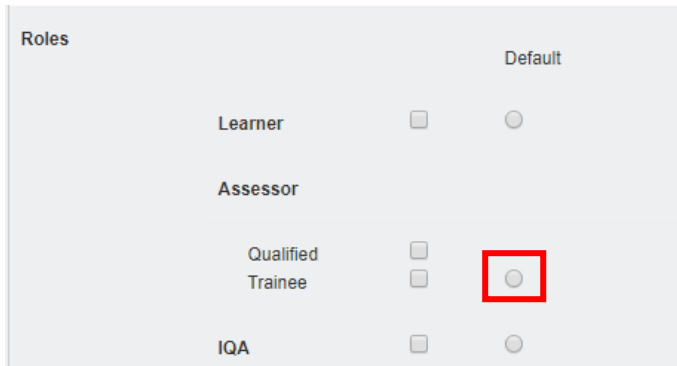


VQManager enhancements August 2019

Relocation of the 'default' radio button in the user profile

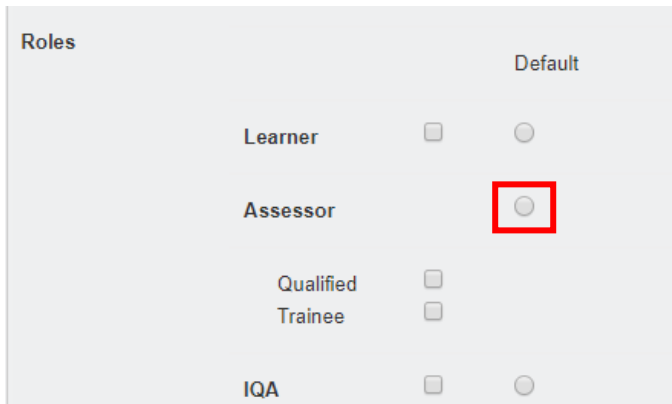
Currently, the assessor default radio button appears next to the trainee assessor box.



The screenshot shows a 'Roles' section with a 'Default' column. The roles listed are Learner, Assessor, Qualified Trainee, and IQA. Each role has a checkbox and a radio button. The radio button for 'Qualified Trainee' is highlighted with a red box, indicating it is currently selected as the default role.

Role	Checkbox	Default Radio
Learner	<input type="checkbox"/>	<input type="radio"/>
Assessor	<input type="checkbox"/>	<input type="radio"/>
Qualified Trainee	<input type="checkbox"/>	<input checked="" type="radio"/>
IQA	<input type="checkbox"/>	<input type="radio"/>

We have now moved it up the page to sit alongside the assessor role tag to avoid confusion.



The screenshot shows the 'Roles' section with the 'Default' column. The roles listed are Learner, Assessor, Qualified Trainee, and IQA. The radio button for 'Assessor' is now highlighted with a red box, indicating it is the default role.

Role	Checkbox	Default Radio
Learner	<input type="checkbox"/>	<input type="radio"/>
Assessor	<input type="checkbox"/>	<input checked="" type="radio"/>
Qualified Trainee	<input type="checkbox"/>	<input type="radio"/>
IQA	<input type="checkbox"/>	<input type="radio"/>

Simplifying the assigning multiple assessment plans with the same target date

When assigning multiple assessment plans, you can now select a link to assign the same date to all of them in one go, rather than setting the dates individually.

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a user welcome message for Edna Krabbappel (Assessor 6), and a 'Change user/Logout' dropdown. Below this are icons for Home, My learners, Assessment tools (highlighted), and Reports. A secondary row of icons includes: View, edit or apply single assessment plan templates; Apply multiple assessment plan templates; Create new assessment plan templates; File library; IQA assessor feedback reports; and External verifier feedback reports. Below these icons is a 'Qualification' dropdown menu currently set to 'Not linked to any qualification's units'. Underneath is the 'Apply to learners' section, which contains a table with columns: Name, Email, Selected template(s) already applied to learner, Notify learner by email, Require learner's confirmation, and No confirmation required. The table lists two rows of learners with checkboxes for the last three columns.

Enter a date for the first plan in the list, then click on the link and the date will replicate in the date boxes of subsequent plans being assigned.

