

VQManager Enhancements June 2023

Increase mouse-over area on Activity log.

When using the mouse-overs in the Activity log, we have increased the selected area in order for the pop up to stay on screen long enough to read it. Previously you had to be really accurate with your mouse to get it to remain.

▼ **Default folder** [Move selected logs here](#)

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?		
15/04/2019	15/04/2019	a. Initial	Initial log 2	Krabbappel, Edna			Initial log 2	Initial log 2			Edit <input type="checkbox"/>
15/07/2020	07/05/2018	c. Support	GLH and Off the job	Krabbappel, Edna	14:00	16:30			2:30		Edit <input type="checkbox"/>
15/07/2020	07/05/2018	c. Support	GLH and Off the job	Krabbappel, Edna	14:00	16:30			2:30		Edit <input type="checkbox"/>
08/02/2021	09/07/2015	a. Initial	Aaaaaaaaaaaaaaaaaa	Krabbappel, Edna							Edit <input type="checkbox"/>
08/02/2021	31/08/2018	d. RWF/Assessment	assessment day	Krabbappel, Edna							Edit <input type="checkbox"/>

Add a comments box in evidence where a trainee assessor can comment privately to the qualified assessor.

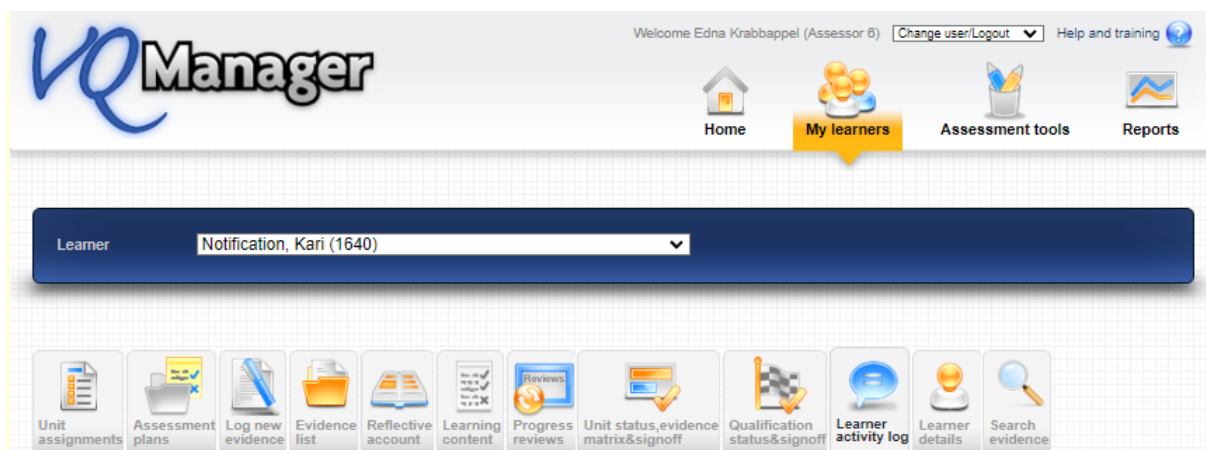
We have added a new comments box for the trainee assessors to be able to write comments in evidence that is aimed at the qualified assessor. As indicated, these comments are hidden from the learner, but visible to IQAs and EQAs.

Trainee assessor comments to assessor (not visible to learner)

As with all the comments boxes, the box is editable when the trainee assessor 'has' the evidence to work on.

Note to remind users to complete the Activity date when logging OTJ in the Activity log.

We have added a note to remind learners and assessors of the OTJ rule in respect of the need to complete the Activity date when they are logging OTJ in the Activity log. It appears as a yellow comments box and has the wording "For the hours to be added to the total, you must complete the activity date above"



▼ Off the Job Training

For the hours to be added to the total, you must complete the Activity date above.

