

# Diploma aggregation service

## Quick guide

Autumn 2010



# Contents

## 1 Introduction and using this guide

- 4 What is DAS?
- 5 User roles
- 6 User roles – the colour bar
- 7 User roles – workflow\*
- 8 How to use this guide

## 2 Managing the system

- 10 Logging on
- 11 Managing your own account
- 12 Creating a new user account
- 13 Assigning roles to a new user
- 14 Reactivating a user account and resetting passwords
- 15 Creating an association with a Diploma awarding body

## 3 Managing planned programmes of study (PPoS)\*

- 17 Creating a new PPoS
- 18 Saving a PPoS
- 19 Recording a learner's prior achievement of qualifications and expected completion date
- 20 Creating a new PPoS from an existing programme
- 21 Amending a PPoS
- 22 Approving a PPoS

## 4 Setting up learner accounts

- 24 Creating a single learner account\*
- 26 Creating multiple learner accounts\*
- 27 Finding learner accounts
- 28 Deactivating and reactivating a learner account

## 5 Managing learner progress

- 30 Recording PLTS and work experience for a single learner
- 31 Recording PLTS and work experience for multiple learners
- 32 Viewing qualification results
- 33 Viewing progress of an individual learner
- 34 Viewing progress of multiple learners
- 35 Extracting management information reports

## 6 Claiming Diplomas

- 37 Claiming a Diploma
- 38 Changing an awarded Diploma

## 7 Further information

\* Includes new features added to the *Diploma aggregation service* as part of Release 4.

# Introduction and using this guide

## In this section:

- › What is DAS? 4
- › User roles 5
- › User roles – the colour bar 6
- › User roles – workflow 7
- › How to use this guide 8



# What is DAS?

The *Diploma aggregation service* (DAS) is a system developed and managed by the Qualifications and Curriculum Development Agency (QCDA) to support the awarding of Diplomas.

The *Diploma aggregation service* holds information in both user accounts and learner accounts. User accounts enable staff in centres to access the system and carry out administration. Learner accounts hold learner information, including the details of all the component qualifications that can contribute to a learner's Diploma award. Learners have no direct access to the system.

The system enables data sharing across centres and awarding bodies to support the management of learner accounts and the eventual aggregation of the constituent qualifications and the award of a Diploma.

The *Diploma aggregation service* allows centres to:

- create learner accounts for Diploma learners
- develop planned programmes of study (PPoS) which ensure learners are following a valid Diploma programme of study
- record learners' achievement of personal, learning and thinking skills (PLTS) and work experience
- monitor learners' progress towards the achievement of a Diploma.

It also allows component awarding bodies (CABs) to record results of learners' principal learning, project, additional and specialist learning, and functional skills assessments.

Finally, the system aggregates the results of the constituent qualifications and supplies the results data to the Diploma awarding body (DAB), enabling the DAB to award the Diploma and provide a Diploma transcript. See page 40 of the *Diploma aggregation service user guide* for an illustration of how this works.

The diagram on page 7 of this guide gives an overview of how the whole system works.

# User roles

Permissions within the system are controlled by roles assigned to user accounts. These roles determine what types of information users can access in the system and what tasks they can perform.

The following five main types of roles can be assigned to users:

- Local administrators can create user accounts and assign roles to users, and create associations with DABs.
- Learner administrators can create, manage and monitor learner accounts.
- Management information users can extract management information reports from the system.
- PPoS maintainers can create, assign, amend, import and view a planned programme of study (PPoS). Typically this will be assigned to the Diploma curriculum planner.
- PPoS approvers can approve a planned programme of study. Typically this will be assigned to the Diploma curriculum planner.

The learner administrator role is made up of these four sub-roles:

- Learner data viewers can view and extract learner information on Diplomas, PPoS and assign status.
- Learner data maintainers can create learner accounts, edit learner information and assign PPoS for Diplomas.
- Personal, learning and thinking skills (PLTS) and work experience recorders can record completion of personal, learning and thinking skills and work experience.
- DAB relationship managers can register learners, record an intention to claim (ITC) and claim Diplomas from DABs. These users can also view learner accounts.

Exams officers will need to have all of these sub-roles assigned to their user account.

Local administrator

Management information user

PPoS maintainer

PPoS approver

Learner administrator

## User roles – the colour bar

Throughout this guide a purple bar, as shown above, features at the top of each page. This bar indicates the roles required to perform each task. When all five bars are shown, as they are here, the tasks may be performed by all users.

Often, a particular role is required to perform a task. In these instances only the role that may perform that particular task is shown.



PPoS approver

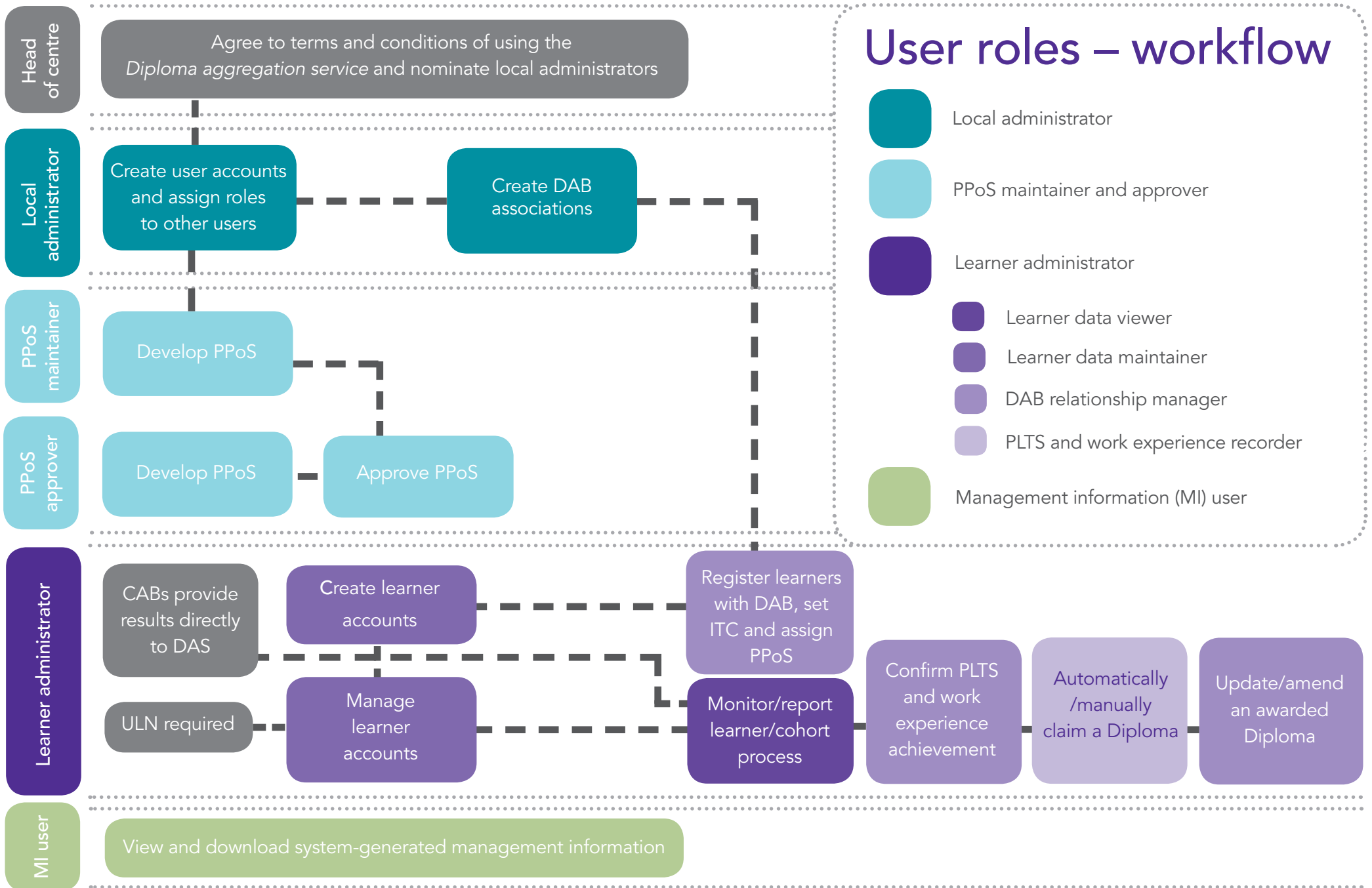
Where the learner administrator role is shown with no sub-role below it, all learner administrators can complete the task.



