


Learning Management System - Learner

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?](#)

[Login](#)

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.

Support

Forum

Knowledge Centre

My Training

Select a new learning activity

My training

No.	Training	Target date	Status	Claim as completed
1850 /T/ 1710	Addressing a Toxic Work Environment	10/04/2025	Completed	<input type="checkbox"/>
1850 /T/ 1711	Basic Computer Training	17/02/2025	Not started	<input type="checkbox"/>
1850 /T/ 1712	Basic Mathematics	10/03/2025	Rework	<input type="checkbox"/>
1850 /T/ 1713	Beginner Public Speaking	16/05/2025	Completed	<input checked="" type="checkbox"/>

My Tests

My tests

No.	Test	Target date	Status/Mark
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My progress

Hours logged (current year)

20

Addressing a Toxic Work Environment (BVI) 100%

Basic Computer Training (BVI)

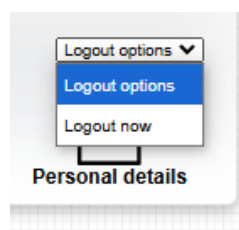
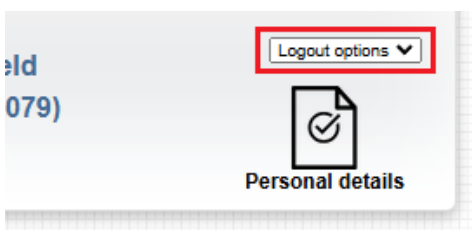
Basic Mathematics (BVI)

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

Welcome, Alana King
(Learner 1850)

Logging out

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



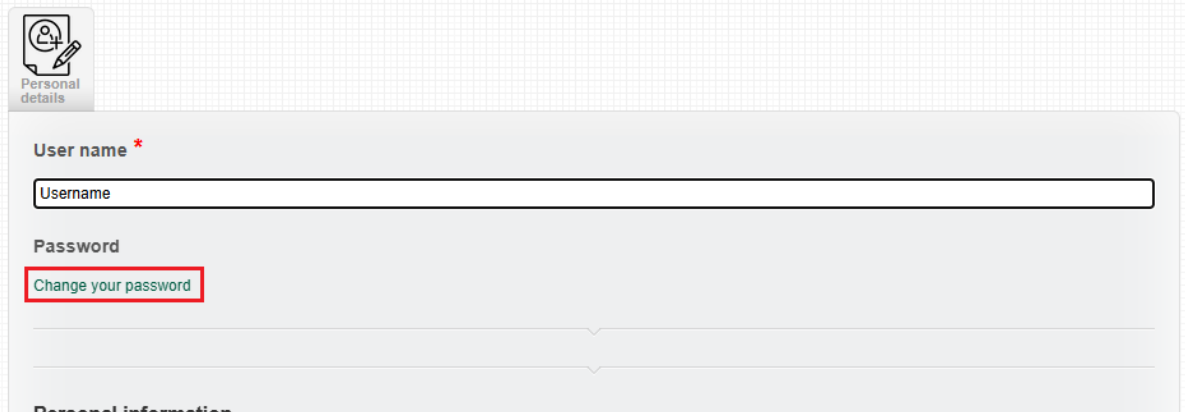
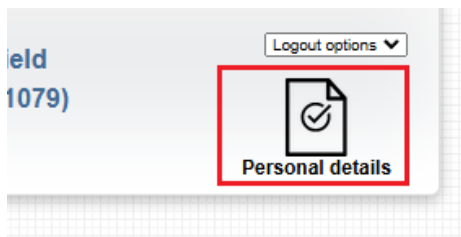
Support link



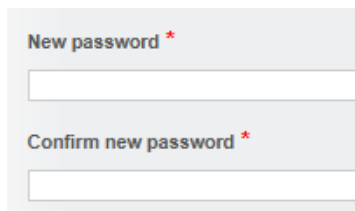
This icon will take you to a support page with learning documents and videos in respect of the LMS.

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.

A screenshot of the "Personal details" page. At the top left, there is a "Personal details" icon and label. Below it, there is a "User name *" field with a text input box containing "Username". Underneath, there is a "Password" section with a red-bordered box containing the text "Change your password". Below this, there are two empty text input boxes. At the bottom, the text "Personal information" is partially visible.

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

A screenshot of the password change form. It has a light gray background. The first section is labeled "New password *" and has a text input box. The second section is labeled "Confirm new password *" and also has a text input box.

Other details can be changed further down the page.

Personal information

Title
 Not specified ▾

Forename *
 Peter

Surname/ family name *
 Witfield

Date of birth
 []

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).

user@mail.com

Save Cancel

My Training

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

My Training

Select a new learning activity

My training				
No.	Training	Target date	Status	Claim as completed
1850 / / 1710	Addressing a Toxic Work Environment	10/04/2025	Completed ✓	<input type="checkbox"/>
1850 / / 1711	Basic Computer Training	17/02/2025	Not started	<input type="checkbox"/>
1850 / / 1712	Basic Mathematics	10/03/2025	Rework	<input type="checkbox"/>
1850 / / 1713	Beginner Public Speaking	16/05/2025	Completed	<input checked="" type="checkbox"/>

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

My training				
No.	Training	Target date	Status	Claim as completed
1594 П/ 1632	Managing for Success - Learning Content	04/10/2024	Completed	<input checked="" type="checkbox"/>
1594 П/ 1714	Advanced Computer Training	31/01/2025	Not started	<input checked="" type="checkbox"/>

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

1594 П/ 1714	Advanced Computer Training	31/01/2025	Completed	<input checked="" type="checkbox"/>
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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.**

1850 П/ 1710	Addressing a Toxic Work Environment	10/04/2025	Completed	<input type="checkbox"/>
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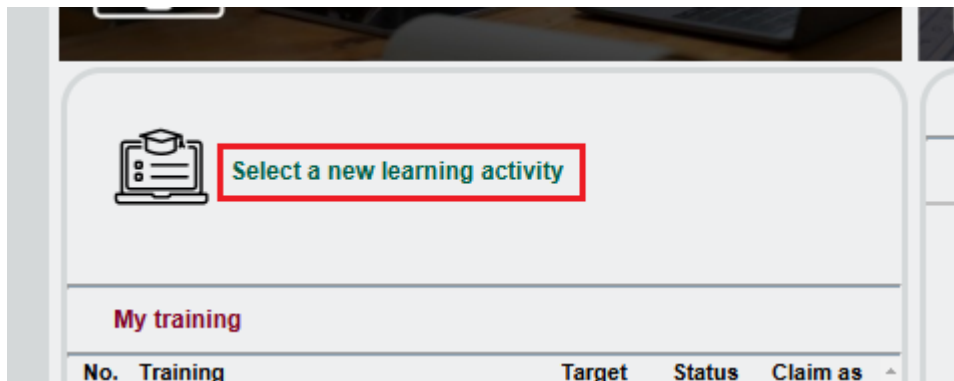
If your supervisor wants you to look at a learning activity again, they will send it back to you, and it will say “Rework” in red next to it.

1850 П/ 1712	Basic Mathematics	10/03/2025	Rework	<input type="checkbox"/>
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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.




VIPSLI

VIRGIN ISLANDS PUBLIC SERVICE
LEARNING INSTITUTE

Welcome, Alana King
(Learner 1850)

Logout options ▼



Home

Learning activities available

Learning activity	Hours	Request	Status
▶ Addressing a Toxic Work Environment {BVI}	20:00	<input type="checkbox"/>	Completed
▶ Advanced Computer Training {BVI}	30:00	<input type="checkbox"/>	
▶ Advanced Public Speaking {BVI}	30:00	<input type="checkbox"/>	
▶ Advanced Speech Writing {BVI}	20:00	<input type="checkbox"/>	
▶ AI Tools at Work - Practical Workshop {BVI}	10:00	<input type="checkbox"/>	
▶ Basic Computer Training {BVI}	20:00	<input type="checkbox"/>	Not started
▶ Basic Mathematics {BVI}	20:00	<input type="checkbox"/>	Completed
▶ Beginner Public Speaking {BVI}	20:00	<input type="checkbox"/>	Completed
▶ Cabinet Office Training I {BVI}	20:00	<input type="checkbox"/>	

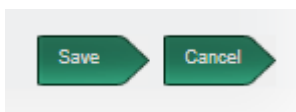
Activities you have previously requested, but are not yet approved, will have “Requested” in the status column. Activities that have been approved, but that you haven’t yet claimed completion on, will say “Not started”. Completed activities will say “Completed” next to them. If your request to complete 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.

Learning activities available

Learning activity	Hours	Request	Status
▶ Addressing a Toxic Work Environment {BVI}	20:00	<input type="checkbox"/>	Completed
▶ Advanced Computer Training {BVI}	30:00	<input type="checkbox"/>	
▶ Advanced Public Speaking {BVI}	30:00	<input checked="" type="checkbox"/>	
▶ Advanced Speech Writing {BVI}	20:00	<input type="checkbox"/>	
▶ AI Tools at Work - Practical Workshop {BVI}	...	<input type="checkbox"/>	

Click “**Save**” at the bottom of the page.

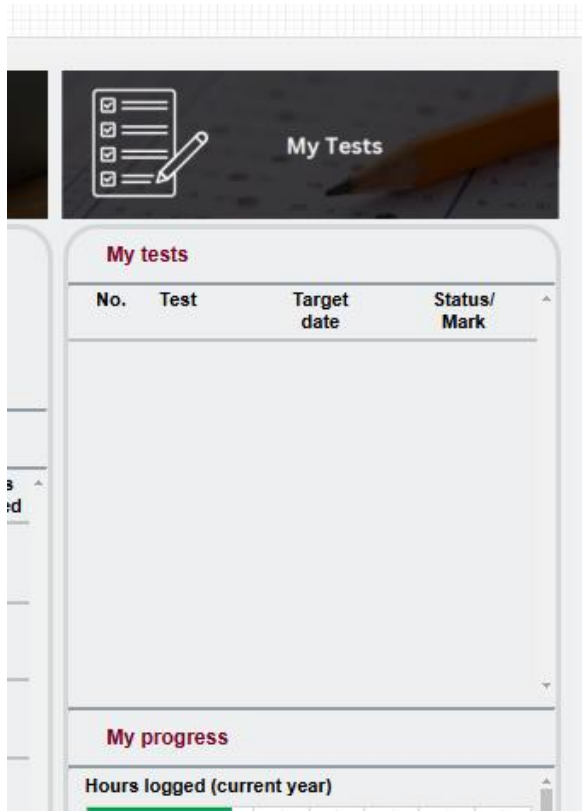


Once your supervisor has agreed this and the administrator has assigned it, it will appear in your list of learning activities in “**My Training**” (on the Home page) as “**Not started**” in blue.

My training				
No.	Training	Target date	Status	Claim as completed
1844 /T/ 1665	Housing Policy - Learning Content	01/06/2025	Not started	<input type="checkbox"/>

