

Regulatory Information Technology System (RITS)

Units

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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 unit maintenance features in detail.

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

2 Units

2.1 Introduction

Unit maintenance involves creating, updating, deleting, viewing, transferring, banking, amending and reviewing the units. These permissions depend upon the user role. The organisation unit administrator has the permissions to maintain units.

When you hover over the Units menu button, you are presented with the options:

- Search My Units
- Create QCF Unit
- Create NQF Unit
- Delete Units
- Review Units
- Search Unit Bank
- My Unit Transfers.

The screenshot shows the Ofqual Regulatory Information Technology System (RITS) interface. The 'Units' menu is highlighted with a red box, showing options: Search My Units, Create QCF Unit, Create SQF Unit, Delete Units, Review Units, Search Unit Bank, and My Unit Transfers. Below the menu is a table of Outstanding Data Submission Requests.

Cycle	Regulator Reference	Due Date	Overdue	Data Submission Status
suninder cycle 1	1	02-Mar-2011	Yes	Invalid
suninder cycle 1	1	02-Mar-2011	Yes	None
suninder cycle 1	1	03-Mar-2011	No	None
suninder cycle 1	1	03-Mar-2011	No	None
nick test cycle 3 March	1	03-Mar-2011	No	None

2.2 Create QCF unit

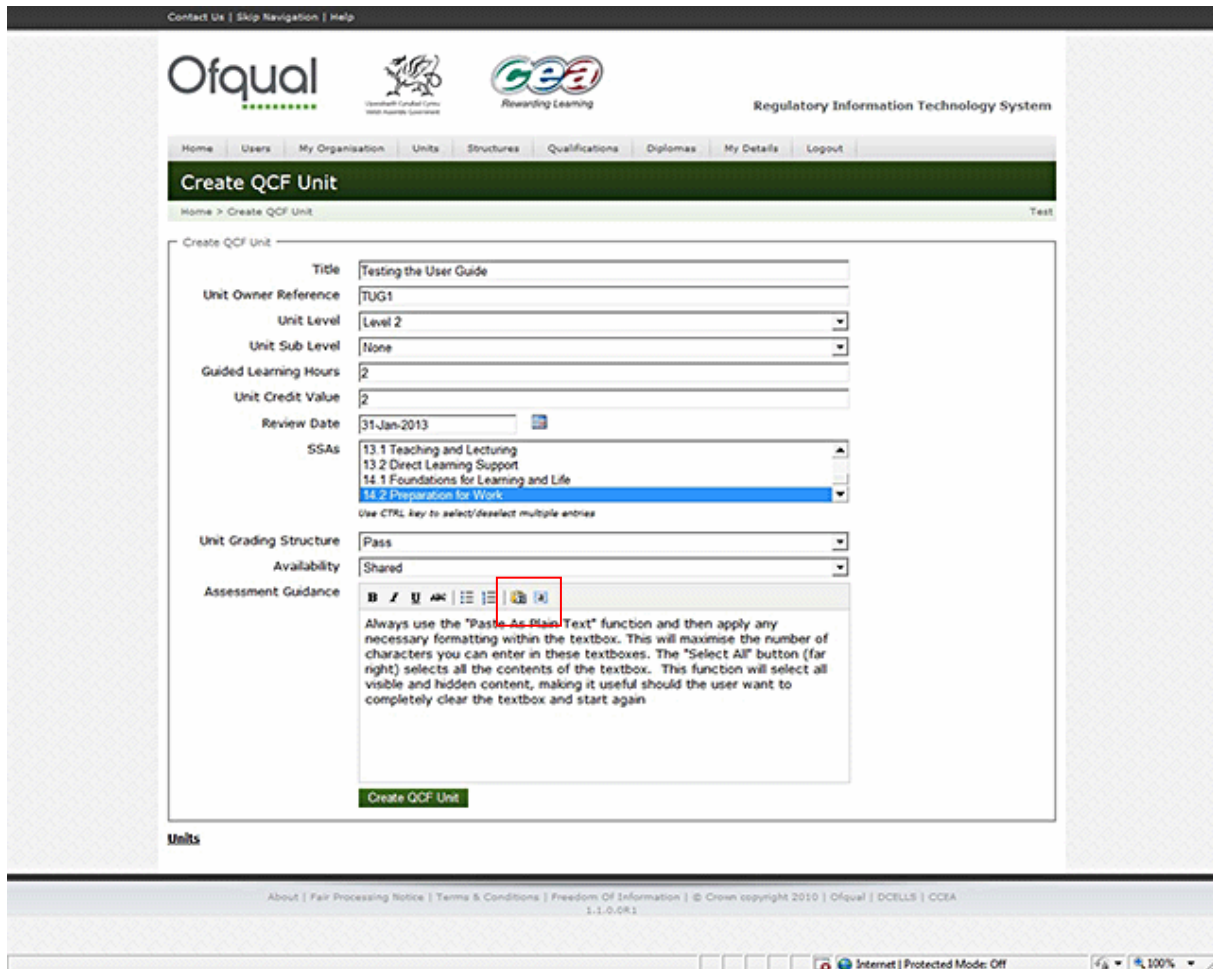
2.2.1 Summary of how to create a QCF unit

1. Go to the Create QCF Units tab and complete all fields. The review date must be in the future but can be up to five years..
2. Select Create Learning Outcomes, enter data and click Create Learning Outcome button. The Learning Outcome will appear numbered – hover over the number on the left of the text as this is the hyperlink to creating the assessment criteria.
3. Go to Create Assessment Criteria. Type the assessment criteria text in the free text box. Click the Create Assessment Criterion button. Repeat for each learning outcome and assessment criteria required.
4. Click on Bank Units. Click on Bank again to confirm Bank Unit. Make a note of the unit reference number that then appears in the Unit Detail screen.

Create as many units as required by repeating the steps above.

2.2.2 Details of how to create a QCF unit

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



2. Provide the following information:

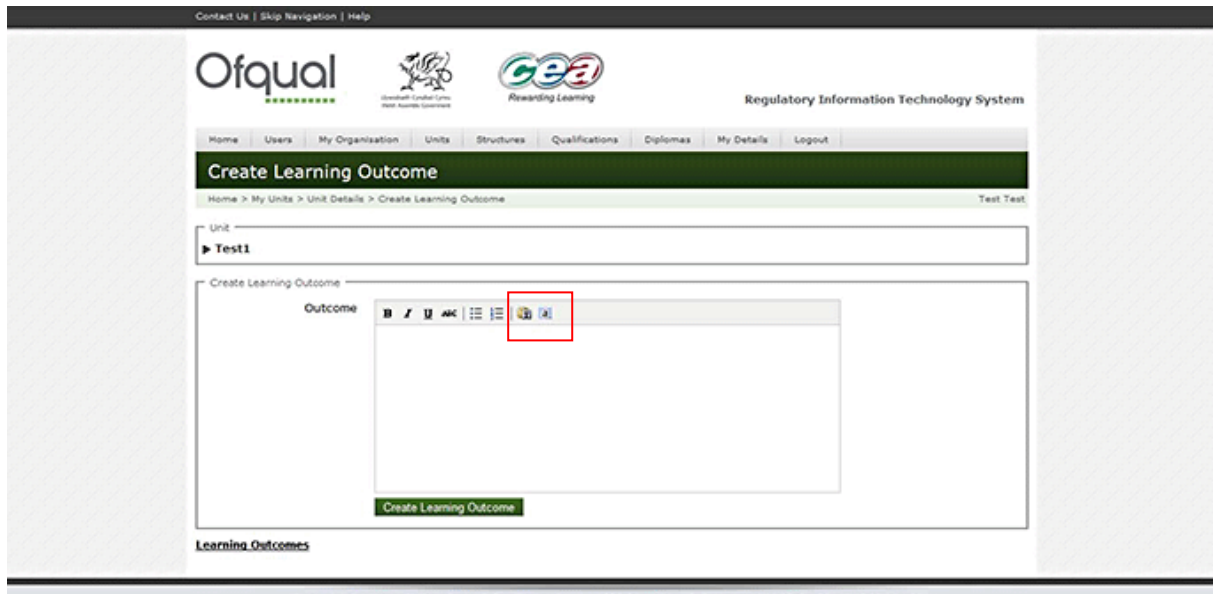
Field	Validations/recommendations or tips for input	Mandatory
Title	Must be unique at the same level within the organisation Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes
Unit Level	NA	Yes
Unit Sub Level	Only if Entry level is chosen	No
Guided Learning Hours	GLH to Credit Value ratio cannot be more than 10:1	Yes

Field	Validations/recommendations or tips for input	Mandatory
Unit Credit Value	NA	Yes
Review Date	Must be greater than current date and time	Yes
Sector Subject Areas	NA	Yes
Availability for Use	NA	Yes
Organisations	Only entered if availability for use is 'restricted'	No
Assessment Guidance	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.	Yes

3. Click the Create QCF Unit button in order to create and save a new QCF unit.

2.3 Create learning outcome – QCF units only

1. Select a QCF unit from the search list and click the Create button in the Learning Outcomes section. The Create Learning Outcome screen is shown below.



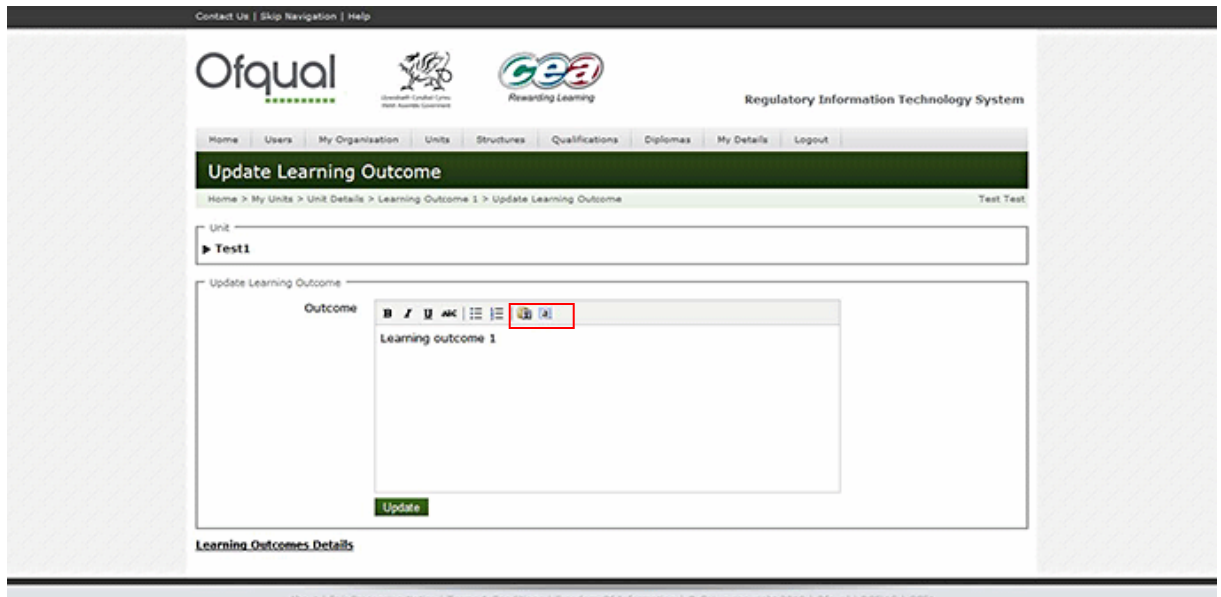
2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Outcome	Maximum length of 250 characters. Always use the 'Paste As Plain 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.	Yes

3. Click the Create Learning Outcome button in order to create and save the learning outcome.

2.4 Update learning outcome

1. Select a learning outcome from the list in the Learning Outcomes section and click the Update button. The Update Learning Outcome screen is shown below.



