

## Adding option for employers/line managers to confirm qualification sign off

This development adds the option for the employer/line manager to confirm and add comments when the qualification is signed off.

This will be triggered by a tick box when the assessor signs the qualification off. The option to request sign off from an employer/ line manager will only appear if an employer/line manager is assigned to the learner.

▼ Tutor

**Summative Assessment**

13:07 GMT 14/03/2022:

I confirm that this candidate has achieved all the requirements for the units listed.

Request student to confirm qual sign off?  
If this box is checked when the qual is signed off, the student will be requested to acknowledge the sign off and leave comments.

Request student's line manager to confirm qual sign off?  
If this box is checked when the qual is signed off, the student's line manager will be requested to acknowledge the sign off and leave comments.

**Please Note:**

- Signing off a qualification will notify your Centre Administrator that it is ready for certification.
- You are allowed to reverse your signing off of a qualification at any time before it has been signed off by an IQA.

When the assessor requests their contribution, this is what the line manager (employer) sees:

Line Manager (employer) view:

VQ Manager

Welcome Lineman Lineman (Line manager 21) Logout options Help and training

Home Reports

Associates To do (26) Info (59) Dashboard File library Messages Personal details

► Confirmation of progress reviews

► Confirmation of OTJT hours

▼ Confirmation of qual sign-off

Date confirmation requested	Student	Qualification	Date of tutor sign-off	Date student confirmed	
14/03/2022	Notification, Kari (1640)	Customer Services NVQ - L2 (1)	14/03/2022	Requested	Confirm this qual

▼ Line manager

Feedback

13:32 GMT 14/03/2022:

Please tick this box to confirm this qualification sign off, and leave any comments in the box above.

Save Cancel

These new confirmations will have no effect on the completion status of a learner's qualification. When the assessor signs off, the completion status and progress percentage will be updated as usual.

Two new columns now appear in the qualification sign off table:

VQ Manager

Welcome Edna Krabbappel (Tutor 8) Change user/Logout Help and training

Home My students Assessment tools Reports

Student Notification, Kari (1640)

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

Qualifications	Start date	End date	Tutor sign-off date	Student confirmed	Line manager confirmed	Verified
Customer Services NVQ - L2 (1)	16/01/2017	16/01/2017	14/03/2022	Requested	Requested	<input type="radio"/>

View Progress and sign-off Prepare evidence for EPA Summary of evidence selected for EPA

Assessors will also receive a notification in the **Info** tab that line managers has responded to requests to confirm qualification sign off.

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a user welcome message for Edna Krabbappel (Tutor 6), and links for Home, My students, Assessment tools, and Reports. Below this is a secondary navigation bar with icons for To do (265), Info (26), Dashboard, Student progress summary, Calendar, My activity log, Personal details, My VQManager network, and Messages (1). The main content area is titled 'Evidence awaiting action by Student' and contains a section for 'Confirmation of qual sign off (last 30 days)'. This section displays a table with the following data:

Student	Date requested	Qualification	Date of tutor sign-off	Date of student confirmation	Date of line manager confirmation	Remove
Notification, Kari (1640)	14/03/2022	Customer Services NVQ - L2	14/03/2022	14/03/2022	14/03/2022	View <input type="checkbox"/>

The 'Date of line manager confirmation' cell in the first row is highlighted with a red box. Below the table, there are links for 'Update page' and a refresh icon.

The assessor can make this request at the point when they sign off the unit, or they can go back afterwards and add the request.

The assessor is not able to withdraw the requests once they have been responded to; or once the IQA has signed off the qual. The line managers can confirm the sign off and add comment at any time after they have been requested. This might be before or after IQA sign off. IQAs may choose to hold off from signing off a qualification until the responses come in, but it remains up to them. This matches the way learner confirmation of unit sign off works. The continuity will help keep things simple for users.