

ASL Web Portal – Recognition of Prior Learning (RPL) request

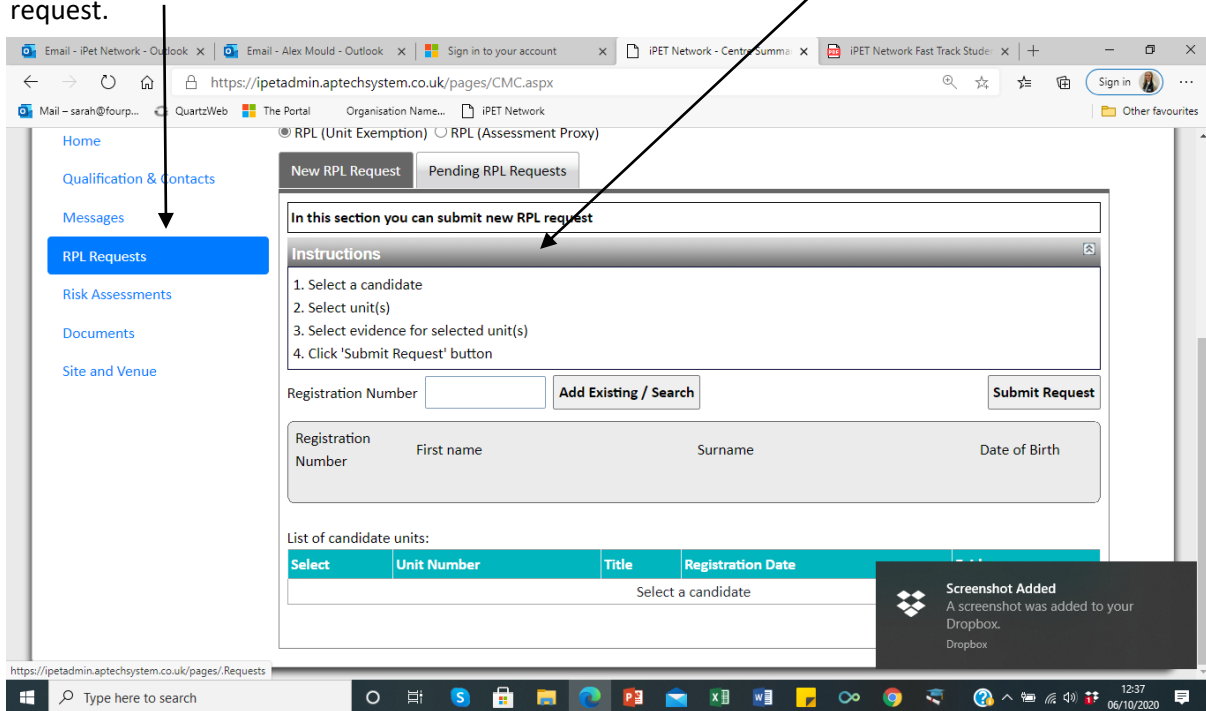
Step 1

Log in as normal and follow the standard registration process. Once the student is registered select **Centre** from the top menu then **Centre summary**.

The screenshot shows the iPET Network WebPortal interface. At the top, there is a navigation bar with the following items: National, Apprenticeship, Assessment booking, Candidate, Centre, Reports, and Import. The 'Centre' menu item is highlighted, and a dropdown menu is visible, showing the following options: Centre summary, View individual personnel, Qualification registration groups, ROC checker, Qualification guide, Home page content, and Qualification guide content. The 'Centre summary' option is selected. Below the navigation bar, the page displays the 'Centre' section with a sub-header 'Use this screen to view centre info & communication with AB'. The page also shows a sidebar with various options like Home, Qualification & Contacts, Messages, RPL Requests, Risk Assessments, and Documents. The main content area includes a section for 'In this section you can submit new RPL request' and a list of instructions: 1. Select a candidate, 2. Select unit(s), and 3. Select evidence for selected unit(s). The browser address bar shows the URL 'https://ipetadmin.aptechsystem.co.uk/pages/CMC.aspx'.