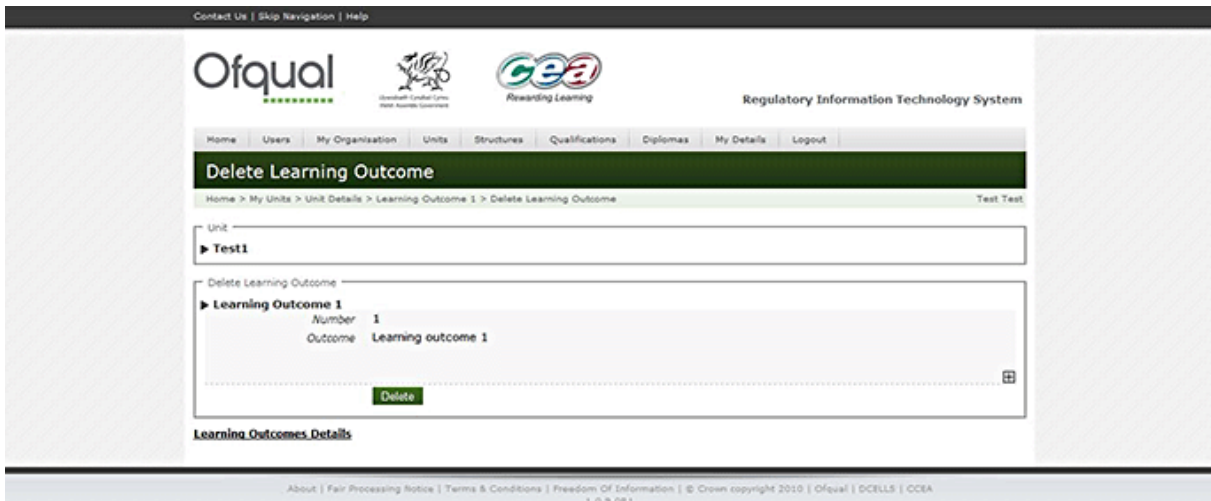
2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Outcome	Maximum length of 250 characters. Always use the 'Paste As Plain 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.	Yes

3. Click the Update button in order to update and save the updated learning outcome.

2.5 Delete learning outcome

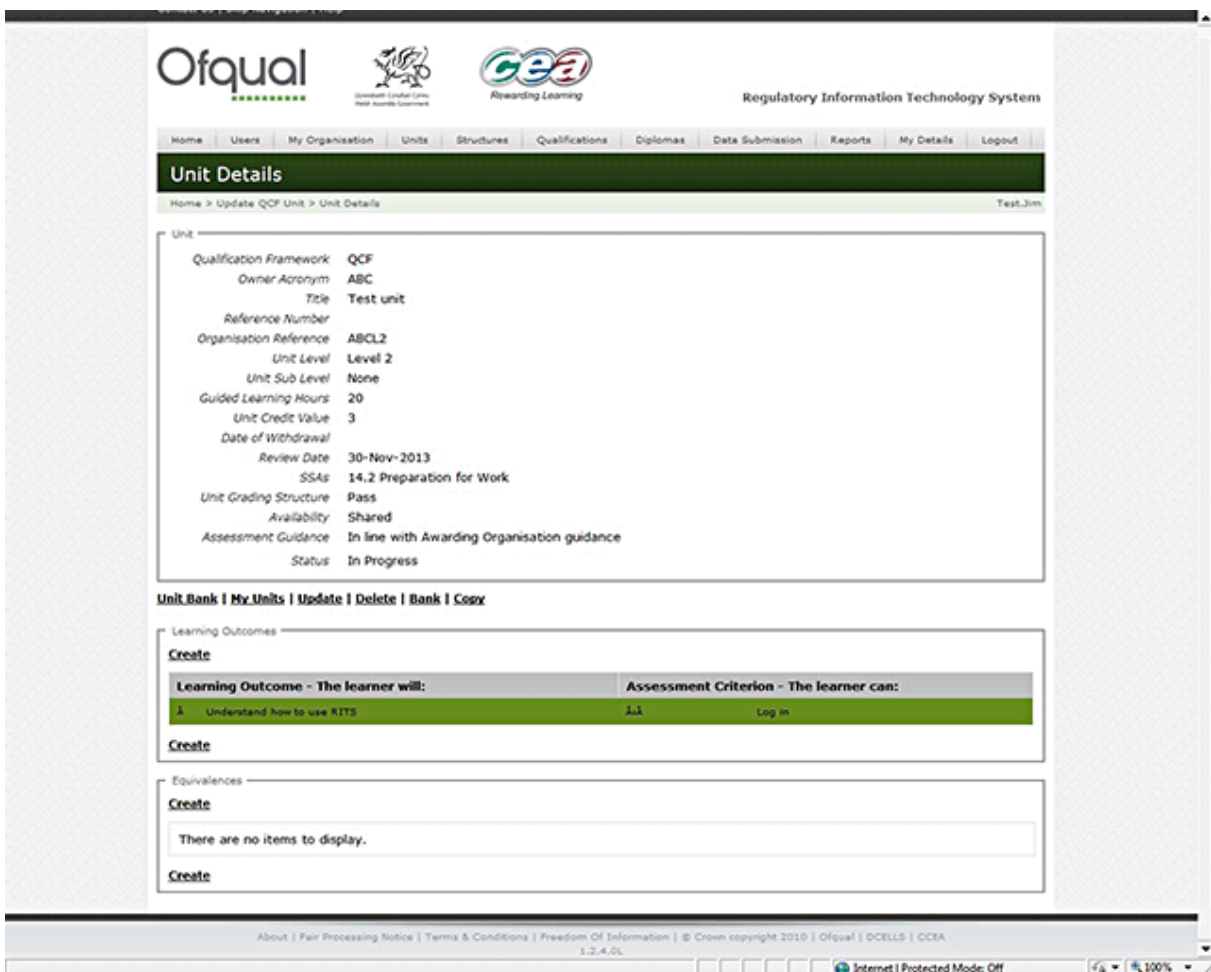
1. Select a learning outcome from the search list in the Learning Outcomes section and click the Delete button. The Delete Learning Outcome screen is shown below.



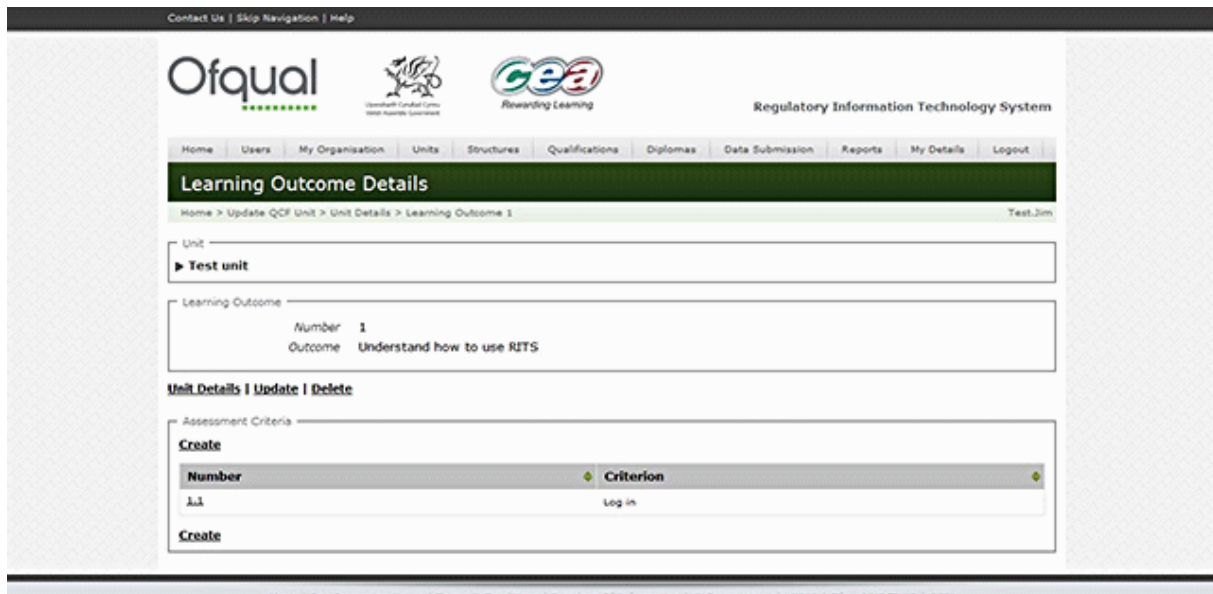
2. Click the Delete button in order to delete the learning outcome.