This screenshot shows a table titled 'Selected Assessment plans'. The table has three columns: Descriptions, Target dates, and an empty column. The first row has '2013_01_15_Test_AP_1' in the first column, '30/07/2019' in the second, and a red-bordered box containing the text 'Copy this date to all'. The second row has 'ILP' in the first column and an empty date box in the second. The third row has 'SPDates plan' in the first column and an empty date box in the second.

Descriptions	Target dates	
2013_01_15_Test_AP_1	30/07/2019	Copy this date to all
ILP		
SPDates plan		

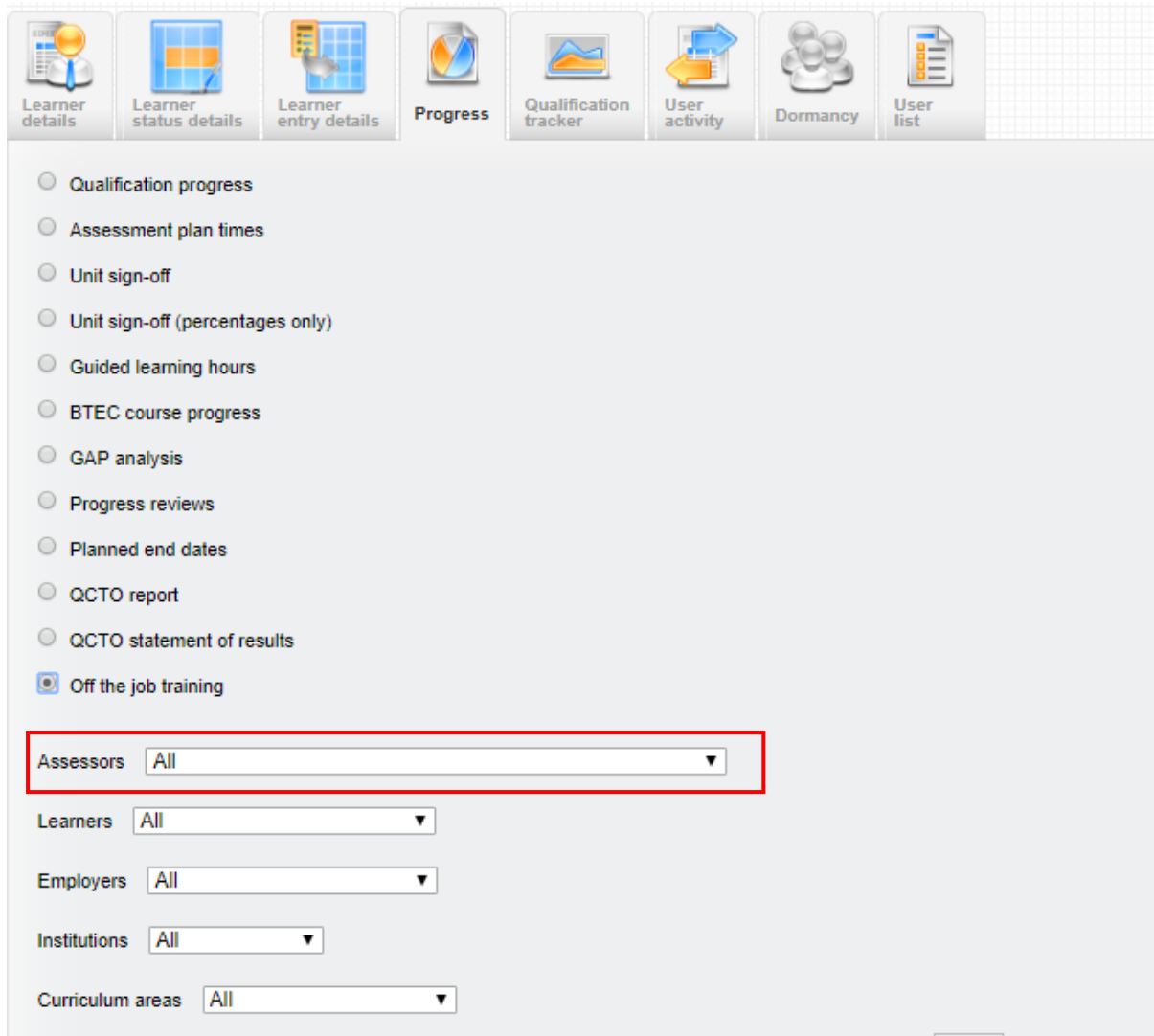
This screenshot shows the same 'Selected Assessment plans' table as above, but now the date '30/07/2019' has been replicated into the date boxes of the second and third rows. The 'Copy this date to all' link is now a blue hyperlink. The first row's date box is also highlighted with a red border.

