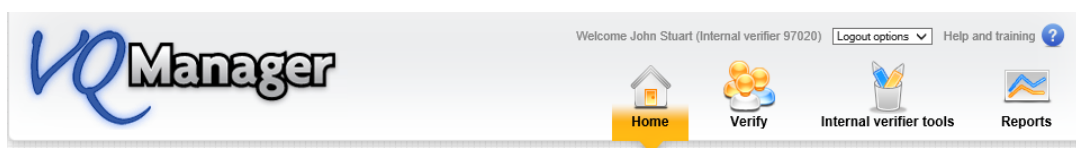


Internal Verifier/Internal Quality Assurer Guide

VQ Manager allows Internal Quality Assurance to be carried out to meet Awarding Organisations requirements.

Home Tab



Go to - Home Page – Learner Progress Summary

Qualification	Current completion	Target start date	Target end date	Estimated further days
Business Administration NVQ Level 3 (11)	100 %	05/11/2014	01/11/2015	0

Select Assessor to view summary of progress of learners allocated to assessors

Qualification	Current completion	Target start date	Target end date	Estimated further days	GLH on the job	GLH off the job
NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X (571)	38 %	05/03/2012	05/03/2013	39	0:00 / 0:50	0:00 / 0:50

- Here you can check progress is on target and estimated further days to complete based on current rate of progress
- You can also check the progress towards meeting GLH requirements that have been set for each qualification

Go to – Home Page – Info Tab

- Here you will see items for your information:
 - Units signed off by assessors – at this point you have the option to:
 - Sample units if part of your sampling activity
 - Remove from Info Tab if not part of sampling activity
 - Qualifications signed off by assessors – at this point you have the option to:
 - View summary of units completed
 - View summative assessor feedback

- Sign off qualification as complete – you should check that all units have been signed off the assessor, confirmed by the candidate if this is required by your IQA policy and appropriate feedback has been given
 - Evidence returned to assessors for action
 - You will be able to view the evidence item and will be able to tell if the evidence has been reviewed by the assessor

Evidence returned to Assessor for action (not yet commenced)

Learner	Date	Evidence number	Qualification	Assessor	
Anderson002, Charles(34759)	29/03/2012	34759/E/497	No qualification / criteria selected	Smith001, Anne(34755)	View / Re-verify

Qualifications signed off in the past 30 days

Learner	Assessor	Qualification	Date signed off	Remove from homepage	
Anderson002, Charles	Smith001, Anne	NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X	29/03/2012	<input type="checkbox"/>	Verify

Units signed off in the past 30 days

Learner	Assessor	Unit	Date signed off	Remove from homepage	
Anderson001, Charles	Smith001, Anne	NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X CU855 Manage personal development	06/03/2012	<input type="checkbox"/>	Verify

Go to – Home Page – To Do

Here you will have actions for you to complete:

- Evidence returned by assessors with actions completed

Evidence re-submitted following action

Learner	Date resubmitted	Evidence number	Qualification	Assessor	
Anderson002, Charles(34759)	29/03/2012	34759/E/497	NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X 1	Smith001, Anne(34755)	Re-verify

- Notifications for sampling plan intentions

Welcome John Stuart (Internal verifier 97020) Logout options Help and training

Home Verify Internal verifier tools Reports

To do Info Learner progress summary My activity log Personal details Messages

Upcoming (next 5 days) and overdue sampling plan dates

Planned date	Learner	Unit	Type	Assessment cycle	Evidence methods	Remove	
27/11/2014	Leigh, Krista (96738)	Whole qualification	Final	Evidence methods	DO, OQ	<input type="checkbox"/>	Sample
31/10/2014	Stuart, Tim (96996)	Whole qualification	Final	Progress reviews		<input type="checkbox"/>	Sample
07/04/2014	Leigh, Krista (96738)	(301) Carry out your responsibilities at work	Final	Evidence methods	WP, WT, WQ	<input type="checkbox"/>	Sample
26/11/2014	Stuart, Tim (96996)	(110) Ensure your own actions reduce risks to health and safety (ENTO)				<input type="checkbox"/>	Sample

Go to – Home Page – My activity log.

Here you can record CPD information gained as an IV/IQA

Welcome John Stuart (Internal verifier 97020) Logout options Help and training

Home Verify Internal verifier tools Reports

To do Info Learner progress summary My activity log Personal details Messages

On this tab you can add or view your own activity logs. It is aimed at keeping track of continuous professional development type activities.

▼ Previous logs

Date logged	Activity date	Category	Summary title	Logged by	Activity detail	Attachments
No log entries						

▼ Add new

Category: Course

Summary title: [input field]

Activity date: 13/02/2015

Verify Tab

Welcome John Stuart (Internal verifier 97020) Logout options Help and training

Home Verify Internal verifier tools Reports

Go to – Verify – Unit assignments

- Select Assessor
- Select Candidate
- View Unit Assignments
 - Here you can check that the correct units/credit values have been allocated to the candidate and the rule of combination have been met to complete the qualification

Select assessor **Smith01, Anne (25405)**

Select learner **Anderson02, Charles (26978)**

Unit assignments | Assessment plans | Evidence list | Question bank | Unit status, evidence matrix and signoff | Qualification status and signoff | Learner activity log | Search evidence

Hide criteria for unassessed evidence

▼ NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X (571)

Unit number	Unit title	Credit value	
CU855	Manage personal development (13334)	4	<input checked="" type="checkbox"/>
CU856	Develop working relationships with colleagues (13335)	3	<input checked="" type="checkbox"/>
CU857	Communicate information and knowledge (13336)	3	<input checked="" type="checkbox"/>
CU761	Set objectives and provide support for team members (13337)	5	<input checked="" type="checkbox"/>
CU858	Plan, allocate and monitor work of a team (13338)	5	<input checked="" type="checkbox"/>

- Assessment Plans
 - Here you can view assessment plans that have been set for the candidate, in progress and complete

Select assessor **Smith01, Anne (25405)**

Select learner **Anderson02, Charles (26978)**

Unit assignments | **Assessment plans** | Evidence list | Question bank | Unit status, evidence matrix and signoff | Qualification status and signoff | Learner activity log | Search evidence

▼ NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X (571)

Units and assessment criteria covered	Date assigned	Target date	Description	Status	Select
1 1.1	27/03/2012	28/03/2012	Test 27/3/12		<input checked="" type="radio"/>
1 1.1, 1.2; 2 2.1, 2.2, 2.3; 3 3.1, 3.2; 4 4.1, 4.2	23/03/2012	23/03/2012	Test 28/9/11		<input type="radio"/>

▼ Assessment plans not linked to criteria

You have not applied an assessment plan to this learner yet.

