



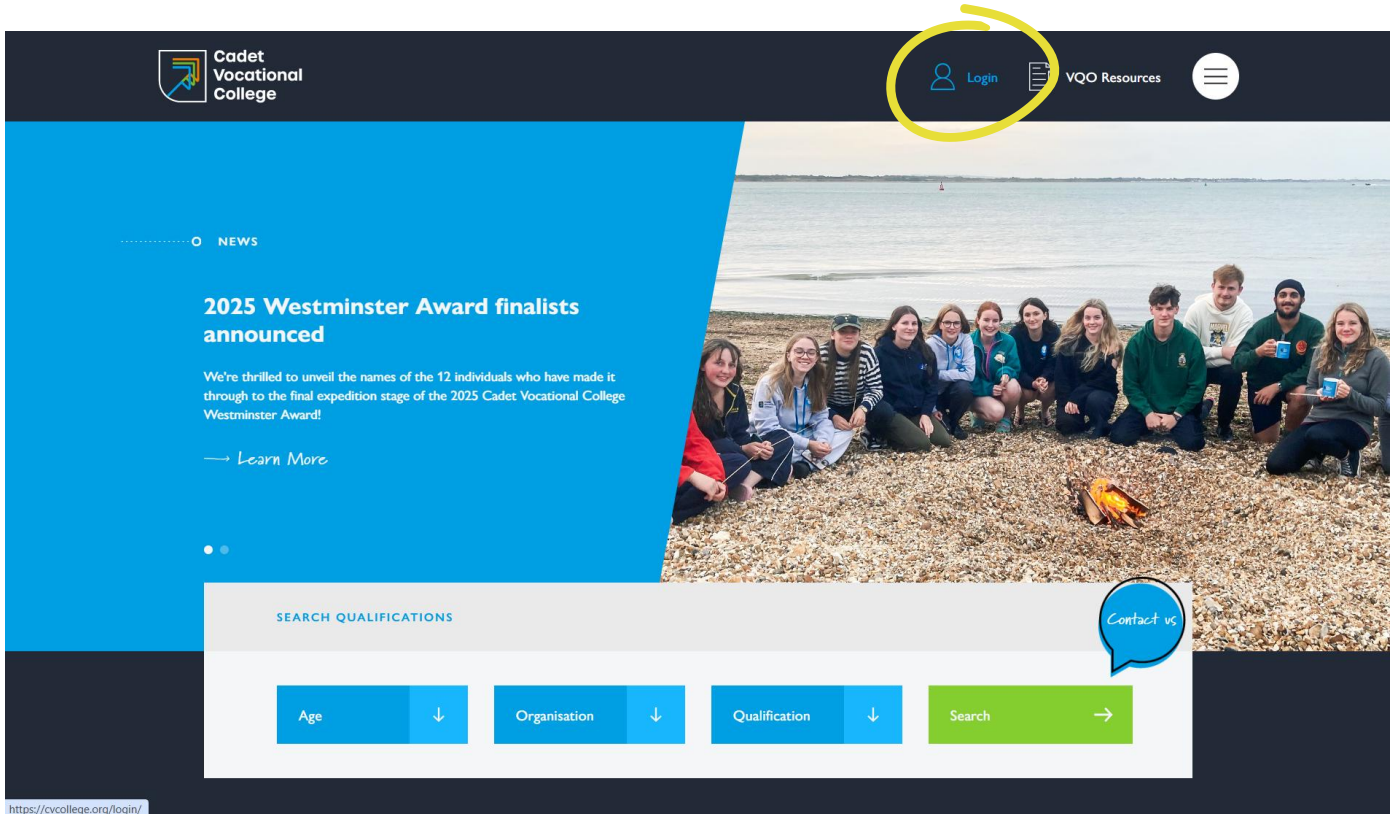
## How to navigate CV College Online

### What is CV College Online?

CV College Online makes it easy to track learners' progress, review assessors' feedback on graded work, and access learners' actual submissions.

### How to Log In to CV College Online

1. Visit [www.cvcollege.org](http://www.cvcollege.org)
2. Click the **Login** icon located in the top right corner of the screen



Cont.

