

Report Development

We have introduced several new reports in VQManager. They are available in the **Reports** area according to the various user roles and will replace the current Monday e-mailed reports that go out to Centre Administrators.

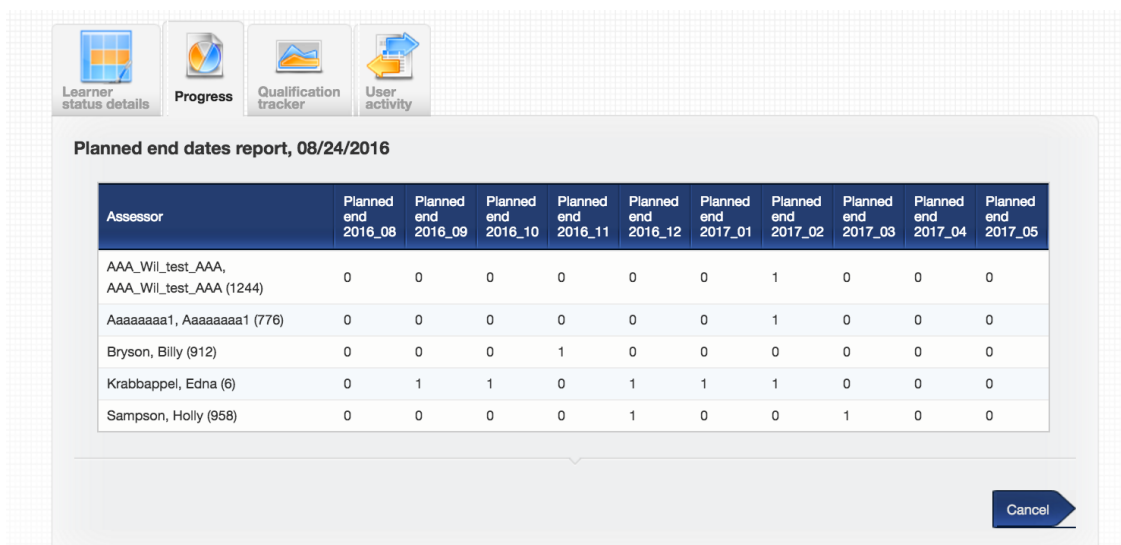
The new reports are:-

- 1) **Planned end dates** – available to Centre Admin., IQA, Assessor, Line Manager, Other System User and EQA
- 2) **Assessor performance** – available to Centre Admin., IQA, Line Manager, Other System User and EQA
- 3) **Learner activity report** – available to Centre Admin., IQA, Line Manager and Other System User
- 4) **IQA sampling** - planned and completed activity – available to Centre Admin, IQA, EQA, Line Manager and Other System User

Planned end dates

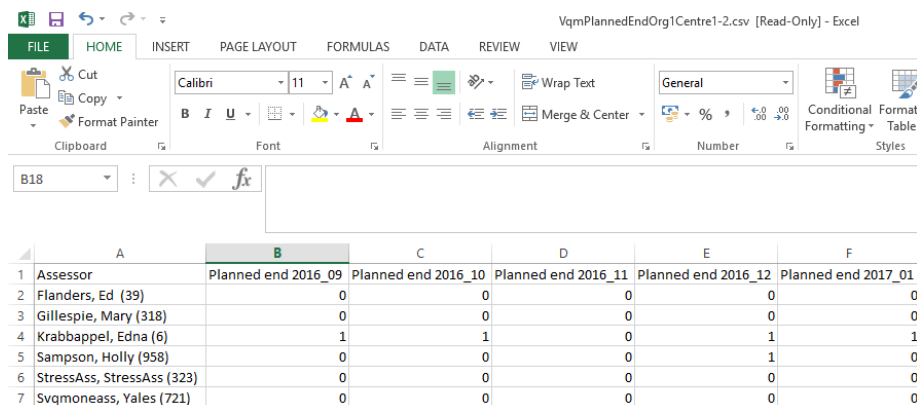
Within all the roles in 1) above, go to the **Reports** tab, this report is available in the **Progress** sub tab

(Example of IQA view)




