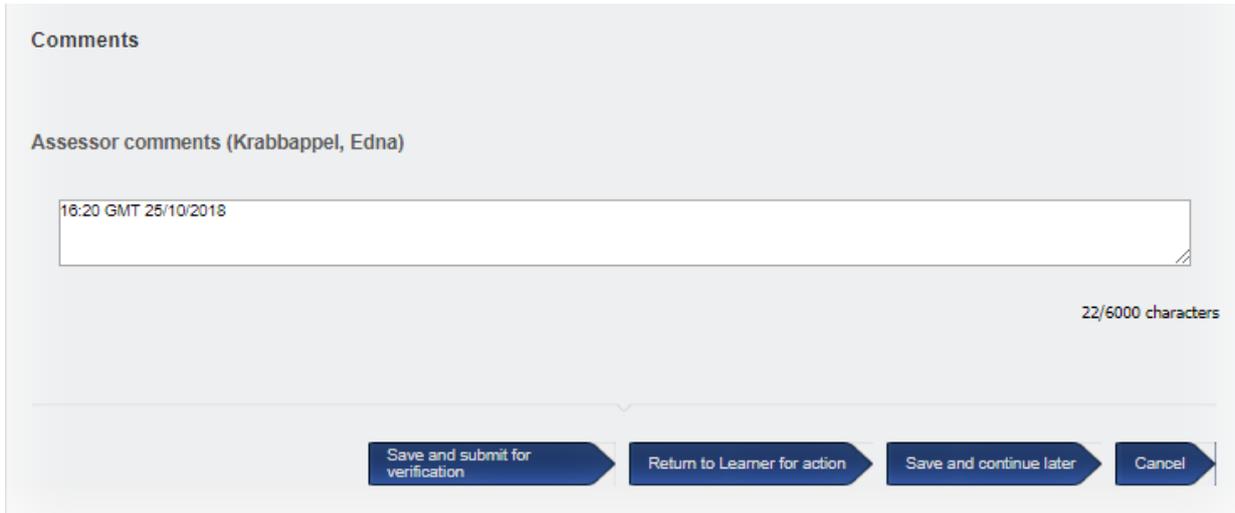


VQManager enhancements November 2018

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:



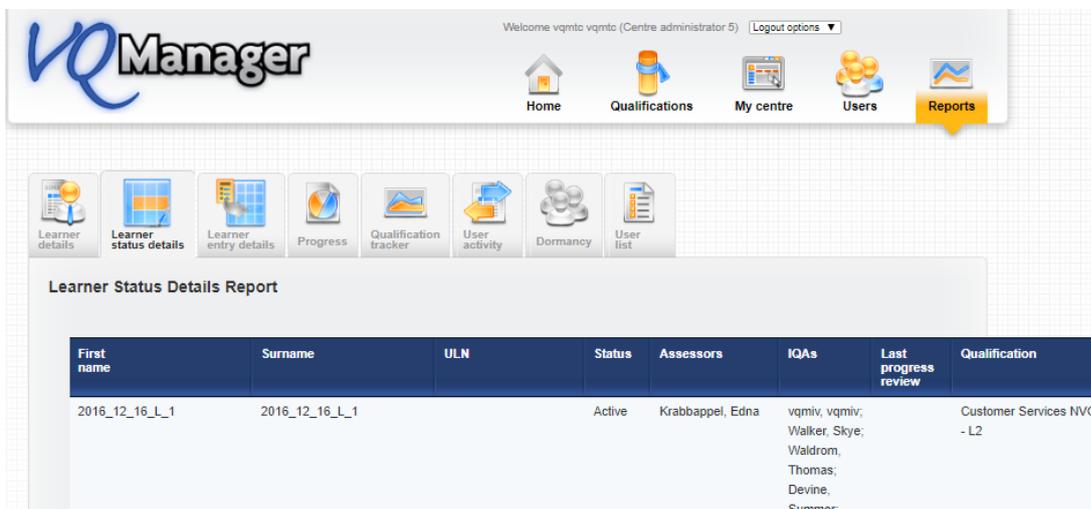
The screenshot shows a 'Comments' section with a sub-header 'Assessor comments (Krabbappel, Edna)'. Below this is a text input field containing the date and time '16:20 GMT 25/10/2018'. To the right of the input field, it says '22/6000 characters'. At the bottom of the form, there are four buttons: 'Save and submit for verification', 'Return to Learner for action', 'Save and continue later', and 'Cancel'.

