

OVERVIEW

Centre Managers get to select which dashboards are displayed on the homepages of users in their centre. The dashboards are pre-built and display data based on the learners that you have access to. Most of the graphs and charts have “click-throughs” which will take the user to the relevant report, showing a breakdown of data.

PREPARATION

A Centre Manager must enable the dashboard charts for each user group.

USER RESTRICTIONS

The following users don’t have any Dashboards on their homepage:

- Employer/Observer
- Lead IQA
- User Manager

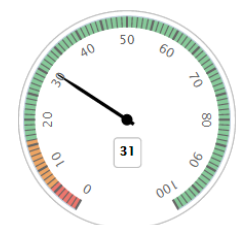
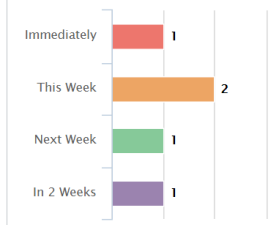
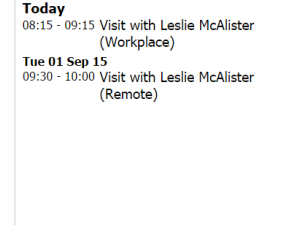
DETAILS

Enable Dashboard Charts

To enable the charts, Centre Managers can follow the steps below:

1. Click the **Centre** icon on the left
2. Select the **Dashboards** icon
3. Tick the charts you wish to display
4. Click **Save** at the bottom of the page

Learner

OVERALL AND TARGET PROGRESS	TASKS DUE	CALENDAR
<div><p>OVERALL AND TARGET PROGRESS</p></div> <p>The new dial tells you if you are above, on or below your target.</p>	<div><p>TASKS DUE</p></div> <p>This displays all of yours, in priority order.</p>	<div><p>CALENDAR</p></div> <p>View any upcoming Face-to-Face or Remote visits that your Assessor has planned.</p>

Assessor

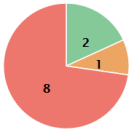

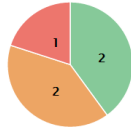
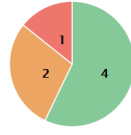
CALENDAR	TASKS DUE
<p>CALENDAR</p> <p>Fri 14 Aug 15 10:45 - 12:45 Visit with Ramona Frank (my office) 14:15 - 15:15 Visit with Dixie Hansen (The Care Centre)</p> <p>Mon 17 Aug 15 10:45 - 11:00 Visit with Leslie McAlister (Remote)</p> <p>View calendar</p>	<p>TASKS DUE</p> <p>Immediately 1 This Week 0 Next Week 1 In 2 Weeks 0</p>
View any upcoming Face-to-Face or Remote visits.	The number of outstanding and overdue tasks.


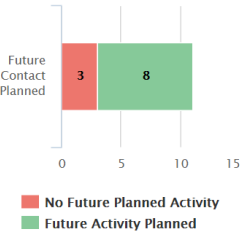
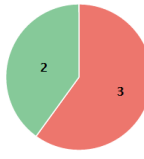
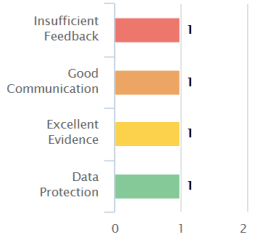
LEARNERS LAST LOGGED IN	REVIEWS DUE	FUTURE PLANNED VISITS	LEARNERS DUE TO COMPLETE
<p>LEARNERS LAST LOGGED IN</p> <p>Over 30 days 6 8 - 30 days 1 Within Last 7 Days 3</p>	<p>REVIEWS DUE</p> <p>Overdue 2 Due in next 7 Days 1 Due between 7-14 days 1 Due between 14-28 days 1</p>	<p>FUTURE PLANNED VISITS</p> <p>Future Contact Planned 4 Future Activity Planned 2</p>	<p>LEARNERS DUE TO COMPLETE</p> <p>Next 30 days 1 31 - 60 days 1 61 to 90 days 1</p>
Displays the learners who have recently accessed their accounts.	The number of outstanding and overdue reviews an Assessor has.	View the number of learners you have set future activity for.	The number of learners due to complete their portfolio in the future.


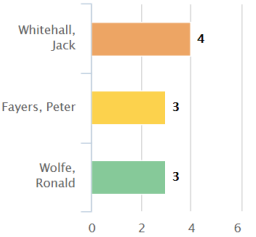
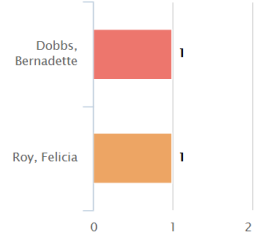
COMPLETED VISITS IN THE LAST 30 DAYS	IV ACTIONS	LEARNERS ON TARGET	OVERDUE PORTFOLIO COMPLETION DATES
<p>COMPLETED VISITS IN LAST 30 DAYS</p> <p>Face to Face 2 Remote 2</p>	<p>IV ACTIONS</p> <p>Insufficient Feedback 1 Good Communication 1 Excellent Evidence 1 Data Protection 1</p>	<p>LEARNERS ON TARGET</p> <p>Ahead of target 3 On target 6 Behind target 2</p>	<p>OVERDUE PORTFOLIO COMPLETION DATES</p> <p>0 - 14 Days 1 14 - 28 days 3 Over 28 days 2</p>
The number of face-to-face or remote visits that have been completed in the last 30 days.	The number of actions that have been selected when an IV has sampled an assessment.	The number of learners ahead, on or behind target.	The number of learners who have passed their completion date without completing their programme.

