

VQManager Enhancements January 2023

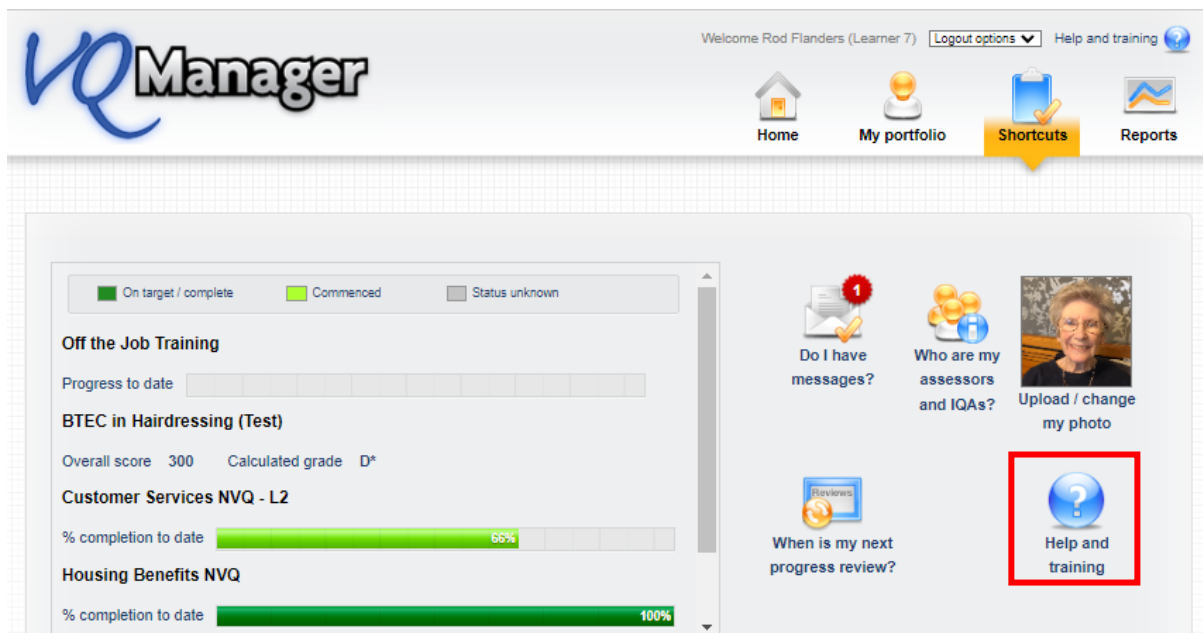
Adding an icon for Help and Training

To help users spot the **Help and training** link in the top right of VQManager pages, we have added an icon there. This is visible on all pages, for all users, regardless of whether the other tab icons are switched on or not.



Adding 'Help and Training' icon to learner Shortcuts page

For ease and clarity, we have added a new icon for **Help and Training** on the learner's **Shortcuts** tab. This is in addition to (and not replacing) the top right-hand link **Help and Training** which will continue to be available and visible on every page regardless of user as per the previous development.



The new icon will lead directly the learner section of our **Help** pages.



This page provides all the downloads and resources required by the Candidate/Learner/Trainee. Just click on the hyperlink to see the information.

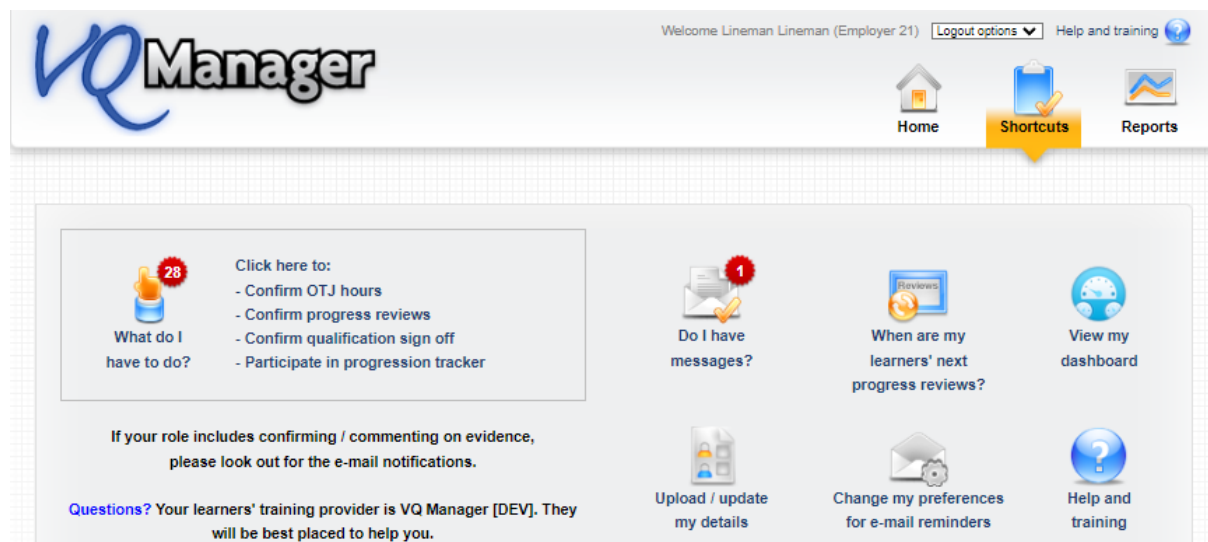
Downloads and Resources
(Click to select – opens in new window)

