

Setting up Course Structures in ProMonitor



Contents

1	Introduction	3
2	Instructions for all Course Types – Courses and Student Groups.....	5
2.1	Accessing the Course Structure	6
3	Example 1 – an AS/A2 Course, using Units and Assessments.....	8
3.1	Setting up the Qualification Structure	8
3.2	Allocating Work to Other Student Groups:.....	10
4	Example 2 – QCF Vocational Quals (Awards, Certs, Dips, Ext Dips etc)	11
4.1	Adding and Maintaining Units	12
4.1.1	Downloading Units from the OFQUAL Register	12
4.1.2	Setting up Units Manually	15
4.2	Adding and Maintaining Assessments	15
4.3	Adding and Maintaining Tasks (Performance Criteria)	16
4.3.1	Creating Tasks	16
4.3.2	Allocating Tasks (where Assessments Exist)	17
4.3.3	Relating Tasks.....	17
4.3.4	Checking the Course Structure.....	18
4.4	Allocating Work to Student Groups	19
5	Example 3 – a Level 1 Diploma with Single Assessment per Unit.....	20
5.1	Setting up the Course Structure.....	20
5.2	Maintaining Units.....	20
5.3	Maintaining Assessments.....	20
5.4	Maintaining Tasks	21
5.5	Allocating Tasks.....	21
5.6	Relating Tasks – Link to Functional Skills	22
5.7	Allocating Work to the Student Group	23
6	Example 4 – an NVQ with Units and Tasks only (no Assessments).....	24
6.1	Adding and Maintaining Units	24
6.2	Adding and Maintaining Tasks (Performance Criteria/Indicators)	25
6.3	Relating Tasks.....	25
6.4	Allocating Work to Groups or Individual Learners.....	26

1 Introduction

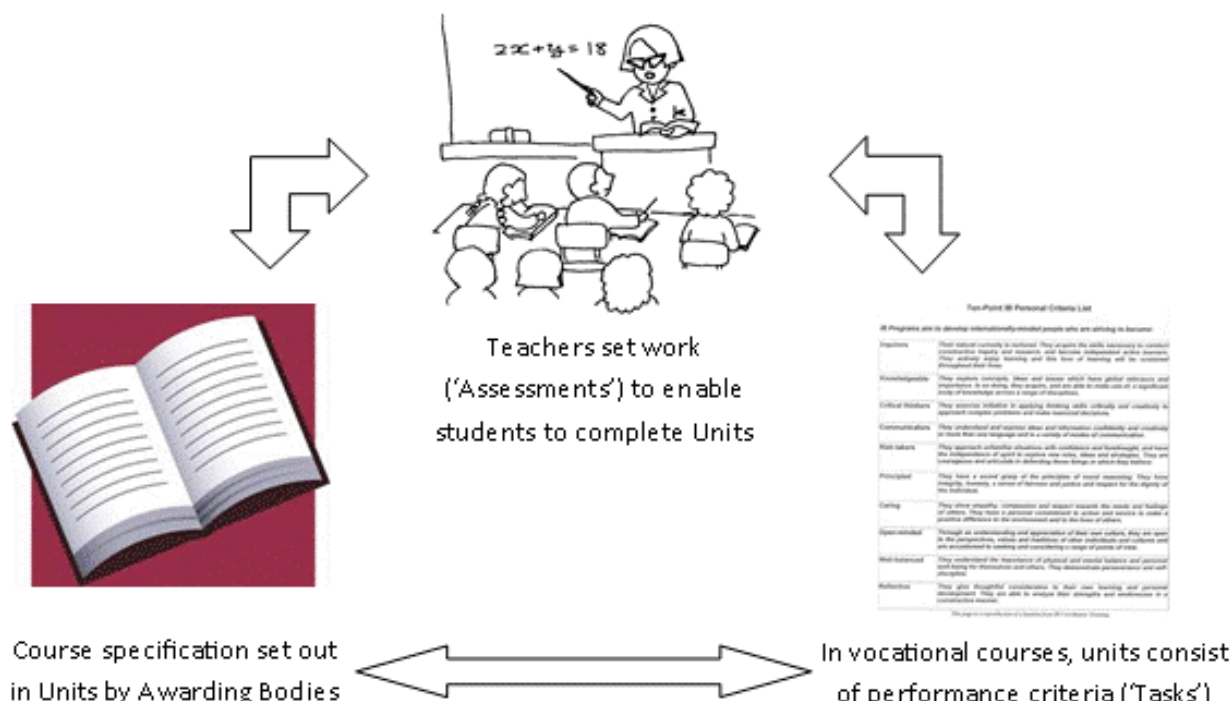
This document sets out some of the basic techniques required to set up course structures for a variety of different qualifications.

The building blocks of courses on the ProMonitor system are:

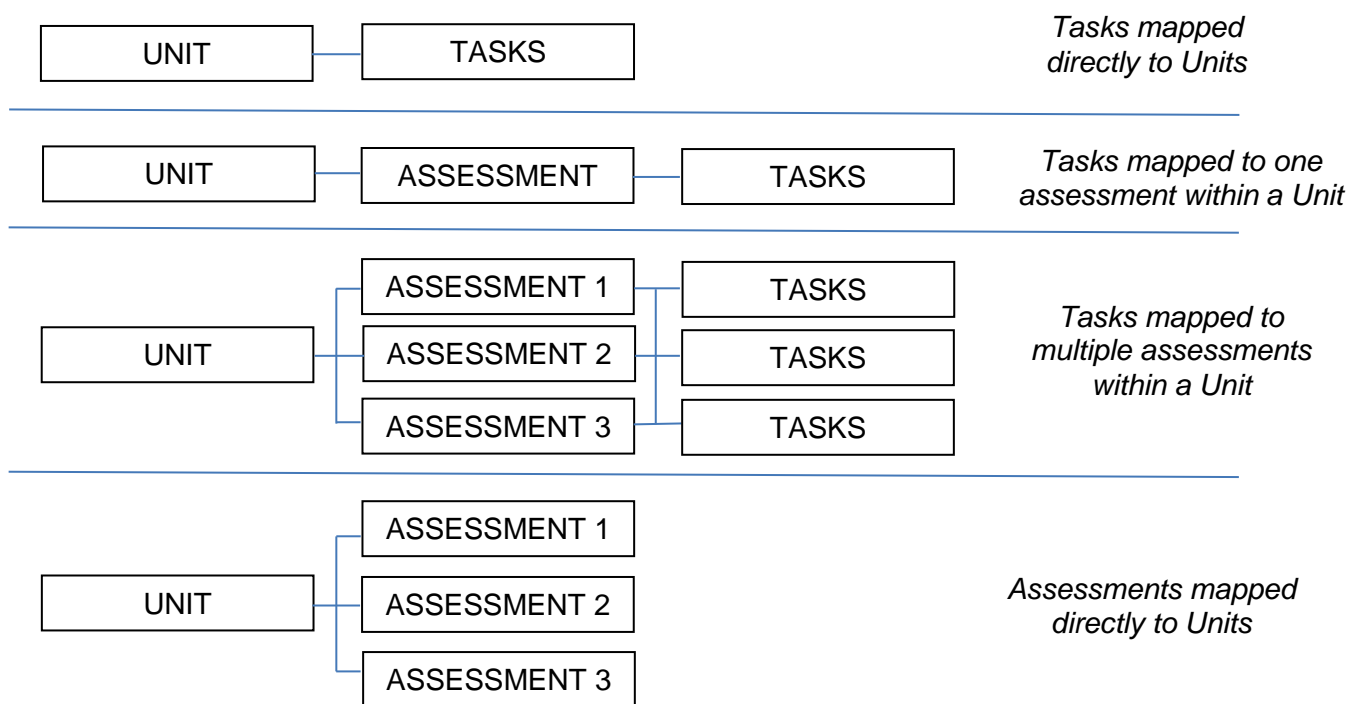
UNITS – the most basic building blocks of a course. The number of units normally determines the ‘size’ of the qualification, while their level determines its difficulty. Units are a necessary component of any course which is set up on ProMonitor - a course cannot exist on the system without at least one unit.

ASSESSMENTS – work which teachers set for students to complete, in order to enable them to complete units. Hence within ProMonitor, assessments exist within a unit. You do however have the choice of whether or not to track the actual completion of assessments within a unit.

TASKS – ProMonitor’s name for the individual criteria (sometimes known as ‘Performance Criteria’ or ‘Performance Indicators’) which make up most ‘portfolio-based’ courses. Tasks also exist within a unit and may be attached to one or more assessments.



