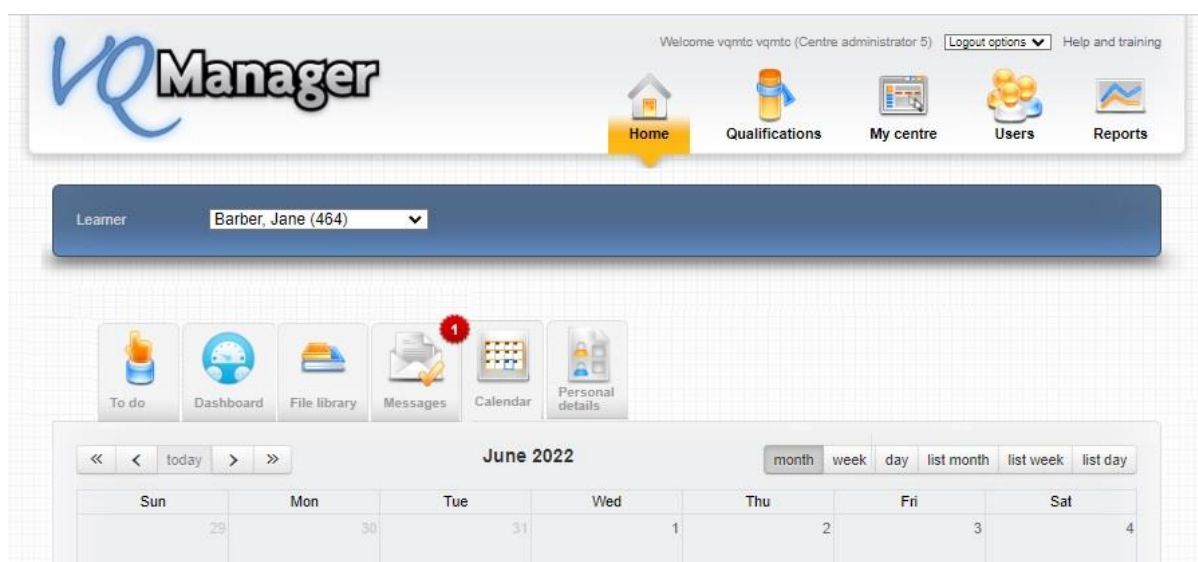


## VQManager Enhancements September 2022

### Allow users to add entries to the learner Calendar

Users are now able to add events to Learner Calendars. This involves the following changes to the system:

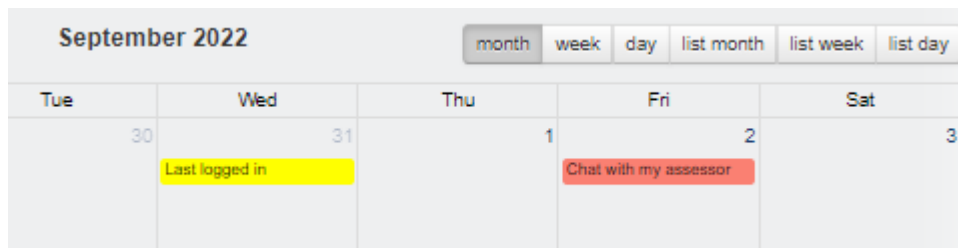
- Learners can add entries to their own Calendar
- Assessors can add entries to the learner Calendar, and copy them to other learner Calendars
- We have added the learner Calendar to the Employer view, so they can also add entries and copy them to learners they are associated with. (OSU remains a “view only” type of user so cannot add entries)
- We have added the learner Calendar to the Centre Admin view, so they can add entries and copy them to other learner Calendars



