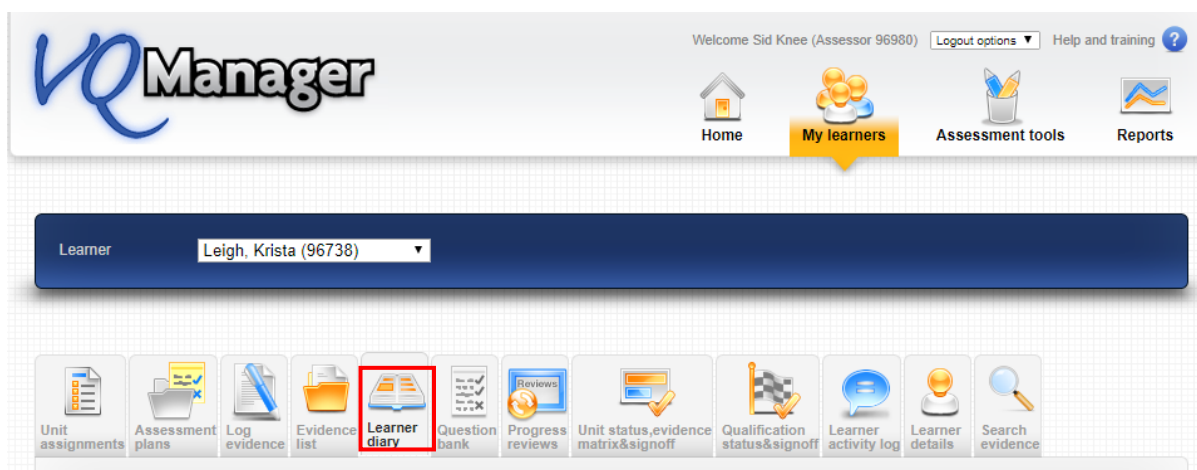


## Diary Tab

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.

▼ Learner Diary (Gillett, Graham)

Date logged	Start date	End date	Summary	Logged by	Description	Attachments	
14/12/2012	15/12/2012	13/12/2012	38 38 38	Krabbappel, Edna			Edit
14/12/2012	17/12/2012	14/12/2012	39 39 39	Krabbappel, Edna			Edit
20/04/2013	20/04/2013	20/04/2013		Krabbappel, Edna			Edit

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

Date logged	Start date
11/04/2017	11/04/2017

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.

▼ Add new diary entry

Summary title

Start date

End date

☐ no end date

Activity / description

Reflective account

Assessor comments

► Guided learning hours

► Upload and attach files in support of this diary entry

Save Save and create evidence Cancel

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.

**Evidence**

**Evidence methods**

<input type="checkbox"/> Work products	<input type="checkbox"/> Direct observation
<input type="checkbox"/> Witness testimony	<input type="checkbox"/> Oral questions
<input type="checkbox"/> Written questions	<input type="checkbox"/> Candidate feedback statement
<input type="checkbox"/> Simulation / storyboard	<input type="checkbox"/> Accredited prior learning
<input type="checkbox"/> Professional discussion	<input type="checkbox"/> Diary entry

---

**Summary evidence description (max. 80 characters)**

Serve a customer

---

**Description of evidence (max. 4000 characters)**


Today I served a customer

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.

**Evidence methods**

<input type="checkbox"/> Work products	<input type="checkbox"/> Direct observation
<input type="checkbox"/> Witness testimony	<input type="checkbox"/> Oral questions
<input type="checkbox"/> Written questions	<input type="checkbox"/> Candidate feedback statement
<input type="checkbox"/> Simulation / storyboard	<input type="checkbox"/> Accredited prior learning
<input type="checkbox"/> Professional discussion	<input type="checkbox"/> Diary entry



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.

VQManager

Welcome Graham Gillett (Learner 38) Logout options

Home My portfolio Reports

Activity plans Log evidence Evidence list Learner diary Question bank Progress reviews Unit status,evidence matrix&signoff Qualification status&signoff My activity log

▼ Learner diary (Gillett, Graham)

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	
10/04/2017	09/04/2017	11/04/2017	Summary title AAAA	Gillett, Graham							Edit
13/04/2018	13/04/2018	13/04/2018	Off the job training	Gillett, Graham							Edit
14/05/2018	14/05/2018	14/05/2018	Off the job training 2	Krabbappel, Edna	13:00	15:00				2:00	Edit

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.

