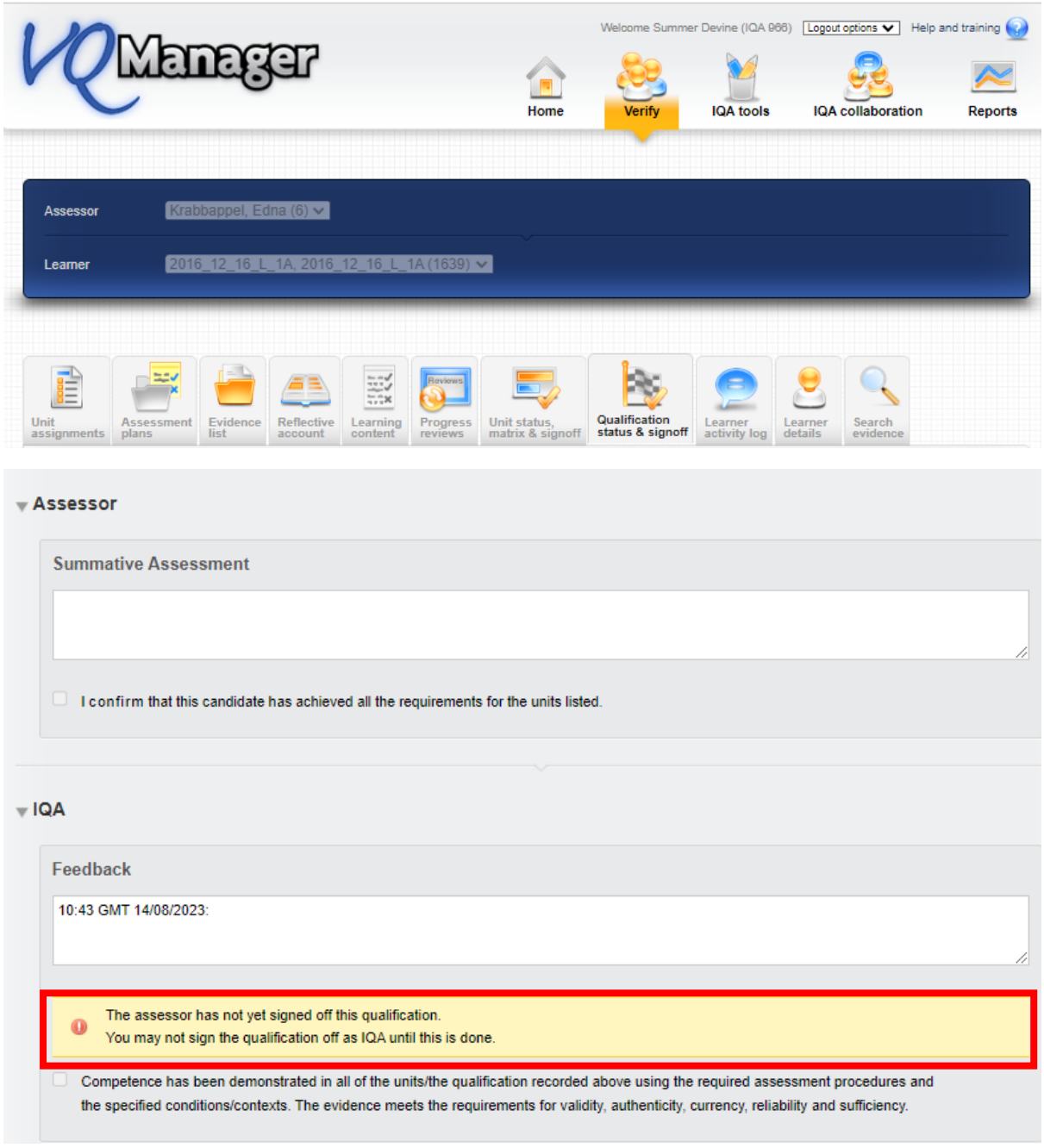
VQManager Enhancements November 2023

Preventing IQA sign off of qual until assessor and learner have contributed to sign off page.

This enhancement is a centre switch and has not automatically been added to your centre. If you would like this switching on, please contact us.

Qualification status and sign off tab, when an IQA is signing off a qualification, if the assessor and learner haven't signed off the qualification, a notification will appear warning the IQA about this. The IQA would be prevented from proceeding with qualification sign off until the other users have contributed. This development has no bearing on any Line Managers / Employers in the system.