- [Getting started video](#)
- [Getting started Presentation](#)
- [Activity Logs](#)


Shortcuts for Line Managers

Following on from the success of our **Shortcuts** page for the learners, we have built one for Line Managers/Employers too.

The red rosette on each icon indicates how many items need attention on that page.



The area below will take the LM/Employer to the **To do** tab to complete any outstanding tasks.



What do I have to do?


Click here to:

- Confirm OTJ hours
- Confirm progress reviews
- Confirm qualification sign off
- Participate in progression tracker

▼ **New and incomplete progression evaluations**

Date initiated	Title	Initiated by	Learner	Date due	
10/03/2020	fourth evaluation	Sampson, Holly	Smith, Ben	05/03/2020	Evaluate

If there are any important messages for the LM/Employer, this icon will take them to the **Messages** tab.



Do I have messages?

WELCOME to your VQ Manager electronic portfolio!

This is a messaging function that will be used to communicate new features and important information to you. So please read them carefully when you see them.

When you login, if you need any help please click on the [Help and Training](#) link in the top right hand corner of the screen. Also look out for the [Help for this page](#) links, which will take you to targeted content.

If you still have any questions or issues, please contact your training provider / Centre Administrator.

The SkillWise Team

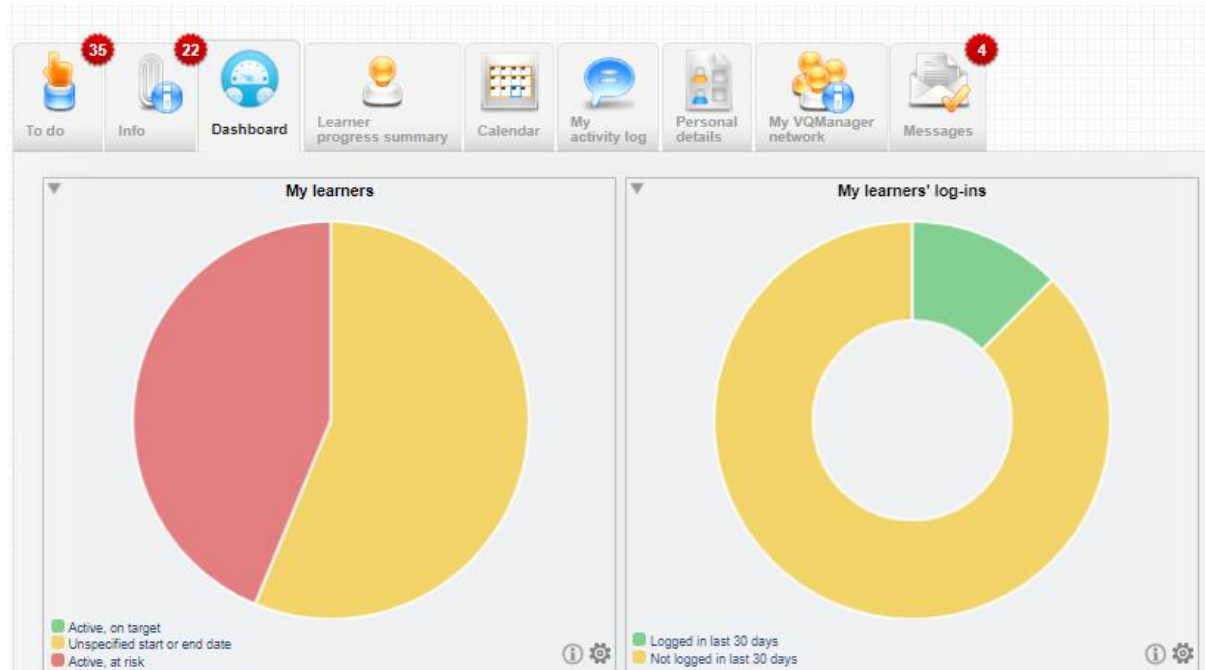
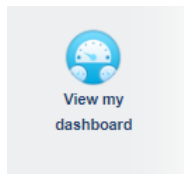
Username and Password

