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## 1 Introduction

This document describes how to use the reporting functions within Parnassus, and gives further details of the standard reports available.

Please note that some of the reports will need customisation for each awarding organisation's requirements and this time is chargeable.

Any customer-specific reports are not included in this document.

## 2 How to Use the Reports

To access the various reports click on the Reporting option of the main menu down the left side of the page.

### 2.1 Reports Listing

Upon selecting the reporting option you will be shown a page similar to the one below. Some of the reports may only be available to some organisations.

The screenshot shows the Parnassus web application interface. The top navigation bar includes 'Change Password' and 'Logout'. The left sidebar contains a menu with 'Reporting' highlighted. The main content area is titled 'Reports' and shows a list of reports under the heading 'Loading Reports From http://parnassus/ReportServer2008/ReportService2005.asmx'. The reports are categorized into 'Standard Reports' and 'Custom Reports'. A scrollable list of report names is visible, including 'BatchRegistrationsSummaryReport', 'Candidates Full Certificates By Event', 'Candidates Registrations', 'Cert Requested Not Cert Due', 'Certificates', 'Certificates Created - Full Unit', 'Disability and Reasonable Adjustments Report', 'EV Learner Registrations', 'Event Detail', 'Facilitator Details', 'LRS jobs count', 'Ofqual Learner Level Vocational Data Request', 'Quals Offered', 'Reg and Cert Summary', 'Registration Trends', 'SaaS - Finance - Additional Unit Registrations', 'SaaS - Finance - Unit Only Registrations', 'SaaS - Finance - Qualification Registrations', 'SaaS - Finance - Qualification Sets', 'SaaS - GA Registrations Report', 'SQA Accreditation Report', 'Unverified ULN Status', 'XREP\_CentresAndQuals', 'XREP\_CentresAndQualSets', 'XREP\_Certificates', 'XREP\_Events', 'XREP\_LearnerReasonableAdjustments', and 'XREP\_LearnersAndQualSetRegistrations'. A 'View Report' button is located at the bottom of the list.

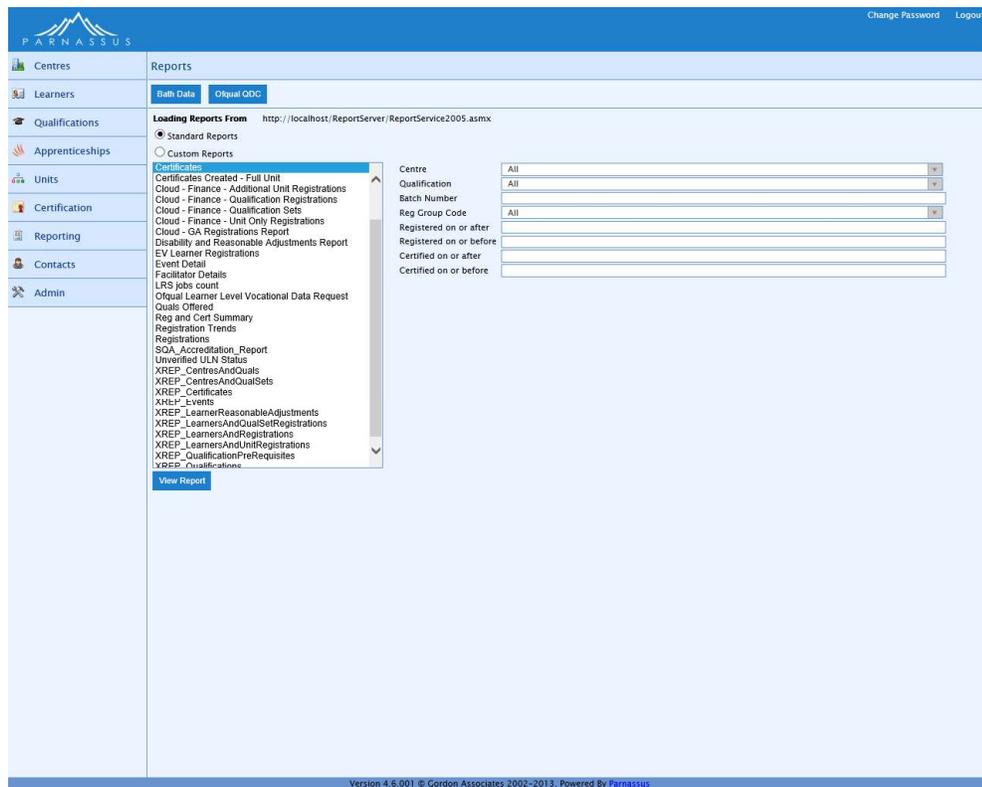
Figure 2-1 : Reports listing page

**Note:** The options available can vary depending on the user role for your login, and the naming of functions can be altered depending on the configuration of your Parnassus application.

Button	Purpose
<b>Bath Data</b>	Run the bath data extracts. See <a href="#">Bath Bata ST-002</a>
<b>Ofqual QDC</b>	Ofqual Quarterly Data Collection. See <a href="#">Ofqual Quarterly Data Collection ST-001</a>
<b>Launch Report Builder</b>	Launch Report Builder to design your own reports. See <a href="#">Report Builder - Customer-Specific Reports</a>
<b>Create PLR Achievement File</b>	Create PLR Achievement File
<b>View Report</b>	View the selected report from the reports listing, with the parameters specified

## 2.2 Running the Standard Reports

Once you have selected a report from the list of reports as shown above, you will be shown a number of input parameters for the report in the right hand side of the page similar to the one below.



**Figure 2-2 : Reports listing page with a report selected showing parameters available**

**Note:** the actual parameters will vary depending on the report selection made

Enter the parameters for your report into the fields provided and click the 'View Report' button when all required parameters have been entered. Your report will then be shown in a separate Report Viewer window as shown below.

### 2.3 Viewing a Report

This is an example of a Standard Report being displayed in the Report Viewer window - the Certificates Report, in this case.

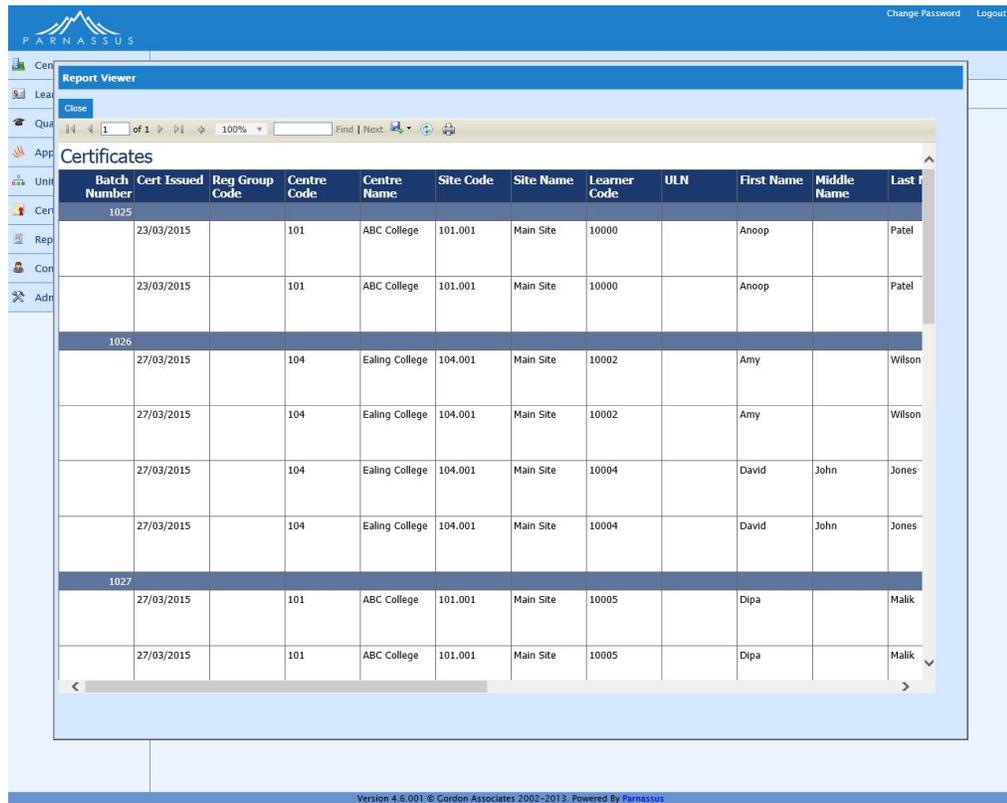


Figure 2-3 : Reports listing page showing a report being viewed

Several options are available on the report as described below

Toolbar Option	Purpose
	Move to first page (only enabled if more than one page in report)
	Move to previous page (only enabled if more than one page in report)
<input type="text" value="1"/> of 1	Move to specified page (only enabled if more than one page in report)
	Move to next page (only enabled if more than one page in report)
	Move to last page (only enabled if more than one page in report)
<input type="text" value="100%"/> ▾	Zoom the report to the appropriate amount
<input type="text"/>	Text to find, entering a value in here will enable the Find link
<a href="#">Find</a>	Find the first occurrence of the text specified above, once this has been clicked Next will become available
<a href="#">Next</a>	Find the next occurrence of the text specified above

