



The-E-Assessment Portal

Learner Guide

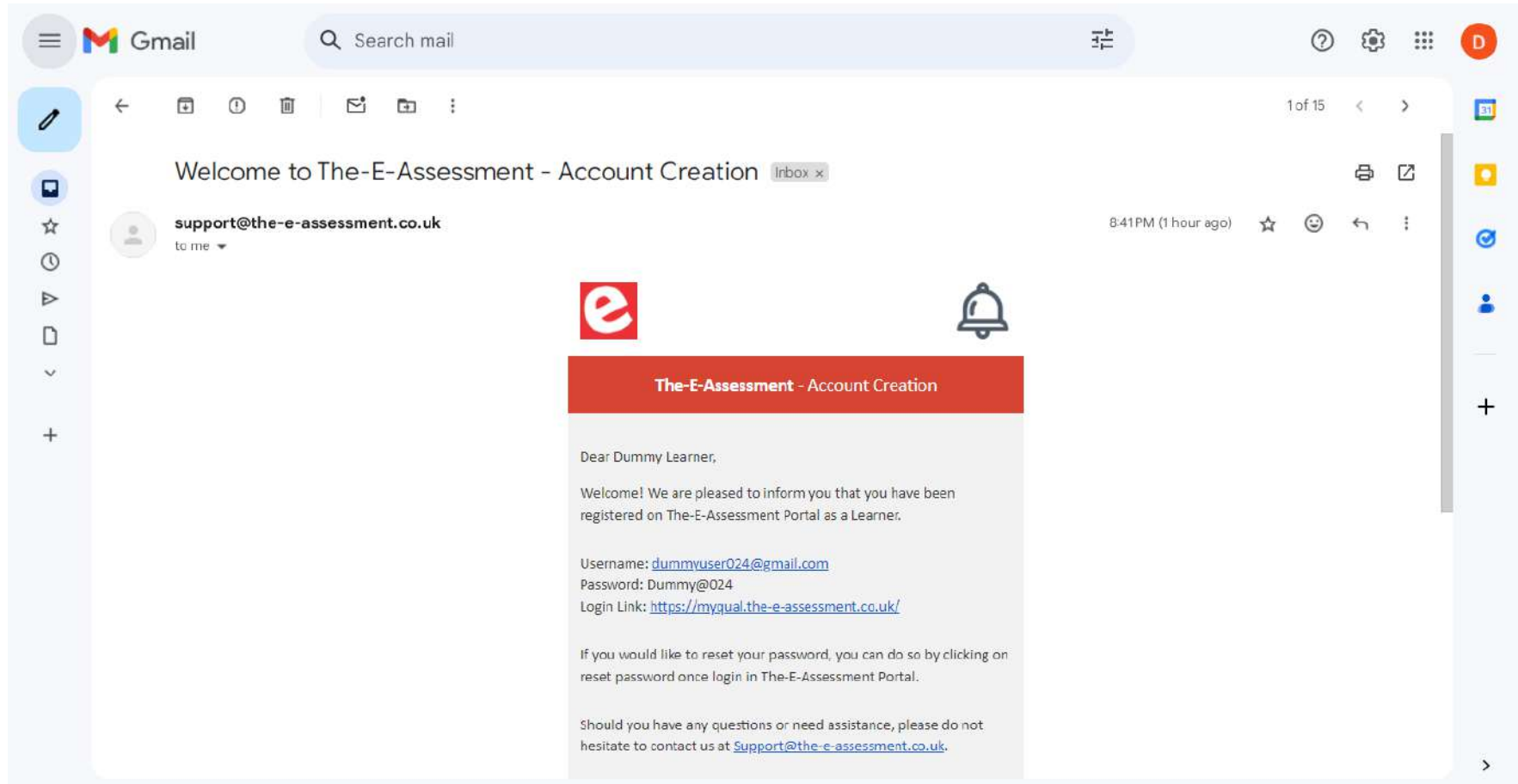


Stage 01:

Account Creation and Email Confirmation



Once being registered on **The-E-Assessment** Portal, learner will receive the registration confirmation email from support@the-e-assessment.co.uk with the complete login details like (Learner account username and password with the E-portal login link.)





