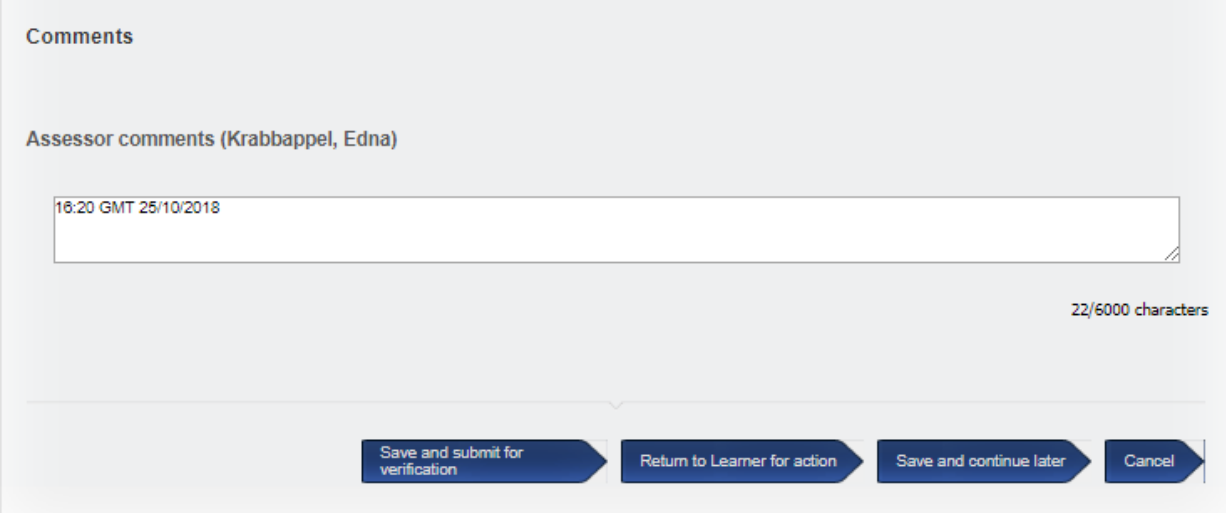
VQManager enhancements November 2018

Add date stamp in comments box

We have added an automatic date/time stamp to the comments boxes throughout VQManager to indicate whenever a new comment is added. Here is an example of a place where this can be seen:

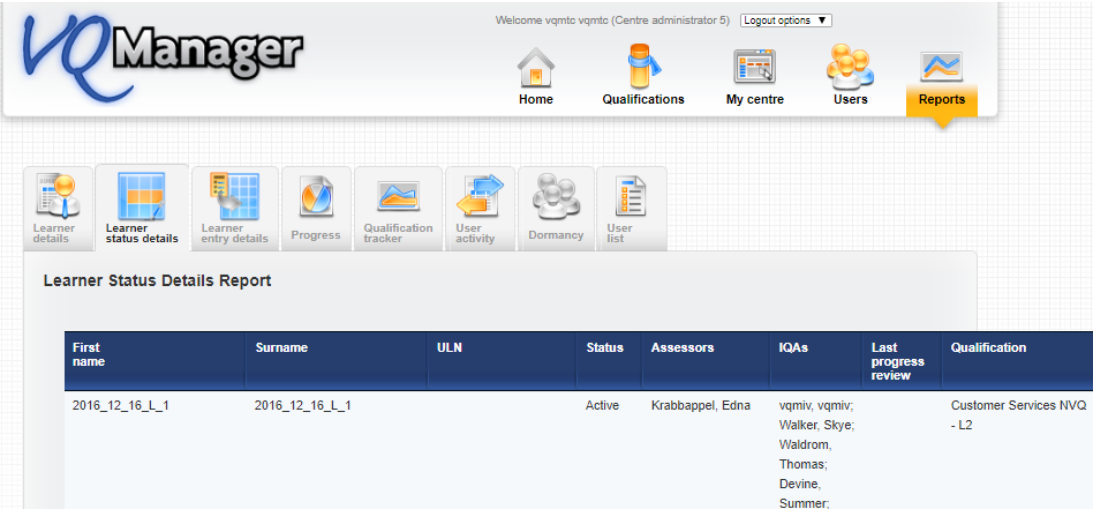


The date stamps forms part of the text in that box and as such can be edited by the users. The audit trail will still indicate the time and date of the entry if this is altered. If no comment is saved, the date stamp also isn't saved.

Where VQM is being used in different time zones, the time stamps are all "server time" which is UK time, which follows the same format as the audit trail. This is emphasised by the "GMT" entry in each stamp.

