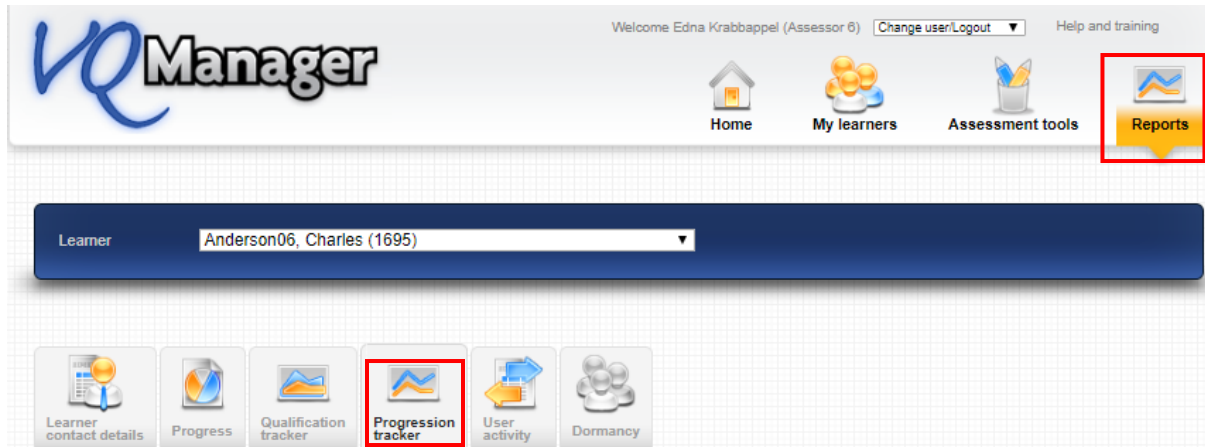


Progression Tracker

Progression Tracker

Ofsted need training providers to track progress and show 'value added' as the learners work through their qualification. We have developed a function which allows learners, assessors and line managers (employers) to show a 'rating' against the criteria for a qualification, to show progression whilst on programme.

A new tab called "Progression tracker" is located in the **Reports** area and is visible for all users. Learners, Assessors and Line Managers are able interact with it, other users are 'view only'.



Evaluations are initiated and completed on an ad hoc basis, with the assessor deciding how many to do and when.

Assessor - Initiating a Progression evaluation

▼ Initiate a new progression evaluation

Qualification

Title (max. 80 characters)

Line manager

Line manager target date

Send notification email to line manager (if there is a valid email address on record)

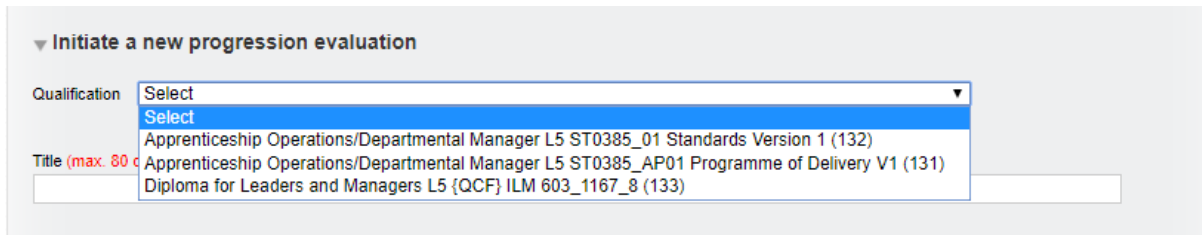
Learner

Learner target date

Send notification email to learner (if there is a valid email address on record)

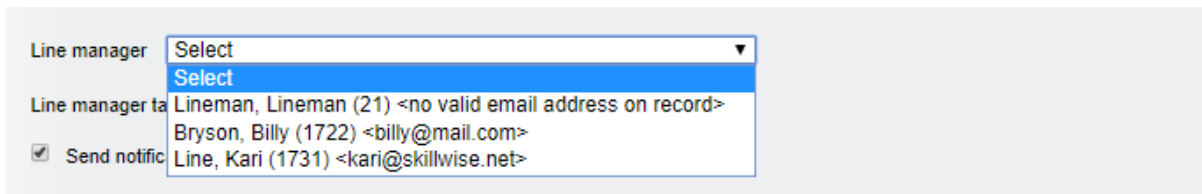
The first time an evaluation is created, the assessor will select a qualification to run the task against. Once selected, this cannot be changed, and all subsequent evaluations will be run against this qual.

