

RESULTS CAPTURE AND CERTIFICATION REQUEST SYSTEM

INTERNAL USER GUIDE

Edition – November 2012

Version 1.0

RCCRS Release 3

/RCCRS Internal User Guide/V1.0

Contents

1.	Intr	oduction	4
1	1	Access	4
1	2	Logging-On to the RCCRS	5
2.	Ent	ering Results	.6
2	.1	Recording Previous Accredited Training (PAT)	14
2	.2	Recording Exemptions	16
2	.3	Entering Results for learners who left more than 12 months ago	18
3.	Sub	mitting Results	19
3	.1	Create and Submit an F12 Form	19
3	.2	Edit and Submit an Open or Returned F12 Form:	24
4.	Ret	urning F12s	31
5.	Арр	proving Results	33
6.	Hol	ding Results	38
7.	Ent	ering Certificate Numbers	41
8.	Enq	uiries	44
8	.1	Results & Certs Enquiry	44
8	.2	F12 Enquiry	46
9.	Rep	oorts	48
9	.1	Printing an F12 report using the Application Reports option	49
9	.2	Printing Assessment Results Report	49
9	.3	Printing Learner Results Statement	50
9	.4	Learner Mailing Labels	51
10.	Ema	ail Alerts	51
11.	Wa	rning/Error Messages	52

Appendix 1 – RCCRS Roles and Access Rights	53
Clerical Officer – Results Inputter	53
Training Standards Officer – Results Approver	53
Instructor/Contracted Trainer Role	53
External Provider Role	54
Administrator Role	54
Appendix 2 – Status Diagram	55
Appendix 3 – Logging RCCRS calls on the Help Desk	56
Appendix 4 –RCCRS Guide for Adding Learners	57

1. Introduction

The Results Capture and Certification Request System (RCCRS) is used for capturing / recording assessment results and requesting certificates from awarding bodies for all ETB Training Centre training with the exception of Apprenticeship, Jobs Initiative, Community Employment and TESG. It is also used for generating reports on ETB Training Centre delivered and funded assessments and certification activity.

1.1 Access

Access to the RCCRS is granted to staff nominated by their manager to <insert email address>

As with all ETB Training Centre Systems, all authorised users must read and comply with the following ETB Training Centre policies.

Computer acceptable usage policy: http://fascms.fasoffice.com/Intranet/HRD/HR/Admin/Policies/IT/07-01-06.htm

Internet and intranet acceptable usage policy: (http://fascms.fasoffice.com/Intranet/HRD/HR/Admin/Policies/IT/07-03-06.htm

Password policy: <u>http://fascms.fasoffice.com/Intranet/HRD/HR/Admin/Policies/IT/07-05-06.htm</u>

1.2 Logging-On to the RCCRS

Log-on to the RCCRS is linked to your log-on to your computer, you do not, therefore, need an additional password.

There are currently two systems in place; a test system for familiarisation/practising and a live system. The live system should be used only when entering actual results for certification. If you are practising, please ensure that you are using the test system.

The systems can be accessed by clicking on the relevant link below or by entering the URL into the address bar of your browser.

RCCRS <u>Live</u> System:	http://rccrs.fasoffice.com
RCCRS Test System:	http://crstest/rccrsinternal

Note: You can save these links to your desktop or to your favourites bar in Internet Explorer

The RCCRS welcome screen will open with your name, staff number and location displayed in the top right-hand corner.

FAS Result Captur	Certification Request System Anno 1990	KADDOD-OHEZD - (CD)
marie Administration (Baladar / Employ (SetMaster)		
Welcome to the Result Capture and Certification Respect System		
# Geyright 2011 YAB		

The menus available to you are determined by your role and access rights - See Appendix 1

2. Entering Results

All processes in the RCCS follow a wizard format. As you move through the steps of the process the relevant circle is shaded on the wizard.

To enter results you must start the 'Enter Results' wizard as follows:

1. Click on the Results Tab on the RCCRS Home Screen

This starts the three-step 'Enter Results' wizard.

Step 1 of 3 – Select a Class

PAS Jonate Capacity	Certification Request System				🖓 • 🔯 🖾 🖷 • De	e = Safety = Tools = 🚯
7.IS 📄		FÁS Result Capture Certifica	tion Request Sy	item	dministration Replication Rep	Application Report MOREX.0000 (M0272) - (C
ter Bestutte But	met Rasume Raturn F12	Approve Results mate Results	U.			
Talland						
Enter Results	Step1 Search and Select a C	Jasa				
	Select a Class		Contract from the set		nina tarah sawan karana kamangan	theset
Search For Own	Provider SELECT-		One	e Code (185	[Turns]] attaced to	tab (
annen Lint	arnes, click ne a Gara Taf No Fyp	witch to enter results for the class				
Detaily is a list of its					544 I P2	- I - CONTRACTOR
Denow is a list of co					Prevnous 10	1-1011 > 2 144 1
) been a list of o	Contra Code	Course Tille	Previater	Location	Contrary Particul	1-1 of 1 m > next

1. Search for your class by entering search criteria, e.g. Provider or Course Code.

"Provider" in this context is the code for the ETB Training Centre, e.g. CO for Cork

You can refine your search further by clicking on "Advanced Search". This will allow you to search by Course Title, Delivery Method, Class Ref. No., Date Started From, Date Started To (i.e. the range of start dates to be searched). You may also leave all fields blank, click "Search" and you will be presented with a list of all courses in your region with an end date within the last 12 months. If earlier classes are required, contact the ETB Training Centre IT help desk.

The RCCRS has been refined to allow the linking of assessments/awards to specific course locations for LTIs, CTCs and STPs. This means that users will see only the assessments/awards that are linked to the local version of the course, which makes the system more user-friendly. This change relates to any LTI, CTC or STP courses set up since 2nd November 2011

When searching for a class to input results for LTIs, CTCs or STPs on the RCCRS you should enter the Provider Code in the Provider field **and** include it as part of the course code in the Course Code field, e.g. Provider Code: CO, Course Code: **CO**B4J. You can also enter the class reference number to find a specific class.

2. Click "Search" - a list of classes that match your search criteria will appear.

3. Select the class for which you wish to enter results by clicking on the Class Ref. No. hyperlink; the "Enter Class Results" screen opens.

8482V8 8482VE 8482VE 84940V 84940VE 7950VE 84940VE						8 • 0 • 0		8	8 0 8	
1044314E						• 0 • 0	0	0	0 8	0
NUMBER						0	200	3	8	3
NE-SUE		H E	ED:	ETE B	200	83	and the second second			
NR4DE		10	D	A			- 12	10	15	0
310+810	10	13		Sec. 24	1	3	3	0	1	0
010219			1 1	kades	E.10	0	10	3	3	B
miters.	4 ID	. 0	2 - Do	timetate	EDD	3	3	3	8	0
34158	= 10	0 0	A - Ne	et.	0	0	3	8	-0	10
8742.8	0	10	C C-CH	100	EDD		0	3	3	3
W521GD	1230		E-210	regime	ET30	10	3	3	Ð	3
19408	E 8	0	E 1-141	erca.	2.00	10	0	3	3	3
154218	0	0	A80	ent	200	0	3	3	(E)	10
142592	10	10	1.1	ERA	E-10	.0	0	0	3	3
	30 10	ufresh	1-10	LLIS Cancel (5						
	H2160 H428 H428 H4298 H4298 H4298 H4298	Hans E D Hans E D Han	Hans E D E D Hans E D E D Hans E D E D Hans E D D Hans	Harro E.D. E.D. E. a. An Harro E.D. E. B. A. An Harro E.D. E.D. E. A. An Harro E.D. E. B. A. An Harro E.D. E. B. E. B. A. An Harro E.D. E. B. A. An Harro E.D. E. B. A. An Harro E. B. E. B. E. B. A. An Harro E. B. E. B. E. B. A. An Harro E. B. A. An Harro E. B. E. B. E. B. A. An Harro E. B. A. An Harro E. B. E. B. E. B. A. An Harro E. B. A. An Harro E. B. A. An Harro E. B. A. A. An Harro E. B. A. An Harro E. B. A. An Harro E. A. A. A. An Harro E. B. A.	Hand Cancel Sector Class Price	Hand E D E C E E E E E E E E E E E E E E E E			Microso P - Fees P - G C Microso E - Excention E - Excention E - E C Microso E - Excention E - E C C Microso E - E E - E C C Microso E - E E - E C C Microso E - E E - E E - E C Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E - E E - E E - E Microso E - E E	

Step 2 of 3 – Enter Results

You can enter results for each learner individually or you can batch enter results.

- 1. To enter results for each learner individually, type the appropriate grade in the field relating to the relevant learner and assessment using the keyboard or select the appropriate grade from the Grades dropdown list. The Grades dropdown list appears when you click in the results box and shows only grades that are used by the relevant awarding body.
- When you click in a result box, the learner (i.e. row) and assessment (i.e. column) for which you are entering a result on the result entry grid are highlighted. This enhancement will allow you to clearly identify that you are entering the result in the correct cell, thereby reducing the possibility of data entry errors. Assessment Communications is selected for learner Seth Cyrus in the screen shot above.

Course Coder 205 Course Coder 255 Stert Deter 03/01/2012 Target Aajor: 90003 Learner	лузн	NE ORMA TYON AND COMM TECHNOLOGY BEA - Minica 3	TEXT PRODUCTION B47 - Monox 3	COMMUNICATIONS 1644 - Manual 4	Wow Processes ECDL3 Now FETAC 8	USING DATADASES ECOLS - Now FETAC 8	ECDL 20 CAD ECDLS - Now FETAC 8	STARTING WITH COMPLETEDS 100503 - Haron 3	Philaice & costing 304 - flacor 5	Intensea mun aus Conneux a mon Ticonim.ocy ECDL1 – Non FETAC &	Danes the Commercian And Manadens Pucts ECDL2 - Now FETAC 8
lagham, Dale	299846ZVB	0	Ð	Ð	2	EDO	F 8	0	0	0	C
laghan, John	2598462VE	2 0	0	0.0	E.DO	20	* 8	8	8	3	10
lucket, Eyn	15964245V	20	1	E 0	1	E 10	÷ 8	E 10	3	0	0
lutton, Sen	4557890ME	0	Ð	00	20	EDO	2	0 0	8	Ø	D
Corrus, Sette	2579135HV	3	Ð	Ð	EDD	EDO	3	0	0	0	0
Daniels, Kylle	74808410E	1	0	D	EDD	EIS	8	8	3	3	0
hacler, fidel	146802458	CD	FB	Ð	03	203	2	0	E	D	0
surter, Tinonthy	8585219E	0 0	DE	D	Ð	3	E	3	E	0	3
ACKSON; SAMUEL	5265742UB	3	E	Ð	0	10	# D	B	E	Ø	0
ittle, flosco	308952160	MIC	0	Ð	10	EDO	FB	3		0	Ø
Altihum, Jack	162894218	0	1	6.0	EDD	P 0	(* E)	0	0	E	0
DGAL, Darby	987654348	3	Ð	Ð	E DO	10	0	3	0	3	0
laynot, John	1562425PE	0		D	20	019	P 2	0	Ð	0	0
Enter for ell Lea	mate								F		
Show Learners 12 miles	ago 🛩 1	-30 🗸	lefresh	1 - 10	Cancel S	ave		/	7		
0	Enter res	ults for and	ther class	10	Print	Draft Course	Summary A	Assessment :	Sheet >>		

2. **To batch enter results**, type the grade into the field corresponding to the relevant assessment and click "Enter for all Learners". This will enter the same result for all learners <u>on that screen</u>. To enter results for additional learners select the next screen of learners. (See "**If there is more than one screen of learners**' below).

Note: You must enter the result first and then click the "Enter for all Learners" button.

The RCCRS checks the grade entered against the grades used by the relevant awarding body. If an invalid grade code is entered the box turns red. Click in any result entry box to see a list of grades available for the relevant awarding body.

- 3. Change individual grades if necessary by clicking in the grade box and selecting or typing the correct grade.
 - If a result field is dark grey this means that the result has been submitted to the ETB Training Centre TSO. The results are now locked for the inputter and cannot be edited. If required, however, they can still be returned by the TSO. Once returned the result field is white again and the result can be edited.
 - If a <u>result field is **light grey**</u> this means that the learner has an approved result for this assessment in this class. These results cannot be changed but it is possible to enter a new (repeat) result in a light grey field. To do this, click on the result field, a pop-up box will appear with the message <Enter Repeat Grades> and showing the learner's result history for this assessment, if there is more than one previous result. Click <Enter Repeat Grades> and enter the new grade for the learner. **NB: Only repeat results that are an improvement will be included in uploads to QQI/FETAC, where QQI/FETAC is the awarding body.**

If the <u>result field is **vellow**</u> this means that the learner has previously achieved an approved result for the same assessment in another ETB Training Centre class. The result will be flagged as Previously Achieved in the ETB Training Centre on the F12.

4. Click "Save" on the main Enter Class Results screen when all results have been entered.

If you are entering a large number of results it is advisable to click the "Save" button regularly.

Where a learner is part of a class but not sitting (not required to sit) all assessments at this point in time, the result field should be left blank.

nter Class Results			_								
Class Rof Hov 102128 Course: Codel 1955 Start Date: 03/01/20 Target /Sejon 900603 Learner	112 P95N	HE ORNATION AND CONN. TECHNOLOGY NA Phenk 3	TEXT PRODUCTION 047 - Meete 3	COMMERCIANCE	Wood Processos	USING DATABASES ECOLO - Now FETAC 8	COM IN CAR	L MUNA DAFTARA 12 2010100 200000 Multime	PRAME & COSTING 206 - Merce S	INTORNATION AND COMMENCE AND TECHNOLOGY ECOL 1 - NON FETAC B	Using the Committee and Manadone Faces ECEL2 - Non FETAC 8
Bagham, Date	29984821/8	0	0	6	EDD	EDD	r 50	3	0	3	3
Bagham, John	2598462vE		0	0 30	PD	10 10	- 0	0	3	62	Ð
Bucket, Ego	15964245V	0	20	EBD	20	FB	r 10	(F.)0	0	0	0
Button, Bes	4567890WE	3.0	B. N	030	E D	FD	Ð		1	10	Ø
Cyrus, Seth	3579735HV	0	B	0	EB	F	9	D	2	3	D
Deniels, Kylle	74808#35JE	10	B	0		100	3	100	E	E	Ø
Frazier, Fidel	246802458	CE	F 8	0	EB	EDO	0	0	D	D	Ð
Hunter, Tenocitiy	39152686	0 0	0 0	E	B	0	0	0	B	B	B
JACKSON, SAMUEL	526574218	0	3	()()	10	12-12	P 8	10	10	(1)	8
Little, Basco	308952160	M B	<u> </u>	0	EDO	FDD	P (2)	Ð	Ð	Ð	Ð
Mitchurs, Jack	542094218	c D	10	6.0	ER	EDD	PD	0	0	3	C
O'54, Darby	9878543H	3	3	0	20	EDD	3	8	8	3	0
Raynur, John	8562425PE	0	8	B	日間	EDP	1 10	0	3	0	0
Error for all	Lasres	-							100	100	1
Show Learners 12 m	nthis ago 🔗 1 next? << Entior res	- 30 👻 🛛	tefresh other class	1 - 10	Cancel S Print	ase) Draft Course	e Summary /	Assessment	Sheet >>		

Note: As results are input and saved, for an assessment the assessments are moved up so that populated columns are at the beginning of the list and empty columns are at the end. In the example above, a grade for the Major Award has been entered so this has moved up and is now appearing on the first screen.

5. Under "What do you want to do next?" select either:

"Enter results for another class"; this will return you to the first step of the Enter Results Wizard

Or

"Print Draft Course Summary Assessment Sheet" to print a summary of the results you have entered. See "Step 3 of 3 – Print Draft Course Summary Assessment" below.

To view additional learners:

The "Enter Class Results" screen displays a maximum of 300 result entry fields, e.g. if there are ten assessments, 30 learners will be displayed; if there are five assessments 60 learners will be displayed, etc. The maximum number of assessments displayed on the screen is ten.

Class fiel Hist 47448 Course Coderi 155 Hart Baher 0770172012 Farget Restort 900003 Jaarner	AP511	NE ORIMATIONI AND COMMITECTERIOLOGY Edd - Manage 2	TEXT PRODUCTION 647 - Nacco 1		Plose Processes ECDL3 - Now FETAC #	USING DATABASES ECDLS - New FETAC 8	ECRL 70 CAD ECRLS - Non FETAL 8	STARTING WITH COPPUTATION	THURST & COTTREE 1884 - Plance 5	Incremention and Incremention Incrementer Incrementer Incrementer	Base the Community and Ranacess Face FCB(2- New PETAC 8
legton, Dav	259848210	Ð	10	0	EDØ	E-10	F D	0	0	0	0
lagtan, John	285648215	0130	10	10	20	F DO	+ (D	3	10	10	0
lucket, Bys	159642451	EB	10	EDO	EDD	ED	1 10	EDO	0	0	10
lutton, liee	4567840ME	0 10	M DD	E30	B-DD	0	0	0 3	0	0	0
Cyrve, Seth	3579535HV	0	0	0	EDD	17 10	0	0		0	0
Dantejs, Kylie	7480843UE		E	10	10	12 10	3	3	0	0	E
Fragier, Fidel		c Đ	- 10	3	P H	10 10	3	0	E.	10	0
kunter, Timonthy	85652196	11 E	0 10	3	0	8	0	0	0	6	10
IACKSOH, SAMUEL	926574208	0	10	1	EDO	(F 10	10 10	0	10	0	D
Ittie, Besch	308982160	0.00	10	0	EDB	P D	¥ 13	3	10	0	0
Altohum, Jack	242074218	E 10	0	0	E_10	EB	1 0	3	0	0	0
2GG, Darby	987654348	Ð	E	3	EDO	EDO	(10)	0	0	0	D
ayeor. John	8162429/T	0	0	3	EDD	EB	1 10	0	0	0	0
C Drive for all Law	1991			-		-	1				0
Show Learners 12 mbs	ago 1	- 30 🛶 H	elvesh	1 - 10	Cancel S	2/0					

Use the scroll bar on the right of the screen to move up and down the list of learners and enter results

If there is more than one screen of learners, an additional dropdown option will appear, to allow you to move to the additional learners – see red circle above.

NB: Before moving to the second screen of learners, **save any results you have entered** on the first screen by clicking "Save"

Select the dropdown arrow beside the "Refresh" hyperlink

Select the next set of learners (31-31 on the screen above)

(1)

8210 5 101/2212 100/2212 100/2210 100/2210 100/2210 100/2210 100/2210 100/2210 100/2210 100/2	INFORMATION AND CONNIN	TEXT PRODUCTION	CONFIGURATIONS 544 - Macan A	DATABASES DATABASES FEDLS - Non FETAC 0	Decementation and Calendratica Table Thomeses of a ECDL1 - Now ECDL1 - Now	URDA, INC. COMPUTER AND MANAGING PRASS ECCOL2 - NON PETRC 0	WORD PROCESSING ECOLD - NON FETAC 0	SPREADSHEETS EEDLA - NON FETAC 0	PRESENTATION CEDLA - NON PETAC 0	WEB BROWSING AND COMPRINGCATION
2980	KRITV (0 00	3	Ð	100	100	10000	Concerne and		
				1	L. Se			E		0
te et Laeran				E						
for all Lawrens	- Jit-Ji	Refresh	1 - 10		-					
te el lasman di milla spo	11-31	Refresh	1 - 10	Cancel (Sa	-					

Click "Refresh". The additional learners are displayed; you can now continue to enter results.

Case Balt No. 000128 Course Code: 815 Dart Date: 02/01/20 Terget Aspe: 900000 Lawree	HS.	NECONALIZAR AND COMPUTING AND DAY - Rease 3	ULT RECEIPTER		South and the second se	UDDES DATABAUTS UDDES DATABAUTS UDDES Man FUDDES	COL ID CAD	Transistic with complete MCN1 Roam 1	PROJECT & COTTRE	Commercian and Commercian Instrument	Base on Connects an Residencian CRU-Non FUNC
Ingran, Date	109048ZVE	0	0	0.0	800	(ET)O	r 0	0	0	0	0
Explore, John	259846215	10 10	8	0.16	200	HI16	r 10	0	8	10	1
Bucket, flyx	199643457	1F-10	F 10	-	F-10	12.10	# ED	100	0	12	10
Button, Sen	41078HOME	10	H ID	01110	0	(F-10	10	0.00	10	0	10
Corsin, Settle	350913846/	0	0		E-30	10	10	10	3	10	0
Devriets, Haller	7480843UE	10.30	10	- 10	EDO	100	80	8	0	10	0
Fragmer, Miller	246822452	e 10	9 4	10	EDO	E.D	10	0	3	12	0
sunter. Timorithy	85452196	10	0 10	10	0	0	10	1	0	0	10
INCREDH, SAMUEL	\$26574208	0	0	0	EDO	10	PD	0	0	0	1
attin, Rence	308952100	111 343	0	- 0	ED0	ETIO	10.10	8	0	10	3
ALTER AND IN	362894218	s 0	ED0		ecpt+ see	ADDHEETS			3	10	0
DOIL Darley	8876543H8	10	0	10	COLA PARS	ENTRINCING AND	Contraction of the		0	10	10
Capmer, John	8842-623PT	0	0	0	ECELAY ADVA	HORE TOR	a transministra		0	0	0
C Bring by all		1		press a	ECOLINE ECOL	HERETARTER			1		
Show Learners 12 m	the ago 💌 1	-10 -	lufreidt	1 - 10	Cancel S	ine					

To view additional assessments:

If the assessment for which you wish to enter results does not appear on the first screen, move the mouse over the numbered tab at the bottom of the screen (circled above). A list of the assessments/awards on that tab will be displayed.

Save any results you have already entered. Select the tab that lists the assessment(s) for which you want to enter results (11-14 on the screen above).

nter Class Results							1
Class Ref Ho: 100128 Claurer Coder: 955 Stort Halen: 03/03/2012 Target Aujen: 900008 Learner	PER	PPELADERETTS ECOL 4 - Non-FETAC 8	PECSWEATION ECULA NAMETERCO	WEB BROWSHIG AND CONTINUES TOM ECU(7 - Non-FETAC II	ADVANCED CCOL ECOLAY - Num FETAC 8	ECR. WEBSTANTER	
Segners, Dele	2598462178	(III)	0	0	0	0	~
Bagham, John	2546462VE	0	0	3	(1)	10	
Bucket, Dyn	19964245V	0	0	0	0	0	
Button, Sen	-tis7thont	30	8	0	3	3	
Cyrus, Seth	3579135HV	3	8	8	0		
Cartell, Yyle	7480843UE	1	3	100	3	0	
Frazier, Fiziel	246802458	0	()Q	0	8	3	
Hatter, Timority	85452196	()0	10	0	8	3	
JACHSON, SAMUEL	\$26574208	0	3	0	0	0	
Little, Basso	308952102	3	6	0	0	10	
Mitchany Jack	362894218	10	0	0	0	0	
O'CR. Darby	9076543HB	3	0	000	0	0	
Raytor, John	8562425PE	B	30	Ð	3		
	Errier for all Learners			100	1000		
Show Learners 12 mills ago an	1-30 💌 Refresh	1_10 11 - 1 Car	15 Icel (Save)				
s< Enter a	esuits for another class		Print Draft Cours	e Summary Assess	ment Steet >>		

The additional assessments are displayed and you can continue to enter results.

