

Progress Reviews for Line Manager

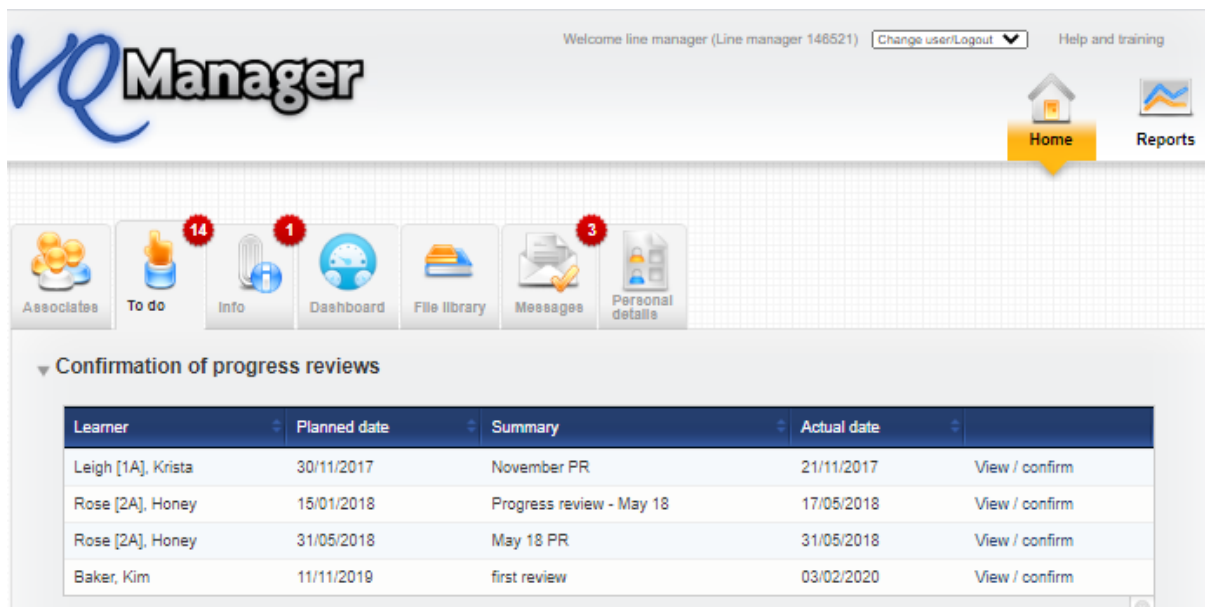
The Line Manager role in VQManager is mainly a view only provision but VQManager also allows employers to participant in VQManager, specifically around Progress Reviews and Off the Job Training. People who are allocated to this role, are linked to just the learners at their employment. They have direct access to these user's e-portfolio content.

Note:

- Line Managers cannot edit or change any e-portfolio content they can only contribute to the areas specified above.

Contributing to a Progress Reviews

On the “To Do” tab in the “Home” area this lists all of the progress reviews that you need to confirm for your learners. The overdue ones will appear in red.



The screenshot shows the VQManager interface. At the top, there's a header with the VQManager logo, a welcome message for 'line manager (Line manager 146521)', a 'Change user/Logout' dropdown, and a 'Help and training' link. Below the header, there's a navigation bar with 'Home' and 'Reports' tabs. The main area has a grid of icons for 'Associates', 'To do' (with a red badge '14'), 'Info' (with a red badge '1'), 'Dashboard', 'File library', 'Messages' (with a red badge '3'), and 'Personal details'. Below this, there's a section titled 'Confirmation of progress reviews' which contains a table with the following data:

Learner	Planned date	Summary	Actual date	
Leigh [1A], Krista	30/11/2017	November PR	21/11/2017	View / confirm
Rose [2A], Honey	15/01/2018	Progress review - May 18	17/05/2018	View / confirm
Rose [2A], Honey	31/05/2018	May 18 PR	31/05/2018	View / confirm
Baker, Kim	11/11/2019	first review	03/02/2020	View / confirm

Select the hyperlink on the right “View/confirm” to open the review, read it and add your comments.

▼ Progress review (Rose [2A], Honey)

Summary

May 18 PR

Planned date

31/05/2018

Actual date

31/05/2018

Progress as on 31/05/2018

Apprenticeship Team Leader/Supervisor L3 ST0384_01 Standards

28%

Diploma for Managers L3 (ILM) 803_1166_8

0%

NAS sample Programme of Delivery

0%

Off the job training as on 31/05/2018

Hours logged

42:00

Target hours to date

184:19

Total hours required

384:00

Notes (max. 1000 words)

see attached

▼ Learner confirmation


☒ Learner was requested to confirm on 31/05/2018

Learner comments


▼ Line manager confirmation

☐ I hereby confirm that I agree to the above

Line manager comments

	Date uploaded	File description	Uploaded by	Size
	31/05/2018	tube map.docx	Knee, Sid (96980)	410 KB

