

Learner Progression Tracker

Progression Tracker

You may be required to complete a Progression Tracker (PT) by your assessor. The **Progression tracker** is located in the **Reports** area:

The screenshot shows the VQManager interface. At the top right, there are navigation icons for Home, My portfolio, and Reports. The Reports icon is highlighted with a red box. Below the navigation bar, there is a 'Progress' section with a 'Progression tracker' icon also highlighted with a red box. Below this, there is a section titled 'Previous progression evaluations' containing a table with the following data:

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner target	Learner completed	Line manager	Line manager target	Line manager completed
07/04/2020	Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	April - 2020 (2)	Knee, Sid (96980)		21/04/2020		manager, line (146521)	21/04/2020	Evaluate

Before an assessor has begun the initial evaluation, you will see a message to let you know the assessor has yet to select a qual and start the process.

The screenshot shows the 'Previous progression evaluations' section with a table that is empty, displaying the message 'No previous progression evaluations'.

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner target	Learner completed
No previous progression evaluations						

You will get a notification on your **To Do**

The screenshot shows the VQManager interface with a 'To do' notification icon (10) and a 'Messages' icon (3). Below the navigation bar, there is a section titled 'New and incomplete progression evaluations' containing a table with the following data:

Date initiated	Title	Initiated by	Date due	
07/04/2020	April - 2020	Knee, Sid	21/04/2020	Evaluate

The Progression Tracker will have a due date and this will normally be within a week or two of your assessor initiating the evaluation. Your notification will show red if the 'due date' has passed.

You cannot see your assessor's or employer's evaluation until all have been completed and saved.

Select **Evaluate** and you will be taken to the PT to complete. Select the **open all** for the qualification to open up. All the units which have been assigned to you will display.

There is a **select all** quick tick box (see image below) at both unit level and also at learning outcome level, which when selected populates all the criteria in that unit with the selected value of your choice. The quick tick used below was the number 1



Quick tick box

You can also assign a value for individual criteria if you wish. Doing this, allows you to select a different value for each criterion whereas the quick tick marks the same number at unit or learning outcome level.

[-] **Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards**

- [-] Unit 1 Interpersonal Excellence - managing people and developing relationships
 - [-] Learning outcome 1 Leading People
 - [-] **Assessment criteria 1**
 - K1 Understand different leadership styles and the benefits of coaching to support people and improve performance.
 - K2 Understand organisation cultures, equality, diversity and inclusion.
 - S1 Able to communicate organisation strategy and team purpose, and adapt style to suit the audience.
 - S2 Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.

Each criterion can only have one option selected.

The screenshot shows the evaluation interface with a confirmation dialog box. The dialog box text reads: "dev.vqmanager.co.uk says All the items have been scored. Do you wish to close this evaluation now? Select Cancel if you want to edit the evaluation again and close it later." It has "OK" and "Cancel" buttons. A blue arrow points from the "OK" button to the "Save" button at the bottom right of the page. The background shows the same evaluation form as the previous image, with various criteria and their corresponding score indicators.

The evaluation is complete when every criterion has a value assigned. Clicking 'save' at this point will open a dialogue box, offering two options.

Select **Cancel** in the dialogue box if you wish to save the evaluation and come back and finish it later.

Select **OK** if you have finished the evaluation completely.

(Selecting **Cancel** in the bottom right instead of **Save** will exit the evaluation without saving changes.)

When you have completed your evaluation, it shows like this:

Progression tracker

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner target	Learner completed	Line manager	Line manager target	Line manager completed	
07/04/2020	Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	April - 2020 (2)	Knee, Sid (96980)		21/04/2020	18/06/2020	manager, line (146521)	21/04/2020		View

Graph Download matrix

Until all three people (two where there is no line manager assigned) have completed their initial evaluation, the graph and the download matrix buttons will have no data to show. Selecting the **view** button will only show your own evaluation only, in a **read only** view.

Viewing previous Progression tracker evaluations

When all evaluations are completed, the previous **view** link will change to **view all**, and the new view will show each user's rating against each criterion, side by side. These are colour-coded for clarity.

