OCN London

ocnlondon.org.uk

Access QuartzWeb Guide

How to register your learners

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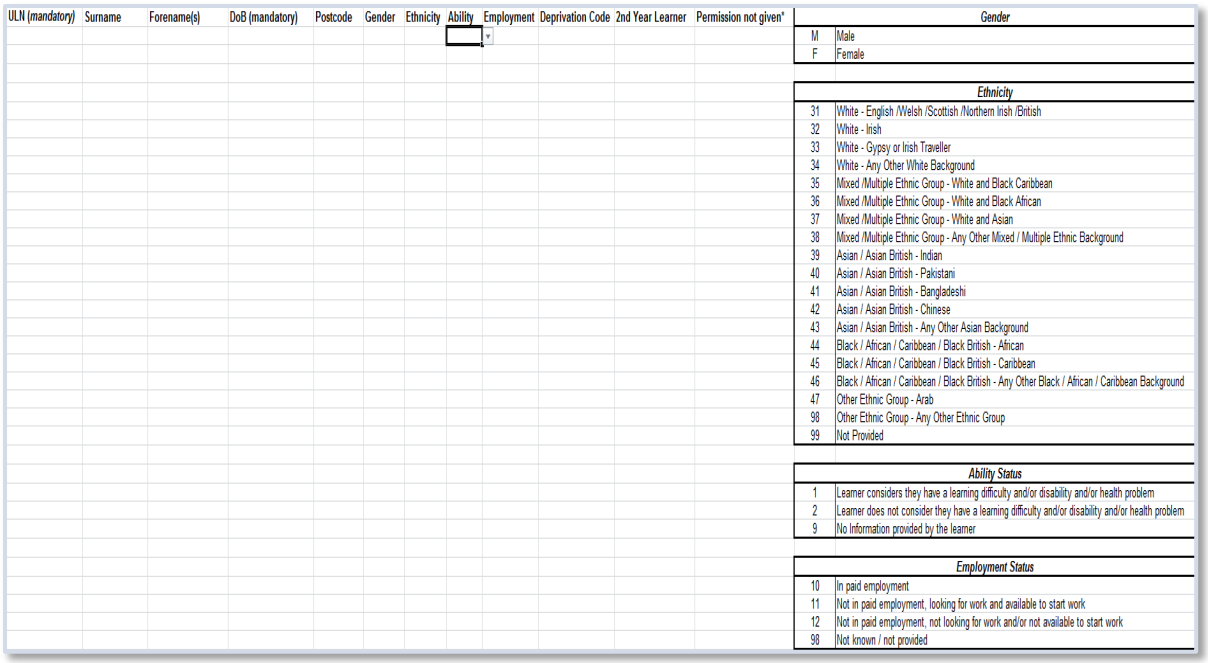
Step 1 - Completing the Access Learner Registration Template

In accordance with QAA requirements, learners must be registered on a Diploma course no later than 6 weeks after starting their course.

Please complete a copy of the Access ERegistration template with the learners' details for each cohort of each Access to HE Diploma.

Mandatory fields are forename, surname, date of birth, postcode and ULN (Unique Learner Number). Demographic codes for sex, ethnicity and so forth are selected from drop down menus in the template. The codes are detailed on the right hand side of the form for quick reference.

Please save each file to your desktop or designated folder on your system, with a file name to identify the cohort, ready for you to upload via QuartzWeb.



ULN (*mandatory*)	Surname	Forename(s)	DoB (mandatory)	Postcode	Gender	Ethnicity	Ability	Employment	Deprivation Code	2nd Year Learner	Permission not given*

Gender	
M	Male
F	Female

Ethnicity	
31	White - English /Welsh /Scottish /Northern Irish /British
32	White - Irish
33	White - Gypsy or Irish Traveller
34	White - Any Other White Background
35	Mixed /Multiple Ethnic Group - White and Black Caribbean
36	Mixed /Multiple Ethnic Group - White and Black African
37	Mixed /Multiple Ethnic Group - White and Asian
38	Mixed /Multiple Ethnic Group - Any Other Mixed / Multiple Ethnic Background
39	Asian / Asian British - Indian
40	Asian / Asian British - Pakistani
41	Asian / Asian British - Bangladeshi
42	Asian / Asian British - Chinese
43	Asian / Asian British - Any Other Asian Background
44	Black / African / Caribbean / Black British - African
45	Black / African / Caribbean / Black British - Caribbean
46	Black / African / Caribbean / Black British - Any Other Black / African / Caribbean Background
47	Other Ethnic Group - Arab
98	Other Ethnic Group - Any Other Ethnic Group
99	Not Provided

