

# Internal Verifier/Internal Quality Assurer Guide

## Browsers

VQManager uses technology which is incompatible with some old browsers. It is recommended that users upgrade their browsers to the latest version available which is free.

## Logging onto VQManager <https://www.skillwise.net/vqmanager/login/>

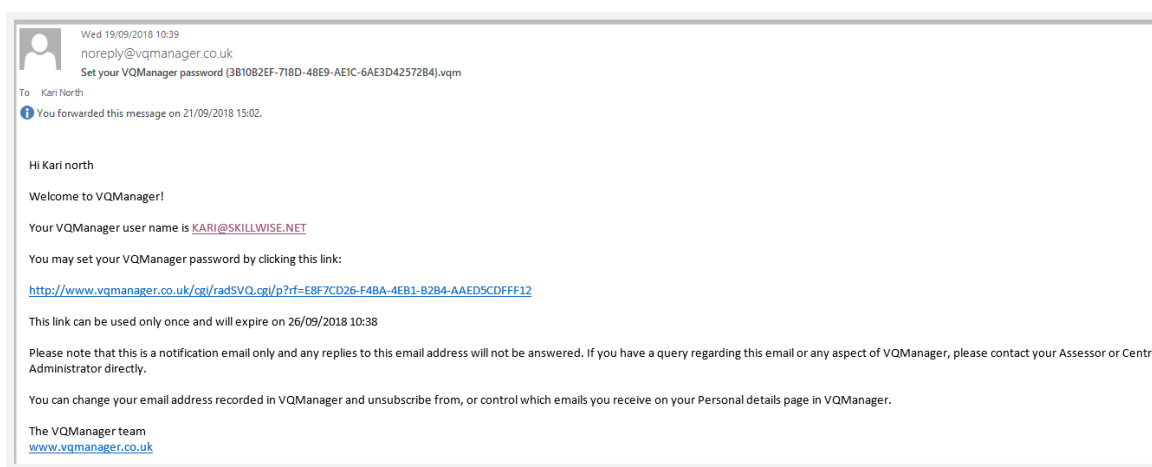
All users log in to VQManager in the same way. At the login screen, the user enters their:

- Username
- Password



The image shows the VQManager login interface. At the top, there is a logo for 'VQManager by SkillWise'. Below the logo, there are two input fields: 'Username or email' and 'Password'. The 'Username or email' field contains the text 'vqmanager'. Below the 'Username or email' field, there is a link that says 'Forgotten your username?'. Below the 'Password' field, there is a link that says 'Forgotten your password?'. At the bottom of the login area, there is a blue button labeled 'Login'. Below the login area, there is a disclaimer: 'Whilst every reasonable care is taken, SkillWise UK cannot accept responsibility for loss or issues arising from the loss or compromise of data within VQManager. It is the user's responsibility to ensure that no sensitive documents are uploaded to VQManager.'

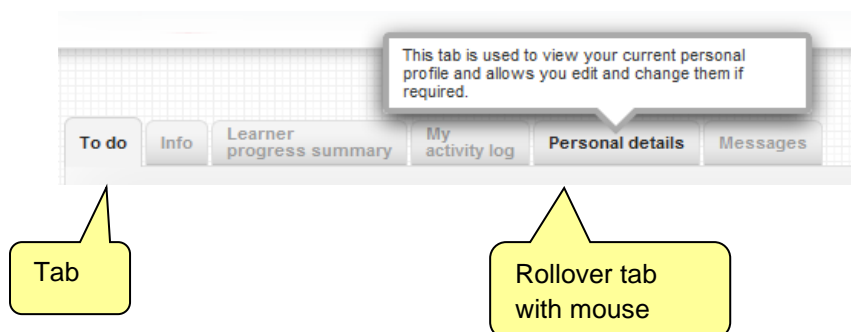
The Centre Admin will set you up with a live profile and you will be set an email from [noreply@vqmanager.co.uk](mailto:noreply@vqmanager.co.uk) with a link in so you can access the e-portfolio. The first time you login you will be asked to set a new password that you will remember.



If the link expires, the username in the email can be used to send a new link. Enter the username as it is displayed in the email into the VQManager username login field and select the “forgotton your password” link and a new email with a new link will be sent to you

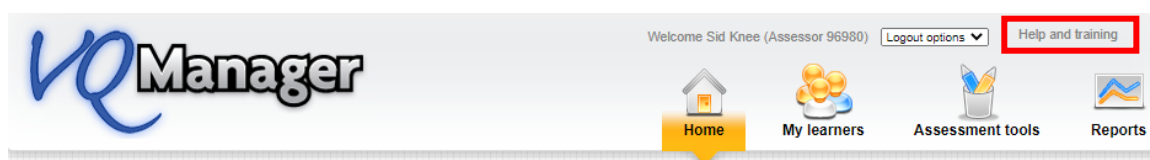
## Help

Each section on VQManager has rollover help attached. These sections are called **tabs**. The rollover help gives you information about the requirements of the tab itself as well as tips and hints and instructions on what to do. All the buttons and links also have mouse over information. An example can be seen below:

