

WJEC Connect: User guide for centres

Registration and Certification

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1. About this document

WJEC Connect is used to administer most of our externally verified on-demand qualifications. The system facilitates the registration, quality assurance and certification processes.

This document provides easy to follow guidance on how to register and certificate learners using our WJEC Connect system.

Information on our requirements regarding assessment and quality assurance can be found in the Centre handbook for externally verified qualifications.

2. Accessing the Connect system

WJEC Connect is a web-based system accessible at https://connect.wjec.co.uk/.

You should have been provided with a username and password to access the system. If you have not received your login details, please contact <u>connect@wjec.co.uk</u>.

When you log in to WJEC Connect you will initially be taken to the 'Home' page. The 'Inbox' displays all 'forms' that have been created by you and/or have been 'assigned' to you by a colleague within the centre. These forms are active and within the control of the centre.

Please note you may also have access to view your overall centre's 'inbox' depending on their access rights. If you can view the centre inbox, you will be able to see all forms that have been created and that are currently active within the centre.

3. Registering and certificating your learners in 7 easy steps

Registering and certificating your learners is easy within WJEC Connect. This section takes you through the following 7 main steps from starting a new registration to downloading and printing e-certificates and transcripts.

without DCS status)
without DCS status)

Step 1. Creating a new registration

To start a new registration, select '**Reg/Cert**' at the top of the page and then select '**Create a Booking**'.

	🛔 Neil Owens (My details / Fy Manylion) You last logged in at 09:08 on 23 February 2018 Log out / Allgofnodi
WJEC Cbac Connect Cyswillt	Home / Cartref My centre / Fy nghanolfan Domments / Dogfennau Users / Defnyddwyr 🗿 Sites / Safleoedd 🎯 Staff / Staff 🖗 Qualification library / Llyfrgell cymwyster fu Reg/Cert Le rners / Dysgwyr
	bookings Create a booking

You can choose to register your learners using an English medium or Welsh medium registration form. The language in which you choose to complete the registration does not have to match the language candidate(s) use for their assessment.

To make a new registration select the Learner Registration and Certification Form

Learner Registration and Certification WJEC104

Please use this form to register learners and claim certification.

Step 2. Select the qualification

You must link the registration to the qualification your learners are working towards. To do this, click '**Please select**'.

Create a booking	
Select a qualification Please select	
	Create booking or cancel

A list of the qualifications your centre is approved to offer will then be displayed.

Select the required qualification from the list; a green tick should appear at the end of the line.

ītle	Qualification type Other General Qualific	Qualification level ation Please select			
Qualification type	Qualification level	Title	Qualification Number/Ofqual QN	Status	3
Other General Qualification	Entry Level 3	WJEC Entry Level Award in Self Development and Wellbeing (Entry 3) (6800A3)	610/1320/1	Live	[
Other General Qualification	Entry Level 3	WJEC Entry Level Certificate in Self Development and Wellbeing (Entry 3) (6800C3)	610/1321/3	Live	[
Other General Qualification	Level 1	WJEC Level 1 Award in Self Development and Wellbeing (6800A1)	610/1322/5	Live	6
Other General Qualification	Level 1	WJEC Level 1 Certificate in Self Development and Wellbeing (6800C1)	610/1323/7	Live	[
Other General Qualification	Entry Level 3	WJEC Entry Level Award in Securing Employment (Entry 3) (6805A3)	610/1696/2	Live	[
Other General Qualification	Entry Level 3	WJEC Entry Level Certificate in Securing Employment (Entry 3) (6805C3)	610/1697/4	Live	[
Other General Qualification	Level 1	WJEC Level 1 Award in Securing Employment (6805A1)	610/1701/2	Live	
Other General Qualification	Level 1	WJEC Level 1 Certificate in Securing Employment (6805C1)	610/1702/4	Live	[
Other General Qualification	Entry Level 3	WJEC Entry Level Award in Preparing for Employment (Entry 3) (6810A3)	610/1608/1	Live	[
Other General Qualification	Level 1	WJEC Level 1 Award in Preparing for Employment (6810A1)	610/1610/X	Live	[
Other General Qualification Showing 1 to 10 of 33 entries	Level 1	WJEC Level 1 Award in Preparing for Employment (6810A1)	610/1610/X	Live	

Finished!

Once you have selected the correct qualification click 'Finished'.

