

QUARTZWEB USER GUIDE

HOW TO REGISTER YOUR LEARNERS



Complete the ERegistration Submission details using the drop down menus to select the course name, tutor name etc. Once all the fields are completed, click on 'Browse' to locate the ERegistration template you have completed. When the file has uploaded, either click 'Continue' or 'Continue with Unit Registration'. Choosing 'Continue' will mean that all the units on the course will show on your ERAC (Electronic Recommendation for the Award of Credit). Choosing 'Continue with Unit Registration' will allow you to select which units appear on the ERAC.

ERegistration Submission

Please note that you are about to submit a file of registrations for which a new course run will be created. If you wish to add further registrations to a current course run then please use the options on the specific course run review page. [Click here for a list of your course runs](#)

Please select the Provider Course you wish to register learners against from the drop-down list below.
This list shows your current and approved courses.

The programme/provider course of learning [View Units](#)

If your learners are aiming for an OCNLR Qualification, please select the qualification from the drop-down list below.
Selecting a qualification will mean that you are charged the qualification registration fee per learner.

The qualification (if relevant) [View Units](#)

Course Run description

Please enter the start date of the course
Clicking in to the cell will provide a calendar to select the date from.

Course Run Start Date

Please enter the end date of the course
Clicking in to the cell will provide a calendar to select the date from.

Course Run End Date

Please enter your own internal reference that will help you identify this cohort of learners.
This is an optional field and does not need to be completed if you do not internally reference your classes.

Provider Reference

If your centre operates a purchase order system, please provide the purchase order number here.
The purchase order number will be quoted on the invoice that we send you for these learner registrations

Purchase order number

National Test Date only applies to Functional Skills assessments
National Test Date only applies to Functional Skills assessments at E3, Level 1 and Level 2

National Test Date

Please select the main delivery venue of the course.
Please contact us if a site is missing so that we can add this or please use the amend site facility below

The site [Refresh](#)

[Amend Sites](#)

Please select the tutor for the course.
Please contact us if any tutor names are missing so that we can add these or please use the add tutor facility below.

Tutor

Title	Forename	Surname	Email	Add Tutor
<input type="text"/>				

Intended Credit Value (ICV) - Please specify the number of credits you expect your learners to achieve
The registration fee per learner will be based on the ICV you specify below. Please note that the ICV does not need to be completed if you have already selected a qualification at the beginning of this page.

ICV

If you have any special instructions or would like to detail further information relating to this run, please detail this in the notes box below.

Notes on this submission

Please click on the 'Browse' button to locate your completed Learner Registration Template for this run. Once selected, the file name of your template will appear next to the browse button.

Please then either click on Continue* or Continue with Unit Registration**

Choose the ERegistration file to submit [Browse...](#)

Format: text (.csv) or Excel (.xls or .xlsx)

Click on 'Browse'

Either click on 'Continue' or 'Continue with Unit Registration'

[Continue with Unit Registration](#) [Continue](#)

For the 'Continue with Unit Registration' option, leave the search fields blank and click on 'Search'. To add an individual unit, click on 'Add' or 'Add All' if all the units are required.

Course Run Unit Registration

These are the current units to be submitted for registration. To add more units use the search facility.

No Units Registered

Search Prog/ProviderCourse Units

Unit ID: Name: RITS: National Code:

Click 'Search'

Unit ID	Unit Name	Level	Credits	RITS	National Code	+ Add All
CBI279	Assessing Your Capacity to Start and Run a Business	L2	1	K/503/9894	AB1/2/LQ/001	+ Add
CBI280	Considering the Potential to Run a Business from Home	L2	1	M/503/9895	AB1/2/LQ/002	+ Add
CBI281	Financial Considerations for a New Business	L2	3	T/503/9896	AB1/2/LQ/003	+ Add
CBI283	Legal Aspects of Trading for a New Business	L2	2	F/503/9898	AB1/2/LQ/005	+ Add
CBI284	Street Market Trading as a Business Option	L2	1	J/503/9899	AB1/2/LQ/006	+ Add
CBI286	Understanding Social Enterprise	L2	2	A/503/9902	AB1/2/LQ/008	+ Add
CBI287	Understanding the Uses of Social Media for Business	L2	2	L/503/9905	AB1/2/LQ/009	+ Add
CBI288	Understanding the Impact of Welfare Benefits and Tax Credit Systems for a Business Start Up	L2	2	J/503/9904	AB1/2/LQ/010	+ Add

Click 'Add' or 'Add All'

The list of added units will appear at the top. Once you have added all your required units, click 'Continue'.

Course Run Unit Registration

These are the current units to be submitted for registration. To add more units use the search facility.

