

# Exporting Activity Log for EPA

A new function allows the assessor to export all the activity logs for a learner.

Unit assignments | Assessment plans | Log evidence | Evidence list | Learner diary | Learning content | Progress reviews | Unit status, evidence matrix & signoff | Qualification status & signoff | **Learner activity log** | Student details | Search evidence

▼ Previous logs Copy logs to other students

OTJ hours key: Student logged, *Employer confirmed*, Tutor confirmed, Tutor and Employer confirmed

| Date logged | Activity date | Category     | Summary title       | Logged by        | Start time | End time | Activity detail | Attachments | GLH? | Off the job training? |      |
|-------------|---------------|--------------|---------------------|------------------|------------|----------|-----------------|-------------|------|-----------------------|------|
| 15/07/2020  | 07/05/2018    | c. Support   | GLH and Off the job | Krabbappel, Edna | 14:00      | 16:30    |                 |             | 2:30 |                       | Edit |
| 17/08/2021  | 01/08/2021    | c. Support   | OTJ                 | Krabbappel, Edna |            |          |                 |             |      |                       | Edit |
| 17/08/2021  | 04/07/2021    | f. Telephone | Call to learner     | Krabbappel, Edna |            |          |                 |             |      | 15:00                 | Edit |
| 17/08/2021  | 17/08/2021    | g. Email     | june rcontact       | Krabbappel, Edna |            |          |                 |             |      | 1:00                  | Edit |

**Prepare activity logs for EPA**

A new button appears underneath the table of activity logs called **Prepare activity logs for EPA**.

When the arrow is selected all activity logs are added to a single PDF document.

Unit assignments | Assessment plans | Log evidence | Evidence list | Learner diary | Learning content | Progress reviews | Unit status, evidence matrix & signoff | Qualification status & signoff | **Learner activity log** | Student details | Search evidence

Activity logs prepared for EPA

| Link  | Download |
|---|----------|
| <a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaActivityLog_Notification_Kari_1640.pdf?r=0&amp;i=&amp;rf={4C5AD2DF-A651-4F12-874C-D45A4564086C}&amp;org=1&amp;sc=1&amp;ca=1640">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaActivityLog_Notification_Kari_1640.pdf?r=0&amp;i=&amp;rf={4C5AD2DF-A651-4F12-874C-D45A4564086C}&amp;org=1&amp;sc=1&amp;ca=1640</a> |          |

[Copy this link](#)

**Download** **Close**

The link can be copied or the document can be downloaded, either by selecting the download icon or selecting the **Download** arrow.

When downloaded the PDF displays like this:

### Student activity log

|                        |   |
|------------------------|---|
| <b>Student</b>         | Notification, Kari  |
| <b>Employer</b>        | Pandora   |
| <b>Institution</b>     | Institution One   |
| <b>Curriculum area</b> | Health and Social Care  |
| <b>Tutors</b>          | Krabbappel, Krabbappel  |
| <b>Employers</b>       | vqmiv, vqmiv<br>AAA_Wil_test_AAA, AAA_Wil_test_AAA<br>Bryson, Billy |

| Category             | Summary title       | Activity date | Activity detail   | GLH   | OTJ hours | OTJ Tutor confirmation date | OTJ Tutor confirmation comments | OTJ Employer confirmation date | OTJ Employer confirmation comments | Attached files                                      |
|----------------------|---------------------|---------------|---|-------|-----------|-----------------------------|---------------------------------|--------------------------------|------------------------------------|---|
| c. Support           | GLH and Off the job | 07/05/2018    | Richer evidence – e-portfolios make the use of electronic evidence much easier. This might be images, video or voice recordings. In all cases, electronic evidence is usually rich and a very good indicator of learner competency that stands up well to QA.   | 2:30  | 00:00     |                             |                                 |                                |                                    |   |
| c. Support           | OTJ                 | 01/08/2021    | Wedded to paper – the use of paper is so entrenched in a process that it's hard to let go. An example might be the use of an evidence gathering form in a commercial kitchen. It's still possible to use an e-portfolio, of course, plenty of organisations have a process that blends the use of paper with the e-portfolio. | 00:00 | 00:00     |                             |                                 |                                |                                    | <a href="#">standard-tube-map.pdf</a>               |
| f. Telephone learner | Call to learner     | 04/07/2021    | Wedded to paper – the use of paper is so entrenched in a process that it's hard to let go. An example might be the use of an evidence gathering form in a commercial kitchen. It's still possible to use an e-portfolio, of course, plenty of organisations have a process that blends the use of paper with the e-portfolio. | 00:00 | 15:00     | 17/08/2021                  |                                 |                                |                                    | <a href="#">Skillwise elearning flyer KN V3.pdf</a> |

The report captures all data (where applicable) from the following areas:

- Activity Log category
- Summary title
- Activity date
- Activity detail
- GLH
- OTJ hours
- OTJ Tutor confirmation date
- OTJ Tutor confirmation comments
- OTJ Employer confirmation date
- OTJ employer confirmation comments
- Attached files. The files can be opened by selecting the link in the right hand column.

The number of OTJ and GLH hours in this list are totalled at the bottom. Any OTJ hours that have not been approved by an assessor are excluded, and show as 00:00 in the OTJ hours column.

Note that, if you also have some OTJ hours recorded in the Diary, these are not included in the total here. If your EPA wants to see OTJ hours records, you will need to check if these are split between the Diary and Activity log, and download both PDFs if necessary.

|              |  |  |  |  |  |  |  |  |  |              |              |
|--------------|--|--|--|--|--|--|--|--|--|--------------|--------------|
| <b>Total</b> |  |  |  |  |  |  |  |  |  | <b>15:30</b> | <b>25:00</b> |
|--------------|--|--|--|--|--|--|--|--|--|--------------|--------------|