



Pearson Business Skills qualifications and BTEC Apprenticeships

Guide to registrations, scheduling and amending tests (EDI)

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Section One

Registrations

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Making registrations via Campus

1. Select **Registration Purchase** from the menu. Here you will be presented with a list of products which your centre has been approved to deliver.

Please note that you'll need to be in credit before you can progress to candidate enrolment.

2. Search the **product for which you wish to purchase credits**. If you know the product code or name you can find the product you want by using Windows find function (Ctrl + F), alternatively use the scroll bar on the right hand side. All products are listed in alphabetical order.

The screenshot shows the 'DEMONSTRATION LOGIN' page for the 'EDI DEMONSTRATION CENTRE (HSID888)'. Below the header, there is a table of available products. Two callout boxes are present: one pointing to the 'Credits' column with the text 'Credits available (1 credit = 1 registration)', and another pointing to the 'View History' column with the text 'Click here to view audit history'.

	Type	Brand	Accredited Date	Credits	Buy Credits	View History
ons First Aid Course	EQ	EDI		29	Buy	View
Health Safety and Welfare for ted Businesses in the	EQ	EDI		1	Buy	View
urse in Behaviour De-escalation, and Breakaway Techniques	EQ	EDI		1	Buy	View
Health Safety and Welfare for g Organisations	EQ	EDI		0	Buy	View
th and Safety in Work	EQ	EDI		10	Buy	View
Health Safety and Welfare for ted Businesses	EQ	EDI		0	Buy	View
nd Mobile Surveillance						

Making registrations via Campus continued

3. Once you have chosen your product, click **Buy**. Enter the quantity you wish to buy.

4. Enter your **Purchase Order Number**, to enable your centre to track the purchase. This number can be obtained from your accounts department.

5. If hard copy packs are available for this product and you would like to receive them, select **Registration with Packs**. You will be asked to confirm the address you wish the packs to be shipped to. If no packs are available for this product or you do not wish to receive hard copy packs, select **Registration without Packs**.

6. Click **Place Order** to complete.

Selected Centre	EDI DEMONSTRATION CENTRE (HSID888)
Selected Product	NM1795 A and V Units (A1, A2, V1)
Credits Available	15

Enter the quantity you wish to buy for the selected product

Enter the Purchase Order Number

Registrations with Packs Registrations without Packs

Making registrations via Campus

Purchase credit history explained

Product Credit List							
Product Code	Product Name	Type	Brand	Accredited Date	Credits	Buy Credits	View History
NM1795	A and V Units (A1, A2, V1)	NVQ	EDI		13	Buy	View
N1800	Adult Literacy 1	BS	EDI	31-AUG-2010	13	Buy	View
N1801	Adult Literacy 2	BS	EDI	31-AUG-2010	9	Buy	View

The screen shot above shows the following information:

Product Code: The product code is the code for which you wish to register, for example N1801.

Product Name: The product name is the name of the product for which you wish to enrol, for example Adult Literacy 2.

Product Type: The product type displays as a short code as detailed below:
 NVQ - National Vocational Qualification
 BS - Basic Skills
 KS - Key Skills

TCVRQ - Technical Certificate
 AMA - Advance Modern Apprenticeship
 MA - Modern Apprenticeship
 Exam - International Exam/Qualification

Brand: There are two different brand types both of which are shown below:
 EDI - These type of awards are UK products
 LCCI - These type of awards are International products

Accredited Date: The accredited date displays the last date that you will be able to register against the award. This is subject to change if EDI is approved to offer this award until an extended date.

Credits: Credits will display how many credits you have available for that particular product.

Please note that it is a credit per candidate per award (all units are included).

Buy Credits: Here you can purchase more credits.

View History: Here you will be able to view any previously purchased credits/packs against a particular product. The 'View History' option displays the following information: ID, Purchase Date, Quantity, Purchased By, PO Number, Invoice Number, Record Type.

Making registrations via Campus

Individual registrations

1. Select **Candidate Enrolment** from the menu on the left hand side of the screen.

2. EDI has organised all its products into Business Sectors, most of which are self-explanatory. Select the Business Sector you require from the list.

For example, Business Administration is listed under Business Skills. Alternatively if you know the specific product code or name, enter these details in the selection field and click **Search**.

3. You will only be presented with those products that your centre is approved to deliver. Products for which you do not have enough credits will be greyed out. Click on the product you wish to enrol against.

