

# Progress Reviews for Line Manager

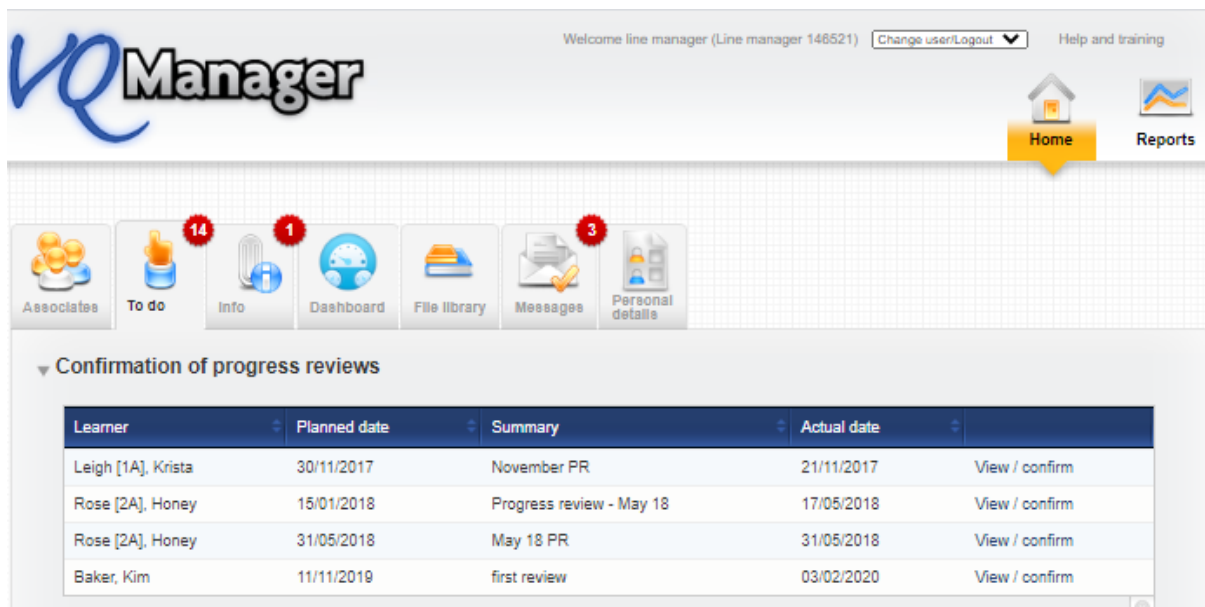
The Line Manager role in VQManager is mainly a view only provision but VQManager also allows employers to participant in VQManager, specifically around Progress Reviews and Off the Job Training. People who are allocated to this role, are linked to just the learners at their employment. They have direct access to these user's e-portfolio content.

## Note:

- Line Managers cannot edit or change any e-portfolio content they can only contribute to the areas specified above.

## Contributing to a Progress Reviews

On the "To Do" tab in the "Home" area this lists all of the progress reviews that you need to confirm for your learners. The overdue ones will appear in red.



The screenshot shows the VQManager interface. At the top, there is a navigation bar with the VQManager logo, a user greeting 'Welcome line manager (Line manager 146521)', a 'Change user/Logout' dropdown, and 'Help and training' links. Below this is a secondary navigation bar with 'Home' and 'Reports' buttons. A main navigation bar contains icons for 'Associates', 'To do' (with a red notification badge '14'), 'Info' (with a red notification badge '1'), 'Dashboard', 'File library', 'Messages' (with a red notification badge '3'), and 'Personal details'. The main content area is titled 'Confirmation of progress reviews' and contains a table with the following data:

Learner	Planned date	Summary	Actual date	
Leigh [1A], Krista	30/11/2017	November PR	21/11/2017	<a href="#">View / confirm</a>
Rose [2A], Honey	15/01/2018	Progress review - May 18	17/05/2018	<a href="#">View / confirm</a>
Rose [2A], Honey	31/05/2018	May 18 PR	31/05/2018	<a href="#">View / confirm</a>
Baker, Kim	11/11/2019	first review	03/02/2020	<a href="#">View / confirm</a>

Select the hyperlink on the right "View/confirm" to open the review, read it and add your comments.

▼ Progress review (Rose [2A], Honey)

Summary

Planned date

Actual date

Progress as on 31/05/2018

Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards	28%
Diploma for Managers L3 (ILM) 603_1166_6	0%
NAS sample Programme of Delivery	0%

Off the job training as on 31/05/2018

Hours logged	42:00
Target hours to date	184:19
Total hours required	384:00

Notes (max. 1000 words)

▼ Learner confirmation


Learner was requested to confirm on 31/05/2018

Learner comments


▼ Line manager confirmation

I hereby confirm that I agree to the above

Line manager comments

	Date uploaded	File description	Uploaded by	Size
	31/05/2018	tube map.docx	Knee, Sid (96980)	410 KB

