

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.

VQManager

Welcome Summer Devine (IQA 956) Logout options Help and training

Home Verify IQA tools IQA collaboration Reports

Assessor: Krabbappel, Edna (6)

Learner: 2016_12_16_L_1A, 2016_12_16_L_1A (1639)

Unit assignments Assessment plans Evidence list Reflective account Learning content Progress reviews Unit status, matrix & signoff **Qualification status & signoff** Learner activity log Learner details Search evidence

▼ Assessor

Summative Assessment

☐ I confirm that this candidate has achieved all the requirements for the units listed.

▼ IQA

Feedback

10:43 GMT 14/08/2023:

**The assessor has not yet signed off this qualification.
You may not sign the qualification off as IQA until this is done.**

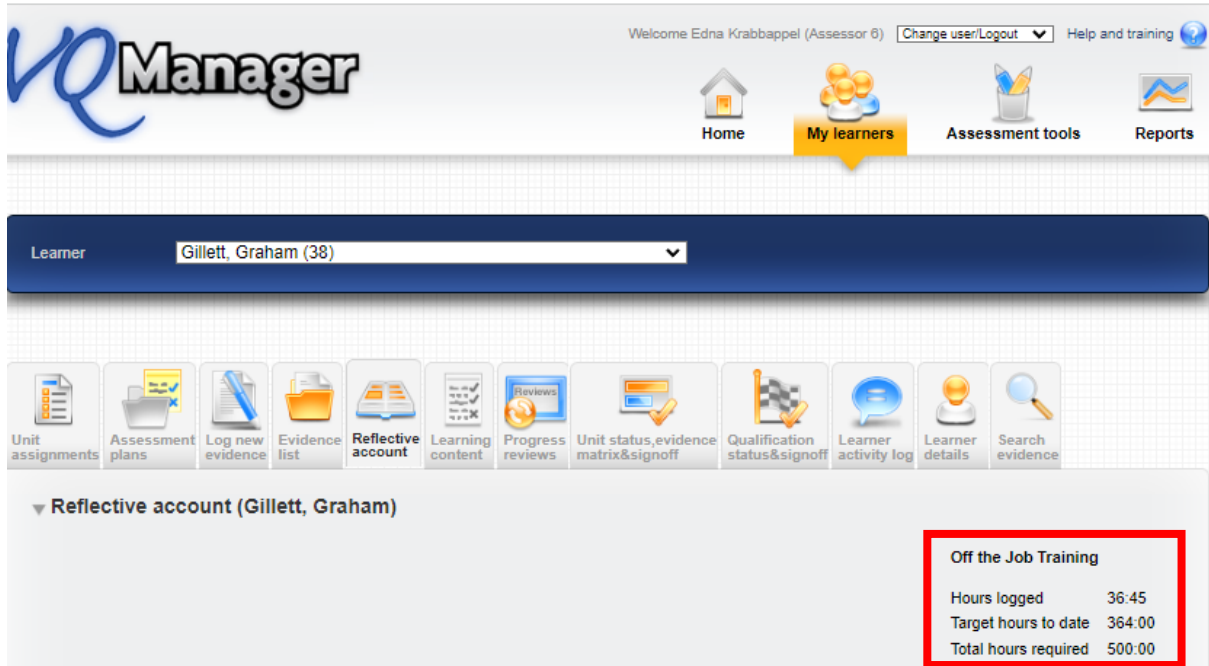
☐ Competence has been demonstrated in all of the units/the qualification recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

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.