2.6 Create assessment criterion

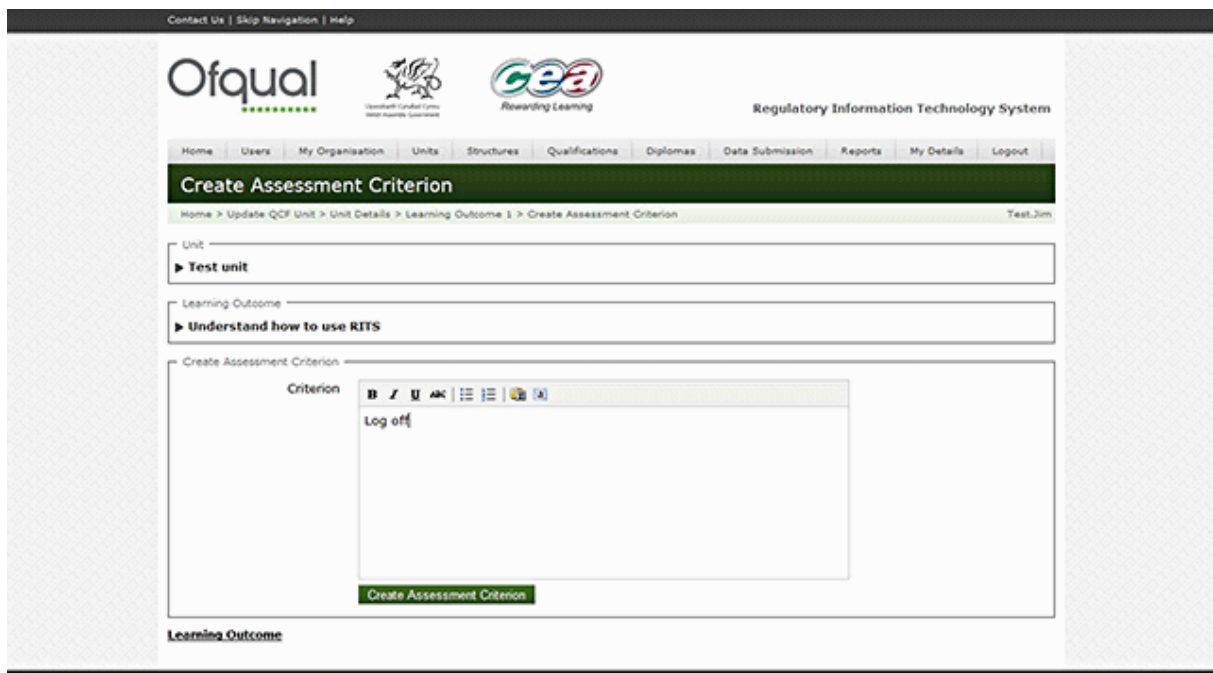
1. Select a unit from the search list.
2. Select a learning outcome by clicking on its number.



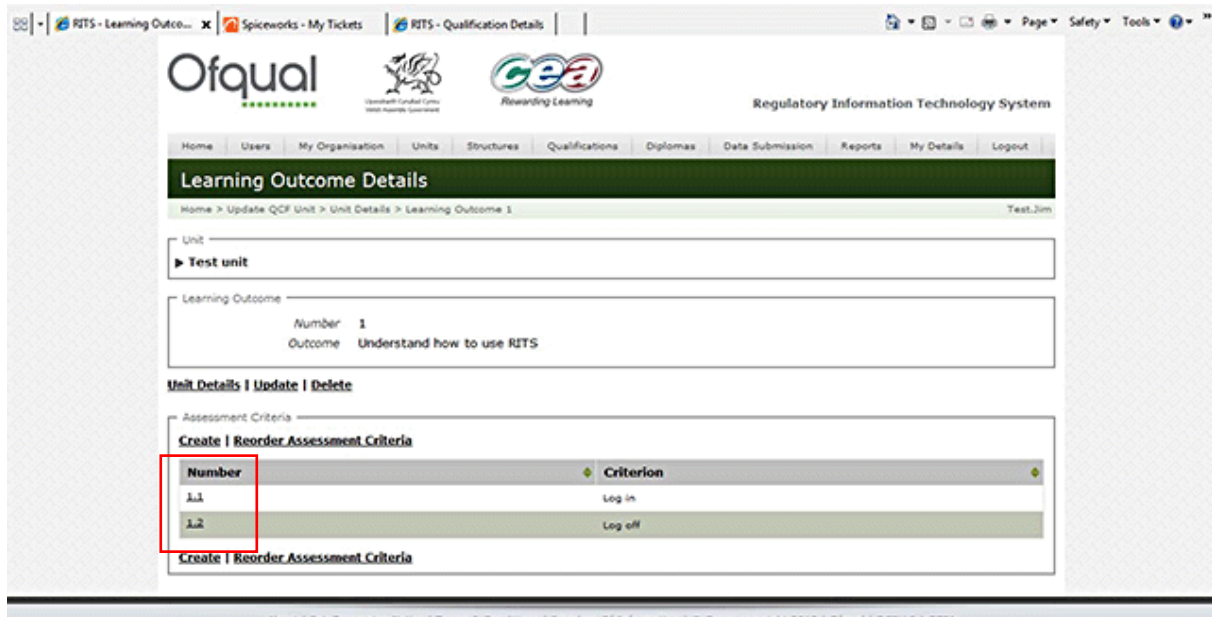
3. Click on the Create option in the Assessment Criteria section below.



The Create Assessment Criterion screen is shown below.



An automatic number is provided by the system, as shown below.

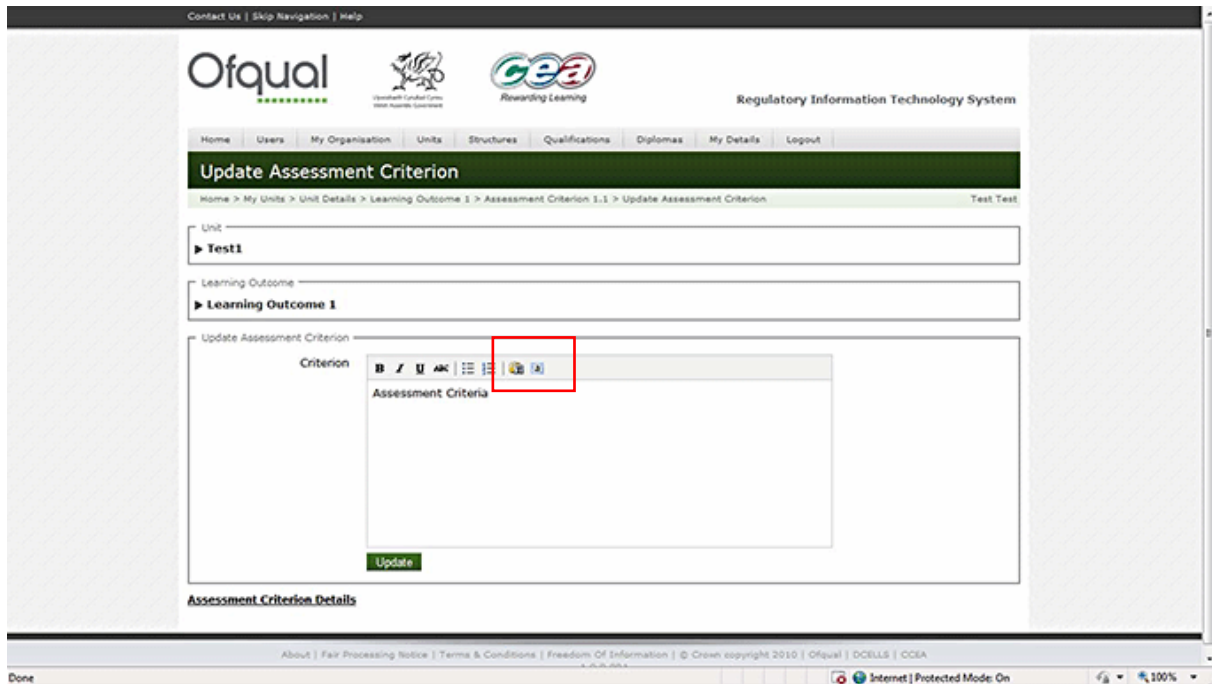


4. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Criterion	Maximum length of 500 characters. Always use the 'Paste As Plain 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.	Yes

2.7 Update assessment criterion

1. Select an assessment criterion from the list in the Assessment Criteria section and click the Update button. The Update Assessment Criterion screen is shown below.



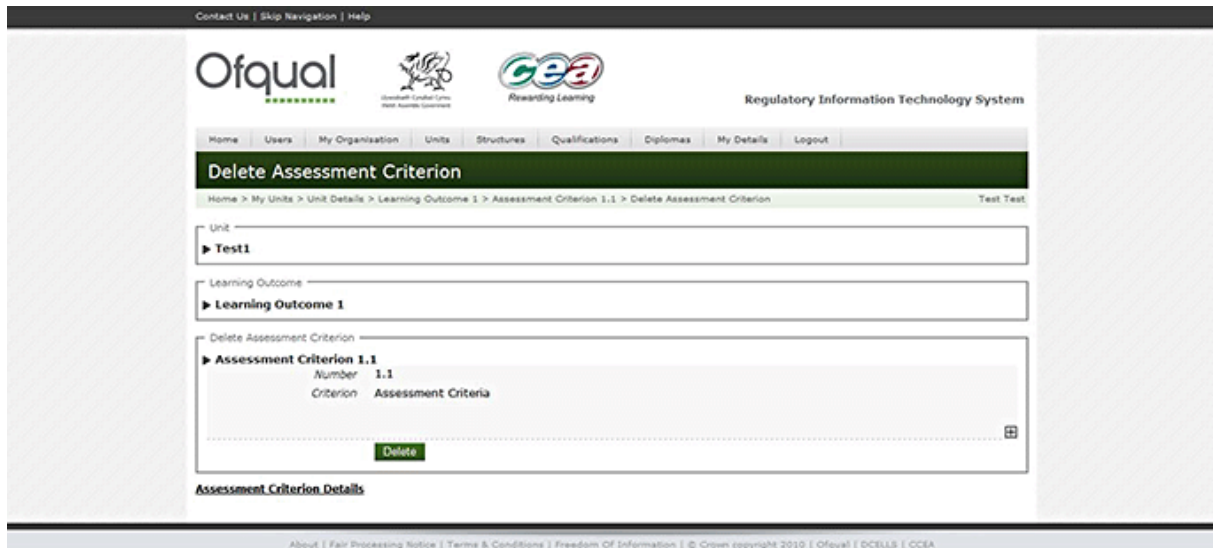
2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Criterion	Maximum length of 500 characters. Always use the 'Paste As Plain 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.	Yes

