

Line Manager – Completing a Progression Tracker

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.

Completing a Progression Tracker

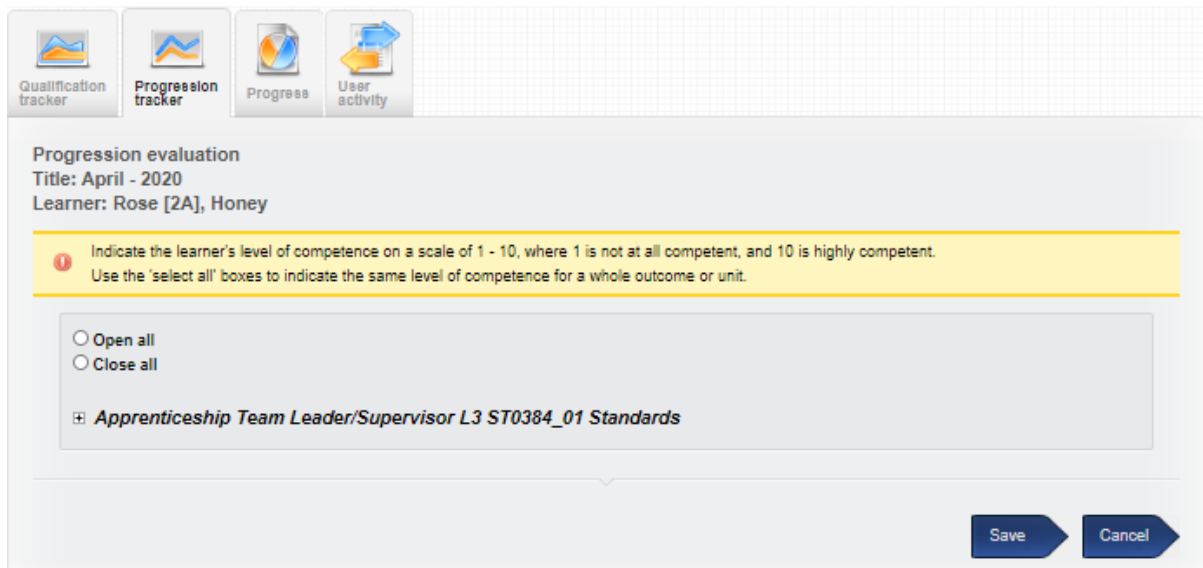
You may be required to compete a Progression Tracker (PT) for your learner. You may receive an email notification to log into VQManager to complete it. When you log in, the notification will be found on the **Home >> To Do** tab.

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

The screenshot shows the VQManager interface. At the top left is the 'VQManager' logo. The top right shows a welcome message 'Welcome line manager (Line manager 146521)', a 'Change user/Logout' dropdown, and a 'Help and training' link. Below this are 'Home' and 'Reports' buttons. A navigation bar contains icons for 'Associates', 'To do' (with a red '14' notification badge), 'Info', 'Dashboard', 'File library', 'Messages' (with a red '5' notification badge), and 'Personal details'. The main content area has three expandable sections: 'Confirmation of progress reviews', 'Confirmation of OTJT hours', and 'New and incomplete progression evaluations'. The 'New and incomplete progression evaluations' section is expanded, showing 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

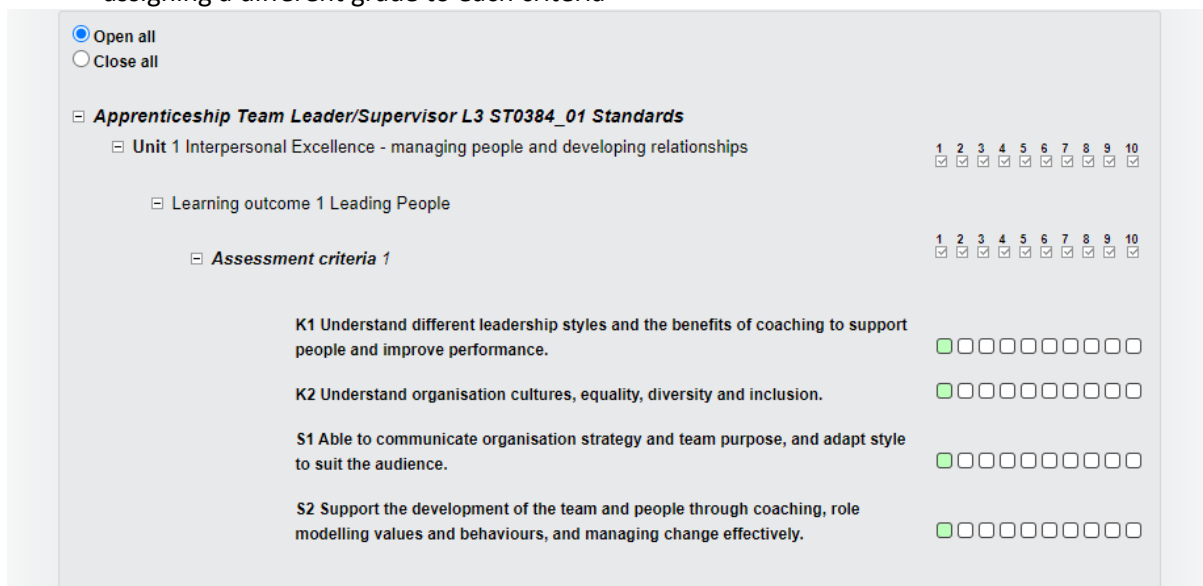
This is the screen you will see next. Select **Open all**



The 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



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"/> <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"/> <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"/> <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"/> <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.

