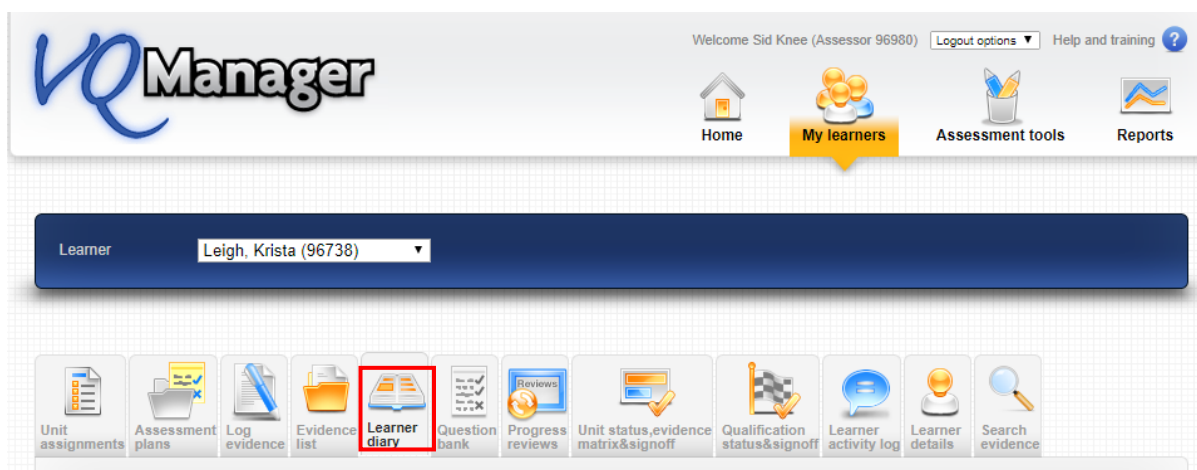# Diary Tab

For the New Apprenticeship Standards, users may need to be able to make entries into a diary, similar to the Activity Log to record reflective accounts.

Learner Diary

We have added a new tab, Learner Diary. This is visible **and editable** (see details below) to the Learner and the Assessor, and view only for the IQA/ IV and EQA/EV.

It functions in a similar way to the Activity Log. Entries are displayed in a table, and can be opened up to view the content and edit them if required.

The columns of the table can be sorted using the arrow icon.

As with the Activity Log, beneath the table will be a 'new diary entry' form. This includes fields for a summary title, start date, end date, description of the activity and the learner's reflective account. GLH both on and off the job can be recorded here, if you have GLH set up in your centre. The user can upload files to this log entry.

The end date defaults to the same as the start date, but is fully editable by the user so that the diary entry can cover a period of time. Dates are selected from the usual calendar display.

Note that the Reflective Account can only be edited by the learner, and the Assessor Comments can only be edited by the assessor. The rest of the diary record can be edited by either user. This means that assessors can record diary entries on behalf of learners in centres where learners don't log in to VQManager.

When the entry is completed, there are the usual options to save or cancel. There is also a new option to **save and create evidence**.

Clicking this option will save the diary entry, and take the user to the Log Evidence screen. Some of the information from the diary entry will be pre-completed in the evidence form as follows:

Diary summary title = Summary evidence description

Activity / Description = Description of evidence

Reflective account = Learner comments

Assessor comments = Assessor comments

Files uploaded to the diary entry will also copy across into the evidence.

The evidence log is fully editable in the normal way, and with the usual options to save.

You may wish to consider adding Diary entry to your evidence methods, with the proviso that evidence methods are limited to 10, so you can only do this if your centre doesn't already have 10 evidence method categories.

This Diary tab will be hidden from view by default for a centre, but can be made visible upon request. There is no charge for this, please just contact Jo or Kari to have this activated for your centre. Likewise, please contact SkillWise if you would like GLH setting up for any of your qualifications.

Retrospectively convert Diary entries to evidence

VQManager allows for diary entries to be converted into evidence after they have been saved, rather than just at the point of first saving.

The user (learner or assessor) selects "Edit" and the entry will open. The user can make any edits they wish, and is presented with the options to "save" or "save and create evidence", allowing the entry to be converted into evidence.

