



QUALIFICATION MANAGEMENT INFORMATION SYSTEM (QMIS) CENTRE USER



FutureQuals[®]



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QMIS Centre User Guide

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Version control

Document details	
Document name	QMIS Centre User Guide
Purpose of document	To support Centres with the use of QMIS
Change applied to existing version	July 2019
Document owner	Customer Service

Version history			
New version number after amendment	Date amended	Section	Details of change/s
January 2019	N/A	N/A	Format and made to standalone document.
QMIS Centre User Guide v19.07	July 2019	Throughout	Updated screenshots, procedures and processes
QMIS Centre User Guide v19.07.1	July 2019	Throughout	Updated Hyperlink Addresses and web links

Introduction

QMIS is our online Qualification Management Information System which all our approved centres must use as part of the administration processes.

In QMIS you will:

- Register your learners
- Review the progress of your learners
- Register grade results for certification.

Only appointed persons authorised by the Head of Centre will be granted access to QMIS.

The named person(s) will be given a QMIS username and password by completing the QMIS new user form in order to gain access. This can be found on our website

<https://www.futurequals.com/centres/#existing-centres>

Step 1: Accessing QMIS

Log on to QMIS <http://qmis.futurequals.com> and you enter username and password.
On first logging in please update your password to something you will remember.

FutureQuals
FORWARD LEARNING INTO THE FUTURE

****IMPORTANT SYSTEM INFORMATION****
THERE ARE CURRENTLY NO KNOWN ISSUES WITH THIS SYSTEM.
ALL SYSTEMS ARE OPERATIONAL.
IF YOU EXPERIENCE AN ISSUE PLEASE CONTACT CENTRE SUPPORT ON 01530 836662.

USER AGREEMENT
This Portal is provided and managed by Future (Awards and Qualifications) Ltd as its Qualifications Management Information System (QMIS). It is to be used only for purposes defined by Future (Awards and Qualifications) Ltd and as set out in applicable User Agreement.
Information about the purpose of QMIS and gaining access to this website can be found at [QMIS Terms and Conditions of Use](#).
You should not access or use the services provided on this website without being authorised. We will investigate any unauthorised access and may choose to impose penalties in accordance with applicable laws and regulations.
By accessing this site you confirm that you have read and agree to the terms of our [Privacy Policy](#).
For all enquiries regarding QMIS please Contact Centre Support by calling: 01530 836662 or email us by clicking here [Support Request](#)

Username

Password

Remember Username
☐
[Forgot Password?](#)

Version 5.2 © Gordon Associates 2002-2017. Powered By Exchassis

If you have forgotten your password, click **<forgot password>** which will take you to the next screen.
Enter your username and click **<submit>**

Forgot Password

Enter your username and click submit. We'll then email you a new password.

Username

[Back to Login Page](#)

Note: This will automatically send you a new password to the email address registered. Check your email account and copy the password into the Login page of QMIS. It is highly recommended that you change your password. **(If you are experiencing problems please call Customer Support on 01530 836662)**

Step 2: Registering Learners in QMIS

Download and open the [Learner Registration File](#). This is available on the Existing Centre page on the FutureQuals website.

FutureQuals requires that all centres register learners prior to an assessment taking place, the registration date must be the start date of the course. Late registration can disadvantage learners and raises the risk status of your centre.
Centres may incur an admin fee to correct data if the dates are processed incorrectly.

For information on which file to select see Appendix 1: QMIS User Guide - Learner Registration File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	PIN	ULN	First Name	Surname	Gender	Date of Birth	Mobile	Email	Ethnic Code	Disability	Site Code	Qualification Code	QualificationSetCode	Registration Date	Reg Group Code	Purchaseorder	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	

Complete fields A - P (M and O are not mandatory fields). For help on completing the Learner File see instructions contained within the download folder.

In order to maintain regulatory compliance, FutureQuals require columns G and H to be completed.

Please do not change the format of the file or add any additional headers or columns as this may corrupt your file.

Please view **Appendix 1: QMIS User Guide - Learner Registration File**

For a list of qualification codes used for registering Learner, please view the [Qualifications List](#).

