

Learning Management System - Administrator

Login and Home page

Login

Go to this URL to find the login screen.

<https://www.vqmanager.co.uk>



VQ Manager
by SkillWise

User Login

User name
or email

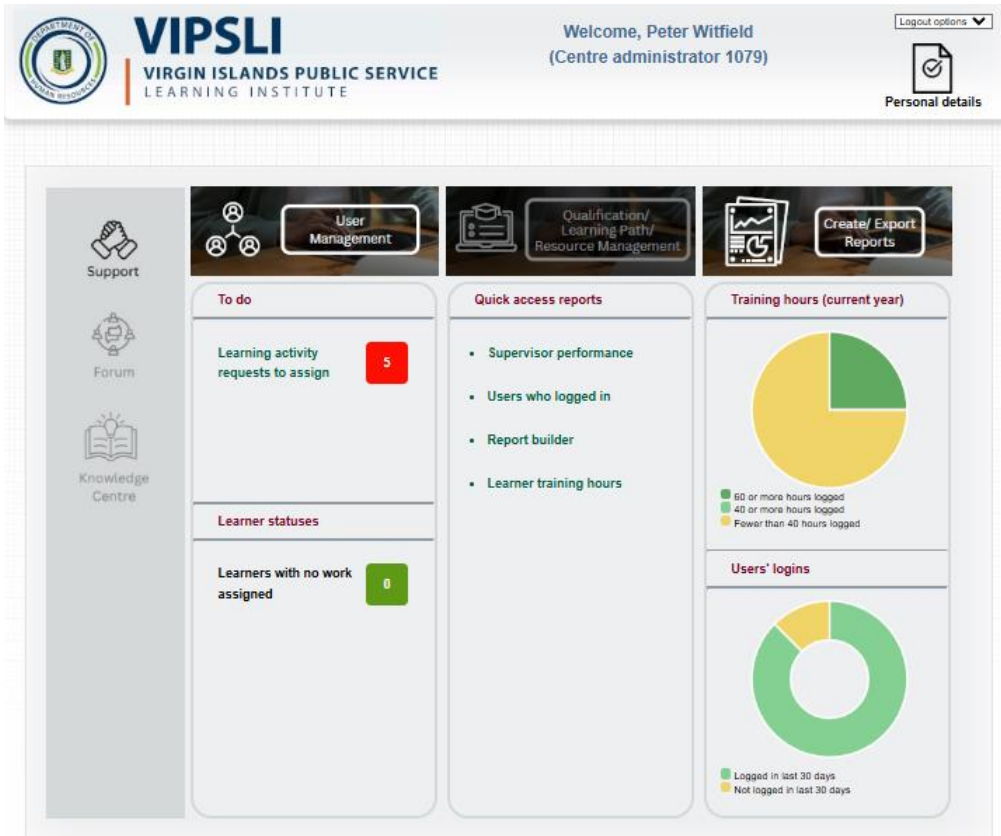
Password

[Forgotten your user name?](#)
[Forgotten your password?](#)

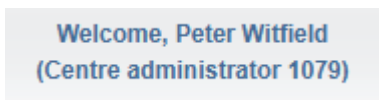
If you forget your username or your password you will be guided through resetting your password using the links on this screen.

Home Tab

The **“Home”** tab will give you access to all areas and give you an instant overview of the current learning situation.

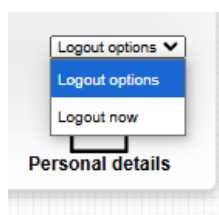
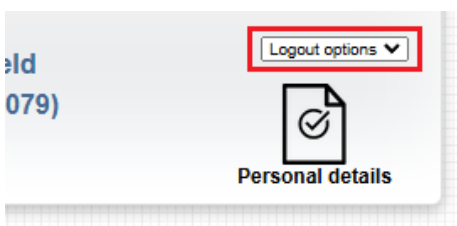


At the top of the screen you will see your name and your role within the LMS.

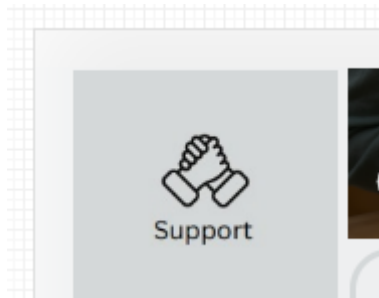


Logging out

You can close the window to exit the LMS or use the dropdown filter in the top right to close the application.



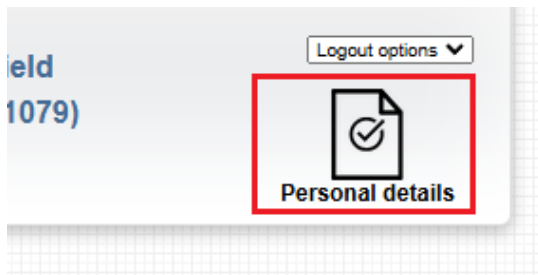
Support link



This icon will take you to a support page with learning documents and videos in respect of the LMS for you, the supervisor and the learner too.

Personal details Tab

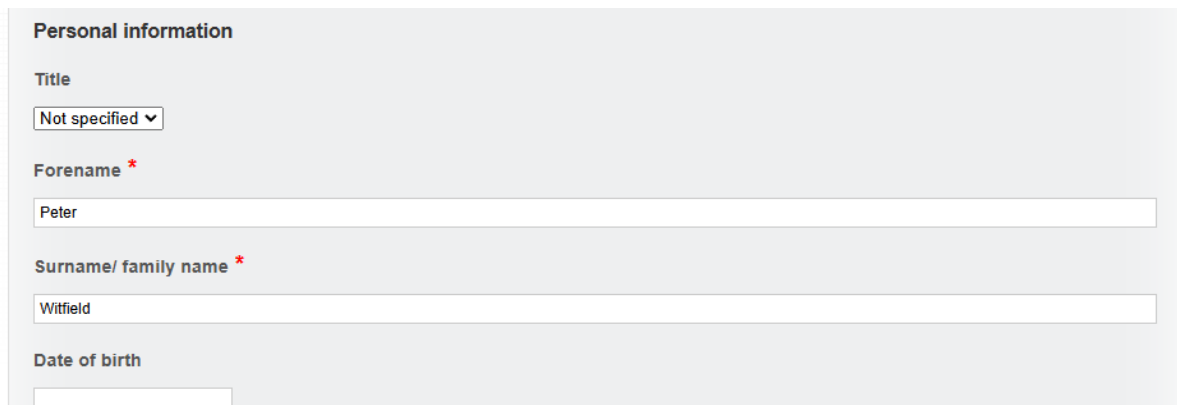
If you select the “**Personal details**” tab at the top of the screen you can open your profile and make some changes. If you need to change your password, you can do that here.



Clicking on “Change your password” will open the section for you to do that.

A screenshot of a user profile page. At the top left is the logo for the Department of Human Resources, followed by the text "VIPSLI VIRGIN ISLANDS PUBLIC SERVICE LEARNING INSTITUTE". To the right, it says "Welcome, Peter Witfield (Centre administrator 1079)". A "Logout options" dropdown is in the top right. Below the header, there is a "Personal details" tab icon. The main content area has a "User name *" label above a text input field containing "Username". Below that is a "Password" label above a text input field. A red box highlights a link labeled "Change your password" within the password field area. At the bottom of the form, there is a "Home" icon and a "Change your password" link.

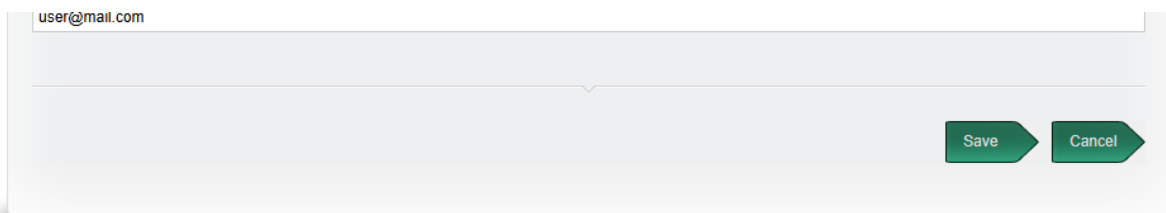
Other details can be changed further down the page.



The screenshot shows a form titled "Personal information" with the following fields:

- Title:** A dropdown menu currently set to "Not specified".
- Forename *:** A text input field containing "Peter".
- Surname/ family name *:** A text input field containing "Witfield".
- Date of birth:** A date selection field, currently empty.

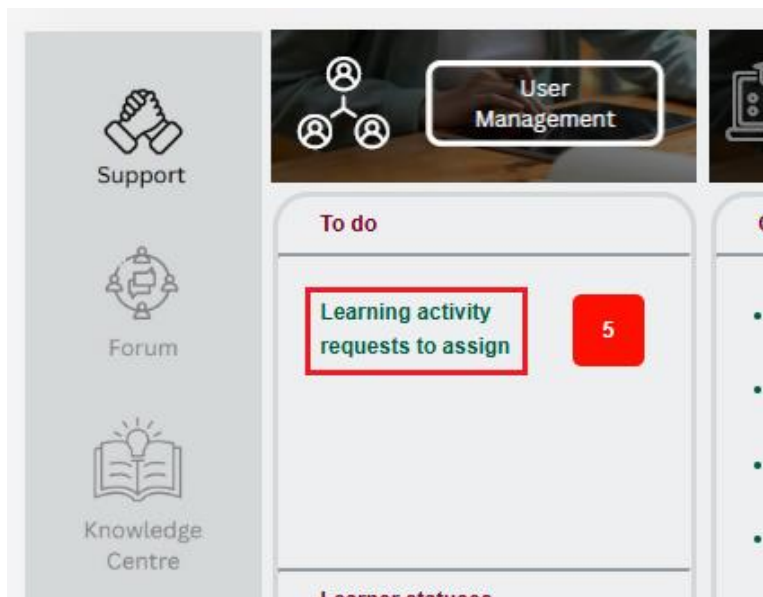
Clicking **“Save”** at the bottom of the page will take you back to the **“Home”** screen (as will clicking either **“Cancel”**; or **“Home”** in the top right).



The screenshot shows the bottom of a form with an email address field containing "user@mail.com". At the bottom right, there are two green buttons: "Save" and "Cancel".

Learning activity requests to assign.

A learner can request additional learning activities, over and above the mandatory activities which are assigned to them at the beginning of the year. Their supervisor will have agreed this selection prior to you receiving this notification.



Select the hyperlink **“Learning activity requests to assign”**.

Select the appropriate learner and learning activity from the table by ticking “**Assign learning activity**”. Set the appropriate start and end dates by clicking on the date fields. The start date defaults to today, and the end date to three months after today’s date. “**Assign default units**” is selected automatically, but can be un-ticked if necessary.

Learning activities to assign

In this table, the end date defaults to 3 months from the start date, but both dates can be altered as needed.

Learner	Learning activity	Assign learning activity	Start date	End date	Assign default units
Arteta, Mikel (1844)	Home Affairs {ICPS} (158)	<input type="checkbox"/>	29/01/2025	29/04/2025	<input type="checkbox"/>
Granado, Jose (1845)	Public Service 101 {BVI} (160)	<input type="checkbox"/>	29/01/2025	29/04/2025	<input checked="" type="checkbox"/>
Granado, Jose (1845)	Learning content and MCQs (DEMO) (141)	<input type="checkbox"/>	29/01/2025	29/04/2025	<input type="checkbox"/>
Granado, Jose (1845)	Managing for Success in the Public Service {ICPS} (154)	<input type="checkbox"/>	29/01/2025	29/04/2025	<input checked="" type="checkbox"/>
Granado, Jose (1845)	Home Affairs {ICPS} (158)	<input type="checkbox"/>	29/01/2025	29/04/2025	<input type="checkbox"/>

Once you have selected all the learners and activities you want to, click “**Save**” at the bottom.

You will return to the “**Home**” screen.

Learner Statuses

This area will let you know if there are any learners with no learning activities assigned.

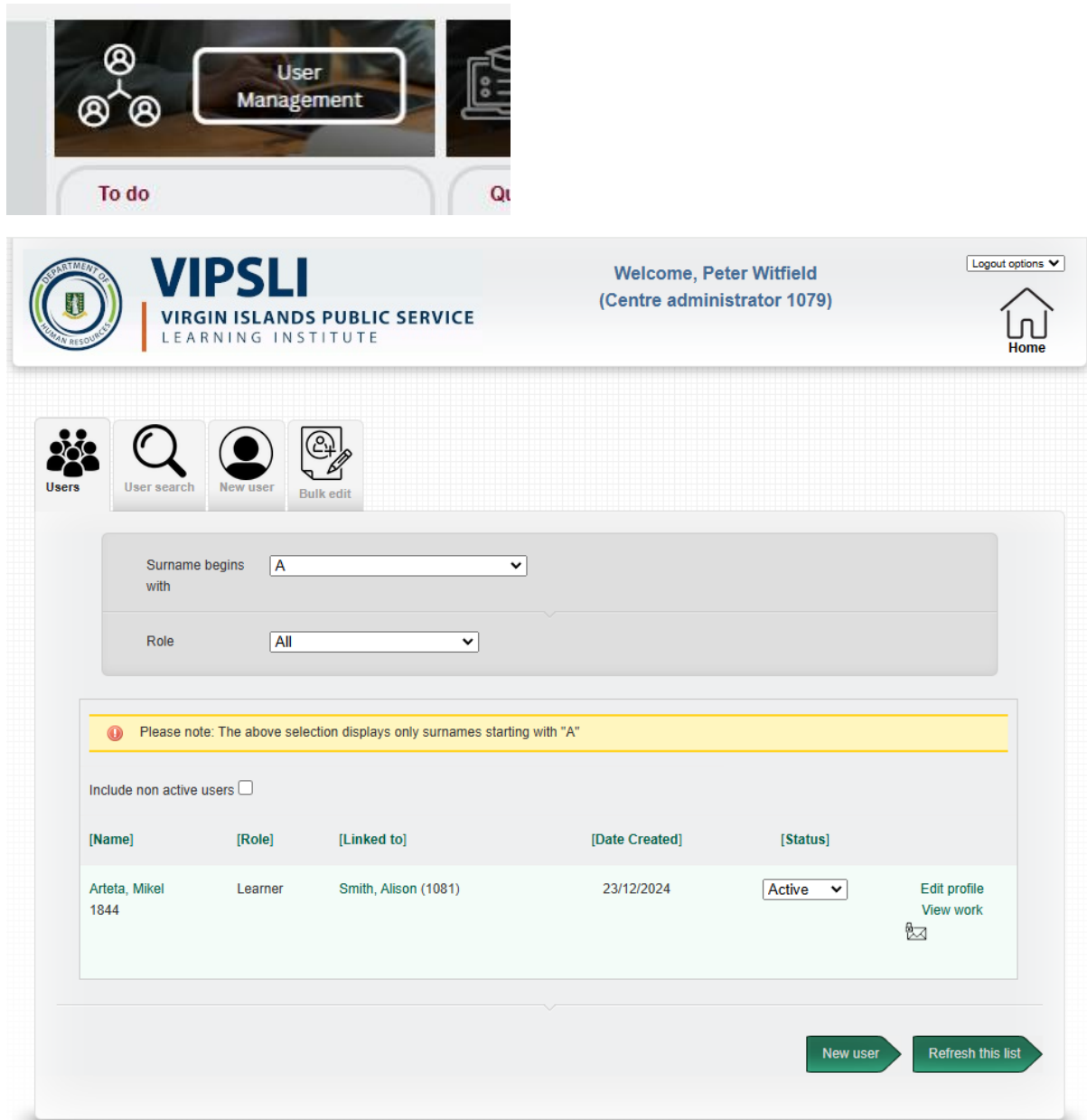
• Lea

Learner statuses

Learners with no work assigned 0

User Management Tab

This tab will take you to an area where you manage the supervisors and the learners.



The screenshot shows the User Management interface. At the top, there is a navigation bar with the VIPSLI logo and the text "VIRGIN ISLANDS PUBLIC SERVICE LEARNING INSTITUTE". The user is identified as Peter Witfield, Centre administrator 1079. Below the navigation bar, there are four icons: Users, User search, New user, and Bulk edit. The main content area features a search filter for "Surname begins with" set to "A" and a "Role" filter set to "All". A yellow warning message states: "Please note: The above selection displays only surnames starting with 'A'". Below this, there is a checkbox for "Include non active users" which is unchecked. A table displays the user list with columns for Name, Role, Linked to, Date Created, and Status. The table contains one entry for Mikel Arteta (ID 1844), a Learner, linked to Alison Smith (ID 1081), created on 23/12/2024, with an Active status. Action links for "Edit profile" and "View work" are provided for this user. At the bottom right, there are buttons for "New user" and "Refresh this list".

Users User search New user Bulk edit

Surname begins with:

Role:

! Please note: The above selection displays only surnames starting with "A"

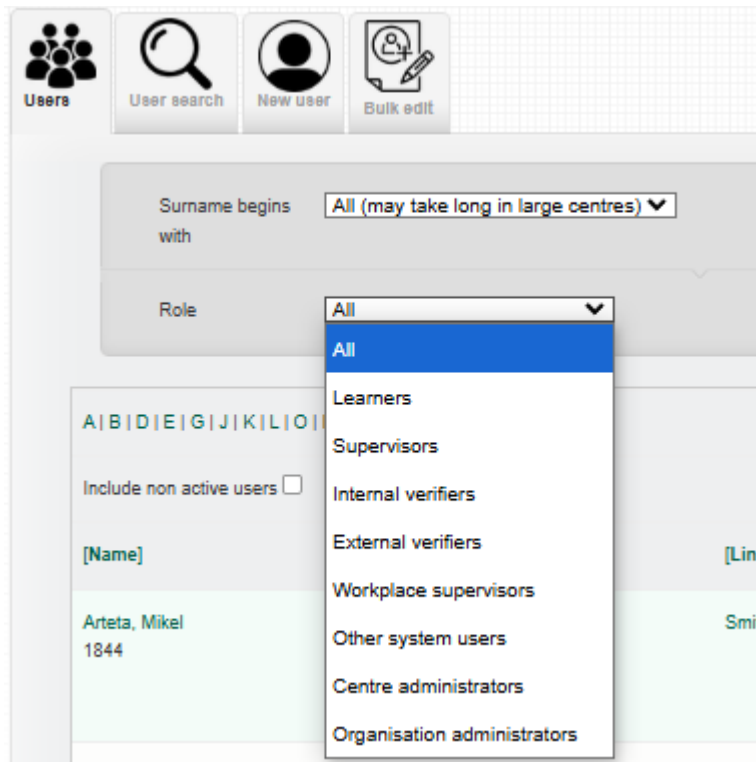
Include non active users

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	
Arteta, Mikel 1844	Learner	Smith, Alison (1081)	23/12/2024	Active	Edit profile View work

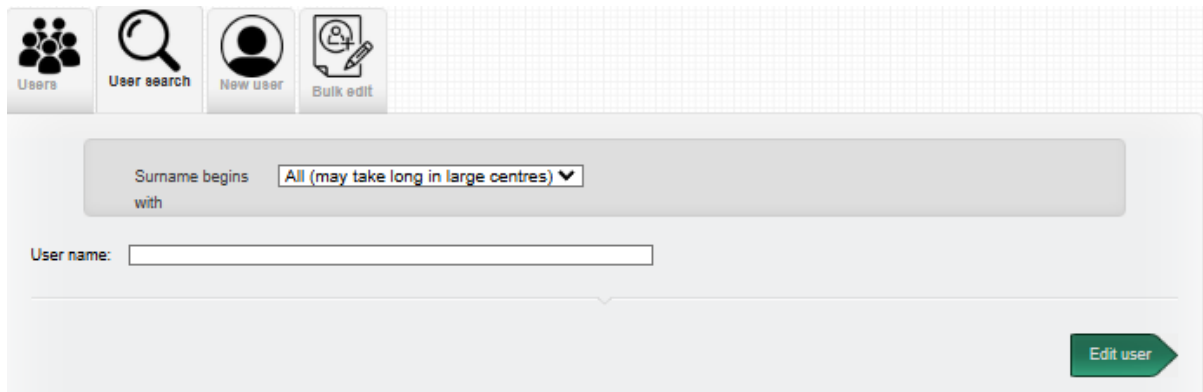
[New user](#) [Refresh this list](#)

In the User list, you can search all users by surname or by role.

You can filter the User list by role using the drop-down:



Clicking on the “User search” tab allows you to search by name. (Note: this page may take a few moments to give a result, so please be patient.)



Completing learner set up

Once a learner has been loaded to the LMS, (usually by the integration) you will need to assign the appropriate “**Framework**” to the learner. A Framework consists of a group of mandatory learning activities the learner must complete in any one calendar year.

Open a learner’s profile by finding them in the User list, and clicking on their name.

Framework assignment is located about half-way down the learner profile.

Learner framework assignments

Set the start and end date first, before ticking the 'Assign framework' box.

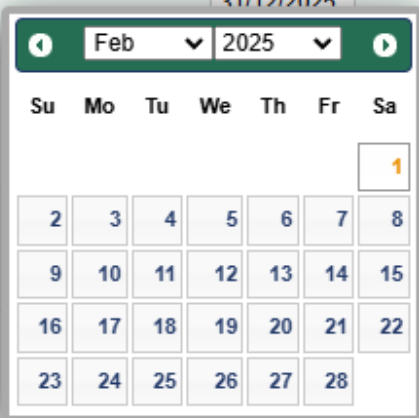
i If you subsequently need to change the start and end dates, scroll down to the 'Learner qualification assignments' table below, and make the changes there.

Frameworks	Start date	End date	Assign default units	Assign framework
Administrative and Clerical Officers - All grades and levels {BVI} (239)	01/02/2025	31/12/2025	<input type="checkbox"/>	<input type="checkbox"/>
Professional and Technical Officers - Grades 1-11 {BVI} (240)	01/02/2025	31/12/2025	<input type="checkbox"/>	<input type="checkbox"/>
Trade and Skilled Worker Officers - Grades 1-12 {BVI} (244)	01/02/2025	31/12/2025	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement and Emergency Services Officers - All grades and levels {BVI} (243)	01/02/2025	31/12/2025	<input type="checkbox"/>	<input type="checkbox"/>
Education and Learning & Development Officers - Grades 1-17 {BVI} (241)	01/02/2025	31/12/2025	<input type="checkbox"/>	<input type="checkbox"/>
Health and Social Services Officers - Grades 1-18 {BVI} (242)	01/02/2025	31/12/2025	<input type="checkbox"/>	<input type="checkbox"/>

Set the **“Start date”** and **“End date”** first, before ticking the **“Assign default units”** and **“Assign framework”**. box.

All dates are set by choosing a date in the pop-up calendar. This ensures dates are in a consistent format throughout the system.

Frameworks	Start date	End date	As
Administrative and Clerical Officers - All grades and levels {BVI} (239)	01/02/2025	31/12/2025	
Professional and Technical Officers - Grades 1-11 {BVI} (240)	01/02/2025		
Trade and Skilled Worker Officers - Grades 1-12 {BVI} (244)	01/02/2025		
Law Enforcement and Emergency Services Officers - All grades and levels {BVI} (243)	01/02/2025		



If you subsequently need to change the start and end dates, scroll down to the **“Learner qualification assignments”** table below, and make the changes there. (Subsequent changes in the Learner framework assignments section won’t save.)

Any additional learning activities that the learner requests and the supervisor agrees are added as discussed above, rather than in the learner profile.

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
Addressing a Toxic Work Environment {BVI} (190)	<input checked="" type="checkbox"/>	28/01/2025	01/01/2026
Advanced Computer Training {BVI} (191)	<input type="checkbox"/>		

If checked, this option will add all default units from this qualification to the learner's unit assignments (if not already assigned). If the option is not checked, previously assigned units will NOT be removed from the learner

Ignore this next section:

Progress reviews

Enable progress reviews

Training hours

Complete the **“Training hours”** section with the month the learner’s training year starts. This defaults to January, but will be September for learners in education.

Training hours

Month the training hours recording year starts January ▼

- None
- January**
- February
- March

Employment start date

Complete **“Employment start date”** using the pop-up calendar.

Enable progress reviews

Training hours

Month the training hours recording year starts January

Employment start date

Jan 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Ignore this section:

Off the job training - Working time

Complete this section if you want to record Off the job training hours in VQManager. Otherwise, leave it at 0.

Contracted work time per week hours minutes

Alternatively enter a target number of Off the job training hours below, as a whole number of hours over the duration of the programme of study. This will over-ride the calculation performed by the system based on the above working hours data.

Total Off the job training hours required

Learner - Supervisor assignments

If you are assigning a trainee supervisor, you will also need to assign at least one qualified / countersigning supervisor in this section.

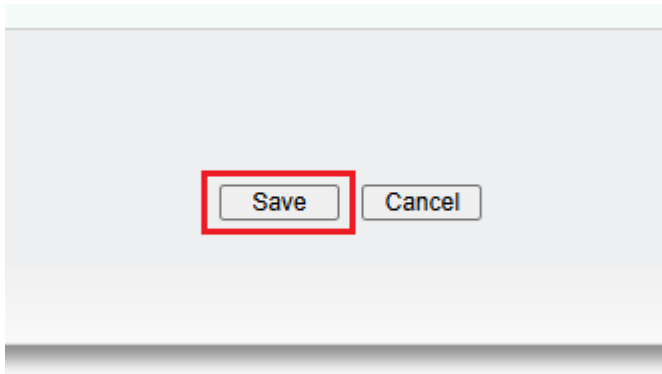
Assign the supervisor to the learner.

Learner - Supervisor assignments

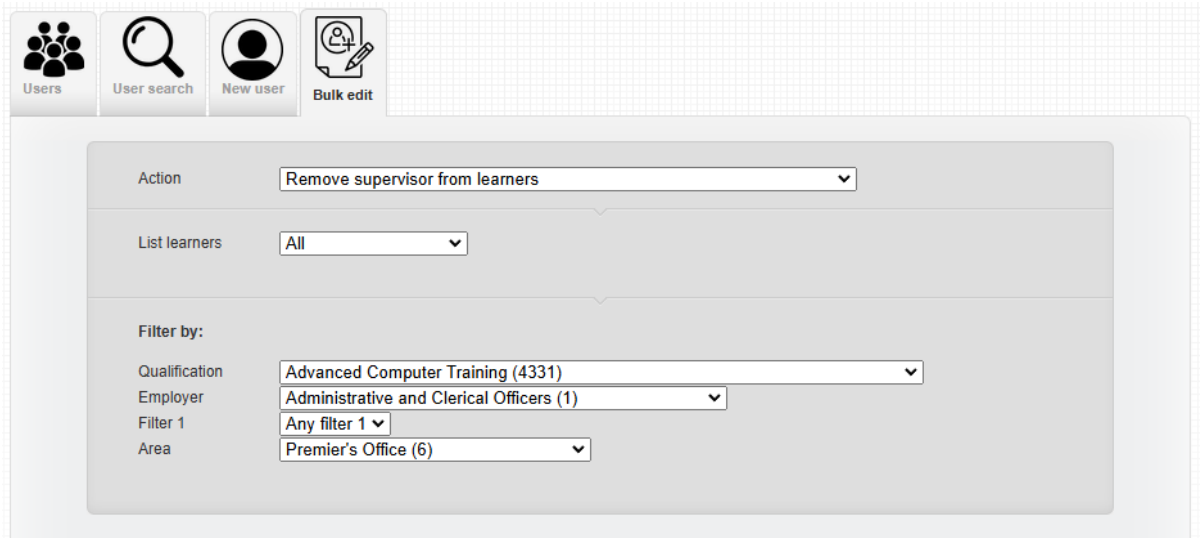
If you are assigning a trainee supervisor, you will also need to assign at least one qualified / countersigning supervisor in this section.

Supervisors	Supervisors' qualifications	Select
Davies, Anne (1837)	Managing for Success in the Public Service (ICPS) (154)	<input type="checkbox"/>
evans, karen (1591)	Managing for Success in the Public Service (ICPS) (154)	<input type="checkbox"/>
Smith, Alison (1081)	Managing for Success in the Public Service (ICPS) (154) Housing Policy (ICPS) (157) Home Affairs (ICPS) (158) Learning content and MCQs (DEMO) (141) Public Service 101 (BVI) (160) Technical Certificate in Plumbing L2 demo questions (143)	<input checked="" type="checkbox"/>

Don't forget to click **"Save"** at the bottom of the page.

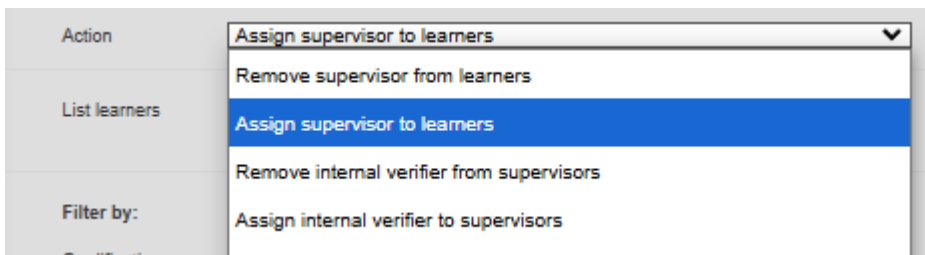


Bulk Edit Tab



In the example below, a group of learners are being assigned to a supervisor.

Select the function and the filters as appropriate



Select the learners who are affected by this change

Select learners to assign supervisor to

Name	Role	Currently assigned to	<input type="checkbox"/>
Arteta, Mikel 1844	Learner	Smith, Alison (1081)	<input checked="" type="checkbox"/>
edwards, mike 1590	Learner	Smith, Alison (1081)	<input checked="" type="checkbox"/>
Granado, Jose 1845	Learner	Smith, Alison (1081)	<input type="checkbox"/>
jones, pete 1589	Learner	Smith, Alison (1081)	<input type="checkbox"/>

Select the supervisor who is affected by this change

Select supervisor to assign

Davies, Anne (1837) ▼

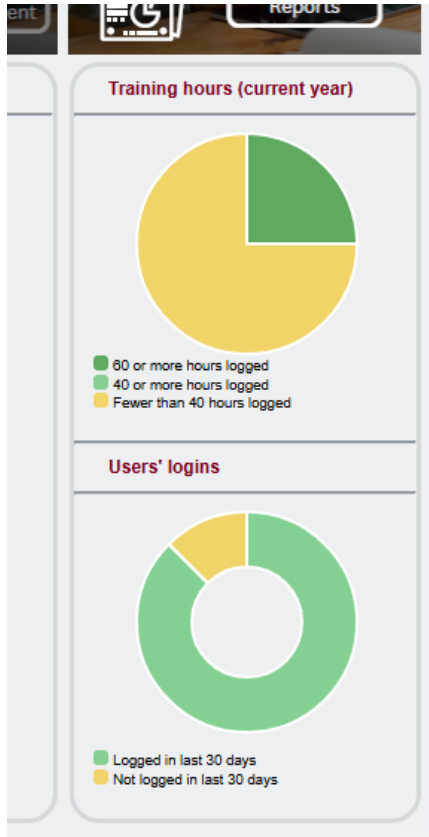
Assign

Clicking on **Assign** will save your changes and re-load the page, so you can easily start another bulk edit if you need to.

Reporting

Reports visible on the home screen give you a quick overview.

There are two of these, one showing training hours **for the current training year**, and user logins for the last 30 days.



For each chart, you can click on it to see a more detailed report, and to download this report as a spreadsheet.

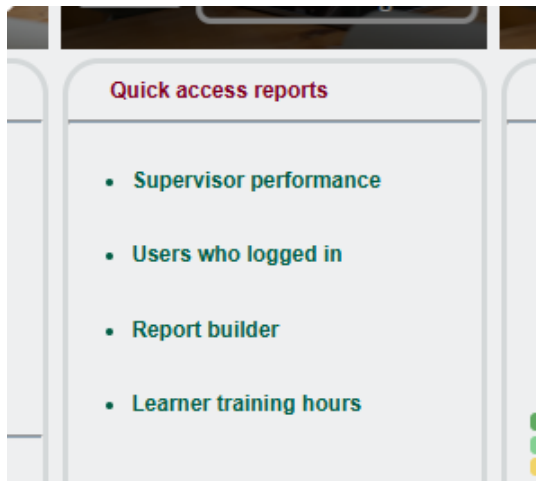
Clicking on the coloured part will open a report of just the users in that category, whilst clicking on the grey surround will open a report of all users.

: Logged in last 30 days
Report generated for: Celeste Mann (Centre administrator)
Date: 31/01/2025 17:32

Employer Filter 1 Area

Learner	Date last logged in	Number of log-ins in last 30 days	Days since last log-in	Employer	Filter 1	Area
Anderson01, Charles (302226)	2025/01/23 12:26:57	5	8			
Mann, Celeste (302222)	2025/01/31 17:30:49	3	0			
Smith01, Anne (302225)	2025/01/23 12:27:36	5	8			

The quick access reports are links to the most useful reports.



Select the hyperlink and the report opens for you

“Supervisor performance” report:

Supervisor performance report (28/01/2025)

Please note: Data on supervisor To Do lists are only updated when the supervisor logs in.

Supervisor	Trainee / qualified	Employer	Learners assigned	Items on to-do list	Date of most recent login	Average evidence per learner	Evidence awaiting assessment	Oldest evidence awaiting assessment	Overdue Assessment plans	Oldest overdue Assessment plans	Overdue progress reviews	Oldest overdue progress reviews	OTJ1 logs to be confir
Davies, Anne (1837)	Qualified	St Catherine's	3	11	28/01/2025	0	0		0		0		
evans, karen (1591)	Qualified	St Catherine's	6	19	26/01/2025	1	0		0		0		
Smith, Alison (1081)	Qualified		11	6	28/01/2025	1	0		0		0		
Smith02, Anne (1846)	Qualified		2	13	28/01/2025	0	0		0		0		

“Users who logged in” report:

Usage report; 01/01/2025 to 31/01/2025

Name	Role	Employer	Area	Number of logins
Arteta, Mikel (1844)	Learner			28
beer, irene (1595)	Internal verifier			4
Davies, Anne (1837)	Supervisor	Administrative and Clerical Officers		28
edwards, mike (1590)	Learner	Health and Social Services Officers	Department of Human Resources	46
evans, karen (1591)	Supervisor	Administrative and Clerical Officers		30
Granado, Jose (1845)	Learner			10
jones, pete (1589)	Learner	Health and Social Services Officers	Department of Human Resources	50
Kenobi, Ben (1849)	Learner			6
King, Alana (1850)	Learner			6
Knight, Heather (1847)	Learner			10
lord, james (1593)	Learner	Professional and Technical Officers	Department of Human Resources	12
love, linda (1599)	Workplace supervisor			2
reade, andy (1592)	Learner	Education and Learning & Development Officers	Deputy Governor's Office	20

Cancel

You can use the “**Report builder**” to create your own bespoke reports by selecting categories to add your own columns of data, and sorting these into the order you want.

Report builder

Select, rename, add or delete a report

- Monthly management report
- monthly report
- New custom report
- VIPSLI learner report

Select the columns to include in the report

Learner

- User ID
- Surname
- First name
- Date created
- Created by
- DOB
- Email
- Phone, default
- Phone, home
- Phone, mobile
- Address line 1
- Address line 2
- Address line 3
- Address line 4
- Postcode, home
- Postcode, current
- ULN
- GUID
- Gender
- Ethnicity
- Status
- Enrolment number
- Reference number
- Curriculum area
- Area name
- Area reference
- Funding stream
- Special learning requirements
- Enrolment / induction date
- Date registered (awarding body)
- Target completion date
- Items on to-do list

Employer

- Name
- Address
- Postcode
- Country
- Other roles**
- Supervisors
- Internal verifiers
- External verifiers
- Workplace supervisors

Framework

- First qual start date
- Last qual end date
- Status

Qualifications

- Title
- Assigned date
- Start date
- Target date
- Criteria total
- Criteria met
- Current completion %
- P/M/D score and grade
- On target?
- Supervisor sign off date
- Internal verifier sign off date
- Learner confirmation date
- Assigned unit credits
- Signed off unit credits
- Target completion % today

Units

- Title
- Target date
- Supervisor sign off date
- Internal verifier sign off date
- Current completion %

Evidence

- Number of items
- Number awaiting assessment
- Oldest awaiting assessment
- Number awaiting action by learner
- Number sent for verification
- Number waiting for expert witness
- Last submission date

Logins

- Number
- First date
- Last date

Drag the column titles into the desired order

Learner Surname	Employer Name	Qualifications Title	Qualifications Target date	Qualifications Current completion %	Qualifications On target?
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Adjust the filtering

Supervisors:

Employers:

Areas:

Filter 1s:

Only active learners

All learners

“Learner training hours” report:

Training hours (31/01/2025)

Learner	Training hours year starts	Employment start date	Employer	Area	Filter 1	Hours 2025	Hours 2024	Hours 2023	Hours 2022	Hours 2021	Hours 2020	Hours 2019	Hours 2018	Hours 2017	Hours 2016
edwards, mike (1590)	Jan		Health and Social Services Officers	Department of Human Resources	Permanent		15:00								
Granado, Jose (1845)	Jan					5:00									
Kenobi, Ben (1849)	Sep	01/09/2024					25:00								
King, Alana (1850)	Jan	08/05/2024				20:00									
Knight, Heather (1847)	Jan	20/01/2025				85:00									
reade, andy (1592)	Jan		Education and Learning & Development Officers	Deputy Governor's Office	Temporary	10:00									
smith, dave (1588)	Jan		Professional and Technical	Deputy Governor's	Permanent	10:00									

For more extensive reports go to **Create/Export Reports**. There are many other reports in this area available to view or export to Excel.