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor completed	Learner	Learner target	Learner completed	Line manager	Line manager target	Line manager completed	
30/01/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	January PT (7)	30/01/2020	learn, inca (1732)	31/01/2020	30/01/2020	Line, Kari (1731)	31/01/2020	30/01/2020	View all

Progression evaluation

Title: January PT

Learner: learn, inca

Open all

Close all

Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1

Unit 3 End Point Assessment

Learning outcome 1 End Point Assessment

Assessment criteria 1

	Learner	Assessor	Line manager
1 Knowledge test using scenarios and questions	6	3	5
2 Structured competency based interview	6	3	5
3 Assessment of portfolio of evidence	6	3	5
4 Presentation of work based project with Q&A	6	3	5
5 Professional discussion relating to CPD activity	6	3	5

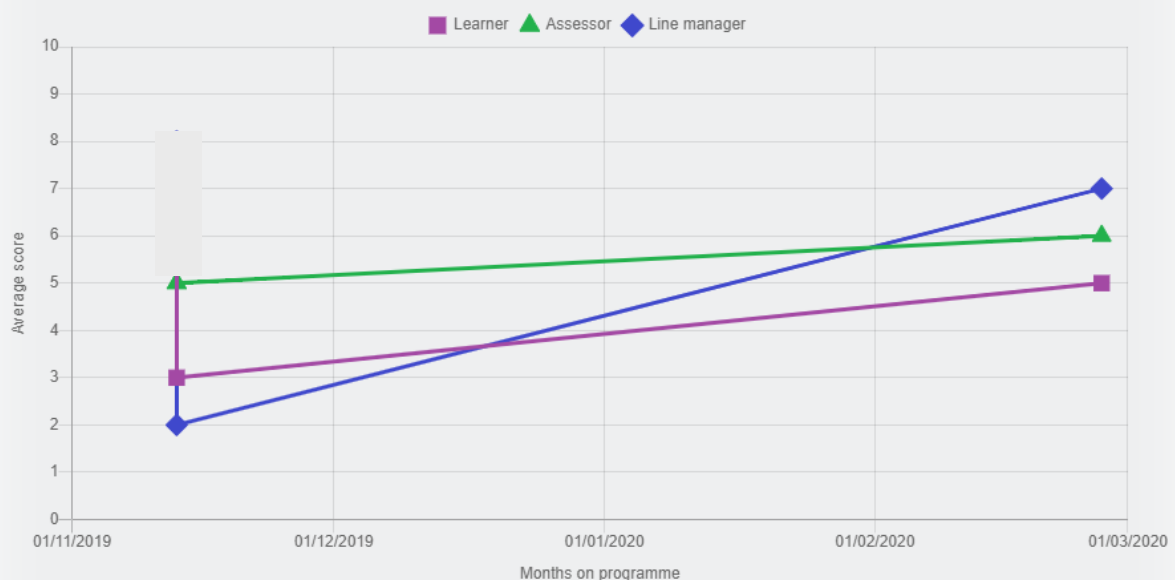
Viewing a graph of Progression tracker

The results of the evaluations are available in a graph format.

The first graph shows the average score per evaluation, with a different coloured line for learner, assessor and line manager, matching the colours above in the summary view of the evaluation.