Save the document to your computer using a unique file name, in order for you to identify the learners and their statuses (the file can be either CSV, XLS or XLSX format).

Open QMIS

QMIS will automatically show the Learners screen. Click **<Registration Upload>**

FutureQuals CENTRES LEARNERS EVENTS

Learners

Registration Upload | Achievements Upload | Request Full Certificates

Search: Number:

Centre: Future (Awards and Qualifications) Ltd

Site: All

[Advanced Search Options](#) **Search**

Number	First Name	Last Name	Gender	DOB	Created
146857	Nathan	Mokay	Male	19/09/1985	14/05/2019 16:05:58
140705	Test	Learner_05	Female	02/01/1992	08/01/2019 10:18:37
140239	Test	Learner_04	Male	18/09/1986	18/12/2018 10:22:46
140197	Test	Learner_03	Male	19/09/1987	13/12/2018 14:46:27
139693	Test	Learner_01	Male	19/09/1985	29/11/2018 16:48:03
138440	Test	Learner_02	Female	19/09/1986	07/11/2018 13:38:12
138439	Test	Learner_01	Male	19/09/1985	07/11/2018 13:37:09
138437	Julian	Rhodes	Male	31/07/1975	07/11/2018 11:42:38
137574	Nate	Daniels	Male	19/09/1985	22/10/2018 15:44:18
134232	Lee	Cross	Male	10/02/1983	24/09/2018 12:29:02

1 2 3 4 5 6 7 8

Select **<New Import From File>**

FutureQuals CENTRES LEARNERS EVENTS

Registration Upload

New Import From File | New Blank Import

Uploaded By Centre: Future (Awards and Qualifications) Ltd File Name: **Search**

Current File List

No Files

Files In Processing

No Files

Files Processed

File Name	Records	Created	Modified	Created By	Centre Code
NPA Test	1	16/05/2019 15:06:54	16/05/2019 15:12:16	Julian.Rhodes@	0
Test - Renewal	1	01/10/2018 16:07:33	22/10/2018 15:44:18	Julian.Rhodes@	0

Click the **<Choose File>** and select the saved Learner Registration File.

File Upload

File: (CSV, XLS, XLSX) **Choose File** No file chosen

Name:

Import **Close**

In the **Name** field, enter a file name relevant to your upload.
Click **<import>**

Check that you have entered your learner details correctly.

Any errors in the file will be highlighted in red and listed in the Invalid section (see above). Click the paper image next to the blue bubble for a description of the error.

You can either,

- Edit the error in QMIS by selecting the blue bubble and making the amendments in the Edit Item screen.
- Delete the file from QMIS, edit your Learner Upload File and re-upload it.
- Or contact Centre Support on 01530 836662.



Clicking on the error report will bring up a window detailing the error.



This symbol means the learner is a duplicate that already exists within your centre. You will need to find the learner number and update the registration file prior to us processing it.

Once confident that all learner and qualification details are correct click **<Validate and Send>**

Learner Code	First Name	Middle Name(s)	Last Name	DOB	Qual. Code	Site Code	[Reg. Date]	Reg. Group Code	ULN	Gender	Street 1	Street 2	Street 3	City	County	Postcode	Country	Special Need	Ethnic Origin	SCN	Learner Import Id	U G C
140705	Test		Learner_05	02/01/1992	FSCTL1 (FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1)	0.001	04/06/2019			Female								No Disability	Prefer not to say		2	
140197	Test		Learner_03	19/09/1987	FSCTL1 (FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1)	0.001	04/06/2019			Female								No Disability	Not Supplied		1	

Total: 2
Valid: 2
Invalid: 0

You will receive a confirmation email followed by the invoice for registrations. For pro-forma only, payment will need to be received before FutureQuals will confirm the registrations.

