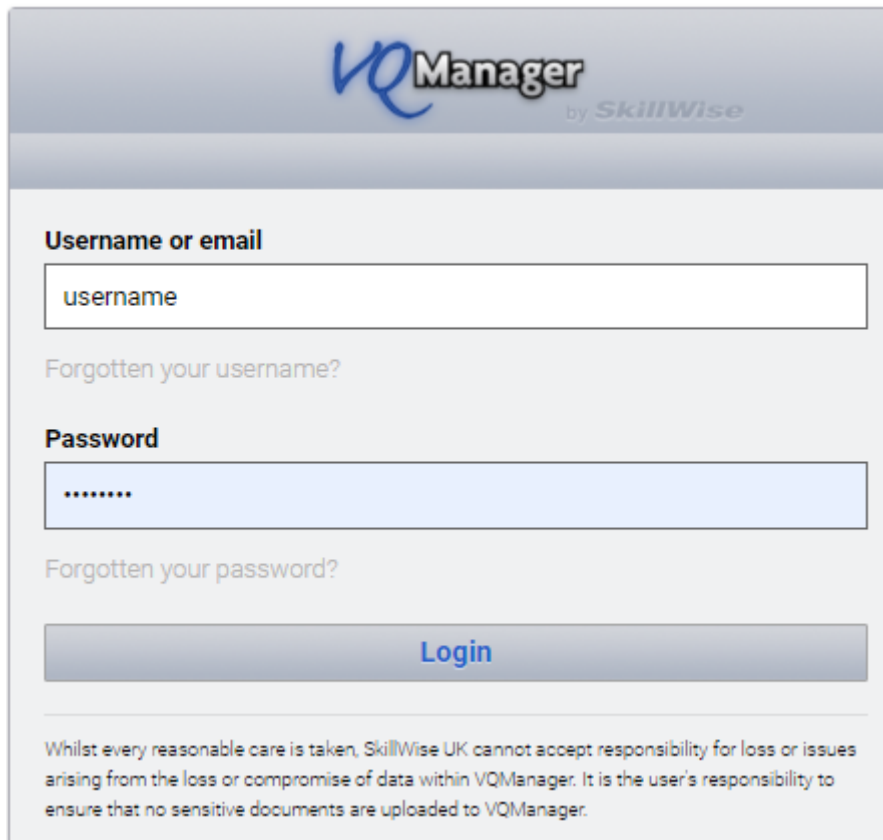


# Creating a Learner

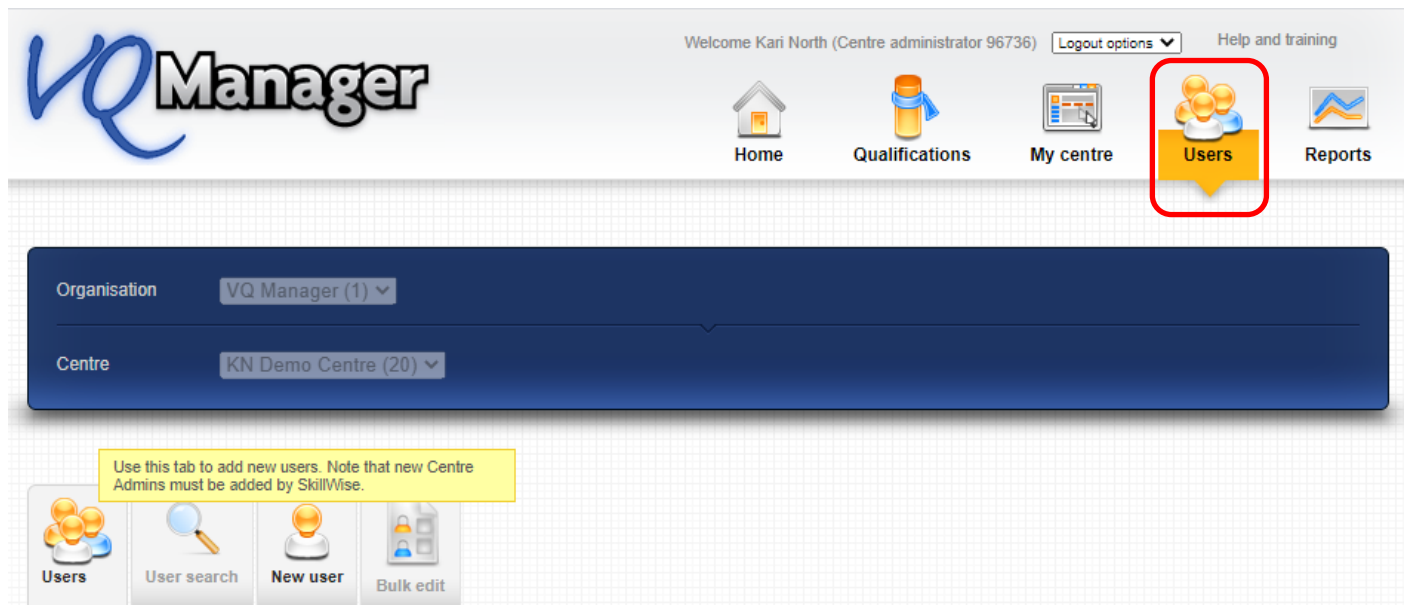
**Step 1 – Log in as centre administrator using your user name and password:**

<https://www.skillwise.net/vqmanager/login/>



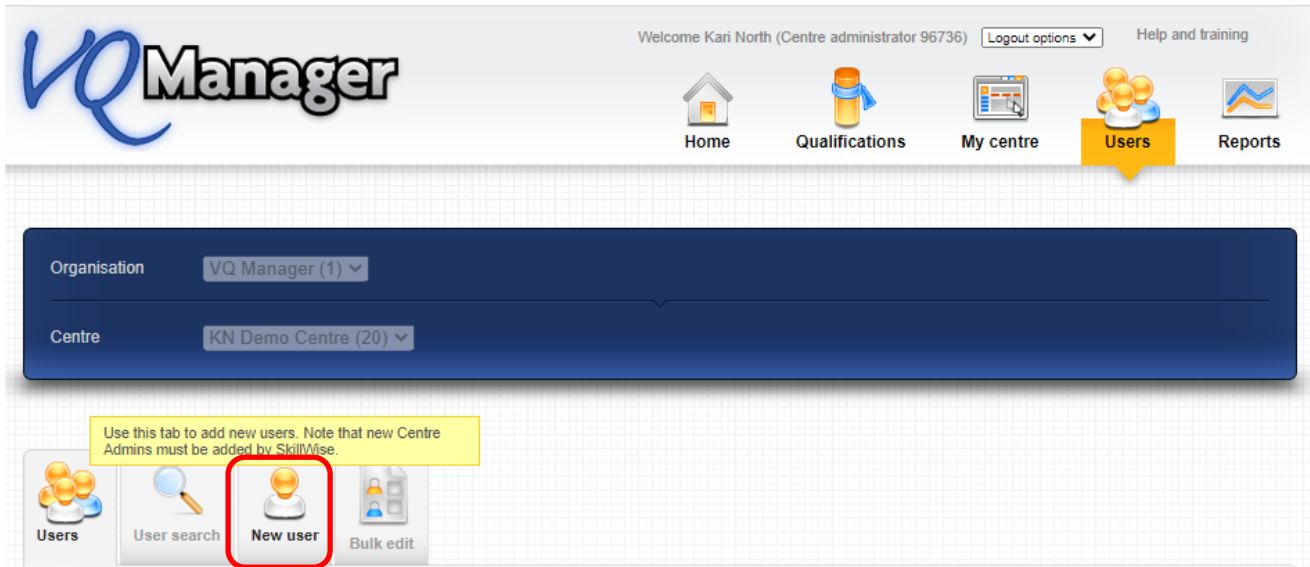
The image shows the VQ Manager login page. At the top, the logo 'VQ Manager by SkillWise' is displayed. Below the logo, there are two input fields: 'Username or email' containing the text 'username' and 'Password' containing seven dots. Below the password field is a 'Login' button. There are also links for 'Forgotten your username?' and 'Forgotten your password?'. At the bottom, there is a disclaimer: 'Whilst every reasonable care is taken, SkillWise UK cannot accept responsibility for loss or issues arising from the loss or compromise of data within VQManager. It is the user's responsibility to ensure that no sensitive documents are uploaded to VQManager.'

**Step 2 – Go to USERS:**



The image shows the VQ Manager dashboard. At the top left is the 'VQ Manager' logo. On the right, it says 'Welcome Kari North (Centre administrator 96736)' with a 'Logout options' dropdown and 'Help and training' link. Below this is a navigation bar with icons for 'Home', 'Qualifications', 'My centre', 'Users' (highlighted with a red box), and 'Reports'. Below the navigation bar is a dark blue panel with 'Organisation' set to 'VQ Manager (1)' and 'Centre' set to 'KN Demo Centre (20)'. Below this panel is a yellow tooltip that says 'Use this tab to add new users. Note that new Centre Admins must be added by SkillWise.' At the bottom, there are four tabs: 'Users', 'User search', 'New user', and 'Bulk edit'.

