

# LMS USER GUIDE

## ASSESSING LEARNER COMPETENCIES AND SETTING TARGETS

### ASSESSING LEARNERS' COMPETENCIES

- 1) Select **My Learners** quicklink

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable' is followed by 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A navigation bar contains 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail '>> Learner Manager Dashboard' and the date '04 January 2012'. A 'Recently Viewed Items' section contains a 'Welcome to the Training Management System.' message. A 'Quicklinks' section on the right lists several options, with 'My Learners' highlighted by a red box. Other quicklinks include 'View Courses', 'Manage Course Requests', 'Personal Development', 'Record SOP Session', 'Reports', and 'Edit Profile'. A 'Messages' section below shows a notification for 7 new messages and lists 'Announcements', 'Links (1)', 'Resources (1)', and 'Look Up Email'. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice for Virtual College Group PLC.

- 2) Select required Learner and click **View User**

The screenshot shows the 'Users' management page in the E-nable LMS. It features a search section with a 'Surname' dropdown and a 'Find' button. Below the search is a section for selecting a department or organization, currently set to 'Paul Butler'. There is also a 'User Type' dropdown. A table lists users with columns for 'First Name', 'Surname', 'Postcode', 'User ID', and 'User Type'. The first row, 'Tom Jones', is highlighted in green. Below the table, there are radio buttons for 'View Active Users' (selected) and 'View Expired Users'. A 'View User' button for the selected user is highlighted with a red box. The page footer includes 'Contact Us', 'Accessibility', and a copyright notice for Virtual College Group PLC.

First Name ↓	Surname ↓	Postcode ↓	User ID ↓	User Type ↓
Tom	Jones1	LS298DD	tomjones1	Learner
Paul	Acres18	LS298DD	paulacres18	Learner

3) Select **Job Roles**

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIR COL**

Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) 12

User: Tom Jones1 [Help ?](#)

Organisation: PAB Enable Demonstration  
Department: PAB Demos - Dept 1  
Manager: Paul Butler  
User Name: tomjones1

[View Contact Details](#)

**Quicklinks**

- ▶ [Personal Development](#)
- ▶ **Job Roles**
- ▶ [Send Password Reminder](#)

4) This screen will display any Job Roles assigned to the Learner. To view the job role click **View**

5) You can also view any archived job roles by clicking the **View Archived Job Roles** link

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) 12 January 2012

**View Job Roles**

[View Archived Job Roles](#)

Title	Action
Shop Floor Employee Appraisal - 2010	<a href="#">View</a> <a href="#">Archive</a>
Literacy and Numeracy3	<a href="#">View</a> <a href="#">Archive</a>

[Contact Us](#) [Accessibility](#) Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved

6) To archive a job role click the **Archive** link  
More information on this functionality can be found in the user guide on “ Archiving Competency Assessments and Archiving Job Roles”

7) To assess the competencies assigned to this Job Role, select the **Assess** link



the complete LMS solution    Create ▶ Manage ▶ Deliver

Powered by  
**VIRTUAL COLLEGE**

---

[Home](#)    [Manage Users](#)    [Help & Support](#)    [Logout](#)

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#)

12 January 2012

**Job Role**

Title  
Shop Floor Employee Appraisal - 2010

Description  
Shop Floor Employee Appraisal - 2010

Requirements  
N/A

Comments  
N/A

Custom Field  
N/A

**Quicklinks**

- [▶ \*\*ASSESS\*\*](#)
- [▶ View Assessments](#)
- [▶ Compare Assessments and Evaluate](#)
- [▶ Development Plan](#)
- [▶ Endorsement Requests](#)

**Performance against last year's objectives** Show: All ▼

Name	Competency					Endorsed	Action	
Led or supported continuous improvement initiatives	1	2	3	4	5	6		<a href="#">View</a>
Raised the standard of quality	1	2	3	4	5	6		<a href="#">View</a>
Promoted team work in your area	1	2	3	4	5	6		<a href="#">View</a>
Led or promoted safety improvements in your area	1	2	3	4	5	6		<a href="#">View</a>

