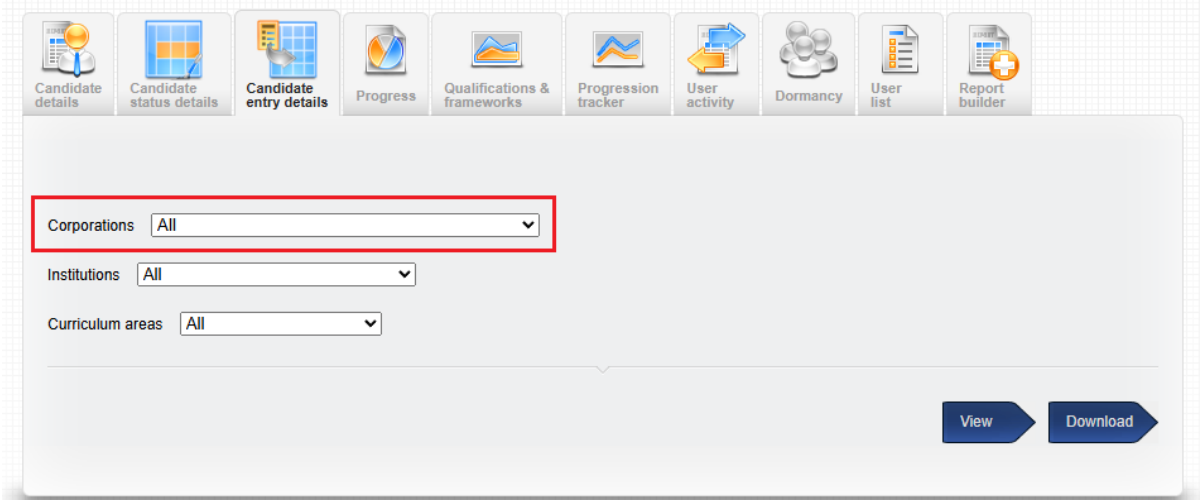


# VQManager Enhancements March 2026

Unless otherwise stated, these changes are applied to all organisations in VQManager.

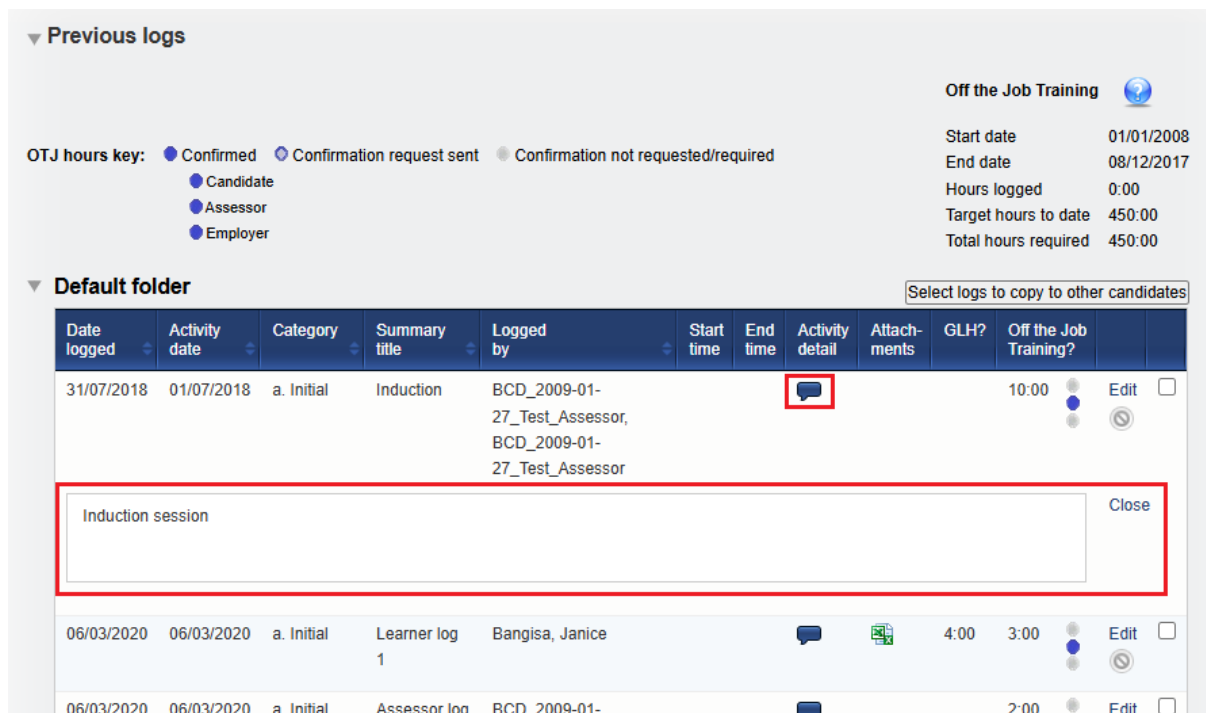
## Allowing the Employer category to be re-named

It is now possible to rename the 'Employer' category to reflect individual client needs. Please contact SkillWise if you want this changed.



## Displaying Activity log comments without opening the whole entry

We've added a function so that users can view the Activity detail of Activity log entries without opening the whole entry. Clicking on the Activity detail speech bubble opens a new section showing the text of the Activity detail. There is a 'Close' button to the right to close it up again.



## Making unit headers stand out more in the qual tree

Users have noted that it can be difficult to pick out the unit titles when ticking off criteria in evidence. To help with this, we have increased the font size for these.

**Old:**

- [-] **Functional Skills - ICT L2**
  - [-] Unit 1 Functional Skills - ICT L2
  - [-] Learning outcome 1 Functional Skills - ICT L2
    - [-] **Assessment criteria 1**
    - 1 Functional Skills - ICT L2

**New:**

- [-] **Functional Skills - ICT L1**
  - [-] **Unit 1 Functional Skills - ICT L1**
  - [-] Learning outcome 1 Functional Skills - ICT L1
    - [-] **Assessment criteria 1**
    - 1 Functional Skills - ICT L1

## New report - evidence that has been returned to the learner

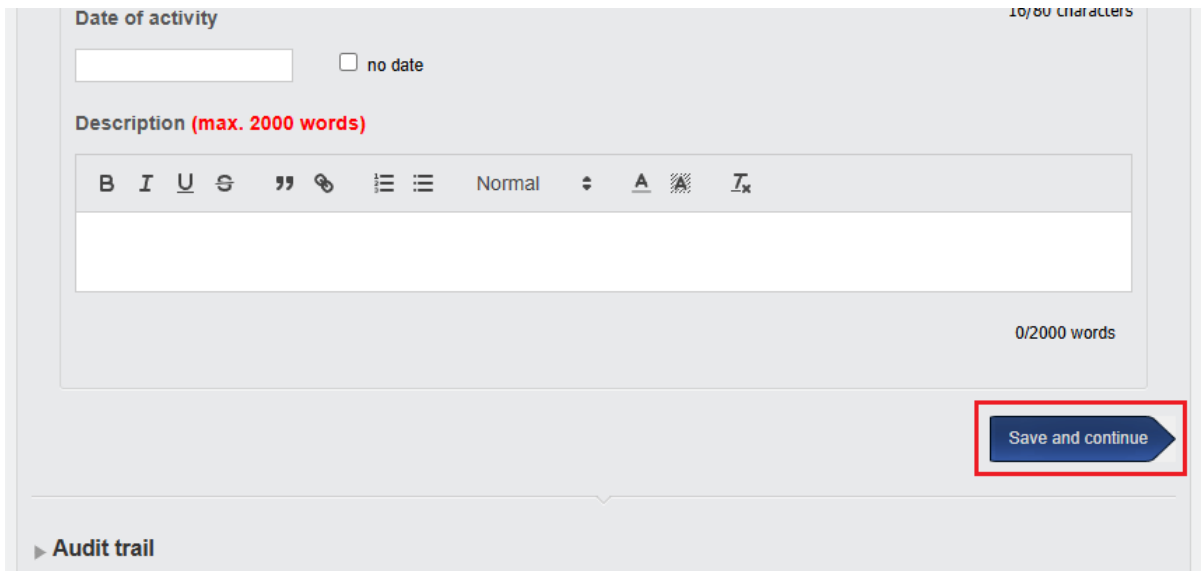
A new report is available to Centre Admins, IQAs and EQAs. It is found in the User activity section.

Users can select a learner, and see a list of evidence items that have been returned to the learner for additional work at any time during their learning. This includes evidence the learner has since completed. The report is available to view on screen, and as a download.

Evidence number	Evidence summary description	Assessor	Evidence covers - qual	Evidence covers - unit(s)
1249/E/618	24 April Evidence 1	Sampson, Holly	Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW)	2
1249/E/627	25 April 2012 Evidence II	Nelson, Judd	Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW)	3
1249/E/998	evidence test	Nelson, Judd	BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8	14,31,7
1249/E/1014	Assessor diary entry 2 - evidence	Sampson, Holly	Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW)	3
1249/E/1051	Testimony	Nelson, Judd	Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW)	1

### **Adding 'save and continue' button to evidence description**

To help users with saving their work as they go along, we've added a 'save and continue' button just below the Evidence description box. This makes saving easier, because users don't have to scroll to the bottom of the page to do it.

A screenshot of a web form for entering evidence. At the top, there is a 'Date of activity' field with a text input and a 'no date' checkbox. Below this is a 'Description (max. 2000 words)' section with a rich text editor toolbar containing icons for bold, italic, underline, link, quote, list, normal, text color, background color, and strikethrough. The text area is empty, and a '0/2000 words' counter is visible at the bottom right of the editor. A blue button with a right-pointing arrow and the text 'Save and continue' is located at the bottom right of the form, enclosed in a red rectangular box. Below the form is a section labeled 'Audit trail' with a right-pointing arrow.

Clicking this button will save the evidence, and re-load the evidence page, so the user can continue work straight away.

This new button is available to learners and assessors.

### **Creating Activity log entries that are hidden from learner and / or line manager**

We've added tick boxes to the Activity log to allow assessors, IQAs and EQAs to hide entries from the learner, and / or the learner's line manager (employer). This allows, for example, assessors to add notes to a learner's account that an IQA might want to see, but which they don't want to share with the learner themselves.

These options can only be selected when an entry is first created. Entries can be hidden from just the learner, from just the line manager, or from both the learner and the line manager, or they can be available to everyone as they are now. We've made sure it isn't possible to select both 'learner action required' and 'hide entry from learner' to avoid issues.



There is a 'view' link that allows the assessor to open the assessment plan directly from the unit sign off page. The plan opens in a pop up, so the assessor doesn't have to navigate back to the unit sign off page when they are finished.

▼ Assessment plans linked to this unit

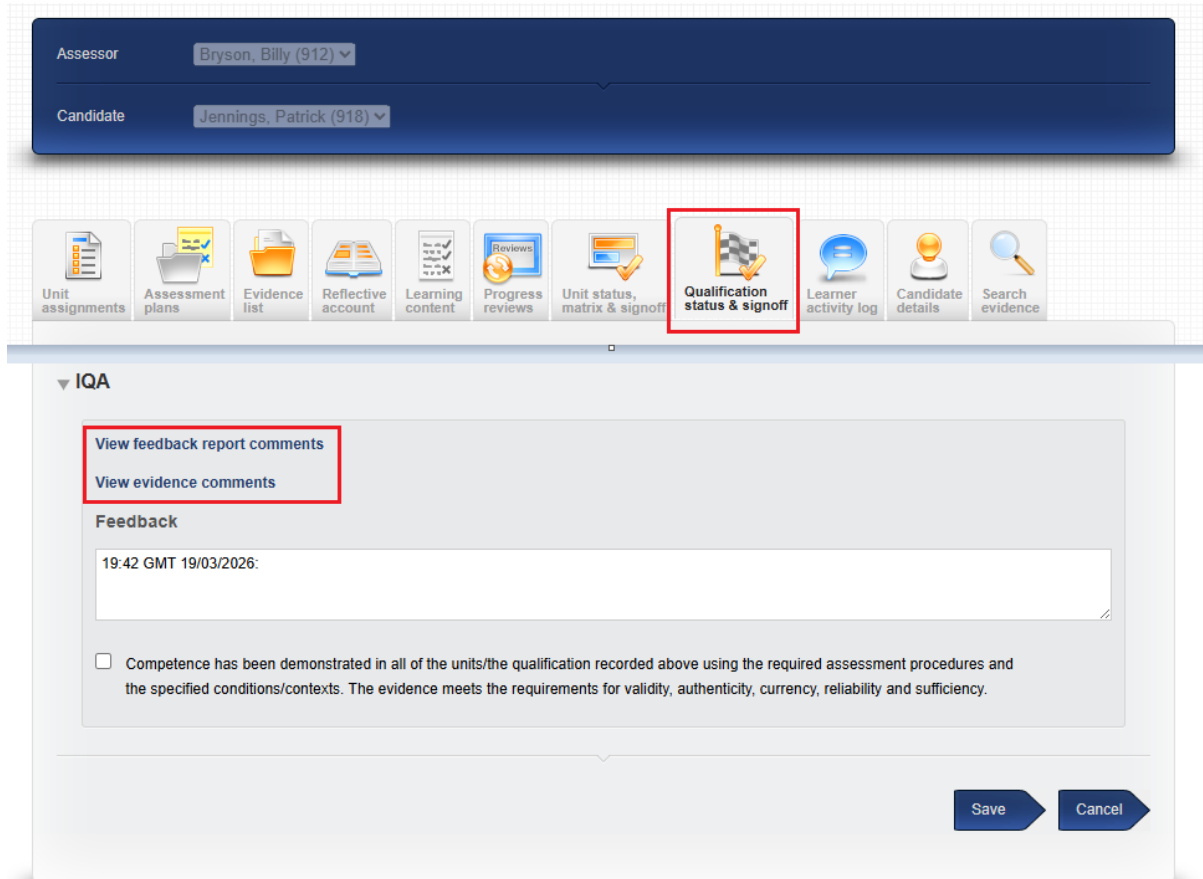
Description		I confirm that the candidate has completed the assessment plan
Unit 5 assessment plan	<a href="#">View</a>	<input checked="" type="checkbox"/>
Customer Service units 5 and 9	<a href="#">View</a>	<input type="checkbox"/>

The screenshot shows a browser window titled 'Evidence item - Google Chrome' with the URL `dev.vqmanager.co.uk/cgi/radSVQ.cgi/ap?ca=1713&r=39&i=dsksfrrrkfcrifgksmdf&osu=0&ev=-1&ap=1127`. The page content includes:

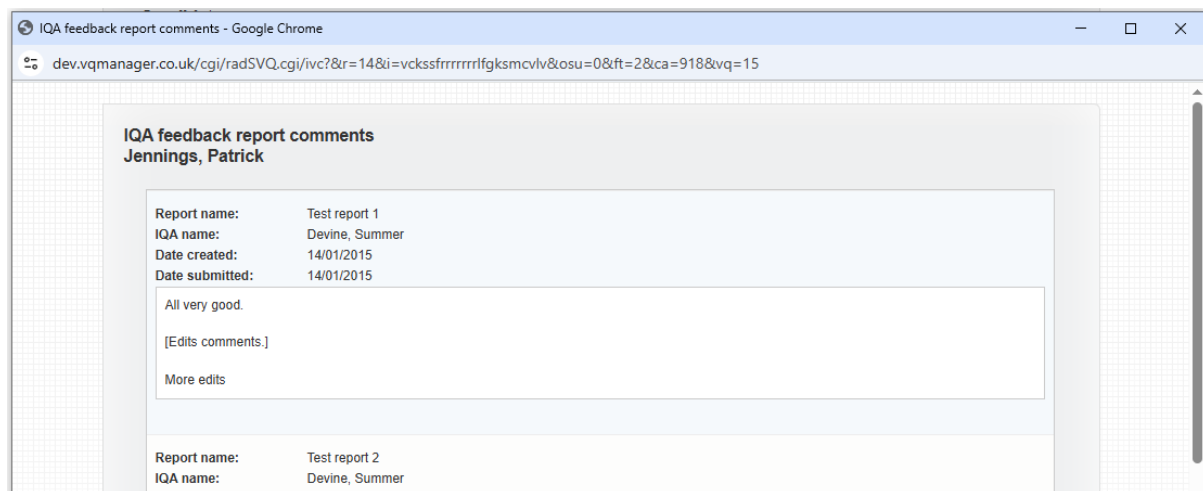
- Assessment plan** (expanded)
- Name:** Unit 5 assessment plan
- Assigned by:** Flanders, Ed (39)
- Target date:** 13/11/2019
- Notes:** Unit 5 assessment plan

## Adding links at qual sign off for IQA to view evidence comments and feedback report comments

To assist IQAs, we've added links at qualification sign off to allow them to easily access and review comments they've made on evidence, and assessor feedback report comments they've made in relation to the learner.



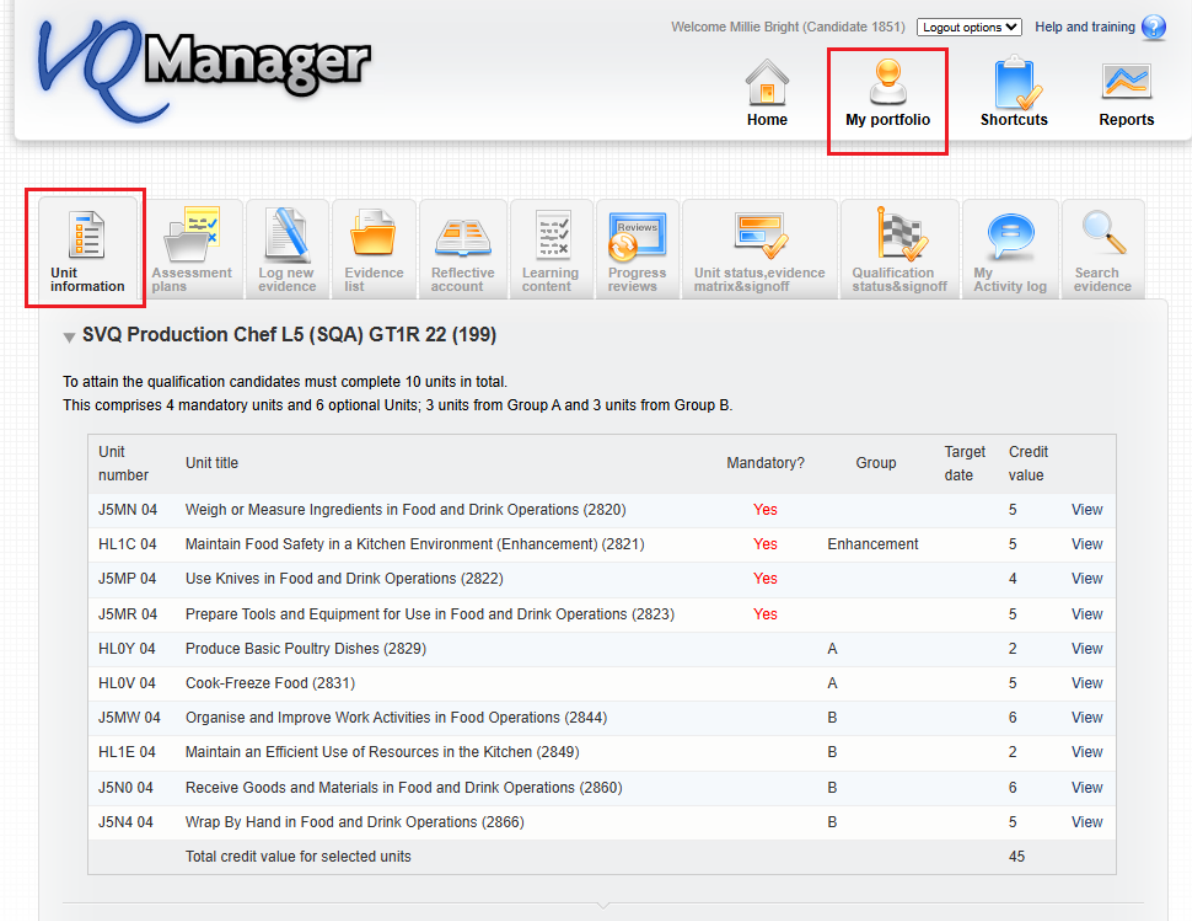
The comments open in a pop up, so the IQA doesn't have to navigate back to the qualification sign off page when they are finished.



## Adding a tab to show units assigned for learners

For learners, we've added a Unit information tab. This will show all the units that are assigned to them.

The rules of combination appear at the top of the page, under the qualification title.



