Edexcel Online

Reporting Results & Claiming Certificates

Apprenticeships

For further information visit our support page:

www.pearsonwbl.edexcel.com/our-support

Contents

Please note – clicking on any of the individual sections below will automatically direct you to the relevant page number.

2	Reporting Results & Claiming Certificates (Apprenticeships)	4-14
	About this guide System requirements	3 3
1	Introduction	3

1. Introduction

About this guide

The purpose of this user guide is to help you understand and operate Edexcel Online. The user guide is written for centre staff and makes the following assumptions:

- You know how to use a personal computer
- You are familiar with Microsoft Window operating system
- The computer you are using meets system requirements

System requirements

Cookies: This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you login, we assume you are happy to accept the site's usage of cookies.

Browser Requirements: Firefox, Google Chrome, Safari and Internet Explorer.

Pre-requisites: Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.

Java Scripting: In order to use our Website, your Web browser must be configured to use "Java Scripting."

Pop-Up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Edexcel is a trusted website.

Data Protection: Edexcel Online provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Edexcel business purposes only. Improper use of personal information is an offence under the Data Protection Act.

2. EOL User Guide – Reporting Results & Claiming Certificates (Apprenticeships)



This section explains how to report results and claim certificates for candidates against an Apprenticeship qualification on Edexcel Online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have permission to claim for candidates.

Step 1

On the left hand side menu, click the drop down menu Select Qualification.



Step 2

From the menu, select **Apprenticeships** option.

Select Qualification 💌
Select Qualification
BTEC
GCE
GCSE
KS/ALAN
NVQ
DIDA
PTE
Principal Learning/Projects
Apprenticeships
Edexcel Awards 🛛 🖓
Intl PLSC Awards
Functional Skills
Skilled for Life & Traineeship
IAL

Select Candidates then select Search for Candidates.

Candidates 🕨	Search for Candidates
Vocational Register Candid	Register Candidates
Approval Letters	BTEC Apprenticeship Tracker
Approvals 🕨 🕨	

Step 4

A screen will appear where you can search by **Group Results By Candidate** or **Group Results by Apprenticeship**.

Search by Group Results by Candidate

Step 5

To Search By Candidate select the Academic Year the Candidate was registered.

You can continue to refine your search by filtering the fields to look for a specific candidate (all fields are optional).

Select Search

Welcome to the B	TEC Apprenticeship Candidate Search page.
Use this screen to	retrieve details for candidates registered for Apprenticeships.
Search Type	
Group Results I	By Candidate 🔘 Group Results By Apprenticeship
Search By Candid	ate
Academic Year:	2013/14 (F Registrations)
Apprenticeship:	Any Apprenticeship
Cohort:	6
Reg. No.:	
Centre Ref.:	
First Names:	
Last Name:	
* Denotes require	ed field
You may use % a return Smith, Smi	as a wild card in any text field. For example Last Name = smi% will iley, etc.
If the Apprentice registrations for t	ship you are looking for is not in the list, then there are no that Apprenticeship at your centre for the selected academic year.
Search	

Step 6

Your candidate's details will appear on a new screen. Tick the **Plus Box** Icon next to their **Reg. No.** to see the Programme Titles they are registered against. Select the Programme Title you want to report results for and select **Details**.

Reg. No.	Code	First Name	Last Name	G	ender	DOB	ULN	Cohort	
F3	MAS04642	THOMAS		м	07	/01/94			
Code	Programme	Title			Qual. Type	Est. Comp. Date	Award Date	Cert. No.	
√w802	EDEXCEL B (SPECIALIS IN ADULT S	TEC LEVEL 2 CER ST 13-20) in PREP OCIAL CARE (QC	TIFICATE PARING TO WOR CF)	ĸ	BTEC	30/09/14			Details
XU545	EDEXCEL B 1-3) in EMP RIGHTS IN CHILDREN (TEC LEVEL 2 AW LOYMENT RESPO HEALTH, SOCIAL & YOUNG PEOPLI	ARD (SPECIALIS INSIBILITIES & CARE AND E'S	т	BTEC	30/09/14			<u>Details</u>

A screen will appear showing the candidates details and the **Programme/Unit Details**. Select **Edit** at the bottom of the screen.

