

VQManager enhancements May 2018

Off the job training function

The new Apprenticeship Standard learners are required to show they have spent 20% of their paid working time on off-the-job training.

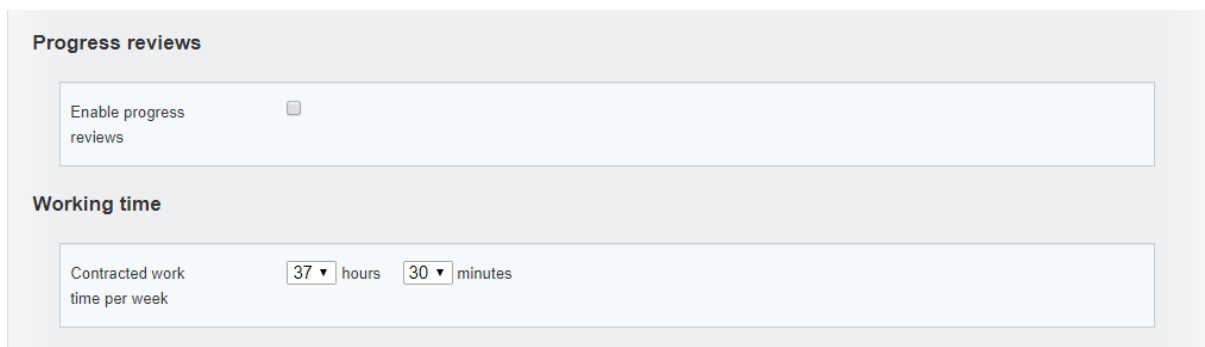
The off the job training fields will only appear where the working time field in the User profile has been completed, i.e. the function is hidden for all users it is not relevant to.

This new development covers the following:

- New Centre Admin user field to add weekly working hours for learner
- Function for recording off the job training in both the Diary and Learner Activity Log
- New Dashboard graph showing progress
- New reports showing progress
- Progress Reviews showing OTJT progress

New Centre Admin user field to add weekly working hours for learner - calculating a target number of hours

In the user profile, there will be a new field where the Centre Admin can add the number of hours a week the learner is working. The system will use this, and the start and end dates for the learner, to work out total off-the-job hours required for the learner over the course of their study. (hours per week x 0.2) x no. of weeks between start and end date. The field will allow for half hours, for example 37.5 hours worked per week.



The screenshot shows a user profile form with two sections:

- Progress reviews:** A checkbox labeled "Enable progress reviews" which is currently unchecked.
- Working time:** A field for "Contracted work time per week" with two dropdown menus. The first dropdown is set to "37" and is followed by the text "hours". The second dropdown is set to "30" and is followed by the text "minutes".

Target start date for OTJT is the earliest of the start dates for the qualifications assigned, and target end date for OTJT is the last of the end dates for the qualifications assigned.

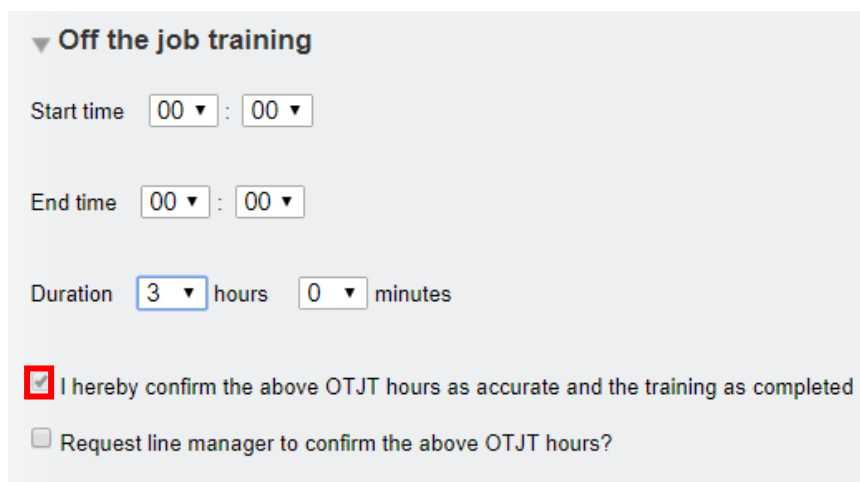
Annual leave is not subtracted from this calculation. This simplifies the calculation and provides a 'buffer' to make sure learners are fulfilling the 20% with some time to spare.

