

Ambassador User Guide for the AAN portal

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How can an apprentice or an employer sign up for the AAN?

Simply [click here](#) and register for the AAN using your Apprenticeship Service account. Your AS information will automatically populate some of your AAN portal profile.

What if an ambassador can't access the AAN portal?

If you cannot access the AAN portal, please ensure that you are logged into your Apprenticeship Service account.

If you cannot sign into your AS account, please contact AS support on 08000 150 400 or by emailing helpdesk@manage-apprenticeships.service.gov.uk.

If you do not have an AS account, you will need to create one before you can benefit from the AAN portal.

If you are logged in and still cannot access the AAN portal, please contact AS support using the details above.

What if an ambassador can't access their AS account?

Apprentices

If you can't access your AS account, or can't create one, or have any other questions, please contact helpdesk@manage-apprenticeships.service.gov.uk.

Employers

If you do not already have access to your organisation's Apprenticeship Service account, please contact your organisation's account owner (sometimes called the super user). Your account owner will send you an email invitation to join the organisation account. You will need to accept this invitation and [sign in to your Apprenticeship Service account](#) with a GOV.UK One Login.

Once you have your employer account set up, you will be able to sign up for the AAN portal when the portal launches.


How does an ambassador update their profile?

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)


Your network hub

Welcome to your Apprenticeship Ambassador Network hub. Thank you for supporting the network in your role as an ambassador, where we can help you:


- develop your skills and experience
- build your professional network
- champion apprenticeships in your region and across England

[Events hub](#)


Manage your upcoming events and give feedback about events you have attended.

[Network directory](#)

Connect and network with other ambassadors across England.

[Profile settings](#)

Update your profile and contact preferences including what information network members can see about you.


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From Your network hub, click Profile settings. You'll be able to update your profile settings from November. You can still onboard without this feature.


[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

Profile settings


Manage your ambassador profile and relevant information about you. Tell members what areas of the network you are interested in and how to get in touch with you.

[Your ambassador profile](#)

Review and update your profile information to get the best experience and most suitable opportunities from the network.

[Leave the network](#)

We would be sad to see you go. We ask that you complete a short optional feedback form to tell us why you are leaving.

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Once on your Profile settings page, click Your ambassador profile to view or modify your profile.

Profile information

Your profile information will be populated using the information imported from your AS account and the information you provided during onboarding. If information is missing from your AS account, it will not appear in your AAN account.

You can update any necessary details using the Change buttons in the top right corner of each section. You can also choose to display or hide certain information, including your job title and employer details. Your email address is hidden from other ambassadors but is visible to admin users.

Your ambassador profile will appear slightly differently depending on whether you are an apprentice or an employer. Both profiles include:

- your name
- region where you work
- job title
- biography
- employer's name
- apprenticeship sector(s)
- contact details

Details of the different kinds of information from each profile are included in the following pages.

[Home](#)
[My apprenticeship details](#)
[Feedback on your training provider](#)
[Help and support](#)
[Apprenticeship Ambassador Network](#)

Your ambassador profile

You can [view your current ambassador profile](#). You can add or change the information that we hold and choose what you display on your profile.

Your personal details
[Change](#)

Name	Paul Smith	DISPLAYED
Region where you work	North West	DISPLAYED
Job title	Freight Forwarding Specialist	DISPLAYED
Biography	<p>I am a freight forwarding specialist working for AJ Bell in Salford. Based in the North West, I'm looking to develop my presentation skills at in person and online events. I have experience in creating social media assets for a range of platforms, targeting different audiences. I have produced several case studies for the network thus far and want to continue to develop my portfolio. If you would like to reach out and say hello, please get in touch. I am always open to connecting with fellow ambassadors and talking about potential network opportunities.</p>	

Interests in the network
[Change](#)

Events activities	<ul style="list-style-type: none"> Presenting at in person events Presenting at online events 	DISPLAYED
Promotion activities	<ul style="list-style-type: none"> Carrying out and writing case studies 	DISPLAYED

Your apprenticeship information
[Change](#)

Employer's name	AJ Bell	DISPLAYED
Employer's address and post code	2 Clifton Road, Cambridge, CB1 7EA	DISPLAYED
Apprenticeship sector	Engineering	DISPLAYED
Apprenticeship programme	Engineering and Manufacturing	DISPLAYED
Apprenticeship level	4	DISPLAYED

Contact details
[Change](#)

Email address	Paul.Smith@ajbell.co.uk	HIDDEN
LinkedIn profile	https://uk.linkedin.com/in/PaulSmith	DISPLAYED

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[Home](#)
[My apprenticeship details](#)
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[Help and support](#)
[Apprenticeship Ambassador Network](#)

Your personal details
[Change](#)

