

Electronic Apprenticeship Sign Up and Enrolments (EASE)

Partner Guide

For the best experience we recommend installing and using Google Chrome or Mozilla Firefox. Both are free modern browsers and are available for Windows, MacOS and Linux:

Google Chrome: <https://www.google.co.uk/chrome/>

Mozilla Firefox: <https://www.mozilla.org/en-GB/firefox/new/>

The use of third party products and services is done at your own discretion and risk and with your agreement that you will be solely responsible for any damage you experience as a result of your use of third party products and services. any warranty that is provided by a third party is provided solely by such third party, and not by the Chelmsford College Group.

If you require any technical assistance, please contact the IT Services department using any of the methods found at the bottom of this document.

1 – Accessing EASE

You can access the online system from any web enabled device from this direct link:

<https://ease.chelmsford.ac.uk>

You will be presented with a login screen.

Here, you will need to enter your partner account name and password. This will be in the format of your assigned partner reference followed by @chelmsford.ac.uk.

The screenshot shows the 'Sign in' page of the EASE system. At the top left is the Chelmsford College logo. Below it, the text 'Sign in' is displayed. A text input field contains the username 'ABC001-01@chelmsford.ac.uk'. Below the input field is a link that says 'Can't access your account?'. At the bottom of the form are two buttons: a grey 'Back' button and a blue 'Next' button.

1- Enter your username followed by password



Chelmsford College

ABC001-01@chelmsford.ac.uk

Stay signed in?

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

☐ Don't show this again

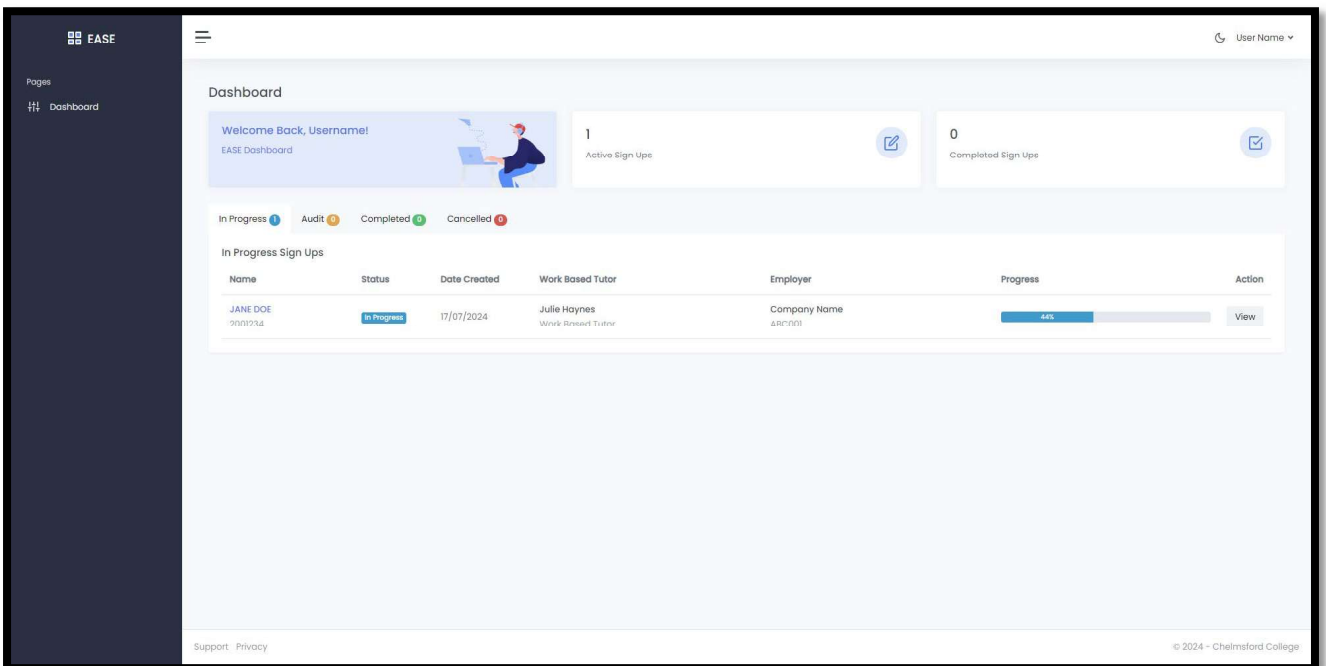
No Yes

2-Decide whether to remain logged in

2 – Dashboard

The EASE dashboard is the first screen you will see after successfully logging in.

