



WJEC Connect: User guide for centres (General Pathways)

Registration and Certification

Essential Skills Wales

CCPLD (MCQ)

Contents

1.	About this document.....	3
2.	Accessing the Connect system.....	3
3.	Registering and certificating your learners in 7 easy steps	4
	Step 1. Creating a new registration.....	5
	Step 2. Select qualification	5
	Step 3. Add your learners	6
	Step 4. Input learner achievements	8
	Inputting learner achievements using the grading view	9
	Inputting learner achievements using the 'Manage learner assessments and outcomes' option.....	10
	Step 5. Submit controlled task results (centres without DCS status).....	14
	Step 6. Schedule confirmatory test	15
	Sitting the confirmatory test.....	20
	Re-sitting confirmatory test	22
	Step 7. Download e-certificates and transcripts	24
4.	Closing a booking	24
5.	Additional guidance	25
	Removing learners from a booking before submitting registrations.....	25
	Understanding the overview page	26
	Adding multiple learners using the bulk upload option	27
	Understanding the stages.....	29
6.	Further information and support.....	30

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.

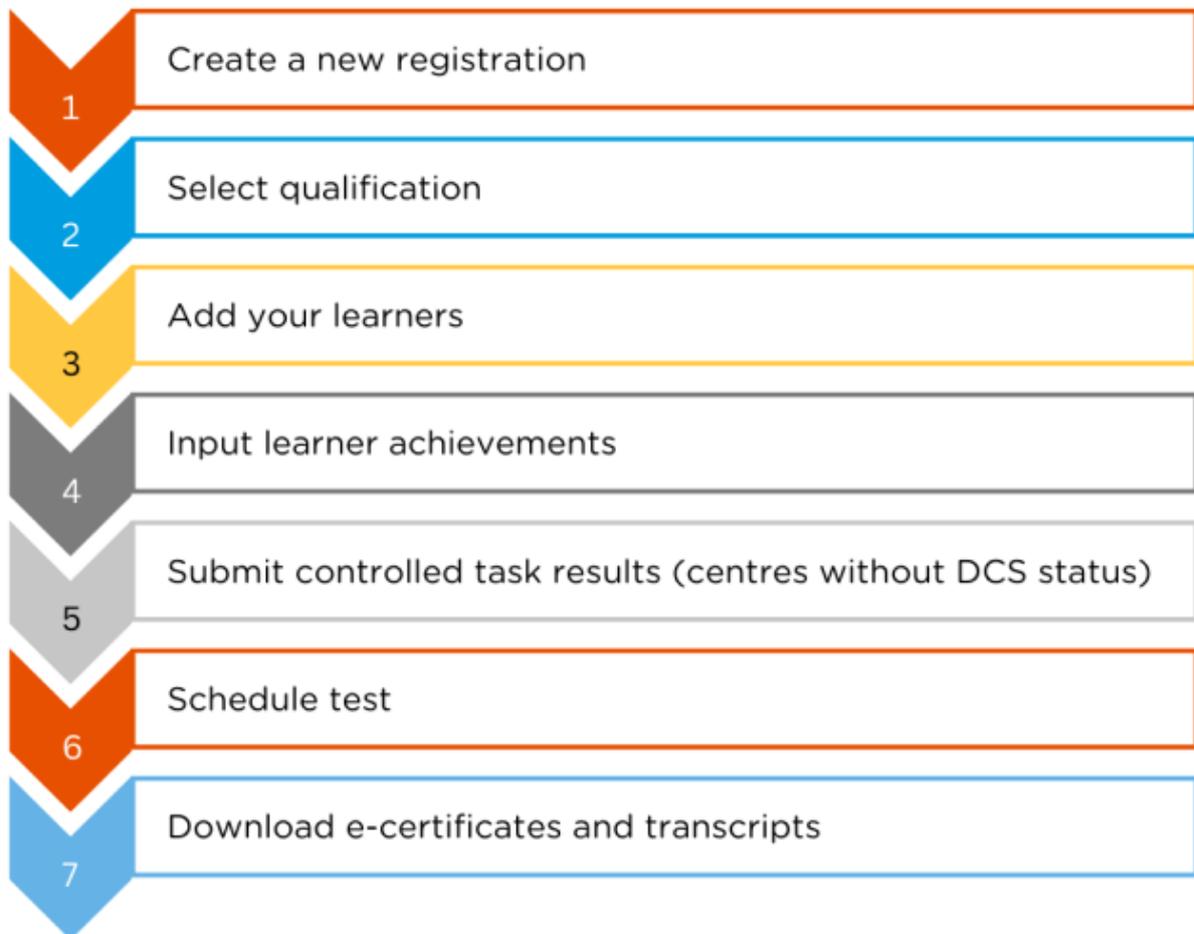
When you log in to WJEC Connect you will initially be taken to the 'Home' page. The 'Inbox' displays all 'forms' that have been created by you and/or have been 'assigned' to you by a colleague within the centre. These forms are active and within the control of the centre.

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. Please note not all steps need to be followed if only scheduling a test.

Schedule test only follow steps 1-3 then step 6. Steps 4 and 5 are for controlled tasks only.



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.

