

This document was archived on 7 July 2016 Regulatory Information Technology System (RITS)

Qualifications

- Search
- Create
- Amend
- Review

August 2011 Ofqual/11/4863

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1 Introduction

1.1 Document purpose

This document provides a guide to all organisation users on the use of the Regulatory Information Technology System (RITS). This guide describes the qualification maintenance features in detail.

For further information and queries about RITS, please contact rits.technical@ofqual.gov.uk.

2 Qualifications

2.1 Introduction

Qualification maintenance involves creating, updating, deleting, viewing, submitting, amending and reviewing the qualifications. These permissions depend upon the user role. The awarding organisation qualification administrator has the permissions to maintain qualifications.

When you hover over the Qualification menu button, you are presented with the option to:

- Search My Qualifications
- Create
- Set End Dates
- Clear End Dates
- Early Expire
- Rollback Early Expire
- Review Qualifications.

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2.2 Create qualification

To create a qualification from scratch you must have already created a structure and banked it (see structure userguide), then you must search for this or another valid, banked, structure and select it, and then follow the summary of steps below to create a qualification. The specific details are covered in section 2.2.1 below.

- Add your own organisation reference this does not have to be unique.
- If the qualification is a pilot tick the box. All pilot qualifications have an accreditation requirement, so if selected the qualification will be subject to scrutiny by the regulators.
- The derived title is taken from the structure and should be used unless you are adding a qualifier to the awarding organisation acronym or size (e.g. Extended Certificate, NVQ, etc) when you will have to use the preferred title – this must also follow the regulatory format:
 - QCF qualifications: awarding organisation acronym/name; level;
 Award/Certificate/Diploma; in/for; indication of content (endorsement)
 - NQF qualifications: awarding organisation acronym/name; level; type of qualification, indication of content (endorsement)
- The operational start date defaults to the start of the next month but can be any time in the future. It must, however, be the first day of the month (use calendar)

and it cannot be in the same month as the regulation start date (the date it is approved to go on the register) unless that is the first of the month as well.

- The review date must be the last day of the month and cannot be more than five years from the current date. Even if the review date is in the past the qualification is still regulated and available but Ofqual will remind the awarding organisations when this happens.
- Only use the operational end date if you are creating the qualification for a specific period or withdrawing it from a specific date; then also add the certificate end date. Adding the operational end date and certificate end date is how you withdraw a qualification (no more registrations are allowed after the operational end date and the review date will not show on the register).
- Minimum guided learning hours must be greater than or equal to one and cannot be more than ten times the credit value (QCF) – calculated against minimum credit required.
- Maximum guided learning hours must be greater than or equal to minimum guided learning hours (if all units are mandatory then the minimum and maximum must be the same) – also calculated against minimum credit required (QCF).
- You must tick at least one of the three options: Offered in England/Offered in Wales/Offered in Northern Ireland. You can choose all three.
- You do not have to answer the 'Will you be applying for funding in England/Wales/Northern Ireland' questions. However, if you do not, the relevant funding agencies may not accept your separate application.
- You must select at least one assessment language (English/Welsh/Irish). Doing so will inform Ofqual that you will be offering assessment in this/these language(s). (Note: you are still bound by the regulations to consider offering assessment in a different language if there is a demand even if you did not select it here.)
- You must select Approved by SSC or Other Appropriate Support. If it is approved by an sector skills council (SSC) then you must select that SSC from the list. If you know the nine-digit SSC reference number you can enter it here (this number is not a regulatory requirement and will not be checked by the regulators). If a standard setting body (SSB) has been authorised to approve of qualifications you should select Other Appropriate Body any queries should be directed to the appropriate bodies (SSCs/UKCES). Always attach the evidence of support for the particular qualification/amendment submitted to it use Configure Documents to attach it.

- Select an appropriate overall grading type for your qualification.
- Select appropriate assessment methods from the dropdown list (hold down Control to select more than one).
- If you have any exemptions add them to the box (free text field). If these are regulated qualifications only include the qualification number – you can refer to non-regulated qualifications such as degrees etc. if appropriate.
- Age range is regulatory information, regardless of whether you are applying for funding, and if you are applying for funding it will be passed on to appropriate funding agencies. You cannot select 18+ with 16–18, and selection of pre-16 does not guarantee this will be accepted as eligible for funding at this age range.
- If the qualification is appropriate for Diploma / Additional Specialist Learning (ASL) Catalogue, Apprenticeships and/or Foundation Learning, select accordingly. Selection does not guarantee the qualification will be approved. This information will not be shown publicly until other processes have been completed.
- You *must* agree to Declaration 1 if you have selected Diploma/ASL Catalogue you must also agree to Declaration 2.
- Once the qualification is created you get an ID number that will be shown at the top of the Qualification Details screen.

2.2.1 Details of how to create a qualification

1. Hover the mouse over the Qualifications menu button at the top of the page and select Create. The Create Qualification screen is shown below.

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ome > Create Qualification		Admin Ato
reate Qualification		
. Information	ect the relevant structure then complete the qualification details.	
Search Relevant Structure		
Name		
Qualification Type	Any -	
Qualification Level	Any •	
SSAs	1.1 Medicine and Dentisty 12 Nursing and subjects and vocations allied to medicine	
	1.3 Health and social care 1.4 Public services	
	1.5 Child development and well-being 2.1 Science	
	22 Mathematics and statistics 31 Agriculture	
	32 honculare and veterinary science 33 Animal care and veterinary science	
	4.1 Engineering 4.2 Manufacturing technologies	
	4.3 Transportation operations and maintenance 5.1 Architecture	
	52 Building and construction 53 Urban, rural and regional planning	
	6 1 % I practioners 6 21CT for users	
Reference Number	revealing and wholesaling v	
nere ence wonder	Search	
Specify criteria on which	to search.	
Organisation Reference		
Pilot Preferred Title		
Operational Start Date	01-Nov-2010	
Review Date		
Minimum Guided Learning Hours	0	
Maximum Guided Learning Hours	0	
Offered in England? Offered in Wales?	5	
Offered in Northern Ireland?		
Will you be applying for funding in England?		
Will you be applying for funding in Wales?		
Will you be applying for funding in Northern		
Ireland?	By selecting Yes to the funding application questions above this information will be asseed to the relevant funding approxima. If you are not content with this plasse change	
	your anomers to No.	
Qualification to be elicible for the		
Entitlement Framework in NI?		
If yes, in what	EF Key Stage 4 General Level 1	
category	EF Key Stage 4 Applied Level 1 EF Key Stage 4 General Level 2	
	EF Rey Stage 4 Appred Level 2 EF Post 16 General Level 3 EF Rost 16 Andred Level 3	
	Only select Entitement Framework Categories if you want this Qualification to be elipide for the Entitiement Framework.	
Assessment Language English	2	
Welsh	5	
Approved By SSC	8	
SSC Reference to make	Please specify .	
and Reference Number	SSC Fields are for QCF Qualifications only.	
Other Appropriate Support		
Other Appropriate Support Overall Grading Type	Please specify •	
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Other Appropriate Support Overall Grading Type Assessment Methods Exemptions Exemptions Is the Qualification appropriate Is the Qualification appropriate Diploma/ASL Catalogu Apprenticeship Foundation Learning Declaration 1	Piezare specify • Arral Examination • Constraints • Examination • Orall Examination • Market Examination • Market Examination • Market Examination • Image: Task based Controlled Assessment • Market Examination • Image: Task based Controlled Assessment • Image: Task based Controled Assessment • Im	
Other Appropriate Support Overall Grading Type Assessment Methods Exemptions	Piezze specky • Arad Domination • Costreack • Essessment • Delta Domination • One ID Domination • Particle Origination Controls on the systematic strategy of the s	

2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Structure	NA	Yes
Organisation Reference	Maximum length of 100 characters	No
Pilot	NA	No
Preferred Title	Maximum length of 100 characters	No
Operational Start Date	Must be in the future	Yes
Review Date	Can be up to five years from the current date	Yes
Minimum Guided Learning Hours	Must be greater than or equal to one	Yes
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Diploma GLH	RITS will add the Min GLH to this field but it can be overwritten – cannot have 0 if ASL is selected	Only if ASL
Offered in England	At least one 'Offered in' must be selected	Yes
Offered in Wales	At least one 'Offered in' must be selected	Yes
Offered in Northern Ireland	At least one 'Offered in' must be selected	Yes
Will You Be Applying for Funding in England?	Cannot be chosen if not offered in this country but does not need to be chosen	No
Will You Be Applying for Funding in Wales?	Cannot be chosen if not offered in this country but does not need to be chosen	No

