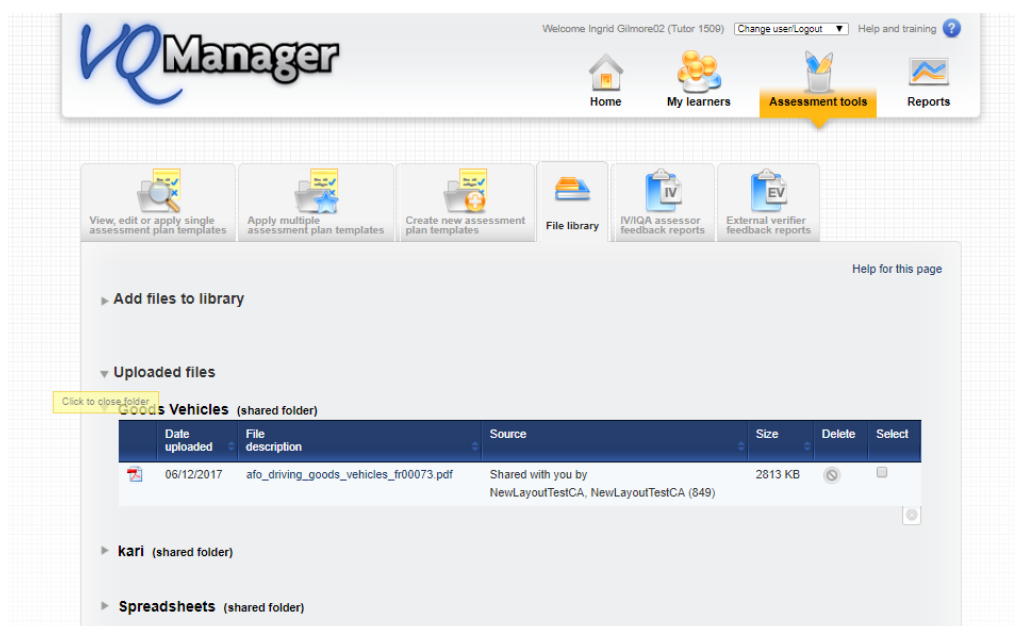


## VQManager enhancements December 2017

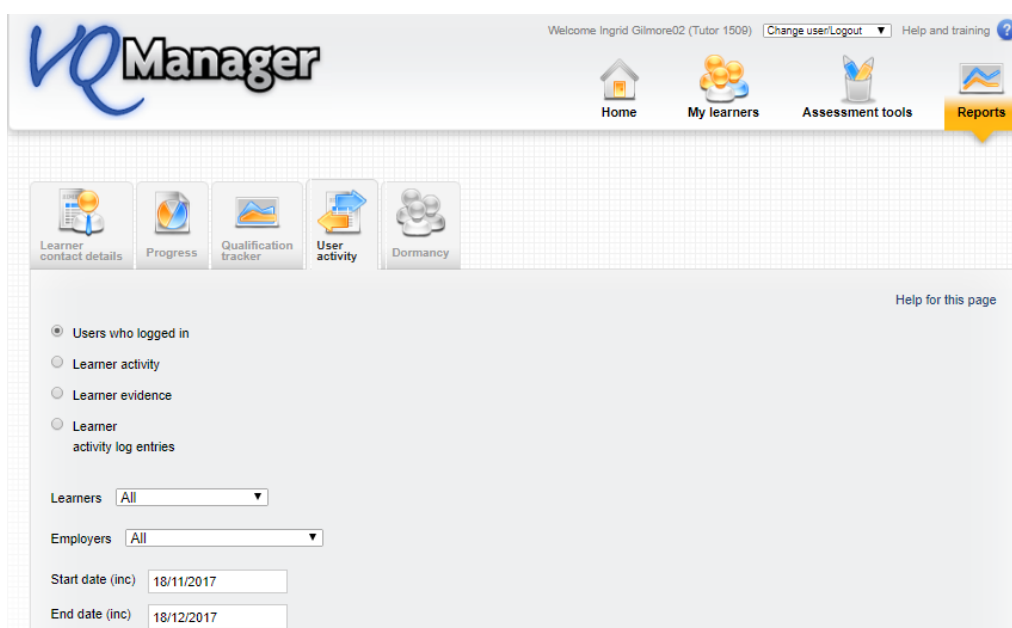
### Twisties added to folders in File Library

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.

