

VQManager Enhancement March 2020

Pop out view of evidence in evidence matrix – allowing opening of qualification tree

Currently, when you open evidence by clicking on a link in the evidence matrix several items are not interactive:

- Qualification Tree
- View plans link
- Open all/show gaps buttons

This also applies when clicking on the evidence numbers in the Evidence comments section of an assessment plan.

This enhancement allows for the items above to all be selected and opened to display the information as if you were on the Log evidence tab itself.

This example shows the enhancement on the matrix tab:

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

☐ Date ☐ Assessor ☒ Summary ☐ Description ☐ IQA dates ☐ EV date ☒ Method ☒ Performance criteria ☒ Range statement ☒ Knowledge and understanding

Wolfson, Graham
Customer Services NVQ - L2

Unit: 1 Prepare yourself to deliver good customer service

Assessor sign off date: 24/06/2009
 IQA sign off date: 24/06/2009

Element: 1.1 Describe the customer service of your organisation to customers and/or colleagues

Evidence	Summary	Method										Performance criteria						Range statement	Knowledge and understanding																
		1	2	3	4	5	6	7	8	9	10	A	B	C	B	C	D		E	F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
330/E/76	testgw	1										1		1	1	1				1															
330/E/141	Evidence item 1	1										1		1	1	1	1	1																	
330/E/142	Evidence item 2	1	1																1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Total		3	1									2		2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
Recommended minimum												1	1	1	2	3	4	5	2	1															

Before:

Criteria met

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.

☐ Stress Test AP 1

[view plan](#)

☐ Unit 10 - Promote additional services or products to customers

[view plan](#)

☐ Unit 11 Process customer service information

[view plan](#)

☒ Show gaps
☐ Open all and show gaps
☐ Open all
☐ Open all checked items
☐ Close all

+ Award in Education and Training L3 (QCF) (SfJ) 601_0281_0
 + ERR (Employee Rights and Responsibilities)
 + Functional Skills - English L2
 + Functional Skills - Maths L2
 + Personal Data (Blue Sky)
 + PLTS: A framework of personal, learning and thinking skills - Level 3

After:

Criteria met

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.

- ☐ Stress Test AP 1 [view plan](#)
- ☐ Unit 10 - Promote additional services or products to customers [view plan](#)
- ☐ Unit 11 Process customer service information [view plan](#)

☐ Show gaps

☐ Open all and show gaps

☐ Open all

☐ Open all checked items

☐ Close all

⊕ **BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8**

⊕ **BTEC in Hairdressing (Test)**

⊖ **Customer Services NVQ - L2**

- ⊖ Unit 1 Prepare yourself to deliver good customer service
 - ⊕ Element 2 My new Element is this one
 - ⊕ Element 1.2 Describe your organisations products or services to customers and/or colleagues
 - ⊖ Element 1.1 Describe the customer service of your organisation to customers and/or colleagues
 - ⊖ **Performance criteria 1.1**
 - ☒ ☒ A Explain what your organisation does and the types of customers it has
 - ☐ ☐ B New pc
 - ☐ ☐ C New performance criteria 1
 - ☐ ☒ B Describe whos who and who does what to provide customer service
 - ☐ ☒ C Describe who to go to for information or help when dealing with customer service issues

So View plan, show gaps buttons and qualification tree are all no interactive.

