Learning Management System - Administrator

Login and Home page

Login

Go to this URL to find the login screen.

https://www.vqmanager.co.uk

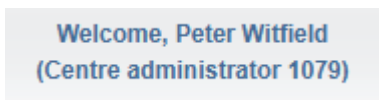If you forget your username or your password you will be guided through resetting your password using the links on this screen.

Home Tab

The **"Home"** tab will give you access to all areas and give you an instant overview of the current learning situation.
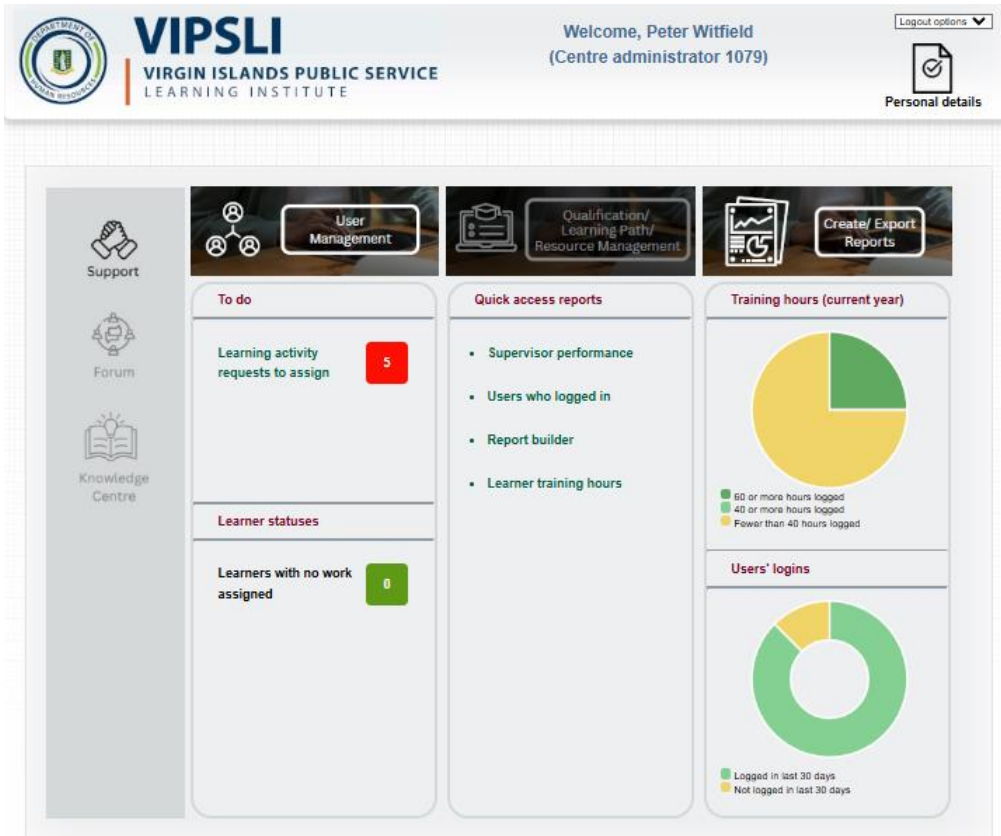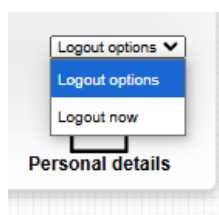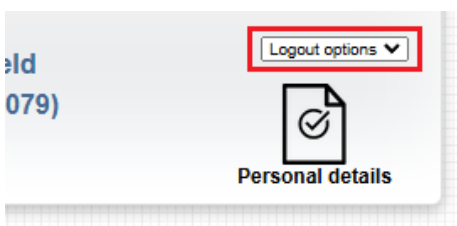
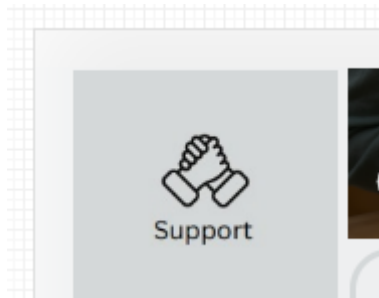At the top of the screen you will see your name and your role within the LMS.