Start time :

End time :

Duration hours minutes

☐ I hereby confirm the above OTJ hours as accurate and the training as completed

Assessor comments about the OTJ hours

Just as a reminder – here are the OTJ rules in full:

For the OTJ hours to count – they MUST:

1. *Fall within the start date and end dates of **any qualification** they are doing- i.e. if they are doing a framework, the earliest start date and the latest end date for any of those qualifications. (These are set up in the User profile by the Centre Admin) – To be clear, this does not mean the OTJ start and end times or dates.*
2. *Be confirmed by the assessor.*
3. *When recording OTJ in the Activity log tab (as opposed to the Diary tab) have a date of activity logged in the Activity date field. Hours won't count if they are logged in an Activity Log entry and the 'Actual date' field is left blank.*

If you think insufficient hours are being included for any learner, please check all of the above criteria are being met.

To find out more about this function, please select this link: <https://skillwise.net/wp-content/uploads/2022/12/Off-the-job-training-V2.pdf>

Add a Notes section to Employer details.

In the Employer information tab, we have added a free text box should you wish to add notes.

The screenshot shows the VQ Manager web application. At the top, there's a header with the VQ Manager logo, a welcome message for 'Dev1CentreAdmin', and navigation links like Home, Qualifications, My centre, Users, and Reports. Below the header is a dark blue bar with 'Organisation' and a dropdown menu showing 'VQ Manager [DEV] (1)'. Underneath are several icons for different functions: Minimum requirements, Curriculum area, New curriculum area, Employers, New employer, Institutions, and New institution. The main content area contains a form for 'Employer name' and 'Address'. Below these is a 'Notes' section, which is highlighted with a red rectangular box. It consists of a label 'Notes' and a large text input field.

Add table to assessor Info tab showing evidence IQA'd in last 30 days.

In the **Info** tab, we have added a table for the assessor that shows evidence IQA'd in the last 30 days.

The text for this new column will change depending on the centre setting, so most centres will show 'Date of verification'. The screen shot below reflects the centre setting I used which calls verification "marking".

Role titles (Enter these in lower case singular)	
Learner	learner
Trainee assessor	trainee assessor
Qualified assessor	assessor
Assessor (qualified or trainee)	assessor
Internal verifier	IQA
Verification	marking
External verifier	EQA
Other system user	OSU
Expert witness	workplace training supervisor
Line manager	employer

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

VQManager

Home My learners Assessment tools Reports

To do (284) Info (45) Dashboard Learner progress summary Calendar My activity log Personal details My VQManager network Messages (5)

▼ Evidence IQA'd in the last 30 days

IQA	Date of marking	Learner	Evidence number	Summary		Remove
Devine, Summer (966)	18/04/2023	Bacon, Kevin (1249)	1249/E/1539	Observation 1	View	<input type="checkbox"/>
Devine, Summer (966)	19/04/2023	Bacon, Kevin (1249)	1249/E/1540	Observation 2	View	<input type="checkbox"/>
Walker, Skye (967)	03/05/2023	Chang, Chantel Jade (703)	703/E/1261	Question set	View	<input type="checkbox"/>
Walker, Skye (967)	03/05/2023	Jennings, Patrick (918)	918/E/1179	evidence 118	View	<input type="checkbox"/>
Walker, Skye (967)	03/05/2023	Jennings, Patrick (918)	918/E/1106	Evidence with attachments	View	<input type="checkbox"/>
Update page						

Introduce password strength meter, and force users to change weak passwords – learners.

We have changed the centre setting so all learners will be requested to set a strong password. They will not be able to save their profile without complying with the password requirements below.

New password *

.....

Confirm new password

.....

[Cancel new password](#)

Your password should meet these requirements:

- ✓ At least one letter
- ✓ At least one number
- ✓ At least 8 characters
- ✓ Different from user name

This requirement has already been applied to newer clients, so the change will only affect long-established clients.

All other roles have already had the requirement to choose strong passwords implemented previously in VQManager. The learner role is the last one to be completed.

For more information regarding setting strong passwords, please follow this link.

<https://skillwise.net/wp-content/uploads/2023/05/Passwords-W3W.pdf>

Add information to the Progress review around progress.

