

Skilled for Life Programme Builder

A step by step guide



ALWAYS LEARNING

Step 1: Are you a Pearson centre?



Step 1: Are you a Pearson centre?

No-

Please complete our Expression of Interest Form (**quals.pearson.com/wbleoi**) to let us know you would like to offer Skilled for Life.

A member of our team will contact you to discuss becoming an approved centre.



Step 1: Are you a Pearson centre?

Yes –

You can gain approval to deliver Skilled for Life through Edexcel Online – http://www.edexcelonline.com/Account/Login.aspx

Level 1 is automatic If you meet rules such as no quality blocks, no financial sanctions and been active within the last 2 years

Level 2 - you will need to complete an application and pass to your regional account manager/support team or call **0844 576 0045** or **0845 373 0114**.

Once you have gained approval, you should see Skilled for Life listed in the drop down box in your qualification filter on Edexcel Online. Learners are registered onto Credit Packages through this tab.

Skilled for Life is a credit-based offer, which means instead of registering learners on to qualifications, you must purchase packages of credit. This allows you to deliver programmes as small or as large as required to meet the needs of your learners.



This is the Qualification filter drop down box



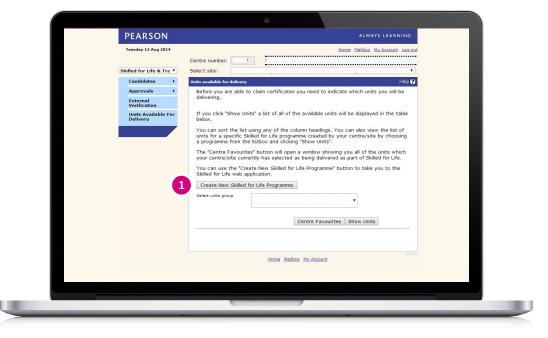
Step 2: How do I access the Skilled for Life Programme Builder?

Once you have approval and registered learners on Edexcel online you can start to **'create your programme'** on Edexcel online.

Once Skilled for Life has been selected from the Qualification filter drop down box you will need to select **Units Available for Delivery**.

If the **'Create New Skilled for Life Programme'** button does not show on screen (as seen in the screen shot opposite) you will need to contact your Account Specialist and ask for the button to be added to your individual User Account Profile.

Alternatively please visit www.pearsonwbl.com/contactus.



Create New Skilled for Life Programme' button

Step 3: Claiming roles

Before you can start to build your programme you will need to claim a role.

The Quality Nominee (QN) in your centre will get automatic approval once Skilled for Life is added to your profile. For all other staff within the centre, the QN will receive an email to authorise them as a user.

Step 3: Create a new programme

Click on the **'Create a programme'** button.

Next



1 'Create a programme' button



Enter a name for your programme.

NB It is important that your naming convention is remembered as you will need this when you claim certificates at the end of your programme.

Then **select the size of your programme** from the drop down menu. **Select save and continue.**

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Programme name*:	• • •	
Programme size:		
	Claim noies User noie spirroval lielp. Feedback Log out	
	S Links ¥ Hels, Demo QN (Site \$9000)	
	1 Step 1 1 Step 1 programs > 2 Step 2 Step 2 Step 3 Step 3 Step 3 Step 3 Step 3 Step 3 Step 4 Step 4 Step 3 Step 3 Step 3 Step 4 Step 4	
	1. Step 1 Name your programme > 2. Step 2 Set programme units > 3. Step 3 Set as found Set and Continue Set and	
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	ALWAYE LEARNING PEARSON	

- 1 Enter a name for your programme
- 2 Select the size of your programme from the drop down menu

On the next screen you need **select a learning area** from English and Maths, Industry Knowledge, Skills for Work, Social & Personal Skills and Work Experience and then you need to **select either Individual units** or **Qualifications**.

Next



1 Select a learning area

2 Select either Individual units or Qualifications

You can filter by subject, level or size and add individual or multiple units to your programme. **Select units and press add.**

Next

	Qualification start date: 01 Sep 2013 O General specification information Qualification end date: 30 Apr 2015 O Centralization end date: 30 Apr 2015 O				
Qu	lification units selected				
	Unit Title ‡	Group ‡	Group \ddagger Credits \ddagger	Level ‡	Ref. number
		Total	0		
	heck rules of combination				Add
		Group ‡	Credits 0	Level ‡	Add Ref. number
	ional units available	Group 0 Optional	Credits ‡	Level ¢	
Ор	ional units available Unit Title ÷		3		Ref. number

1 Select units and press add

Once you have selected and added the units will move to the top of your screen.

