

Centre Admin training

Browsers

VQManager uses technology which is incompatible with some old browsers. It is recommended that users upgrade their browsers to the latest version available which is free.

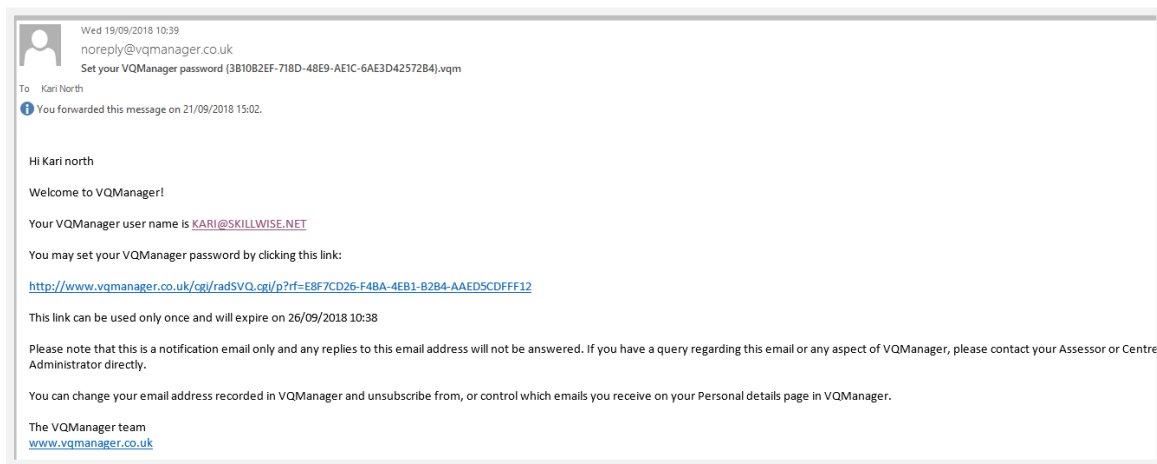
Logging onto VQManager <https://www.skillwise.net/vqmanager/login/>

All users log in to VQManager in the same way. At the login screen, the user enters the:

- Username
- Password



You should have received your live CA login by now – it was sent on an email from noreply@vqmanager.co.uk with a link for you to access the e-portfolio. The first time you logged in, you would have been asked to set a new password that you will remember. Do not share you login details with anyone else.

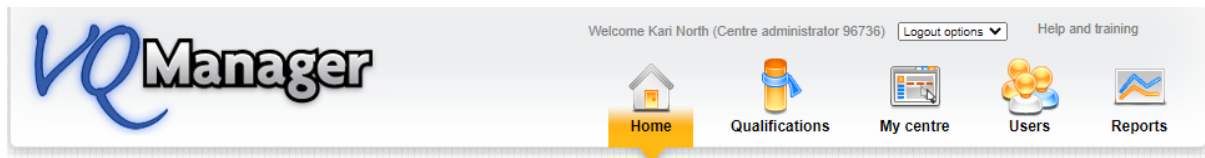


If the link has expired, (valid for 24hrs) the username in the email can be used to send a new link. Enter the username as it is displayed in the email into the VQManager username login field and select the “forgotton your password” link and a new email with a new link will be sent to you. You may need to deal with assessors/learners/IQA who may have forgotton their passwords.

You have no access to anyones passwords. Please advise them to follow this same process. If you or they contact us, we will refer them back to this process too.

