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.
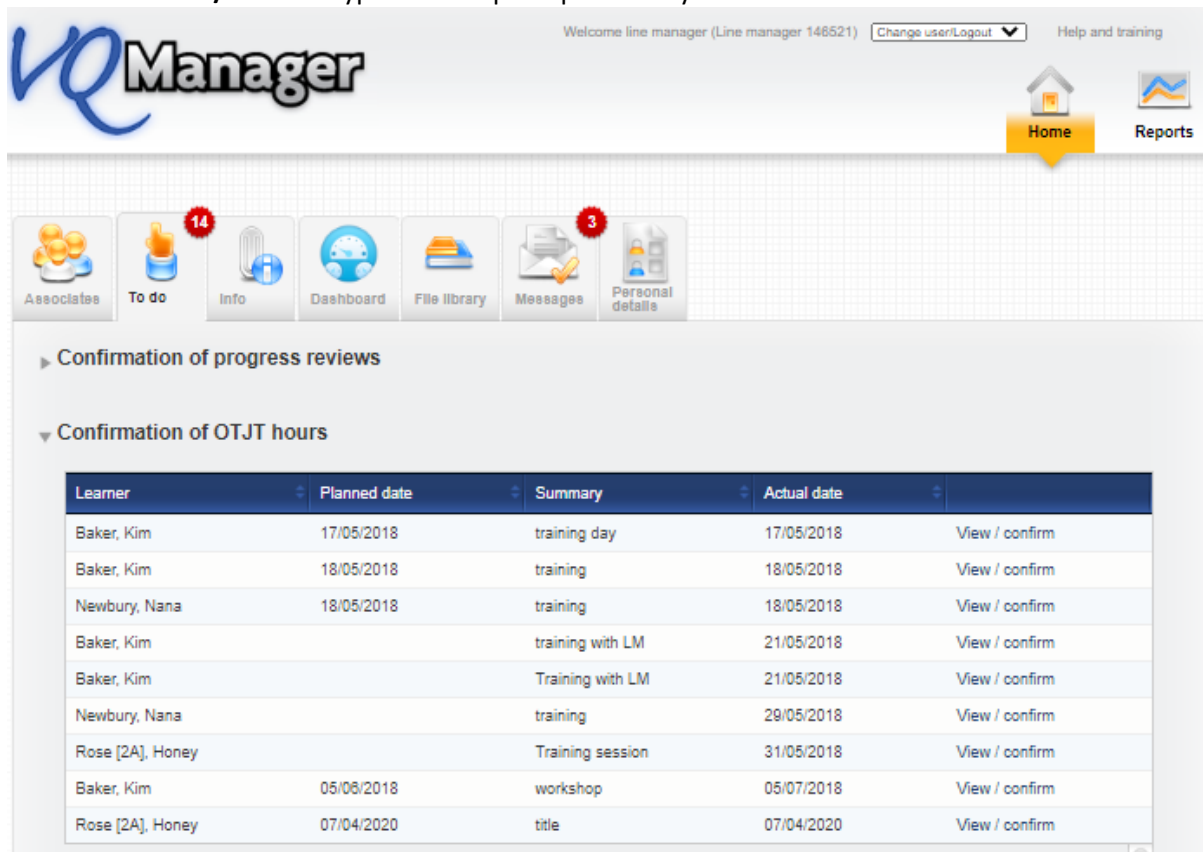**Note:**

- 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 and 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 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.