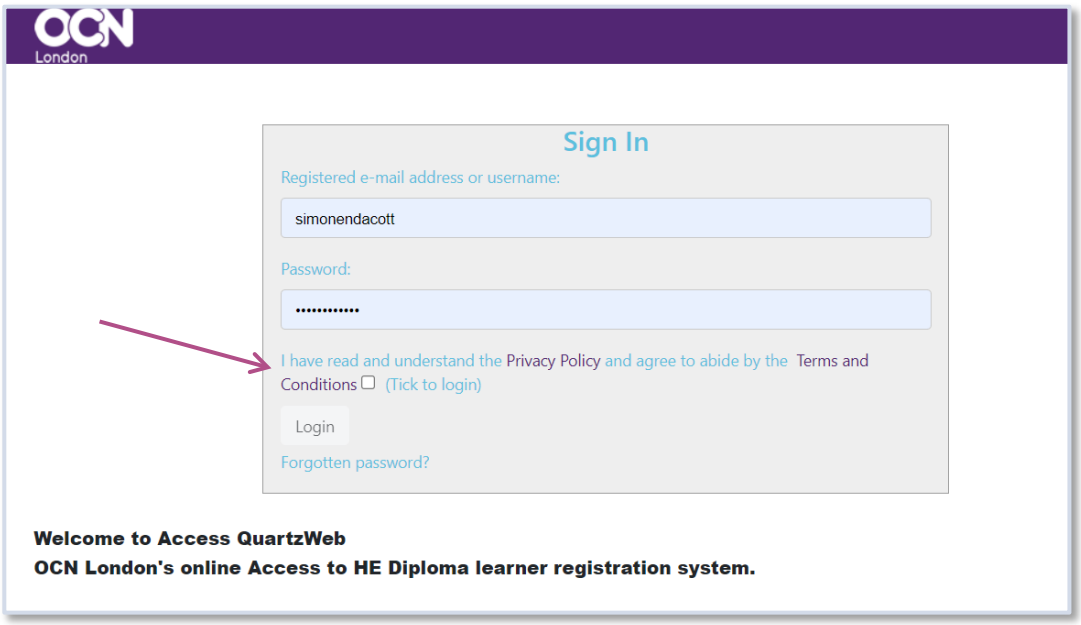
Ability Status	
1	Learner considers they have a learning difficulty and/or disability and/or health problem
2	Learner does not consider they have a learning difficulty and/or disability and/or health problem
9	No Information provided by the learner

Employment Status	
10	In paid employment
11	Not in paid employment, looking for work and available to start work
12	Not in paid employment, not looking for work and/or not available to start work
98	Not known / not provided

Step 2 - Creating a Course Run

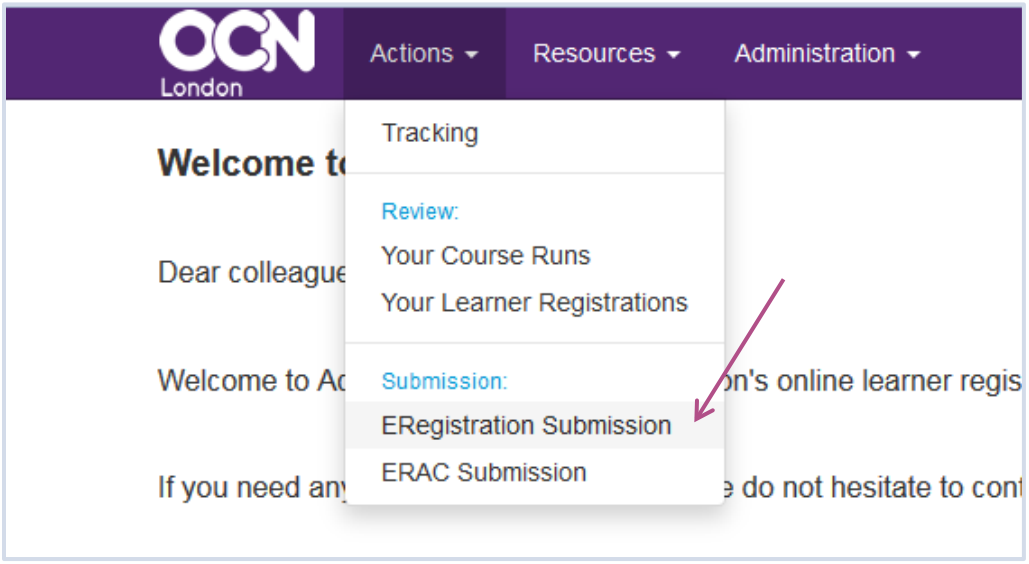
Please log in to OCN London's Access QuartzWeb system at https://quartz-access.ocnlondon.org.uk/

