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Making entries for learning programmes via Interchange using Single Point of Entry

A step-by-step guide for centres

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Introduction

This guide demonstrates how to submit attendance lists for Apprenticeship qualifications via.

Interchange

For help getting started with Interchange, please see our quick start guide.

Interchange quick start guide

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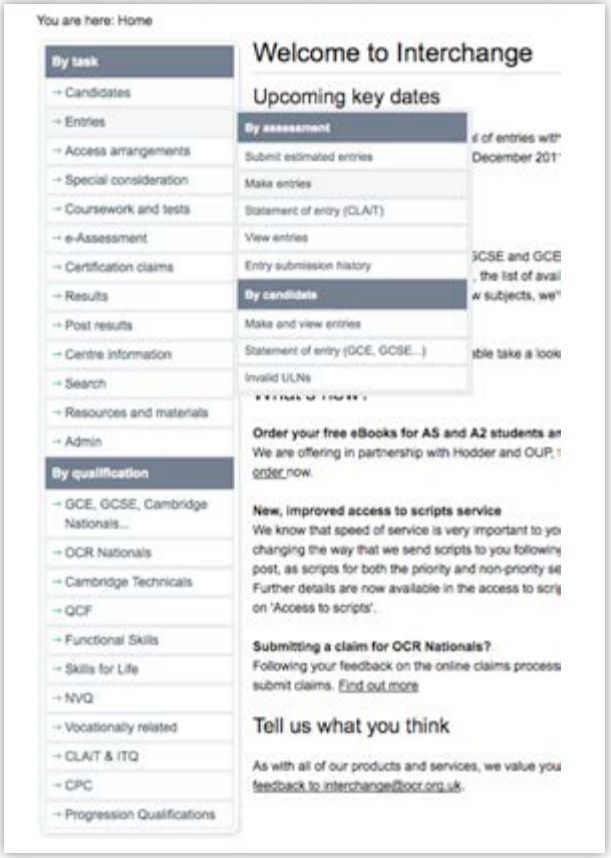
Log in to Interchange

To get started, log in to Interchange, hover over 'Entries' and then click 'Make entries'.



Next click 'Learning programmes.'

Then select the 'Use learning programmes web-based entry form' link.

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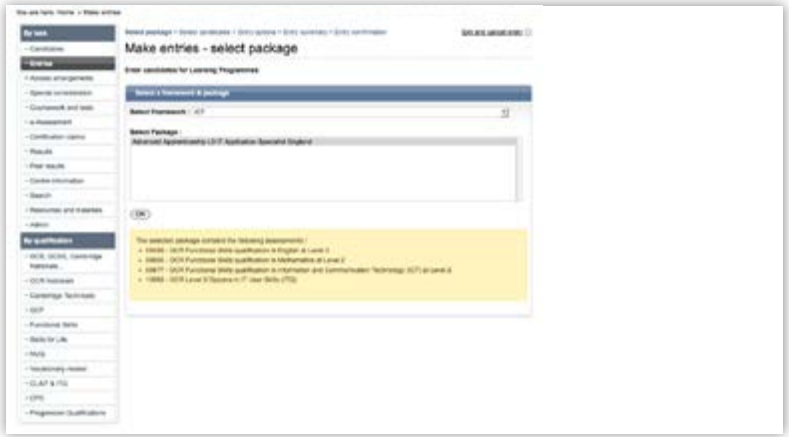
Make Entries: Select Package

Select 'Framework and package' from the drop-down menu and click 'Ok'. The assessments contained within the selected package will appear in a yellow box.

In the examples shown, the ICT framework has been chosen. From this framework, the Advanced Apprenticeship Level 3 IT Application Specialist England package is selected and its assessments appear in the yellow box.



