



Assigning and editing optional units

June 2021

Version 2



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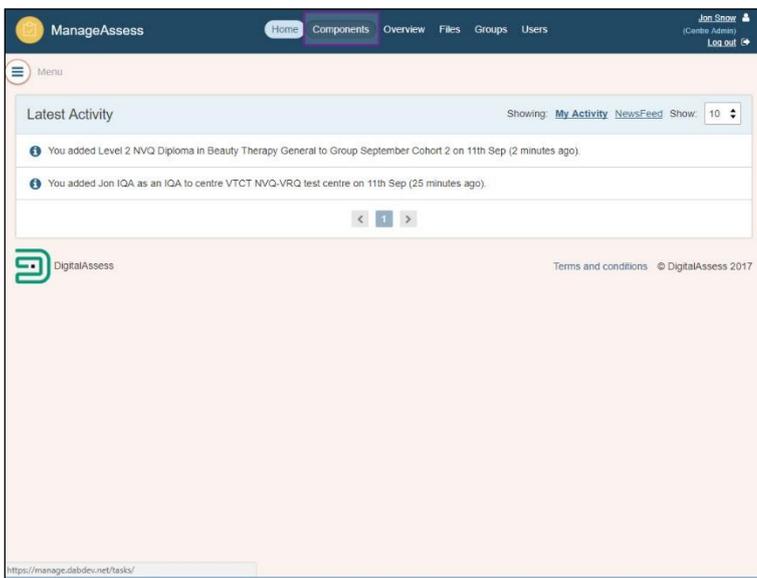


1. Assigning optional units

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

The screenshot shows the 'Qualifications' page in the ManageAssess system. The page title is 'Components for VTCT NVQ-VRQ test centre'. There are search filters for 'Search', 'Qualification', 'Unit', and 'Group Status'. Below the filters is a table with columns 'Name', 'Unit', and 'Group'. The table lists various qualifications such as 'Provide facial skin care treatment', 'Enhance the appearance of eyebrows and eyelashes', 'Carry out waxing services', 'Provide manicure services', and 'Provide pedicure services'. A 'Manage' button is highlighted in the top right corner of the table.

Name	Unit	Group
UB200B4 - Provide facial skin care treatment	UB200B4 - Provide facial skin care treatment	September Cohort 2
UB200B4 - Provide facial skin care treatment	UB200B4 - Provide facial skin care treatment	September cohort
UB200B5 - Enhance the appearance of eyebrows and eyelashes	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September Cohort 2
UB200B5 - Enhance the appearance of eyebrows and eyelashes	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September cohort
UB200B6 - Carry out waxing services	UB200B6 - Carry out waxing services	September Cohort 2
UB200B6 - Carry out waxing services	UB200B6 - Carry out waxing services	September cohort
UB200N2 - Provide manicure services	UB200N2 - Provide manicure services	September Cohort 2
UB200N2 - Provide manicure services	UB200N2 - Provide manicure services	September cohort
UB200N3 - Provide pedicure services	UB200N3 - Provide pedicure services	September Cohort 2
UB200N3 - Provide pedicure services	UB200N3 - Provide pedicure services	September cohort

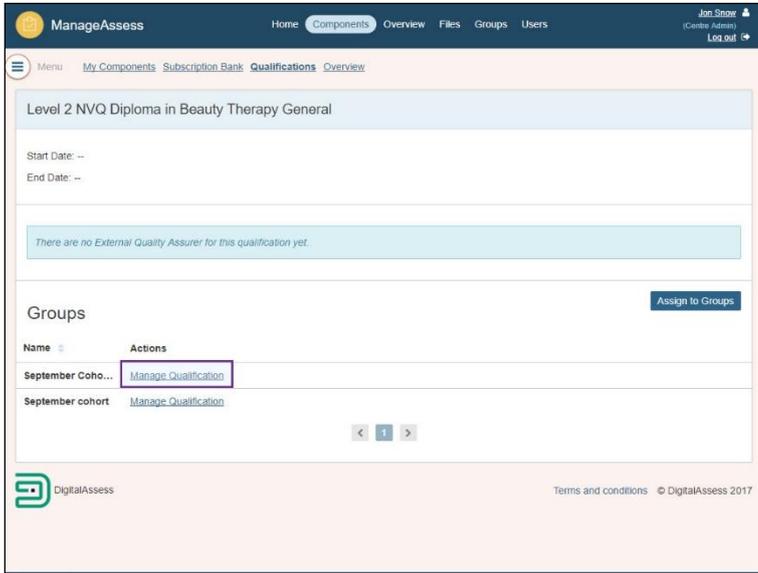
3) To the right of the qualification select Manage.