Assessor	Planned end 2016_08	Planned end 2016_09	Planned end 2016_10	Planned end 2016_11	Planned end 2016_12	Planned end 2017_01	Planned end 2017_02	Planned end 2017_03	Planned end 2017_04	Planned end 2017_05
AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244)	0	0	0	0	0	0	1	0	0	0
Aaaaaaaa1, Aaaaaaaa1 (776)	0	0	0	0	0	0	1	0	0	0
Bryson, Billy (912)	0	0	0	1	0	0	0	0	0	0
Krabbappel, Edna (6)	0	1	1	0	1	1	1	0	0	0
Sampson, Holly (958)	0	0	0	0	1	0	0	1	0	0


(Example of IQA download view)





	A	B	C	D	E	F
1	Assessor	Planned end 2016_09	Planned end 2016_10	Planned end 2016_11	Planned end 2016_12	Planned end 2017_01
2	Flanders, Ed (39)	0	0	0	0	0
3	Gillespie, Mary (318)	0	0	0	0	0
4	Krabbappel, Edna (6)	1	1	0	1	1
5	Sampson, Holly (958)	0	0	0	1	0
6	StressAss, StressAss (323)	0	0	0	0	0
7	Svqmoneass, Yales (721)	0	0	0	0	0

Within all the roles in 2) above, go to the **Reports** tab, this report is available from the **User Activity** Tab


Learner status details


Progress


Qualification tracker


User activity

Assessor performance report, 09/14/2016

Assessors with no learners assigned do not appear in this report.

Assessor	Number of learners assigned	Number of evidence items currently on ToDo list	Average number of days evidence has been waiting to be assessed	Average number of pieces of evidence submitted per learner
AAA_Mobile_Test_Qualified, AAA_Mobile_Test_Qualified (129204)	2	1	1185	4
AAA_Mobile_Test_Trainee, AAA_Mobile_Test_Trainee (129202)	1	0	1967	6
AAAAAAAAAAAAA, AAAAAAAAAAAAA (50575)	1	7	3366	7
Adams, Julie (468)	1	2	396	2

VqmAssessorPerfOrg142Centre1.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number

Calibri 11 A⁺ A⁻ B I U

A15 : Cosby, Jemma (143878)

	A	B	C	D
1	Trainer/assessor	Number of learners assigned	Items Currently on ToDo List	Average number of days evidence
2	Able, Lindsey (131032)	1	0	695
3	Army, Amy (157980)	54	2	3092
4	Bandwire, Anna (154698)	6	0	3940
5	Battle, Pauline (83869)	14	8	6529
6	Bootlace, Alan (160855)	7	0	4540
7	Bottington, Ray (123530)	57	2	4669
8	Bullington, Karen (127142)	68	1	1890
9	Burnside, Heather (146085)	66	13	1925
10	Bunting, Emilie (143575)	58	0	2214
11	Burtley, Lisa (141244)	50	0	3060
12	Catchpole, Graham (148244)	38	4	3089
13	Cawker, Jeni (140208)	36	2	3521

Learner activity report

Within all the roles in 3) above, go to the **Reports** tab, this report is available from the **User Activity** sub tab

(Example in Centre Admin view)

The screenshot shows the VQ Manager interface. The top navigation bar includes 'Home', 'Qualifications', 'My centre', 'Users', and 'Reports' (highlighted). Below this is a secondary menu with 'Learner status details', 'Learner entry details', 'Progress', 'Qualification tracker', 'User activity' (highlighted), 'Dormancy', 'User list', and 'Learner details'. The main content area displays the 'Learner activity report, 08/21/2016' with the following table:

Learner	Assessor	Qualification	Unit	Date started	Last submission	Sign-off date
Flanders, Rod (7)	Krabbappel, Edna (6)	Customer Services NVQ - L2 (1)	Prepare yourself to deliver good customer service (1)	10/04/2013	10/04/2013	
Flanders, Rod (7)	Krabbappel, Edna (6)	Customer Services NVQ - L2 (1)	Provide customer service within the rules (2)	16/09/2010	10/04/2013	
Flanders, Rod (7)	Krabbappel, Edna (6)	BTEC in Hairdressing (Test) (76)	Health, Safety and Security (1283)	10/04/2013	10/04/2013	04/10/2010
Flanders, Rod (7)	Krabbappel, Edna (6)	BTEC in Hairdressing (Test) (76)	Client Care (1286)	10/04/2013	10/04/2013	
Gillett, Graham	Krabbappel, Edna	BTEC in Hairdressing	The Salon environment (1282)	28/10/2014	15/10/2015	11/09/2009

