

- reporting of learner unit grades (centre to Edexcel)
- confirmation of learner unit and overall grades (Edexcel to centre).

JCQ

- provision of centre specific basedata (Edexcel to centre)
- registration for BTEC qualifications: not NVQ or individual units (centre to Edexcel)
- email acknowledgement of file receipt and processing (Edexcel to centre)
- amendments to learner registration data (centre to Edexcel)
- confirmation of learner overall grades (Edexcel to centre).

Software suppliers and CMIS packages supporting BTEC EDIFACT EDI

Please refer to the Edexcel website for a list of software packages that support BTEC EDI. Advice on the operation of a software package should be sought from the software provider. Edexcel is unable to provide technical support for specific software issues.

Becoming a BTEC EDI centre

You don't need specific approval to operate BTEC EDI with Edexcel. However, there are certain key details that we require to enable us to provide you with the full range of EDI services. Please let us know your:

- file transmission method (AVCO, Redstone, RM or email) to allow us to send registration and results acknowledgement files back to you
- the centre EDI contact name, job title, telephone, fax and email address to enable us to email file receipt and processing acknowledgements to you: this should be a generic address where possible (eg, exams@thecollege.ac.uk)

by email to btecracs@edexcel.org.uk

Testing

There is no need to send a test file of data prior to starting to use EDI with us but we would ask that, when you send your first file, you contact us through our Customer Services or through 'Contact Us' on the Edexcel website (www.edexcel.org.uk) to advise that you have sent a file. We will inspect the file and monitor its progress to ensure that there are no formatting or processing problems.

If you do wish to send a test file prior to starting to use EDI, please contact us through our Customer Services and we will advise you of how to proceed.

Sending files

Files may be sent to Edexcel by Value Added Networks (VANs).

- AVCO ExamService
- RM SecureNet
- Redstone webXchange.

Please contact the appropriate VAN for further details of how to send files. Alternatively, you may send and receive files via email. Simply attach a file to an email and send it to: [your centre number>@edidata.edexcel.org.uk](mailto:<your centre number>@edidata.edexcel.org.uk) .

Note: Please note that this is an automated file receipt address and any correspondence will not be replied to and non-EDI formatted files will not be processed.

11 How to make registrations using Edexcel Online

Please see the Edexcel Online section of this manual for details of how to register for the service if you have not already done so.

11.1 Choosing header details

The 'Register Candidates' option can be found in the 'Candidates' menu under the BTEC tab. If your centre has more than one sub-site, please ensure that the correct one has been chosen at the top of the page.

This screen allows you to enter information that will apply to a whole group of learners on a particular programme or unit. The individual learner information will be entered in the next stage.

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Centre number: **EDEXCEL LEARNING AND DEVELOPMENT**

Select site: ▾

Monday 16 January 2006

- Candidates ▸
- OSCA ▸
- Qualifications ▸
- Tracking ▸
- Form Queries ▸
- External Verification ▸

BTEC | GCE | GCSE | GNVQ | **Key Skills/ALAN** | NVQ | VCE | DiDA

Register Students [Help ?](#)

Registration Type:
 Full Award Individual Units Apprenticeship

Enrolment Date: Order Number:

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

I confirm that the enrolment date shown above is correct.

0.02

Home | Mailbox | Edit My Account | Ask a question

Registration type: full award, individual units or apprenticeship

The 'Full Award' option should be selected when the learner will be completing a BTEC programme.

The 'Individual Units' option should be selected when the learners are completing particular units from a BTEC programme. This should not be chosen if you intend the learners to meet the requirements of the full programme. See below for how to customise a list of units for individual unit registration.

For special registrations, please see part 9 of this section of the manual.

Select 'Apprenticeship' when registering learners for a Modern Apprenticeship Scheme. Modern Apprenticeship Schemes link two or more programmes together as a package and you will need to have approval for a Modern Apprenticeship Scheme before you can register learners.

Enrolment date

It is important that the enrolment date accurately reflects the time in which the group commenced the Edexcel programme. The enrolment date defines the due date for registrations for roll-on roll-

off programmes. The default enrolment date will be the start of the current academic year, eg, 01/09/2007. If learners are not following the academic year, it is important that this is amended.

By clicking on the 'Next' button you are confirming that the enrolment date accurately reflects the learner commencement date.

Order number

The order number will be printed on the invoice arising from the registrations. It may be up to six characters (alphanumeric) and can be whatever you choose. The order number can be left blank but you should have some system in place to ensure that invoices can be reconciled to the registrations.

Customising individual units

Before selecting the individual unit to be registered for a learner, that unit must be customised. This involves selecting which individual units you will be registering for so that you are not required to choose from all your approved units each time you register.

In order to do this, you will need to select 'Customised Units' from the 'Qualifications' menu on the left-hand side. You will then be presented with a list of all currently approved BTEC units in alphabetical unit title order. By selecting the units required and clicking the 'Save' button you will update your profile of customised units to be used later.

