

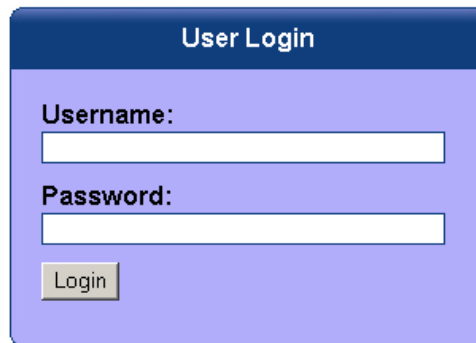
## Learner quick-start manual

The purpose of this manual is to give learners a quick guide on how to start logging evidence on VQManager.

### Logging in to VQManager

All users log in to VQManager in the same way. At the login screen, the user enters their:

- Username
- Password

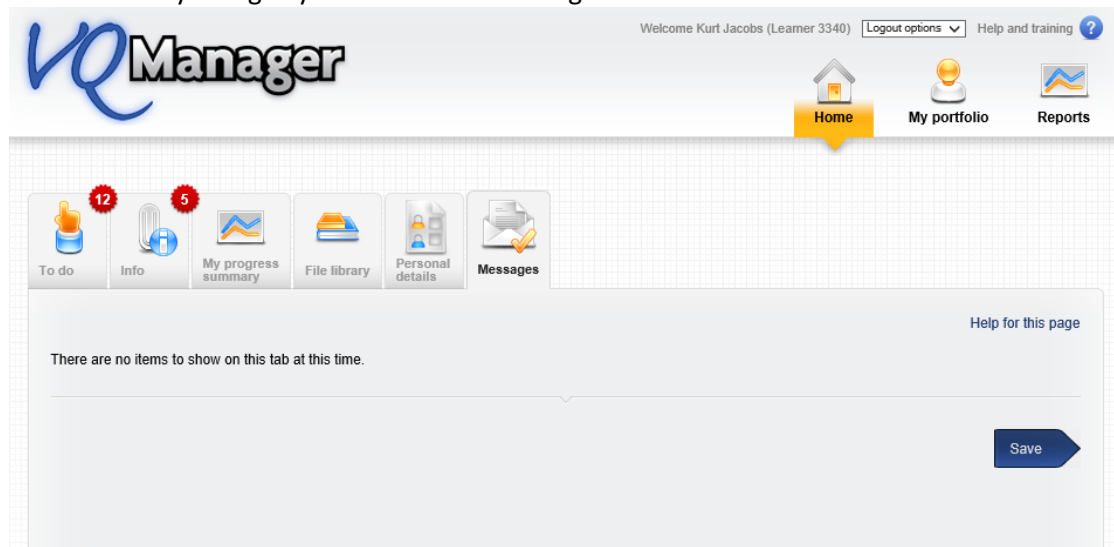


Login to VQManager by using the following procedure:

Step	Action
1	From the login page at <a href="https://vqmanager.co.uk">https://vqmanager.co.uk</a> , type in your username in the 'Username' field.
2	Type in your password in the 'Password' field.
3	Click on the 'Login' button.

### Welcome Message

The first time you log in you will see this message

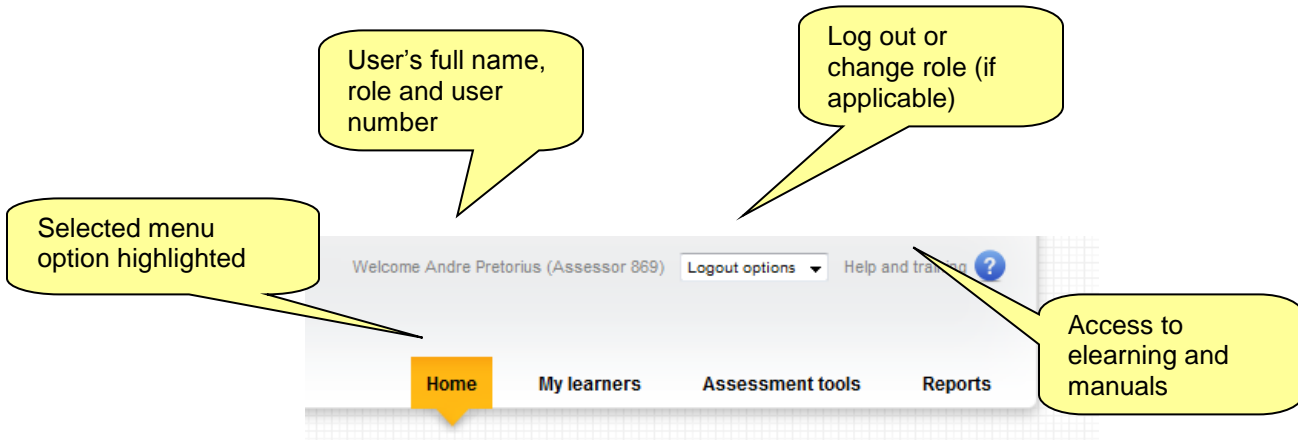


## User homepage

Each user type has a homepage customised to their requirements. This allows the user to get summarised information and quick access to different parts of the system

### The menu bar

Each user type also has a menu bar customised to their functions. An example of this can be seen below.