Apart from the fact that a course must have one or more units, ProMonitor allows much flexibility in the way that units, assessments and tasks are configured, reflecting the diversity of courses and approaches which exist within colleges. For example, courses may be set up in any of the following ways:



These options offer alternatives for different course types – for example:

- The model with multiple tasks (performance criteria) within a unit, mapped across several assessments (which collectively ensure the unit is covered) is common within the new QCF vocational qualifications (Extended Diploma etc), especially those with grades awarded (Pass/Merit/Distinction) at unit and overall level.
- Mapping tasks directly to units may suit NVQ, Foundational Learning and other 'criteria-focused' courses, especially those which are simply graded Pass/Fail. However in these cases it's also possible to track assessments as per above.
- Assessments mapped to units is the preferred model for AS/A2 and other 'exam-based' courses, where teacher assessment is primarily designed to give students opportunities to practice skills which will be assessed in an external examination.
- Other course types such as HE courses, Functional Skills etc can fit into one of the above structures:

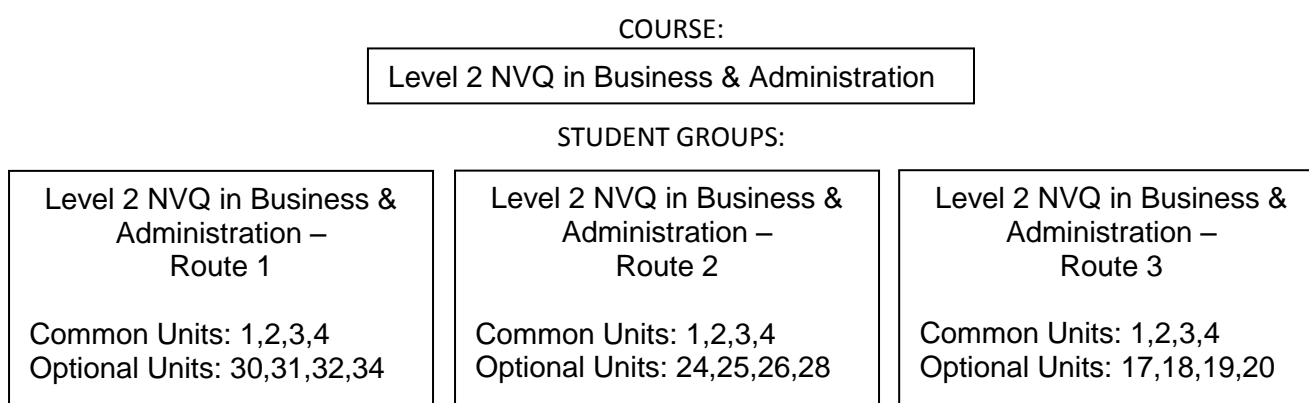
Functional Skills may require a relatively simple markbook where teachers record assessment marks (similar to an AS/A2 level markbook).

Foundation/Honours Degrees again focus on assessments, but scores can be weighted to give a weighted average score for each module, which are in turn averaged to give the grade for the year.

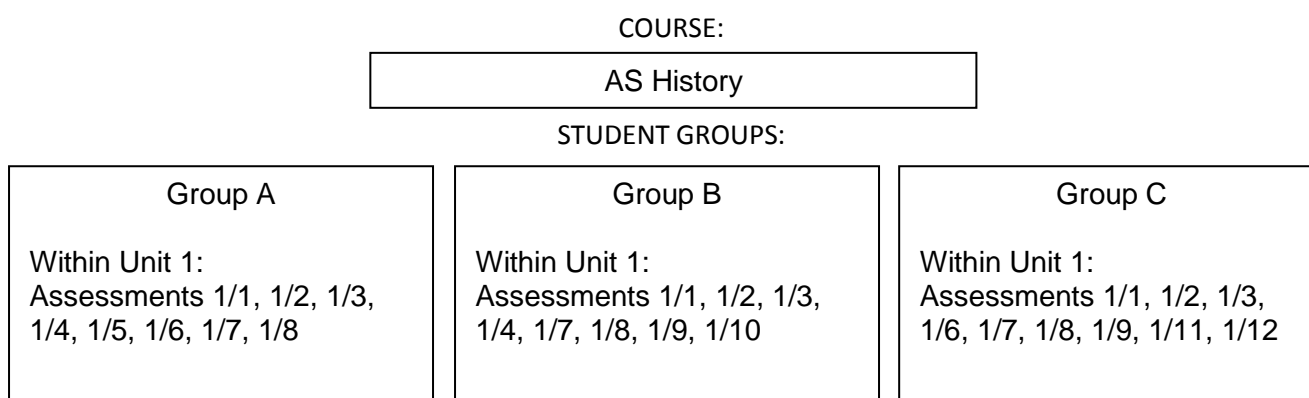
2 Instructions for all Course Types – Courses and Student Groups

In ProMonitor, the structure of a qualification (i.e. the units with their assessments and/or tasks) is always set up against a **Course**, and the Course is not specific to any particular group of student or any academic year. This means that a structure only needs to be set up once, and that same structure can then be used for different groups of students following a qualification within an academic year or in future academic years. The Course contains a central ‘pool’ of units, assessments and tasks which can then be allocated appropriately to different groups of students either in the current academic year or future years.

For example in a vocational programme such as an Extended Diploma or NVQ, different groups of students will take the same mandatory units, but may follow a different combination of optional units, enabling them to specialise in different pathways:



With AS/A2 courses, student groups can draw down a list of assessments from the central pool which exists within a unit – some assessments may be common to all groups, others may be specific to just some groups



Hence, we always start with setting up the overall course structure and then allocate the relevant units and/or assessments to specific student group(s). Changes to this allocation can be applied down to the individual student level and can be made at any time during the course. For example in the case of AS/A2, one teacher might create a new assessment for their group, which then becomes available for colleagues to use with other groups. A structure must be allocated to each group individually, even if all the groups are following the same structure.

2.1 Accessing the Course Structure

When using the markbook, you will access a 'Student Group' i.e. a specific group of students taking a qualification in an given academic year. In order to actually set up and/or maintain the course structure which is required before the markbook can be used, you need to go from the specific student group into the 'Course' (i.e. the qualification itself) which lies behind the group.

The move from Student Group to Course can be made in several ways:

- By clicking on the link to 'Course' near the top of the main Student Group page:

BTEC Level 3 Extended Dip in Business yr2 gpA

STUDENT GROUP

Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

SMART Targets Calendar

Add Enrichment Activity

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Unit Grades

Home > Student Group > Details

Student Group Details for BTEC Level 3 Extended Dip in Business yr2 gpA

Name: [FTL3EDBUS2A \(BTEC Level 3 Extended Dip in Business yr2 gpA\)](#)

Course: [FTL3EDBUS \(BTEC Level 3 Extended Diploma in Business\)](#)

Structure: [TC](#) > [SCITECH](#) > [ITCOMPBUS](#) > [VOCBUS](#)

Teacher(s): Garry Barnes, Phil Dean, Jill Evans, Sonya Taylor, Dawn Wells

Manager: Sonya Taylor

Type: [CCC QCF L3 Extended Dip \(180 credit\)](#)

[Remove this Group from my student groups menu](#)

	Learner Ref	Name	Date of Birth	Gender	
	11120001	Jim Agostini	11/11/1994	M	
	11120002	Abigail Berwick	12/10/1994	F	
	11120003	Emma Costa	01/02/1995	F	

- From within the markbook itself, wherever a 'spanner' icon is seen:

BTEC Level 3 Extended Dip in Business yr2 gpA

STUDENT GROUP

Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

SMART Targets Calendar

Add Enrichment Activity

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Unit Grades

Home > Student Group > Markbook > Group

Group Markbook for BTEC Level 3 Extended Dip in Business yr2 gpA

Units | Assessments | Tasks | [Change Markbook Structure](#) | Markbook Rules

Select Unit:

Select Assessment:

Task Description Tasks

Name	P1	P2	P3	P4	P5	P6	M1	M2	M3	D1	D2
Jim Agostini	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abigail Berwick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- From the **Markbook Structure** screen (this screen provides a link between the student group and the course which sits behind, as it shows the course structure and how it is allocated to the group):

BTEC Level 3 Extended Dip in Business yr2 gpA

STUDENT GROUP

Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

SMART Targets Calendar

Add Enrichment Activity

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for BTEC Level 3 Extended Dip in Business yr2 gpA

[Can't see the Unit/Assessment/Task you want to include? Click here](#)

For the Whole Group | **For Each Student**

Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

[Expand All](#) [Contract All](#) [Tick All](#) [Untick All](#)

<input type="checkbox"/>	Unit 01	The Business Environment	10	3	<input checked="" type="checkbox"/>
	U1A1	Why do Businesses Succeed or Fail? (P1, P2, P3, P4, M1, M2, D1)			<input checked="" type="checkbox"/>
	U1A2	PEST Analysis (P3, P4, P5, P6, M3, D2)			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Unit 02	Business Resources	10	3	<input checked="" type="checkbox"/>

In any of these cases, you will then enter the **Course** area of the system with a brown colour scheme:

FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Incomplete Elements

COURSE STRUCTURE

View Course Structure

Maintain Units

Maintain Assessments

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

Find Course Structure

[Return To Student Group](#)

Home > Student Group > Course > Details

Course Details for FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

Student Groups

Student Group	Manager	No. Students
FTL3EDBUS1B (BTEC Level 3 Extended Diploma in Business yr1 gpB)	Sonya Taylor	12
FTL3EDBUS2A (BTEC Level 3 Extended Dip in Business yr2 gpA)	Sonya Taylor	14

2 student group(s)

The **Course Structure** sub-menu can then be used to maintain the markbook:

COURSE STRUCTURE

View Course Structure

Maintain Units

Maintain Assessments

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

Find Course Structure

Any Units, Assessments or Tasks set up will now automatically be allocated to the Student Group from which you have just moved to the Course screens, but not to other Student Groups following the same Course.

