

Admin User Guide for AAN Portal

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This user guide is designed to help all admin users navigate the AAN portal. Some admin users have a slightly different interface than other users, based on their level of access. As a result, there are some screens that are relevant for only some users, not all. Where this is the case, this is highlighted.

What access do admin users have and why?

Depending on their privilege rights, admin users can create and manage network events and onboard, manage and remove ambassadors. You can find out how to do all of this further on in this guide.

Admin users also have an admin view of users' profiles. This means they can see users' email addresses and network activity, as part of their role of managing ambassadors. This feature will become available shortly after launch. In the interim, hybrid admin users (regional chairs) will need to go through Network Directory to look at member profiles.

The emphasis for the first month is that all members are onboarded successfully.

Different types of admin users

Pure admin

Pure admin users include coordinators as well as partners such as ASK and Amazing Apprenticeships. They have full event admin privileges meaning they can create, update and cancel events.

Hybrid admin/Regional chair

This user group includes the regional chairs that are part of the AAN network but also have some admin duties. As well as admin privileges, they also have AAN profiles like ambassadors do.

Hybrid admin have the same access as the pure admin users in managing events. They also have admin privileges for managing ambassadors. Managing ambassadors include viewing all ambassadors' profile information including when they joined the network, email address and recent activities.

Super admin

This user group is the AAN central team and they have all the same admin rights as hybrid admin users but they do not have an AAN profile. They can be contacted via the Contact us page.

How does someone gain admin access?

Admin users will be given admin rights by the apprenticeships team during the setup process. Admin users who join the AAN portal after this time will need to contact the central team who will create an admin account for them. You can do this by emailing aan.enquiries@education.gov.uk.

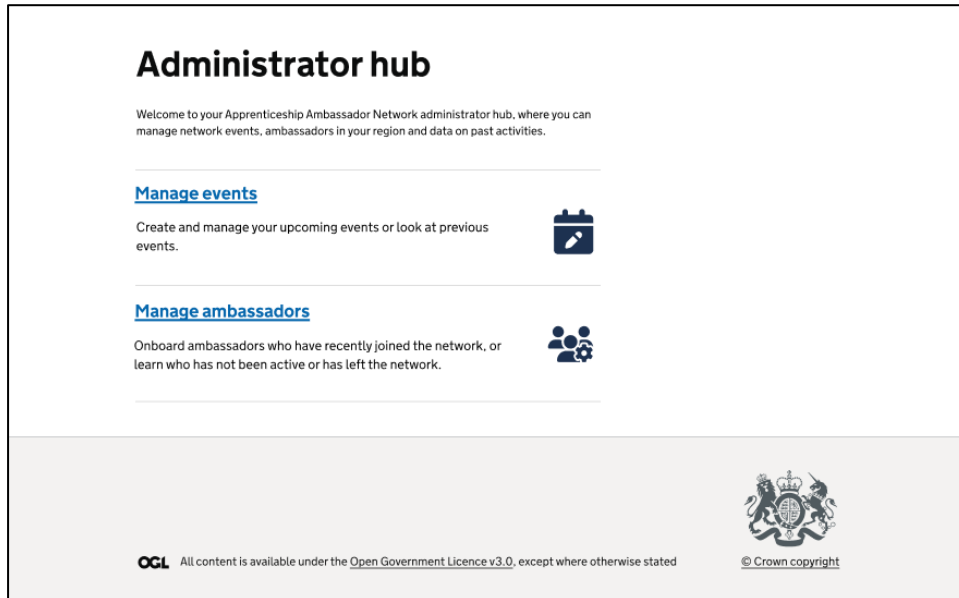
Based on the user's role and admin privilege, they will be given access to the required sections.

If you are stepping down from your engagement with AAN as a regional chair, you must notify aan.enquiries@education.gov.uk.

How can an admin access the admin portal?

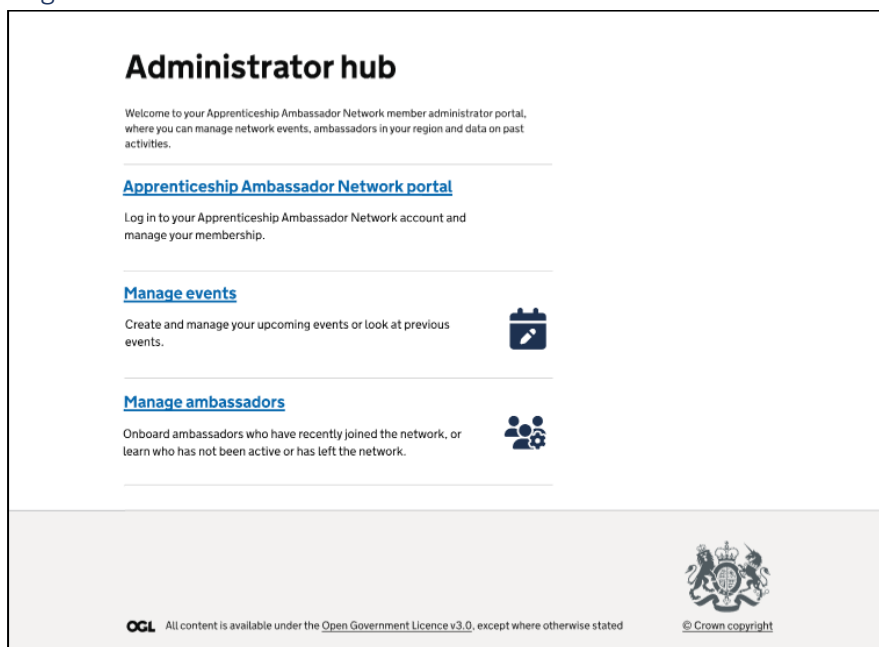
All admin users can [sign in to the admin hub](#). Pure admin users and super admin users will be taken directly to the admin hub. Regional chairs can click the link on the home page of the AAN portal to access the admin hub login page.