After clicking on the login link or browse, <https://myqual.the-e-assessment.co.uk/> learner will be redirect to the E-Assessment Learner login (as shown in the image below). Learner has to put login details like his username and password and then click on **SIGN IN** button. (Before clicking on **SIGN IN** button must accept the **reCAPTCHA**)

THE-E-ASSESSMENT

Welcome Learner
Please enter your credentials to login

Learner ID

Password

☐ I'm not a robot

SIGN IN





Learner Portal Dashboard

Following the completion of the learner registration and induction meeting with the assessor, it is mandatory for a learner to upload specific documents in the **Additional Information** section within e-portal. These documents are crucial for the successful assessment of learner work and maintaining compliance with our educational standards.

Learner Panel



Dummy Learner

0% Complete

Dashboard

Submissions

Additional Info

Notifications 0

Resources

Assessor

Change Password

Log Out

603/3106/9 – ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Noticeboard: We're waiting for your submission and additional information to increase the completion %.

Submission

Additional Inform

Notifications

Change Password

Login	Title	Date & Time	Browser	IP Address
Learner	Dummy Learner	Tuesday 15 Oct, 2024 09:37:55 PM	Google Chrome	39.43.186.193
Learner	Dummy Learner	Tuesday 15 Oct, 2024 09:34:57 PM	Google Chrome	39.43.186.193

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Resources for your Qualification

In this section, learner will find all the resources necessary for his qualification, including the **Centre's policies**, **Qualification workbooks**, and relevant **Centre documents**. To download any of these resources, simply click on the attachment button (as shown in the image below).

Learner Panel 603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Dummy Learner

0% Complete

Resources

View Qualification Units

Copy Excel CSV PDF Search:

S#	Qualification	Resources Title	Attachement
1	For All Qualification	ICT UOAIP 2024 024 V2.0 - Use of Artificial Intelligence (AI) Policy - Inspire College of Technologies UK Ltd (ICT Qual)	 Click to download
2	For All Qualification	ICT LIP&P 2024 017 V2.0 - Learner Identification Policy & Procedure - Inspire College of Technologies UK Ltd (ICT Qual)	
3	For All Qualification	ICT E&APL 2024 015 V2.0 - Enquiries & Appeals Policy for Learners - Inspire College of Technologies UK Ltd (ICT Qual)	
4	For All Qualification	ICT CPP 2024 012 V2.0 - ICT Complaint Procedure Policy - Inspire College of Technologies UK Ltd (ICT Qual)	
5	For All Qualification	ICT MP 2024 011 V3.0 - Malpractice Policy V3.0 - Inspire College of Technologies UK Ltd (ICT Qual)	



Learner Panel

Dummy Learner

0% Complete

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Change Password

Log Out

603/3106/9 – ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Resourcess

View Qualification Units

CopyExcelCSVPDF

Search:

S#	Qualification	Resources Title	Attachement
11	For All Qualification	006 - Learner Feedback Form - Inspire College of Technologies UK Ltd (ICT Qual)	
12	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	CPD Workbook - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	
13	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	UNIT 10 - Workbook - K/616/9541 Maintain knowledge of improvements to influence health and safety practice	
14	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	UNIT 9 - Workbook - H/616/9540 Develop and implement health and safety review systems	
15	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	UNIT 8 - Workbook - M/616/9539 Develop and implement health and safety emergency response systems and procedures	
16	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	UNIT 7 - Workbook - K/616/9538 Develop and implement reactive monitoring systems for health and safety	
17	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	UNIT 6 - Workbook - H/616/9537 Develop and implement proactive monitoring systems for health and safety	

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Learner Panel

Dummy Learner

0% Complete

Dashboard

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Resources

Assessor

Change Password

Log Out

603/3106/9 – ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Resourcess

View Qualification Units

CopyExcelCSVPDF

Search:

S#	Qualification	Resources Title	Attachement
21	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	UNIT 2 - Workbook - F/616/9531 Develop and implement the health and safety policy	
22	603/3106/9 - ProQual Level 6 NVO Diploma in Occupational Health and Safety Practice	UNIT 1 - Workbook - D/616/9536 Promote a positive health and safety culture	
23	For All Qualification	005 - Authenticity Statement Form-Confirmation on the Use of AI - Inspire College of Technologies UK Ltd (ICT Qual)	
24	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	004 - Skill Scan Form for ProQual NVQ L6 Diploma in OH&SP - Inspire College of Technologies UK Ltd (ICT Qual)	
25	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	003 - ProQual Candidate Statement	
26	For All Qualification	002 - Induction Form - Inspire College of Technologies UK Ltd (ICT Qual)	
27	For All Qualification	001 - ICT Qual Qualification Registration and Equal Opportunities Form	

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Note: Centre policies are not intended for submission, and learner is not required to download them.



Notifications

In this section, learner will receive assessment plans for his qualification, notifications regarding key activities from the assessor, and other relevant information.

Learner Panel

 Dummy Learner

0% Complete

Dashboard

Submissions

Additional Info

Notifications 10

Resources

Assessor

Change Password

Log Out

603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Notifications

CopyExcelCSVPDF

Search:

S#	Subject	Title	Attachment	Date	Action
1	Assessment Plan	Unit 10 Assessment Plan.		16-10-2024	
2	Assessment Plan	Unit 9 Assessment Plan.		16-10-2024	
3	Assessment Plan	Unit 8 Assessment Plan.		16-10-2024	
4	Assessment Plan	Unit 7 Assessment Plan.		16-10-2024	
5	Assessment Plan	Unit 6 Assessment Plan.		16-10-2024	
6	Assessment Plan	Unit 5 Assessment Plan.		16-10-2024	

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Assessor Details

In this section, learner will find information about his/her qualification's assessor, including his/her contact details.

Learner Panel

 Dummy Learner

0% Complete

Dashboard

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Assessor

Change Password

Log Out

603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Assessor Information

Copy Excel CSV PDF

Search:

S#	Assessor Name	Email	Contact No.
1	Dummy Assessor	Assessordummy@gmail.com	00000

Showing 1 to 1 of 1 entries

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Stage 02:

Documents Submission and Requirements Guideline



Additional Information

In this section a learner has to submit Additional Information documents.

Learner Panel

 Dummy Learner

0% Complete

Dashboard

Submissions

Additional Info

Notifications 0

Resources

Assessor

Change Password

Log Out

603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Additional Information

+ Add Information

Copy Excel CSV PDF

Search:

S#	Candidate	Documents Title	Note (if any)	Attachement	Action
No data available in table					

Showing 0 to 0 of 0 entries

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Document Requirements

1. Learner's Document Submission

The following documents are required for submission in the additional information section:

- Learner's updated CV/Resume.
- Learner's CNIC or Passport
- Learner's HSE related certificates
 - **Highest Certificates** in the field of **Health & Safety** should be uploaded by the learner e.g. AOSH, OSHA, IOSH, Nebosh etc.
- Learner's Latest Educational Degree etc.

2. Centre Document Submission

After the submission of learner's documents, learner must have to upload centre documents which are available in the **Resources** section.

1. Induction Form
2. Authenticity Statement Form-Confirmation on the Use of AI
3. ICT Qual Qualification Registration and Equal Opportunities Form
4. Skill Scan Form (of desired qualification)
5. ProQual Candidate Statement. (Just for ProQual Qualifications)

Note: *The Centre policies included in the resources are not intended for submission, and learner is not required to download them.*



Instructions on how to submit additional information documents

For submitting the document in the additional information section, a learner has to click on the **Add Information** button (as shown in the image below).

The screenshot shows the 'Learner Panel' interface. The top header displays the course name: '603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units'. The left sidebar contains navigation links: Dashboard, Submissions, Additional Info (highlighted in green), Notifications (0), Resources, Assessor, Change Password, and Log Out. The main content area is titled 'Additional Information' and features a '+ Add Information' button, which is highlighted with a blue box and a blue arrow. Below this button is a table with columns: S#, Candidate, Documents Title, Note (if any), Attachement, and Action. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are also buttons for 'Copy', 'Excel', 'CSV', and 'PDF' at the top of the table, and a search bar. At the bottom right of the table are 'Previous' and 'Next' buttons. The footer of the page includes the copyright notice 'Copyright © The-E-Assessment Portal' and the version 'v 1.1'.