Exporting Diary for EPA

This second Diary export function works in virtually the same way as the Activity Log export function.

Select the new arrow **Prepare diary for EPA** and the page refreshes to an interim page which allows you to decide whether the tutor/assessor comments should be included in the download.

When you have made your choice and selected **Continue** the page will refresh as before with your PDF document.

Again your options are to copy the link, or download the document either using the download icon or the **Download** arrow.

Student diary

Student	Wolfson, Graham
Employer	Smiths
Institution	Institution Two
Curriculum area	Construction
Tutors	Assessor, Assessor Flanders, Ed Gillespie, Mary Krabbappel, Edna StressAss, StressAss Wolfson, Graham
Employers	Test OSU, Test OSU Crouch, Peter Organisation Role, Anne Svqmoneemp vqmiv, vqmiv AAA_Wil_test_AAA, AAA_Wil_test_AAA Mabbut, Gary Bryson, Billy Lineman, Lineman

Summary title	Start date	End date	Activity description	Reflective account	Tutor comments	GLH	OTJ hours	OTJ Tutor confirmation date	OTJ Tutor confirmation comments	OTJ Employer confirmation date	OTJ Employer confirmation comments	Attached files
Training day	08/05/2019	08/05/2019	Computer-phobia – some people just don't like using a computer, and there's nothing wrong with that! Many find that once they realise how simple and intuitive an e-portfolio can be, it's a lot less scary!		17:49 GMT 17/08/2021: Supports your Green agenda – by adopting an e-portfolio you can immediately reduce your paper use to as little as you wish, and vastly reduce your vehicle mileage.	00:00	4:00	08/05/2019	comments	02/07/2020		Skillwise elearning flyer KN V3.pdf
Training day - forgot assessor confirm	16/04/2019	16/04/2019	mproves efficiency – reducing the amount of time you spend travelling, and avoiding wasted journeys altogether, creates more time for you to be getting on with other things.		17:50 GMT 17/08/2021: The decision to move to an e-portfolio like VQManager might not be straightforward – many organisations ask themselves, what are the advantages and disadvantages of using an e-portfolio?	00:00	9:00	17/08/2021				standard-tube-map.pdf

The report captures all data (where applicable) from the following areas:

- Summary title
- Start date
- End date
- Activity description
- Reflective account
- Tutor comments
- GLH
- OTJ hours
- OTJ Tutor Confirmation date
- OTJ Tutor confirmation comments
- OTJ Employer Confirmation date
- OTJ Employer confirmation comments
- Attached files

As before, the total OTJ hours is the total for this list. If you also have some OTJ hours recorded in the Activity log, those will not be included in the total here.

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 who have 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 learners to confirm logged OTJ hours. This applies equally to the **Diary** and **Learner activity log** entries.

When an assessor is creating a record, there is now an additional confirmation box for them to tick to request learner confirmation. 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.

On the Line manager's **To Do** tab, we have added a column to the **Confirmation of OTJ hours** table to show if the learner has confirmed the hours or not, as well as displaying this information when they open an individual record.

When a learner is creating a record, there is a tick box and comments box for them. The confirmation box is ticked by default, but the learner can un-tick it if they choose.

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.

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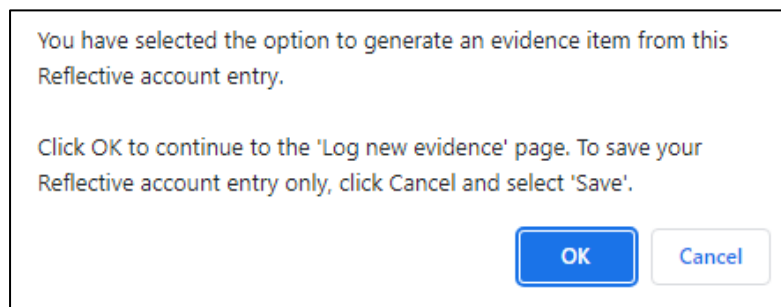
We have also increased the size of the font on the **Save** button, so it emphasised **Save** over the **Save and create evidence** button.