

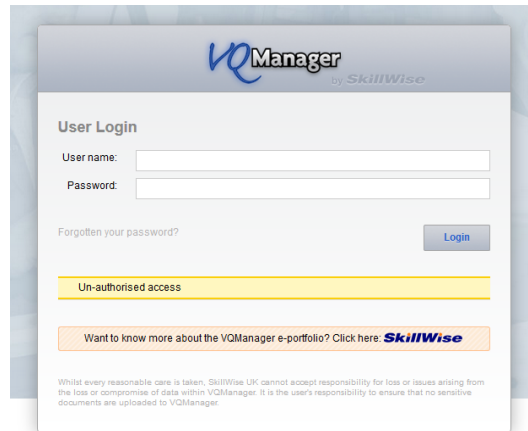
# Learner quick-start manual

The purpose of this manual is to give you a quick guide on how to start logging evidence on VQManager.

## Logging in to VQManager

All users log in to VQManager in the same way. At the login screen, the user enters their:

- Username
- Password

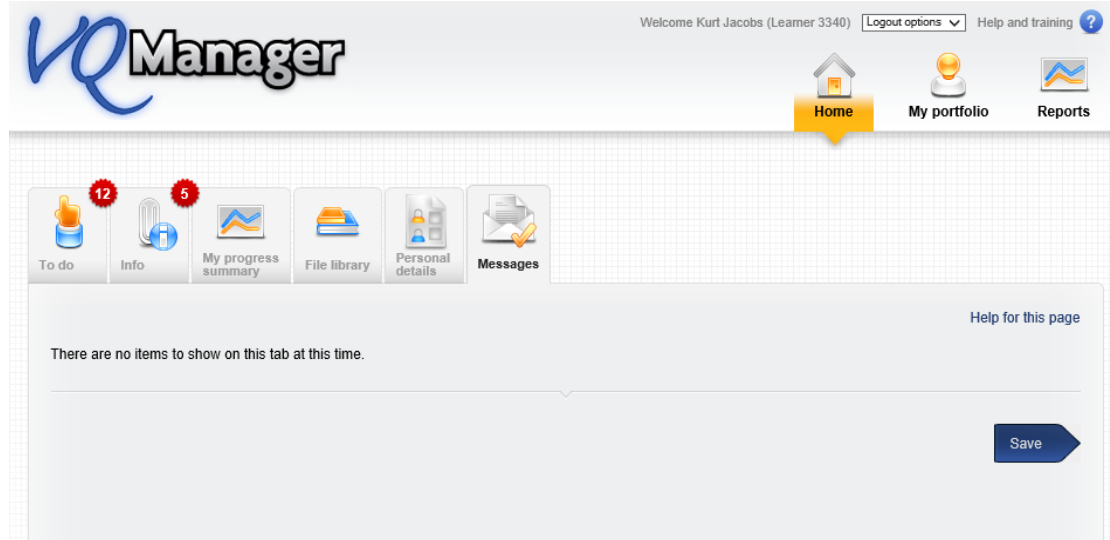


Login to VQManager by using the following procedure:

| Step | Action  |
|------|---|
| 1    | From the login page at <a href="https://vqmanager.co.uk">https://vqmanager.co.uk</a> , type in your username in the 'Username' field. |
| 2    | Type in your password in the 'Password' field.  |
| 3    | Click on the 'Login' button.  |

## Welcome Message

The first time you log in you will be able to see any messages from your training provider here.

