Learning Management System - Learner

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 page

The **"Home"** page will give you access to all areas and will give you an instant overview of your 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 to close the application.
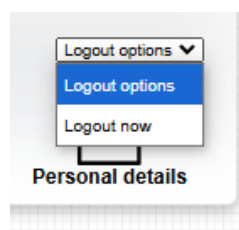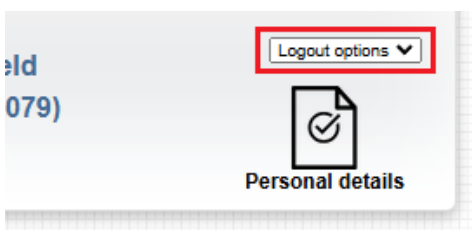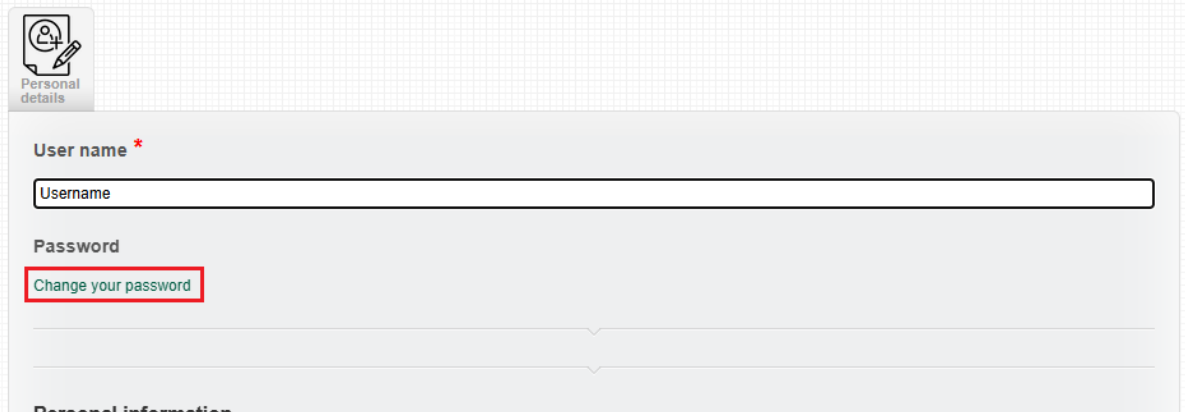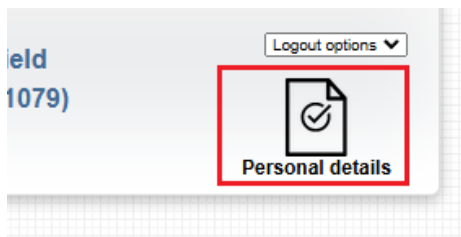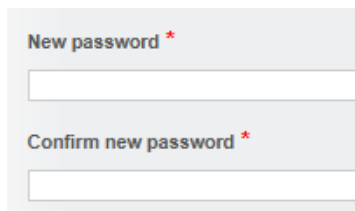
Support link

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

Personal details page

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.

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).

My Training

This area will list all of the learning activities you have been allocated.

When you have completed the learning activity, tick the box next to the activity in the **"Claim as completed"** column.

When the page is next refreshed, the status of the learning activity will have changed to "Completed" in green.

When your supervisor has confirmed the completion, this will change to the word "Completed" with a green tick next to it. **When your supervisor confirms completion, the training hours will be added to your total.**
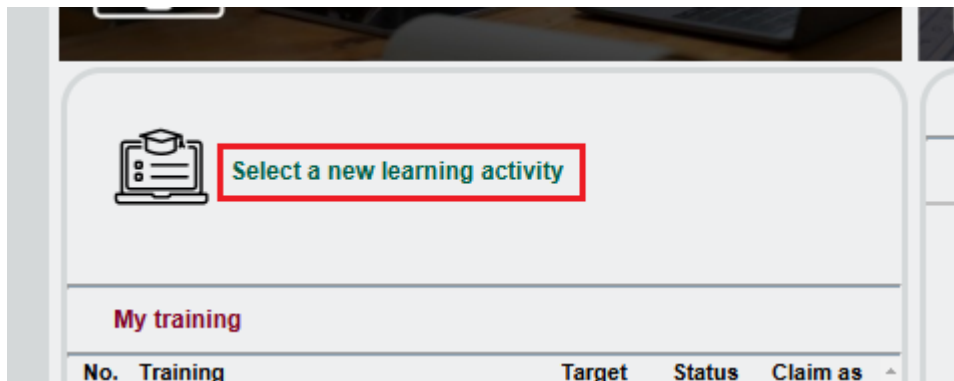

If your supervisor wants you to look at a learning activity again, they will send it back to you, and it will say "Rework" in red next to it.

You will be able to tick the "Claim as completed" box again, and send the activity back to the supervisor for confirmation.

Selecting additional learning activities

Click on **"Select new learning activity"** to choose a new learning activity not yet assigned to you. This might be in a completely new area, or an advanced activity where you have completed the basic activity.

This will open the list of activities that are available to you.
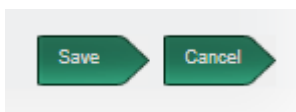

Activities you have previously requested, but are not yet approved, will have "Requested" in the status column. Activities that have been approved, but that you haven't yet claimed completion on, will say "Not started". Completed activities will say "Completed" next to them. If your request to complete an activity is rejected, that will also be indicated here.

Tick the box under **"Request"** for the learning activity you would like to complete. You can select more than one.
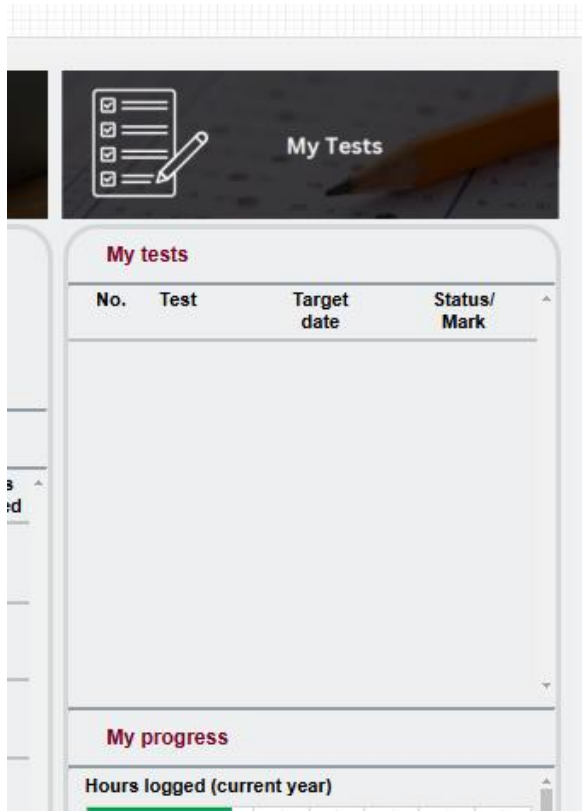

Click **"Save"** at the bottom of the page.

Once your supervisor has agreed this and the administrator has assigned it, it will appear in your list of learning activities in **"My Training"** (on the Home page) as **"Not started"** in blue.

