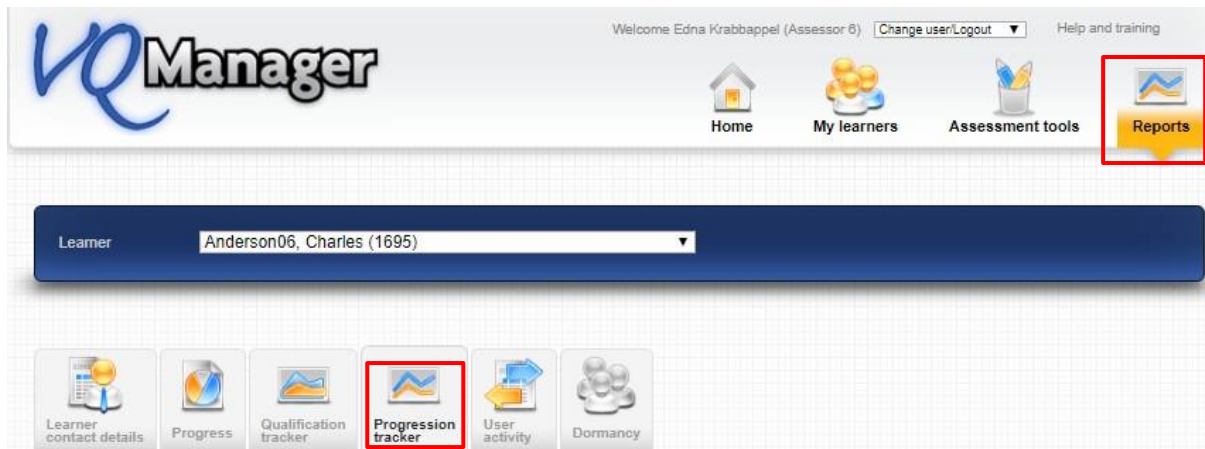


Progression Tracker

Progression Tracker

Ofsted need training providers to track progress and show 'value added' as the learners work through their qualification. The progression tracker function allows learners, assessors and line managers (employers) to show a 'rating' against the criteria for a qualification, to show progression whilst on programme.

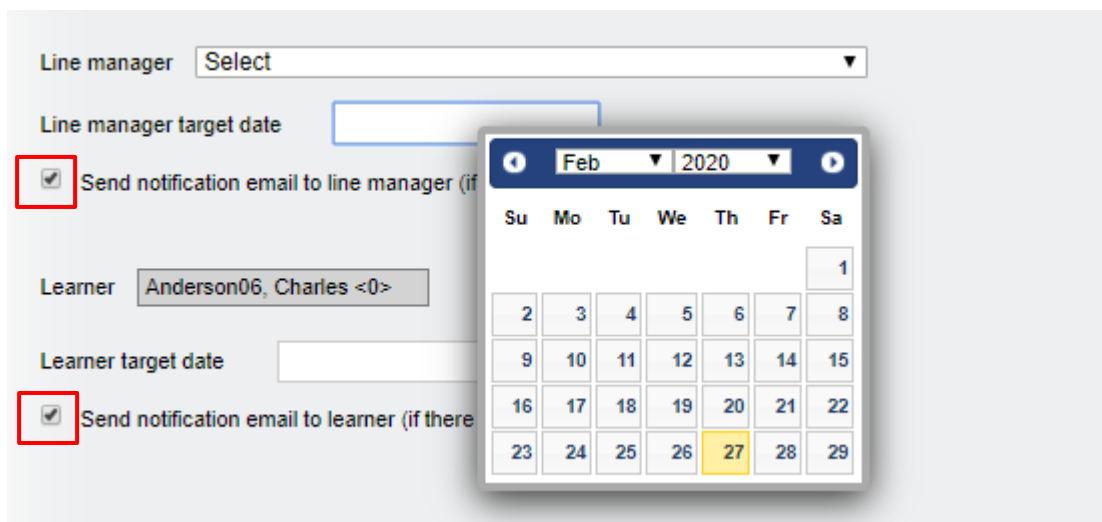
The tab called "Progression tracker" is in the **Reports** area and is visible for Learners, Assessors and Line Managers.



Evaluations are initiated and completed on an ad hoc basis, with the assessor deciding how many to do and when.

The first time an evaluation is created, the assessor will select a standard or qualification to run the task against. Once selected, this cannot be changed, and all subsequent evaluations will be run against this qual.

A due date in the date field is entered for both the line manager and the learner. The expectation would be for the target date to be within a week or two of the assessor initiating the evaluation.