Please tick the box agreeing to the terms and conditions – this will allow you to enter your username and password.



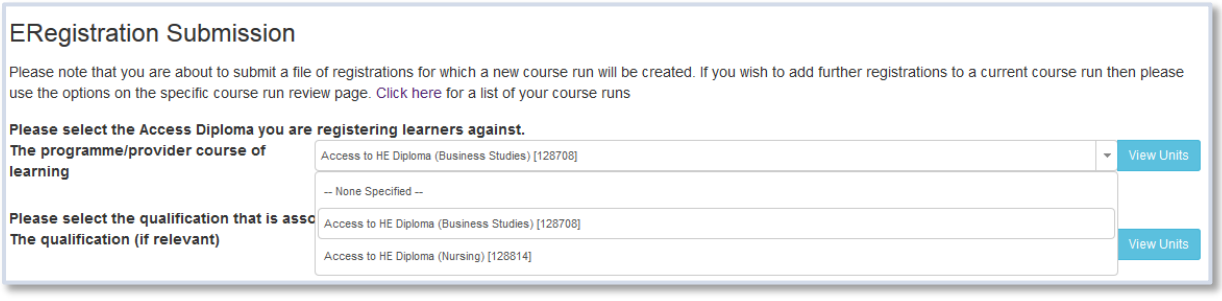
Once logged in, you will be taken to the home page where your role of 'Access to HE Administrator' along with your centre's name will be displayed in the top right hand corner of the page.

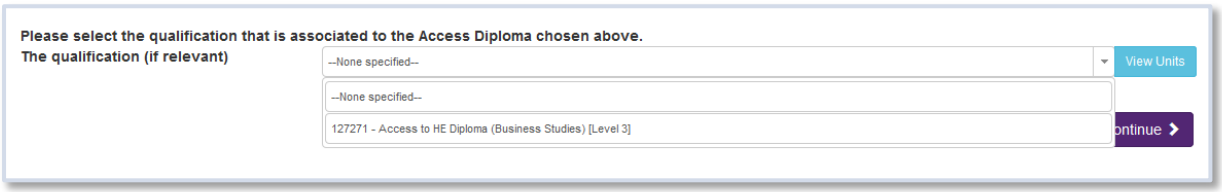
Please choose 'ERegistration Submission' from 'Actions' on the top bar menu.



Please now complete the course run details for the Access to HE Diploma cohort you are registering. Course run description and provider reference are optional fields on this page.

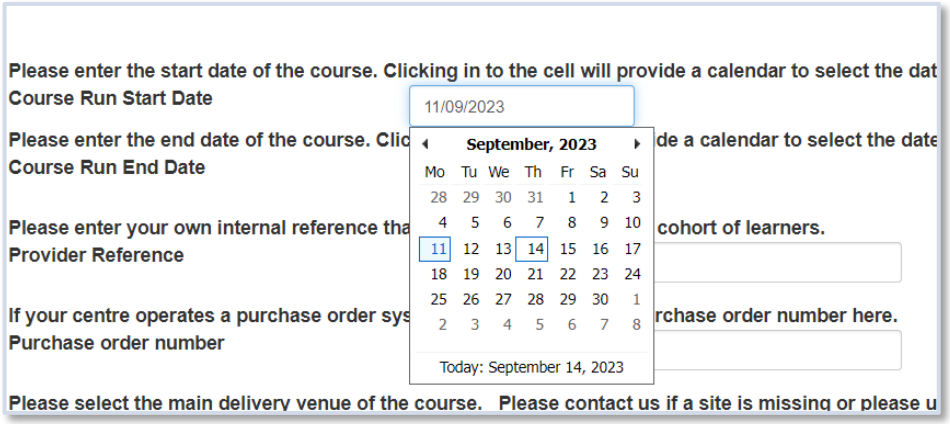
Use the drop down menus to select the Diploma title and related qualification. These must be selected first.



