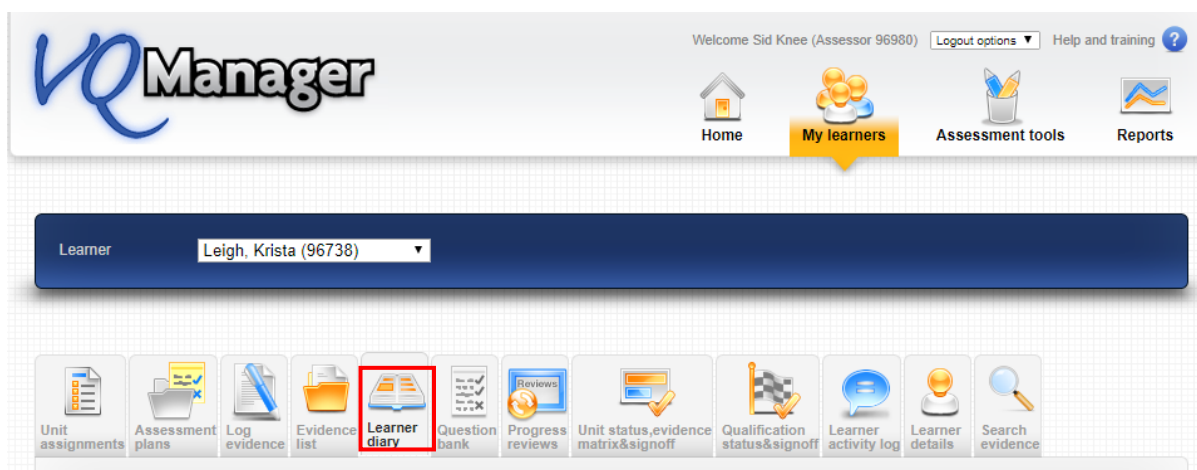


Diary Tab

For the New Apprenticeship Standards, users may need to be able to make entries into a diary, similar to the Activity Log to record reflective accounts.

Learner Diary

We have added a new tab, Learner Diary. This is visible **and editable** (see details below) to the Learner and the Assessor, and view only for the IQA/ IV and EQA/EV.



It functions in a similar way to the Activity Log. Entries are displayed in a table, and can be opened up to view the content and edit them if required.

▼ Learner Diary (Gillett, Graham)

Date logged	Start date	End date	Summary	Logged by	Description	Attachments	
14/12/2012	15/12/2012	13/12/2012	38 38 38	Krabbappel, Edna			Edit
14/12/2012	17/12/2012	14/12/2012	39 39 39	Krabbappel, Edna			Edit
20/04/2013	20/04/2013	20/04/2013		Krabbappel, Edna			Edit

The columns of the table can be sorted using the arrow icon.

Date logged	Start date
11/04/2017	11/04/2017

As with the Activity Log, beneath the table will be a 'new diary entry' form. This includes fields for a summary title, start date, end date, description of the activity and the learner's reflective account. GLH both on and off the job can be recorded here, if you have GLH set up in your centre. The user can upload files to this log entry.

The end date defaults to the same as the start date, but is fully editable by the user so that the diary entry can cover a period of time. Dates are selected from the usual calendar display.

Note that the Reflective Account can only be edited by the learner, and the Assessor Comments can only be edited by the assessor. The rest of the diary record can be edited by either user. This means that assessors can record diary entries on behalf of learners in centres where learners don't log in to VQManager.

▼ Add new diary entry

Summary title

Start date

End date

☐ no end date

Activity / description

Reflective account

Assessor comments

► Guided learning hours

► Upload and attach files in support of this diary entry

Save Save and create evidence Cancel

When the entry is completed, there are the usual options to save or cancel. There is also a new option to **save and create evidence**.

Clicking this option will save the diary entry, and take the user to the Log Evidence screen. Some of the information from the diary entry will be pre-completed in the evidence form as follows:

Diary summary title = Summary evidence description

Activity / Description = Description of evidence

Reflective account = Learner comments

Assessor comments = Assessor comments

Files uploaded to the diary entry will also copy across into the evidence.

Evidence

Evidence methods

<input type="checkbox"/> Work products	<input type="checkbox"/> Direct observation
<input type="checkbox"/> Witness testimony	<input type="checkbox"/> Oral questions
<input type="checkbox"/> Written questions	<input type="checkbox"/> Candidate feedback statement
<input type="checkbox"/> Simulation / storyboard	<input type="checkbox"/> Accredited prior learning
<input type="checkbox"/> Professional discussion	<input type="checkbox"/> Diary entry

Summary evidence description (max. 80 characters)

Serve a customer

Description of evidence (max. 4000 characters)


Today I served a customer

The evidence log is fully editable in the normal way, and with the usual options to save.

You may wish to consider adding Diary entry to your evidence methods, with the proviso that evidence methods are limited to 10, so you can only do this if your centre doesn't already have 10 evidence method categories.

Evidence methods

<input type="checkbox"/> Work products	<input type="checkbox"/> Direct observation
<input type="checkbox"/> Witness testimony	<input type="checkbox"/> Oral questions
<input type="checkbox"/> Written questions	<input type="checkbox"/> Candidate feedback statement
<input type="checkbox"/> Simulation / storyboard	<input type="checkbox"/> Accredited prior learning
<input type="checkbox"/> Professional discussion	<input type="checkbox"/> Diary entry



This Diary tab will be hidden from view by default for a centre, but can be made visible upon request. There is no charge for this, please just contact Jo or Kari to have this activated for your centre. Likewise, please contact SkillWise if you would like GLH setting up for any of your qualifications.

Retrospectively convert Diary entries to evidence

VQManager allows for diary entries to be converted into evidence after they have been saved, rather than just at the point of first saving.

VQManager

Welcome Graham Gillett (Learner 38) Logout options

Home My portfolio Reports

Activity plans Log evidence Evidence list Learner diary Question bank Progress reviews Unit status,evidence matrix&signoff Qualification status&signoff My activity log

▼ Learner diary (Gillett, Graham)

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	
10/04/2017	09/04/2017	11/04/2017	Summary title AAAA	Gillett, Graham							Edit
13/04/2018	13/04/2018	13/04/2018	Off the job training	Gillett, Graham							Edit
14/05/2018	14/05/2018	14/05/2018	Off the job training 2	Krabbappel, Edna	13:00	15:00				2:00	Edit

The user (learner or assessor) selects “Edit” and the entry will open. The user can make any edits they wish, and is presented with the options to “save” or “save and create evidence”, allowing the entry to be converted into evidence.

▼ Audit trail

Date	Time	Action	Content	User
29/10/2018	16:06:09	New log added		Aaaaaaaa1, Aaaaaaaa1 (776)

Save Save and create evidence Close