Admin view



Once you have logged in as an admin, you will be presented with the Administrator hub. From here you can manage events and ambassadors if you have both roles. Alternatively, you will only be able to manage events.

Regional Chair view



Once in the Member administrator portal, regional chairs will be able to click back to the AAN portal, create and manage events, and manage ambassadors.

How can an admin manage events?

Manage events

Create a new network event, or search for updates, manage or publish existing network events you have created. You can archive or update network events that are no longer taking place.

Your session will time out if you are inactive for 30 minutes.

[Go to details](#)

Filter

Any filter ☒

☐ Only events you created

Event date

From date

To date

Event status

☐ Archived

☐ Cancelled

Event type

☐ Employer engagement event

☐ National/Regional meeting

☐ School/Local engagement

☐ Social/Networking activity

☐ Training event

Region

☐ East of England

☐ East Midlands

☐ London

☐ North East

☐ North West

☐ South East

☐ South West

☐ West Midlands

☐ Yorkshire and The Humber

☐ Wales

[Go to details](#)

122 results

7 Feb **PUBLISHED**
Bristol regional meet-up
Event type: National/Regional meetings
9 Signed up
[View details](#) [Cancel event](#)

27 Feb **PUBLISHED**
North West regional network update
Event type: Employer engagement event
9 Signed up
[View details](#) [Cancel event](#)

5 Nov **CANCELLED**
Birmingham employer workshop
Event type: National/Regional meetings
4 Signed up
[View details](#)

1 Jan **PUBLISHED**
National network meeting
Event type: Social/Networking activity
99 Signed up
[View details](#)

14 Jan **PUBLISHED**
Employer ambassador online training
Event type: Training event
22 Signed up
[View details](#) [Cancel event](#)

7 Feb **PUBLISHED**
Bristol regional meet-up
Event type: National/Regional meetings
9 Signed up
[View details](#) [Cancel event](#)

27 Feb **PUBLISHED**
North West regional network update
Event type: Employer engagement event
9 Signed up
[View details](#) [Cancel event](#)

5 Nov **CANCELLED**
Birmingham employer workshop
Event type: National/Regional meetings
4 Signed up
[View details](#)

1 Jan **PUBLISHED**
National network meeting
Event type: Social/Networking activity
99 Signed up
[View details](#)

14 Jan **PUBLISHED**
Employer ambassador online training
Event type: Training event
22 Signed up
[View details](#) [Cancel event](#)

[1](#) [2](#) [Next](#)

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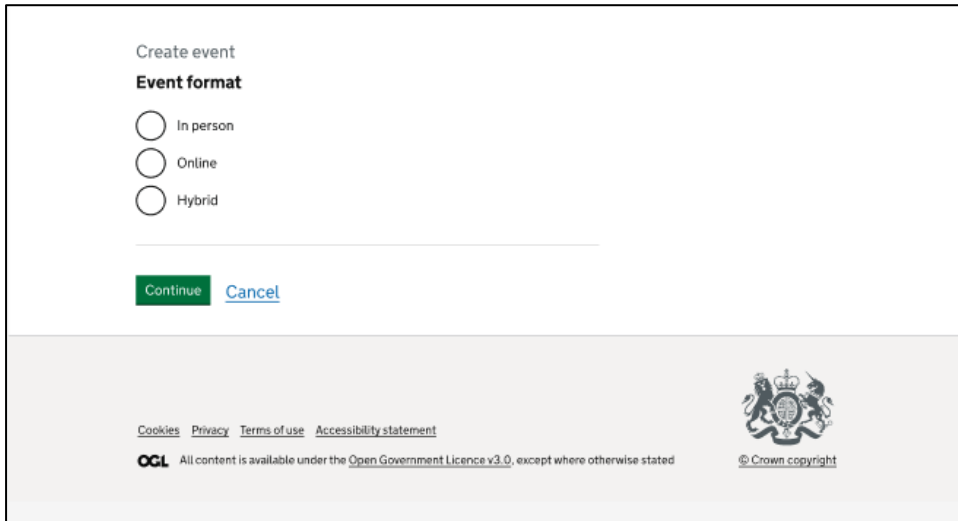
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From this page, you can create, update and publish network events. You can also cancel network events.

Using the checkmark in the left-hand panel, you can filter the list of events to only show those that you have created or edited. You can also filter the list of events by date, whether the event has been published or cancelled, the type of event, and the region where the event is located.

You can click on individual events to manage them.