The screenshot shows the VQ Manager web application interface. At the top, there is a header with the VQ Manager logo, a welcome message for Ingrid Gilmore02 (Tutor 1509), and links for 'Change user/Logout' and 'Help and training'. Below the header is a navigation bar with icons for Home, My learners, Assessment tools, and Reports. The main content area features a sidebar with icons for Learner contact details, Progress, Qualification tracker, User activity, and Dormancy. The central panel displays a list of report options: Users who logged in, Learner activity, Learner evidence (selected), and Learner activity log entries. At the bottom right of this panel are 'View' and 'Download' buttons.

The screenshot shows the VQ Manager web application interface with the 'Learner evidence report, 18/12/2017' displayed. The table below contains the data for this report.

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.

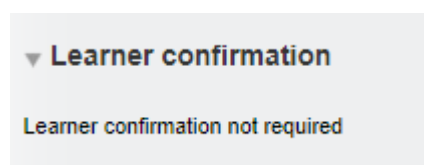
The screenshot shows the VQ Manager interface. At the top, it says 'Welcome Edna Krabbappel (Assessor 6)' with a 'Change user/Logout' dropdown and a 'Help and training' link. Below this is a navigation bar with icons for Home, My learners, Assessment tools, and Reports (which is highlighted). Underneath is a row of icons for Learner contact details, Progress, Qualification tracker, User activity, and Dormancy. The 'User activity' icon is selected. Below this is a list of radio buttons for filtering the report: Users who logged in, Learner activity, Learner evidence, and Learner activity log entries (which is selected). At the bottom right of this section are 'View' and 'Download' buttons.

The screenshot shows the VQ Manager interface with the 'Learner activity log entries report, 18/12/2017' displayed. The report is a table with the following data:

Learner	Assessor	Employer	Number of activity log items	Logged by learner	Logged by assessors	Logged by IQAs	Logged by external verifiers
2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)		1		1		
AAA111, AAA111 (968)	Krabbappel, Edna (6)	Boots UK Ltd	2	1	1		
Bangisa, Janice (712)	Krabbappel, Edna (6)	Virgin Active - Chelmsford					
Flanders, Rod (7)	Krabbappel, Edna (6)		7	2	5		
Gillett, Graham (38)	Krabbappel, Edna (6)		5	1	4		

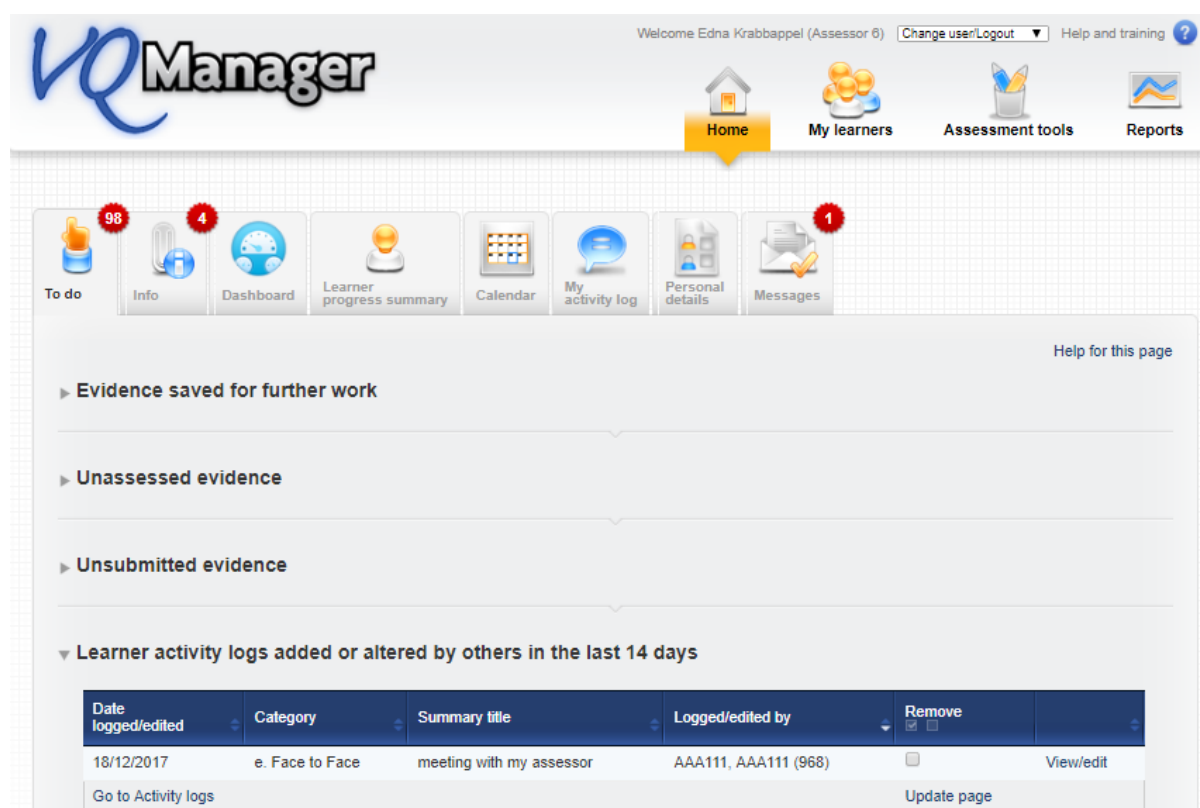
### Learner confirmation not required in Assessment Plan

