



WJEC Connect: User guide for centres

# Registration and Certification

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## 1. About this document

WJEC Connect is used to administer most of our externally verified on-demand qualifications. The system facilitates the registration, quality assurance and certification processes.

This document provides easy to follow guidance on how to register and certificate learners using our WJEC Connect system.

Information on our requirements regarding assessment and quality assurance can be found in the Centre handbook for externally verified qualifications.

## 2. Accessing the Connect system

WJEC Connect is a web-based system accessible at <https://connect.wjec.co.uk/>.

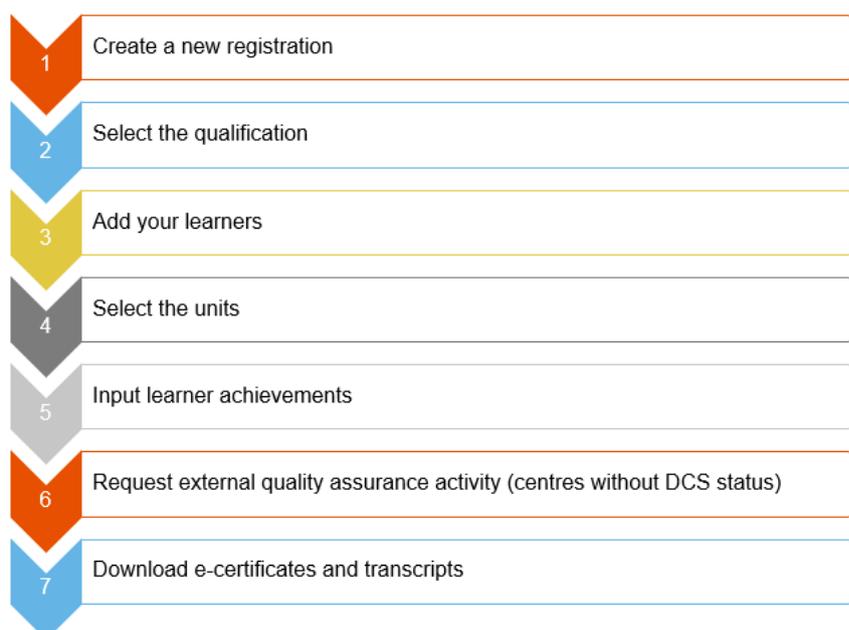
You should have been provided with a username and password to access the system. If you have not received your login details, please contact [connect@wjec.co.uk](mailto:connect@wjec.co.uk).

When you log in to WJEC Connect you will initially be taken to the 'Home' page. The 'Inbox' displays all 'forms' that have been created by you and/or have been 'assigned' to you by a colleague within the centre. These forms are active and within the control of the centre.

Please note you may also have access to view your overall centre's 'inbox' depending on their access rights. If you can view the centre inbox, you will be able to see all forms that have been created and that are currently active within the centre.

## 3. Registering and certificating your learners in 7 easy steps

Registering and certificating your learners is easy within WJEC Connect. This section takes you through the following 7 main steps from starting a new registration to downloading and printing e-certificates and transcripts.



## Step 1. Creating a new registration

To start a new registration, select **'Reg/Cert'** at the top of the page and then select **'Create a Booking'**.



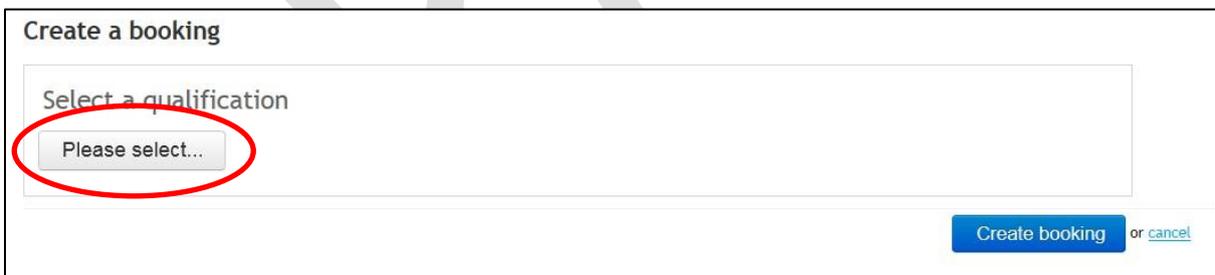
You can choose to register your learners using an English medium or Welsh medium registration form. The language in which you choose to complete the registration does not have to match the language candidate(s) use for their assessment.

To make a new registration select the *Learner Registration and Certification Form*



## Step 2. Select the qualification

You must link the registration to the qualification your learners are working towards. To do this, click **'Please select'**.



A list of the qualifications your centre is approved to offer will then be displayed.

Select the required qualification from the list; a green tick should appear at the end of the line.

Please select...

Title:  Qualification type: Other General Qualification Qualification level: Please select...

Qualification type	Qualification level	Title	Qualification Number/Ofqual QN	Status
Other General Qualification	Entry Level 3	WJEC Entry Level Award in Self Development and Wellbeing (Entry 3) (6800A3)	610/1320/1	Live <input type="checkbox"/>
Other General Qualification	Entry Level 3	WJEC Entry Level Certificate in Self Development and Wellbeing (Entry 3) (6800C3)	610/1321/3	Live <input type="checkbox"/>
Other General Qualification	Level 1	WJEC Level 1 Award in Self Development and Wellbeing (6800A1)	610/1322/5	Live <input checked="" type="checkbox"/>
Other General Qualification	Level 1	WJEC Level 1 Certificate in Self Development and Wellbeing (6800C1)	610/1323/7	Live <input type="checkbox"/>
Other General Qualification	Entry Level 3	WJEC Entry Level Award in Securing Employment (Entry 3) (6805A3)	610/1696/2	Live <input type="checkbox"/>
Other General Qualification	Entry Level 3	WJEC Entry Level Certificate in Securing Employment (Entry 3) (6805C3)	610/1697/4	Live <input type="checkbox"/>
Other General Qualification	Level 1	WJEC Level 1 Award in Securing Employment (6805A1)	610/1701/2	Live <input type="checkbox"/>
Other General Qualification	Level 1	WJEC Level 1 Certificate in Securing Employment (6805C1)	610/1702/4	Live <input type="checkbox"/>
Other General Qualification	Entry Level 3	WJEC Entry Level Award in Preparing for Employment (Entry 3) (6810A3)	610/1608/1	Live <input type="checkbox"/>
Other General Qualification	Level 1	WJEC Level 1 Award in Preparing for Employment (6810A1)	610/1610/X	Live <input type="checkbox"/>

Showing 1 to 10 of 33 entries

First Previous 1 2 3 4 Next Last

Finished!

Once you have selected the correct qualification click **'Finished'**.

Please note, you can only register learners for one qualification per booking form. If a learner is completing multiple qualifications, you will need to complete a new booking form for each qualification.