[View assessment plan](#)

- Evidence list
 - Here you can view the complete evidence list for each assessor/candidate
 - Filter by qualification/unit
 - Verify evidence item by:
 - Evidence method
 - Date submitted

Select assessor: **Smith01. Anne (25405)**

Select learner: **Anderson02. Charles (26978)**

Unit assignments | Assessment plans | Evidence list | Question bank | Unit status, evidence matrix and signoff | Qualification status and signoff | Learner activity log | Search evidence

Select qualification: **NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X (571)**

Select unit: **CU856 . Develop working relationships with colleagues (13335)**

▼ **NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X**

Sort by oldest first

Date created	29/03/2012	Number	26978/E/498	<input checked="" type="checkbox"/> Verify
Method	Work products			
Qualification	Please open the evidence to see the items covered			
Description	wp			
Date created	09/06/2011	Number	26978/E/376	<input checked="" type="checkbox"/> View / Re-verify
Method	Work products			
Qualification	NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X 1, 2, 3, 4, 5			
Description	WP			

Go to Verify –Progress reviews

Here you can read and check progress reviews uploaded for the candidate

Welcome John Stuart (Internal verifier 97020) | Logout options | Help and training

VQ Manager | Home | **Verify** | Internal verifier tools | Reports

Select assessor: **Knee, Sid (96980)**

Select learner: **Leigh, Krista (96738)**

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

▼ **Progress reviews (Leigh, Krista)**

Date logged	Date planned	Actual date	Summary	Logged by	Notes	Attachments
19/03/2013	11/06/2013	02/03/2014	Remote Review	Knee, Sid		View
19/03/2013	03/09/2013	10/02/2014	Remote Review	Knee, Sid		View
19/03/2013	26/11/2013	05/03/2014	Missed Review	Knee, Sid		View
19/03/2013	18/02/2014	06/03/2014	Missed Review	Knee, Sid		View

Go to Verify - Unit Status, evidence matrix, sign off

- Here you can see unit progress

- Select unit to view progress and sign off

Select assessor and learner

- Evidence matrix
 - Here you will see the complete evidence matrix for the unit you have chosen
 - You can view evidence item
 - Verify the evidence item
 - See assessment method
 - Check minimum assessment requirements have been met

Select assessor

Select learner

Unit assignments | Assessment plans | Evidence list | Question bank | **Unit status, evidence matrix and signoff** | Qualification status and signoff | Learner activity log | Search evidence

Date Assessor Summary Description IV date EV date Method Assessment criteria Range statement Knowledge and understanding

Evidence matrix; Anderson02, Charles; NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X

Unit: CU866 Procure supplies

Learning outcome: 1 Be able to identify requirements for supplies.

Evidence	Summary	IV date	Method									Assessment criteria		
			1	2	3	4	5	6	7	8	9	1.1	1.2	
26978/E/499	Order forms and manager statement	Verify	✓		✓								✓	✓
Total		0%	1		1							1	1	
Recommended minimum												1	1	

Click here to view

Click to verify

Hover over to see assessment method

Minimum assessment requirements met, total = green

Use the selectors to show a broader range of columns in the evidence matrix

Unit assignments | Assessment plans | Evidence list | Question bank | **Unit status, evidence matrix and signoff** | Qualification status and signoff | Learner activity log | Search evidence

Date Assessor Summary Description IV date EV date Method Assessment criteria Range statement Knowledge and understanding

Select assessor

Select learner

Unit assignments | Assessment plans | Evidence list | Question bank | **Unit status, evidence matrix and signoff** | Qualification status and signoff | Learner activity log | Search evidence

Date Assessor Summary Description IV date EV date Method Assessment criteria Range statement Knowledge and understanding

Unit status, evidence matrix; Anderson02, Charles; NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X

CU865 Manage knowledge in own area of responsibility

Learning outcome: 1 Be able to understand existing knowledge management in own area of responsibility.

Evidence	Summary	IV date	Method									Assessment criteria		
			1	2	3	4	5	6	7	8	9	1.1	1.2	1.3
26978/E/500	1	29/03/2012	✓									✓	✓	✓
26978/E/501	wt 1	Verify		✓								✓	✓	✓
Total		50%	1	1								2	2	2
Recommended minimum			1									1	1	1

% of evidence verified

Go to Verify - Qualification status, sign off

- View completed units
- Sign off qualification

Welcome John Stuart (Internal verifier 97020)

VQ Manager | Home | **Verify** | Internal verifier tools | Reports

Select assessor

Select learner

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

This tab shows qualification progress for all qualifications which the relevant learner is undertaking. You can sign off a qualification when the learner has completed it.

