

VQManager Enhancements April 2024

Adding notes on screen for 'Assign frameworks' section of learner profile.

We have added a note on the screen to make the functionality of the framework assignment area clearer.

Set the start and end date first before ticking the "Assign framework" box. If you subsequently need to change the start and end dates, scroll down to the "Candidate qualification assignments" table below and make the changes there.

Candidate framework assignments

Set the start and end date first, before ticking the 'Assign framework' box.
If you subsequently need to change the start and end dates, scroll down to the 'Candidate qualification assignments' table below, and make the changes there.

Frameworks	Start date	End date	Assign default units	Assign framework
Quickmap Test Framework 1 (1)	01/01/2011	31/12/2011	<input type="checkbox"/>	<input type="checkbox"/>
Hair and Beauty for 2013 (4)	02/09/2012	02/09/2013	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy 2012 Framework Test (3)	01/04/2012	01/04/2013	<input type="checkbox"/>	<input type="checkbox"/>
Kempton Park Framework of Excellence (2)	01/09/2011	30/09/2012	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy (5)	16/04/2024 (framework date is blank)	16/04/2024 (framework date is blank)	<input type="checkbox"/>	<input type="checkbox"/>

The second section is very important:

If you subsequently need to change the start and end dates, scroll down to the "Candidate qualification assignments" table below and make the changes there.

This is where you need to make subsequent changes:

Learner qualification assignments

Qualification start and end dates are used to calculate and report learner progress. Enter the dates between which you expect your learner to be on programme and actively submitting work.

Qualifications	Assign qualification	Start date	End date	Assign default units
Apprenticeship Assessor/Coach L4 ST0146 Programme of Delivery {Knights} (3246)	<input checked="" type="checkbox"/>	17/04/2024	17/04/2024	<input type="checkbox"/>
Apprenticeship Assessor/Coach L4 ST0146 Standards (3245)	<input type="checkbox"/>			<input type="checkbox"/>
Apprenticeship Business Administrator L3 ST0070 Standards (3427)	<input type="checkbox"/>			<input type="checkbox"/>



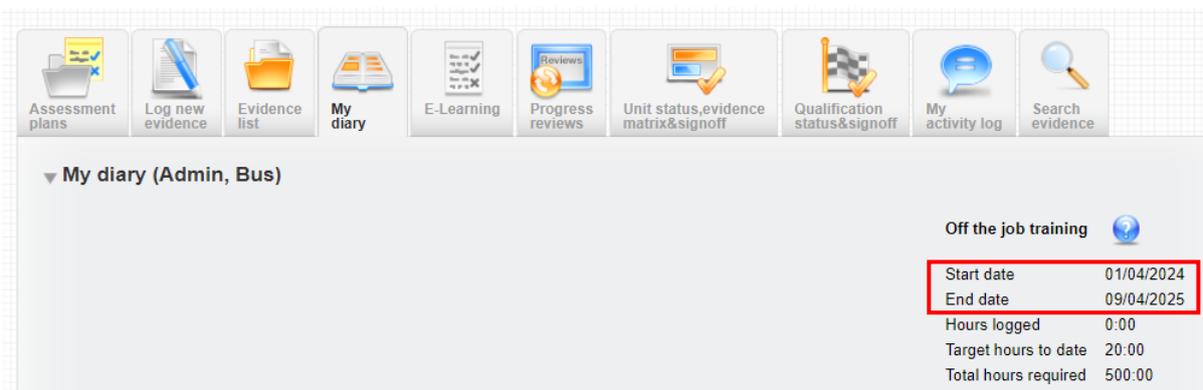
Adding information to the OTJ data block in Diary and Activity log.

We have added some additional information to the data block on both the Diary and Activity log pages to help with clarification of why some OTJ hours are not being included in the total.

The start date here is the earliest start date, (where a learner is doing more than one qualification) and the end date the latest end date, (where the learner is doing more than one qualification) i.e. the dates the system is using to calculate the OTJ total. This formula is as per the funding rules for counting valid OTJ hours.

