Dechrau defnyddio Pro

Cofrestru eich Defnyddwyr

Getting started in Pro

Registering your Learners



Rhestr termau yn Pro Glossary of Terms in Pro



EPA Pro term	What it means for QW
Provider	Training Centre, College, Work Based Learning Centre
Primary User	The main contact for the training centre. The primary user can create multiple sub-users to register and follow learners progress
Apprentice	Learner
Standard	Qualification
External AO ID	Learner's Enrolment Number (ENR) with C&G
EPA (IEPA)	External Assessor (EA)
Gateway	Ready for External Assessment - this triggers allocation of an EA to the learner by C&G
Planning Meeting	Virtual meeting to agree dates for external assessment elements with EA, if required
Assessment Plan	Schedule of dates for events - these are visible on your Pro dashboard
Assessment Event	External Assessment

Ychwanegu Dysgwyr Adding learners

 I gofrestru dysgwyr newydd dewiswchApprenticeso'r Ddewislen • To register new learners Select Apprentices from the Menu

City

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eal



Ychwanegu dysgwyr Adding learners



- Gallwch ychwanegu dysgwyr fesul un drwy glicio ar y botwm Add Apprentice neu
- Gallwch swmp lanlwythosawl dysgwr ar y tro drwy glicio ar **Import Apprentices**.
- Pan fyddwch yn dewis Apprentices, bydd rhestr o'ch dysgwyr yn agor.
- Gallwch olygu manylion dysgwyr drwy glicio ar y bensel.
- Mae pob maes gorfodol wedi'i nodi â seren.

- You can add learners one at a time by clicking the Add Apprentice button or
- You can bulk upload several learners at one time by clicking on **Import Apprentices.**
- When you select Apprentices, a list of your learners will open.
- You can edit learners details by clicking on the pencil.
- All mandatory fields are marked with an asterisk.

💄 Mana	ige App	rentices	5				Export Apprentices	-S Import Apprer	tices 🖂	- Add Ap	prentice
Search			v1 8042	-17 Level 3 Construct - Filter By Specialism - Filter by Prov	ider	▼ Filte	er by Employer 👻	In Assessi	nent		•
Apply Filters	Clear Filters										
ULN	Given Name	Family Name	Email	Standard	Specialism	End Point Assessor	Provider	Date Added	Status	Edit	Profile
1234567891				8042-17 Level 3 Construction Solid Plastering / Adeiladu (Lefel 3) - Plastro Soled			EPA Pro Support Provider	28/06/2022	Active	1	*

Ychwanegu dysgwr – Apprenticeship Details Tab Adding a single learner – Apprenticeship Details Tab



- Mae'r tab hwn yn ymwneud â pha gymhwyster y mae'r dysgwr yn cael ei gofrestru ar ei gyfer a phryd y gwnaethant ddechrau ar raglen.
- Pan fyddwch yn mynd i mewn i'r Dyddiad Cychwyn Disgwyliedig, bydd y Dyddiadau Dysgwyr (Prentisiaeth) eraill yn cael eu cyfrifo'n awtomatig yn seiliedig ar yr amser lleiaf a ganiateir cyn y gall yr asesiad allanol ddigwydd. Gellir diwygio'r dyddiadau hyn yn hwyr.
- Yr Aseswr Ar y Rhaglen yn anorfodol
- Peidiwch â phwyso Save Apprentice tan y tab olaf
- This tab is about what qualification the learner is being registered for and when they started on programme.
- When you enter the Expected Start Date, the other Learner (Apprenticeship) Dates will auto calculate based on the minimum time allowed before the external assessment can take place. These dates can be amended late.
- The On Programme Assessor in non-mandatory
- Do not press Save Apprentice until the final tab

Apprenticeship Details User Apprentice Details	Workplace Details
Apprenticeship Details Provider *	Apprenticeship Dates Expected Start Date *
ProviderTest	DD/MM/YYYY
Employer	Expected Date Ready for EPA
Select provider first \sim	DD/MM/YYYY
Standard *	Expected Completion Date
Select standard 👻	DD/MM/YYYY
Specialism	
Select standard first $\qquad \lor$	
Cohort ID	
Cohort ID	
50 character limit.	
On Programme Assessor Assessor Name	
Assessor Name	
Assessor Phone Number	
Assessor Phone Number	
Assessor Email	
Given Name	

