Adding a New Qualification

When adding a new qualification to your centre there are several tasks to complete.

Setting up a new qualification:

As Organisation administrator -

1) Adjust minimum requirements (if required)
2) Archive units (if required)
3) Assign default units (if required)

Please see training video for Org Admin – (Qual set up) - http://skillwise.net/support/training-videos/

As Centre Administrator:

1) Assign qual to assessors
2) Assign qual to learners
3) Let assessors know they can start assigning units and using new qual