## Personal Information

Users can change and update their personal information. This is originally set up by the Centre Administrator. Edit or view personal details by following this procedure:

Step	Action
1	On the Homepage, click on the 'Personal Details' tab.
2	Your current personal details are shown. If you wish to edit these, click in the relevant field and make the changes.
3	When you are satisfied, save the changes.

Note:

- The Username must be unique. VQManager will not allow you to add a username which is identical to one which already exists.

The screenshot displays the VQManager web application interface. At the top, the logo 'VQManager' is on the left, and the user is logged in as 'Dan King (Learner 46694)'. Navigation options include 'Logout options', 'Help and training', and a 'Home' button. Below the navigation bar is a menu with icons for 'To do', 'Info', 'My progress summary', 'File library', 'Personal details', and 'Messages'. The main content area is a form for updating user details, with fields for 'User name', 'Password', 'Title', 'Forename', 'Default telephone number', 'Home telephone number', 'Mobile telephone number', and 'Email'. The 'Personal details' menu item is highlighted with an arrow, and the 'Home' button is also highlighted with an arrow. The form contains the following data:

Field	Value
User name *	DANKING
Password *	knsfasdis89gusoajsl
Password strength	Very strong
Title	Mr (1)
Forename *	Dan
Default telephone number *	2345678901
Home telephone number	
Mobile telephone number	5465465465
Email *	trdsfsdf8@yahoo.co.uk

At the bottom right of the form are 'Save' and 'Cancel' buttons.

### Evidence Introduction

In order to complete a qualification, learners must provide evidence which allows an assessor to assess their abilities within the area. Learners/ Candidates can use VQManager to log evidence which can then be assessed. VQManager allows the learner to compile an electronic portfolio of evidence. Feedback to the learner is provided through the system. Learners will usually need to do the following:

- Log evidence
- Submit evidence for assessment
- View their progress and feedback from their assessor

### About Evidence

When you click on the 'Evidence list' tab in 'My portfolio', you see a summary of all evidence. You can refine this view by selecting a specific qualification from the 'Select qualification' dropdown list, and selecting a specific unit from the 'Select unit' list. You are also able to change the order in which the evidence appears by clicking on the 'Sort by oldest first' link.

### Evidence: Log Evidence

Use this procedure to log evidence:

Step	Action
1	<p>From the 'Log Evidence' tab fill in as much information about the evidence as you can including:</p> <ul style="list-style-type: none"> <li>• Evidence method(s)</li> <li>• Summary description of evidence</li> <li>• More detailed description of evidence</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You may upload any electronic file which is relevant to the evidence in the 'Upload and attach files in support of this evidence' section. See <b>p5</b> for more information.</li> <li>• You may add the details of a person who can authenticate the evidence you are logging (e.g. a witness) in the 'Authenticate Evidence' section. Here you can add the person's name and contact telephone number/ email address so your assessor can follow up with that person. (Note that this feature is not available in all centres.)</li> </ul>

### Evidence: Attaching electronic files

Electronic files can be uploaded and attached to evidence. Follow this procedure to upload and attach files:

Step	Action
1	On the 'Log Evidence' page, click on the 'Upload and attach files in support of this evidence' link.
2	Click on the 'Browse...' button and navigate to the place where the file is located on your computer. You may choose up to 4 files at a time to upload.
3	Select the file(s) you want to upload and then click on the 'Upload Files' button. The file upload will commence. Note that it may take a while depending on the size and number of files.
4	If you want to upload another file, repeat this process using the 'Upload and attach files in support of this evidence' link again.
5	<p>The file(s) appear on the page, showing the following information:</p> <ul style="list-style-type: none"> <li>• Date uploaded</li> <li>• File description (name)</li> <li>• Name of person who uploaded the file</li> <li>• Size of file</li> </ul> <p><b>Hint:</b> you can change the file description if you would like so that your assessor knows what it contains.</p>

**Note:**

- Please try and ensure that the files you upload are as small as possible. Large files will have a negative effect on the performance of the system and take a long time to upload and download.
- Click on the icon to the left of the file which has been uploaded to view the file.
- Click on the cross icon to delete the file.
- The size of the file which has been uploaded is shown.

▼ Upload and attach files in support of this evidence

Browse...

5 files (78.1 Mb total) maximum

Upload Files

▼ Authenticate evidence

If you wish to allow your assessor to authenticate this evidence, enter the name, and then EITHER the e-mail address or the telephone number of the person your assessor should contact. (This will be the person who can verify that the evidence is genuine).

