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Regulatory Information Technology System (RITS)

Qualifications

- Search
- Create
- Amend
- Review



August 2011

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1 Introduction

1.1 Document purpose

This document provides a guide to all organisation users on the use of the Regulatory Information Technology System (RITS). This guide describes the qualification maintenance features in detail.

For further information and queries about RITS, please contact rits.technical@ofqual.gov.uk.

2 Qualifications

2.1 Introduction

Qualification maintenance involves creating, updating, deleting, viewing, submitting, amending and reviewing the qualifications. These permissions depend upon the user role. The awarding organisation qualification administrator has the permissions to maintain qualifications.

When you hover over the Qualification menu button, you are presented with the option to:

- Search My Qualifications
- Create
- Set End Dates
- Clear End Dates
- Early Expire
- Rollback Early Expire
- Review Qualifications.

The screenshot shows the Ofqual RITS interface. The 'Qualifications' menu is highlighted with a red box, showing options like 'Search My Qualifications', 'Create', 'Set End Dates', 'Clear End Dates', 'Early Expire', 'Rollback Early Expire', and 'Review Qualifications'. Below the menu, there is a table of Outstanding Data Submission Requests.

Cycle	Regulator Reference	Due Date	Overdue	Data Submission Status
summer cycle 3	1	03-Mar-2011	Yes	None
summer cycle 3	1	03-Mar-2011	Yes	None
summer cycle 3	1	05-Mar-2011	No	None
summer cycle 3	1	05-Mar-2011	No	None

2.2 Create qualification

To create a qualification from scratch you must have already created a structure and banked it (see structure userguide), then you must search for this or another valid, banked, structure and select it, and then follow the summary of steps below to create a qualification. The specific details are covered in section 2.2.1 below.

- Add your own organisation reference – this does not have to be unique.
- If the qualification is a pilot tick the box. All pilot qualifications have an accreditation requirement, so if selected the qualification will be subject to scrutiny by the regulators.
- The derived title is taken from the structure and should be used unless you are adding a qualifier to the awarding organisation acronym or size (e.g. Extended Certificate, NVQ, etc) when you will have to use the preferred title – this must also follow the regulatory format:
 - *QCF qualifications:* awarding organisation acronym/name; level; Award/Certificate/Diploma; in/for; indication of content (endorsement)
 - *NQF qualifications:* awarding organisation acronym/name; level; type of qualification, indication of content (endorsement)
- The operational start date defaults to the start of the next month but can be any time in the future. It must, however, be the first day of the month (use calendar)

and it cannot be in the same month as the regulation start date (the date it is approved to go on the register) unless that is the first of the month as well.

- The review date must be the last day of the month and cannot be more than five years from the current date. Even if the review date is in the past the qualification is still regulated and available but Ofqual will remind the awarding organisations when this happens.
- Only use the operational end date if you are creating the qualification for a specific period or withdrawing it from a specific date; then also add the certificate end date. Adding the operational end date and certificate end date is how you withdraw a qualification (no more registrations are allowed after the operational end date and the review date will not show on the register).
- Minimum guided learning hours must be greater than or equal to one and cannot be more than ten times the credit value (QCF) – calculated against minimum credit required.
- Maximum guided learning hours must be greater than or equal to minimum guided learning hours (if all units are mandatory then the minimum and maximum must be the same) – also calculated against minimum credit required (QCF).
- You must tick at least one of the three options: Offered in England/Offered in Wales/Offered in Northern Ireland. You can choose all three.
- You do not have to answer the ‘Will you be applying for funding in England/Wales/Northern Ireland’ questions. However, if you do not, the relevant funding agencies may not accept your separate application.
- You must select at least one assessment language (English/Welsh/Irish). Doing so will inform Ofqual that you will be offering assessment in this/these language(s). (Note: you are still bound by the regulations to consider offering assessment in a different language if there is a demand even if you did not select it here.)
- You *must* select Approved by SSC or Other Appropriate Support. If it is approved by an sector skills council (SSC) then you must select that SSC from the list. If you know the nine-digit SSC reference number you can enter it here (this number is not a regulatory requirement and will not be checked by the regulators). If a standard setting body (SSB) has been authorised to approve of qualifications you should select Other Appropriate Body – any queries should be directed to the appropriate bodies (SSCs/UKCES). Always attach the evidence of support for the particular qualification/amendment submitted to it – use Configure Documents to attach it.

- Select an appropriate overall grading type for your qualification.
- Select appropriate assessment methods from the dropdown list (hold down Control to select more than one).
- If you have any exemptions add them to the box (free text field). If these are regulated qualifications only include the qualification number – you can refer to non-regulated qualifications such as degrees etc. if appropriate.
- Age range is regulatory information, regardless of whether you are applying for funding, and if you are applying for funding it will be passed on to appropriate funding agencies. You cannot select 18+ with 16–18, and selection of pre-16 does not guarantee this will be accepted as eligible for funding at this age range.
- If the qualification is appropriate for Diploma / Additional Specialist Learning (ASL) Catalogue, Apprenticeships and/or Foundation Learning, select accordingly. Selection does not guarantee the qualification will be approved. This information will not be shown publicly until other processes have been completed.
- You *must* agree to Declaration 1 – if you have selected Diploma/ASL Catalogue you must also agree to Declaration 2.
- Once the qualification is created you get an ID number that will be shown at the top of the Qualification Details screen.

2.2.1 Details of how to create a qualification

1. Hover the mouse over the Qualifications menu button at the top of the page and select Create. The Create Qualification screen is shown below.

Contact Us | Skip Navigation | Help

Ofqual Training Environment   RITS Regulatory Information Technology System

Home Users My Organisation Units Structures Qualifications Diplomas My Details Logout

Create Qualification

Home > Create Qualification Admin: Add

Create Qualification

Information

To create a qualification, select the relevant structure then complete the qualification details.

Search Relevant Structure

Name

Qualification Type

Qualification Level

SSAs

- 11 Medicine and Dentistry
- 12 Nursing and subjects and vocations allied to medicine
- 13 Health and social care
- 14 Public services
- 15 Child development and well-being
- 21 Science
- 22 Mathematics and statistics
- 31 Agriculture
- 32 Horticulture and forestry
- 33 Animal care and veterinary science
- 34 Environmental conservation
- 41 Engineering
- 42 Manufacturing technologies
- 43 Transportation operations and maintenance
- 51 Architecture
- 52 Building and construction
- 53 Urban, rural and regional planning
- 61 ICT practitioners
- 62 ICT for users
- 71 Retailing and wholesaling

Reference Number

Specify criteria on which to search.

Organisation Reference

Pilot

Preferred Title

Operational Start Date

Review Date

Minimum Guided Learning Hours

Maximum Guided Learning Hours

Offered in England?

Offered in Wales?

Offered in Northern Ireland?

Will you be applying for funding in England?

Will you be applying for funding in Wales?

Will you be applying for funding in Northern Ireland?

By selecting Yes to the funding application questions above this information will be passed to the relevant funding agencies. If you are not content with this please change your answers to No.

Do you want this Qualification to be eligible for the Entitlement Framework in NI?

Can only be eligible for Entitlement Framework in NI when applying for funding in NI.

If yes, in what category?

- EF Key Stage 4 General Level 1
- EF Key Stage 4 Applied Level 1
- EF Key Stage 4 General Level 2
- EF Key Stage 4 Applied Level 2
- EF Post 16 General Level 3
- EF Post 16 Applied Level 3

Only select Entitlement Framework Categories if you want this Qualification to be eligible for the Entitlement Framework.

Assessment Language

English

Welsh

Irish

Approved By SSC

SSC

SSC Reference Number

SSC Fields are for QCF Qualifications only.

Other Appropriate Support

Overall Grading Type

Assessment Methods

- Aural Examination
- Coursework
- E-assessment
- Multiple Choice Examination
- Oral Examination
- Portfolio of Evidence
- Practical Demonstration/Assignment
- Practical Examination
- Task-based Controlled Assessment
- Written Examination

Exemptions

Further Information

Is the Qualification appropriate for the following Age Ranges?

Pre-16

16-18

19+

Is the Qualification appropriate for inclusion in?

Diploma/ASL Catalogue

Apprenticeships

Foundation Learning

Declaration 1

I confirm that I am aware of all of the relevant and applicable regulatory requirements and that this qualification complies with all of these requirements including recognition conditions, qualification criteria, codes of practice and other specific regulations. I acknowledge that should it be demonstrated that this qualification is not compliant with the requirements identified above that Ofqual may be required to take regulatory action in respect of this qualification as appropriate.

Declaration 2

The awarding organisation confirms that this qualification has less than 20% overlap with the Principal Learning for any line of learning for which it will be proposed as ASL.

Qualifications

2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Structure	NA	Yes
Organisation Reference	Maximum length of 100 characters	No
Pilot	NA	No
Preferred Title	Maximum length of 100 characters	No
Operational Start Date	Must be in the future	Yes
Review Date	Can be up to five years from the current date	Yes
Minimum Guided Learning Hours	Must be greater than or equal to one	Yes
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Diploma GLH	RITS will add the Min GLH to this field but it can be overwritten – cannot have 0 if ASL is selected	Only if ASL
Offered in England	At least one 'Offered in' must be selected	Yes
Offered in Wales	At least one 'Offered in' must be selected	Yes
Offered in Northern Ireland	At least one 'Offered in' must be selected	Yes
Will You Be Applying for Funding in England?	Cannot be chosen if not offered in this country but does not need to be chosen	No
Will You Be Applying for Funding in Wales?	Cannot be chosen if not offered in this country but does not need to be chosen	No

Field	Validations/recommendations or tips for input	Mandatory
Will You Be Applying for Funding in Northern Ireland?	Cannot be chosen if not offered in this country but does not need to be chosen	No
Do You Want This Qualification to Be Eligible for the Entitlement Framework in NI?	If chosen must meet criteria and appropriate categories chosen	No
Entitlement Categories	NA	No
Assessment Language	At least one has to be selected (Do not select all unless you are actually assessing in all three languages)	Yes
Approved by SSC	Only for QCF qualifications	No
SSC	NA	Yes (if Approved by SSC = 'Yes')
SSC Reference Number	This is a number the SSC can use to track qualifications – Ofqual does not use or validate it but checks it if it is in the support letter	No
Other Appropriate Support	Can be used if SSC support is not available	No
Overall Grading Type	NA	Yes
Assessment Methods	At least one method must be chosen from the list available – confirm all outcomes are covered if multiple choice is selected on its own	Yes
Exemptions	NA	No

Field	Validations/recommendations or tips for input	Mandatory
Age Ranges	If age ranges 16–18 = 'Yes'; age ranges 18+ cannot be selected	Yes, if applying for funding
Inclusion in	If Diploma/ASL catalogue = 'Yes'; funding in England = 'Yes'	Yes, if applying for funding

- Click the Create button in order to create and save a new qualification.

2.3 Search qualifications

- Hover the mouse over the Qualification menu button at the top of the page and select Search My Qualification. You are presented with the screen shown below.

