



Submitting Sampling

FOCUS AWARDS 

Version History

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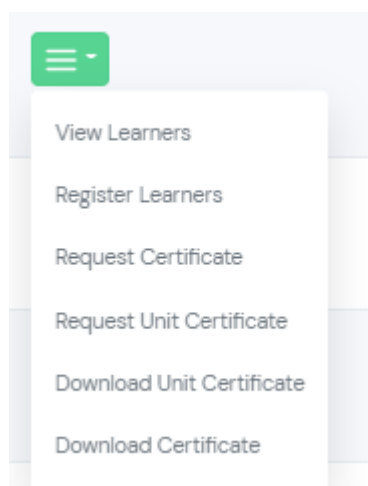
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Introduction

The Focus Awards Centre How to submit sampling guide has been produced to help you understand our systems and the processes, of submitting sampling via your qualitas account.

Submitting Sampling

You will need to start by logging into your Qualitas account. When you are logged in, please head over to *“Regulated Qualifications (RQF)”* this will expand you will then need to select *“Our Qualifications”* this will reload to a page and it will list the qualifications you are approved to deliver.



On the list of your approved qualifications to the right of each there is an icon which allows you to select a number of options. Within the drop down you will need to select *“request certificates”*.

To claim certificates for your learners, portfolios will first need to be sampled by your EQA.

Please complete the *‘Learner Portfolio Details’* form for all learners you wish to claim for. You will need to upload copies of the learner portfolios (including assessment records and IQA reports); if you have multiple files to submit for each learner, please ensure you add the files into a zip folder before uploading.

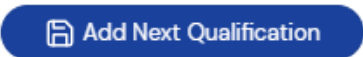
The majority of the fields on the sampling form require **autofill selection**. As you can see in the image below, the qualification title will appear as you type. Please do not copy and paste as the system will not recognise the qualification.

Once you have completed the qualification title the next step is to complete the learner details, again you will need to use the **autofill selection**. This allows the submission to be linked to the learner’s registration in turn will allow you to request the certificate at a later date. An example can be found below.

To add another learner to the sampling report please select the *“plus icon”* to the right of the completed sections. You can use this to add as many learners as you require.



You can also add more than one qualification to a sampling submission to do so select *“Add Next Qualification”* imaged below.



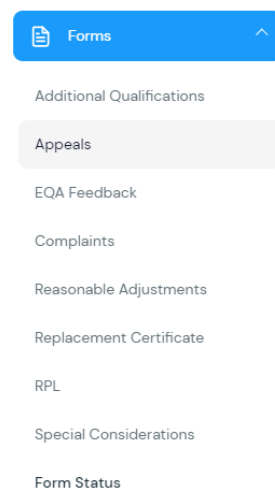
Please ensure that you include all completed learners in the sampling submission as once sampling has been completed and decisions confirmed you will only be able to claim certificates for those learners include on the submission.

Once submitted you can make payment online, by clicking on pay now and completing the relevant details, you will also receive an invoice for the sampling submission. Sampling fees are determined by the number of learners submitted, and are charged as follows:

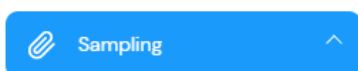
- 1 – 2 learners = £25
- 3 – 4 learners = £50
- 5 – 6 learners = £75
- 7 – 8 learners = £100
- 9 – 23 learners = £125
- 23+ learners = £250

Your EQA will then select a which of the portfolios they are going to sample for from the submission you have completed based on your centre’s current risk rating. New centres, or those with a ‘high’ risk rating will be subject to 40% sampling, 30% for medium risk, and 25% for low-risk centres.

Once sampling has been completed you will receive a notification, on your dashboard and by email. You can view the sampling report directly via the notification your dashboard or by viewing completed forms. To view completed forms, in the navigation bar you will need to select *“Forms”* once expanded scroll down to *“Forms Status”*.



This will load you a page to see all the forms you have submitted through qualitas. You can also see when a sampling submission is in process or has been completed.



Sampling

Request Certificate

To request the sampled certificates, click on *“Sampling”* and *“request certificates”*.

This will show all of the learners that have been submitted for sampling and have been sampled and approved by your EQA. To request you will need to select *“Pathways/Groups/Units”* a pop-up box will appear with the units on the qualification. You will need to select the units that the learner has completed before selecting *“Submit”*.

The certificates will then be sent to our qualification team to authorise, certification can take 3 – 7 working to be fully processed. If you have E-Certificates enabled, you will receive a notification to inform you that they are ready to download.

