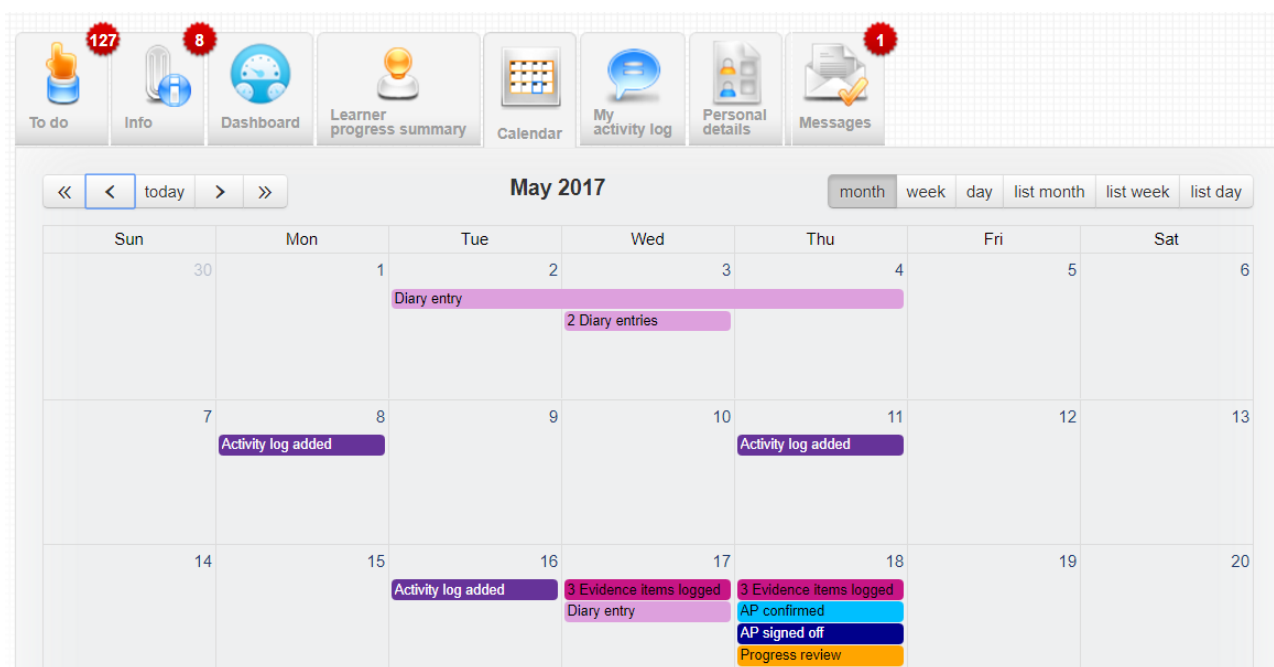


VQManager enhancements July 2017

Calendar

We have created a new tab on the Home page for learners, assessors and IQA/IVs called Calendar. The calendar pulls data from various tabs throughout VQManager to display an up-to-date picture of activity on the selected learner's account. As work is carried out across the system, it is automatically entered into the Calendar to give an at-a-glance view for users.



The calendar shows:

Diary entry - Plum

Progress review - Orange

Progress review confirmed by learner - DarkOrange

Progress review confirmed by a line manager - Chocolate

Evidence item logged - MediumVioletRed

Assessment/Action Plan due - Cyan

Assessment/Action Plan confirmed by learner - DeepSkyBlue

Unit signed off (assessor)- PaleGreen

Unit signed off (IV) - LimeGreen

Unit sign-off confirmed by learner - MediumSeaGreen

Qual signed off (assessor)- ForestGreen

Qual signed off (IV) - DarkOliveGreen

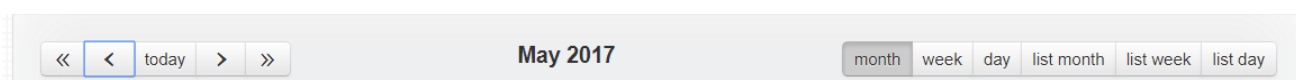
Activity log added - RebeccaPurple

Learner last logged in - Yellow

AP signed off - DarkBlue

Unit target date - Aquamarine

Use the tabs on the right to select the time period you wish to view i.e. month, week, day etc. and then use the arrows on the left hand side to scroll forward or backwards in time.



If you select a single entry a pop-up appears and will show you that entry.