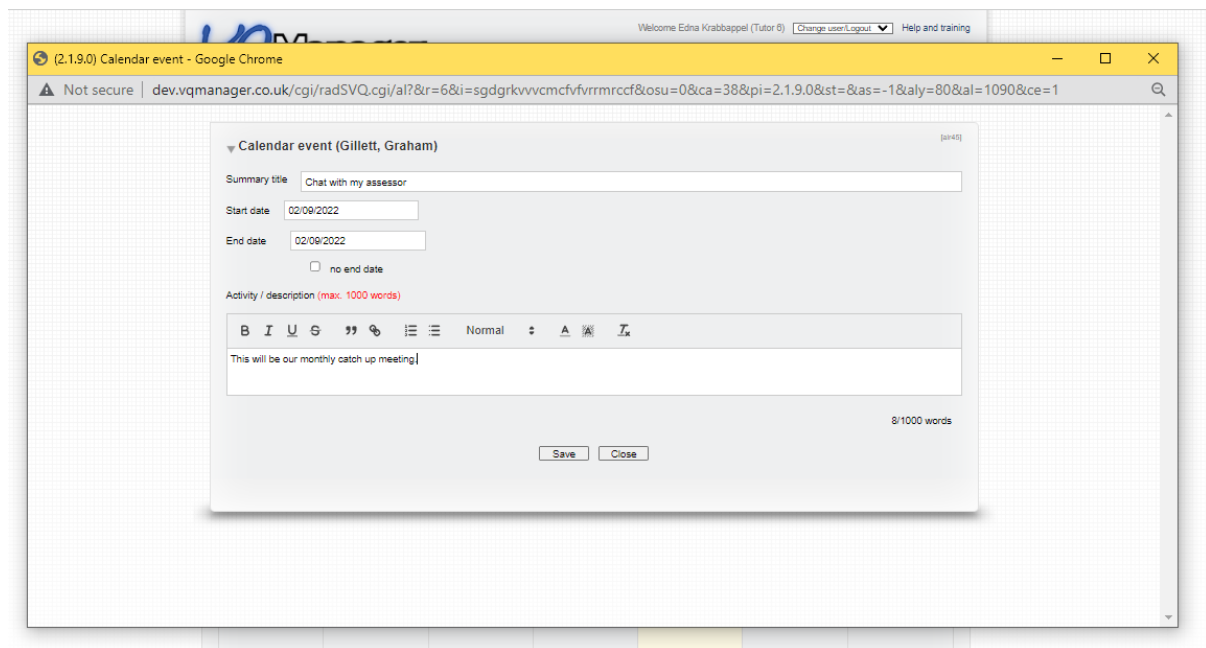
New entries will have a title, a start date, an end date (optional), and a description (optional). They can be edited by the user who created them.

The screenshot shows the 'Add new entry' form. It has a title 'Add new entry' with a dropdown arrow. The form contains the following fields: 'Summary title' (a text input field), 'Start date' (a date input field with '16/06/2022'), 'End date' (a date input field with '16/06/2022'), and a checkbox labeled 'no end date'. Below these is a text area for 'Activity / description (max. 1000 words)'. At the bottom right, there are 'Save' and 'Cancel' buttons.

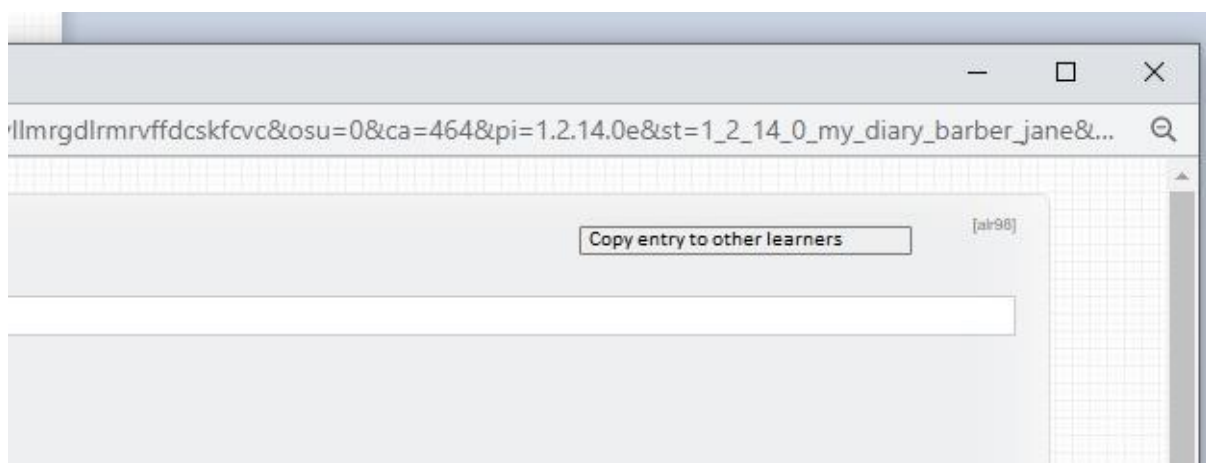
Entries created by users will all appear as the same colour (Salmon) no matter who created them, with the title as set by the user showing in the Calendar view.



