

VQManager enhancements February 2020

Showing Learner and Line Manager sign off of Progress Reviews

This development allows users to see and report on the learner and LM confirmation of Progress Reviews.

Where no request has been sent, **n/a** will be displayed. When approval has been requested, but not yet actioned, the field is blank.

In the Progress Review tab, additional columns have been added to the table for this data. This is visible to all user roles who have this tab.

Date logged	Date planned	Actual date	Summary	Logged by	Learner confirmed	Line manager confirmed	Notes	Attachments
14/12/2012	15/12/2012	13/12/2012	38 38 38	Krabbappel, Edna	n/a	n/a		Edit
14/12/2012	17/12/2012	14/12/2012	39 39 39	Krabbappel, Edna	n/a	n/a		Edit

In the Progress review report, rows have been added to show this information. This report is available to IQAs, EQAs, Line Managers, OSUs and Centre Admins.

31/08/2018	Planned	16/01/2017	12/06/2017	24/07/2017	04/09/2017	04/09/2017	16/10/2017	27/11/2017	08/01/2018	19/02/2018	02/04/2018
	Actual	16/01/2017	15/06/2017	15/08/2017	15/08/2017	21/08/2017					
	Difference	0	3	22	-20	-14					
	Days since last		150	61	0	6					
	Learner confirmed		11/08/2017		n/a	21/08/2017	n/a	n/a	n/a	n/a	n/a
	Line manager confirmed		n/a		n/a		n/a	n/a	n/a	n/a	n/a

Add pop-up showing assessment plan detail in Log evidence

A new hyperlink had been added to the criteria met section of the log evidence tab. The assessors and the learners are now able to view the details of their assessment plans when logging evidence. When the link is selected from the Log evidence page, this will open a pop up window with the assessment plan in it.

Criteria met

As a assessor you may choose to [accept all learner ticks](#).

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, Assessment criteria, Range or Knowledge and Understanding item.

- ☐ turning on a lamp [view plan](#)
- ☐ unit 202 serving a customer [view plan](#)
- ☐ review piece [view plan](#)
- ☐ unit 306 activity making a bed [view plan](#)
- ☐ Understand customer's needs [view plan](#)

Assessment plan

Name
turning on a lamp

Assigned by
Knee, Sid (96980)

Target date
23/04/2015

Notes
see attached and answer questions

OTJ hours being made editable for assessor when confirming from To Do list

When confirming OTJ hours from the To Do tab, the assessor can now edit or delete any hours the learner had declared. Previously, they needed to go to the Activity Log or Diary page itself to make edits when confirming OTJ hours.

If, for example, the learner has claimed hours that need to be rejected, the assessor may want to change the total to 0, and save without confirming. This will remove the notification from the To Do tab when it is saved.

The image shows two overlapping screenshots from a web application. The top screenshot displays a table titled 'Confirmation of OTJT hours' with the following data:

Learner	Planned date	Summary	Actual date	Line manager confirmed?	
Spacey, Kevin		training	12/02/2020	n/a	View / confirm

The bottom screenshot shows the 'Activity log (Spacey, Kevin)' form with the following fields:

- Category: Other (dropdown)
- Summary title: training
- Activity date: 12/02/2020
- Activity detail (max. 1000 words):

The image shows the 'Off the job training' form with the following fields:

- Start time: 00 : 00 (dropdowns)
- End time: 00 : 00 (dropdowns)
- Duration: 6 hours 0 minutes (dropdowns)
- ☐ I hereby confirm the above OTJT hours as accurate and the training as completed
- Assessor comments about the OTJT hours

The 'Duration' dropdown menu is open, showing a list of numbers from 0 to 9.

Showing at a glance where Assessor and LM have confirmed OTJ hours

We have added an 'at a glance' view of when the Assessors and Line Managers have confirmed the OTJ hours. We have added colour and also "boldness" to the Diary and Activity Log overviews, to make this clear and also added a key for easy reading.