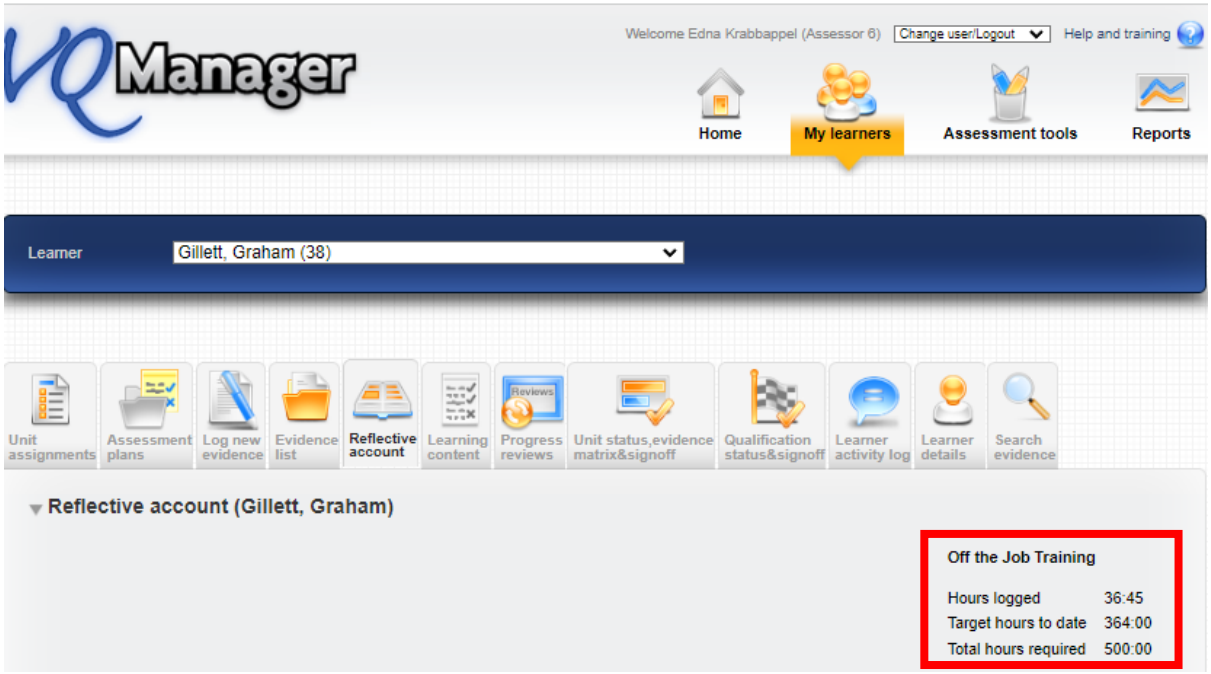


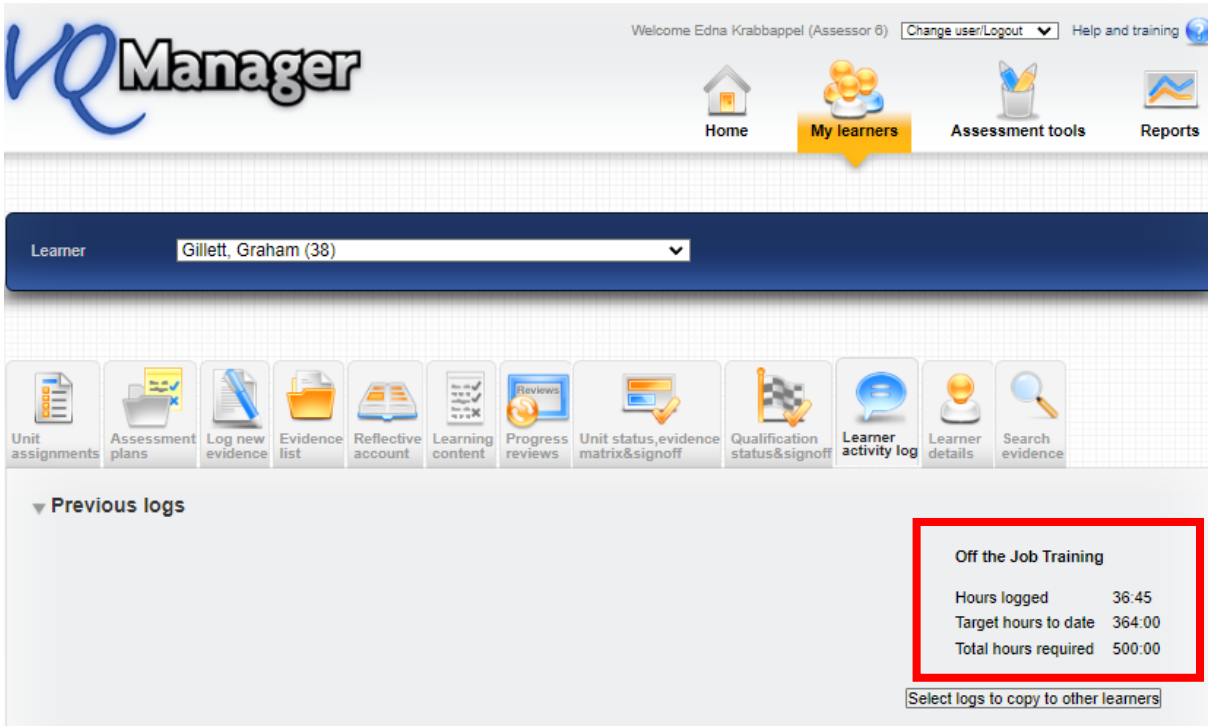
Add OTJ summary to Diary and Activity log tabs

We have added a summary of Off the Job (OTJ) progress when users are looking at both the **Diary** (Reflective account in the example below) and **Learner activity log** summary pages.

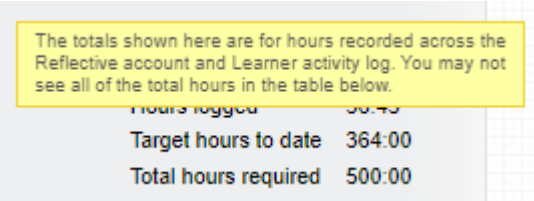
This will only show for learners with OTJ switched on.

If the centre has had a switch applied so that OTJ can only be logged in the **Diary**, it will not show in the **Learner activity log**, and vice versa.





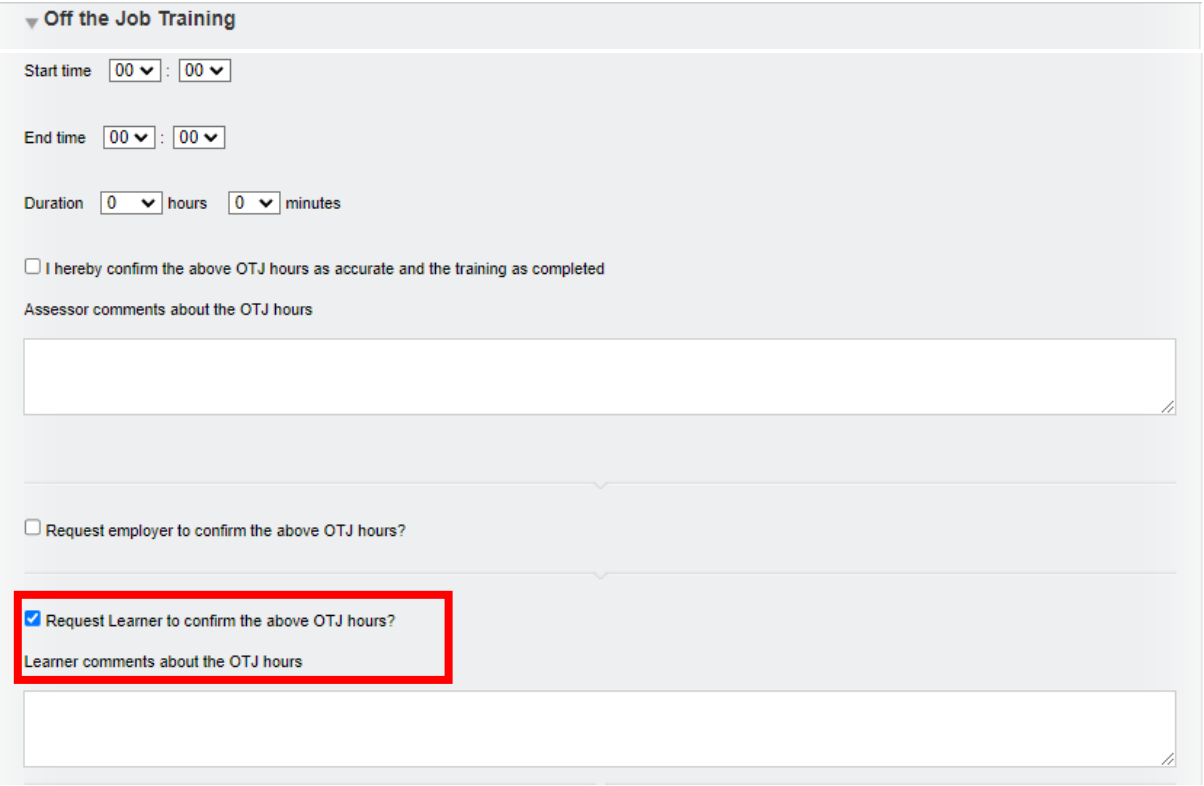
It shows the total across both these tabs where clients are recording hours on both the **Diary** and **Learner activity log**. We have added a mouse-over to indicate this.



