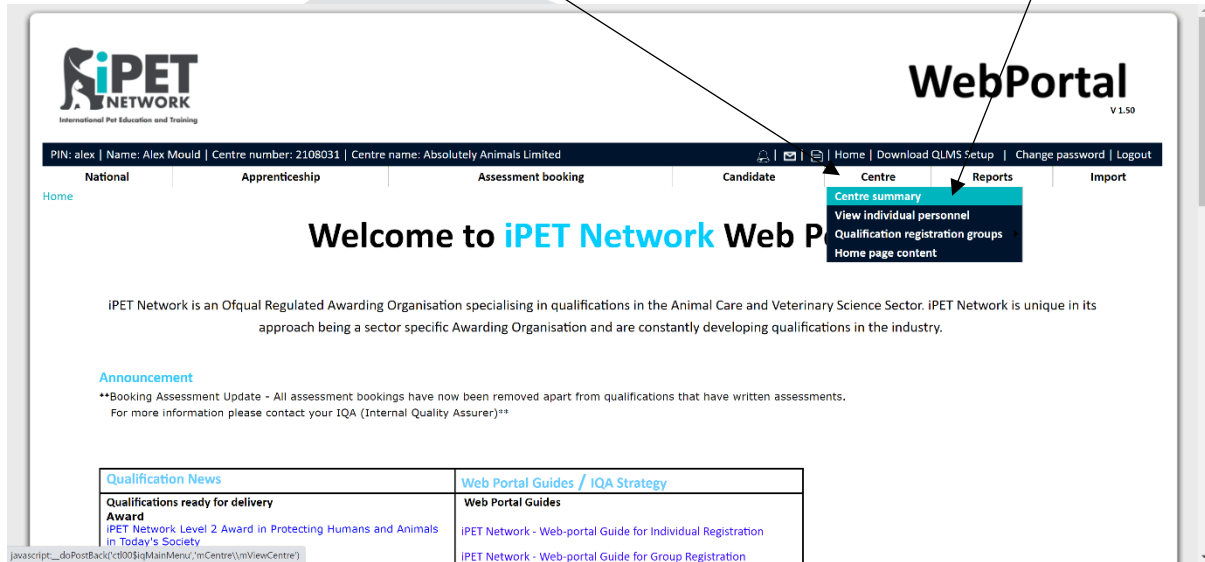


## WebPortal Training Guide – Applying for a new Qualification

Log on to your WebPortal > Go to the **Centre** tab and on the drop down select **Centre summary**



**WebPortal** V 1.50

PIN: alex | Name: Alex Mould | Centre number: 2108031 | Centre name: Absolutely Animals Limited

National | Apprenticeship | Assessment booking | Candidate | **Centre** | Reports | Import

