

VQManager Enhancements July 2024

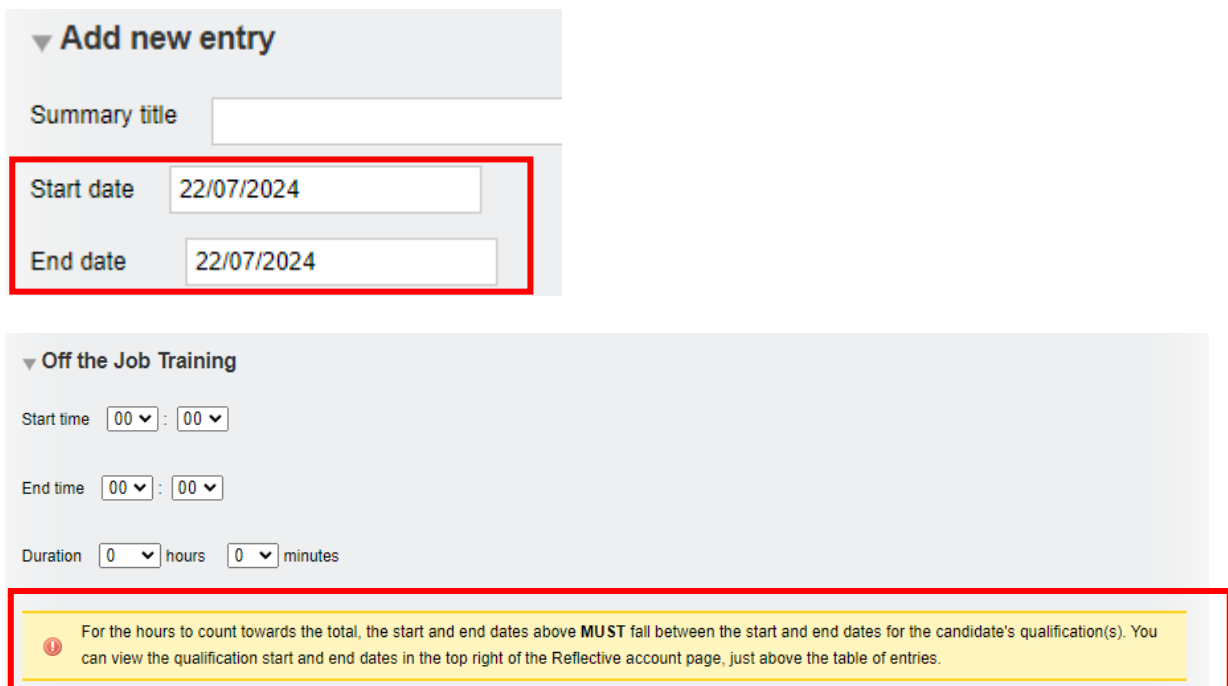
Adding a note to OTJ area

We have many enquiries in respect of OTJ hours being added and not being counted in the total. To help clarify this area, we have added an additional note when recording OTJ in both the activity log area and the Diary area for both the assessors and the learners. The messages are slightly different to accommodate the different tabs where OTJ hours can be added.

Assessor – Diary tab (called the reflective account tab in the example below).

The new message highlighted in yellow reads:

*“For the hours to count towards the total, the start and end dates above **MUST** fall between the start and end dates for the candidate’s (learner’s) qualification(s). You can view the qualification start and end dates in the top right of the Reflective account, (Diary) page, just above the table of entries”.*



▼ Add new entry

Summary title

Start date

End date

▼ Off the Job Training

Start time :

End time :

Duration hours minutes

! For the hours to count towards the total, the start and end dates above **MUST** fall between the start and end dates for the candidate's qualification(s). You can view the qualification start and end dates in the top right of the Reflective account page, just above the table of entries.

Assessor - Activity log tab

The new message highlighted in yellow reads:

*“For the hours to count towards the total, the activity date above **MUST** fall between the start and end dates for the candidate’s (learner’s) qualification(s). You can view the qualification start and end dates in the top right of the Learner activity log page, just above the table of entries”.*

▼ Off the Job Training

! For the hours to be added to the total, you must complete the Activity date above.

Start time :

End time :

Duration hours minutes

! For the hours to count towards the total, the activity date above **MUST** fall between the start and end dates for the candidate's qualification(s). You can view the qualification start and end dates in the top right of the Learner activity log page, just above the table of entries.

Learner - Diary tab (called the reflective account tab in the example below).

The new message highlighted in yellow reads:

*“For the hours to count towards your total, once they are confirmed by an assessor, the start and end dates **MUST** fall between the start and end dates for your qualification(s). You can view your qualification start and end dates in the top right of the Reflective account (Diary) page, just above the table of entries”.*

▼ Add new entry

Summary title

Start date

End date

▼ Off the Job Training

Start time :

End time :

Duration hours minutes

! For the hours to count towards your total, once they are confirmed by an assessor, the start and end dates above **MUST** fall between the start and end dates for your qualification(s). You can view your qualification start and end dates in the top right of the Reflective account page, just above the table of entries.

