

Edexcel Online

Registrations for Apprenticeships

**For further
information
visit our
support page:**

www.pearsonwbl.edexcel.com/our-support

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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. Registrations for Apprenticeships



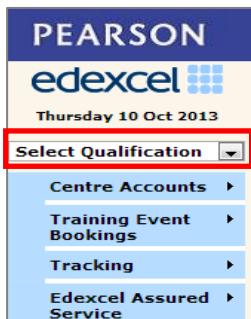
This guide explains how to register candidates against an Apprenticeship qualification on Edexcel Online.

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have permission to register candidates.
- Your centre has approval for the qualification you wish to register candidates on.

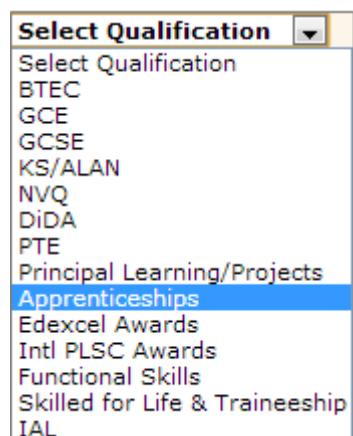
Step 1

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



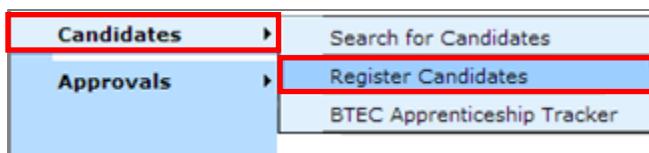
Step 2

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



Step 3

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



Step 4

Enter an **Enrolment Date** for when the candidate was enrolled onto the course.

An optional **Purchase Order No** can be generated by the centre for internal invoicing purposes.

An optional **Cohort** code can be entered for a group of students (i.e. one particular class name/number).

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

BTEC Apprenticeship Registration

Welcome to the BTEC Apprenticeship Registration page.

Use this screen to register candidates for BTEC Apprenticeships that your centre has been approved to run.

* Denotes required field

Registration Details

Enrolment Date: *

Purchase Order No.:

Cohort:

Yes No

SRFs (Select "Yes" if you would like us to send you Student Report Forms (SRFs) for required?: the candidates you are registering or "No" if you will be claiming certificates online and do 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.

Step 5

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

(MAS04745) PROVIDING FINANCIAL SERVICES (INSURANCE PATHWAY) ADVANCED APPRENTICESHIP (NO BTEC AWARD) (SASW) (MAS04746) PROVIDING FINANCIAL SERVICES (INSURANCE PATHWAY) ADVANCED APPRENTICESHIP (NO BTEC AWARD) (SASE) (MAS04804) BUSINESS AND ADMINISTRATION FOUNDATION APPRENTICESHIP (SASW) - DUPLICATE (MAS05721) BUSINESS AND ADMINISTRATION (LEGAL ADMINISTRATION) INTERMEDIATE APPRENTICESHIP (CERTIFICATE) (SASE) (MAS05723) BUSINESS AND ADMINISTRATION (MEDICAL ADMINISTRATION) INTERMEDIATE APPRENTICESHIP (SASE) (MAS05724) BUSINESS AND ADMINISTRATION (LEGAL ADMINISTRATION) ADVANCED APPRENTICESHIP (CERTIFICATE) (SASE) (MAS05726) BUSINESS AND ADMINISTRATION (MEDICAL ADMINISTRATION) ADVANCED APPRENTICESHIP (SASE) (MAS06016) PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (AWARD IN CUSTOMER SERVICE) ADVANCED APPRENTICESHIP (SASE)	
Apprenticeship: * --- Select ---	<input type="button" value="▼"/>

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** and then select **Next**

Registration Method: Register Online Register By Spreadsheet

Back **Next**

A box will appear below entitled **Add/Update Candidate**. Complete the candidate's registration details. The fields marked with an asterisk are mandatory selections, all other fields are optional.

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

ULN (Unique Learner Number): The ULN is a learner identifier that is allocated by the government agency LRS (Learner Records Service).

Date of Birth: This should be in format dd/mm/yyyy.

Planned Completion: This date is the planned completion date of the Apprenticeship. and must be in the future and be in the format dd/mm/yyyy.

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

Add/Update Candidate

First Names:	<input type="text"/>	Centre Reference:	<input type="text"/>
Last Name:*	<input type="text"/>	ULN:	<input type="text"/>
Date of Birth:*	<input type="text"/>	Gender:*	<input type="radio"/> Male <input type="radio"/> Female
Planned Completion:*	<input type="text"/>		

Add Candidate **Clear**

Step 7

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

If correct select **Register Candidates**.