Clicking on this entry will open a pop out showing the details.



A link to copy the entry to other learners will now appear top right for all these users except the learner.



Select the event to copy:

Users can copy events they have added to the Calendar themselves, but not events added by others.

Select events (added by yourself) to copy

Date logged	Activity date	Summary title	Logged by	Activity detail	Select all / Deselect all
14/09/2022	21/09/2022	training session	Krabbappel, Edna		<input checked="" type="checkbox"/>

Select students for copying to Cancel

When sharing you will be offered the normal filtering options, by Qual, Employer organisation, Curriculum area, Custom filter. (This is the same format as copying an Activity Log entry to other learners).

Qualification  
Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)

Employer  
All

Curriculum area  
All

Institution  
All

Select the learner(s) to copy to, and click the 'copy' arrow at the bottom of the page:

Select students for copying to

Student	Qualification	Employer	Curriculum area	Institution	Selected events already applied to student	Select all / Deselect all
A1, A1 (1513)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Boots Reading				<input checked="" type="checkbox"/>
Anderson02, Charles (886)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Bournville College	Business	Institution 3		<input checked="" type="checkbox"/>
Eusebio, Francis (1514)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Virgin Active - Chelmsford				<input type="checkbox"/>
Holmes, Frank (977)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Virgin Active - Head Office		% completion test		<input checked="" type="checkbox"/>
Questionbanktest, Learner (1172)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)					<input type="checkbox"/>

**Selected events**

Date logged	Activity date	Summary title	Logged by	Activity detail
14/09/2022	14/09/2022	test	vqmtc, vqmtc	

Copy selected logs to selected students Cancel

When the page refreshes the event has been copied to the learners:

You can open the event by selecting it and also edit it further if required:

(2.1.9.0) Calendar event - Google Chrome

Not secure | dev.vqmanager.co.uk/cgi/radSVQ.cgi/al?&r=6&i=sgdgrkvvmcmcfvrrmrccf&osu=0&ca=330&pi=2.1.9.0&st=8&as=-1&aly=80&al=1089&ce=

Calendar event (Wolfson, Graham) [alt=45]

Summary title: training session

Start date: 21/09/2022

End date: 21/09/2022

☐ no end

Activity / description (max. 1000 words)

Please add this to your diary  
edit this event

9/1000 words

Save Close

### Add 'IQA comments to learner' box to evidence

***This development has not been automatically added to your centre. Please read the below and if it is applicable, please get in touch and we will switch this function on for you.***

We have added a new comment box to allow the IQA to add comments to the evidence that are intended for learners. Everyone will be able to see these comments - learner, assessor, IQA, EQA.

Evidence will still be routed in the normal way, e.g. if the IQA leaves comments to the learner about additional work, they will need to send the evidence back to the assessor, who will then pass it on to the learner. There is no option for IQAs to send evidence directly to learners. This ensures the assessor is never 'locked out' of the process, but remains actively involved.

Internal verifier comments to assessor (max. 8000 words)

B I U Normal A

11:17 GMT 14/09/2022:

3/8000 words

Internal verifier comments to learner (max. 8000 words)

B I U Normal A

11:17 GMT 14/09/2022:

3/8000 words

Internal verifier comments to other internal verifiers (not visible to assessors) (max. 8000 words)

B I U Normal A

11:17 GMT 14/09/2022:

3/8000 words

A new Info tab notification table for learners will show any entry for any piece of evidence where the IQA has left comments for the learner, regardless of whether the evidence is then signed off, or if it's returned to the assessor. It will stay on the list for 30 days, or until the learner removes it.

