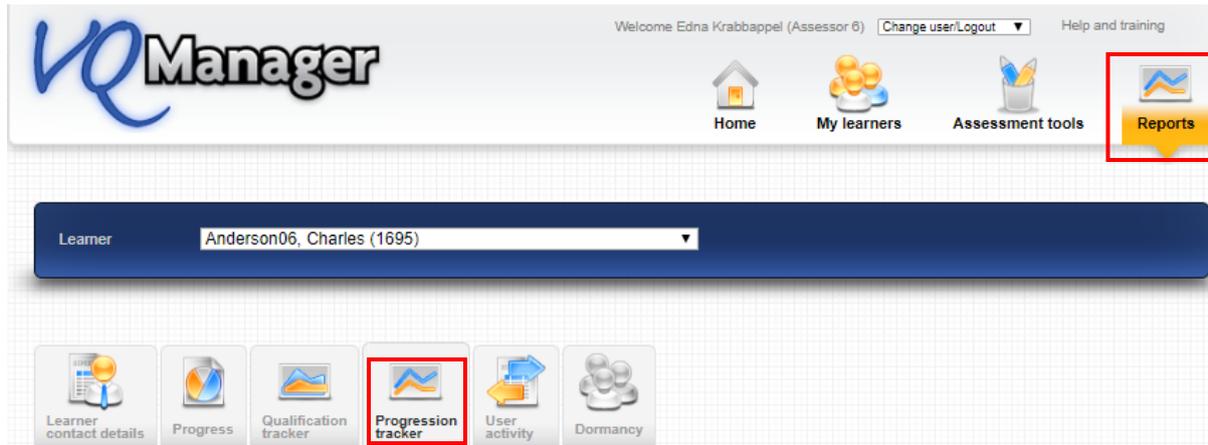


VQManager Enhancement March 2020

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.

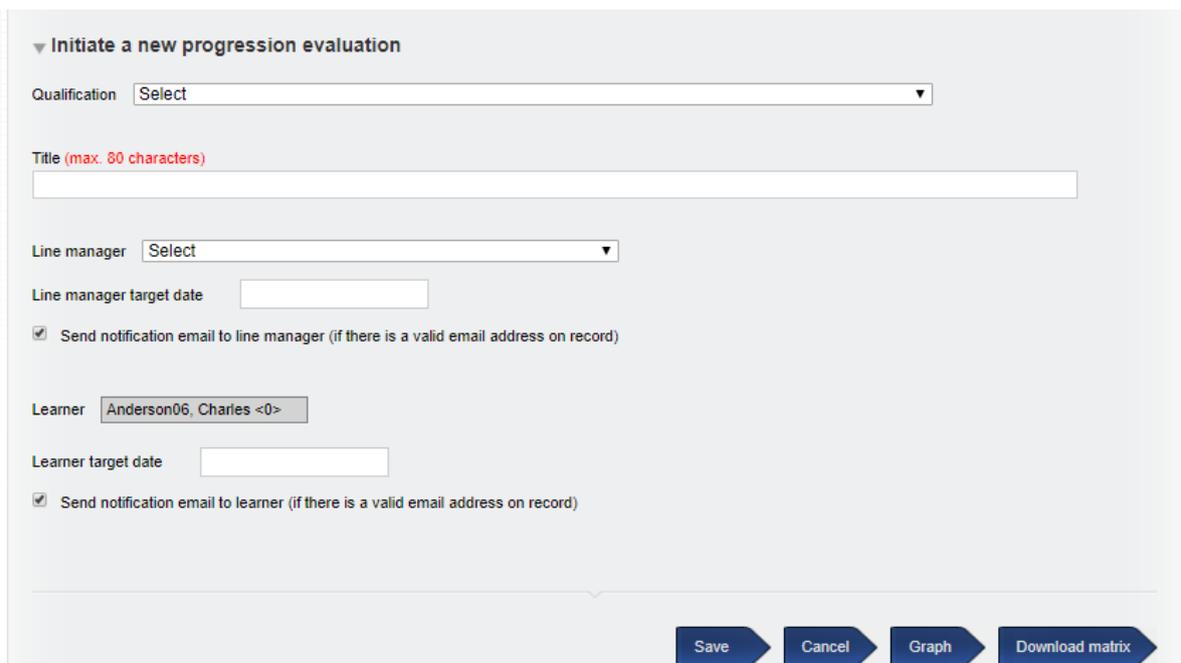
A new tab called "Progression tracker" is located in the **Reports** area and is visible for all users. Learners, Assessors and Line Managers are able interact with it, other users are 'view only'.