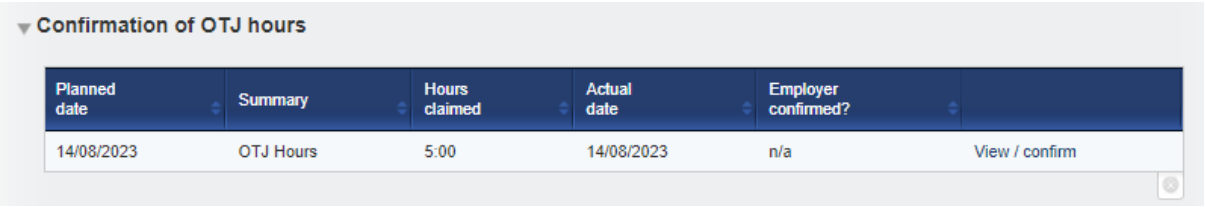
Adding learner confirmation to OTJ hours records

We have added the ability for assessors to request learner confirmation when the assessor has logged OTJ hours. This applies equally to the **Diary** and **Learner activity log** entries.

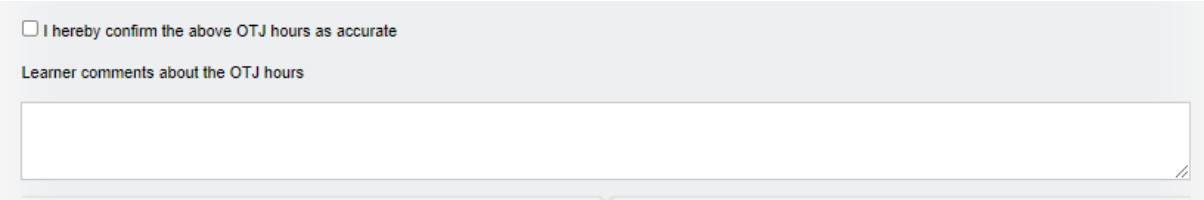
There is now an additional confirmation box for the assessor to tick when they are creating the record. This box is ticked by default, but the assessor can remove the tick if they choose.



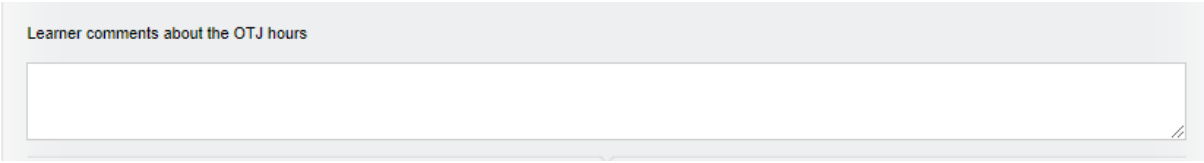
This will trigger a notification on the learner's To Do tab.



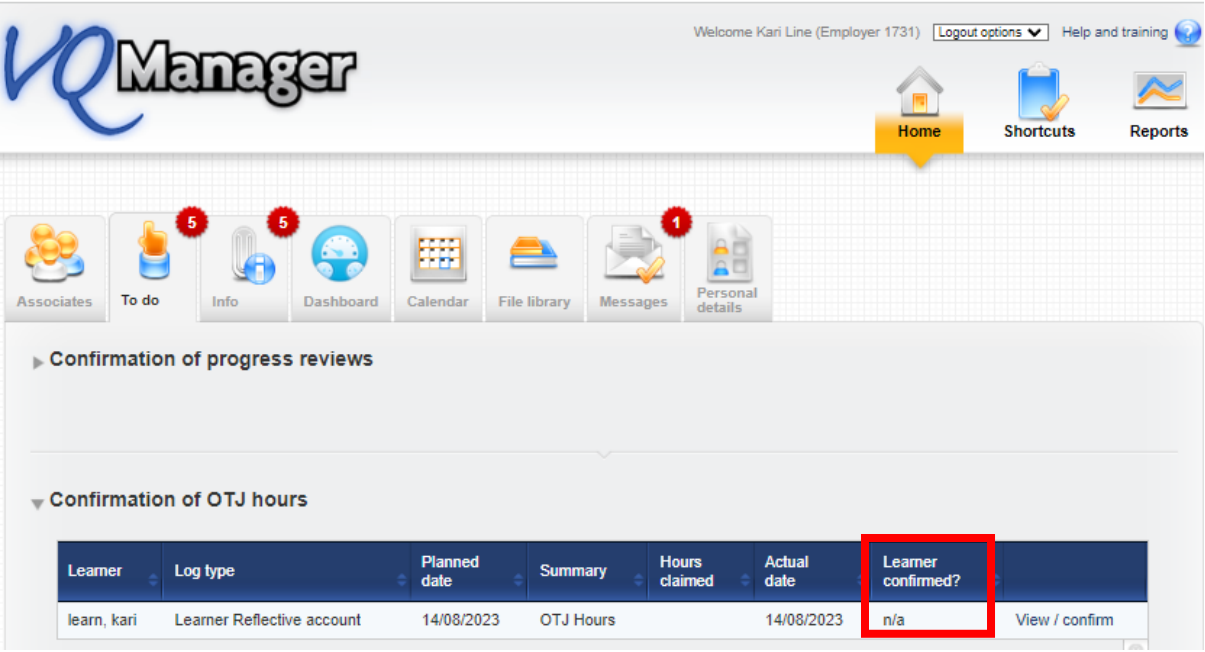
When they open the OTJ record, the learner will have a tick box and a comments box.