User homepage

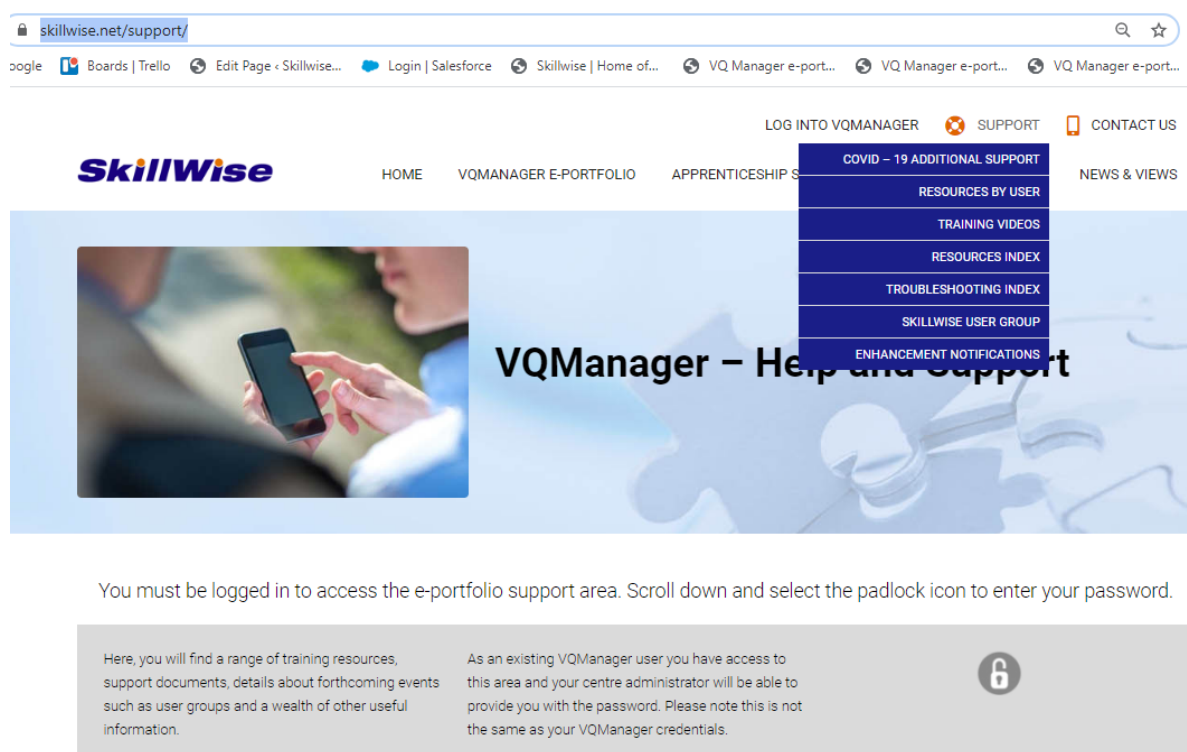
Each user type has a homepage customised to their requirements. This allows you to get summarised information and quick access to different parts of the system. The tab you are currently using is highlighted in orange.



Help

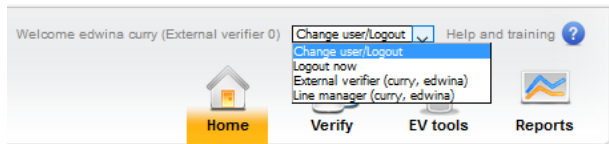
Each section on VQManager has rollover help attached. These sections are called **tabs**. The rollover help gives you information about the requirements of the tab itself as well as tips and hints and instructions on what to do. All the buttons and links also have mouse over information. An example can be seen below:

The **Help and training** hyperlink at the top of the screen takes you to the support page <https://www.skillwise.net/support/> - the password to access this area is **solution** (all lowercase).