Function for recording off the job training in both the Diary and Learner Activity Log

OTJT duration can be recorded in hours and minutes. Where a user completes a start and end time, the duration auto-populates based on those entries. **However, there is no requirement to add start and end times if they are not required. A user can simply put the duration in manually instead.**

When an assessor completes the OTJT section, the declaration “I hereby confirm the above OTJT hours as accurate and the training as completed” appears and is automatically ticked. The exception to this rule is a future-dated entry, since they can't be confirmed until they have actually happened.

Where a Line Manager is assigned to the learner, the assessor is able to send a request to the Line Manager to confirm the hours is required by ticking the appropriate box. This request generates a To Do list item for the Line Manager.



▼ Off the job training

Start time 00 : 00

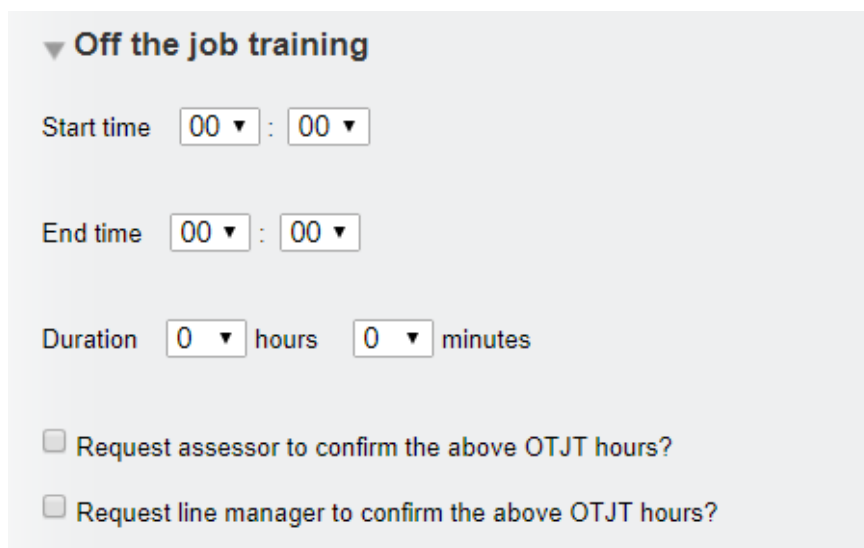
End time 00 : 00

Duration 3 hours 0 minutes

I hereby confirm the above OTJT hours as accurate and the training as completed

Request line manager to confirm the above OTJT hours?

Learners when completing this section are able to send a request to both the assessor and Line Manager to confirm the hours when they log them. This request generates a To Do list item for the assessor and the Line Manager.



▼ Off the job training

Start time 00 : 00

End time 00 : 00

Duration 0 hours 0 minutes

Request assessor to confirm the above OTJT hours?

Request line manager to confirm the above OTJT hours?

The Line Manager confirmation will be hidden where no Line Manager is assigned to the learner.

As both an assessor and a learner it is possible to go into an existing record and request Line Manager confirmation, if this wasn't done at the time the record was first created.

The Diary can also be used for recording planned off the job training for the future. For this reason, there is a confirmation box for the assessor to tick when the training is complete. Only training confirmed as complete will be added to the total hours reported as done.

▼ Confirmation of OTJT hours

Learner	Planned date	Summary	Actual date	
Anderson06, Charles	05/03/2018	Paul's test from diary	07/03/2018	View / confirm

A new column for off the job training hours recorded now appears in both the Activity Log summary and the Learner Diary summary.

▼ Learner diary (Anderson06, Charles)

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	GLH?	Off the job training?	Edit
17/04/2018	17/04/2018	19/04/2018	Training course	Smith06, Anne	9:00	17:00		24:00	Edit
17/04/2018	30/04/2018	30/04/2018	Training day	Smith06, Anne	10:00	16:30		6:30	Edit
17/04/2018	02/05/2018	02/05/2018	GLH	Smith06, Anne	12:00	13:00	1:00		Edit
04/05/2018	05/03/2018	07/03/2018	Paul's test from diary	Anderson06, Charles				14:00	Edit
11/05/2018	11/05/2018	11/05/2018	Assessor meeting	Anderson06, Charles	12:00	13:00		1:00	Edit

The assessor's confirmation tick implies that the hours are correct and the training is completed and hence the hours can be added to the total.