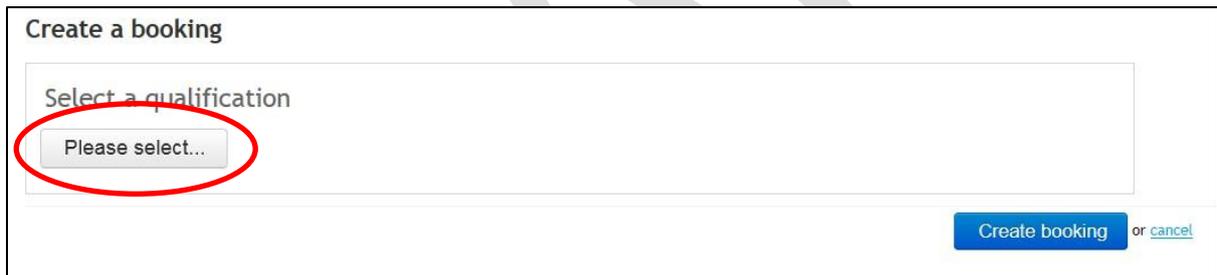
To make a new registration select the *General Pathways – registration/certification booking form*

[General Pathways - registration/certification booking form \(v3\)](#) WJEC102-v3

This Booking form is used to register learners on WJEC General Pathways and then to eventually claim certification for the learners.

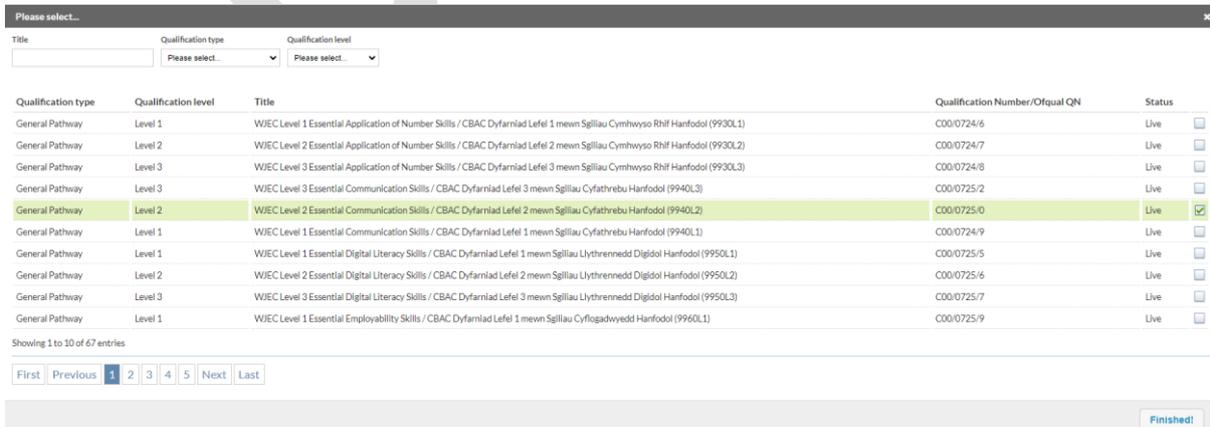
Step 2. Select the qualification

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.



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. Add your learners

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

The screenshot shows the 'About this form' section of a WJEC booking form. A blue header bar contains the text 'About this form'. Below it, a grey box contains the link 'Learner details' with 'CENTRE EDITS' underneath, which is circled in red. To the right, a text box states: 'This Booking form is used to register learners on WJEC General Pathways and then to eventually claim certification for the learners.' Below this are two green status boxes: '✓ Start date 16/10/2023 (change start date)' and '✓ Booking open for registrations'. Further down are three buttons: 'Add/remove components', 'Show qualification structure', and 'Show booking pie chart'. At the bottom of the section are four buttons: 'Submit Registrations', 'Submit Controlled Task Results', 'Test scheduled', and 'Close Booking'. Below the buttons are links for 'Print form', 'export to CSV', and 'export to PDF'.

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](#).

Please note that the Unique Learner Number (ULN) is compulsory. The ULN is allocated by the learner Registration Service, more information about ULN's can be found on the Learning Records Service (LRS).

<https://www.gov.uk/education/learning-records-service-lrs>



<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 must complete the mandatory fields:</p> <ol style="list-style-type: none"> i. First Name ii. Last Name iii. ULN iv. Date of Birth v. Gender <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 'create learner and add to booking'.</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 additional guidance on adding multiple learners), 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 'Search Learner'.</p> <p>To access a list of all learners that are stored on Connect, leave the learner details blank and click 'Search Learners'. A full list of learners should appear.</p> <p>Either click 'select all', 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 'remove', next to the learner's name.</p> <p>Once you have selected all the learners required, click 'Add these learners'.</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 4. Input learner achievements

To locate your registration, search for the booking from the **Reg/Cert tab** i.e., B/WJEC/6895 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.

N.B. Step 4. Applies to qualifications with controlled tasks only.



When using the advance search:

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

Search bookings

Reference	Title	Organisation	Organisation reference	Product title	Product reference	EA	Current owner	Arrived	Latest stage	Latest stage date
B/WJEC/6895	General Pathways - registration/certification booking form (v3)	WJEC Test Centre	68001	WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sgiliau Cyfathrebu Harfodol	9940L2	Not approved	AO	16 October 2023	Control Task Results submitted	16 October 2023

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

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

	Results not entered	Not yet claimed	Not yet granted	Not yet certificated	Not placed on hold
P 9940L2 C00/0725/0 WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sgiliau Cyfathrebu Hanfodol <small>PASS BASED ON STRUCTURE, INTERNALLY ASSESSED WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sgiliau Cyfathrebu Hanfodol</small> Fail Pass <small>Other requests</small> A W R RA D EF <small>Assessment not yet recorded</small>		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 Paper and e-certificate	Hold <input type="checkbox"/>
C 9941-02 ECommSL2 - Controlled Task Level 2 <small>MANUAL, INTERNALLY AND EXTERNALLY ASSESSED ECommSL2 - Controlled Task</small> Fail Pass <small>Other requests</small> A W R RA D EF <small>Assessment not yet recorded</small>		Cannot be claimed as not yet achieved Claim <input checked="" type="checkbox"/>	Cannot be awarded as not yet claimed Award <input type="checkbox"/>	Paper certificate	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 product 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.

