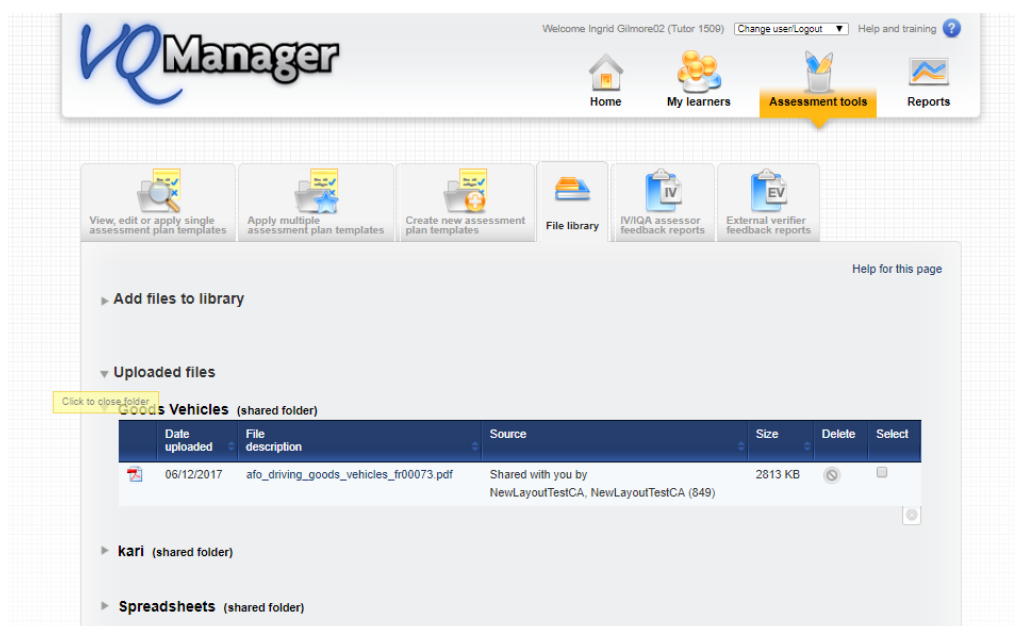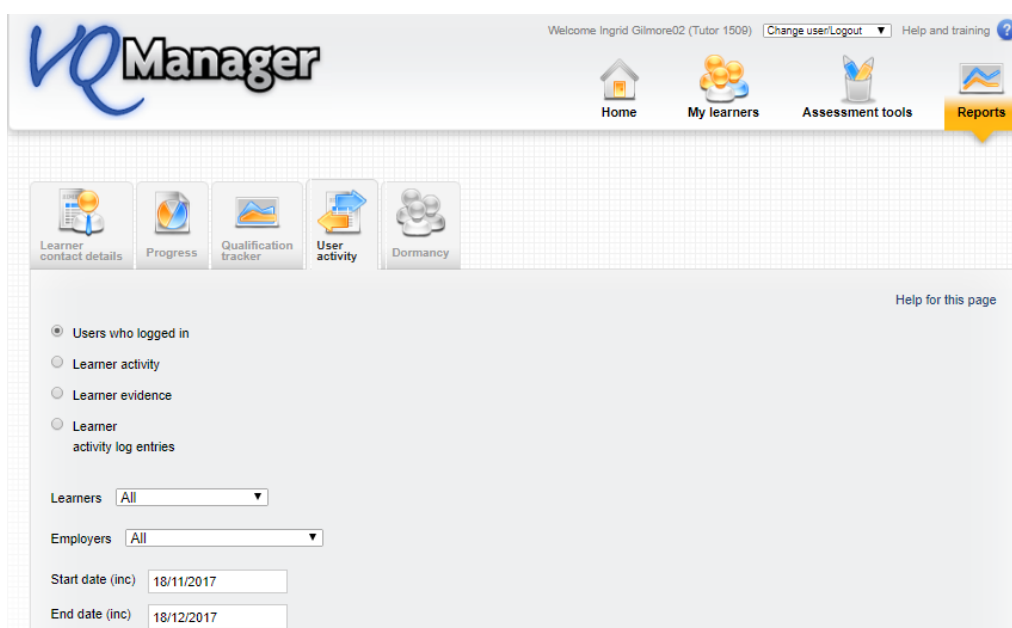# VQManager enhancements December 2017

Twisties added to folders in File Library

We have added twisties to the folders within the File Library. Select the triangle to close or open the folder.

User who logged in report – add employer field

We have added an employer field to this report to enable filtering by this category.

New Report - Learner evidence

We have created a new report called Learner Evidence to show additional information, namely:

       Number of evidence items waiting to be actioned by Expert Witness
       Number of evidence items waiting to be actioned by Assessor
       Number of evidence items set to IQA
       Date of last submission

This report is available in "view" and also "download" form and is available to Centre Admin, Assessor, IQA, Line Manager and OSU.