Learner administrator

Learner data viewer

Many learner administration tasks require specific learner administrator sub-roles to be assigned. In these instances the sub-role required to perform the task is shown below the learner administrator panel.



# How to use this guide

This guide is intended for quick reference only. It covers the key tasks involved in creating and setting up administration rights in the system and administering accounts for learners enrolled on the Diploma programme.

The *Diploma aggregation service user guide* provides background information and covers all the tasks not included here.

**The task** — Creating a single learner account

**Main roles – who may perform the task (appropriate sub-roles are listed under the colour bar)**

- Learner administrator
- Learner data maintainer
- DAB relationship manager

**Additional information panel**

**Step-by-step stages of the task corresponding to the numbers on the screen images**

- 1 unique learner number (ULN), date of birth and gender
- 2 given name and family name as recorded in the Learner register – the spelling must match exactly
- 3 Diploma line of learning and level
- 4 date anticipated for completion and awarding
- 5 name of the Diploma awarding body (DAE) from whom the Diploma will be claimed.

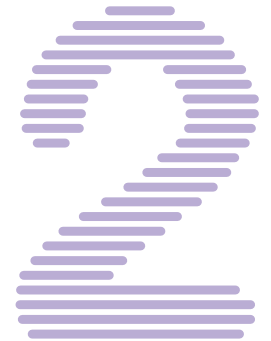
**Section and page number** — Section 4 – Setting up learner accounts | 24



# Managing the system

## In this section:

- Logging on 10
- Managing your own account 11
- Creating a new user account 12
- Assigning roles to a user account 13
- Reactivating a user account and resetting passwords 14
- Creating an association with a Diploma awarding body 15



# Logging on

The Diploma is a composite qualification mixing theory with practice to enable learners to work confidently, effectively and independently, and prepare them for further or higher education, training or employment. This service is used by centres and awarding bodies involved in Diplomas.

Note: Your user credentials (including the short code for your organisation) will have been provided to you by your local administrator. If you do not have these details please contact them. If you have forgotten your password you can reset it using the below 'Forgotten password?' link.

**i** If you have not received login details or are unsure who your local administrator is, contact the DAS helpdesk or refer to page 41 of the *Diploma aggregation service user guide*.

Above the login details area you may see the words 'service announcement', in green, followed by a message such as 'DAS will be unavailable from... (date/time range)'.

For more information see: *Diploma aggregation service user guide* 'Getting started' section (page 7) and e-learning tool 'Getting started with DAS' section.

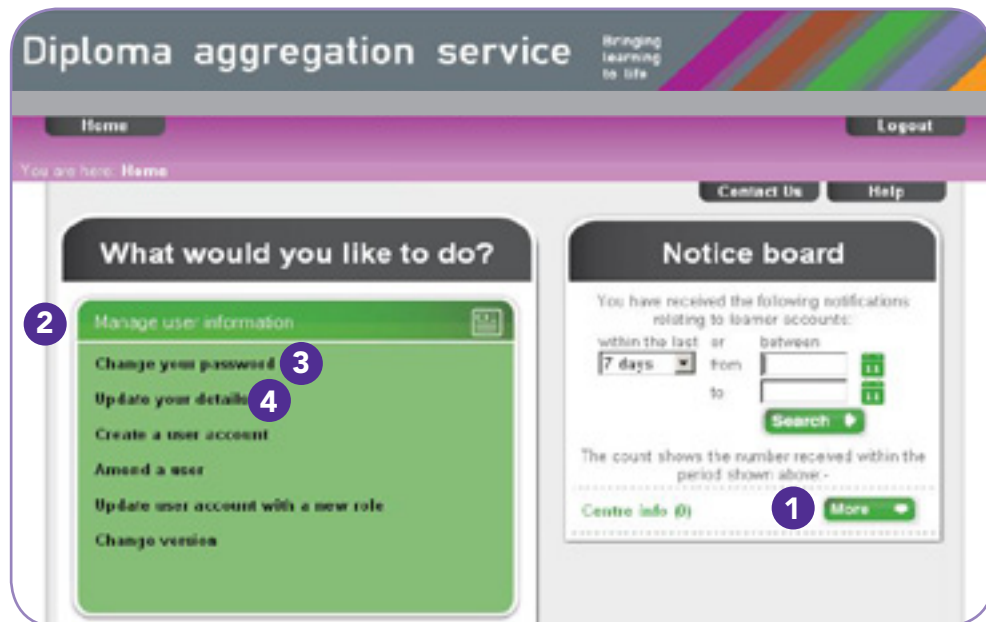
To log in to the system, go to:

[www.diplomaaggregationservice.org/das](http://www.diplomaaggregationservice.org/das)

- 1 Enter your login name, which was assigned by your local administrator. Your login name cannot be changed and is not case sensitive.
- 2 Insert your four-digit organisation code. This identifies your centre within the *Diploma aggregation service*. Do not use your national centre number (NCN) or organisation alias – see page 11 of the *Diploma aggregation service user guide*.
- 3 Enter your password. Passwords are case sensitive and must be at least nine characters long. It is good practice to include a mixture of letters and numbers in a password. You should change your password after you first log in.
- 4 If you have forgotten your password you can request a new one via a 'self service' function from the DAS login page. To do this click on the 'Forgotten password' link on the login page and follow the instructions. Once you have received your new password you will need to change it for security purposes via the 'Manage user information' link.

If an incorrect password is entered three times, the message 'user is locked out' will appear on your screen. You will need to contact your local administrator, or contact the DAS helpdesk if you are a local administrator, to have your account reactivated.

# Managing your own account



Your homepage includes two main sections: a task menu and a notice board. Your notice board shows actions that have been carried out in learner accounts.

- 1 To view and download notifications, click on 'more' and then 'view'.
- 2 To edit your details, click 'manage user information' to display the sub-menu.
- 3 Click here to change your password. You will be prompted by the system to change your password every three months.
- 4 Click here to view and edit your name, telephone number and email address. You will then see the 'personal details' screen.
- 5 Click 'edit' to change any of the details.

**i** For more information see: *Diploma aggregation service user guide* 'Getting started' section (page 8) and e-learning tool 'Getting started with DAS' section.

## Creating a new user account

**Diploma aggregation service** Bringing learning to life

Home Logout

You are here: Create a user account

Contact Us Help

Please fill in fields to create a user account

**Create a user account**

\* indicates a mandatory field

Login name \*  1

Password \*  2

Confirm password \*  2

Given name \*

Family name \*

Telephone

Email \*  3

Cancel Submit 4

**i** A local administrator cannot create an account for another local administrator. To request additional local administrator accounts for your centre, contact the DAS helpdesk. Each centre can have up to three local administrators.

From your homepage, click on 'manage user information' and then 'create a user account'. Enter the details as shown.

**1** Enter a login name.

You may choose to adopt a format for user names which is the same as that used in other systems in your centre or in your email addresses, for example, 'first name' and 'last name' or 'initial' and 'last name'. These cannot be changed once selected.

**2** Passwords are case sensitive and must be at least nine characters long. They should contain a mixture of numbers and letters.

**3** Learner administrators, PPOS maintainers and PPOS approvers will receive notification emails from the system, so a valid work email address should be entered. This can be an individual or shared email address.

**4** Make a note of the details you have entered, and then click 'submit'.

# Assigning roles to a new user

**1** Please enter the details of the user account(s) you wish to search for and then press Search to view the required user account.

**2** Click 'administer' next to the user you want to assign roles to.

**3** In the next screen, click 'edit' in the 'tier two roles' section of the user account.

**4** In the next screen, click 'all' to ensure all user roles are displayed.

**5** Select the required roles and then click 'submit'.

| Login name     | Given name | Family name | Status | Organisation name | View       |
|----------------|------------|-------------|--------|-------------------|------------|
| daveevanstest  | Dave       | Evans       | Active | Bearing School    | Administer |
| daveevanstest2 | dave       | evans2      | Active | Bearing School    | Administer |
| JQueamer       | Jenny      | Willoughby  | Active | Bearing School    | Administer |
| JQuocai        | Jacqui     | Dunning     | Active | Bearing School    | Administer |
| JWhiting       | Jane       | Whiting     | Active | Bearing School    | Administer |

**Tier one roles**

Please press 'Edit' to make changes to the roles assigned to this user account.

