



**NATIONAL QUALIFICATIONS REGISTER
(NQR)**

NQR USERS GUIDE

by

Dr. Fortunato Da COSTA

Dr. Peter DENNY

NATIONAL QUALIFICATIONS REGISTER (NQR)

NQR USERS GUIDE

Prepared by:

Dr. Fortunato Da COSTA – fortunato@inmental.com

Dr. Peter DENNY – peter@inmental.com

USERS GUIDE

(Users Manual)

For

National Qualifications Register

Version 1.1

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ACRONYMS

EC	European Commission
BI	Business Intelligence
BPM	Business Process Management
CMS	Content Management System
EOF	Enterprise Object Framework
ERP	Enterprise Resource Planning
EUD	European Union Delegation
NAB	National Accreditation Board
NAO	National Accreditation Office
NAS	National Adaptation Strategy
NQA	National Qualifications Authority
NQF	National Qualifications Framework
NQR	National Qualifications Register
PMP	Project Management Professional
SaaS	Software as a Service
SSO	Single Sign On

1. Before you start

Before you can perform admin tasks, you need to:

- Have a User Account for the NQR website;
- Be logged in;
- Have the right permissions to do what you want to do.

1.1 Log in to the Admin Portal:

- A. Select 'Portals' from the main menu, then 'Admin'.

[Home](#) [About Us](#) [Qualifications](#) [Quality Assurance](#) [Resource Library](#) [Research](#) [International Relations](#) [FAQs](#) [Glossary](#) [Contact Us](#) [Portals](#)

Admin

Learners

Education & Training Providers



Enhancing economic competitiveness

Vision Statement

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum tortor quam, sit amet, ante. Donec eu libero sit amet quam egestas semper. Aenean ultricies mi vitae est. Mauris placerat eleifend leo.

Mission Statement

Pellentesque habitant morbi tristique senectus et netus et egestas. Vestibulum tortor quam, feugiat vitae, ante. Donec eu libero sit amet quam egestas semper. Aenean ultricies mi vitae est. Mauris placerat eleifend leo.

Qualifications



Search for and find any Qualification on the Barbados NQF.

[View Qualifications](#)

Accreditation



Guidelines for accreditation of Education & Training Providers.

[Get Accredited!](#)

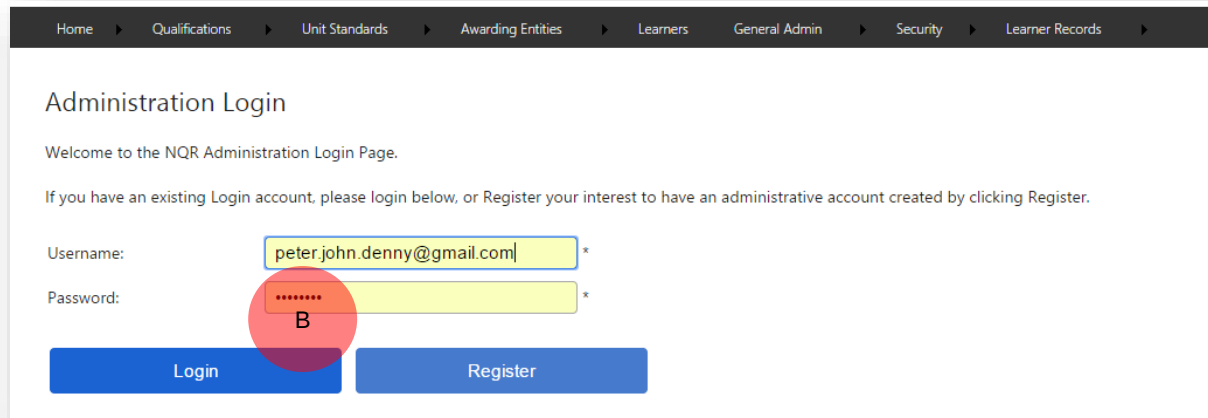
Education & Training



Browse accredited Education & Training Providers.

[View Providers](#)

B. Provide your username and password, and click 'Login'.



Home ▶ Qualifications ▶ Unit Standards ▶ Awarding Entities ▶ Learners ▶ General Admin ▶ Security ▶ Learner Records ▶

Administration Login

Welcome to the NQR Administration Login Page.

If you have an existing Login account, please login below, or Register your interest to have an administrative account created by clicking Register.

Username: *

Password: *

B

C. You are now logged in and will see the 'Administration Portal' home page.

Welcome, Peter Denny | [Click here to change or retrieve password.](#) | [Click here to logoff.](#)


Want this NQR system in
your Country? E-mail to:
info@e-nqr.org

National Qualifications Register


For more info email to:
info@e-nqr.org

Home ▶ Qualifications ▶ Unit Standards ▶ Awarding Entities ▶ Learners ▶ General Admin ▶ Security ▶ Learner Records ▶

Administration Portal

Welcome to the NQR Administration Portal!

The NQR Administration Portal allows authorised stakeholders to manage various aspects of the NQR database, such as Qualifications, Unit Standards, Training Providers, and Learner Achievements.

Access to the Administration Portal is limited to users who have been granted administrative permissions on the website. Please communicate directly with the relevant National Qualifications Authority regarding the assignment of these permissions to your user account if required.

Home
Admin Home
Public Home

Qualifications
Qualifications
Qualification Types

Unit Standards
Unit Standards
Unit Standard Types

Awarding Bodies
Education & Training Providers
Assessors
Moderators

Learners

Learner Records
Qualification Uploads
Unit Standard Uploads

General Admin
Subframeworks
Basic/Life Skills
Fields
Sub-Fields
Originators
Status
Registration Checklists

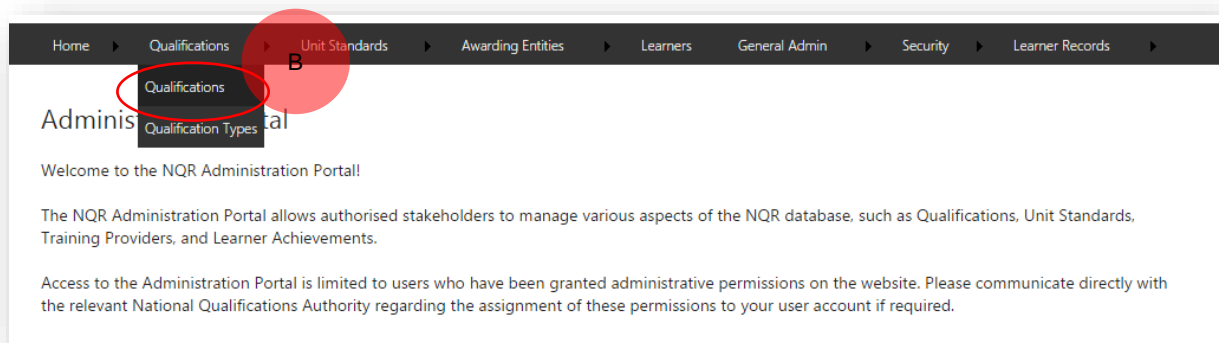
Security
Users

2. Qualifications

2.1 Add Qualification:

A. Log in as per the instructions in *1 Before you start*.

B. Select 'Qualifications' from the main menu



C. Select 'Add Qualification'.

Qualifications

Please use the lists provided below to refine your search for qualification related information:

ID:

- ☐ 13924
- ☐ 15328
- ☐ 16015
- ☐ 19433
- ☐ 20473

Credits:

- ☐ 120
- ☐ 240
- ☐ 360

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Type:

- ☐ Certificate
- ☐ Degree
- ☐ Diploma

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

Search

Clear All

Add Qualification

Edit/Remove Qualification

View Print Version

	ID	Title	Credits	Level	Field	Subfield	Type	Subframework
Select	13924	Advanced Certificate: Education	120	4	001 Culture &	Design Studies	Diploma	HE

D. Provide all information on the 'Add Qualification' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).

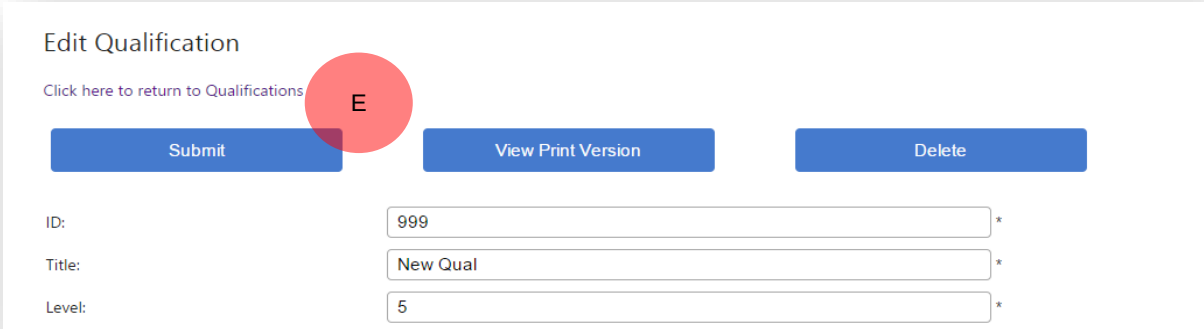
Add Qualification

[Click here to return to Qualifications](#)

SubmitView Print Version

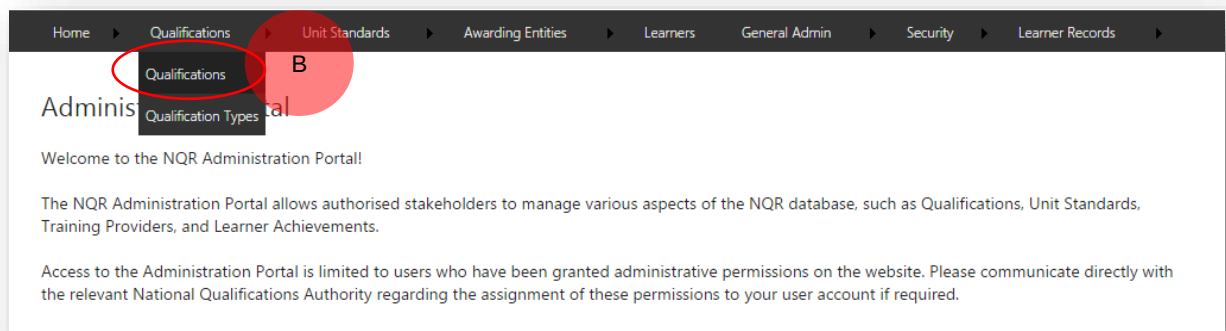
ID:	999	*
Title:	New Qual	*
Level:	5	*
Credits:	120	*
Subframework:	HE	▼
Field:	001 Culture & Arts	▼
Sub-Field:	Design Studies	▼

- E. Provide all information on the 'Edit Qualification' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).



2.2 Edit Qualification:

- A. Log in as per the instructions in *1 Before you start*.
- B. Select 'Qualifications' from the main menu



C. Select the Qualification to edit by clicking 'Select'

Qualifications

Please use the lists provided below to refine your search for qualification related information:

ID:

- ☐ 13924
- ☐ 15328
- ☐ 16015
- ☐ 19433
- ☐ 20473

Credits:

- ☐ 120
- ☐ 240
- ☐ 360

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Type:

- ☐ Certificate
- ☐ Degree
- ☐ Diploma

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

Search

Clear All

Add Qualification

Edit/Remove Qualification

View Print Version

	ID	Title	Credits	Level	Field	Subfield	Type	Subframework
Select	13924	Advanced Certificate: Education	120	4	001 Culture & Arts	Design Studies	Diploma	HE
Select	15328	Advanced Certificate: Education: Computer-integrat	240	2	001 Culture & Arts	Design Studies	Certificate	TVET
Select	16015	Advanced Certificate: Education: Adult Education:	120	5			Diploma	HE

D. Select 'Edit Qualification'.

Qualifications

Please use the lists provided below to refine your search for qualification related information:

ID:

- ☐ 13924
- ☐ 15328
- ☐ 16015
- ☐ 19433
- ☐ 20473

Credits:

- ☐ 120
- ☐ 240
- ☐ 360

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Type:

- ☐ Certificate
- ☐ Degree
- ☐ Diploma

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

[Search](#)

[Clear All](#)

[Add Qualification](#)

[Edit/Remove Qualification](#)

[View Print Version](#)

	ID	Title	Credits	Level	Field	Subfield	Type	Subframework
Select	13924	Advanced Certificate: Education	120	4	001 Culture & Arts	Design Studies	Diploma	HE
Select	15328	Advanced Certificate: Education: Computer-integrat	240	2	001 Culture & Arts	Design Studies	Certificate	TVET
Select	16015	Advanced Certificate: Education: Adult Education:	120	5			Diploma	HE

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- E. Provide all information on the 'Edit Qualification' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Edit Qualification

[Click here to return to Qualifications](#)

E

Submit

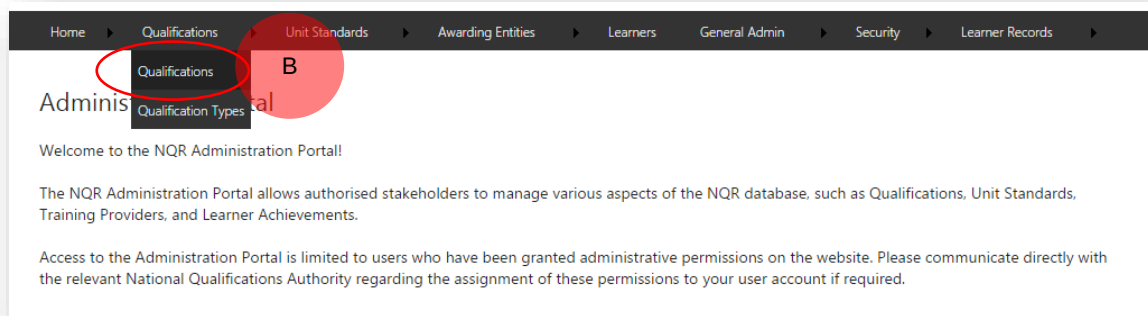
View Print Version

Delete

ID:	999	*
Title:	New Qual	*
Level:	5	*
Credits:	120	*
Subframework:	HE	▼
Field:	001 Culture & Arts	▼
Sub-Field:	Design Studies	▼

2.3 Delete Qualification:

- A. Log in as per the instructions in *1 Before you start*.
- B. Select 'Qualifications' from the main menu.



C. Select the Qualification to delete by clicking 'Select'.

Qualifications

Please use the lists provided below to refine your search for qualification related information:

ID:

- ☐ 13924
- ☐ 15328
- ☐ 16015
- ☐ 19433
- ☐ 20473

Credits:

- ☐ 120
- ☐ 240
- ☐ 360

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Type:

- ☐ Certificate
- ☐ Degree
- ☐ Diploma

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

[Search](#)

[Clear All](#)

[Add Qualification](#) [Edit/Remove Qualification](#) [View Print Version](#)

	ID	Title	Credits	Level	Field	Subfield	Type	Subframework
Select	13924	Advanced Certificate: Education	120	4	001 Culture & Arts	Design Studies	Diploma	HE
Select	15328	Advanced Certificate: Education: Computer-Integrat	240	2	001 Culture & Arts	Design Studies	Certificate	TVET
Select	16015	Advanced Certificate: Education: Adult Education:	120	5			Diploma	HE

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D. Select 'Edit/Remove Qualification'.