Logging out

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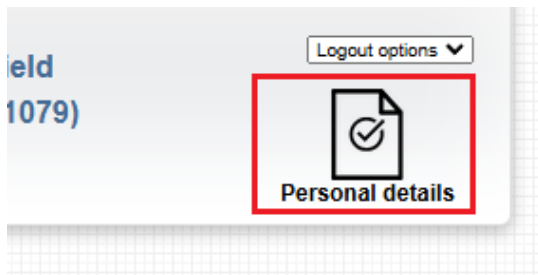
Support link

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.
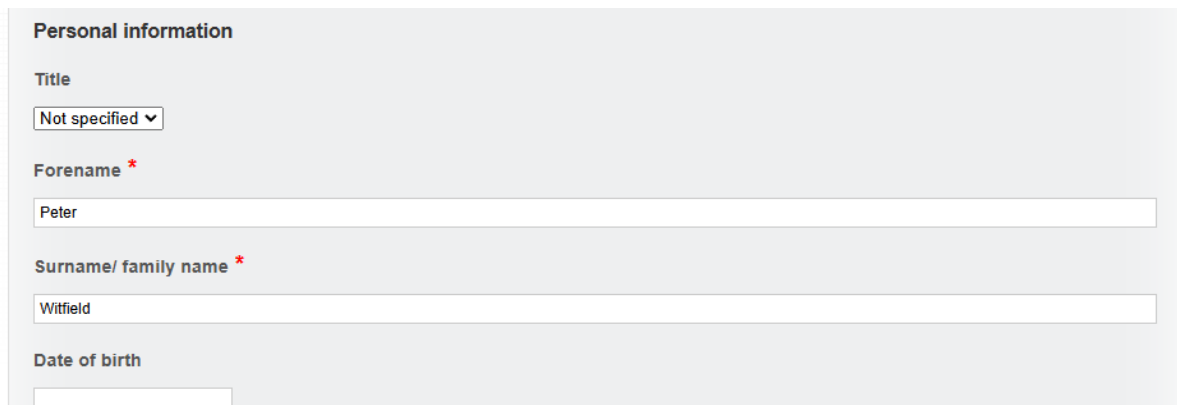
Personal details Tab

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.

User name *

Username

Password

Change your password

Other details can be changed further down the page.

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).

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.
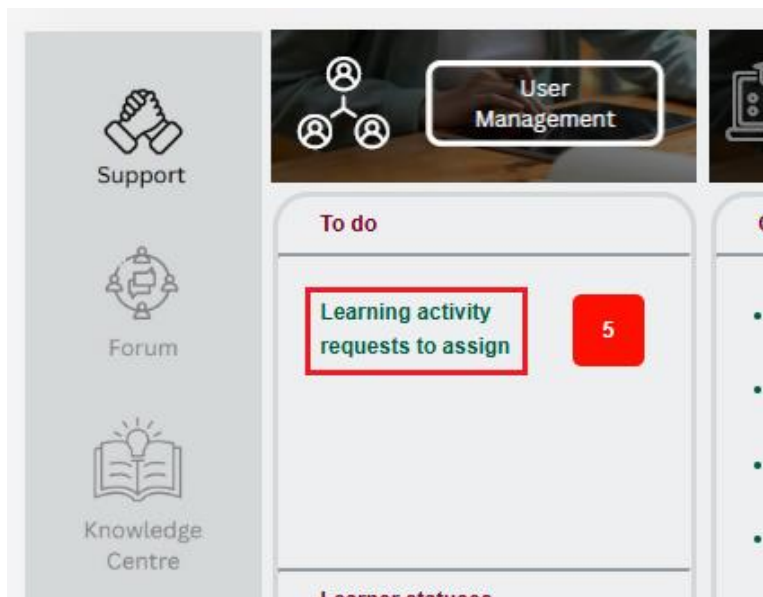
Select the hyperlink **"Learning activity requests to assign"**.

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.

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.
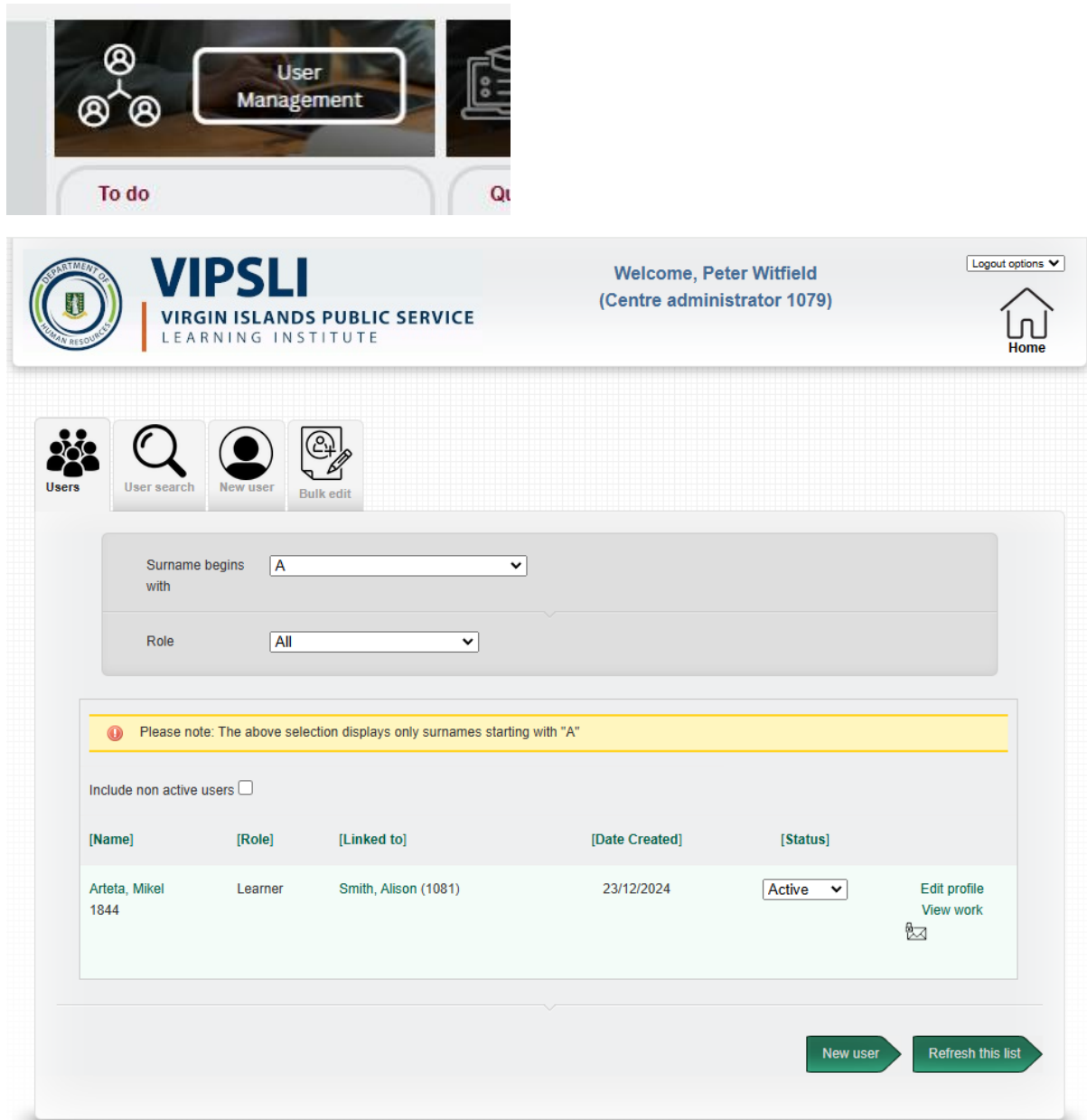
User Management Tab

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

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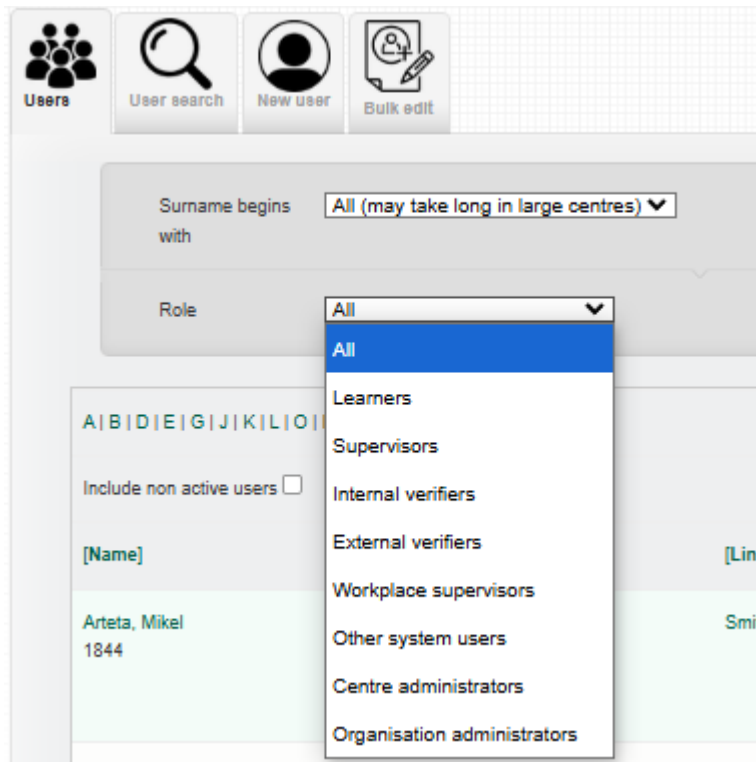
Clicking on the "User search" tab allows you to search by name. (Note: this page may take a few moments to give a result, so please be patient.)
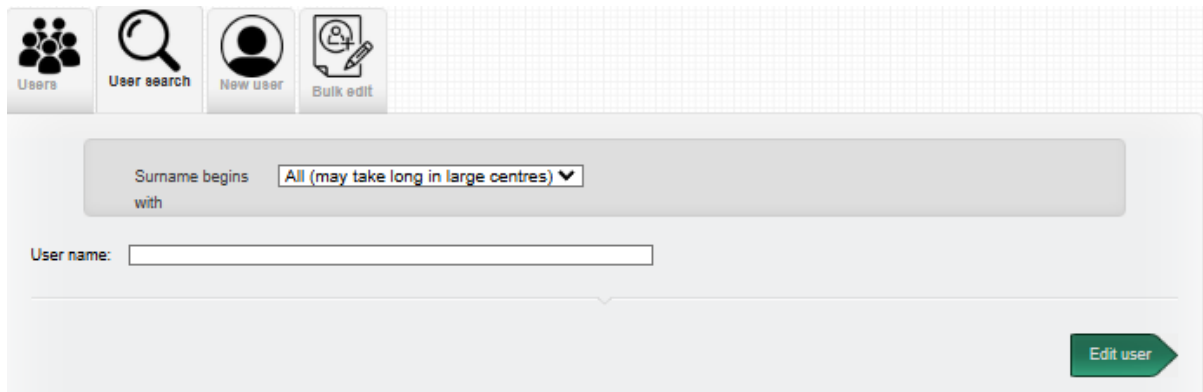
Completing learner set up

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.
> ⚠ 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	☐	☐
Professional and Technical Officers - Grades 1-11 {BVI} (240)	01/02/2025	31/12/2025	☐	☐
Trade and Skilled Worker Officers - Grades 1-12 {BVI} (244)	01/02/2025	31/12/2025	☐	☐
Law Enforcement and Emergency Services Officers - All grades and levels {BVI} (243)	01/02/2025	31/12/2025	☐	☐
Education and Learning & Development Officers - Grades 1-17 {BVI} (241)	01/02/2025	31/12/2025	☐	☐
Health and Social Services Officers - Grades 1-18 {BVI} (242)	01/02/2025	31/12/2025	☐	☐

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		

◀	Feb ▼	2025 ▼	▶

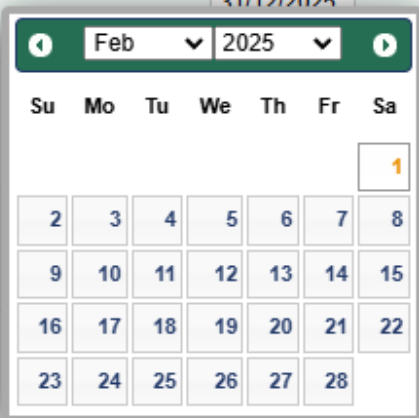| Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

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.

					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
Qualifications	**Assign qualification**		**Start date**		**End date**
Addressing a Toxic Work Environment {BVI} (190)	☑		28/01/2025		01/01/2026	☑
Advanced Computer Training {BVI} (191)	☐					☐

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 | |

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 | 0 ▾ hours | 0 ▾ 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 | 0 |

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)	☐
evans, karen (1591)	Managing for Success in the Public Service {ICPS} (154)	☐
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)	☑

Don't forget to click **"Save"** at the bottom of the page.
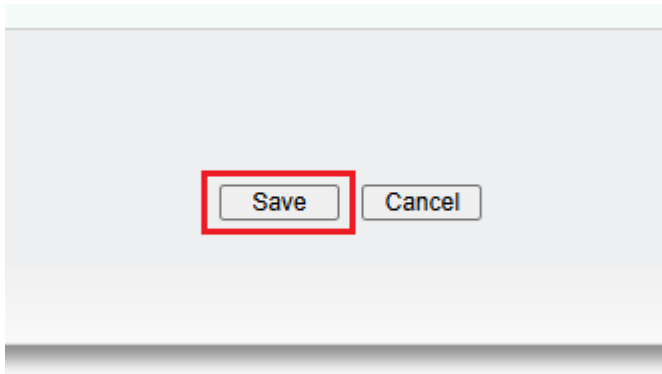
Bulk Edit Tab
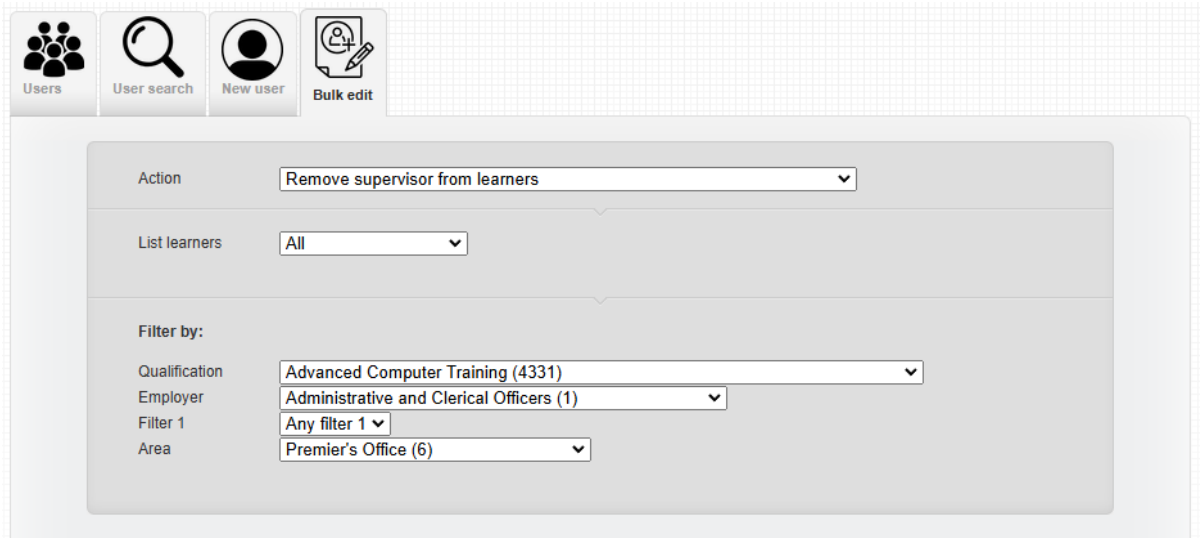
In the example below, a group of learners are being assigned to a supervisor.

Select the function and the filters as appropriate
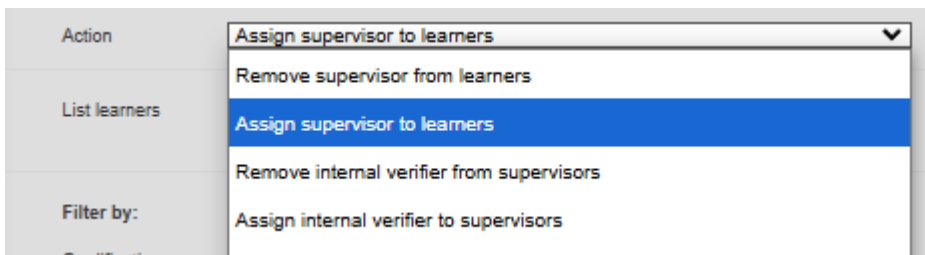
Select the learners who are affected by this change

