

VQManager Enhancements May 2020

End Point Assessment (EPA) Export

Introduction

To facilitate the EPA process for Apprenticeships, we have developed a new function. This will offer VQManager users a choice of downloading a PDF or creating a link so they can share evidence with the EPAO. This will avoid the need for an EPA to log into VQManager, and also the need to download and save evidence items individually.

Prior to starting this process, the assessor should work with the learner to identify the pieces of evidence they will be submitting. Where a 'clean' version is required, free from unnecessary attachments and signs of the process of improvement and re-submission, the assessor can use the 're-use evidence' function to create this.

Evidence selections made during this process are saved, and can be edited, so everything doesn't have to be in place before you start this process for the first time.

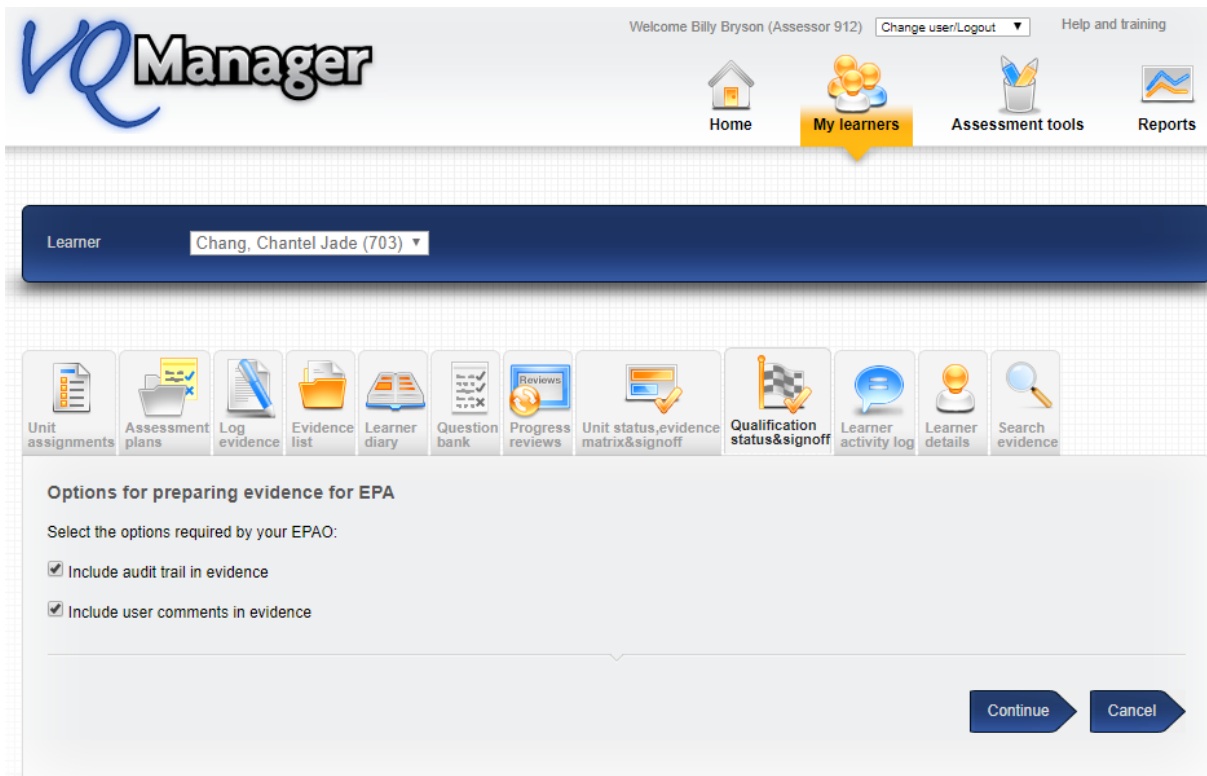
Preparing evidence for EPA

A new option '*prepare evidence for EPA*' is available to assessors, under the My learners >> Qualification Status and Sign Off tab.

