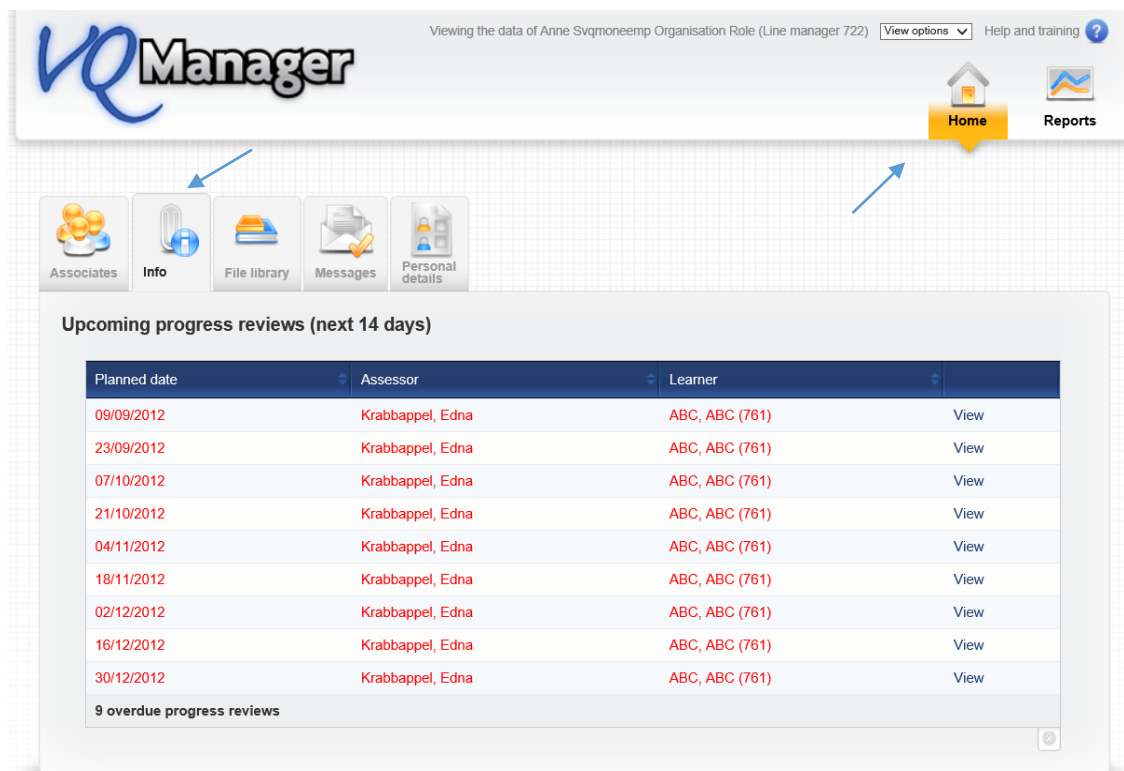


Other System User and Line Manager Reports

We have developed the OSU and Line Manager area to include two reports.

Progress Reviews

There is a new “Info “ tab in the “Home” area which will list all of the up and coming (next 14 days) and overdue reviews. The overdue ones will appear in red.



The screenshot shows the VQ Manager interface for a line manager. The top navigation bar includes the VQ Manager logo, the user's name and role, and links for Home and Reports. Below the navigation bar is a menu with icons for Associates, Info, File library, Messages, and Personal details. The main content area displays a table titled "Upcoming progress reviews (next 14 days)".

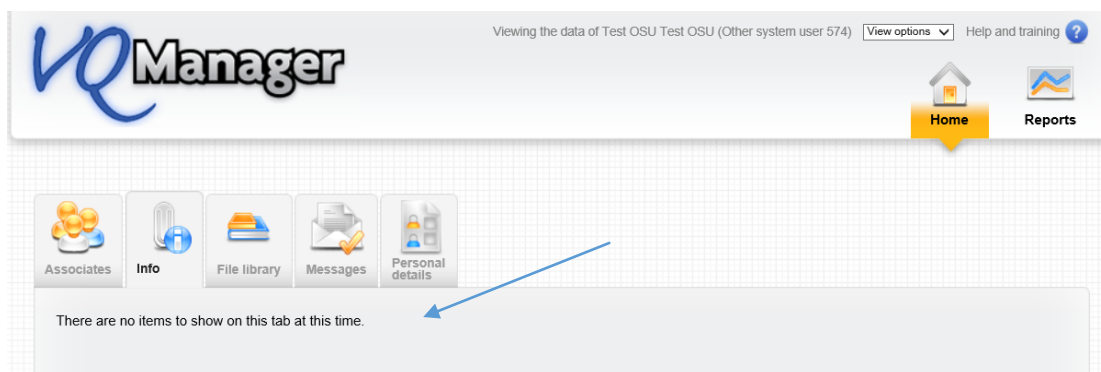
Planned date	Assessor	Learner	
09/09/2012	Krabbappel, Edna	ABC, ABC (761)	View
23/09/2012	Krabbappel, Edna	ABC, ABC (761)	View
07/10/2012	Krabbappel, Edna	ABC, ABC (761)	View
21/10/2012	Krabbappel, Edna	ABC, ABC (761)	View
04/11/2012	Krabbappel, Edna	ABC, ABC (761)	View
18/11/2012	Krabbappel, Edna	ABC, ABC (761)	View
02/12/2012	Krabbappel, Edna	ABC, ABC (761)	View
16/12/2012	Krabbappel, Edna	ABC, ABC (761)	View
30/12/2012	Krabbappel, Edna	ABC, ABC (761)	View

9 overdue progress reviews

Please note:

Line managers and OSUs need to be associated with assessors to see the assessors' learners in the Progress reviews table.

If your OSU/Line Manager is an employer – s/he does not need to see up and coming and overdue progress reviews so do not select the assessor. This tab will appear empty.



The screenshot shows the VQ Manager interface for an employer. The top navigation bar includes the VQ Manager logo, the user's name and role, and links for Home and Reports. Below the navigation bar is a menu with icons for Associates, Info, File library, Messages, and Personal details. The main content area displays a message: "There are no items to show on this tab at this time."

The employer will be able to see the completed progress reviews as normal in the learners view.

Qualification Tracker

This is a new "Reports" tab which shows the Qualification tracker report

Viewing the data of Anne Svqmeemp Organisation Role (Line manager 722) View options Help and training ?

Home Reports

Qualification tracker

Select qualifications All qualifications

Select learners of assessor All assessors

Overall qualification completion percentage as recorded at the end of each month

Start date (inc) 02/05/2014

End date (inc) 02/06/2014

View qualification report Download qualification report

Viewing the data of Test OSU Test OSU (Other system user 574) View options Help and training ?

Home Reports

Qualification tracker

On target No results Off target

Qualification tracker (02/06/2014)

Learner	Employer	Assessor	Qualification	Current completion	Sign off date	Days planned	Days used to date	Target start date
Flanders, Rod,		Krabbappel, Edna	BTEC in Hairdressing (Test)	68 %		2191	1734	02/09/2009
			Customer Services NVQ - L2	78 %		365	1734	02/09/2009
			Housing Benefits NVQ	0 %			1734	02/09/2009
			Local Tax SVQ - L3	0 %		2191	1734	02/09/2009
			Management NVQ - L3	0 %		365	1734	02/09/2009

Cancel