

RITS - Quick Reference Guide

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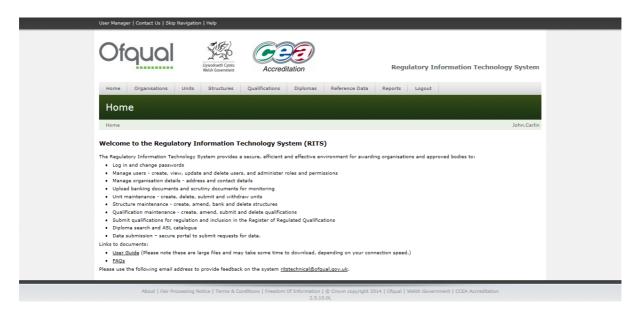
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Introduction



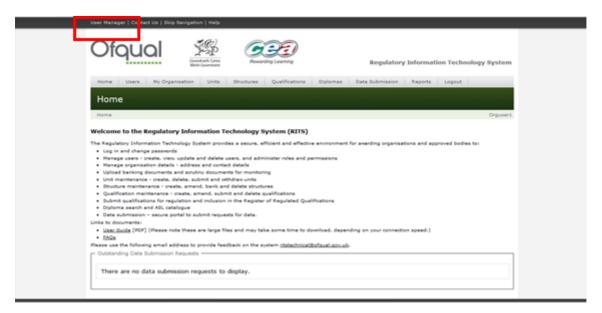
This guide is designed as a quick reference guide to the Regulatory Information Technology System (RITS) for awarding organisations. It is, by definition, a quick reference toolkit and not a comprehensive guide to the application.

Organisation users

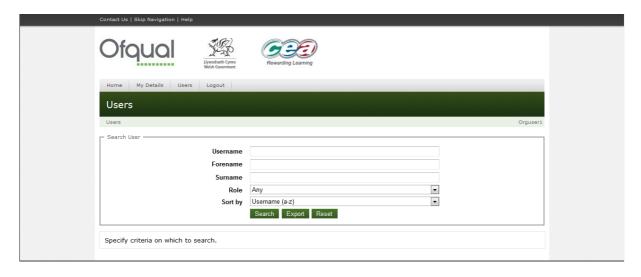
The way RITS users update their details, and organisational admin users add, update and delete users in RITS is in an area called User Manager. User Manager is where all users can manage their user details such as email address and passwords. In addition, users with organisation admin rights use the User Manager functionality to create new accounts, update existing user details and delete old users for their organisation.

How to access User Manager

User Manager is accessed through the link at the top left-hand corner of the RITS home screen, as shown below:



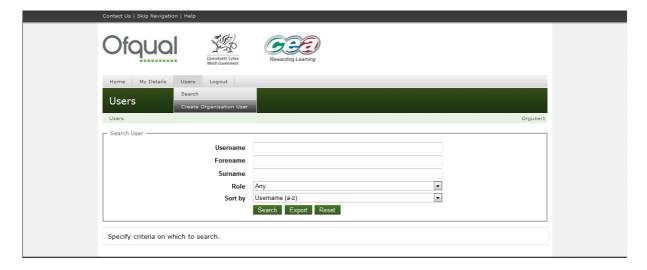
When the User Manager link is clicked the screen below is shown. Users who have organisation admin rights are able to create new users for their own organisation. In addition all users can manage their details (forename, surname, email address and passwords) using the My Details screen.



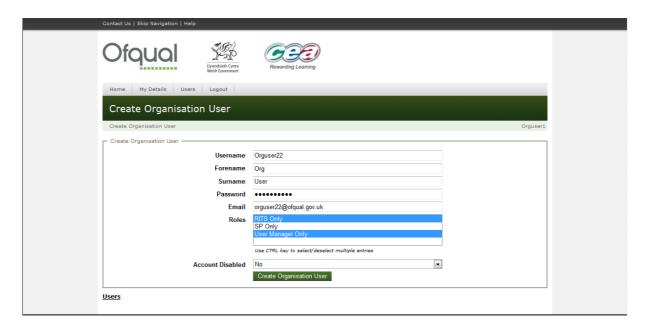
How to create a new user

To create a new user you will need to have organisational admin rights.

In User Manager click on the Create Organisation User tab which can be found under the Users tab, shown below:



When you create an organisation user, complete the user criteria shown below. Add the user details and click on the Create Organisation User button to activate the new user.