	Export. Select the export format from the drop-down list of options, options include Excel, PDF, XML and Word.
	Refresh the reports data
	Print the report

## 3 Internal Reports – Accessed from Reports menu only

The various internal reports are shown in a list after clicking on the Reporting option of the main menu down the left side of the page – see Figure 2-1 : Reports listing page.

### 3.1 Candidates LR-007

#### 3.1.1 Description

Basic list of candidates with Full certificates, excluding deleted Qualification Registrations and deleted certificates.

Filtered by Registration Group, Qualification and Centre (except for Centre reports, which can only report on their own Centre).

Grouped by Registration Group, Centre and Qualification where applicable. Sorted by Certificate Number.

#### 3.1.2 Sample Report



**Candidate Report**

Centre Code: 938      Centre Name: Centre For Learning  
 Reg Group Code: Not Set      Award: Level 1 qual

First Name	Last Name	Grade	Certificate Number	Certificate Date
Cameron	Bowler	Pass	114635	27/07/2015 00:00:00

3 of 3

#### 3.1.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Candidates

## 3.2 Candidates Full Certificates By Event LR-030

#### 3.2.1 Description

Basic list of candidates with Full certificates, relating to an Event. Excludes deleted Qualification Registrations, deleted certificates and deleted Events.

Filtered by Event Number.

Grouped by Event Number, Centre Name and Qualification. Sorted by Certificate Number.

### 3.2.2 Sample Report

**Candidate Report**

Centre Code: 938      Centre Name: Centre For Learning  
 Event Number: 137      Award: Level 1 qual

First Name	Last Name	Grade	Certificate Number	Certificate Date
Cameron	Bowler	Pass	114635	27/07/2015 00:00:00

1 of 1

### 3.2.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Candidates Full  
Certificates By Event

## 3.3 Cert Requested Not Cert Due LR-009

### 3.3.1 Description

All registrations where a certificate has been requested but the learner has not completed the qualification (ie request full = 1, but the registration isn't "cert due"). Excludes deleted Learners, Qualification Registrations, Qualifications Offered, Sites, Centres and Qualification Registration Statuses.

Filtered by Centre and Site.

Grouped by Centre and Site, and Sorted by Centre, Site and Learner last name.

### 3.3.2 Sample Report

1 of 1 100% Find | Next

### Full Cert Requested but not Cert Due

Centre Name	Site Name	Learner Code	First Name	Last Name	Code	Title
Alternative Centre of Arts						
Alternative Centre of Arts		128743	rolf	Richards	L1Eng	level 1 English

### 3.3.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Full Cert Requested but not Cert Due

## 3.4 Certificates LR-010

### 3.4.1 Description

List of certificates by batch number, including details of the centre, site, learner, qualification, unit and grade. Excludes deleted certificate batches and deleted certificates. Unit Titles and Grades are snapshots of those at the time, not current values.

Filtered by Centre, Qualification, Batch Number, Registration Group Code, Registration Date, and Certification Date.

Grouped by Batch Number, and Sorted by Descending Batch Numbers, and within that Learner first names and Qualification Titles.

### 3.4.2 Sample Report

1 of 1 100% Find | Next

### Certificates

Batch Number	Cert Issued	Reg Group Code	Centre Code	Centre Name	Site Code	Site Name	Learner Code	ULN	First Name	Middle Name	Last Name
1025											
	23/03/2015		101	ABC College	101.001	Main Site	10000		Anoop		Patel
	23/03/2015		101	ABC College	101.001	Main Site	10000		Anoop		Patel
1026											
	27/03/2015		104	Ealing College	104.001	Main Site	10002		Amy		Wilson
	27/03/2015		104	Ealing College	104.001	Main Site	10002		Amy		Wilson

### 3.4.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Certificates

## 3.5 Certificates Created – Full Unit LR-029

### 3.5.1 Description

List of certificates including unit certificates, by batch number. Includes details of the centre, site, learner, qualification and grade – no breakdown of units taken under full certificates (as in the Certificates report LR-010). Excludes deleted certificate batches and deleted certificates. Grades are snapshots of those at the time, not current values.

Filtered by Centre, Qualification, Batch Number, Registration Group Code, Registration Date, and Certification Date.

Grouped by Batch Number, and Sorted by Descending Batch Numbers, and within that Learner first names and Qualification Titles.

### 3.5.2 Sample Report

Batch Number	Certificate Number	Certificate Issue Date	Reg Group Code	Centre Code	Centre Name	Site Code	Site Name	Learner Code	ULN	First Name	Middle Name
1043	114633	14/07/2015		938	Centre For Learning	938.001	Site for Learning	128713	1075686856	Karen	Alice
1044	114633	14/07/2015		938	Centre For Learning	938.001	Site for Learning	128713	1075686856	Karen	Alice
1045	114634	15/07/2015		938	Centre For Learning	938.001	Site for Learning	128711		Abletf	
1046	114635	27/07/2015		938	Centre For Learning	938.001	Site for Learning	128741		Cameron	

### 3.5.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Certificates Created - Full Unit

## 3.6 Disability and Reasonable Adjustments Report LR-024

### 3.6.1 Description

Registered Learners and details of any disabilities (whether they have any or not), showing Learner, Qualification and Site details. Excludes deleted Learners, Qualification Registrations and Learner Disabilities.

Filtered by Registration Date (mandatory).

No Grouping, and Sorted by Qualification, Site, Last Name and First Name.

### 3.6.2 Sample Report

Disability and Reasonable Adjustments Report								
First Name	Last Name	PIN	Gender	DOB	NINumber	Postcode	Ethnic Origin	Qual
Julian	Beard	128742	Male	16/06/1982			Not Supplied	L1QU
Cameron	Bowler	128741	Male	15/05/1987			Not Supplied	L1QU
Sam	Halliday	128714	Female	03/04/1994			Not Supplied	L1QU
Megan	Mugger	128721	Female	26/04/1990			Not Supplied	L1QU

### 3.6.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Disability and  
Reasonable Adjustme

## 3.7 EV Learner Registrations LR-025

### 3.7.1 Description

Learner registrations for an External Verifier where the original certificate was issued this year OR the registration status is 'Cert Due' or 'In Progress'.

Includes Centre, Site, Learner and Qualification details. Excludes Stand-Alone Qualifications and deleted Learners.

Filtered by EV User. No Grouping. Sorted by Centre, Site, Qualification Code and Learner Code.

### 3.7.2 Sample Report

Centre Code	Centre Name	Site Code	Site Name	Qualification Code	Qualification Name	QCA Number	Qualification Group	Learner Code
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128711
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128720
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128730
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128735
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128736
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128737
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128738
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128739
938	Centre For Learning	938.001	Site for Learning	QUALOPT	qual with optional			128740
939	أمل أن يكون هذا يعمل	939.001	أمل أن يكون هذا يعمل	??? ? ???? ? ? ? ? ?	??? ? ???? ? ? ? ? ?	601/4132/3		128712

### 3.7.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



EV Learner Registrations

## 3.8 EV Learner Registrations Units Only

### 3.8.1 Description

Learner registrations with the Stand Alone units for an External Verifier where the original certificate was issued this year OR the registration status is 'Cert Due' or 'In Progress'.