Name	Delliah Ingram	DISPLAYED
Region where you work	East of England	DISPLAYED
Job title	Technician Manager	DISPLAYED
Biography	<p>I work as a technician manager at St Johns UK. I am primarily interested in engineering applications in the health and social care sector. My work with the network is focused on raising awareness of apprenticeships in healthcare across greater London.</p> <p>My organisation is looking to grow its number of apprentices and I am interested in networking with other employers that have experience in growing their own apprenticeship schemes.</p>	

Interests in the network
[Change](#)

Reasons for joining	<ul style="list-style-type: none"> Sharing knowledge, experience and best practice Championing apprenticeship delivery to my networks 	DISPLAYED
Support from the network	<ul style="list-style-type: none"> Increasing engagement with schools and colleges Understanding training providers and the resources they use 	DISPLAYED

Your apprenticeship information
[Change](#)

Employer's name	St Johns UK	DISPLAYED
Apprenticeship sectors	<ul style="list-style-type: none"> Care services Engineering 	DISPLAYED
Number of active apprentices	4	DISPLAYED

Contact details
[Change](#)

Email address	Delliah.Ingram@stjohn.co.uk	HIDDEN
LinkedIn profile	https://uk.linkedin.com/in/DelliahIngram	DISPLAYED

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Above, left: apprentice view. Above, right: employer view.

The apprentice ambassador profile also shows:

- event activities
- promotion activities
- employer's address
- apprenticeship programme
- apprenticeship level

The employer ambassador profile also shows:

- reasons for joining
- support required from the network
- number of active apprentices at their organisation

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Your personal details

Here is the current personal information the network holds for you. You can change this information and choose what information you display on your ambassador profile.

Region where you work

London

This information is displayed by default and will appear in the network directory.

Job title

Freight Forwarding Specialist

☐ Display information on my profile

Biography

Tell members about yourself, your previous experience and why you joined the network. Uploading a biography is optional and can be edited or removed at any time.


Add a biography


You have 500 characters remaining

☒ Display information on my profile

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When you click Change on one of the sections on the Your ambassador profile page, you will be able to edit your profile information. Some information can be changed by selecting an alternative option from a drop-down list, or by typing into a free-text box. Ticking the box will mean that information is shown on your profile and leaving it blank will hide it.

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[Apprenticeship Ambassador Network](#)

Your ambassador profile

You can [view your current ambassador profile](#). You can add or change the information that we hold and choose what you display on your profile.

Your personal details

[Change](#)

Name	Paul Smith	DISPLAYED
Region where you work	North West	DISPLAYED
Job title	Freight Forwarding Specialist	HIDDEN
Biography	-	

Interest in the network

[Change](#)

Events activities	<ul style="list-style-type: none"> Presenting at in person events Presenting at online events 	DISPLAYED
Promotion activities	<ul style="list-style-type: none"> Carrying out and writing case studies 	DISPLAYED

Your apprenticeship information

[Change](#)


Employer's name	AJ Bell	HIDDEN
Employer's address and post code	2 Clifton Road, Cambridge, CB1 7EA	HIDDEN
Apprenticeship sector	Engineering	HIDDEN
Apprenticeship programme	Engineering and Manufacturing	HIDDEN
Apprenticeship level	4	HIDDEN

Contact details

[Change](#)

Email address	Paul.Smith@stjohn.co.uk	HIDDEN
LinkedIn profile	-	

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Your ambassador profile

You can [view your current ambassador profile](#). You can add or change the information that we hold and choose what you display on your profile.

Your personal details

[Change](#)

Name	Deleah Ingrim	DISPLAYED
Region where you work	East of England	DISPLAYED
Job title	Technician Manager	DISPLAYED
Biography	<p>I work as a technician manager at St Johns UK. I am primarily interested in engineering applications in the health and social care sector. My work with the network is focused on raising awareness of apprenticeships in healthcare across greater London.</p> <p>My organisation is looking to grow its number of apprentices and I am interested in networking with other employers that have experience in growing their own apprenticeship schemes.</p>	

Interests in the network

[Change](#)

Reasons for joining	<ul style="list-style-type: none"> Sharing knowledge, experience and best practice Championing apprenticeship delivery to my network 	DISPLAYED
Support from the network	<ul style="list-style-type: none"> Increasing engagement with schools and colleges Understanding training providers and the resources they use 	DISPLAYED

Your apprenticeship information

[Change](#)

Employer's name	St Johns UK	DISPLAYED
Apprenticeship sectors	<ul style="list-style-type: none"> Care services Engineering 	DISPLAYED
Number of active apprentices	4	DISPLAYED

Contact details

[Change](#)

Email address	Deleah.Ingrim@stjohn.co.uk	HIDDEN
LinkedIn profile	https://uk.linkedin.com/in/DeleahIngrim	DISPLAYED

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Above, left: apprentice view. Above, right: employer view.