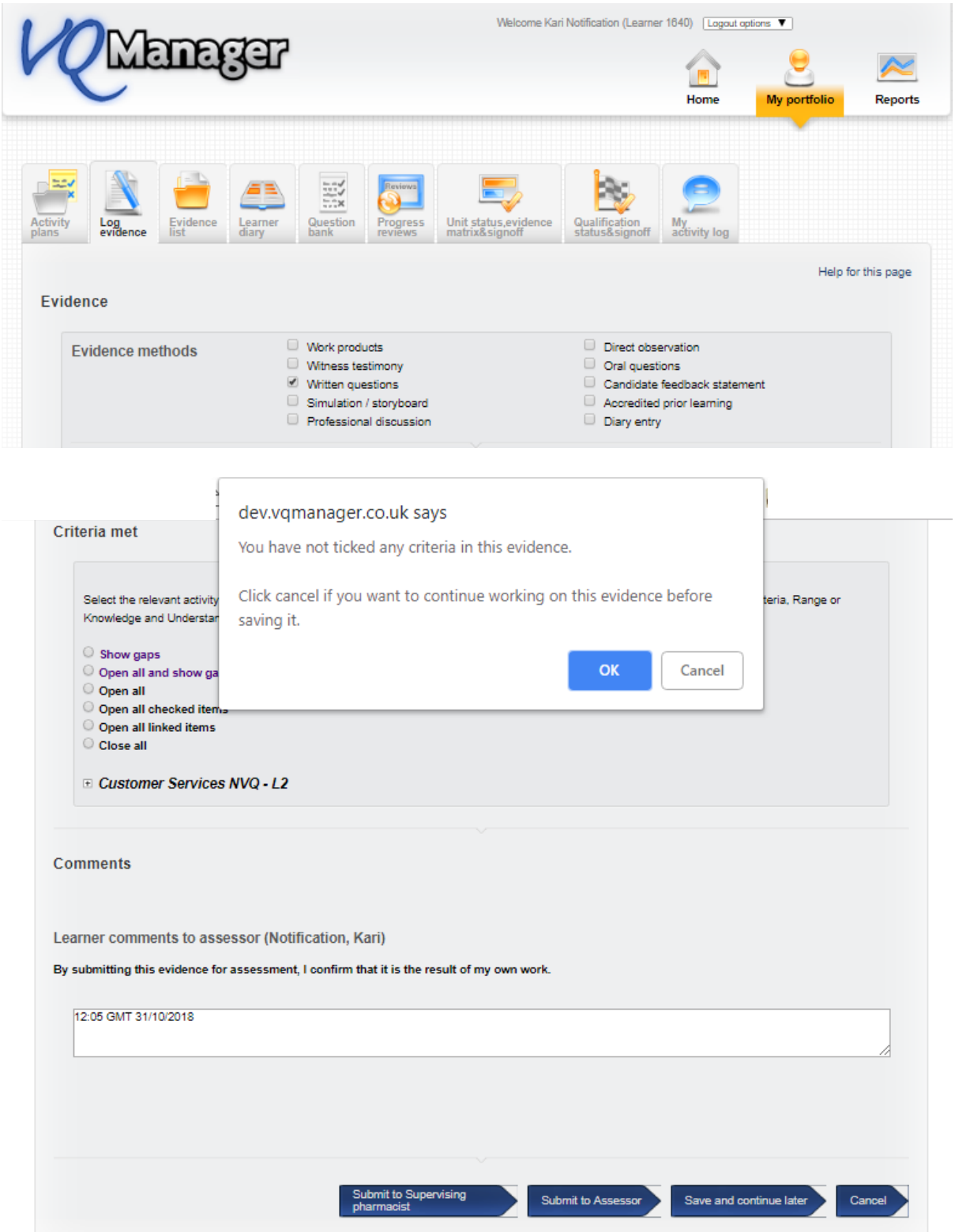
Learner Status Details - add ULN column

To improve usability, we have added a new column to this report for ULN



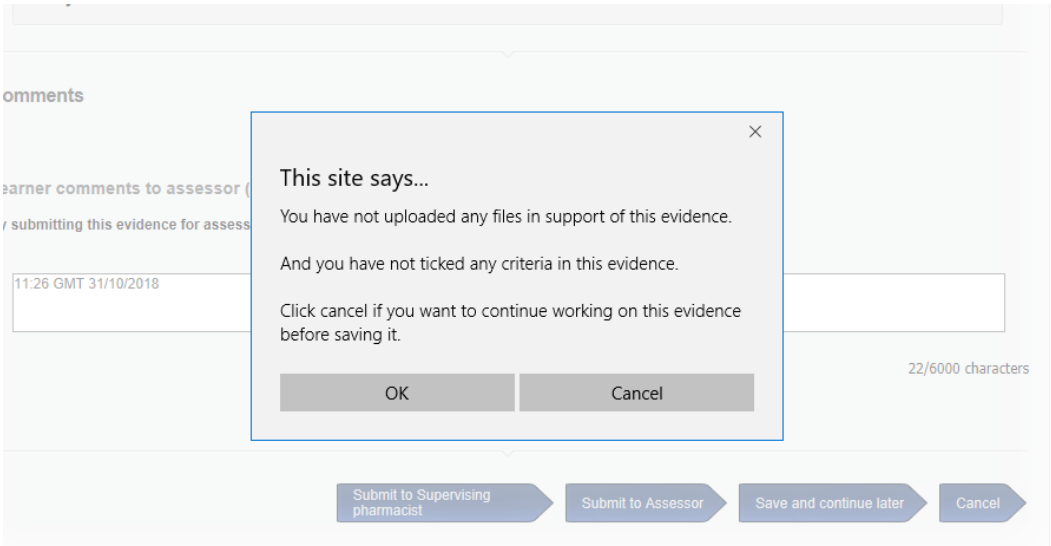
Create pop up where user saves evidence with no criteria ticked

We have added a pop up reminder when saving evidence, which will appear if the user (learner or assessor) hasn't ticked any criteria. The message for no criteria is shown when there are criteria check boxes available for checking but none are checked.



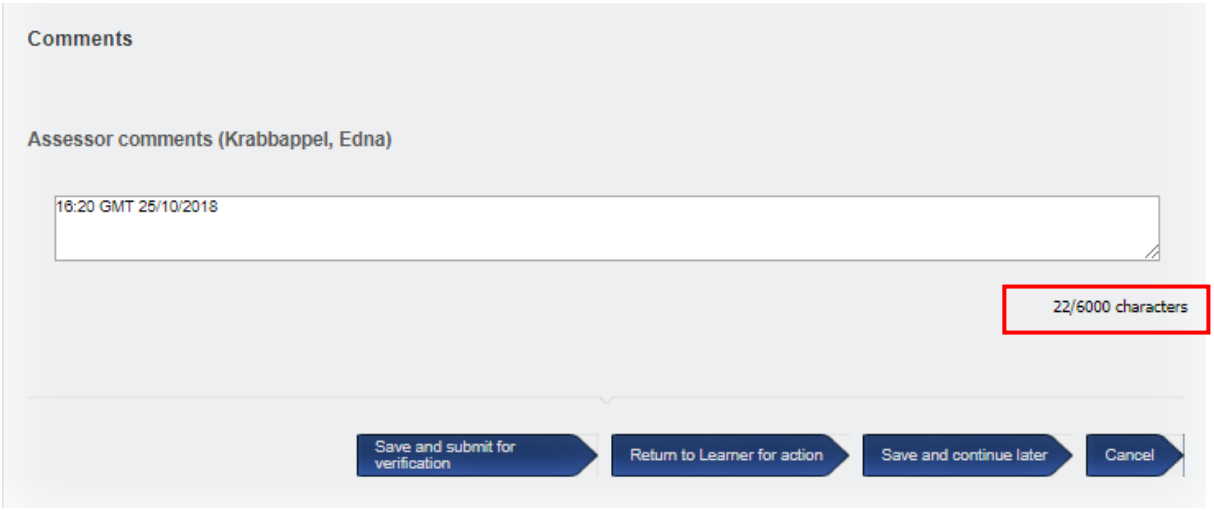
The message for no file attachments is also shown for new evidence or if it is being edited by the creator of the evidence if no attachment is added to the evidence.