Changing roles

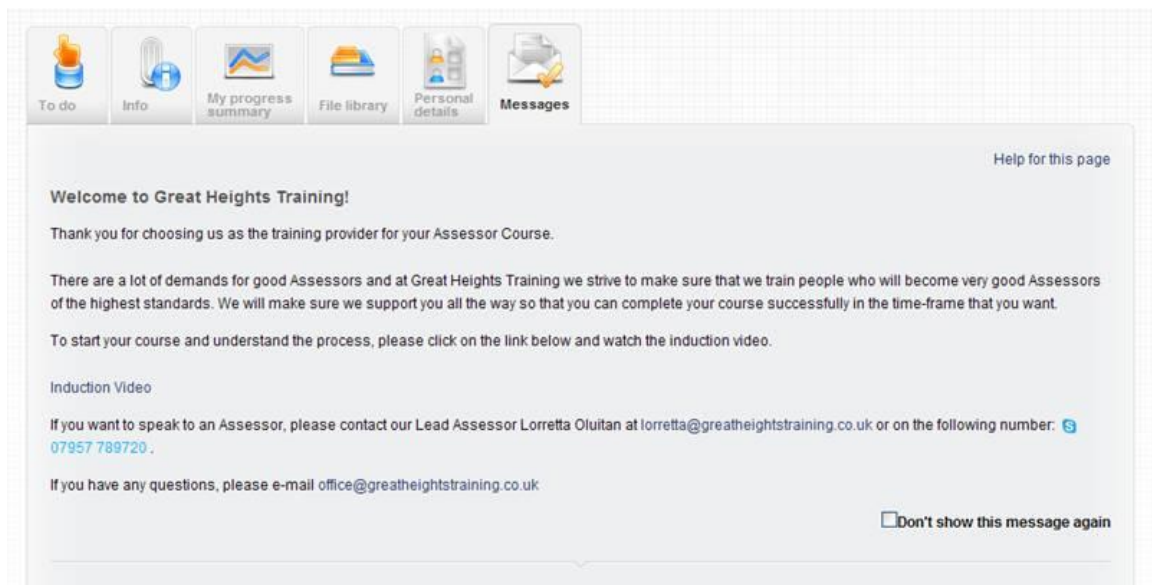
It is possible that a user could have more than one role assigned to them (e.g. assessor and IQA/IV). Users can switch between roles by clicking on the 'Change user/ logout' option at the top of the screen. **This however, is not possible for an admin role. Your admin login is standalone so if you are also an assessor you will have a second username. The password can be the same for both roles.**



Welcome Message

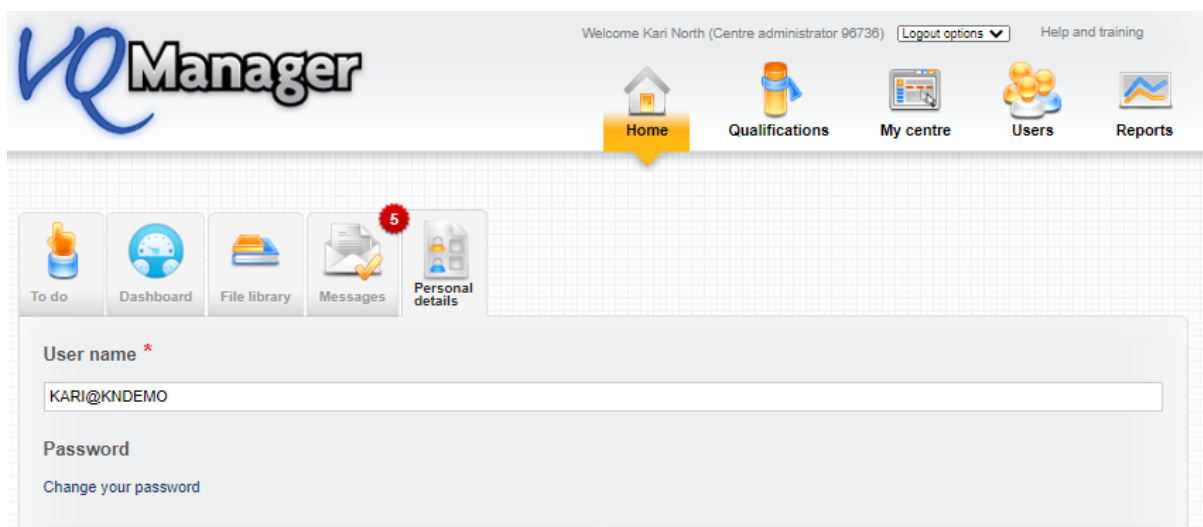
The first time you log in you will be able to see if there are any messages from your training provider here. Below is an example of a message. On this tab, you may also see messages from SkillWise regarding VQManager, the e-portfolio. These may include functionality updates as well as scheduled server updates.

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Admin-Welcome-message.pdf>



Personal Information

Users can change their passwords in the **Personal Details** section. Login to VQManager by selecting the **change your password** hyperlink:



User name *

New password *

Confirm new password *

[Cancel new password](#)

On this page in addition to changing your password, you can change and update your personal information. This information was originally set up by the System Administrator – someone at SkillWise.

