

Completing/Certificating Learners

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1 In the 'Members Menu', under Highfield Central click 'Manage Learners'.

Highfield Central

2 Using the filters, search for the learner you are looking to complete. This can be done through a number of methods such as name, DOB and qualification.

3 Once you have clicked search and the web page has loaded, please click on the 'Learners' tab below the search button.

Manage Learners

Please enter your filter criteria

Learner Reg Number <input type="text"/>	Learner Status Any <input checked="" type="radio"/>
Cohort Tags <input type="text"/>	In Progress <input type="radio"/>
Category Personal Development	Certificates Requested <input type="radio"/>
Qualification All Qualifications	Certificated <input type="radio"/>
Last Name <input type="text"/>	
First Name <input type="text"/>	
Date Of Birth <input type="text"/>	
Start Date From <input type="text"/>	
To <input type="text"/>	
Order By Learner/Course ID	

Learners | Learners Awaiting Optional Unit Paper Order

To view a learners award details, use the icon to the left of the relevant row

Optional Unit Selection Incomplete Award In Progress
 Optional Unit Papers Not Ordered Award Complete

Print Learner List

	Learner Reg Number	Last Name	First Name	Middle Name	D.O.B	Gender	Centre Name	Centre Number
+	HABC1301609	Newcombe	Charlotte		24/03/1992	Female	HABC Test Centre - Charlotte Newcombe	122

4 Next click on the + to the left of the 'Learner Reg Number' and then on the drop down click on the head and shoulders icon.

Print Learner List

	Learner Reg Number	Last Name	First Name	Middle Name	D.O.B	Gender	Centre Name	Centre Number
+	HABC1301609	Newcombe	Charlotte		24/03/1992	Female	HABC Test Centre - Charlotte Newcombe	122
	Award ID	Course UID	Qualification Name	Registration Date	Result	Award Date	Option Papers Requested	
+	PSD1953243		Highfield Level 1 Certificate in Personal Development for Employability (RQF)	22/03/2018	P			

Completing/Certificating Learners

The page that will load up is the Learner Award Details. Here you can see information such as the current status, the actions required and results update.

- 5 To select the units a learner has completed or is planning to complete click '**Edit Learner Award Details**'.

Actions

In order to select optional units for this award, please click 'Edit Learner Award Details'.
In the case of portfolio units, entering a completed date will mark the unit as successfully completed.

[Edit Learner Award Details](#) [Bulk Portfolio Completion](#) [Send Notification of Completion](#)

There are different unit groups within each qualification where a minimum credit has to be met; these can be found on this page. If the learners have already had their units attached please move on to step 7.

- 6 To select the units you require click the + button to the left of the section.

Once you have the units required click save and then click '**Return to Learner Award**'

Edit Learner Award Details

You are logged in as Charlotte Newcombe

[Return to Learner Award Details](#)

Summary

Learner UID: HABC1301609
First Name:
Middle Name:
Last Name:
Qualification:
Start Date:

Learner Award Notes

Unit Selection

Unit Attached to Learner Award
Requires Tutor Selection

Unit Start Dates If you select a previously unattached unit and don't input a start date, today's date will automatically be used when pressing "Save" or "Save & Request papers".

- 7 Now you are ready to complete to the learner. To do this click the bulk **portfolio Completion button**

Actions

In order to select optional units for this award, please click 'Edit Learner Award Details'.
In the case of portfolio units, entering a completed date will mark the unit as successfully completed.

[Edit Learner Award Details](#) [Bulk Portfolio Completion](#) [Send Notification of Completion](#)

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The below box will appear - tick the completed button and enter the date they completed.

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Then if the portfolio was sampled tick the button - if not tick 'not sampled'.

Select your IV and the date the portfolio was IV'd

And finally tick the 'Submit Notification of Portfolio Completion to Highfield Qualifications' button and click 'Save'

This screenshot shows the 'Learner' form in the HABC system. The learner is Charlotte Newcombe (HABC1301609). The qualification is 'Highfield Level 1 Certificate in Personal Development for Employability (RQF)'. The start date is 22/03/2018. The 'Completed' section has a checked box and the date 22/03/2018. The 'Tutor' dropdown is set to '--Please Select--'. The 'Portfolio Sampled by IQA' section has an unchecked radio button.

This screenshot shows the 'Portfolio Not Sampled (cohort sampling date required)' section. The 'Internally Verified By' dropdown is set to 'Charlotte Newcombe'. The 'Internally Verified Date' is 21/03/2018. The 'Submit Notification of Portfolio Completion to HABC' checkbox is unchecked. 'Save' and 'Close' buttons are at the bottom.

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Now the learner has been completed, you can view the status - below is an example of how it may look.

At this stage it hasn't been verified by Highfield Qualifications therefore it is still in orange and red - they will turn green once certificated.

The 'Learner Award Details' page shows the following information:

- Summary:** Award ID: PSD1953243; Learner: Charlotte Newcombe (HABC1301609); Date of Birth: 24/03/1992; Qualification: Highfield Level 1 Certificate in Personal Development for Employability (RQF) (600/8458/3); Centre: HABC Test Centre - Charlotte Newcombe (122); Registration Date: 22/03/2018; Start Date: 22/03/2018; Completion Date: [blank]; Certificates Released: [blank]; Award Result: [blank].
- Possible R.P.L. Matches:** Buttons for 'Confirm Learner Match' and 'Remove Link'.
- Status:** A 'Hide Status area' button is present.
- Notification of Completion Required:** This delegate has now met the minimum requirements to be submitted to HABC. The notification of completion for this award has not yet been sent.
- Rules of Combination Passed:** This rules of combination for this award have been achieved.
- Units Complete:** This learner currently has 6 completed units, totalling 15 credits/GLH.