This new development has also been applied when selecting the evidence numbers in the Evidence comments section of an assessment plan:

VQManager Welcome Sid Knee (Assessor 96980) [Logout options](#) [Help and training](#)

[Home](#) [My learners](#) [Assessment tools](#) [Reports](#)

Learner:

[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](#)

▼ **Assessment plan**

▼ Evidence comments

Evidence number: **330/E/76**
Date created: 16/05/2007
Assessor: StressAss, StressAss (323)
Notes from evidence:
Mooi gedaan

Click on hyperlink:

Evidence item - Google Chrome

Not secure | dev.vqmanager.co.uk/cgi/radSVQ.cgi/ev?ca=330&vq=1&r=6&i=sgdvrvdckdkmvmcrgmfgr&osu=0&ev=141

- Unit 30 Pop music [view plan](#)
- Unit 13 - Make customer service personal [view plan](#)
- Show gaps
- Open all and show gaps
- Open all
- Open all checked items
- Close all

⊕ **BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8**

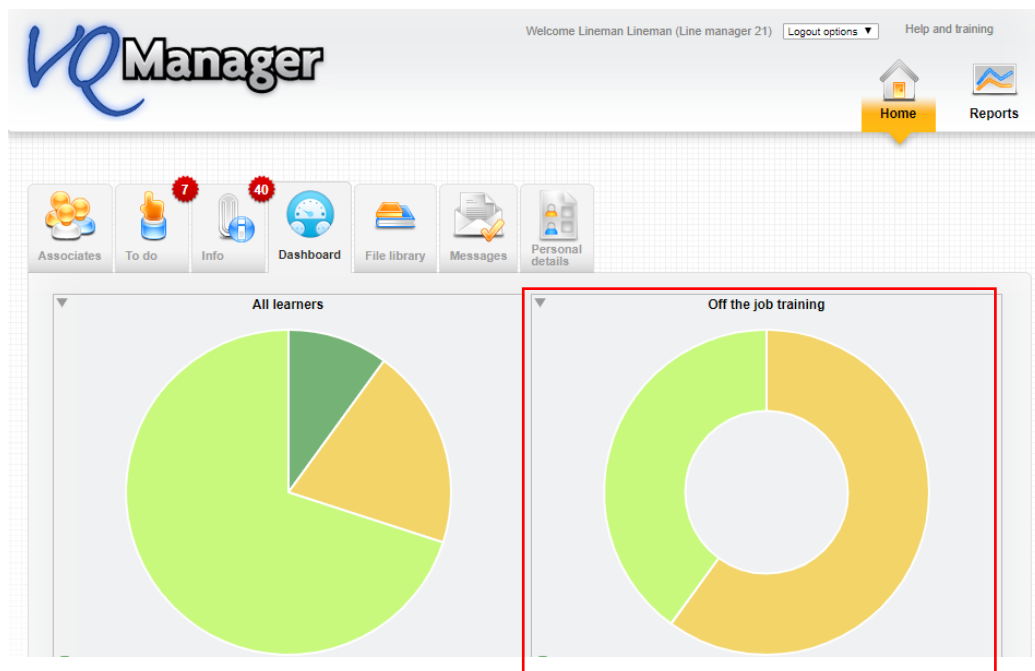
⊕ **BTEC in Hairdressing (Test)**

⊕ **Customer Services NVQ - L2**

- Unit 1 Prepare yourself to deliver good customer service
 - Element 2 My new Element is this one
 - Element 1.2 Describe your organisations products or services to customers and/or colleagues
 - Performance criteria 1.2
 - ☐ A List your organisations services or products
 - ☒ B Answer simple customer questions about your organisations products or services
 - ☒ C Explain why good customer service is important for your organisation
 - ☒ D Explain the effects of providing poor customer service
 - ☒ E Explain how your job is important in providing good customer service

Add OTJ Dashboard for Line Managers and OSUs

The Off the Job hours report has been added to the Dashboard for Line Managers and OSUs.



