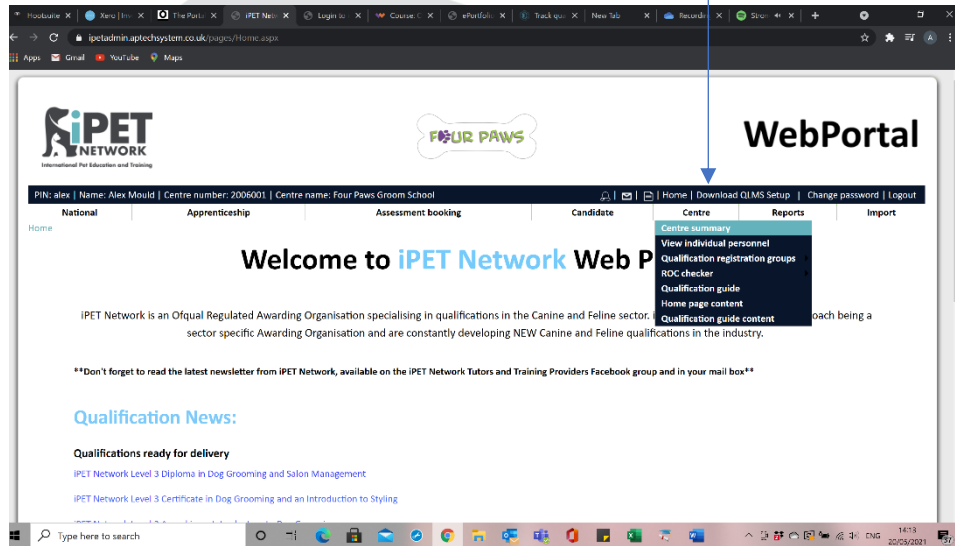


Web Portal Guide – Requesting a New Assessor, IQA, or Other Centre Personnel (e.g. admin)

Log in to the web portal select **centre** and then down to **centre summary**



WebPortal

PIN: alex | Name: Alex Mould | Centre number: 2006001 | Centre name: Four Paws Groom School

Home | Download QLLMS Setup | Change password | Logout

National Apprenticeship Assessment booking Candidate Centre Reports Import

Centre summary
View individual personnel
Qualification registration groups
RQC checker
Qualification guide
Home page content
Qualification guide content

Welcome to iPET Network Web Portal

iPET Network is an Ofqual Regulated Awarding Organisation specialising in qualifications in the Canine and Feline sector. We are constantly developing NEW Canine and Feline qualifications in the industry.

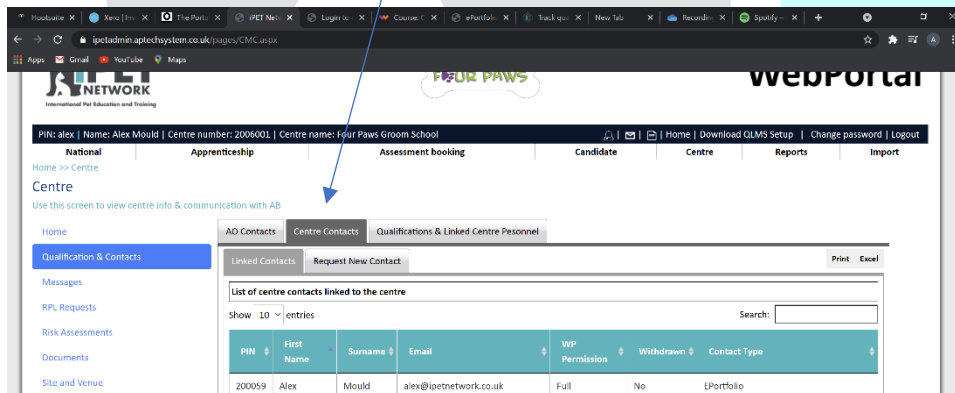
Don't forget to read the latest newsletter from iPET Network, available on the iPET Network Tutors and Training Providers Facebook group and in your mail box

Qualification News:

Qualifications ready for delivery

iPET Network Level 3 Diploma in Dog Grooming and Salon Management
iPET Network Level 3 Certificate in Dog Grooming and an Introduction to Styling

Select **Qualifications and contacts** > then **Centre Contacts**



WebPortal

PIN: alex | Name: Alex Mould | Centre number: 2006001 | Centre name: Four Paws Groom School

Home | Download QLLMS Setup | Change password | Logout

National Apprenticeship Assessment booking Candidate Centre Reports Import

Home >> Centre

Centre

Use this screen to view centre info & communication with AB

Home

Qualification & Contacts
Messages
RPL Requests
Risk Assessments
Documents
Site and Venue