The screenshot shows the 'Search Qualification' interface within the Ofqual Regulatory Information Technology System. The page header includes the Ofqual logo, the London Learning logo, and the text 'Regulatory Information Technology System'. A navigation menu at the top contains links for Home, Users, My Organisation, Units, Structures, Qualifications, Diplomas, My Details, and Logout. The main content area is titled 'Qualifications' and contains a search form with the following fields:

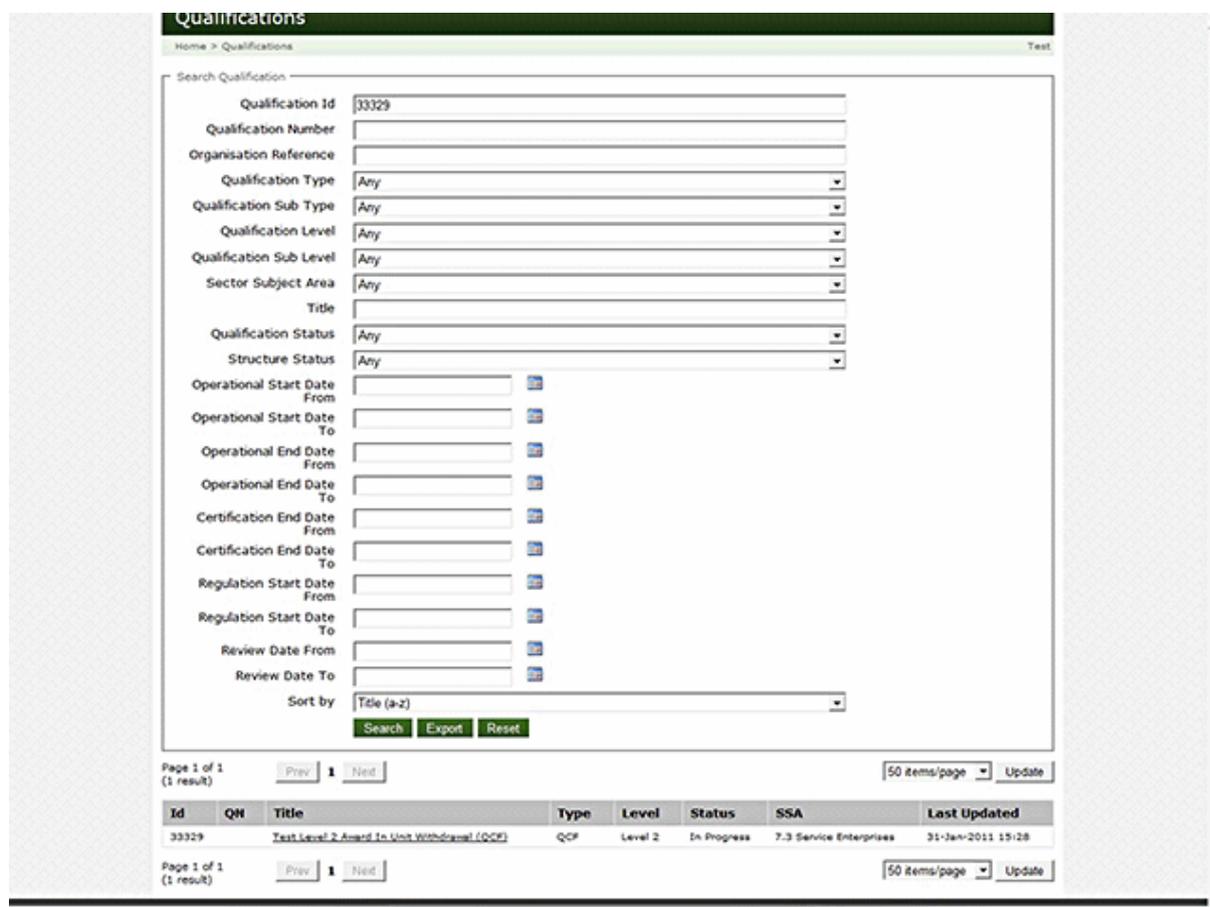
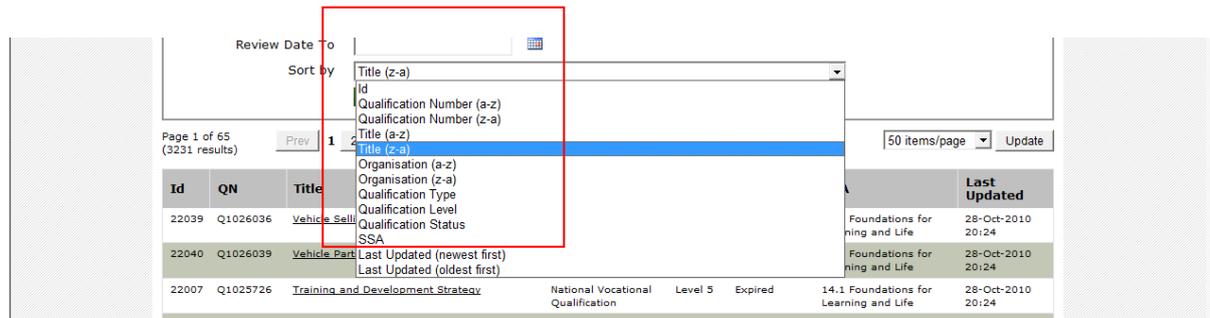
- Qualification Id
- Qualification Number
- Organisation Reference
- Qualification Type (dropdown menu)
- Qualification Sub Type (dropdown menu)
- Qualification Level (dropdown menu)
- Qualification Sub Level (dropdown menu)
- Sector Subject Area (dropdown menu)
- Title
- Qualification Status (dropdown menu)
- Structure Status (dropdown menu)
- Operational Start Date (From/To date pickers)
- Operational End Date (From/To date pickers)
- Certification End Date (From/To date pickers)
- Regulation Start Date (From/To date pickers)
- Review Date (From/To date pickers)

At the bottom of the search form, there is a 'Sort by' dropdown menu set to 'Title (a-z)' and three buttons: 'Search', 'Export', and 'Reset'. Below the search form, the page indicates 'Page 1 of 65 (3241 results)' and provides a pagination control with buttons for 'Prev', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', and 'Next'. A '50 items/page' dropdown and an 'Update' button are also visible.

- Make an entry in any field, and then click the Search button. For example, typing 'Mathematics' in the Title field and clicking the Search button returns a

list of all qualifications set up in your organisation containing 'Mathematics' in the title. The search is not case sensitive.

Note: if you leave all fields blank and click the Search button, the system lists all qualifications that have been set up in your organisation. The qualification titles are listed alongside their ID, qualification number, type, level and status, as shown below. The list of qualifications can be sorted as per the options in the dropdown list.



2.4 Export qualifications to a CSV file

The Export button allows you to export a list of qualifications to a CSV file, for example Microsoft Excel, which allows you to filter and manipulate data as required.

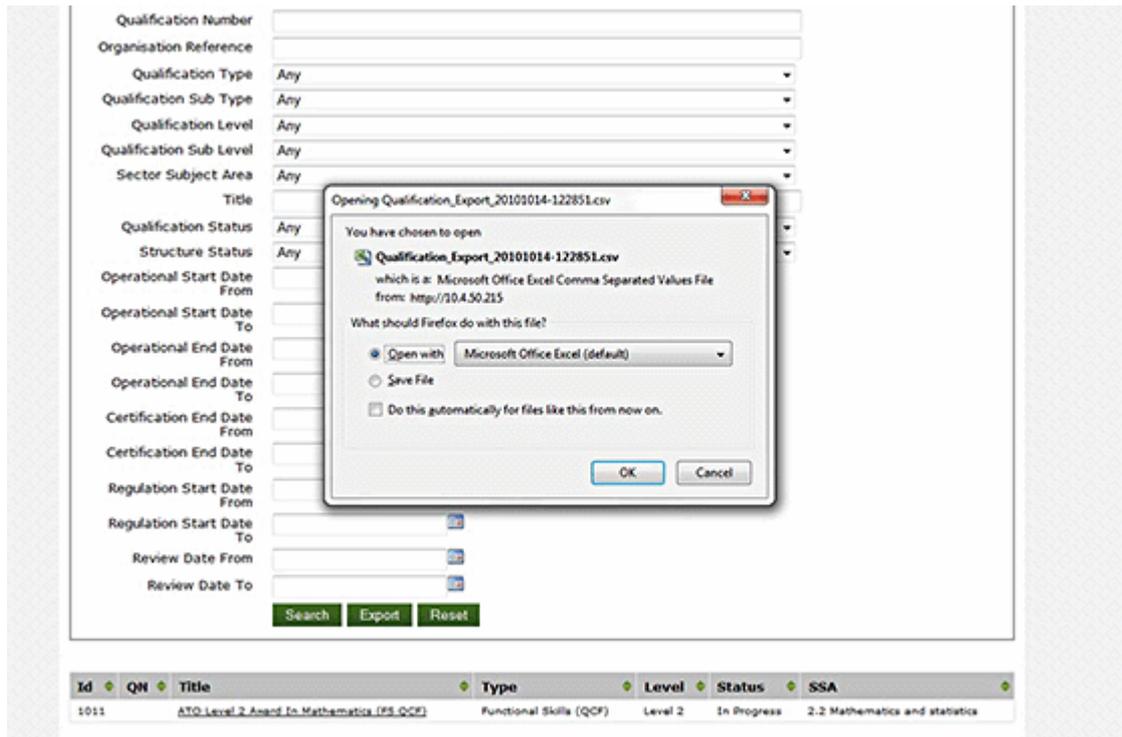
Leaving the fields blank and clicking the Export button exports the full list of qualifications.

Alternatively, you can export a subset of the full list by making appropriate entries in the fields, for example those qualifications containing 'Mathematics' in their title, as per the steps described in section 2.3, and clicking the Export button.

RITS provides the option to open or save the following information for all organisation qualifications to a CSV/Excel file, as shown below:

- ID
- qualification number
- organisation reference
- qualification type
- qualification sub type
- qualification level
- qualification sub level
- sector subject area (SSA)
- derived title
- preferred title
- qualification status
- structure status
- regulation start date
- operational start date
- review date
- operational end date
- certification end date
- pilot
- minimum guided learning hours

- maximum guided learning hours
- Diploma guided learning hours
- barring classification code
- offered in England
- offered in Wales
- offered in Northern Ireland
- assessment language English
- assessment language Welsh
- assessment language Irish
- approved by SSC
- SSC
- SSC reference number
- other appropriate support
- overall grading type
- assessment methods
- exemptions.



2.5 View qualification

Selecting a qualification in the results displays the Qualification Details screen as shown below.

Contact Us | Skip Navigation | Help





Regulatory Information Technology System

Home Users My Organization Units Structures Qualifications Diplomas My Details Logout

Qualification Details

Home > Qualifications > Test Level 2 Award In Unit Withdrawal (QCF) Test

Qualification	
<i>Id</i>	33329
<i>Owner Acronym</i>	Test
<i>Qualification Number</i>	
<i>Status</i>	In Progress
<i>SSA</i>	7.3 Service Enterprises
<i>Structure</i>	Unit Withdrawal
<i>Organisation Reference</i>	
<i>Pilot</i>	No
<i>Derived Title</i>	Test Level 2 Award In Unit Withdrawal (QCF)
<i>Preferred Title</i>	
<i>Regulation Start Date</i>	
<i>Operational Start Date</i>	01-Feb-2011
<i>Review Date</i>	31-Jan-2012
<i>Operational End Date</i>	
<i>Certification End Date</i>	
<i>Minimum Guided Learning Hours</i>	5
<i>Maximum Guided Learning Hours</i>	5
<i>Diploma Guided Learning Hours</i>	
<i>Barring Classification Code</i>	
<i>Offered In England</i>	Yes
<i>Offered In Wales</i>	Yes
<i>Offered In Northern Ireland</i>	Yes
<i>Will you be applying for funding in England?</i>	Yes
<i>Will you be applying for funding in Wales?</i>	No
<i>Will you be applying for funding in Northern Ireland?</i>	No
<i>Assessment Language In English</i>	Yes
<i>Assessment Language In Welsh</i>	No
<i>Assessment Language In Irish</i>	No

Done Internet | Protected Mode: Off 100%

Assessment Language In Welsh	No
Assessment Language In Irish	No
Approved By SSC	Yes
SSC	Skillsmart Retail
SSC Reference Number	
Other Appropriate Support	No
Overall Grading Type	Pass
Assessment Methods	Aural Examination, Coursework
Exemptions	None
Last Updated By	Test
Last Updated	31-Jan-2011 15:28

Structure Navigation

- [Unit Withdrawal](#)
 - [A \(Mandatory unit\)](#)
 - [Units](#)

Further Information

Is the Qualification appropriate for the following Age Ranges?

