



# Assigning and editing optional units

June 2021

Version 2



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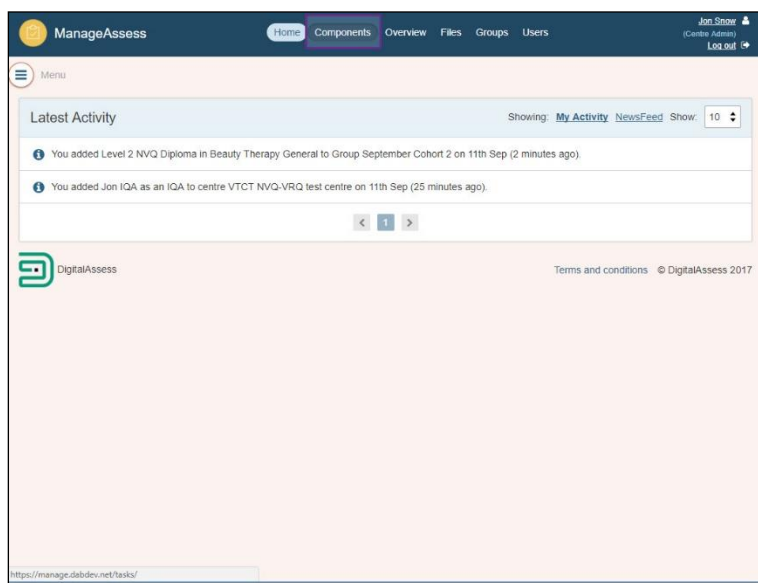


## 1. Assigning optional units

1) When a qualification is created and assigned to a group, all mandatory units for that qualification are automatically assigned to the learners.

Optional units need to be manually assigned.

Select Components.





## 2) Select Qualifications

ManageAssess Home Components Overview Files Groups Users Jon Snow (Centre Admin) Log out

Menu My Components Subscription Bank **Qualifications** Overview

Components for VTCT NVQ-VRQ test centre

Search Qualification Unit Group Status

Active

Name	Unit	Group
<a href="#">UB200B4 - Provide facial skin care treatment</a>	UB200B4 - Provide facial skin care treatment	September Cohort 2
<a href="#">UB200B4 - Provide facial skin care treatment</a>	UB200B4 - Provide facial skin care treatment	September cohort
<a href="#">UB200B5 - Enhance the appearance of eyebrows and eyelashes</a>	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September Cohort 2
<a href="#">UB200B5 - Enhance the appearance of eyebrows and eyelashes</a>	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September cohort
<a href="#">UB200B6 - Carry out waxing services</a>	UB200B6 - Carry out waxing services	September Cohort 2
<a href="#">UB200B6 - Carry out waxing services</a>	UB200B6 - Carry out waxing services	September cohort
<a href="#">UB200N2 - Provide manicure services</a>	UB200N2 - Provide manicure services	September Cohort 2
<a href="#">UB200N2 - Provide manicure services</a>	UB200N2 - Provide manicure services	September cohort
<a href="#">UB200N3 - Provide pedicure services</a>	UB200N3 - Provide pedicure services	September Cohort 2
<a href="#">UB200N3 - Provide pedicure services</a>	UB200N3 - Provide pedicure services	September cohort

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<https://manage.dabdev.net/tasks/qualifications/>

## 3) To the right of the qualification select Manage.

ManageAssess Home Components Overview Files Groups Users Jon Snow (Centre Admin) Log out

Menu My Components Subscription Bank **Qualifications** Overview

Qualifications for VTCT NVQ-VRQ test centre

Name	Code	Start	End	Actions
Level 2 NVQ Diploma in Beauty Therapy General	500/6839/7	--	--	<a href="#">Manage</a>

