

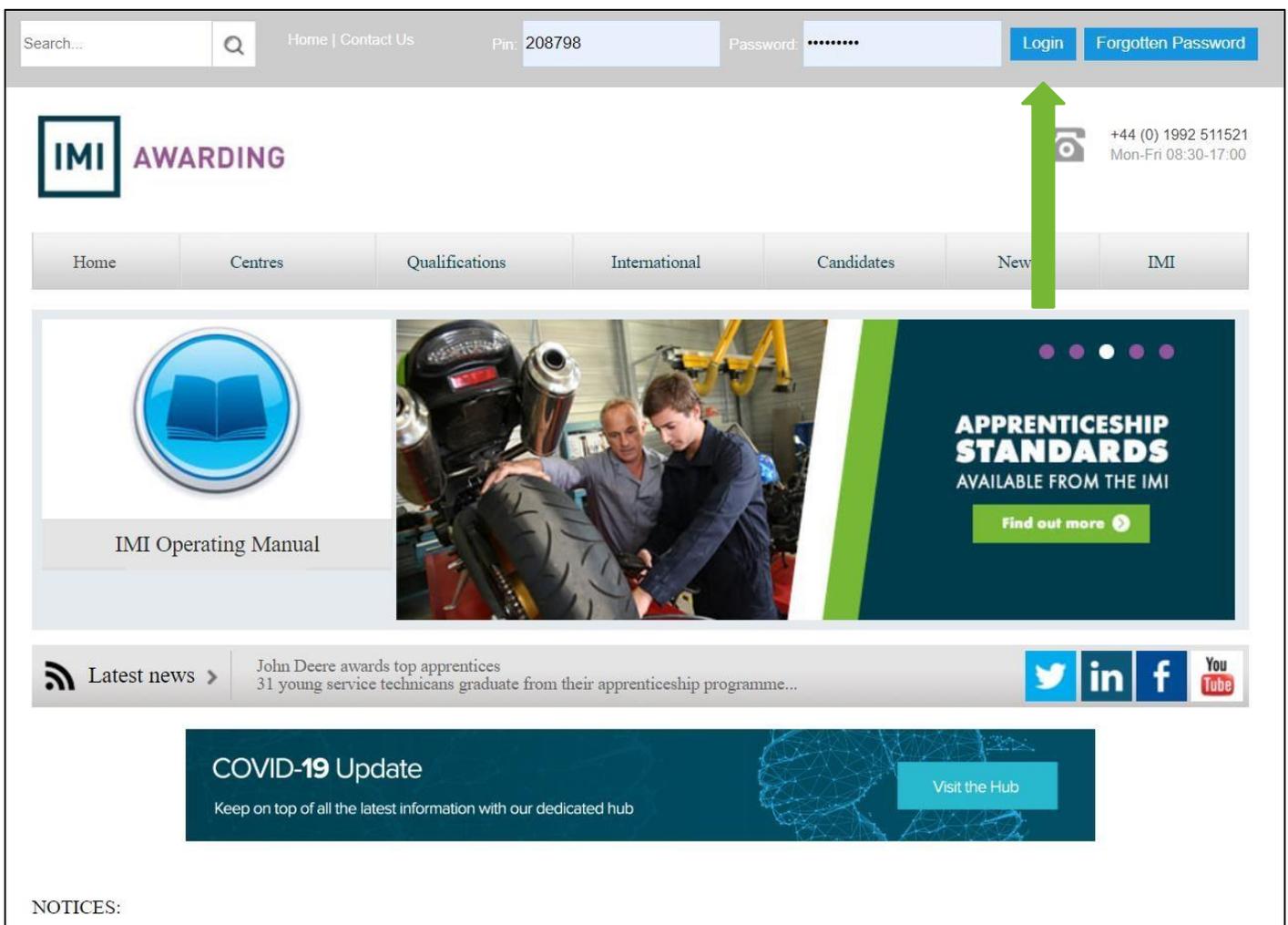
To support filling in the ERF spreadsheet you will find it easier to identify your learners affected using the following:

- Web Portal 2 registrations report

IMI Awarding home page

You will need to go to the IMI Awarding web site that you will be mostly familiar with

<https://awarding.theimi.org.uk/> From this you then need to add you pin number and password to gain access to the site



Search... Home | Contact Us Pin: 208798 Password: [Login](#) [Forgotten Password](#)

IMI AWARDING +44 (0) 1992 511521 Mon-Fri 08:30-17:00

Home Centres Qualifications International Candidates News IMI

IMI Operating Manual

APPRENTICESHIP STANDARDS
AVAILABLE FROM THE IMI
[Find out more](#)

Latest news > John Deere awards top apprentices
31 young service technicians graduate from their apprenticeship programme...