New Dashboard graph showing progress

There is a dashboard graph for the assessor and the IQA, showing learners who are on and off target with regards to the OTJT.

Learners who are not set up for OTJT are not listed. The yellow section is for learners who have OTJT set up, but not start and end dates for their qualifications. If start and end dates are not set up when the qualification is assigned, both dates default to the date the qualification was assigned, and OTJT progress is not able to be calculated by the system.



Off the job training: All (R + A + G)
 Report generated for: Edna Krabbappel (Assessor)
 Date: 15/05/2018 09:04

RAG
 Target date
 Total hours required
 Employer
 Curriculum area

RAG	Learner	Hours logged to date	Hours required to date	Target date	Total hours required	Employer	Curriculum area
At risk	Gillett, Graham (38)	2:00	290:37	31/12/2018	558:54		
On target	Anderson06, Charles (1695)	35:00	23:24	17/04/2020	780:00		

Download Close

New reports showing progress

All qualifications including signed off qualifications will be taken into account in calculating progress. For example, if the learner has a main qualification and Functional Skills assigned, the Functional Skills might be signed off well in advance of the main qualification.

If OTJT hours are recorded for before the qualification start date, or after the qualification end date, those hours won't be counted towards the total.

My Progress Summary – Learner View

This now includes a new bar for OTJT. On and off target are calculated based on an assumption of linear progress over time (this is the same way we calculate on and off target for qualification progress).

To do

Info

My progress summary

Calendar

File library

Personal details

My VQManager network

Messages

[Help for this page](#)

■ On target / complete

■ At risk

■ Status unknown

▼ Off the job training

Overall off the job training to date 4%

Total hours required: 780:00
 Hours required to date: 23:24
 Hours logged to date: 35:00

Learner Progress Summary – Assessor / IQA view

In the Learner progress summary tab, assessors can see progress on OTJ training.

▼ Anderson06, Charles (1695)

Qualification	Current completion	Target start date	Target end date	Estimated further days	Off the job training
		17/04/2018	17/04/2020		35:00 / 780:00
Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	0 %	17/04/2018	17/04/2020		
Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	0 %	17/04/2018	17/04/2020		
Diploma for Leaders and Managers L5 {QCF} ILM 603_1167_8 (133)	0 %	17/04/2018	17/04/2020		

Progress – new off the job training report

In the Progress tab, there is a new report for the OTJT. This is available to assessors, IQAs, EQAs, OSUs, Line Managers and Centre Admins. There is a filter for Learner, Curriculum area and Employer.

Columns for the report include, Hours logged to date, Hours required to date, Hours required total, Hours surplus/shortfall to date.

The screenshot shows the 'Progress' tab selected in a navigation menu. Below the menu, there is a list of report options with radio buttons. The 'Off the job training' option is selected and highlighted with a red box. Below the list, there are filter dropdowns for 'Learners' (set to 'All'), 'Employers' (set to 'All'), and 'Curriculum areas' (set to 'All').

On target
 Incomplete data
 At risk

Off the job training (15/05/2018)

Learner	Employer	Curriculum area	Hours logged to date	Hours required to date	Hours required total	Hours surplus/shortfall to date
Gillett, Graham (38)			2:00	290:37	558:54	-288:37
Anderson06, Charles (1695)			35:00	23:24	780:00	+11:36

Progress Reviews showing OTJT progress

This existing report now shows progress against required OTJT at the point the Progress Review is completed.

▼ Progress review (Anderson06, Charles)

Summary

Planned date

Actual date

Progress as on 14/05/2018

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1	0%
Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1	0%
Diploma for Leaders and Managers L5 (QCF) ILM 603_1167_8	0%
NVQ in Customer Service L2 (GW)	0%

Off the job training as on 14/05/2018

Hours logged	35:00
Target hours to date	23:24
Total hours required	780:00

NOTES:

Where a learner has both GLH and OTJT set up against their account, users can log GLH and OTJT with different start and end times in the same log, (Activity or Diary), because these functions are completely separate.