Field	Validations/recommendations or tips for input	Mandatory
Will You Be Applying for Funding in Northern Ireland?	Cannot be chosen if not offered in this country but does not need to be chosen	No
Do You Want This Qualification to Be Eligible for the Entitlement Framework in NI?	If chosen must meet criteria and appropriate categories chosen	No
Entitlement Categories	NA	No
Assessment Language	At least one has to be selected (Do not select all unless you are actually assessing in all three languages)	Yes
Approved by SSC	Only for QCF qualifications	No
SSC	NA	Yes (if Approved by SSC = 'Yes')
SSC Reference Number	This is a number the SSC can use to track qualifications – Ofqual does not use or validate it but checks it if it is in the support letter	No
Other Appropriate Support	Can be used if SSC support is not available	No
Overall Grading Type	NA	Yes
Assessment Methods	At least one method must be chosen from the list available – confirm all outcomes are covered if multiple choice is selected on its own	Yes
Exemptions	NA	No

Field	Validations/recommendations or tips for input	Mandatory
Age Ranges	If age ranges 16–18 = 'Yes'; age ranges 18+ cannot be selected	Yes, if applying for funding
Inclusion in	If Diploma/ASL catalogue = 'Yes'; funding in England = 'Yes'	Yes, if applying for funding

3. Click the Create button in order to create and save a new qualification.

2.3 Search qualifications

1. Hover the mouse over the Qualification menu button at the top of the page and select Search My Qualification. You are presented with the screen shown below.

Orquai	X-AD	Rewarding Learning	Regulatory Information	Technology System
Qualifications	osston Units St	votures Questications Diplom	n My Detans Cogout	
Home > Qualifications				Test
Search Qualification				
Qualification Id				
Qualification Number				
Organisation Reference				
Qualification Type	Any		•	
Qualification Sub Type	Any		•	
Qualification Level	Any		×	
Qualification Sub Level	Any		×	
Sector Subject Area	Any		•	
Custor Status				
Stochus Status	Any		•	
Operational Start Date			<u>.</u>	
From Operational Start Date	·			
Operational End Date From				
Operational End Date				
Certification End Date From				
Certification End Date To				
Regulation Start Date From				
Regulation Start Date To				
Review Date From				
Review Date To				
Sort by	Title (a-z)		•	

2. Make an entry in any field, and then click the Search button. For example, typing 'Mathematics' in the Title field and clicking the Search button returns a

list of all qualifications set up in your organisation containing 'Mathematics' in the title. The search is not case sensitive.

Note: if you leave all fields blank and click the Search button, the system lists all qualifications that have been set up in your organisation. The qualification titles are listed alongside their ID, qualification number, type, level and status, as shown below. The list of qualifications can be sorted as per the options in the dropdown list.

	Review	/ Date	•							_		
		Sort	by	Title (z-a) Id						<u>·</u>		
Page 1 of	65			Qualification Number (a-z) Qualification Number (z-a) Title (a-z)								
(3231 res	sults)	Prev	1_2	Title (z-a) Organisation (a-z)						50 ft	ems/page 💌	Update
Id	QN	Title		Organisation (z-a) Qualification Type							Las Upd	t lated
22039	Q1026036	Vehic	e Selli	Qualification Level Qualification Status						Foundations ning and Life	for 28-0 20:2	ect-2010 4
22040	Q1026039	Vehic	le Part	Last Updated (newest first) Last Updated (oldest first)						Foundations ning and Life	for 28-0 20:2	et-2010 4
22007	Q1025726	Train	ing and	d Development Strategy		National V Qualificati	ocational on	Level 5 E	xpired 14 Lea	.1 Foundations arning and Life	for 28-0 20:2	ct-2010 4
21943	01019908	Train	ing and	d Development (Learning		National V	ocational	Level 4 P	voired 14	1 Foundations	for 28-0	urt-2010
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Home	> Qualification	ons										Test
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	ualificatio	n Numb	er									
Org	anisation F	teferen	ce [
	Qualificat	tion Ty	pe	Any					2	•		1000
Qu	alification	Sub Ty	pe [Any						•		
	Qualificat	tion Le	vel [Any					2	•		
Qui	alification t	Sub Lei	vel	Any					•	•		32.83
5	Sector Sub	ject Ar	ea 🛛	Any						-		80.63
		Tr	tle									1000
1	Qualificatio	n Stat	us [Any						-		0.803
	Structu	re Stat	us	Any						•		0.000
Opt	erational S	tart Da	te									1000
Op	erational S	tart Da	te To									
9	perational	End Da	te									
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Ce	rtification	End Da Fro	ite [
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	Review D	ate Fro	no i									
	Review	Date	To									33.33
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			1	Search Export Reset	E					-		
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33329		feat Leve	er 2 mm	and the court which prove the court of		1 m m		DA PROGRES	a 7.3 Service	Enterprises	31-384-2013	1 13/20

2.4 Export qualifications to a CSV file

The Export button allows you to export a list of qualifications to a CSV file, for example Microsoft Excel, which allows you to filter and manipulate data as required.

Leaving the fields blank and clicking the Export button exports the full list of qualifications.

Alternatively, you can export a subset of the full list by making appropriate entries in the fields, for example those qualifications containing 'Mathematics' in their title, as per the steps described in section 2.3, and clicking the Export button.

RITS provides the option to open or save the following information for all organisation qualifications to a CSV/Excel file, as shown below:

- ∎ ID
- qualification number
- organisation reference
- qualification type
- qualification sub type
- qualification level
- qualification sub level
- sector subject area (SSA)
- derived title
- preferred title
- qualification status
- structure status
- regulation start date
- operational start date
- review date
- operational end date
- certification end date
- pilot
- minimum guided learning hours

- maximum guided learning hours
- Diploma guided learning hours
- barring classification code
- offered in England
- offered in Wales
- offered in Northern Ireland
- assessment language English
- assessment language Welsh
- assessment language Irish
- approved by SSC
- SSC
- SSC reference number
- other appropriate support
- overall grading type
- assessment methods
- exemptions.

Quancation Type	Any	•
Qualification Sub Type	Any	•
Qualification Level	Any	•
Qualification Sub Level	Any	•
Sector Subject Area	Any	
Title		Opening Qualification_Export_20101014-122851.csv
Qualification Status	Any	You have chosen to open
Structure Status	Any	SQ Qualification_Export_20101014-122851.csv
Operational Start Date From		which is a: Microsoft Office Excel Comma Separated Values File from: http://10.4.50.215
Operational Start Date To		What should Firefox do with this file?
Operational End Date From		Qpen with Microsoft Office Excel (default)
Operational End Date To		⊖ Seve File
Certification End Date From		Do this gutomatically for files like this from now on.
Certification End Date To		
Regulation Start Date From		
Regulation Start Date To		3
Review Date From		
Review Date To		
	Sear	h Export Reset

2.5 View qualification

Selecting a qualification in the results displays the Qualification Details screen as shown below.

Regulatory Information Technology System (RITS): Qualifications

Oldan	International Conference on Annual Conference on An
Home Users My Organ	isation Units Structures Qualifications Diplomas My Details Lopout
Qualification Deta	and 3 lead is the Wildows (AN)
- 0.46464	
1d	33329
Owner Acronym	Test
Qualification Number	
Status	In Progress
SSA	7.3 Service Enterprises
Structure	Unit Withdrawal
Organisation Reference	
Pilot	No Task Lond 2 Award to this Withdows (ACC)
Derived Title	rest terrer z nimere en onit mitolorania (QCP)
Regulation Start Date	
Operational Start Date	01-Feb-2011
Review Date	31-Jan-2012
Operational End Date	
Certification End Date	
Minimum Guided Learning Hours	5
Maximum Guided Learning Hours	5
Diploma Guided Learning Hours	
Barring Classification Code	
Offered In England	Yes
Offered In Wales	Tes Vas
Ireland Will you be seeking for	Van
funding in England?	TVS .
funding in Wales?	
funding in Northern Ireland?	199.
Assessment Language In English	Yes
Assessment Language In	No

