



University
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Training Plans and Apprenticeship Agreements – Employer Guide

Prior to the start of the programme, all apprentices are issued with a Training Plan and Apprenticeship Agreement. These documents outline the three-way commitment between the University, Employer and Apprentice. Please note that it is an Education, Skills and Funding Agency requirement that this document must be signed.

You will receive an email from UoEapprenticeships@exeter.maytas.co.uk containing your username, password and a link to login to the document to sign.

Please do check your spam/junk folders in case it has filtered into there.

Dear Employer,

We are looking forward to welcoming your employee on to the Degree Apprenticeship Programme/Apprenticeship Programme at the University of Exeter. In accordance with apprenticeship funding guidance, we require your signature on their Training Plan and Apprenticeship Agreement documents in advance of them being able to progress further on the Apprenticeship Programme.

Please complete and sign your documentation using the link here [Exeter University Maytas Hub](#)

Your username is:

Please set your password using the Password Reset link here: <https://uo-e-track.cloud.maytas.co.uk/etrack/Default.aspx?RECOVER=80A639C8-F39C-498A-8074-7A6A447C0684>

As per funding guidance, we require full signatures on the document in advance of being able to progress further on the Apprenticeship Programme.

If you have any queries, please contact the Degree Apprenticeship Team on: admin.apprenticeships@exeter.ac.uk

Best wishes,

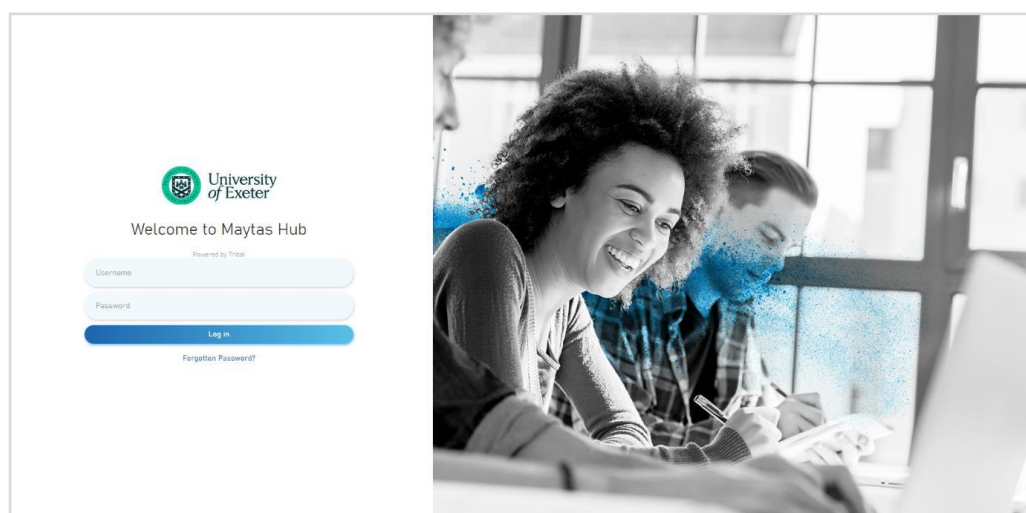
The Degree Apprenticeship Team



University
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Please complete the following steps:

1. Follow the reset password link provided in the email: enter new password and confirm, you will then be directed straight to the login page



2. Enter username and password. You will then see the following pop-up:

Data Collection and Skill Scans

You have a data collection form to complete. The form is due on 02/10/2024. Click Run Data Form to continue:
You have no Skill Scans to complete at this time.

Run Data Form

Logout



University
of Exeter

3. If you are signing multiple documents, you will see the below pop-up. You must Confirm Multiple Forms to ON and Select All:

You have 2 data collection forms to complete. Please select a form and click Run Data Form to continue:

Commitment Statement for employee canham alextest1 - 18 Mar 2024

Confirm multiple forms:

ON

☒ Select all

☒ Commitment Statement for employee canham alextest1. - Created: 18 Mar 2024 ☒ Appr Agreement for employee canham alextest1. - Created: 18 Mar 2024

4. Select Run Data Form and you will then be taken to the Apprenticeship Agreement:



University
of Exeter



APPRENTICESHIP AGREEMENT

An apprenticeship agreement must be in place at the start of the apprenticeship.

The purpose of the apprenticeship agreement is to identify:

- the apprenticeship standard connected to the apprenticeship.
- the dates during which the apprenticeship is expected to take place; and
- the amount of off the job training that the apprentice is to receive.

Before completing the template, please see the notes and references provided on the following two pages.