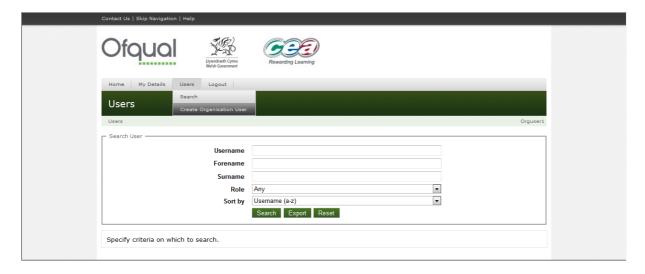
All users must be allocated the RITS Only role. The SP Only role is for planned future functionality which is not yet released. The User Manager Only role should be allocated to users who will be required to set up new user accounts for their organisation.

Note: at this stage a user has been created. RITS user roles need to be allocated in the RITS Application via the Users tab.

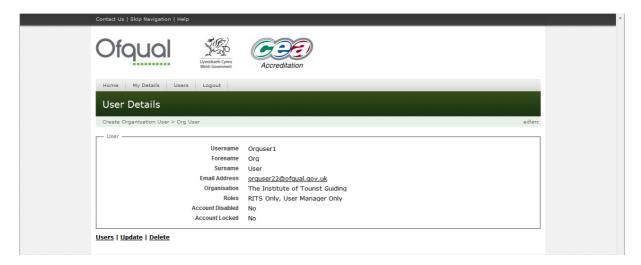
How to update or delete an existing user

To update or delete an existing user you will need to have organisation admin rights.

In User Manager click on the Create Organisation User tab which can be found under the Users tab, shown below:



Enter the details of the user you want to update or delete, then click the search button.



Use the Update or the Delete link, as appropriate, to complete your actions.

Exit User Manager and returning to RITS

Once the user has been created, updated or deleted the User Manager Screen can be closed.

Note: if you logout of User Manager you will also logout of RITS.

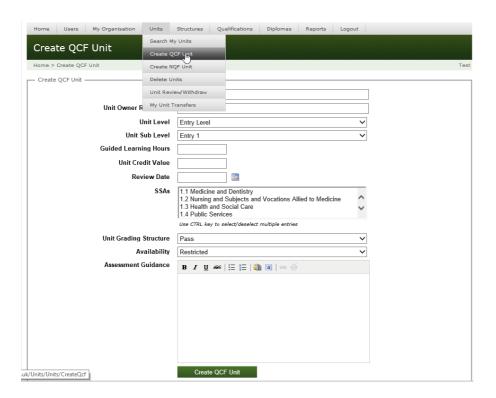
Allocating RITS user roles

To allocate RITS user roles you will need to return to the RITS Application. You must have organisation admin rights to be able to update user permissions in RITS through the Users tab.

How to create a unit

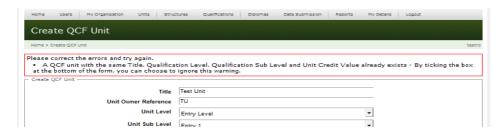
We have used QCF units in this example. The create NQF tab follows the same principles.

Click on Units, then on Create QCF Unit.



Complete all fields and click on the Create QCF Unit button.

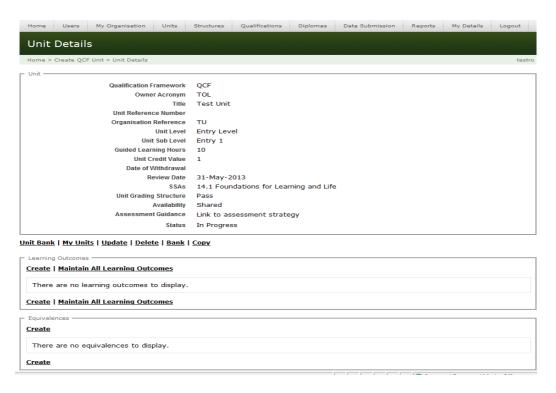
If the unit title already exists you will be given a warning message in red. This ensures that you are not creating duplicate units on the databank.



If required you may overrule the warning message by clicking the box at the bottom of the form.

If the Create QCF Unit button is clicked successfully then the unit is created with a status of In Progress. You will have links to the options to view Banked Units, My Units, Update, Delete, Bank and Copy unit.

You now need to create the learning outcomes and assessment criteria for the unit.



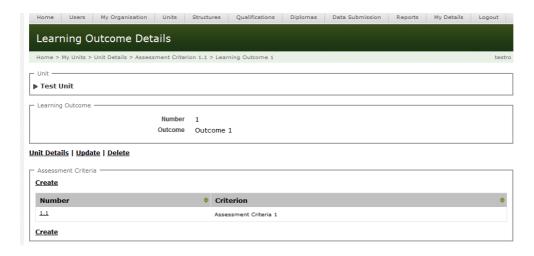
To create learning outcomes and assessment criteria click on Create in the Learning Outcome box, Enter the learning outcome in the text box and click on the Create Learning Outcome button. Repeat this step to enter more learning outcomes.