After clicking the **Add Information** button the display will appear (as shown the image below). First, a learner must submit his personal documents, such as his CV, Identity documents etc. To do this, the learner should click on the **File Browse** button to attach the file.

Learner Panel 603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Dummy Learner

0% Complete

- Dashboard
- Submissions
- Additional Info**
- Notifications 0
- Resources
- Assessor
- Change Password
- Log Out

Add Submissions

Additional Information

Title * CNIC,DEGREE, PASSPORT, FORM etc

Attachment * **File Browse**

Note (If any) Short Note (if any)

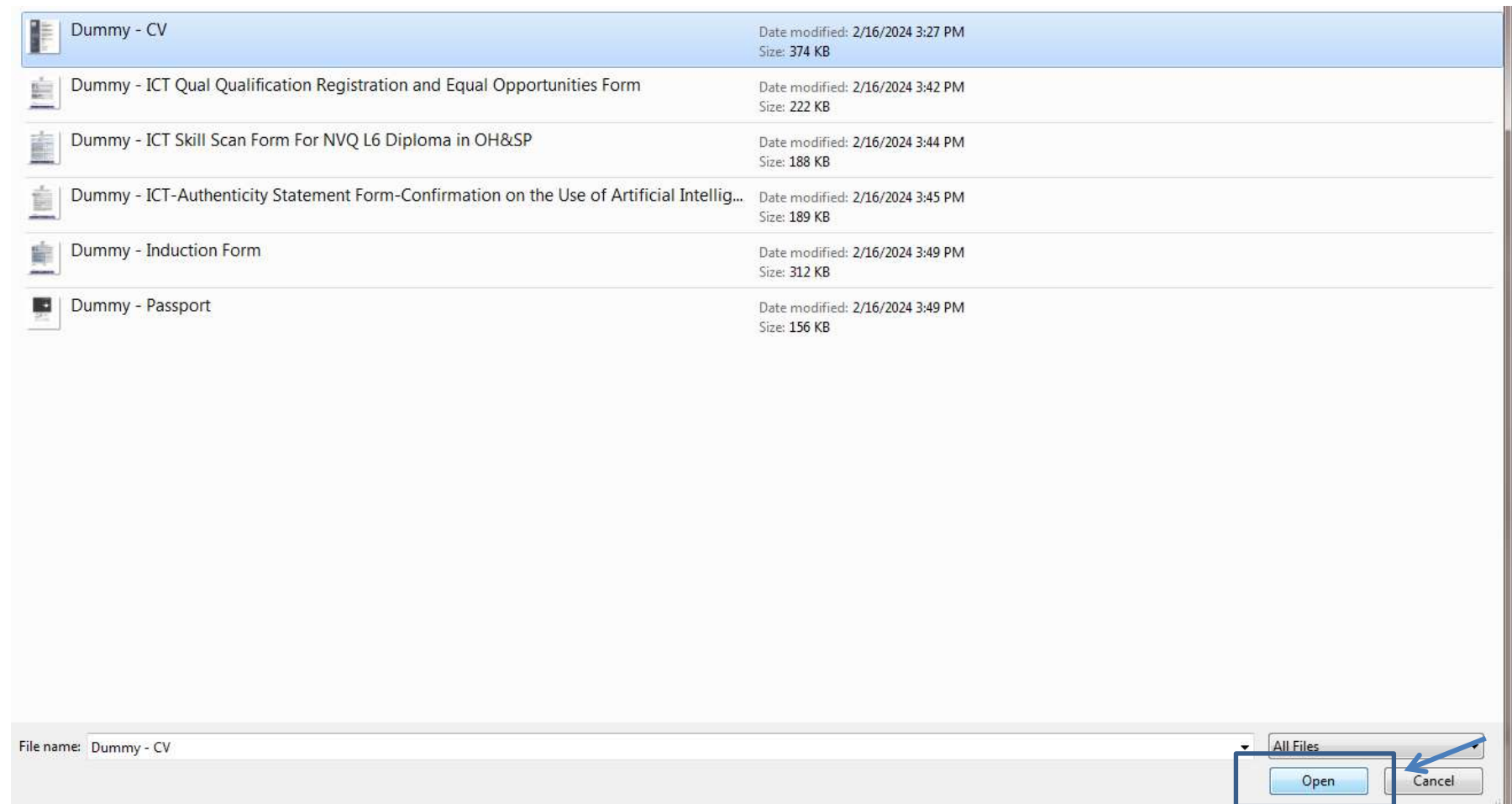
Upload Now

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Learner has to select the document from the system folder and then click on **Open** button.

Note: All documents submitted in the additional information section must be in PDF format, with the exception of the *ProQual Candidate Statement* form, which should be completed by hand write and a scanned copy of the filled-out form must then be uploaded. Documents in Word or any other format are not acceptable.





After attaching the file or document, the learner must provide a relevant title for the additional information document and a brief note (as shown in the image below). Once this completed, the learner should click on the **Upload Now** button to submit the document.

The screenshot shows the 'Learner Panel' interface. The top header displays the course name '603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units'. The left sidebar contains navigation links: Dashboard, Submissions, Additional Info, Notifications (0), Resources, Assessor, Change Password, and Log Out. The main content area is titled 'Add Submissions' and features a section for 'Additional Information'. This section includes a 'Title' field with the text 'Dummy - CV', an 'Attachment' field with 'Dummy - CV.pdf' and a 'File Browse' button, and a 'Note (if any)' text area with the text 'My Updated CV'. At the bottom of this section, the 'Upload Now' button is highlighted with a red box and an arrow.

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After submitting the document, a learner can edit or delete it by clicking on the action buttons if changes are needed.