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



The screenshot shows the VQManager interface with a navigation bar at the top containing 'Home', 'Qualifications', 'My centre', 'Users', and 'Reports'. Below the navigation bar is a row of icons for 'Learner details', 'Learner status details', 'Learner entry details', 'Progress', 'Qualification tracker', 'User activity', 'Dormancy', and 'User list'. The 'Learner status details' icon is highlighted. Below this is the 'Learner Status Details Report' table.

First name	Surname	ULN	Status	Assessors	IQAs	Last progress review	Qualification
2016_12_16_L_1	2016_12_16_L_1		Active	Krabbappel, Edna	vqmiv, vqmiv; Walker, Skye; Waldrom, Thomas; Devine, Summer;		Customer Services NVQ - L2

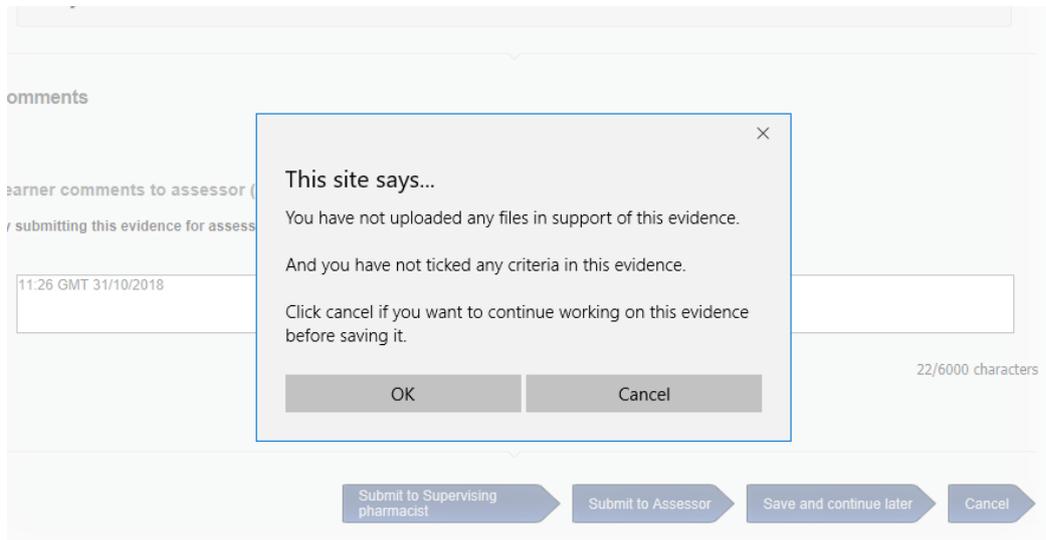
Create pop up where user saves evidence with no criteria ticked

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 screenshot displays the VQ Manager web application interface. At the top, the logo 'VQ Manager' is on the left, and the user is logged in as 'Kari Notification (Learner 1640)'. Navigation links for 'Home', 'My portfolio', and 'Reports' are visible. A horizontal menu contains icons for 'Activity plans', 'Log evidence', 'Evidence list', 'Learner diary', 'Question bank', 'Progress reviews', 'Unit status, evidence matrix & signoff', 'Qualification status & signoff', and 'My activity log'. The main content area is titled 'Evidence' and contains a section for 'Evidence methods' with two columns of checkboxes. The first column includes 'Work products', 'Witness testimony', 'Written questions' (checked), 'Simulation / storyboard', and 'Professional discussion'. The second column includes 'Direct observation', 'Oral questions', 'Candidate feedback statement', 'Accredited prior learning', and 'Diary entry'. A pop-up dialog box is overlaid on the page, with the title 'dev.vqmanager.co.uk says'. The message reads: 'You have not ticked any criteria in this evidence. Click cancel if you want to continue working on this evidence before saving it.' The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the 'Criteria met' section shows a list of activities, with 'Customer Services NVQ - L2' selected. The 'Comments' section includes a text area for 'Learner comments to assessor (Notification, Kari)' and a timestamp '12:05 GMT 31/10/2018'. At the bottom, there are four buttons: 'Submit to Supervising pharmacist', 'Submit to Assessor', 'Save and continue later', and 'Cancel'.