Qualifications	Start date	End date	Assessor sign-off date	Verified
Business Administration NVQ Level 3 (11)	05/11/2014	01/11/2015	30/12/2014	<input type="checkbox"/>

Go to Verify - Learner activity log

- Here you can write feedback reports to assessors
- Select assessor
- Select learner (or select not linked to a particular learner)
- Write report and give feedback

The screenshot shows a web interface for writing feedback reports. At the top, there are five tabs: 'Internal verifier assessor feedback reports' (selected), 'External verifier assessor feedback reports', 'Assessor activity log', 'File library', and 'Internal verifier sampling plan'. Below the tabs is a 'Select assessor' dropdown menu with 'Smith03, Anne (27329)' selected. The main area contains a table with the following data:

Date created	Report name	Learner	Date submitted	Date read by assessor	Assessor comments ?	Documents attached ?	Select
29/03/2012	Report 1 - Units 1/2/3 - Assessment methods - Observation/Work Products [42]	Anderson04, Charles	29/03/2012	29/03/2012	Yes	No	<input type="radio"/>
29/03/2012	Report 2 - Units 4/5/6 - Assessment methods - Witness statement/written questions [43]	Anderson04, Charles	29/03/2012		No	No	<input type="radio"/>
29/03/2012	Report 2 - Units 4/5/6 - Assessment methods - Witness statement/written questions [44]	Anderson04, Charles	29/03/2012		No	No	<input checked="" type="radio"/>

At the bottom right of the table area, there are two buttons: 'Write new report' and 'Edit or view'.

Notes:

- A lot of detail can be recorded in report name field
- Documents can be attached
- You can check that the assessor has read the report and made comments
- If you select not linked to a particular learner:

The screenshot shows the 'Report details' section. It has two dropdown menus: 'Select assessor' (set to 'Knee, Sid (96980)') and 'Select learner'. The 'Select learner' dropdown is open, showing a list of options. An arrow points to the first option, 'Not linked to a particular learner'. Other options include 'Jones, Unity (144565)', 'Leigh, Krista (96738)', 'Newbury, Nana (146680)', 'reviews, progress (143633)', 'stuart, patrick (96997)', 'Stuart, Tim (96996)', and 'testing, password (124927)'.

You do not have the option to see the evidence comments section. They only pull through when a specific learner is selected.

The screenshot shows the 'Evidence' section. It contains the following information:

- Evidence number: 96997E/776
- Date created: 07/01/2015
- Date IVd: 26/02/2015
- Candidate: stuart, patrick
- Notes from evidence: Excellent assessing well done

At the bottom, there are three buttons: 'Save and submit to assessor', 'Save', and 'Cancel'.

Important

Each evidence item that has been verified will be 'held' by the system until a report is written, so you will need to think how you will sample in order for the evidence item feedback to be shown in the report.

For example a unit is completed and has 3 pieces of evidence:

Evidence matrix; Anderson03, Charles; NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X

Unit: CU855 Manage personal development

Learning outcome: 1 Be able to identify and agree performance requirements of own work role

Evidence	Summary	IV date	Method									Assessment criteria						
			1	2	3	4	5	6	7	8	9	1.1						
36088/E/508	Unit 1 Assignment	Verify	✓															
36088/E/509	Unit 1 Written questions	Verify					✓											
36088/E/510	Unit 1 Witness statement	Verify		✓														
Total		0%	1	1	1													3
Recommended minimum																		1

Learning outcome: 2 Be able to measure and progress against objectives.

Evidence	Summary	IV date	Method									Assessment criteria						
			1	2	3	4	5	6	7	8	9	2.1						
36088/E/508	Unit 1 Assignment	Verify	✓															
36088/E/509	Unit 1 Written questions	Verify					✓											
36088/E/510	Unit 1 Witness statement	Verify		✓														
Total		0%	1	1	1													3
Recommended minimum																		1

Learning outcome: 3 Be able to identify gaps in skills and knowledge in own performance

Evidence	Summary	IV date	Method									Assessment criteria						
			1	2	3	4	5	6	7	8	9	3.1	3.2	3.3				
36088/E/508	Unit 1 Assignment	Verify	✓															
36088/E/509	Unit 1 Written questions	Verify					✓											
36088/E/510	Unit 1 Witness statement	Verify		✓														
Total		0%	1	1	1													3
Recommended minimum																		1

I decide to verify each piece of evidence for this unit, each piece of evidence has now been verified:

Evidence matrix; Anderson03, Charles; NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X

Unit: CU855 Manage personal development

Learning outcome: 1 Be able to identify and agree performance requirements of own work role

Evidence	Summary	IV date	Method									Assessment criteria						
			1	2	3	4	5	6	7	8	9	1.1						
36088/E/508	Unit 1 Assignment	02/04/2012	✓															
36088/E/509	Unit 1 Written questions	02/04/2012					✓											
36088/E/510	Unit 1 Witness statement	02/04/2012		✓														
Total		100%	1	1	1													3
Recommended minimum																		1

Learning outcome: 2 Be able to measure and progress against objectives.

Evidence	Summary	IV date	Method									Assessment criteria						
			1	2	3	4	5	6	7	8	9	2.1						
36088/E/508	Unit 1 Assignment	02/04/2012	✓															
36088/E/509	Unit 1 Written questions	02/04/2012					✓											
36088/E/510	Unit 1 Witness statement	02/04/2012		✓														
Total		100%	1	1	1													3
Recommended minimum																		1

Learning outcome: 3 Be able to identify gaps in skills and knowledge in own performance

Evidence	Summary	IV date	Method									Assessment criteria						
			1	2	3	4	5	6	7	8	9	3.1	3.2	3.3				
36088/E/508	Unit 1 Assignment	02/04/2012	✓															
36088/E/509	Unit 1 Written questions	02/04/2012					✓											
36088/E/510	Unit 1 Witness statement	02/04/2012		✓														
Total		100%	1	1	1													3
Recommended minimum																		1

Each evidence item and associated feedback is 'held' by the system until I write a report where they will appear as formative feedback:

Select assessor

Select learner

▼ Report details

Feedback Report Name

Team Leading Report 1 - Unit 1 - all evidence items

Learner

Anderson03, Charles

Date

02/04/2012

▼ Internal verifier

Review of assessor

Evidence presented is varied and of a good standard, please consider my points on each evidence type. Overall good work, well done.