The screenshot shows the VQManager interface. At the top, there is a header with the VQManager logo on the left and user information on the right: "Welcome Edna Krabbappel (Assessor 6)", "Change user/Logout", and "Help and training". Below the header is a navigation bar with icons for "Home", "My learners", "Assessment tools", and "Reports". The "Reports" icon is highlighted with a red box. Below the navigation bar is a dropdown menu for "Learner" with "Anderson06, Charles (1695)" selected. Below the dropdown menu is a row of icons for "Learner contact details", "Progress", "Qualification tracker", "Progression tracker", "User activity", and "Dormancy". The "Progression tracker" icon is highlighted with a red box.

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

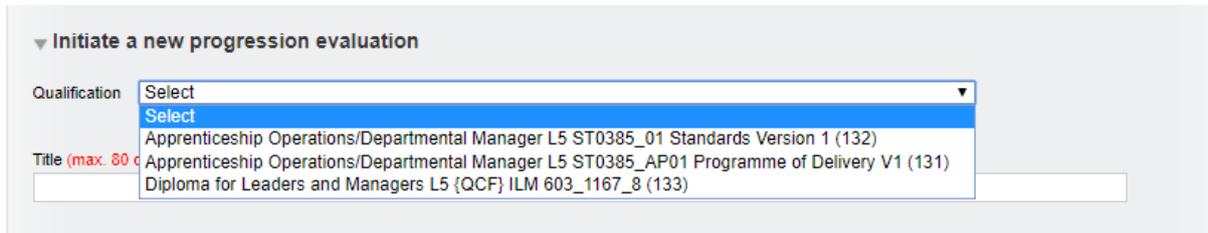
Assessor - Initiating a Progression evaluation



The screenshot shows the "Initiate a new progression evaluation" form. The form has a title "Initiate a new progression evaluation" and a dropdown menu for "Qualification" with "Select" chosen. Below the dropdown menu is a text input field for "Title (max. 80 characters)". Below the text input field is a dropdown menu for "Line manager" with "Select" chosen. Below the dropdown menu is a text input field for "Line manager target date". Below the text input field is a checkbox labeled "Send notification email to line manager (if there is a valid email address on record)". Below the checkbox is a text input field for "Learner" with "Anderson06, Charles <0>" selected. Below the text input field is a text input field for "Learner target date". Below the text input field is a checkbox labeled "Send notification email to learner (if there is a valid email address on record)". At the bottom of the form are four buttons: "Save", "Cancel", "Graph", and "Download matrix".

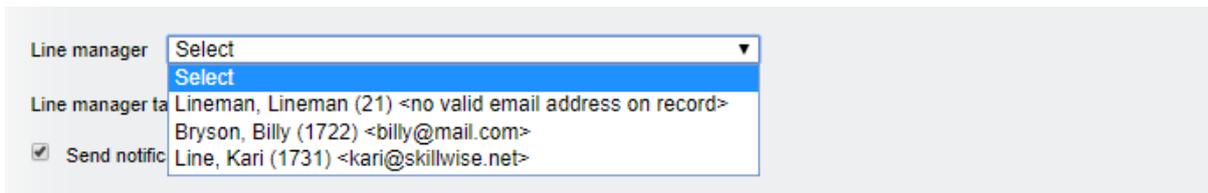
The first time an evaluation is created, the assessor will select a qualification to run the task against. Once selected, this cannot be changed, and all subsequent evaluations will be run against this qual.

