

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.

Ofqual		New Co	CCC nting Learning		R	rgula	atory Information Technology	y System
Home Users My C	Organisa	tion Units Structures	Qualifications D	ploma	o Oata Su	bmias	ion Reports My Details	Logout
Home	aa aa	Search My Units	and Contraction		in an			nnnn
and the second second		Create QCF Unit						
Home		Create NQF Unit						sick.edexcel
Welcome to the Regula	atory I	nforn Delete Units	m (RITS)					
Enit maintenance - creat Structure maintenance - Qualification maintenance Submit qualifications for Links to documents: <u>Mate Guide</u> (PDF) (Please <u>EAQ</u> Please use the following ema	words view, up tails - a ints and te, ame create, ce - create, recogni e note t ill addre addition	Search Unit Bank Search Unit Transfers Source International Content and Submit and delete units amend, bank and delete struct tes, amend, submit and delete ton/accreditation and inclusion his is a large file and may take is to provide feedback on the al functions for this system and	rifes and permit my unes cualifications in the Register of Regul some time to download systems <u>matechnication</u>	sions ated (depe	Qualifications. Inding on your	00000	anisations and approved bodies to: ection speed.)	
							and the last states	
Cycle	ACCOUNTS OF A	Regulator Reference	Due Date	۰	Overdue	•	Data Submission Status	•
surinder cycle 1		1	02-Ma+-2011		Yes		Invalid	
surinder cycle 1 surinder cycle 1			02-Mar-2011				None	
			03-Mar-2011 03-Mar-2011		No		None	
		and the second se	0.0.0011					Contraction of the
surinder.code.1		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.

	isation Units Structures Qualifications Diplomas My Details Logout	4
Create QCF Unit		Test
Create QCF Unit		
Title	Testing the User Guide	
Unit Owner Reference	TUG1	i
Unit Level	Level 2]
Unit Sub Level	None]
Guided Learning Hours	2	
Unit Credit Value	2	
Review Date	31-Jan-2013	
SSAs	13.1 Teaching and Lecturing 13.2 Direct Learning Support	
	14.1 Foundations for Learning and Life	
	Use CTRL key to select/deselect multiple entries	·
Unit Grading Structure	Pass]
Availability	Shared]
Assessment Guidance	B / U AK E E B B B	
	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	
	Create QCF Unit	-

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.

Cont	Help
C	Diqual Sector Technology System
н	ome Users My-Organisation Units Structures Qualifications Diplomas My-Details Logout
c	Create Learning Outcome
He	ome > My Units > Unit Details > Create Learning Outcome. Test
	rest1
	Preate Learning Outcome
Lea	rnina Outcomes

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.

Contact Us Skip Navigation Help				
Ofqual		COD earting Learning	Regulatory Inform	ation Technology System
Home Users My Organi	sation Units Structures	Qualifications Diplomas	My Details Logout	
Update Learning O	Outcome			
Home > My Units > Unit Details Unit > Test1	> Learning Outcome 1 > Update	s Learning Outcome		Test Test
Update Learning Outcome				
Outcome	B / U AK 🗄 🔠 🔍	10 (A)		
	Learning outcome 1			
	Update			
Learning Outcomes Details				

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.

And the And th	Regulatory Information Technology System
Home Users My Organisation Units Structures Qualifications Diplom	nas My Details Logout
Delete Learning Outcome	
Home > My Units > Unit Details > Learning Outcome 1 > Delete Learning Outcome	Test Test
Testi	
Delete Learning Outcome Learning Outcome 1	
Learning Outcome 1 Outcome Learning outcome 1	
Delete	
Learning Outcomes Details	

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.