The username and password that have been allocated to you may be difficult to remember. You can easily change your username and password once you log in. On your home page, click on the **Personal Details** tab, where you will be able to update your details. Remember to select a username and password that aren't easy to guess - a password should have at least 8 characters, including at least one number. Using special characters, e.g. & (*, will make it more secure. The password should be different to your username.

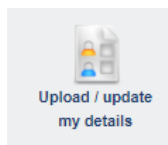
In the **Personal Details** tab, check that your e-mail address is correct and up to date. We will use this to send you a replacement password if you forget yours.

Don't show this message again

This icon will take the LM/Employer to the **Dashboard** tab to see instant reports regarding the learner's progress and activity.



This icon will take the LM/Employer to the **Personal Details** tab where they can change their password or amend contact details.



The 'Personal details' form includes the following fields and options:

- Associates** (tab)
- To do** (1)
- Info** (4)
- Dashboard** (tab)
- Calendar** (tab)
- File library** (tab)
- Messages** (1)
- Personal details** (tab)

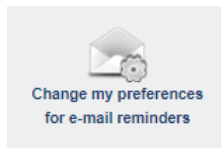
User name *

New password *

Confirm new password *

[Cancel new password](#)

This icon will go to the same page as above (**Personal details**) but automatically scroll to the bottom to take the LM/Employer to the section where they can amend their email preferences:



E-mail options

Receive e-mail reminders to confirm progress reviews

Monday ▾

Receive e-mail reminders to confirm Off the Job Training hours

Monday ▾

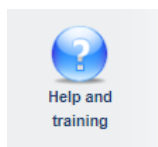
Receive e-mail reminder for missed assessment plan target dates

None ▾

Receive e-mail reminder for missed progress review planned dates

None ▾

This icon will take the LM/Employer to the Support area, as per the top **Help and Training** link. The difference between this link and the one in the top right of each screen is that it takes the user directly to the LM/Employer section.



The screenshot shows the SkillWise website header with navigation links: HOME, VQMANAGER, APPRENTICESHIPS, WHY VQMANAGER?, and NEWS & VIEWS. There are also buttons for BOOK A DEMO, LOG INTO VQMANAGER, and CONTACT US. The main banner features a photo of a smiling man and a woman, with the text "Employer / Line Manager" overlaid. Below the banner, there is a section titled "Downloads and Resources" with a note "(Click to select – opens in new window)". Underneath, there is a link for "Employer/Line Manager (learner's employer/work mentor)" and a list of three resources: "Employer getting started video", "Employer Guidance", and "Progress Review Confirmation".

Lower down the page on the **Shortcuts** tab, the LM/Employer can view progress and activity related to their learner(s). Many LMs/Employers are only linked to one learner, but for those who have more than one, they can use the drop-down to switch between learners and refresh the view.

The screenshot shows a web interface with a 'Learner' dropdown menu. The dropdown is open, displaying a list of learner names and their associated counts. 'Flanders, Rod (7)' is highlighted in blue. To the right of the dropdown is a calendar for 'January 2023'. The calendar grid shows dates from 1 to 11. The 24th is highlighted in yellow, and the 31st is highlighted in light green. Below the calendar, there are two progress bars: 'Housing Benefits NVQ' and 'Key Skills', both showing 0% completion.

