

VQManager Enhancements April 2016

External Verifier: Routing of EQA/EV feedback reports - to go to IQA/IV, not assessor

We have changed the workflow in respect of the EQA/EV feedback reports. Following consultation it was established that the EQA/EV feedback report is really for the attention of the IQA/IV and not the assessor. All previous entries sent to the assessors will still be visible to the assessors but now also visible to any associated IQA/IV.

The screenshot shows the VQManager dashboard. At the top, there's a header with the VQManager logo, a welcome message for Alan Shearer (External verifier 1253), and links for 'Logout options' and 'Help and training'. Below the header are four main navigation icons: Home, Verify, EV tools (highlighted with a yellow arrow), and Reports. A secondary row of icons includes 'External verifier feedback reports', 'IQA assessor feedback reports', 'Assessor activity log', 'IQA activity log', 'File library', 'IQA sampling plan', and 'Rationale'. The main content area features two dropdown menus: 'Select IQA' (set to 'Devine, Summer (966)') and 'Select assessor' (with a dropdown menu open showing options: 'No specific assessor', 'No specific assessor', 'Bryson, Billy (912)', and 'Sampson, Holly (958)'). Below these, a message states 'There are no feedback reports for this combination'. At the bottom right, there are three blue arrow buttons: 'List all reports', 'Write new report', and 'Edit or view'.

You are able to select an IQA/IV and then if required an assessor, but there is the option to choose “no specific assessor” too. Selecting an IQA and an assessor will refresh the page and list all the reports for that IQA/assessor combination.

Using the blue arrow, you may now list all reports (for all IQAs and assessors) to view all in addition to the existing buttons “Write new report” and “Edit or view”.

If you select “write new report” there are a couple of amendments to this page. The EQA/EV can opt to share this report with the assessor if s/he chooses. And the review is clearly labelled review of IQA as opposed to assessor. The blue arrow now indicates that the report notification will go to the IQA/IV.

The screenshot shows the 'Report details' form. It has a section for 'Feedback Report Name' with a text input field. Below that is a 'Date' field set to '05/04/2016'. There is a checkbox labeled 'Share this report with the assessor?'. A section titled 'Review of IQA' has a large text area for the review. At the bottom right, there are three blue arrow buttons: 'Save and submit to IQA', 'Save', and 'Cancel'.

Assessor: Add tab to assign multiple assessment plans at once

We have added a new tab to the Assessment Tools area called 'Apply multiple assessment plan templates'. (This could read activity plans or action plans depending on your centre settings).

The screenshot shows the VQ Manager interface. At the top, there's a navigation bar with 'Home', 'My learners', 'Assessment tools' (highlighted), 'Reports', and 'Dashboard'. A tooltip points to the 'Assessment tools' tab, stating: 'From this tab you can apply multiple activity plan templates to multiple learners.' Below the navigation bar, there are icons for 'View, edit or apply single activity plan templates', 'Apply multiple activity plan templates' (selected), 'Create new activity plan templates', 'File library', 'IQA assessor feedback reports', and 'External verifier feedback reports'. The main content area shows a 'Qualification' dropdown set to 'Customer Services NVQ - L2 (1)'. Below this, a table lists assessment plan templates for this qualification:

Units and performance criteria covered	Date created	Description	Select
5.1 A, B, C	24/07/2007	Thelma AP [148]	<input checked="" type="checkbox"/>
1.2 A, B, C, D, E, F, G; 1.1 A, B, C, D, E, F	22/04/2009	Unit 1 Prepare yourself to deliver good customer service [178]	<input checked="" type="checkbox"/>

At the bottom right of the table area is a blue button labeled 'Apply to learners'.

This tab will offer a drop-down to select a qualification, or not linked to criteria, and display the list of assessment plan templates for that qual. Users will not be able to select plans from more than one qualification at once. The assessor then ticks the required assessment plans in the “select” column.

When the blue arrow “Apply to Learners” is selected a new tab with a table with a list of the assessment plan titles appears with a box for each assessment plan target date. There is no “Notes” section at this stage. The notes are already on the template when you create it, and if necessary you can write notes on individual plans after you've assigned them.

The screenshot shows the 'Apply to learners' tab. At the top, the 'Qualification' dropdown is still set to 'Customer Services NVQ - L2 (1)'. Below it, the 'Apply to learners' section contains a table with learner information:

Name	Additional unit assignments required	Email	Notify learner by email	Require learner's confirmation	No confirmation required
Krabbappel, Edna		wilhelm@strumpfer.co.za	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primo, Roger		roger@facility.ac.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quin, Paula	5 and 1	paula@	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wolfson, Graham	5	graham@skillwise.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below this table is the 'Selected Activity plans' section, which has two columns: 'Descriptions' and 'Target dates'.

Descriptions	Target dates
Thelma AP	<input type="text"/>
Unit 1 Prepare yourself to deliver good customer service	<input type="text"/>

At the bottom right are two buttons: 'Apply to learners' and 'Cancel'. A calendar widget is overlaid on the right side, showing April 2016 with the 5th highlighted.

Select the learners and complete the target dates before selecting the blue arrow “Apply to learners”

Apply to learners

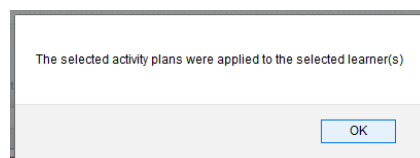
Name	Additional unit assignments required	Email	Notify learner by email	Require learner's confirmation	No confirmation required
Krabbappel, Edna		wilhelm@strumpfer.co.za	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primo, Roger		roger@facility.ac.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quin, Paula	5 and 1	paula@	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wolfson, Graham	5	graham@skillwise.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selected Activity plans

Descriptions	Target dates
Thelma AP	05/04/2016
Unit 1 Prepare yourself to deliver good customer service	19/04/2016

[Apply to learners](#)
[Cancel](#)

A pop up appears to confirm the plans have been assigned to the learners. The target dates will be the same for all selected learners.



Learners and Assessors: Notification on To Do page when another user adds or amends a Learner's Activity Log

Users will now receive a notification if a new activity log has been added. A notification also appears if an existing Activity Log entry is amended. This will appear in a table on the To Do page, and have a 'remove' button so users can remove entries from the list after they've seen and actioned them. If the “Edit” link is selected the user will then be taken to that entry of the Activity Log, so they can read and further edit from there as necessary.

▼ Activity logs added or altered by others in the last 14 days					
Date logged	Category	Summary title	Logged by	Remove	
10/03/2016	c. Support	Assessor support	Sampson, Holly (958)	<input type="checkbox"/>	Edit
10/03/2016	f. Telephone	learner phone call	Sampson, Holly (958)	<input type="checkbox"/>	Edit
Go to Activity logs				Update page	

Centre Administrator: Moving two fields in Learner Profile from ILR extra fields to standard fields

Some information visible to the IQA/ IV on the “Learner Detail” tab in “Verify” relates to two User Details fields in the Centre Admin area. These fields were additional ones available upon request but have now been made into standard fields. They are as follows:

Awarding Body - Learner Enrolment Number
<input type="text"/>
Date Registered (Awarding Body)
<input type="text"/>