Candidates to Register

Centre Ref	First Names	Last Name	Gender	DOB	Planned Completion	ULN		
	John	Doe	M	10/01/1981	15/05/2014		Edit	Delete

The registration process may take up to 3 minutes if a large number of candidates are being registered. Please only click the 'Register Candidates' button once. A confirmation page will be displayed once registration is complete.

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.

Back **Register Candidates**

Step 8

A confirmation screen will appear containing the Component Programmes the candidate is now registered on.

To generate a PDF report select **Confirmation Report**.

Apprenticeship Registration Confirmation							
(MAS04746) PROVIDING FINANCIAL SERVICES (INSURANCE PATHWAY) ADVANCED APPRENTICESHIP (NO BTEC AWARD) (SASE)							
Enrolment Date: 25/10/2013							
Purchase Order No.:							
Cohort:							
Component Programmes:							
Code	Title	Level	Qual. Type				
DHJ83	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)	2	BTEC				
DHJ84	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)	2	BTEC				
Q7001309	PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (LEVEL 3 CERTIFICATE)	3	NVQ				
BXT52	EDEXCEL BTEC LEVEL 3 AWARD (WORKSKILLS QCF) in WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)	3	BTEC				
The following candidates have been registered:							
Centre Ref	First Names	Last Name	Gender	DOB	Planned Completion	ULN	Registration No.
John	Doe		M	10/01/1981	15/05/2014		FA51138
<i>Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number.</i>							
Confirmation Report							
Print							

A report will be generated.

BTEC Apprenticeship Registration Confirmation							
Centre No:	99000						
Enrolment Date:	25/10/2013						
Purchase Order No.:							
Cohort:							
Apprenticeship:	(MAS04746) PROVIDING FINANCIAL SERVICES (INSURANCE PATHWAY) ADVANCED APPRENTICESHIP (NO BTEC AWARD) (SASE)						
Component qualifications:							
Programme Number	Programme Title	Level	Qualification Type				
DHJ83	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)	2	BTEC				
DHJ84	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)	2	BTEC				
Q7001309	PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (LEVEL 3 CERTIFICATE)	3	NVQ				
BXT52	EDEXCEL BTEC LEVEL 3 AWARD (WORKSKILLS QCF) in WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)	3	BTEC				
The following candidates have been registered:							
Centre Ref.	First Names	Last Name	Gender	DOB	Planned Comp. Date	ULN	Reg. No.
	John	Doe	M	10/01/1981	15/05/2014		FA51138

4. Register Multiple Candidates

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

Step 6

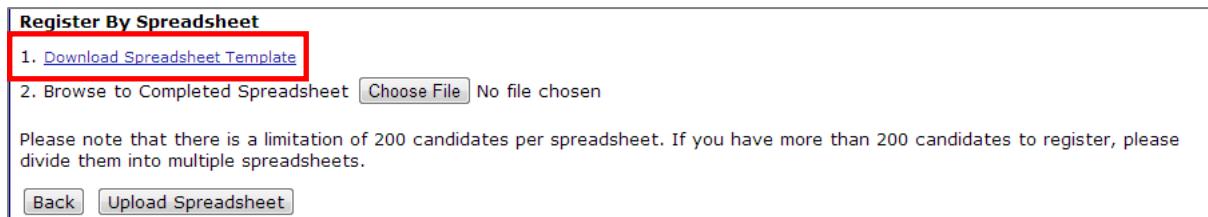
From the **Registration Details** screen select **Register By Spreadsheet** and select **Next**



Registration Method: Register Online Register By Spreadsheet

[Back](#) [Next](#)

To register multiple candidates select **Download Spreadsheet Template** so that you can input all candidates' details.



Register By Spreadsheet

1. [Download Spreadsheet Template](#)

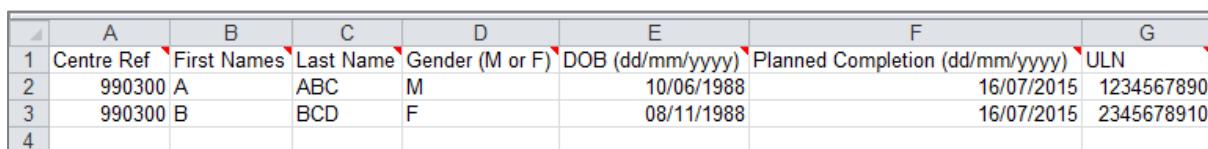
2. Browse to Completed Spreadsheet No file chosen

Please note that there is a limitation of 200 candidates per spreadsheet. If you have more than 200 candidates to register, please divide them into multiple spreadsheets.