The qualification drop-down will show only the qualifications assigned to the selected learner.

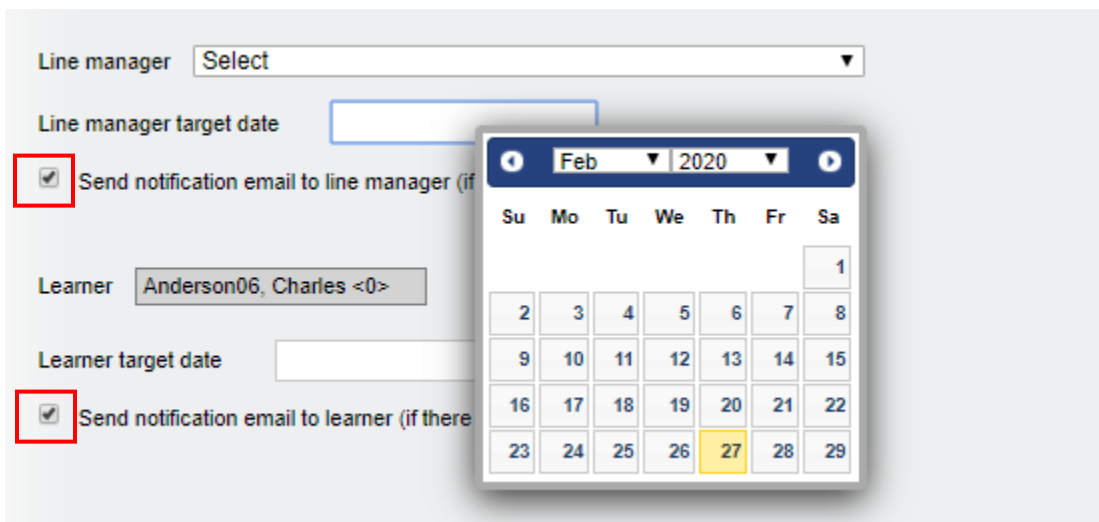


Once a qualification is selected, the assessor will be presented with a field to input a title for the first evaluation, to identify it. This will happen for each subsequent evaluation as well.

If more than one line manager is linked to the learner, there is a drop down where the assessor will select the appropriate line manager (employer) required to do the evaluation. If there is no line manager linked, this area is not visible, and the evaluation proceeds with just the assessor and learner involved.



Enter a due date in the date field for both the line manager and the learner.



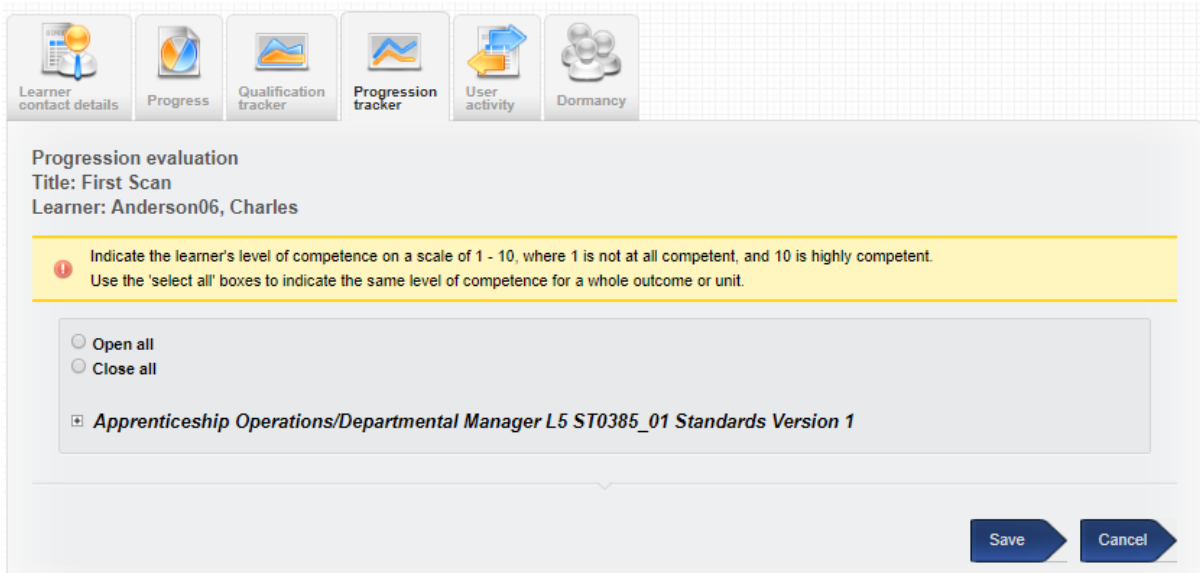
The box to send a notification via email is automatically ticked for both the line manager and the learner. Where a valid email address is recorded in VQManager, an email will be sent.