					Information Tech	526.5
	nisation Units Structures	Qualifications	Diplomas (Data Submission	Reports My Del	tala Logout
Unit Details					COLOR DO	CONTRACTOR OF CONTRACTOR
Home > Update QCF Unit > Un	it Oetails					Test.3m
- Unit						
Qualification Framework	QCF					
Owner Acronym	ABC					
7/cie	Test unit					
Reference Number						
Organisation Reference						
Unit Level						
Unit Sub Level						
Guided Learning Hours						
Unit Credit Value Date of Withdrawal	3					
	30-Nov-2013					
	14.2 Preparation for Work					
Unit Grading Structure						
Availability						
	In line with Awarding Organ	isation guidance				
	In Progress					
Juit Bank My Units Updat				Coloradoro - Theo		
Learning Outcome - Th			1.1	Criterion - The Log in	earner can:	
Create						
- Equivalences						
Create						
	iplay.					
There are no items to de						
There are no items to de						

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

Ofqual 🧏	Reserving Learning	Regulatory Information Technology System
Home Users My Organisation Units	Structures Qualifications Diplom	ss Data Submission Reports My Details Logout
Learning Outcome Details		
Home > Update QCF Unit > Unit Details > Learning	ng Outcome 1	Test.Jor
unt ▶ Test unit		
Learning Outcome Number 1 Outcome Understand h	row to use RITS	
Unit Details Update Delete		
Assessment Criteria		
Create		
Number	Criterion	٠
1.1 1	Log in	
Create		

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The Create Assessment Criterion screen is shown below.

orgaai	Upenshariti Constant Const Tento Aueropa (preminant)	Rewa	ting Learning		Regulator	Informat	ion Technolo	gy System
Home Users My Organ	sation Units	Structures	Qualifications	Diplomas	Oata Submission	Reports	My Details	Logout
Create Assessmen	t Criterion							
Home > Update QCF Unit > Unit	Details > Learning	Outcome 1 > 0	Create Assessmen	t Criterion				Test.Jim
unit ▶ Test unit								
Learning Outcome Understand how to use	RITS							
Create Assessment Criterion -								
Criterion	BIUM		(4)					
	Log off							
	Create Assessn	nent Criterion						

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

🛞 🔹 🗱 RTS - Learning Outco 🗴 🔀 Spiceworks - My Tickets	💋 RITS - Qualification Details	ĝi • 🛛 - 🗆	1 🖶 * Page* Safety* Tools* 🕢 *
Ofqual	Resarding Learning	Regulatory Information Technol	ogy System
Home Users My Organisation	Units Structures Qualifications Diplomas	Data Submission Reports My Details	Logout
Learning Outcome Det	tails		
Home > Update QCF Unit > Unit Details	> Learning Outcome 1		Test.Jim
► Test unit			
Learning Outcome Number 1 Outcome Under	rstand how to use RITS		
Unit.Details Update Delete			
Assessment Criteria Create Reorder Assessment Criteria	eria		
Number	Criterion		٠
1.1	Log in		
1.2	Log off		
Create Reorder Assessment Crite	eria		
About 1 Fair Procession	Notice Terma & Conditiona Freedom Of Information E	Group conversible 2010 Ofenal DORUS OCEA	

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.

Contact Us Skip Navigation Help		
Ofqual	Instant Low Company Instant Company Instant Company Resulting Learning Regulatory Information Technology System	
Home Users My Organia	ation Units Structures Qualifications Diplomas My Details Logout	
Update Assessmen	It Criterion	
Nome > My Units > Unit Details :	Learning Outcome 1 > Assessment Criterion 1.1 > Update Assessment Criterion Test	
► Test1		
Learning Outcome		
Update Assessment Criterion - Criterion	B Z Y 44 II II [0] 10	
	Assessment Criteria	
	Update	
Assessment Criterion Details		
About Fair Proc	essing Notice Terms & Conditions Freedom Of Information © Crown copyright 2010 Ofgual DCELLS CCEA	G • \$1005 ·

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.

Contact Us Skip Navigation Help	
Ofqual Sector Regulatory Information Technology System	stem
Nome Users My-Organisation Units Structures Qualifications Diplomas My-Details Logout	
Delete Assessment Criterion	and a
Home > My Units > Unit Details > Learning Outcome 1 > Assessment Orberion 1.1 > Delete Assessment Orberion Ter Unit	st Test
Learning Outcome Learning Outcome 1	
Delete Assessment Criterion Assessment Criterion 1.1 Aumber 1.1 Criterion Assessment Criteria	
Dutee	
Assessment Criterion Details	_

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.

orgaar	Resenting Learning	Regulatory Information Tec	chnology System
Home Users My Organ	aation Units Structures Qualifications Diplomas	My Details Logout	
Create NQF Unit			
Home > Create NQF Unit			Test Test
Title Organisation Reference Unit Level Guided Learning Hours Sector Subject Areas	Entry Level 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 Use CTRL Rey to select/deselect multiple entries		
Overall Grading Type Assessment Methods	AVAB Aural Examination Coursework E-assessment Multiple Choice Examination Wateford Choice Examination Use CTRL key to select/deselect multiple entries Create NOF Unit		

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.

