Activities after Centre Admin Training

Log in as the Centre Admin:

1. Have a look around at all the different tabs
2. Change your phone number
3. Set up 3 new learners
4. Edit a user –
   a. add an assessor
   b. give the user progress reviews at 12 week intervals
   c. change the working time to 500 hours
   d. extend the standard end date by one week
   e. change the date of birth year to 1965
5. See if there are an non active users in your centre
6. Set up a 3 new assessors
7. Set up a new IQA
8. Set up a new EQA
9. Set up an employer
10. Change the employer for 5 learners to the new employer (using bulk edit)
11. Check the unit assignment tick box is unticked so assessor can still assign units in their interface
12. Share a sampling plan (after IQA training)
13. Share an assessment plan (after assessor training)
14. Upload 2 documents to the file library
15. Share a document to 3 assessors
16. Share a document to all assessors
17. Review all learners progress in two places (after assessor training)
18. Review OTJ hours report (after assessor training)
19. Review the progress review report (after assessor training)
20. Archive a learner