Step 2

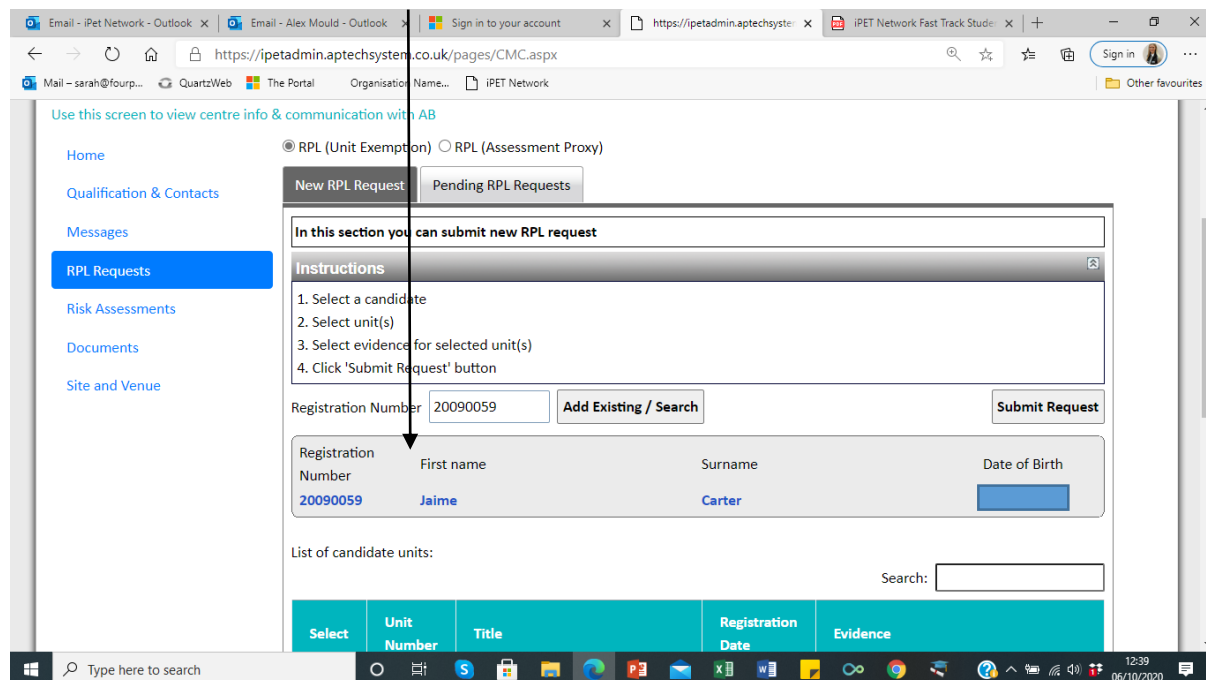
Select **RPL Requests** on the left hand menu. Here you will find instructions on submitting the request.



Step 3

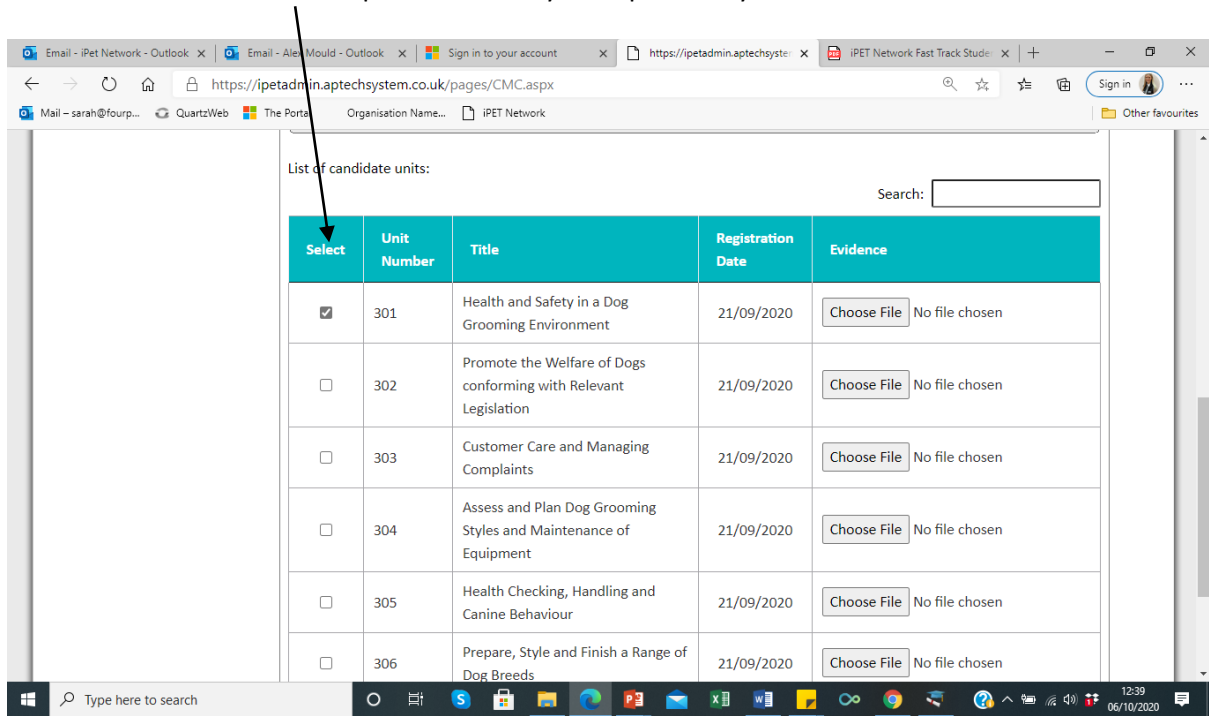
You need to select the candidate you are making the request for by searching their full name or entering their registration number.

