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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

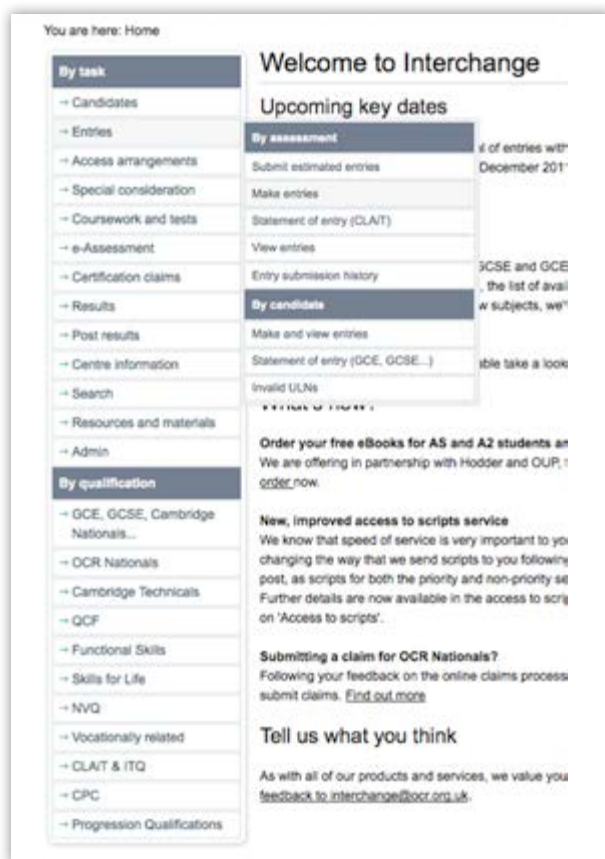
For help getting started with Interchange, please see our quick start guide.

Interchange quick start guide

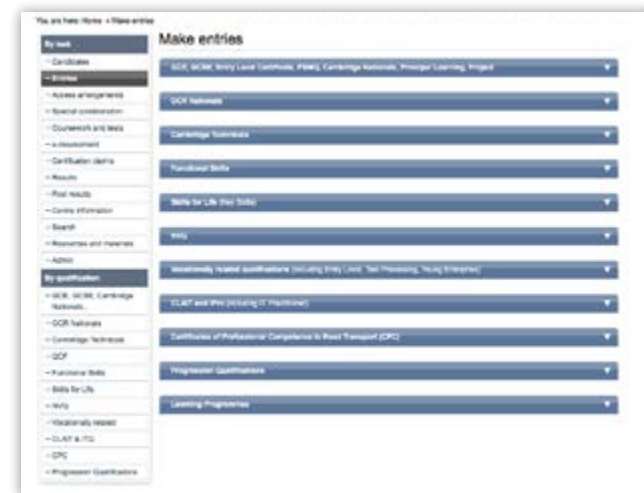
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Log in to Interchange

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.



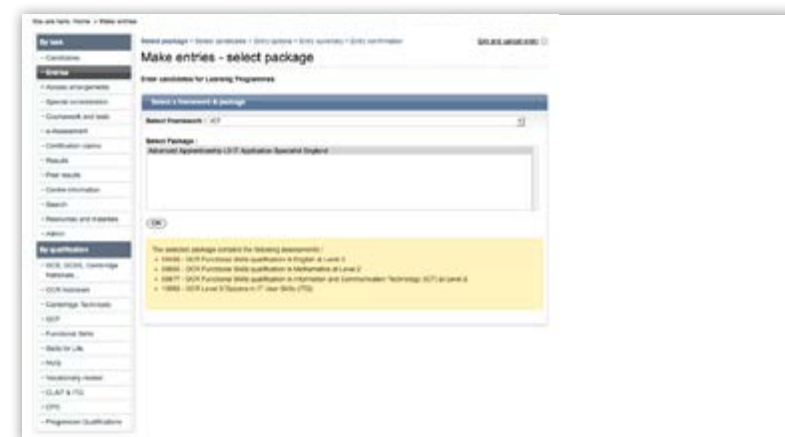
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Make Entries: Select Package

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.