Qualifications

Please use the lists provided below to refine your search for qualification related information:

ID:

- ☐ 13924
- ☐ 15328
- ☐ 16015
- ☐ 19433
- ☐ 20473

Credits:

- ☐ 120
- ☐ 240
- ☐ 360

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Type:

- ☐ Certificate
- ☐ Degree
- ☐ Diploma

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

[Search](#)

[Clear All](#)

[Add Qualification](#)

[Edit/Remove Qualification](#)

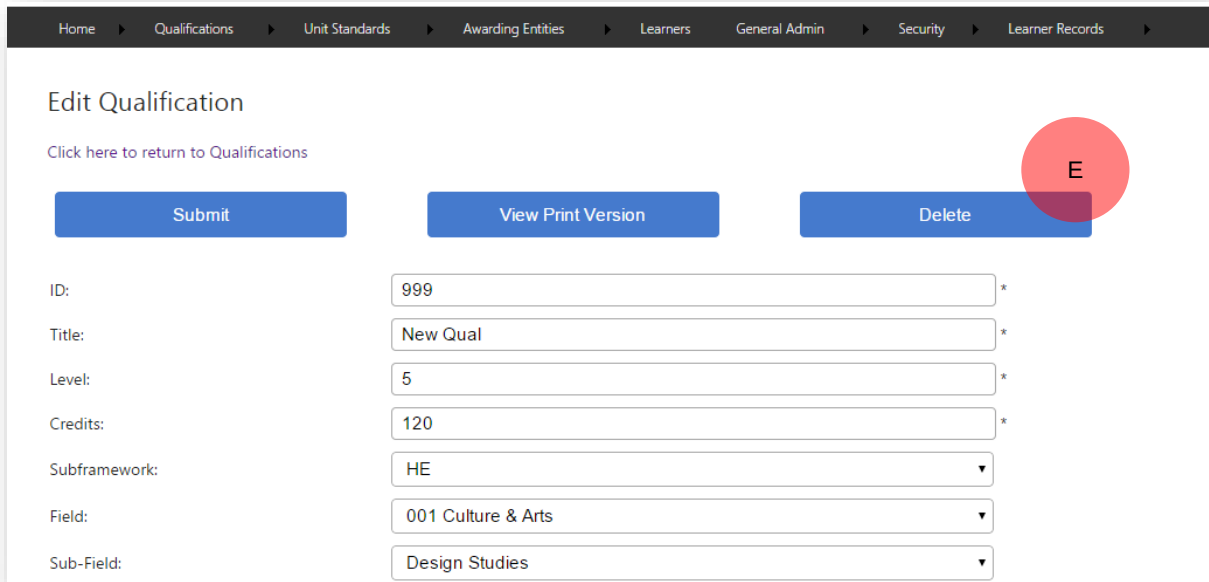
[View Print Version](#)

	ID	Title	Credits	Level	Field	Subfield	Type	Subframework
Select	13924	Advanced Certificate: Education	120	4	001 Culture & Arts	Design Studies	Diploma	HE
Select	15328	Advanced Certificate: Education: Computer-integrat	240	2	001 Culture & Arts	Design Studies	Certificate	TVET
Select	16015	Advanced Certificate: Education: Adult Education:	120	5			Diploma	HE

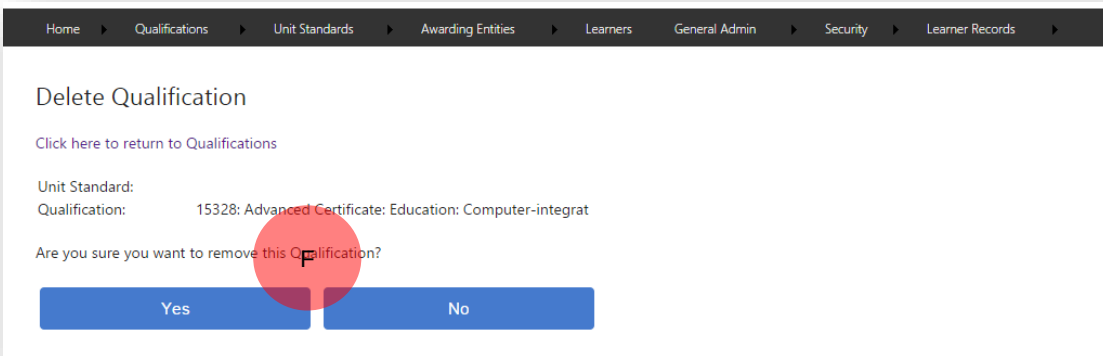
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E. Click 'Delete'.



F. Confirm your choice by clicking 'Yes'.

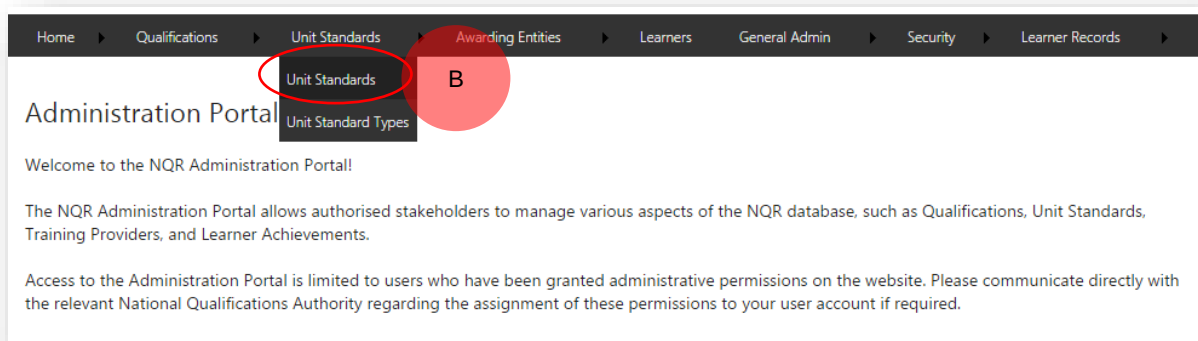


3. Unit Standards

3.1 Add Unit Standard:

A. Log in as per the instructions *1 Before you start*.

B. Select 'Unit Standards' from the main menu.



Select 'Add Unit Standard'.

Unit Standards

Please use the lists provided below to refine your search for Unit Standard related information:

ID:

- ☐ U00001
- ☐ U00010
- ☐ U00015
- ☐ U00020
- ☐ U00025

Credits:

- ☐ 15
- ☐ 20
- ☐ 25
- ☐ 30

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

Add Unit Standard

Edit/Remove Unit Standard

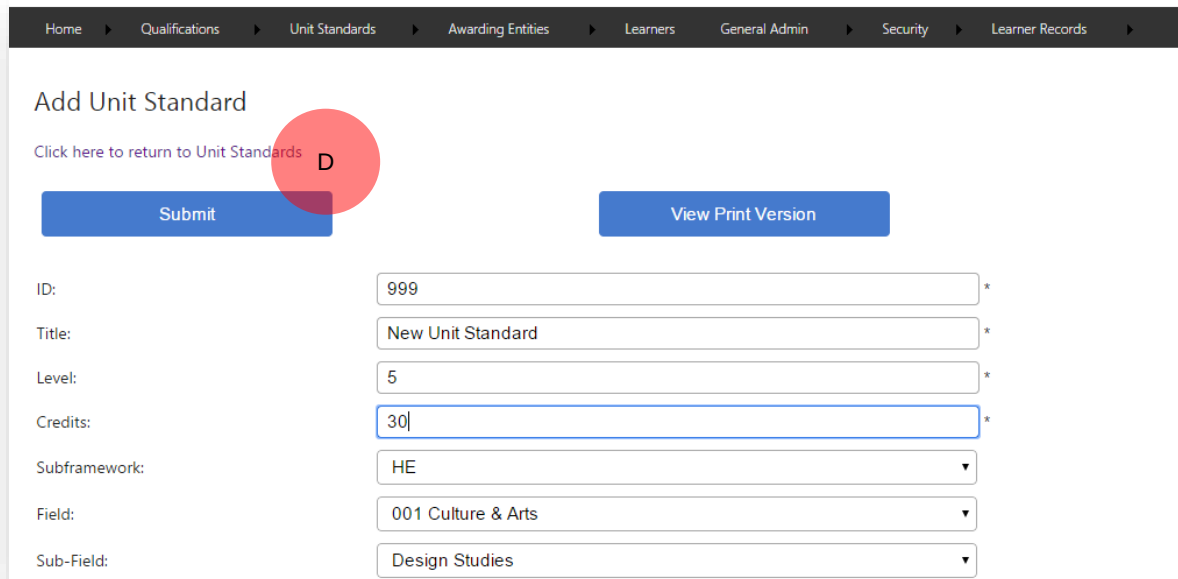
Search

Clear All

View Print Version

	ID	Title	Credits	Level	Field	Subfield	Subframework
Select	U00001	Administer a local area computer network	30	5	003 Education & Training	Higher Education &	TVET

- C. Provide all information on the 'Add Unit Standard' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).



Home ► Qualifications ► Unit Standards ► Awarding Entities ► Learners ► General Admin ► Security ► Learner Records ►

Add Unit Standard

[Click here to return to Unit Standards](#)

D

[Submit](#) [View Print Version](#)

ID: 999 *

Title: New Unit Standard *

Level: 5 *

Credits: 30 *

Subframework: HE ▼

Field: 001 Culture & Arts ▼

Sub-Field: Design Studies ▼

- D. Provide all information on the 'Edit Unit Standard' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Edit Unit Standard

[Click here to return to Unit Standards](#)

E

Submit

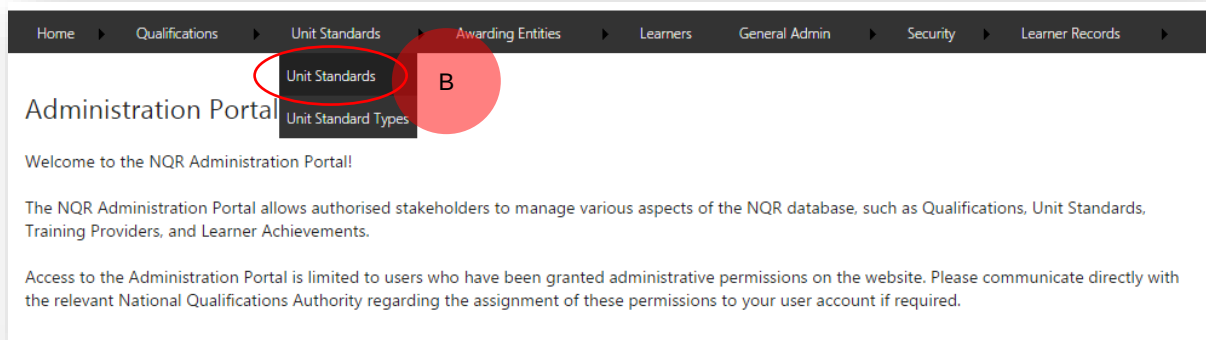
View Print Version

Delete

ID:	999	*
Title:	New Unit Standard	*
Level:	5	*
Credits:	30	*
Subframework:	HE	▼
Field:	001 Culture & Arts	▼
Sub-Field:	Design Studies	▼

3.2 Edit Unit Standard:

- A. Log in as per the instructions in *1 Before you start*.
- B. Select 'Unit Standards' from the main menu.



C. Select the Unit Standard to edit by clicking 'Select'.

Home
Qualifications
Unit Standards
Awarding Entities
Learners
General Admin
Security
Learner Records

Unit Standards

Please use the lists provided below to refine your search for Unit Standard related information:

ID:

- ☐ 999
- ☐ U00001
- ☐ U00010
- ☐ U00015
- ☐ U00020

Credits:

- ☐ 15
- ☐ 20
- ☐ 25
- ☐ 30

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

	ID	Title	Credits	Level	Field	Subfield	Subframework
Select	999	New Unit Standard	30	5	001 Culture & Arts	Design Studies	HE
Select	U00001	Administer a local area computer network	30	5	003 Education & Training	Higher Education & Training	TVET
Select	U00010	Access, process, adapt and use data from a wide range of texts	30	5	003 Education & Training	Higher Education & Training	TVET

D. Select 'Edit/Remove Unit Standard'.

Home
Qualifications
Unit Standards
Awarding Entities
Learners
General Admin
Security
Learner Records

Unit Standards

Please use the lists provided below to refine your search for Unit Standard related information:

ID:

- ☐ 999
- ☐ U00001
- ☐ U00010
- ☐ U00015
- ☐ U00020

Credits:

- ☐ 15
- ☐ 20
- ☐ 25
- ☐ 30

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Subframework:

- ☐ HE
- ☐ TVET

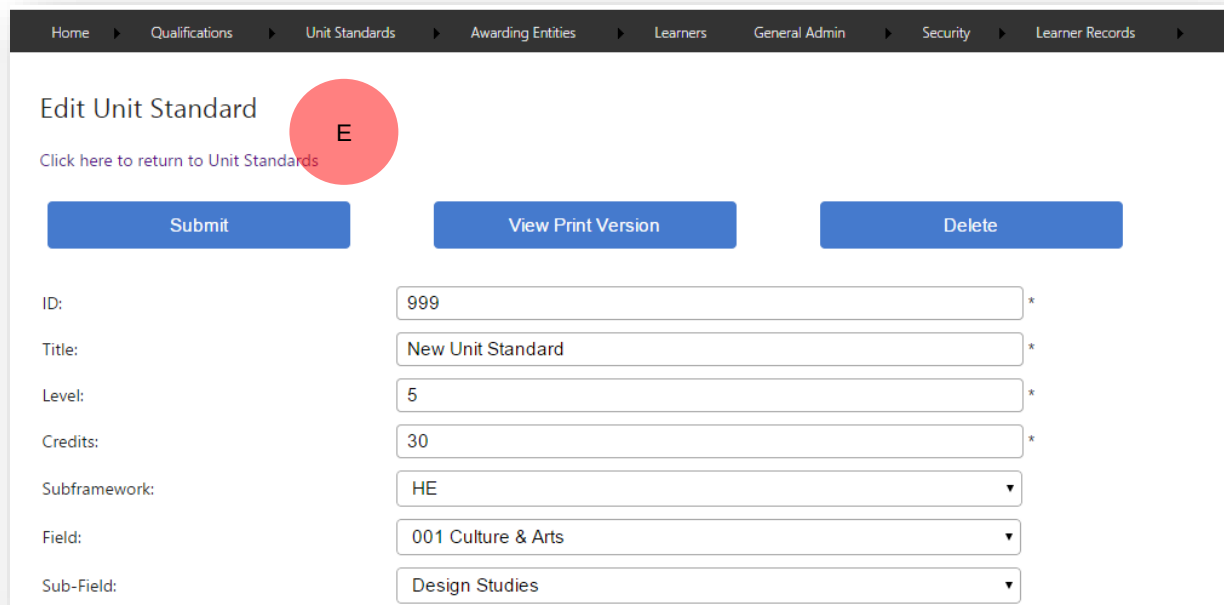
Word Search (Title):

	ID	Title	Credits	Level	Field	Subfield	Subframework
Select	999	New Unit Standard	30	5	001 Culture & Arts	Design Studies	HE
Select	U00001	Administer a local area computer network	30	5	003 Education & Training	Higher Education & Training	TVET
Select	U00010	Access, process, adapt and use data from a wide range of texts	30	5	003 Education & Training	Higher Education & Training	TVET

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- E. Provide all information on the 'Edit Unit Standard' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).



