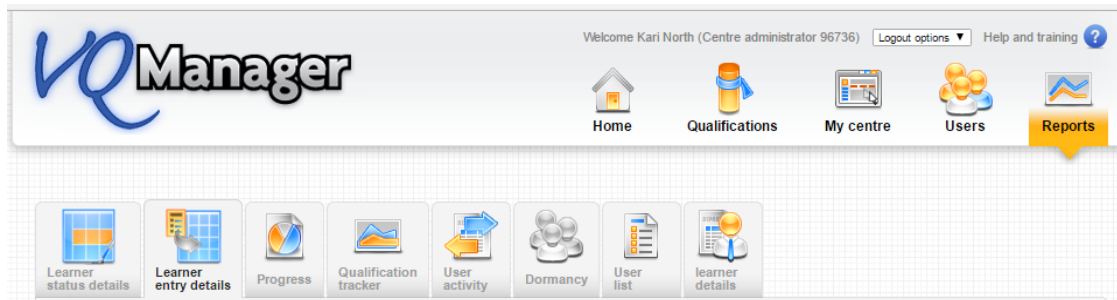# VQManager Enhancements January 2017

Adding to Learner Entry Details report

We have added several new data columns for the Learner Entry details report for the Centre Administrator, namely the following.

Employer
Qual Sign Off Date - assessor
Qual Sign Off Date - IV
Date Results Submitted to Awarding Body
Date Certificate Received
Date Sent Certificate to Learner
Awarding Body - learner enrolment number
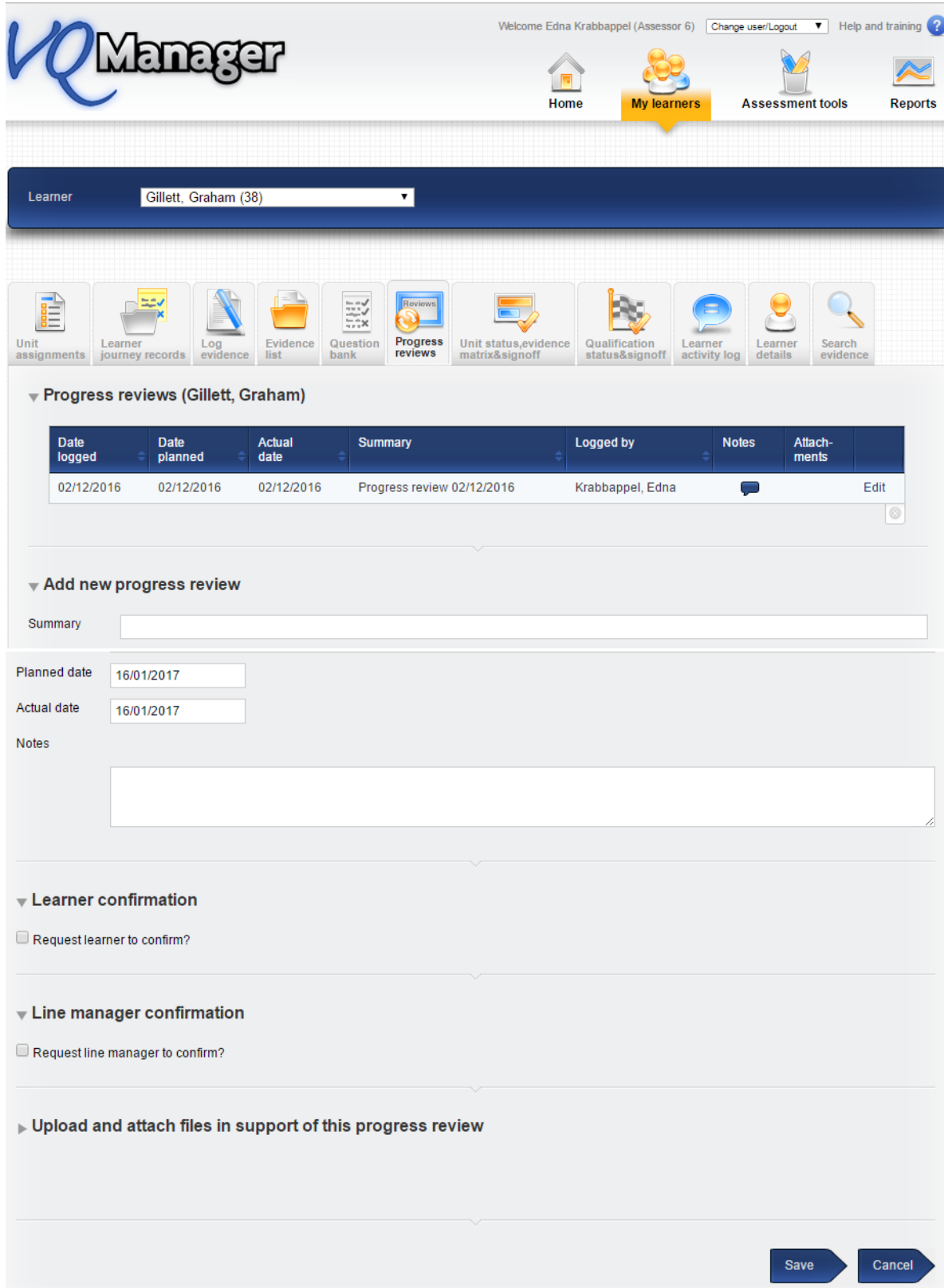Date Registered (awarding body)

