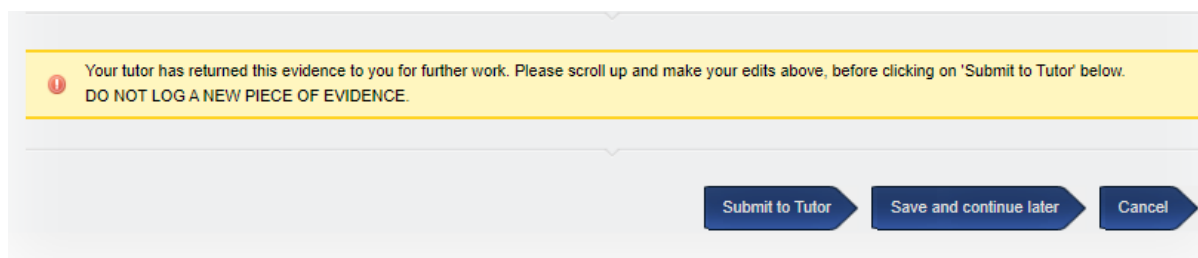


## VQManager enhancements July 2020

### Adding note on screen to remind learners to edit existing evidence

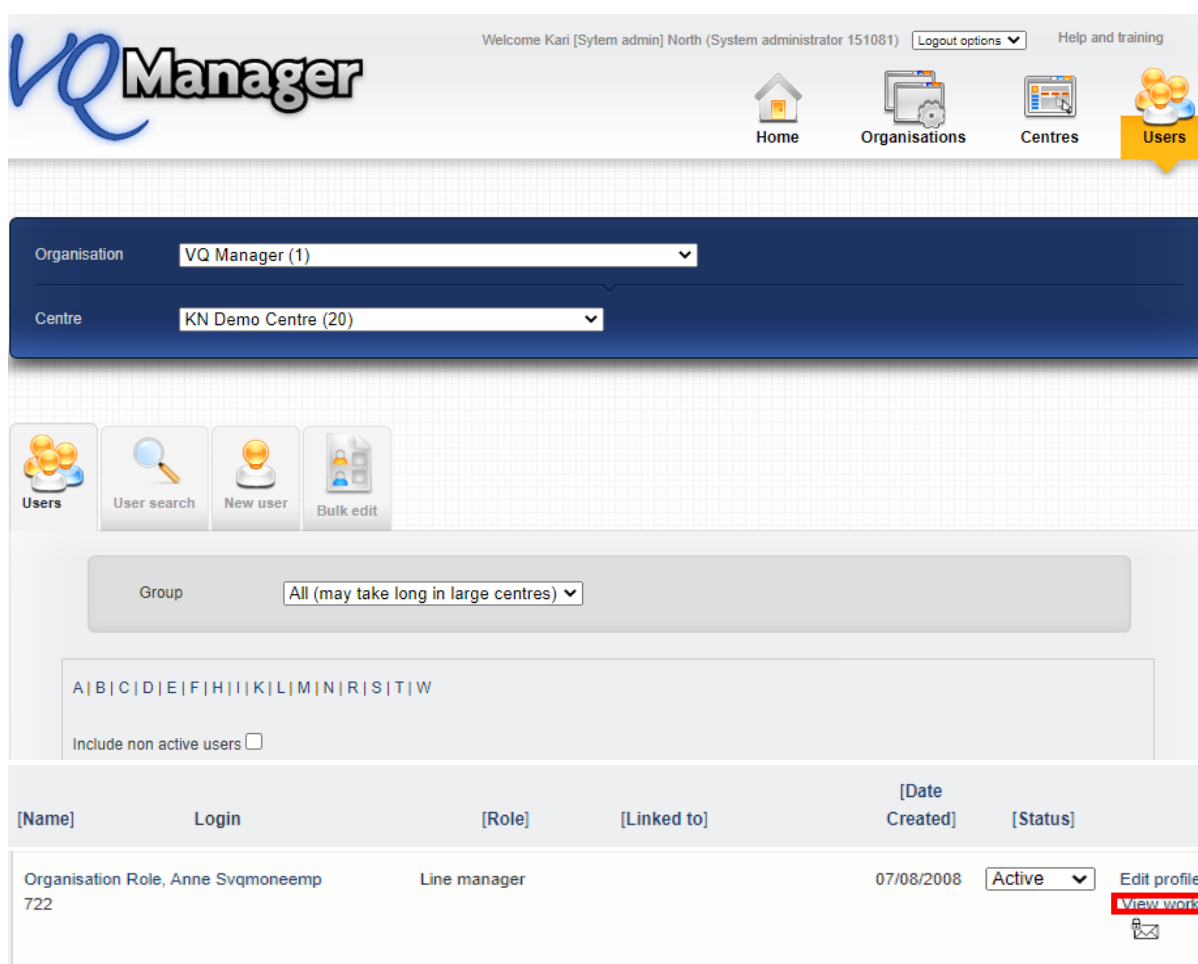
This notification has been added to VQManager where an assessor/tutor has returned a piece of work to the learner for editing. Several clients report that the learner, instead of editing the existing piece of evidence, creates a new one so that work ends up in different places, instead of all neatly under one evidence number.



