

## Employer Field

Both the Organisation and Centre Administrators can create a new employer

In the **New employer** tab accessed by either the Org Admin or Centre Admin there are many fields. They can be completed for both new employers and also edited for existing employers. Once added the list appears in the preceding tab -**Employers**.

VQ Manager

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Employer name

Address

Postcode

Country United Kingdom

Telephone number

Subsidiary of (if applicable) Not specified

Health and safety Documentation collected ☐ Date for next review  no date ☐

Liability insurance Documentation collected ☐ Date for next review  no date ☐

Contact name

Contact e-mail

Contact phone number

Notes

Save Cancel

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Employer name

Address

Postcode

Country

Telephone number

Subsidiary of (if applicable)

The fields are:

- Health and safety (date can be set for a reminder for review)
- Liability Insurance (date can be set for a reminder for review)
- Contact name at employer
- Contact email at employer
- Contact telephone number at employer
- Notes

Health and safety Documentation collected ☐ Date for next review  ☐ no date

Liability insurance Documentation collected ☐ Date for next review  ☐ no date






Contact name

Contact e-mail

Contact phone number

Save Cancel

The Centre Admin will receive a reminder on the To Do tab in a new table if either of the Health and safety or Liability Insurance document review is due in the next 30 days. The date will turn red when the reviews become overdue.

|   |  |   |   |   |
|---|--|---|---|---|
|  <b>To do</b> <span>7</span> |  <b>Dashboard</b> |  <b>File library</b> |  <b>Messages</b> |  <b>Personal details</b> |
|---|--|---|---|---|

► **Qualifications signed off by tutors in the past 30 days**

▼ **Employer documentation reviews due in the next 30 days**

| Employer                   | Document type       | Date due   | Contact name           | Contact email        | Contact telephone | Remove                   |
|----------------------------|---------------------|------------|------------------------|----------------------|-------------------|--------------------------|
| Boots Reading              | Health and safety   | 27/04/2022 | Sam Summers            | ss@mail.com          | 44444444444444    | <input type="checkbox"/> |
| Boots Reading              | Liability insurance | 27/04/2022 | Sam Summers            | ss@mail.com          | 44444444444444    | <input type="checkbox"/> |
| Virgin Active - Chelmsford | Health and safety   | 06/04/2022 | Apprenticeship Contact | Contact@employer.com | 01234 567890      | <input type="checkbox"/> |
| Bournville College         | Health and safety   | 20/04/2022 | Apprenticeship Admin   | admin@employer.com   | 01234 567890      | <input type="checkbox"/> |
| Kent Council               | Liability insurance | 03/05/2022 |                        |                      |                   | <input type="checkbox"/> |
| Reading College            | Health and safety   | 13/04/2022 | Apprenticeship Admin   | Admin@reading.col    | 07456 7891011     | <input type="checkbox"/> |
| Reading College            | Liability insurance | 04/05/2022 | Apprenticeship Admin   | Admin@reading.col    | 07456 7891011     | <input type="checkbox"/> |

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The assessor and also the IQA are able to see the employer information in the **Learner details** tab.

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Student:

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[Log new evidence](#)
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[Learner diary](#)
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[Progress reviews](#)
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[Qualification status & signoff](#)
[Learner activity log](#)
[Student details](#)
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When the Centre Administrator creates a new user the dropdown box lists all of the employers already created appears.

Edit user - Windows Internet Explorer

http://www.vqmanager.co.uk/cgi/redSVQ.cgi/eu?&rs=15523&is=gvctfrvlsctdrdmgrkmvgkssk&lg=&org=1&sc=1&su=0

|                         |   |
|-------------------------|---|
| Home telephone number   | <input type="text"/>  |
| Mobile telephone number | <input type="text"/>  |
| Employer name           | <div>None</div> <div>Debenhams (1)</div> <div>Debenhams Bracknell (2)</div> |
| Curriculum area         | None  |