Home > Qualifications > Unit Standards > Awarding Entities > Learners > General Admin > Security > Learner Records >

Edit Unit Standard

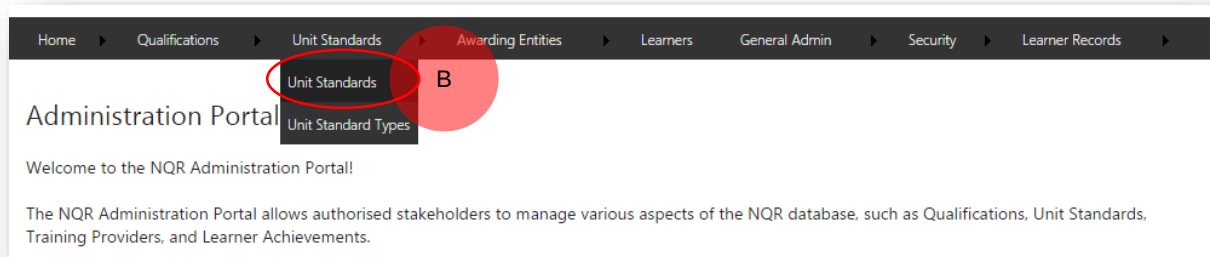
[Click here to return to Unit Standards](#)

Submit **View Print Version** **Delete**

ID:	999	*
Title:	New Unit Standard	*
Level:	5	*
Credits:	30	*
Subframework:	HE	▼
Field:	001 Culture & Arts	▼
Sub-Field:	Design Studies	▼

3.3 Delete Unit Standard:

- A. Log in as per the instructions in *1 Before you start*.
- B. Select 'Unit Standards' from the main menu



- C. Select the Unit Standard to delete by clicking 'Select'.

Home
Qualifications
Unit Standards
Awarding Entities
Learners
General Admin
Security
Learner Records

Unit Standards

Please use the lists provided below to refine your search for Unit Standard related information:

ID:
☐ 999
☐ U00001
☐ U00010
☐ U00015
☐ U00020

Credits:
☐ 15
☐ 20
☐ 25
☐ 30

NQF Level:
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Field:
☐ 001 Culture & Arts
☐ 002 Business & Management Studies
☐ 003 Education & Training

Sub-Field:
☐ Design Studies
☐ Generic Management
☐ Higher Education & Training
☐ Schooling

Subframework:
☐ HE
☐ TVET

Word Search (Title):

Add Unit Standard
Edit/Remove Unit Standard
Search
Clear All
View Print Version

	ID	Title	Credits	Level	Field	Subfield	Subframework
Select	999	New Unit Standard	30	5	001 Culture & Arts	Design Studies	HE
Select	U00001	Administer a local area computer network	30	5	003 Education & Training	Higher Education & Training	TVET
Select	U00010	Access, process, adapt and use data from a wide range of texts	30	5	003 Education & Training	Higher Education & Training	TVET

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D. Select 'Edit/Remove Unit Standard'.

Unit Standards

Please use the lists provided below to refine your search for Unit Standard related information:

ID:

- ☐ 999
- ☐ U00001
- ☐ U00010
- ☐ U00015
- ☐ U00020

Credits:

- ☐ 15
- ☐ 20
- ☐ 25
- ☐ 30

NQF Level:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Field:

- ☐ 001 Culture & Arts
- ☐ 002 Business & Management Studies
- ☐ 003 Education & Training

Sub-Field:

- ☐ Design Studies
- ☐ Generic Management
- ☐ Higher Education & Training
- ☐ Schooling

Subframework:

- ☐ HE
- ☐ TVET

Word Search (Title):

Add Unit Standard

Edit/Remove Unit Standard

Search

Clear All

View Print Version

	ID	Title	Credits	Level	Field	Subfield	Subframework
Select	999	New Unit Standard	30	5	001 Culture & Arts	Design Studies	HE
Select	U00001	Administer a local area computer network	30	5	003 Education & Training	Higher Education & Training	TVET
Select	U00010	Access, process, adapt and use data from a wide range of texts	30	5	003 Education & Training	Higher Education & Training	TVET

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E. Click 'Delete'.

Edit Unit Standard

[Click here to return to Unit Standards](#)

ID: *

Title: *

Level: *

Credits: *

Subframework: ▼

Field: ▼

Sub-Field: ▼

F. Confirm your choice by clicking 'Yes'.

Delete Unit Standard

[Click here to return to Unit Standards](#)

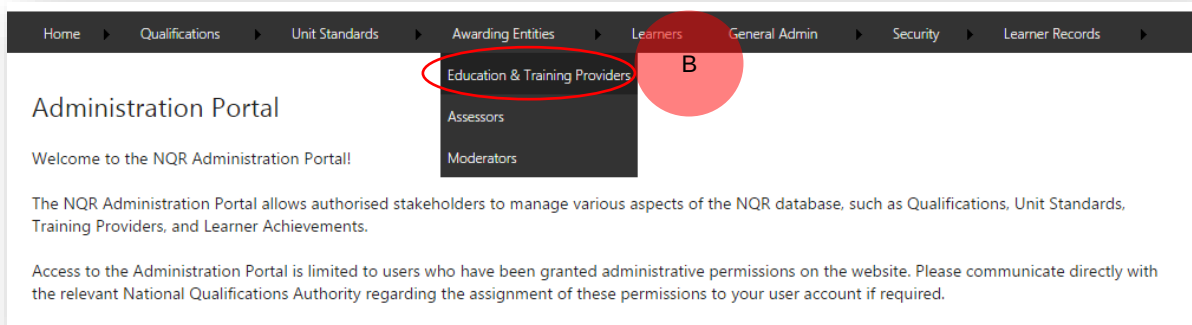
Unit Standard: U00001: Administer a local area computer network
Qualification:

Are you sure you want to delete this Unit Standard?

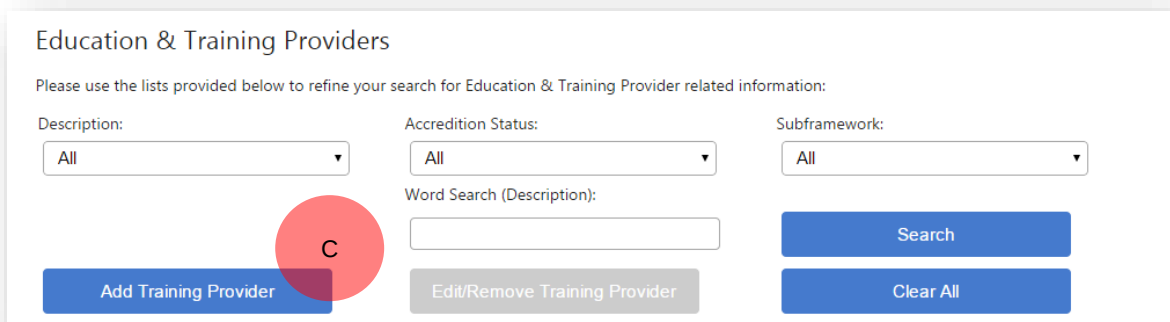
4. Education & Training Providers

4.1 Add Education & Training Provider:

- A. Log in as per the instructions in *1 Before you start*.
- B. Select 'Awarding Entities', then 'Education & Training Providers' from the main menu.