Assessment Language In Weich	No
Assessment Language In	No
Approved By SSC	Yes
SSC	Skillsmart Retail
SSC Reference Number	
Other Appropriate Support	No
Overall Grading Type	Pass
Assessment Methods	Aural Examination, Coursework
Exemptions	None
Last Updated By	Test
Last Updated	31-Jan-2011 15:28
 Structure Navigation ——— 	
 Unit Withdrawal 	
 A (Mandatory unit) 	
E Units	
Further Information	
- Is the Qualification appropri-	ate for the following Age Ranges?
Dre. 1	6 NO
16-1	8 No
18	Yes
19-	Yes
- Is the Audification Association	era for lost stor lot
and the standard appropri-	-
Diploma/ASL Catalogu	e No
Apprenticeship	s No
Poundación	
Entitlement	No
If yes, in what category	None
Declaration 1	Yes
Declaration 2	No
adate Delete Submit Hy	Qualifications View History Performance Measures Maintain Expected Uptake ASL Configure Document
Qualification Comments	
Create	
There are no items to displ	ay.
Create	

The following options, dependent on status, are available:

Option	Status
Update (make changes before it is regulated/submitted)	In Progress
Delete	In Progress
Submit	In Progress
Comments	Any status
Performance Measures	Any status
ASL	Any status
Configure Documents	Any status

Option	Status
Amend	Regulated
(make changes after it is regulated)	Regulated Manual
	Withdrawn
Review	Regulated
	Regulated Manual
Set End Dates	Regulated
	Regulated Manual
Clear End Dates	Withdrawn

2.6 Update qualification

This applies to In Progress qualifications only if you want to make any changes prior to submission.

1. Select a qualification from the search list using ID, qualification number or title, and click the Update button. The Update Qualification screen is shown below.

Regulatory Information Technology System (RITS): Qualifications

Home > Qualifications > Test Le	vel 2 Avand In Unit Withdrawal (QCF) > Update Qualification Tes	e.
Update Qualification		7
Organisation Reference		10000
Pilot	D	10.000
Preferred Title		100000
Operational Start Date	01-Feb-2011	100000
Review Date	31Jan-2012	
Minimum Guided Learning Hours	8	
Maximum Guided Learning Hours	5	
Offered in England?		
Offered in Wales?	- 	
Ireland?	-	
Will you be applying for funding in England?	-	
Will you be applying for funding in Wales?	-	
Will you be applying for funding in Northern Ireland?		
	By releasing the to the Androp application overtions above this information will be passed to the released funding agencies. If you are not content with this please change your answers to liv.	
Do you want this Qualification to be eligible for the Entitlement Framework	0	
	Can only be eligible for Entitlement Premework in N2 when applying for funding in N2.	
If yes, in what category	EF Key Stage 4 General Level 1 EF Key Stage 4 Applied Level 1 EF Key Stage 4 Applied Level 2 EF Key Stage 4 Applied Level 2 V	
	Only select Entitiement Framework Categories if you want this Qualification to be eligible for the Entitiement Framework.	10000
r Assessment Language		
English	2	
Welsh	D	1.2.2.2.2
Irish	D	
Approved By SSC	v	
SSC	Skilsmart Retai	

Regulatory Information Technology System (RITS): Qualifications

Other Appropriate Support		
Overall Grading Type	Pass	×
Assessment Methods	Aural Examination	•
	E-assessment Multiple Choice Examination	0
Exemptions	B / U +** E E 20 14	
	None	
Further Information		
T Is the Qualification appropri	iste for the following Age Ranges?	
Pre-1	6 🗆	
16-1	8	
18	* 2	
19	* *	
Is the Qualification appropri	ate for inclusion in?	
Diploma/ASL Catalogu	e 🗆	
Apprenticeship	as 🗆	
Foundation Learnin	9 E	
Declaration 1	R	
	I confirm that I am aware of all of the relevant and applicable regulatory requirements and that this qualification complexe with all of these requirements including recognition conditions, qualification orders, codes of protice and other specific regulations. I acknowledge that should it be demonstrated that this qualification is not compliant with the requirements identified above that Ofload may be required to take regulatory action in respect of this qualification as appropriate.	
Declaration 2	D	
	(This checkbox is applicable only when 'Diploma / ASL Catalogue' is checked.)	
	The awarding organisation confirms that this qualification has less than 30% overlap with the Principal Learning for any line of learning for which it will be proposed as ASC.	
	Update	

2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Structure	NA	Yes
Organisation Reference	Maximum length of 100 characters	No
Pilot	NA	No
Preferred Title	Maximum length of 100 characters	No
Operational Start Date	NA	Yes
Review Date	NA	Yes
Minimum Guided Learning	Must be greater than or equal to one	Yes

Field	Validations/recommendations or tips for input	Mandatory
Hours		
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Offered in England	At least one 'Offered in' must be selected	Yes
Offered in Wales	At least one 'Offered in' must be selected	Yes
Offered in Northern Ireland	At least one 'Offered in' must be selected	Yes
Will You Be Applying for Funding in England?	Funding should relate to countries offered in	No
Will You Be Applying for Funding in Wales?	Funding should relate to countries offered in	No
Will You Be Applying for Funding in Northern Ireland?	Funding should relate to countries offered in	No
Do You Want This Qualification to Be Eligible for the Entitlement Framework in NI?	NA	No

Field	Validations/recommendations or tips for input	Mandatory
Entitlement Categories	Relates to size of qualification if EF selected	No
Assessment Language	At least one must be selected	Yes
Approved by SSC	NA	Yes, if QCF qualification
SSC	NA	Yes (if Approved by SSC = 'Yes')
SSC Reference Number	NA	No
Overall Grading Type	NA	Yes
Assessment Methods	At least one method must be chosen from the list available – confirm all outcomes are covered if multiple choice is selected on its own	Yes
Exemptions	NA	No
Age Ranges	If age ranges 16–18 = 'Yes'; age ranges 18+ cannot be selected	Yes, if applying for funding
Inclusion in	If Diploma/ASL catalogue = 'Yes'; funding in England = 'Yes'	Yes, if applying for funding

3. Click the Update button in order to update and save the qualification.

2.7 Delete qualification

This applies to In Progress qualifications only if you want to delete them (e.g. it may be a duplicate) prior to submission.

1. Select a qualification from the search list using ID, qualification number or title, and click the delete option. The Delete Qualification screen is shown below.



2. Click the Delete button in order to delete the qualification.

2.8 View performance measures

These are linked to school performance points.

Selecting a qualification from the search results and selecting Performance Measures displays the Qualification Performance Measures screen below.

Image: Pavorites Image: Pavorites Ima	🝘 KITS Test docume 🖉 RITS - Unit Group Det	ails	iks - My Tickets				🟠 🕶 🔊 👻 🖃 🖝 Page 🕶	Safety ▼ Tools ▼ 🔞 ▼	»
Ofc	qual	Lywodraeth Cynulliad Cymru Weish Assembly Government	Rewarding Learning		Regul	atory Info	rmation Technology System		
Home	Users My Organ	isation Units	Structures Qualificatio	s Diplomas	My Details	Logout			
Quali	fication Perf	ormance Me	easures						
Home > Q	Qualifications > Test Le	evel 2 Award In Unit	Withdrawal (QCF) > Qualifica	ion Performance I	leasures		Test		
⊂ Qualificat ▶ Test Le	tion evel 2 Award In U	nit Withdrawal	(QCF)						
	tion Performance Mea	sures							
Qualificati	on Details								

2.9 View ASL

This shows whether this qualification is on the ASL Catalogue. Selecting a qualification in the results and selecting ASL displays the Qualification Additional Specialist Learning screen below.

Contact Us Skip Navigation Help	
Ofqual 🎋 🖅	
Terminate Contract Co	Regulatory Information Technology System
Home Users My Organisation Units Structures Qualification	ons Diplomas Hy Details Logout
Qualification Additional Specialist Learning	
Nome > Qualifications > Test Level 2 Award In Unit Withdrawal (QCF) > Qualific	ation Additional Specialist Learning Test
C Qualification	
► Test Level 2 Award In Unit Withdrawal (QCF)	
Pathway Groups	
Qualification Additional Specialist Learning	
Qualification Details	8
There are no items to display.	
Qualification Details	

2.10 Create qualification comment

This should be used to clarify any changes you are making or any other aspects of the qualification that would help the regulators in their decision making. It can be updated at any time during the process, even after submission.