Note: As results are input and saved for an assessment the assessments are moved up so that populated columns are at the beginning of the list and empty columns are at the end.

Step 3 of 3 – Print Draft Course Summary Assessment

Enter Results: Step3 Print Braft Course Summary	Assessment	
Setera o Case	Enter Secult	Avian (bard) (barras barrasia Avanament Breat
Case Sammary		
Course Laute: CDR85		Course Title: Starting with Computers
Finitian CD		That Date: 03/04/2012
Graff Course Summary Assessment Sheets of Roff Course Summary Assessment Sheets or can prior a shoft cases of the course toward provide	went theen for the providenced results you have entered to date i	for this class by closeling the system below. This report will list the provisional result.
antered for each search on the course.	This provided should you need it, is far error checking parameter	only it that is accurate alignment of and out and to past 125, 1363.
	Read Front Court of the second state of the se	

1. Click on "Print Draft Course Summary Assessment Sheet". Your Course Summary Assessment Sheet will appear in a separate window. You can print this for cross-checking purposes if required. It should be securely disposed of and not sent to the TSO.

×	favortes SSI - WITHER	ends Capital	(Germini)	2010	Old Repo	CVmmm .	7.K					_	10 .	- 02	3.00	1.048	 SHMV 	 19/H 	0
1	4	1 100	%			2001	final Indext	a format		el tinni	(38	6							
Ten	ning Stamberts System		Cne	ne fierbio ne Coste	188128	Draft	Course Tille Course Start De Class Summ	Bartrig with the total ary Asse	dala as s sament	sheet									Î
-	rogramma/Course Start	Date (as ap	ipropria	te)		03/01/20	12	Progri	mmarC	aume Fi	minth Date	o (na np	propriat	1					
Rept	All Learners registered or	the course	must be	lieted on	Bas form	regarde	ts of whether th	ey cropper	ONLOL UN	d wor me	ert the sta	indard et	4:						
- 194	NR B Prevent A contract Tran	14	-		-			-	Notwea	and Assa	a nemte	_	_	_	_	_	_	_	6
80	Laurner	PP3 80.	NUCCERTICAL AND COMMUNICAMOLODI FILL Minue 2	TEXT PRODUCTOR NO - Minus 1	COMPLEX CONST	USING DAVIDAGES PCDLS - Num PTTAC 1								1			Const Const Lineary with	STARTING WITH COMPUTERS MININ - Rayer 2	
1	Reguest Date	2010462\/8				P.											4		
2	Begten John	21004021/0	-		-	F											- 10		
3	Barriel, Egot	1106424EV	P	(M.*.)	P.	P											¥.	1.0	
٠	Batters Ren	aterrapher				. #											8		
1	Cyrue, Beth	3879(HeV				1 P./											. 4		
8	Devela Kylle	749004318				+											- 10		
¥.	Freamt, Polist	346602402				P											. 4		
.8	JACKEDS SAMUEL	528174318				+		-	-		-	-	-				- 10		
	LPM: PORCE	306952100	. #			P													
.18	Mitthurs, Javil	38229428				+						-					. 10		
11	O'GR Darky	9076543.40				P											. 10		
12	Revea, Jone	888242198													1				

When printing reports it is important that you use the printer icon (circled above) to print the report. Do not use the menu option File>Print as, depending on the internet browser you use and your local settings, this may not print the report correctly.

- 2. Close the Report Viewer window. This will return you to the "Print Draft Course Summary Assessment Sheet" screen.
- 3. Click "Exit Results Wizard". You will be returned to the RCCRS Home Screen.

2.1 Recording Previous Accredited Training (PAT¹)

Previous Accredited Training (PAT) should be recorded in the RCCRS where a learner has previously received a certificate towards the achievement of the Major/Special Purpose/Supplemental award being requested, either in the ETB Training Centre or with another provider and, therefore, is not required to undertake the assessment a second time. The previous grade can be entered and marked as PAT. This grade is automatically highlighted as PAT on the printed F12 as a flag to the TSO approving the F12. Results marked as PAT will not be sent to QQI/FETAC as the learner has already obtained a certificate for the assessment concerned.

There are two different categories of PAT available:

(i) Previously Accredited Training achieved in another ETB Training Centre

If a learner has an approved result for the same assessment in another ETB Training Centre class **which has not already been recorded in the RCCRS**, i.e. the result was recorded in a legacy system, follow the steps below:

Clour Ref Hor N00138 Course Cilder R55 Hart Date: 03/01/20 Target Plate: 900803 Learner	12. 2018	NE ORINA TION AND COMM TECHNOLOGY BMA - MININ 3	TEXT PRODUCTION NG - Page 1	JACKSON,	SAMUEL	TABAGES Kon FETAC B	CAD teartrace	TARTING WITH COMPUTING TURSED Haven 3	NET CONSTITUTE AND CONNECTION AND ECOLO - NON FETAC B	Unity The Community and Manadome Facts FCDL2 - MonetETAC 8	SPECIAL STREETS
Eagtan, Dav	25964621/8			TEXT.PRODAK	COM .	3450		0	0	8	B
legten, John	259846275	0.0		hout	Crade*	Friden	cæ Sighdeid	3	3	0	0
Bucket, Elen	15964245/	ED	E	Presdous Act	rettled Trattin	ITAN B		9.9	0	3	8
lutton, Ses	456TRPOME	* 0		-Beled-		-		0.30	0	3	3
Cyrius, Seth	3579135HY	D		Previously with	ieved in RAS leved outside of	FAB	A	3	0	B	E
Antietz, Kylie	7480843UE			Achieved by a	nemption			3	0	10	E
Trazier, Fidel	24680245E	0.0	P I				14	3	0	3	8
sarder, Timonithy	8565219E	0.0	2	Sa	ve Result	Drints Firm	10	0	3	3	3
ACHSON, SAWJEL	\$26574208	Ð			-	1000	1.14	0	Ð	0	10
Itte, Bosce	308952160	W C	E	1 1		10 H	1 10	3	2	3	3
Atchum, Jack	362894218	E 10	0.00		ED	F 10	P 10	3	0	1	10
208. Darby	9878543HB	E.	E	1 10	EDO	FOD	0	C	3	10	10
layeor, John	856242595	0	1.1		EB	80.3	1 10	2	0	1	10
Errier for all					- C)/			1	-	-	NC1
Show Learners 12 m	this ago 💌 1	-30 💌	lefresh	1 - 10	Cancel	52-0]					
while an you want to up it	<< Enter res	ults for and	ther clas		Pri	nt Draft Course	Summary A	Assessment 5	Sheet >>	100	

- 1. Click on the blue arrow beside the relevant result field. This will open a pop-up screen for that learner and assessment
- 2. Enter the Grade

¹ Previous Accredited Training (PAT) should be used in the RCCRS where a learner has previously received a certificate towards the achievement of an award.

- 3. You are required to provide evidence of the accreditation in the text box. Confirm that evidence of PAT has been sighted and enter the certificate number and date of the award.
- 4. Click the dropdown arrow under "Previous Accredited Training (PAT)" and select "Previously achieved in an ETB Training Centre option
- 5. Click "Save Result". This result will not be sent to the awarding body. It will appear on the F12 and will be flagged as previously achieved in an ETB Training Centre.

Note: If required, the user has the option of replacing the Previous Accredited grade with a new grade if the learner sits the assessment a second time as part of the new course. However, a new QQI/FETAC cert will only be requested if the second result is an improvement.

If an improved grade is entered it is considered a new result and is no longer flagged as PAT.

(ii) Previously Accredited Training achieved outside of the ETB Training Centre

If the learner previously achieved certification for the same assessment outside of the ETB Training Centre, i.e. RCCRS has no history of this result, you can enter the previously achieved result and flag it as PAT. To record PAT achieved outside of the ETB Training Centre follow the steps below:

Class Ref No. 100128 Control Codes 855 Rort Selec. 85/01/201 Target Adam. 90000 Learner	2 PFSH	MECONALIZIA AND CONN. 11.CANDLOCY MA. Renn. 3	TOT PRODUCTION		TORN MANUAL	ICONS - Now FETALS	ICRN 25 CAD	11 AATING WITH COMPUTING MEND FLAMM 1	RECEIPTION AND CONTRACTOR	Direct on Connects and Nanadime Feet	SPECIAL DIRECT	
Englan, Dele	259844210	0	0	0	EDO	EDO	• 0	Ð	()(2)	E	B	1
Bagton, Jite	259846216	600	0	15.00		100	* 10	0	3	10	- 10	
Bucket, Dyn	19964045V	E.BO	10	E.10	EDD	2.30	· 10	EDO	10	- 60		
Button, Ben	+bareword	0 23	8	12		10	3	12.30	13	10	10	
Cyrup, Seth	1579(35HV	0	8	3	EDD	200	10	0	30		0	
Daniel, Kylle	748094318	100	0	0	EB	E.16	100	0	10	E B	0	
Frazier, Fidel	148803462	× 10	0	0	10	0.3	0	0	0	0	0	
Butter, Timotthy	BARTINE	0 10	6 2	Franker FL	del			0	0	10	1	
JACKSCH, SAMUEL	\$24574210	0	0	LECT PRODUCT	TIOR			3	0	3	0	
Little, Source	308952100	HC20	0	Result 1	Grader+	Enter	the or Signature	3	3	Ð	D	
ettehan, auch	3635628	E.30	6		P-Pes	14	MID- 197	0	0	0	0	
0756, Derby	1071542-0	10	0	Province Acco	walted Trains	NE (PAT)		3	3	3	3	
Raynor, Julie	100242575	10	0	-Delad-			mand.*	3	3	0	0	
Enter for all La	iarian .			Aground by an	energingen	Pag	1					
Show Learners 12 mill	o ago 🛩 1	-30	efresh	5a	e Result	Cletate No	-		had to			

- 1. Click on the blue arrow beside the relevant result field. This will open a pop-up screen for that learner and assessment
- 2. Enter the Grade

- 3. You are required to provide evidence of the accreditation in the text box. Confirm that evidence of PAT has been sighted and enter the certificate number and date of the award.
- 4. Click the dropdown arrow under "Previous Accredited Training (PAT)" and select "Previously achieved outside of the ETB Training Centre option

5. Click "Save Result". This result will not be sent to the awarding body. It will appear on the F12 and will be flagged as previously achieved outside of the ETB Training Centre.
Note: If required, the user has the option of replacing the Previous Accredited grade with a new grade if the learner sits the assessment a second time as part of the new course. However, a new QQI/FETAC cert will only be requested if the second result is an improvement.

If an improved grade is entered it is considered a new result and is no longer flagged as PAT.

2.2 Recording Exemptions

Before recording exemptions please read the **"ETB Guide to Claiming a QQI/FETAC** Common Award Exemption'.

The RCCRS has the facility to flag a result as an exemption. To do this follow the steps below:

- a) If the exempted module is not listed for the class group in the RCCRS, the award has to be added by Logging a call on I.T. Helpdesk, select: "RCCRS" (call type), "Link Award for Exemption" (sub-type). External users (Contractor/Second Provider) should complete the "RCCRS Exemption Request from Community Second Provider or Contracted Trainer to Temporarily Link Award to Facilitate Exemption Request Form" and submit it to the Training Standards Office, who should arrange for this call to be logged on their behalf- Note: the component will only be available for a short period of time, to allow the result be inputted (for external users this is usually 1-2 days max). The external user will be notified via Training Standards Office that the module is available for a result to be recorded.
- b) If the exempted module is listed for the class group in the RCCRS the inputter enters the result as "E" (for exemption). The details supporting this exemption must be recorded in the RCCRS and the process for doing this is as follows:
 - i. The user Enters "E" as the grade and uses the "Result Details Screen" to enter the evidence by clicking on the result detail button (blue button with white arrow). See example below:

Mitchum, Jack	362 <mark>8</mark> 942IB	Ø	0
OCH Desta	00745 (0)00	8	-

ii. The following data with the red asterisk * must be provided:

Creekett Davar	Result	Leave blank
	Grade*	Select "E- Exemption"
	Evidence Sighted*	Select "Yes" (evidence
Result Grade * Evidence Sighted*		must be sighted)
Previous Accredited Training (PAT)	PAT* (previous	Select "Achieved by
Achieved by exemption	accredited training)	Exemption" Option
Please enter: Date of Award, Awarding Body, Award	Evidence Sighted*	Select "Yes" (evidence
applicable)		must be sighted)
	Complete text box w accredited training b exemption – this text with the details of th	ith details of previous eing used for the t box must be completed e Award.
Save Result Delete Result	User click	s " Save Result "

iii. Save Result

Note that when the save result is clicked, the inputter can only add information again for this learner in this "Result Detail Screen" by exiting this screen and coming back in again as per (i) above.

Class Bet His: 100128 Course Code: 855 Start Date: 03/01/2013 Target Plajor: 90003 Learner	2 PPSH	INFORMATION AND FORM	TECHN0L0GY 066 - MINOR 3	TEXT PRODUCTION	E X0A10 - /90	COMMUNICATIONS	564 - MINOR 4	INCORRATION AND COMMUNICATION TROMMLOCY FLORIDOCY FLORI, I - NON	USING THE COMPUTER AND MANAGING PILES ECOL2 - NON FETAC 0	Wows Processive ECDL3 - NON FETAC 0	SPREADSHEETS	ECDL4 - NDN FETAC 0	USING	DATABASES ECDLS - NON FETAC 0	STARTING WITH COMPUTERS	e voeus - cocond	PRESENTATION ECDL6 - NDN FETAC 0	
Sagham, Daiw	25954621/5		8		Ð	BAL .	BC .	Ð	P 🖸	B	₽	Ð		Ø	E	3	Ø	×.
Segnen, John	2596462VE		Ø		Ð	10	10	Ð	E	Ø	Ŧ	0	P	8		3	8	
Sucket, Dyn	19964745V		8	12	10	D	8	1 10	0	E	P	Ð	P	Ð	E	2	8	12
Button, Ben	4567890WE	D	Ð	-	Ð		Ð	5	Ð	E	p -	8	*	8	8	3	63	1
Cyrus, Seth	3579135HV		8		Ø	6	B	Ø	Ø	8	t.	Ð		8	E	3	Ð	
Danista, Kyller	7480843UE		Ø	-	Ø	0	Ø	Ð	Ð	0	₽:	8	÷	8	P 8	3	Ð	Ľ
Frazier, Fidel	246802458		8		Ð	10	10	Ð	8	8	P	Ð		Ð	8	3	8	
JACKSON, SAMUEL	5265742UB		Ð	IC.	EL.	1	30	13	62	3	т	Ð		5	E	1	10	
Little, Bosco	308952160	-M	Ø	10	Ð	¢	30	Ø	Ø	B	P	Ð		Ð	E	3	Ð	
Mitcham, Jack	362894218		23	E	0		10	0	Ð	8	P.	8	Ŧ	8	8	3	Ð	
O'GS, Derby	9876543H8		Ð		13		Ð	Ð	0	Ð	P	Ð	P	Ð	1	2	8	
Raynor, John	8562425PE		Ð		Ð		Ð	Ð	Ð	E	p	Ð	*	8	8	3	Ð	
• [-	0	14	а.	-	a	. n.	~	.0	-	.0					- n.	1

Once the result is saved the it will show as follows:

Note: As all exemptions have to be processed manually in the FBS, the recording of the exemption as an "E" result will, when up-loaded to the FBS, generate an invalid component record for this request. To amend the request in the FBS follow the steps in the "Guide to Claiming a QQI/FETAC Common Award Exemption".

2.3 Entering Results for learners who left more than 12 months ago

The RCCRS defaults to show learners who exited a course within the last 12 months. You can change this setting to display learners with an exit date of up to 60 months ago.

Comforting 100135 Course Code: 455 Start John 02-01/2013 Teiget Pager: 40080 Learner		NE ORIVATION AND CORRY TECHNOLOGY 944 Reven 3	TEXT PRODUCTION MJ - Name J	Commentation of the second	Wase Processes (CIN3 - Num (CIN4) =	USING DATABARTE FCDK5 - New FETAC #	CON ID CAD CONE - New PETAC B	TLARTING WITH COMPUTING WEDGI - Maxima 2	TRAJACC & COSTRAL 1918 - Planar 1	NOTICE AND	three to Connects on Resident Part (CRC) How (CTAC)
Sagtan, Dae	200346218	0	0	0	100	EB	* 8		0	0	0
Explain, John	255546215	10		E.10	E.E	100	* 8	0	0	0	10
Bucket, Epit	151642457	10	10	10	100	10	÷ 0	10	0	0	0
Button, Bas	4547910HE	0.10	10	12.30	1	1	10	10	0	10	2
Cyrus, Seth	2579135er	0	0		0		Ð		0		0
Dames, Kyle	740064016	10.30	3	3	E-30	10	10	0	3	0	3
fracier, Pidel	INNERSE.	0.0	P 8	0	10	10	0	1	3	3	0
Hutter, Treatly	8545219E	a 10	2 E	0	10	10	Ð	0	0	10	3
JADISON, SAMUEL	525574218	0	0	0	10	1	* 0	0	0	0	3
Little, Boxos	308452100	10.00	10	0	100	100	* 8	0	0	0	10
Mitchun, Jack	2422542/8	0 0	0	10	203	20	+ 10	0	0	0	0
CrOs, Darby	+078542+0	0	10	10	10	10	E	0	0	0	8
Kaynor, John	BRACEPT	0	0	10	0	0	* 0	0	0	0	E
Erner for all La		-			-						-
Show Lease 15 52 miles Strat Crock water Correct Strat Crock water Correct Strate Correct Strate Correct Strate Correct Strate Str	6 age 11 Only age age age age age age	- 30	efresh oher class	1-10	Cancel B	ere Duit Course	e Sunmary /	4asessmert	Sheet >>		

To extend the exit date:

- a. Click on the dropdown arrow beside the "Show Learners" field
- b. Select the time period for which you want learners to be displayed
- c. Click "Refresh"; the screen refreshes to show additional learners
- Note: If earlier classes?/learners with earlier exit dates? are required, contact the RCCRS help desk.

3. Submitting Results

Once you have entered results, you will want to add them to an F12 and submit them to the TSO.

3.1 Create and Submit an F12 Form

Create and submit an F12 form for classes for which you have entered results that have yet to be added to an F12 form.

1. Click on the "Results" tab.

S	FÁS Result Capture Cert	tification Request System	Administration - Application Reports - Application Addition - Application - Application	Repor (21) - 40
r Renetationer Results Flattin Future Results Dente August Net and Juliane an Relatived F12	Ensine Comfusion Result F12 - Approve Results - Held R 6 F12 Enert M	43975		
ALC: THE OWNER				
i Loher Benattii Megel Search Beisel a D	and Select a Class	irrer fauda	District Care a Destruction of Party	

2. With the mouse over the "Submit Results" tab, select "Create and Submit a F12" – this will open a five-step "Submit Results" wizard.

A list of classes for which you have entered results that have not yet been added to an F12 will appear.

Step 1 of 5 – Select a Class

	and the second	FAS Result Capture Cer	rtification Request Syste	m.			MOREA STORE (460721 - 1
#20 IM/00	Witten Anothe Real	ern (Carefyrmen					
I TRACING	Babing Panalis Ballan	FID Apploine Passifie - mid Sala	AB9 -				
III Salovit I	lesuite Step 1 Select a Class						
	below a tilder	Crosser F 12 Factor.	Milkely Results and C	tree sances	10 bi / 62 700	minume	
							1.1
Parani tan			-				*
Elanados (. atil Millore (la 1021 (of classes with previousal rand	to easily for submission, Clob or the state	Bet the tagger livels to move to the pair to be raderative?	r nach stage Zynatie F12 Pyrm, Ranse rat ar a F13 Parm	e fre het beker ern sier	and the settict you have with	res reads that have
Flannen (.an) Mare 15. a 107 (ef shares with previoused read	to enady for submassive. Only on the class	Not the togen link to more to the part to be calent ther	e neet stage. Scientin PCI Porm, Roman ear an a PLD Roma	e Die fah beker ere die	pay for which you have with	rest results that have
Channes (Jat) Mare to a fait (of classes with previously read	to easily for submumer, thick on the time	Met the traperited to move to the pair to be redentified	r net dag: Zinste FCI Form, Rosse net an a F11 Form	e the full failure are clas	an for which you have with	eret results that have
Channes (Jay) Maren (J. a. 1981	ef classes with providenal resul	In easily for substances, Club or the sign	Net the tegenticle to move in the part to be particular	r na 15 ding: Stradio PSI Porm. Nanas na ara 17 13 Tarm	a tha lut bilier are cla	an for which you have with	enel results that have $[1-1{\rm id}T]=[20]{\rm des}$
2 Jacobier († 1911) 1920 - D. a. († 1911)	of planars with providend links	D many for adventure, Och or the class	Bel'ha hapertek ta mere ta the pel ta ha patert tet	cont day Sanda FS Form Research an a FS Form Landard	e fte hit blov en die	an he which positions with	To the form
	of second with provisional load of the Second Second	Is many for adversary, Och or De class Islet Citable Dow Starting with Campion	Net Table Tagger Hole, To mover to the part to be patient Hol (and to be patient Hole) (and to be patient Hole) (b) (b) (b) (b) (b) (b) (b) (b) (b) (b)	nest stag. Zoada FCI Poro, Rese out an a FI Farm I Constant Roba Arthur Boxestown Con	e fte hit blov ere die	an for which pair from with Interview Providence Providence Providence	The start start series and starts and star

1. From the list of classes that appears, select the class for which you wish to submit results by clicking on the Class Ref No. hyperlink.

Step 2 of 5 - Create F12 form

Approximation in the state	Armory Cambranan In	d family		
Submit Results: Stey2 Create a	en F12 Form			
		-0-	0	
Indust a Class.	Treasury P12 Parent	incluin Batalta av P12 Parat	Subards 712 Fores to 464 703	widow P11 Provin
Gan Tunnary				
	ourse Cade: CD855		Course Titler Starting	with Computers
	Printing CD		Mark Deter 20/01/20	02
outs P12 Kann				
The Solicote	g P12 Paris has been created. Elick frees	erit batton below to news to the next page o	tere you can change which results to it include	on the F13 form
nahe F12 Form				
(Contract Inc. 1020		Date Crostell 25/08/2012	
-	And a second second			

- 1. The F12 Form ID is automatically generated; you should note the ID for tracking purposes. You will also receive an email notification which will include the F12 Form ID. (See Section 10 "Em ail Alert s").
- 2. Click "Next" a list of all of the results you have entered for this class appears.