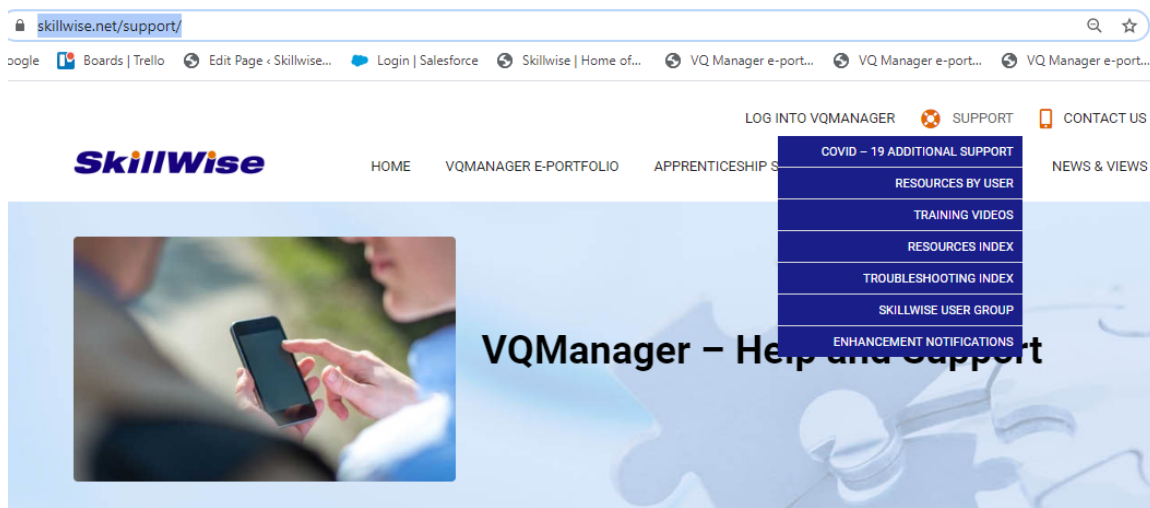


## User homepage

Each user type has a homepage customised to their requirements. This allows the user to get summarised information and quick access to different parts of the system. The tab you are currently using is highlighted in orange.



The **Help and training** hyperlink at the top of the screen takes you to the support page <https://www.skillwise.net/support/> - the password to access this area is **solution** (all lowercase).



You must be logged in to access the e-portfolio support area. Scroll down and select the padlock icon to enter your password.

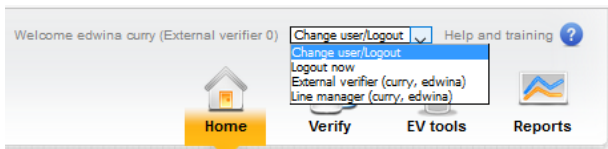
Here, you will find a range of training resources, support documents, details about forthcoming events such as user groups and a wealth of other useful information.

As an existing VQManager user you have access to this area and your centre administrator will be able to provide you with the password. Please note this is not the same as your VQManager credentials.



## Changing roles

It is possible that a user could have more than one role assigned to them (e.g. assessor and IQA/IV). Users can switch between roles by clicking on the 'Change user/ logout' option at the top of the screen.

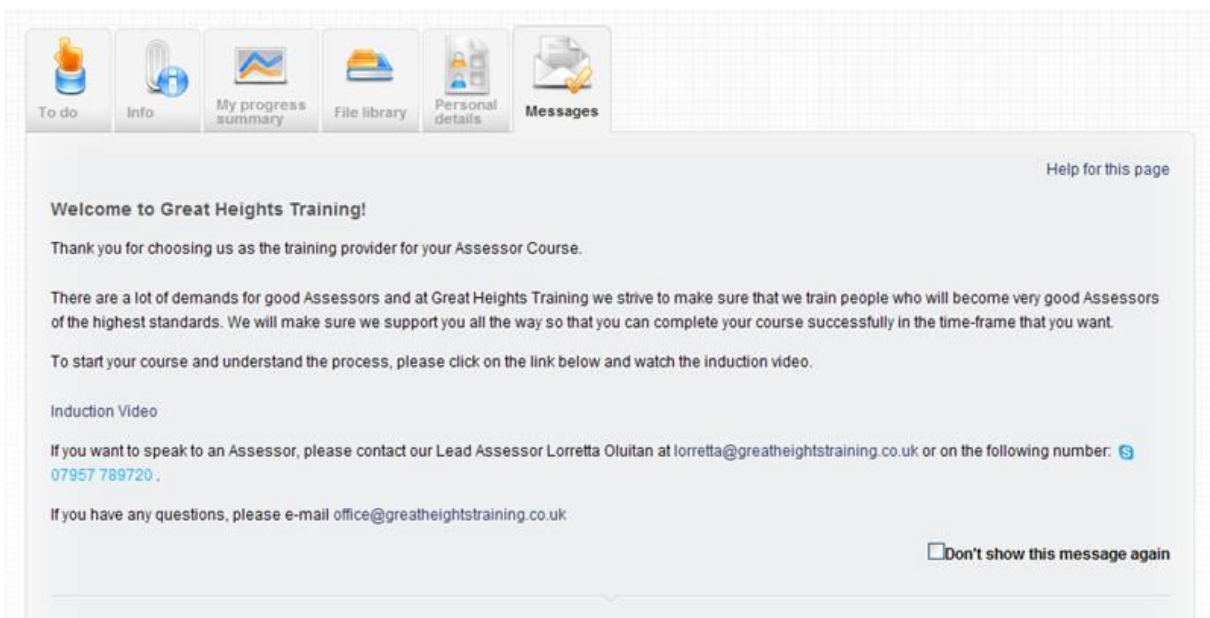


## Home – first top tab

### Welcome Message

The Messages tab within home can be used by your company to specifically target a user types, i.e. learners, assessors (but not individuals), and you can have as many running at the same time as you like. You can add pictures and links to documents and websites etc. See the example below.

On this tab, you may also see messages from SkillWise regarding VQManager, these may include functionality updates as well as scheduled server updates.



### Personal Information

Users can change their passwords in the **Personal Details** section. Login to VQManager by selecting the **change your password** hyperlink:

On this page in addition to changing your password, you can change and update your personal information. This information was originally set up by the Centre Administrator.

- Change mobile phone number
- Change email address
- Change automated email preferences - this last item has several options for you to select and you can decide how often you wish to receive the email prompts.

