Edexcel Online

Reporting Results & Claiming Certificates

Apprenticeships

For further information visit our support page:

www.pearsonwbl.edexcel.com/our-support

Contents

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

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)

> **i** 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.
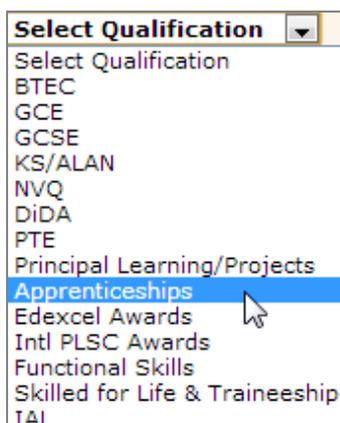
Step 3

Select **Candidates** then select **Search for Candidates**.

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**

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**.

Step 7

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

Programme/Unit Details							
Programme:	VW802 Preparing To Work In Adult Social Care (Qcf) (Edexcel Btec Level 2 Certificate (Specialist 13-20):2)						
Eligibility Formulae Help	20(20A) - minimum credit at/or above level = 20						
The eligibility formula displayed is for your guidance. Please refer to the qualification specification for the complete and authoritative eligibility rules							

Results | Transaction History | Transfer History

Unit Code	Group	Title	Level	Value	Status	Grade	
23685C	A	Principles Of Communication In Adult Social	2	2	C		N
23686C	A	Principles Of Personal Development In Adult	2	2	C		N
23687C	A	Principles Of Diversity, Equality And Incl.	2	2	C		N
23688C	A	Principles Of Safeguarding And Protection	2	3	C		N
23689C	A	Introduction To Duty Of Care In Health	2	1	C		N
23690C	A	Understand Role Of The Social Care Worker	2	1	C		N
23691C	A	Understand Person-Centred Approaches	2	4	C		N
23692C	A	Understand Health And Safety In Social Care	2	4	C		N

*

* **P** - Pass, **M** - Merit, **D** - Distinction, **U** - Unclassified, **T** - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate
☐ *(Tick to withdraw candidate, untick to reinstate candidate)*

[Prev] [Next] [Confirmation Report] [Edit] [View Results] [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		
○ Full Award	○ Interim	○ Fallback

Step 9

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

P - Pass

M – Merit

D – Distinction

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**.

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.

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.

Search Type
  ○ 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.

Search Results

Code	Title	No. Registrations	Candidate Details
MAS03109	BUSINESS AND ADMINISTRATION INTERMEDIATE APPRENTICESHIP (NO TRANSFERABLE SKILLS) (BTEC CERTIFICATE) (SASE)	2	View
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	View
MAS04974	ADVANCED LEVEL APPRENTICESHIP IN HEALTH AND SOCIAL CARE (GENERAL) PATHWAY 1 (NO TRANSFERABLE SKILLS)	1	View

[Back]

Step 7

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 Name		Gender	DOB	ULN	Cohort
⊟	MAS043	DON			F	29/03/90		

Code	Programme Title	Qual. Type	Est. Comp. Date	Award Date	Cert. No.	
XX340	EDEXCEL BTEC LEVEL 2 CERTIFICATE (SPECIALIST 13-20) in TEAM LEADING (QCF)	BTEC	04/06/14			Details
WA453	EDEXCEL BTEC LEVEL 2 AWARD (WORKSKILLS QCF) in WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)	BTEC	04/06/14			Details
Q7000533	TEAM LEADING (LEVEL 2 NVQ CERTIFICATE)	NVQ	04/06/14	01/11/13		Details
VW221	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)	Functional Skills	04/06/14			Details
VW222	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)	Functional Skills	04/06/14			Details
DHL16	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) (LEVEL 1/2) (ONDEMAND)	Functional Skills	04/06/14			Details

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Step 8

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

Programme/Unit Details	
Programme:	XX340 Team Leading (Qcf) (Edexcel Btec Level 2 Certificate (Specialist 13-20):2)
Eligibility Formulae Help	10(10A) AND 3(3B) - minimum credit at/or above level = 10

The eligibility formula displayed is for your guidance. Please refer to the qualification specification for the complete and authoritative eligibility rules

Results | Transaction History | Transfer History

Unit Code	Group	Title	Level	Value	Status	Grade	
22584C	A	Key Principles Of Team Leading	2	4	C		N
22585C	A	Managing Personal Development	2	3	C		N
22586C	A	Developing Working Relationships With Team	2	3	C		N
22587C	B	Developing A Team	2	3	O		N
22588C	B	Coaching Skills In Team Leading & Management	3	3	O		N
22589C	B	Customer Service In Team Leading	2	3	O		N
22590C	B	Leading And Managing Meetings	3	3	O		N
22591C	B	Participating In Meetings	2	3	O		N

*
* P - Pass, M - Merit, D - Distinction, U - Unclassified, T - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate

☐ *(Tick to withdraw candidate, untick to reinstate candidate)*

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Step 9

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

   ○ Full Award   ○ Interim   ○ Fallback

Step 10

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

P - Pass

M – Merit

D – Distinction

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**.

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.

Unit Code	Group	Title	Level	Value	Status	Grade	
22584C	A	Key Principles Of Team Leading	2	4	C	Pass	N
22585C	A	Managing Personal Development	2	3	C	Pass	N
22586C	A	Developing Working Relationships With Team	2	3	C	Pass	N
22587C	B	Developing A Team	2	3	O		N
22588C	B	Coaching Skills In Team Leading & Management	3	3	O		N
22589C	B	Customer Service In Team Leading	2	3	O		N
22590C	B	Leading And Managing Meetings	3	3	O		N
22591C	B	Participating In Meetings	2	3	O		N

* **P** - Pass, **M** - Merit, **D** - Distinction, **U** - Unclassified, **T** - Transfer
Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

Withdraw/Reinstate Candidate

☐ (Tick to withdraw candidate, untick to reinstate candidate)

Thank you for submitting a claim through Edexcel Online. The claim has been accepted and certification will be issued subject to our checks of the candidate's eligibility.

[Prev] [Next] [Confirmation Report] [Edit] [View Results] [Back] [Exit]

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BTEC Candidate Details

Centre No:
Centre Name:
Site:

Candidate details

Registration Number:		Name:	DON
Enrolment Date:		Date of Birth:	29/03/90
Sex:	Female	Centre Reference:	
Planned Completion Date:	04/06/14	Study Mode:	
LSC Code:		Franchise Number:	
Combination Code:	A	ULN Number:	

Certification details

Award Date:	11/13	Unit Certificate Issue Date:	
Award Claimed:	Y	Award Eligible:	Pending
Award Issue Date:		Overall Result:	
Fallback:		Modern Apprenticeship:	F479426
Withdrawn:			

Programme Description:	EDEXCEL BTEC LEVEL 2 CERTIFICATE (SPECIALIST 13-20)
Programme Level:	EDEXCEL BTEC LEVEL 2 CERTIFICATE (SPECIALIST 13-20):2
Programme Title:	TEAM LEADING (QCF)

Results

Unit Code	Title	Level	Value	Status	Grade
22584C	Key Principles Of Team Leading	2	4	C	Pass
22585C	Managing Personal Development	2	3	C	Pass
22586C	Developing Working Relationships With Team	2	3	C	Pass
22587C	Developing A Team	2	3	O	
22588C	Coaching Skills In Team Leading & Management	3	3	O	
22589C	Customer Service In Team Leading	2	3	O	
22590C	Leading And Managing Meetings	3	3	O	
22591C	Participating In Meetings	2	3	O	
22592C	Gaining Results From Your Team	3	3	O	
22593C	Principles Of Decision-Making	3	3	O	
22594C	Knowledge Management In Team Leading	3	3	O	
22595C	Health And Safety Awareness In Team Leading	1	3	O	
22596C	Health & Safety Risk Assessment In Your Team	3	3	O	