▼ Audit trail

Date	Time	Action	Content	User
31/05/2018	12:17:43	New log added		Knee, Sid (96980)
31/05/2018	12:17:43	Confirmation requested from learner		Knee, Sid (96980)
31/05/2018	12:17:43	Confirmation requested from line manager		Knee, Sid (96980)
31/05/2018	12:17:44	File attached: tube map.docx		Knee, Sid (96980)

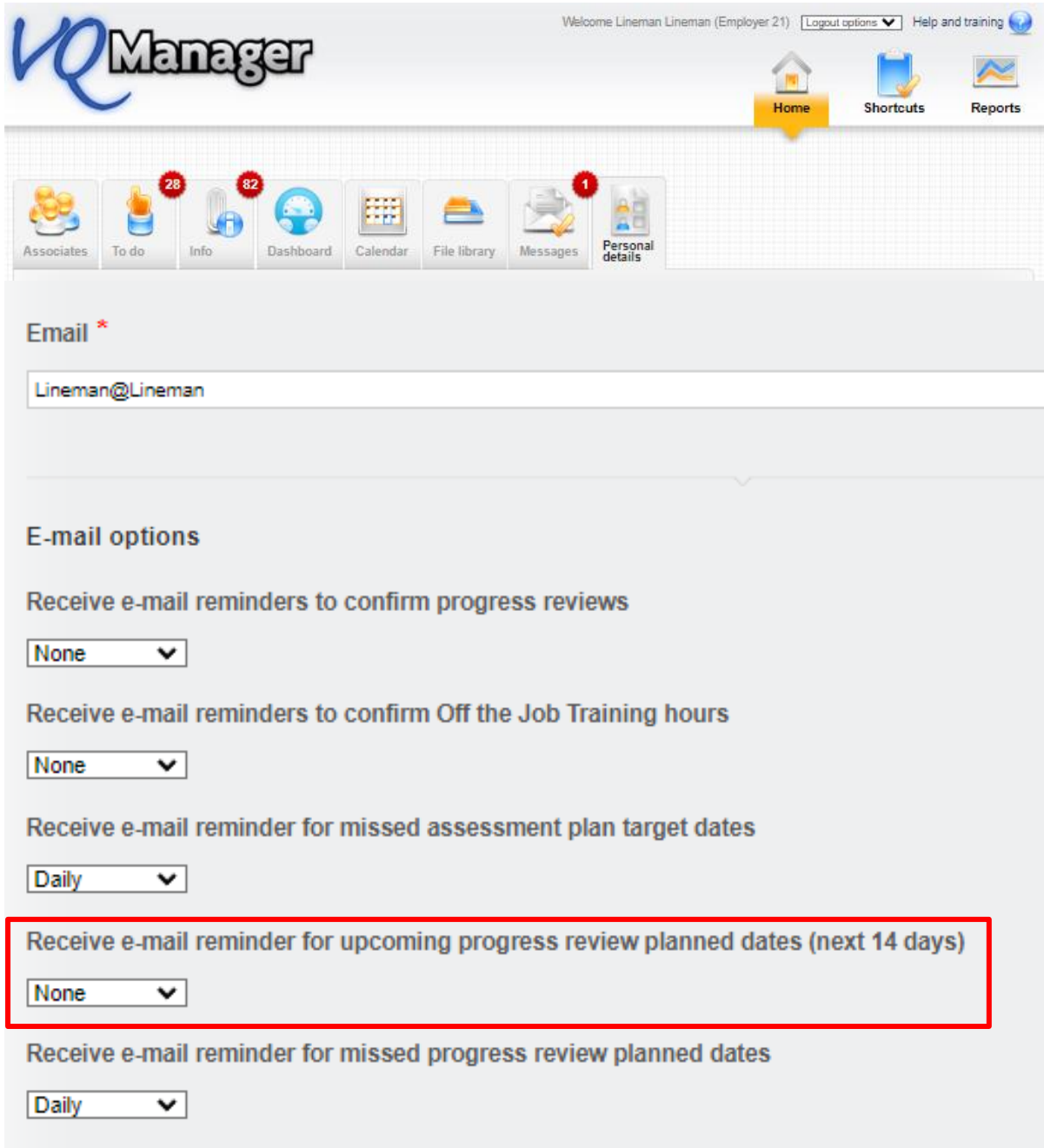
Save confirmation and comments

Close

Save your comments and confirmation using the button at the bottom of the page

Adding opt-in e-mail notification for line managers of upcoming progress reviews

We have added an opt-in e-mail for Line Managers, to let them know when a progress review is coming up. The notification is located in the **Personal Details** Tab alongside other opt in notifications.