Ychwanegu dysgwr – User Tab Adding a single learner – User Tab

- Mae'r tab hwn yn rhoi'r prif fanylion cyswllt i'r dysgwr
- Sylwer: dylai'r Enw defnyddiwr fod yn gyfeiriad e-bost y dysgwr
- Mae angen i'r e-bost fod yn unigryw yn y system.
- Dylai'r dulliau mewngofnodi a ganiateir gael eu toglo i ffwrdd (gwyn)
- Peidiwch â phwyso Save Apprentice tan y tab olaf
- This tab provides the main contact details for the learner
- Note: the Username should be the learner's email address
- The email needs to be unique in the system.
- The Allowed login methods should be toggled off (white)
- Do not press Save Apprentice until the final tab





Ychwanegu dysgwr – Apprentice Details Tab Adding a single learner – Apprentice Details Tab



- Mae hyn yn rhoi mwy o wybodaeth orfodol i ni gan gynnwys Dyddiad Geni, ULN, Cofrestru a Rhywedd
- Dylai cofrestru fod yn Arall bob amser
- Bydd ID allanol yn cael ei ychwanegu'n awtomatig gan C&G
- Peidiwch â phwyso Save Apprentice tan y tab olaf

- This gives us more mandatory information including Date of Birth, ULN, Registration and Gender
- Registration should always be Other
- External AO ID will be added automatically by C&G
- Do not press Save Apprentice until the final tab

Add Apprentice			Manage Apprentice
Apprenticeship Details User	Apprentice Details	Workplace Details	
Apprentice Details			
National Insurance Number			
National Insurance Number			
Date of Birth *			
DD/MM/YYYY			
Unique Learner Number (ULN) *			
Unique Learner Number		13	
Registration * 🕜			
Please select	~		
Gender *			
Male	~		
Ethnicity			
Please select	~		
Reasonable Adjustments			
External Learner ID			
External Learner ID			
External AO ID			
External AO ID			

Ychwanegu dysgwr – Workplace Details Tab Adding a single learner – Workplace Details Tab



- Mae hyn yn ymwneud â phwy mae'r dysgwr yn gweithio iddo a lle maen nhw'n gweithio.
- Mae'r wybodaeth hon yn helpu ein Tîm Digwyddiadau pan fyddant yn dyrannu Asesydd Allanol
- Cliciwch ar Save Apprentice

- This is about who the learner works for and where they work
- This information helps our Events Team when they are allocating an External Assessor
- The Workplace Mentor in non-mandatory
- Click on Save Apprentice

Apprenticeship Details User Apprentice Details	Workplace Details
Workplace Details	Workplace Mentor
Company Name *	Mentor Name
Company Name	Mentor Name
Site Name	Job Title
Site Name	Job Title
Address Line 1 *	Telephone
Address Line 1	Telephone
Address Line 2	Email
Address Line 2	Email
Town	
Town	
County	
County	
Postcode *	
Postcode	
TAS Name 😧	
TAS Name	
Requires Covid-19 Compliance 😧	

Ychwanegu sawl dysgwr - Creu Ffeil Lanlwytho Dysgwr Adding multiple learners - Creating a Learner Upload File



- Os oes gennych chi sawl dysgwr i gofrestru gallwch baratoi ffeil .csv i fewnforio.
- Dewis Import Apprentices
- I ganfod enghraifft o'r ffeil .csv, cliciwch ar y saeth i lawr wrth ymyl Example CSVs a Create Apprentices
- Gellir dileu'r enghreifftiau yn y ffeil i greu templed.
- Mae'r sleid nesaf yn dangos pa gaeau sy'n orfodol a'r fformat sydd ei angen arnynt.

- If you have several learners to register you can prepare a .csv file to import.
- Select Import Apprentices
- To find an example of the .csv file, click on the down arrow next to Example CSVs and Create Apprentices.
- The examples in the file can be deleted to create a template.
- The next slide shows which fields are mandatory and the format they require.

