



The WAMITAB Centre Guidance Document for Operating the Qualifications & Credit Framework

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WAMITAB

QCF Centre Guidelines

These guidelines step through the processes required for WAMITAB centres and cover:-

1. Getting access to the MIAP Learner Registration Service (LRS)
2. Getting access to the QCF Learner Achievement Record (LAR)
3. Using the LRS to register learners and get unique learner numbers (ULN) assigned to them
4. Creating learner achievement records (LAR) for learners
5. Sending ULN data to the LAR

Step 1 - Getting access to the MIAP LRS

You need only register with the LRS once. If you have already registered with the LRS you can use your existing login details, so go to Step 2 below.

Unique learner numbers (ULN's) are provided by the MIAP Learner Registration Service. The LRS can be accessed at <https://lrs.miap.gov.uk>. This is a secure website developed specifically to support full-scale MIAP implementation. Access is via *username* and *password* and enables registered users to submit "batch files" containing learner details. The LRS returns the file with the ULN's added for learners that have been registered.

To register users to access the LRS service, WAMITAB centres should provide the following information for each user via email to lrsoperator@lsc.gov.uk.

- Full name
- Name of organisation
- E-mail address
- Direct telephone number

The LRS will then supply usernames and temporary passwords to the nominated individuals. Step 3, details how to use this account to get learners' ULNs.

Step 2 - Getting access to the QCF LAR System

To set up learning provider access to the LAR service, please provide the following details via email to QCFAdmin@qca.org.uk

- Full name
- E-mail address for new account
- Centre Code (as used with awarding bodies e.g. NCN or UKRLP number)
- Centre Name

A learning provider account will be set up for you on the LAR systems. You will be emailed a User ID and in a separate email you will receive a system generated password and the URL of the LAR learning provider site. [http:// www.qcf.qca.org.uk/centres/home.aspx](http://www.qcf.qca.org.uk/centres/home.aspx)

Use your User ID and password to log into the LAR learning provider site. Step 4, describes how you can use this account to create new learner achievement records.

Step 3 - Using the LRS to get ULNs

Once registered, users can log into the Learner Registration Service and download the user guide for instructions on using the LRS. This can be found under the “help” section of the LRS website.

Step 4 - Creating Learner Achievement Records

The QCF is providing two ways of creating LARs, learning providers can either do this independently (DIY) or can use QCF support. There is no need for a hard and fast decision, different methods can be used depending on circumstances; e.g., the number of learners involved the availability of resources etc. Both methods involve the processing of .csv files returned by the learner registration service that contain the learners’ details and their ULN.

DIY

Access the LAR learning provider website <http://www.qcf.qca.org.uk/Centres/Home.aspx> via your browser and login using the credentials received by following Step 2. Select the function “Add New Learners” use the “Browse” function to locate the .csv file with the details of the learners you want to create LARs for, (this will probably be the file returned from the LRS with the ULNs in it).

ULN, forename, surname and email address

When you submit the file, the LAR system will provide you with an email confirming account creation and send each learner an email containing the web address of the LAR service <http://www.qcf.qca.org.uk/Learners/Home.aspx> and a password required to access their account. The learner can then logon using the ULN and password.

Using QCF Support

If you need support in creating your learner’s LARs, send the .csv file with the learners’ details and their ULNs by email to QCFAdmin@qca.org.uk and the QCF administrator can perform the account creation function for you. You will still need to provide the individual learners with their ULNs.