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' options

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:

The screenshot shows the 'Manage learner assessments' interface. At the top, there is a navigation bar with tabs for Forms, Actions, Documents, Users, Centres, Qualifications, Reg/Cert, Reports, and Governance. Below this is a sub-menu with options: Search bookings, Create a booking, Certificates, Certificate validation, and Manage learners. The main content area is titled 'Manage learner assessments' and includes several search filters: Centre (text input), First name, Last name, ULN, Internal reference, and Date of birth (dropdowns with a clear button). There is a checkbox for 'Include inactive learners'. Below that is a 'Booking Form Reference' text input. The 'Qualification' and 'Unit' fields are also present. At the bottom, there are checkboxes for 'Failed/Ungraded', 'Absent', and 'Withdrawn', followed by 'Registered from...' and 'to...' dropdowns with clear buttons. A 'Search learners' button is at the bottom left, and a link to 'Copy filters to "Manage learner outcomes"' is at the bottom right. A yellow banner at the very bottom says '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: U.K.N: 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 [clear search](#)

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

Actions: [Set grade](#) [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 [clear search](#)

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

Actions: [Set grade](#) [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 [clear search](#)

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

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

25 rows returned

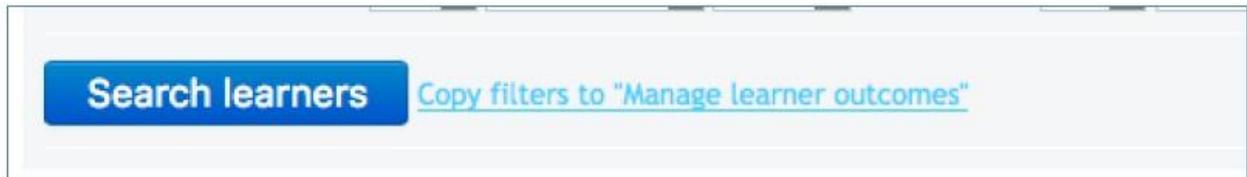
Learner	Centre	Current owner	Booking	Unit/component ref	Unit/component title	Assessment/grading title	Mark	Grade	Sampling session (if applicable)
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00009	Interview skills	Interview skills	0.00	Pass	
Sarah Phillips	Lynsey's Test Centre	AO	B/CAO/10	QU00005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

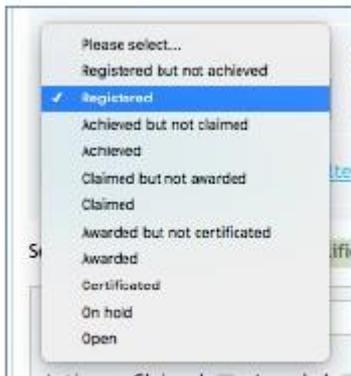
The screenshot shows the 'Manage Learner Outcome' interface. At the top, there are search filters for 'Qualification' (Creative AD Level 1 Award in Interview Skills) and 'Unit'. Below these are status filters set to 'Registered' from '01/10/2018' to '28/10/2018'. A 'Search learners' button is visible. Below the search filters, there are checkboxes for 'Achieved', 'Claimed', 'Awarded', 'Certificated', and 'On hold'. Below these are checkboxes for 'Claimed', 'Awarded', 'Certificated', and 'On hold'. A 'Clear Filters' button is also present. At the bottom, there is a table with 30 rows returned, showing learner details and their status for various units.

Learner	Centre	Booking	Unit/component ref	Unit/component title	Achieved	Claimed	Awarded	Certificated	On hold
Sarah Phillips	Lynsey's Test Centre	B/CAD/19	Q00001	Creative AD Level 1 Award in Interview Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Nardson	Lynsey's Test Centre	B/CAD/19	Q00001	Creative AD Level 1 Award in Interview Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Nardson	Lynsey's Test Centre	B/CAD/19	Q00005	Presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	B/CAD/19	Q00005	Presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	B/CAD/19	Q00007	Improving Communication Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Nardson	Lynsey's Test Centre	B/CAD/19	Q00007	Improving Communication Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Nardson	Lynsey's Test Centre	B/CAD/19	Q00009	Interview skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	B/CAD/19	Q00009	Interview skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	B/CAD/19	Q00011	Understand the delivery of customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Nardson	Lynsey's Test Centre	B/CAD/19	Q00011	Understand the delivery of customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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.

Searching learner outcomes by **Qualifications = Creatio AO Level 1 Award in Interview Skills** **Status = Registered** **From = 01/10/2016** **To = 28/10/2018** [clear search](#)

Filters: **Achieved** **Claimed** **Awarded** **Certificated** **On hold** [Filter](#) [clear filters](#)

Actions: **Claimed** **Awarded** **Certificated** **On hold** [Save](#) [Download](#)

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

Sarah Chester: DOB: 04/10/1999, REF: 12663, ULN:

ⓘ Markings/grades for this learner have changed since this booking was last validated for achievement.