Select Business Sector

Alternatively to search for a product

Business Sector

- ADMIN AND MANAGEMENT
- ARTS, MEDIA AND PUBLISHING
- BUSINESS SKILLS
- CARE
- CATERING
- CLEANING AND SUPPORT SERVICES
- CORE SKILLS
- CREATIVE SKILLS
- CULTURAL HERITAGE
- CUSTOMER SERVICE
- EDUCATION
- ENDORSED QUALIFICATIONS
- ENGINEERING AND MANUFACTURING TECHNOLOGIES
- FINANCIAL
- FUNCTIONAL SKILLS
- HEALTH AND SAFETY
- HEALTH, PUBLIC SERVICES AND CARE
- HISTORY, PHILOSOPHY AND THEOLOGY
- IT
- KEY/BASIC SKILLS FOR LIFE
- LANGUAGES
- LEARNING AND DEVELOPMENT
- LEISURE, TRAVEL & TOURISM
- LOGISTICS
- MANAGEMENT
- MILITARY

Making registrations via Campus

Individual registrations continued

4. You can now select the units of the award your candidate(s) will be taking. The system automatically selects the mandatory units. Hover over the main unit title section of the award to see how many optional units are required to achieve a full award.

Please note that if your award includes a Technical Certificate, this needs to be selected at point of enrolment.

5. Once you have correctly selected the product against which you wish to enrol the candidate, you will be presented with the **Enter Candidate Details** screen.

Enter the candidate details in the relevant fields. Mandatory fields are marked by an asterisk (*).

Enter Candidate Details

Candidate Number


OR

National ID

* First Name

Middle Name

* Last Name

* Date Of Birth 

* Gender

ULN (UK only)

* Employment Status

* Par

* Ethnicity

LSC Region

LSC Code

(* mandatory)

Selected Candidates

Total

There are no candidates currently selected.

[Remove the selected candidates](#)

Select bulk entry to import a batch of candidate data from a spreadsheet

Making registrations via Campus

Individual registrations continued

Please note that the field labelled Par relates to a candidate's Particular Assessment Requirements and field labelled LSC region and LSC area let you select the Learning and Skills Council or Local Enterprise Company that is funding the candidate.

6. Once fields are completed, click **Add**.

7. Click **Save** to confirm enrolment. An acknowledgement screen will appear. Please note: Your enrolment is not complete until an acknowledgement screen appears.

8. If you wish to print this acknowledgement slip, click **Print**.

9. Click **Continue** to complete candidate enrolment.

Candidate Registration - Acknowledgement Screen

Centre Code HSID888	Created 31-DEC-09	Product Code N226		
Product Customer Service 2				
List of units selected for the registration are given below:				
Unit Code	Unit Name			
NU5015	Prepare yourself to deliver good customer service			
NU5016	Provide customer service within the rules			
NU5017	Give customers a positive impression of yourself and your organisation			
NU5018	Promote additional services or products to customers			
Candidates List				
Reg Id	Cand Num	Candidate Name	Cand ULN	Date Of B
1565124	11058581	AN EXAMPLE	9999999999	10-NOV-54

Continue
Print

Making registrations via Campus

Bulk registration

1. Click Bulk Entry on the candidate enrolment screen (see page 8 for more details). The Bulk registration screen will appear. Click **Display Instructions** for online help which explains the criteria and format required for bulk entry.

2. Follow the online instructions provided. When carrying out a bulk upload, please remember you must be enrolling candidates for the same award or test only.

3. Click **Import** to upload your candidates. An acknowledgement screen will appear.

Please note: Your enrolment is not complete until an acknowledgement screen appears.

This facility enables you to register a number of candidates at once by importing candidate data from a spreadsheet. Please click on 'Display Instructions' and follow the guidelines before proceeding with the import.

[Display Instructions](#)

Delimiter

TAB

COMMA

SEMICOLON

National Id	First Name	Middle Name	Last Name	Date	Employment Status	PAR	Ethnicity	LSC Code	SCN
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Single Entry **IMPORT**



Section Two

12 How to schedule a test

Schedule a test

2

Schedule a test

How to schedule a test

1. Select **Test Scheduling** from the menu on the left hand side of the screen.

2. Tests and examinations are organised into the same categories as the qualifications they are part of. Select the Business Sector you require from the list.

Alternatively if you know the specific unit/test code/unit description, you can enter these in the selection field and click **Search**.

3. Having identified the required Business Sector you are now ready to select the specific product. You will only be presented with those products that your centre is approved to deliver.

Alternatively you can click on the information bubble next to the unit description to ensure that the unit relates to the product for which the candidate is registered.

Select the product you wish to schedule against.