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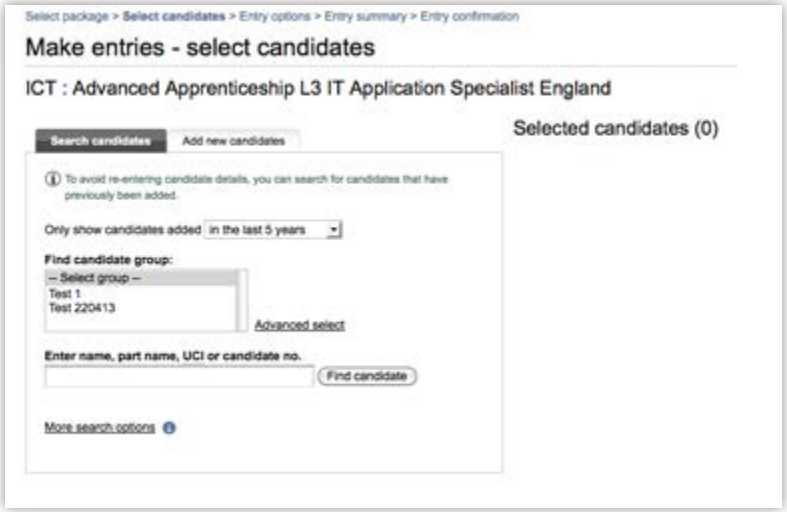
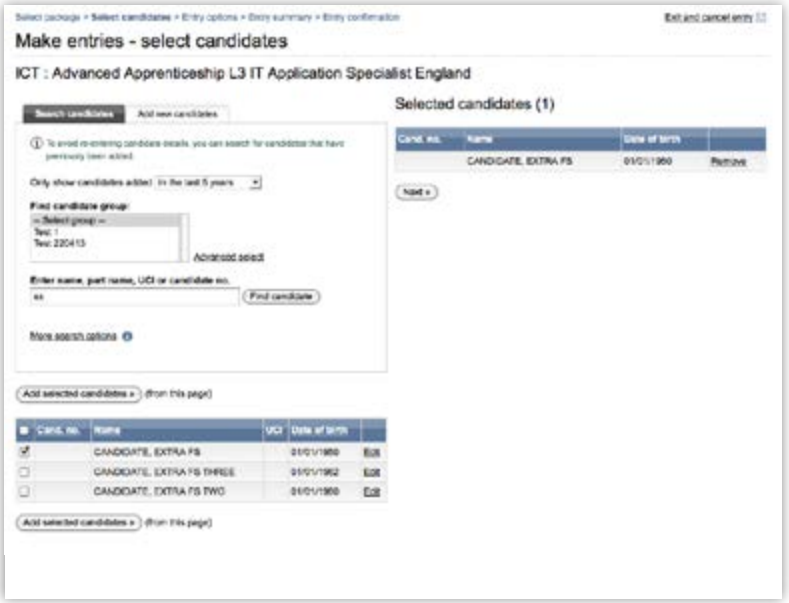
Make Entries: Select Candidates

Next you need to select your candidates. You can do this by choosing individual candidates or whole candidate groups. If you cannot find a candidate, you can enter their details.

When searching for existing candidates, you can restrict the search to show only candidates added during a given time period, from 'Today' to 'In the last five years'. You can also find the candidate by searching for their name, part-name, UCI or candidate number. Enter your search criteria and click 'Find candidate'.



Next, select the candidate you would like to make entries for by clicking in the tick box next to their details and then clicking the 'Add selected candidates' button. These candidates will then appear in the list on the right-hand side of the screen. Once you have selected all the candidates you need, click 'Next'.