Email \*

john@knproddemo

Receive e-mail reminder for units signed off by assessors in the last seven days

None ▼

Save Cancel

## To Do

You should consider this tab your “in tray” - everything which arrives onto this tab requires an action. Examples of categories include:

- Evidence re-submitted following action
- Upcoming (next 5 days) and overdue sampling plan dates
- Units signed off in the past 30 days

1 3

To do Info Learner progress summary Personal details Messages

**Evidence re-submitted following action**

Learner	Date resubmitted	Evidence number	Qualification	Assessor	
Anderson002, Charles (34759)	29/03/2012	34759/E/497	NVQ Certificate in Team Leading L2 (QCF) (EDI) 500_9208_X 1	Smith001, Anne (34755)	Re-verify

All the tables are laid out in the same format: learner details on the left and a hyperlink to the item on the right.

## Info

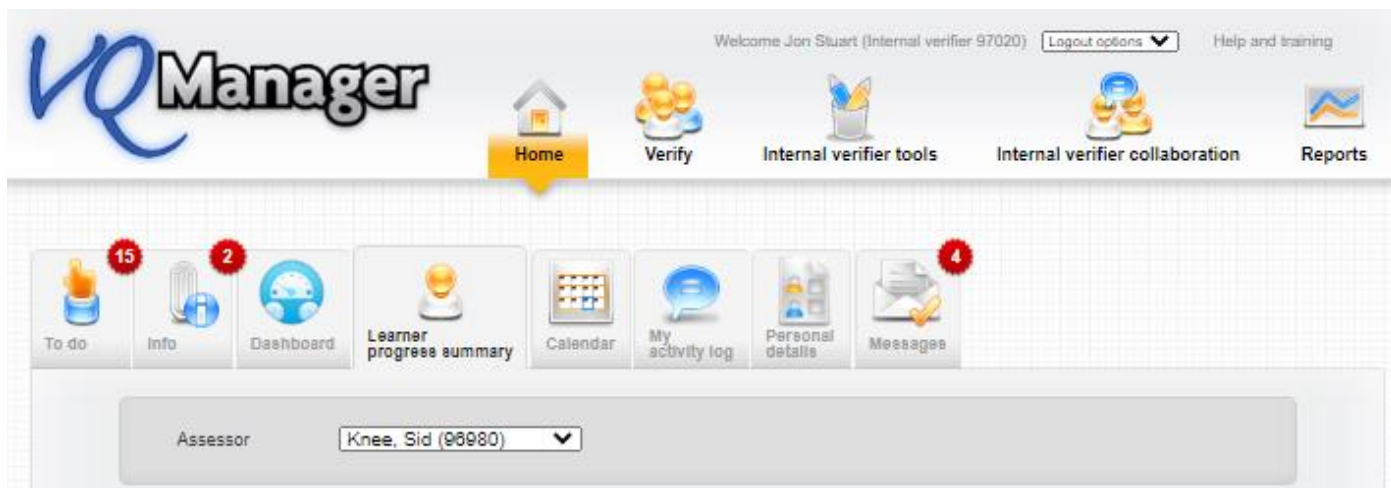
This second tab is for things which do not require your action but you might need to keep track of. They include these sorts of items:

- Evidence returned to Assessor for action (not yet commenced)
- Evidence returned to Assessor for action (view only)
- Qualifications signed off in the past 30 days
- New learners assigned (last 30 days)

Learner progress summary

## Learner Progress Summary

Select Assessor to view summary of progress of learners allocated to assessors



▼ Rose [2A], Honey (198295)

Qualification	Current completion	Target start date	Target end date	Estimated further days	Off the job training
		11/07/2017	30/01/2020		127:00 / 532:00
Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	73 %	11/07/2017	09/10/2019	395	
Apprenticeship Team Leader/Supervisor L3 ST0384_AP01 Programme of Delivery {Blue Sky} (2482)	40 %	31/10/2018	24/10/2019	889	
Diploma for Managers L3 (ILM) 603_1166_6 (2451)	36 %	01/01/2018	15/05/2019	1592	
NVQ Certificate in Construction Operations - General Construction L2 (QCF) QUE857 (CSkills) 600_3744_1 (1275)	100 %	01/01/2020	30/01/2020	0	
Personal Data {Blue Sky} (2461)	22 %	31/10/2018	16/10/2019	2102	

Here you can check progress is on target and estimated further days to complete based on current rate of progress. You can also check the progress towards meeting both OTJ and GLH requirements that have been set for each qualification /learner have been met - if required.