Here you will find a list of your apprentices and their current sign up status. Click the view button on the right hand side to access the selected apprentices sign up summary page.



EASE

Pages
Dashboard

Dashboard

Welcome Back, Username!
EASE Dashboard

1 Active Sign Ups

0 Completed Sign Ups

In Progress (1) Audit (0) Completed (0) Cancelled (0)

In Progress Sign Ups

Name	Status	Date Created	Work Based Tutor	Employer	Progress	Action
JANE DOE 9001234	In Progress	17/07/2024	Julie Haynes Work Based Tutor	Company Name ABCDEF	44%	View

Support Privacy

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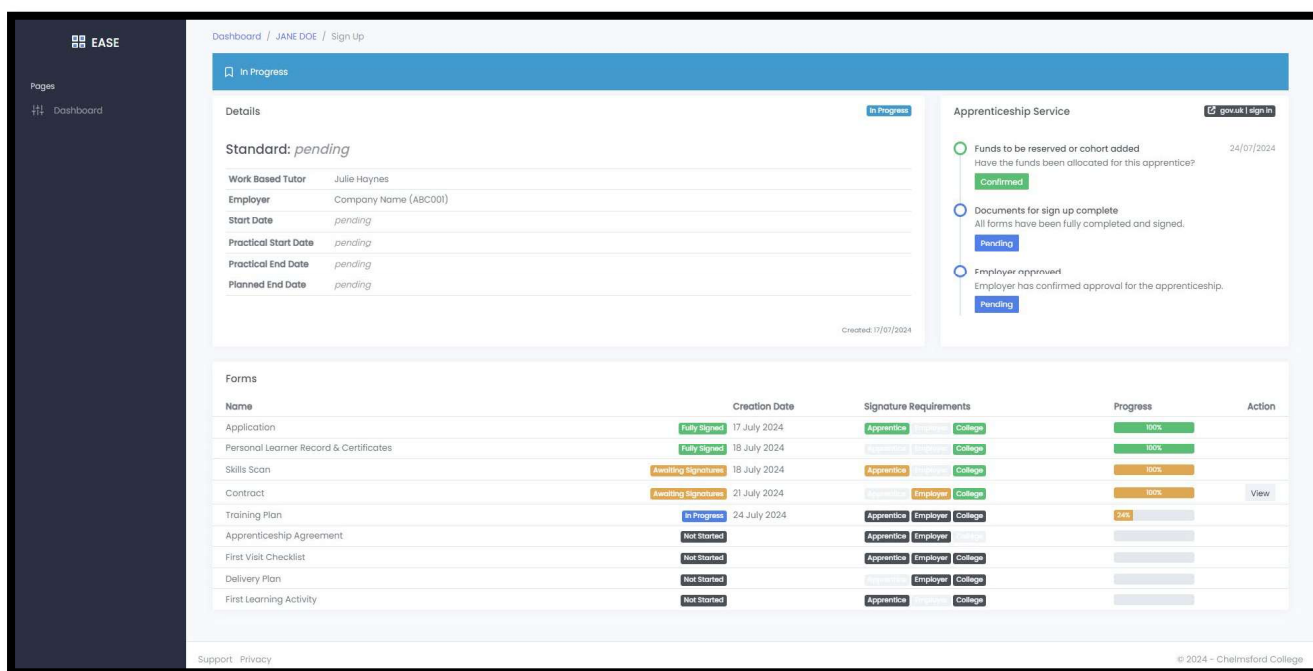
3- EASE Homepage

3 – Sign Up Summary

The sign up summary page will display a full breakdown of the selected apprentices apprenticeship including documentation and apprenticeship service status.

You will be required to review certain forms and sign to confirm their contents. Any forms required to be signed will have an amber Employer label under Signature Requirements and will additionally have the View button to the right hand side.

