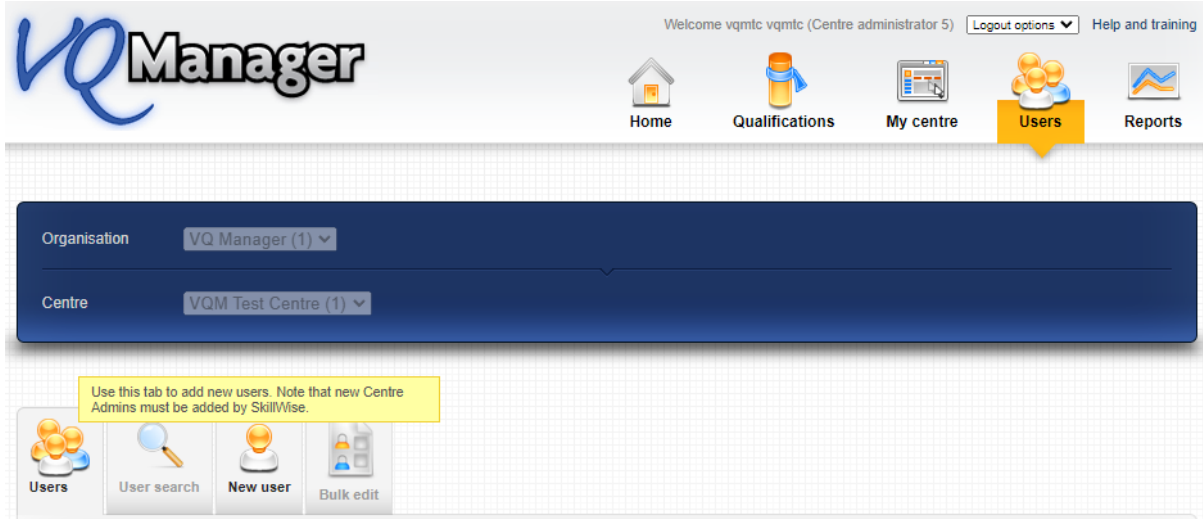


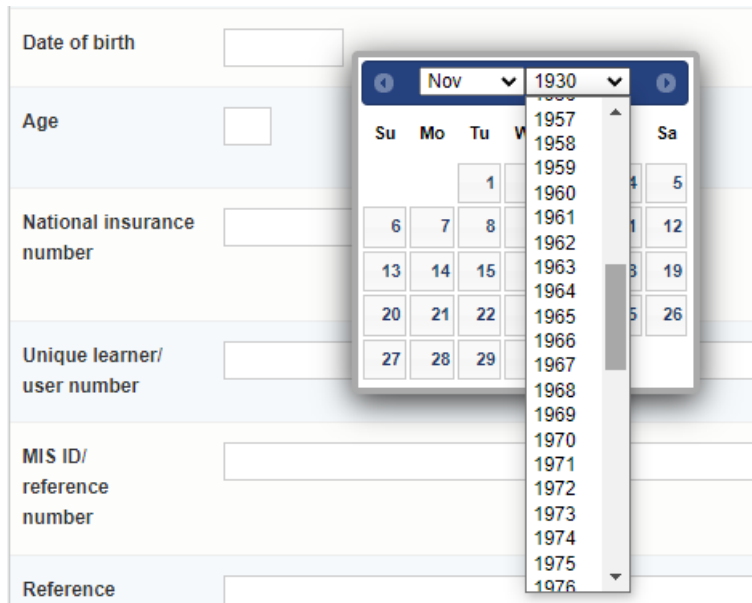
VQManager Enhancements November 2022

Creating or editing a learner's date of birth.

We have added a scroll bar to the calendar function when editing or creating a new user in the Centre Admin area.



This function now allows you to scroll back many years rather than having to do this in 10 year batches.



Notification to learner, assessor and employer/line manager when OTJ isn't progressing

This development may not be relevant to you if you are not delivering apprenticeships and tracking OTJ hours on VQManager. If it is relevant and you would like it switched on, please contact us.

Due to the new apprenticeship guidance around Off the Job Training hours indicating that some learning activity should take place every 4 weeks, we have added a notification to go out to learners, assessors and employers/line managers when a learner hasn't submitted any OTJ records for a while (or when OTJ hours haven't been recorded on the learner's behalf by another user).

Here are the specific funding rules:

P52.1 A break in learning must be used where there is no active learning for 4 weeks or more.

P52.2 Training can still be front-loaded at the beginning of the apprenticeship, delivered in 'blocks', or delivered around employer peak periods, provided there is some planned learning activity every 4 weeks in order to keep the apprentice engaged.