Off the job training: All
 Report generated for: Lineman Lineman
 Date: 06/04/2020 14:53

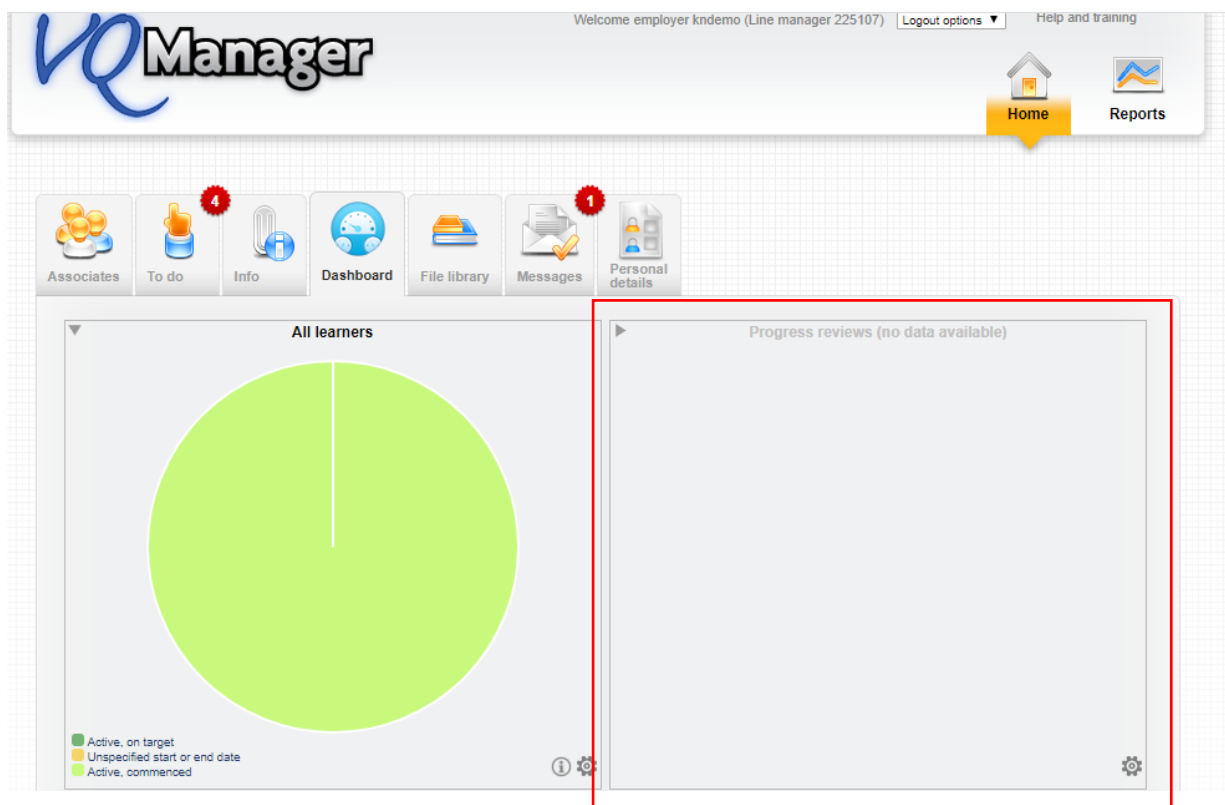
<input checked="" type="checkbox"/> RAG <input checked="" type="checkbox"/> Target date <input checked="" type="checkbox"/> Total hours required <input checked="" type="checkbox"/> Employer <input checked="" type="checkbox"/> Curriculum area <input checked="" type="checkbox"/> Institution								
	Learner	Hours logged to date	Hours required to date	Target date	Total hours required	Employer	Curriculum area	Institution
	Gillett, Graham (38)	22:45	575:00	30/11/2019	500:00			
	Anderson06, Charles (1695)	44:30	764:24	17/04/2020	780:00	Bournville College	Music	Institution One
	Jennings, Patrick (918)	00:00					Music	Institution Two
	Moore, Demi (1256)	00:00				Kent Council		Institution Two
	Eusebio, Francis (1514)	00:00	1564:52	01/10/2018	984:12	Virgin Active - Chelmsford		

