

Enhancements May 2022

Learner shortcuts page

To make navigation easier for the learners, we have added a new tab to allow learners to view all the most important information on the one tab, **Shortcuts**. From there, the different links will take the learner to the different tabs.

The shortcuts page will be available for all learners, but if you wish, we can set your centre so this is the first page they see when logging in. Please contact us with the date you'd like the change and we will implement this for you. This will help limit confusion should you wish to communicate this change to your learners prior to us making the adjustment.

The screenshot shows the VQ Manager interface for a learner named Rod Flanders (Student 7). The top navigation bar includes 'Home', 'My portfolio', 'Shortcuts' (highlighted), and 'Reports'. The main content area is divided into several sections:

- Progress Summary:** A legend at the top indicates 'On target / complete' (green), 'Commenced' (light green), and 'Status unknown' (grey). Below this, a 'Trainee Learning Time' progress bar is shown.
- Qualification Progress:**
 - BTEC in Hairdressing (Test):** Overall BTEC score 300, Calculated grade D*.
 - Customer Services NVQ - L2:** % completion to date 88% (indicated by a green progress bar).
 - Housing Benefits NVQ:** % completion to date 100% (indicated by a full green progress bar).
- Quick Actions:** A grid of icons for 'Do I have messages?', 'Who are my tutors and Qualitys?', 'Upload / change my photo', and 'When is my next progress review?'.
- Calendar:** A calendar for April 2022. The 28th is highlighted in yellow and labeled 'Evidence in'.
- Task List:** A grid of task icons: 'What do I have to do?' (26), 'My Learning content', 'My assessment plans' (51), 'Log new evidence', 'Log a new OTJ log entry', and 'Log a new AL'.

This close-up view shows the qualification progress section. It includes the legend and the following details:

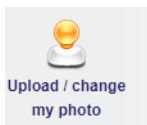
- Trainee Learning Time:** Progress to date bar.
- BTEC in Hairdressing (Test):** Overall BTEC score 300, Calculated grade D*.
- Customer Services NVQ - L2:** % completion to date 88% (green progress bar).
- Housing Benefits NVQ:** % completion to date 100% (full green progress bar).

Progress against qualifications/standards can be viewed top left. Where several qualifications and Standards may be assigned to the learner, the grey scroll bar on the right allows the learner to view all progress. If applicable, OTJ hours are also visible – in this example above, it has been renamed

Trainee learning time. (See our development below if you too wish to change the Off the Job Hours title). Click on the image and the learner is taken to the **My progress summary** tab.

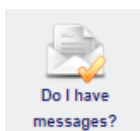
April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30 Activity log a Diary entry	31 2 Activity log 2 Diary entry	1	2
3 Activity log a	4	5	6	7	8	9
10	11	12	13	14 2 AP confirm Diary entry	15	16
17	18	19	20	21	22	23
24	25	26	27	28 AP due	29	30 Progress rev
1	2	3	4	5	6	7

Bottom right has the calendar and shows any activity which has been undertaken in the current month, as well as the dates of scheduled Progress reviews, Assessment plan target dates and unit target dates. These last 3 are shown in colour, to highlight them. Click on the image and the learner is taken to the **Calendar** tab.



Top right is the option to add a photograph. (See below for details on how this works.) When the learner has a photo attached to their profile, a thumbnail of that will show here, as illustrated below.

These links will always be visible:



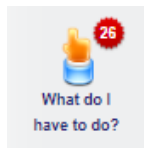
Takes the learner to the **Messages** tab



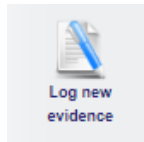
Takes the learner to the **My VQManager network** tab

The **Calendar** is also always visible.

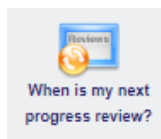
All other links only show if you currently have them switched on in your centre set up. If you have custom names set up for any of these functions, the Shortcuts page will match that, as well.