Home >> Centre

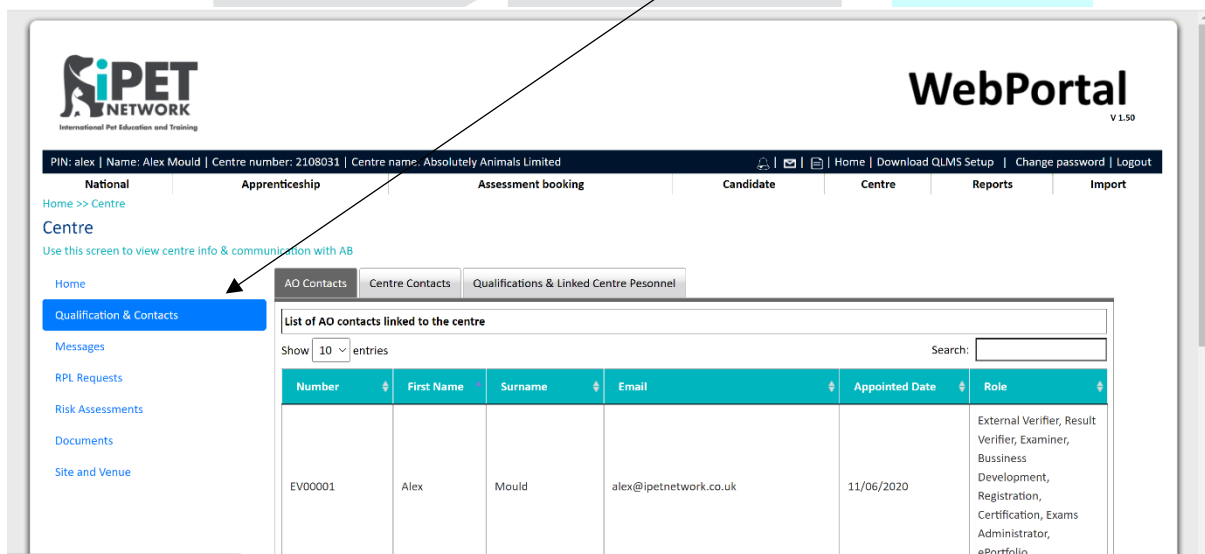
### Welcome to iPET Network Web Portal

iPET Network is an Ofqual Regulated Awarding Organisation specialising in qualifications in the Animal Care and Veterinary Science Sector. iPET Network is unique in its approach being a sector specific Awarding Organisation and are constantly developing qualifications in the industry.

**Announcement**  
\*\*Booking Assessment Update - All assessment bookings have now been removed apart from qualifications that have written assessments. For more information please contact your IQA (Internal Quality Assurer)\*\*

Qualification News	Web Portal Guides / IQA Strategy
<b>Qualifications ready for delivery Award</b> iPET Network Level 2 Award in Protecting Humans and Animals in Today's Society	<b>Web Portal Guides</b> <a href="#">iPET Network - Web-portal Guide for Individual Registration</a> <a href="#">iPET Network - Web-portal Guide for Group Registration</a>

On the Centre screen shown below, select **Qualifications & Contacts**



**WebPortal** V 1.50

PIN: alex | Name: Alex Mould | Centre number: 2108031 | Centre name: Absolutely Animals Limited

National | Apprenticeship | Assessment booking | Candidate | **Centre** | Reports | Import

Home >> Centre

Centre

Use this screen to view centre info & communication with AB

Home >> Centre >> **Qualifications & Contacts**

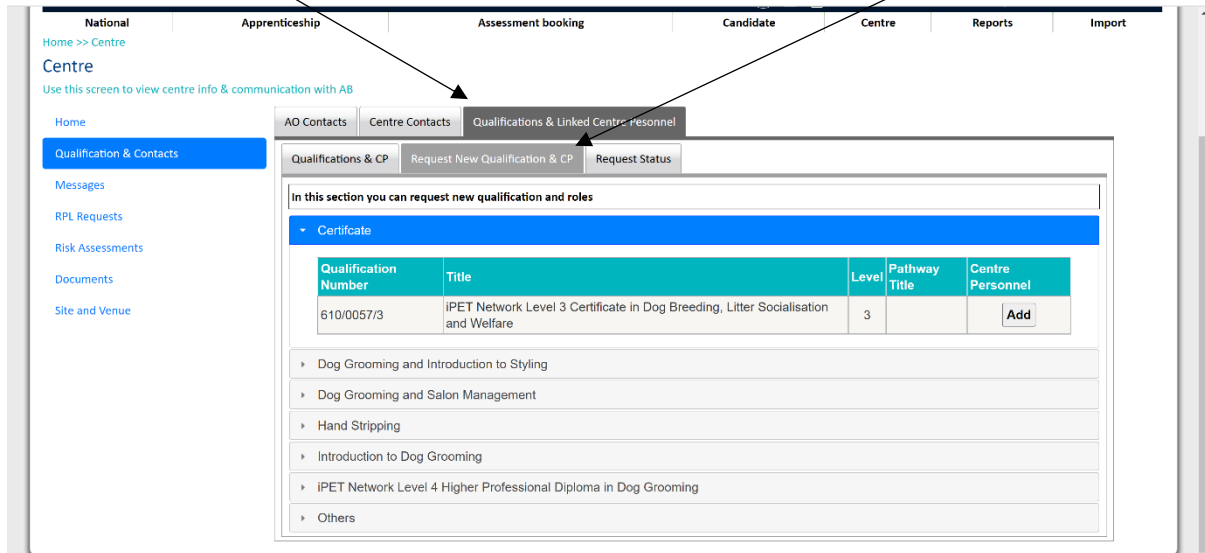
AO Contacts | Centre Contacts | Qualifications & Linked Centre Personnel

List of AO contacts linked to the centre

Show 10 entries

Number	First Name	Surname	Email	Appointed Date	Role
EV00001	Alex	Mould	alex@ipetnetwork.co.uk	11/06/2020	External Verifier, Result Verifier, Examiner, Business Development, Registration, Certification, Exams Administrator, ePortfolio

