

VQManager Enhancement May 2021

Additional categories in the Assessment cycle drop down in the Sampling plan

We have added the following categories to the Assessment cycle drop down in the Sampling plan.

- Ready for assessment
- Induction

These new categories are available both for the Whole qualification section and the individual units.

The screenshot shows the 'IQA sampling plan' interface. At the top, there is a legend with color-coded boxes for various statuses: Unit not assigned (grey), Unit assigned (orange), Tutor signed-off (green), IQA signed-off (dark green), Sample planned (yellow), Interim sample (brown), Final sample (gold), Sample completed (light green), and Not sampled (blue). Below the legend is a table with columns for 'Whole qualification', '7', '14', and '17'. The '7' column is highlighted in green and contains a dropdown menu for 'Assessment cycle' with a list of options including 'Induction', 'Ready for assessment', and 'Sampling strategy'. The '14' column is highlighted in orange and also has a dropdown menu. The '17' column is highlighted in light orange and contains a 'Not commenced' status. The table also includes fields for 'Planned', 'Type', 'Assessment cycle', and 'Sampled in' for each column.

Extending OTJ hours drop down to allow larger blocks of hours to be logged

We have increased the number of hours which can be added when logging OTJ hours. We have now made the maximum number of hours 350 so they can be added in large bulk if required.

The screenshot shows the 'Off the job training' form. It includes fields for 'Start time', 'End time', and 'Duration'. The 'Duration' field is set to '0' hours and '0' minutes. A dropdown menu is open, showing a list of numbers from 331 to 350. The '350' option is selected. Below the dropdown, there are checkboxes for 'Request' and 'Request' with associated text. At the bottom, there is an 'Upload' button and a text box for attaching files.

Freezing learner names and column headers in reports

We have updated the Progress reviews report, freezing the learner name row and column headers when it is viewed on screen. This is to make it easier to read. Going forward, we will be rolling out this change to as many reports as possible.

Student	titution	Reference number	Pre-set P/R Start date	Pre-set P/R End date		1	2	3	4	5	6	7
					Employer confirmed	n/a	n/a	n/a	n/a	n/a		
Arnold, Hollie (1716)	titution o	932FDT			Planned	29/01/2020	10/07/2020					
					Actual	29/01/2020	10/07/2020					
					Difference	0	0					
					Days since last		163					
					Student confirmed	n/a						
Bacon, Kevin (1249)	mpletion t	527H8G			Planned	18/12/2015	10/11/2017	17/04/2018	15/02/2021			
					Actual	18/12/2015	10/11/2017	17/04/2018	08/02/2021			
					Difference	0	0	0	-7			
					Days since last		693	158	1028			
					Student confirmed	n/a	n/a	n/a				

New report showing most recent Progress review and days since that review

We have added a new report for Centre Admins, IQAs and Line Managers/OSUs. The new report shows the following:

- Learner name
- Assessor(s)
- Curriculum area
- Employer
- Cohort (custom filter 2) – in the screenshot below this is called Institutions
- ULN
- Reference number
- Date of most recent completed progress review
- Days since most recent completed progress review

This report is located in **Reports > Progress** and can be filtered by assessor, employer, curriculum area and custom filter 2.

Days since last progress review (11/05/2021)

Student	Tutor	Curriculum area	Employer	Institution	ULN	Reference number	Date of most recent completed progress review	Days since most recent completed progress review
Arnold, Hollie (1716)	Sampson, Holly (958)	Business		institution Two	YT45732	932FDT	10/07/2020	305
Bach, Peter (911)	Woska, Tim (707)	Business			1234567892	5830KG	n/a	0
Bacon, Kevin (1249)	Assessor, Completion (1753); Nelson, Judd (1255); Sampson, Holly (958)	Business	Bournville College	% completion test		527H8G	08/02/2021	92
Bailey, Will (1713)	Flanders, Ed (39)	Business	Kent Council	Institution One			n/a	0
Bangisa, Janice (712)	BCD, BCD (762); Krabbappel, Edna (6)	Construction	Virgin Active - Chelmsford		1234567890		n/a	0
Bratt, Benjamin (1512)	Assessor, Completion (1753); BCD, BCD (762); Wolfson, Graham (827)	Business	Boots Reading	% completion test			20/07/2020	295

Note added to Progress Review tab to remind users what to write

We have added a centre switch so that a text field can be populated to instruct assessors in the **Progress Review** tab to remind them what information they need to gather (or add any other text you think is needed). The script will be created by the centre – (it will be the same for all assessors) and will be added behind the scenes by SkillWise.