Step 3: Grading Learners

Click on <Learners>, and select <Achievement Upload>

FutureQuals
INSPIRING LEARNING AND SKILLS

Centres Learners Events

Learners

Registration Upload Achievement Upload Request Full Certificates

Search: Number

Centre: Future (Awards and Qualifications) Ltd

Site: All

Advanced Search Options Search

Number	First Name	Last Name	Gender	DOB	Created
146857	Nathan	McKay	Male	19/09/1985	14/05/2019 16:05:58
140705	Test	Learner_05	Female	02/01/1992	08/01/2019 10:18:37
140239	Test	Learner_04	Male	18/09/1986	19/12/2018 10:22:46
140197	Test	Learner_03	Male	19/09/1987	13/12/2018 14:46:27
139693	Test	Learner_01	Male	19/09/1985	29/11/2018 16:48:03
138440	Test	Learner_02	Female	19/09/1986	07/11/2018 13:38:12
138439	Test	Learner_01	Male	19/09/1985	07/11/2018 13:37:09
138437	Julian	Rhodes	Male	31/07/1975	07/11/2018 11:42:35
137574	Nate	Daniels	Male	19/09/1985	22/10/2018 15:44:18
134222	Lee	Cross	Male	10/02/1983	24/08/2018 12:29:02

1 2 3 4 5 6 7 8

Select <Create Import from Quick Grade Entry>

FutureQuals
INSPIRING LEARNING AND SKILLS

Centres Learners Events

Achievement Upload

New Import From File New Bulk Import Create Import from Quick Grade Entry

Uploaded By Centre: Future (Awards and Qualifications) Ltd File Name: Search

Current File List
No Files

Files in Processing
No Files

Files Processed
No Files

The **Centre** dropdown is pre-set as the approved centre.

Quick Grade Entry

Centre: 0:Future (Awards and Qualifications) Ltd ▼

Site: Select Site ▼

Qualification: ▼

Unit: ▼

Reg Group Code: All ▼

Default Date: 04/06/2019

Default Grade: -- No Grade Entered -- ▼

Default Certificate Request: ☐ Full Certificate ☐ Partial Certificate ☐ Unit Certificate

[Select Learners](#) [Back](#)

Site: Select from the dropdown menu the site in which the learners are registered to.

Qualification: Select from the dropdown menu the qualification.

Unit: If grading an individual unit, select this from the dropdown menu, otherwise leave blank.

Reg Group Code: Leave as 'All'.

Default Date: This must be the assessment date.

Default Grade: Select Pass or Fail.

Default Certificate Request: Tick **Full Certificate** if claiming for the whole qualification.

Default Certificate Request: Tick **Unit Certificate** for a unit claim.

<Select Learners>

Tick the Learners that require grading.

Quick Grade Entry

Select the learners you wish to enter results for

Grades for approximately 1000 learners can be entered at a time

<input type="checkbox"/>	Learner Code	First name	Last name	DOB	Registration Date
<input type="checkbox"/>	115930	Daniel TEST	Jones	09/09/1983	01/08/2017
<input type="checkbox"/>	115931	Kelly TEST	Smith	19/01/1981	01/08/2017
<input checked="" type="checkbox"/>	111674	Future Quals	TEST Learner	12/08/1984	25/05/2017

[Enter Grades](#) [Back](#)

Select <Enter Grades>

For Mandatory Unit Qualifications

Check the details in **1. Enter results for units already registered without a grade**. These are the mandatory units.

Quick Grade Entry

Your selection criteria:

Centre: 0-Future (Awards and Qualifications) Ltd Site: 0.001-Future (Awards and Qualifications) Ltd - Test Centre
Qualification: PSICTL1-FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1 Unit: All
Reg Group Code: All

1. Enter results for units already registered without a grade

Show these units

Last Name	First Name	ULN	Learner Code	Qualification Code	UAN	Unit Code	Unit Title	Date	Grade	Alt. Achievement
TEST Learner	Future Quals	111674		PSICTL1	T1615/7456	UFSICTL1	Functional Skills ICT at Level 1	04/06/2019	Achieved	

2. Enter results for units not included above

Enter the learner code and unit details below, then click the Add button.