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

2.8 Delete assessment criterion

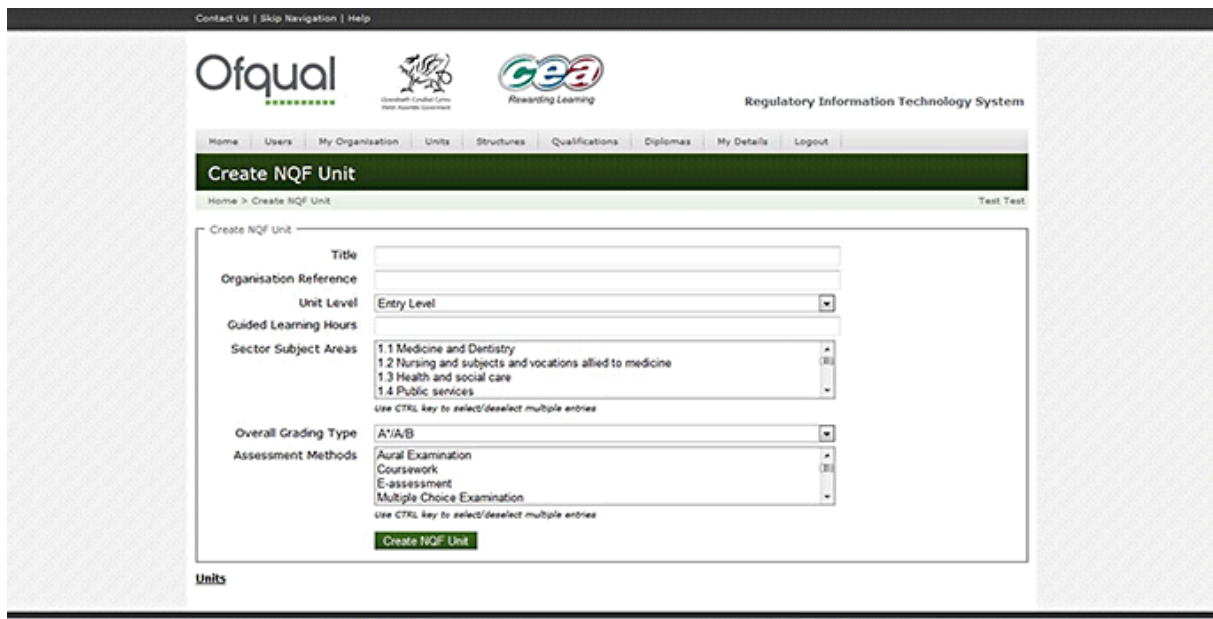
1. Select an assessment criterion from the list in the Assessment Criteria section and click the Delete button. The Delete Assessment Criterion screen is shown below.



2. Click the Delete button in order to delete the assessment criterion.

2.9 Create NQF unit

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



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Title	Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes

Field	Validations/recommendations or tips for input	Mandatory
Unit Level	NA	Yes
Guided Learning Hours	GLH to Credit Value ratio cannot be more than 10:1	Yes
Review Date	Must be greater than current date and time	Yes
Sector Subject Areas	NA	Yes
Overall Grading Type	NA	Yes
Assessment Methods	NA	Yes

3. Click the Create NQF Unit button in order to create and save a new NQF unit.

2.10 Search units

To search and view the list of units belonging to your organisation, i.e. QCF units, NQF units, In Progress units, Banked units and Withdrawn units, perform the following steps:

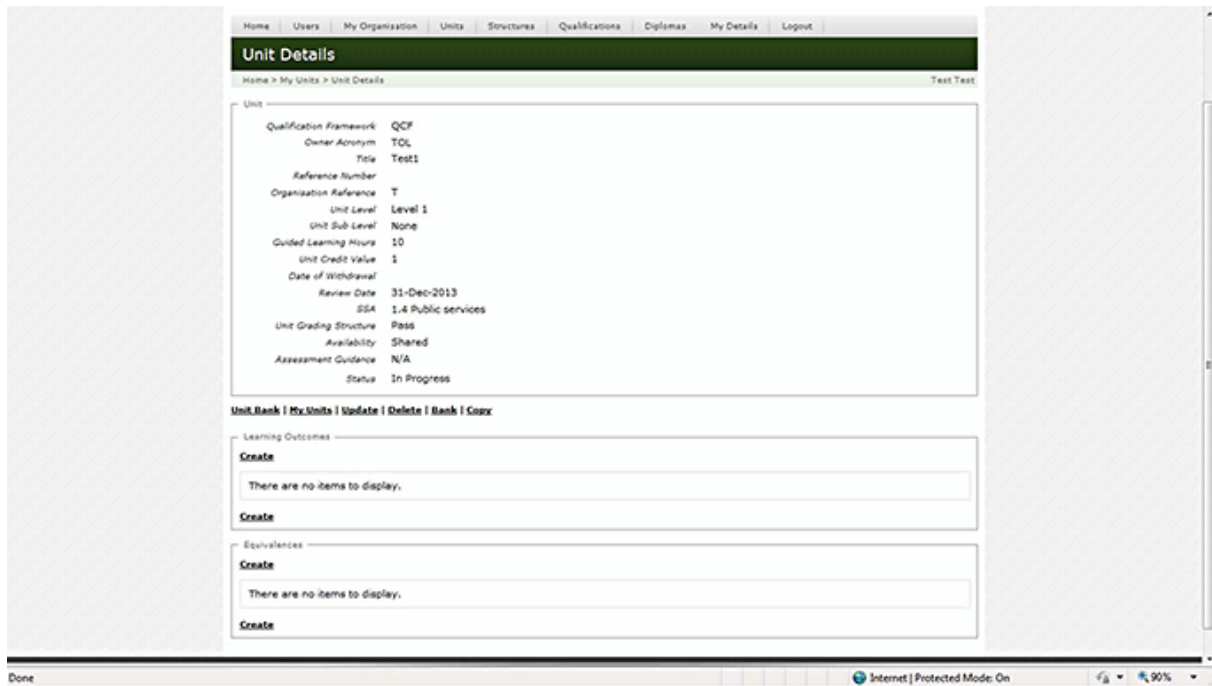
1. Hover the mouse over the Units menu button at the top of the page and select Search My Units. You are presented with the screen shown below.

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 units 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 units that have been set up in your organisation. The unit titles are listed alongside their level, unique reference number, organisation reference and status.

2.11 View unit

Selecting a unit in the results displays the Unit Details screen as shown below.



The ability to perform functions will depend on the status of the unit. This table shows the activities and the status they need to have for the activity to be performed:

Option	Status
Update	In Progress
Amend	Banked
Delete	In Progress
Bank	In Progress
Copy	Banked
View Unit Usage	Banked Withdrawn
View Unit History	Banked Withdrawn
Learning Outcomes	Any status (QCF only)
Assessment Criteria	Any status (QCF only)

2.12 Update QCF unit

1. Select a QCF unit from the search list and click the Update button. The Update QCF Unit screen is shown below.

The screenshot shows a web browser window titled 'RITS - Update QCF Unit - Windows Internet Explorer provided by Ofqual'. The address bar shows the URL 'http://ritssystem.amorgroup.com/Rits/Units/Units/UpdateQcf/71673'. The page has a navigation menu with items like Home, Users, My Organisation, Units, Structures, Qualifications, Diplomas, My Details, and Logout. The main content area is titled 'Update QCF Unit' and contains a form with the following fields:

- Title: Drawing from Observation
- Unit Owner Reference: 134
- Unit Level: Level 3
- Unit Sub Level: None
- Guided Learning Hours: 1
- Unit Credit Value: 10
- Review Date: 31-Aug-2013
- SSAs: 1.1 Medicine and Dentistry, 1.2 Nursing and subjects and vocations allied to medicine, 1.3 Health and social care, 1.4 Public services
- Unit Grading Structure: Pass
- Availability: Shared
- Assessment Guidance: (Rich text editor with a 'Paste as Plain Text' button)

At the bottom of the form is an 'Update QCF Unit' button. Below the form is a 'Unit Details' section. The footer of the page contains copyright information: '© Crown copyright 2010 | Ofqual | DCELLS | CCEA'.

Note: only units with a status of In Progress can be updated; once banked, units can only be amended.

2. Provide any of the following information:

Field	Validations/recommendations or tips for input	Mandatory
Title	Must be unique Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes
Unit Level	NA	Yes
Unit Sub	Only applies if Entry level chosen above	No

Field	Validations/recommendations or tips for input	Mandatory
Level		
Guided Learning Hours	GLH to Credit Value ratio cannot be more than 10:1	Yes
Unit Credit Value	NA	Yes
Review Date	Must be greater than current date and time	Yes
Sector Subject Areas	NA	Yes
Availability for Use	NA	Yes
Organisations	Only entered if availability for use is 'restricted'	Yes
Assessment Guidance	Always use the 'Paste As Plain 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.)	Yes

- Click the Update QCF Unit button in order to update and save the QCF unit.

2.13 Update NQF unit

- Select an NQF unit from the list and click the Update button. The Update NQF Unit screen is shown below.

The screenshot shows the 'Update NQF Unit' form in the Regulatory Information Technology System. The form is titled 'Update NQF Unit' and has a breadcrumb trail 'Home > Update NQF Unit'. The form fields are as follows:

- Title: Test2
- Organisation Reference: T
- Unit Level: Level 1
- Guided Learning Hours: 10
- Sector Subject Areas: 1.1 Medicine and Dentistry, 1.2 Nursing and subjects and vocations allied to medicine, 1.3 Health and social care, 1.4 Public services (selected)
- Overall Grading Type: A*/AB
- Assessment Methods: Aural Examination (selected), Coursework, E-assessment, Multiple Choice Examination

There is an 'Update NQF Unit' button at the bottom of the form. The page also includes a navigation menu at the top with options like Home, Users, My Organisation, Units, Structures, Qualifications, Diplomas, My Details, and Logout. The footer contains information about Fair Processing Notice, Terms & Conditions, Freedom Of Information, and copyright information for Ofqual, DCELLS, and CCEA.

2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Title	Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes
Unit Level	NA	Yes
Guided Learning Hours	NA	Yes
Review Date	Must be greater than current date and time	Yes
Sector Subject Areas	NA	Yes
Overall Grading Type	NA	Yes
Assessment Methods	NA	Yes

3. Click the Update NQF Unit button in order to update and save the NQF unit.

2.14 Create equivalence description

1. Select a unit from the search list and click the Create button in the Equivalence section. The Create Equivalence screen is shown below.

2. Provide a description. The maximum amount of characters is 150.
3. Click the Create Equivalences button in order to create and save the equivalence description.