When you have chosen to hide certain pieces of information from your profile, they will simply not appear on your profile.

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[The apprenticeship details](#)
[Feedback on your training provider](#)
[Help and support](#)
[Apprenticeship Ambassador Network](#)

Success
 You have successfully updated your ambassador profile.

Your ambassador profile

You can view your [current ambassador profile](#). You can add or change the information that we hold and choose what you display on your profile.

Your personal details

[Change](#)

Name	Paul Smith	DISPLAYED
Region where you work	North West	DISPLAYED
Job title	Freight Forwarding Specialist	DISPLAYED
Biography	<p>I am a freight forwarding specialist working for AJ Bell in Salford. Based in the North West, I'm looking to develop my presentation skills at in person and online events. I have experience in creating social media assets for a range of platforms, targeting different audiences. I have produced several case studies for the network thus far and want to continue to develop my portfolio. If you would like to reach out and say hello, please get in touch. I am always open to connecting with fellow ambassadors and talking about potential network opportunities.</p>	

Interest in the network

[Change](#)

Events activities	<ul style="list-style-type: none"> Presenting at in person events Presenting at online events 	DISPLAYED
Promotion activities	<ul style="list-style-type: none"> Carrying out and writing case studies 	DISPLAYED

Your apprenticeship information

[Change](#)


Organisation's name	AJ Bell	DISPLAYED
Employer's address and post code	2 Clifton Road, Cambridge, CB1 7EA	DISPLAYED
Apprenticeship sector	Engineering	DISPLAYED
Apprenticeship programme	Engineering and Manufacturing	DISPLAYED
Apprenticeship level	4	DISPLAYED

Contact details

[Change](#)

Email address	Paul.Smith@ajbell.co.uk	HIDDEN
LinkedIn profile	https://uk.linkedin.com/company/ajbell	DISPLAYED

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When you have updated your profile, you will be shown a confirmation message stating your updates have been made successfully. You will be able to check that your information is as you would like it. You also have the option of making further changes.

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Your areas of interest as an ambassador

Here are the areas you are most interested in as an ambassador. This information will appear on your ambassador profile and help network chairs identify the most suitable opportunities for you.


Events

- ☐ Networking of events in person
- ☒ Presenting at events in person
- ☐ Presenting at hybrid events (online and in person)
- ☒ Presenting at online events
- ☐ Project management and delivery of regional events or playing a role in organising national events

Promoting the network

- ☒ Carrying out and writing up case studies
- ☒ Designing and creating marketing materials to champion the network
- ☐ Distributing communications to the network
- ☐ Engaging with stakeholders to work out how to improve the network
- ☐ Promoting the network on social media channels

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Above, left: apprentice view. Above, right: employer view

While much of your AAN portal profile information is imported from your AS account, your areas of interest as an ambassador is exclusive to the portal.

You already provided this information during the onboarding process but you can update your areas of interest here at any time. You can select as many boxes as you like and must have at least one answer selected for each question.

An apprentice ambassador will be asked about different areas of interest as an ambassador compared to an employer ambassador. While an apprentice will be asked what events they'd like to be involved with and how they'd like to help promote the network, employers will be asked why they want to join the network and what support they'd need from the network.

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Your apprenticeship information

Here is the current information the network holds about your employer. You can edit your organisation's name and employer's address. Your apprenticeship sector, programme and level is taken from your existing apprenticeship account and cannot be changed on this page.

Organisation's name

AJ Bell

Employer's address

Address line 1
2 Clifton Road

Address line 2 (optional)

Town or city
Cambridge

County (optional)

Postcode
CB1 7EA

Apprenticeship sector
Care services

Apprenticeship programme
NHS apprenticeships


Apprenticeship level
4

☒ Display all my apprenticeship information on my profile

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Home My apprenticeship details Feedback on your training provider Help and support Apprenticeship Ambassador Network

Your employer's details

Here is the current information the network holds about your employer. This information is taken from your existing apprenticeship account and can not be changed on this page.

Employer's name
AJ Bell

Apprenticeship sectors

- Care services
- Engineering


Number of active apprentices
3

☒ Display all my organisation information on my profile

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Above, left: apprentice view. Above, right: employer view.

Details of your apprenticeship will be imported from your AS profile. This page provides you with the opportunity to check and update this information.

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Your employer's details

Here is the current information the network holds about your employer. This information is taken from your existing apprenticeship account and can not be changed on this page.

Organisation's name

AJ Bell

Employer's address and postcode

2 Clifton Road,
Cambridge,
CB1 7EA

Apprenticeship sectors

- Care services
- Engineering

Number of active apprentices


3

☒ Display all my organisation information on my profile

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Above, left: apprentice view. Above, right: employer view.

This page allows you to review any changes you have made to your employer's details before saving. It also provides an additional opportunity to display or hide your organisation's information from your profile.