▼ Evidence

Evidence number: 36088/E/508

Assessor: Smith01, Anne

Date created: 02/04/2012

Candidate: Anderson03, Charles

Date IVd: 02/04/2012

Elements and performance criteria:

Notes from evidence:

Good assignment work, make sure you check that all of the tasks have been fully completed. You might also consider using some extracts from development plans as additional supporting evidence.

Evidence number: 36088/E/509

Assessor: Smith01, Anne

Date created: 02/04/2012

Candidate: Anderson03, Charles

Date IVd: 02/04/2012

Elements and performance criteria:

Notes from evidence:

Overall good answers.

Evidence number: 36088/E/510

Assessor: Smith01, Anne

Date created: 02/04/2012

Candidate: Anderson03, Charles

Date IVd: 02/04/2012

Elements and performance criteria:

Notes from evidence:

I would like to have seen a little more detail in the statement.

Go to – IV Tools – External verifier feedback reports

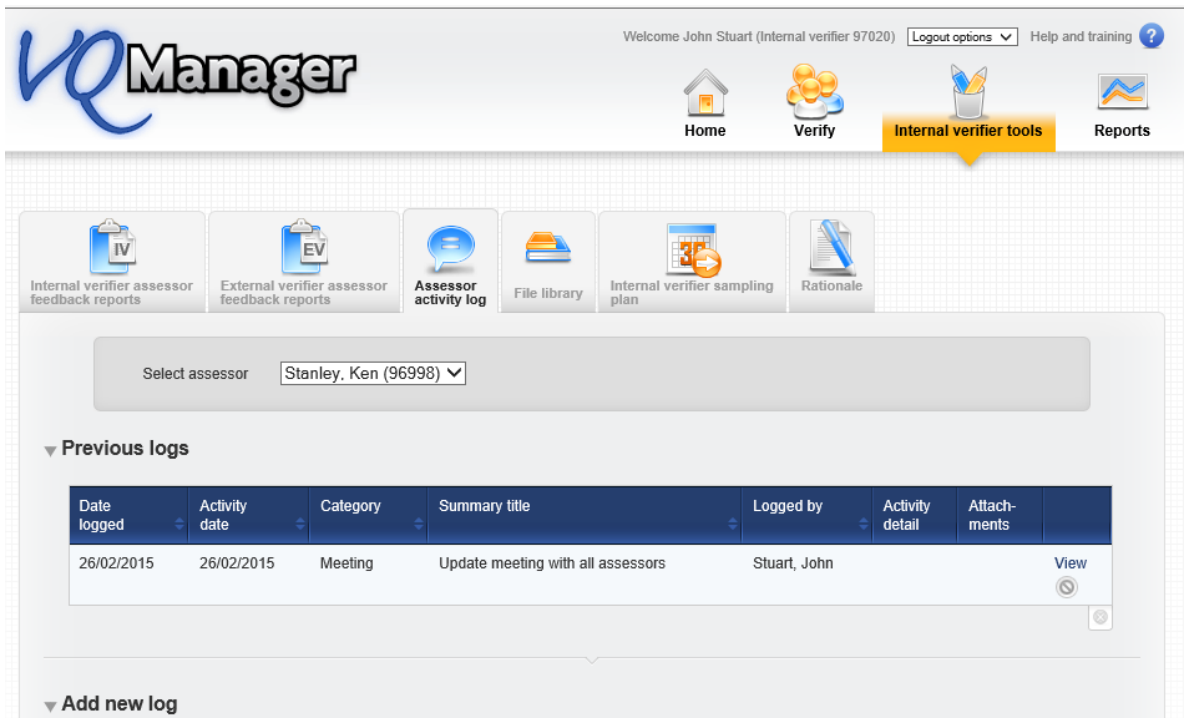
- Here you can view External verifier feedback reports:

The screenshot shows the VQ Manager dashboard. At the top, the logo 'VQ Manager' is on the left, and the user 'Welcome Alan Shearer (External verifier 1253)' is on the right with a 'Logout options' dropdown and a 'Help and training' link. Below the header are navigation icons for Home, Verify, EV tools (highlighted), and Reports. A central menu contains icons for External verifier feedback reports, IQA assessor feedback reports, Assessor activity log, IQA activity log, File library, IQA sampling plan, and Rationale. The main content area features a 'Select IQA' dropdown set to 'Devine, Summer (966)' and a 'Select assessor' dropdown with a list of options: 'No specific assessor', 'Bryson, Billy (912)', and 'Sampson, Holly (958)'. Below the dropdowns, it states 'There are no feedback reports for this IQA'. At the bottom right of the main area are three buttons: 'List all reports', 'Write new report', and 'Edit or view'.

The screenshot shows the 'Report details' form. It has a title 'Report details' with a dropdown arrow. The form contains a 'Feedback Report Name' text input field. Below it is a 'Date' field with the value '05/04/2016'. There is a checkbox labeled 'Share this report with the assessor?' which is currently unchecked. Below the checkbox is a 'Review of IQA' text area. At the bottom right of the form are three buttons: 'Save and submit to IQA', 'Save', and 'Cancel'.

Go to – IV Tools - Assessor Activity Log

- Here you can view activity log entries made by the assessor
- Make assessor activity log entries – support comments etc.