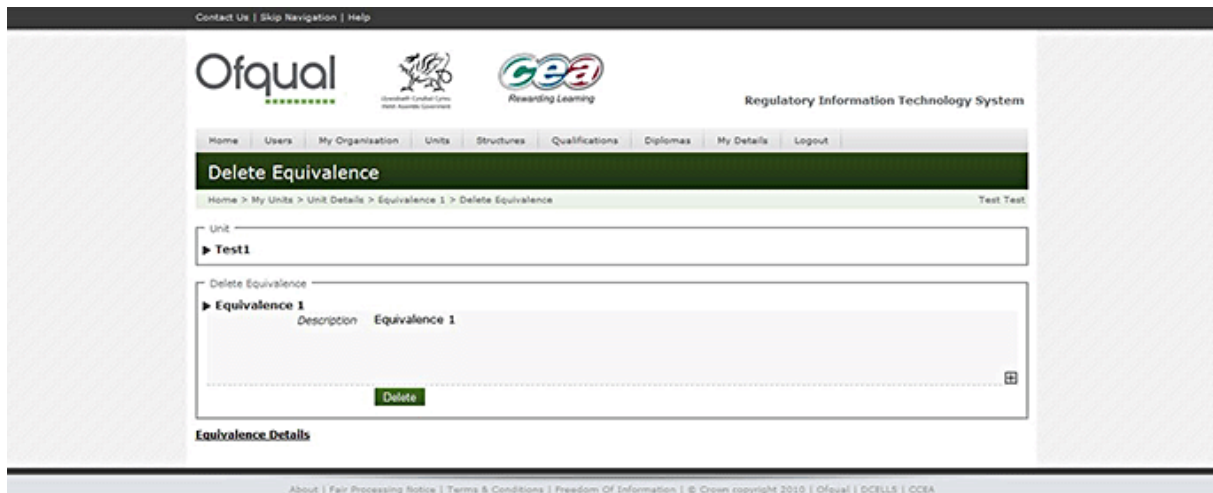
2.15 Update equivalence description

1. Select an equivalence from the list in the Equivalence section and click the Update button. The Update Equivalence screen is shown below.

2. Provide a description. The maximum amount of characters is 150.
3. Click the Update button in order to update and save the equivalence description.

2.16 Delete equivalence description

1. Select an equivalence from the list in the Equivalence section and click the Delete button. The Delete Equivalence screen is shown below.

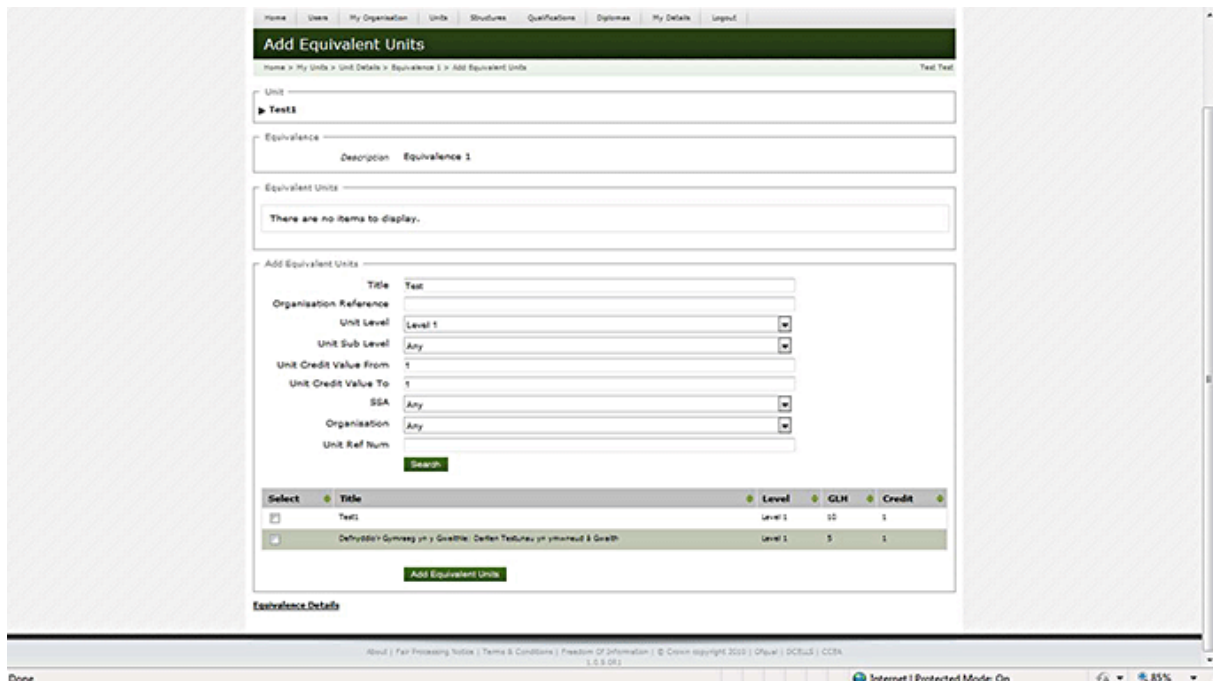


2. Click the Delete button in order to delete the equivalence description.

2.17 Add equivalent units

To set an equivalent unit you must first select a unit from the unit bank – not from a qualification structure.

1. Select an equivalence description from the list in the Equivalence section and click the Add link. The Add Equivalent Units screen is shown below.



2. Enter search criteria as required and select the units to be included in the equivalence description.
3. Click the Add Equivalent Units button in order to add the selected units to the equivalence description.

2.18 Remove equivalent units

1. Select an equivalence description from the list in the Equivalence section and click the Remove link. The Remove Equivalent Units screen is shown below.

The screenshot shows the 'Remove Equivalent Units' interface. At the top, there are logos for Ofqual, Welsh Qualifications Authority, and CCEA. Below the navigation menu, the page title is 'Remove Equivalent Units'. The breadcrumb trail is 'Home > My Units > Unit Details > Equivalence 1 > Remove Equivalent Units'. The 'Unit' section shows 'Test1'. The 'Equivalence' section shows 'Description: Equivalence 1'. The 'Remove Equivalent Units' section contains a table with the following data:

Select	Title	Level	GLH	Credit
<input type="checkbox"/>	Test1	Level 1	10	1
<input type="checkbox"/>	Defnyddio'r Gymraeg yn y Gweithle: Darllen Testunau yn ymneud & Gwaith	Level 1	5	1

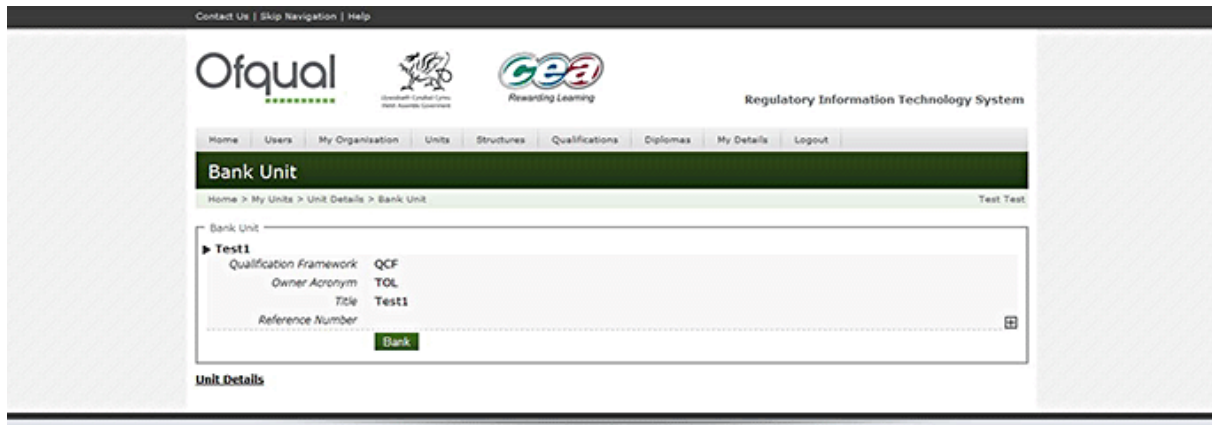
Below the table is a 'Remove Equivalent Units' button. At the bottom of the page, there is a footer with 'About | Fair Processing Notice | Terms & Conditions | Freedom Of Information | © Crown copyright 2010 | Ofqual | DCELLS | CCEA'.

2. Check the units no longer associated with the equivalence description.
3. Click the Remove Equivalent Units button in order to remove the checked units from the equivalence description.

2.19 Bank unit

Note: Units must be banked before they can be used in a structure.

1. Select a unit from the search results and click the Bank button. The Bank Unit screen is shown below.



2. Click the Bank button to confirm.

RITS verifies the following:

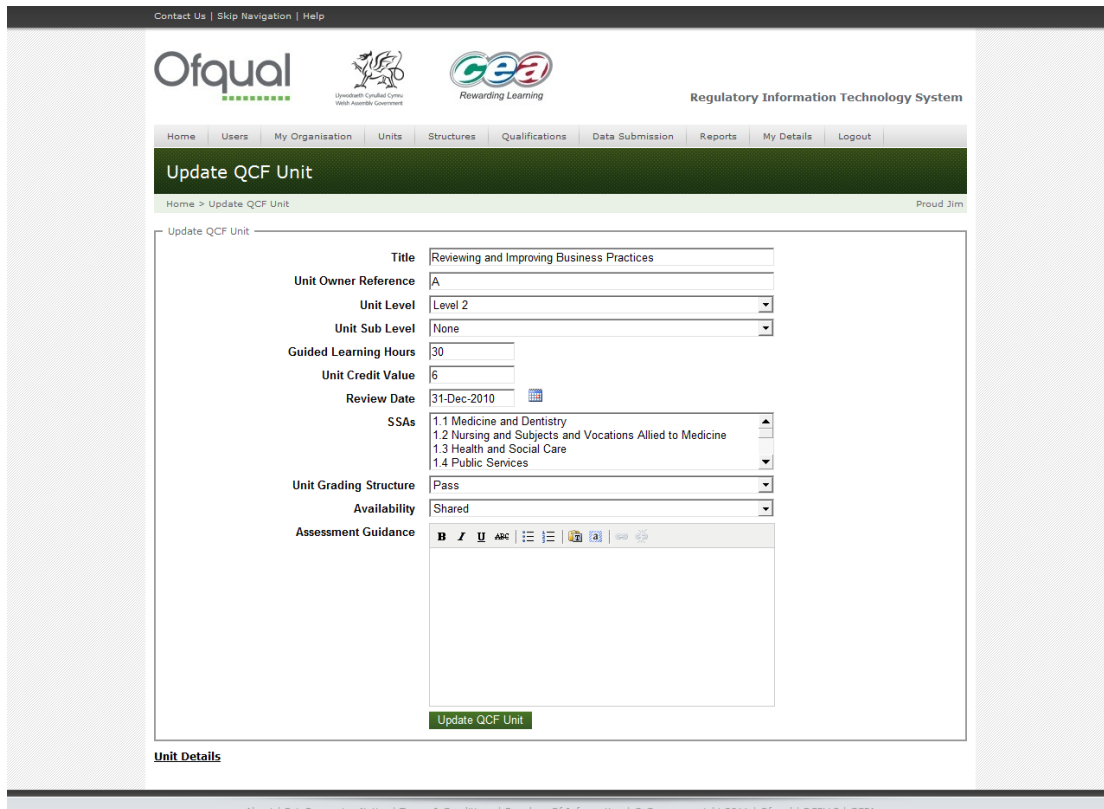
Field	Validations/recommendations or tips for input	Mandatory
Title	Must be unique Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes
Unit Level	NA	Yes
Unit Sub Level	Only if Entry level chosen	No
Guided Learning Hours	GLH to Credit Value ratio cannot be more than 10:1 (QCF)	Yes
Unit Credit Value	NA	Yes (QCF)
Review Date	Must be greater than current date and time	Yes
Sector Subject Areas	NA	Yes
Overall Grading Type	NA	Yes (NQF)

Field	Validations/recommendations or tips for input	Mandatory
Availability for Use	NA	Yes (QCF)
Organisations	Only entered if availability for use is 'restricted'	No (QCF)
Assessment Guidance	Always use the 'Paste As Plain 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.	Yes (QCF)
Assessment Methods	NA	Yes (NQF)
Learning Outcomes	NA	Yes (QCF)
Assessment Criteria	NA	Yes (QCF)

2.20 Update unit

Only In Progress units are updated.