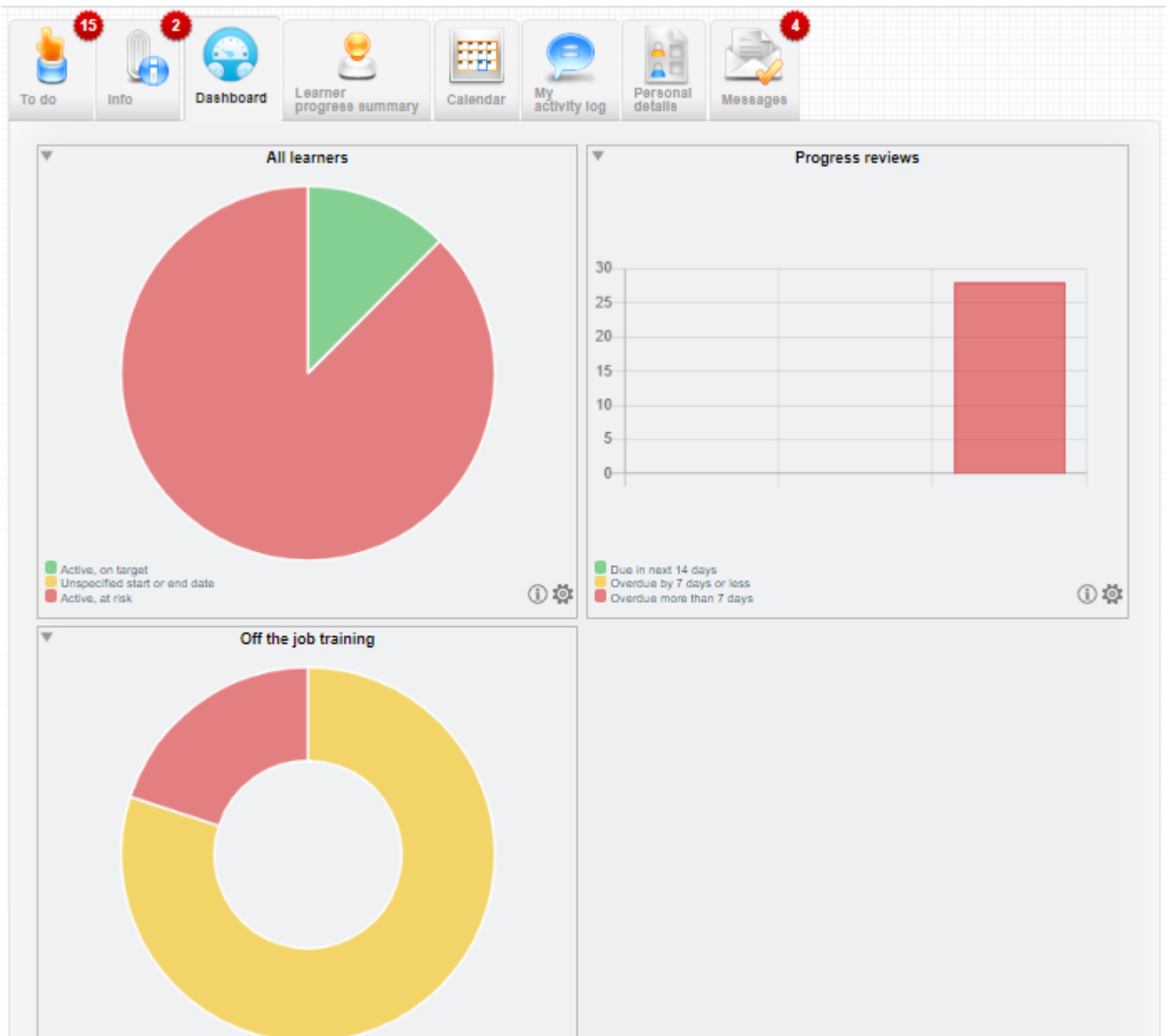
## Dashboard

Selecting the **Dashboard** tab will bring up a selection of graphs which include

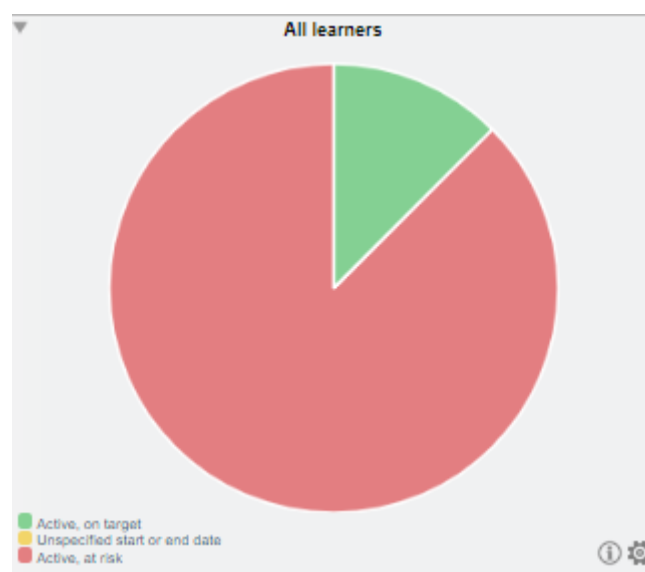
- All Learners (Progress)
- Progress Reviews
- Off the job Hours.
- Total learner per assessor

*Please note that the information provided only includes learners with an 'active' status.*

The page layout can be configured to your individual preference and importance of the information provided using the "setting" icon.



Hovering over the Red, Amber or Green areas of each graph will show a pop up displaying the number of your learners in that group. This example from **All Learners** shows 2 learners in the green (Active, On Target) group.



Clicking on an individual coloured area will open a pop-up with a list of learners included in that section. Clicking in the white area around the outside of the pie chart will report on all learners.

By clicking on the name of the learner, the hyperlink will take you to that learner's e-portfolio. The reports can also be downloaded.

VQManager e-portfolio by SkillWise - Google Chrome

vqmanager.co.uk/cgi/radSVQ.cgi/ddd?&tr=97020&i=mvmdldklcgdfcrkfgfcskrkdf&osu=0&uuid=%27595848E8-828F-4532-95E0-A2641937BB84%27&dbt=1&dbt=1&dbt=1

All learners: Active, on target  
Report generated for: Jon Stuart  
Date: 15/06/2020 20:22

☒ Target date ☒ Difference between actual and target % ☒ Employer ☒ Curriculum area ☒ Reference number ☒ Custom filter

Learner	Assessor	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %	Employer	Curriculum area	Reference number	Custom filter
Newbury, Nana (140880)	fire, anne Knee, Sid	100	100	23/01/2019	0	Great Western Hospital			
skills, functional (140062)	kndemo, Traineeassessor Knee, Sid Stanley, Ken	100	100	08/10/2015	0	Honda	Finance		

Download Close

## My activity log.

Here you can record CPD information gained as an IV/IQA

Welcome John Stuart (Internal verifier 97020) Logout options Help and training

Home Verify Internal verifier tools Reports

On this tab you can add or view your own activity logs. It is aimed at keeping track of continuous professional development type activities.