The target date can be the same for both users, or different. The expectation would be for the target date to be within a week or two of the assessor initiating the evaluation. This will also post a notification on the target users' To Do lists. These notifications will show red if the 'due date' has passed.

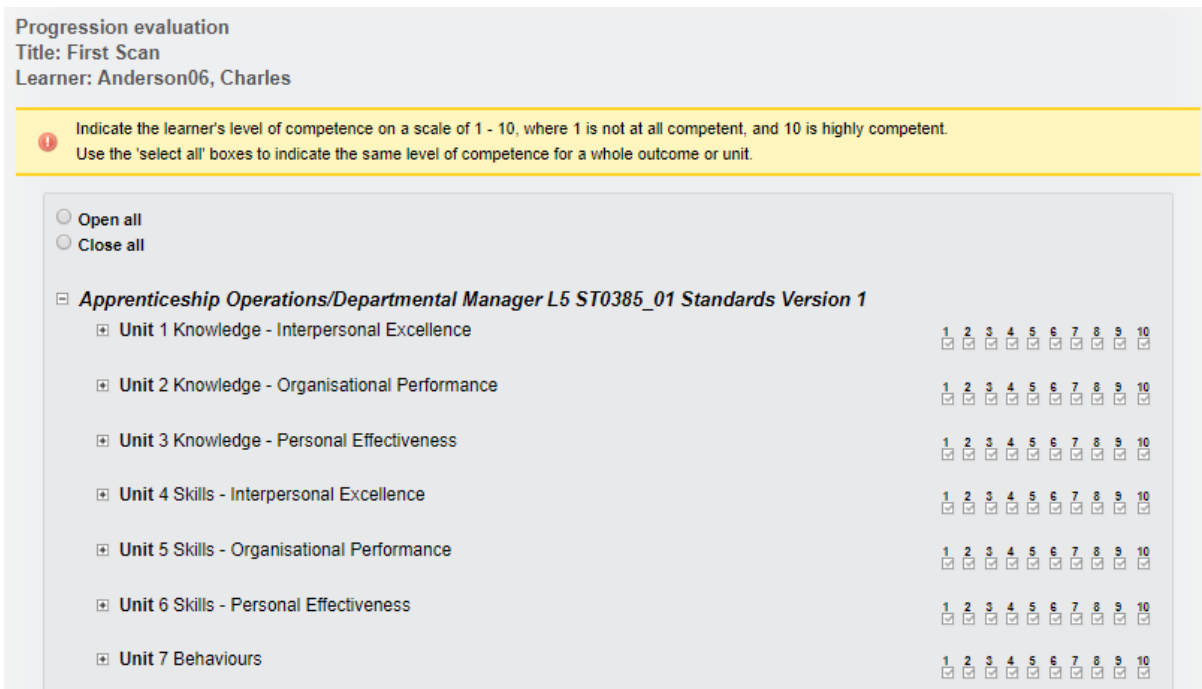


For the initial evaluation, there is no data to show against the “Graph” and “Download matrix” buttons.

Select “save”; the page will refresh and display the qualification tree, and allow the assessor to rate the learner’s current level of competence against each criterion, on a scale of 1 – 10.



There is a ‘select all’ quick tick box at unit level, which when selected populates all the criteria in that unit with the selected value.



Only units assigned to the learner will display. The system allows for units to be added and removed throughout the learner’s time on programme.

There is a ‘select all’ quick tick box at learning outcome level too, which when selected populates all the criteria in that learning outcome with the selected value.

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1
 Unit 1 Knowledge - Interpersonal Excellence 1 2 3 4 5 6 7 8 9 10
☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑
 Learning outcome 1 Leading People
 Assessment criteria 1 1 2 3 4 5 6 7 8 9 10
☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑

Using the “open all” radio button, the qualification tree opens and the user can assign a value for individual criteria.

Open all
 Close all
 Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1
 Unit 1 Knowledge - Interpersonal Excellence 1 2 3 4 5 6 7 8 9 10
☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑
 Learning outcome 1 Leading People
 Assessment criteria 1 1 2 3 4 5 6 7 8 9 10
☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑

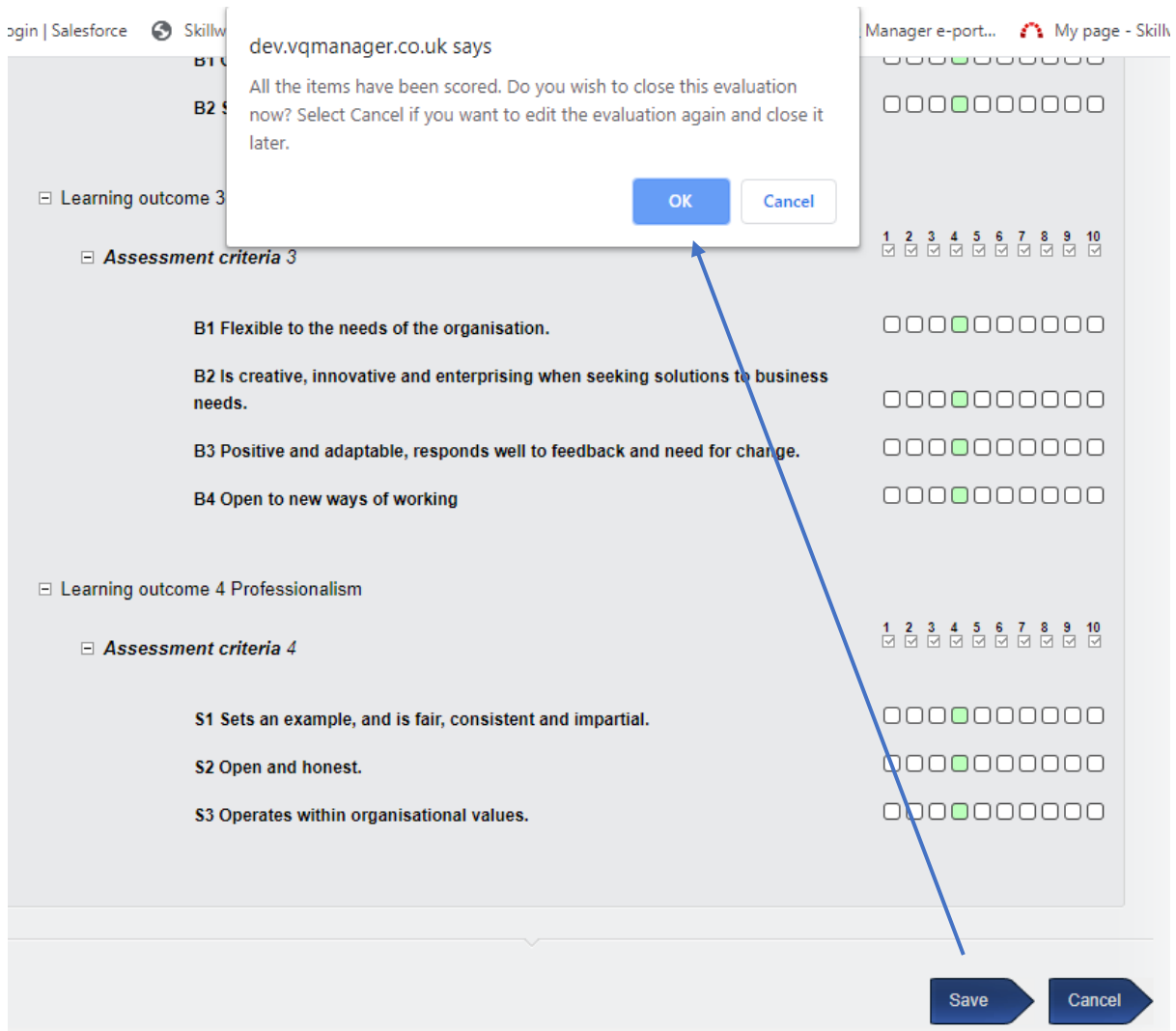
K1 Understand different leadership styles, how to lead multiple and remote teams and manage team leaders □ □ □ □ □ □ □ □ □ □

K2 Know how to motivate and improve performance, supporting people using coaching and mentoring approaches □ □ □ □ □ □ □ □ □ □

K3 Understand organisational cultures and diversity and their impact on leading and managing change □ □ □ □ □ □ □ □ □ □

K4 Know how to delegate effectively □ □ □ □ □ □ □ □ □ □

Each criterion can only have one option selected. Range and K&U are excluded, if you select a qualification in which these elements are applicable.



The evaluation is complete when every criterion has a value assigned. Clicking ‘save’ at this point will open a dialogue box, offering two options.

Select “Cancel” in the dialogue box if you wish to save the evaluation and come back and finish it later.

Select “OK” if you have finished the evaluation completely.

(Selecting “Cancel” in the bottom right instead of “Save” will exit the evaluation without saving changes.)

Upon the assessor saving the evaluation, whether it’s complete or not, VQManger will send notifications (email if applicable, and the To Do tab) to the other users to work on the tracker, stating a target date. For a completed evaluation, the assessor’s view shows like this:

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor completed	Learner	Learner target	Learner completed	Line manager	Line manager target	Line manager completed	
27/02/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	First Scan (18)	27/02/2020	Anderson06, Charles (1695)	28/02/2020		Line, Kari (1731)	28/02/2020		View

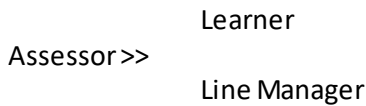
▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor completed	Learner	Learner target	Learner completed	Line manager	Line manager target	Line manager completed	
27/02/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	First Scan (18)	27/02/2020	Anderson06, Charles (1695)	28/02/2020		Line, Kari (1731)	28/02/2020		View

[Graph](#)
[Download matrix](#)

At this stage there is still nothing to see in the graph and download matrix area.

The workflow can be represented like this:



Before an assessor has begun the initial evaluation, learners and line managers will see a message letting them know the assessor has yet to select a qual and start the process.

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner target	Learner completed
No previous progression evaluations						

Line manager and learner - completing the Progression tracker request

On receipt of an email and/or To Do tab request the user should follow the link “Evaluate”.

Welcome Kari Line (Line manager 1731) Logout options Help and training

VQ Manager

Home Reports

Associates To do (5) Info Dashboard File library Messages Personal details

► Confirmation of progress reviews

► Confirmation of OTJT hours

▼ New and incomplete progression evaluations

Date initiated	Title	Initiated by	Learner	Date due	
27/02/2020	First Scan	Krabbappel, Edna	Anderson06, Charles	28/02/2020	Evaluate

For the learner and line manager, the qual tree of the relevant qual will display in the “Progression tracker” tab when they click “Evaluate”.

Progression evaluation
Title: First Scan
Learner: Anderson06, Charles

1 Indicate the learner's level of competence on a scale of 1 - 10, where 1 is not at all competent, and 10 is highly competent.
 Use the 'select all' boxes to indicate the same level of competence for a whole outcome or unit.

Open all
 Close all

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1

Save **Cancel**

The line manager and the learner follow the same process as the assessor to complete the evaluation. They too have the quick tick options at unit and learning outcome levels. Learners and line managers can save an evaluation to complete later, or save it as complete, just like the assessor.

Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner	Learner target	Learner completed	Line manager target	Line manager completed	
27/02/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	First Scan (18)	Krabbappel, Edna (6)	27/02/2020	Anderson06, Charles (1695)	28/02/2020		28/02/2020	27/02/2020	View

Graph **Download matrix**

Before all users involved have completed their evaluations, selecting the “view” button will show the user’s own evaluation only, in a “read only” view.

Until all three people (two where there is no line manager assigned) have completed their initial evaluation, the graph and the download matrix buttons will have no data to show.

The assessor will receive a notification on the To Do tab if the Learner and/or Line Manager have not completed the evaluation by the target date.

Viewing previous Progression tracker evaluations

Users will not see each other’s work until all have completed their own evaluation and saved it.

At this point, the previous “view” link will change to “view all”, and the new view will show each user’s rating against each criterion, side by side. These are colour-coded for clarity.

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor completed	Learner	Learner target	Learner completed	Line manager	Line manager target	Line manager completed	
30/01/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	January PT (7)	30/01/2020	learn, inca (1732)	31/01/2020	30/01/2020	Line, Kari (1731)	31/01/2020	30/01/2020	View all

Progression evaluation

Title: January PT

Learner: learn, inca

Open all

Close all

[-] **Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1**

[-] Unit 3 End Point Assessment

[-] Learning outcome 1 End Point Assessment

[-] **Assessment criteria 1**

	Learner	Assessor	Line manager
1 Knowledge test using scenarios and questions	6	3	5
2 Structured competency based interview	6	3	5
3 Assessment of portfolio of evidence	6	3	5
4 Presentation of work based project with Q&A	6	3	5
5 Professional discussion relating to CPD activity	6	3	5

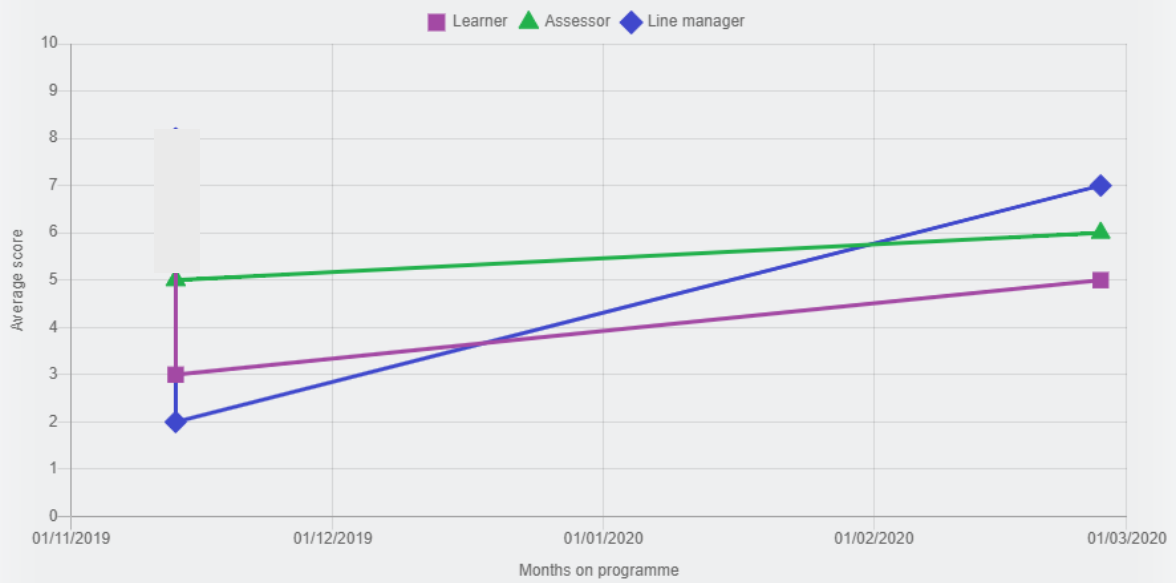
Viewing a graph of Progression tracker

The results of the evaluations are available in a graph format.

The first graph shows the average score per evaluation, with a different coloured line for learner, assessor and line manager, matching the colours above in the summary view of the evaluation.