The next sections give a variety of examples for different types of courses.

3 Example 1 – an AS/A2 Course, using Units and Assessments

3.1 Setting up the Qualification Structure

If you wish you can set up an AS/A2 as a single 4 or 6 unit qualification (most will be 4), although most colleges will probably want to treat AS and A2 as two separate qualifications consisting of 2 (or 3) units each.

For the purposes of this document we are assuming that your courses and student groups following those courses have already been defined, most likely via an import from your MIS system. For further information on this process please see the ProMonitor Administrator User Guide or contact your MIS manager.

See section 2.1 for instructions on how to locate the Course screen below. Here we see separate student groups, both following the same AS Business Studies course:

BFABS1 (AS Business Studies)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Incomplete Elements

COURSE STRUCTURE

Home > Student Group > Course > Details

Course Details for BFABS1 (AS Business Studies)

Student Groups

Student Group	Manager	No. Students
BFABS1/1 (AS Business gp1)	Garry Barnes	14
BFABS1/4 (AS Business gp4)	Garry Barnes	6

2 student group(s)

Under **Maintain Units** you can easily add, edit or delete units:

BFABS1 (AS Business Studies)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Incomplete Elements

COURSE STRUCTURE

View Course Structure

Maintain Units

Maintain Assessments

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

Find Course Structure

Return To Student Group

Home > Student Group > Course > Structure > Maintain Units

Maintain Units for BFABS1 (AS Business Studies)

This is the pool of Units available for Student Groups within this Course. Units can be added, edited and deleted using the grid below.

[Find Units](#)

	Unit Code	Unit Title		Ext Unit Code	Credit/Weight	Level	Show in Rpt to Parents	Do Not Use		
Edit	U1	Planning and Financing a Business	<input type="checkbox"/>	BUSS1	15	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
Edit	U2	Managing a Business	<input type="checkbox"/>	BUSS2	15	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
			<input type="checkbox"/>		1	E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>	

2 rows

Allocate any new Units automatically to BFABS1/1 (AS Business gp1)

Note that the box circled will be ticked by default, meaning that these units will be allocated to group 1.

Setting up Course Structures in ProMonitor

Having set up your units you can now use **Maintain Assessments** to add in marked work under any one of those units. First select the relevant unit and then add the assessment(s):

BFABS1 (AS Business Studies)

Home > Student Group > Course > Structure > Maintain Assessments

Maintain Assessments for BFABS1 (AS Business Studies)

Select a Unit from the list of Units. Then use the grid below to add, edit and delete Assessments for that Unit.

Select Unit:

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Wght.	Do Not Use		
<input type="button" value="Edit"/>	U2A01	Industrial Relations	Case Study	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A02	What Makes us Tick?	Assignment	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A03	The Importance of People	Practical	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A04	Structure and Status	Assignment	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A05	The Focus on Quality	Assignment	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A06	Managing the Money	Assignment	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A07	Industrial Unrest	Home Work	30	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A08	Summer 2009 Exam paper	Internal Tests	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
<input type="button" value="Edit"/>	U2A09	Single Status Management	Home Work	20	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>
			--Select--	100	1.00	<input type="checkbox"/>	<input type="button" value="Add"/>	

Allocate any new Assessments automatically to BFABS1/4 (AS Business gp4)(if the Unit is already assigned)

When this structure is complete you can check it with **View Course Structure**:

BFABS1 (AS Business Studies)

Home > Student Group > Course > Structure > View Course Structure

View Course Structure for BFABS1 (AS Business Studies)

The Structure for this Course is shown below.
Click the '+' sign next to a Unit to view the Assessments and Tasks for that Unit.

[Expand All](#) [Contract All](#)

- [-] U1 Planning and Financing a Business
 - U1A01 Types of Business
 - U1A02 Business Markets
 - U1A03 Planning for Success
 - U1A04 Show me the Money
 - U1A05 Business Planning
 - U1A06 Outside Influence
 - U1A07 Business Failure
 - U1A08 Surviving the Tough Times
 - U1A09 Where's the Money Coming From?
 - U1A10 Rapha Case Study
 - U1A11 Minor work - revision
- [-] U2 Managing a Business
 - U2A01 Industrial Relations
 - U2A02 What Makes us Tick?
 - U2A03 The Importance of People
 - U2A04 Structure and Status
 - U2A05 The Focus on Quality
 - U2A06 Managing the Money
 - U2A07 Industrial Unrest
 - U2A08 Summer 2009 Exam paper
 - U2A09 Single Status Management

Note that these Units and Assessments have been automatically allocated to AS Business Studies group 1. This work is now available to be allocated as required to other groups following the same course – this is dealt with in the next section.

3.2 Allocating Work to Other Student Groups:

We may now wish to allocate the Units and Assessments to another group of AS Business Studies students. On the **Details** page we can see all the groups listed within the course:

Home > Student Group > Course > Details

Course Details for BFABS1 (AS Business Studies)

Student Groups

Student Group	Manager	No. Students
BFABS1/1 (AS Business gp1)	Garry Barnes	10
BFABS1/4 (AS Business gp4)	Garry Barnes	6

2 student group(s)

We can click on e.g. Group 4, go to **Markbook Structure** and click **Expand All** to show the available Units and Assessments:

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for AS Business gp4

Can't see the Unit/Assessment/Task you want to include? [Click here](#)

For the Whole Group | **For Each Student**

Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

[Expand All](#) [Contract All](#) [Tick All](#) [Untick All](#)

U1	Planning and Financing a Business	15	3	<input type="checkbox"/>
U1A01	Types of Business			<input type="checkbox"/>
U1A02	Business Markets			<input type="checkbox"/>
U1A03	Planning for Success			<input type="checkbox"/>
U1A04	Show me the Money			<input type="checkbox"/>
U1A05	Business Planning			<input type="checkbox"/>
U1A06	Outside Influence			<input type="checkbox"/>
U1A07	Business Failure			<input type="checkbox"/>
U1A08	Surviving the Tough Times			<input type="checkbox"/>
U1A09	Where's the Money Coming From?			<input type="checkbox"/>
U1A10	Rapha Case Study			<input type="checkbox"/>
U1A11	Minor work - revision			<input type="checkbox"/>
U2	Managing a Business	15	3	<input type="checkbox"/>
U2A01	Industrial Relations			<input type="checkbox"/>
U2A02	What Makes us Tick?			<input type="checkbox"/>
U2A03	The Importance of People			<input type="checkbox"/>
U2A04	Structure and Status			<input type="checkbox"/>
U2A05	The Focus on Quality			<input type="checkbox"/>
U2A06	Managing the Money			<input type="checkbox"/>
U2A07	Industrial Unrest			<input type="checkbox"/>
U2A08	Summer 2009 Exam paper			<input type="checkbox"/>
U2A09	Single Status Management			<input type="checkbox"/>

Total Weight/Credit:

Tick the Units and Assessments required for Group 4, click **Save** and you are ready to record marks.

A key benefit of this method is that a different selection of work may be allocated to different groups of students (Student Groups) following the same qualification (Course).

4 Example 2 – QCF Vocational Quals (Awards, Certs, Dips, Ext Dips etc)

In the case of portfolio-assessed vocational qualifications such as the new QCF level 3 Nationals, students achieve units at a certain grade by completing criteria ('Tasks' in ProMonitor). Hence you will certainly want to set up tasks within each unit. For example, if we consider one awarding body's specification for Unit 1 of their L3 Diplomas in Business, we can see the criteria which must be met to achieve the various grades:

To achieve a pass grade the evidence must show that the learner is able to:	To achieve a merit grade the evidence must show that, in addition to the pass criteria, the learner is able to:	To achieve a distinction grade the evidence must show that in addition to the pass and merit criteria, the learner is able to:
P1 describe the type of business, purpose and ownership of two contrasting businesses		D1 evaluate the influence different stakeholders exert in one organisation
P2 describe the different stakeholders who influence the purpose of two contrasting businesses	M1 explain the points of view of different stakeholders seeking to influence the aims and objectives of two contrasting organisations	
P3 describe how two businesses are organised		
P4 explain how their style of organisation helps them to fulfil their purposes		
P5 describe the influence of two contrasting economic environments on business activities within a selected organisation	M2 compare the challenges to selected business activities within a selected organisation, in two different economic environments	
P6 describe how political, legal and social factors are impacting upon the business activities of the selected organisations and their stakeholders.	M3 analyse how political, legal and social factors have impacted on the two contrasting organisations.	D2 evaluate how future changes in economic political, legal and social factors, may impact on the strategy of a specified organisation.