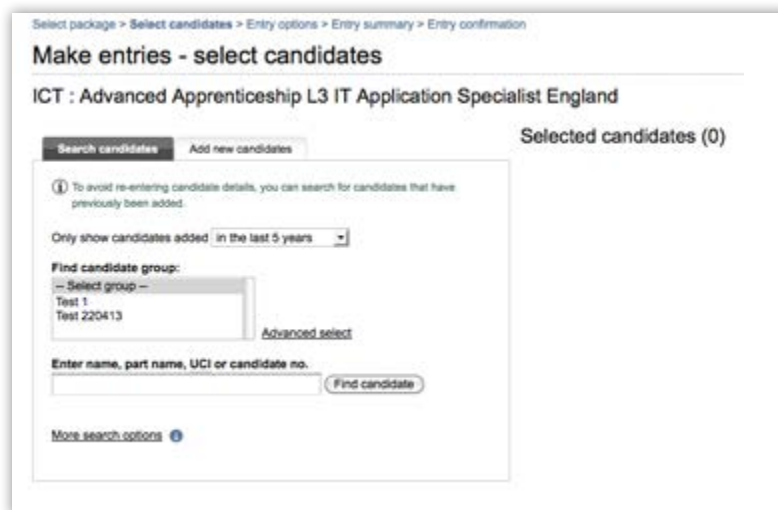
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Make Entries: Select Candidates

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'.



Select package > Select candidates > Entry options > Entry summary > Entry confirmation

Make entries - select candidates

ICT : Advanced Apprenticeship L3 IT Application Specialist England

Selected candidates (0)

Search candidates Add new candidates

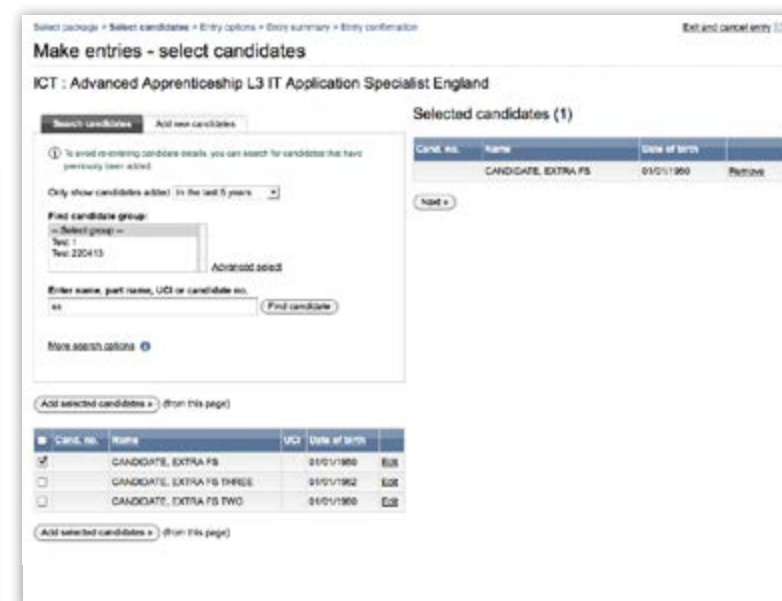
To avoid re-entering candidate details, you can search for candidates that have previously been added.

Only show candidates added in the last 5 years

Find candidate group:
-- Select group --
Test 1
Test 220413
Advanced select

Enter name, part name, UCI or candidate no.
Find candidate

More search options



Select package > Select candidates > Entry options > Entry summary > Entry confirmation

Make entries - select candidates

ICT : Advanced Apprenticeship L3 IT Application Specialist England

Selected candidates (1)

Search candidates Add new candidates

To avoid re-entering candidate details, you can search for candidates that have previously been added.