La Manage Apprentices			Export Apprentices	nport Apprentices Add Apprentice
Search v1 8042-17 Level 3 Construct - Filter	r By Specialism 🔹	Filter by Provider 🔹	Filter by Employer	In Assessment 👻
			Example CSVs 👻	Documentation - Finders -
			Apprentice	
			Create Apprentice	
			Update Apprentice	

Creu Ffeil Lanlwytho Dysgwr – y meysydd allweddol Creating a Learner Upload File – the key fields



- Mae'r colofnau mewn **coch** a **theip trwm** yn ofynnol.
- Dylid cwblhau'r colofnau mewn **du** a **theip trwm.**
- Mae rheolau caeau a dilysu ar y sleid nesaf.

- The columns in **red** and **bold** are required.
- The columns in **black** and **bold** should be completed.
- Fields and validation rules are on the next slide.

external_standard_id	unique_learner_number	expected_start_date	given_name	middle_name	family_name	external_ao_id	date_of_birth	gender
Learner's Qualification e.g 8040-	Learner's Unique Learner Number.	Date enrolled on programme	Learner's First	Learner's Middle	Learner's Last	ENR = C&G internal	dd/mm/yyyy	male, female
09	Required unless Registration Type is	(dd/mm/yyyy)	Name	Name. Please	Name	ID (add if known)		or unknown.
	Private			include especially if				Must be
				previously registerd				lower case
				with City & Guilds)				
9042 12	5501010101	01/00/2022	OM		Loorpor21		25/01/1002	fomalo
0042-12	0021212121	01/09/2022	QVV		Learnerzi		25/01/1995	Ternale

email	telephone	company_name	site_name	address_line_1	address_line_2	town	county	postcode	registration_type
Learner's email. Must be unique and a valid email address	Centre or Learner's telephone. Must be a valid number. Include a space (e.g. 07714 123456)	Learner's Main employer/workplace		Workplace address	Workplace address	Workplace address	Workplace address	Workplace postcode	This will usually be Other. Do not use ILR.
QWLearner21@cityandguilds.mailinator.com	020 7294 2584	QW Workplace		Castle St				CF10 3RB	Other

Meysydd a rheolau dilysu – Dysgwyr Fields and validation rules - Learners



Enw Maes / Field Name	Rheolau Dilysu / Validation Rules
external_standard_id	Required Must be a qualification assigned to the centre Must be the qualification code only (do not include description)
unique_learner_number	Required unless registration type is private Must be in the ULN format Must be unique for the centre and within the CSV
expected_start_date	Required Must be in the format dd/mm/yyyy Must be before the expected_date_ready_for_external assessment
expected_date_ready_for_epa	Auto-populated if not completed This is the date ready for external assessment Must be in the format dd/mm/yyyy Must be 183 days after the expected_start_date
given_name	Required
family_name	Required
date_of_birth	Required In the format dd/mm/yyyy
gender	Required Must be one of: m, male, f, female, u, unknown Must be lower case
ethnicity	Please do not use – leave blank
national_insurance_number	Please do not use – leave blank
email	Required Learner's email address Must be a valid email Must be unique in the CSV Must be unique within the system
telephone	Required Centre or Learner's telephone Must be a valid GB phone number

Meysydd a rheolau dilysu, parhad Fields and validation rules cont.



Enw Maes / Field Name	Rheolau Dilysu / Validation Rules
company_name	Required This is the main employer/workplace
site_name	This is the workplace name if there is one.
address_line_1	Required This is the workplace address
town	Workplace town
postcode	Required Workplace postcode Must be a valid UK postcode
registration_type	Required Must be one of Other or Privately
employer_id	Non-required
external_employer_id	Non-required
mentor_name	Non-Required
mentor_job_title	Required if including mentor name
mentor_phone_number	Required if including mentor name Must be a valid GB phone number
mentor_email	Required if including mentor name Must be a valid email

Meysydd a rheolau dilysu, parhad Fields and validation rules cont.