▼ IQA comments to learner in evidence in the last 30 days

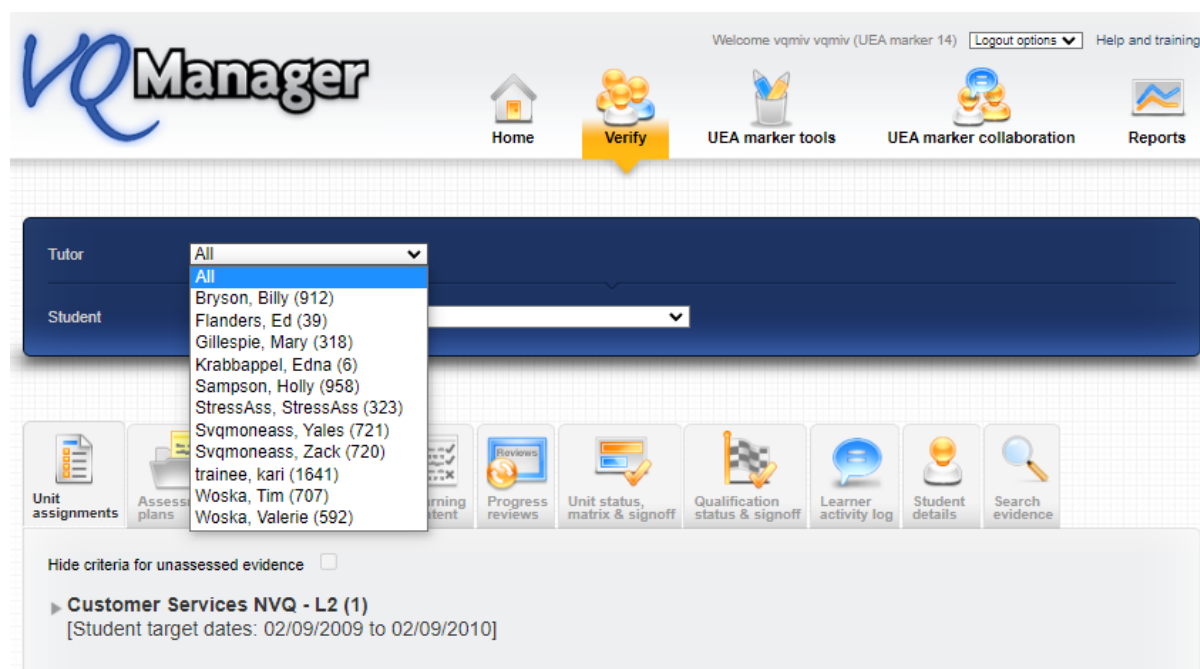
Please note: Evidence that needs further work will be returned to you by your Educational supervisor, and will appear on your To Do list

IQA	Date verified	Evidence number	Summary		Remove
Fenwick, Kylie (255822)	14/06/2022	269374/E/20902	Adult and Children safeguarding certificates & safeguarding flowchart	View	<input type="checkbox"/>
PYATT, JANE (268860)	17/06/2022	269374/E/22084	12 week progress review	View	<input type="checkbox"/>
					Update page

There is also a similar table for assessors on the Info tab. They will also get a To Do notification if the evidence is returned to them for action by the IQA, but this will not happen if the evidence has been signed off.

### **“All” option for IQAs in Assessor drop-down in Verify page**

We have added an option for “All” assessors to be selected in the Verify tabs. This will make it much easier to identify a learner to verify without having to check which assessor is linked to which learner.



### **Add a new Message type**

Currently all of our message types on the Messages tab disappear at some point. We have added a message type that stays on screen until it's cancelled by us.