Programme/Un	it Detail	5						
Programme:		VW802 Preparing To Work In Adult Social Care (Qcf) (Ed (Specialist 13-20):2)	excel B	tec Leve	l 2 Certif	icate		
Eligibility For Help	mulae	20(20A) - minimum credit at/or above level = 20					n of	
The eligibility	formul	a displayed is for your guidance. Please refer to the	qualific	ation s	pecificat	tion for	the	e
complete and	aution	reacive englosity rules						
Results	Trans	saction History 🚺 Transfer History						
Unit Code	Group	Title	Level	Value	Status	Grade		
23685C	A	Principles Of Communication In Adult Social	2	2	С		Ν	
23686C	A	Principles Of Personal Development In Adult	2	2	С		Ν	
23687C	A	Principles Of Diversity, Equality And Incl.	2	2	С		Ν	
23688C	A	Principles Of Safeguarding And Protection	2	3	С		Ν	=
23689C	A	Introduction To Duty Of Care In Health	2	1	С		Ν	
23690C	A	Understand Role Of The Social Care Worker	2	1	С		Ν	
23691C	A	Understand Person-Centred Approaches	2	4	С		Ν	
23692C	A	Understand Health And Safety In Social Care	2	4	С		Ν	Ŧ
* * P - Pass, M Unit results a results.	- Merit, re provi	D - Distinction, U - Unclassified, T - Transfer sional until certificated by Edexcel. The unit certifica	ate is th	ne offici	ial confir	mation	of	unit
Withdraw/Re	instate to with	Candidate draw candidate, untick to reinstate candida	te)					
Prev	Next	Confirmation Report Edit View R	esults	E	Back	Exit		

Step 8

The screen will now refresh and allow you to input results.

Scroll down to the **Claim Type**.

Under the claim type there are three options:

- **Full Award** Will claim the full award for the candidate.
- **Interim** Will issue a unit certificate for the unit a candidate has done so far and keep the registration open.
- **Fallback** Will issue a unit certificate only and close the registration. (Only use this if you are sure the candidate will not be returning to complete the course as registrations are live for 5 years).

Select the appropriate type of claim.

Claim Type			
C Full Award	🔘 Interim	🔘 Fallback	

Scroll down to the **Results Table** and enter the Grade into the unit for which you wish to claim.

- P Pass
- M Merit
- $\boldsymbol{\mathsf{D}}$ Distinction
- $\boldsymbol{\mathsf{U}}$ Unclassified
- **T** Transfer

Please note most qualifications will only gain a P – Pass grade or fail the unit. Please refer to the specification packs for more information regarding grade awards.

If claiming a full award put in the month and year (mm/yy) you are claiming in the **Award Date** field.

Select Save.

Result	s 🚺 T	ransaction History 🏌 Transfer I	listory										
Unit Code	Group	Title	Level	Value	Status	Р	м	D	U	т		Grade	Â
23685C	A	Principles Of Communication In Adult Social	2	2	с	۲	۲	۲	۲		<u> Jnselect</u>		Ξ
23686C	A	Principles Of Personal Development In Adult	2	2	с	۲	\bigcirc	\bigcirc	\bigcirc		<u>Unselect</u>		
23687C	A	Principles Of Diversity, Equality And Inc	l. 2	2	С	۲	۲	\bigcirc	\bigcirc		Unselect		
23688C	A	Principles Of Safeguarding And Protection	n 2	3	с	۲	\bigcirc	\odot	\odot		Unselect		
23689C	A	Introduction To Duty Of Care In Health	2	1	С	۲	\bigcirc	\bigcirc	\bigcirc		Unselect		Ŧ
results. Award Dat Overall Re	te: sult:	11/13	(m	m/yy)								
Overall Re	sult:												
Add Unit					1								
Unit Code:				Add									
Withdraw/	Reins	tate Candidate withdraw candidate, untick to	reinst	ate c	candid	ate)						

A screen will appear showing achievement for the units.

If correct select **Confirmation Report**. The report will appear in a new window.

Please refer to the Specification Packs to validate the units you are about to claim.

Results	Trans	saction History 🏌 Transfer History						
Unit Code	Group	Title	Level	Value	Status	Grade		
23685C	A	Principles Of Communication In Adult Social	2	2	С	Pass	N	
23686C	A	Principles Of Personal Development In Adult	2	2	С	Pass	Ν	
23687C	A	Principles Of Diversity, Equality And Incl.	2	2	С	Pass	N	
23688C	A	Principles Of Safeguarding And Protection	2	3	С	Pass	Ν	=
23689C	A	Introduction To Duty Of Care In Health	2	1	С	Pass	N	
23690C	A	Understand Role Of The Social Care Worker	2	1	С	Pass	N	
23691C	A	Understand Person-Centred Approaches	2	4	С	Pass	N	
23692C	A	Understand Health And Safety In Social Care	2	4	С	Pass	Ν	Ŧ
* P - Pass, M Unit results an results.	- Merit, re provi	D - Distinction, U - Unclassified, T - Transfer sional until certificated by Edexcel. The unit certifica	ate is th	ie offici	ial confir	mation	of	uni
Withdraw/Re	instate :o with ubmittin	Candidate draw candidate, untick to reinstate candida a a claim through Edexcel Online. The claim has been accen	te) Ited and	certific	ation will	he issue	d	
subject to our o	hecks of	the candidate's eligibility.						
Prev	Next	Confirmation Report Edit View R	lesults		Back	Exit		