Includes Centre, Site, Learner and Qualification Unit details. Excludes Non Stand-Alone Qualifications and deleted Learners.

Filtered by EV User. No Grouping. Sorted by Centre, Site, Qualification Code and Learner Code.

### 3.8.2 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Ev Learner Registrations Units

## 3.9 Event Detail LR-015

### 3.9.1 Description

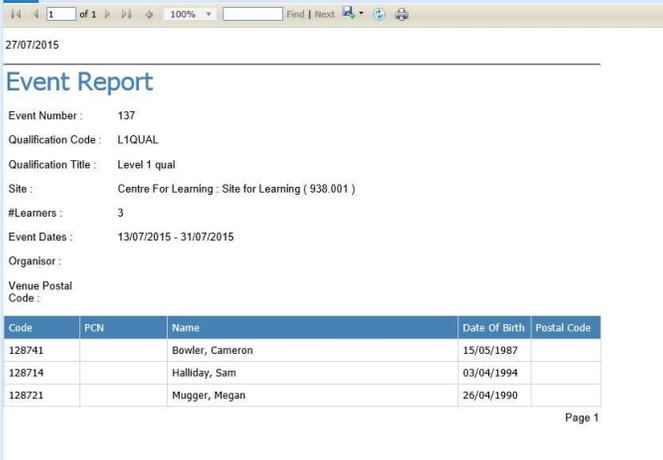
Event details, including registered learners.

Excludes deleted Events, Sites, Addresses, Centres, Qualifications, Event Registrations, Qualification Registrations, Learners and Partner Learner Identifiers.

Filtered by Event Number.

No Grouping. Sorted by Learner Last Name.

### 3.9.2 Sample Report



27/07/2015

#### Event Report

Event Number : 137  
 Qualification Code : L1QUAL  
 Qualification Title : Level 1 qual  
 Site : Centre For Learning : Site for Learning ( 938.001 )  
 #Learners : 3  
 Event Dates : 13/07/2015 - 31/07/2015  
 Organisor :  
 Venue Postal Code :

Code	PCN	Name	Date Of Birth	Postal Code
128741		Bowler, Cameron	15/05/1987	
128714		Halliday, Sam	03/04/1994	
128721		Mugger, Megan	26/04/1990	

Page 1

### 3.9.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Event Report

## 3.10 Facilitator Details LR-026

### 3.10.1 Description

Facilitator details. No exclusions.

Filtered by Facilitator Status, Facilitator Level, Registration Expiry Date and Facilitator Renewal Date.

No Grouping. No Sorting.

### 3.10.2 Sample Report

Status Name	Title Name	First Name	Middle Names	Family Name	Street1	Street2	Street3	City	County	Post Code	Country
Current	Ms	Sadie		Keegan							UNITED KINGDOM

### 3.10.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Facilitator Details

## 3.11 LRS jobs count LR-027

### 3.11.1 Description

Parnassus / PLR Link report counts uploads to the LRS (Learnings Record Service) PLR (Personal Learner Record) system. Excludes deleted Learners, and deleted Uploads or Uploads with errors.

No Filters.

Grouped by Centre and Qualification where applicable, and Sorted by Site.

### 3.11.2 Sample Report

Date	Job	Qual Reg with Achievement Uploaded	Unit Reg with Achievement Uploaded	File
27-07-2015	Achievement Upload			01-

Date	Job	ULNs verified	ULNs to be verified	File
27-07-2015	ULN Verification where learner modified on or after 01/01/2013			1 01-
27-07-2015	Total ULN Verification			1 n/z

### 3.11.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



LRS Jobs Count

### 3.12 Ofqual Learner Level Vocational Data Request LR-028

#### 3.12.1 Description

Ofqual Learner Level Vocational Data Request. This is a report required by Ofqual to be submitted in CSV format. Uses the same criteria as both the Quarterly and Ad-Hoc report, but only for vocational qualifications. Full Certificates only, for vocational qualifications.

List of vocational qualification codes used:

BS, DIP, ESOL, EL, FSMQ, FS, HL, KS, NVQ, OQ, OG, PROJ, PL, QCF, VRQ

Excludes stand-alone Qualifications, transferred or withdrawn Qualification Registrations, and those marked as to be Excluded from statutory reports. Also excludes deleted Learners, Qualification Registrations, Qualifications Offered, Qualifications, Sites, Regulator Regions, Site Types, Centres, Certificates and Addresses.

Filtered by Awarded Date and Awarding Body Acronym.

No Groupings. Sorted by QCA Number, Centre ID, ULN and Date of Birth.

*Extra Information:*

1. To produce the CSV file, use the Export icon when viewing the report, choose CSV format and Save.
2. Follow the instructions Ofqual have sent you for uploading this file to them.
3. The address for a centre is taken from the main site's address.
4. The country is determined by the site's Regulator Region. Only regions within "England", "Wales" or "Northern Ireland" will be included in this report.
5. Ofqual had asked for the country to be based on the Centre Country field, however most customers either have this set to United Kingdom or leave this blank, resulting in records being missed from the report. Ofqual have agreed that, whilst not technically correct, they will accept the data being driven from the Centre Regulator Region.
6. Ofqual require at least one identifier to be sent for a Centre. If there is no other identifier, then both Centre Name and Post Code must be provided. Other identifiers that are sent to Ofqual are UCN (NCN) and UKPRN.

#### 3.12.2 Sample Report

Awarding Body Acronym	QAN	ULN	DOB	Cert da	UKPRN	Centre Name	Centre postcode	Grade
YourAO	[Redacted]	-1	01/05/1974	27/10/2	[Redacted]	[Redacted]	[Redacted]	Pass
YourAO	[Redacted]	-1	01/01/1980	27/10/2	[Redacted]	[Redacted]	[Redacted]	Pass
YourAO	[Redacted]	-1	01/01/1980	01/12/2014	[Redacted]	[Redacted]	[Redacted]	Pass
YourAO	[Redacted]	-1	01/01/1980	02/12/2014	[Redacted]	[Redacted]	[Redacted]	Pass

### 3.13 Quals Offered - By Centre LR-011

#### 3.13.1 Description

Qualifications offered at centres and sites.

Excludes deleted Centres, Sites, Qualifications, Qualification Statuses, Qualifications Offered, and Direct Claim Statuses.

Filtered by Centre (except for Centre reports, which can only report on their own Centre).

No Groupings. Sorted by Centre Code, Site Code and Qualification Code.

#### 3.13.2 Sample Report

Centre Name	Centre Status	Site Code	Site Name	Site Status	Qualification Offered Status	Direct Claims Status	Qualification Code
Associated Sites Test Centre	Approved	185.001	Associated Site 1	Approved	Approved	None	ms1
Associated Sites Test Centre	Approved	185.001	Associated Site 1	Approved	Approved	None	simple
Associated Sites Test Centre	Approved	185.001	Associated Site 1	Approved	Approved	None	chrome1
Associated Sites Test Centre	Approved	185.001	Associated Site 1	Approved	Approved	None	Ass-Site-1-Only
Associated Sites Test Centre	Approved	185.002	Associated Site 2	Approved	Approved	None	ms1
Associated Sites Test Centre	Approved	185.002	Associated Site 2	Approved	Approved	None	simple
Associated Sites Test Centre	Approved	185.002	Associated Site 2	Approved	Approved	None	Ass-Site-2-Only

#### 3.13.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Quals Offered

### 3.14 Quals Offered - By Qualification

#### 3.14.1 Description

Qualifications offered at centres and sites.

Excludes deleted Centres, Sites, Qualifications, Qualification Statuses, Qualifications Offered, and Direct Claim Statuses.

Filtered by Qualification.

No Groupings. Sorted by Qualification Code, Centre Code, and Site Code.