- Change mobile phone number
- Change email address
- Change automated email preferences - this last item has several options for you to select and you can decide how often you wish to receive the email prompts.
-

The screenshot shows the VQ Manager dashboard. At the top, it says "Welcome Kari North (Centre administrator 96736)" with a "Logout options" dropdown and "Help and training" link. The navigation bar includes "Home", "Qualifications", "My centre", "Users", and "Reports". Below this is a row of icons for "To do", "Dashboard", "File library", "Messages" (with a red notification bubble containing the number 5), and "Personal details". A user profile section is visible, showing "User name *" with the value "KARI@KNDEMO", a "Password" field, and a "Change your password" link.

Users – third top tab

The screenshot shows the "Users" page in VQ Manager. The navigation bar is the same as in the previous screenshot, but the "Users" tab is highlighted. Below the navigation bar, there are two dropdown menus: "Organisation" set to "VQ Manager (1)" and "Centre" set to "KN Demo Centre (20)". At the bottom, there are four icons for "Users", "User search", "New user", and "Bulk edit".

Go to Users

Users User search New user Bulk edit

Group: B

Please note: The above group selection displays only names starting with "B"

Include non active users

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	
baker, anne 164332	Assessor	Baker, Ingrid (164333) fire, ingrid (161313)	01/02/2016	Active	Edit profile View work
Baker, Ingrid 164333	Internal verifier		01/02/2016	Active	Edit profile View work
Baker, Kim 164334	Candidate	baker, anne (164332) Knee, Sid (96980)	01/02/2016	Active	Edit profile View work

Open the user profile By selecting either the learner's name on the left hand side or the **Edit profile** link on the right hand side, they both perform the same function:

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	
baker, anne 164332	Assessor	Baker, Ingrid (164333) fire, ingrid (161313)	01/02/2016	Active	Edit profile View work

A pop up will open with the users details:

Edit user - Google Chrome

vqmanager.co.uk/cgi/radSVQ.cgi/eu?r=96736&i=sskldlkclgfdcrkrkfgfcskfkck&osu=0&g=&org=1&sc=20&su=164334

Please note: Any changes made here will not show up in the user list until that is refreshed

System information

User name * KIMBAKER

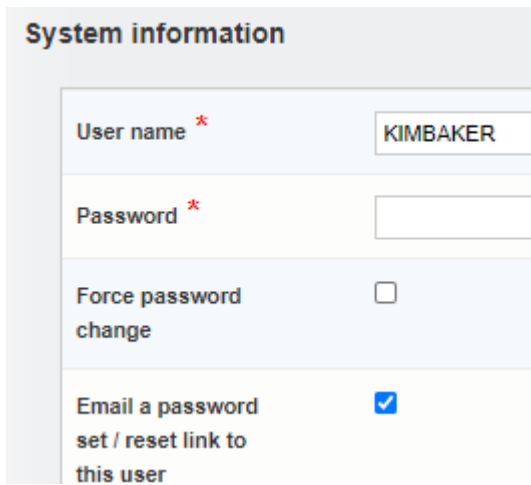
Password *

Scroll down to edit any part of the profile. Items you need to complete are:

- Name
- Email
- Telephone
- Qualifications
- Start date
- End date

This you will (may) need to edit are;

- Trigger the “send password” email to learner their username and password indicating that the first time they log in they have to change their password to something they must keep secure.



System information

User name * KIMBAKER

Password *

Force password change

Email a password set / reset link to this user

- Date of Birth
- Gender
- Employer name - add employer – (if you need to)
- Curriculum area
- Ethnicity
- Set progress review dates
- Set Working Time for OTJT (if applicable)
- Assign assessor(s)

Make sure you **Save** at the bottom of the page

Setting up the learners, assessors and IQAs

Using the **New user tab** create a new user

Create user:

- Add username
- Password
- Keep tick in **Force password change** box
- Tick **Email a password set/reset link to this user**
- Select role(s)
- Forename
- Surname/Family name
- Email address
- Telephone number
- Progress reviews, OTJ hours, qualification assignments, assign assessor (Learner)

Creating a learner <https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Administration-creating-a-learner-V2.1.pdf>

