

Planning for your learner in VQManager without using the assessment plan templates.

There are three other ways in the system where you can create something similar to an assessment plan, without it actually being an assessment plan template.

1. You can use the **Activity log** to create an entry:



Add details of activities and tasks you would like the individual learner to do:

Activity detail (max. 1000 words)

B I U

Tasks and activities

And upload documents too:

	Date uploaded	File description	Uploaded by	Size	Delete
	25/03/2024	tube_mapmay_2022.jpg	You	3457 KB	

[reset file descriptions](#)

▼ Upload and attach files in support of this activity log

8 files 150 Mb total maximum

[Choose File](#) No file chosen

There is also a box you can tick where you can request action by the learner for that entry.

☐ **Learner action required**

The learner will receive a notification of the log creation on their **To Do** tab:

The screenshot shows the VQ Manager interface for a learner named Kim Baker (Learner 164334). The top navigation bar includes 'Home', 'My portfolio', 'Shortcuts', and 'Reports'. Below this, a row of icons represents various functions: 'To do' (with a red notification bubble), 'Info', 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages' (with a red notification bubble). The 'To do' section is expanded, showing a table of activity logs.

Date logged/edited	Category	Summary title	Logged/edited by	Action required?	Remove	
25/03/2024	Assessment Meeting	Assessment plan	baker, anne (164332)	Yes	<input type="checkbox"/>	View/edit

Below the table, there is a link 'Go to Activity logs' and an 'Update page' button.

You can also duplicate your entry if you needed to send to more than one learner using the “select logs to copy to other learners”:

The screenshot shows a dialog box titled 'Select logs to copy to other learners'. It contains a table with columns for 'Attach-ments', 'GLH?', and 'Off the job training?'. The table has several rows, some of which are highlighted in blue.

2. You can create a new piece of evidence in the **Log new** evidence tab:

The screenshot shows the VQ Manager interface for an assessor named Anne Baker (Assessor 164332). The top navigation bar includes 'Home', 'My learners' (highlighted), 'Assessment tools', 'Shortcuts', and 'Reports'. Below this, a dropdown menu shows the selected learner 'Baker, Kim (164334)'. The bottom row of icons includes 'Unit assignments', 'Assessment plans', 'Log new evidence' (highlighted), 'Evidence list', 'Learner diary', 'E-Learning', 'Progress reviews', 'Unit status, evidence matrix & signoff', 'Qualification status & signoff', 'Learner activity log', 'Learner details', and 'Search evidence'.

And add the tasks and activities for that learner with any documents or guidelines you wish them to follow:

Description (max. 1000 words)

B I U Normal

Tasks and activities

Please complete these and return this piece of evidence to me by 10/3/24

16/1000 words

► Audit trail

	Date uploaded	File description	Uploaded by	Size	Delete
	26/03/2024	tube_mapmay_2022.jpg	You	3457 KB	

[reset file descriptions](#)

Use the “return to learner for action” button at the bottom to send the work to the learner:

[Save and submit for verification](#)
[Return to Learner for action](#)
[Save and continue later](#)
[Cancel](#)

It remains on the learner’s **To Do** tab until they resubmit it to you.

VQManager

Welcome Kim Baker (Learner 164334) [Logout options](#) [Help and training](#)

Home My portfolio Shortcuts Reports

To do Info My progress summary Calendar File library Personal details My VQManager network Messages

▼ Evidence requiring action

Assessor	Date returned	Evidence number	Summary	
Knee, Sid(96980)	08/08/2018	164334/E/1186	test 21	Edit / Submit

- You can use the **Calendar** not only to set a date of your next visit but also details of your next visit indicating anything you would like them to complete before the visit:

VQManager

Welcome Kim Baker (Learner 164334) [Logout options](#) [Help and training](#)

Home My portfolio Shortcuts Reports

To do Info My progress summary Calendar File library Personal details My VQManager network Messages

▼ Add new event [air114]

Summary title

Start date

End date

☐ no end date

Activity / description (max. 1000 words)

B I U Normal

Tasks and activities before my next visit

7/1000 words

NB: Whilst you can add notes, you cannot attach documents to this tab.

The learner receives this notification in their To Do tab.

▼ Calendar entries logged by others in the last 30 days

Summary title	Start date	End date	Created by	Remove	
next visit	31/03/2024	31/03/2024	baker, anne (Assessor)	<input type="checkbox"/>	View
				Update page	

You can also duplicate your entry if you needed to send to more than one learner using the **“select events to copy to other learners”**:

My VQManager network

Messages

Select events to copy to other learners

month
week
day
list month
list week
list day