Learner DAD Relationship Manager **3** Edit

**Assign roles to a user account**

**Tier one roles**

**4** All

- Learner Administrator
- Learner Data Viewer
- M User
- PPO3 Approver
- PPO3 Maintainer

**Tier two roles**

- Learner DAD Relationship Manager
- Learner Data Maintainer
- Learner Data Viewer
- PLTS & Work Experience Recorder
- M User
- PPO3 Approver
- PPO3 Maintainer

**5** Submit

You can assign roles to your own user account and to other existing user accounts. The process in both cases is exactly the same.

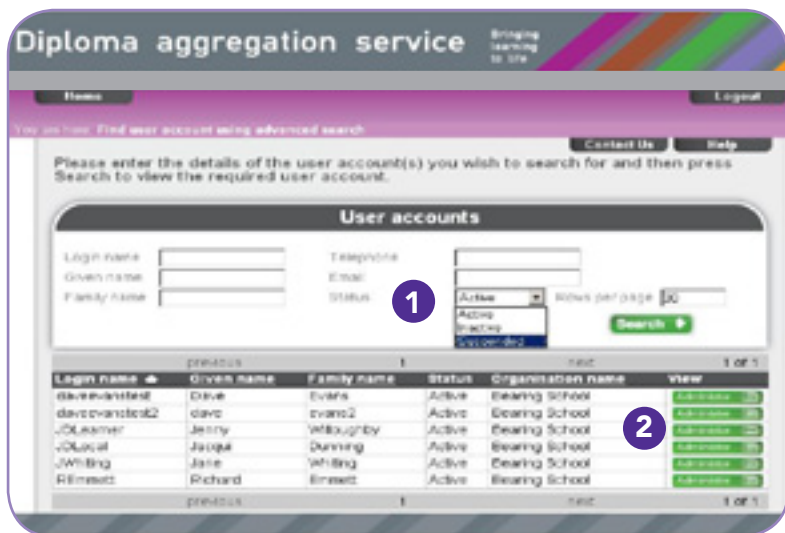
From your homepage, click on 'manage user information' and then 'amend user'.

- 1** This screen shows all the active user accounts in your centre. Your own user name will be in this list.
- 2** Click 'administer' next to the user you want to assign roles to.
- 3** In the next screen, click 'edit' in the 'tier two roles' section of the user account.
- 4** In the next screen, click 'all' to ensure all user roles are displayed.
- 5** Select the required roles and then click 'submit'.

**i** After you have assigned roles to your own account, you will need to log out and then log in again for the change to take effect. After you log back in you will see the additional menu options on your home screen that are associated with the new role.

For more information see: *Diploma aggregation service user guide* 'Managing user accounts' section (page 21) and e-learning tool 'Managing user accounts' section.

# Reactivating a user account and resetting passwords



From your homepage, click on 'manage user information' and then 'amend user'.

- 1 In the 'status' field, select 'suspended', then click 'search'.
- 2 Click 'administer' next to the user you want to reactivate.
- 3 In the next screen, click 'reactivate'.
- 4 The status will instantly change to 'active', and the user will be able to log in again.
- 5 If the password has been forgotten, click 'edit' next to 'reset password', enter a new password, make a note of it, and then click 'submit'.

You will then need to let the user know that the account is reactivated and provide the new password if necessary.



For more information see: *Diploma aggregation service user guide* (page 28) and e-learning tool 'Managing user accounts' section.



## Creating an association with a Diploma awarding body

**1** To find the right awarding body, select 'DAB' in the 'organisation type' field and then click 'search'.

| Organisation name            | Organisation code | Organisation type | Postcode | Select |
|------------------------------|-------------------|-------------------|----------|--------|
| Active IQ                    | AIQ               | DAB               |          | Select |
| AMSPAR                       | AMSPAR            | DAB               |          | Select |
| AGA - City & Guilds          | AGACG             | DAB               |          | Select |
| ASET                         | ASET              | DAB               |          | Select |
| ASSETTECH AND QUALIFICATIONS | AGA               | DAB               |          | Select |
| ABANCE                       |                   |                   |          | Select |

**2** Click 'select' next to the DAB you require.

**3** Enter the organisation alias required by the DAB.

**4** Click 'submit'. You will then see a confirmation screen which includes the option to delegate access to the organisation. Completing this final step will give the awarding body direct access to your centre's learner accounts. You should only do this if the awarding body has requested you to do so.

From your homepage, click on 'manage a third party association and delegation' and then 'create association to third party organisation'.

By default, this list shows all component awarding bodies (CABs) and Diploma awarding bodies (DABs).

- 1** To find the right awarding body, select 'DAB' in the 'organisation type' field and then click 'search'.
- 2** Click 'select' next to the DAB you require.
- 3** Enter the organisation alias required by the DAB.
- 4** Click 'submit'. You will then see a confirmation screen which includes the option to delegate access to the organisation. Completing this final step will give the awarding body direct access to your centre's learner accounts. You should only do this if the awarding body has requested you to do so.

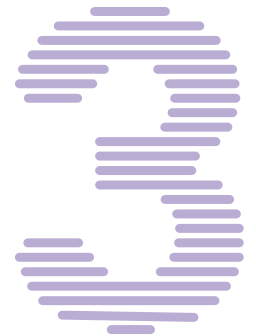
**i** To complete this process you will need to enter an organisation alias. This is usually your five-digit national centre number. If you are unsure of your organisation alias please contact the DAB concerned. Your organisation alias is not your DAS organisation code.

For more information see: *Diploma aggregation service user guide 'Getting started with DAS'* (page 18).

# Managing planned programmes of study (PPoS)

## In this section:

- › Creating a new PPoS 17
- › Saving a PPoS 18
- › Recording a learner's prior achievement of qualifications and expected completion date 19
- › Creating a new PPoS from an existing programme 20
- › Amending a PPoS 21
- › Approving a PPoS 22





# Creating a new PPOS

The screenshot shows the 'Select Diploma' screen in the PPOS maintainer. At the top, there is a search bar and a 'Logout' link. Below the search bar, it says 'You are here: Create Planned Programme of Study'. There are 'Contact Us' and 'Help' links. The main heading is 'Please select the new Line of Learning and Diploma level'. The 'Select Diploma' section has two dropdown menus: 'Line of Learning' (set to 'Engineering') and 'Diploma Level' (set to 'Foundation'). A red asterisk indicates a mandatory field. There are 'Cancel' and 'Submit' buttons. Below this is a 'PPoS Summary' section with a table of details. At the bottom, there are 'PPoS Qualifications' sections for 'Principal Learning' and 'Functional Skills', each with a progress bar and a 'No qualification selected' message. A 'Submit' button is at the bottom right.

| PPoS Summary           |             | Status          | incomplete        |
|------------------------|-------------|-----------------|-------------------|
| PPoS Name              |             | Last updated    |                   |
| Line of Learning       | Engineering | Last updated by |                   |
| Diploma Level          | Foundation  | ASL count       | required: 120 GUM |
| Private/Public         |             | actual          | 0 GUM             |
| Certification end date |             |                 |                   |

From your homepage click on the 'manage planned programmes of study' menu option and then select 'create a PPOS'. The 'select Diploma' screen will be displayed and the system will prompt you for these mandatory details:

- 1 Select the required line of learning and level.
- 2 After entering the above information click 'submit'.
- 3 The system will display the PPOS summary page which has two sections.
- 4 The summary at the top shows information about the PPOS such as the name, date created or amended, and the status.
- 5 The second section lists all the qualifications currently included.
- 6 You can click 'submit' at the bottom of this screen to save at any stage and complete later.

Scroll down to repeat steps 5 and 6 for other qualifications, for example PLTS or additional and specialist learning.

**i** For more information see: *Diploma aggregation service user guide* 'Planned programmes of study' (page 108) and e-learning tool 'Planned programmes of study' section.

# Saving a PPOS

The screenshot shows a web browser window titled 'PPoS Save'. At the top, it says 'Please enter the details for the planned programme of study that you wish to save.' Below this is a form titled 'Save Planned Programme of Study'. The form has a legend that says '\* indicates a mandatory field'. The form fields are:
 

- Line of learning: Engineering
- Diploma level: Foundation
- PPoS name\*: Engineering Foundation v3
- Description: 2010 Y10
- Private/Public\*: Radio buttons for Private and Public, with Public selected.

 At the bottom left is a 'Cancel' button and at the bottom right is a 'Submit' button. A circled '1' is next to the 'Line of learning' field, and a circled '2' is next to the 'Submit' button.

**i** For more information see: *Diploma aggregation service user guide* 'Getting started' section (page 8) and e-learning tool 'Getting started with DAS' section.

From the PPOS summary page save the PPOS by clicking 'submit' at the bottom of the page.