When both these messages need to be shown they are combined into one prompt:



Add character limit information to all comments boxes

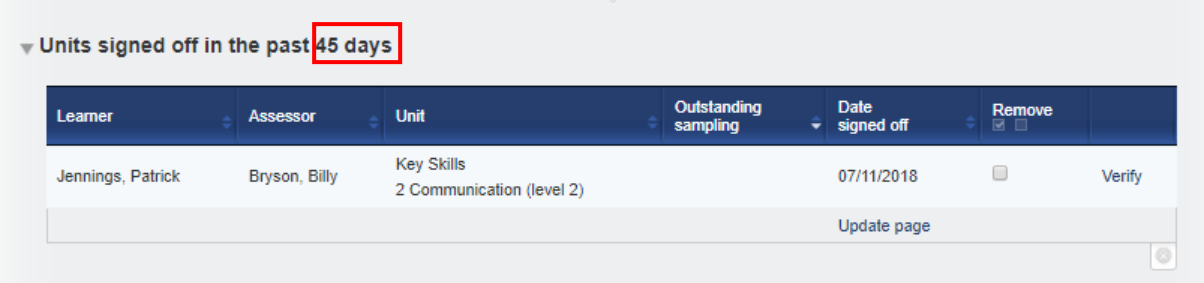
In the same way we have previously had character counts to some fields in the Log Evidence tab, we have now implemented similar character limits throughout VQManager. We have previously had a couple of instances where users have tried to save very large amounts of data in comments boxes, and data has been lost in transfer. This development is to reduce that risk to a minimum.



Allow centres to change no. of days IQA/IV sign off notification

Clients can now change the IQA/IV notifications in respect of the number of days' notice. The default is set at 30 days but can be altered if required.

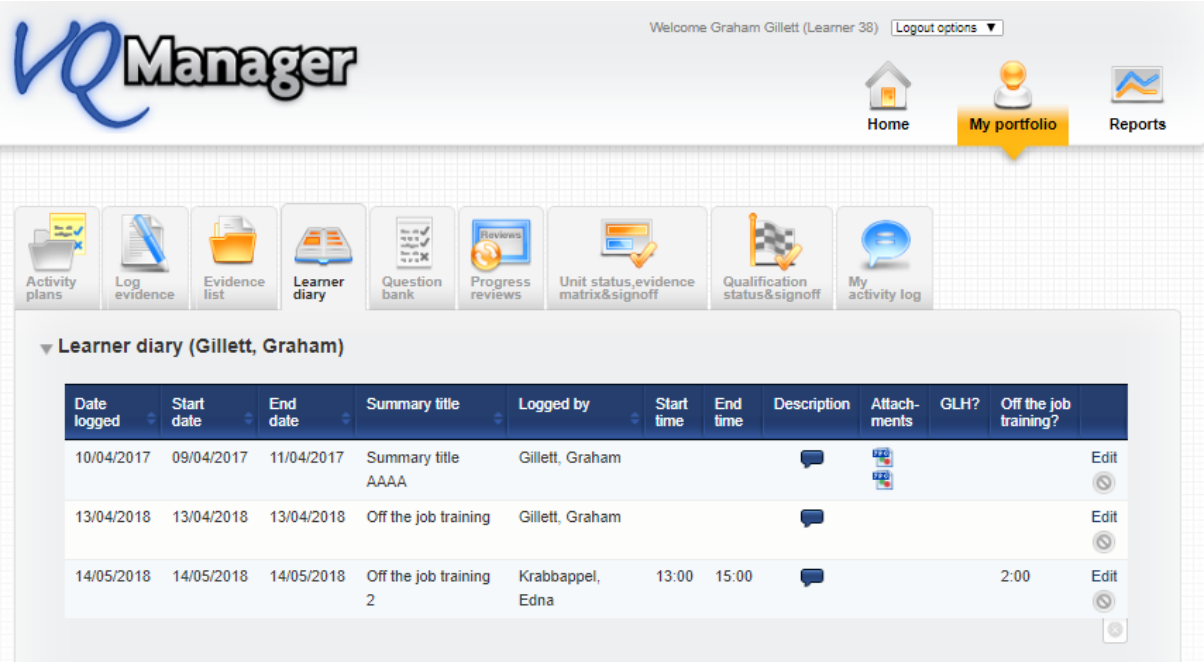
If you should like a setting different to 30 days, please contact SkillWise to make the changes for you.



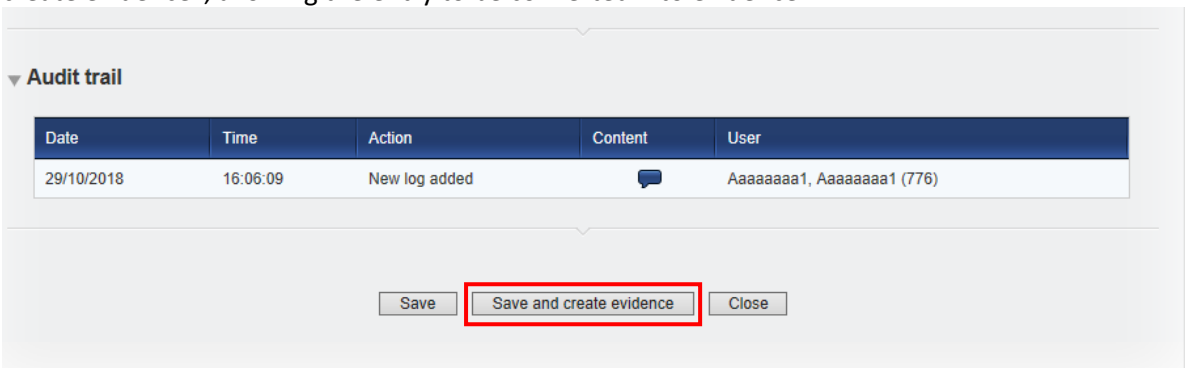
Retrospectively convert Diary entries to evidence

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.