- C. Select 'Add Training Provider'.



- D. Provide all information on the 'Add Education & Training Provider' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Add Education & Training Provider

[Click here to return to Education & Training Providers](#)

Submit

Status: Pending ▼

Description: New Provider *

Registration Number: 12345

Physical Address: 1 Smith Street

Postal Address: P.O. Box 12345

Tel. (1): 12345

Tel. (2): 12345

Contact Name: Bob Smith

Contact Phone: 12345

Subframework: TVET ▼

- E. Provide all information on the 'Edit Training Provider' page and click 'Submit'.
(The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Edit Training Provider

[Click here to return to Training Providers](#)

SubmitDelete Training Provider

Institutional Accreditation Status:	Pending
Description	New Provider
Registration Number:	12345
Physical Address:	1 Smith Street
Postal Address:	P.O. Box 12345
Tel. (1):	12345
Tel. (2):	12345
Contact Name:	Bob Smith
Contact Phone:	12345
Subframework:	TVET

Qualifications this Training Provider is Accredited to Offer:
No Qualifications associated with this Training Provider.

Add QualificationDelete Qualification

Unit Standards this Training Provider is Accredited to Offer:
No Unit Standards associated with this Training Provider.

Add Unit StandardDelete Unit Standard

User accounts associated with this Training Provider:

No Users associated with this Training Provider.

Add User

Delete User

Resend Verification Email

Checklist items for accreditation associated with this Training Provider:

Edit Checklist Item

	Sequence	Description	Status	Comments
Select	1	Submit business plan.	☐	
Select	2	Submit financial statements	☐	
Select	3	Submit CVs of all key staff.	☐	

Choose File No file chosen

Upload File for Checklist

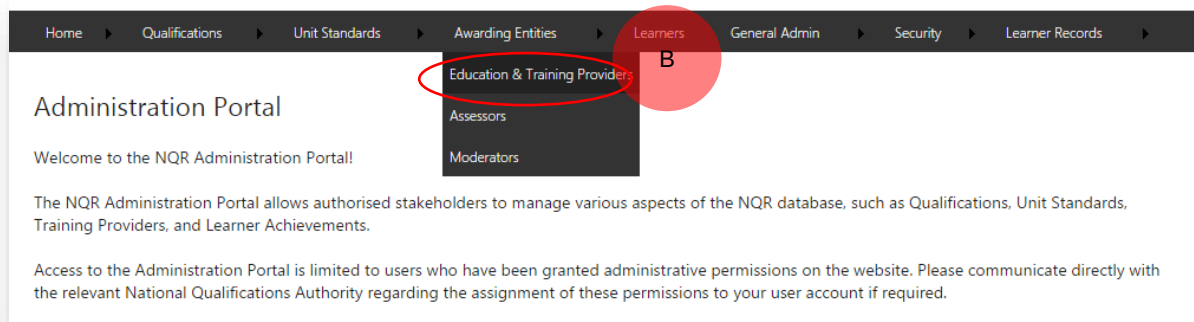
Uploaded files for checklist (click on individual files to download and view):

No uploaded files associated with this Training Provider.

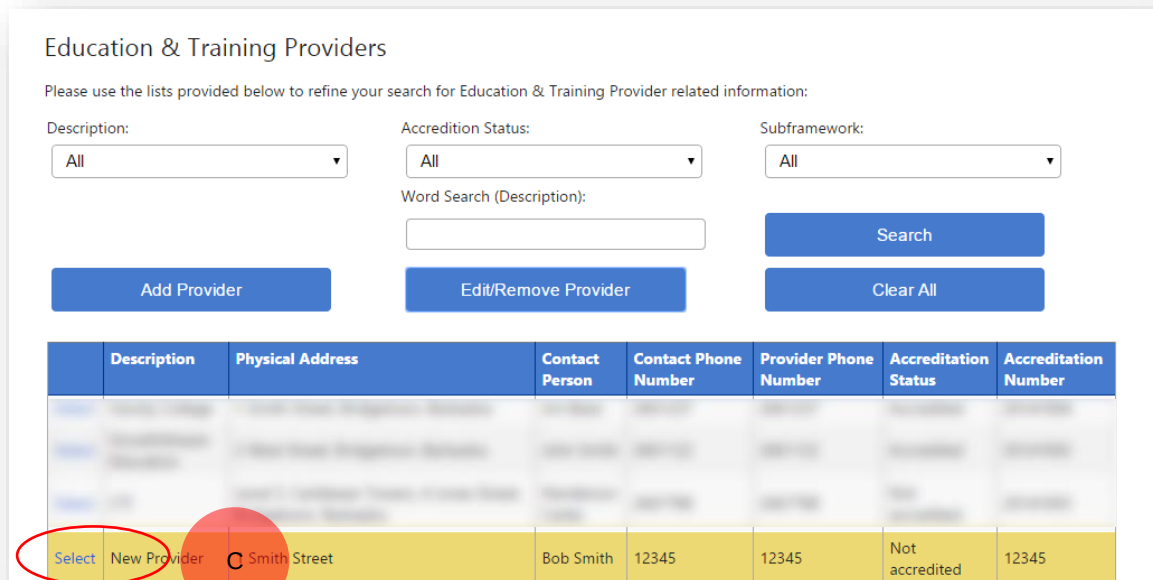
4.2 Edit Education & Training Provider:

A. Log in as per the instructions *1 Before you start*.

B. Select 'Awarding Entities', then 'Education & Training Providers' from the main menu.



C. Select the Provider to edit by clicking 'Select'.



D. Select 'Edit/Remove Training Provider'.

Education & Training Providers

Please use the lists provided below to refine your search for Education & Training Provider related information:

Description:
All

Accreditation Status:
All

Subframework:
All

Word Search (Description):

Add Provider
Edit/Remove Provider
Search
Clear All

	Description	Physical Address	Contact Person	Contact Phone Number	Provider Phone Number	Accreditation Status	Accreditation Number
Select	New Provider	1 Smith Street	Bob Smith	12345	12345	Not accredited	12345

- E. Provide all information on the 'Edit Training Provider' page and click 'Submit'.
(The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Edit Training Provider

[Click here to return to Training Providers](#)

E

Institutional Accreditation Status:	Pending
Description	New Provider
Registration Number:	12345
Physical Address:	1 Smith Street
Postal Address:	P.O. Box 12345
Tel. (1):	12345
Tel. (2):	12345
Contact Name:	Bob Smith
Contact Phone:	12345
Subframework:	TVET

Qualifications this Training Provider is Accredited to Offer:
No Qualifications associated with this Training Provider.

Unit Standards this Training Provider is Accredited to Offer:
No Unit Standards associated with this Training Provider.

User accounts associated with this Training Provider:

No Users associated with this Training Provider.