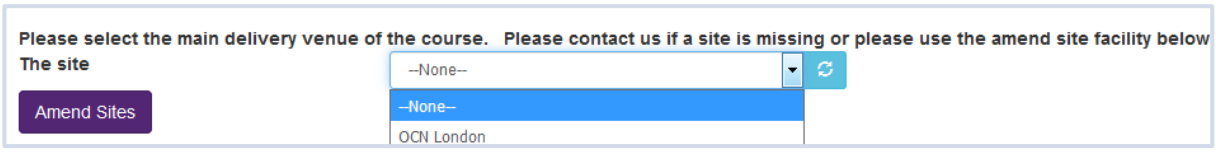


Click on continue once completed.

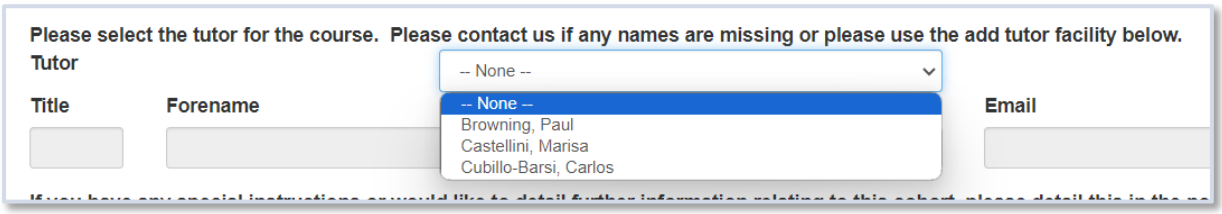
Please now enter the start and end dates of the course. Clicking into the box will bring up a calendar for the date to be selected from.



Please select one main delivery venue from the drop down menu under 'The site'.

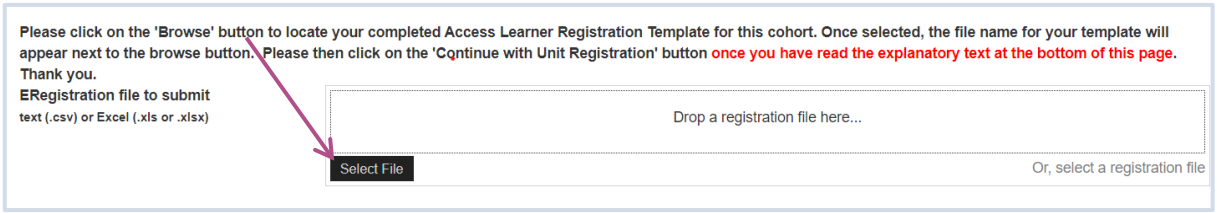


Choose the name of the tutor from the drop down menu under 'Tutor'.

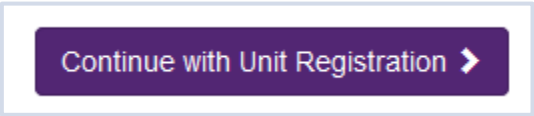


Click on 'Select File' to locate the Eregistration template you have completed for this cohort.

Please select the template and the name of the file will appear next to the select file button.

