

VQManager enhancements February 2018

Altering text in password reset messages

We have changed the wording in the emails triggered by password setting/resetting so that they always read "set" instead of "reset" when the email originates from the centre admin. The user name will now always be included in these emails.

If the user requests this him/herself then it will continue to say "reset" and the user name is not included as they would have had to use this to request the reset.

In summary, here are the time allowances for password set/resets:

- Creation of user in VQManager - 7 days, username included and wording is "set".
- Centre Admin requested – 24hrs, username included and wording is "set".
- Self-requested reset – 24hrs, username not included and wording is "reset".

Allowing IQAs to collaborate and work together

This enhancement is designed to cover functionality required where there is a Trainee IQA who needs supervision, or where there is a Lead IQA who oversees the work of other IQAs in the centre.

Linking IQAs together.

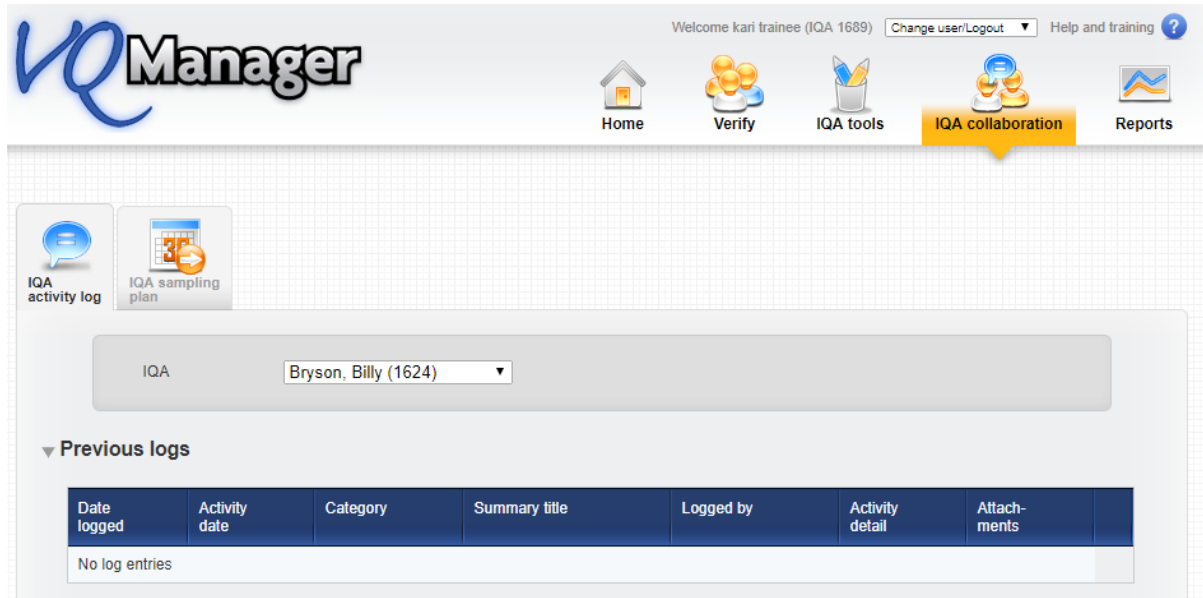
In the IQA User Profile, there is a new section to link IQAs together for this purpose.

IQA collaboration with IQAs

IQA	Select
Bryson, Billy (1624)	<input checked="" type="checkbox"/>
Devine, Summer (966)	<input checked="" type="checkbox"/>
Flanders, Ed (1603)	<input checked="" type="checkbox"/>
Krabbappel, Edna (749)	<input checked="" type="checkbox"/>
Linekar, Gary (1252)	<input checked="" type="checkbox"/>
Svqmoneass, Zack (1609)	<input checked="" type="checkbox"/>
TestIV, TestIV (1584)	<input checked="" type="checkbox"/>
vqmiv, vqmiv (14)	<input checked="" type="checkbox"/>
Waldrom, Thomas (1545)	<input checked="" type="checkbox"/>
Walker, Skye (967)	<input checked="" type="checkbox"/>

New IQA Collaboration tab

When logged in, we have added an 'IQA collaboration' tab, and included under that a Sampling Plan and Activity Log tab, with 'view only' content so the IQA can see what their linked IQAs are doing.