**Step 3 – Select NEW User:**



**Step 4 – Fill in user name and password (format chosen by the organisation):**

**System information**

User name \*

Password \*

Force password change

Email a password set / reset link to this user

Status  Active  On hold  Archived

Roles

Learner

The password should meet these requirements:

- ✓ At least one letter
- ✓ At least one number
- ✓ At least 8 characters
- ✓ Different from user name

Status:

- Active – new user
- Disabled – break in work, will be coming back to use the system
- Archived – left the organisation

**NB The page will not load completely until you have selected the user role**

Roles		Default	
Learner	<input type="checkbox"/>	<input type="radio"/>	
Assessor		<input type="radio"/>	
Qualified Trainee	<input type="checkbox"/>		
IQA	<input type="checkbox"/>	<input type="radio"/>	
EQA	<input type="checkbox"/>	<input type="radio"/>	
Line manager	<input type="checkbox"/>	<input type="radio"/>	<b>!</b> For external users, e.g. learner's employer
OSU	<input type="checkbox"/>	<input type="radio"/>	
Organisation admin	<input type="checkbox"/>	<input type="radio"/>	<b>!</b> Please don't add Organisation admin to a multi role user
Centre admin	<input type="checkbox"/>	<input type="radio"/>	<b>!</b> Please don't add Centre admin or File librarian to a multi role user

Complete Personal Information (mandatory):

**Personal information**

Title

Forename \* L10

Surname/ family name \* L09

Complete Email and Telephone number (mandatory):

Email \*

Default telephone number \* L23

All other fields are optional.

**Step 5 – Select qualification assignment:**

**Learner qualification assignments**

Qualifications	Assign qualification	Start date	End date	Assign default units
BTEC Extended Diploma in Business L3 (QCF) Edexcel 500_6746_1 (701)	<input checked="" type="checkbox"/>	<input type="text" value="12/08/2014"/>	<input type="text" value="12/08/2015"/>	<input type="checkbox"/>
Business Administration NVQ Level 3 (11)	<input type="checkbox"/>			<input type="checkbox"/>
ERR (Employee Rights and Responsibilities) (840)	<input type="checkbox"/>			<input type="checkbox"/>
Functional Skills - English L1 (1472)	<input type="checkbox"/>			<input type="checkbox"/>
Functional Skills - English L1 (1430)	<input type="checkbox"/>			<input type="checkbox"/>
Functional Skills - English L2 (1431)	<input type="checkbox"/>			<input type="checkbox"/>

## NB: Default units are set up using the Organisational Admin login

### Step 6 – Select progress review options if required:

**Progress reviews**

Enable progress reviews

**Note that Progress review dates cannot be amended once the learner record has been saved. Please check carefully that all the information you enter is correct.**

Start date

End date

Recurrence pattern (weeks)

### Step 7 – Add Off the job training hours if required:

**Off the job training - Working time**

Complete this section if you want to record off the job training hours in VQManager. Otherwise, leave it at 0.

Contracted work time per week  hours  minutes

Alternatively enter a target number of off the job training hours below, as a whole number of hours over the duration of the programme of study. This will over-ride the calculation performed by the system based on the above working hours data.

Total off the job hours required

Use either the internal calculator to automatically calculate 20% based on the earliest start date of any qualification and the latest end date of any qualification. This calculation does not deduct any annual leave.

The second option allows you to enter the exact number of target OTJ hours

### Step 8 – Select assessor/s assignment:

**Learner - Assessor assignments**

Assessors	Assessors' qualifications	Select
Knee, Sid (96980)	BTEC Extended Diploma in Business L3 (QCF) Edexcel 500_6746_1 (701) Business Administration NVQ Level 3 (11) ERR (Employee Rights and Responsibilities) (840) PLTS: A framework of personal, learning and thinking skills (832)	<input type="checkbox"/>
north, charlie (139944)	BTEC Extended Diploma in Business L3 (QCF) Edexcel 500_6746_1 (701) (Trainee assessor) Business Administration NVQ Level 3 (11) (Trainee assessor) ERR (Employee Rights and Responsibilities) (840) (Trainee assessor) PLTS: A framework of personal, learning and thinking skills (832) (Trainee assessor)	<input type="checkbox"/>

Click Save