- 1 The 'save planned programme of study' window will display and will prompt you for the following details:
  - Enter a PPOS name. Use appropriate naming conventions that can be logically followed by other users.
  - Add a description. (This isn't a required element but it is best practice to add one.)
  - Select 'private' or 'public'. If this is set to public, anyone with the appropriate role can amend it. If it is set to private, only the creator can amend it. However, other PPOS maintainers can make a copy of it.
- 2 After entering this information click 'submit'.

The system will confirm that the PPOS has been saved successfully.

# Recording a learner's prior achievement of qualifications and expected completion date

**Diploma aggregation service** Bringing learning to life

Home Learner account quick search [ ] Logout

You are here: Create Planned Programme of Study

Contact Us Help

Listed below are the details for the PPOS.

### PPoS Summary

|                        |             |                 |                  |
|------------------------|-------------|-----------------|------------------|
| PPoS Name              |             | Status          | Incomplete       |
| Line of Learning       | Engineering | Last updated    |                  |
| Diploma Level          | Foundation  | Last updated by |                  |
| Private/Public         |             | ASL count:      | required 120 GLH |
| Certification end date | 31/08/2014  | actual          | 0 GLH            |

### PPoS Qualifications

1 **Principal Learning** 100% complete

(240 GLH)

Name: EDCKCEL Level 1 Principal Learning in Engineering Remove

Certification End: 31/08/2014 Ref: 60023640

### Enter qualification details

2

Prior achievement

Grade

OR

Expected completion date  format - MM/CCYY

3

Cancel Submit

- 1 From within the PPOS qualifications area click the name of the required qualification.
- 2 A pop-up window will display and prompt you for the following details:
  - click the 'prior achievement' check box and enter the 'grade'
  - or
  - enter the 'expected completion date' in the format – mm/ccyy.
- 3 After entering this information click 'submit'.

Within the PPOS qualifications area the selected qualification will now display either 'prior achievement' followed by the grade, or 'expected completion' followed by the date.

Click 'submit' to save your PPOS as described on page 18.

# Creating a new PPoS from an existing programme

**1 Find PPoS**

PPoS Name:  Line Of Learning:

PPoS Creator:  Level Of Learning:

PPoS Status:  Created From:  To:

Active/Archived:  Last Updated From:  To:

Rows per page:

**2** Search

| PPoS Name                  | PPoS Description | PPoS Status  | PPoS Creator | Archive Status | Date Created | Last Updated | Select          |
|----------------------------|------------------|--------------|--------------|----------------|--------------|--------------|-----------------|
| Construction Advanced v1   | Draft by DT      | Incomplete   | diana        | Active         | 23/08/2010   | 24/08/2010   | <b>3</b> Select |
| Construction Foundation v2 | 2010 Y10         | Not Approved | diana        | Active         | 31/08/2010   | 31/08/2010   | Select          |
| Construction Higher v2     | 2010 Y10         | Complete     | diana        | Active         | 25/08/2010   | 25/08/2010   | Select          |
| Engineering Foundation v1  | 2010 Y10         | Incomplete   | diana        | Active         | 31/08/2010   | 31/08/2010   | Select          |

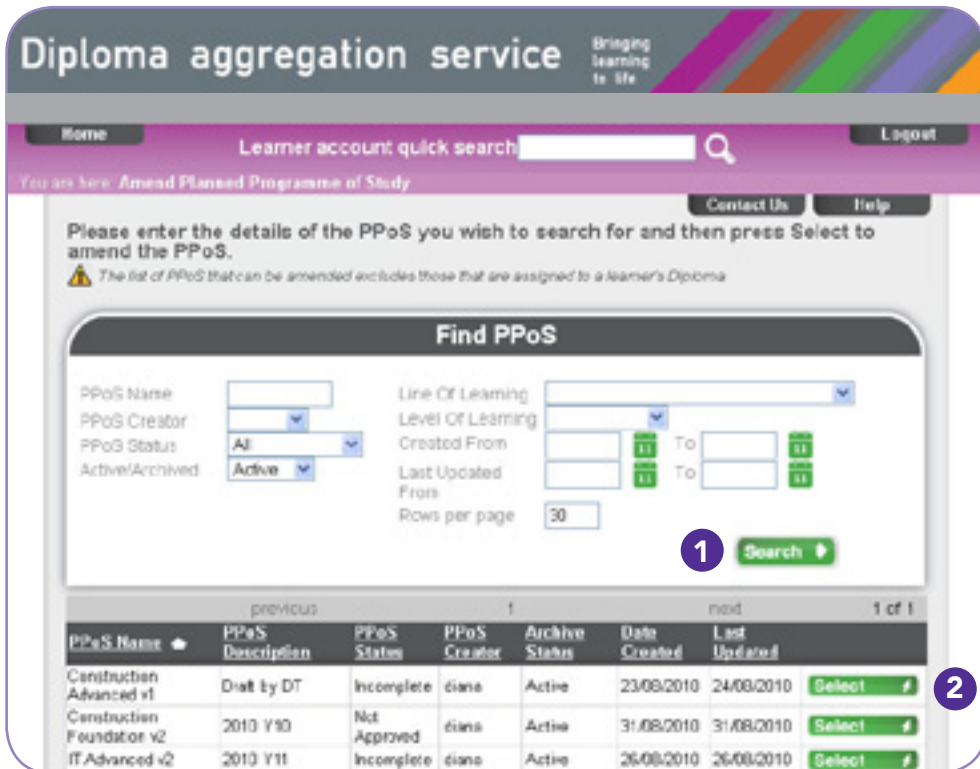
From your homepage select the 'manage planned programmes of study' menu option and then select 'create a new PPoS from an existing PPoS'.

- 1** The 'find PPoS' page appears listing all the active PPoS.
- 2** Enter search criteria at the top of the page to find a particular PPoS and then click on 'search'.
- 3** Once you have identified the PPoS that you wish to use as a template for the new PPoS, click 'select' next to the required PPoS. The system will then display the PPoS summary page.

Refer to 'Amending a PPoS' on page 21 to complete the tasks associated with amending the qualifications as required.

When you have made all the changes, save the PPoS as described in 'Saving a PPoS' on page 18.

# Amending a PPOs



**i** To unassign a PPOs see *Diploma aggregation service user guide* (page 52).

For more information see: *Diploma aggregation service user guide* 'Planned programme of study' section (page 51) and e-learning tool 'Planned programme of study' section.

From your homepage select the 'manage planned programmes of study' menu option and then select 'amend a PPOs'.

The 'find PPOs' page appears listing all the active PPOs.

- 1 Enter search criteria at the top of the page to find a particular PPOs, and then click on 'search'.
- 2 Click 'select' next to the required PPOs.

The list of PPOs that can be amended excludes those that are assigned to a learner's Diploma. If you need to amend an assigned PPOs then either make a copy of it or unassign it from the learner's Diploma first.

The system will display the PPOs summary page.

Use the instructions for creating a PPOs on page 17 to amend the qualifications as required and, when you have made all the changes, save the PPOs by clicking 'submit' at the bottom of the page.

The system will display the 'save Planned programme of study' window. See page 18 of this guide for details of how to save a Planned programme of study.

# Approving a PPOs

**1 Find PPOs**

PPoS Name:   
 PPOs Creator:   
 PPOs Status:   
 Active/Archived:   
 Line Of Learning:   
 Level Of Learning:   
 Created From:  To:   
 Last Updated From:  To:   
 Rows per page:

**2** Search

| PPoS Name                | PPoS Description | PPoS Status | PPoS Creator | Archive Status | Date Created | Last Updated |                 |
|--------------------------|------------------|-------------|--------------|----------------|--------------|--------------|-----------------|
| Construction Advanced v1 | Draft by DT      | Incomplete  | diana        | Active         | 23/08/2010   | 24/08/2010   | Select <b>3</b> |

**Confirm approval of PPOs**

\* indicates a mandatory field

Please confirm that you want to approve the PPOs IT Advanced v2 for the Advanced level Diploma in Information Technology.

If you wish to change the name of the PPOs, please provide the new name.

PPoS name \*

**5** Submit **4** Not Approve **4** Cancel

**i** When unapproving a PPOs that is currently assigned to one or more learners' Diplomas, the PPOs assignment gets removed. Therefore, the user must confirm that they are choosing to leave these learners' Diplomas without a PPOs assigned. The expected date that another PPOs will be assigned should be provided.

From your homepage select the 'manage planned programmes of study' menu option and then select 'approve a PPOs'.