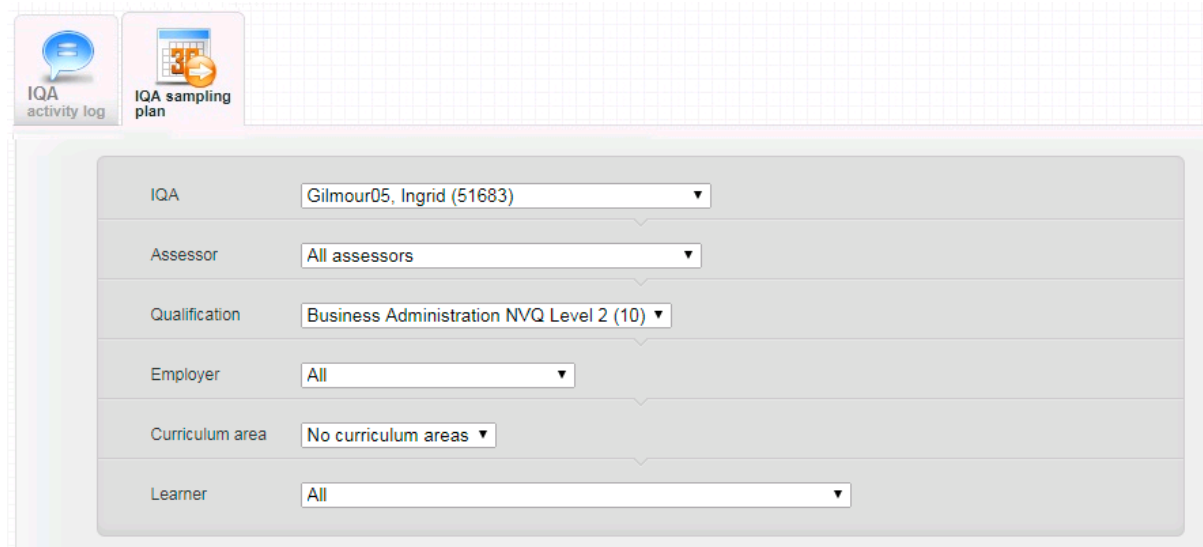


The screenshot shows the VQ Manager dashboard. At the top, there is a navigation bar with the VQ Manager logo on the left and a welcome message "Welcome kari trainee (IQA 1689)" on the right. The navigation bar includes icons for Home, Verify, IQA tools, IQA collaboration (highlighted in yellow), and Reports. Below the navigation bar, there are two tabs: "IQA activity log" and "IQA sampling plan". The main content area features a dropdown menu for "IQA" with "Bryson, Billy (1624)" selected. Below this is a section titled "Previous logs" with a table header containing columns: Date logged, Activity date, Category, Summary title, Logged by, Activity detail, and Attachments. The table currently shows "No log entries".

The reason for this new tab is so that IQAs don't get confused between their own work, and that of others so their own tabs remain where they are, in IQA tools and Home respectively.

Sampling Plan

This is similar to the view the EQA has, and is view only. The IQAs in the drop-down are the IQAs who are linked in the User Profile (see above).



The screenshot shows the "IQA sampling plan" view. It features a dropdown menu for "IQA" with "Gilmour05, Ingrid (51683)" selected. Below this are several other dropdown menus: "Assessor" (All assessors), "Qualification" (Business Administration NVQ Level 2 (10)), "Employer" (All), "Curriculum area" (No curriculum areas), and "Learner" (All).

IQA Activity Log

This is again the same as the EQA view. The user can select an IQA from the ones who are linked in the User Profile in the drop-down. There are options to view existing logs, and also add a new log.

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for 'kari trainee (IQA 1689)', a 'Change user/Logout' dropdown, and a 'Help and training' link. Below this are icons for Home, Verify, IQA tools, IQA collaboration (highlighted), and Reports. The main content area has two tabs: 'IQA activity log' (selected) and 'IQA sampling plan'. A dropdown menu for 'IQA' is set to 'Krabbappel, Edna (749)'. Under 'Previous logs', there is a table with the following data:

Date logged	Activity date	Category	Summary title	Logged by	Activity detail	Attachments
22/01/2018	22/01/2018	Meeting	Meeting - Edna and Summer	Devine, Summer		Edit
22/01/2018	22/01/2018	Reading	Reading around NAS	Krabbappel, Edna		Edit

Below the table is an 'Add new log' section with a 'Category' dropdown set to 'Course' and a 'Summary title' text input field.

New logs will appear in the Activity Log for the 'target' IQA, so they can see what is written and add their own comments. Notifications will be triggered as we see in the tab for other users.

Evidence

Within the Log evidence page there is now a new comments box for IQAs to write comments for each other, not visible to the assessor or learner.

The screenshot shows two text input fields for comments. The first is labeled 'IQA comments to assessor' and the second is labeled 'IQA comments to other IQAs (not visible to assessors)'. At the bottom, there are four buttons: 'Mark as verified', 'Save and return to Assessor for action', 'Save and continue later', and 'Cancel'.

As the system works now, if an IQA verifies evidence and saves to continue later, it appears on all IQA homepages linked to that assessor.

Qualified IQAs can sample the evidence and write comments to the trainee IQA after it's been marked as verified, by clicking on 'View/Re-verify' in the Evidence list. Evidence can be re-verified, so the trainee IQA can go back and correct mistakes at this point.

IQA Feedback Reports

There are no functional changes here, just different advice to users on how to use the system.

In the case of a trainee IQA, the trainee can write a report and click 'save' (rather than 'save and submit to assessor'). The qualified IQA is then able to click on 'view all reports for this assessor' to view it. Only the person who created the report can edit it.

The Rationale tab is already a shared resource for IQAs who have mutual assessors so that can be located as normal in the IQA Tools tab.

Both of these enhancements have been automatically added to your centres.