If the required qualification is not listed, please speak to your exams officer to ensure that you have the relevant qualification approval to offer the qualification. If not, you will need to complete the qualification approval process. Please refer to the *Centre Handbook for verified qualifications* for additional information on the qualification approval process.

Once the booking has been generated, the form will show a booking reference number. This can be used to quickly locate the registration in future and will be used in all communication between WJEC and the centre.

### Step 3. Select the units

Once you have added your learners to the registration, you need to select the units they are completing.

A list of the unit titles available within the qualification will be displayed. Please refer to the qualification specification for full details of the units available within the qualification and any rules of combination, including any barred units. units to be selected.

Select the required units by hovering over the unit title and using 'left click'. Once all units have been chosen, select 'Save changes'.

Booking components for Registration form for W.J.E.C. for

Filter on units:

**Save changes** or [cancel changes](#)

WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)

Q: WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)

- 8819 Planning a journey Entry Level 3 | 1 credit
- 8818 Understanding personal hygiene and presentation for work Entry Level 3 | 1 credit
- 8817 Managing personal finances Level 1 | 2 credits
- 8816 Managing own money Entry Level 3 | 1 credit
- 8815 Maintaining sexual health and wellbeing Level 1 | 2 credits
- 8814 Understanding contraception Entry Level 3 | 2 credits
- 8813 Understanding physical wellbeing Entry Level 3 | 2 credits

Connect will validate the selection of units chosen and if it does not meet the requirements for the qualification, e.g.in the required credit value and/or the required credit at the level of the qualification, an error message will appear letting you know what action is required.

Your changes could not be saved because the following issues would result in an unachievable qualification structure.

- Group QG - Number of credits (4) is fewer than the minimum number of credits required for the group (6).
- Group QG - Number of credits achieved at Entry Level 3 (2) is fewer than the minimum number of credits at that level required for the group (4).

WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)

QG: WJEC Entry Level Award in Self Development and Wellbeing (Entry 3) DETAILS

Group description: To achieve the Entry Level Award in Self Development and Wellbeing (Entry 3), learners will need to achieve a minimum of 6 credits, of which a minimum of 4 credits must be at Entry 3

Minimum credits: 6

Minimum sub-components: 1

Mandatory within group: Yes

Minimum credits at level: 4

Level specified for minimum credits at level check: EntryLevel3

8819 Planning a journey Entry Level 3 1 credit

8818 Understanding personal hygiene and presentation for work Entry Level 3 1 credit

Once the correct combination of units have been generated, select **'Submit Registrations'** at the bottom of the page.

Please note once registrations have been submitted, learner registration fees will be generated and applied. Please ensure all details are accurate before submitting.

Once registrations have been submitted to WJEC, no additional learners can be added to be the booking. If you have additional learners, you must submit a new booking.

#### Step 4. Add your learners

To add a learner to the booking, go to the overview page and click **'Learner Details'**.

**About this form**

[Learner details](#)  
CENTRE EDITS

Please use this form to register learners and claim certification.

✓ Start date 29/03/2023 (change start date) ✓ Booking open for registrations

Add/remove components Show qualification structure

Show booking pie chart

Submit registrations Submit for Quality Assurance Request form closure

Once active, you will be able to add learners to the booking form. You can manually **add a new learner** or, if a learner has previously been added to the system, you can use the **Add existing learners** option.

There is an option to bulk upload your learners to Connect prior to starting a booking. For information on how to do this, see the [additional guidance on adding multiple learners](#).



<p>Add a new learner (manually)</p>	<p>This allows you to add individual learners manually to a booking. When adding a new learner, you <b>must</b> complete the mandatory fields:</p> <ol style="list-style-type: none"> <li>i. First Name</li> <li>ii. Last Name</li> <li>iii. ULN</li> <li>iv. Date of Birth</li> <li>v. Gender</li> </ol> <p>The remaining fields (middle or other name, previous family name and country) are optional.</p> <p>Once the learner details have been completed click '<b>create learner and add to booking</b>'.</p> <p>You will need to repeat this process for every learner you intend to register on the booking.</p>
<p>Add existing learners</p>	<p>If you are registering a learner that has previously been registered through Connect, e.g for another qualification or using a bulk upload (see the <a href="#">additional guidance on adding multiple learners</a>), the learner's details will be stored on the system, and you can use the add existing learner function.</p> <p>To search for an existing learner, enter the learner details and click '<b>Search Learner</b>'.</p> <p>To access a list of all learners that are stored on Connect, leave the learner details blank and click '<b>Search Learners</b>'. A full list of learners should appear.</p> <p>Either click '<b>select all</b>', which will add all the learners to the booking or look through the list and click on the individual learners that are required.</p> <p>A green tick will show against the learner(s) and the learners name(s) will now be displayed at the top of the form.</p> <p>Check that the correct learners have been added. To remove any learners that have been selected in error, click '<b>remove</b>', next to the learner's name.</p> <p>Once you have selected all the learners required, click '<b>Add these learners</b>'.</p>

Once you are satisfied that all learners have been added, and you have checked that the details provided for each learner are correct, click '**Finish working on this section**'.

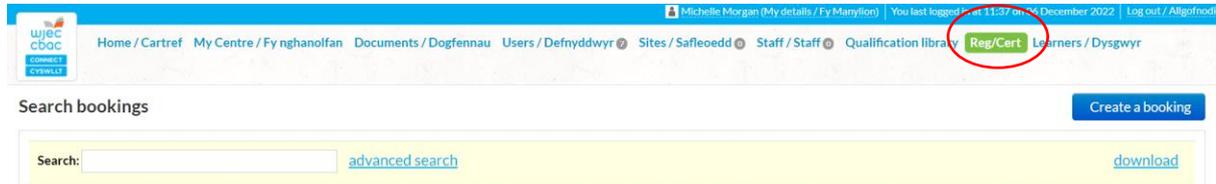
The learners have now been added to the booking and you will now be taken back to the overview. A message will be displayed at the top of the page to show that the learner(s) have been successfully added (*Your edits were successful*).

If you need to remove learners **before** the registrations are submitted to WJEC, please see remove from booking under 5. Additional guidance.

## Step 5. Input learner achievements

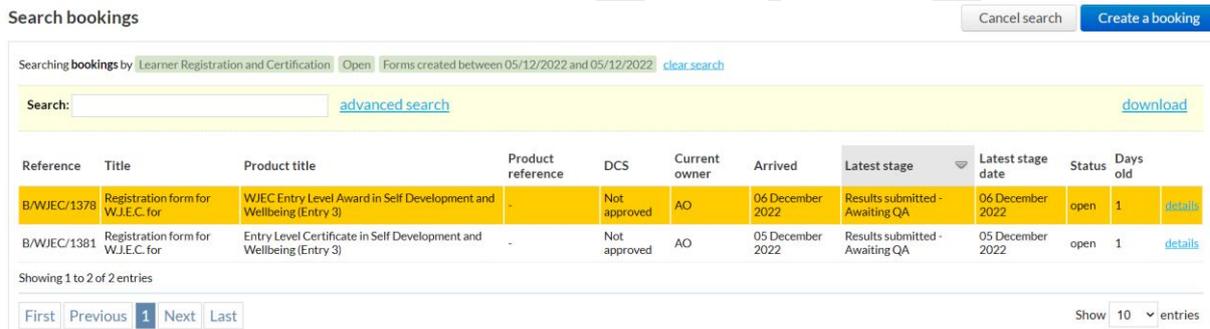
To locate your registration, search for the booking from the **Reg/Cert tab** i.e., B/WJEC/1021 and select the booking to which you want to add passes to your learners.

