

## Learner Activity Logs for Assessors and IQA/IVs

There is a **Learner activity log** area you are able to record specific activities you do with the learner. This should not be used for evidence or formal progress reviews (unless you are not using the designated **Progress review** tab.

Assessor view:

The screenshot shows the VQ Manager interface for an assessor. At the top, it says 'Welcome Sid Knee (Assessor 96980)'. The navigation bar includes 'Home', 'My learners' (highlighted), 'Assessment tools', and 'Reports'. Below this is a dropdown menu for 'Learner' with 'Rose [2A], Honey (198295)' selected. A row of icons represents various functions: Unit assignments, Assessment plans, Log evidence, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, **Learner activity log** (highlighted), Learner details, and Search evidence.

IQA/IV view

The screenshot shows the VQ Manager interface for an internal verifier. At the top, it says 'Welcome Jon Stuart (Internal verifier 97020)'. The navigation bar includes 'Home', 'Verify' (highlighted), 'Internal verifier tools', 'Internal verifier collaboration', and 'Reports'. Below this are two dropdown menus: 'Assessor' with 'Knee, Sid (96980)' selected and 'Learner' with 'Baker, Kim (164334)' selected. A row of icons represents various functions: Unit assignments, Assessment plans, Evidence list, Learner diary, Question bank, Progress reviews, Unit status, matrix & signoff, Qualification status & signoff, **Learner activity log** (highlighted), Learner details, and Search evidence.

Any items as specified by the drop down selection in the category index can be uploaded. Below is an example of a list of some of the options you might find in your centre.

The screenshot shows a dropdown menu titled 'Add new log'. The 'Category' dropdown is open, showing a list of options: ABL contact, CHOC form, E-mail, Employer feedback, Employer Prevent Handbook, Enrolment form, Exit interview, Final visit checklist, Health & Safety, IAs, ILP, Learner at risk, Learner certificate, Learner disciplinary, Online test, Other, Peer observed activity, Phone call, PLTS, Recording GLH, and Recording OJT. The 'this activity log' option is highlighted at the bottom of the list. The background shows a form with fields for 'Summary title', 'Activity date', and 'Activity detail (max 2000 characters)'. There are also buttons for 'B', 'I', 'U' (bold, italic, underline) and a 'Normal' style selector.

You are able to create a new log any time you like by populating the **Add new log** area. Within this area you can describe any activity completed by you:

▼ Add new log

Category: 12 Week Review (dropdown menu open with options: 12 Week Review, Assessment Meeting, Assessment Plan, On-site meeting, Other, Phone Call, Progress Review)

Summary title: [text input field]

Activity date: [text input field]

Activity detail: [text area]

► Guided learning hours

► Upload and attach files in support of this activity log

Save Cancel

You can add **Off the job training** hours for your learner if you wish to and you can also ask the learner's line manager to confirm the hours too, if the line manager is using VQManager.

▼ Off the job training

Start time: 00 : 00

End time: 00 : 00

Duration: 0 hours 0 minutes

Request assessor to confirm the above OTJT hours?

Request line manager to confirm the above OTJT hours?