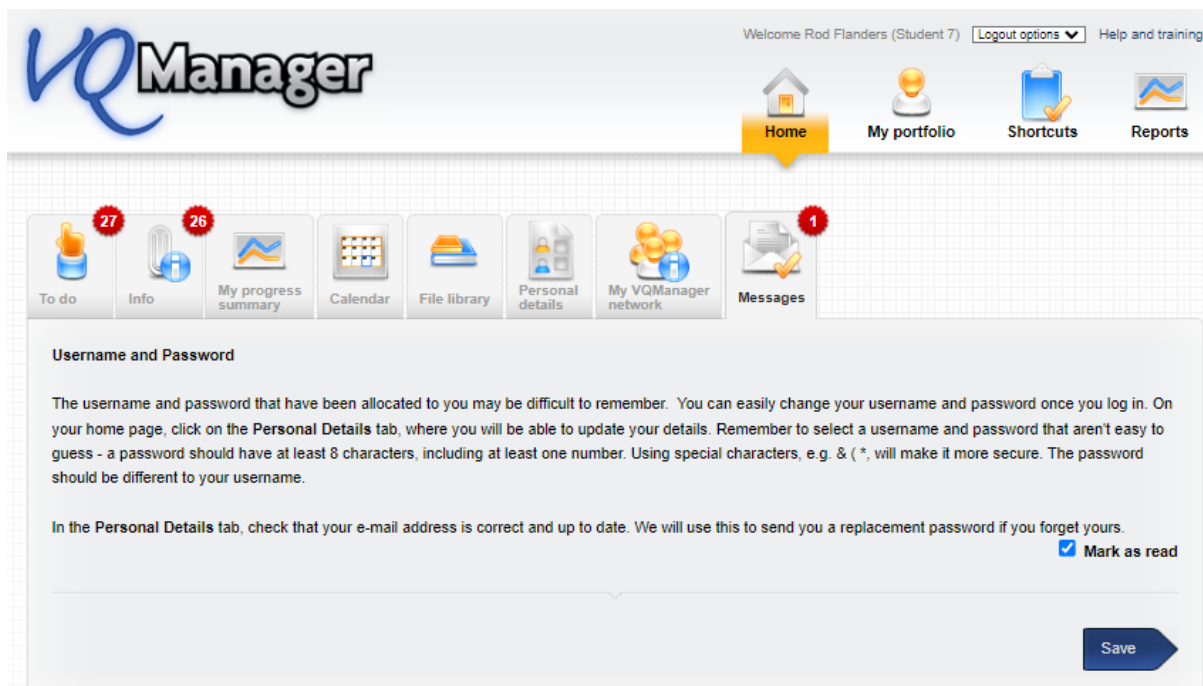
Current types are:

- 1 = Show once if user has not seen this message before
- 2 = Show once only when logging in for the first time
- 3 = Show always until user ticks 'don't show again' checkbox