#### 3.14.2 Sample Report

Qualification Code	Qualification Title	Qualification Status	Centre Code	Centre Name	Centre Status	Site Code	Site Name	Site Status	Direct Claims Status
MU	Multiple Units	Approved	1006	Multiple Units	Approved	MU	Multiple Units	Approved	None

#### 3.14.3 Output to Excel



Quals offered by qualifications

### 3.15 Reg & Cert Summary LR-012

#### 3.15.1 Description

Number of registrations, certificates generated and grades entered by day. This report is intended as an operational overview report for the person running the reg & cert administration team.

Registrations excludes deleted Qualification Registrations. Grades excludes deleted Grades.

'Certificates available for creation' excludes deleted Qualification Registrations. The Full column includes requested Full Certificates Due where no Certificate has already been created and not deleted, and excludes Stand-Alone Qualifications Registrations. The Partial/Unit columns include requested Certificates where no certificate has been issued or has been issued and deleted.

Certificates Not Printed includes Certificates issued but not yet printed. It excludes invalid Certificates and deleted Certificates or Certificate Batches.

Certificates Printed excludes invalid Certificates, and deleted Certificates and Certificate batches.

Filtered by date actioned range.

Grouped by Date. Sorted by Date.

#### 3.15.2 Sample Report

1 of 3 100% Find | Next

### Registration & Certification Summary

**Registrations**

Date	Day	Registrations Entered
27/07/2015	Monday	3

---

**Grades**

Date	Day	Grades Entered
27/07/2015	Monday	9

---

**Certificates**

Certificates available for creation

Full	Partial	Unit
3	0	0

Certificates in print queue (not printed)	2
---	---

Date	Day	Certificates Printed
------	-----	----------------------

### 3.15.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Reg & Cert Summary

## 3.16 Registration Trends LR-013

### 3.16.1 Description

Shows graphs of registrations on qualifications over time. What is our most popular qualification in the last 12 months? How did registrations vary over the year?

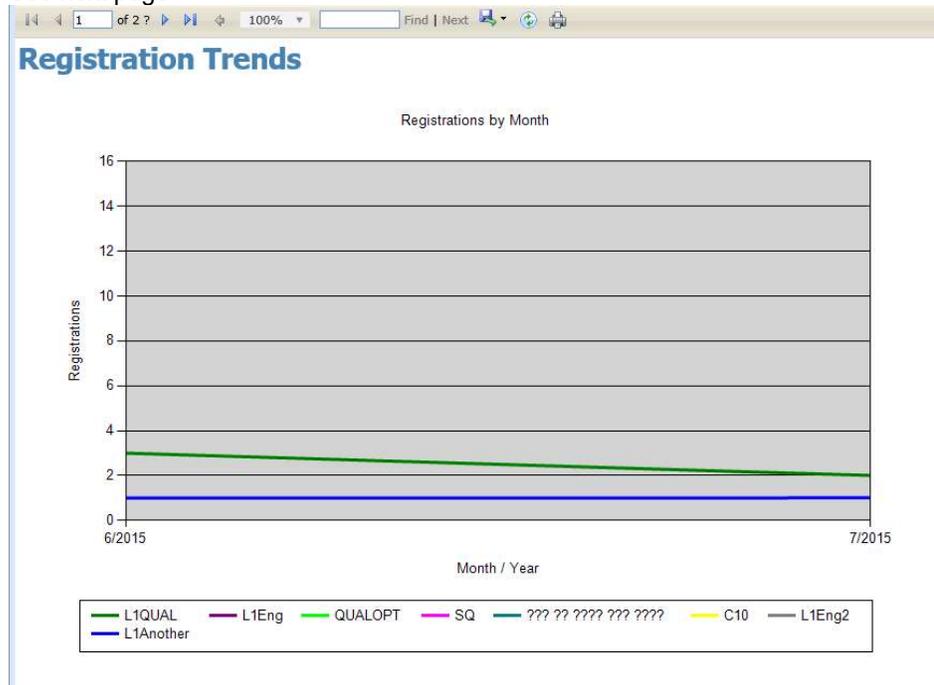
Includes Qualification Registrations on Qualifications Offered. Does not exclude deleted items.

No filter.

Grouped by Qualification and Month / Quarter / Year. Sorted by Registration Date and Qualification.

### 3.16.2 Sample Report

See next page



	6/2015	7/2015
L1QUAL	3	2
L1Another	1	1
L1Eng	0	14
QUALOPT	0	8
SQ	0	6
??? ?? ???? ???? ???? ?	0	2
C10	0	1
L1Eng2	0	1

Also graphed by quarter, by year, and by individual qualification.

### 3.16.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Registration Trends

## 3.17 Registrations (or Centre Registrations) LR-008

### 3.17.1 Description

List of all Registrations, with details of qualifications and certificates.

Excludes Stand-Alone Qualifications and deleted Learners, Qualification Registrations, Grades and Certificates.

Filtered by Qualification, Centre, Registration Status, Registration Date, Created Date and Expiry Date (except for Centre reports, which can only report on their own Centre).

No Grouping. Sorted by Centre, Site and Qualification Code.

### 3.17.2 Sample Report

Centre Code	Centre Name	Site Code	Site Name	Learner Code	ULN	First Name	Last Name	Middle Name	Gender	DOB	N
940	Alternative Centre of Arts	940.001	Alternative Centre of Arts	128730		David	Dobby		Male	01/01/1972 00:00:00	
940	Alternative Centre of Arts	940.001	Alternative Centre of Arts	128736		Tim	Link		Male	03/03/1933 00:00:00	
940	Alternative Centre of Arts	940.001	Alternative Centre of Arts	128743		rolf	Richards		Male	17/03/1969 00:00:00	

### 3.17.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Registrations

### 3.18 Cloud – Finance – Additional Unit Registrations LR-031

#### 3.18.1 Description

Finance Report showing Additional Unit Registrations (ie not included on Award), including charging details for both qualification and unit.

Excludes deleted Learners, Unit Registrations and Qualification Registrations.

Filtered by Qualification, Centre, Registration Status, Registration Date, Registration Creation Date and Expiry Date.

No Grouping. Sorted by Centre, Site and Qualification Code.

#### 3.18.2 Sample Report

Finance Report - Additional Unit Registrations

Centre Code	Centre Name	Site Code	Site Name	Account Number	Qualification Code	Qca Number	Product Code	Qualification Chargeable	Unit Chargeable	Registration Date	Registration Created Date	Qual Reg Status	Qual Reg Purchase Order No	Unit Code
-------------	-------------	-----------	-----------	----------------	--------------------	------------	--------------	--------------------------	-----------------	-------------------	---------------------------	-----------------	----------------------------	-----------

#### 3.18.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Cloud Finance  
Additional Units

### 3.19 Cloud – Finance – Unit Only Registrations LR-032

#### 3.19.1 Description

Finance Report showing Unit Registrations, including charging details.

Excludes deleted Learners, Unit Registrations and Qualification Registrations. Only includes Standalone Registrations and Registrations on chargeable Qualifications. Excludes Qualification Sets and Unit Registrations not included on Award.

Filtered by Qualification, Centre, Registration Status, Registration Date, Registration Creation Date and Expiry Date

No Grouping. Sorted by Centre, Site and Qualification Code.

#### 3.19.2 Sample Report

Centre Code	Centre Name	Site Code	Site Name	Account Number	Qualification Code	Qca Number	Product Code	Registration Date	Registration Created Date	Qual Reg Status	Qual Reg Purchase Order No	Unit Code
-------------	-------------	-----------	-----------	----------------	--------------------	------------	--------------	-------------------	---------------------------	-----------------	----------------------------	-----------

#### 3.19.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Cloud Finance Unit  
Only Registrations

## 3.20 Cloud – Finance – Qualification Registrations LR-033

### 3.20.1 Description

Finance Report showing Qualification Registrations, including charging details.

Excludes deleted Learners and Qualification Registrations, Qualification Sets and Standalone Registrations. Only includes Registrations on chargeable Qualifications.

Filtered by Qualification, Centre, Registration Status, Registration Date, Registration Creation Date and Expiry Date.

No Grouping. Sorted by Centre, Site and Qualification Code.