Descriptions	Target dates	
2013_01_15_Test_AP_1	30/07/2019	Copy this date to all
ILP	30/07/2019	
SPDates plan	30/07/2019	

OTJ report - new assessor filter

A new filter has been added to this report so it can now be filtered by assessor.

This is relevant for the OTJ report located in Reports > Progress > Off the job training for Centre Admins, EQAs, IQAs, OSUs and Line Managers.



The screenshot displays a software interface for generating reports. At the top, there is a navigation bar with several icons: 'Learner details', 'Learner status details', 'Learner entry details', 'Progress' (highlighted), 'Qualification tracker', 'User activity', 'Dormancy', and 'User list'. Below this bar is a list of report categories, each with a radio button. The 'Off the job training' category is selected. Below the list are five dropdown menus for filtering: 'Assessors', 'Learners', 'Employers', 'Institutions', and 'Curriculum areas'. The 'Assessors' dropdown menu is highlighted with a red rectangular box, and its current selection is 'All'.

- Qualification progress
- Assessment plan times
- Unit sign-off
- Unit sign-off (percentages only)
- Guided learning hours
- BTEC course progress
- GAP analysis
- Progress reviews
- Planned end dates
- QCTO report
- QCTO statement of results
- Off the job training

Assessors: All

Learners: All

Employers: All

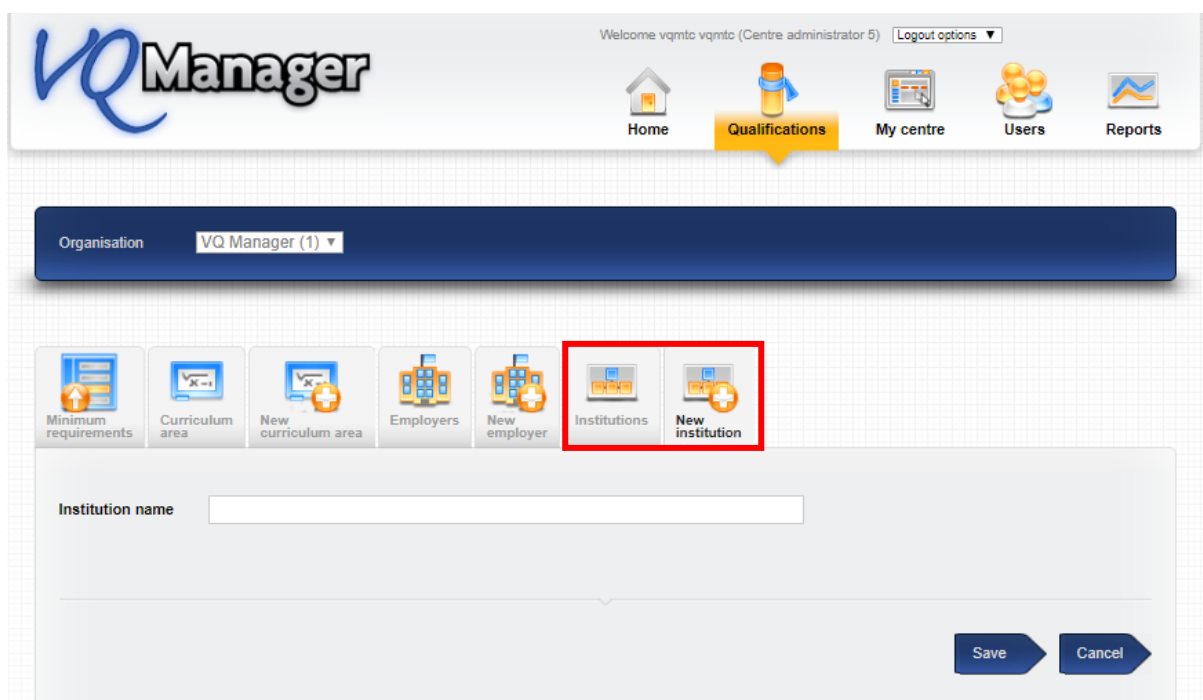
Institutions: All