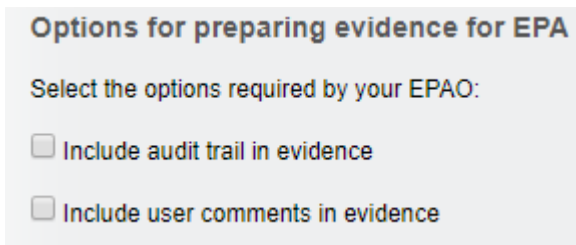
The screenshot shows the VQManager interface. At the top, there is a header with the VQManager logo, a welcome message for Billy Bryson (Assessor 912), a 'Change user/Logout' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home, My learners (highlighted), Assessment tools, and Reports. A blue bar below the navigation bar shows the current learner: 'Learner Chang, Chantel Jade (703)'. Below this is a row of icons for various functions: Unit assignments, Assessment plans, Log evidence, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff (highlighted), Learner activity log, Learner details, and Search evidence. Below the icons is a table of qualifications with columns for Qualifications, Start date, End date, Assessor sign-off date, and Verified. The table contains three rows of data. At the bottom of the interface, there are three blue arrow buttons: 'View Progress and sign-off', 'Prepare evidence for EPA' (highlighted), and 'Summary of evidence selected for EPA'.

Qualifications	Start date	End date	Assessor sign-off date	Verified
Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 (91)	01/01/2011	07/09/2016		<input type="radio"/>
NVQ in Customer Service L2 (GW) (89)	01/01/2011	02/11/2016		<input type="radio"/>
Key Skills (15)	02/01/2011	19/10/2016		<input type="radio"/>

The new "Prepare evidence for EPA" arrow button will open a new page, where the assessor can select what should be included in the evidence they are submitting.



Some EPAOs require audit trails and user comments whilst others don't. This step is to allow the assessor to personalise the download. Options at this point are whether to include the audit trail, and whether to include user comments on the evidence. The default option is that these selections remain unticked unless selected by the assessor.



These options can be edited at any time.

On clicking 'continue', the assessor will be taken to a view similar to the evidence matrix.

n.b. Only evidence which has been mapped to criteria will show in the matrix and become available for selection.

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

Qualification Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 (91) ▾

Unit All units ▾

Select evidence to prepare for EPA

Date Assessor Summary Description IQA dates EV date Method Assessment criteria Range statement Knowledge and understanding

Unit: 1 Health, safety and security at work

Learning outcome: 1 be able to work safely

Select	Evidence	Summary	Method										Assessment criteria														
			1	2	3	4	5	6	7	8	9	10	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9						
<input type="checkbox"/>	703/E/945	test evidence 1			1			1							1	1	1	1	1	1	1	1	1	1	1	1	1
	Total				1			1							1	1	1	1	1	1	1	1	1	1	1	1	1
	Recommended minimum														33	3	3	3	3	3	3	3	3	3	3	3	3

Using the tick box on the far left of the matrix, the assessor can select which evidence item(s) they need to make available for EPA.

Once the assessor has marked the evidence they want to include, they should scroll to the bottom and click on the 'Summary of selected evidence' arrow. This will save the selections.

Learning outcome: 4 be able to shut down the equipment and complete post operational maintenance procedures.







Select	Evidence	Summary	Method										Assessment criteria														
			1	2	3	4	5	6	7	8	9	10	4.1	4.2													
	None																										
	Recommended minimum																										

Summary of selected evidence Cancel

Clicking on the 'summary' arrow will open a page with a table showing the selected evidence. For each piece of evidence, users will be able to download a PDF (which they can then upload into the EPA system they are required to use), or copy a link to the evidence (which can be pasted into that system) by clicking on the relevant thing in the table.

