

Edexcel Online
Registrations BTEC / NVQ /
Traineeships

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support page:**

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1. Introduction

About this guide

The purpose of this user guide is to help you understand how to register candidates within Edexcel Online on;

- BTEC's
- NVQ's
- Traineeship's

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. Registrations



This guide explains how to register candidates against a BTEC / NVQ 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 register candidates.
- Your centre has approval for the qualification you wish to register candidates on.

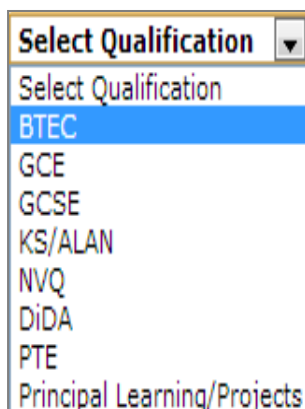
Step 1

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



Step 2

From the menu, select the **Qualification** you wish to register your candidate against.



Step 3

BTEC / NVQ

Select **Candidates** then select **Register Candidate**.



BTEC	Select site:
Candidates	Search by Candidate
Access Arrangements	Search by Course
Training Event Bookings	Claim Reporting
Approvals - Schools & FE	Register Candidate
	Transfer within Centre
	Transfer from another Centre



This part of the guide explains how to register candidates for BTEC / NVQ.

Step 4

4A.

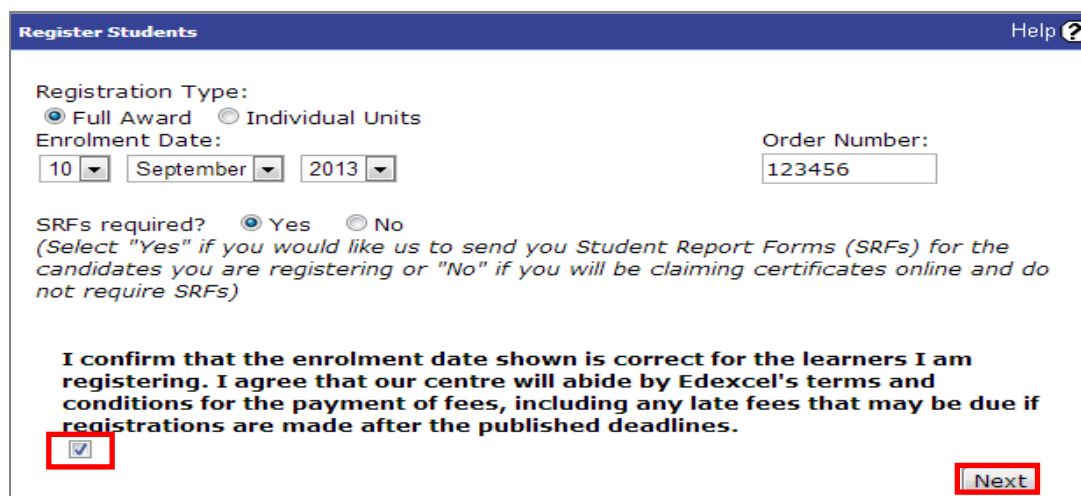
Select either **Full Award** option or **Individual Units** option.

(The **Full Award** option will be for those candidates who are working towards a full diploma, certificate or award. The **Individual Units** option is for those candidates who wish to be certificated towards a unit within a Qualification).

Select an enrolment date for when the candidate was enrolled onto the course.

An optional order number can be generated by the centre for internal invoicing purposes.

Tick the box to agree to the terms and conditions, and then select **Next**.



Register Students Help ?

Registration Type:
 Full Award Individual Units

Enrolment Date: 10 September 2013 Order Number: 123456

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and not require SRFs)

I confirm that the enrolment date shown is correct for the learners I am registering. I agree that our centre will abide by Edexcel's terms and conditions for the payment of fees, including any late fees that may be due if registrations are made after the published deadlines.

Next



This part of the guide explains how to register candidates for Skilled For Life / Traineeships.

4B.

Select an enrolment date for when the candidate was enrolled onto the course.

An optional order number can be generated by the centre for internal invoicing purposes.

Tick the box to agree to the terms and conditions, and then select **Next**.

Register Students Help ?

Enrolment Date: [Date Picker]

Order Number: [Text Box]

I confirm to abide by the Edexcel terms and conditions including the payments of fees.

Traineeships and Skilled for Life may require subject specific Standards Verifiers to sample work for any level 2 industry knowledge sectors you may be delivering against. We will contact you shortly to discuss the sectors you intend to deliver.

[Next]

Step 5

Select the programme from the drop down menu for which you wish to register your candidate on.