To create assessment criteria click on the hyperlink number to the left of the learning outcome (1 in the above example).

Click on Create in the Assessment Criteria box. RITS will automatically assign a corresponding number for the assessment criteria – for example 1.1.

Enter the individual assessment criterion in the text box and click on the Create Assessment Criterion button. Repeat this step until all assessment criteria are entered.



Click on Unit Details to return to the Unit Detail screen.

Maintain all learning outcomes

If your browser is java-enabled then learning outcomes and assessment criteria can be created and edited using the Maintain Learning Outcomes button.

The shortcut buttons enable you to add, edit, delete and reorder.



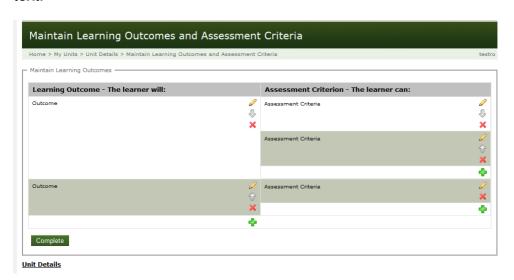




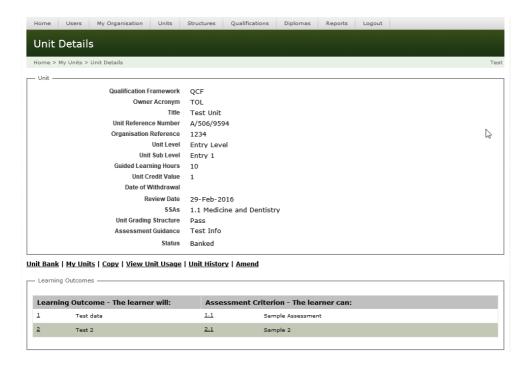




Note: RITS will automatically allocate numbering and you only need to populate the text.



If required, the learning outcomes can be reordered using the Reorder Learning Outcomes button.



Now that you have created learning outcomes and assessment criteria the unit can be banked to use in structures and qualifications. Click on the Bank link and confirm with the Bank button.



The unit status will have changed to Banked.

Once the unit is banked, the options change, you will see the following links:

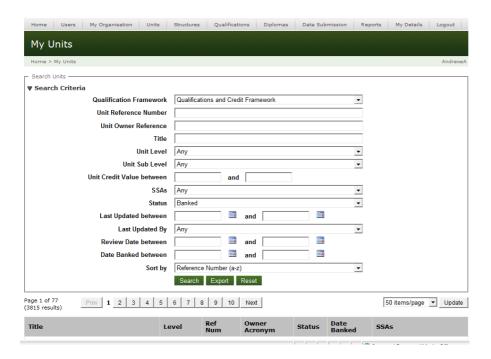
•	Unit Bank	Search QCF Unit Bank
-	My Units	View your own units including NQF units
•	Сору	Copy unit including LOs and ACs to create a new unit
•	View Unit Usage	View qualifications that are using the unit
-	Unit History	View changes made to the unit
•	Amend	See next section.

How to amend a QCF Unit

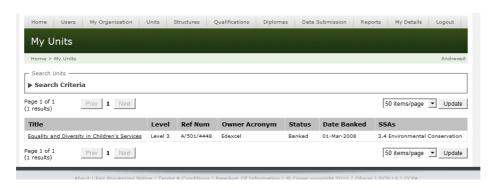
QCF units with the status of banked can be amended. Once banked there are two fields that can be amended in a QCF unit:

- Organisational Reference
- Sector Subject Area (SSA)

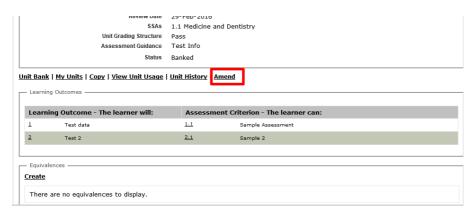
To amend these fields in a QCF unit first select the unit to be amended from the My Units search screen:



Enter your search criteria into the relevant fields, then press the green Search button.

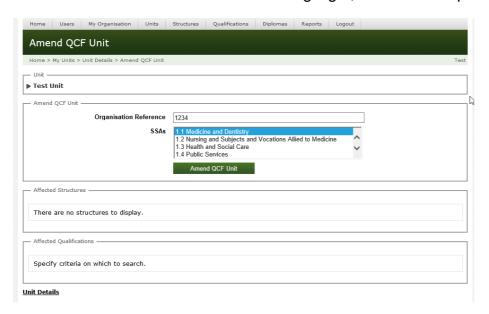


When the unit has been selected use the Amend link to amend the unit.