To do 5 Info Learner progress summary My activity log Personal details Messages 2

▼ Previous logs

Date logged	Activity date	Category	Summary title	Logged by	Activity detail	Attachments
No log entries						

▼ Add new log

Category Course

Summary title

Activity date 13/02/2015

## Verify – second top tab

Welcome Jon Stuart (Internal verifier 97020) Logout options Help and training


Home Verify Internal verifier tools Internal verifier collaboration Reports

On this tab you can verify the work ad hoc, visiting all aspects of the learner's e-portfolio.



## Unit assignments

Here you can check that the correct units/credit values have been allocated to the candidate and the rule of combination have been met to complete the qualification

 Unit assignments

 Assessment plans

 Evidence list

 Learner diary

 Question bank

 Progress reviews

 Unit status, matrix & signoff

 Qualification status & signoff

 Learner activity log

 Learner details


 Search evidence


## Assessment Plans


Here you can view assessment plans that have been set for the candidate, in progress and complete


Select assessor  
Smith01, Anne (25405)


Select learner  
Anderson02, Charles (26978)


 Unit assignments


 Assessment plans


 Evidence list

 Question bank

 Unit status, evidence matrix and signoff

 Qualification status and signoff

 Learner activity log

 Search evidence

View assessment plan



## Evidence list

Here you can view the complete evidence list for each assessor/candidate. You can filter by:

- Filter by qualification
- Filter by unit
- Evidence method
- Date submitted

Unit assignments

Assessment plans

Evidence list

Learner diary

Question bank

Progress reviews

Unit status, matrix & signoff

Qualification status & signoff

Learner activity log

Learner details

Search evidence

Qualification

All qualifications

Unit

All units

Method

All methods

▼ Award in Health and Safety in a Construction Environment L1 (QCF) AWD057 (CSkills) 601\_1176\_8

Sort by oldest first

Date created

08/08/2018

Number

164334/E/1182

Method

Oral questions

Qualification

Please open the evidence to see the items covered

Description

test 14

Last action

08/08/2018 - Assessor saved and sent for verification

Verify

Select the evidence link **verify** on the right had side to verify it.

Unit assignments

Assessment plans

Evidence list

Learner diary

Question bank

Progress reviews

Unit status, matrix & signoff

Qualification status & signoff

Learner activity log

Learner details

Search evidence

Evidence

Evidence methods

☐ Work products

☐ Witness testimony

☐ Written questions

☐ Simulation / storyboard

☐ Professional discussion

☐ Direct observation

☒ Oral questions

☐ Candidate feedback statement

☐ Accredited prior learning

Evidence number

164334/E/1182

Date

08/08/2018

When you reach the **criteria met** section you can elect to mark the evidence in respect of particular units if you wish.

[-] **NVQ Diploma in Controlling Lifting Operations - Slinger/Signaller (Construction) L2 (QCF) QUA801 (CSkills) 600\_3691\_6**

- ☒ **Unit QCF572** Checking and Preparing Lifting Accessories to Carry Out Lifting Operations in the Workplace
- ☐ **Unit QCF573** Attaching and Preparing Suspended Loads for Movement Using Lifting Accessories in the Workplace
- ☒ **Unit QCF574** Guiding, Positioning and Placing Suspended Loads in the Workplace
- ☐ **Unit QCF641** Conforming to General Health, Safety and Welfare in the Workplace
- ☐ **Unit QCF643** Moving, Handling and Storing Resources in the Workplace

If you don't select any unit, the assumption is that you are have verified that whole piece of evidence.

**Internal verifier comments to assessor**

21:55 GMT 15/06/2020

22/8000 characters

**Internal verifier comments to other internal verifiers (not visible to assessors)**

21:55 GMT 15/06/2020

Mark as verified

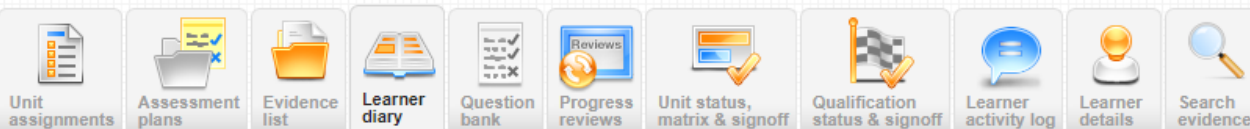
Save and return to Assessor for action

Save and continue later

Cancel

## Learner Diary

Here you can view all diary entries.



▼ **Learner diary (Baker, Kim)**

OTJ hours key: Learner logged, [Line manager confirmed](#), [Assessor confirmed](#), [Assessor and Line manager confirmed](#)

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	
17/05/2018	17/05/2018	17/05/2018	training day	Knee, Sid	9:00	16:00				7:00	<a href="#">View</a>
18/05/2018	18/05/2018	18/05/2018	workshop	Knee, Sid				 		7:00	<a href="#">View</a>
18/05/2018	18/05/2018	18/05/2018	training	Knee, Sid	13:00	15:00				2:00	<a href="#">View</a>
18/05/2018	18/05/2018	18/05/2018	training	Knee, Sid						2:00	<a href="#">View</a>

## Progress reviews

Here you can read and check progress reviews uploaded for the candidate

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for John Stuart (Internal verifier 97020), and links for Logout options, Help and training, Home, Verify (highlighted), Internal verifier tools, and Reports. Below the header, there's a dark blue bar with two dropdown menus: 'Select assessor' (Knee, Sid (96980)) and 'Select learner' (Leigh, Krista (96738)). Below this, there's a row of icons for various functions: Unit assignments, Assessment plans, Evidence list, Question bank, Progress reviews (highlighted), Unit status, evidence matrix and signoff, Qualification status and signoff, Learner activity log, and Search evidence. Below the icons, there's a section titled 'Progress reviews (Leigh, Krista)' containing a table with the following data:

Date logged	Date planned	Actual date	Summary	Logged by	Notes	Attachments	
19/03/2013	11/06/2013	02/03/2014	Remote Review	Knee, Sid			View
19/03/2013	03/09/2013	10/02/2014	Remote Review	Knee, Sid			View
19/03/2013	26/11/2013	05/03/2014	Missed Review	Knee, Sid			View
19/03/2013	18/02/2014	06/03/2014	Missed Review	Knee, Sid			View

## Unit Status, evidence matrix, sign off

Here you can sign off unit or you can verify from within the matrix view if you wish too.