The screenshot shows the 'Qualifications' page in the ManageAssess system. The page title is 'Qualifications for VTCT NVQ-VRQ test centre'. There is a table with columns 'Name', 'Code', 'Start', 'End', and 'Actions'. The table lists a single qualification: 'Level 2 NVQ Diploma in Beauty Therapy General' with code '500/6839/7'. The 'Manage' button in the 'Actions' column is highlighted with a red box.

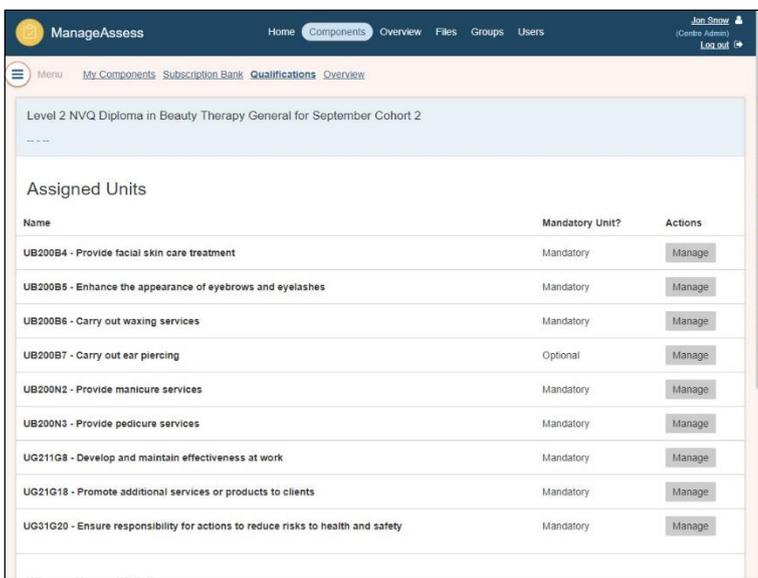
Name	Code	Start	End	Actions
Level 2 NVQ Diploma in Beauty Therapy General	500/6839/7	--	--	Manage



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

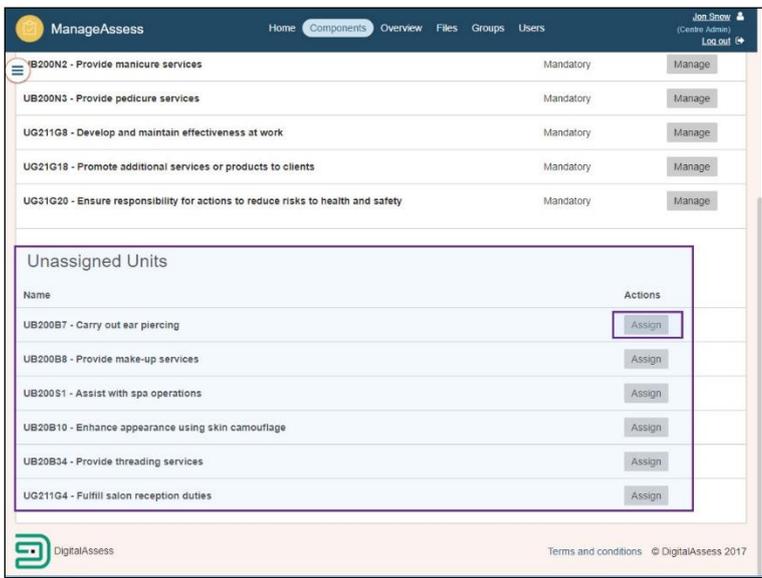


5) Any assigned units are displayed under Assigned Units.