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

Summary of evidence selected for EPA

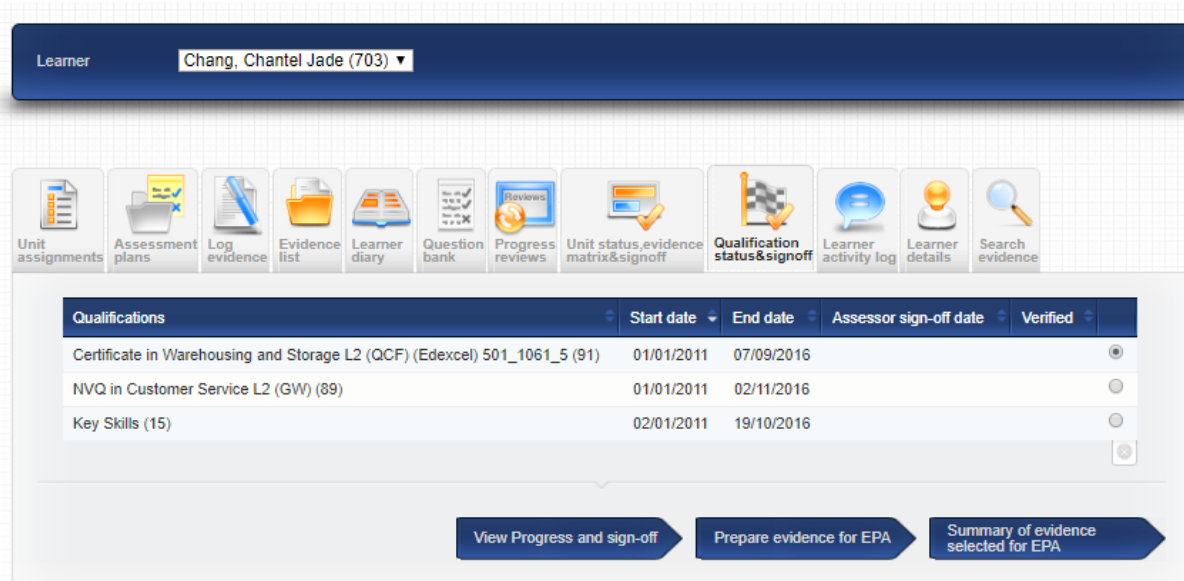
Evidence number	Summary	Units covered	Link	Download
703/E/1000	Unit 3 WP 1	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1000.pdf?r=0&i=&rf={DADF0EC3-0867-4390-B557-6D7C822D3F78}&org=1&sc=1&ev=1000&ca=703 Copy this link	
703/E/1001	Unit 3 WP 2	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1001.pdf?r=0&i=&rf={A743405D-7635-4390-BCDF-CBBA3750F44C}&org=1&sc=1&ev=1001&ca=703 Copy this link	
703/E/1002	Unit 3 Obs	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1002.pdf?r=0&i=&rf={D5192043-1236-453A-8206-E7C52B3D7F38}&org=1&sc=1&ev=1002&ca=703 Copy this link	
703/E/1003	Unit 3 Candidate Feedback - reuse	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_1003.pdf?r=0&i=&rf={6B864DCB-E739-4884-9C99-9302465A6941}&org=1&sc=1&ev=1003&ca=703 Copy this link	
703/E/991	Unit 2 PD	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 2	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_991.pdf?r=0&i=&rf={2B8E3A50-E0EA-485B-93B9-5E9D4D186CEC}&org=1&sc=1&ev=991&ca=703 Copy this link	
703/E/999	Unit 3 written questions	Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 unit(s): 3	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_999.pdf?r=0&i=&rf={F57A87B3-017E-4F22-9ABC-8F219645D108}&org=1&sc=1&ev=999&ca=703 Copy this link	

Add evidence Download all evidence Download table Close

A shortcut option, 'add evidence', is available to take users back to the matrix page if they wish to edit their selections.

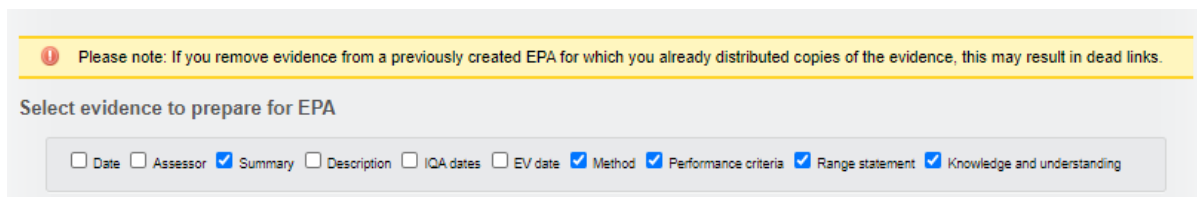
Clicking 'Close' will save everything and take the assessor back to the Qualification sign off tab as it appears when you first click on it, i.e. with the list of quals and sign off dates.

If the assessor wishes to extract evidence from more than one qualification, they will need to repeat the process from the Qualification Status tab by selecting the new qualification.



Evidence selections are saved, and can be reviewed and amended at any time. If the learner has more than one assessor, all assessors will see the same view, and have the same access to edit the selections.