5. Change the Employer signature drop-down to YES:

Employer Signature:

Signature Audit:



University
of Exeter

6. Hit Save and this stores the signature:

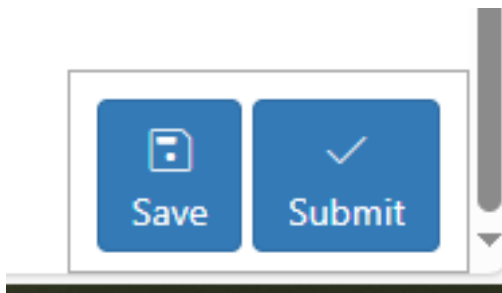
Employer Representative
Signature:

Yes ▼

Employer Representative Signature Audit:

This was signed by Bex Bristow using eMail [redacted] and UserName [redacted] on 2024-09-26 12:30:13

7. Then select Submit:



8. You will then receive a pop-up:

Thank You

Thank you for completing this data form. Please click Ok to continue and log out of Maytas Hub.

OK



9. Click OK and if you have another data form to complete, you will then see another pop-up:

Data Collection and Skill Scans

You have a data collection form to complete. Click Run Data Form to continue:

You have no Skill Scans to complete at this time.

[Run Data Form](#)[Logout](#)

10. You will then be taken to the Training Plan:

Apprenticeship Training Plan





11. Please ensure to complete the drop down to confirm whether you would like your apprentice to complete the Level 2 Functional Skills Maths and/or English:

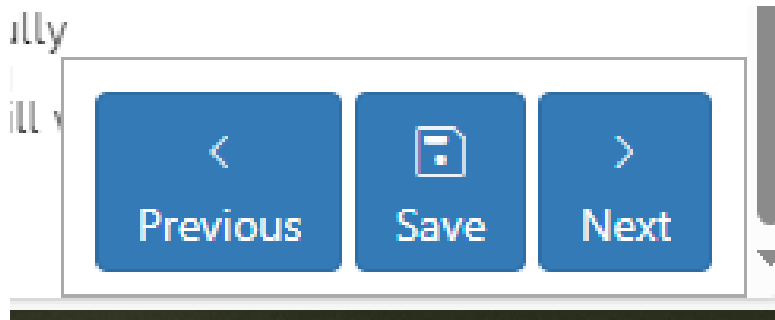
Employer - Action required for all 19+ Apprentices

Please can you as the Employment Representative for this apprentice, indicate below whether you require the apprentice to complete the functional skill English and/or Maths course. Your decision will supersede the apprentice's response. As a training provider, we are continuing to offer functional skill English, Maths and separately, we also have resources to enhance Digital skills. This is to ensure every apprentice has an opportunity to continuously develop their core skills. There are courses to enrol on with us and the proposed course for your apprentice is shown below, should you wish for them to gain a new qualification, or refresh their English and/or Maths skills.

Description	Start Date	End Date	Delivery Method	Planned OTJ Hours	Prior Attainment for this Qualification Achieved at L2	Apprentice would like to Complete Functional Skills	Employer Requires the Apprentice to Complete Functional Skills	
Functional Skill	15/01/2026	23/04/2026	Online	42	No	Yes	No	x
Functional Skill	16/01/2026	24/04/2026	Online	42	No	Yes	No	x



12. Use the icons to navigate through the document:



13. Click through the pages until you come to the final page, where you can sign and submit. Change the drop-down to YES:

Employer Representative
Signature:

Employer Representative Signature Audit:



14. Save and this will store the date-stamp:

Employer Representative
Signature:

Yes ▼

Employer Representative Signature Audit:

This was signed by Bex Bristow using eMail [redacted] and UserName [redacted] on 2024-09-26 12:30:13

15. You must then select Submit:

A horizontal row of three blue buttons with white text and icons. The first button has a left-pointing chevron and the text 'Previous'. The second button has a floppy disk icon and the text 'Save'. The third button has a checkmark icon and the text 'Submit'. The buttons are contained within a light gray border.



University
of Exeter

16. You will then receive a pop-up box, select OK:

Thank You

Thank you for completing this data form. Please click Ok to continue and log out of Maytas Hub.

OK

17. If you have completed everything in full, you will receive the following pop-up:

Data Collection and Skill Scans

You have no data collection forms to complete at this time.

You have no Skill Scans to complete at this time.

Logout



University
of Exeter

18. Select Logout and you will receive a pop-up asking if you are sure you want to logout:

uoe-ettrack.cloud.maytas.co.uk says

Are you sure you want to log out?

OK

Cancel

19. Select OK and you are automatically taken back to the login page:



University
of Exeter

Welcome to Maytas Hub

Powered by Tribal

Username

Password

Log in

[Forgotten Password?](#)



20. If you log back in, you will receive a pop-up confirming there are no outstanding documents and directing you to logout

Data Collection and Skill Scans

You have no data collection forms to complete at this time.

You have no Skill Scans to complete at this time.

Logout



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Troubleshooting/FAQs

I can't see an email from Maytas in my inbox?

Please ensure you check your junk/spam to check the email hasn't ended up there. If you are still unable to find the email,

please get in touch with us

<https://www.exeter.ac.uk/students/infopoints/contact/#a11>

I am having issues logging into Maytas

Please make sure you are using your University email address to log in. If you are still having issues, try resetting your password using the 'Forgotten password' link.

If this doesn't work, please get in touch with us

<https://www.exeter.ac.uk/students/infopoints/contact/#a11>