You can also populate the **Guided Learning Hours** section if applicable

▼ Guided learning hours

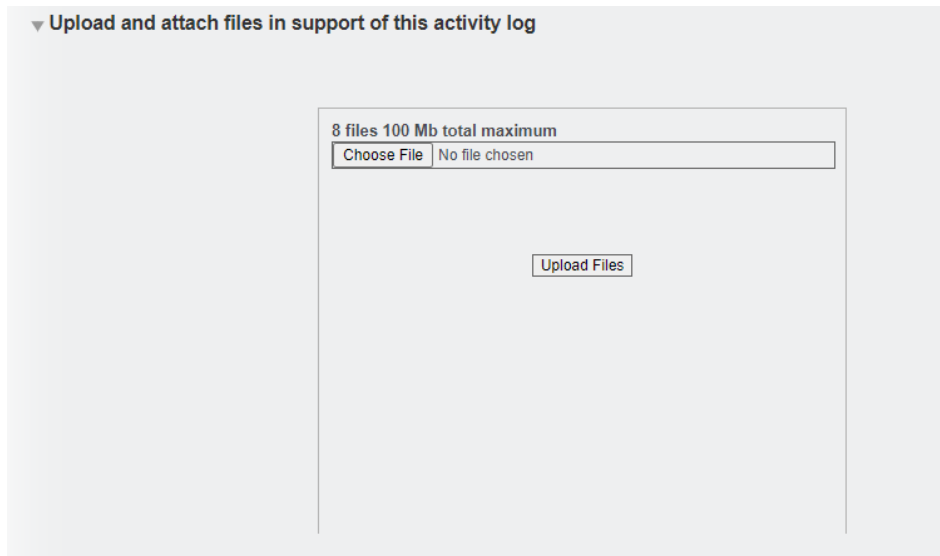
Start time: 00 : 00

End time: 00 : 00

Duration: 0 hours 0 minutes

Select qual: Select qualification to log GLH against (dropdown menu)

You can upload any number of documents to the activity log too.



Once saved you can view or edit any of the Activity Logs in the **Previous logs** section.

▼ Previous logs

OTJ hours key: Learner logged, *Line manager confirmed*, Assessor confirmed, Assessor and Line manager confirmed

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	Edit
17/05/2018	17/05/2018	Other	workshop	Knee, Sid	9:00	13:00				4:00	Edit
17/05/2018	17/05/2018	On-site Meeting		Knee, Sid	9:00	11:00				2:00	Edit
17/05/2018	17/05/2018	Other	training	Knee, Sid						2:00	Edit
17/05/2018	17/05/2018	Other	training	Rose [2A], Honey						2:00	Edit
18/05/2018	18/05/2018	Other	sales training	Rose [2A], Honey						10:00	Edit
31/05/2018	31/05/2018	Other	Training session	Rose [2A], Honey						6:00	Edit
27/11/2018	27/11/2018	Assessment Meeting	new	Knee, Sid							Edit
13/02/2019	13/02/2019	Assessment Meeting	Test	Rose [2A], Honey						6:04	Edit

There is a key which outlines any OTJ hours which have been recorded and of those hours, which have been confirmed by the line manager and which have been confirmed by you the assessor

▼ Previous logs

OTJ hours key: Learner logged, *Line manager confirmed*, Assessor confirmed, Assessor and Line manager confirmed

### Only applicable to assessor:

If you add or make any amendments to an existing log, your learner will receive a notification to this effect.

If your learner adds or amends an existing review, you will also receive a notification to this effect.

▼ Activity logs added or altered by others in the last 14 days

Date logged/edited	Category	Summary title	Logged/edited by	Remove	
22/06/2020		Training session	Knee, Sid (96980)	<input type="checkbox"/>	View/edit
22/06/2020	Other	2019 - Attended "The Pharmacy Show"	Knee, Sid (96980)	<input type="checkbox"/>	View/edit

[Go to Activity logs](#) [Update page](#)

### Enable assessor to copy Activity Log entries to other learners

Where a whole class or group has completed the same activity, assessors are now able to log this once, and then copy that log to all the learners involved.

There is now a new link at the top of the Activity Log page, similar to the one that allows assessors to sign off multiple units at once.

Welcome Edna Krabbappel (Tutor 8) [Change user/Logout](#) [Help and training](#)

Home My learners Assessment tools Reports

Learner: Anderson06, Charles (1695)

Unit assignments Assessment plans Log evidence Evidence list Learner diary Question bank Progress reviews Unit status, evidence matrix & signoff Qualification status & signoff **Learner activity log** Learner details Search evidence

▼ Previous logs [Copy logs to other learners](#)

OTJ hours key: Learner logged, [Line manager confirmed](#), [Tutor confirmed](#), [Tutor and Line manager confirmed](#)

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	Edit
17/04/2018	23/04/2018	e. Face to Face	Training session with tutor	Smith06, Anne	10:00	12:00				2:00	Edit
17/04/2018	25/04/2018	c. Support	GLH work	Smith06, Anne	13:00	17:00			4:00		Edit
17/04/2018	07/05/2018	c. Support	GLH and Off the job	Smith06, Anne					2:30	2:00	Edit

Select the hyperlink and the page refreshes to allow one or more logs to be copied.