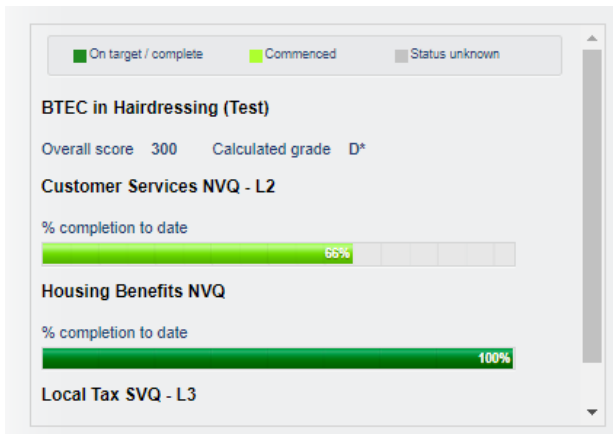
Once refreshed, progress of the selected learner and all activity associated with that learner can be seen.

The screenshot shows the same web interface, but now the 'Learner' dropdown is set to 'Flanders, Rod (7)'. The progress section on the left is expanded, showing details for several NVQs:

- BTEC in Hairdressing (Test)**: Overall score 300, Calculated grade D*
- Customer Services NVQ - L2**: % completion to date is 66% (indicated by a green progress bar).
- Housing Benefits NVQ**: % completion to date is 100% (indicated by a full green progress bar).
- Local Tax SVQ - L3**: (No progress bar visible).

 The calendar for 'January 2023' is also visible, with the 24th highlighted in yellow and the 31st highlighted in light green. A tooltip 'Last logged' is visible over the 24th.

The LM/Employer can click on the area below to view more detailed progress.



The link takes them to the learner's e-portfolio where unit progress can also be viewed.

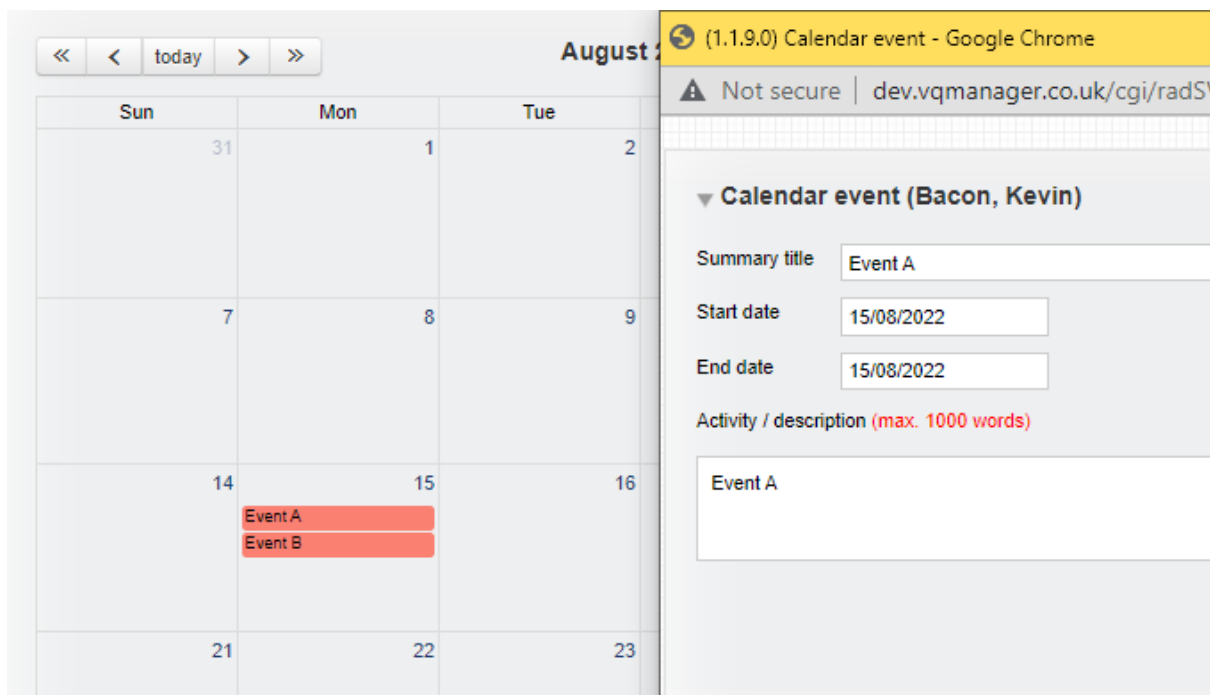


If the LM/Employer clicks in the calendar area, they can view the entries in more detail:



January 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Last logged	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

The link takes them to the Calendar in the learner's e-portfolio where entries can be opened by clicking on them.