- 1** The 'find PPOs' page will appear listing all the active unapproved PPOs which are complete and valid.
- 2** Enter search criteria at the top of the page to find a specific PPOs, and then click on 'search'.
- 3** Click 'select' next to the PPOs you wish to approve.

The system will display the PPOs summary page so that you can review the detail to ensure that it is a programme your centre can support. Scroll to the bottom of the page and click 'submit'.

A pop-up window appears to prompt you to confirm that you wish to approve the PPOs.

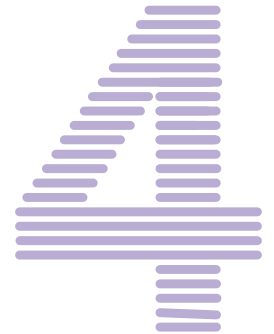
- 4** Click 'not approve' if you decide not to approve the PPOs and want to record this in the system.
- 5** Click 'submit' to confirm approval. The final screen confirms successful approval of the PPOs.

**i** For more information see: *Diploma aggregation service user guide* 'Planned programme of study' section (page 115) and e-learning tool 'Planned programme of study' section.

# Setting up learner accounts

## In this section:

- › Creating a single learner account 24
- › Creating multiple learner accounts 26
- › Finding learner accounts 27
- › Deactivating and reactivating a learner account 28





# Creating a single learner account

**Diploma aggregation service** Bringing learning to life

Home Learner account quick search [input] Logout

You are here: Create a learner account Contact Us Help

Please fill in all fields to create a learner account.

**Create a learner account**

\* indicates a mandatory field

ULN\* [input] 1

Given name\* [input] 2

Family name\* [input]

Date of birth\* [input] 3

Gender\*
 

- Not Known (gender not recorded)
- Male
- Female
- Not Specified (indeterminate)

Line of Learning\* [dropdown] 4

Diploma level\* [dropdown]

Cancel Submit



You can only select the Diploma lines of learning and levels that your consortium has been approved to offer.

If the Diploma you require is not available, contact the DAS helpdesk (see page 41 of the *Diploma aggregation service user guide*).

Before you start, you will need the learner's:

- unique learner number (ULN), date of birth and gender
- given name and family name as recorded in the *Learner register* – the spelling must match exactly
- Diploma line of learning and level
- date anticipated for completion and awarding
- name of the Diploma awarding body (DAB) from whom the Diploma will be claimed.

It is good practice to create a PPOS before setting up a learner account. From your homepage, select 'manage a single learner account' and then 'create a learner account'. You will then see the screen shown here. The red asterisks indicate that all input fields in this screen are required. You can copy and paste data into each field or type it in.

- 1 Enter the learner's 10-digit ULN provided by the *Learner register*.
- 2 The name must match the name held in the *Learner register*.
- 3 Enter the date of birth in the format ccyy-mm-dd.
- 4 Select the required line of learning and level, and click 'submit'.



## Creating a single learner account (cont)


The screenshot shows a web interface for creating a learner account. It is divided into two main sections:

- Enter Diploma Details:** This section contains three input fields:
  - Anticipated Award Date \*** (format - MM/CCYY) with a circled 5 next to it.
  - PPoS Name** with a circled 6 next to it and a 'Clear' button.
  - Dab to register and set an ITC with \*** with a circled 7 next to it and a dropdown arrow.
 A legend indicates that an asterisk (\*) denotes a mandatory field. There are 'Cancel' and 'Submit' buttons at the bottom of this section.
- Confirm Diploma Detail:** This section contains one input field:
  - Expected PPOs assign date** (format - MM/CCYY) with a circled 8 next to it.
 There are 'Back' and 'Submit' buttons at the bottom of this section, with a circled 9 next to the 'Submit' button.

**i** If you create a learner account without assigning a PPOs all users with a role of PPOs approver will be notified. Registration with a DAB is mandatory and incurs a cost.

For more information see: *Diploma aggregation service user guide* 'Managing a single learner account' (page 47) and e-learning tool 'Managing a single learner account' section.

A pop-up window as shown here will prompt you for the following details:

- 5** Enter the PPOs anticipated award date in the format mm/ccyy (for example 10/2010).
- 6** To assign a PPOs to a learner click the  icon to select a PPOs. The system will list all PPOs which have been previously created and approved for the selected Diploma line of learning and level. If necessary, enter search criteria to find a specific PPOs.
- 7** Register and set an ITC with a DAB by selecting from the drop-down list.

After entering the above information click 'submit'.

If you have not assigned a PPOs for the Diploma you will be asked to confirm that you wish to create the learner account without assigning a PPOs. You will also be prompted for a date when you expect to assign a PPOs.

- 8** Enter the expected PPOs assignment date in the format mm/ccyy.
- 9** Click 'submit'.

# Creating multiple learner accounts

|   | A          | B         | C          | D <sup>1</sup> | E <sup>2</sup> | F <sup>3</sup>           |
|---|------------|-----------|------------|----------------|----------------|--------------------------|
| 1 | Uln        | GivenName | FamilyName | Gender         | DateOfBirth    | DiplomaQualificationCode |
| 2 | 1234567890 | Anon      | Ymous      | 1              | 1992-11-05     | 500/2136/7               |

Please select the type of file you want to upload and the location of the file.

[Completing this transaction may incur a cost to your Centre; the terms and conditions of the awarding body will apply. Please ensure you are authorized to submit this request.]

**4**

### Upload file

\* indicates a mandatory field

What do you want to do? \*

**5**

- Import planned programmes of study
- Amend planned programmes of study
- Approve or unapprove planned programmes of study
- Archive or unarchive planned programmes of study
- Create new learner accounts
- Add a new Diploma to learner accounts
- Amend the Diploma on learner accounts
- Register Diplomas with a DAB†
- Deregister Diplomas from a DAB
- Set an ITC for Diplomas with a DAB†
- Withdraw the ITC for Diplomas from a DAB
- Initiate a claim for Diplomas with a DAB†
- Withdraw a claim for Diplomas from a DAB
- Record completion of work experience
- Withdraw completion of work experience
- Record completion of PLTS
- Withdraw completion of PLTS
- Activate learner accounts
- Deactivate learner accounts

Find the file \*  **6**

**i** The given names and family names in the batch file must be exactly the same as they are in the *Learner register*.

For more information see: *Diploma aggregation service user guide* 'Managing batch files' (page 77) and 'Batch file definitions' (page 83).

First create a batch file containing details of all the learners for whom you wish to open accounts.

- 1** The data codes for gender are 1 for male and 2 for female.
  - 2** Date of birth must be in the format ccyy-mm-dd.
  - 3** The Diploma qualification codes indicate the line of learning and level.
  - 4** Information on the PPOs and the DAB needs to be included. For more information see the section on 'Creating a single learner account' on page 24.
- Save your batch file in .csv format. From your homepage, select 'manage learner accounts via file upload' and then 'upload a new file'.
- 5** Select 'create new learner accounts'.
  - 6** Click 'browse' to upload the batch file and then click 'submit'.

See page 35 of the *Diploma aggregation service user guide* for information about checking the status of uploaded files.

# Finding learner accounts



Results can still be viewed on the learner account (but not the Diploma they contribute towards), as well as the Diplomas being studied, the PPoS being followed (or the expected date when a PPoS will be assigned) and the anticipated award date.

For more information on wild cards see the *Diploma aggregation service user guide* (page 15).

- 1 To find an individual learner, in the 'learner account quick search' field, enter any of these:
  - unique learner number (ULN)
  - given name
  - family name
  - given name and family name with a space.

'Wild cards' are characters that can be used in search fields when looking for either user or learner accounts.

- 2 Click on the 'search' icon. If only one learner account matches, you will go directly to the learner account. Otherwise, you will see a list of all learner accounts that match.
- 3 To view all learner accounts, leave the search boxes blank and click on the search icon. You will then see a list of all learners in your centre with search options above the list.
- 4 Click on 'more search options' to expand the search box as the example here shows.

You can then search for individual accounts or groups of accounts against any of the criteria shown.

# Deactivating and reactivating a learner account

The screenshot displays the 'Diploma aggregation service' interface. At the top, it says 'Bringing learning to life'. Below the header, there's a search bar and a 'Logout' button. The main content area is titled 'Learner account quick search' and 'You are here: Learner account administration'. There are two learner profiles shown: 'Tom Kirk' (Active) and 'Dave Evans' (Inactive). The 'Tom Kirk' profile has a green status tab and a 'Set as inactive' button (1). Below this is a form to 'Select a reason for deactivating the learner account' with a dropdown menu (2) and a 'Submit' button (3). The 'Dave Evans' profile has a green status tab and a 'Reactivate' button (4). The interface also includes 'Contact Us' and 'Help' buttons.

