



EVENTS FUNCTION GUIDE

Version Number: **v.114.22.05**



FutureQuals[®]



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Document Details and Version History

Document Details	
Document name	Events Function Guide
Purpose of document	To support Centres with using the Events function within QMIS
Change applied to existing version	v.114.22.05
Document owner	Customer Service

Version History			
New Version Number	Date Amended	Section/Page Number Amended	Details of Amendment(s)



A Helping Hand

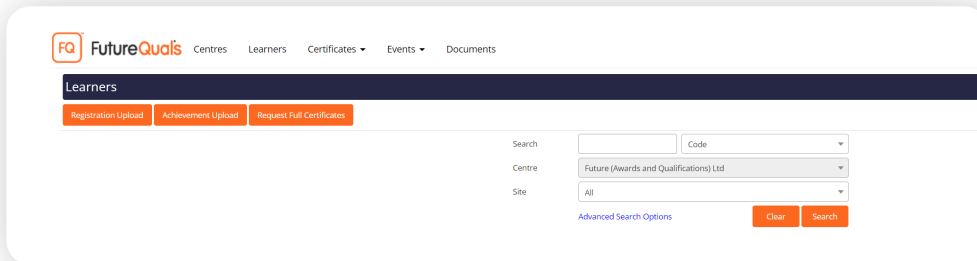
The Events is an exciting new function that will enable each Approved Centre to register an Event on QMIS, assign learners and allocate Assessors and IQAs to that event. It can be used to track the process and completion of your learners knowing that there's one place to look. We believe this will combine multiple processes into one streamlined process.

If you have any questions that are not covered in this document or need any support, please contact us at:

customersupport@futurequals.com

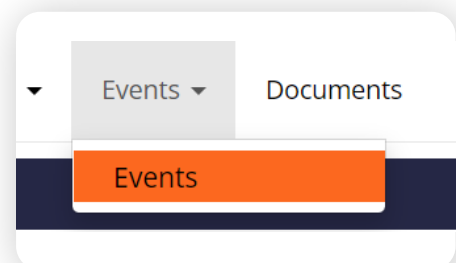
Let's get started

When you login to QMIS, you will be met with the screen below:

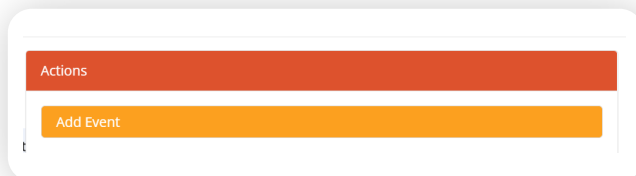


The QMIS Home Screen features a top navigation bar with the FutureQuals logo and links for Centres, Learners, Certificates, Events, and Documents. Below this is a 'Learners' section with buttons for 'Registration Upload', 'Achievement Upload', and 'Request Full Certificates'. A search area on the right includes fields for 'Search', 'Code', 'Centre' (pre-filled with 'Future (Awards and Qualifications) Ltd'), and 'Site' (pre-filled with 'All'). There are 'Clear' and 'Search' buttons, along with a link to 'Advanced Search Options'.

Select Events tab and then drop down to “Events”



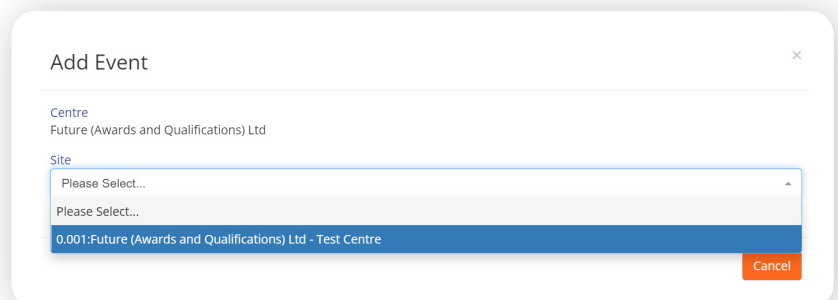
This panel shows the 'Events' and 'Documents' tabs. The 'Events' tab is selected, highlighted with an orange bar, and a dropdown arrow is visible next to it.