Click on **Qualifications & Linked Centre Personnel** > Select **Request a New Qualification & CP**



Home >> 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**

Qualifications & CP Request New Qualification & CP Request Status

In this section you can request new qualification and roles

▼ Certificate

Qualification Number	Title	Level	Pathway Title	Centre Personnel
610/0057/3	iPET Network Level 3 Certificate in Dog Breeding, Litter Socialisation and Welfare	3		Add

► Dog Grooming and Introduction to Styling

► Dog Grooming and Salon Management

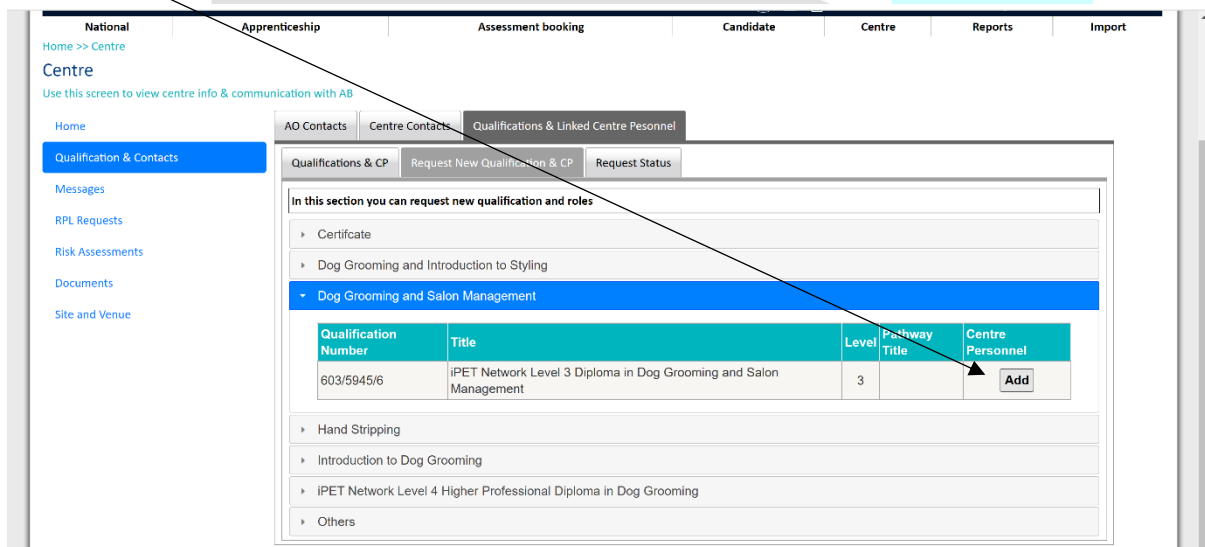
► Hand Stripping

► Introduction to Dog Grooming

► iPET Network Level 4 Higher Professional Diploma in Dog Grooming

► Others

Select **add** against the qualification you wish to deliver



Home >> Centre  
Use this screen to view centre info & communication with AB

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AO Contacts Centre Contacts **Qualifications & Linked Centre Personnel**

Qualifications & CP Request New Qualification & CP Request Status

In this section you can request new qualification and roles

► Certificate

► Dog Grooming and Introduction to Styling

▼ Dog Grooming and Salon Management

Qualification Number	Title	Level	Pathway Title	Centre Personnel
603/5945/6	iPET Network Level 3 Diploma in Dog Grooming and Salon Management	3		Add