### Allowing Centre Admins and Other System User (OSUs) to view Line Manager's (Employer's) work

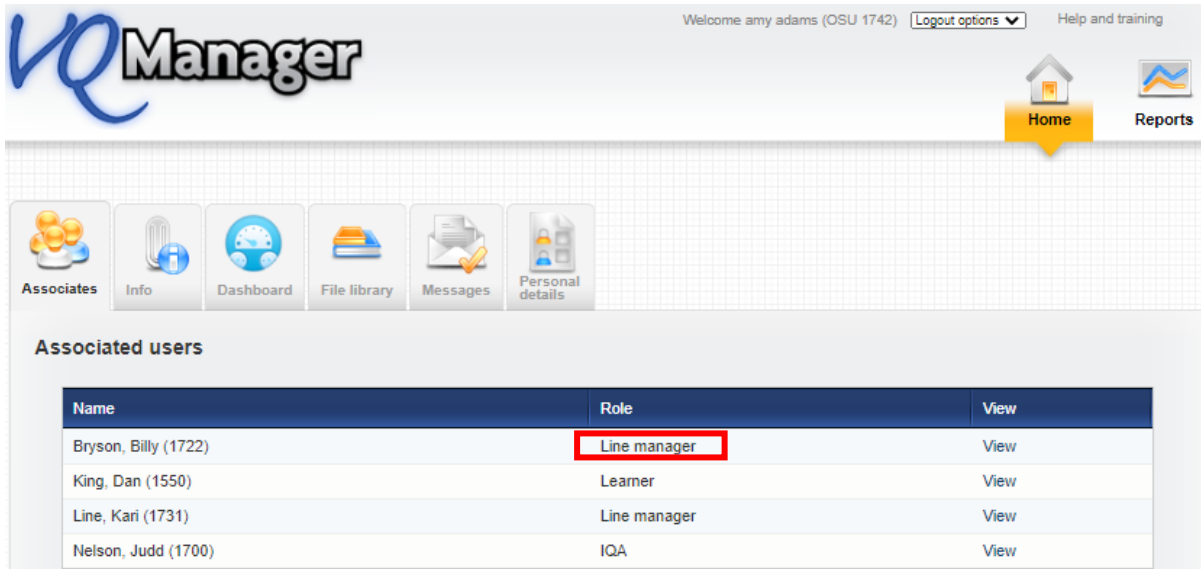
To improve all round visibility, we have added some additional functions for the CA and OSU.

We have added a 'view work' option for Centre Admin so that they can now view Line Manager accounts.



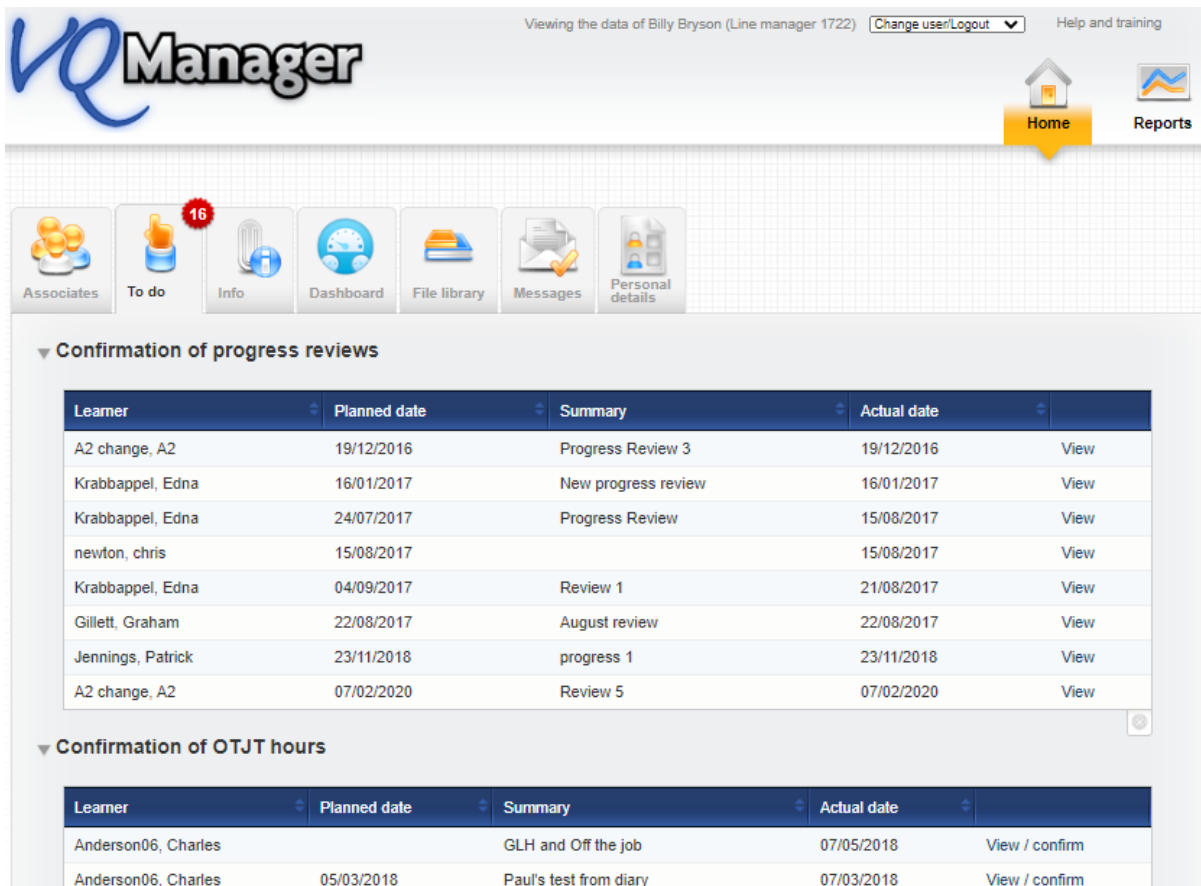
We have also now allowed for Line Manager accounts to be linked to OSU accounts, so the OSU can view the Line Manager's work if required.

They can now both drill down and view the data of the line manager.



The screenshot shows the VQ Manager dashboard. At the top, it says 'Welcome army adams (OSU 1742)' with a 'Logout options' dropdown and a 'Help and training' link. There are 'Home' and 'Reports' buttons. Below the navigation bar, there are icons for Associates, Info, Dashboard, File library, Messages, and Personal details. The 'Associated users' section is highlighted, showing a table of users.

Name	Role	View
Bryson, Billy (1722)	Line manager	View
King, Dan (1550)	Learner	View
Line, Kari (1731)	Line manager	View
Nelson, Judd (1700)	IOA	View



The screenshot shows the VQ Manager dashboard with the 'Confirmation of progress reviews' and 'Confirmation of OTJT hours' sections. The top bar shows 'Viewing the data of Billy Bryson (Line manager 1722)' with a 'Change user/Logout' dropdown and a 'Help and training' link. There are 'Home' and 'Reports' buttons. Below the navigation bar, there are icons for Associates, To do (with a red badge showing 16), Info, Dashboard, File library, Messages, and Personal details. The 'Confirmation of progress reviews' section shows a table of reviews, and the 'Confirmation of OTJT hours' section shows a table of hours.

Learner	Planned date	Summary	Actual date	
A2 change, A2	19/12/2016	Progress Review 3	19/12/2016	View
Krabbappel, Edna	16/01/2017	New progress review	16/01/2017	View
Krabbappel, Edna	24/07/2017	Progress Review	15/08/2017	View
newton, chris	15/08/2017		15/08/2017	View
Krabbappel, Edna	04/09/2017	Review 1	21/08/2017	View
Gillett, Graham	22/08/2017	August review	22/08/2017	View
Jennings, Patrick	23/11/2018	progress 1	23/11/2018	View
A2 change, A2	07/02/2020	Review 5	07/02/2020	View

Learner	Planned date	Summary	Actual date	
Anderson06, Charles		GLH and Off the job	07/05/2018	View / confirm
Anderson06, Charles	05/03/2018	Paul's test from diary	07/03/2018	View / confirm

## New report - assessor activity

We have created a new report which details assessor activity. You are able to select an assessor/tutor and view everything that assessor has done over a selected period of time.

The screenshot shows the VQ Manager web interface. At the top, there's a header with the VQ Manager logo, a welcome message for 'vqmtc vqmtc (Centre administrator 5)', and links for 'Logout options' and 'Help and training'. Below the header is a navigation bar with icons for Home, Qualifications, My centre, Users, and Reports (which is highlighted). Underneath is a secondary navigation bar with icons for Learner details, Learner status details, Learner entry details, Progress, Qualifications & frameworks, Progression tracker, User activity (highlighted), Dormancy, and User list. The main content area shows a list of radio buttons for selecting a report type: 'Users who logged in', 'External verifier system activity', 'Tutor performance', 'Tutor activity' (selected and highlighted with a red box), 'Learner activity', 'IQA sampling', 'Learner evidence', and 'Learner activity log entries'. Below this is a dropdown menu for 'Tutors' with 'Krabbappel, Edna (6)' selected. There are also input fields for 'Start date (inc)' (30/05/2020) and 'End date (inc)' (30/06/2020). At the bottom right of the form are 'View' and 'Download' buttons.

The report gives a list of activity for the selected assessor/tutor, including the date, time, learner name, qualification, and activity.

Tutor activity report (15/07/2020, Krabbappel, Edna (6))				
<b>Please note:</b> ❗ Actions done for learners who are no longer assigned to the tutor won't show up in the report. Actions related to deleted items may display incomplete data in the report.				
Date	Time	Learner	Qualification	Activity
24/06/2020	13:07:55	Gillett, Graham (38)	BTEC in Hairdressing (Test) (76)	Evidence: Tutor edited and saved to continue later (38/E/165)
01/07/2020	10:43:06	AAA111, AAA111 (968)		Learner activity log: New log added (689)
01/07/2020	10:43:06	Anderson06, Charles (1695)		Learner activity log: New log added (690)
01/07/2020	10:43:06	Flanders, Rod (7)		Learner activity log: New log added (691)
01/07/2020	10:49:19	Flanders, Rod (7)	Customer Services NVQ - L2 (1)	Evidence: Tutor returned to Learner for action (7/E/1129)
10/07/2020	13:09:22	2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)	Evidence: Tutor returned to Learner for action (1643/E/1221)
10/07/2020	13:19:51	2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)	Evidence: Tutor returned to Learner for action (1643/E/1223)
10/07/2020	13:21:35	2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)	Evidence: Tutor saved and sent for verification (1643/E/1222)
10/07/2020	13:22:46	2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)	Evidence: Tutor returned to Learner for action (1643/E/1223)
10/07/2020	13:23:34	2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)	Evidence: Tutor returned to Learner for action (1643/E/1222)
13/07/2020	14:28:22	Welford, James (872)	Customer Services NVQ - L2 (1)	Evidence: Tutor returned to tutor for action (872/E/1229)
13/07/2020	14:29:21	Welford, James (872)	Customer Services NVQ - L2 (1)	Evidence: Tutor edited and saved to continue later (872/E/1229)
13/07/2020	14:30:09	Welford, James (872)	Customer Services NVQ - L2 (1)	Evidence: Tutor returned to tutor for action (872/E/1229)

As the yellow header states:

- Actions done for learners who are no longer assigned to the assessor won't show up on the report
- Actions related to deleted items may display incomplete date in the report

### Enable assessor to copy Activity Log entries to other learners

Where a whole class or group has completed the same activity, assessors are now able to log this once, and then copy that log to all the learners involved.

There is now a new link at the top of the Activity Log page, similar to the one that allows assessors to sign off multiple units at once.

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for Edna Krabbappel (Tutor 6), and links for Home, My learners, Assessment tools, and Reports. Below this is a dropdown menu for the learner, currently set to 'Anderson06, Charles (1695)'. 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. The 'Previous logs' section is expanded, showing a table of activity logs. A red box highlights the 'Copy logs to other learners' button in the top right of the logs section.

OTJ hours key: Learner logged, *Line manager confirmed*, Tutor confirmed, Tutor 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?	
17/04/2018	23/04/2018	e. Face to Face	Training session with tutor	Smith06, Anne	10:00	12:00				2:00	Edit
17/04/2018	25/04/2018	c. Support	GLH work	Smith06, Anne	13:00	17:00			4:00		Edit
17/04/2018	07/05/2018	c. Support	GLH and Off the job	Smith06, Anne					2:30	2:00	Edit

Select the hyperlink and the page refreshes to allow one or more logs to be copied.

Learner: Anderson06, Charles (1695)

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 | Learner details | Search evidence

**Select logs to copy**

OTJ hours key: Learner logged, [Line manager confirmed](#), Tutor confirmed, [Tutor 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?	Select all / Deselect all
17/04/2018	23/04/2018	e. Face to Face	Training session with tutor	Smith06, Anne	10:00	12:00				2:00	<input checked="" type="checkbox"/>
17/04/2018	25/04/2018	c. Support	GLH work	Smith06, Anne	13:00	17:00				4:00	<input checked="" type="checkbox"/>
17/04/2018	07/05/2018	c. Support	GLH and Off the job	Smith06, Anne						2:30 2:00	<input type="checkbox"/>

**Select learners for copying to** Cancel

Click on **Select learners for copying to:**

VQ Manager

Welcome Edna Krabbappel (Tutor 6) [Change user/Logout](#) [Help and training](#)

Home **My learners** Assessment tools Reports

Learner: 2016\_12\_16\_L\_1, 2016\_12\_16\_L\_1 (1639)

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 | Learner details | Search evidence

Qualification: All

Employer: All

Curriculum area: All

Institution: All

If required, use the filters at the top of the tab to strip down the learner selection and then select the appropriate learners using the tick box on the right hand side.

Select learners for copying to						
Learner	Qualification	Employer	Curriculum area	Institution	Select all / Deselect all	
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)				<input type="checkbox"/>	
AAA111, AAA111 (968)	Housing Benefits NVQ (9); Key Skills (15)	Boots UK Ltd	Construction		<input checked="" type="checkbox"/>	
ABC, ABC (761)	Customer Services NVQ - L2 (1); Key Skills (15)	Boots UK Ltd	Business		<input type="checkbox"/>	
Anderson06, Charles (1695)	Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131); Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	Bournville College	Music	Institution One	<input checked="" type="checkbox"/>	
Bangisa, Janice (712)	Customer Services NVQ - L2 (1); Key Skills (15); BTEC in Hairdressing (Test) (76)	Virgin Active - Chelmsford	Construction		<input type="checkbox"/>	
Flanders, Rod (7)	Customer Services NVQ - L2 (1); Management NVQ - L3 (2);				<input checked="" type="checkbox"/>	

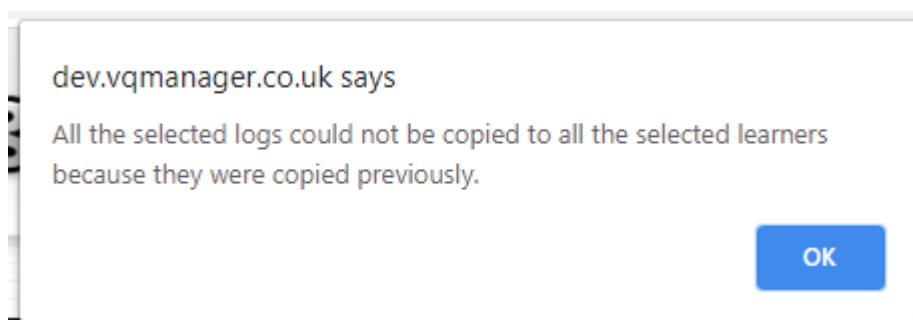
A reminder of the logs about to be shared is visible at the bottom of the page.

Selected logs											
Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Select all / Deselect all	
15/04/2019	15/04/2019	a. Initial	Initial log 2	Krabbappel, Edna						<input checked="" type="checkbox"/>	

Select **Copy selected logs to selected learners** to complete the task.

If off the job hours (OTJH) form part of the Activity log, those hours are also copied across to the new learner entry. Where OTJ hours are copied, the system assumes the assessor is also confirming those hours for the learners they are copied to. This is regardless of whether the hours were approved in the source log. *You may wish to consider this aspect prior to copying.*

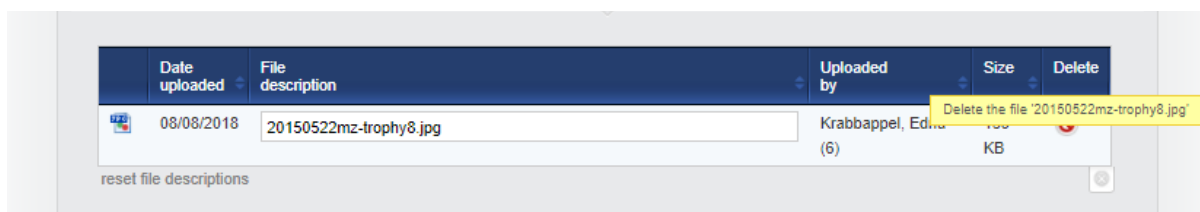
A particular log entry may only be copied to a particular learner once. Where one of the selected learners already has a copy of the record(s) selected, a pop up message appears letting the assessor know that has happened.



### Allow user who 'has' the evidence for editing to remove file attachments

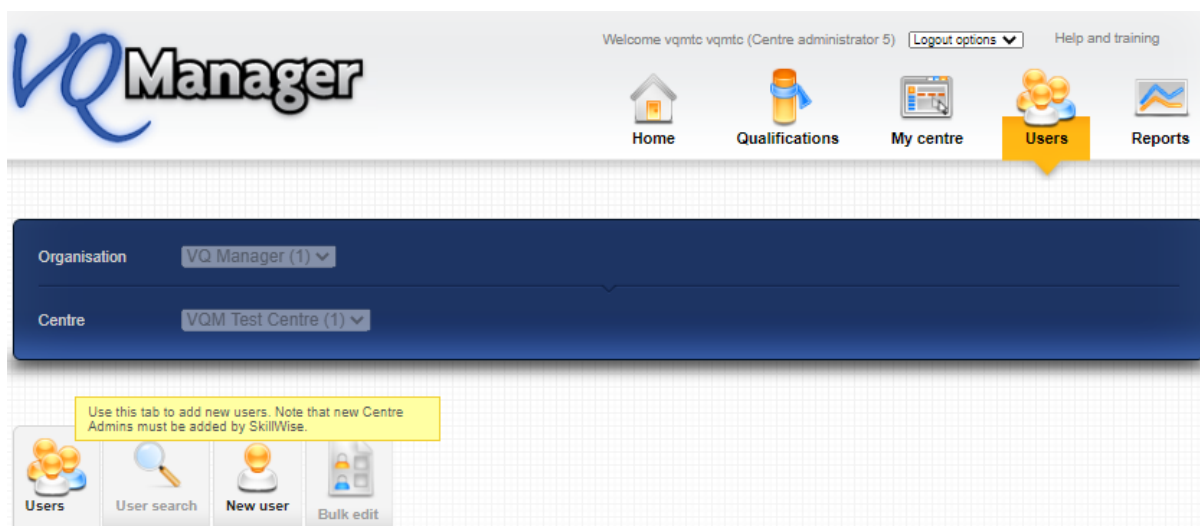
Previously, only the user who uploaded a file had the right to delete it. This caused issues for assessors and IVs, who sometimes wanted to remove files, because of data security issues, for example.

Assessor and IVs are now able to delete files attached by other users (the learner, for example) from Diary and Activity log entries. They also now are able to delete files from evidence they have access to edit. *This does not apply to the learner, i.e. learners can only delete files uploaded by themselves.*



### Note to remind admins how to set up trainee assessors

When setting up a learner with a trainee and qualified assessor, both assessors are linked to the learner, rather than to each other. We have added a note to the learners' user profiles, to remind admins how this is done.




Learner - Tutor assignments		
If you are assigning a trainee tutor, you will also need to assign at least one qualified / countersigning tutor in this section.		
Tutors	Tutors' qualifications	Select
A2 change, A2 (1614)	Assessor Toolkit - Warehousing Apprenticeship L2 {linking test} (92) BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8 (96)	<input type="checkbox"/>
AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244)	Assessor Toolkit - Warehousing Apprenticeship L2 {linking test} (92) BTEC in Hairdressing (Test) (76) Diploma in Hairdressing L2 {C&G} QCF (116) Hairdressing NVQ 2 (18) Housing Benefits NVQ (9) Key Skills (15)	<input type="checkbox"/>



## Extracting evidence for End Point Assessment – deleting attached files



Where evidence has formed part of an EPA selection, in the uploaded files area, a new warning is visible. It warns that if the file is deleted, the EPA export links will be broken.



**Audit trail**

Last action: Assessor saved and sent for verification

Please note: This evidence forms part of an EPA. If you delete uploaded files from evidence for which you already distributed copies, this may result in dead links.

	Date uploaded	File description	Uploaded by	Size	Delete
	27/05/2020	boys.png	You	918 KB	

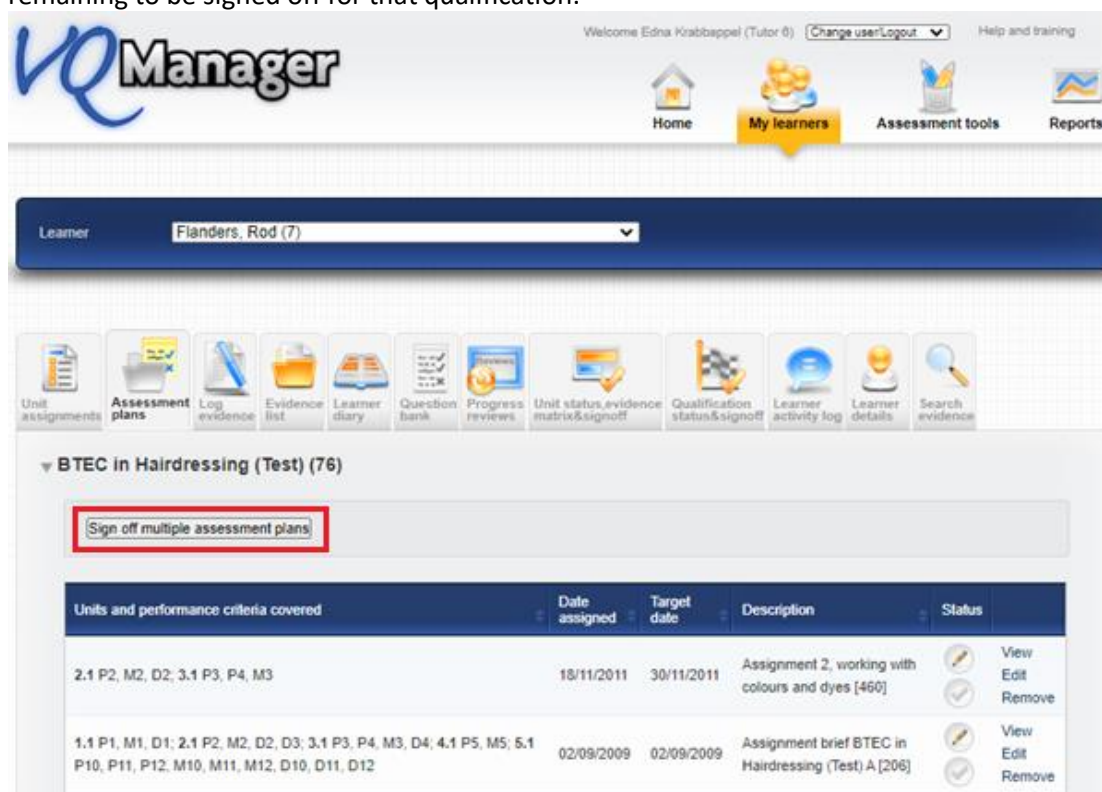
reset file descriptions

Upload and attach files in support of this evidence

## Signing off multiple assessment plans at once

We have added a function to allow assessors to sign off multiple assessment plans at once, like they can with units.

The "Sign off multiple APs" button will only show where there is more than one assessment plan remaining to be signed off for that qualification.



Welcome Edna Krabbappel (Tutor 8) [Change user/Logout](#) [Help and training](#)





Home **My learners** Assessment tools Reports

Learner: Flanders, Rod (7)

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 Learner details Search evidence

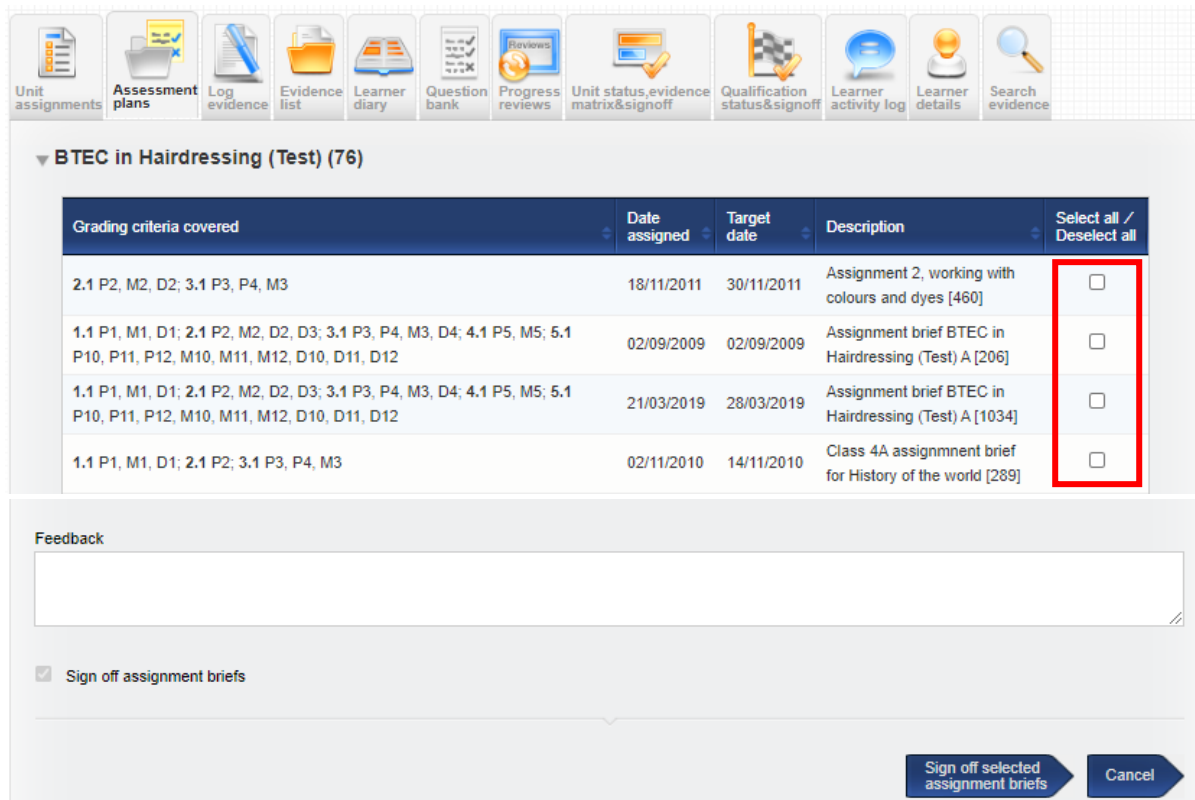
▼ BTEC in Hairdressing (Test) (76)