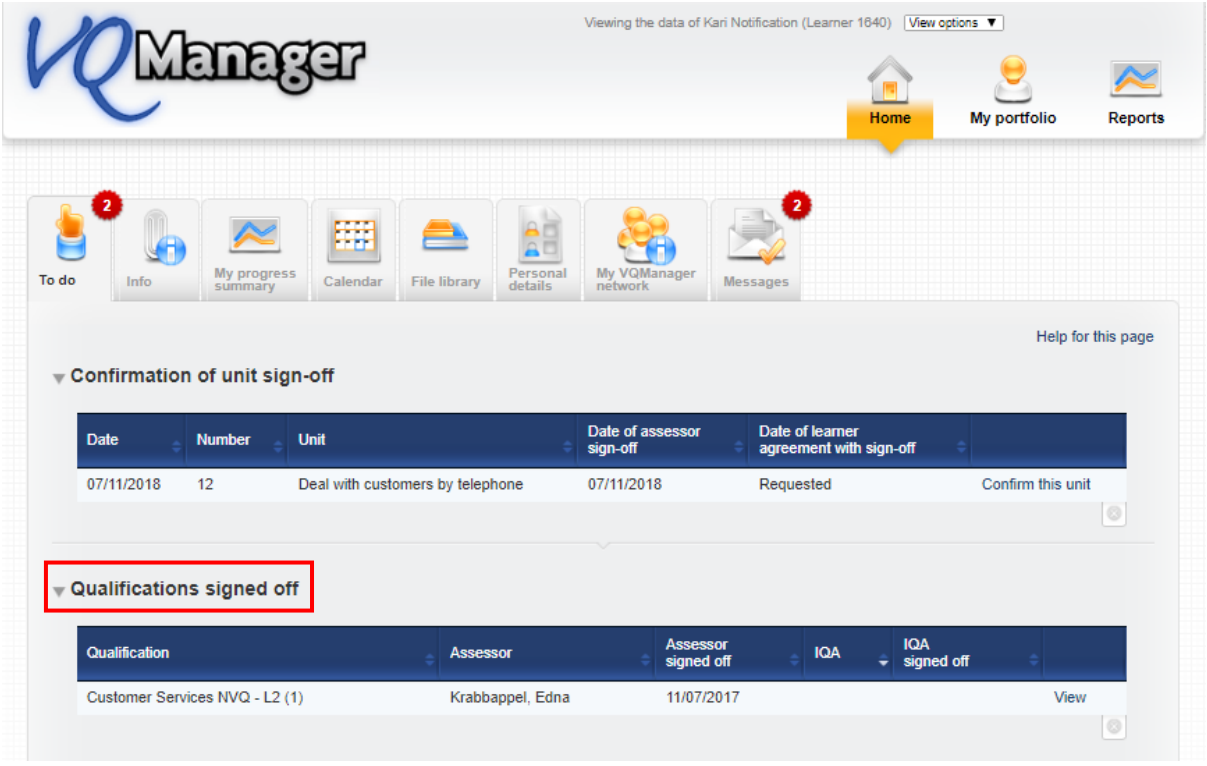


The user can make any edits they wish, and is presented with the options to “save” or “save and create evidence”, allowing the entry to be converted into evidence.



To Do list entry for learner when qualification is signed off

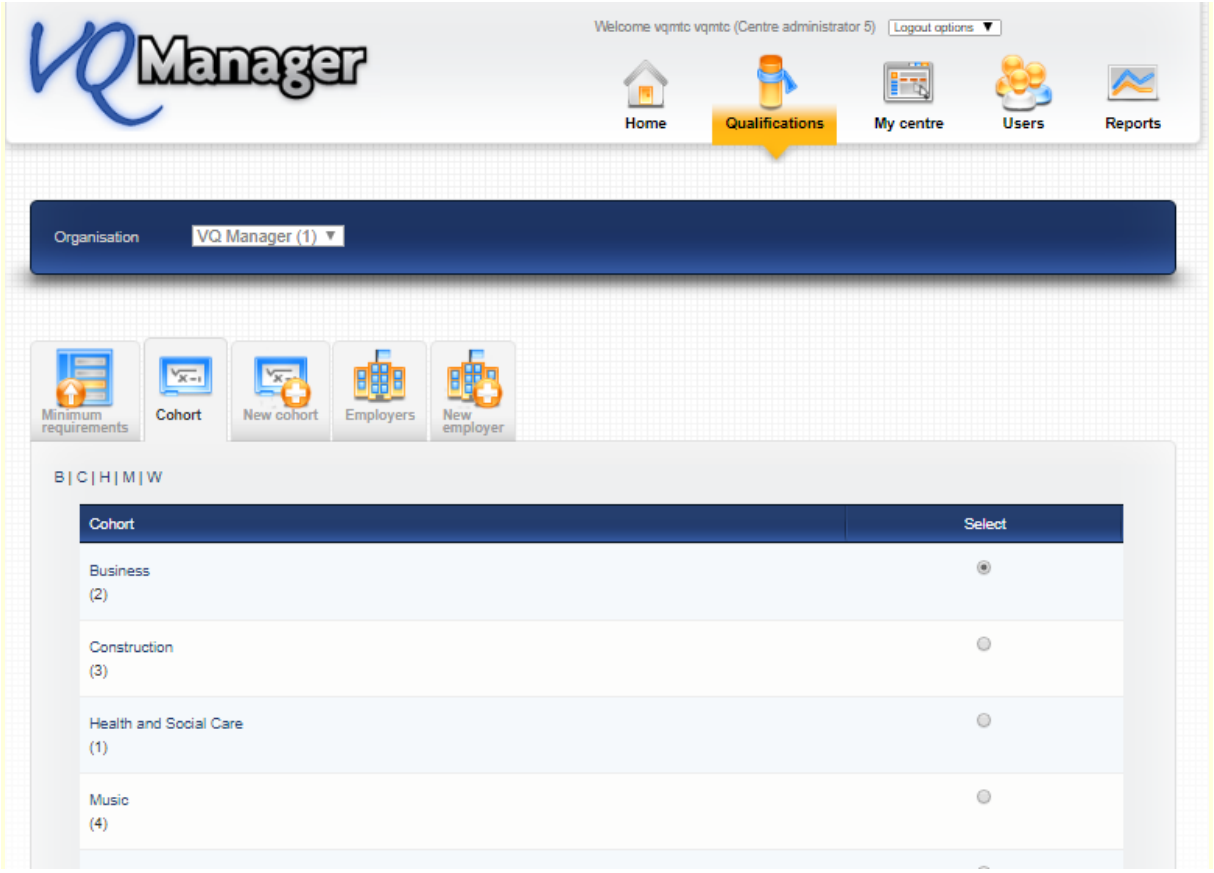
In addition to Unit sign off notification, learners will now be notified on their To Do list when the assessor signs off a qualification.



The system also updates the learner if and when the IQA/IV subsequently signs off the qualification.

Allow customisation of 'Curriculum Area' name

We have added an option for the “Curriculum area” field to be re-named for your organisation. If you would like this field to be called anything other than Curriculum area, please contact Skillwise to make the change for you. The example below shows where the field is now called “Cohort”