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.

VQ Manager

Welcome NewLayoutTestCA, NewLayoutTestCA (Centre administrator 849) Logout options Help and training

Home Qualifications My centre Users Reports

To do Dashboard File library Messages Personal details

► Add files to library

▼ Uploaded files

► Default folder Move selected files here

▼ Goods Vehicles Move selected files here Delete this folder (files will be moved to default folder)

	Date uploaded	File description	Source	Size	Sharing	Delete	Select
	06/12/2017	afo_driving_goods_vehicles_fr00073.pdf	Uploaded by you	2813 KB	Learners (None) Assessors (14) IV/IQAs (None) External verifiers (None)		
	06/12/2017	test document 1.docx	Uploaded by you	10 KB	Learners (All) Assessors (4) IV/IQAs (None) External verifiers (None)		

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

Library file sharing - Google Chrome

dev.vqmanager.co.uk/cgi/radSVQ.cgi/lfs?&r=849&i=dglfmdcclcfckclfvrlglg&osu=0&ap=1&lfid=119&fn=afo\_driving\_goods\_vehicles\_fr00073\_1[1].pdf&afsn=Goods%...

▼ Library file sharing with assessors: afo\_driving\_goods\_vehicles\_fr00073\_1[1].pdf

☐ Share with all assessors  
(this will ensure that the file is automatically shared with all assessors added to your centre in the future)

☒ Share in folder: Goods Vehicles  
(any previous sharing in a different folder won't be affected)

Name	Select all / Deselect all
Gilmore02, Ingrid (1509)	<input checked="" type="checkbox"/>
Jackman, Hugh (903)	<input checked="" type="checkbox"/>
JTTestQ, JTTestQ (885)	<input checked="" type="checkbox"/>
JTTestT, JTTestT (886)	<input checked="" type="checkbox"/>
JW, JWASSESSOR (880)	<input checked="" type="checkbox"/>
JWTRASSESSOR, JWTRASSESSOR (881)	<input checked="" type="checkbox"/>
Kramer, Solly (1062)	<input checked="" type="checkbox"/>
NewLayoutTestAsse1, NewLayoutTestAsse1 (850)	<input checked="" type="checkbox"/>
Page, Hugh (875)	<input checked="" type="checkbox"/>
Pretorius, Andre (869)	<input checked="" type="checkbox"/>
Smith02, Anne (963)	<input checked="" type="checkbox"/>
Smith10, Anne (899)	<input checked="" type="checkbox"/>
Smith11, Anne (900)	<input checked="" type="checkbox"/>

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”.