You do however have the choice as to whether you set up and track assessments, the design and delivery of which is nearly always decided at each individual college. Assessments in this case only exist to give students opportunities to cover and achieve Tasks. Some centres place a strong emphasis on the importance of assessments, some may wish to record assessments only as a means to monitor hand-out or hand-in dates, or you may choose to ignore the assessment markbook altogether and concentrate on units and tasks.

With many vocational programmes it is common for centres to offer variations within a single qualification, where different groups of students are able to specialise in alternative routes within the same qualification. For example, students following an Extended Diploma in Business will complete 40 credits worth of mandatory units but may also specialize in pathways relating to a range of business functions such as accounting, marketing or human resources.

ProMonitor caters for this by enabling all the units (common and optional) to be set up against the course itself, but different units to be allocated to specific student groups (or even specific students) according to the route which they are following. Section 2 covers this in more detail and includes instructions on locating courses.

The example below uses a graded L3 Vocational Qualification, but the principles are equally appropriate for all graded L1, 2 or 3 vocational programmes.

4.1 Adding and Maintaining Units

4.1.1 Downloading Units from the OFQUAL Register

Since autumn 2012 it has been possible to download unit titles, codes, credit/weighting and levels from online information held by OFQUAL on the *Register of Regulated Qualifications*. For this to work, the information needs to have first been imported centrally into ProMonitor by your system administrator (this process is beyond the remit of this document and will probably already have been done – your administrator can contact Compass if they need further information on how to do this).

Downloaded Units can be searched by clicking either on the **Find Units** link or the page in the left menu named **Find Course Structure**:

Home > Search > Course > Structure > Maintain Units

Maintain Units for FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

This is the pool of Units available for Student Groups within this Course. Units can be added, edited and deleted using the grid below.

[Find Units](#)

Unit Code	Unit Title	Ext Unit Code	Credit/Weight	Level	Show in Rpt to Parents	Do Not Use
No Records Found.						
		<input type="checkbox"/>	1	E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Add"/>						

A simple internal wizard will now allow you to locate and attach relevant units for use with the markbook for this course.

The first page of the wizard allows a search either by Qualification Aim code or by a text search by Qual Title:

FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

COURSE
Details
Create Student Group

REPORTS
Custom Reports
Assessment vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks
Task Allocation
Relate Tasks
Merge Tasks
Copy Course Structure
Find Course Structure

Home > Search > Course > Structure > Find Course Structure

Find for FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

Step 1 of 3

Enter part or all of the Qualification Aim or Qualification Title to find the units for your course.

Click on a qualification to see the units available for the course. All units are taken from the ofqual website and can be updated by your administrator.

Qualification Aim Qualification Title

Qualification Aim	Qualification Title	Unit Count
50081652	Edexcel BTEC Level 3 Extended Diploma in Engineering (QCF)	51

1 qualification(s) found

Having located the correct qualification, click on the Qualification Title to go to the next page in the process where required units can be selected, using the OFQUAL unit code or the shorter 'awarding body' name:

FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

COURSE
Details
Create Student Group

REPORTS
Custom Reports
Assessment vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks
Task Allocation
Relate Tasks
Merge Tasks
Copy Course Structure
Find Course Structure

Home > Search > Course > Structure > Find Course Structure

Find for FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

Step 2 of 3

Select the Units to be copied into the course structure.
Click Next to proceed.

Please select what you would like to use as the ProMonitor Unit Code...

Ofqual unit code e.g. 'A/601/1608'

Awarding body unit code e.g. 'Unit 1' (this data is limited and is only provided by certain awarding bodies ; it is particularly useful for vocational qualifications. If no code is provided the Ofqual unit code will be used.)

Unit Code	Level	Unit Title	Credits
<input type="checkbox"/> K/600/0409	2	Mathematics for Engineering Technicians	5
<input type="checkbox"/> Y/600/0387	2	Applied Electrical and Mechanical Science for Engineering	5
<input checked="" type="checkbox"/> A/600/0253	3	Mathematics for Engineering Technicians	10
<input checked="" type="checkbox"/> A/600/0267	3	Computer Aided Drafting in Engineering	10
<input type="checkbox"/> A/600/6747	3	Construction and Applications of Digital Systems	10
<input checked="" type="checkbox"/> D/600/0259	3	Commercial Aspects of Engineering Organisations	10
<input type="checkbox"/> D/600/0262	3	Applications of Mechanical Systems in Engineering	10
<input type="checkbox"/> D/600/0276	3	Selecting and Using Programmable Controllers	10
<input checked="" type="checkbox"/> D/600/7115	3	Features and Applications of Electrical Machines	10
<input checked="" type="checkbox"/> D/602/3458	3	Plastics Materials	10
<input checked="" type="checkbox"/> F/600/0254	3	Mechanical Principles and Applications	10
<input type="checkbox"/> F/600/0268	3	Advanced Mechanical Principles and Applications	10

You can select your correct credit value of units at this point (e.g. 180 credits worth for an Extended Diploma), or alternatively you can download a much longer list of units, and only allocate the units needed later in the process (see section 4.4). A longer list is preferable where groups or individual students follow different units.

Setting up Course Structures in ProMonitor

Having selected the relevant units, click **Next**:

<input type="checkbox"/>	R/600/0274	3	Welding Technology	10
<input checked="" type="checkbox"/>	R/600/0341	3	Electrical Technology	10
<input checked="" type="checkbox"/>	R/602/1951	3	Vehicle Engine Management Systems	10
<input type="checkbox"/>	T/600/0185	3	Principles and Applications of Thermodynamics	10
<input checked="" type="checkbox"/>	T/600/0249	3	Health and Safety in the Engineering Workplace	10
<input type="checkbox"/>	T/600/0252	3	Engineering Project	20
<input type="checkbox"/>	T/600/0266	3	Engineering Drawing for Technicians	10
<input type="checkbox"/>	Y/600/0258	3	Engineering Design	10
<input type="checkbox"/>	Y/600/0261	3	Further Mechanical Principles and Applications	10
<input type="checkbox"/>	Y/600/0342	3	Electrical Installation	10
<input type="checkbox"/>	Y/600/0373	3	Electronic Measurement and Testing	10
<input type="checkbox"/>	Y/602/3457	3	Basic Polymer Technology	10
<input type="checkbox"/>	Y/602/3460	3	Polymer Process Engineering	10

51 units(s) found

<< Back Next >>

You'll then see a confirmation message and a link back to the unit list:

FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Incomplete Elements

COURSE STRUCTURE

View Course Structure

Maintain Units

Maintain Assessments

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

Find Course Structure

Home > Search > Course > Structure > Find Course Structure

Find for FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

Step 3 of 3

The selected Course structure elements were successfully copied over. Please note units will have only been created where they did not already exist or a unit with the same unit code did not already exist.

Click Finish to return to the Search screen or [View Units](#)

[Finish](#)

Clicking on **View Units** will take you back to the list as seen on the **Maintain Units** page:

FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Incomplete Elements

COURSE STRUCTURE

View Course Structure

Maintain Units

Maintain Assessments

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

Find Course Structure

Home > Search > Course > Structure > Maintain Units

Maintain Units for FTL3ExtDipEng (Level 3 Extended Diploma in Engineering)

This is the pool of Units available for Student Groups within this Course.
Units can be added, edited and deleted using the grid below.