Selecting programme or apprenticeship

After clicking the 'Next' button you will be given the chance to choose which programme or apprenticeship you wish to register the learners on.

You will now be given a drop-down box listing all of your currently approved programmes or apprenticeships. Simply select the required programme or apprenticeship and click 'Next' to proceed. If the programme that you wish to register for is not listed, please check your currently approved programmes in the 'Qualifications' menu.

11.2 Register online

After selecting all of the header records that apply to all learners in a group, you can now enter the individual learner details.

The register online option allows you to enter all the learner details individually. For large groups of registrations, the register by spreadsheet option may be easier (see part 11.3 in this section of the manual). The information required for each is the same.

Centre number: EDEXCEL LEARNING AND DEVELOPMENTSelect site:

Monday 16 January 2006

Candidates

OSCA

Qualifications

Tracking

Form Queries

External Verification

BTEC | GCE | GCSE | GNVQ | Key Skills/ALAN | NVQ | VCE | DiDA

Register Students

Help ?

Registration Type:

 Full Award Individual Units Apprenticeship

Enrolment Date:

Order Number:

SRFs required? Yes No

(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

Programme:

Enter New Candidate Details:

Centre Reference

First Names

Last Name

Sex

 M F

Date of Birth

Planned Completion

LSC Code

Study Mode

Franchise No

Combination

0.05

Centre reference

This field allows you to enter a reference for your own administrative convenience. It should be alphanumeric, up to a maximum 10 digits in length.

First names

The forename must be no more than 20 characters including spaces.

Last name

The surname should be no more than 30 characters including spaces.

Sex

Select either M for male, or F for female.

Date of birth

This is a required field and should be in the format: dd/mm/yy (eg, 24/11/88).

Planned completion

This date must be in the future and should be in the format: dd/mm/yy (eg, 01/07/09).

It is important that a planned completion date is entered as it is used to allocate an external verifier/external examiner and arrange verification/review of the programme's assessment. For BTEC NQF Level 2/3 programmes in particular, certificates are released for cohorts of learners with the cohort defined by the completion date. The completion dates can be amended online (see part 14) or, for programmes containing an IVA, on form SA24.

LSC (Learning and Skills Council) code

This should only be used in cases where the learner is funded by an LSC and you would like us to confirm the learner's achievement directly to the LSC.

The code entered should be for your local LSC and should be three-digit numeric. Where an LSC code is entered, learners' results will be confirmed directly to the LSC on a monthly basis. An award list will be produced listing the successful learners for each specific LSC, which can also be submitted as confirmation of learner completion.

LSC code	LSC Description
000	National LSC (Cheylesmore House)
001	National LSC (Lockhurst Lane)
002	National LSC (NECS)
010	Derbyshire
020	Nottinghamshire
030	Lincolnshire and Rutland
040	Leicestershire
050	Northamptonshire
060	Norfolk
070	Cambridgeshire
080	Suffolk
090	Bedfordshire and Luton
100	Hertfordshire
110	Essex
120	London North
130	London West
140	London Central
150	London East
160	London South
170	Northumberland
180	Tyne and Wear
190	County Durham
200	Tees Valley
210	Cumbria
220	Lancashire
230	Greater Merseyside
240	Greater Manchester
250	Cheshire and Warrington
260	Milton Keynes, Oxfordshire, Buckinghamshire
270	Berkshire
280	Hampshire and Isle of Wight
290	Surrey
300	Sussex
310	Kent and Medway
320	Devon and Cornwall
330	Somerset
340	Bournemouth, Dorset & Poole
350	West of England

360	Wiltshire and Swindon
370	Gloucestershire
380	Shropshire
390	Staffordshire
400	Black Country
410	Birmingham and Solihull
420	Herefordshire and Worcestershire
430	Coventry and Warwickshire
440	North Yorkshire
450	West Yorkshire
460	South Yorkshire
470	Humberside

Study mode

Choose the main mode of study from the drop-down list.

Franchise number

This should be left blank unless the learner is attending a franchisee institution approved to offer the programme. This will enable us to ensure that the appropriate external verification/external examination processes are complete.

Combination

This is required for BTEC programme registrations only. The drop-down box allows you to choose from the valid combinations and this will usually be A. The programme definition should be used to check different combinations; this can be found in the 'Qualifications' menu under the 'Reports' option.

Completing the registrations

Once you have entered all of the required information for a particular learner you need to click the 'Add' button. This will then start a list of learners to be registered at the bottom of the screen. You need to keep adding learner details until you have everyone for that particular course. At this point, you have the option to delete learners from the list using the 'Del' button, or to amend any details incorrectly entered using 'Edit' next to each learner's name.

Once you are happy that all information is correct, proceed by clicking the 'Register' button. The data will then be checked and, if no problems are found, registration numbers will be displayed on screen. A confirmation report will be available at this point for you to print or save electronically for your records.