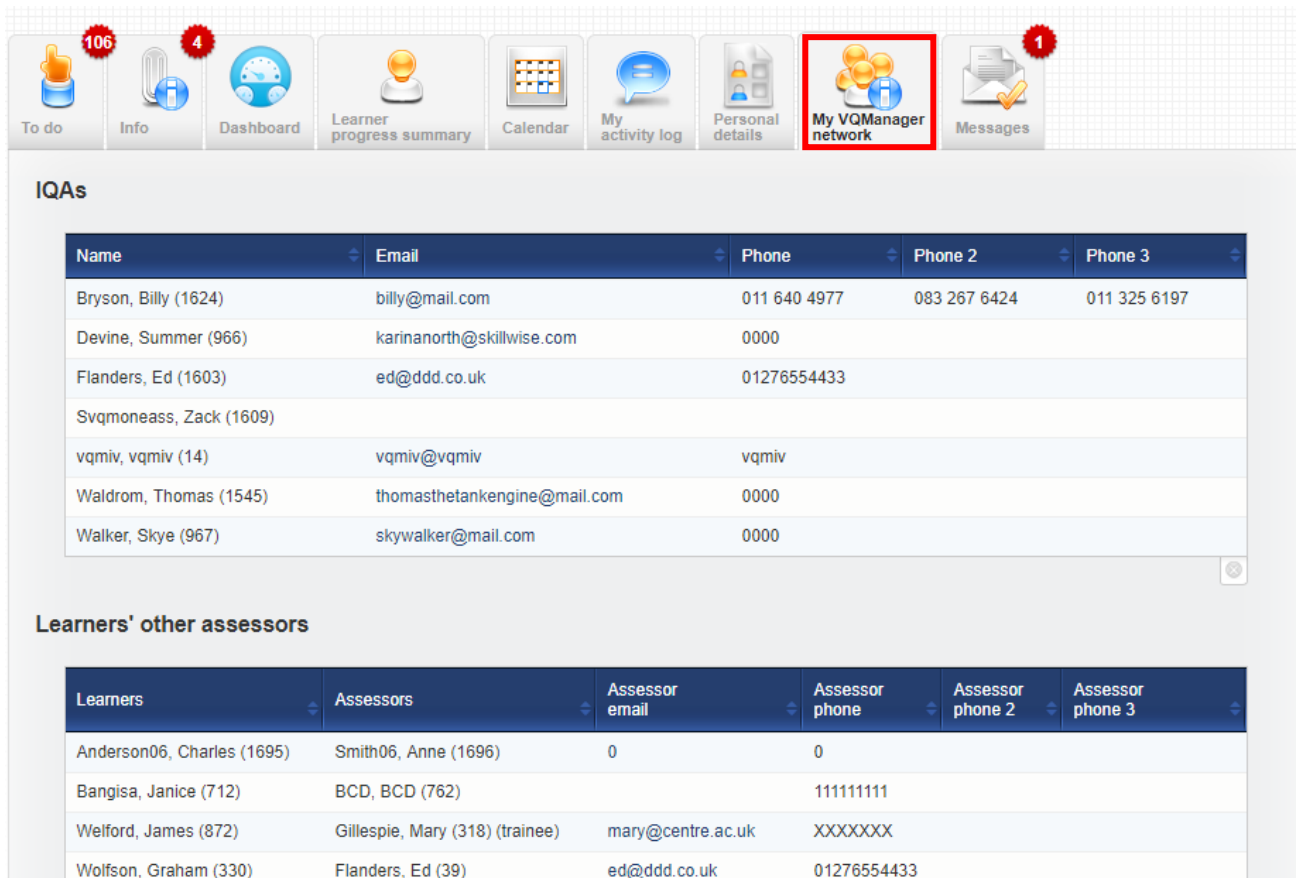
The existing GLH function will remain as it is, so that clients can continue to use it, and old data is left undisturbed.