Creating an event



Create event

Event format

☐ In person


☐ Online

☐ Hybrid

[Continue](#) [Cancel](#)

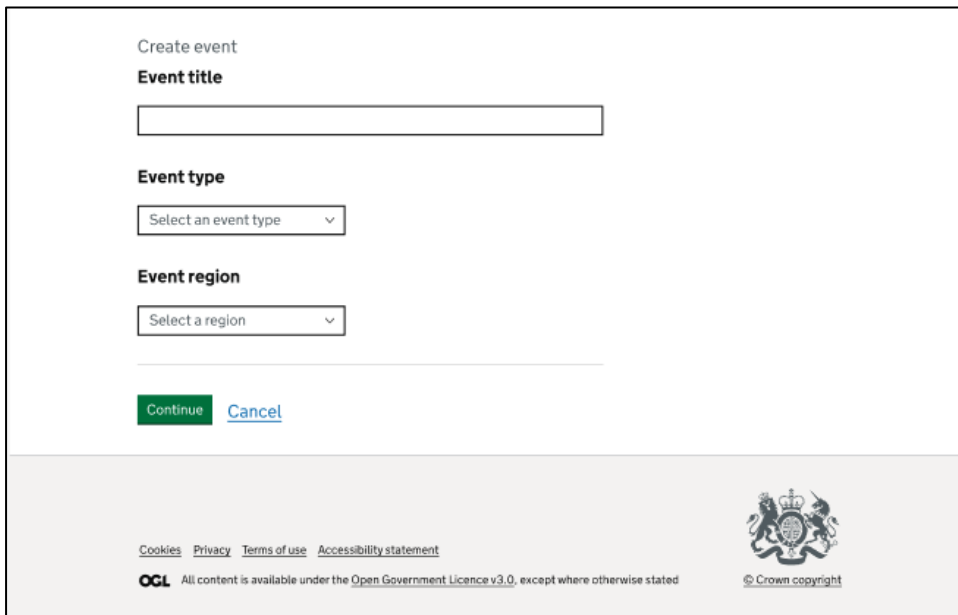
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When creating a new event, you will need to specify whether it will be held in person, online, or as a hybrid event. A hybrid event is one that guests can choose whether they want to attend physically or digitally.

Before you start creating an event, be sure you have all the required information. The only piece of information that doesn't have to be entered when creating the event is the online event link.



Create event

Event title


Event type

Event region

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You will need to type an event title in the free text box and select the event type and region from the relevant drop-down boxes.

If an event is held online, open to everyone or not attached to a region, select National from the Event region dropdown.

Create event

Event outline

A short description that outlines the event listing.

You can enter up to 200 characters

Event summary

A summary of the event including an agenda and any pre-event preparation required. Include any practical information such as how to access the venue, parking and nearest bus/tram/tube/train stop to the venue.

B I U

You can enter up to 2000 characters


Does the event include guest speakers?

☐ Yes
☐ No

Continue

Cancel

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You will need to provide an outline of what potential attendees can expect from the event. This short text of 200 characters will appear under the event title on the search results page.

You will also need to provide a summary of the event. This text will appear on the event details page and can be up to 2,000 characters, allowing you to provide more information about the event to potential attendees. You can format your text to make it easier to read, and you can include hyperlinks to external websites, including external course material, for additional information.

As well as general information about the event, you can use this space to:

- highlight anything special or irregular about this evening, such as it taking place during the evening, or that the ambassadors are required to provide proof of a successful DBS check
- state whether you have a finite number of spaces – for example, if you only need two ambassadors to support you at an event
- remind ambassadors that they are expected to contact the event organiser once they have signed up and in the event of an ambassador cancelling their attendance at the event – this is for school or college events only
- let ambassadors know of the expected number or attendees at the event

ASK DELIVERY PARTNERS – IMPORTANT INFORMATION

When creating any event, your event description must include:

- some information on what type of ambassador would be best suited to support the event – for example, an early careers apprentice, a STEM apprentice or an employer ambassador

- "the event requires a maximum of XX volunteers, please do not sign up if this has been exceeded"
- "if you sign up to the event, please contact the event contact directly to confirm attendance and requirements"

Create event


Guest speaker


Guest speaker name

Guest speaker job role and organisation

[Continue](#)
[Cancel](#)

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If there is a guest speaker at your event, this page allows you to enter their name, job role and organisation.

If your event will have multiple guest speakers, you will be able to add additional speakers by submitting the first speaker's details, selecting "Continue" and then "Add speaker".

Create event

Guest speaker

Guest speaker 1

Guest speaker name Marcus Montague


Guest speaker job role and organisation Head of Apprenticeship at Bristol Rovers FC


[Delete](#)

[Add speaker](#)

[Continue](#)
[Cancel](#)


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This page allows you to delete the details of existing guest speakers and add additional guest speakers. Once you are happy with the details of all your guest speakers, click Continue.

Create event


Event date
 

Start time
For example 14:30
Hour Minutes
 :

End time
For example 14:30
Hour Minutes
 :

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This page requires you to set the date, start time and end time of your event. To set the date, you can either type it into the box in a DD/MM/YYYY format or click the calendar button and select the correct date. Please enter the start and end times in the relevant boxes using the 24-hour format.

If you are unsure of an end time, please enter 17:00, or an alternative time that you think is most appropriate.

Location detail page for hybrid events

Create event


Provide event location details

In person event location

Online event link (optional)
You can add this later, but you must add an online event link before the event starts.

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Hybrid events require details of the physical location, for example, a conference hall or hotel, as well as an online link. The online link can be provided later, but it must be provided before the event starts.