Note: These documents will be approved by the Assessor. Once approved, the learner will no longer be able to edit or delete them. Learner must exercise caution when submitting documents.

Learner Panel

 Dummy Learner

0% Complete

Dashboard

Submissions

Additional Info

Notifications0

Resources

Assessor

Change Password

Log Out

603/3106/9 – ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Additional Information

+ Add Information

CopyExcelCSVPDF

Search:

S#	Candidate	Documents Title	Note (if any)	Attachement	Action
1	Dummy Learner	Dummy - CV	My Updated CV	 16-10-2024	<div><div>+</div><div></div><div></div></div>

Showing 1 to 1 of 1 entries

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Next

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The first additional information document has been submitted and is now listed in the additional information section. Similarly, the learner must submit all required documents, along with any Centre documents that have been completed in Word format and saved as PDF for submission in the additional information section.

Learner Panel



Dummy Learner

0% Complete

Dashboard

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Resources

Assessor

Change Password

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603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Additional Information

+ Add Information

CopyExcelCSVPDF

Search:

S#	Candidate	Documents Title	Note (if any)	Attachement	Action
1	Dummy Learner	Dummy - Skill Scan for NVQ L6 Diploma in OH&SP	Skill Scan for NVQ L6 Diploma in O...	 16-10-2024	  
2	Dummy Learner	Dummy - ICT Qualification Registration and Equal Opportunities form	ICT Qualification Registration and E...	 16-10-2024	  
3	Dummy Learner	Dummy - Induction Form	Induction Form	 16-10-2024	  
4	Dummy Learner	Dummy - Authenticity Statement Form-Confirmation on the Use of AI	ICT Authenticity Statement Form-Co...	 16-10-2024	  
5	Dummy Learner	Dummy - Safety Certificate	Safety Certificate Mr. Dummy	 16-10-2024	  
6	Dummy Learner	Dummy - Passport	My Passport	 16-10-2024	  
7	Dummy Learner	Dummy - CV	My Updated CV	 16-10-2024	  

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Submission of Workbooks

Learner must have to submit workbooks in the **Submissions** section.

Learner Panel 603/3106/9 – ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Submissions

+ Add Submissions

Copy Excel CSV PDF Search:

S#	Qualification	Assignment Title	Attachment/Evidences	Action
No data available in table				

Showing 0 to 0 of 0 entries

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To submit the workbook in the submissions section, click on the **Add Submissions** button (as shown in the image below).

The screenshot shows the 'Learner Panel' interface. The top header displays the course name: '603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units'. The left sidebar contains navigation links: Dashboard, Submissions (highlighted in green), Additional Info, Notifications (0), Resources, Assessor, Change Password, and Log Out. The main content area is titled 'Submissions' and features a '+ Add Submissions' button, which is highlighted with a blue box and an arrow. Below this button are export options: Copy, Excel, CSV, and PDF. A search bar is also present. The table below has columns: S#, Qualification, Assignment Title, Attachment/Evidences, and Action. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'Previous' and 'Next' are at the bottom right of the table area. The footer includes 'Copyright © The-E-Assessment Portal' and 'v 1.1'.



After clicking the **Add Submissions** button, the display will appear (as shown in the image below). The learner must then submit his/her Qualification's Unit 1 Workbook along with all supporting evidences by clicking the **File Browse** button.

The screenshot shows the 'Learner Panel' interface. The top header displays the course name: '603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units'. The left sidebar contains navigation links: Dashboard, Submissions (highlighted in green), Additional Info, Notifications, Resources, Assessor, Change Password, and Log Out. The main content area is titled 'Add Submission'. It contains the following fields:

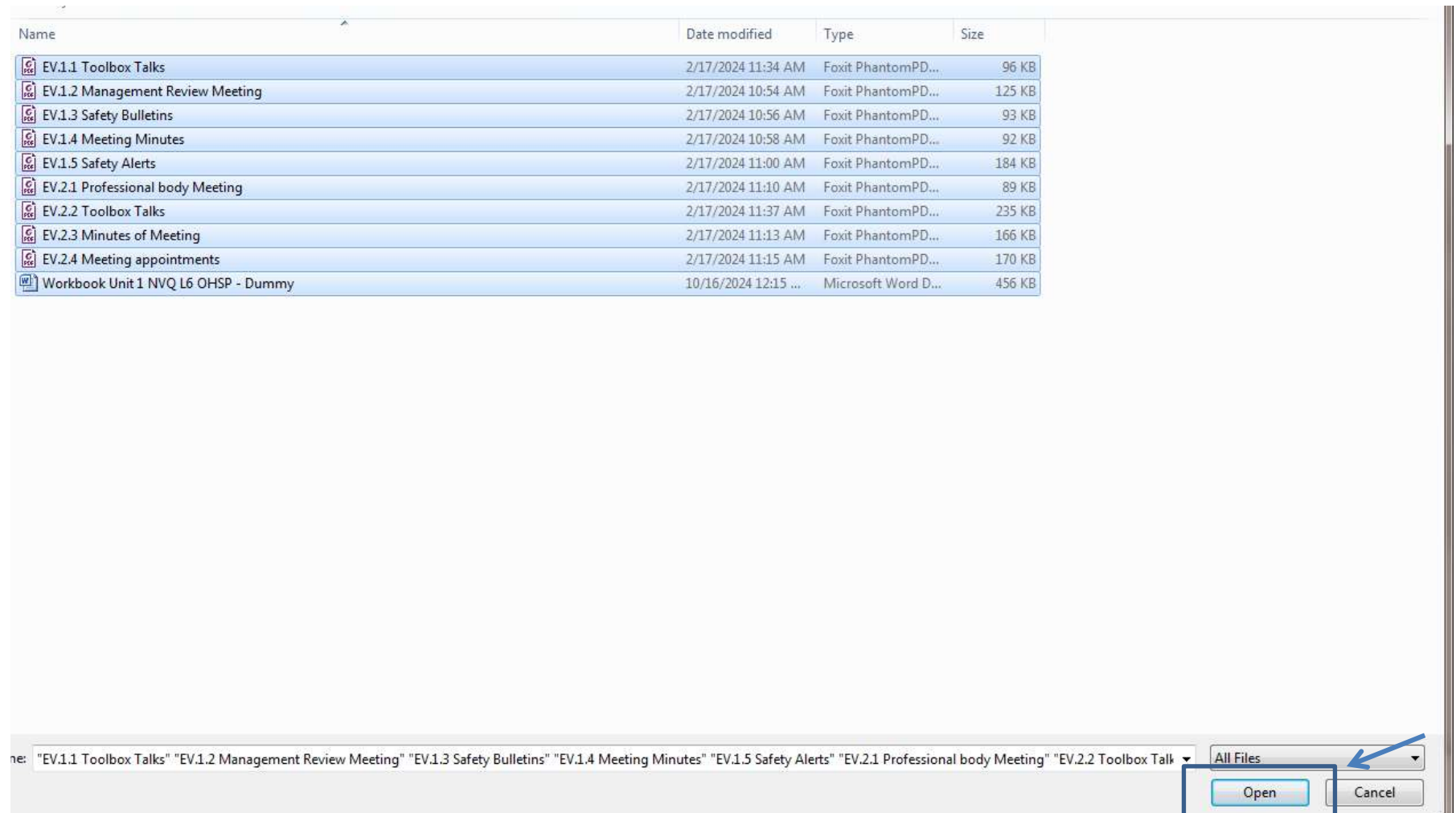
- Subject:** A dropdown menu showing '603/3106/9 - ProQual Level 6 NVQ Diploma in Occupa'.
- Assignment Title *:** A text input field with 'Unit No, etc' entered.
- Attachment/Evidences *:** A file upload area with a red 'File Browse' button highlighted by a red box and an arrow.
- Note (If any):** A text area with 'Short Note (if any)' entered.