1. Select a unit from the search results and click the Update button. The Update Unit screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Title	Must be unique (or a warning appears) Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes
Unit Level	NA	Yes
Unit Sub Level	NA	No
Guided Learning Hours	GLH to Credit Value ratio cannot be more than 10:1 (QCF)	Yes
Unit Credit Value	NA	Yes (QCF)

Field	Validations/recommendations or tips for input	Mandatory
Sector Subject Areas	NA	Yes
Overall Grading Type	NA	Yes (NQF)
Availability for Use	NA	Yes (QCF)
Organisations	Only entered if availability for use is 'restricted'	No (QCF)
Assessment Guidance	Always use the 'Paste As Plain 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.	Yes (QCF)
Assessment Methods	NA	Yes (NQF)
Learning Outcomes	NA	Yes (QCF)
Assessment Criteria	NA	Yes (QCF)

Note: RITS displays a warning in red which lists structures and qualifications affected by the amendment and a list of structures that would fail validation. This action produces an instant result without being reviewed by the regulators as it is outside a qualification but the owners are still accountable and must take into consideration any possible repercussions.

3. Click the Update Unit button in order to amend the unit.

Ofqual **Regulatory Information Technology System**

Home | Users | My Organisation | **Units** | Structures | Qualifications | Data Submission | Reports | My Details | Logout

Update QCF Unit

Home > Update QCF Unit Proud Jim

Please correct the errors and try again.

- A QCF unit with the same Title, Qualification Level, Qualification Sub Level and Unit Credit Value already exists - By ticking the box at the bottom of the form, you can choose to ignore this warning.

Update QCF Unit

Title

Unit Owner Reference

Unit Level

Unit Sub Level

Guided Learning Hours

Unit Credit Value

Review Date

SSAs

Unit Grading Structure

Availability

Assessment Guidance

Ignore Warning

By ticking this box you will be updating a QCF unit with the same Title, Qualification Level, Qualification Sub Level and Unit Credit Value as an existing QCF unit.

[Unit Details](#)

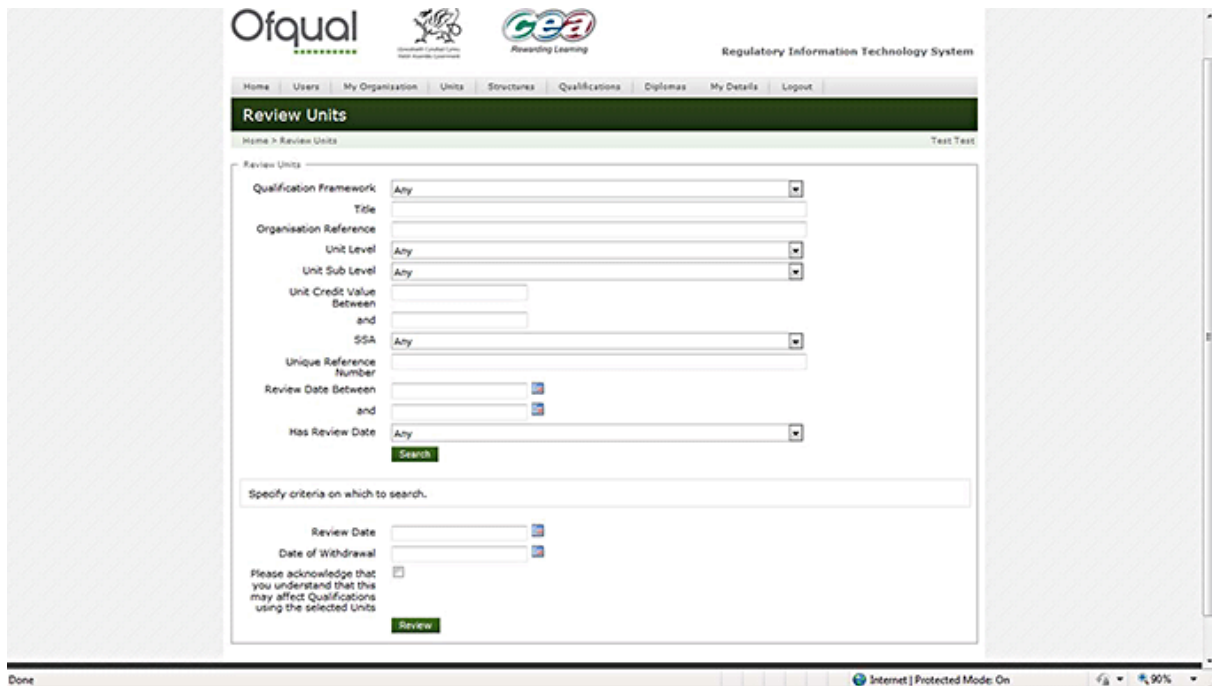
About | Fair Processing Notice | Terms & Conditions | Freedom Of Information | © Crown copyright 2011 | Ofqual | DCELLS | CCEA
1.4.6.0L

Select Update when changes are made.

2.21 Review units

Note: NQF units are unique to one qualification so the qualification review applies to them – they do not have review dates.

1. Hover the mouse over the Units menu button at the top of the page and select Review Units. This function should be used when changing the review date only. The Review Units screen is shown below. Only QCF units with a status of Banked or Withdrawn are returned.



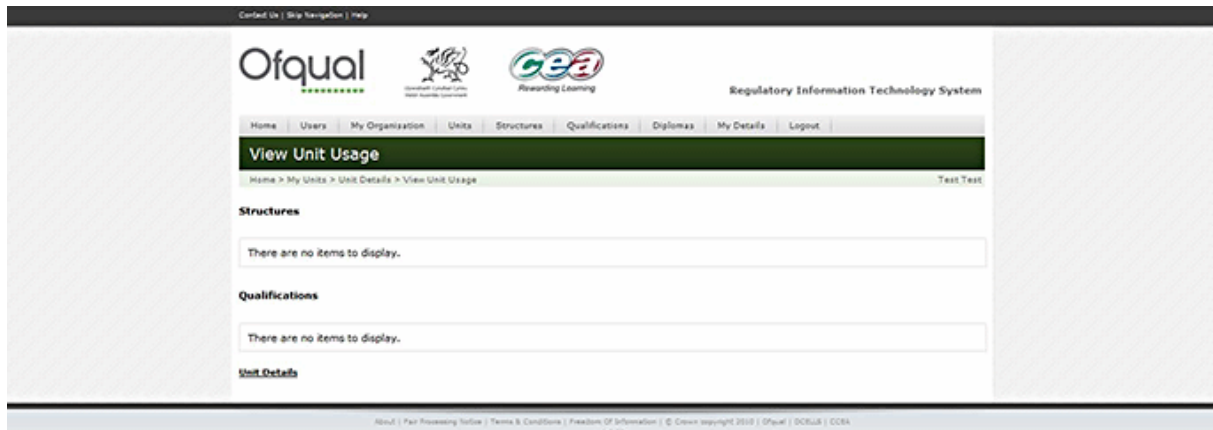
2. Enter search criteria, if required, to reduce the list.
3. Select the units to be reviewed.
4. Provide the following information (see screenshot above):

Field	Validations/recommendations or tips for input	Mandatory
Review Date	Must be greater than or equal to current date and time	Yes
Date of Withdrawal (Expiry Date)	Must be greater than review date and greater than current date and time plus six months	No

5. Click the Review button to set the review date and/or expiry date for the selected units. The acknowledgment box must be ticked.

2.22 View unit usage

To view unit usage, select a unit from the search results and click the View Unit Usage button. The View Unit Usage screen is shown below.



RITS displays structures and qualifications that include the unit with the following statuses:

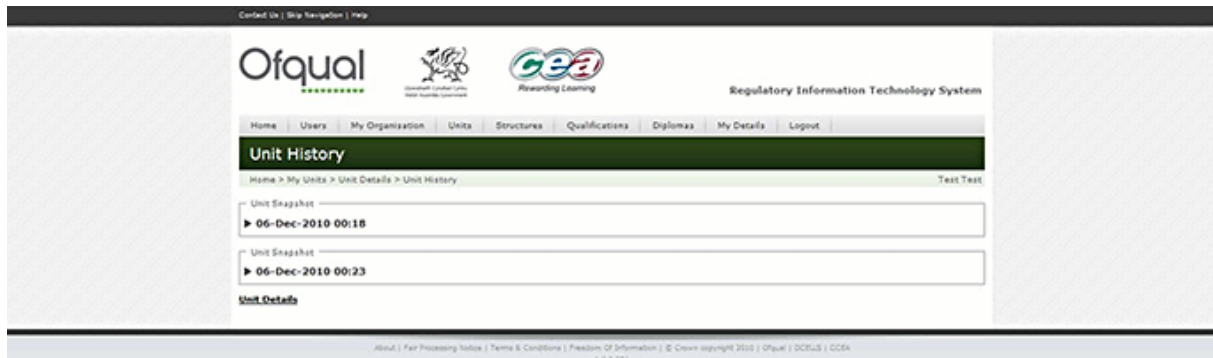
Structure status	Qualification status
In Progress (Owner)	In Progress (Owner)
Banked	Submitted (Owner)
Discontinued	Rejected (Owner)
	Regulated
	Regulated Manual
	Withdrawn
	Expired

Unit usage displays all qualifications and/or structures to which a unit is linked.

