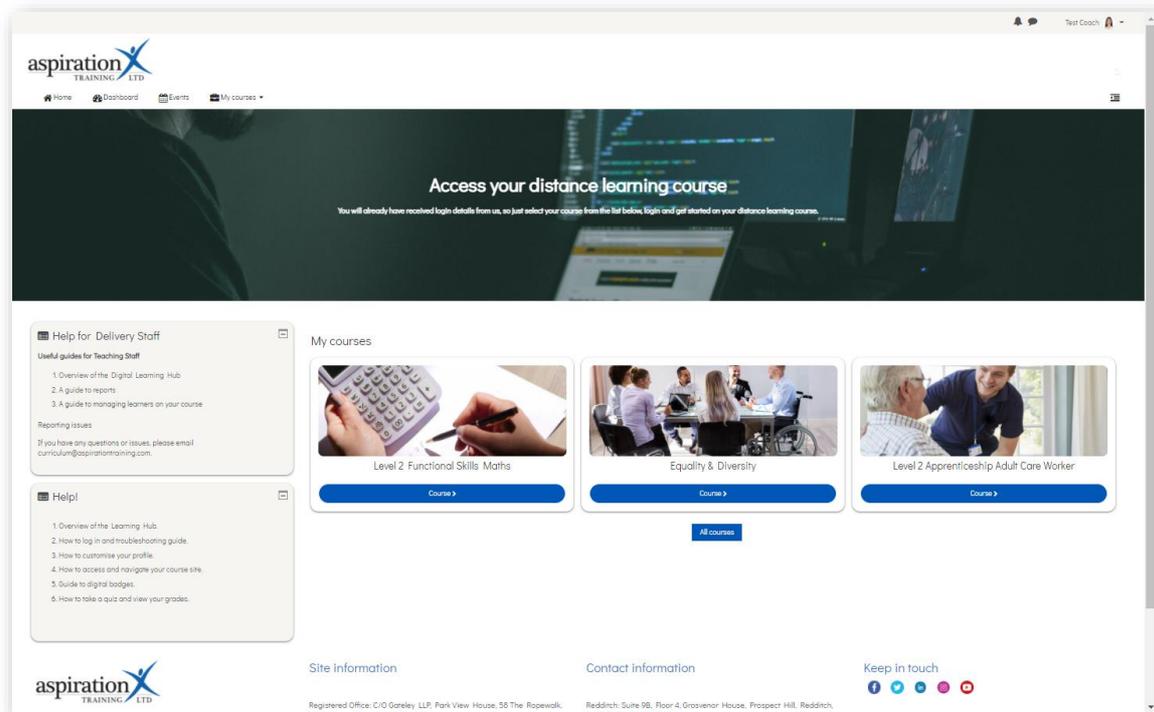
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## An overview of our Digital Learning Hub



Aspiration Training's Digital Learning Hub gives you access to various online resources to support your learners. The Hub contains resources separated into **course sites**, and you may have been given access to one or more course sites, depending on your needs. For example, you may have a site to support an apprenticeship and another to support functional skills in Maths.

Aspiration Training's Digital Learning Hub can be found here:-

<https://learning.aspirationtraining.com>

Your login details will be provided to you by your manager. For help logging in, please see our guide here - [How to Log in](#).

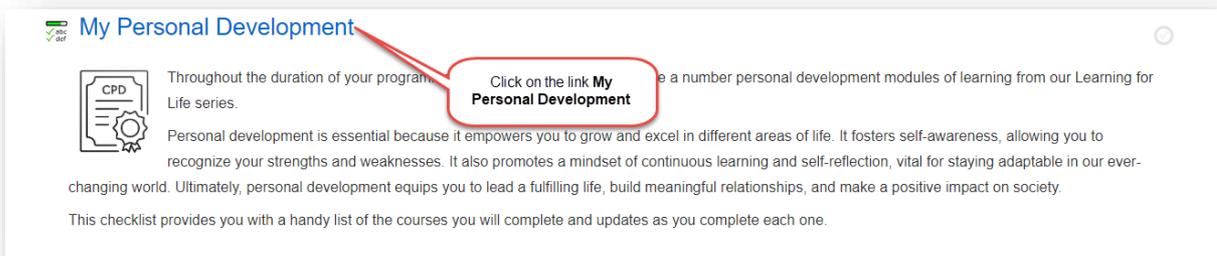
A full suite of guides is available to you from the Learning Hub once you have logged in.

## Personal Development Tool

The Personal Development tool allows you and learners to track the completion of any mandated personal development courses from the Learning for Life series.