Please note, you can only register learners for one qualification per booking form. If a learner is completing multiple qualifications, you will need to complete a new booking form for each qualification.

If the required qualification is not listed, please speak to your exams officer to ensure that you have the relevant qualification approval to offer the qualification. If not, you will need to complete the qualification approval process. Please refer to the *Centre Handbook for verified qualifications* for additional information on the qualification approval process.

Once the booking has been generated, the form will show a booking reference number. This can be used to quickly locate the registration in future and will be used in all communication between WJEC and the centre.

Step 3. Select the units

Once you have added your learners to the registration, you need to select the units they are completing.

A list of the unit titles available within the qualification will be displayed. Please refer to the qualification specification for full details of the units available within the qualification and any rules of combination, including any barred units. units to be selected.

Select the required units by hovering over the unit title and using 'left click'. Once all units have been chosen, select 'Save changes'.

Connect will validate the selection of units chosen and if it does not meet the requirements for the qualification, e.g.in the required credit value and/or the required credit at the level of the qualification, an error message will appear letting you know what action is required.

Group QG	d not be saved because the following issues would result in an unachievable qualification structure. - Number of credits (4) is fewer than the minimum number of credits required for the group (6). - Number of credits achieved at Entry Level 3 (2) is fewer than the minimum number of credits at that level required for the group (4).	
WJEC Entr	y Level Award in Self Development and Wellbeing (Entry 3)	
Group d minimur Minimur Minimur Mandat Minimur	C Entry Level Award in Self Development and Wellbeing (Entry 3) scription: To achieve the Entry Level Award in Self Development and Wellbeing (Entry 3), learners will need to achieve a minimum of 6 credits, of which a of 4 credits must be at Entry 3 credits: a recedits at components: 1 ry within group: Yes credits at level: 4 cified for minimum credits at level check: EntryLevel3	DETAILS
88	9 Planning a journey Entry Level 3 1 credit	
88	8 Understanding personal hygiene and presentation for work Entry Level 3 1 credit	

Once the correct combination of units have been generated, select 'Submit Registrations' at the bottom of the page.

Please note once registrations have been submitted, learner registration fees will be generated and applied. Please ensure all details are accurate before submitting.

Once registrations have been submitted to WJEC, no additional learners can be added to be the booking. If you have additional learners, you must submit a new booking.

Step 4. Add your learners

To add a learner to the booking, go to the overview page and click 'Learner Details'.

Learner details	Please use this form to register learners and claim certification.
CENTRE EDITS	✓ Start date 29/03/2023 (<u>change start date</u>) ✓ Booking open for registrations
	Add/remove components Show qualification structure
	Show booking pie chart
Submit registra	tions Submit for Quality Assurance Request form closure

Once active, you will be able to add learners to the booking form. You can manually **add a new learner** or, if a learner has previously been added to the system, you can use the **Add existing learners** option.

There is an option to bulk upload your learners to Connect prior to starting a booking. For information on how to do this, see the <u>additional guidance on adding multiple learners</u>.

Add a new learner (manually)	This allows you to add individual learners manually to a booking. When adding a new learner, you must complete the mandatory fields:
	i. First Name
	ii. Last Name
	iii. ULN
	iv. Date of Birth
	v. Gender
	The remaining fields (middle or other name, previous family name and country) are optional.
	Once the learner details have been completed click 'create learner and add to booking'.
	You will need to repeat this process for every learner you intend to register on the booking.
Add existing learners	If you are registering a learner that has previously been registered through Connect, e.g for another qualification or using a bulk upload (see the <u>additional guidance on adding</u> <u>multiple learners</u>), the learner's details will be stored on the system, and you can use the add existing learner function.
	To search for an existing learner, enter the learner details and click 'Search Learner'.
	To access a list of all learners that are stored on Connect, leave the learner details blank and click 'Search Learners'. A full list of learners should appear.
	Either click 'select all' , which will add all the learners to the booking or look through the list and click on the individual learners that are required.
	A green tick will show against the learner(s) and the learners name(s) will now be displayed at the top of the form.
	Check that the correct learners have been added. To remove any learners that have been selected in error, click ' remove ', next to the learner's name.
	Once you have selected all the learners required, click 'Add these learners' .

Once you are satisfied that all learners have been added, and you have checked that the details provided for each learner are correct, click **'Finish working on this section'**.

The learners have now been added to the booking and you will now be taken back to the overview. A message will be displayed at the top of the page to show that the learner(s) have been successfully added (*Your edits were successful*).