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for John Stuart (Internal verifier 97020), and links for Logout options, Help and training, Home, Verify (highlighted), Internal verifier tools, and Reports. Below the header, there's a dark blue bar with two dropdown menus: 'Select assessor' (Knee, Sid (96980)) and 'Select learner' (Leigh, Krista (96738)). Below this, there's a row of icons for various functions: Unit assignments, Assessment plans, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, matrix & signoff (highlighted), Qualification status & signoff, Learner activity log, Learner details, and Search evidence. Below the icons, there's a section titled 'Apprenticeship Team Leader/Supervisor L3 ST0384\_01 Standards (2418)' containing a table with the following data:

Num	Unit title	% Completed (Actual)	Date assigned	Target date	Signed off by assessor	Confirmed by learner	Verified	Progress and sign-off
1	Interpersonal Excellence - managing people and developing relationships (56005)	100	30/10/2017					Edit / view
2	Organisational Performance - delivering results (56006)	100	30/10/2017		29/04/2020	Requested		Edit / view
3	Personal Effectiveness - managing self (56007)	16	30/10/2017					Edit / view

Select a unit to and **view progress and sign off**

From the Evidence matrix view

- Here you will see the complete evidence matrix for the unit you have chosen
- You can view evidence item
- Verify the evidence item
- See assessment method
- Check minimum assessment requirements have been met

Select assessor: Smith01, Anne (25405)

Select learner: Anderson02, Charles (26978)

Unit assignments | Assessment plans | Evidence list | Question bank | **Unit status, evidence matrix and signoff** | Qualification status and signoff | Learner activity log | Search evidence

☐ Date ☐ Assessor ☒ Summary ☐ Description ☒ IV date ☐ EV date ☒ Method ☒ Assessment criteria ☒ Range statement ☒ Knowledge and understanding

**Evidence matrix; Anderson02, Charles; NVQ Certificate in Team Leading L2 (QCF) (EDI) 500\_9208\_X**

**Unit: CU866 Procure supplies**

**Learning outcome: 1 Be able to identify requirements for supplies.**

Evidence	Summary	IV date	Method									Assessment criteria	
			1	2	3	4	5	6	7	8	9	1.1	1.2
26978/E/499	Order forms and manager statement	Verify	✓		✓							✓	✓
Total		0%	1		1							1	1
Recommended minimum												1	1

Click here to view

Click to verify

Hover over to see assessment method

Minimum assessment requirements met, total = green

The view here will also show you how much of the units has been verified by percentage.

**Evidence matrix; Anderson02, Charles; NVQ Certificate in Team Leading L2 (QCF) (EDI) 500\_9208\_X**

**Unit: CU865 Manage knowledge in own area of responsibility**

**Learning outcome: 1 Be able to understand existing knowledge management in own area of responsibility.**

Evidence	Summary	IV date	Method									Assessment criteria		
			1	2	3	4	5	6	7	8	9	1.1	1.2	1.3
26978/E/500	wp 1	29/03/2012	✓									✓	✓	✓
26978/E/501	wt 1	Verify			✓							✓	✓	✓
Total		50%	1		1							2	2	2
Recommended minimum												1	1	1

% of evidence verified

## IQA/IV unit sign off declarations

▼ **Internal verifier sign-off**

**Internal verifier feedback**

**Internal verifier evidence rating**

☐ Valid

☐ Current

☐ Authentic

☐ Sufficient

☐ Relevant


☐ Unit not sampled


**Internal verifier unit sign off**


☐ I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.


## Qualification status, sign off


Here you can view completed units and sign off the qualification


 Unit assignments


 Assessment plans


 Evidence list


 Learner diary


 Question bank


 Progress reviews

 Unit status, matrix & signoff

 Qualification status & signoff

 Learner activity log

 Learner details

 Search evidence

Qualifications	Start date	End date	Assessor sign-off date	Verified
Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards (2418)	11/07/2017	09/10/2019		<input checked="" type="radio"/>
Diploma for Managers L3 (ILM) 603_1166_6 (2451)	01/01/2018	15/05/2019		<input type="radio"/>
Apprenticeship Team Leader/Supervisor L3 ST0384_AP01 Programme of Delivery {Blue Sky} (2462)	31/10/2018	24/10/2019		<input type="radio"/>
Personal Data {Blue Sky} (2461)	31/10/2018	16/10/2019		<input type="radio"/>
NVQ Certificate in Construction Operations - General Construction L2 (QCF) QUE857 (CSkills) 600_3744_1 (1275)	01/01/2020	30/01/2020	29/04/2020	<input type="radio"/>

View Progress and sign-off

## IQA/IV qualification sign off declaration

▼ **Internal verifier**

**Feedback**

22:01 GMT 15/06/2020

☐ Competence has been demonstrated in all of the units/the qualification recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

**Save** **Cancel**

## Learner activity log

Here you can view entries made by the candidate and the assessor.

Unit assignments | Assessment plans | Evidence list | Learner diary | Question bank | Progress reviews | Unit status, matrix & signoff | Qualification status & signoff | **Learner activity log** | Learner details | Search evidence

▼ **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

You can:

- Check GLH recorded
- Check OTJ hours recorded
- View attachments
- Make entries to the learner activity log

## **IQA/IV Tools – third top tab**


**VQ Manager**


Welcome Jon Stuart (Internal verifier 97020) **Logout options** Help and training


**Home** **Verify** **Internal verifier tools** **Internal verifier collaboration** **Reports**


## Rationale


A Rationale can be defined as a record of quality assurance intentions and is associated with a specific assessor who is linked to the IV/ IQA.