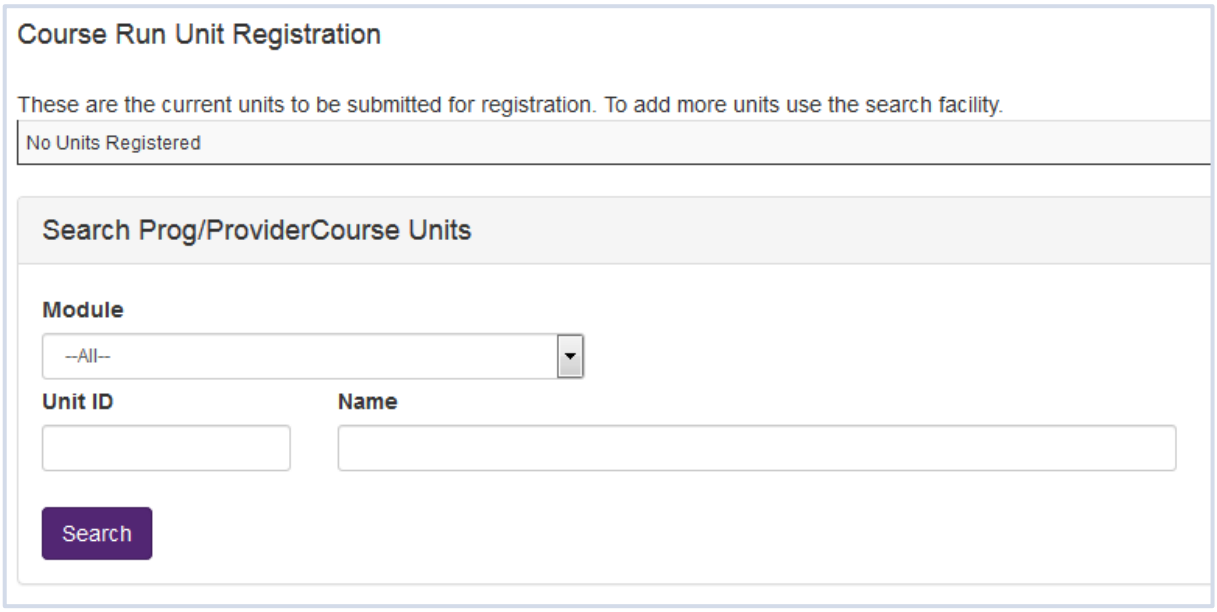


Please then click on 'Continue with Unit Registration'.

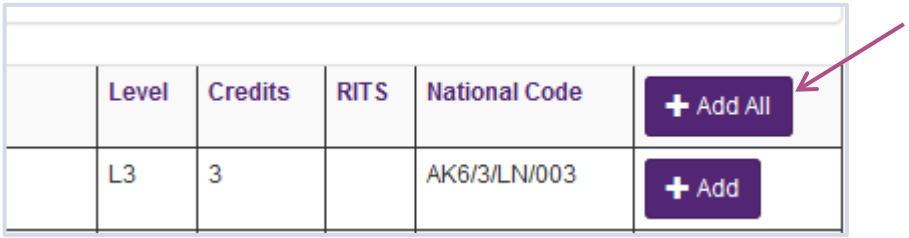


At this stage you will be attaching **all** the units available within your Diploma to the course run. This will give you the scope to select the required units at the next stage for each of your learners.