Curriculum areas: All

New customisable field and report filter

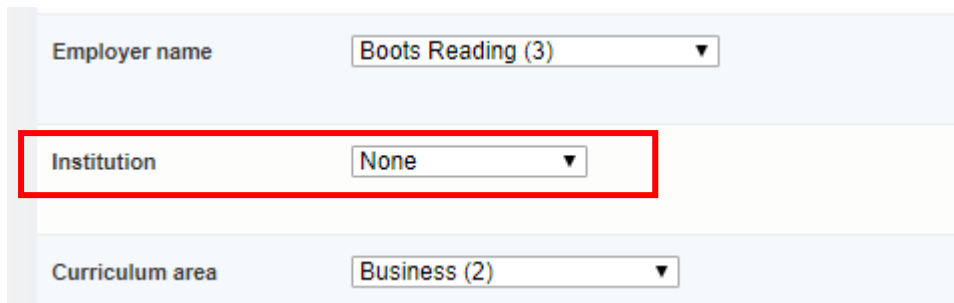
A new filter field has been added, working in the same way as the Curriculum Area field. Learners, Assessors, IQAs and Line Managers can be assigned to this new category in their user profiles. The name of the field is customisable, but defaults to 'custom filter 2'. In the example below we have used 'Institution'. If you want to use this feature, we will ask you to specify what you would like to call it.

Org and Centre Admin can populate a list for the drop-down, as they currently can for Employers and Curriculum Area.



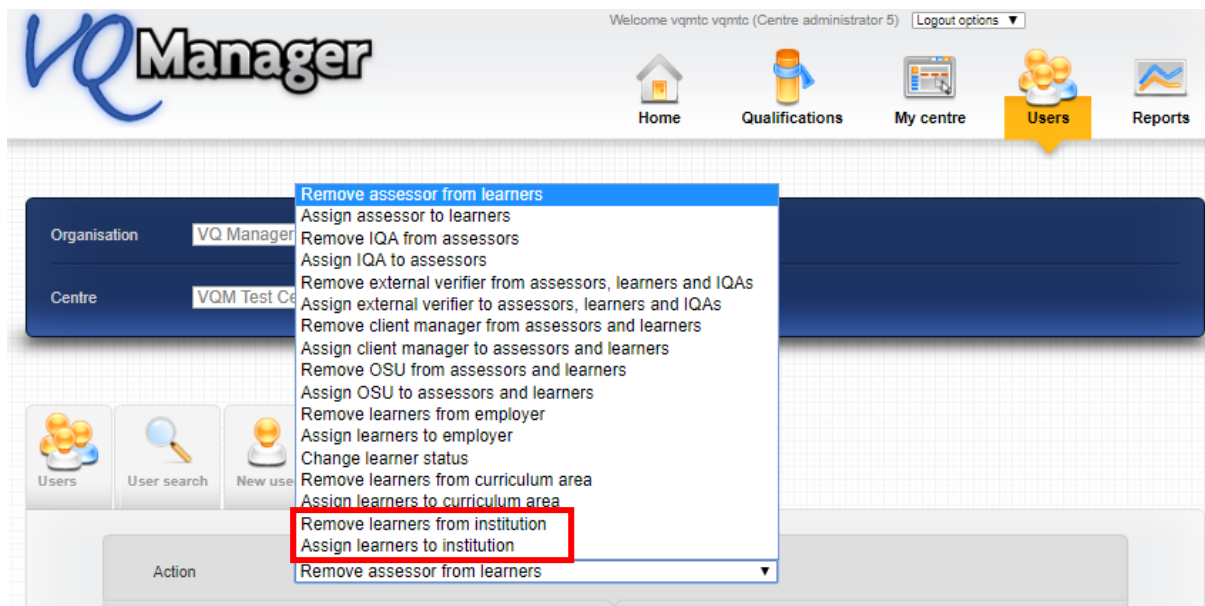
The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo and a welcome message: "Welcome vqmtc vqmtc (Centre administrator 5)". To the right of the welcome message is a "Logout options" dropdown menu. Below the navigation bar are five icons: Home, Qualifications (highlighted in yellow), My centre, Users, and Reports. Below the navigation bar is a dark blue bar with the text "Organisation" and a dropdown menu showing "VQ Manager (1)". Below this bar is a row of icons for various functions: Minimum requirements, Curriculum area, New curriculum area, Employers, New employer, Institutions, and New institution (highlighted with a red box). Below the icons is a form with a text input field labeled "Institution name" and two buttons: "Save" and "Cancel".