Here is an example of a text box which has been created. The additional text is only visible to the assessor when creating a new review, or completing a pre-set review.

▼ Add new progress review

Summary

Planned date Set planned date to weeks from today

Actual date Review to be completed in future

Must include:

- Discussion overview
- Action plan
- ES Comments
- Any ES/trainee concerns
- OTJ Check

In the below slide, I have copied the text and dropped it into the **Notes** field to create categories for easy completion. This is just a suggestion.

Notes (max. 1000 words)

B I U S " " ☒ ☒ Normal **A** **Ix**

Must include:

- Discussion overview
my notes
- Action plan
my notes
- ES Comments
my notes
- Any ES/trainee concerns
my notes
- OTJ Check
my notes

28/1000 words

Once saved, the text box disappears:

▼ Progress review (Welford, James)

Summary

Planned date

Actual date

Progress as on 08/02/2021

Customer Services NVQ - L2	36%
Management NVQ - L3	15%

Off the job training as on 08/02/2021

Hours logged	5:00
Target hours to date	1484:00
Total hours required	1484:00

Notes (max. 1000 words)

B I U S " " ☒ ☒ Normal **A** **Ix**

Must include:

- Discussion overview
my notes
- Action plan
my notes
- ES Comments
my notes
- Any ES/trainee concerns
my notes
- OTJ Check
my notes

[This development is available upon request. Please contact us to have your text inserted into the Progress review area.](#)

Added new Learner profile section and fields for EPA

We have added an optional new section to the learner user profile, to allow the results of EPA to be recorded. The 'Qualification outcome' drop down has the options

- None
- Fail
- Pass
- Merit
- Distinction

The 'Resit/Retake required' drop down defaults to No, and has the option to switch to Yes.

The image shows a form titled 'Apprenticeship EPA' with two fields: 'Qualification outcome' (set to 'Not specified') and 'Resit/Retake required?' (set to 'No'). Below this are two enlarged views of the dropdown menus. The first shows the 'Qualification outcome' menu with options: Not specified, Fail, Pass, Merit, and Distinction. The second shows the 'Resit/Retake required?' menu with options: No, No, and Yes.

This development is available upon request. If switched on, these fields will pull through into a new report which is the next item on this list.

New report - Learner Personal Information

We have created a new report showing all of the learners' Personal Details, and it is located in **Reports > Student details > Student personal information**

The screenshot shows the VQ Manager interface. At the top, there's a navigation bar with 'Home', 'Qualifications', 'My centre', 'Users', and 'Reports' (highlighted). Below this is a dashboard with various report icons: Student details, Student status details, Student entry details, Progress, Qualifications & frameworks, Progression tracker, User activity, Dormancy, and User list. The 'Student details' section is active, showing radio buttons for 'Student details' and 'Student personal information' (selected). Below these are three dropdown menus for 'Employers', 'Institutions', and 'Curriculum areas', all set to 'All'. A 'Download' button is visible at the bottom right.

