

# Line Manager - Employer

The Line Manager role in VQManager is mainly a view only provision but VQManager also allows employers to participant in VQManager, specifically around Progress Reviews. Progression Tracker and Off the Job Training. People who are allocated to this role, are linked to just the learners at their employment. They have direct access to these user's e-portfolio content.

## Note:

- Line Managers cannot edit or change any e-portfolio content they can only contribute to the areas specified above.

As a Line Managers you choose the learner that you wish to view from your homepage. You can do it the following way: from the **Home** tab, then **Associates**, select the learner using the **View** hyperlink.

Welcome line manager (Line manager 148521) [Change user](#) [Logout](#) [Help and training](#)

**VQManager**

Home Reports

Associates To do Info Dashboard File library Messages Personal details

**Associated users**

Name	Role	View
Baker, Kim (164334)	Learner	<a href="#">View</a>
Baker, Scott (164331)	Learner	<a href="#">View</a>
bank [4C], quest (155385)	Learner	<a href="#">View</a>

You are now logged into the relevant learner's homepage. You can navigate around and view the evidence, progress and assessments that the learner is undertaking.

Viewing the data of charles 11 (Learner 566) [View options](#) [Help and training](#)

**VQManager**

Home My portfolio Reports

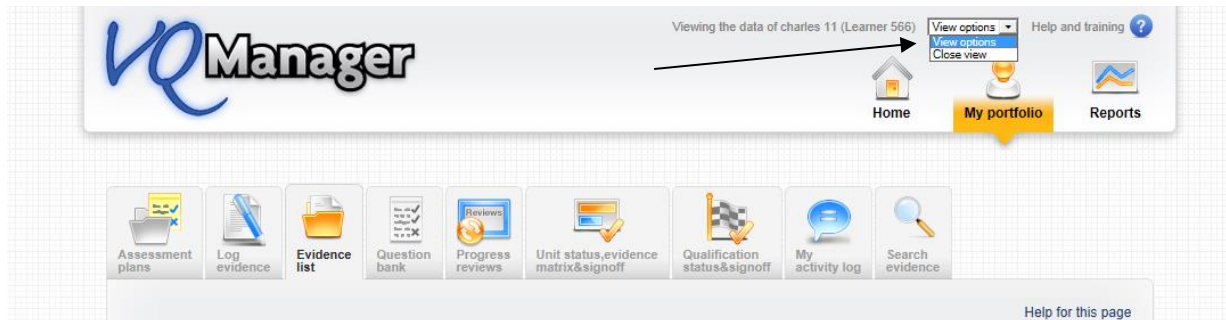
To do Info My progress summary File library Personal details Messages

**Unsubmitted questions**

Date created	Question number	Summary	
26/09/2012	566/Q/541	Exploring how people's rights and responsibilities are protected at work	<a href="#">Go to questions</a>
26/09/2012	566/Q/542	Working or learning in a place that promotes diversity	<a href="#">Go to questions</a>
26/09/2012	566/Q/543	Living in Diverse Communities	<a href="#">Go to questions</a>