						e	dexcel
			BTEC Candidate Details				
Centre No:	_						
Centry Name	di la						
Site:							
Candidate d	etails						
Registration No	and been t		Name	THOM	AS PYE		
Enrolment Dat	-		Date of Birth:	07/01/9			
Nes:	1.1		Centre Reference:	22759			
Planned Compl	iction Date:		Study Mode:				
LSC Code:			Franchise Number:				
Combination C	odei	A	ULN Number:				
Certification	details						
Award Date:		11/13	Unit Certificate Issue Date:				
Award Claimer	41	x	Award Eligible:	Pending			
Award Issue D	atel		Overall Result:				
Fallback:			Modern Apprenticeship:	739437	9		
Withdrawn			Carl Andrew Webs	101100			
Programme De	scription:	EDEXCEL BIEC LEVEL 2	CERTIFICATE (SPECIALIST 13-20)				
Programme Le	and.	EDENCEL RTEC LEVEL 2	CERTIFICATE (SPECIALIST 13-20):2				
Programme To	their	PREPARING TO WORK IN	ADULT SOCIAL CARE (QCF)				
Results							
Luit Code	Title			Level	Value	States	Grade
23683C	Principles O	Communication In Adult Social		2	2	c	Pass
23686C	Principles ()	f Personal Development In Adult		2	2	c	Pase
23687C	Principles 0	f Diversity, Equility And Incl.		2	2	C	Pase
23688C	Principles O	f Saleguarding And Protection		3	3	c	Pasa
33689C	Introduction	To Duty Of Care In Health		2	1	c	Pani
23690C	Understand	Role Of The Social Care Worker		2	1	c	Fant
23690C	Understand	Person-Centred Approaches		3		c	Para
23692C	Understand	Health And Safety In Social Care		2		C	P'pen.

Search by Group Results by Apprenticeships

Follow steps 1 – 4 as above.

Step 5

To **Search By Course** select the **Academic Year** the Candidate was registered and select **Search**.

Welcome to the BTEC Apprenticeship Candidate Search page.
Use this screen to retrieve details for candidates registered for Apprenticeships.
© Group Results By Candidate [®] Group Results By Apprenticeship
Search By Course
Academic Year: * 2013/14 (F Registrations)
Search

Step 6

A screen will appear showing the Apprenticeships for the academic year that your centre has candidates registered on.

Select **View** to see the Candidate Details for the Apprenticeship you want to see.

Code	Title	No. Registrations	Candidat Details	
MAS03109	BUSINESS AND ADMINISTRATION INTERMEDIATE APPRENTICESHIP (NO TRANSFERABLE SKILLS) (BTEC CERTIFICATE) (SASE)	2	<u>View</u>	
MAS04335	TEAM LEADING INTERMEDIATE APPRENTICESHIP (SASE)	1	View	
MAS04642	HEALTH AND SOCIAL CARE PATHWAY 1 ADULT SOCIAL CARE (GENERAL) INTERMEDIATE APPRENTICESHIP (NO TRANSFERABLE SKILLS) SASE	65	<u>View</u>	
MAS04974	ADVANCED LEVEL APPRENTICESHIP IN HEALTH AND SOCIAL CARE (GENERAL) PATHWAY 1 (NO TRANSFERABLE SKILLS)	1	<u>View</u>	

Locate the candidate (if more than one) and tick the **Plus Box** Icon next to their **Reg. No.** to see the Programme Titles they are registered against. Select the Programme Title you want to report results for and select **Details**.