[Twitter](#) [LinkedIn](#) [Facebook](#) [YouTube](#)

COVID-19 Update
Keep on top of all the latest information with our dedicated hub
[Visit the Hub](#)

NOTICES:

Look for 'Centre Information' section

You will need to locate the 'Click here for access' button

Note: in order to do this, you must have 'Administration' rights

COVID-19 UPDATE
In light of the ongoing and increased uncertainty surrounding the COVID-19 coronavirus, we wanted to reassure you of the steps we're taking to ensure we continue to deliver a great service for you and also to reinforce our commitment to you at this difficult time. Click [here](#) for more information.

Apprenticeship Standard Registrations: Additional fields have been added to Webportal2 for apprentice registrations due to progress on developments to IMI EPA booking system SEPA. Click for further information

ePortfolio
Access ePortfolio | Find out more

Apprenticeships
Find everything you need to know about Apprenticeships and the current standards.
Access eLogbook

Centre Information
This is a secure area. You will need your login details to access this content. Use the buttons below to be directed to the required area.

Online Assessment | Personnel Reports

Click here for access

IMI Centres' Hub

INFORMATION PIT STOP

- ▶ Noticeboard
- ▶ EPA Update
- ▶ Current IMI England Qualifications June 2020 (includes ePortfolio availability - please see separate list for Scottish provision)
- ▶ Current IMI Qualifications Funded in Wales -

@IMI_Awards
Tweets by @IMI_Awards

YOUR NEAREST IMI APPROVED CENTRE
To find your nearest IMI Approved centre, type your postcode in below.
Location/Postcode [Search]

Logon

You will need to add your logon and centre details

Web Portal 2

Logon
This is a secure area, to continue you must sign as indicated below

PIN: 208798

Surname: []

Centre Number: []

Email Address: []

Re-Enter Email Address: []

Registration and certification confirmation emails will be sent to address provided above

Sign In

Date: 19/06/2020
Version 1.0



Reports Section

Look to the far right on the headers and you will see a 'reports' header

If you hover over this, you will get a series of options

The first option is a 'Candidates by Registration Date'

Select this

IMI INSTITUTE OF THE MOTOR INDUSTRY Driving the industry since 1920

PIN: PhilO | Name: Phil O'Neill | Centre No.: 0903786 | Centre Name: IMI Accreditation

Web Portal 2

Home | Download QLMS Setup | Logout

Qualifications Apprenticeship QAP IMI Accredited Accreditation IRTEC Candidate Centre Reports

Home

Welcome to the IMI registration and certification portal

Important Information - Qualification claims for learners impacted by COVID 19
Certificate claims for 'adapted' or 'calculated' qualifications, **MUST** be authorised by your EQA prior to claiming.
Full instructions and the required documentation templates have been sent to all Centre Coordinators by your EQA.
Further information can be found [here](#).
Failure to gain EQA authorisation may lead to sanctions being applied to your centre.

Confirmation Emails
Confirmation email produced by the registration and certification process may end up in your "junk" mailbox as they are web generated. Therefore please ensure the following have been added to your "safe senders" list:

- registrations@theimi.org.uk
- certifications@theimi.org.uk
- accreditations@theimi.org.uk
- QAP@theimi.org.uk

Please report any errors (names, spelling, DOB etc) as candidates' details, as registered, will appear on certificates and ID cards.

Candidates by Registration Date
Candidates by Certification Date
Proxy Claimed
Job Portal
Centre Personnel Email Contacts
Generate PLR Upload Report
Process PLR Confirmation Report

Date Section

The next screen will then ask you for a 'from date'

If your learners are on a 2-year programme then you will have to go back, as an example to 1st August 2018

Add this date into the field

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Qualifications Apprenticeship QAP IMI Accredited Accreditation IRTEC Candidate Centre Reports

Home >> Reports >> Candidates By Registration Date

Candidates By Registration Date

Use this screen to generate a report for candidates registered by date.

From Date: To Date:

Generate Excel

Once you have added a 'from date' the system will go back to that date and run a report of all learners that were registered in that time frame

Web Portal 2

PIN: PhilO | Name: Phil O'Neill | Centre No.: 0903786 | Centre Name: IMI Accreditation

Home | Download QLMS Setup | Logout

Qualifications | Apprenticeship | QAP | IMI Accredited | Accreditation | IRTEC | Candidate | Centre | Reports

Home >> Reports >> Candidates By Registration Date

Candidates By Registration Date

Use this screen to generate a report for candidates registered by date.