(Example in Centre Admin download view)

The screenshot shows an Excel spreadsheet titled 'VqmLearnerActivOrg1Centre1.csv - Excel'. The data is organized into columns A through G, corresponding to the report fields. The data rows are as follows:

	A	B	C	D	E	F	G
	Learner	Assessor	Qualification	Unit	Date started	Last submission	Sign-off date
1	Flanders, Rod (7)	Krabbappel, Edna (6)	Customer Services NVQ - L2 (1)	Prepare yourself to deliver good customer service	10/04/2013	10/04/2013	
2	Flanders, Rod (7)	Krabbappel, Edna (6)	Customer Services NVQ - L2 (1)	Provide customer service within the rules (2)	16/09/2010	10/04/2013	
3	Flanders, Rod (7)	Krabbappel, Edna (6)	BTEC in Hairdressing (Test) (76)	Health, Safety and Security (1283)	10/04/2013	10/04/2013	04/10/2010
4	Flanders, Rod (7)	Krabbappel, Edna (6)	BTEC in Hairdressing (Test) (76)	Client Care (1286)	10/04/2013	10/04/2013	
5	Gillett, Graham (38)	Krabbappel, Edna (6)	BTEC in Hairdressing (Test) (76)	The Salon environment (1282)	28/10/2014	15/10/2015	11/09/2009
6	Gillett, Graham (38)	Krabbappel, Edna (6)	BTEC in Hairdressing (Test) (76)	Health, Safety and Security (1283)	28/10/2014	15/10/2015	04/10/2010
7	Primo, Roger (319)	Flanders, Ed (39)	Customer Services NVQ - L2 (1)	Prepare yourself to deliver good customer service	29/11/2012	29/11/2012	
8	Wolfson, Graham (330)	Flanders, Ed (39)	Customer Services NVQ - L2 (1)	Promote additional services or products to custom	27/07/2010	27/07/2010	
9	Wolfson, Graham (330)	Flanders, Ed (39)	Customer Services NVQ - L2 (1)	Develop personal performance through delivering	24/09/2010	06/10/2010	
10	Test Candidate, Harrow	Woska, Valerie (592)	Customer Services NVQ - L2 (1)	Promote additional services or products to custom	05/10/2010	05/10/2010	
11	Chang, Chantel Jade (70)	Bryson, Billy (912)	Certificate in Warehousing and Storage	Health, safety and security at work (1581)	06/08/2015	06/08/2015	
12	Welford, James (872)	Gillespie, Mary (318)	Customer Services NVQ - L2 (1)	Promote additional services or products to custom	04/03/2011	04/03/2011	04/03/2011
13	Welford, James (872)	Gillespie, Mary (318)	Customer Services NVQ - L2 (1)	Recognise and deal with customer queries, requests	05/01/2011	05/01/2011	

IQA sampling - planned and completed activity

This report is available to:

- IQA, for themselves
- EQA, for all linked IQAs
- Line Managers and OSUs, for linked IQAs
- Centre Admin, for all IQAs in the centre

Select the type of report you wish to view:

- Planned and completed sampling
- Planned sampling
- Completed sampling

Use the drop down selectors to identify the qualification, IQA/S Assessor/s and employer/s

Navigation Bar:

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

Report Selection:

- ☐ External verifier system activity
- ☐ Assessor performance
- ☐ Learner activity
- ☒ IQA sampling
- ☒ Planned and completed sampling
- ☐ Planned sampling
- ☐ Completed sampling

Filters:

Qualification:

IQAs:

Assessors:

Employers:

Buttons:

- View report
- Download report

(Example in Centre Admin view)