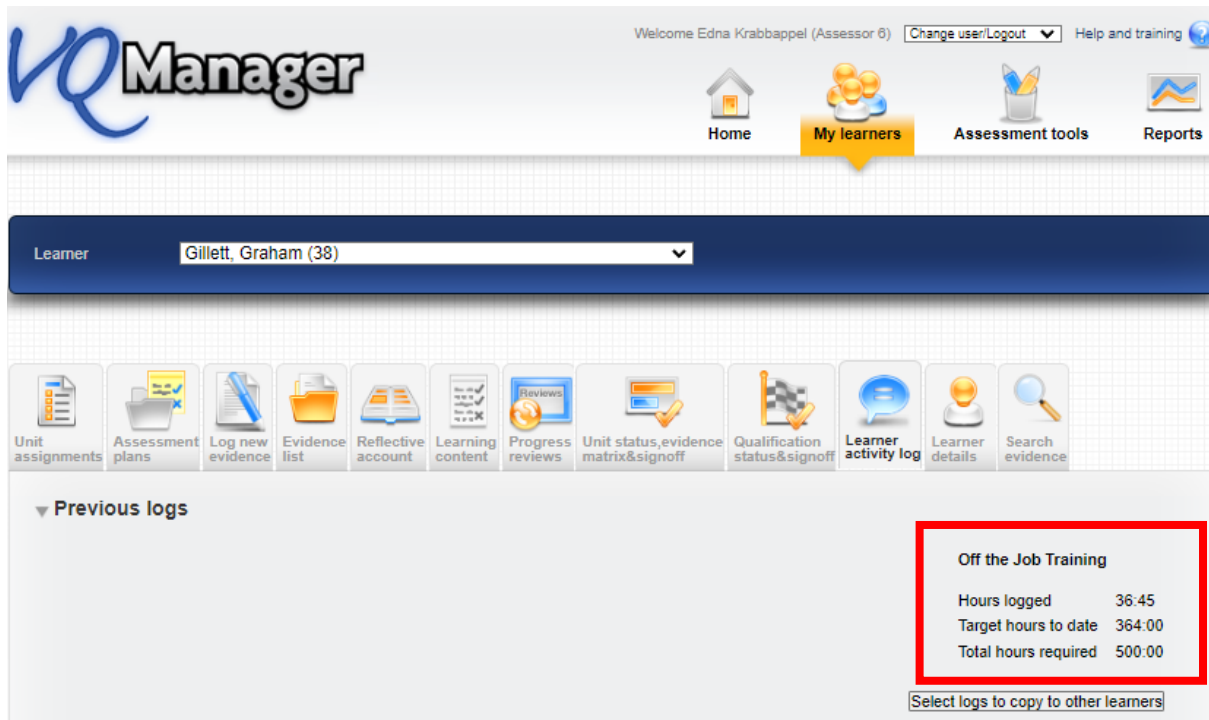
This will only show for learners with OTJ switched on.

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.



The screenshot shows the VQManager interface for a Reflective account. The top navigation bar includes 'Home', 'My learners' (highlighted), 'Assessment tools', and 'Reports'. Below the navigation bar is a dropdown menu for 'Learner' set to 'Gillett, Graham (38)'. A row of icons represents various functions: Unit assignments, Assessment plans, Log new evidence, Evidence list, Reflective account, Learning content, Progress reviews, Unit status, evidence matrix&signoff, Qualification status&signoff, Learner activity log, Learner details, and Search evidence. The 'Reflective account (Gillett, Graham)' section is expanded, showing a table for 'Off the Job Training'.

Off the Job Training	
Hours logged	36:45
Target hours to date	364:00
Total hours required	500:00



The screenshot shows the VQManager interface for a Learner activity log. The top navigation bar is identical to the previous screenshot. The 'Learner' dropdown menu is still set to 'Gillett, Graham (38)'. The 'Learner activity log' icon in the row of icons is highlighted. The 'Previous logs' section is expanded, showing a table for 'Off the Job Training'.

Off the Job Training	
Hours logged	36:45
Target hours to date	364:00
Total hours required	500:00

Below the table is a link: [Select logs to copy to other learners](#)

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.

The totals shown here are for hours recorded across the Reflective account and Learner activity log. You may not see all of the total hours in the table below.

Hours logged	364:00
Target hours to date	364:00
Total hours required	500:00

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.

▼ Off the Job Training

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

☐ Request employer to confirm the above OTJ hours?

☒ Request Learner to confirm the above OTJ hours?