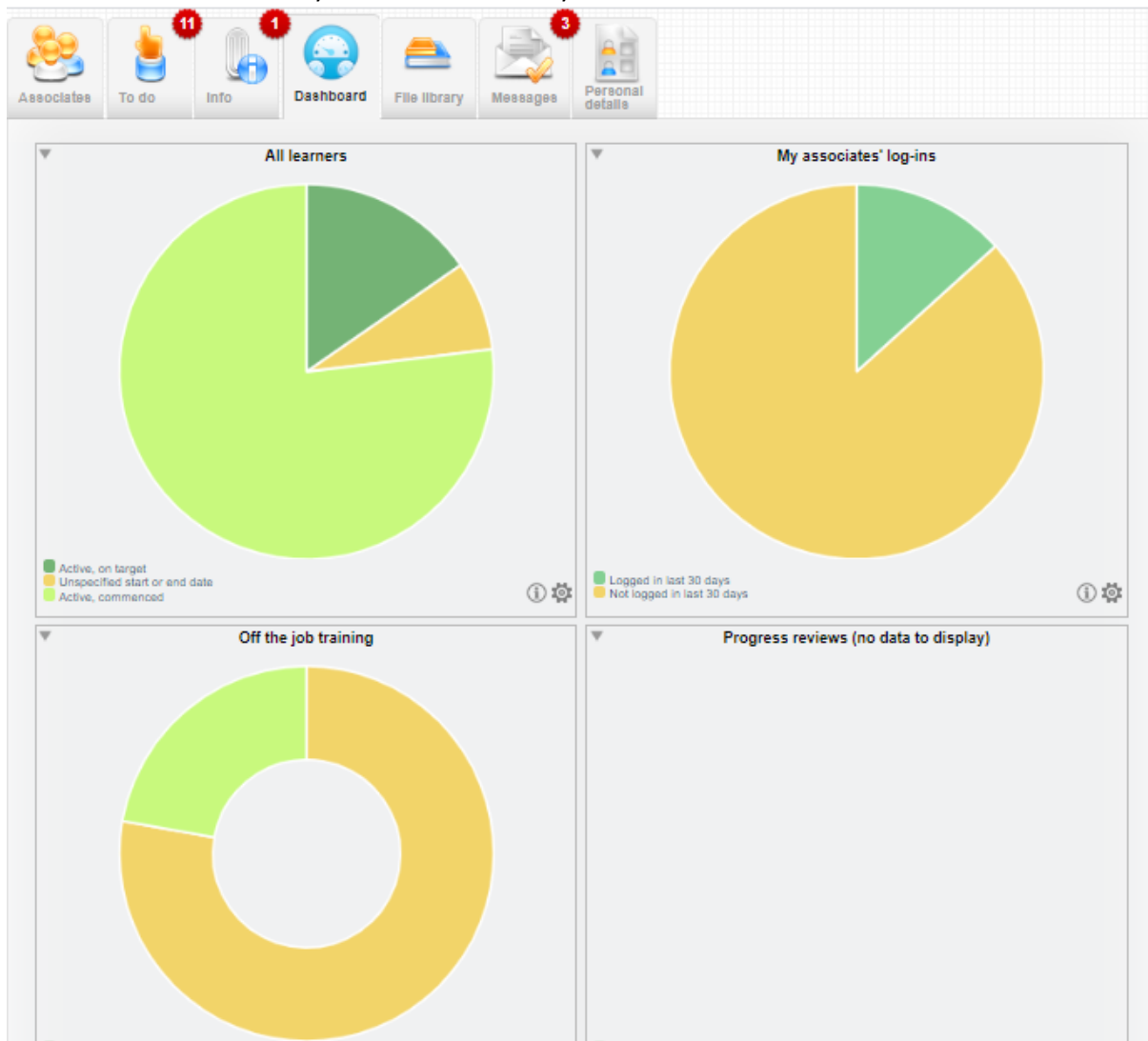
### To log out of the associates area.

Click on the **Log out options** at the top right hand side of the page. Select **Close view** from the list. Your homepage will appear where you may select a different learner to view.