Your selected student will then show below.



Step 4

You will then need to select the units you wish to RPL. E.g. If a student has completed the Level 3 Award in an Introduction to Dog Grooming they would be eligible to RPL unit 301 if they proceeded onto the Level 3 Diploma in Salon Management. You can also submit evidence for the units you wish to RPL such as a certificate to prove what they have previously achieved.

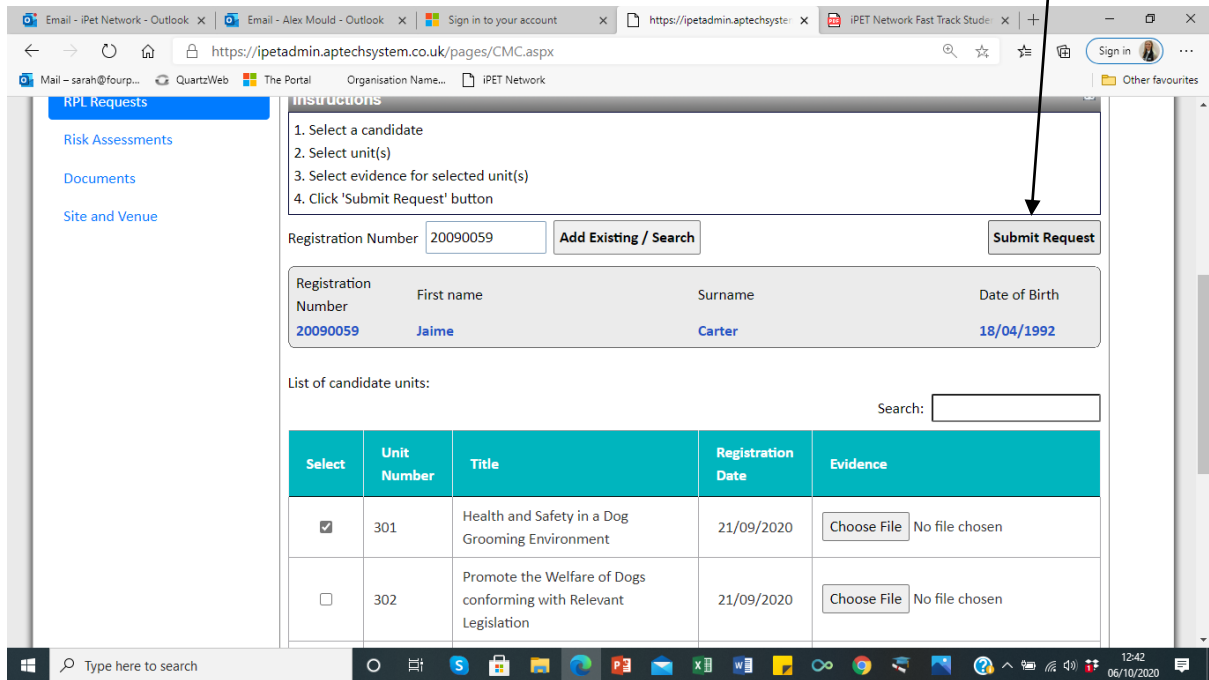


The screenshot shows a web browser window with the URL <https://ipetadmin.aptechsystem.co.uk/pages/CMC.aspx>. The page displays a 'List of candidate units' with a search bar and a table of units. An arrow points to the 'Select' column of the table.

Select	Unit Number	Title	Registration Date	Evidence
<input checked="" type="checkbox"/>	301	Health and Safety in a Dog Grooming Environment	21/09/2020	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	302	Promote the Welfare of Dogs conforming with Relevant Legislation	21/09/2020	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	303	Customer Care and Managing Complaints	21/09/2020	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	304	Assess and Plan Dog Grooming Styles and Maintenance of Equipment	21/09/2020	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	305	Health Checking, Handling and Canine Behaviour	21/09/2020	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	306	Prepare, Style and Finish a Range of Dog Breeds	21/09/2020	<input type="button" value="Choose File"/> No file chosen

Step 5

Once you have selected the units and uploaded relevant evidence you can then click **Submit Request** and this will go to the EQA for approval.



Instructions

1. Select a candidate
2. Select unit(s)
3. Select evidence for selected unit(s)
4. Click 'Submit Request' button

Registration Number:

Registration Number	First name	Surname	Date of Birth
20090059	Jaime	Carter	18/04/1992

List of candidate units:

Select	Unit Number	Title	Registration Date	Evidence
<input checked="" type="checkbox"/>	301	Health and Safety in a Dog Grooming Environment	21/09/2020	<input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/>	302	Promote the Welfare of Dogs conforming with Relevant Legislation	21/09/2020	<input type="button" value="Choose File"/> No file chosen

Congratulations you have now submitted a request for RPL 😊

*Please note some of these fields may change slightly on the live system, if you require any further clarification or assistance on booking assessment with iPET Network please email info@ipetnetwork.co.uk.