Learner Code: All Learners Pathway: Default Pathway Group: All
Assessment Date: 04/06/2019 Grade: Not Achieved Additional: Alternative Achievement:

Multiple Unit Selection

Select Mandatory Reset to Defaults Clear Selected Units

Search: Code Search

Functional Skills in ICT - Mandatory Group (M) Units (Min/Max) 1 / 1

UN	Unit Code	Unit Title	Credit	Level	Mandatory	Assessment Date	Grade	Additional	Alt. Achievement					
<input type="checkbox"/>	T1615/7456	UFSICTL1				Functional Skills ICT at Level 1	1							

Add

Rows already added
No new registrations added

3. Enter details for your import

File name:

Enter a **Filename** and complete the same information in **Default PO Number**
Select **<Save and Create Import File>**

You will be automatically be taken to the **Import File Details** screen.

At this point, carry out a final check on the Learner names and inform the FutureQuals Customer Support Team if any changes are required. Once a certificate has been generated, a fee may be incurred for any Learner amendments.

Import File Details

Back Revalidate All Validate and Send Add New Row Hide Valid

File Details

Learner Code	First Name	Last Name	Site - Qualification	Unit Code	Unit	Grade	RequestFull	RequestPartial	RequestUnit	Contributes	PO Number
140197	Test	Learner_03	0.001 - FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1	UFSICTL1	Functional Skills ICT at Level 1	Achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
140705	Test	Learner_05	0.001 - FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1	UFSICTL1	Functional Skills ICT at Level 1	Achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Total: 2
Valid: 2
Invalid: 0

Select **<Validate and Send>**

This will generate an email to the user uploading the file and to FutureQuals. Your certificates will be processed or portfolio sampling will be requested and undertaken by the EQA.

For Qualifications with Optional Units

Check the details in **1. Enter results for units already registered without a grade.** These are the mandatory units.

FutureQuals CENTRES LEARNERS EVENTS

Quick Grade Entry

Your selection criteria:

Centre : 0Future (Awards and Qualifications) Ltd Size : 0.001Future (Awards and Qualifications) Ltd - Test Centre
Qualification : FSICTL1 Functional Skills Qualification in Information & Communication Technology (ICT) #1 Unit : All
Reg Group Code : All

1. Enter results for units already registered without a grade

Show these units

Last Name	First Name	ULN	Learner Code	Qualification Code	UAN	Unit Code	Unit Title	Date	Grade	Alt. Achievement
Learner_03	Test	140197	FSICTL1	FSICTL1	T1615/7456	UFSICTL1	Functional Skills ICT at Level 1	04/06/2019	Achieved	<input type="checkbox"/>
Learner_05	Test	140705	FSICTL1	FSICTL1	T1615/7456	UFSICTL1	Functional Skills ICT at Level 1	04/06/2019	Achieved	<input type="checkbox"/>

If all learners completed the same optional units leave **Learner Code** as **All Learners** or from the dropdown menu select the individual learner if grading a variety of units.

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:

Multiple Unit Selection:

Search: Code: Search

Functional Skills in ICT - Mandatory Group (M)

Units (Min/Max): 1 / 1

All	UN	Unit Code	Unit Title	Credit	Level	Mandatory	Assessment Date	Grade	Additional	Alt. Achievement
<input type="checkbox"/>	T1615/7456	UFSICTL1	Functional Skills ICT at Level 1	1		<input checked="" type="checkbox"/>	04/06/2019	Not Achieved	<input type="checkbox"/>	<input type="checkbox"/>

Add

Rows already added
No new registrations added

3. Enter details for your import

Filename:

Default PO Number:

Leave the section **Mandatory (M)** as this has already been carried out in section 1.

Tick the optional units the Learner(s) completed in the optional groups, ensuring that the Min/Max credits and units are being met. See the Qualification Specification for the Rules of Combination.

Select **<Add>** (See image below)

If grading a variety of units for learners in the dropdown menu, select **<Clear Selected Units>** after each time **<Add>** is selected.

Once **<Add>** is clicked the learners optional units will appear in **Rows already added**.