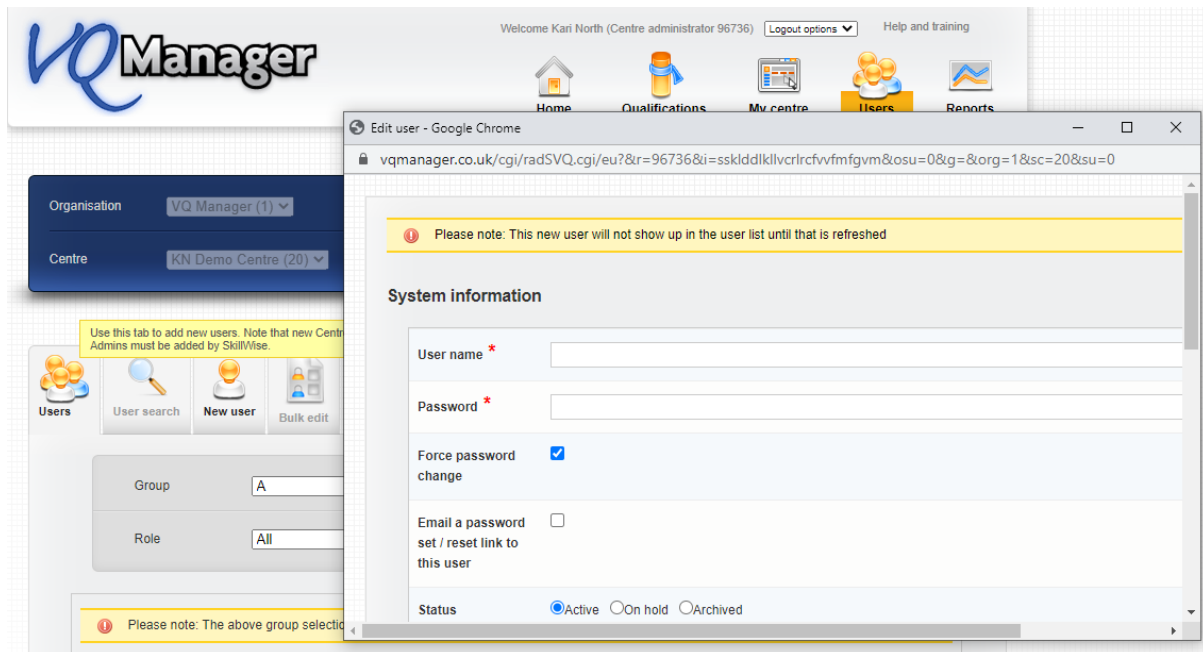
This is available as a download only, and available to Centre Admins.

The report contains all the fields in the Personal Information section of the learner profile; and the Extra ILR fields, where these are activated for the centre. The report will include only active learners.

The report is able to be filtered by Employer, Curriculum area and the second Custom Filter.

It differs from the existing Personal Details report in that it includes all of the Personal Information fields, but not the information about qualifications.

The fields the report draws from is located here – **Users > New User > Edit User:**



Below is a list of all the fields and some new fields we have added are listed in **bold**.

Default Personal information section - always visible

Title

Forename * L10

Surname/ family name * L09

Date of birth L11

Age – automatically calculates from date of birth

National insurance number L26

Unique learner/user number L45

Reference number

Gender L13

Home postcode L17

Address line 1 L18

Address line 2 L19

Address line 3 L20

Address line 4 L21

Time at address

Current postcode L22

Email

Default telephone number L23

Home telephone number

Mobile telephone number

Employer name

Employer address – automatically populates from data entered in the Employer tab

Employer telephone number - automatically populates from data entered in the Employer tab

Institution

Curriculum area

Ethnicity L12

Special learning requirements L14

Special learning requirement details

Country of domicile L24

Funding stream

Funding model A10

Completion status A34

On hold date

On hold reason

Date results submitted to awarding body

Date certificate received

Date sent certificate to learner

Awarding Body - Learner Enrolment Number

Date Registered (Awarding Body)

Destination upon exit - drop-down, see end of doc for new options

The below section has been moved from the 'extra ILR' group into your default group so you should now always see the below automatically:

Additional “student information” section

Job title

Employment status - drop-down, see end of doc for new options

Hours worked per week - if you are recording OTJ hours in the portfolio, this is set up separately below

Manager/supervisor name

Manager/supervisor position

Framework code A26

Country of birth

Proof of identity - drop-down, see end of doc for new options

Proof of identity details, e.g. passport number

Below are the two additional sections available to you, EPA fields and ILR fields.

Please speak with us if you don't have these currently switched on and would like them made visible so that you can report on them.

And if “Use extra EPA fields” is checked... (see Added new Learner profile section and fields for EPA)

Qualification outcome

Resit/Retake required?

And if “Use extra ILR fields” is checked....

Centre Number
Awarding Body
Qualification Title
Award Number
GLH
Assessor
Internal Quality Assurer
Vocational Co-ordinator
Awarding Body Consultant
Start Date (Induction)
Registration Expiry Date (Awarding Body)
Qualification completed
Source of Funding A11
Funding amount
Programme Type A15
Fee details
Organisation invoiced?
Course code
Training end date (expected)
Actual end date
Certificate end date
Outcome
Number of modules achieved
Number of modules required
Destination codes
Date of last attendance

The three new drop-downs mentioned above have the following options available:

Employment status:

Permanent contract
Fixed-term contract
Zero hours contract
Self-employed
Unemployed

Proof of ID:

Valid passport
Birth certificate
Photo driving licence
National ID card
Residence permit
Other

Destination upon exit:

Employment – full time
Employment – part time
Self-employment
Further study
Voluntary work
Unknown
Other