Black not bold – learner logged

Blue, italics – confirmed by LM, not by assessor

Blue, bold – confirmed by LM and assessor

Black, bold – confirmed by assessor, not by LM (would apply where there is no LM assigned)

Unit assignments	Assessment 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
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▼ Previous logs

OTJ hours key: Learner logged, *Line manager confirmed*, **Assessor confirmed**, **Assessor and Line manager confirmed**

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	
17/05/2018	17/05/2018	Other	workshop	Knee, Sid	9:00	13:00				4:00	Edit
31/05/2018	31/05/2018	Other	Training session	Rose [2A], Honey						6:00	Edit

We have also added a new column in the assessor To Do tab, to show if the Line Manager has confirmed OTJ hours. This is to help clients who want the LM to confirm the hours before they are signed off by the assessor and added to the total.

Where no request has been sent, or there is no LM assigned to the learner, this column shows n/a. Where a request has been sent but not yet responded to, the column is blank.

▼ Confirmation of OTJT hours

Learner	Planned date	Summary	Actual date	Line manager confirmed?	
Newbury, Nana	18/05/2018	training	18/05/2018	18/05/2018	View / confirm
Rose [2A], Honey		Training session	31/05/2018		View / confirm
fire [3B], sarah		training	07/06/2018	n/a	View / confirm
fire [3B], sarah	07/06/2018	training	07/06/2018	n/a	View / confirm
Rose [2A], Honey	21/01/2019	Test Title	21/01/2019	n/a	View / confirm
Rose [2A], Honey	28/01/2019	test	28/01/2019	n/a	View / confirm

Add over-ride to OTJ function so clients can add their own total

We have added an additional way of adding OTJ hours in the Centre Admin area, when setting up a new learner. This method can also be used to adjust existing learner's target hours in VQManager, compared to the calculated total. This new method will allow centres to calculate their own target value, for example to deduct hours for annual leave, or alter the target where a learner has taken a break in learning or extended their study.

The Centre Admin can either fill in the learner's working hours and use the automatic calculation as before, or type in their own target value, which will override the automatic calculation.

Off the job training - Working time

Complete this section if you want to record off the job training hours in VQManager. Otherwise, leave it at 0.

Contracted work time per week: 0 hours 0 minutes

Alternatively enter a target number of off the job training hours below, as a whole number of hours over the duration of the programme of study. This will over-ride the calculation performed by the system based on the above working hours data.

Total off the job hours required: 0

New report - quals in centre

We have added a new report for Centre Admin, showing which qualifications they have assigned in their centre. The report is located in a tab in "Reports" renamed "qualifications and frameworks"

Users may select 'active only' or 'all qualifications'.

There are also filters for awarding body and level, via drop-downs. Only values relevant to the centre will be available to be selected.

Columns in the report are:

- Qual title
- Active / archived
- Date assigned
- GLH (with appropriate columns depending on centre setting for differentiating on/off the job)
- Number of active learners

This report is able to be viewed or downloaded.

VQ Manager Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

Home Qualifications My centre Users Reports

Learner details Learner status details Learner entry details Progress Qualifications & frameworks Progression tracker User activity Dormancy User list

☐ Qualification tracker
☐ Framework tracker
☒ **Qualifications in centre**
☐ Only active quals
☐ All quals

Awarding body

Level

View Download

VQ Manager Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

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Qualifications in centre (10/02/2020)

Qualification	Date assigned	GLH off the job	GLH on the job	Awarding body	Level	No. active learners
Apprenticeship Golf Greenkeeper L2 GTC Training Manual question bank (129)	27/02/2018				2	1
Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	17/04/2018				5	5
Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	17/04/2018				5	4
Assessor Toolkit - Warehousing Apprenticeship L2 (linking test) (92)	01/08/2011				2	2
3TEC Certificate in Pharmaceutical Science L2 (QCF) Edexcel 500_9579_1 (95)	17/10/2017			Edexcel	2	1
3TEC Diploma in Sporting Excellence L3 (Pearson) 603_3338_8 (135)	22/10/2018			Pearson	3	1
3TEC Extended Diploma in Music Technology L3 (QCF) Edexcel 500_7716_8 (96)	30/08/2011	75:00	75:00	Edexcel	3	11
3TEC in Hairdressing (Test) (76)	02/09/2009				3	16
Certificate in Equality and Diversity L2 (NCFE) - question bank (102)	14/04/2016			NCFE	2	4
Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW) (90)	31/05/2011			Edexcel	2	14
Certificate in Supporting Teaching and Learning in Schools L2 (QCF) (C&G) 501_1136_X (120)	06/03/2015	75:00	75:00	C&G	2	5

VQ Manager Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

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☐ Qualification tracker
☐ Framework tracker
☒ Qualifications in centre
☐ Only active quals
☒ All quals

Awarding body: All

Level: All

View Download

Qualifications in centre (10/02/2020)

Qualification	Archived?
Apprenticeship Golf Greenkeeper L2 GTC Training Manual question bank (129)	
Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	
Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	
Assessor Toolkit - Warehousing Apprenticeship L2 {linking test} (92)	
BTEC Certificate in Pharmaceutical Science L2 {QCF} Edexcel 500_9579_1 (95)	
BTEC Diploma in Sporting Excellence L3 {Pearson} 603_3338_8 (135)	

Adding download option to reports that don't have it

We have added a download option to some reports which were previously only available as a "view" option. They are:

Dormancy

VQ Manager Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

Home Qualifications My centre Users Reports

Learner details Learner status details Learner entry details Progress Qualifications & frameworks Progression tracker User activity Dormancy User list

Start date (inc): 10/01/2020

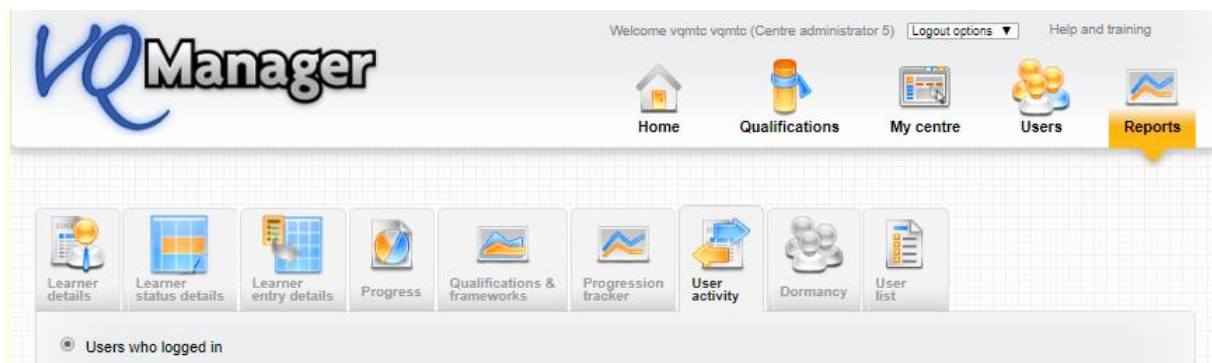
End date (inc): 10/02/2020

View Download

Progress, Qualification progress
Progress, Assessment plan recorded times
Progress, BTEC course progress
Progress, Gap Analysis



User Activity, Users who logged in



Listing all assessors in all reports

We have standardised VQManager so that the reports list all the assessors, but without repeating rows. In our last update we added all assessors to the following reports where only one assessor was previously listed:

- Progress - Qualification Progress
- Progress - Off the Job training
- Progress – Guided Learning Hours
- Qualification Tracker
- User Activity - Learner Activity
- User Activity - IQA Sampling

We have now further extended that standardisation so that in reports where there is a row for each assessor, all assessors now show in one row to prevent duplication of learners who have more than one assessor:

- Progress - Progress reviews

The screenshot shows the VQManager web application interface. At the top, there is a header with the VQManager logo, a welcome message 'Welcome vqmtc vqmtc (Centre administrator 5)', a 'Logout options' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home, Qualifications, My centre, Users, and Reports (which is highlighted). Underneath the navigation bar is a row of icons for various reports: Learner details, Learner status details, Learner entry details, Progress (selected), Qualifications & frameworks, Progression tracker, User activity, Dormancy, and User list. Below the icons is a list of report categories with radio buttons: Qualification progress, Assessment plan times, Unit sign-off, Unit sign-off (percentages only), Guided learning hours, BTEC course progress, GAP analysis, and Progress reviews (selected). Below the list is a table titled 'Progress reviews (10/02/2020)'. The table has columns for Curriculum area, ULN, Learner, Assessor, Placement employer, Institution, Reference number, and Status.

Curriculum area	ULN	Learner	Assessor	Placement employer	Institution	Reference number	Status
	004502678	Moore, Demi (1256)	Nelson, Judd (1255); Sampson, Holly (958)	Kent Council	Institution Two		

- User Activity - Learner Evidence

The screenshot shows the VQ Manager dashboard. At the top, there is a header with the VQ Manager logo, a welcome message 'Welcome vqmtc vqmtc (Centre administrator 5)', a 'Logout options' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home, Qualifications, My centre, Users, and Reports. The Reports icon is highlighted with a yellow arrow. Below the navigation bar is a grid of icons for various functions: Learner details, Learner status details, Learner entry details, Progress, Qualifications & frameworks, Progression tracker, User activity (highlighted with a yellow arrow), Dormancy, and User list. Below the grid is a list of filters with radio buttons: Users who logged in, External verifier system activity, Assessor performance, Learner activity, IQA sampling, and Learner evidence (selected).

The screenshot shows the VQ Manager dashboard with the 'Learner evidence report, 10/02/2020' table displayed. The table has the following columns: Learner, Assessor, Employer, Number of evidence, Evidence waiting for expert witness, Evidence items waiting action from assessor, Evidence items sent for verification, and Date of last submission. The table contains two rows of data.

Learner	Assessor	Employer	Number of evidence	Evidence waiting for expert witness	Evidence items waiting action from assessor	Evidence items sent for verification	Date of last submission
2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)		4		2	1	15/04/2019
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Gillespie, Mary (318); Krabbappel, Edna (6)		2			1	01/11/2019

- User Activity - Learner Activity Log Entries

The screenshot shows the VQ Manager dashboard. At the top, there is a header with the VQ Manager logo, a welcome message 'Welcome vqmtc vqmtc (Centre administrator 5)', a 'Logout options' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home, Qualifications, My centre, Users, and Reports. A secondary navigation bar contains icons for Learner details, Learner status details, Learner entry details, Progress, Qualifications & frameworks, Progression tracker, User activity (highlighted), Dormancy, and User list. Below this, a list of radio buttons allows filtering the data: Users who logged in, External verifier system activity, Assessor performance, Learner activity, IQA sampling, Learner evidence, and Learner activity log entries (which is selected).

The screenshot shows the VQ Manager dashboard with the 'Learner activity log entries report, 10/02/2020' displayed. The report is a table with the following columns: Learner, Assessor, Employer, Number of activity log items, Logged by learner, Logged by assessors, Logged by IQAs, and Logged by external verifiers. The data is as follows:

Learner	Assessor	Employer	Number of activity log items	Logged by learner	Logged by assessors	Logged by IQAs	Logged by external verifiers
2016_12_16_L_1, 2016_12_16_L_1 (1639)	Krabbappel, Edna (6)		2	2			
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Gillespie, Mary (318); Krabbappel, Edna (6)						