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

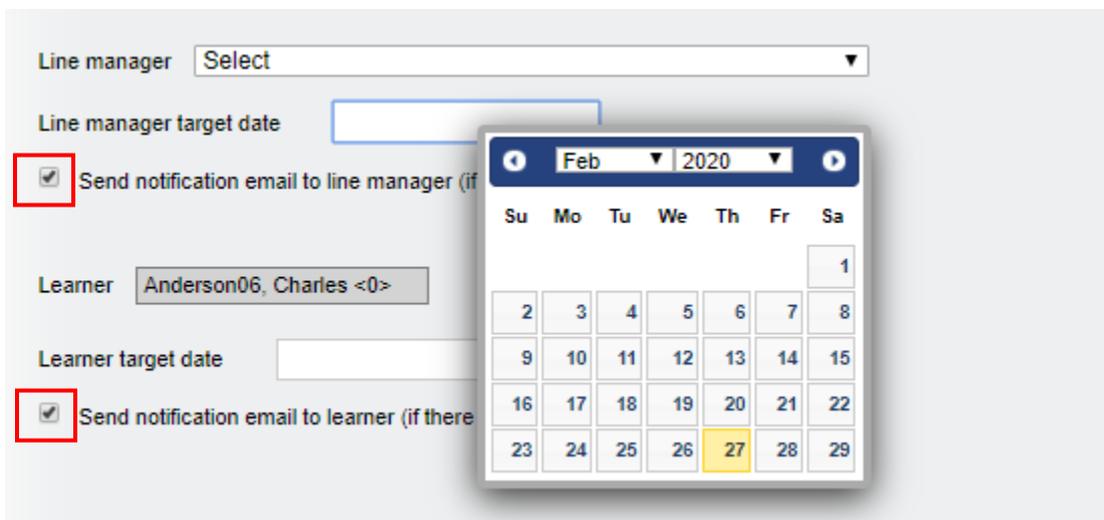


Once a qualification is selected, the assessor will be presented with a field to input a title for the first evaluation, to identify it. This will happen for each subsequent evaluation as well.