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[My apprenticeship details](#)
[Feedback on your training provider](#)
[Help and support](#)
[Apprenticeship Ambassador Network](#)

Contact details

Here is the current contact information the network holds about you. This information is taken from your existing apprenticeship account and can not be changed on this page.

Email address

paul.smith@stjohn.co.uk

Your email address is not visible to other ambassadors. However, you will receive network updates, communications and messages from other members to this email address.

LinkedIn profile url


[https://linkedin.com/in/](https://linkedin.com/in/PaulSmith) PaulSmith

☒ Display information on my profile

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As well as enabling ambassadors to communicate without sharing email addresses, the portal allows users to share their LinkedIn profiles with other ambassadors. Adding your LinkedIn profile URL to your AAN portal profile allows other ambassadors to connect with you beyond the network.

How does an ambassador use the network directory?

Network directory

Connect with other apprentice and employer ambassadors across the network. You can use filters on search by name to view the most suitable profiles from within your preferred options.

Filter

Search directory

Enter name

Role

☐ Ambassador

☐ Employer

☐ Regional chair

Region

☐ East of England

☐ East Midlands

☐ London

☐ North East

☐ North West

☐ South East

☐ South West

☐ West Midlands

☐ Yorkshire and the Humber

☐ All of England

Apply filters

122 results

Name	Role	Region
Nancy Lowe	EMPLOYER	East of England
Emmanuel Fikouge	APPRENTICE	East of England
Nancy Barnes	REGIONAL CHAIR	East of England
Nicky Austin	APPRENTICE	North East
Anthony Drew	APPRENTICE	North West
Liam Henderson	APPRENTICE	North East
Noahuel Sanchez	EMPLOYER	PLA-regional
Gavin Robertson	EMPLOYER	East Midlands
Eve Smith	APPRENTICE	London
Florence Chardier	APPRENTICE	West Midlands
Shirley Hudson	APPRENTICE	Yorkshire and the Humber
Philip Knight	EMPLOYER	PLA-regional
Leslie Morgan	APPRENTICE	London
Sarah Brooks	EMPLOYER	Yorkshire and the Humber
Emmanuel Fikouge	APPRENTICE	London
Werner Bacher	EMPLOYER	West Midlands
Bryan Owen	EMPLOYER	London
Emmanuel Fikouge	EMPLOYER	PLA-regional
Lilian Rodriguez	APPRENTICE	London
Taylor Hughes	APPRENTICE	West Midlands
Alex Hayes	APPRENTICE	West Midlands
Glen Fletcher	APPRENTICE	Yorkshire and the Humber
Debbie Inglin	APPRENTICE	East of England
Helen Jenkins	EMPLOYER	Yorkshire and the Humber
Sharon Kelly	APPRENTICE	London
Olivia Perry	APPRENTICE	London
Vivian Mason	APPRENTICE	West Midlands
James Williamson	APPRENTICE	North East