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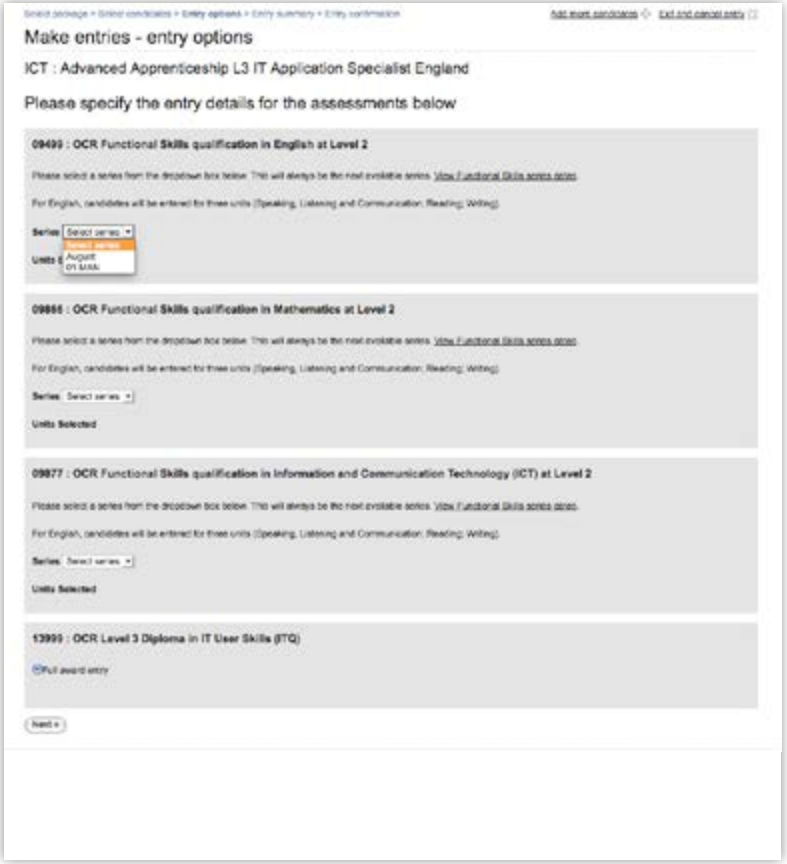
Make Entries: Entry Options

You will then need to specify the entry details for the assessments.

The series shown will always be the next available series.

Once all assessment entries have been chosen, click 'Next'.



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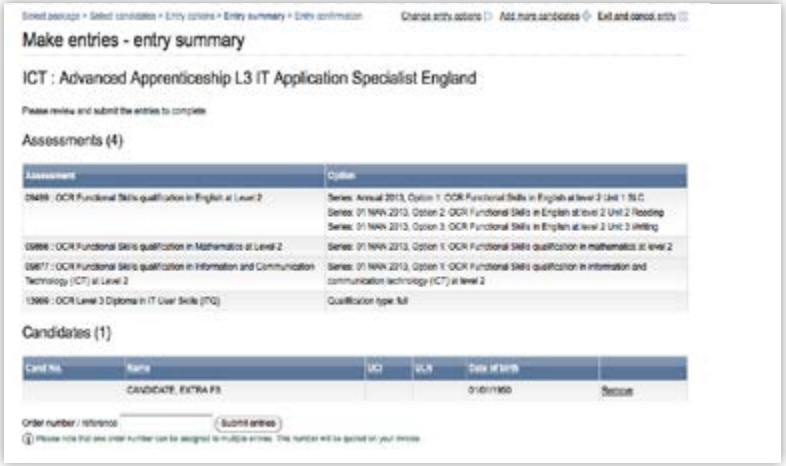
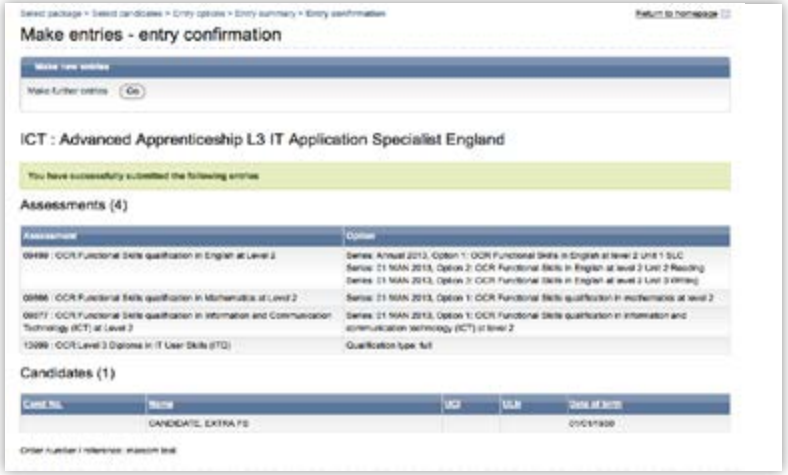
Make Entries: Entry Summary

You will then see the entry summary screen. Here, you can review the details of your entries before submitting them.

You can enter an order number/reference here if you wish.

You will then see an entry confirmation page.