When the Amend link has been clicked the following fields are available:

- Organisational Reference enter a maximum of 100 characters;
- SSA to select an SSA click and highlight, to select multiple use Ctrl-click;



Once you have amended the information click the green Amend QCF Unit button.

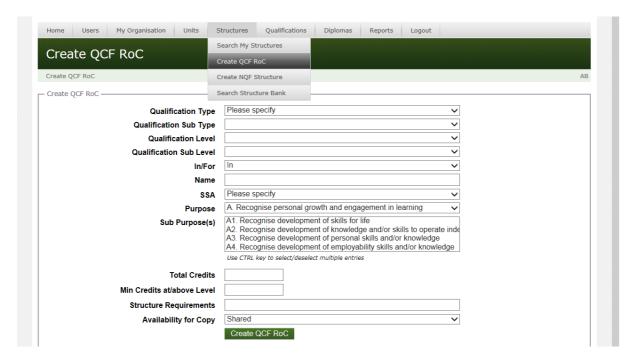
Units and structure

Now that you have created the units you can combine these in a structure. This informs learners on how to achieve a qualification.

How to create a structure

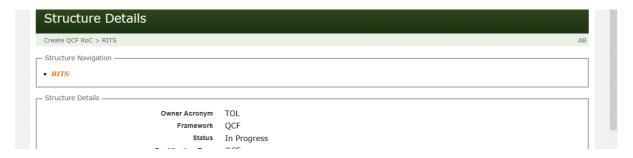
Structures inform learners how to achieve a qualification. They bind all the information required by a learner to achieve the qualification – units, credits for prior learning, groups, if optional or mandatory, subcomponents and rules of combination.

A simple analogy is a box of cake mix. Generally the box has the recipe on it (rules of combination) and also functions as an overall container (overarching group). In the box we find the ingredients (units) which are contained in wrappers (groups) and generally there is an option to add external ingredients (prior learning). To create a structure click on the Structures tab and create a QCF structure.



Complete all of the fields and click on Create QCF RoC.

Your structure will be created and move to a status of In Progress.



At the top a new pane also appears: Structure Navigation. As you create your structure the hierarchy will populate within this pane.

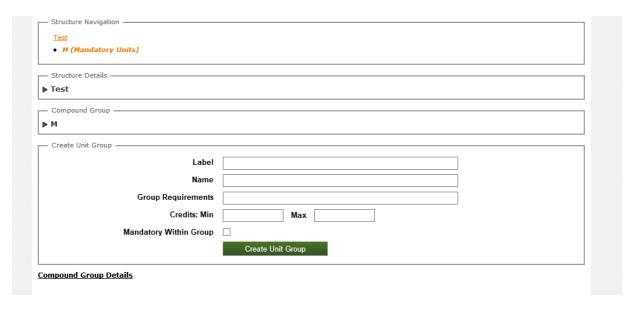
The following steps are recommended as best practice to create the structure:

Overarching Group – always start by creating an overarching group (OG) with the total credit required and subcomponents. This is your outer layer of wrapping and helps your structure to be consistent and manageable. (Subcomponents are the collective name for the different sort of groups that can be created).

Next create the groups required. This is the inner layer of wrapping and there are three types of group available:

- Compound Groups (CG) these contain other groups and the subcomponent will be the number of groups within the CG;
- Unit Groups (UG) these contain only units and the subcomponent will be the number of units;
- Other Credit Groups (OC) these indicate if prior learning is portable and count towards the qualification. Stipulate the level of units that apply.

We now need to populate the fields to create the group.



Label – the label should be alphanumeric (A1,A2, etc.) and less than 4 characters.

Name – a short subject title to show what the group is about, for example, mandatory, Haircare.

Group Requirements – indicate in a short summary what the learner has to do, for example:

All units are mandatory – a total of 10 credits; Candidates must get at least 10 credits from this group.

Minimum Credits – always add a minimum credit or a minimum subcomponent.

Minimum Sub Components – refers to number of compound groups, unit groups or other credit groups that the qualification will contain.

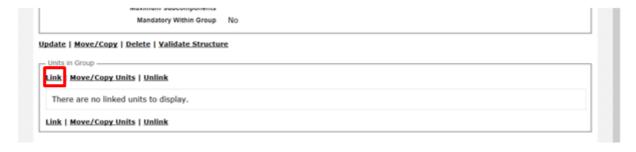
Maximum Sub Components – as above, however if the group is mandatory the minimum and maximum subcomponent fields must be equal.