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.

The screenshot shows a table of units signed off. The number '45 days' is highlighted with a red box. The table has columns for Learner, Assessor, Unit, Outstanding sampling, Date signed off, and Remove. There is a 'Verify' link and an 'Update page' button.

Learner	Assessor	Unit	Outstanding sampling	Date signed off	Remove
Jennings, Patrick	Bryson, Billy	Key Skills 2 Communication (level 2)		07/11/2018	<input type="checkbox"/>

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 screenshot shows the VQManager interface. At the top, it says 'Welcome Graham Gillett (Learner 38)'. There are navigation buttons for Home, My portfolio, and Reports. Below that is a row of icons for various features: Activity plans, Log evidence, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, and My activity log. The 'Learner diary' section is expanded, showing a table of diary entries for Graham Gillett.

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	Edit
10/04/2017	09/04/2017	11/04/2017	Summary title AAAA	Gillett, Graham							Edit
13/04/2018	13/04/2018	13/04/2018	Off the job training	Gillett, Graham							Edit
14/05/2018	14/05/2018	14/05/2018	Off the job training 2	Krabbappel, Edna	13:00	15:00				2:00	Edit

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.

▼ Audit trail

Date	Time	Action	Content	User
29/10/2018	16:06:09	New log added		Aaaaaaaa1, Aaaaaaaa1 (776)

Save Save and create evidence Close

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.

VQ Manager Viewing the data of Kari Notification (Learner 1640) View options ▼

Home My portfolio Reports

To do Info My progress summary Calendar File library Personal details My VQManager network Messages

▼ Confirmation of unit sign-off

Date	Number	Unit	Date of assessor sign-off	Date of learner agreement with sign-off	
07/11/2018	12	Deal with customers by telephone	07/11/2018	Requested	Confirm this unit

▼ Qualifications signed off

Qualification	Assessor	Assessor signed off	IQA	IQA signed off	
Customer Services NVQ - L2 (1)	Krabbappel, Edna	11/07/2017			View

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

▼ Qualifications signed off

Qualification	Assessor	Assessor signed off	IQA	IQA signed off	
Customer Services NVQ - L2 (1)	Krabbappel, Edna	11/07/2017	vqmiv, vqmiv	07/11/2018	View

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”

The screenshot shows the VQ Manager interface. At the top, there's a navigation bar with 'Home', 'Qualifications', 'My centre', 'Users', and 'Reports'. Below that, a dark blue bar displays 'Organisation: VQ Manager (1)'. A row of icons includes 'Minimum requirements', 'Cohort', 'New cohort', 'Employers', and 'New employer'. The main content area features a table with the following data:

Cohort	Select
Business (2)	<input type="radio"/>
Construction (3)	<input type="radio"/>
Health and Social Care (1)	<input type="radio"/>
Music (4)	<input type="radio"/>

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)	Bourville College	Construction	Smith01, Anne	Certificate in Pharmacy S
Anderson05, Charles (904)	Bourville 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)	Bourville College	Business	Sampson, Holly	Certificate in Pharmacy S
	Bourville College	Business	Sampson, Holly	NVQ Diploma in Pharmac
	Bourville 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.

Welcome Edna Krabbappel (Assessor 8) Change user/Logout

Home My learners Assessment tools Reports

Learner: Wolfson, Graham (330)

Unit assignments Activity plans Log evidence Evidence list Learner diary Question bank Progress reviews **Unit status, evidence matrix & signoff** Qualification status & signoff Learner activity log Learner details Search evidence

Wolfson, Graham
Customer Services NVQ - L2

Unit: 1 Prepare yourself to deliver good customer service

Assessor sign off date: 24/06/2009
IQA sign off date: 24/06/2009

Element: 1.1 Describe the customer service of your organisation to customers and/or colleagues

Evidence	Summary	Method										Performance criteria						Range statement	Knowledge and understanding																		
		1	2	3	4	5	6	7	8	9	10	A	B	C	B	C	D		E	F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
330/E/76	testgw	1										1		1	1					1																	
330/E/141	Evidence item 1	1										1		1	1	1	1	1	1																		
330/E/142	Evidence item 2	1	1																																		
Total		3	1									2		2	2	2	1	1																			
Recommended minimum												1	1	1	2	3	4	5	2	1																	

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.