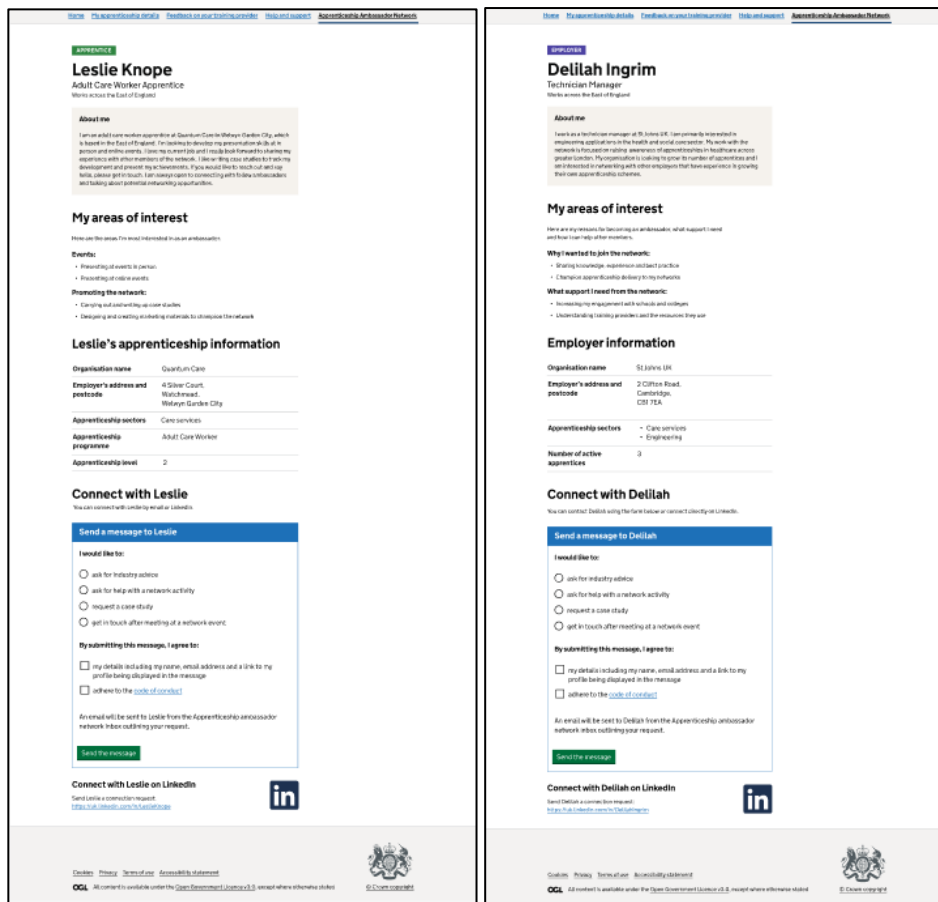
1 2 Next

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The network directory allows you to find and connect with apprentice ambassadors, employer ambassadors and regional chairs who are using the AAN portal.

You can browse through the list on the right using the pagination buttons below the list. Alternatively, you can use the options on the left to search for a specific user or to filter by role or region.



Above, left: apprentice view. Above, right: employer view.

An ambassador's profile will show you key information about that user. You will be able to find out why they joined the network and what they're hoping to gain from the network. You can also tell what kind of AAN user they are by looking at the coloured label above their name. They may also have their employer's information available on their profile, but this will depend on their privacy settings.

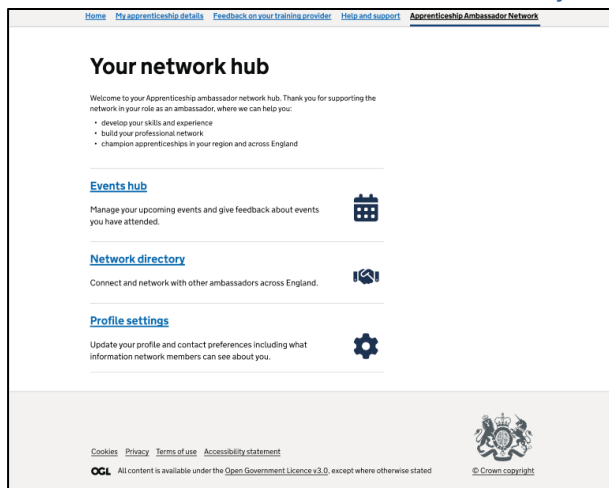
From this page, you can send a message to the ambassador or navigate to their LinkedIn profile, if they have connected it.

Default state	Error message	Success message
<div>Send a message to Deiliah</div> <p>I would like to:</p> <ul style="list-style-type: none"> <input type="radio"/> ask for industry advice <input type="radio"/> ask for help with a network activity <input type="radio"/> request a case study <input type="radio"/> get in touch after meeting at a network event <p>By submitting this message, I agree to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> my details including my name, email address and a link to my profile being displayed in the message. <input type="checkbox"/> adhere to the code of conduct <p>An email will be sent to Deiliah from the Apprenticeship ambassador network inbox outlining your request.</p> <div>Send the message</div>	<div>Send a message to Deiliah</div> <p>I would like to:</p> <p>You must tell us why you want to get in touch</p> <ul style="list-style-type: none"> <input type="radio"/> ask for industry advice <input type="radio"/> ask for help with a network activity <input type="radio"/> request a case study <input type="radio"/> get in touch after meeting at a network event <p>By submitting this message, I agree to:</p> <p>You must agree to sharing your details and adhering to the code of conduct</p> <ul style="list-style-type: none"> <input type="checkbox"/> my details including my name, email address and a link to my profile being displayed in the message <input type="checkbox"/> adhere to the code of conduct <p>An email will be sent to Deiliah from the Apprenticeship ambassador network inbox outlining your request.</p> <div>Send the message</div>	<div>Send a message to Deiliah</div> <div>Your message has been sent successfully.</div>