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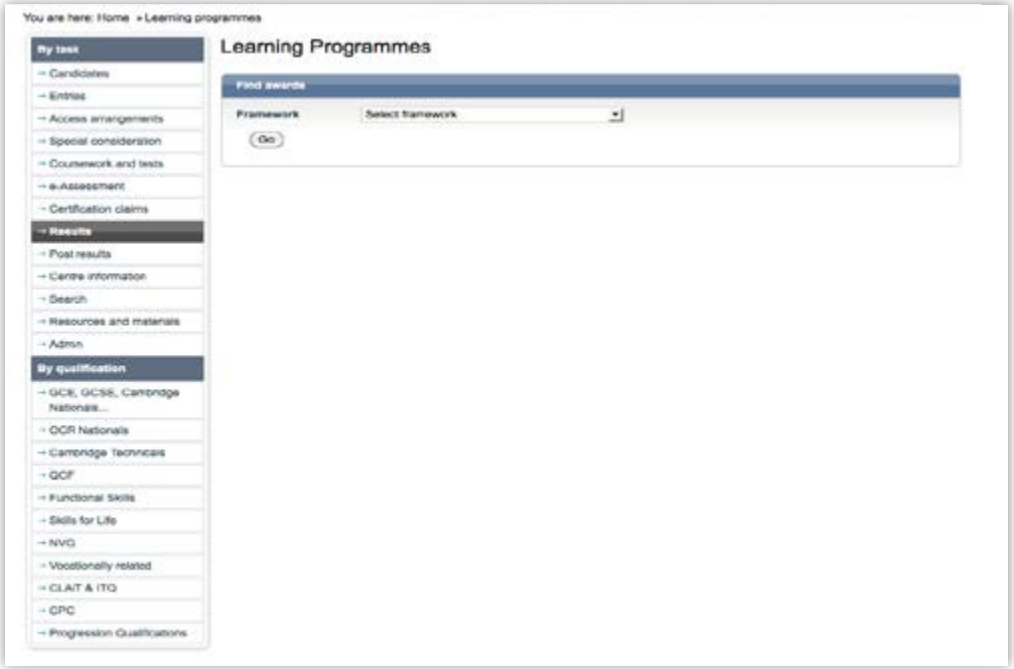
Results

To view results achieved by learners, start by accessing your home page on Interchange.

Next click 'Results' and choose 'Learning programmes'. Select the framework that you would like to view and click 'Go'.



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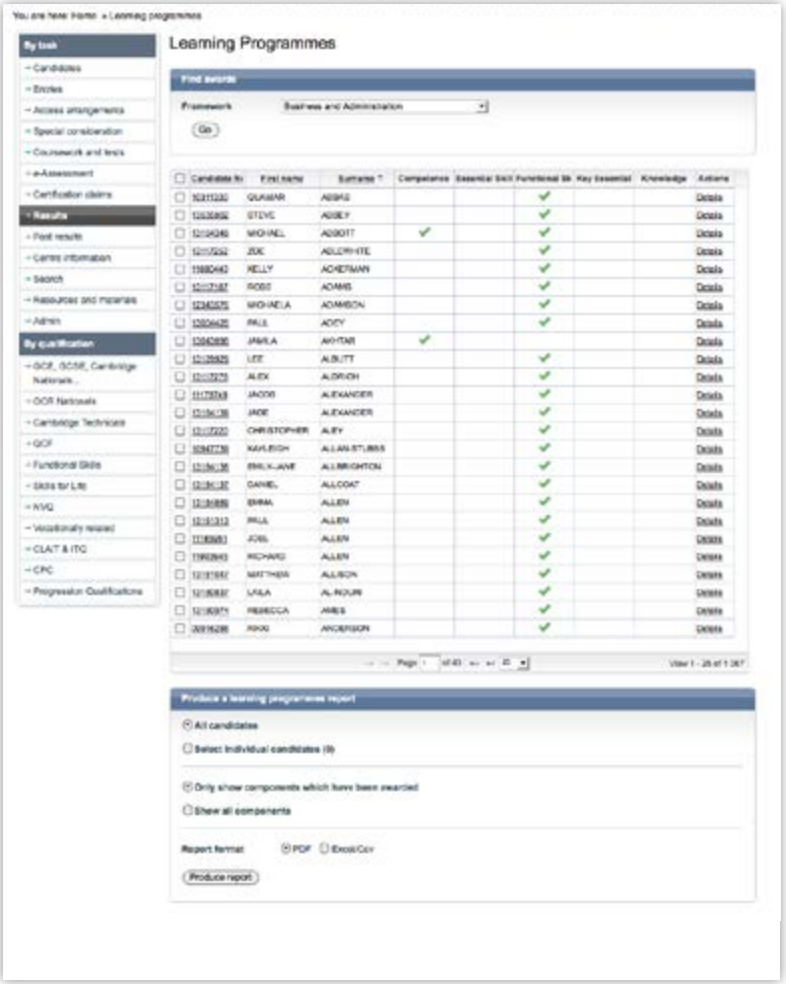
Results - Running a Learning Programme Report part 1

