

Signing off a Qualification

Signing off a qualification moves everything at qualification level to 100% complete regardless of whether the qualification is 100% complete or not.

The sign off date appears in the table below:

Qualifications	Start date	End date	Assessor sign-off date	Verified
BTEC Extended Diploma in Business L3 (QCF) Edexcel 500_6746_1 (701)	19/03/2013	19/03/2014	31/07/2014	
Business Administration NVQ Level 3 (11)	19/03/2013	19/03/2014		
ERR (Employee Rights and Responsibilities) (840)	19/03/2013	19/03/2014	19/06/2014	19/06/2014
PLTS: A framework of personal, learning and thinking skills (832)	19/03/2013	19/03/2014	31/07/2014	

When viewing it at Unit status level the Qualification is shown as 100% complete, but the % complete at unit level does not change. Equally the unit sign off date is not automatically populated with a date, that being the qual sign off date. It remains empty.

PLTS: A framework of personal, learning and thinking skills (832)

Start date: 19/03/2013
End date: 19/03/2014

Overall qualification % completion to date: 100 %

Num	Unit title	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified
1	Independent enquirers (20689)	0	20/03/2013			
2	Creative thinkers (20690)	0	20/03/2013			
3	Reflective learners (20691)	0	20/03/2013			
4	Team workers (20692)	0	20/03/2013			
5	Self-managers (20693)	0	20/03/2013			
6	Effective participators (20694)	0	20/03/2013			

You can always go back and sign the unit off after qualification should you need to do so. When signing off a unit, regardless of % complete, the sign automates the % completion to 100%
 In the above example for unit 1 which was 0% complete on signing off it changed to 100% complete:

PLTS: A framework of personal, learning and thinking skills

Start date: 19/03/2013 Overall qualification % completion to date: 100 %
 End date: 19/03/2014

Num	Unit title	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified
1	Independent enquirers (20589)	100	20/03/2013	31/07/2014	not required	
2	Creative thinkers (20590)	0	20/03/2013			
3	Reflective learners (20591)	0	20/03/2013			
4	Team workers (20592)	0	20/03/2013			
5	Self-managers (20593)	0	20/03/2013			
6	Effective participators (20594)	0	20/03/2013			