This panel shows the 'Actions' section with a prominent orange 'Add Event' button.

Select “Add event” on the right hand side

A popup box will appear shown below, with your centre name already prepopulated. In the ‘Site’ dropdown options, select the site for the qualification



The 'Add Event' popup box shows the 'Centre' field pre-filled with 'Future (Awards and Qualifications) Ltd'. The 'Site' dropdown menu is open, displaying 'Please Select...' at the top and '0.001-Future (Awards and Qualifications) Ltd - Test Centre' as the selected option. A 'Cancel' button is in the bottom right corner.

Then select the **qualification**
(You may only see qualifications
this site is approved for)



Add Event

Centre
Future (Awards and Qualifications) Ltd

Site
0.001:Future (Awards and Qualifications) Ltd - Test Centre

Qualification
Please Select...
Please Select...
L4CLEQAAPP:FAQ Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
QTESTSLCL1:Functional Skills English SLC Test Qual Level 1
ATOA:Admin Test - Online Assessment
CERADL3P1:FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)
EPARESTEST:EPA Reservation Completion TEST

Add Event

Centre
Future (Awards and Qualifications) Ltd

Site
0.001:Future (Awards and Qualifications) Ltd - Test Centre

Qualification
CERADL3P1:FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)

Event Location

Start Date* End Date* Status
Pending

Save Cancel

The pop up box will then
automatically extend



Event Location: Enter the event title using the following format – AC0.001_Location_Qualification_StartDate
eg. AC0.001_EMPHouse_CERADL3P1_150522

Start Date: Select the date of the first day of the qualification (Planned start date)

End Date: Select the expected date of the qualification e.g. the date of the final assessment (Planned end date)

Status: Pending is the default until it has been approved by FutureQuals

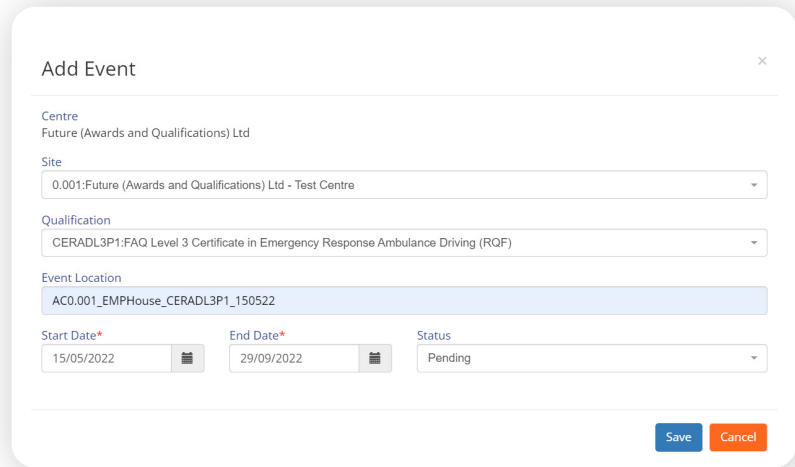
Status Explanations:

Pending = Some details are yet to be finalised

Approved = All details are entered and correct

Cancelled = The event is no longer happening

Your Event should look like this

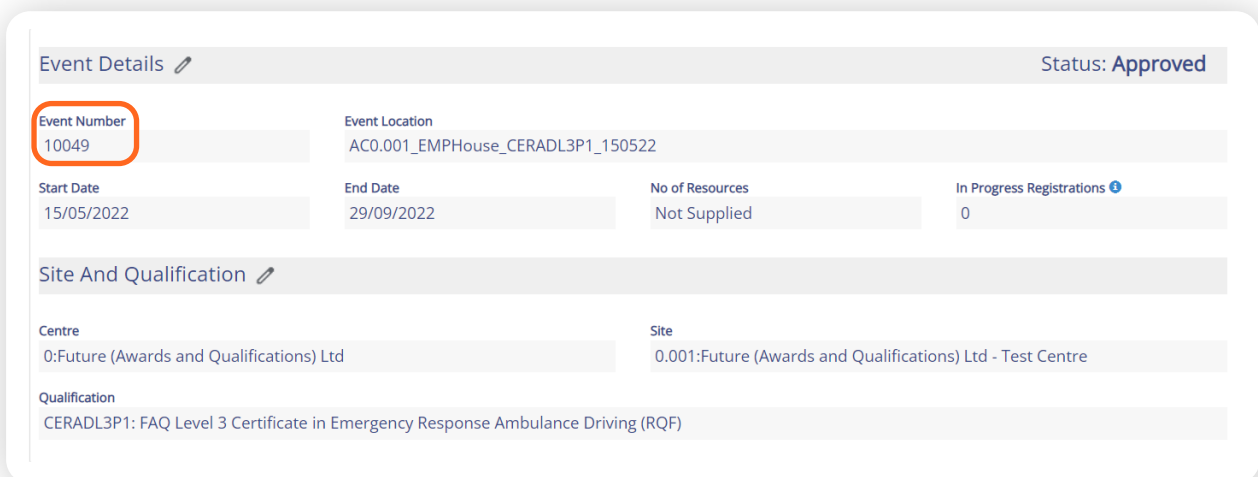


The 'Add Event' form contains the following fields:

- Centre:** Future (Awards and Qualifications) Ltd
- Site:** 0.001:Future (Awards and Qualifications) Ltd - Test Centre
- Qualification:** CERADL3P1:FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)
- Event Location:** AC0.001_EMPHouse_CERADL3P1_150522
- Start Date*:** 15/05/2022
- End Date*:** 29/09/2022
- Status:** Pending
- Buttons:** Save, Cancel

Press Save

This will then open up the “Event” page, which includes the “Event Number” in the top left corner



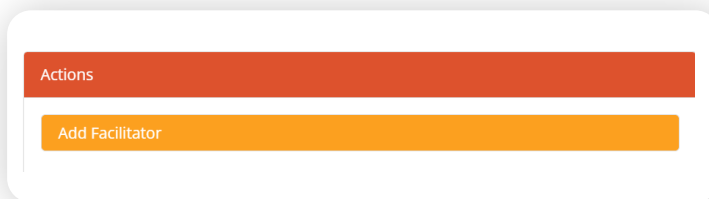
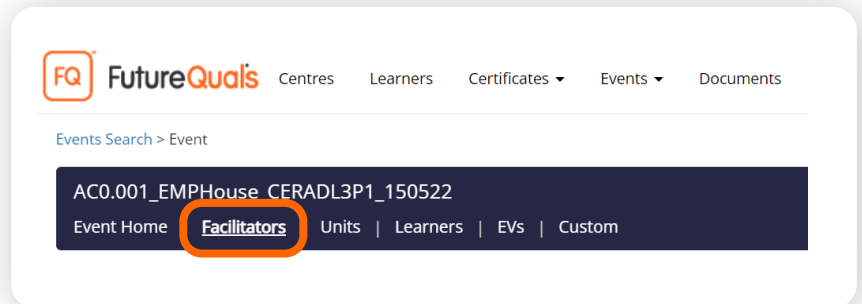
The 'Event Details' page displays the following information:

- Event Number:** 10049 (highlighted with a red box)
- Event Location:** AC0.001_EMPHouse_CERADL3P1_150522
- Start Date:** 15/05/2022
- End Date:** 29/09/2022
- No of Resources:** Not Supplied
- In Progress Registrations:** 0
- Site And Qualification:**
 - Centre:** 0:Future (Awards and Qualifications) Ltd
 - Site:** 0.001:Future (Awards and Qualifications) Ltd - Test Centre
 - Qualification:** CERADL3P1: FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)

Your event is now created.