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

Learning outcome 1 Leading People

Assessment criteria 1

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

Learning outcome 1 Leading People

Assessment criteria 1

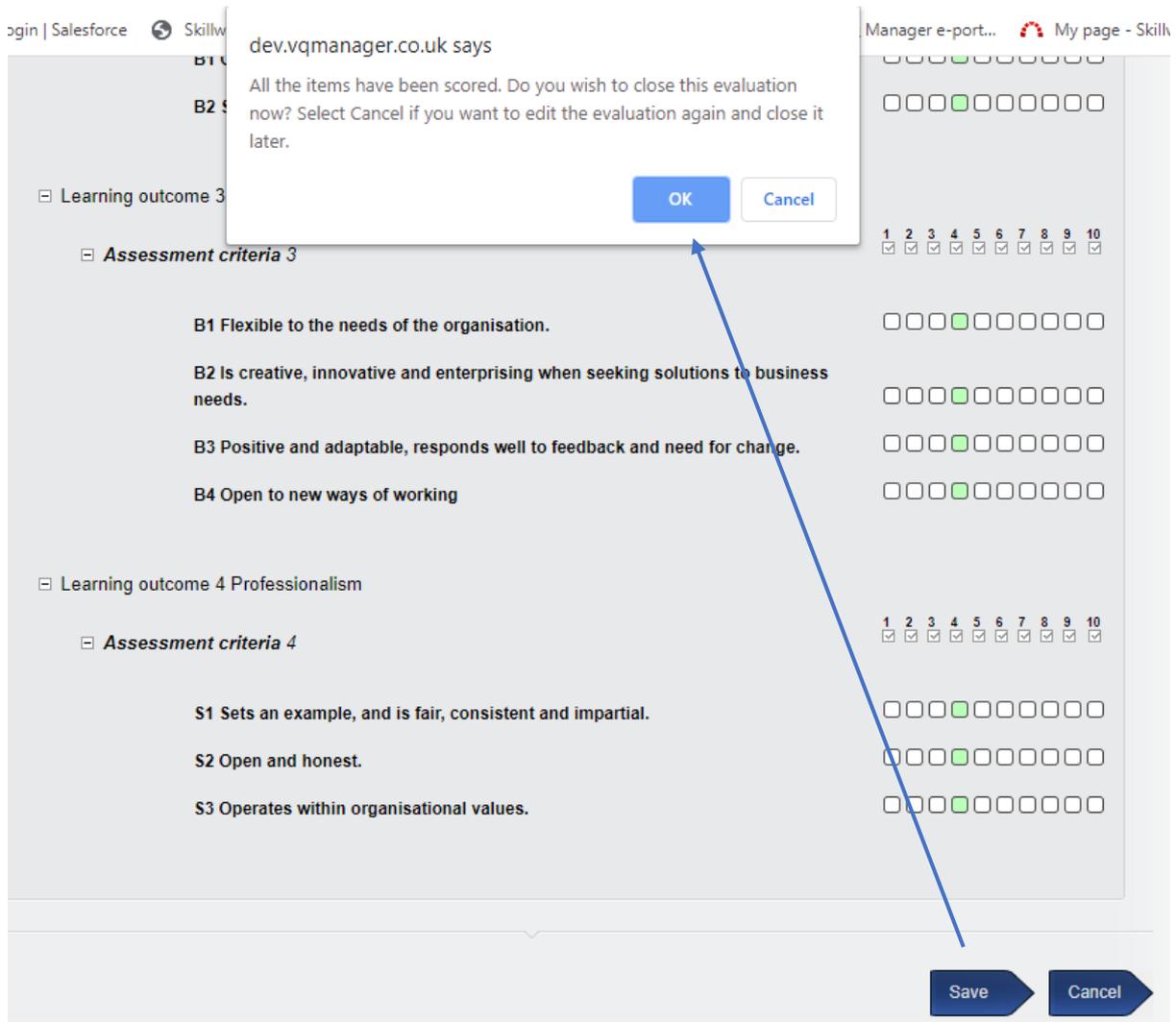
K1 Understand different leadership styles, how to lead multiple and remote teams and manage team leaders

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, VQManager 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