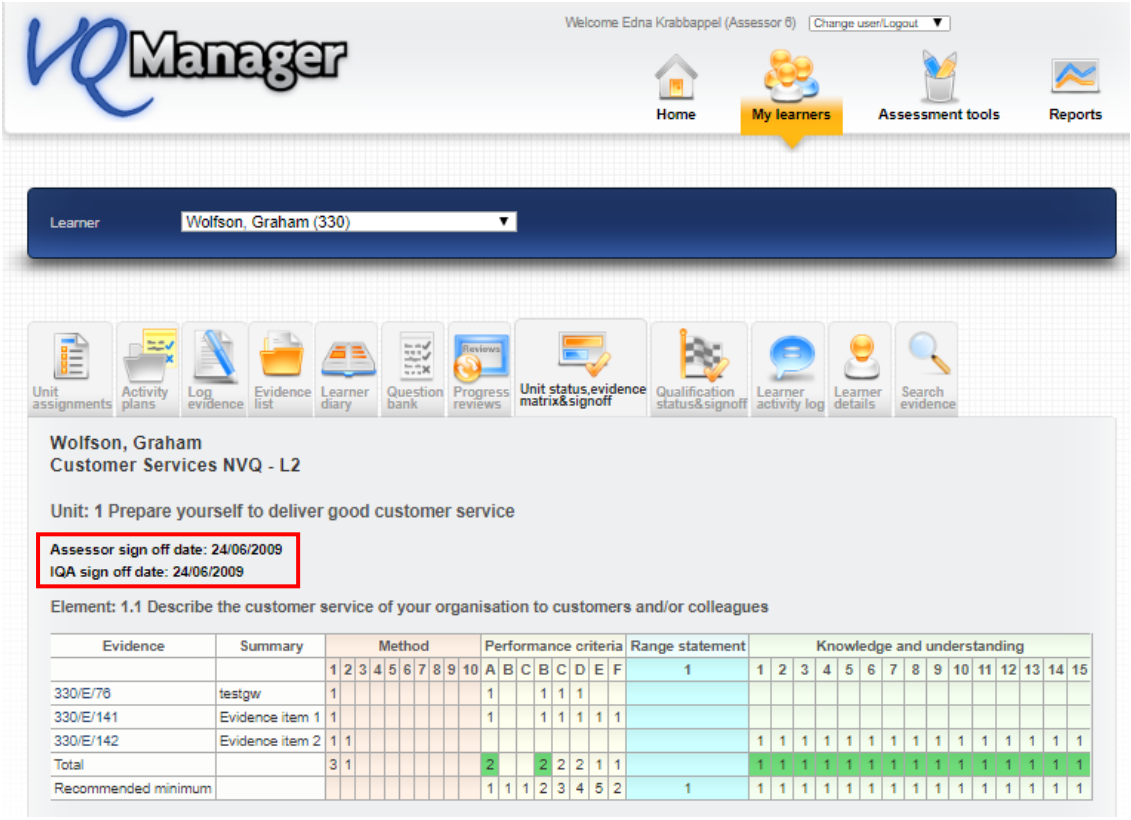
This improves clarity and flexibility of the system in respect to filtering data, especially in reports.

Qualification tracker (07/11/2018)

Learner	Employer	Cohort	Assessor	
2016_12_16_L_1, 2016_12_16_L_1 (1639)			Krabbappel, Edna	Customer Services NVQ
AAA111, AAA111 (968)	Boots UK Ltd	Construction	Krabbappel, Edna	Housing Benefits NVQ (9
	Boots UK Ltd	Construction	Krabbappel, Edna	Key Skills (15)
Anderson01, Charles (865)	Bournville College	Construction	Smith01, Anne	Certificate in Pharmacy S
Anderson05, Charles (904)	Bournville College	Health and Social Care	Smith05, Anne	Diploma in Hairdressing L
Anderson06, Charles (1695)			Krabbappel, Edna	Apprenticeship Operation
			Krabbappel, Edna	Apprenticeship Operation
			Krabbappel, Edna	Diploma for Leaders and
Bacon, Kevin (1249)	Bournville College	Business	Sampson, Holly	Certificate in Pharmacy S
	Bournville College	Business	Sampson, Holly	NVQ Diploma in Pharmac
	Bournville College	Business	Sampson, Holly	Diploma for ICT Systems

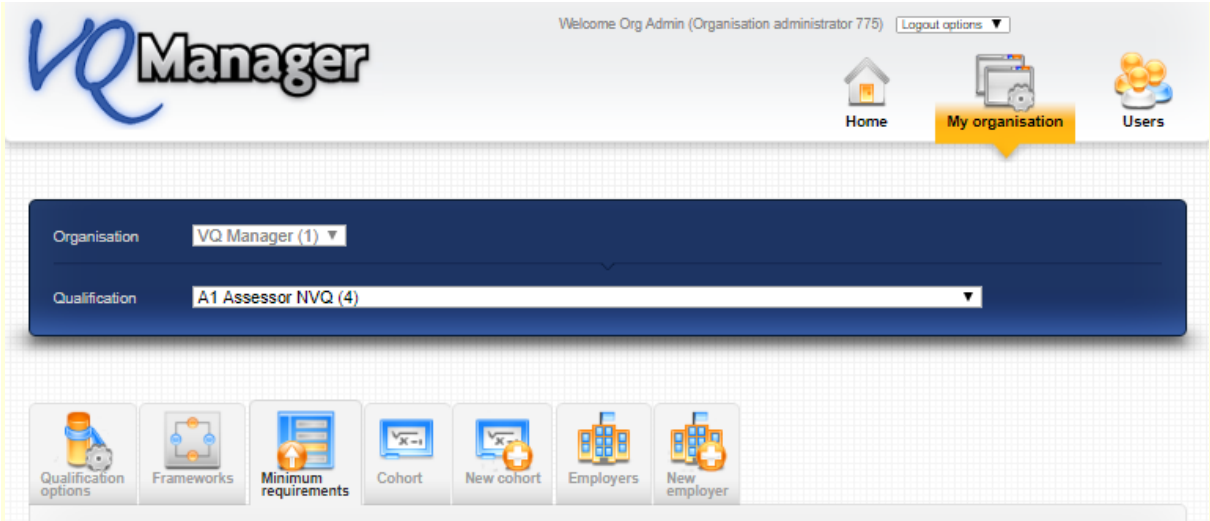
Adding unit sign off date to Evidence Matrix report

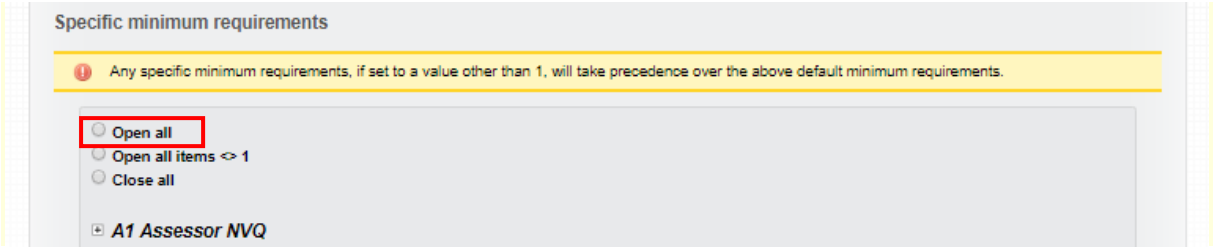
We have added a new area to the Evidence Matrix report, showing whether the unit has been signed off by the assessor and IV/IQA and the date this was completed.