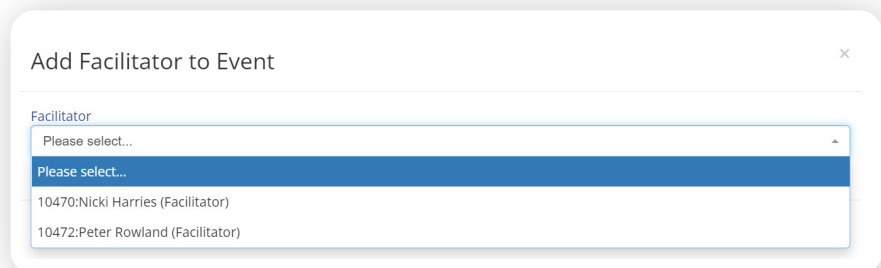
Adding Facilitators

Click on the **Facilitator** tab

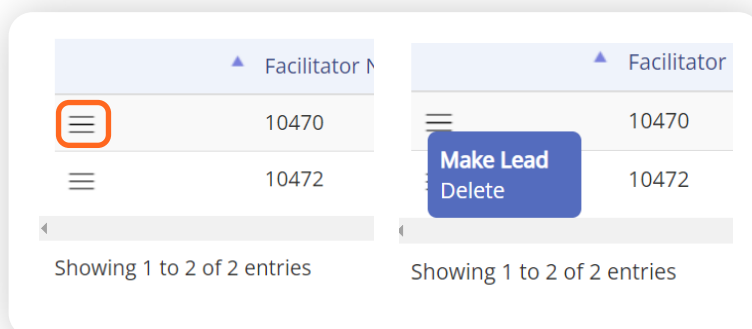


Then click on the '**Add Facilitator**' button to show the pop up

You will only be able to see facilitators approved for your centre for this qualification



Select your desired facilitator(s) and **press save**

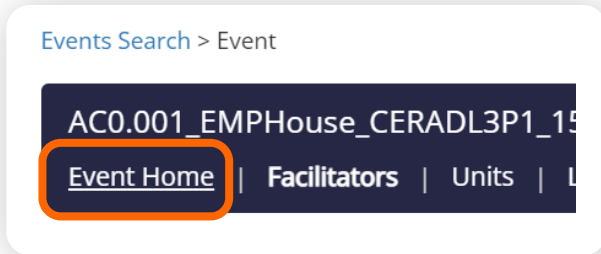


Make one of them the Lead by clicking on the **horizontal lines**

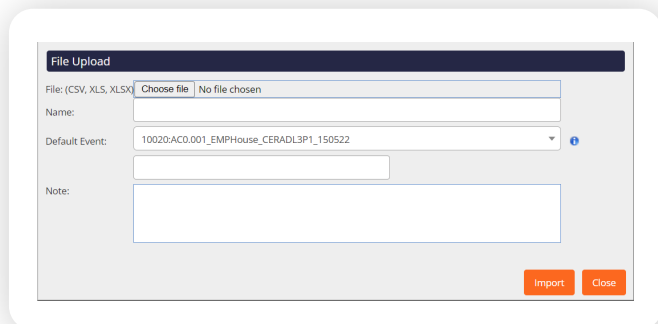
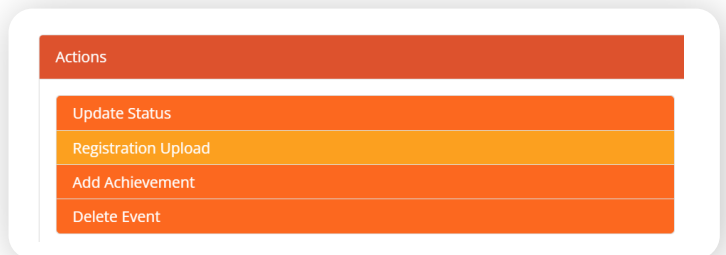
The Lead must be a fully qualified Assessor. For CERADL3 events the Lead must hold L4DERADI

Registering learners to the event

Click on the **Event Home** button



Then select the **Registration Upload** option on the right hand-side



This will then take you to the registration upload page and QMIS will automatically link the most recent event number to the registration so please double check the correct number is listed. To keep track of each Registration and Event, here's an example 10049 AC0.001_EMPHouse_CERADL3P1_150522