Learner diary entry - Google Chrome

dev.vqmanager.co.uk/cgi/radSVQ.cgi/al?&r=6&i=smlcmvfiscrsrdvngckkvlk&osu=0&ca=7&st=&as=-1&aly=70&al=388&ce=1

▼ **Learner diary (Flanders, Rod)**

Summary title: Training days

Start date: 02/05/2017

End date: 04/05/2017

☐ no end date

Activity / description: Training days

Reflective account:

Assessor comments:

If you click on an entry that says for example, 2 diary entries, the link takes you to the diary tab to reveal all the diary entries you may wish to see.

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

VQ Manager

Home My learners Assessment tools Reports

Learner: Flanders, Rod (7)

Unit assignments Activity plans Log evidence Evidence list **Learner diary** Question bank Progress reviews Unit status,evidence matrix&signoff Qualification status&signoff Learner activity log Learner details Search evidence

▼ **Learner diary (Flanders, Rod)**

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Duration minutes	GLH?	
11/04/2017	01/03/2017	17/03/2017	Early March diary	Flanders, Rod					Edit
11/04/2017	12/03/2017	31/03/2017	second fortnight of March	Flanders, Rod					Edit

18	19	20	21	
25	26	27	28	

2 AP due

Progress review

Unit signed off (IV)

2 Progress reviews confirmed

Last logged in

Progress review

Progress review confirmed

Friday, June 23

- 2 Activity logs added
- 2 Diary entries
- Evidence Item logged
- Progress review
- Progress review confirmed (L)
- Progress review confirmed (LM)

Colours changed on Unit Sign Off report and Sampling Plan

We have updated some of the colours in reports to make things clearer.

- 'Unit not assigned' and 'Unit assigned' are unchanged.
- Assessor sign off is now **PaleGreen**
- IQA sign off is now **DarkSeaGreen**

The affected reports are:

- Unit Sign Off report
- IV sampling report
- BTEC course progress report
- IV sampling plan

The screenshot shows the VQ Manager web application. The top navigation bar includes the VQ Manager logo, a welcome message for Edna Krabbappel (Assessor 6), and links for Home, My learners, Assessment tools, and Reports. Below the navigation bar are icons for Learner contact details, Progress, Qualification tracker, User activity, and Dormancy. A legend indicates the status of units: Unit not assigned (grey), Unit assigned (orange), Assessor signed-off (light green), and IQA signed-off (dark green).

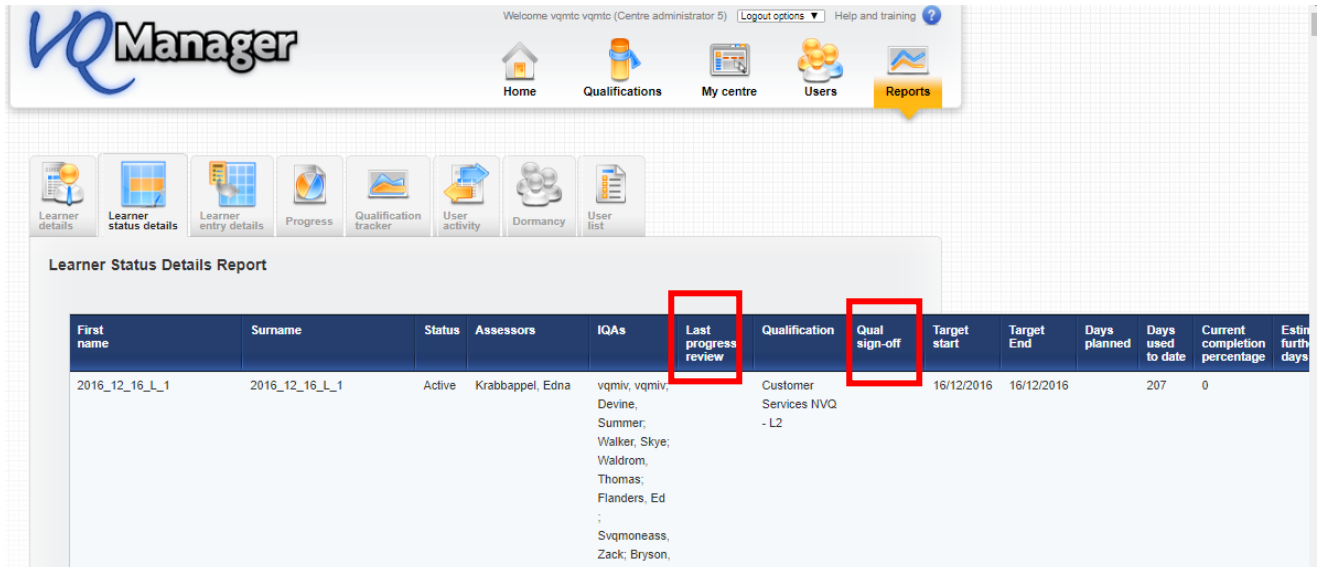
The main content area displays a report for Customer Services NVQ - L2, titled 'Unit sign-off'. The report is organized into a table with columns for unit numbers (5, 6, 9, 10) and rows for individual learners. The background color of each cell in the table indicates the status of the unit for that learner.