Location detail page for in person events

Create event

Provide event location details

In person event location

Online event link (optional)


You can add this later, but you must add an online event link before the event starts.

Continue

Cancel

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The details of a physical location, for example, a conference hall or hotel, must be provided for an in person event.

Location detail page for online events

Create event

Online event link (optional)


You can add this later, but you must add an online event link before the event starts.

Continue

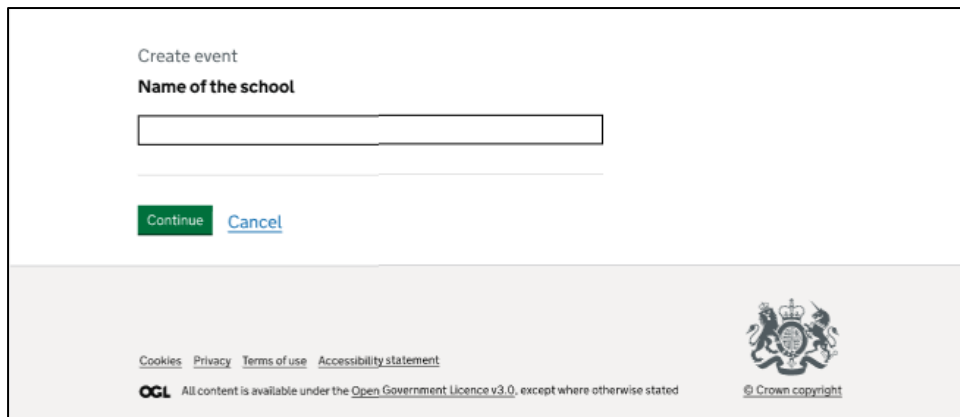
Cancel

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When hosting an online event, you can provide the link to the event later, but it must be provided before the event starts.




Create event

Name of the school

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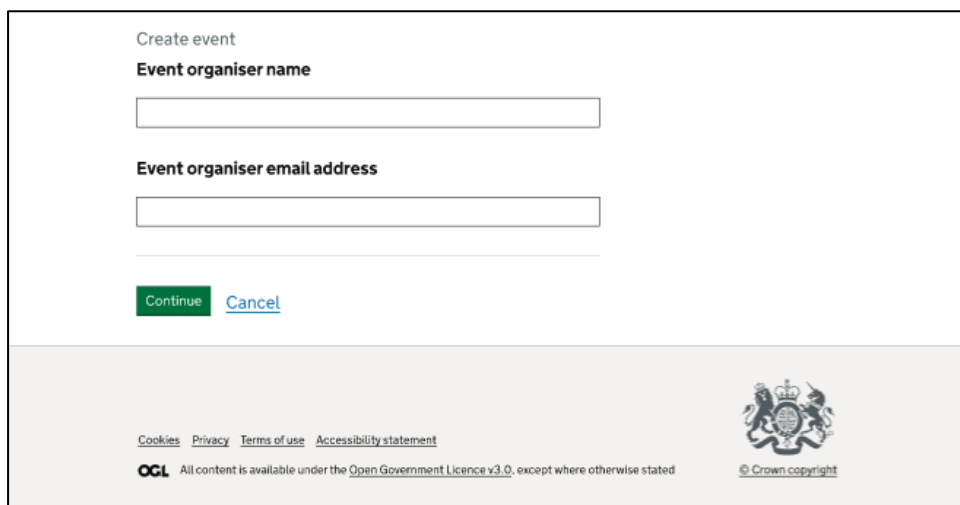


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If you are running an event at a school, you will need to specify the name of the school.

As you type the name of the school, suggestions will appear. You can click these to autofill the full name of the school.

The automatic suggestions also include a URN (Unique Reference Number) so, if there are multiple schools with the same name, you can be sure you are selecting the correct one by [checking against this resource](#).



Create event


Event organiser name

Event organiser email address

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You will need to enter the name and email address of the event organiser, so attendees know who is organising the event. This also allows attendees to contact the event organiser in case they need to ask questions or want to introduce themselves before the event.

Create event


How many attendees do you expect at this event?

This is an estimated number of attendees, guest speakers, volunteers and staff at the event.

Continue

Cancel

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You will need to indicate an estimated number of attendees for your event. This number will be used for reporting purposes and won't be shared with the ambassadors.

You can use the event description to let ambassadors know of the anticipated amount of attendees.

Create event

Check your event before publishing

You can [preview the event here](#).

Details

Format	Hybrid	Change
Type	National/Regional meeting	Change
Name	Bristol regional meet-up	Change
Region	East of England	Change
Date and time	27 July 2023, 10am to 4pm	Change
In person event location	Bristol City Hall, College Green, Bristol, BS1 5TR	Change
Online link	Provided	Change

Description

Event outline	Join regional colleagues at Bristol City Hall to share your recent activity within the network.	Change
Event summary	<p>Several employer ambassadors from across the region will share highlights from their recent network activity. Marcus Montague from Bristol Rovers FC will be our guest speaker, chatting about the club's apprenticeship delivery and achievements across the last twelve months. There will also be a chance to network with fellow ambassadors. The event will be split into four sessions and a lunch break.</p> <p>10am to 10:30am - Welcome from Regional Chair and refreshments</p> <p>10:30am to midday - Regional employer ambassador updates</p> <p>Midday to 1pm - Lunch</p> <p>1pm to 2:30pm - Guest speaker session</p> <p>2:30pm - 4pm - Networking session *</p> <p>4pm - Close</p> <p>*Ambassadors joining the session online will be allocated breakout groups ahead of the networking session.</p> <p>There is no pre-event preparation required from ambassadors.</p> <p>You can access Bristol City Hall by the main entrance on College Street. The nearest available parking is on Trenchard Street and Bristol Temple Meads train station is a twenty minute walk to the venue.</p>	Change

