



REGISTERING CANDIDATES ON APPRENTICESHIP STANDARDS

Log onto Web Portal 2 and click on the Apprenticeship tab.

IMI AWARDING WEB PORTAL 2

Home | Download QJMS Setup | Logout

Qualifications Apprenticeship QAA ATA AOM AMA IRTEC Candidate Centre ROC Checker Reports

Welcome to the IMI registration and certification portal (Web Portal 2)
This web portal (WP2) has been designed to work in conjunction with;

- Qualifications with complex 'Rules of Combination' (ROC)
- Accreditation schemes (including AMA and IRTEC)
- Quality Assured Programmes (QAP)

ROC Checker
We also provide you with a tool to assist with your planning - The ROC Checker. Centre personnel with a current PIN will have access. You can use this to check if a specific combination will be accepted for registration and certification. These can also be saved for future reference.

Instruction Documents
The IMI provide step by step instructions for all functionality on this web portal. Each tab now has its own step by step guide (Tab's QAP, IRTEC and AMA are covered in the Qualifications document:

- Qualifications
- ATA
- AOM
- Candidate
- Centre
- ROC Checker
- Reports
- Non-direct claims

If you are having difficulties in accessing these documents, please contact Membership services on centreadminsupport@theimi.org.uk

Confirmation Emails
Confirmation email produced by the registration and certification process may end up in your "junk" mailbox as they are web generated. Therefore please ensure the following have been added to your "safe senders" list:

- registrations@theimi.org.uk
- certifications@theimi.org.uk
- accreditations@theimi.org.uk
- QAP@theimi.org.uk

Please report any errors (names, spelling, DOB etc) as candidates' details, as registered, will appear on certificates and ID cards.

Batch Registrations

Select Batch from the Apprenticeship registration menu;

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Home | Download QJMS Setup | Logout

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Registration Claim Batch Spreadsheet

The Apprenticeship Standard(s) linked to your centre will be displayed. To choose the Apprenticeship Standard you wish to register on, click the button on the left hand side of the page (only one can be selected per batch).

Once the Apprenticeship Standard has been selected, the registration packages will appear below. Select the package required by clicking on the button on the left hand side of the page.

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Home | Download QJMS Setup | Logout

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Home >> Apprenticeship >> Registration >> Batch

Apprenticeship Standard Registrations
Use this screen to add apprenticeship package qualifications to a batch of candidates.

Save

Apprenticeship Standards

Select apprenticeship standard:

Select	Standard	Info
<input type="radio"/>	Autocare Technician ST0499 AP01	Please click here for more information on what is included within each package
<input type="radio"/>	Automotive Retail Motor Vehicle Service and Maintenance Technician Light Vehicle ST0033 AP02	Please click here for more information on what is included within each package
<input type="radio"/>	Automotive Retail Motor Vehicle Service and Maintenance Technician Light Vehicle ST0033 AP03	Please click here for more information on what is included within each package
<input type="radio"/>	Bus and Coach Engineering Technician Coach Builder ST0067 AP01	Please click here for more information on what is included within each package
<input type="radio"/>	Bus and Coach Engineering Technician Electrical ST0067 AP01	Please click here for more information on what is included within each package
<input type="radio"/>	Bus and Coach Engineering Technician Mechanical ST0067 AP01	Please click here for more information on what is included within each package
<input type="radio"/>	Bus and Coach Engineering Technician Mech/Elec ST0067 AP01	Please click here for more information on what is included within each package
<input type="radio"/>	Customer Service Practitioner L3 ST0072/AP02	Please click here for more information on what is included within each package
<input type="radio"/>	Customer Service Specialist L3 ST0071/AP01	Please click here for more information on what is included within each package
<input type="radio"/>	Heavy Vehicle Service and Maintenance Technician ST0068 AP01	Please click here for more information on what is included within each package

Select apprenticeship packages:

Select	Package Code	Description
<input type="radio"/>	ACAP01D	Autocare EPA ONLY
<input type="radio"/>	ACAP01C	Autocare Year 1 and 2 Gateway Package
<input type="radio"/>	ACAP01A	Autocare Year 1 Gateway Package
<input type="radio"/>	ACAP01B	Autocare Year 2 Gateway Package

Candidates

Existing Candidate Number Add Existing / Search New Candidate

Apprenticeship Start Date Apprenticeship Expected End Date EPA Expected Start Date Funding Type

Remove	Number	First Name	Surname	Date of Birth	Apprenticeship Start Date	Apprenticeship Expected End Date	EPA Expected Start Date	Funding Type
Add existing candidate or new candidate								

Purchase Order Number Save

Links to the packages available per Apprenticeship Standard are provided. This package list contains information on what is included and the retail price for each package.

