Regulatory Information Technology System (RITS)

Structures and Rules of Combination (RoC)

- search
- create
- amend

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1 Introduction

1.1 Document purpose

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

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

2 Structures and Rules of Combination

2.1 Introduction

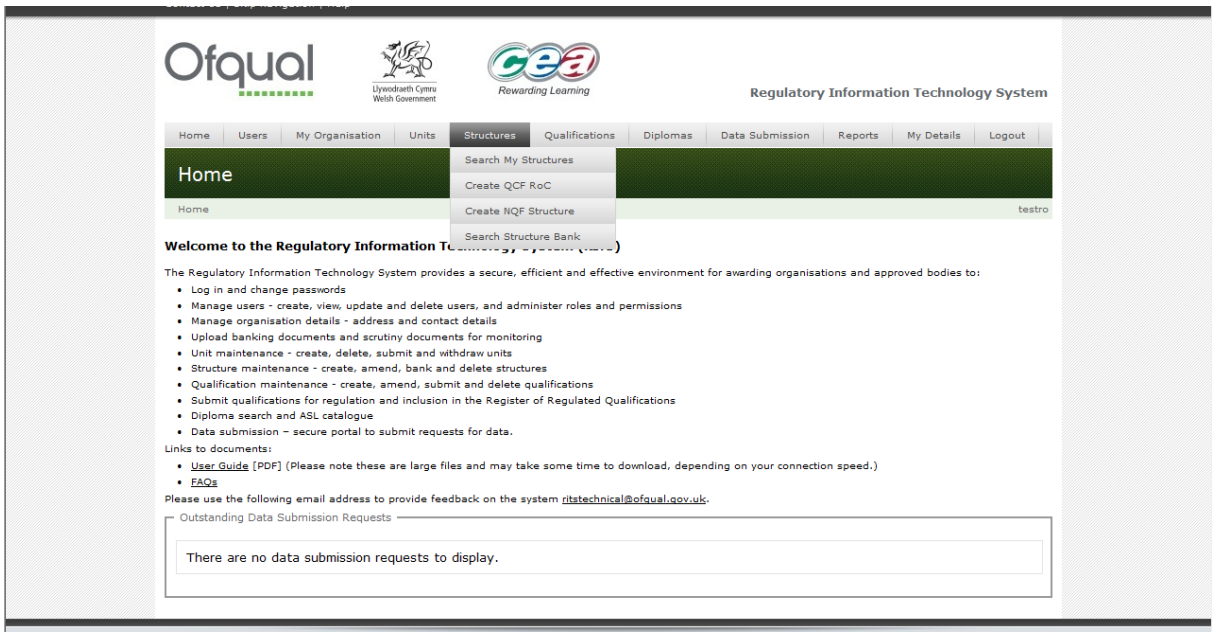
Structure maintenance involves creating, updating, deleting, viewing, banking, amending and copying structures (National Qualifications Framework; NQF) and Rules of Combination or RoC (Qualifications and Credit Framework; QCF). These permissions depend upon the user role. The organisation structure administrator has the permissions to maintain structures.

A structure must be banked before it can be used in a qualification – this includes the units used in the structure.

Note: Once a structure is part of a qualification it can be copied using the structure menu; however, all other amendments must be done through the qualification menu.

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

- Search My Structures
- Create QCF RoC
- Create NQF Structure
- Search Structure Bank.

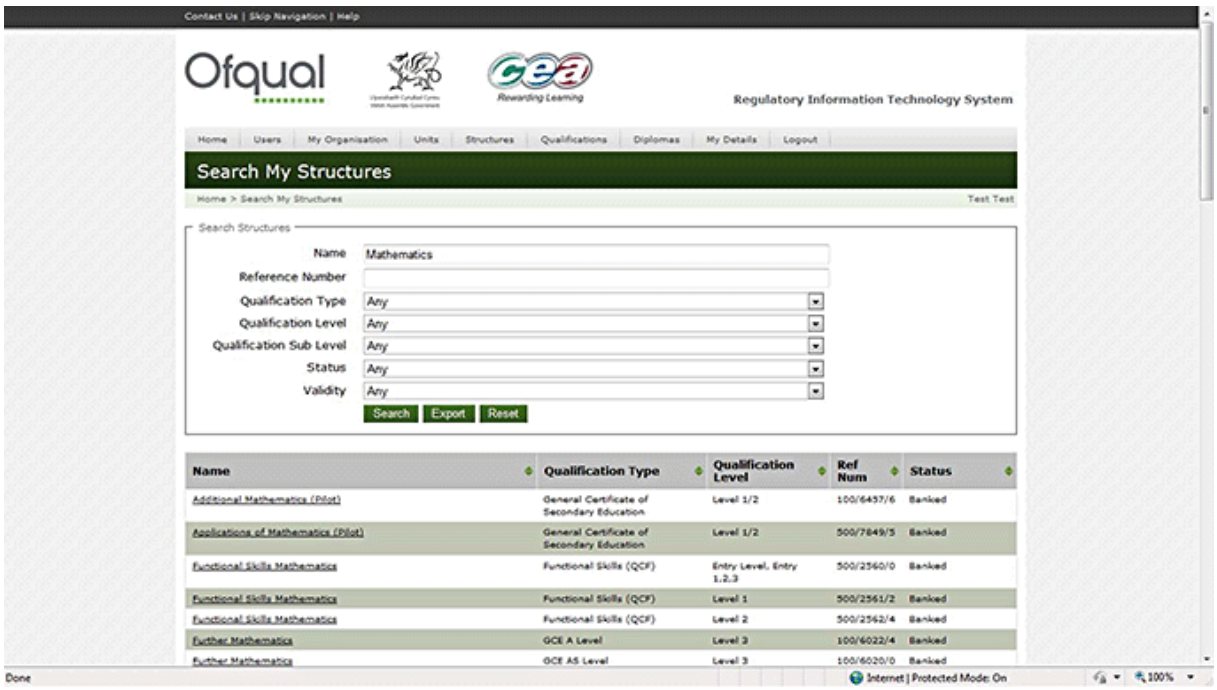


2.2 Search My Structures

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

Make an entry in any field, and then click the Search button. For example, typing ‘Mathematics’ in the Name field and clicking the Search button returns a list of all structures set up in your organisation containing ‘Mathematics’ in the name. The search is not case sensitive.

Note: If you leave all fields blank and click the Search button, the system lists all structures that have been set up in your organisation.



2.3 Export structures to a CSV file

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

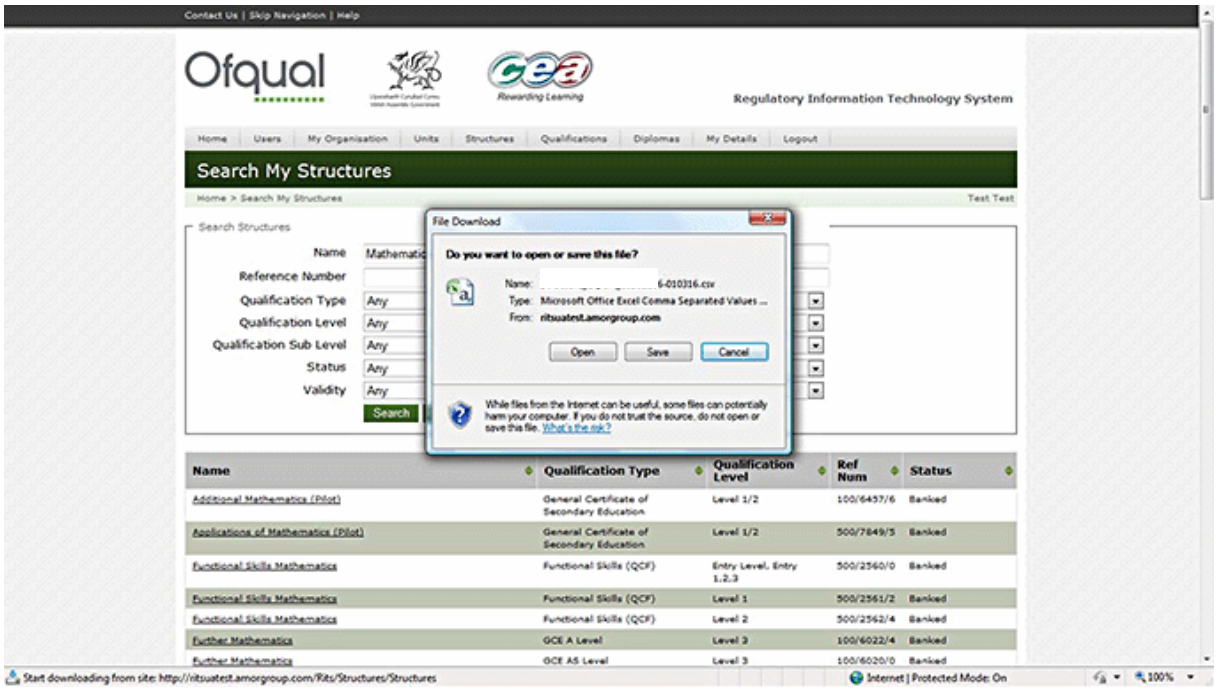
Leaving the fields blank and clicking the Export button exports the full list of structures.

Alternatively, you can export a subset of the full list by making appropriate entries in the fields, for example those structures containing ‘Mathematics’ in their name, and clicking the Export button.

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

- qualification type
- qualification sub type
- qualification level
- qualification sub level
- line of learning
- sector subject area (SSA)
- name

- total credits
- minimum credits at or above level
- structure description
- availability for copy
- organisations
- count of organisations
- unique reference number
- status
- validity.



2.4 Create QCF RoC

In order to create a QCF qualification the awarding organisation has to create and bank a QCF RoC or structure. QCF units must also have been banked so they can be linked to this structure. To create a QCF RoC perform the following steps:

1. Go to the Structures tab.
2. Click on the Create QCF RoC tab.

3. Complete fields as appropriate then select the Create QCF RoC button.

The specific details are covered later in this section.

2.4.1 Create an Overarching Group

It is recommended that you always start with an Overarching Group – it will make your structures more manageable and consistent. You should then add either Compound Groups and/or Unit Groups, for example if all you have is one single unit you would add a Unit Group to the Overarching Group and then link the unit into that Unit Group.

1. Input the minimum credit required for the whole qualification (there is no need to enter a maximum). Using the sub components enter the minimum number of groups the learner has to do (if all groups are mandatory then the minimum and maximum sub components will be the same).

2. Click on the Create Compound Group button.

There are only three types of group:

- *Compound Groups* contain only other groups (either more Compound Groups, Unit Groups or Other Credit Groups). You can have a mixture of group types. The sub components will be the number of groups that credit must be achieved from.

- *Unit Groups* contain only units – nothing else. The sub components will be the number of units that must be achieved to get the required credit.

- *Other Credit Groups* do not contain actual units but you must stipulate the (qualification) level of the units that will apply. You have to create multiple Other Credit Groups for multiple levels within a Compound Group.

2.4.2 Add other groups (to the Overarching Group)

1. Add either a Compound Group or a Unit Group (as required). A Compound Group contains only other groups and a Unit Group contains only units – build your structure accordingly.

2. Select the Compound Group to which you want to add another group, ensuring you end up with at least one Unit Group.

3. Go into the Unit Group and select Link. Search for the required units by selecting various data or their unique reference numbers. You can link the units one at a time or all together.

4. The structure tree will appear at the top of the page, in orange initially.

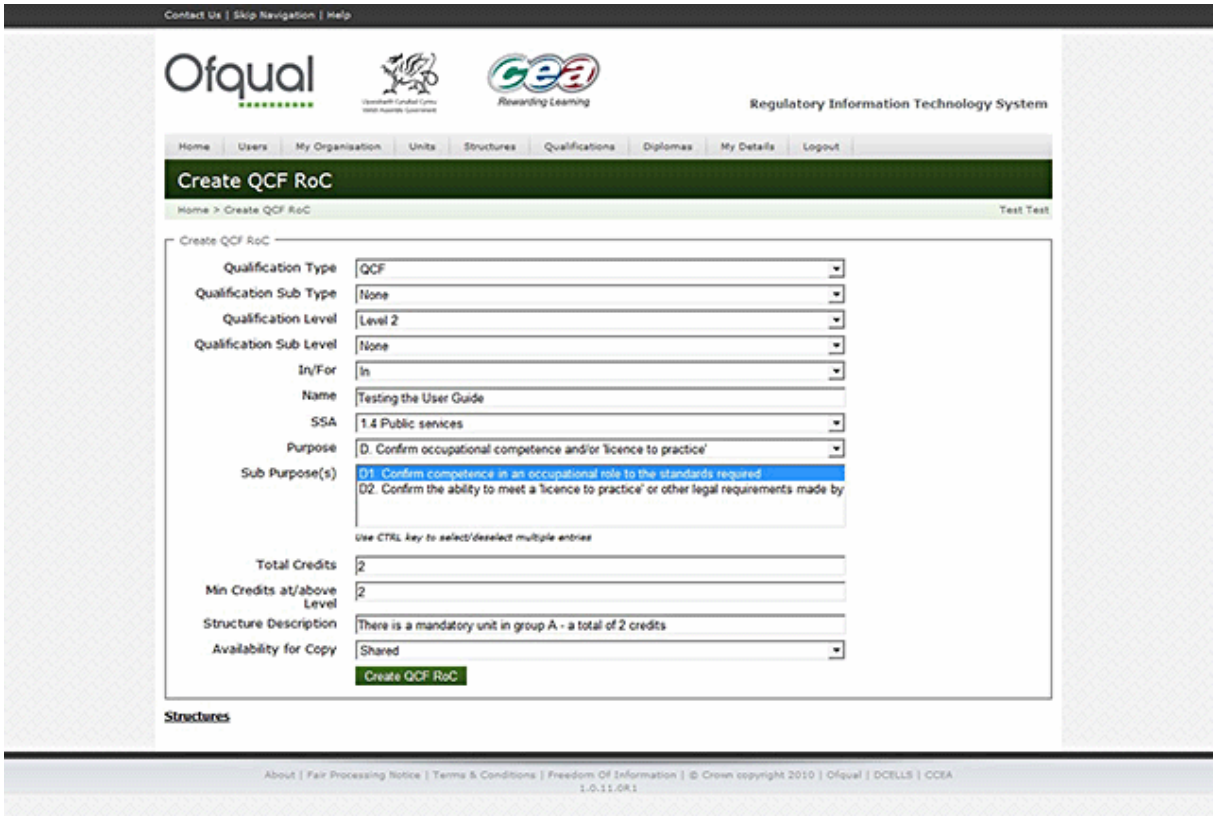
5. Select Validate Structure.

6. Select the Validate button to confirm you would like to proceed. If validation is successful the structure will turn green. Otherwise, any errors in the structure will appear in the structure tree at the top of the screen, in red – click on the plus sign to show the error message and follow its advice to correct the details and repeat until it is validated (turned green).

7. Click on Bank to bank the structure and Bank again to confirm. Make a note of the reference number.

2.4.3 How to create a RoC

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



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Qualification Type	Select from drop-down list	Yes

Field	Validations/recommendations or tips for input	Mandatory
Qualification Sub Type	Only entered if qualification type has sub types	Yes
Qualification Level	NA	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
In/For	NA	Yes
Name	Maximum length 100 characters	Yes
SSA	NA	Yes
Purpose	NA	Yes
Sub Purposes	NA	Yes
Total Credits	NA	Yes
Min Credits At/Above Level	Must be greater than 50 per cent of total credits Tip: add up credit from units below the level of the qualification and subtract from total required This can affect validity of structure	Yes
Structure Description	Maximum length 1,000 characters – what must the learner do to gain the qualification?	Yes
Availability for Copy	NA	Yes
Organisations	Only entered if availability for copy is 'restricted' to the chosen organisations. Structures can be restricted to the owning organisation or shared	Yes

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

On creation of the QCF RoC, two choices are available:

- Create Overarching Group (the whole structure that contains other groups)

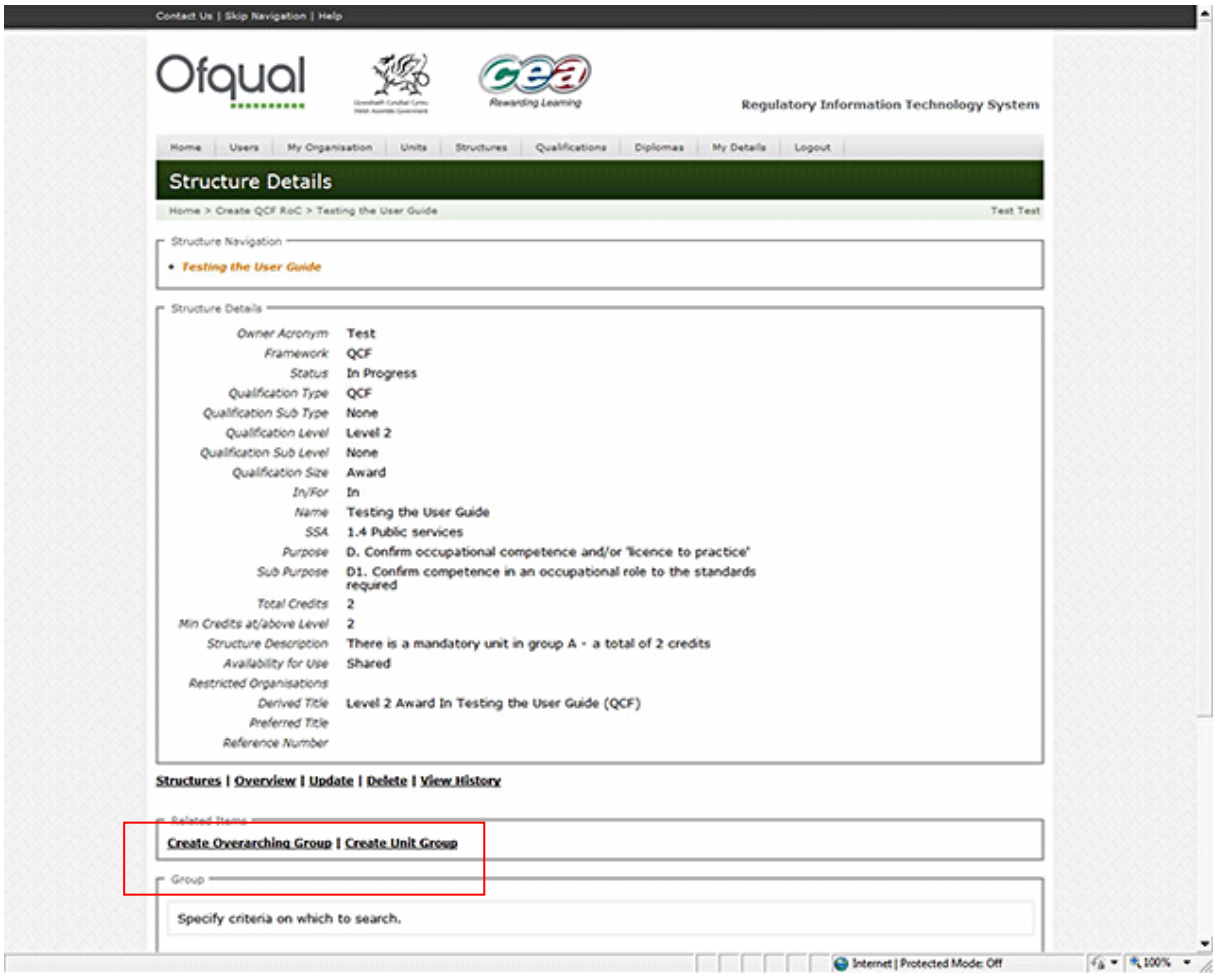
- Create Unit Group

Note: The first group you create will be the Overarching Group even if it is a Unit Group – if you choose the Unit Group you will not be able to create any more groups.

2.4.4 Summary of how to create groups

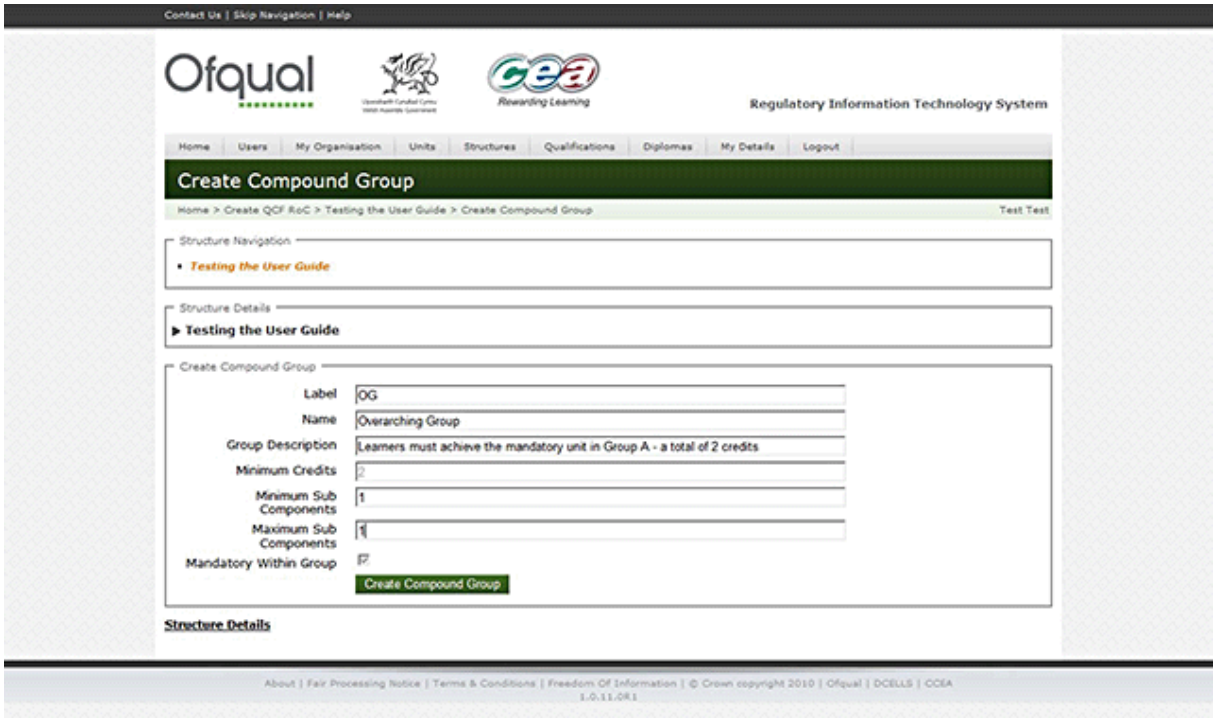
- Each group must have correct and appropriate instructions.
- The group label must be alphanumeric (A, B, C or A1, A2, A3 or OG for Overarching Group etc). Do not use more than three characters. Do not use the same label more than once – be consistent. Groups will be ordered by label within their own group; the label has no other purpose.
- In order to create endorsed pathways in your structure you must configure pathways in a Compound Group (only one per structure is allowed) – this creates a Pathway Gate. It is recommended that you use PG as the label for the Pathway Gate and label each pathway P1, P2, P3 and so on, without using the word pathway in the title. Group PG should have the title Pathway Groups. If you do not configure the pathway in the Pathway Gate the pathways will not be endorsed.
- Each group name must be something that shows what this particular group is all about, for example Mandatory Unit or Optional Unit Group (do not replicate the label here or add the group name to the label. To avoid confusion do not use the same title more than once, especially in the same Compound Group.
- The group description is really the group requirements and must indicate what the learner has to do from this group (for example ‘All units are mandatory – a total of 10 credits’; ‘Learners must get at least 10 credits from this group’). You could also explain where this group fits in relation to other groups if you want. Doing this can help you build up the structure more consistently and correctly, especially when it gets complicated (do not replicate the label or title here).
- Each group must have correct and appropriate parameters to enable validation at each stage (this must match the parameters set in the group so it can be confirmed that the group is correct).
- You must always add a minimum credit and/or a minimum sub component to a group (only add a maximum when there is a limit to the credit that will count towards the total).
- Any minimum or maximum credit entered must refer to credit that will count towards that particular qualification – it does not prevent learners from achieving more and any extra units can be certificated separately.

- If all the units are mandatory then the minimum and maximum figures should match in both the credit and sub component fields (i.e. minimum and maximum credit is the same and minimum and maximum sub-components are the same).
- There must always be a sufficient number of units and amount of credit, with at least one route to get the exact credit required, in each group.
- When it asks if it is 'mandatory in group' it is asking whether the group itself is mandatory in its own group (either Overarching Group or Compound Group), not whether the units in it are mandatory.
- Units are neither mandatory nor optional themselves – it depends solely on the parameters provided in the group. So take care to get these correct, ensuring they reflect what you want (just because the structure validates does not mean it is what you want or is correctly copied from your specification).



