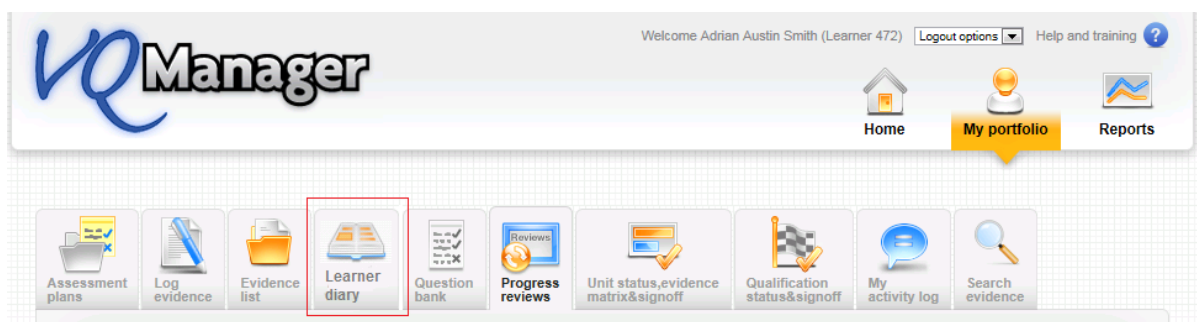


## Learners' Diary Tab

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.

▼ 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 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.

▼ **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 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.

**Evidence**

**Evidence methods**

☐ Work products  
☐ Witness testimony  
☐ Written questions  
☐ Simulation / storyboard  
☐ Professional discussion

☐ Direct observation  
☐ Oral questions  
☐ Candidate feedback statement  
☐ Accredited prior learning  
☐ 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.

### 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.

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							<a href="#">Edit</a>
13/04/2018	13/04/2018	13/04/2018	Off the job training	Gillett, Graham							<a href="#">Edit</a>
14/05/2018	14/05/2018	14/05/2018	Off the job training 2	Krabbappel, Edna	13:00	15:00				2:00	<a href="#">Edit</a>

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

### 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.

VQManager

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

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

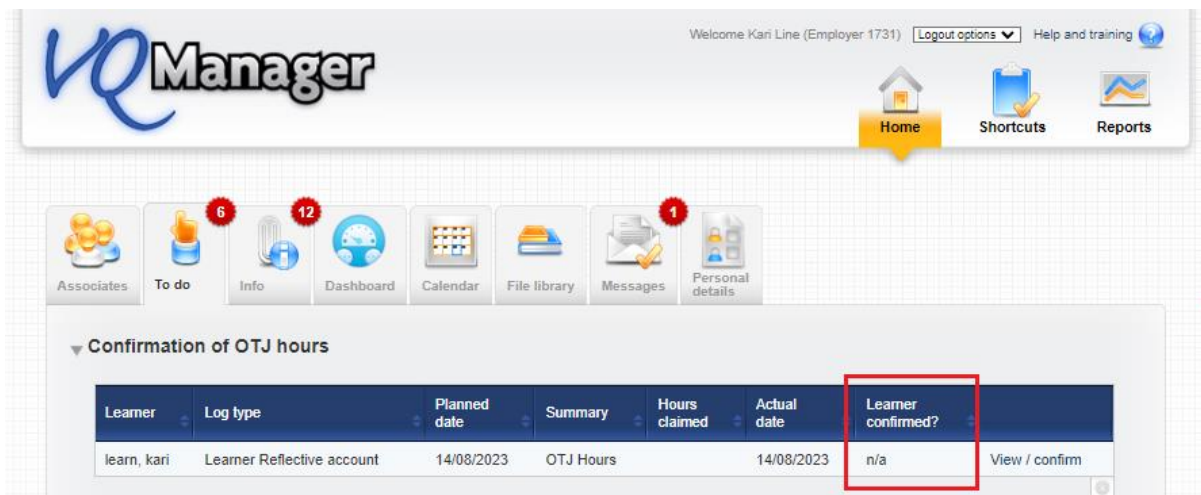
Planned date	Summary	Hours claimed	Actual date	Employer confirmed?	
14/08/2023	OTJ Hours	5:00	14/08/2023	n/a	View / confirm

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.



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

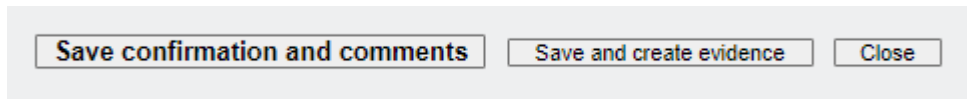
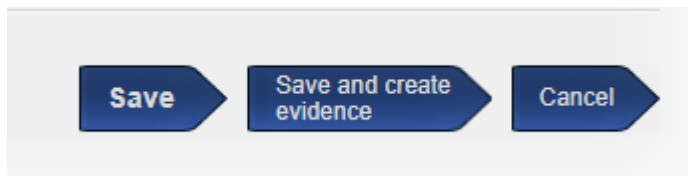
### Adding pop-up notification to 'save and create evidence' button in Diary

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'.

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.