### 3. Select CV College Online from the menu

Cadet Vocational College

To exit full screen, press and hold **Esc**

Login VQO Resources

## Login to our Apps

CV COLLEGE MOODLE

CV COLLEGE ONLINE

Please note: We recommend disabling your browser's pop-up blocker for the duration of your visit, or configuring it to allow pop-up windows from this site.

### Frequently asked questions

Who do I contact if I have lost my login or password? →

Who do I contact to change my personal information? →

<https://moodle.cvqo.org>

Contact us

### 4. The sign-in screen will appear - enter your login credentials to access your dashboard

Cadet Vocational College

### Sign in to CV College Online

Email

Password

Login

[Forgotten your password?](#)

Cont.

## How to View a Summary of All Qualifications Your Organisation Participates in with CV College

Once you're in your dashboard, **select the 'My Organisations' tab** from the main menu. The next screen will display a list of all your units, along with links to the learners and qualifications lists. To view a summary of all the qualifications your organisation participates in with Cadet Vocational College, **click on the 'Qualifications' link**.



|                  |            |                        |                      |            |
|------------------|------------|------------------------|----------------------|------------|
| Contact us       | User Guide | Data Protection Notice | Log Out              |            |
| My Organisations | My Roles   | My Contact Details     | My Finished Learners | My Reports |

### My Organisations

#### NOTES and INSTRUCTIONS

All Organisations that you are connected with.

To view details of the learners in an Organisation: click on the [All](#) link.

To view details of the qualifications undertaken by learners in an Organisation: click on the [Qualifications](#) link.

To view stats (e.g. applications, completions etc) by Start Year click on the [Starters](#) link.

| Filter:   | <input type="text" value="Type here to filter"/> | <input checked="" type="checkbox"/> Wrap Text | <input type="text" value="Type here to search for learners"/> | <input type="text" value="Search Learners"/> |                         |                     |                                |                          |                      |                              |                               |             |
|-----------|--------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------|----------------------------------------------|-------------------------|---------------------|--------------------------------|--------------------------|----------------------|------------------------------|-------------------------------|-------------|
| Reference | Name                                             | Type                                          | Parade Days                                                   | Active                                       | Details                 | All                 | Qualifications                 | Stats                    | Parcel Tracking      | Business Development Manager | Teaching and Learning Manager | VQ Officer  |
| 000E      | CV College - For testing (England)               | Test Organisation (for testing)               |                                                               | Current                                      | <a href="#">Details</a> | <a href="#">All</a> | <a href="#">L1, TPD, Adult</a> | <a href="#">Starters</a> | <a href="#">View</a> | Richard Allen                | Tracey Bui                    | VQO TESTING |

## How to View the Progress Summary for Current Learners in Each Qualification

To view a progress summary for current learners in each qualification, click on the 'Qualification Reference link' in the Progress Summary column.



|                  |            |                        |                      |            |
|------------------|------------|------------------------|----------------------|------------|
| Contact us       | User Guide | Data Protection Notice | Log Out              |            |
| My Organisations | My Roles   | My Contact Details     | My Finished Learners | My Reports |

### CV College - For testing (England)

Click [here](#) to go back

| Qualifications Undertaken |                                        |                                                                                                            |        |                     |                                         |                             |
|---------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------|--------|---------------------|-----------------------------------------|-----------------------------|
| Level                     | Awarding Body                          | Qualification                                                                                              | Active | Completed/Withdrawn | Progress Summary                        | Submission Tracking         |
| Level 1                   | Pearson Education                      | Pearson BTEC Level 1 Introductory Certificate in Public Services                                           | 1      | 0                   | <a href="#">HHZZZZZ</a>                 | <a href="#">Submissions</a> |
| Level 1                   | Pearson Education                      | Pearson BTEC Level 1 Award in Teamwork and Personal Skills in the Community                                | 1      | 1                   | <a href="#">YJY76</a>                   | <a href="#">Submissions</a> |
| Level 1                   | Pearson Education                      | Pearson BTEC Level 1 Certificate in Teamwork and Personal Skills in the Community                          | 2      | 0                   | <a href="#">YJY75</a>                   | <a href="#">Submissions</a> |
| Level 1                   | Pearson Education                      | Pearson BTEC Level 1 Certificate in Teamwork and Personal Skills for Uniformed Youth Organisations         | 3      | 0                   | <a href="#">YJY77</a>                   | <a href="#">Submissions</a> |
| Level 1                   | Pearson Education                      | Pearson BTEC Certificate in Teamwork and Personal Skills for Uniformed Youth Organisations at SCQF Level 4 | 0      | 1                   | <a href="#">BYZW5</a>                   | <a href="#">Submissions</a> |
| Level 1                   | Pearson Education                      | Pearson BTEC Level 1 Introductory Award in Public Services                                                 | 1      | 0                   | <a href="#">HHBS6</a>                   | <a href="#">Submissions</a> |
| Level 2                   | Pearson Education                      | Pearson BTEC Diploma in Teamwork and Personal Development in the Community at SCQF Level 5                 | 1      | 0                   | <a href="#">XLD20</a>                   | <a href="#">Submissions</a> |
| Level 2                   | Institute of Leadership and Management | ILM Level 2 Award in Effective Team Member Skills                                                          | 2      | 1                   | <a href="#">8003-11 v1 / 8003-11 v2</a> | <a href="#">Submissions</a> |
| Level 2                   | Pearson Education                      | Pearson BTEC Level 2 Award in Fire and Rescue Services in the Community                                    | 0      | 0                   | <a href="#">CDJZ7</a>                   | <a href="#">Submissions</a> |
| Level 2                   | Pearson Education                      | Pearson BTEC Level 2 Certificate in Fire and Rescue Services in the Community                              | 3      | 0                   | <a href="#">CDJZ8</a>                   | <a href="#">Submissions</a> |
| Level 2                   | Pearson Education                      | Pearson BTEC Level 2 Extended Certificate in Teamwork and Personal Development in the Community            | 2      | 1                   | <a href="#">DSJJ1</a>                   | <a href="#">Submissions</a> |
| Level 2                   | Pearson Education                      | Pearson BTEC Level 2 Diploma in Teamwork and Personal Development in the Community                         | 23     | 5                   | <a href="#">DSJJ2</a>                   | <a href="#">Submissions</a> |
| Level 3                   | Institute of Leadership and Management | ILM Level 3 Award in Leadership & Management                                                               | 4      | 3                   | <a href="#">8000-11</a>                 | <a href="#">Submissions</a> |
| Level 3                   | Pearson Education                      | Pearson BTEC Level 3 Award in Education and Training (QCF)                                                 | 3      | 0                   | <a href="#">KWL09</a>                   | <a href="#">Submissions</a> |
| Level 3                   | City and Guilds                        | City and Guilds Level 3 Award in Education and Training                                                    | 1      | 0                   | <a href="#">6502-31</a>                 | <a href="#">Submissions</a> |
| Level 4                   | City and Guilds                        | City and Guilds Licentiate in Leadership and Management                                                    | 6      | 1                   | <a href="#">9200-01 v1 / 9200-01 v2</a> | <a href="#">Submissions</a> |
| Level 4                   | Institute of Leadership and Management | ILM Level 4 Award in Leadership and Management                                                             | 2      | 0                   | <a href="#">8605-11</a>                 | <a href="#">Submissions</a> |
| Level 5                   | City and Guilds                        | City and Guilds Apprenticeship in Leadership and Management                                                | 3      | 1                   | <a href="#">9200-02 v1 / 9200-02 v2</a> | <a href="#">Submissions</a> |
| Level 5                   | Institute of Leadership and Management | ILM Level 5 Award in Leadership and Management                                                             | 0      | 1                   | <a href="#">8607-11</a>                 | <a href="#">Submissions</a> |
| Level 6                   | City and Guilds                        | City and Guilds Graduateship in Leadership and Management                                                  | 4      | 0                   | <a href="#">9200-03 v1 / 9200-03 v2</a> | <a href="#">Submissions</a> |
| Level 7                   | City and Guilds                        | City and Guilds Membership in Leadership and Management                                                    | 4      | 0                   | <a href="#">9200-04 v1 / 9200-04 v2</a> | <a href="#">Submissions</a> |
| Archived Qualifications   |                                        |                                                                                                            |        |                     |                                         |                             |
| Level 1                   | Pearson Education                      | Pearson BTEC Level 1 Teamwork, Personal Skills and Citizenship in Youth Organisations (QCF)                | 3      | 0                   |                                         | <a href="#">Submissions</a> |

For checking the progress of learners enrolled in the Pearson BTEC Level 2 Extended Certificate and Diploma in Teamwork and Personal Development in the Community, select the **DSJJ1** link for the Extended Certificate or the **DSJJ2** link for the Diploma.

## How to Check a Learner's Progress Using the DSJJ1 and DSJJ2 Reports

When you select DSJJ1 for Extended Certificate enrolments or DSJJ2 for Diploma enrolments, you will see a report similar to this:

| Name                                      | VQ Ref.  | Sub Unit | Awarding Body Ref. | Status        | Media Consent | CIMS* Link | CIMS* Disch. | 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. |
|-------------------------------------------|----------|----------|--------------------|---------------|---------------|------------|--------------|---------------------|-------------------------------------------|-------|------|-------|------|------|-------|------|-------|------|-------|-------|-------|-------|------|-------|--------|
| EXAMPLES, ALEX MIDDLENAME (ALEX)          | VQ146533 |          |                    | Enrolled      |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| EXAMPLE, TPD21                            | VQ224186 |          | TEST               | Registered    |               | No Link    |              | May-2023            | Completion requested                      | ✓     | O    | P     | P    | S    |       | O    |       |      | P     | P     |       | ✓     |      |       |        |
| GUICE, ADRIAN                             | VQ224554 |          | PP33333            | Enrolled      |               | No Link    |              | Jul-2023            |                                           |       | O    |       |      |      |       | O    |       | O    |       |       |       |       | O    | O     |        |
| GUICE, ADRIAN                             | VQ224925 |          | TEST               | Enrolled      |               | No Link    |              | Jul-2023            |                                           |       | O    |       | O    | O    |       | O    |       | O    |       |       |       |       |      |       |        |
| KUMARA-LEARNER-TEST, KANNAN               | VQ224529 |          |                    | Completed     |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| MCGUIRE, MICHELLE                         | VQ224922 |          | TEST               | Registered    |               | No Link    |              | Jul-2023            |                                           |       | O    |       | O    |      |       |      |       |      | S     |       |       |       | O    |       |        |
| OSBORNE, MELANIE                          | VQ224610 |          | TEST               | Completed     |               | No Link    |              | Jul-2023            |                                           | P     | P    | S     | S    | S    | S     | S    | S     | S    |       |       |       |       |      |       |        |
| OSBORNE, MELANIE                          | VQ224921 |          | TEST               | Enrolled      |               | No Link    |              | Jul-2023            |                                           | ✓     | R    | ✓     | S    | P    | ✓     | R    |       | O    | S     | P     |       | S     | S    |       |        |
| SURNAME TEST, FORENAME TEST               | VQ228817 |          |                    | Await Funding |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| TESTTHREE3, FIRSTNAME TEST                | VQ228788 |          |                    | Await Funding |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| TPD-TEST, TPD-TEST-FIRSTNAME              | VQ228946 |          |                    | Await Funding |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| PARRY, ALEXANDER TEST (ALEXANDER)         | VQ229008 |          | test12324          | Registered    |               | No Link    |              |                     |                                           |       | ✓    |       |      |      | R     | R    |       |      |       |       |       |       |      |       |        |
| SURNAME TEST, FORENAME TEST               | VQ228756 |          |                    | Enrolled      |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| TESTLEARNER, GEORGE (TEST)                | VQ232717 |          |                    | Enrolled      |               | Evidence   | 20/07/2023   |                     | Satisfied criteria of L2 Xcer in TPD (21) | P     | P    | ✓     | R    | S    | ✓     | S    | S     | S    | P     | P     | S     | ✓     |      |       | S      |
| DEMO, CONFERENCE SURNAME, FORENAME (PREF) | VQ238498 |          |                    | Enrolled      |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      | S     |       |       |       |      |       |        |
|                                           | VQ234511 |          |                    | Await Funding |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| TEST, TRACEY                              | VQ234339 | a        |                    | Registered    |               | No Link    |              |                     |                                           | ✓     | S    | S     | S    | S    | ✓     |      | S     | S    |       |       |       | ✓     | S    | S     |        |
| TEST-PARRY, TEST-ALEX (TEST-PREFERRED)    | VQ234506 |          |                    | Enrolled      |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| TESTS, TESTF (PREFERRED NAME)             | VQ238748 |          |                    | Enrolled      |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |
| TESTSURNAME, TESTFORNAME (PREFNAME)       | VQ238847 |          |                    | Await Funding |               | No Link    |              |                     |                                           |       |      |       |      |      |       |      |       |      |       |       |       |       |      |       |        |

The units highlighted in **light blue** indicate those that have been selected by your learners.



Ticks for practical achievement represent either Recognised Prior Learning (RPL) that has been sourced from Westminster, Badar, or submitted by you or the learner. This will turn into a **Green P** once the written component is completed, signifying full unit achievement.

If a learner has completed the practical part of a unit through Recognised Prior Learning (RPL) but it is not reflected here, please send evidence of their success via email to [tpd@cvcollege.org](mailto:tpd@cvcollege.org), including the learner's name and VQ number.



**Yellow R** indicates the learner needs to resubmit their assessed work.



**Green P** shows that the learner has successfully completed the entire unit.



**Red O** appears when a learner has participated in a CV College tutorial or session with a member of our Teaching and Learning Team but has failed to submit their work within the 4-week deadline.

Cont.

## How to View Learner Feedback and Submitted Work

Click on the 'Submissions' link to view learner feedback and submitted work under 'Submission Tracking'.

The following details can be found on this screen:

| Filter:  | <input type="text" value="Type here to filter"/> | <input checked="" type="checkbox"/> Wrap Text |                  |                                 |                       |                 |               |                      |                               |                                 |
|----------|--------------------------------------------------|-----------------------------------------------|------------------|---------------------------------|-----------------------|-----------------|---------------|----------------------|-------------------------------|---------------------------------|
| VQ Ref.  | Name                                             | AB Ref                                        | Enrolment Status | Submission Type                 | Submission Status     | Submission Date | Feedback Date | Sub Unit (from CIMS) | Feedback                      | Submission                      |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2024 TPD L2 Unit 13 - Attempt 1 | Awaiting assessment   | 13/05/2025      |               |                      |                               | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2022 TPD L2 Unit 5 - Attempt 1  | Incomplete submission | 07/05/2025      |               |                      |                               | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2024 TPD L2 Unit 5 - Attempt 1  | Incomplete submission | 14/04/2025      |               |                      | <a href="#">View feedback</a> | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2024 TPD L2 Unit 1 - Attempt 1  | Incomplete submission | 07/04/2025      |               |                      |                               | <a href="#">View submission</a> |
| VQ232717 | TESTLEARNER, TEST                                |                                               | Enrolled         | 2024 TPD L2 Unit 4 - Attempt 1  | Awaiting assessment   | 28/03/2025      |               |                      |                               | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2024 TPD L2 Unit 14 - Attempt 1 | Incomplete submission | 10/03/2025      |               |                      |                               | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2024 TPD L2 Unit 12 - Attempt 1 | Awaiting assessment   | 07/03/2025      |               |                      |                               | <a href="#">View submission</a> |
| VQ232717 | TESTLEARNER, TEST                                |                                               | Enrolled         | 2023 TPD L2 Unit 1 - Attempt 1  | Grades released       | 17/01/2025      | 12/05/2025    |                      | <a href="#">View feedback</a> | <a href="#">View submission</a> |
| VQ232717 | TESTLEARNER, TEST                                |                                               | Enrolled         | 2024 TPD L2 Unit 1 - Attempt 1  | Grades released       | 16/12/2024      | 29/04/2025    |                      | <a href="#">View feedback</a> | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2023 TPD L2 Unit 9 - Attempt 3  | Awaiting assessment   | 24/09/2024      |               |                      |                               | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2023 TPD L2 Unit 9 - Attempt 2  | Awaiting assessment   | 21/08/2024      |               |                      |                               | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2023 TPD L2 Unit 9 - Attempt 1  | Grades released       | 21/08/2024      | 17/12/2024    |                      | <a href="#">View feedback</a> | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2023 TPD L2 Unit 10 - Attempt 2 | Grades released       | 20/08/2024      | 17/12/2024    |                      | <a href="#">View feedback</a> | <a href="#">View submission</a> |
| VQ234339 | TEST, TRACEY                                     | a                                             | Registered       | 2023 TPD L2 Unit 10 - Attempt 1 | Awaiting assessment   | 20/08/2024      |               |                      |                               | <a href="#">View submission</a> |
| VQ224559 | PARRY, ALEX                                      | test123                                       | Registered       | 2023 TPD L2 Unit 10 - Attempt 1 | Awaiting assessment   | 20/08/2024      |               |                      |                               | <a href="#">View submission</a> |

- **VQ Ref.** – Learner's VQ number
- **Name** – Learner's full name
- **AB Ref** – Pearson registration number
- **Enrolment Status** – Indicates whether the learner is registered
- **Submission Type** – Type of submission by unit and attempt
- **Submission Status** – Indicates the status of the learner's submission
  - **Awaiting Assessment** – Work completed and submitted by the learner (either through Moodle, e-workbook, or paper-based workbook)
  - **Incomplete Submission** – The learner has not completed the required work
  - **Grades Released** – The final grade has been assigned and shared with the learner following assessment
- **Submission Date** – Date the learner submitted their work
- **Feedback Date** – Date the learner received their feedback
- **Sub Unit Data** – Information on any sub-units related to the qualification
- **View Provisional Feedback** – Link to view feedback that has not yet gone through the 28-day Quality Assurance process and has not been sent to the learner. Please note that during busy periods, the 28-day timeframe may be extended
  - *It is important to note that 'Provisional Feedback' is still undergoing the Quality Assurance and Internal Verification process and must not be released to the learner before the feedback date*
- **Feedback** – Link to view feedback that has gone through the 28-day Quality Assurance process and has been sent to the learner

- **View Submission** – This allows you to view the learner’s submitted work prior to full unit completion
  - If the learner has entered their answers into an e-workbook or completed a paper-based workbook, you can view the e-workbook by selecting the corresponding coded workbook link
  - If the learner has provided practical evidence, such as DofE, and it has passed the Quality Assurance process, you will also be able to view the uploaded evidence here.

## Learner Submission

**Learner Name:** TEST, TRACEY (VQ234339)

**Organisation:** CV College - For testing (England)

**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:

**e-Workbook/Paper attempt 1**

- 0000229905.pdf

**e-Workbook/Paper attempt 2**

- 0000229905.pdf

**e-Workbook/Paper attempt 3**

- 0000229905.pdf

If the learner has changed submission methods, the paper/e-Workbook attempt numbers shown above may not correlate with the overall unit attempt numbers.

| Task 1: Describe the different types of voluntary work available and explain the skills required (AC 1.1 & 1.2) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Q#                                                                                                              | Question text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Answer               |
| 1                                                                                                               | <p>Learning Resource: Describe the different types of voluntary work available and explain the skills required</p> <p>Use this space below to <b>DESCRIBE</b> six volunteer roles, two from each category of volunteering (public, charity and business).</p> <ul style="list-style-type: none"> <li>• Youth organisation adult volunteer</li> <li>• Police special constable</li> <li>• Mountain rescue volunteer</li> <li>• Food bank volunteer</li> <li>• Wildlife Trust volunteer</li> <li>• National Trust volunteer</li> </ul> <p>You should <b>DESCRIBE</b> the role of each volunteer.</p> <p>As the command verb is <b>DESCRIBE</b>, consider what the volunteer does, the role they have and the tasks they undertake. You can include examples to help you include the level of detail required.</p> | e-Workbook Submitted |
| 2                                                                                                               | <p>Learning Resource: Describe the different types of voluntary work available and explain the skills required</p> <p>Now choose <b>one</b> volunteering role, either from Question 1, or one of your own choosing.</p> <p>You must then <b>EXPLAIN</b> two skills that are required for the role. The skills can be general skills/qualities, communication skills or specific skills/abilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                           | e-Workbook Submitted |
| Task 2: The importance of volunteering (AC 2.1 & 2.2)                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
| Q#                                                                                                              | Question text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Answer               |