Add 'open all' to minimum requirements page

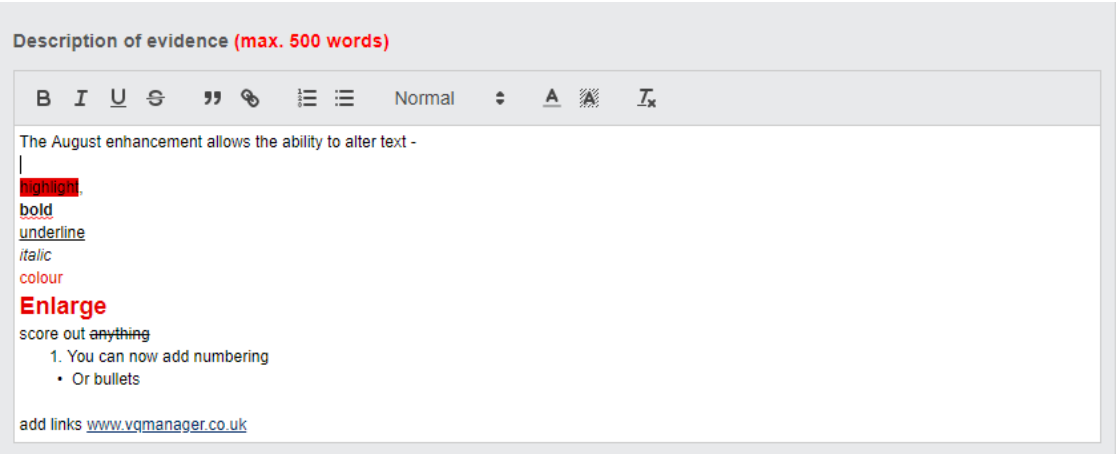
There is a new 'open all' option on the minimum requirements page for both Org Admin and Centre Admin. This should speed up the process when setting minimum requirements as Org Admin and also when viewing them as Centre Admin.





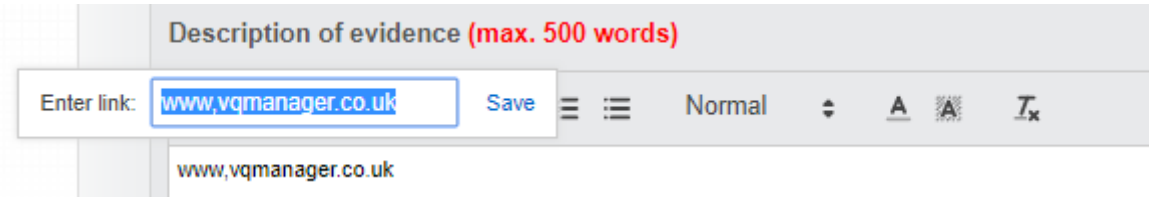
Allow hyperlinks and rich text in evidence

VQManager now allows formatted text and hyperlinks in the following fields:



Evidence description
Diary description
Progress review notes
Activity log details (all users)
Assessment plan notes

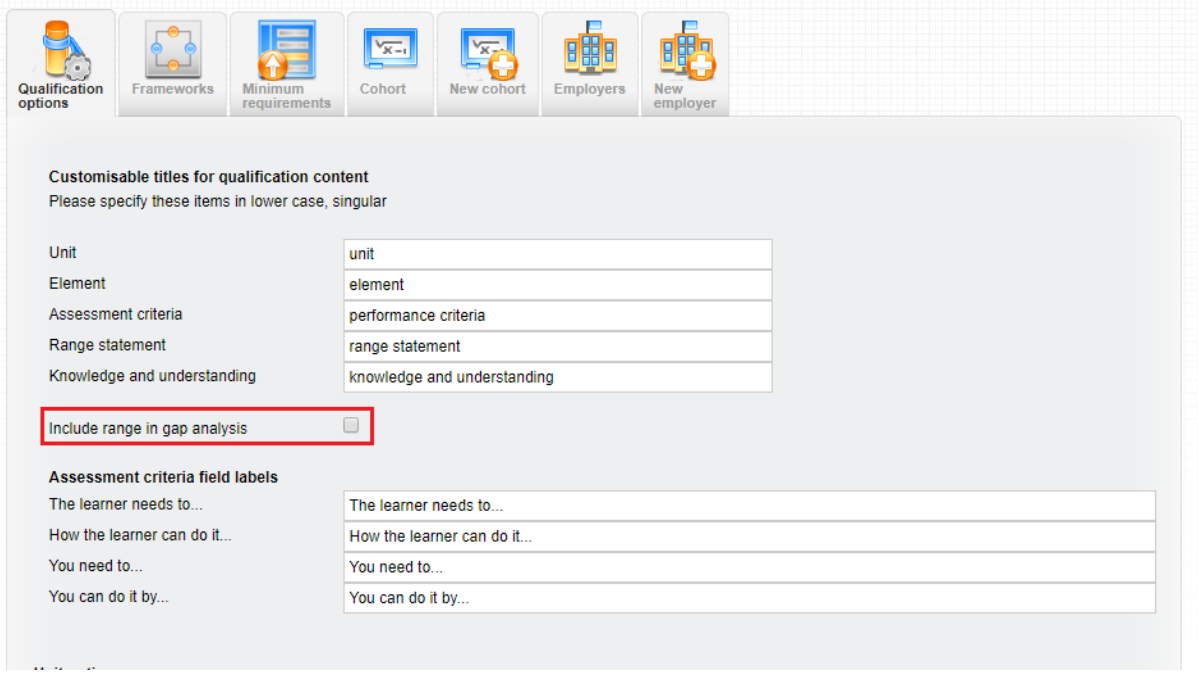
Hyperlinks inserted here will open in a new browser tab. This will enable learners and assessors to link to work stored on other websites.