Learner - Activity log tab

The new message highlighted in yellow reads:

*“For the hours to count towards your total, once they have been confirmed by an assessor, the activity date above **MUST** fall between the start and end dates for your qualification(s). You can view the qualification start and end dates in the top right of the My activity log page, just above the table of entries”.*

▼ Off the Job Training

! For the hours to be added to the total, you must complete the Activity date above.

Start time :

End time :

Duration hours minutes

! For the hours to count towards your total, once they are confirmed by an assessor, the activity date above **MUST** fall between the start and end dates for your qualification(s). You can view your qualification start and end dates in the top right of the My Activity log page, just above the table of entries.

Improving the drag and drop tiles for ordering columns in Report Builder.

We have improved the drag and drop function moving the columns into the order required in the Report builder area.

VQManager

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

Home My candidates Assessment tools Shortcuts Reports

Candidate contact details Progress Qualification tracker Progression tracker User activity Dormancy Report builder

Report builder

Select, rename, add or delete a report [Add](#) [Delete](#)

New custom report

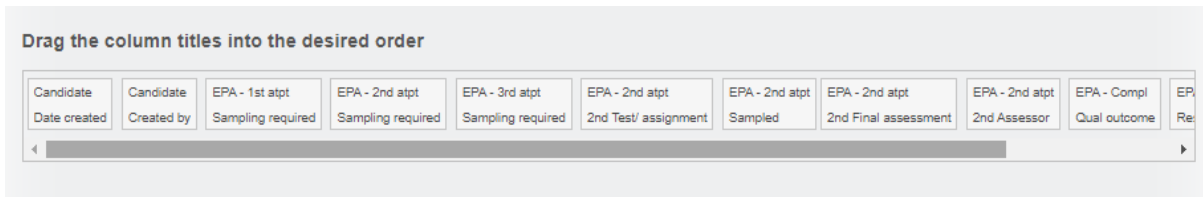
Select the columns to include in the report [Clear](#)

Sometimes where many items were selected and two or more rows formed, the drag and drop didn't always respond perfectly. This is what is looked like formerly.

Drag the column titles into the desired order

Learner User ID	OTJT Hours required total	OTJT Hours required to date	OTJT Hours confirmed to date	OTJT Hours not yet confirmed	OTJT Hours surplus/shortfall to date	OTJT Hours logged by assessors		
OTJT Hours logged by learner	Learner Surname	Progress reviews Next date	Progress reviews Last date	Progress reviews Number overdue	Progress reviews Oldest overdue	Logins Number	Logins First date	Logins Last date

This update now displays the column titles in one long row inside a scrollable box and the column titles can now be re-ordered easily using the drag and drop function.



Add date of last submission to OTJ hours report

Because of changes to the funding rules that state that learners must be making progress on OTJ every month, we have added the date of last submission of OTJ hours to the OTJ hours report. This is for any record, regardless of whether it's signed off by an assessor or not. This information appears in both the onscreen view and the download.

Off the Job Training (19/06/2024)

Candidate	Employer	Institution	Curriculum area	Reference number	Hours not yet confirmed	Hours confirmed to date	Hours required to date	Hours required total	Hours surplus/shortfall to date	Date of last submission
ABC_2009-01-27_Test_Learner, ABC_2009-01-27_Test_Learner (761)	Reading College	Institution two name		123456789	00:00	36:00	450:00	450:00	-414:00	27/02/2023
Anderson06, Charles (1695)	Bournville College	Institution One	Music	518NRS	15:00	54:30	1155:00	1155:00	-1100:30	15/07/2020
Bangisa, Janice (712)	Virgin Active - Chelmsford		Construction		00:00	00:00	450:00	450:00	-450:00	
Dizon, Luis (1831)			Business		00:00	11:00	154:21	450:00	-143:21	29/11/2023
Flanders, Rod (7)			Business		00:00	00:00	440:00	440:00	-440:00	
Gillett, Graham (38)	Boots Reading				1:00	44:45	416:00	500:00	-371:15	12/09/2023
Holmes, Frank (977)	Virgin Active - Head Office	% completion test			6:00	314:00	50:00	50:00	+264:00	11/03/2021
Notification, Kari (1640)	Pandora	Institution One	Health and Social Care		00:00	00:00				
Welford, James (872)	Test employer		Business		00:00	5:00	1484:00	1484:00	-1479:00	17/07/2020

Increase word limit on evidence description box

We have increased the word limit from 1000 words to 2000 words in the description box on the **Log new evidence** tab. Please do remember to save regularly if your WiFi connection is a little unstable to ensure work is not lost before you save everything.

The screenshot shows the 'Log new evidence' interface. At the top, there is a navigation bar with icons for: Unit assignments, Assessment plans, Log new evidence (highlighted), Evidence list, Reflective account, Learning content, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, Learner activity log, Candidate details, and Search evidence. Below this is the 'Evidence' section. It contains a 'Methods' area with checkboxes for: Work products, Witness testimony, Written questions, Simulation / storyboard, Professional discussion, Direct observation, Oral questions, Candidate feedback statement, Accredited prior learning, and Diary entry. Below the methods is a 'Summary description (max. 80 characters)' text box. Underneath is a 'Date of activity' field with a 'no date' checkbox. The 'Description (max. 2000 words)' field is highlighted with a red box. Below the description field is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), and other formatting options.