If you need to remove learners **before** the registrations are submitted to WJEC, please see remove from booking under 5. Additional guidance.

Step 5. Input learner achievements

To locate your registration, search for the booking from the **Reg/Cert tab** i.e., B/WJEC/1021 and select the booking to which you want to add passes to your learners.

If you know the reference/booking number assigned to the registration, you can type this in the search field. If you do not have this information to hand, use the advance search to locate the booking.

WJEC CDOC CONNECT CYSWLLT	Home / Cartref	My Centre / Fy nghanolfan	Documents / Dogfennau	Users / Defnyddwyr 🕖		Anylion) You last logge Qualification libra	V Reg/Cert Learners / Dysgwy	
Search b	ookings						Create	a booking
Search:			advanced search				dov	wnload

When using the advance search:

- i. Select 'Registration and Certification' in the Form Type, and
- ii. Use the 'From' and 'To' fields to filter the date range in which the registration was created.

Searching book	ings by Learner Registrat	ion and Certification Open Forms created between	05/12/2022 and	d 05/12/2022	clear search						
Search:		advanced search								dowr	load
Reference	Title	Product title	Product reference	DCS	Current owner	Arrived	Latest stage	Latest stage date	Status	Days old	
B/WJEC/1378	Registration form for W.J.E.C. for	WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)		Not approved	AO	06 December 2022	Results submitted - Awaiting QA	06 December 2022	open	1	deta
B/WJEC/1381	Registration form for W.J.E.C. for	Entry Level Certificate in Self Development and Wellbeing (Entry 3)		Not approved	AO	05 December 2022	Results submitted - Awaiting QA	05 December 2022	open	1	deta
ihowing 1 to 2 d	of 2 entries										

Select the required booking form to be able to update learner achievements.

Once the booking form has loaded, click 'Learner Details' and then 'Grading View'.

Please note that the grading view can only be used for adding passes to a small number of learners. For larger cohorts (over 25) the 'Manage Learner assessment screens' need to be used (see page 10).

Inputting learner achievements using the grading view

 6800A1 610/1322/5 WJEC Level 1 Av Development and Wellbeing PASS BASED ON STRUCTURE, WJEC Level 1 Award in Self Development and Fail Pass 	NTERNALLY ASSESSED	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed
PASS BASED ON STRUCTURE, WJEC Level 1 Award in Self Development and					••••••	hold
Other requests A Assessment not yet recorded	weildeing W R RA D EF		Cannot be claimed as not yet achieved Claim	Cannot be awarded as not yet claimed Award	Not yet eligible for certification Paper and e- certificate	Hold
6900E3 Planning a journey Entry Level 3		Results entered 20/03/2023	Claimed 20/03/2023	Not yet granted	Not yet certificated	Not placed hold
MANUAL, Planning a journey Fail Pass	MANUAL, INTERNALLY ASSESSED		Claim	Award	E-certificate	Hold
Other requests A Assessed on 20/03/2023	W R RA D EF					
6898L1 Managing personal finances	evel 1 2 credits	Results entered 20/03/2023	Claimed 20/03/2023	Not yet granted	Not yet certificated	Not placed hold
MANUAL, Managing personal finances	NTERNALLY ASSESSED		Claim	Award	E-certificate	Hold

The grading view is split into two sections

- **P** (Product) which will be awarded by WJEC once all the units have been externally verified and achieved. The 'Pass' button will turn Green once the full qualification has been awarded.
- **C** (Component) Click the 'Pass' button if the learner has achieved and the button will turn green or 'fail' if the learner has not achieved and the button will turn red.

Filte	r assessments			learner	<u>view</u> grading view	session view
				Save chang	es apply passing gra	de to all claim all
Can	didate 10 DOB: 18/12/2002, REF: 91320, ULN: 1000	000051				
Ρ	6800A1 610/1322/5 WJEC Level 1 Award in Self Development and Wellbeing	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold
	PASS BASED ON STRUCTURE, INTERNALLY ASSESSED WJEC Level 1 Award in Self Development and Wellbeing Fail Pass		Cannot be claimed as not yet achieved Claim	Cannot be awarded as not yet claimed Award	Not yet eligible for certification Paper and e-certificate	
	Other requests A W R RA D EF Assessment not yet recorded					
С	6900E3 Planning a journey Entry Level 3 1 credit	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold
	Planning a journey Fail Pass		Cannot be claimed as not yet achieved Claim	Cannot be awarded as not yet claimed Award	E-certificate	Hold
	Other requests A W R RA D EF Assessment not yet recorded					

There is an option to apply a pass to all the learners within the booking by clicking **'apply passing grade to all'**. This will apply a pass to all units within the booking.

