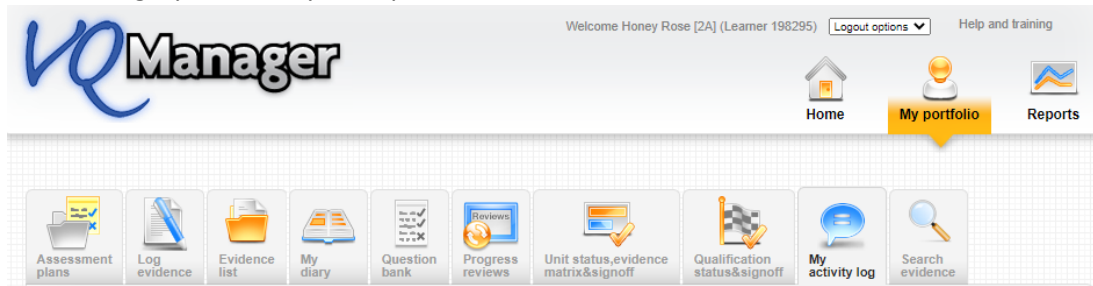


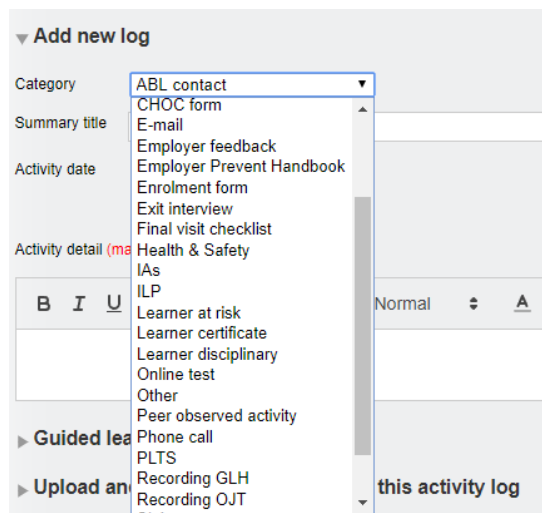
Learner Activity Logs

My Activity Log

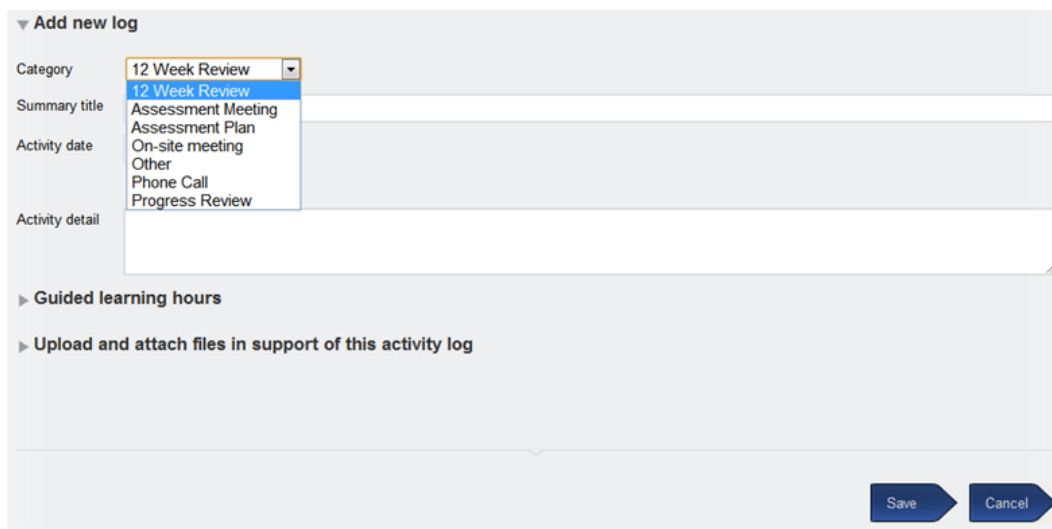
In the Activity Log area you are able to record specific items as specified by the drop down selection in the category index for your e-portfolio.



Below is a list of some of the options you might find.



You are able to create a new log any time you like by populating the **Add new log** area. Within this area you can describe any activity completed by you:



You can add **Off the job training** hours which will be confirmed by your assessor (that box is automatically populated) and you can also ask you line manager to confirm the hours too, if your line manager is using VQManager.

▼ Off the job training

Start time 00 : 00

End time 00 : 00

Duration 0 hours 0 minutes

☒ Request assessor to confirm the above OTJT hours?

☐ Request line manager to confirm the above OTJT hours?

You or you assessor can also populate the **Guided Learning Hours** section

▼ Guided learning hours

Start time 00 : 00

End time 00 : 00

Duration 0 hours 0 minutes

Select qual Select qualification to log GLH against ▼

You can upload any number of documents to the activity log too.

▼ Upload and attach files in support of this activity log

8 files 100 Mb total maximum

Choose File No file chosen

Upload Files

Once saved you can view or edit any of the Activity Logs in the **Previous logs** section.

▼ **Previous logs**

OTJ hours key: Learner logged, *Line manager confirmed*, Assessor confirmed, *Assessor and Line manager confirmed*

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	
17/05/2018	17/05/2018	Other	workshop	Knee, Sid	9:00	13:00				4:00	Edit
17/05/2018	17/05/2018	On-site Meeting		Knee, Sid	9:00	11:00				2:00	Edit
17/05/2018	17/05/2018	Other	training	Knee, Sid						2:00	Edit
17/05/2018	17/05/2018	Other	training	Rose [2A], Honey						2:00	Edit
18/05/2018	18/05/2018	Other	sales training	Rose [2A], Honey						10:00	Edit
31/05/2018	31/05/2018	Other	Training session	Rose [2A], Honey						6:00	Edit
27/11/2018	27/11/2018	Assessment Meeting	new	Knee, Sid							Edit
13/02/2019	13/02/2019	Assessment Meeting	Test	Rose [2A], Honey						6:04	Edit

If you add or make any amendments to an existing log, your assessor will receive a notification to this effect.

If your assessor adds or amends an existing review, you will also receive a notification to this effect.

▼ **Activity logs added or altered by others in the last 14 days**

Date logged/edited	Category	Summary title	Logged/edited by	Remove	
22/06/2020		Training session	Knee, Sid (96980)	<input type="checkbox"/>	View/edit
22/06/2020	Other	2019 - Attended "The Pharmacy Show"	Knee, Sid (96980)	<input type="checkbox"/>	View/edit
Go to Activity logs				Update page	

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.

VQ Manager

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

▼ Reflective account (Gillett, Graham)

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

VQ Manager

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 6

Info 12

Dashboard

Calendar

File library

Messages 1

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