P52.2.2 The activity must meet the definition of off-the-job training or be English and maths training.

Reference:

Apprenticeship Funding Rules for Main Providers August 2022 to July 2023, pages 23-24

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1109627/2223_Provider_Rules_Version_2_Final.pdf

This new function will only work when it is switched on for you **and** the following rules apply:

- The learner is set up to record OTJ in their profile
- The learner has fewer hours logged and confirmed than the number of hours required to date
- Today's date is at least 2 months since the learner's earliest qualification start date
- No new OTJ hours have been logged in the last 3.5 weeks (25 days). *NB: OTJ hours that are not yet confirmed will count here, so it's any hours logged, by any user, regardless of approved status, or whether they are in the Diary or the Activity log.*

With these rules in place, the earliest possible date for a notification is just short of 3 months on programme.

If the parameters are met, the system will send an e-mail to the learner, their assessor, and their employer/line manager (if one is assigned). Messages will be sent out once per week, and repeat each week until some new OTJ hours have been logged.

The message will say this.

Dear [learner's name],

This e-mail is to remind you that no new Off the Job Training hours have been logged in your account in the e-portfolio in the last three and a half weeks.

Please review your portfolio, and make sure your records there are up to date. If you have any questions about Off the Job Training, or your programme of study in general, please contact your

assessor. Contact details can be found on the 'My VQManager Network' tab, in the 'Home' section of your portfolio.

Please note that this is a notification email only and any replies to this email address will not be answered. If you have a query regarding this email or any aspect of VQManager, please contact your assessor or your Centre Administrator directly.

Kind Regards,
The VQManager team

Dear [assessor's name],

This e-mail is to remind you that no new Off the Job Training hours have been logged for the learner(s) listed below in the e-portfolio in the last three and a half weeks.

Please review the learner accounts, and make sure their records are up to date. You may wish to contact your learners to discuss their portfolios. Contact details are in the 'Learner details' tab in the 'My Learners' section of the e-portfolio.

- [learner's name]

Please note that this is a notification email only and any replies to this email address will not be answered. If you have a query regarding this email or any aspect of VQManager, please contact your Centre Administrator directly.

Kind Regards,
The VQManager team

Dear [employer's/line manager's name],

This e-mail is to remind you that no new Off the Job Training hours have been logged for the learner(s) listed below in the e-portfolio in the last three and a half weeks.

Please review the learner accounts, and make sure their records are up to date. You can do this by clicking on the 'Associates' tab, and clicking 'view' next to the learner's name. You may wish to contact your learners to discuss their portfolio. Contact details are in the 'Personal details' tab in the 'Home' section of the e-portfolio when you are viewing the learner's account.

- [learner's name]

Please note this is a notification email only and any replies to this email address will not be answered. If you have a query regarding this email or any aspect of VQManager, please contact your learner's assessor or [training provider's name] directly.

Kind Regards,
The VQManager team

NB if all of a learner's quals are signed off notifications will still be triggered. This is because some learners may have completed the qualification itself, but don't have enough OTJ hours logged to actually go forward for end point assessment and will need to continue adding hours.

This notification is not intended to remind learners if they are short of the total number of hours required to date. From the provider's point of view, this may or may not be an issue. This is just to remind them if they haven't logged any hours at all recently.

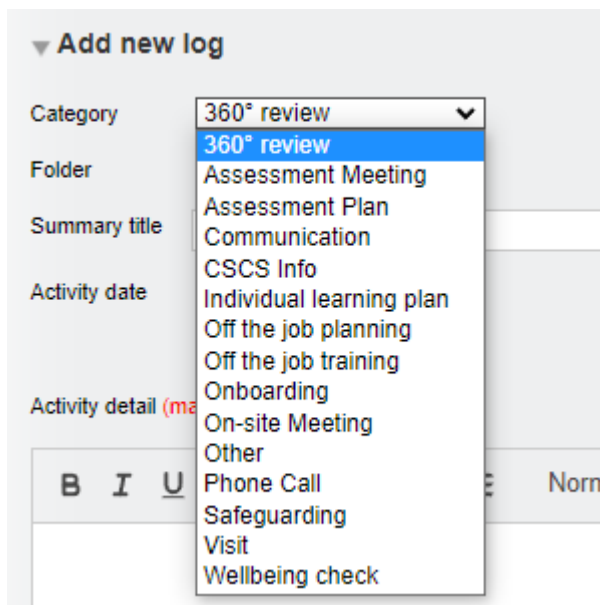
Any hours logged in the last 25 days regardless of user will prevent a notification being sent, regardless of whether they are assessor approved or not. Backdated hours will count.

