

Other System User

VQManager makes provision for other system users who do not participate directly in the VQ process. People who are allocated to this role, are linked to certain users, and can then view the work the learner/assessor/IQA/Line Manager (Employer) is doing. They have direct access to these user's content.

Note:

- all learner's personal details are hidden
- OSUs cannot edit or change any content. They have view only access.

Other system users can choose the learner that they wish to view from their homepage. They can do it the following way: from the 'homepage' page, select the learner using the view hyperlink.

Associated users

Name	Role	View
AAA_Mobile_Test_Learner, AAA_Mobile_Test_Learner (129203)	Learner	View
AAA_Test_Learner_1, AAA_Test_Learner_1 (41071)	Learner	View
AAAAAA666666, AAAAAA666666 (131941)	Learner	View
Allison, Susan (2663)	Learner	View

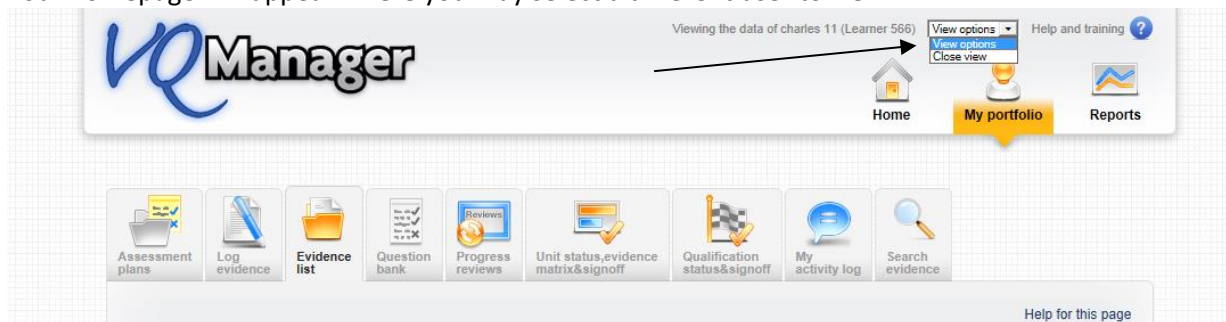
You are now logged into the relevant learner's homepage. You can navigate around and view the evidence, progress and assessments that the learner is undergoing.