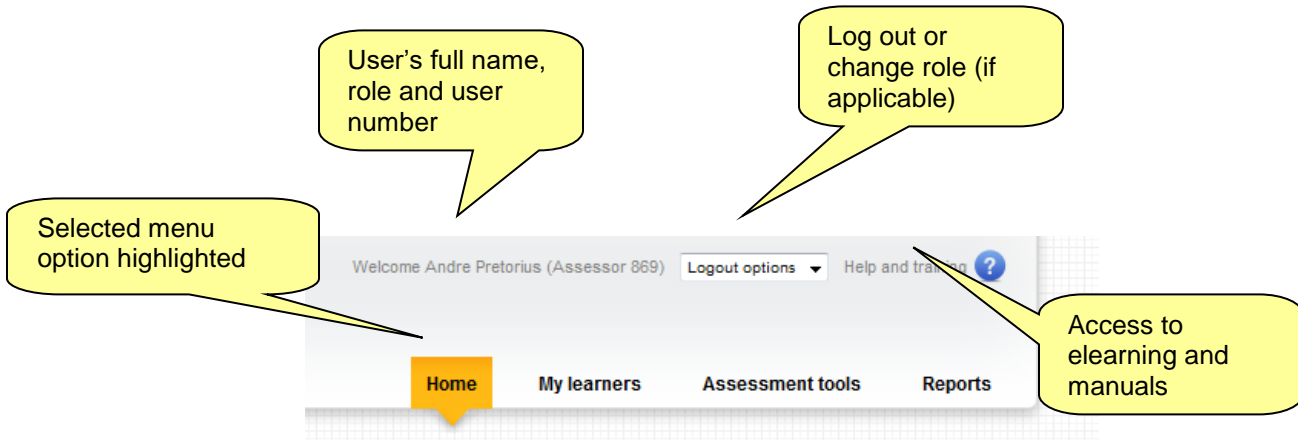


## User homepage

Each user type has a homepage customised to their requirements. This allows the user to get summarised information and quick access to different parts of the system

### The menu bar

Each user type also has a menu bar customised to their functions. An example of this can be seen below.



## Personal Information

Users can change and update their personal information. This is originally set up by the Centre Administrator. Edit or view personal details by following this procedure:

| Step | Action  |
|------|---|
| 1    | On the Homepage, click on the 'Personal Details' tab.   |
| 2    | Your current personal details are shown. If you wish to edit these, click in the relevant field and make the changes. |
| 3    | When you are satisfied, save the changes.   |

Note:

- The Username must be unique. VQManager will not allow you to add a username which is identical to one which already exists.

**VQManager** Welcome Dan King (Learner 46694) Logout options Help and training ?

Home My portfolio Reports

To do Info My progress summary File library **Personal details** Messages

Help for this page

**User name \***

**Password \***

Password strength: Very strong

**Title**

**Forename \***

**Default telephone number \***

**Home telephone number**

**Mobile telephone number**

**Email \***

## **Evidence Introduction**

In order to complete a qualification, learners must provide evidence which allows an assessor to assess their abilities within the area. Learners/ Candidates can use VQManager to log evidence which can then be assessed. VQManager allows the learner to compile an electronic portfolio of evidence. Feedback to the learner is provided through the system. Learners will usually need to do the following:

- Log evidence
- Submit evidence for assessment
- View their progress and feedback from their assessor