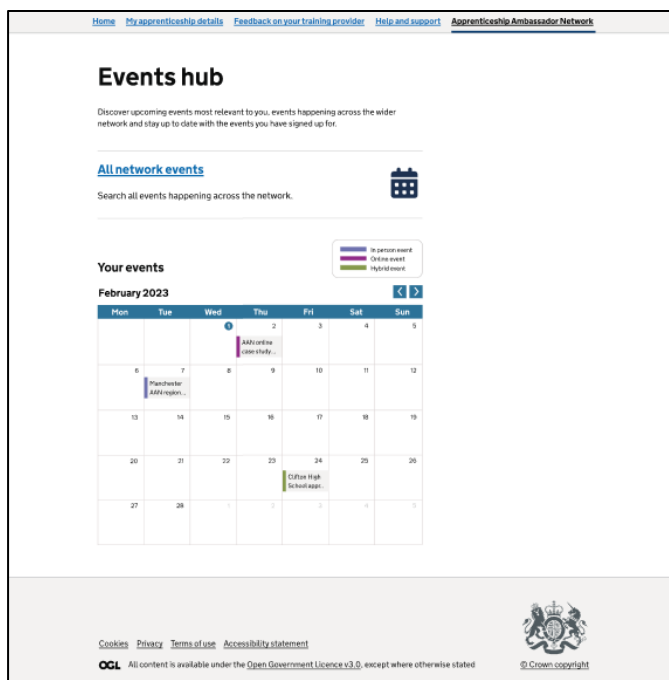
When sending a message to another ambassador, we ask you to select your primary reason for contacting them and agree to share your contact details with the ambassador – this includes your email address and your AAN profile. If you do not select a reason for your message and agree to the terms, you will not be able to send a message to your intended recipient.

Once you have sent your message, the ambassador will receive an email letting them know you are interested in talking to them.

How does an ambassador search for and join an event?



From Your network hub, click Events hub.



From the Events hub, you have the option of browsing all network events or reviewing all of your booked events.

To see all events, click All network events.

To view your events, look at the calendar. You can change the month shown by using the left and right buttons in the top right hand corner. The calendar shows events past events you've attended as well as upcoming events you have booked.

Home The network events details Feedback on your feedback experience Help and support **Access to the AAN network**

Network events

All events listed on this page are relevant to your profile preferences. You can use filters to narrow your search parameters further and find the most suitable events from within your preferred options.

Filter

[Apply filters](#)

Network events

Enter events or keywords

Event date

From date

To date

Event format

☐ In person

☐ Online

☐ Hybrid

Event type

☐ Employer engagement events

☐ National/Regional meetings

☐ School events

☐ College events

☐ Careers events

☐ Social/networking activity

☐ Training

Region

☐ National

☐ East of England

☐ East Midlands

☐ London

☐ North-East

☐ North-West

☐ South-East

☐ South-West

☐ West Midlands

☐ Yorkshire and the Humber

[Newly added](#)

122 results

7 FEB

In person

✓ Signed up

[Manchester AAN regional meet-up](#)

Join regional colleagues at Manchester Town Hall to share your recent activity within the network.

Date: 7 February 2023

Time: 9:00am - 10:00am

Where: Manchester, Manchester Town Hall, M2 SDB ([View map in a new window](#))

Distance: 2.3 miles

Event type: AAN organised or sponsored event

7 FEB

Online

✓ Signed up

[Manchester AAN regional meet-up](#)

Join regional colleagues at Manchester Town Hall to share your recent activity within the network.

Date: 7 February 2023

Time: 9:00am - 10:00am

Where: Online

Event type: AAN organised or sponsored event

7 FEB

Hybrid

✓ Signed up

[Manchester AAN regional meet-up](#)

Join regional colleagues at Manchester Town Hall to share your recent activity within the network.

Date: 7 February 2023

Time: 9:00am - 10:00am

Where: Online and Manchester, Manchester Town Hall, M2 SDB ([View map in a new window](#))

Distance: 2.3 miles

Event type: AAN organised or sponsored event

7 FEB

In person

✓ Signed up

7 FEB

Online

✓ Signed up

If you choose to view all network events, you will see a full list of the events, including key information such as the event name, date, time, location, event type and summary.

You can sign up to an event until the start time, but good practice will be to allow 48 hours – particularly for in person events.

This screen only shows events in the future. Events you’ve already signed up for will have a tick and the words “Signed up” under the date. You can look at past events you have attended via your personal events calendar.

If you sign up to a school event, you must contact the event organiser to let them know of your attendance.

[Home](#) [My account](#) [Feedback](#) [Help](#) [Privacy policy](#) [Terms and conditions](#) [Report a problem](#)

Search network events

All events listed on this page are relevant to your profile preferences. You can use filters to narrow your search parameters further and find the most suitable events from within your preferred options.

Filter

Selected filters [Clear](#)

Event format
Online ☒
In-person ☐

Region
South West ☒

[Apply filters](#)

Network events
(Filter events or keywords)

Event date
From date
To date

Event format
☐ In-person
☐ Online
☒ Hybrid

Event type
☐ Employer engagement events
☐ National/regional meetings
☐ School events
☐ Career events
☐ Knowledge sharing activity
☐ Training

Region
☐ National
☐ East of England
☐ East Midlands
☐ London
☐ North East
☐ North West
☒ South East
☐ South West
☐ West Midlands
☐ Yorkshire and The Humber

[Apply filters](#)

122 results

7 FEB

Bristol employer ambassador regional meet-up

Join regional employer ambassadors at City Hall in Bristol to share your recent activity within the network.

