

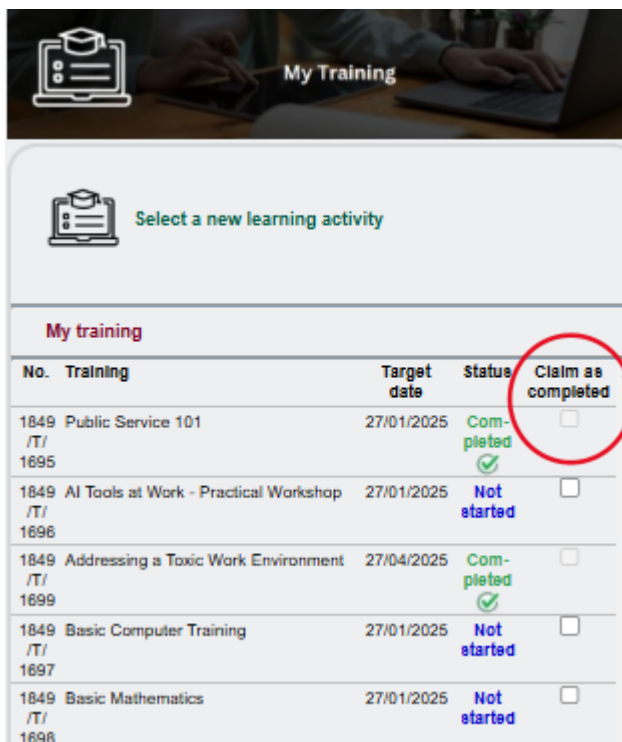
## VIPSLI – Process Document – Learner claiming completion of a learning activity

### Process summary -

- Learner selects the learning activity from home page and ticks the Claim as Completed box
- Supervisor sees there is an item under Learning Claims to Countersign, and clicks to view it
- Supervisor identifies the appropriate item and clicks on Review
- Supervisor reviews the claim, adds comments if they wish and click on Save and mark complete

### Screen views -

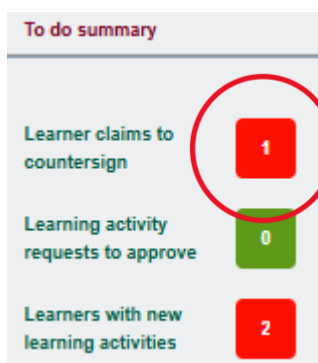
Learner selects the learning activity from home page and ticks the Claim as Completed box



The screenshot shows the 'My Training' section of a user interface. At the top, there is a header with a graduation cap icon and the text 'My Training'. Below this is a button labeled 'Select a new learning activity'. The main content is a table titled 'My training' with the following columns: 'No.', 'Training', 'Target date', 'Status', and 'Claim as completed'. The 'Claim as completed' column contains checkboxes, with the first one circled in red.

No.	Training	Target date	Status	Claim as completed
1849 /T/ 1695	Public Service 101	27/01/2025	Completed ✓	<input type="checkbox"/>
1849 /T/ 1698	AI Tools at Work - Practical Workshop	27/01/2025	Not started	<input type="checkbox"/>
1849 /T/ 1699	Addressing a Toxic Work Environment	27/04/2025	Completed ✓	<input type="checkbox"/>
1849 /T/ 1697	Basic Computer Training	27/01/2025	Not started	<input type="checkbox"/>
1849 /T/ 1698	Basic Mathematics	27/01/2025	Not started	<input type="checkbox"/>

Supervisor sees there is an item under Learning Claims to Countersign, and clicks to view it



The screenshot shows the 'To do summary' section of a user interface. It lists three items with corresponding counts in colored boxes: 'Learner claims to countersign' with a red box containing the number 1, 'Learning activity requests to approve' with a green box containing the number 0, and 'Learners with new learning activities' with a red box containing the number 2. The red box with the number 1 is circled in red.

Item	Count
Learner claims to countersign	1
Learning activity requests to approve	0
Learners with new learning activities	2

Supervisor identifies the appropriate item and clicks on Review

The screenshot shows the VIPS LI dashboard. The header includes the logo for the Department of Human Resources, VIPS LI (Virgin Islands Public Service Learning Institute), and a welcome message for Anne Smith02 (Supervisor 1846). There is a 'Logout options' dropdown and a 'Home' button. Below the header, a section titled 'Learning content completed by Learners' contains a table with the following data:

Learner	Date received	Task number	Unit number	Qualification	
Knight, Heather(1847)	23/01/2025	1847/T/1689	1	AI Tools at Work - Practical Workshop (BVI) 1	Review

The 'Review' button in the last column of the first row is circled in red.

Supervisor reviews the claim, adds comments if they wish and click on Save and mark complete

The screenshot shows the supervisor review interface. It includes a 'Last action' section stating 'Learner submitted work to Supervisor'. Below this is the 'Learning content' section, which is currently empty. The 'Comments' section is active, showing 'Learner comments to supervisor (Knight, Heather)' and a confirmation message: 'By submitting this evidence for assessment, I confirm that it is the result of my own work.' There is a text area for supervisor comments, with a toolbar above it containing various formatting options. The text '10:54 GMT 29/01/2025:' is visible in the text area. Below the text area, it says '3/8000 words'. At the bottom, there are four buttons: 'Save and mark complete', 'Return to Learner for further work', 'Save and continue later', and 'Cancel'. The 'Save and mark complete' button is circled in red.