

Edexcel Online – Reporting
Results & Claiming
Certificates
Skilled for Life /
Traineeships

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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.

| | | |
|----------|--|------|
| 1 | Introduction | 3 |
| | About this guide | 3 |
| | System requirements | 3 |
| 2 | Reporting Results & Claiming Certificates (Skilled for Life / Traineeships) | 4-13 |

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 (Skilled for Life / Traineeships)



This section explains how to report results and claim certificates for candidates registered against Skilled for Life / Traineeships 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.

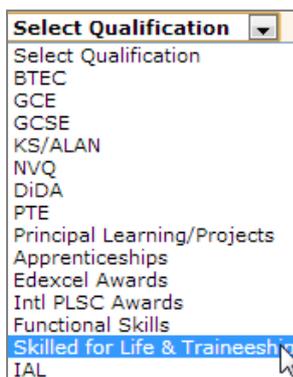
Step 1

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



Step 2

From the menu, select **Skilled for Life & Traineeship** option.



Search by Candidates

Step 3

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



Step 4

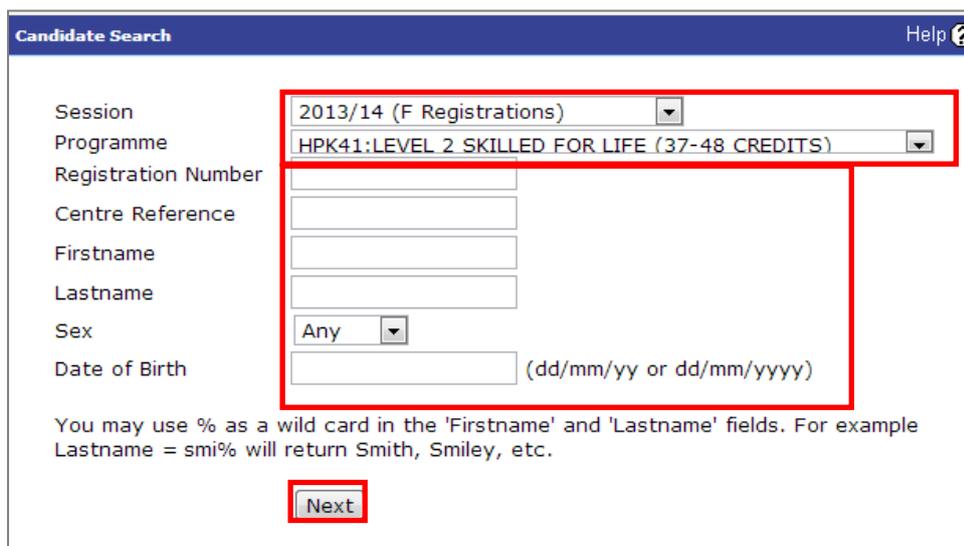
A screen will appear where you can search for the candidate you wish to report results for.

Select the **Session** the candidate was registered for from the drop down menu.

Select the **Programme** you wish to report results for from the drop down menu.

You can continue to refine your search by filtering the fields to look for a specific candidate (at least one field must be filled in to bring up results).

Select **Next**



A screenshot of a web application window titled 'Candidate Search'. The window has a blue header bar with 'Candidate Search' on the left and 'Help ?' on the right. The main content area contains a search form with the following fields: 'Session' (dropdown menu showing '2013/14 (F Registrations)'), 'Programme' (dropdown menu showing 'HPK41:LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)'), 'Registration Number' (text input), 'Centre Reference' (text input), 'Firstname' (text input), 'Lastname' (text input), 'Sex' (dropdown menu showing 'Any'), and 'Date of Birth' (text input with a format hint '(dd/mm/yy or dd/mm/yyyy)'). A red box highlights the 'Session', 'Programme', 'Registration Number', 'Centre Reference', 'Firstname', 'Lastname', 'Sex', and 'Date of Birth' fields. Below the form, there is a text instruction: 'You may use % as a wild card in the 'Firstname' and 'Lastname' fields. For example Lastname = smi% will return Smith, Smiley, etc.' and a 'Next' button, both also highlighted with a red box.

Step 6

Your candidate's details will appear on a new screen. Select **Details**.

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Qualification Details

| Qualification | Session |
|--------------------------------|-------------|
| Skilled for Life Registrations | Any Session |

Search Criteria

| Regn No | Centre Reference | First Name | Last Name | Sex | DOB |
|---------|------------------|------------|-----------|-----|-----|
| f34 | Any | Any | Any | Any | Any |

Candidates

| <input type="checkbox"/> | Req No | Centre Ref | First Name | Last Name | Sex | DOB | ULN | Est Comp Date | Award Date | Certification No | Award Code | Overall Result | |
|--------------------------|--------|------------|------------|-----------|-----|----------|-----|---------------|------------|------------------|------------|----------------|-------------------------|
| <input type="checkbox"/> | F34 | | DAVID | | M | 08/08/88 | | November 13 | | | | | Details |

Step 7

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

Framework Details

Employability Framework: HPK41 Level 2 Skilled For Life (37-48 Credits) (Skilled For Life:)

Results | Transaction History | Transfer History

| Unit Code | Title | Level | Value | Grade | |
|-----------|-------------------------------------|-------|-------|-------|---|
| 20891B | Understanding Handling Of Customer | 2 | 2 | Pass | N |
| 21135B | Understanding Customer Service In R | 2 | 3 | Pass | N |
| 21136B | Understanding Retail Health And Saf | 2 | 2 | Pass | N |
| 22584C | Key Principles Of Team Leading | 2 | 4 | Pass | N |
| 21137B | Understanding The Retail Selling Pr | 2 | 2 | Pass | N |
| 22585C | Managing Personal Development | 2 | 3 | Pass | N |
| 21138B | How Individuals & Teams Contribute | 2 | 3 | Pass | N |
| 22586C | Developing Working Relationships Wi | 2 | 3 | Pass | N |

If a unit you wish to select is missing please use the Units Available for Delivery screen to add to the list of units being run in your centre and it will appear here.

*
 * 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.

If you are claiming for units whose credit value totals more than those permissible within the registration the learner will be automatically transferred to the correct framework and an invoice for the difference in price issued. Please tick to confirm your agreement.

Withdraw/Reinstate Candidate

(Tick to withdraw candidate, untick to reinstate candidate)

Step 8

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

Scroll down to the **Claim Type**.

Skilled for Life is not in itself a qualification and as such there is no full award option.

Under the claim type there are two options:

- **Interim** – A candidate has completed some units but may wish to complete more in the future.
- **Final Certificate Claim** – A candidate has completed all the units they intend to.

Select the appropriate type of claim.

Claim Type

Interim Final Certificate Claim

Unit certification will be supplied for the units claimed. If those units form an accredited qualification outside of this framework this will automatically be issued in addition without further charge.

Step 9

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

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

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

Select **Save**.

Results | Transaction History | Transfer History

| Unit Code | Title | Level | Value | P | M | D | U | T | Grade |
|-----------|-------------------------------------|-------|-------|----------------------------------|---|---|---|---|-------|
| 20891B | Understanding Handling Of Customer | 2 | 2 | <input checked="" type="radio"/> | | | | | Pass |
| 21135B | Understanding Customer Service In R | 2 | 3 | <input checked="" type="radio"/> | | | | | Pass |
| 21136B | Understanding Retail Health And Saf | 2 | 2 | <input checked="" type="radio"/> | | | | | Pass |
| 22584C | Key Principles Of Team Leading | 2 | 4 | <input checked="" type="radio"/> | | | | | Pass |
| 21137B | Understanding The Retail Selling Pr | 2 | 2 | <input checked="" type="radio"/> | | | | | Pass |
| 22585C | Managing Personal Development | 2 | 3 | <input checked="" type="radio"/> | | | | | Pass |

If a unit you wish to select is missing please use the Units Available for Delivery screen to add to the list of units being run in your centre and it will appear here.

* 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.

If you are claiming for units whose credit value totals more than those permissible within the registration the learner will be automatically transferred to the correct framework and an invoice for the difference in price issued. Please tick to confirm your agreement.

Award Date: (mm/yy)

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

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 | Title | Level | Value | Grade | |
|-----------|-------------------------------------|-------|-------|-------|---|
| 20891B | Understanding Handling Of Customer | 2 | 2 | Pass | N |
| 21135B | Understanding Customer Service In R | 2 | 3 | Pass | N |
| 21136B | Understanding Retail Health And Saf | 2 | 2 | Pass | N |
| 22584C | Key Principles Of Team Leading | 2 | 4 | Pass | N |
| 21137B | Understanding The Retail Selling Pr | 2 | 2 | Pass | N |
| 22585C | Managing Personal Development | 2 | 3 | Pass | N |
| 21138B | How Individuals & Teams Contribute | 2 | 3 | Pass | N |
| 22586C | Developing Working Relationships Wi | 2 | 3 | Pass | N |

If a unit you wish to select is missing please use the Units Available for Delivery screen to add to the list of units being run in your centre and it will appear here.

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Unit results are provisional until certificated by Edexcel. The unit certificate is the official confirmation of unit results.

If you are claiming for units whose credit value totals more than those permissible within the registration the learner will be automatically transferred to the correct framework and an invoice for the difference in price issued. Please tick to confirm your agreement.

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

Prev Next **Confirmation Report** Edit View Results Back Exit



BTEC Candidate Details

Centre No:
 Centre Name:
 Site:

Candidate details

| | | | |
|--------------------------|----------|-------------------|-----------|
| Registration Number: | F34 | Name: | DAVID |
| Enrolment Date: | 01/09/13 | Date of Birth: | 08/08/88 |
| Sex: | Male | Centre Reference: | |
| Planned Completion Date: | 01/11/13 | Study Mode: | Full Time |
| LSC Code: | | Franchise Number: | |
| Combination Code: | A | ULN Number: | |

Certification details

| | | | |
|-------------------|--|------------------------------|--|
| Award Date: | | Unit Certificate Issue Date: | |
| Award Claimed: | | Award Eligible: | |
| Award Issue Date: | | Overall Result: | |
| Fallback: | | Modern Apprenticeship: | |
| Withdrawn: | | | |

Programme Description: SKILLED FOR LIFE
 Programme Level: SKILLED FOR LIFE:
 Programme Title: LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)

Results

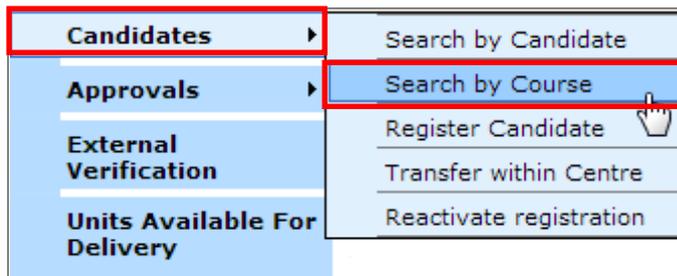
| Unit Code | Title | Level | Value | Status | Grade |
|-----------|--|-------|-------|--------|-------|
| 20891B | Understanding Handling Of Customer Payments | 2 | 2 | O | Pass |
| 21135B | Understanding Customer Service In Retail | 2 | 3 | O | Pass |
| 21136B | Understanding Retail Health And Safety | 2 | 2 | O | Pass |
| 22584C | Key Principles Of Team Leading | 2 | 4 | O | Pass |
| 21137B | Understanding The Retail Selling Process | 2 | 2 | O | Pass |
| 22585C | Managing Personal Development | 2 | 3 | O | Pass |
| 21138B | How Individuals & Teams Contribute To Effect | 2 | 3 | O | Pass |
| 22586C | Developing Working Relationships With Team | 2 | 3 | O | Pass |
| 22587C | Developing A Team | 2 | 3 | O | Pass |
| 21140B | Understanding Security And Loss Prevention | 2 | 2 | O | Pass |
| 22607C | Understanding Good Customer Service | 2 | 6 | O | Pass |
| 22608C | Delivering Effective Customer Service | 2 | 4 | O | Pass |

Search by Course

Follow steps 1 – 2 as above.

Step 3

Select **Candidates** then select **Search by Course**.



Step 4

To search by course select the **Session** the Candidate was registered from the drop down menu and select **Next**.



A screenshot of a web form titled 'Course Search'. The form has a blue header bar with 'Course Search' on the left and 'Help ?' on the right. Below the header, there is a label 'Session' followed by a dropdown menu. The dropdown menu is open, showing the selected option '2013/14 (F Registrations)'. Below the dropdown menu is a button labeled 'Next'. Both the dropdown menu and the 'Next' button are highlighted with red borders.

Step 5

A screen will appear showing the Skilled for Life Programme Title and the number of candidates registered against it (shown as Entries).

Select **Candidates** to see all the Candidates registered on the course.

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Qualification Details

| Qualification | Session |
|--------------------------------|---------|
| Skilled for Life Registrations | 2013/14 |

Programmes

| Code | Title | Level | Entries | |
|-------|--|------------------|---------|----------------------------|
| HPK41 | LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS) | SKILLED FOR LIFE | 195 | Candidates |

If the Programme you are looking for is not on this list, then there are no entries for that programme at your centre/site.

Print

Step 6

Locate the candidate and select **Details**.

Candidates

| <input type="checkbox"/> | Reg No | Centre Ref | First Name | Last Name | Sex | DOB | ULN | Est Comp Date | Award Date | Certification No | Award Code | Overall Result | |
|--------------------------|--------|------------|------------|-----------|-----|----------|-----|---------------|------------|------------------|------------|----------------|-------------------------|
| <input type="checkbox"/> | F34 | | DAVID | | M | 08/08/88 | | November 13 | | | | | Details |
| <input type="checkbox"/> | F3419 | | BRIAN | | M | 18/11/82 | | November 13 | | | | | Details |
| <input type="checkbox"/> | F341 | | JOHN | | M | 26/07/74 | | November 13 | | | | | Details |

Step 7

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

Framework Details

Employability Framework: HPK41 Level 2 Skilled For Life (37-48 Credits) (Skilled For Life:)

Results | Transaction History | Transfer History

| Unit Code | Title | Level | Value | Grade | |
|-----------|-------------------------------------|-------|-------|-------|---|
| 20891B | Understanding Handling Of Customer | 2 | 2 | Pass | N |
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| 22584C | Key Principles Of Team Leading | 2 | 4 | Pass | N |
| 21137B | Understanding The Retail Selling Pr | 2 | 2 | Pass | N |
| 22585C | Managing Personal Development | 2 | 3 | Pass | N |
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If a unit you wish to select is missing please use the Units Available for Delivery screen to add to the list of units being run in your centre and it will appear here.

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If you are claiming for units whose credit value totals more than those permissible within the registration the learner will be automatically transferred to the correct framework and an invoice for the difference in price issued. Please tick to confirm your agreement.

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**.

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Claim Type

Interim Final Certificate Claim

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Step 9

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

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

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

Select **Save**.

| Unit Code | Title | Level | Value | P | M | D | U | T | Grade |
|-----------|-------------------------------------|-------|-------|----------------------------------|---|---|---|---|-------|
| 20891B | Understanding Handling Of Customer | 2 | 2 | <input checked="" type="radio"/> | | | | | Pass |
| 21135B | Understanding Customer Service In R | 2 | 3 | <input checked="" type="radio"/> | | | | | Pass |
| 21136B | Understanding Retail Health And Saf | 2 | 2 | <input checked="" type="radio"/> | | | | | Pass |
| 22584C | Key Principles Of Team Leading | 2 | 4 | <input checked="" type="radio"/> | | | | | Pass |
| 21137B | Understanding The Retail Selling Pr | 2 | 2 | <input checked="" type="radio"/> | | | | | Pass |
| 22585C | Managing Personal Development | 2 | 3 | <input checked="" type="radio"/> | | | | | Pass |

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Award Date: (mm/yy)

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

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 | Title | Level | Value | Grade | |
|-----------|-------------------------------------|-------|-------|-------|---|
| 20891B | Understanding Handling Of Customer | 2 | 2 | Pass | N |
| 21135B | Understanding Customer Service In R | 2 | 3 | Pass | N |
| 21136B | Understanding Retail Health And Saf | 2 | 2 | Pass | N |
| 22584C | Key Principles Of Team Leading | 2 | 4 | Pass | N |
| 21137B | Understanding The Retail Selling Pr | 2 | 2 | Pass | N |
| 22585C | Managing Personal Development | 2 | 3 | Pass | N |
| 21138B | How Individuals & Teams Contribute | 2 | 3 | Pass | N |
| 22586C | Developing Working Relationships Wi | 2 | 3 | Pass | N |

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

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: | F34 | Name: | DAVID |
| Enrolment Date: | 01/09/13 | Date of Birth: | 08/08/88 |
| Sex: | Male | Centre Reference: | |
| Planned Completion Date: | 01/11/13 | Study Mode: | Full Time |
| LSC Code: | | Franchise Number: | |
| Combination Code: | A | ULN Number: | |

Certification details

| | | | |
|-------------------|--|------------------------------|--|
| Award Date: | | Unit Certificate Issue Date: | |
| Award Claimed: | | Award Eligible: | |
| Award Issue Date: | | Overall Result: | |
| Fallback: | | Modern Apprenticeship: | |
| Withdrawn: | | | |

Programme Description: SKILLED FOR LIFE
 Programme Level: SKILLED FOR LIFE:
 Programme Title: LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)

Results

| Unit Code | Title | Level | Value | Status | Grade |
|-----------|--|-------|-------|--------|-------|
| 20891B | Understanding Handling Of Customer Payments | 2 | 2 | O | Pass |
| 21135B | Understanding Customer Service In Retail | 2 | 3 | O | Pass |
| 21136B | Understanding Retail Health And Safety | 2 | 2 | O | Pass |
| 22584C | Key Principles Of Team Leading | 2 | 4 | O | Pass |
| 21137B | Understanding The Retail Selling Process | 2 | 2 | O | Pass |
| 22585C | Managing Personal Development | 2 | 3 | O | Pass |
| 21138B | How Individuals & Teams Contribute To Effect | 2 | 3 | O | Pass |
| 22586C | Developing Working Relationships With Team | 2 | 3 | O | Pass |
| 22587C | Developing A Team | 2 | 3 | O | Pass |
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