1. Select a qualification from the search list using ID, number or title, and click the create option. The Create Qualification Comment screen is shown below.

orquai	Construct Constructions Researching Learning	Regulatory Information Technology System
Home Users My Organ	sation Units Structures Qualifications Dip	lomas My Details Lopout
Create Qualification	on Comment	
Home > Qualifications > Test Le	vel 2 Anard In Unit Withdraval (QCF) > Create Qualification	Comment Tes
Qualification Test Level 2 Award In U	nit Withdrawal (QCF)	
Create Qualification Comment		
Comment	B / U AK 🗄 🗄 🔯 🕷	
	AOs should use this field to make comments or submissions - this is the field that must be used Ofqual will use this field to clarify their reasons	clarify details about their I to clarify amendments for rejecting a submission
Г		

2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Comment	Maximum length of 500 characters. Always use the 'Paste As Text' function and then apply any necessary formatting within the textbox. This will	Yes

Field	Validations/recommendations or tips for input	Mandatory
	maximise the number of characters you can enter in these textboxes. The 'Select All' button (far right) selects all the contents of the textbox. This function will select all visible and hidden content, making it useful should the user want to completely clear the textbox and start again.	

3. Click the Create Qualification Comment button in order to create and save the comment.

2.11 Update qualification comment

This can be done at any stage throughout the process, even after submission.

1. Select a comment from the list in the Qualification Comment Details section, as shown below, and click the Update option

Contact Us Skip Navigation He	**		
Ofqual	Venter trade i construire Venter trade i construire Venter trade i construire Venter trade i construire Researching Learning	Regulatory Information Technology System	
Home Users My Organ	nisation Units Structures Qualifications	Diplomas My Details Logout	
Qualification Com	ment Details		
Home > Qualifications > Test U	evel 2 Anard In Unit Withdraval (QCF) > AOs should	use this	
Qualification Test Level 2 Award In U	Init Withdrawal (QCF)		
Qualification Comment			
Comment	AOs should use this field to make comment the field that must be used to clarify amen Ofgual will use this field to clarify their rear	s or clarify details about their submissions - this is dments sons for rejecting a submission	
Comment Owner	Test Test (Awarding Organisation)		
Last Updated Date	16-Feb-2011 11:00		
Qualification Details Updat	e		
			2020202020

- shoud I this Benearies Bolice I Farme & Possibline I Bendom Al Information 1 & Posse annulots 90(A I Almoid I PPE
- 2. The Update Qualification Comment screen is displayed.
- 3. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Outcome	Maximum length of 500 characters	Yes
	Use for clarifying attachments or amendments made – can also be used in conjunction with a letter of support	

4. Click the Update button in order to update and save the qualification comment.

2.12 Maintain expected uptake

Add expected uptake when you are submitting a new qualification. If you are extending the Review Date it is recommended that you add predicted uptake to show the number of candidates you think will be registered in each year. To maintain expected uptake, select a qualification from the list and click the Maintain Expected Uptake button. The Qualification Expected Uptakes screen is shown below. Each year must be added separately.

Oldad		P O	witing Learning		Regu	latory Information To	echnology System
Home Users	My Organisation Ur	its Structures	Qualifications	Diplomas	My Details	Logovt	
Qualification	n Expected Up	takes	annanna	mmm	वित्यसम्बद्ध		mmmmm
Home > Qualification	s > Test Level 2 Award In	Unit Withdrawal (C	QCF) > Qualification	Expected Uptake	H		Test
Year		ptake		•	Status		•
1					In Progress		

2.13 Update expected uptake

You are asked to do this when you review your qualifications. The Economic Regulation team at Ofqual use these figures .

1. Select an expected uptake from the list (one year at a time) and click the Update button, as shown below.

🛞 🔹 🎢 RITS - Expected Uptake 🛛 🗶 RITS - Unit Group De	tails 🛛 🙆 Spiceworks - My Ticke	65			💁 🕶 🔯 🗉 👼 🕶 Page 🕶	Safety * Tools * 😧 * "
Ofqual		CE andrag Casawarg		Regula	tory Information Technology System	
Home Users My Organ	visation Units Structures	Qualifications	Diplomas	My Details	Logout	
Expected Uptake	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	mmmm	aannan	manana		
Home > Qualifications > Test L Expected Uptake Vear Uptake Status	evel 2 Award In Unit Withdrawal (QCF) > Qualification Exp	pected Uptake	a > Qualificatio	n Expected Uptake Test	
Last Updated By Last Updated	Test 31-Jan-2011 15:28					
Update Expected Uptakes						

2. The Update screen is shown, as below.

Otqual	¥.so	COCC Rewarding Learning	Regu	latory Information Technology System
Home Users My Org	anisation Units	Structures Qualifications	Diplomas My Details	Logout
Update				
Home > Qualifications > Test	Level 2 Award In Unit W	Vithdraval (QCF) > Qualification	Expected Uptakes > Qualificat	ion Expected Uptake > Update Tes
Update Expected Uptake	Update			

3. Provide the following information:

Field	Validation	Mandatory
Uptake	Must be greater than 0	Yes

4. Click the Update button in order to save the expected uptake.

2.14 Configure documents

This tab is used to add or link documents to the submission. Select a qualification from the search results and select Configure Documents. The Qualification Documents screen is shown below.

Ofqual 🎉	Rewarding Learning	Regulatory Information Technology System
Home Users My Organisation Units	Structures Qualifications	Diplomas My Details Logout
Qualification Documents		
Home > Qualifications > Test Level 2 Award In U	nit Withdrawal (QCF) > Qualification	Documents Tes
C Qualification	- 1.2	
► Test Level 2 Award In Unit Withdraw	al (QCF)	
View Qualification Link Documents Unlin	k Documents	
There are no items to display.		
Man Andrew Labor Dates Barrier	b Decomposite	

About I Fair Processing Notice I Terms & Conditions I Freedom Of Information I @ Crown copyright 2010 I Ofqual I DCELLS I COEA

2.15 Link documents

Documents already banked can be linked to new submissions or you can search for a new document, add it and link it to the new submission.

1. Select Link Documents. The Link Documents screen is shown below.

		t Invironment	~~~~	natively former	Quilitate	Pinte		No Patala I I I		
L	nk	Docume	nte							
Мо	me	> Qualifications >	AT	D Level 2 Award In Mathematics (FS	QCF) > Qualific	ition Docume	nts > Link	Occuments		Admin Ato
- 9	aid	ication								
> ^	то	Level 2 Awar	d D	Mathematics (FS QCF)						
_ Lir	k 0	ocuments Orpan	isati	on Document						
			Nan	w						
		Document	Тур	Any Any						
		Start	Da	te						
		End	03	te						
				Search						
	۰	Name	٠	Туре	٠	Referenc	e •	Comment 🕈	Last Updated By	Last Updated On
F	5	Diversity and Equality Policy		Diversity and equality policy		1002.1			Admin Ato	14-0(1-2010 12:51
0	3	Test 1		Procedure for the development and review of rules of combination	d angoing	1016.3		Test document	Admin Ato	13-Oct-2010 14:19
-										

- 2. Enter search criteria, if required, to reduce the list.
- 3. Select the document(s) to be linked to the qualification by ticking the box(es).
- 4. Click the Link Documents button to link the selected documents to the qualification.

2.16 Unlink documents

1. Select Unlink Documents. The Unlink Documents screen is shown below.

O		<u>19</u>	DED 19 Learning			RITS Regulatory Information Technology System
Home	Users My Organisati	on Units Structures	Qualifications Diplom	as My Details	Logout	
Unli	ink Documents					
Home	> Qualifications > ATO Level :	2 Award In Mathematics (FS Q	OF) > Qualification Document	s > Unlink Docum	ente	Admin Ato
- Qualif	ication					
> ATO	Level 2 Award In Math	ematics (ES OCE)				
		enous (ro der)				
Unlink	Documents Organisation Do	Type Ø	Reference Number 0	Comment 0	Last Updated By \$	Last Updated On \$
Unlink	Documents Orpanisation Do	Type ¢ Diversity and equality policy	Reference Number \$	Comment \$	Last Updated By \$	Last Updated On 9 14-0et-2010 12:52

- 2. Enter search criteria, if required, to reduce the list.
- 3. Select the document(s) to be unlinked from the qualification by ticking the box(es).
- 4. Click the Unlink Documents button to unlink the selected documents from the qualification.

2.17 Upload and maintain documents

This section describes how the organisation can upload and maintain documents to evidence compliance with the recognition criteria, and scrutiny documents for the regulatory monitoring teams. Note: once a document has been uploaded, it cannot then be deleted. This is for regulatory audit purposes. Upload and maintain only documents in Word or PDF formats.