Enw Maes/Field Name	Rheolau Dilysu/Validation Rules
parental_consent_name	Please do not use - leave blank
parental_consent_relationship	Please do not use - leave blank
parental_consent_telephone	Please do not use - leave blank
parental_consent_email	Please do not use - leave blank
assessor_name	Non-required
assessor_phone_number	Required if including assessor name Must be a valid GB phone number
assessor_email	Required if including assessor name Must be a valid email
provider_transferred_date	Non-required
cohort_id	Non-required

Lanlwytho'r Ffeil Swmp Lanlwytho Dysgwyr Uploading the Learner Bulk Upload File



- Pan fydd gennych eich ffeil .csv yn barod i fewnforio,
- Dewiswch y tab Apprentices o'r brif ddewislen
- Dewiswch y botwm Import Apprentices. Mae'r ffenestr Bulk Upload yn agor
- Dewiswch eich ffeil
- Cliciwch ar Open i ychwanegu ffeil Cliciwch ar Upload

📚 Bulk U	oload		
Apprentice	Employer		
	Example CSVs 👻	Documentation -	Finders 👻
Action Type:			
Create App	orentice Y		
Please uploa	d a .csv file		
Choose file	Bulk Creation QW Learners test.csv Reset		
			🔔 Upload

- When you have your .csv file ready to import,
- Select Apprentices tab from the main menu
- Select Import Apprentices from the Manage Apprentices screen. The Bulk Upload window opens
- Choose your file
- Click Open to add file
- Click on Upload



Swmp Fewngludo Dysgwyr Bulk Import of Learners



- Ar ôl lanlwytho, bydd y sgrin yn dangos Ready to Import gyda nifer y dysgwyr mewn cromfachau
- Cliciwch ar Import
- Cliciwch ar Confirm
- Byddwch yn gweld cadarnhad o'r dysgwyr sydd wedi'u mewngludo
- Os oes gwallau yn y lanlwytho, bydd y rhain wedi'u hamlygu mewn coch
- Bydd y sleidiau nesaf yn eich helpu i ddatrys problemau data os bydd gennych wallau

- When uploaded, the screen will show Ready to Import with the number of learners in brackets
- Click Import
- Click on Confirm
- You will see confirmation of learners imported
- If there are errors in the upload, these will be highlighted in red.
- The following slides help you troubleshoot your data if you do encounter an error

Ready to Import (5)	\checkmark
	Cancel 🛃 Import

Swmp Fewngludo Dysgwyr – gwallau cyffredin Bulk Import of Learners – common errors



- Os oes gwall yn eich ffeil bydd wedi'i amlygu mewn coch
- Os gwnewch chi hofran dros y gwall fe welwch esboniad
- Y gwallau tebygol yw bod meysydd gofynnol ar goll
- Rhaid i'r rhif ffôn, y cod post neu'r cyfeiriad e-bost fod yn ddilys
- Rhaid i'r cyfeiriad e-bost fod yn unigryw; bydd yn wall os yw eisoes wedi'i gymryd
- Rhaid i'r rhyweddfod mewn llythrennau bach.

Erro	rs (4)	<	> Errors	Passed	Edited	Show All
	gender					

- If there is an error in your file it will be highlighted in red
- If you hover over the error you will see an explanation
- The likely errors are missing required fields
- The telephone number, postcode or email address need to be valid
- The email address needs to be unique; it will error if it is already taken
- Gender must be in lower case.

Erro	rs (4) < > Errors Passed Edited Show All
	gender
	The gender field is required.

Swmp Fewngludo Dysgwyr – gwallau cyffredin Bulk Import of Learners – common errors



I gywiro gwallau, gallwch:

 ddiweddaru'r ffeil a'i hail lwytho – cliciwch ar Reseta dewiswch y ffeil sydd wedi'i diwygio. Dyma'r dull rydyn ni'n ei ffafrio.

To correct errors, you can:

• update the file and reload – click on Reset and Choose the revised file. This is our preferred method.

Please upload	a .csv file	
Choose file	No file chosen	Reset

Golygu'r wybodaeth yn yr adran gwallau ar Pro. Bydd maes sydd wedi'i gywiro yn troi'n felyn (golygwyd) Edit the information directly in the error section on Pro. A corrected field will go yellow (edited)



Os ydych chi am lanlwythodim ond y data cywir, tynnwch y tic oddi ar linellau sydd â gwallau If you want to upload only the correct data, untick the lines that contain errors

Errors	(4) C > Errors Passed Edited Show All
	gender
	The gender field is required.
L	