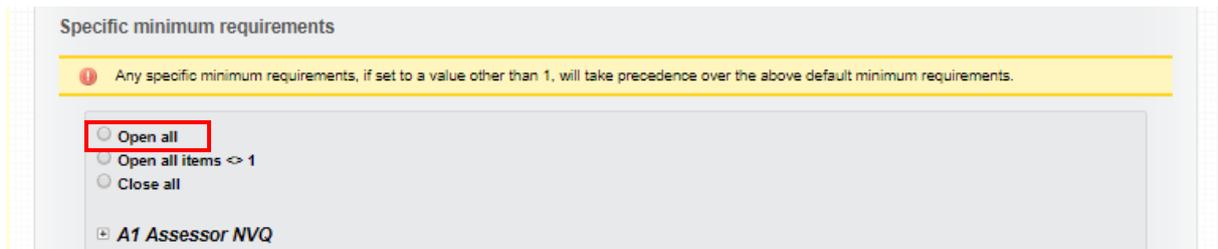
Welcome Org Admin (Organisation administrator 775) Logout options

Home My organisation Users

Organisation: VQ Manager (1)

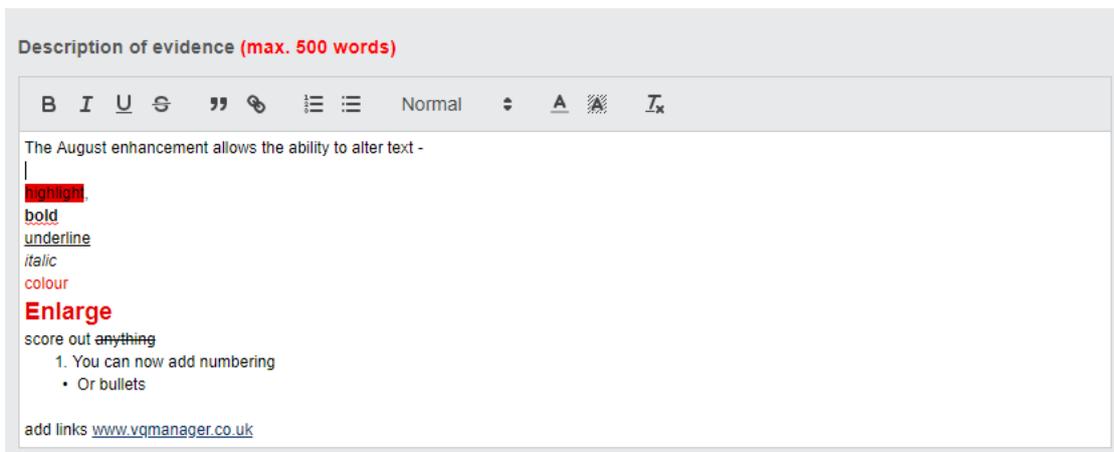
Qualification: A1 Assessor NVQ (4)

Qualification options Frameworks **Minimum requirements** Cohort New cohort Employers New employer



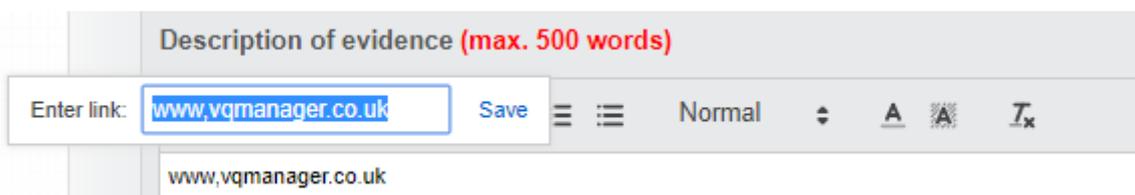
Allow hyperlinks and rich text in evidence