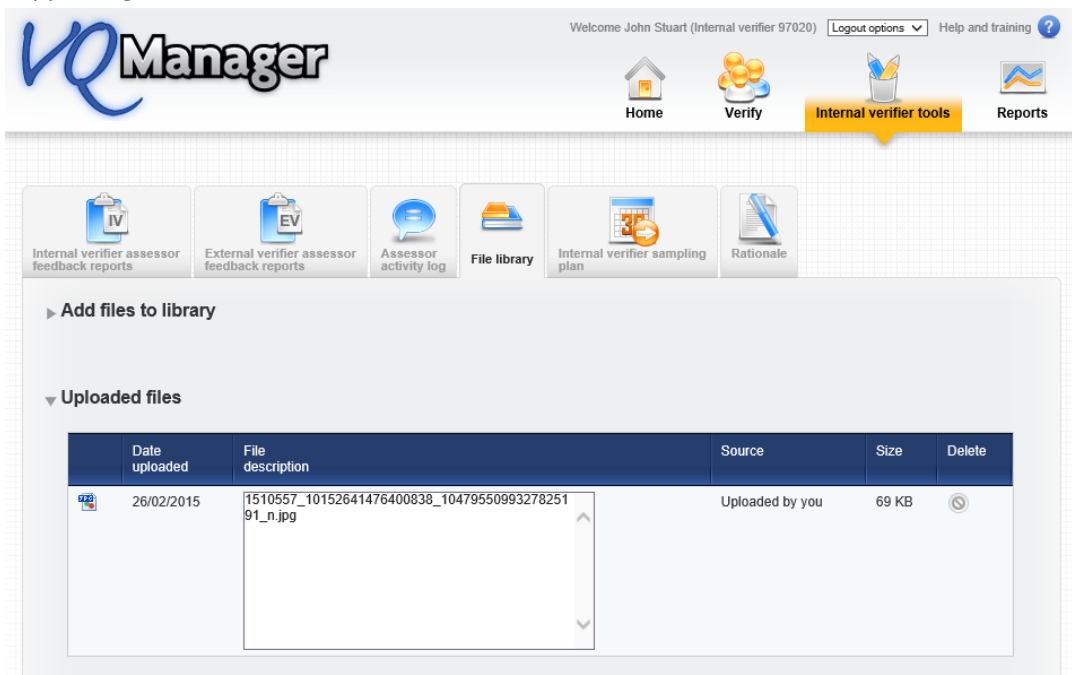
The screenshot shows the VQ Manager interface for the Assessor Activity Log. At the top, the user is logged in as John Stuart (Internal verifier 97020). The navigation bar includes Home, Verify, Internal verifier tools (highlighted), and Reports. Below this, a row of icons represents various tools: Internal verifier assessor feedback reports, External verifier assessor feedback reports, Assessor activity log (selected), File library, Internal verifier sampling plan, and Rationale. A dropdown menu for 'Select assessor' is set to 'Stanley, Ken (96998)'. The 'Previous logs' section contains a table with the following data:

Date logged	Activity date	Category	Summary title	Logged by	Activity detail	Attachments	
26/02/2015	26/02/2015	Meeting	Update meeting with all assessors	Stuart, John			View


Below the table is an 'Add new log' button.

Go to – IV Tools - File library

- Here you can upload documents/supporting materials etc. for use in the IQA process or for supporting assessors



The screenshot shows the VQ Manager interface for the File Library. The user is logged in as John Stuart (Internal verifier 97020). The navigation bar includes Home, Verify, Internal verifier tools (highlighted), and Reports. Below this, a row of icons represents various tools: Internal verifier assessor feedback reports, External verifier assessor feedback reports, Assessor activity log, File library (selected), Internal verifier sampling plan, and Rationale. The 'Add files to library' section is visible. The 'Uploaded files' section contains a table with the following data:

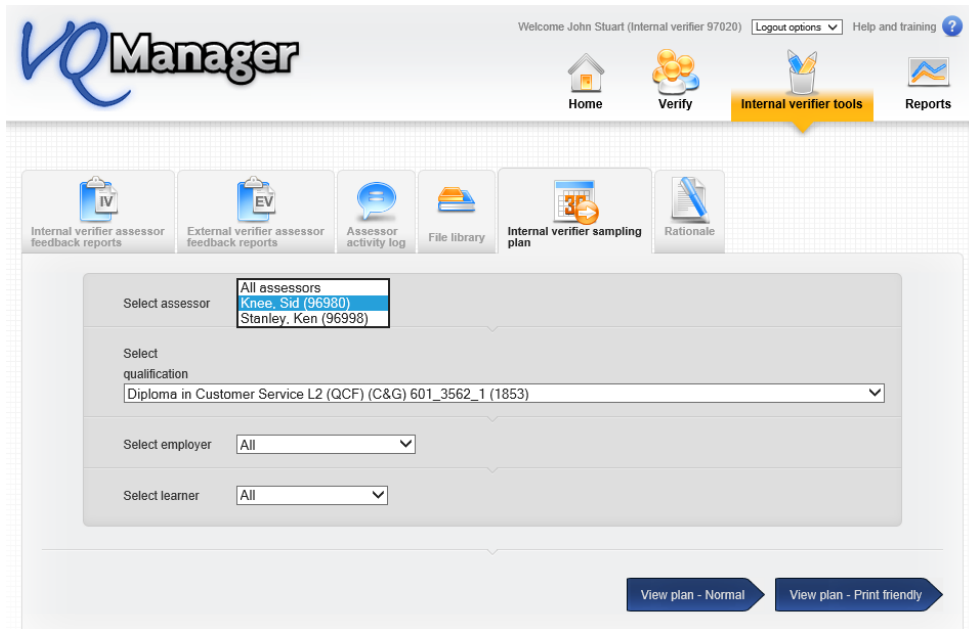
	Date uploaded	File description	Source	Size	Delete
	26/02/2015	1510557_10152641476400838_1047955099327825191_n.jpg	Uploaded by you	69 KB	Delete

Go to – IV Tools – Internal Verifier Sampling Plan

A sampling plan can be set using the dropdowns in the grey area and can be filtered by:

- Assessor
- Qualification
- Employer
- Learner.