Mandatory Within Group – Only tick this if the group is mandatory.

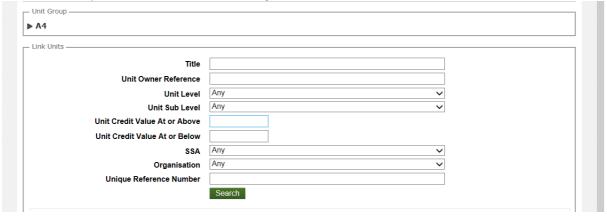
When a group is created a new box appears with the group details:



To add units to the group use the link



A new box opens with a search facility to the unit bank:



Enter your search details and click on Search:



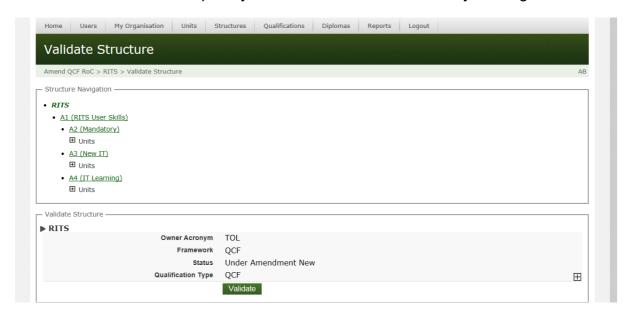
You can now tick the Select tick box for the units required and click Link Units.

As we progress the structure navigation pane builds, as follows, with indented tabs:

Rules of Combination Overarching Group Group Units



When the structure is complete you can validate the structure by clicking on Validate:



If the structure is free from errors it will turn green and successfully validate.

The RITS is checking that there is at least one unit attached to each of the groups that you have created.

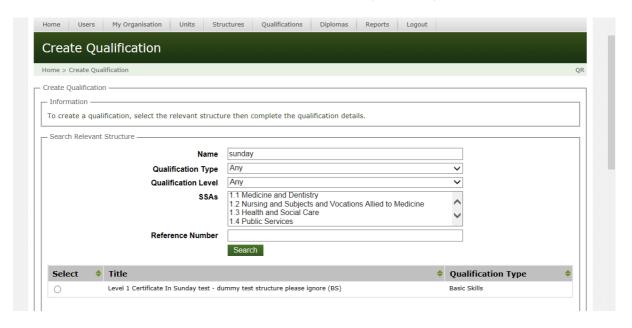
When the structure has successfully validated and turned green it can be banked.

If a structure requires amendment, search and select Structures, then click on Amend.



How to Create Qualifications

To create a qualification you must first create a structure and bank it. Click on Create Qualification and search for the structure or a valid, banked, unused structure.



Organisation Reference – this is your reference and does not have to be unique.

Pilot – tick box only if you require you qualification to be reviewed as part of a pilot.

Preferred Title – follow regulatory format: (AO acronym/name; level; Award/Certificate/Diploma; in/for; indication of content (endorsement), (QCF).

Operational Start Date – defaults to the start of the month and can be any time in the future.

Review Date – defaults to the end of the month and cannot be more than 5 years from the day it is entered.

Total Qualification Time – Must be entered. Includes values for guided learning and is calculated by considering the different activities that learners would typically complete the learning outcomes of a qualification.

Guided Learning Hours – Must be entered.

Tick at least one of the three options: Offered in England/Offered in Wales/Offered in NI – you can choose all three. The 'Will you be applying for funding in England/Wales/NI' questions are optional – if ticked this will be passed on to the relevant funding agencies. Select at least one assessment language – note you may still be required to consider offering assessment in a different language if there is a demand.

Tick either **approved by SSC** or **Other Appropriate Support**. If SSC please indicate which on the drop-down list and, if known, include the SSC reference number.

Overall Grading Type – select from the drop-down list.