**Performance rating** Show: All ▼

Name	Competency				Endorsed	Action
Quality	1	2	3	4		<a href="#">View</a>
Continuous Improvement	1	2	3	4		<a href="#">View</a>
Dependability	1	2	3	4		<a href="#">View</a>
Flexibility	1	2	3	4		<a href="#">View</a>
Communication	1	2	3	4		<a href="#">View</a>
Safety Focused	1	2	3	4		<a href="#">View</a>
Teamwork	1	2	3	4		<a href="#">View</a>

[Archive](#)

[Contact Us](#)    [Accessibility](#)

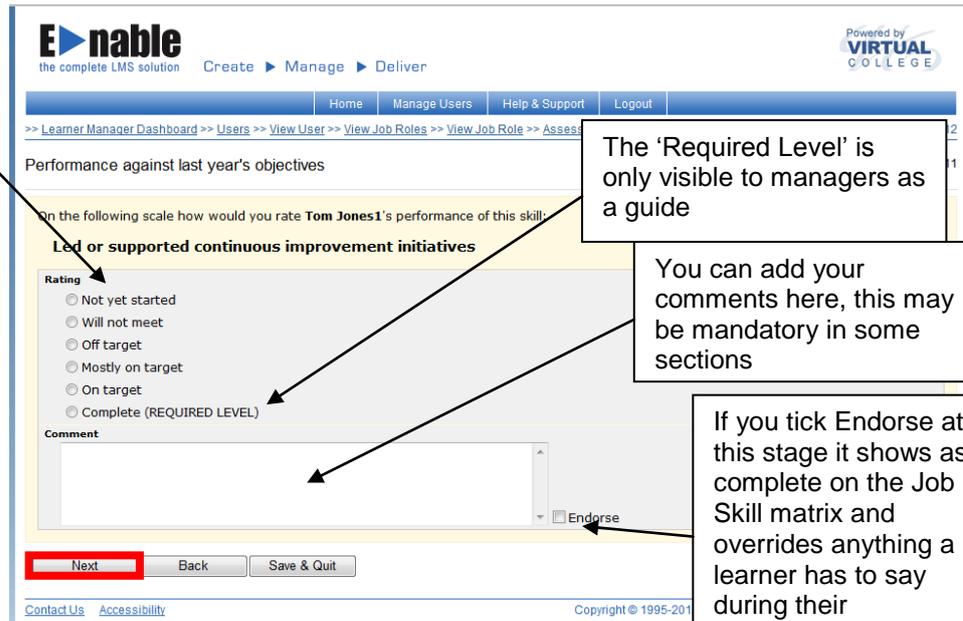
Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved

8) At this screen select **Assess**

9) Select the competency level for each Job Skill

10) Select **Next** to continue the assessment

You can now carry out your assessment of the learner



11) Select **Compare Assessments and Evaluate**

If the learner has completed their own assessment you can compare your assessment with theirs

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) 18 July 2014

**Job Role**

Title: Baker  
Description: NA  
Requirements: N/A  
Comments: N/A  
Custom Field: N/A

**Quicklinks**

- ▶ [Access](#)
- ▶ **Compare Assessments and Evaluate**
- ▶ [View Assessments](#)
- ▶ [Development Plan](#)
- ▶ [Endorsement Requests](#)
- ▶ [Manage Competencies](#)
- ▶ [View Archive](#)

Flexibility1 test one Show: All

There are no skills to display in this category.

**Personal Care** Show: All

Name	Competency	Endorsed	Action
Health & safety	1 2 3 4		<a href="#">View</a>

**Core Competencies** Show: All

There are no skills to display in this category.

[Archive](#)

[Contact Us](#) [Accessibility](#) Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved

12) Select assessments for comparison and select **Compare and Evaluate**

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) >> [Compare](#) 18 July 2012

**Compare and Evaluate**

You are about to undertake an evaluation of **Tom Jones1**.