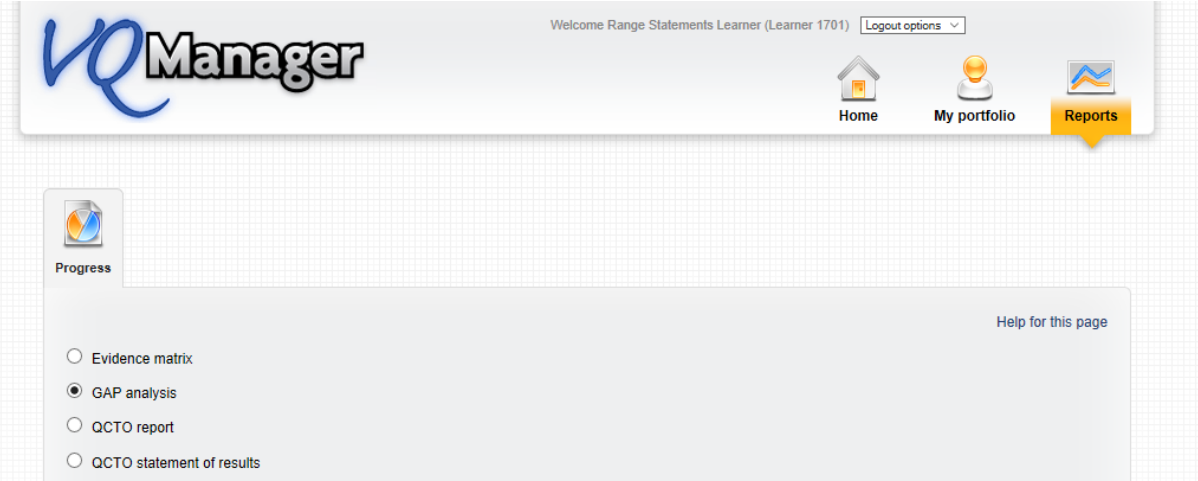
Adding Range to Gap Analysis report

We have now added an option for clients who use range statements, to see the range in the GAP analysis report. This is visible for both the learner and the assessor.

Org Admins can switch this on for the relevant quals in the 'My Organisation' tab. It is switched off for all quals by default.



Use the Reports tab, select Progress and then the GAP analysis to see the range:

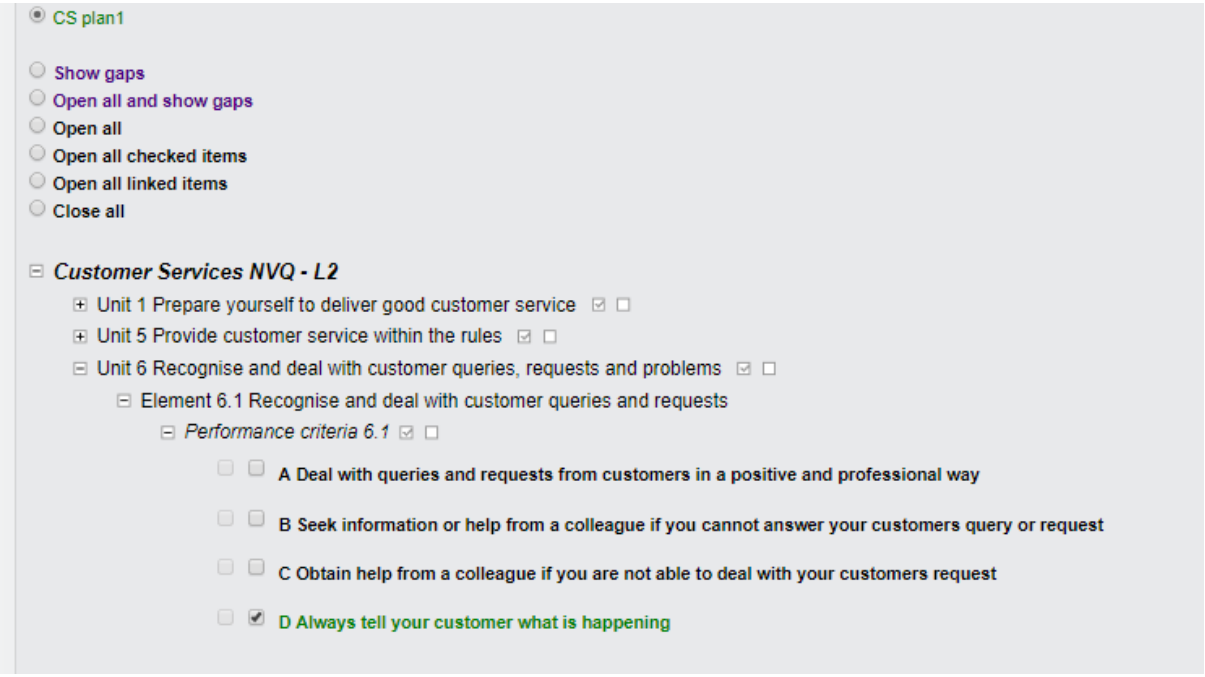


BTEC Diploma in Sporting Excellence L3 {Pearson} 603_3338_8 (135)	
Unit 1 Develop own technical skills to achieve excellence in a sport (2358)	
Element 1 Be able to contribute to a programme to improve own technical skills (5351)	
Performance criteria 1	
1.1 Work with coaching and/or other staff to agree the technical demands for excellence in their own role(s) in the sport	
1.3 Draw conclusions from the analysis of their own technical skills	
1.5 Work with coaching and/or other staff to plan a programme to achieve technical goals	
Range statement 1 Cover technical goals: (3075)	
01 short term	
✓	02 medium term
03 long term	
Range statement 1 Cover technical demands: (3076)	
01 technical skills.	
Element 2 Be able to implement a programme to improve own technical skills (5352)	
Performance criteria 2	
2.1 Take part in the planned technical skills programme	
2.3 Contribute to on-going assessments of their own technical progress	
2.5 Work with coaching and/or other staff to continuously develop their own technical skills programme to achieve technical goals	
Range statement 2 Cover technical goals: (3077)	
01 short term	

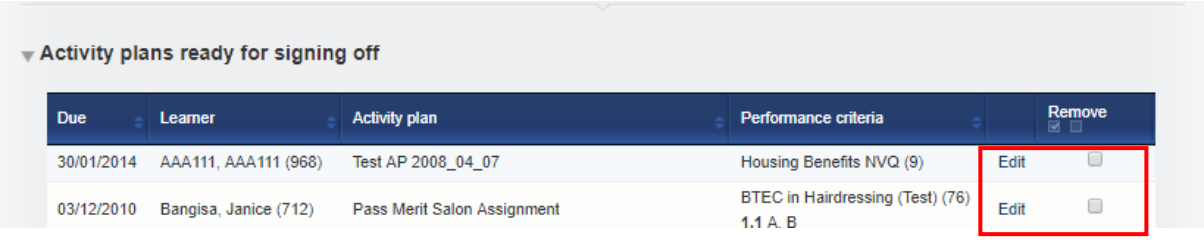
All range is listed, and range that has been covered shows with a green tick next to it. This is so that users can easily check if they have covered enough range, for example, where the standards call for the learner to cover four of a possible six range statements.

Reminder to sign off assessment/activity/assignment plans

The system will now show assessors if all the criteria within an assessment plan has been covered.



At the point where all criteria in the plan are ticked off in evidence which has then been sent for verification, the assessor will receive a To Do tab message:



Clicking on 'edit' takes the assessor to the named assessment plan, so they can review it and sign it off if they wish. If the assessor does not wish to sign the plan off, they can select the plan by ticking the box and “update page” to remove it from the list.

