

Assessment plans ready for signing off

When an assessment plan is complete it normally needs to be signed off by the assessor.

If this function is switched on, a notification will appear for the assessor on the **To Do** tab to let them know if an assessment plan(s) is ready to sign off. This means that sufficient evidence has been uploaded to address all of the criteria covered by that plan.

▼ Assessment plans ready for signing off

Due	Learner	Assessment plan	Performance criteria	Remove
27/05/2015	Leigh, Krista (96738)	unit 202 serving a customer	Diploma in Customer Service L2 (C&G) 601_3562_1 (1853) 2.1 A, B, C, D	Edit <input type="checkbox"/>
29/10/2015	Leigh, Krista (96738)	unit 306 activity making a bed	Diploma in Customer Service L2 (C&G) 601_3562_1 (1853) 7.1 A, B, C, D; 7.2 A, B; 7.3 B, C, D	Edit <input type="checkbox"/>

Update page

In the **Info** tab, the learner will continue to see the plans which are overdue if they are not signed off by the assessor.

Welcome Honey Rose [2A] (Learner 198295) Logout options Help and training

VQManager

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To do (10) Info (5) My progress summary Calendar File library Personal details My VQManager network Messages (2)

▼ Upcoming assessment plans delivery dates (next 30 days)

Due	Assessment plan	Assessment criteria	
15/10/2017	induction day		View
21/11/2017	Manage personal performance and development	5.1 1.1, 1.2, 1.3, 1.4, 1.5; 5.2 2.1, 2.2, 2.3; 5.3 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7; 5.4 4.1, 4.2, 4.3, 4.4, 4.5	View
09/11/2017	managing people and developing relationships	1.1 K1, K2, S1, S2; 1.2 K1, K2, S1, S2; 1.3 K1, K2, S1, S2, S3; 1.4 S1, S2	View
31/10/2017	managing people and developing relationships	1.1 K1, K2, S1, S2; 1.2 K1, K2, S1, S2; 1.3 K1, K2, S1, S2, S3; 1.4 S1, S2	View
25/01/2021	unit 1 H&S	1.1 K1, K2; 1.2 K1, K2	View
5 overdue assessment plans			

To sign off the plan select **Edit**

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Update page

The plan will open:

Unit assignments | **Assessment plans** | Log evidence | Evidence list | Question bank | Progress reviews | Unit status, evidence matrix & signoff | Qualification status & signoff | Learner activity log | Search evidence

▼ Assessment plan

Name: Unit 1

Assigned by: Smith01, Anne (25405)

Target date: 19/07/2012

Notes: Please see assessment criteria instructions.

Just as a double check, confirm that there is at least '1' against each assessment criteria then the plan has been completed

▶ Link files from library

▶ Feedback and signoff

▶ Evidence comments

▶ **Assessment criteria**

▶ Learner confirmation

Click on **Assessment criteria**

Save Cancel

▼ Assessment criteria

Unit	Learning outcome	Assessment criteria	The Candidate needs to...	How the learner can do it...	Evidence assessed and approved	Range statements approved by assessor	K&U approved by assessor
CU855	1	1.1	Outline work role performance requirements with those they report to.	Please complete the attached worksheets	1		0/0
CU855	2	2.1	Identify ways that progress will be measured against own work objectives	Identify ways that progress will be measured against own work objectives	1		0/0
CU855	3	3.1	Explain knowledge and skills required for own work role.	Explain knowledge and skills required for own work role.	1		0/0
CU855	3	3.2	Identify opportunities and resources available for personal development.	Identify opportunities and resources available for personal development.	1		0/0
CU855	3	3.3	Produce a development plan to address own needs and agree with line manager.	Produce a development plan to address own needs and agree with line manager.	1		0/0
CU855	4	4.1	Plan activities in own development plan that address identified needs.	Plan activities in own development plan that address identified needs.	1		0/0
CU855	4	4.2	Collect feedback from colleagues on the result of development activities on own performance.	Collect feedback from colleagues on the result of development activities on own performance.	1		0/0
CU855	4	4.3	Assess the success of activities carried out as part of own development plan.	Assess the success of activities carried out as part of own development plan.	1		0/0

The plan is ready to be signed off. Click on the **Feedback and sign off**:

▼ Feedback and signoff

Feedback

Sign-off assessment plan

Plan is now complete:

Green tick – plan completed

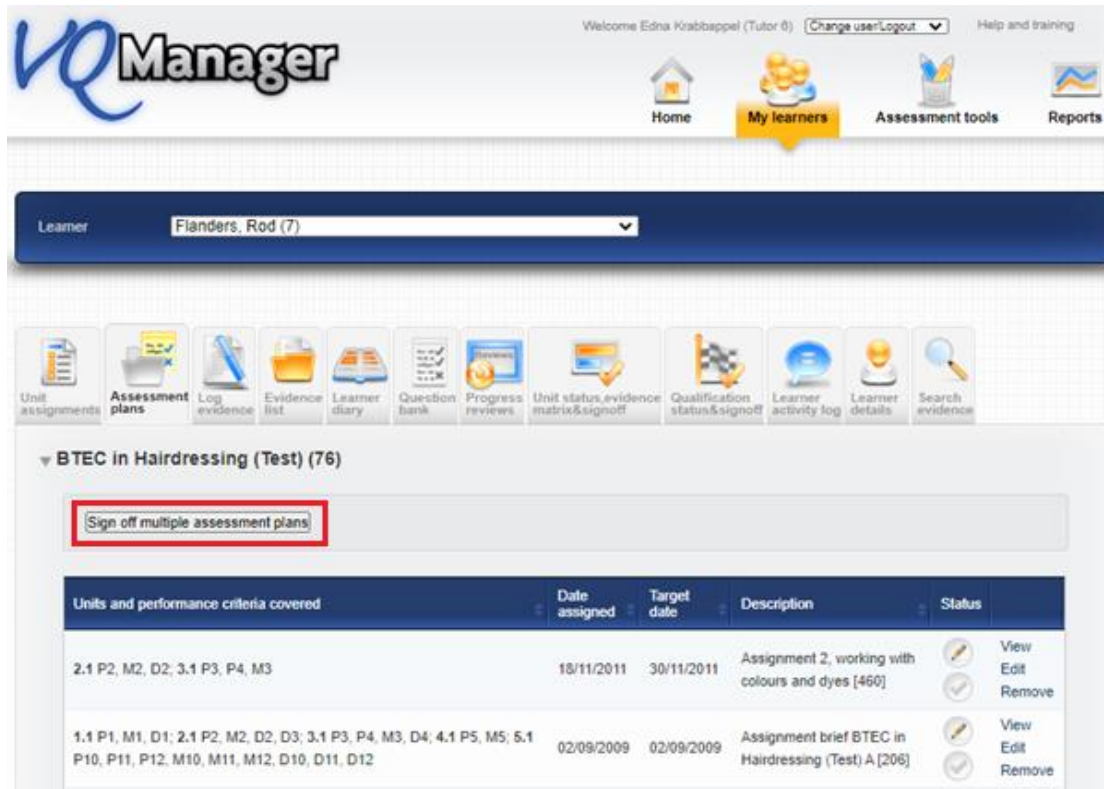
▼ NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X (571)

Units and assessment criteria covered	Date assigned	Target date	Description	Status	Select
1 1.1; 2 2.1, 2.2; 3 3.1; 4 4.1, 4.2; 5 5.1, 5.2	27/07/2012	25/07/2012	Unit 2		
1 1.1; 2 2.1; 3 3.1, 3.2, 3.3; 4 4.1, 4.2, 4.3	27/07/2012	19/07/2012	Unit 1		

That plan notification will now disappear from the assessors **To Do** tab and also from the learner's **Info** tab.

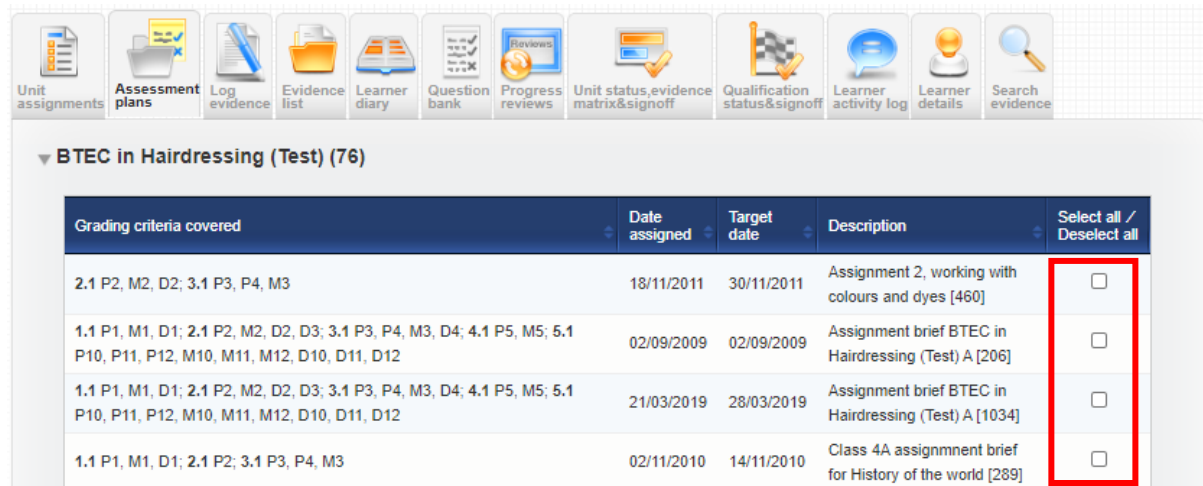
You can sign off multiple plans at once but you need to go to the **My learners > Assessment plans** page to do that.

The "Sign off multiple APs" button will only show where there is more than one assessment plan remaining to be signed off for that qualification.



Select the **Sign off multiple assessment plans** link

When the page refreshes, select the assessment plans which need to be signed off by ticking the boxes on the right hand side. Only APs not already signed off appear in this multi select list.



Feedback

Sign off assignment briefs

Sign off selected assignment briefs Cancel

Comments written in the 'feedback' box will appear in all of the selected assessment plans after you click 'sign off selected Assessment plans'.