Download Close

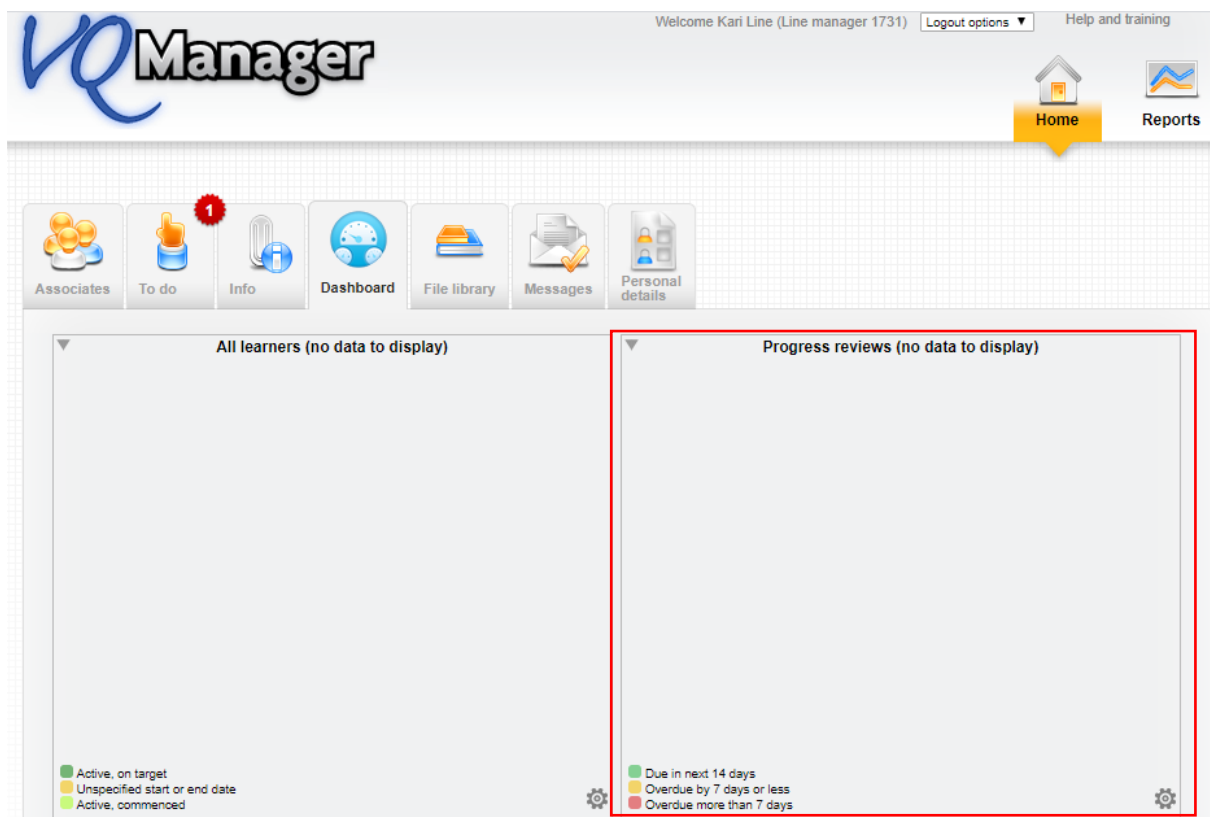
Showing key on Dashboard graphs, even when graph has no data

We have made the dashboards reports clearer by including the key for each graph, even if there is no data to report. Previously, if there was no data, there was no key either, and users could assume the graph simply hadn't loaded correctly.