Programme:

BXT53 Workskills For Effective Learning And Employment (Qcf) - £31.20 Edexcel Btec Level 3 Certific

--Select--

BVR49 Performing Arts (Acting) - £48.30 Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf

BVR50 Performing Arts (Dance) - £48.30 Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf

BVR51 Performing Arts (Musical Theatre) - £48.30 Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf

BVR52 Performing Arts (Music Performance) - £48.30 Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf

BVR53 Performing Arts (Production) - £48.30 Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf

Select **Next**.

You are now ready to register the candidates. Edexcel Online allows candidate registration by means of individual registration or multiple candidate registration.

3. Individual Registration

Step 6

Select **Register Online**.

Complete candidate's registration details. The fields filled in the below example are mandatory selections, all empty fields are optional.

Centre Reference: This field allows you to enter a reference for your own administration purposes. This field can be left blank.

LSC Code: is a code supplied by the Learning Skills Council. This field can be left blank.

Collaborative Partner No: This is used for centres in collaborative arrangements and should be left blank unless the candidate is attending a franchisee institution approved to offer the programme.

Combination (not for NVQ Programmes): Every programme should include a combination which will be a single letter. For most programmes it is usually the letter A.

ULN (Unique Learner Number): The ULN is a learner identifier that is allocated by the government agency LRS (Learner Records Service). This field can be left blank.

Select **Add** to submit registration details and/or register further candidates.

Enter New Candidate Details:

Centre Reference 99000	First Names Ann	Last Name Example	Sex <input type="radio"/> M <input checked="" type="radio"/> F
Date of Birth 10/09/1978	Planned Completion 14/03/2015	LSC Code 	
Study Mode Full Time	Collaborative Partner No 	Combination A	
ULN 	<i>Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number</i>		

Step 7

A summary will appear containing the candidate's details to be registered.

If correct select **Register**.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Sex	DOB	ULN	Completion Date	Study Mode	Comb.	Collaborative Partner No	LSC Code		
99000	ANN	EXAMPLE	F	10/09/78		14/03/15	A	A			Edit	Del

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

Register

Step 8

A confirmation screen will appear containing the candidate's details.

If correct select **Confirmation Report**.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Sex	DOB	ULN	Completion Date	Study Mode	Comb.	Collaborative Partner No	LSC Code	Reg. No.
99000	ANN	EXAMPLE	F	10/09/78		14/03/15	A	A			F634258

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

Confirmation Report Register

A report will be generated. Please see example below. (Please ensure all pop ups are unblocked).

edexcel

BTEC Registration Details

Centre No:	99000
Centre Name:	EDEXCEL TEST CENTRE
Site:	JONATHAN SOANES (99000 - Edexcel)

Programme: BVR49 Performing Arts (Acting) - £48.30 Edexcel Btec Level 1/Level 2 First Award (120 Gih) - Nqf

Confirmation: These candidates have been registered.

Centre Ref	First Name	Last Name	Sex	Date of Birth	Completion Date	LSC Code	Combination Code	Study	Collaborative Partner Number	ULN Number	Registration Number
99900	AN	OTHER	Male	10/09/68	14/03/15		A	Full Time			EY90151

4. Register Multiple Candidates

Follow Steps 1 – 5 in the **Registration User Guide**

Step 6

To register multiple candidates you must first download the appropriate template so that you can input all candidates' details.

There are two templates to choose from (**BTEC / NVQ**). This will depend on whether you wish to register candidates for a **Full Award** or **Individual Units**. For Traineeships you will only see the **Full Award** option.

To register multiple candidates on a **Full Award** you will need to download the Full Award link below.

Please note the registration template was updated in September 2008 to capture a new optional field the Unique Learner Number (ULN). Only the new template will be accepted so please ensure you are using the new version before proceeding.

Upload Completed Spreadsheet: No file chosen

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

OR Download Template: [Full Award](#) [Individual Units](#) [Full Award](#)

Step 7

The template will download onto your computer, open the document and fill in the fields required. The fields filled in the below example are mandatory selections, all empty fields are optional.

	A	B	C	D	E	F	G	H	I	J	K
1	Centre Reference	Firstname	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination
2	990300	Anne	Example	F	16/07/1980		16/07/2015	A			A
3											

Study Mode: When making bulk registrations it is important to enter the correct letter corresponding to the mode of study for each candidate in column **H** on the spreadsheet. Below are the codes you should use depending on the mode of study for each candidate.

A	Full time
B	Short full time
C	Sandwich
D	Block release
E	Part-time day
F	Part-time day / evening
G	Evening only
H	Open learning
J	Distance learning
K	Open and/or distance learning
L	Flexible
Z	Assessment only (APL). This is only available in cases where a learner has approached you on the basis of a complete portfolio of previous qualifications or experience.

Once you have completed the fields, **Save** the document to your computer.

Step 8

To upload your completed spreadsheet select **Choose File** and select your saved completed spreadsheet.