Old look

New look

Adding Learner and Line Manager confirmation to Progress Reviews

Assessors are now able to ask Learners and Line Managers, if applicable, (this is hidden if no LM is assigned to that learner) to confirm Progress Reviews. This applies to both pre-set and ad-hoc Progress Reviews.

The audit trail includes an entry as to when the confirmation has been completed.

The Learner receives a notification on the ToDo tab to "View/confirm" the entry. Select the hyperlink to reveal the Progress Review and the confirmation box.

The Line Manager receives a notification on the ToDo tab to "View/confirm" the entry. Select the hyperlink to reveal the Progress Review and the confirmation box.

This is not available to the Other System User, only Line Manager

Add notification for assessor when new learner is added.

We have added a notification for the Assessor on the To Do list when new learners are assigned.

This table has a 'remove' tick box in it so that the assessor can hide the entry if already viewed. There is a link "view" which when selected takes the assessor to that new learner's Unit Assignments page.

Opening criteria when 'select all' is ticked for a group of criteria

When you select the "tick all" icon the unit (or Performance criteria or range – depending on which "tick all" you select) opens up all the relevant ticked criteria beneath.

Because the example below was ticked at unit level, the criterai for the whole unit including PCs and range all become ticked and the elements open up to show you what has been ticked. (Previously you had to open them up to ensure the elements were definitely ticked).

If the selection had been at criteria level, only the criteria would open and not the range.

This function does not work for BTEC – pass, merit, distinction type qualifications due to the way criteria are graded rather than met.

Change to how default units tick box works

Default units are assigned to qualifications by the Organisation Administrator. See the support area for guidance in respect of this functionality, www.skillwise.net/support .   Default units are generally mandatory units but can also be optional units which are *always* completed by your learners doing that particular qualification with your organisation.

Where no default units are set up for that qualification and organisation, the box is greyed out and therefore cannot be ticked and this pop up displays:
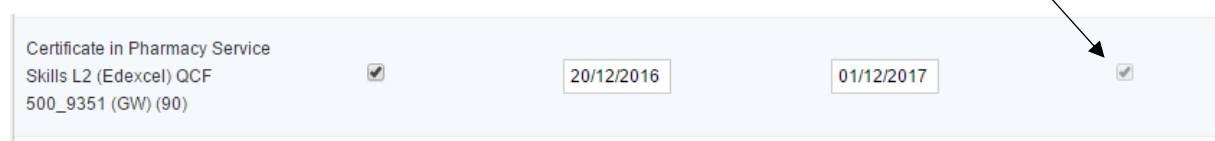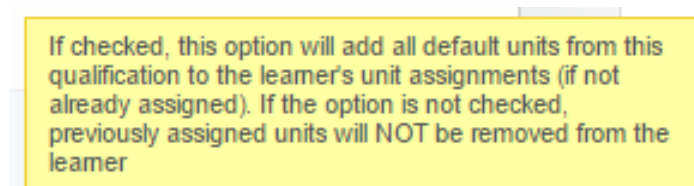
Where default units have been assigned to a qualification for your organisation the box is darker and able to be selected.

When the CA has ticked the box to assign default units and clicked save at the bottom of the page, the tick box will now remain ticked in the user profile, but it will now be greyed out so it can't be un-ticked.

When you hover over the tick box this pop up displays.