In the user profile page you can then assign the new category to your learners, assessors, IQAs and Line Managers.

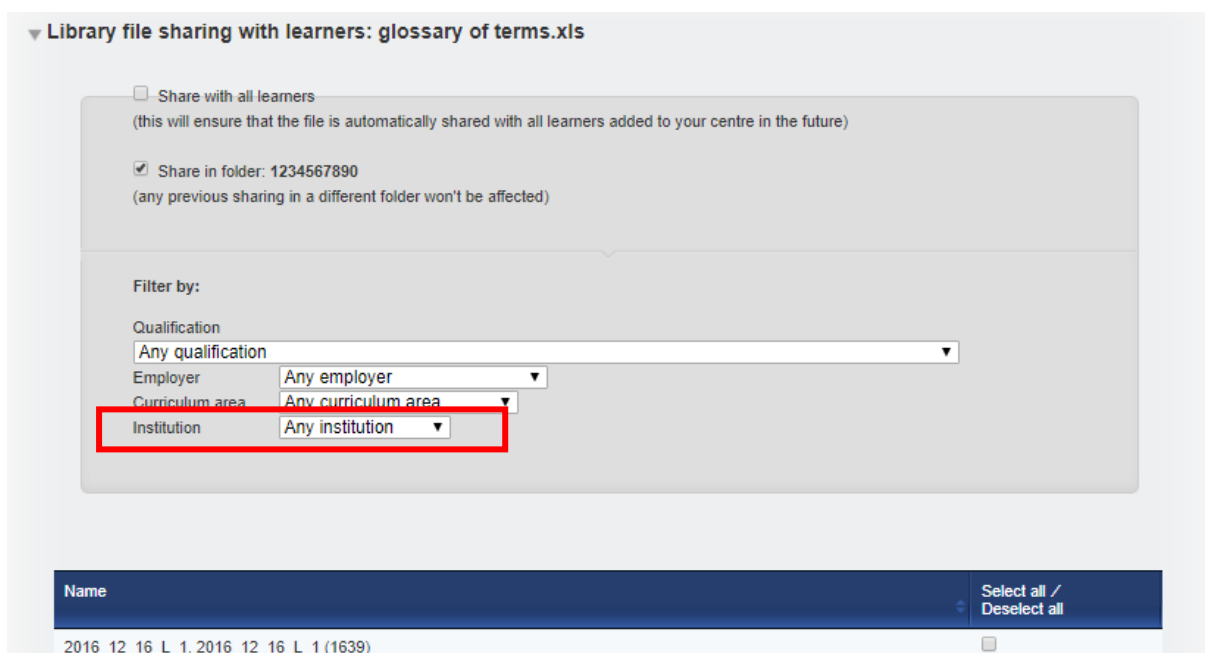


The screenshot shows a user profile page with three dropdown menus. The first dropdown menu is labeled "Employer name" and shows "Boots Reading (3)". The second dropdown menu is labeled "Institution" and shows "None" (highlighted with a red box). The third dropdown menu is labeled "Curriculum area" and shows "Business (2)".

You can also use the bulk edit function to assign/de-assign learners to the category.



In the file sharing area, the new filter has been added for learners, assessors and IQAs.



In the dashboard area a column for this filter has been added to the OSU, Assessor and IQA dashboard pop out reports and downloads.

My learners: All
 Report generated for: Edna Krabbappel (Assessor)
 Date: 29/07/2019 14:21

RAG Target date Difference between actual and target % Employer Curriculum area Reference number Institution

RAG	Learner	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %	Employer	Curriculum area	Reference number	Institution
	Wolfson, Graham (330)	36	90	31/08/2020	54				
	Anderson06, Charles (1695)	0	64	17/04/2020	64	Bourville College	Music	518NRS	Institution One
	Gillett, Graham (38)	100	100	31/12/2018	0				
	Holmes, Frank (977)	15	100	03/12/2018	85	Virgin Active - Head Office			
	Welford, James (872)	26	100	24/07/2018	74	Test employer 1	Business		

In the reporting area to accommodate this new filter:

A new column has been added for:

- Learner Entry Details
- User List

e.g.

