



WEB PORTAL 2 GUIDANCE

CENTRE

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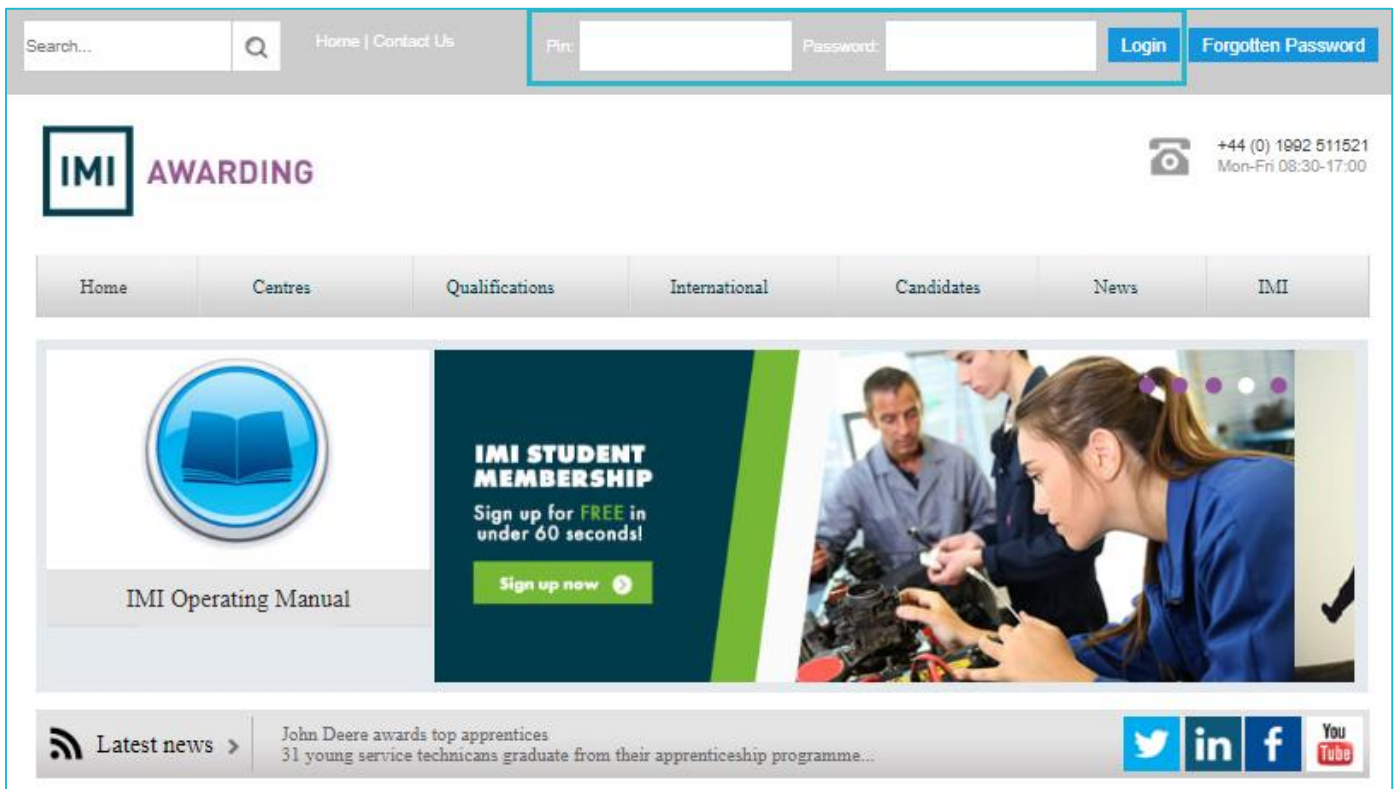
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Website Login

To access the IMI online registration and certification system, please visit the IMI website – <https://awarding.theimi.org.uk/>.