In addition to the current completion to date information available after a progress review has been saved, we have added target completion to date, and the calculated grade for Pass/Merit/Distinction type qualifications.

▼ Progress review (Gillett, Graham)

[at=100]

Summary

May PR

Planned date

25/05/2023

Actual date

25/05/2023

Progress as on 25/05/2023

BTEC in Hairdressing (Test)	Score: 360	Calculated grade: D*
Housing Benefits NVQ	Target completion to date: 78	Current completion: 100
Learning content and MCQs (DEMO)	Target completion to date: 100	Current completion: 0
Local Tax SVQ - L3	Target completion to date: 100	Current completion: 100
Money Management MCQ (DEMO)	Target completion to date: 100	Current completion: 93
V1 Assessor SVQ	Target completion to date: 59	Current completion: 2

Off the Job Training as on 25/05/2023

Hours logged	29:45
Target hours to date	350:30
Total hours required	500:00

Notes (max. 1000 words)

well done

Adding user name to all comments boxes

We have now ensured that the username always displays next to the comments boxes throughout VQManager. This was already the case for evidence, but we've added it for Activity logs, Diary entries etc.

Previously there were instances where the commenters name was not recorded. This enhancement ensures this is not the case moving forward.

2/1000 words

Reflective account (Bacon, Kevin)

By submitting this Reflective account entry and reflective account, I confirm that it is the result of my own work.

15:37 GMT 25/05/2023:
Learner comments

Assessor comments (Sampson, Holly)

15:49 GMT 25/05/2023:
Assessor comments
16:07 GMT 31/05/2023:

66/8000 characters

☐ Learner action required

Duration 0 hours 0 minutes

☒ Assessor confirmed the above OTJ hours on 26/05/2023

Assessor comments about the OTJ hours (Sampson, Holly)

Assessor comments

17/8000 characters

☒ Employer confirmed the above OTJ hours on 25/05/2023

Employer comments about the OTJ hours (Lineman, Lineman)

Line manager comments

Changes to Dashboard OTJ report

To bring the Dashboard report in line with the other OTJ reports, we have changed the title of the 'Hours logged to date' to 'Hours confirmed to date'.

We have also added the 'Hours not yet confirmed' and 'Hours surplus/shortfall to date' columns.

Off the Job Training: All
Report generated for: Edna Krabbappel (Assessor)
Date: 31/05/2023 16:25

☒ RAG
☒ Target date
☒ Total hours required
☒ Employer
☒ Curriculum area
☒ Institution

RAG	Learner	Hours not yet confirmed	Hours confirmed to date	Hours required to date	Hours required total	Hours surplus/shortfall to date	Target date	Employer	Curriculum area	Institution
	ABC, ABC (761)	00:00	36:00	439:12	450:00	-403:12	30/06/2023	Reading College	Business	
	Anderson06, Charles (1695)	15:00	54:30	1155:00	1155:00	-1100:30	05/04/2021	Bournville College	Music	Institution One
	Bangisa, Janice (712)	00:00	00:00	450:00	450:00	-450:00	08/12/2017	Virgin Active - Chelmsford	Construction	
	Flanders, Rod (7)	00:00	00:00	440:00	440:00	-440:00	02/09/2016		Business	
	Gillett, Graham (38)	1:00	29:45	351:30	500:00	-321:45	01/11/2025	Boots Reading		
	Holmes, Frank (977)	10:00	310:00	50:00	50:00	260:00	01/12/2021	Virgin Active - Head Office		% completion test
	Notification, Kari (1640)	00:00	00:00					Pandora	Health and Social Care	Institution One
	Welford, James (872)	00:00	5:00	1484:00	1484:00	-1479:00	30/07/2020	Test employer 1	Business	
	Whistler, Simon (1771)	00:00	00:00	450:00	450:00	-450:00	31/05/2021			
	Wolfson, Graham (330)	18:00	65:00	4118:24	4118:24	-4053:24	31/08/2020	Smiths	Construction	Institution Two

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