			Test Test
r Search Units			1.1.1
Qualification Framework	Any	•	1.11
Unique Reference	(Any		
Number			
Unit Owner Reference			
Title			
Unit Level	Any		1000
Unit Credit Value Between			
and			1.1.1
SSA	Any		1.00
Status	Any		
Last Updated Between			
and		_	1.00
Last Updated By	Any		
Review Date Between			1.10
and			1.10
Banked Between			
and			
	Search Export Reset		

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.

Home > My Units > Unit Details	7
- Unit	
1	
Qualification Framework	
Owner Acronym	
	Test1
Reference Number	-
Organisation Reference	
Unit Level	
Unit Sub Level Guided Learning Hours	
Unit Credit Value	
Date of Withdraval	
	31-Dec-2013
	1.4 Public services
Unit Grading Structure	
Availability	
Assessment Guidance	
	In Progress
Unit Bank Hy Units Update	Delete i Bank i Cour
Create	
There are no items to disp	av.
	-1-
Smale	
C Equivalences	
Scente	
There are no items to disp	iey,
Greate	

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
Сору	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.

• Dhttp://rkssystest.amorgroup.com/Rits/Units/Un	ts/UpdateQcl/71673	💌 😫 🗲 🗶 💽 Bing	٩
Favorites 🖕 🔊 Web Slice Gallery = 🔊 RITS Test docum	ents - 12 are The Deposit Protection Se		
+ KITS - Update QCF Unit x O Ofqual - Home	Google	<u>⊜</u> • ⊡ - ⊡ ⊕ •	Page * Safety * Tools * 😧 *
			Estatatata
Home Users My Organ	sation Units Structures Qualifications Diplomas	My Details Logout	
Update QCF Unit			
Home > Update QCF Unit		Tes	Test
r Update QCF Unit			
Title	Drawing from Observation		
Unit Owner Reference	134		Participant and
Unit Level	Level 3		
Unit Sub Level	None	•	
Guided Learning Hours	1		
Unit Credit Value	10		
Review Date	31-Aug-2013		100000000000
SSAs	1.1 Medicine and Dentistry 1.2 Nursing and subjects and vocations allied to medicine	<u> </u>	
	1.3 Health and social care		
Unit Grading Structure	1.4 Public senices Pass		
Availability	Shared		
Assessment Guidan	u		100000000000
	Paste as Plain Text		
	Contraction (
	Always use the "Paste As Plain Text" function and the necessary formatting within the textbox. This will ma characters you can enter in these textboxes. The "Si right) selects all the contents of the textbox. This fur visible and hidden content, making it useful should th completely clear the textbox and start again.	ximise the number of elect All* button (far unction will select all	
	Update QCF Unit		
Unit Octails			

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	Yes
	Maximum length of 100 characters	
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

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

2.13 Update NQF unit

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

orgaai	Tenedar function Regulatory Regulatory	Information Technology System
Home Users My Organ	Isation Units Structures Qualifications Diplomas My Details Log	tuo
Update NQF Unit		
Home > Update NQF Unit		Test Test
Update NQF Unit		
Title	Test2	
Organisation Reference	т	
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 Evoldo services	(R)
	Use CTRL key to select/deselect multiple entries	
Overall Grading Type	A*/A/8	
Assessment Methods	Aural Examination Coursework E-assessment Multiple Choice Examination Wate CTRL key to select/deselect multiple entries	(1) (1)
	Update NQF Unit	
Unit Details		

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.

Unit	Nome Users My-Organisation Units Structures Qualifications Diplomas My-Details Logout	
Home > My Units > Unit Details > Create Equivalence Tes Unit		
Unit	Create Equivalence	*****
Test1 Create Equivalences	Home > My Units > Unit Details > Create Equivalence	Test Test
Create Equivalences	Description	

- 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.