Once the passes have been input for all learners, click 'Claim' and click 'Save changes'.

Grading for all learners (back to learners)

Inputting learner achievements using the 'Manage learner assessments and outcomes' option

The cross-booking screen functionality allows the centre and to be able to enter grades for each assessment and outcomes directly through search screen rather than through the booking form. This means that the grades and outcomes can be entered across multiple bookings, through the ability to search by centre, qualifications and units and having all learners displayed, based on registration dates.

Most of the rules that are applicable to a booking are still applied here:

- Grades can only be entered onto the screen once a booking is locked if the form is not locked they will show as read only.
- If the form is in our control you will not be able to enter a grade for an assessment or claim it will show as read only.
- Any auto functionality rules that have been applied to the unit or qualification will be applied when the grade has been entered or saved.

Cross Booking Tabs

The Manage Learner Assessment screen is available through the REG/CERT module, within the Manage Learner sub-menu:

			earner data <u>uploaded files</u> <u>Mer</u> g	ge learners Manage learner assessments Manage learner out
ntre				
st name	Last name	ULN	Internal reference D	Date of birth
lude inactive l				🔻 💷 🔨 🗾 🔻
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This screen is used to enter the assessment grades, or to view and report on grades entered. There are multiple search fields available, with the Centre, Qualification and Unit fields allowing for assessments to be displayed across bookings:

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You can filter the data returned, by entering the details and selecting the 'Filter' button:

Filters: Interview		Vert Unit	The	steer filters						
Actions: Set ease	Casy of grades	Download								
rows returned										
Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade		Sampling session (If applicable)
									-	
Sarah Philips	Lynsey's Test Centre	AQ	B/GAD/10	QU00009	interview skills	Interview skills	0.00	Pass		

The user can either enter a grade per assessment or they can apply the grade across all assessments through the Actions optic

Filters: Lo	amer, booking, unit or as	isesument	Mark.	Gradu	Fiter clear filters				
	Clear all g	rades Save	Download						
5 rows retur	Pass Ungraded								
Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade	Sampling session (if applicable)
Sarah Phillips	Lynsey's Test Centre	AO	B/CA0/10	QU00009	Interview skills	Interview skills	0.00	Pass	•
Sarah Philips	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills	0.00	Pass	•
Sarah Philips	Lynsey's Test Centre	AO	B7CA0710	QU00007	Improving Communication Skills	Improving Communication Skills	0.00	Pass	•
Sarah Philips	Lynsey's Test Centre	AO	B/CAO/10	QU00013	Listening Skills	Listening Skills	0.00	Pass	

At any point, the results in the grid can be downloaded through the **Download** option, this will show the assessment grade but also the latest outcome (achieved, claim, award, certification or on hold):

		Current		Unit/compo		Assessment /grading	Sampling session (if				Achievemen				Awarded		Certificate		On hold	Validation
eamer	Centre	owner	Booking	nent ref	nent title	title	applicable)	Mark	Grade	Achieved	t date	Claimed	Claim date	Awarded	date	Certificated	date	On hold	date	complete
Robert Mars	Lynsey's Tes	AO	B/CAO/10	QU00005	Presentation	Presentation	skills	1	0 Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE	9	TRUE
Sarah Philips	Lynsey's Tes	AO	B/CAO/10	QU00005	Presentation	Presentation	skills		O Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
Sarah Philips	Lynsey's Tes	AO	B/CAO/10	QU00007	Improving Co	Improving Co	mmunicatio	r	0 Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
Robert Mars	Lynsey's Tes	AO	B/CAO/10	QU00007	Improving Co	Improving Co	mmunicatio	r	O Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
Robert Mars	Lynsey's Tes	DAD	B/CAO/10	QU00009	Interview ski	Interview ski	Is		O Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
Sarah Philips	Lynsey's Tes	AO	B/CAO/10	QU00009	Interview ski	Interview ski	ls		0 Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
Sarah Philips	Lynsey's Tes	AO	B/CAO/10	QU00011	Understand 1	Understand t	he delivery o	y	O Pass	TRUE	16/10/2018	TRUE	16/10/2018	TRUE	16/10/2018	FALSE		FALSE		TRUE
Robert Mars	Lynsey's Tes	AO	B/CAO/10	QU00011	Understand I	Understand t	he delivery o	7	O Pass	TRUE	16/10/2018									

Once the user has entered the grades, they can see the latest outcome by using the

Copy filters to Manage learner outcome:

L				1
Search learners	Copy filters t	o "Manage le	arner outcomes"	

This will take the user onto the Manage Learner Outcome screen.

