

Line Manager – Conforming OTJT Hours

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 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.

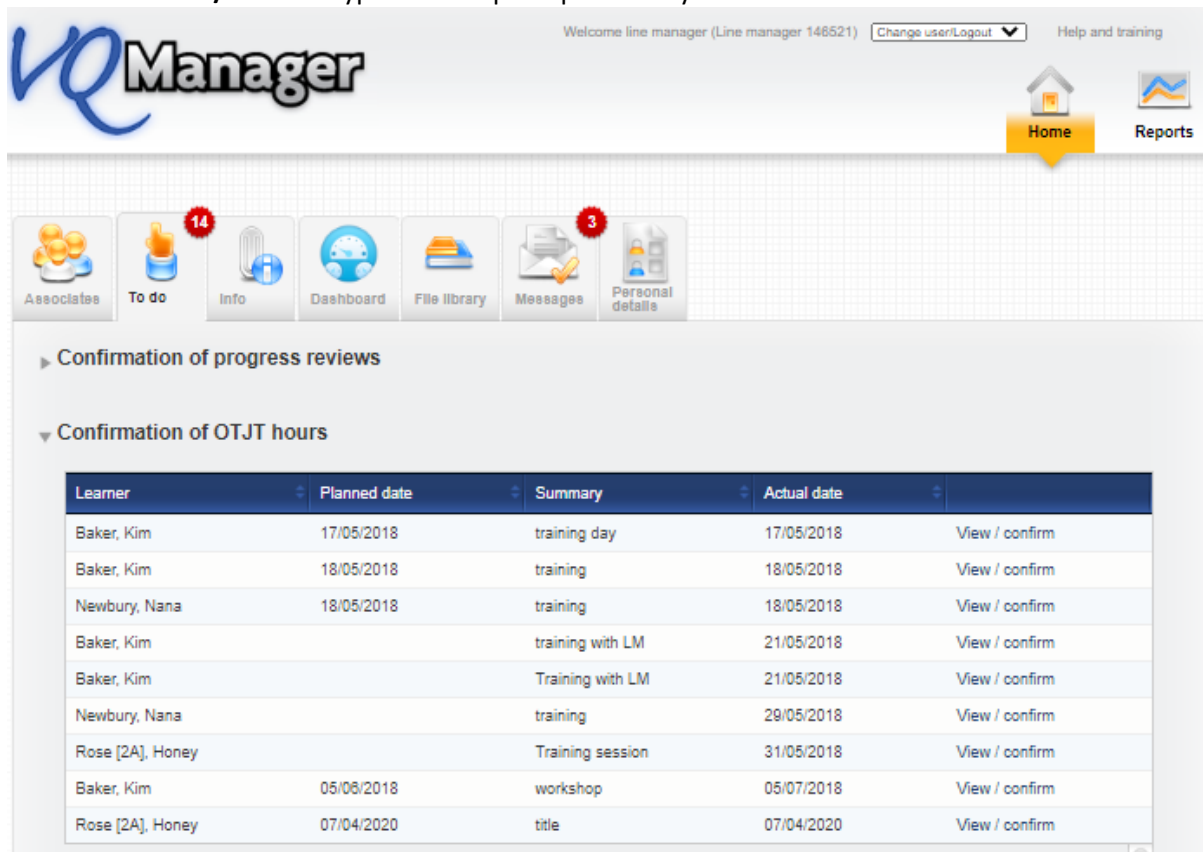
Note:

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

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.



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

Start date

End date

Activity / description (max. 1000 words)

tasks

Reflective account

Assessor comments

10:58 GMT 07/04/2020
comments

▼ Off the job training

Start time :


End time :

Duration hours 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)

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

Line Manager Confirming OTJ Hours

Version 1

06/08/20