You will be able to search by framework and this will bring up your list of candidates' outcomes for a specific framework.

As shown in the example on this page, you are able to produce a learning programme report, broken down into all candidates, individual candidates, by components that have been awarded, and all.

Once you have chosen your desired report, click 'Produce report'.



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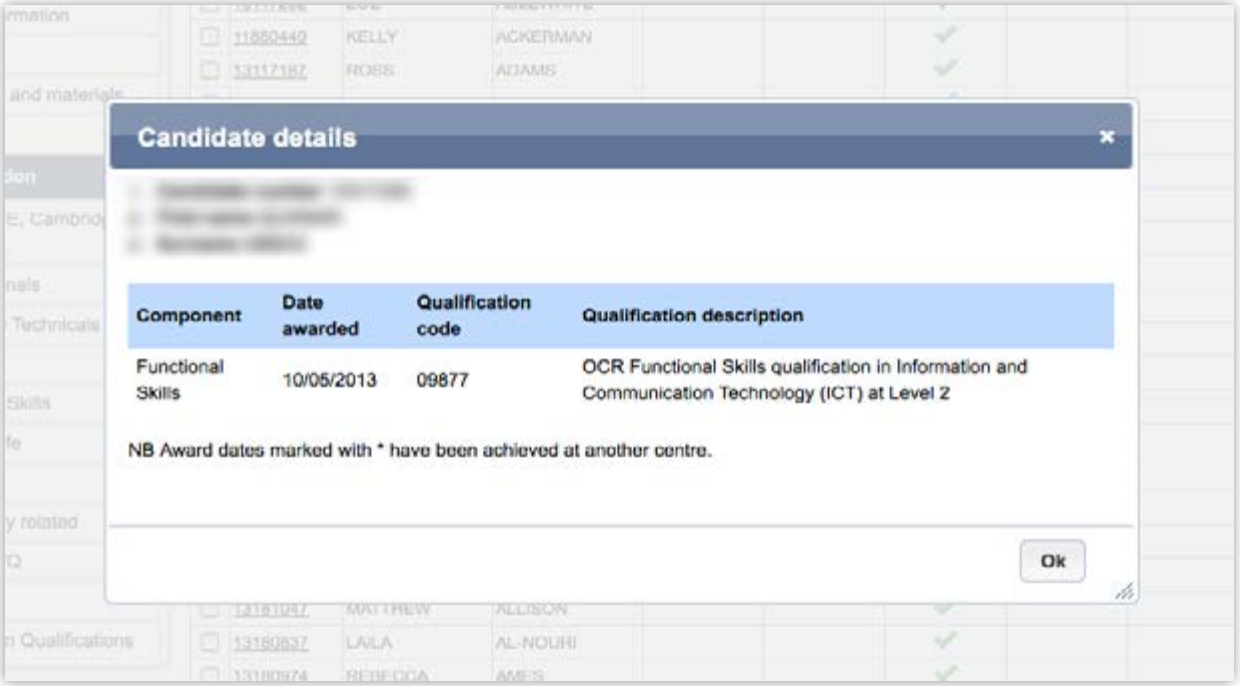
Results - Running a Learning Programme Report part 2

Once you have selected the type of report you would like to run, the results will be displayed on-screen.

If you would like to see a quick snapshot of each learner, click the 'Details' link next to the candidate.

In the example on this page, a single candidate was chosen and this shows the qualification information and the date awarded.



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