

VQManager Learner Training

Browsers

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

Evidence Introduction

In order to complete a qualification, you need to provide evidence for your assessor. VQManager allows you to compile an electronic portfolio of evidence. Feedback of activities completed is always provided through the system. You will usually need to do some or all of the following:

- Log evidence and submit it evidence for assessment
- View your progress
- Address any queries regarding evidence from your assessor
- Confirm and add comments to a unit sign off
- View your assessors comments on the qualification sign off tab

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

All users log in to VQManager in the same way. At the login screen, you must enter your:

- Username
- Password



VQ Manager
by SkillWise

Username or email

Forgotten your username?

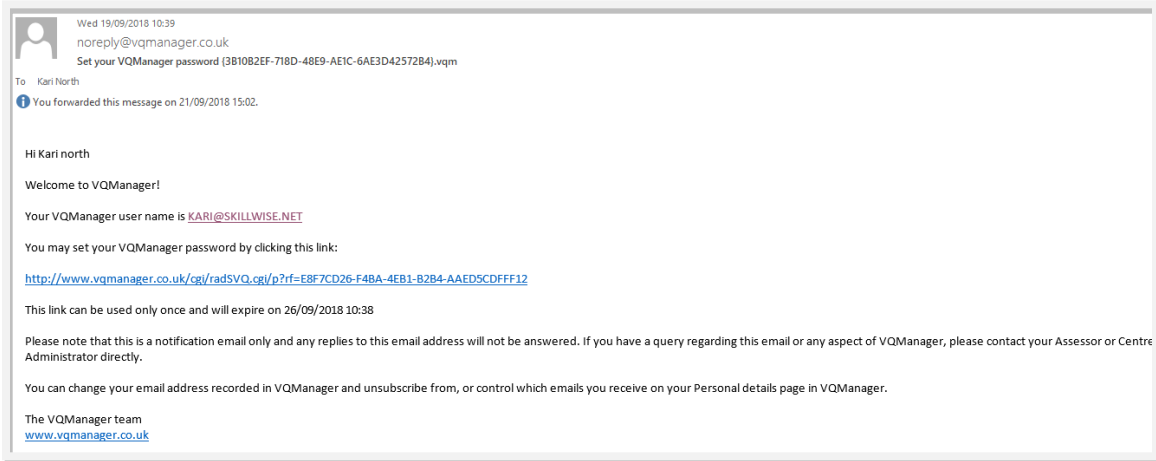
Password

Forgotten your password?

Login

Whilst every reasonable care is taken, SkillWise UK cannot accept responsibility for loss or issues arising from the loss or compromise of data within VQManager. It is the user's responsibility to ensure that no sensitive documents are uploaded to VQManager.

Your Centre Admin will set you up with a login and you will be set an email from noreply@vqmanager.co.uk with a link in so you can access the e-portfolio. The first time you login you will be asked to set a new password that you will remember.



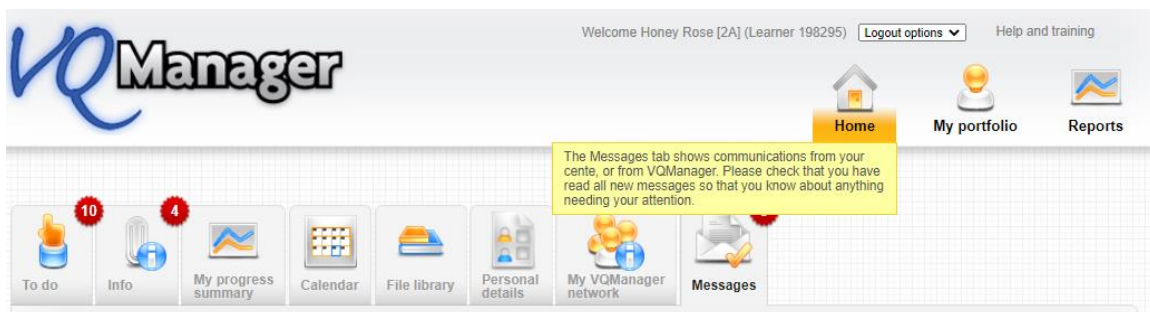
If the link expires, the username in the email can be used to send a new link. Enter the username as it is displayed in the email into the VQManager username login field and select the “forgotton your password” link and a new email with a new link will be sent to you

Home page – first top tab

Your homepage is customised this allows you to get summarised information and quick access to different parts of the system. The section you are currently working in is highlighted in orange.