Only show candidates added in the last 5 years

Find candidate group:
-- Select group --
Test 1
Test 220413
Advanced select

Enter name, part name, UCI or candidate no.
Find candidate

More search options

Add selected candidates (from this page)

Canid. no.	Name	UCI	Date of birth	
<input checked="" type="checkbox"/>	CANDIDATE, EXTRA FS		01/01/1980	ESB
<input type="checkbox"/>	CANDIDATE, EXTRA FS THREE		01/01/1982	ESB
<input type="checkbox"/>	CANDIDATE, EXTRA FS TWO		01/01/1980	ESB

Add selected candidates (from this page)

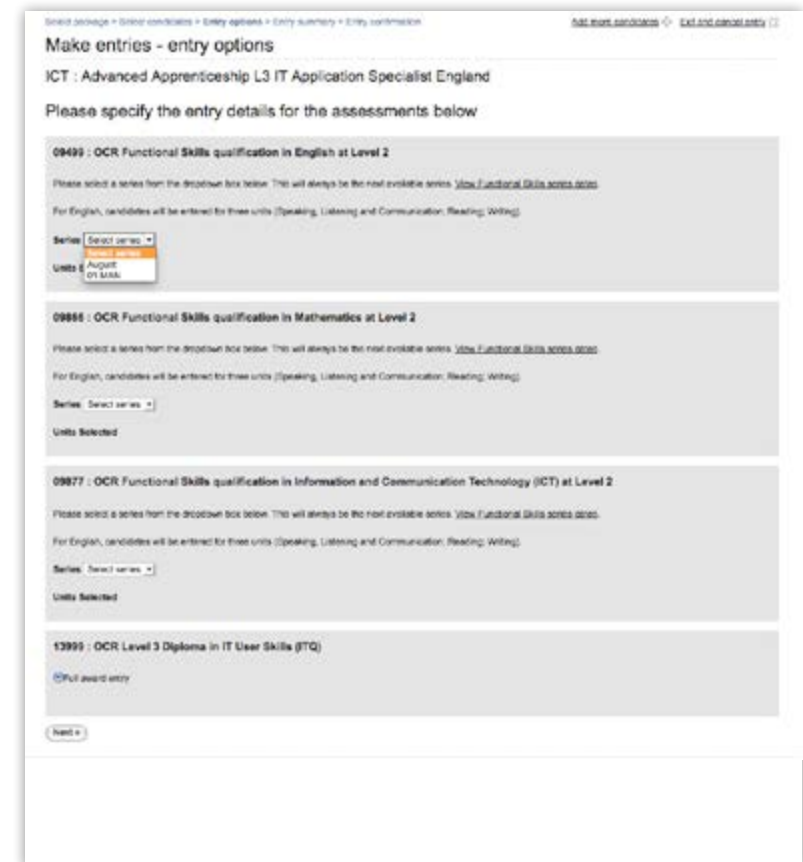
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Make Entries: Entry Options

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'.



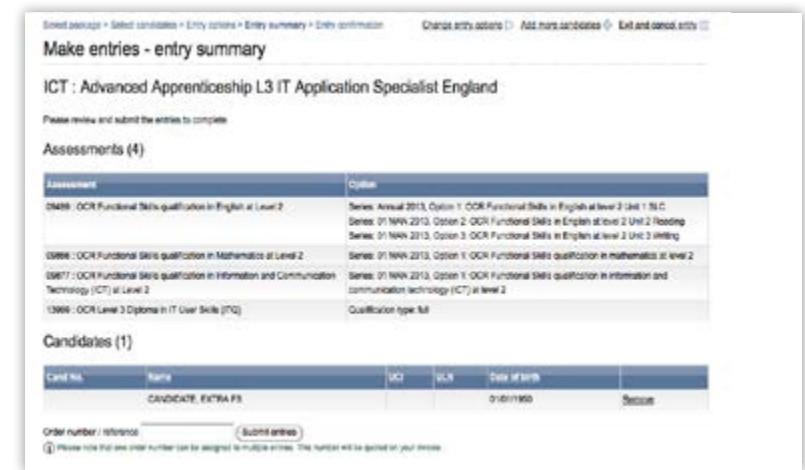
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Make Entries: Entry Summary

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.



Make entries - entry summary

ICT : Advanced Apprenticeship L3 IT Application Specialist England

Please review and submit the entries to complete.