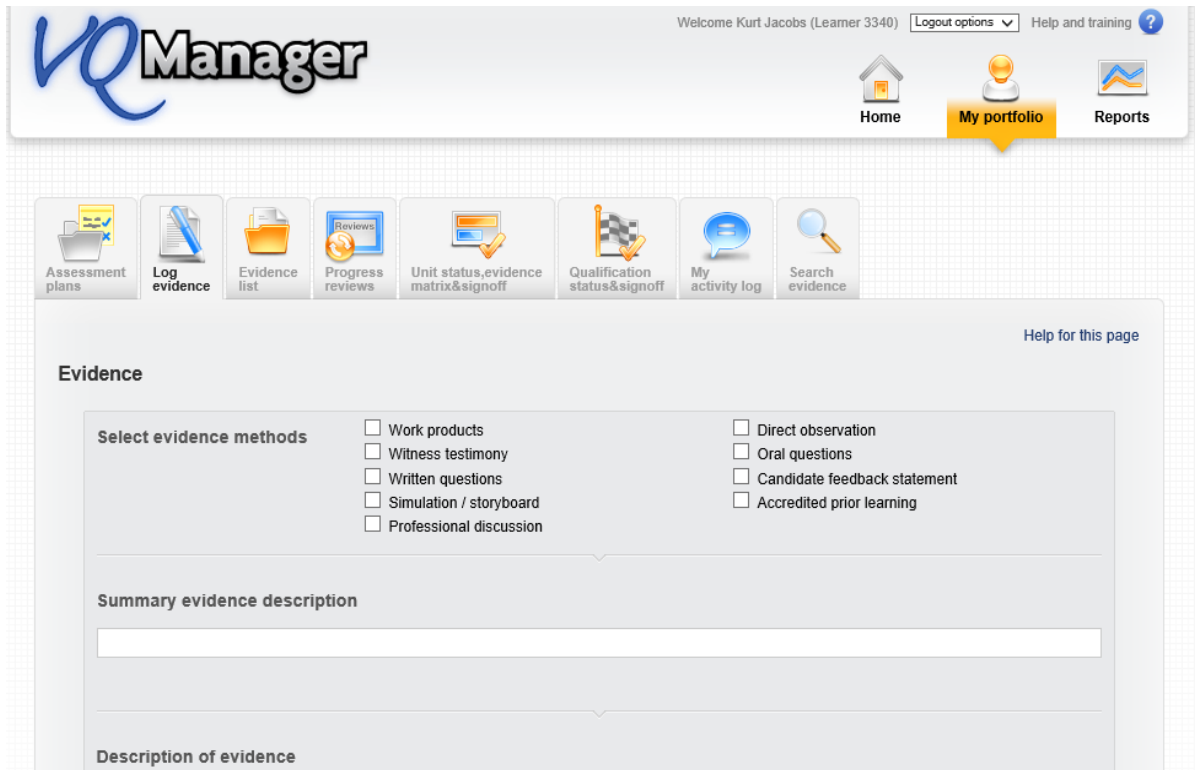
## About Evidence

When you click on the 'Evidence list' tab in 'My portfolio', you see a summary of all evidence. You can refine this view by selecting a specific qualification from the 'Select qualification' dropdown list, and selecting a specific unit from the 'Select unit' list. You are also able to change the order in which the evidence appears by clicking on the 'Sort by oldest first' link.

## Evidence: Log Evidence

Use this procedure to log evidence:

| Step | Action   |
|------|--|
| 1    | <p>From the 'Log Evidence' tab fill in as much information about the evidence as you can including:</p> <ul style="list-style-type: none"><li>• Evidence method(s)</li><li>• Summary description of evidence</li><li>• More detailed description of evidence</li></ul> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• You may upload any electronic file which is relevant to the evidence in the 'Upload and attach files in support of this evidence' section. See <b>p5</b> for more information.</li><li>• You may add the details of a person who can authenticate the evidence you are logging (e.g. a witness) in the 'Authenticate Evidence' section. Here you can add the person's name and contact telephone number/ email address so your assessor can follow up with that person. (Note that this feature is not available in all centres.)</li></ul> |



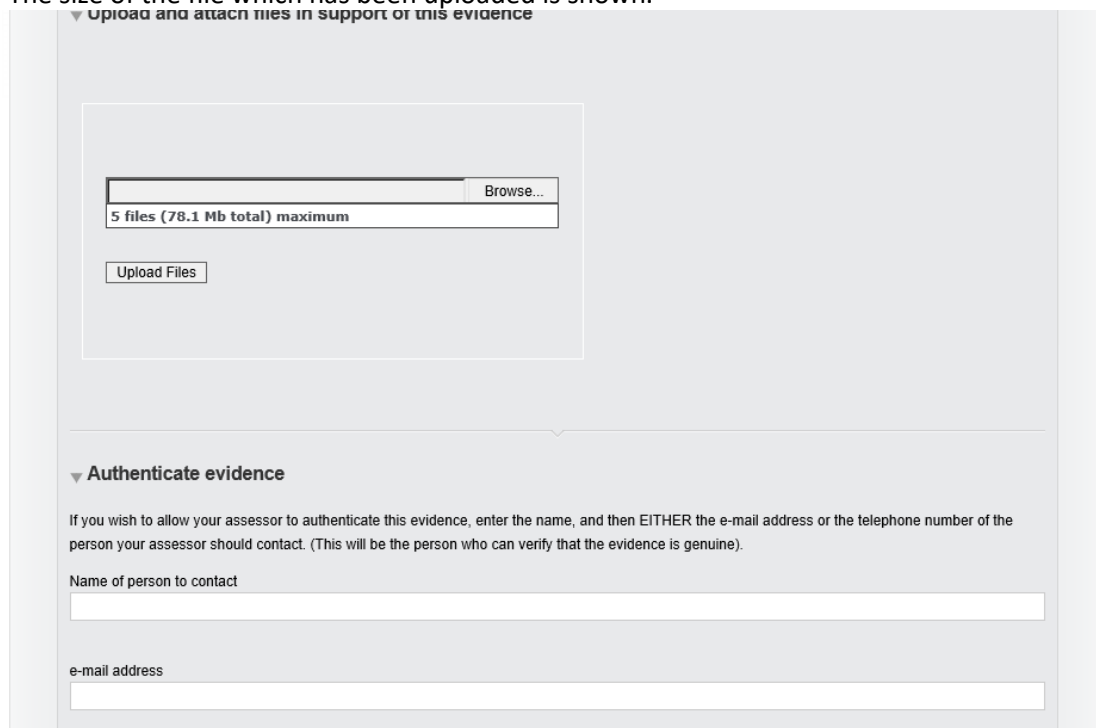
### Evidence: Attaching electronic files