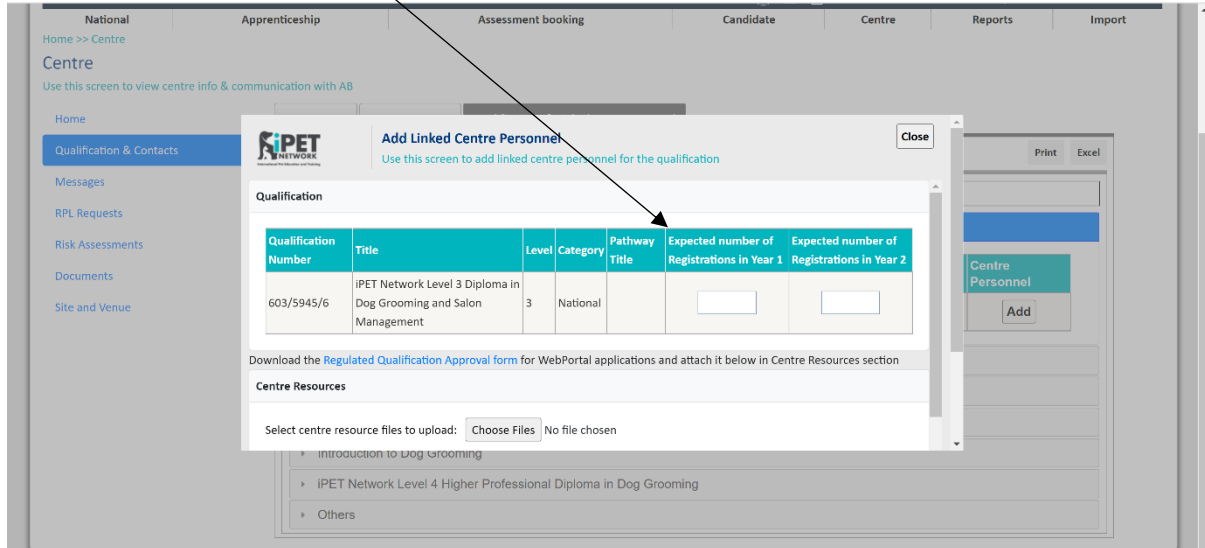
► Hand Stripping

► Introduction to Dog Grooming

► iPET Network Level 4 Higher Professional Diploma in Dog Grooming

► Others

Input estimated registrations, as seen below



**Add Linked Centre Personnel**  
Use this screen to add linked centre personnel for the qualification

Qualification

Qualification Number	Title	Level	Category	Pathway Title	Expected number of Registrations in Year 1	Expected number of Registrations in Year 2
603/5945/6	iPET Network Level 3 Diploma in Dog Grooming and Salon Management	3	National		<input type="text"/>	<input type="text"/>

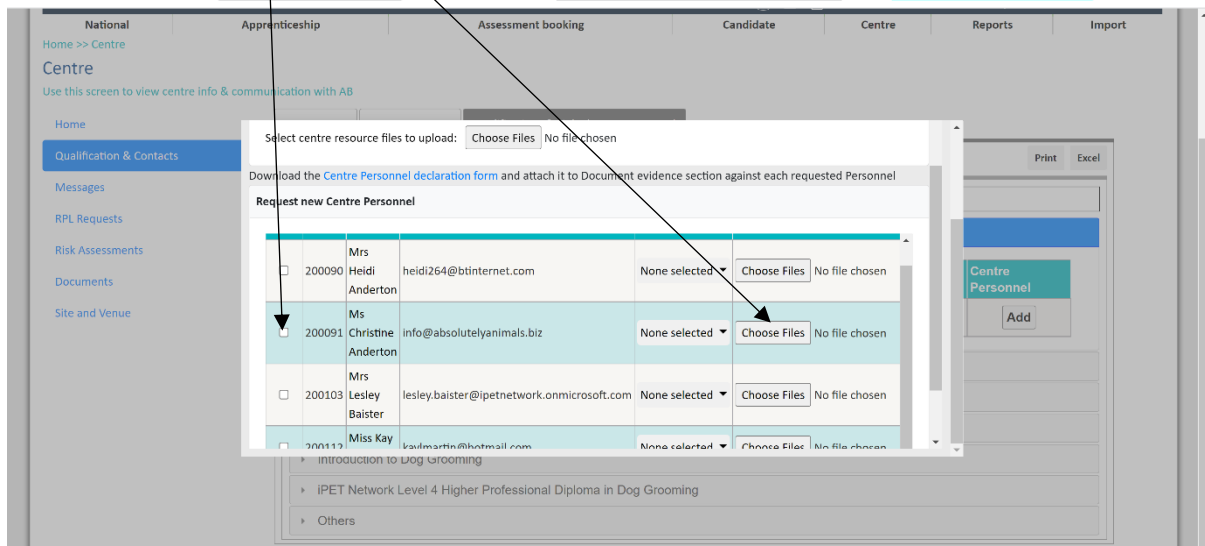
Download the [Regulated Qualification Approval form](#) for WebPortal applications and attach it below in Centre Resources section

Centre Resources

Select centre resource files to upload:  No file chosen

- Introduction to Dog Grooming
- iPET Network Level 4 Higher Professional Diploma in Dog Grooming
- Others

Scroll down to then **tick** the relevant tutors for the qualification (if the required tutor is not on the list or new to the centre please refer to the 'Adding a new tutor guide' before completing this process' > select **Choose Files** to upload the evidence that supports the requirements to deliver the qualification (see section 8 of the qualification guide) this evidence may include a CV and relevant certificates).



