



Enrolment

This guide will outline how to enrol new learners onto NCC qualifications on Quartz.

Key points when enrolling learners:

- For NCC qualifications you must use the *eEnrolment template* within 'Documents and Forms' and also located on our Quartz support hub here: [Quartz Support Hub](#)
- For UCLan enrolment please use the UCLan template
- Students must be enrolled within 4 weeks of teaching commencing
- Enrolment does not initiate an invoice

Step 1:

Download the *eEnrolment template* and ensure the correct fields are inputted. Those highlighted in green are mandatory:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ULN (UK Only)	Forename	Surname	DoB (DD/MM/YYYY)	Gender	Ethnicity	National/Passport ID	Email Address	City	Country	Employment	Ability	Adjustment	Adjustment Comme
2														

Step 2:

Log on to NCC Quartz Centre Portal: <https://quartzportal.nccedu.com/Login.aspx>

Select Enrol Learners:



Enrol Learners

Centres will see the screen below:

 Awarding
Great British
Qualifications

Actions ▾ Resources ▾ Administration ▾

'Centre Administrator' at NCC Test Centre Rebecca Gooch

Candidate Enrolment

Please note that you are about to submit a file of enrolments for which a new cohort will be created.

The programme of learning [View Info](#)

The qualification [View Info](#)

[Continue >](#)



Centres must select 'Enrolment Programme' to enrol learners. Then select the corresponding qualification that you are enrolling learners on:

The screenshot shows the 'Candidate Enrolment' form. At the top, there is a navigation bar with the NCC logo and the text 'Awarding Great British Qualifications'. Below the navigation bar, the page title is 'Candidate Enrolment'. The main content area contains two dropdown menus: 'The programme of learning' with the selected value 'Enrolment Programme [100] [ENROLMENT]' and 'The qualification' with the selected value '1046 - Level 3 Diploma in Business [Level Three] 600/6416/X'. Each dropdown menu has a 'View Info' button to its right. At the bottom right of the form, there is a 'Continue' button with a right-pointing arrow.

Please note you will only see the qualifications you are accredited for. If there are missing qualifications please contact your Customer Support Executive.

Step 3:

The screenshot shows the 'Candidate Enrolment' form with more fields filled in. The 'The programme of learning' and 'The qualification' dropdowns are the same as in the previous screenshot. Below them, there is a 'Cohort description' text field with the value 'VL001DB'. There are two date fields: 'Cohort Start Date' with the value '03/08/2023' and 'Cohort End Date' with the value '24/07/2024'. The 'The site' dropdown menu is set to 'NCC', with the text 'Test, Page, MDEUP1' displayed below it. There is a 'Notes on this submission' text area which is currently empty. At the bottom, there is a section for 'Candidate Registration file to submit text (.csv) or Excel (.xls or .xlsx)'. It features a large dashed border area with the text 'Drop a registration file here...'. Below this area, there is a 'Select File' button, a 'No File' radio button, and the text 'Or, select a registration file'. At the bottom left of the form, there is an 'Amend' button with a left-pointing arrow, and at the bottom right, there is a 'Continue' button with a right-pointing arrow.

Fill in the information on the screen. You must input information in the following fields:

Cohort description – Centres own internal code, not NCC

Start date – when learners start their qualification

End date – when learners are due to finish the entire qualification (usually an academic year depends on mode of study i.e. full time/part time)

The site – which site are learners studying



Centres must then submit the correct eEnrolment file:

Notes on this submission

Candidate Registration file to submit text (.csv) or Excel (.xls or .xlsx)

(This file contains 100 records)

This is a 'preview' of the file you have uploaded. The top (yellow) line displays the column headings **we are expecting** - below that is displayed JUST the first 20 lines of the file.

NB: If the file does not appear to match the yellow column-headings, you **can** proceed to submit the file but it may be subject to processing delays. Alternatively, edit the file now, BUT DON'T FORGET then to re-drag-and-drop it, or re-select it - and check again the 'yellow' column headings against your file's actual content.

Unique Learner Number	First Name	Surname	DoB	Gender	Ethnicity	National ID Number	Email	City	Country	Employment	Ability	Adjustment
ULN (UK Only)	Forename	Surname	DoB (DD/MM/YYYY)	Gender	Ethnicity	National/Passport ID	Email Address	City	Country	Employment	Ability	Adjustment

No File

[← Amend](#) [Continue →](#)

The above will then be displayed. You must ensure that the fields match to what we are expecting. There will be delays in enrolling learners if these do not match or centres use a different template.

Select 'Continue'.