Electronic files can be uploaded and attached to evidence. Follow this procedure to upload and attach files:

| Step | Action   |
|------|--|
| 1    | On the 'Log Evidence' page, click on the 'Upload and attach files in support of this evidence' link.   |
| 2    | Click on the 'Browse...' button and navigate to the place where the file is located on your computer. You may choose up to 4 files at a time to upload.  |
| 3    | Select the file(s) you want to upload and then click on the 'Upload Files' button. The file upload will commence. Note that it may take a while depending on the size and number of files.   |
| 4    | If you want to upload another file, repeat this process using the 'Upload and attach files in support of this evidence' link again.  |
| 5    | <p>The file(s) appear on the page, showing the following information:</p> <ul style="list-style-type: none"> <li>• Date uploaded</li> <li>• File description (name)</li> <li>• Name of person who uploaded the file</li> <li>• Size of file</li> </ul> <p><b>Hint:</b> you can change the file description if you would like so that your assessor knows what it contains.</p> |

**Note:**

- Please try and ensure that the files you upload are as small as possible. Large files will have a negative effect on the performance of the system and take a long time to upload and download.
- Click on the icon to the left of the file which has been uploaded to view the file.
- Click on the cross icon to delete the file.
- The size of the file which has been uploaded is shown.



|   |   |
|---|---|
| 2 | <p>In the 'Criteria met' section use either the radio buttons to open the Qualification Tree, or navigate to the relevant area of a qualification by using the + icons and opening each qualification.</p> <p>Note:</p> <ul style="list-style-type: none"><li>• If your assessor has assigned you assessment plans, these will appear in the list with different colours. Clicking on a radio button next to an assessment plan will open the Qualification Tree to show only the criteria covered by that assessment plan, highlighted in the relevant colour.</li></ul> |
| 3 | <p>Tick off relevant performance criteria, range statements, and knowledge and understanding (if applicable) to which the evidence conforms.</p> <p>Note:</p> <ul style="list-style-type: none"><li>• You can use the 'Select all' icon ( <input checked="" type="checkbox"/> ) to tick all checkboxes in a section.</li><li>• Similarly you can use the 'Deselect all' icon ( <input type="checkbox"/> ) to uncheck all checkboxes in a section.</li></ul>   |
| 4 | <p>Click on the 'Submit to Assessor' button if you are happy that the evidence is complete. You will not be able to edit it after that.</p> <p>If you'd like a chance to review and edit the evidence at a later stage, click on the 'Save and continue later' button. Note that your assessor won't be able to assess the evidence until you submit it to them.</p>  |

## Criteria met

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, Assessment criteria, Range or Knowledge and Understanding item.

- Health, safety and security at work (UNIT1)
- 8 Maintain the cleanliness of equipment in logistics operations
- UNIT 9 Keep work areas clean in logistics operations
- Worksheet 9
- hairprary

Show gaps

- Open all checked items
- Open all linked items
- Close all

**Assessor Toolkit - Warehousing and Storage Apprenticeship L2**

**BTEC Certificate in Warehousing and Storage Principles L2 (QCF) (Edexcel) 500\_7707\_7**

Unit 1 Warehousing and Storage Principles

Learning outcome 1 Understand how to receive and store goods and materials

Assessment criteria 1

- 1.1 Explain the importance of knowing what goods are due and when they are due
- 1.2 Explain the importance of correctly preparing the receiving area for the goods
- 1.3 State the importance of checking the quality and quantity of the goods received
- 1.4 Explain the purpose of an effective stock control system