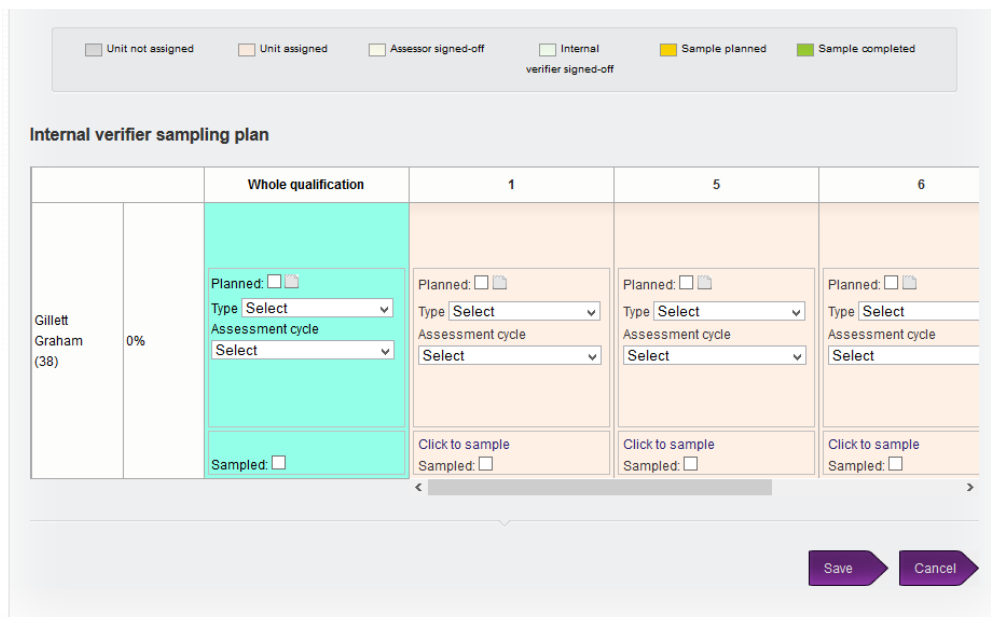
You are also able to select “All” assessors to allow you to create a sampling plan for all assessors managing a particular qualification. Please be aware this may take a few seconds to load as the plan created will be larger than normal.



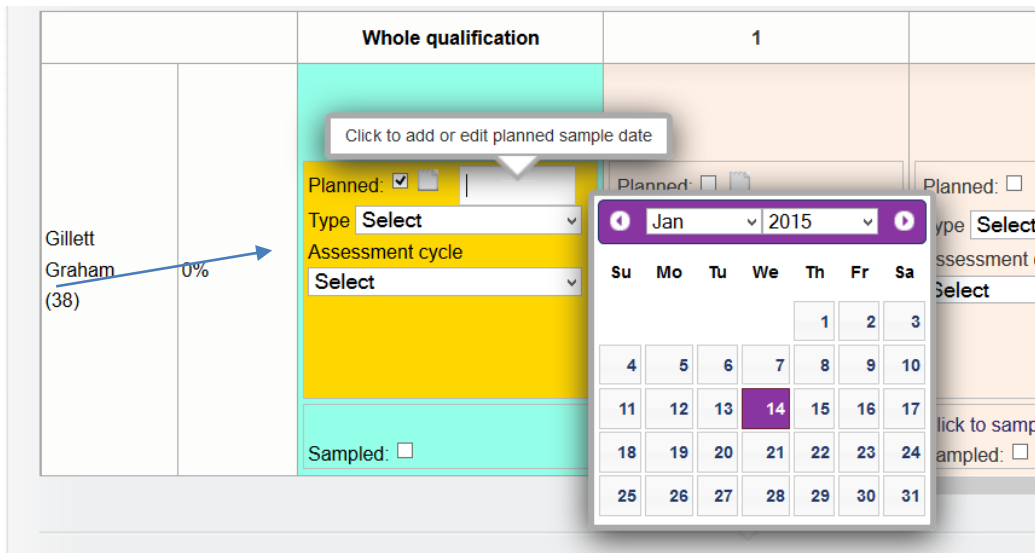
Once the sampling plan is open the first column is fixed so that the learner’s name is always visible. The unit number is repeated throughout the document so if you scroll down this too will always remain visible.

Tip: Click in any box and use the keyboard’s arrows to navigate up or down, left or right. There is no need to scroll to the bottom to use the grey scroll bar to move left or right.

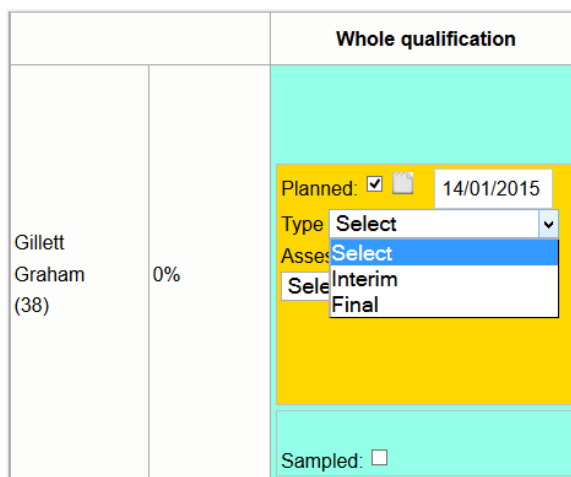
The sampling plan is divided into two areas. The first area (identified in turquoise) allows for a plan to be submitted which is learner specific but not unit specific.