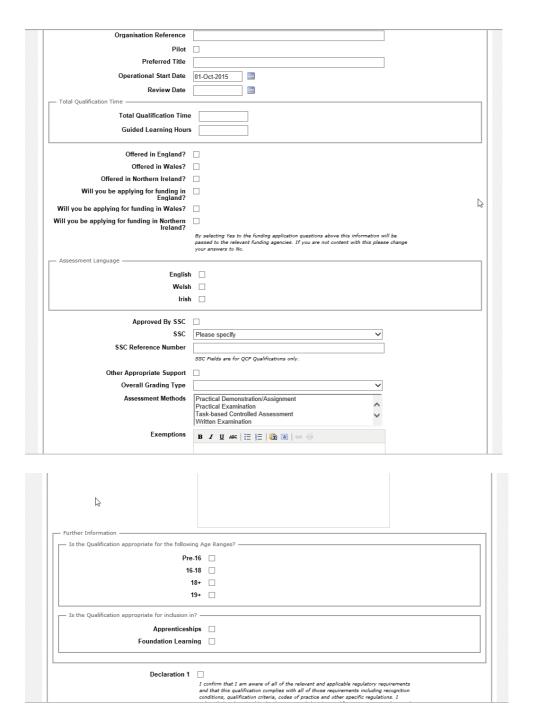
Assessment Method – select from the drop-down list (CTRL & click to select multiple).

Exemptions – a free-flow text field to note any exemptions – if these are regulated qualifications only include the qualification number.

Age Range – select the appropriate age range.

Please tick the appropriate box if the qualification is appropriate for inclusion in apprenticeships or foundation learning.

You can now tick the Declaration box, then click on the Create Qualification button.

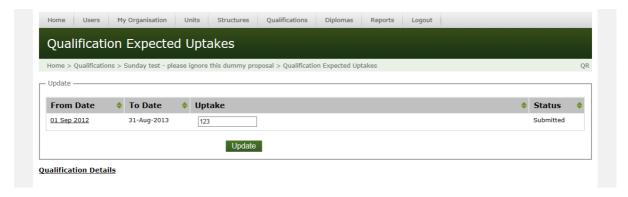


The qualification details screen will include an automated RITS ID number at the top of the Details screen with a qualification status of In Progress.

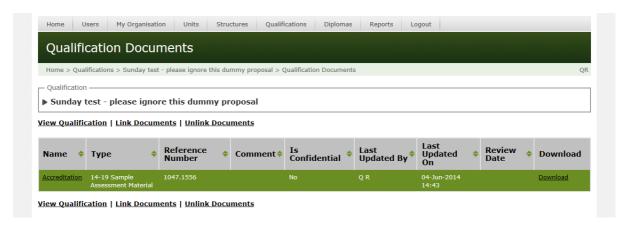
Before you submit the qualification please complete the following steps:



Click on Expected Uptakes and complete fields with the anticipated figures:

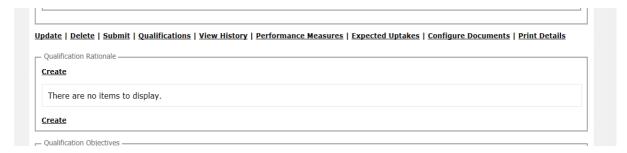


Click on Configure Documents. You need to ensure an accreditation document is assigned to the qualification – see the How to Upload Document section if required.



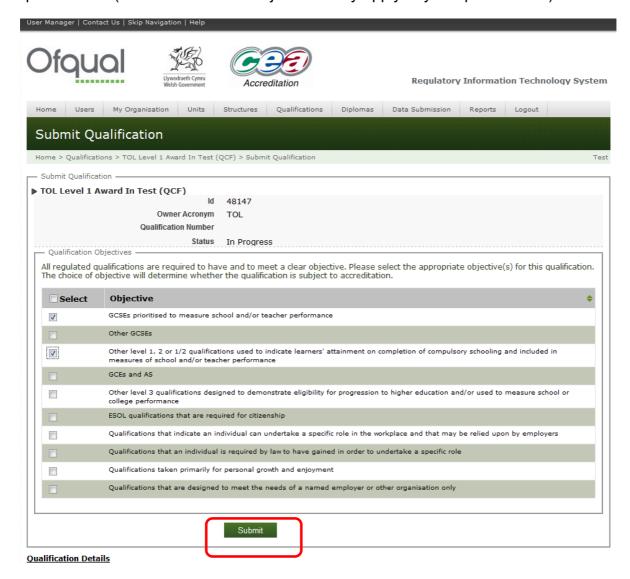
Click on View Qualification to return to the Qualifications screen.

Finally, in the Qualification Rationale box click Create and include a brief summary message on why the qualification is required or is being submitted.



The qualification is now ready to be submitted.

Click on the Submit link. You will be asked to choose one or more descriptions by selecting the tick box against the Qualification Objectives that apply to your qualification. (Note: one or more objectives may apply to your qualification.)



To submit your qualification click the Submit Button.

The objectives for qualifications can be viewed on the Qualifications Details screen.

The qualification has now been submitted to Ofqual for accreditation.

If and when the qualification is approved it will be published and appear on the public Register of Regulated Qualifications.