	Regulatory Information Technology System
Home Users My Organisation Units Structures Qualifications Diplom	as My Details Logout
Update Equivalence	
Home > My Units > Unit Details > Equivalence 1 > Update Equivalence	Test Te
- Unit	
Update Equivalence	
Description Equivalence 1 Update	
auivalence Details	

- 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.

Mome Users My Organization Units Structures Qualifications Diplomas My Details Logout Delete Equivalence Image: Sequivalence 1 > Delete Equivalence Image: Sequivalence 1 Image: Sequivalence Im	
Home > My Unita > Unit, Details > Equivalence 1 > Delete Equivalence Unit Test1 Delete Equivalence Equivalence 1	
► Equivalence 1	Test Tes
Dérte	

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.

Huma > My Units > Unit Details > 8	And an and a set of the second second				Test Test
> Tests					
- Equivalence					
Description	Equivalence 1				
Equivalent Units					
There are no items to dis	play.				
Add Equivalent Units					
Title	Test				
Organisation Reference					
Unit Level	Level 1				
Unit Sub Level	Any				
Unit Credit Value From	·				
Unit Credit Value To SSA	8 (*)				
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
Organisation	Any				
Unit Ref Num	Search				
Select + Title		• Level	• 00	 Credit	
Texts		Level 1	50	1	
Defrysse'r Gyr	verg yn y Gweltrie. Certen Testuneu yn ymwneud â Gwelth	Level 1	3	1	
	Add Equivalent Units				
Equivalence Details					

- 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.

Ofque	عود الد	Cocco Rewarding Learning	Regulato	ry Inform	nation T	echnology s	System
Home Users	My Organisation Units	Structures Qualifications (	Diplomas My Details L	ogout			
shocheshed.	nit Details > Equivalence 1 > R	emove Equivalent Units					Test Test
L Equivalence	cription - Equivalence 1						
Remove Equivalent U				Level	• GLH	• Credi	
Test	1	i Darlien Testunau yn ymeneud â Ge		Level 1 Level 1	10	1 1	
	Remove Equivale						
Equivalence Details							

- 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.

Ofqual	1980	GGG Rewarding Learning		Regul	atory Info	rmation Technology System
Home Users My Organ	isation Units Struct	ures Qualifications	Diplomas	My Details	Lopout	
Bank Unit						
Home > My Units > Unit Details	> Bank Unit					Test Test
C Bank Unit						
Test1     Qualification Framework	OCE					
Owner Acronym						
Reference Number	Test1					Ħ
	Bank					
Unit Details						

2. Click the Bank button to confirm.

RITS verifies the following:

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

Contact Us   Skip Navigation   Help	
Ofqual Sector	Rewarding Learning 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
Update QCF Unit	
Title	Reviewing and Improving Business Practices
Unit Owner Reference	A
Unit Level	Level 2
Unit Sub Level	None
Guided Learning Hours	30
Unit Credit Value	6
Review Date	31-Dec-2010
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	B / U → ₩   Ξ ] Ξ   🛅 🗃   📨 🐳
	Update QCF Unit
Unit Details	
About   Exis Descension Nation   Term	

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Provide the following information: 2.

Field	Validations/recommendations or tips for input	Mandatory
Title	Must be unique (or a warning appears)	Yes
	Maximum length of 100 characters	
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.

Regulatory Information Technology Systems (RITS): Units

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.	
	tion Level, Qualification Sub Level and Unit Credit Value already exists - By ticking the box at ignore this warning.
Update QCF Unit	
Title	Reviewing and Improving Business Practices
Unit Owner Reference	A
Unit Level	Level 2
Unit Sub Level	None
Guided Learning Hours	30
Unit Credit Value	6
Review Date	31-Dec-2011
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	B / U ↔   Ξ  Ξ   🛱 🗿   ∞ 🔅
	NA
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.
	Update QCF Unit

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.