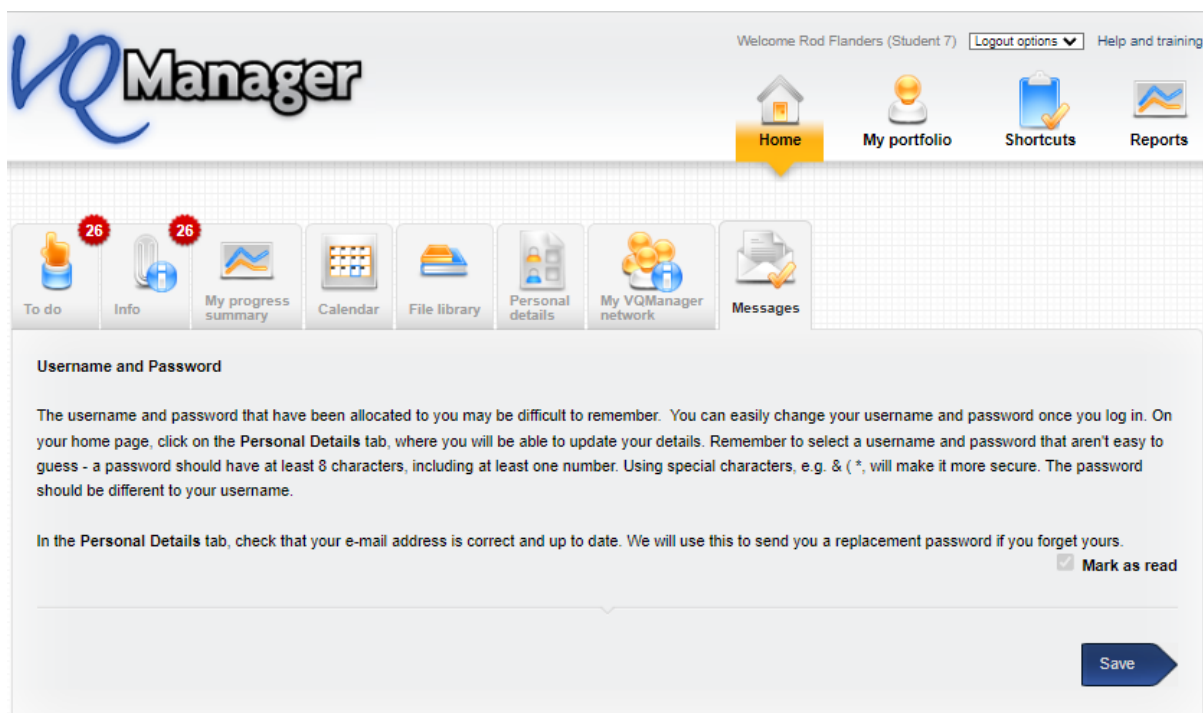
We have added:

- 4 = Show always until cancelled by admin

A message of type 4 would always show on screen for users. There is a tick box for the user to mark the message as read. This will cancel the notification so the red rosette on the Messages tab will disappear (or the number on it will be reduced by one, if there's more than one message).



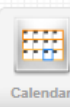
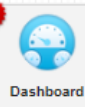
Ticked and rosette has disappeared.



### Add reports to Centre Admin Dashboard

To improve visibility, we have added the following three reports to the Centre Admin Dashboard namely:

- All Learners
- Progress Reviews
- Off the Job Training



To do

Dashboard

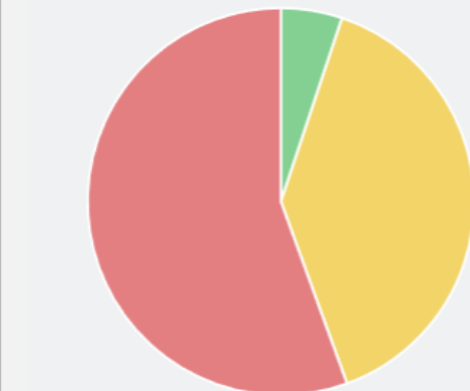
Calendar

File library

Messages

Personal details

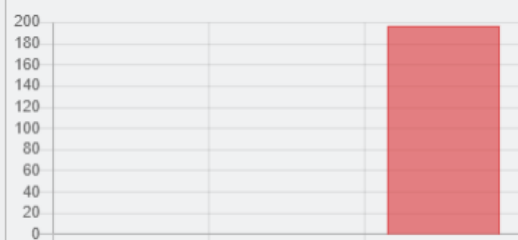
All students



Active, on target  
Unspecified start or end date  
Active, at risk



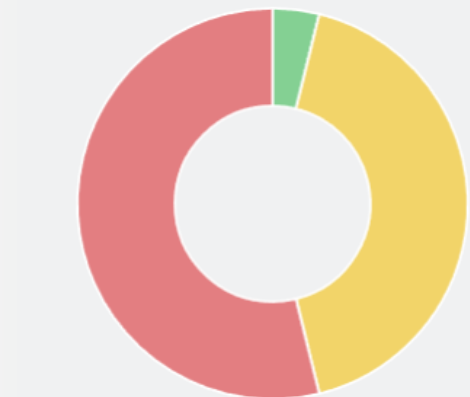
Progress reviews



Due in next 14 days  
Overdue by 7 days or less  
Overdue more than 7 days



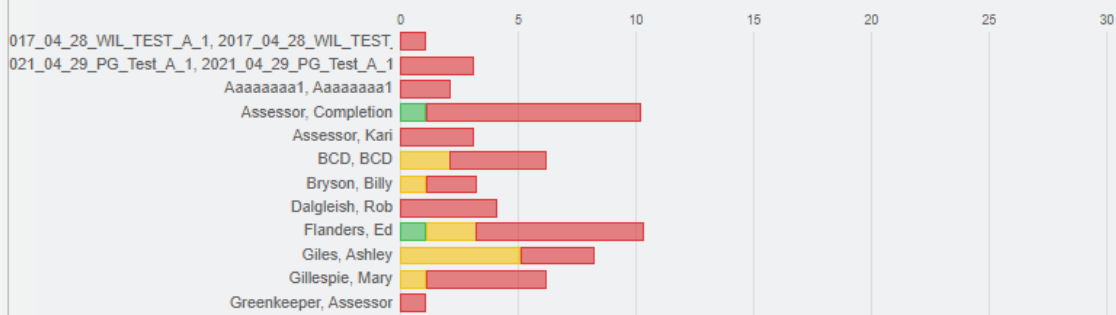
Trainee Learning Time



On target  
Incomplete data  
At risk



Total students per tutor



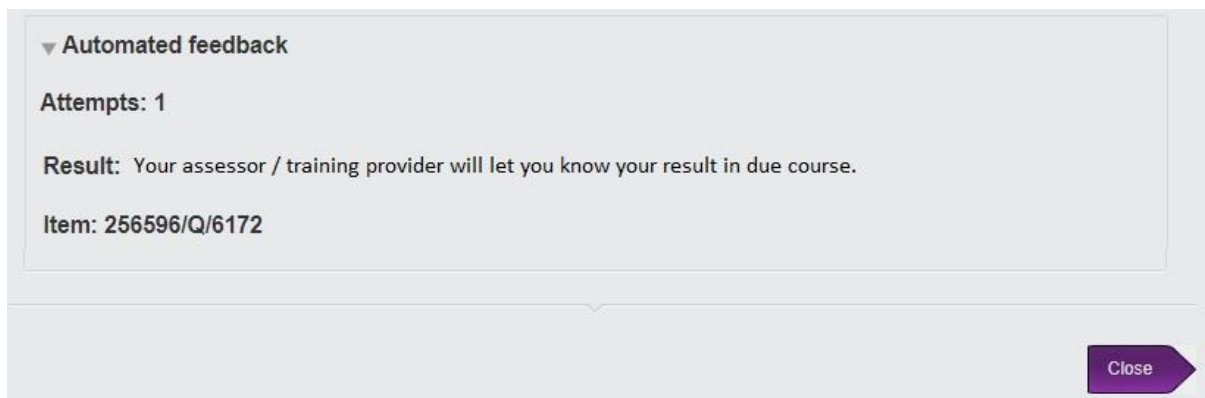


### **Add an option for MCQs to hide the result from the learner altogether**

***This development is only applicable if you are using the e-Learning function, and have multiple choice questions (MCQs) set up. If you want this option switched on for a new or existing MCQ, please let us know.***

We have added an extra switch in our e-Learning area whereby the system does not report achievement of an MCQ test to the learners at all. Results will be communicated to the learner outside the system.

Where this is switched on, the learner would see the following on completion of an MCQ:



There is no change to the view for others, they would still see the results displayed in the normal places.

The standard results pane looks like this:



***If this applicable to you, please get in touch and we will switch this function on for you.***

## Allow sorting of Learner Activity Log into folders

We have added a new function to the Activity log area for sorting this tab into folders, like you can with the file library.

It has been designed so that learners, assessors and IQAs have the ability, in the Learner activity log, to create and name folders, and move entries between folders.