If you know the reference/booking number assigned to the registration, you can type this in the search field. If you do not have this information to hand, use the advance search to locate the booking.



When using the advance search:

- i. Select 'Registration and Certification' in the Form Type, and
- ii. Use the 'From' and 'To' fields to filter the date range in which the registration was created.



Select the required booking form to be able to update learner achievements.

Once the booking form has loaded, click '**Learner Details**' and then '**Grading View**'.

Please note that the grading view can only be used for adding passes to a small number of learners. For larger cohorts (over 25) the 'Manage Learner assessment screens' need to be used (see page 10).

## Inputting learner achievements using the grading view

[Save changes](#) [apply passing grade to all](#) | [claim all](#) |

[Candidate 11](#) DOB: 20/11/2005, REF: 91321, ULN: 1000000051

<p><b>P</b> 6800A1   610/1322/5 WJEC Level 1 Award in Self Development and Wellbeing</p> <p>PASS BASED ON STRUCTURE, INTERNALLY ASSESSED <i>WJEC Level 1 Award in Self Development and Wellbeing</i></p> <p><input type="button" value="Fail"/> <input type="button" value="Pass"/></p> <p><a href="#">Other requests</a> A W R RA D EF</p> <p>Assessment not yet recorded</p>	Results not entered	Not yet claimed Cannot be claimed as not yet achieved Claim <input type="checkbox"/>	Not yet granted Cannot be awarded as not yet claimed Award <input type="checkbox"/>	Not yet certificated Not yet eligible for certification Paper and e-certificate	Not placed on hold Hold <input type="checkbox"/>
<p><b>C</b> 6900E3 Planning a journey <small>Entry Level 3   1 credit</small></p> <p>MANUAL, INTERNALLY ASSESSED <i>Planning a journey</i></p> <p><input type="button" value="Fail"/> <input type="button" value="Pass"/></p> <p><a href="#">Other requests</a> A W R RA D EF</p> <p>Assessed on 20/03/2023</p>	Results entered 20/03/2023	Claimed 20/03/2023 Claim <input checked="" type="checkbox"/>	Not yet granted Award <input type="checkbox"/>	Not yet certificated E-certificate	Not placed on hold Hold <input type="checkbox"/>
<p><b>C</b> 6898L1 Managing personal finances <small>Level 1   2 credits</small></p> <p>MANUAL, INTERNALLY ASSESSED <i>Managing personal finances</i></p> <p><input type="button" value="Fail"/> <input type="button" value="Pass"/></p> <p><a href="#">Other requests</a> A W R RA D EF</p> <p>Assessed on 20/03/2023</p>	Results entered 20/03/2023	Claimed 20/03/2023 Claim <input checked="" type="checkbox"/>	Not yet granted Award <input type="checkbox"/>	Not yet certificated E-certificate	Not placed on hold Hold <input type="checkbox"/>

The grading view is split into two sections

- P (Product)** which will be awarded by WJEC once all the units have been externally verified and achieved. The 'Pass' button will turn Green once the full qualification has been awarded.
- C (Component)** Click the 'Pass' button if the learner has achieved and the button will turn green or 'fail' if the learner has not achieved and the button will turn red.

Grading for all learners ([back to learners](#))

Filter assessments

[learner view](#) | [grading view](#) | [session view](#)

[Save changes](#) [apply passing grade to all](#) | [claim all](#) |

[Candidate 10](#) DOB: 18/12/2002, REF: 91320, ULN: 1000000051

<p><b>P</b> 6800A1   610/1322/5 WJEC Level 1 Award in Self Development and Wellbeing</p> <p>PASS BASED ON STRUCTURE, INTERNALLY ASSESSED <i>WJEC Level 1 Award in Self Development and Wellbeing</i></p> <p><input type="button" value="Fail"/> <input type="button" value="Pass"/></p> <p><a href="#">Other requests</a> A W R RA D EF</p> <p>Assessment not yet recorded</p>	Results not entered	Not yet claimed Cannot be claimed as not yet achieved Claim <input type="checkbox"/>	Not yet granted Cannot be awarded as not yet claimed Award <input type="checkbox"/>	Not yet certificated Not yet eligible for certification Paper and e-certificate	Not placed on hold Hold <input type="checkbox"/>
<p><b>C</b> 6900E3 Planning a journey <small>Entry Level 3   1 credit</small></p> <p>MANUAL, INTERNALLY ASSESSED <i>Planning a journey</i></p> <p><input type="button" value="Fail"/> <input type="button" value="Pass"/></p> <p><a href="#">Other requests</a> A W R RA D EF</p> <p>Assessment not yet recorded</p>	Results not entered	Not yet claimed Cannot be claimed as not yet achieved Claim <input type="checkbox"/>	Not yet granted Cannot be awarded as not yet claimed Award <input type="checkbox"/>	Not yet certificated E-certificate	Not placed on hold Hold <input type="checkbox"/>

There is an option to apply a pass to all the learners within the booking by clicking '**apply passing grade to all**'. This will apply a pass to all units within the booking.

Once the passes have been input for all learners, click '**Claim**' and click '**Save changes**'.