1. Click the My Organisation menu button at the top of the page. The screen shown below is displayed.

Oldadi	Section Control Contro	Regulatory Infor	mation Technology System	
Home Users My Orga	nisation Units Structures Qualifications	Diplomas My Details Logout		
Organisation Docu	uments		wkeese constants and a	
Home > TestOrganisation > Ory	panisation Documents		TestTest	
Cognitization TestOrganisation				
Search Organisation Document	·			
Document Type	Any			
Document Type Categories	Accreditation Recognition Organization Wontoring Qualification Wontoring Peace Note 1.2 a preside its search by ether Document Type or Do	ument Type Calegories and not		
Last Undated Date From				
Last Updated Date To				
Review Date From				
Review Date To				
	Station			
Hy Organisation Details Crea	te Organisation Document			
Name 0 Type	Reference Mumber Commen	to Is Confidential Dipdated By	Updated Between 0 On	
Zati Doci Assessmen sample han sample han	t arrangements = 1000.1 chotis as sugglied to and centres	Yes Gregor Dow	04-Jun-2010 17:06	\mathbf{i}
Smakefith August Assessmen sample has	nt arrangements - 1000.18 cheeks as supplied to	Yes Gregor Dow	04-Aug-2010 06-33)

- 2. Select the Documents link. A page displaying the organisation documents is displayed. There is a Search Organisation Documents facility in the middle of the page, and the list of documents already uploaded is displayed at the foot of the page, as shown above.
- 3. Select the Create Organisation Document link. The Create Organisation Document screen appears, as shown below.

Home Users My Onte	nization Units Structures Qualifications Diplomas My Details Locout	
Create Organisati	on Document	
Home > TestOrganisation > Or	anisation Documents > Create Organisation Document	Test Test
Criganization		
► TestOrganisation		
Create Organization Decument		
Document Type	14-19 Accreditation Reedback (Accreditation)	
Review Date		
File To Upload	Passe string a file	
Comment	B Z 2 44 II (E 10) N	
Is Confidential	2	
	Presta Pressie das Provincit	

4. Enter the name of the document.

- 5. Select the document type from the drop-down menu.
- 6. Enter the review date. The review date indicates the date that the document should be reviewed. This should be aligned with the qualification review date with which the document is associated. You can either enter the date manually in the format dd-mm-yyyy, or by choose the date from the calendar.
- 7. Use the Browse button to select a file for uploading. The file can be located anywhere on your local PC or your network.
- 8. Once you have selected the correct document to be uploaded, click the Open button on the dialogue box. The 'File to upload' field is completed with the path to the document. Note: you cannot delete a document on RITS once it has been uploaded, so please double-check that this is the correct file.
- 9. Enter any comments relating to the uploaded document. You can format the comments that you enter using the format buttons at the top of the Comments box. Always use the 'Paste As Text' function and then apply any necessary formatting within the textbox. This will maximise the number of characters you can enter in these textboxes. The 'Select All' button (far right) selects all the contents of the textbox. This function will select all visible and hidden content, making it useful should the user want to completely clear the textbox and start again. (Highlighted above.)
- 10. If the document is confidential tick the confidential box. (The confidential flag should be used for any documents you may deem to be commercially sensitive.)
- 11. Once you have completed all data fields, click the Create Organisation Document button.
- 12. The newly added document is presented in the list at the foot of the page.

2.18 Search for documents

1. From my My Organisation select Documents and the Organisation Documents screen appears (see below). Enter a character or word in one of the fields and click the Search button.

Home Users My Orga	nisation Units Structures Qualifications Diplomas My Details Logout
Organisation Doc	uments
Home > TestOrganisation > Or	ganisation Documents > Create Organisation Document > Organisation Documents Test
Organization	
Frestorganisation	
Search Organization Document	8
Name	Procedure
Document Type	Any v
Categories	Recordian Granation Methong Qualification Methong
	Present Note + 2 is presiden to search by either Decument Type of Decument Type Callegories but not point
Last Updated Date From	
Last Updated Date To	
Review Date From	
Review Date To	
	Search
Hy Organisation Details Grea	ate Organisation Document
	Reference Is Last Last Review
Name O Type	Number Comment Confidential By On Date

2. The documents satisfying the search criteria are returned at the bottom of the screen. Select a document from the list to view the details (see below).

Ofqual State Contraction Technology System
Home Users My-Organization Units Structures Outlifections Dislonats My-Details Loopet
Organisation Document Details
Nome > TestOrganization > Organization Documents > Create Organization Document > Organization Documents > AQA Pulicies and Procedures Test Test
Uptrastin Variation
P Testorganisation
Organization Document
Name Policies and Procedures
Document Type Assessment arrangements - sample handbooks as supplied to assessors and centres
Reference Number 1000.80
Review Date 28-Feb-2011
Comment
Is Conductor Tes
Created By
Last Updated On 27-Aug-2010 10:23
Organisation Documents Stafate Stafaad New Version Open
Linked Qualifications
There are no items to deplay.
- Montheas
2000 000

2.19 Update a document

To update the document details (properties), perform the following:

- 1. Select the organisation document from the list at the foot of the page. This allows you to change:
- document name, for example to append or change a document version number

- type ID
- review date
- comment attached to the document. Always use the 'Paste As Text' function and then apply any necessary formatting within the textbox. This will maximise the number of characters you can enter in these textboxes. The 'Select All' button (far right) selects all the contents of the textbox. This function will select all visible and hidden content, making it useful should the user want to completely clear the textbox and start again.
- 2. Once you have completed the update, click the Update button, as shown below.

Lindate Organicat	on Document	
Nome > TestOrganisation > Org	anisation Documents > AQA Policies and Procedures > Update Organisation Document	Test Test
Organisation TestOrganisation		
Update Organisation Document Name Document Type Review Date Comment	Policies and Procedures Assessment arrangements – sample handbooks as supplied to assessors and centres (Recoontin 28-Feb-2011 B / U Arc III III III IIII IIII Test Document	n) v
Is Confidential	Ø Update	

2.20 Upload a new version of a document

- 1. Select the document for which you wish to upload a new version from the Organisation Document screen.
- 2. Select the Upload New Version link.
- 3. Click on the Browse button, as shown below, and select the new version to be uploaded. Note: the new version should always be in the same format as the original, e.g. if the original was PDF the update also needs to be PDF.

Oldaal	The sector and the se
Home Users My Organ	isation Units Structures Qualifications Diplomas Hy Details Logout
Upload Organisat	on Document
Home > TestOrganization > Or	anisation Documents > Policies and Procedures > Upload Organisation Document Test Test
r Organisation	
► TestOrganisation	
Organisation Document	
Policies and Procedures	
Name	Policies and Procedures
Document Type	assessment arrangements - sample handbooks as supplied to assessors and centres
Reference Number	1000.80
Review Date	28-Feb-2011
Comment	Test Document
Is Confidential	Yes
Created By	
Last Updated By	Test Test
Last updated on	05-062-2010 23:35
C Upload Organisation Document	
File To Upload	Browse
	Please select a file
	Upload

4. Click on the Upload button.

2.21 Open a document

- 1. From the Organisation Documents list select the document to be opened from the list at the foot of the page. This displays the Organisation Document Details screen (see below).
- 2. Click the Open link, and then click the Open button on the dialogue box that appears (see below). This opens the document in the application it was created in and allows you to view the contents of the document on the system.

Contact Us Skip Navigation Help	
Ofqual	Repulsion Technology System
Home Users My Organisation	Units Structures Qualifications Diplomas My Details Logout
Organisation Docume	nt Details
Nome > TestOrganization > Organizati	on Documents > Policies and Procedures Test
Organisation	File Download
Organisation Document Name Polic Document Type Assa Assa Reference Number 1000 Review Date 28-F Comment Test Is Confidential Yes Created By Stee Last Updated By Test Last Updated On 05-0	Name: Policies and Procedures.us Type: Microsoft Office Excel 97-2003 Worksheet, 94.548 From: inbuateLamorgroup.com Bodo eb-20 Docu While files from the Internet can be useful, some files can potentially harm your computer. If you do not tout the source, do not open or eccution Test tec-2010 23:35
Organisation Documents Update	Upload New Version Open
There are no items to display.	
Related Items	
A REVISION REVIEW	

2.22 Revision history

To access the revision history, select a document from the list at the foot of the Organisation Documents screen, and click the Revision History button at the bottom of the page. An example is shown below.