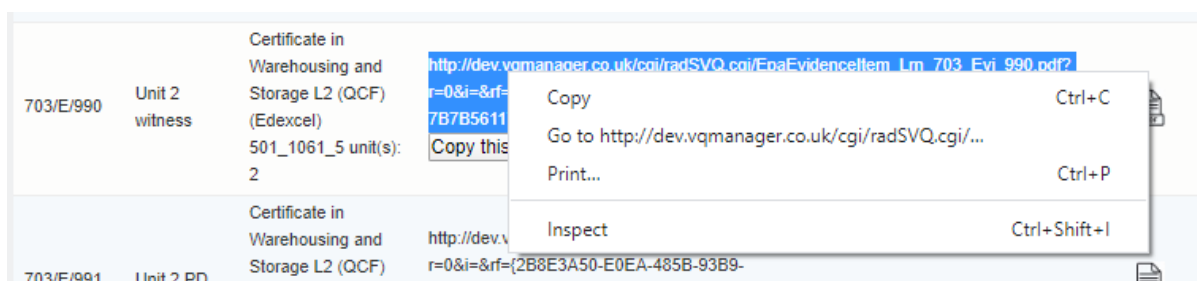
A warning appears at the top of the matrix page, letting users know that if evidence is removed after having already been shared with an EPA, this could cause the EPA to see an error message when viewing the evidence.



Reviewing the selected evidence, and sharing it with the EPA

Selected evidence can be viewed and exported from VQManager in several ways. Firstly, users can select “copy this link” and paste that into their browser.

Some browsers will allow you to right-click on the link once it’s highlighted, and select an option to open it in a new tab. Below is a screenshot of how this looks in Chrome.



Alternatively, users can click on the icon on the right and open a PDF document showing the evidence. Using either method, the evidence is displayed in the same way as it is within the VQManager system. The qual tree will show open where criteria are ticked, so it is easy to see what the evidence covers.

Evidence for Chang, Chantel Jade as on 19/05/2020

Evidence methods

Work products
 Witness testimony
 Written questions
 Simulation / storyboard
 Professional discussion

Direct observation
 Oral questions
 Candidate feedback statement
 Accredited prior learning
 Diary entry

Evidence number

703/E/990

Date

10/11/2016

Summary evidence description

Unit 2 witness

Description of evidence

test

Audit trail

Date	Time	Action	User	Role	Status
06/08/2015	14:30:41	Learner submitted evidence to Assessor	Chang, Chantel Jade (703)	Learner	L0000LQ
06/08/2015	14:31:20	Assessor returned evidence to Learner for action	Bryson, Billy (912)	Assessor	L0100QL
06/08/2015	14:32:00	Learner submitted evidence to Assessor	Chang, Chantel Jade (703)	Learner	L0100LQ
06/08/2015	14:32:27	Assessor saved and sent for verification	Bryson, Billy (912)	Assessor	L0100QI
10/11/2016	11:50:02	IQA verified and sent to External verifier	Devine, Summer (966)	IQA	L0110IE

Criteria met

Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5

Unit 1 Health, safety and security at work

Learning outcome 1 be able to work safely

Assessment criteria 1

- 1.1 take appropriate action in the event of fire, emergencies or accidents
- 1.2 identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located
- 1.3 demonstrate safe and appropriate use of emergency equipment
- 1.4 discriminate between different alarm sounds
- 1.5 comply with equipment operating procedures and manufacturers instructions
- 1.6 demonstrate safe handling and lifting techniques
- 1.7 demonstrate correct use and maintenance of any protective clothing and/or equipment
- 1.8 comply with personal responsibilities under the Health & Safety at Work Act/COSHH

Comments

Learner comments to assessor (Chang, Chantel Jade)

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

Assessor comments

Attachments to the evidence are displayed in the normal way, and can be opened by clicking on them. There is no need to download these separately for the EPA to be able to view them.

Date uploaded	File description	Uploaded by	Size	Delete
27/05/2020	boys.png	You	918 KB	