### 3.20.2 Sample Report

Centre Code	Centre Name	Site Code	Site Name	Account Number	Qualification Code	Qca Number	Product Code	Registration Date	Registration Created Date	Qual Reg Status	Purchase Order No	Learner Code	ULN
-------------	-------------	-----------	-----------	----------------	--------------------	------------	--------------	-------------------	---------------------------	-----------------	-------------------	--------------	-----

### 3.20.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Cloud Finance  
Qualification Registrat

## 3.21 Cloud – Finance – Qualification Sets LR-034

### 3.21.1 Description

Finance Report showing Additional Unit Registrations (ie not included on Award), including charging details.

Excludes deleted Learners and Qualification Registrations, and Standalone Registrations. Includes Qualification Set Registrations on chargeable and non-chargeable Qualifications.

Filtered by Qualification, Centre, Registration Status, Registration Date, Registration Creation Date and Expiry Date.

No Grouping. Sorted by Centre, Site and Qualification Code.

### 3.21.2 Sample Report

Gordon Associates

Finance Report - Qualification Set Registrations

Centre Code	Centre Name	Site Code	Site Name	Account Number	Qualification Set Code	Qualification Set Product Code	Qualification Code	Qca Number	Qualification Product Code	Qualification Chargeable	Registration Date	Registration Created Date	Qual Reg Status	Purchase No
-------------	-------------	-----------	-----------	----------------	------------------------	--------------------------------	--------------------	------------	----------------------------	--------------------------	-------------------	---------------------------	-----------------	-------------

### 3.21.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Cloud Finance  
Qualification Set Regi:

## 3.22 Cloud - GA Registrations Report LR-035

### 3.22.1 Description

Finance Report showing a count of Registrations, split into different categories (see sample report).

Excludes deleted Qualifications, Qualification Registrations and Qualifications Offered.  
 First row excludes Standalone and Transferred Registrations.  
 Second row excludes Transferred Registrations and includes Standalone Registrations.  
 Third row includes Standalone Registrations and excludes Transferred Registrations.

Filtered by Creation Date.

No Grouping. Sorted by Centre, Site and Qualification Code.

### 3.22.2 Sample Report

Item	Count
Qualification Registrations (Excluding transferred and standalone)	56
Standalone Unit Registrations	0
Transfers	5

### 3.22.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Cloud Finance GA  
Registrations

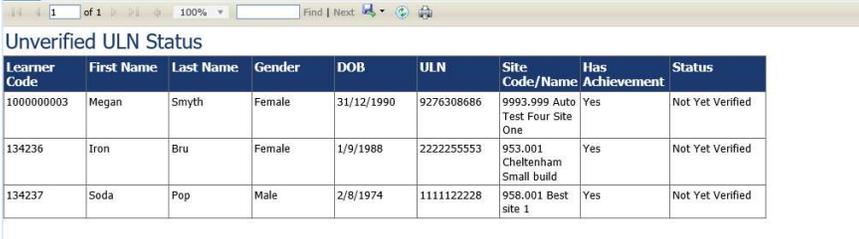
## 3.23 Unverified ULN Status LR-014

### 3.23.1 Description

Learners with ULNs who have not been verified with MIAP. Includes the most recently active Site and whether or not the learner has any achievements.

Filtered on Created Date. No Grouping. No Sorting.

### 3.23.2 Sample Report



Learner Code	First Name	Last Name	Gender	DOB	ULN	Site Code/Name	Has Achievement	Status
1000000003	Megan	Smyth	Female	31/12/1990	9276308686	9993.999 Auto Test Four Site One	Yes	Not Yet Verified
134236	Iron	Bru	Female	1/9/1988	2222255553	953.001 Cheltenham Small build	Yes	Not Yet Verified
134237	Soda	Pop	Male	2/8/1974	1111122228	958.001 Best site 1	Yes	Not Yet Verified

### 3.23.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Unverified ULN  
Status

## 3.24 Learner Qualification Registration Completion Reports

### 3.24.1 Description

This suite of reports issued with Parnassus version 4.8 onwards will show learner qualification registration completion by;

- Month
- Qualification
- Centre
- Site

The reports are based on registrations in the requested time period excluding withdrawals. Percentage completion rates are stated for the registrations based on the registrations that have been certificated.

All four of the reports can be made available to Centres, at the discretion of the AO. When run via a Centre login the reports only show the data relative to the logged in Centre.

Specific information on the reported data is as below;

#### 1. Registrations In Period [A]

- Are based on the date the learner registration was created in Parnassus.
- Not the Registration date, which can be ""backdated"

#### 2. Withdrawals To Date [B]

- May increase over time. Max value is the same as the registrations in period."

#### 3. Certificates to Date for Registrations in Period [D]

- May increase over time. Max value is the same as the registrations in period."

The data shown in the report screenshots is test data from Gordon Associates development version of Parnassus.

### 3.24.2 Learner Qualification Registration Completion Report - By Month

The screenshot shows the Parnassus Reports interface. On the left is a navigation menu with categories like Centres, Learners, Qualifications, Units, Certification, eAssessment Link, Reporting, Facilitators, Events, Contacts, Admin, and GA Admin. The main area is titled 'Reports' and contains several buttons: 'Bath Data', 'Ofqual QDC', 'Launch Report Builder', and 'Create PLR Achievement File'. Below these buttons, there's a section for 'Loading Reports From' with a URL and radio buttons for 'Standard Reports' (selected) and 'Custom Reports'. A list of report titles is shown, with 'Registration Completion by Month' selected. To the right of the list are input fields for 'Start Date' (01/01/2015), 'End Date' (11/02/2016), 'Centre' (All), and 'Qualification' (All). A 'View Report' button is at the bottom.

## Learner Qualification Registration Completion Report by Month

Centre: All  
 Qualification: All  
 Period Start: 1 Jan 2015  
 Period End: 11 Feb 2016

Year	Month	Registrations in Period	Withdrawals to Date	Registrations less Withdrawals	Certificates to Date for Registrations in Period	Completion rate at time report run
2015	July	53	0	53	3	6%
2015	August	31	0	31	2	6%
2015	September	18	1	17	3	18%
2015	October	19	0	19	5	26%
2015	November	10	0	10	0	0%
2015	December	3	0	3	0	0%
2016	January	1	0	1	0	0%
2016	February	10	1	9	1	11%
	<b>TOTAL</b>	<b>145</b>	<b>2</b>	<b>143</b>	<b>14</b>	<b>10%</b>

### 3.24.3 Learner Qualification Registration Completion Report - By Qualification

The screenshot shows the Parnassus Reports interface. On the left is a navigation menu with categories like Centres, Learners, Qualifications, etc. The main area is titled 'Reports' and shows a list of 'Custom Reports'. The report 'Registration Completion by Qualification' is selected. To the right of the list are filter fields: Start Date (01/01/2015), End Date (11/02/2016), Centre (All), and Qualification (All). A 'View Report' button is at the bottom of the list.

#### Learner Qualification Registration Completion Report by Qualification

Centre: All  
 Qualification: All  
 Period Start: 1 Jan 2015  
 Period End: 11 Feb 2016

Qualification Code	Qualification Title	Registrations in Period	Withdrawals to Date	Registrations less Withdrawals	Certificates to Date for Registrations in Period	Completion rate at time report run
??? ??	??? ??	3	0	3	0	0%
C10	credit 10	16	0	16	7	44%
D10	credit 10	1	0	1	0	0%
DansTest	DansTest	1	0	1	0	0%
FSE01	Skillsfirst FS English Level 1	1	0	1	1	100%
L1 Eng Expired units	level 1 English	1	0	1	0	0%
L1Another	Level 1 qual	3	0	3	0	0%
L1Eng	level 1 English	21	0	21	0	0%
L1Eng2	level 1 English2	1	0	1	0	0%
L1QUAL	Level 1 qual	21	0	21	1	5%
L2QUAL	Level 2 qual	12	0	12	0	0%
more Options	qual with optional	2	0	2	0	0%
NonSA	NonSA	1	0	1	0	0%
Q1PR	Q1PR	4	0	4	0	0%
Q2PR	Q2PR	2	0	2	0	0%
QUALOPT	qual with optional	26	0	26	2	8%
SA	SA	1	0	1	0	0%
SHELL	SHELL Qual	1	0	1	0	0%
some reg	no reg	1	0	1	0	0%
someregmu	no reg multi unit	1	0	1	0	0%
SQ	SQT Qual	19	1	18	2	11%
T027147	T027147	5	0	5	0	0%
T027158	T027158	1	1	0	1	0%
	<b>TOTAL</b>	<b>145</b>	<b>2</b>	<b>143</b>	<b>14</b>	<b>10%</b>

### 3.24.4 Learner Qualification Registration Completion Report - By Centre

The screenshot shows the Parnassus Reports interface. On the left is a navigation sidebar with categories like Centres, Learners, Qualifications, etc. The main area is titled 'Reports' and contains several buttons: 'Bath Data', 'Ofqual QDC', 'Launch Report Builder', and 'Create PLR Achievement File'. Below these, there are radio buttons for 'Standard Reports' (selected) and 'Custom Reports'. A dropdown menu is open, listing various report types, with 'Registration Completion by Centre' highlighted. To the right of the dropdown are input fields for 'Start Date' (01/02/2016), 'End Date' (11/02/2016), and 'Centre' (All). A 'View Report' button is at the bottom of the dropdown.