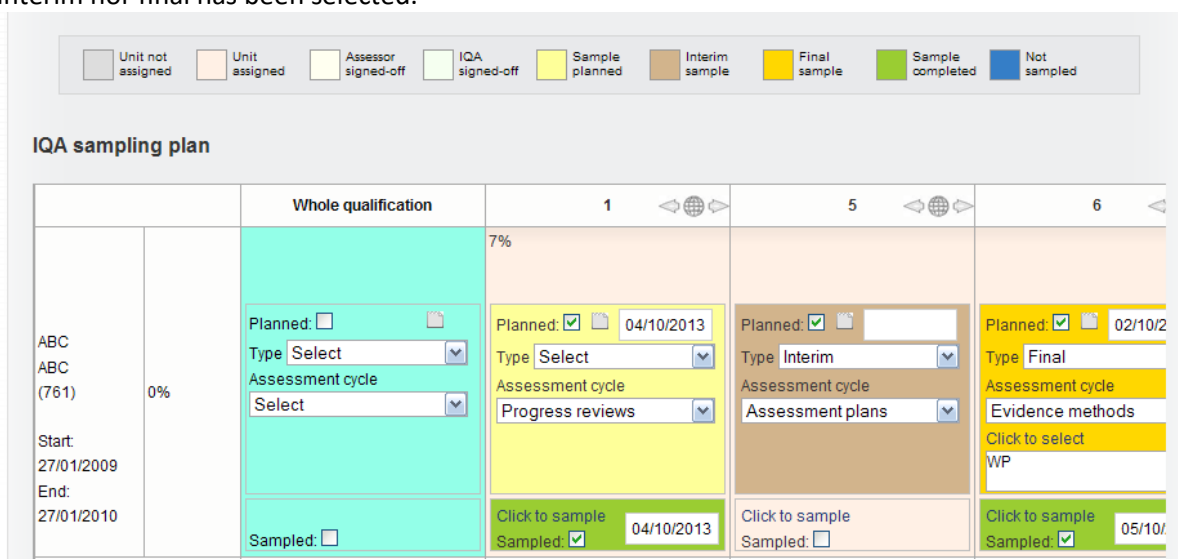
Select "planned" and click in the field to the right, a pop up appears to enable a date to be specified for the planned sample.



Using the "Type" drop down, select either "Interim" or "Final".



The sampling plan has different colours for interim versus final sampling. There is a third colour for situations where neither interim nor final has been selected.



F

From the "Assessment Cycle" select one of the following:

		Whole qualification
Gillett Graham (38)	0%	Planned: <input checked="" type="checkbox"/> 14/01/2015 Type: Interim Assessment cycle: Select Select Evidence methods Assessment plans Progress reviews Observation of assessor Sampling strategy Other (see notes)

If "Evidence methods" is selected you are then able to "Click to select" and then select one or more methods from the new pop up (modelled on your centre's "Log evidence" tab).

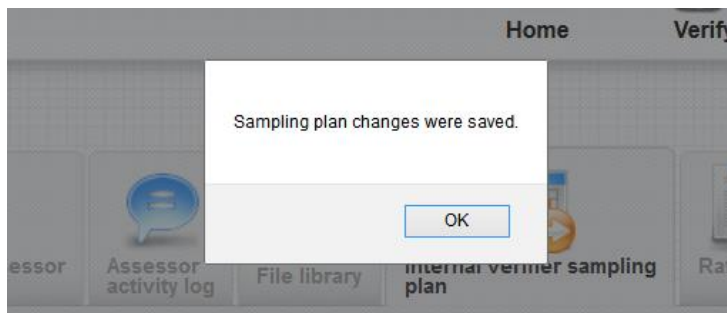
		Whole qualification
Gillett Graham (38)	0%	Planned: <input checked="" type="checkbox"/> 14/01/2015 Type: Interim Assessment cycle: Evidence methods Click to select Sampled: <input type="checkbox"/>

		Whole qualification	1	5								
Gillett Graham (38)	0%	Planned: <input checked="" type="checkbox"/> 14/01/2015 Type: Interim Assessment cycle: Evidence methods	Planned: <input type="checkbox"/> Type: Select Assessment cycle: Select	Planned: <input type="checkbox"/> Type: Select Assessment cycle: Select								
		<div style="border: 1px solid black; padding: 5px;"> <p align="center">IV sampling plan evidence methods Learner: Gillett, Graham (38) Unit: Whole qualification</p> <table border="0"> <tr> <td><input type="checkbox"/> Work products</td> <td><input type="checkbox"/> Direct observation</td> </tr> <tr> <td><input type="checkbox"/> Witness testimony</td> <td><input type="checkbox"/> Oral questions</td> </tr> <tr> <td><input type="checkbox"/> Written questions</td> <td><input type="checkbox"/> Candidate feedback statement</td> </tr> <tr> <td><input type="checkbox"/> Simulation / storyboard</td> <td><input type="checkbox"/> Accredited prior learning</td> </tr> <tr> <td><input type="checkbox"/> Professional discussion</td> <td></td> </tr> </table> <p align="right">OK Cancel</p> </div>			<input type="checkbox"/> Work products	<input type="checkbox"/> Direct observation	<input type="checkbox"/> Witness testimony	<input type="checkbox"/> Oral questions	<input type="checkbox"/> Written questions	<input type="checkbox"/> Candidate feedback statement	<input type="checkbox"/> Simulation / storyboard	<input type="checkbox"/> Accredited prior learning
<input type="checkbox"/> Work products	<input type="checkbox"/> Direct observation											
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<input type="checkbox"/> Professional discussion												

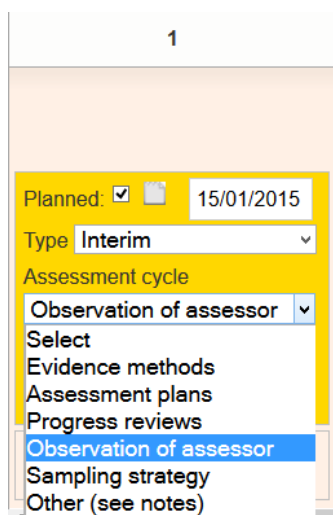
By clicking in a specific cell the pop up will close and you will be taken directly to that cell. Always make sure you “save” any additions or changes you make.



You will see a pop up advising you that any additions or changes you have made have been saved.