Select Product

Product Code	Product Description		Type	Brand
ASE0221PT	Apply personal skills - PRACTICE TEST		PRACTICE	EDI
ASE0221	Apply personal skills Test		TCVRQTEST	EDI
ASE0321PT	Apply personal skills in Business and Administration - PRACTICE TEST		PRACTICE	EDI
ASE0321	Apply personal skills in Business and Administration Test		TCVRQTEST	EDI
ASE0220PT	Apply work skills - PRACTICE TEST		PRACTICE	EDI
ASE0220	Apply work skills Test		TCVRQTEST	EDI
ASE0320PT	Apply work skills in Business and Administration - PRACTICE TEST		PRACTICE	EDI
ASE0320	Apply work skills in Business and Administration Test		TCVRQTEST	EDI
ASE10166	Employability Skills Level 2 Certificate Assignment		TCVRQTEST	EDI
ASE10165	Employability Skills Level 2 Certificate test		TCVRQTEST	EDI
ASE10140T	Introductory Certificate in Marketing		TCVRQTEST	LCCI
CT2	Level 2 Equality and diversity- test		TCVRQTEST	EDI

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Schedule a test

How to schedule a test continued

4. Select the assessment method by clicking the drop down boxes. You will be presented with a number of options:

On-Demand: Paper based test, taken when required

Series: Paper based test, taken on a particular day specified by EDI

On-Screen: Computer based test taken at <http://www.ediplc.com/examonline/candidate> over the internet.

Offline: Computer based taken using EDI Offline whilst not connected to the internet

If taking on-screen or offline tests, please make a note of the centre code, order number and candidate number. This information can be found on the attendance register.

5. Click on the calendar icon that appears and choose the date of the test. You can only select dates that are valid for the assessment method selected and you can only schedule a single test using a particular assessment method on a particular day.

Registration Id	Order Id	Business Sector	Product
- N/A -	- N/A -	BUSINESS SKILLS	Apply personal skills

Candidate List

Select ▼ Go

1	First Name	Last Name	Cand Num	
<input type="checkbox"/>	BOB	BLACK	10862834	
<input type="checkbox"/>	ALAN	KIRK	10809958	
<input type="checkbox"/>	ALAN	KIRK	10834993	
<input type="checkbox"/>	LUCY	LYMER	10935876	
<input type="checkbox"/>	MICHELLE	MCGUIGAN	11053673	
<input type="checkbox"/>	POLLY	POCKET	10935215	
<input type="checkbox"/>	SAINSBURYS	TFST1	10811387	

Selected Candidate

There are no candidat

Schedule a test

How to schedule a test continued

If a test is already scheduled on that day, click on the day to bring up a link to the order. You can then jump to the order and click Edit Registration to add/remove a candidate to the existing test.

6. Click **Continue**. You are now ready to select the candidates for the test.

7. Click the check box next to the candidate(s) you want to sit the test. If you have many candidates registered for the qualification, you can use the search box above the list to find a particular candidate.

Candidates remain available on this list to sit a test until they pass the test, so they do not need to be re-registered if they require a re-sit.

8. When you have selected all the candidates you want to sit the test, click **Save**. An acknowledgement screen is displayed showing you details of the order for the test.

Candidate Registration - Acknowledgement Screen					
Centre Code	HSID888	Registration Id	1565134	Created	31-DEC-09
Product Code	ASE10093T	Product	Customer Service	VRQ Level 2	
Order List					
Order Id	unitcode	Unit Description	Exam Date	Oppo Code	
10171367	ASE10093	Customer Service VRQ Level 2	31-DEC-09	ON-DEMAND	

You schedule a re-sit for a test in the same way as scheduling the original test. Candidates are only removed from the list of available candidates for a test once they have passed the test, not if they fail.

Please note: All Technical Certificates, VRQs, Adult Literacy, Adult Numeracy and Key Skill test re-sits are free of charge.

Requests for 25% extra time can be made by selecting this option on CAMPUS when scheduling a test. To request extra time over 25% please complete the **PAR I** form at least 15 working days in advance.

Section Three

16 Claiming single units

Unit claims

3

Unit claims

16

Claiming single units

1. Select **Enrolment Search** from the menu.
2. Enter Search criteria, click **Search** and the results will be displayed. Click on the **+** sign on the left hand side of the results listing which will open up the order details.
4. Click anywhere on the order details to access the **Claims Screen**.
5. Select the unit(s) you wish to make the claim against by ticking the relevant boxes. Please note: If you are claiming both Key Skills and NVQ units as part of an Apprenticeship, you claim these separately. If you claim all units together it will result in a message advising you that your claim will result in a unit claim.
6. Select the Internal Verifier from the drop down box on the right hand side of the screen.

The screenshot shows a web application interface for searching units. At the top, there is a 'Search' tab with a magnifying glass icon. Below the tab are three buttons: 'Simple' (blue), 'Advanced' (yellow), and 'Clear' (green), followed by a 'Search' button with a magnifying glass icon. The main search area is titled 'Search' and contains several input fields and checkboxes:

- Candidate Number**: Text input field.
- First Name**: Text input field.
- Centre Code**: Text input field with a green checkmark icon and the value 'HSID888'.
- Product Type**: Dropdown menu with the value '-- select --' and a blue arrow icon.
- Product Code**: Text input field.
- Invoice Number**: Text input field.
- Component Code**: Text input field.
- Component Description**: Text input field.
- Display only Outstanding Registration Approval Records**: Checkbox (unchecked).
- Display only Outstanding Claim Approval Records**: Checkbox (unchecked).
- Certification claims for National Awards and Endorsed Qualifications only**: Checkbox (unchecked).