Calendar event (Bacon, Kevin)

Summary title:

Start date:

End date:

Activity / description (max. 1000 words):

The **Shortcuts** tab is automatically available for every LM/Employer but as with the learner, there is a switch to make the **Shortcuts** page the landing page for them when they log in. This means when they log in they will land on this page every time rather than the **Messages** or **To do** tab so everything they need to see and do is clear to see.








If you would like this switching on, please drop us a message.

Add note to IQA and EQA comments box in evidence to make it clear learner can't see these

We have added a note to the IQA and EQA comments boxes in evidence to make it clear to users that learners can't see these comments. This is like the other boxes on this page.

Comments to trainee assessor (not visible to learner)








IQA comments to assessor **(not visible to learner)** (Devine, Summer) (max. 8000 words)

B I U     Normal   

16:33 GMT 13/01/2023:
IQA comments
14:24 GMT 24/01/2023:

8/8000 words

IQA comments to other IQAs (not visible to assessors) (Devine, Summer) (max. 8000 words)

B I U     Normal   


14:24 GMT 24/01/2023:

MCQ - Allowing for questions that require more than one answer

The e-learning function has been updated to include multiple-choice questions that ask for more than one answer to be ticked. For example:


▼ 3 Which TWO of these are decision-making techniques?

Correct →	<input checked="" type="checkbox"/>	5 Whys
	<input type="checkbox"/>	SWOT
Correct →	<input checked="" type="checkbox"/>	Pros and Cons
	<input type="checkbox"/>	Delegation



▼ 4 Equality can be defined as:

Correct →	<input checked="" type="checkbox"/>	Making sure everyone is treated fairly and given an equitable chance to access opportunities. It is not about treating everyone the same way as they may have different needs to achieve the same outcomes
	<input type="checkbox"/>	Recognising and positively valuing individual as well as group differences
Incorrect →	<input checked="" type="checkbox"/>	The deliberate act of welcoming diversity and creating an environment where all different kinds of people can thrive and succeed
	<input type="checkbox"/>	Paying everybody for the job they do



Adding ability for Centre Admin to create Messages for other users in their centre

Centre Admins can now create messages for the **Messages** tab for all their users themselves. There is a new tab located in **Home** called **My centre's messages**

Messages

Date logged	Activation date	End date	Message title	Logged by	Message cancelled?	
20/01/2023	20/01/2023		AAA Message title	vqmtc, vqmtc		Edit

At the bottom of the page is an area where a new message can be added – **Add new message**.

▼ Add new message

Activation date

End date no end date

Message title

Message body (max. 1000 words)

Signature (max. 100 words)

The 'activation date' will default to today's date but can be altered.

The admin can set an end date, or tick the box to leave this field blank.

We have included separate fields for the title, body and signature of the message. These fields are all compulsory. Messages are easier for users to read and understand if they have a clear title, and information on who the message is from (this could be a person, a department or an organisation).

For example, a completed message might look like this:

▼ Add new message

Activation date

End date no end date

Message title

Message body (max. 1000 words)

B I U S " " ☒ ☒ ☒ ☒ ☒ ☒ Normal **A ☒ ☒ Ix**

Safer Internet Day is on Tuesday 7th February 2023.

If you would like to find out more about Safer Internet Day please visit <https://www.saferinternetday.org/>

Please also ask your assessor about the training we have on offer.

36/1000 words

Signature (max. 100 words)

B I U S " " ☒ ☒ ☒ ☒ ☒ ☒ Normal **A ☒ ☒ Ix**

Kind regards,

College IT Department

5/1000 words

Below these fields is a section where the admin can select which users will receive the message. They will be able to select one option per row for each user role. There are 'select all' options for ease of use.

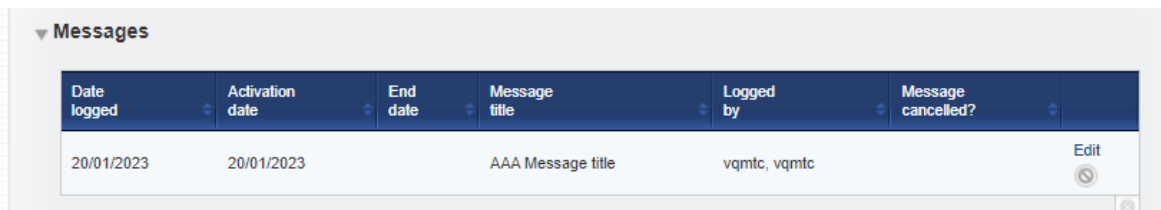
Apply to roles

User role	Show once if user has not seen this message before <input checked="" type="checkbox"/> <input type="checkbox"/>	Show only when user logging in for the first time <input checked="" type="checkbox"/> <input type="checkbox"/>	Show always until user ticks "don't show again" checkbox <input checked="" type="checkbox"/> <input type="checkbox"/>	Show always until administrator cancels the message <input checked="" type="checkbox"/> <input type="checkbox"/>
Learners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IQAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSUs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisation administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save **Cancel**

Messages remain editable after they are saved, so admins can update any details or correct mistakes as necessary.