You will be asked to rate their level of competency for each of the skills in the **Shop Floor**

Please select a learner's assessment for comparison:  
12-Aug-10 09:21

Please select a manager assessment for comparison:  
14-Sep-10 14:16 - Paul Butler

**Compare and Evaluate** Holistic Comparison Cancel

[Contact Us](#) [Accessibility](#) Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved

Select learner's assessment for comparison from the drop down box

Select manager's assessment for comparison from drop the down box

13) Select **Endorse** when competency level has been agreed

14) Add your comments here

15) Select **Submit**

At this point you would be discussing the Competency Levels with the learner

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Learner Manager Dashboard >> Users >> View User >> View Job Roles >> View Job Role >> Compare and Evaluate 12 January 2012

Performance against last year's objectives Question 1 of 11

**Led or supported continuous improvement initiatives**

Tom Jones1 (12-Aug-2010):  
1 2 3 4 5 6  
xxx

Paul Butler (14-Sep-2010):  
1 2 3 4 5 6  
N/A

Rating:  
 1 - Not yet started  
 2 - Will not meet  
 3 - Off target  
 4 - Mostly on target  
 5 - On target  
 6 - Complete

Comment:

Endorse

**Submit**

Contact Us Accessibility Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved

16) Select **Development Plan** to view where further action is required. Selecting **Finish** will take you to the Job Role main screen

17) Any competencies which have not been marked as achieved will be displayed here. Targets can then be set to help learners achieve the required level

18) Select **Create Target**

The comparison evaluation is now complete.

Finish **Show Development Needs**

Contact Us Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved

**Development Opportunities**

name	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	<b>Create Target</b>

Contact Us Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved

19) Enter details and select **Submit**

**nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) >> [Development Plan](#) >> [Add PDR Target](#) 12 January 2012

**Add PDR Target**

This form has been auto-populated from a job skill. Please review these fields carefully before submission.

Target Title  
Led or supported continuous improvement initiatives

Target Description  
Led or supported continuous improvement initiatives

Milestone Measure  
Achieve the required level of competency for this job skill.

Review Date  
12 January 2012

**Submit** Cancel

[Contact Us](#) [Accessibility](#) Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved

20) Once you have completed creating targets this screen will appear. You can return to the main page by selecting the **View Job Role** link on the bread crumb trail

**nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

**VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> [Learner Manager Dashboard](#) >> [Users](#) >> [View User](#) >> [View Job Roles](#) >> [View Job Role](#) >> [Development Plan](#) 12 January 2012

**Development Opportunities**

*This learner currently has no job related skills in need of development.*

**Under Development**

Name	Action
Job Knowledge	<a href="#">View Target</a>

[Contact Us](#) [Accessibility](#) Copyright © 1995-2012 Virtual College Group PLC | All Rights Reserved

21) To view any targets that have been set. Select the **Development Plan** link.

22) Any comments made will appear when you select **View**

The screenshot displays the E-nable LMS interface. At the top, the logo 'E-nable' is shown with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. The user is logged in as 'VIRTUAL COLLEGE'. The breadcrumb trail is '>> Learner Manager Dashboard >> Users >> View User >> View Job Roles >> View Job Role'. The date is '12 January 2012'. The main content area is titled 'Job Role' and shows details for 'Shop Floor Employee Appraisal - 2010'. A 'Quicklinks' section contains links for 'Assess', 'View Assessments', 'Compare Assessments and Evaluate', and 'Development Plan' (highlighted with a red box). Below this is a 'Performance against last year's objectives' table with columns for Name, Competency (1-6), Endorsed, and Action. A callout box points to the 'View' link in the 'Action' column, stating: 'These boxes show green when required level is achieved and grey when not'. The 'Performance rating' table below it also has a callout box pointing to its competency grid, which is highlighted with a green box. The 'Total' score is 33, and there is an 'Archive' button at the bottom.