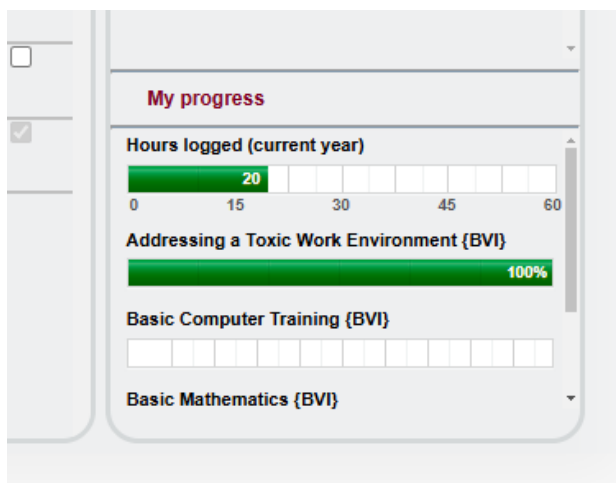
My Tests

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

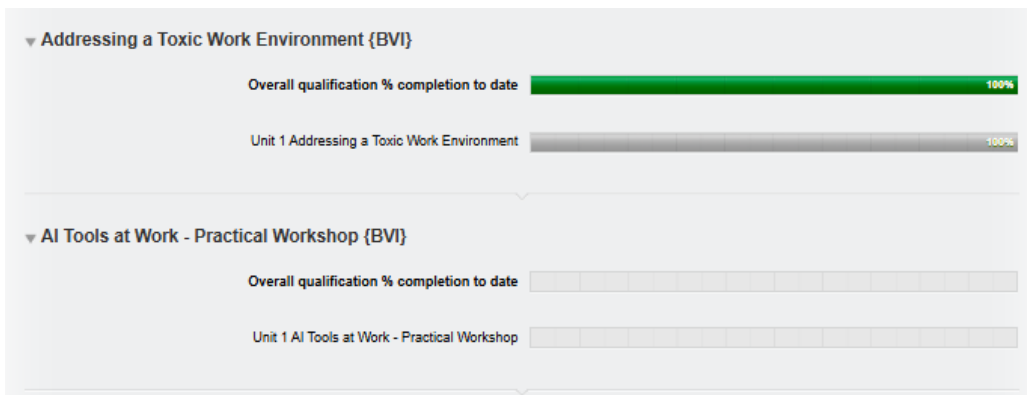
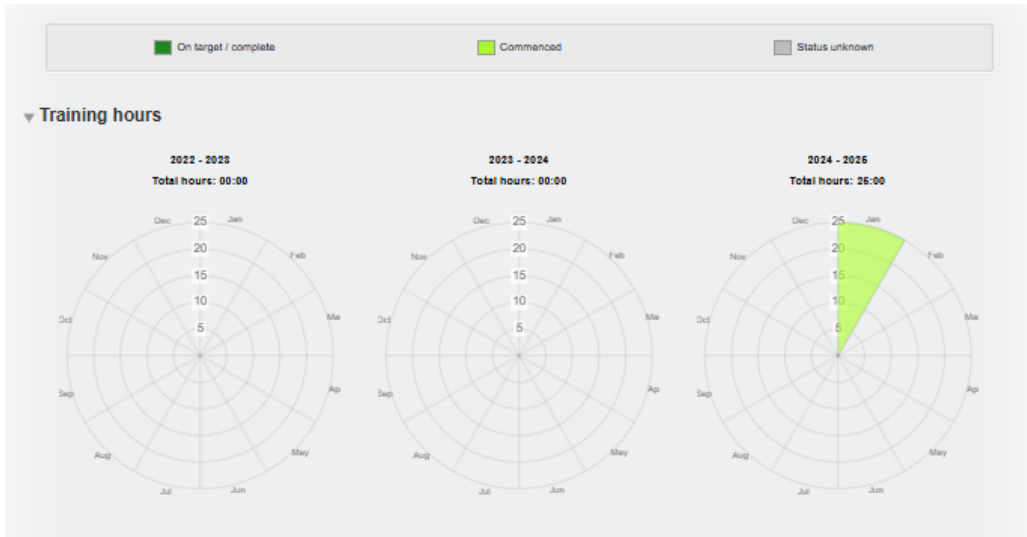


My progress

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.



“Close” at the bottom of the page will take you back to the “Home” screen.

