

ASL Web Portal – Certificate Claims

Please follow the instructions and the screen grabs to submit a certificate request

Step 1

Using <https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx> link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need your 'centre number' which is detailed on your approval certificate. You will be asked to change your password on the first time logging in and then asked to log in again with your new password.

Step 2



Top Tip – If you are claiming for more than one candidate, at the same centre/training provider, with the same completed date, use the option **National > Claims > Batch candidates qualifications** where you can save yourself some time

For claiming the certificate for **one** candidate follow the process overleaf:

Click on **National > Claims > Candidate Qualifications**

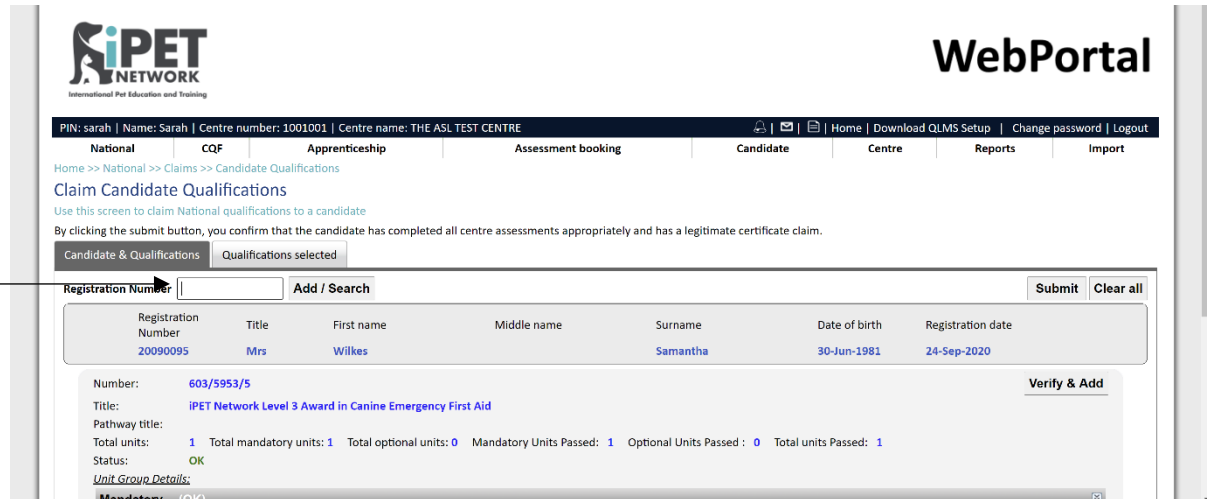
iPET Network is an Ofqual Regulated Awarding Organisation specialising in qualifications in the Canine and Feline sector. iPET Network is unique in its approach being a sector specific Awarding Organisation and are constantly developing NEW Canine and Feline qualifications in the industry.

iPET Network

ASL Web Portal Training Guide – Uploading Assessment Results
Doc: T6 / Version: 2 / June 2023

Step 3

Add in **Candidate Registration Number** or **Click Add / Search**, find the Candidate and click on candidate number (highlighted in blue) which will populate details below



iPET NETWORK WebPortal

PIN: sarah | Name: Sarah | Centre number: 1001001 | Centre name: THE ASL TEST CENTRE

National CQF Apprenticeship Assessment booking Candidate Centre Reports Import

Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

By clicking the submit button, you confirm that the candidate has completed all centre assessments appropriately and has a legitimate certificate claim.

Candidate & Qualifications Qualifications selected

Registration Number: Add / Search Submit Clear all

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

Number: 603/5953/5 Verify & Add

Title: iPET Network Level 3 Award in Canine Emergency First Aid

Pathway title:

Total units: 1 Total mandatory units: 1 Total optional units: 0 Mandatory Units Passed: 1 Optional Units Passed: 0 Total units Passed: 1