Where a valid email address is recorded in VQManager, an email will be sent to you. You will also see a notification on your To Do tab. These notifications will show red if the 'due date' has passed.

Line manager - completing the Progression tracker request

The screenshot shows the VQManager dashboard for user Kari Line (Line manager 1731). The 'To do' tab is active, indicated by a red notification icon with the number '5'. Below the navigation bar, there is a section titled 'Confirmation of progress reviews' and 'Confirmation of OTJT hours'. The main section is 'New and incomplete progression evaluations', which contains a table with the following data:

Date initiated	Title	Initiated by	Learner	Date due	Evaluate
27/02/2020	First Scan	Krabbappel, Edna	Anderson06, Charles	28/02/2020	Evaluate

On receipt of an email and/or To Do tab request follow the link "Evaluate". The qualification will display in the "Progression tracker" tab .

You can tick the options at unit or learning outcome or individual criteria levels.

The screenshot shows the 'Progression evaluation' form. The title is 'First Scan' and the learner is 'Anderson06, Charles'. A yellow warning box states: 'Indicate the learner's level of competence on a scale of 1 - 10, where 1 is not at all competent, and 10 is highly competent. Use the 'select all' boxes to indicate the same level of competence for a whole outcome or unit.' Below this, there are radio buttons for 'Open all' and 'Close all'. A checkbox labeled 'Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1' is checked. At the bottom right, there are 'Save' and 'Cancel' buttons.

There is a 'select all' quick tick box at unit level, which when selected populates all the criteria in that unit with the selected value.



Progression evaluation

Title: First Scan

Learner: Anderson06, Charles

Indicate the learner's level of competence on a scale of 1 - 10, where 1 is not at all competent, and 10 is highly competent.
Use the 'select all' boxes to indicate the same level of competence for a whole outcome or unit.

- Open all
- Close all

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1

<input type="checkbox"/> Unit 1 Knowledge - Interpersonal Excellence	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Unit 2 Knowledge - Organisational Performance	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Unit 3 Knowledge - Personal Effectiveness	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Unit 4 Skills - Interpersonal Excellence	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Unit 5 Skills - Organisational Performance	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Unit 6 Skills - Personal Effectiveness	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Unit 7 Behaviours	1 2 3 4 5 6 7 8 9 10

There is a 'select all' quick tick box at learning outcome level too, which when selected populates all the criteria in that learning outcome with the selected value.

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1

<input type="checkbox"/> Unit 1 Knowledge - Interpersonal Excellence	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Learning outcome 1 Leading People	
<input type="checkbox"/> Assessment criteria 1	1 2 3 4 5 6 7 8 9 10

Using the "open all" radio button, the qualification tree opens and you can assign a value for individual criteria.

- Open all
- Close all

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1

<input type="checkbox"/> Unit 1 Knowledge - Interpersonal Excellence	1 2 3 4 5 6 7 8 9 10
<input type="checkbox"/> Learning outcome 1 Leading People	
<input type="checkbox"/> Assessment criteria 1	1 2 3 4 5 6 7 8 9 10
K1 Understand different leadership styles, how to lead multiple and remote teams and manage team leaders	0 0 0 0 0 0 0 0 0 0
K2 Know how to motivate and improve performance, supporting people using coaching and mentoring approaches	0 0 0 0 0 0 0 0 0 0
K3 Understand organisational cultures and diversity and their impact on leading and managing change	0 0 0 0 0 0 0 0 0 0
K4 Know how to delegate effectively	0 0 0 0 0 0 0 0 0 0

dev.vqmanager.co.uk says

All the items have been scored. Do you wish to close this evaluation now? Select Cancel if you want to edit the evaluation again and close it later.

OK Cancel

Learning outcome 3

Assessment criteria 3

B1 Flexible to the needs of the organisation.

B2 Is creative, innovative and enterprising when seeking solutions to business needs.

B3 Positive and adaptable, responds well to feedback and need for change.

B4 Open to new ways of working

Learning outcome 4 Professionalism

Assessment criteria 4

S1 Sets an example, and is fair, consistent and impartial.

S2 Open and honest.

S3 Operates within organisational values.

Save Cancel

The evaluation is complete when every criterion has a value assigned. Clicking 'save' at this point will open a dialogue box, offering two options.

Select "Cancel" in the dialogue box if you wish to save the evaluation and come back and finish it later.

Select "OK" if you have finished the evaluation completely.