We have also added the learner comments box for learner created OTJ records for consistency too.



On the Line manager's **To Do** tab, we have added a column to the **Confirmation of OTJ hours** table to show, if applicable, to show if the learner has confirmed the hours or not.



As well as displaying this information when they open an individual record.

When the learner is creating an OTJ record, the learner confirmation tick box will be ticked now automatically as the default, although they will be able to untick it. This mirrors what already happens with assessor confirmation of an assessor-created record.

Add column to show how many hours claimed in 'Confirmation of OTJ hours' table on assessor To Do list

We have added a column in the table for **Confirmation of OTJ hours** sign off on the **To Do** tab to show how many hours are being claimed for in the requests. This development is visible for the assessors and line managers / employers too.

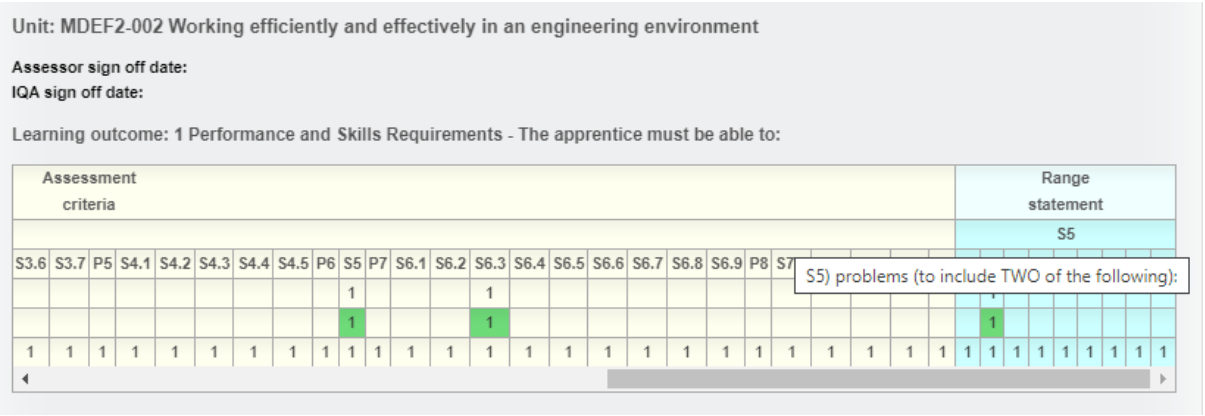
Confirmation of OTJ hours

Learner	Planned date	Summary	Hours claimed	Actual date	Employer confirmed?	
Bangisa, Janice	16/12/2022	Learner entry 5	4:00	16/12/2022		View / confirm
Holmes, Frank	18/12/2020	Diary OTJ record	3:00	19/12/2020	n/a	View / confirm
Holmes, Frank	01/12/2020	Diary of work	3:00	18/12/2020	n/a	View / confirm
Wolfson, Graham	07/05/2020	training day 11	5:00	07/05/2020	06/12/2021	View / confirm
Wolfson, Graham	04/05/2020	Training day 9	5:00	04/05/2020	n/a	View / confirm
Gillett, Graham	12/08/2019	training 77	1:00	13/08/2019	n/a	View / confirm
Anderson06, Charles	05/03/2018	Paul's test from diary	14:00	07/03/2018	02/07/2020	View / confirm

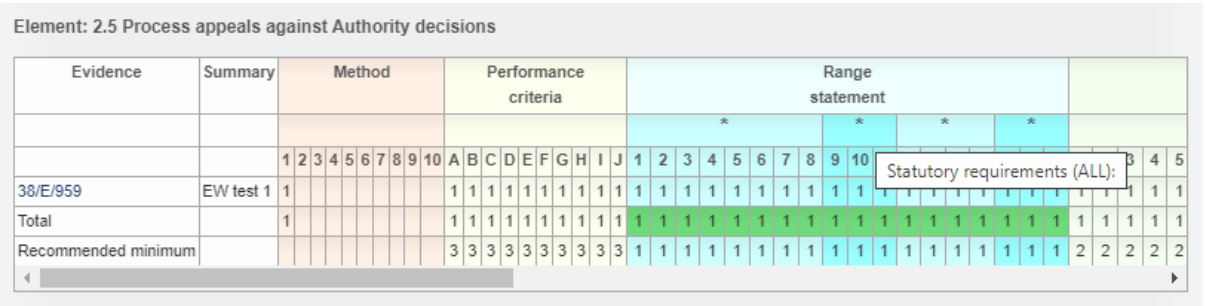
Show Range description in evidence matrix

We have added a row to the evidence matrix on the **Unit status, evidence matrix and signoff tab** to display the Range section headers. For many qualifications, this field includes information on how many Range items from each group need to be covered.

The Range information is visible as a mouse-over, with the text appearing in the same way the method, criteria etc mouse-overs work.



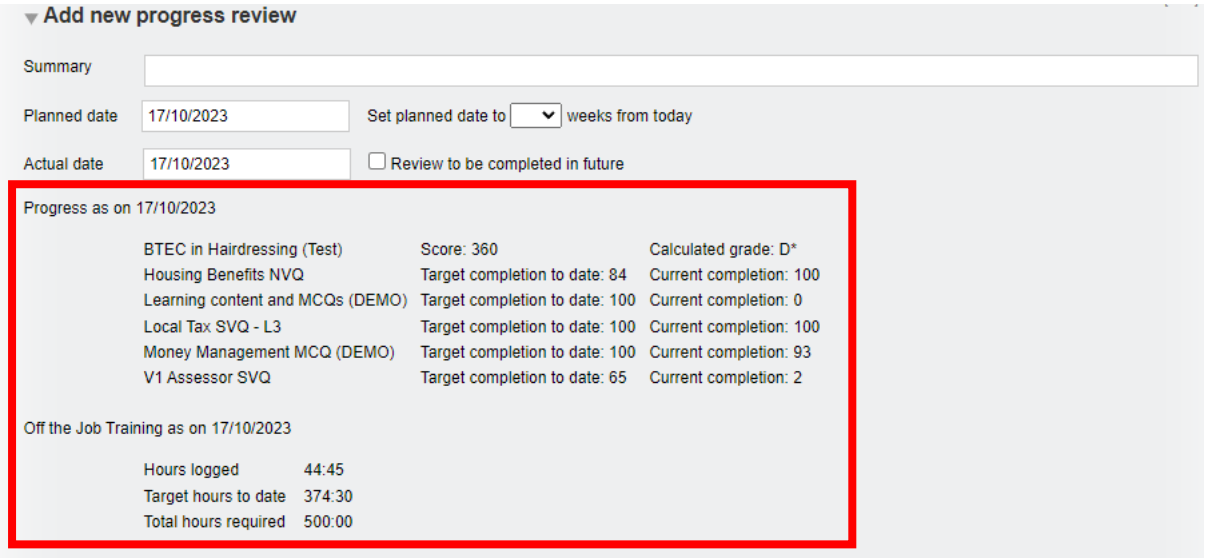
Where the Range section doesn't have a number/letter, we've added asterisks to indicate to users that there's something there they can view.