For all non CERADL3 Qualifications

Please ensure all fields are complete - please see example below

This CSV file can be found on our website at: <https://www.futurequals.com/centres/#existing-centres>, by clicking **Learner Registration File and Instructions**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	PIN	UIN	EventNumber	First Name	Last Name	Gender	Date of Birth	Disability	Special Needs	Learning Disabilities	Specific Learning Difficulty	Additional Learning Needs	Mobile	Email	Ethnic Code	Site Code	Qualification Code	QualificationSetCode	Registration Date	Reg Group Code	Purchaseorder	Pathway Code
2			10049	Angela	Dennis	Female	13/07/1971	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022			
3			10049	Bob	Test	Male	02/02/1992	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022			
4			10049	Pete	Test	Male	19/09/1990	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022			
5			10049	Rebecca	Test	Female	01/01/1994	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022			
6			10049	Testy	Test	Female	24/08/1974	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022			
7			10049	Lianne	Test	Female	19/09/1990	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022			
8																						
9																						

For CERADL3 Qualification

Please ensure all fields are complete especially the “Driving Licence Number” field as this will be mandatory - please see example below

This CSV file can be found on our website at: <https://www.futurequals.com/centres/#existing-centres>, by clicking **Learner Registration File and Instructions**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	PIN	UIN	EventNumber	First Name	Last Name	Gender	Date of Birth	Disability	Special Needs	Learning Disabilities	Specific Learning Difficulty	Additional Learning Needs	Mobile	Email	Ethnic Code	Site Code	Qualification Code	QualificationSetCode	Registration Date	Reg Group Code	Purchaseorder	Pathway Code	DrivingLicenceNumber
2			10049	Angela	Dennis	Female	13/07/1971	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022				dennis259874en1nq01
3			10049	Bob	Test	Male	02/02/1992	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022				robert58947ed9y02
4			10049	Pete	Test	Male	19/09/1990	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022				Roveta229549y8bn03
5			10049	Rebecca	Test	Female	01/01/1994	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022				test587123e1bn03
6			10049	Testy	Test	Female	24/08/1974	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022				testy521479te1y03
7			10049	Lianne	Test	Female	19/09/1990	9	99	99	99	99	99	customersupport@futurequals.com		0.001	CERADL3		15/05/2022				spibyl259548bn03
8																							

Alternatively you can upload the learners directly through the registration upload and assign those to an event previously created using the event number. However, please be advised that we do not recommend this as it has higher risk of human error.



FutureQuals Centres Learners Certificates Events Documents

Import File Details

[Back](#)
[Revalidate All](#)
[Validate and Send](#)
[Add New Row](#)
☐ Hide Valid
 ☐ Hide Centre only Duplicates
 ☒ Hide Processed
 ☐ Hide Non Duplicates

File Details

	Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code	Site Code	[Reg. Date]	Reg Group Code	UIN	Gender	Street 1	Street 2	Street 3
		Pete		Test	19/09/1990	CERADL3P1 (FAQ Level 3 Certificate in Emergency Response Ambulance D...	0.001	04/05/2022			Male			
		Angela		Dennis	13/07/1971	CERADL3P1 (FAQ Level 3 Certificate in Emergency Response Ambulance D...	0.001	04/05/2022			Female			
		Testy		Test	24/08/1974	CERADL3P1 (FAQ Level 3 Certificate in Emergency Response Ambulance D...	0.001	04/05/2022			Male			
		Rebecca		Test	01/01/1994	CERADL3P1 (FAQ Level 3 Certificate in Emergency Response Ambulance D...	0.001	04/05/2022			Female			
		Bob		Test	02/02/1992	CERADL3P1 (FAQ Level 3 Certificate in Emergency Response Ambulance D...	0.001	04/05/2022			Male			

Total: 5
 Valid: 0
 Invalid: 5

Note:

[Save](#)

When the file has been uploaded it will appear like this

If there is an icon, this means these learners already exist and they will need merging

Once this has been completed, click **validate and send**



This will push the file down to 'Files in Processing'

FutureQuals Centres Learners Certificates Events Documents

Registration Upload

[New Import Error Log](#)
[New Bulk Import](#)