Date: 7 February 2023

Time: 9:00am - 10:30am

Where: City Hall, Colston Green, Bristol, BS1 5TB

[View this event on Eventbrite](#)

Distance: 2.3 miles

Event type: Regionally organised event

5 NOV

Birmingham regional employer workshop

Join a regional workshop that focuses on growing the number of apprentices in your workforce.

Date: 5 November 2022

Time: 9:30am - 9:30am

Where: Online and The Malvern, Birmingham, B11 8BD

[View this event on Eventbrite](#)

Distance: 4.7 miles

Event type: Regionally organised event

15 JUN

Knowledge sharing session

Join regional colleagues at The Sage in Newcastle to share their experience and knowledge of apprenticeship delivery and how it can benefit your organisation.

Date: 15 June 2023

Time: 9:00am - 10:30am

Where: The Sage, 24 Henry's Square, Newcastle, NE1 2JB

[View this event on Eventbrite](#)

Distance: 5.8 miles

Event type: Regionally organised event

10 NOV

Salford Academy schools fair

Salford Academy present their recent apprenticeship delivery achievements and outline upcoming opportunities.

Date: 10 November 2022

Time: 9:00am - 10:00am

Where: Online and Salford Academy, Peel Green, Salford, M50 7PQ

[View this event on Eventbrite](#)

Distance: 2.3 miles

Event type: School event

15 DEC

ANM 2023 in review

A look back at the achievements of the network across 2022 and plans to grow in 2024.

Date: 15 December 2023

Time: 9:00am - 10:00am


Where: Online and New Broadcasting House, London, W1B 3DP

[View this event on Eventbrite](#)

Distance: 7.3 miles

Event type: National meeting

[Previous](#) [Next](#)

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You will also be able to filter the list of events using keywords as well as by date, event format, event type and region.

You can do this by typing keywords into the search box, selecting certain dates or by marking the required checkboxes. Select the Apply filters button to update the list of events according to your preferences. When you apply a filter, it will appear at the top of the list under the heading Selected filters. You can remove individual filters by clicking the X next to the unwanted selection or click Clear to remove all filters.

You can also navigate the list of events using the pagination buttons beneath the list.

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

Online

Conference

AAN online case study session

Want to be involved in this event?

Sign up

When and where

Date and time: Tuesday 7 February 2023 9:00 to 10:00am
Online: joining details provided on sign-up

Event summary

Join fellow ambassadors as they share their experience from recent regional events. There will be an information sharing session, guest speakers and an opportunity to network with colleagues who are new to the network.

Guest speakers

Marcus Montague Employer ambassador at Bristol Rovers	Lillian Williams Employer ambassador at Bristol Art Gallery
--	--

Event contact


If you have any questions or need to speak about requirements prior to the event, contact the event organiser Giulia Cavallo by email: giulia.cavallo@aan.com

Attendees (5)

[Show all attendees](#)

Sign up

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When you click on an event, you will be able to see more information about that event. This additional information includes details of guest speakers, contact details for the event organiser and a list of attendees.

For in person events, you will be shown the address of the event’s venue. For online events, you will be able to see the joining details after signing up. For hybrid events, you will be shown the venue address and, after signing up, the joining details.

On this page you can also sign up to the event by clicking the green Sign up button in the top-right corner or at the bottom of the page. Your details will be automatically populated from your profile so there is no need to input any information to sign up for individual events.

You can expand the list of attendees by clicking Show all attendees. This will provide a list of all ambassadors that have signed up to the event.

If you are signing up to a school event, please review the event summary. Please pay particular attention to the number of ambassadors required and do not sign up to the event if the requirements has already been met.

You have successfully signed up to this event

What happens next?

You have successfully signed up to this event. It has been [added to your network profile calendar](#) and you have received an email confirming the details. You can find more information on the event in the calendar booking, where you can update your details or cancel your attendance.

[Network events](#)

Search all events happening across the network.



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Once you have signed up to an event, you will be taken to this confirmation page.

You will receive an email confirming that you have signed up for the event. You will also receive email notifications as and when the organiser updates or cancels the event.

You can click “added to your network profile calendar” to view all the events in your portal calendar. You can also click Network events to continue browsing the list of all events in the network.

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

Online

Conference

AAN online case study session

✓ You're signed up

Can't make it?

Cancel your attendance

When and where

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

Online: joining details provided on sign-up

Event summary

Join fellow ambassadors as they share their experience from recent regional events. There will be an information sharing session, guest speakers and an opportunity to network with colleagues who are new to the network.

Guest speakers

Marcus Montague	Lillian Williams
Employer ambassador at Bristol Rovers	Employer ambassador at Bristol Art Gallery

Event contact


If you have any questions or need to speak about requirements prior to the event, contact the event organiser Giulia Cavallo by email: giulia.cavallo@aan.com

Attendees (5)

[Show all attendees](#)

Cancel your attendance

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When visiting the page of an event you have previously signed up for, you will see a confirmation message in the top-right corner saying that you are already signed up for this event.