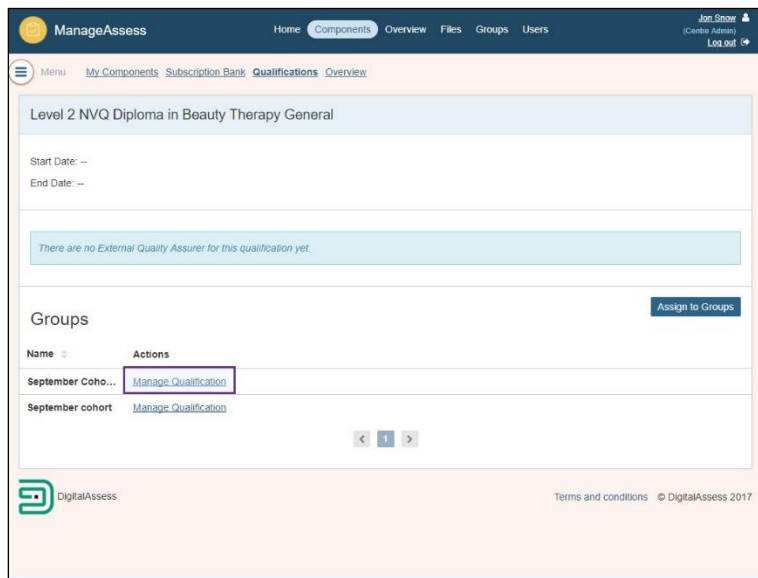
1

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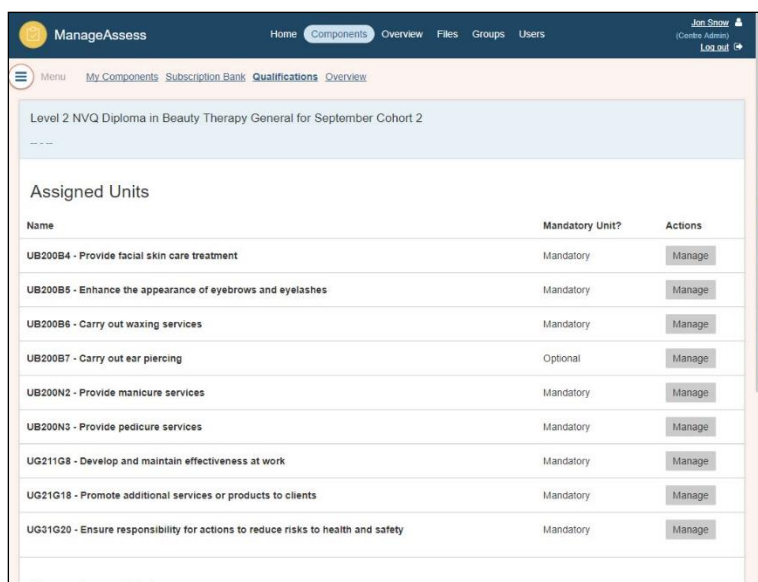
[https://dabdev.net/tasks/\\_/160dc294-8bf9-48e0-9297-ea190e3d8ca2/](https://dabdev.net/tasks/_/160dc294-8bf9-48e0-9297-ea190e3d8ca2/)



4) Select Manage Qualification to the right of the group you want to assign optional units to.



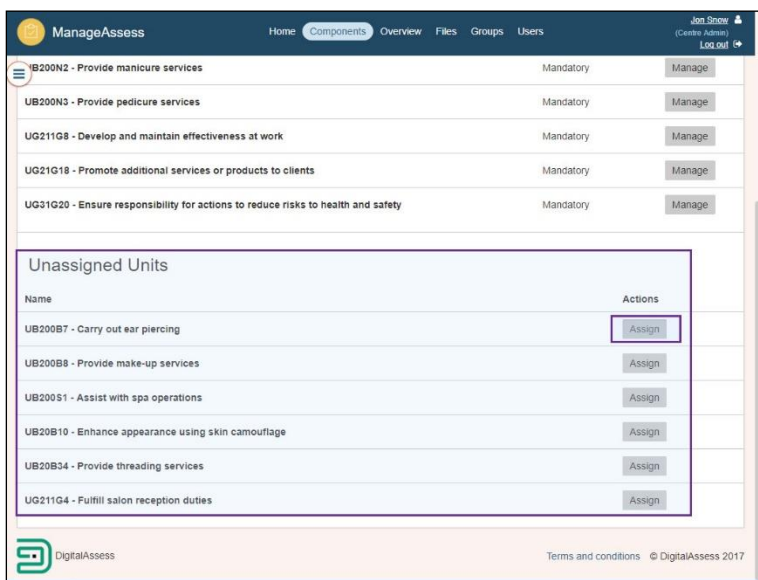
5) Any assigned units are displayed under Assigned Units.