Q	Results not entered	Not yet claimed	Not yet awarded	Not yet certificated	Not placed on hold
Q000091 401/8798/0 Creatio AO Level 1 Award in Interview Skills Creatio AO Level 1 Award in Interview Skills Ungraded Pass Submissions		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 career selects	Hold <input type="checkbox"/>

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

Qualification
 901/9796-D - Creatio AD Level 1 Award in Interview Skills
 Unit
 Status Registered From: 01 October 2016 To: 28 October 2018
 Search learners
 Searching learner outcomes by Qualification - Creatio AD Level 1 Award in Interview Skills Status - Registered From - 01/10/2016 To - 28/10/2018
 Filters: Learning outcome not achieved Achieved Claimed Awarded Certificated On hold Filter [Clear filters](#)
 Actions: Claimed Awarded Certificated On hold

38 rows returned

Learner	Centre	Booking	Unit/component ref	Unit/component title	Achieved	Claimed	Awarded	Certificated	On hold
Sarah Phillips	Lynsey's Test Centre	9300021	Q000021	Creatio 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	9300021	Q000021	Creatio 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	9300025	Q000025	Presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	9300025	Q000025	Presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	9300027	Q000027	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	9300027	Q000027	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	9300029	Q000029	Interview skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	9300029	Q000029	Interview skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Phillips	Lynsey's Test Centre	9300021	Q000021	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	9300021	Q000021	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 5. Submit controlled task results (centres without DCS status)

After inputting all learner outcomes, use 'Submit the 'Controlled Task' option to notify us that you have learners awaiting external quality assurance.

N.B.

Step 5. Applies to qualifications with controlled tasks only for Essential Skills Wales EAoN, EComms, EDLS and Employability.

About this form

Learner details
 CENTRE EDITS
 Last edited by Neil Owens, 28/02/2018 07:50:49

This Booking form is used to register learners on a single WJEC Essential Skills Wales (ESW) qualification and then to eventually claim certification for the learners.
 Start date 23/02/2018 (change start date) Booking open for registrations

Add/remove components

9930L1 | 601/6852/3 WJEC Level 1 Essential Application of Number Skills / CBAC Dyfarniad Lefel 1 mewm Sgiliau Cymhwyso Rhif Hanfodol

A Level 1 Essential Application of Number Skills / Lefel 1 mewm Sgiliau Cymhwyso Rhif Hanfodol

- 9931-01 EAoNS L1 - Controlled Task
- 9932-01 EAoNS L1 - Confirmatory Test

One learner is registered on this booking. He or she has achieved no components.

Not achieved Fully achieved Partially achieved

100% (1)

You will receive a notification email to say that your outcomes have been submitted the Controlled Task.

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 6. Schedule a confirmatory test

To schedule a test session, go to the **Reg/Cert** tab at the top of the page, select the relevant booking and click **'Learner details'**.

To schedule test only please follow Steps 1-3 to add learners to your booking, then straight to Step 6.

The screenshot shows the 'WJEC Test Centre Essential Skills Wales - Overview' page. The 'About this form' section has a 'Learner details' link circled in red. The page displays booking information, including the start date (23/02/2018) and a list of components: 'A Level 1 Essential Communication Skills / Lefel 1 mewn Sgiliau Cyfathrebu Hanfodol', '9941-01 EComms L1 - Controlled Task', and '9942-01 EComms L1 - Confirmatory Test'. A legend at the bottom indicates 'Not achieved', 'Fully achieved', and 'Partially achieved'.

Click **'Session View'**

The screenshot shows the 'Learner details' page for the booking. The 'session view' link is circled in red. The page displays a table of registered learners with columns for Learner, Reference, ULN, Date of birth, and Booking status. A single learner, 'SALLY WILSON', is listed with a 'SOME ACHIEVED' status. A 'Finish working on this section' button is visible at the bottom.

Learner	Reference	ULN	Date of birth	Booking status
SALLY WILSON	-	0143472354	31/12/1996	SOME ACHIEVED

Click 'Add Session'

Bookings » WJEC » BI/WJEC/2240 - WJEC Test Centre Essential Skills Wales, Learner details

Summary

Form type
Essential Skills Wales - registration/certification booking form (v2)

Who has control?
WJEC Test Centre

Linked to qual
WJEC Level 1 Essential Communication Skills / CBAC Dyfarniad Lefel 1 mewn Sgiliau Cyfathrebu Manfodol (9940L1)

Learner details | Public comments (0) | Private comments (0)

Sessions ([back to learners](#))

Filter 0 sessions on name

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

[add session](#)

Complete details below and the test session will default to 10 weeks. Once these details have been completed click '**Create Session**'.

Learner details | Public comments (0) | Private comments (0)

Create a session - Default ([back to sessions](#))

Session Name

Start date 25 March 2026

Notes

[Create session](#) or [cancel](#)

Once you create a session you will need to add learners. Click '**session details**' and click '**add learners/components**'. To make it easier to select learners you are able to filter by component, insert English or Welsh and this will show all available learners for that test. Please note separate guidance is available for remote invigilation candidates, visit our e-Assessment pages for [Remote Invigilation \(wjec.co.uk\)](http://wjec.co.uk)

Learner details | Public comments (0) | Private comments (0)

Sessions ([back to learners](#))

Filter 0 sessions on name

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

[assign learners to sessions](#) | [add session](#)

Session name	Finalised?	Site	Assigned resources	Assigned centre users	Assigned centre staff	Dates	Time	Learners
Booking 2240	No	Not set	None selected	None selected	None selected	23/02/2018 - 31/03/2018	00:00 - 23:55	0

[session details](#)

If you want to book learners onto the session, select the tick by the learner and click '**Add selected learner assessments to session**'.