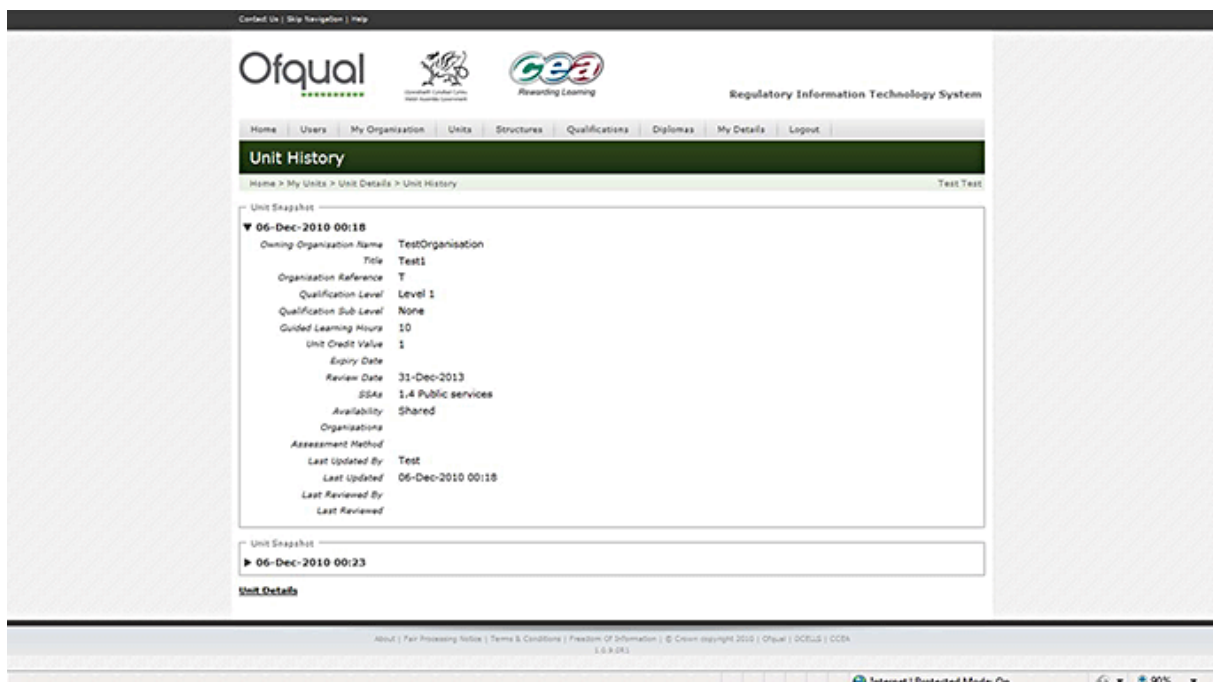
2.23 Unit history

Unit History displays a list of changes made to a unit.

1. To view Unit history, select a unit from the search results and click the Unit History button. The Unit History screen is shown below.



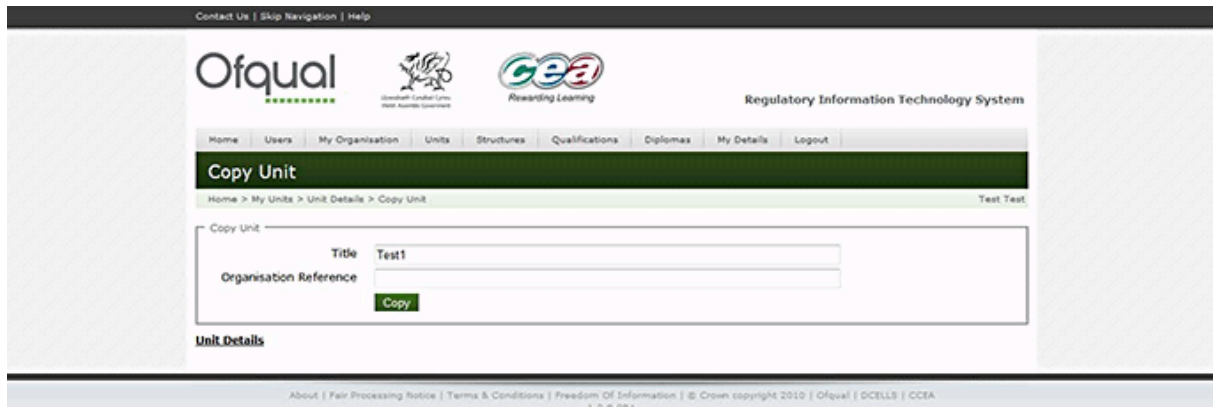
2. RITS displays a list of changes made to a unit. To view the details expand the unit snapshot as shown below.



2.24 Copy unit

Note: copying a unit is a quick way to create a number of similar units to capture the same/similar details or learning outcomes and assessment criteria.

1. Select a unit from the search results and click the Copy button. The Copy Unit screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Title	Must be unique Maximum length of 100 characters	Yes
Organisation Reference	Maximum length of 100 characters	Yes

3. Click the Copy button in order to copy the unit.

2.25 Delete units

Note: only In Progress units can be deleted – usually due to duplicates.

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

Ofqual
 GreatStart Local Links
 Rewarding Learning

Regulatory Information Technology System

Home Users My Organization Units Structures Qualifications Diplomas My Details Logout

Delete Units

Home > Delete Units Test

Delete Units

Select	Title	Unit Reference Number
<input type="checkbox"/>	Manage Signals Training	
<input type="checkbox"/>	IT Systems Analysis and Design	
<input type="checkbox"/>	Principles of BOWMAN Distillation	
<input type="checkbox"/>	Unit B ITC 001 SEMTA Complying with Statutory Regulations and Organisational Safety Requirements	
<input type="checkbox"/>	Principle of Software Design and development	
<input type="checkbox"/>	Communications Equipment Installation Techniques	
<input type="checkbox"/>	Manage BOWMAN Equipment	
<input type="checkbox"/>	Painting in Fine Art	
<input type="checkbox"/>	Audio Production Processes and Techniques	
<input type="checkbox"/>	ES English L2 Speaking and Listening	
<input type="checkbox"/>	Core Network Techniques	
<input type="checkbox"/>	Drawing from Observation	
<input type="checkbox"/>	ES English L2 Reading and Writing	
<input type="checkbox"/>	Fault Diagnosis and Maintenance of Communications Equipment	
<input type="checkbox"/>	Operations Bowman Equipment	
<input type="checkbox"/>	Work with Traumatized Children and Young People: Helping Children and Young People to Manage Involutive Behaviour	
<input type="checkbox"/>	Personal and Professional Development in Art and Design	
<input type="checkbox"/>	Visual Imagery for Production	
<input type="checkbox"/>	Production Arts Workshop	
<input type="checkbox"/>	Engineering Drawing for Technicians	
<input type="checkbox"/>	Engineering Primary Forming Processes	
<input type="checkbox"/>	Industrial Plant and Process Control	
<input type="checkbox"/>	Production	
<input type="checkbox"/>	Ventilation	

2. Select the units to be deleted and click the Delete button to delete them.

2.26 Search unit bank

Note: there is no NQF unit bank – they are linked to unique NQF qualifications, not shared like QCF units. Only QCF units with a status of Banked are returned. NQF units are not shared with other organisations and go directly into NQF qualifications.

1. Hover the mouse over the Units menu button at the top of the page and select Search Unit Bank. The Search Unit Bank screen is shown below.

The screenshot displays the 'Search Unit Bank' interface. The search form includes the following fields and options:

- Unique Reference Number: [Text input]
- Organization: [Dropdown menu, value: Any]
- Unit Owner Reference: [Text input]
- Title: [Text input]
- SSA: [Dropdown menu, value: Any]
- Unit Level: [Dropdown menu, value: Level 1]
- Unit Sub Level: [Dropdown menu, value: Any]
- Unit Credit Value: [Text input]
- Guided Learning Hours: [Text input]
- Assessment Methods: [List box containing: Aural Examination, Coursework & assessment, Multiple Choice Examination]
- Status: [Dropdown menu, value: Any]
- Review Date: [Date range selector]
- Date of Withdrawal: [Date range selector]
- Withdrawn Unit: [Dropdown menu, value: Any]
- Include only Units available to me: [Checkbox]

Buttons: Search, Export, Reset

Table of Results:

Title	Level	Ref Num	Owner Acronym	Status	Available to me
Business Studies (Level 1)	Level 1	A 700 461	NCOV	Active	Yes
Business Studies (Level 2)	Level 2	A 700 470	NCOV	Active	Yes
Business Studies (Level 3)	Level 3	A 700 470	NCOV	Active	Yes
Business Studies (Level 4)	Level 4	A 700 470	NCOV	Active	Yes

2. Enter search criteria as required.

2.27 Export units to a CSV file

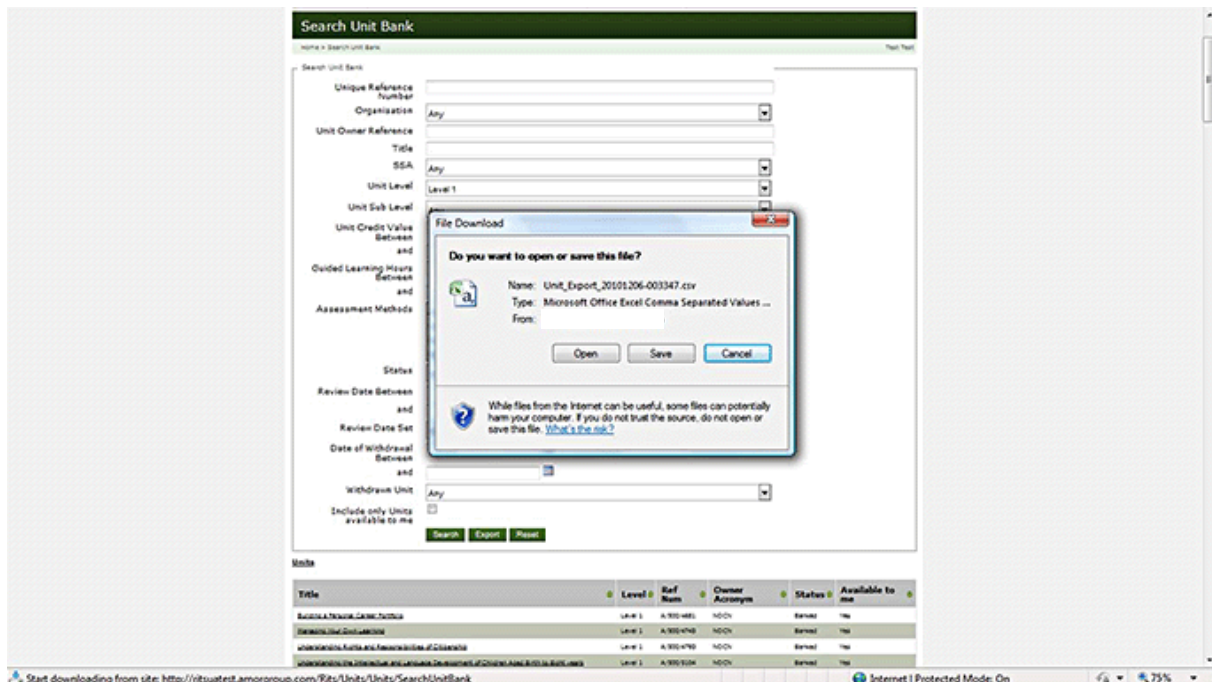
The Export button (shown below) allows you to export a list of units to a CSV file, for example Microsoft Excel, which allows you to filter and manipulate data as required. Leaving the fields blank and clicking the Export button exports the full list of units.