[Find Units](#)

	Unit Code	Unit Title	Ext Unit Code	Credit/Weight	Level	Show in Rpt to Parents	Do Not Use	
Edit	A/600/0253	Mathematics for Engineering Technicians	<input type="checkbox"/> A/600/0253	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓
Edit	A/600/0267	Computer Aided Drafting in Engineering	<input type="checkbox"/> A/600/0267	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓
Edit	D/600/0259	Commercial Aspects of Engineering Organisations	<input type="checkbox"/> D/600/0259	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓
Edit	D/600/7115	Features and Applications of Electrical Machines	<input type="checkbox"/> D/600/7115	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓
Edit	D/602/3458	Plastics Materials	<input type="checkbox"/> D/602/3458	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓
Edit	F/600/0254	Mechanical Principles and Applications	<input type="checkbox"/> F/600/0254	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓
Edit	F/600/0271	Engineering Primary Forming Processes	<input type="checkbox"/> F/600/0271	10	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ↓

Note that the unit Credit/Weightings and Level have been correctly imported from the OFQUAL data

4.1.2 Setting up Units Manually

You may set up Unit information manually if:

- You don't want to use the process in section 4.1.1
- The information doesn't exist in the OFQUAL database
- In the case of courses like AS/A2, it's easier just to set the 2 or 3 units up manually

It's then a simple case of using the 'Add' row to record the unit information:

	Unit Code	Unit Title	Ext Unit Code	Credit/Weight	Level	Show in Rpt to Parents	Do Not Use	
<input type="button" value="Edit"/>	U1	Planning and Financing a Business	<input type="checkbox"/> BUSS1	15	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	U2	Managing a Business	<input type="checkbox"/> BUSS2	15	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	1	E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Allocate any new Units automatically to BFABS1/1 (AS Business gp1)

In the above image you can see that the values for Credit/Weighting and Level have defaulted to '1' and 'E1' respectively. With vocational qualifications, it's vital that you record the correct values or the markbook won't work properly.

4.2 Adding and Maintaining Assessments

This stage is optional, if you wish to show which assessments are used to cover certain tasks within a unit. First select the relevant unit and then add the assessment(s):

Home > Student Group > Course > Structure > Maintain Assessments

Maintain Assessments for FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

Select a Unit from the list of Units. Then use the grid below to add, edit and delete Assessments for that Unit.

Select Unit:

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Wght.	Do Not Use	
<input type="button" value="Edit"/>	U1A1	Why do Businesses Succeed or Fail?	Assignment	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	U1A2	PEST Analysis	Assignment	100	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			--Select--	100	1.00	<input type="checkbox"/>	<input type="button" value="Add"/>

Allocate any new Assessments automatically to FTL3EDBUS2A (BTEC Level 3 Extended Dip in Business yr2 gpA)(if the Unit is already assigned)

With a vocational course like this Extended Diploma, the default values for 'Out Of Points' and 'Wght' can be left as 100 and 1.00 respectively – they will not be used if using markbook rules to create unit and overall grading projections and will effectively be ignored by the markbook.

4.3 Adding and Maintaining Tasks (Performance Criteria)

4.3.1 Creating Tasks

Using **Maintain Tasks**, the Awarding Body's performance criteria can next be recorded for the relevant unit:

FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

COURSE
Details
Create Student Group

REPORTS
Custom Reports
Assessment vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks
Task Allocation
Relate Tasks
Merge Tasks
Copy Course Structure
Find Course Structure

[Return To Student Group](#)

Home > Student Group > Course > Structure > Maintain Tasks

Maintain Tasks for FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

Select a Unit from the list of Units.
Then use the grid below to add, edit and delete Tasks for that Unit.

Select Unit:

	Task Code	Task Title	Task Order			
<input type="button" value="Edit"/>	P1	describe the type of business, purpose and ownership of two contrasting businesses	1	X	XX	↓
<input type="button" value="Edit"/>	P2	describe the different stakeholders who influence the purpose of two contrasting businesses	2	X	XX	↓
<input type="button" value="Edit"/>	P3	describe how two businesses are organised	3	X	XX	↓
<input type="button" value="Edit"/>	P4	explain how their style of organisation helps them to fulfil their purposes	4	X	XX	↓
<input type="button" value="Edit"/>	P5	describe the influence of two contrasting economic environments on business activities within a selected organisation	5	X	XX	↓
<input type="button" value="Edit"/>	P6	describe how political, legal and social factors are impacting upon the business activities of the selected organisations and their stakeholders	6	X	XX	↓
<input type="button" value="Edit"/>	M1	explain the points of view of different stakeholders seeking to influence the aims and objectives of two contrasting organisations	7	X	XX	↓
<input type="button" value="Edit"/>	M2	compare the challenges to selected business activities within a selected organisation in two different economic environments	9	X	XX	↓
<input type="button" value="Edit"/>	M3	analyse how political, legal and social factors have impacted on the two contrasting organisations	10	X	XX	↓
<input type="button" value="Edit"/>	D1	evaluate the influence different stakeholders exert on one organisation	11	X	XX	↓
<input type="button" value="Edit"/>	D2	evaluate how future changes in economic political, legal and social factors, may impact on the strategy of a specified organisation	12	X	XX	↓
			13	<input type="button" value="Add"/>		

11 rows

Task Quick Sort (Alphabetically/P,M,D)

Perform this sort for all Units within the Course

At the time of writing, no reliable central electronic source exists which holds these criteria for all vocational programmes. However, course teams normally have them in Word or Excel format to be copied across.

Further, as of January 2013, Compass are planning to launch an initiative to encourage colleges to share course structure information between themselves, where many colleges are running the same qualification on ProMonitor.

4.3.2 Allocating Tasks (where Assessments Exist)

If you have set up assessments, you can now 'allocate' your tasks to the assessment(s). Using this method allows ProMonitor to cater for situations where a single performance criterion may be covered in more than one assignment. Where no assessments exist then all tasks are automatically allocated directly to the unit.

FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

Home > Student Group > Course > Structure > Task Allocation

Task Allocation for FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

Select Unit:

Assessment	P1	P2	P3	P4	P5	P6	M1	M2	M3	D1	D2
U1A1 - Why do Businesses Succeed or Fail?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
U1A2 - PEST Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4.3.3 Relating Tasks

This function allows you to 'join' tasks together such that if one task in a unit is marked as completed by a teacher, another task in the same or any other unit will also be automatically marked as completed. Where performance criteria are common across units or covered jointly by a single student activity, this prevents teachers having to record the criteria separately. See also section 5.6 for an example where this feature is used to map tasks from a L1 course to Functional Skills.

FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

Home > Student Group > Course > Structure > Relate Tasks

Relate Tasks for FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

To relate one Task to another, Select the Source Task and the Related Task Using the Drop Down lists. Then press 'Relate Tasks'. This will allow any markbook data for the Source Task, to also be applied to the Related Task.

Source Task
 Unit:
 Task:

Related Task
 Unit:
 Task:

Source Task		Related Task		
Unit	Task	Unit	Task	
Unit 01	D1	Unit 02	D1	<input type="button" value="Delete"/>

1 related task(s)

4.3.4 Checking the Course Structure

When you have finished building the course you can check it with **View Course Structure**. The first example below shows a course where assessments have been set up. Clicking **Expand All** shows the assessments/tasks in the units and which tasks are allocated to each assessment:

FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

COURSE
Details
Create Student Group

REPORTS
Custom Reports
Assessment vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks
Task Allocation
Relate Tasks
Merge Tasks
Copy Course Structure
Find Course Structure

[Return To Student Group](#)

Home > Student Group > Course > Structure > View Course Structure

View Course Structure for FTL3EDBUS (BTEC Level 3 Extended Diploma in Business)

The Structure for this Course is shown below.
Click the '+' sign next to a Unit to view the Assessments and Tasks for that Unit.

[Expand All](#) [Contract All](#)

[-] Unit 01	The Business Environment	
U1A1	Why do Businesses Succeed or Fail?	(P1, P2, P3, P4, M1, M2, D1)
U1A2	PEST Analysis	(P3, P4, P5, P6, M3, D2)
[-] Unit 02	Business Resources	
U2A1	Organising Resources	(P1, P2, P3, M1, M2, D1)
U2A2	Maggie's Shoe Factory	(P3, P4, P5, M1, M2, M3, D1, D2)
[-] Unit 03	Introduction to Marketing	
U3A1	Lucozade - reviving a dead brand	(P1, P2, P3, P4, P5, P6, M1, M2)
U3A2	Group activity - Lucozade revisited	(P1, P2, P3, P4, P5, P6, M1, M2, M3, D1, D2)
[-] Unit 04	Business Communication	
U4A1	Researching communication channels	(P1, P2, P5, P6, M1, M2, D1)
U4A2	Barriers to communication	(P3, P4, P5, M1, M2, D1, D2)
[-] Unit 05	Business Accounting	
U5A1	Vince's Ice Cream Parlour	(P1, P2, P3, P4)
U5A2	Clifton Clocks	(P5, M1, M2, D1, D2)
[-] Unit 06	Financial Accounting	

If assessments are not being used then this structure will simply list the tasks against the unit itself and indicate **no assessments created for this unit**:

NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

COURSE
Details
Create Student Group

REPORTS
Custom Reports
Assessment vs Target
Assessment Marking Stats
Student Completion
Incomplete Elements

COURSE STRUCTURE
View Course Structure
Maintain Units
Maintain Assessments
Maintain Tasks

Home > Student Group > Course > Structure > View Course Structure

View Course Structure for NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

The Structure for this Course is shown below.
Click the '+' sign next to a Unit to view the Assessments and Tasks for that Unit.

