

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 them 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.

E-mail options

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

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

Receive e-mail reminder for missed assessment plan target dates
None ▾

Receive e-mail reminder for missed progress review planned dates
None ▾
None
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Daily

...ent to portfolio@vqmanager.co.uk go to:
● my assessor's To Do page

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.

The screenshot shows a web interface for managing qualifications. At the top, there are two text boxes for 'How the candidate can do it...' with sub-headers 'You need to...' and 'You can do it by...'. Below this is a red-bordered box titled 'Rules of combination' containing the text: 'To attain the qualification candidates must complete 10 units in total. This comprises 4 mandatory units and 6 optional Units; 3 units from Group A and 3 units from Group B.' Underneath is the 'Unit options' section with a note: 'NOTE: Archived units are not available for assigning to candidates'. A table lists units with columns for 'Mandatory?', 'Group', 'Archive', and 'Default'. The 'Mandatory?' column has 'Yes' for the first four units and 'A' for the last three. The 'Group' column has 'Enhancement' for the first four and 'A' for the last three. The 'Archive' and 'Default' columns have checkboxes.

Mandatory?	Group	Archive	Default
Yes		<input type="checkbox"/>	<input type="checkbox"/>
Yes	Enhancement	<input type="checkbox"/>	<input type="checkbox"/>
Yes		<input type="checkbox"/>	<input type="checkbox"/>
Yes		<input type="checkbox"/>	<input type="checkbox"/>
	A	<input type="checkbox"/>	<input type="checkbox"/>
	A	<input type="checkbox"/>	<input type="checkbox"/>
	A	<input type="checkbox"/>	<input type="checkbox"/>

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.

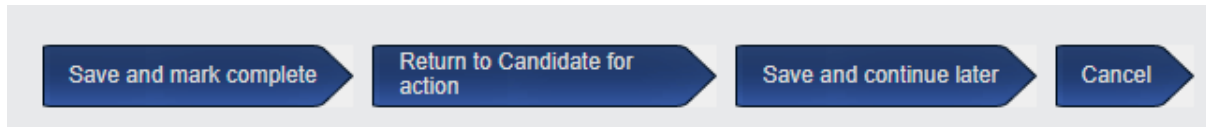
Defaulting evidence list to 'All'

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

The screenshot shows the VQ Manager interface. At the top, there's a navigation bar with 'VQ Manager' logo, user info 'Welcome Edna Krabbappel (Assessor 6)', and a 'Change user/Logout' dropdown. Below the navigation bar are icons for 'Home', 'My candidates', 'Assessment tools', 'Shortcuts', and 'Reports'. A dark blue bar shows the 'Candidate' dropdown set to 'Flanders, Rod (7)'. Below this is a row of icons for various functions: 'Unit assignments', 'Assessment plans', 'Log new evidence', 'Evidence list', 'Reflective account', 'Learning content', 'Progress reviews', 'Unit status, evidence matrix & signoff', 'Qualification status & signoff', 'Learner activity log', 'Candidate details', and 'Search evidence'. At the bottom, there's a filter section with three dropdown menus: 'Qualification' set to 'All', 'Unit' set to 'All units', and 'Method' set to 'All methods'.

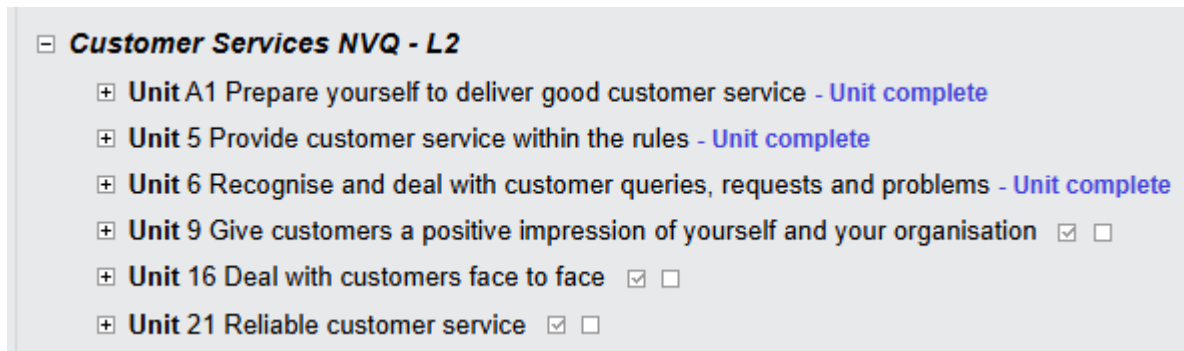
Changing wording on 'save and submit for verification' button