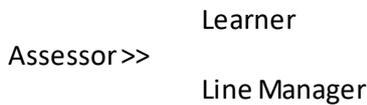
▼ Previous progression evaluations

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

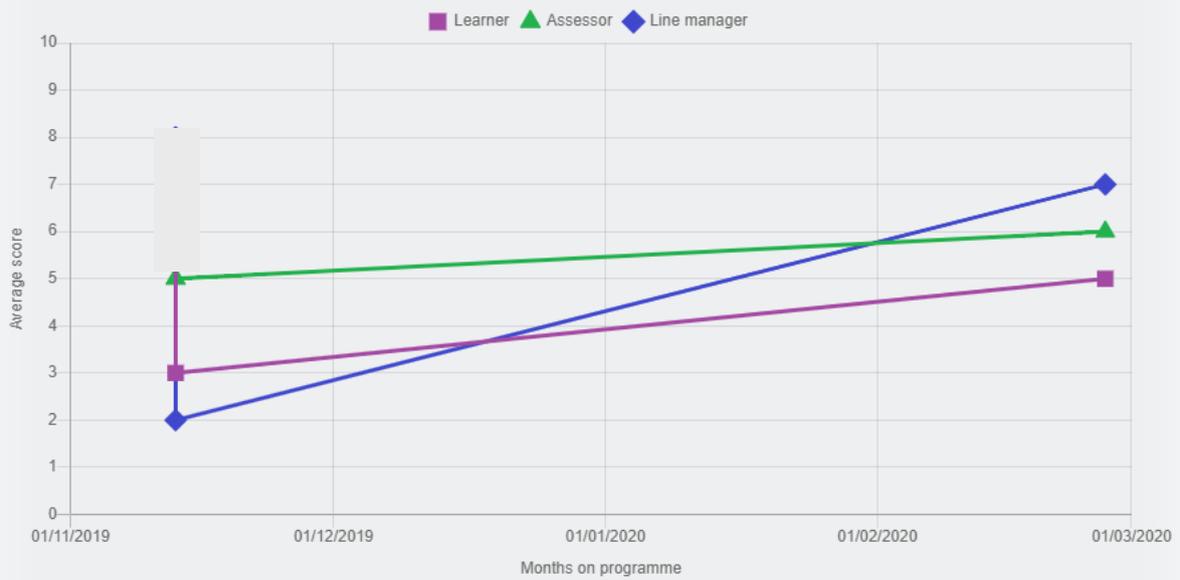
Viewing a graph of Progression tracker

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.

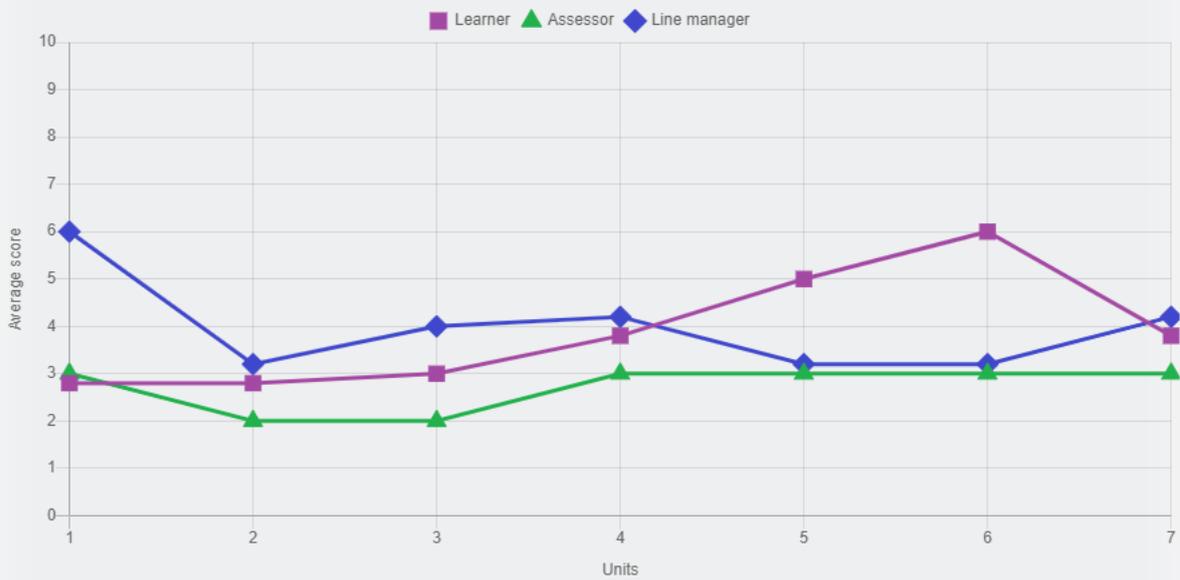
The date used for an evaluation in these reports is the date the assessor started the evaluation.

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			Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line manager
4															
5			Average all criteria	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 to	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