[Expand All](#) [Contract All](#)

[-] 01(Mand)	Manage own performance in a business environment	
	(no assessments created for this unit)	(P1.1, P1.2, P1.3, P1.4, P1.5, P1.6, P1.7, P1.8, P1.9, P1.10, P2.1, P2.2, P2.3, P2.4, P2.5, P2.6, P2.7, P3.1, P3.2, P3.3, P3.4, P3.5, P3.6, P3.7, P3.8, P4.1, P4.2, P4.3, P4.4, P4.5)
[-] 02(Mand)	Improve own performance in a business environment	
	(no assessments created for this unit)	(P1.1, P1.2, P1.3, P1.4, P1.5, P2.1, P2.2, P2.3, P3.1, P3.2, P3.3, P3.4)

4.4 Allocating Work to Student Groups

Before any specific group of students on that course can have marks recorded, they must have the Units/Assessments/Tasks allocated to them. If you have gone to the course structure from a specific student group, the structure created will probably have been allocated to that group automatically, due to this tickbox which was introduced in ProMonitor version 8:

- Allocate any new Units automatically to FTL3EDBUS1A (BTEC Level 3 Extended Diploma in Business yr1)

However there may be occasions where different groups of students follow either the same or different combinations of units (or maybe even assessments or tasks) depending on their specialisms, but within the structure of the same overall course. A common example might be a L3 Diploma where there may be a number of common units but the optional units may vary. As a result you will always be required to confirm which units are to be followed by each individual student group. If you need to manually allocate a course structure to a student group, the following method should be used. Imagine we now want to allocate units from the Extended Diploma to group B (the structure was initially set up via group A).

Either from **Details** or via the ProMonitor home page, click on the student group required:

FTL3EDBUS1 (BTEC Level 3 Extended Diploma in Business)

Home > Student Group > Course > Details

Course Details for FTL3EDBUS1 (BTEC Level 3 Extended Diploma in Business)

Student Groups

Student Group	Manager	No. Students
FTL3EDBUS1A (BTEC Level 3 Extended Diploma in Business yr1)	Garry Barnes	14
FTL3EDBUS1B (BTEC Level 3 Extended Diploma in Business yr1 gpB)	Garry Barnes	10

2 student group(s)

Then go to **Markbook Structure** and use **Expand All** to open up the lists:

FTL3EDBUS1B (BTEC Level 3 Extended Diploma in Business yr1 g)

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for FTL3EDBUS1B (BTEC Level 3 Extended Diploma in Business yr1 gpB)

Can't see the Unit/Assessment/Task you want to include? [Click here](#)

For the Whole Group | **For Each Student**

Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

Save Save

[Expand All](#) [Contract All](#) [Tick All](#) [Untick All](#)

Unit 01	The Business Environment		<input checked="" type="checkbox"/>
U1A1	Why do Businesses Succeed or Fail?	(P1, P2, P3, M1, M2, D1)	<input checked="" type="checkbox"/>
U1A2	PEST Analysis	(P4, P5, P6, M3, D2)	<input checked="" type="checkbox"/>
Unit 02	Business Resources		<input checked="" type="checkbox"/>
U2A1	Organising Resources	(P1, P2, P3, M1, M2, D1)	<input checked="" type="checkbox"/>
U2A2	Maggie's Shoe Factory	(P3, P4, P5, M1, M2, M3, D1, D2)	<input checked="" type="checkbox"/>
Unit 03	Introduction to Marketing		<input checked="" type="checkbox"/>
U3A1	Lucozade - reviving a dead brand	(P1, P2, P3, P4, P5, P6, M1, M2)	<input checked="" type="checkbox"/>
U3A2	Group activity - Lucozade revisited	(P1, P2, P3, P4, P5, P6, M1, M2, M3, D1, D2)	<input checked="" type="checkbox"/>

Tick the required units and/or assessments, click on one of the **Save** buttons and you are ready to record marks.

5 Example 3 – a Level 1 Diploma with Single Assessment per Unit

5.1 Setting up the Course Structure

Below we see the main **Course Details** page:

FTL1DBUS (BTEC Level 1 Diploma Business Admin) Home > Student Group > Course > Details

gbarnes | Log Out | 59:38
Academic Year: 2011/12

Home > Student Group > Course > Details

Course Details for FTL1DBUS (BTEC Level 1 Diploma Business Admin)

Student Groups

Student Group	Manager	No. Students
FTL1DBUS (BTEC Level 1 Diploma in Business)	Garry Barnes	10

1 student group(s)

From here we can use the links under **COURSE STRUCTURE** to manage the units, assessments and tasks which are then available to any student group under this course.

5.2 Maintaining Units

For information on maintaining Units, including downloaded data from the OFQUAL register, see section 4.1

5.3 Maintaining Assessments

In this example, the course team has opted to give out a single over-arching assignment for each unit, containing a range of activities which collectively enable students to achieve all the PCs within that unit. On the **Maintain Assessments** page for Unit 10 we can see the integrated assignment listed:

FTL1DBUS (BTEC Level 1 Diploma Business Admin) Home > Student Group > Course > Structure > Maintain Assessments

Maintain Assessments for FTL1DBUS (BTEC Level 1 Diploma Business Admin)

Select a Unit from the list of Units. Then use the grid below to add, edit and delete Assessments for that Unit.

Select Unit:

	Assessment Code	Assessment Title	Assessment Type	Out Of Points	Wght.	Do Not Use	
<input type="button" value="Edit"/>	U10-A1	Unit 10 - Integrated Assessment	Assignment	100	1.00	<input type="checkbox"/>	<input type="button" value="X"/> <input type="button" value="Down Arrow"/>
			--Select--	100	1.00	<input type="checkbox"/>	<input type="button" value="Add"/>

1 rows

Allocate any new Assessments automatically to FTL1DBUS (BTEC Level 1 Diploma in Business)(if the Unit is already assigned)

Note once again the **Add** and **Edit** buttons which are used to maintain the list.

5.4 Maintaining Tasks

Tasks can then be added into a unit, by clicking on **Maintain Tasks** and adding to the list as in this example below, again from Unit 10:

FTL1DBUS (BTEC Level 1 Diploma Business Admin)

Home > Student Group > Course > Structure > Maintain Tasks

Maintain Tasks for FTL1DBUS (BTEC Level 1 Diploma Business Admin)

Select a Unit from the list of Units.
Then use the grid below to add, edit and delete Tasks for that Unit.

Select Unit:

	Task Code	Task Title	Task Order			
<input type="button" value="Edit"/>	P1.1	explain what 'rights' are	1	✗	✗✗	⬇
<input type="button" value="Edit"/>	P1.2	explain what 'responsibilities' are	2	✗	✗✗	⬇
<input type="button" value="Edit"/>	P2.1	explain the factors that may affect the rights of individuals	3	✗	✗✗	⬇
<input type="button" value="Edit"/>	P2.2	explain how to respect the rights of individuals	4	✗	✗✗	⬇
<input type="button" value="Edit"/>	P3.1	identify laws that can protect employee rights	5	✗	✗✗	⬇
<input type="button" value="Edit"/>	P4.1	identify employer responsibilities in regard to • fulfilling a contract • health and safety • equal opportunities and prevention of discrimination	6	✗	✗✗	⬇
			7	<input type="button" value="Add"/>		

6 rows

Task Quick Sort (Alphabetically/P,M,D)

Perform this sort for all Units within the Course

5.5 Allocating Tasks

Where assessments have been set up, the distribution of tasks across the assessments must now be defined. In this example this is easy as there is only one assessment per unit. Under **Task Allocation** we simply tick the boxes to show which tasks belong to which assessment(s):

Task Allocation for FTL1DBUS (BTEC Level 1 Diploma Business Admin)

Select Unit:

Assessment	P1.1	P1.2	P2.1	P2.2	P3.1	P4.1	
U10-A1 - Unit 10 - Integrated Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This feature exists to cater for situations where a single PC may be covered in more than one assessment, allowing students multiple opportunities to achieve that PC.

5.6 Relating Tasks – Link to Functional Skills

If two separate tasks are related then flagging one as complete will automatically cause the other to be flagged as complete. This can be particularly useful if you wish to add extra units for e.g. Functional Skills to a main qualification, and use the main units to cover the functional skills criteria.

In the screen below you can see the option to relate a **Source Task** to a **Related Task**.

Each pair of related tasks is added successively to the table at the lower part of the screen. Here we can see that Unit 10 task P2.2 is being related to P1.1, P1.2, P1.3 and P1.4 from the Functional Skills unit FS-ENG-01(i.e. the first section of the level 1 Functional Skills specification for English):

Relate Tasks for FTL1DBUS (BTEC Level 1 Diploma Business Admin)

To relate one Task to another, Select the Source Task and the Related Task Using the Drop Down lists. Then press 'Relate Tasks'.
This will allow any markbook data for the Source Task, to also be applied to the Related Task.