Add column to IQA To Do list notification of unit sign off to show learner confirmation

We have added a new column to the table “Units signed off in the past 30 days” to show candidate confirmation too.

▼ Units signed off in the past 30 days

Candidate	Assessor	Unit	Outstanding sampling	Date signed off	Candidate confirmed?	Remove
2016_12_16_L_1A, 2016_12_16_L_1A	Krabbappel, Edna	Customer Services NVQ - L2 A1 Prepare yourself to deliver good customer service		19/06/2024	Requested 19/06/2024	<input type="checkbox"/> Verify

Update page

Completing report builder in VQManager

We have now completed all the work in the **Report builder**. There are no outstanding categories so all can be selected for your bespoke reports. The six that were outstanding are ticked on the screenshot below:

Framework:

Status

Qualifications:

Current completion %

PMD score and grade

On target?

Target completion % today

Units:

Current completion %

Select the columns to include in the report

Candidate <input type="checkbox"/> User ID <input type="checkbox"/> Surname <input type="checkbox"/> First name <input type="checkbox"/> Date created <input type="checkbox"/> Created by <input type="checkbox"/> DOB <input type="checkbox"/> Email <input type="checkbox"/> Phone, default <input type="checkbox"/> Phone, home <input type="checkbox"/> Phone, mobile <input type="checkbox"/> Address line 1 <input type="checkbox"/> Address line 2 <input type="checkbox"/> Address line 3 <input type="checkbox"/> Address line 4 <input type="checkbox"/> Postcode, home <input type="checkbox"/> Postcode, current <input type="checkbox"/> ULN <input type="checkbox"/> GUID <input type="checkbox"/> Gender <input type="checkbox"/> Ethnicity <input type="checkbox"/> Status <input type="checkbox"/> Enrolment number <input type="checkbox"/> Reference number <input type="checkbox"/> Curriculum area <input type="checkbox"/> Institution name <input type="checkbox"/> Institution reference <input type="checkbox"/> Funding stream	Employer <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Postcode <input type="checkbox"/> Country Other roles <input type="checkbox"/> Assessors <input type="checkbox"/> IQAs <input type="checkbox"/> EQAs <input type="checkbox"/> Employers GLH <input type="checkbox"/> Required off the job <input type="checkbox"/> Required on the job <input type="checkbox"/> Required total <input type="checkbox"/> Logged off the job <input type="checkbox"/> Logged on the job <input type="checkbox"/> Logged total <input type="checkbox"/> Shortfall/ surplus OTJ <input type="checkbox"/> Hours required total <input type="checkbox"/> Hours required to date <input type="checkbox"/> Hours confirmed to date <input type="checkbox"/> Hours not yet confirmed <input type="checkbox"/> Hours surplus/shortfall to date <input type="checkbox"/> Hours logged by assessors	Framework <input type="checkbox"/> First qual start date <input type="checkbox"/> Last qual end date <input checked="" type="checkbox"/> Status Qualifications <input type="checkbox"/> Title <input type="checkbox"/> Assigned date <input type="checkbox"/> Start date <input type="checkbox"/> Target date <input type="checkbox"/> Criteria total <input type="checkbox"/> Criteria met <input checked="" type="checkbox"/> Current completion % <input checked="" type="checkbox"/> P/M/D score and grade <input checked="" type="checkbox"/> On target? <input type="checkbox"/> Assessor sign off date <input type="checkbox"/> IQA sign off date <input type="checkbox"/> Candidate confirmation date <input type="checkbox"/> Assigned unit credits <input type="checkbox"/> Signed off unit credits <input checked="" type="checkbox"/> Target completion % today Units <input type="checkbox"/> Title <input type="checkbox"/> Target date <input type="checkbox"/> Assessor sign off date <input type="checkbox"/> IQA sign off date <input checked="" type="checkbox"/> Current completion %	Assessment plans <input type="checkbox"/> Number not signed off <input type="checkbox"/> Number overdue <input type="checkbox"/> Oldest overdue Evidence <input type="checkbox"/> Number of items <input type="checkbox"/> Number awaiting assessment <input type="checkbox"/> Oldest awaiting assessment <input type="checkbox"/> Number awaiting action by candidate <input type="checkbox"/> Number sent for verification <input type="checkbox"/> Number waiting for workplace training supervisor <input type="checkbox"/> Last submission date Learner activity logs <input type="checkbox"/> Number of items <input type="checkbox"/> Last date Progress reviews <input type="checkbox"/> Next date <input type="checkbox"/> Last date <input type="checkbox"/> Number overdue <input type="checkbox"/> Oldest overdue Logins <input type="checkbox"/> Number <input type="checkbox"/> First date <input type="checkbox"/> Last date
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All of these functions have been automatically added to your centre.