The totals shown here are for hours recorded across both the Diary and Activity log tab, whichever you are using.

Diary



The screenshot shows a navigation bar with icons for Assessment plans, Log new evidence, Evidence list, My diary, E-Learning, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, My activity log, and Search evidence. Below the navigation bar, the 'My diary (Admin, Bus)' section is expanded, showing a table of OTJ statistics. The 'Off the job training' header is highlighted with a red box. The table below it lists the following data:

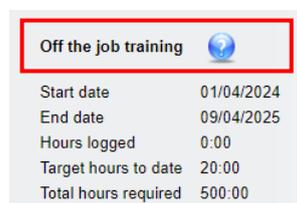
Off the job training	
Start date	01/04/2024
End date	09/04/2025
Hours logged	0:00
Target hours to date	20:00
Total hours required	500:00

If you are concerned you may not be seeing all of the total hours in the table below, it is likely that all of the below criteria has not been met.

For the hours to count – they MUST:

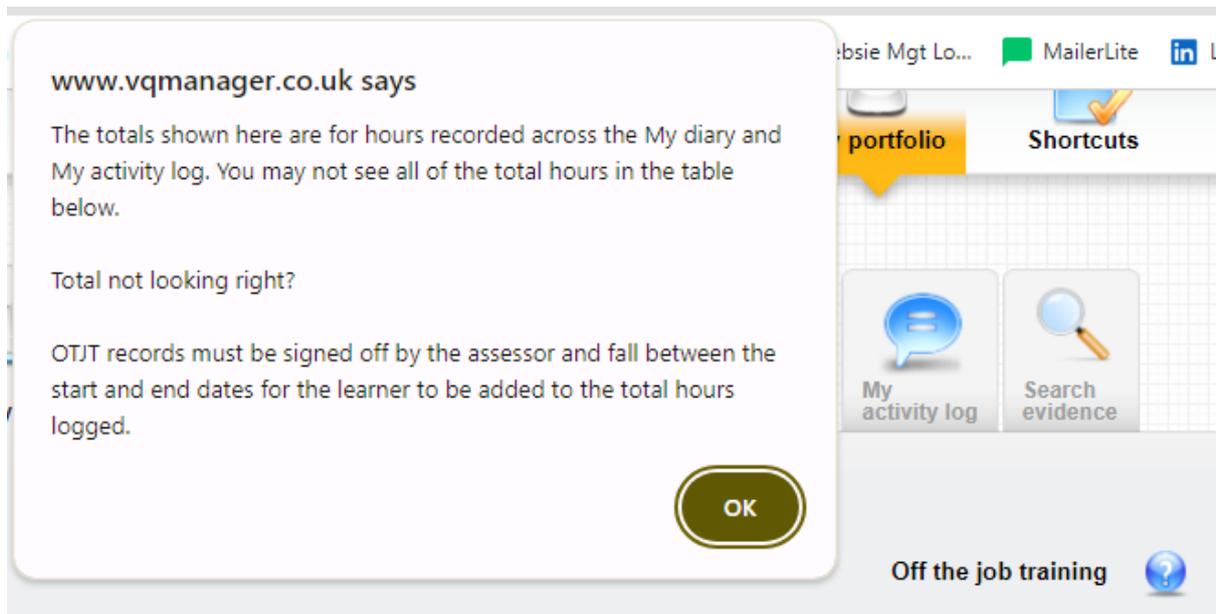
1. Fall within the start date and end dates of any qualification they are doing- i.e. if they are doing a framework, the earliest start date and the latest end date for any of those qualifications. These are set up in the User profile by the Centre Admin
2. Be confirmed by the assessor.
3. Have a date of activity logged in the activity log field, hours won't count if they are logged in an Activity Log entry and the 'Actual date' field is left blank.

There is also a help icon above these dates, which displays more information about the OTJ hours.



