

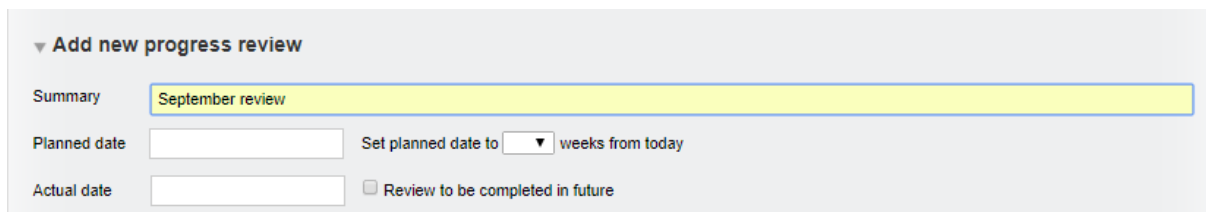
VQManager enhancements August 2017

Progress Reviews changes - planned dates, % progress.

The Progress Review tab has been enhanced to allow greater flexibility in setting up reviews in advance. A Centre Admin can still create a set of reviews, spaced a pre-defined number of weeks apart, as they have previously been able to do.

The new enhancement allows an Assessor to create *ad hoc* Progress Reviews with a Planned date at some time in the future. This will trigger the usual notifications in the 'upcoming Progress Review' area of the ToDo tab.

To set up a review like this, scroll down to the "Add new progress review" area and give the review a title in the Summary field.



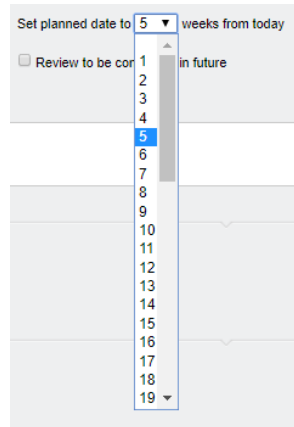
▼ Add new progress review

Summary

Planned date Set planned date to weeks from today

Actual date Review to be completed in future

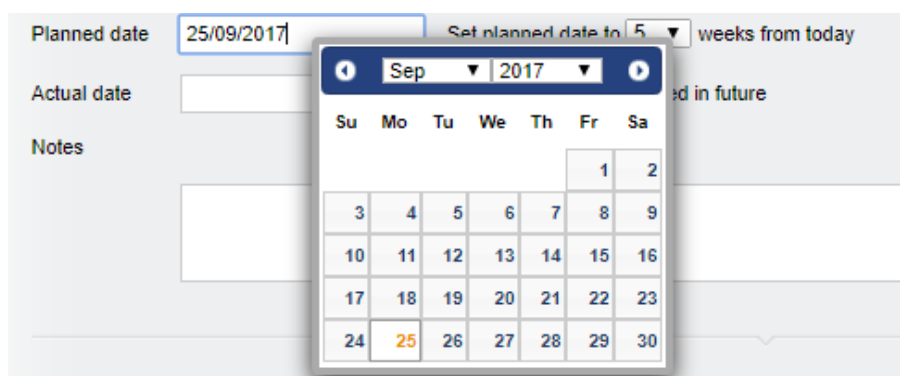
The planned date can be set in one of two ways. Clicking on the Planned date field will bring up the calendar for the Assessor to select a date. Alternatively, you can use the drop down to select a date a given number of weeks in the future.



Set planned date to weeks from today

Review to be completed in future

On selecting the desired number of weeks from today, the calendar automatically opens with the Monday of the chosen week selected. The Assessor can select another day if they wish at this point.



Planned date Set planned date to weeks from today

Actual date Review to be completed in future

Notes

Calendar: Sep 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Click on the 'Review to be completed in the future' checkbox, add any relevant comments in the Notes field, and click 'save' at the bottom of the page.

On the day of the review, open the review and enter the Actual date, any notes and upload documents as normal. You are still able to tick the confirmation request for the learner and Line Manager. Don't forget to click 'save' at the bottom.

At this stage, we have added a comments box for the Learner and the Line Manager, so both are able to make comments as well as ticking the confirmation box.

Note that confirmation can only be requested if the Actual date of the review is completed. This prevents users from confirming a review that hasn't happened yet.

Assessor view before confirmation:

Learner view:

▼ Progress reviews (Gillett, Graham)

Date logged	Date planned	Actual date	Summary	Logged by	Notes	Attachments	
02/12/2016	02/12/2016	02/12/2016	Progress review 02/12/2016	Krabbappel, Edna			Edit
16/05/2017	18/05/2017	16/05/2017	progress review	Krabbappel, Edna			Edit
28/06/2017	28/06/2017	28/06/2017	progress review 3	Krabbappel, Edna			Edit
29/06/2017	29/06/2017	29/06/2017	progress review 3	Krabbappel, Edna			Edit
22/08/2017	22/08/2017	22/08/2017	August review	Krabbappel, Edna			Edit

Completed reviews have a new area whereby the current qualification progress pulls through onto the Progress Review. The date the review was saved by the Assessor appears on the screen along

with the percentage completion for each qualification on that particular date. You will need to save the review with an Actual date and then re-open it to see this.

