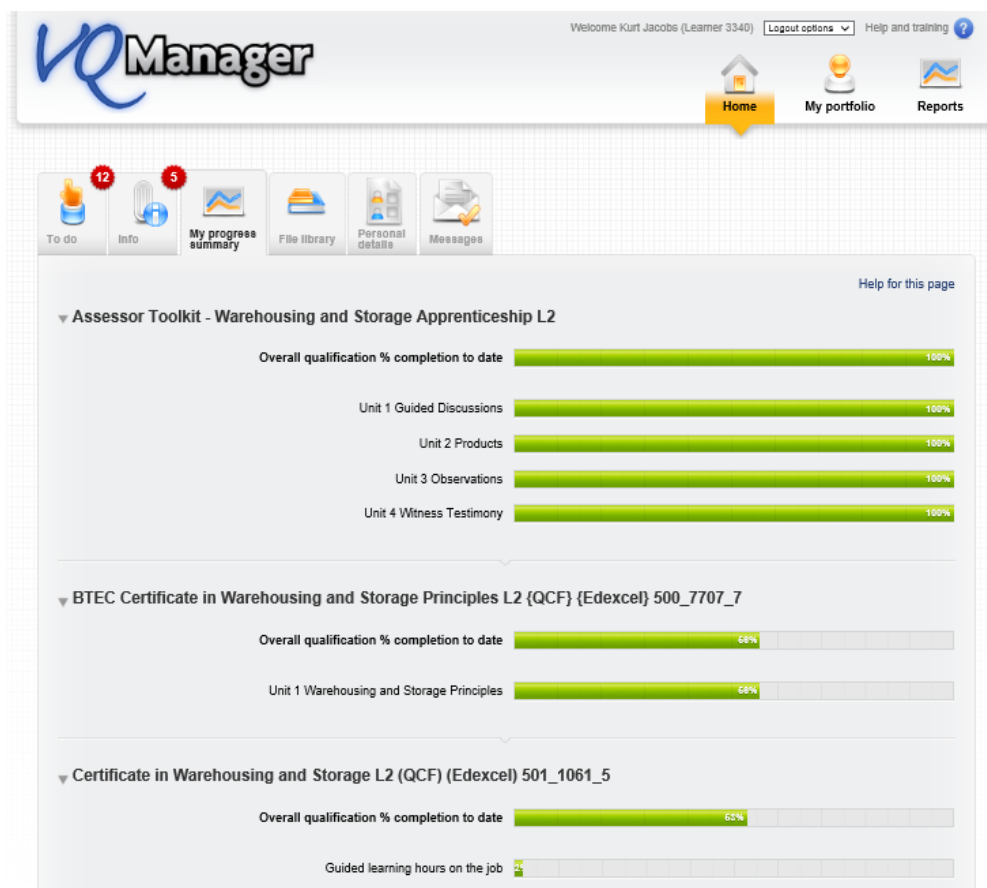


Learner progress monitoring: Status Graph

Learners have a couple of ways of monitoring their progress through a qualification.

Firstly, you can view the progress graph on the **My progress summary** homepage



The graph shows you the following:

- Unit assigned to you by your assessor per qualification
- Progress in each unit. The green bar shows you graphically how far you are – and there is a number percentage in the bar too.
- Overall qualification percentage completed with a percentage number too.

Learner progress monitoring: Evidence Matrix

Learners can also view their progress in the form of an evidence matrix. This shows exactly what has been achieved against each and every performance criteria item, range or knowledge and understanding item. Follow this procedure to view the evidence matrix:

Click on the **My portfolio** menu option then on the **Unit status, evidence matrix and signoff** tab.

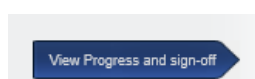
The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for Kurt Jacobs (Learner 3340), and links for Logout options and Help and training. Below the header is a navigation bar with icons for Home, My portfolio (highlighted), and Reports. A secondary navigation bar contains icons for Assessment plans, Log evidence, Evidence list, Progress reviews, Unit status, evidence matrix & signoff (highlighted), Qualification status & signoff, My activity log, and Search evidence. The main content area displays the 'Assessor Toolkit - Warehousing and Storage Apprenticeship L2 (772)' and lists two qualifications: 'BTEC Certificate in Warehousing and Storage Principles L2 {QCF} {Edexcel} 500_7707_7 (950)' and 'Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 (949)'. Below the qualifications, there's a summary box showing start and end dates, overall qualification % completion (53%), and total credit values for signed off and not yet signed off units. The main table lists units with columns for Num, Unit title, Credit value, % Completed (Actual), Date assigned, Signed off by assessor, Confirmed by learner, and Verified. The table shows six units with varying completion percentages and dates.

Num	Unit title	Credit value	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified
1	Health, safety and security at work (24057)	3	100	01/07/2011	15/07/2011	not required	<input type="radio"/>
2	Develop effective working relationships with colleagues in logistics operations (24058)	4	100	01/07/2011	16/08/2011	Requested	<input type="radio"/>
3	Pick goods in logistics operations (24059)	3	64	01/07/2011			<input type="radio"/>
4	Wrap and pack goods in logistics operations (24060)	3	52	01/07/2011			<input type="radio"/>
17	Keep stock at required levels in logistics operations (24073)	3	5	01/07/2011			<input type="radio"/>
20	Receive goods in logistics operations (24076)	3	5	01/07/2011			<input type="radio"/>

A list of the qualifications which have been assigned to you, along with assigned units and a status for each appears. The following can be seen in this table:

- Percentage complete per unit
- Date unit was assigned to the learner
- Date unit was signed off by the assessor (if applicable)
- Date unit signoff was confirmed by the learner (if applicable)
- Date the unit was verified by the IV (if applicable)

Select the unit you wish to see in more detail using the radio button and click on the **'View Progress and sign-off'** button.



The evidence matrix for this unit appears.

Note:

Roll your mouse over any column to see the actual description of the column.

Click on the evidence number in order to see the evidence item.

Welcome Kurt Jacobs (Learner 3340) Logout options Help and training ?

Home My portfolio Reports

Assessment plans Log evidence Evidence list Progress reviews Unit status, evidence matrix & signoff Qualification status & signoff My activity log Search evidence

☐ Date ☐ Assessor ☒ Summary ☐ Description ☐ Internal verifier date ☐ EV date ☒ Method ☒ Assessment criteria ☒ Range statement
☒ Knowledge and understanding

Evidence matrix; Jacobs, Kurt; Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5

Unit: 3 Pick goods in logistics operations

Learning outcome: 1 know how to pick goods in logistics operations

Evidence	Summary	Method									Assessment criteria								
		1	2	3	4	5	6	7	8	9	1.1 (i)	1.1 (ii)	1.1 (iii)	1.1 (iv)	1.1 (v)	1.2	1.3	1.4	
3340/E/378	Task Sheet - Mucking out																		
3340/E/381	Direct observation with Kurt in Basingstoke at the head office																		
3340/E/407	Horti - tree cut down																		
3340/E/413	module 3																		
3340/E/435	Picture of me working with a forklift																		
3340/E/448	fg																		
3340/E/449	new1																		
Total		3	3						1	1	7	3	2	3	2	3	2	2	
Recommended minimum											1	1	1	1	1	1	1	1	

explain the relevant organisational policies and procedures picking goods in logistics operations that relate to: picking methods

Click on the Cancel button when viewing is complete.