Learning outcome 2 Understand how to process orders and dispatch goods

Learning outcome 3 Understand how to deliver effective customer service

Learning outcome 4 Understand Health, Safety, Security and Legislation

Learning outcome 5 Understand how to be an effective team worker

**Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501\_1061\_5**

**Functional Skills (Edexcel)**

**Key Skills**

**PLTS: A framework of personal, learning and thinking skills**

Submit to Assessor

Save and continue later

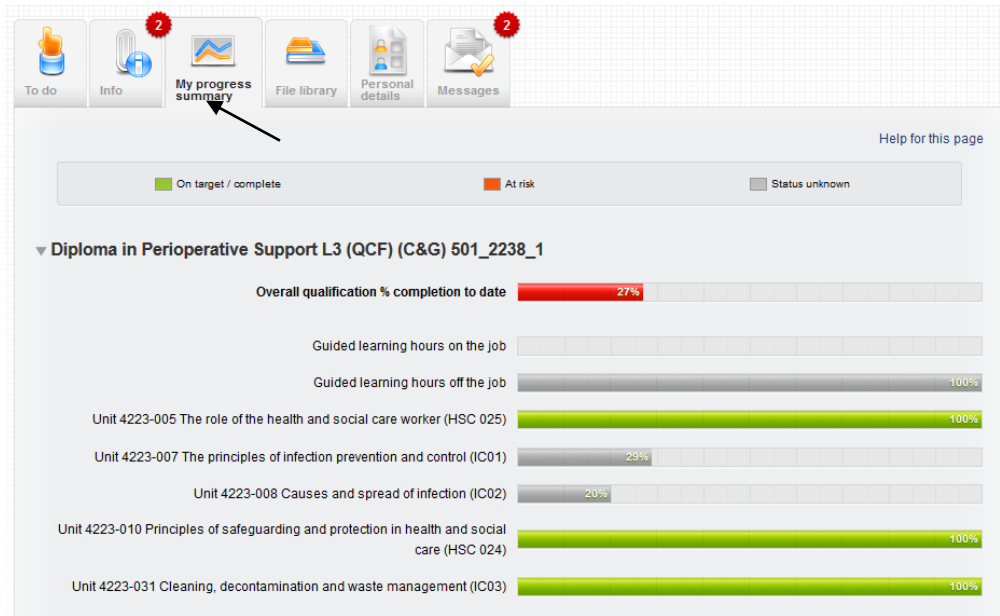
Cancel

## Evidence: Assessment of evidence

Once the evidence has been submitted, the assessor becomes responsible for assessing it. After it has been assessed, you can see the assessor's comments and feedback by opening the evidence. One way to do that is via the Evidence List.

## My progress

On the 'Home' page, select the tab called 'My Progress Summary'. Here you can see your progress through the qualification and also unit by unit:



### What else might I have to do?

On the 'Home' page, look at the 'To Do' tab. A list of items that need your attention appear here. They could be things like:

Evidence requiring action

Confirm you have received an assessment plan.

| Assessor               | Date returned | Evidence number | Summary    |               |
|------------------------|---------------|-----------------|------------|---------------|
| Pretorius, Andre(3339) | 27/02/2012    | 3340/E/405      | test 1 WDS | Edit / Submit |

| Assessor               | Date returned | Evidence number | Summary  |        |
|------------------------|---------------|-----------------|--|--------|
| Pretorius, Andre(3339) | 15/07/2011    | 3340/E/377      | Dealing with difficult customer                | Rework |
| Pretorius, Andre(3339) | 17/08/2011    | 3340/E/389      | Minutes of board meeting                       | Rework |
| Pretorius, Andre(3339) | 07/06/2012    | 3340/E/435      | Picture of me working with a forklift          | Rework |
| Pretorius, Andre(3339) | 27/03/2013    | 3340/E/429      | Assessor Toolkitmsanksn                        | Rework |
| Pretorius, Andre(3339) | 08/07/2013    | 3340/E/361      | Witness Testimony - line manager Pete Williams | Rework |