Uploaded By Centre:
 File Name:
[Upload](#)

Current File List

No Files

Files in Processing

File Name	Records	Created	Modified	Created By	Centre Code
1502 AC0.001_EMPHouse_CERADL3P1_150522	5	20/05/2022 10:07:18	20/05/2022 11:36:51	Future	0



Events Documents

Events



Once **FutureQuals** has approved the file, it will be pushed down to 'Files Processed'. By clicking on the Events tab, selecting your event and going into the **Learners** Tab you'll be able to see the list of learners registered to that event

AC0.001_EMPHouse_CERADL3P1_04/05/2022

[Event Home](#) |
 [Facilitators](#) |
 [Units](#) |
 [Learners](#) |
 [EVs](#) |
 [Custom](#)



FutureQuals Centres Learners Certificates Events Documents

Events Search > Event

AC0.001_EMPHouse_CERADL3P1_150522

[Event Home](#) |
 [Facilitators](#) |
 [Units](#) |
 [Learners](#) |
 [EVs](#) |
 [Custom](#)

Show: 10 entries

Search:

Learner Code	First Name	Last Name	Registration Status	Registration Date
194483	Pete	Test	In Progress	20/04/2022

Showing 1 to 1 of 1 entries

[Previous](#) |
 [1](#) |
 [Next](#)

If you need to assign learners to a different event, please contact customersupport@futurequals.com

Certificating learners through the event

Back in the Events page, select the event you want certificating and click **Add Achievement**

Actions

Update Status

Registration Upload

Add Achievement

Delete Event

FQ FutureQuals Centres Learners Certificates Events Documents

Quick Grade Entry

Title AC0.001_EMPHouse_CERADL3P1_150522
Site 0.001:Future (Awards and Qualifications) Ltd - Test Centre
Qualification CERADL3P1:FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)
Start Date 15/05/2022 End Date 29/09/2022
Status Approved

Cancel

Centre Future (Awards and Qualifications) Ltd - Test Centre:0.001
Site 0.001:Future (Awards and Qualifications) Ltd - Test Centre
Qualification CERADL3P1:FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)
Unit All
Reg Group Code All

Default Date 17/04/2022
Default Grade -- No Grade Entered --
Default Certificate Request ☐ Full Certificate ☐ Partial Certificate ☐ Unit Certificate

Select Learners

Back

This will take you to 'Quick Grade Entry' with all the fields automatically filled in. Please select the grade and tick full certificate

Then click **Select Learners**

This will take you to this page to select the learners that need to be claimed

Select and press **Enter Grades**

FQ FutureQuals Centres Learners Certificates Events Documents

Quick Grade Entry

Select the learners you wish to enter results for
Grades for approximately 250 learners can be entered at a time

<input type="checkbox"/>	Learner Code	First name	Last name	DOB	Registration Date
<input type="checkbox"/>	194483	Pete	Test	19/09/1990	20/04/2022

Enter Grades

Back

Next this page will appear with all the units listed against the learners name
 Scroll down to the bottom of the page and enter the same file name you used for registration and achievement for example *10049 AC0.001_EMPHouse_CERADL3P1_150522*

Quick Grade Entry

Your selection criteria:
 Centre: 0301 Future (wards and Qualifications) Ltd
 Qualification: CERADL3P1 (AQ Level 3 Certificate in Emergency Response Ambulance Driving (RD))
 Reg Group Code: All
 Site: All
 0301 Future (wards and Qualifications) Ltd - Test Centre

1. Enter results for units already registered without a grade

Last Name	First Name	UEN	Learner Code	Qualification Code	UAN	Unit Code	Unit Title	Date	Grade	Alt. Achievement
Dennis	Angela	195414		CERADL3P1	ADPUBHC	ADPUBHC	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code	05/05/2022	Pass	<input type="checkbox"/>
Dennis	Angela	195414		CERADL3P1	ADPTDSM	ADPTDSM	Ambulance Driving Principles: Traffic Signs, Signals and Markings	05/05/2022	Pass	<input type="checkbox"/>
Dennis	Angela	195414		CERADL3P1	K018B074	K018B074	Principles of Routine and Emergency Response Ambulance Driving	05/05/2022	Pass	<input type="checkbox"/>
Dennis	Angela	195414		CERADL3P1	M018B799	M018B799	Class 3 Routine and Emergency Response Ambulance Driving	05/05/2022	Pass	<input type="checkbox"/>