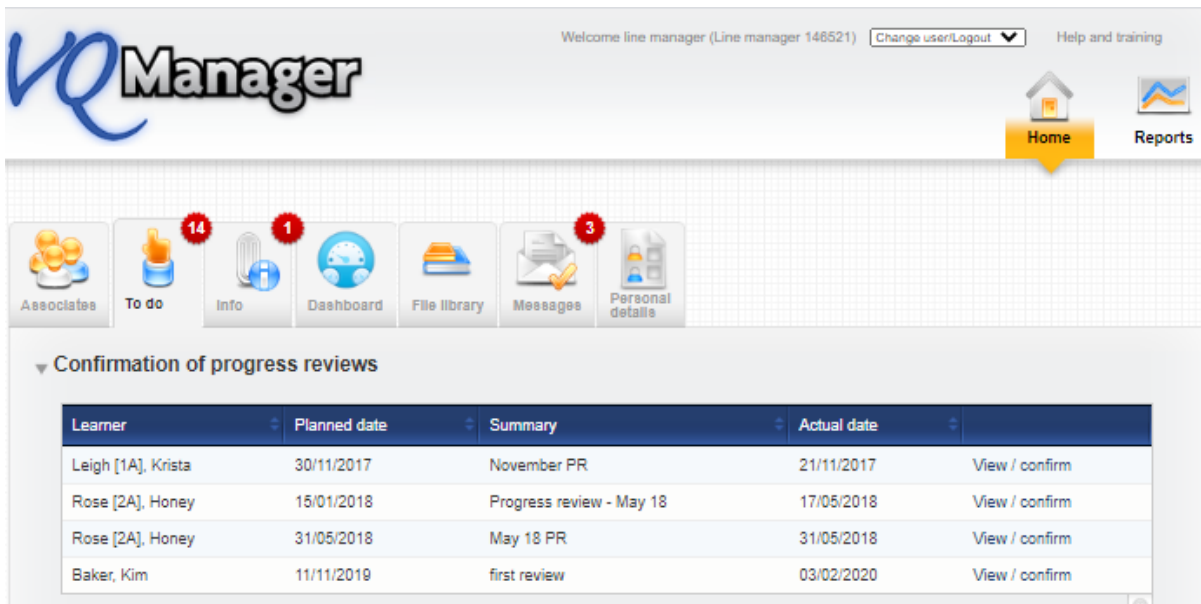
### Dashboard

Clicking in the light or dark green or amber areas will report on those learners in a pop up report. Click in the white area and you will see all of the your learners.



## Contributing to a Progress Reviews

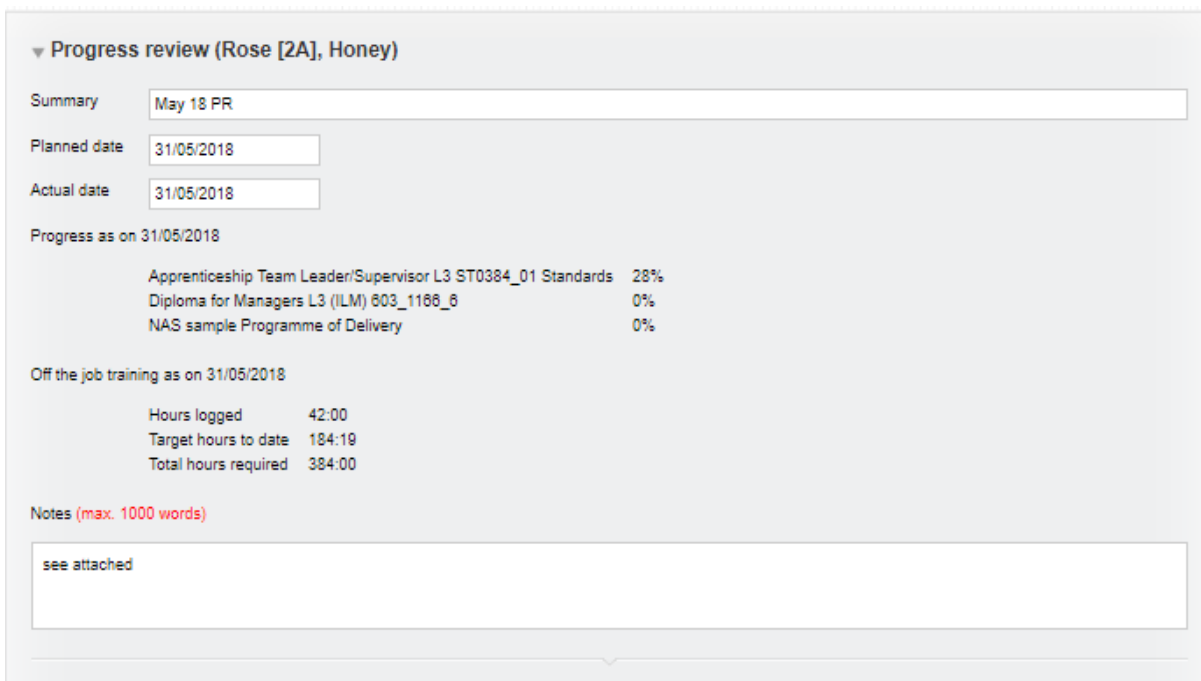
On the “To Do” tab in the “Home” area this lists all of the progress reviews that you need to confirm for your learners. The overdue ones will appear in red.



The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for 'line manager (Line manager 146521)', a 'Change user/logout' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home, Reports, Associates, To do (with a red badge showing 14), Info (with a red badge showing 1), Dashboard, File library, Messages (with a red badge showing 3), and Personal details. The main content area is titled 'Confirmation of progress reviews' and contains a table with the following data:

Learner	Planned date	Summary	Actual date	
Leigh [1A], Krista	30/11/2017	November PR	21/11/2017	<a href="#">View / confirm</a>
Rose [2A], Honey	15/01/2018	Progress review - May 18	17/05/2018	<a href="#">View / confirm</a>
Rose [2A], Honey	31/05/2018	May 18 PR	31/05/2018	<a href="#">View / confirm</a>
Baker, Kim	11/11/2019	first review	03/02/2020	<a href="#">View / confirm</a>

Select the hyperlink on the right “View/confirm” to open the review, read it and add your comments.



