QUALIFICATION MANAGEMENT INFORMATION SYSTEM (QMIS) CENTRE USER

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FutureQuals®

QMIS Centre User Guide

Contents

Version control

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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 your enter username and password.
On first logging in please update your password to something you will remember.

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

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																	

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>**

Select **<New Import From File>**

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

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>**

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>**

Select **<Create Import from Quick Grade Entry>**

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

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.

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.

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.

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.

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.

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**.

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 will be
incurred for any Learner amendments.

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.

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).

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

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

The status of the Qualification will display as:

In Progress – Awaiting completion/Grade upload

Cert Due – Certificate to be printed

Complete – Certificate issued

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

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:

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:

- 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:

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>**

- 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:

- 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 would be 100.002 or 100.003 etc. You can check you 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.