[Back](#) [Upload Spreadsheet](#)

Step 7

The template will download onto your computer, open the document and fill in the fields required. ULN field is optional.



	A	B	C	D	E	F	G
1	Centre Ref	First Names	Last Name	Gender (M or F)	DOB (dd/mm/yyyy)	Planned Completion (dd/mm/yyyy)	ULN
2	990300	A	ABC	M	10/06/1988	16/07/2015	1234567890
3	990300	B	BCD	F	08/11/1988	16/07/2015	2345678910
4							

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 Spreadsheet**.

Register By Spreadsheet	
1. Download Spreadsheet Template	
2. Browse to Completed Spreadsheet <input type="button" value="Choose File"/> No file chosen	
Please note that there is a limitation of 200 candidates per spreadsheet. If you have more than 200 candidates to register, please divide them into multiple spreadsheets.	
<input type="button" value="Back"/>	<input style="border: 2px solid red; background-color: #ffffcc; color: red; font-weight: bold; font-size: 10pt; padding: 2px 5px;" type="button" value="Upload Spreadsheet"/>

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 Candidates** if all details are correct.

Candidates to Register								
Centre Ref	First Names	Last Name	Gender	DOB	Planned Completion	ULN		
990300	A	ABC	M	10/06/1988	16/07/2015		Edit	Delete
990300	B	BCD	F	08/11/1988	16/07/2015		Edit	Delete

The registration process may take up to 3 minutes if a large number of candidates are being registered. Please only click the 'Register Candidates' button once. A confirmation page will be displayed once registration is complete.

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.

<input type="button" value="Back"/>	<input style="border: 2px solid red; background-color: #ffffcc; color: red; font-weight: bold; font-size: 10pt; padding: 2px 5px;" type="button" value="Register Candidates"/>
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Step 10

A confirmation screen will appear containing the Component Programmes the candidates are now registered on.

To generate a PDF report select **Confirmation Report**.

BTEC Apprenticeship Registration							
Apprenticeship Registration Confirmation							
(MAS06016) PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (AWARD IN CUSTOMER SERVICE) ADVANCED APPRENTICESHIP (SASE)							
Enrolment Date: 25/10/2013							
Purchase Order No.:							
Cohort:							
Component Programmes:							
Code	Title				Level	Qual. Type	
BXT82	EDEXCEL BTEC LEVEL 3 AWARD (SPECIALIST 8-12) in CUSTOMER SERVICE (QCF) PORTFOLIO ONLY				3	BTEC	
DHJ83	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)				2	BTEC	
DHJ84	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)				2	BTEC	
Q7001309	PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (LEVEL 3 CERTIFICATE)				3	NVQ	
BXT52	EDEXCEL BTEC LEVEL 3 AWARD (WORKSKILLS QCF) in WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)				3	BTEC	
The following candidates have been registered:							
Centre Ref	First Names	Last Name	Gender	DOB	Planned Completion	ULN	Registration No.
990300	A	ABC	M	10/06/1988	16/07/2015	FA53671	
990300	B	BCD	F	08/11/1988	16/07/2015	FA53676	
<i>Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number.</i>							
Confirmation Report				Print			

A report will be generated.

BTEC Apprenticeship Registration Confirmation							
Centre No: 99000							
Enrolment Date: 25/10/2013							
Purchase Order No.:							
Cohort:							
Apprenticeship: (MAS06016) PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (AWARD IN CUSTOMER SERVICE) ADVANCED APPRENTICESHIP (SASE)							
Component qualifications:							
Programme Number	Programme Title			Level	Qualification Type		
BXT82	EDEXCEL BTEC LEVEL 3 AWARD (SPECIALIST 8-12) in CUSTOMER SERVICE (QCF) PORTFOLIO ONLY			3	BTEC		
DHJ83	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)			2	BTEC		
DHJ84	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)			2	BTEC		
Q7001309	PROVIDING FINANCIAL SERVICES (GENERAL INSURANCE) (LEVEL 3 CERTIFICATE)			3	NVQ		
BXT52	EDEXCEL BTEC LEVEL 3 AWARD (WORKSKILLS QCF) in WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)			3	BTEC		
The following candidates have been registered:							
Centre Ref.	First Names	Last Name	Gender	DOB	Planned Comp. Date	ULN	Reg. No.
990300	A	ABC	M	10/06/1988	16/07/2015		FA53671
990300	B	BCD	F	08/11/1988	16/07/2015		FA53676