Unsubmitted questions

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

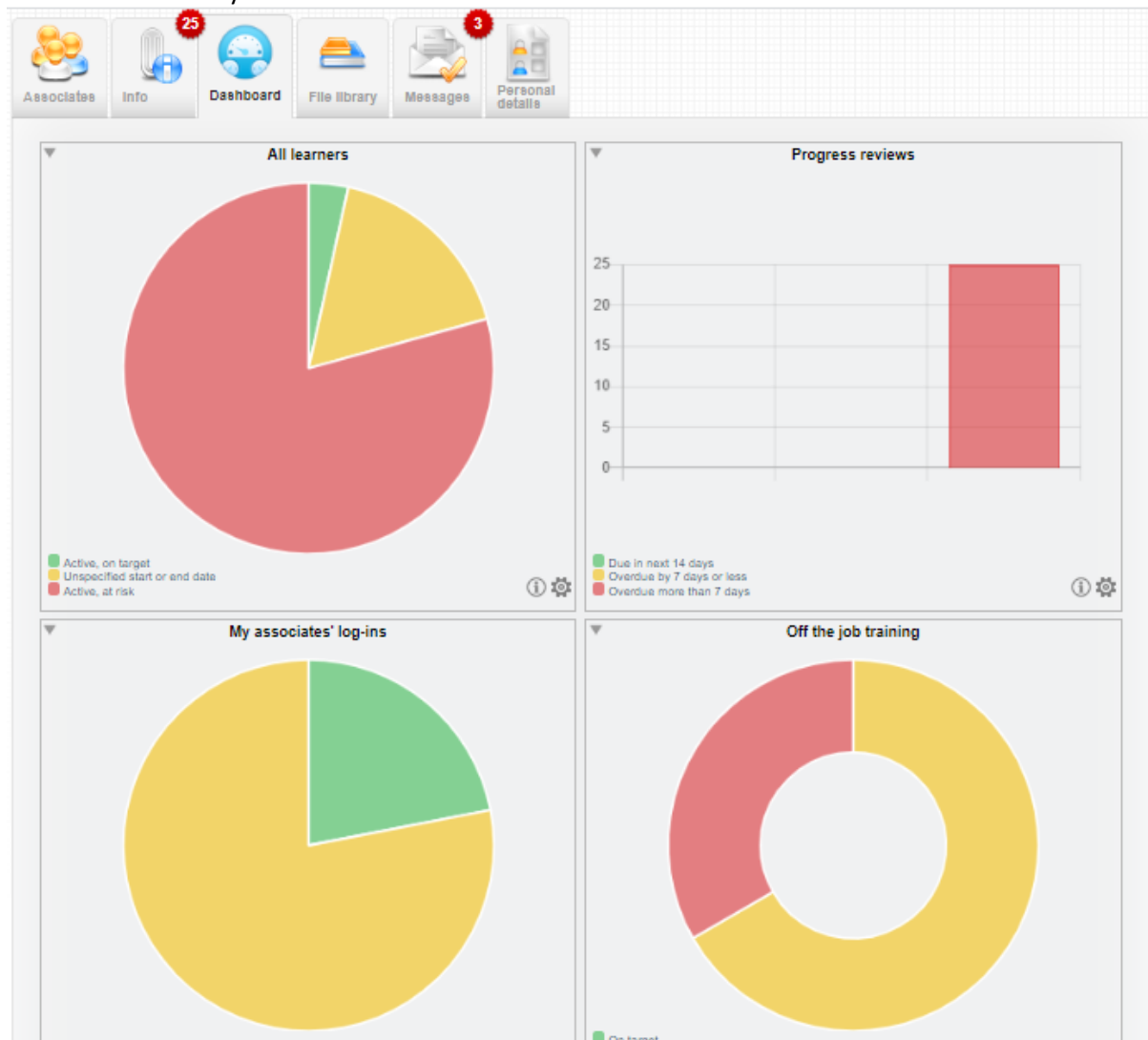
To log out of the associates area.

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 user to view.



Dashboard

Clicking in the red or 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 learners.



Progress Reviews

On the “Info “ tab in the “Home” area this lists all of the up and coming (next 14 days) and overdue reviews for the learners which have been selected. The overdue ones will appear in red.

The screenshot shows the VQ Manager web application. At the top, the header includes the VQ Manager logo, a user status bar indicating 'Viewing the data of Anne Svqmonieemp Organisation Role (Line manager 722)', and links for 'View options' and 'Help and training'. Below the header is a navigation bar with icons for 'Associates', 'Info', 'File library', 'Messages', and 'Personal details'. The 'Info' tab is selected, and an arrow points to it. To the right of the navigation bar, there are 'Home' and 'Reports' buttons, with an arrow pointing to the 'Home' button. The main content area displays a section titled 'Upcoming progress reviews (next 14 days)' containing a table of review dates, assessors, and learners. The table lists 10 upcoming reviews, all with dates in red, indicating they are overdue. At the bottom of the table, it states '9 overdue progress reviews'.

Planned date	Assessor	Learner	
09/09/2012	Krabbappel, Edna	ABC, ABC (761)	View
23/09/2012	Krabbappel, Edna	ABC, ABC (761)	View
07/10/2012	Krabbappel, Edna	ABC, ABC (761)	View
21/10/2012	Krabbappel, Edna	ABC, ABC (761)	View
04/11/2012	Krabbappel, Edna	ABC, ABC (761)	View
18/11/2012	Krabbappel, Edna	ABC, ABC (761)	View
02/12/2012	Krabbappel, Edna	ABC, ABC (761)	View
16/12/2012	Krabbappel, Edna	ABC, ABC (761)	View
30/12/2012	Krabbappel, Edna	ABC, ABC (761)	View
9 overdue progress reviews			

Please note:

OSUs need to be associated with assessors as well as the learners to see the progress reviews table.