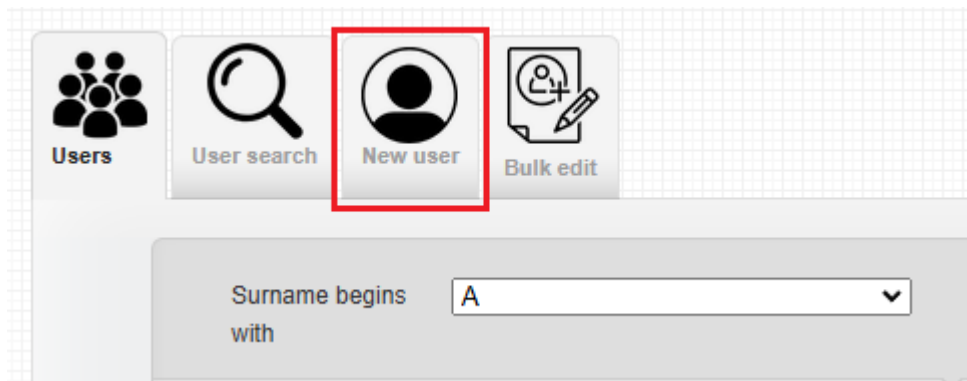


Click on the different tabs to see the different reports.

Creating a new user

This section is **only for when you need to add new users manually.**

To manually add a user, click on **New user**. This will open a pop-up with the form to complete the new user's profile.



Create a username and password. Passwords should be secure.

A screenshot of the 'New user' form. At the top, a yellow banner contains a warning: 'Please note: This new user will not show up in the user list until that is refreshed'. Below this is the 'System information' section. It contains several fields: 'User name *' with the value 'learner@vipsli', 'Password *' with the value 'C4G8J1K8', 'Force password change' with a checked checkbox, and 'Email a password set / reset link to this user' with an unchecked checkbox. The 'Status' section has three radio buttons: 'Active' (selected), 'On hold', and 'Archived'. A tooltip is visible over the password field, stating 'The password should meet these requirements:' followed by four green checkmarks: 'At least one letter', 'At least one number', 'At least 8 characters', and 'Different from user name'.

Ensure both these boxes are ticked. This will trigger an email to the user with a link to follow to access the LMS and set a password.

A close-up view of two checkboxes in the form. The first checkbox is labeled 'Force password change' and is checked. The second checkbox is labeled 'Email a password set / reset link to this user' and is also checked.

Select the role(s) that are appropriate for your user:

The screenshot shows a user management interface. At the top, there is a section for "Status" with three radio buttons: "Active" (selected), "On hold", and "Archived". Below this is a "Roles" section with a table. The table has two columns: "Roles" and "Default".

Roles		Default
Learner	<input type="checkbox"/>	<input type="radio"/>
Supervisor	<input type="checkbox"/>	<input type="radio"/>
Qualified	<input type="checkbox"/>	
Trainee	<input type="checkbox"/>	

The only roles you will be creating will be learner or supervisor roles and always select **“Qualified”** rather than **“Trainee”**. Please ignore everything else on this list.

Please contact SkillWise if you need a new Administrator account created.

Enter the user’s personal details as required. Only fields with a red star by them are mandatory, - leave any other fields you do not require blank.

The screenshot shows a "Personal information" form. It contains the following fields:

- Title: A dropdown menu with "Not specified" selected.
- Forename: A text input field with a red asterisk indicating it is mandatory.
- Surname/ family name: A text input field with a red asterisk indicating it is mandatory.
- Date of birth: A date input field.
- Age: A text input field.

Select an Employer and Area from the drop-downs:

Home telephone number

Mobile telephone number

Employer name

Area

Filter 1

Ethnicity

If you are setting up a learner, select the month in which the learner’s training year starts (this defaults to January, but will be September for learners in education).

Training hours

Month the training hours recording year starts

Employment start date

Off the job training - Working time

Assign the supervisor(s) to the learner:

Learner - Supervisor assignments

! If you are assigning a trainee supervisor, you will also need to assign at least one qualified / countersigning supervisor in this section.

Supervisors	Supervisors' qualifications	Select
Davies, Anne (1837)	Managing for Success in the Public Service {ICPS} (154)	<input type="checkbox"/>
evans, karen (1591)	Managing for Success in the Public Service {ICPS} (154)	<input type="checkbox"/>
Smith, Alison (1081)	Managing for Success in the Public Service {ICPS} (154) Housing Policy {ICPS} (157) Home Affairs {ICPS} (158) Learning content and MCOs (DFMO) (141)	<input type="checkbox"/>

If you are setting up a supervisor, assign the qualifications to the supervisor, so they can see the work on screen.

Supervisor qualification assignments

Qualifications	
Addressing a Toxic Work Environment (BVI) (190)	<input type="checkbox"/>
Advanced Computer Training (BVI) (191)	<input type="checkbox"/>
Advanced Public Speaking (BVI) (192)	<input type="checkbox"/>
Advanced Speech Writing (BVI) (193)	<input type="checkbox"/>

Once you have completed the profile, click **“Save”** at the bottom of the page.