At the bottom of the form is a red 'Upload Now' button. The footer of the page reads 'Copyright © The-E-Assessment Portal' and 'v 1.1'.



The learner must select the documents from their system folder and then click the **Open** button.

Note: Supporting evidences should be in **PDF** format, while only the workbook must be submitted in **Word** format.





After attaching all the evidence to the workbook, the learner must provide a relevant title for the submission and include a brief note (as shown in the image below). To finalize the process, the learner should click the **Upload Now** button, which will submit the workbooks and evidences for Unit 1.

The screenshot shows the 'Learner Panel' interface. On the left is a sidebar with navigation links: Dashboard, Submissions, Additional Info, Notifications (0), Resources, Assessor, Change Password, and Log Out. The main area is titled 'Add Submission' and contains the following fields:

- Subject:** 603/3106/9 – ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units
- Assignment Title *:** ProQual Level 6 LUCWS 01 and Evidences – Dummy
- Attachment/Evidences *:** EV.1.1 Toolbox Talks.pdf, with 'Clear' and 'File Browse' buttons.
- Note (If any):** ProQual Level 6 LUCWS 01 and Evidences

At the bottom of the form is a red 'Upload Now' button, which is highlighted with a red box and a red arrow pointing to it.

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The submission for Unit 1, including the workbook and evidence, has been successfully uploaded and is now listed in the submissions section. Similarly, the learner must submit the other units along with their workbooks and supporting evidences according to the provided instructions once prepared.

Note: These documents will be approved by the Assessor. Once approved, learner will not be able to edit or delete them.

Learner Panel

 Dummy Learner

0% Complete

Dashboard

Submissions

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Notifications 0

Resources

Assessor

Change Password

Log Out

603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice Units

Submissions

+ Add Submissions

Copy

Excel

CSV

PDF

Search:

S#	Qualification	Assignment Title	Attachement/Evidences	Action
1	603/3106/9 - ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice	ProQual Level 6 LUCWS 01 and Evidences - Dum...	<div><div></div></div>	



We emphasize the importance of adhering to these guidelines to ensure the smooth progress of learner learning journey. A learner should take the necessary steps to upload the required documents promptly to avoid any disruptions in assessment process.

If a learner has any questions or requires further assistance regarding this matter, please do not hesitate to contact your qualification's assessor or our support team support@the-e-assessment.co.uk.

Thank you for your cooperation.

Support Team
The-E-Assessment Portal