Home Overs My Organ	visation Units Structures Qualifications Diploma	s My Details Lopout
Review Units		
Nome > Review Units		Test Test
C Review Units		
Qualification Framework	Any	
Title	[	
Organisation Reference	[	
Unit Level	Any	
Unit Sub Level	Any	
Unit Credit Value Between		
and		
SSA	Any	
Unique Reference Number		
Review Date Between	10	
and	2	
Has Review Date	Any	
	Search	
Specify criteria on which to	search.	
Review Date		
Date of Withdrawal		
Please acknowledge that you understand that this may affect Qualifications	8	

- 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.

Ofqual 🧏 😥	Regulatory Information Technology System
Home Upers My Organisation Units Structures Qualifications Diplomas	
View Unit Usage	
Home > My Units > Unit Details > View Unit Usage	Test Test
Structures	
There are no items to display.	
Qualifications	
There are no items to display.	
Unit.Octafs	

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.

	Regulatory Information Technology System
Home Users My Organization Units Structures Qualificat	ona Diplomaa My Detaila Lopout
Unit History	
Home > My Units > Unit Details > Unit History	TestTes
Unit Snapshot     06-Dec-2010 00:18	
Unit Snapshet > 06-Dec-2010 00:23	
Unit Octails	

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

Home Users My Orga	isation Units Structures Qualifications Diplomas My Details	Legevit
Unit History		
Home > My Units > Unit Details	> Unit History	Test Test
- Unit Snapahot		
▼ 06-Dec-2010 00:18		
Owning Organization Name	TestOrnanisation	
	Testi	
Organisation Reference	T	
Qualification Level	Level 1	
Qualification Sub Level	None	
Guided Learning Hours		
Unit Oradit Value	1	
Expiry Date		
	31-Dec-2013	
SSAs Availability	1.4 Public services Shared	
Organizations	Susis	
Assessment Nethod		
Last Updated By	Test	
	06-Dec-2010 00:18	
Last Reviewed By		
Last Reviewed		
Unit Snapahot		
▶ 06-Dec-2010 00:23		

## 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.

Ofqual	鹦	COCC Reserving Learning		Regulatory Info	mation Technology System
Home Users My Organ	visation Units	Structures Qualifications	Diplomas	My Details Logout	
Copy Unit					
Home > My Units > Unit Details	s > Copy Unit				Test Test
Copy Unit Title Organisation Reference	Test1				
organisation many enco	Сору				
Unit Details					

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.

JUC	A My Organisation Units Structures Qualifications Diplomas My Details Logout
Delete U	
Home > Delete	Units
Delete Units -	
C Select	Title Unit Reference Number
C	Manage Signals Training
Г	IT Sustema Anahois and Dealan
Π	Principles of BOWMAN Digitization
<b></b>	Unit 8 ITI2 001 SEMTA Complying with Statutory Regulations and Organisational Safety Requirements
	Principle of Software Design and development
Γ	Communications Equipment Installation Techniques
	Manage BCWMAN Equipment
<b>F</b>	Painting in Fine Ad
C	Audio Production Processes and Techniques
<b></b>	P5 English L2 Speaking and Latening
C	Core Network Techniques
Γ	Drawing from Observation
	ES.English L2.Reading.and Writing
<b>F</b>	Eault Discresis and Maintenance of Communications Equipment
C	Operations. Royman. Roylament
-	Work with Traumatised Children and Young People; Helping Children and Young People to Manage Impulsive Rehaviour
	Personal and Professional Development in Art and Design
<b></b>	Visual Imagery for Production
	Production Acta Workshop
Г	Engineering Graving for Technicians
	Engineering, Primary, Forming, Processes
<b>F</b>	Industrial Flant and Process Control
E	Production

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.