Add section so users can see who they are linked to

Users are now able to see who they are linked to in a new tab called My VQManager network located on their Home tab

Assessors can see

- IQAs they are linked to
- which other assessors are linked to their learner, with trainee assessors differentiated too



The screenshot shows the VQManager user interface. At the top, there is a navigation bar with icons for 'To do' (106), 'Info' (4), 'Dashboard', 'Learner progress summary', 'Calendar', 'My activity log', 'Personal details', 'My VQManager network' (highlighted with a red box), and 'Messages' (1). Below the navigation bar, there are two main sections:

IQAs

Name	Email	Phone	Phone 2	Phone 3
Bryson, Billy (1624)	billy@mail.com	011 640 4977	083 267 6424	011 325 6197
Devine, Summer (966)	karinanorth@skillwise.com	0000		
Flanders, Ed (1603)	ed@ddd.co.uk	01276554433		
Svqmoneass, Zack (1609)				
vqmiv, vqmiv (14)	vqmiv@vqmiv	vqmiv		
Waldrom, Thomas (1545)	thomasthetankengine@mail.com	0000		
Walker, Skye (967)	skywalker@mail.com	0000		

Learners' other assessors

Learners	Assessors	Assessor email	Assessor phone	Assessor phone 2	Assessor phone 3
Anderson06, Charles (1695)	Smith06, Anne (1696)	0	0		
Bangisa, Janice (712)	BCD, BCD (762)		111111111		
Welford, James (872)	Gillespie, Mary (318) (trainee)	mary@centre.ac.uk	XXXXXXX		
Wolfson, Graham (330)	Flanders, Ed (39)	ed@ddd.co.uk	01276554433		

Learners can see:

- Assessors they are linked to
- IQAs they are linked to

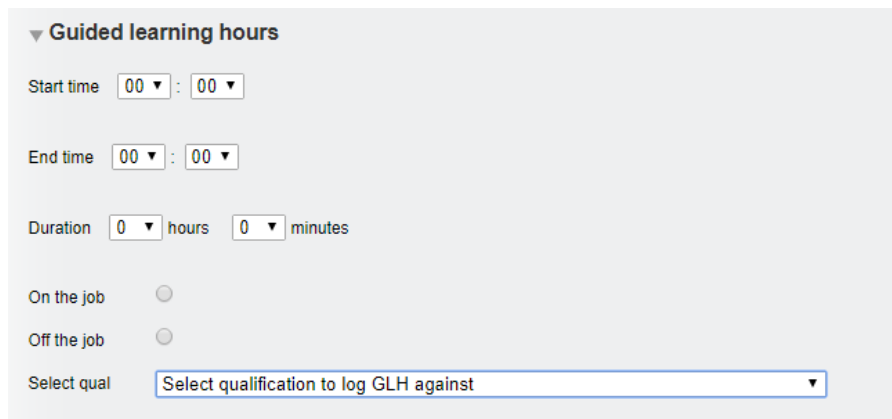
Change to wording in GLH drop-down

We have altered the wording in the GLH function when recording GLH against for clarity.

In the GLH area, it previously said 'select qualification.... if applicable'.

Because is it necessary to select a qualification for the reporting to work, we have changed this to:

'Select a qualification to log GLH against'



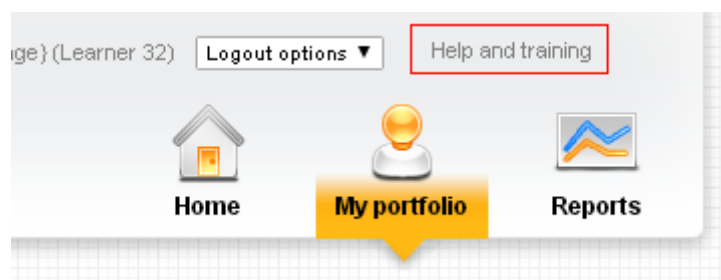
The screenshot shows a form titled "Guided learning hours". It includes fields for "Start time" (00 : 00), "End time" (00 : 00), and "Duration" (0 hours, 0 minutes). There are radio buttons for "On the job" and "Off the job". A dropdown menu labeled "Select qual" contains the text "Select qualification to log GLH against".

You may have also noticed that the slider bars have been replaced by drop down boxes for ease of use.

Help and Training link – single sign on

We have added a link in VQManager in the Help and Training area so that users can access the www.skillwise.net support page directly from there without having to log in again.

The link for all roles go to the 'Resources by user' page. From there the user can also select the videos or troubleshooting as required.



Org Admin and Centre Admin removal of view of passwords

Previously the full username and password was visible to both the Org Admin and also the Centre Admin. This was to help facilitate any user forgetting their password. Since then, three new functions have been added and so to improve security we have removed this information from view.