Source Task	Related Task
Unit <input style="width: 100%;" type="text" value="-- Select a unit --"/>	Unit <input style="width: 100%;" type="text" value="-- Select a unit --"/>
Task <input style="width: 100%;" type="text"/>	Task <input style="width: 100%;" type="text"/>
<input type="button" value="Relate Tasks"/>	

Source Task		Related Task		
Unit	Task	Unit	Task	
10	P2.2	FS-ENG-01	P1.1	<input type="button" value="Delete"/>
10	P2.2	FS-ENG-01	P1.2	<input type="button" value="Delete"/>
10	P2.2	FS-ENG-01	P1.3	<input type="button" value="Delete"/>
10	P2.2	FS-ENG-01	P1.4	<input type="button" value="Delete"/>

(Note –as Functional Skills are externally assessed using tests, mapping them into a main programme can only be used to show opportunities to develop or practice the required skills. Hence if PCs relating to Functional Skills are flagged as complete on ProMonitor this doesn't represent actual completion of the qualification in the same way as on a portfolio-assessed course).

5.7 Allocating Work to the Student Group

Before any marks or grades can be recorded, you first need to make sure that the units, assessments and tasks from the course structure (as described in section 5 above) have been allocated to the student group. First go back to the student group pages, and then go to the **Markbook Structure** page:

Markbook Structure for FTL1DBUS (BTEC Level 1 Diploma in Business)

[Can't see the Unit/Assessment/Task you want to include? Click here](#)

For the Whole Group
For Each Student

Select the Units, Assessments and Tasks you want to include in the markbook for this group.
Click the '+' sign to view the Assessments and Tasks for that Unit.

Save
Save

[Expand All](#)
[Contract All](#)
[Tick All](#)
[Untick All](#)

10	Investigating Rights and Responsibilities at Work		<input checked="" type="checkbox"/>
U10-A1	Unit 10 integrated assessment	(P1.1, P1.2, P2.1, P2.2, P3.1, P4.1)	<input checked="" type="checkbox"/>
11	Managing your Health at Work		<input checked="" type="checkbox"/>
U11-A1	Unit 11 integrated assessment	(P1.1, P2.1, P2.2)	<input checked="" type="checkbox"/>
12	Preparing for Work Placement		<input checked="" type="checkbox"/>
U12-A1	Unit 12 integrated assessment	(P1.1, P2.1, P2.2, P2.3, P2.4, P3.1)	<input checked="" type="checkbox"/>
13	Learning from Work Placement		<input checked="" type="checkbox"/>
U13-A1	Unit 13 integrated assessment	(P1.1, P2.1, P2.2, P3.1)	<input checked="" type="checkbox"/>
14	Working in Business and Administration		<input type="checkbox"/>
U14-A1	Unit 14 integrated assessment	(P1.1, P1.2, P2.1, P2.2, P3.1, P3.2, P4.1, P4.2, P5.1, P5.2)	<input type="checkbox"/>

The structure may already be ticked if it has been automatically added to a student group (see Extended Diploma example for full explanation). However, items will have to be ticked if you want to use elements of the same structure for other student groups.

Above we can see the first few units, each with its single integrated assessment which in turn has the PCs linked. You can see that unit 14 is not ticked, as this unit was initially set up but is not going to be used by the teacher, as sufficient credit value can be gained from the other units followed.

6 Example 4 – an NVQ with Units and Tasks only (no Assessments)

6.1 Adding and Maintaining Units

Below we can see the main **Course Details** page for an NVQ:

Home > Student Group > Course > Details

Course Details for NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

Student Group	Manager	No. Students
NVQ2BUS-FH (NVQ L2 Business & Admin - Front of House)	Garry Barnes	6
NVQ2BUS-OT (NVQ L2 Business & Admin - Office Tech)	Garry Barnes	6
NVQ2BUS-PA (NVQ L2 Business & Admin - Personal Assistants)	Garry Barnes	4

3 student group(s)

With an NVQ there are likely to be a large number of units and students/groups following a variety of different combinations. In this case the downloaded OFQUAL unit information is likely to be particularly useful (see section 4.1.1) In the example below we see some of the units which have already been added for this L2 NVQ:

Home > Student Group > Course > Structure > Maintain Units

Maintain Units for NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

This is the pool of Units available for Student Groups within this Course. Units can be added, edited and deleted using the grid below.

[Find Units](#)

	Unit Code	Unit Title	Ext Unit Code	Credit/Weight	Level	Show in Rpt to Parents	Do Not Use	
Edit	01(Mand)	Manage own performance in a business environment	F/601/2467	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	02(Mand)	Improve own performance in a business environment	L/601/2469	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	03(Mand)	Work in a business environment	F/601/2470	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	04(Mand)	Communicate in a business environment	D/601/2475	3	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	17(Events)	Support the organisation of an event*	L/601/2505	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	18(Events)	Support the co-ordination of an event*	D/601/2508	3	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note that the correct credit weighting and NVQ level is recorded against each unit. New units can be created using the **Add** function at the bottom of the table, or edited using the **Edit** button. Any units which may have been set up but are no longer needed can be flagged as **Do Not Use** when in **Edit** mode.

6.2 Adding and Maintaining Tasks (Performance Criteria/Indicators)

Using **Maintain Tasks**, the Awarding Body’s performance indicators can next be recorded for the relevant unit. Here we see the top of a list of PCs which have been added to the NVQ unit:

NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Incomplete Elements

COURSE STRUCTURE

View Course Structure

Maintain Units

Maintain Assessments

Maintain Tasks

Task Allocation

Relate Tasks

Merge Tasks

Copy Course Structure

Find Course Structure

Return To Student Group

Home > Student Group > Course > Structure > Maintain Tasks

Maintain Tasks for NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

Select a Unit from the list of Units.
Then use the grid below to add, edit and delete Tasks for that Unit.

Select Unit:

	Task Code	Task Title	Task Order			
<input type="button" value="Edit"/>	P1.1	Outline guidelines, procedures codes of practice relevant to personal work	1	X	XX	↓
<input type="button" value="Edit"/>	P1.2	Explain the purpose of planning work, and being accountable to others for own work	2	X	XX	↓
<input type="button" value="Edit"/>	P1.3	Explain the purpose and benefits of agreeing realistic targets for work	3	X	XX	↓
<input type="button" value="Edit"/>	P1.4	Explain how to agree realistic targets	4	X	XX	↓
<input type="button" value="Edit"/>	P1.5	Describe ways of planning work to meet agreed deadlines	5	X	XX	↓
<input type="button" value="Edit"/>	P1.6	Explain the purpose of keeping other people informed about progress	6	X	XX	↓
<input type="button" value="Edit"/>	P1.7	Explain the purpose and benefits of letting other people know work plans need to be changed	7	X	XX	↓
<input type="button" value="Edit"/>	P1.8	Describe types of problems that may occur during work	8	X	XX	↓

6.3 Relating Tasks

This function allows you to ‘join’ tasks together such that if one task in a unit is marked as completed by a teacher, another task in the same or any other unit will also be automatically marked as completed. Where performance criteria are common across units or covered by a single student activity, this prevents teachers having to record the criteria separately. See also section 5.6 for an example where this feature is used to map tasks from a L1 course to Functional Skills.

Relate Tasks for NVQ2BUS (NVQ L2 Certificate Business & Admin (QCF))

To relate one Task to another, Select the Source Task and the Related Task Using the Drop Down lists. Then press 'Relate Tasks'.

This will allow any markbook data for the Source Task, to also be applied to the Related Task.

Source Task	Related Task
Unit <input type="text" value="01(Mand) - Manage own per"/>	Unit <input type="text" value="03(Mand) - Work in a business"/>
Task <input type="text" value="1.1 - Outline guidelines, proc"/>	Task <input type="text" value="2.1 - Describe the purpose an"/>
<input type="button" value="Relate Tasks"/>	

Source Task		Related Task	
Unit	Task	Unit	Task
No Records Found.			

6.4 Allocating Work to Groups or Individual Learners

Before any specific group of students on that course can have marks recorded, they must have the Units/Assessments/Tasks allocated to them.

This stage is necessary as there may be occasions where different groups of students follow various combinations of units (or maybe even assessments or tasks) depending on their specialisms, but within the structure of the same overall course. A common example might be a L3 Diploma where there may be a number of common units but the optional units may vary. As a result you will always be required to confirm which units are to be followed by each individual student group.