Pre-16	No
16-18	No
18+	Yes
19+	Yes

Is the Qualification appropriate for inclusion in?

Diploma/ASL Catalogue	No
Apprenticeships	No
Foundation	No

Entitlement

Entitlement	No
If yes, in what category	None
Declaration 1	Yes
Declaration 2	No

[Update](#) | [Delete](#) | [Submit](#) | [My Qualifications](#) | [View History](#) | [Performance Measures](#) | [Maintain Expected Outcome](#) | [ASL](#) | [Configure Documents](#)

Qualification Comments

[Create](#)

There are no items to display.

[Create](#)

The following options, dependent on status, are available:

Option	Status
Update (make changes before it is regulated/submitted)	In Progress
Delete	In Progress
Submit	In Progress
Comments	Any status
Performance Measures	Any status
ASL	Any status
Configure Documents	Any status

Option	Status
Amend (make changes after it is regulated)	Regulated Regulated Manual Withdrawn
Review	Regulated Regulated Manual
Set End Dates	Regulated Regulated Manual
Clear End Dates	Withdrawn

2.6 Update qualification

This applies to In Progress qualifications only if you want to make any changes prior to submission.

1. Select a qualification from the search list using ID, qualification number or title, and click the Update button. The Update Qualification screen is shown below.

Update Qualification

Home > Qualifications > Test Level 2 Award In Unit Withdrawal (QC) > Update Qualification Test

Update Qualification

Organisation Reference

Pilot

Preferred Title

Operational Start Date

Review Date

Minimum Guided Learning Hours

Maximum Guided Learning Hours

Offered in England?

Offered in Wales?

Offered in Northern Ireland?

Will you be applying for funding in England?

Will you be applying for funding in Wales?

Will you be applying for funding in Northern Ireland?

By selecting Yes to the funding application questions above this information will be passed to the relevant funding agencies. If you are not content with this please change your answers to No.

Do you want this Qualification to be eligible for the Entitlement Framework in NI?

Can only be eligible for Entitlement Framework in NI when applying for funding in NI.

If yes, in what category

Only select Entitlement Framework Categories if you want this Qualification to be eligible for the Entitlement Framework.

Assessment Language

English

Welsh

Irish

Approved By SSC

SSC

SSC Reference Number

Other Appropriate Support

Ofqual 2011

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The screenshot shows a web form for entering qualification details. Key sections include:

- Other Appropriate Support:** A checkbox that is currently unchecked.
- Overall Grading Type:** A dropdown menu set to 'Pass'.
- Assessment Methods:** A list with 'Aural Examination', 'Coursework', 'E-assessment', and 'Multiple Choice Examination'. 'Coursework' is selected and highlighted in blue.
- Exemptions:** A rich text editor area containing the word 'None'.
- Further Information:**
 - Is the Qualification appropriate for the following Age Ranges?:** A list with checkboxes for 'Pre-16', '16-18', '18+', and '19+'. '18+' and '19+' are checked.
 - Is the Qualification appropriate for inclusion in?:** A list with checkboxes for 'Diploma/ASL Catalogue', 'Apprenticeships', and 'Foundation Learning'. All are unchecked.
 - Declaration 1:** A checked checkbox with a text block: "I confirm that I am aware of all of the relevant and applicable regulatory requirements and that this qualification complies with all of those requirements including recognition conditions, qualification criteria, codes of practice and other specific regulations. I acknowledge that should it be demonstrated that this qualification is not compliant with the requirements identified above that Ofqual may be required to take regulatory action in respect of this qualification as appropriate."
 - Declaration 2:** An unchecked checkbox with a text block: "(This checkbox is applicable only when 'Diploma / ASL Catalogue' is checked.) The awarding organisation confirms that this qualification has less than 30% overlap with the Principal Learning for any line of learning for which it will be proposed as ASL."
 - Update:** A green button.
- Qualification Details:** A label at the bottom of the form.

2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Structure	NA	Yes
Organisation Reference	Maximum length of 100 characters	No
Pilot	NA	No
Preferred Title	Maximum length of 100 characters	No
Operational Start Date	NA	Yes
Review Date	NA	Yes
Minimum Guided Learning	Must be greater than or equal to one	Yes

Field	Validations/recommendations or tips for input	Mandatory
Hours		
Maximum Guided Learning Hours	Must be greater than or equal to minimum guided learning hours	Yes
Offered in England	At least one 'Offered in' must be selected	Yes
Offered in Wales	At least one 'Offered in' must be selected	Yes
Offered in Northern Ireland	At least one 'Offered in' must be selected	Yes
Will You Be Applying for Funding in England?	Funding should relate to countries offered in	No
Will You Be Applying for Funding in Wales?	Funding should relate to countries offered in	No
Will You Be Applying for Funding in Northern Ireland?	Funding should relate to countries offered in	No
Do You Want This Qualification to Be Eligible for the Entitlement Framework in NI?	NA	No

Field	Validations/recommendations or tips for input	Mandatory
Entitlement Categories	Relates to size of qualification if EF selected	No
Assessment Language	At least one must be selected	Yes
Approved by SSC	NA	Yes, if QCF qualification
SSC	NA	Yes (if Approved by SSC = 'Yes')
SSC Reference Number	NA	No
Overall Grading Type	NA	Yes
Assessment Methods	At least one method must be chosen from the list available – confirm all outcomes are covered if multiple choice is selected on its own	Yes
Exemptions	NA	No
Age Ranges	If age ranges 16–18 = 'Yes'; age ranges 18+ cannot be selected	Yes, if applying for funding
Inclusion in	If Diploma/ASL catalogue = 'Yes'; funding in England = 'Yes'	Yes, if applying for funding

3. Click the Update button in order to update and save the qualification.

2.7 Delete qualification

This applies to In Progress qualifications only if you want to delete them (e.g. it may be a duplicate) prior to submission.

1. Select a qualification from the search list using ID, qualification number or title, and click the delete option. The Delete Qualification screen is shown below.

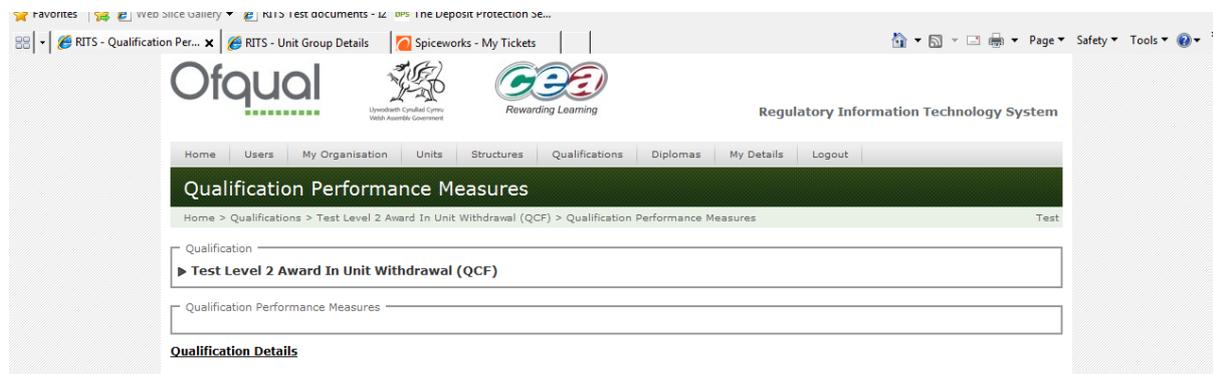


2. Click the Delete button in order to delete the qualification.

2.8 View performance measures

These are linked to school performance points.

Selecting a qualification from the search results and selecting Performance Measures displays the Qualification Performance Measures screen below.



2.9 View ASL

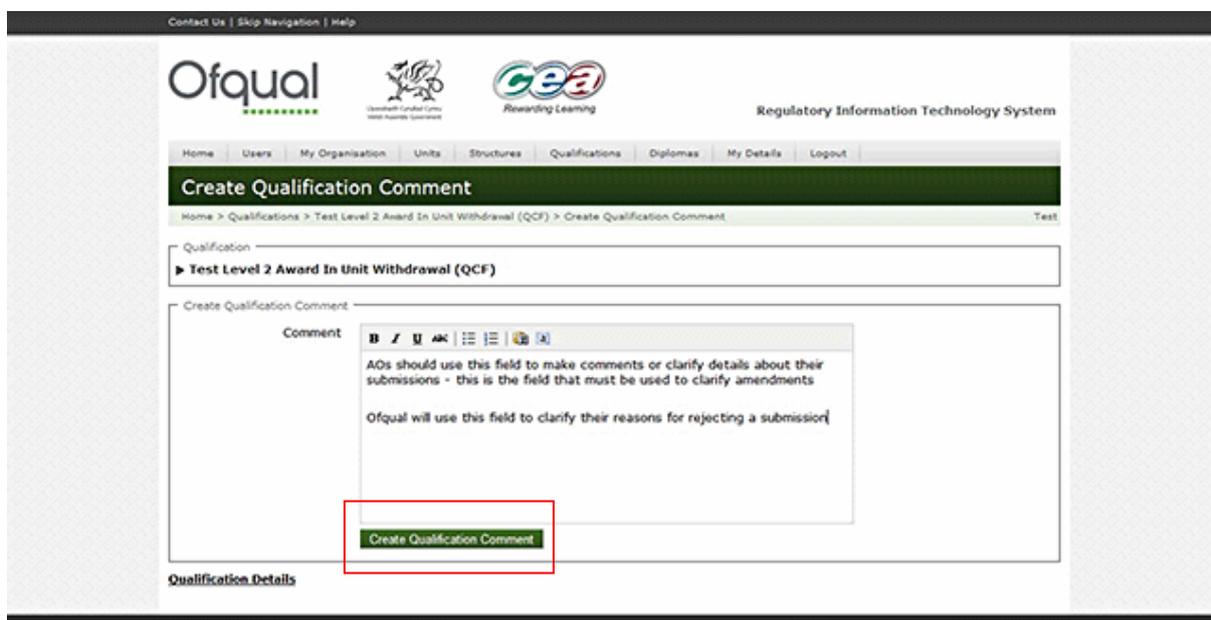
This shows whether this qualification is on the ASL Catalogue. Selecting a qualification in the results and selecting ASL displays the Qualification Additional Specialist Learning screen below.



2.10 Create qualification comment

This should be used to clarify any changes you are making or any other aspects of the qualification that would help the regulators in their decision making. It can be updated at any time during the process, even after submission.

1. Select a qualification from the search list using ID, number or title, and click the create option. The Create Qualification Comment screen is shown below.



2. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Comment	Maximum length of 500 characters. Always use the 'Paste As Text' function and then apply any necessary formatting within the textbox. This will	Yes

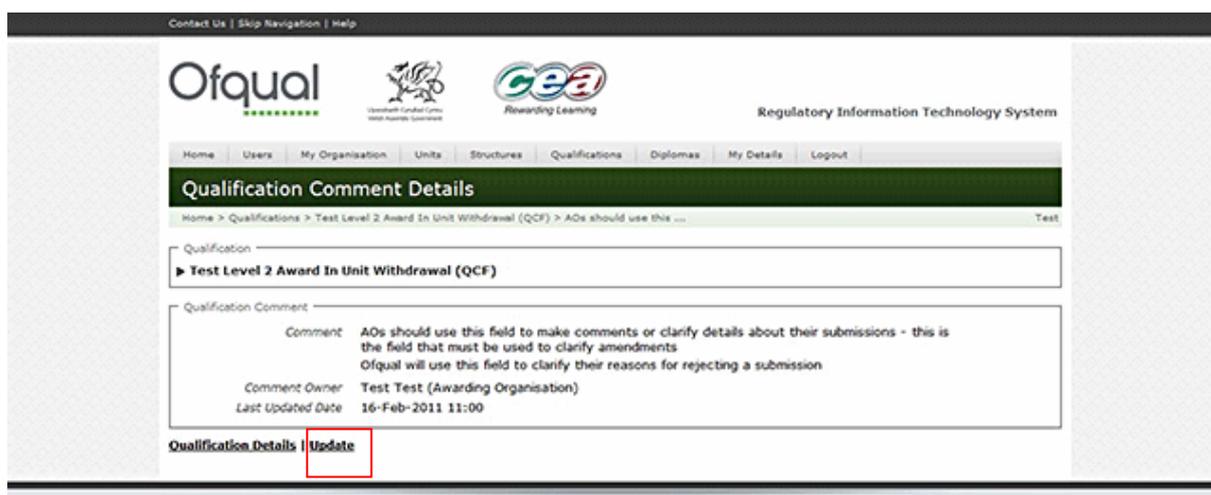
Field	Validations/recommendations or tips for input	Mandatory
	maximise the number of characters you can enter in these textboxes. The 'Select All' button (far right) selects all the contents of the textbox. This function will select all visible and hidden content, making it useful should the user want to completely clear the textbox and start again.	

3. Click the Create Qualification Comment button in order to create and save the comment.

2.11 Update qualification comment

This can be done at any stage throughout the process, even after submission.

1. Select a comment from the list in the Qualification Comment Details section, as shown below, and click the Update option



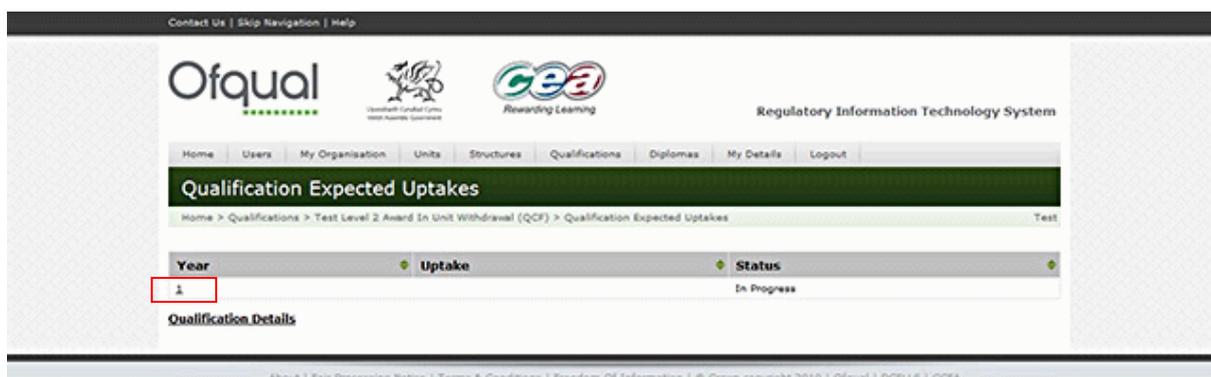
2. The Update Qualification Comment screen is displayed.
3. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Outcome	Maximum length of 500 characters Use for clarifying attachments or amendments made – can also be used in conjunction with a letter of support	Yes

4. Click the Update button in order to update and save the qualification comment.

2.12 Maintain expected uptake

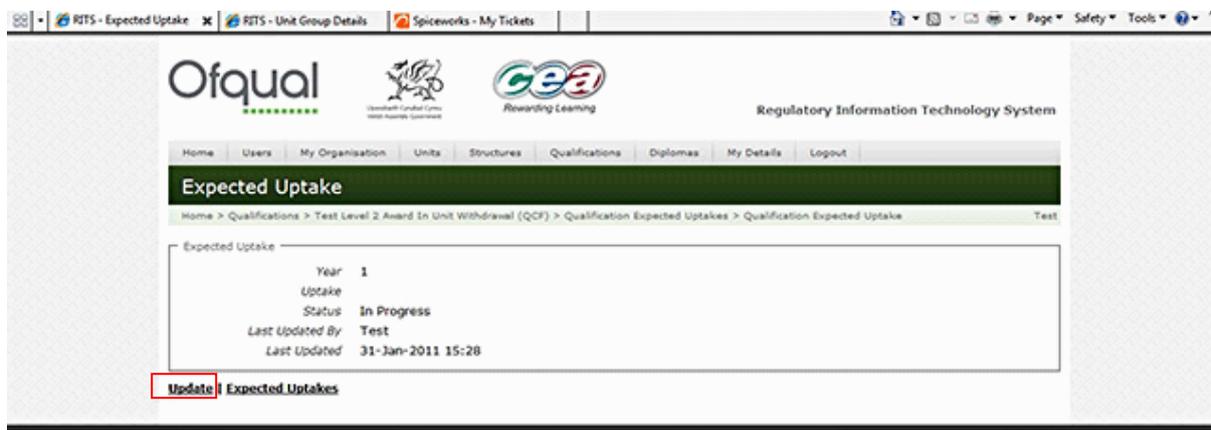
Add expected uptake when you are submitting a new qualification. If you are extending the Review Date it is recommended that you add predicted uptake to show the number of candidates you think will be registered in each year. To maintain expected uptake, select a qualification from the list and click the Maintain Expected Uptake button. The Qualification Expected Uptakes screen is shown below. Each year must be added separately.



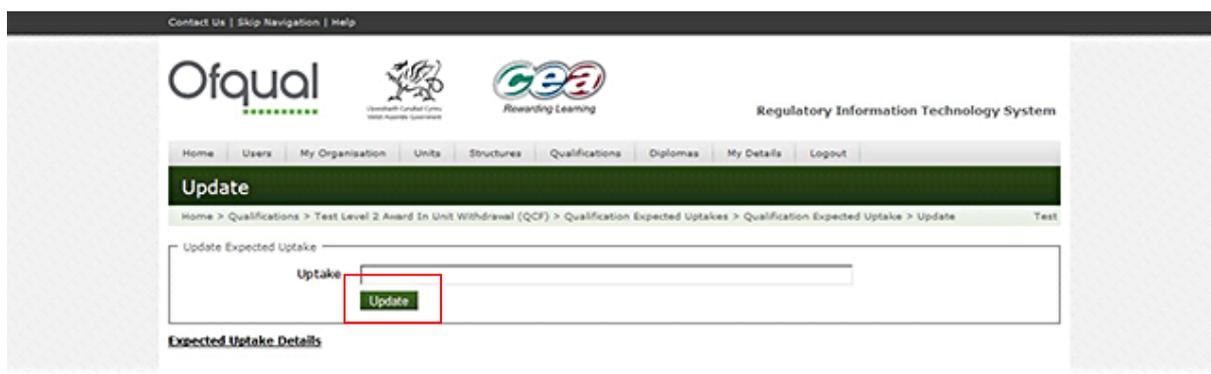
2.13 Update expected uptake

You are asked to do this when you review your qualifications. The Economic Regulation team at Ofqual use these figures .

1. Select an expected uptake from the list (one year at a time) and click the Update button, as shown below.



2. The Update screen is shown, as below.



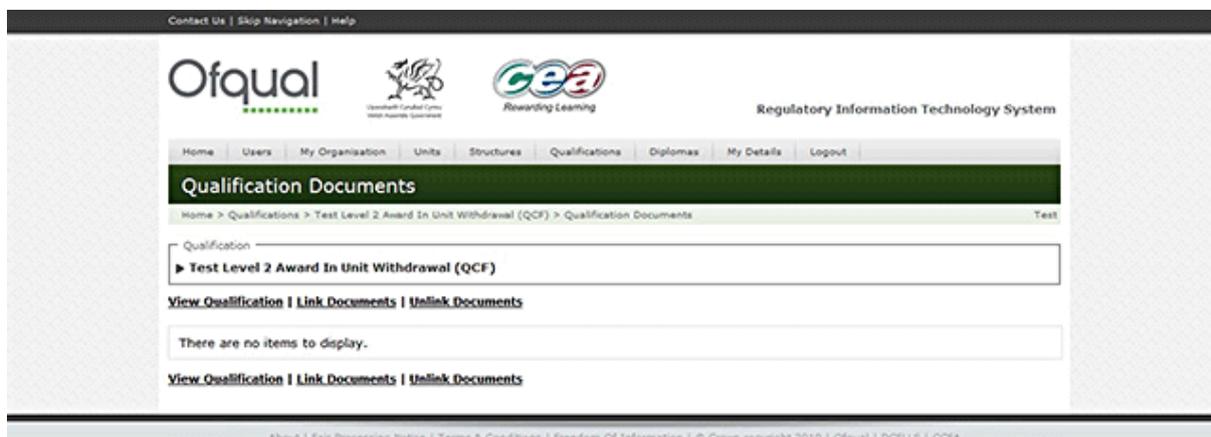
3. Provide the following information:

Field	Validation	Mandatory
Uptake	Must be greater than 0	Yes

4. Click the Update button in order to save the expected uptake.

2.14 Configure documents

This tab is used to add or link documents to the submission. Select a qualification from the search results and select Configure Documents. The Qualification Documents screen is shown below.



2.15 Link documents

Documents already banked can be linked to new submissions or you can search for a new document, add it and link it to the new submission.

1. Select Link Documents. The Link Documents screen is shown below.

Qualification

► **ATO Level 2 Award In Mathematics (FS QCF)**

Link Documents Organisation Document

Name

Document Type **Any**

Start Date

End Date

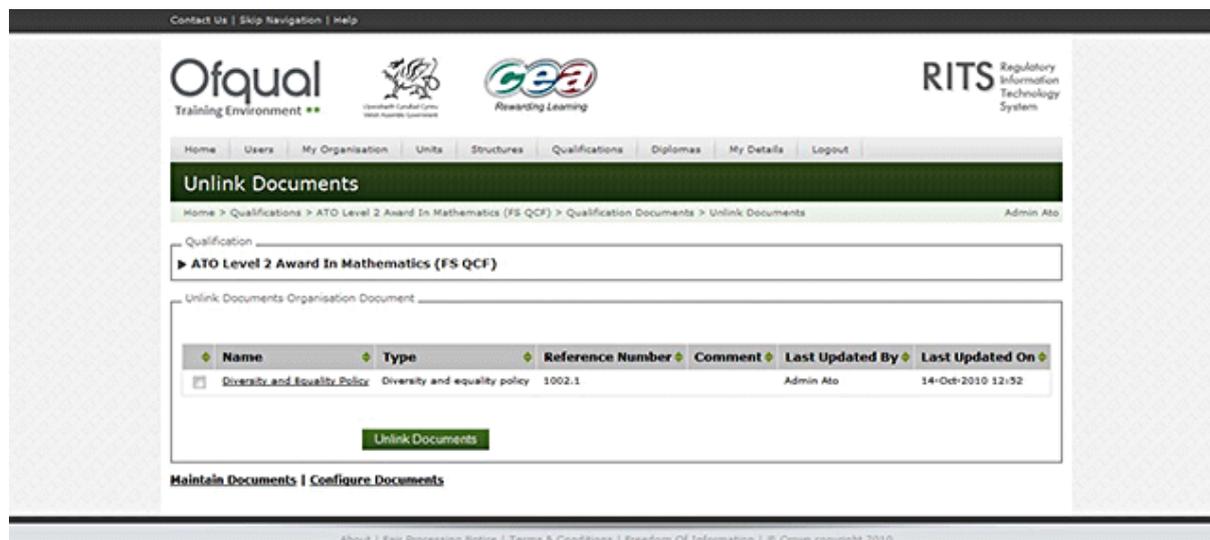
Name	Type	Reference Number	Comment	Last Updated By	Last Updated On
<input type="checkbox"/> Diversity and Equality Policy	Diversity and equality policy	1002.1		Admin Ato	14-Oct-2010 12:51
<input type="checkbox"/> Test 1	Procedure for the development and ongoing review of rules of combination	1016.3	Test document	Admin Ato	13-Oct-2010 14:19

Maintain Documents | Configure Documents

2. Enter search criteria, if required, to reduce the list.
3. Select the document(s) to be linked to the qualification by ticking the box(es).
4. Click the Link Documents button to link the selected documents to the qualification.