Name	Competency	Endorsed	Action
Led or supported continuous improvement initiatives	1 2 3 4 5 6	✓	<a href="#">View</a>
Raised the standard of quality	1 2 3 4 5 6	✓	<a href="#">View</a>
Promoted team work in your area	1 2 3 4 5 6	✓	<a href="#">View</a>
Led or promoted safety in your area	1 2 3 4 5 6	✓	<a href="#">View</a>

Name	Competency	Endorsed	Action
Quality	1 2 3 4	✓	<a href="#">View</a>
Continuous Improvement	1 2 3 4	✓	<a href="#">View</a>
Dependability	1 2 3 4	✓	<a href="#">View</a>
Flexibility	1 2 3 4	✓	<a href="#">View</a>
Communication	1 2 3 4	✓	<a href="#">View</a>
Safety Focused	1 2 3 4	✓	<a href="#">View</a>
Teamwork	1 2 3 4	✓	<a href="#">View</a>

Total **33**

[Archive](#)

The Learner can **View** both Active and Completed Targets by viewing their Personal Development tab.

>> [Dashboard](#) 30 May 2010

[Active Learning](#) [Completed Learning](#) [Requested Learning](#) [Personal Development](#) [Help ?](#)

**Personal Development : PDR** [Export](#)

**Active Targets**

Target	Review Date	Status	Action
Communication	21-Sep-2010	Not Started	<a href="#">View &gt;&gt;</a>

**Completed Targets**

Target	Review Date	Status	Action
To clean, repair and maintain machinery & report any fault or damage. In line with 5's program.	30-Jun-2010	Achieved	<a href="#">View &gt;&gt;</a>

[Add New Target](#) [View PDR Documents](#) [My Job Role](#)

[Contact Us](#) Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved

**Fred Walters** [Help ?](#)

 Organisation: PAB - Practice Organisation  
Department: PAB - Dept 1  
Manager: Paul Butler7  
Last Login: 18 May, 2010

[Edit Profile](#)

**Messages** [Help](#)

You have (4) new messages in [your inbox](#)

- [Announcements](#)
- [Links \(1\)](#)
- [Resources \(4\)](#)

# How to create a new PDR and move targets from a previous PDR

23) Login as a learner manager. From the dashboard select **My Learners**

The screenshot displays the E-nable LMS dashboard. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. On the top right, it says 'Powered by VIRTUAL COLLEGE'. A navigation bar contains 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail '>> Learner Manager Dashboard' and the date '15 April 2015'. The main content area is divided into three sections: 'Recently Viewed Items' with a 'Help' link and the text 'Welcome to the Training Management System.'; 'Quicklinks' with a list of links including 'My Learners' (highlighted with a red box), 'View Courses', 'Manage Course Requests', 'Personal Development', 'Skills Matrix', 'Existing Skills Matrix', 'Record SOP Session', 'Reports', 'Edit Profile', 'Course Detail', 'View Dashboard Reports', and 'Administer Dashboard Reports'; and 'Messages' with a 'Help' link, a message count 'You have (0) new messages in your inbox', and a list of links: 'Announcements', 'Links (1)', 'Resources', 'Look Up Email', 'Personal Resources', and 'Subscriptions'.

24) Select the learner you wish to **View**

**Users**

Go directly to a user

You can search for a list of users by separating their names with commas [more](#).

Surname  :  Find

Partial Matches  Sounds Like  Exact Match

Select a Department

\*paul Learner Manager

User Type

	First Name ↓	Surname ↓	Postcode ↓	User ID ↓	User Type ↓
<input type="radio"/>	Paul	Kissack25	LS298DD	Kissack25	Learner
<input type="radio"/>	Paul	kissack240	LS298DD	kissack240	Learner
<input type="radio"/>	Paul	Manager100	LS298DD	Paulmanager100	Learner
<input type="radio"/>	Paul	Manager101	LS298DD	Paulmanager101	Learner
<input type="radio"/>	Paul	Manager114	LS298DD	Paulmanager114	Learner