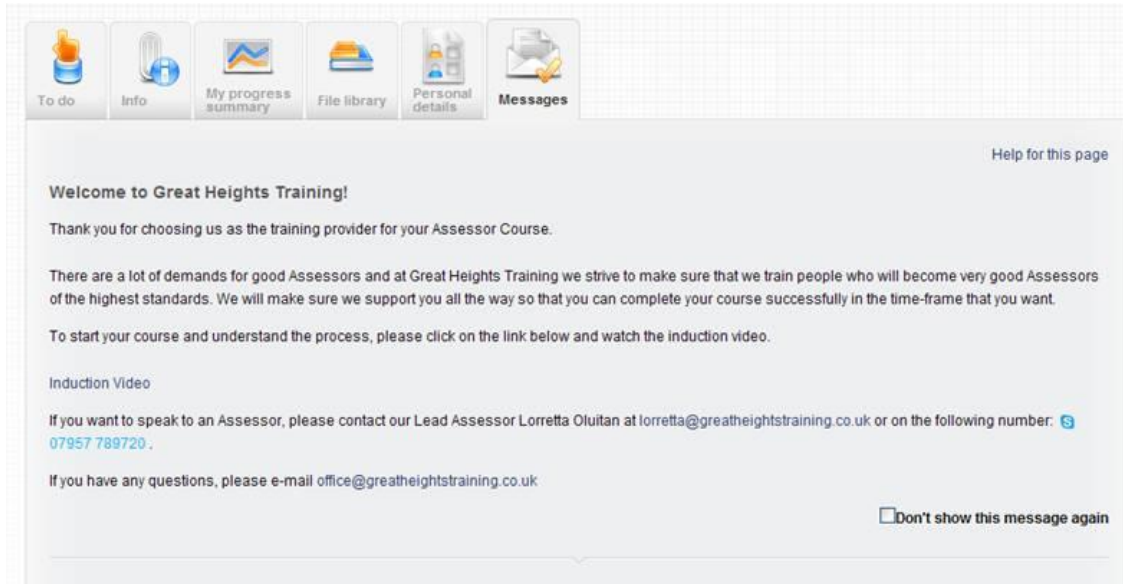
Help

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. An example can be seen below:



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.



To do **Info** **My progress summary** **File library** **Personal details** **Messages**

[Help for this page](#)

Welcome to Great Heights Training!

Thank you for choosing us as the training provider for your Assessor Course.

There are a lot of demands for good Assessors and at Great Heights Training we strive to make sure that we train people who will become very good Assessors of the highest standards. We will make sure we support you all the way so that you can complete your course successfully in the time-frame that you want.

To start your course and understand the process, please click on the link below and watch the induction video.

Induction Video

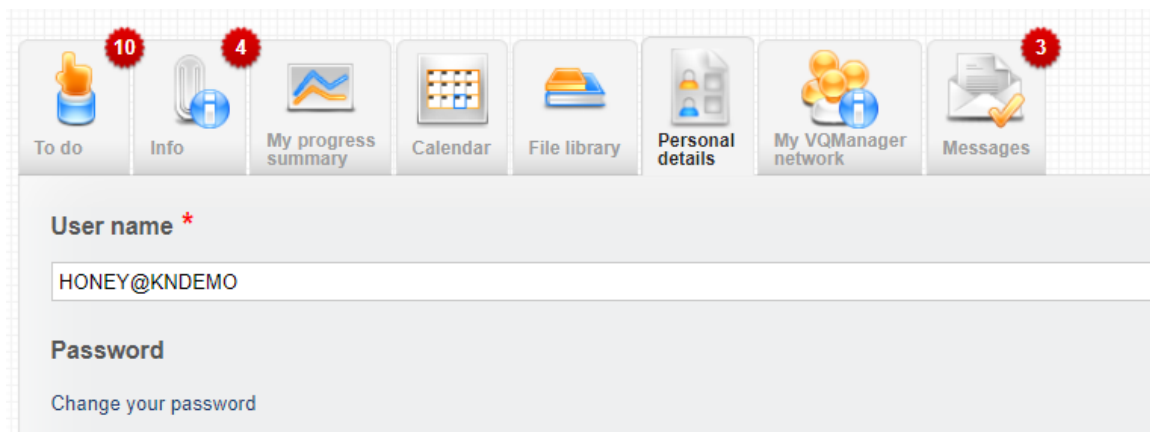
If you want to speak to an Assessor, please contact our Lead Assessor Lorretta Oluitan at lorretta@greatheightstraining.co.uk or on the following number: [07957 789720](tel:07957789720).

If you have any questions, please e-mail office@greatheightstraining.co.uk

Don't show this message again

Personal Information

Once you have logged in, if you need to change your password you can do this in the **Personal details** section. Login to VQManager by selecting the **Change your password** hyperlink:



To do **Info** **My progress summary** **Calendar** **File library** **Personal details** **My VQManager network** **Messages**

User name *

Password

[Change your password](#)

User name *

HONEY@KNDEMO

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 Centre Administrator.

- 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.

