

Web Portal Instruction Document

Centre

View Centres Page 2

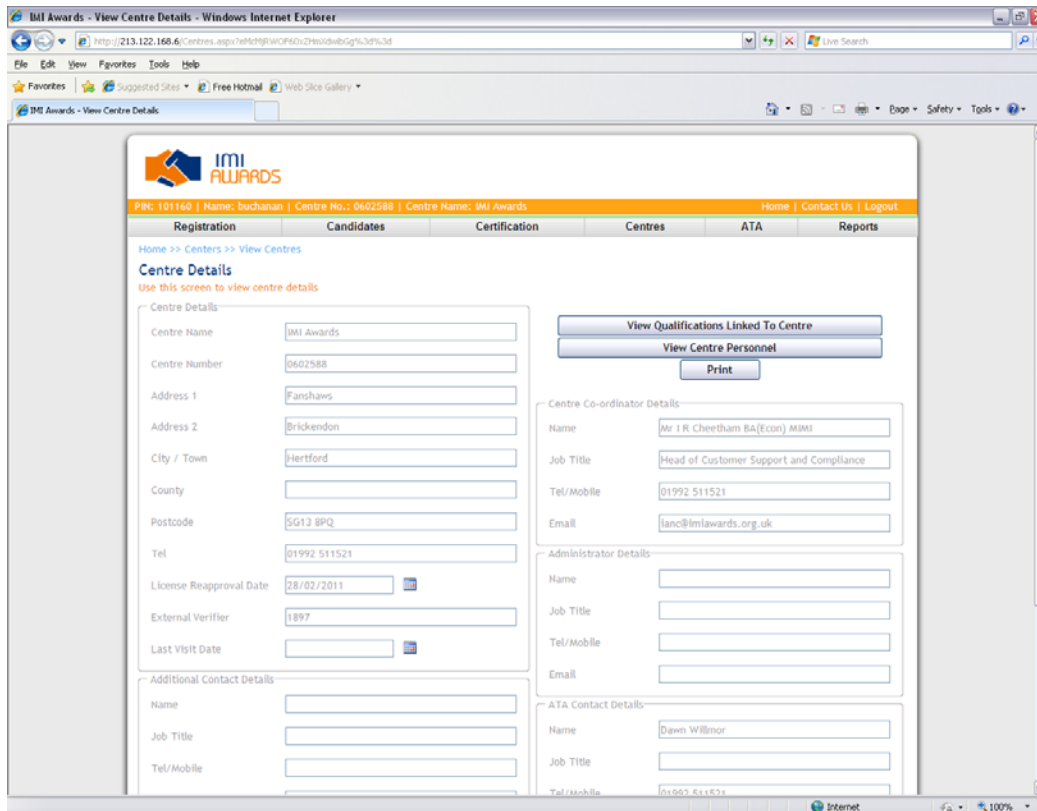
View Individual Personnel Page 6

View Centres

To view your centre details you will need to select **Centres** and then **View Centres**:



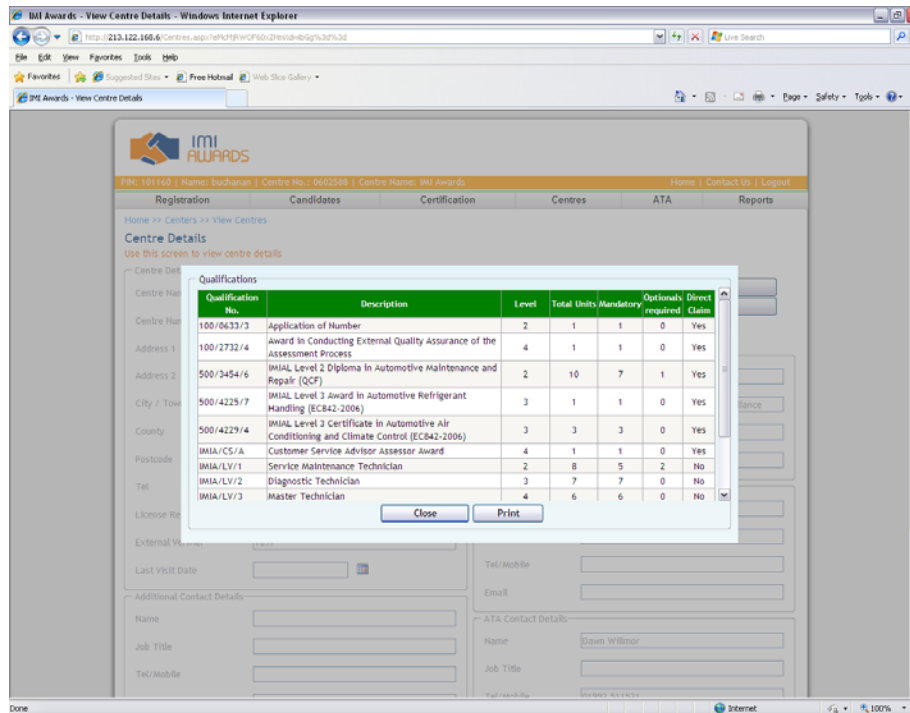
You will now be presented with the following page:



You will see all of your centre details on this page.

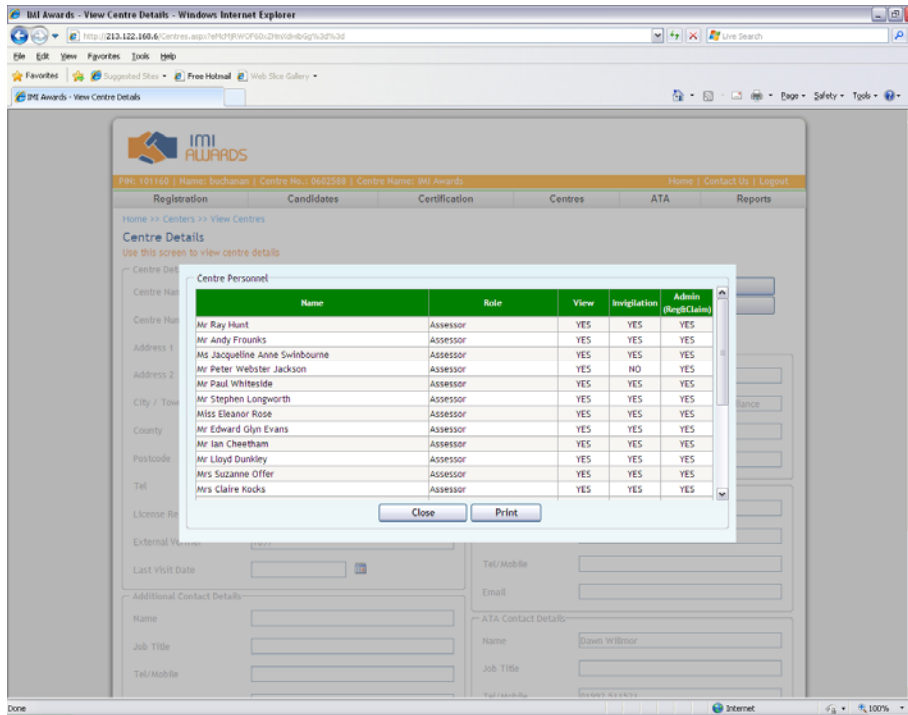
You can view your approved qualifications by clicking the **View Qualifications Linked to Centre** icon.