You may need to create multiple sessions, within a booking as some learners may be sitting at different times and on different days.

Once the sessions have been added click '**Assign Learners to session**' and select the relevant learner(s) from each session. Once all learners have been assigned, you will need to confirm the examination session by finalising each session.

To confirm the session, you will need to go back into each session and click '**Finalise session**'.

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

Booking 471 ([back to sessions](#))

[Edit session details](#)
[Add learners/components](#)
[Add/remove documents](#)
[Finalise session](#)
[Transcript PDF](#)
[Transcript CSV](#)
[Invigilator pack](#)

Finalised? No
 External exam system? Yes
 Start date/End date 30/01/2018 - 06/02/2018
 Start time/End time 00:00 - 23:55
 Site Not set
 Assignees at centre None selected
 Staff members at centre None selected
 Notes Not set
 Documents *No documents have been added.*

Learner	Unit/assessment component	Exam title	Assessment location	Assessment code	Keycode	PIN
Stuart Allen	From scratch unit with 2 assessments	AoN L1 Confirmatory Test English - MKM	Assessment system	ynmjPZwJgU	-	-

The information about the session will be displayed and you will be asked to confirm again that you want to finalise the session.

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

Finalize Booking 471 ([back to session](#))

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

Note: when you click "finalise session" all exams on this session will be scheduled in the appropriate external exam system.

Finalised? No
 External exam system? Yes
 Start date/End date 30/01/2018 - 06/02/2018
 Start time/End time 00:00 - 23:55

[Finalise session](#) | [Cancel](#)

When you select Finalise the session this will send the booking request to surpass.

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

Booking 471 ([back to sessions](#))

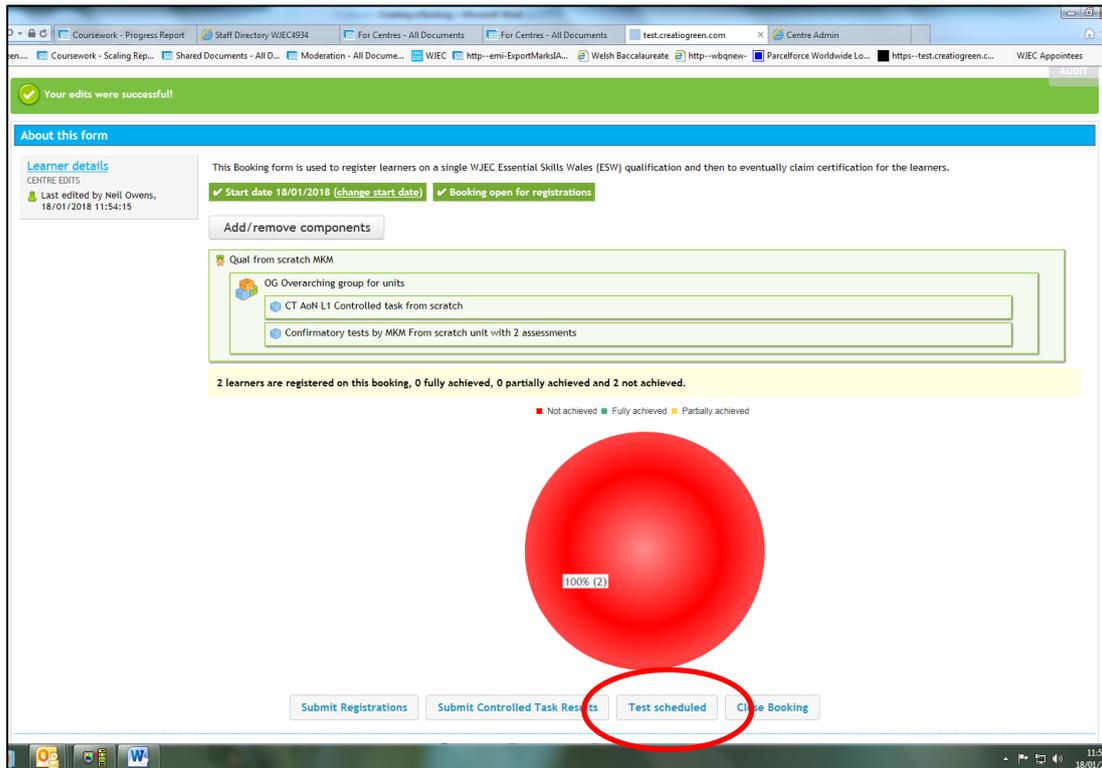
[Edit session details](#)
[Add/remove documents](#)
[Transcript PDF](#)
[Transcript CSV](#)
[Invigilator pack](#)

This booking session has been finalised.