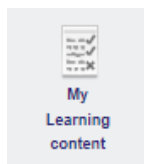
Takes the learner to the **To do** tab



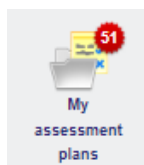
Takes the learner to the **Log new evidence** tab



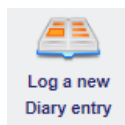
Takes the learner to the **Progress review** tab



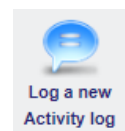
Takes the learner to the **Learning content** tab



Takes the learner to the **Assessment plan** tab



Takes the learner to the **Diary** tab



Takes the learner to the **Activity Log** tab

Adding learner photo

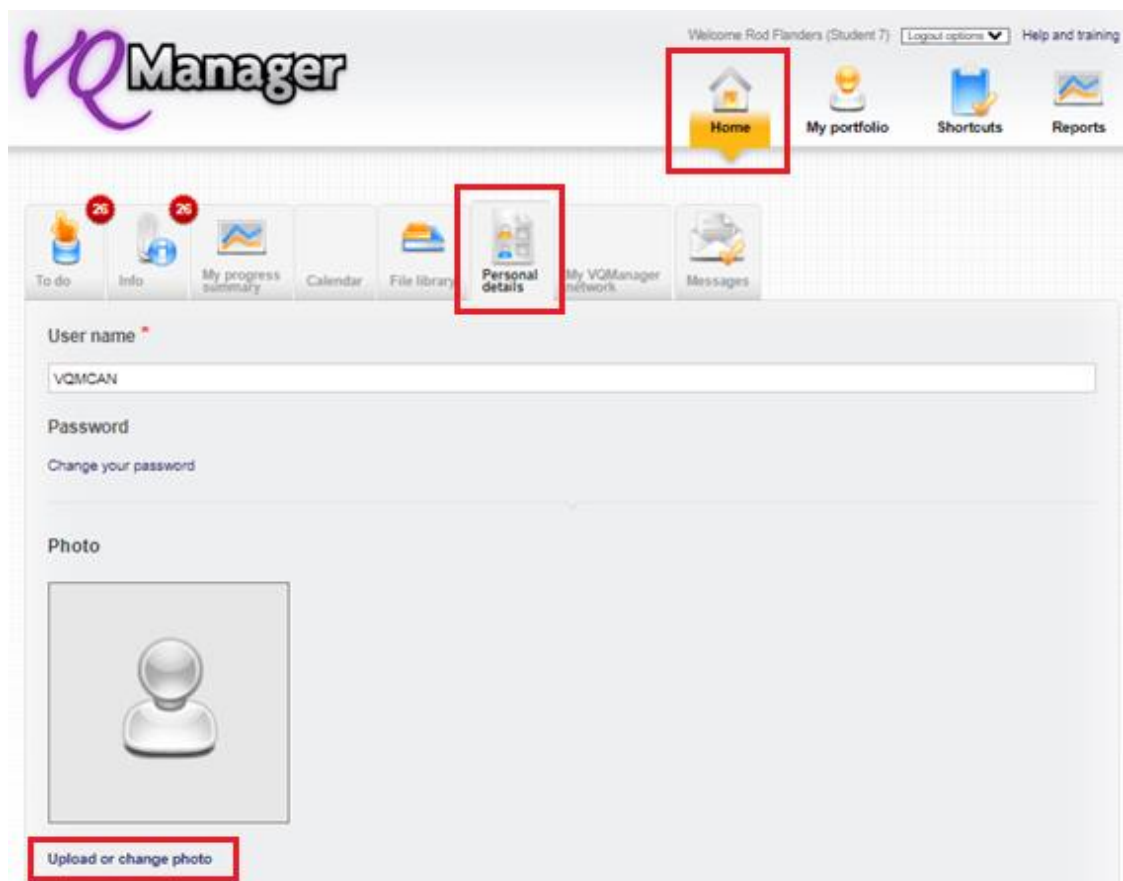
In addition to the development above, the learner can now upload a photo of themselves.