Unit ID	Unit Name	Level	Credits	RITS	National Code	Remove
CBI279	Assessing Your Capacity to Start and Run a Business	L2	1	K/503/9894	AB1/2/LQ/001	✖ Remove
CBI280	Considering the Potential to Run a Business from Home	L2	1	M/503/9895	AB1/2/LQ/002	✖ Remove
CBI283	Legal Aspects of Trading for a New Business	L2	2	F/503/9898	AB1/2/LQ/005	✖ Remove
CBI286	Understanding Social Enterprise	L2	2	A/503/9902	AB1/2/LQ/008	✖ Remove

List of added units

Search Prog/ProviderCourse Units

Unit ID: Name: RITS: National Code:

Unit ID	Unit Name	Level	Credits	RITS	National Code	+ Add All
CBI279	Assessing Your Capacity to Start and Run a Business	L2	1	K/503/9894	AB1/2/LQ/001	+ Add
CBI280	Considering the Potential to Run a Business from Home	L2	1	M/503/9895	AB1/2/LQ/002	+ Add
CBI281	Financial Considerations for a New Business	L2	3	T/503/9896	AB1/2/LQ/003	+ Add
CBI283	Legal Aspects of Trading for a New Business	L2	2	F/503/9898	AB1/2/LQ/005	+ Add
CBI284	Street Market Trading as a Business Option	L2	1	J/503/9899	AB1/2/LQ/006	+ Add
CBI286	Understanding Social Enterprise	L2	2	A/503/9902	AB1/2/LQ/008	+ Add
CBI287	Understanding the Uses of Social Media for Business	L2	2	L/503/9905	AB1/2/LQ/009	+ Add
CBI288	Understanding the Impact of Welfare Benefits and Tax Credit Systems for a Business Start Up	L2	2	J/503/9904	AB1/2/LQ/010	+ Add

Click 'Continue'

You will see the summary of the ERegistration Submission details. Click 'Submit' to confirm the submission.

OCN LONDON Actions Resources Administration 'Centre Administrator' at OCN London Training Dixia Patel

ERegistration Submission Confirm

Please confirm that you would like a new course run, with the following information, created. Your registration file will then be submitted against that course run

Programme/Provider Course	OCNLR Level 2 Certificate in First Steps to Enterprise [129975]
Qualification:	[126749] 126749 - OCNLR Level 2 Certificate in First Steps to Enterprise (QCF) [Level Two] 600/5531/5
Course Run Description:	
Course Run Start Date	01/01/2017
Course Run End Date	01/05/2017
Provider Reference:	Group 1
Purchase Order No:	Group 1 FTS
National Test Date:	
Site:	OCN London
Tutor:	Broatch, Cathy
ICV:	
Notes:	
File Name:	QuartzWeb ERegistration Template with codes_2016-17.xls
Units:	ID:1386279 (K/503/9894) (AB1/2/LQ/001) Assessing Your Capacity to Start and Run a Business (L=L2 C=1) ID:1386280 (M/503/9895) (AB1/2/LQ/002) Considering the Potential to Run a Business from Home (L=L2 C=1) ID:1386283 (F/503/9898) (AB1/2/LQ/005) Legal Aspects of Trading for a New Business (L=L2 C=2) ID:1386286 (A/503/9902) (AB1/2/LQ/008) Understanding Social Enterprise (L=L2 C=2)

By submitting this registration file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct formatting. Any subsequent changes to the course following its submission may incur further charges

[← Amend](#) [Submit →](#)

Click 'Submit'

Once submitted, you will see an on screen confirmation. When the registrations are processed, you will receive an email inviting you to download your ERAC.

OCN LONDON Actions Resources Administration 'Centre Administrator' at OCN London Training Dixia Patel

ERegistration Submission Confirmation

[View Course Run](#)

A new course run [1488735] with a start date of 01/01/2017 on programme/provider course [129975] OCNLR Level 2 Certificate in First Steps to Enterprise has been created.

ERegistrations file ref:6235689 has been submitted.

Please see our accompanying step-by-step guide on HOW TO DOWNLOAD, COMPLETE AND SUBMIT YOUR ERAC when you are ready to make certificate claims.

About OCN London

OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London we work with centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those from disadvantaged backgrounds.

Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you get the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

For further information or assistance please call the OCN London Centre Support Team on [020 7278 5511](tel:02072785511). Alternatively email us at enquiries@ocnlondon.org.uk.



OCN London,

15 Angel Gate, 326 City Road, London EC1V 2SF

www.ocnlondon.org.uk

enquiries@ocnlondon.org.uk

[020 7278 5511](tel:02072785511)