Add current progress to 'Add new progress review' pane

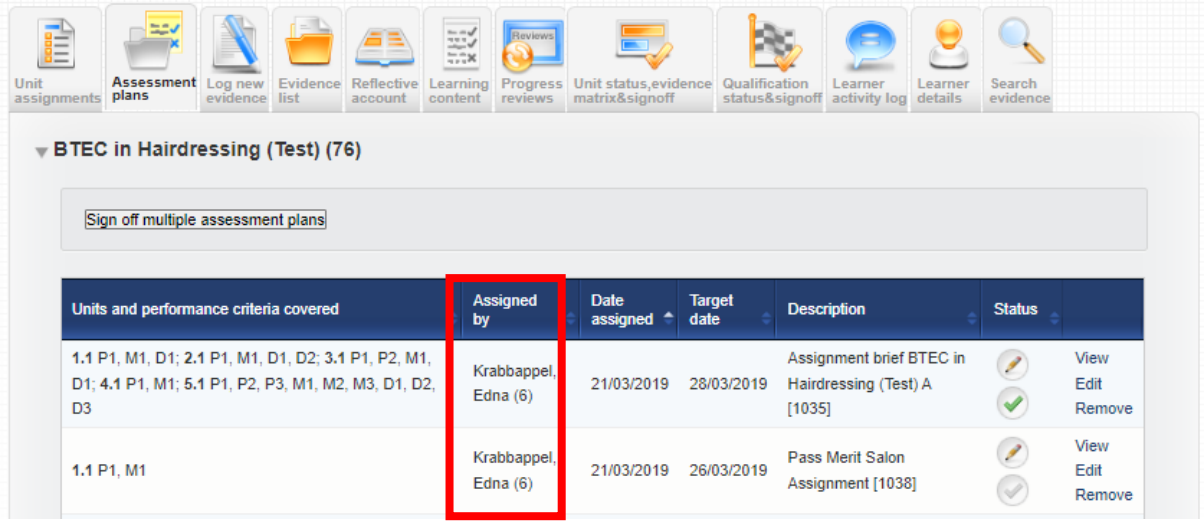
On the **Progress review** tab, we have added an area which displays current progress so assessors can view this when they are creating the review (rather than just afterwards when a review is complete), since it may be relevant to what they might write. The information shows progress for all qualifications assigned to the learner as well as OTJ hours (if applicable).

It appears in the **Add new progress review** section and also on opening a pre-set review.



Add assessor name to Assessment plan table

In the **Assessment plans** tab, we have added the name of the assessor who assigned the assessment plan into the summary table. This will assist learners in knowing who to ask if they have a question about the plan.



Adding view of all assigned content in Gap Analysis report

In the Gap analysis report, we have made two changes.

1. We have now included the **Range** and **Knowledge and understanding** (where applicable) into the report.

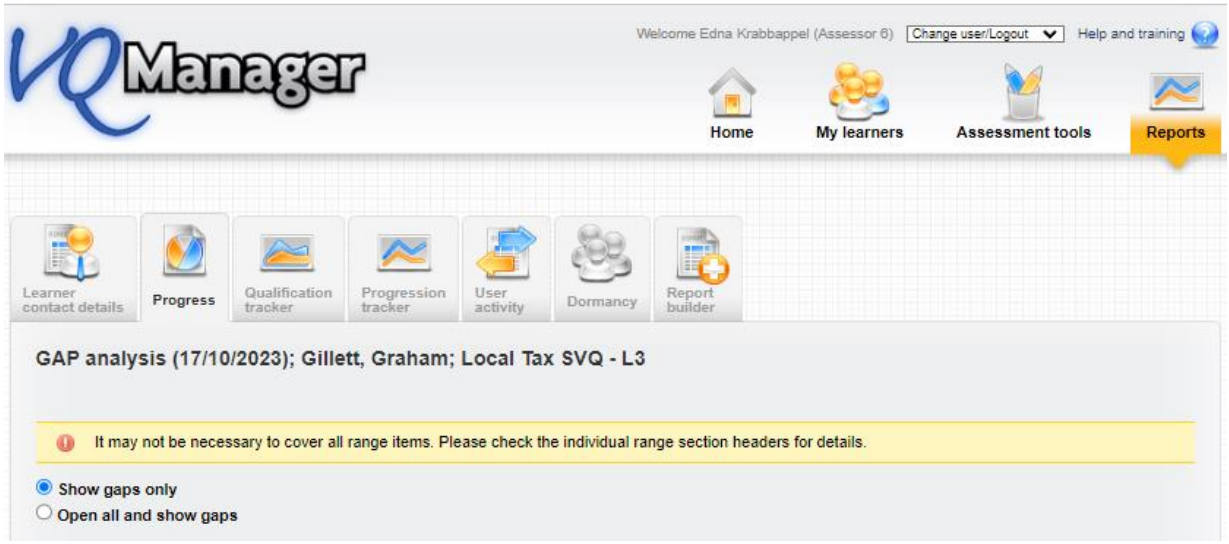
Range statement (where applicable)

Range statement 2.3 Gross tax payable (107)
01 Gross tax payable
02 Discounts
Range statement 2.3 Changes in household composition (108)
01 Changes in household composition
02 New residents moving into property
03 Existing residents moving out of property
04 Changes of name on marriage or for other reasons