		5	6	9	10
Flanders Rod (7)	63% Credits: 7	100% 1/04/2007 7/01/2017 not req. 7/01/2017 Credits: 2	100% 30/11/2006 18/05/2017 18/05/2017 18/05/2017 Credits: 5	46% 30/11/2006 Credits: 2	 Credits: 5
Mann Christopher John (713)	39% Credits: 5	100% 5/06/2008 2/10/2016 not req. Credits: 2	 Credits: 5	 Credits: 2	 Credits: 5

Fields added to Learner Status Details report

We have added extra columns to this report and it now includes:

- actual date of latest progress review
- qual sign off date



VR Manager

Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

Home Qualifications My centre Users Reports

Learner details Learner status details Learner entry details Progress Qualification tracker User activity Dormancy User list

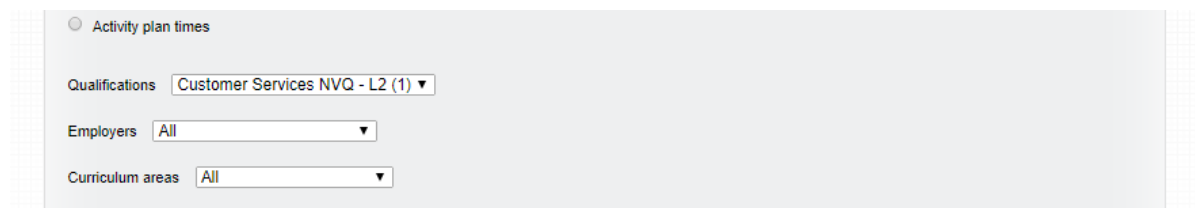
Learner Status Details Report

First name	Surname	Status	Assessors	IQAs	Last progress review	Qualification	Qual sign-off	Target start	Target End	Days planned	Days used to date	Current completion percentage	Estimated further days
2016_12_16_L_1	2016_12_16_L_1	Active	Krabbappel, Edna	vqmiv, vqmiv, Devine, Summer, Walker, Skye, Waldrom, Thomas, Flanders, Ed ; Svqmoneass, Zack; Bryson, Ratu		Customer Services NVQ - L2		16/12/2016	16/12/2016	207	0		

Employer and Curriculum Area selectors added to reports

We have added additional filters to the following reports so that they now can be filtered by Employer and Curriculum Area.

- Unit sign off
- Guided learning hours
- Progress reviews
- Learner activity
- BTEC course progress
- Qualification progress



☐ Activity plan times

Qualifications

Employers

Curriculum areas

Option added to “open all and see gaps” in qualification tree

We have added an option when opening criteria in the qualification tree so that it's possible to open all criteria and show the gaps highlighted in a contrasting colour in one click.

The screenshot shows a qualification tree interface. At the top, there is a list of radio buttons for filtering criteria:

- ☐ Show gaps
- ☒ Open all and show gaps (highlighted with a red box)
- ☐ Open all
- ☐ Open all checked items
- ☐ Open all linked items
- ☐ Close all

Below this, the tree structure is expanded for 'BTEC in Hairdressing (Test)' and 'Customer Services NVQ - L2'. Under 'Customer Services NVQ - L2', the following units and elements are listed:

- Unit 1 Prepare yourself to deliver good customer service ☒ ☐
- Unit 5 Provide customer service within the rules ☒ ☐
 - Element 5.1 Follow organisation procedures
 - Element 5.2 Follow external regulation and legislation
 - Performance criteria 5.2 ☒ ☐
 - ☒ ☐ A Work in a way that is safe for your customers and your colleagues
 - ☐ ☐ B Respect confidentiality relating to customers and the organisation
 - ☒ ☐ C Work in a way that shows you are aware of the areas of your job that are covered by law and the things you must not do
 - ☐ ☐ D Work in a way that shows you are aware of the main regulations that apply to your job and the things you must not do