The screenshot shows the VQManager interface for a candidate named Millie Bright (Candidate 1851). The top navigation bar includes 'Home', 'My portfolio' (highlighted with a red box), 'Shortcuts', and 'Reports'. Below this is a secondary navigation bar with 'Unit information' (highlighted with a red box), 'Assessment plans', 'Log new evidence', 'Evidence list', 'Reflective account', 'Learning content', 'Progress reviews', 'Unit status, evidence matrix & signoff', 'Qualification status & signoff', 'My Activity log', and 'Search evidence'. The main content area displays the qualification 'SVQ Production Chef L5 (SQA) GT1R 22 (199)'. Below the qualification title, it states: 'To attain the qualification candidates must complete 10 units in total. This comprises 4 mandatory units and 6 optional Units; 3 units from Group A and 3 units from Group B.' A table lists the units with columns for Unit number, Unit title, Mandatory?, Group, Target date, and Credit value. Each row includes a 'View' link.

Unit number	Unit title	Mandatory?	Group	Target date	Credit value	
J5MN 04	Weigh or Measure Ingredients in Food and Drink Operations (2820)	Yes			5	<a href="#">View</a>
HL1C 04	Maintain Food Safety in a Kitchen Environment (Enhancement) (2821)	Yes	Enhancement		5	<a href="#">View</a>
J5MP 04	Use Knives in Food and Drink Operations (2822)	Yes			4	<a href="#">View</a>
J5MR 04	Prepare Tools and Equipment for Use in Food and Drink Operations (2823)	Yes			5	<a href="#">View</a>
HL0Y 04	Produce Basic Poultry Dishes (2829)		A		2	<a href="#">View</a>
HL0V 04	Cook-Freeze Food (2831)		A		5	<a href="#">View</a>
J5MW 04	Organise and Improve Work Activities in Food Operations (2844)		B		6	<a href="#">View</a>
HL1E 04	Maintain an Efficient Use of Resources in the Kitchen (2849)		B		2	<a href="#">View</a>
J5N0 04	Receive Goods and Materials in Food and Drink Operations (2860)		B		6	<a href="#">View</a>
J5N4 04	Wrap By Hand in Food and Drink Operations (2866)		B		5	<a href="#">View</a>
Total credit value for selected units					45	

Clicking on the 'View' link to the right of each unit will open a pop up where they can see all the criteria for that unit, as well as the unit introduction from the official documentation (where there is one).

Unit information 2820 - Google Chrome  
dev.vqmanager.co.uk/cgj/radSVQ.cgi/pui?&r=1851&i=rflckssfrrrrrrfgksmlcgg&osu=0&vq=199&ui=2820

### SVQ Production Chef L5 (SQA) GT1R 22

#### Unit J5MN 04 Weigh or Measure Ingredients in Food and Drink Operations

##### Overview

This standard is about the skills and knowledge needed for you to weigh or measure ingredients in food and drink manufacture and/or supply operations. Weighing or measuring ingredients is important to the production of a final product that adheres to organisational quality and yield specifications. You will need to be able to prepare ingredients and equipment when weighing or measuring. You must also be able to use weighing or measuring equipment following organisational standard operating procedures. You must also be able to follow organisational specifications or recipes, work within the limits of your responsibility and take action to address problems. Complying with and understanding health and safety, food safety and organisational requirements are essential features of this standard. This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in weighing or measuring ingredients in food and drink manufacture.

Learning outcome 1.1 Prepare to weigh or measure ingredients

**Assessment criteria 1.1**

- 1 Wear and use the correct personal protective equipment
- 2 Source organisational equipment standard operating procedures
- 3 Source the recipe or specification detailing the weight or volume requirements of each ingredient
- 4 Establish and maintain effective spoken and written communication with relevant people
- 5 Check that all necessary tools, equipment and resources are available and fit for use
- 6 Source ingredients requiring weighing or measuring
- 7 Isolate and take action if ingredients do not meet organisational quality specifications

Learning outcome 1.2 Weigh or measure ingredients

**Assessment criteria 1.2**

- 8 Check the organisational weighing or measuring tolerances for each ingredient and adhere to them
- 9 Use product specifications or recipes to calculate or adjust the ratio of ingredients required
- 10 Use appropriate weighing or measuring equipment according to organisational requirements

**If any of your qualifications don't have the rules of combination and / or the unit introductions loaded, and you'd like those added, please contact SkillWise.**