Ofq	ual		G	Ting Learning		Regulatory	Inform	ation Technology 5	system
Home U	sers My Organ	nisation Units	Structures	Qualifications	Diploma	My Details Logo	ut		
Organis	sation Doc	ument Versi	ons						
Organisation TestOrga Organisation Policies a	nisation Document	5							
Organisation	Document Deta	alls							
Version	• Referen	nce Number		Created By	٠	Created On	٠	Review Date	٠
2	1000.80			Test Test		05-Dec-2010 23:35		28-Feb-2011	
2	1000.80			Test Test		05-Dec-2010 23:34		28-Feb-2011	
1	1000.80					27-Aug-2010 10:23		28-Feb-2011	
Organisation	Document Deta	nils							

2.23 View the organisation documents list

To view the organisation documents list, click the My Organisation menu button at the top of the page, and then click the Documents button. The list of documents uploaded by the organisation appears at the foot of the page, as shown below.

Contact Us Skip Navigation Hel	,	
Ofqual	Sense of the sense	
Home Users My Organ	nisation Units Structures Qualifications Diplomas My Details Legent	
Organisation Doo	cuments	
Home > TestOrganisation > Org	anisation Documents Test Test	
Corganisation		
 TestOrganisation 		
- Search Organisation Docume	nta	
Name		
Document Type	Any 🔹	
Document Type Categories	Accredition Recognition Organisation Monitoring Qualification Monitoring Qualification Monitoring	
	Please Note - It is possible to search by either Document Type or Document Type Googories but not both.	
Last Updated Date From		
Last Updated Date To		
Review Date From		
Review Date To		
	Seaton	
Hy Organisation Details Great	e Organisation Document	
Name • Type	Reference Number Confidential Last Updated Updated Updated On Review On	
Test Doc1 Assessme bandbooks and centre	nt avvangamenta – sample 1000.1 Ves 04-Jun-2010 an regilied to assesser 4	
Done	Internet Protected Mode: On	- \$\$5% ·

2.24 Submit qualification

Once you have completed all the mandatory fields and the declarations you are ready to submit the qualification to be regulated.

1. Select a qualification from the search list (or when you have created your qualification and attached support and expected uptake) and select the Submit button. The Submit Qualification screen is shown below.

	Invest-London's Rewarding Learning	Regulatory Information	Technology System
Home Users My Orga	nisation Units Structures Qualificatio	ns Diplomas My Details Logout	
Submit Qualificat	ion		
Home > Create Qualification >	Test Level 2 Anard In Testing the User Guide (Qd	(F) > Submit Qualification	Test
Fost Level 2 Award In Id Owner Acronym Qualification Number Status	resting the User Guide (QCF) 32103 Test In Progress Submt		
Qualification Details			

2. Click the Submit button in order to submit the qualification.

RITS verifies that:

- declaration 1 = 'Yes'
- if Inclusion in Diploma/ASL catalogue = 'Yes', declaration 2 = 'Yes' and the user's organisation has component awarding organisation = 'Yes' in their operational plan
- the selected structure has a validity of 'Valid' and a status of 'Banked'
- the qualification is associated with at least one document whose type has accreditation = 'Yes'
- each expected update for the qualification has a value greater than 0.

RITS sets the status of the qualification to 'Submitted' if either:

- Pilot = 'Yes'
- a match is found in accreditation requirements for your organisation against the qualification type, qualification sub type and sector subject area
- the current status is 'Rejected'.

If none of the above apply the status is set to 'Regulated'.

The RITS contacts for your organisation are sent an email stating the outcome of the submission. If the qualification status is set to 'Submitted' it is subject to the accreditation process.

2.25 Amend qualification

Amendments to structures and/or qualifications vary depending on their status.

Note: a qualification that has not been accepted, i.e. is not yet regulated with a qualification number, behaves differently when rejected to a qualification that has been previously accepted (does have a qualification number).

Status and RITS behaviour:

- In Progress structures (which cannot be part of a qualification) must make structure changes through the Structure Update function.
- Banked structures without a qualification must make structure changes through the Structure Details screen using the Amend/Bank/Rollback functions.
- Banked structures with a qualification in the 'In Progress' or 'Rejected' status must make:
 - structure changes through the Structure Details screen using the Amend/Bank/Rollback functions
 - a qualification changes using the Qualification Update function.
- Banked Structures with a qualification that has been submitted can only make structure changes or qualification changes after the accept/reject has been made by the approver at Ofqual.
- Banked structures with a qualification that have been accepted cannot make structure changes – this is only possible through the Qualification Amend link (and related workflow). The Structure Amend/Bank/Rollback functions are not available.

Notes

The Qualification Amendment process is designed to created a 'current' and a 'new' copy of both the qualification and its related structure. The system will hold (during the period of the amendment) two qualifications with the same qualification number and two structures with the same reference number.

One copy represents the 'current' (regulated) values; the other copy represents the 'amended' (new) values. Only the new (amended) copy can be submitted and subsequently accepted or rejected by Ofqual.

- Acceptance means the amended values in the new pair will replace the values in the current copy.
- Rejection means the awarding organisation can make more changes and submit the amendment once again – or decide to abandon the amendment with a rollback.

All these actions are driven through the qualification's Amend/Submit/Rollback functions. The structure's Amend/Bank/Rollback functions are not available.

2.25.1 Amend qualification process

1. Select a qualification from the search results and click the Amend button. The Amend Qualification screen is shown below.

Dfqual	19 63	RITS Regulatory Information Technology
aining Environment **	galanter (-) data (-) and	System
Amond Ouslification	ration Units Structures Qualifications Diplomas My Details Logout	
Amena Qualification > ATO Lev	DT	Admin Abo
Amend Qualification		
Organisation Reference		
Pilot	8	
Preferred Title		
Operational Start Date	01-Nov-2010	
Operational End Date	31-06-2013	
Certification End Date		
Minimum Guided	0	
Maximum Guided	0	
Cearning Hours Offered in England?	z	
Offered in Wales?	R.	
Offered in Northern Ireland?	2	
Will you be applying for funding in England?		
Will you be applying for funding in Wales?		
Will you be applying for	8	
Ireland?	By selecting Yes to the funding application quantum above this information will be	
	passed to the relevant funding agencies. If you are not content with this please change your ensures to No.	
Do you want this		
Qualification to be eligible for the		
in N1?	For sale he winds for furthermost framework in Minister and ine for function in Mi	
If yes, in what	EF Key Stage 4 General Level 1	
category	EF Key Stage 4 Applied Level 1 EF Key Stage 4 General Level 2	
	EF Key Stage 4 Applied Level 2 EF Post 16 General Level 3	
	EF Post 16 Applied Level 3 -	
	for the Entitiement Framework.	
Assessment Language	x	
Welsh		
Irish		
Approved By SSC	×	
SSC	Asset Skills •	
Other Appropriate	8	
Support Overall Gradion Type	A*/A92	
Assessment Methods	Aural Examination	
	Coursework E-assessment	
	Multiple Choice Examination Oral Examination	
	Portolio of Evidence Practical Demonstration/Assignment	
	Practical Examination Task-based Controlled Assessment	
Francisco	Writen Examination *	
Exemptions	B / U AK Ⅲ IⅢ	
Further Information		
Is the Qualification appropri	ate for the following Age Ranges?]
Pre-1	6	
16-1	* 🖾	
19	• 🗇	
Is the Qualification appropri	ate for inclusion in?	
Diploma/ASL Catalogu	e 🖾	
Apprenticeship	s 🗇	
Foundation Learnin	y ~~	[]
Bastona	2	
Declaration	I confirm that I understand that the declarations made by the awarding organization when this publications was dont and functions	

2. Provide any of the following information:

Field	Validations/recommendations or tips for input	Mandatory
Structure	NA	Yes
Organisation Reference	Maximum length of 100 characters	No
Pilot	NA	No
Preferred Title	Maximum length of 100 characters	No
Operational Start Date	Must be in future	Yes
Review Date	Can be up to five years from current date	Yes
Minimum Guided Learning Hours	Must be greater than or equal to one	Yes
Maximum Guided Learning Hours	Must be left blank or greater than or equal to the minimum guided learning hours	Yes
Diploma Guided Learning Hours	RITS adds the Min GLH to this field but it can be overwritten – must be greater than 0 if ASL selected	Only if ASL
Offered in England	At least one 'Offered in' must be selected	Yes
Offered in Wales	At least one 'Offered in' must be selected	Yes
Offered in Northern Ireland	At least one 'Offered in' must be selected	Yes
Will You Be Applying for Funding in England?	NA	No