Possible errors

Any errors relating to the data entered will be displayed, with instructions in red advising you of the problem – for instance, invalid characters in the name field or a completion date in the past. You will have an opportunity to correct the data before uploading once more.

The registration will also be rejected if it is found that a registration already exists for that learner and programme. If this is the case, the learner will be highlighted in green and their existing registration number will be displayed. You will need to remove this learner from the list to be registered before continuing. Where a record is highlighted in green you can view the specific error message by 'hovering' the mouse pointer over the highlighted record.

11.3 Register by spreadsheet

This option allows you to use a standard format of an Excel spreadsheet template which can be downloaded in order to provide learner details. The spreadsheet, once downloaded, can be completed offline either by the person who intends to make the registrations, or sent to another

member of staff for the updating of learner details to be uploaded at a later date. This might be a more convenient way of registering large numbers of learners on different programmes.

The information required for these fields – centre reference, first name, last name, date of birth, completion date, franchise number and LSC code – is the same and in the same format as required above in part 11.2. It is essential that no amendment is made to the column headings in Row 1, that the correct order of the column is maintained and that no columns are deleted.

	A	B	C	D	E	F	G	H	I	J
1	Centre Reference	Firstname	Lastname	Sex	DOB	Completion Date	Study Mode	Franchise No	LSC code	Combination
2	06_FD_NA	Natalie	Adaeva	F	01/01/1988	01/07/2008	A			A
3	06_FD_KI	Katie	Ingman	F	13/08/1988	01/07/2008	A			A
4	06_FD_CP	Christopher	Page	M	14/04/1988	01/07/2008	A			A
5	06_FD_NW	Neil	Wheeler	M	25/11/1988	01/07/2008	A			A
6	06_FD_NA	Mathew	Seers	M	13/01/1988	01/07/2008	A			A
7										
8										
9										

Sex

Type either M for male, or F for female.

Study mode

It is important that a letter is entered for the study mode column for all learners. This should be one of the letters shown below and must be in this format.

- A Full time
- B Short full time
- C Sandwich
- D Block release
- E Part-time day
- F Part-time day/evening
- G Evening only
- H Open learning
- J Distance learning
- K Open and/or distance learning
- L Flexible
- Z Assessment only (APL). This is only available in cases where a learner has approached you on the basis of a complete portfolio of previous qualifications or experience.

Combination

Every BTEC programme should include a combination which will be a single letter and must be entered in this column. For most programmes, there is only one combination which will be A. If you are unsure, please check the programme definition for combinations. This is not required for apprenticeship registrations or individual units.

Individual unit registration by spreadsheet

This spreadsheet has the addition of unit code columns. At least one valid BTEC unit code must be entered for each learner in the unit code column.

Uploading the completed spreadsheet

When your spreadsheet has been completed and saved, you are ready to upload it to us. Click on the 'Browse' button to locate the file on your computer and, once selected, click 'Upload'.

Once registered, the registration numbers of the learners will be listed in the right-hand column and you will be able to access the confirmation report for your records if you wish.

Possible errors

Any errors relating to the data entered will be displayed with instructions in red advising you of the problem. Examples might be invalid characters in the name field or a completion date in the past. You will have an opportunity to correct the data before uploading once more.

The registration will also be rejected if it is found that a registration already exists for that learner and programme. If this is the case, the learner will be highlighted in green and their existing registration number will be displayed. You will need to remove this learner from the list to be registered before continuing. Where a record is highlighted in green, you can view the specific error message by 'hovering' the mouse pointer over the highlighted record.

Possible reasons for errors are:

- column added or deleted from spreadsheet
- column headings deleted or amended (must be in bold font)
- required field not completed
- DOB or Completion Date not in DD/MM/YYYYYY format
- sex entered as Male or Female, rather than a single letter M or F
- study mode not entered as a single letter (eg, FT for full time)
- LSC code entered when course is not LSC funded.

11.4 Registrations that cannot be made online

If you are unable to make a registration electronically, due to special circumstances, you will need to submit the request in writing to BTEC RACS, giving all of the required information. Registrations that you will not be able to make online include:

- special registration (S type)
- learners with enrolment date prior to September 2007. Please submit your request for registration by email to: btecracs@edexcel.org.uk .

12 How to register by EDI

12.1 Downloading BTEC Basedata from Edexcel Online

Note: if you are a school using SIMS and wish to send BTEC registrations in the same way that you send other Edexcel entries, you will need JCQ EDI basedata.

There are two EDI formats that support BTEC basedata:

- EDIFACT
- JCQ.

EDIFACT file formats were developed by Edexcel to support the electronic administration of our vocational learners. The formats may be used for BTEC, NVQ, programmes and individual units. They support the provision of centre specific basedata from Edexcel to centres, learner registration and results reporting from centres to Edexcel as well as the provision of registration number and results confirmation from Edexcel to centres.

JCQ formats support the following Edexcel's qualification types:

- BTEC programmes
- GCE
- GCSE
- Key Skills
- DIDA.

The formats do not support: