# 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.
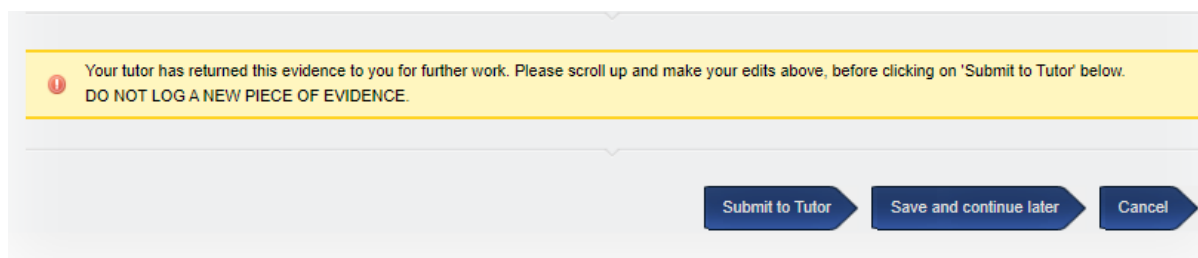


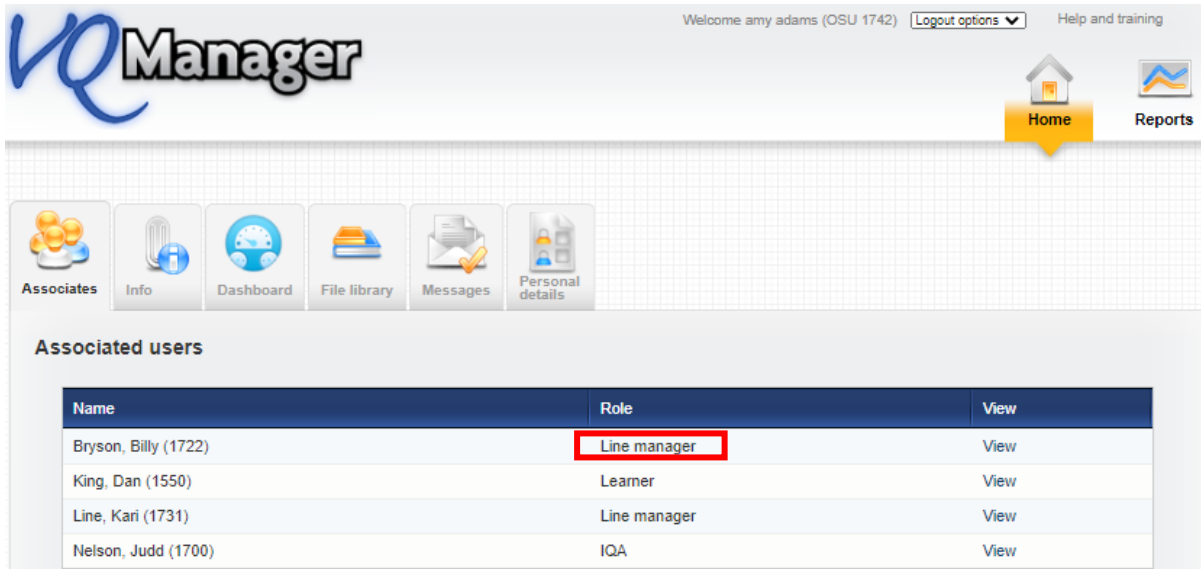## Allowing Centre Admins and Other System User (OSUs) to view Line Manager's (Employer's) work

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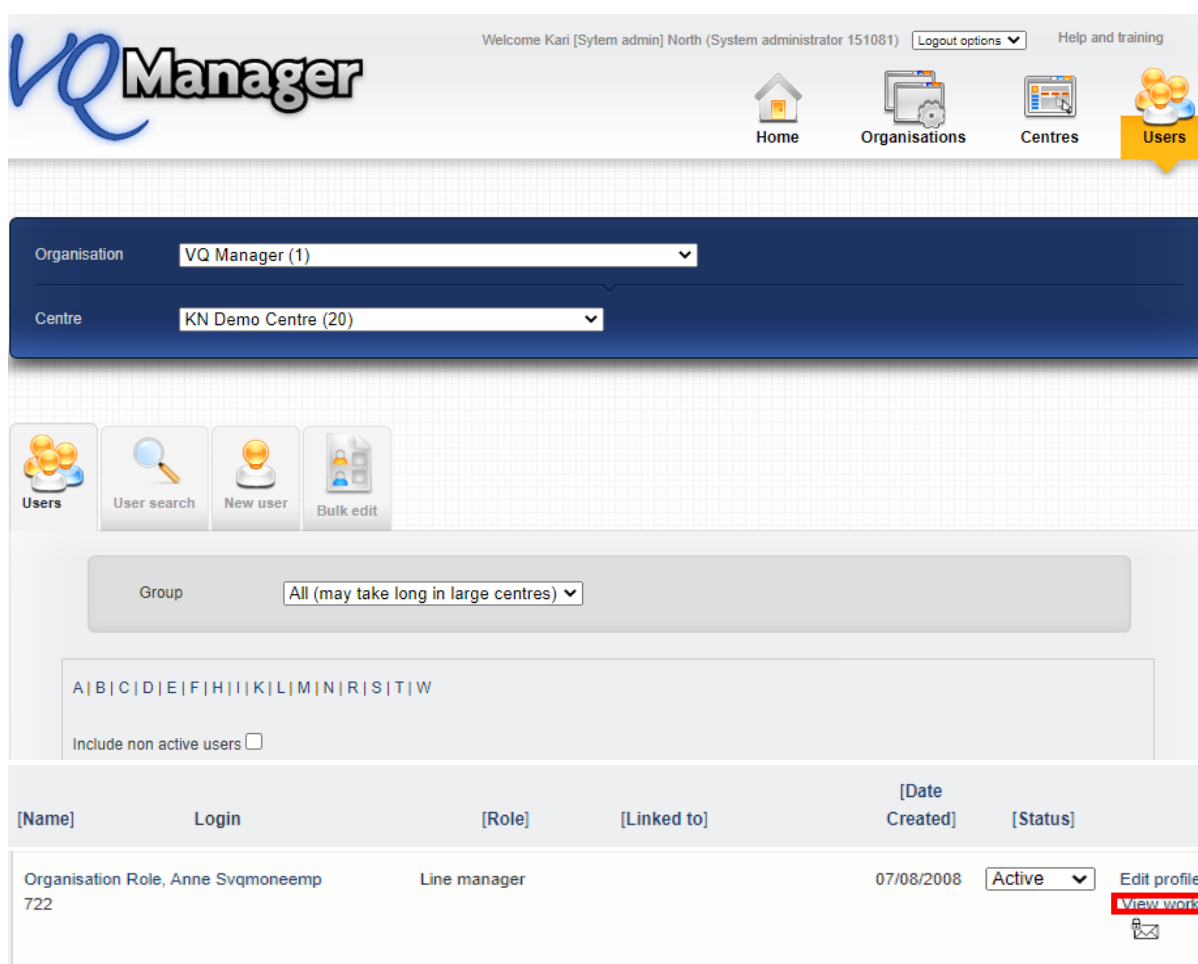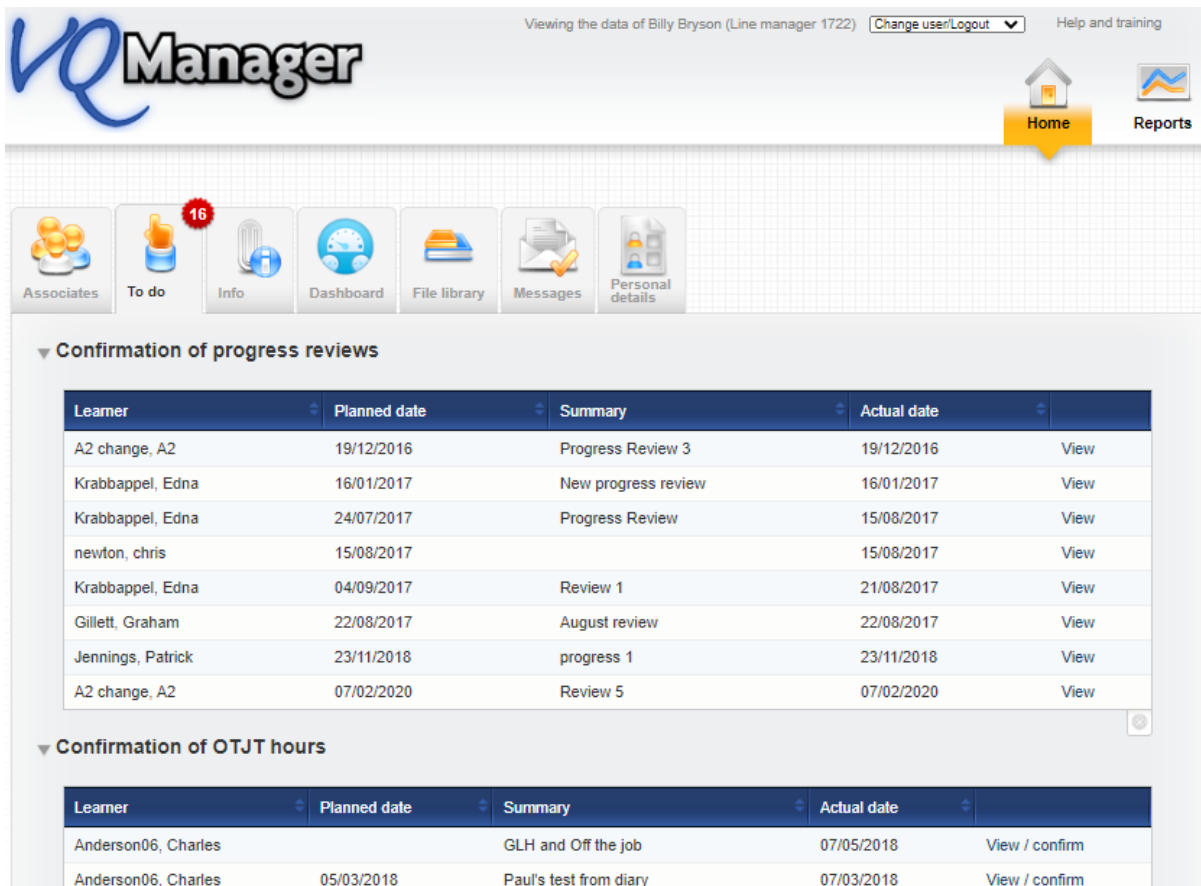
We have also now allowed for Line Manager accounts to be linked to OSU accounts, so the OSU can view the Line Manager's work if required.

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

## 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 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))**

> Please note:
> ⚠ 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.



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

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



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.

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



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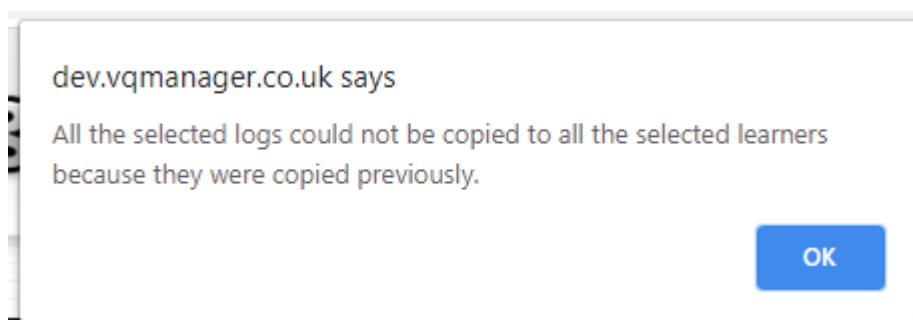
## Allow user who 'has' the evidence for editing to remove file attachments
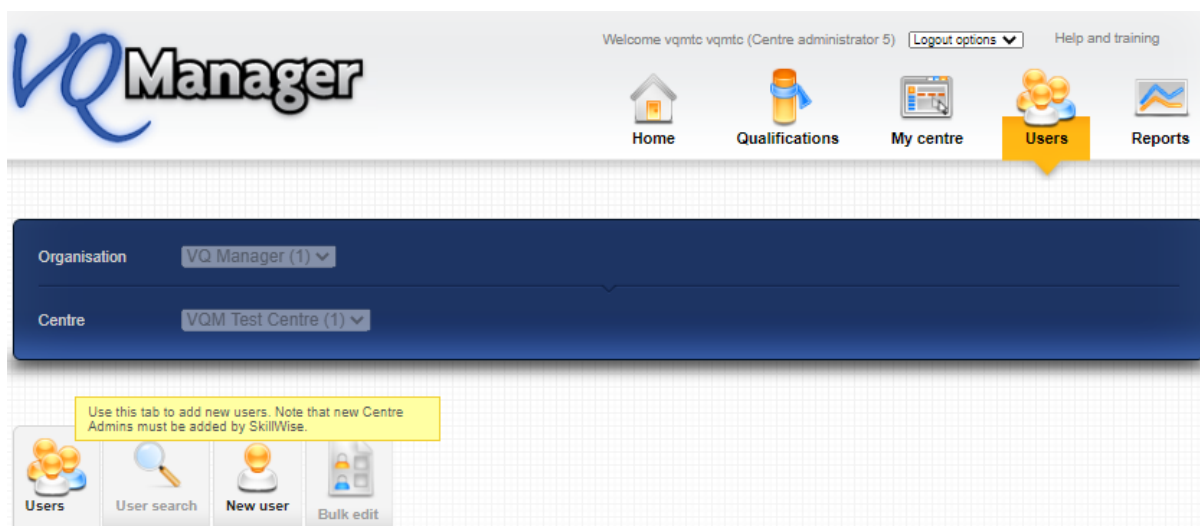
Previously, only the user who uploaded a file had the right to delete it. This caused issues for assessors and IVs, who sometimes wanted to remove files, because of data security issues, for example.

