

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. l

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Step 2

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

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Mail-sarah@fourp QuartzWeb # The Home Qualification & Contacts Messages RPL Requests	e Portal Organisation Name D IPET Network PRPL (Unit Exemption) O RPL (Assessment Proxy) New RPL Request Pending RPL Requests In this section you can submit new RPL request Instructions	Cher favourites
Risk Assessments Documents	1. Select a candidate 2. Select unit(s) 3. Select evidence for selected unit(s) 4. Click 'Submit Request' button	
Site and venue	Registration Number Add Existing / Search Registration First name Number Surname	Submit Request Date of Birth
	List of candidate units: Select Unit Number Title Registration Date Select Select a candidate	Screenshot Added A screenshot was added to your Dropbox. Dropbox
https://ipetadmin.aptechsystem.co.uk/pages/.Requests	O H S 🔒 🖪 🗖 🖬 🖛 🕫 🖬	Q < Q ∧ ™ (€ 4)) # 12:37 ps(40/2020) ₽

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.

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iPET Network ASL Web Portal Training Guide – RPL request Doc: T5 / Version: 1 / CR: 0 - September 2020



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.

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	List of cand	idate units:		Search:			
	Select	Unit Number	Title	Registration Date	Evidence		
		301	Health and Safety in a Dog Grooming Environment	21/09/2020	Choose File No file chosen		
		302	Promote the Welfare of Dogs conforming with Relevant Legislation	21/09/2020	Choose File No file chosen		
		303	Customer Care and Managing Complaints	21/09/2020	Choose File No file chosen		
		304	Assess and Plan Dog Grooming Styles and Maintenance of Equipment	21/09/2020	Choose File No file chosen		
		305	Health Checking, Handling and Canine Behaviour	21/09/2020	Choose File No file chosen		
		306	Prepare, Style and Finish a Range of Dog Breeds	21/09/2020	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.

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Congratulations you have now submitted a request for RPL $\textcircled{\ensuremath{\mathfrak{S}}}$

*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 <u>info@ipetnetwork.co.uk</u>.