Almentation		FAS Result Capture Ce	rtification Request System			HOTE	2000 iH2TD
the second s	Batchy Bran	the Cathlane					_
sealls Calered Ma	anda Mataria	122 Approve Standle bood Hand	14 ·				
GARNER REPAIRLY SAME	al benede foreat	Lat F12 Fare					
6-				0			
Salari e Can		Double F13 Direct	the laste Reside in 1712 Perce.	Subset 112 Parente 782 TSL	free Politic		
last Secoldy							
	04	Pielose CORS		Laute Trav Bailing	etti Lampalara		
		PERMIT ED		Dartines 83/01/0	M1		
		Apternit (internet the	A near of Pappy	and a		ALMAN .
need Herselits Entern	ed that you have	pet in Induce on this F12 Form (Per	ee not the include options before to include thes	e results on the FU3)	in The state of the state	ALC: 1718.10	and head as
ige or collect a read	remark.	Contractor of Contractor Contractor			and the second particular		
Jurish Searan his	att	Brofwide Net Residue for Mite Septem	1. Inclume All Annulus		Silverman 10	1-10 0	36 41>
Pres 1	- Seener	Appendix A Links	And Address of Market Street Street	Along Tree	Name (Gree	Since.
R8+6218	Dagran, Daie	ptals.	10.945 (0.4746405)	ine filter		Paula	Ditered
RB-RDYE I	Tagram, John	BCDL8	USHG ERTAGALES	How FET AG		Paris	Detered
9640402	builet. Set	Ded	HIPSENIZION AND COMMITECHNOLOGY	10 Arrist		Page	Externel
R64040V	Sebet. Ebr	987	TEXT PRODUCTION	100		See 1	fatered
ne-co-ro	Solver, the	564	conductions	610	23	Pesis	
194040/	builteri, Ebri	800903	TATTIC WITH CONFUTERS	and the second se	1	1000	Ditered .
144247	Burbert, Kips			Pager		1000	Ditered
		810,5	101910 247404083	Not PETAC	1	Pess	District Entered Entered
envore i	Button, Berr	8125/5 F125/8	LOWE BATAMASI UNIVE BATAMASI	not PETAC Intel FETAC		Peca Peca	District Entered Entered Entered
991384V	Auton, Berr Cyrun, Setti	8125,5 9125,8 9125,8	Universi bartanne) Universi bartanne) Universi bartanne)	Host P(Tat) Host P(Tat) Hast P(Tat)		Pasa Pasa Pasa	Distanced Enformed Enformed Enformed Enformed
la taking Datalah Alahata	Ratton, Berr Cyrus, Setti Decielu, Kylle	RUDA RUDA RCDAA RCDAA	LINNE SATAMAEL URINE SATAMAEL URINE SATAMAEL URINE RATIONALE	Num PETRE Num PETRE Num PETRE Trans PETRE		Peci Peci Peci	Deterred Enterred Externed Externed Externed Externed

Step 3 of 5 – Include Results on F12 Form

1. Select the records you wish to include on the F12 form by selecting the relevant radio button.

2 Saberit Nevalis	: Rengil Instante Renalite on F	12 fane				
					0	
54.0	+ Date:	Dougo Frid Forms	Andreas Reaction of PTE Papers	and: (1) Frances (1) 755		
of Class Tenners						
	Charles Con	e- LURBE		Charter Thirty Marin	ng with Colonians	
	Page 10	- 13		that have show	-caret	
with the backed one t	No.CLEPsen					
Second to a lock of her	ato atmatic includes an Ann. P.U.	Pare .		- 22		
TRACTOR Sales	a	Apres 11	hands to the Learner	2	Cross II.	1-202 - 200
TTE	-	Amountaites	And and a second se	****** T) #**	Read lower	failer .
				and an a		in the local distance of the state of the st
100	HORY Railed, Eps	100	HALIBRING IN CORR LEONOR DCL	and the second	Pate	THE REAL PROPERTY AND ADDRESS OF
1.128	HORY Arlet, Epr.	1	communications	Alter	Rate	Including (In PT)
	HORY Baset, Epr	1	University of the second secon	10	face .	10.000 (n.P.)
and and a	Holder Backet, Epr Holder Backet, Epr	ter Sector (10 Sector Pres	settamentas nel cons recección communications a una the Vectoria aptions falana ta Vectoria theor re-	ann as the F (1)	Ren	name (n.P.)
	Holdy Award, Tan Holdy Baser, San Holdy Hold tree feet and bit memory mark as the tank	ten Induk ja tik 101 fare Pro	HETARATION AND COME TO POLICIES USING (LATON) At sole that versions applicant forms for levels to ensure splitters laters to much the re-	anno Anno Anno an tha 110) Ann an tha 110 Anno ann ann ann	Two Taxo	name (n Fi)
	Note: Aniel, Ep- Note: Base, En- Note: The product of the result of the result of the result of the res	and Social States of the State of Proceedings of the States of the State	HET SAMPLES AND COME TO EACL SO COMPANY AND AND AND AND AND AND AND AND AND THE YES AND	anna ann ann 2011 Anna Anna ann ann 2011 Anna ann ann ann ann ann ann	The Res	and spatie front to
	Ander Ander, Can Solder Basker, Can Solder Basker, Can Solder Solder Solder Solder Solder Solder Solder Solder Solder Solder Solder Solder Solder		HET CALL TO BE A DESK TO PACE DO COMPANY AND AND AND A DESK TO PACE AND THE DESK AND AND AND A DESK TO PACE AND THE DESK AND A DESK AND A DESK TO PACE AND THE DESK AND A DESK TO PACE AND A DESK TO PACE THE DESK AND A DESK TO PACE AND A DESK TO PACE THE DESK AND A DESK TO PACE AND A DESK TO PACE AND A DESK TO PACE TO PACE AND A DESK TO	and the first of the second second	The Real Processing of the Pro	- 10 of 30
	Ander Ander, Dar Norder Basker, Dar Hill and Ander Ander Hill and Honore Hill and Honore Hill and Honore Hill and Honore Hill and Honore	teri Sector Control Control Control Net Statistics for the sector of Sector Sector for the sector Sector Sector Sector Sector Sector Sector Sector Sector Sector Sector Sector Sector Sector Se	HETARATION AND COMPANY OF A DOUBLE STATE	Anno Anno Anno Anno Anno Anno Anno Anno	The Real Address of Ad	name (n Fi) na gate had to - 10 at 30 mil > og
	Action Technology Sectors Technology Sectors Technology Sectors Sector	Second Define Hill Price Price and the Second Price Second Price Second Price Second Price Second Price Second Price Second Price Second Price Second Price Secon	Introduction and coper (tores), box Communications of electronic factors for instance in instance of the second line bit and sing the instance affirms being to instance for even the bit and sing the instance affirms being to instance of the control of the second second second second second second given carbonates	Alter Alter alter an the FC() alter the FC() Forman (a) yes (a) (a) and (c) alter Alter (c)	Para Bara Milana, Parate sate and and Annual Milana Annual Parate Annual Parate	and gales would be - 10 of 33 (a) > - 10 of 33 (a) > - 10 of 33 (b) = > - 10 (b) = - 10
Contractions Contr	Action Sciences, Taxin Accelor Backers, Taxin Accelor Backers, Taxin Accelor Acce	em Ser Helder Karl (1996) (1996) (1996) Helder Keiter (1996) (1996) Helder Keiter (1996) (1996) Helder Keiter (1996) Helder Keiter (1996) (1996) (1996) Helder Keiter (1996) (199	Introduction will cover foreicable: Covering (United Internet internet internet in the second of the last and the foreign foreign to the second of the cover internet internet gives contained upon contained the cover respectices	Armer Armer alter and Statist alter and Physics and Armer Armer Statist Armer Statist Armer Statist Armer	Free Read	na kana (n Fi) ata upate tend ta - 10 at 33 mili > op Stand Stand Stand Stand Stand
Content of the conten	Ander Ander, Tan Norder Basker, Tan Norder Basker, Tan Norder Ander Ander Ander Norder Ander	en Sei Sei Status Garage er de Reiser verbauer Sei Status en verbauer Sei Status Sei Status Sei Status Sei Status Sei Status Sei Status Sei Status	HET RAWNERS WE COMENT COMESSOON COMMUNICATIONS AND AND RECEIPTION AND AND AND AND AND AND AND AND AND AN	Allerer Allerer Allerer Aller and FC() Aller (PPPT) (Ppin aller per John Aller (P)AC Aller (P)AC Aller (P)AC Allerer Allerer Allerer	Tan Ran Cling, Penet Antr and an Ann Anno Anno Anno Anno Anno Anno Anno	name (n Fi) an ignor had to - 10 at 30 iii > ay Diand barry travet
Control of	Incident Annual Control Contro	In the second se	HIT CAUTES AND CORE TO AND SO TO AND	Anne Anne Anne Anne (Mar 1921) Anne (Mar 1921) Anne (Mar Anne (Mar Anne (Mar Anne (Mar Anne Anne (Mar Anne Anne Anne Anne Anne Anne Anne Ann	Theo Reco Cling, Percentative can also Approach 20 1 Approach 20 1 Appro	name (n Fi) an agent head to the state file file file file file file file fil
	Incelly Annuel, Tan Incelly Backer, Tan Incelly Backer, Tan Incelly Backer, Tan Incelly Backer, Tan Backer, Tan Backer, Tan Backer, Tan Backer, Tan Backer, Tan	m Sur Sur De Constant Sur De C	HYDRAFTER AR CORRECTORS DO COMPERINGTON COMPERINGTON INTERACTIONI INTERACTIONI INTERA	Anne Anne Anne Anne (Charles (Charles Anne (Charles Anne (Charles Anne (Charles Anne (Charles Anne (Charles Anne (Charles Anne (Charles) Anne	Two Reco Offices Person cold dece Depression 11 1 Consect Parts Parts Parts Parts Parts Parts Parts Parts Parts Parts Parts	name (n Fi) an apart wal to a Start
	Acres, San Acres, San	In the second se	HPTANETIS AR CORRECTORS DO COMPARED AND CORRECTORS OF A CONTRACT TO A CONTRACT OF A CONTRACT OF A CONTRACT AND A CONTRACT OF A CONTRACT OF A CONTRACT AND A CONTRACT OF A CONTRACT OF A CONTRACT AND A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A	inter interp altri on the FC() altri on the FC() Form one per data (dense) (Trant Read-RES)() Read-RES() Read-RES() Read-RES() Read-RES() Read-RES() Read-RES() Read-RES()	Tran Basy Character dis contact Character 10 (1996) Ages Ages Ages Ages Ages Ages Ages Ages	Analase (1971) Analase (1971) Analase Analas Analas Analase Analas Analase Analase Analase Analase Analas Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analase Analas Analase Analase Analase Analase Anala
201 2	And BY Revert, Turn Incolor Revert, Carn Incolor Revert, Carn Incolor Revert, Carn Incolor Revert, Incolor Revert, Inco	m Se Sector Sector Sector (Sector Sector (Sector Sector (Sector Sector (Sector	Introduction with Copyright Copyrigh	Array Array array and the Statist array and the Statist Array and Statist Array Arra	Tran Ray Cline, Peret tota in one des Annount 10 [1 Annount 10 Anno Anno Anno Anno Anno Anno Anno Ann	na kana (n Pi) na ingan waat n Na 20 20 20 20 20 Na 20 20 Na 20 20 Na 20 20 Na
CON C	Ander Ander, Tan Ander Ander, Tan Ander An	In the second se	HETANALTON ARE COMENTION(2,00) COMUNICATIONS AND AND AND AND AND AND AND AND AND AND	Allerer Allerer allerer Aller (1997) Aller (Tran Raco Clines, Person notice una con des Autoresses 10 11 Armont Autor Auto	and against frond for - 10 of 33 intervent Banadi

2. Click the Include buttons* to add the records to the F12 form

*The following options are available for adding results to an F12:

Include Selected Result – includes only the result you have selected for this learner Include All Results for this learner – includes all results you have entered for that learner

Include All Results – adds all results for all learners in this class

You can also edit or remove results already added to an F12 by clicking on the "View/Edit Results" or the Remove** buttons, above the list of results already included on this F12 form.

**The following options are available for removing results from an F12:

Remove Selected Result – removes only the result you have selected for this learner

Remove All Results for this Learner – removes all results you have entered for that learner

Remove All Results – removes all results from the F12

- 3. Repeat 1 and 2 above as required
- 4. Scroll down (if necessary) and click "Next" at the bottom of the screen.

Step 4 of 5 – Submit F12 Form

Add manager at last	And Bridgers 1000	and a second		
lasiste Subrevias	une Namura FL2 App	nes finalita meta finalita		
Submit Results: Step:	Victude Results On F12 F	un i		
Satistic a V.I.	(Table)	and the state of the	Reduceds # 4.0, Facility ins (Side TSH)	arite Fiscares
Class Summary				
	Eawlid Camp (coes	George With Margin	E with Computers
	Provident C	00	the fine 0/00	1012
and FIE from				
Case subjects the PTE Vort	A OVER 3 IN THE SAME P	12 Form all results in this F12 will be losified and you will	where the able to charge the results. The protect P13 form together	with the accompanying look of e-Stence should be
		used to	year FARTION	
		1 and 1 and 1 and 1 and 1	No. of the provide state of the	
		- Dubria F 12	Poon to FAS TBO	

1. Click "Submit F12 form to ETB Training Centre TSO". You will be asked if you are sure you want to submit the F12 form.

Once you submit F12 Form all results in this F12 will be locked and you will no longer be able to change the results.

Message	e from webpage
2	The results included on this F12 form will now be submitted, the records will be locked and you will no longer be able change the results. Are you sure you want to continue?
	OK Cancel

2. Click "OK"

1

Step 5 of 5 – Print F12 Form

			Aministration	Application Reports	Application Report
	PAS Result Capture Certification Request Sy	154/M		#*	READORD (HEIZO)-
(Administration:)) Passing (Excentre () (Co	Antipatrice .				
Results Bulerer Samulto Nation 712 de	rece Endulty Hold Sandle				
The second second second second					
P Submit Results Shipe Print F La Parre					
				-0	
Instant & F13 Faires	Ant Secula is 7.13	Automati E. G. Factorias (188-1988)		ministration	
and a second					
Banda and an and an and an and	Contraction of the second second second			Conception 1	
Peaks ocs the fuller beport	a build from hotse, cold by gas a property that builder a ch	sensively signatures and the accordance group book of eve	Device should be serve to	ARM AND COPT	
	Print	F 12 Farm			
					(

1. Click "Print F12" form to print a paper copy for your records.

Training Standards System	1404400			1210 1039
	F12 Cou	rse Summary Assessment Sheet and Res	ults Approval Form	
Programme Type	Course Code	Course@rogramme Title	Training P	Yovider
Endging / Foundation	COI55	Starting with Computers	CORKT	C FAS
Award Code	Award Type & Level	Amont Title	CSS Class Rol / Contract / Hottlication No.	Location
000003	Target Major 3	CUETOMER CARE AND IT BOLLS	100128	ROSSA AVENUE BISHOPSTOW CORK
	F12 Submitted on RCCRS By	ANDREA DODD	Telephone Number	
		TRAINING LOCATION		
DECLARATION: I confirm that If	e assessments have been carried o	ut in line with FAB Training Standards Byshem which i	ncludes quality assurance processes and h	as been notified to the Training
stendards office of via the Calif	I Management System COMST I COM	Reproduced and the second of the provide	Print Name	Date
FAS Instructor / Assessor		1		
Second Provider Instructor/Tri	ainer/Ashessior			
Second Provider Manager/Coo	rdnator			
Internal Verifier (CSCS/QSCS o	(the			
Approved Training Organisatio	n Manager			
		FÅS ASSESTANT MANAGER		
DECLARATION: I confirm that I	have viewed these results			
		Signature	Print Name	Date
FÅS Assertant Manager		Si de la companya de		
		FAS TRAINING STANDARD'S OFFICER		
DECLARATION I confirm the an and accuracy and that any incur	is examined events relating to these a es identified with the assessment po	routs were included in the sample frame for internal scess, results and documentation have been raised o	writication, all supporting documentation ha in the TSS features Log.	s been checked for completeness
		Signature	Print Name	Date
rAs Training Standards Office	c:			
		EXTERNAL AUTHENTICATOR		
DECLARATION I confirm that It	sene results have been authenticated	12 C	<i>a)</i>	191
a second s		Reporters .	Drive Name	Data

- 2. Your F12 will appear in a new "Report Viewer" window. Remember to use the printer icon to ensure your F12 prints correctly. This F12 form should be sent to the TSO with the relevant signatures and Assessment Results Pack.
- 3. Close the Report Viewer window. This will return you to the "Print F12 Form" screen.
- 4. Click "Exit Submit Results", you will be returned to RCCRS Home Screen.

3.2 Edit and Submit an Open or Returned F12 Form:

Edit and Submit an Open or Returned F12 Form for F12 Forms you have created which are unfinished, have not been submitted or have been returned to you.

Open F12 forms are forms for which you have begun to enter results but have not finished or submitted

Returned F12 forms are forms which have been returned to you by a TSO for correction

1. Click on the "Results" tab

1

Admenutation Assults Empire	TAS MOUT Capture Certification	nequest system		Contract Constant
would Balance Banaria Balance FLZ	Approve Passile Hold Sanite			
The sed Talgert at Door in				
Force Benefity Step Search and Scient a C	-			
and activity which and sends a fi	57 J			
Index and a second and a second a secon	59.	C)- Ether Navahi	erite in the cause is a new second of these	
Jahora Can		Con Neutri	Arlys dy B. Cancel Speed or A Linksmoot Speed	,
entrifier Case	-	Etter budti	Antipolis Cascine Summary Announcement Print	- 0

2. With the mouse over the "Submit Results" tab, select "Edit and Submit an Open or Returned F12". This will open a four-step '**Submit Results'** wizard

Step 1 of 4 – Select an F12 Form

The state	PAS Result C	apture Certification Request System		Miller K COOLD (MS272)
a Administration	Assuts Inpury Certification			
Harden Hannie Ha	total material rate in a second	THE PROPERTY AND A DESCRIPTION OF THE PR		
3 Submit Results: Step	1 Select as Open F12 Form			
			101	- C
Select a F13	Pierre The	Garder Responses on F13 Surfa	web FTZ Form to FAS THD	wine we warm
1000000				
pen Frz Lin				
the second se	The second	ANALY OF THE PARTY PARTY COMPANY OF THE PARTY OF THE PARTY	And the state power of a dama we have a present of the state of the st	New York Contraction of the second state of th
where is a new second other in the	success designation of a success of the operation of	trace linesy returned for your 1		
ware in a rest or open ying		have been returned to you.)	P.	
annen (r. 1999) av open av re		have been returned to you.)		
ander is a sec of opport 7 to		be-ribeer returned to you.	(4)	forman 10. 11 - 20 of 29 - >/an
Collinea II	torrae Linke	hours been returned to you.	r Creaties by	Inerrana 10 11 - 20 of 29 - 20
ner of the origin for the contract of the origin for the contract of the origin for	ing <u>chinas l'héa</u> 1955	town Seek returned to you. Course Title Starting with Computers	Constant by MIDECA SCORE	10 11 - 20 of 29 ∞ >/36 Central (2010) 07/03/2012
Tel Para la	Tota Tota Tota	bour Seek returned to you. Course Title Rearing with Conjusters Maring with Conjusters	Charles Ay MIDEA SCOD Per pas Of Lankastain	treman 10 11 - 20 of 29 ∞ >/20 Cenetod Daller 07:03/2012 20:03/2012
Frid Frank IV Frid Frank IV Frid Frank IV Frid Frid	Pass Pass Pass Pass Pass	bow Seek returned to you. Course Title Raying with Congulars Maring with Congulars Starting with Congulars	Constant av WEREA SOCIE For gas O'Cuantantan Per gas O'Cuantantan	Americania 10 11 - 20 of 29 10 20 10 Constant Conference 07:02/2012 20:02/2012 29:02/2012
* <u>111 700000</u> 1007 1001 1001	Pass Pass Pass Pass Pass Pass Pass	bower Sees: not unned to you Course 1986 Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Charles Av WORK DOD Fergus OCustantes Pergus OCustantes Dente Hoges	Americania 10 11 - 20 of 29 20 20 20 11 - 20 of 29 20 20 07:02/2012 29:02/2012 29:02/2012 16:04/2012
Fight Sector 2 (1997) 7 12 (1997) 1007 1001 1001 1001	Pass Pass Pass Pass Pass Pass Pass Pass	barr Sees returned to you. Course Title Rearing with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Charles Av Wites both Perge OfLastether Perge OfLastether Dente Hoge Perge OfLasteches	Meennain 10 11 - 20 of 29 ∞ >/2m 07:02/2012 20:02/2012 29:02/2012 16:04/2012 20:02/2012
	ros ros ros ros ros ros ros ros ros ros	barr Sees returned to you.	Creates Av wither toom Perges OfCastechain Perges OfCastechain Denter logan Perges OfCastechain Perges OfCastechain Perges OfCastechain	10 11 - 20 of 29 €)>(20 Connect Date 07/02/2012 29/02/2012 29/02/2012 16/04/2012 20/04/2012 20/04/2012
Priframen Incr 1002 1001 1000 1001 1000	ras ras ras ras ras ras ras ras ras ras	baier Seen returned to you. Course Table Bairting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Creates Av Witter Accor Pergos OfLastastas Pergos OfLastastas Pergos OfLastastas Pergos OfLastastas Pergos OfLastastas Pergos OfLastastas Artifica DOD	10 11 - 20 of 29 €)>(20 Transmit) 07/02/2012 20/05/2012 29/02/2012 16/06/2012 20/04/2012 20/04/2012 20/06/2012
PETRONIC INC INC INC INC INC INC INC INC INC	Image: Statement Foldowy P055	baier Seek returned to you. Course title Rearing with Computers Starting with Computers	Constant Av Wither Accors Pergas OrGanischain Pergas OrGanischain Denter Hogan Pergas OrGanischain Pergas OrGanischain Horgas OrGanischain Pergas OrGanischain	tremme 10 11 - 20 of 29 →>/20 07/02/2012 29/02/2012 29/02/2012 16/06/2012 20/04/2012 20/04/2012 20/06/2012 22/06/2012 24/05/2012 24/05/2012
1002 1002 1002 1003 1000 1000 1004 1006 1006		bain Seek instanced to you. Course title Rearing with Computers Starting with Computers	Constant Av Witter A DOD Pergas O'Clastisches Pergas O'Clastisches Pergas O'Clastisches Pergas O'Clastisches Pergas O'Clastisches Witter boot	10 11 - 20 of 29 €)>(20 Transa) 07/02/2012 29/02/2012 29/02/2012 16/04/2012 20/04/2012 20/04/2012 20/04/2012 20/04/2012 20/04/2012 20/04/2012
reframe reframe	nos nos nos nos nos nos nos nos nos	bailer Seek returned to you Course table Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Constant of WEREA DOED Pergas OfCuencehare Pergas OfCuencehare Denter Hogae Pergas OfCuencehare Pergas OfCuencehare	10 11 - 20 of 29 ml Cristical Data 07:02/2012 29:03/2012 29:03/2012 30:03/2012 30:04/2012
 ************************************	1005 1005 1005 1005 1005 1005 1005 1005	baier Seen returned to you. Commission Reyting with Computers Starting with Computers	Constant Av Antern Room Prepa Ortuanathan Prepa Ortuanathan Denter logan Prepa Ortuanathan Prepa Ortuanathan Prepa Ortuanathan Prepa Ortuanathan	treman 10 11 + 20 of 29 → 1>) Crosted 2016 07:49/2012 29:49/2012 16:49/2012 16:49/2012 10:49/2013 22:49/2012 24:40/2012
Princess Princess	Poss Poss Poss Poss Poss Poss Poss Poss	barr Sees returned to you. Course Title Rearing with Computers Starting with Computers	Charles Av Wites boon Perga OfLastathan Perga OfLastathan Dente Hoga Perga OfLastathan Perga OfLastathan Perga OfLastathan Perga OfLastathan Witeste Hassedy	10 11 + 20 of 29 ≤ >/a 07/03/2012 07/03/2012 29/03/2012 29/03/2012 16/04/2012 30/04/2012 20/05/2012 30/04/2012 20/05/2012 30/04/2012 20/05/2012 30/04/2012

1. From the list of Open F12 forms that appears, select the F12 you wish to edit and/or submit by clicking on the F12 Form ID.

Step 2 of 4 – Include Results on F12 form

(If you wish to add additional results that you have already entered to the F12 form)

Note: You must have entered the results already using the "Enter Results" screen. See <u>Section 2: Entering Results.</u>

1. Select the results you wish to include on the F12 form.

Adversame of the sector o									
Advances Business Results Advances Advances If Subserve Results Results Results Results Results If Subserve Results Results Results Results Results If Cases Summary Cases Summary Cases Summary Cases Summary If Subserve Results Results Results Results If Results Results Results <t< th=""><th></th><th></th><th></th><th></th><th></th><th>Camillospon</th><th>nta (thing)</th><th>ristration Pe</th><th>ADTIT</th></t<>						Camillospon	nta (thing)	ristration Pe	ADTIT
li Saleent Benuits: Steed heininge Results On F12 Pares Seen a F12 Form Pile Standa on F12 Seen a F					Hold Senits	Approve Result	a Ranam F12	Supra Read	Andtz.
Description Description Description Description Class Summery County County C						12.Forre	sclude Results On	Results: Step 2 1	3 Submit 1
been 2 Fi 3 Form Denome Part of the Fi 2 Form 10 Fill F		0						6-	
A Class Sommery		With Pill Same		Submit 1113 Form in Tab 750	feelada Beadta en Tril		1777. I	Select a F13	
Exercise Case: Control This: Pharing with Computers Ward Cale: Marine Cale:: Sharing with Computers Ward Cale:: Sharing with								anney .	Class So
New York CO New York Other add. Methoded on this F12 forme mean is start if results are negly woulded on this F12 forme Table 2010		inputers.	when The Starting with Co	6		CO455	Canrol Co		
alt Moluded on this F12 form movin a sint of results an only vocaded on this F12 form <u>vocad factors</u> <u>Resolve Selected Result</u> <u>Remove Alt Resides for this Learner</u> <u>Remove Alt Results</u> <u>Copyregal</u> 10 <u>REAL Resoluts</u> <u>Resolve Selected Result</u> <u>Colore</u> <u>Vota 198-62.40</u> <u>Basilet</u> <u>Alternational Colore</u> <u>Remove Alt Results</u> <u>Remove Alt Results</u> <u>Vota 198-62.40</u> <u>Basilet</u> <u>Alternational Colore</u> <u>Remove Alt Results</u> <u>Remove Alt Results</u> <u>Vota 198-62.40</u> <u>Basilet</u> <u>Remove Alt Results</u> <u>Remove Alt Results</u> <u>Vota 198-62.40</u> <u>Basilet</u> <u>Remove Alternational Colore</u> <u>Remove Alt Results</u> <u>None</u> <u>Results</u> <u>Vota 198-62.40</u> <u>Basilet</u> <u>Remove Alternational Colore</u> <u>Remove Alternational Resolution</u> <u>Remove Alternational Results</u> <u>Remove Alternation</u> <u>Results</u> <u>Remove Alternational Results</u> <u>Remove Alternational Resolutional Resoluti</u>			fart Date: 00/01/2012			e 60	Press		
1236 19443 4V Buster, Eyn Sei COMUNICATOR AND AND Pass COMUNICATOR AND COMUNICATOR AND COMUNI	Pass Baturnet	P	Mage 1	XIANI TROVINGEDRIV	INFORMATION AND	044	Surbet, Euro	199643257	NEW
Advand Results Encoved Advand Results Encoved Advanced Results Encoved Advanced a result related Include Add Results Advanced a result related Include Add Results Advanced add Results Advanc	Pati Beturnet		Allhar		COMMUNICATION	- Sea	Backet, for	16944040V	1018
eer in the fall of processes results you have entered to the many basis former processes and the results of the Fill form you are submitting. Here rate you can also an along of control a result free and the fill descent by the Leaver of the fill form you are submitting. Here rate you can also an along of control a result free and the fill descent by the Leaver of the fill form you are submitting. Here rate you can also an along of control a result in the fill descent by the Leaver of the fill form you are submitting. Here rate you can also an along of control a result in the fill descent by the Leaver of the fill form you are submitting. Here is also an along of the fill descent by the Leaver of the fill descent by the Leaver of the fill form you are submitting. Here is also an along of the fill descent by the Leaver of the fill descent by the Leaver of the fill form you are submitting of the fill descent by the fill form you are submitting of the fill descent by th								esalts Entered	isional Br
Instance Galacted Reads Instance All Reads Annumers Declare All Reads Annumers Of Reads	n while once Update Result to	neie oute you can a	Form you are subsetting. He	ons below to include the results on the $f(2)$	ect recordic) in the lot and click the include p	of the time cases.	repults you have entited	out of provisions original a result re	How to the line
Applies Applies <t< th=""><th>0 1-4 d 4 12 m</th><th>< Personal 10</th><th></th><th>1 juli</th><th>Learner Strates 44 Baruts</th><th>in Al Chanaroi logi</th><th>1am</th><th>Salactar Randt</th><th>Saitada</th></t<>	0 1-4 d 4 12 m	< Personal 10		1 juli	Learner Strates 44 Baruts	in Al Chanaroi logi	1am	Salactar Randt	Saitada
TADDRASIT Damal, Note DM IMPORATION AND COMMITCHINGCODY Mean Page 15129420 MILTINE, Jack 056 IMPORATION AND COMMITCHINGCODY Mean Page Page	Grane Status	Arrest (Averal Type		Researces Title	-		101	-
35254278 Witteen, Jack 055 HPDRAFTON JAC CORM TECHNOLOGY Mean Fail	Pass Cotored	3	Meas	TECHNOLOGY	INFORMATION AND COM	055	di, 1964	s Den	748084338
	Pasis Externol.	1	Meer	TECHNOLOGY	HPOMATON AND COP	366	ware, Jack	s initia	35285428
36394018 RETURNS AND SN TEXT PRODUCTION Mean Page	Paca Cebered	9	Maur		TEXT PRODUCTION	067	san, Alek	NT P	342894218
3028408 Mituur, Jack 564 COMMITICATIONS Mean Client	Credit Entward	-	Matur		COMMUNICATIONS	564	un, Jack	s Artu	367894318
	time Property in the set	E at Ballin							

2. Click the Include buttons* to add the records to the F12 form

*The following options are available:

Include Selected Result – includes only the result you have selected for this learner

Include All Results for this learner – includes all results you have entered for that learner

Include All Results - adds all results for all learners in this class

3. Click the Remove buttons** to remove records from the F12 form

**The following options are available:

Remove Selected Result - removes only the result you have selected for this learner

Remove All Results for this Learner – removes all results you have entered for that learner

Remove All Results – removes all results from the F12

1 A211	mistration	to Bharrell Con	PAS Result	Capture Certifica	tion Request System				MK9EA1X00 3462723
r Hesidte	Summer Results	Raturn FLE App	mie Aeluite	Hold Reputs					
U Submit	Reputts: Step2 In	cluide Results On F127	ane.						
						0		0	
	5000 4 f 12 f			Incluine Besuidty art P1	2 Salari 11	Fermine FASTER		White the there	
il Chain Se	unousy .								
		Course Collec	C23#55			Courp	The Harting with	Computers	
		Pationation	co.			1141	Dele 03/01/2012		
New IL a C	ted on this Fill Fi It of results works a Tanaha	woulded on this P12 Fact Remove Selected Resi		Ration Al Rain	a for this Lastrie	arts		Rennan 10	1.5d5 22
ult befor now it a t Wearth:	eed on this F12 for it of results when the period	Noted at US F12 Fair Name + Selected Res		Ramons Ad Plant	a brids: Lauber - Epoca of G	arts	ed Type	C Prinnas 10	1-sats RIS
New II a C New II a C New IE C	eed on this F11 Fo it of results control manufacture manufacture types2400	Vocaded an UNI F12 Fair Namme Sackrood Rain According Backet, Epp		Parrie Al Nach	R North Lauren Ramma of Re Administration Flow INFORMATION AND COMINTCOMPLICTORY	erte	end Pype - Ha	C Promoza 10 General Pass	1 - 5 of 5 R 2 m Refured
Visional Vis	eed on this FILTO it of resolutions without the means the second the the second the the the the the the the the the the	non Weinder an (1911 Fri) Fan Naersyn Sanarmal Ram Machert, Ege Nachert, Ege	- 	Agence Al Marin	Renter States States of Science o	earth Ming Ming	n V Type	< Premiar 10 Faith Faith Faith	1 - 5 of 5 R 2 m Refured Refured
ult bester nov it at Vasarter 1930 1939 1939	eed on this Fig I o it of results every means for all these of these of the the these of the these of the these of the these of the these of the these of the these of the these of the these of the these of the these of the these of the these of the these of the these of these of these of the these of the these of the these of the the	No. 1011 F12 Fair Newrys Salarnal Rain McRet, Eas McRet, Eas McRet, Eas McRet, Eas		Rattor Al Racin	Alternative Alternati	eretta Marg Marg Marg	n U Type (H	< Pressua 10 Faith Paith Paith Paith Paith Paith	1.5 of 5 2 Sta
11 Inclusion New II a 1 Viscorez 1028 1028 1029 1029	ed on this F12 in it of reaches that are an interaction interaction interaction interaction interaction interaction interaction interaction	No. Market av Util Fill Farr Nærerse Salarnat Rain Actest, Eys Actest, Eys Mithum, Jack Mithum, Jack	a da 004 046 046 007	Ramma Alf Nacifi	Alternative Alternati	eers	e V Types (Ha	< Premier 10 Partie Rate Rate Rate Rate Rate	1.505 2 2m
1000 11 a1 Nov 1	ind on the Fill of the discussion strategy typescale https://www. https://wwwww. https://wwww. https://www. https://www. https://www. https://www. https://www. https://www. https://wwwwwwwwwwwwwwwwwww	No. Market av Util Fill Farr Nærerse Salarnat Ran Actert, Eas Actert, Eas Mitthan, Jack Mitthan, Jack Mitthan, Jack	a 20 000 044 045 007 044	Ramos Al Rasili	Infertifies Learner Alternation and Convertigeneous and the Infertigeneous And Convertigeneous Convertigeneous And The Infertigeneous And Convertigeneous Convertigeneous And The Infertigeneous And The Convertigeneous Convertigeneous And The Townshield Convertig	eerte Are Are Are Are Are Are	ed Type da r r r	< Premue 10 Test Past Past Past Past Credit	1.5 of 5 2 2 m Returned Returned Instanted On 113 movement On 113
10000 10000 10000 10000 10000 10000 10000	Indian this FTE for at all courses of the second second translativ translativ translativ translativ translativ translativ	No. 101 F13 Fair Newrys Salarnol Rain Acket, Eur Acket, Eur Michan, Jack Michan, Jack Michan, Jack	a 20 20 20 20 20 20 20 20 20 20 20 20 20	Ramon All Paulo	Information we cover toombuckey Information we cover toombuckey Information we cover toombuckey toof theoporture coversuications	eerts Are Are Are Are Are Are	ed Type A	< Premue 10 Pass Pass Pass Pass Pass Pass Pass Pas	1.5 of 5 2 2 m Returned Returned Instance (nr 11 House (nr 11) moved (nr 11)
14 19400 New 11 a 1 View 12 a 1028 1028 1029 1029	Indian this FTE for at all courses of the second second transmission of the second second second teachers of the second second second teachers of the second second teachers of the second seco	No. 101 F13 Fair Newrys Salarnol Rain Actes, Eas Bactes, Eas Michan, Jack Michan, Jack Michan, Jack Michan, Jack	a 201 000 000 000 000 000 000 000 000	Ramon Al Raint	Information of the second and the se	eette Are Are Are Are Are Are Are	nd Fyse da r r r	C Premue 10 Pass Pass Pass Pass Pass Creek	1.5 of 5 2 2 m Resured Resured Instanted On #12 Instanted On #12 Instanted On #12
North at North at North at North 1028 1028 1029 1029 1029 1029 1029	Indian this FTE for at all reaching reaching in Nacional International I	And Andrew Sciences Andrew Sci	ar Son Son Son Son Son Son Son Son Son Son	Ramon Al Ravell U Could and record (r) is the D	The this Learner A Constant of the Information with Const Technology Constant of the Const Technology Technology Constant of the Constant of the Constan	entre Alex Alex Alex Alex Alex Alex Alex Ale	nd From 10 7 7 7 7 8 8 8 8 8 9 8 9 9 9 9 9 9 9 9 9	C Premue (0) Train Pass Pas	1.5 of 5 2 2 0 Returned Returned Instanted On 713 Household On 713 Household On 713 Household On 713 Household On 713 Household On 713
Al Annual Control of C	Indian this FTE for at all reaching reaching in Nacional International I	And Andrew Selected Andrew Sel	an in in its states, for the s	Ramon Al Rand	Alexandress and the A	earte Alex Alex Alex Alex Alex Alex Alex Ale	nd France (10) 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3	C Premue (0) Test Seat Pass Pass Pass Credit Passe colle you can all C Nanousal (0)	1.505 2 2 0
Nor II al Nor II al Nor II al Nor II al Nor Nor Nor Nor Nor Nor Nor Nor Nor Nor	Indian this Fill for at all controls when the second	Norman and the Pois Pois Reserve Second Res Reserve Second Res Res	n ani Xon See See See See See See Status, Ter	Ramon Al Raum	Alexandres Fool Alexandres Fool Alexandres Fool Alexandres Fool arrowardchipel errowardchipel errowardchipel errowardchipel cowardchipel	eerts Ann Ann Ann Ann Ann Ann Ann Ann Ann An	nd Type de r	C Premue (0) Test Pass Pass Pass Pass Credit Passe colle you can all Credit Passes 10 Passes 10 Passes 10 Passes 10 Passes 10 Passes 10 Passes 10 Pass P	1.505 2 2 0
At Inclusion Visual Inclusion 1028 1028 1029 1029 1029 1029 1029 1029 1029 1029	Indian this Fill for at all controls for the second second second second second second second second second second responses in second	And an Unit Fig. Fair Remove Second And Access Second Access Second And Access Second Access Second Access Second Access Second Access Second Access Second Access Second Access	n All Stee Stee Stee Stee Tribucture for Mill	Ramon Al Raum	Alexandre Foo Alexandre Foo Alexandre Foo Alexandre Foo Alexandre Foo Alexandre Foo Communication Alexandre Foo Communication Communication Communication Alexandre Foo Alexand	eerts Are Are Are Are Are Are Are Are Are Are	nti Type de r r r r r r r r r r r r r r r r r r r	C Premue (0) Test Seat Past Sea	1.50/5 Becard Becard <td< td=""></td<>

4. Click the "View/Edit Results" button above the list of results already included on this F12 form to edit results already added to the F12

iew/Edit F12 lie					
filz 5 Course-Codes R User Selar 2 Target Falture 9 Langeter	236 55 5401/3012 90001	-	C 100-621 2000,00-6412,004 2000,000,000,000,000,000,000,000,000,00	1517 #00000011004	COMPLEXIONS 564 - March 4
Sichet, Dyn		1586-640	(a. 10)		P 10
MITLITURE, JACK		362894218	· 8	10 E	S 22
which by you	(10.00.0000)	Gm	el (Sme)		

Edit the results

Click "Save"

Click "Previous Screen" you will be returned to the "Include Results on F12" screen

KS	H.		PAS Result C	Capture Certificat	tion Request System		Advint.	listici Api	plication Repor	na Replication Rep MEREADOOD (HE272)
n Preside	Baland Results	Return f12 Ape	orme Annalis	Hald Results						
8 Submit	i Kenultu: Stepž In	clade Newto On FT2 /	Farme							
			* /// ····	-		100			0	
	Server2 a F12 Fr			Exclude Benaltic as \$11	5	Submit in Line on Links Tall	_	**	IN HIS PAIN	
3 Class 1	unnary .									
		Course Calls	CD#25				Course Titles Marting	erit Compute		
		Procider-	¢0.				Statt Date: 03/64/3	1013		
di Kala More ti al Maretti	deed oor this 2012 fo int of pendits at each in Annulis	National on this F12 for Reference Reference Have	-	Reason of Second	Service General	Factors of Factors		<+	re-ribus 10	1-5 of 5 -> ->
Select in all Select in all Selection	ded on this 212 fr of of results at each in familie	Notacied on Unit F12 For Research Reference Han	- 	Reason of Vendo	Contractions	Farmer All Fastalia	AmeriType	S H	review 10	1-5 d15 ¥ ≥se (tens)
Selevita al Selevita al Selevita Selecita Selecita Selecita Selecita Selecita	te des terres de la des des de la des de la des de la de l	nadadel on this F12 for Rannon Reference Res Active Ration	= 	Reason AP Reside	And the Learner And Sourcest Title InfoRmation with CO	There is the function	Anart Gran	< e teval	Personal 10 Parts	1-8 et 8 w Sa
ott 1 Sta Stee 11 a "staat"b 2039 5039	and on this F10 fi at of youds around the density (Shedolity (Shedolity (Shedolity (Shedolity	Nobaled on Urb F12 For Reserve Referred Heat Active Reserve Referred Reserve Scaled, Eyr	5 046 354	Reason AP Natisfic MA Code	Assessed The Information and co convertences	Research of Facadar	Animel Type *	S P	Protection 10	1-Eato V Se Interes Interes
40 1 2 20 Selore 13 a 1012 40 2029 5029 5029	And on this FUT for at of reads areas in familie COMMENT COMMENT SECTION SECTION	named on the FT2 (or Research forwards) from Accient, Ryr Rocket, Ryr Rocket, Ryr Michael, Cyr	e 101 046 564 006	Ration Al Asian	Andowed The Information with co Communications Information with co	Research Finalte	Annal Tripe Misir Misir Misir Misir	S A	Pase Credit	1 - 1 of 8 - So Second Returned Weyden On F12
11 1500 Selb+ 11 4 Selb+ 11 4 Sel	And Generative and a second second second se	Included on this FTZ for Included on this FTZ for Include, for Backet, Ryr Backet, Ryr Michael, Back Michael, Back Michael, Back	e 131 046 554 006 009	Barrow O' Bandla	Additional Contract C	Remove Hit Readle	Anna (Type) Mair Mair Mair Mair	Sec.	Protection 10 Protection Protection Protection Protection Protection	1 - 6 of 5 of 200
1000 1000 1000 1000 1000 1000 1000 100	And fore this \$124 for this of results are near the feasible (Shada Aliv) (Shada Al	International on this FTD for International International Nation International International Nation International International National International International National	0000 0000 0000 0000 0000 0000	Ranson di Panudia attà Cante	Additional Contract C	Reserve All Factors	Anner(Type) Maar Maar Maar Maar Maar Maar	< p	Pass Creat Creat	1-1 of 5 of Sol Internet
1000 5400 0 0 1000 7000 7000 7000 7000 7000 700	And for this FLA FA	Annual on this FTC for Instance for this FTC for Network for the Inst Backet, Dyn Statiert, Dyn Statiert, Dyn Statiert, Dyn Statiert, Jack Statiert, Jack	- 181 066 364 000 967 364	Resourt of Principle	Согланскитие Изборжени Пле- инговидіон мар со самилисатона пагамилисатона самилисатона самилисатона	Reason All Reads	Annu (Type) Mite Mite Mite Mite Mite	SPA Breval	Protection 10 December 2 Pass Protection Protection Constitution	1-6 ef 8 ef Spe Returned Returned Notable On PT1 Notable On PT1 Instables On PT1
Select to a	And fore this FLU FA List of results are near in Head AN 1994-0-45 1994-0-45 1994-0-45 1995-0-15 1995-0	And an Uto FTC for Network for the FTC for Network for the International Heat And Serf, Nyr Backert, Syr Mitchans, Jack Mitchans, Jack Mitchans, Jack	5 10 00 00 00 00 00 00 00 00 00	Restore Alt Association	Anthe Lanse Anthe Lanse Information with an anthermation with an anthermation with an Communications Communications Lang of the installer of	Reason for Facility	Annu Type Mar Mar Mar Mar Mar Mar Mar	Second Second	Process 10 Process Process Process Process Process Creater Process Creater Process Creater Process Pro	1 - 1 of 8 of Spe Terms Refureed Refureed Network On F13 Instance On F13 Instance On F13 Instance On F13
Selori n.e. Selori n.e. Societari Societari Societari Selore n.to Selore n.to Selore n.to Selore n.to	And for this F12 for the of products an early in meaning (Strength) (Strengt) (Strengt) (Strengt	Annual of the FLD for Network forward the Annual forward the Annual forward the Annual formation Annual formation	an a	Research (Principle and Conte het record) in the la	A VOIGNET DATA	Reserve the Baseline	Annuel Type Minue Minue Minue Minue Minue Minue Minue Minue	Se Sevel	recent 10 Per Per Per Per Credit Ass Credit Credit	1.1 of 3 2 > per terms to Returned Wester
Select is a standard solar	And for this E12 for the of results are easy in Head to 1996-0.40 1996-0.40 1996-0.40 1995-0.01 1929-0.11 1929-0.	Internet on Uto F12 for Internet Internet Inter Interfet, Fige Interfet, Fige Michael, Ege Michael, Inter Michael, Inter	and an and a second sec	Research Alt Associates and Contra- net research) in the du- Lances	A VESSEE CARRIER INFORMATION AND CO COMMUNICATIONS INFORMATION AND CO TOT HICODOCTION COMMUNICATIONS I and obtle the installed opti- pacture AD Associa	New TECHOLOGY We TECHOLOGY WE TECHNOLOGY	Annual Lape Mase Mag Mag Mag Mag Mag F13 Perryou we addr	Service Level Level Level Level Level Level Level Service Serv	resource 10 Page Page Creati Page Creat	1 - 1 of 5 of > per Secure of Metalened M
Select is a state of a state	And fore third #12 FA EXE of provide an early in meaning (1994-0.45) (1994-0.45	Annual of the FLD for Network Internal Net Recket, Dyn Backet, Dyn Mitthum, Jack Mitthum, Jack Mitthum, Jack Mitthum, Jack Mitthum, Jack	and Alexandre Services	Resource of Pressal in and Contra- net recording in the In- Laternet	Average Comment Average The Information with the Communication Information with the Communication Co	Torestood to instant the results of the	Annuel Type Minar Minar Minar Minar Minar Minar Minar Minar Minar Minar	Set of the	resource 10 Pass Pass Creefi C	1 - 1 of 8 of > per Tation 1 Returned Returned Westeed On F12 Westeed On
Seleve to a seleve to a solar of a sola	And fore third #1.2 for the of results are near in meaning and (1996-0.45) (19	Annual of the Fill for Network Internal Net Recket, Dyn Backet, Dyn Mitthum, Jack Hitthum, Jack Hitthum, Jack Hitthum, Jack Hitthum, Jack Hitthum, Jack Hitthum, Jack	n All All All All All All All All All Al	Resource of Principles and Contra- net recording to the fac Laternet (a	A VIEW CARTON INFORMATION AND CO COMMUNICATION INFORMATION AND CO TOT MODOCTON COMMUNICATION COMMUNICATION I and citle the model off Information Infor	TECHOLOGY	Annuel Type Minar Minar Minar Minar Minar Minar Minar Minar Minar Minar	Set Retuil torg, Reset R S P	resource 10 Pass Pass Creefil P	1 - 1 of 8 > pe Tation 1 Returned Returned Returned Returned Returned Returned 0 Ref.