Field	Validations/recommendations or tips for input	Mandatory
Will You Be Applying for Funding in Wales?	NA	No
Will You Be Applying for Funding in Northern Ireland?	NA	No
Do You Want This Qualification to Be Eligible for the Entitlement Framework in NI?	NA	No
Entitlement Categories	Choose according to qualification size if EF is selected	No
Assessment Language	At least one must be selected	Yes
Approved by SSC	NA	Yes, if QCF qualification
SSC	NA	Yes (if Approved by SSC = 'Yes')
SSC Reference Number	NA	No
Overall Grading Type	NA	Yes
Assessment Methods	At least one method must be chosen from the list available – confirm all outcomes are covered if multiple choice is selected on its	Yes

Field	Validations/recommendations or tips for input	Mandatory
	own	
Exemptions	NA	No
Age Ranges	If age ranges 16–18 = 'Yes'; age ranges 18+ cannot be selected	Yes, if applying for funding
Inclusion in	If Diploma/ASL catalogue = 'Yes'; funding in England = 'Yes'	Yes, if applying for funding

- Use the Qualification Comments field to add your rationale for the amendment. The SSC support letter should support the changes. If the amendment does not affect the structure or outcomes you may be able to explain it in this field and refer to the original support letter. This must be clarified in the Qualifications Comment field.
- 4. Click the Amend button in order to amend the qualification.

RITS sets the status of the qualification to 'Under Amendment Regulated' and creates a copy of the qualification with a status of 'Under Amendment in Progress' if either:

- pilot = 'Yes'
- a match is found in accreditation requirements for your organisation against the qualification type, qualification sub type and sector subject area.

If either of the above does not apply then the amendment is processed immediately.

All further amendments to the qualification are done to the copy with status 'Under Amendment in Progress'. Once all changes are made to the qualification, and the relevant updated documents are attached, the qualification is submitted to the regulator and is subject to the accreditation process.

2.26 Rollback amendment

If you have made a mistake you can choose the rollback function to go back to the previous status and either start again or leave it as it was.

1. Select a qualification from the list and click the Rollback button. The Rollback Qualification Amendment screen is shown below.

Training Environment **	Standard Learning	RIIS information Technology System
Home Users My Organ	visation Units Structures Qualifications Diplomas M	ty Details Lopout
Rollback Qualifica	tion Amendment	
Rollback Qualification	lathematics (FS QCF) (Pilot)	
P HIO LEVEL & HINGING MICH	1013	
Id Owner Acronym	ATO	
Id Owner Acronym Qualification Number	ATO 000/0004/8	
Id Owner Acronym Qualification Number Status	ATO 000/0004/8 Under Amendment In Progress Rollback	

2. Click the Rollback button in order to rollback the qualification amendment.

RITS:

- deletes the copy of the qualification with status 'Under Amendment in Progress' or 'Under Amendment Rejected'
- sets the status of the qualification back to 'Regulated Manual'.

2.27 Set end dates

This can be used as a bulk activity to set new operational end dates on a selection of, or on individual, qualifications. Remember that this will mean the qualification will expire after that date and a certification end date also needs to be set.

2.27.1 Operational end dates (OED)

- If you set an operational end date this means that the qualification is to be withdrawn from the register on that date and no more registrations can be made.
- It is the equivalent of the old accreditation end dates on WBA.
- Once the operational end date has passed RITS will set the status to withdrawn.

2.27.2 Certification end dates (CED)

- If you set an operational end date then you must also set a certification end date – this is the date up to which a candidate or learner can be certificated and allows a reasonable time for those who registered late for a qualification, or even on the operational end date itself, to be able to complete their study.
- The recommended time scales are:

- one year after the operational end date for Entry level and Level 1 qualifications
- two years after the operational end date for level 2 qualifications
- three years after the operational end date for qualifications at level 3 and above.
- These time scales are not regulated and are only a guide based on the experience of centres and awarding bodies.
- If you want a different period, either longer or shorter and for any reason, add an explanation in the Qualification Comments.
- You can still change the operational end date and certification end date if the certification end date is in the future – once the certification end date has passed the qualification is not available.

2.27.3 Set end dates process

1. Hover the mouse over the Qualifications menu button at the top of the page and select Set End Dates. The Set Qualification End Dates screen is shown below.

Training Environment ···	Teneducti Induit (ma Teneducti Induit (ma		KIIS Information Technolog System
Home Users My Organ	isation Units Structures Qualifications	Diplomas My Details Logout	
Set Qualification	End Dates		
Home > Set Qualification End Do	eben .		Admin Abo
Set End Dates Qualification			
Qualification Type	Any	-	
Qualification Sub Type	Any	-	
Qualification Level	Any	-	
Qualification Sub Level	Any	•	
Sector Subject Area	Pay	•	
Quaincation to			
Confidential Number			
Operational Start Date			
Operational Start Date			
Operational End Date			
Operational End Date			
Certification End Date			
Certification End Date			
Regulation Start Date	12		
Regulation Start Date			
	Search		\frown
♦ QN	Title	• Type • Level	0 Status 0
000/0006/1	ATO Level 2 Award In Mathematics (OOF)	QOF Level 2	Regulated
Operational End Date			
Certification End Date			
Set End Date Rationale	Other	-	
Declaration	I confirm that I understand that the declarations made by	the awarding organization	
	when this qualification was first regulated continue to app	ly.	

Only qualifications with a status of 'Regulated' and 'Regulated Manual' are returned.

- 2. Enter search criteria, if required, to reduce the list.
- 3. Select the qualifications to which you want to set end dates.
- 4. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Operational End Date	Must be: greater than or equal to operational start date	Yes
	greater than the review date greater than or equal to current date and time	
Certification End Date	Must be greater than or equal to operational end date	Yes
Rationale	NA	Yes
Declaration	NA	Yes

5. Click the Set End Dates button to set the operational end date and certification end date for the checked qualifications.

2.28 Clear end dates

1. Hover the mouse over the Qualifications menu button at the top of the page and select Clear End Dates. The Clear Qualification End Dates screen is shown below.