Folders are created in the same way as they are for the file library:

Move selected logs here  
Delete this folder (logs will be moved to default folder)

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attach-ments	GLH?	Trainee Learning Time?	Edit
21/02/2022	21/02/2022	a. Initial	Activity 10	Krabbappel, Edna	10:00	11:00				1:00	<input type="checkbox"/>

Move selected logs here  
Delete this folder (logs will be moved to default folder)

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attach-ments	GLH?	Trainee Learning Time?	Edit
25/02/2022	25/02/2022	a. Initial	Activity 11	Gillett, Graham	14:00	17:00				3:00	<input type="checkbox"/>

Move selected logs to a new folder

Prepare activity logs for EPA Save Cancel

This may be really useful where a learner is moving on to a second qualification or year two of an apprenticeship for example.

When creating a new log, there is a new option to select the folder that the creator would like the new log adding to:

▼ Add new log

Category

a. Initial

Folder

Default folder

Summary title

Activity date

15/09/2022

☐ no date

Activity detail (max. 1000 words)

B

I

U

☒

”

🔗

☰

☷

Normal

⬆

A

🖼

↵

☐ Student action required

► Guided learning hours

► Trainee Learning Time

► Upload and attach files in support of this activity log


Save

Cancel


All users except learners are able to copy the logs to other learners. If you copy a log, it will always appear in the recipient learner's default folder. This is to take account of the fact that each learner's folder structure may be unique.


There is a note to remind sharers of this aspect.


**Selected logs**



 Copied logs will appear in the Default folder of the target student(s).


▼ **Folder made by Edna Krabbappel and renamed**

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Trainee Learning Time?
25/02/2022	25/02/2022	a. Initial	Activity 11	Gillett, Graham	14:00	17:00				3:00





 Copy selected logs to selected students  Cancel



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

Home
My students
Assessment tools
Reports

Student
Gillett, Graham (38)

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

▼ Previous logs

Select logs to copy to other students

TLT hours key: Student logged, *Line manager confirmed*, Tutor confirmed, Tutor and Line manager confirmed

▼ Default folder Move selected logs here

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Trainee Learning Time?		
30/07/2012	31/07/2012	b. Chase Work	Ensure work has been done	Krabbappel, Edna							Edit	<input type="checkbox"/>
12/02/2015	12/02/2015	a. Initial	Fw: Gap analysis	Krabbappel, Edna							Edit	<input type="checkbox"/>
25/02/2016	25/02/2016	a. Initial	11111111111111234567890	Krabbappel, Edna							Edit	<input type="checkbox"/>

### Add assessor and qualification name to the Sampling plan

Previously when an IQA selects 'all assessors' in the sampling plan, the assessors' names don't show in the plan making it difficult to see which assessor is associated with which learner. We have now included the assessor name in all views of the sampling plan, like it is in the sampling plan report.

UEA marker tutor feedback reports
EQA feedback reports
Tutor activity log
File library
UEA marker sampling plan
Rationale

Tutor
All tutors

Qualification
Apprenticeship Operations/Departmental Manager L5 ST0385\_01 Standards Version 1 (132)

Employer
All

Curriculum area
All

Student
All

View plan - Normal
View plan - Print friendly

# Apprenticeship Operations/Departmental Manager L5 ST0385\_01 Standards Version 1

		Whole qualification	1	2
<b>Student:</b> Anderson06 Charles (1695) <b>Tutor:</b> Smith06 Anne (1696) <b>Start:</b> 17/04/2018 <b>End:</b> 05/04/2021	1%	Planned: <input type="checkbox"/> Type: <input type="text" value="Select"/> Assessment cycle <input type="text" value="Select"/>  Sampled in sampl. plan: <input type="checkbox"/>	Planned: <input type="checkbox"/> Type: <input type="text" value="Select"/> Assessment cycle <input type="text" value="Select"/>  Sampled in <a href="#">Click to sample</a> sampl. plan: <input type="checkbox"/>	Planned: <input type="checkbox"/> Type: <input type="text" value="Select"/> Assessment cycle <input type="text" value="Select"/>  Sampled in <a href="#">Click to sample</a> sampl. plan: <input type="checkbox"/>

You may also have noticed that we have also added qualification title at the top of the sampling plan, in line with the sampling plan report.

**Apart from the two highlighted, all of these enhancements have been automatically added to VQManager for you.**