Enhancements - November 2024

Adding text to notification e-mails about managing preferences

To help support those learners/assessors/mentors who are no longer using VQManager, we have changed the wording on the email notification to guide they how they can unsubscribe. The emails originate from settings in VQManager and so they need to be cancelled there. A simple unsubscribe on the email doesn't work. We have added the following wording to the bottom of the email indicating how the user can stop the automatic emails when they are no longer required.

Want to unsubscribe? You can manage your preferences for notification e-mails within VQManager. Log in to your account, go to the Personal details tab, and scroll to the bottom of the page to find the Email options

Following these directions, the user can change their email subscription setting to "None" for each category and the emails will cease.

When they log in via the link in the new text, they will be taken directly to the section in the **Personal details** page where the settings are, so they won't have to look around for it.

Add opt-in e-mail reminder of upcoming Progress Reviews for assessor and learner

We have added a new email notification option for upcoming progress review dates. The new notification can be found alongside the others in the **Personal details** tab, at the bottom in the **Email options** section.

The email notifies of any reviews planned in the next 14 days. If your centre has opted to change the notification period, this new notification will fall in line with your centre's selection. As usual, the options are daily, a day of the week, or none, and will default to none initially.

Learner:

E-mail options

Receive e-mail reminder for evidence assessed in the last seven days

[None ▾]

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

[None ▾]

Receive e-mail reminder for missed assessment plan target dates

[None ▾]

Receive e-mail reminder for missed progress review planned dates

[None ▾]

Receive e-mail reminder for upcoming progress review planned dates (next 7 days)

[None ▾]

Assessor:

E-mail options

Receive e-mail reminder for unassessed evidence

[None ▾]

Receive e-mail reminder of evidence returned by other users

[None ▾]

Receive e-mail reminder for missed assessment plan target dates

[None ▾]

Receive e-mail reminder for missed progress review planned dates

[None ▾]

Receive e-mail reminder for upcoming progress review planned dates (next 7 days)

[None ▾]

Adding Rules of combination and unit groups to Qualification options page

In April, we added a section where the rules of combination for a qualification can be recorded for the information of the assessor, and the ability to label units as being part of a particular group.

We have now made this information visible to Org Admins in the Qualification options tab, to assist when they are deciding which units to make the default units, and which to archive.

If you have any qualifications where this information would be useful, and it's not already loaded, please do let us know and we can add the appropriate text for you.

Defaulting evidence list to 'All'

To improve the flow when returning to the Evidence list after, for example, opening an evidence item, the Qual filter now defaults to 'All'.

Changing wording on 'save and submit for verification' button

To improve clarity, we have changed the wording in evidence so that the assessor's submit button no longer reads 'Save and submit for verification' but now reads 'Save and mark complete'. This eliminates the worry that all evidence is being sent directly to the verifier to be signed off. This isn't actually the case, and the new wording helps to clarify this. It simply means that the evidence is complete and available should the verifier wish to verify it.
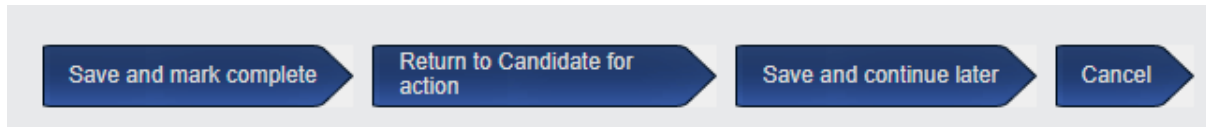

Greying out criteria in qual tree for signed off units

We currently prevent users from ticking criteria boxes in units that have been signed off by an IQA. We have added another step to so the assessor can see instantly in the criteria met section when logging evidence which units have already been signed off. This prevents units being opened unnecessarily.
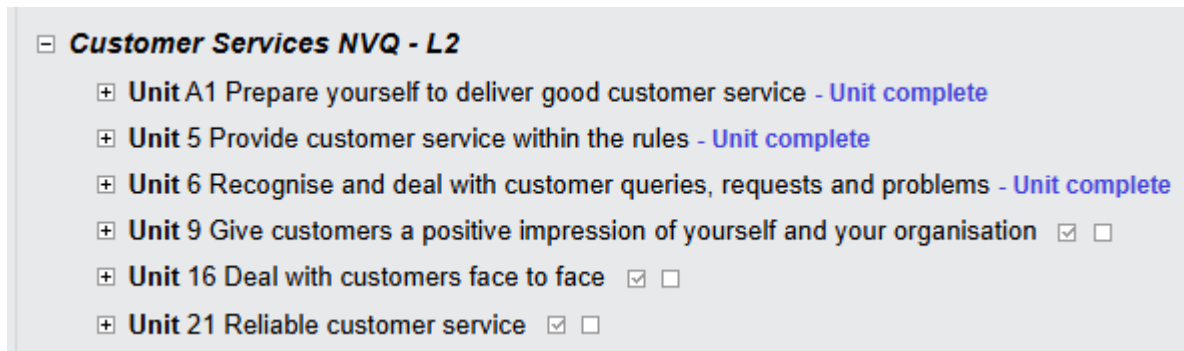
Add download in IQA reports per assessor

We have added the option for an IQA to download any IQA reports for a given assessor. The download includes all IQA feedback reports for that assessor, regardless of who wrote them. The IQA selects an assessor and clicks on 'All reports for selected assessor'.
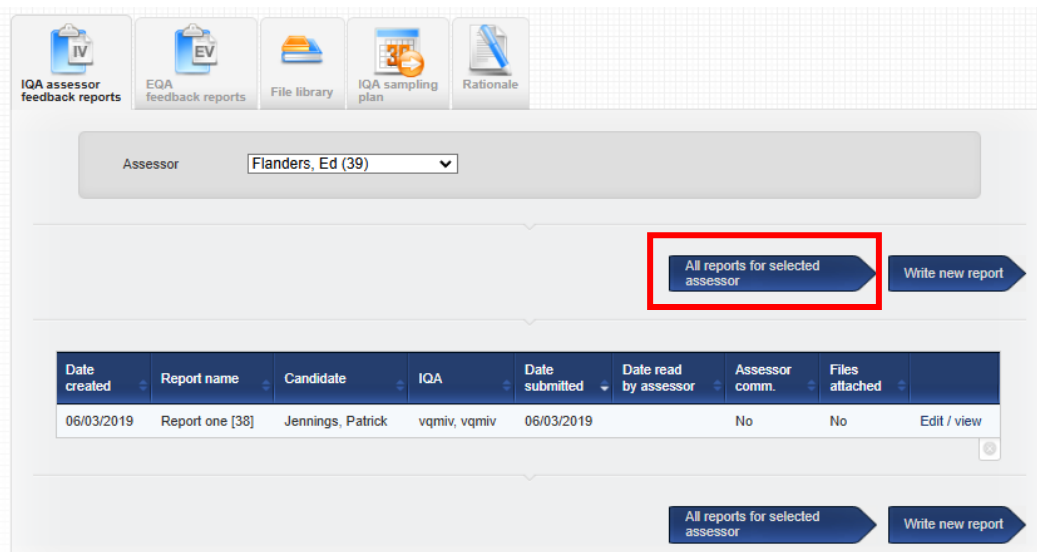
The page refreshes and displays on screen all the reports. The new **Download** button allows the IQA to download all those reports to a CSV file.