5. Repeat 1 to 4 above as required

6. Scroll down (if necessary) and click "Next" at the bottom of the screen.

Step 3 of 4 – Submit F12 form.

AS Results Capture Cartification Request System			🕅 = 🛄 - 🖙 He = Bask + Safaty × Tpok + 🜒
s Plates	FAS Result Capture Certification Request Sy	atom	Administration - Application Reports - Application Report AddREADCOD (42272) - IC
a Administration Kasada Besarts Ser Paratte Balance Results Administration Apr	reventer and Results		
3 Salamit Results: Step3 Include Results On F127	um:		
Saturd a F (2 Farm	add New York 14	Badardi F Li Fisco, az Add. 730	AN DER PEZ ANZION
f Class Summery	1411		
Edgeweitanne Providere	cness co	Enerse Men Kran Dates	Starting with Computers d3/ph/2013
utbrick FT12 Form ou care submit the FT12 form. Once you dock the submit	*12 Parental results in this P12 will be solved and you will we are to area to	o langer de also to change the results. The printed P13 form year PAE TEO.1	together with the accompanying look of evidence should be
	Subme F12	Farm to FAS TSO	
			out Monotory Screen

1. Click "Submit F12 Form". You will be asked if you are sure you want to submit the F12 form.

Note: Once you click the submit F12 Form all results in this F12 will be locked and you will no longer be able to change the results

Message	e from webpage
2	The results included on this F12 form will now be submitted, the records will be locked and you will no longer be able change the results. Are you sure you want to continue?
	OK Cancel

2. Click "OK"

æ

TSO staff will receive an email notification of F12s submitted, including the F12 ID.

C FAS Results Capture Contification Request Syste	 Windows Internet Explorer 		in the second second		6.8
Co · C Marcantel Constant Contractor	Ethorodisand Classes Appletent Later		💌 🕫 🛪 🕅	()	P
Bie Odt View Pavorites Jock Sein					
🖕 Paronteo 👘 🖉 PAS Results Capture Certification Request	System		<u>0</u> • 0 · =	1 👾 + (100r + 1	Salety + Tgols + 😝 +
FAS	PÁS Result Capture Certification Request	System	Application Reports	Ceritrel Reports	Repionel Reports EA DOBD (44272) - (CD)
Nome Administration Results Cattification	Engliny				
Enter-Casulte Submit Results Rature F12 Apr	rove Results mete Reachs Erner Results	Balent Republic Return F12 Approve Republic	s mold Results		
Submit Results: Step4 Print F12 Form					
	-0	8	_	-0	
Talact & Ft3 Form	will Results to 512	Babelit F13 Corris to F43 T00	81	that the bear the	
Autorit Dil Sonn					
Name with the first state in the	and the second sec			x8.700-	
THE REAL PROPERTY OF THE PARTY OF	the providence of the state of the second stat	It that were refrighted and the set of a constant of a constant	STORETOR STRONG SPECIFIC TO SOME	176.1944	
	Pri	int F12 Form			
					But Marrie
@ Cappinghe 2011 FAG					

Step 4 of 4 – Print F12 Form

1. Click "Print F12" form to print a paper copy for your records. Your F12 will appear in a new window.

When printing reports it is important that you use the printer icon, shown below in the red circle, to print the report. Do not use the menu option File>Print as, depending on the internet browser you use and your local settings, this may not print the report correctly.

This F12 form should be sent to the TSO with the relevant signatures.

Pavorites	poit Viewer			6 · 00 · 14 #
11 1 1 12 1		Front Unit Salest a format	M 10404 28 🕢	
Fraining Standards Syste	en .	Assessment Results		(2)() 874
Programme Type	Course Code	Course/Programme Title	Training Pr	rovider
	H55	Starting with Computers		
Award Code	Award Type & Lovel	Award Tille	Contract Agreement Number	Location
809053	Major 3	CURTOMER GARE AND IT SPOLLI	100128	ROBSA AVERUE BEHOPSTOWN CORK
Second Provide	r Contractor Contact Name		Telephone Number	
_		TRANSPOLICE A TICK USE		
OFCLARATION Leanting that	The assessments have been car	med out in line with FAR Training Standards Bustern w	fricty includers quality acquirators processes	and has been outlined to the
Vaining Standards Office 1.0	onfrom that the learners have been	n informated of their provisional results		
		Signature	Print Barne	Date
A \$ Instructor				
iecond Provider Instructor	frainer/Assessor			
Second Provider Manager C	cordinator			
DECLARATION: I confirm that completeness and accuracy	The assessment events relating and that any issues identified with	to these results were included in the sample trame for the assessment process, results and documentation	r internal verification. the supporting docume In have been raised on the TSS Helpidesk	entation has been checked for
White white the second second		Signature	Print Rame	Dete
AS Training Standards Office	CHIN			
1 - 1 KK				
Constant of the local division of the local		FAS RESULTS APPROVAL PANEL		
The Results overleft were di	scussed at results approval me	ating on11		
Any issues arising from disc	unsions: (Tick as approplate) _	No issues Non-Conformance filinority View		
literting Decisions				
DECLARATION: The Char. or	o behait of the Results Antroiol F	and confirms that these results have been agreed an	rd approved. These results have been subjo	of to the assessment quality
assurance processes as spe on a sampling basis. The cer	ected in the Training Standards I thicate requestor is authorised to	System and as agreed with the relevant availing body order certificates for the learners listed overleaf caution	Y. This includeds internal verification of the react to the erapse of the time period allowed in the time period allowed.	esults and external authenticati for an appenal)
assurance processes as spo on a sampling basis. The ce	ected in the Training Standards I Micale requestor in authorised to	System and as agreed with the relevant availability body order certification for the learners listed overleaf caution Signature	 This includeds internal verification of the react to the elapse of the time period allowed Print Name 	esults and edemal authenticati for an appeals Date

- 2. Close the window. This will return you to the "Print F12 Form" screen
- 3. Click "Exit Wizard"- returns you to the RCCRS Home screen.

4. Returning F12s

If an error is identified on an F12 form, the TSO should return the F12 form to the submitter for re-checking and correcting.

1. Click the "Results" tab

PAS Results Capture Certification Request System		🕅 * 🔟 🖓 Me * Bage * Selety * Tyck * 💽 *
FAS Resu	It Capture Certification Request System	Administration - AppAcation Reports - AppEcation Reports - #496A0000 (44)71) - FCD
Innes Annesidation Practic English Davidsation Dries Raults Scient Raults Raises FLE Approve Rault	e molt Reacte	
Bettam F12 Forens		
Search for Submitted F12 Permit		
812 Faces (0.) 1929	Bete Salesting (SUDAL/2001)	Seens About Seens
8 Capyright 2011 F62		

- 2. Click the "Return F12" tab
- 3. Input the search criteria to retrieve the F12 form you wish to return or leave blank to show all F12 forms submitted to your region
- 4. Click "Search"

PAS Results Capture Certifical	thei Request Scitters				DE - DI - Co MA -	Date - Death - Lifter - A
AS S	745	Result Capture Cer	tification Request System		Administration Application B	Aporta Apolication Super- Address 0000 (40/22) - 10
mail (Administration)) - ter Results - Subitt Rea	teache Chesty Contrast ofm Resure \$12 Approve \$	Tanan Ita Makata				
num F12 Form						
Search for Salestine 213	Fores					
	Z Patrix ID 1 1009		Zale Schedied (2019)/2	sart.(Same Advanced leave	B
at of Sofernitud F17 John 11 and of F17 John 11 and of F17 form advective two tractocher and	usernities, Seect the Form that you see as to why the P12 in being retur	which to return back to it	the watrictor assessor for correct	nes and Gith the Amaric Batton, You (po ex	ter an optional advocry convent on the A	letwa (powerst test for to
HL of Solenitud F12 Depril scal of F12 form after the status for solenitus (mer flattict Connects)	adoriting, Seect the form that year and a trink the PL to being veta there Committe if Parametersade res	wert to return bleik to t rest: utte for Jagk Hittman	the wortruction assesser for connect	tere and cice, the Renard battoo, You (an ex	ter an aptional advicery non-west on the A	leturn Combents text too to
Int. of Sofewitted F 12 Decer II acts of F12 form active fir Hotochormans (Inter Retires Connects) (Inter Retires Connects)	ladoriftelj, Select tile form trok yna or en ta infe foe P13 ta beng vefa ture Camerris i ^P enaer totale re	www.tovenum.tack.tort med.	ter vortrocter ausenser for correct	ner and size the Renard Settor, You (an ex	ter an options service y convent on the A	ietuwn Commernitis tewit Trax 10 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
Hit of Solwritud F 12 Decer II act of F12 form active the standard active Tower Active Connects Amount	ladorittelij, Select tite fann troch yna onr en tariefij fan PLI ta beng vefa ture Cameratik (¹ Penae tariade rej Lines (idvatteli)	which to version back for t met. with the Jagk Mittinian Providence	ter vorhucter ausener ter convect	ner and size the Resurce bettoe, You (see ex	ter an options service y convent on the A <pre>conventence</pre>	ietuuri Commerita teut Tau 10 1 1 - 1 et 1 = 1 > mari

5. Select the form you wish to return to the submitter for correction, enter any advisory comments you wish to send to the submitter and click "Return"

Mess	e from webpage	X
2	Are you sure you wish to return the F12 Form. F12 Forms that are returned will be locked for the TSO and cannot be progressed in the approval u they are corrected and resubmitted by the AssessorInstructor.	until
	OK Cancel	

6. You will be asked if you are sure you wish to return the F12.

Note: Returned F12 forms will be locked for the TSO and you will not be able to approve the F12 until it has been re-submitted. Click "Ok" if you are sure you wish to return the F12.

	NA ARMYON SAME				ON A 115 . TO MALE DOMA STRATE ADDR
is Dig	PAS	Result Capture Cer	tification Request System		Administration Application Reports Application MERCAD/001482
ne Rende Submit Kee	te Return (12 Reported	Amount Hold Range			
etum £12/seman					
Instation failed Fig.	unes.				
112	farie/10 (1839		Dete Selective (dame)	WH C	Tearch Atranted Institut
at of Submitted F12 Below to a list of F12 form a advise the matrix for amon	desitied, seect the fore that you or as to very the P12 is being rate	a whet to return back to t aread.	the Kothuctor assessor for correc	field and click the Reflect Buffort. You can be	er in upbles aboury connect in the letter Connects test in
Int of Submitted F12 Innovationality of F12 forms a advise the materiality action (river Reflace Comments)	Anolited, Sewet The Toris Unit you or as to very the P12 to being rate	a when the verticen that is to t arrest.	De Valoctoriacensor far carrec	tani and oldk the Retain Balton, You can rel	er an optional advancy comment on the Netland Comments hert bu
ist of Submitted F12 Below is a bit of F12 form a advise the index for anoma (rime Refice Connect)	Analited, Search the form that you ar as to very the P12 to being retu- toric Clamma Co	a want to vetare beck to t arms	the visition for assessor for curren	tan) led dick the Relian Balton. You can er	er an optional advance comment on the Network Comments Next In
ist of Submitted #12 Below its a tot of F12 forms a advise the indiraction anome (niner Retrice Connector)	Analited, Search the form that you at as in why the P12 is being refu or a Committee	u watert to verbane beck for t	the exploration assessor for correc	tani lad diti ter Reflari baltur. Yau dar ed	or an uptotest advance provident on the fielders Constants that the $ _{1}$
it of Submitted F12 Below its a tot of F12 for one a advise the indicator anome (riter Reflex Consolution)	Analited, Search the form that you at as in May the P12 is being onto the Chammerics	u whet to veture back to t	the exploration assessor for correct	tani lad dita ter Refuer Saftar, Tau dar ed	er an optioner advocry powerent on the Refers Connects test for < Reensen 10 1 - 1 of 1 - 1

- 7. The Form Status will change to "Returned"
- 8. The person who submitted the F12 will receive an email notification that an F12 has been returned
- 9. The submitter then goes through the Submit an Open or Returned F12 process. The F12, when resubmitted, retains its original ID No.

5. Approving Results

- 1. Click on the "Results" tab
- 2. Click on "Approve Results"

This starts the three-step 'Approve Results' wizard

25 PW3 Repuits Capiture Certification Required System		🛐 * 🔝 🗆 🖾 de * Base+ pelete+ type+ 📾+
FAS	apture Certification Request System	Administration Application Persons Application Reports Addition (0000-00170), (CD)
monte (Advantation) Reache (Bispity Statification)		
Enter periode provide periode particular of the period	Held Reserve	
Learners Results Approval		
GI Learners Results Approval: Step 1 of 3 - Select a Submitted F1	1 Form	
Server a Volter block fill from the	Approxim Seads.	Print First approval bands
Search Far Submitted F13 Forme		
Search Far Subadinud F13 Forms	Into Galerine James and	Second Sciences Second

Step 1 of 3 - Select a Submitted F12 Form

1. Using "Search" or "Advanced Search" options, enter the search criteria for the F12 form you wish to approve.

Note: If you leave these fields blank a list of all F12s awaiting approval in your region will be returned

2. Click "Search"

PAS Results Capture Cartification 1	Perganit System				◎ · ◎ · □ ● · ●	en el delety x. Itale e 🐻
is No		5 Result Cepture Certif	ication Raquest System		Alternativation Application Ba	Application Repo
a Admeniatration Fees	ha (Epipate) Constant					
Presta Substaneers	ABOUT FLE ADDITION	Amounts Hald Amounts				
amora Results Approval						
12 Learners Benalts Approve	ii: Itogi 1 of 5 - Select a Se	builtied F12 Form				
	-				111	
deview2 a fac	destined (12 haves		Assessed Reality		ellos etilas depresente ensigen	
lines in For Salestined F13 for	-					
11170	ee m (1829		Date Manetter country accord	0	New Avenue	
a of Submitted F12 Forms						
Brick to a list of F12 Forms Sales	stilled, stick On a Party ID to V	teor the Destitual the Form e	st Approve			The second second
					< Previout 10	1+1411 00>044
Later of the second sec	date Schoelteri	tunner	Course Caster	Course Thin	Bian Dole	Fires Butte
(二)	18106/2012	60	853	Marting with Conguters	83/07/32/2	Samitter
						WARD STREET, WARD STREET, STRE
						The second second

3. Select the F12 that you wish to approve by clicking on the F12 Form ID. The list of results on the F12 will be displayed.



Step 2 of 3 – Approve Results (Recording approval of results by RAP)

- 1. If you have responsibility for more than one centre, select the centre number for the results you wish to approve from the dropdown list in the "Centre" field.
- 2. If there are no changes to be made click "Approve All and Next Screen". The results will then be marked as "Approved" and, where there is a direct link between the ETB Training Centre and the awarding body, included in the upload to the awarding body for certification,.
- 3. If results are to be changed based on a Results Approval Panel recommendation:

1					
2 surse Codes art Bates repet Pialors ration	1039 HSS H33/01/2012 903003		C 2024F - 550	TEST 94000(7100	COPPUNICATIONS 364 - HENDRI 4
chet. East		199642457	e 10	(III)	r 8
initiani, Jacito		MORPHON	0 10	1 2	0 8

Make the required changes

Click "Save"

Click "Previous Screen", you will be returned to the Approve Results screen

S B A C	FAL Perso	It Capture Cortification Request System		Altreat	attor Addition Repo	Additional States Angel Addition (Additional Angel Addition (Additional Angel Additional Additional Additional Angel Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Additional Add
Adversariation: Passie inte	FLE Approve Result	le mod Kanada				
ervers Results Approval						
O Learners Results Approval: Thig: 7	of 3 - Approve Retails					
0-					-0	
Inisit a full-mitted #1	(karm	Approval Result)		aring a	that approved secure	
O F12 Farm Summary						
1	12 Familia 101 10209		1	bale historitore 18/09/20	12.18103148	
	norge Calle: 855			Course filler Starting	with Computers	
Coulté	Mart Date: 05/04/2013			Reportation CO		
t of Submitted #13 Forms						_
Col Submitted E13 Forms Been II a DA of produce on the FOLFaces, o two, Orice as FOLF approach 2 with the r metty because of a sensary or risk.	int "Venitari Relato" ta ersent ta the anardeg to	After to over the grid of resulty and cake any charges rep- ory for certification. A EASE HOTE by CLICKING APPROVE V	ner baser in Krist Apprical DUS HAVE MILL BE PROVIDED	Next recommendations, Ch 10 THE CONTENING BODY 1	IN TREETING AS while there to an IN CONFERMINITION OF THE RM	er" fo aprove the P13 occlube undertwere P0
Col Submitted \$13 Forms Deen is a late of people on the FULTeens of two over the full is approved a well then install below to ethology of risk.	and "view Carl Belady" to an and to the average be	other to view the grid of results and reals any charges way by for cerefication. A gale note by Colocide America's	net been an keret Approxi-	fana reconstantations, Ch To the Commission appro-	ds "Negerover AG sets these three Is constrained for the PR	er' to aprov thu?13 octobio undet ago ros
Col Subsection & L2 Former Been III a DA of penalty on the F13 Form, C Nore as F13 In approval 2 with their helite BEILL, F1 OH BENALP OF F48. Index I Denter ** Cardin	inte "Views/Eart Betatlo" for as sent for the develop be Constra	other to new the grid of results and reach any thingen way by the central above. A gald more by CLOSING Administry	net beert in Real Apprend Op naar wij, it Moviet	freed (accommendation), CD TO THE CONTRINSO BODY)	is "approve AL and Hard Sore In COMPTRIATION OF THE IM	er bragnine Staffa occhiel Underlage Fo
Col Statement and a 12 Formation bases in a loss of results on the FOX Forms of terms. Once are FOX is approved 7 well then in the BEILL TO AN EXPLAN OF FAIL bases of Devices *Composi- Neurol Rest Results Neurol Rest Results	inth "Verson Earls Bassafu" has be seen to the annualing be Consum a fill and have increase	After to new the got of results and cake any charges rep any for constitution. All all more on curcase any service of	Net base of Real Approve OUT HARE HELL BE PROVED	fered recommendations, CD To See Contribution adors	n 'agerow A and Next Scr n coleritientics of the Re Coleritientics of the Re	eer for approve Vito PCI occlass underferen Po 1 - 8 of 6 20 20 App
Col Submitted & D Former Desire is a fait of results on the FO Forms of term. Once are FO is approved 7 with them index RESULTS of RESULT OF FAIL. Index I context Manufactor families Manufactor families Control or summittee from Articles on Desired Control or State State State State Control or summittee from Articles on The State State State State State State Control or summittee from Articles on The State State State State State State Control or State State State State State Control or State State State State State Control of State State State State State State State Control of State State State State State State State Control of State State State State State State State State Control of State State State State State State State State State State Control of State Stat	Inth "Verys Tarts Bassafu" ho to seld to the analogy to Construct a fill and fourie formers	After to new the got of results and cake any charges ray asy for constitution. A state more or curcator anymout of the second state of the second state of the second state data of the second state of the second state and second	Intel based on Ravel Approval OUR HARE HELL BE PROVIDED	People accommendations, CD TO THE CONTENNE BODY)	IS "Approve As and Next Serie In contribution of the W Pressure 10 Reputs	eer for approve this fits occlusts underfreeter Fo 1 + 8 of 5 occurs and for a fit of the fits
Col Subject to 12 To Former been in a for a final to in the FOX Form. O toom, Once as FOX in approved 1 with their install BEILL, TO an BEILL, P. OF FAL. Install Context Context Toucher Provide Context Provide Context P	Inth "Verys" Even Sectors' to be seen to the even darg to construct to the even darg to construct to the even of the construct to the even of the open	Alien to reach the good of results and cake any charges rap any for constitution. A state more or culcated advector of the constitution and come to constitution of the Alientia from Instalmention and come to come to come or con-	Intel based on Ravell Approval OUR HARE HELL BE RECORDED INTEL BE RECORDED INTEL BE	Paral recommendations, CP to Seal opportunity solar (Sealers, Tan Bacters, Tan	n "agerow A stal head ben In Colorinaation of the M Colorinaation of the M Network 10 Page 10	eer for approve this fit occlusts understands Fo 1 - 8 of 5 (1) (2) ap Menute Vielan Submitted
Col Subweller F13 Forms Deen is a lat of people on the F13 Forms of two. Over an F13 is approved and the F13 Forms of two. Over an F13 is approved and the f13 Forms of two. Second Second Second Second Second Second Second Second Second Second Second F173 of F18TH F18TH EDUCATION & TH F173 of F18TH F18TH EDUCATION & TH F173 of F18TH F18TH EDUCATION & TH F173 of F18TH F18TH EDUCATION & TH	Inte "Youvy Tark Besalts" to a solid to the avoiding to Officing O	After to vive the grid of results and reals any changes was by the centrication. Accelering the colorado any changes was a constructed by colorado any colorado any color and colorado any colorado any colorado any increased on any colorado any tochology increased any colorado any	Iner beaut an Result Apprend Out Have Hill, of Reported Million Apprend States	Anal A commendations, CD to See Commission Score (Commission Score) Sector, Ton Mintan, Juli	n "agerova Al sold filed for In colariteschool of the M Personal 10 Parts Parts Parts Parts	er for approve the PCI occhies undertaken For 1+8 of 6 20 20 ap Second States Second States Second States
Col Subarran and Fils Formation Beam is a last of provide on the Fils Formation them. One are Fill is approved a velocities them include BEILS, TI, one BEINAP OF Fill. Include BEILS, TI, one BEILS, TI, one BEILS FETTAL FURTHER EDUCATION & TIS FETTAL FURTHER EDUCATION & TIS FETTAL FURTHER EDUCATION & TIS FETTAL FURTHER EDUCATION & TIS FETTAL FURTHER EDUCATION & TIS	and "Very Carl Besats" to in set to the avec day to or set to the avec day to one one one one one one one	Atten to view the grid of results and reaks any changes way, by far centrication. A state notic precision any constraints with the centrication of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of t	Iner beaut an Kasal Appres & Out sawe will, be Reported (Control of the Control of the Control (Control of the Control of the Control (Control of the Control of the Contro	Annal Antoneousladiosot, CD 10 Table CORTENING BOOM 1 To Table CORTENING BOOM 1 Bachet, Tign Michane, Jack Michane, Jack	S. "Agenove AS and filed for in contribution of the M Personal International Page Page Page Page Page Page Page Page	eer for approve the FG occhies undertaken Fo 1 - 1 of 5 of 5 of 5 and between the between the between the between the
Col Subarranti and E.S.S. Formats Been III is that of provide on the F13 Forms. If there, there are F13 in approved 1 with their is netter because F13 in approved 1 with their is netter because the subarranti is an international Alternation Results International International Performance Performa	Intel "Very Tark Besafe" to an set for the averaging to offer the averaging to offer the average of the average offer the average of the average of the average offer the average of the average of the average of the average offer the average of the average of the average of the average offer the average of the average	Atten to view the grid of results and reaks any charges rate any for centrification. ACEAR HOTE BY CLICENC APPROVE Y	Iner beaut an Result Appression Out Have Hill, of Reported Hills Automation 1994-2007 2018-410 2018-410 2018-410 2018-410	Annal Antonine statebooks, Ch 10 Table Colomin and Books i Sacher, Tigh Minimare, Jack Minimare, Jack Bacher, Tigh	IS "Reprint A sold feed for in coefficient or the re recommendation or the re Pressing Pass Pass Pass Pass Pass Pass Pass Pas	eer for approve the FG occhaits underfinden Po T + 6 of 5 of (20) and Menors a subset Salanities Salanities Salanities Salanities
Col Statement of E-13 Formers Dense is a fax of results on the F12 forms of two conce as F12 is approved it with them include that it is a strategy of F48. Include the strategy of F4	Inth "Yorky: Tart Besats" but in sent to the avail (ing to Constrain One One One One One One One One One On	After to view the grid of results and reaks any charges range any fer centrification. Algorith HOTE BY CLICKING APPROVE Y	Iner Desert at Reset Appres 4 Out HARE HILL BE RECORDED 1006-0407 1006-0407 1009-019 1009-019 1009-019 1009-010	Parat recommendations, CD 10 Sec Commission Bodows Rocket, Ton Michael, Jack Michael, Jack Michael, Jack Backet, Tyn Michael, Jack	5. "Negeriniar Al and Next Son in coloritectual tox of the re Prenewal Reso Pasa Pasa Pasa Pasa Pasa Pasa Pasa Pa	eer for approve the PT3 occluse under teacher for the formation for the formation for the formation the formation the formation the formation the formation the formation the formation

4. Click "Approve all and Next Screen".

Learners Results Approval: Step 3 of 3 - Print	Final Approved Results	
Select a Sole-Mail 712 From	Agerrow Basels	arini Kitaji approved Kalati
F12 Form Summary		
Caurio Carlo (01) Caurio Callo (02) Caurio Start Guair (014)	10.2612	Date Subarter tiller Starting with Consultant Counter Tiller Starting with Consultant Providen: CO
d Salarithed F12 Farme		

Step 3 of 3 – Print Final Approved Results

1. Click "Print Final Approved Results". The F12 form will appear in a separate window.

1 PR0			Previous N	ant [] Options +			-		
is a milate a	74 100	10 ·····	×11	Find Lines - 1 Se	Hect a format	Tungel (Super-			
raining Standards Syst	em						\smile	F12 45 1031	9
				Final Ap	sproved Result	ta.			
Programme/Course St	art Date (as a)	propriat	(e)	83/81/2012	Programme	Course Finish D	ate (as appropriate)	1	
lote All Learners registered	on the course m	unt ber Bake	al an this form re-	perdiens of obelias the	a dropped out or die	i noi meet the stande	nt etc.		
Result in Previous Accredited	Training		2 - 12	10 10 110	Mode	utos anti Assessment	N 177 152		00 W
		INTON AND TECHNOLOGY Mar 3	MOUCTON Meril CNICATONS Line 4						Asset at Tark
No Learner	PPS No.	COMMU ANA	COMP.						Major Cotas Activity
Ro Learner 1 Blucket, Elm	PP5 No. 15964245V	COMME NAME	COMU Sec. 16						N COMP

2. Print this form for your records by clicking on the Printer Icon in the Report Viewer window.



When printing reports it is important that you use the printer icon, shown above in the red circle, to print the report. Do not use the menu option File>Print as, depending on the internet browser you use and your local settings, this may not print the report correctly.