Previous progression evaluations

Date initiated	Qualification	Title	Assessor	Assessor completed	Learner	Learner target	Learner completed	Line manager target	Line manager completed	
27/02/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	First Scan (18)	Krabbappel, Edna (6)	27/02/2020	Anderson06, Charles (1695)	28/02/2020		28/02/2020	27/02/2020	View

Graph Download matrix

Until all contributors have completed their initial evaluation, the graph and the download matrix buttons will have no data to show.

Viewing previous Progression tracker evaluations

Users will not see each other's work until all have completed their own evaluation and saved it.

At this point, the previous "view" link will change to "view all", and the new view will show each user's rating against each criterion, side by side. These are colour-coded for clarity.

▼ Previous progression evaluations

Date initiated	Qualification	Title	Assessor completed	Learner	Learner target	Learner completed	Line manager	Line manager target	Line manager completed	
30/01/2020	Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	January PT (7)	30/01/2020	learn, inca (1732)	31/01/2020	30/01/2020	Line, Kari (1731)	31/01/2020	30/01/2020	View all

Progression evaluation
 Title: January PT
 Learner: learn, inca

Open all
 Close all

▣ **Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1**

▣ Unit 3 End Point Assessment

▣ Learning outcome 1 End Point Assessment

▣ **Assessment criteria 1**

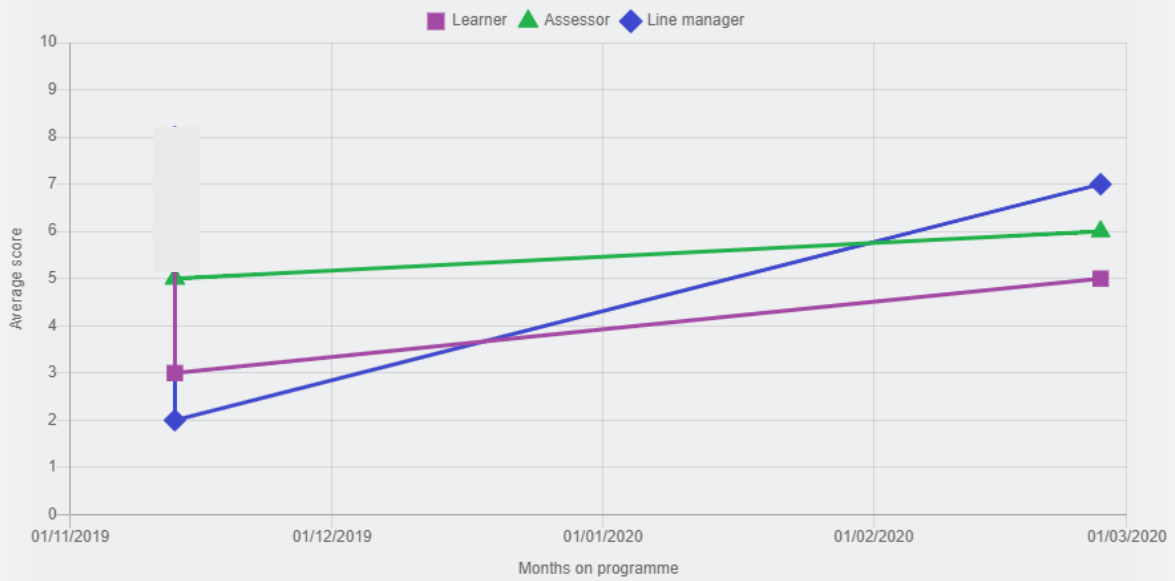
	Learner	Assessor	Line manager
1 Knowledge test using scenarios and questions	6	3	5
2 Structured competency based interview	6	3	5
3 Assessment of portfolio of evidence	6	3	5
4 Presentation of work based project with Q&A	6	3	5
5 Professional discussion relating to CPD activity	6	3	5

Viewing a graph of Progression tracker

The results of the evaluations are available in a graph format.