Does the event include guest speakers?	No	Change
Guest speakers	1. Marcus Montague, Head of marketing at Bristol Rovers FC 2. Ullian Williams, HR at Bristol Rovers FC	Change
Organiser name	John Smith	Change
Organiser email address	John.Smith@oan.com	Change

Stats

Is this a school event?	No	Change
Name of the school	[School name]	Change
Number of attendees expected	50	Change

[Publish](#) [Cancel](#)

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You will be able to review and change your event details before publishing. To make a change, click the blue Change button to the right of the section you want to amend.

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[Contact us](#)
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[Bristol regional meet-up](#)

Event preview

[Back to event page](#)

Hybrid National/regional meeting

Bristol regional meet-up

When and where

Date and time: Tuesday 7 February 2023 9:00 to 10:00am

Online: joining details provided on sign-up

In person: City Hall, College Green, Bristol, BS1 9TR

[Find the location on Google maps \(opens in a new window\)](#)

Event summary

Several employer ambassadors from across the region will share highlights from their recent network activity. Marcus Montague from Bristol Rovers FC will be our guest speaker, chatting about the club's sponsorship delivery and achievements across the last twelve months. There will also be a chance to network with fellow ambassadors. The event will be split into four sessions and a lunch hour.

10am to 10:30am - Welcome from Regional Chair and refreshments

10:30am to midday - Regional employer ambassador updates

Midday to 1pm - Lunch

1pm to 2:30pm - Guest speaker session

2:30pm - 4pm - Networking session *

4pm - Close

*Ambassadors joining the session online will be allocated breakout groups ahead of the networking session.

There is no pre-event preparation required from ambassadors.

You can access Bristol City Hall by the main entrance on College Street. The nearest available parking is on Trenchard Street and Bristol Temple Meads train station is a twenty minute walk to the venue.

Guest speakers

Marcus Montague	Lillian Williams
Head of marketing at Bristol Rovers FC	HR at Bristol Rovers FC

Event contact

If you have any questions or need to speak about requirements prior to the event, contact the event organiser John Doe by email: John.Doe@open.com


Attendees (0)

[Show all attendees](#)

[Sign up](#)

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Once you have input the required details and made any changes, this page provides a preview of the event as ambassadors will see it.

To publish the event, click the Back to event page button beneath the title to return to the Create event page. Then click Publish.

You have successfully published a network event

What happens next?

You have successfully published a network event and it has been added to the events hub. Ambassadors can now search for this event and sign up to attend. You are the main point of contact for ambassadors who have any questions, concerns or requests prior to the event itself.

[Manage events](#)

Discover suitable events, manage your upcoming events and give feedback about events you have attended.



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Once you have published an event, you will be shown this confirmation page.

From here, you can return to the events page.

When an ambassador signs up for an event, they will receive an email confirmation which includes all details of the event. The email will also include a reminder that if they cancel within 48 hours of the event, they must notify the event organiser.

Making changes to an event

Events that have been created can be updated. This can be done right up until the event has started. For instance, if an event starts at 9am, it can be updated at 8:55 but it can't be updated at 9:05.

While the portal allows changes to be made up until the start of an event, this should be avoided where possible. Make every effort to avoid making significant changes to events within 48 hours of the event.

The screenshot shows the 'Manage events' interface. On the left, there is a 'Filter' sidebar with options for 'Apply filters', 'Only show my events', 'Event date' (From date, To date), 'Event status' (Published, Cancelled), 'Event type' (Coworking event, Employer engagement event, National/Regional meeting, School and College event, Social/Networking activity, Training event), and 'Region' (East of England, East Midlands, London, North East, North West, South East, South West, West Midlands, Yorkshire and The Humber, National). The main area displays '122 results' of events. Each event entry includes a date, status (e.g., 'PUBLISHED', 'CANCELLED'), title, event type, and number of signed-up participants. For example, 'Bristol regional meet-up' is published on Feb 7, is a National/Regional meeting, and has 8 signed-up participants. 'North West regional network update' is published on Jul 27, is an Employer engagement event, and has 0 signed-up participants. 'Birmingham employer workshop' is cancelled on Nov 5, is a National/Regional meeting, and has 4 signed-up participants. 'National network meeting' is published on Jan 1, is a Social/Networking activity, and has 85 signed-up participants. 'Employer ambassador online training' is published on Jan 14, is a Training event, and has 22 signed-up participants. Each entry has links for 'Make changes' and 'Cancel event'. At the bottom, there is a pagination bar showing '1 2 3 Next' and a footer with the OGL logo and text: 'Creative Commons Attribution 4.0 International License' and '© Crown Copyright 2018'.

To start with making changes to an event, first you will need to navigate to the Manage events page. Find the event you'd like to update either through the filter options on the left or by browsing through the list using the pagination buttons. Once you have found the event you'd like to update, simply click Make changes next to the event.