25) Click **Personal Development** link from Quicklinks on the right hand of the screen

Home Manage Users Help & Support Logout

>> [Section Admin Dashboard](#) >> [View User](#) 15 April

**User: Paul Manager101** [Help](#)

 Organisation: PAB Enable Demonstration1  
Department: 1  
Manager: paul Learner Manager  
User Name: Paulmanager101  
[View Contact Details](#)

**Quicklinks**

**Training**

- [Courses](#)
- [Modules](#)
- [Groups](#)
- [Log Historical Learning](#)
- [Training Material \(SCORM\) Report](#)

**Development**

- [Course Notes](#)
- [Personal Development](#)**
- [Job Roles](#)
- [Endorsements](#)
- [Progress Report](#)

**Actions**

- [Send Password Reminder](#)
- [Print Certificates](#)
- [Delete User](#)
- [Edit Details](#)

26) You will see the present PDR with all associated targets

Powered by VIRTUAL COLLEGE

the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

Personal Development Review Help

Title	Date	Action
	31-Oct-2014	View >>

Active Targets

Target	Status	Date	Review	Action
To be the best	Not Started	16-Apr-2015	Pending	

Add New Target

Quicklinks

- Create New PDR
- Edit PDR
- View Previous PDR's

Contact Us Accessibility Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved

27) Select the Create New PDR quicklink

Powered by VIRTUAL COLLEGE

the complete LMS solution Create ▶ Manage ▶ Deliver

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

Personal Development Review Help

Title	Date	Action
	31-Oct-2014	View >>

Active Targets

Target	Status	Date	Review	Action
To be the best	Not Started	16-Apr-2015	Pending	

Add New Target

Quicklinks

- Create New PDR
- Edit PDR
- View Previous PDR's

Contact Us Accessibility Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved

28) Creating a new PDR will archive the learners current PDR

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR >> Create New PDR 15 April 2015

**Create New Personal Development Review**

*CreatingNewPDRReplacesTheLearnersCurrentPDR undefined in DEFAULT.*

Please enter a title for this PDR:

Please select a document to upload for this PDR:

[Contact Us](#) [Accessibility](#) Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved

29) Type in a title for the new PDR and click **Submit**

You can optionally upload a Word document if required.

**E-nable**  
the complete LMS solution Create ▶ Manage ▶ Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR >> Create New PDR 15 April 2015

**Create New Personal Development Review**

*CreatingNewPDRReplacesTheLearnersCurrentPDR undefined in DEFAULT.*

Please enter a title for this PDR:

PDR 2015-16

Please select a document to upload for this PDR:

[Contact Us](#) [Accessibility](#) Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved

30) If you require to transfer a target which is outstanding from a previous PDR Select the **View Previous PDRs** quicklink

The screenshot shows the E-nable LMS interface. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links 'Create | Manage | Deliver'. At the top right is the 'Powered by VIRTUAL COLLEGE' logo. Below the logo is a navigation bar with links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Users >> View User >> View PDR' and the date '15 April 2015' is shown on the right. The main content area is divided into two sections: 'Personal Development Review' and 'Active Targets'. The 'Personal Development Review' section contains a table with one row: 'PDR 2015-16' with a date of '15-Apr-2015' and an action 'View >>'. To the right of this section is a 'Quicklinks' box with three items: 'Create New PDR', 'Edit PDR', and 'View Previous PDR's', with the last one highlighted in a red box. Below the 'Active Targets' section, there is a message 'There are currently no targets associated with this PDR.' and a link 'Add New Target'. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved'.