You can also cancel your attendance using either of the two red cancel buttons. Whenever possible, provide a minimum of 48 hours' notice when cancelling your attendance. If cancelling your attendance at an event with less than 48 hours' notice, you will need to contact the event organiser directly to let them know.

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)


You have successfully cancelled your attendance at this event

What happens next?


You have successfully deleted your attendance at this event and [it has been removed from your network profile calendar](#).

[Events hub](#)

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



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If you choose to cancel your attendance to an event, you will be taken to this confirmation page. You will also receive an email confirming that you cancelled your attendance.


How can an ambassador leave the network?

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)


Your network hub

Welcome to your Apprenticeship ambassador network hub. Thank you for supporting the network in your role as an ambassador, where we can help you:


- develop your skills and experience
- build your professional network
- champion apprenticeships in your region and across England

[Events hub](#)

Manage your upcoming events and give feedback about events you have attended.

[Network directory](#)


Connect and network with other ambassadors across England.

[Profile settings](#)

Update your profile and contact preferences including what information network members can see about you.

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From Your network hub, click Profile settings.


[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

Profile settings

Manage your ambassador profile and relevant information about you. Tell members what areas of the network you are interested in and how to get in touch with you.

[Your network profile](#)


Review and update your profile information to get the best experience and most suitable opportunities from the network.

[Leave the network](#)

We would be sad to see you go. We ask that you complete a short optional feedback form to tell us why you are leaving.

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From this page, click Leave the network.

[Home](#)
[My apprenticeship details](#)
[Feedback on your training provider](#)
[Help and support](#)
[Apprenticeship Ambassador Network](#)

Leaving the network

We're sorry that you're leaving the network. We would like to invite you to give us some feedback about why you're leaving. This will be shared with the central team to help the network develop and evolve. This feedback is optional and you can leave this form blank.

What are your reasons for leaving the network?

☐ I am unable to commit the time required to deliver my role
☐ I have been promoted
☐ I have moved organisation
☐ I have moved organisation and my employer will not support my role as a network ambassador
☐ I didn't get enough opportunities to take part in events and network activity
☐ I didn't get enough support in my role as an ambassador
☐ The ambassador role isn't what I expected
☐ The Apprenticeship Ambassador Network isn't what I expected
☐ I have moved location and do not wish to join a new region
☐ Other

What was your experience of the AAN portal in enhancing your role as an ambassador?



☐ Excellent
☐ Good
☐ Average
☐ Poor

Which of the following did you benefit from while you were a member?

☐ Professional networking
☒ Developing confidence, communication or presentation skills
☐ Having the opportunity to tell my story
☐ Volunteering in a network outside of my work and social circles
☐ Attending useful events (online or face to face)
☐ Meeting other ambassadors and developing knowledge of other sectors

By submitting your feedback, you agree to your information being kept on file for 14 days. After this time, your data will be deleted.

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If you choose to leave the AAN, you will be asked to provide some optional feedback via three questions.

If you would like to provide feedback, you can select as many answers as are relevant for the first and last questions, and only one answer for the second. If you do not wish to provide feedback, you can simply leave the form blank and press Continue.

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

Check the information you have provided before leaving the network


Here are the details you have provided.

Reasons for leaving	I am unable to commit the time required to support the network	Change
Experience of the AAN portal	Good	Change
What you benefited from whilst a member	Developing confidence, communication or presentation skills	Change

By leaving the network, you agree to your information being kept on file by the Apprentice ambassador network in line with current [GDPR guidelines](#) and the [Privacy Notice](#).

[Leave network](#) [Cancel](#)

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This screen provides you with a chance to review your reasons for leaving, experience of the AAN portal and how you benefitted as a member. You're also able to make any changes to your answers if necessary. It also advises you of the network's data retention practices. When you are happy with your feedback, you can click Leave network. You can also click Cancel if you have changed your mind.

[Home](#) [My apprenticeship details](#) [Feedback on your training provider](#) [Help and support](#) [Apprenticeship Ambassador Network](#)

You have successfully left the network


What happens next?

We have sent you a confirmation email.

Your membership information will be kept on file for 14 days in case you change your mind and want your membership reinstated.

You can re-join the network as an ambassador at any time by [applying through the portal](#). If you try to apply within 14 days of leaving the network, you will need to contact service support on 08000 150 6000 or email helpdesk@manage-apprenticeships.service.gov.uk.

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Once you have left the network, you will be taken to this confirmation page acknowledging that you have successfully left. You will also receive an email confirming that you have left the network.

Your data will be kept for 14 days in case you would like to rejoin the network during that time.