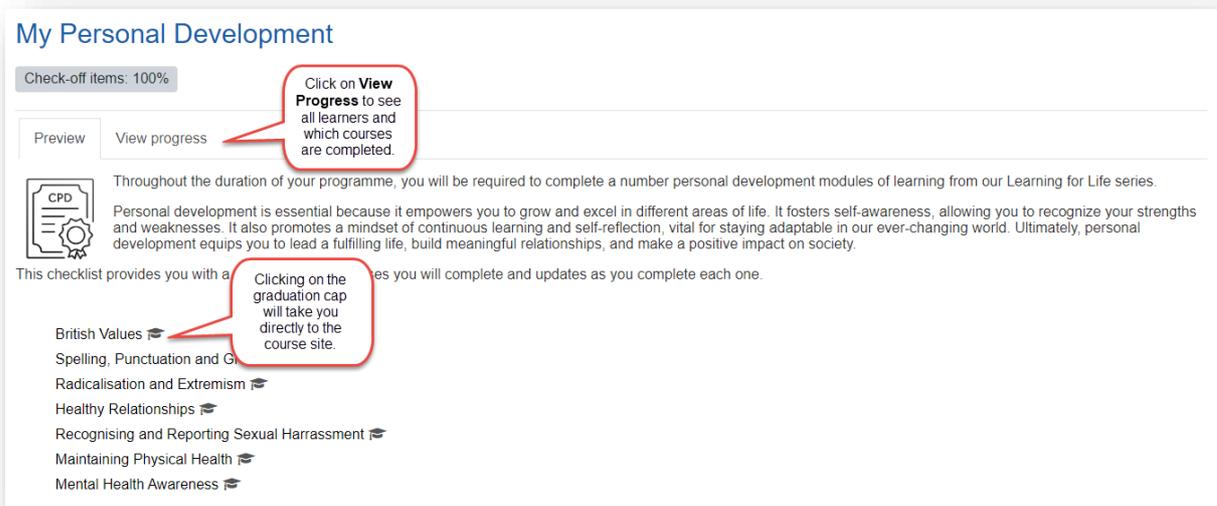
As a course tutor, you can see which mandated modules have been completed.

To access the tool, navigate to your apprenticeship course site. On the page, you should now see:-



Click on the link **My Personal Development**.

You should now see:-



## View Learner Progress

Click on the **View Progress** tab, and you should now see:-



The screenshot shows the 'My Personal Development' interface. At the top, it displays 'Check-off items: 100%'. Below this are two tabs: 'Preview' and 'View progress'. A dropdown menu is set to 'Aspiration Training', with a callout 'Filter for a group of learners' pointing to it. There are two buttons: 'Hide optional items' and 'Show progress bars'. A pagination bar shows '1 2 3 »'. The main table has columns for 'First name / Surname', 'British Values', 'Spelling, Punctuation and Grammar', 'Radicalisation and Extremism', 'Healthy Relationships', 'Recognising and Reporting Sexual Harrassment', and 'Maintaining Physical Health'. A search bar with a magnifying glass icon is next to the first column, with a callout 'Lists all learners in the group'. Below the search bar are five rows of learner names, each with a magnifying glass icon. A callout 'Click on the magnifying glass to drill down to one learner's record' points to one of these icons. The first row shows a green checkmark in the 'British Values' column, with a callout 'Shows the learner has completed.' pointing to it.

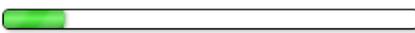
You can now filter for your group by using the group option at the top of the page.

You can drill down to view just one learner by clicking the magnifying glass icon. This shows you a list of the modules with a tick against each one the learner has completed:-

View all students Add comments Toggle names & dates

 Throughout the duration of your programme, you will be required to complete a number personal development modules of learning from our Learning for Life series. Personal development is essential because it empowers you to grow and excel in different areas of life. It fosters self-awareness, allowing you to recognize your strengths and weaknesses. It also promotes a mindset of continuous learning and self-reflection, vital for staying adaptable in our ever-changing world. Ultimately, personal development equips you to lead a fulfilling life, build meaningful relationships, and make a positive impact on society.

This checklist provides you with a handy list of the courses you will complete and updates as you complete each one.

All items:  14%

- British Values 
- Spelling, Punctuation and Grammar 
- Radicalisation and Extremism 
- Healthy Relationships 
- Recognising and Reporting Sexual Harrassment 
- Maintaining Physical Health 
- Mental Health Awareness 

Shows overall percentage progress

**PLEASE NOTE** – it takes at least one minute from a learner completing a course to the results feeding into the tool. If a learner has completed and passed a module and it does not show up, please wait one minute and then refresh. If it still does not show up, please get in touch with [curriculum@aspirationtraining.com](mailto:curriculum@aspirationtraining.com).

