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.
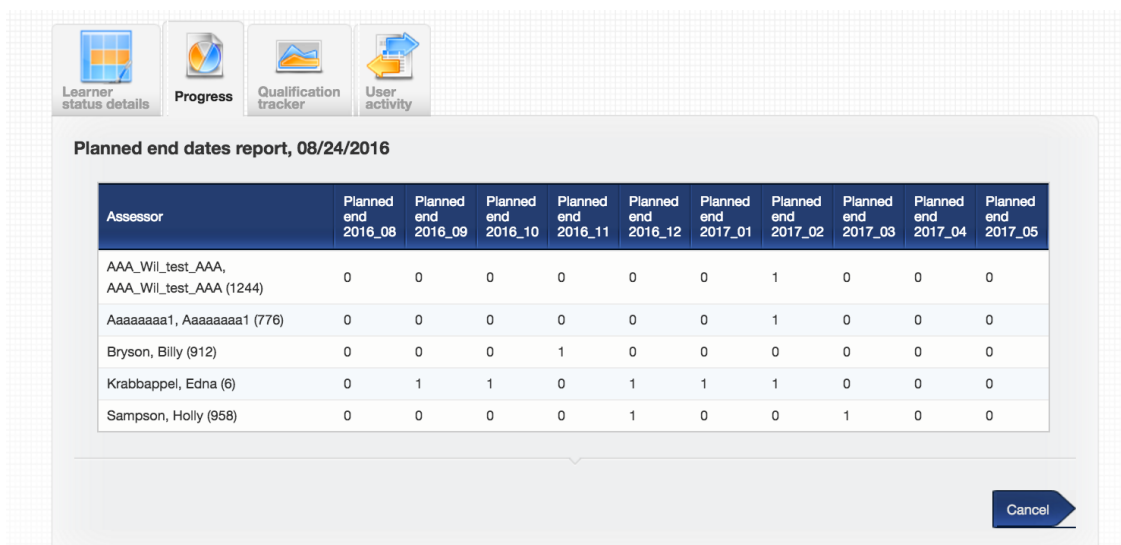
The new reports are:-

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
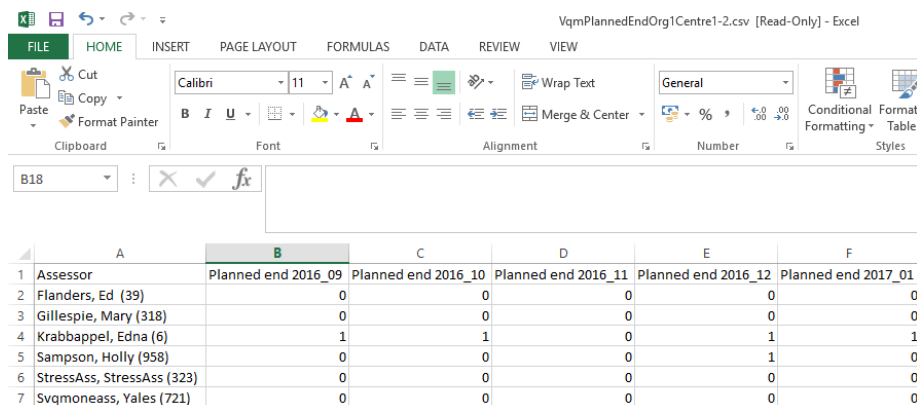
Planned end dates

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)

(Example of IQA download view)

Assessor performance

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

(Example of IQA view)

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
AAAAAAAAAAAA, AAAAAAAAAAAA (50575)	1	7	3366	7
Adams, Julie (468)	1	2	396	2

(Example of IQA - Download view)

	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)

(Example in Centre Admin download view)

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

Planned and completed

(Example in Centre Admin view)

(Example in Centre Admin download view)

A1 | Learner

	Learner	Start	End	Completion	Employer	Assessor	G	Whole qualification	1	2	3	4	5	6	7
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, Elli	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, Vin	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)

IQA sampling report

Legend: Unit not assigned · Unit assigned · Assessor signed-off · IQA signed-off · Sample planned · Interim sample · Final sample

	Whole qualification	1	2	
Learner: Bacon Kevin (1249) **Assessor:** Sampson Holly **Employer:** Bournville College **Start:** 16/04/2012 **End:** 11/10/2016	100% 22/06/2015 16/02/2016	53% vqmiv, vqmiv Planned ☑ 28/02/2013 Type Interim Assessment cycle Evidence methods	100% Devine, Summer Planned ☑ 19/09/2016 Type Final Assessment cycle Sampling strategy	100% vqmiv, vqmiv Planned ☑ Type Select Assessment cy Select
	Whole qualification	1	2	
Learner: Eusebio Francis (1514) **Assessor:** Nelson Judd **Employer:** Virgin Active - Chelmsford **Start:** 10/03/2016 **End:** 10/03/2016	0%	Krabbappel, Edna Planned ☑ 30/08/2016 Type Interim Assessment cycle Assessment plans	Krabbappel, Edna Planned ☑ 09/08/2016 Type Interim Assessment cycle Observation of assessor	Krabbappel, Edna Planned ☑ 12/08/2016 Type Interim Assessment cycle Progress reviews	Krabbappel, Edn Planned ☑ Type Interim Assessment cy Sampling str
	Whole qualification	1	2	

(Example in Centre Admin download view)

VqmivSamplingOrg1Centre1-2.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, Ju	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)

IQA sampling report

(Example in Centre Admin download view)

	A	B	C	D	E	F	G	H	I	J	K
1	Learner	Start	End	Completic	Employer	Assessor		Whole qualification	1	2	3
2	Bacon, Ke	16/04/2012	11/10/2016	100	Bournville	Sampson, Holly	Completed		Sampled: 08/02/2013		Sampled: 11/08/2014
3							IQA				
4	Eusebio, F	10/03/2016	10/03/2016	0	Virgin Act	Nelson, Judd	Completed		Sampled: 26/08/2016	Sampled: 16/08/2016	Sampled: 15/08/2016
5							IQA				
6	Gould, Ell	01/04/2012	30/04/2013	0	n/a	Sampson, Holly	Completed				
7							IQA				
8	Jones, Bre	01/01/2011	31/12/2011	0	n/a	Wolfson, Graham	Completed				Sampled: 15/08/2016
9							IQA				
10	Jones, Vir	01/01/2011	31/12/2011	0	n/a	Wolfson, Graham	Completed	Sampled: 24/08/2016			