Email *

honey@yahoo.net

Receive e-mail reminder for evidence assessed in the last seven days

None ▾

Receive e-mail reminder for units signed off in the last seven days

None ▾

Receive e-mail reminder for missed assessment plan target dates

None ▾

Receive e-mail reminder for missed progress review planned dates

None ▾

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Daily

Send to portfolio@vqmanager.co.uk go to:

my assessor's To Do page

Save Cancel

When you have finished, select **save** at the bottom of the page

My portfolio – second top tab

Evidence: Log Evidence

Use this procedure to log evidence:

- Select the correct evidence method(s)
- Add Summary description of evidence – specific and relevant

- Add a description

- Attach relevant document(s). Electronic files can be uploaded and attached to evidence. Select **browse** and open file then select **Upload files**

- Add details of any witness to the evidence

▼ Authenticate evidence

If you wish to allow your assessor to authenticate this evidence, enter the name, and then EITHER the e-mail address or the telephone number of the person your assessor should contact. (This will be the person who can verify that the evidence is genuine).

Name of person to contact

e-mail address

OR

Telephone number

- Tick off relevant criteria

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.

Learning outcome 2 Managing People

Learning outcome 3 Building Relationships

Learning outcome 4 Communication

- Add comments and read the declaration

Comments

Learner comments to assessor (Rose [2A], Honey)

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

15:52 GMT 15/06/2020

22/8000 characters

- If the work is complete – **Submit to Assessor.**

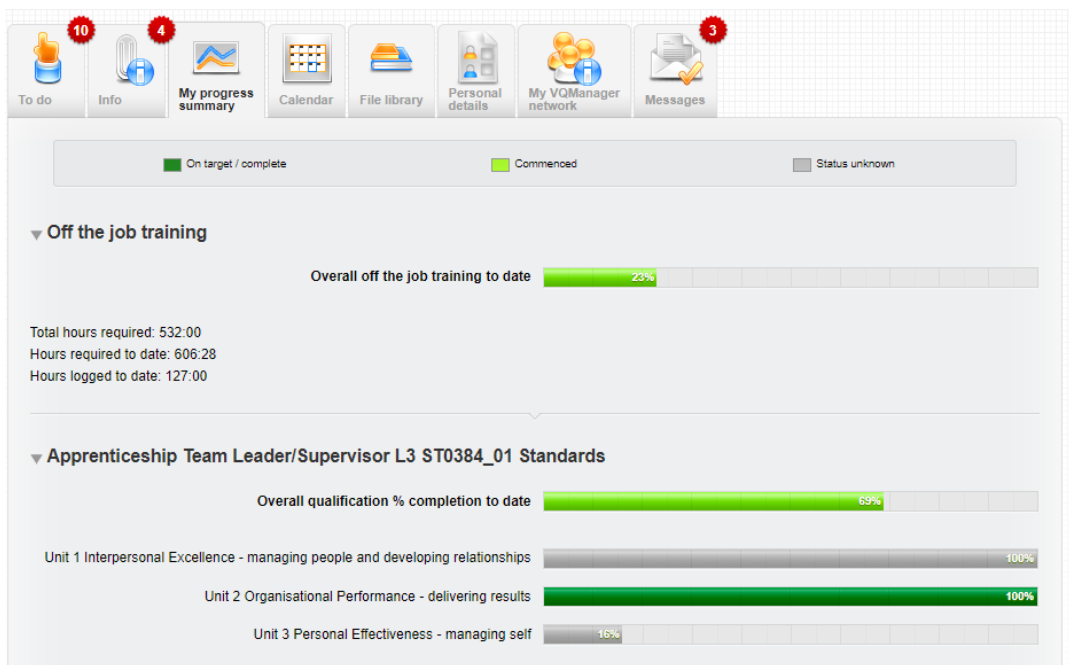
Evidence list

When you click on the **Evidence list** tab in **My portfolio**, you will see a summary of all evidence.

Once the evidence has been submitted, the assessor becomes responsible for assessing it. After it has been assessed, you can see the assessor's comments and feedback by opening the evidence. One way to do that is via the **Evidence list**. You may have also elected to receive an email prompt letting you know some evidence has been assessed in the **Personal details tab**.

How am I getting on?

On the **Home** page, select the tab called **My Progress Summary**. Here you can see your progress through the qualification, unit by unit and also your OTJ Training hours (if applicable) to.



What else might I have to do?

On the 'Home' page, look at the 'To Do' tab. A list of items that need your attention appear here. They could be things like:

- Evidence requiring action
- Confirmation of unit sign-off
- View qualifications signed off

All the tables are laid out in the same format: your details on the left and a hyperlink to the item on the right. Select the link and follow the instructions.

▼ Evidence requiring action

Assessor	Date returned	Evidence number	Summary	
North, Poppy(198294)	23/10/2017	198295/E/1030	Certificate from previous role	Edit / Submit

Units signed off, follow the link and add comments when prompted.

▼ Confirmation of unit sign-off

Date	Number	Unit	Date of assessor sign-off	Date of learner agreement with sign-off	
29/04/2020	2	Organisational Performance - delivering results	29/04/2020	Requested	Confirm this unit

Qualification sign off – view assessor comments

▼ Qualifications signed off

Qualification	Assessor	Assessor signed off	Internal verifier	Internal verifier signed off	
NVQ Certificate in Construction Operations - General Construction L2 (QCF) QUE857 (CSkills) 600_3744_1 (1275)	Knee, Sid	29/04/2020			View