Note: records of all approved qualifications remain on the Register.

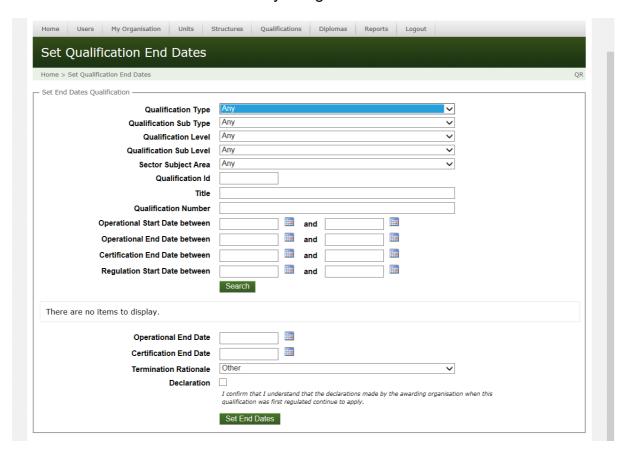
How to set end dates

There is no functionality to delete a qualification. However qualifications can be withdrawn or reinstated to the public Register by setting or clearing end dates.

Click on the Qualifications, then the Set End Dates tab:



Search and select the Qualification by using the tick box:



You can now enter the required information.

Operational End Date – select the preferred date. Default is the last day of the month. On the Register the qualification will move to a status of Withdrawn on this Date.

Certification End Date – note: this cannot be before the operational end date. On the Register the qualification will move to a status of Expired on this Date.

Termination Rationale – other, replacing with new, no longer commercially viable.

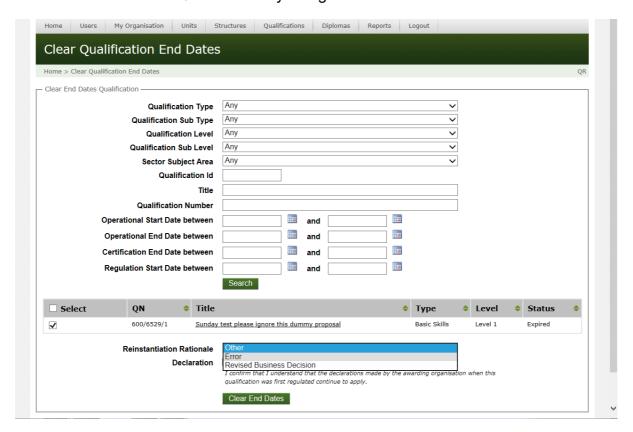
Tick Declaration and click the Set End Dates button.

How to clear end dates

Click on the Qualifications, then the Clear End Dates tab.



Search and select the Qualification by using the tick box.



You can now enter the required information.

Reinstantiation Rationale – Other, Error, Revised Business Decision.

Tick Declaration, then click the Clear End Dates button.

The qualification will be reinstated and published overnight on the Register.

Early Expire Function

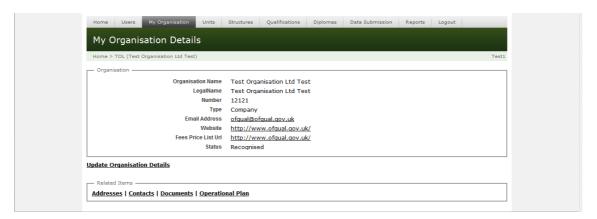
Exceptionally, an awarding organisation may wish to withdraw a qualification before its operational start date. Using the Early Expire tab sets the status of the qualification to Expired. This can be 'undone' by using the rollback Early Expire tab.

Documents

We ask you to upload specified documents in RITS so that we can accredit qualifications. Where appropriate we also use RITS to give you accreditation reports which you can download.

Uploading documents

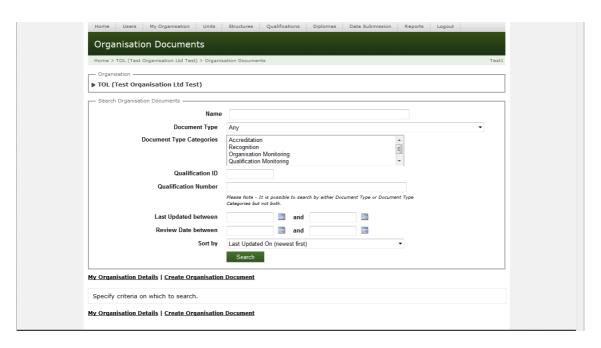
Documents are uploaded using the Documents link on either the My Organisation Details screen or the Qualification.



