

Activities after Assessor Training Part 1

Log in as the assessor:

1. Add files to the File Library
2. Create an Assessment plan, assign to learner
3. Progress reviews - add a review and set up a review for the future
4. Diary – add a diary entry and save, edit it and save. Edit it and flip it into evidence
5. Off the Job Training – create a diary entry and add OTJ hours
6. Activity Log – create an activity log and add OTJ hours
7. Progression Tracker – instigate a progression tracker
8. Emailing into VQManager (you can't do this until you go live)
9. VQMobile/Using Apps/Webinar Apps – have a look at the docs we went through
10. EPA export – instigate an export
11. CPD – Assessor AL – add some fake CPD

Log in as the learner

1. Create a diary, add OTJ training
2. Convert diary into evidence
3. Acknowledge an Assessment plan, log evidence against a plan
4. Create an activity log, add OTJ training
5. Contribute to a progress review
6. Complete a progression tracker
7. Acknowledge and comment on unit sign off