My Tests

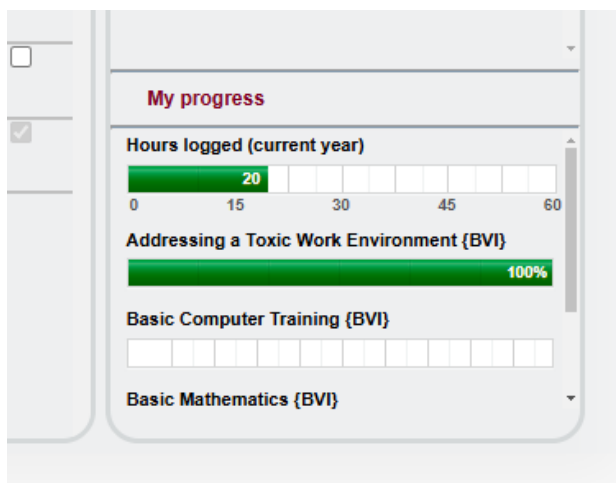You don't need to worry about this area this year, this will always remain blank.
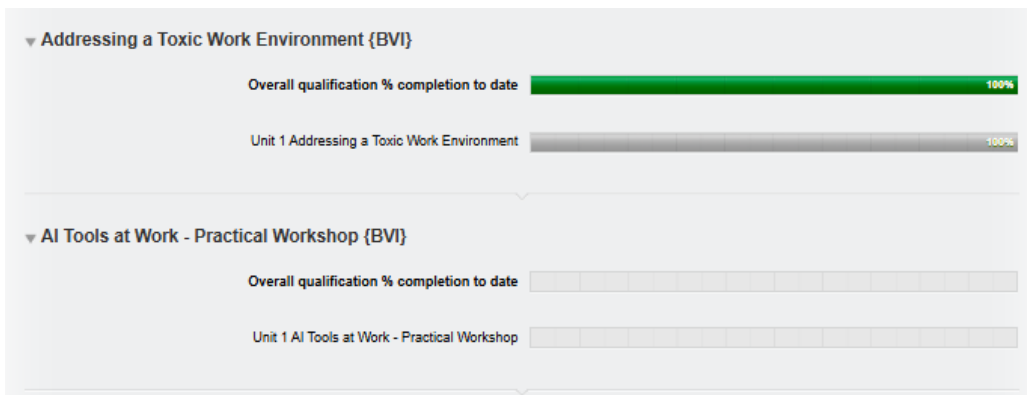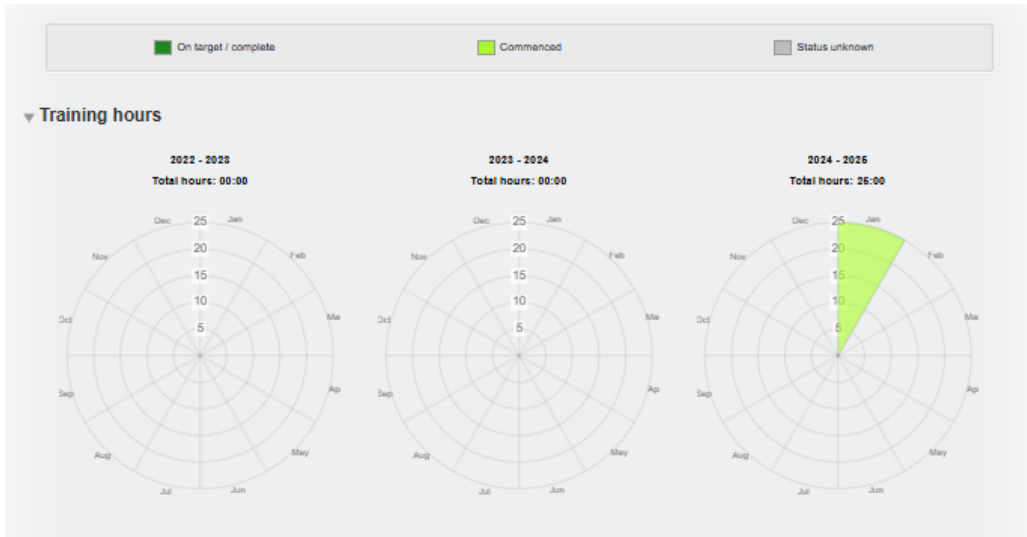

My progress

Your progress against all your learning activities can be viewed in this area. Use the scroll bar on the right to view all learning activities assigned.

Clicking in this area will open the progress page, which shows your progress in more detail, including the training hours logged during the previous two years.

▼ Training hours

| 2022 - 2023 | 2023 - 2024 | 2024 - 2025 |
| Total hours: 00:00 | Total hours: 00:00 | Total hours: 26:00 |

▼ Addressing a Toxic Work Environment {BVI}

Overall qualification % completion to date   100%

Unit 1 Addressing a Toxic Work Environment   100%

▼ AI Tools at Work - Practical Workshop {BVI}

Overall qualification % completion to date

Unit 1 AI Tools at Work - Practical Workshop

"Close" at the bottom of the page will take you back to the **"Home"** screen.

Overall qualification % completion to date

Unit 1 Beginner Public Speaking

Close ▶