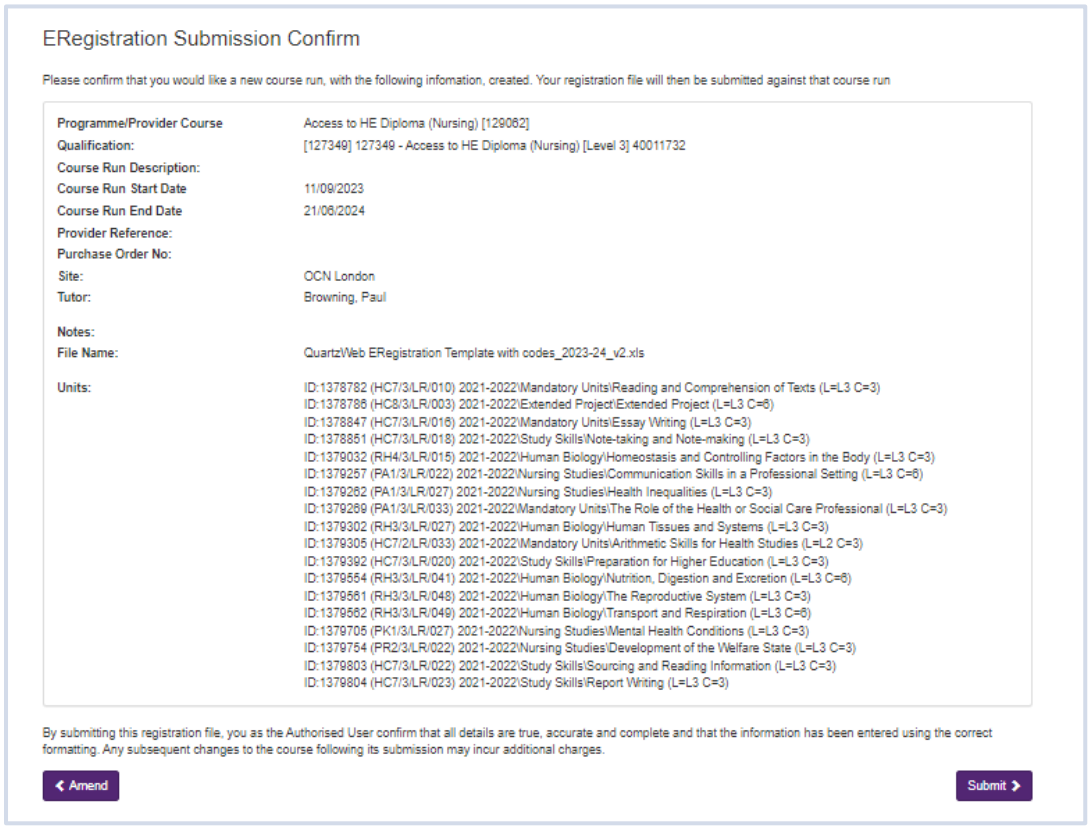
Please leave the search fields blank and click on the search button.



Click on the 'Add All Units' button and the please click on 'Continue'.



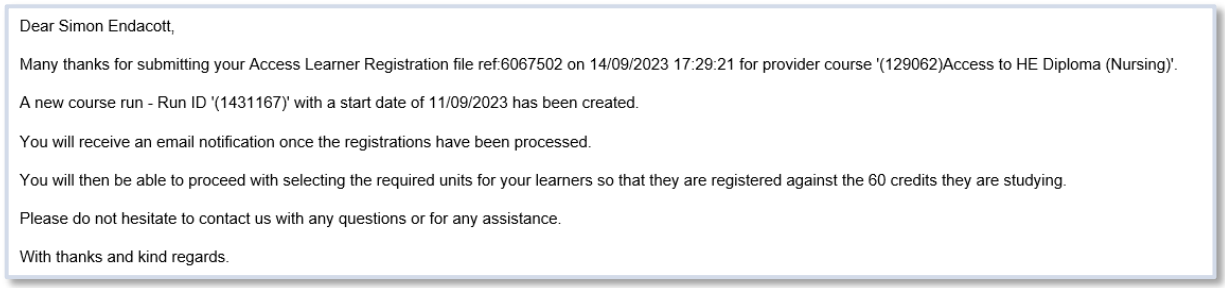
You will be taken to a summary page where you can have a final check to confirm the data you have selected.



Click on 'Amend' to make any changes otherwise please click on 'Submit'.

A confirmation screen will appear advising the course run ID of the course run you have just created.

You will also receive an automated email confirming that your registrations have been received.



Dear Simon Endacott,

Many thanks for submitting your Access Learner Registration file ref:6067502 on 14/09/2023 17:29:21 for provider course '(129062)Access to HE Diploma (Nursing)'.

A new course run - Run ID '(1431167)' with a start date of 11/09/2023 has been created.

You will receive an email notification once the registrations have been processed.

You will then be able to proceed with selecting the required units for your learners so that they are registered against the 60 credits they are studying.

Please do not hesitate to contact us with any questions or for any assistance.

With thanks and kind regards.

Your learner registrations will be processed by your OCN London Business Support Officer, and you will receive email notification once your learners have been registered.

Once the learners are registered you can now proceed with the third and final step - specifying the units that each individual learner will be taking. This must be completed no later than 12 weeks after the course start date.

This process is detailed in our 'Access QuartzWeb – Unit Selections' User Guide. Please contact us if you are not in receipt of this guide.

If your course only contains units that add up to a total of 60 credits then you will not need to do anything else – the 60 credits will be assigned to each of the learners for you.

OCN London

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