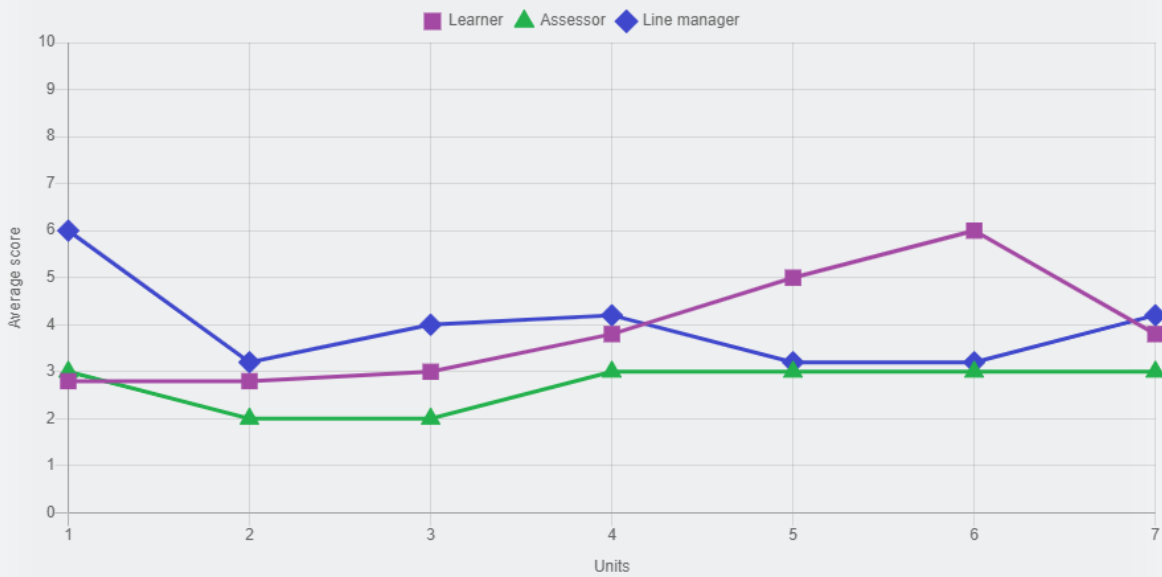
The first graph shows the average score per evaluation, with a different coloured line for learner, assessor and line manager, matching the colours above in the summary view of the evaluation.

Averages of completed progression evaluations



By clicking on the individual data points in the graph, it is possible to drill down and see the results of a single evaluation as a graph, again with separate-coloured lines for learner, assessor and line manager:

Unit averages for progression tracking: January Start PT (30/01/2020)



Selecting the “download matrix” button, an Excel spreadsheet will download revealing the scores for all users and all evaluations for the selected learner. This matrix also includes the average score for each criterion.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P			
1	Progression tracker (27/02/2020)																	
2	Gillett, Graham			Average all evaluations			13/11/2019-Nov 2019 Progress			13/11/2019-Dec 2019			27/02/2020-feb test					
3	V1 Assessor SVQ																	
4				Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line mana	Learner	Assessor	Line manager			
5				Average all criteria			5	5	5	7	5	8	3	5	2	5	6	7
6				Unit 1 Conduct internal quality assurance of the assessment process														
7				Element 1.1 Carry out and evaluate internal assessment and quality assurance systems														
8				A Put your organisation's requirements into practice for auditing	5	3	5	7	1	8	3	3	2	5	6	7		
9				B Identify the outcomes needed by the agreed standards and their context	5	3	5	7	2	8	3	3	2	5	6	7		
10				C Carrying out appropriate administrative and recording arrangements	5	4	5	7	3	8	3	3	2	5	6	7		
11				D Identify and ensure the agreed criteria for choosing and supporting assessors	5	4	5	7	4	8	3	3	2	5	6	7		
12				E Carry out assessment standardisation arrangements	5	5	5	7	5	8	3	4	2	5	6	7		
13				F Ensure a procedure for complaints and appeals is in place, which meets the needs of the organisation	5	5	5	7	6	8	3	4	2	5	6	7		
14				G Identify and use internal and external measures of performance to monitor and improve the assessment process	5	5	5	7	7	8	3	4	2	5	6	7		
15				H Make recommendations to improve internal quality assurance arrangements	5	6	5	7	8	8	3	4	2	5	6	7		
16				Element 1.2 Support assessors														
17				A Ensure assessors have appropriate technical and vocational experience	5	6	5	7	9	8	3	4	2	5	6	7		
18				B Ensure assessors are familiar with and can carry out the specific assessment tasks	5	6	5	7	10	8	3	4	2	5	6	7		
19				C Identify the development needs of assessors in line with assessment requirements	5	3	5	7	1	8	3	4	2	5	6	7		
20				D Give assessors the chance to develop their assessment experience	5	4	5	7	2	8	3	4	2	5	6	7		
21				E Ensure assessors have regular opportunities to standardise assessment	5	4	5	7	3	8	3	4	2	5	6	7		
22				F Monitor how assessors are capable of maintaining standards	5	4	5	7	4	8	3	4	2	5	6	7		