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.



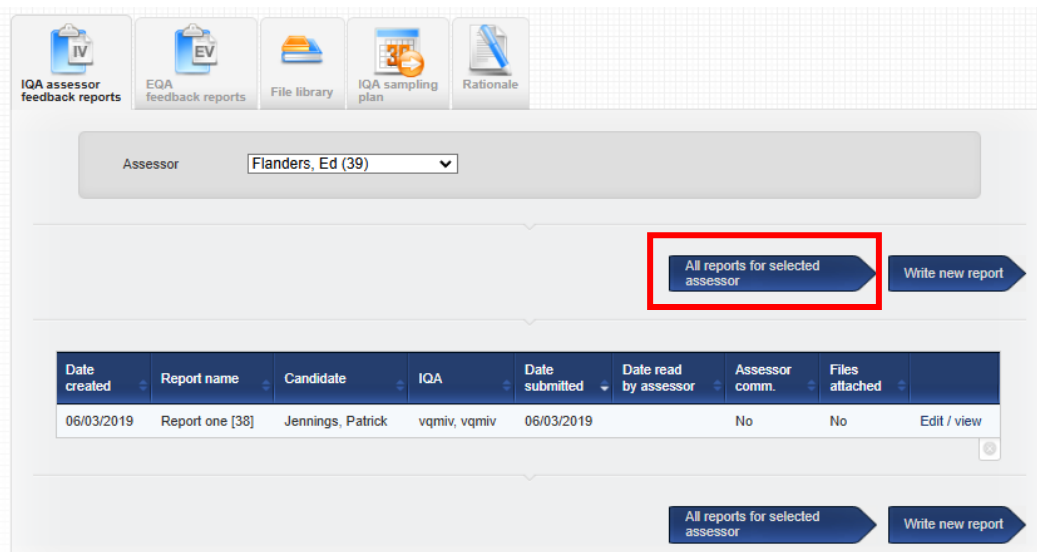
Greying out criteria in qual tree for signed off units

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.

The screenshot shows the VQManager interface. At the top left is the logo. The top right shows a welcome message 'Welcome vqmiv vqmiv (IQA 14)', 'Logout options', and 'Help and training'. Below this are navigation icons for Home, Verify, IQA tools (highlighted), IQA collaboration, and Reports. A central menu contains icons for IQA assessor feedback reports, EQA feedback reports, File library, IQA sampling plan, and Rationale. Below the menu is a filter for 'Assessor' set to 'Flanders, Ed (39)'. A table lists reports with columns: Date created, Report name, Candidate, IQA, Date submitted, Date read by assessor, Assessor comm., and Files attached. The first row shows a report from 06/03/2019 for 'Report one [38]' by 'Jennings, Patrick'. At the bottom right, a 'Download' button is highlighted with a red box, next to a 'Cancel' button.

	A	B	C	D	E	F	G	H	I	J
1	IQA assessor feedback reports for Flanders, Ed (25/11/2024)									
2	IQA	Submitted date	Report name	Candidate	Date created	Review	Attached files	Assessor confirm:	Assessor confirmation comments	
3	John Brown	06/03/2024	Report one	Jennings, Patrick	06/03/2024	The spa info.doc		01/03/2024	I will do this next time	