Select centre resource files to upload:  No file chosen

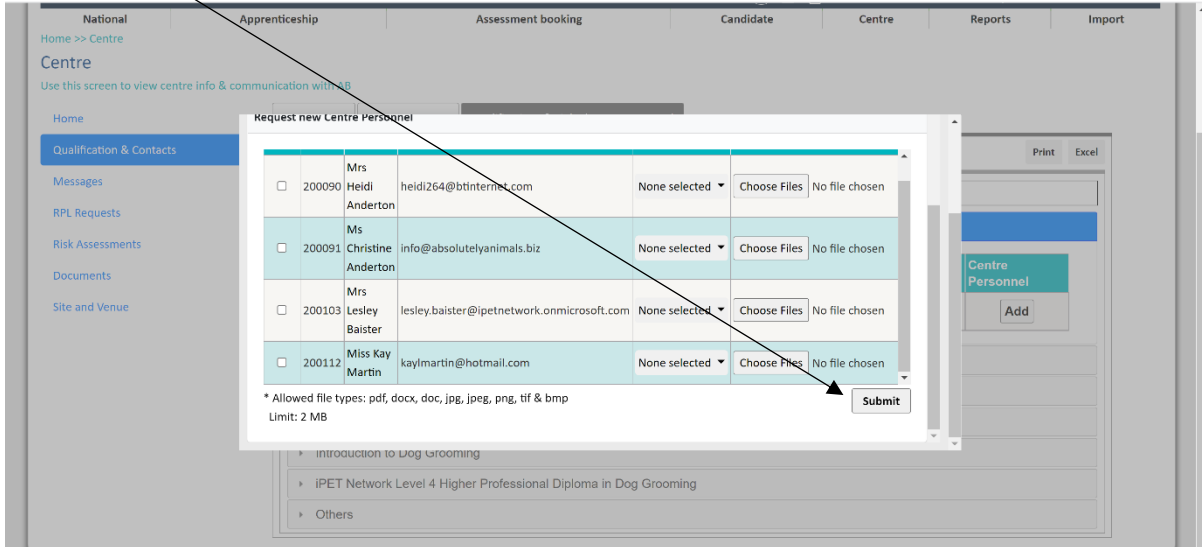
Download the [Centre Personnel declaration form](#) and attach it to Document evidence section against each requested Personnel

Request new Centre Personnel

<input type="checkbox"/>	200090	Mrs Heidi Anderton	heidiz64@btinternet.com	None selected	<input type="button" value="Choose Files"/>	No file chosen
<input checked="" type="checkbox"/>	200091	Ms Christine Anderton	info@absolutelyanimals.biz	None selected	<input type="button" value="Choose Files"/>	No file chosen
<input type="checkbox"/>	200103	Mrs Lesley Baister	lesley.baister@ipetnetwork.onmicrosoft.com	None selected	<input type="button" value="Choose Files"/>	No file chosen
<input type="checkbox"/>	200111	Miss Kay	kaymartin@hotmail.com	None selected	<input type="button" value="Choose Files"/>	No file chosen

- Introduction to Dog Grooming
- iPET Network Level 4 Higher Professional Diploma in Dog Grooming
- Others

Select **submit** (Repeat for each qualification)



Request new Centre Personnel

<input type="checkbox"/>	200090	Mrs Heidi Anderton	heidiz64@btinternet.com	None selected	Choose Files	No file chosen
<input type="checkbox"/>	200091	Ms Christine Anderton	info@absolutelyanimals.biz	None selected	Choose Files	No file chosen
<input type="checkbox"/>	200103	Mrs Lesley Baister	lesley.baister@ipetnetwork.onmicrosoft.com	None selected	Choose Files	No file chosen
<input type="checkbox"/>	200112	Miss Kay Martin	kaylmartin@hotmail.com	None selected	Choose Files	No file chosen

\* Allowed file types: pdf, docx, doc, jpg, jpeg, png, tif & bmp  
Limit: 2 MB

Submit

This request will then go to iPET Network to be reviewed for approval.