Add User

Delete User

Resend Verification Email

Checklist items for accreditation associated with this Training Provider:

Edit Checklist Item

	Sequence	Description	Status	Comments
Select	1	Submit business plan.	☐	
Select	2	Submit financial statements	☐	
Select	3	Submit CVs of all key staff.	☐	

Choose File No file chosen

Upload File for Checklist

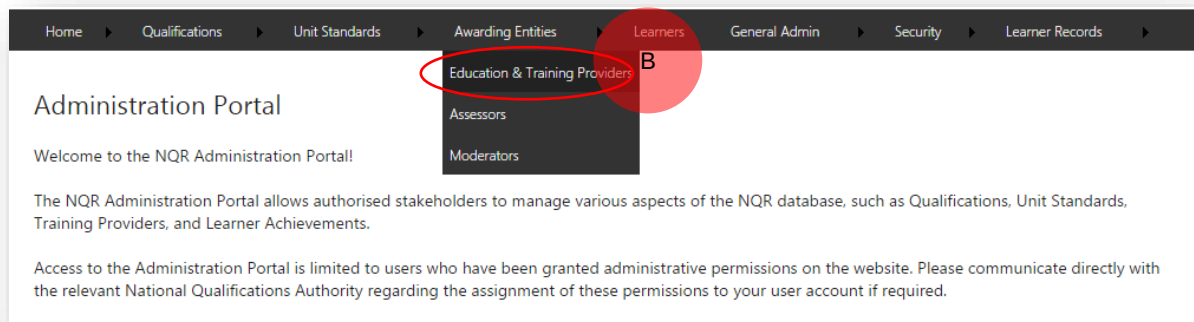
Uploaded files for checklist (click on individual files to download and view):

No uploaded files associated with this Training Provider.

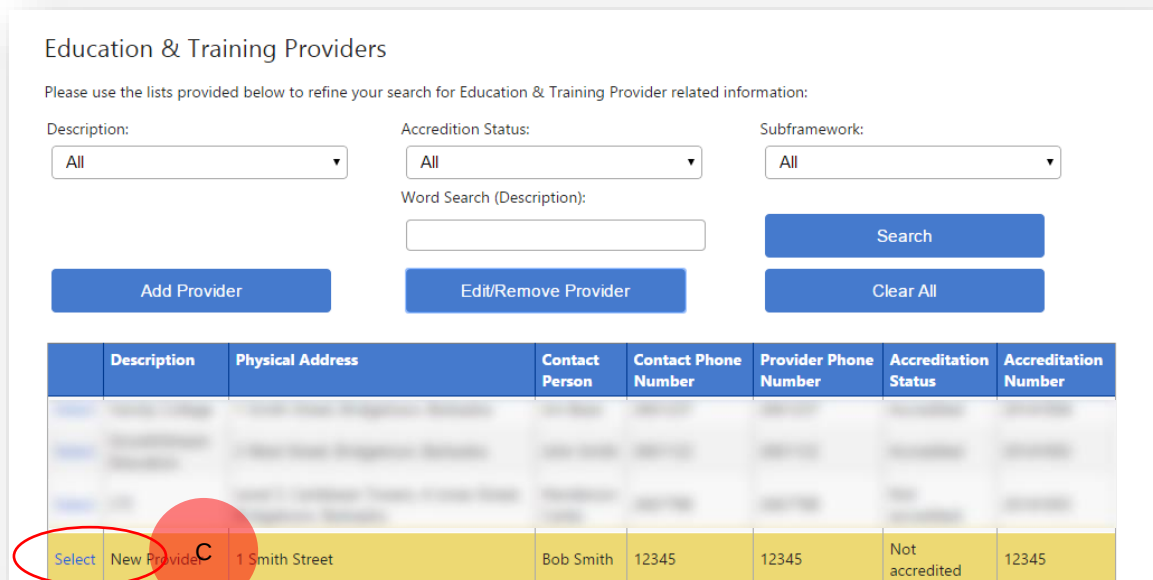
4.3 Delete Education & Training Provider:

A. Log in as per the instructions *1 Before you start*.

B. Select 'Awarding Entities', then 'Education & Training Providers' from the main menu.



C. Select the Provider to delete by clicking 'Select'.



D. Select 'Edit/Remove Training Provider'.

Education & Training Providers

Please use the lists provided below to refine your search for Education & Training Provider related information:

Description:

All

Accreditation Status:

All

Subframework:

All

Word Search (Description):

Search

Add Provider

Edit/Remove Provider

Clear All

	Description	Physical Address	Contact Person	Contact Phone Number	Provider Phone Number	Accreditation Status	Accreditation Number
Select	New Provider	1 Smith Street	Bob Smith	12345	12345	Not accredited	12345

E. Click 'Delete Training Provider'.

Edit Training Provider

[Click here to return to Training Providers](#)

SubmitDelete Training Provider

Institutional Accreditation Status:

Pending

Description

New Provider

Registration Number:

12345

Physical Address:

1 Smith Street

Postal Address:

P.O. Box 12345

Tel. (1):

12345

Tel. (2):

12345

Contact Name:

Bob Smith

Contact Phone:

12345

Subframework:

TVET

Qualifications this Training Provider is Accredited to Offer:

No Qualifications associated with this Training Provider.

Add Qualification

Delete Qualification

Unit Standards this Training Provider is Accredited to Offer:

No Unit Standards associated with this Training Provider.

Add Unit Standard

Delete Unit Standard

F. Confirm your choice by clicking 'Yes'.

Delete Training Provider

[Click here to return to Training Providers](#)

Training Provider:

New Provider

Are you sure you want to remove this Training Provider?

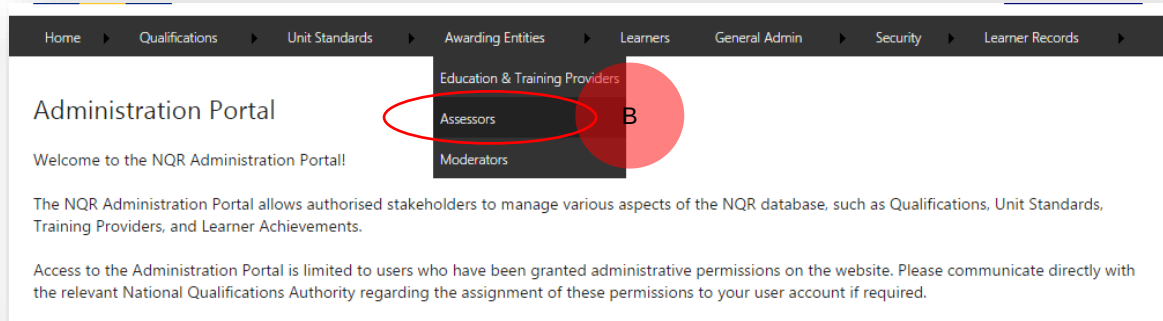
Yes

No

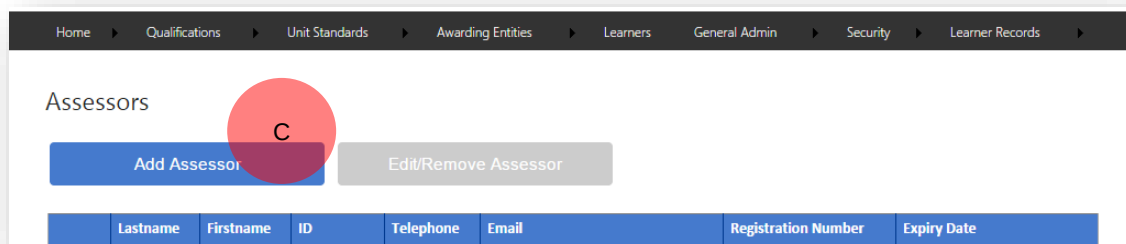
5. Assessors

5.1 Add Assessor:

- A. Log in as per the instructions in *1 Before you start*.
- B. Select 'Awarding Entities', then 'Assessors' from the main menu.



- C. Select 'Add Assessor'.