▼ Audit trail

Date	Time	Action	Content	User
29/10/2018	16:06:09	New log added		Aaaaaaaa1, Aaaaaaaa1 (776)

Save Save and create evidence Close

## Exporting Diary for EPA

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

▼ **Learner diary (Wolfson, Graham)**

OTJ hours key: Student logged, *Employer confirmed*, *Tutor confirmed*, *Tutor and Employer confirmed*

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	
08/05/2019	08/05/2019	08/05/2019	Training day	Wolfson, Graham	11:00	15:00				4:00	Edit
08/05/2019	16/04/2019	16/04/2019	Training day - forgot assessor confirm	Wolfson, Graham	9:00	18:00				9:00	Edit
08/05/2019	02/05/2019	02/05/2019	Training day - no OTJ	Wolfson, Graham						5:00	Edit
08/05/2019	08/05/2019	08/05/2019	Training	Wolfson, Graham							Edit
08/05/2019	08/05/2019	08/05/2019	Training 2	Wolfson, Graham							Edit
31/05/2019	31/05/2019	31/05/2019	training OTJ 0	Wolfson, Graham						2:00	Edit
31/05/2019	31/05/2019	31/05/2019	training OTJ 5	Wolfson, Graham						5:00	Edit
31/05/2019	31/05/2019	31/05/2019	training days OTJ 10	Wolfson, Graham						10:00	Edit

Prepare diary for EPA

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.

Options for preparing diary for EPA

Select the options required by your EPAO:

☒ Include tutor comments in diary entries

Continue Cancel

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

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

Learner diary prepared for EPA

Link

[http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaDiary\\_Wolfson\\_Graham\\_330.pdf?r=0&i=&rf={0721ACE8-8D11-4051-A848-A7053E1C13DA}&org=1&sc=1&ca=330](http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaDiary_Wolfson_Graham_330.pdf?r=0&i=&rf={0721ACE8-8D11-4051-A848-A7053E1C13DA}&org=1&sc=1&ca=330)

Download

Copy this link

Download
Close

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

### Student diary

<b>Student</b>	Wolfson, Graham
<b>Employer</b>	Smiths
<b>Institution</b>	Institution Two
<b>Curriculum area</b>	Construction
<b>Tutors</b>	Assessor, Assessor Flanders, Ed Gillespie, Mary Krabbappel, Edna StressAss, StressAss Wolfson, Graham
<b>Employers</b>	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		<a href="#">Skillwise learning flyer KN V3.pdf</a>
Training day - forgot assessor confirm	16/04/2019	16/04/2019	Improves 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				<a href="#">standard-lube-map.pdf</a>

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.

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

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

Home My learners Assessment tools Reports

Learner: **Gillett, Graham (38)**

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

▼ Previous logs

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

[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	36:45
Target hours to date	364:00
Total hours required	500:00

### 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.



▼ 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

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.

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 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

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.

☒ Request Assessor to confirm the above OTJ hours?

☒ Request employer to confirm the above OTJ hours?

☒ I hereby confirm the above OTJ hours as accurate

Learner comments about the OTJ hours

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

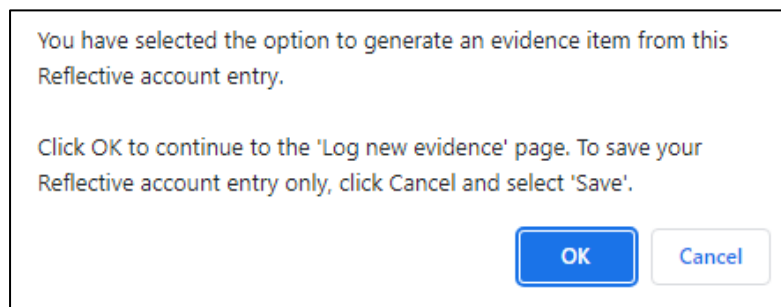
We have added a column in the table for **Confirmation of OTJ hours** sign off on the **To Do** tab to show how many hours are being claimed for in the requests. This development is visible for the assessors and line managers / employers too.

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

### 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.



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