☐ T1615/7456 UFSICTL1 Functional Skills ICT at Level 1 1 ☒ 04/06/2019 Not Achieved ☐ ☐

Add

Rows already added
No new registrations added

3. Enter details for your import

Filename:

Default PO Number:

Enter a **Filename** and complete the same information in **Default PO Number**.
Select **<Save and Create Import File>**

You will be automatically taken to the **Import File Details** screen.

At this point, carry out a final check on the Learner names and inform the FutureQuals Customer Support Team if any changes are required. Once a certificate has been generated, a fee will be incurred for any Learner amendments.

FutureQuals INSPIRING LEARNING AND SKILLS Centres Learners Events

Import File Details

Back Result Date All **Validate and Send** Add New Row Hide Valid

File Details

Learner Code	First Name	Last Name	Site - Qualification	Unit Code	Unit	Grade	RequestFull	RequestPartial	RequestUnit	Contributes	PO Number
140197	Test	Learner_03	0.001 - FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1	UFISCTL1	Functional Skills ICT at Level 1	Achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
140705	Test	Learner_05	0.001 - FAQ Functional Skills Qualification in Information & Communication Technology (ICT) at Level 1	UFISCTL1	Functional Skills ICT at Level 1	Achieved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Total: 2
Valid: 2
Invalid: 0

Select **<Validate and Send>**

This will generate an email to the user uploading the file and FutureQuals. Your certificates will be processed or portfolio sampling will be requested and undertaken by the EQA.

File Name	Records	Created	Modified	Created By	Status	Centre Code	Centre Name
n/a	2	27/03/2019 14:05:37	27/03/2019 14:05:45	[REDACTED]	Needs EV Approval	[REDACTED]	North West [REDACTED]

Accessing Learners in QMIS

You can check the status of a learner by logging into QMIS (See Step 1 – page 3).
Select **<Learners>**

In **Search** find a learner by searching for a Name, FutureQuals Number or ULN (select this from the dropdown) (% at the beginning of a search performs a wildcard search).

FutureQuals
INSPIRING LEARNING AND SKILLS

Centres Learners Events

Learners

Registration Upload Achievement Upload Request Full Certificates

Search

Number

Centre Future (Awards and Qualifications) Ltd

Site All

Advanced Search Options

Search

Number	First Name	Last Name	Gender	DOB	Created
140705	Test	Learner_05	Female	02/01/1992	08/01/2019 10:18:37
140239	Test	Learner_04	Male	18/09/1986	19/12/2018 10:22:46
140197	Test	Learner_03	Male	19/09/1987	13/12/2018 14:46:27
139693	Test	Learner_01	Male	19/09/1985	29/11/2018 16:48:03
138440	Test	Learner_02	Female	19/09/1985	07/11/2018 13:30:12
138439	Test	Learner_01	Male	19/09/1985	07/11/2018 13:37:09
138437	Test	Learner_01	Male	19/09/1985	07/11/2018 11:42:38
137574	Test	Learner_01	Male	19/09/1985	22/10/2018 15:44:18
134222	Test	Learner_01	Male	19/09/1985	24/08/2018 12:29:02

Select the blue bubble by the side of the learner number.

In the learner's profile, select **<Registrations>**

FutureQuals
INSPIRING LEARNING AND SKILLS

Centres Learners Events

Learner

Save Save & Create Another Save and Close Close Merge Learner

Learner First Name * Test Middle Names Last Name * Learner_05

Title Not Supplied Number 140705 ULN

DOB * 02/01/1992 Ethnic Origin Not Supplied Gender * Female

SCN Nationality Not Supplied Prevent Learner Data being shared to third parties

Details Access Registrations Events Qualification Set Registrations Certificates Learner Images

Previous Surname(s)

Display Name

Membership Number Request Registration Card

Work Phone No Mobile Phone No

Email Address

Account Number

Address

Lookup

Street 1 County

Street 2 Postal Code

Street 3 Country

City/Town Fax

Phone

The status of the Qualification will display as:
In Progress – Awaiting completion/Grade upload
Cert Due – Certificate to be printed
Complete – Certificate issued