- 3. Close the F12 report screen by clicking on the x on the RCCRS Report Viewer tab
- 4. Click "Exit Approve Results".
- 5. You will be asked "Are you sure you want to Exit Approved Results Reports"
- 6. Click OK, system returns to Step 1 of the "Approve Results Wizard"
- 7. Repeat Steps 1 to 3 for all F12s you wish to approve.

6. Holding Results

If a learner appeals a result or if a decision is being deferred you may wish to hold results to prevent them from being submitted for certification.

1. Click on the "Results" tab

2. Click the "Hold Results" tab

red						1. 日本語	13. 横大台	yay + : Sefety + . Tank + 🧃
		Previous . N	ant Dottors +					
as the	10	FAS Result Ce	pture Certification Requ	est System	- 10 ⁻	erigien et	pullication Ke	ANDREA DODD (46273) - (
m (Advicentiation.))	Passifie (Erson)	Constantion.						
PERSONAL PROPERTY AND	and second	stings were -	Con a salara					
rid Learners Results								
Search far Results								
111	Darra 10 1009			Argener PPS a	1	BARREN .	shiercod Low	1.11
Below is a list of Approve and Click 'Hold' button.	e Resultajt.e. resulta Resulta that ere on mald	But have been approved hold can be changed to	I by the Results Approval Pavel record the outcome of an app	but have yet to be sent for certified and then Un-bald Once a result	ication). To hold a Result 0 ris Un-hald II will automatic	at is under a ally proceed $< v_{\rm c}$	prest select 0 to be sent for evices 10	erecord in the lot below certification.
- [Lifered	- eran	Leanne	Coase Nurt Date	Ananound Lote	Course Fulle	tend	Grade	Banary Tratus
, mii	199642459	Backet, Dyn	00/01/2013	066	855		Pasa	Approved
1009	139642.45V	Bachet, Byn	00/01/2012	564	855		Pass	Apprend
() the	342894208	Mitchien, Jack	00/03/3010	DNé	855		Page 1	
1039		Mitchum, Jack	00/01/2012	(67	875		Marrie 1	Approved
1029	345894536						6948	Approved
) 1039) 1039) 1039	342894238	Mitchien, Jack	01/01/2013	564	855		Criedit	Approved Approved Approved
) 1019 0 1019) 1029	342894278	Mitchan, Jack	m/01/2912	364	835		Credit	Approved Approved Approved

- 3. Input the search criteria to retrieve the F12 form containing the result(s) you wish to hold
- 4. Select the result you wish to place on hold by clicking the radio button
- 5. Click "Hold" you will be asked if you are sure you want to save the record



nd	and the second se					
the second se	Portana D	ant / Options +				
AS BERRIC	FAS Result Ca	pture Certification Requ	est System	Advoro	dradium Application Ba	ANCHEA DOOD (45272) - 6
a destruction founds find	of a literature		SAMIDAL CONTRACTOR OF STATES			_
er Aquity Subred Aquits Return F	II: Approve Results	iold Rendts				
No. SHOW						
dd Learners Results-						
Search for Rendle						
F12 From 81 - 1075			failed and	100	Addanced Ser	i chi
			W82004055	Correct Correct		
ut of Results						
u of Results Below Is a Did of Approve Results(i.e. 1911 and The I work survey. Results (i.e. 1911	In that have been approved	d by the Results Approval Para	but have yet to be wett for certif	cattory). To hold a Hessell the	t h under appeal offect t	De record in the list before
of of Results Below is a lot of Approve Results i.e. the and Och. Head batters. Results that are and	ts that form Gener approve or held can be charged to	d by the Results Approval Paras record the outcome of an app	l but have yet to be sent for certifi est ave then United Once a result	cation). To hold a Neouti the Is Sin-heid II will autowatical	t h under appeal users t ly proceed to be sent fo	Der record is the list before r certification
d of Results Below Is a for at Approve Results/Le. res and Club. Held Soctors. Results that are inter	In that have been approved whild can be charged to	d by the Results Approval Parae encard the outcome of an app	l but have yet to be sent for certif call and then Un-held Ovice a resul	cation). To hold a flexati tha Is Sin heyd it will autowatts a	t h under appent ofer 1 franzened to be sent fo Streams 10	the record in the list between c certification. $1 - 5$ of $\beta = 1 \ge \beta_{hard}$
A of Bosister Below Is a list of Approva Results (Les rais and Cleb Wolf Datans Results that are not Cleange Longel A station of the second second second second second se	In that from Gener approve or hold can be charged to the Learner	d by the Results approval Para record the outcome of an app Central Davy Dava	Lost have yet to be sent for certification of the sent for certification of the University of the sent sent sent	cation). To hold a Result that is the height wold automatic of Century Codes	t h under appent offect t fo proceed to be sent fo Structure 10 and 10 and 10	the range of the list before a contribution 1 - 5 of 5 - 1 > Hand Handle Manuar
It of Results Relay is a list of Approve Results[Le. tem and Cick Wold Datase. Results that are inter Change. Leman Arrithments 1001 Arrithments 1003 Wold CV	ta that here been approve or hold can be charged to Michael Que Rucket, Ope	d by the Results approval Perer record the outcome of an app Cristica Marci Data 01/01/2012	but have yet to be sent for certification of the sent for certification of the University of the sent for the	ication), To hold a Hewitt the Is Sin held I will automatical Contraction Contra 855	t h under appent offect t fv proceed to be sent fo Structure 10 Resolution (Second Page	the race of to the list before < or Officiation <
U of Results Relay is a lost of Approve Results (Le. 1996 and Cick Hold Datase. Results that are inter Change Lemmat Change Lemmat 1003 119642.659 1003 119642.659	th that been been approve or hold can be charged to which are the charged to fluckers, Ope fluckers, Ope fluckers, Ope	d by the Results approval Perer record the outcome of an app Contract blant Data 01/01/2012 02/01/2012	Lout have yet to be sent far certif eid eid then Un hetd Ovice a result (************************************	ication), To hold a Result tha Is Sin held It will autoinatic a Contain Collar 855 855	t is under appeal unfect t ly proceed in the set for Streams 10 formal Common Page Page Page	the races of to the list between (a) The list between 1 - S of 5 + 1 > Head Head to Some Approved Approved
U of Results Relaw is a foil of Approve Results is result and Cick Hold Datase. Results that are interest interest interest interest interest interest interest interest interest interest interest interest interest interest interest i	th that been been approve or hold can be charged to Michael Donn Bucket, Dyn Bucket, Dyn Mitchael, Ban Witchae, Jack	d by the Results approved Perer record the outcome of an app Control blanc blanc Or/01/2012 03/01/2012 03/01/2013	Lout have yet to be sent far certif est est then Use hetd. Over a result we result Odd 564 066	Ination), To hold a Result that Is Sin held It will autoinatic a Constant Code 555 555 555	t is under appeal unfect to ty process to be sent for Streame 10 Record Common Page Page Page Page Page	the record to the list betave < certification
U of Results Relaw is a lost of Approve Results is true and Cick Held Datase. Results that are intered to the second of the sec	ta that here been approve or held can be charged to Michael, Don Backet, Don Backet, Dan Witchare, Jack Witchare, Jack	a by the Results approval Perer record the outcome of an app Control blanc Unite 01/01/2012 02/01/2012 03/01/2012 03/01/2012	Duit have yet to be sent far certif eil eil film Un hető Ovice a resul Ministration (Ode 564 564 565	Instant, To hold a Result that Is Sin held It will autoinatic a Constant Code 555 555 555 555 555	t is under appeal unfect t is proceed in the sent for Streamer 10 Record	the record to the list betave < certification
at of Results Below to bot of Agenese Results that are and Cach Heid Software Results that are internet Change internet	In that have been approve or hold can be charged to Muchan, Dan Backert, Dan Backert, Dan Muchan, Jack Muchan, Jack	d by the Results represed from record the outcome of an app Control bare bare 01/01/2012 03/01/2012 03/01/2012 03/01/2012 03/01/2012	Last have yet to be switcher cards eal and then Unchetal Crick a result (Market Crick and Crick (Market Crick and Crick and Crick (Market Crick and Crick and Crick (Market Crick and Crick and Crick and Crick (Market Crick and Crick and Crick and Crick (Market Crick and Crick and Crick and Crick and Crick (Market Crick and Crick and Crick and Crick (Market Crick and Crick and Crick and Crick and Crick (Market Crick and Cric	ication), To hold a Recuit the Is the held it will activitation Constant Code 855 855 855 855 855 855	t h under skjond uder t by proceed to be sent for Creating 10 Res Pass Pass Pass Pass Creat Creat	the record to the list before c certification 1 - 5 of 5 - 5 - Hand Hereits Series Approved Approved Approved Approved Approved Approved

- 6. Click "OK"; the result has been placed on hold
- 7. When a decision has been made regarding this result repeat 1 to 4 above and select either:

The Unhold button if there are no changes to be made, this will change the Result Status back to "Approved" **or**

The "Change" button if you wish to change the result. The Change Results screen will open

mers Results Approval: Change Re	suits			
Learner Summary				
(4	ne Culler 1855	()	artie Titler Starting with Compa	ders
the state	river FPS: 36289408	Low	ter Haren Jack Mitchare	
Result		T threader	Pars	1
	12/03	⁺ Orange Take	-suites-	4
* Charge Brauna	Appent			
* Charge President	Append - SELECT-			

- Enter the new grade
- Select the Change Process
- Insert the Change Reason and Change Type
- Click Save. You will be asked if you are sure you want to save the record.
- Click "OK", you will be returned to the "Hold Results" screen. The changed grade has been saved.

245 - 720		FAS Result Ca	pture Certification Requ	Jest System			Application Ra	ANCREA DODD (46272) - (
and Categoriation	Results Binking	Contration				_	_	
er Residu Sideret A	sticht Retorn \$13	Approve Assults 1	ALL PROVIDE					
old Learners Results								
Search for Bendfa -								
,	12 Form 10 1 1839			Learner 195 c	1	Teach	Admined Sea	th
t of Results								
it of Results								
at of Results. Below to a list of Appr	ce faculty), s. readts	that have been approved	d by the Rasults Approval Para	i but now yet to be sent for cardle	icationi. To hold a llaurit t	hat ti under a	openal select to	he record in the list kelov
it of Results Below is a list of Appr and Click 'Hold' both	on Republic, results a Republic that are on	that have been approved hold can be changed to	d by the Results Approval Pana record the outcover of an app	i but how yet to be sent for caviti eal and then Un held.Ovce a result	ication). To hold a llevalt t I is United it will automati	hat is under a cally proceed	pped select t	te record is the list kelo- certification
it of Results Velow Is a fist of Appr and Citch 'Hold' builts midd Change	ow famility), a. renalts a. Arautts that are on sensed	Bat have been approve hold can be charged to	d by the Results Approval Pana record the outcome of an app	i but how yet to be sent for certificant from the certificant from the held Core a result	ication). To hold a Hawit t I is Un-held it will automati	hat ti under a cally proceed ISI pr	opeal relect t to be sent for nertrial 10	te record in the list below contribution 1 - 5 of 5 - 2 per
it of Results Velow is a fist of Appr and Click 'Hold' both Initial Change (1) Fish free UI	en familie), a rendte a familie that are on unnet	Bat have been approved hold can be charged to	t by the Results Approval Pass record the outcome of an app Course Next Next	i but how yet to be sent for cavifi and and then Un-held.Once a result Anonement (data	ication). To Sold a Heavit t I is Un-held II will automati General Galeri	hat it under a cally proceed (< p) breat	apeal select t to be sent for nertical 10	te record in the list below certification t - 5 of 5 = 2 New Newth Vietna
et of Rosalita Relaw Ia a list of Apper and Clack 'Hold' both Itali Change Fillfors(10 1009	ee facultul a. rendtu a. Acodu that are on umul 	Hat have been approved hold can be charged to Control Bucket, Dyn	I by the Results Approval Pane record the outcome of an app Commit Nam United 0/01/2012	I but how yet to be sent for cavifi and then Un-held.Ovce a result An element of the Dis	ication). To Sold a Besuit t I S Uni-held II will automati General Cole 555	hat it under a cally proceed i< p	apeal select t to be cent for revision 10 Frank Pase	he record in the list before certification. 1 - 5 of 5 - 2 me Newth Nation Apprend
It of Results Balancia a bit of Appr and Click Hold' balan Bild Change (Change (Change) (Change (Change) (Chang	ere Recultiplice, result Recultiplice, result interview interview 1996-02459 1996-02459	Bat have been approve held can be changed to chanter Rocket, Don Rocket, Don Rocket, Don	d by the Results Approval Pan record the outcover of an ap Course Nam Jone 00(01:2012 10/01/2012	I but have yet to be sent for cardination of them to held. Drive a result with the sent to held.	Incentions), To Stold a Hewalt of It is Uni-held II will actional Contract Code 555 825	hat is under a cally proceed i< p browt	appent select to to be sent for reveals 10 Face Pace Pace	he record in the list before certification. 1 - 5 of 5 - 2 me Newth Nation Approved
It of Recults Below to a list of Appr and Click 'Held' below Change	ere Recultiplice, results Recultiplice, results and the third are on provide white are type-2257 type-2257 type-2257 type-2257 type-2257 type-2257 type-2257 type-2257	Bat have been approve held can be charged to we concern factors. Den factors. Den factors. Jack	I by the Pasado Approval Pan record the outcover of an ap Course New Jone 00101/2012 00101/2012 00101/2012	I but have yet to be sent for cardle ead and then Un-field Druce a result American Action 566 564 564 564	Ination), To Sold a Hawitt f I is Un-held II will actual Control Code 855 855 855 855	hat is under a cally proceed (< p) breads	openal select t to be sent for renteds 10 Pass Pass Pass	te racord in the list below certification 1 - 5 of 5 - 12 me Approved Approved Approved
It of Results Telaw is a list of Appr and Oach Valled Darks mild Company Company Company 1009 1009 1009 1009	ee Beadtylia, vendta - Beattyliae vendta - Weiter that are on unnut - Weiter - Weite	Bat have been approve held on the charged to we become Backet, Bas Rucket, Bas Mitchen, Jack Mitchen, Jack	I by the Pasado Approval Pana record the outcome of an app Constant New York 00/01/2012 00/01/2012 00/01/2012 00/01/2012 00/01/2012	I but have yet to be sent for cardle ead and then Un-field. Ovce a result of American Code 56 54 56 56 56	Ination), To Sold a Hawitt 9 1 is On-held II will actional Concept Code 555 855 855 855 855 855	hat II under a cally proceed < p ferenti	apout releast to to be sent for rentado 10 Foreito Paso Paso Paso Crudit	te racord in the list below certification. 1 - 5 of 0 - 2 here Approved Approved Approved Approved Approved
It of Possifia Below is a list of Appr and Oct Mark Daving and Oct Ma	ee Beadtylia, readty - Reacts that are on unned 1996/2659 1996/2659 2629/428 2629/428 2629/428	Bat have been approve held on the charged to define the charged to Rocket, Bas Rocket, Bas Rocket, Bas Mitchen, Jack Mitchen, Jack	If by the Pasado Approval Pane record the outcome of an ap Connect User Unite 00/01/2012 00/01/2012 00/01/2012 00/01/2012 00/01/2012	I but have yet to be sent for cardle ead and then the field. Over a result of a characteristic fields 566 564 564 564	Ination), To Sold a Hawitt 9 1 is Diricheld II will automati Energy Color 655 855 855 855 855 855	flat II under a cally proceed < p	apout releast to to be sent for reveals 10 Pass Pass Pass Credit Credit	te racord is the list below certification 1 - 5 at 5 (2) into Approved Approved Approved Approved Approved
It of Results Welse is a list of Appr and Ock 1 with being with Company (Company) (ere Recultul La, resultu La Carto that are on unnut 1994-2459 1994-2459 1994-2459 1994-2459 2428-428 2428-428 2428-428	Bat have been approve hold can be charged to we charged the factors, Den Rocket, Up Nathan, Jack Mitchen, Jack Mitchen, Jack	If by the Results Approval Para moord the outcome of an app offering Start Hand Direct 2012 Direct 201	I but have yet to be sent for cardi ead and then Un held. Docume a result of a characteristic cards Dis Sid Dis Sid Dis Sid Sid	Ination), To hold a Hewitt fi I is the held it will automate Ess Ess Ess Ess Ess Ess Ess Ess Ess Es	hat is under a cally proceed (< p) (seed)	ppend relact 1 to be sent for renteds 10 France Pass Pass Pass Credit Credit	He record in the list below certification 1 - 5 of 5 = 2 here Receive System Approved Approved Approved
It of Results Welsee is a list of Appen and Ock Hold Dotte Change	nee Bandituli.a. renultu Fanctio that are on umult 199642459 199642459 34284428 34284428 34284428 34284428	Bat have been approve hold can be changed to we connect flocket. Den Rocket. Den Rocket. Den Mitchen, Jack Mitchen, Jack Mitchen, Jack	If by the Results Approval Para record the outcome of an app Criteria Start United 00/01/2012 00/01/2012 00/01/2012 00/01/2012 00/01/2012	I but have yet to be sent for cardi ead and then United Divice a result of American Code Oss 364 066 067 564	Ination), To hold a Hewitt I is Gircheld it will automate Fiss Fiss Fiss Fiss Fiss Fiss Fiss Fis	hat h under a city proceed (< p	ppeel wheel to to be used for rentrate 10 Frank Page Page Page Cradit Cradit	te racord in the list below r certification 1 - 5 of 5 - > no Rendts Metrico Apprendi Apprendi Apprendi Apprendi Apprendi Pacina formation

- Select the radio button beside the held results and click "Unhold" to release result. The status of the result changes to Approved.

7. Entering Certificate Numbers

All **non-QQI/FETAC results** become available on the "Enter Certification" screen as soon as they are approved so you can manually enter certificate numbers.

For **QQI/FETAC results**, the status changes to "Certificate Requested" when the file is uploaded to the FBS by the ETB Training Centre IT Dept.

- **QQI/FETAC** certificate numbers will be populated automatically by the QQI/FETAC return file. All other certificate numbers must be entered manually.
- 1. Click on the "Certification" tab
- 2. You can search for all approved results or enter your F12 form ID and click "Search" to just see a list of all results on a specific F12.