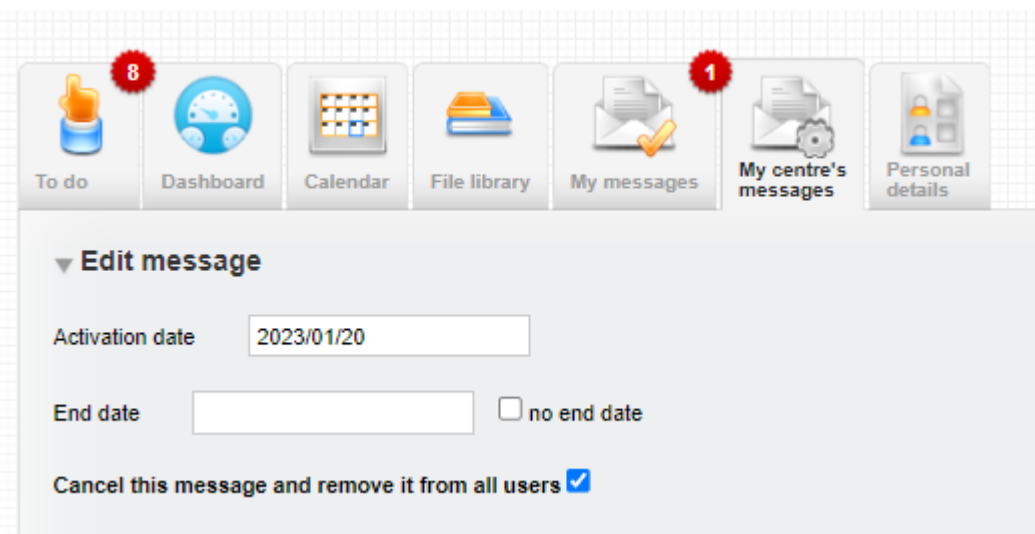
Once set up, the admin will be able to open a message from the table by selecting **Edit**



Date logged	Activation date	End date	Message title	Logged by	Message cancelled?	
20/01/2023	20/01/2023		AAA Message title	vqmtc, vqmtc		Edit

To cancel a message, the admin should open the message in this way and tick the box '**Cancel this message and remove it from all users**'.

Messages where an end date has been set will be automatically cancelled at the end of the day selected.



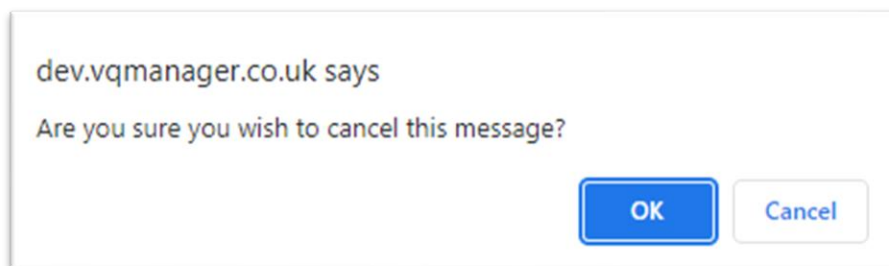
▼ Edit message

Activation date

End date no end date

Cancel this message and remove it from all users

Clicking 'cancel' and saving will give a pop-up 'are you sure' message.



dev.vqmanager.co.uk says

Are you sure you wish to cancel this message?

Messages that have been cancelled in this way, or that have passed their end date, can be deleted by an admin. Messages which are currently 'live' cannot be deleted.

We have completed the first part of this development which is to build the function. The second part will include the ability to add images to the messages too.

Password security - Maintaining access to user accounts in training centres

As part of our security drive, for all training centres there will be no visible access to the passwords for the training users. For ease, users will be able to enter the username in the password field and be granted access.