Name of person to contact

e-mail address

2	<p>In the 'Criteria met' section use either the radio buttons to open the Qualification Tree, or navigate to the relevant area of a qualification by using the + icons and opening each qualification.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If your assessor has assigned you assessment plans, these will appear in the list with different colours. Clicking on a radio button next to an assessment plan will open the Qualification Tree to show only the criteria covered by that assessment plan, highlighted in the relevant colour.</li> </ul>
3	<p>Tick off relevant performance criteria, range statements, and knowledge and understanding (if applicable) to which the evidence conforms.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• You can use the 'Select all' icon ( <input checked="" type="checkbox"/> ) to tick all checkboxes in a section.</li> <li>• Similarly you can use the 'Deselect all' icon ( <input type="checkbox"/> ) to uncheck all checkboxes in a section.</li> </ul>
4	<p>Click on the 'Submit to Assessor' button if you are happy that the evidence is complete. You will not be able to edit it after that.</p> <p>If you'd like a chance to review and edit the evidence at a later stage, click on the 'Save and continue later' button. Note that your assessor won't be able to assess the evidence until you submit it to them.</p>

### Criteria met

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, Assessment criteria, Range or Knowledge and Understanding item.

- Health, safety and security at work (UNIT1)
- 8 Maintain the cleanliness of equipment in logistics operations
- UNIT 9 Keep work areas clean in logistics operations
- Worksheet 9
- hairprary

Show gaps

- Open all checked items
- Open all linked items
- Close all

**Assessor Toolkit - Warehousing and Storage Apprenticeship L2**

**BTEC Certificate in Warehousing and Storage Principles L2 (QCF) (Edexcel) 500\_7707\_7**

Unit 1 Warehousing and Storage Principles

Learning outcome 1 Understand how to receive and store goods and materials

Assessment criteria 1

- 1.1 Explain the importance of knowing what goods are due and when they are due
- 1.2 Explain the importance of correctly preparing the receiving area for the goods
- 1.3 State the importance of checking the quality and quantity of the goods received
- 1.4 Explain the purpose of an effective stock control system

Learning outcome 2 Understand how to process orders and dispatch goods

Learning outcome 3 Understand how to deliver effective customer service

Learning outcome 4 Understand Health, Safety, Security and Legislation

Learning outcome 5 Understand how to be an effective team worker

**Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501\_1061\_5**

**Functional Skills (Edexcel)**

**Key Skills**

**PLTS: A framework of personal, learning and thinking skills**

Submit to Assessor

Save and continue later

Cancel

### Evidence: Assessment of evidence

Once the evidence has been submitted, the assessor becomes responsible for assessing it. After it has been assessed, you can see the assessor's comments and feedback by opening the evidence. One way to do that is via the Evidence List.

### My progress

On the 'Home' page, select the tab called 'My Progress Summary'. Here you can see your progress through the qualification and also unit by unit:

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo on the left and user information on the right: "Welcome Kurt Jacobs (Learner 3340)", "Logout options", and "Help and training". Below the navigation bar are three tabs: "Home" (selected), "My portfolio", and "Reports".

Below the tabs is a row of icons: "To do" (with a red badge showing 12), "Info" (with a red badge showing 5), "My progress summary" (highlighted with a black arrow), "File library", "Personal details", and "Messages".

The main content area shows progress bars for two qualifications:

- Assessor Toolkit - Warehousing and Storage Apprenticeship L2**
  - Overall qualification % completion to date: 100%
  - Unit 1 Guided Discussions: 100%
  - Unit 2 Products: 100%
  - Unit 3 Observations: 100%
  - Unit 4 Witness Testimony: 100%
- BTEC Certificate in Warehousing and Storage Principles L2 {QCF} {Edexcel} 500\_7707\_7**
  - Overall qualification % completion to date: 56%

### What else might I have to do?

On the 'Home' page, look at the 'To Do' tab. A list of items that need your attention appear here. They could be things like:

Evidence requiring action

Confirm you have received an assessment plan.



VQ Manager Welcome Kurt Jacobs (Learner 3340) [Logout options](#) [Help and training](#)

[Home](#) [My portfolio](#) [Reports](#)

[To do](#) <sup>12</sup> [Info](#) <sup>5</sup> [My progress summary](#) [File library](#) [Personal details](#) [Messages](#)

[Help for this page](#)

### Evidence requiring action

Assessor	Date returned	Evidence number	Summary	
Pretorius, Andre(3339)	27/02/2012	3340/E/405	test 1 WDS	<a href="#">Edit / Submit</a>

### Evidence returned for action by Assessor

Assessor	Date returned	Evidence number	Summary	
Pretorius, Andre(3339)	15/07/2011	3340/E/377	Dealing with difficult customer	<a href="#">Rework</a>
Pretorius, Andre(3339)	17/08/2011	3340/E/389	Minutes of board meeting	<a href="#">Rework</a>
Pretorius, Andre(3339)	07/06/2012	3340/E/435	Picture of me working with a forklift	<a href="#">Rework</a>
Pretorius, Andre(3339)	27/03/2013	3340/E/429	Assessor Toolkitmsanksn	<a href="#">Rework</a>
Pretorius, Andre(3339)	08/07/2013	3340/E/361	Witness Testimony - line manager Pete Williams	<a href="#">Rework</a>