## Inputting learner achievements using the 'Manage learner assessments and outcomes' option

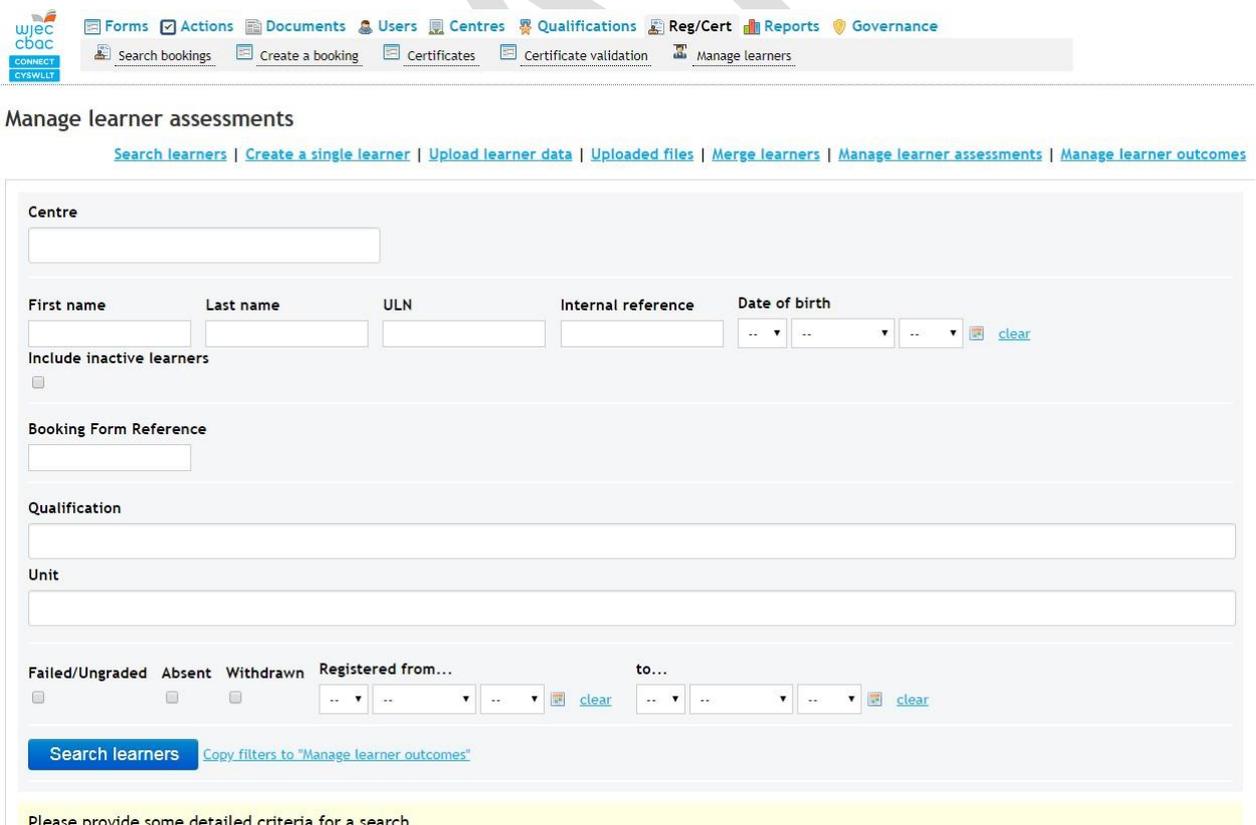
The cross-booking screen functionality allows the centre and to be able to enter grades for each assessment and outcomes directly through search screen rather than through the booking form. This means that the grades and outcomes can be entered across multiple bookings, through the ability to search by centre, qualifications and units and having all learners displayed, based on registration dates.

Most of the rules that are applicable to a booking are still applied here:

- Grades can only be entered onto the screen once a booking is locked – if the form is not locked they will show as read only.
- If the form is in our control you will not be able to enter a grade for an assessment or claim – it will show as read only.
- Any auto functionality rules that have been applied to the unit or qualification will be applied when the grade has been entered or saved.

## Cross Booking Tabs

The Manage Learner Assessment screen is available through the REG/CERT module, within the Manage Learner sub-menu:



Centre

First name Last name ULN Internal reference Date of birth

Include inactive learners

Booking Form Reference

Qualification

Unit

Failed/Ungraded Absent Withdrawn Registered from... to...

Search learners [Copy filters to "Manage learner outcomes"](#)

Please provide some detailed criteria for a search.

This screen is used to enter the assessment grades, or to view and report on grades entered. There are multiple search fields available, with the Centre, Qualification and Unit fields allowing for assessments to be displayed across bookings:

Manage learner assessments

Centre:

Learner's first name:  Last name:  ULN:  Internal reference:  Date of birth:  Postcode:  Include inactive learners:

Booking Form Reference:

Qualification:  link:

From:  To:

Search learners [View filters in Manage learner assessments](#)

Searching learner assessments by Qualifications = Creatio AD Level 1 Award in Interview Skills From = 01/10/2016 To = 28/10/2018

Filters:  Mark:  Grade:  [Filter](#) [Clear filters](#)

Actions: [Ungrade](#) [Clear all grades](#) [Save](#) [Download](#)

21 rows returned

Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade	Sampling session (if applicable)
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00007	Improving Communication Skills	Improving Communication Skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00013	Listening Skills	Listening Skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00011	Understand the delivery of questions	Understand the delivery of questions	0.00	Pass	
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills	0.00	Pass	
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills	0.00	Pass	

You can filter the data returned, by entering the details and selecting the 'Filter' button:

Searching learner assessments by Booking Form Reference = 10 Qualifications = Creatio AD Level 1 Award in Interview Skills Status = Registered From = 01/10/2016 To = 28/10/2018

Filters:  Mark:  Grade:  [Filter](#) [Clear filters](#)

Actions: [Ungrade](#) [Clear all grades](#) [Save](#) [Download](#)

2 rows returned

Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade	Sampling session (if applicable)
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills	0.00	Pass	
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills	0.00	Pass	

[Save](#) [Download](#)

The user can either enter a grade per assessment or they can apply the grade across all assessments through the **Actions** option

Searching learner assessments by Qualifications = Creatio AD Level 1 Award in Interview Skills From = 01/10/2016 To = 28/10/2018

Filters:  Mark:  Grade:  [Filter](#) [Clear filters](#)

Actions: [Set grade](#) [Clear all grades](#) [Save](#) [Download](#)

25 rows returned

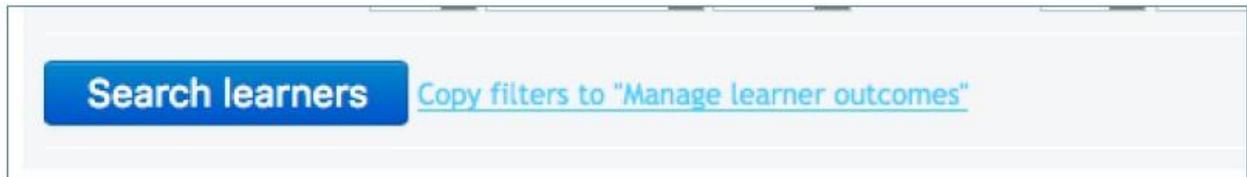
Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade	Sampling session (if applicable)
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00007	Improving Communication Skills	Improving Communication Skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00013	Listening Skills	Listening Skills	0.00	Pass	

At any point, the results in the grid can be downloaded through the **Download** option, this will show the assessment grade but also the latest outcome (achieved, claim, award, certification or on hold):

Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Sampling session (if applicable)	Mark	Grade	Achieved	Achievement date	Claimed	Claim date	Awarded	Awarded date	Certificated	Certificate date	On hold	On hold date	Validation complete
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00005	Presentation skills	Presentation skills		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00007	Improving Communication Skills	Improving Communication Skills		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00007	Improving Communication Skills	Improving Communication Skills		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00011	Understand the delivery of questions	Understand the delivery of questions		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE
Robert Marsden	Lynsey's Test Centre	AO	B/CAO/10	QU00011	Understand the delivery of questions	Understand the delivery of questions		0	Pass	TRUE	15/10/2018	TRUE	15/10/2018	TRUE	15/10/2018	FALSE		FALSE		TRUE