Rose, Honey 198295	HONEY@KNDEMO bee	Candidate	Knee, Sid (96980) North, Poppy (198294)	23/10/2017	Active ▾	⊙ ✉
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When a new user is added to the system by the CA, a password is manually created.

System information

User name *	<input type="text" value="newuser1"/>
Password *	<input type="text" value="XYZ"/>
Force password change	<input checked="" type="checkbox"/> Email a password set / reset link to this user <input checked="" type="checkbox"/>

At that time both "Force password change" and "Email a password set / reset link to this user" are available to further secure and support the process.

To ensure the new user knows their username and password the CA ticks to trigger an email to be sent to the user via the email address recorded lower down that page.

Current postcode	<input type="text"/>	<div style="border: 1px solid yellow; padding: 5px;"> MANDATORY. Type in the default email address for the user. Please ensure this is correct as the system does send emails to the user at various times </div>
Email *	<input type="text"/>	

Once saved the password is no longer visible when the CA reopens the profile.

System information

User name *	<input type="text" value="newuser1"/>
Force password change	<input type="checkbox"/> Email a password set / reset link to this user <input type="checkbox"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Archived

At any time later the CA can trigger a temporary password by selecting the envelope icon on the User tab

Users New user Bulk edit

Group: All (may take long in large centres) ▾

A | B | C | D | E | F | G | H | J | K | L | M | N | O | P | Q | R | S | T | V | W | X

Include non active users

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	Select
2016_12_16_L_1, 2016_12_16_L_1 1639	Candidate	Krabbappel, Edna (6)	16/12/2016	Active ▾	

Or the user can select the 'Forgotten your password' link on the login screen.

VQManager
by SkillWise

User Login

User name

Password

[Forgotten your user name?](#)

[Forgotten your password?](#)

Login

Want to know more about the VQManager e-portfolio? Click here: [SkillWise](#)

Enable copying of sampling plan from one IQA to another

This development allows for the copying of sampling plans from one IQA to another, for example in the situation where an IQA leaves and their work needs to go to someone else. It is important to note that the original plan remains in place with the previous owner, and a new copy is made for the target user.

The Centre Admin has a new tab for copying sampling plans.

Centre options Copy activity plan templates Copy IQA sampling plans

Copy from

IQA: Krabbappel, Edna (749) (749) ▼

Assessor: Wolfson, Graham (827) ▼

Qualification: Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW) (90) ▼

Learner: Jones, Brenda (894) ▼

The CA is able to select an IQA to copy from, select an assessor the IQA is associated with, the qualification and learner, and then select the IQA to copy to. This allows complete control of what is copied to whom.

The system will only allow copying where the 'target' IQA is assigned the relevant assessor, qualification and learner.

Select IQA sampling plan(s)

ID	Unit	Planned date	Type	Assessment cycle	Select all / Deselect all
76	Whole qualification	31/10/2016	Final	Evidence methods	<input type="checkbox"/>
83	Assist with the provision of a pharmacy service to meet individuals' needs	15/09/2016	Interim	Progress reviews	<input type="checkbox"/>
84	Contribute to the effectiveness of teams	14/08/2016	Interim	Observation of assessor	<input type="checkbox"/>
85	Assist in the sale of medicines and products	09/09/2016	Interim	Sampling strategy	<input type="checkbox"/>
86	Assemble prescribed items	17/09/2016	Final	Sampling strategy	<input type="checkbox"/>

Copy to

! Only IQAs who are also linked to the above selected assessor can be selected below.


! A sampling plan will only be copied if the below selected IQA doesn't already have one for the applicable learner and unit.

IQA: Bryson, Billy (1624) (1624) ▼

Copy

Both planned and completed sampling is copied. The exception is where the 'target' assessor already has planned sampling for a given learner and unit. In that case, the planning will not be overwritten.

In the notes section, the system will show which sampling was done by whom.

Sampled in
evidence:  23/06/2017

Unit marked as sampled in the evidence listed below
Learner: Flanders, Rod (7)
Unit: Provide customer service within the rules

7/E/899 on 23/06/2017 by Flanders, Ed 7/E/899 on 15/05/2018 by you

The IQA whose plan has been copied can still edit and work with their plan after the copying.

All of these enhancements have been automatically added to your centres.