The screenshot shows the 'Progress review (Rose [2A], Honey)' form. It includes the following fields and sections:

- Summary:** May 18 PR
- Planned date:** 31/05/2018
- Actual date:** 31/05/2018
- Progress as on 31/05/2018:**
  - Apprenticeship Team Leader/Supervisor L3 ST0384\_01 Standards: 28%
  - Diploma for Managers L3 (ILM) 603\_1166\_6: 0%
  - NAS sample Programme of Delivery: 0%
- Off the job training as on 31/05/2018:**
  - Hours logged: 42:00
  - Target hours to date: 184:19
  - Total hours required: 384:00
- Notes (max. 1000 words):**  
see attached

▼ Learner confirmation


☒ Learner was requested to confirm on 31/05/2018

Learner comments


▼ Line manager confirmation

☐ I hereby confirm that I agree to the above

Line manager comments

	Date uploaded	File description	Uploaded by	Size
	31/05/2018	tube map.docx	Knee, Sid (96980)	410 KB

▼ Audit trail

Date	Time	Action	Content	User
31/05/2018	12:17:43	New log added		Knee, Sid (96980)
31/05/2018	12:17:43	Confirmation requested from learner		Knee, Sid (96980)
31/05/2018	12:17:43	Confirmation requested from line manager		Knee, Sid (96980)
31/05/2018	12:17:44	File attached: tube map.docx		Knee, Sid (96980)