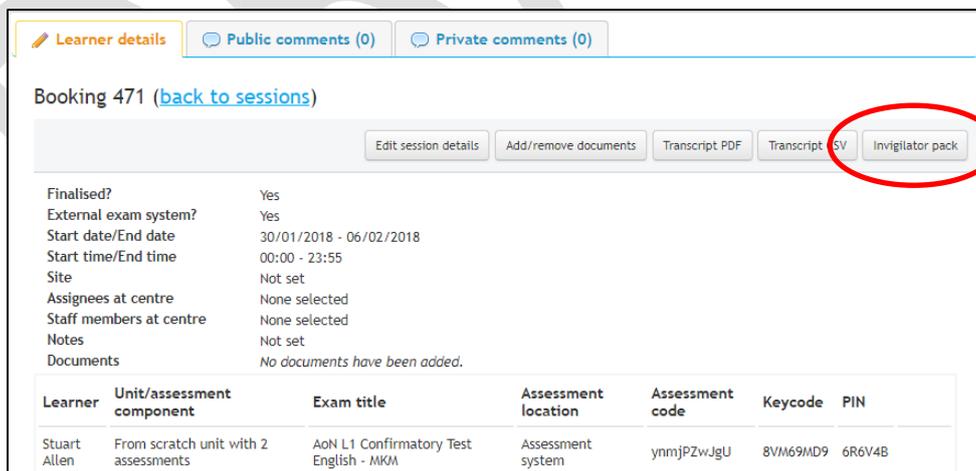
Finalised? Yes
 External exam system? Yes
 Start date/End date 30/01/2018 - 06/02/2018
 Start time/End time 00:00 - 23:55
 Site Not set
 Assignees at centre None selected
 Staff members at centre None selected
 Notes Not set
 Documents *No documents have been added.*

Learner	Unit/assessment component	Exam title	Assessment location	Assessment code	Keycode	PIN
Stuart Allen	From scratch unit with 2 assessments	AoN L1 Confirmatory Test English - MKM	Assessment system	ynmjPZwJgU	-	-

Once the session has been finalised you should return to the overview and click **'test scheduled'**.



The key codes and pin numbers will be added to the session for all registered learners. The examination officer should print out the Invigilator pack before learners sit the confirmatory test.



The invigilator pack will print out the attendance register, Invigilation report and the Test Key code for all learners within the session.

The attendance register and the invigilation report must be signed and retained for inspection purposes.

Attendance Register

Centre Name : BIRCHGROVE COMPREHENSIVE SCHOOL
 Test : AoN L1 Confirmatory Test English - MKM
 Selected Start Date : 30/01/2018
 Selected End Date : 06/02/2018
 Selected Start Time : 00:00
 Selected End Time : 23:55

	Given Name	Family Name	Learner Reference	DOB	Gender	Keycode	PIN	Present
1	Stuart	Allen	L0000343	04/12/1997	Male	8VM69MD9	6R6V4B	

Declaration

I confirm that the information provided is accurate

Name:..... Signature:.....
 Position in centre:..... Date:.....

Invigilation Report

Centre Name : BIRCHGROVE COMPREHENSIVE SCHOOL
 Test : AoN L1 Confirmatory Test English - MKM
 Selected Start Date : 30/01/2018
 Selected End Date : 06/02/2018
 Selected Start Time : 00:00
 Selected End Time : 23:55

Test session actual start time:

Test session actual end time:

The test was carried out in accordance with regulatory requirements and there were no disturbances.

OR

The test was carried out in accordance with regulatory requirements and following disturbances occurred:

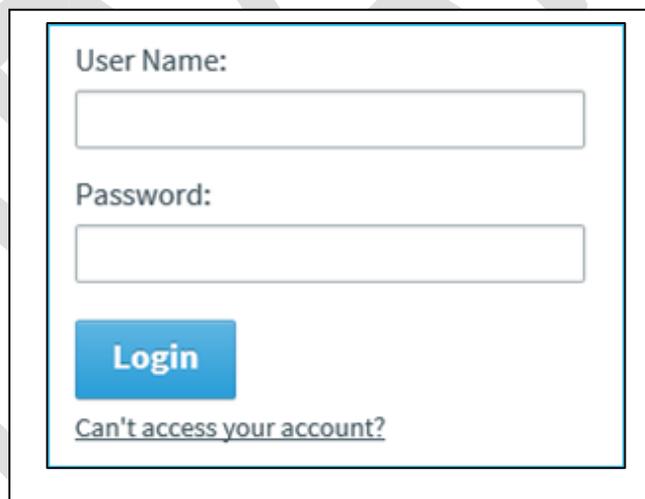
Details of any disturbances (if applicable)

The test key code should be given to the learners to enable them to access the Surpass system.

Test Keycode	
Learner given name :	Stuart
Learner family name :	Allen
Learner Date of birth :	04/12/1997
Learner reference :	L0000343
Centre Name :	BIRCHGROVE COMPREHENSIVE SCHOOL
Test :	AoN L1 Confirmatory Test English - MKM
Selected Start Date :	30/01/2018
Selected End Date :	06/02/2018
Selected Start Time :	00:00
Selected End Time :	23:55
Keycode :	8VM69MD9

Sitting the Confirmatory Test

To sit the test centres, log in to (<https://connect.surpass.com>) with your username and password. If you have not received your login details then please contact e-assessment@wjec.co.uk



User Name:

Password:

Login

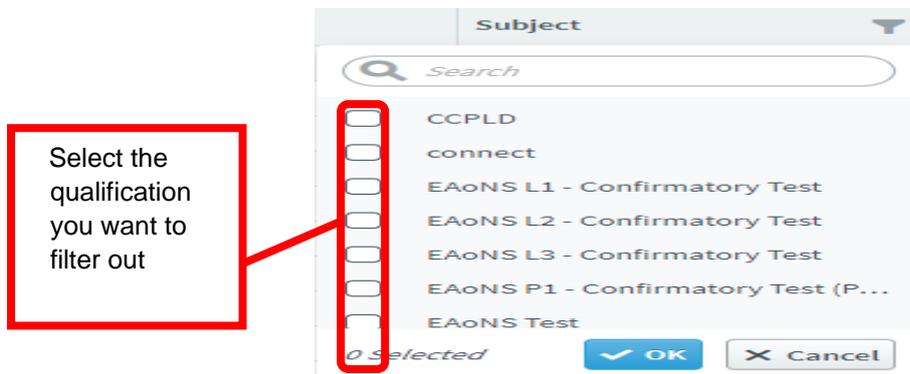
[Can't access your account?](#)

Once logged in, click on 'Test Administration' and then 'Invigilate'.