Adding date of last action to Evidence list

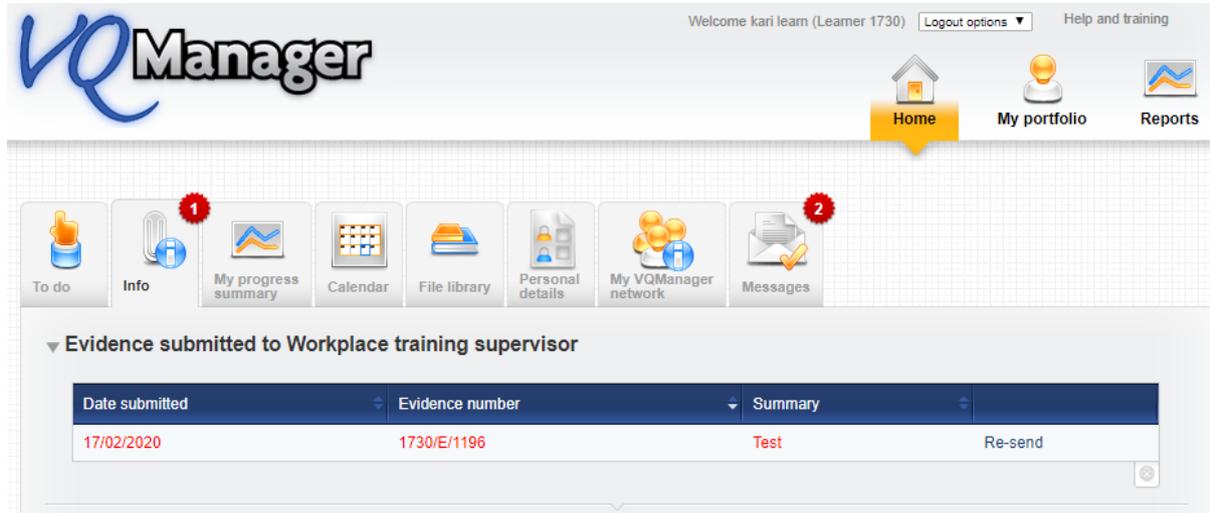
To improve visibility, we have added the date of the last action for each piece of evidence in the Evidence List.

The screenshot shows the 'Evidence list' tab selected in a navigation bar. Below the navigation bar are three filter dropdowns: 'Qualification' set to 'All qualifications', 'Unit' set to 'All units', and 'Method' set to 'All methods'. The main content area is titled 'BTEC in Hairdressing (Test)' and shows a list of evidence items sorted by oldest first. Each item includes fields for Date created, Method, Qualification, Description, and Last action. Action buttons like 'Rework', 'Edit', and 'View' are visible for each item.

Date created	Method	Qualification	Description	Last action
27/08/2018	Witness testimony	Please open the evidence to see the items covered	Off the job training	08/07/2019 - Assessor edited evidence and saved to continue later
27/08/2018	Work products	Please open the evidence to see the items covered	Off the job training	19/11/2018 - Assessor edited evidence and saved to continue later
28/10/2010	Work products, Witness testimony	BTEC in Hairdressing (Test) 2	This is the test	04/03/2016 - External verifier verified evidence

Showing Expert Witness requests waiting more than 7 days in red

This enhancement highlights any Expert/Evidence Witness requests that have been waiting more than 7 days in red on the Info tab.