**Sign off multiple assessment plans**

Units and performance criteria covered	Date assigned	Target date	Description	Status	
2.1 P2, M2, D2; 3.1 P3, P4, M3	18/11/2011	30/11/2011	Assignment 2, working with colours and dyes [460]	 	View Edit Remove
1.1 P1, M1, D1; 2.1 P2, M2, D2, D3; 3.1 P3, P4, M3, D4; 4.1 P5, M5; 5.1 P10, P11, P12, M10, M11, M12, D10, D11, D12	02/09/2009	02/09/2009	Assignment brief BTEC in Hairdressing (Test) A [206]	 	View Edit Remove



Select the **sign off multiple assessment plans** link and when the page refreshes, select the assessment plans which need to be signed off by ticking the boxes on the right hand side. Only APs not already signed off appear in this multi select list.



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 Learner details Search evidence

▼ BTEC in Hairdressing (Test) (76)

Grading criteria covered	Date assigned	Target date	Description	Select all / Deselect all
2.1 P2, M2, D2; 3.1 P3, P4, M3	18/11/2011	30/11/2011	Assignment 2, working with colours and dyes [460]	<input type="checkbox"/>
1.1 P1, M1, D1; 2.1 P2, M2, D2, D3; 3.1 P3, P4, M3, D4; 4.1 P5, M5; 5.1 P10, P11, P12, M10, M11, M12, D10, D11, D12	02/09/2009	02/09/2009	Assignment brief BTEC in Hairdressing (Test) A [206]	<input type="checkbox"/>
1.1 P1, M1, D1; 2.1 P2, M2, D2, D3; 3.1 P3, P4, M3, D4; 4.1 P5, M5; 5.1 P10, P11, P12, M10, M11, M12, D10, D11, D12	21/03/2019	28/03/2019	Assignment brief BTEC in Hairdressing (Test) A [1034]	<input type="checkbox"/>
1.1 P1, M1, D1; 2.1 P2; 3.1 P3, P4, M3	02/11/2010	14/11/2010	Class 4A assignment brief for History of the world [289]	<input type="checkbox"/>

Feedback

☒ Sign off assignment briefs

Sign off selected assignment briefs Cancel

Comments written in the 'feedback' box will appear in all of the selected assessment plans after you click 'sign off selected Assessment plans'.

## Add columns to Assessor Performance report

We have added 2 additional columns to this report. They are:

- Evidence awaiting assessment
- Oldest evidence awaiting assessment

Welcome vqmtc vqmtc (Centre administrator 5) Logout options Help and training

Home Qualifications My centre Users Reports

Learner details Learner status details Learner entry details Progress Qualifications & frameworks Progression tracker User activity Dormancy User list

☐ Users who logged in  
☐ External verifier system activity  
☒ Tutor performance  
☐ Tutor activity  
☐ Learner activity  
☐ IQA sampling  
☐ Learner evidence  
☐ Learner activity log entries

Institutions All

View Download

Tutor performance report (22/07/2020)

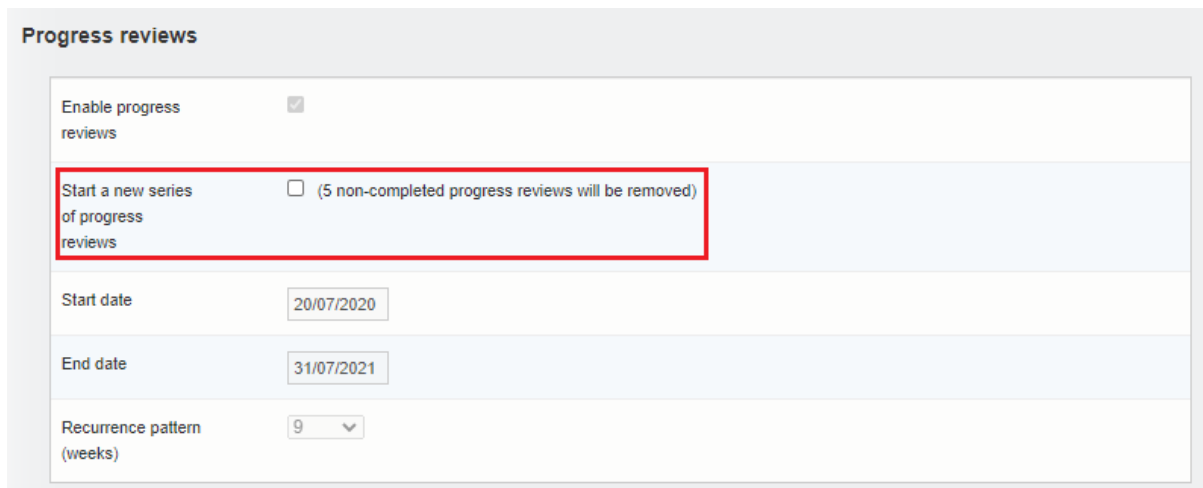
Please note: Data on tutor To Do lists are only updated when the tutor logs in.