2.16 Unlink documents

1. Select Unlink Documents. The Unlink Documents screen is shown below.

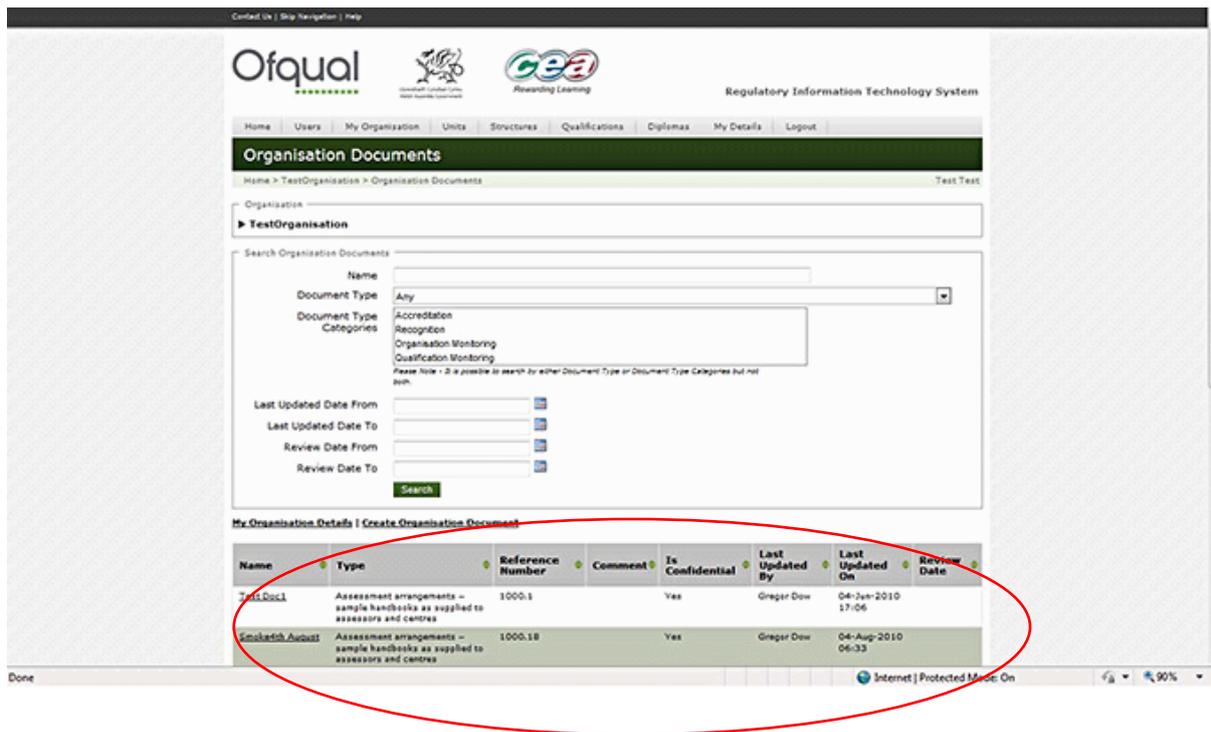


2. Enter search criteria, if required, to reduce the list.
3. Select the document(s) to be unlinked from the qualification by ticking the box(es).
4. Click the Unlink Documents button to unlink the selected documents from the qualification.

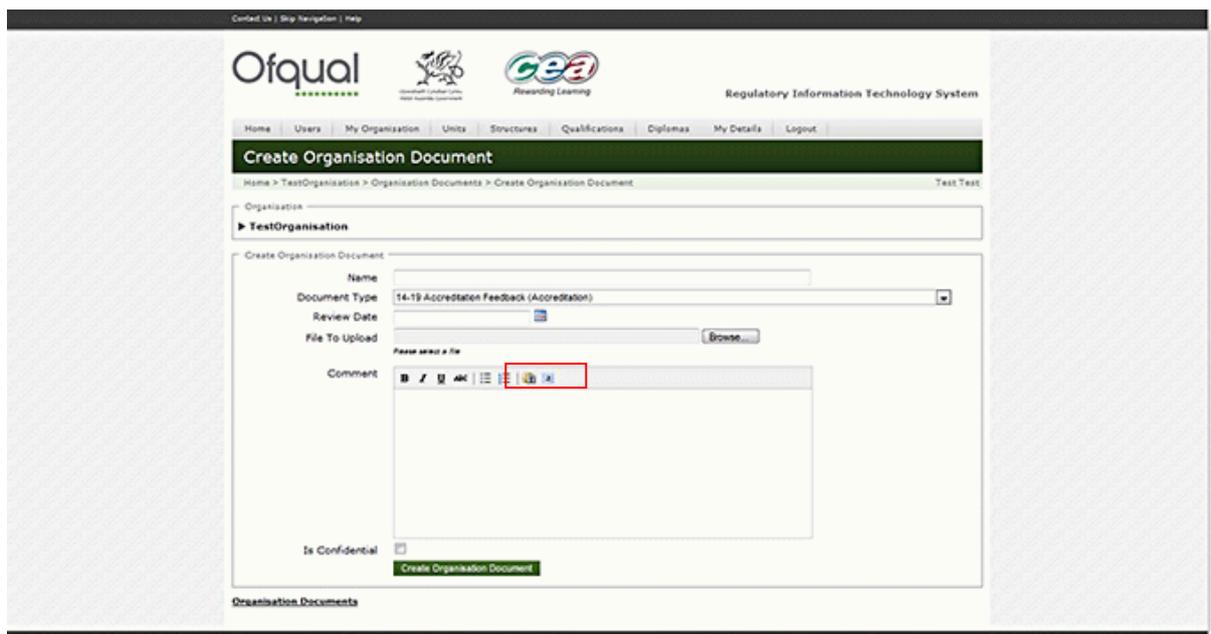
2.17 Upload and maintain documents

This section describes how the organisation can upload and maintain documents to evidence compliance with the recognition criteria, and scrutiny documents for the regulatory monitoring teams. Note: once a document has been uploaded, it cannot then be deleted. This is for regulatory audit purposes. Upload and maintain only documents in Word or PDF formats.

1. Click the My Organisation menu button at the top of the page. The screen shown below is displayed.



2. Select the Documents link. A page displaying the organisation documents is displayed. There is a Search Organisation Documents facility in the middle of the page, and the list of documents already uploaded is displayed at the foot of the page, as shown above.
3. Select the Create Organisation Document link. The Create Organisation Document screen appears, as shown below.