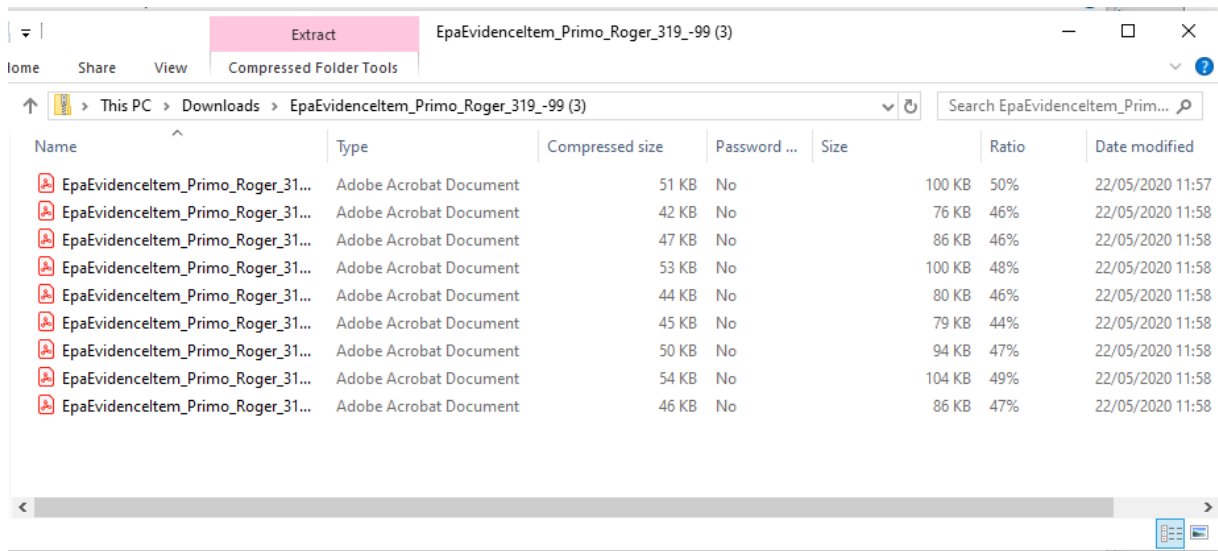
reset file descriptions

Lastly, there is an option to download all the selected evidence as a zip file, containing a set of PDFs of all selected evidence items. On selecting the “Download all evidence” arrow, a pop up appears, letting users know this process may take a little time to complete. Please make sure your popup blocker does not prevent this warning, as that will also stop the download.

The screenshot shows the VQManager interface with a list of evidence items. A popup window from dev.vqmanager.co.uk is displayed, stating: "Please allow several minutes for this process to complete". The interface includes buttons for "Add evidence", "Download all evidence", "Download table", and "Close".

ID	Description	Unit	Details	Actions	
703/E/990	Unit 2 witness				
703/E/991	Certificate in Warehousing and Storage L2 (QCF) (Edexcel)	Unit 2 PD	501_1061_5 unit(s): 2	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_991.pdf?r=0&i=&rf={2B8E3A50-E0EA-485B-93B9-5E9D4D186CEC}&org=1&sc=1&ev=991&ca=703 Copy this link	
703/E/999	Certificate in Warehousing and Storage L2 (QCF) (Edexcel)	Unit 3 written questions	501_1061_5 unit(s): 3	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lm_703_Evi_999.pdf?r=0&i=&rf={F57A87B3-017E-4F22-9ABC-8F219645D108}&org=1&sc=1&ev=999&ca=703 Copy this link	

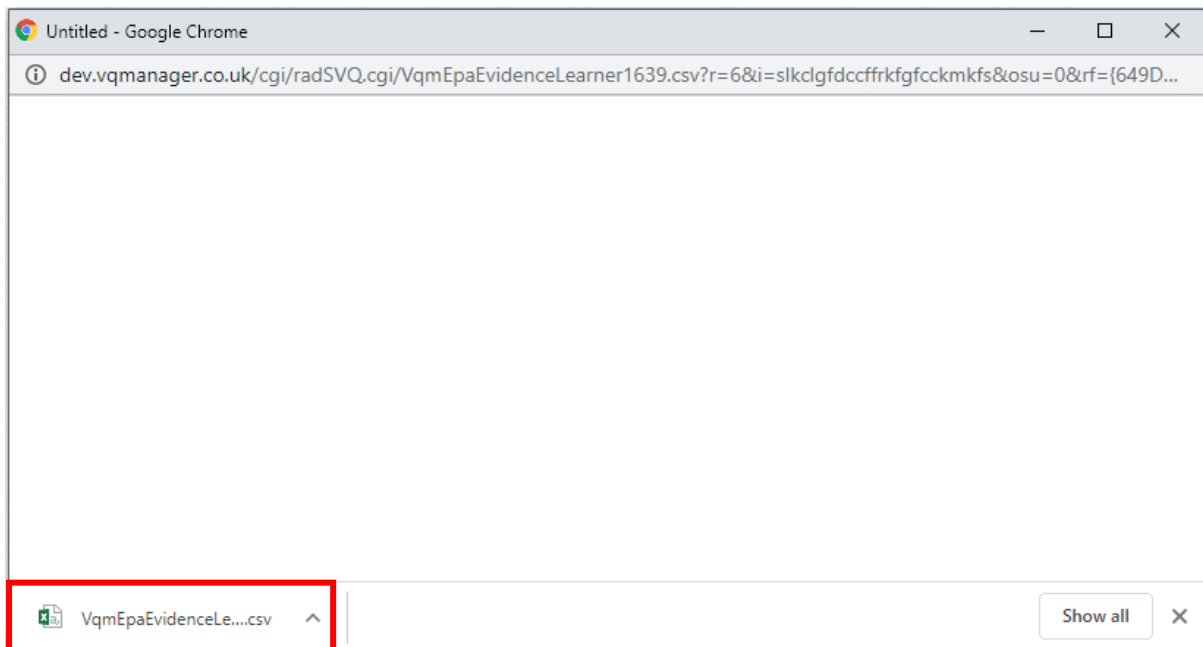
The screenshot shows a Google Chrome browser window with the address bar set to "about:blank". The download bar at the bottom shows a file named "EpaEvidenceItem_L...zip" with a red box highlighting it. A "Show all" button is visible next to the download bar.