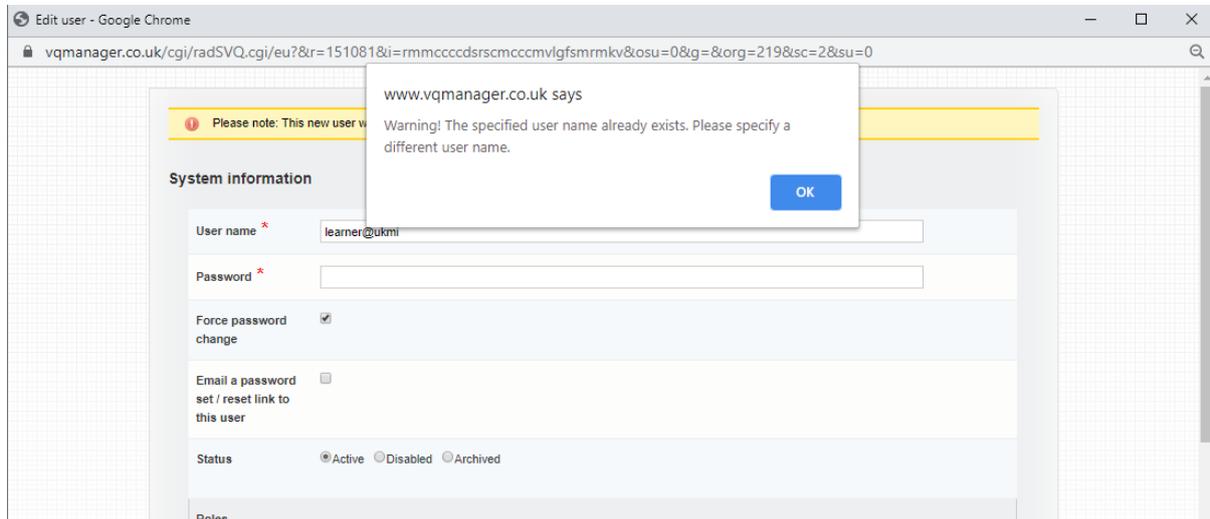


The screenshot shows the VQManager dashboard. At the top, there is a navigation bar with the VQManager logo, a welcome message for 'kari learn (Learner 1730)', and links for 'Logout options' and 'Help and training'. Below this are icons for 'Home', 'My portfolio', and 'Reports'. A main navigation bar contains icons for 'To do', 'Info', 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages'. The 'Info' and 'Messages' icons have red circular indicators with the number '1' and '2' respectively. Below the navigation bar, there is a section titled 'Evidence submitted to Workplace training supervisor'. This section contains a table with the following data:

Date submitted	Evidence number	Summary	
17/02/2020	1730/E/1196	Test	Re-send

Improving error message for duplicate usernames

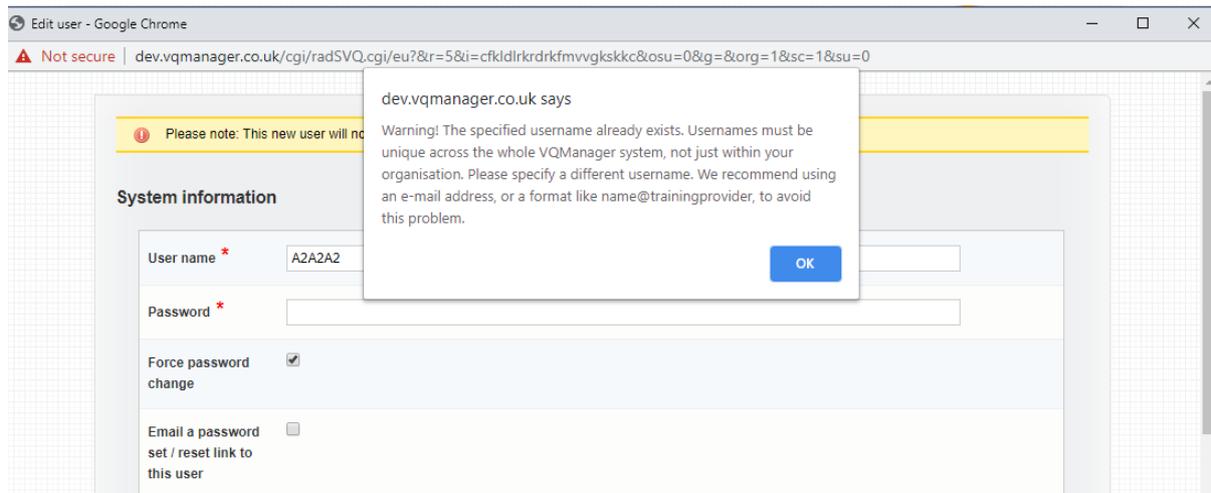
We have improved the error message when adding a new learner where the username has already been used in VQManager. The old message read:



The screenshot shows a web browser window with the URL 'vqmanager.co.uk/cgi/radSVQ.cgi/eu?&r=151081&i=rmmcccdsrscmccmvlgfsmrkv&osu=0&g=&org=219&sc=2&su=0'. The browser title is 'Edit user - Google Chrome'. A dialog box is open over the page, displaying the message: 'Warning! The specified user name already exists. Please specify a different user name.' The background shows a form for adding a new user with the following fields:

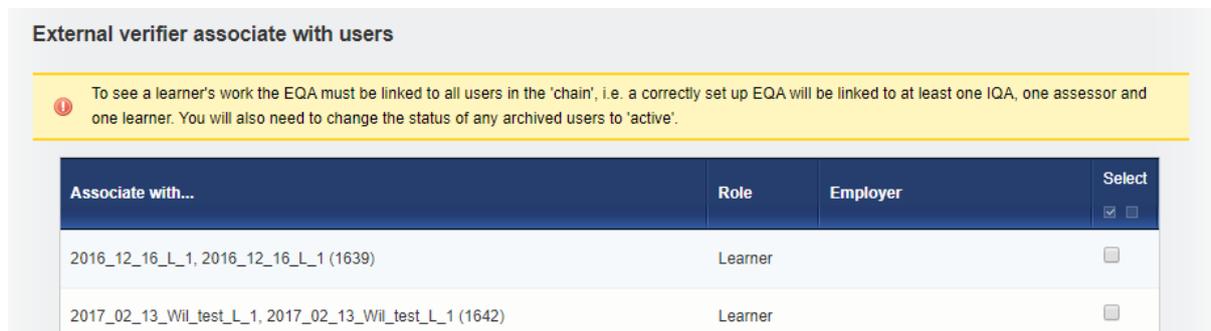
- User name: learner@ukmi
- Password: [Redacted]
- Force password change:
- Email a password set / reset link to this user:
- Status: Active Disabled Archived
- Roles: [Redacted]

The new message reads:



Adding reminder on how to set up an EQA

When an EV/EQA is set up in VQManager, quite often the Centre Admin only assigns the learners to the role. The assessor(s) and IV/IQA(s) also need to be assigned to the role too. To help remember this important element, we have added a new reminder when assigning users to the EV/EQA role.



Add option to prevent an Expert/Evidence Witness from sending evidence back to the learner

This enhancement removes the ability for the Expert/Evidence Witness (EW) to send evidence back to the learner. This is the default format if you have the EW function switched on for your centre.

Comments

Foundation pharmacist comments to tutor (Foundation, Learner)

By submitting this evidence for assessment, I confirm that it is the result of my own work.

Assessor comments

By agreeing with this evidence, I confirm that this account is a true and accurate reflection of the activity I observed this learner undertake, on the date stated.

15:03 GMT 27/02/2020

[Disagree with evidence](#) [Agree with evidence](#)

Under the new option, the EW is asked only to add feedback comments and to move the evidence on to the assessor for action. This is so that the assessor is able to deal with any issues in respect of the work rather than the EW “assessing” the work first.

Evidence witness comments

By agreeing with this evidence, I confirm that this account is a true and accurate reflection of the activity I observed this learner undertake, on the date stated.

18:20 GMT 15/04/2019

[Send evidence to assessor](#)

When the option is switched on to prevent EWs returning work to learners, the text of the e-mail they receive is automatically altered appropriately.

Subject

VQManager Assessor request (F4849295-CD60-4411-A941-C0B102D94C1D).vqm

VQManager Assessor request

Kari North has requested that you confirm an evidence item which has been logged. Please click on this link, review the evidence and add any feedback relevant. Once you have passed the evidence on the link will become inactive.

<https://www.vqmanager.co.uk/cgi/radSVQ.cgi/vl?un=UN238915&up=PW238915&ca=238967&ewg=BD6354F0-FF3C-49DA-876F-1C198C657951>

Please do not respond to this email but refer to Kari North if you have any questions.

VQManager Support Team

This last item is available by request. If you have the EW function switched on and would like the workflow to be limited as outlined, please contact Kari or Jo.