Step 5 - Providing ULN Data

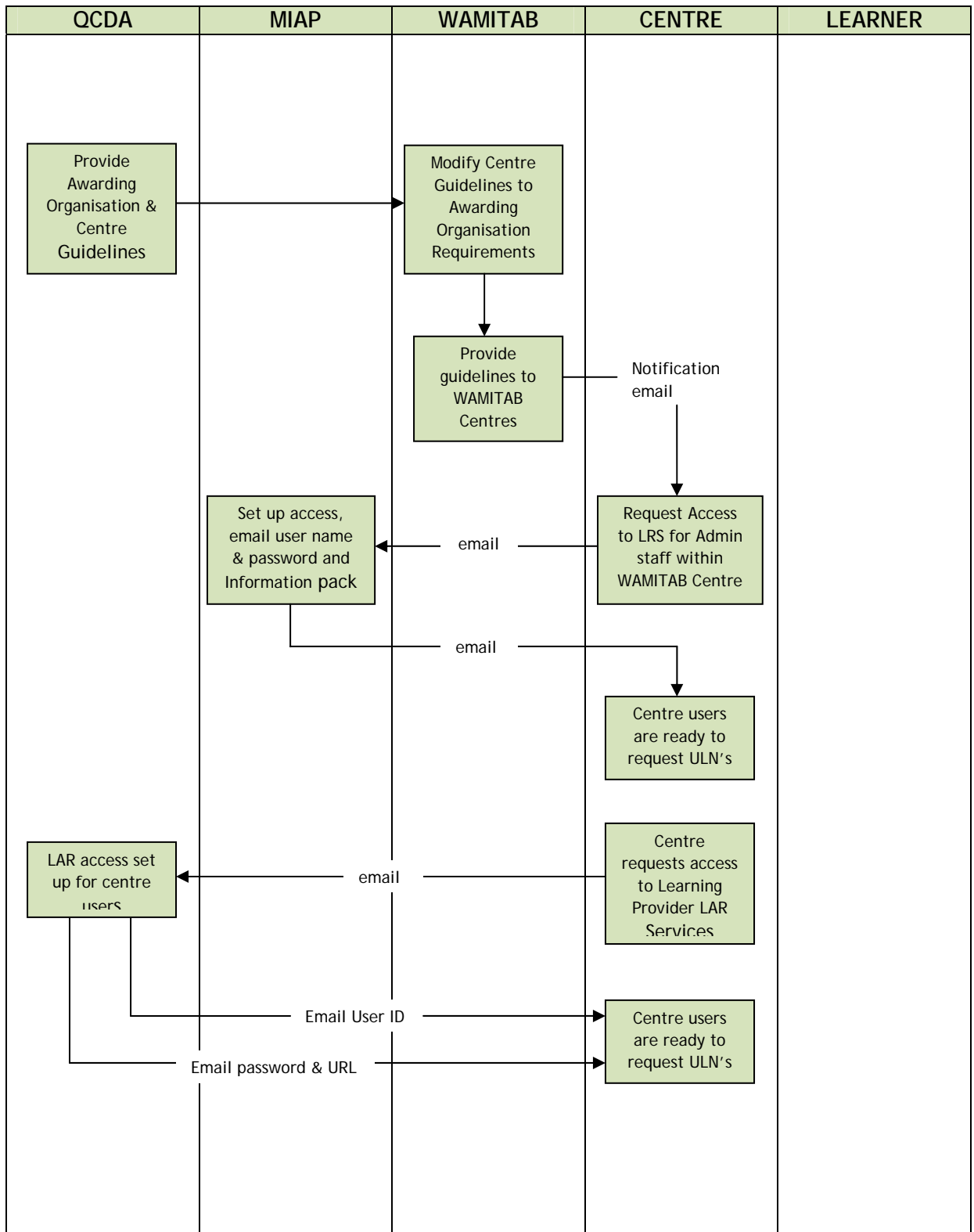
To support the QCF WAMITAB Centres need to send ULN cross-reference data to QCFAdmin@qca.org.uk as a .csv file. The data required is:

Learner is studying with	WAMITAB Learner Registration Code	ULN
e.g.		
WAMITAB	1234567	123456789012

Note: learners may be studying with many different awarding bodies and have different AB registration codes over time, but they should only have one ULN.

WAMITAB QCF Guidelines (1)

Getting Started



WAMITAB QCF Guidelines (2)