Assessments (4)

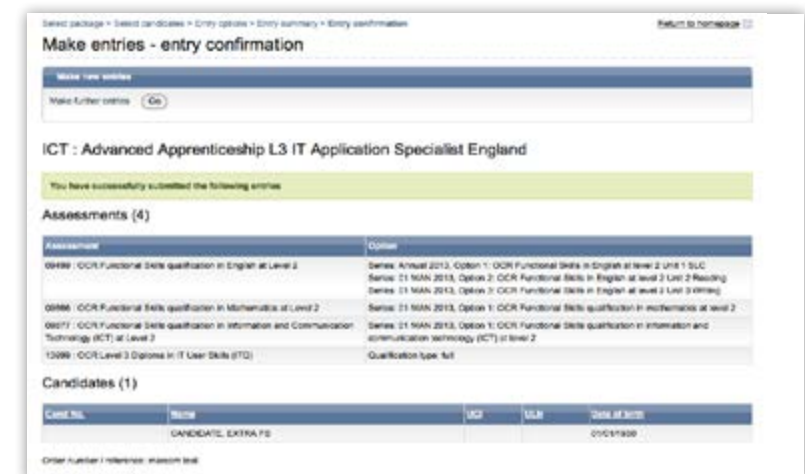
Assessment	Option
0949 - OCR Functional Skills qualification in English at Level 2	Series: Annual 2013, Option 1: OCR Functional Skills in English at level 2 Unit 1 SL/C Series: 01 NOV 2013, Option 2: OCR Functional Skills in English at level 2 Unit 2 Reading Series: 01 NOV 2013, Option 3: OCR Functional Skills in English at level 2 Unit 3 Writing
0986 - OCR Functional Skills qualification in Mathematics at Level 2	Series: 01 NOV 2013, Option 1: OCR Functional Skills qualification in mathematics at level 2
0977 - OCR Functional Skills qualification in Information and Communication Technology (ICT) at Level 2	Series: 01 NOV 2013, Option 1: OCR Functional Skills qualification in information and communication technology (ICT) at level 2
1389 - OCR Level 3 Diploma in IT User Skills (ITQ)	Qualification type: full

Candidates (1)

Cand. No.	Name	UCI	ULN	Date of Birth	Sex
	CANDIDATE, EXTRA FS			01/01/1990	Female

Order number / reference:

(i) Please note that one order number can be assigned to multiple entries. This number will be printed on your invoice.



Make entries - entry confirmation

ICT : Advanced Apprenticeship L3 IT Application Specialist England

You have successfully submitted the following entries

Assessments (4)

Assessment	Option
0949 - OCR Functional Skills qualification in English at Level 2	Series: Annual 2013, Option 1: OCR Functional Skills in English at level 2 Unit 1 SL/C Series: 01 NOV 2013, Option 2: OCR Functional Skills in English at level 2 Unit 2 Reading Series: 01 NOV 2013, Option 3: OCR Functional Skills in English at level 2 Unit 3 Writing
0986 - OCR Functional Skills qualification in Mathematics at Level 2	Series: 01 NOV 2013, Option 1: OCR Functional Skills qualification in mathematics at level 2
0977 - OCR Functional Skills qualification in Information and Communication Technology (ICT) at Level 2	Series: 01 NOV 2013, Option 1: OCR Functional Skills qualification in information and communication technology (ICT) at level 2
1389 - OCR Level 3 Diploma in IT User Skills (ITQ)	Qualification type: full

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Cand. No.	Name	UCI	ULN	Date of Birth	Sex
	CANDIDATE, EXTRA FS			01/01/1990	Female