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

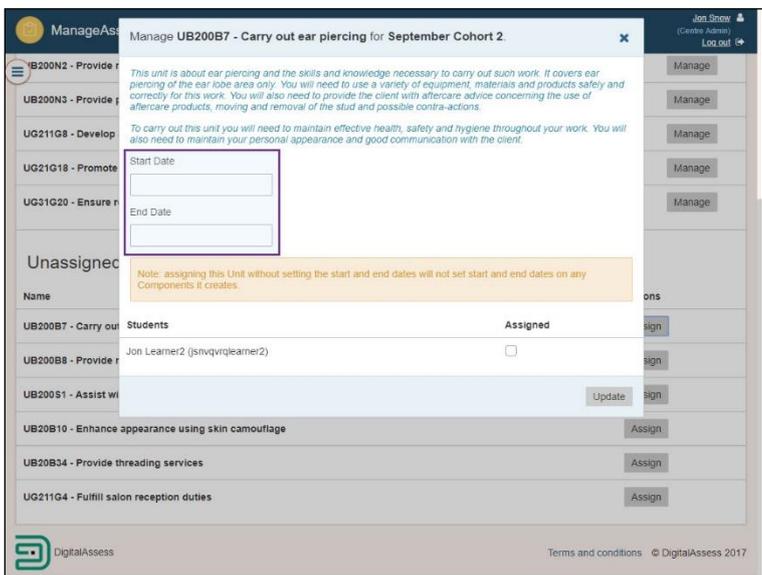
To the right of the optional unit you want to assign select Assign.



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.

9) Select Update



10) The unit has been assigned.

Repeat this process to assign more optional units.

The screenshot shows the 'Assigned Units' section of the ManageAssess interface. It features a table with columns for 'Name', 'Mandatory Unit?', and 'Actions'. The 'Optional' unit 'UB200B7 - Carry out ear piercing' is highlighted with a red box. Below the table is an 'Unassigned Units' section with two rows and an 'Assign' button for each.

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
UG21G18 - Promote additional services or products to clients	Mandatory	Manage
UG31G20 - Ensure responsibility for actions to reduce risks to health and safety	Mandatory	Manage

Name	Actions
UB200B8 - Provide make-up services	Assign
UB200S1 - Assist with spa operations	Assign

1.1. Editing optional units

1) Select Components.

The screenshot shows the 'Latest Activity' feed in the ManageAssess interface. The 'Components' menu item is highlighted with a red box. The activity feed shows two recent actions: adding a Level 2 NVQ Diploma and adding an IQA to a test centre.

Showing: **My Activity** NewsFeed Show: 10

- You added Level 2 NVQ Diploma in Beauty Therapy General to Group September Cohort 2 on 11th Sep (2 minutes ago).
- You added Jon IQA as an IQA to centre VTCT NVQ-VRQ test centre on 11th Sep (25 minutes ago).

Navigation: < 1 >

Footer: DigitalAssess Terms and conditions © DigitalAssess 2017



2) Select Qualifications.

The screenshot shows the 'Qualifications' page in the ManageAssess system. The page title is 'Components for VTCT NVQ-VRQ test centre'. There are search filters for 'Search', 'Qualification', 'Unit', and 'Group Status'. Below the filters is a table with columns 'Name', 'Unit', and 'Group'. The table lists various qualifications such as 'Provide facial skin care treatment', 'Enhance the appearance of eyebrows and eyelashes', 'Carry out waxing services', 'Provide manicure services', and 'Provide pedicure services'. A 'Manage' button is highlighted in the top right corner of the table area.

Name	Unit	Group
UB200B4 - Provide facial skin care treatment	UB200B4 - Provide facial skin care treatment	September Cohort 2
UB200B4 - Provide facial skin care treatment	UB200B4 - Provide facial skin care treatment	September cohort
UB200B5 - Enhance the appearance of eyebrows and eyelashes	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September Cohort 2
UB200B5 - Enhance the appearance of eyebrows and eyelashes	UB200B5 - Enhance the appearance of eyebrows and eyelashes	September cohort
UB200B6 - Carry out waxing services	UB200B6 - Carry out waxing services	September Cohort 2
UB200B6 - Carry out waxing services	UB200B6 - Carry out waxing services	September cohort
UB200N2 - Provide manicure services	UB200N2 - Provide manicure services	September Cohort 2
UB200N2 - Provide manicure services	UB200N2 - Provide manicure services	September cohort
UB200N3 - Provide pedicure services	UB200N3 - Provide pedicure services	September Cohort 2
UB200N3 - Provide pedicure services	UB200N3 - Provide pedicure services	September cohort