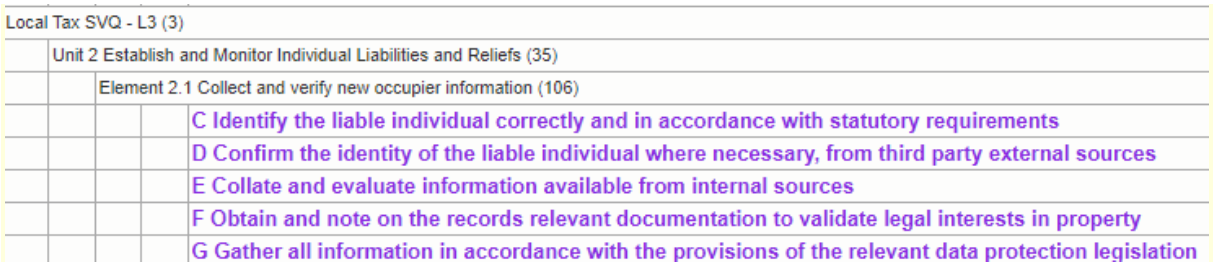
Knowledge and understanding (where applicable)

Knowledge and understanding
General Information
An understanding of:
1 The parameters of local taxation
* The rules for identifying persons/bodies liable for rates and Council Tax
* Entitlement to Council Tax benefit
* Entitlement to Domestic Water and Sewerage (Reduction) Scheme
* Categories of exemptions from rates
* Occupied and unoccupied properties
* Reliefs from rates; charitable, discretionary, hardship remission, village shops, partial occupation
* Chargeable dwellings and the classes of exempt dwellings for Council Tax
* Entitlement to Council Tax discount (including disregarded persons) and disabled persons reductions
* Valuation and valuation bands
* Alterations to valuation bands
* The rating list and valuation list
* Dwellings, non-domestic and composite
* Land and heritages
2 Processing methods
* Computerised processing
* Manual processing

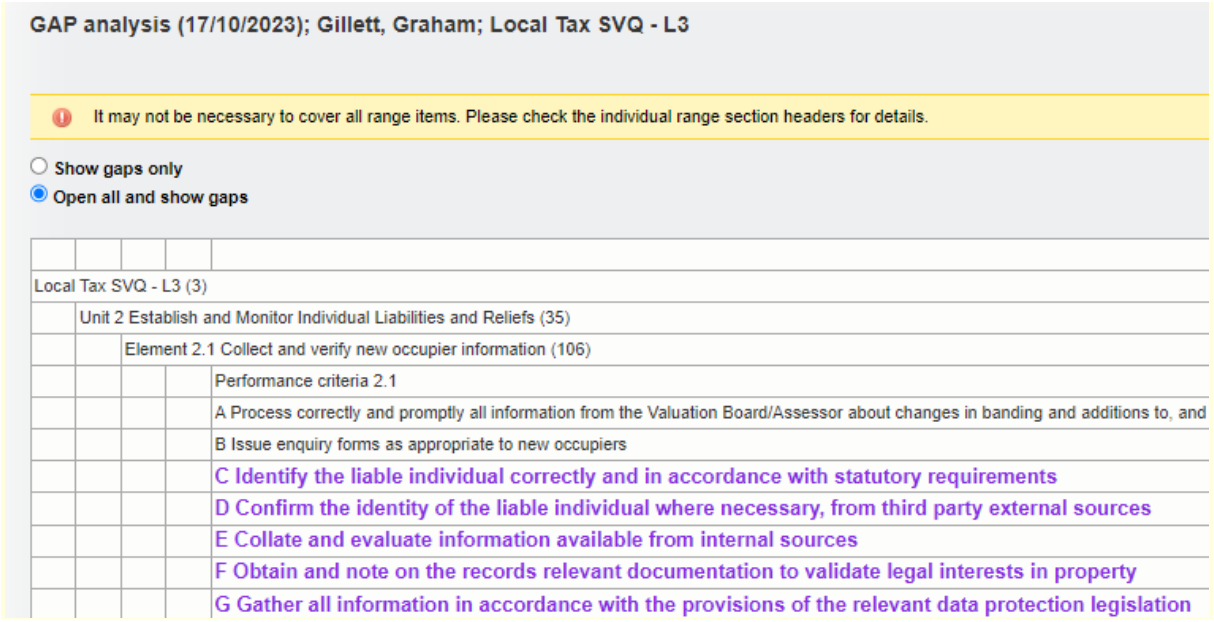
2. We have added the option to view the whole qualification as well as just the gaps. The default setting is 'show gaps only' but there is now an option to elect " Open all and show gaps".



When selecting **Show gaps only**, the criteria is slightly larger text, highlighted in purple and is bold:

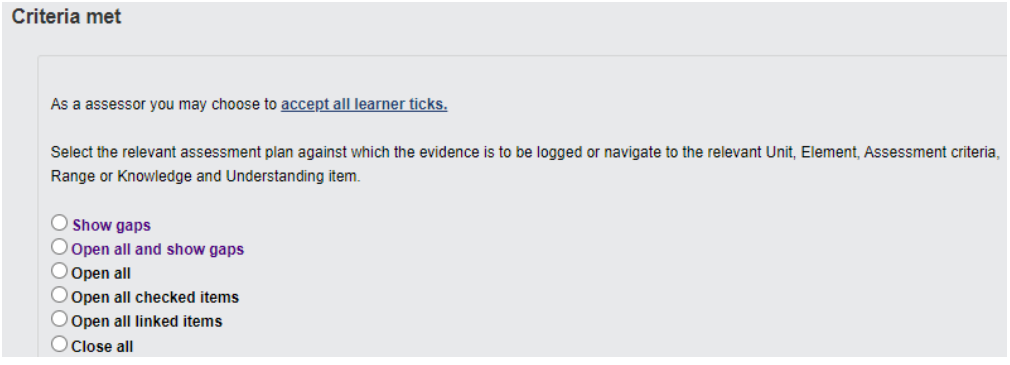


When displaying **Open all and show gaps**, the criteria already met (according to the minimum requirements) will display in black in light text and as before, the gaps will display in slightly larger text, will be purple and is in bold text.