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

Progress reviews (29/07/2019)

Curriculum area	ULN	Learner	Assessor	Placement employer	Institution	Reference number	Start date
		2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)				
		Flanders, Rod (7)	Krabbappel, Edna (6)				

A filter has been added for:

- Progress – Qualification progress
- Progress – Unit Sign off
- Progress – Unit Sign off % only
- Progress – BTEC Course progress
- User Activity – Learner activity
- User Activity – Learner evidence

e.g.



A screenshot of a filter panel titled "Off the job training". It contains five dropdown menus: "Assessors", "Learners", "Employers", "Institutions", and "Curriculum areas". All dropdowns are currently set to "All". The "Institutions" dropdown is highlighted with a red rectangular border.

A filter and report column have been added for:

- Progress – Progress Reviews
- Progress – GLH
- Progress – Off the Job Training hours
- Qualification Tracker
- User Activity – Users who logged in

e.g.



A screenshot of a filter panel with five dropdown menus: "Assessors", "Learners", "Employers", "Institutions", and "Curriculum areas". All dropdowns are currently set to "All". The "Institutions" dropdown is highlighted with a red rectangular border.

Curriculum area	ULN	Learner	Assessor	Placement employer	Institution	Reference number	Start date
		2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)				
		Flanders, Rod (7)	Krabbappel, Edna (6)				

Progress Review Report – new assessor filter added

You are now able to filter this report by assessor, in the same way you can already filter by Employer and Curriculum Area.

- Qualification progress
- Assessment plan times
- Unit sign-off
- Unit sign-off (percentages only)
- Guided learning hours
- BTEC course progress
- GAP analysis
- Progress reviews
- Planned end dates
- QCTO report
- QCTO statement of results
- Off the job training

Assessors

Employers

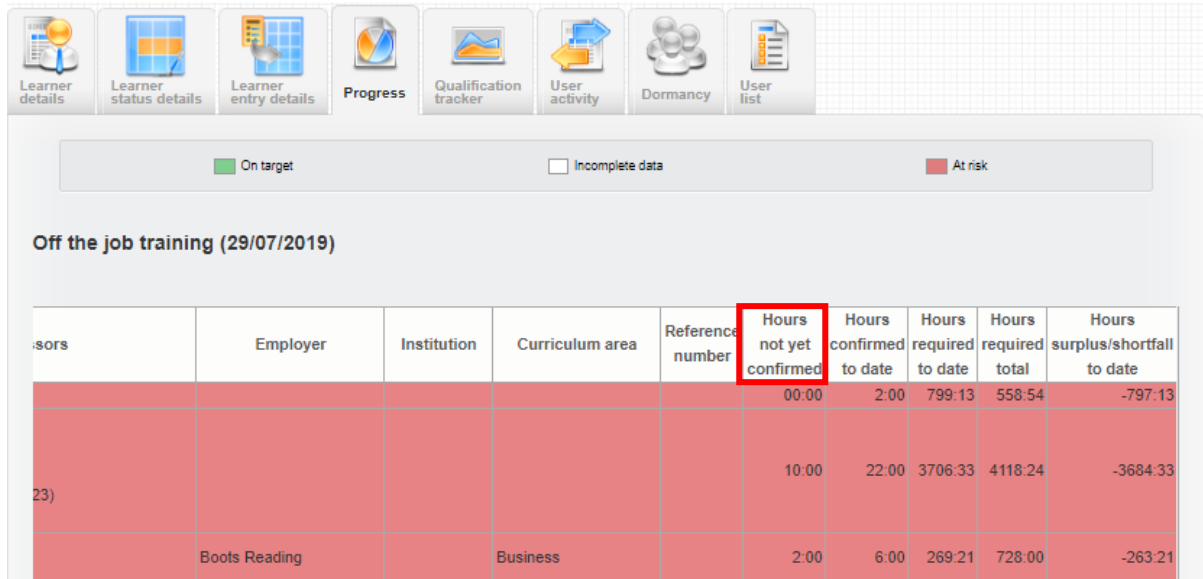
Institutions

Curriculum areas

This assessor filter has been applied to Centre Admin, EQA and IQA

New column added to OTJ report for hours claimed by learner but not yet confirmed by assessor

We have added a new column to the OTJ report showing the hours logged by the learner that have not yet been confirmed by the assessor and therefore not yet added to the running total.