FutureQuals Centres Learners Events

Learner

Save Save & Create Another Save and Close Close Merge Learner

Learner First Name * Test Middle Names Last Name * Learner_04

Title Not Supplied Number 140239 UIN *

DOB * 18/09/1986 Ethnic Origin Not Supplied Gender * Male

SCN * Nationality Not Supplied Prevent Learner Data being shared to third parties

Details Access Registrations Events Qualification Set Registrations Certificates Learner Images

Qual/Unit Code	Title	Registration Date	Centre - Site	Status	Standalone Registration	Qualification Set	Created By
QTESTSLCL1	Functional Skills English SLC Test Qual Level 1 (QTESTSLCL1)	19/12/2018	Future (Awards and Qualifications) Ltd - Future (Awards and Qualifications) Ltd - Test Centre (0.001)	In Progress	No		nate.daniels
DemoTest1MCQ	XAMS Demo Test 1 MCQ (DemoTest1MCQ)	25/04/2019	Future (Awards and Qualifications) Ltd - Future (Awards and Qualifications) Ltd - Test Centre (0.001)	Cert. Due			rebecca.young
FSML1	FAQ Functional Skills Qualification in Mathematics at Level 1 (FSML1)	25/04/2019	Future (Awards and Qualifications) Ltd - Future (Awards and Qualifications) Ltd - Test Centre (0.001)	In Progress	No		rebecca.young
FSLL1	FAQ Functional Skills Qualification in English at Level 1 (FSLL1)	10/01/2019	Future (Awards and Qualifications) Ltd - Future (Awards and Qualifications) Ltd - Test Centre (0.001)	In Progress	No		rebecca.young

To check the status of a certificate, select <Certificates>

FutureQuals Centres Learners Events

Learner

Save Save & Create Another Save and Close Close Merge Learner

Learner First Name * Test Middle Names Last Name * Learner_01

Title Not Supplied Number 138439 UIN *

DOB * 19/09/1985 Ethnic Origin Not Supplied Gender * Male

SCN * Nationality Not Supplied Prevent Learner Data being shared to third parties

Details Access Registrations Events Qualification Set Registrations Certificates Learner Images

Certificates

Certificate Number	Batch	Qualification Title	Type	Grade	Created	Returned Date
641822	25889	(L3CIECFR) FAQ Level 3 Certificate in Immediate Emergency Care for Fire and Rescue	Full	Pass	09/11/2018 09:17:38	

Unit

No data to display

Partial

No data to display

In this screen, you can access details on the batch number and date certificate was printed. Contact FutureQuals Customer Support team with these details for delivery tracking information.

Troubleshooting

Registering Learners

When a registration import has been processed this error report may show:

Error List		
Field Name	Error Message	Severity
Centre	Centre does not allow registrations	Error
Qualification/Site	Qualification does not allow registrations at this site	Error
Site	Site does not allow new registrations	Error
		Close

This means

- SUSPENDED BY FINANCE – Proforma only Centres – Add additional funds to your account and contact FutureQuals Customer Support.
- SUSPENDED FOR REGISTRATION – Contact FutureQuals Quality Assurance Team for guidance on evidence outstanding for qualification approval.

When a registration import has been processed this error report may show:

Error List		
Field Name	Error Message	Severity
First Name/Last Name	First Name/Last Name do not match the learner code	Error
		Close

- Check the learner's details are correct. A name may be missing e.g. middle name.

Grading Learners

When a grade upload has been processed this error report may show:

Error List		
Field Name	Error Message	Severity
Suitable Registration	A suitable qualification registration cannot be found. Ensure you have entered the correct assessment date, the learner has registered on the qualification and the pathway/unit group are correct	Error

Close

This means that the assessment date has been entered prior to the start date entered at registration point.

- Check and update the assessment date by selecting the yellow folder by each of the learner's names and amending Assessment Date in the Edit Item screen. **<Save and Close>**

Edit Item	
Learner Code:	82262
Qualification Code	L4DERADI
Qualification Group Code:	M
Pathway Code:	Default
Unit Code:	F/615/1160
Grade:	Pass
Assessment Date:	01/04/2019
Result Release Date:	
Request Full Certificate:	<input checked="" type="checkbox"/>
Request Partial Certificate:	<input type="checkbox"/>
Request Unit Certificate:	<input type="checkbox"/>
Include On Award:	<input checked="" type="checkbox"/>
Purchase Order Number:	151123504
Alternative Achievement:	<input type="checkbox"/>
Planned Exemption Code:	
Equivalency Code:	
Exempting Qualification:	
Exempting Units:	
Element Code:	

Save & Close Save Clear Close

- If the assessment date entered is correct, the registration date may have been entered incorrectly. In this instance contact Customer Support on 01530 836662. This may incur a fee.

When a grade upload has been processed this error report may show:

Error List		
Field Name	Error Message	Severity
Maximum Credits Exceeded	Unit will cause the maximum credits for the pathway to be exceeded	Warning

Close

- Check the Rules of Combination for the qualification have not been exceeded or are incorrect
- Or
- Contact FutureQuals Customer Support on 01530 836662 for assistance.

APPENDIX 1: QMIS User Guide - Learner Registration File

Column A – PIN

A learner's individual number unique to FutureQuals and QMIS.

Column B – ULN (Unique Learner Number)

A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Each ULN is issued and held by the Learner Register

(<https://www.gov.uk/education/learning-records-service-lrs>)

If you have a learner that has previously been registered with FutureQuals you will not need to add their ULN as this is stored within QMIS from their previous registration, however if you are unsure please enter the ULN and, you will receive an error message at validation stage of the upload saying "ULN already exists in Parnassus" this therefore means you can delete that from the learners details and then revalidate the file for processing.

Column C – First Name – (In title case, Full first name, no nicknames)

Column D – Surname (In title case)

Column E – Gender - Male or Female

Column F – Date of Birth - (dd/mm/yyyy)

Column G – Mobile

Column H - Email

Column I – Ethnic Code

Enter the relevant code number for each Learner

1	Asian or Asian British – Indian	11	Mixed – White & Black Caribbean
2	Asian or Asian British - Pakistani	15	Mixed - Other
3	Asian or Asian British - Other	7	Chinese
4	Black or Black British - African	18	White - British
6	Black or Black British - Caribbean	20	White - Irish
14	Black or Black British - Other	22	White – Other
9	Mixed – White & Asian	17	Prefer Not To Say

Column J – Disability

Enter the relevant code number for each Learner

1	Visual Impairment	7	Mental Illness
2	Hearing Impairment	8	Temporary Disability after Illness
3	Disability Affecting Mobility	9	Profound Complex Disability
4	Other Physical Disability	90	Multiple Disabilities
5	Asthma / Epilepsy / Diabetes	97	Other
6	Emotional Behaviour Difficulties	98	No Learning Disability

Column K – Site Code

Enter your centre and site number. Enter as AC NUMBER.SITE NUMBER eg. 100.001

If you have more than 1 site registered the site could be 100.002 or 100.003 etc. You can check your centre and site numbers by logging into QMIS and viewing your centre details.

Column L – Qualification Code

Please use our website www.futurequals.com or our [Qualification List](#) to find the correct qualification code to register against your Learners.

Column M – Qualification Set Code

If you are registering learners on one of our qualification sets or Apprenticeships you will need to enter a Code. Please see the current pricelist to find the correct codes. Please note that if you are registering against a set code you do not need to complete Column I, Qualification Code.

Column N - Registration Date

Enter the start date for learners registered.

Column O – Reg Group Code

If you are registering your learners on a course and you want to group the Learners together, for registration, certification, reporting and a tracking reference throughout the process please enter your own unique reference in this column (please note that this number will be printed on the code on the bottom of the certificate).

Column P - Purchase Order

Enter your Purchase Order Reference Number. This will be quoted on the invoice for registrations.

Other files:**Learner File with Pathway****Column J – Pathway Code**

If a learner is registered on a qualification with a pathway, the code can be entered into this field.



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