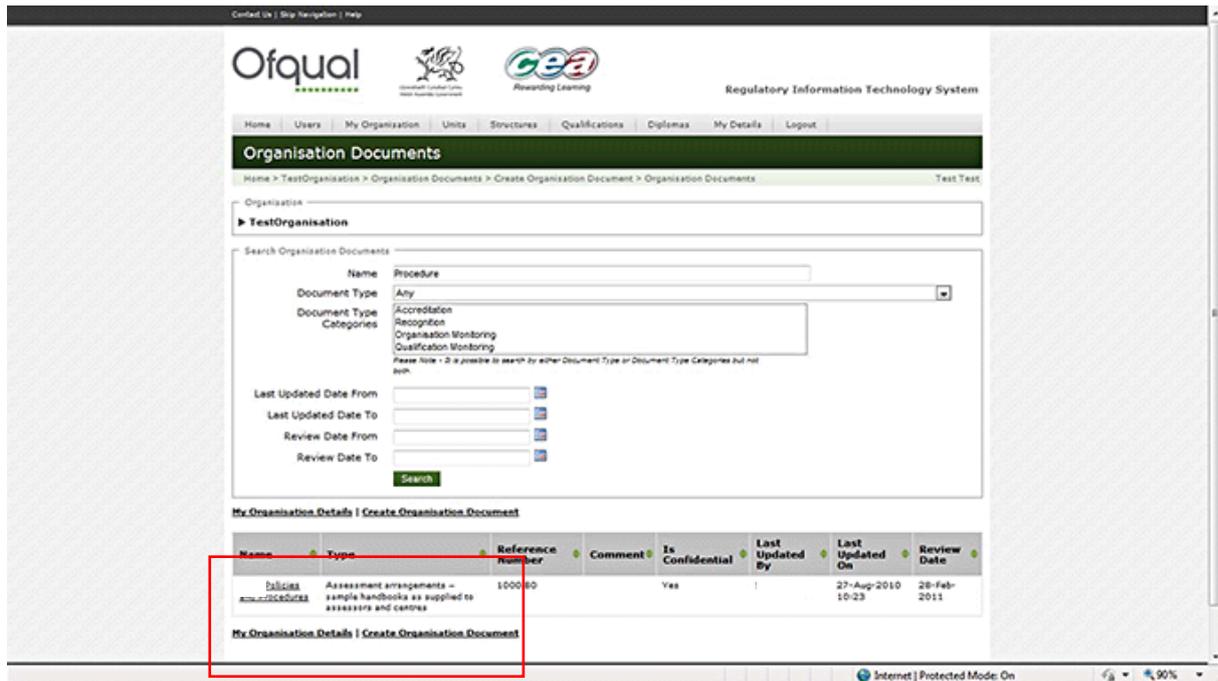


4. Enter the name of the document.

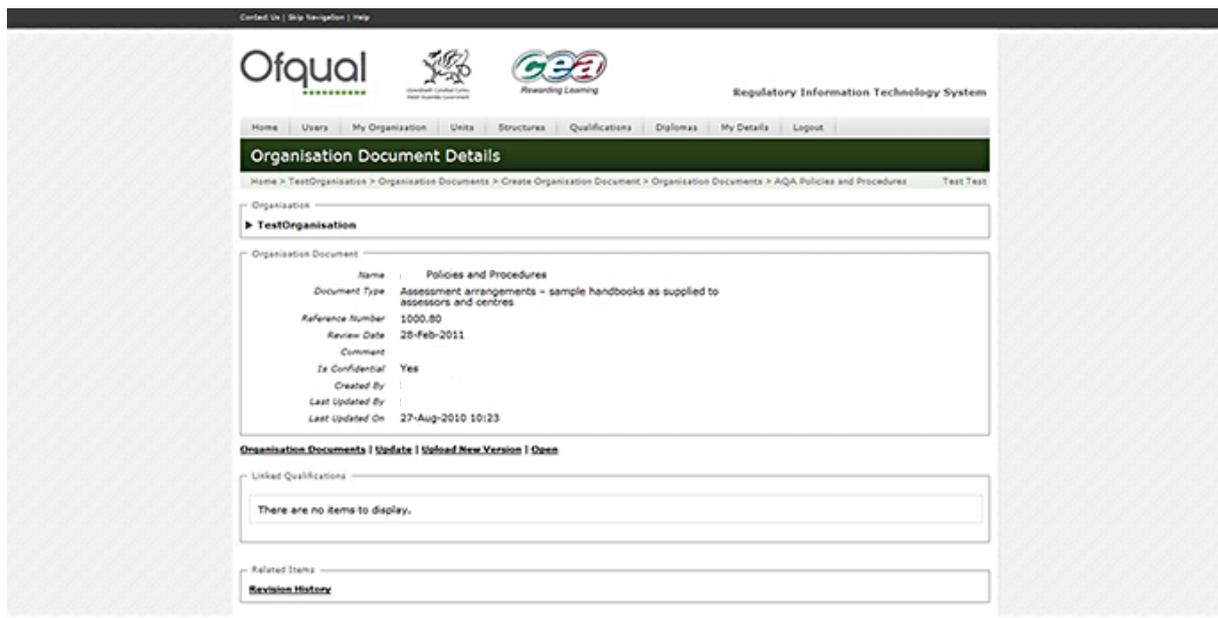
5. Select the document type from the drop-down menu.
6. Enter the review date. The review date indicates the date that the document should be reviewed. This should be aligned with the qualification review date with which the document is associated. You can either enter the date manually in the format dd-mm-yyyy, or by choose the date from the calendar.
7. Use the Browse button to select a file for uploading. The file can be located anywhere on your local PC or your network.
8. Once you have selected the correct document to be uploaded, click the Open button on the dialogue box. The 'File to upload' field is completed with the path to the document. Note: you cannot delete a document on RITS once it has been uploaded, so please double-check that this is the correct file.
9. Enter any comments relating to the uploaded document. You can format the comments that you enter using the format buttons at the top of the Comments box. Always use the 'Paste As Text' function and then apply any necessary formatting within the textbox. This will maximise the number of characters you can enter in these textboxes. The 'Select All' button (far right) selects all the contents of the textbox. This function will select all visible and hidden content, making it useful should the user want to completely clear the textbox and start again. (Highlighted above.)
10. If the document is confidential tick the confidential box. (The confidential flag should be used for any documents you may deem to be commercially sensitive.)
11. Once you have completed all data fields, click the Create Organisation Document button.
12. The newly added document is presented in the list at the foot of the page.

2.18 Search for documents

1. From my My Organisation select Documents and the Organisation Documents screen appears (see below). Enter a character or word in one of the fields and click the Search button.



- The documents satisfying the search criteria are returned at the bottom of the screen. Select a document from the list to view the details (see below).

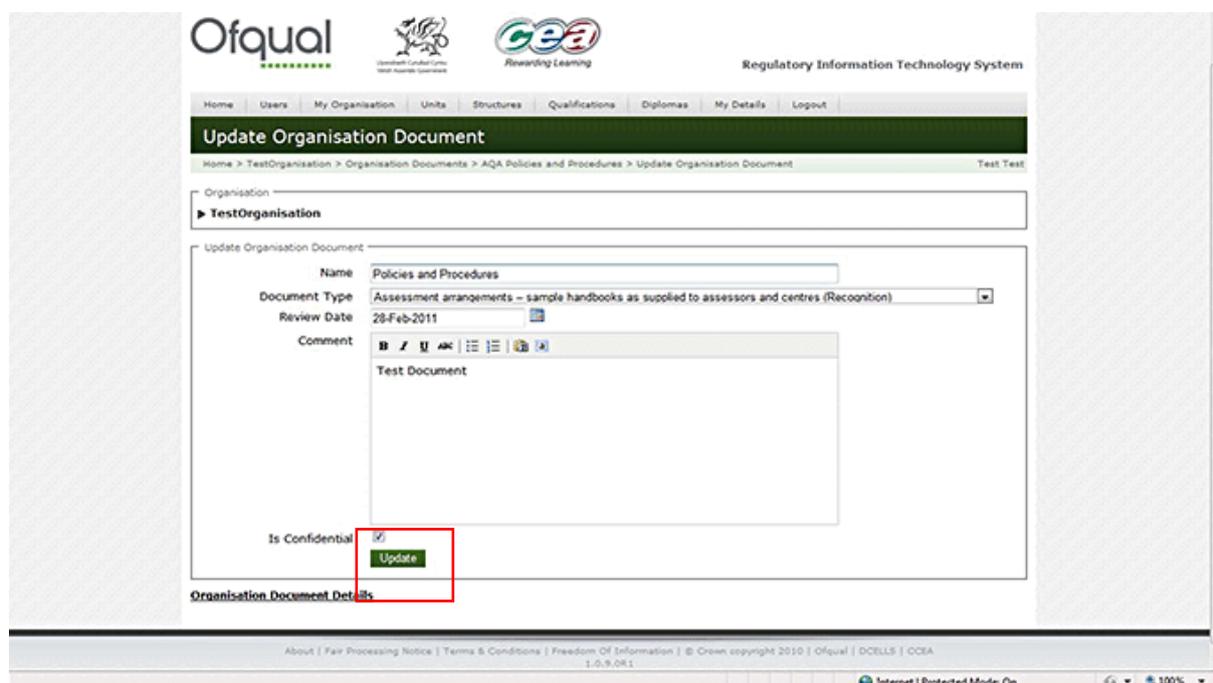


2.19 Update a document

To update the document details (properties), perform the following:

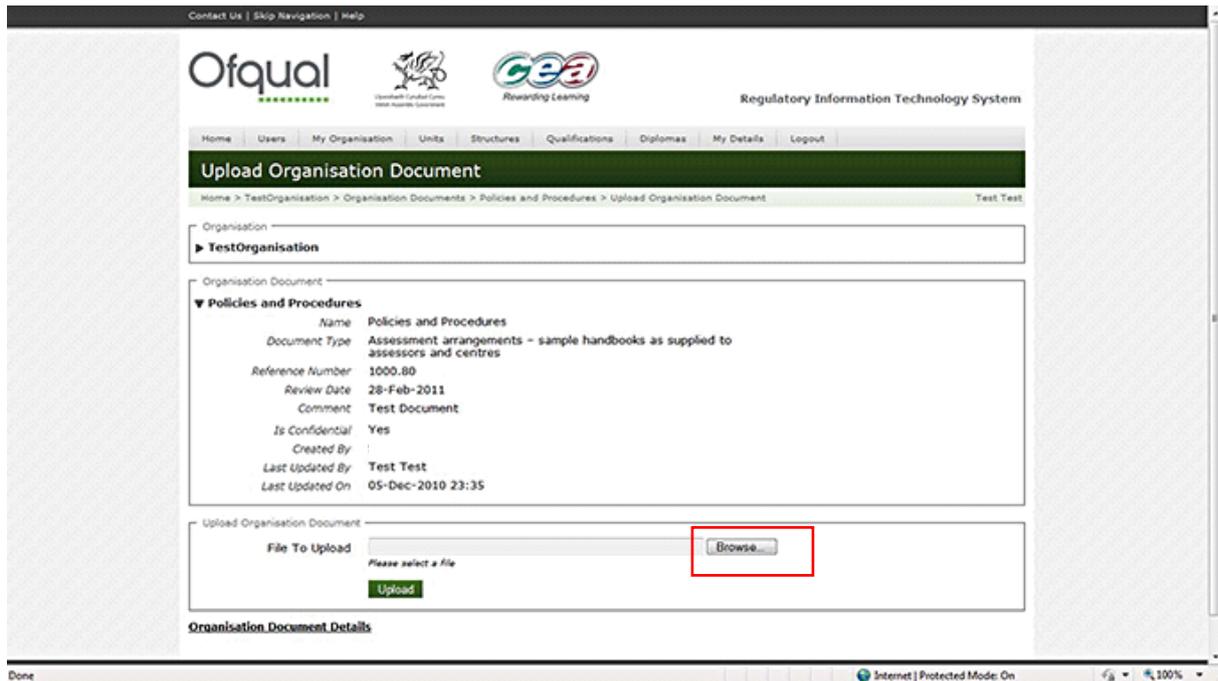
- Select the organisation document from the list at the foot of the page. This allows you to change:
 - document name, for example to append or change a document version number

- type ID
 - review date
 - comment attached to the document. Always use the 'Paste As Text' function and then apply any necessary formatting within the textbox. This will maximise the number of characters you can enter in these textboxes. The 'Select All' button (far right) selects all the contents of the textbox. This function will select all visible and hidden content, making it useful should the user want to completely clear the textbox and start again.
2. Once you have completed the update, click the Update button, as shown below.



2.20 Upload a new version of a document

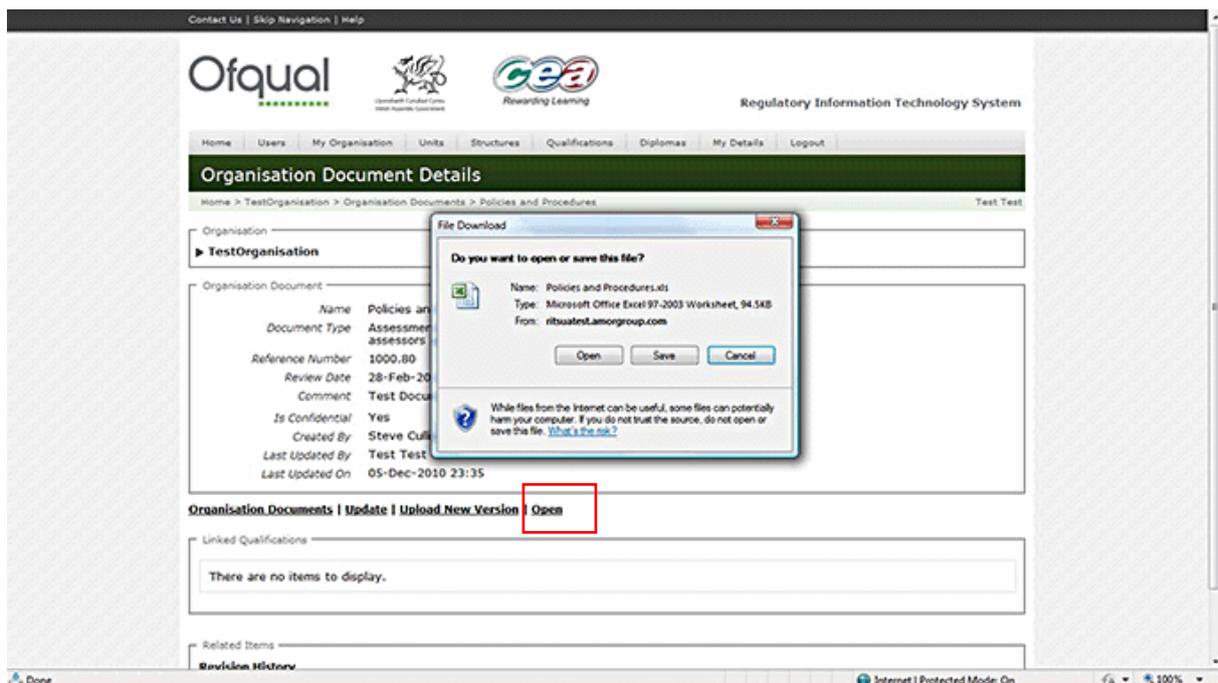
1. Select the document for which you wish to upload a new version from the Organisation Document screen.
2. Select the Upload New Version link.
3. Click on the Browse button, as shown below, and select the new version to be uploaded. Note: the new version should always be in the same format as the original, e.g. if the original was PDF the update also needs to be PDF.



4. Click on the Upload button.

2.21 Open a document

1. From the Organisation Documents list select the document to be opened from the list at the foot of the page. This displays the Organisation Document Details screen (see below).
2. Click the Open link, and then click the Open button on the dialogue box that appears (see below). This opens the document in the application it was created in and allows you to view the contents of the document on the system.



2.22 Revision history

To access the revision history, select a document from the list at the foot of the Organisation Documents screen, and click the Revision History button at the bottom of the page. An example is shown below.