On the new **Shortcuts** tab, select **Upload/change my photo**



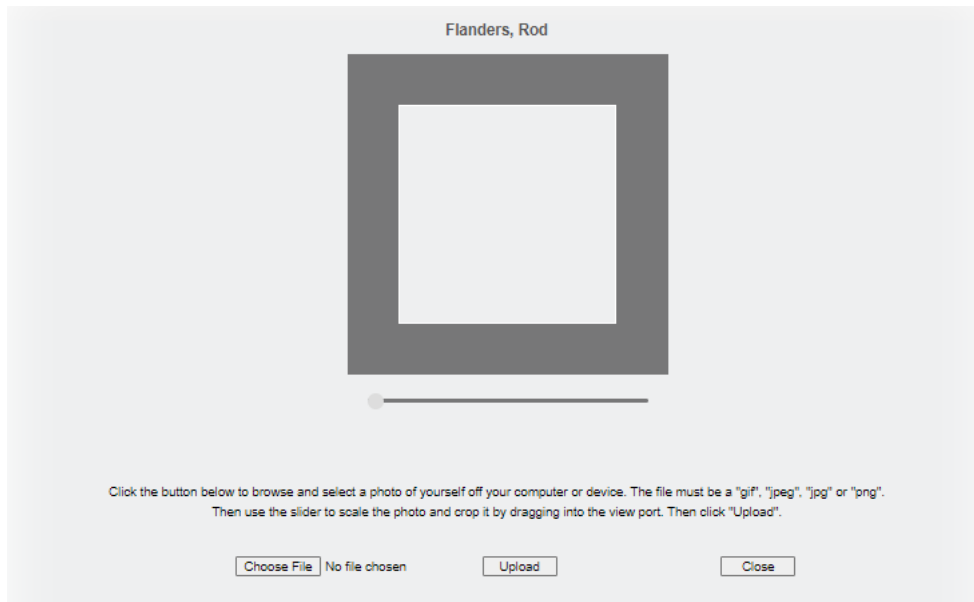
When the learner selects **Upload/change my photo**, they are taken to the **Personal details** tab where the learner can upload a photo of him/herself.

The learner can also click directly on the **Personal details** tab on the **Home** menu if they prefer.

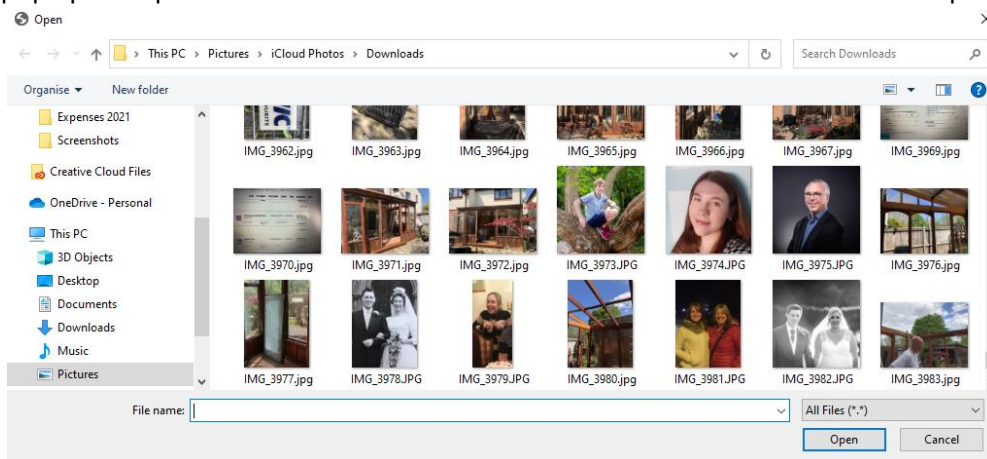


By selecting **Upload or change photo** the learner can add a photo from their device in exactly the same way they would add attachments to evidence or attach a document to an email.