<https://www.skillwise.net/wp-content/uploads/2019/08/Off-the-job-training.pdf>

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Admin-Progress-Reviews-and-reports-V2.1.pdf>

- Assessor qualification assignments (assessor)

Creating an assessor <https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Administration-creating-an-assessor-V2.pdf>

- Internal verifier associate with assessors (IQAs)

Creating an IQA <https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Administration-creating-an-IQA-V2-1-1.pdf>

- Set up Line managers/employer

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Admin-creating-a-LM-or-OSU-in-VQM.pdf>

- Creating an EQA login for remote or face to face visit

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Administration-Creating-an-EV-V2.pdf>

Edit user - Google Chrome

vqmanager.co.uk/cgi/radSVQ.cgi/eu?8r=96736&i=sskldlkclgfdcrkrkfgfcskfkck&osu=0&g=&org=1&sc=20&su=0

Please note: This new user will not show up in the user list until that is refreshed

System information

User name *

Password *

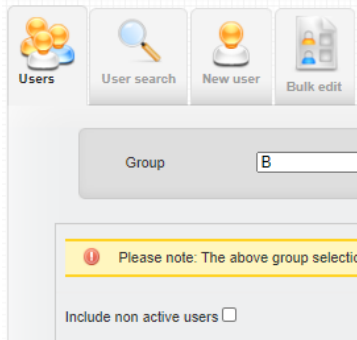
Force password change

Email a password set / reset link to this user

Status Active On hold Archived

Roles		Default
Learner	<input type="checkbox"/>	<input type="radio"/>
Assessor	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Qualified Trainee	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you ever need to see non active users, make sure you select the **Include non active users** box