IDAMS

John Smith
Sign out

Important

You have made changes to this event. Do not forget to publish your changes.

PUBLISHED

Bristol regional meet-up

Last updated on 7 October 2021 at 2:28pm

You can [provide the event here](#)

Publish changes

Cancel changes

Details

Format

Hybrid

Change

Type

National/Regional meeting

Change

Name

Bristol regional meet-up

Change

Region

East of England

Change

Date and time

27 July 2023, 10am to 4pm

Change

In person event location

Bristol City Hall, College Green, Bristol, BS1 1TR

Change

Online link

Provided

Change

Description

Event outline

Join regional colleagues at Bristol City Hall to share your recent activity within the network.

Change

Event summary

Several employer ambassadors from across the region will share highlights from their recent network activity. Marcus Montague from Bristol Rovers FC will be our guest speaker, chatting about the club's apprenticeship delivery and achievements across the last twelve months. There will also be a chance to network with fellow ambassadors. The event will be split into four sessions and a lunch hour:

10am to 10:30am - Welcome from Regional Chair and refreshments

10:30am to midday - Regional employer ambassador updates

Midday to 1pm - Lunch

1pm to 2:30pm - Guest speaker session

2:30pm - 4pm - Networking session *

4pm - Close

*ambassadors joining the session online will be allocated breakout groups ahead of the networking session.

There is no pre-event preparation required from ambassadors.

You can access Bristol City Hall by the main entrance on College Street. The nearest available parking is on Trenchard Street and Bristol Temple Meads train station is a twenty minute walk to the venue.

Change

Does the event include guest speakers?

Yes

Change

Organiser name

John Smith

Change

Organiser email address

John.Smith@aan.com

Change

Guest speakers

Guest speaker 1

Change

Name

Marcus Montague

Role and organisation

Head of marketing at Bristol Rovers FC

Guest speaker 2

Change

Name

Lillian Williams

Role and organisation

HR at Bristol Rovers FC

Stats

Is this a school event?

Yes

Change

Name of the school

[School name]

Change

Number of attendees expected

50

Change

Publish changes

Cancel changes

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This page allows you to make changes to published events. Use the tabs below the Publish changes and Cancel changes buttons to view or edit the event's basic details, description, stats or attendees. Click Change for the detail(s) you'd like to change. Changes cannot be made to an event's page after the event has started.

Important
You have made changes to this event. Do not forget to publish your changes.

PUBLISHED

Bristol regional meet-up

Last updated on 7 October 2021 at 2:28pm
You can [preview the event here](#).

[Publish changes](#) [Cancel changes](#)

Basic details


Description

Stats

Attendees

Event format	Hybrid	Change
Event type	National/Regional meeting	Change
Event name	Bristol regional meet-up	Change
Region	East of England	Change
Event date	27 July 2023	Change
Start time	10am	Change
End time	4pm	Change
In person event location	Bristol City Hall, College Green, Bristol, BS1 5TR	Change

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When you have made changes to your event, a box will appear reminding you to publish your changes. The updates will not appear to other users until you publish your changes.

Notify attendees


Do you want to notify attendees of the changes you have made?

☐ Yes

☐ No

[Continue](#)

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You have the option to notify your attendees of the changes to the event. Please avoid making significant changes to an event within 48 hours of the event.

You can also cancel all changes by clicking Cancel update at the bottom of the page.

You have successfully updated a network event

What happens next?

You have successfully updated a network event and it has been changed accordingly in the events hub. If you requested attendees be notified of the updates, they will be notified by email of the changes to the event.

[Administrator hub](#)

Create network events as part of your role as a chair or coordinator.



[Manage events](#)

Discover suitable events, manage your upcoming events and give feedback about events you have attended.



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Once you have updated an event, you will be taken to this confirmation page. Attendees will receive an email confirming that you have updated the event.

From here, you can return to the administrator hub or the events page.

Cancelling an event

Manage events

Create a new network event, or search to update, manage or publish existing network events you have created. You can also cancel network events that are no longer taking place.

Your session will time out if you are inactive for 30 minutes.

[Create event](#)

Filter

[Apply filter](#)

☐ Only show my events

Event date

From date

To date

Event status

☐ Published

☐ Cancelled

Event type

☐ Open meeting

☐ Employer engagement event

☐ National / Regional meeting

☐ School and College event

☐ Social / Networking activity

☐ Training event

Region

☐ East of England

☐ East Midlands

☐ London

☐ North East

☐ North West

☐ South East

☐ South West

☐ South Midlands

☐ Yorkshire and the Humber

☐ National

[Apply filter](#)

122 results

7 Feb

[Published](#)

Bristol regional meet-up

Event type: National/Regional meetings

5 Signed up

[Make changes](#)

[Cancel event](#)

27 Jul

[Published](#)

North West regional network update

Event type: Employer engagement event

0 Signed up

[Make changes](#)

[Cancel event](#)

5 Nov

[Cancelled](#)

Birmingham employer workshop

Event type: National/Regional meetings

4 Signed up

[View details](#)

1 Jan

[Published](#)

National network meeting

Event type: Social / Networking activity

68 Signed up

[View details](#)

14 Jan

[Published](#)

Employer ambassador online training

Event type: Training event

22 Signed up

[Make changes](#)

[Cancel event](#)

7 Feb

[Published](#)

Bristol regional meet-up

Event type: National/Regional meetings

5 Signed up

[Make changes](#)

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68 Signed up

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Employer ambassador online training

Event type: Training event

22 Signed up

[Make changes](#)

[Cancel event](#)

1

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Next

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OCG

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To cancel an event, navigate to the event listings page. Search for the event you'd like to cancel either by using the filter options in the left-hand panel or by clicking through the pages at the bottom of the listings.

