

Assigning new qualification to assessors

When adding a new qualification to your centre don't forget to also assign the new qualification to the assessors too.

As Centre administrator – go to **Users > Users** then open the user profile of each assessor in turn. Scroll down to the **Assessor qualification assignments** section.

Assessor/tutor qualification assignments

Qualifications	
Diploma in Adult Care (England) L3 (C&G) 610_0789_4 (4034)	<input checked="" type="checkbox"/>
Diploma in Adult Care L3 (C&G) question bank (4224)	<input checked="" type="checkbox"/>
Diploma in Care L2 (C&G) 603_2660_8 (2744)	<input type="checkbox"/>
Diploma in Care L2 (C&G) question bank (4135)	<input checked="" type="checkbox"/>
Personal Data {OIEG} (4141)	<input checked="" type="checkbox"/>

Tick the new qualification.

If this is not done, the assessor will not be able to see and assess that qualification even if it has been assigned to the learner.