#### Learner Qualification Registration Completion Report by Centre

Centre: All  
 Period Start: 1 Jan 2015  
 Period End: 11 Feb 2016

Centre Name	Centre Code	Registrations in Period	Withdrawals to Date	Registrations less Withdrawals	Certificates to Date for Registrations in Period	Completion rate at time report run
Alternative Centre of Arts	040	4	0	4	0	0%
Centre For Learning	038	123	1	122	12	10%
DansTest	040	1	0	1	0	0%
new 1	042	3	0	3	0	0%
NonSA	045	1	0	1	0	0%
SA	044	1	0	1	0	0%
Skillsfirst FS Centre	041	1	0	1	1	100%
T027147	043	4	0	4	0	0%
T027158	047	1	1	0	1	0%
Test Resits	048	3	0	3	0	0%
امتحان ان يكون هنا يعادل	030	3	0	3	0	0%
<b>TOTALS</b>		<b>145</b>	<b>2</b>	<b>143</b>	<b>14</b>	<b>10%</b>

### 3.24.5 Learner Qualification Registration Completion Report - By Site

The screenshot shows the Parnassus Reports interface. On the left is a navigation menu with categories like Centres, Learners, Qualifications, etc. The main area is titled 'Reports' and contains several buttons: 'Bath Data', 'Ofqual QDC', 'Launch Report Builder', and 'Create PLR Achievement File'. Below these, there's a 'Loading Reports From' section with a URL and radio buttons for 'Standard Reports' (selected) and 'Custom Reports'. A dropdown menu is open, listing various reports, with 'Registration Completion by Site' selected. To the right of the dropdown are input fields for 'Start Date' (01/01/2015), 'End Date' (11/02/2016), and 'Centre' (938:Centre For Learning). A 'View Report' button is at the bottom of the dropdown.

#### Learner Qualification Registration Completion Report by Site

Centre: 938 Centre For Learning  
 Period Start: 1 Jan 2015  
 Period End: 11 Feb 2016

Site Name	Site Code	Registrations in Period	Withdrawals to Date	Registrations less Withdrawals	Certificates to Date for Registrations in Period	Completion rate at time report run
Site 2	938.002	3	0	3	0	0%
Site for Learning	938.001	120	1	119	12	10%
	<b>TOTAL</b>	<b>123</b>	<b>1</b>	<b>122</b>	<b>12</b>	<b>10%</b>

### 3.25 Certificates Due – Qualification Report

#### 3.25.1 Description

This report issued with Parnassus 4.8 will list the totals of all certificates with a learner qualification registration status of 'Certificate Due' with any units under that qualification with a pathway unit assessment created date between ranges specified on the screen. The report is to have the following filters on the page to further narrow down results:

- Qualification (One or All)
- Centre (One or All)
- Unit Assessment created (within Parnassus) Date from
- Unit Assessment created (within Parnassus) Date to

The report will not display individual rows, but display totals.

**Note:**

The report generated would be an estimate of the total numbers as there are further certification checks that may mean some of those who are “cert. due” won’t actually get a certificate.

Attempts							
	Grade	Assessment Date	Grade Verified	created	Alternative Achievement	Last LRS Upload	Release Date
	Pass	26/02/2016	<input type="checkbox"/>	08/03/2016	No		

The above screenshot highlights the fact the report should be done on the created date (from the database, not necessarily the assessment date).

### 3.25.2 Report Parameters

#### Certificates Due - Qualification

Qual Code	Qualification	Site Code	Site	Total	Cert Due & Requested
100/5617/8	100/5617/8	918.001	London Art College1232142134	1	1
111	New qual 1	2/001	Site A1	3	3

### 3.25.3 Report Output



Certificates Due - Qualification

### 3.26 Finance – Fee Backing Data

#### 3.26.1 Description

This report issued with Parnassus 4.9 to run it you will the compatible supporting modules installed. The report has the following filters on the page to further narrow down results:

- Centre (One or All)
- Fee Batch Number

#### 3.26.2 Sample Report

Report Viewer																
Finance - Fee Backing Data																
Fee Type	PO Number	Centre Code	Centre Name	Site Code	Site Name	Learner Code	Learner First Name	Learner Last Name	ULN	Qualification Code	Qualification Title	QAN	Unit Code	Unit Title	UAN	Apprenticeship Code

#### 3.26.3 Output to Excel



Finance - Fee Backing Data

### 3.27 Certificates Due – Partial (Not Standalone)

### 3.27.1 Description

This report gives a count of requested partial certificates per qualification. This report will include requested partial certificates where the registration status is not 'Complete' and where the registration does not already have a partial certificate for the unit(s) requested. The report has the following filters on the page to further narrow down results:

- Qualification (One or All)
- Centre (One or All)
- Unit Assessment created (within Parnassus) Date from
- Unit Assessment created (within Parnassus) Date to

### 3.27.2 Sample Report

Certificates Due - Partial (Not Standalone)				
Qual Code	Qualification	Site Code	Site	Partial Cert Requested
3380 Second Qual	3380 Second Qual	1023.001	Cheltenham - Main	1

The report will not display individual rows, but display totals.

### 3.27.3 Output to Excel



Certificates Due -  
Partial (Not Standalone)

## 3.28 Certificates Due – Units (Not Standalone)

### 3.28.1 Description

This report gives a count of requested unit certificates per qualification and excludes standalone units. This report will include requested unit certificates where the registration status is not 'Complete' and where the registration does not already have a unit certificate for the unit requested. The report has the following filters on the page to further narrow down results:

- Qualification (One or All)
- Centre (One or All)
- Unit Assessment created (within Parnassus) Date from
- Unit Assessment created (within Parnassus) Date to

### 3.28.2 Sample Report

Certificates Due - Units (Not standalone)						
Qual Code	Qualification	Unit Code	Unit	Site Code	Site	Unit Cert Requested
3380 Second Qual	3380 Second Qual	3380 Unit 1	3380 Unit 1	1023.001	Cheltenham - Main	1

The report will not display individual rows, but display totals.

### 3.28.3 Output to Excel



Certificates Due -  
Units (Not Standalone)

## 3.29 Certificates Due – Units (Standalone)

### 3.29.1 Description

This report gives a count of requested standalone unit certificates per qualification. This report will include requested unit certificates where the registration does not already have a unit certificate for the unit requested. The report has the following filters on the page to further narrow down results:

- Qualification (One or All)
- Centre (One or All)
- Unit Assessment created (within Parnassus) Date from
- Unit Assessment created (within Parnassus) Date to

### 3.29.2 Sample Report

#### Standalone Unit Certificates Due

Qual Code	Qualification	Unit Code	Unit	Site Code	Site	Total	Cert Due Requested
12	12	8&AMP8	Ampersand 8	1074.001	Qual Set Test Site 1	1	0

The report will not display individual rows, but display totals.