Click the View button to access the selected form.



EASE

Dashboard / JANE DOE / Sign Up

In Progress

Details In Progress

Standard: *pending*

Work Based Tutor: Julie Haynes

Employer: Company Name (ABC001)

Start Date: *pending*

Practical Start Date: *pending*

Practical End Date: *pending*

Planned End Date: *pending*

Created: 17/07/2024

Apprenticeship Service gov.uk | Sign In

- Funds to be reserved or cohort added: Have the funds been allocated for this apprentice? Confirmed 24/07/2024
- Documents for sign up complete: All forms have been fully completed and signed. Pending
- Employer approval: Employer has confirmed approval for the apprenticeship. Pending

Forms

Name	Creation Date	Signature Requirements	Progress	Action
Application	17 July 2024	Apprentice: Fully Signed, Employer: Fully Signed, College: Fully Signed	100%	
Personal Learner Record & Certificates	18 July 2024	Apprentice: Fully Signed, Employer: Fully Signed, College: Fully Signed	100%	
Skills Scan	18 July 2024	Apprentice: Awaiting Signatures, Employer: Awaiting Signatures, College: Fully Signed	90%	
Contract	21 July 2024	Apprentice: Awaiting Signatures, Employer: Awaiting Signatures, College: Fully Signed	90%	View
Training Plan	24 July 2024	Apprentice: In Progress, Employer: In Progress, College: In Progress	24%	
Apprenticeship Agreement		Apprentice: Not Started, Employer: Not Started, College: Not Started		
First Visit Checklist		Apprentice: Not Started, Employer: Not Started, College: Not Started		
Delivery Plan		Apprentice: Not Started, Employer: Not Started, College: Not Started		
First Learning Activity		Apprentice: Not Started, Employer: Not Started, College: Not Started		

Support Privacy

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4- Apprentice sign up page

4 – Signing forms

You will see the current form status at the top of the page.

In the below example the form is currently awaiting an Employer signature.

First, please review the form contents and any attached documents. When happy with the form's accuracy, please scroll to the bottom of the page where you will find a signature box.


Alert! This form is currently awaiting your signature. Please review and sign at the [bottom of this form](#).

● **Form Summary**

The current status of this form:

Awaiting Signatures

Signature History:

Signature Level	Status	Timestamp
Employer	Pending	
College	Complete	24/07/2024 11:26:59

Exit Form

5- Form signature status

Click on the checkbox to indicate you are happy with the statement provided and click Submit Form.


Signature Required


I confirm the information on this form is accurate.

Name: User Name
Date: 30 July 2024

☒ I agree to the above statement.

Submit Form ➔

6- Signature box

The form status will not change to indicate you have signed. If your signature is the only one remaining the form will be marked as Fully Signed and therefore, completed.


Signed! This form has been signed. No further action is required..

● **Form Summary**

The current status of this form:

Fully Signed

Signature History:

Signature Level	Status	Timestamp
Employer	Complete	30/07/2024 16:28:44
College	Complete	24/07/2024 11:26:59

Exit Form

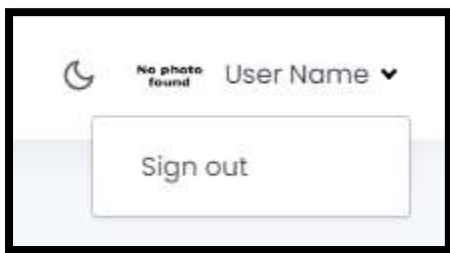
7- Fully signed form

There may be multiple forms requiring signature at the time of access or may require you to review and sign later pending their submission by the work based tutor.

4 – Signing out

Once you have finished signing any relevant forms it is best to sign out of the system to prevent any unauthorised access.

To do this click on your username in the top right hand corner and select Sign out.



8- Sign out button

Technical Support

If you have any issues logging in please contact the IT Services helpdesk:

- By email: ithelpdesk@chelmsford.ac.uk
- By telephone: 01245 265611 extension 3424

For all other queries, please contact OpsTeam@chelmsford.ac.uk or your work-based tutor.