## What your learners see

Learners can access the tool from the course site, and it will present them with a list of their mandated courses and completion status:-

My Personal Development

To do: Check-off items: 100%

 Throughout the duration of your programme, you will be required to complete a number personal development modules of learning from our Learning for Life series. Personal development is essential because it empowers you to grow and excel in different areas of life. It fosters self-awareness, allowing you to recognize your strengths and weaknesses. It also promotes a mindset of continuous learning and self-reflection, vital for staying adaptable in our ever-changing world. Ultimately, personal development equips you to lead a fulfilling life, build meaningful relationships, and make a positive impact on society.

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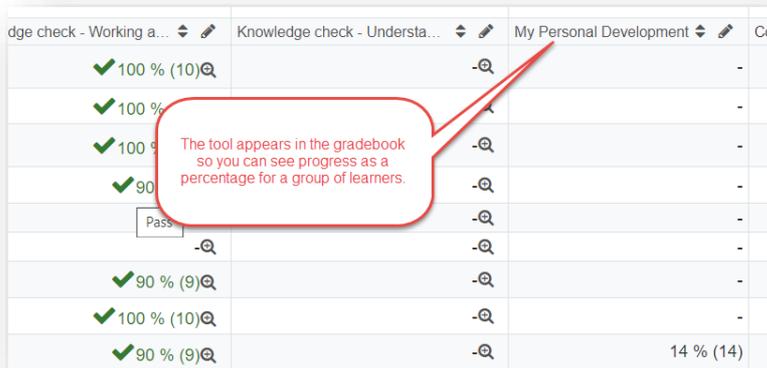
- British Values 
- Spelling, Punctuation and Grammar 
- Radicalisation and Extremism 
- Healthy Relationships 
- Recognising and Reporting Sexual Harrassment 
- Maintaining Physical Health 
- Mental Health Awareness 

Learners **cannot** tick off items. They must click on the graduation cap, use the self-enrolment key to enrol on the course and complete the learning module before the item will be completed. If a learner completed the course prior to the release of this new tool, it will still show as completed on the report.

**Remember, the results take one minute from completion to feed through to the report.**

## Overview of completion of all mandatory training modules in the Gradebook

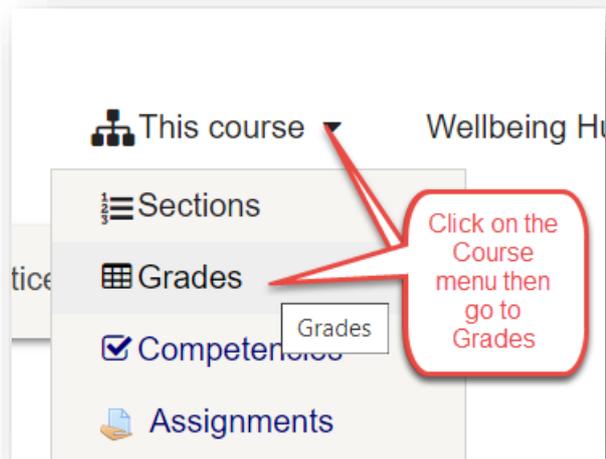
The Personal Development tool also shows up in the gradebook so you can see progress.



Knowledge check - Working a...	Knowledge check - Understa...	My Personal Development	Co
✓ 100 % (10)	-	-	-
✓ 100 %	-	-	-
✓ 100 %	-	-	-
✓ 90 %	-	-	-
Pass	-	-	-
✓ 90 % (9)	-	-	-
✓ 100 % (10)	-	-	-
✓ 90 % (9)	-	-	14 % (14)

## Export to Excel

To export the checklist to Excel, go to the Gradebook. Click on the Course link in the menu and select Grades from the dropdown.



Click on the Export Tab. You will then see the options for exporting the checklist. You can filter the export by group and show the percentage complete for each learner and each item. Make your selections, then click the Export Excel file button.

## Checklist

View Setup Scales Letters Import **Export**

1. Click Export

Checklist OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

2. Select your required information

Checklist to export: My Personal Development ▾

Group: All participants ▾

Include optional items: Yes ▾

Percentage column:  Show (required items) percentage complete for each student

Percentage row:  Show percentage of students who have ticked each item

Percentage for headings:  Show percentage of required items checked under each heading

Export Excel file

3. Click Export Excel File.