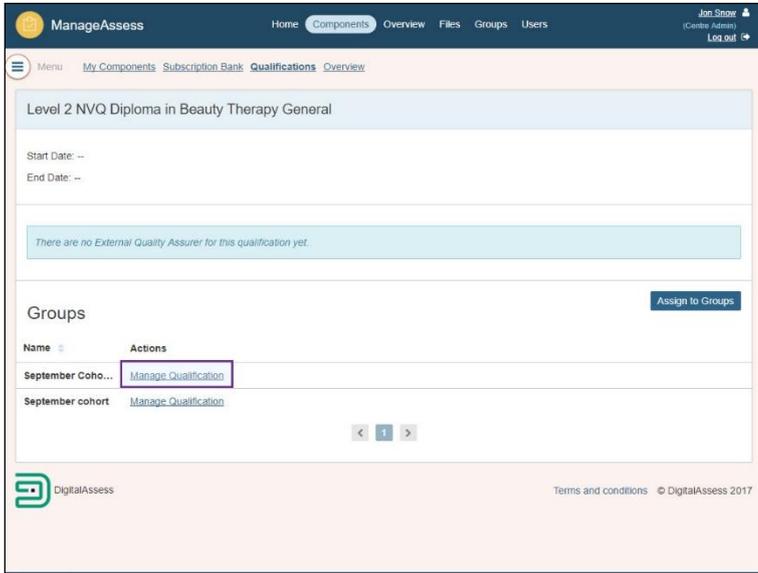
3) To the right of the qualification select Manage.

The screenshot shows the 'Qualifications' page in the ManageAssess system. The page title is 'Qualifications for VTCT NVQ-VRQ test centre'. There is a table with columns 'Name', 'Code', 'Start', 'End', and 'Actions'. The table lists one qualification: 'Level 2 NVQ Diploma in Beauty Therapy General' with code '500/6839/7'. The 'Manage' button in the 'Actions' column is highlighted with a red box.

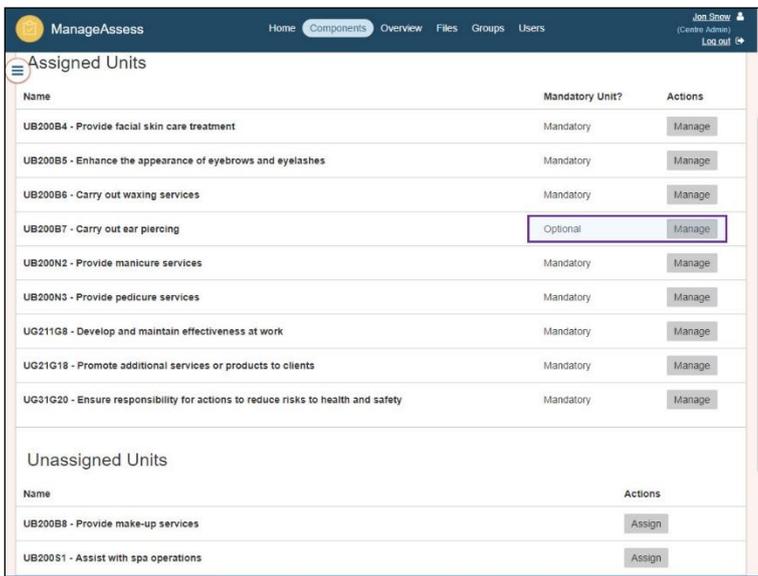
Name	Code	Start	End	Actions
Level 2 NVQ Diploma in Beauty Therapy General	500/6839/7	--	--	Manage



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



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





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

The screenshot displays the 'ManageAssess' interface for a specific unit, 'UB200B7 - Carry out ear piercing for September Cohort 2'. The interface includes a sidebar with a list of units, a main content area with unit details and a table of assigned learners, and a right-hand navigation pane. A modal window is open over the unit details, showing 'Start Date' and 'End Date' input fields. A table below lists learners, with one learner 'Jon Learner2 (jsivqvrlqearner2)' highlighted and an 'Assigned' checkbox checked. The interface also features a 'Note' about setting dates and various 'Assign', 'Update', and 'Manage' buttons.

For help and support:

- E: 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