Once the user has entered the grades, they can see the latest outcome by using the

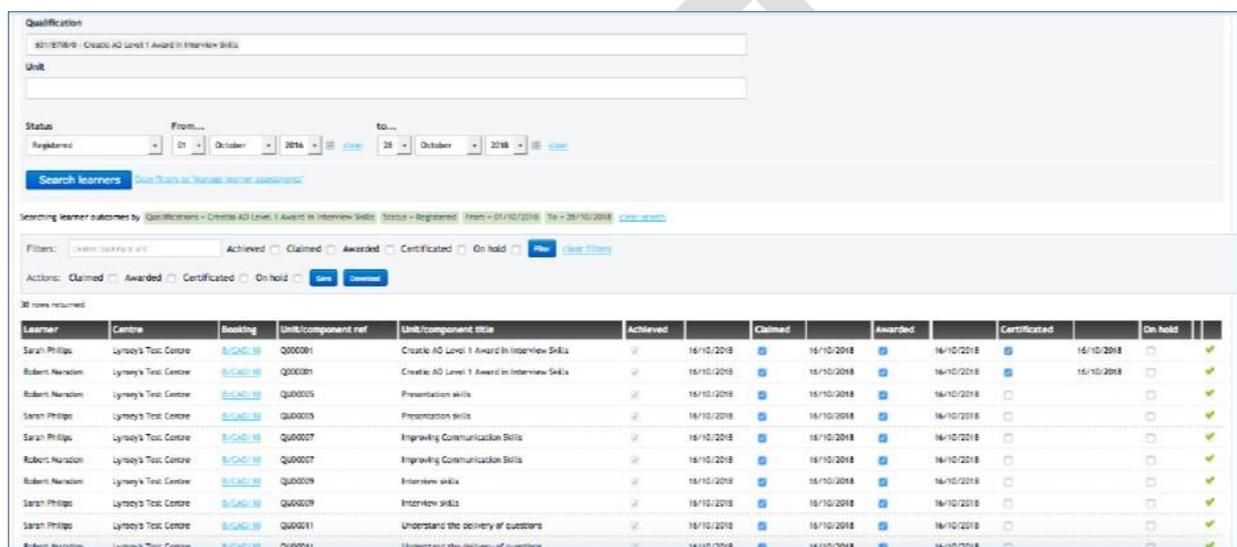
## Copy filters to Manage learner outcome:



This will take the user onto the **Manage Learner Outcome** screen.

## Cross Booking Tab – Manage Learner Outcome

The Manage Learner outcome is available through the **REG/CERT** module, within the **Manage learner** sub-menu. The user can use it directly and enter the search criteria or you can link to the Manage Learner Assessment tab and when you copy the filters the information will be pulled through under the **Registered** status:

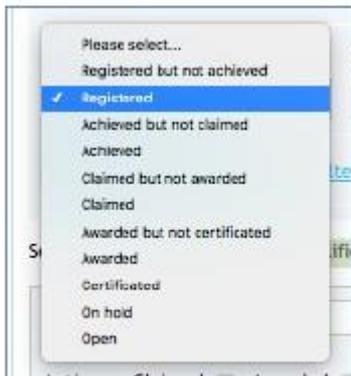
A screenshot of the "Manage Learner Outcome" screen. At the top, there are input fields for "Qualification" (containing "Create AD Level 1 Award in Interview Skills") and "Unit". Below these are "Status" filters for "From" and "To" dates, both set to "15 October 2018". A "Search learners" button is visible. Below the search area, there are checkboxes for "Achieved", "Claimed", "Awarded", "Certificated", and "On hold". A table below shows 30 rows of learner data. The table has columns for Learner, Centre, Booking, Unit/component ref, Unit/component title, and various status columns: Achieved, Claimed, Awarded, Certificated, and On hold. Each row includes a small icon in the "Achieved" column and a checkmark in the "On hold" column.

Learner	Centre	Booking	Unit/component ref	Unit/component title	Achieved	Claimed	Awarded	Certificated	On hold
Sarah Phillips	Lynsey's Test Centre	B/CADL/18	Q00001	Create AD Level 1 Award in Interview Skills	<input checked="" type="checkbox"/>				
Robert Nardson	Lynsey's Test Centre	B/CADL/18	Q00001	Create AD Level 1 Award in Interview Skills	<input checked="" type="checkbox"/>				
Robert Nardson	Lynsey's Test Centre	B/CADL/18	Q00005	Presentation skills	<input checked="" type="checkbox"/>				
Sarah Phillips	Lynsey's Test Centre	B/CADL/18	Q00005	Presentation skills	<input checked="" type="checkbox"/>				
Sarah Phillips	Lynsey's Test Centre	B/CADL/18	Q00007	Improving Communication Skills	<input checked="" type="checkbox"/>				
Robert Nardson	Lynsey's Test Centre	B/CADL/18	Q00007	Improving Communication Skills	<input checked="" type="checkbox"/>				
Robert Nardson	Lynsey's Test Centre	B/CADL/18	Q00009	Interview skills	<input checked="" type="checkbox"/>				
Sarah Phillips	Lynsey's Test Centre	B/CADL/18	Q00009	Interview skills	<input checked="" type="checkbox"/>				
Sarah Phillips	Lynsey's Test Centre	B/CADL/18	Q00011	Understand the delivery of customers	<input checked="" type="checkbox"/>				
Robert Nardson	Lynsey's Test Centre	B/CADL/18	Q00011	Understand the delivery of customers	<input checked="" type="checkbox"/>				

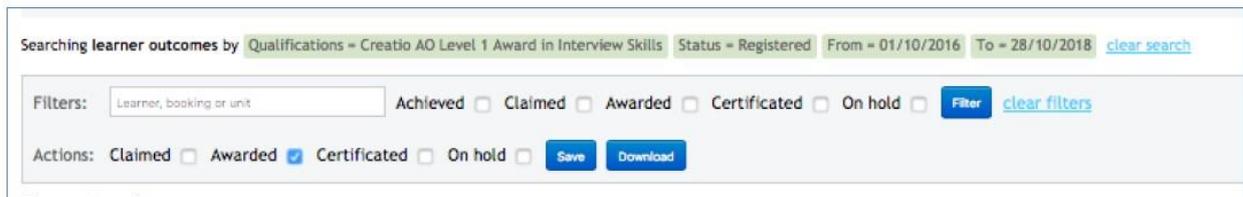
The status drop down allows the results to be filtered based on their status, to allow the user to see results (if required) based on the status of the learners:

- **Registered but achieved** – Learners who have been registered but have had no result entered.
- **Registered** – ALL learners who have been registered against this qual/unit no matter what the final status is.
- **Achieved but not claimed** – all learners who have a result entered but have not been claimed.
- **Achieved** – ALL learners who have an achievement against the unit/qual not matter what the final status is.
- **Claimed but not awarded** – all learners who have a claim against the unit/qual but have not awarded.
- **Claimed** – ALL learners who have a claim against the unit/qual no matter what the final status is.
- **Awarded but not certificated** – all learners who have been awarded the unit/qual but have not been certificated.
- **Awarded** – ALL learners who have an award against the unit/qual no matter what the final status is.