Return to **Details** and click on the student group required:

NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

COURSE

Details

Create Student Group

REPORTS

Custom Reports

Assessment vs Target

Assessment Marking Stats

Student Completion

Home > Student Group > Course > Details

Course Details for NVQ2BUS (NVQ L2 Certificate Business & Admin-QCF)

Student Groups

Student Group	Manager	No. Students
NVQ2BUS-FH (NVQ L2 Business & Admin - Front of House)	Garry Barnes	6
NVQ2BUS-OT (NVQ L2 Business & Admin - Office Tech)	Garry Barnes	6
NVQ2BUS-PA (NVQ L2 Business & Admin - Personal Assistants)	Garry Barnes	4

3 student group(s)

Go to **Markbook Structure** page to check which units are already allocated. If necessary, tick the required units and click **Save** to allocate to all learners:

NVQ2BUS-FH (NVQ L2 Business & Admin - Front of House)

STUDENT GROUP

Details

Student Group Type

Add Student Comment

Add Student Diary Note

Add Group Meeting

SMART Targets Calendar

Add Enrichment Activity

MARKBOOK

By Group

By Student

Markbook Structure

Assessment Schedule

IV\EV

Target Setting

MARKBOOK REPORTS

Unit Markbook

Unit Target Dates

Completion Bar Chart

Home > Student Group > Maintenance > Markbook Structure

Markbook Structure for NVQ2BUS-FH (NVQ L2 Business & Admin - Front of House)

Can't see the Unit/Assessment/Task you want to include? [Click here](#)

For the Whole Group For Each Student

Select the Units, Assessments and Tasks you want to include in the markbook for this group. Click the '+' sign to view the Assessments and Tasks for that Unit.

Save
Save

[Expand All](#) [Contract All](#) [Tick All](#) [Untick All](#)

<input checked="" type="checkbox"/> 01(Mand)	Manage own performance in a business environment	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 02(Mand)	Improve own performance in a business environment	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 03(Mand)	Work in a business environment	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 04(Mand)	Communicate in a business environment	<input checked="" type="checkbox"/>
<input type="checkbox"/> 17(Events)	Support the organisation of an event*	<input type="checkbox"/>
<input type="checkbox"/> 18(Events)	Support the co-ordination of an event*	<input type="checkbox"/>
<input type="checkbox"/> 19(Events)	Support the organisation of business travel or accommodation	<input type="checkbox"/>
<input type="checkbox"/> 20(Events)	Support the organisation of meetings*	<input type="checkbox"/>
<input type="checkbox"/> 21(Events)	Plan and organise an event (L3)*	<input type="checkbox"/>

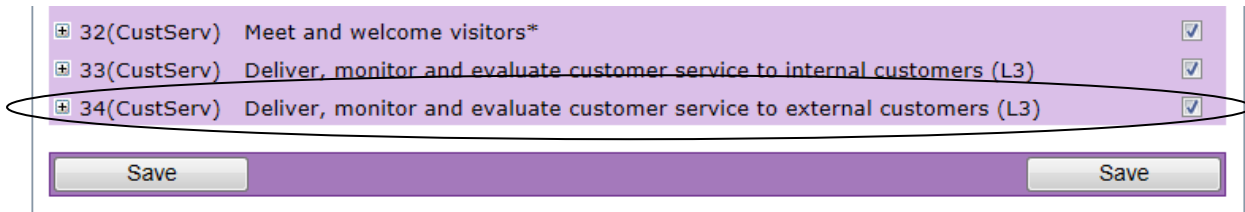
Note that you can also select or de-select units for individual students using this page, by clicking on the **For Each Student** tab. This feature can enable you to create and track individualised learner pathways within the ProMonitor system.

26

Setting up Course Structures in ProMonitor

For example if we wished to allow some students to follow unit 34 in place of unit 33, we can add unit 34 to the group and then deselect unit 33 from the students who wish to change.

First add in unit 34 to make it available to all students in the group:

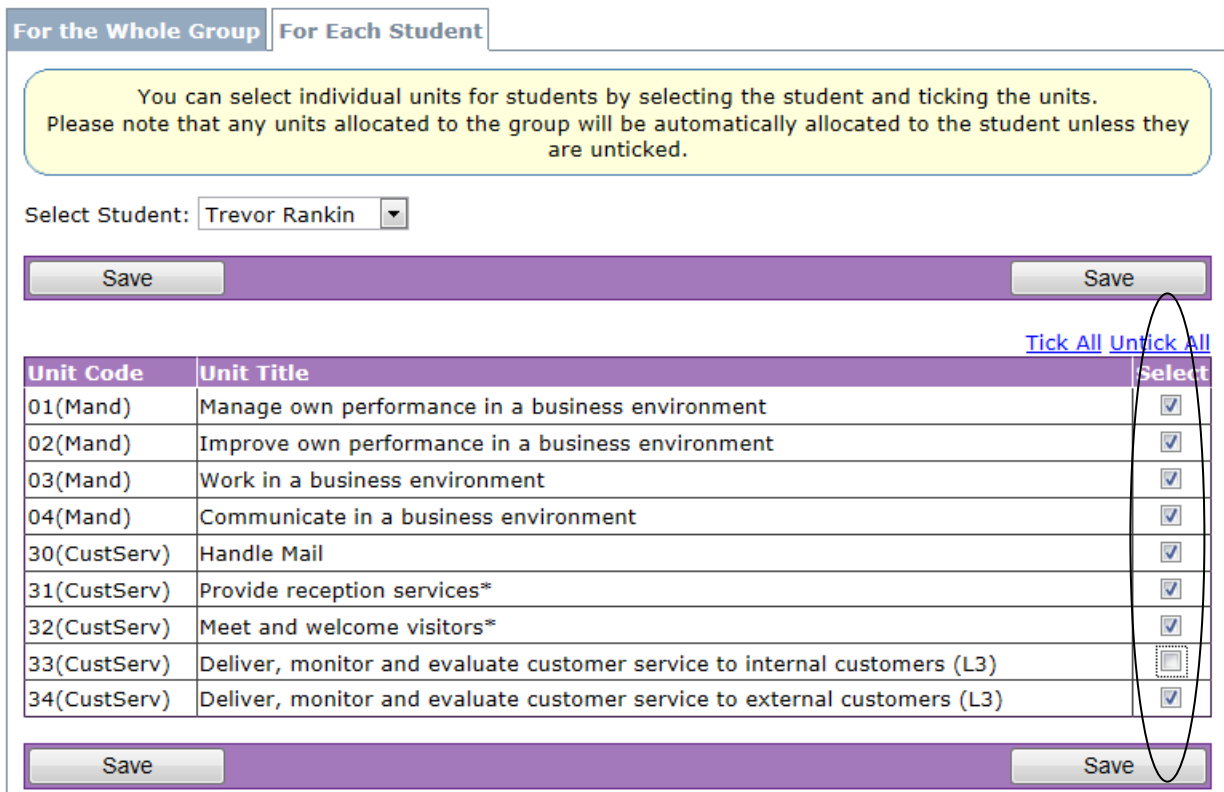


A screenshot of a unit selection interface. It shows three units with checkboxes on the right:

- 32(CustServ) Meet and welcome visitors*
- 33(CustServ) Deliver, monitor and evaluate customer service to internal customers (L3)
- 34(CustServ) Deliver, monitor and evaluate customer service to external customers (L3)

Unit 34 is circled in red. Below the list are two 'Save' buttons.

Using the **For Each Student** tab, it's then possible to tailor each student's specific list of units to appear on the markbook:



The screenshot shows the 'For Each Student' tab. At the top, there is a yellow box with instructions: "You can select individual units for students by selecting the student and ticking the units. Please note that any units allocated to the group will be automatically allocated to the student unless they are unticked." Below this is a 'Select Student:' dropdown menu with 'Trevor Rankin' selected. There are two 'Save' buttons. Below the buttons is a table of units with checkboxes in the 'Select' column. Unit 33's checkbox is circled in red.

Unit Code	Unit Title	Select
01(Mand)	Manage own performance in a business environment	<input checked="" type="checkbox"/>
02(Mand)	Improve own performance in a business environment	<input checked="" type="checkbox"/>
03(Mand)	Work in a business environment	<input checked="" type="checkbox"/>
04(Mand)	Communicate in a business environment	<input checked="" type="checkbox"/>
30(CustServ)	Handle Mail	<input checked="" type="checkbox"/>
31(CustServ)	Provide reception services*	<input checked="" type="checkbox"/>
32(CustServ)	Meet and welcome visitors*	<input checked="" type="checkbox"/>
33(CustServ)	Deliver, monitor and evaluate customer service to internal customers (L3)	<input type="checkbox"/>
34(CustServ)	Deliver, monitor and evaluate customer service to external customers (L3)	<input checked="" type="checkbox"/>

Setting up Course Structures in ProMonitor

Appendix – a diagram to show how a course structure works in ProMonitor