Regulatory Information Technology System

Home | Users | My Organisation | Units | Structures | Qualifications | Diplomas | My Details | Logout

Organisation Document Versions

Home > TestOrganisation > Organisation Documents > Policies and Procedures > Organisation Document Versions

Organisation: TestOrganisation

Organisation Document: Policies and Procedures

Organisation Document Details

Version	Reference Number	Created By	Created On	Review Date
2	1000.80	Test Test	05-Dec-2010 23:35	28-Feb-2011
2	1000.80	Test Test	05-Dec-2010 23:34	28-Feb-2011
1	1000.80		27-Aug-2010 10:23	28-Feb-2011

Organisation Document Details

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2.23 View the organisation documents list

To view the organisation documents list, click the My Organisation menu button at the top of the page, and then click the Documents button. The list of documents uploaded by the organisation appears at the foot of the page, as shown below.

Regulatory Information Technology System

Home | Users | My Organisation | Units | Structures | Qualifications | Diplomas | My Details | Logout

Organisation Documents

Home > TestOrganisation > Organisation Documents

Organisation: TestOrganisation

Search Organisation Documents

Name:

Document Type: Any

Document Type Categories: Accreditation, Recognition, Organisation Monitoring, Qualification Monitoring

Please Note - It is possible to search by either Document Type or Document Type Categories but not both.

Last Updated Date From:

Last Updated Date To:

Review Date From:

Review Date To:

Search

My Organisation Details | Create Organisation Document

Name	Type	Reference Number	Comment	Is Confidential	Last Updated By	Last Updated On	Review Date
Test Doc1	Assessment arrangements - sample handbooks as supplied to assessors and centres	1000.1		Yes		04-Jun-2010 17:06	

Done

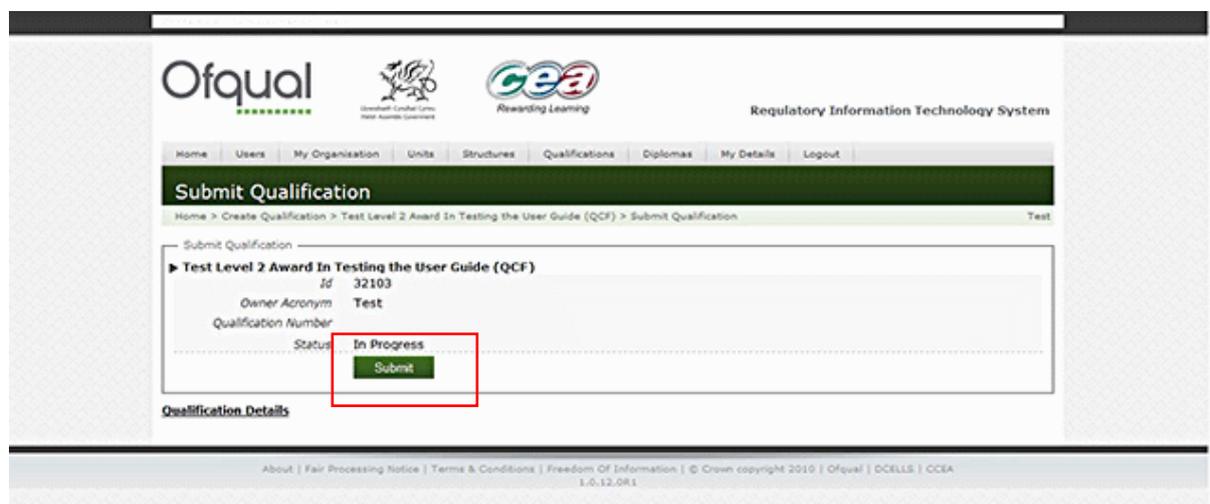
Internet | Protected Mode: On

95%

2.24 Submit qualification

Once you have completed all the mandatory fields and the declarations you are ready to submit the qualification to be regulated.

1. Select a qualification from the search list (or when you have created your qualification and attached support and expected uptake) and select the Submit button. The Submit Qualification screen is shown below.



2. Click the Submit button in order to submit the qualification.

RITS verifies that:

- declaration 1 = 'Yes'
- if Inclusion in Diploma/ASL catalogue = 'Yes', declaration 2 = 'Yes' and the user's organisation has component awarding organisation = 'Yes' in their operational plan
- the selected structure has a validity of 'Valid' and a status of 'Banked'
- the qualification is associated with at least one document whose type has accreditation = 'Yes'
- each expected update for the qualification has a value greater than 0.

RITS sets the status of the qualification to 'Submitted' if either:

- Pilot = 'Yes'
- a match is found in accreditation requirements for your organisation against the qualification type, qualification sub type and sector subject area
- the current status is 'Rejected'.

If none of the above apply the status is set to 'Regulated'.

The RITS contacts for your organisation are sent an email stating the outcome of the submission. If the qualification status is set to 'Submitted' it is subject to the accreditation process.

2.25 Amend qualification

Amendments to structures and/or qualifications vary depending on their status.

Note: a qualification that has not been accepted, i.e. is not yet regulated with a qualification number, behaves differently when rejected to a qualification that has been previously accepted (does have a qualification number).

Status and RITS behaviour:

- In Progress structures (which cannot be part of a qualification) must make structure changes through the Structure Update function.
- Banked structures without a qualification must make structure changes through the Structure Details screen using the Amend/Bank/Rollback functions.
- Banked structures with a qualification in the 'In Progress' or 'Rejected' status must make:
 - structure changes through the Structure Details screen using the Amend/Bank/Rollback functions
 - qualification changes using the Qualification Update function.
- Banked Structures with a qualification that has been submitted can only make structure changes or qualification changes after the accept/reject has been made by the approver at Ofqual.
- Banked structures with a qualification that have been accepted cannot make structure changes – this is only possible through the Qualification Amend link (and related workflow). The Structure Amend/Bank/Rollback functions are not available.

Notes

The Qualification Amendment process is designed to create a 'current' and a 'new' copy of both the qualification and its related structure. The system will hold (during the period of the amendment) two qualifications with the same qualification number and two structures with the same reference number.

One copy represents the 'current' (regulated) values; the other copy represents the 'amended' (new) values. Only the new (amended) copy can be submitted and subsequently accepted or rejected by Ofqual.

- *Acceptance* means the amended values in the new pair will replace the values in the current copy.
- *Rejection* means the awarding organisation can make more changes and submit the amendment once again – or decide to abandon the amendment with a rollback.

All these actions are driven through the qualification's Amend/Submit/Rollback functions. The structure's Amend/Bank/Rollback functions are not available.

2.25.1 Amend qualification process

1. Select a qualification from the search results and click the Amend button. The Amend Qualification screen is shown below.

Contact Us | Skip Navigation | Help







[Home](#) | [Users](#) | [My Organisation](#) | [Units](#) | [Structures](#) | [Qualifications](#) | [Diplomas](#) | [My Details](#) | [Logout](#)

Amend Qualification

Home > Qualifications > ATO Level 2 Award In Mathematics (FS QCF) > Amend Qualification Admin Add

Amend Qualification

Organisation Reference

Pilot

Preferred Title

Operational Start Date 01-Nov-2010

Review Date 31-Oct-2013

Operational End Date

Certification End Date

Minimum Guided Learning Hours

Maximum Guided Learning Hours

Offered in England?

Offered in Wales?

Offered in Northern Ireland?

Will you be applying for funding in England?

Will you be applying for funding in Wales?

Will you be applying for funding in Northern Ireland?

By selecting Yes to the funding application questions above this information will be passed to the relevant funding agencies. If you are not content with this please change your answers to No.

Do you want this Qualification to be eligible for the Entitlement Framework in NI?

Can only be eligible for Entitlement Framework in NI when applying for funding in NI.

If yes, in what category
EF Key Stage 4 Applied Level 1
 EF Key Stage 4 General Level 2
 EF Key Stage 4 Applied Level 2
 EF Post 16 General Level 3
 EF Post 16 Applied Level 3

Only select Entitlement Framework Categories if you want this Qualification to be eligible for the Entitlement Framework.

Assessment Language

English

Welsh

Irish

Approved By SSC

SSC

SSC Reference Number

Other Appropriate Support

Overall Grading Type

Assessment Methods
Coursework
 E-assessment
 Multiple Choice Examination
 Oral Examination
 Portfolio of Evidence
 Practical Demonstration/Assignment
 Practical Examination
 Task-based Controlled Assessment
 Written Examination

Exemptions

Further Information

Is the Qualification appropriate for the following Age Ranges?

Pre-16

16-18

18+

19+

Is the Qualification appropriate for inclusion in?

Diploma/ASL Catalogue

Apprenticeships

Foundation Learning

Declaration

I confirm that I understand that the declarations made by the awarding organisation when this qualification was first regulated continue to apply.

Amend

Qualification Details

2. Provide any of the following information:

Field	Validations/recommendations or tips for input	Mandatory
Structure	NA	Yes
Organisation Reference	Maximum length of 100 characters	No
Pilot	NA	No
Preferred Title	Maximum length of 100 characters	No
Operational Start Date	Must be in future	Yes
Review Date	Can be up to five years from current date	Yes
Minimum Guided Learning Hours	Must be greater than or equal to one	Yes
Maximum Guided Learning Hours	Must be left blank or greater than or equal to the minimum guided learning hours	Yes
Diploma Guided Learning Hours	RITS adds the Min GLH to this field but it can be overwritten – must be greater than 0 if ASL selected	Only if ASL
Offered in England	At least one 'Offered in' must be selected	Yes
Offered in Wales	At least one 'Offered in' must be selected	Yes
Offered in Northern Ireland	At least one 'Offered in' must be selected	Yes
Will You Be Applying for Funding in England?	NA	No

Field	Validations/recommendations or tips for input	Mandatory
Will You Be Applying for Funding in Wales?	NA	No
Will You Be Applying for Funding in Northern Ireland?	NA	No
Do You Want This Qualification to Be Eligible for the Entitlement Framework in NI?	NA	No
Entitlement Categories	Choose according to qualification size if EF is selected	No
Assessment Language	At least one must be selected	Yes
Approved by SSC	NA	Yes, if QCF qualification
SSC	NA	Yes (if Approved by SSC = 'Yes')
SSC Reference Number	NA	No
Overall Grading Type	NA	Yes
Assessment Methods	At least one method must be chosen from the list available – confirm all outcomes are covered if multiple choice is selected on its	Yes

Field	Validations/recommendations or tips for input	Mandatory
	own	
Exemptions	NA	No
Age Ranges	If age ranges 16–18 = 'Yes'; age ranges 18+ cannot be selected	Yes, if applying for funding
Inclusion in	If Diploma/ASL catalogue = 'Yes'; funding in England = 'Yes'	Yes, if applying for funding

- Use the Qualification Comments field to add your rationale for the amendment. The SSC support letter should support the changes. If the amendment does not affect the structure or outcomes you may be able to explain it in this field and refer to the original support letter. This must be clarified in the Qualifications Comment field.
- Click the Amend button in order to amend the qualification.

RITS sets the status of the qualification to 'Under Amendment Regulated' and creates a copy of the qualification with a status of 'Under Amendment in Progress' if either:

- pilot = 'Yes'
- a match is found in accreditation requirements for your organisation against the qualification type, qualification sub type and sector subject area.