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

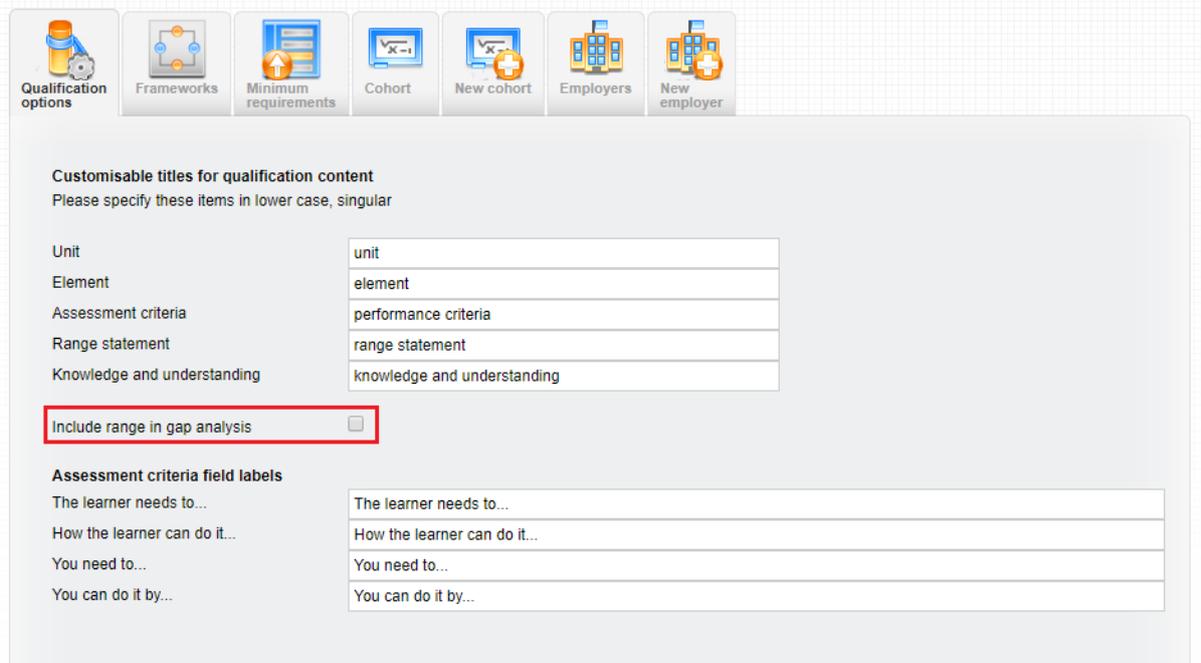
Hyperlinks inserted here will open in a new browser tab. This will enable learners and assessors to link to work stored on other websites.



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.



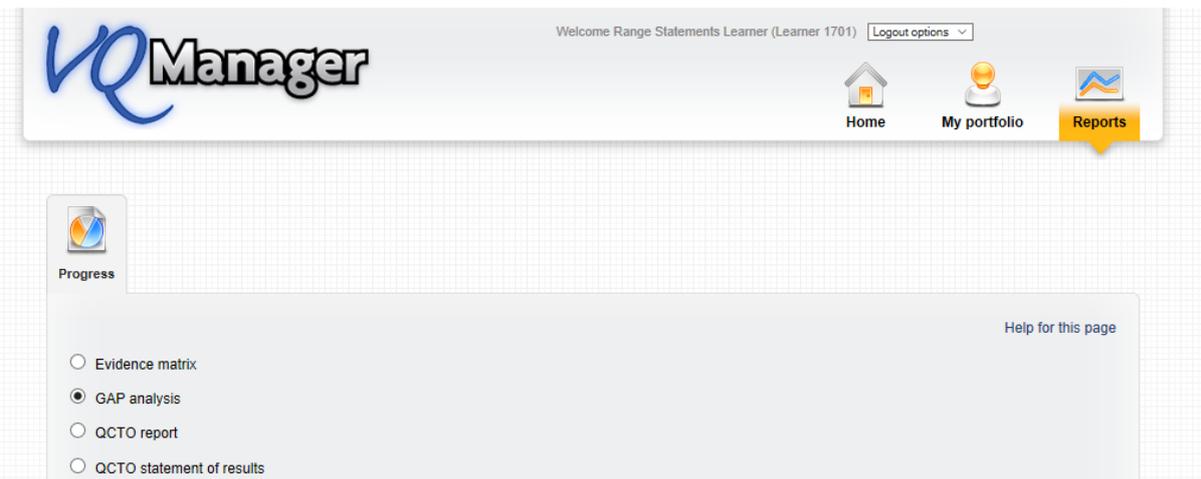
The screenshot shows the 'Qualification options' settings page. At the top, there are navigation icons for Qualification options, Frameworks, Minimum requirements, Cohort, New cohort, Employers, and New employer. The main content area is titled 'Customisable titles for qualification content' and includes a note: 'Please specify these items in lower case, singular'. Below this are several input fields with their current values:

Unit	unit
Element	element
Assessment criteria	performance criteria
Range statement	range statement
Knowledge and understanding	knowledge and understanding

Below the table is a checkbox labeled 'Include range in gap analysis' which is currently unchecked and highlighted with a red border. Underneath, there is a section for 'Assessment criteria field labels' with four rows of text input fields:

The learner needs to...	The learner needs to...
How the learner can do it...	How the learner can do it...
You need to...	You need to...
You can do it by...	You can do it by...

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



The screenshot shows the VQ Manager interface. At the top, there is a header with the VQ Manager logo, a welcome message 'Welcome Range Statements Learner (Learner 1701)', and a 'Logout options' dropdown. Below the header are navigation icons for Home, My portfolio, and Reports. The Reports icon is highlighted with a yellow arrow. On the left side, there is a 'Progress' tab with a pie chart icon. Below the Progress tab, there is a list of radio buttons for selecting a report type:

- Evidence matrix
- GAP analysis
- QCTO report
- QCTO statement of results

In the top right corner of the main content area, there is a link that says 'Help for this page'.

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.

CS plan1
 Show gaps
 Open all and show gaps
 Open all
 Open all checked items
 Open all linked items
 Close all

Customer Services NVQ - L2

- Unit 1 Prepare yourself to deliver good customer service
- Unit 5 Provide customer service within the rules
- Unit 6 Recognise and deal with customer queries, requests and problems
 - Element 6.1 Recognise and deal with customer queries and requests
 - Performance criteria 6.1
 - A Deal with queries and requests from customers in a positive and professional way
 - B Seek information or help from a colleague if you cannot answer your customers query or request
 - C Obtain help from a colleague if you are not able to deal with your customers request
 - D Always tell your customer what is happening

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:

▼ Activity plans ready for signing off

Due	Learner	Activity plan	Performance criteria	Remove
30/01/2014	AAA111, AAA111 (968)	Test AP 2008_04_07	Housing Benefits NVQ (9)	Edit <input type="checkbox"/>
03/12/2010	Bangisa, Janice (712)	Pass Merit Salon Assignment	BTEC in Hairdressing (Test) (76) 1.1 A. B	Edit <input type="checkbox"/>

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:

Viewing the data of Rob Dalgleish (Trainee assessor 1248) [Change user/Logout](#)

Home My learners Assessment tools Reports

Learner Jennings, Patrick (918)

Unit assignments Activity plans Log evidence Evidence list Learner diary Question bank Progress reviews Unit status, evidence matrix & signoff Qualification status & signoff Learner activity log Learner details Search evidence

▼ **Trainee assessor**

Summative Assessment (Dalglish, Rob)

00:46 GMT 07/11/2018
 Trainee assessor comments
 11:05 GMT 07/11/2018

▼ **Assessor**

Summative Assessment

I confirm that the student has demonstrated competence by satisfying all the skills and knowledge criteria for this unit.
 I therefore deem this unit to be signed off.

Evidence comments
Cancel

And qual sign off:

▼ **Trainee assessor**

Trainee assessor Summative Assessment

11:19 GMT 07/11/2018

▼ **Assessor**

Summative Assessment

I confirm that this candidate has achieved all the requirements for the units listed.

Save
Cancel