When you have found the event you'd like to cancel, click Cancel event.

Cancel event

You are about to cancel the Bristol regional meet-up

Upon cancelling this event, all attendees will be notified by email.


Are you sure you want to cancel this event?

☐ Yes

[Cancel event](#) [Back to manage events](#)

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To cancel an event, you need to tick the Yes box and click the Cancel event button. This two-step process minimises the chance of events being cancelled accidentally.

Whenever possible, please provide 48 hours' notice to attendees before cancelling an event. If cancelling an event with less than 48 hours' notice, you will need to contact the ambassador(s) directly to let them know.


You have successfully cancelled a network event

What happens next?

You have successfully cancelled a network event and it has been removed from the events hub. Ambassadors who were planning to attend will be notified by email that the event has been cancelled.


[Manage events](#)

Discover suitable events, manage your upcoming events and give feedback about events you have attended.



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Once you have cancelled an event, you will be taken to this confirmation page. Attendees will receive an email notifying them that you have cancelled the event.

From this page, you can return to the events page where you can manage other events.

How can an admin manage ambassadors within the AAN portal?

This functionality will be available from November. In the interim, please proceed with member management under your current arrangements.


Admin view

Administrator hub

Welcome to your Apprenticeship Ambassador Network administrator hub, where you can manage network events, ambassadors in your region and data on past activities.


[Manage events](#)


Create and manage your upcoming events or look at previous events.



[Manage ambassadors](#)

Onboard ambassadors who have recently joined the network, or learn who has not been active or has left the network.





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Regional chair view

Administrator hub


Welcome to your Apprenticeship Ambassador Network member administrator portal, where you can manage network events, ambassadors in your region and data on past activities.

[Apprenticeship Ambassador Network portal](#)

Log in to your Apprenticeship Ambassador Network account and manage your membership.


[Manage events](#)


Create and manage your upcoming events or look at previous events.



[Manage ambassadors](#)

Onboard ambassadors who have recently joined the network, or learn who has not been active or has left the network.

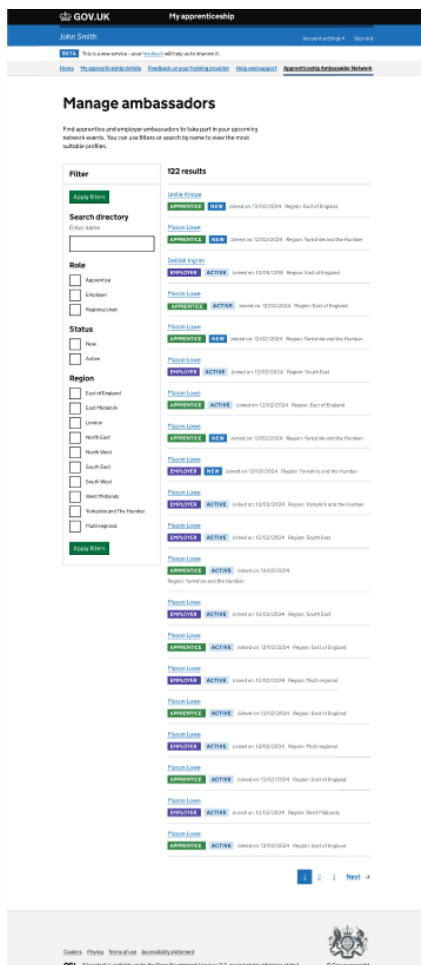




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From the Administrator hub , you can click Manage ambassadors. This will present you with a list of all ambassadors.



On this page, you can search for specific ambassadors or filter based on their role, status or region to find who you're looking for. You can click on an individual ambassador's name to open their profile and manage their membership.

Selecting the New box under Status will show any ambassadors who have joined the portal in the last 90 days. Admins can onboard these new ambassadors in line with their regional guidance.

Engaging with ambassadors

You can use the above steps to engage with ambassadors after they have been onboarded. You can view their activity details on their profile as well as what they hope to gain by being part of the network. You can contact them through the portal to engage with them.

Removing ambassadors

The screenshot shows the 'My apprenticeship' page for John Smith on GOV.UK. The profile for Delilah Ingram is displayed, including her role as a Technician Manager, areas of interest, employer information, and a list of activities. At the bottom, there is a section titled 'Remove Delilah from the Network' with a red button labeled 'Remove ambassador'.

GOV.UK My apprenticeship

John Smith Account settings Sign out

DELIA This is a new service - your feedback will help us to improve it.

[Home](#) [My apprenticeship details](#) [Feedback, contact, feedback provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

Delilah Ingram
Technician Manager
Works across the East of England
Ambassador (2020-2028)

My areas of interest
Here are my reasons for becoming an ambassador, what support I need and how I can help other members.