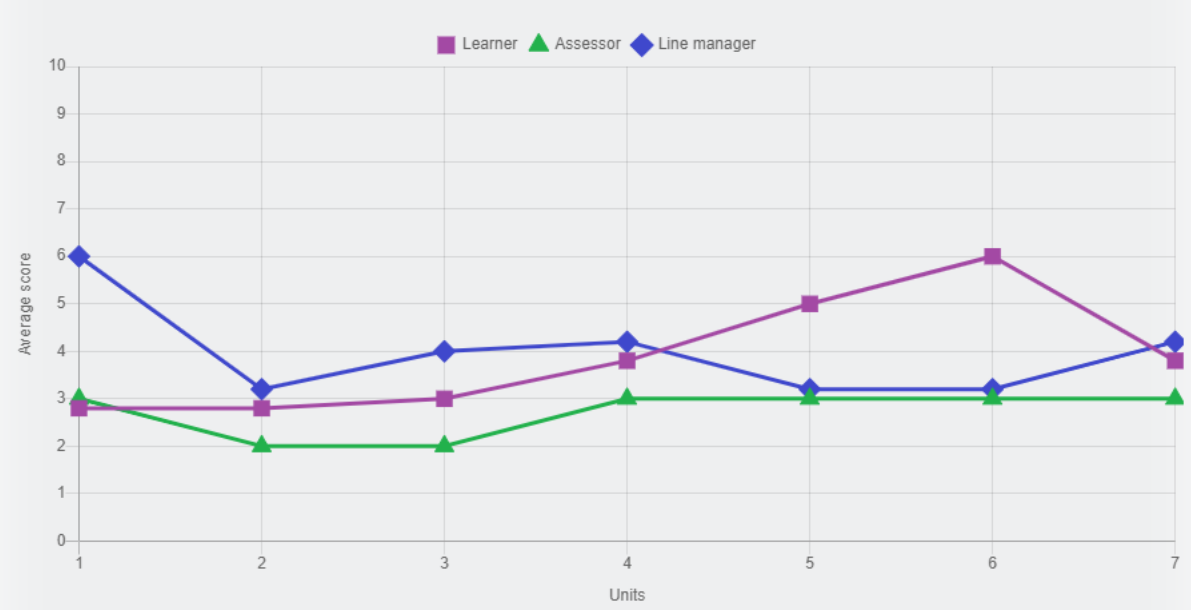
The date used for an evaluation in these reports is the date the assessor started the evaluation.

Averages of completed progression evaluations



By clicking on the individual data points in the graph, it is possible to drill down and see the results of a single evaluation as a graph, again with separate coloured lines for learner, assessor and line manager:

Unit averages for progression tracking: January Start PT (30/01/2020)



Selecting the **Download matrix** button, an Excel spreadsheet will download revealing the scores for all users and all evaluations for you. This matrix also includes the average score for each criterion.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Progression tracker (27/02/2020)														
2	Gillett, Graham			Average all evaluations			13/11/2019-Nov 2019 Progressi			13/11/2019-Dec 2019			27/02/2020-feb test		
3	V1 Assessor SVQ			Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line manager
4				5	5	5	7	5	8	3	5	2	5	6	7
5			Average all criteria												
6			Unit 1 Conduct internal quality assurance of the assessment process												
7			Element 1.1 Carry out and evaluate internal assessment and quality assurance systems												
8			A Put your organisation's requirements into practice for auditing	5	3	5	7	1	8	3	3	2	5	6	7
9			B Identify the outcomes needed by the agreed standards and their criteria	5	3	5	7	2	8	3	3	2	5	6	7
10			C Carrying out appropriate administrative and recording arrangements	5	4	5	7	3	8	3	3	2	5	6	7
11			D Identify and ensure the agreed criteria for choosing and supporting assessors	5	4	5	7	4	8	3	3	2	5	6	7
12			E Carry out assessment standardisation arrangements	5	5	5	7	5	8	3	4	2	5	6	7
13			F Ensure a procedure for complaints and appeals is in place, which meets the needs of the organisation	5	5	5	7	6	8	3	4	2	5	6	7
14			G Identify and use internal and external measures of performance to monitor and improve the assessment process	5	5	5	7	7	8	3	4	2	5	6	7
15			H Make recommendations to improve internal quality assurance arrangements	5	6	5	7	8	8	3	4	2	5	6	7
16			Element 1.2 Support assessors												
17			A Ensure assessors have appropriate technical and vocational experience	5	6	5	7	9	8	3	4	2	5	6	7
18			B Ensure assessors are familiar with and can carry out the specific assessment tasks	5	6	5	7	10	8	3	4	2	5	6	7
19			C Identify the development needs of assessors in line with assessment requirements	5	3	5	7	1	8	3	4	2	5	6	7
20			D Give assessors the chance to develop their assessment experience	5	4	5	7	2	8	3	4	2	5	6	7
21			E Ensure assessors have regular opportunities to standardise assessment practice	5	4	5	7	3	8	3	4	2	5	6	7
22			F Monitor how assessors are capable of maintaining standards	5	4	5	7	4	8	3	4	2	5	6	7