You will now the full list of qualifications your centre is approved to run:



You can also view your assessment/administration teams details by clicking the **View Centre Personnel** icon

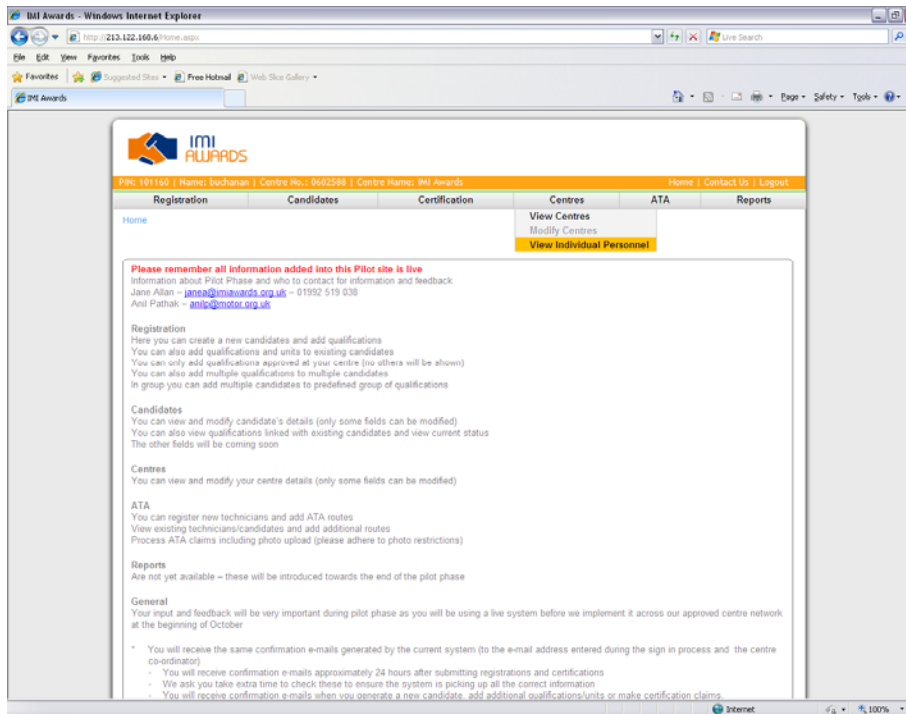
You will now see the full list of your assessment/administration teams details:



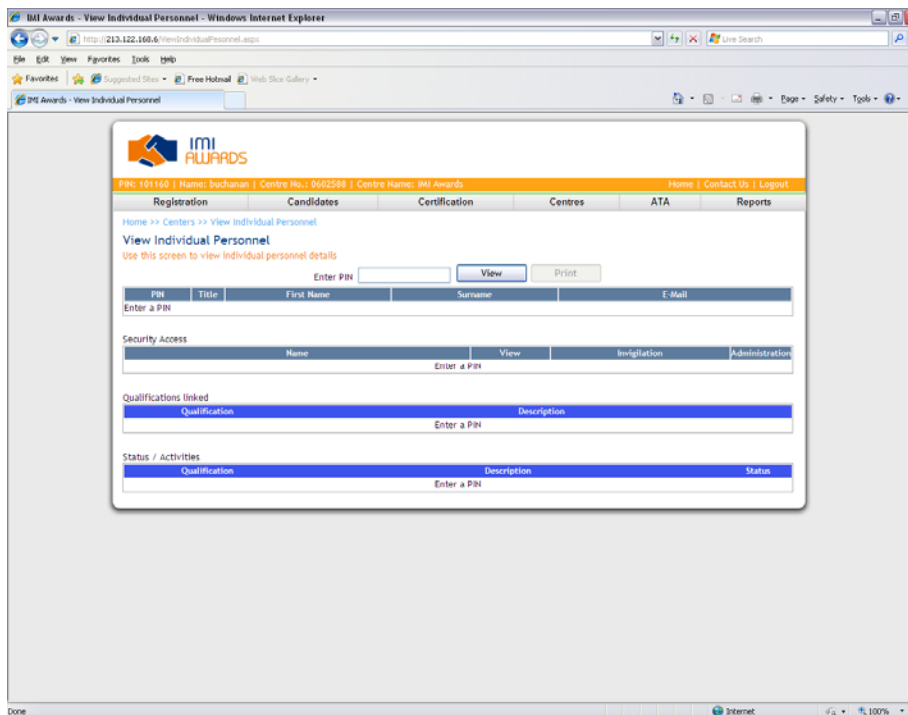
This function is now complete.