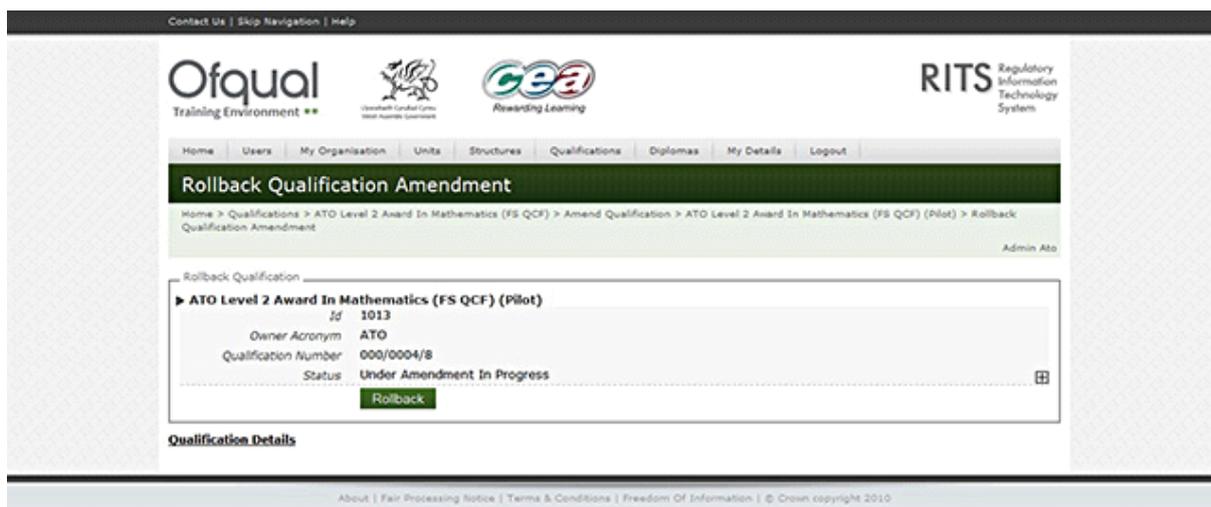
If either of the above does not apply then the amendment is processed immediately.

All further amendments to the qualification are done to the copy with status 'Under Amendment in Progress'. Once all changes are made to the qualification, and the relevant updated documents are attached, the qualification is submitted to the regulator and is subject to the accreditation process.

2.26 Rollback amendment

If you have made a mistake you can choose the rollback function to go back to the previous status and either start again or leave it as it was.

- Select a qualification from the list and click the Rollback button. The Rollback Qualification Amendment screen is shown below.



2. Click the Rollback button in order to rollback the qualification amendment.

RITS:

- deletes the copy of the qualification with status 'Under Amendment in Progress' or 'Under Amendment Rejected'
- sets the status of the qualification back to 'Regulated Manual'.

2.27 Set end dates

This can be used as a bulk activity to set new operational end dates on a selection of, or on individual, qualifications. Remember that this will mean the qualification will expire after that date and a certification end date also needs to be set.

2.27.1 Operational end dates (OED)

- If you set an operational end date this means that the qualification is to be withdrawn from the register on that date and no more registrations can be made.
- It is the equivalent of the old accreditation end dates on WBA.
- Once the operational end date has passed RITS will set the status to withdrawn.

2.27.2 Certification end dates (CED)

- If you set an operational end date then you must also set a certification end date – this is the date up to which a candidate or learner can be certificated and allows a reasonable time for those who registered late for a qualification, or even on the operational end date itself, to be able to complete their study.
- The recommended time scales are:

- one year after the operational end date for Entry level and Level 1 qualifications
 - two years after the operational end date for level 2 qualifications
 - three years after the operational end date for qualifications at level 3 and above.
- These time scales are not regulated and are only a guide based on the experience of centres and awarding bodies.
 - If you want a different period, either longer or shorter and for any reason, add an explanation in the Qualification Comments.
 - You can still change the operational end date and certification end date if the certification end date is in the future – once the certification end date has passed the qualification is not available.

2.27.3 Set end dates process

1. Hover the mouse over the Qualifications menu button at the top of the page and select Set End Dates. The Set Qualification End Dates screen is shown below.

Ofqual Training Environment

RITS Regulatory Information Technology System

Home Users My Organisation Units Structures Qualifications Diplomas My Details Logout

Set Qualification End Dates

Home > Set Qualification End Dates Admin Ab

Set End Dates Qualification

Qualification Type: Any

Qualification Sub Type: Any

Qualification Level: Any

Qualification Sub Level: Any

Sector Subject Area: Any

Qualification Id: _____

Title: _____

Qualification Number: _____

Operational Start Date From: _____ To: _____

Operational End Date From: _____ To: _____

Certification End Date From: _____ To: _____

Regulation Start Date From: _____ To: _____

Search

QN	Title	Type	Level	Status
000/0006/1	ATO Level 2 Award In Mathematics (QCF)	QCF	Level 2	Regulated

Operational End Date: _____

Certification End Date: _____

Set End Date Rationale: Other

Declaration:

I confirm that I understand that the declarations made by the awarding organisation when this qualification was first regulated continue to apply.

Set End Dates

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Only qualifications with a status of 'Regulated' and 'Regulated Manual' are returned.

2. Enter search criteria, if required, to reduce the list.
3. Select the qualifications to which you want to set end dates.
4. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Operational End Date	Must be: greater than or equal to operational start date greater than the review date greater than or equal to current date and time	Yes
Certification End Date	Must be greater than or equal to operational end date	Yes
Rationale	NA	Yes
Declaration	NA	Yes

5. Click the Set End Dates button to set the operational end date and certification end date for the checked qualifications.

2.28 Clear end dates

1. Hover the mouse over the Qualifications menu button at the top of the page and select Clear End Dates. The Clear Qualification End Dates screen is shown below.

Only qualifications with a status of 'Withdrawn' are returned.

2. Enter search criteria, if required, to reduce the list.
3. Check the qualifications to clear end dates.
4. Provide the following information:

Field	Validations/recommendations or tips for input	Mandatory
Rationale	NA	Yes
Declaration	NA	Yes

5. Click the Clear End Dates button to clear the operational end date and certification end date for the checked qualifications.

The status of the checked qualifications is set to 'Regulated' or 'Regulated Manual'.

2.29 Review qualifications

Use this function to review the date only. If you want to make any other changes at the same time this should be done via an amendment.

1. Hover the mouse over the Qualifications menu button at the top of the page and select Review Qualifications. The Review Qualifications screen is shown below.

Only qualifications with a status of 'Regulated' and 'Regulated Manual' are returned.

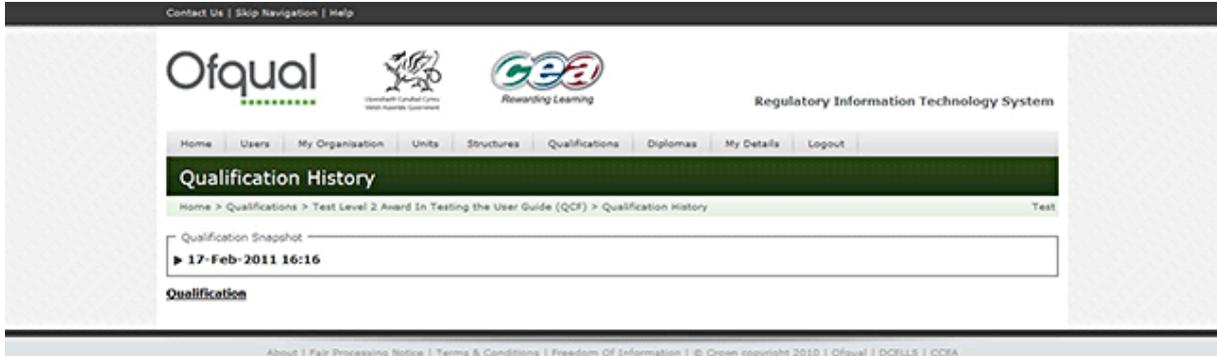
2. Enter search criteria, if required, to reduce the list.
3. Check the qualifications to be reviewed.
4. Provide the following information:

Field	Validation	Mandatory
Review Date	Must be greater than the current date and time	Yes

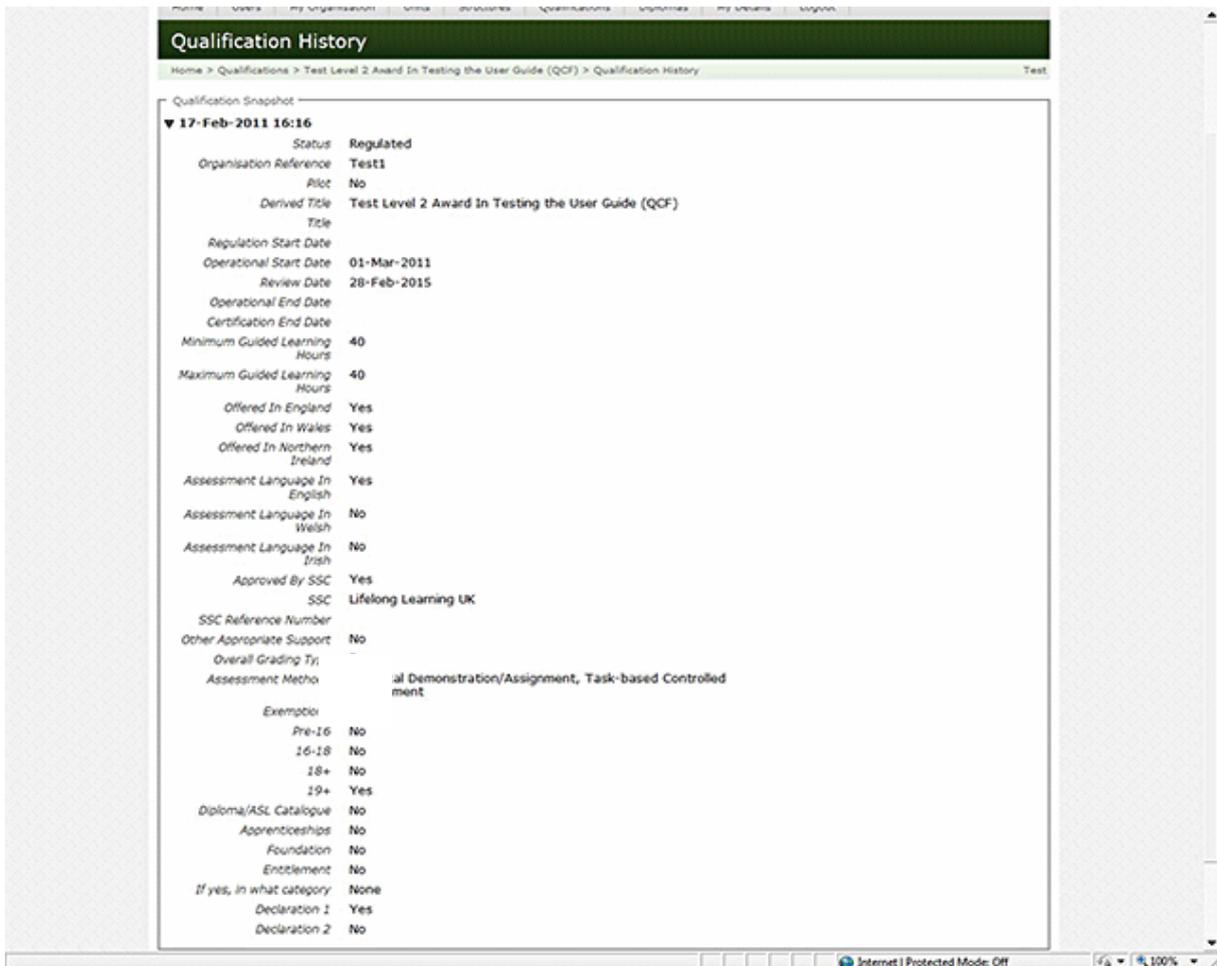
5. Click the Review button to set the review date for the checked qualifications.

2.30 Qualification History

The history displays an audit trail of what has happened to the qualification. Select a qualification from the search results and click the Review History button. The Qualification History screen is shown below.



RITS displays a list of changes made to a qualification. To view the details expand the qualification snapshot shown below.



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