**i** Although a learner account is deactivated you still have access to the learner account until the administration rights for the account are passed to a new centre, in other words when the learner transfers to another centre.

Find and open the learner account you want to deactivate.

- 1 Click 'set as inactive' beneath the green status tab in the top right-hand corner of the learner account screen. You will be prompted to select a deactivation reason from the drop-down list provided.
- 2 If the learner has left your centre you must select the 'left centre' reason to enable a new centre to take over responsibility for ongoing administration of the account.
- 3 When you are satisfied with your selection click 'submit'. The system will then confirm that you have successfully deactivated the learner account and the green status tab will be updated to read 'inactive'.
- 4 To reactivate the learner account click the 'reactivate' button. The system will immediately confirm successful reactivation of the learner account and the green status tab will be updated to read 'active'.

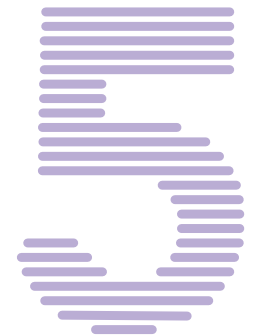
If the system detects certain transactions in a learner account that have been automatically deactivated following two years of inactivity, the system will automatically reactivate the account. The only exception is when the deactivation reason is 'deceased', in which case the learner account will remain inactive.

Simply click 'close' to return to the learner account detail display.

# Managing learner progress

## In this section:

- ▶ Recording PLTS and work experience for a single learner 30
- ▶ Recording PLTS and work experience for multiple learners 31
- ▶ Viewing qualification results 32
- ▶ Viewing progress of an individual learner 33
- ▶ Viewing progress of multiple learners 34
- ▶ Extracting management information reports 35



# Recording PLTS and work experience for a single learner

**Personal, learning and thinking skills** History II

Please press the button to record the completion of PLTS.

|        |            |
|--------|------------|
| Level  | Level 1    |
| Status | Incomplete |

Record completion ✓ 1

Back to top

---

**Personal, learning and thinking skills** History II

You have successfully recorded the completion of the Level 1 PLTS for Reece Coates.

Please press the button to withdraw the completion of PLTS.

|        |                           |
|--------|---------------------------|
| Level  | Level 1                   |
| Status | Complete as of 15/07/2010 |

Withdraw completion 2

Back to top

Find and open the learner account (see page 16 of the *Diploma aggregation service user guide*).

- 1 Scroll down to the relevant section and click 'record completion' in the work experience section or the personal, learning and thinking skills (PLTS) section of the learner account, as required.
- 2 The status will instantly change to 'complete as of [today's date]' and the button will change to show the option to withdraw completion.

Note: When you withdraw PLTS and/or work experience details you'll be given an option to confirm or cancel your action through an 'Are you sure?' screen prompt. Remember, if you withdraw PLTS or work experience from an awarded Diploma a message will be sent to the awarding body to withdraw the Diploma.

**i** For more information see: *Diploma aggregation service user guide* (pages 49 and 50).

**i** QCDA provides forms that exams officers can use to track completion of PLTS and work experience before recording it in DAS. Go to [www.qcda.gov.uk/diplomaresources](http://www.qcda.gov.uk/diplomaresources) to download the forms.



# Recording PLTS and work experience for multiple learners

Please select the learner accounts you wish to record the completion of PLTS at the selected level.  
Note: If you wish to update more than 50 learner accounts, please use the [StudentList.xls](#).

**Learner accounts**

Uln:  Line of Learning: All **1**  
 Given name:  Diploma level: All  
 Family name:  Gender: All  
 Status: Active Date of birth:  Rows per page:

**Table:**

| Uln        | Given name | Family name | Gender                          | Date of birth | Status | Check / Uncheck all on this page    |
|------------|------------|-------------|---------------------------------|---------------|--------|-------------------------------------|
| 1187281912 | Calin      | Wright      | Female                          | 22/03/2000    | Active | <input checked="" type="checkbox"/> |
| 1514300817 | Isabelle   | Wyatt       | Female                          | 16/01/1992    | Active | <input checked="" type="checkbox"/> |
| 2666609940 | Charlie    | Wyatt       | Male                            | 04/07/1996    | Active | <input type="checkbox"/>            |
| 2005017717 | Harrison   | Wright      | Male                            | 09/01/1997    | Active | <input type="checkbox"/>            |
| 3564644116 | Jordan     | Wright      | Not known (gender not recorded) | 17/02/1997    | Active | <input checked="" type="checkbox"/> |
| 3613949910 | Riley      | Wright      | Not Specified (indeterminate)   | 26/03/1995    | Active | <input type="checkbox"/>            |
| 4091442032 | Jack       | Yates       | Male                            | 27/06/1991    | Active | <input type="checkbox"/>            |
| 4157199498 | Lucas      | Yates       | Male                            | 15/01/1997    | Active | <input type="checkbox"/>            |

**4** Submit

**Record completion of PLTS**

- Isabelle Wyatt
- Jordan Wright
- Calin Wright

Back Submit **5** Cancel

From your homepage, select 'manage multiple learner accounts' and then 'record completion of work experience' or 'record completion of PLTS' as required. For example, to record completion of PLTS:

- 1 Select the Diploma level for which you wish to record completion. For recording completion of PLTS, you will also need to select the Diploma line of learning, followed by 'search'.
- 2 This list shows the accounts of all the learners studying for the selected Diploma who have not yet completed the selected element.
- 3 Click in the tick box next to each learner account for which you wish to record completion.
- 4 Click 'submit'.
- 5 Confirm that you want to record the completion of PLTS for these learner accounts and click 'submit'.

**i** It is also possible to carry out this task by uploading a batch file.

For more information see: *Diploma aggregation service user guide* 'Managing multiple learner accounts' section (page 75).

# Viewing qualification results

Qualifications

Listed below are the qualifications that have been posted to the learner account for Chloe Woodward.

1

2

View qualifications achieved

View expected results

| Ref No   | Type | Level | Grade | GLH | Credit Value | Points | Award Date | Name  | CAB           | Assessment Centre  |
|----------|------|-------|-------|-----|--------------|--------|------------|---|---------------|--------------------|
| 50025624 | FS   | 2     |       | 0   | 5            |        | 05/2011    | OCR Level 2 Award in Functional Skills Mathematics (GCF)                              | OCR           | TVULM              |
| 50025648 | FS   | 2     |       | 0   | 5            |        | 05/2010    | OCR Level 2 Award in Functional Skills Information and Communication Technology (GCF) | OCR           | TVULM              |
| 50026975 | VRQ  | 3     | C     | 250 | 0            |        | 05/2009    | City & Guilds Level 3 Certificate in Reflexology                                      | City & Guilds | Welsh Joint Ed Com |
| 10059192 | VRQ  | 3     | B     | 240 | 0            |        | 05/2009    | City & Guilds Level 3 Certificate in Health and Social Care                           | City & Guilds | Welsh Joint Ed Com |
| 50026951 | VRQ  | 3     | B     | 360 | 0            |        | 05/2009    | City & Guilds Level 3 Diploma in Aromatherapy   | City & Guilds | Welsh Joint Ed Com |
| 50026960 | VRQ  | 3     | A     | 360 | 0            |        | 05/2009    | City & Guilds Level 3 Diploma in Reflexology  | City & Guilds | Welsh Joint Ed Com |
| 5002690X | VRQ  | 3     | B     | 360 | 0            |        | 05/2009    | City & Guilds Level 3 Diploma in Body Massage Therapies                               | City & Guilds | Welsh Joint Ed Com |
| 50025594 | FS   | 2     |       | 0   | 5            |        | 05/2009    | OCR Level 2 Award in Functional Skills English (GCF)                                  | OCR           | TVULM              |
| 50012058 | VRQ  | 3     | A     | 360 | 0            |        | 05/2009    | City & Guilds Level 3 Diploma in Playwork   | City & Guilds | Welsh Joint Ed Com |
| 50012046 | VRQ  | 3     | A     | 210 | 0            |        | 05/2009    | City & Guilds Level 3 Certificate in Playwork   | City & Guilds | Welsh Joint Ed Com |
| 50024051 | PROJ | 3     | B     | 0   | 0            | 17     | 12/2008    | OCR Level 3 Extended Project Project title  | OCR           | Welsh Joint Ed Com |

**i** For more information see: *Diploma aggregation service user guide* 'Completion status report' section (page 40).

Find and open the learner account (see page 16 of the *Diploma aggregation service user guide*). In the 'qualifications' section, click 'view all'. A new window will open showing all qualification results received by the *Diploma aggregation service* for that learner.