AO Contacts Centre Contacts Qualifications & Linked Centre Personnel

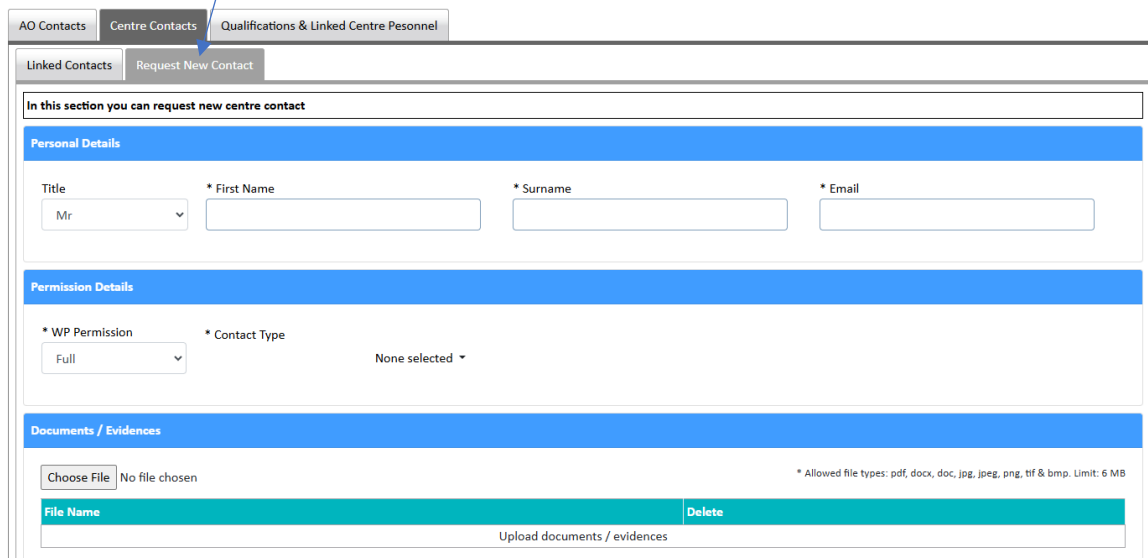
Request New Contact

List of centre contacts linked to the centre

Show 10 entries

PIN	First Name	Surname	Email	WP Permission	Withdrawn	Contact Type
200059	Alex	Mould	alex@ipetnetwork.co.uk	Full	No	EPortfolio

Select **Request new contact**



Request New Contact

In this section you can request new centre contact

Personal Details

Title: Mr (dropdown) * First Name: [text input] * Surname: [text input] * Email: [text input]

Permission Details

* WP Permission: Full (dropdown) * Contact Type: None selected (dropdown)

Documents / Evidences

Choose File | No file chosen | * Allowed file types: pdf, docx, doc, jpg, jpeg, png, tif & bmp. Limit: 6 MB

File Name	Delete

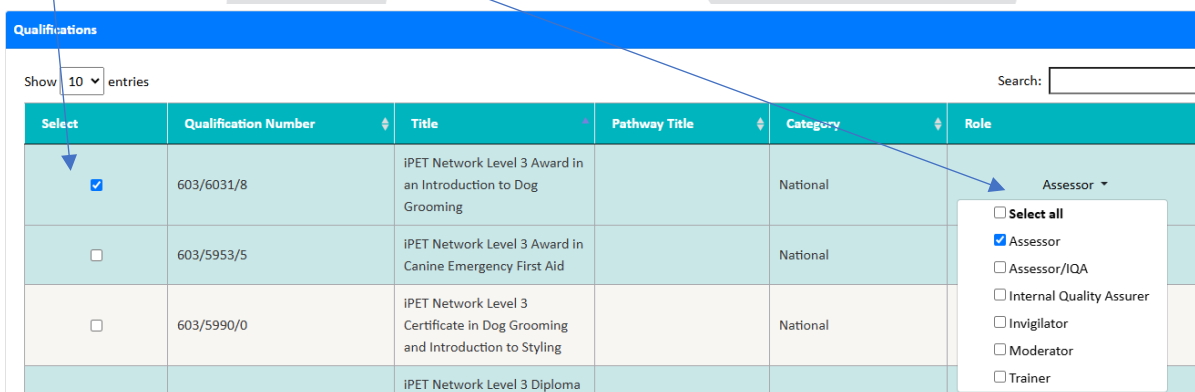
Upload documents / evidences

Fill out **personal details**, **web portal permission** – full, view only, or none, contact type e.g. if an Assessor using the e-portfolio select Teaching and e-portfolio.

Upload **evidence documents** – refer to the Qualification Specification for the requirements to deliver. You may need to upload the CV, certificates e.g. dog grooming, teaching qualification in here.

NOTE - If you are requesting a New Assessor who will deliver a new qualification, the **Qualification Approval Form** must be submitted, which can be found on the iPET Network website.

Select the qualification(s) the new centre personnel requires approval for. If the new centre personnel is not an Assessor or IQA, for example, is an administrative assistant, you can skip this part. Then choose their **Role**.



Qualifications

Show 10 entries | Search: [text input]

Select	Qualification Number	Title	Pathway Title	Category	Role
<input checked="" type="checkbox"/>	603/6031/8	iPET Network Level 3 Award in an Introduction to Dog Grooming		National	Assessor (dropdown menu open)
<input type="checkbox"/>	603/5953/5	iPET Network Level 3 Award in Canine Emergency First Aid		National	
<input type="checkbox"/>	603/5990/0	iPET Network Level 3 Certificate in Dog Grooming and Introduction to Styling		National	
		iPET Network Level 3 Diploma			

Role dropdown menu options:

- Select all
- Assessor
- Assessor/IQA
- Internal Quality Assurer
- Invigilator
- Moderator
- Trainer

Click **submit**

Submit

This will then be approved or rejected by iPET Network.

You can see the status of your request in the same section at the bottom

Contact Status								
Name	Email	Permission	Contact Types	Requested By	Requested Date	Status	Accepted / Rejected Date	Cancel Request
Mr Test Test		Full	Coordinator / Head of Centre, EPortfolio		13/11/2024	Accepted	13/11/2024	
Miss Jo Test		Full	Coordinator / Head of Centre, EPortfolio		13/11/2024	Rejected	13/11/2024	
Mr Test Blogg		Full	Coordinator / Head of Centre, Teaching		13/11/2024	Accepted	13/11/2024	
Miss Jo Test		Full	Admin		13/11/2024	Pending		<input type="button" value="Cancel"/>