S/he will be first need to click on **Choose file**



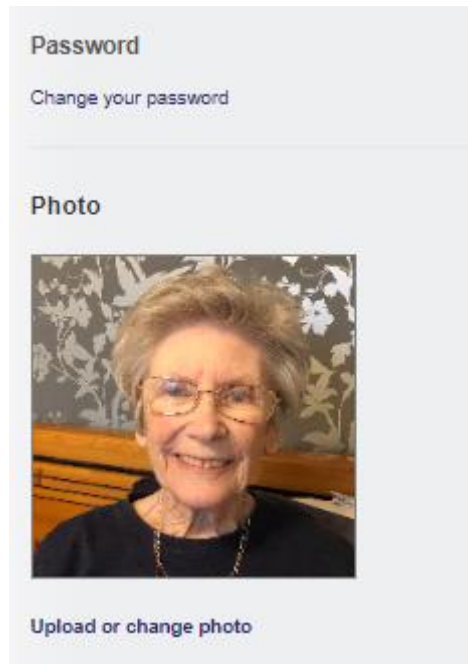
A pop up will open that allows the user to browse their device and find a suitable photo.



Select a photo and click **Open**:

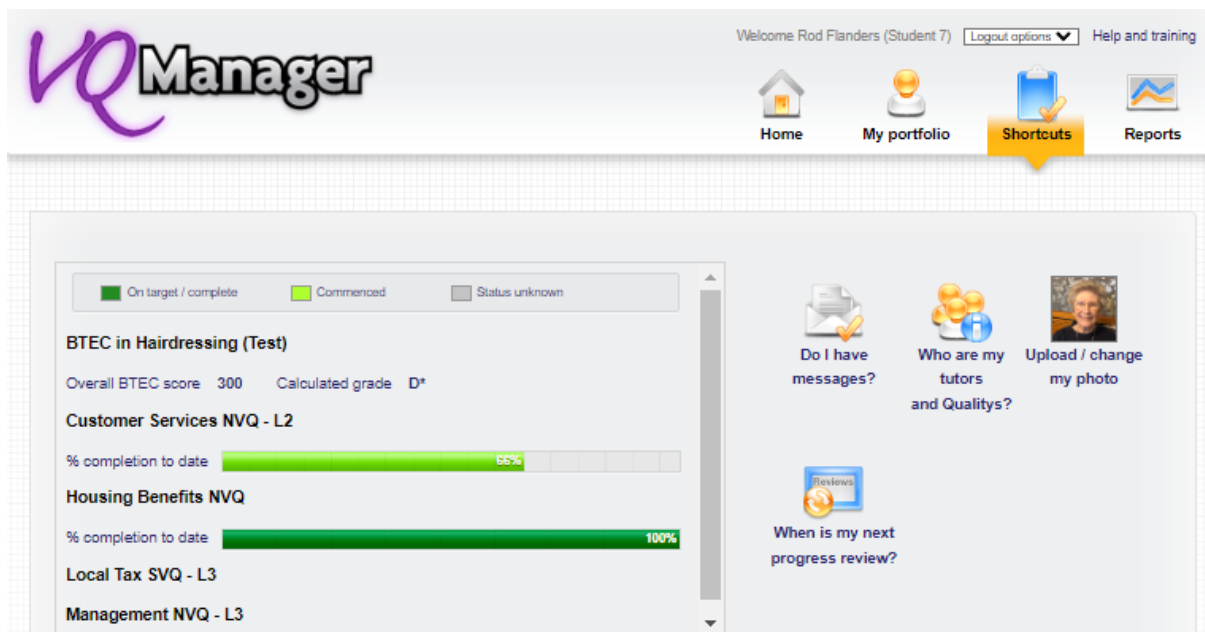


The image can be resized by dragging the button along the bar underneath, and centred by clicking and dragging the photo. Once the user is happy, they should click on **Upload**. This will close the pop up and return them to the Personal details page. They will need to scroll down to the bottom of that page and click on **Save**.



The image can be changed if required.

When you return to the **Shortcuts** tab, the picture will now be in place of the previous icon.



The Centre Admin is also able to add, remove or change the learner's picture. This allows flexibility on who does this job, and enables the Centre Admin to remove any inappropriate content quickly if necessary.

For the Centre Admin, the picture is included in the user profile and can be added at the point of creation or edited at a later date.

VQ Manager

Welcome vqmtc vqmtc (Centre administrator 5) [Logout options](#) [Help and training](#)

[Home](#) [Qualifications](#) [My centre](#) [Users](#) [Reports](#)


Organisation: VQ Manager (1)

Centre: VQM Test Centre (1)

This tab allows you to view a list of users in your centre, and edit the details for them.