Cross Booking Tab – Manage Learner Outcome

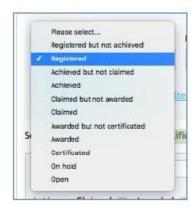
The Manage Learner outcome is available through the **REG/CERT** module, within the **Manage learner** sub-menu. The user can use it directly and enter the search criteria or you can link to the Manage Learner Assessment tab and when you copy the filters the information will be pulled through under the **Registered** status:

\$21/878/0 Ox	NAME IN CONSISTENT OF STREET	ken Sella												
Unit														
Status	From		to	h										
Registered	+ 01 +	October -	2016 • 🗏 claser 1	25 • October • 2018 • 🗏 com										
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meting learner a	utomes by Qualifications -	Crestile AD Level	1 Award In Interview Solity 1	1cstus + Registered From + 01/10/2016 To + 25/10/2	OLE CONCIONS									
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The status drop down allows the results to be filtered based on their status, to allow the user to see results (if required) based on the status of the learners:

- Registered but achieved Learners who have been registered but have had no result entered.
- Registered ALL learners who have been registered against this qual/unit no matter what the final status is.
- Achieved but not claimed all learners who have a result entered but have not been claimed.
- Achieved ALL learners who have an achievement against the unit/qual not matter what the final status is.
- Claimed but not awarded all learners who have a claim against the unit/qual but have not awarded.
- **Claimed** ALL learners who have a claim against the unit/qual no matter what the final status is.
- Awarded but not certificated all learners who have been awarded the unit/qual but have not been certificated.
- **Awarded** ALL learners who have an award against the unit/qual no matter what the final status is.

- **Certificated** ALL learners who have been certificated against the unit/qual no matter what the final status is.
- On hold ALL learners who are currently on hold.
- **Open** this shows all open bookings with the outcomes.



The outcome can be added per learner/assessment or the user can use the **Actions** options, and this will be applied to all relevant learner/assessments. So, if the **Claimed action** was ticked this would only be applied if the learner/assessment is showing with **Achieved** ticked, as a grade had been entered. It wouldn't claim any learner/assessment if the grade did not have the **Achieved** ticked. This is the same for **Awarded**, the Claim box must be ticked and the **Certificated** can only be ticked if the Award box was ticked.

	ter outcomes by Quanneactoris - (Treatio AO Level 1 Award in Interview Skills	Status = Registered	From = 01/10/2016	To = 28/10/2018	clear search
lters:	samer, booking or unit	Achieved Claimed Awarded	Certificated) On hold 🗆 🖪	or clear filters	
tions: Cl	aimed 🗌 Awarded 👩 Certifi	cated 🗌 On hold 📄 Save Download				

If you clicked on the booking form you would also be able to see it was awaiting through the message below:

Aarks/grades for this learner have changed since this booking was last vi	adated for achievement.				
Q000091 601/8798/0 Creatio AD Level 1 Award in	Results not entered	Nat yet claimed	Not yet granted	Not yet certificated	Not placed an hold
Interview Skills		Cannot be claimed as not vet addreved	Casnot be evended as not yet claimed	Not yet eligible for certification	Hold
Anni Losence structure, bettendure annabet Creatio AO Lovel 1 Aerend in Inderview Skillo Ungraded Pass		Claim	Avard O	Canter selacts	

When validation has taken place, the information displayed is up to date, the green tick will be displayed:

601.18796/D- Cre	etis AD Level T Award in interv	New Skills												
Unit														
Status Registered	from	October -	() () () () () () () () () ()	Nu 18 - October - 1018 - 11 1018										
Search lear	mers GreatHan white	the frate as	armental a											
arching learner of	abcomes by Quintifications -	Creatio #D Lave	t Award Intrinterview-Skills 5	Status + Registered 7 Inte + 01710/2016 76 + 28/10/2	and discussion									
Pittere: Direct	r, bosketo at unit	Actioned	Claimed Awarded	Certificated C Dr. hold C The char fill	ters.									
AND COMPANY														
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Actions: Claime Inext married Attract and Philips labert Auroton Labert Auroton Labert Auroton	Centres Lynary's Test Centre Lynary's Test Centre Lynary's Test Centre	Reated C Da Booking BUSAD(3) BUSAD(3) BUSAD(3)	hold 🖂 💷 🛛 Rowlaw Unit/Component.ref Cpasses Gasses Cpasses	Unit/Component Effe Cristic AD Level 1: Neurol In Interview Falls Cristic AD Level 1: Award In Interview Balls Presentation and a	2 2 2	14/10/2018 16/10/2018	6 0 6	16/10/3018 16/10/3018	8	16/10/2018 16/10/2018	8 0		0	-
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If your centre has been awarded Direct Claim Status (DCS) for this qualification

Step 6. Request external quality assurance activity (centres without DCS status)

After inputting all learner outcomes, us the submit for 'Quality Assurance' option to notify us that you have learners awaiting external quality assurance.



You will receive a notification email to say that your outcomes have been submitted for Quality Assurance.

For information on our external quality assurance processes, please refer to the qualification specification or our Centre handbook for externally verified qualifications.

Once the externally quality assurance has been successfully completed, we will release the results back to you. You should receive an automated email to let you know that results are available.

Step 7. Download e-certificates and transcripts

E-Certificates, transcripts and learner transcripts can be accessed through the Registration and Certification Booking form.

Click on 'Learner details' and the e-certificate will be found under the 'Certification tab'. E-certificates will only be provided for units.

			nen ready update their details prior to ma nts, special considerations and/or RPL pe		on this section
ote: learners can	not currently be registere	d on this booking.			
port or export learners	/results Certificates				
lter 🚺 registered	l learners on name or lear	ner ref		learner	view grading view
arner	Reference	ULN	Date of birth	Booking status	
ex Morgan	1000	100000051	17/11/2004	ALL ACHIEVED	registration details
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	Date	Booking	Certificate run description	Status	
Filter		Booking B/WJEC/1134 - Pathways	Certificate run description 1 certificate for Alex Morgan	Status Successful (<u>e-certs PDFs transcript PDF learner transcript PDF</u>)	details
Filter System identifier	Date				annan ann ann ann ann ann ann ann ann a

4. Closing a booking

Bookings remain open until a centre instructs us to close them.

Whilst there is no requirement to close bookings, doing so helps to ensure that only active registrations are displayed on your system.

Bookings should only be closed when all learners included in the booking who are expected to achieved the qualification have done so.

To close a booking go to the overview and click 'Close Booking'.

Once we close the booking no further action can be taken.

5. Additional guidance

Removing learners from a booking before submitting registrations

To remove learners **before** the registrations are submitted to WJEC, go to the overview and click **'Learner details'**. Click **'Work on this section'**.

Find the learners you want to remove and click 'registration details'.

Learner	Reference	ULN	Date of birth	Booking status	
Adam Brooks	10770	3185114468	19/01/1965	NONE ACHIEVED	registration detail

Click 'remove from booking' to remove the learner from the booking.

Q		859/6 WJEC Level 1 Essential Skills / CBAC Dyfarniad Lefel 1	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed or hold
mewn Sgiliau Cy PASS BASED (WJEC Level 1 Esser Dyfarniad Lefel 1 n		fathrebu Hanfodol		Cannot be claimed as not	Cannot be awarded as not	Not yet eligible for	Hold
	on structure, internally and externally assess atial Communication Skills / CBAC newn Sgiliau Cyfathrebu Hanfodol	Ð	yet achieved Claim	yet claimed Award	certification		
	UNGRADED	PASS					
PL	earner details	Public comments (0)	Private comme	nts (0)			

Understanding the overview page

The overview page displays how many learners are registered on the booking and their current status. This should be *'not achieved'* as no components have yet been awarded.

This is reflected by the large red ball (at the bottom of the page below the units), which is interactive and updates as learners achieve components within the qualification. Learner achievements are shown as *fully achieved (green), partially achieved (yellow) or not achieved (red)*.



Adding multiple learners using the bulk upload option

To add multiple learners to the system, go to the Learners tab at the top of the page.



Click on'upload learner data' then click 'documentation section'.