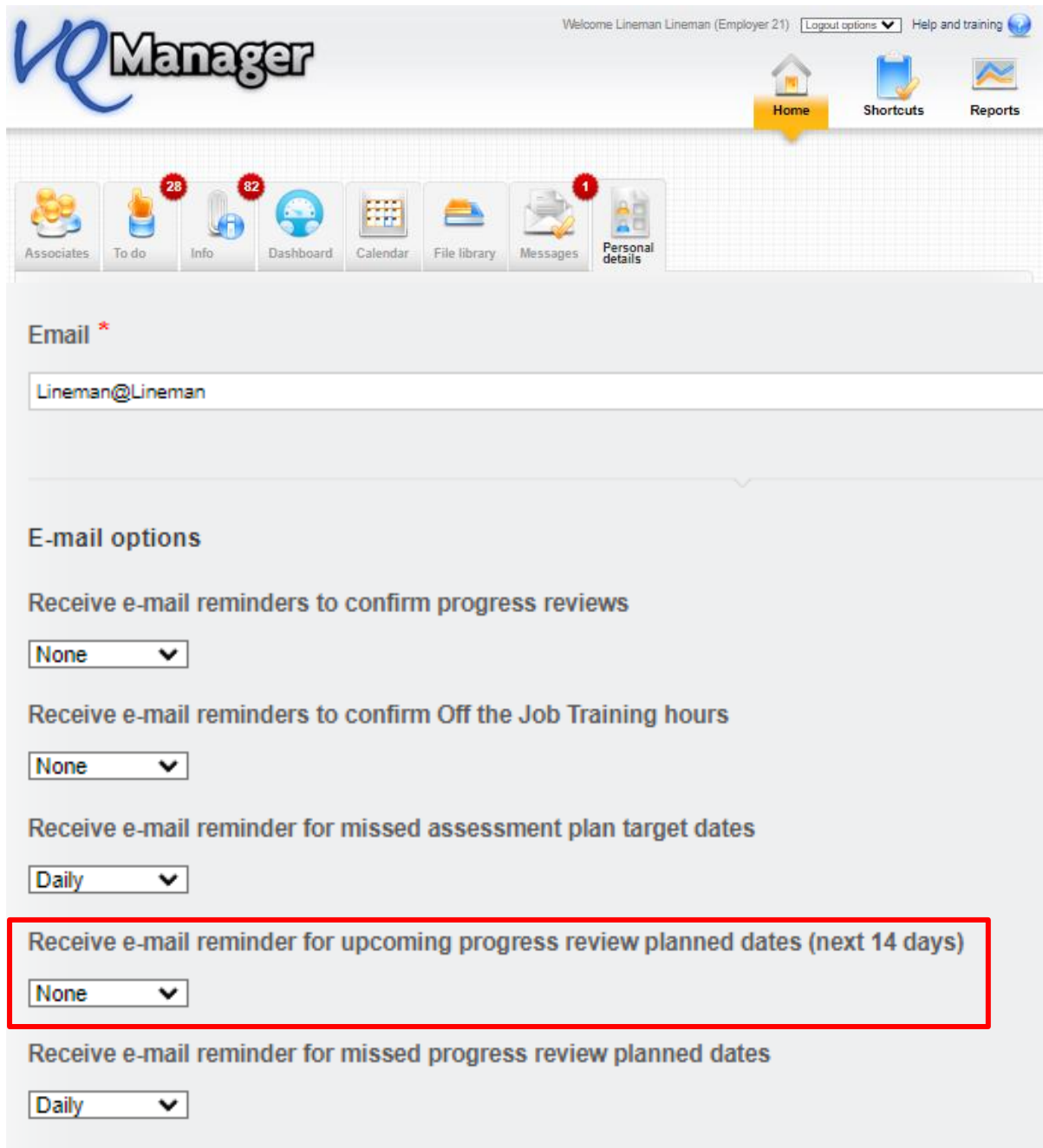
▼ Audit trail

Date	Time	Action	Content	User
31/05/2018	12:17:43	New log added		Knee, Sid (96980)
31/05/2018	12:17:43	Confirmation requested from learner		Knee, Sid (96980)
31/05/2018	12:17:43	Confirmation requested from line manager		Knee, Sid (96980)
31/05/2018	12:17:44	File attached: tube map.docx		Knee, Sid (96980)

Save your comments and confirmation using the button at the bottom of the page

### **Adding opt-in e-mail notification for line managers of upcoming progress reviews**

We have added an opt-in e-mail for Line Managers, to let them know when a progress review is coming up. The notification is located in the **Personal Details** Tab alongside other opt in notifications.



The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the VQ Manager logo, a welcome message for 'Lineman Lineman (Employer 21)', and links for 'Logout options' and 'Help and training'. Below this is a secondary navigation bar with 'Home', 'Shortcuts', and 'Reports' buttons. A main navigation bar contains icons for 'Associates', 'To do' (with a red badge '28'), 'Info' (with a red badge '82'), 'Dashboard', 'Calendar', 'File library', 'Messages' (with a red badge '1'), and 'Personal details'. The 'Personal details' section is expanded to show an 'Email' section with the email address 'Lineman@Lineman'. Underneath, there is an 'E-mail options' section with five notification settings, each with a dropdown menu:

- Receive e-mail reminders to confirm progress reviews: None
- Receive e-mail reminders to confirm Off the Job Training hours: None
- Receive e-mail reminder for missed assessment plan target dates: Daily
- Receive e-mail reminder for upcoming progress review planned dates (next 14 days): None
- Receive e-mail reminder for missed progress review planned dates: Daily

It has the same options as the other reminders in this category.



Here are the full details of the email summary notifications: <https://skillwise.net/wp-content/uploads/2023/02/Email-Summary-Notifications-V3.pdf>