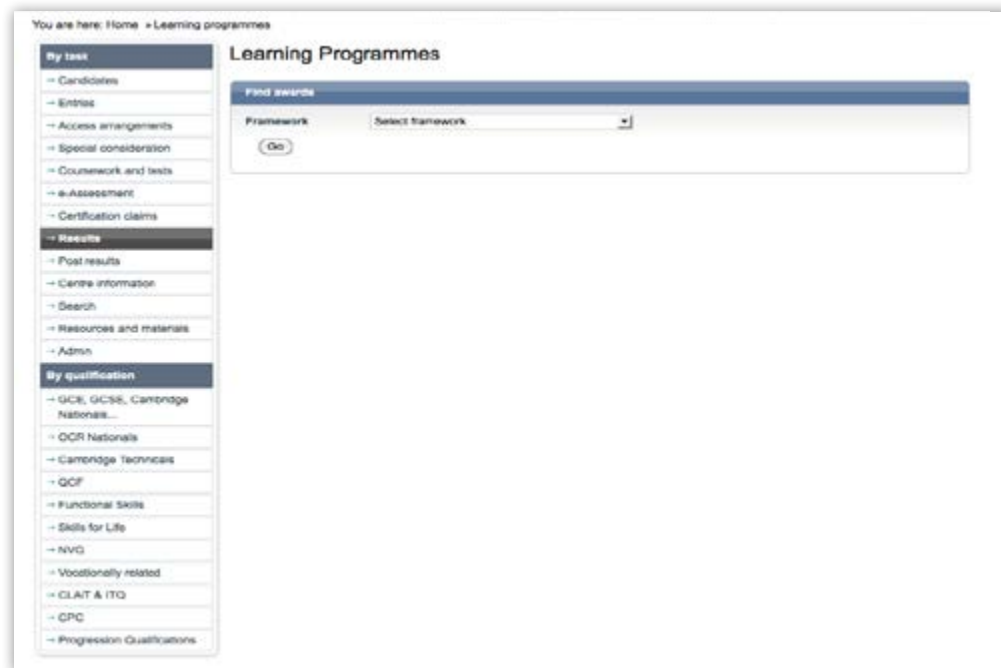
Order number / reference:

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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'.

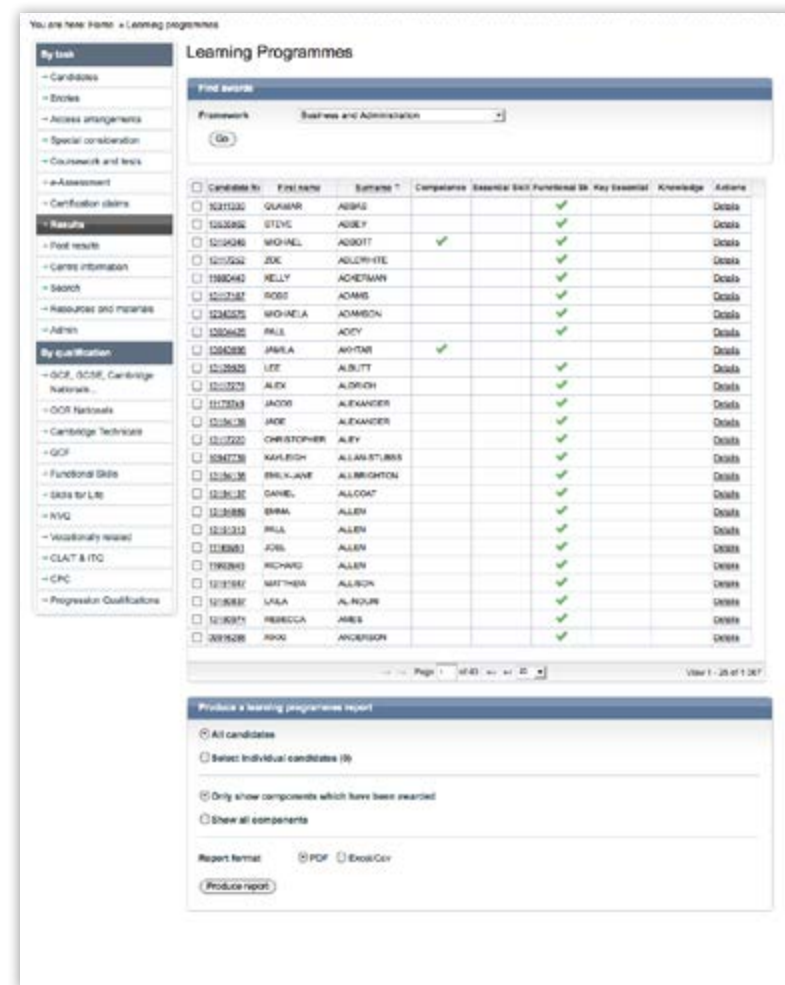


Results - Running a Learning Programme Report part 1

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'.