Internal verifier assessor feedback reports


External verifier feedback reports


Assessor activity log



File library


Internal verifier sampling plan


Rationale

Assessor
Knee, Sid (96980)

Previous rationales

Date logged	Target date	Date completed	Summary title	Logged by	Feed back	Attachments	
10/07/2014	27/10/2014		July 2014 Rational for Sid Knee	Stuart, Jon			Edit
14/05/2015	14/06/2015		chris newton	Stuart, Jon			Edit

Here you can view previously set reviews and also create new ones.

▼ Add new rationale

Summary title

Start date

15/06/2020

Target date

Rationale intentions (max. 1000 words)

B

I

U

☒

”

🔗

☰

☰

Normal

⬆

A

🖨

⌂

Completed

☐

Date completed

▶ Upload and attach files in support of this rationale

Save

Cancel

If you share an assessor with another IQA/IV you will be able to see any rationales set by them too

If any rationale is edited, there is a full audit trail kept of any changes



**Audit trail**

**Before: 2014/04/14 13:07:14**

I want Andre to concentrate more on the face to face side of things.

**Changes (key: Added Deleted )**

I want Andre to concentrate more on the face to face **side of things.** **involvement with learners as well as speaking more clearly to them. Communications are important!**

**After: 2014/04/14 13:09:17**

I want Andre to concentrate more on the face to face involvement with learners as well as speaking more clearly to them. Communications are important!

[Close]

Date	Time	Action	Content	User
2014/04/14	13:07:14	New rationale added	I want Andre to concentrate more on the face to face involvement with learners as well as speaking more clearly to them. Communications are important!	70)
2014/04/14	13:07:14	Rationale intentions added or changed		70)
2014/04/14	13:09:17	Rationale intentions added or changed		Jackson, Neil (870)
2014/04/14	14:11:58	Feedback/conclusions added or changed		Jackson, Neil (870)
2014/04/14	14:13:49	Completed selected		Jackson, Neil (870)
2014/04/14	14:13:49	Date achieved selected		Jackson, Neil (870)
2014/04/15	09:00:35	Feedback/conclusions added or changed		Gilmore02, Ingrid (964)

## IQA/IV assessor feedback reports

Internal verifier assessor feedback reports

External verifier feedback reports

Assessor activity log

File library

Internal verifier sampling plan

Rationale

Assessor

Knee, Sid (96980)

All reports for selected assessor

Write new report

Date created	Report name	Learner	Internal verifier	Date submitted	Date read by assessor	Assessor comm.	Files attached	
13/08/2014	August 2014 [57]	Leigh [1A], Krista	Stuart, Jon	13/08/2014		No	No	Edit / view
07/01/2015	Dec 2014 [59]	Not linked to a particular learner	Stuart, Jon	07/01/2015		No	No	Edit / view

Here you can write feedback reports to assessors

- Select assessor
- Select learner (or select not linked to a particular learner)
- Write report and give feedback

You can also view feedback reports which have been written by other IQA/IVs looking after the same assessor as you.

Notes:

- A lot of detail can be recorded in report name field
- Documents can be attached
- You can check that the assessor has read the report and made comments

If you select not linked to a particular learner: you do not have the option to see the evidence comments section. They only pull through when a specific learner is selected.

Select assessor: Knee, Sid (96980) ▼

Select learner: Not linked to a particular learner  
Jones, Unity (144565)  
Leigh, Krista (96738)  
Newbury, Nana (146680)  
reviews, progress (143633)  
stuart, patrick (96997)  
Stuart, Tim (96996)  
testing, password (124927)

▼ Report details







▼ Evidence

Evidence number: 96997/E/776  
Date created: 07/01/2015  
Date IVD: 26/02/2015  
Candidate: stuart, patrick  
Notes from evidence:  
Excellent assessing well done

Save and submit to assessor Save Cancel

## External verifier feedback reports


Here you can view External verifier feedback reports:


 Internal verifier assessor feedback reports	 External verifier feedback reports	 Assessor activity log	 File library	 Internal verifier sampling plan	 Rationale
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Date created	Report name	Learner	Assessor	External verifier	Date submitted to internal verifier	
16/05/2016	January 2016 report	No specific learner	Knee, Sid (96980)	curry, edwina (134198)	16/05/2016	View


## Assessor Activity Log


Here you can view activity log entries made by the assessor and also add assessor activity log entries – support comments etc.


 Internal verifier assessor feedback reports

 External verifier feedback reports

 Assessor activity log

 File library

 Internal verifier sampling plan


 Rationale


Assessor 


▼ Previous logs


## File library


Here you can upload documents/supporting materials etc. for use in the IQA process or for supporting assessors


 Internal verifier assessor feedback reports

 External verifier feedback reports

 Assessor activity log

 File library

 Internal verifier sampling plan

 Rationale

► Add files to library

▼ Uploaded files

▼ Default folder

## IQA/IV Sampling Plan

A sampling plan can be set using the dropdowns in the grey area and can be filtered by:

- Assessor
- Qualification
- Employer
- Curriculum area
- Learner.

You are also able to select “All” assessors to allow you to create a sampling plan for all assessors managing a particular qualification. Please be aware this may take a few seconds to load as the plan created will be larger than normal.