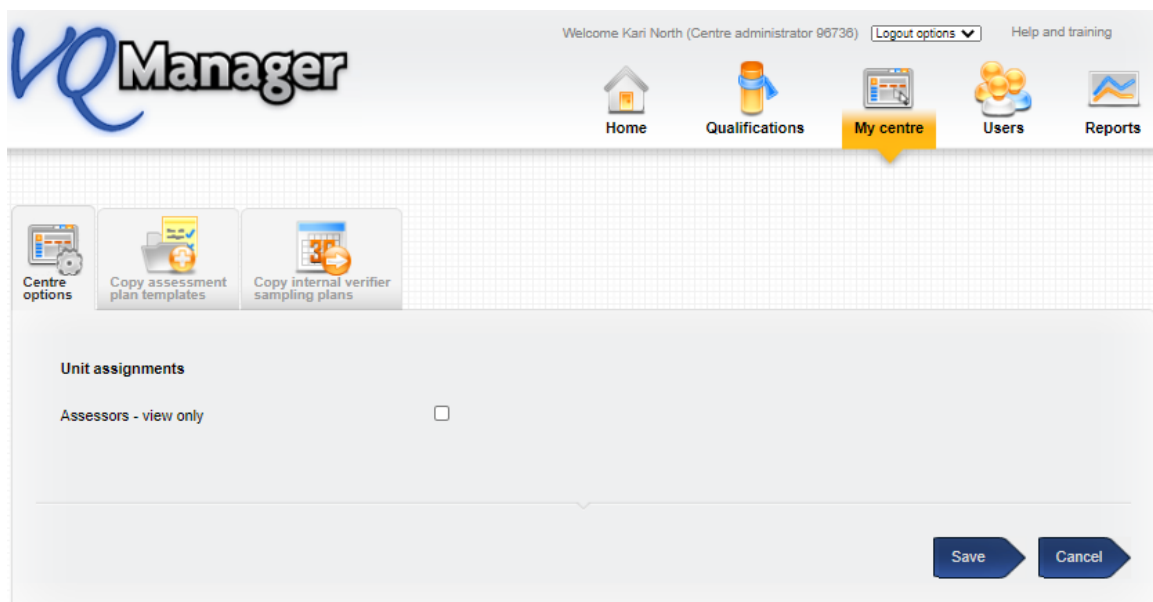


Bulk Edit function

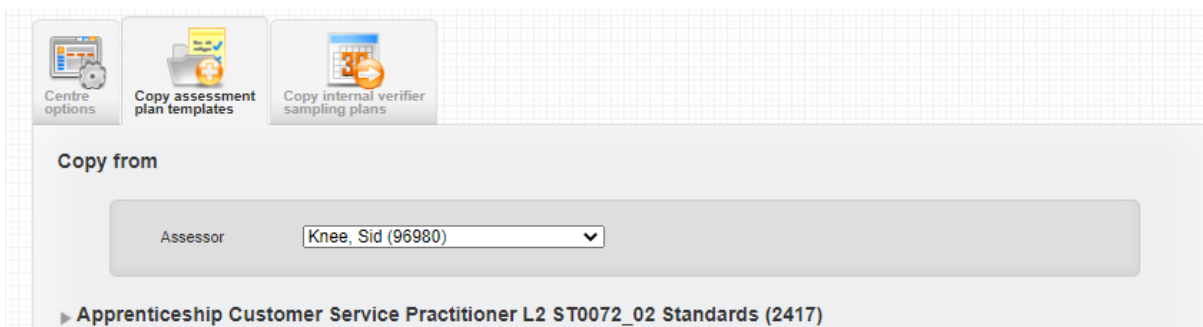
Bulk edit function <https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Admin-Bulk-Edit.pdf>

My centre – third top tab

This box needs to always be left empty. If it is ticked the assessors will not be able to assign units to the learners.



This is the tab for sharing assessment plans. Sharing assessment plans from one assessor to another <https://www.skillwise.net/wp-content/uploads/2019/08/Sharing-Assessment-Plans.pdf>



This is the tab for sharing sampling plans.

Sharing sampling plans - (where one IQA leaves and another picks up the work)

<https://www.skillwise.net/wp-content/uploads/2020/01/Copying-of-IV-IQA-Sampling-Plans-V1.pdf>

The screenshot shows the 'Copy internal verifier sampling plans' interface. At the top, there are three tabs: 'Centre options', 'Copy assessment plan templates', and 'Copy internal verifier sampling plans'. The main area is titled 'Copy from' and contains four dropdown menus: 'Internal verifier' (assurer, quality (213569) (213569)), 'Assessor' (Links, Childrens (213567)), 'Qualification' (Apprenticeship Customer Service Practitioner L2 ST0072_02 Standards (2447)), and 'Learner' (Learner, CL (213568)). Below this is a section titled 'Select internal verifier sampling plan(s)' with a table of sampling plans.

Unit number	Unit	Planned date	Type	Assessment cycle	Select all / Deselect all
	Whole qualification	27/06/2018	Interim	Observation of assessor	<input type="checkbox"/>
3	Meeting regulations and legislation (Showcase)	02/06/2020	Final		<input type="checkbox"/>

Home – first top tab

In this **To Do** tab you will receive notifications of qualifications which have been signed off by both assessors and IQAs. This information will also report back into Unit-E.

The screenshot shows the VQ Manager Home dashboard. At the top, there is a welcome message for Kari North (Centre administrator 98736) and a 'Logout options' dropdown. The main navigation bar includes 'Home', 'Qualifications', 'My centre', 'Users', and 'Reports'. Below this is a secondary navigation bar with 'To do', 'Dashboard', 'File library', 'Messages' (with a red notification badge showing '5'), and 'Personal details'. The main content area is titled 'Qualifications signed off by assessors in the past 30 days' and contains a table with columns for 'Learner', 'Assessor', 'Qualification', 'Assessor sign-off', 'Internal verifier sign-off', and 'Remove'. There is a link to 'Show all qualifications signed off by assessors' and an 'Update page' button.

Links to more support documents

Adding a new employer/curriculum area/third filter

<https://www.skillwise.net/wp-content/uploads/2019/08/Org-Admin-Employer-Field-1.pdf>

File Librarian

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Administrator-upload-and-distribution-of-documents-and-file-librarian-V2.pdf>

Archiving learners and continued learner access

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Admin-Archiving-a-Learner-and-Continued-Learner-Access-2.pdf>

Deleted and deleting items

<https://www.skillwise.net/wp-content/uploads/2019/08/Centre-Admin-Delete-and-deleting-evidence.pdf>