- 1 This section shows the results of qualifications that have been achieved. See page 33 of the *Diploma aggregation service user guide* for more detail about the information in each column.
- 2 This section can be used by component awarding bodies (CABs) to list qualifications that have not yet been achieved but for which an entry has been made. Some CABs may not provide this information – check with your CABs to find out whether they intend to do so.

**i** Embargoed results are those with a future publication date. These results will be displayed as expected results on a learner account until the embargo is lifted. See page 37 of the *Diploma aggregation service user guide* for more information.



## Viewing progress of an individual learner

**Completion Status Report** Help

Listed below is the Completion Status report for Chloe Woodward's Foundation level Diploma in Construction and the Built Environment. [Download a csv version.](#) 5

Note: Not all CABs will notify the Diploma aggregation service of exact results.

### View completion status

[View details](#)

**Principal Learning** (240 GLH) incomplete

**Functional Skills** (1 Qualifications) 100% complete 1

**Actual** 100% 3 Qualifications 3

|             |   |      |            |          |
|-------------|---|------|------------|----------|
| Name:       | OCR Level 2 Award in Functional Skills English (OCF)                                  |      |            |          |
| Level:      | Level 2   | Ref: | 500/2559/A | CAB: OCR |
| Award date: | 05/2009   | GLH: | 0          |          |
| Name:       | OCR Level 2 Award in Functional Skills Mathematics (OCF)                              |      |            |          |
| Level:      | Level 2   | Ref: | 500/2562/A | CAB: OCR |
| Award date: | 05/2011   | GLH: | 0          |          |
| Name:       | OCR Level 2 Award in Functional Skills Information and Communication Technology (OCF) |      |            |          |
| Level:      | Level 2   | Ref: | 500/2564/B | CAB: OCR |
| Award date: | 05/2010   | GLH: | 0          |          |

**Expected** 0% 0 Qualifications 4

**i** The statement can be opened or saved as a .pdf version. You can also print the *Diploma progress statement* on your headed paper. The printout will be at least three pages per learner.

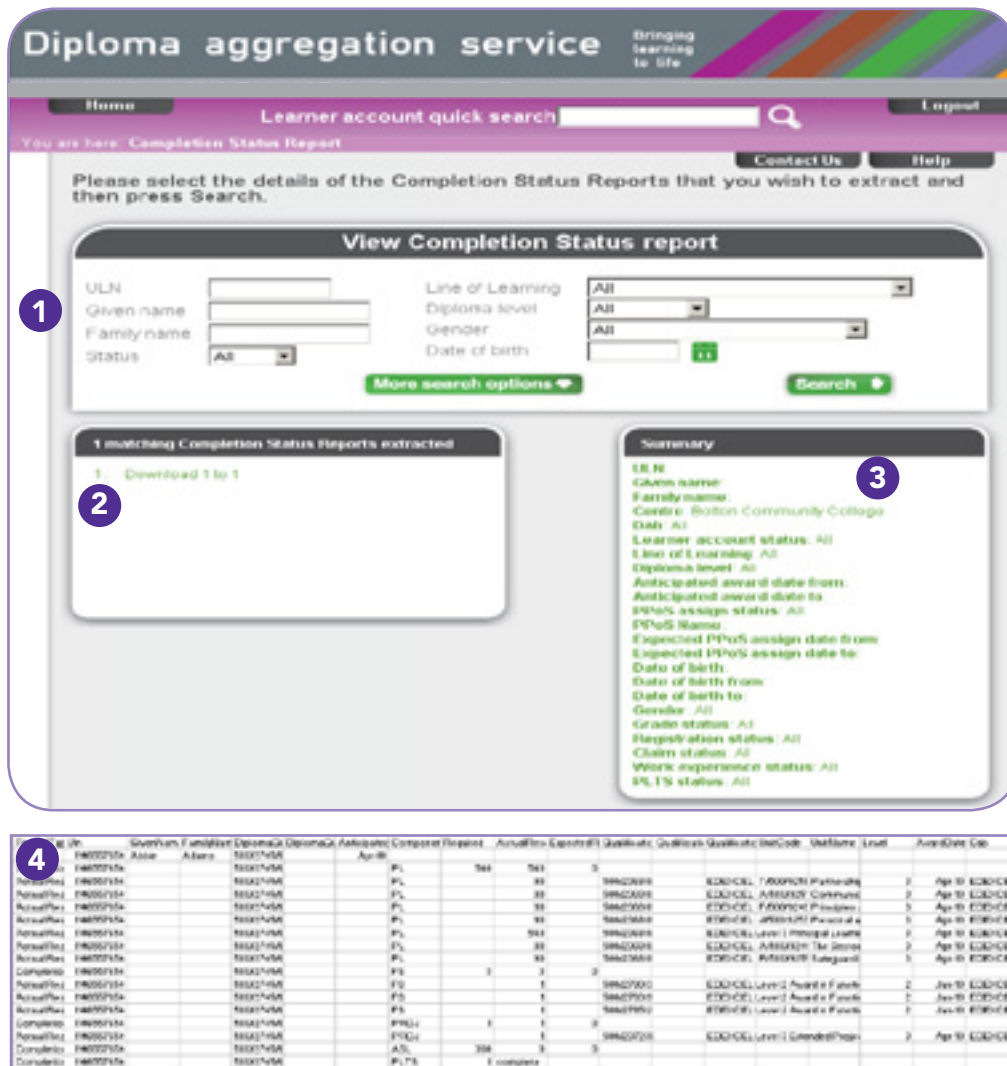
For more information see: *Diploma aggregation service user guide* 'Managing single learner account' section (pages 57 and 58).

Find and open the learner account (see page 16 of the *Diploma aggregation service user guide*). In the 'Diplomas' section, click on 'completion status'. The completion status report will then open in a new window.

- 1 The figure in each bar shows the percentage of the component that has been completed. This learner has successfully completed all three functional skills qualifications at the required level.
- 2 Click on the qualification type to view further information.
- 3 The 'actual' results section shows all completed qualifications.
- 4 Information about qualifications for which results are expected will appear in this section, if provided by CABs.
- 5 Click here to download the report as a .csv file. See page 27 of the *Diploma aggregation service user guide* for an example of what the .csv file will look like.

If the learner has not successfully completed all their studies but would like a copy of their achievement, you can print a *Diploma progress statement*. The *Diploma progress statement* can be viewed from within the 'completion status' section once the learner has completed one or more components of the Diploma.

# Viewing progress of multiple learners



A maximum of 30 completion status reports are included in a single file. If you need to download more than 30 records, separate .csv files will be created for each batch of 30.

From your homepage, select 'retrieve learner account info' and then 'extract completion status reports'.

- 1 Select the required criteria and then click 'search'.
- 2 Files containing completion status reports will then be created by the system. They will include all learner records that match your search criteria and will appear as links on the left-hand side of the screen. In the example shown here, one file has been created. Click on the link to open the file.
- 3 The 'summary' section displays the search terms used.
- 4 In the .csv file, each learner account has a row of data related to each Diploma component. This enables you to see at a glance which components have been achieved and which are still outstanding.

This process creates .csv files that hold rows of data for each learner and can be saved and edited as required.

**i** For more information see: e-learning tool 'Extracting and retrieving information' section.

# Extracting management information reports

**Search Report**

Report Name: All  
 From Academic Year: All Term just ended: All  
 To Academic Year: All Term just ended: All Rows per page: 30

| Report Name                              | Academic Year | Term just ended | Date Generated | Action            |
|--|---------------|-----------------|----------------|-------------------|
| Diploma Participation Report - Full List | 2008/2009     | Autumn          | 03/01/2009     | View csv View pdf |
| Diploma Participation Report - Full List | 2008/2009     | Spring          | 18/04/2009     | View csv View pdf |
| Diploma Participation Report - Full List | 2008/2009     | Summer          | 05/09/2009     | View csv View pdf |
| Diploma Participation Report - Counts    | 2008/2009     | Autumn          | 03/01/2009     | View csv View pdf |
| Diploma Participation Report - Counts    | 2008/2009     | Spring          | 18/04/2009     | View csv View pdf |

From your homepage, select 'retrieve learner account info' and then 'view reports'.