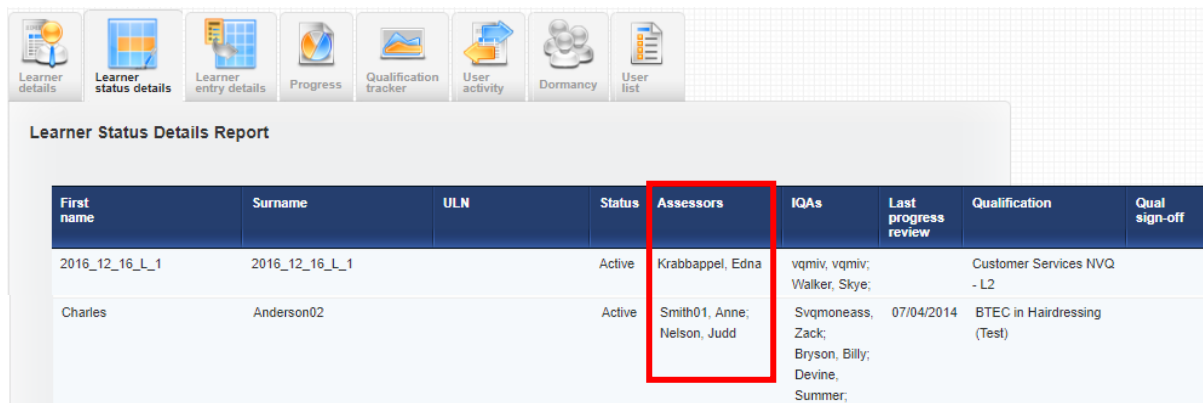
On target Incomplete data At risk

Off the job training (29/07/2019)

Assessors	Employer	Institution	Curriculum area	Reference number	Hours not yet confirmed	Hours confirmed to date	Hours required to date	Hours required total	Hours surplus/shortfall to date
					00:00	2:00	799:13	558:54	-797:13
23)					10:00	22:00	3706:33	4118:24	-3684:33
	Boots Reading		Business		2:00	6:00	269:21	728:00	-263:21

Listing all assessors in all reports

Some of the reports in VQManager list all assessors in one field, some only show one, and some have different rows for the different assessors. We are standardising this approach so that the reports list all the assessors associated with the learner. Future development will make sure that reports currently showing a separate row for each assessor the learner is assigned to will only show one row per learner.



Learner Status Details Report

First name	Surname	ULN	Status	Assessors	IQAs	Last progress review	Qualification	Qual sign-off
2016_12_16_L_1	2016_12_16_L_1		Active	Krabbappel, Edna	vqmiv, vqmiv; Walker, Skye;		Customer Services NVQ - L2	
Charles	Anderson02		Active	Smith01, Anne; Nelson, Judd	Svqmoneass, Zack; Bryson, Billy; Devine, Summer;	07/04/2014	BTEC in Hairdressing (Test)	

The following reports have been updated so that, instead of just showing one assessor per learner, they show all the assessors assigned to each learner:

- Progress - Qualification Progress
- Progress - Off the Job training
- Qualification Tracker
- User Activity - Learner Activity

New learner profile field for 'Reference number'