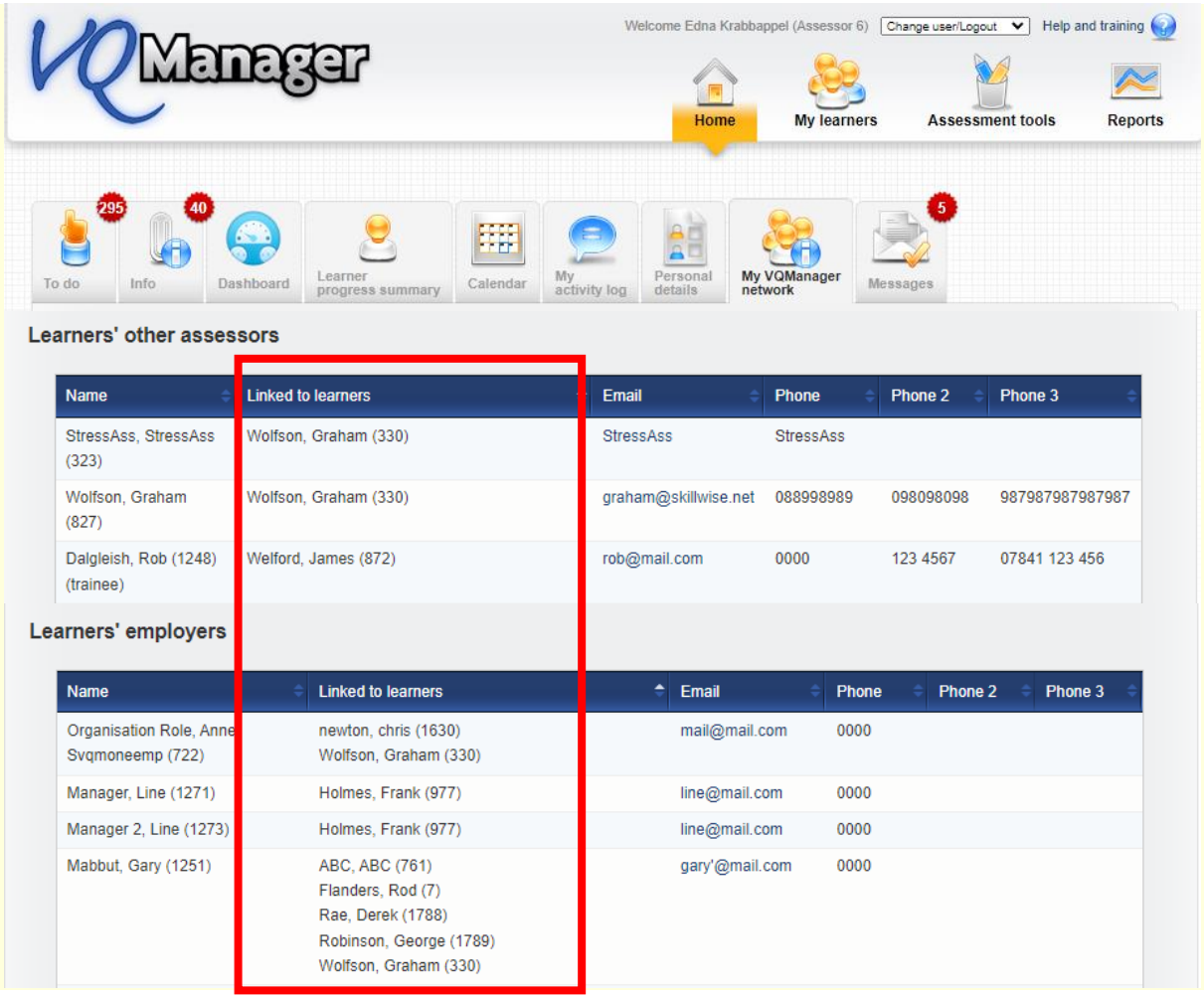
For units that have been signed off by an assessor, no gaps will show. This applies to both the **Show gaps only** and the **Open all and show gaps** views. In the **Show gaps only** view, where there are no gaps for a unit, the unit title only is displayed. Learning outcomes titles for learning outcomes with no gaps are hidden from view. This is also applicable in the Range and K&U area too (where relevant).

Just as a reminder, this report replicates information which could previously be found in the **Log new evidence** tab under the **Criteria met** section.



Add learner's name to VQManager Network for Assessors

We have added a column to show which learners other assessors and Line Managers / Employers are linked to in the **My VQManager network** tab.

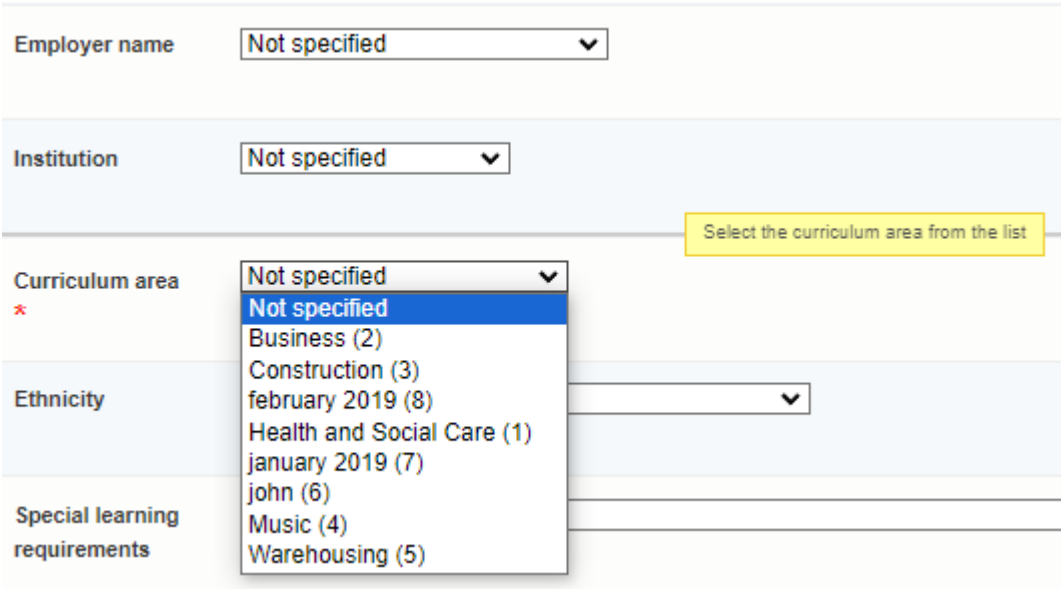


For centres where *IQAs are linked directly to learners*, we have added the new column to the IQA table on this tab as well. It is only relevant to centres set up in this way and will not be visible for anyone else.