Clicking the Documents link takes you to the Organisation Documents screen. Here you can either search for documents using the Search button or create organisation documents using the Create Organisation Document link.

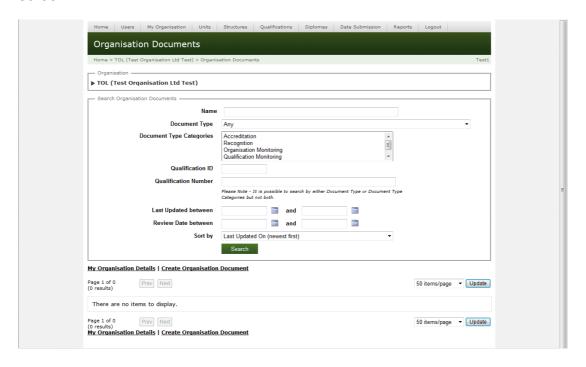
Search Organisation Document

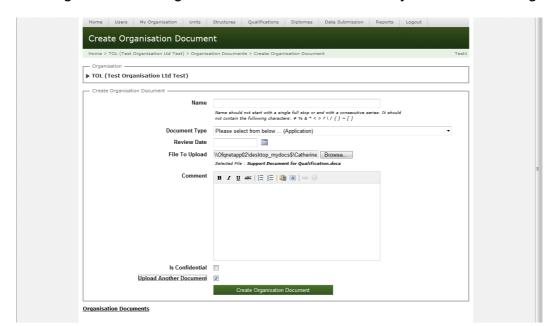
The Search Organisation Document button is located on the Organisation Documents Screen.



Create Organisation Document

The Create Organisation Document link is located on the Organisation Documents screen.





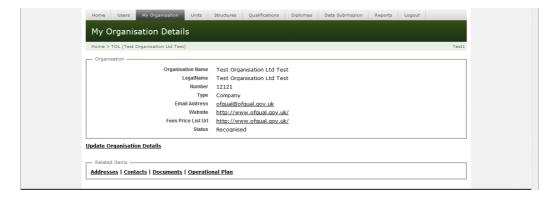
Clicking the Create Organisation Document link takes you to the following screen.

Enter the information for the document on this screen and use the Browse button to locate the document to be uploaded.

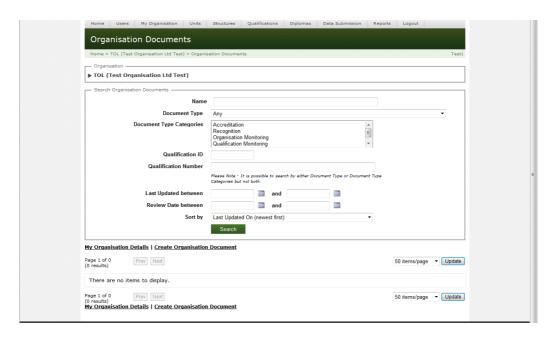
If you want to upload a further document, tick the Upload Another Document box to stay on the Create Organisation Document screen.

Downloading documents

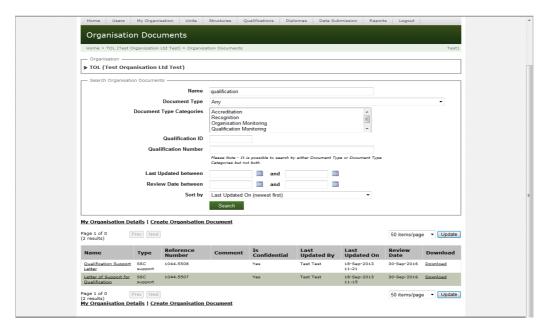
Documents are downloaded using the Documents link on the My Organisation Details screen.



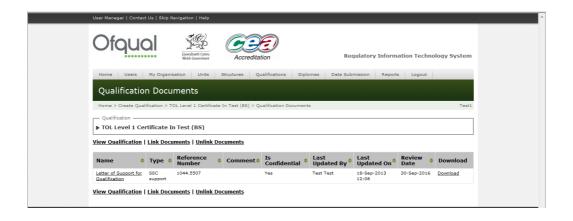
Clicking the Documents link takes you to the Organisation Documents screen where the Search button is located.



Clicking the Search button displays your organisation documents.



Click on the Download link to download a document. Note that when linking documents to a qualification a Download link is also displayed.



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

Office of Qualifications and Examinations Regulation

Spring Place 2nd Floor

Coventry Business Park Glendinning House
Herald Avenue 6 Murray Street
Coventry CV5 6UB Belfast BT1 6DN

Telephone 0300 303 3344 Textphone 0300 303 3345 Helpline 0300 303 3346