IV

Internal verifier assessor feedback reports

EV

External verifier feedback reports

Assessor activity log

File library

Internal verifier sampling plan

Rationale

Assessor

Knee, Sid (96980)

Qualification

Apprenticeship Customer Service Practitioner L2 ST0072\_02 Standards (2447)

Employer

All

Curriculum area

No curriculum areas

Learner

No learners

View plan - Normal

View plan - Print friendly

The sampling plan is divided into two areas. The first area (identified in turquoise) allows for a plan to be submitted which is learner specific but not unit specific. And everything to the right of that, allows for a particular unit or units for sampling to be planned

		Whole qualification	201	205
North [6D] Inca (198293)  Start: 03/07/2017 End: 09/10/2018	15%	Planned: <input type="checkbox"/> Type <input type="text" value="Select"/> Assessment cycle <input type="text" value="Select"/>	Planned: <input type="checkbox"/> Type <input type="text" value="Select"/> Assessment cycle <input type="text" value="Select"/>	Planned: <input type="checkbox"/> Type <input type="text" value="Select"/> Assessment cycle <input type="text" value="Select"/>
		Sampled in sampl. plan: <input type="checkbox"/>	Sampled in <a href="#">Click to sample</a> sampl. plan: <input type="checkbox"/>	Sampled in <a href="#">Click to sample</a> sampl. plan: <input type="checkbox"/>

From here you can

- Select **planned** and add a date

Click to add or edit planned sample date

Planned: ☒ ☐ |

Type **Select**

Assessment cycle **Select**

Sampled: ☐

Calendar: Jan 2015

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Select **type** (interim or final)

Planned: ☒ ☐ 14/01/2015

Type **Select**

Assessment cycle **Select**

Sampled: ☐

- Select **assessment cycle**

Assessment cycle

**Select**

- Select
- Evidence methods
- Assessment plans
- Progress reviews
- Observation of assessor
- Sampling strategy
- Other (see notes)

- If you choose **Evidence method** you can further select a type:

**IV sampling plan evidence methods**  
**Learner: North [6D], Inca (198293)**  
**Unit: Whole qualification**

<input type="checkbox"/> Work products (WP)	<input type="checkbox"/> Direct observation (DO)
<input type="checkbox"/> Witness testimony (WT)	<input type="checkbox"/> Oral questions (OQ)
<input type="checkbox"/> Written questions (WQ)	<input type="checkbox"/> Candidate feedback statement (CFS)
<input type="checkbox"/> Simulation / storyboard (ST)	<input type="checkbox"/> Accredited prior learning (APL)
<input type="checkbox"/> Professional discussion (PD)	

The sampling plan has different colours for interim versus final sampling. There is a third colour for situations where neither interim nor final has been selected.

**Unit not assigned** **Unit assigned** **Assessor signed-off** **IQA signed-off** **Sample planned** **Interim sample** **Final sample** **Sample completed** **Not sampled**


**IQA sampling plan**

		Whole qualification	1	5	6
ABC ABC (761)	0%	Planned: <input type="checkbox"/> Type: Select Assessment cycle: Select  Sampled: <input type="checkbox"/>	7% Planned: <input checked="" type="checkbox"/> 04/10/2013 Type: Select Assessment cycle: Progress reviews  Click to sample Sampled: <input checked="" type="checkbox"/> 04/10/2013	Planned: <input checked="" type="checkbox"/> Type: Interim Assessment cycle: Assessment plans  Click to sample Sampled: <input type="checkbox"/>	Planned: <input checked="" type="checkbox"/> 02/10/2 Type: Final Assessment cycle: Evidence methods Click to select WP  Click to sample Sampled: <input checked="" type="checkbox"/> 05/10/

If “Other, (see notes)” is selected, you can use the “notes” area to stipulate your intentions.

		Whole qualification	1	5
Gillett Graham (38)	0%	<p style="text-align: center;"><b>IV sampling plan notes</b>  <b>Learner: Gillett, Graham (38)</b>  <b>Unit: Whole qualification</b></p> <p>Write my intentions here</p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>		

Click on the “world” icon in the top right hand corner of each unit to activate the zoom out.

		22
		<div style="text-align: right;">  </div> Planned: <input type="checkbox"/> Type: Select

	qual	1	5	6	9	10	11	12	13	14	15	16	17	21	22	23	31	36	37	38
ABC																				
ABC																				
Bangisa																				
Janice																				
Flanders																				
Rod																				
Mann																				
Christopher John																				
Smith																				
Annette																				
Welford																				
James																				
Wolfson																				
Graham																				

Click a cell to navigate to it.  
Click outside this pop-up to close it, or press the Esc key.

There is a built in reminder on the IQA/IV home page (very much like the one which reminds learners of overdue assessment plan dates) which shows the IV sampling that is due within the next 5 days. If you overshoot this date, the reminder turns red.

▼ Upcoming (next 5 days) and overdue sampling plan dates							
Planned date	Learner	Unit	Type	Assessment cycle	Evidence methods	Remove	
10/02/2019	Leigh [1A], Krista (96738)	Whole qualification	Interim	Progress reviews		<input type="checkbox"/>	Sample
27/01/2019	Stuart, Tim (96996)	Whole qualification	Interim	Other (see notes)		<input type="checkbox"/>	Sample
15/01/2019	Stuart, Tim (96996)	Communicate with customers in writing (41712)	Final	Evidence methods	APL	<input type="checkbox"/>	Sample

If evidence has been verified in a unit, the sampling plan is automatically populated:

201

100%

28/04/2015

Planned: ☐

Type

Assessment cycle

Sampled in

saml. plan: ☐

Sampled in

☒ 14/05/2015



If a unit have been signed off and marked **not verified** the sampling plan highlights the sign off in blue

303

100%

18/04/2016

26/09/2017

Planned: ☐

Type

Assessment cycle

Not sampled: ☒

If the sampling plan link was used to sample evidence it shows in this area:

203 / 663

Planned: ☒ 21/04/2015

Type

Assessment cycle

Sampled in [Click to sample](#)

saml. plan: ☒ 15/04/2015

Sampled in

evidence: ☒ 28/10/2015