### 3.29.3 Output to Excel



Certificates Due -  
Units (Standalone)

## 3.30 Finance - Fees

### 3.30.1 Description

This report gives details on all Fees raised in Hermes and is only suitable for customers who use this finance module. The report has the following filters on the page to further narrow down results:

- Action Date from
- Action Date to

### 3.30.2 Sample Report

#### Finance - Fees

Status	Account Identifier	Product Code	Purchase Order	Customer Code	Customer Name	Description	Fee Type	Action Date	Origin Date	Origin User	Batch Number
--------	--------------------	--------------	----------------	---------------	---------------	-------------	----------	-------------	-------------	-------------	--------------

### 3.30.3 Output to Excel

Gordon Associates



Finance - Fees

### 3.31 Registrations Unit Only (or Centre Registrations)

#### 3.31.1 Description

List of Standalone Unit Registrations and certificates.

Excludes Non Stand-Alone Qualifications and deleted Learners, includes Unit only Registrations, Unit Grades and Unit Certificates.

Filtered by Qualification, Centre, Registration Status, Registration Date, Created Date and Expiry Date (except for Centre reports, which can only report on their own Centre).

No Grouping. Sorted by Centre, Site, Qualification Code and Unit Code.

#### 3.31.2 Sample Report

Registrations Unit Only													
Centre Code	Centre Name	Site Code	Site Name	Learner Code	ULN	First Name	Last Name	Middle Name	Gender	DOB	NI Number	Qualification Code	QN

#### 3.31.3 Output to Excel



Registrations Unit Only

### 3.32 Centre Risk Rating

#### 3.32.1 Description

List of Centres with status and associated risk rating.

Filtered by Centre and Risk Rating.

No Grouping.

#### 3.32.2 Sample Report

Centre Current Risk Rating			
Centre Code	Centre Name	Centre Status	Current Risk Rating Level

#### 3.32.3 Output to Excel



Centre Risk Rating

### 3.33 Centres With Groups

### 3.33.1 Description

List of Centres with associated groups.

Filtered by Centre.

No Grouping.

### 3.33.2 Sample Report

Centres with Groups

Centre Code	Centre Name	Centre Old Code	UKPRN	Centre Status Code	Centre Status	First Approved	Ucn	Renewal Date	Date Clk
-------------	-------------	-----------------	-------	--------------------	---------------	----------------	-----	--------------	----------

### 3.33.3 Output to Excel



Centres With Groups

## 3.34 Event Details With Certificate Date

### 3.34.1 Description

List of Centres with candidates and certificate dates for an event.

Filtered by Event Number.

No Grouping.

### 3.34.2 Sample Report

10/12/2019

Event Report

Event Number: 172  
 Qualification Code: DIIAA  
 Qualification Title: D/ International Achiever Award  
 Site: Dis Worldwide Agency: Bristol (1335.001)  
 #Learners: 5  
 Event Dates: 20/10/2019 - 25/10/2019  
 \*Organiser:  
 \*Venue Postal Code:

Code	PCN	Name	Date Of Birth	Postal Code	Certificate Date
------	-----	------	---------------	-------------	------------------

### 3.34.3 Output to Excel



Event Detail With Certificate Date

## 4 Internal Reports – On Specific Screens

### 4.1 Batch Registrations Summary SR-004

#### 4.1.1 Description

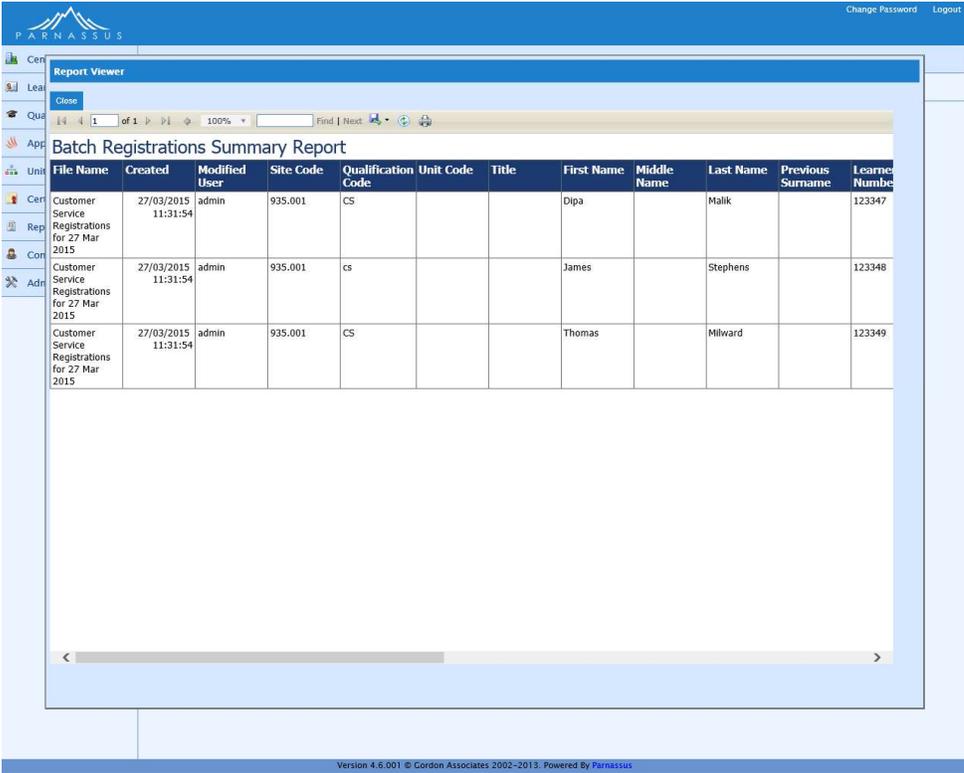
This report lists registrations imported from a single batch (to see details of more than one batch, see Section **Error! Reference source not found.: Error! Reference source not found.**).

It can be accessed via the 'S' icon on each batch registration upload, this brings a popup window showing the report with the details for that batch.

In general centres don't have access unless the client requests it.

Deleted file entries are excluded. Filename and Site Code parameters can use % wildcards.

#### 4.1.2 Sample Report



The screenshot shows a web application interface for Parnassus. The main content area displays a 'Batch Registrations Summary Report' table. The table has the following columns: File Name, Created, Modified User, Site Code, Qualification Code, Unit Code, Title, First Name, Middle Name, Last Name, Previous Surname, and Learner Number. The data rows are as follows:

File Name	Created	Modified User	Site Code	Qualification Code	Unit Code	Title	First Name	Middle Name	Last Name	Previous Surname	Learner Number
Customer Service Registrations for 27 Mar 2015	27/03/2015 11:31:54	admin	935.001	CS			Dipa		Malik		123347
Customer Service Registrations for 27 Mar 2015	27/03/2015 11:31:54	admin	935.001	cs			James		Stephens		123348
Customer Service Registrations for 27 Mar 2015	27/03/2015 11:31:54	admin	935.001	CS			Thomas		Milward		123349

At the bottom of the screenshot, the text 'Version 4.6.001 © Gordon Associates 2002-2013. Powered By Parnassus' is visible.

#### 4.1.3 Filters / Parameters

Filter On	Purpose
Registration Import File ID	Numeric ID of imported file
Registration Import Filename	Name of file imported – can use % wildcards
From Date	Batch created on or after this date

To Date	Batch created on or before this date
Modified User	User who last modified this batch
First Name	The forename of the learner
Last Name	The surname of the learner
Learner Code	Parnassus unique identifier for the learner
Qualification Code	List of qualifications setup within Parnassus
Site Code	The system generated site identifier
Status	File Status

## 4.2 Centre Certificate SR-002

Certificate for centres to show their approval/recognition/accreditation status and Valid Until date. Also can list all the qualifications offered by all sites within the centre. Core, but needs customisation for each client.

## 4.3 Certificate SR-005

### 4.3.1 Description

The printing of certificates is accessed through the certification wizard screen under Certification.

Certificates can be produced for a selected Certification Batch, for Full, Unit or Partial Certificates. They can be tailored to individual AOs.

Advanced Secure printing is possible for extra security.

See section 8 of the main User Guide for more information on working with Certificate Batches.

### 4.3.2 Sample Certificate Reports

Sample certificates shown below.