Normal Users My Organization Units Structures Qualifications Diplomas My Details Logoct Clear Qualification End Dates Morre 3: Clear Qualification Type Any • Qualification Type Any • Qualification Sub Type Any • Qualification Sub Level Any • Qualification Rumber • • Operational Start Date • • Title • • Operational End Date • To • • Operational End Date • To • • To • • To • • To • • Operational End Date • To • • To • • Operational End Date • To • Operation Start Date • <th></th> <th>Tenenting Learning</th> <th></th> <th>RIIS Informati Technolo System</th>		Tenenting Learning		RIIS Informati Technolo System
Clear Qualification End Dates Clear Qualification End Dates Clear End Dates Qualification Type Qualification Sub Type Any Qualification Sub Level Any Qualification Sub Level Any Qualification Sub Level Any Qualification Sub Level Any Qualification Number - Operational Start Date - From - Operational End Date - To - Certification End Date - To - Regulation Start Date - To - Certification Start Date - To - Certification Start Date - To - - Certification Start Date - To -	Home Users My Organi	sation Units Structures Qualifications D	iplomas My Details Logout	
Clear Qualification Type Any Qualification Type Any Qualification Sub Type Any Qualification Sub Type Any Qualification Sub Level Any Qualification Start Date From Qualification End Date From Regulation Start Date To Search Qualification Start Date To Search Qualification Start Date To Qualification	Clear Qualification	n End Dates		
Clear End Dates Qualification Qualification Type Any Qualification Sub Type Any Qualification Sub Type Any Qualification Sub Level Any Qualification Start Date From Certification End Date From Regulation Start Date From Regulation Start Date To Qualification Start Date To Qualification Start Date To Qualification End Date To Qualification Start Date To Qualificati	Home > Clear Qualification End I	Dates		Admin J
Qualification Type Any • Qualification Sub Type Any • Qualification Sub Level Any • Qualification Number • • Operational Start Date • • From • • • Operational End Date • • • From • • • • Certification End Date • • • • To • • • • • Regulation Start Date • • <t< td=""><td>Clear End Dates Qualification _</td><td></td><td></td><td></td></t<>	Clear End Dates Qualification _			
Qualification Sub Type Any • Qualification Level Any • Qualification Sub Level Any • Qualification Number • • Qualification Number • • Operational Start Date • • From • • • Operational End Date • • • To • • • Operational End Date • • • To • • • • Certification End Date • • • • To • • • • • Regulation Start Date • • • • • • • • • • • • <	Qualification Type	Any	-	
Qualification Level Any - Qualification Sub Level Any - Sector Subject Area Any - Qualification Id - - Qualification Number - - Qualification Number - - Qualification Number - - Qualification Number - - Operational Start Date - - From - - - Operational End Date - - - From - - - - Operational End Date - - - - Operational End Date - - - - Certification End Date - - - - Regulation Start Date - - - - - Ootrocodd/s Atto Level 2 Amerd In Mathematics (QCE) QCF Level 2 Withdrawn Clear End Date Oner - - - -	Qualification Sub Type	Any		
Qualification Sub Level Any • Sector Subject Area Any • Qualification Id • • Qualification Id • • Qualification Number • • Qualification Number • • Operational Start Date • • From • • Operational End Date • • Operational End Date • • Operation End Date • • From • • Certification End Date • • From • • Regulation Start Date • • To Search • • Certification End Date • • • Regulation Start Date • • • • Ool 00006/1 Atto Level 1: Amend In Mathematics (QCE) QCF Level 2: Withdrawn Clear End Date Other • • •	Qualification Level	Any	•	
Sector Subject Area Any Qualification Id Title Qualification Number Operational Start Date From Operational Start Date From Operational End Date From Certification End Date From Regulation Start Date To Search	Qualification Sub Level	Any	•	
Qualification Id Title Qualification Number Operational Start Date From Operational Start Date From Operational End Date From Operational End Date From Operational End Date From Certification End Date From Certification End Date From Regulation Start Date To Search	Sector Subject Area	Any	•	
Title Qualification Number Operational Start Date From Operational End Date From Certification End Date To Certification End Date From Regulation Start Date From Regulation Start Date To Search	Qualification Id			
Qualification Number Operational Start Date From Operational Start Date To Operational End Date To Certification End Date To Certification End Date To Certification End Date To Regulation Start Date To Regulation Start Date To Search	Title			
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To Operational End Date From Operational End Date From Operational End Date From Certification End Date From Certification Start Date From Regulation Start Date From Regulation Start Date To Certification Start Date To Start Date To Certification Start Date To Start Date To Start Date To Certification Start Date To Status Operational Start Date To Status Operational Start Date To Status Operational Start Date To Certification Start Date To Certification Start Date To Certification Start Date To Cer	Operational Start Date			
Operational End Date Operational End Date Operational End Date From Certification End Date From Certification End Date To Regulation Start Date To Regulation Start Date To Search Over the start of the start	Coerational End Date			
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Certification End Date To Regulation Start Date From Regulation Start Date To Search Occircology Attack (CCF) Clear End Date Clear End Date Clear End Date Occircology Attack (CCF) Clear End Date Occircology Attack (CCF) Clear End Date Occircology Attack (CCF) Clear End Date Occircology Attack (CCF) Clear End Date Occircology Attack (CCF)	Certification End Date			
To Regulation Start Date From Regulation Start Date To Seatch Open OTHE Open Startus Open Convocidia Atto Level 2 America (QCE) Clear End Date Open Vite Open	Certification End Date			
Regulation Start Date From Regulation Start Date To Search Out 0 Title Out 0 Title Out 0 Status Out 0 Out 0 Out 0 Status Out 0	To			
Regulation Start Date To To • QN • Title • Type • Level • Status • 000/0006/1 ±10 Level 2 Ameril In Mathematics (QCF) QCF Level 2 Withdrawn Clear End Date Other •	Regulation Start Date From	13		
Clear End Date Other	Regulation Start Date			
QN QN Title Type Level Status QCF Level Vicharen Gear Clear		Search		
QN QN Title Type Level Status Oper CF Level CF Level CF Level CF Level CF Level CF				
Clear End Date Other	• QN •	Title	• Type • Le	vel • Status •
Clear End Date Other	000/0006/1	ATO Level 2 Award In Mathematics (OCF)	QCF Lev	el 2 Withdrawn
Clear End Date Other				
The second	Clear End Date	Other	•	
Rabonale Declaration	Rationale	8		
I confirm that I understand that the declarations made by the awarding organisation	Dectaration	I confirm that I understand that the declarations made by th	awarding organization	

Only qualifications with a status of 'Withdrawn' are returned.

- 2. Enter search criteria, if required, to reduce the list.
- 3. Check the qualifications to clear end dates.
- 4. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Rationale	NA	Yes
Declaration	NA	Yes

5. Click the Clear End Dates button to clear the operational end date and certification end date for the checked qualifications.

The status of the checked qualifications is set to 'Regulated' or 'Regulated Manual'.

2.29 Review qualifications

Use this function to review the date only. If you want to make any other changes at the same time this should be done via an amendment.

1. Hover the mouse over the Qualifications menu button at the top of the page and select Review Qualifications. The Review Qualifications screen is shown below.

olquui	Venetaria Contra Const Venetaria Contra Const Venetaria Constanto	wing Learning	Re	gulatory D	nformation Tech	nology System
Home Users My Organi	sation Units Structures	Qualifications Diplo	mas My Detail	la Logovi	C	
Review Qualificati	ons	*****				
Home > Review Qualifications						Test
Review Qualifications						
_ Information						
After reviewing qualification	s you are advised to update	the uptakes for each qua	Affication.			
Id						
Qualification Number	600/0719/9					
Qualification Type	Any			2	•	
Qualification Sub Type	Any				•	
Qualification Level	Any				•	
Qualification Sub Level	Any				•	
Sector Subject Area	Any				·	
Derived Title						
Preferred Title						
Review Date From	0 Feb . 2014 . 0					
Review Date To	Su Mo Tu We Th Fr Sa	23				
Select QN	* 10 11 12 13 14 18		• Type •	Level .	Review Date	• Status •
F 600/0719	56 17 18 19 20 21 22	the User Guide (OCF)	QC#	Level 2	28-Feb-2015	Regulated
	23 24 25 26 27 28					
	the state of the s					

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Only qualifications with a status of 'Regulated' and 'Regulated Manual' are returned.

- 2. Enter search criteria, if required, to reduce the list.
- 3. Check the qualifications to be reviewed.
- 4. Provide the following information:

Field	Validation	Mandatory
Review Date	Must be greater than the current date and time	Yes

5. Click the Review button to set the review date for the checked qualifications.

2.30 Qualification History

The history displays an audit trail of what has happened to the qualification. Select a qualification from the search results and click the Review History button. The Qualification History screen is shown below.

Ofqual 💯	COOOD Rewarding Learning	Regulatory Information Techr	ology System
Home Users My Organisation Units	Structures Qualifications Dipl	omas My Details Logout	
Qualification History			
Home > Qualifications > Test Level 2 Award In Tes	ting the User Guide (QCF) > Qualification	History	Tes
Qualification Snapshot			
Ouslification			

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RITS displays a list of changes made to a qualification. To view the details expand the qualification snapshot shown below.

Home > Qualifications > Test L	evel 2 Award In Testing the User Guide (QCF) > Qualification History Test
- Qualification Snaoshot	
¥ 17-Feb-2011 16:16	
Status	Regulated
Organisation Reference	Testi
Price	No
Derived Title	Test Level 2 Award In Testing the User Guide (QCF)
Title	
Regulation Start Date	
Operational Start Date	01-Mar-2011
Review Date	28-Feb-2015
Operational End Date	
Certification End Date	
Minimum Guided Learning Hours	40
Maximum Guided Learning Hours	40
Offered In England	Yes
Offered In Wales	Yes
Offered In Northern Ireland	Yes
Assessment Language In English	Yes
Assessment Language In Weish	No
Assessment Language In Irish	No
Approved By SSC	Yes
SSC	Lifelong Learning UK
SSC Reference Number	
Other Appropriate Support	No
Overall Grading Ty;	
Assessment Metho	al Demonstration/Assignment, Task-based Controlled ment
Exemption	
Pre-16	No
16-18	No
18+	No
19+	Yes
Diploma/ASE Catalogue	No
Apprenticeships	NO NO
Foundation	NO AL
Muse in whit offeners	None
Devlacation 1	Ves
Declaration 2	Ma

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Any enquiries regarding this publication should be sent to us at:

Office of Qualifications and Examinations RegulationSpring Place2nd FloorCoventry Business ParkGlendinning HouseHerald Avenue6 Murray StreetCoventry CV5 6UBBelfast BT1 6DN

Telephone03003033344Textphone03003033345Helpline03003033346