			<u> </u>
Upload learner data	Search learners Create a single learner	Upload learner data	Uploaded files
Please have a look at the documentation section for more details about the CSV formats required.			
Data format			
Please select •			
Description			
Find the file you want to upload			
Choose File No file chosen			
Upload data file			

Click Download 'Sample import file'

Import format: Historic	cal learner data					(Download sample import file
Import formats Leamer data	Notes 1. The format detaile 2. This format is used	d below is known officially as Cr for the import of learner data in	eatio Learner Data For side or outside the cont	mat. ext of a part	ticular booking.		
Assessment data Eees.data	Field name	Label	Data type	Data length	Required? Description	Values	
Certification	GivenName	First name	Strine (35)		Required The learner's first name.		

Complete the spreadsheet and save to your computer.

Paste				🗐 📄 🗞 🖓 🐨 📄 Vrap Text 🛛 General		×	
				🖬 🐩 🛱 📴 Merge	& Center 🔹 🕎 🔹 %	• •.0 .00 •.0 →.0	Conditional Formatting
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	F12 🔻	f _x					
1	А	С	E	F	G	0	P
1	First name (required)	Last name (required)	ULN (required)	Date of birth (required)	Gender (required)		
-	GivenName	FamilyName	ULN	DateOfBirth	Gender		
2							
2							

When you are ready to upload to the system, choose the saved file and click 'upload data file'.

Single learners can also be added to the 'Learner screens' before creating your booking.

Search learners Merge learners	Manage learner assessments	Learner assessm	ent reporting Manage learner	outcomes	More learner actions
Internal reference	Date of birth	✓ 🗷 <u>clear</u>	Include inactive learners	<u>Upload le</u> <u>Uploade</u>	single learner earner data 1 files Takeup Dashboard

Upload learner data	
Please have a look at the <u>documentation section</u> for more details about	the CSV formats required.
Data format Please select	
Description	
Find the file you want to upload Choose File No file chosen	
	Upload data file

Click 'Uploaded Files' to check that all learners have uploaded successfully.

Jpload results							Search learners Create a single learner	Upload learner data	Uploaded file
Filter results									
Date uploaded 👳 Uploaded by	Format	Centre	Booking	File name	Description	Date processed S	tatus Result		
1/02/2018 11:56:56	Michelle Morgan	Learner data	WJEC Test Centre	N/A	upload 100 16-02-18.csv	Upload 16-02-18	21/02/2018 11:57:52	Partially successful	file details

Click 'file details'. This will display all the learners uploaded and added to the system.

Learners not uploaded will show as failed and a reason given. These learners will need to actioned and re-loaded.

Upload	ed file	: Learner	data (back	to upload	results)			Search learners Create a single learner Upload learner data Uploaded files
File name	N/A 21/02/20 5e6aa3ee an Upload 1		aichelle Morgan -625b51c1cf93.csv (original file I faile	st Rems only)			
Filter resu	ults							
Family_	Given name	Centre reference	Learner ref (Centre)	Learner ref (AO)	Date of birth	Data	Status	Errors
CANHAM	TIA				01/03/1997	ULN=3869546505; GivenName=TIA; FamilyName=CANHAM; DateOfBirth=01/03/1997; Gender=Female;	Successful	None
CLARKE	KATIE				01/04/1995	ULN=1548546886; GivenName=KATIE; FamilyName=CLARKE; DateOfBirth=01/04/1995; Gender=Female;	Successful	None
CONROY	ED\\/ARD	8			19/09/1997	ULN=1195010698; GivenName=ED!//ARD; FamilyName=CONROY; DateOfBirth=19/09/1997; Gender=Male;	Successful	None
соок	KIRSTY				11/11/1996	ULN=6189071111; GivenName=KIRSTY; FamilyName=CDOK; DateOfBirth=11/11/1996; Gender=Female;	Successful	None
соок	EMMA				31/07/1997	ULN=4247614621; GivenName=EMMA; FamilyName=CODK; DateOfBirth=31/07/1997; Gender=Female;	Successful	None
CRABB	ED\\/ARD	8			29/10/1995	ULN=3664808931; GivenName=EDi//ARD; FamilyName=CRABB; DateOfBirth=29/10/1995; Gender=Male;	Successful	None
DANIELS	CRAIG				01/01/1998	ULN=7992137018; GivenName=CRAIG; FamilyName=DANIEL5; DateOfBirth=01/01/1998; Gender=Male;	Successful	None
DAVIDSON	SCOTT				12/12/1998	ULN=5863447264; GivenName=SCOTT; FamilyName=DAV/DSON; DateOfBirth=12/12/1998; Gender=Male;	Successful	None
DAVIES	JAMJE				12/07/1995	ULN=1356921786; GivenName=JANIE; FamilyName=DAVIES; DateOfBirth=12/07/1995; Gender=Male;	Failed	 This learner cannot be processed because a potential duplicate learner exists in the system, possibly at another centre, Flease create this user manually.
DAVIES	CARLA				01/01/1995	ULN=1820629960; GivenName=CARLA; FamilyName=DAVIES; DateOfBirth=01/01/1995; Gender=Female;	Successful	None

