

## Assessment plan, I can't link it to a learner.

The screenshot shows the 'Apply to learners' interface. At the top, there are five tabs: 'View, edit or apply assessment plan templates', 'Create new assessment plan templates', 'File library', 'Internal verifier assessor feedback reports', and 'External verifier assessor feedback reports'. Below the tabs is a table with the following columns: 'Name', 'Additional unit assignments required', 'Email', 'Notify learner by email', 'Require learner's confirmation', and 'No confirmation required'. The table contains six rows of learner data. The 'Additional unit assignments required' column for the rows 'Anderson03, Charles' and 'Test01, Ed' contains the text 'CU855' in red, which is highlighted by a red box. The 'Email' column for these two rows contains the value '0'. The 'Notify learner by email', 'Require learner's confirmation', and 'No confirmation required' columns contain checkboxes for each row.

Name	Additional unit assignments required	Email	Notify learner by email	Require learner's confirmation	No confirmation required
Anderson001, Charles		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson01, Charles			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson02, Charles			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson03, Charles	CU855	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anderson11, Charles		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test01, Ed	CU855	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If units appear in red as above, this means the learner is not doing these units and the assessment plan template cannot be applied – if necessary you will need to add the missing units to the learner in Unit Assignment tab.

If you still cannot assign the plan template, please check that the qualification is assigned to the learner.

If the unit is a shared one across different levels, the plan template needs to be created twice, once for each level for both qualifications and assigned as appropriate to the learner.