[Users](#) [User search](#) [New user](#) [Bulk edit](#)

Photo



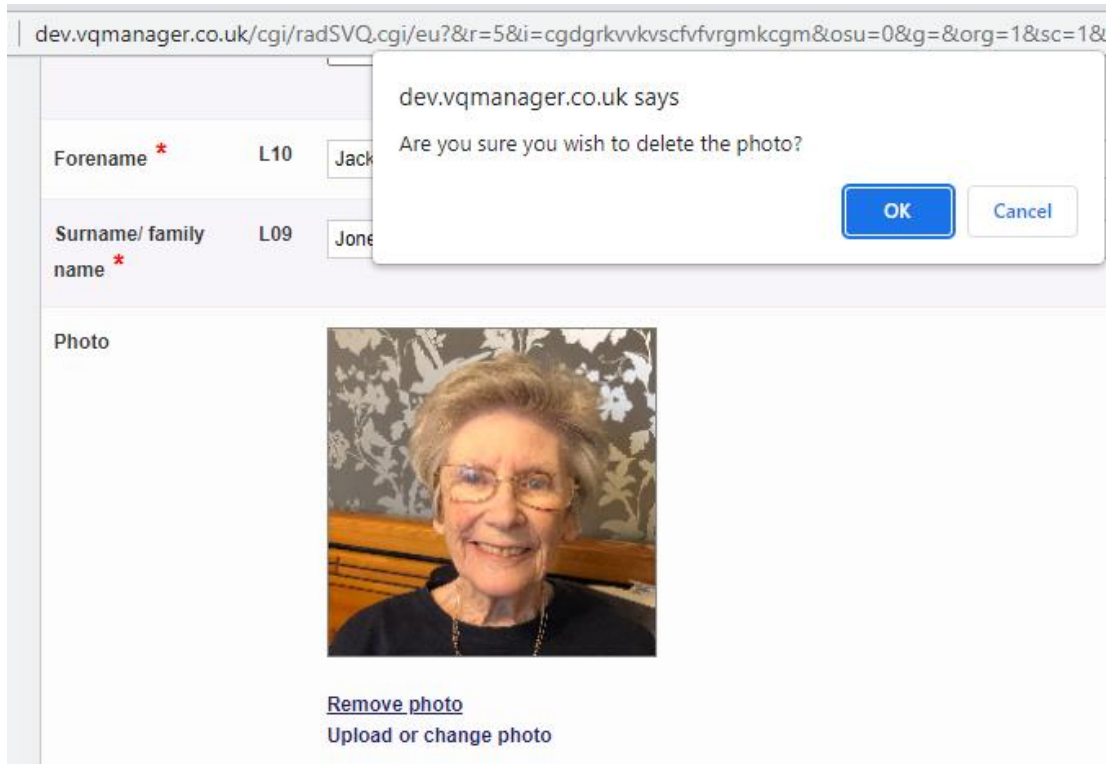
[Remove photo](#)
[Upload or change photo](#)

Photo

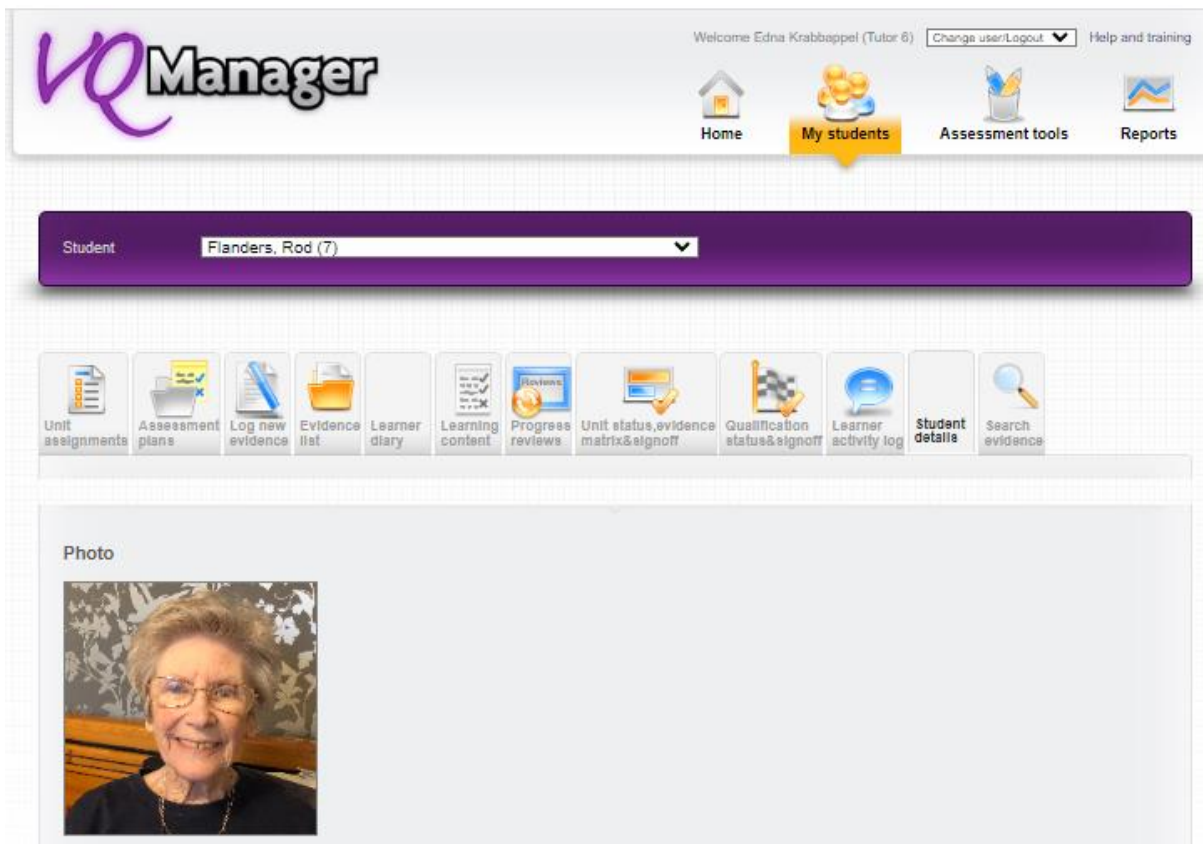


[Remove photo](#)
[Upload or change photo](#)

Below is an example of where the CA has selected **Remove photo**. A pop up asks for confirmation before removal.



The photo is visible for the assessor, IQA and EQA in the **Learner details** tab.



The Employer (line manager) can view the learner photo when viewing the learner's e-portfolio, if they click on either the Personal details or Shortcuts page.

Making the title of the Off the Job Hours function editable

As mentioned above, the title of the **Off the job** function can now be renamed. The change will apply to the Diary, Activity log, To Do list and Progress Summary, and the names on all the relevant reports too.

Please contact us if you would like this to be changed.

Adding a notification to learner when a Diary entry needs action

Currently if a diary entry has been added or edited by someone else, the user receives a notification of this. To make this notification more helpful, especially if action has been highlighted, a new field will allow the assessor to notify the learner that action is required.

▼ Learner diary (Flanders, Rod) [air42]

Summary title

Start date

End date

no end date

Activity / description (max. 1000 words)

B I U S **”** **☞** **☰ ☷** Normal **A** **🗑** **I_x**

During this fortnight I spent more time face to face with customers, trying to satisfy their requests.

17/1000 words

Reflective account

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

I think I learned how to listen to the customer better and rather than trying to jump in and provide a response I am now better at waiting and listening properly.