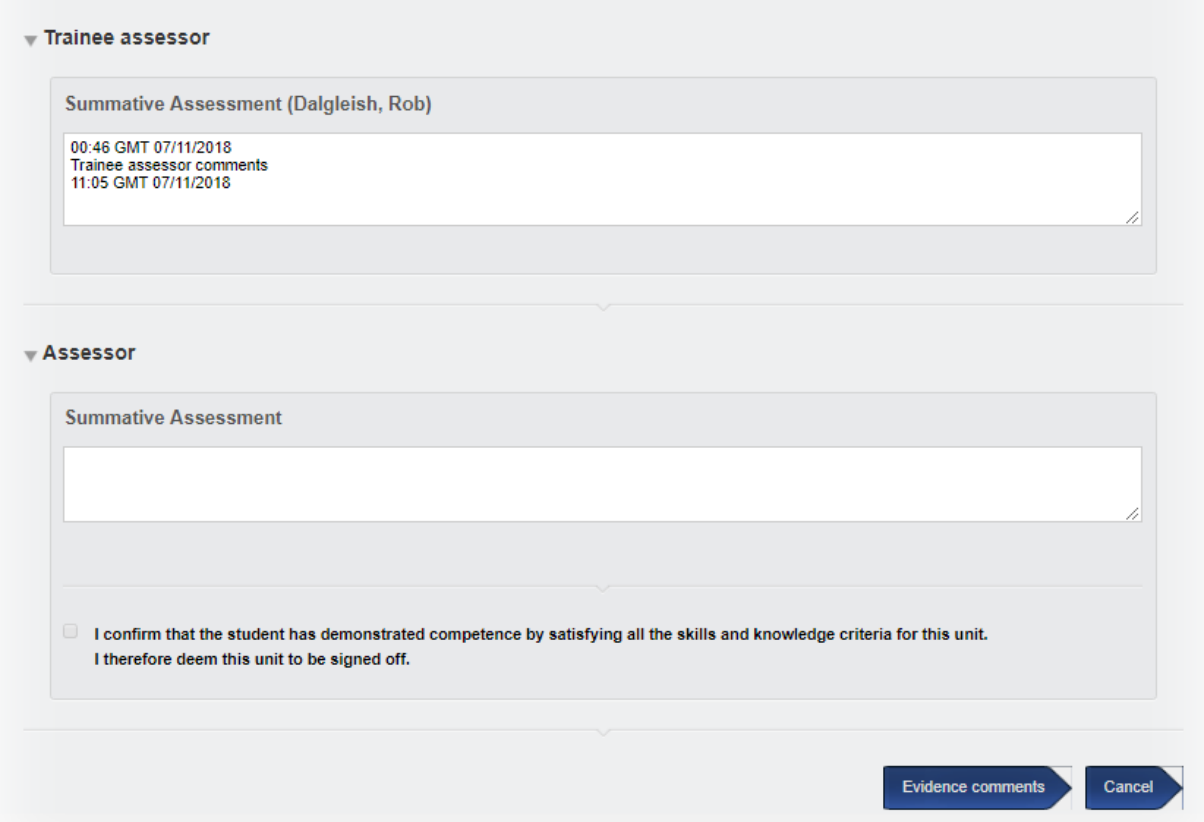
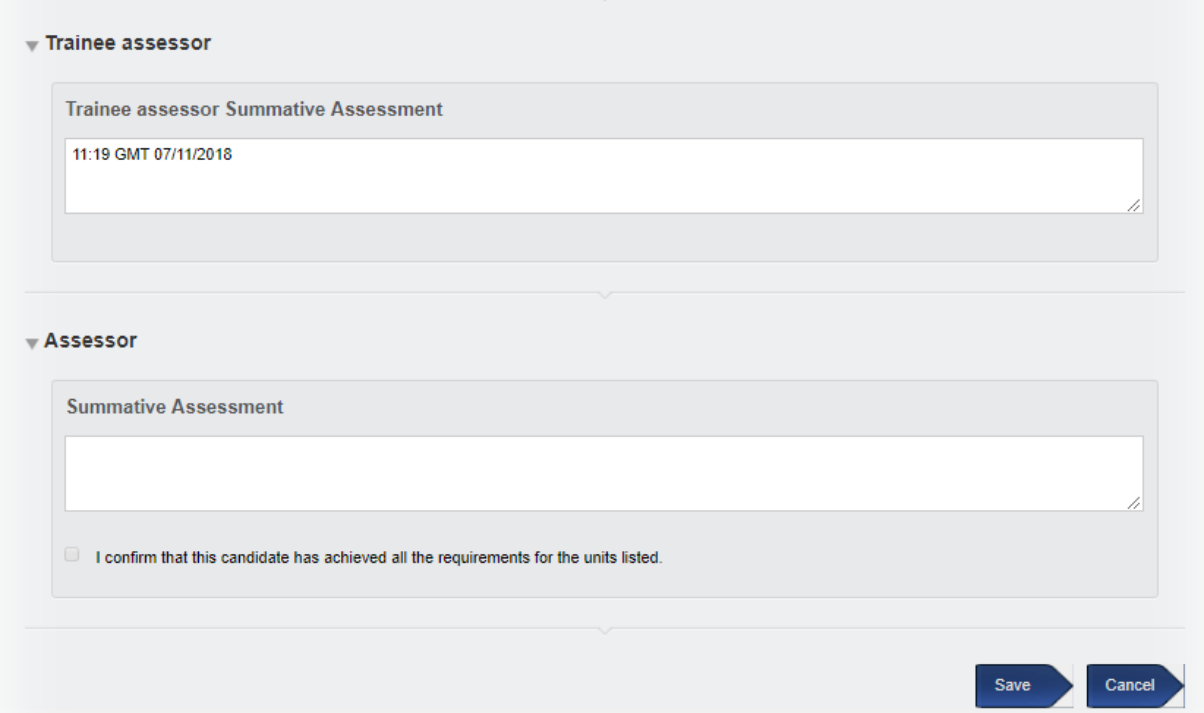
Add trainee assessor comments box to unit and qual sign off

We have added a comments box at unit and qualification sign off for a trainee assessor. This change means that trainee assessors will now lose access to signing off units and qualifications. This was requested as part of the development as sign off responsibility should be with the qualified assessor and not the trainee.

Unlike the qualified assessor area, there is no tick box associated with this new comments box. The tick box remains with the qualified assessor along with their own comments box.

The unit and qualification sign off date in all the tabs and reports etc. is associated with qualified assessor sign off.

This is the trainee view for unit sign off:



And qual sign off: