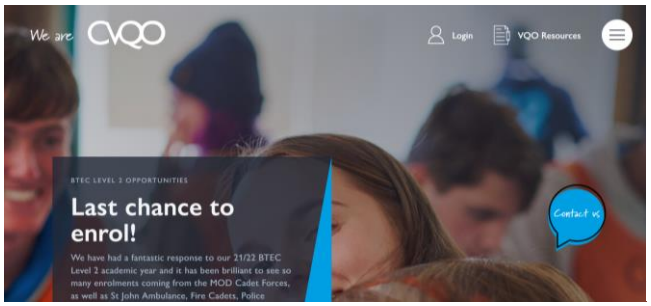


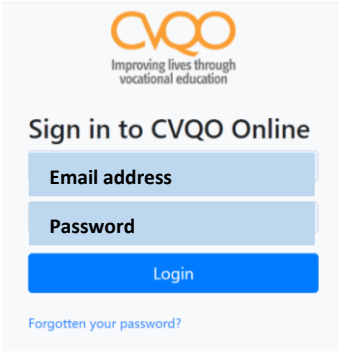
Viewing learners' progress, feedback and submissions in CVQO online

Student tracking is available in CVQO online, you are able to view learners' progress, feedback from the assessors (graded work) and open the actual learners' submissions.

Logging into CVQO online, visit www.cvqo.org website, click on the login icon (in the top right hand side of the screen), select CVQO online, a sign in screen will appear, type in your login details and you will be taken into your working area.









Once in your working area select the 'My Organisations' tab from the main menu, the next screen displays a list of all your units, with links to the learners and qualifications lists. Click on the 'Qualifications' link to access a summary of all the qualifications your organisation takes part in with CVQO.

Reference	Name	Type	Parade Days	Active	Details	All	Qualifications	Stats	Parcel Tracking	CVQO Senior Business Development Manager	VQ Officer
Unit Ref	Name of your unit/sub units	Org Type	Wed	Current	Details	All	|L1||TPD||Adult|	Starters	View	Name of your SBDM contact	VQO Name

Qualifications summary screen:

Qualifications Undertaken						
Level	**Awarding Body**	**Qualification**	**Active**	**Completed/ Withdrawn**	**Progress Summary**	**Submission Tracking**
Level 1	Pearson Education	Pearson BTEC Level 1 Award in Teamwork and Personal Skills for Uniformed Youth Organisations	0	3	YJY78	Submissions
Level 1	Pearson Education	Pearson BTEC Level 1 Teamwork, Personal Skills and Citizenship in Youth Organisations (QCF)	0	3	HLM40	Submissions
Level 1	Pearson Education	Pearson BTEC Level 1 Teamwork, Personal Skills and Citizenship in Youth Organisations (Uniformed) (QCF)	0	67	HLM41	Submissions
Level 1	Pearson Education	Pearson BTEC Level 1 Certificate in Teamwork and Personal Skills for Uniformed Youth Organisations	3	71	YJY77	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Certificate in Teamwork and Personal Development in the Community (QCF)	0	22	PGM24 v1 / PGM24 v2	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Extended Certificate in Teamwork and Personal Development in the Community (QCF)	0	118	PGM25 v1 / PGM25 v2	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Diploma in Teamwork and Personal Development in the Community (QCF)	5	173	PGM26 v1 / PGM26 v2	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Certificate in Music for Practical Performance (QCF)	0	1	PGM60 v1 / PGM60 v2	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Extended Certificate in Music for Practical Performance (QCF)	0	2	PGM61 v1 / PGM61 v2	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Diploma in Music for Practical Performance (QCF)	0	0	PGM62 v1 / PGM62 v2	Submissions
Level 2	Institute of Leadership and Management	ILM Level 2 Award for Young Leaders	0	42	8004-10 v1 / 8004-10 v2	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Extended Certificate in Teamwork and Personal Development in the Community	1	1	DSJJ1	Submissions
Level 2	Pearson Education	Pearson BTEC Level 2 Diploma in Teamwork and Personal Development in the Community	24	0	DSJJ2	Submissions
Level 3	Institute of Leadership and Management	ILM Level 3 Award in Leadership & Management	2	27	8600-11	Submissions
Level 3	Pearson Education	Pearson BTEC Level 3 Award in Education and Training (QCF)	0	9	KWL09	Submissions
Level 4	Institute of Leadership and Management	ILM Level 4 Award in Leadership and Management	0	4	8605-11	Submissions
Level 4	Institute of Leadership and Management	ILM Level 4 Certificate in Leadership and Management	0	0	8605-21	Submissions
Level 5	City and Guilds	City and Guilds Affiliateship in Leadership and Management	0	4	9200-02 v1 / 9200-02 v2	Submissions
Level 5	Institute of Leadership and Management	ILM Level 5 Award in Leadership and Management	0	2	8607-11	Submissions
Level 6	City and Guilds	City and Guilds Graduateship in Leadership and Management	0	2	9200-03 v1 / 9200-03 v2	Submissions

To access a progress summary for current learners on each of the qualifications use the ‘Qualification Reference link’ in the Progress Summary column.

For the purposes of checking progress of learners studying Pearson BTEC Level 2 Extended Certificate and Diploma in Teamwork and Personal Development in the Community you need to click either on the **DSJJ1** link for Extended Certificate or **DSJJ2** link for Diploma.

Checking progress of learners using the DSJJ1 or DSJJ2 report:

CIMS Link: Cadet Information Management System (e.g. Westminster or Bader) – "Full" = CVQO is able to download Evidence from Westminster/Bader & Upload Results. "Evidence" = CVQO is able to download Evidence only.
Expected Completion: Date by which the learner is expected to have completed the qualification. An '*' indicates that an extension has been granted to this date.
Unit selection: Cells are highlighted in blue to show the learner's selected units. Completing a different set of units will not prevent qualification achievement.
Legend: P Unit achieved | O Overdue | S Submitted | R Requires re-submission | ✓ Element achieved

Expected Completion	Remarks	1 Pr.	1 WB	2 Pr.	2 WB	3 WB	4 Pr.	4 WB	5 Pr.	5 WB	6 Pr.	7 Pr.	8 Pr.	9 Pr.	9 WB	10 WB	11 Pr.	11 WB	12 Pr.	12 WB	13 Pr.	13 WB	14 Pr.	14 WB
JUL-2023		✓		✓			P	P			P	P												
JUL-2023		✓		✓			✓				P	P		✓			✓							
JUL-2023	Satisfied criteria of L2 Xcer in TPD (21)	P	P	P	P		✓		R	R	P	P		P	P		✓							
JUL-2023		✓									P	P		✓										
JUL-2023		✓	S	P	P		P	P			P	P		✓	R									
JUL-2023	Satisfied criteria of L2 Xcer in TPD (21)	P	P	P	P				S	S	P	P		✓			P	P						
JUL-2023											P													

1 Pr.	1 WB	2 Pr.	2 WB	3 WB	4 Pr.	4 WB	5 Pr.	5 WB	6 Pr.	7 Pr.	8 Pr.	9 Pr.	9 WB	10 WB	11 Pr.	11 WB	12 Pr.	12 WB	13 Pr.	13 WB	14 Pr.	14 WB
✓		✓							P	P	P	✓			✓							
✓		P	P						P	P	P	✓			✓							
✓	O	✓	O	O	P	P			P	P	P	✓			P	P						
P	P	P	P	S		R			P	P		✓										
P	P					O	S	S														
R	R																					
									S													
P	P	S	S	S	S	S	S	S														
✓	R	✓	S	P	✓	R			S	P		S	S									

When you choose DSJJ1 for Extended Certificate enrolments or DSJJ2 for Diploma enrolments, you will see a report like this:

- The coloured units in 'light blue' show the units that have been selected by your learners.
- Ticks of practical achievement are where either recognised prior practical learning (RPL) has been taken from Westminster, Badar or sent in by yourselves or the learner. This will change to a 'Green P' when the written element has been passed to show achievement of the full unit.
- If you know a learner has achieved the practical element of a unit by successfully achieving some Recognised Prior Learning (RPL) and it is not shown here, then please confirm evidence of their success, by send via email to tpd@cvqo.org confirming the learners' success, VQ number and name.
- 'Yellow R' the learner requires a resubmission from the assessed work
- 'Green P' learner has achieved the full unit
- 'Red O' is a feature available to show when a learner has taken part in CVQO tutorial/delivery by a CVQO member of the Teaching and Learning Team but has not submitted their work within the 4 week deadline.