Tutor comments

14:29 GMT 28/04/2022:

Student action required

Student action required

The learner will see the usual notification on their To Do list with a new column **Action required?**

▼ Student diary entries added or altered by others in the last 14 days

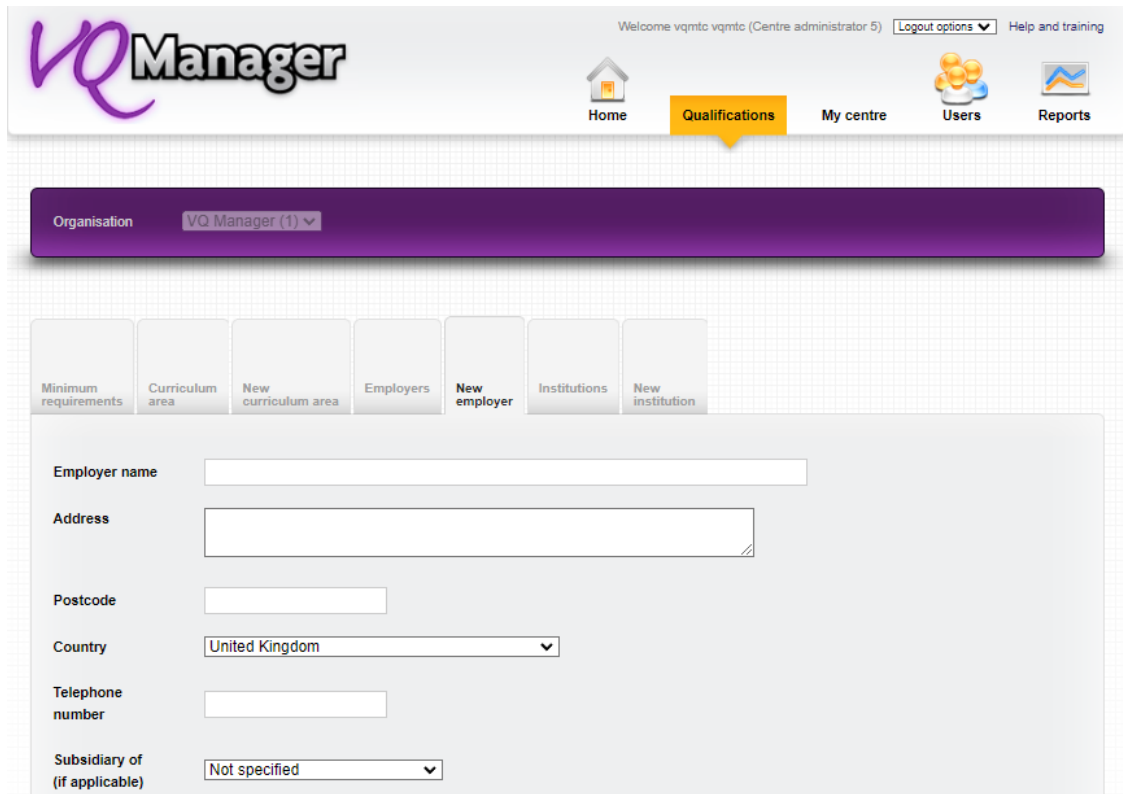
Date logged/edited	Start date	End date	Summary title	Logged/edited by	Action required?	Remove	
28/04/2022	23/06/2017	23/06/2017	Assessor diary entry	Krabbappel, Edna (6)	Yes	<input type="checkbox"/>	View/edit

[Go to Student diary](#) [Update page](#)

The assessor's tick will be cleared when the learner edits and saves the item, meaning that the assessor can re-tick 'action required' if they are wanting the learner to do subsequent work on the Diary entry.

Adding fields to the Employer, and viewing these in Learner details tab

In the **New employer** tab accessed by either the Org Admin or Centre Admin we had added some additional fields. They can be completed for new employers and also edited for existing employers.