- **Certificated** – ALL learners who have been certificated against the unit/qual no matter what the final status is.
- **On hold** – ALL learners who are currently on hold.
- **Open** – this shows all open bookings with the outcomes.



The outcome can be added per learner/assessment or the user can use the **Actions** options, and this will be applied to all relevant learner/assessments. So, if the **Claimed** action was ticked this would only be applied if the learner/assessment is showing with **Achieved** ticked, as a grade had been entered. It wouldn't claim any learner/assessment if the grade did not have the **Achieved** ticked. This is the same for **Awarded**, the Claim box must be ticked and the **Certificated** can only be ticked if the Award box was ticked.



If you clicked on the booking form you would also be able to see it was awaiting through the message below:



When validation has taken place, the information displayed is up to date, the green tick will be displayed:

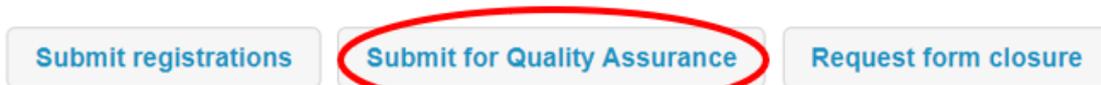
Qualification  
 501/5076/D - Creato AD Level 1 Award in Interview Skills  
 Unit  
 Status Registered From: 01 October 2016 To: 31 October 2018  
 Search learners  
 Searching learner outcomes by Qualification - Creato AD Level 1 Award in Interview Skills Status - Registered From - 01/10/2016 To - 31/10/2018  
 Filters:  Achieved  Claimed  Awarded  Certificated  On hold  Filter [Clear filters](#)  
 Actions: Claimed  Awarded  Certificated  On hold  Save Download  
 38 rows returned

Learner	Centre	Booking	Unit/component ref	Unit/component title	Achieved	Claimed	Awarded	Certificated	On hold
Sarah Philips	Lynsey's Test Centre	<a href="#">BU0001</a>	Q00001	Creato AD Level 1 Award in Interview Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Aarssen	Lynsey's Test Centre	<a href="#">BU0001</a>	Q00001	Creato AD Level 1 Award in Interview Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Aarssen	Lynsey's Test Centre	<a href="#">BU0005</a>	QJ00005	Presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Philips	Lynsey's Test Centre	<a href="#">BU0005</a>	QJ00005	Presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Philips	Lynsey's Test Centre	<a href="#">BU0007</a>	QJ00007	Improving Communication Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Aarssen	Lynsey's Test Centre	<a href="#">BU0007</a>	QJ00007	Improving Communication Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Aarssen	Lynsey's Test Centre	<a href="#">BU0009</a>	QJ00009	Interview skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Philips	Lynsey's Test Centre	<a href="#">BU0009</a>	QJ00009	Interview skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Philips	Lynsey's Test Centre	<a href="#">BU0011</a>	QJ00011	Understand the delivery of questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Aarssen	Lynsey's Test Centre	<a href="#">BU0011</a>	QJ00011	Understand the delivery of questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If your centre has been awarded Direct Claim Status (DCS) for this qualification

### Step 6. Request external quality assurance activity (centres without DCS status)

After inputting all learner outcomes, use the submit for 'Quality Assurance' option to notify us that you have learners awaiting external quality assurance.



You will receive a notification email to say that your outcomes have been submitted for Quality Assurance.

For information on our external quality assurance processes, please refer to the qualification specification or our Centre handbook for externally verified qualifications.

Once the externally quality assurance has been successfully completed, we will release the results back to you. You should receive an automated email to let you know that results are available.

## Step 7. Download e-certificates and transcripts

E-Certificates, transcripts and learner transcripts can be accessed through the Registration and Certification Booking form.

Click on 'Learner details' and the e-certificate will be found under the 'Certification tab'. E-certificates will only be provided for units.

The screenshot displays two sections of a web application. The top section, titled 'Learner details', includes a 'Public comments (0)' and 'Private comments (0)' tab. Below this is a 'Work on this section' button and a note: 'Note: learners cannot currently be registered on this booking.' There are buttons for 'Import or export learners/results' and 'Certificates'. A filter box shows '1 registered learners on name or learner ref'. A table lists learner details:

Learner	Reference	ULN	Date of birth	Booking status
Alex Morgan	-	100000051	17/11/2004	ALL ACHIEVED

The bottom section, 'Certification for this booking (back to learners)', has 'Certificates to be printed' and 'Certificates printed' tabs. It features a filter box and a table of certification runs:

System identifier	Date	Booking	Certificate run description	Status
898737	17/08/2020 13:23:23	<a href="#">B/WJEC/1134 - Pathways</a>	1 certificate for Alex Morgan	Successful ( <a href="#">e-certs PDFs</a>   <a href="#">transcript PDF</a>   <a href="#">learner transcript PDF</a> ) <a href="#">details</a>
898733	17/08/2020 13:22:35	<a href="#">B/WJEC/1134 - Pathways</a>	1 certificate for Alex Morgan	Successful ( <a href="#">e-certs PDFs</a>   <a href="#">transcript PDF</a>   <a href="#">learner transcript PDF</a> ) <a href="#">details</a>

Navigation includes 'Showing 1 to 2 of 2 entries', 'First', 'Previous', '1', 'Next', 'Last', and 'Show 10 entries'.

## 4. Closing a booking

Bookings remain open until a centre instructs us to close them.

Whilst there is no requirement to close bookings, doing so helps to ensure that only active registrations are displayed on your system.

Bookings should only be closed when all learners included in the booking who are expected to achieved the qualification have done so.

To close a booking go to the overview and click '**Close Booking**'.

Once we close the booking no further action can be taken.

## 5. Additional guidance

### Removing learners from a booking before submitting registrations

To remove learners **before** the registrations are submitted to WJEC, go to the overview and click **'Learner details'**. Click **'Work on this section'**.

Find the learners you want to remove and click **'registration details'**.

Learner	Reference	ULN	Date of birth	Booking status
<a href="#">Adam Brooks</a>	–	3185114468	19/01/1965	NONE ACHIEVED <a href="#">registration details</a>

Click **'remove from booking'** to remove the learner from the booking.

[change component](#) | [remove from booking](#)

**Info** Marks/grades cannot be entered for this learner until you have submitted the booking form to lock/confirm the registrations.

Q	9940L1   601/6859/6 WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cyfathrebu Hanfodol	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold
	<small>PASS BASED ON STRUCTURE, INTERNALLY AND EXTERNALLY ASSESSED</small> WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cyfathrebu Hanfodol		Cannot be claimed as not yet achieved Claim <input type="checkbox"/>	Cannot be awarded as not yet claimed Award <input type="checkbox"/>	Not yet eligible for certification	Hold <input type="checkbox"/>
	UNGRADED   PASS					

[Learner details](#) | [Public comments \(0\)](#) | [Private comments \(0\)](#)

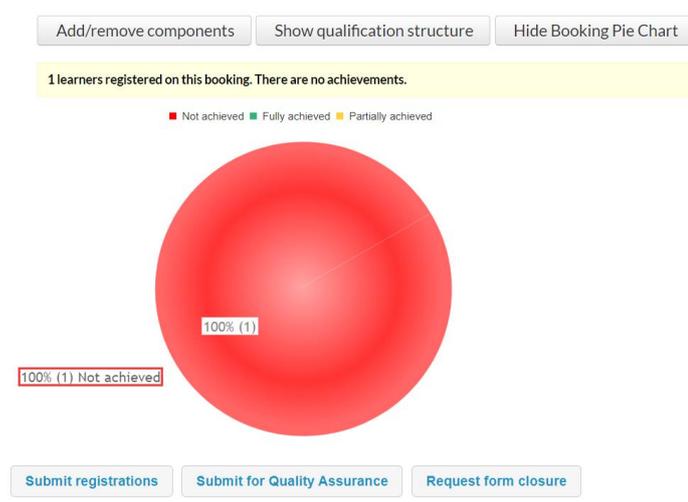
Are you sure you want to remove learner Bryce Fingershop from this booking? The learner won't be removed from the system.

[Yes, remove the learner](#) [cancel without removing](#)

## Understanding the overview page

The overview page displays how many learners are registered on the booking and their current status. This should be '*not achieved*' as no components have yet been awarded.

This is reflected by the large red ball (at the bottom of the page below the units), which is interactive and updates as learners achieve components within the qualification. Learner achievements are shown as **fully achieved (green)**, **partially achieved (yellow)** or **not achieved (red)**.



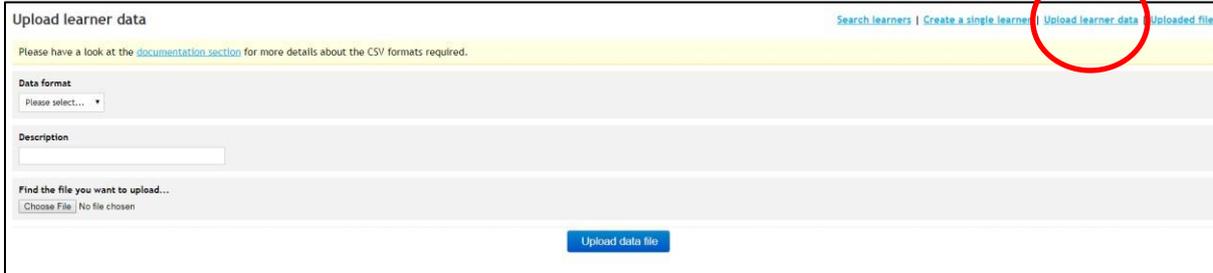
DRAFT

## Adding multiple learners using the bulk upload option

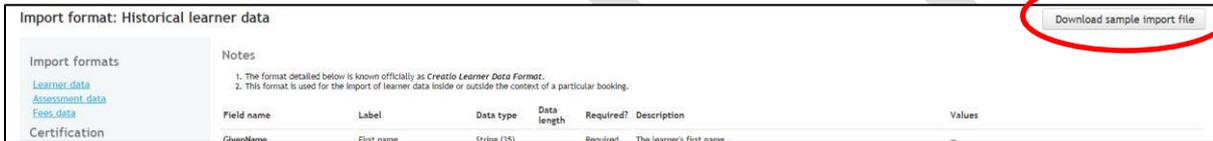
To add multiple learners to the system, go to the Learners tab at the top of the page.



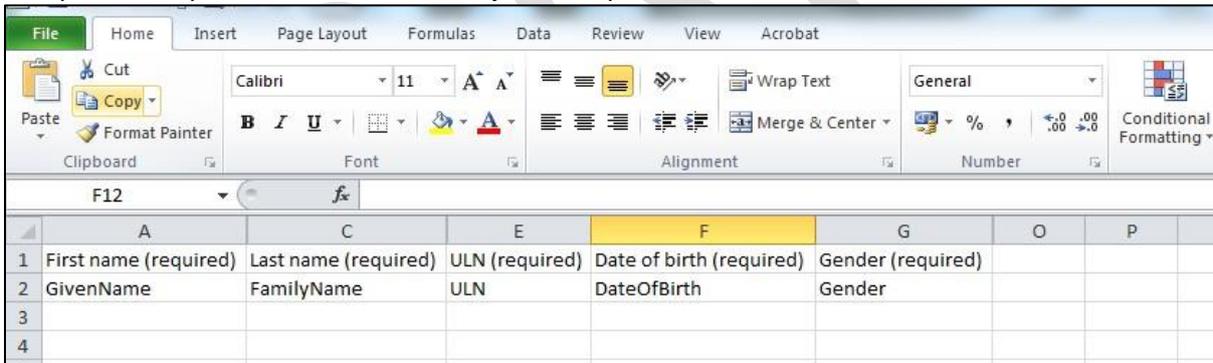
Click on 'upload learner data' then click 'documentation section'.



Click Download 'Sample import file'

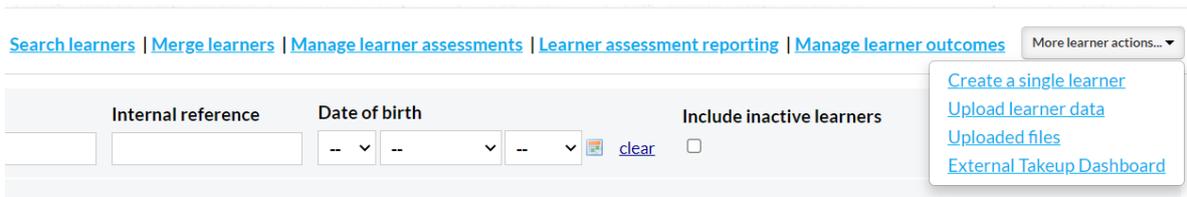


Complete the spreadsheet and save to your computer.



When you are ready to upload to the system, choose the saved file and click 'upload data file'.

Single learners can also be added to the 'Learner screens' before creating your booking.



### Upload learner data

Please have a look at the [documentation section](#) for more details about the CSV formats required.

**Data format**  
Please select... ▾

**Description**

**Find the file you want to upload...**  
 No file chosen

Click **'Uploaded Files'** to check that all learners have uploaded successfully.

Upload results [Search learners](#) | [Create a single learner](#) | [Upload learner data](#) | [Uploaded files](#)

Filter results

Date uploaded	Uploaded by	Format	Centre	Booking	File name	Description	Date processed	Status	Result
21/02/2018 11:56:56	Michelle Morgan	Learner data	VJEC Test Centre	N/A	upload 100 16-02-18.csv	Upload 16-02-18	21/02/2018 11:57:52	Partially successful	<a href="#">file details</a>

Click **'file details'**. This will display all the learners uploaded and added to the system.

Learners not uploaded will show as failed and a reason given. These learners will need to be actioned and re-loaded.

Uploaded file: Learner data ([back to upload results](#)) [Search learners](#) | [Create a single learner](#) | [Upload learner data](#) | [Uploaded files](#)

System ID #568  
Centre N/A  
Uploaded 21/02/2018 11:56:56 by Michelle Morgan  
File name 568aa3e4-11bf-47a8-9074-425b51c1c193.csv ([original file](#) | [failed items only](#))  
Description Upload 16-02-18  
Status Partially successful

Filter results

Family name	Given name	Centre reference	Learner ref (Centre)	Learner ref (AO)	Date of birth	Data	Status	Errors
CANHAM	TIA				01/03/1997	ULN=389546505; GivenName=TIA; FamilyName=CANHAM; DateOfBirth=01/03/1997; Gender=Female;	Successful	None
CLARKE	KATIE				01/04/1995	ULN=1548546886; GivenName=KATIE; FamilyName=CLARKE; DateOfBirth=01/04/1995; Gender=Female;	Successful	None
CONROY	EDI/ARD				19/09/1997	ULN=1195010698; GivenName=EDI/ARD; FamilyName=CONROY; DateOfBirth=19/09/1997; Gender=Male;	Successful	None
COOK	KIRSTY				11/11/1996	ULN=6189071111; GivenName=KIRSTY; FamilyName=COOK; DateOfBirth=11/11/1996; Gender=Female;	Successful	None
COOK	EMMA				31/07/1997	ULN=4247614621; GivenName=EMMA; FamilyName=COOK; DateOfBirth=31/07/1997; Gender=Female;	Successful	None
CRABB	EDI/ARD				29/10/1995	ULN=3664808931; GivenName=EDI/ARD; FamilyName=CRABB; DateOfBirth=29/10/1995; Gender=Male;	Successful	None
DANIELS	CRAIG				01/01/1998	ULN=7992137018; GivenName=CRAIG; FamilyName=DANIELS; DateOfBirth=01/01/1998; Gender=Male;	Successful	None
DAVIDSON	SCOTT				12/12/1998	ULN=5863447264; GivenName=SCOTT; FamilyName=DAVIDSON; DateOfBirth=12/12/1998; Gender=Male;	Successful	None
DAVIES	JAMIE				12/07/1995	ULN=1356921786; GivenName=JAMIE; FamilyName=DAVIES; DateOfBirth=12/07/1995; Gender=Male;	Failed	This learner cannot be processed because a potential duplicate learner exists in the system, possibly at another centre. Please create this user manually.
DAVIES	CARLA				01/01/1995	ULN=1820629960; GivenName=CARLA; FamilyName=DAVIES; DateOfBirth=01/01/1995; Gender=Female;	Successful	None

## Learner Progression

If a learner wishes to progress and achieve the larger qualification i.e. if a learner achieved the Award and wishes to achieve a Certificate, a new booking for the larger qualification is required. The units already achieved from the smaller qualification also need to be added to the new booking

Please refer to the Specification Rules of combination and any barred unit combinations.

### Original booking for Entry level Award – units already achieved

[B/WJEC/1395 - Registration form for W.J.E.C. for - Overview](#)

**About this form**

Please use this form to register learners and claim certification.

✓ Start date 08/12/2022 (change start date) | Booking locked for registrations on 08/12/2022 (first locked 08/12/2022) (set lock date)

Hide Qualification Structure | Hide Booking Pie Chart

WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)

QG WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)

- 8812 Understanding social media wellbeing | Entry Level 3 | 2 credits
- 8810 Understanding self-esteem | Entry Level 3 | 2 credits
- 8808 Understanding emotional resilience | Entry Level 3 | 2 credits

1 registered on this booking, 1 achieved (in relation to product), 0 partially achieved (some components have been awarded) and 0 no achievement (no components have been achieved).

■ Not achieved ■ Fully achieved ■ Partially achieved

Create a new Booking for the Entry level Certificate to include the original units for Entry level Award and new units for the Certificate. When the new units are awarded, the system will validate and the Higher-level Qualification will be awarded.

[B/WJEC/1396 - Registration form for W.J.E.C. for - Overview](#)

**About this form**

Please use this form to register learners and claim certification.

✓ Start date 08/12/2022 (change start date) | ✓ Booking open for registrations

Add/remove components | Hide Qualification Structure | Show booking pie chart

Entry Level Certificate in Self Development and Wellbeing (Entry 3)

QG WJEC Entry Level Certificate in Self Development and Wellbeing (Entry 3)

- 8812 Understanding social media wellbeing | Entry Level 3 | 2 credits
- 8810 Understanding self-esteem | Entry Level 3 | 2 credits
- 8808 Understanding emotional resilience | Entry Level 3 | 2 credits
- 8807 Understanding personal identity | Entry Level 3 | 2 credits
- 8804 Developing coping strategies for work | Entry Level 3 | 2 credits
- 8803 Building confidence | Level 1 | 1 credit
- 8802 Understanding confidence | Entry Level 3 | 2 credits

The 'Latest stage' will be updated once the 'Submit Quality Assurance' button has been selected. The stages are also updated via the booking on the left-hand side.

Search bookings Cancel search [Create a booking](#)

Searching bookings by [Learner Registration and Certification](#) [Open](#) [Forms created between 05/12/2022 and 05/12/2022](#) [clear search](#)

Search:  [advanced search](#) [download](#)

Reference	Title	Product title	Product reference	DCS	Current owner	Arrived	Latest stage	Latest stage date	Status	Days old	
B/WJEC/1378	Registration form for W.J.E.C. for	WJEC Entry Level Award in Self Development and Wellbeing (Entry 3)	-	Not approved	AO	06 December 2022	Results submitted - Awaiting QA	06 December 2022	open	1	<a href="#">details</a>

**Form stages edit status flags**

**Registrations in progress** ✓

CENTRE EDITS  
*Not updated*

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**Registrations submitted** ✓

WJEC EDITS  
*Michelle Morgan 05 December 2022 11:54:01*

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**Results submitted - Awaiting QA** ✓

WJEC EDITS  
*Michelle Morgan 06 December 2022 11:53:04*

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## 6. Further information and support

For additional information on how to register and certificate learners through the Connect system, please e-mail [connect@wjec.co.uk](mailto:connect@wjec.co.uk).

We welcome all feedback on the Connect system including suggestions on changes that could be made to the system and/or this guidance to improve your experience. Please email any feedback to [qualifications@wjec.co.uk](mailto:qualifications@wjec.co.uk).

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