**VQManager** Welcome Ingrid Gilmore02 (Tutor 1509) [Change user/Logout](#) [Help and training](#)

Home My learners **Assessment tools** Reports

View, edit or apply single assessment plan templates Apply multiple assessment plan templates Create new assessment plan templates File library IV/IQA assessor feedback reports External verifier feedback reports

Help for this page

► Add files to library

▼ Uploaded files

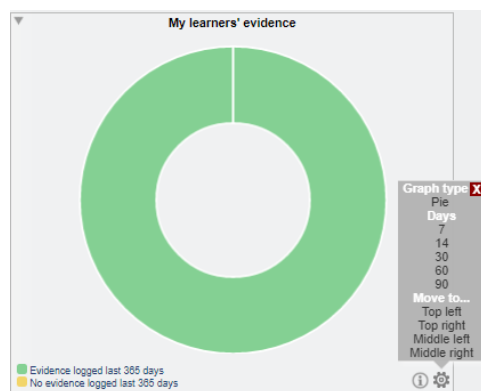
▼ **Goods Vehicles** (shared folder)

	Date uploaded	File description	Source	Size	Delete	Select
	06/12/2017	afo_driving_goods_vehicles_fr00073.pdf	Shared with you by NewLayoutTestCA, NewLayoutTestCA (849)	2813 KB		

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.



VQManager e-portfolio by SkillWise - Google Chrome

dev.vqmanager.co.uk/cgi/radSVQ.cgi/ddd?&r=1509&i=dkcccklfrmvrdmmvcdslk&uuiid=%2717E0CC09-706C-4DBD-A5F7-ECABFB2EA63D%27&dbt=6&dbd=3

My learners' evidence: All (A + G)  
Report generated for: Ingrid Gilmore02 (Assessor)  
Date: 18/12/2017 13:09

☒ RAG ☒ Employer ☒ Curriculum area

RAG	Learner	Start date	Last submission	Evidence logged last 365 days	Total number of evidence items	Employer	Curriculum area
	Farrell, Susan (876)	17/01/2011	18/12/2017	1	2		

Download Close

## 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 screenshot shows the VQ Manager web interface. At the top, there is a header with the VQ Manager logo, a welcome message for the Org Admin, and navigation links for Home, My organisation (highlighted), and Users. Below the header is a blue bar with the Organisation dropdown set to 'VQ Manager (1)'. A row of icons represents various functions: Qualification options, Frameworks, Minimum requirements, Curriculum area, New curriculum area, Employers, and New employer. The main content area is for creating a framework. It features a 'Framework' dropdown menu with a list of options: 'New framework' (selected), 'New framework', 'Quickmap Test Framework 1 (1)', 'Kempton Park Framework of Excellence (2)', 'Pharmacy 2012 Framework Test (3)', 'Hair and Beauty for 2013 (4)', and 'Pharmacy (5)'. Below this is a 'Framework title' field with the text 'A1 Assessor'. At the bottom, there is a table titled 'Qualifications in the selected framework' with a 'Select' column. The table lists two qualifications: 'A1 Assessor NVQ (4)' and 'A1 Assessor SVQ (5)', both of which have checkboxes in the 'Select' column that are currently checked.

Qualifications in the selected framework		Select
A1 Assessor NVQ (4)		<input checked="" type="checkbox"/>
A1 Assessor SVQ (5)		<input checked="" type="checkbox"/>

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.

Learner framework assignments				
Frameworks	Start date	End date	Assign default units	Assign framework
Quickmap Test Framework 1 (1)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hair and Beauty for 2013 (4)	<input type="text" value="01/12/2017"/>	<input type="text" value="02/12/2018"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pharmacy 2012 Framework Test (3)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kempton Park Framework of Excellence (2)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you select “Assign framework” a pop up appears.

dev.vqmanager.co.uk says:

Click the OK button if you wish the following qualification(s) to be assigned to the learner:

Key Skills

(Any archived quals and any that are not available in this centre are excluded.)

The framework start dates, end dates and default units (where applicable) will also be copied to the qualifications.