Changed layout of IQA unit sign off for clarity

We have adjusted the layout of the IQA/IV unit sign off page to make it clearer. The layout previously made it look as though the “unit not sampled” and “I confirm...” were alternatives when in reality this isn't the case. When signing off a unit the “I confirm....” box should always be ticked. The “Unit not sampled” should only be ticked when relevant.

The screenshot shows the 'IQA sign-off' page. It is divided into three main sections:

- IQA feedback**: A large text input field.
- IQA evidence rating**: A list of radio buttons for selecting the evidence rating:
 - ☐ Valid
 - ☐ Current
 - ☐ Authentic
 - ☐ Sufficient
 - ☐ Relevant
- IQA unit sign off**: A section containing a radio button for 'Unit not sampled' and a checkbox for '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.'

Increased availability of reports

We have made some of the existing reports more widely available for other types of users.

For the EQA, we have added:

- Assessment plan recorded times (where this section is switched on for the centre)
- Progress Review report

For the IQA, we have added:

- Learner Contact Details
- Assessment plan recorded times (where this section is switched on for the centre)
- Progress Reviews report

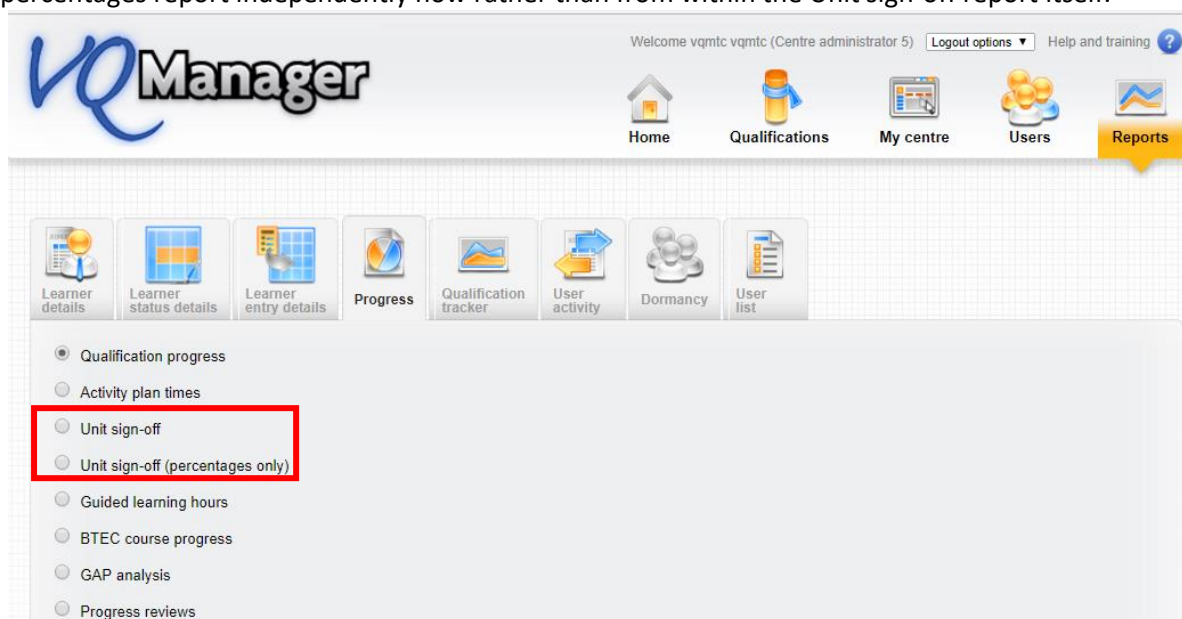
For the Assessor, we have added:

- Assessment plan recorded times (where this section is switched on for the centre)
- Learner Activity

For the OSU/LM we have added:

- Evidence Matrix
- Assessment plan recorded times (where this section is switched on for the centre)
- Unit Sign Off report
- Guided Learning Hours (GLH need to be set up in your centre for data to show here)
- Gap Analysis
- Progress Reviews report
- Framework Tracker
- Users who logged in