View Individual Personnel

To view individual records of your assessment/administration team, you will need to select **Centres** and then **View Individual Personnel** icon:

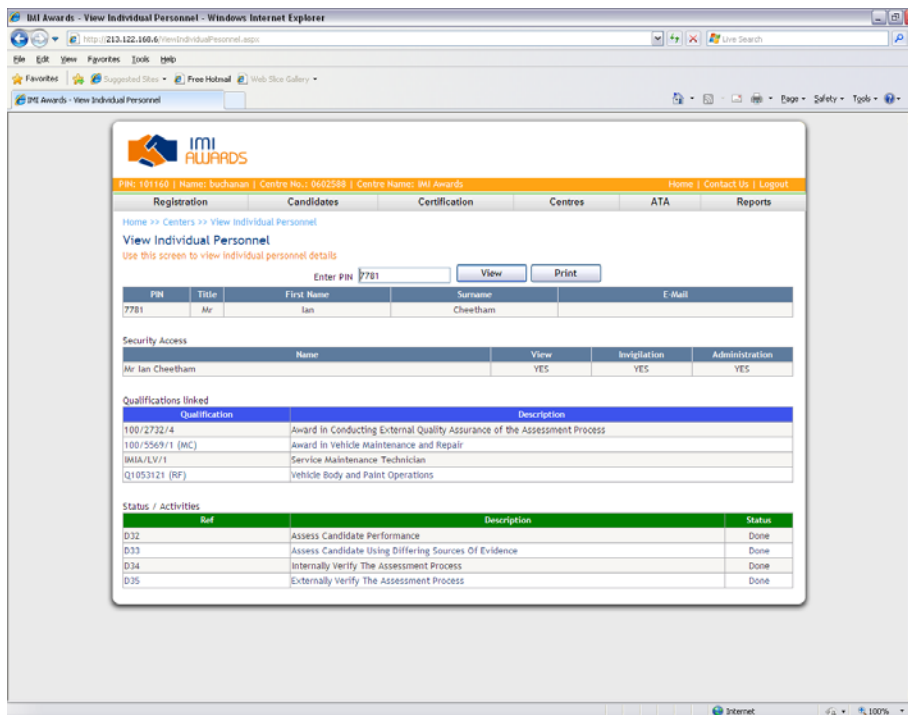


You will now be presented with the following page:



Insert the relevant PIN into the space provided and click on the **View** icon

You will now see all of the relevant information concerning the assessor, internal verifier or administrator:



The screenshot shows a web browser window displaying the 'View Individual Personnel' page. The page includes a navigation menu, a search bar for PIN, and several data tables.

Navigation Menu: Registration, Candidates, Certification, Centres, ATA, Reports

Search: Enter PIN: 7781 [View] [Print]

Personal Details Table:

PIN	Title	First Name	Surname	E-Mail
7781	Mr	Ian	Cheetham	

Security Access Table:

Name	View	Invigilation	Administration
Mr Ian Cheetham	YES	YES	YES

Qualifications linked Table:

Qualification	Description
100/2732/4	Award in Conducting External Quality Assurance of the Assessment Process
100/2569/1 (MC)	Award in Vehicle Maintenance and Repair
BMIA/LV/1	Service Maintenance Technician
Q1053121 (RF)	Vehicle Body and Paint Operations

Status / Activities Table:

Ref	Description	Status
D32	Assess Candidate Performance	Done
D33	Assess Candidate Using Differing Sources Of Evidence	Done
D34	Internally Verify The Assessment Process	Done
D35	Externally Verify The Assessment Process	Done

This function is now complete.