Learner comments about the OTJ hours

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

▼ Confirmation of OTJ hours

Planned date	Summary	Hours claimed	Actual date	Employer confirmed?	
14/08/2023	OTJ Hours	5:00	14/08/2023	n/a	View / confirm

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

☐ I hereby confirm the above OTJ hours as accurate

Learner comments about the OTJ hours

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

Learner comments about the OTJ hours

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.

VQManager

Welcome Kari Line (Employer 1731) Logout options Help and training

Home Shortcuts Reports

Associates To do Info Dashboard Calendar File library Messages Personal details

Confirmation of progress reviews

Confirmation of OTJ hours

Learner	Log type	Planned date	Summary	Hours claimed	Actual date	Learner confirmed?	
learn, kari	Learner Reflective account	14/08/2023	OTJ Hours		14/08/2023	n/a	View / confirm

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

☐ I hereby confirm the above OTJ hours as accurate

Employer comments about the OTJ hours

Learner comments about the OTJ hours

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.

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.

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.

17/10/23

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 new progress review

Summary

Planned date Set planned date to weeks from today

Actual date ☐ Review to be completed in future

Progress as on 17/10/2023

BTEC in Hairdressing (Test)	Score: 360	Calculated grade: D*
Housing Benefits NVQ	Target completion to date: 84	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: 65	Current completion: 2

Off the Job Training as on 17/10/2023

Hours logged	44:45
Target hours to date	374:30
Total hours required	500:00

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.

Unit assignments	Assessment plans	Log new evidence	Evidence list	Reflective account	Learning content	Progress reviews	Unit status, evidence matrix & signoff	Qualification status & signoff	Learner activity log	Learner details	Search evidence

▼ BTEC in Hairdressing (Test) (76)

[Sign off multiple assessment plans](#)

Units and performance criteria covered	Assigned by	Date assigned	Target date	Description	Status
1.1 P1, M1, D1; 2.1 P1, M1, D1, D2; 3.1 P1, P2, M1, D1; 4.1 P1, M1; 5.1 P1, P2, P3, M1, M2, M3, D1, D2, D3	Krabbappel, Edna (6)	21/03/2019	28/03/2019	Assignment brief BTEC in Hairdressing (Test) A [1035]	View Edit Remove
1.1 P1, M1	Krabbappel, Edna (6)	21/03/2019	26/03/2019	Pass Merit Salon Assignment [1038]	View Edit Remove

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".

The screenshot shows the VQManager web application interface. At the top, there is a header with the VQManager logo, a welcome message for Edna Krabbappel (Assessor 6), a 'Change user/Logout' dropdown, and a 'Help and training' link. Below the header is a navigation bar with icons for Home, My learners, Assessment tools, and Reports. The main content area displays a grid of icons for various functions: Learner contact details, Progress, Qualification tracker, Progression tracker, User activity, Dormancy, and Report builder. Below this grid, the title 'GAP analysis (17/10/2023); Gillett, Graham; Local Tax SVQ - L3' is shown. A yellow warning box states: 'It may not be necessary to cover all range items. Please check the individual range section headers for details.' Below the warning box, there are two radio button options: 'Show gaps only' (selected) and 'Open all and show gaps'.

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

Local Tax SVQ - L3 (3)				
Unit 2 Establish and Monitor Individual Liabilities and Reliefs (35)				
Element 2.1 Collect and verify new occupier information (106)				
				C Identify the liable individual correctly and in accordance with statutory requirements
				D Confirm the identity of the liable individual where necessary, from third party external sources
				E Collate and evaluate information available from internal sources
				F Obtain and note on the records relevant documentation to validate legal interests in property
				G Gather all information in accordance with the provisions of the relevant data protection legislation

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.

GAP analysis (17/10/2023); Gillett, Graham; Local Tax SVQ - L3

It may not be necessary to cover all range items. Please check the individual range section headers for details.