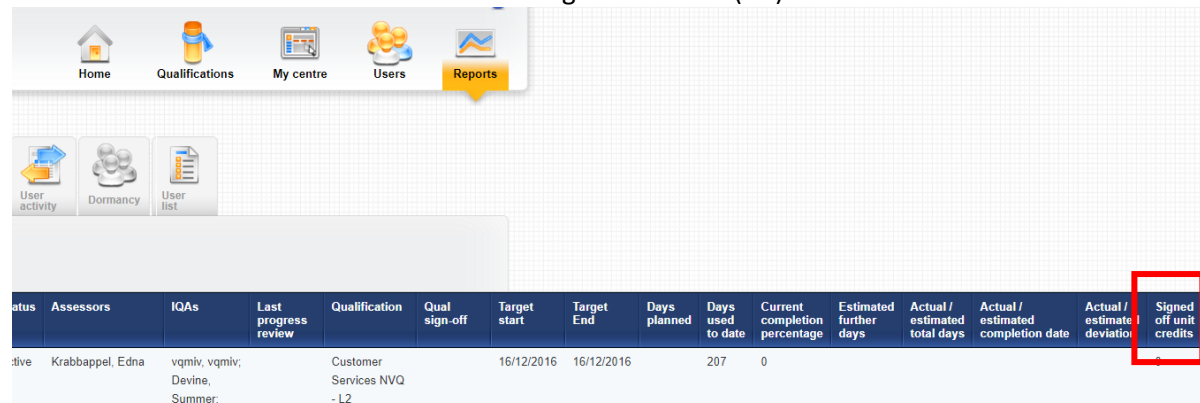
Unit sign off and Unit sign off (percentages only) have been separated out so you run the percentages report independently now rather than from within the Unit sign-off report itself.



Credit values have been added to certain reports

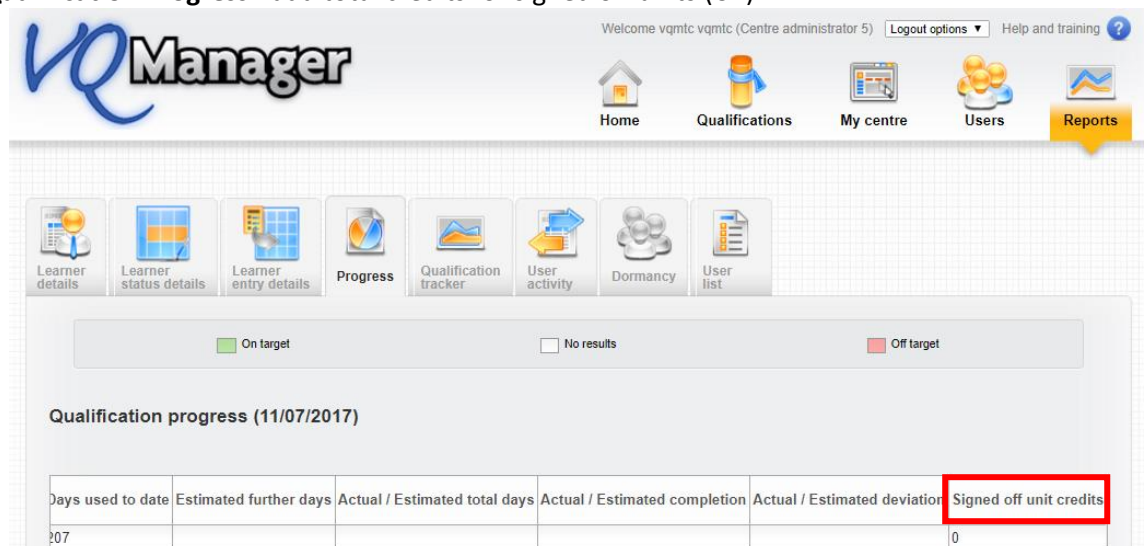
Credit value information has been added to the following reports:

Learner Status Details - add total credits for signed off units (CA)



status	Assessors	IQAs	Last progress review	Qualification	Qual sign-off	Target start	Target End	Days planned	Days used to date	Current completion percentage	Estimated further days	Actual / estimated total days	Actual / estimated completion date	Actual / estimate deviation	Signed off unit credits
Active	Krabbappel, Edna	vqmiv, vqmiv; Devine, Summer;		Customer Services NVQ - L2		16/12/2016	16/12/2016	207	0						

Qualification Progress - add total credits for signed off units (CA)



Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training ?

