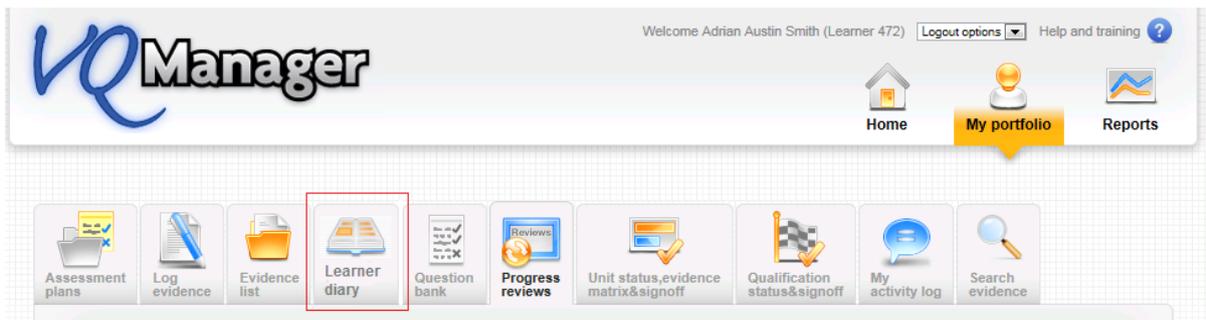


Learners' Diary Tab

For the New Apprenticeship Standards, learners may need to be able to make entries into a diary, similar to the Activity Log to record reflective accounts.

Learner Diary

We have added a new tab, Learner Diary. This is visible **and editable** (see details below) to the Learner and the Assessor, and view only for the IQA/ IV and EQA/EV.



It functions in a similar way to the Activity Log. Entries are displayed in a table, and can be opened up to view the content and edited if required.

▼ Learner Diary (Gillett, Graham)

Date logged	Start date	End date	Summary	Logged by	Description	Attachments	Edit
14/12/2012	15/12/2012	13/12/2012	38 38 38	Krabbappel, Edna			Edit
14/12/2012	17/12/2012	14/12/2012	39 39 39	Krabbappel, Edna			Edit
20/04/2013	20/04/2013	20/04/2013		Krabbappel, Edna			Edit

The columns of the table can be sorted using the arrow icon.

The image shows a close-up of the table header. The 'Date logged' and 'Start date' columns are highlighted. Small arrow icons are visible next to the column headers, indicating that the columns can be sorted. An arrow points to the arrow icon in the 'Start date' column.

Date logged	Start date
11/04/2017	11/04/2017

As with the Activity Log, beneath the table will be a 'new diary entry' form. This includes fields for a summary title, start date, end date, description of the activity and your reflective account. GLH both on and off the job can be recorded here and you can upload files to this log entry.

The end date defaults to the same as the start date, but is fully editable by you so that the diary entry can cover a period of time. Dates are selected from the usual calendar display.

Note that the Reflective Account section can only be edited by you, and the Assessor Comments section can only be edited by your assessor. The rest of the diary record can be edited by either user.

▼ **Add new diary entry**

Summary title

Start date

End date

no end date

Activity / description

Reflective account

Assessor comments

► **Guided learning hours**

► **Upload and attach files in support of this diary entry**

When the entry is completed, there are the usual options to save or cancel. There is also a new option to **save and create evidence**.

Clicking this option will save the diary entry, and take you to the Log Evidence screen. Some of the information from the diary entry will be pre-completed in the evidence form as follows:

Diary summary title = Summary evidence description

Activity / Description = Description of evidence

Reflective account = Learner comments

Files uploaded to the diary entry will also copy across into the evidence.

Evidence

Evidence methods

- Work products
- Witness testimony
- Written questions
- Simulation / storyboard
- Professional discussion
- Direct observation
- Oral questions
- Candidate feedback statement
- Accredited prior learning
- Diary entry

Summary evidence description (max. 80 characters)

Serve a customer

Description of evidence (max. 4000 characters)

Today I served a customer

The evidence log is fully editable in the normal way, and with the usual options to save.

This Diary tab will be hidden from view by default for a centre, but can be made visible upon request. Please speak with your assessor if you feel this function would be useful to you.

Retrospectively convert Diary entries to evidence

VQManager now allows for diary entries to be converted into evidence after they have been saved, rather than just at the point of first saving.

The user (learner or assessor) selects “Edit” and the entry will open.

Welcome Graham Gillett (Learner 38) Logout options

Home My portfolio Reports

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

▼ Learner diary (Gillett, Graham)

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	
10/04/2017	09/04/2017	11/04/2017	Summary title AAAA	Gillett, Graham							Edit
13/04/2018	13/04/2018	13/04/2018	Off the job training	Gillett, Graham							Edit
14/05/2018	14/05/2018	14/05/2018	Off the job training 2	Krabbappel, Edna	13:00	15:00				2:00	Edit

The user can make any edits they wish, and is presented with the options to “save” or “save and create evidence”, allowing the entry to be converted into evidence.

▼ Audit trail

Date	Time	Action	Content	User
29/10/2018	16:06:09	New log added		Aaaaaaaa1, Aaaaaaaa1 (776)