Select the supervisor who is affected by this change

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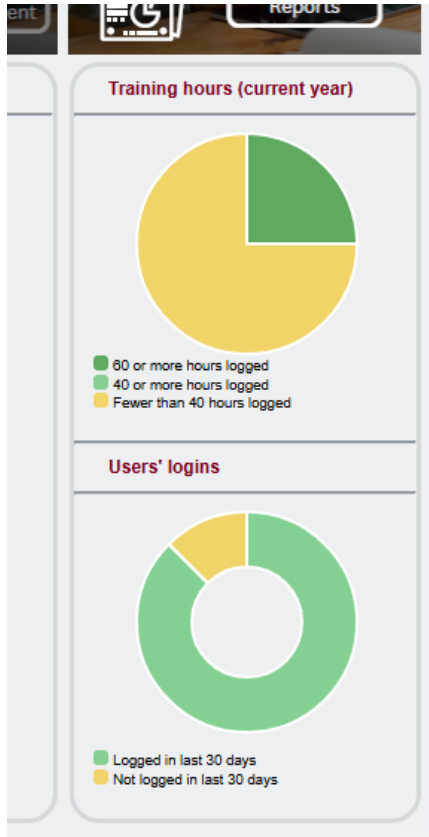
For each chart, you can click on it to see a more detailed report, and to download this report as a spreadsheet.

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.

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.

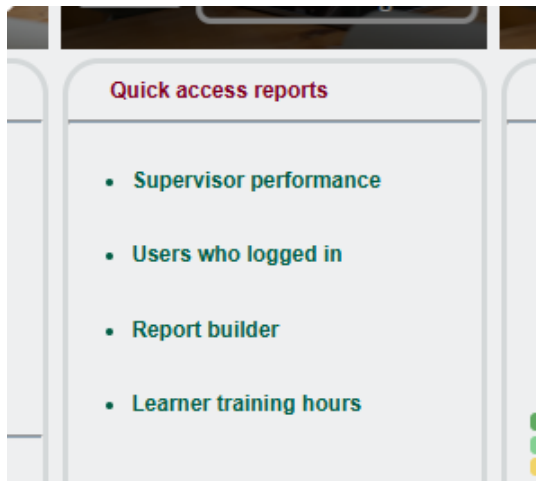| Supervisor	Trainee / qualified	Employer	Learners assigned	Items on to-do list	Date of most recent login	Average evidence per learner	Evidence awaiting assessment	Oldest evidence awaiting assessment	Overdue Assessment plans	Oldest overdue Assessment plans	Overdue progress reviews	Oldest overdue progress reviews	OTJT 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 [Add] [Delete]

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

Select the columns to include in the report [Clear]

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?

Adjust the filtering

Supervisors [All ▾]

Employers [Administrative and Clerical Officers ▾]

Areas [Deputy Governor's Office ▾]

Filter 1s [All ▾]

○ Only active learners

● All learners

[Save report settings ⟩] [Save report settings and view report ⟩] [Save report settings and download report ⟩]

"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								

[Cancel ⟩]

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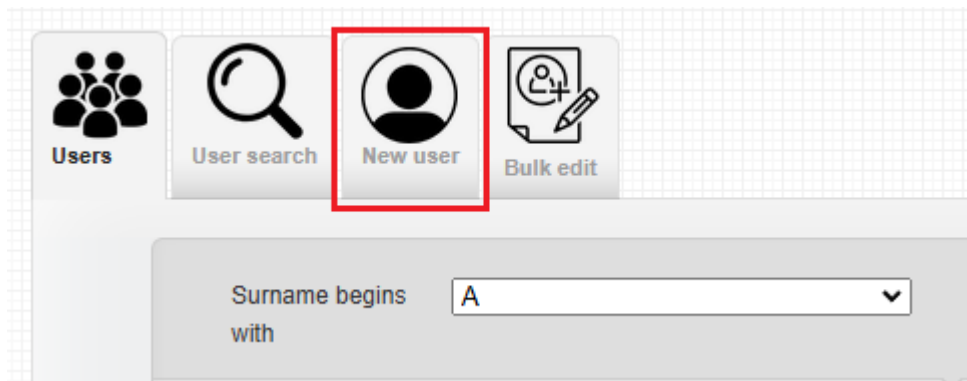
Click on the different tabs to see the different reports.

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.

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.

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

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.

Select an Employer and Area from the drop-downs:

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 leaners in education).

Assign the supervisor(s) to the learner:

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)	☐
Advanced Computer Training {BVI} (191)	☐
Advanced Public Speaking {BVI} (192)	☐
Advanced Speech Writing {BVI} (193)	☐

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