2.4.5 Create Overarching Group

1. Select Create Overarching Group. This screen is named Create Compound Group as shown below.



2. Provide the following information:

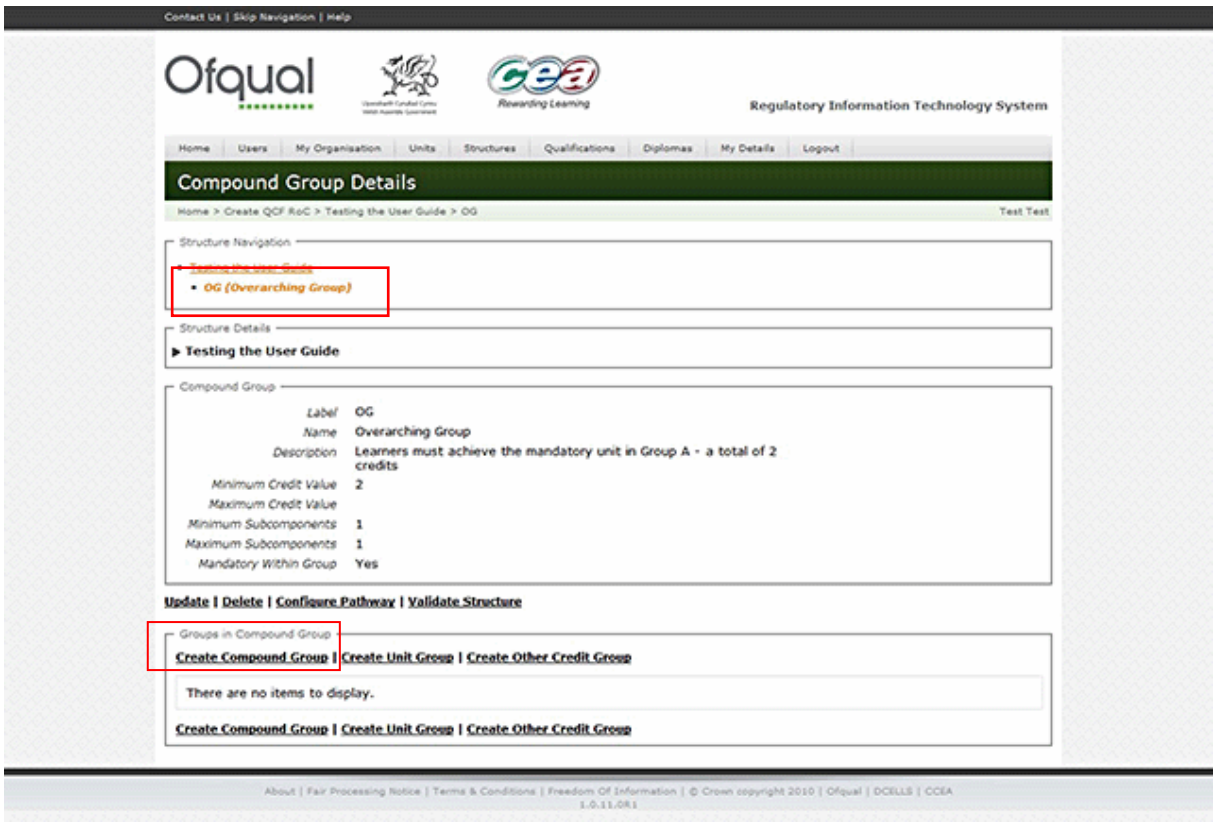
Field	Validations/recommendations or tips for input	Mandatory
Label	Enter a label made up of alphanumeric or letters/numbers of up to four characters in length – it is recommended the label for the Overarching Group is 'OG'	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups – the recommended name for this group is 'Overarching Group'	Yes
Group Description (Requirements)	Describe what has to be taken from each group to reach the total credit required (for example 27 credits required from groups A and B). Credit details refer to only that credit that counts towards the qualification (i.e. minimum credit required)	Yes
Minimum Credits	This field is automatically filled from the structure with the minimum credit required for the	Yes

Field	Validations/recommendations or tips for input	Mandatory
	qualification and cannot be changed	
Minimum Sub Components (Groups)	Can be left blank if minimum credit is always stipulated but must be greater than or equal to one if entered	No
Maximum Sub Components (All groups)	Should be: ■ left blank if a minimum sub component only is required ■ equal to minimum sub components above if all sub groups are mandatory ■ greater than the minimum if a maximum number of groups applies (for example credit can be achieved from a maximum of two out of the three groups available) Usually best to leave blank	No

3. Click the Create button in order to create and save the Overarching Group.

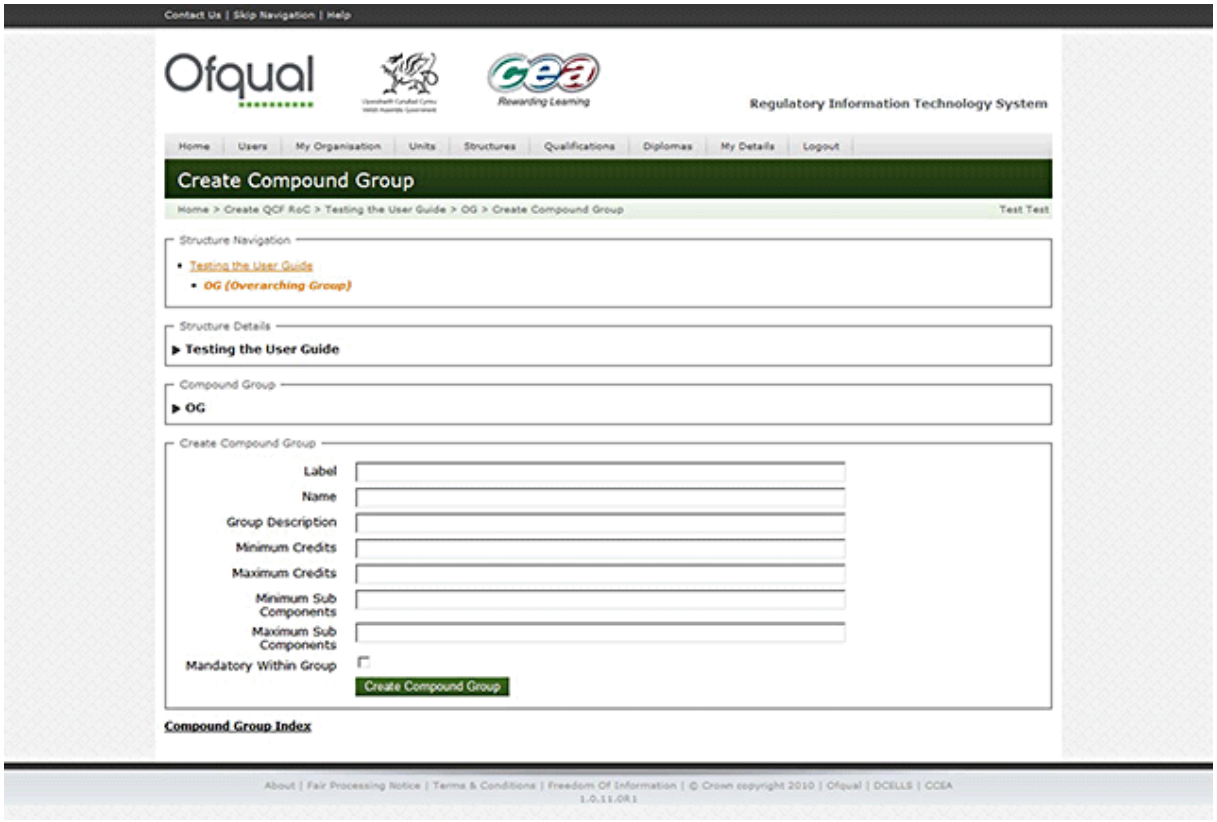
2.5 Create QCF Compound Groups

To create QCF Compound Groups, select the Overarching Group (or another Compound Group) from the Group section. The Compound Group Details screen is shown below.



2.5.1 Create Compound Group

1. On the Compound Group Details screen (see above) select Create Compound Group. The Create Compound Group screen is shown below.



2. Provide the following information:

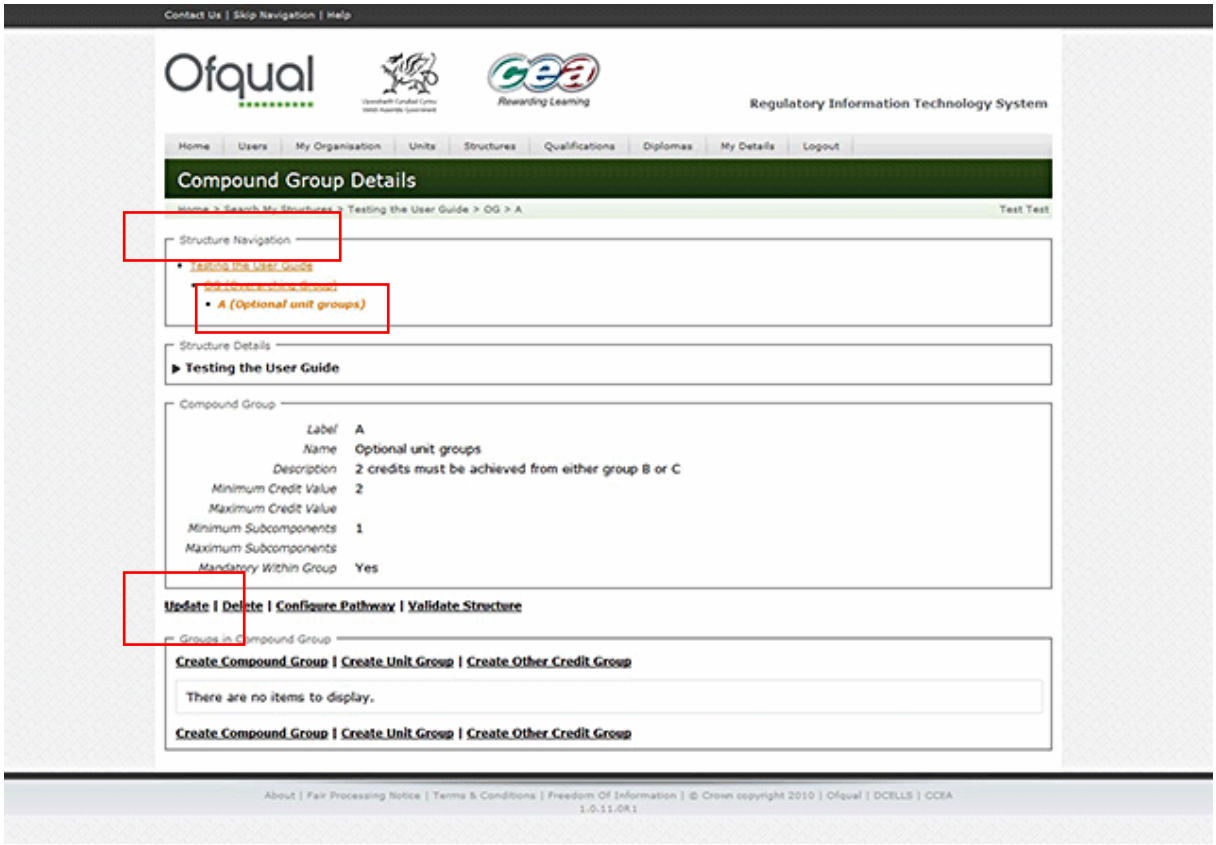
Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three credits from this group then you must have three against the maximum credits in the group parameters	Yes
Minimum Credits	Can be left blank if minimum sub components is stipulated but must be greater than or equal to one if there are no sub components	No
Maximum Credits	Should be either ■ left blank if a minimum credit only is required ■ equal to minimum credits above if all groups are mandatory ■ greater than the minimum if a maximum number of groups applies (for example a maximum of four credits from this group will count towards the total minimum credit required)	No
Minimum Sub Components	Can be left blank if minimum credit is stipulated but must be greater than or equal to one if there is no minimum credit stipulated	No
Maximum Sub Components	Should be: ■ left blank if a minimum sub component only is required ■ equal to minimum sub components above if	No

Field	Validations/recommendations or tips for input	Mandatory
	all groups are mandatory ■ greater than the minimum if a maximum number of groups applies (for example credit can be achieved from a maximum of two out of the three groups available)	
Mandatory Within Group	This indicates whether this actual group must be chosen from within the structure or is optional – it does not refer to the units in the group as the group parameters will define what is required	Yes

3. Click the Create Compound Group button in order to create and save the Compound Group.

2.5.2 View Compound Group

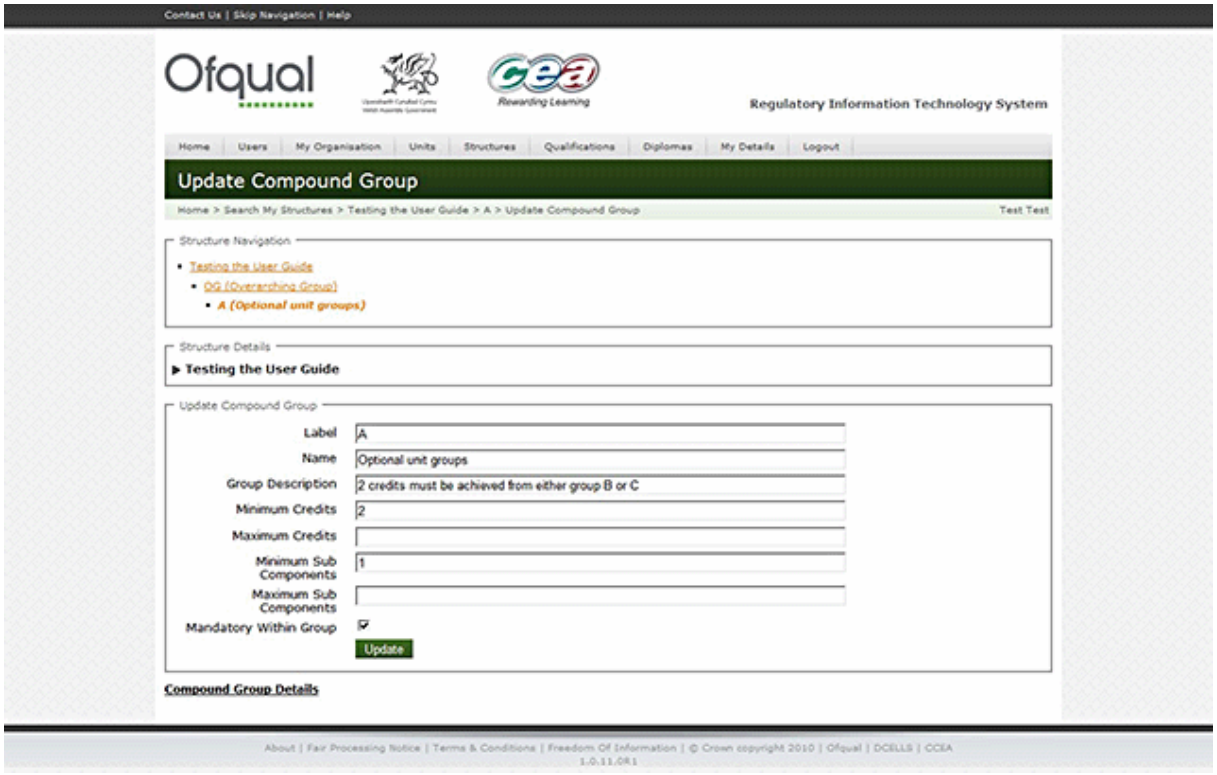
Selecting a compound group in the Structure Navigation section displays the View Compound Group screen as shown below.



2.5.3 Update Compound Group

1. Select a Compound Group from the Group list and select Update as shown above.

2. Complete the fields and click on the Update button as shown in the Update Compound Group screen below.



3. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to three characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three credits from this group then you must have three against the maximum credits in the group parameters	Yes

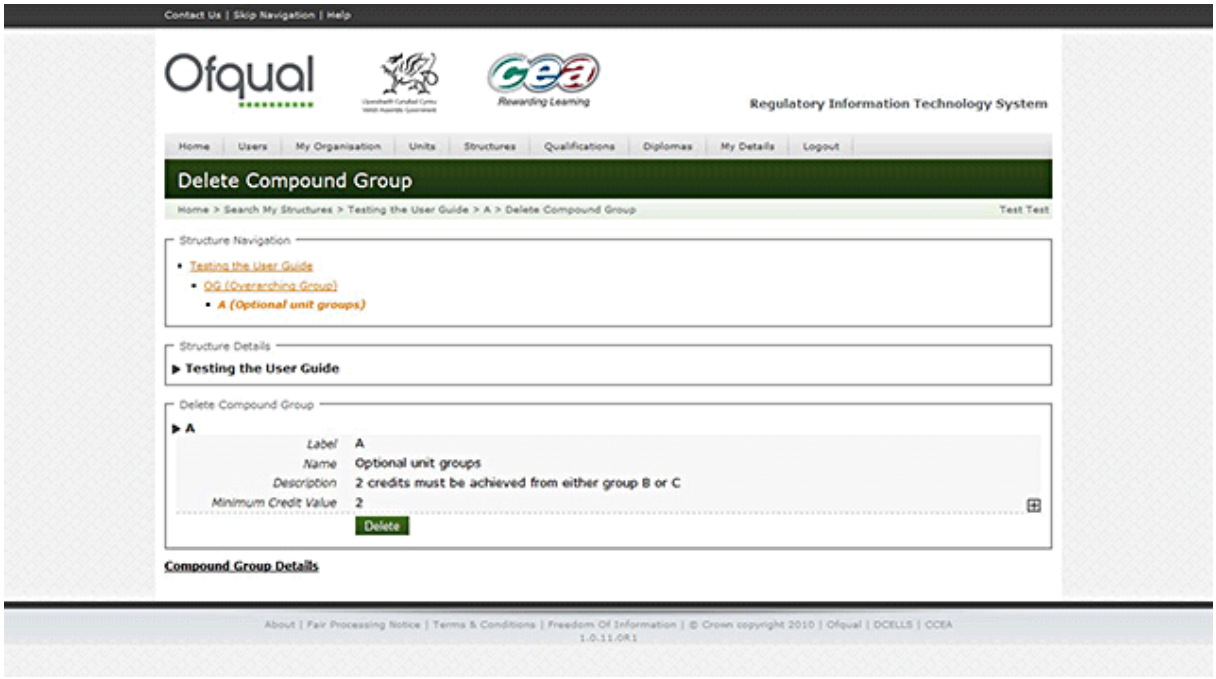
Field	Validations/recommendations or tips for input	Mandatory
Minimum Credits	Can be left blank if minimum sub components are stipulated but must be greater than or equal to one if there are no sub components	No
Maximum Credits	Should be ■ left blank if a minimum credit only is required ■ equal to minimum credits above if all groups are mandatory ■ greater than the minimum if a maximum number of groups applies (for example a maximum of four credits can be chosen from the credit available in the group)	No
Minimum Sub Components	Can be left blank if minimum credit is stipulated but must be greater than or equal to one if there is no minimum credit stipulated	No
Maximum Sub Components	Should be: ■ left blank if a minimum sub component only is required ■ equal to minimum sub components above if all groups are mandatory ■ greater than the minimum if a maximum number of groups applies (for example credit can be achieved from a maximum of two out of the three groups available)	No
Mandatory Within Group	This indicates whether this actual group must be chosen from within the structure or is optional – it does not refer to the units in the group as the group parameters will define what is required	Yes

4. Click the Update button in order to update and save the Compound Group.

2.5.4 Delete Compound Group

Note: You cannot delete the Overarching Group once it is banked, and if you delete any group this will delete all its sub components (groups and units).

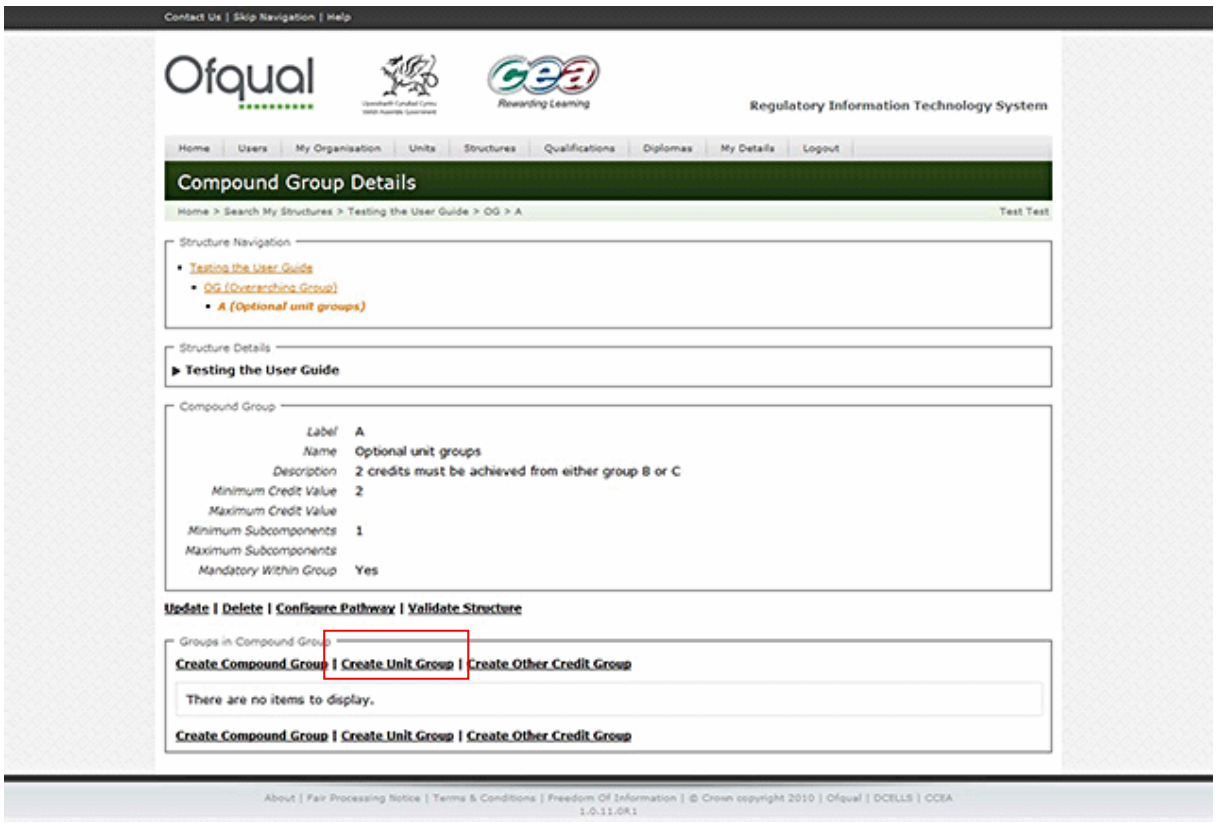
1. Select a Compound Group from the Group list and click the Delete button. The Delete Compound Group screen is shown below.



2. Click the Delete button in order to delete the Compound Group.

2.5.5 Create Unit Group

1. Select Create Unit Group from the Compound Group Details screen as shown below.



2. Provide the following information:

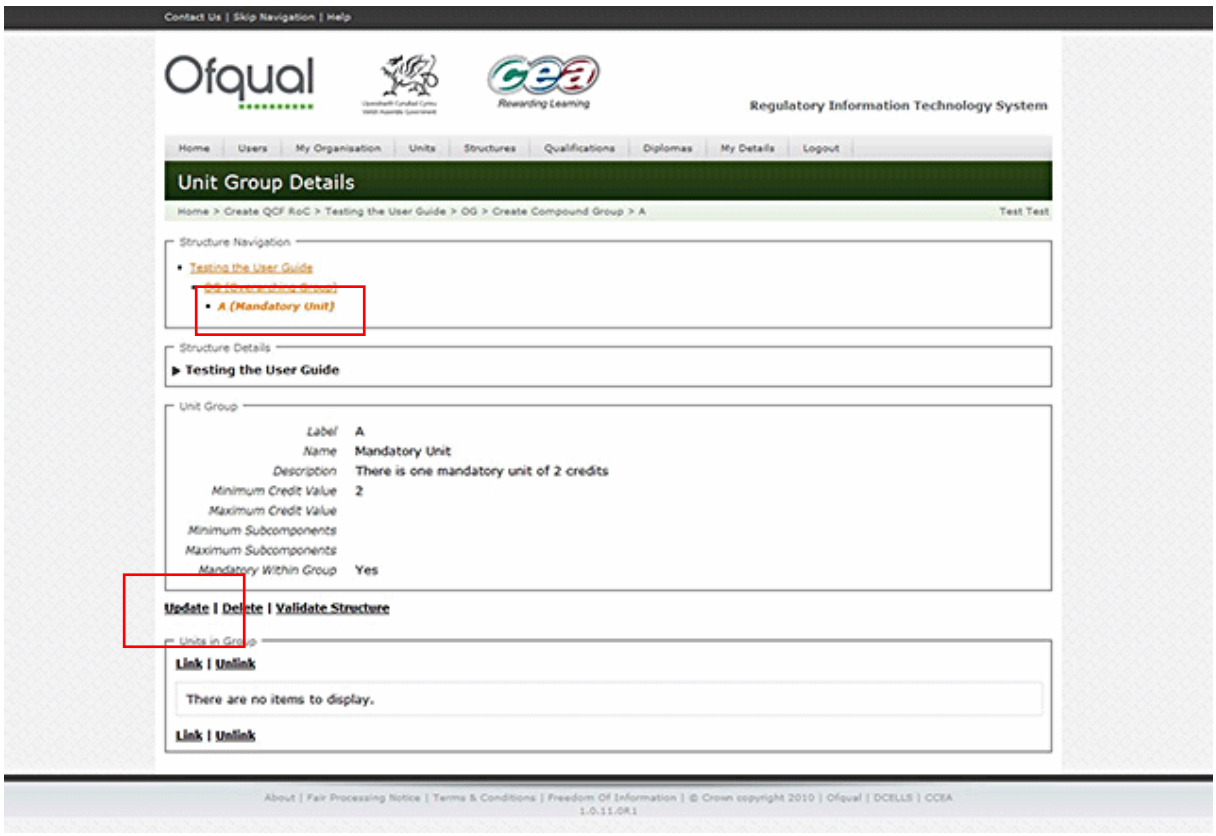
Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to three characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three credits from this group then you must have three against the maximum credits in the group parameters	Yes
Minimum Credits	Can be left blank if minimum sub components are stipulated but must be greater than or equal to one if there are no sub components	No
Maximum Credits	Should be:	No

Field	Validations/recommendations or tips for input	Mandatory
	■ left blank if a minimum credit only is required ■ equal to minimum credits above if all units are mandatory ■ be greater than the minimum if a maximum number of credits applies (for example a maximum of four credits will count from the credit available in the group)	
Minimum Sub Components (Units)	Can be left blank if minimum credit is stipulated but must be greater than or equal to one if there is no minimum credit stipulated	No
Maximum Sub Components (Units)	Should be: ■ left blank if a minimum sub component only is required ■ equal to minimum sub components above if all units are mandatory ■ greater than the minimum if a maximum number of units applies (for example credit can be achieved from a maximum of two out of the three units available)	No
Mandatory Within Group	This indicates whether this actual group must be chosen from within the structure or is optional – it does not refer to the units in the group as the group parameters will define what is required	Yes

3. Click the Create Unit Group button in order to create and save the Unit Group.

2.5.6 Unit Group details

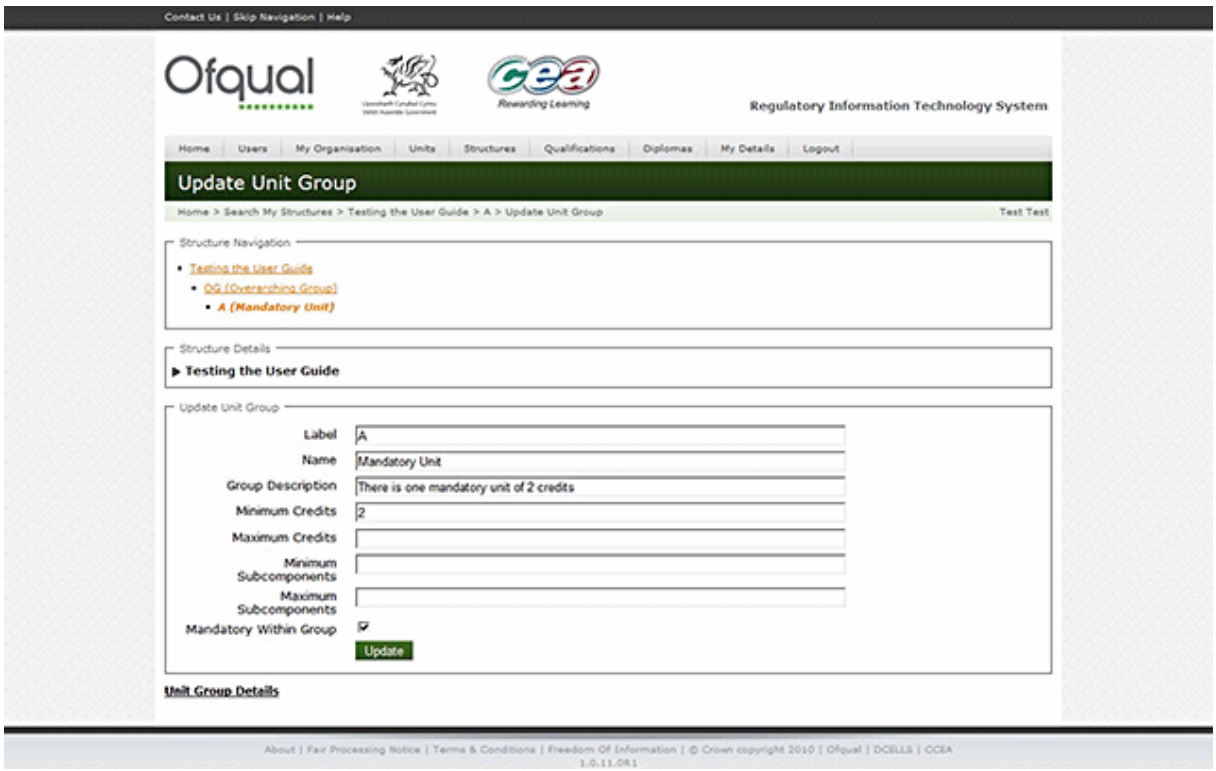
Selecting a Unit Group in the Structure Navigation box of the Compound Group Details screen displays the Unit Group Details screen as shown below.