Please let us know if you would like to opt in to this function. You will be asked to select which day of the week you would like the notifications to be sent.

'Archiving' Activity Log categories

We are now able to remove categories from the Activity log which are no longer required. Once removed, they will no longer appear in the drop down when you are creating or editing entries.

The category will still show in any previous entry where it had been selected, but will not be available for new entries.



If you would like any categories adding or removing, please do let us know.

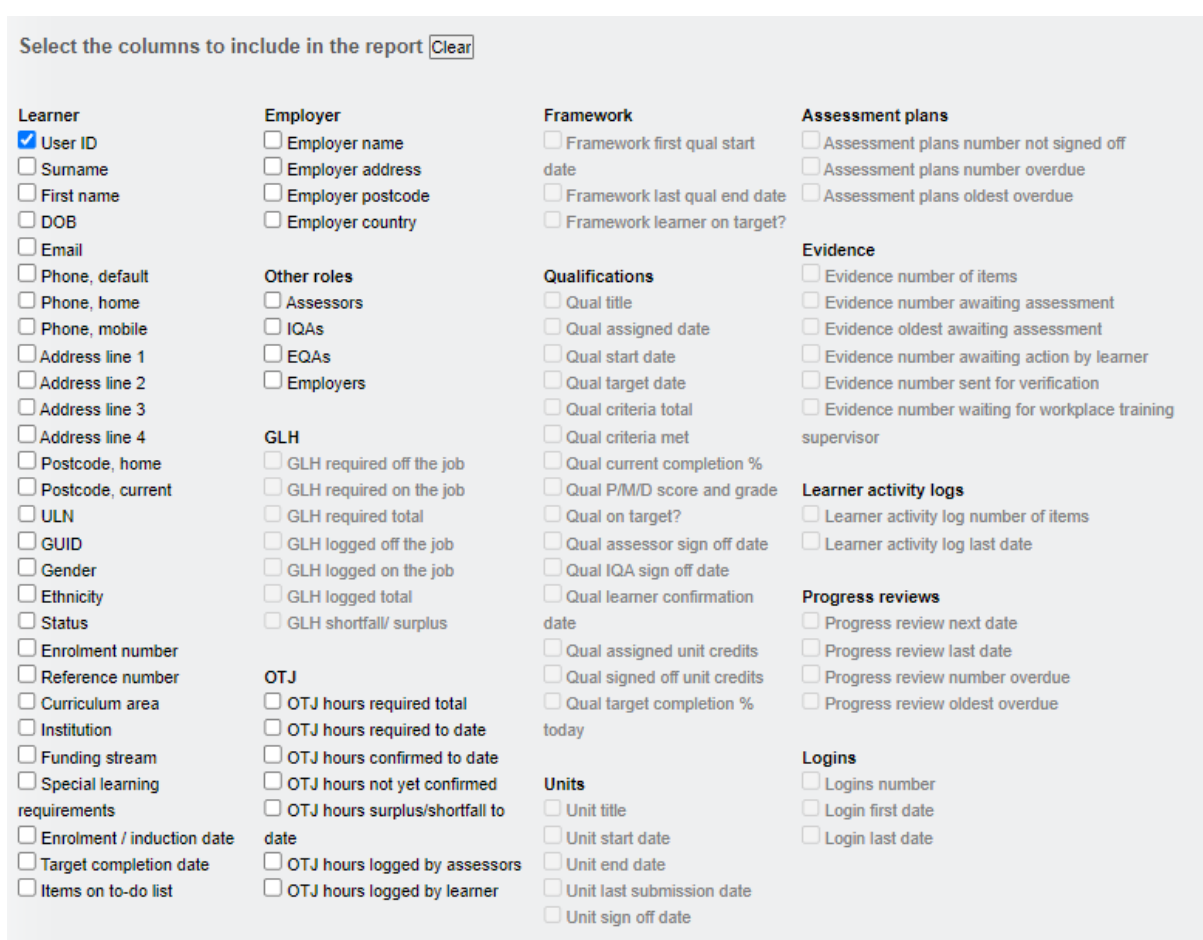
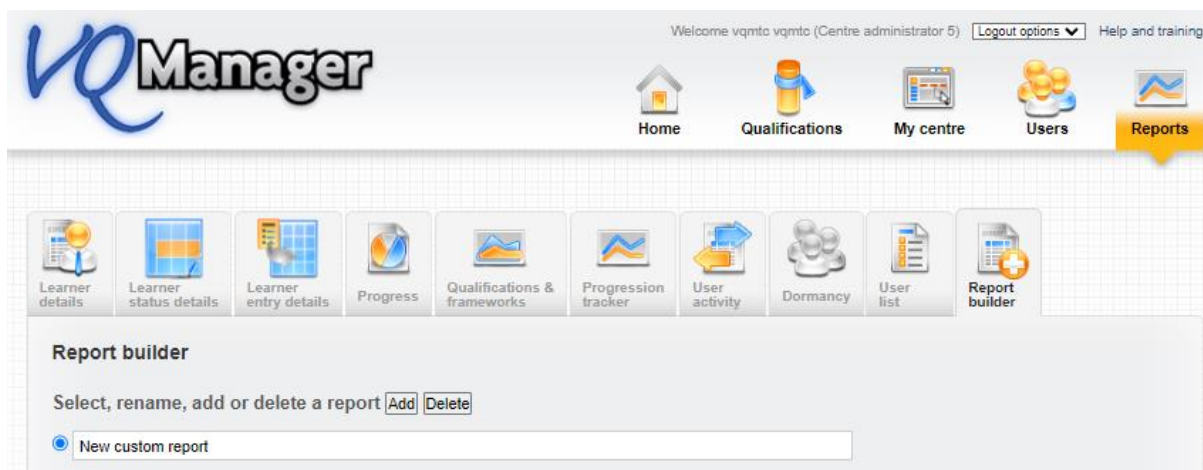
Adding a report builder to create bespoke reports in VQM