	Reg. No.	Code	First Name	Last Na	ame (Gender	DOB		ULN	Cohort
		MAS043	DON		F	F	29/0	3/90		
	Code	Programme Titl	e		Qual. Type	Est. Com Date	p.	Award Date	Ce No	rt.
	XX340	EDEXCEL BTEC (SPECIALIST 1 (QCF)	CLEVEL 2 CERTIN 13-20) in TEAM LI	FICATE EADING	BTEC	04/0	06/14			Details
	WA453	EDEXCEL BTEC (WORKSKILLS EFFECTIVE LE EMPLOYMENT	C LEVEL 2 AWARE QCF) in WORKSKI ARNING AND (QCF)) ILLS FOR	BTEC	04/0	06/14			<u>Details</u>
	Q7000533	TEAM LEADIN CERTIFICATE	G (LEVEL 2 NVQ		NVQ	04/0	06/14	01/11/1	.3	<u>Details</u>
	VW221	EDEXCEL FUNG QUALIFICATIO SKILLS - MATH (ONSCREEN)	CTIONAL SKILLS ON in FUNCTION IEMATICS (LEVE	AL L 1/2)	Function Skills	^{al} 04/0	06/14			<u>Details</u>
	VW222	EDEXCEL FUNG QUALIFICATIO SKILLS - ENGL (ONSCREEN)	CTIONAL SKILLS ON in FUNCTION ISH (LEVEL 1/2)	AL	Function Skills	^{al} 04/0	06/14			<u>Details</u>
	DHL16	EDEXCEL FUNG QUALIFICATIO SKILLS - INFO COMMUNICAT (LEVEL 1/2) (0	CTIONAL SKILLS ON in FUNCTION RMATION AND TON TECHNOLO (NDEMAND)	AL GY (ICT)	Function Skills	^{al} 04/0	06/14			<u>Details</u>
В	ack									

Step 8

A screen will appear showing the candidates details and the **Programme/Unit Details**. Select **Edit** at the bottom of the screen.

A								- A
-		(ev Principles Of Team Leading	2	4	С		N	
A	1	Managing Personal Development	2	3	с		N	
A	(Developing Working Relationships With Team	2	3	С		Ν	Ξ
в	[Developing A Team	2	3	0		N	
в	(Coaching Skills In Team Leading & Management	3	3	0		Ν	-
в		Dustomer Service In Team Leading	2	3	0		Ν	
В	l	Leading And Managing Meetings	3	3	0		Ν	
в	l. I	Participating In Meetings	2	3	0		Ν	Ŧ
	B B B B	B C B C B C B L B F	A Developing working Relationships with Team B Developing A Team B Coaching Skills In Team Leading & Management B Customer Service In Team Leading B Leading And Managing Meetings B Participating In Meetings	A Developing working Relationships with Team 2 B Developing A Team 2 B Coaching Skills In Team Leading & Management 3 B Customer Service In Team Leading 2 B Leading And Managing Meetings 3 B Participating In Meetings 2	A Developing working Relationships with Team 2 3 B Developing A Team 2 3 B Coaching Skills In Team Leading & Management 3 3 B Customer Service In Team Leading 2 3 B Leading And Managing Meetings 3 3 B Participating In Meetings 2 3	A Developing working Relationships with Team 2 3 C B Developing A Team 2 3 O B Coaching Skills In Team Leading & Management 3 3 O B Customer Service In Team Leading 2 3 O B Leading And Managing Meetings 3 3 O B Participating In Meetings 2 3 O	A Developing working Relationships with Team 2 3 C B Developing A Team 2 3 O B Coaching Skills In Team Leading & Management 3 3 O B Customer Service In Team Leading 2 3 O B Leading And Managing Meetings 3 3 O B Participating In Meetings 2 3 O	A Developing working Relationships with Team 2 3 C N B Developing A Team 2 3 O N B Coaching Skills In Team Leading & Management 3 3 O N B Customer Service In Team Leading 2 3 O N B Leading And Managing Meetings 3 3 O N B Participating In Meetings 2 3 O N

The screen will now refresh and allow you to input results.

Scroll down to the **Claim Type**.

Under the claim type there are three options:

- **Full Award** Will claim the full award for the candidate.
- **Interim** Will issue a unit certificate for the unit a candidate has done so far and keep the registration open.
- **Fallback** Will issue a unit certificate only and close the registration. (Only use this if you are sure the candidate will not be returning to complete the course as registrations are live for 5 years).

Select the appropriate type of claim.

Claim Type		
C Full Award	🔘 Interim	Fallback

Scroll down to the **Results Table** and enter the Grade into the unit for which you wish to claim.

- P Pass
- M Merit
- $\boldsymbol{\mathsf{D}}$ Distinction
- $\boldsymbol{\mathsf{U}}$ Unclassified
- **T** Transfer

Please note most qualifications will only gain a P – Pass grade or fail the unit. Please refer to the specification packs for more information regarding grade awards.

If claiming a full award put in the month and year (mm/yy) you are claiming in the **Award Date** field.

Select Save.