2.5.7 Update Unit Group

1. Select a Unit Group from the Group list in Structure Navigation and click the Update button as shown above.

2. Complete the fields and select Update as shown in the Update Unit Group screen below.



3. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to three characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three credits from this group then you must have three against the maximum credits in the group parameters	No
Minimum Credits	Can be left blank if minimum sub components are stipulated but must be greater than or equal to one if there are no sub components	No
Maximum Credits	Should be: ■ left blank if a minimum credit only is required	No

Field	Validations/recommendations or tips for input	Mandatory
	■ equal to minimum credits above if all units are mandatory ■ greater than the minimum if a maximum number of credits applies (for example a maximum of four credits will count from the credit available in the group)	
Minimum Sub Components (Units)	Can be left blank if minimum credit is stipulated but must be greater than or equal to one if there is no minimum credit stipulated	No
Maximum Sub Components (Units)	Should be: ■ left blank if a minimum sub component only is required ■ equal to minimum sub components above if all units are mandatory ■ greater than the minimum if a maximum number of units applies (e.g. credit can be achieved from a maximum of two out of the three units available)	No
Mandatory Within Group	This indicates whether this actual group must be chosen from within the structure or is optional – it does not refer to the units in the group as the group parameters will define what is required	Yes

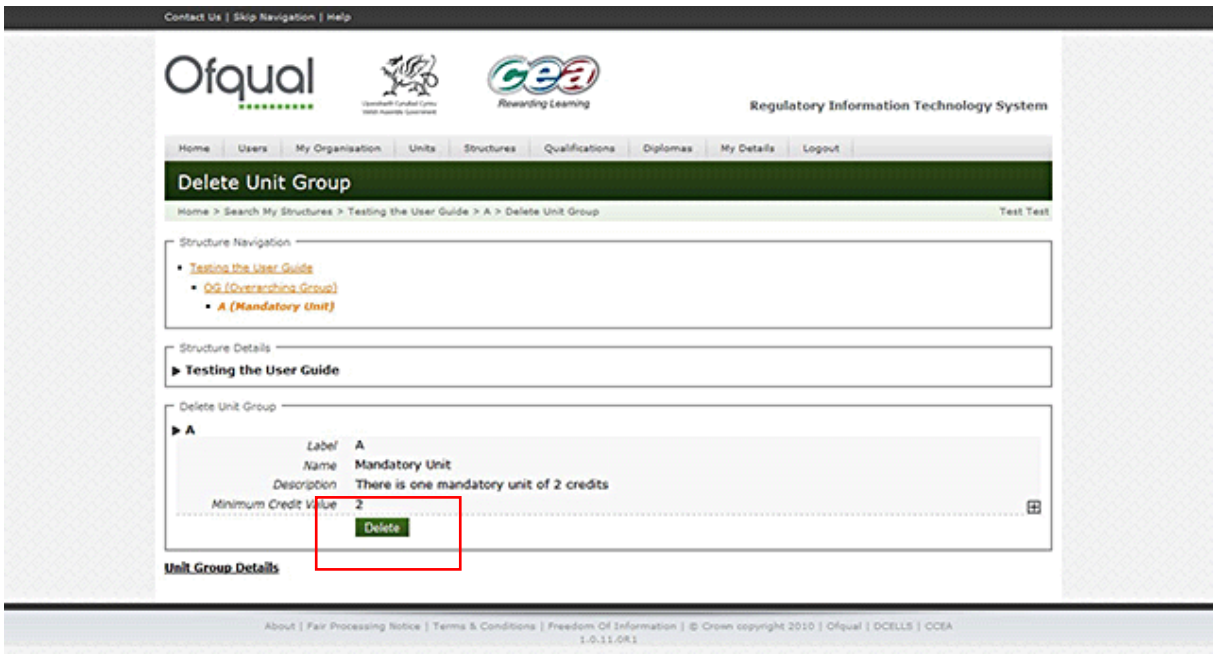
4. Click the Update button in order to update and save the Unit Group.

2.5.8 Delete Unit Group

Note: You cannot delete the Overarching Group (could be a Unit Group) once it is banked, and if you delete a group this will delete all its sub components (units).

To delete a Unit Group, perform the following steps:

1. Select a Unit Group from the Structure Navigation and click the Delete button. The Delete Unit Group screen is shown below.



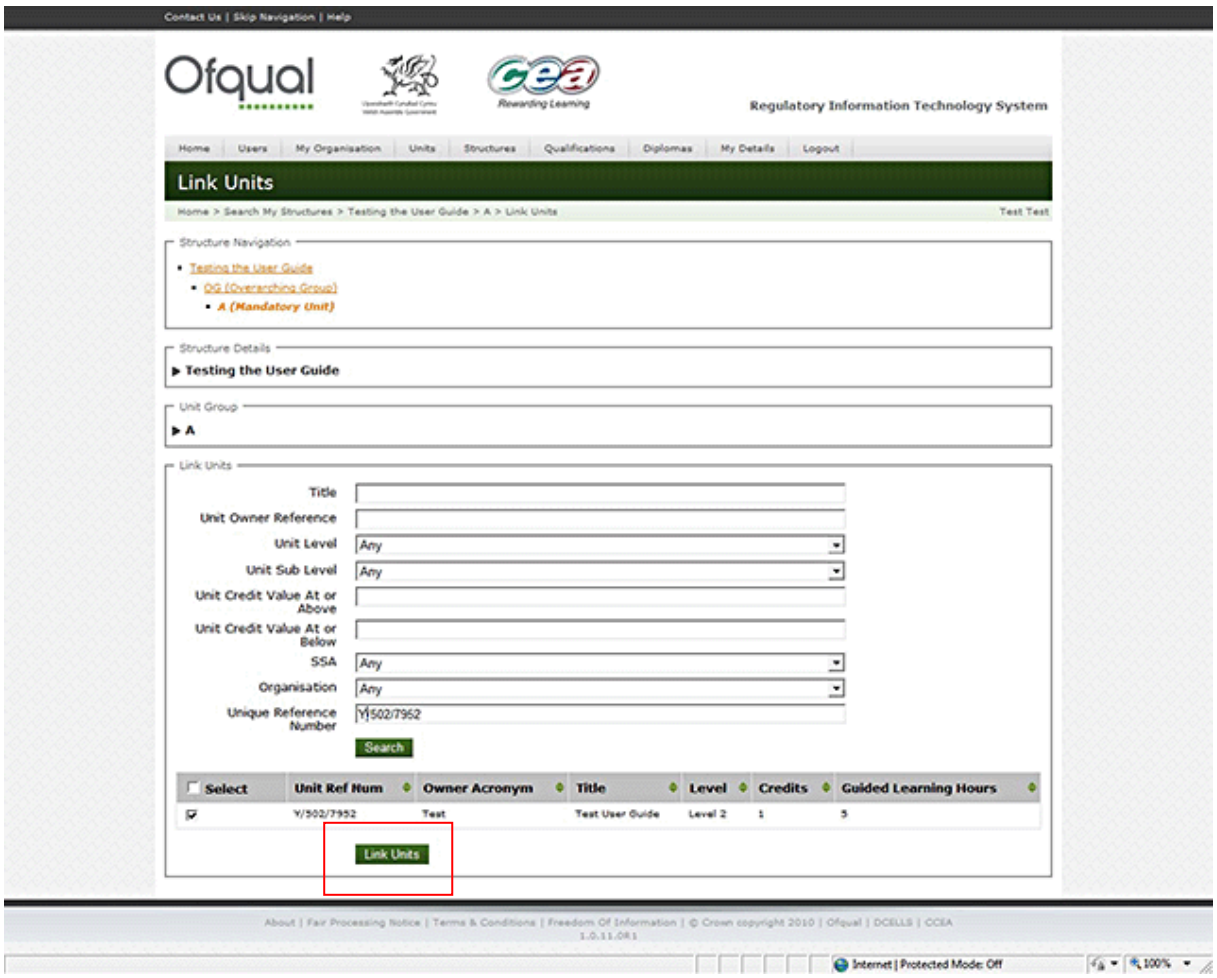
2. Click the Delete button in order to delete the Unit Group.

2.5.9 Link units

To add units to a Unit Group, perform the following steps:

1. Select a Unit Group from the Structure Navigation section and select Link.

2. Select the units to be included in the Unit Group by ticking the boxes. The Link Units screen is shown below.

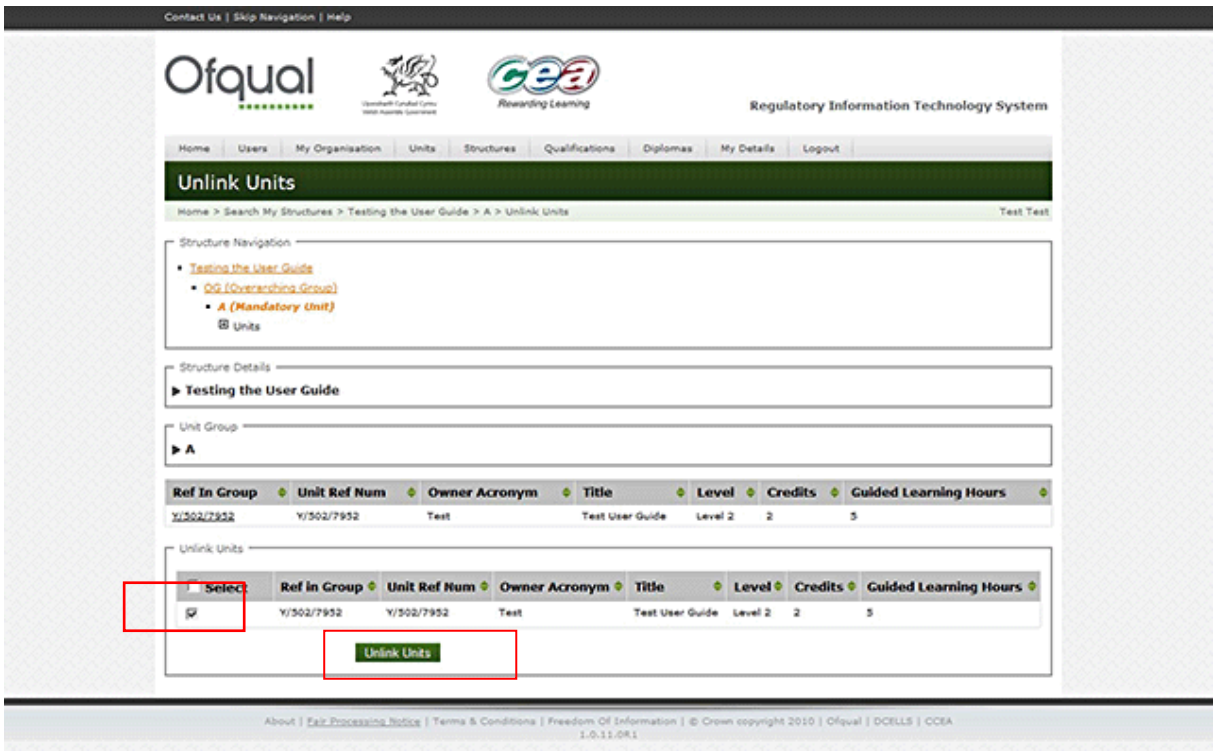


3. Click the Link Units button in order to add the checked units to the Unit Group.

2.5.10 Unlink units

To remove units from a Unit Group, perform the following steps:

1. Select a Unit Group from the Structure Navigation section and select Unlink. The Unlink Units screen is shown below.



2. Check the units no longer to be included with the Unit Group.

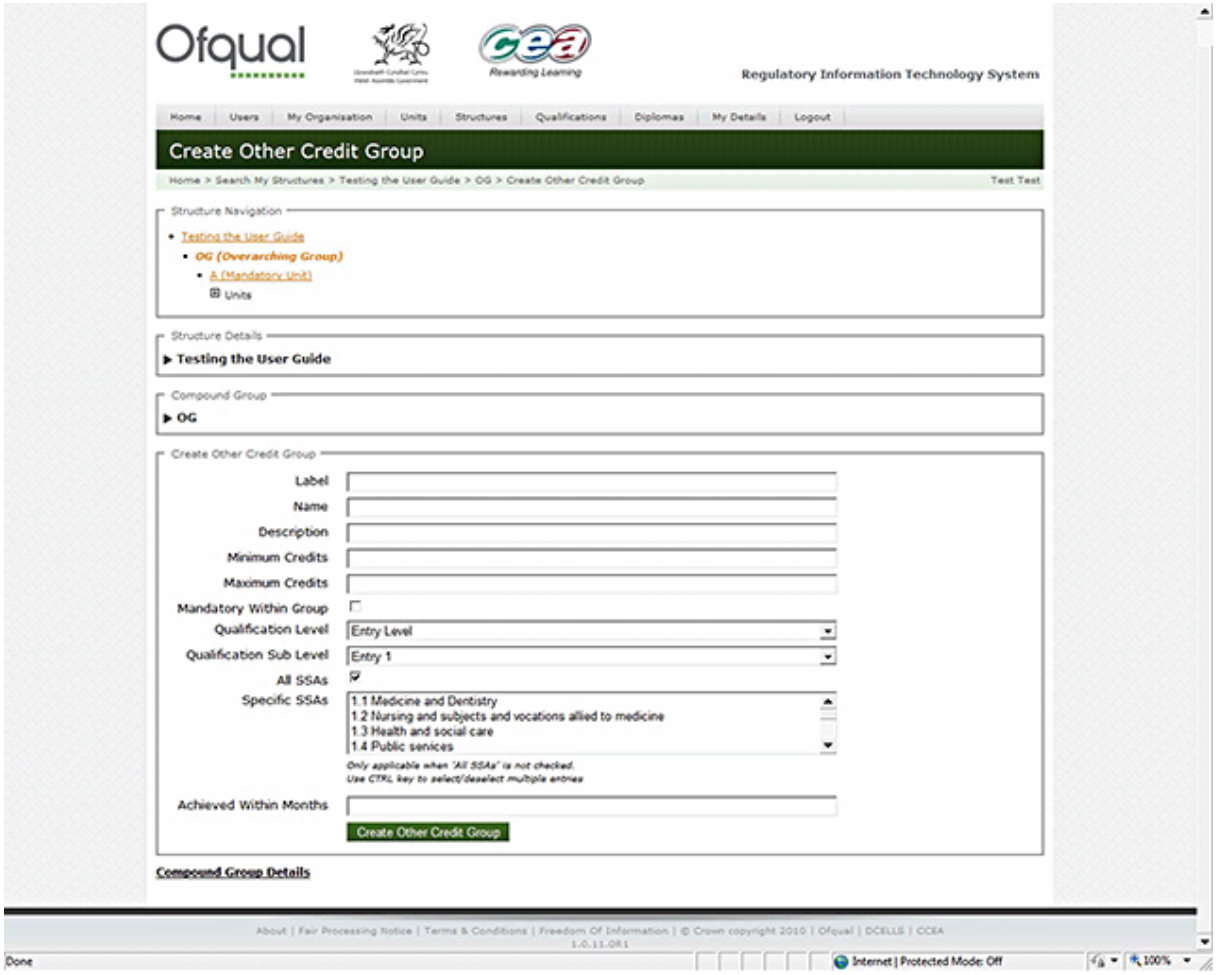
3. Click the Unlink Units button in order to remove the checked units from the Unit Group.

2.6 Create Other Credit group

To create an Other Credit Group, perform the following steps:

1. Select Create Other Credit Group from the Structure Navigation section from a Compound Group. The Create Other Credit Group screen is shown below.

   Note: Other credit is portrayed at level and/or sector subject area and represents credit not in the structure that can be counted towards a qualification. To allow credit at more than one level or SSA it is necessary to create multiple Other Credit groups.



2. Provide the following information:

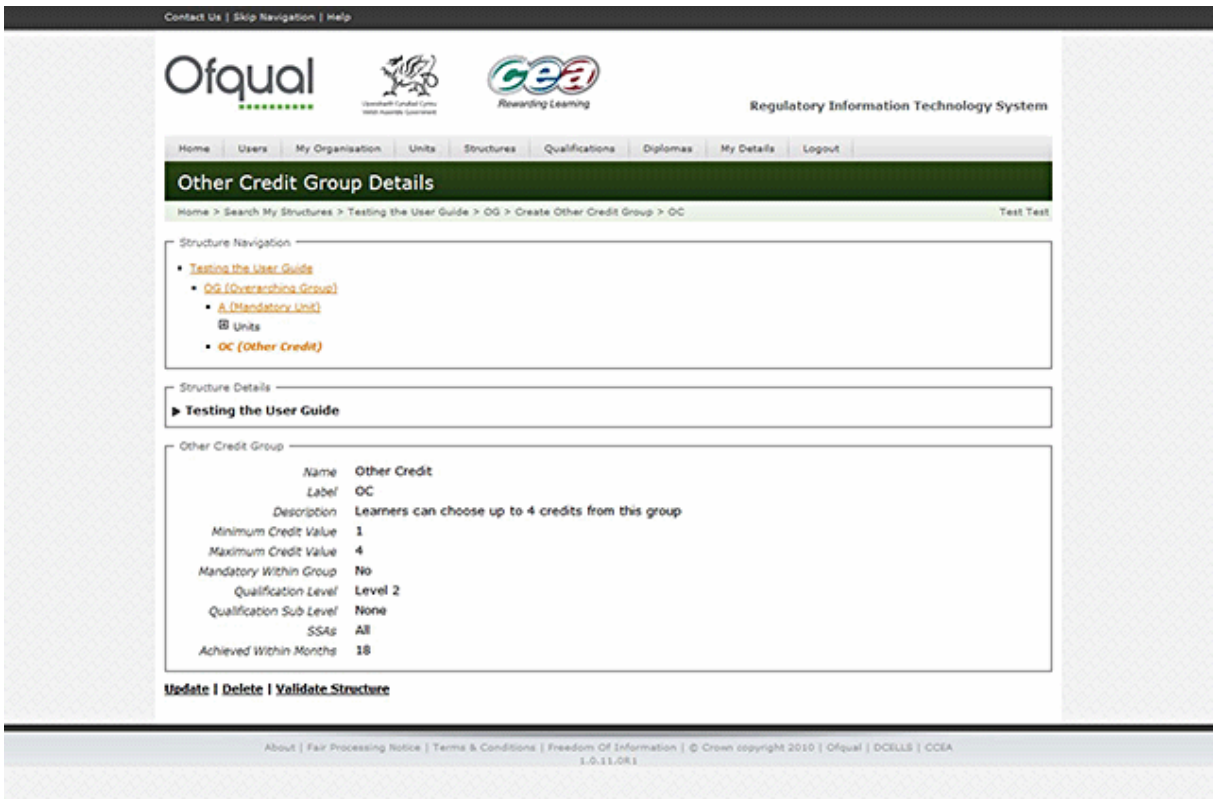
Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to three characters in length (A, AB, A1, B2, OG, PG1 etc) – 'OC' would be recommended here	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three credits from this group then you must have three against the maximum credits in the group parameters	Yes
Minimum	Must be greater than or equal to one even if you	Yes

Field	Validations/recommendations or tips for input	Mandatory
Credits	have a maximum credit	
Maximum Credits	Should be: ■ left blank if a minimum credit only is required ■ greater than the minimum if a maximum number of credits applies (for example a maximum of four credits will count from the credit available in the group)	No
Mandatory Within Group	This indicates whether this actual group must be chosen from within the structure or is optional – it does not refer to the units in the group as the group parameters will define what is required	Yes
Qualification Level	NA if SSA entered	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
SSAs	NA if level is entered	Yes
Achieved Within Months	NA	No

3. Click the Create button in order to create and save the Other Credit Group.

2.6.1 View Other Credit Group

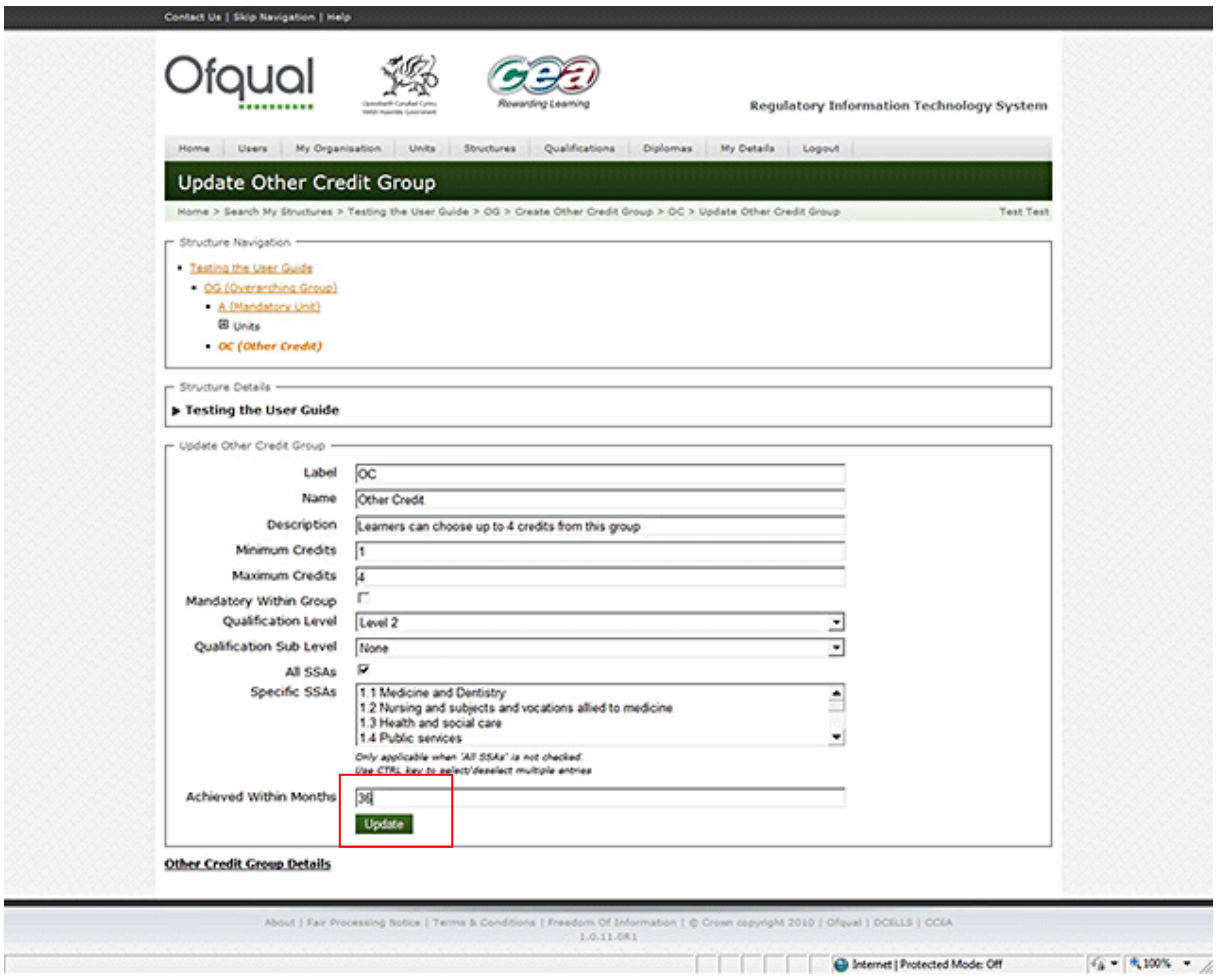
Selecting Other Credit Group in the Structure Navigation section displays the View Other Credit Group screen as shown below.