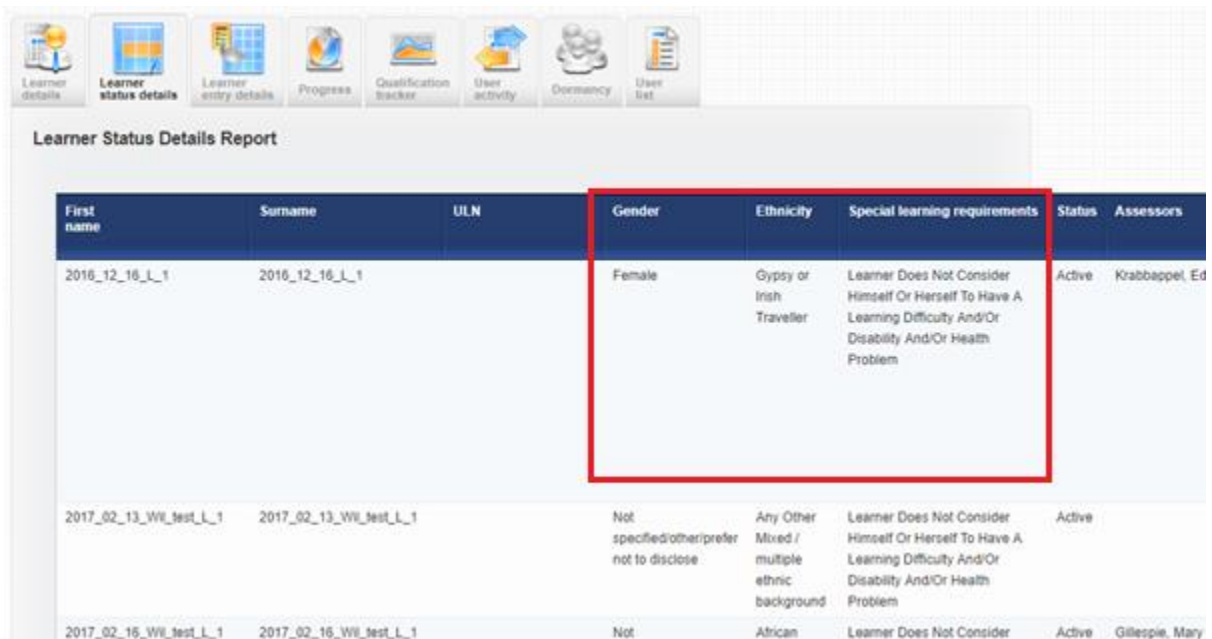
We have added a new field in the learner User profile for a reference number.

Date of birth	L11	<input type="text"/>
National insurance number	L26	<input type="text"/>
Unique learner/user number	L45	<input type="text"/>
Reference number		<input type="text"/>
Gender	L13	<input type="text" value="Not specified/other/prefer not to disclose"/>
Home postcode	L17	<input type="text"/>

This was added specifically for a client wanting to easily match learner records in VQManager with records in their MIS system. A reference number can be added manually, or via integration. If you want to populate this via integration, this will require development by the integration partner so that their system can interact with this new VQManager functionality. We are happy to provide details on request.

New columns in Learner Status Details report

We have added gender, ethnicity and special learning requirements data into this report, which is available to Centre Admins. This is available in both the on screen and the downloadable versions of the report.



The screenshot shows the 'Learner Status Details Report' interface. At the top, there is a navigation bar with icons for: Learner details, Learner status details, Learner entry details, Progress, Qualification backlog, User activity, Dormancy, and User list. Below the navigation bar, the report title 'Learner Status Details Report' is displayed. The main content is a table with the following columns: First name, Surname, ULN, Gender, Ethnicity, Special learning requirements, Status, and Assessors. The first row of data is highlighted with a red box, showing the following information: First name: 2016_12_16_L_1, Surname: 2016_12_16_L_1, ULN: (blank), Gender: Female, Ethnicity: Gypsy or Irish Traveller, Special learning requirements: Learner Does Not Consider Himself Or Herself To Have A Learning Difficulty And/Or Disability And/Or Health Problem, Status: Active, Assessors: Krabbappel, Ed.

First name	Surname	ULN	Gender	Ethnicity	Special learning requirements	Status	Assessors
2016_12_16_L_1	2016_12_16_L_1		Female	Gypsy or Irish Traveller	Learner Does Not Consider Himself Or Herself To Have A Learning Difficulty And/Or Disability And/Or Health Problem	Active	Krabbappel, Ed
2017_02_13_WI_test_L_1	2017_02_13_WI_test_L_1		Not specified/other/prefer not to disclose	Any Other Mixed / multiple ethnic background	Learner Does Not Consider Himself Or Herself To Have A Learning Difficulty And/Or Disability And/Or Health Problem	Active	
2017_02_16_WI_test_L_1	2017_02_16_WI_test_L_1		Not	African	Learner Does Not Consider	Active	Gillespie, Mary

This data is entered in the learner's user profile.

number		Select the gender of the user
Gender	L13	<input type="text" value="Male"/> ▼ Not specified/other/prefer not to disclose Female Male
Home postcode	L17	
Ethnicity	L12	<input type="text" value="None"/>
Special learning requirements	L14	<input type="text" value="None"/>