



USER GUIDE: Learner Registration

You can allocate the qualifications you have purchased to one or more of your learners via the Approved Centre Forum.

Follow the step-by-step guide below on how to register a learner(s).

- **Log in** to the Approved Centre Forum and, from the homepage, click the **Ordering & Administration** tab. From the Ordering & Administration page, select **Registration** from the left-hand side.

Note: If you would like to register a bulk number of learners in one easy process, see the Import Registration User Guide at the bottom of the webpage you are now on.

- You will now see a sub-menu has appeared on the left-hand side under Registration. Click **Learner Registration** to continue.

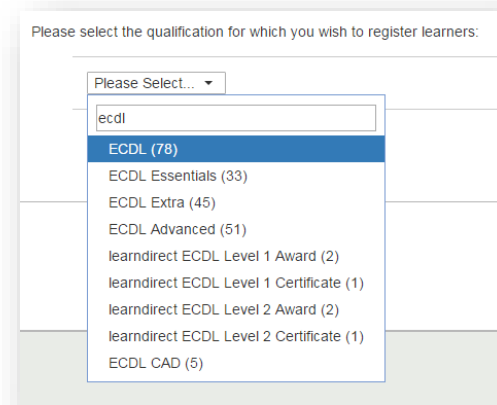
Note: If you are registering a learner to a flexiquial and would like to check your unit combination, select **Flexiquial Calculator** from the sub-menu.

- If you have registered additional assessment (satellite) sites, you will first need to select the site at which your learner(s) will be completing their tests.

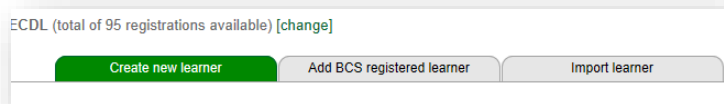
Please note: If you have not registered any satellite sites, this option will not appear.

The screenshot shows a web form titled "Learner Registration". Below the title, it says "Please select a site:". There is a dropdown menu with the selected option being "SAT6526 BCS Sat Site, North Star House, North Star Avenue, Swindon, Wiltshire, SN2 1FA".

- Select the qualification you wish to allocate by selecting it from the drop-down menu. Your list will only show qualifications that you have purchased credits for. Begin typing the name of the qualification and the list will filter.



- When you have selected your qualification, click **Continue**.
- You will now see 3 tabs at the top of the page. To register a new learner, select 'Create new learner', to register a learner that has previously been registered to a BCS qualification, select 'Add BCS registered learner'. Finally, to upload a bulk import, select 'Import learner'.



- When registering a new learner, complete all of the fields marked with a red star – these fields are mandatory. All other fields are optional – however, should any issues occur with certification, Client Services will be better able to resolve such issues if we can make contact with the learner via telephone and email.

Note: We will not use a learner's contact details for marketing purposes.



Ethnicity

BCS has a regulatory requirement to capture information on learner ethnicity. This information will be used anonymously as part of our qualification reviews to ensure that there is no discrimination against any particular learner characteristic. The information will be processed in accordance with Data Protection law and will be deleted on completion of the qualification review.

Please note: although the ethnicity field is mandatory, one of the options is 'Not Stated'.

- Once you have completed all of the fields, select **Add**.
- You should now see the learner's details below under 'Learner List'.

Learner List

| Edit | BCS ID | ULN | First Name | Last Name | Date of Birth |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|------------|-----------|---------------|
|   | | | Brian | Zebra | 01/01/1900 |

Confirm Registrations [cancel registrations]

- If you would like to amend any details, select the image of the file underneath 'Edit'. If you wish to remove the record completely, click the red X symbol.
- You can also now enter the details for another learner. Return to the top of the page, complete the fields and then click 'Add'. The additional learner(s) will appear on the Learner List.
- Once you have entered the details for all of the learners you wish to register, click **Confirm Registrations**.

Your registrations are now complete. You can print a copy of the registrations or export the list to Excel (spreadsheet) or XML (unicode). You can also click 'Create Import File' to create a file which can later be used to register your learner(s) for additional BCS qualifications using the bulk import facility.

If you experience any problems, please contact BCS Qualifications Client Services on 01793 417530 or email: qualifications@bcs.uk. If you are a learndirect centre, please contact ldsUPPORT@bcs.uk