Can numb	natration	nill Prestrail Carl	de atore							
er Gert Hu	atabate.									
Rear to 1	Neu/to Records									
	F12 Form	RD (1009			Elans Bot Pro		1.0	auni) 🗧	Amend Search	
dia Vist		_	_		_			_	_	
and the second second	of information of the	its. Select the Record	d below that man	they your paper Certificate, or	mai the "Cart Hambo-	and allok update.				
stow-is a li	of or other order is a									
eler-is a b	of of approved rea							Sim	eritary 10	1-5915 -129
rten h à b	Gare Ref He	- Course Look	Start Date	Course Title	Lourner PPEN	- Low on Horn	Annual Looke	S Pro	tert Hatter	1-5 015 - 1> n
rior is a l	Class Cort No.	A Grane Look	Seer Select	Course Fille Starting with Computers	Lourner PHIN 1996/JACV	A Losses Com	Ameri Linte GAN	S (Pro	tert Barber	1 - 5 QF 5 💌 🖂 p
form til	Class Ref Ho 100128 100128	Concern Coole	01/84/2010 01/84/2010 01/84/2010	Course Title Starting with Congraters Starting with Congraters	Laurence PHLH 1996/LACV 1996/LACV	Ducket, Dan Ducket, Dan Fucket, Dan	Americ Contro One State	Si Po Crade	Cert Hunder	1 - 5 of 5 w l > p
free to a t	Class Ref No. 100128 100128 100128	Course Look 195 195	01/84/1046 01/84/1040 01/84/1040 01/84/1040	Council Title Starting with Couputers Starting with Couputers Starting with Couputers	Lawrest PHIN 15%4240V 15%4240V 1608-000	Duchet, Dan Duchet, Dan Duchet, Dan Mitchure, Jack	Anard Lanks Mile Mile Mile	Conte	ettinen 10 Gent Hanniber	1 - 5 of 5 (will >) (
foren 101	Clear Buf He tootal tootal tootal tootal tootal tootal	Course Look 105 105 105 105 105 105	Next Sole 01/81/2012 01/81/2012 01/81/2012 01/81/2012 01/81/2012	Counted TIMe : Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Courses (2010) 1916-62-629 1936-62-929 1929-92-91 1929-92-91 1929-92-91 1929-92-91 1929-92-91	Eventer, Form Eventer, Even Michaen, Jack Michaen, Jack Michaen, Jack	Amurel Looke One Sea Sea Sea Sea Sea Sea Sea	Contraction P P C C	entran 10	1-50f5 💌 Eig
rive is a li	Eleccific file tootal tootal tootal tootal tootal tootal tootal	Correction Code 105 105 105 105 105 105 105 105	Search Biblion 01/06/2010 01/06/2010 01/06/2010 01/06/2010 01/06/2010	Cristine Title Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Laurent PELIK HINGGGY HINGGGY HORMON HORMON HORMON HORMON	Cucher, Con Fucher, Eyn Michau, Jack Michan, Jack Michan, Jack	Amurel Looks Sea Sea Sea Sea Sea Sea Sea Sea	S/Por P P C C C	den't Handber	1 - 5 of 5 w 12 p
form (i) free (ii)	Cleve Not No 100139 100139 100138 100138 100138 100138 Details Fur The Se Selected	Correct Code Fitte Fitt	Seart Edde 01/84/2002 04/84/2002 04/84/2002 04/84/2002 04/84/2002	Chanes Hills Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Lasma PERI Missaki Instaki Nanan Manan Manan Manan	Connect Anne Austral, Kow Factori, Kow Michan, Jack Michan, Jack Michan, Jack	Annual Look Ma Ma Ma Ma Ma	S / Por P P C C C	entran 10	1 - 5 of 5 w 12 p
form (II)	Class Ref He 10010 10010 10010 10010 10010 10010 10010 10010 10010 10010	A Course Look 105 105 105 105 105 105 105 105 105 105	Vart Bele 0740-200 0740-200 0740-200 0740-200 0740-200 0740-200	Crome Title Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Lowner PRAK Processor Troccory NORACH Sectory Sectors	Contrast Anner Rocket, Dan Rocket, Dan Mitchan, Jack Mitchan, Jack Mitchan, Jack	Annual Looke One See Odd Odd See	S/Po Creek P C C C	ennen 10	1-50f5 v (2)
form (D)	Clean Ref No. 100101 100108 100108 100108 100108 Details For The Se Selected * Selected	Michaelen Code Michaelen Michaelen Michaelen Mariter (Vert Dele 01/81/200 01/81/200 01/81/200 01/81/200 01/81/200 01/81/200	Course Title Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Loomat PEAN Histocoly Histocoly Histocoly Histocol Histoc	Concert Flow Evolution, Evon Faculari, Evon Mitchaw, Jack Mitchaw, Jack Mitchaw, Jack Mitchaw, Jack	Annual Looke One Sina One One Sina One Sina	S Por P P C C	ennen 10	1-5015 (vi >) Otio Anarola

3. To enter a cert number for one of your results click on the hyperlink for that record

Hs Ltel										
low is a list of	l approved resul	ts, Select We Record	I before that such	ches your paper Cartificate, av	ler Vie 'Cert Hueber	and click update.	-	ide i	WARZ -	1
Lines (b)		A Louise Look	State Date	(Income and Income a	Louise 2238		Alex () de	5 80	vive as 10	11-5015-013
Aviiller 1	100128	R55	01/01/2012	Starting with Component	15464245V	Backet, Don	04a	P	RAM BRIDE	and the state of the state
	100138	855	01/01/10/1	Starting with Computers	199642404	Bucket, Dun	564	11		
	100138	855	01/01/2012	Starting with Compaters	H2FACH	Mitchise, Jack	014	P.		
1	100118	100	01/01/2012	Starting with Conputers	142834288	MERCHAN, Jack	067	1		
	TANGE .	1997 B 1997	Annoted .	second and contrages	Sectore in the sector	Section, sect		4		
ANT DOT DES	alls for the Sela	ested Record				G. 11 S				
	Contract in the	States and States of Street, S				Selected Invent	COmmercial			7.000
	Call	men (Date	Real ded 180 and yype				
										lipiaia

4. The learner^s name and the assessment/award you have selected will appear in the panel "Enter Cert Details for the Selected Record[®] at the bottom of the screen.

	- 12.3		FÁS Result Copi	ture Certification Request	System		Adminia	tration	(* Application Repo	ns - Application Repo ARCREA DOOD (46272) - 1
(4) (189)	recomption: Reco	te: Report Carl	frution		11			_		
ar Cart NJ	(ribere									
nter Cert I	Hursbern									
Seector	Ansuts Resource -									
	Füter	+ kD - 1009			Claim Raf front		1.00	. 4.4	ADVICTOR DOLLAR	
		10222						11111		
coults List	lu -									
BRUWILLA	list of approved result	. Select the Record belo	w shart wartches your	paper Certificate, evier the "Ce	Hundertand dick u	prixte.				
									S Prevent 10	1.5d5 -1> m
III Caral ID	Cherry But Ha	A Daniel Colle	Sect Date	Linear Dia	Louise Street		Annalist	Grade	Tert Muster	(romer services)
(Cranillo	Chere Ref Ho 100x28	Tourse Coase	15-10-00	Course Title Starting with Computers	Leadiner (1958) 1598-42457	A Litering Harm	Americ Cade	6-10 P	e centiluidari	Dallar & waardand
(XP ara ilo (N	Cherry Rat Ha 1005/28 1005/28	Course Coule	85410040 85/86(2012 85/86(2012	Course Trip Starting with Computers Starting with Computers	Leather (1958) 1596-0457 1596-0457	Bucket, Byn Bucket, Byn	Assert Cade 300 304	010 P.	e Cettikushei	path a warden
(X (*****) (2) 5.77 5.77	Clein Fait Ha 100%28 100%28 100%28 100%28	Excited Code 255 195 195	1527 (Mic) 1070 (2012 1070 (2012 1070 (2012	Course Title Starting with Conputers Starting with Conputers Starting with Conputers	Continer (1994) 1996-40457 1996-40457 1996-40457 360854018	Bucket, Byn Bucket, Byn Becket, Byn Mitchue, Jeck	A ward Cade 105 354 105	Drie P. P.	e Cettiluebei	Dallai A ivat davit
13 F or a t 10 199 199 199 199	Chere Rolf Ho 100128 100128 100128 100128 100128	* Dayres Cross 205 205 205 205 205	5571 (000) 05/01 (2012 05/01 (2012 05/01 (2012 05/01 (2012	Cross of This Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Continue (1934) 1998-42459 1998-42459 1998-42459 285399-4218 285399-4218	Control Human Ducket, Dyn Becket, Dyn Mithue, Jack Mithue, Jack	Americ Code 205 354 205 267	010 P P P	e Cetti Kundoni	Dalla & warding
12 (************************************	Concentration 100%28 100%28 100%28 100%28 100%28 100%28	255 275 275 275 275 275 275 275	8 2017 (0000) 00-00 (2012) 00-00 (2012) 00-00 (2012) 00-00 (2012) 00-00 (2012) 00-00 (2012) 00-00 (2012)	Course Trie Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Contract (1584) (5864)457 (5864)457 (5864)457 (80394)218 (80394)218 (80394)218	Control Home Backet, Byn Backet, Dyn Mitchan, Jack Mitchan, Jack Mitchan, Jack	Anard Cade 886 554 886 887 884		e Cettikundari	Dalai A watdad
12 Familie 279 279 279 279 279 279 279 279 279 279	Contraction 100528 100528 100528 100528 100528 100528 100528	Cusher Code	1000 (0000) 03/00 (2012) 03/01 (2012) 03/01 (2012) 03/01 (2012) 03/01 (2012) 03/01 (2012)	Course The Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Continue (1958) (598-42407 (598-42407 36389-4218 36389-4218 36389-4218	Bucket, Egn Bucket, Egn Bucket, Egn Mitchan, Jack Mitchan, Jack Mitchan, Jack	Aver: 2 Code 200 564 207 564 207 564		e Cettinuster	Palai A wardad
LT Familie Stri Stri Strine Car	Color partitie 100-128 100-128 100-128 100-128 100-128 100-128 100-128	Custom Code	15-41 (0000) 00-91 (2012) 00-91 (2012) 00-91 (2012) 00-91 (2012) 00-91 (2012) 00-91 (2012)	Conner The Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Leastner (7524) 1586-41407 1586-41407 1586-41407 1586-4145 16109-418 16109-418	Dackert, Elyn Backert, Elyn Backert, Elyn Mittohan, Jack Mittohan, Jack Mittohan, Jack	Americada 865 854 865 854 854 854		e Gett Randont	(Palai A mardine)
Eriter Cel	Concentration 100/28 100/28 100/28 100/28 100/28 100/28 11.24446.For The Select Select 10.24446.For The Select Select 10.24446.For The Select 10.24446.For The Select 10.2446.For The	Contrast Contra 255 255 255 255 255 255 255 25	2544 (0000) 83/05 (2012) 83/05 (2012) 83/05 (2012) 83/05 (2012) 83/05 (2012)	Control Trie Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Line (nor 7754) 1586-1459 1586-1459 1586-1459 1888-1459 1888-1458 1882-1458	Control Name Darket, Dyn Bochet, Dyn Bechet, Syn Methoda, Jack Methoda, Jack Methoda, Jack Steet Fel Award 1	Ameridada 200 554 200 207 554 200 554		e Gert-Randon'	(balls & searches)
Entre Cat	Concentration 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12 100/12	A Courtes Code 555 555 555 555 555 555 555 5	15275 Toble 03781 (2892 03781 (2892 03781 (2892 03781 (2892 03781 (2892 03781 (2892	Course Tree Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Lestrer (P24) 1598-42-60/ 1598-42-60/ 1598-42-60/ 1598-4218 16129-4218 16129-4218	Contract Open Deches, Dyn Beches, Dyn Beches, Jack written, Jack Song Let Award 1 Date Award 100 men yysgi 1	Amerit Cade 504 504 505 507 504 (Committe arrown 35/09/2012		e Cettikudaei	Dalla & reacting
transformation 1979 1979 1979 1979 1979 1979 1979 197	Clean Fact No. 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28 1001/28	A Course Con- ass ass ass ass ass ass ass ass ass as	30x+10x1x 00x31(2012 00x31(2012 00x31(2012 00x31(2012 00x31(2012	Control Title Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Contract (PSM) 1994-0-07 1994-0-07 1994-019 190594-019 190594-019 190594-019	Son text type Harman Ducked, Birry Boched, Birry Motobias, Jack Internet, Jack Internet, Jack Son text America Date Averaged (12) (Marky you)	Avera Cade 108 544 107 107 107 104 107 104 107 104 107 107 107 107 107 107 107 107	Dige P P E E	Cert Kundon	
III (*********) IIV III III III III	Uses Parties 100122 100122 100122 100122 100122 11.3etaas for The Less Ineret Ineret	A Course Com ass ass ass ass crist feetare Course (Lanse, Co ass crist feetare Course (Lanse, Co	30x10x6x 00x90 (2002 00x90 (2002 00x90 (2002 00x90 (2002 00x90 (2002 00x90 (2002	Colores TRe Starting with Computers Starting with Computers Starting with Computers Starting with Computers Starting with Computers	Lauren 1924 193642407 193642407 19394218 19394218 19394218	Contract Name Darkel, Dyn Borbel, Dyn Borbel, Dyn Borbel, Dyn Britznan, Jock Mitthan, Jock Mitthan, Jock Soettet Awerst Date Awerst (10) www.yyset	Aver of Cade 200 504 504 107 554 (Committee Three) 36/106(2013)	Dia P P E E	Cett Hundow	(Dalla & Heardan)

- 5. Enter the certificate number in the "Cert Number" field
- 6. Complete the "Date Awarded" field
- 7. Click "Update"

20	He st	•	FÁS Result Capi	ture Certification Request	System		Atria	etration	Application Report	ni Application Repo MORA 0000 (46272) - 1
e Anter	natration	NG RINNY COM	taster 1							
e cart sort	100									
Air Cert Re	enters.									
Search for i	Reports Records									
		10.1 10.00			and the second		1 1000	anna 11	And the second second	
	114 141	10.1 10.07			Call ok no i		1.00	anna (
and the second se										
BALLY LOUIL		Provide Annual Street								
RECOVER A REC	Car approved result	searce the record been	that miches you	Most reasonable to re	et number and cack up	own -				
									< Prevent 10	1+5 at 5 412 Am
a Paswith	Class Ref Ha	Course Look	Bart Date	Example 1994	Lawrencement	Looma Bate	Award Caster	Line	Cart Hunter	Date Avention
11	100128	855	88/01/2012	Marting with Congutera	1998-42407	Gucket, Bare	066		150564	CAN OF COM
77.	100128	855	03/01/2011	Starting with Computers	159542407	Bucket, Ept.	584		123455010	16/04/30/1
27	100128	895	83/01/2012	Starting with Computers	26289-018	Petchan, Jeck	066	10		
	100128	835	83/01/2012	Starting with Conguters	363394218	Altohum, Jack	067	0.1		
22.			and they be a set		10.0 C 2.0		10-10-	1.2		
2	100128	835	2105/10/02	Marting with Computers	36289-628	altohan, Jack	564	c		
21. 22 Errine Cert I	100128 Details for The See	#35 chaid lies and	81/01/2012	Marting with Computers	3639-03	Altchars, Jack	584	¢		
22. 22 Errine Cert I	100128 Details for The See	135 ched Revard d Lancher <	01/01/2012	Starting with Conguters	sance	Mitchan, Jock	544	¢		
22. 22 Drive Cert I	100128 Details For The See Sector	195 chart fee and charter of	80/01/201E	Starting with Congulars	339439	Mitchan, Jack	564	¢		
(2) (2) Drive Cert I	100128 Details for The Low Generation	P35 check Rev and d Lawring (83/01/2012	Starting with Congulars	339-09	Michael Job	544 (¢		
17. Den Cert I	100128 Details for The Bee Get	195 chailtei ann d'Iamhni (n) Nachar (89/81/2012	Starting with Cangeliers	303503	Mitchan, Jock Selected dean also associated toticses' cycy		c		Ei Italine
27. 29 Ernne Cart I	180128 Details for The See Sector	125 child fair and character of character of	80101/2012	Starting with Cangularis	300-01	Mitchan, Jack Salected Australia		¢		Citation -
II. Drive Cart I	100128 Defails for The leve Galery Ca	125 child Benard charter of charter of	Tratriera	Marting with Conguters	9019-03	Mitchan, Jack	544 1	e		Canal State

- 8. Click "OK" when you are asked if you are sure you want to save the record; the certificate number and date awarded appear in the learner"s record.
- 9. Repeat 3 to 6 for each result for which you wish to add cert numbers.
- 10. Click "Exit Enter Cert Numbers". The system returns to the Home screen.

8. Enquiries

There are two Enquiry options in the RCCRS.

Results & Certs Enquiry allows you to search for learners using any combination of learner details, course details, cert number, award code, result status and F12 Form ID

F12 Enquiry allows you to search for a specific F12 using the F12 ID and/or the Class Ref No. This is useful for checking the status of an F12 or for identifying the F12s associated with a particular class.

8.1 Results & Certs Enquiry

1. Click the "Enquiry" tab

	and the second	I Tomaria a l		
PYIO .	Provide Take	C Crosses -		
			Arrenstation	Application Reports Application Reports
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	PAS Result Captu	re Certification Request System		ANGREADORD (M272) - ICU
Administration Results	known (Destinates			
offs 2 Carls Provide P12 Projekt	5			
enalty and Certs Engadry				
				-
Statistical Application (Control of Control			25 22	
Leaner 755		Lawren Hane L	Barrow	Manager Selection
Course Easter	(Course Mart Date Introducional	1	
Territory	dim mitty or	man firms		
124	Contraction of the second s			
Celt further		Maha («SELECT»		
· 833 Parist 101				

2. Click "Results & Certs Enquiry" to search for a specific learner

S	PAS Result Capta	are Cartification Request System	Aministration	Application Paysona Application Res AMPEA 0000 (HEI77)
(Formatistian) Texate	Trupes Datification		_	
a & Carto Disputy PLE Disput	Y			
Its and Cents Depairy				
Contraction of the Contraction o				
eachtas Resulta Records				
eerstatus Results Neuratus Laasaad PPS	(382094218	Lapine Same ((Same)	State line in (
earch fan Resada Berends General (M) Sharte Gen	(362044218	Lawren Harr (Santh	them last th
erich fai Seada Bearth Leanar 195 Corre Can Fronder	()1231428 ((SELECT- *	Lawine Nam (Cause Mart Bell Million your (Awart Dan ([Barth]	transis in
eerst fan Senade Herande Laanse Ph Caarie Caa Provider Cait Swater	()10294208 (-SELECT-	Lawier Harr (Cause Mart Herr Hill Herry) (See Cost (Make (>SELECT> 9)	(Serrit)	timen intern

3. Using the "Search" or "Advanced Search" options enter the criteria for your enquiry. Click "Search".

	Cohooremotic and marc shirts a						THE SECTION.	CONTRACTOR CONTRACTOR	and the second
wd.		Frends	us: Next 🖉 Options						
XS 📄	10	PÁS Result	t Capture Certificati	on Request System			Atministration	Application Repr	MOREA DOOD (46272) - 1
· Anteleven	tion: Reading Lapory	Contrator.							
Alte B. Carta Brick	APR FEE BOARD								
nifts and Gerts I	Emulity								
Seprish for Resul	Ex Responde								
	Lourses 17% (382094218			Lawrence	Hate 2		See 1	Abouted boards	
	Course Carm (over the of the second	and a		1		
					100				
	Contraction of Contraction	1.5%			Later a	-			
	Celt Hundler [INTER SELECT>				
	FO Fore ID								
units kinn Inservice bit of p	nall and set recently, sick or a	Learner's FFIR byp	eriloli, ta view the full deta	ic of the result.				Previous 10	1 i ti af 5 🗶 🖂 See
nitäktei en Hovris allet efte	wall and series records, sick or a	Gentrer's FFIH byp	eritoris to rive the full deta	and the result.	Americade	00#r	Coll Banna	< Previous 10.	1.saf5.xiSise
na konstant Her is stat af p Diga	ead and sert records, sick or a	Contact & FFIH byp	eriols to view the full deta	In of the result.	America Cody	Cooree Taxa	Carl Norma	< Previous 10 Teacher Aper treet	1.505 X > 40
nistin Kontateri Dist Cist	ead and part records, lick or a	Contacts PERintyp	eriotic to view the full deta (District Common PDS PDS PDS	at of the result.	Americada Maria	Pass Fass Credit	Certification	Approved Approved Approved	1 - 5 af 5 .00 > 5 ag
electra Here it a tot of o Distance Dis	ead and sert records, such or a Description Methods, Jack Methods, Jack Methods, Jack Methods, Jack	CD CD CD CD CD CD CD	erints to new the full deta Internet Common Internet	In of the result.	America Cada Sec. Sec. Sec. 1	Pase Fase Credit Credit	Certification	Approved Approved Approved Approved Approved	1 - E of 5 - 201 20 - 540

4. When your search results are returned you can click on a learner's PPS No. to see the learner and course summary together with Result and Cert Number.

PHU Results Casture Certification Result of Section			1 To + 10 - 13 mil + dage + galate + tool + @+
Pest	Neries fant 📝 Opfans r		
RAS REAL	FAS Result Capture Certification Request System		Americanitation - Application Reports - Application Reports MORA 0000 (4071) - 1011
antall indeentatration : Resolution : Engants (200	adapter ::		
Secults & Carls Engury / FE2 Engury			
Result Record Details			
Ul Learner and Course Numbery			
PP1 Numbers	041044018	Cramer Haner	Mitchan, Jack
Education Connect model of Connect	855	Charter Hart Editor	TENT PRODUCTION
Annual and Control along Solarian			
And a second second second	Could -	desired of	
Report P	NE	INC. NO	1
		•	Mai Charge Maters Present
Capacitates 2011 Fill8			

5. Click "View Change History" to view records of changes made to the learner"s results. You will be presented with a summary of the changes made to this result.

AdvertiAtion	Reader trours the	etaster /					
ita il Carto krojato	Fill Bridairy						
it Record Details							
Learnier and Cove	te Summery						
	215 Number:	3428442/8			Loorner Ramer W	tchars, Jack	
	Party Com	455			Gourge Wart Date: 40	XT PRODUCTION	
	(LONG LINE CO.)	Change Provide	Out Science	New Classe	- Internet	1000cm	
Distant							
Citergent 9/3013	ANEREA DOCO	April	Pata	Create	(e);		C. Des Debris

6. Click the "View Details" hyperlink to see details of the result change.

	PAS Besult Capture Certification Request System	Almanatorius - Australius Republic Application (Republic MARIE (2006) (46.012)
Amministration Accord Disperse (Co	Analysis and a second	The second s
Jis & Calls Browny FEE Browny		
arge History Details View		
D Learner and Course Summery		
PT: Narday:	161054210	Lourdel Harley, 2012/hers, 2409
Eastle Cale	495	Course Wart Balan (00/09/2012)
Award Came	167	www.o.mie
Nervel was Contributation Delian		
Gaia Durgat	24(09/2013	Durger By ANDREADODD
Charles Process.	NOTE:	Change Tubri Revised Upwards
Child Granes	Pass	terr Danier Create
Ou Assult:	*).	him baselit:
Charge Consident	Grade charged to credit Takoving appeal by teacher.	
		Provide Trans

7. Click "Previous Screen" to return to the Result Record summary. Continue clicking "Previous Screen" to move back through the screens above to the Enquiry Screen. Alternatively, you can click on the "Home" tab at the top of the screen to return to the Home screen.

8.2 F12 Enquiry

1. Click the "Enquiry" tab

FAS	PAS Result Capture Certification Requi	est System	Antisanata	Auglication Hayarta ANER	Application Reports EADODE (46272) - JEDY
Results & Cette Knowly, Fill Results	Contration				
111 Januar					
Search for FTE Tradity					
erm (Cash Mr Ni I	SARION .		
@ Capanyle 2011 Feb.					