Once on the Invigilate tab, you should see a listing of your learners including key codes and PINs.

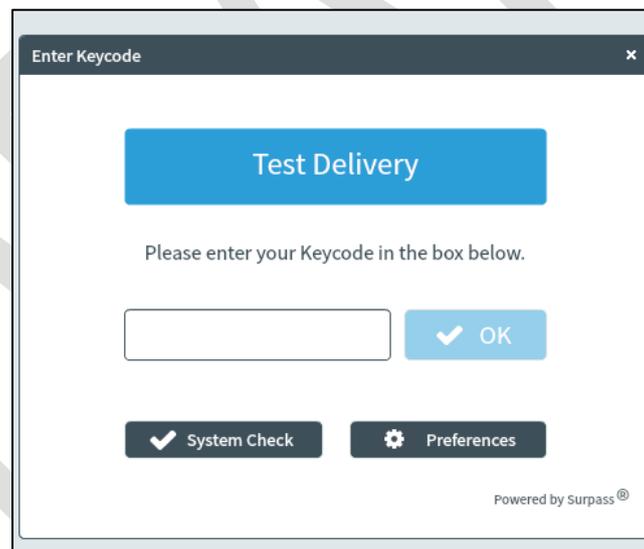
If you have several qualifications scheduled, you can filter them out by using the button at the top of the Subject column:



Learners should go to: <https://connect.surpass.com/secureassess/htmldelivery>

Once here, they can select the 'Live Test' language; English and Welsh are available.

Learners will then enter their Key code and confirm their details. They will then be asked for the PIN. This is available on the 'Invigilate' tab in Surpass **or by printing the invigilator pack in Connect**



The Invigilate tab allows you to see the status of each test; which learners are in progress etc. It also allows you to pause / resume tests for candidates. This is done by selecting the learner's test in the list and pressing 'Pause' at the bottom of the screen. Select the test and click on 'Resume' for the test to continue.

At the end of the test session, please ensure that you see green ticks by learners who have sat the test – this shows that the submission of answers has been successful.

The rest of the process is fully automated. The test is automatically marked and these results should then show in Connect.

****Pease note it will take at least 10 minutes for the result(s) to appear in Connect****
[Re-sitting the confirmatory test](#)

Learners who fail a confirmatory test can re-sit through Connect.

On the original booking form go to the overview and click '**Learner details**'. Click " and click '**grading view**'. Select the relevant learner and click on '**Other requests**'.

Click on the resit option and click '**Request resit**'.

If learner has more than one resit, the resit request, must be made against the original component.

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

[« back to registration details for Stuart Allen](#)

Stuart Allen: From scratch unit with 2 assessments (AoN L1 Confirmatory Test English - MKM)

[Withdrawn](#) [RA](#) [Resit](#)

Stuart Allen has retaken this assessment 0 times. This assessment may be retaken any number of times. This is the original attempt.

Request resit

[Request resit](#)

The centre must create a new session for the learners requesting a resit. Please ensure that the word 'resit' is somewhere within the title when creating a session name. This makes it easier to identify those submitting a resit.

Once the session has been created a new keycode and pin number will be generated for the learner.

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

Create a session - Default ([back to sessions](#))

Session Name

Start date [clear](#)

Notes

[Create session](#) or [cancel](#)

Once learners have achieved the controlled task and confirmatory test the system will automatically validate the results and award the qualification.

If the qualification has been fully achieved the ball will turn green, indicating all components have been achieved. (Fully achieved).

If no components have been achieved the ball will be red. (Not achieved).

If some of the components have been achieved, then the ball will turn yellow (Partially achieved).

The screenshot displays a web interface for a booking form. At the top, a blue header reads "About this form". Below this, on the left, is a "Learner details" section with "CENTRE EDITS" and a note: "Last edited by Neil Owens, 19/01/2018 13:55:06". The main content area explains the form's purpose: "This Booking form is used to register learners on a single WJEC Essential Skills Wales (ESW) qualification and then to eventually claim certification for the learners." It shows a green checkmark for "Start date 19/01/2018" and a yellow warning box stating "Booking locked for registrations on 19/01/2018 (first locked 19/01/2018)". A button labeled "Add/remove components" is present. Below it, a green-bordered box titled "Qual from scratch MKM" contains three sub-items: "OG Overarching group for units", "CT AoN L1 Controlled task from scratch", and "Confirmatory tests by MKM From scratch unit with 2 assessments". A status message says "One learner is registered on this booking. He or she has achieved all components." A legend below shows a red square for "Not achieved", a green square for "Fully achieved", and a yellow square for "Partially achieved". A large green circle at the bottom indicates "100% (1)".

For learners who have achieved the qualification, certificates will be automatically generated and sent to the centre.