VqmlvSamplingOrg1Centre1.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

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A1 : X ✓ fx Learner

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Learner	Start	End	Completion	Employer	Assessor		Whole qualification	1	2	3	4	5	6	7
2	Bacon, Ke	16/04/2012	11/10/2016	100	Bournville	Sampson,	Planned		Interim: 28/02/2013	Final: 19/09/2016					
3							Completed		Sampled: 08/02/2013		Sampled: 11/08/2014				
4							IQA		vqmiv, vqmiv	Devine, Summer	vqmiv, vqmiv				
5	Eusebio, F	10/03/2016	10/03/2016	0	Virgin Act	Nelson, Ju	Planned	Interim: 30/08/2016	Interim: 09/08/2016	Interim: 12/08/2016	Interim: 28/08/2016			Final: 13/10/2016	
6							Completed		Sampled: 26/08/2016	Sampled: 16/08/2016	Sampled: 15/08/2016				
7							IQA	Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna			Krabbappel, Edna	
8	Gould, Eli	01/04/2012	30/04/2013	0	n/a	Sampson,	Planned								
9							Completed								
10							IQA								
11	Jones, Bre	01/01/2011	31/12/2011	0	n/a	Wolfson,	Planned	Final: 31/10/2016	Interim: 15/09/2016		Interim: 14/08/2016	Interim: 09/09/2016	Final: 17/09/2016		
12							Completed				Sampled: 15/08/2016				
13							IQA	Krabbappel, Edna	Krabbappel, Edna		Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna		
14	Jones, Vir	01/01/2011	31/12/2011	0	n/a	Wolfson,	Planned	Interim: 19/08/2016	Interim: 16/09/2016	Final: 02/11/2016		Final: 12/10/2016			Ir
15							Completed	Sampled: 24/08/2016							
16							IQA	Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna		Krabbappel, Edna			K

Planned

(Example in Centre Admin view)

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

☐ Unit not assigned
 ☐ Unit assigned
 ☐ Assessor signed-off
 ☐ IQA signed-off
 ☐ Sample planned
 ☐ Interim sample
 ☐ Final sample

IQA sampling report

		Whole qualification	1	2	
Learner: Bacon Kevin (1249) Assessor: Sampson Holly Employer: Bournville College Start: 16/04/2012 End: 11/10/2016	100% 22/08/2015 16/02/2016	53% vqmiv, vqmiv Planned: <input checked="" type="checkbox"/> 28/02/2013 Type: Interim Assessment cycle Evidence methods	100% Devine, Summer Planned: <input checked="" type="checkbox"/> 19/09/2016 Type: Final Assessment cycle Sampling strategy	100% vqmiv, vqmiv Planned: <input checked="" type="checkbox"/> Type: Select Assessment cycle Select	
Learner: Eusebio Francis (1514) Assessor: Nelson Judd Employer: Virgin Active - Chelmsford Start: 10/03/2016 End: 10/03/2016	0%	Krabbappel, Edna Planned: <input checked="" type="checkbox"/> 30/08/2016 Type: Interim Assessment cycle Assessment plans	Krabbappel, Edna Planned: <input checked="" type="checkbox"/> 09/08/2016 Type: Interim Assessment cycle Observation of assessor	Krabbappel, Edna Planned: <input checked="" type="checkbox"/> 12/08/2016 Type: Interim Assessment cycle Progress reviews	Krabbappel, Edna Planned: <input checked="" type="checkbox"/> Type: Interim Assessment cycle Sampling strategy
		Whole qualification	1	2	

(Example in Centre Admin download view)

VqmvSamplingOrg1Centre1-2.csv [Read-Only] - Excel

A	B	C	D	E	F	G	H	I	J	K
1	Learner	Start	End	Completion	Employer	Assessor	Whole qualification	1	2	3
2	Bacon, Kevin (1249)	16/04/2012	11/10/2016	100	Bournville	Sampson, Planned		Interim: 28/02/2013	Final: 19/09/2016	
3						IQA		vqmiv, vqmiv	Devine, Summer	vqmiv, vqmiv
4	Eusebio, Francis (1514)	10/03/2016	10/03/2016	0	Virgin Act	Nelson, Planned	Interim: 30/08/2016	Interim: 09/08/2016	Interim: 12/08/2016	Interim: 28/08/2016
5						IQA	Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna
6	Gould, Elliot (1250)	01/04/2012	30/04/2013	0	n/a	Sampson, Planned				
7						IQA				
8	Jones, Brenda (894)	01/01/2011	31/12/2011	0	n/a	Wolfson, Planned	Final: 31/10/2016	Interim: 15/09/2016		Interim: 14/08/2016
9						IQA	Krabbappel, Edna	Krabbappel, Edna		Krabbappel, Edna
10	Jones, Vinny (893)	01/01/2011	31/12/2011	0	n/a	Wolfson, Planned	Interim: 19/08/2016	Interim: 16/09/2016	Final: 02/11/2016	
11						IQA	Krabbappel, Edna	Krabbappel, Edna	Krabbappel, Edna	

Completed sampling

(Example in Centre Admin view)