The screenshot shows the 'Learning Programmes' interface. On the left is a navigation menu with categories like 'By task', 'By qualification', and 'By framework'. The main area has a search bar for 'Find events' with a dropdown menu set to 'Business and Administration'. Below this is a table of candidates with columns for 'Candidate ID', 'First name', 'Surname', 'Competence', 'Essential Skill', 'Functional SK', 'Key Essential', 'Knowledge', and 'Actions'. The table contains 20 rows of candidate data. At the bottom, there are options to 'Produce a learning programme report' for 'All candidates' or 'Select individual candidates (0)', and a 'Produce report' button.

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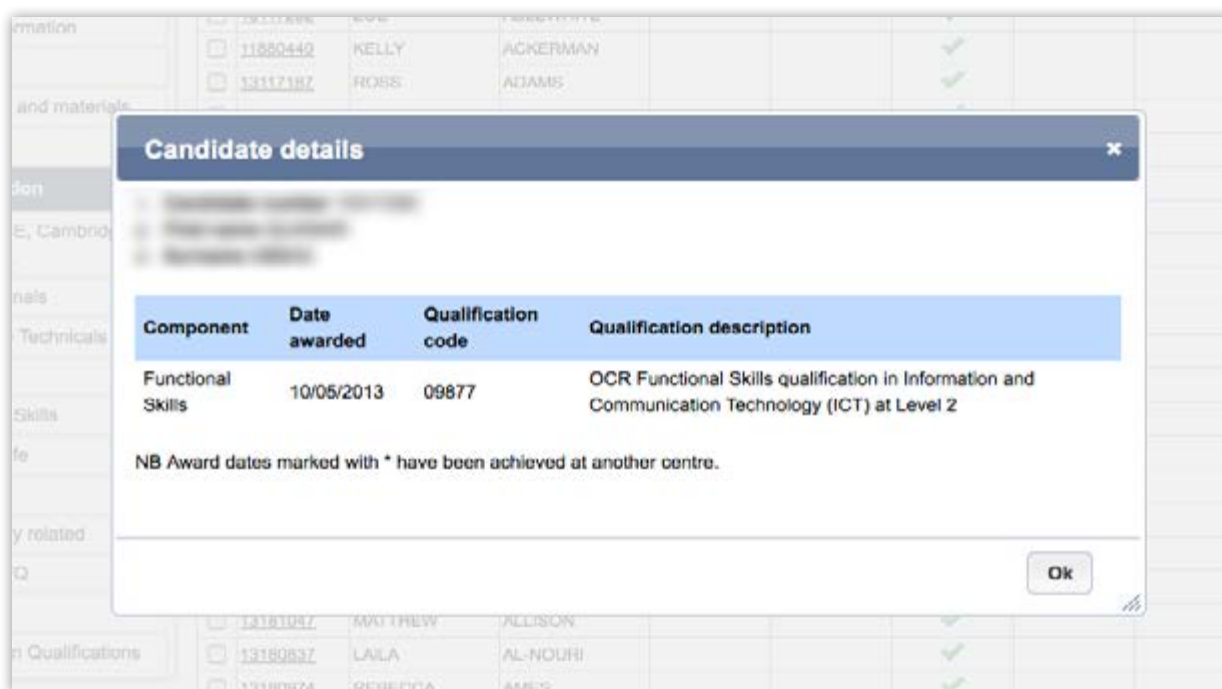
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Results - Running a Learning Programme Report part 2

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.



The screenshot shows a 'Candidate details' dialog box overlaid on a table of candidates. The dialog box contains the following information:

Component	Date awarded	Qualification code	Qualification description
Functional Skills	10/05/2013	09877	OCR Functional Skills qualification in Information and Communication Technology (ICT) at Level 2

NB Award dates marked with * have been achieved at another centre.

Ok

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Further support

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