All the selected evidence is located in the zip folder and users can open and view each one as required.

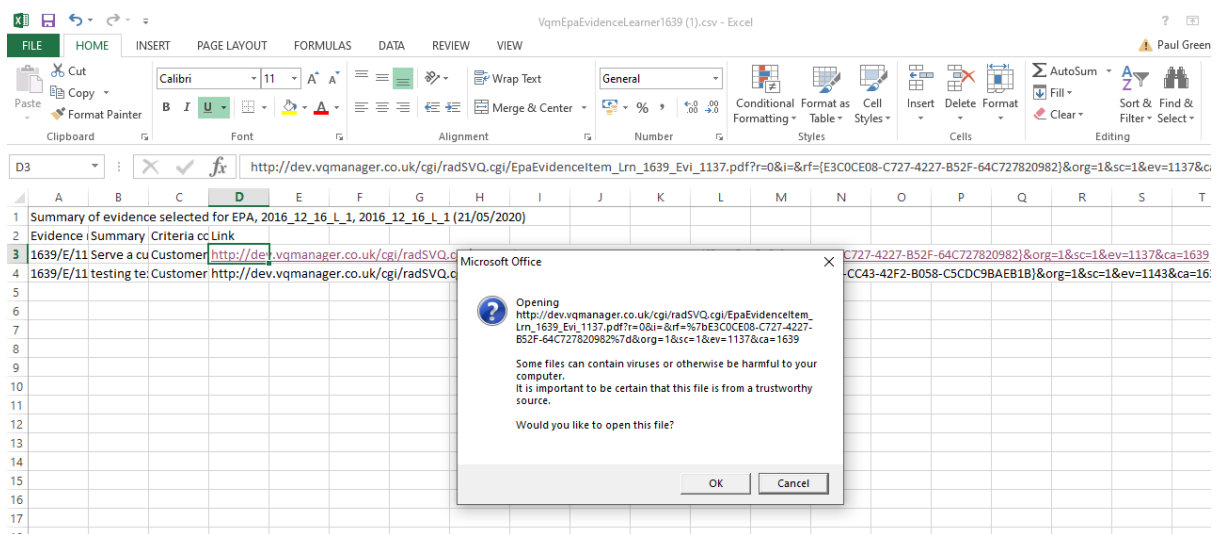
The file names of downloaded PDF and Zip files include the learner’s name and VQManager user ID, but assessors can change that before sharing with the EPA if they wish.

Users are also able to export the summary table into Excel if you need to by selecting the “Download table” arrow. This enables the table to be shared with the EPA, or saved elsewhere as a record of what has been submitted for EPA.



Summary of evidence selected for EPA, Chang, Chantel Jade (19/05/2020)			
Evidence number	Summary	Criteria covered	Link
703/E/945	test evidence 1	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/988	Questions unit 1	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/989	Unit 2 storyboard	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/990	Unit 2 witness	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/991	Unit 2 PD	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/999	Unit 3 written questions	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/1000	Unit 3 WP 1	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/1001	Unit 3 WP 2	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/1002	Unit 3 Obs	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7
703/E/1003	Unit 3 Candidate Feedback - reu	Certificate in Warehousing and Storage	http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaEvidenceItem_Lrn_7

The downloaded table includes the links for each piece of evidence (column D), and these can be opened in a browser.



