

Learner Activity Logs for Assessors and IQA/IVs

There is a **Learner activity log** area you are able to record specific activities you do with the learner. This should not be used for evidence or formal progress reviews (unless you are not using the designated **Progress review** tab.

Assessor view:

The screenshot shows the VQ Manager interface for an assessor. At the top, it says "Welcome Sid Knee (Assessor 96980)" and "Logout options" with a dropdown arrow. There are navigation icons for Home, My learners (highlighted), Assessment tools, and Reports. Below this is a dark blue bar with a "Learner" dropdown menu set to "Rose [2A], Honey (198295)". A row of icons represents various functions: 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 (highlighted), Learner details, and Search evidence.

IQA/IV view

The screenshot shows the VQ Manager interface for an internal verifier. At the top, it says "Welcome Jon Stuart (Internal verifier 97020)" and "Logout options" with a dropdown arrow. There are navigation icons for Home, Verify (highlighted), Internal verifier tools, Internal verifier collaboration, and Reports. Below this is a dark blue bar with an "Assessor" dropdown menu set to "Knee, Sid (96980)" and a "Learner" dropdown menu set to "Baker, Kim (164334)". A row of icons represents various functions: Unit assignments, Assessment plans, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, matrix & signoff, Qualification status & signoff, Learner activity log (highlighted), Learner details, and Search evidence.

Any items as specified by the drop down selection in the category index can be uploaded. Below is an example of a list of some of the options you might find in your centre.

The screenshot shows a dropdown menu titled "Add new log". The "Category" dropdown is open, showing a list of options: ABL contact, CHOC form, E-mail, Employer feedback, Employer Prevent Handbook, Enrolment form, Exit interview, Final visit checklist, Health & Safety, IAs, ILP, Learner at risk, Learner certificate, Learner disciplinary, Online test, Other, Peer observed activity, Phone call, PLTS, Recording GLH, and Recording OJT. The "Recording OJT" option is currently selected. To the right of the dropdown, there are text formatting options: Bold (B), Italic (I), Underline (U), Normal (selected), and a font color icon (A).

You are able to create a new log any time you like by populating the **Add new log** area. Within this area you can describe any activity completed by you:

▼ Add new log

Category: 12 Week Review (dropdown menu open with options: 12 Week Review, Assessment Meeting, Assessment Plan, On-site meeting, Other, Phone Call, Progress Review)

Summary title: [Text box]

Activity date: [Text box]

Activity detail: [Text box]

► Guided learning hours

► Upload and attach files in support of this activity log

Save Cancel

You can add **Off the job training** hours for your learner if you wish to and you can also ask the learner's line manager to confirm the hours too, if the line manager is using VQManager.

▼ Off the job training

Start time: 00 : 00

End time: 00 : 00

Duration: 0 hours 0 minutes

Request assessor to confirm the above OTJT hours?

Request line manager to confirm the above OTJT hours?

You can also populate the **Guided Learning Hours** section if applicable

▼ Guided learning hours

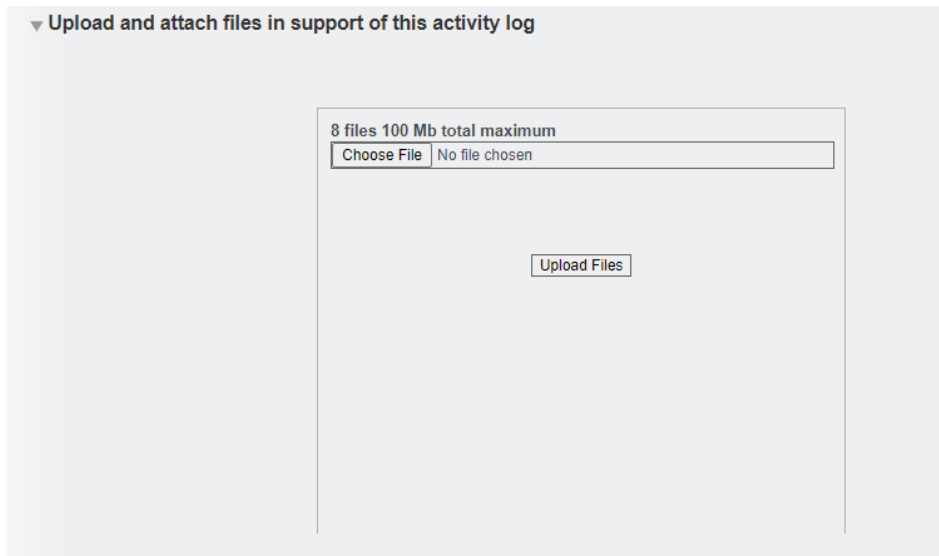
Start time: 00 : 00

End time: 00 : 00

Duration: 0 hours 0 minutes

Select qual: Select qualification to log GLH against (dropdown menu)

You can upload any number of documents to the activity log too.



Once saved you can view or edit any of the Activity Logs in the **Previous logs** section.

▼ Previous logs

OTJ hours key: Learner logged, *Line manager confirmed*, Assessor confirmed, Assessor and Line manager confirmed

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	Edit
17/05/2018	17/05/2018	Other	workshop	Knee, Sid	9:00	13:00				4:00	Edit
17/05/2018	17/05/2018	On-site Meeting		Knee, Sid	9:00	11:00				2:00	Edit
17/05/2018	17/05/2018	Other	training	Knee, Sid						2:00	Edit
17/05/2018	17/05/2018	Other	training	Rose [2A], Honey						2:00	Edit
18/05/2018	18/05/2018	Other	sales training	Rose [2A], Honey						10:00	Edit
31/05/2018	31/05/2018	Other	Training session	Rose [2A], Honey						6:00	Edit
27/11/2018	27/11/2018	Assessment Meeting	new	Knee, Sid							Edit
13/02/2019	13/02/2019	Assessment Meeting	Test	Rose [2A], Honey						6:04	Edit

There is a key which outlines any OTJ hours which have been recorded and of those hours, which have been confirmed by the line manager and which have been confirmed by you the assessor

▼ Previous logs

OTJ hours key: Learner logged, *Line manager confirmed*, Assessor confirmed, Assessor and Line manager confirmed

Only applicable to assessor:

If you add or make any amendments to an existing log, your learner will receive a notification to this effect.

If your learner adds or amends an existing review, you will also receive a notification to this effect.

▼ Activity logs added or altered by others in the last 14 days

Date logged/edited	Category	Summary title	Logged/edited by	Remove	
22/06/2020		Training session	Knee, Sid (96980)	<input type="checkbox"/>	View/edit
22/06/2020	Other	2019 - Attended "The Pharmacy Show"	Knee, Sid (96980)	<input type="checkbox"/>	View/edit
Go to Activity logs				Update page	