NCC education Awarding Great British Qualifications

Actions Resources Administration

'Centre Administrator' at NCC Test Centre Rebecca Gooch

Candidate Enrolment Submission Confirm

Please confirm that you would like a new cohort, with the following information created. Your enrolment file will then be submitted against that cohort

Programme	Enrolment Programme [100] [ENROLMENT]
Qualification:	[1046] 1046 - Level 3 Diploma in Business [Level Three] 600/6416/X
Cohort Description:	VL001DB
Session Start Date	15/09/2023
Cohort End Date	24/07/2024
Site:	NCC
Notes:	
File Name:	eEnrolment Template NCCed.xlsx

By submitting this enrolment file, you as the Authorised User confirm that all details are true, accurate and complete and that the information has been entered using the correct formatting. Any subsequent changes to the course following its submission may incur further charges

[← Amend](#) [Submit →](#)

Centres will be asked to confirm the cohort submission. Select 'Submit' to progress.



Confirmation of submission will then appear. If there are any blank fields this will be processed by NCC.

Candidate Enrolment Submission Confirmation

[View Cohort](#)

A New cohort [18888] VL001DB with a start date of 15/09/2023 on programme/module [100] Enrolment Programme has been created.

Candidate Registrations file ref:1581 has been submitted.

The auto-processing of these candidate registrations was unable to be completed so they will be submitted for manual entry.

Show 100 entries Search:

Cohort ID	Centre Ref	Programme/Module ID	Programme/Module Old Code	Programme/Module Name	Qualification ID	Qualification Name	Cohort Description	Cohort Start Date	Cohort End Date	Cohort Site Name	No. of Regs.
18888		100	ENROLMENT	Enrolment Programme	1046	Level 3 Diploma in Business	VL001DB	15/09/2023	24/07/2024	NCC	0
18887		100	ENROLMENT	Enrolment Programme	1046	Level 3 Diploma in Business	Test 02	04/09/2023	31/01/2024	NCC	2
18883		100	ENROLMENT	Enrolment Programme	1046	Level 3 Diploma in Business	Test 1 Malaysia	13/09/2023	31/01/2024	NCC	1

Step 4:

Centres will then be able to view the submitted cohort. If there have been no issues with the submissions then all learners will appear when selecting on the Cohort. If there are any issues NCC will be in contact within 3-5 working days.

[Enter Single Candidate Registration](#)

Candidate Registrations

Click on the surname to review the candidate's history for your currently selected centre

Actions	All	Candidate ID	ULN	Title	Forename	Surname	Date of Birth	Status	Metrics	Registered On	Registered
Actions	<input type="checkbox"/>	204526		—	Hello	Student (more...)	07/07/2000	Not Specified	> Metrics	Level 3 Diploma in Business	15/09/2023

Centres can check the progress of enrolments using the administration icon on the 'Homepage':

Awarding Great British Qualifications
'Centre Administrator' at NCC Test Centre Rebecca Gooch

Administration

Candidate Registrations Status ▼

Late	Ref ID	Cohort ID	Centre Ref	Cohort Description	Cohort Start	Cohort End	Regs	Programme/Module	Submission	Days Old
No	1581	18888		VL001DB	15/09/2023	24/07/2024	0	Enrolment Programme	15/09/2023	0

E-Results Status >

Documents Not Yet Viewed >

>



To add additional learners to the same cohort select to upload a batch of learners:



Register additional learners

Candidate Enrolment

< Back to Cohort

The programme of learning: Enrolment Programme [View Info](#)

The qualification: Level 3 Diploma in Business [View Info](#)

Cohort description: Test 02

Cohort Start Date: 04/09/2023

Cohort End Date: 31/01/2024

The site: NCC

Notes on this submission: [Text area]

Candidate Registration file to submit (text (.csv) or Excel (.xls or .xlsx))

Drop a registration file here... Or, select a registration file

Select File

No File

Use the same *eEnrolment template* to upload these learners.

Alternatively you can add single learners by selecting:

Enter Single Candidate Registration

If you want to register the very same candidate as you have just registered, please click on the **Previous Registration** button.

If not, and you know your candidate's Quartz ID, or your Local ID or their ULN, then complete that field and click **Fill by Identifier**. If your candidate's details are already known, they will be displayed, and you will only need to complete fields which are specific to this registration (e.g. employment status).

If you are registering a new candidate, then the Local ID (if you have/know one) the ULN (if you know it) and at least the Forename, Surname and DoB – together with any other fields which you need to submit, or normally submit with a registration.

ULN

Click and type in a ULN

ULN

Clear Fields Previous Registration

Forenames Surname DOB Postcode

Gender Ethnicity Ability Status

« Not Yet Set » « Not Yet Set » « Not Yet Set »

Employment Status Adjustment



Customer Support
Enrolment
August 2023



Here Centres can input individual learner details.

If you require support please contact customer.support@nccedu.com