Simplification of EQA/EV selectors

On the Verify tab, in order to simplify the EQA/EV access to information, we have removed the requirement to select a Verifier or Assessor on all the tabs. The EV/EQA can select "All" in both these drop down categories. This means that as long as the EV/EQA has the correct verifiers, assessors and learners assigned to then they can go straight to the learner they wish to view, rather than needing to know which verifier and assessor to select to see the learner they are interested in.
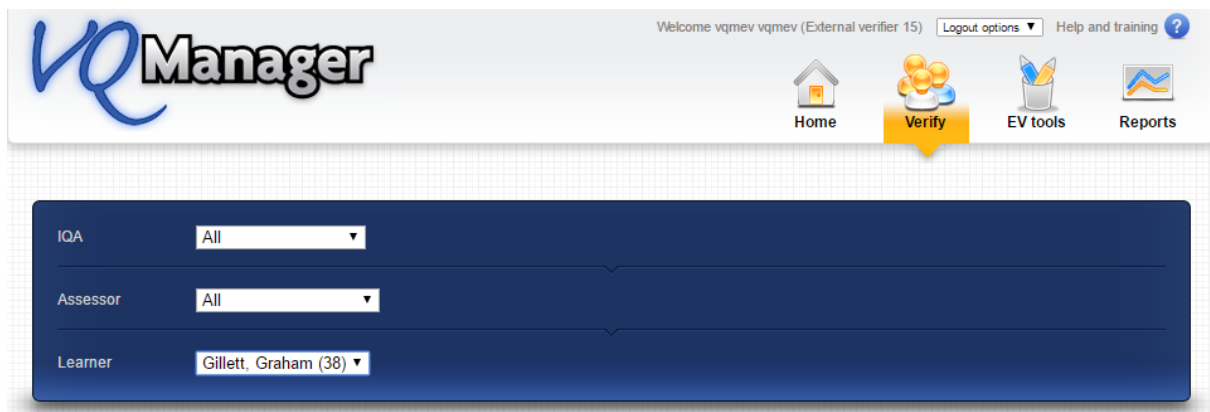
Learner Progress Summary:

We have added an "All" option in the IQA selector so this area can filter learners by assessor only.
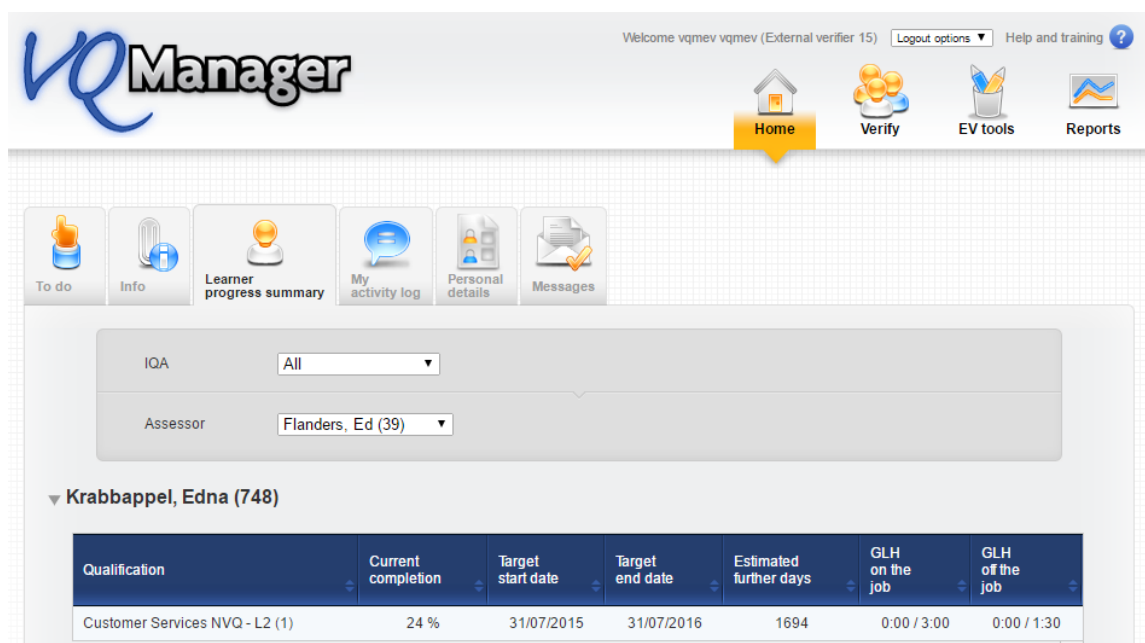
Assessor Activity Log:

We have added an "All" option in the IQA/ IV selector so the EV/EQA can simply choose the progress reviews of any linked assessor.
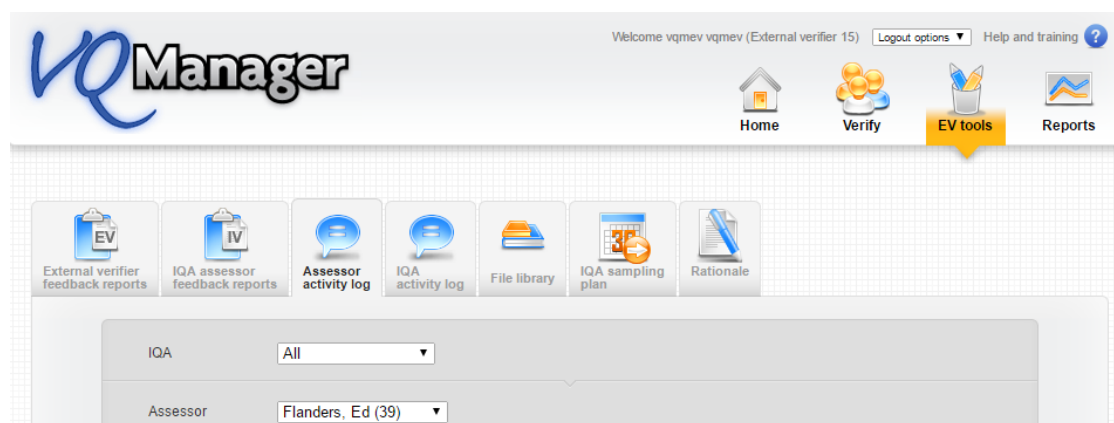
Simplifying the setting of an assessor as trainee or qualified

In order to simplify this process we have added a new box in the "Roles" section of the "User profile" area for the Centre Administrator. It is now at this point where the CA selects whether the assessor is a trainee or a qualified one. You cannot tick both.

Instead of assigning the assessor to each qualification and selecting trainee or qualified, there is now just a single column to indicate which qualification/s they will be assessing. We will be running an update process to populate this column for all existing assessors on VQManager for your organisation.

When the assessor becomes qualified the qualified box needs to be ticked. This will automatically remove the tick from the trainee box.
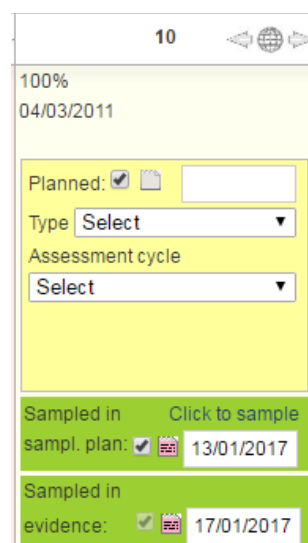
The trainee assessor's To Do list **must be empty before** making the change (if the assessor has work pending at the time of the change, it can make some evidence disappear from view for users). There is a pop up reminder for this.
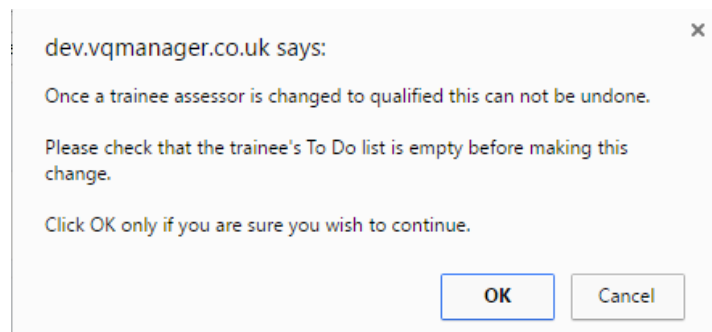
Note that it is not possible to change a qualified assessor to a trainee. If you need to do this, you will need to contact SkillWise.

Automatically updating sampling plan when evidence signed off by IQA/IV

There is a new section within the sampling plan "sampled in evidence" which now allows for an automatic update to the plan when a piece of evidence is sampling for that unit. It is located below the existing "Sampled in sampling plan" section.

The idea of adding "Sampled in evidence" under the existing "Sampled in plan" checkbox in the sampling plan is to allow these two sections to function independently of each other and hopefully will also be easier for the IQA/IVs to view. By putting them in separate boxes, it shows users which dates were manually entered, and which were placed there by the system. 'Sampled in sampl. plan' for manual dates, and 'sampled in evidence' for automated dates.