We have created a report builder for assessors, IQAs, Employers, OSU and Centre Administrators, so users can create and save their own, bespoke reports.

The function allows for:

- unlimited number of bespoke reports for each user
- option for adding new reports
- option for deleting a report

On first opening this tab, there is one report showing for the user, called 'New custom report'. It has the User ID selected.



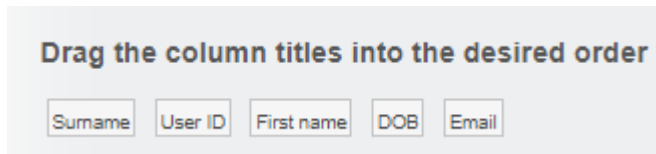
The user can re-name this report, and edit it as they choose, adding and removing categories.

Data categories are displayed in 'blocks' of related data, for example OTJ hours, assigned qualifications or assessment plans.

Greyed out categories aren't available in this release, but will be added in a later phase of development.

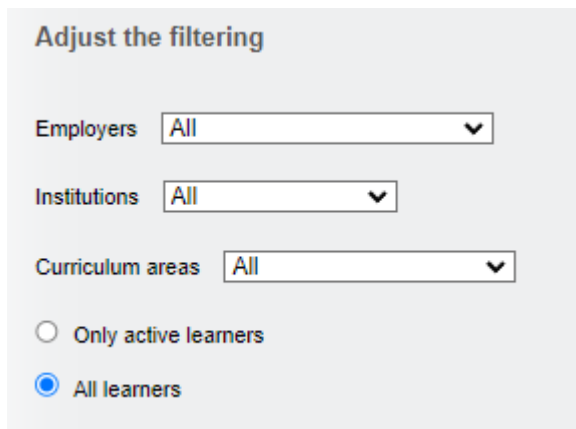
If you have customised names in your organisation for the user roles and various data types, these custom names will pull through here, to avoid confusion.

Once they have selected all the desired categories, the user can scroll down, and use 'drag and drop' to put the columns into the order they'd like.



The report will be sorted by the data in the column furthest to the left, so if you place 'surname' there, the rows will be presented in alphabetical order by surname.

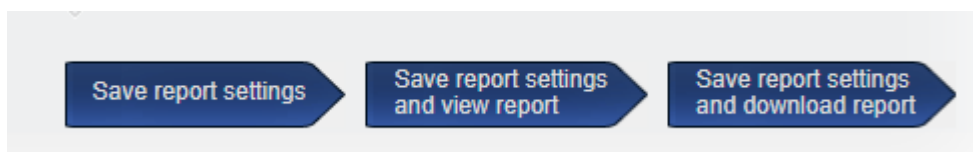
Lastly, they can set up the filtering they'd like for the report.



The report can be filtered to include all learners, or only active learners.

(If you are going to use the same report, but with different filter settings, for example to run the same report but for groups of learners with a different Employer, we would recommend that you set up the template once, and then just adjust the filtering each time you run the report.)

At the bottom of the screen, the user can select to save the report, or save the report and run it immediately. They can view the results on screen, or download of the data as a csv file.



Regardless of which option is selected here, the report will save so the same report can be run each week/month as required.

One thing to note, this function is based on learners. I.e. the starting point is learners and then their related data is added. It can't currently create reports based on other roles or other non-learner related data.

Apart from OTJ reminders, these enhancements have been automatically added to VQManager for you.