	earch Unit Bank	n let		Secondary inte						
(non-second second s	earch Unit Bank						Test Test			
	and yet fant									
[ ·										1
	Unique Reference Number									
	Organization	Any			•					
	Unit Owner Reference	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )								
	Title									
	55A	Any								
	Unit Level	Level 1			•					
	Unit Sub Level	Any								
	Unit Credit Value									
	Between and	-		_						
	Oulded Learning Hours Betreen									
	Bet-sen and									
	Assessment Methods				-					
	Vite index advertig	Aural Examination Coursework			÷.					
		E-assessment								
		Multiple Choice Examination			-					
	Status	Any								
	Review Date Between									
	and									
	Review Date Set	Any			•					
	Date of Withdrawal Between									
	and									
	Withdrawn Unit	Any			•					
	Include only Units available to me	8								
	available to me	Search Export Peset								
		and the second								
Mail										
	tle		· Level #	tef .	Owner Acronym	· Status I	Available to a			
	ene a ferance danse factors		states in contrast of	Num	Acronym	farma)	-			
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Done							😜 Internet	Protected Mode: On	· · · · · · · · · · · · · · · · · · ·	

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

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

Search Unit Bank						
Note + Exectly unit Bank				Text Text		
Search Unit Service						
Unique Reference						1
Number Organization	[a]					
Unit Owner Reference	Any					, u
Title						
554						
Unit Level	Any					
	Level 1					
Unit Sub Level	too in			0		
Unit Credit Value Between	File Download	and the second second				
bee	Do you want to open or save th	Cubb et				
Oxided Learning Hours	loo per san lo quir e antes					
Entropy	Name: Unit Diport 2	0101206-003347.csv				
Assessment Methods	a Name: Unit_Export_2 Type: Microsoft Off	ice Excel Comma Sepa	ated Values			
	From					
	Open	Save	Cancel			
Status						
Review Date Between						
be	While files from the internet in harm your computer. If you d	can be useful, some file	can potentially			
Revie= Date Set	save this file. What's the red		e net open or			
Date of Withdrawal			2222222222222			
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Withdrawn Unit	key					
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## 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.

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Contact Us   Skip Navigation   Help
Ofqual we were referred to the second seco
Home Users My Organisation Units Structures Qualifications Diplomas Data Submission Reports My Datails Logout
My Organisation's Unit Transfers
Nome > My Organisation's Unit Transfers Test.Jim
My Organisation's Unit Transfers
There are no items to display.
Export Outbound List
Unit Transfer Requests To My Organisation
There are no items to display.
Export Inbound List

- 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.

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onites 👍 🔊 Web Slice Gallery 👻 🔊 RITS Test docum	ents - 12 are The Deposit Protection Se			
😹 RITS - Create Unit Tran 🗴 🎑 Spiceworks - My Ticl	tets 🖉 RITS - Qualification Details	9	• 🖸 - 🗔 🛞 - Page -	Safety * Tools * 🕢 *
	Variable Control Come Rewarding Learning	Regulatory Informatio	in Technology System	
Home Users My Orga	visation Units Structures Qualifications Diploma	as Data Submission Reports	My Details Logout	
Create Unit Trans	sfers			
Home > My Organisation's Unit	Transfers > Create Unit Transfers		Test.Jim	
Create Unit Transfers				
Title	Introduction to Footwear			
Organisation Reference				
Unit Level	Any			
Unit Sub Level	Any	•		
Unit Credit Value At or Above				
Unit Credit Value At or Below				
SSA	Any			
Unique Reference				
Number	Search			
Specify criteria on which	to search.			
Organisation	1st4sport Qualifications			
A STATE AND A STAT	Create Unit Transfers			

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.

🛞 🔹 🔏 RITS - My Organisation 🗙	Giceworks - My Tickets	Coogle			🗟 • 🖸 • 🗆 🛞 • Page •	Safety * Tools * 😝 * "
Of		<u>1</u>	witing Learning	Regulatory Informa	ition Technology System	
Home	Users My Organisati	on Units Structures	Qualifications Diplomas	Data Submission Reports	My Details Logout	
My	Organisation's U	nit Transfers			<del>1311131111111111111111111</del>	
Home	> My Organisation's Unit Tran	afers			Test.Jim	
L nu	rganisation's Unit Transfers – t Transfer Requests From My <b>ate   Delete</b>	Organisation				
		Title	• Level • Reference	• Status • Submitted	Decision	
	disport Qualifications	Introduction to Footwaar	Level 2 A/302/0377	Submitted 04-Mar-2035 3	Export Outbound List	
[ ⁽ⁿ⁾	t Transfer Requests To My Or	panisation				
T	here are no items to displ	ay.				
					Export Inbound List	

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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