## Confirming assessment plan

You may be required to confirm that you agree to an assessment plan which has been created for you by your assessor. If this is the case, the assessment plan will appear on your Todo tab on your homepage, with a link next to it 'Confirm this assessment plan'. In the column listing the date you confirm this plan, the word 'Requested' will appear. Confirm an assessment plan by following this procedure:

| Step | Action  |
|------|---|
| 1    | On the <b>To do</b> tab of the learner homepage, under the 'Confirmation of assessment plans' section, click on the 'Confirm this assessment plan' link.  |
| 2    | Review the assessment plan and specifically the following: <ul style="list-style-type: none"> <li>• The target date which is the date that assessment plan must be complete</li> <li>• The notes which the assessor has written</li> <li>• Any files which have been attached</li> <li>• Guidance notes in the performance criteria section which could explain exactly what sort of evidence should be provided</li> </ul> |
| 3    | If satisfied, click on the ' <b>I hereby confirm that I agree to the above</b> ' checkbox.<br><br>Note that if anything is unclear the candidate should speak to the assessor to seek clarification before checking this box.   |
| 4    | Click on 'Save'.<br><br>You have confirmed the assessment plan.   |

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for Kurt Jacobs (Learner 3340), and links for Logout options and Help and training. Below this is a secondary navigation bar with icons for Home, My portfolio, and Reports. A main navigation bar contains icons for To do (with a red notification badge '12'), Info (with a red notification badge '5'), My progress summary, File library, Personal details, and Messages. The main content area is titled 'Evidence requiring action' and contains a table with one row of data. Below this is the 'Confirmation of assessment plans' section, which contains a table with three rows of data. An arrow points to the 'Confirm this Assessment plan' link in the first row of this table.

| Assessor               | Date returned | Evidence number | Summary    |               |
|------------------------|---------------|-----------------|------------|---------------|
| Pretorius, Andre(3339) | 27/02/2012    | 3340/E/405      | test 1 WDS | Edit / Submit |

| Assignment date | Assessment plan                                      | Target date | Confirmation date |                              |
|-----------------|--|-------------|-------------------|------------------------------|
| 28/07/2011      | Health, safety and security at work (UNIT1)          | 19/08/2011  | Requested         | Confirm this Assessment plan |
| 21/12/2011      | UNIT 9 Keep work areas clean in logistics operations | 18/01/2012  | Requested         | Confirm this Assessment plan |
| 27/06/2012      | Worksheet 9  | 30/06/2012  | Requested         | Confirm this Assessment plan |



**To do** 12 **Info** 5 **My progress summary** **File library** **Personal details** **Messages**

### ▼ Assessment plan

Name

Assigned by

Target date

Notes

### ▼ Files

|  | uploaded   | description                 |  |        |
|--|------------|-----------------------------|--|--------|
|  | 01/07/2011 | health and safety checklist | Shared with you by Pretorius, Andre (3339) | 402 KB |

