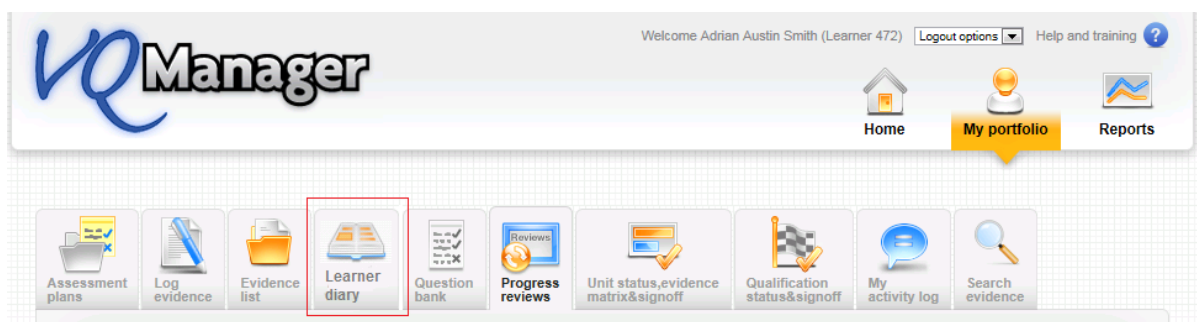# Learners' Diary Tab

For the New Apprenticeship Standards, learners 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 edited 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 your reflective account. GLH both on and off the job can be recorded here and you can upload files to this log entry.

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

Note that the Reflective Account section can only be edited by you, and the Assessor Comments section can only be edited by your assessor. The rest of the diary record can be edited by either user.

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 you 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

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.

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.

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

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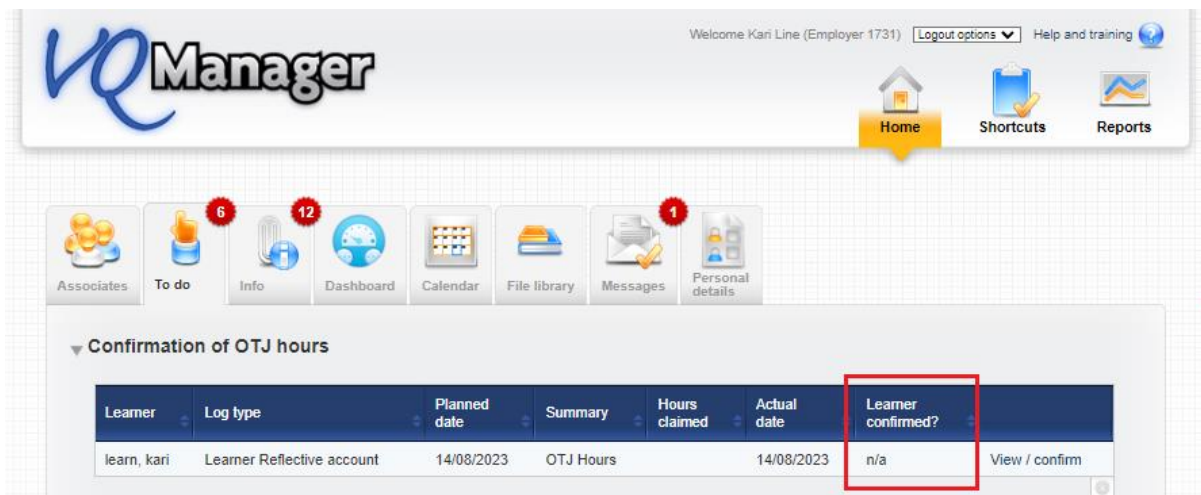
When a learner is creating a record, there is a tick box and comments box for them. The confirmation box is ticked by default, but the learner can un-tick it if they choose.


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.
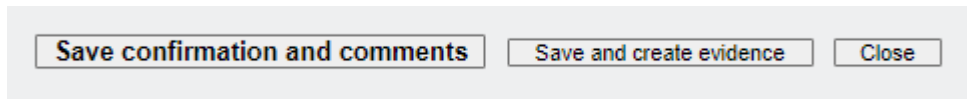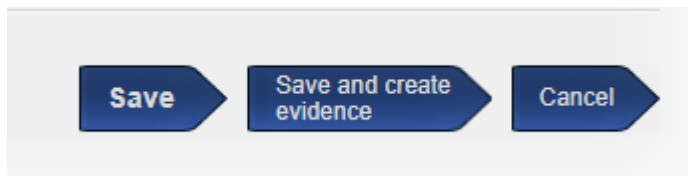
This Diary tab will be hidden from view by default for a centre but can be made visible upon request. Please speak with your assessor if you feel this function would be useful to you.