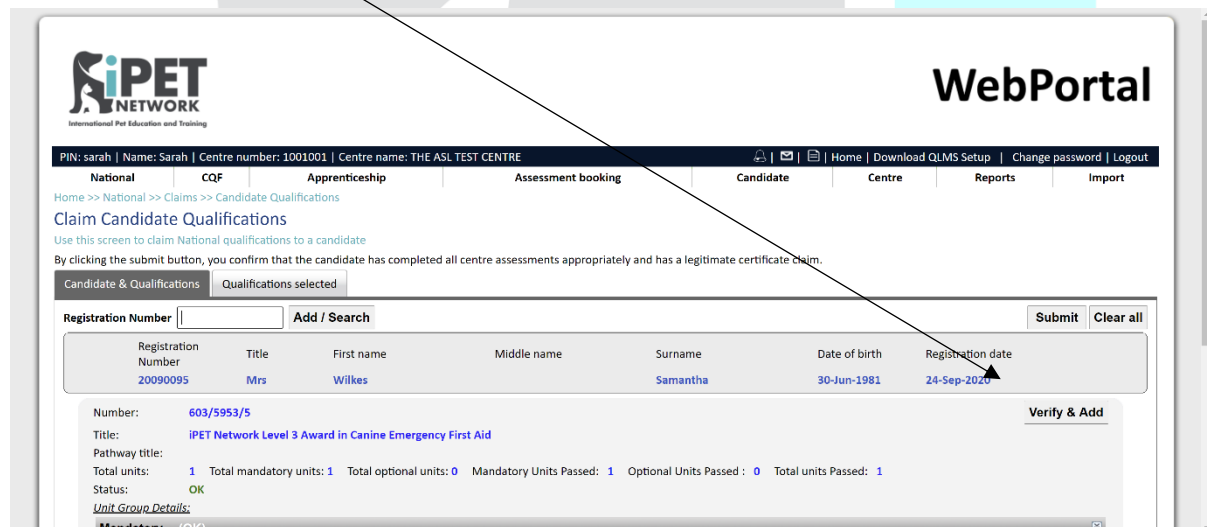
Status: OK

[Unit Group Details:](#)

Mandatory (OK)

Step 4

Click on **Verify & Add** (please note that the status must read green OK for you to proceed, if it does not a unit is incomplete)



iPET NETWORK WebPortal

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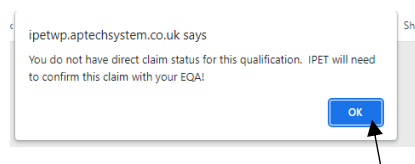
Status: OK

[Unit Group Details:](#)

Mandatory (OK)

Step 5

A pop up will appear click **OK**



ipetwp.aptechsystem.co.uk says

You do not have direct claim status for this qualification. iPET will need to confirm this claim with your EQA!

OK

Step 6

Then drop down boxes will appear for the Assessor and IQA PIN. Select the correct **Tutor/Assessor**, then the correct **IQA** and completed date (the date of certificate request), click **Verify**

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Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

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Candidate & Qualifications | Qualifications selected

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

Number: 603/5953/5 Remove

Title: iPET Network Level 3 Award in Canine Emergency First Aid

Pathway title:

Level: 3 Total units: 1 Total mandatory units: 1 Total optional units: 0 Direct claim status: N

Assessor PIN: Choose an Assessor... Internal Quality Assurer PIN: 200004 - Vicki Mountford Completed date: 24/09/2020 Verify

Unit Group Details:

Mandatory

Step 7

A pop up screen will appear, click **OK**

iKRKx0tsktjbEg0iOkFMr%2bkKjw%2fVWxwyZhd3nX52P2MAsMwdzVcMmuzJJHzhs6rR5l

ipetwp.aptechsystem.co.uk says
Assessor PIN & Internal Quality Assurer PIN verified. Please click 'Submit' button to submit the claim.

OK

Step 8

Then click **Submit**

PIN: sarah | Name: Sarah | Centre number: 1001001 | Centre name: THE ASL TEST CENTRE

Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

By clicking the submit button, you confirm that the candidate has completed all centre assessments appropriately and has a legitimate certificate claim.

Candidate & Qualifications | Qualifications selected

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

Number: 603/5953/5 Remove

Title: iPET Network Level 3 Award in Canine Emergency First Aid

Pathway title:

Level: 3 Total units: 1 Total mandatory units: 1 Total optional units: 0 Direct claim status: N

Assessor PIN: Choose an Assessor... Internal Quality Assurer PIN: 200004 - Vicki Mountford Completed date: 24/09/2020 Verify

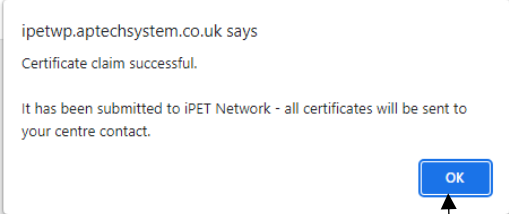
Unit Group Details:

Mandatory

Step 9

A pop up screen will appear to confirm that the certificate claim is successful, click **OK**

KxUtsktybEgUirOk-Mr%zBkKJw%zTVWxwyZhdJnX5zPzMASmWddzVcMmuZJH2hsbrK5L



Document Control

Document Name: ASL Web Portal Training Guide – Certificate Claims

Document Number: T6

Date of Correction	Version Number	Correction Reason
	1	
21/06/2023	2	Improved clarity of guide