VQManager Enhancement August 2021

Evidence - Add 'date of activity' field

We have added a new field to the **Log evidence** page called **Date of activity** which allows you to add a date for when the evidence occurred.

The normal calendar pops up to add a date to the field:

If you forget to, or do not add a date or tick **no date**, the date defaults to the date the evidence was created. This date can be edited along with the rest of the evidence by the user who 'has' it to work on.

This new date field pulls through to the Evidence list and Evidence matrix, as you would expect.

Exporting Activity Log for EPA

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

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.

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

Student	Notification, Kari
Employer	Pandora
Institution	Institution One
Curriculum area	Health and Social Care
Tutors	Krabbappel, Krabbappel
Employers	vqmiv, vqmiv AAA_Wil_test_AAA, AAA_Wil_test_AAA 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					standard-tube-map.pdf
f. Telephone	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				Skillwise elearning flyer KN V3.pdf

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.

Total				15:30	25:00

Exporting Diary for EPA

This second Diary export function works in virtually the same way as the Activity Log export function.

Select the new arrow **Prepare diary for EPA** and the page refreshes to an interim page which allows you to decide whether the tutor/assessor comments should be included in the download.

When you have made your choice and selected **Continue** the page will refresh as before with your PDF document.

Again your options are to copy the link, or download the document either using the download icon or the **Download** arrow.

Student diary

Student	Wolfson, Graham
Employer	Smiths
Institution	Institution Two
Curriculum area	Construction
Tutors	Assessor, Assessor Flanders, Ed Gillespie, Mary Krabbappel, Edna StressAss, StressAss Wolfson, Graham
Employers	Test OSU, Test OSU Crouch, Peter Organisation Role, Anne Svqmoneemp vqmiv, vqmiv AAA_Wil_test_AAA, AAA_Wil_test_AAA Mabbut, Gary Bryson, Billy Lineman, Lineman

Summary title	Start date	End date	Activity description	Reflective account	Tutor comments	GLH	OTJ hours	OTJ Tutor confirmation date	OTJ Tutor confirmation comments	OTJ Employer confirmation date	OTJ Employer confirmation comments	Attached files
Training day	08/05/2019	08/05/2019	Computer-phobia – some people just don't like using a computer, and there's nothing wrong with that! Many find that once they realise how simple and intuitive an e-portfolio can be, it's a lot less scary!		17:49 GMT 17/08/2021: Supports your Green agenda – by adopting an e-portfolio you can immediately reduce your paper use to as little as you wish, and vastly reduce your vehicle mileage.	00:00	4:00	08/05/2019	comments	02/07/2020		Skillwise elearning flyer KN V3.pdf
Training day - forgot assessor confirm	16/04/2019	16/04/2019	mproves efficiency – reducing the amount of time you spend travelling, and avoiding wasted journeys altogether, creates more time for you to be getting on with other things.		17:50 GMT 17/08/2021: The decision to move to an e-portfolio like VQManager might not be straightforward – many organisations ask themselves, what are the advantages and disadvantages of using an e-portfolio?	00:00	9:00	17/08/2021				standard-tube-map.pdf

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

- Summary title
- Start date
- End date
- Activity description
- Reflective account
- Tutor comments
- GLH

- OTJ hours
- OTJ Tutor Confirmation date
- OTJ Tutor confirmation comments
- OTJ Employer Confirmation date
- OTJ Employer confirmation comments
- Attached files

As before, the total OTJ hours is the total for this list. If you also have some OTJ hours recorded in the Activity log, those will not be included in the total here.

New declaration on Diary entry

We have added a new learner declaration on the diary tab above the reflective account field.

By submitting this diary entry and reflective account, I confirm that it is the result of my own work.

Freezing learner names and column headers in reports

We have now completed this activity in terms of making the reports easier to use. The last report to have this technology applied is the Qualification Tracker report.

Add IQA column to Qual tracker report

Further to the above report, we have also added an additional column to this report for IQA information

## Adding note to Log evidence screen for learners

This is a centre option and therefore not automatically added to your centre. If you would like it to be added, (there is no cost), just get in touch and we will discuss the wording for your organisation specifically.

This development has come about due to the number of learners creating a brand new piece of evidence when work is returned to them, rather than editing and resending the original piece.

The Log evidence tab is re-named to Log new evidence for all users, and all centres.
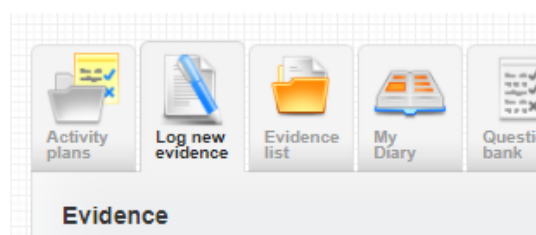
A warning message can be added at the top for learners when adding a new piece of evidence. The below is just an example of some wording, yours will be specific to your organisation.

"You should only continue if you are submitting completely **NEW** evidence. If this is a resubmission of previously reviewed evidence, please go back to your To do tab, and send your resubmission in by clicking on 'Rework' on the existing piece of evidence**".**