### ▶ Feedback and signoff

### ▶ Evidence comments

### ▶ Assessment criteria

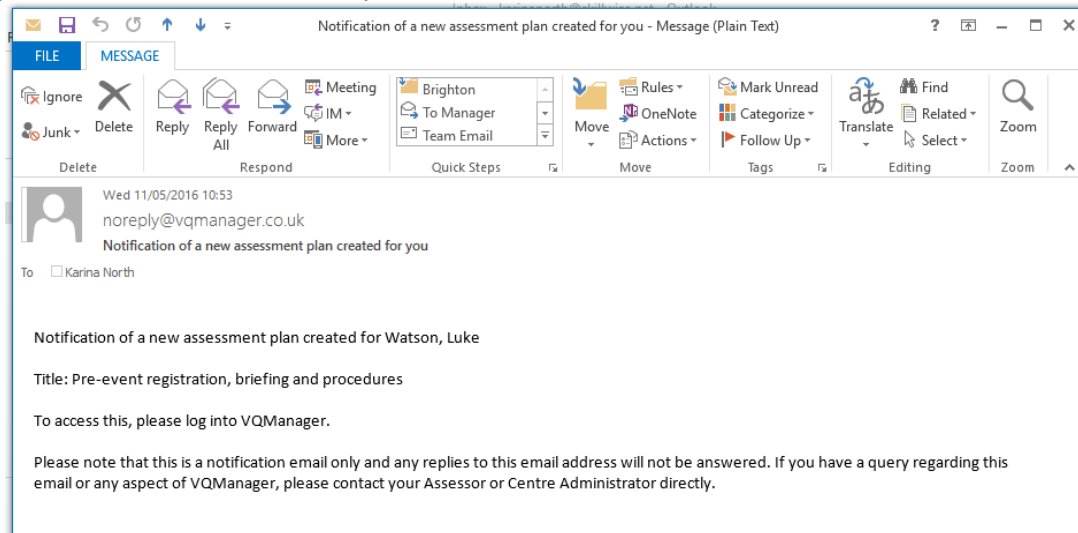
### ▼ Learner confirmation

I hereby confirm that I agree to the above

Save

Cancel

If your assessor has elected that you receive an email notification it will look like this.



## Reusing evidence

Until an assessor assesses your work you can edit it at any time. Once assessed that piece of evidence it is locked. This is an example of when the reuse evidence function is useful.

If you wish to reuse that same piece of evidence for a different unit/different criteria, you can click on the 'reuse evidence' icon in the **Evidence List**. This makes a copy of the evidence so you can resubmit it for other criteria which may have been met by that piece of work. You can map it against new criteria, unit(s) or even qualification(s). The duplicate will include the evidence summary, evidence description and any file attachments. All of this information can however still be changed in the new evidence item. **As the new evidence item is a copy of the original piece, the original piece of evidence is unchanged.**

The screenshot shows the VQManager web interface with the following elements:

Logo: VQManager

Welcome Krista Leigh (Learner 96738) | Logout options | Help and training

Navigation: Home, My portfolio, Reports

Menu: Assessment plans, Log evidence, Evidence list, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, My activity log, Search evidence

Filters: Select qualification (All qualifications), Select unit (All units)

Selected Unit: Diploma in Customer Service L2 (QCF) (C&G) 601\_3562\_1

Sort by: oldest first

|               |   |        |             |
|---------------|---|--------|-------------|
| Date created  | 28/04/2015  | Number | 96738/E/791 |
| Method        | Written questions                                       |        |             |
| Qualification | Diploma in Customer Service L2 (QCF) (C&G) 601_3562_1 1 |        |             |
| Description   | returning work  |        |             |
| Last action   | Learner submitted evidence to Assessor                  |        |             |

View button with a blue arrow pointing to it.



This function creates a copy of the evidence, including attachments, but without any mapping to criteria. The assessor can edit it in any way they choose, and then save it as a new piece of evidence.

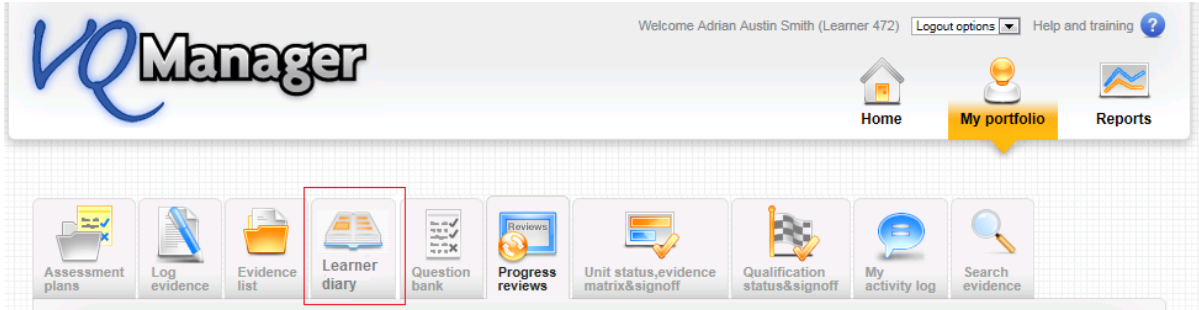
Feel free to ask if you have any questions or would like guidance on how to do this.

### Using the Diary for reflective accounts (if this tab is available in your centre)

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 |      |
|-------------|------------|------------|----------|------------------|-------------|-------------|------|
| 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 |

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. Both GLH (both on and off the job), and Off the Job Training 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**

|  |   |
|--|---|
| <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"/> Professional discussion | <input type="checkbox"/> 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.