6) Any unassigned optional units for the qualification will be displayed under Unassigned Units.

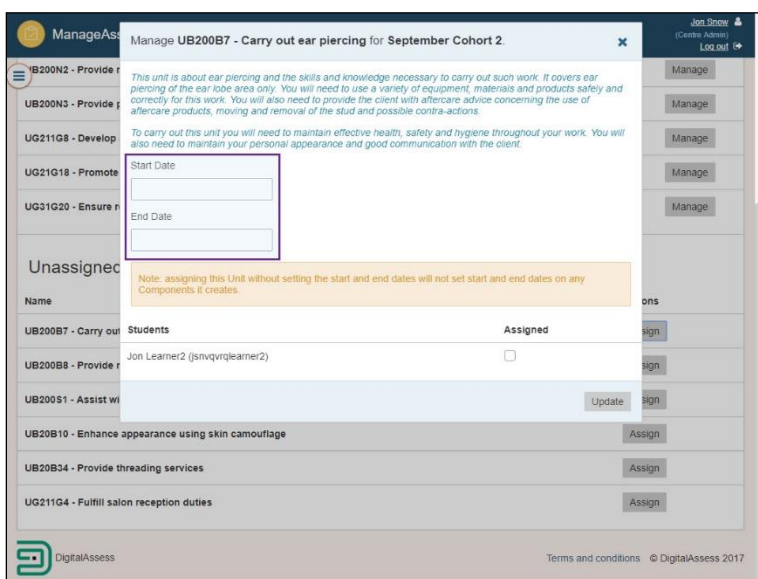
To the right of the optional unit you want to assign select Assign.



7) You can set a Start and End (hand-in) Date for the unit. If the end date is reached, the unit will become overdue. This will not prevent any user accessing the unit, it is just a notification tool.

These dates can be amended at anytime.

Any start/end date set will apply to all learners and groups assigned to this version of the qualification.





8) Select the learner(s) that you want to assign the unit to.

Manage UB200B7 - Carry out ear piercing for September Cohort 2

This unit is about ear piercing and the skills and knowledge necessary to carry out such work. It covers ear piercing of the ear lobe area only. You will need to use a variety of equipment, materials and products safely and correctly for this work. You will also need to provide the client with aftercare advice concerning the use of aftercare products, moving and removal of the stud and possible contra-actions.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and good communication with the client.

Start Date:

End Date:

Note: assigning this Unit without setting the start and end dates will not set start and end dates on any Components it creates.

Name	Students	Assigned
UB200B7 - Carry out ear piercing	Jon Learner2 (jsnvqrqlearner2)	<input type="checkbox"/>
UB200B8 - Provide aftercare		<input type="checkbox"/>
UB200S1 - Assist with ear piercing		<input type="checkbox"/>
UB20B10 - Enhance appearance using skin camouflage		<input type="checkbox"/>
UB20B34 - Provide threading services		<input type="checkbox"/>
UG211G4 - Fulfill salon reception duties		<input type="checkbox"/>

9) Select Update

Manage UB200B7 - Carry out ear piercing for September Cohort 2

This unit is about ear piercing and the skills and knowledge necessary to carry out such work. It covers ear piercing of the ear lobe area only. You will need to use a variety of equipment, materials and products safely and correctly for this work. You will also need to provide the client with aftercare advice concerning the use of aftercare products, moving and removal of the stud and possible contra-actions.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and good communication with the client.