On the right side of the form, there are labels for 'Product', 'Purchase Or', 'Registration', 'Registra', and 'Max Numbe'.

Unit claims

Claiming single units continued

EDI administration will ensure that approved IV names appear, in addition to any countersigning IVs where an IV is working towards VI. If your IV is still to be approved, please select Countersigning IV from the drop down box on the right hand side of the screen.

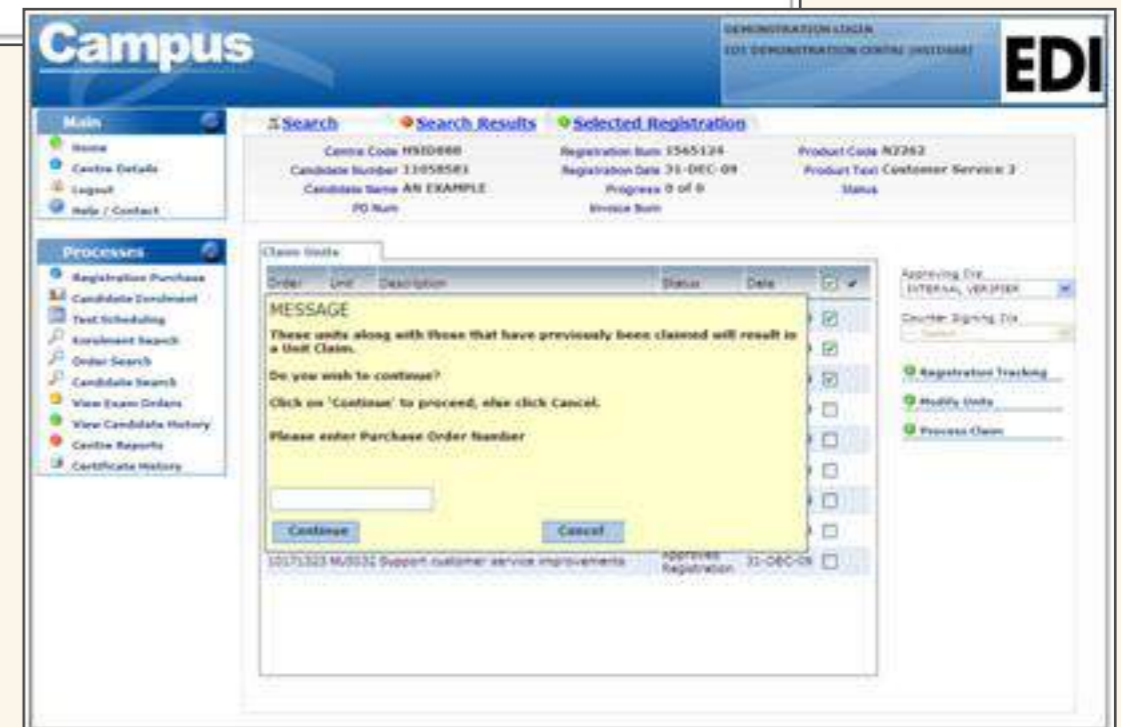
7. Click **Process Claim**.

Please note that if you do not have direct claim status, you may make the claim but your EV will have to approve it.

8. Click **OK** if you wish to proceed with the unit claim, otherwise click **Cancel**.

Enter the purchase order number you would like to appear on the invoice for the certificate and click **Continue** to proceed.

9. If you wish to claim a unit certificate, click **Yes**. Please note that you won't be charged at the point of claiming but will be charged for each unit certificate requested.



Unit claims

Claiming single units continued

If you do not wish to proceed, please click **No**.

The list of units will appear with the Status column updated to show whether a claim or certificate has been requested.

You can find examples of the messages you might receive and explanations below.

Claim Units					
Order	Unit	Description	Status	Date	<input type="checkbox"/> ✓
6644212	NU3983	Carry out your responsibilities at work	Certificate requested	16-OCT-07	<input checked="" type="checkbox"/>
6644213	NU3984	Work within your business environment	Claim approved	16-OCT-07	<input checked="" type="checkbox"/>
6644214	NU4001	Plan and implement innovation and change	Claim requested	16-OCT-07	<input checked="" type="checkbox"/>

If you have Direct Claim Status and do require a certificate you will see a message similar to this.

If you have Direct Claim Status and you request a claim but not a certificate you will see a message similar to this

If you request a claim but do not have Direct Claim Status, you will get a message similar to this.

ALWAYS
LEARNING