Learner Progression

If a learner wishes to progress and achieve the larger qualification i.e. if a learner achieved the Award and wishes to achieve a Certificate, a new booking for the larger qualification is required. The units already achieved from the smaller qualification also need to be added to the new booking

Please refer to the Specification Rules of combination and any barred unit combinations.

Original booking for Entry level Award – units already achieved

	About this form	
ation	Learner details WJEC EDITS	Please use this form to register learners and claim certification.
	Fees	✓ Start date 08/12/2022 (change start date) Booking locked for registrations on 08/12/2022 (first locked 08/12/2022) (set lock date
	WJEC EDITS	Hide Qualification Structure Hide Booking Pie Chart
rv 3)		Set WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)
<u>Y 3)</u>		QG WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)
		8812 Understanding social media wellbeing Entry Level 3 2 credits
		8810 Understanding self-esteem Entry Level 3 2 credits
~		8808 Understanding emotional resilience Entry Level 3 2 credits
		1 registered on this booking. 1 achieved (in relation to product), 0 partially achieved (some components have been awarded) and 0 no achievement (no components have been achieved).
2022 💙		Not achieved Fully achieved Partially achieved
4		
2022 💙		

Create a new Booking for the Entry level Certificate to include the original units for Entry level Award and new units for the Certificate. When the new units are awarded, the system will validate and the Higher-level Qualification will be awarded.

B/WJEC/1396 - Registration form for W.J.E.C. for - Overview

	The components for this booking	were successfully updated.
rtification	About this form	
If Developmen	Learner details CENTRE EDITS	Please use this form to register learners and claim certification. ✓ Start date 08/12/2022 (<u>change start date</u>) ✓ Booking open for registrations
		Add/remove components Hide Qualification Structure Show booking pie chart
<u>s</u>		Participation of the second
		QG WJEC Entry Level Certificate in Self Development and Wellbeing (Entry 3)
*		8812 Understanding social media wellbeing Entry Level 3 2 credits
		8810 Understanding self-esteem Entry Level 3 2 credits
\triangleleft		8808 Understanding emotional resilience Entry Level 3 2 credits
ng QA		8807 Understanding personal identity Entry Level 3 2 credits
Ø		8804 Developing coping strategies for work Entry Level 3 2 credits
\$		8803 Building confidence Level 1 1 credit
~		8802 Understanding confidence Entry Level 3 2 credits
. ^		

The 'Latest stage' will be updated once the 'Submit Quality Assurance' button has been selected. The stages are also updated via the booking on the left-hand side.

	okings							Cancel search	h C	reate a t	booking
earching bool	kings by Learner Registrat	ion and Certification Open For	ms created between 05/12/20	22 and 05/12/202	2 clear search						
Search:		advanced	<u>l search</u>							dowr	load
Reference	Title	Product title	Product	e DCS	Current owner	Arrived	Latest stage	Latest stage date	Status	Days old	
3/WJEC/1378	Registration form for W.J.E.C. for	WJEC Entry Level Award in Sel Wellbeing (Entry 3)	f Development and	Not	d AO	06 December 2022	Results submitted - Awaiting QA	06 December 2022	open	1	detailt
Not	RE EDITS <i>updated</i>			~							
Regi	strations i	edit status flag: n progress	<u>.</u>	~							
WJEC	EDITS	submitted	mbor 2022	-							
	54:01	San 05 Decer									
wjec <i>Mic</i>	EDITS	tted - Awaiti gan 06 Decer									

6. Further information and support

For additional information on how to register and certificate learners through the Connect system, please e-mail <u>connect@wjec.co.uk</u>.

We welcome all feedback on the Connect system including suggestions on changes that could be made to the system and/or this guidance to improve your experience. Please email any feedback to gualifications@wjec.co.uk.