EPAO view of evidence

To reiterate, for the End Point Assessor, evidence will display in the same layout as it does in VQManager. A typical evidence item will be 3 – 4 pages long, when extracted into a PDF file, though slightly less if user comments and audit trail are excluded.

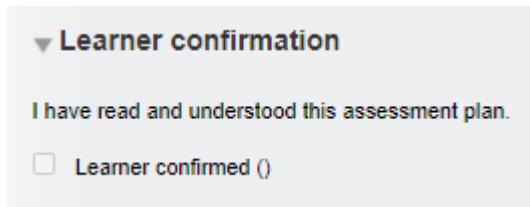
File attachments in the evidence will be displayed, and can be opened by clicking on them.

Other enhancements:

Improving information to users around Assessment Plan confirmation

We have added some text around the learner 'assessment plan confirmation' area to make it a little clearer and also added the date confirmed.

Before the learner confirms

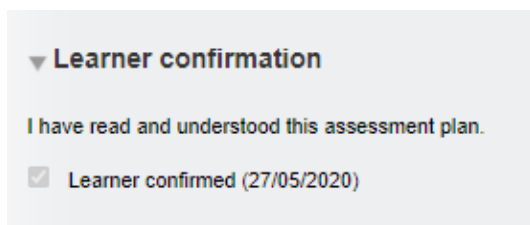


▼ **Learner confirmation**

I have read and understood this assessment plan.

Learner confirmed ()

After the learner confirms.

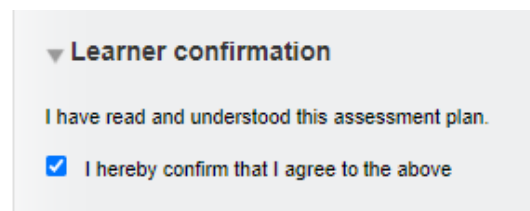


▼ **Learner confirmation**

I have read and understood this assessment plan.

Learner confirmed (27/05/2020)

The message the learner sees is also more clear.



▼ **Learner confirmation**

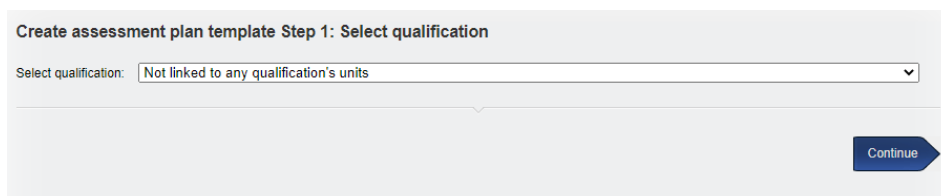
I have read and understood this assessment plan.

I hereby confirm that I agree to the above

Change of wording to encourage better AP use

We have made a small change to the wording on screen when users are creating assessment plans. Creating one enormous plan linked to every criteria in a qualification is not ideal and takes a long time to process, slowing the system page loading down. It is far better to create smaller more task or activity driven plans.

The wording has been changed so instead of 'Not linked to any qualification's unit(s)'

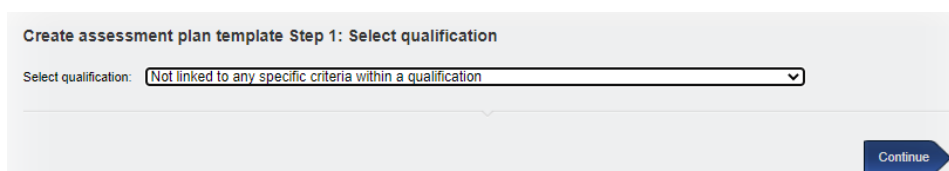


Create assessment plan template Step 1: Select qualification

Select qualification:

Continue

- it now reads 'Not linked to any specific criteria within a qualification'



Create assessment plan template Step 1: Select qualification

Select qualification:

Continue

Changing user status from Disabled to On hold

We have altered the terminology within VQManager in the user status category. Formally it was labelled 'disabled' and this has now been changed to “on hold”

Arnold, Hollie 1716	Candidate	Sampson, Holly (958)	17/05/2019	Active ▾	Edit profile View work 
Assessor, Kari 1729	Assessor	Nelson, Judd (1700)	30/01/2020	Active ▾ Active On hold Archived	Edit profile View work