- D. Provide all information on the 'Add Assessor' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Add Assessor

[Click here to return to Assessors](#)

Submit

Status:

Pending ▼

Lastname:

Firstname:

ID:

Tel. (1):

Tel. (2):

Email (1):

Email (2):

Registration Number:

Registration Start Date:

12/8/2014

< December 2014 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Registration End Date:

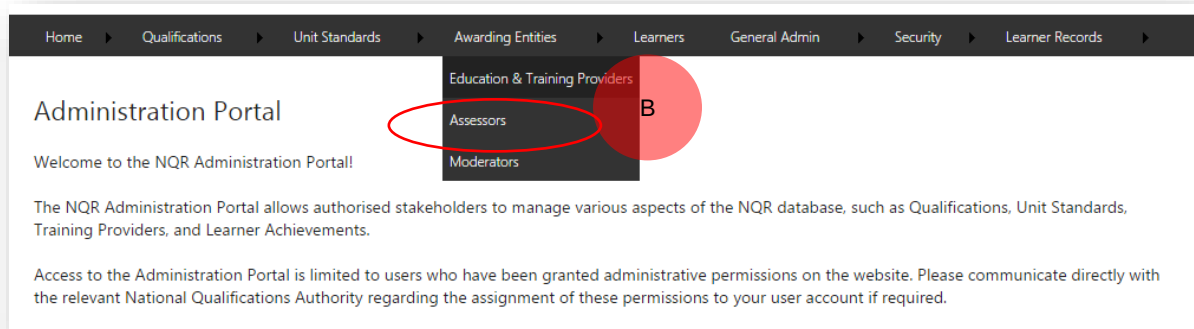
12/8/2014

< December 2014 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

5.2 Edit Assessors:

A. Log in as per the instructions *1 Before you start*.

B. Select 'Awarding Entities', then 'Assessors' from the main menu.



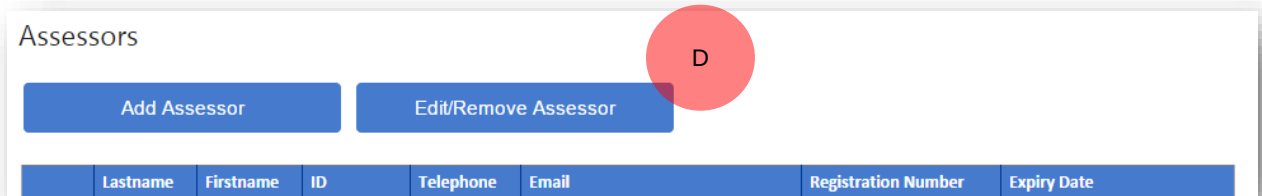
C. Select the Assessor to edit by clicking 'Select'.

Assessors

[Add Assessor](#) [Edit/Remove Assessor](#)

	Lastname	Firstname	ID	Telephone	Email	Registration Number	Expiry Date
Select	Adams	John	20140001	2661234		20140001	6/3/2011 12:00:00 AM
Select	Jones	Jack	20140001	2661236		20140002	6/26/2011 12:00:00 AM
Select	Smith	Mark	20140003	2661234		20140003	6/26/2011 12:00:00 AM

D. Select 'Edit/Remove Assessor'.



Assessors

Add Assessor Edit/Remove Assessor

Lastname	Firstname	ID	Telephone	Email	Registration Number	Expiry Date
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E. Provide all information on the 'Edit Assessor' page and click 'Submit'. (The items marked with a * are required, and you will not be able to proceed unless you provide this information).

Edit Assessor

E

Return to Assessors

Submit

Delete Assessor

Status:

Surname:

First name:

ID:

Tel. (1):

Tel. (2):

Email (1):

Email (2):

Registration Number:

Registration Start Date:

Registration End Date:

Subframeworks:

No Subframeworks associated with this Assessor.

Add Subframework

Delete Subframework

Qualifications this Assessor is Accredited to Assess:

No Qualifications associated with this Assessor.

Add Qualification

Delete Qualification

Unit Standards this Assessor is Accredited to Assess:

Add Unit Standard

Delete Unit Standard

	ID	Title	Credits	Level	Field	Subfield	Subframework
Select	U00010	Access, process, adapt and use data from a wide range of texts	30	5	003 Business & Management	Higher Education & Training	TVET

User accounts associated with this Training Provider:

No Users associated with this Training Provider.

Add User

Delete User

Resend Verification Email

Checklist items for accreditation associated with this Training Provider:

Edit Checklist Item

	Sequence	Description	Status	Comments
Select	1	Submit business plan.	☐	
Select	2	Submit financial statements	☐	
Select	3	Submit CVs of all key staff.	☐	

Choose File No file chosen

Upload File for Checklist

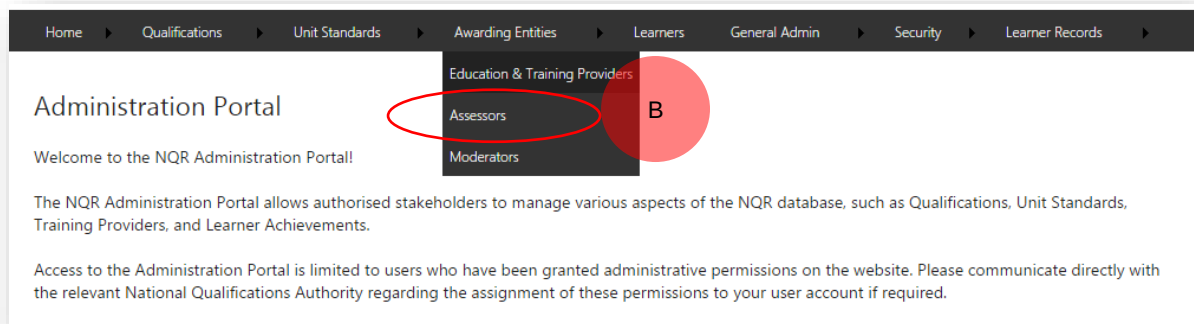
Uploaded files for checklist (click on individual files to download and view):

No uploaded files associated with this Training Provider.

5.3 Delete Assessors:

A. Log in as per the instructions *1 Before you start*.

B. Select 'Awarding Entities', then 'Assessors' from the main menu.



C. Select the Assessor to edit by clicking 'Select'.

Assessors

[Add Assessor](#) [Edit/Remove Assessor](#)

	Lastname	Firstname	ID	Telephone	Email	Registration Number	Expiry Date
Select	Adams	John	20140001	2661234	johnadams1@skn.com	20140001	6/3/2011 12:00:00 AM
Select	Jones	Jack	20140001	2661236	jackjones1@skn.com	20140002	6/26/2011 12:00:00 AM
Select	Smith	Mark	20140003	2661234	marksmith1@skn.com	20140003	6/26/2011 12:00:00 AM

Select 'Edit/Remove Assessor'.

Assessors

Add Assessor		Edit/Remove Assessor					
	Lastname	Firstname	ID	Telephone	Email	Registration Number	Expiry Date
Select	Adams	John	20140001	2661234	johnadams1@skn.com	20140001	6/3/2011 12:00:00 AM
Select	Jones	Jack	20140001	2661236	jackjones1@skn.com	20140002	6/26/2011 12:00:00 AM
Select	Smith	Mark	20140003	2661234	marksmith1@skn.com	20140003	6/26/2011 12:00:00 AM

D. Click 'Delete Assessor'.

Edit Assessor

Return to Assessors		Submit	Delete Assessor
Status:	Active ▼		
Lastname:	Jones *		
Firstname:	Jack *		
ID:	20140001		
Tel. (1):	2661236		
Tel. (2):	2661237		

Confirm your choice by clicking 'Yes'.

Delete Assessor

Return to Assessors	
Assessor:	Jack Jones
Are you sure you want to remove this Assessor?	
Yes	No

= = = END REPORT = = =