Making 'curriculum area' mandatory when adding a new learner to VQManager

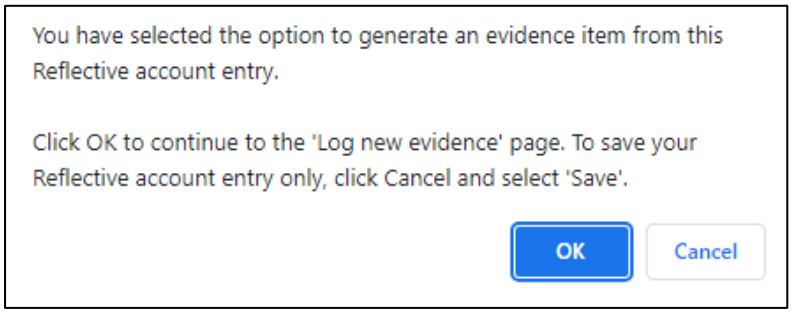
When adding a new learner, if you are required to complete the curriculum area drop down section to attribute a learner to one area or another, we are now able to make this field mandatory. A pop up appears preventing the administrator from saving the new learner profile without completing that field. This is only applied to newly created learners, not when editing an existing learner.

If this is applicable to your organisation and you would like this switching on, please drop us a message as this has not been automatically applied to your centre.



Adding pop-up notification to 'save and create evidence' button in Diary

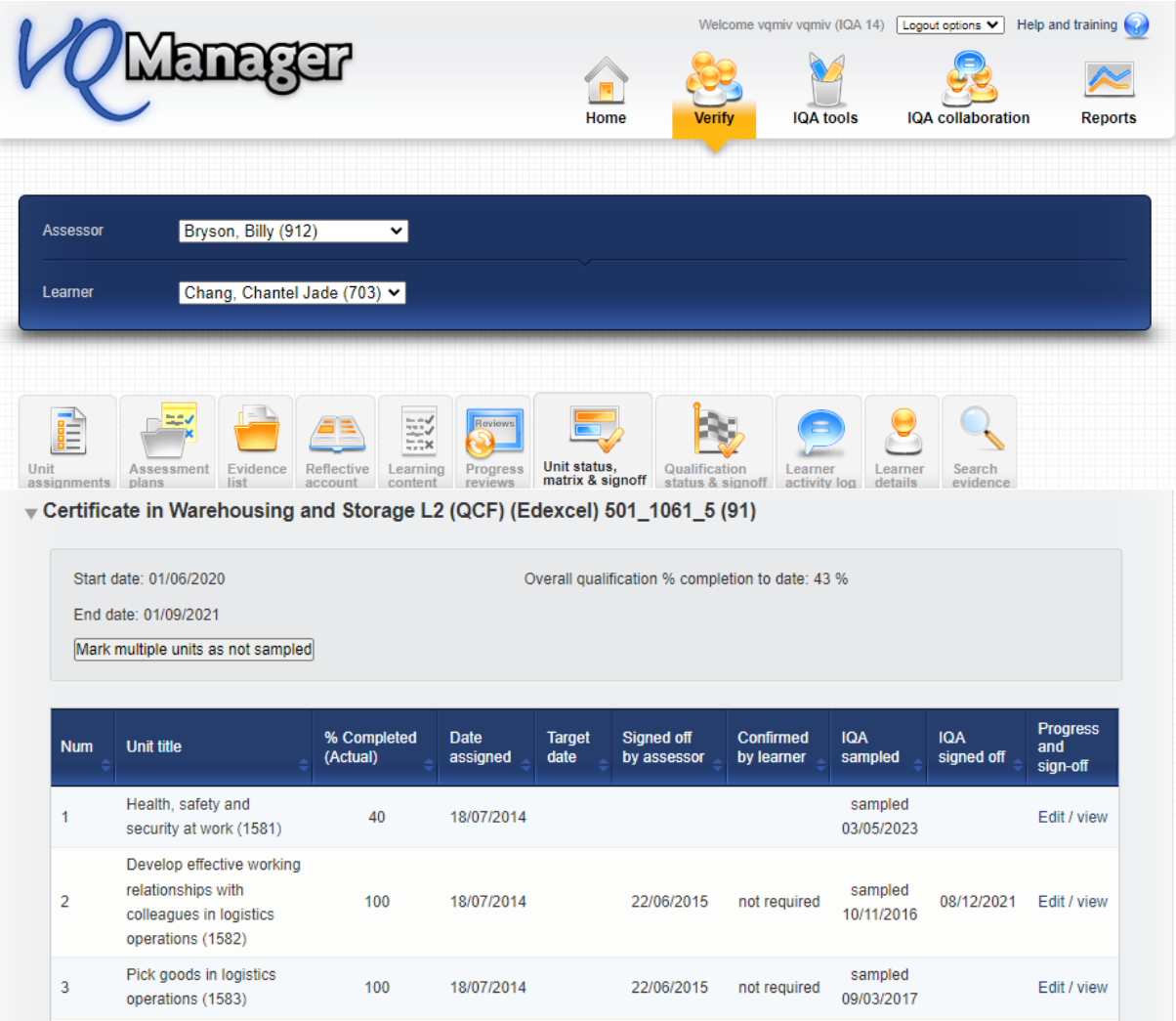
We have added a new pop-up notification especially for learners when saving a **Diary** entry. Quite often they accidently select the **Save and create evidence** option in error. This pop up will warn them this is going to happen and if this is an error, help guide them in the right direction.

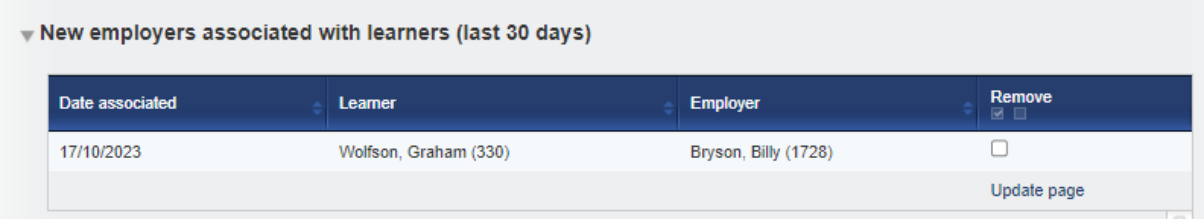


We have also increased the size of the font on the **Save** button, so it emphasised **Save** over the **Save and create evidence** button.

Unit sign off page - split sampled dates and verified dates into separate columns.

We have split the **IQA sampled dates** and the **IQA sign off dates** for units so they are now displayed in separate columns, for clarity. The IQA sampled column is of course used for both "sampled" and "not sampled".



Add table to Assessor To Do list showing new Line Managers assigned to their learners

Assessors are now notified when a new Line Manager is associated with a learner the assessor is working with. This works in a similar way to the existing table notifying of any new learners assigned to the assessor.