Programme: claire 2 (4-6 Credits)		Pro	gramme status: Draft
Programme units selected			
All units selected:			
Unit Title 🖗	Credits ‡	Level ÷	Ref. number 🗘
READING AND OBTAINING INFORMATION	2	1	F_503_7754
READING AND UNDERSTANDING	2	1	R_505_7757
Programme total	4		
	4		
Units available			
Subject/Sector: English Level: 1	•		
Size: 2 credits	•		
Size: z credts	·		Search Clear
Size: 2 credits Unit Title No results for this selection	Credits	Level	Search Clear Ref. number

A summary of all the added units /qualifications will appear.

Once you have finished you can either **save a draft version** if you think you might need to amend before you finalise it or you can **save a final version**.

Please be aware that once you press final the programme will be uploaded to Edexcel online and amends will not be possible.

Next

Yaur employability toolkit Home Programmes Links				Hello, Demo QN (Site 99000)			
1 Step 1 Name your programme	> 2 Step 2 select programme unit	s > 3 Step	3 s final				
		Pre	nous Save a	s Draft Save as final	1		
Programme:	Edit		Pro	gramme status: Draft	-		
Programme: Programme qualification(s)			PIO	gramme stards: Drait			
All units:	und unic(3)						
	Unit Title ‡	Credits 0	Level 0	Ref. number 0			
CUSTOMER SERVICE IN THE		1	E3	D_502_4874			
INTRODUCTION TO THE HOS		1	E3	A_502_4834			
READING AND OBTAINING IN		2	1	F_505_7754			
READING AND UNDERSTAND		2	1	R_505_7757			
Programme total		6					
				Edit			
Your programme is currently in DRAFT (status.						
Your programme is currently in DRAFT s	status.						

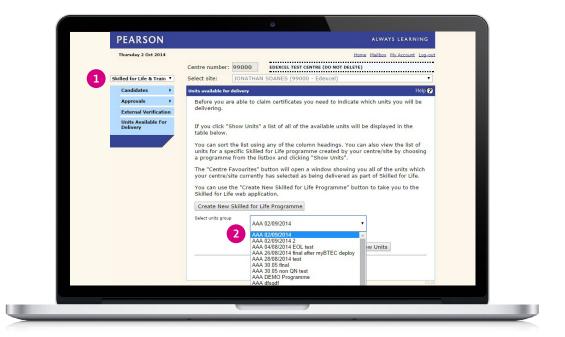
1 Save a draft version or save a final version

You will be prompted to check if all is correct before you finally submit the programme.

Home Programmes	links 🔻	Helo, Demo QN (Site 99000)
	Save your programme as final?	
Step 1	Before you can save your programme as final, it is important that you read the specification for your chosen units and the rules of combination for any qualification you have chosen.	
Name your p	Please tick the tickbox below to confirm that you have read the specifications for all units and qualifications in your programme, that you understand the rules of combination and that these units and qualifications are appropriate for your	
	combination and that these units and qualifications are appropriate for your users.	as Draft Save as final
	Please tick here	as brait save as intal
	Once you have saved your programme as final:	
Programme: claire 2 (You cannot remove units or qualifications from it, though you can add more units or qualifications 	ogramme status: Draft
Programme qualific	You cannot delete the programme	
All units:	 the programme will be made available to the examp efficer in your centre in order to certificate students 	
	 the programme is made available to other centre users to view in Centre Programmes 	Ref. number 0
E CUSTOMER SERV	You can continue and save the programme as final, save it again as a draft, or cancel.	D_502_4874
INTRODUCTION		A_502_4834
READING AND OF		F_505_7754
READING AND UP	Save as final Save as Draft Cancel	R_505_7757
Programme to	tal 6	
		Edt
Your programme is currently	AN INALL STATUS	
	rogramme as FIML please check the following: nal ealerthin of units	

Now you are ready to return to Edexcel online and **select Skilled for Life/Traineeships** from the **left hand menu** and your programme will appear in the drop down menu.

Next



Select Skilled for Life/Traineeships

1

2 Your programme will appear in the drop down menu

Step 5: Claiming Qualifications and Certifications

Once the required quality assurance checks have been completed unit certificates will be issued for those units completed for both claims types.

If claiming final certificates we will also check whether those units make up an accredited qualification if they do we will also issue automatically the appropriate qualification certificate without any further charge or notification.

There are two different claims:

Interim – a learner has completed some units but may wish to complete more in the future.

Final Certificate – a learner has completed all the units they intend to.

Questions

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If I want to repeat a programme to a new cohort of learners?

You need to purchase the credit package for each learner on Edexcel Online as your programme already exists and then you can select the programme from the drop down list.

If I want to add more units to an existing programme?

Unfortunately your original course has now been saved as final and you will need to build a new programme and then select that programme from the drop down list.