Save confirmation and comments

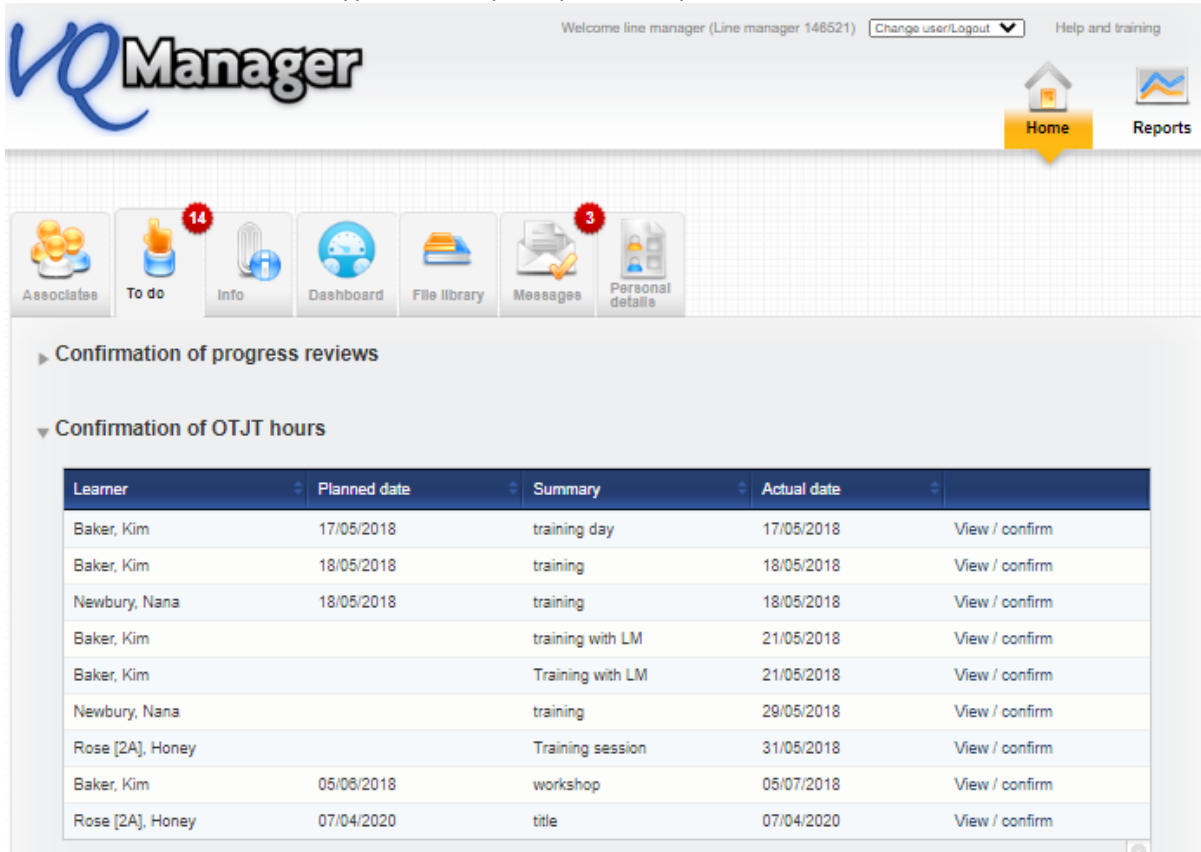
Close

Save your comments and confirmation using the button at the bottom of the page.

## Confirming Off the Job Training hours

As an employer you may be asked to confirm off the job hours that the learner is claiming they have completed. You will receive an email notification to log into VQManager to view and confirm these hours. The notification will appear on your **Home >> To Do** tab.

Click on the **View/confirm** hyperlink to open up the entry.



The screenshot shows the VQManager web interface. At the top, there's a header with the VQManager logo, a welcome message for 'line manager (Line manager 146521)', a 'Change user/Logout' dropdown, and a 'Help and training' link. Below the header is a navigation bar with 'Home' and 'Reports' buttons. A secondary navigation bar contains icons for 'Associates', 'To do' (with a red notification bubble showing '14'), 'Info', 'Dashboard', 'File library', 'Messages' (with a red notification bubble showing '3'), and 'Personal details'. The main content area is titled 'Confirmation of progress reviews' and 'Confirmation of OTJT hours'. It contains a table with the following data:

Learner	Planned date	Summary	Actual date	
Baker, Kim	17/05/2018	training day	17/05/2018	View / confirm
Baker, Kim	18/05/2018	training	18/05/2018	View / confirm
Newbury, Nana	18/05/2018	training	18/05/2018	View / confirm
Baker, Kim		training with LM	21/05/2018	View / confirm
Baker, Kim		Training with LM	21/05/2018	View / confirm
Newbury, Nana		training	29/05/2018	View / confirm
Rose [2A], Honey		Training session	31/05/2018	View / confirm
Baker, Kim	05/06/2018	workshop	05/07/2018	View / confirm
Rose [2A], Honey	07/04/2020	title	07/04/2020	View / confirm

The OTJ hours can be added to either the Diary – see below:

Confirm the hours and add comments to the entry, don't forget to scroll to the bottom to **Save confirmation and comments**

▼ Learner diary (Rose [2A], Honey)

Summary title

title

Start date

07/04/2020

End date

07/04/2020

Activity / description (max. 1000 words)

tasks

Reflective account

Assessor comments

10:58 GMT 07/04/2020  
comments

▼ Off the job training

Start time

00 ▾ : 00 ▾

End time

00 ▾ : 00 ▾


Duration

0 ▾ hours 0 ▾ minutes


☒ Assessor confirmed the above OTJT hours on 07/04/2020

☐ I hereby confirm the above OTJT hours as accurate

Line manager comments about the OTJT hours

	Date uploaded	File description	Uploaded by	Size
	07/04/2020	off the job taining.pptx	Knee, Sid (96980)	9647 KB

▼ Audit trail

Date	Time	Action	Content	User
07/04/2020	11:02:15	New log added		Knee, Sid (96980)
07/04/2020	11:02:16	File attached: off the job taining.pptx		Knee, Sid (96980)
07/04/2020	11:04:08	Evidence created from this entry: 198295/E/1264		Knee, Sid (96980)

Save confirmation and comments

Close

Or to the Activity log – see below:  
Complete in exactly the same way as the diary entry.

▼ Activity log (Baker, Kim)

Category Other ▼

Summary title training with LM

Activity date 21/05/2018

Activity detail (max. 1000 words)  

I want to write lots and lots of information here so my pop up has lots of content.

▼ Off the job training

Start time 00 ▼ : 00 ▼

End time 00 ▼ : 00 ▼



Duration 2 ▼ hours 0 ▼ minutes

☒ Assessor confirmed the above OTJT hours on 21/05/2018

☐ I hereby confirm the above OTJT hours as accurate

Line manager comments about the OTJT hours

▼ Audit trail

Date	Time	Action	Content	User
21/05/2018	14:38:24	New log added		Knee, Sid (99980)
21/01/2019	17:16:11	Log edits saved		Knee, Sid (99980)

Save confirmation and comments

Close

## Completing a Progression Tracker

You may be required to complete a Progression Tracker (PT) for your learner. You may receive an email notification to log into VQManager to complete it. When you log in, the notification will be found on the **Home >> To Do** tab.