Learner: Anderson06, Charles (1695)

Unit assignments | Assessment plans | Log evidence | Evidence list | Learner diary | Question bank | Progress reviews | Unit status, evidence matrix & signoff | Qualification status & signoff | Learner activity log | Learner details | Search evidence

**Select logs to copy**

OTJ hours key: Learner logged, *Line manager confirmed*, Tutor confirmed, Tutor and Line manager confirmed

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	Select all / Deselect all
17/04/2018	23/04/2018	e. Face to Face	Training session with tutor	Smith06, Anne	10:00	12:00				2:00	<input checked="" type="checkbox"/>
17/04/2018	25/04/2018	c. Support	GLH work	Smith06, Anne	13:00	17:00				4:00	<input checked="" type="checkbox"/>
17/04/2018	07/05/2018	c. Support	GLH and Off the job	Smith06, Anne						2:30 2:00	<input type="checkbox"/>

Select learners for copying to Cancel

Click on **Select learners for copying to**:

VQ Manager

Welcome Edna Krabbappel (Tutor 6) Change user/Logout Help and training

Home | My learners | Assessment tools | Reports

Learner: 2016\_12\_16\_L\_1, 2016\_12\_16\_L\_1 (1639)

Unit assignments | Assessment plans | Log evidence | Evidence list | Learner diary | Question bank | Progress reviews | Unit status, evidence matrix & signoff | Qualification status & signoff | Learner activity log | Learner details | Search evidence

Qualification: All

Employer: All

Curriculum area: All

Institution: All

If required, use the filters at the top of the tab to strip down the learner selection and then select the appropriate learners using the tick box on the right hand side.

**Select learners for copying to**

Learner	Qualification	Employer	Curriculum area	Institution	Select all / Deselect all
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	Management NVQ - L3 (2)				<input type="checkbox"/>
AAA111, AAA111 (968)	Housing Benefits NVQ (9); Key Skills (15)	Boots UK Ltd	Construction		<input checked="" type="checkbox"/>
ABC, ABC (761)	Customer Services NVQ - L2 (1); Key Skills (15)	Boots UK Ltd	Business		<input type="checkbox"/>
Anderson06, Charles (1695)	Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131); Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	Bournville College	Music	Institution One	<input checked="" type="checkbox"/>
Bangisa, Janice (712)	Customer Services NVQ - L2 (1); Key Skills (15); BTEC in Hairdressing (Test) (76)	Virgin Active - Chelmsford	Construction		<input type="checkbox"/>
Flanders, Rod (7)	Customer Services NVQ - L2 (1); Management NVQ - L3 (2);				<input checked="" type="checkbox"/>

A reminder of the logs about to be shared is visible at the bottom of the page.

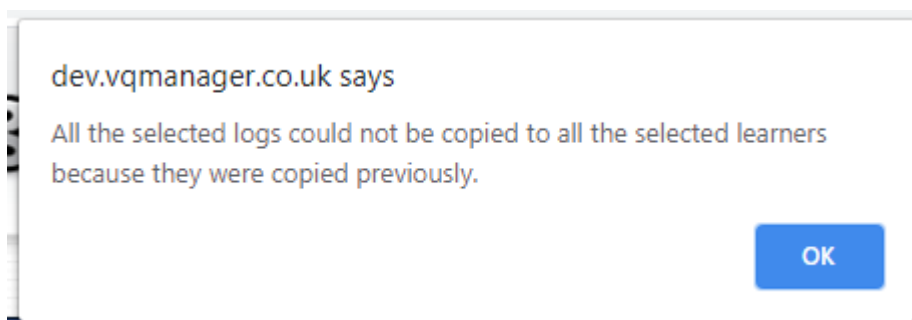
**Selected logs**

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Select all / Deselect all
15/04/2019	15/04/2019	a. Initial	Initial log 2	Krabbappel, Edna						<input checked="" type="checkbox"/>

Select **Copy selected logs to selected learners** to complete the task.

If off the job hours (OTJH) form part of the Activity log, those hours are also copied across to the new learner entry. Where OTJ hours are copied, the system assumes the assessor is also confirming those hours for the learners they are copied to. This is regardless of whether the hours were approved in the source log. *You may wish to consider this aspect prior to copying.*

A particular log entry may only be copied to a particular learner once. Where one of the selected learners already has a copy of the record(s) selected, a pop up message appears letting the assessor know that has happened.