Alternatively, you can export a subset of the full list by making appropriate entries in the fields, for example those units containing 'Mathematics' in their title, as per the steps described in section 2.10, and clicking the Export button.

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

- owner acronym
- title
- organisation reference
- qualification level
- qualification sub level
- guided learning hours
- unit credit value
- review date

- expiry date
- sector subject areas (SSAs)
- unit grading structure
- availability for use
- organisations
- assessment guidance
- assessment methods
- unique reference number

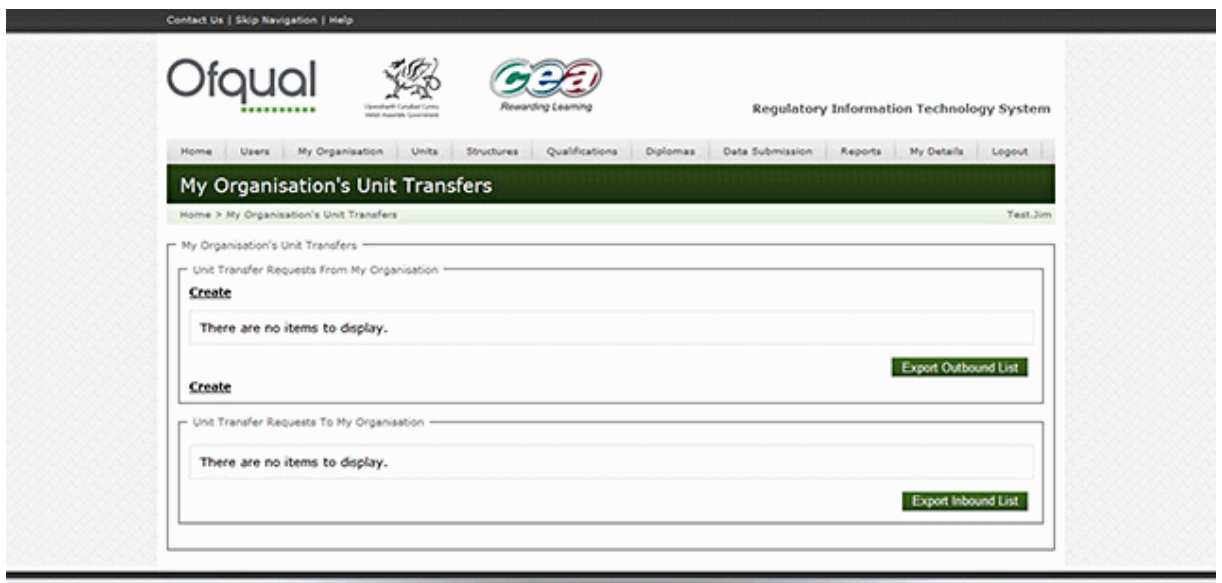


2.28 Transferring ownership of QCF Units

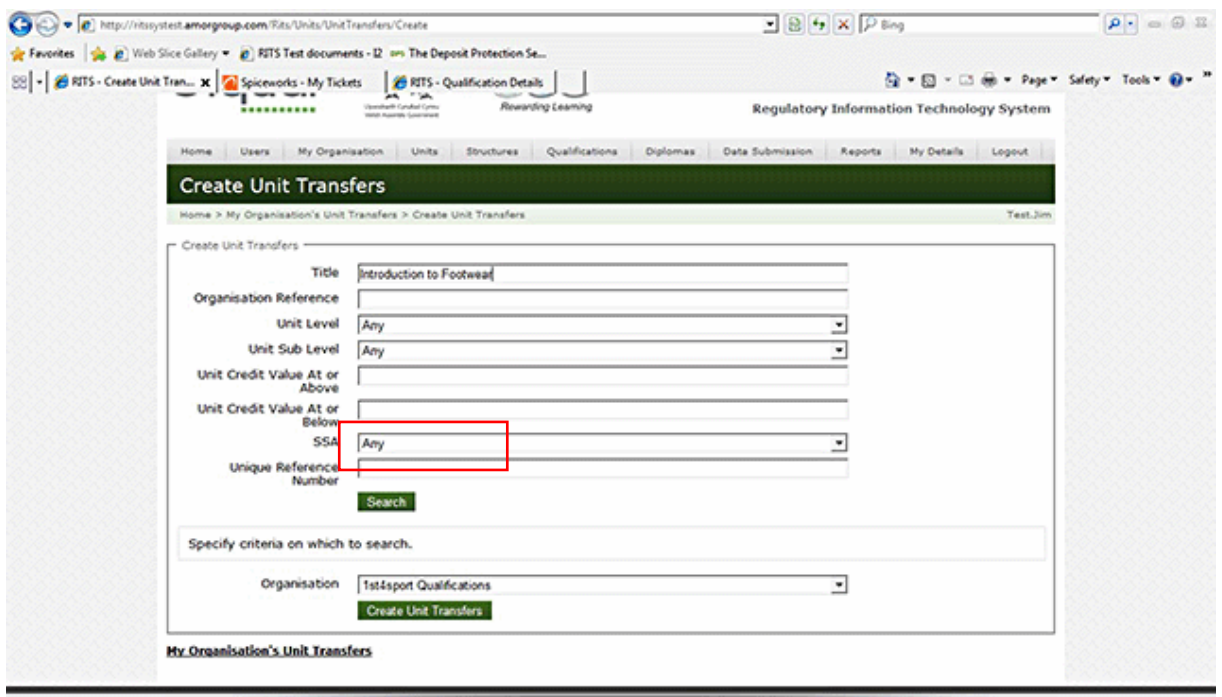
Units can be offered for transfer to any recognised organisation. However, the organisation taking over the ownership must agree to the transfer. Transfer of ownership does not take place until the new owner accepts the unit(s).

1. Contact the organisation (awarding organisation or sector skills council (SSC)) that will be taking over ownership of the unit(s) and get their agreement to make the transfer.
2. When a transfer has been agreed hover over My Units and select My Organisation's Unit Transfers.



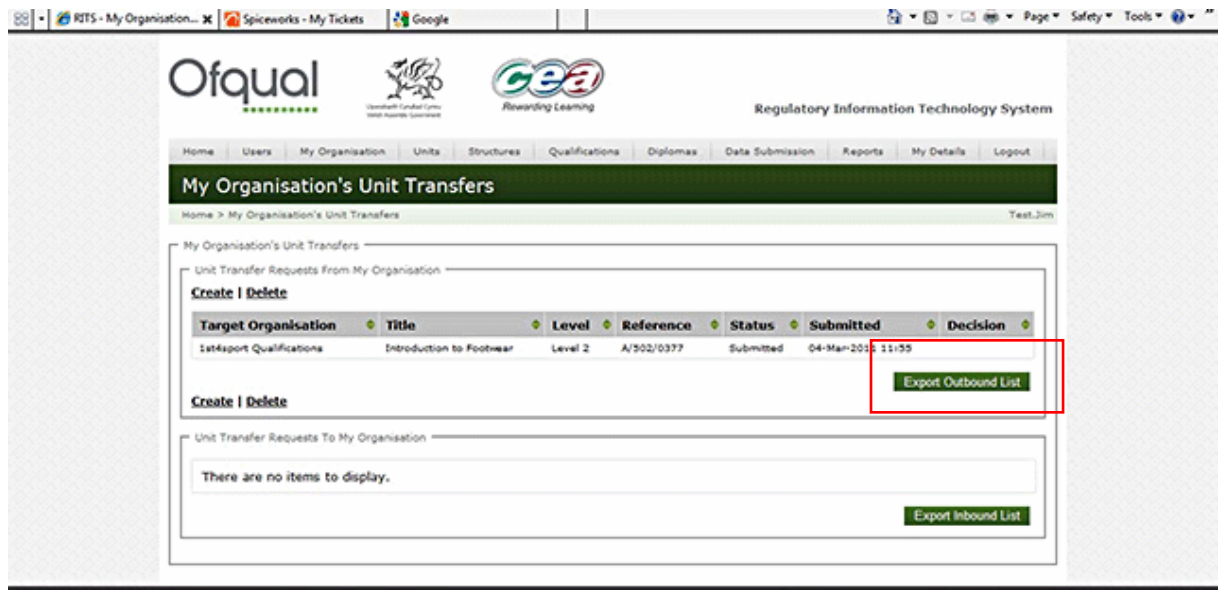


3. Click on Create from Unit Transfer Requests from the My Organisation page.
4. Search for the unit(s) you want to transfer on the Create Unit Transfer page. When you find the unit(s), select it/them by clicking the box.
5. Then select the Organisation to which you want to transfer the unit(s) from the drop-down list at the bottom of this page.



6. Click on Create Unit Transfers button.

7. You will see a list of those units waiting for transfer, their status and the name of the target organisation – if this is not complete or correct select Create or Delete and start again at step 3, above.



8. You can export the details of this list onto a CSV file by clicking Export Outbound List, as shown above.

2.29 Accepting/rejecting ownership of QCF Units

1. Hover over My Unit Transfers and select My Organisation's Unit Transfers.
2. You will see a list of those units waiting for acceptance to be transferred to your organisation in the Unit Transfer Requests to My Organisation box.
3. Click on Accept/Reject from Unit Transfer Requests to My Organisation page.
4. Select those units you want to accept/reject and click on Accept/Reject on the Accept/Reject Unit Transfers page.
5. You will see a list of those units accepted/rejected for transfer to your organisation.
6. You can export the details of this list onto a CSV file by clicking Export Inbound List.

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