Tutor	Trainee / qualified	Employer	Learners assigned	Items on to-do list	Average evidence per learner	Evidence awaiting assessment	Oldest evidence awaiting assessment	Overdue Assessment plans	Oldest overdue Assessment plans	Overdue progress reviews	Oldest overdue progress reviews	OTJ logs to be confirmed
A2 change, A2 (1614)	Qualified	Boots Reading	0	0	0	0		0		0		0
AAA_Wil_test_AAA, AAA_Wil_test_AAA (1244)	Qualified		1	3	7	1	08/08/2018	0		0		0
Aaaaaaaa1, Aaaaaaaa1 (776)	Qualified	Test employer 1	3	18	6	5	06/10/2014	9	08/01/2014	0		0
Assessor, Kari (1729)	Qualified		2	5	2	1	17/02/2020	0		2	23/04/2020	0
BCD, BCD (767)	Qualified		7	42	6	2	01/03/2018	15	06/04/2018	10	06/04/2018	2

### Allowing Centre Admin to alter a pre-set sequence of Progress Reviews

Previously, where a Centre Admin has set up a set of Progress Reviews for a learner, clients have had to apply to SkillWise if these needed altering. We have now added functionality so that Centre Admins can make changes themselves. This is useful where a learner has taken a break in learning, for example, and the reviews need to be re-scheduled.

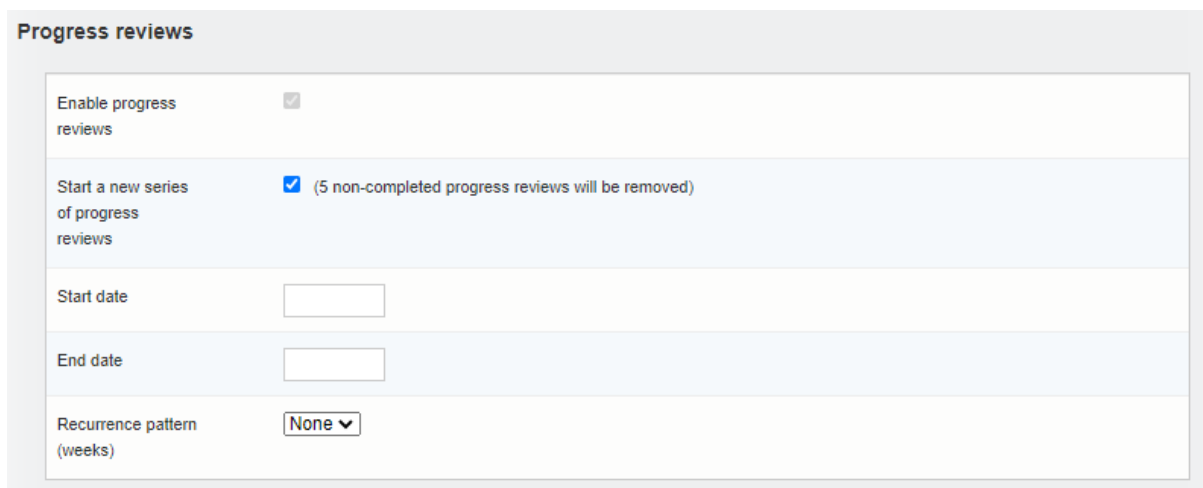
In the learner's profile, there is a new tick box, 'Start a new series of progress reviews'.



The screenshot shows a form titled "Progress reviews". It contains the following fields:

- Enable progress reviews:** A checked checkbox.
- Start a new series of progress reviews:** An unchecked checkbox. This row is highlighted with a red border. To the right of the checkbox is the text "(5 non-completed progress reviews will be removed)".
- Start date:** A date input field containing "20/07/2020".
- End date:** A date input field containing "31/07/2021".
- Recurrence pattern (weeks):** A dropdown menu showing "9".

When this is selected, the date and recurrence pattern fields clear, and allow new dates to be put in.

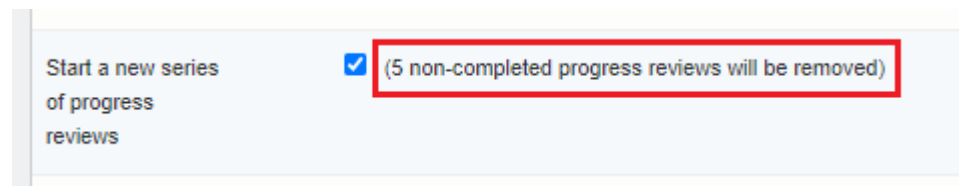


The screenshot shows the same "Progress reviews" form, but with the "Start a new series of progress reviews" checkbox now checked. The fields are updated as follows:

- Enable progress reviews:** A checked checkbox.
- Start a new series of progress reviews:** A checked checkbox. To the right is the text "(5 non-completed progress reviews will be removed)".
- Start date:** An empty date input field.
- End date:** An empty date input field.
- Recurrence pattern (weeks):** A dropdown menu showing "None".

The Centre Admin should add the new dates and recurrence pattern, and click 'save' at the bottom of the page. When this is done, the new Progress reviews will be created in the learner's account.

Any un-completed Progress reviews from the previous set will be deleted, where un-completed means no actual date was selected, and/or no text has been added in the Notes section. The number of reviews that will be removed is stated in the learner's profile.



The screenshot shows a light blue rectangular box. On the left side of the box, the text "Start a new series of progress reviews" is displayed in a dark grey font, with "of progress" on a new line. To the right of this text is a blue square checkbox with a white checkmark. Further to the right, the text "(5 non-completed progress reviews will be removed)" is displayed in a dark grey font. This text is enclosed within a red rectangular border.

Progress reviews created on an ad-hoc basis by the assessor, even ones scheduled for the future, are not affected.