This is what it looked like before:

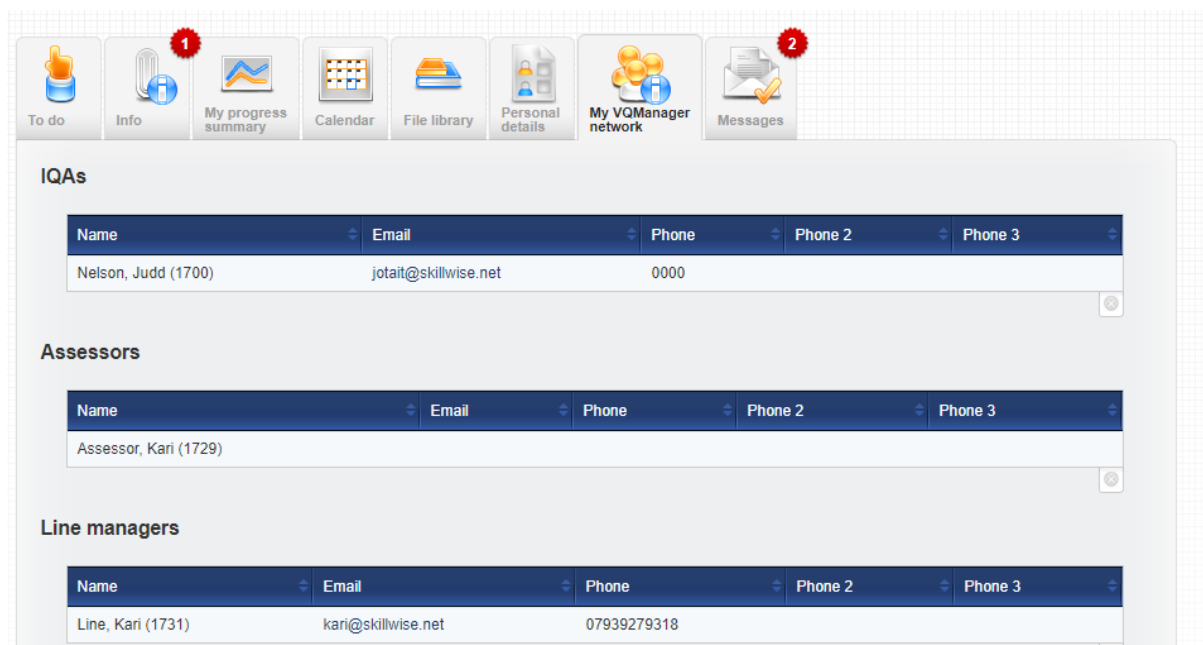


After:



Add Line Manager to My VQManager Network

We have added the line manager details to the VQManager Network tab as they have become more and more involved in the qualification delivery aspect for the learner



Add evidence for countersigning to e-mail notification of new evidence

Where assessors have selected to be notified by e-mail of unassessed evidence, it was pointed out that the system didn't notify countersigning / qualified assessors of new evidence where a trainee assessor is involved.

We have overhauled this function to make sure that assessors are notified of all evidence awaiting their attention, whether it has come directly from the learner, has been approved by an expert witness, or needs countersigning.

-----Original Message-----
From: noreply@vqmanager.co.uk <noreply@vqmanager.co.uk>
Sent: 07 April 2020 03:03
To: Jo Tait <jotait@skillwise.net>
Subject: VQManager reminder of unassessed evidence {29877BDD-5080-48B8-8640-C0CBBEF2C0B5}.vqm

Reminder from VQManager

To Caryn Williams

Dear VQManager assessor,

You have new and unassessed evidence item(s) on the To-do tab of your Home page which have been submitted for assessment. Please log in to VQManager (www.vqmanager.co.uk) to assess this evidence. Note that there may also be other evidence or tasks in various stages of progress which also require processing on your To do tab. To stop receiving this email, please change your preferences on the Personal details tab once you have logged in to VQManager.

Kind regards

Evidence 2662/E/523 submitted on 15/05/2012 by Brown, Steve
Evidence 5994/E/1205 submitted on 19/12/2018 by Gardner, Lauren
Evidence 231394/E/1261 submitted on 03/04/2020 by Leadsom, Andrea

Please note that this is a notification email only and any replies to this email address will not be answered. If you have a query regarding this email or any aspect of VQManager, please contact your Centre Administrator directly.