☐ Show gaps only
☒ Open all and show gaps

Local Tax SVQ - L3 (3)				
Unit 2 Establish and Monitor Individual Liabilities and Reliefs (35)				
Element 2.1 Collect and verify new occupier information (106)				
Performance criteria 2.1				
A Process correctly and promptly all information from the Valuation Board/Assessor about changes in banding and additions to, and				
B Issue enquiry forms as appropriate to new occupiers				
				C Identify the liable individual correctly and in accordance with statutory requirements
				D Confirm the identity of the liable individual where necessary, from third party external sources
				E Collate and evaluate information available from internal sources
				F Obtain and note on the records relevant documentation to validate legal interests in property
				G Gather all information in accordance with the provisions of the relevant data protection legislation

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.

Criteria met

As a assessor you may choose to [accept all learner ticks](#).

Select the relevant assessment plan against which the evidence is to be logged or navigate to the relevant Unit, Element, Assessment criteria, Range or Knowledge and Understanding item.

☐ Show gaps
☐ Open all and show gaps
☐ Open all
☐ Open all checked items
☐ Open all linked items
☐ Close all

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.

Learners' other assessors

Name	Linked to learners	Email	Phone	Phone 2	Phone 3
StressAss, StressAss (323)	Wolfson, Graham (330)	StressAss	StressAss		
Wolfson, Graham (827)	Wolfson, Graham (330)	graham@skillwise.net	088998989	098098098	987987987987987
Dalglish, Rob (1248) (trainee)	Welford, James (872)	rob@mail.com	0000	123 4567	07841 123 456

Learners' employers

Name	Linked to learners	Email	Phone	Phone 2	Phone 3
Organisation Role, Anne Svqmoneemp (722)	newton, chris (1630) Wolfson, Graham (330)	mail@mail.com	0000		
Manager, Line (1271)	Holmes, Frank (977)	line@mail.com	0000		
Manager 2, Line (1273)	Holmes, Frank (977)	line@mail.com	0000		
Mabbut, Gary (1251)	ABC, ABC (761) Flanders, Rod (7) Rae, Derek (1788) Robinson, George (1789) Wolfson, Graham (330)	gary@mail.com	0000		

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.

Employer name	Not specified
Institution	Not specified
Curriculum area	<div> <div>Not specified</div> <div> Not specified Business (2) Construction (3) february 2019 (8) Health and Social Care (1) january 2019 (7) john (6) Music (4) Warehousing (5) </div> </div>
Ethnicity	
Special learning requirements	

Select the curriculum area from the list

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 accidentally 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.

You have selected the option to generate an evidence item from this Reflective account entry.

Click OK to continue to the 'Log new evidence' page. To save your Reflective account entry only, click Cancel and select 'Save'.

OK

Cancel

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

Save

Save and create evidence

Cancel

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".

Assessor: Bryson, Billy (912) ▼

Learner: Chang, Chantel Jade (703) ▼

Unit assignments, Assessment plans, Evidence list, Reflective account, Learning content, Progress reviews, Unit status, matrix & signoff, Qualification status & signoff, Learner activity log, Learner details, Search evidence

▼ Certificate in Warehousing and Storage L2 (QCF) (Edexcel) 501_1061_5 (91)

Start date: 01/06/2020
End date: 01/09/2021
Overall qualification % completion to date: 43 %
Mark multiple units as not sampled

Num	Unit title	% Completed (Actual)	Date assigned	Target date	Signed off by assessor	Confirmed by learner	IQA sampled	IQA signed off	Progress and sign-off
1	Health, safety and security at work (1581)	40	18/07/2014				sampled 03/05/2023		Edit / view
2	Develop effective working relationships with colleagues in logistics operations (1582)	100	18/07/2014		22/06/2015	not required	sampled 10/11/2016	08/12/2021	Edit / view
3	Pick goods in logistics operations (1583)	100	18/07/2014		22/06/2015	not required	sampled 09/03/2017		Edit / view

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.

▼ New employers associated with learners (last 30 days)

Date associated	Learner	Employer	Remove
17/10/2023	Wolfson, Graham (330)	Bryson, Billy (1728)	<input type="checkbox"/>

Update page