

Guided Learning Hours (GLH)

Introduction

VQManager can be used to log and report on Guided Learning Hours. The aim of this document is to show how GLH can be logged by each user role and how reports and status can be accessed.

Setup

Currently, setup is done by SkillWise. A form is attached at the end of this document which will allow customers to define the qualifications where GLH is relevant as well as the actual number required.

GLH can be set up as a simple total, or divided into on the job and off the job hours.

Note that GLH are set in VQManager against individual qualifications, and can't be set across whole frameworks. If you wish to set GLH for a whole framework, this is put into VQManager against the 'main aim' qualification for the framework, usually the NVQ.

Once that has been done, users can start to log and report on GLH.

Logging GLH

GLH can be logged in the learner's Activity Log by the following users:

- Learner
- Assessor
- IV

Follow this procedure to log GLH (see the image on the page which follows):

Step	Action
1	On the Activity Log belonging to the relevant learner, add the activity detail in the Add New Log section.
2	Click on the title Guided Learning Hours to open the twisty and reveal the GLH section of the form.
3	Click on the Start Time and End Time boxes, and use the sliders to select the times.
4	Click on the Duration box, and use the sliders to select the number of hours and minutes you want to record.
5	Select the relevant description for the GLH between the two options: <ul style="list-style-type: none"> • On the job • Off the job
6	Select the qualification against which the GLH will be logged from the list. Note: <ul style="list-style-type: none"> • Only qualifications that have GLH registered against them will be listed
7	Upload any files relevant to the Activity if necessary
8	Click on the Save button. The Activity Log item and GLH have been logged. In the summary view the GLH can be seen in the GLH? column (highlighted with the red box around it).

VQManager Welcome Karen Willis (Assessor 4275) [Logout options](#) [Help and training](#) ?

Home My learners Assessment tools Reports

Select learner **Hargreaves, Lucy (4276)**

Unit assignments Assessment plans Log evidence Evidence list Question bank Progress reviews Unit status,evidence matrix&signoff Qualification status&signoff **Learner activity log** Search evidence

[Help for this page](#)

▼ Previous logs

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Duration minutes	GLH?	
24/02/2014	24/02/2014	Phone Call	call to Lucy to check work completed for tomorrow	Willis, Karen	11:50	12:30	0:40	0:40	View

▼ Add new log

Step 1

Category **Phone Call**

Summary title

Activity date **24/02/2014**
☐ no date

Activity detail

▼ Guided learning hours **2**

Start time **3**

End time

Duration **4**

On the job ☐ **5**

Off the job ☐

Select qual **Select Qualification to log GLH against if applicable** **6**

► Upload and attach files in support of this activity log **7**

[Save](#) [Cancel](#)

Checking GLH progress

There are a number of places where GLH status reports can be seen:

Assessors and IVs

Assessors and IVs can see GLH status reports in 2 places:

1. On the **Learner progress summary** tab on their respective homepages. This shows how many hours have been logged against how many are required. If you hover your mouse over the numbers, it will break it down to **On the job** and **Off the job**.

▼ Jacobs, Kurt

Qualification	Current completion	Target start date	Target end date	Estimated further hours	Hours logged / Hours required
Diploma in Creative and Digital Media Competence L3 {QCF} {OCR} 500_8357_0	46 %	09/03/2011	09/03/2012	81	1:15 / 8:30
NVQ in Customer Services L2 C&G	6 %	09/03/2011	09/03/2012	108	Not required

2. **Guided learning hours** progress report which can be found under **Reports > Progress**. You will need to select the learners to be included (options are all learners, or one specific learner) and the qualification for which the report will be run. The resultant report shows:
 - a. GLH logged on the job
 - b. GLH logged off the job
 - c. Total GLH logged
 - d. GLH required on the job
 - e. GLH required off the job
 - f. GLH total required
 - g. GLH shortfall/ surplus

Candidate Contact Details Progress Usage Dormancy

☒ GLH achieved ☐ GLH in progress or not required

Guided learning hours (17/05/2011); Diploma in Creative and Digital Media Competence L3 {QCF} {OCR} 500_8357_0

Learner	Current qual % completion	GLH logged on the job	GLH logged off the job	GLH logged total	GLH required on the job	GLH required off the job	GLH required total	GLH shortfall/ surplus
Jacobs, Kurt	46 %	1:15	0:00	1:15	4:00	4:30	8:30	-7:15

Learners

Learners can see their GLH status on the **My Progress Summary** tab on their homepage.

My progress summary To do Info Personal details Messages

▼ A1 Assessor NVQ

Overall qualification % completion to date 94%

Guided learning hours 31%

Unit 1 Assess Candidates using a range of methods 94%

Hovering a mouse over the graph will show the details.

Centre Administrators

Centre administrators can draw a GLH report from the Progress Report section under the Reports menu option.

☐ Assigned qualifications
☐ Action/Assessment plan recorded times
☐ Unit sign-off
☒ Guided learning hours
☐ GAP analysis
☐ Progress reviews

Select learner(s) All learners
 Select qualification(s) All qualifications

[View report](#)

What do you need to do to have GLH switched on?

In order to get GLH switched on please complete this table and return to SkillWise for each qualification which needs GLH:

Organisation	Qualification name and number	Number of GLH required on the job	Number of GLH required off the job