2.6.2 Update Other Credit Group

To update an Other Credit Group, perform the following steps:

1. Select the Other Credit Group from the Structure Navigation section and click the Update button. The Update Other Credit Group screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to three characters in length (A, AB, A1, B2, OC, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three credits from this group then you must have three against the maximum credits in the group parameters	No
Minimum Credits	Must be greater than or equal to one even if you have a maximum credit	Yes

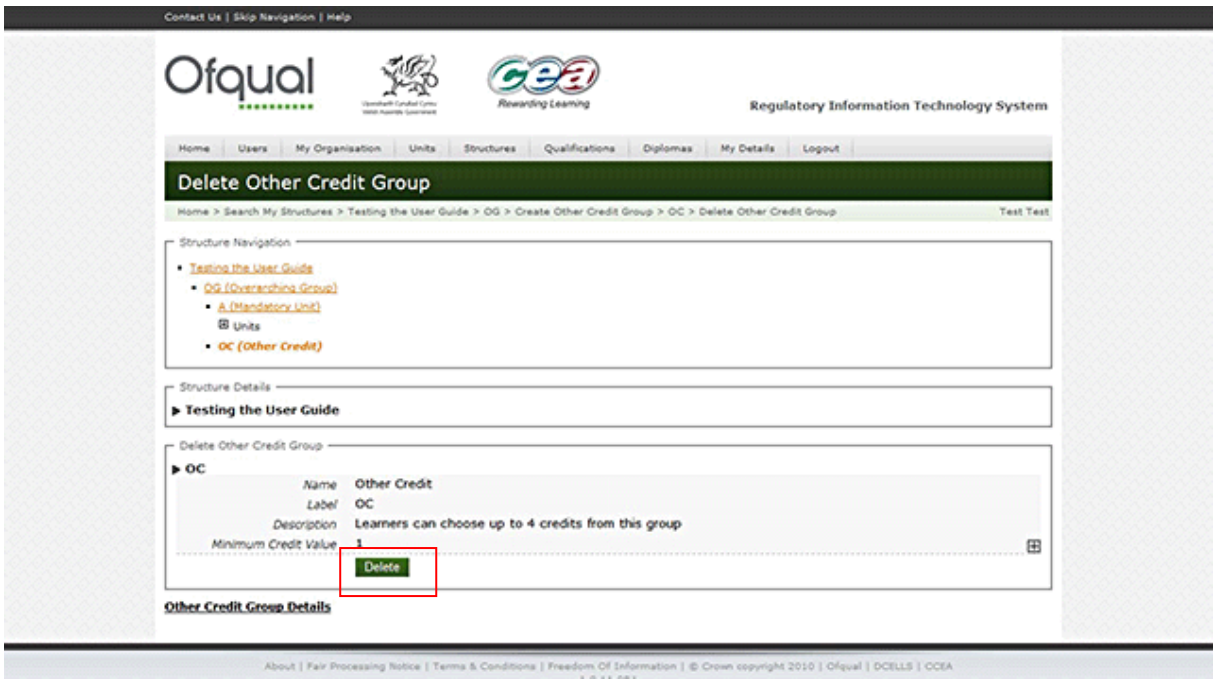
Field	Validations/recommendations or tips for input	Mandatory
Maximum Credits	Should be: ■ left blank if a minimum credit only is required ■ greater than the minimum if a maximum number of credits applies (for example a maximum of four credits will count from the credit available in the group)	No
Mandatory Within Group	This indicates whether this actual group must be chosen from within the structure or is optional – it does not refer to the units in the group as the group parameters will define what is required	Yes
Qualification Level	NA	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
SSAs	NA	Yes
Achieved Within Months	NA	No

3. Click the Update button in order to update and save the Other Credit Group.

2.6.3 Delete Other Credit Group

To delete an Other Credit Group, perform the following steps:

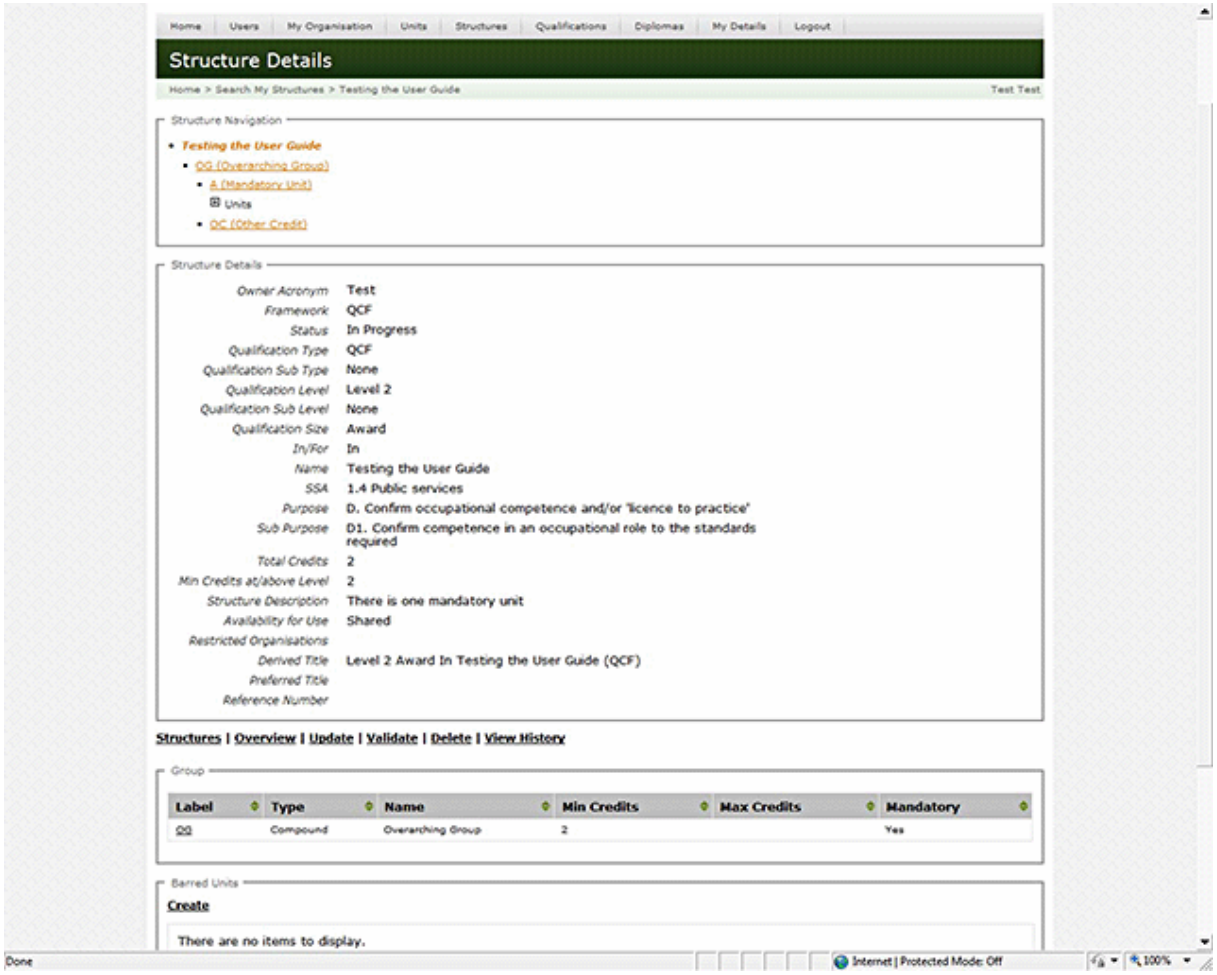
1. Select an Other Credit Group from the Group list and click the Delete button. The Delete Other Credit Group screen is shown below.



2. Click the Delete button in order to delete the Other Credit Group.

2.7 View QCF RoC

Selecting a QCF RoC from the Structure Navigation section in the results displays the View QCF RoC screen as shown below.



The following options, dependent on status, are available:

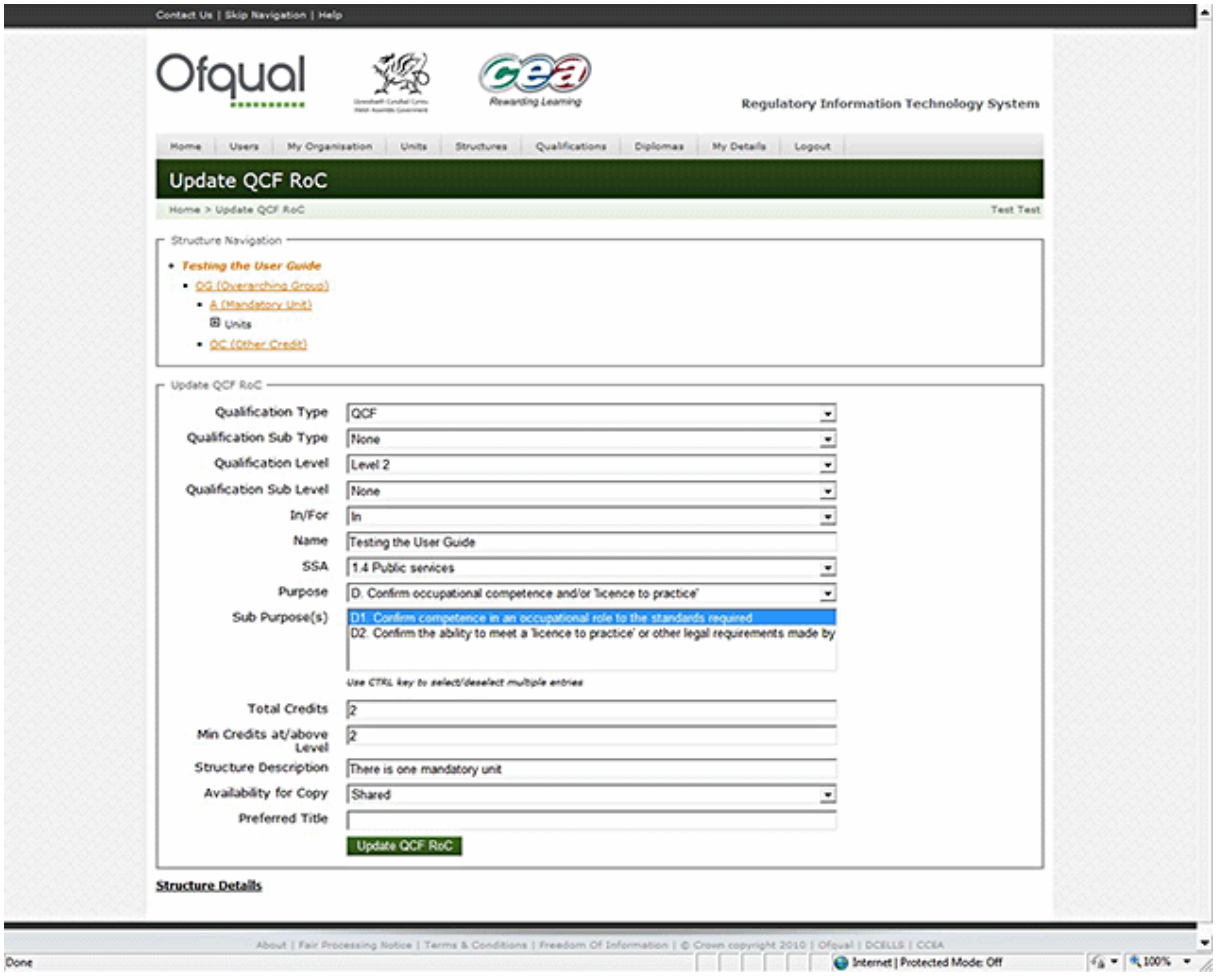
Option	Status
Update	In Progress, Under Amendment New
Delete	In Progress
Validate	All
Bank	In Progress, Under Amendment New
Amend	Banked
Rollback	Under Amendment New
Discontinue	Banked
View History	All

Option	Status
Qualification Details	Banked, once the structure is used in a qualification

2.8 Update QCF RoC

To update a QCF RoC, perform the following steps (note: you can only update an In Progress structure – if the structure is banked it must be amended):

1. Select a QCF RoC from the Structure Navigation section and click the Update button. The Update QCF RoC screen is shown below.



2. Provide any of the following information:

Field	Validations/recommendations or tips for input	Mandatory
Qualification Type	NA	Yes

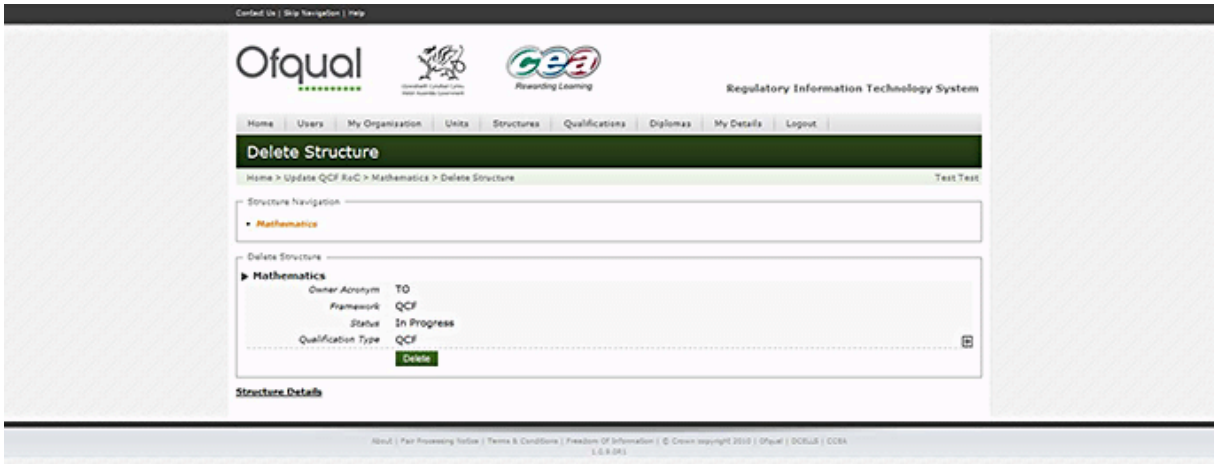
Field	Validations/recommendations or tips for input	Mandatory
Qualification Sub Type	Only entered if qualification type has sub types	Yes
Qualification Level	NA	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
In/For	NA	Yes
Name	Maximum length 100 characters	Yes
SSA	NA	Yes
Purpose	NA	Yes
Sub Purposes	NA	Yes
Total Credits	NA	Yes
Min Credits At/Above Level	Must be greater than 50 per cent of total credits	Yes
Structure Description	Maximum length 1,000 characters	Yes
Availability for Copy	NA	Yes
Organisations	Only entered if availability for copy is ‘restricted’	Yes
Preferred Title	Only entered to change the name of the final qualification	No

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

2.9 Delete QCF RoC

To delete a QCF RoC, perform the following steps (note: you can only delete an In Progress structure – if the structure is banked it must be Discontinued if you do not want it to be used any more):

1. Select a QCF RoC from the list and click the Delete button. The Delete QCF RoC screen is shown below.

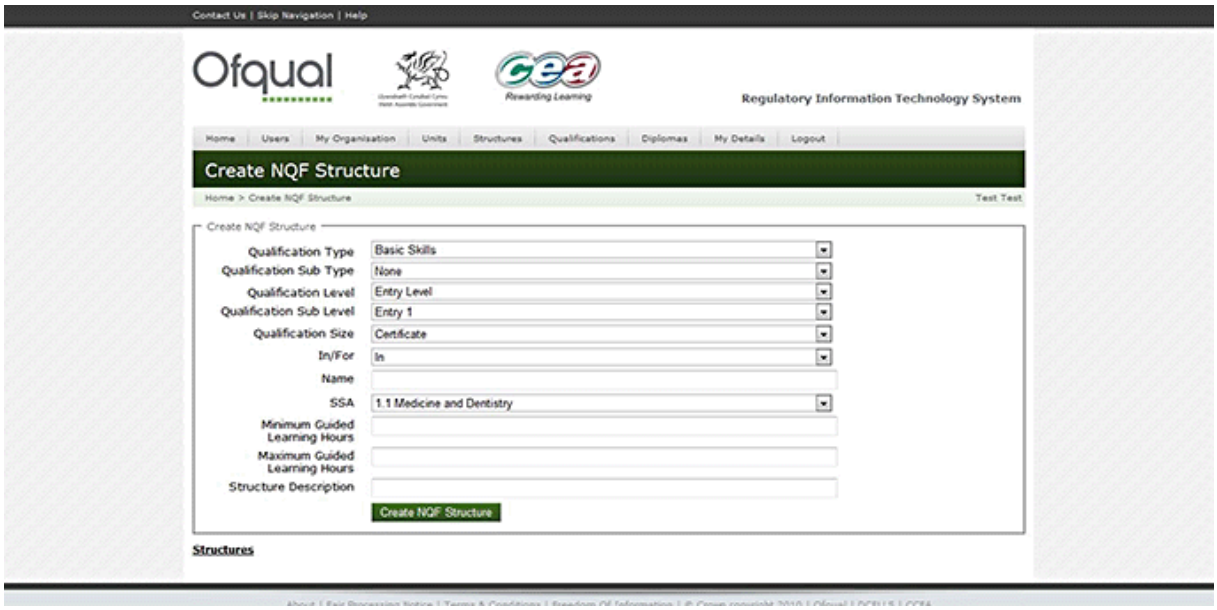


2. Click the Delete button in order to delete the QCF RoC.

2.10 Create NQF structure

To create an NQF structure, perform the following steps:

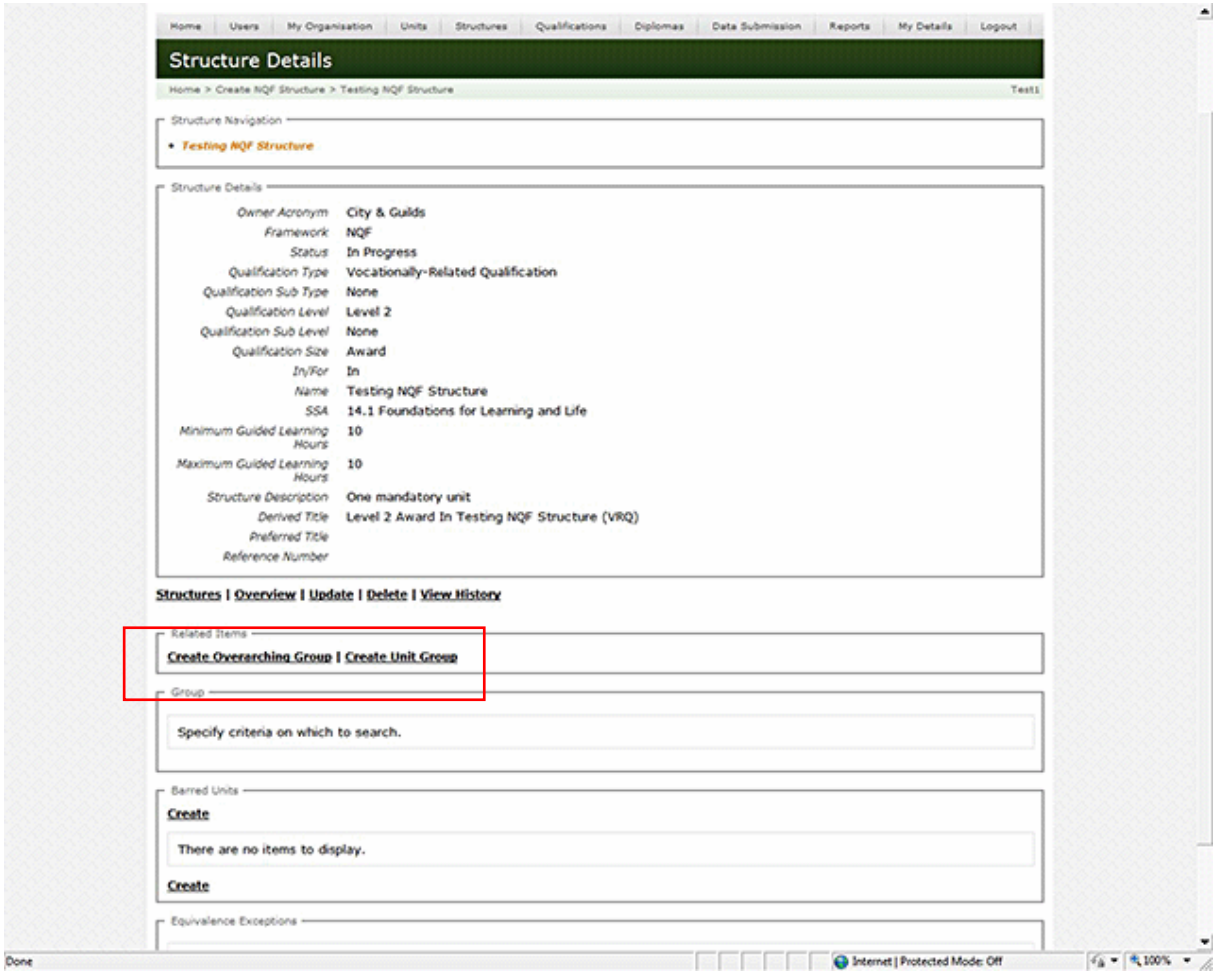
1. Hover the mouse over the Structures menu button at the top of the page and select Create NQF Structure. The Create NQF Structure screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Qualification Type	Select from drop-down list	Yes
Qualification Sub Type	Only entered if qualification type has sub types	Yes
Qualification Level	Select from drop-down list	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
Qualification Size	NA	Yes
In/For	NA	Yes
Name	Maximum length 100 characters	Yes
SSA	Select from drop-down list	Yes
Minimum Guided Learning Hours	Must be greater than one	Yes
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Structure Description	State what the learner must take to gain the qualification	Yes

3. Click the Create NQF Structure button in order to create and save a new NQF structure.



On creation of the NQF Structure, two choices are available (see above):

- *Create Overarching Group (structure that contains Compound Groups):* It is recommended that you always use an Overarching Group with the total units required and the sub components – it will make the structures more manageable and consistent. You should add either Compound Groups and/or Unit Groups, for example if all you have is one single unit you would add a Unit Group to the Overarching Group and then link the unit into it.

- *Create Unit Group:* It is recommended that you add this to the Overarching Group if there is only one Unit Group.

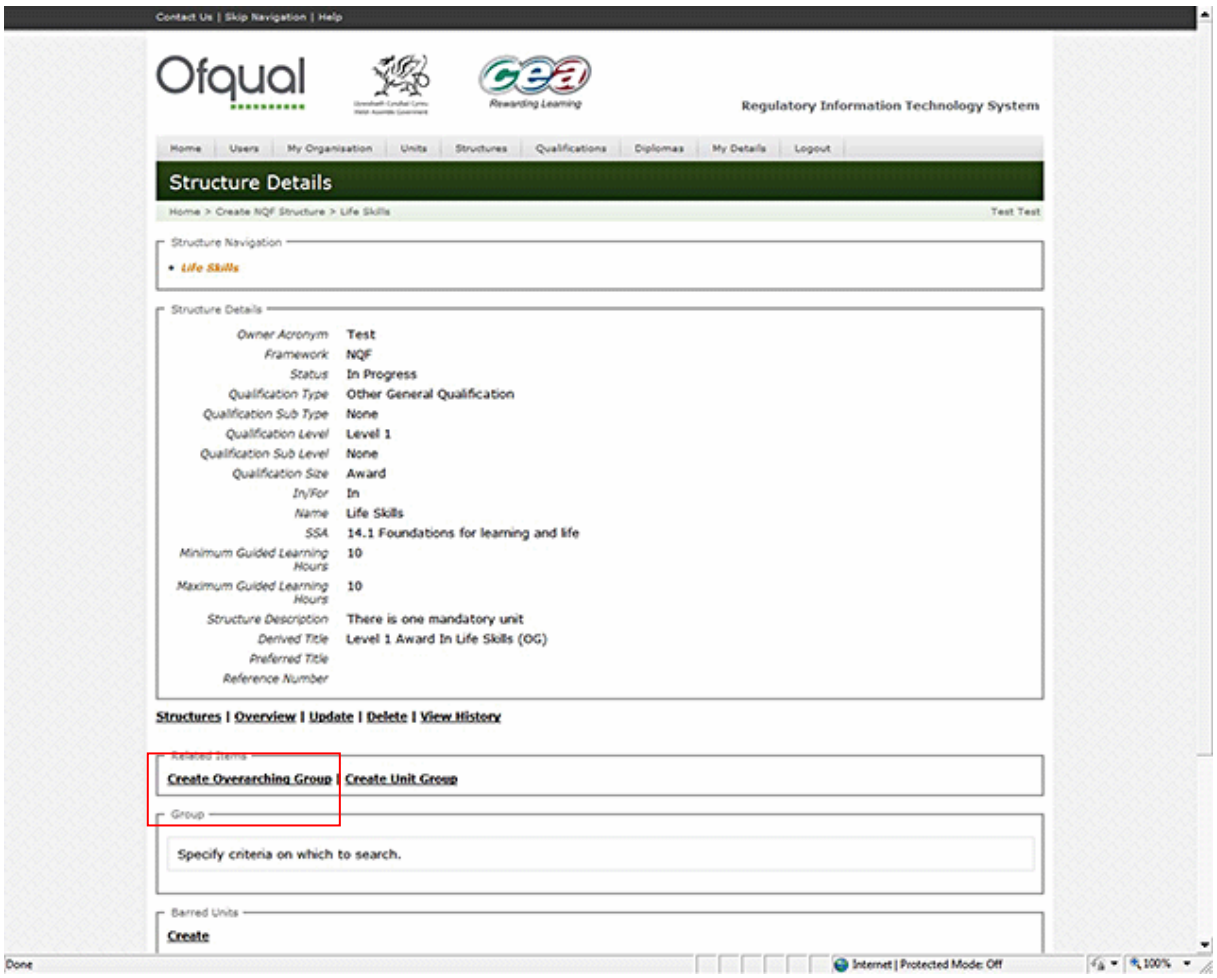
There are only two types of NQF group:

- *Compound groups* contain only other groups (either other Compound Groups or Unit Groups) – you can have a mixture. Sub components will be the number of groups (the Overarching Group is a Compound Group)

- *Unit Groups* contain only units – nothing else. Sub components will be the number of units.

2.10.1 Summary of how to create an NQF structure

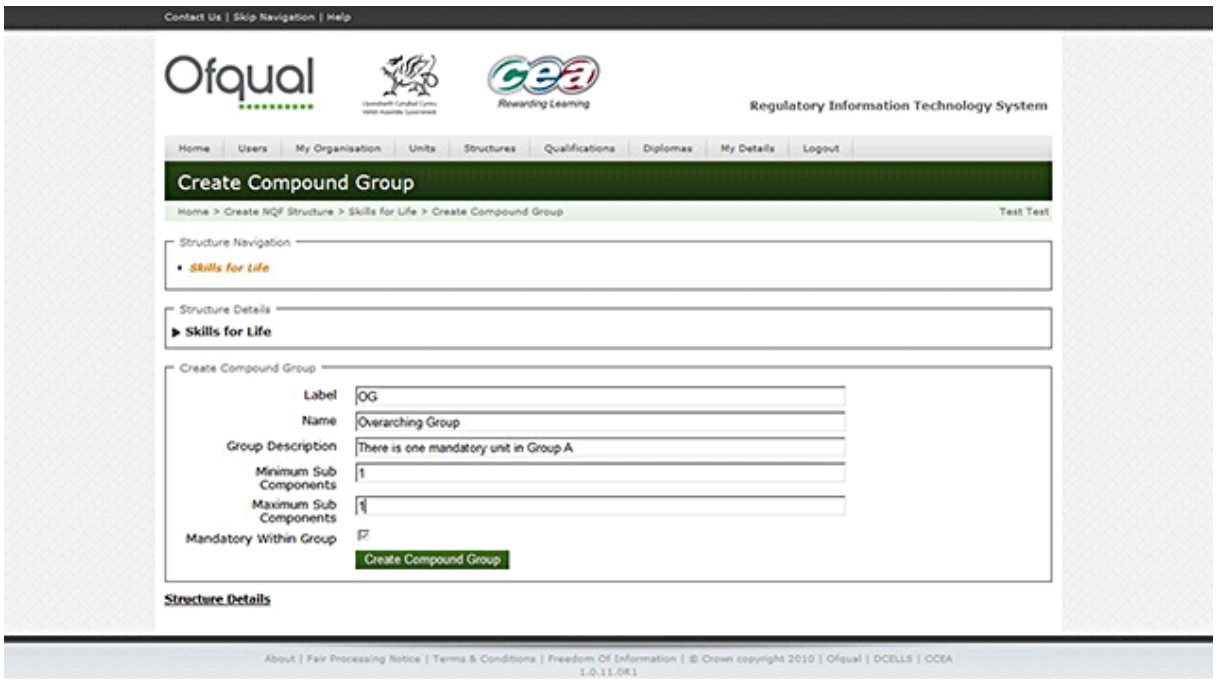
- Each group must have complete and appropriate instructions to ensure the parameters are correct.
- The group label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc). Do not use the same label more than once.
- Each group name must be something that shows what this particular group is all about, for example Mandatory Units or Optional Unit Group (do not replicate the label here or vice versa). Try not to use the same name more than once.
- The group description must indicate what the candidate/learner has to do from this group (for example 'All units are mandatory'; 'Candidates must get at least 10 units from this group'). You could also explain where this group fits in relation to other groups if you want. Doing this helps you build up the structure more easily and correctly, especially when it gets complicated (do not replicate the label or name here or add name of group to the label).
- Each group must have complete, correct and appropriate parameters to enable validation at each stage
- You should always add a minimum sub component to a group.
- If all the units are mandatory you should have the same minimum and maximum in both the sub component fields.
- There must always be sufficient units in each group to match minimum sub components.
- The question 'mandatory in group' is asking whether the group itself is mandatory in its own group (either Overarching Group, Compound Group or Unit Group), not whether the units in it are mandatory.
- Units are neither mandatory nor optional themselves – it depends solely on the parameters you provide in the group. So take care to get these correct, ensuring they reflect what you want (the awarding organisation owns the specification).



2.10.2 Create Overarching Group

To create an Overarching Group, perform the following steps:

1. Select Create Overarching Group as shown above. The Create Overarching Group screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three units from this group then you must have three against the maximum sub components in the group parameters	Yes
Minimum Sub Components	Must be greater than or equal to one	Yes
Maximum Sub Components	Should be left blank if a minimum only is required or greater than the minimum if there is a limit or equal to minimum sub components if all groups are mandatory	No

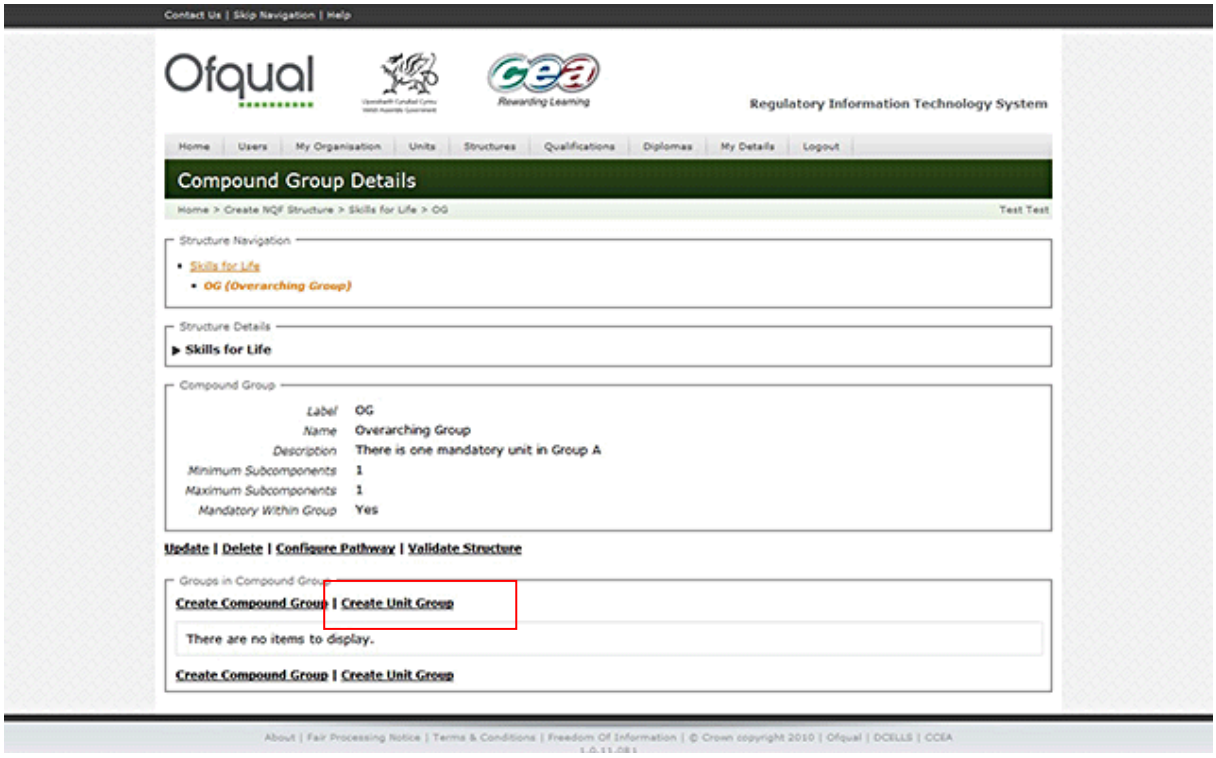
Field	Validations/recommendations or tips for input	Mandatory
Mandatory Within Group	Select this if the group has to be chosen as part of the structure – if left blank the group will be optional (this does not affect the group's requirements if it is chosen)	No

3. Click the Create button in order to create and save the Overarching Group.

2.10.3 Create Unit Group

To create a Unit Group, perform the following steps:

1. Select Create Unit Group. The Create Unit Group screen is shown below. Unit Groups should be added to Compound Groups or the Overarching Group and not be on their own.



2. Provide the following information:

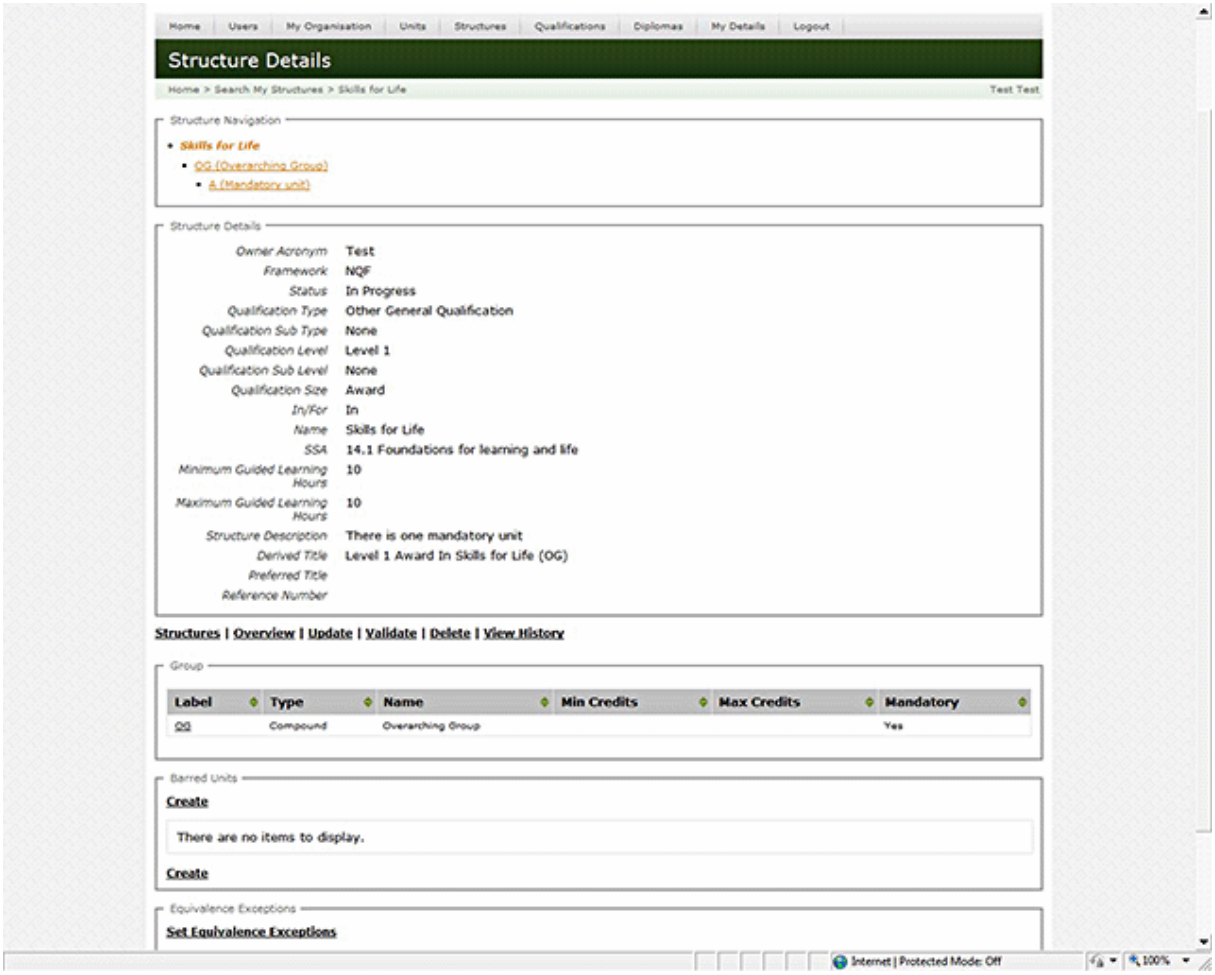
Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes

Field	Validations/recommendations or tips for input	Mandatory
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three units from this group then you must have three against the maximum sub components in the group parameters	Yes
Minimum Sub Components (Units)	Must be greater than or equal to one	Yes
Maximum Sub Components (Units)	Should be: ■ left blank if a minimum only is required ■ greater than the minimum if there is a limit ■ equal to minimum sub components if all units are mandatory	No
Mandatory Within group	Select this if the group has to be chosen as part of the structure – if left blank the group will be optional (this does not affect the group's requirements if it is chosen)	No

3. Click the Create Unit Group button in order to create and save the Unit Group.

2.11 View NQF structure

Selecting an NQF structure in the results displays the NQF Structure Details screen as shown below.



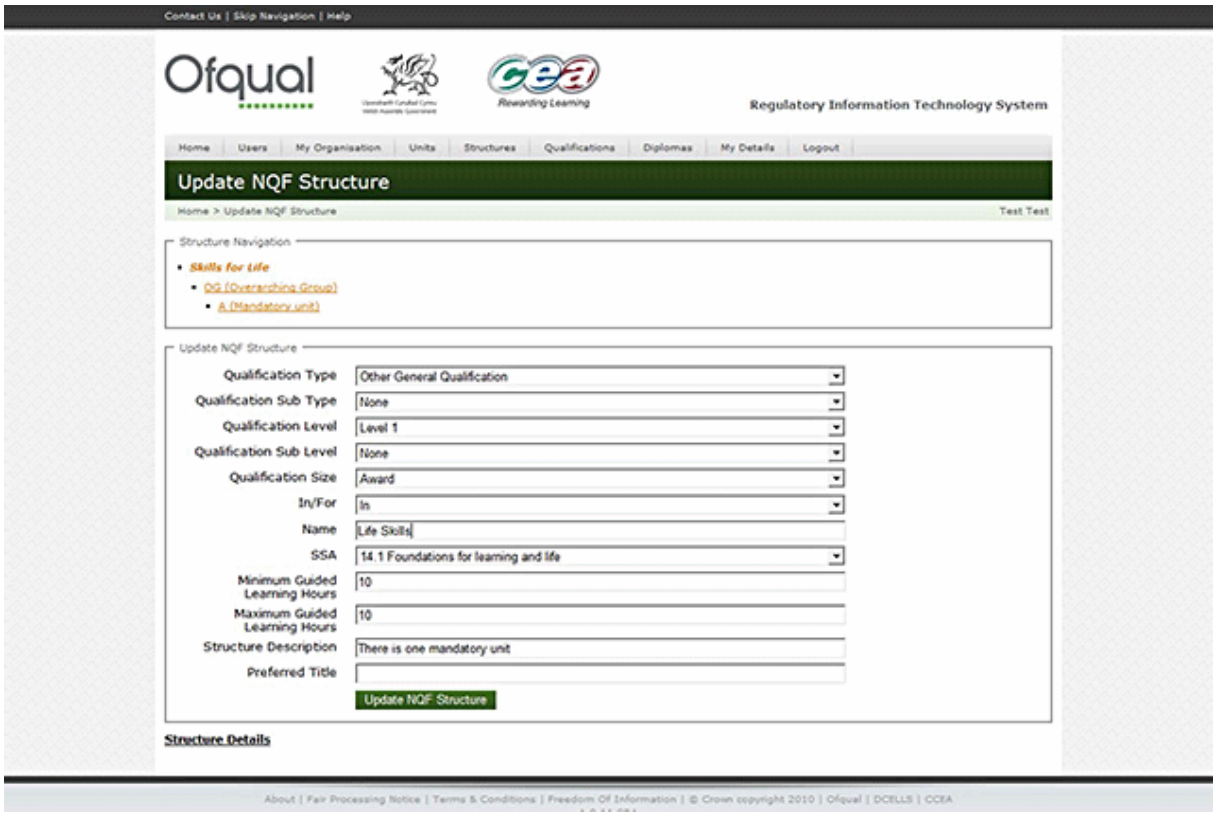
The following options, dependent on status, are available:

Option	Status
Update	In Progress
Delete	In Progress
Validate	All
Bank	In Progress
Amend	Banked, but not part of a qualification
Rollback	Under Amendment New
Discontinue	Banked
Qualification Details	Banked, once the structure is used in a qualification

2.12 Update NQF structure

To update an NQF structure, perform the following steps:

1. Select an NQF structure from the list and click the Update button. The Update NQF Structure screen is shown.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Qualification Type	Choose from drop-down menu	Yes
Qualification Sub Type	Only entered if qualification type has sub types	Yes
Qualification Level	NA	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
Qualification Size	NA	Yes

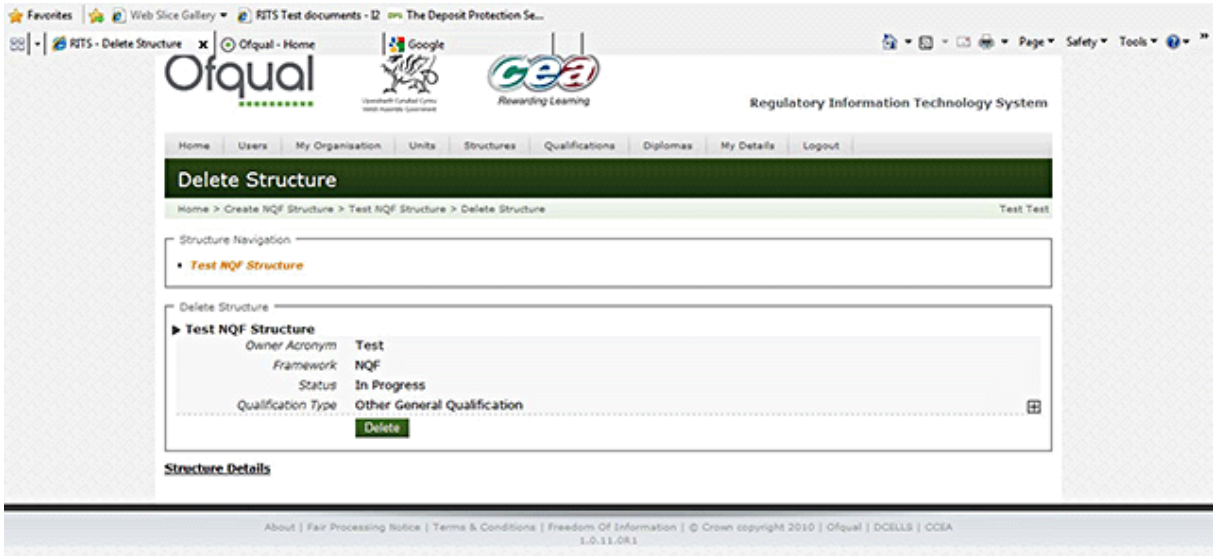
Field	Validations/recommendations or tips for input	Mandatory
In/For	NA	Yes
Name	Maximum length 100 characters	Yes
SSA	NA	Yes
Minimum Guided Learning Hours	Must be greater than or equal to one	Yes
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Structure Description	Must state what the learner has to do to achieve the qualification	Yes
Preferred Title	NA	No

3. Click the Update NQF Structure button in order to update and save the NQF structure.

2.13 Delete NQF structure

To delete an NQF structure, perform the following steps:

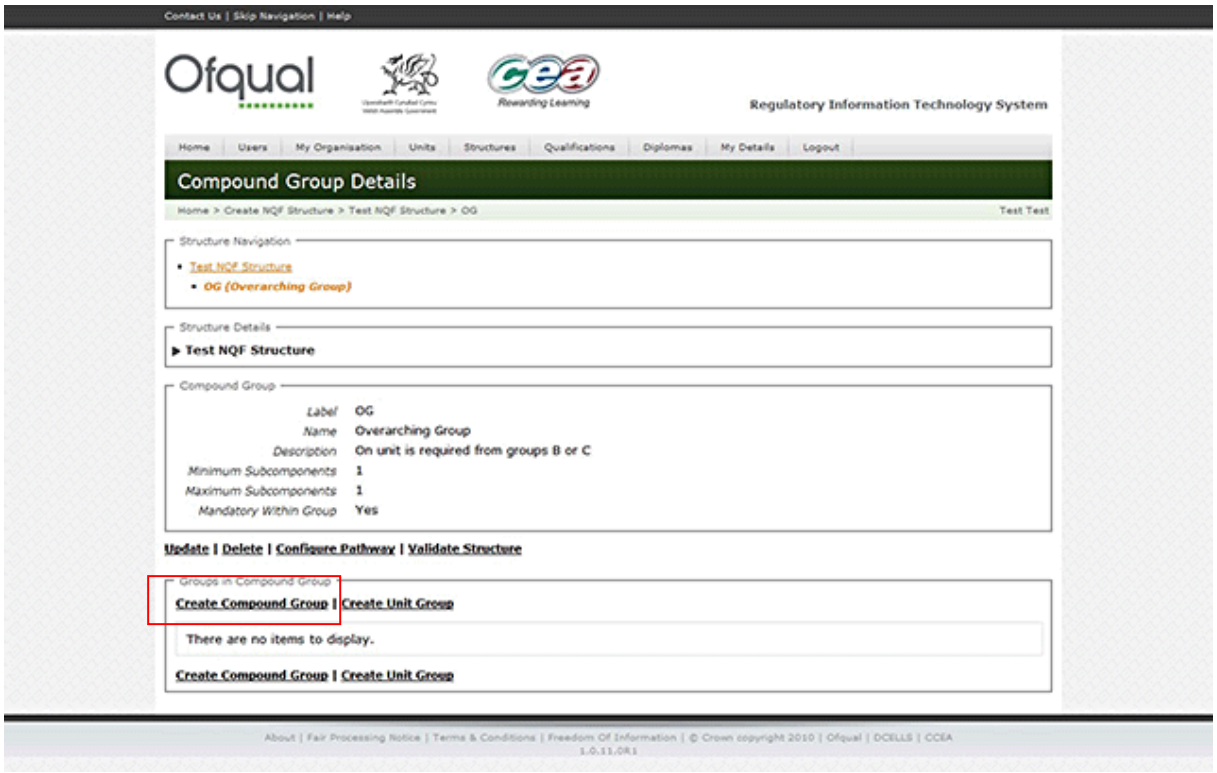
1. Select an NQF structure from the list and click the Delete button. The Delete NQF Structure screen is shown below.



2. Click the Delete button in order to delete the NQF structure.

2.14 Create NQF Compound Groups

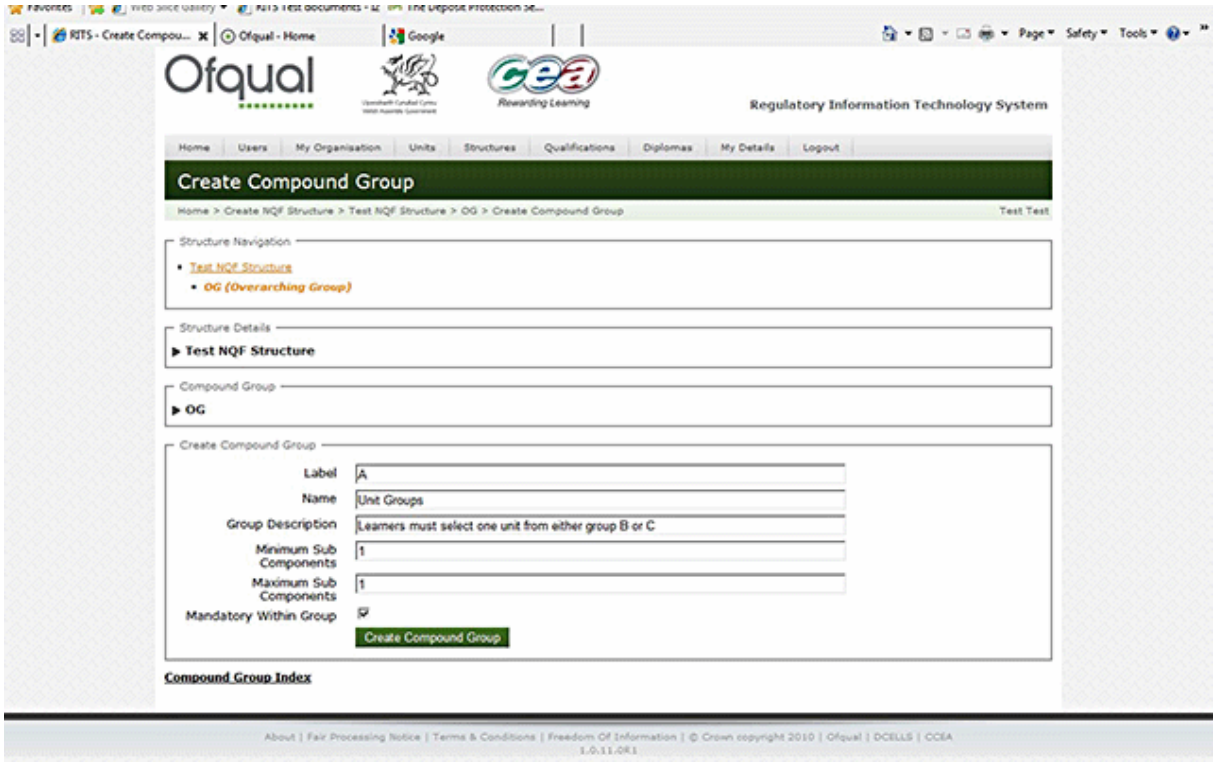
Select a Compound Group from the Structure Navigation section. The Compound Group Details screen is shown below.