This image shows a close-up of the OTJ statistics table. The 'Off the job training' header and the first two rows (Start date and End date) are highlighted with a red box. A help icon (a blue globe) is located to the right of the header. The table data is as follows:

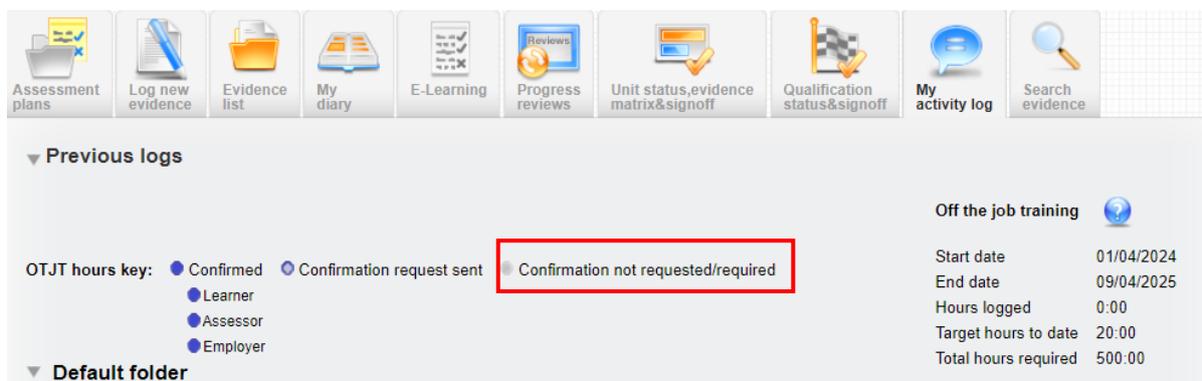
Off the job training	
Start date	01/04/2024
End date	09/04/2025
Hours logged	0:00
Target hours to date	20:00
Total hours required	500:00



Alteration to wording on OTJ confirmation key.

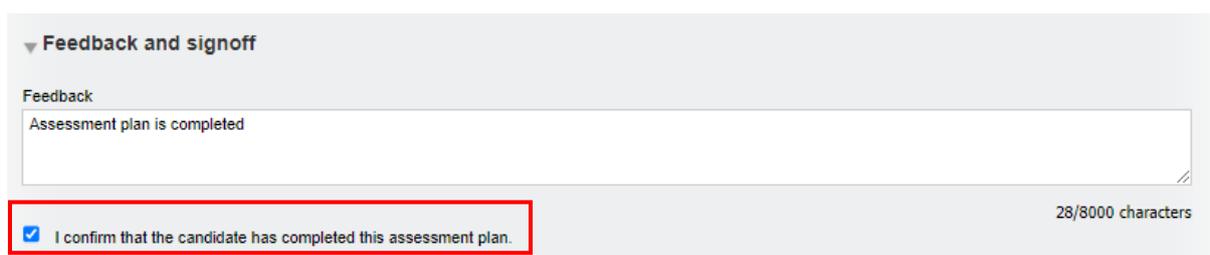
Following feedback from our last update, the wording in the key at the top of the Diary and Activity log pages has been altered slightly, so it says 'Confirmation not requested/required', rather than 'Confirmation not requested'.

Activity log



Adding text to Assessment plans to explain assessor sign off.

For clarity, we have added some text to the assessment plan page to explain what assessor sign off means. This is visible to all users, regardless of whether the assessment plan is signed off by the assessor already or not.



We have also added the sign off date for the plan, so when saved it is visible.

I confirm that the candidate has completed this assessment plan. (16/04/2024)

Add 'date logged' to Diary and Activity log downloads.

We have added the date logged to the EPA download for Diary and Activity log.

This will also appear in the Excel download version of this report too. (See next development).