Result	s 📄	Fransaction History 🍸 Transfer H	listory										
Unit Code	Group	Title	Level	Value	Status	P	м	D	U	т	г	Grade	
22584C	A	Key Principles Of Team Leading	2	4	С	۲	۲	۲	\bigcirc	Ι	Unselect		Ξ
22585C	A	Managing Personal Development	2	з	с	\bigcirc	۲	۲	\bigcirc	T	Unselect		
22586C	A	Developing Working Relationships With Team	2	3	с	۲	۲	۲	0		Unselect		
22587C	в	Developing A Team	2	3	0	\bigcirc	\bigcirc	\bigcirc	\bigcirc		Unselect		
22588C	в	Coaching Skills In Team Leading & Management	3	3	0	0	\bigcirc	0	0		Unselect		-
Unit result results. Award Da	ts are te:	provisional until certificated by Edexo	el. The	e unit m/yy	certifi /)	cate	is th	ie of	ficia	al (confirma	tion of	unit
results. Award Da	te:		(m	m/vv	<i>(</i>)								
Overall Re	esult:		,										
Add Unit													
Unit Code				Add									
Withdraw	/Reins	state Candidate withdraw candidate, untick to 1	reinst	ate c	andia	late)			1			

A screen will appear showing achievement for the units.

If correct select **Confirmation Report**. The report will appear in a new window.

Please refer to the Specification Packs to validate the units you are about to claim.

Γ	Results	Tran	saction History 🎽 Transfer History 🔪						
L	Unit Code	Group	Title	Level	Value	Status	Grade		
L	22584C	A	Key Principles Of Team Leading	2	4	С	Pass	N	
L	22585C	A	Managing Personal Development	2	3	С	Pass	Ν	
L	22586C	A	Developing Working Relationships With Team	2	3	С	Pass	Ν	Ξ
L	22587C	в	Developing A Team	2	3	0		Ν	
L	22588C	в	Coaching Skills In Team Leading & Management	3	3	0		Ν	
L	22589C	в	Customer Service In Team Leading	2	3	0		Ν	
L	22590C	в	Leading And Managing Meetings	3	3	0		Ν	
L	22591C	в	Participating In Meetings	2	3	0		Ν	Ŧ
	*								
i U r	* P - Pass, M Jnit results a results.	- Merit re prov	, D - Distinction, U - Unclassified, T - Transfer isional until certificated by Edexcel. The unit certificat	te is th	e offici	al confir	mation	of	unit
•	Nithdraw/Re	einstate	e Candidate						
μ	(Tick	to witi	hdraw candidate, untick to reinstate candidat	e)					
1	Thank you for souther the subject to our o	submitti checks o	ng a claim through Edexcel Online. The claim has been accept f the candidate's eligibility.	ed and (certifica	tion will	be issue	d	
	Prev	Next	Confirmation Report Edit View Re	esults		ack	Exit		

						e	dexcel
			BTEC Candidate Details				
Centre No:							
Centre Name	et						
Site:							
Candidate d	letails						
Registration N	umber		Name	DON			
Enrolment Dat			Date of Birth-	29/03/90			
Sex:		Female	Centre Reference:				
Planned Comp	letion Date:	04/06/14	Study Mode:				
LSC Code:			Franchise Number:				
Combination C	ode:	А	ULN Number:				
Certification	n details						
Award Date:		11/13	Unit Certificate Issue Date:				
Award Claime	d:	Y	Award Eligible:	Pending			
Award Issue D	ate:		Overall Result:	5-22 ASS (5			
Fallback:			Modern Apprenticeship:	F479426			
Withdrawn:							
Programme De	escription:	EDEXCEL BTEC LEVEL 2 CE	RTIFICATE (SPECIALIST 13-20)				
Programme Le	evel:	EDEXCEL BTEC LEVEL 2 CE	RTIFICATE (SPECIALIST 13-20):2				
Programme Ti	tle:	TEAM LEADING (QCF)					
Results							
Unit Code	Title			Level	Value	Status	Grade
22584C	Key Princip	les Of Team Leading		2	4	С	Pass
22585C	Managing P	ersonal Development		2	3	С	Pass
22586C	Developing	Working Relationships With Team		2	3	C	Pass
22587C	Developing	A Team		2	3	0	
22588C	Coaching Si	kills In Team Leading & Management		3	3	0	
22589C	Customer S	ervice in Team Leading		2	3	0	
225900	Leading An	d Managing Meetings		3	3	0	
225910	Gaining Participating	g in weedings		2	3	0	
225920	Principles C	Of Devision-Making		3	2	0	
22594C	Knowledge	Management In Team Leading		3	3	0	
22595C	Health And	Safety Awareness In Team Leading		1	3	0	
	Health & Sa	fety Risk Assessment In Your Team		3	3	0	



ALWAYS LEARNING