The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for 'Lineman Lineman (Employer 21)', and links for 'Logout options' and 'Help and training'. Below the header is a navigation bar with icons for Home, Shortcuts, and Reports. A secondary navigation bar contains icons for Associates, To do (with a red badge '28'), Info (with a red badge '82'), Dashboard, Calendar, File library, Messages (with a red badge '1'), and Personal details. The 'Personal details' tab is selected, showing an 'Email' section with the email address 'Lineman@Lineman'. Below this is the 'E-mail options' section, which contains five notification settings, each with a dropdown menu. The fourth option, 'Receive e-mail reminder for upcoming progress review planned dates (next 14 days)', is highlighted with a red rectangular box. The dropdown for this option is currently set to 'None'.

Welcome Lineman Lineman (Employer 21) Logout options Help and training

Home Shortcuts Reports

Associates To do 28 Info 82 Dashboard Calendar File library Messages 1 Personal details

Email *

Lineman@Lineman

E-mail options

Receive e-mail reminders to confirm progress reviews

None

Receive e-mail reminders to confirm Off the Job Training hours

None

Receive e-mail reminder for missed assessment plan target dates

Daily

Receive e-mail reminder for upcoming progress review planned dates (next 14 days)

None

Receive e-mail reminder for missed progress review planned dates

Daily

It has the same options as the other reminders in this category.

A dropdown menu with the following options: None, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Daily. The 'None' option is currently selected and highlighted in blue.

Here are the full details of the email summary notifications: <https://skillwise.net/wp-content/uploads/2023/02/Email-Summary-Notifications-V3.pdf>

Allow Line Managers to upload files to Progress Reviews.

Previously line managers were only able to add comments to the progress reviews, they are now able to upload files too. The uploading of files works in the same way as it does for other users and areas of the system.

Progress review (Eusebio, Francis) [air120]

Summary: Review 2

Planned date: 13/10/2023

Actual date: 13/10/2023

Progress as on 13/10/2023

Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW)	Target completion to date: 100	Current completion: 0
Certificate in Understanding the Safe Handling of Medicines L2 question bank	Target completion to date: 100	Current completion: 0
Hairdressing NVQ 2	Target completion to date: 100	Current completion: 0
Key Skills	Target completion to date: 100	Current completion: 0

Off the Job Training as on 13/10/2023

Hours logged	0:00
Target hours to date	984:12
Total hours required	984:12

Employer confirmation

☐ I hereby confirm that I agree to the above

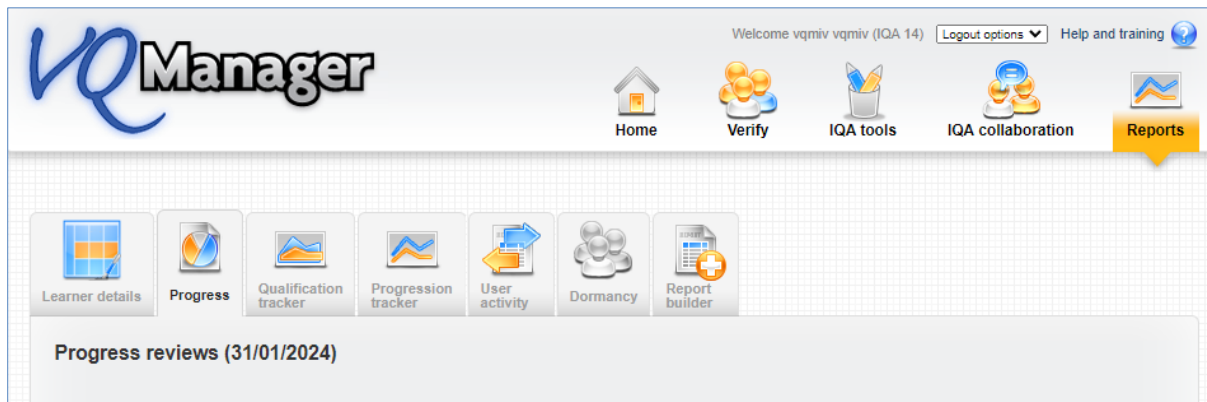
Employer comments

[Text area for comments]

► Upload and attach files in support of this entry

Add rows to Progress Review report to show which users signed off.

It is now possible to see the name of the person who signed off a progress review in the progress review report.



The name which appears is the name of the assessor who confirms the review in the “actual date” field.

	1	2
Planned	16/01/2017	12/06/2017
Actual	16/01/2017	15/06/2017
Assessor	Kari	
Difference	0	3
Days since last		150
Learner confirmed		11/08/2017
Employer confirmed	19/01/2022	n/a
Employer	Bryson, Billy (1722)	n/a

The name of the line manager (employer) who also confirms the review is now visible - if this is applicable.

The new rows in this report appear in the on screen and downloadable versions as you would expect.