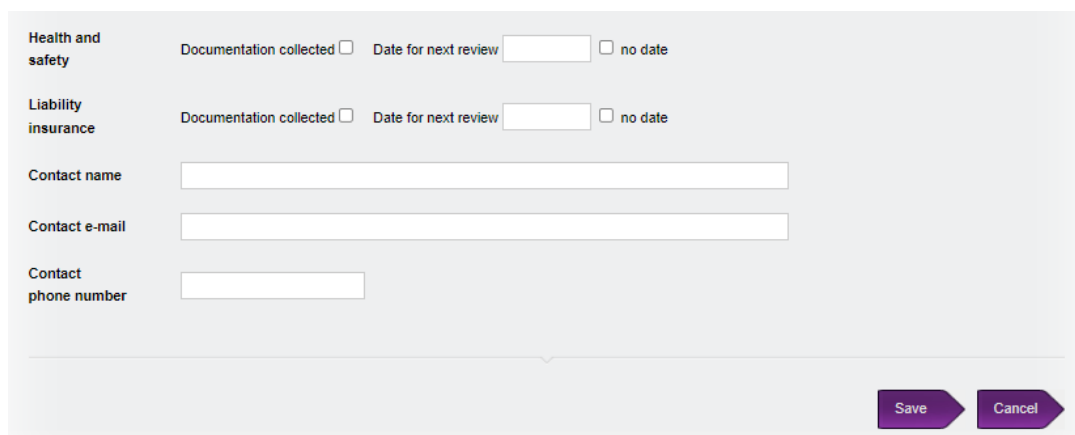


The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for 'Centre administrator 5', and links for 'Logout options' and 'Help and training'. Below this is a menu with 'Home', 'Qualifications' (highlighted), 'My centre', 'Users', and 'Reports'. A purple bar below the menu shows the 'Organisation' as 'VQ Manager (1)'. Below this is a row of tabs: 'Minimum requirements', 'Curriculum area', 'New curriculum area', 'Employers', 'New employer' (selected), 'Institutions', and 'New institution'. The main form area contains the following fields:

- Employer name:
- Address:
- Postcode:
- Country:
- Telephone number:
- Subsidiary of (if applicable):

The new fields are:

- Health and safety (date can be set for a reminder for review)
- Liability Insurance (date can be set for a reminder for review)
- Contact name at employer
- Contact email at employer
- Contact telephone number at employer



The screenshot shows a section of the form with the following fields:

- Health and safety: Documentation collected Date for next review no date
- Liability insurance: Documentation collected Date for next review no date
- Contact name:
- Contact e-mail:
- Contact phone number:

At the bottom right, there are two buttons: 'Save' and 'Cancel'.

The Centre Admin will receive a reminder on the To Do tab in a new table if either of the Health and safety or Liability Insurance document review is due in the next 30 days. The date will turn red when the reviews become overdue.

► Qualifications signed off by tutors in the past 30 days

▼ Employer documentation reviews due in the next 30 days

Employer	Document type	Date due	Contact name	Contact email	Contact telephone	Remove
Boots Reading	Health and safety	27/04/2022	Sam Summers	ss@mail.com	44444444444444	<input type="checkbox"/>
Boots Reading	Liability insurance	27/04/2022	Sam Summers	ss@mail.com	44444444444444	<input type="checkbox"/>
Virgin Active - Chelmsford	Health and safety	06/04/2022	Apprenticeship Contact	Contact@employer.com	01234 567890	<input type="checkbox"/>
Bournville College	Health and safety	20/04/2022	Apprenticeship Admin	admin@employer.com	01234 567890	<input type="checkbox"/>
Kent Council	Liability insurance	03/05/2022				<input type="checkbox"/>
Reading College	Health and safety	13/04/2022	Apprenticeship Admin	Admin@reading.col	07456 7891011	<input type="checkbox"/>
Reading College	Liability insurance	04/05/2022	Apprenticeship Admin	Admin@reading.col	07456 7891011	<input type="checkbox"/>

Update page

The assessor and also the IQA are able to see this new employer information in the **Learner details** tab.

Welcome Edna Krabbappel (Tutor 6) [Change user/Logout](#) [Help and training](#)

Home My students Assessment tools Reports

Student: Rae, Derek (1788)

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

Employer name
Not specified ▼

Employer address

Employer postcode

Country
None ▼

Employer telephone number

Health and safety
Documentation collected Date for next review

Liability insurance
Documentation collected Date for next review

Employer main contact

Employer contact e-mail

Employer contact phone number

All of these enhancements have been automatically added to VQManager for you, with the exception of re-naming the Off the Job Hours function, which will remain as now unless you request a change.