Select **Upload**.

Please note the registration template was updated in September 2008 to capture a new optional field the Unique Learner Number (ULN). Only the new template will be accepted so please ensure you are using the new version before proceeding.

Upload Completed Spreadsheet: BTECRTypeSA12.xlsx

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

OR Download Template: [Full Award](#) [Individual Units](#) [Full Award](#)

Step 9

A screen will appear detailing the candidates who you wish to register.

You can edit or delete candidates' details if needed.

Select **Register** if all details are correct.

Candidates to be Registered:

Centre Ref.	First Name	Last Name	Sex	DOB	ULN	Completion Date	Study Mode	Comb.	Collaborative Partner No	LSC Code		
99900	ANN	EXAMPLE	F	10/09/78		10/09/15	A	A			Edit	Del
99900	AN	OTHER	F	10/08/78		10/09/15	A	A			Edit	Del

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

Step 10

A confirmation screen will appear containing all the candidates' details.

If correct select **Confirmation Report**.


Candidates to be Registered:

Centre Ref.	First Name	Last Name	Sex	DOB	ULN	Completion Date	Study Mode	Comb.	Collaborative Partner No	LSC Code	Reg. No.
99900	ANN	EXAMPLE	M	10/09/78		10/09/15	A	A			EY90172
99900	AN	EXAMPLE	M	10/09/78		10/09/15	A	A			EY90172

I certify that the candidate registration details supplied are correct and accurate and I agree to abide by Edexcel's terms and conditions as detailed in the Edexcel Information Manual.

Step 11

A report will be generated. Please see example below. (Please ensure all pop ups are unblocked).



BTEC Registration Details

Centre No:	99000
Centre Name:	EDEXCEL TEST CENTRE
Site:	JONATHAN SOANES (99000 - Edexcel)

Programme: BVR49 Performing Arts (Acting) - E48.30 Edexcel Btec Level 1/Level 2 First Award (120 Gih) - Nqf

Confirmation: These candidates have been registered.

Centre Ref	First Name	Last Name	Sex	Date of Birth	Completion Date	LSC Code	Combination Code	Study	Collaborative Partner Number	ULN Number	Registration Number
99900	ANN	EXAMPLE	Male	10/09/78	10/09/15		A	Full Time			EY90172
99900	AN	EXAMPLE	Male	10/09/78	10/09/15		A	Full Time			EY90172

5. Product Price List



This section explains how to locate how much each product is priced per qualification on Edexcel Online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.

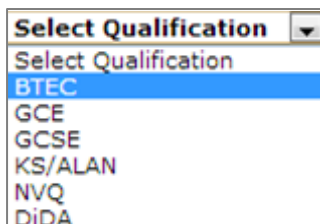
Step 1

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



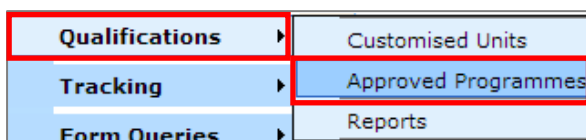
Step 2

From the menu, select the qualification type you wish to locate the product price list for. (The example below show BTEC).



Step 3

Select **Qualifications** and then from the sub menu select **Approved Programmes / Approved Awards / Approved Apprenticeships**. (The wording will be different depending on the qualification selected. i.e. BTEC's / NVQ / Apprenticeships).



Step 4

A list of Approved Awards / Units will appear.

In the Award Title column the price per individual candidate registration is displayed.

Approved Awards / Units								Help ?
Full Awards								
Code	Title	Level	Approved From Date	Approved To Date	Cert. End Date	Active	QAN Number	
<input type="checkbox"/> BVR49	Performing Arts (Acting) - £48.30	Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf	01/04/12	31/08/15	31/08/17	N	600/4785/9	
<input type="checkbox"/> BVR50	Performing Arts (Dance) - £48.30	Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf	01/04/12	31/08/15	31/08/17	N	600/4785/9	
<input type="checkbox"/> BVR51	Performing Arts (Musical Theatre) - £48.30	Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf	01/04/12	31/08/15	31/08/17	Y	600/4785/9	
<input type="checkbox"/> BVR52	Performing Arts (Music Performance) - £48.30	Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf	01/04/12	31/08/15	31/08/17	N	600/4785/9	
<input type="checkbox"/> BVR53	Performing Arts (Production) - £48.30	Edexcel Btec Level 1/Level 2 First Award (120 Glh) - Nqf	01/04/12	31/08/15	31/08/17	N	600/4785/9	
<input type="checkbox"/> BXT50	Legal Secretaries (QCF) - £87.75	Edexcel Btec Level 3 Certificate (Specialist 28-36)	01/09/11	31/12/13	31/12/16	N	600/3363/0	