Dashboard Charts

Centre Manager and Centre Monitor

LEARNERS ON TARGET	LEARNERS DUE TO COMPLETE	ASSESSOR CASELOADS	REVIEWS COMPLETED
<p>LEARNERS ON TARGET</p>  <p>Ahead of target On target Behind target</p>	<p>LEARNERS DUE TO COMPLETE</p>  <p>Next 30 days 31 - 60 days 61 to 90 days</p>	<p>ASSESSOR CASELOADS</p>  <p>Above Caseload At Caseload Below Caseload</p>	<p>REVIEWS COMPLETED</p>  <p>Within 14 days After 14 days Not started</p>
Summary of all learners identified by ahead, on or behind target.	The number of learners due to complete their portfolio in the future.	The percentage of Assessors who are above, at or below their caseload.	The percentage of reviews that were completed on time, after two weeks or haven't yet been started.

REVIEWS DUE	FUTURE PLANNED VISITS	COMPLETED VISITS IN LAST 30 DAYS	IV ACTIONS
<p>REVIEWS DUE</p>  <p>Overdue Due in next 7 days Due between 7-14 days Due between 14-28 days</p>	<p>FUTURE PLANNED VISITS</p>  <p>Future Contact Planned No Future Planned Activity Future Activity Planned</p>	<p>COMPLETED VISITS IN LAST 30 DAYS</p>  <p>Face to Face Remote</p>	<p>IV ACTIONS</p>  <p>Insufficient Feedback Good Communication Excellent Evidence Data Protection</p>
The number of reviews that are upcoming or overdue.	The number of learners who have/have not had future visits or activities planned.	The number of face-to-face or remote visits that have been completed in the last 30 days.	The number of actions that have been selected when an IV has sampled an assessment.

OVERDUE PORTFOLIO COMPLETION DATES	ASSESSOR OVERDUE TASKS	ASSESSOR IV RESUBMISSIONS
<p>OVERDUE PORTFOLIO COMPLETION DATES</p>  <p>0 - 14 Days 14 - 28 days Over 28 days</p>	<p>ASSESSOR OVERDUE TASKS</p>  <p>Whitehall, Jack Fayers, Peter Wolfe, Ronald</p>	<p>ASSESSOR IV RESUBMISSIONS</p>  <p>Dobbs, Bernadette Roy, Felicia</p>
The number of learners who have passed their completion date without completing their programme	The number of overdue tasks per Assessor.	The number of assessments, which have been resubmitted against each Assessor.

Internal Verifier

TASKS DUE	ASSESSOR IV RESUBMISSIONS	UNITS TO BE SAMPLED	IV ACTIONS																														
<div><p>TASKS DUE</p><table><thead><tr><th>Time Frame</th><th>Count</th></tr></thead><tbody><tr><td>Immediately</td><td>1</td></tr><tr><td>This Week</td><td>0</td></tr><tr><td>Next Week</td><td>3</td></tr><tr><td>In 2 Weeks</td><td>0</td></tr></tbody></table></div>	Time Frame	Count	Immediately	1	This Week	0	Next Week	3	In 2 Weeks	0	<div><p>ASSESSOR IV RESUBMISSIONS</p><table><thead><tr><th>Assessor</th><th>Count</th></tr></thead><tbody><tr><td>Dobbs, Bernadette</td><td>1</td></tr><tr><td>Roy, Felicia</td><td>1</td></tr></tbody></table></div>	Assessor	Count	Dobbs, Bernadette	1	Roy, Felicia	1	<div><p>UNITS TO BE SAMPLED</p><table><thead><tr><th>Time Frame</th><th>Count</th></tr></thead><tbody><tr><td>Next 7 days</td><td>7</td></tr><tr><td>7-14 days</td><td>0</td></tr><tr><td>14-30 days</td><td>4</td></tr></tbody></table></div>	Time Frame	Count	Next 7 days	7	7-14 days	0	14-30 days	4	<div><p>IV ACTIONS</p><table><thead><tr><th>Action Type</th><th>Count</th></tr></thead><tbody><tr><td>Insufficient Feedback</td><td>1</td></tr><tr><td>Data Protection</td><td>1</td></tr></tbody></table></div>	Action Type	Count	Insufficient Feedback	1	Data Protection	1
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The number of outstanding and overdue tasks an IV has.	The number outstanding resubmitted assessments broken down by Assessor	The number planned task reminders (Unit Sampling table) due in the near future.	The number of actions that have been selected when the IV has sampled an assessment.																														

FUTURE PANNED VISITS	LEARNERS DUE TO COMPLETE	ASSESSOR CASELOADS	OVERDUE PORTFOLIO COMPLETION DATES																														
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