Learner evidence report, 18/12/2017

Learner	Assessor	Employer	Number of evidence	Evidence waiting for supervising pharmacist	Evidence items waiting action from assessor	Evidence items sent for verification	Date of last submission
2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)		2	1			08/08/2017
AAA111, AAA111 (968)	Krabbappel, Edna (6)	Boots UK Ltd	4	3			22/11/2017
Bangisa, Janice (712)	Krabbappel, Edna (6)	Virgin Active - Chelmsford	18	2	10		19/07/2017
Flanders, Rod (7)	Krabbappel, Edna (6)		91	10	65		28/06/2017
Gillett, Graham (38)	Krabbappel, Edna (6)		13	1	10		14/11/2017

New Report - Learner activity log entries

We have created a new report called Learner activity log entries to show additional information, namely:

>Number of logs in the Learner Activity Log (regardless of who logged them)
>Number of logs added by learner
>Number of logs added by assessor
>Number of logs added by IQA
>Number of logs added by EQA

This report is available in "view" and also "download" form and is available to Centre Admin, Assessor, IQA, Line Manager and OSU.

Learner confirmation not required in Assessment Plan

Where learner confirmation isn't requested/required for an assessment plan a new message has been added saying just that.
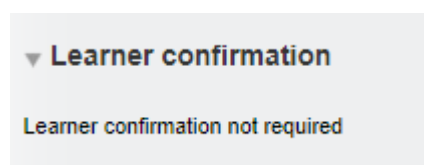
Learner Activity Log changes added to Assessor To Do list

We have added a notification for assessors where the learners (or users other than themselves) have added or altered an item in the Learner Activity Log.
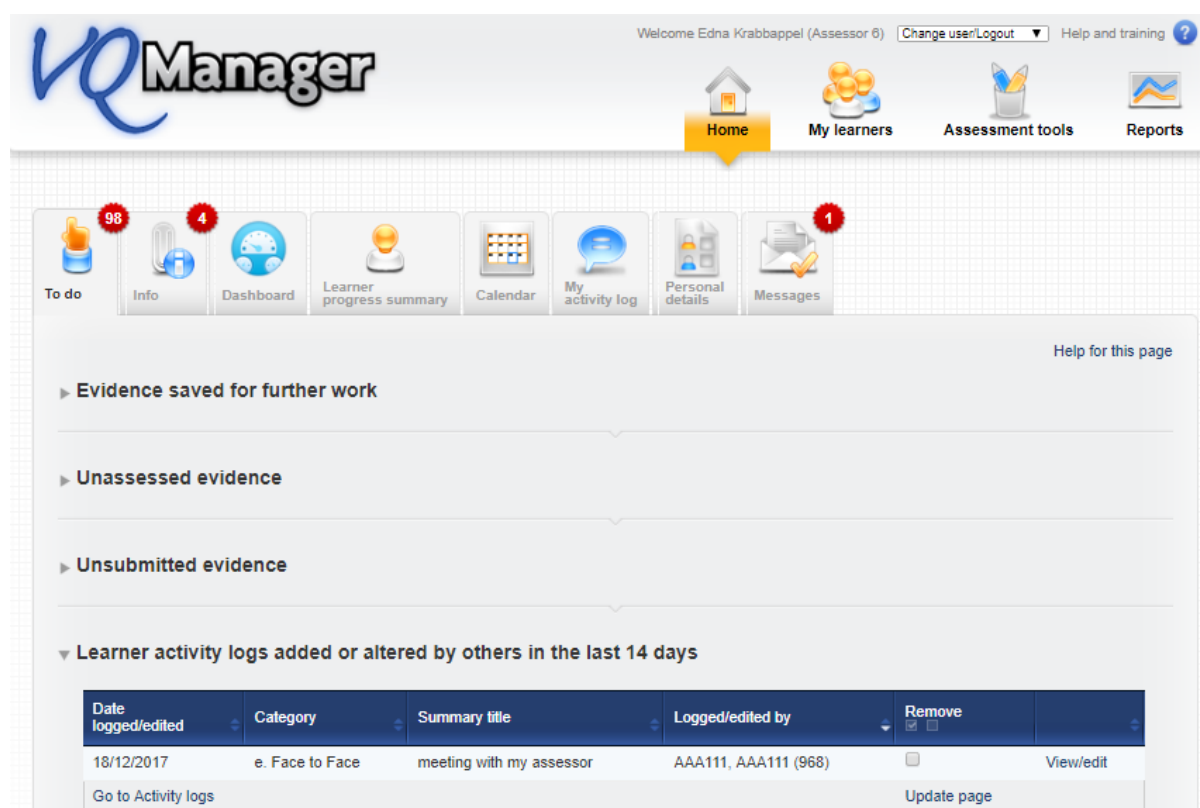
Sharing folders in file library as well as files

Centre Admins / File Librarians are now able to share the folder a file in is, as well as the file itself.