OK
Cancel

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

Learner qualification assignments				
Qualifications	Assign qualification	Start date	End date	Assign default units
Assessor Toolkit - Warehousing Apprenticeship L2 {linking test} (92)	<input type="checkbox"/>			<input type="checkbox"/>
BTEC Certificate in Pharmaceutical Science L2 {QCF} Edexcel 500_9579_1 (95)	<input checked="" type="checkbox"/>	<input type="text" value="Framework date: 18/12/2017"/> <input type="text" value="Specify a different date"/>	<input type="text" value="Framework date: 31/01/2018"/> <input type="text" value="Specify a different date"/>	<input type="checkbox"/>

### 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.



Welcome NewLayoutTestCA NewLayoutTestCA (Centre administrator 849) Logout options Help and training

VQ Manager

Home Qualifications My centre Users Reports

Organisation VQ Manager (1)

Minimum requirements Curriculum area New curriculum area Employers New employer

Employer name

Address

Postcode

Country United Kingdom

Subsidiary of (if applicable) None

### Add Curriculum Area to bulk edit function

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

Welcome NewLayoutTestCA NewLayoutTestCA (Centre administrator 849) Logout options Help and training

VQ Manager

Home Qualifications My centre Users Reports

Organisation VQ Manager

Centre New layout test

Users New user Bulk edit

Remove assessor from learners

Assign assessor to learners

Remove IV/IQA from assessors

Assign IV/IQA to assessors

Remove external verifier from assessors, learners and IV/IQAs

Assign external verifier to assessors, learners and IV/IQAs

Remove line manager from assessors and learners

Assign line manager to assessors and learners

Remove other system user from assessors and learners

Assign other system user to assessors and learners

Remove learners from employer

Assign learners to employer

Change learner status

Remove learners from curriculum area

Assign learners to curriculum area

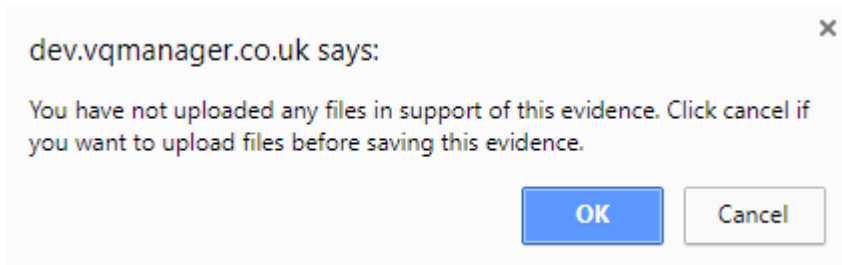
Remove assessor from learners

Action

List learners All

### 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.

Customer Services NVQ - L2 (1) (Archived)	<input checked="" type="checkbox"/>	02/11/2010	02/11/2010	<input type="checkbox"/>
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Centre Admins can also see the archived qual in the IQA and EQA profiles.

Certificate in Warehousing and Storage L2 {QCF} {Edexcel} 501_1061_5 {linking test} (93)	<input type="checkbox"/>
Customer Services NVQ - L2 (1) (Archived)	<input type="checkbox"/>
Diploma for ICT Systems and Principles for IT Professionals L3 (QCF) (C&G) 501_0277_1 (119)	<input type="checkbox"/>

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:

IV/IQA associate with assessors	
Assessor	Select
Gilmore02, Ingrid (1509)	<input checked="" type="checkbox"/>
Jackman, Hugh (903)	<input checked="" type="checkbox"/>
JTTestQ, JTTestQ (885)	<input type="checkbox"/>
JTTestT, JTTestT (886)	<input type="checkbox"/>
JW, JWASSESSOR (880)	<input type="checkbox"/>

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.

Internal verifier associate with users			
Associate with...	Role	Employer	Select
2016_12_16_L_1, 2016_12_16_L_1 (1639)	Learner		<input checked="" type="checkbox"/>
2017_02_13_Wil_test_L_1, 2017_02_13_Wil_test_L_1 (1642)	Learner		<input checked="" type="checkbox"/>
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Learner		<input type="checkbox"/>

Internal verifier qualification assignments	
Qualifications	Select
Assessor Toolkit - Warehousing Apprenticeship L2 {linking test} (92)	<input checked="" type="checkbox"/>
BTEC Certificate in Pharmaceutical Science L2 {QCF} Edexcel 500_9579_1 (95)	<input checked="" type="checkbox"/>
BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)	<input type="checkbox"/>
BTEC in Hairdressing (Test) (76)	<input type="checkbox"/>

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".