Note: It is the Centre's responsibility to ensure candidate(s) are registered on the correct package.

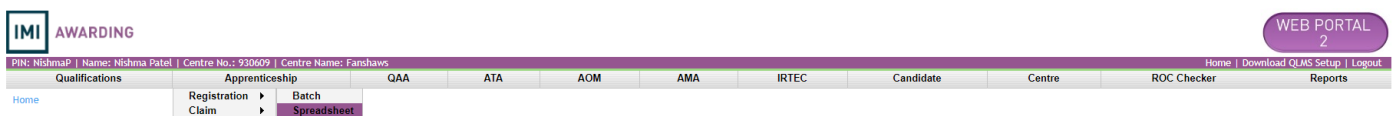
To register candidate(s) you can either 'Add Existing/Search' or you can add 'New Candidate'. The mandatory fields for Apprenticeship Standards are as follows;

- Apprenticeship Start Date
- Apprenticeship Expected End Date
- Date of Birth
- Title
- First name(s)
- Surname
- Gender
- ULN
- Email ID
- Candidate Phone Number (landline or mobile)
- Employer ERN
- Employer Company Name
- Employee Position
- Employer Postcode
- Employer Telephone
- EPA Expected Start Date
- Funding Type

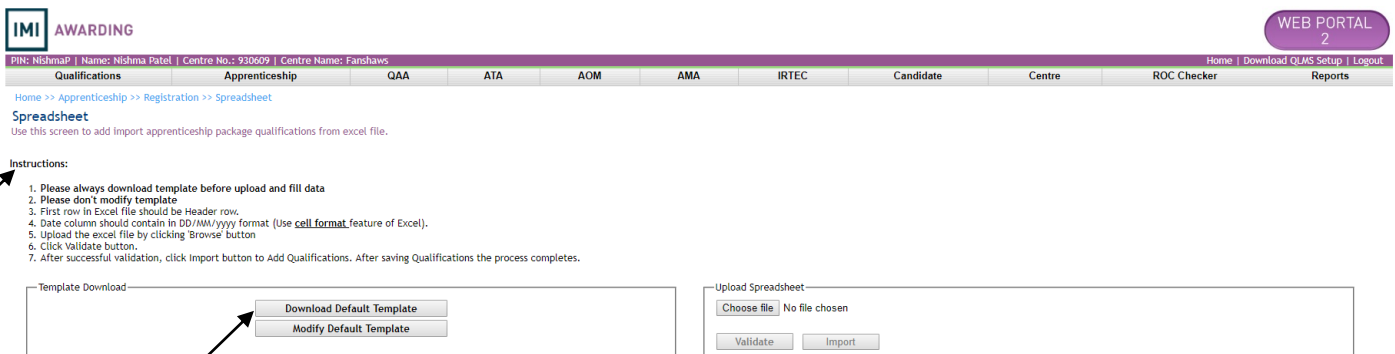
If you attempt to register an existing candidate who does not currently have all the mandatory criteria attached to their registration, the candidate's details will show on screen and the centre will need to provide the missing information before the registration process can be completed.

Spreadsheet Registrations

Spreadsheet option allows you to upload registrations for Apprenticeship Standards in bulk. Select Spreadsheet from the Apprenticeship registration menu;



We have a Template Download section where you can download, complete and upload for bulk registrations. Follow the instructions listed.



The spreadsheet registration contains drop down fields for the Apprenticeship Standards and the Packages;
Once the standard package has been selected, the package drop down list will become available to select from.

Standard	Package
Autocare_Technician_ST049	AP01
Autocare_Technician_ST0499_AP01	
Automotive_Retail_Motor_Vehicle	
Automotive_Retail_Motor_Vehicle	
Bus_and_Coach_Engineering_Tec	
Bus_and_Coach_Engineering_Tec	
Bus_and_Coach_Engineering_Tec	
Bus_and_Coach_Engineering_Tec	
Customer_Service_Practitioner_L2	

Standard	Package	Car
Autocare_Technician_ST049	AP01	
	ACAP01D	
	ACAP01C	
	ACAP01A	
	ACAP01B	

The downloadable default spreadsheet will include all mandatory fields required for registration.