To view learner feedback and submitted work click on the '**Submissions**' link.

Learner Feedback and Submission Screen:

Click here to go back

Filter: Type here to filter ☑ Wrap Text

VQ Ref.	Name	AB Ref	Enrolment Status	Submission Type	Submission Date	Feedback Date	Sub Unit (from CIMS)	Feedback	Submission
Learner VQ number	*Learner individual names*	*AB Ref*	Registered	2021 TPD L2 Unit 2 - Attempt 1	30/06/2022		RAF Section	Awaiting assessment	View submission
			Registered	2021 TPD L2 Unit 1 - Attempt 1	16/06/2022		RAF Section	View provisional feedback	View submission
			Registered	2021 TPD L2 Unit 11 - Attempt 1	16/06/2022		RAF Section	Awaiting assessment	View submission
			Registered	2021 TPD L2 Unit 2 - Attempt 2	16/06/2022		RAF Section	Awaiting assessment	View submission
			Registered	2021 TPD L2 Unit 1 - Attempt 1	16/06/2022		Army Section	View provisional feedback	View submission
			Registered	2021 TPD L2 Unit 5 - Attempt 2	16/06/2022		Army Section	View provisional feedback	View submission
			Registered	2021 TPD L2 Unit 5 - Attempt 1	24/05/2022	28/06/2022	Army Section	View feedback	View submission
			Registered	2021 TPD L2 Unit 2 - Attempt 2	18/05/2022	22/06/2022	Army Section	View feedback	View submission
			Registered	2021 TPD L2 Unit 1 - Attempt 2	18/05/2022	22/06/2022	Army Section	View feedback	View submission

This screen includes:

- VQ Ref - Learner VQ number
- Name - Learner Name
- AB Ref – Pearson registration number
- Enrolment Status - Registered
- Submission Type by Unit and Attempt
- Submission Date – Date learner submitted their work
- Feedback Date - Date learner received their feedback
- Sub Unit data
- Link to Feedback:
  - View Feedback - Released feedback to the learner
  - View Provisional Feedback – Not reached the 35 day Quality Assurance, has not been sent to the learner
  - Awaiting Assessment – Completed submitted work from the learner either by VLE or E-Workbook/Paper based workbook. In addition, if the learner is using the VLE Moodle option to submit written work you are able to view the learners work (each task completed) prior to them submitting a full unit.
- View submission

Viewing the actual feedback, click on the hyperlink 'View Feedback' or 'View provisional feedback' you will see a *paper form pdf report* in the same format as the learner sees/receives. You will be able to **Save** this report using shortcut keys **Cltr & S** or **Print** the report using **Cltr & P.**

'View Feedback' - Feedback that has been sent to the learner and been through quality assurance/IV process

Click here to go back

Learner Submission Feedback

Learner Name:

Organisation:

Unit 5 - Personal Development through Adventurous Activities - Attempt 1

Task 1: Describe adventurous activities
Grade: Achieved
Assessor Feedback You have described a range of adventurous activities, 2 land based and 2 water based, your answers

Task 2: The benefits of adventurous activities
Grade: Achieved
Assessor Feedback You have explained a range of benefits not only that an individual can gain from taking part in adventurous activities

'View provisional feedback' – work has been assessed, currently going through quality assurance/IV process

Learner Submission Feedback

Please note that the following grades and feedback are provisional. They are due to be released on 21-JUL

Learner Name:

Organisation:

***Unit 1 - Developing Effective Teamwork Skills - Attempt 1**

Task 1: Explain the importance of teamwork skills
Grade: Provisionally Achieved
Assessor Feedback You have identified three teamwork skills (Communication, punctuality & timekeeping and organising) and given good explanations of their importance when completing a teamwork task.

Task 2: Describe the benefits and challenges of working as a team
Grade: Provisionally Achieved
Assessor Feedback You have accurately described three benefits and three challenges of working as a team.

Need to be very aware 'View provisional feedback' is still going through the Quality Assurance and Internal Verification process and must not be released to the learner before the feedback date

Viewing the actual learners submitted work, click on the hyperlink ‘View submission’

Click here to go back

Filter: Type here to filter ☑ Wrap Text

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Learner VQ number	*Learner individual names*	*AB Ref*	Registered	2021 TPD L2 Unit 2 - Attempt 1	30/06/2022		RAF Section	Awaiting assessment	View submission
			Registered	2021 TPD L2 Unit 1 - Attempt 1	16/06/2022		RAF Section	View provisional feedback	View submission
			Registered	2021 TPD L2 Unit 11 - Attempt 1	16/06/2022		RAF Section	Awaiting assessment	View submission
			Registered	2021 TPD L2 Unit 2 - Attempt 2	16/06/2022		RAF Section	Awaiting assessment	View submission
			Registered	2021 TPD L2 Unit 1 - Attempt 1	16/06/2022		Army Section	View provisional feedback	View submission
			Registered	2021 TPD L2 Unit 5 - Attempt 2	16/06/2022		Army Section	View provisional feedback	View submission
			Registered	2021 TPD L2 Unit 5 - Attempt 1	24/05/2022	28/06/2022	Army Section	View feedback	View submission
			Registered	2021 TPD L2 Unit 2 - Attempt 2	18/05/2022	22/06/2022	Army Section	View feedback	View submission
			Registered	2021 TPD L2 Unit 1 - Attempt 2	18/05/2022	22/06/2022	Army Section	View feedback	View submission

Viewing the learner submission – Moodle VLE direct input answers. If the learner has written their answers directly into the VLE you will see the below format.

Learner Submission

Learner Name:

Organisation:

***Unit 1 - Developing Effective Teamwork Skills - Attempt 1**

Task 1: Explain the importance of teamwork skills		
Q#	**Question text**	**Answer**
1	To complete this task you need to **EXPLAIN** the importance of teamwork skills. In the space below you should **identify** one teamwork skill and then **explain why** this would be important when completing a teamwork task. You **must** use a specific example within your answer to give the detail required. You may choose to refer to the case studies discussed here (Sam: mentoring newer members or Sophie: in the workplace) **or** you can link your explanation to your own experiences of teamworking.	An example of a teamwork would be communication. Communication is important in a teamwork task as it allows ideas of the team to be spread effectively, it also allows other members of the team to understand what is happening or what their role is.
2	In the space below you should **identify** a second teamwork skill and then **explain why** this would be important when completing a teamwork task. You **must** use a specific example within your answer to give the detail required. You may choose to refer to the case studies discussed here (Sam: mentoring new members or Sophie: in the workplace) **or** you can link your explanation to your own experiences of teamworking.	A second teamwork skill is commitment. Commitment is important because all team members must be committed to finishing a task otherwise the task will either end up
3	In the space below you should **identify** a third teamwork skill and then **explain WHY** this would be important when completing a teamwork task. You **must** use a specific example within your answer to give the detail required. You may choose to refer to the case studies discussed here (Sam: mentoring new members or Sophie: in the workplace) **or** you can link your explanations to your own experiences of teamworking.	A third teamwork skill is adaptability. Adaptability is important because it means that the team can adapt to issues raised during the task, or can adapt if something new is introduced during the task.

Viewing the learner submission – E-Workbook or Paper based Workbook. If the learner has written their answers into an e-workbook or completed a paper based workbook, you are able to view the e-workbook by selecting the coded workbook link.

Learner Submission

Learner Name:

Organisation:

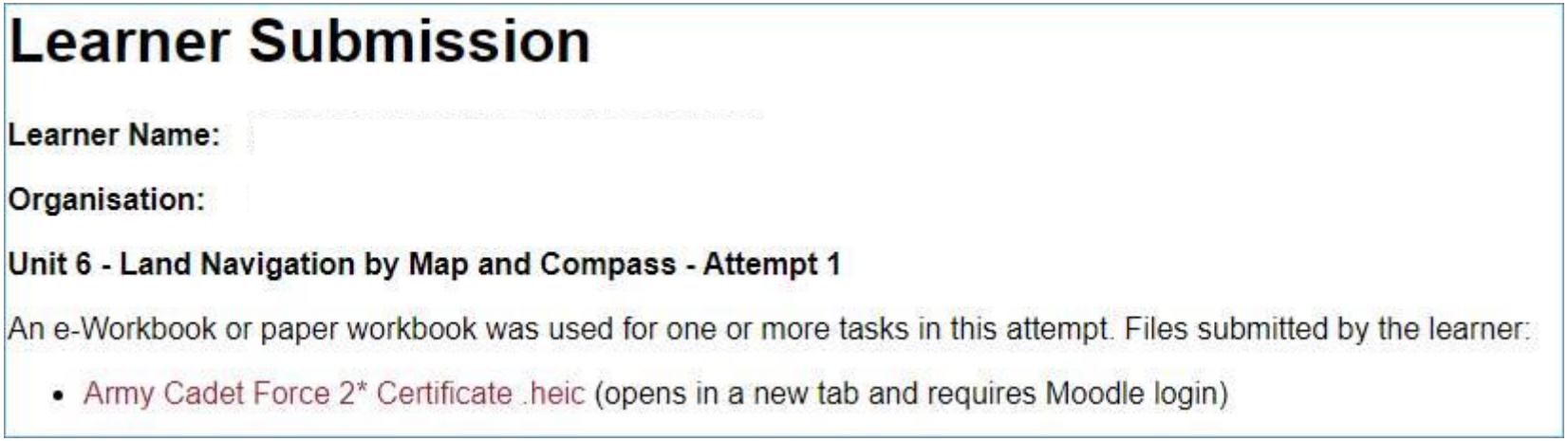
Unit 9 - Volunteering in the Community - Attempt 1

An e-Workbook or paper workbook was used for one or more tasks in this attempt. Files submitted by the learner:

- 0000004477.pdf (opens in a new tab and requires Moodle login)

Task 1: Describe the different types of voluntary work available and explain the skills required		
Q#	**Question text**	**Answer**
1	There are many volunteering roles available. These can fit into one of three different categories: 1. Public roles 2. Charity roles 3. Business roles The first two questions focus on **public sector** voluntary roles. Use this space below to **DESCRIBE** the role of the **Youth Organisation Adult Volunteer.** You should **DESCRIBE** what the volunteer does in their role. It is expected that you will write a detailed sentence for this answer.	e-Workbook Submitted
2	Use this space to **DESCRIBE** the role of the **Police Special Constable.** You should **DESCRIBE** what the volunteer does in their role. It is expected that you will write a detailed sentence for this answer.	e-Workbook Submitted
3	The next two questions focus on **charity sector** voluntary roles. Use this space below to **DESCRIBE** the role of the **Mountain Rescue volunteer.** You should **DESCRIBE** what the volunteer does in their role. It is expected that you will write a detailed sentence for this answer.	e-Workbook Submitted

Viewing the learner submission – Practical Unit. When learners have uploaded practical evidence like DofE and this has gone through the Quality Assurance process you will be able to access what evidence was uploaded by clicking on the hyperlink. This is not the case for learners whom have practical evidence brought over from their cadet portal like Westminster.



Learner Submission

Learner Name:

Organisation:

Unit 6 - Land Navigation by Map and Compass - Attempt 1

An e-Workbook or paper workbook was used for one or more tasks in this attempt. Files submitted by the learner:

- Army Cadet Force 2* Certificate .heic (opens in a new tab and requires Moodle login)

Awaiting Assessment – has two key functions that could be useful:

- If the learner has submitted their work for assessment you are able to view their submissions either VLE or e-workbook like above and wait for assessed feedback to appear into CVQO online.
- If the learner is using the VLE Moodle to write up their written work you are able to view the learners work (each task completed) prior to them submitting a full unit.

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			Registered	2021 TPD L2 Unit 2 - Attempt 2	16/06/2022		RAF Section	Awaiting assessment	View submission