100%
04/03/2011

Planned: ☑ ▭ _____

Type [Select ▾]

Assessment cycle
[Select ▾]

Sampled in   Click to sample
sampl. plan: ✔ 🔳 13/01/2017

Sampled in
evidence: ✔ 🔳 17/01/2017

Unit marked as sampled in the sampling
plan on the dates listed below
Learner: Welford, James (872)
Unit: Promote additional services or
products to customers

13/01/2017

[Cancel]

Unit marked as sampled in the evidence
listed below
Learner: Welford, James (872)
Unit: Promote additional services or
products to customers

Evidence 872/E/298 on 17/01/2017

[Cancel]

When a piece of evidence is sampled but NO units are ticked as sampled within the evidence –
nothing is recorded in the sampling plan.

Criteria met

Navigate to and select the relevant Unit, Element, Assessment criteria, R
logged.
○ Open all
○ Open all checked items
○ Close all

⊟ *Customer Services NVQ - L2*
  ⊟ ☐ Unit 1 Prepare yourself to deliver good customer
    ⊞ Element 2 My new Element is this one
    ⊞ Element 1.2 Describe your organisations products
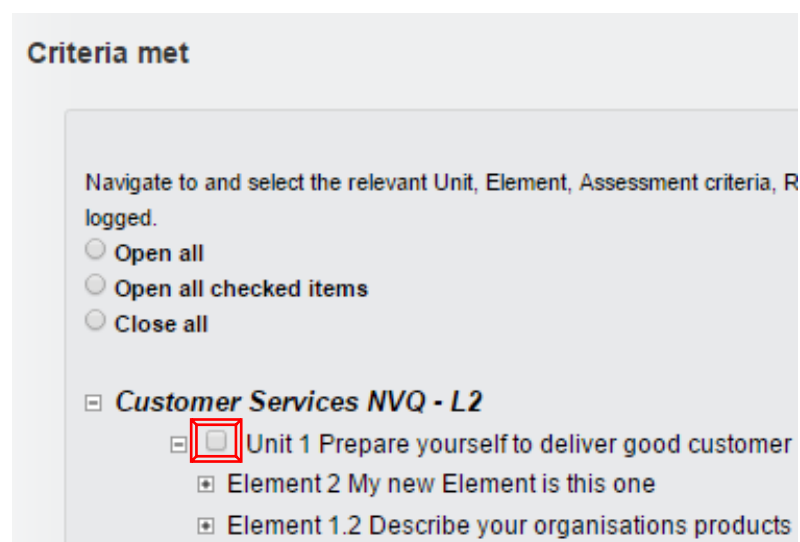
When a piece of evidence is sampled and units are ticked as sampled within the evidence, dates are added to the new sampling section against all of the selected units.

When a unit is signed off this is still displayed at the top of the sampling plan cell. This doesn't pull through into the sampling area at the bottom. This has not changed.

The only exception to Unit sign off is if 'unit not sampled' is selected at Unit sign off, because that does go into the sampling area at the bottom. This has not changed.

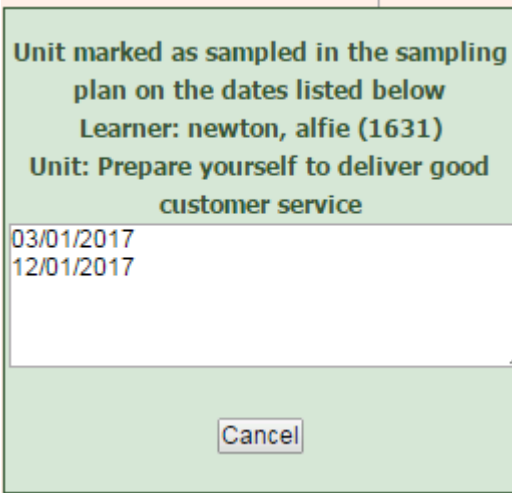The most recent date is displayed in the summary view. Previous dates can be viewed by clicking to view the audit trail. This will include the most recent date as well, for clarity.

We know that an IQA/IV may need to verify a unit in the sampling plan more than once and this is now possible without losing the information around the previous sampling. Multiple sampling events in the sampling plan plus audit trail is now available, but currently limited to one sampling per IV/learner/unit per day. See screenshot below for how the system records and displays multiple manual sampling dates.

Unit marked as sampled in the sampling plan on the dates listed below
Learner: newton, alfie (1631)
Unit: Prepare yourself to deliver good customer service

03/01/2017
12/01/2017

Cancel