When they select a file to share, users can tick a box 'share in folder'. This will copy the file to the target users, and place it in a folder with the same name.

If subsequent files are shared from the same folder, they will appear together in the one folder for the target users.

The names of shared folders cannot be edited by target users. However, they can move copied files out of the shared folder into folders of their own creation if they prefer.

Select the files to share (all from a particular folder if required) and then select who you wish to share the files with.

Select the assessor or "share with all assessors".

"Save in folder - Good Vehicles" in the example above will move all selected files into a folder of the recipient called "Good Vehicles".

The folder is shown to be a shared folder.

New Dashboard report - Evidence logged in last x days

For the Assessor, we have added a new Dashboard graph showing when evidence was last logged for a learner. Some learners don't log their own evidence, so this data includes all evidence logged whether it is by the Learner, Trainee Assessor or Qualified Assessor. Normal settings are available using the cog icon to set the date range.

Work has been completed to improve the creation and assigning of frameworks

Framework creation

Frameworks can be created by the Org Admin to include a bundle of qualifications for an Apprenticeship, for example a main aim, Functional Skills and ERR, or Standards and a Programme of Delivery.

The Org Admin links the quals into Framework. This function will appear in the My Organisation tab.

The Framework will need a title, and the quals selected. Start and end dates are set later. The framework can be edited if the constituent qualifications change. This will not affect learners already assigned the previous set of qualifications.

Assignment of Framework to learner

In the learner's User Profile, the Centre Admin can assign the Framework and add the start and end dates. The default units can also be assigned at this point by ticking the 'assign default units' box. If the default units button is greyed out, no default units have been set for that qualification, as currently happens when assigning individual qualifications.

When you select "Assign framework" a pop up appears.

After assigning the framework, Centre Admins can scroll down to the individual quals and adjust the start and end dates individually if required.

Allow Centre Admin to see Employer list and add new Employers

We have added the ability for the Centre Admin rather than just the Org Admin to see and add to the Employer list.

Note that this list still pertains to all centres in your Org, so if you have more than one centre for live users, you will need to include relevant employers for all centres in a single list on VQManager.

Add Curriculum Area to bulk edit function

We have added the ability to assign and remove learners from a curriculum area in bulk.

Add pop-up warning if user is saving evidence with no attachment

We have added a pop up reminder for both Learners and Assessors where evidence is created with no attachment. This is simply to remind them that no attachment has been added in case they have forgotten. If no attachment was intended "Ok" closes the popup, and saves the evidence.
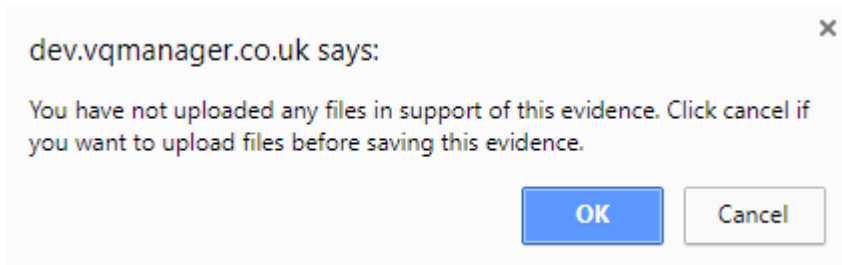
Archiving of quals that have expired

Previously, when a qualification expired, and all learners have finished working on it, we have needed to remove it altogether from your centre if you wanted to clean up user views.

It is now possible for SkillWise to mark a qual as archived. This means that it is hidden in page views and drop-downs for assessors, and in some screens for the Centre Admin.

The Centre Admin can see an archived qual in a learner's profile where it was assigned to that learner before it was archived. The archived qual will **not** appear in the list to be assigned to new learners.

Centre Admins can also see the archived qual in the IQA and EQA profiles.

IQAs and EQAs can still view evidence associated with archived quals, as can Learners. Learners can still log in and view their work after they have completed the qualification and got their certificate, so we thought this was important.

Link IQAs to specific learners and/or quals

This is a centre switch. *You do not have to have this added to your centre if you are happy for IQAs to be assigned to the Assessors in the way they always have been , so that they automatically view all Learners under those Assessors. This is what it currently looks like:*

The new centre switch allows the CA to link the IQA to specific learners and/or specific quals, as well as specific assessors. This is especially useful in the case where the IQA is working with only some of an assessor's learners; or for example only deals with Functional Skills and not other quals.

When this centre switch is activated, IQA user profiles get the same "associate with users" and "qualification assignments" tables as EQAs. The linking is therefore the same as EQA and Learners and Assessors are chosen individually.

After switching a centre over to the new linking please note that any previous IQA-assessor linking won't automatically carry over into the new IQA "associate with users".