2. Enter results for units not included above
 Enter the learner code and unit details below, then click the Add button.

Learner Code:
 Assessment Date:
 Pathway:
 Grade:
 Pathway Group:
 Additional: ☐ Alternative Achievement ☐

Multiple Unit Selection

Search:

Mandatory (M) Units (Min/Max: 4 / 4) Credits (Min/Max: 15 / 15)

UN	Unit Code	Unit Title	Credit	Level	Mandatory	Assessment Date	Grade	Additional	Alt. Achievement
<input type="checkbox"/>	K018B074	K018B074	Principles of Routine and Emergency Response Ambulance Driving	7	3	<input type="checkbox"/>	05/05/2022	Pass	<input type="checkbox"/>
<input type="checkbox"/>	M018B799	M018B799	Class 3 Routine and Emergency Response Ambulance Driving	8	3	<input type="checkbox"/>	05/05/2022	Pass	<input type="checkbox"/>
<input type="checkbox"/>	ADPTDSM	ADPTDSM	Ambulance Driving Principles: Traffic Signs, Signals and Markings	9	3	<input type="checkbox"/>	05/05/2022	Pass	<input type="checkbox"/>
<input type="checkbox"/>	ADPUBHC	ADPUBHC	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code	9	3	<input type="checkbox"/>	05/05/2022	Pass	<input type="checkbox"/>

3. Enter details for your import
 Filename:
 Final Assessor/Examiner:

Final Assessor/Examiner

Enter the name of the individual who conducted the final assessment or for CERADL3 the person who completed the final independent assessment at the end of the qualification

This person must be a fully approved and qualified Assessor, for example CERADL3 must hold L4DERADI

Now you'll be able to see all the learners that need to be certificated and all appear in green. Click **'Validate and Send'** to finish the process

If any should appear in yellow or red there will be grey box in between the blue arrow and red cross, click this and it will indicate what the error is

If unsure, please contact Customer Support 01530 836662

Learner Code	First Name	Last Name	Site - Qualification	Unit Code	Unit	Grade	Request Full	Request Partial	Request Unit	Contributes
194483	Pete	Test	0.001 - FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)	ADRLBIC	Ambulance Driving Principles: Legislation, Roadcraft and The Highway Code	Pass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
194483	Pete	Test	0.001 - FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)	ADPTSDM	Ambulance Driving Principles: Traffic Signs, Signals and Markings	Pass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
194483	Pete	Test	0.001 - FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)	910180574	Principles of Routine and Emergency Response Ambulance Driving	Pass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
194483	Pete	Test	0.001 - FAQ Level 3 Certificate in Emergency Response Ambulance Driving (RQF)	341818791	Class 3 Routine and Emergency Response Ambulance Driving	Pass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This process is now complete, and the file will be sitting in 'File in Processing' ready to reviewed by our Quality Assurance team



File Name	Records	Created	Modified	Created By	Status	Centre Code	Centre Name
19023 ACS 001_SAPHouse_CTRADL3P1_150522	4	27/04/2022 14:58:13	27/04/2022 15:44:34	laurenwilliamson	Needs EV Approval	0	Future (Awards and Qualifications) Ltd (S)

File Name	Records	Created	Modified	Created By	Status	Centre Code
L3CNAG3RD Test	2	03/03/2020 09:20:03	03/03/2020 09:35:36	David Clements	Processed	0
TestFac1	2	11/06/2019 11:40:48	11/06/2019 11:48:21	Nathan McKay	Processed	0
Test112	3	07/06/2019 15:39:53	07/06/2019 15:41:34	Nathan McKay	Processed	0

Thanks

If you have any questions that are not covered in this document or need any support, please contact us at:

customersupport@futurequals.com