New report - Assessment plans assigned

We have added a new report in respect of assessment plans, visible to Centre Admin, Assessors, IQAs, EQAs, Line Managers and OSUs. The report is located in Reports >> Progress and is called Assessment plans assigned and the report can be filtered using the usual options before running the data.

The screenshot shows the VQManager web interface. At the top, there's a header with the VQManager logo, a welcome message for 'Edna Krabbappel (Assessor 6)', and links for '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. Underneath the navigation bar is a row of icons for 'Learner contact details', 'Progress', 'Qualification tracker', 'Progression tracker', 'User activity', and 'Dormancy'. The 'Progress' icon is selected. The main content area displays the 'Assessment plans assigned' report. It has three radio buttons for selection: 'Assessment plans assigned' (selected), 'Progress reviews', and 'Off the job training'. Below these are five dropdown menus for filtering: 'Qualifications' (set to 'All'), 'Assessors' (set to 'All'), 'Employers' (set to 'All'), 'Institutions' (set to 'All'), and 'Curriculum areas' (set to 'All'). At the bottom right of the report area are two buttons: 'View' and 'Download'.

VQManager

Welcome William Craig (IQA 1723) [Logout options](#) [Help and training](#)

Home Verify IQA tools IQA collaboration Reports

Learner details Progress Qualification tracker Progression tracker User activity Dormancy

Assessment plans assigned (07/04/2020)

Learner	Assessor(s)	Qualification	Start date	End date	Assessment plan title
Anderson02, Charles (866)	Nelson, Judd (1255); Smith01, Anne (864)	Not linked to criteria			Test document 5 (1073)
Anderson02, Charles (866)	Nelson, Judd (1255); Smith01, Anne (864)	Not linked to criteria			Induction (1105)
Bacon, Kevin (1249)	Nelson, Judd (1255); Sampson, Holly (958)	BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)	08/03/2016	11/10/2016	Listening Skills for Music Technologists (764)
Bacon, Kevin (1249)	Nelson, Judd (1255); Sampson, Holly (958)	BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)	08/03/2016	11/10/2016	Marketing and Promotion (766)
Bacon, Kevin (1249)	Nelson, Judd (1255); Sampson, Holly (958)	BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)	08/03/2016	11/10/2016	Marketing and Promotion BTEC Test GW (768)

Additional columns when you scroll right are:

Start date	End date	Assessment plan title	Date assigned	Target date	Learner confirmation date	Relevant pieces of evidence	Criteria covered	Sign off date
		Test document 5 (1073)	17/04/2019	30/04/2019		0	0 / 0	
		Induction (1105)	10/07/2019	17/07/2019		0	0 / 0	
08/03/2016	11/10/2016	Listening Skills for Music Technologists (764)	08/03/2016	30/03/2016	08/03/2016	1	2 / 4	
08/03/2016	11/10/2016	Marketing and Promotion (766)	08/03/2016	07/06/2016	08/03/2016	0	0 / 6	
08/03/2016	11/10/2016	Marketing and Promotion BTEC Test GW (768)	08/03/2016	12/04/2016		0	0 / 5	11/10/2016
05/05/2017	05/05/2017	Assist with the provision of a pharmacy service to meet individuals' needs (781)	06/04/2016	27/04/2016		4	15 / 21	
08/03/2016	11/10/2016	Marketing and Promotion (807)	11/10/2016	03/10/2016		0	0 / 6	04/03/2019