2.14.1 Create Compound Group

To create a Compound Group, perform the following steps:

1. Select Create Compound Group. The Create Compound Group screen is shown below.



2. Provide the following information:

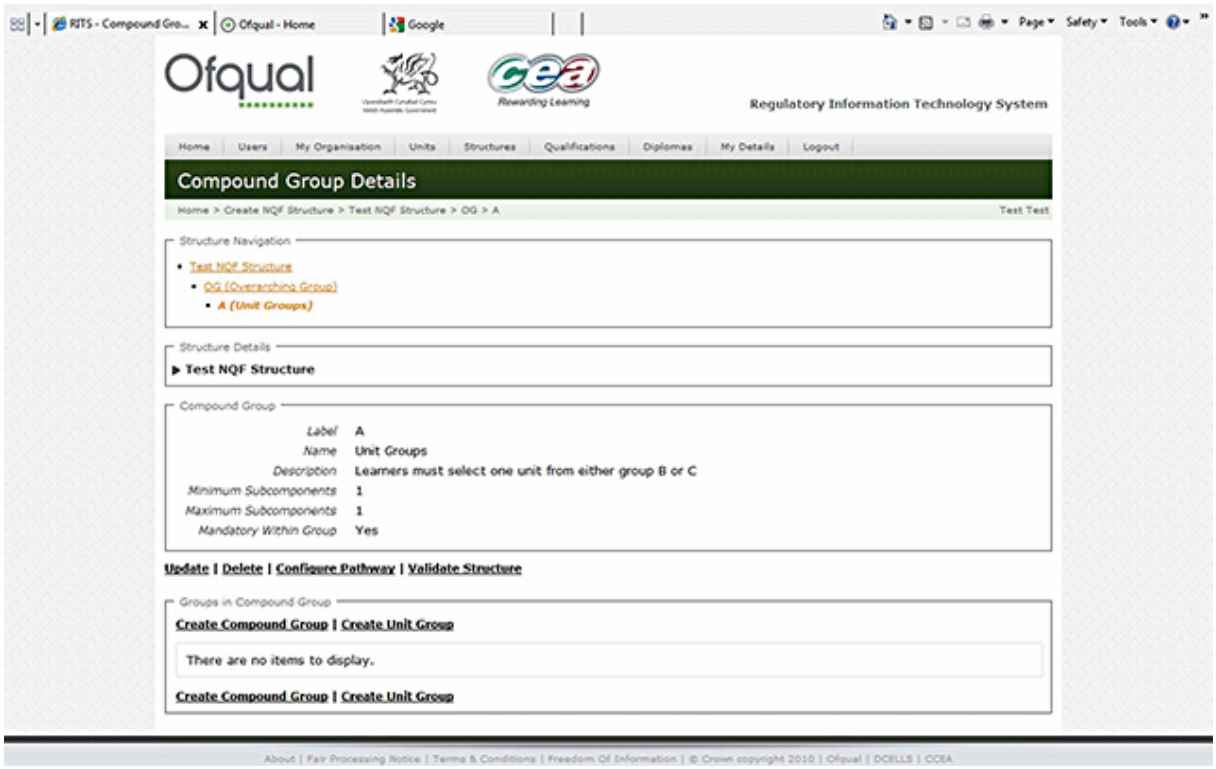
Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three units from this group then you must have three against the maximum sub components in the group parameters	No
Minimum Sub Components	Must be greater than or equal to one	Yes
Maximum Sub	Should be:	No

Field	Validations/recommendations or tips for input	Mandatory
Components	■ left blank if a minimum only is required ■ greater than the minimum if there is a limit ■ equal to minimum sub components if all groups are mandatory	
Mandatory Within Group	Select this if the group has to be chosen as part of the structure – if left blank the group will be optional (this does not affect the group's parameters if it is chosen)	No

3. Click the Create button in order to create and save the Compound Group.

2.14.2 View Compound Group

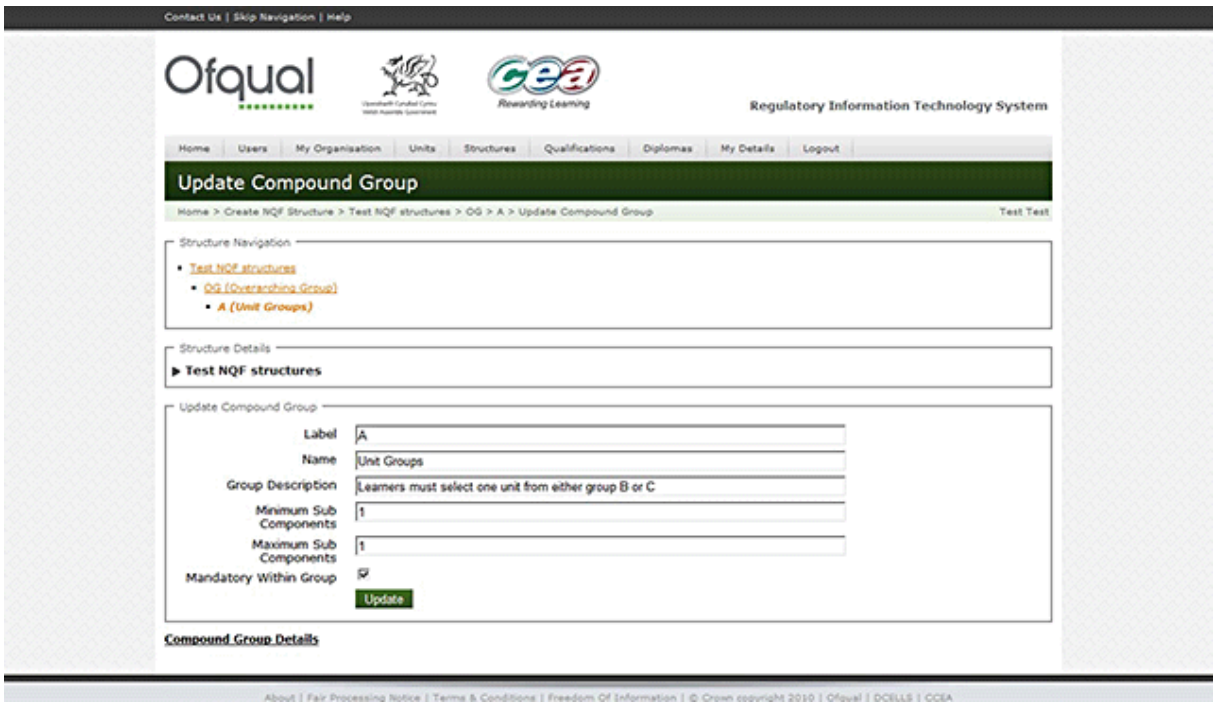
Selecting a Compound Group in the structure navigation section displays the View Compound Group screen as shown below.



2.14.3 Update Compound Group

To update a Compound Group, perform the following steps:

1. Select a Compound Group from the Group list and click the Update button. The Update Compound Group screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three units from this group then you must have three against the maximum sub components in the group parameters	Yes
Minimum Sub Components	Must be greater than or equal to one	Yes
Maximum Sub Components	Should be: ■ left blank if a minimum only is required ■ greater than the minimum if there is a limit	No

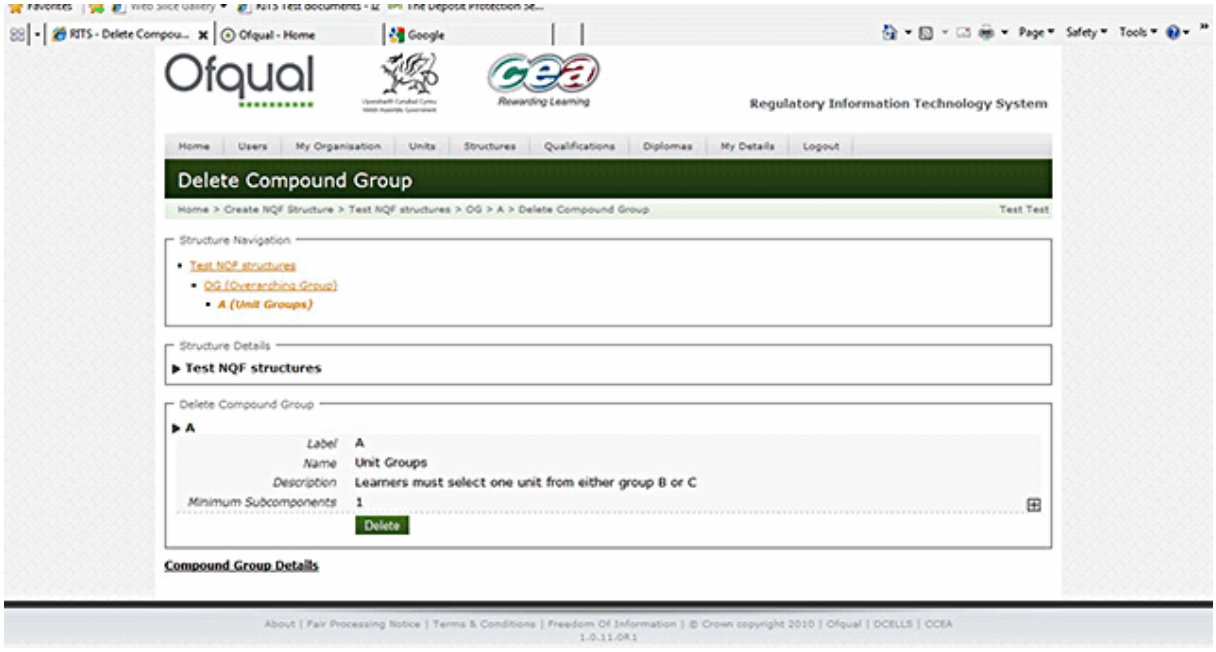
Field	Validations/recommendations or tips for input	Mandatory
	▪ equal to minimum sub components if all groups are mandatory	
Mandatory Within Group	Select this if the group has to be chosen as part of the structure – if left blank the group will be optional (this does not affect the group's requirements if it is chosen)	No

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

2.14.4 Delete Compound Group

To delete a Compound Group, perform the following steps:

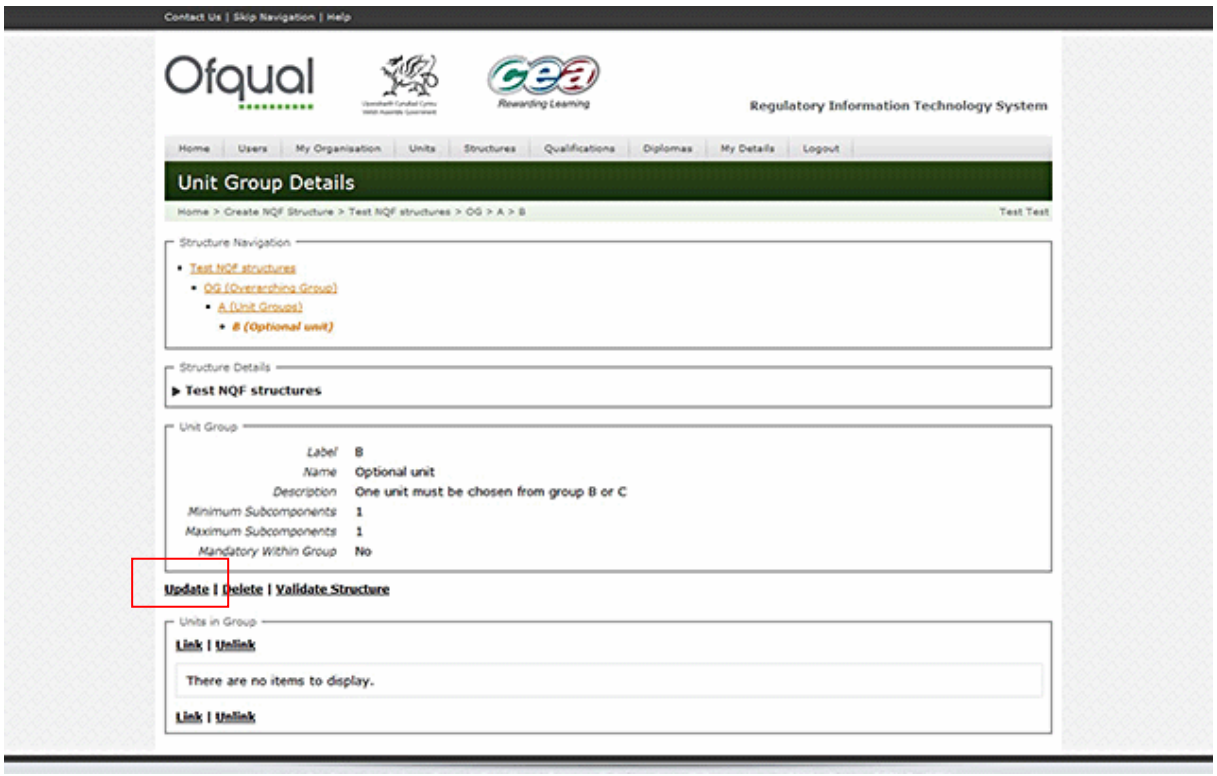
1. Select a Compound Group from the Group list and click the Delete button. The Delete Compound Group screen is shown below.



2. Click the Delete button in order to delete the Compound Group.

2.14.5 View Unit Group

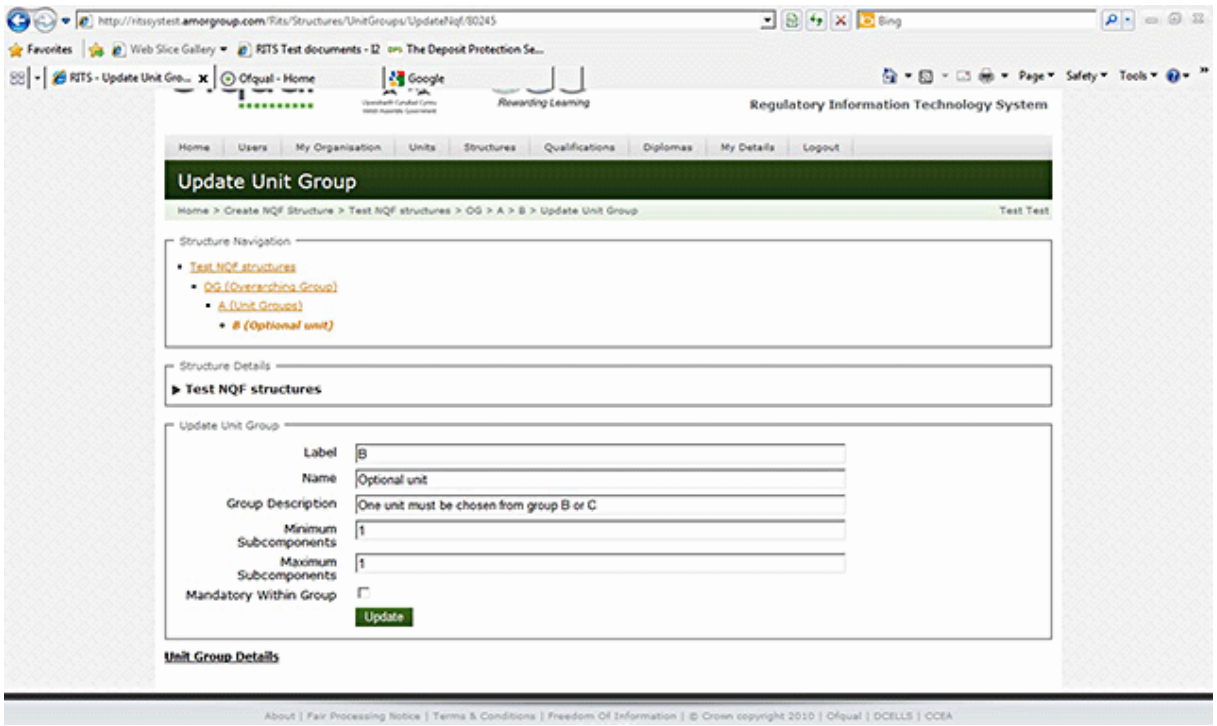
Select a Unit Group in the Structure Navigation section. The Unit Group screen is shown below.



2.14.6 Update Unit Group

To update a Unit Group, perform the following steps:

1. Select a Unit Group from the Structure Navigation section and click the Update button as shown above. The Update Unit Group screen is shown below.



2. Provide the following information:

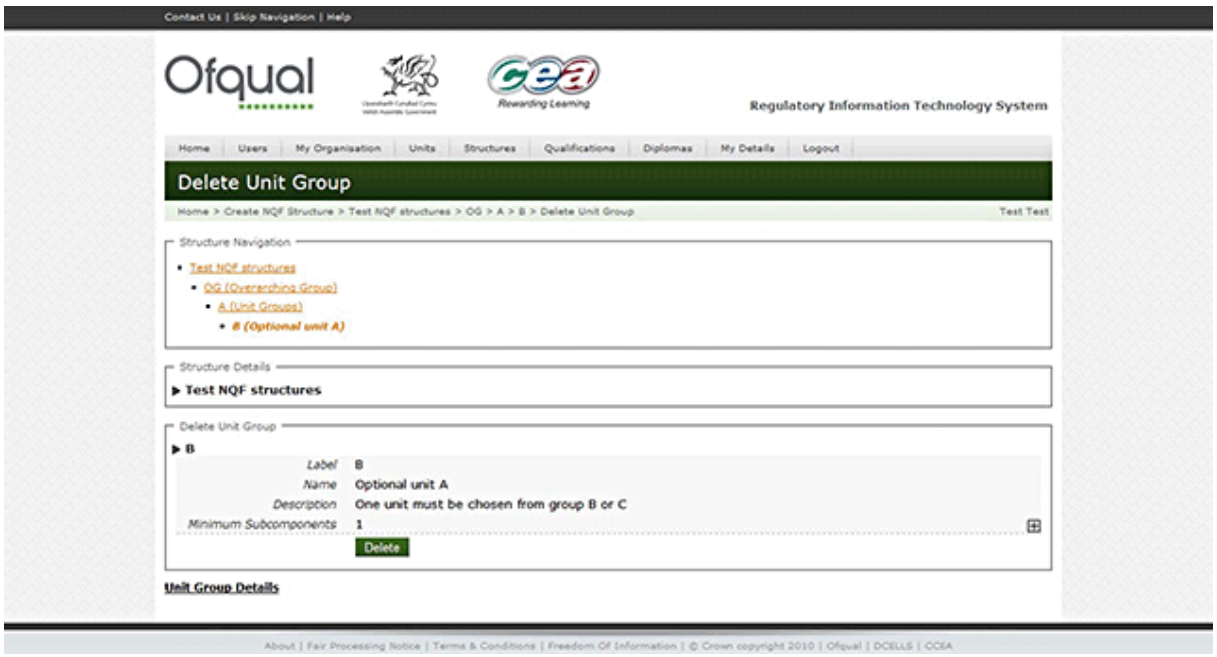
Field	Validations/recommendations or tips for input	Mandatory
Label	Label can be alphanumeric or letters/numbers only of up to four characters in length (A, AB, A1, B2, OG, PG1 etc)	Yes
Name	The name should adequately describe the group or its function in the structure and distinguish it from other groups	Yes
Description	Describe what must be taken from this group. This should match its parameters; for example if you say a maximum of three units from this group then you must have three against the maximum sub components in the group parameters	Yes
Minimum Sub Components (Units)	Must be greater than or equal to one	Yes
Maximum Sub Components (Units)	Should be: ■ left blank if a minimum only is required ■ greater than the minimum if there is a limit ■ equal to minimum sub components if all units are mandatory	No
Mandatory Within Group	Select this if the group has to be chosen as part of the structure – if left blank the group will be optional (this does not affect the group's requirements if it is chosen)	No

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

4.14.7 Delete Unit Group

To delete a Unit Group, perform the following steps:

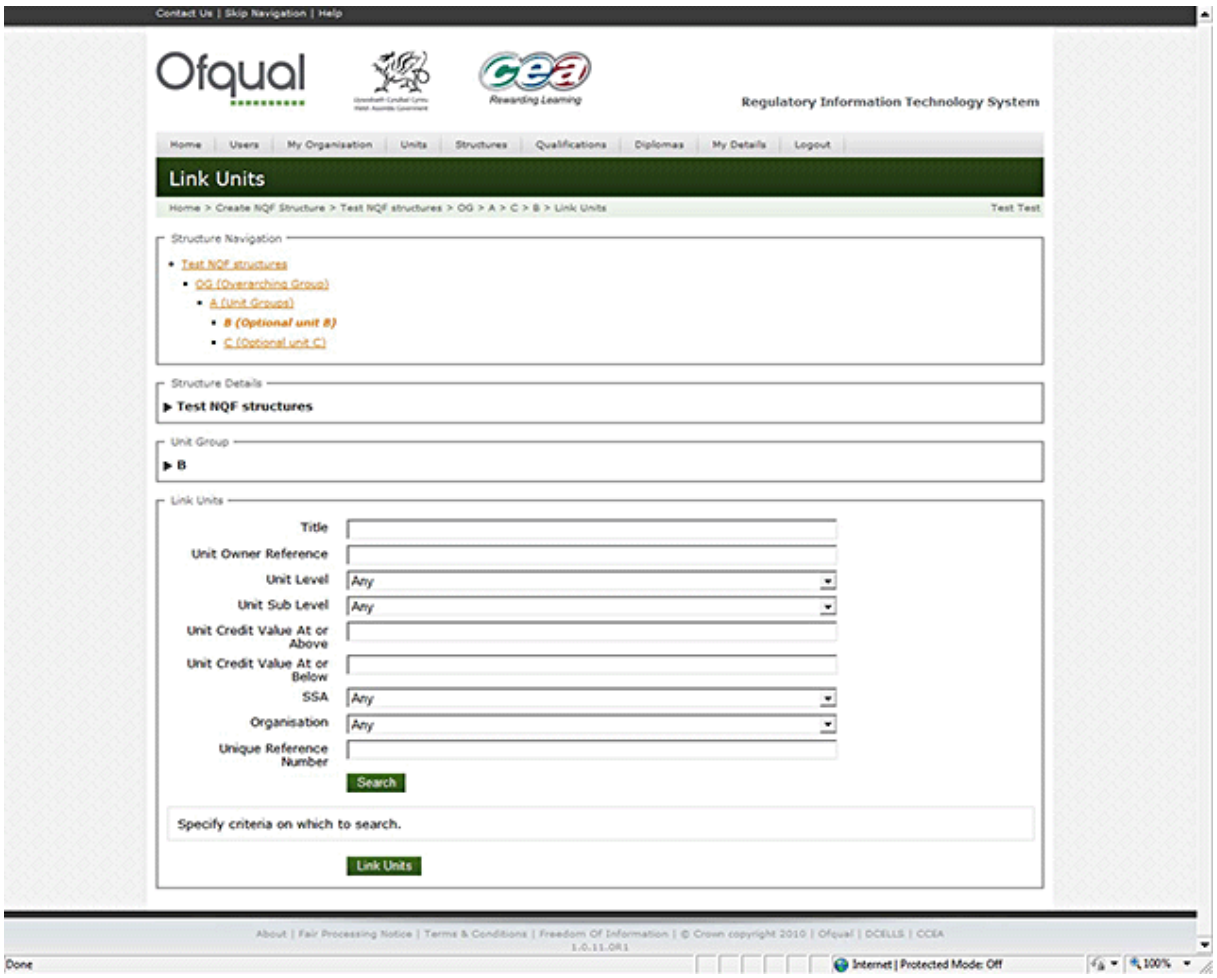
1. Select a Unit Group from the Structure Navigation section and click the Delete button. The Delete Unit Group screen is shown below.



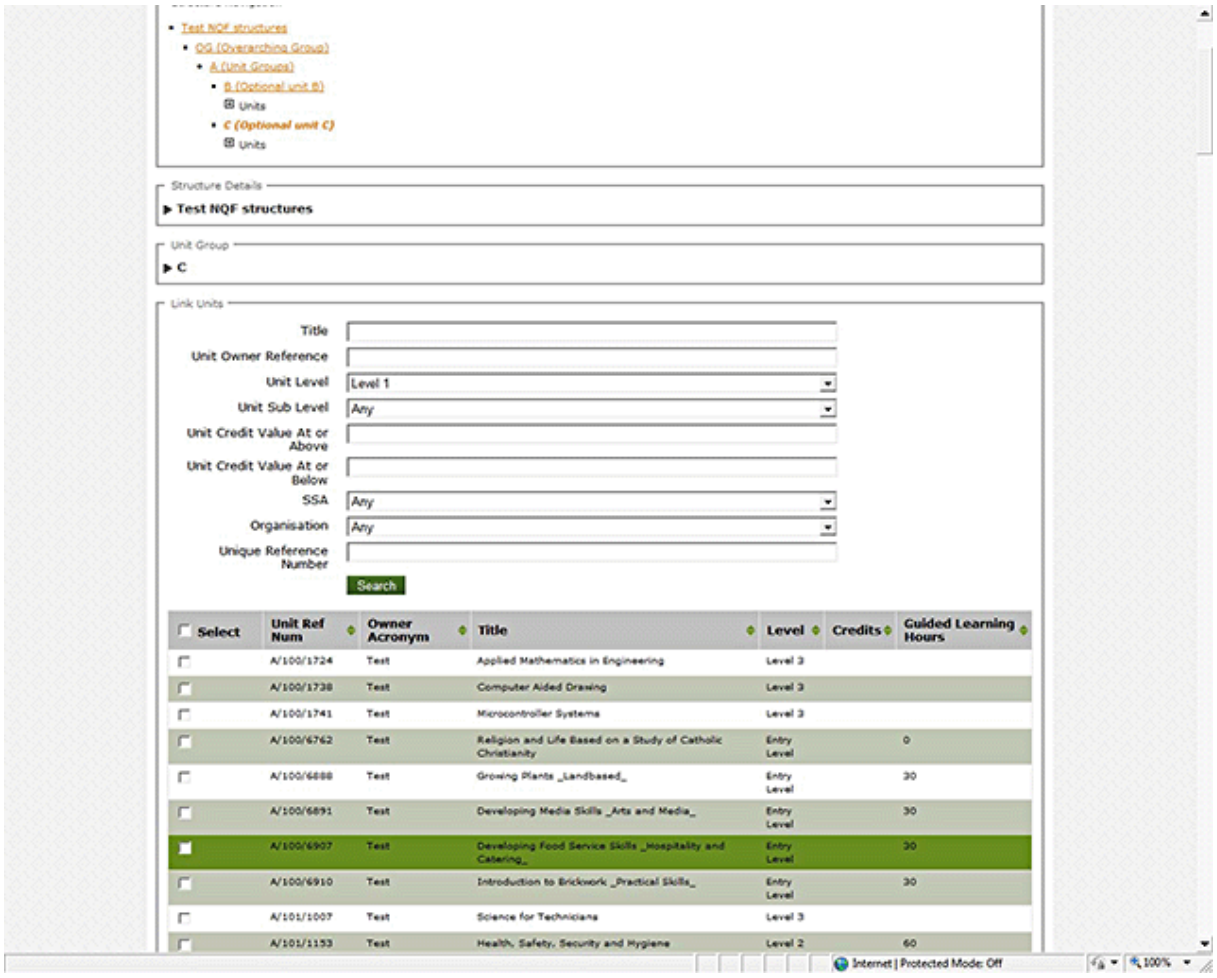
2. Click the Delete button in order to delete the Unit Group.

2.14.8 Link units

1. Select a Unit Group from the Structure Navigation section and click the Link button. The Link Units screen is shown below.



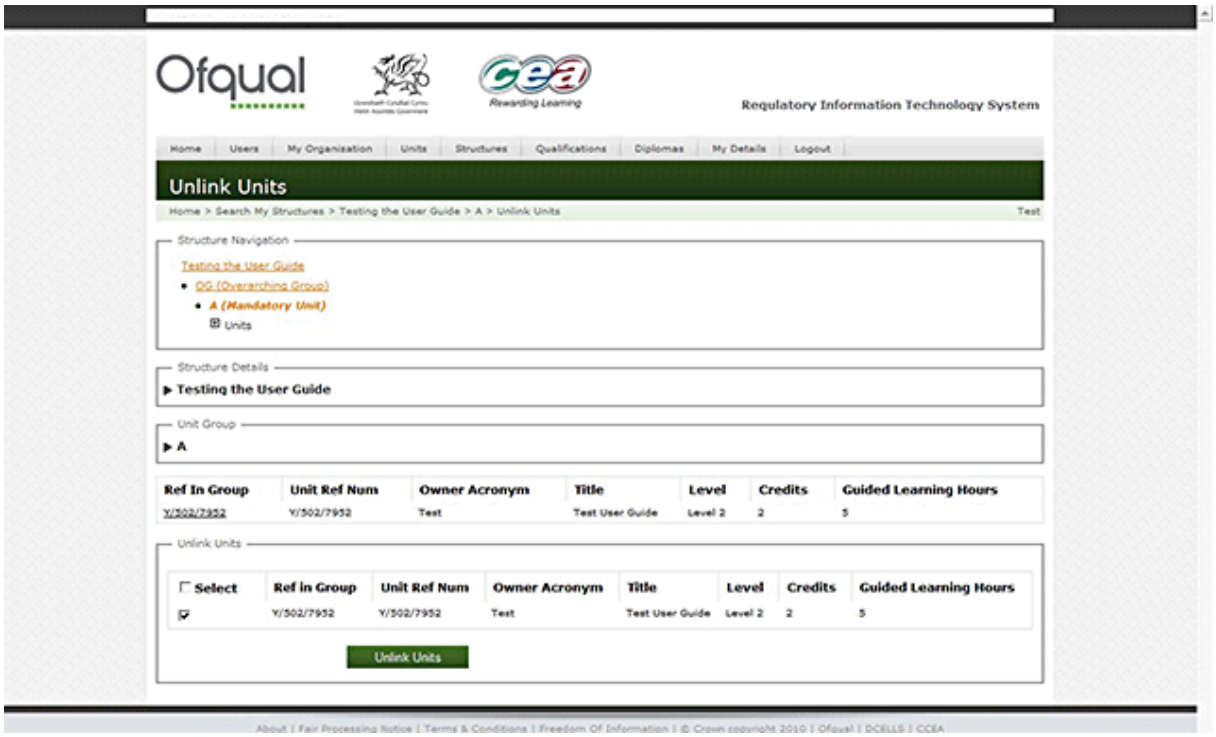
2. Search for units that you want to link to the structure. This can be existing units which are shared or units that you have created. Enter the search criteria and click on Search.



3. Select required units and click on the Link Units button at the bottom of the page.

2.14.9 Unlink units

1. Select a Unit Group from the Structure Navigation section and click the Unlink button. The Unlink Units screen is shown below.



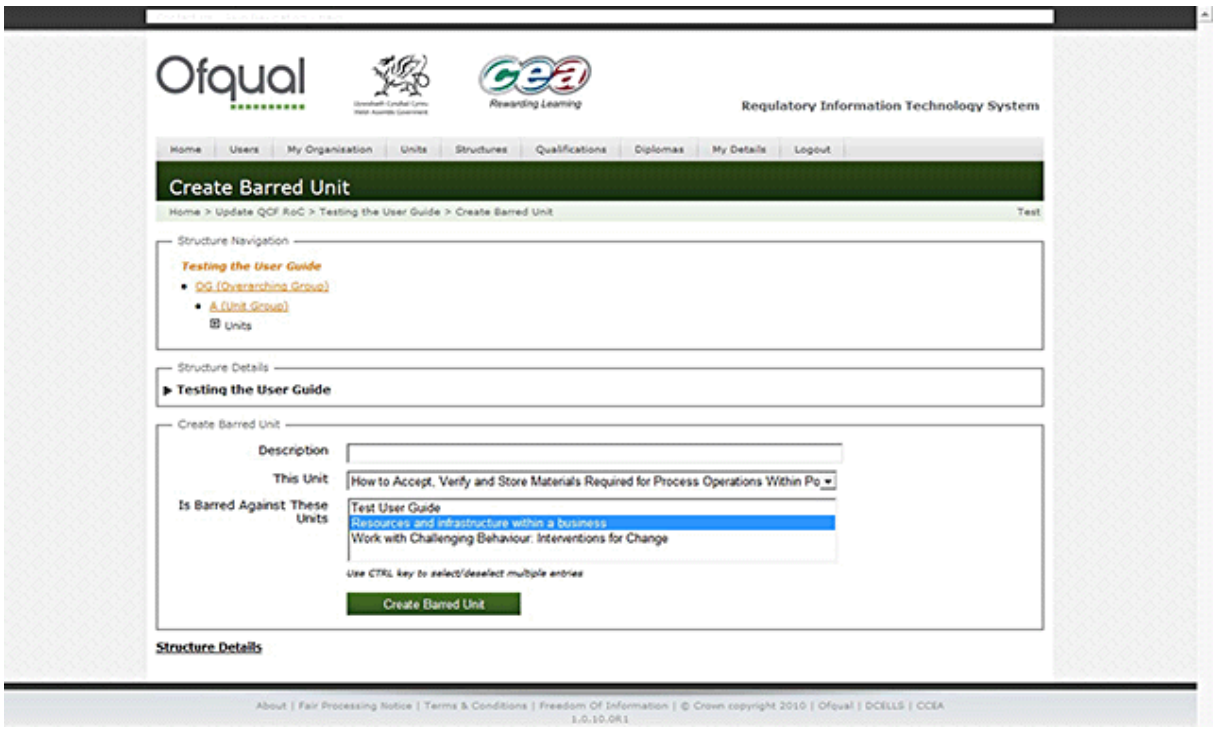
2. Select required unit(s) and click on the Unlink Units button at the bottom of the page.

2.15 Create barred unit

Note: Use this function when you do not want credit from selected pairs or goups of units to count towards the qualification. This only applies to units in the same qualification, for example if you have the same unit at entry level and level 1 you may not want both to count towards the total credit.

To create a barred unit, perform the following steps:

1. Select a structure from the search results and click the Create button in the Barred Units section in the Structure Details. All the units will appear in the drop-down list. Select one you want to bar against another and the remaining units will appear in the Barred Against These Units field below. The Create Barred Unit screen is shown below.



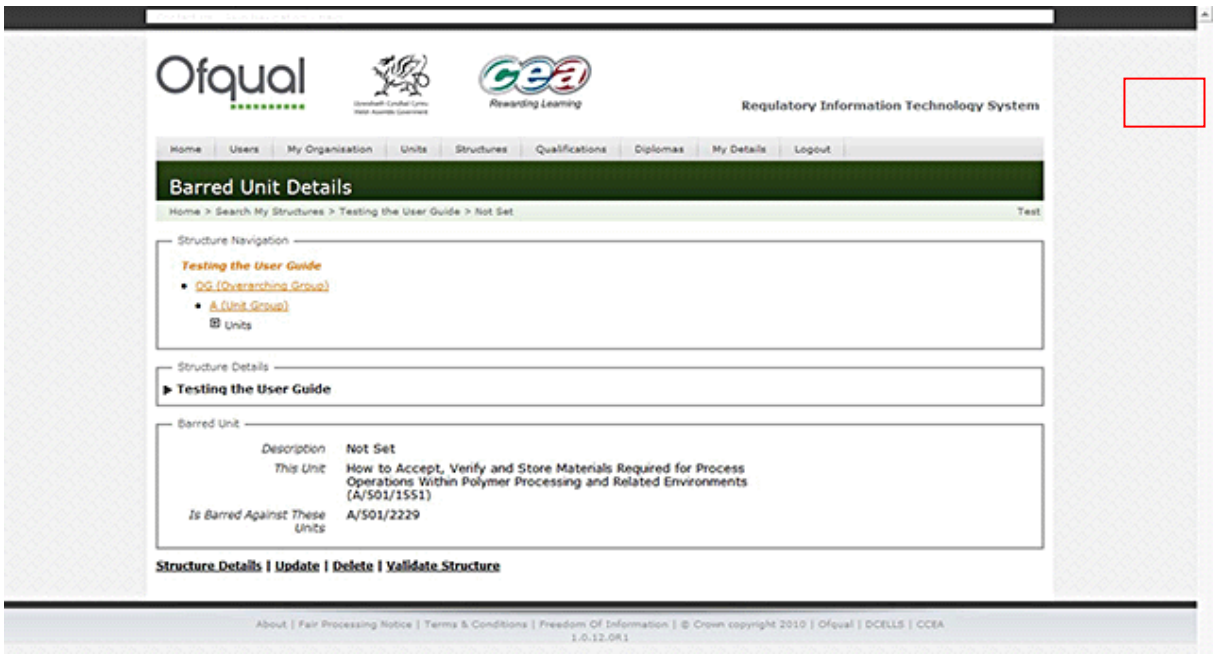
2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Description	To be used if you want to clarify the number or the reason for the barring	No
Source Unit	This unit must be selected from the This Unit field from the list of all units	Yes
Barred Units	Select one or more units from the new list – if Unit A is barred against Unit B then Unit B is automatically barred against Unit A	Yes

3. Click the Create Barred Unit button in order to create the barred unit.

2.16 View barred unit

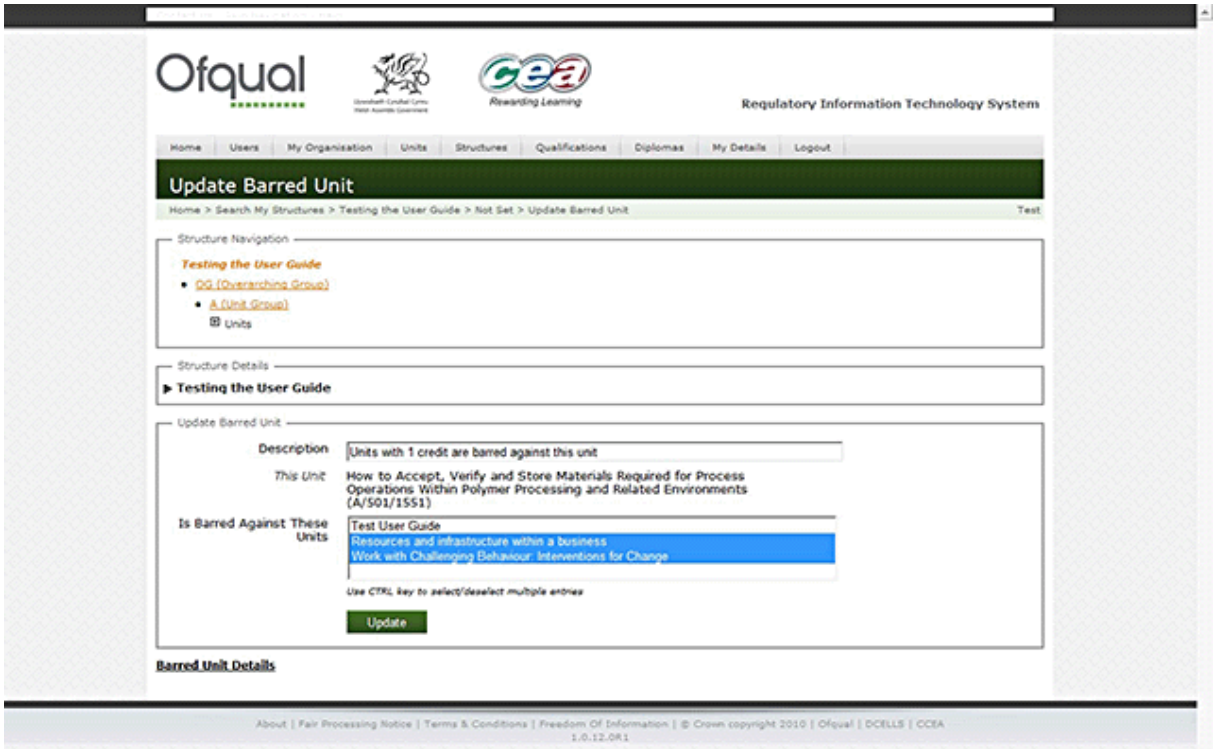
Selecting a barred unit in the barred units section displays the View Barred Unit screen as shown below.



2.17 Update barred unit

To update a barred unit, perform the following steps:

1. Select a barred unit from the Barred Units section and click the Update button. The Update Barred Unit screen is shown below.



2. Provide the following information:

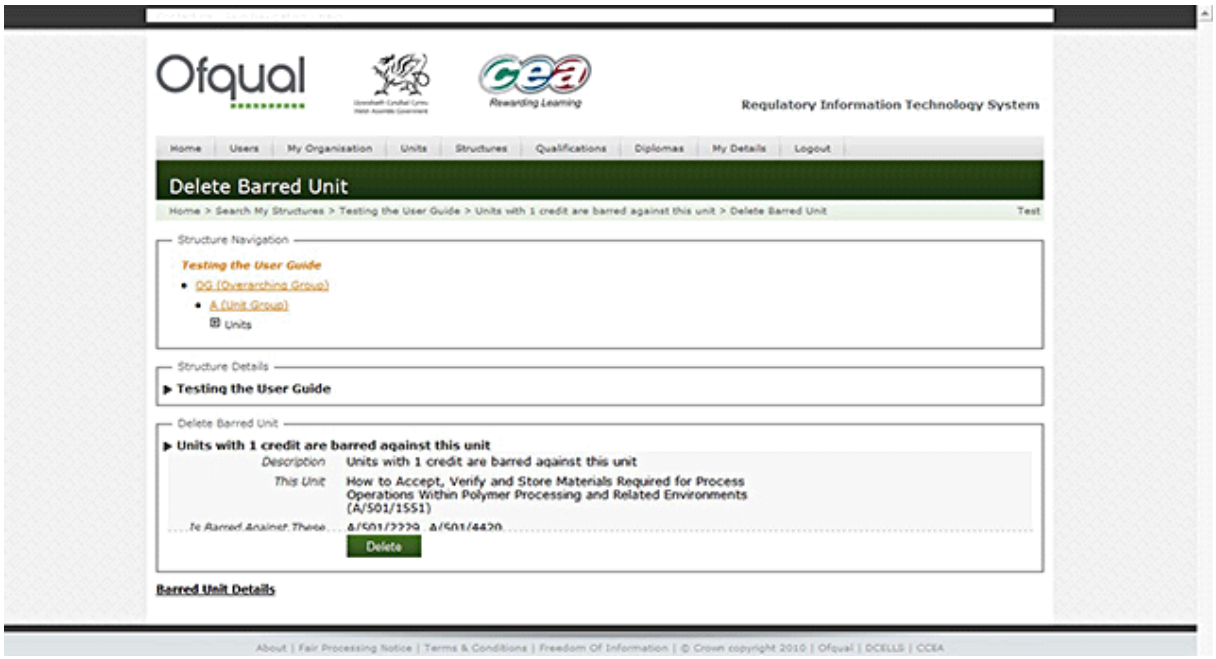
Field	Validations/recommendations or tips for input	Mandatory
Description	To be used if you want to clarify the number or the reason for the barring	No
Barred Units	Add any other units to be barred against the first unit	Yes

3. Click the Update button in order to update the barred unit.

2.18 Delete barred unit

To delete a barred unit, perform the following steps:

1. Select a barred unit from the Barred Units section and click the Delete button. The Delete Barred Unit screen is shown below.



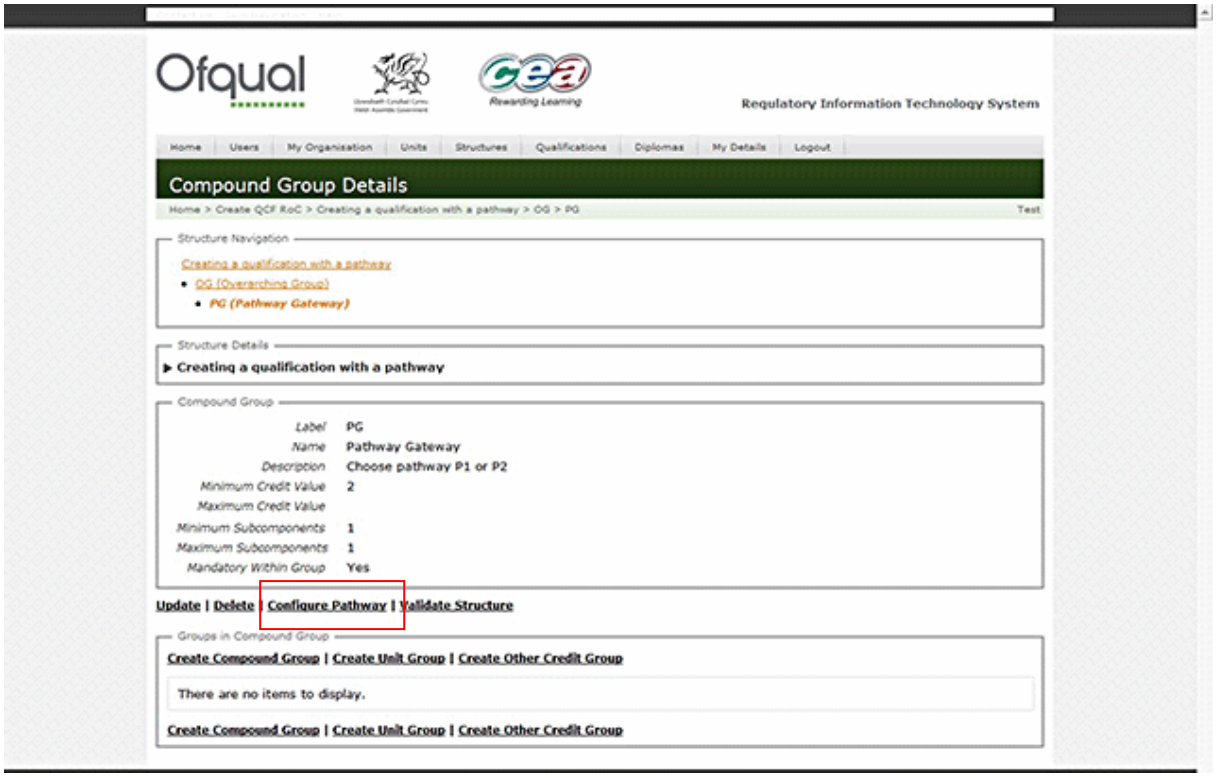
2. Click the Delete button in order to delete the barred unit.

2.19 Configure pathway

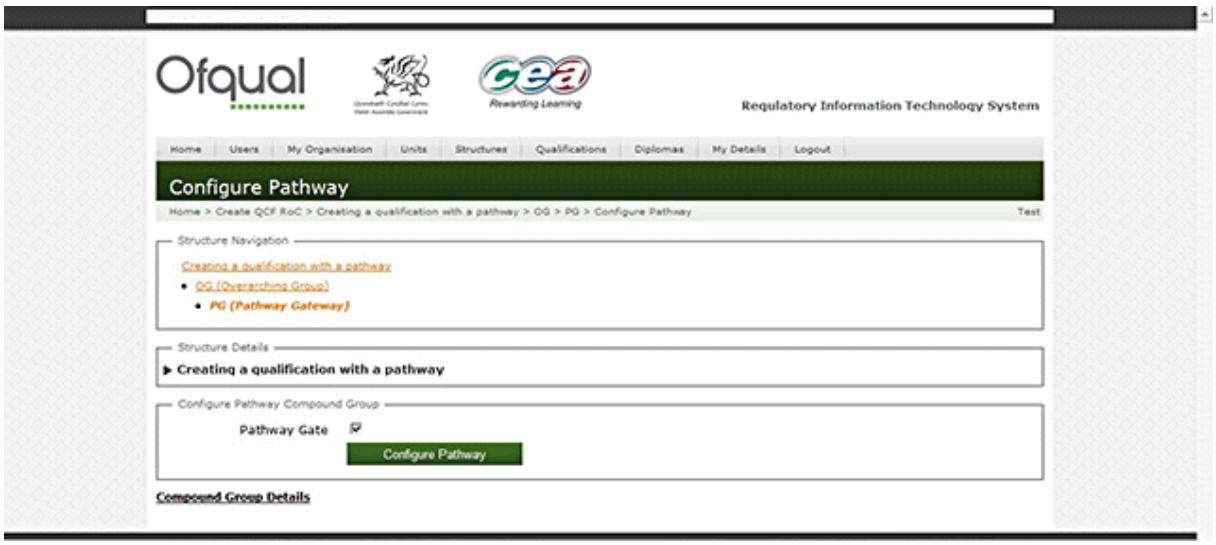
Note: Pathways will only be endorsed on the certificate if they are inputted within the Pathway Gate group. It is recommended that you use PG as the label for the Pathway Gate and label each pathway P1, P2, P3 and so on, without using the word pathway in the title. Group PG should always have the title Pathways for consistency.

To configure pathways, perform the following steps:

1. Select a Compound Group from the Group list and click the Configure Pathway button.



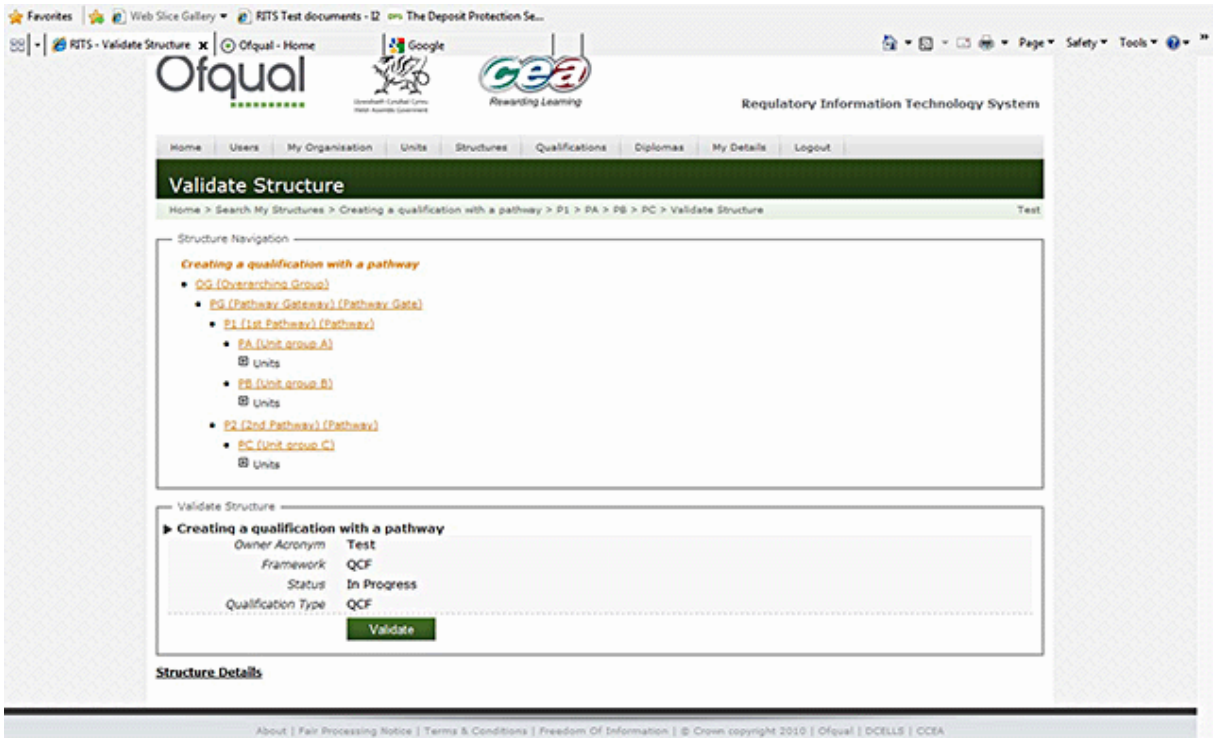
2. Check the Pathway Gate and click the Configure Pathway button in order to set the selected Compound Group as the Pathway Gate. RITS verifies that no other Pathway Gate is set within the structure. The Configure Pathway screen is shown below.



2.20 Validate structure

To validate a structure, perform the following steps:

1. Select a structure from the list and click the Validate button. The Validate Structure screen is shown below.



2. Click the Validate button in order to validate the structure. RITS displays the validation errors in the structure validation.

2.20.1 Validation rules

A structure is valid if:

- all its groups are valid
- the structure itself is valid.

All its groups are valid

A Unit Group is valid if:

- its minimum/maximum sub components (units, if specified) are no bigger than the number of units in the group
- its minimum credits (if specified) are no smaller than the minimum achievable credits from the units in the group
- its maximum credits (if specified) are no bigger than the maximum achievable credits from the units in the group
- its minimum credits can be exactly achieved from units in the group

- its maximum credits can be exactly achieved from units in the group.

A Compound Group is valid if:

- it has at least one child group (this can be a Unit Group or another Compound Group)
- all its child groups are valid (i.e. obey the rules of the Unit Groups or other Compound Groups)
- its minimum/maximum sub components (unit/Compound Groups, if specified) are no bigger than the number of child groups in the group
- its minimum sub components (unit/Compound Groups, if specified) are at least as big as the number of mandatory child groups in the group
- its minimum credits (if specified) are no smaller than the minimum achievable credits from the child groups in the group
- Its maximum credits (if specified) are no bigger than the maximum achievable credits from the child groups in the group.

The structure itself is valid

The structure is valid if:

- a root group exists (unit or overarching)
- the root group is valid (obeys the unit/compound rules as appropriate)
- an achievement route (collection of units or other credits) exists such that:
    - the combined credits of all units and other credits in the achievement route is exactly equal to the declared credit value of the structure
    - an appropriate number of these credits are at or above the declared level of the structure – for the sake of the next condition, call these the ‘achieving credits’
    - no more than half of these credits are above the declared level of the structure.