Start Date:

End Date:

Note: assigning this Unit without setting the start and end dates will not set start and end dates on any Components it creates.

Name	Students	Assigned
UB200B7 - Carry out ear piercing	Jon Learner2 (jsnvqrqlearner2)	<input checked="" type="checkbox"/>
UB200B8 - Provide aftercare		<input type="checkbox"/>
UB200S1 - Assist with ear piercing		<input type="checkbox"/>
UB20B10 - Enhance appearance using skin camouflage		<input type="checkbox"/>
UB20B34 - Provide threading services		<input type="checkbox"/>
UG211G4 - Fulfill salon reception duties		<input type="checkbox"/>



10) The unit has been assigned.

Repeat this process to assign more optional units.

ManageAssess		
Home Components Overview Files Groups Users		
Jon Snow (Centre Admin) Log out		
Assigned Units		
Name	Mandatory Unit?	Actions
UB200B4 - Provide facial skin care treatment	Mandatory	Manage
UB200B5 - Enhance the appearance of eyebrows and eyelashes	Mandatory	Manage
UB200B6 - Carry out waxing services	Mandatory	Manage
UB200B7 - Carry out ear piercing	Optional	Manage
UB200N2 - Provide manicure services	Mandatory	Manage
UB200N3 - Provide pedicure services	Mandatory	Manage
UG211G8 - Develop and maintain effectiveness at work	Mandatory	Manage
UG211G18 - Promote additional services or products to clients	Mandatory	Manage
UG311G20 - Ensure responsibility for actions to reduce risks to health and safety	Mandatory	Manage
Unassigned Units		
Name	Actions	
UB200B8 - Provide make-up services	Assign	
UB200S1 - Assist with spa operations	Assign	

## 1.1. Editing optional units

1) Select Components.

ManageAssess		
Home Components Overview Files Groups Users		
Jon Snow (Centre Admin) Log out		
Menu		
Latest Activity		
Showing: My Activity NewsFeed Show: 10		
<p>You added Level 2 NVQ Diploma in Beauty Therapy General to Group September Cohort 2 on 11th Sep (2 minutes ago).</p> <p>You added Jon IQA as an IQA to centre VTCT NVQ-VRQ test centre on 11th Sep (25 minutes ago).</p>		
<p>1</p>		
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## 2) Select Qualifications.

ManageAssess Home Components Overview Files Groups Users Jon Snow (Centre Admin) Log out

Menu My Components Subscription Bank **Qualifications** Overview

Components for VTCT NVQ-VRQ test centre

Search Qualification Unit Group Status

Active

Name	Unit	Group
<a href="#">UB200B4 - Provide facial skin care treatment</a>	UB200B4 - Provide facial skin care treatment	September Cohort 2
<a href="#">UB200B4 - Provide facial skin care treatment</a>	UB200B4 - Provide facial skin care treatment	September cohort
<a href="#">UB200B5 - Enhance the appearance of eyebrows and eyelashes</a>	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September Cohort 2
<a href="#">UB200B5 - Enhance the appearance of eyebrows and eyelashes</a>	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September cohort
<a href="#">UB200B6 - Carry out waxing services</a>	UB200B6 - Carry out waxing services	September Cohort 2
<a href="#">UB200B6 - Carry out waxing services</a>	UB200B6 - Carry out waxing services	September cohort
<a href="#">UB200N2 - Provide manicure services</a>	UB200N2 - Provide manicure services	September Cohort 2
<a href="#">UB200N2 - Provide manicure services</a>	UB200N2 - Provide manicure services	September cohort
<a href="#">UB200N3 - Provide pedicure services</a>	UB200N3 - Provide pedicure services	September Cohort 2
<a href="#">UB200N3 - Provide pedicure services</a>	UB200N3 - Provide pedicure services	September cohort

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<https://manage.dabdev.net/tasks/qualifications/>

## 3) To the right of the qualification select Manage.

ManageAssess Home Components Overview Files Groups Users Jon Snow (Centre Admin) Log out

Menu My Components Subscription Bank **Qualifications** Overview

Qualifications for VTCT NVQ-VRQ test centre

Name	Code	Start	End	Actions
Level 2 NVQ Diploma in Beauty Therapy General	500/6839/7	--	--	<a href="#">Manage</a>

1

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[dabdev.net/tasks/\\_/160dc294-8bf9-48e0-9297-ea190e3d8ca2/](https://dabdev.net/tasks/_/160dc294-8bf9-48e0-9297-ea190e3d8ca2/)



4) Select Manage Qualification to the right of the group you want to edit

ManageAssess

Home Components Overview Files Groups Users

Jon Snow (Centre Admin) Log out

Menu My Components Subscription Bank **Qualifications** Overview

Level 2 NVQ Diploma in Beauty Therapy General

Start Date: --  
End Date: --

There are no External Quality Assurer for this qualification yet.

Assign to Groups

Name	Actions
September Coho...	<a href="#">Manage Qualification</a>
September cohort	<a href="#">Manage Qualification</a>

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5) To the right of the optional unit you want to edit select Manage.

ManageAssess

Home Components Overview Files Groups Users

Jon Snow (Centre Admin) Log out

Assigned Units

Name	Mandatory Unit?	Actions
UB200B4 - Provide facial skin care treatment	Mandatory	<a href="#">Manage</a>
UB200B5 - Enhance the appearance of eyebrows and eyelashes	Mandatory	<a href="#">Manage</a>
UB200B6 - Carry out waxing services	Mandatory	<a href="#">Manage</a>
UB200B7 - Carry out ear piercing	Optional	<a href="#">Manage</a>
UB200N2 - Provide manicure services	Mandatory	<a href="#">Manage</a>
UB200N3 - Provide pedicure services	Mandatory	<a href="#">Manage</a>
UG211G8 - Develop and maintain effectiveness at work	Mandatory	<a href="#">Manage</a>
UG21G18 - Promote additional services or products to clients	Mandatory	<a href="#">Manage</a>
UG31G20 - Ensure responsibility for actions to reduce risks to health and safety	Mandatory	<a href="#">Manage</a>

Unassigned Units

Name	Actions
UB200B8 - Provide make-up services	<a href="#">Assign</a>
UB200S1 - Assist with spa operations	<a href="#">Assign</a>



6) You can now edit the start/end date and/or the learners that are assigned.

Manage UB200B7 - Carry out ear piercing for September Cohort 2

This unit is about ear piercing and the skills and knowledge necessary to carry out such work. It covers ear piercing of the ear lobe area only. You will need to use a variety of equipment, materials and products safely and correctly for this work. You will also need to provide the client with aftercare advice concerning the use of aftercare products, moving and removal of the stud and possible contra-actions.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and good communication with the client.

Start Date

End Date

Note: assigning this Unit without setting the start and end dates will not set start and end dates on any Components it creates.

Name	Students	Assigned
UB200B7 - Carry out	Jon Learner2 (jsnvqvrlqlearner2)	<input checked="" type="checkbox"/>
UB200B8 - Provide		<input type="checkbox"/>
UB200S1 - Assist w		<input type="checkbox"/>
UB200B10 - Enhance appearance using skin camouflage		<input type="checkbox"/>
UB200B34 - Provide threading services		<input type="checkbox"/>
UG211G4 - Fulfill salon reception duties		<input type="checkbox"/>

Buttons: Manage, Assign, Update, Assign, Assign, Assign

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For help and support:

- E: [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) / T: +44 (0) 2380 684500
- [ManageAssess support page](#)



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	10/07/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager

## Document Review

Role	Review Status
QA and Technical manager	Reviewed

## Document Owner

Document Owner	Document shared with
Customer Support Manager	

## Document Sign-off

Role	Sign-off Date
Customer Support Manager	10/07/2019