Why I wanted to join the network:

- Sharing knowledge, experience and best practice
- Champion apprenticeship delivery for my network

What support I need from the network:

- Increasing my engagement with schools and colleges
- Understanding training providers and the resources they use

Employer information

Organisation name: St Johns UK

Employer's address and postcode: 2 Clifton Road, Canton 03p, CB2 7LJ

Apprenticeship sectors: Care services, Engineering

Number of active apprentices: 3

Connect with Delilah

Connect with Delilah via email:
Email Delilah at: delilah@stjohns.co.uk

Connect with Delilah on LinkedIn:
Find Delilah's connection request: <https://uk.linkedin.com/in/delilahgram>

Delilah's activities
Last seen sign up: 18/11/2022

In the last 12 months

5 Sign ups to events
2 To help improve my skills

Sign ups to events (5)
[Hide event sign ups](#)

Event name	Date
British regional meet-up	08/06/2022
South West regional network update	16/08/2022
National network meeting	24/08/2022
Employer ambassador online training	26/09/2022
British regional meet-up	18/12/2022

Remove Delilah from the Network
You can remove Delilah as an ambassador from the Apprenticeship Ambassador Network.

[Remove ambassador](#)

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To remove an ambassador from the network, you will need to navigate to their profile through the network directory.

From here you can review their activities over the last 12 months and their reasons for joining the network. If there has been a lengthy period of inactivity or a breach of the AAN code of conduct, you can click Remove ambassador at the bottom of the screen.

The process of removal and period of inactivity are both determined at the discretion of the regional chair.

GOV.UK

My apprenticeship

John Smith

Account settings • Sign out

BETA

This is a new service – your [feedback](#) will help us to improve it.

[Home](#)

[My apprenticeship details](#)

[Feedback on your training provider](#)

[Help and support](#)

[Apprenticeship Ambassador Network](#)

Manage ambassadors

Remove ambassador

Use this form to remove **Delilah Ingram** from the Apprenticeship Ambassador Network.

If you are removing this person for breaching the network [code of conduct](#), please contact the central team.

Reason for removing from the network?

☒ Inactivity

☐ Breach of code of conduct

Are you sure you want to remove this ambassador?

Once you have removed an ambassador account, it cannot be restored. To apply to become a member again, the former ambassador must submit a new application using the portal.

☐ Yes

Remove ambassador

[Cancel](#)

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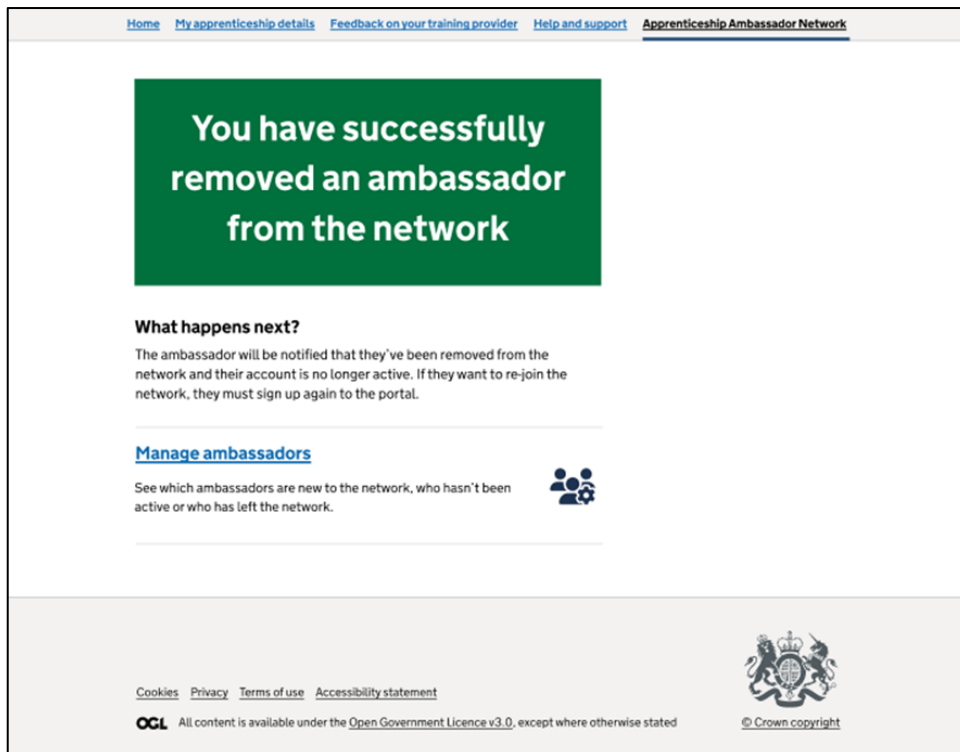
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When removing an ambassador from the network, you will need to indicate whether this is through a prolonged period of inactivity or if they have breached the AAN code of conduct.

You will also need to tick the Yes box before clicking Remove ambassador. This two-step process minimises the chance of ambassadors being removed accidentally.



Once you have removed an ambassador from the network, you will be taken to this confirmation page. If an ambassador has been removed for inactivity, they will receive a notification advising them they have been removed. If the ambassador was removed for breaching the code of conduct, they will not receive a notification.

From this page, you can go directly to Manage ambassadors to see who is new, who has been inactive and who has left the network.

How can I access data reporting?

Data reporting will be available from late November. If you need to access any reporting data regarding AAN activities, please contact aan.enquiries@education.gov.uk with any questions or requests.