

Adding default units to qualifications

The **Organisation Administrator** creates default units for qualifications.

Welcome Org Admin (Organisation administrator 144561) Logout options Help and training

VQ Manager

Home Organisations Centres Users

Organisation: DA Training (165)

Qualification: BTEC Certificate in Housing Practice L2 (QCF) (Edexcel) 600_1893_8 (1932)

Qualification options Employers New employer Minimum requirements Curriculum area New curriculum area

Customisable titles for qualification content
Please specify these items in lower case, singular

Unit	unit
Element	learning outcome
Assessment criteria	assessment criteria
Range statement	range statement
Knowledge and understanding	knowledge and understanding

Assessment criteria field labels

The learner needs to...	The learner needs to...
How the learner can do it...	How the learner can do it...

Scroll down to the Unit options area and select which units are required to be the default ones.

Unit options
NOTE: Archived units are not available for assigning to learners

	Archive	Default
1 Housing Provision and Housing Organisations (43810)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Customer Care in the Housing Context (43811)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Careers and Opportunities in Housing (43812)	<input type="checkbox"/>	<input type="checkbox"/>
4 Developing Skills for Working in Housing (43813)	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

The Centre Admin can then assign the default units to the learners when they are created. This will automatically allocate those particular units to the learner.

The screenshot shows the 'Edit user' page in Internet Explorer. The browser address bar shows the URL: <https://www.vqmanager.co.uk/cgi/radSVQ.cgi/eu?tr=144558&i=lfcgvccfsfccfkmcccrsgkgrfk&g=&org=165&sc=1&su=144577>. The page title is 'Edit user - Internet Explorer'. Below the browser window, there are two date input fields: 'Date certificate received' and 'Date sent certificate to learner'. The main section is titled 'Learner qualification assignments' and contains a table with the following columns: 'Qualifications', 'Assign qualification', 'Start date', 'End date', and 'Assign default units'.

Qualifications	Assign qualification	Start date	End date	Assign default units
BTEC Certificate in Housing Practice L2 (QCF) (Edexcel) 600_1893_8 (1932)	<input type="checkbox"/>			<input type="checkbox"/>
BTEC Diploma in Business Administration L2 (QCF) (Pearson) 601_3405_7 (1814)	<input checked="" type="checkbox"/>	01/11/2014	02/11/2015	<input checked="" type="checkbox"/>
BTEC Diploma in Business Administration L3 (QCF) (Pearson) 601_3406_9 (1815)	<input type="checkbox"/>			<input type="checkbox"/>
BTEC Diploma in Customer Service L2 (QCF) (Pearson) 601_3424_0 (1812)	<input type="checkbox"/>			<input type="checkbox"/>
BTEC Diploma in Customer Service L3 (QCF) (Pearson)	<input type="checkbox"/>			<input type="checkbox"/>

A tooltip box is present over the 'Assign default units' checkbox for the second row, containing the text: 'If checked, this option will add all default units from this qualification to the learner's unit assignments (if not already assigned). If the option is not checked, previously assigned units will NOT be removed from the learner.' Two arrows point from the tooltip to the 'Assign default units' checkboxes of the third and fourth rows.

If you have the Framework tracker switched on for your centre, the assessor still needs to go to “My Learners” then “Units assignment” tab and add a completion date for those default units to ensure the reporting will function correctly.