VQ Manager

Home Qualifications My centre Users Reports

Learner details Learner status details Learner entry details Progress Qualification tracker User activity Dormancy User list

On target No results Off target

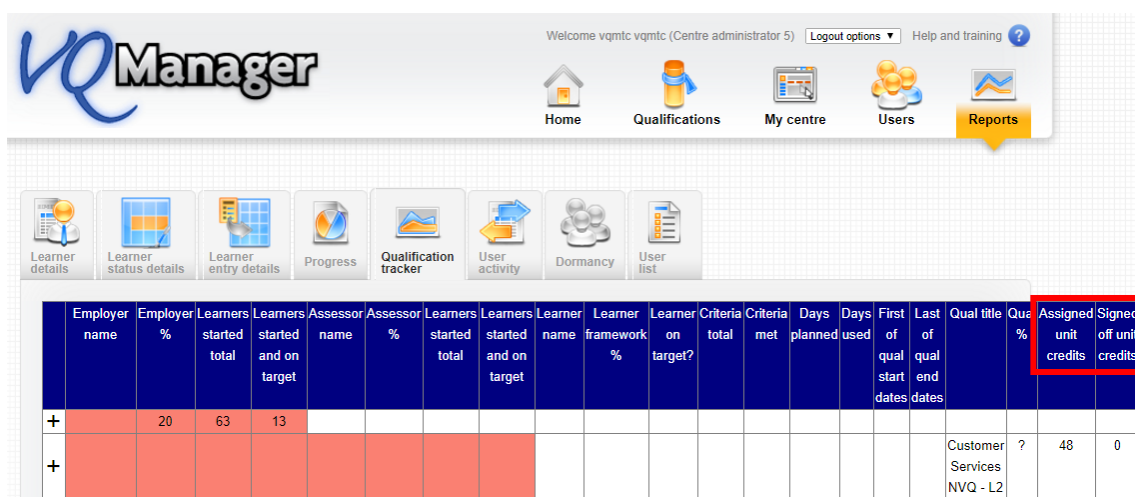
Qualification progress (11/07/2017)

Days used to date	Estimated further days	Actual / Estimated total days	Actual / Estimated completion	Actual / Estimated deviation	Signed off unit credits
207					0

Unit Sign Off - add the unit credit values and the total credits for signed off units

		1	5	6
Krabbappel Edna (748)	24% Credits: 4	7% 31/07/2015 Credits: 3	100% 31/07/2015 20/12/2016 not req. Credits: 2	31/07/2015 Credits: 5
Start: 31/07/2015 End: 31/07/2016				

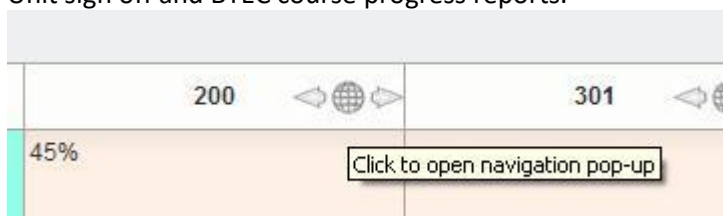
Framework Tracker - add total credits assigned and total credits signed off



Employer name	Employer %	Learners started total	Learners started and on target	Assessor name	Assessor %	Learners started total	Learners started and on target	Learner name	Learner framework %	Learner on target?	Criteria total	Criteria met	Days planned	Days used	First of qual start dates	Last of qual end dates	Qual title	Qual %	Assigned unit credits	Signed off unit credits
+	20	63	13																	
+																	Customer Services NVQ - L2	?	48	0

A 'globe' function has been added to reports so the whole qualification can be seen in a pop up

The global view (already available in the IQA/IV sampling plan tab) has now been added to both the Unit sign off and BTEC course progress reports.