From Date: 01/08/2018 To Date: 15/06/2020

Generate Report Generate Excel

Registrations Report

Once you have the registrations report

Add a filter to the top row

Looking down the 'surnames' column and then select the learners you need

Columns 'A' up to 'I' can be utilised to copy and paste straight into the ERF spreadsheet'

1	Qualification	Registered Date	Description	Candidate Number	ULN	Skillsfirst Candidate No	First name	MiddleName	Surname
439	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	00400818					
440	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	02730317					
441	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	04370218					
442	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	05351012		1017397			
443	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	06090918					
444	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	06100918					
445	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	11290111		1017571			
446	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	13851013					
447	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	18640413					
448	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	20230811		1032937			
449	ACC-AATECH-LVSMT-1	10-September-2018	Light Vehicle Service Maintenance Technician	20720413		4007957			

Select your learners that are affected by the adaption process of ERF

'Copy'



ERF Spreadsheet

'Paste' your selection into the ERF spreadsheet
Columns 'A' through to 'I' will now be populated

IMI INSTITUTE OF THE MOTOR INDUSTRY <small>Driving the industry since 1920</small>					ERF Spreadsheet	Centre Name and number: Centre Contact Name: Centre Contact Email: Centre Contact Number:						
Qualification number	Registration date	Description	Candidate Number	ULN	Skillsfirst Candidate No	First name	Middle Name	Surname	Predicted achievement date	Attendance record for candidate in percentage	Percentage of qualification candidate achieved to date	
500/9821/4	26/10/2019	IMI Level 2 Diploma in Vehicle Accident Repair Paint Principles (VRQ)	122345678			Joe		Bloggs	28/06/2020	73%	70%	
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	00400818									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	02730317									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	04370218									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	05351012		1017397							
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	06090918									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	06100918									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	112901111		1017571							
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	13851013									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	18640413									
ACC-AATECH-LVSN	10-September-2018	Light Vehicle Service Maintenance Technician	20230811		1032937							



Additional Columns

When you have your learner's data in the first part of the spreadsheet you will now need to add the additional details required which start from column 'J' up to column 'T'

VRQ <small>(Please use guidance tab)</small>										
Predicted achievement date	Attendance record for candidate in percentage	Percentage of qualification candidate achieved to date	Paper based or electronic portfolio of evidence <small>(Please specify which ePortfolio)</small>	Online test proxy required	Number of outstanding VRQ Practical assessments (per unit) <small>(Please list units separately)</small>	Adaption planned to use for VRQ Practical assessments (if required)	Number of outstanding VRQ Knowledge Assessments (per unit) <small>(Please list units separately)</small>	Adaption planned to use for Online assessments (if required)	Comments	All assessment, invigilation & IQA records are in place and available for EQA monitoring
28/06/2020	73%	70%	Paper based	Yes	PO0205 x2, PO06 x2	Utilise Previous Practiced skills Assessed by Authorised Assessor	PO0408, PO01	IMI Approved Centre Devised Written Knowledge Assessments	Centre not opening until September 2020, Professional discussions will be used to support previous practised skills	Yes





Column 'J' Predicted Achievement Date?

When was your learner **due** to have finished their qualification? e.g.
17th July 2020 (17/07/2020)

Column 'K' Attendance Record for the candidate in (%)? e.g.

75% attendance record evidence. *Based on records up to 20th March 2020 - Lockdown*

Column 'L' % of Qualification Achieved to date? e.g. 70% progression tracker

evidence. *Based on records up to the date you are completing the ERF*

Column 'M' Paper based or e-Portfolio Assessment Records? e.g.

paper based

Note: If e-portfolio please state which one. E.g. IMI ep, Smart Assessor, One-File etc

Column 'N' On-line examination proxies required? e.g.

Yes

Note: If you need to have proxies against any of the on-line exams (see column 'Q' to record) e.g.

No

Note: If you do not need any proxies to cover the knowledge aspect of the qualification as you have already completed them

Column 'O' Number of Outstanding Practical Tasks per unit? e.g.

LV02 x 2, LV04 x 1

Note: this example shows this learner has 3 outstanding tasks in these units

Column 'P' Adaption Planned for the Practical Tasks?

e.g. There is a drop-down field in this column with some examples



Note: What method you propose to do to cover the outstanding practical tasks

Column 'Q' Number of Outstanding Knowledge Tasks per unit?

e.g. LV03 x 1, LV0506 x 1

Note: this example shows this learner has 2 outstanding exams in these units (Links to column N)

Column 'R' Adaption Planned for the On-line Exams?

e.g. There is a drop-down field in this column with some examples

Note: What method you propose to do to cover the outstanding on-line exams

Column 'S' Comments

Any comments or notes to record

e.g. The College is closed until September 2020

Column 'T' All Assessment, Invigilation and IQA Records are in place and available for EQA Monitoring

e.g. Yes

Note: If you have records in place these must be made available as normal for EQA monitoring

e.g. No

Note: If you do not have records in place this can lead to a level 2 sanction for not having auditable records in place to support candidate certification claims

Upon Completion

Please submit the completed spreadsheet to the IMI via a Centre's Hub Enquiry Form

Note: Please take note of the form number for future reference