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

OK Cancel

Unit 2 Organisational Performance - delivering results

Unit 3 Personal Effectiveness - managing self

Save Cancel

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.

Welcome line manager (Line manager 146521) [Change user/Logout](#) [Help and training](#)

VQ Manager [Home](#) [Reports](#)

Learner: **Rose [2A], Honey (198295)**

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		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	
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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

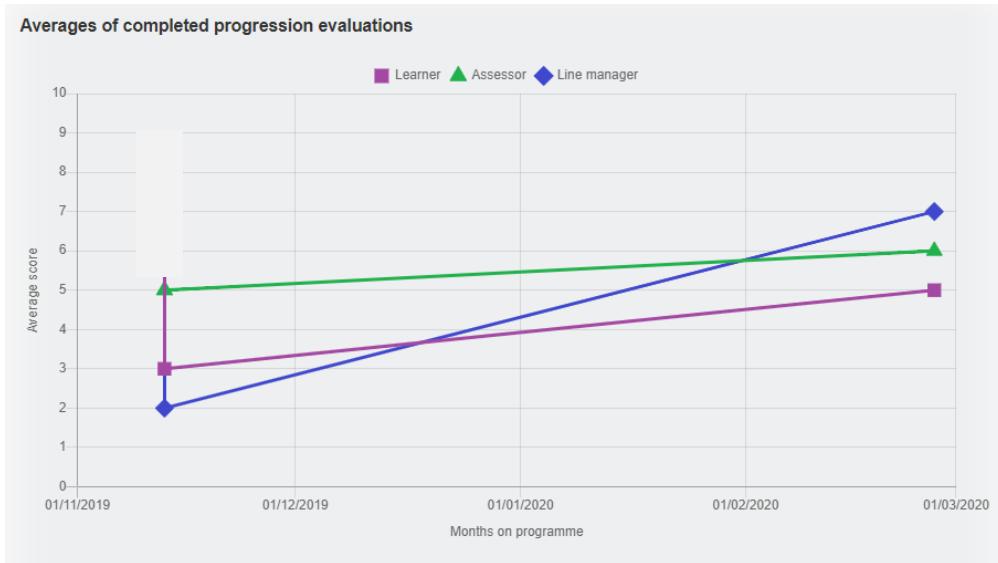
Select **graph**:

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

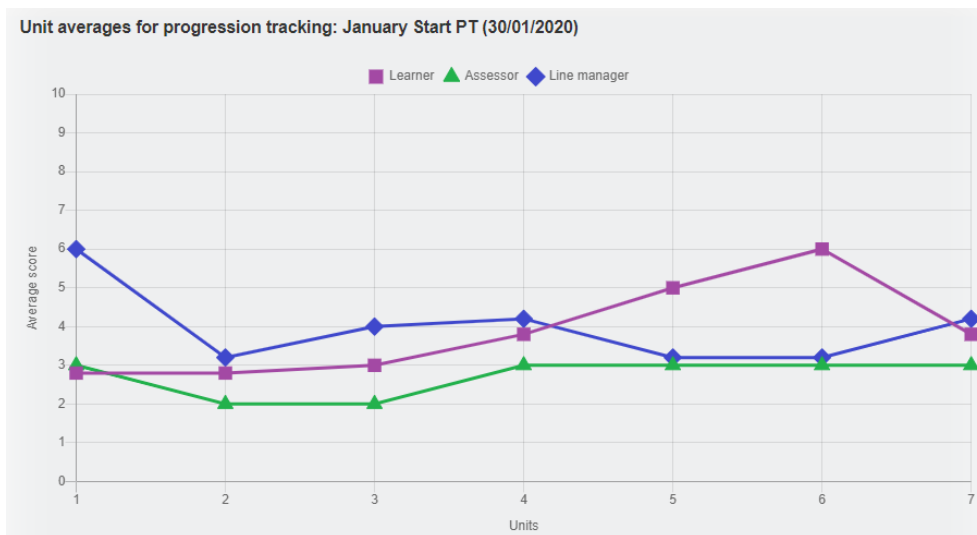
Qualification tracker |
 Progression tracker |
 Progress |
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If you click on the individual shape for one of the profiles, the graph drills down to show unit averages.



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			Learner	Assessor	Line man	Learner	Assessor	Line man	Learner	Assessor	Line man	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