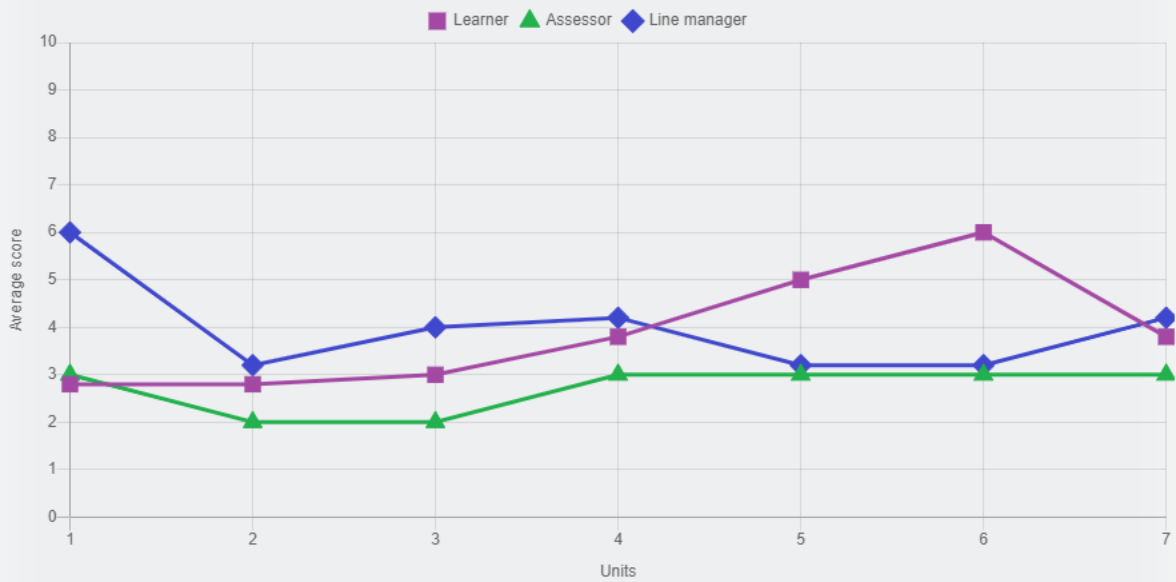
The date used for an evaluation in these reports is the date the assessor started the evaluation.

Averages of completed progression evaluations



By clicking on the individual data points in the graph, it is possible to drill down and see the results of a single evaluation as a graph, again with separate coloured lines for learner, assessor and line manager:

Unit averages for progression tracking: January Start PT (30/01/2020)



Selecting the “download matrix” button, an Excel spreadsheet will download revealing the scores for all users and all evaluations for the selected learner. This matrix also includes the average score for each criterion.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Progression tracker (27/02/2020)														
2	Gillett, Graham			Average all evaluations			13/11/2019-Nov 2019 Progress			13/11/2019-Dec 2019			27/02/2020-feb test		
3	V1 Assessor SVQ														
4				Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line manager
5				5	5	5	7	5	8	3	5	2	5	6	7
6			Unit 1 Conduct internal quality assurance of the assessment process												
7			Element 1.1 Carry out and evaluate internal assessment and quality assurance systems												
8			A Put your organisation's requirements into practice for auditin	5	3	5	7	1	8	3	3	2	5	6	7
9			B Identify the outcomes needed by the agreed standards and their cr	5	3	5	7	2	8	3	3	2	5	6	7
10			C Carrying out appropriate administrative and recording arrangemen	5	4	5	7	3	8	3	3	2	5	6	7
11			D Identify and ensure the agreed criteria for choosing and supportin	5	4	5	7	4	8	3	3	2	5	6	7
12			E Carry out assessment standardisation arrangements	5	5	5	7	5	8	3	4	2	5	6	7
13			F Ensure a procedure for complaints and appeals is in place, which m	5	5	5	7	6	8	3	4	2	5	6	7
14			G Identify and use internal and external measures of performance tc	5	5	5	7	7	8	3	4	2	5	6	7
15			H Make recommendations to improve internal quality assurance arra	5	6	5	7	8	8	3	4	2	5	6	7
16			Element 1.2 Support assessors												
17			A Ensure assessors have appropriate technical and vocational experi	5	6	5	7	9	8	3	4	2	5	6	7
18			B Ensure assessors are familiar with and can carry out the specific ass	5	6	5	7	10	8	3	4	2	5	6	7
19			C Identify the development needs of assessors in line with assessme	5	3	5	7	1	8	3	4	2	5	6	7
20			D Give assessors the chance to develop their assessment experience	5	4	5	7	2	8	3	4	2	5	6	7
21			E Ensure assessors have regular opportunities to standardise assessn	5	4	5	7	3	8	3	4	2	5	6	7
22			F Monitor how assessors are capable of maintaining standards	5	4	5	7	4	8	3	4	2	5	6	7