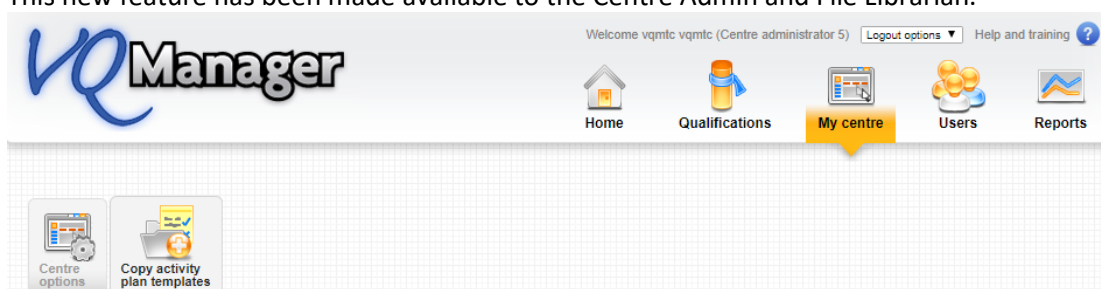


200	301
45%	Click to open navigation pop-up

It works in exactly the same way, click on the globe icon and a pop up appears showing a full version of the report. This is especially important where the report is too wide to be displayed on the screen.

Centre Admin can now copy assessment/activity plans from one assessor to another

This new feature has been made available to the Centre Admin and File Librarian.



The user selects an assessor in the top selector which then reveals the assessment plan templates available to that assessor. The templates are grouped by qualification for ease of use. Having

selected which assessment plan template(s) to copy, the user selects the assessors to copy them to in the list at the bottom of the page.

Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training ?

Home Qualifications **My centre** Users Reports

Centre options Copy activity plan templates

Assessor A2 change, A2 (1614)

▼ Assessor Toolkit - Warehousing Apprenticeship L2 {linking test} (92)
You have not created any activity plans yet.

▼ BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)
You have not created any activity plans yet.

▼ Activity plans not linked to criteria

Date created	Description	Select
09/11/2015	JavaScript test [745]	<input checked="" type="checkbox"/>

▼ Copy to assessors

Name	Select all / Deselect all
AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244)	<input checked="" type="checkbox"/>
Aaaaaaaa1, Aaaaaaaa1 (776)	<input type="checkbox"/>
BCD, BCD (762)	<input type="checkbox"/>
Bryson, Billy (912)	<input type="checkbox"/>
Dalmeish Roh (1248)	<input type="checkbox"/>

Select “copy” at the bottom of the page and a popup appears asking the user to confirm.

The selected activity plan templates will be copied to the selected assessors. Do you wish to continue?

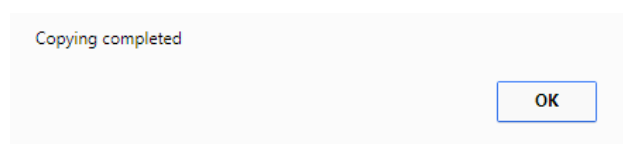
OK Cancel

“Done” appears next to each assessor name when the copying for that person is complete.

▼ Copy to assessors

Name	Select all / Deselect all	
AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244)	<input checked="" type="checkbox"/>	Done
Aaaaaaaa1, Aaaaaaaa1 (776)	<input type="checkbox"/>	
BCD, BCD (762)	<input type="checkbox"/>	
Bryson, Billy (912)	<input type="checkbox"/>	

Once all assessment plan templates are copied for all assessors, another pop up appears confirming that copying is complete.



Note: This function **does not** check if an assessor already has a copy of a particular assessment plan template. If the Centre Admin selects an assessment plan template that is already in the 'to' assessor's account, another copy will be created and assigned to that assessor. Assessors can delete any assessment plan templates they don't need.

Learner visibility of unit target dates

Where unit target dates are switched on for a centre, we have added a column on the 'Unit status, evidence matrix and sign off' tab to indicate unit target dates set by the assessor.

VR Manager

Welcome Rod Flanders (Learner 7) Logout options Help and training ?

Home My portfolio Reports

Activity plans Log evidence Evidence list Learner diary Question bank Progress reviews Unit status, evidence matrix & sign off Qualification status & sign off My activity log

Help for this page

▼ BTEC in Hairdressing (Test) (76)

Start date: 02/09/2009 Overall BTEC score: 160
End date: 02/09/2016 Calculated grade:

Num	Unit title	Level	Credit value	Grade	Grade points	Total	Date assigned	Target date	Signed off by assessor	Confirmed by learner	Verified
1	The Salon environment (1282)	2	10	D	7	70	02/09/2009	31/01/2017	14/10/2009	not required	sampled 10/04/2013
2	Health, Safety and Security (1283)	3	10	C	0	0	02/09/2009		04/10/2010	not required	signed off 12/08/2014 not sampled 12/08/2014

All of these changes will be added automatically to your centre.