- 1 Select the report you require from the list that appears in this screen. Choose either 'view csv' or 'view pdf' for your preferred report format. You will be prompted to either save or open the .csv files, but .pdf files will open automatically.
- 2 This example .pdf report lists results of constituent qualifications achieved by all learners. The full version of this report shows the same information broken down against individual learners.

**2 Diploma Constituent Qualifications Used Report – Counts**

Academic year: 2008–2009 Term just ended: Autumn

| Component type | Qual/unit ID | CAB                 | Title  | Grade | Learner count |
|----------------|--------------|---------------------|--|-------|---------------|
| PL             | 500/2387/1   | AQA – City & Guilds | Level 1 Principal Learning in Construction and the Built Environment | A     | 3             |
|                | H/500/9485   | AQA – City & Guilds | Design the built environment: design influences                      | A     | 3             |
|                | K/500/9486   | AQA – City & Guilds | Design the built environment: applying design principles             | A     | 3             |

**i** Management information reports are generated by the system at the end of each term so they do not include all current data. The following dates are when each term's data is first available:

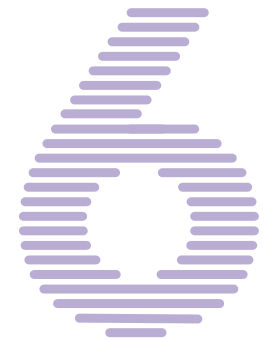
- autumn term – 31 January
- spring term – 30 April
- summer term – 30 September.

For more information see: *Diploma aggregation service user guide* 'Retrieving management information and reports' section (page 89) and 'Extracting completion reports' (page 90).

# Claiming Diplomas

## In this section:

- ▶ Claiming a Diploma 37
- ▶ Changing an awarded Diploma 38



# Claiming a Diploma

You are here: Initiate claims for a Diploma from a DAB

Select Diploma and DAB | Select learner accounts | Confirm

Please select the Line of Learning, Diploma level and DAB.  
 Note: You can only choose DABs that are accredited to award Diplomas for the selected line of learning. This will display learner accounts which contain this Line of Learning and Diploma level.  
 ⚠️ Completing this transaction may incur a cost to your Centre, the terms and conditions of the awarding body will apply. Please ensure you are authorized to submit this request.

Select Diploma and DAB

1 Line of Learning \* [dropdown] indicates a mandatory field  
 Diploma level \* [dropdown]  
 Diploma awarding body \* [dropdown]

Cancel Submit 2

Learner accounts

Uln: [input] Line of Learning: Information Technology  
 Given name: [input] Diploma level: AS  
 Family name: [input] Gender: AS  
 Status: Active Date of birth: [input] Rows per page: 30

More search options Search 3

| Uln        | Given name | Family name | Gender | Date of birth | Status | Check / Uncheck all on this page |
|------------|------------|-------------|--------|---------------|--------|----------------------------------|
| 7083787092 | Adam       | Woodward    | Male   | 18/06/1995    | Active | 4                                |
| 1187281912 | Caitlin    | Vinright    | Female | 22/09/2000    | Active | 5                                |

Initiate a Claim for the Diploma

The learner accounts listed below have not been updated for the reason specified:

- 1271096886, Declan Vinright

⚠️ A claim request can not be initiated for the Diploma as no final grade has been calculated or the grade calculated is a 'U'. 5

From your homepage select 'manage multiple learner accounts' and then 'initiate claims for a Diploma from a DAB'.

- 1 Select the required line and level of learning and the Diploma awarding body (DAB) from which you wish to claim the award.
- 2 Click 'submit'.
- 3 To claim a Diploma for all learners currently studying for the selected Diploma, click on the word 'check' in the last column, repeating on subsequent pages, if necessary, to select the whole list.
- 4 Otherwise, select the required learners one by one and then click 'submit'. Check that the confirmation screen is correct and then click 'submit' to confirm.
- 5 If any of the learners have not completed all the required elements, you will see an error message in a final screen similar to the example shown here.

**i** To claim a Diploma from a DAB, your local administrator must have first created an association with that DAB (see page 15).



# Changing an awarded Diploma

The screenshot shows the 'Diploma aggregation service' interface. At the top, it says 'You are logged in as: Jacqui Dooling at Baring School (last login: Tue 07/04/2010 13:50:00)'. Below this is a 'Learner account quick search' field and a 'Logout' button. The main heading is 'Amend / Upgrade Awarded Diploma'. A message reads: 'Please select the ASL qualifications you wish to use to upgrade Chloe Woodward's Progression level Diploma in Society, Health and Development to the Advanced level Diploma.' The first step, 'Select ASL Qualifications', shows a list of ASL qualifications received after the diploma was awarded, with checkboxes next to each. The second step, 'Select the Diploma Title', shows a dropdown menu with three options: 'Society, Health and Development', 'Society, Health and Development (Children and Young People)', and 'Society, Health and Development (Health)'. The third step, 'Select the DAB', shows a dropdown menu with one option: 'DAB'. The interface includes 'Back' and 'Submit' buttons at the bottom of each step.

From your homepage select 'manage a single learner account' and then 'amend/upgrade awarded Diploma'. You will see a list of all awarded Diplomas that are eligible to be changed. Select the learner's Diploma you wish to change.

- 1 The next screen will display results of all the additional and specialist learning (ASL) qualifications the learner has completed. Select the units required and click 'submit'. The system will check that requirements for total guided learning hours are still met.
- 2 If alternative Diploma titles are available for the line of learning, select the required title and click 'submit'.
- 3 If the selected ASL qualifications meet the requirements to upgrade from Progression to Advanced, you can select a different Diploma awarding body (DAB) to claim the new Advanced award from. Select the required DAB and then click 'submit'.
- 4 A confirmation screen will show the changes you have made. Check that this matches the student's expectations and then click 'submit'. The DAB will then receive a notification of your request and will issue the new or amended Diploma award.

**i** Any changes must be made before the original certificate and transcript are issued or your centre may incur an additional charge. Consult your DAB for deadlines and costs associated with Diploma changes. For more information see: *Diploma aggregation service user guide* 'Managing a single learner account' section (page 62).

Local administrator

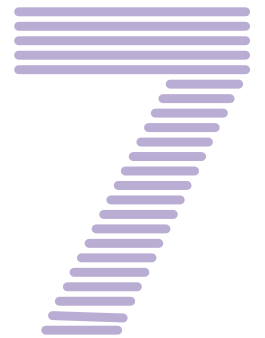
Management information user

PPoS maintainer

PPoS approver

Learner administrator

## Further information



## Further information

For more information on any of the tasks outlined in this document, refer to the *Diploma aggregation service user guide* at [www.qcda.gov.uk/dasuserguide](http://www.qcda.gov.uk/dasuserguide). Refer to the user guide for any tasks not covered here, including how to undo actions and how to manage learner accounts for learners studying for more than one Diploma.

For more information about batch files and examples of all required batch file formats, see the batch file definitions document. Download these documents at [www.qcda.gov.uk/dasbatchfiles](http://www.qcda.gov.uk/dasbatchfiles).

For information about unique learner numbers (ULNs) and the *Learner register*, see the *Learning Records Service implementation guide* at [www.miap.gov.uk/products/lrs/implementation](http://www.miap.gov.uk/products/lrs/implementation) guide.

For further queries about the *Learner register* or ULNs, contact the Learning Records Service (formerly MIAP) helpdesk:

telephone: 0845 602 2589

email: [lrssupport@learningrecordsservice.org.uk](mailto:lrssupport@learningrecordsservice.org.uk)

You may find the *Diploma glossary* helpful. Download it at: [www.qcda.gov.uk/diplomaglossary](http://www.qcda.gov.uk/diplomaglossary)

For further queries about the *Diploma aggregation service*, contact the DAS helpdesk:

telephone: 0300 100 0100

email: [das.helpdesk@qcda.gov.uk](mailto:das.helpdesk@qcda.gov.uk).



---

**Qualifications and Curriculum  
Development Agency**

53–55 Butts Road, Earlsdon Park  
Coventry CV1 3BH

Telephone 0300 303 3010

Textphone 0300 303 3012

Fax 0300 303 3014

info@qcda.gov.uk www.qcda.gov.uk

QCDA/10/5379/p ISBN: 978-1-84962-996-6

We want our website and publications to  
be widely accessible, so please contact us  
if we're not meeting your needs.



First published in August 2010

© Qualifications and Curriculum Development Agency 2010