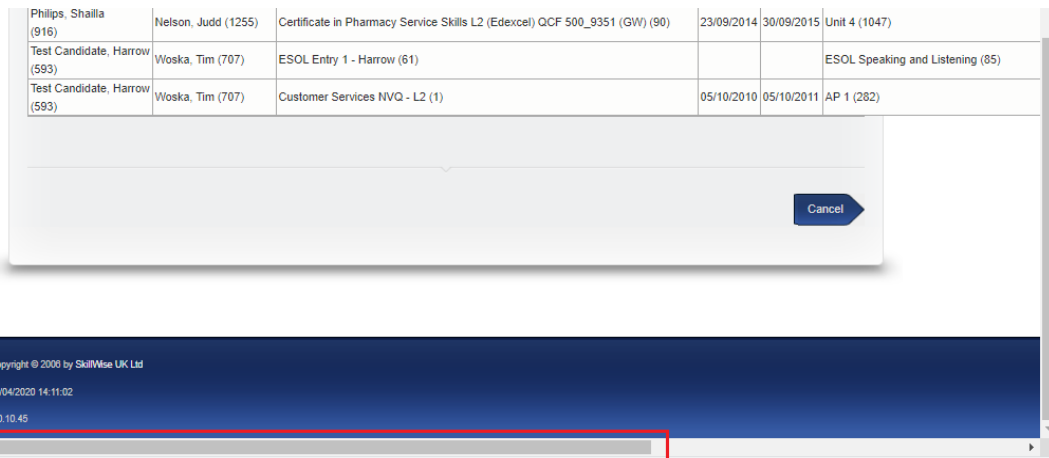
Please note: we have introduced a change with this report to make the report easier to navigate. If you want to scroll right in the report, instead of having to scroll right down to the bottom first, the scroll bar displays at the very bottom of the window in your browser. We hope this will mean a lot less scrolling when viewing reports with large amounts of data in them.

Scroll bar in other reports:

Simpson, Bobby (917)	Reade, Robin (1246)	BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)	
		BTEC in Hairdressing (Test) (76)	
		Key Skills (15)	0 %
Test Candidate, Harrow (593)	Woska, Tim (707)	BTEC in Hairdressing (Test) (76)	
		Customer Services NVQ - L2 (1)	2 %

Cancel

Scroll bar position in new report:



This report can also be downloaded:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Assessment plans assigned (07/04/2020)												
2	Learner	Assessor	Qualificat	Start date	End date	Assessme	Date assigne	Target date	Learner con	Relevant	Criteria cc	Sign off date	
3	Anderson	Nelson, Ju	Not linked to criteria			Test docu	17/04/2019	30/04/2019		0	0 / 0		
4	Anderson	Nelson, Ju	Not linked to criteria			Induction	10/07/2019	17/07/2019		0	0 / 0		
5	Bacon, Ke	Nelson, Ju	BTEC Ext	08/03/2016	11/10/2016	Listening	08/03/2016	30/03/2016	08/03/2016	1	2 / 4		
6	Bacon, Ke	Nelson, Ju	BTEC Ext	08/03/2016	11/10/2016	Marketing	08/03/2016	07/06/2016	08/03/2016	0	0 / 6		
7	Bacon, Ke	Nelson, Ju	BTEC Ext	08/03/2016	11/10/2016	Marketing	08/03/2016	12/04/2016		0	0 / 5	11/10/2016	
8	Bacon, Ke	Nelson, Ju	Certificate	05/05/2017	05/05/2017	Assist wit	06/04/2016	27/04/2016		4	15 / 21		
9	Bacon, Ke	Nelson, Ju	BTEC Ext	08/03/2016	11/10/2016	Marketing	11/10/2016	03/10/2016		0	0 / 6	04/03/2019	
10	Bacon, Ke	Nelson, Ju	BTEC Ext	08/03/2016	11/10/2016	Music Pro	11/10/2016	01/08/2016		0	0 / 4	11/10/2016	
11	Bacon, Ke	Nelson, Ju	BTEC Ext	08/03/2016	11/10/2016	Pop Music	11/10/2016	20/10/2016		0	0 / 12		
12	Bacon, Ke	Nelson, Ju	Not linked to criteria			Test docu	17/04/2019	30/04/2019		0	0 / 0		

All of these developments have automatically been added to your centre.