UN sid@trainingcentre

PW sid@trainingcentre

Existing passwords will still work, so if you have any of those saved, this won't be a problem.

This function only applies to training centres, and cannot be applied to live centres.

Adding to categories for report builder to create bespoke reports in VQM - phase 2

The report builder released last November is for assessors, IQAs, Employers, OSU and Centre Administrators to 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

This release has made many more categories available for selection in your bespoke reports:

Select the columns to include in the report [Clear](#)

Learner <input type="checkbox"/> User ID <input type="checkbox"/> Surname <input type="checkbox"/> First name <input type="checkbox"/> DOB <input type="checkbox"/> Email <input type="checkbox"/> Phone, default <input type="checkbox"/> Phone, home <input type="checkbox"/> Phone, mobile <input type="checkbox"/> Address line 1 <input type="checkbox"/> Address line 2 <input type="checkbox"/> Address line 3 <input type="checkbox"/> Address line 4 <input type="checkbox"/> Postcode, home <input type="checkbox"/> Postcode, current <input type="checkbox"/> ULN <input type="checkbox"/> GUID <input type="checkbox"/> Gender <input type="checkbox"/> Ethnicity <input type="checkbox"/> Status <input type="checkbox"/> Enrolment number <input type="checkbox"/> Reference number <input type="checkbox"/> Curriculum area <input type="checkbox"/> Institution <input type="checkbox"/> Funding stream <input type="checkbox"/> Special learning requirements <input type="checkbox"/> Enrolment / induction date <input type="checkbox"/> Target completion date <input type="checkbox"/> Items on to-do list	Employer <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Postcode <input type="checkbox"/> Country Other roles <input type="checkbox"/> Assessors <input type="checkbox"/> IQAs <input type="checkbox"/> EQAs <input type="checkbox"/> Employers GLH <input type="checkbox"/> Required off the job <input type="checkbox"/> Required on the job <input type="checkbox"/> Required total <input type="checkbox"/> Logged off the job <input type="checkbox"/> Logged on the job <input type="checkbox"/> Logged total <input type="checkbox"/> Shortfall/ surplus OTJ <input type="checkbox"/> Hours required total <input type="checkbox"/> Hours required to date <input type="checkbox"/> Hours confirmed to date <input type="checkbox"/> Hours not yet confirmed <input type="checkbox"/> Hours surplus/shortfall to date <input type="checkbox"/> Hours logged by assessors <input type="checkbox"/> Hours logged by learner	Framework <input type="checkbox"/> First qual start date <input type="checkbox"/> Last qual end date <input type="checkbox"/> On target? Qualifications <input type="checkbox"/> Title <input type="checkbox"/> Assigned date <input type="checkbox"/> Start date <input type="checkbox"/> Target date <input type="checkbox"/> Criteria total <input type="checkbox"/> Criteria met <input type="checkbox"/> Current completion % <input type="checkbox"/> P/M/D score and grade <input type="checkbox"/> On target? <input type="checkbox"/> Assessor sign off date <input type="checkbox"/> IQA sign off date <input type="checkbox"/> Learner confirmation date <input type="checkbox"/> Assigned unit credits <input type="checkbox"/> Signed off unit credits <input type="checkbox"/> Target completion % today Units <input type="checkbox"/> Title <input type="checkbox"/> Target date <input type="checkbox"/> Assessor sign off date <input type="checkbox"/> IQA sign off date <input type="checkbox"/> Current completion %	Assessment plans <input type="checkbox"/> Number not signed off <input type="checkbox"/> Number overdue <input type="checkbox"/> Oldest overdue Evidence <input type="checkbox"/> Number of items <input type="checkbox"/> Number awaiting assessment <input type="checkbox"/> Oldest awaiting assessment <input type="checkbox"/> Number awaiting action by learner <input type="checkbox"/> Number sent for verification <input type="checkbox"/> Number waiting for workplace training supervisor <input type="checkbox"/> Last submission date Learner activity logs <input type="checkbox"/> Number of items <input type="checkbox"/> Last date Progress reviews <input type="checkbox"/> Next date <input type="checkbox"/> Last date <input type="checkbox"/> Number overdue <input type="checkbox"/> Oldest overdue Logins <input type="checkbox"/> Number <input type="checkbox"/> First date <input type="checkbox"/> Last date
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Categories that are still greyed out will be made available in a future release.

These enhancements have been automatically added to VQManager for you.