31) Select the magnifying glass relative to the target you wish to move

The screenshot shows the E-nable LMS interface. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links 'Create | Manage | Deliver'. At the top right is the 'Powered by VIRTUAL COLLEGE' logo. Below the logo is a navigation bar with links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The breadcrumb trail reads '>> Section Admin Dashboard >> Users >> View User >> View PDR' and the date '15 April 2015' is shown on the right. The main content area is divided into two sections: 'Personal Development Review' and 'Active Targets'. The 'Personal Development Review' section contains a message: 'This is not the learner's current PDR. Click [here](#) to view the current PDR.' Below this is a table with one row: 'PDR 2015-16' with a date of '31-Oct-2014' and an action 'View >>'. To the right of this section is a 'Quicklinks' box with three items: 'Create New PDR', 'Edit PDR', and 'View Previous PDR's'. Below the 'Active Targets' section, there is a table with one row: 'To be the best' with a status of 'Not Started', a date of '16-Apr-2015', and an action of 'Pending'. A magnifying glass icon is positioned over the 'Pending' action, and it is highlighted with a red box. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved'.

32) Select the **Transfer Target** quicklink

The screenshot shows the E-nable LMS interface. At the top, there is a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this is a breadcrumb trail: '>> Section Admin Dashboard >> Users >> View User >> View PDR >> View Target'. The date '15 April 2015' is displayed in the top right corner. The main content area is divided into several sections: 'Target Information' (with a 'Help' link), 'Quicklinks' (with links for 'Edit Target', 'Extend Target', 'Transfer Target' (highlighted with a red box), and 'Withdraw Target'), 'History' (with a 'Help' link and a note 'There are no comments for this target.'), and 'Completed Courses' (with a 'Help' link). A 'Add Comment' button is located at the bottom right of the 'History' section.

33) Enter a reason for the target transfer

34) You can also inform the learner via email (if you so wish). When you have finished click **Submit**

35) Enter a new review date as required

The screenshot shows the 'Manage Target Transfer' form in the E-nable LMS interface. The breadcrumb trail is '>> Section Admin Dashboard >> Users >> View User >> View PDR >> View Target >> Manage Target'. The date '15 April 2015' is displayed in the top right corner. The form includes a 'Reason for transfer' text area containing 'Still in progress', a 'Destination' dropdown menu showing 'PDR 2015-16', and a 'New Review Date' section with dropdowns for '16', 'April', and '2016'. There is also a checkbox for 'Notify by email' and 'Submit' and 'Cancel' buttons. A callout box points to the 'Destination' dropdown with the text 'Destination PDR is shown here'. The right side of the page shows 'Target Information' (with a 'Help' link), 'Completed Courses' (with a 'Help' link and a note 'There are no completed courses associated with this target.'), 'Active Courses' (with a 'Help' link and a note 'There are no outstanding courses associated with this target.'), and 'Training Requests' (with a 'Help' link and a note 'There are no training requests associated with this target.'). At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved'.

36) The target has now moved from the archived PDR to the latest PDR

**nable**  
the complete LMS solution Create Manage Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

**Personal Development Review** [Help](#)

*This is not the learner's current PDR. Click [here](#) to view the current PDR.*

Title	Date	Action
	31-Oct-2014	<a href="#">View &gt;&gt;</a>

**Active Targets**

There are currently no targets associated with this PDR.

[Contact Us](#) [Accessibility](#) Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved

**Quicklinks**

- ▶ [Create New PDR](#)
- ▶ [Edit PDR](#)
- ▶ [View Previous PDR's](#)

**nable**  
the complete LMS solution Create Manage Deliver

Powered by **VIRTUAL COLLEGE**

Home Manage Users Help & Support Logout

>> Section Admin Dashboard >> Users >> View User >> View PDR 15 April 2015

**Personal Development Review** [Help](#)

Title	Date	Action
PDR 2015-16	15-Apr-2015	<a href="#">View &gt;&gt;</a>

**Active Targets**

Target	Status	Date	Review	Action
To be the best	Not Started	16-Apr-2016	Pending	<a href="#">P</a> <a href="#">X</a>

[Add New Target](#)

[Contact Us](#) [Accessibility](#) Copyright © 1995-2015 Virtual College Group PLC | All Rights Reserved

**Quicklinks**

- ▶ [Create New PDR](#)
- ▶ [Edit PDR](#)
- ▶ [View Previous PDR's](#)