2. Click "F12 Enquiry"

A Description	an Bauta Ireary	PAS Result	Capture Certification R	equest System		MORA 0000 (MJ72)
Jia & Cette Etca-	The Report					
Landa						
1000	and a second					
Search for \$12.00	waity					
	ET IN .			NUMBER OF STREET	180000	
	A restored			Contraction of the last	[Sector]	
Enquiry List						
Engine List						
2 Encyclery Lint Server is a tot of re	nait for P12 Dispury					
T Encaring Lint Releve to a list of re	nait for F12 Departy				×.	Principal 10 11 - 20 of 21 wi>se
I Envering Line Interview in a line of the	nat for FT2 Engary	D. Western	To be set of the	L MARK SAMAN	- C	71011120 of 21 11 - 20 of 21
Engening Lint inter to a tot of the	nall for PT3 Engery	Paule	Chiera (54P	Turker (solveystern)	Codet Augusteet (Principal 10 11 - 20 of 21 Wi > 20
Engine Link Her is a tot of the	nat for F12 Drawny Class Ref. Htt	Constant Constant	Charles (Inde	Date balandtest afritar2012 state000 afritar2012 state000	Control Auguments (27/07/2011/15/26-48	Pressant 10 11 - 20 of 21 w1> -
Enservey Link New IN & Ent of He Freeklikh ()	nali far F13 Drawry Chan nav tel 100-120 100-120	0 00	Concer (1647) 255 255	0400 844-4000 477-02-2012 14440-02 477-02-2012 14146-02	Control Accessed (77:07:201) 10:75-40	Principal 10 111 - 20 of 21 100 - 5
Encoding Link New In a Stat of Fe	nait for F12 Engery Class Ref Hit 100128 100128 100128	0 0 0 0	Charter (1447) 755 755 755 755	Date Schweitert Wirkingeng namoog Wirkingeng Namonik Wirkingeng Schweite	(2)-01-20-2 (5.5%)	Pressue 10 11 - 20 of 21 10 - 20 Age trees Age trees before before before before
Encartry Link	448 107 713 Douery 4 107 28 107 28 107 28 107 28 107 28 107 28 107 28	Providen CO CO CO CO CO CO	Chierar (1607) 155 155 155 155 155 150 150	Date bareater) 07/07/2012 4 4 40 60 07/07/2012 4 10 40 10 22/06/2013 4 10 40 60 22/06/2013 4 10 40 60	0440 Auguments g7703/2012 /5/26-48	Principal 10 11 - 20 of 21 wilks Agained Balanting Description Referred Balanting
Encoding Line New in a line of the	elit for F13 Engery Class Rev Ha 100-18 100-18 100-18 100-18 100-18 100-18 100-18	60 60 60 60 60 60 60 60 60 60 60	Countral (Indee) 193 193 193 193 193 193 193	10485-0444000 0770022012-14440.00 0770022012-14446-00 02002012-144646-00 22466-2012-14166-00 22466-2012-1446-20 22466-2012-1446-20	Control Auguments 19703/2012 15128-48	Pressand 10 11 - 20 of 21 Miles
Encoding Line New In a line of the Encoding Co	edit ter F13 Engery Close Mit Mit 100:18 100:18 100:18 100:18 100:18 100:18 100:18	Provide: CO CO CO CO CO CO CO CO CO CO CO CO CO	Courtes (indee) 755 755 755 755 755 755 755 755 755 75	Date Solver(101) 07/07/2012 +14/0.02 07/07/2013 01/04/08 22.05/2013 +10/6/08 22.05/2013 +10/6/08 24.05/2013 +10/6/08 24.05/2013 +10/6/13	Constant and a second s	Pressue 10 11 - 20 of 21 10 5
Envery Unit	ealt for P13 Dispery Class Not Ho 100128 100128 100128 100128 100128 100128 100128 100128 100128	CO CO CO CO CO CO CO CO CO CO CO CO CO C	Chiston (Inde) 188 188 188 188 188 188 188 188 188	Date Scientism 07/03/2012 14/04/02 07/03/2012 14/04/02 02/03/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02 02/04/2013 14/04/02	Control Approved. 97103/2012 15:29-48	Princessel 10 11 - 20 of 21 WD>s Princessel Attrives Works Reference Refe
Encaring List	edit ter #13 Dispery 200130 100130 100120 100120 100120 100120 100120 100120 100120 100120 100120 100120 100120	00 00 00 00 00 00 00 00 00 00	Countral (24107) 1956 1956 1956 1956 1956 1956 1957 1957 1957 1957 1957 1957 1957 1957	Date Scientine) 07/07/2013 14/06/00 07/07/2013 14/06/00 20/06/2013 14/06/00 20/06/2013 14/06/01 20/06/2013 14/06/01 20/06/2013 14/06/01 20/06/2014 14/06/01 20/06/2014 14/06/01	Contraction of the second of t	Pressue 10 11 - 20 of 21 00 > 5 C11 rays form Age over Age over
Energy View Links interview Link of the Franklink Con-	ealt for P13 Dispery Close Not His 100128 100128 100128 100128 100128 100128 100128 100128 100128 100128	CO CO CO CO CO CO CO CO CO CO CO CO CO C	Chierar (1608) 255 255 255 255 255 255 255 255 255 25	Date: Date: <th< td=""><td>27/03/2011 (6:08:06 27/03/2011 (6:08:06 21/09/2011 (6:08:06 24/09/2011 (6:08:06</td><td>Trinsport 10 11 - 20 of 21 12 of 2 411 - 20 of 21 12 of 2 based to based to based to based to based to based to based to</td></th<>	27/03/2011 (6:08:06 27/03/2011 (6:08:06 21/09/2011 (6:08:06 24/09/2011 (6:08:06	Trinsport 10 11 - 20 of 21 12 of 2 411 - 20 of 21 12 of 2 based to based to based to based to based to based to based to

3. Enter the F12 ID and/or the Class Ref No.

215		PAS Result	Capture Certification R	equest System	Advestingford from	Application Reports Application Reports ANDER DODD (46272) - (CD
arte Advertato	ston :: Results :: Brown	Cabitatory				
and a K.Cate Sto	BOTH PER Bagaley					
Fill Engineer						
Second States	ion -					
Search the PTE	Enderry					
	Pixio I			Claim Ref No. / 100/28	Pastol -	
			-			
F12 Deputy List						
12 Country Line 3) Bellow in a line of	result for P12 Dispary				<	namesa 10 11 - 20 of 21 10 Same
12 County Los 2 Beneric a lat of a	result for #12 beauty	-	Things Cold	Titles kalamited	Could approved	names 10 11 - 20 of 21 92 Start
a la constra los D Beneros e los de Profeseros	result for P12 biquity Class field MA 100128	i maniez CO	England Codel	Ditte kolvestani divestoj	 (1) 0.000 (0.0000) (1) 0.012 (0.012000) (1) 0.012 (0.012000) 	norman 10. 11 - 20 of 21 92 > said C11 Fore State Agenced
The Construction Line () Dense in a line of () (Finish (D)) () ()	result for P13 Dispury Class (see 100) 100138 100128	0 00	174 (194) 1754 1759	Data kolomiteki diragrapia tekengi diragrapia tekengi	Sala kaga senal sinan 2011 Kata se	Transact 10 11 - 20 of 21 10 State
n ta tempiny tan 19 km - a atat at 19 m - a atat at 19 m - a 19 m	result for P12 Dissury Distribution 100138 100128	C0 C0	754 758 758 758	000 kolamitel 47/00/2012 14440/01 47/00/2012 14/06/10	5000 2012 1628-08	number 10. 11 - 20 of 21 of 2 such Agreement Scientist Externed
1.4 Coloradory 1.100 1 Descentin a total of t 11 France (10 1)	result for P12 Dissury Concession 100118 100128 100128 100128	00 00 00 00 00	2000 cm Could 158 158 158 158	004x kolewitad dividi/0012 4440.00 dividi/0012 16146-08 20166-2012 11:06-08	if our account an arcanation an arcanation of the set	norman 10 11 - 20 of 21 of 2 said fill from Stitler Agenetic Sciences Externel Externel
12 Columbia Line 2 Selection a Line of 12 Projection 12 Pr	result for F12 Desarry Class Bird MA 100128 100128 100128 100128 100128	00 00 00 00 00 00 00	Educture Condit 158 158 158 158 158 158	Over Indexembed et variante anno et et variante a	Could Age see of ethology to 2 sole	Approved Approved Scientise Externet Externet Externet Solution
11 Charley 1 (c) 2 Bellevin a tot of C Frank (D) 201 201 201 201 201 201 201 201	neudi Per P12 Dissory 100128 100128 100128 100128 100128 100128 100128	00 00 00 00 00 00 00 00 00	Constant Constant 198 198 198 198 198 198 198	0.000 kolewiteki 00.001002 4446.00 07.00/2012 14106.00 20106/0012 1106.00 20106/0012 1106.00 20106/0012 1106.00	 Control & Proprietori B1/01/2012 (1628-48 	Transman 10 11 - 20 of 21 10 Sound Agenered Scientise Refered Scientise
The Enhancing Line () Beausing a statistic () Protection a statistic () () () () () () () () () () () () ()	result for #12.04gary Class field MAC 100128 100128 100128 100128 100128 100128	Provide CD CD CD CD CD CD CD CD CD CD	Educture Condit 758 758 758 758 758 758 758 758	0446 Automitadi 40100/2012 Yawabadi 47100/2012 Yawabadi 20100/2012 YiYabadi 20100/2012 YiYabadi 20100/2012 YiYabadi 20100/2012 Yabadi	47/06/2012/16/26-08	Tenning 10 11 - 20 of 21 (42) Sand CHI Your Mittee Sciencial External Sciencial Sci
112 Coupling Line 2) Bellevin a stat of any processor 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020	neudi Por P12 Diseary 100128 100128 100128 100128 100128 100128 100128 100128 100128 100128	00 00 00 00 00 00 00 00 00 00 00 00	Compton Could 198 198 198 198 198 198 198 198 198 198	0000 Moleculari 07/03/05/2 14440.00 07/03/05/2 14440.00 02/06/05/2 146/06/10 02/06/05/2 116/06/0 02/06/05/2 116/07 02/06/05/2 116/07 02/06/05/2 116/07	Contractions (Contractions) (Contraction)	10 11 - 20 of 25 with sectors 4garendi Agarendi Scientini Scientini
FTA Entryphys Line 2) Better in a stat of stat present 2012 2012 2012 2012 2012 2012 2012 201	result for #12 Dispury CANY New You 100128	CO CO CO CO CO CO CO CO CO CO CO CO CO C	Every and Control 158 158 158 158 158 158 158 158 158 158	0046 Kolewittel dV/03/0012 4440.00 dV/03/0012 4440.00 dV/03/0012 11040.00 d0/06/0012 11040.00 d0/06/0012 11040.00 d0/06/0012 11040.00 d0/06/0012 11040.00 d0/06/0012 11040.00 d0/06/0012 11040.00	22/06/2012 10/08/46 23/00/2012 10/28-40	normani 10 11 - 20 of 21 925 seet 211 room Status Agencies Entered Sciences Scie

- 4. Click "Search". If you entered the F12 ID, that F12 will be returned in the search results. If you entered the Class Ref No. a list of all F12s relating to that class will be returned. You can check details of the F12, e.g. Date Submitted, Date Approved, F12 Form Status
- 5. Click on the F12 Form ID if you wish to print the F12 Report

PAS Result Capture Contribution Request System	Antoniania	Autobiotic Presenta MG	Apple alive Kapeste RADODD (46272) - (CD)
Nexula Administration Results Fronty California			
Think F12 stepped Think the full time fur first F12 keport			
- Print P to Topper			
		Previou Screet	Recken
⊕ Capyright 2011 FAB			

6. Follow the steps for printing an F12 above.

9. Reports

The following reports are currently available in the RCCRS:

F12 Report Assessment Results Report Learner Results Statement Learner Mailing Labels

C TAS Results Capture Certification Request System - Windows Internet Explorer		
🚱 💭 🔹 😰 Het Shekacamatani (1990) (1994) (1990)	8 14 X 0	(R)+)
Be Edt New Favorites Tools 1940		
👷 Percentana 📅 🐮 🥮 Honer - Kesulta Capture and	∰ • El ⊂ ⊕ • per• pé	aty = Tgola = 🌒 • 🏾
PAS Result Capture Certification Request System	Application Reports F12 Report Assessment Res/Its Learner Res/Its Unit Learner Res/Its Unit	Astronomican (771) - (85) Report terman
Welcome to the lieudt Capture and Certification Request System		
(here any environments on the interview)		
© Copyright 2011 FAS		

These reports can be accessed by clicking on "Application Reports" at the top right of the RCCRS screen.

H. Fed		Rvoykus Next 2 Optors +	\sim	
11 1 1 1 1 1 1 1 1 1 1 1	PE 200%	Prof I front Select a format	Mittanet (d) (cd)	
Training Standards System		1	112	D 1550
	P12 Cou	ree Summary Assessment Sheet and Res	uits Approval Form	
Programme Type	Course Code	CourseProgramme Title	Training Pro	vider.
Bridging / Foundation	6058	Blarting with Computers		
Areant Code	Award Type & Level	Award Title	CES Class Ball: Contract Notification No.	Location
900003	Target Major 3	CUBTONER CARE WID IT SHILLS	100128	ROSSA AVENAJE INSHOPSTOWN CORK
	12 Submitted on RCCRS By		Telephone Rumber	
	the set franchische bei is bei sole	INAMINE LOCATION		
Fraining Standards Office of a	a the Card Management Bystem (CMID: Confirm that the teamers have been informed	of their provisional results	ULTRA CONTRIBUTION AND
		September	Print Norrie	Date
AS seetractor / Assessor	()	2		
Second Provider Instructor/T	Twister/Wastenacor			
lecond Provider ManagerCo	ontinator			
Internal Verifier (CSCS/QSCS	-onty)			
Approved Transing Organisat	ton Manager			
		PÉS ASSISTANT MARASTR		
CLARATICAL LOOPING BUD	Dates strend Barts results	143 63 9 9 1 AUT MARAULE		
CCCC-HARTON COLORADO	Trate Heres trees to date.	Samutoro	Print Barba	Date
FAS Assistant Manager				
		I		
	and the second	FAS TRANDIG STANDARDS OFFICER		
DECLARATION I confirm the completenesis and accuracy a	assessment events relating to the ind that any issues identified with t	is results were included in the sample frame for inter the assessment process, results and documentation	nal verification, all susporting documentation have been raised on the TSS Issues Lag.	n has been checked for
		Sigtunture	Print Reme	Date
FA's Training Standards Offic	38			
		EXTERNAL AUTHENTICATOR		

 \wedge

When printing reports it is important that you use the printer icon, shown above in the red circle, to print the report. Do not use the menu option File>Print as, depending on the internet browser you use and your local settings, this may not print the report correctly.

9.1 Printing an F12 report using the Application Reports option

- 1. Click on Application Reports
- 2. Click "F12 Report"

- 3. Enter the F12 ID in the "F12 ID" field
- 4. Enter 0 in each of the other fields
- 5. Click "Submit, the report opens in a separate screen. Remember to use the Printer Icon if you are printing the F12 report.

9.2 Printing Assessment Results Report

- 1. Click on Application Reports
- 2. Click "Assessment Results Report"

d [Previour Next 🖉 Op	ona +	
Report Title	Heff S	Rathto 100128	
F12Batchill		ARStatueid	
POStahani			Sature

- 3. Enter report criteria
- 4. Enter 0 each of the other fields
- 5. Click "Submit". The report opens in a separate screen. Remember to use the Printer Icon if you are printing the Assessment Results Report.

9.3 Printing Learner Results Statement

You can print a learner results statement on ETB Training Centre headed paper. This will include all approved results for a learner

- 1. Click on Application Reports
- 2. Click "Learner Results Statement'

20 + 10745 Tends Capture Centre (18009) Paper Ween	B * D = 3 m * bar+ SHe+ Task+ 0+ *
PPSIN[262194280	Submit

- 3. Enter the Learner's PPS No.
- 4. Click "Submit".

44 4 of a 2 24 100%	181		PAREN	select a format Relation	 (a) 			
Individual Learner S Mitchum, Jack	state	ment	of Re	esults		PPSH Date Printed	362994299 266926912 83 43	
Award	Award Lode	Award Type	Award	Cardifying Stoly	Cart No.	Headt (N)	Sirade	
INFORMATION AND COMMITECHNOLOGY	066	Minut	3	FETAC FURTHER EDUCATION & TR	19		Pass	
TEXT PRODUCTION	067	Minie	3.	FETAC FURTHER EDUCATION & TR			Credit	
COMMUNICATIONS	664	Minor:	4	FETAC FURTHER EDUCATION & TR			Credit	
Word Processing	ECDC3	Non FETAC		ICS SKILLS			Pass	
USING DATABASES	ECOLS	LS Non II ICS SKILLS				Pass		

5. The report opens in a separate screen showing all results recorded in the RCCRS for that learner. This can be printed on ETB Training Centre headed paper

9.4 Learner Mailing Labels

- 1. Click on Application Reports
- 2. Click "Learner Mailing Labels"



- 3. Enter the Class Ref No. and/or the F12 ID. **Note:** if you are only completing one field, enter 0 in the other
- 4. Click "Submit". The report opens in a separate screen which can then be printed to mailing labels.
- This is configured for Avery labels L7162 (99.1 x 33.9 mm) 16 labels per sheet

10. Email Alerts

There are two operations that generate an email alert:

- 1. Submitting an F12. An email alert is sent to anyone who has opted to receive alerts for the specified provider code.
- 2. Returning an F12. An email alert is sent to the submitter and copied to the TSO

The email alert contains the following information:

- F12 ID Class Ref No Course Code Course Start Date Submitted/Returned By Submitted/Returned Date Return comments
- Please contact your Local RCCRS Administrator if you wish to be set up to receive email alerts.

11. Warning/Error Messages

There are a number of warning/error messages in the RCCRS. These messages appear at the top of the sereen with a brief description of the error together with the steps to be followed to proceed. An example is shown below.

0 • • • • • • • • • • • • • • • • •	r: fi'lin P ·
LSPH;f	0. - 'lii II:t
1000	•-••
	<u>m 0</u> <u>2</u>
Subernit Steruittus, Stereji Z Induksek Rinsultis, Op. 5122 Forom	,11,,,,,'-'-
• U • • • • • • • • • • • • • • • • •	======================================
<u> </u>	,
_,lar- a	rr —
The Successful Automatication and a second	Committee and approximate and an entering the second second second second second second second second second se

Appendix 1 - RCCRS Roles and Access Rights

The roles described below relate to interaction with the RCCRS and do not take account of external business processes. A user can be assigned to one or more or the roles below.

Clerical Officer – Results Inputter

Typically, the role of the Clerical Officer (CO) in relation to the RCCRS is to:

Enter/edit results for their region/centre Print Draft Class Summary Assessment Sheet View results Create F12 Submit F12 to Training Standards Officer Edit and Submit an Open or Returned F12 Enter Certificate Numbers Print Mailing Labels

The Clerical Officer role also includes access to the Enquiry Screen.

Training Standards Officer – Results Approver

The Training Standards Officer (TSO) role within the RCCRS is to:

Review assessment results submitted by the Results Inputter/Submitter Return an F12 to the submitter for correction Make changes to results following Results Approval or an Appeal Hold Results, e.g. if a result is under appeal Enter Certificate Numbers Print Mailing Labels

The Training Standards Officer role also includes access to the Enquiry Screen

Instructor/Contracted Trainer Role

Enter/edit results for their class Print Draft Class Summary Assessment Sheet View results Create F12 Submit F12 to Training Standards Officer Edit and Submit an Open or Returned F12

The Instructor/Contracted Trainer role also includes access to the Enquiry Screen

External Provider Role

The External Provider role in relation to the RCCRS is to:

Enter/edit results View results Create F12 Submit F12 to Training Standards Officer Edit and Submit an Open or Returned F12 Enter Certificate Numbers for Non-QQI/FETAC awards

The External role also includes access to the Enquiry Screen

Instructions for the External Provider Role can be found in the RCCRS External User Guide.

Administrator Role

The Administrator has the following permissions within the RCCRS:

Internal User Management Centre Code Management External User Management Email Alerts Class and Learner Management – fee-paying learners

Instructions for the Administrator Role can be found in the RCCRS Regional Administrator Guide.



Appendix 2 – S1atus Diagram

Appendix 3 – Logging RCCRS calls on the Help Desk

If you come across any issues when using the RCCRS you should log a call on the IT Help Desk

🔄 • 👹 PAS Results Ca	pture Certific 🥥 vitettelpidesk	X			🐴 • 🔝 - 😅 • Cape + Safety - Tpok + 📦 • *
SITEHO	PDESK FAS	IT Helpdesk	System		
Home	Call History	New Call	FAQ's	Links Feedback	
New Call					
Template :	(select template)				
User:	Dodd,Andrea				
Site :	Baggot Court	~			
Department	(select department)		Phone :		
Call Type :	RCCRS	*	Sub Type	(select type)	0
Summary : Problem : SpellCheck LogCall Plense select the Sub Type		Block FETAC Cert Request Cant create F12 Report Cant find F12 Cent find my class on search class is Change an approved result Data Protection issue Delete Blank F12 Enter a second (repeat) result for lei Link Award for Exemption Missing All learners in class Missing Awarde/Assessments Missing fee paying learners Missing some learners in a class Other Printing Issues Set up a new user	screen amer		

The link to the Help Desk is http://helpdesk.fasoffice.com/user/

Call Type: RCCRS

Sub-type - Select the most appropriate option from the dropdown list

Note: Calls relating to missing learners should be referred to your Local RCCRS Administration (fee-paying learners on Evening Courses) or Course Recruitment for non-fee-paying learners. Refer to Appendix 4 "RCCRS Guide for Adding Learners" below.

Appendix 4 -RCCRS Guide for Adding Learners

Class lists on the RCCRS are populated via the Client Services System. Where there is an issue with a learner not appearing on a class list, the issue has to be addressed either through Course Recruitment or the Local RCCRS Administrator. Outlined below are the steps for adding a learner to a class group based on the learner issue.

- a) Fee paying learner not appearing on an evening course class list
- b) Community Employment learner not appearing on an evening course class list
- c) Learner was incorrectly assigned a different class with the same course code
- d) Learner was incorrectly assigned to a course
- e) Learner was never recorded on the class list
- f) An ETB Training Centre staff member not appearing on an evening course class list
- g) A learner with a CSS status of "Did Not Attend" or "Referred on Option"

a) Fee paying learner not appearing on an evening course class list

<u>Process</u>: Local RCCRS Administrator adds the learner to the class using the RCCRS Administration screen in accordance with agreed procedure.

- b) Community Employment learner not appearing on an evening course class list <u>Process:</u> Course Recruitment sets up the learner on the class.
- c) Learner was incorrectly assigned to a different class with the same course code <u>Process:</u> Course Recruitment to Log a call on the IT help desk for Client Services to move the learner to the correct class. <u>Note</u>: This is only allowable if the learner is moving to a class with the same course code, e.g. XXR55 to XXR55. Work is currently taking place with the Client Services System to add a feature to facilitate the above thereby eliminating the need to log a call on the IT Help Desk.

d) Learner incorrectly assigned to a course

<u>Process:</u> Course Recruitment to Log a call on the IT Help Desk for Client Services to move the learner to the correct course, attaching evidence that the learner was on the course and recorded on an ETB Training Centre IT system. Examples of acceptable evidence are: SAP Registration screen shot or SAP Attendance Sheet. This evidence should be available from the Course Recruitment Officer (Day Courses) or the Evening Course Officer (Evening Courses).

e) Learner was never recorded on the class list

<u>Process:</u> Course Recruitment to set the learner up retrospectively on the relevant ETB Training Centre system.

f) An ETB Training Centre staff member not appearing on an Evening Course class list

<u>Process:</u> Local RCCRS Administrator adds the learner to the class using the RCCRS Administration screen in accordance with agreed procedure.

g) A learner with a CSS status of 'Did Not Attend' or 'Referred on Option'

Process: Course Recruitment re-sets the "Did Not Attend" record and flags as "Attended".