

ASL Web Portal – Certificate Claims

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

Step 1

Using <u>https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx</u> link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need you 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.

	Interviewent Per Manufacture and Training	
X	Centre Login	
	This is a secure area, to continue you must sign in below. For support or access, please contact the IT department at info®jeetnetwork.co.uk	
	PIN PIN	
	Password (case sensitive)	
	Centre number	
	Registration and certification confirmation email will be sent to logged in user	
	Forgotten password Sign In	
	New centres? Register	
	By logging on to IPET Network, you confirm that you will abide by the rules and procedures as set out in the IPET Network centre guidance on data protection and will not access or extract data for purposes other than which is required by your role only. You will use your account regionships and not knowingly falsify, obfuscate or destroy data and processes on the system.	
	Date: 21/06/2023	
	Successfully logged out.	

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

	W	ebPortal
PIN: sarah Name: Sarah Centre number: 1001001 Centre name: National CQF Apprenticeship	HE ASL TEST CENTRE Assessment booking Candidate Centre R	ap Change password Logout Reports Import
Registration Claims Candidate qualifications Batch candidates qualification Candidate units / credits Ready for certification iPET Network is an Ofqual Regulated Awarding Organisati Awarding Organisation and are constantly developing NET	e to iPET Network Web Portal	a sector specific
	ASL Web Portal Training Guide – Uple	iPET Networ oading Assessment Result



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

National	rah Centre nun	hber: 1001001 Centre name: THE /	ASL TEST CENTRE	🚊 🖾 Candidate	Home Downlo	ad QLMS Setup C	hange password Logout
e >> National >> Cl	aims >> Candida	te Qualifications		candidate	centre	Reports	mport
im Candidate	e Qualificat	ions					
this screen to claim	National qualifi	cations to a candidate					
icking the submit b	utton, you confi	rm that the candidate has complete	d all centre assessments appropriately a	nd has a legitimate certificate cla	m.		
ndidate & Qualifica	tions Qualifi	cations selected					
	6						
gistration Number	<u>[</u>	Add / Search					Submit Clear all
Registra	ation Ti	tle First name	Middle name	Surname	Date of birth	Registration date	
200900	095 M	Irs Wilkes		Samantha	30-Jun-1981	24-Sep-2020	J
Number:	603/5953/5						Verify & Add

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)

ernational Pet Education and Training	antre number:	1001001 Centre parte: THE A	N TEST CENTRE			load OLMS Satura	hange password legent
National C e >> National >> Claims >	QF > Candidate Qu	Apprenticeship alifications	Assessment booki	ng Cano	didate Centre	Reports	Import
this screen to claim Nation	al qualification	> ns to a candidate					
icking the submit button, ndidate & Qualifications	you confirm th Qualification	at the candidate has completed ns selected	all centre assessments appropria	ately and has a legitimate certi	ificate theim.		
gistration Number		Add / Search					Submit Clear all
				Surname	Date of birth	Portion data	
Registration Number	Title	First name	Middle name	Sumanie	Date of birth	Negistration date	
Registration Number 20090095 Number: 603 Title: iPE Pathway title: Total units: 1 Status: OK	Title Mrs /5953/5 'Network Leve Total mandato	First name Wilkes el 3 Award in Canine Emergency ry units: 1 Total optional unit:	Middle name y First Aid s: 0 Mandatory Units Passed: 1	Samantha 1 Optional Units Passed : 0	30-Jun-1981	24-Sep-2020	Verify & Add
Registration Number 2009055 Number: 603 Title: iPE Pathway title: Total units: 1 Status: OK Unit Group Detuils: Mandatory (0):()	Title Mrs /5953/5 ' Network Leve Total mandato	First name Wilkes el 3 Award in Canine Emergency ry units: 1 Total optional units	Middle name	Samantha 1 Optional Units Passed : 0	30-Jun-1981	24-Sep-2020	Verify & Add
Registration Number 2090095 Number: 603 Title: iPE Pathway title: Total units: 1 Status: 0K <i>Unit Group Details</i> : Mandatory (014)	Title Mrs /5953/5 *Network Leve Total mandato	First name Wilkes al 3 Award in Canine Emergency ry units: 1 Total optional units	Middle name	Samantha 1 Optional Units Passed : 0	30-Jun-1981	24-Sep-2020	Verify & Add



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**

PIN: sarah N	Name: Sarah	Centre numbe	er: 1001001 C	Centre name: THE ASI	TEST CENTRE		≙∣⊠∣⊟	Home Download QLN	/IS Setup Chan	ge password Logout
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By clicking the	e submit butto	on, you confirm	that the candi	date has completed a	II centre assessments appro	opriately and has a legi	imate certificate claim.			
Candidate &	& Qualification	us Qualificat	ions selected							
									٤	Submit Clear all
	Reg Nu	gistration mber	Title	First name	Middle nar	ne Su	rname	Date of birth	Registration da	te
	200	090095	Mrs	Wilkes		Sa	mantha	30-Jun-1981	24-Sep-2020	
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Pathwa	ray title:	IFET Net	WORK Level 3 A	Award in Canine Enie	rgency rist Alu					
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n click S	Submi	t								
PIN: sarah N	Name: Sarah	Centre numbe	er: 1001001 0	Centre name: THE ASI	. TEST CENTRE		£∣⊠∣⊟	Home Download QLN	/IS Setup Chan	ge password Logout
Nationa	ial	CQF	Appren	nticeship	Assessment be	ooking	Candidate	Centre	Reports	Import
Claim Can	ndidate C	ualificatio	ns							
Use this screer	n to claim Nat	tional qualificat	ions to a candi	idate data has completed a	Il contro accorcimente appre	anriately and has a logi	imato cortificato claim			
Candidate &	& Qualification	ns Qualificat	tions selected		in centre assessments appre	opriately and has a legi	andre certificate claim.			★
									5	Submit Clear all
	Rep	gistration	Title	First name	Middle nar	me Su	rname	Date of birth	Registration da	ite
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	ver:	603/595	3/5							Remove
Numbe		iPET Net	twork Level 3 A	Award in Canine Eme	rgency First Aid					
Numbe Title:	mu title:									
Numbe Title: Pathwa Level:	ray title:	3 Tota	l units: 1 Tot	al mandatory units: 1	Total optional units: 0	Direct claim status: N				
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Step 9

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

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Document Control

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