Step 7. Download e-certificates

E-Certificates, transcripts and learner transcripts can be accessed through the General Pathways 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 shows two screenshots of a web interface. The top screenshot is the 'Learner details' tab. It has a header with 'Learner details', 'Public comments (0)', and 'Private comments (0)'. Below the header is a text area with instructions: 'Complete this section with details of the learners you wish to register and when ready update their details prior to making a claim for certification for the learners. The section also supports requests for reasonable adjustments, special considerations and/or RPL per learner.' There is a 'Work on this section' button. A yellow note states: 'Note: learners cannot currently be registered on this booking.' Below the note are buttons for 'Import or export learners/results' and 'Certificates'. A filter box contains '1 registered learners on name or learner ref'. To the right are 'learner view' and 'grading view' links. A table lists learner details:

Learner	Reference	ULN	Date of birth	Booking status
Alex Morgan	-	1000000051	17/11/2004	ALL ACHIEVED registration details

Below the table are 'Work on this section' and 'Back to form overview' buttons. The bottom screenshot is the 'Certification' tab. It has a header with 'Learner details', 'Public comments (0)', and 'Private comments (0)'. Below the header is the text 'Certification for this booking ([back to learners](#))'. There are tabs for 'Certificates to be printed' and 'Certificates printed'. A filter box is present. A table lists certification entries:

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

Below the table is 'Showing 1 to 2 of 2 entries'. At the bottom are pagination buttons: 'First', 'Previous', '1', 'Next', 'Last'. On the right is a 'Show 10 entries' dropdown.

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 on the booking who are expected to achieve 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	
Adam Brooks	–	3185114468	19/01/1965	NONE ACHIEVED	registration details

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

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

 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)**.

[Learner details](#)
CENTRE EDITS

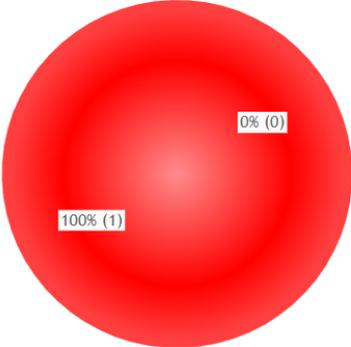
This Booking form is used to register learners on WJEC General Pathways and then to eventually claim certification for the learners.

✓ Start date 16/10/2023 ⚠ Booking locked for registrations on 16/10/2023 (first locked 16/10/2023)

[Add/remove components](#) [Show qualification structure](#) [Hide Booking Pie Chart](#)

1 learners registered on this booking. There are no achievements.

— Not achieved — Fully achieved — Partially achieved



[Submit Registrations](#) [Submit Controlled Task Results](#) [Test scheduled](#) [Close Booking](#)

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.



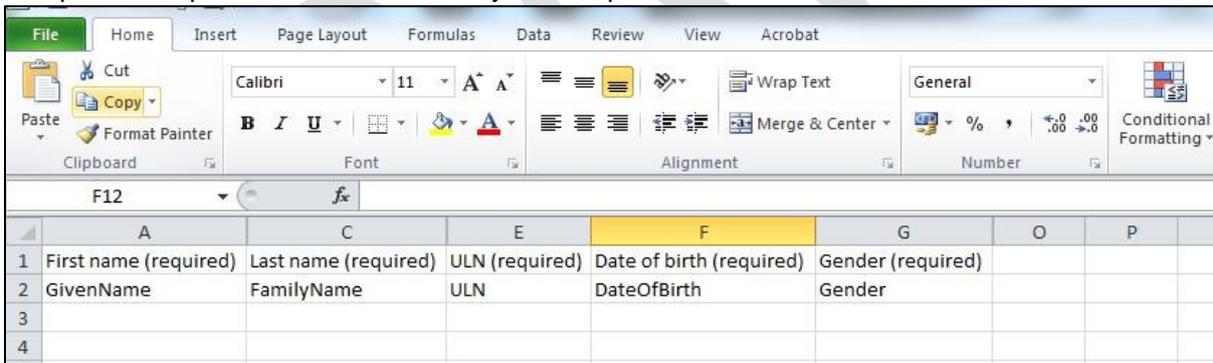
Click on 'upload learner data' then click 'documentation section'.



Click Download 'Sample import file'

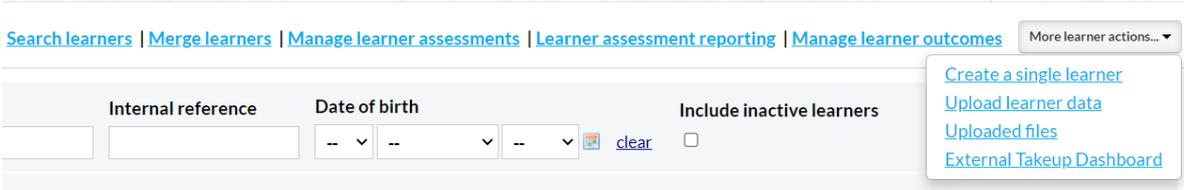


Complete the spreadsheet and save to your computer.



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	file details

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 564aa3e4-11bf-4748-9074-425b51c1c193.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

Understanding the stages

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

Search bookings

Reference	Title	Organisation	Organisation reference	Product title	Product reference	EA	Current owner	Arrived	Latest stage	Latest stage date
B/WJEC/6895	General Pathways - registration/certification booking form (v3)	WJEC Test Centre	68001	WJEC Level 2 Essential Communication Skills / CBAC Dyfarniad Lefel 2 mewn Sgillau Cyfathrebu Hanfodol	9940L2	Not approved	AO	16 October 2023	Control Task Results submitted	16 October 2023

Form stages
edit status flags

Form created - with centre

CENTRE EDITS ✔

Not updated

Submit Registrations

WJEC EDITS ✔

Michelle Morgan 16 October 2023 12:04:18

Booking query - with centre

WJEC EDITS ✔

Not updated

Control Task Results submitted

WJEC EDITS ✔

Michelle Morgan 16 October 2023 12:35:54

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.

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.

DRAFT