## Exporting Activity Log for EPA

A new function allows the assessor to export all the activity logs for a learner.

▼ Previous logs Copy logs to other students

OTJ hours key: Student logged, *Employer confirmed*, Tutor confirmed, *Tutor and Employer confirmed*

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	
15/07/2020	07/05/2018	c. Support	GLH and Off the job	Krabbappel, Edna	14:00	16:30			2:30		Edit
17/08/2021	01/08/2021	c. Support	OTJ	Krabbappel, Edna							Edit
17/08/2021	04/07/2021	f. Telephone	Call to learner	Krabbappel, Edna						15:00	Edit
17/08/2021	17/08/2021	g. Email	june rcontact	Krabbappel, Edna						1:00	Edit

**Prepare activity logs for EPA**

A new button appears underneath the table of activity logs called **Prepare activity logs for EPA**.

When the arrow is selected all activity logs are added to a single PDF document.

Activity logs prepared for EPA

Link	Download
<a href="http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaActivityLog_Notification_Kari_1640.pdf?r=0&amp;i=&amp;rf={4C5AD2DF-A651-4F12-874C-D45A4564086C}&amp;org=1&amp;sc=1&amp;ca=1640">http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaActivityLog_Notification_Kari_1640.pdf?r=0&amp;i=&amp;rf={4C5AD2DF-A651-4F12-874C-D45A4564086C}&amp;org=1&amp;sc=1&amp;ca=1640</a> <input type="button" value="Copy this link"/>	

**Download** **Close**

The link can be copied or the document can be downloaded, either by selecting the download icon or selecting the **Download** arrow.

When downloaded the PDF displays like this:

### Student activity log

<b>Student</b>	Notification, Kari
<b>Employer</b>	Pandora
<b>Institution</b>	Institution One
<b>Curriculum area</b>	Health and Social Care
<b>Tutors</b>	Krabbappel, Krabbappel
<b>Employers</b>	vqmiv, vqmiv AAA_Wil_test_AAA, AAA_Wil_test_AAA Bryson, Billy

Category	Summary title	Activity date	Activity detail	GLH	OTJ hours	OTJ Tutor confirmation date	OTJ Tutor confirmation comments	OTJ Employer confirmation date	OTJ Employer confirmation comments	Attached files
c. Support	GLH and Off the job	07/05/2018	Richer evidence – e-portfolios make the use of electronic evidence much easier. This might be images, video or voice recordings. In all cases, electronic evidence is usually rich and a very good indicator of learner competency that stands up well to QA.	2:30	00:00					
c. Support	OTJ	01/08/2021	Wedded to paper – the use of paper is so entrenched in a process that it's hard to let go. An example might be the use of an evidence gathering form in a commercial kitchen. It's still possible to use an e-portfolio, of course, plenty of organisations have a process that blends the use of paper with the e-portfolio.	00:00	00:00					<a href="#">standard-tube-map.pdf</a>
f. Telephone	Call to learner	04/07/2021	Wedded to paper – the use of paper is so entrenched in a process that it's hard to let go. An example might be the use of an evidence gathering form in a commercial kitchen. It's still possible to use an e-portfolio, of course, plenty of organisations have a process that blends the use of paper with the e-portfolio.	00:00	15:00	17/08/2021				<a href="#">Skillwise elearning flyer KN V3.pdf</a>

The report captures all data (where applicable) from the following areas:

- Activity Log category
- Summary title
- Activity date
- Activity detail
- GLH
- OTJ hours
- OTJ Tutor confirmation date
- OTJ Tutor confirmation comments
- OTJ Employer confirmation date
- OTJ employer confirmation comments
- Attached files. The files can be opened by selecting the link in the right hand column.

The number of OTJ and GLH hours in this list are totalled at the bottom. Any OTJ hours that have not been approved by an assessor are excluded, and show as 00:00 in the OTJ hours column.

Note that, if you also have some OTJ hours recorded in the Diary, these are not included in the total here. If your EPA wants to see OTJ hours records, you will need to check if these are split between the Diary and Activity log, and download both PDFs if necessary.

<b>Total</b>										<b>15:30</b>	<b>25:00</b>
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