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.

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.

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.

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.

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)

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.

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.

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.

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
BTEC Certificate in Pharmaceutical Science L2 (QCF) Edexcel 500_9579_1 (95)	17/10/2017			Edexcel	2	1
BTEC Diploma in Sporting Excellence L3 (Pearson) 603_3338_8 (135)	22/10/2018			Pearson	3	1
BTEC Extended Diploma in Music Technology L3 (QCF) Edexcel 500_7716_8 (96)	30/08/2011	75.00	75.00	Edexcel	3	11
BTEC 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

Adding download option to reports that don't have it

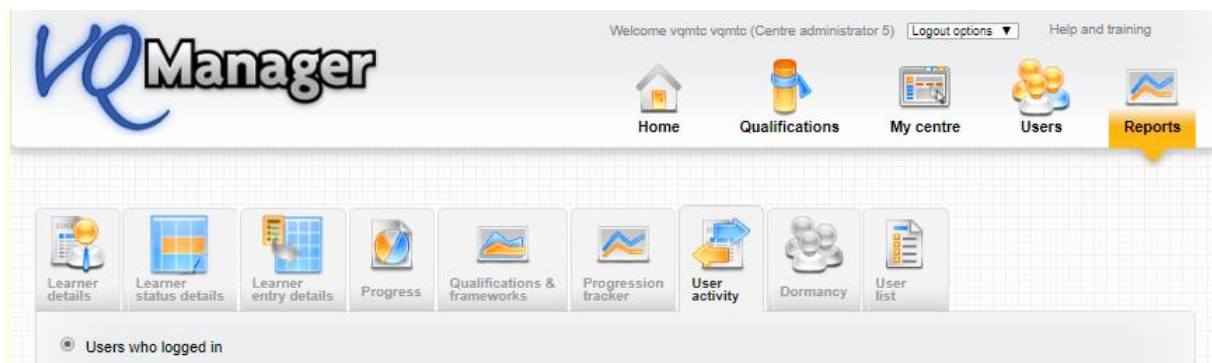We have added a download option to some reports which were previously only available as a "view" option. They are:

Dormancy

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

- User Activity - Learner Evidence

Learner evidence report, 10/02/2020

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