▼ Progress review (Gillett, Graham)

Summary

Planned date

Actual date

Progress as on 22/08/2017

BTEC in Hairdressing (Test)	100%
Housing Benefits NVQ	100%
Local Tax SVQ - L3	44%

Notes

NB - The percentage completions will only appear on reviews completed after this enhancement. Unfortunately we were not able to backdate this feature to include it in reviews that were already complete.

The Progress Reviews report has an additional line which shows the number of days between reviews. This is calculated based on the Actual dates of the reviews. This is to help clients to demonstrate compliance with new regulatory requirements in Wales that a review takes place within a certain number of days of the previous one.

VQ Manager

Welcome vqmtc vqmtc (Centre administrator 5) [Logout options](#) [Help and training](#)

Home Qualifications My centre Users Reports

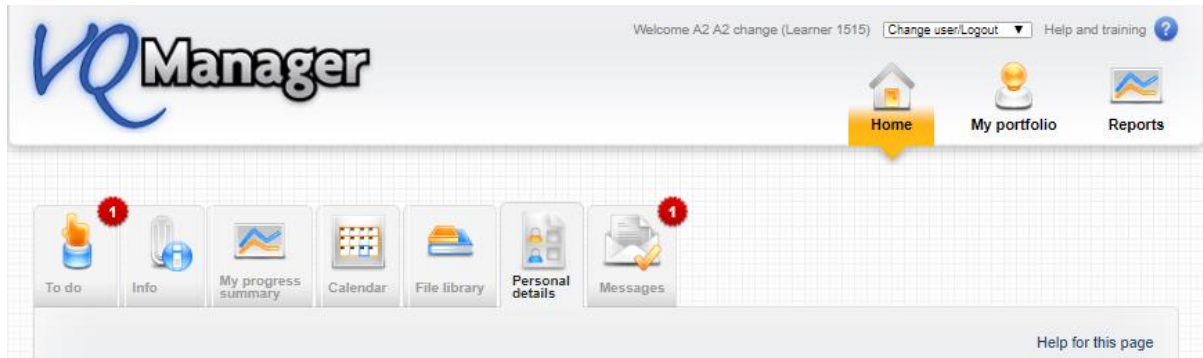
Learner details Learner status details Learner entry details Progress Qualification tracker User activity Dormancy User list

Progress reviews (22/08/2017)

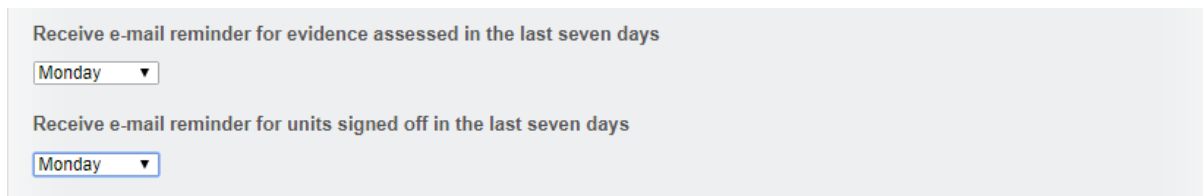
arner	Assessor	Placement employer	Start date	End date		1	2	3	4	5
16_12_16_L_1_1 16_12_16_L_1 (39)	Krabbappel, Edna (6)				Planned	11/09/2017				
					Actual					
					Difference					
					Days since last					
nders, d	Krabbappel, Edna (6)				Planned	18/05/2017	31/05/2017	23/06/2017	28/06/2017	29/06/2017
					Actual	18/05/2017		23/06/2017	28/06/2017	29/06/2017
					Difference	0		0	0	0
					Days since last				5	1
lett, aham)	Krabbappel, Edna (6)				Planned	02/12/2016	18/05/2017	28/06/2017	29/06/2017	22/08/2017
					Actual	02/12/2016	16/05/2017	28/06/2017	29/06/2017	22/08/2017
					Difference	0	-2	0	0	0
					Days since last		165	43	1	54

Learner reminder e-mails to default to Monday instead of None

Previously, the notification e-mails for learners were set to 'none' by default. Now, when you create a new learner, the emails default to Monday. Learners can still go to their Personal Details page and choose another day to receive these e-mails, or change the setting to 'none' if they are happy to manage their work without these reminders.



Scroll down the page:



Both these enhancements have been automatically added to your centres.