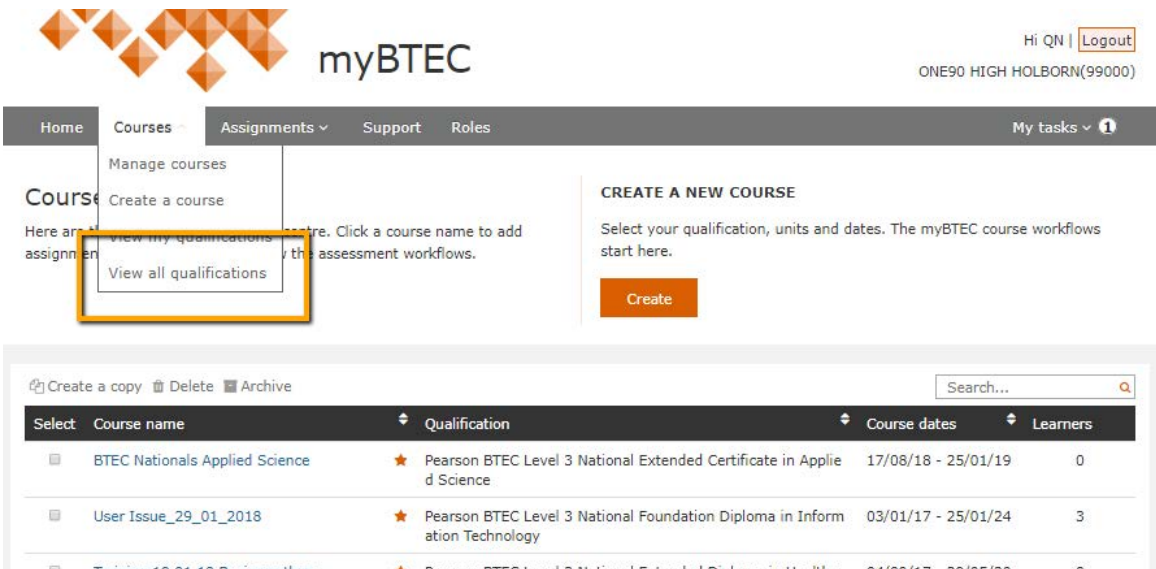


## 9. How to find out what qualifications are available on myBTEC

### Step-by-step process

Any new-for-September qualifications are set up in June.

**Step 1**– Select **'Courses'** and click on the **'View all qualifications'** from the drop down menu.



The screenshot shows the myBTEC user interface. At the top right, the user is logged in as 'Hi QN | Logout' with the email 'ONE90 HIGH HOLBORN(99000)'. The navigation menu includes 'Home', 'Courses', 'Assignments', 'Support', and 'Roles'. The 'Courses' menu is open, showing options: 'Manage courses', 'Create a course', 'View my qualifications', and 'View all qualifications'. The 'View all qualifications' option is highlighted with a yellow box. Below the menu, there is a 'CREATE A NEW COURSE' section with instructions and a 'Create' button. At the bottom, a table lists existing qualifications:

Select	Course name	Qualification	Course dates	Learners
<input type="checkbox"/>	BTEC Nationals Applied Science	★ Pearson BTEC Level 3 National Extended Certificate in Applied Science	17/08/18 - 25/01/19	0
<input type="checkbox"/>	User Issue_29_01_2018	★ Pearson BTEC Level 3 National Foundation Diploma in Information Technology	03/01/17 - 25/01/24	3
<input type="checkbox"/>	Trainin 19 01 18 Business three	★ Pearson BTEC Level 3 National Extended Diploma in Health a	04/09/17 - 29/05/20	0

**Step 2**– Choose from all supported qualifications by selecting subject, type, title and size. This is a 'live' and comprehensive list of all qualifications supported by myBTEC at this time.

**Step 3**– myBTEC will now tell you what you can do next based on your centre and your 'role' in myBTEC.

Applied Science (Analytical and Forensic Science)

Applied Science (Biomedical Science)

Applied Science (Physical Science)

Forensic and Criminal Investigation

Forensic Investigation

**Select qualification size**

Size

Diploma (720 GLH)

Extended Diploma (1080 GLH)

**You have the role of Lead Internal Verifier for this subject in myBTEC.**

Complete the details below to create a new course using this qualification.

Course start:

dd/mm/yyyy

The course start date should be before the qualification end date:  
**31 Jul 2022**

**Your course**

✔ **Subject**

Applied Science

✔ **Suite**

BTEC Nationals 2016 (RQF)

✔ **Pathway**

Forensic and Criminal Investigation

✔ **Size**

Diploma (720 GLH)

\* **Dates and name**

Select course dates first

[View qualification specification](#)

## Previous steps

1. How to find your way around
2. How to claim a role
3. How to create a course
4. How to create an assignment
5. How to create assessment plans
6. How to go about internal verification
7. How to use the tracking grid
8. How to mark