

VQManager enhancement February 18th 2020

Adding option to select Line Manager instead of putting in details of an Expert Witness

This will default to **OFF** for all clients – if you would like it switching on please let us know.

The development provides a new tick box for the learner to request evidence is sent to their Line manager, where a Line manager has been associated with the learner in VQManager.

Welcome kari learn (Learner 1730) Logout options Help and training

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Evidence

Evidence methods

- ☐ Work products
- ☐ Witness testimony
- ☐ Written questions
- ☐ Simulation / storyboard
- ☐ Professional discussion
- ☐ Direct observation
- ☐ Oral questions
- ☐ Candidate feedback statement
- ☐ Accredited prior learning
- ☐ Diary entry

Summary evidence description (max. 80 characters)

Description of evidence (max. 1000 words)

B I U S " " Normal A T_x

▶ **Audit trail**

▶ **Upload and attach files in support of this evidence**

▼ **Confirmation of evidence by Workplace training supervisor**

Your evidence being submitted to your portfolio may need to be confirmed by someone in your workplace before your assessor or tutor is able to assess it. The person who needs to confirm this evidence will depend on the course you are completing, but it could be:

- A workplace training supervisor for an apprenticeship standard
- An expert witness for the NVQ programmes
- Another colleague who is competent in the field

☐ Tick here if the person confirming your work is your line manager and select them from the drop down and this will automatically send them an email so they can view the evidence, provide feedback and confirm it.

Select ▼

When this box is checked, a drop-down becomes editable. The learner can select any line manager who is linked to them, provided that line manager has a valid email address stored in VQManager. The below fields automatically populate with the line manager's details when the line manager's name is selected.

☒ Tick here if the person confirming your work is your line manager and select them from the drop down and this will automatically send them an email so they can view the evidence, provide feedback and confirm it.

Line, Kari (1731) <kari@skillwise.net> 07939279318 ▼
 Select
 Line, Kari (1731) <kari@skillwise.net> 07939279318

Once training supervisor, enter the details of who they are. This will send them an email to allow them to view the evidence, provide feedback and confirm it.

Name *
 Line, Kari

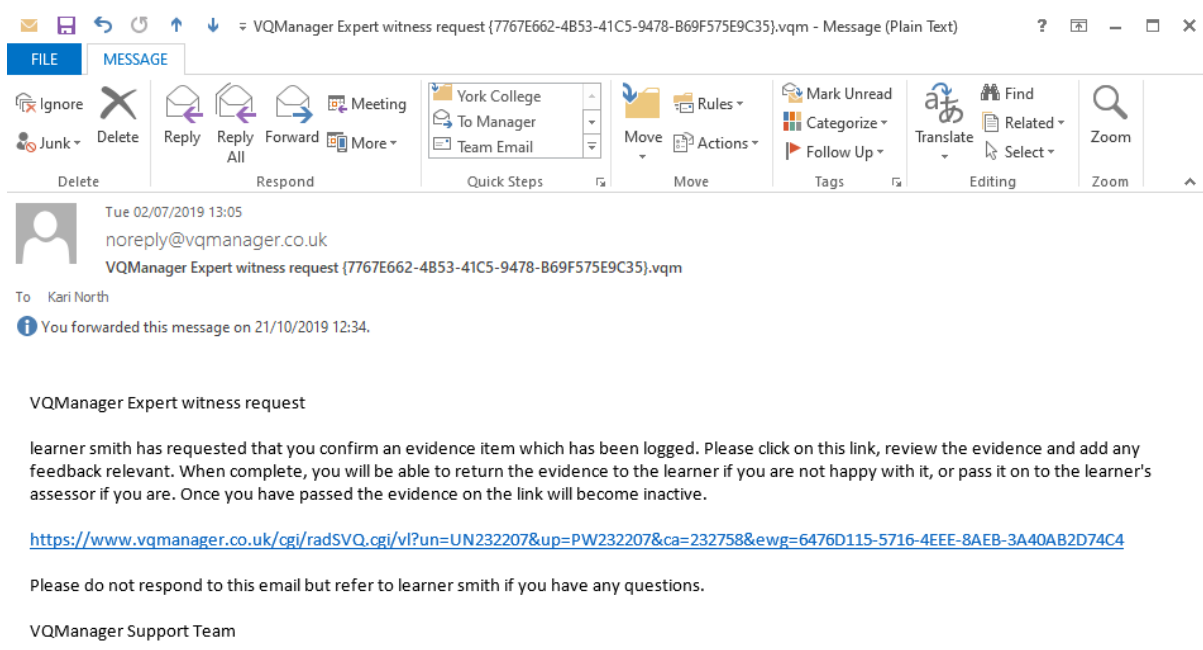
Email address * (Please type in the email address carefully. If it is incorrect the workplace training supervisor will not receive the email.)
 kari@skillwise.net

Telephone number
 07939279318

Role of workplace training supervisor / additional information
 Workplace training supervisor

We have added a new field for the Witness job role or other information.

The selected line manager will receive the usual "Expert or evidence witness request" email with a link to confirm the evidence.



Please remember, this function will only work if the line manager has a valid email address in the personal details area for that user.

When this function is switched on, there are two associated blocks of text that can be edited to suit individual client needs.

We have also added the option to customise the main Expert witness function text. This can be altered with or without enabling the new function described in this document.

The three blocks of customisable text are shown in blue boxes below:

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- A workplace training supervisor for an apprenticeship standard
- An expert witness for the NVQ programmes
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Select ▼

If the person confirming your work is not listed, or not a workplace training supervisor, enter the details of who they are. This will send them an email to allow them to view the evidence, provide feedback and confirm it.

Name *

Email address * (Please type in the email address carefully. If it is incorrect the workplace training supervisor will not receive the email.)

Telephone number

Role of workplace training supervisor / additional information

For the assessor, this change will look no different to the learner using the expert/evidence witness functionality. The notification of evidence sent for confirming will go to the Info tab prior to the confirmation. Once confirmed, will move to the ToDo tab for assessing as normal.

VQManager

Welcome Kari Assessor (Assessor 1729) Logout options ▼ Help and training

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▼ Evidence submitted to Workplace training supervisor

Learner	Date	Evidence number	Qualification	
learn, kari(1730)	17/02/2020	1730/E/1196	No qualification / criteria selected	View

For the line manager, please remember, we are **not changing the workflow**. No line manager will be logging in to action an expert/evidence witness request - it will all be done via the normal e-mails, whether they are a traditional expert/evidence witness or a line manager.

Line managers still can't access the evidence, except in a 'view only' mode, and then it would look just the same as it does for the user they are logging in as. This would not change.

Please note: The role title of the Line Manager and Expert Witness will appear in the audit trail and elsewhere as they are set up for the centre. The example's here appear as they do because they are the naming conventions in our demonstration centre.

Expert witness	workplace training supervisor
Line manager	line manager