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.*
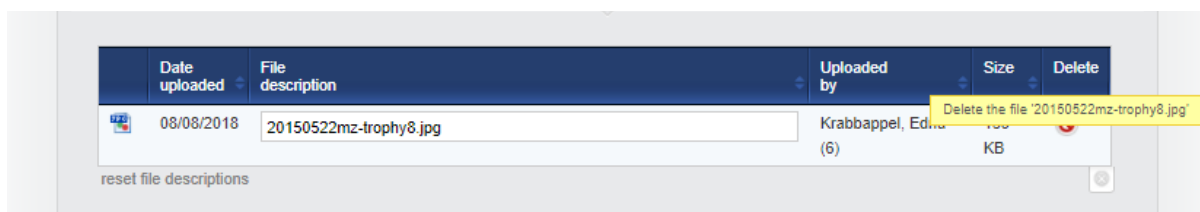


## Note to remind admins how to set up trainee assessors

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.

## 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.
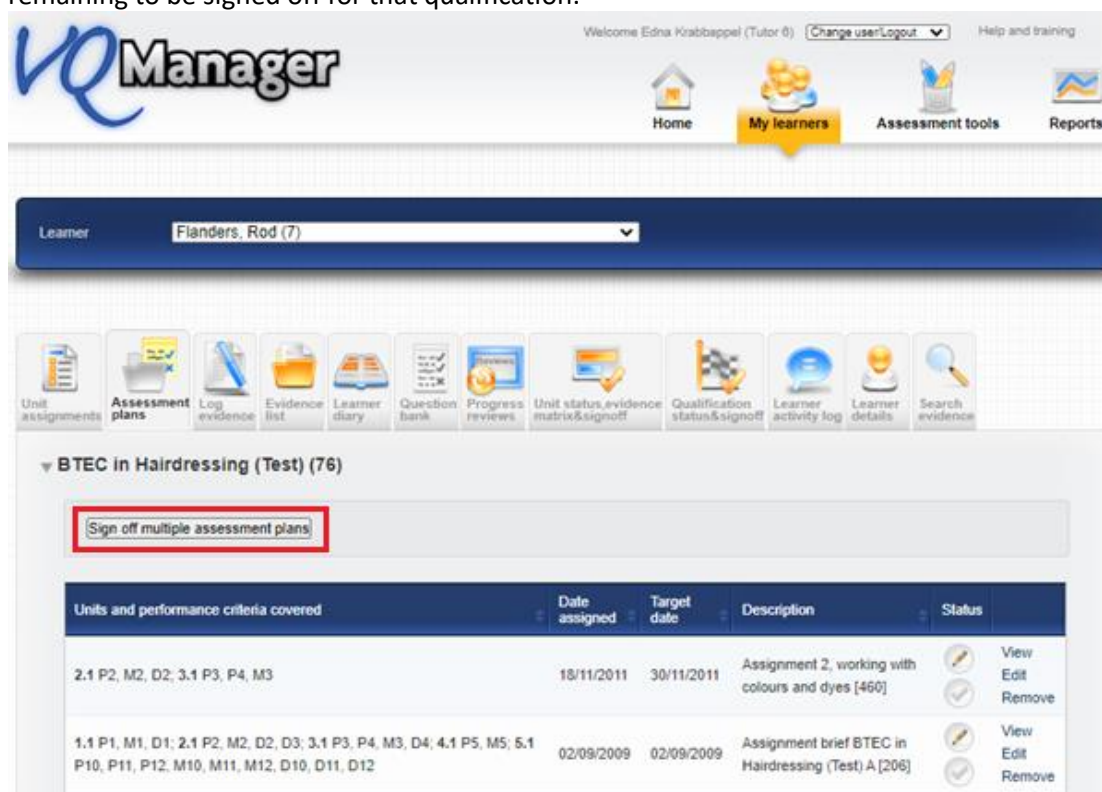


## Signing off multiple assessment plans at once

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.

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.



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

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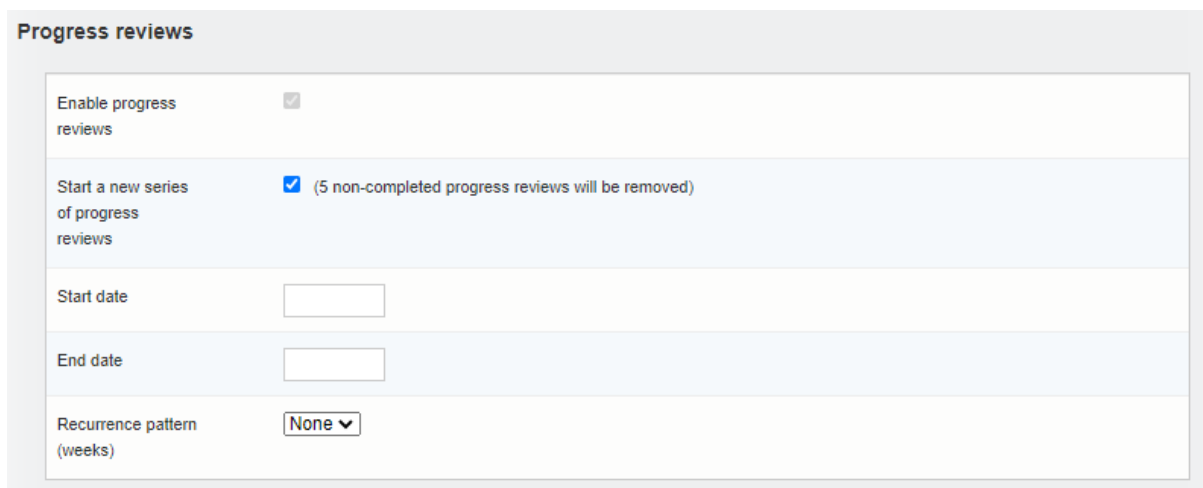
In the learner's profile, there is a new tick box, 'Start a new series of progress reviews'.



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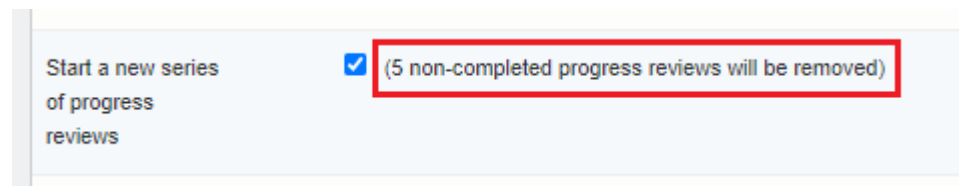


The Centre Admin should add the new dates and recurrence pattern, and click 'save' at the bottom of the page. When this is done, the new Progress reviews will be created in the learner's account.

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.

Start a new series
of progress
reviews        ☑ (5 non-completed progress reviews will be removed)

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