If you intend to sample a specific unit, the process and all the options are exactly the same:



For an IV with many learners, it's hard for you to keep track of all the dates you've put in the sampling plan, so you run quite a risk of overlooking planned dates and thus falling foul of the awarding body. There is a built in reminder on the IV home page (very much like the one which reminds learners of overdue assessment plan dates) which shows the IV sampling that is due within the next 5 days. If you overshoots this date the reminder turns red.

Internal verifier evidence rating

Valid

Current

Authentic

Sufficient

Relevant

Unit not sampled

I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.

There is also a check box when you sign a unit off called “unit not sampled”. This allows you to sign off the units without declaring that you have checked all the content.

Internal verifier evidence rating

Valid

Current

Authentic

Sufficient

Relevant

Mark all

Unit not sampled

I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.

When you tick the “unit not sampled” box when signing off a unit, the lower part of the sampling plan unit box goes blue automatically. This will allow you to look at the sampling plan and know that if the unit is signed off that it has not actually been verified.

Internal verifier sampling plan

		Whole qualification	1	2	3
Leigh Krista (96738)	100%	31/07/2014	100%		
			31/07/2014		
			Planned: <input type="checkbox"/> <input type="checkbox"/>	Planned: <input type="checkbox"/> <input type="checkbox"/>	Planned: <input type="checkbox"/> <input type="checkbox"/>
		Type Select	Type Select	Type Select	Type Select
		Assessment cycle	Assessment cycle	Assessment cycle	Assessment cycle
		Select	Select	Select	Select
		Sampled: <input type="checkbox"/>	Not sampled: <input checked="" type="checkbox"/> 19/08/2014	Click to sample	Click to sample
			Sampled: <input type="checkbox"/>	Sampled: <input type="checkbox"/>	Sampled: <input type="checkbox"/>
		Whole qualification	1	2	3

When you have sampled it, the reminder disappears from the home page.

If you see the reminder but the intended sampling is no longer relevant, you can delete it from the reminder list although the sampling plan view continues to show as your recorded intention.

Upcoming (next 5 days) and overdue sampling plan dates

Planned date	Learner	Unit	Type	Assessment cycle	Evidence methods	Remove
16/12/2011	Gillett, Graham (38)	(110) Ensure your own actions reduce risks to health and safety (ENTO)				<input checked="" type="checkbox"/> <input type="checkbox"/> Sample

Remove the selected items from this page

Go to – IV Tools – Rationale

- Here you select an assessor from the list. Only assessors linked to you as IV/IQA will appear on the list.
- Type in a Summary title for the new Rationale.
- Select a Start date for the new Rationale.
- Select a Target date for the new Rationale. This represents the end of the period for which the Rationale is intended.
- Type in your Rationale intentions. These are your quality assurance intentions for the specific assessor over the period that the Rationale is active.
- Upload and attach a file in support of the Rationale.
- Click the Save button. The new Rationale is saved.

▼ Add new rationale

Summary title

Start date

Target date

Rationale intentions

Completed

Date completed

► Upload and attach files in support of this rationale

Save Cancel

All activity associated with a Rationale is tracked to provide a complete audit trail and can be found at the bottom of each existing Rationale once opened. The audit trail will list the following information:

- **Date** action taken (DD/MM/YYYY)
- **Time** action taken (Hour/ Minute/ Second)
- **Action** taken, e.g.:
 - New Rationale added
 - Rationale intentions added
 - Feedback/ conclusions added
 - File attached
- Content. This can be seen in a Content speech bubble icon. Roll over the icon to see the content.
- User responsible for action (name and VQManager user number)

Additionally, the audit trail tracks changes in content to the following fields:

- **Rationale intentions**
- **Feedback/ conclusions**

Changes can be seen by clicking on the Content speech bubble icon and are displayed above the Audit trail table (see image below).

- Added (new) content is highlight in green.
- Deleted content is highlighted in pink.

▼ **Audit trail**

Before: 2014/04/14 13:07:14

I want Andre to concentrate more on the face to face side of things.

[Close]

Changes (key: Added Deleted)

I want Andre to concentrate more on the face to face side of things. involvement with learners as well as speaking more clearly to them. Communications are important!

After: 2014/04/14 13:09:17

I want Andre to concentrate more on the face to face involvement with learners as well as speaking more clearly to them. Communications are important!

Date	Time	Action	Content	User
2014/04/14	13:07:14	New rationale added		(70)
2014/04/14	13:07:14	Rationale intentions added or changed	I want Andre to concentrate more on the face to face involvement with learners as well as speaking more clearly to them. Communications are important!	(70)
2014/04/14	13:09:17	Rationale intentions added or changed		Jackson, Neil (870)
2014/04/14	14:11:58	Feedback/conclusions added or changed		Jackson, Neil (870)
2014/04/14	14:13:49	Completed selected		Jackson, Neil (870)
2014/04/14	14:13:49	Date achieved selected		Jackson, Neil (870)
2014/04/15	09:00:35	Feedback/conclusions added or changed		Gilmore02, Ingrid (964)

Reports Tab

Go to – Reports – Learner status

- Contact details for learners

Go to – Reports – Progress

- Evidence matrix
- Unit sign-off
- Qualification progress
- Guided learning hours

Go to – Reports – Qualification tracker

Go to – Reports – Usage

VQManager Quality Assurance Checklist for completion

- Unit assignments – are they correct, correct number of credits
- Assessment plans (if used)
 - Are they followed
 - Are they completed and signed off by assessor
- Evidence
 - Feedback given, correct assessment decisions – if not returned to assessor
 - Look at the audit trail
- Units
 - Signed off by assessor, feedback given
 - Confirmed by candidate – feedback from candidate
- Qualification
 - Signed off by assessor, feedback given
 - Confirmed by candidate – feedback from candidate
- Sampling plan
 - Completed for each:
 - Assessor
 - Qualification
- Assessor activity log
 - Entries checked
- Learner activity log,
 - Entries checked
- Reporting
 - Qualification tracker
- Rationale