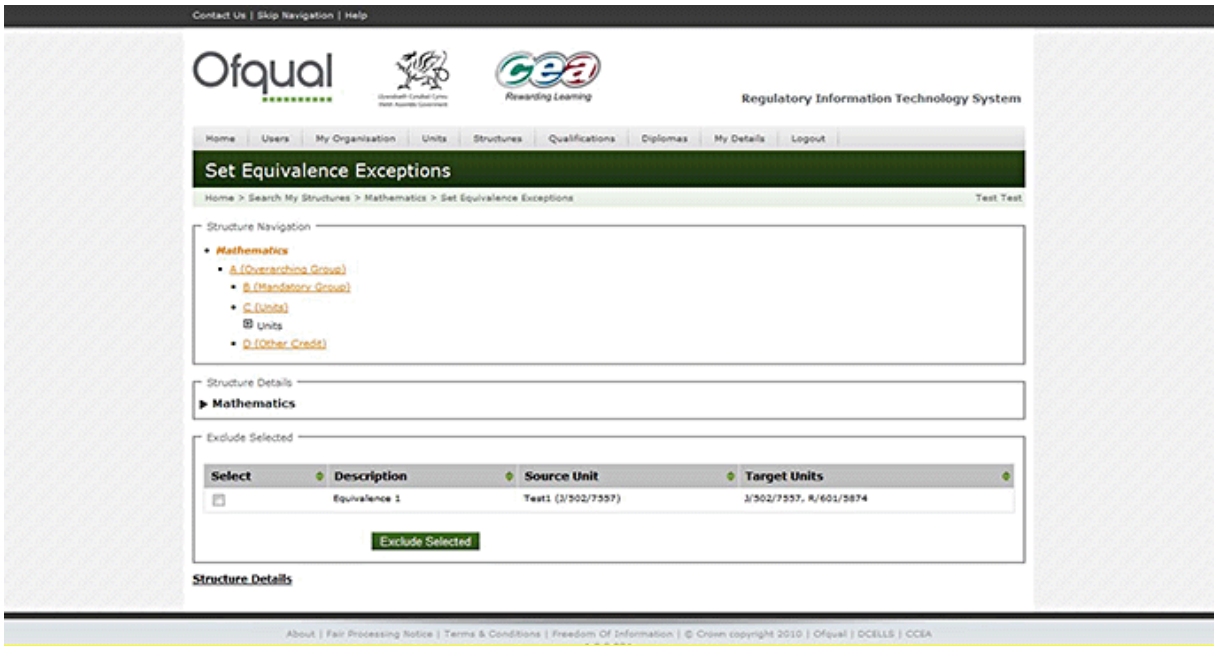
Where pathways exist the structure must then satisfy that each pathway is valid. Furthermore, if the pathways are all optional, the structure must also satisfy that it is valid in the absence of any pathways.

2.21 Set equivalence exceptions

Note: Equivalent units can be listed so the assessor knows whether to allow credit for them.

If you do not wish to use the equivalences recommended at the unit level it is possible to set an equivalence exception. To set equivalence exceptions, perform the following steps:

1. Select a structure from the search results and click the Set Equivalence Exceptions button. The Set Equivalence Exceptions screen is shown below.



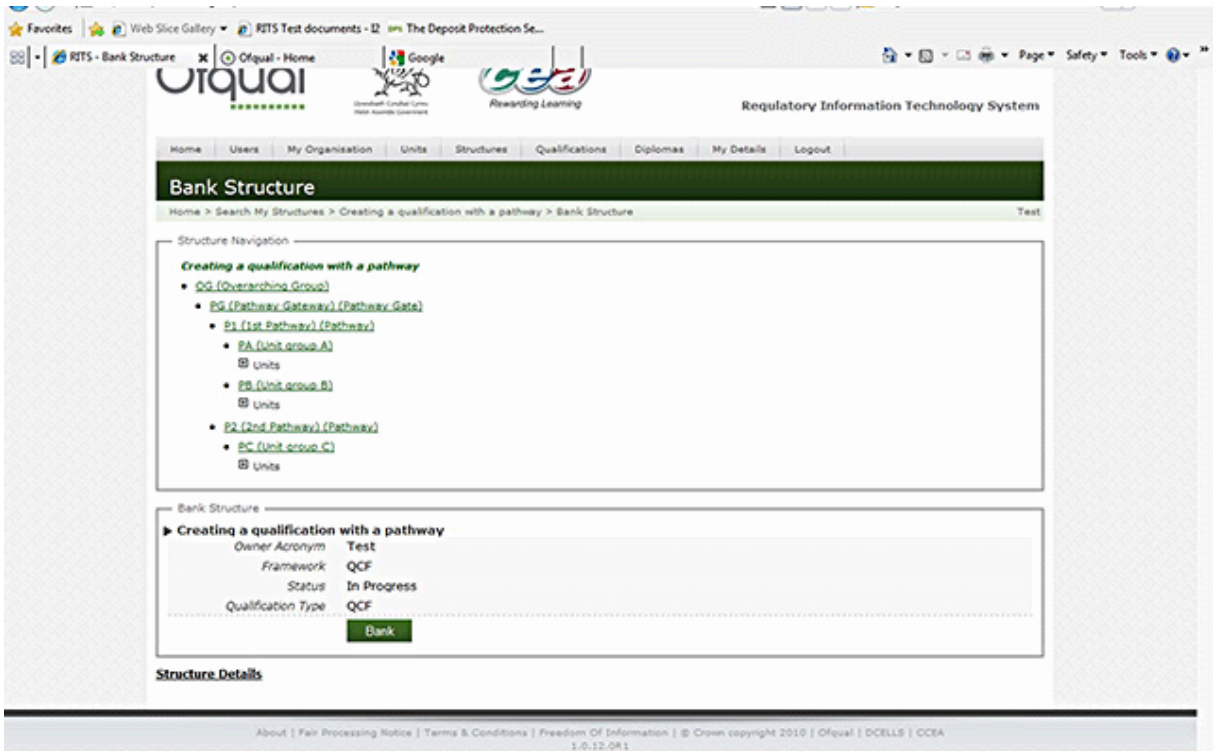
2. Check/uncheck the equivalences associated with units included in the qualification that are to be excluded/included.

3. Click the Exclude Selected button in order to update the equivalence exceptions.

2.22 Bank structure

To bank a structure, perform the following steps:

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



2. Click the Bank button in order bank the structure. The system will then:

- verify the structure is valid – see section 2.20
- generate the pathway reference for all pathways that do not already have a pathway reference
- email the RITS contact for all awarding organisation the structure is shared with. If the previous status is ‘Under Amendment New’, advising that the structure has been amended.

2.23 Amend structure

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

Only structures that are validated and banked but are not attached to a qualification can be amended through the structure tab. Amendments to structures attached to qualifications must be made through the qualifications tab.

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

2.23.1 Status and RITS behaviour

- In Progress structures (which cannot be part of a qualification) must make structure changes through the Structure Update function.

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

Notes

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

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

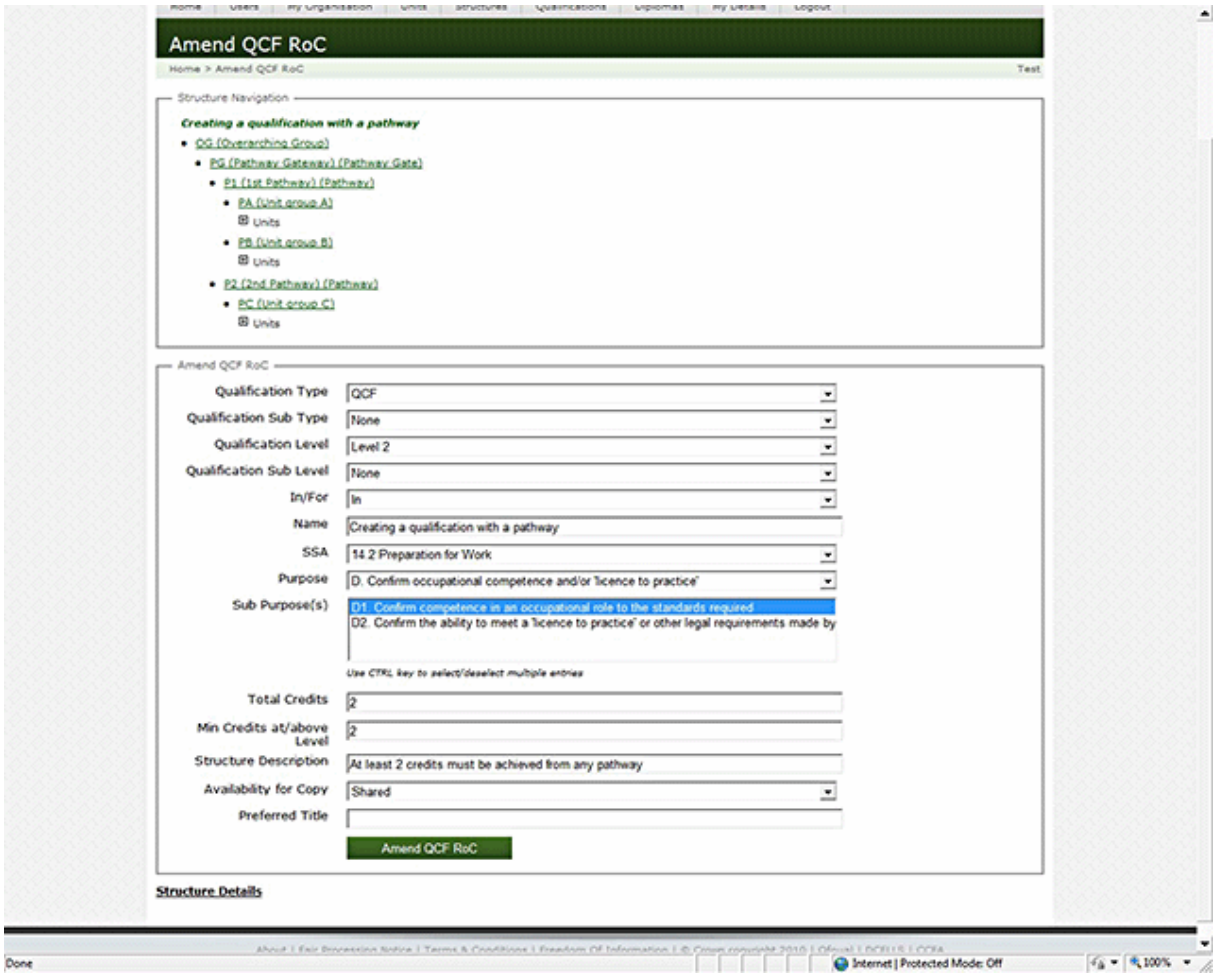
- *Acceptance* means the amended values in the new pair will replace the values in the current copy.
- *Rejection* means the awarding organisation can make more changes and submit the amendment once again – or decide to abandon the amendment with a rollback.

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

2.23.2 Amend structure process

To amend a structure, perform the following steps:

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



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Qualification Type	NA	Yes
Qualification Sub Type	Only entered if qualification type has sub types	Yes
Qualification Level	NA	Yes
Qualification Sub Level	Only entered if qualification level has sub levels	Yes
In/For	NA	Yes
Name	Maximum length 100 characters	Yes

Field	Validations/recommendations or tips for input	Mandatory
SSA	NA	Yes
Purposes	QCF only	Yes
Total Credits	QCF only	Yes
Min Credits At/Above Level	QCF only Must be greater than 50 per cent total credits	Yes
Availability for Copy	QCF only	Yes
Organisations	QCF only Only entered if availability for copy is 'restricted'	Yes
Minimum Guided Learning Hours	Must be greater than or equal to one	Yes
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Structure Description	This field must clarify the qualification requirements – it is not a name field	Yes
Preferred Title	Use this field if the derived title does not meet regulatory requirements or your own requirements – it overwrites the derived title	No

3. Click the Amend button in order to create a copy of the structure to allow amendments to be made. The system creates a second copy of the structure for the period until the amend is either completed or rolled back. The original structure with the pre-amendment values is set to status Under Amendment Current; the second copy has a status of Under Amendment New.

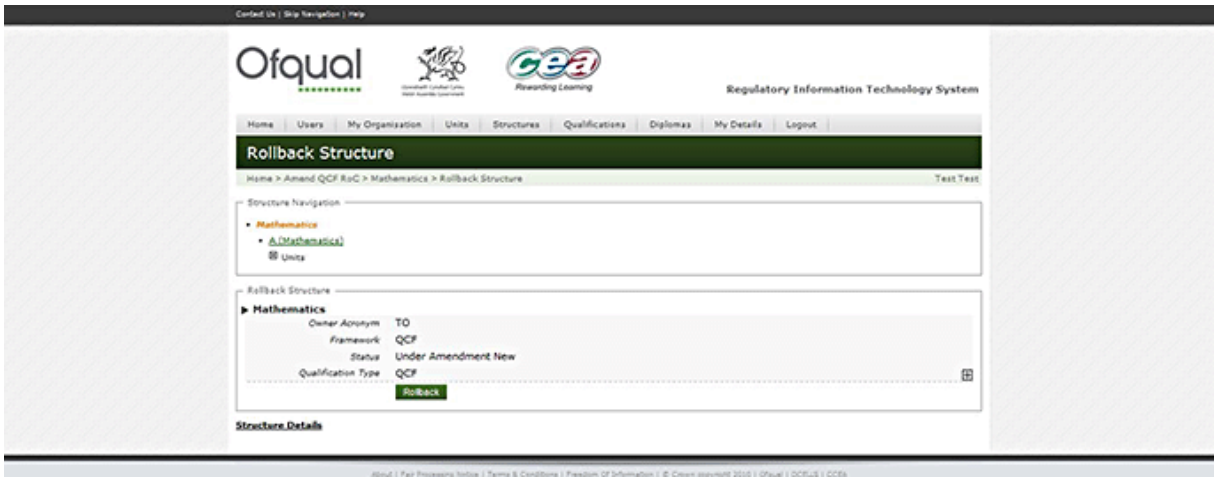
The structure, including its groups, barred units and equivalences, is edited on the Under Amendment New version.

2.24 Rollback structure

Note: Rollback allows you to amend the previous values – essential when dealing with the NQF.

To rollback a structure, perform the following steps:

1. Select a structure from the search results and click the Rollback button. The Rollback Structure screen is shown below.



2. Click the Rollback button in order to rollback the changes made to a structure. (Rollback applies to the qualification if the structure is already in a qualification and to the structure if it has not yet been used but it must have had changes made to it.) RITS:

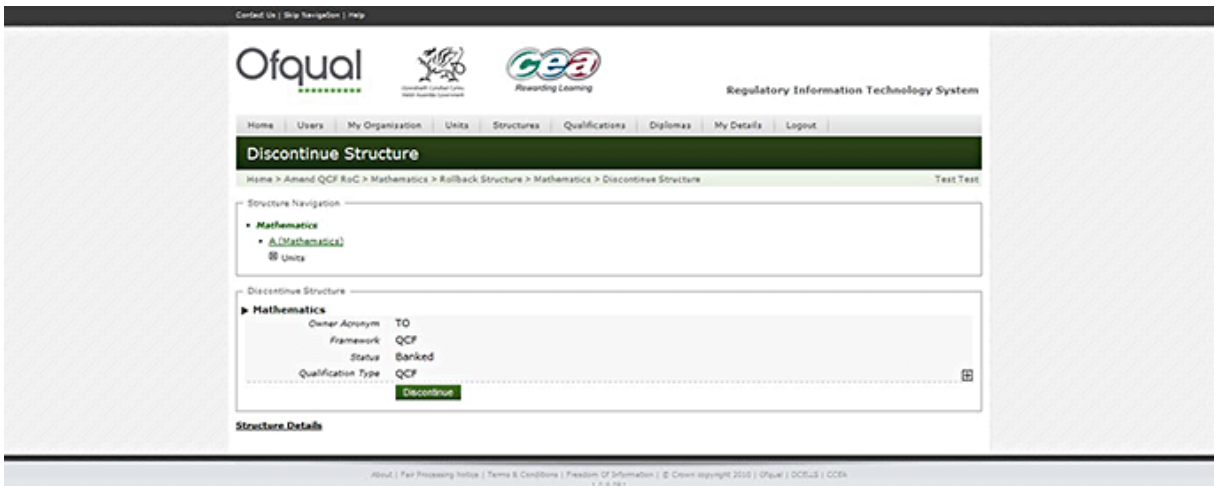
- deletes the copy of the structure with status Under Amendment New
- sets the status of the copy of the structure with status Under Amendment Current to Banked.

The structure is then set back to the state it was in before the amendment commenced.

2.25 Discontinue structure

To discontinue a structure, perform the following steps:

1. Select a structure from the search results and click the Discontinue button. The Discontinue Structure screen is shown below.



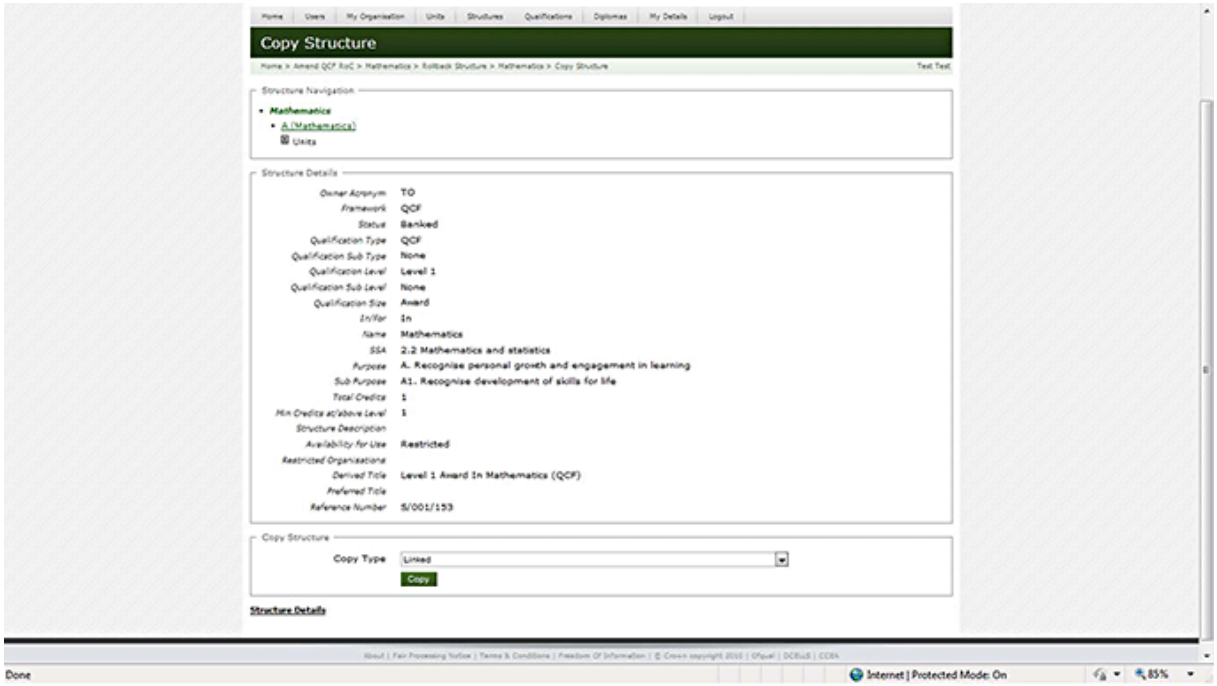
2. Click the Discontinue button in order to rollback the changes made to a structure. RITS emails the RITS contact of all linked structures advising that the structure has been discontinued. (Note: Care should be taken when performing this activity as it cannot be undone.)

2.26 Copy structure

Note: Copying a structure is a quick way to create one, whether you want to use it intact or make your own changes. If you use it intact you know it will work as it is already banked – only validated, banked structures can be copied.

To copy a structure, perform the following steps:

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



2. Provide the following information:

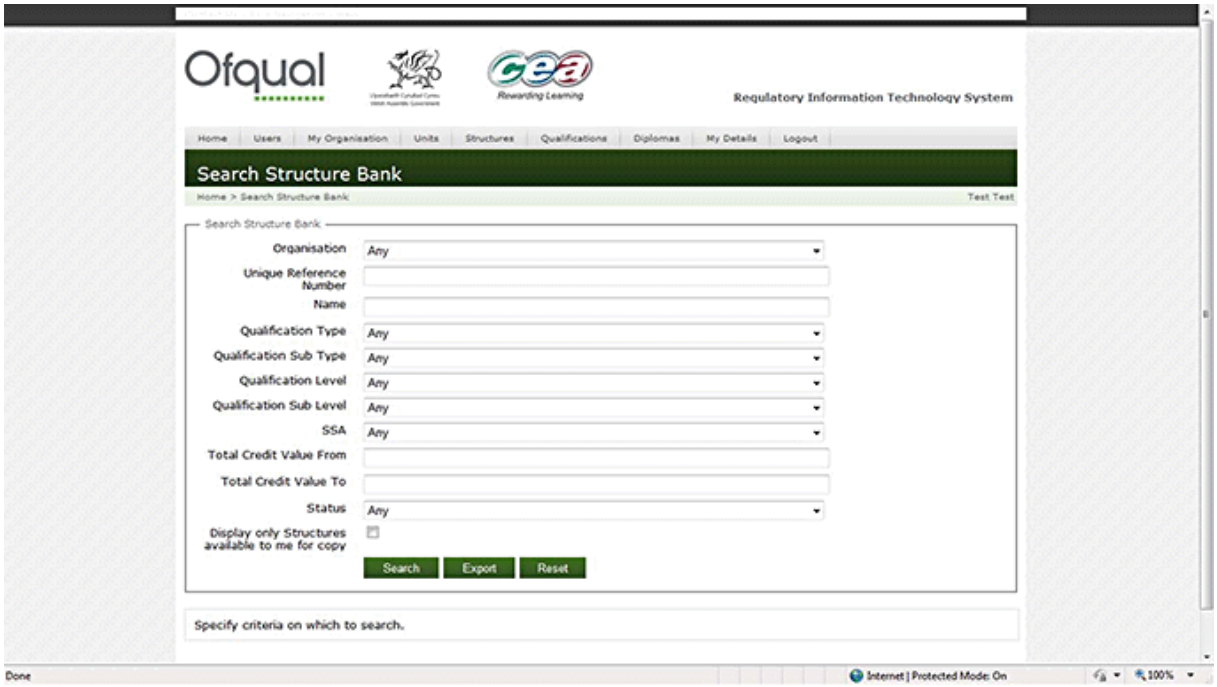
Field	Descriptions	Mandatory
Copy Type	Linked – creates a copy and the link to the original structure is kept (this option ensures a structure that works and is exactly what is required by, for example, the sector skills council (SSC)) Template – creates a copy and the link to the original structure is not kept (this option is ideal if you want to make a lot of changes) Note: The person who copies the structure is the owner and assumes all responsibility for it once copied	Yes

3. Click the Copy button in order to create a copy of the structure.

2.27 Search structure bank

To search the structure bank, perform the following steps:

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



Only structures with the following statuses are returned:

- In Progress (structures owned by the organisation)

- Banked
- Discontinued
- Available, to organisation to copy
- Valid Structure

2. Enter search criteria as required.

2.28 Export structures to a CSV file

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

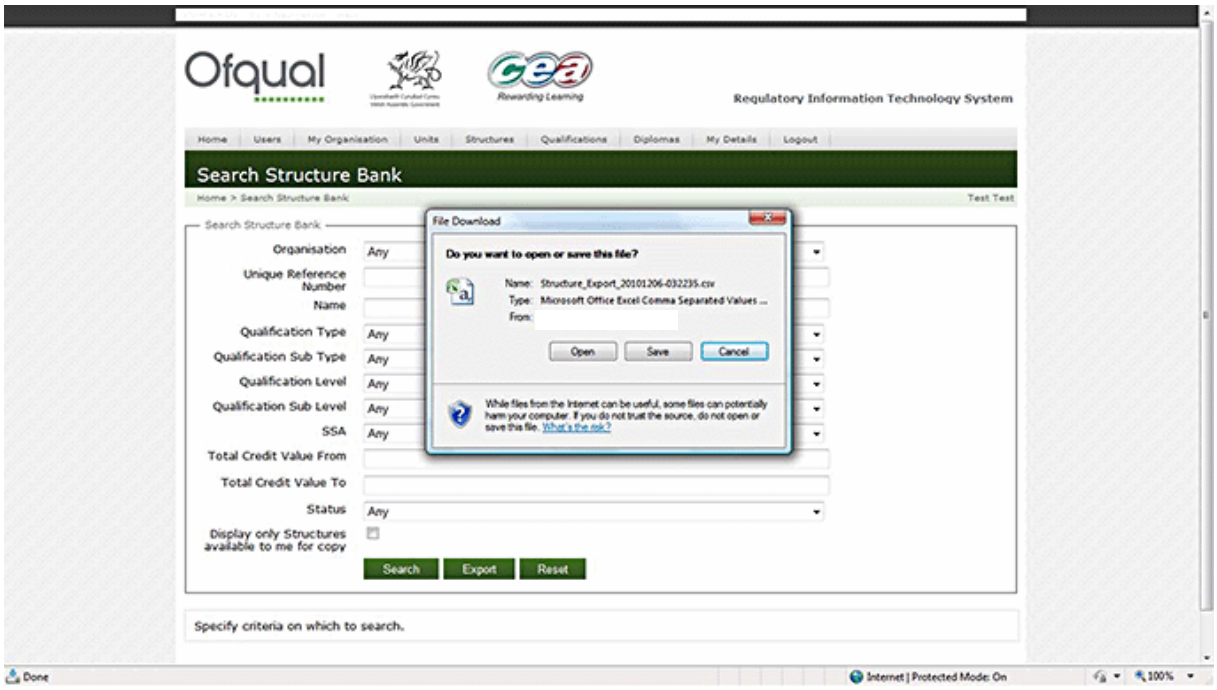
Leaving the fields blank and clicking the Export button exports the full list of structures.

Alternatively, you can export a subset of the full list by making appropriate entries in the fields, for example those structures containing ‘Mathematics’ in their name, as per the steps described above, and clicking the Export button.

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

- owner acronym
- qualification type
- qualification sub type
- qualification level
- qualification sub level
- line of learning
- SSA
- name
- total credits
- minimum credits at or above level
- structure description
- availability for use

- organisations
- reference number
- status.



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