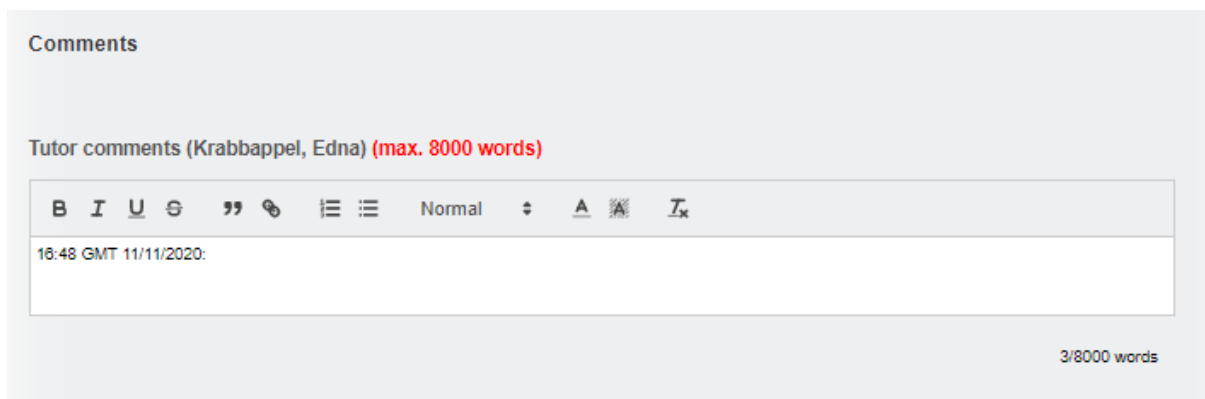


# VQManager enhancements Nov 2020

## Adding rich text to evidence comments

We have added rich text to the evidence comments boxes in the Log evidence page. This change applies to all user roles - learner, assessor, IQA and EQA.



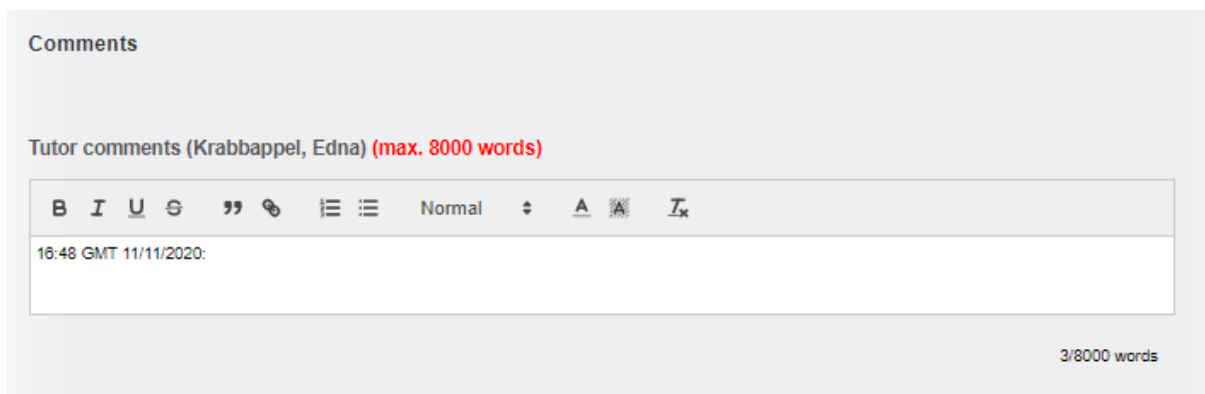
The screenshot shows a 'Comments' section with a title 'Tutor comments (Krabbappel, Edna) (max. 8000 words)'. Below the title is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), link (G), quote (”), link (🔗), list (☰), list (☷), 'Normal' text style, a dropdown arrow (⬇️), text color (A), background color (🎨), and strikethrough (ABC). Below the toolbar is a text input area containing the timestamp '16:48 GMT 11/11/2020:'. At the bottom right of the input area, it says '3/8000 words'.

## OTJ reporting and 'over-running' learners

We have made a change to this report so that additional hours do not continue to accrue to the 'Hours required to date' total if the learner's qualification end date has passed. 'Hours required to date' will now never be higher than 'Hours required total'. This is to make the report clearer.

## Add a colon and a space at the end of the date stamp in all comments boxes

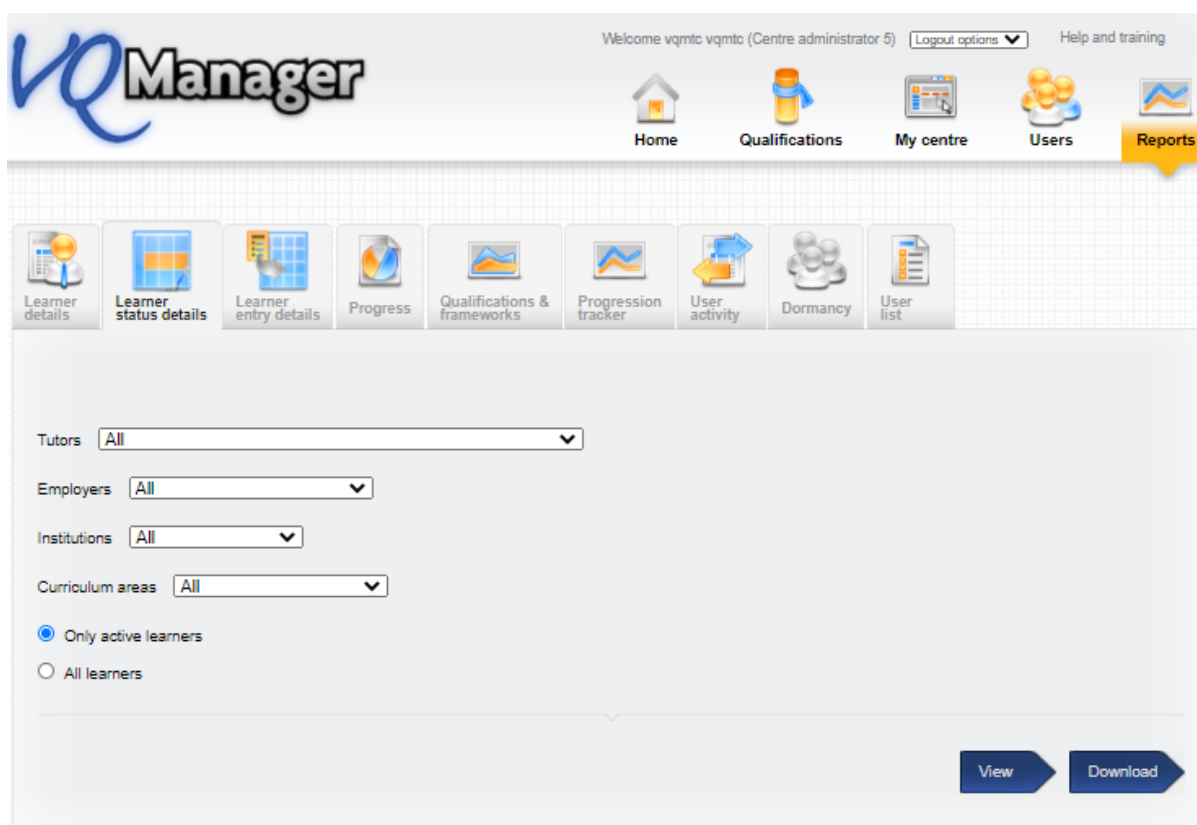
Previously, when a user starts typing in a comments box, their additions start right after the date stamp. To assist users, we have added a colon and a space there, so that any comments added are separated from the date stamp.



This screenshot is identical to the one above, showing the 'Comments' section with the same toolbar and input area. The timestamp in the input area is '16:48 GMT 11/11/2020:', which now includes a colon and a space at the end, as described in the text.

## **Adding filters to reports that don't have them.**

So that you can filter the information prior to running reports both in VQManager and for exporting to Excel, we have added some additional filters for reports that didn't previously have them.



### ***The reports affected by this change are:***

Add Employer, Curriculum Area and Custom Filter filters to the following reports

- Learner Details
- Learner Entry details
- Learner Contact details
- QCTO report

Add Assessor, Employer, Curriculum Area and Custom Filter filters to

- Learner Status details

Add Employer and Custom Filter to

- Dormancy

Add Assessor, Employer and Custom Filter to

- Learner evidence
- Learner activity log entries

Add Employer and Qualification filter to

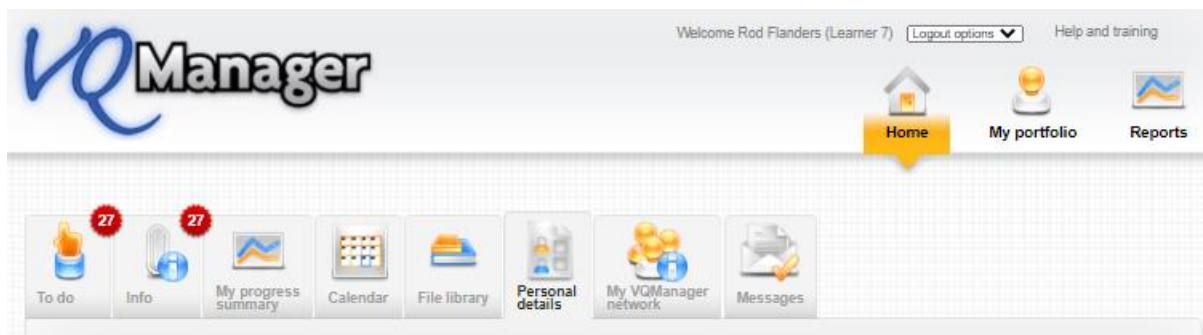
- Assessor performance

Add Assessor filter to (excluding the assessor view of these reports)

- Qualification progress
- Unit Sign off
- Unit Sign off % only
- BTEC course progress
- Learner activity

### Prevent learners changing their Unique Learner Number

In the Personal Details tab for the Learner, we have locked the ULN field so the Learner can't change this. Centre Admins are still able to make changes, but not the individual learner.



Title  
None ▾

Forename \*  
Rod

Surname/ family name \*  
Flanders

Gender  
Not specified/other/prefer not to disclose ▾

National insurance number

Unique learner number (ULN)

## Adding free text field for details of disability

We have added a free text field in the new user tab to allow any details of special learning requirements to be added. This will be visible to assessors in the Learner Details tab (see below).

Ethnicity

Special learning requirements

Details  
(max. 80 characters)

## Add categories to Learner Details tab

Following on from the previous development we have pulled through some more fields from the new user tab for into the Learner Details tab. This change will apply to both Assessors and IQAs. We have added:

- Employer name
- Custom filter
- Curriculum area
- Special learning requirements
- Special learning requirements details

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a user greeting 'Welcome Edna Krabbappel (Tutor 6)', a 'Change user/Logout' dropdown, and a 'Help and training' link. Below this is a main navigation menu with icons for 'Home', 'My learners' (highlighted), 'Assessment tools', and 'Reports'. A dark blue bar below the navigation menu displays 'Learner' and a dropdown menu showing 'Flanders, Rod (7)'. Below this is a row of icons for various functions: Unit assignments, Assessment plans, Log evidence, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, Learner activity log, Learner details (highlighted), and Search evidence. The main content area is titled 'Employer name' and contains several dropdown menus: 'Employer name' (None), 'Institution' (None), 'Curriculum area' (None), and 'Special learning requirements' (None). Below these is a text input field labeled 'Special learning requirements - details'.

### **Add centre setting to change default country in New Employer tab**

A non-UK client has pointed out that having the new Employer tab default to the UK isn't helpful to them. We have now added a centre switch for this, so we can select a different default country for your organisation.

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo and a welcome message: "Welcome vqmtc vqmtc (Centre administrator 5)". There are links for "Logout options" and "Help and training". Below this is a main navigation menu with icons for Home, Qualifications (highlighted), My centre, Users, and Reports. A dark blue bar below the navigation menu shows the current Organisation as "VQ Manager (1)". Below this is a row of icons for various functions: Minimum requirements, Curriculum area, New curriculum area, Employers, New employer (highlighted), Institutions, and New institution. The main content area shows a form for adding a new employer with the following fields:

- Employer name:
- Address:
- Postcode:
- Country:
- Subsidiary of (if applicable):

### **Add target % completion at today's date to CA reports**

We have added a '% completion at today's date' column to the Learner Status Details and the Qualification Progress reports.

	Days planned	Days used to date	Target % completion at today's date	Current completion percentage	Estimated further days	Actual / estimate total days
2/2016	0	1389	0	1	0	1389