

## Documents and Reports

You can access [Documents](#) and [Reports](#) via the **Resources** drop down menu.

### Downloading Documents

To download a document/form, you should:

1. Select the appropriate Document Type (and Sub-type, if applicable) from the dropdown (examples are noted below)
2. Click 'Apply filter by type'
3. Click on the document title

Any documents that you have submitted to Open Awards can also be viewed on this page.

Examples of commonly downloaded documents/forms:

Document Title	Document Type	Description
Changes to Centre Details Request Form	Open Awards Template	This form should be used to notify us of any changes to your Centre details e.g. name/address OR changes to contacts at your Centre.
New Course Request Form	Open Awards Template	This form should be used to apply to package units into a course when: <ul style="list-style-type: none"> <li>• you wish to offer individual units regulated by OfQual but NOT offer a full qualification</li> <li>• you wish to offer bespoke units tailored to meet your learners needs (Quality Endorsed units)</li> </ul>
New Course/Qualification Request Form - SFLE	Open Awards Template	This form should be used to submit a request to offer a course leading to a Skills for Further Learning and Employment qualification.
New Qualification Request Form	Open Awards Template	This form should be used to submit a request to offer an Open Awards regulated qualification.
New Qualification Request Form - Functional Skills	Open Awards Template	This form should be used to submit a request to offer Functional Skills qualifications.
New Programme Request Form - BoE	Badge of Excellence	This form should be used to submit a request to offer a Badge of Excellence

		Programme (Quality Mark highlighting your programme as being of excellent standard).
LRF templates: Standard LRF Access to HE LRF Badge of Excellence LRF	Open Awards Template Access to HE LRF Badge of Excellence	These forms should be used to submit learners to course runs.

## Submitting Documents

To submit a document/form, you should:

1. Click on the arrow next to Submit/Upload Document
2. Select the appropriate Document Type and Sub-type (if applicable) from the dropdowns (examples are noted below)
3. Click 'Choose file'
4. Attach completed document/form
5. Click 'Submit'

### Document Types and Sub-types

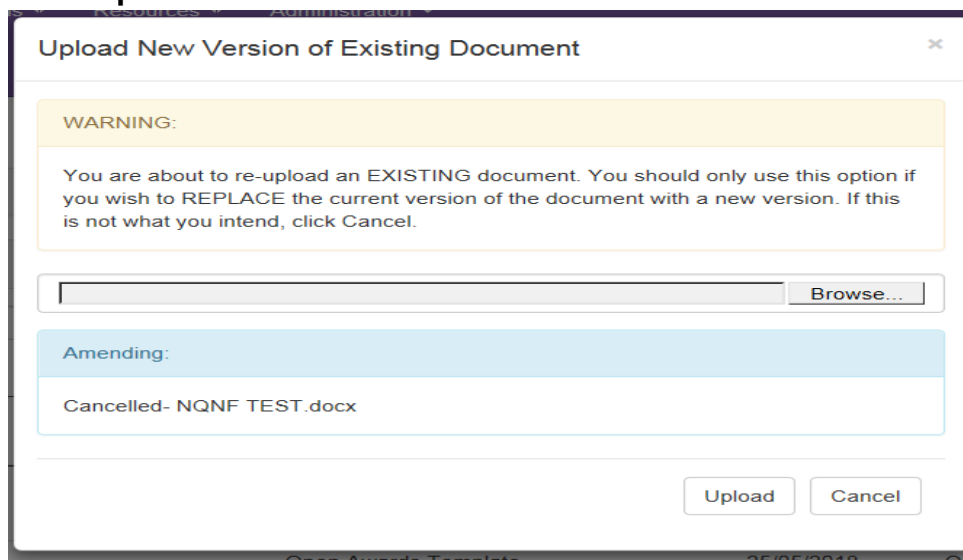
Document	Document Type	Document Sub-Type
Changes to Centre Details Request Form	Changes to Centre Details Request Form	
New Course Request Form	Administration	New Course Request Form
New Course/Qualification Request Form - SFLE	Administration	New Course/Qualification Request Form – SFLE
New Qualification Request Form	Administration	New Qualification Request Form
New Qualification Request Form - Functional Skills	Administration	New Qualification Request Form - Functional Skills
New Programme Request Form - BoE	Administration	New Programme Request Form - BoE
Access to HE Diploma Creator Tool	Access to HE	Completed Diploma Creator Forms

It is important that you select the correct Document Type and Sub-type when submitting documents to ensure it is assigned to the correct department.

## Resubmitting Documents

Documents accessible through the Resources menu can be amended and resubmitted by either yourself and Open Awards. To resubmit a document you should:

1. Select '**Documents**' from the **Resources** menu
2. Click on the '**New version**' button next to the document you wish to resubmit (This will only appear on documents you have submitted/uploaded yourself).
3. You will be presented with a message advising that you are re-uploading an existing document to **replace** your current version with a new version.
4. Browse for the updated document.
5. Click '**Upload**'



The new uploaded version of the document then becomes the default.

## Reports

The following reports are available for you to access on the porta via the [Reports](#) page:

Report	Summary
Awarded Learner	Shows units and qualifications awarded by learner, or by run, for a given period.
Failed A2HE ULNs at Organisation	Shows learners with missing ULNs or ULNs that have failed validation with the LRS. Requiring action to urgently amend.
Learner Achievement on Programme (by Unique Learner Number (ULN)).	By entering a learner ULN you can check their achievement on a programme prior to registration to avoid duplication.
Learner Qualification Achievement	Shows qualification awards for a given period.
Learner Registrations	Shows learner registrations by run for a given period.
New Course Confirmation	Provides details of your new course(s) and the date course is valid from. Allows you to check all course details are correct for a given course prior to registering learners.

Outstanding Certificate Receipts	Report shows course runs where receipt of certificates has not been confirmed. Allows you to check you have confirmed receipt of all certificates dispatched to you.
Outstanding Results	Report shows course runs where results have not been submitted after the course has finished. Allows you to check you have submitted results for all completed course runs..
Sectors	Shows the sectors and highest level you are approved to deliver units and qualifications in.
Valid BoE Programmes at Organisation	Gives you details of all your Badge of Excellence programmes.
Valid Programmes at Organisation	Gives you details of all your valid programmes. <ul style="list-style-type: none"> <li>• Overview of programmes</li> <li>• Breakdown of each programme with unit details.</li> </ul>

Other reports can be made available upon request. Please contact Open Awards to discuss.