Candidate Reflective account														
Candidate	Gillett, Graham													
Employer	Boots Reading													
Institution														
Curriculum area														
Assessors	Krabbappel, Krabbappel													
Employers	Lineman, Lineman Bryson, Billy													
Qual start date	02/09/2017													
Qual end date	01/11/2025													
<p>NOTE: OTJ hours are excluded from the total where, for example, the assessor hasn't confirmed the candidate's entry, the date recorded in the Reflective account entry falls before the qual start date or after the qual end date, or an invalid date is recorded. OTJ hours shown in grey text do not count towards the total.</p>														
Summary title	Date logged	Start date	End date	Activity description	Reflective account	GLH	OTJ hours	OTJ Candidate confirmation date	OTJ Candidate confirmation comments	OTJ Assessor confirmation date	OTJ Assessor confirmation comments	OTJ Employer confirmation date	OTJ Employer confirmation comments	Attached files
Summary title AAAA	10/04/2017	09/04/2017	11/04/2017	Activity / description ABBB	Reflective account ACCC	00:00								default.jpg htm.jpg

Add download of Activity log and Diary to Excel.

The download versions of the EPA export of both the Diary and Activity log have had Excel versions added, as well as the existing PDF option.

Previously:

Link	Download
https://www.vqmanager.co.uk/cgi/radSVQ.cgi/EpaDiary_Rose_2A_Honey_198295.pdf?r=0&i=&rf={2419A3DF-7F58-46BB-AD5D-A451023BEFAD}&org=1&sc=20&ca=198295 <input type="button" value="Copy this link"/>	

Now:

Link	Download
https://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaDiary_Gillett_Graham_38.pdf?r=0&i=&rf={CDF99851-54ED-4997-96C3-CA44277AB3CA}&org=1&sc=1&ca=38 <input type="button" value="Copy this link"/>	

Adding view of all assigned content in Gap Analysis report.

We have added a new column to the gap analysis reports showing the minimum requirements completed to date.

In the example below you are able to see how many times that criteria needs to be addressed and how many times it has been addressed to date. For example 1/3.

Show gaps only
 Open all and show gaps

				Minimum requirements completed	
Local Tax SVQ - L3 (3)					
Unit 2 Establish and Monitor Individual Liabilities and Reliefs (35)					
Element 2.1 Collect and verify new occupier information (106)					
				3/4	C Identify the liable individual correctly and in accordance with statutory requirements
				1/3	D Confirm the identity of the liable individual where necessary, from third party external sources
				2/3	E Collate and evaluate information available from internal sources
				1/3	F Obtain and note on the records relevant documentation to validate legal interests in property
				1/3	G Gather all information in accordance with the provisions of the relevant data protection legislation
				1/3	H File all documentation relating to new occupiers in an orderly manner and in accordance with other relevant legislation
Range statement 2.1 External sources: (101)					
				1/2	01 Valuation Joint Board
				1/2	02 Estate agents
				1/2	03 Housing Associations
				1/2	04 Other Local Authorities
				1/2	05 Solicitors
				1/2	06 Landlords

In the screenshot below, I have run the report to include all criteria so you can see the ones in black which indicate criteria has already been met, are showing 4/4 for example.

Show gaps only
 Open all and show gaps

				Minimum requirements completed	
Local Tax SVQ - L3 (3)					
Unit 2 Establish and Monitor Individual Liabilities and Reliefs (35)					
Element 2.1 Collect and verify new occupier information (106)					
Performance criteria 2.1					
				4/4	A Process correctly and promptly all information from the Valuation Board/Assessor about changes in banding and additions to the property
				4/4	B Issue enquiry forms as appropriate to new occupiers
				3/4	C Identify the liable individual correctly and in accordance with statutory requirements
				1/3	D Confirm the identity of the liable individual where necessary, from third party external sources
				2/3	E Collate and evaluate information available from internal sources
				1/3	F Obtain and note on the records relevant documentation to validate legal interests in property
				1/3	G Gather all information in accordance with the provisions of the relevant data protection legislation
				1/3	H File all documentation relating to new occupiers in an orderly manner and in accordance with other relevant legislation
Range statement 2.1 External sources: (101)					
				1/2	01 Valuation Joint Board
				1/2	02 Estate agents
				1/2	03 Housing Associations

All of these functions have been automatically added to your centre.