Select the hyperlink on the right hand side **Evaluate** to open the evaluation.

The screenshot shows the VQManager dashboard. At the top, there's a header with the VQManager logo, a welcome message for 'line manager (Line manager 146521)', a 'Change user/Logout' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home and Reports. The main navigation area includes icons for Associates, To do (with a red badge showing 14), Info, Dashboard, File library, Messages (with a red badge showing 3), and Personal details. The 'To do' section is expanded, showing three items: 'Confirmation of progress reviews', 'Confirmation of OTJT hours', and 'New and incomplete progression evaluations'. The 'New and incomplete progression evaluations' section contains a table with the following data:

Date initiated	Title	Initiated by	Learner	Date due	
07/04/2020	April - 2020	Knee, Sid	Rose [2A], Honey	21/04/2020	Evaluate

This is the screen you will see next. Select **Open all**

The screenshot shows the 'Progression evaluation' screen. At the top, there are four icons: Qualification tracker, Progression tracker, Progress, and User activity. The main content area has the title 'Progression evaluation' and the subtitle 'Title: April - 2020'. Below this, it says 'Learner: Rose [2A], Honey'. A yellow box contains the following instructions: 'Indicate the learner's level of competence on a scale of 1 - 10, where 1 is not at all competent, and 10 is highly competent. Use the 'select all' boxes to indicate the same level of competence for a whole outcome or unit.' Below the instructions, there are two radio buttons: 'Open all' and 'Close all'. The 'Open all' radio button is selected. Below the radio buttons, there is a text box containing the text 'Apprenticeship Team Leader/Supervisor L3 ST0384\_01 Standards'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.



The qualification tree will then open up and allow you to rate your employee's competence at this time.

You can do this in three ways:

1. Rate at unit level – by clicking on the level you believe your learner is at – this will then populate the criteria boxes with that number for every criteria in that unit
2. Rate at learning outcome level - in exactly the same way. Click on the number you believe your learner is at – this will then populate the criteria boxes in that learning outcome with that number
3. Select a number against each individual criteria. This allows more flexibility in terms of assigning a different grade to each criteria

☒ Open all  
☐ Close all

☒ **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**

	1	2	3	4	5	6	7	8	9	10
K1 Understand different leadership styles and the benefits of coaching to support people and improve performance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
K2 Understand organisation cultures, equality, diversity and inclusion.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S1 Able to communicate organisation strategy and team purpose, and adapt style to suit the audience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
S2 Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

K1 Understand different leadership styles and the benefits of coaching to support people and improve performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K2 Understand organisation cultures, equality, diversity and inclusion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1 Able to communicate organisation strategy and team purpose, and adapt style to suit the audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S2 Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Make sure you **Save**

When you select **Save** a popup asks you if you wish to record the evaluation as complete. Select **OK** if you are **Cancel** if you need to go back to it at a later date.

The screenshot shows a web application interface for VQ Manager. A modal popup is displayed in the center with the following text: "www.vqmanager.co.uk says All the items have been scored. Do you wish to complete and close this evaluation now? Select Cancel if you want to edit the evaluation again and complete and close it later. Your work will be saved". The popup has two buttons: "OK" and "Cancel".

In the background, the interface shows a sidebar with a tree view containing "Learning outcome 4", "Assessment", "S1 A", "pres", and "S2". The main area displays evaluation progress for "Unit 2 Organisational Performance - delivering results" and "Unit 3 Personal Effectiveness - managing self". Each unit has a progress bar with 10 checkboxes, all of which are checked. At the bottom right, there are "Save" and "Cancel" buttons.

In the **Reports** area you are able to view this and other evaluations in the **progression tracker** tab. It will say **Evaluate** until you have completed it.





The screenshot shows the VQ Manager interface. The top navigation bar includes the VQ Manager logo, a welcome message for "line manager (Line manager 146521)", a "Change user/Logout" dropdown, and a "Help and training" link. The main navigation area has "Home" and "Reports" tabs, with "Reports" being the active tab.

Below the navigation bar, there is a "Learner" dropdown menu showing "Rose [2A], Honey (198295)". Below this, there are four icons representing different views: "Qualification tracker", "Progression tracker", "Progress", and "User activity". The "Progression tracker" icon is highlighted.

The main content area is titled "Previous progression evaluations" and contains a table with the following data:

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner	Learner target	Learner completed	Line manager target	Line manager completed	
07/04/2020	Apprenticeship Team	April - 2020	Knee, Sid (96980)		Rose [2A], Honey (198295)	21/04/2020	18/06/2020	21/04/2020		Evaluate

Once completed it will say **View**


			
Qualification tracker	Progression tracker	Progress	User activity


▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner	Learner target	Learner completed	Line manager target	Line manager completed	
07/04/2020	Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	April - 2020 (2)	Knee, Sid (96980)		Rose [2A], Honey (198295)	21/04/2020	18/06/2020	21/04/2020	05/08/2020	View


When the learner, assessor and you have all completed the evaluation it will say **View all**




Qualification tracker



Progression tracker



Progress



User activity

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner	Learner target	Learner completed	Line manager target	Line manager completed	
07/04/2020	Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	April - 2020	Knee, Sid (96980)	05/08/2020	Rose [2A], Honey (198295)	21/04/2020	18/06/2020	21/04/2020	05/08/2020	View all

Select **View all:**

This will show you how each of the different users rated the learner against each criteria.

Open all

Close all

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

	Learner	Assessor	Line manager
K1 Understand different leadership styles and the benefits of coaching to support people and improve performance.	2	8	10
K2 Understand organisation cultures, equality, diversity and inclusion.	3	8	10
S1 Able to communicate organisation strategy and team purpose, and adapt style to suit the audience.	1	8	10
S2 Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.	3	8	10

## Select graph:

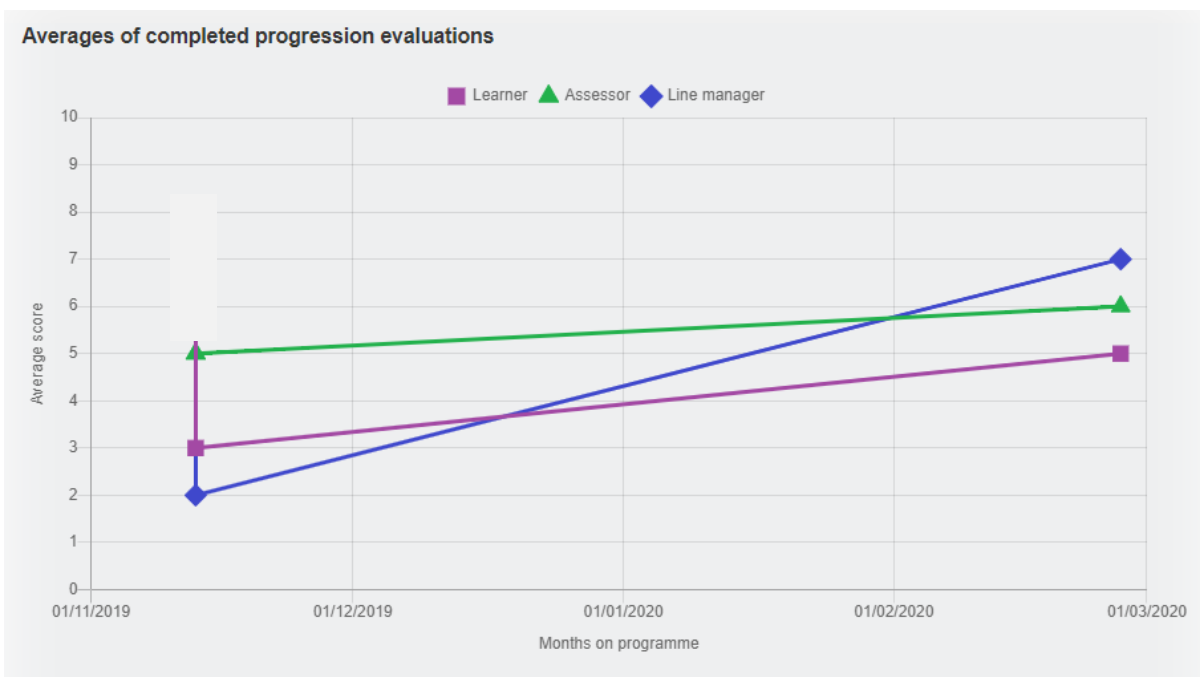
This data can also be viewed in graph format by selecting the **Graph** button



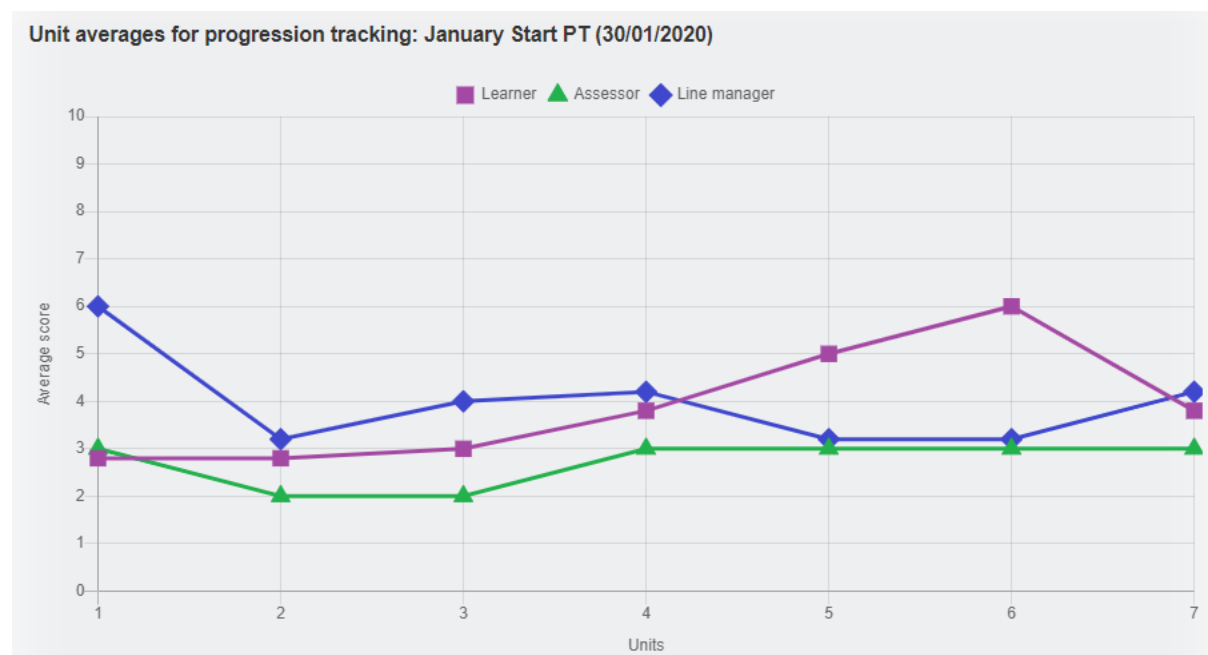
### ▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner	Learner target	Learner completed	Line manager target	Line manager completed	
07/04/2020	Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	April - 2020 (2)	Knee, Sid (96980)	05/08/2020	Rose [2A], Honey (198295)	21/04/2020	18/06/2020	21/04/2020	05/08/2020	<a href="#">View all</a>

[Graph](#)[Download matrix](#)



If you click on the individual shape for one of the profiles, the graph drills down to show unit averages.



Selecting the **Download matrix** button, an Excel spreadsheet will download revealing the scores for all users and all evaluations. 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 Progress		13/11/2019-Dec 2019			27/02/2020-feb test		
3	V1 Assessor SVQ														
4				Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line manager
5			Average all criteria	5	5	5	7	5	8	3	5	2	5	6	7
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 auditin	5	3	5	7	1	8	3	3	2	5	6	7
9			B Identify the outcomes needed by the agreed standards and their ci	5	3	5	7	2	8	3	3	2	5	6	7
10			C Carrying out appropriate administrative and recording arrangemen	5	4	5	7	3	8	3	3	2	5	6	7
11			D Identify and ensure the agreed criteria for choosing and supportin	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 m	5	5	5	7	6	8	3	4	2	5	6	7
14			G Identify and use internal and external measures of performance to	5	5	5	7	7	8	3	4	2	5	6	7
15			H Make recommendations to improve internal quality assurance arra	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 experi	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 ass	5	6	5	7	10	8	3	4	2	5	6	7
19			C Identify the development needs of assessors in line with assessme	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 assessn	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