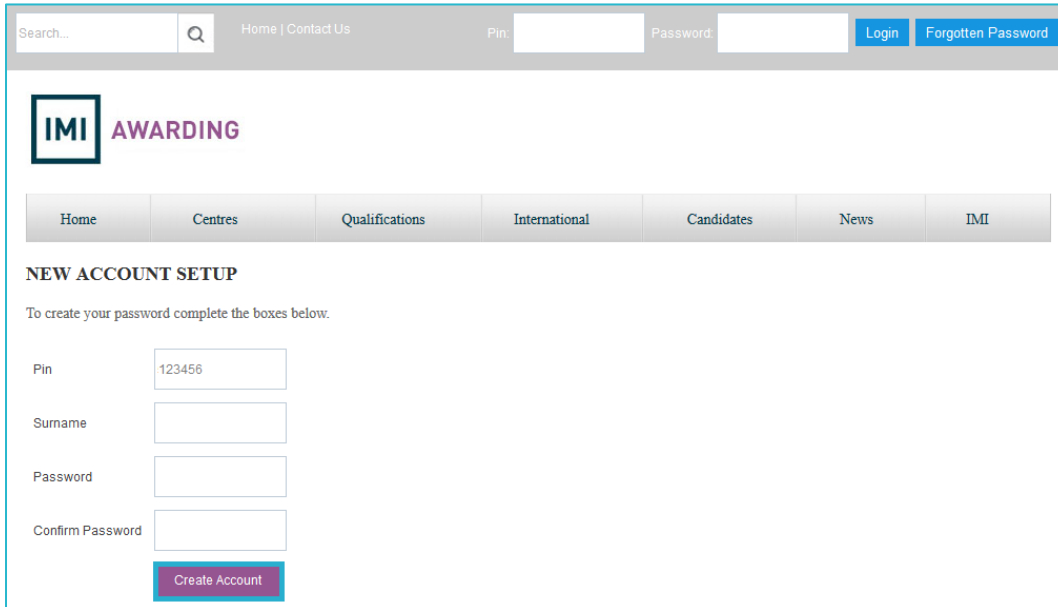
Note: if you are going to be using this regularly, you may want to add the IMI website to your web browser favourites/bookmarks.

The IMI Awarding website home page will be displayed:



Insert the **PIN** and **Password** and click **Login**.

If this is the first time logging on to the IMI website, insert the surname as the password. The **New Account Setup** page will be displayed:



Search... Home | Contact Us Pin: Password: [Login](#) [Forgotten Password](#)

IMI AWARDING

Home Centres Qualifications International Candidates News IMI

NEW ACCOUNT SETUP

To create your password complete the boxes below.

Pin

Surname

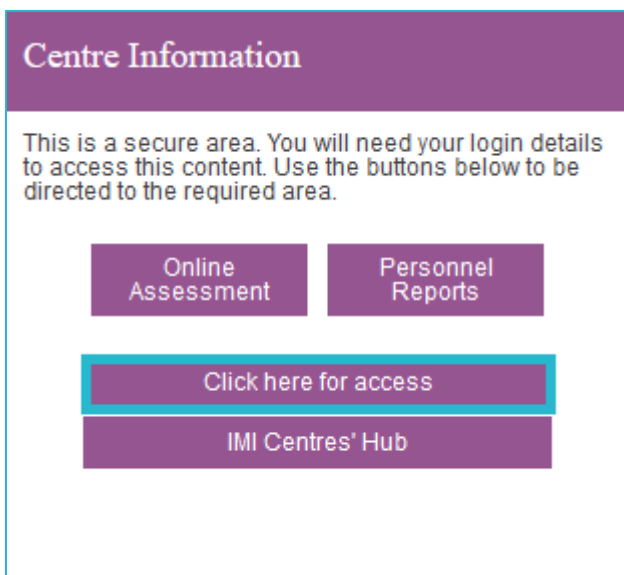
Password

Confirm Password

[Create Account](#)

Insert the surname, the required password and confirm the password. Click **Create Account** when ready.

Once the new account has been successfully created, click **Click here for access** from the homepage:



Centre Information

This is a secure area. You will need your login details to access this content. Use the buttons below to be directed to the required area.


[Online Assessment](#) [Personnel Reports](#)

[Click here for access](#)

[IMI Centres' Hub](#)

The **Web Portal 2** login page will be displayed:

Web Portal 2



**INSTITUTE OF THE
MOTOR INDUSTRY**
Driving the industry since 1920

Logon
This is a secure area, to continue you must sign as indicated below

PIN

Surname

Centre Number

Email Address

Re-Enter Email Address

Registration and certification confirmation emails will be sent to address provided above


Sign In

Date: 07/02/2020
Version 1.0

The PIN will already be populated (this has linked from the website login). Please complete all other details and click **Sign In**.

Note: Please ensure the email address is correct as all confirmation emails will be sent to this address.

Once successfully logged on, the Web Portal 2 homepage will be displayed:



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Web Portal 2

PIN: 123456 | Name: Name Details | Centre No.: 987654 | Centre Name: Name Details Home | Logout

Qualifications	Apprenticeship	QAP	IMI Accredited	Accreditation	IRTEC	Candidate	Centre	Reports
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Welcome to the IMI registration and certification portal (Web Portal 2)</p> <p>This web portal (WP2) has been designed to work in conjunction with;</p> <ul style="list-style-type: none"> Qualifications with complex 'Rules of Combination' (ROC) Accreditation schemes (including AMA and IRTEC) Quality Assured Programmes (QAP) <p>Covid-19 Update</p> <p>In light of the ongoing and increased uncertainty surrounding the COVID-19 coronavirus, we wanted to reassure you of the steps we're taking to ensure we continue to deliver a great service for you and also to reinforce our commitment to you at this difficult time. Click here for more information.</p> <p>Instruction Documents</p> <p>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:</p> <ul style="list-style-type: none"> Qualifications Apprenticeship Standards Accreditation AMA Candidate Centre ROC Checker Reports Non-direct claims <p>If you are having difficulties in accessing these documents, please contact Membership services on centreadminsupport@theimi.org.uk</p> </div> <div style="width: 45%;"> <p>Confirmation Emails</p> <p>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:</p> <ul style="list-style-type: none"> registrations@theimi.org.uk certifications@theimi.org.uk accreditations@theimi.org.uk QAP@theimi.org.uk <p>Please report any errors (names, spelling, DOB etc) as candidates' details, as registered, will appear on certificates and ID cards.</p> <p>Update</p> <p>As of 20th January 2020 Apprenticeship Standard registrations require additional mandatory fields to complete registration. For more information click here</p> <p>Apprenticeship Standards Registration guide has been updated to reflect these changes.</p> </div> </div>								

Centre

Define Registration Group – Create

From the Centre drop-down menu, select **Define Registration Group > Create**:

Centre	
Define Registration Group ▶	Create
	View

The define registration group page will be displayed:

Web Portal 2

Home | Logout

Define Registration Groups

Use this screen to define group with one or more qualifications for group registration.

Group Qualifications

Group Type: Qualifications

Add Qualifications

Qualifications

ATA

AOM

IRTEC

QAP

PAC

PDC

PRC1

PRC2

Group Header

Group Number:

Group Description:

Save

Select the relevant product category the **Group Type** drop down menu.

Click **Add Qualifications** and the qualification search box will be displayed:

Search Qualifications

Use this Screen to Search Qualifications

Qualifications

Enter Qualification Number / Description: Search...

OK Cancel

Search Results:

Add	Qualification No.	Description	Total Units Available	Mandatory Units Required	Optional Units Required
Click Search button to search qualifications					

Insert the qualification number or title and click **Search**. If the qualification number or title is not known, click **Search** and all approved qualifications will be displayed:

Add	Qualification No.	Description	Total Units Available	Mandatory Units	Optional Units
Add	500/6771/0	IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006) (VRQ)	1	1	0
Add	500/9679/5	IMI Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence	13	13	0
Add	500/9680/1	IMI Level 2 Diploma in Motorcycle Maintenance and Repair Principles (VRQ)	19	15	4
Add	500/9682/5	IMI Level 2 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence	12	12	0
Add	500/9684/9	IMI Level 3 Diploma in Motorcycle Maintenance and Repair Principles (VRQ)	20	16	4
Add	500/9685/0	IMI Level 3 Diploma in Motorcycle Maintenance and Repair Competence	20	16	4

Click **Add** next to the required qualification. Repeat this process until all qualifications have been selected and click **OK**.

If ROC needs to be selected, the **Status** section of the qualification will advise how many units/credits are required.

Each qualification is made up of mandatory and optional unit groups. Next to each group is **OK** or **NOT OK**.

If a group is **NOT OK**, the correct number of units/credits will need to be selected. Click the arrow icon to view the available units

Web Portal 2

Home | Logout

Qualifications | Apprenticeship | QAP | IMI Accredited | Accreditation | IRTEC | Candidate | Centre | Reports

Home >> Centre >> Define Registration Groups

Define Registration Groups
Use this screen to define group with one or more qualifications for group registration.

Save

Group Qualifications

Group Type: Qualifications

Number: 500/9810/X
 Title: IMI Level 2 Diploma in Vehicle Fitting Competence
 Level: 2 Min. Units: 14 Min. Credit: 61
 Status: Minimum 14 unit(s) should be added.
 Total 61 credit should be added.
 Total Credit value of units added of the same or above level should be minimum of 31
 All Unit groups are not validated.

Unit Group Details:

Group A: Mandatory Units (OK)

Group B: Optional Units (NOT OK)

Number: G0-500/9810/X-B
 Description: Group B: Optional Units
 M/O: Optional Min. Units: 2 Min Credit: 10
 Status: Minimum units not added.; Minimum credit not added.

Unit Details:

Add	Remove	Number	Title	Unit Ref. No.	Level	Credit Value
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	K/601/6383	Competency in Identifying and Agreeing Motor Vehicle Customer Service Needs	GBC	3	5
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	R/601/6247	Knowledge of How to Identify and Agree Motor Vehicle Customer Service Needs	GBK	3	5
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	D/601/4999	Competency in Assessing and Securing the Roadside Situation	RR03C	2	10

Group Header

Group Number:

Group Description:

Save

Click **Add** next to the relevant unit(s) to select them.

Note: Some units are linked. If 1 unit is selected, the linked unit will also be added.

Once all relevant units/credits have been selected, the **Status** section of the full qualification will show as **OK**:

Number: 601/3457/4
 Title: IMI Level 3 Diploma in Customer Service
 Level: 3 Min. Units: 9
 Status: OK

Unit Group Details:

Group A: Mandatory Units (OK)

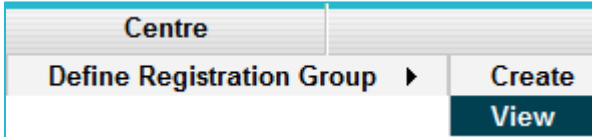
Group B: Optional Units (OK)

Group C: Optional Units (OK)

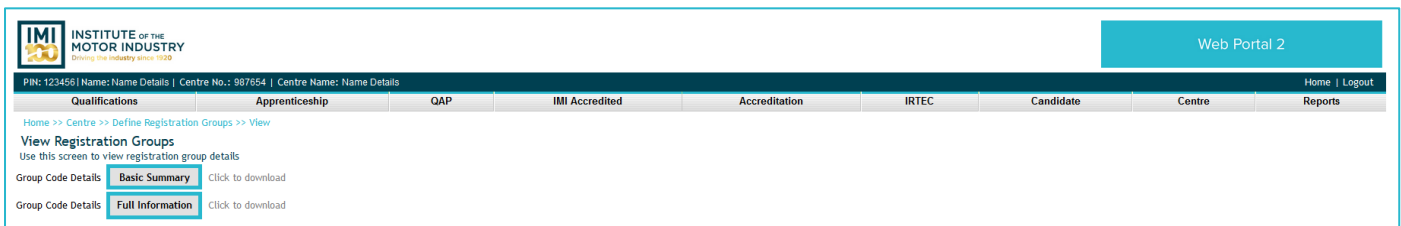
Insert a **Group Number** and a **Group Description** and click **Save**.

Define Registration Group – View

From the Centre drop-down menu, select **Define Registration Group > View**:



The view registration group page will be displayed:



Click **Basic Summary** or **Full Information** and open/save the spreadsheet.

- **Basic Summary** – this shows the **Group Number**, **Group Description** and **Category** (product):

Group Number	Group Description	Category
Fansha-AOM-010120	Test AOM Group	AOM
Fansha-NQC-010120	Test Accreditation Group	ATA
Fansha-QAA-010120	Test QAP Group	QAP
Fansha-QCF-010120	Test Qualifications Group	Qualifications

- **Full Information** – this shows all groups on separate tabs. This includes all information included within the basic summary plus the selected **Qualifications** and **Units**:

Group Number	Fansha-QCF-Accident	
Group Description	Acciden Repair Class 1	
Category	Qualifications	
Qualification Number	500/9679/5	
Qualification Title	IMI Level 3 Diploma in Vehicle Accident Repair Mechanical, Electrical and Trim (MET) Competence	
Group A: Mandatory Units		
Unit Number	Unit Title	Unit Reference Number
A/601/6338	Competency in Health, Safety and Good Housekeeping in the Automotive Environment	G0102C
D/601/6171	Knowledge of Health, Safety and Good Housekeeping in the Automotive Environment	G0102K
K/601/6237	Knowledge of Materials, Fabrication, Tools and Measuring Devices used in the Automotive Environment	G4K