Sample Certificate:



Sample Certificate Transcript:



Sample Certificate Batch Summary:

Certificate Batch Summary

Certificate Number	First Name	Last Name	Learner Code	Certificate Summary	Grade
100003	Harshni	Bhardwaj	10009		
100002	Toby	Hill	10010		
100004	David	Hill	10012		
100001	George	McCarroll	10008		
100005	Stephen	McCarroll	10013		

**4.4 Labels Report SR-003**

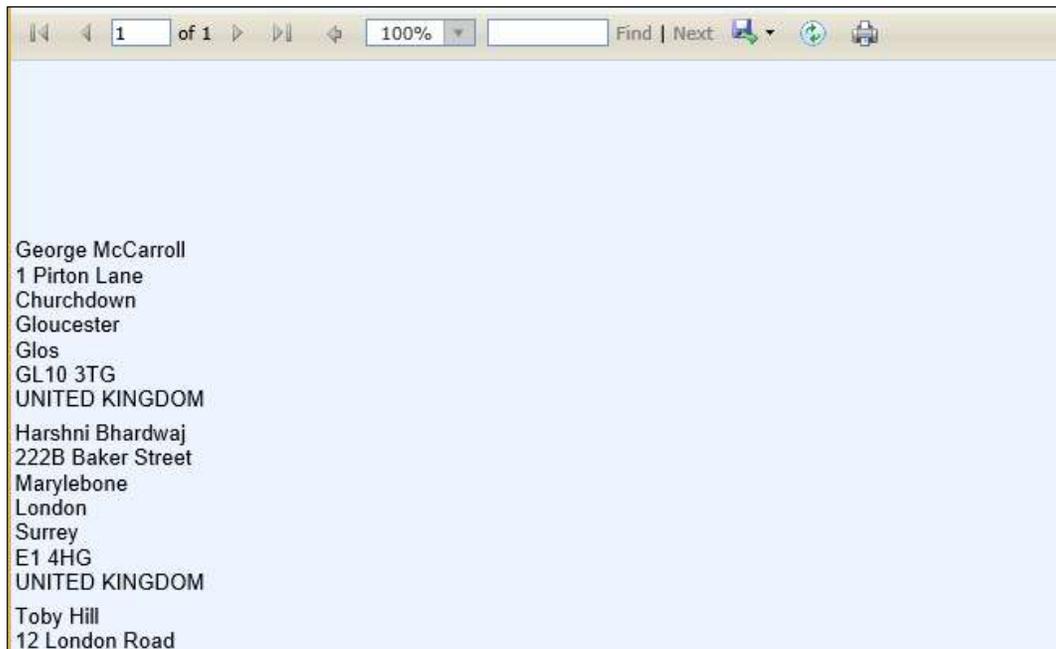
#### 4.4.1 Description

This report is accessed through the certification wizard screen. If the Labels icon\* is displayed for each row in the certificate batch list, then clicking on this will display the labels report.

The labels report will list 20 candidates name and addresses on each A4 sheet. Each label will contain the candidate's first name, last name, full address, and postcode, sorted by Learner Code, for the selected Certificate Batch. If more is required such as candidate number, then this will need to be customised.

\* The labels icon will be visible if 'LabelsIconInGrid' is set to true in the web.config.

#### 4.4.2 Sample Report



#### 4.4.3 Output to Excel

See Excel report below for full list of columns. Report pages may be on separate worksheets.



Labels Report

## 4.5 Registration Card SR-001

#### 4.5.1 Description

Produces registration cards. A core report that needs customising for each customer.

Excludes deleted or deceased Learners, Learners with deleted addresses and deleted Registration Cards.

To print a registration card, click on the Learners option of the main menu, then choose the Registration Card Batches button to view, create or print Registration Cards. Alternatively, there is a tickbox on the Details tab for an individual learner that, if ticked, will cause the learner to appear in the next Registration Card Batch for the site. See the main User Guide for more details of Registration Card Batches.

## 4.5.2 Sample Report

**Welcome to XYZ Awarding Organisation**  
XYZ is pleased to welcome you onto your course. We hope that you find your qualification relevant, interesting and, above all, enjoyable.

**Lifetime Registration Card**  
As you are a first time candidate of XYZ, we have allocated a unique lifetime registration number to you. This is shown on the card below, which is yours to keep. This number should be made available to your centre and used if you undertake any further XYZ qualifications at any of our approved centres. Please check that your name is correct on the card as this how it will appear on the certificate you achieve.

If you lose your card, a replacement can be obtained by contacting XYZ customer service on 01111 123123 or alternatively e-mailing [customerservice@xyz.org.uk](mailto:customerservice@xyz.org.uk).

**Candidate Handbook**  
XYZ produces a Candidate Handbook which contains useful information to support you whilst you are undertaking your qualification. It also answers some of the questions that you may have when looking to transfer your skills to the workplace.

This handbook and other useful information can be found on our Web site at

**[www.xyz.org.uk](http://www.xyz.org.uk)**  
XYZ would like to take the opportunity to wish you every success with your course and future career.

Yours faithfully

Dr ABC Name  
Chief Executive

**XYZ**  
**Lifetime Registration Card**  
Candidate Name: even newer trans test same site. diff qual  
Lifetime Registration Number: 112165  
Date of Issue: 14/9/2015  
XYZ, Floor, Building in Z Street, Town, County CU1 1CU,  
England  
T: +44(0)1111 1111100  
E: [customerservice@XYZ.org.uk](mailto:customerservice@XYZ.org.uk)  
W: [www.XYZ.org.uk](http://www.XYZ.org.uk)  
**Please keep this card safe**

Version 4.7.001 (Dev) © Gordon Associates 2002-2013. Powered By Parnassus

## 5 Internal Reports – Available to Centre Users

### 5.1 Candidate Report LR-007

Basic list of candidates with Full certificates, excluding deleted Qualification Registrations and deleted certificates, for the current Centre only.

For more details see Section 3.1 Candidates LR-007.

### 5.2 Certificate Report LR-010

List of certificates by batch number, including details of the centre, site, learner, qualification, unit and grade, for the current Centre only. Excludes deleted certificate batches and deleted certificates. Unit Titles and Grades are snapshots of those at the time, not current values.

For more details see Section 3.4 Certificates LR-010.

### 5.3 Qualifications Offered LR-011

Qualifications offered at the current Centre and sites. Excludes deleted Centres, Sites, Qualifications, Qualification Statuses, Qualifications Offered, and Direct Claim Statuses.

For more details see Section 3.13: Qualls Offered - By Centre LR-011.

### 5.4 Registrations (or Centre Registrations) LR-008

List of all Registrations for the current centre, with details of qualifications and certificates. Excludes Stand-Alone Qualifications and deleted Learners, Qualification Registrations, Grades and Certificates.

For more details see Section 3.17: Registrations (or Centre Registrations) LR-008.

### 5.5 Centres with Groups

List of all current centre groups.

For more details see Section 3:33 Centres with Groups.

### 5.6 Event Detail with Certificate Date

List of Event registrations for the current centre, with certificate dates.

For more details see Section 3:34 Event Detail with Certificate Dates

### 5.7 Registrations Unit Only

List of all Registrations for the current centre, with details of qualifications and certificates. Excludes Non Stand-Alone Qualifications and deleted Learners, Qualification Registrations, Grades and Certificates.

For more details see Section 3:31 Registrations Unit Only.

## 6 Internal Reports – XREP Reports

### 6.1 Introduction To XREPS

These reports are a means of extracting large quantities of associated data, such as ‘everything to do with Certificates’. This data can then be exported into Excel or other external software where it can be filtered and reported on as required within the user’s control, using a familiar tool.

They are not designed be printed straight from Parnassus, ie they are not formatted for A4 size printing. This is due to the large number of columns that we have included on the reports. When viewing the report on-screen, select Excel as the export format.

### 6.2 It is a way of producing customised reports without asking GA to produce them, and without using the more technical Report Builder option (see Section 7.4: Create PLR Achievement File

This method is only available to some AOs. If you require more information, please contact GA.

Report Builder - Customer-Specific Reports).

Some of the titles of the columns may be generic, such as Custom1 or Site Custom1, as these fields in the database can be tailored for different uses for different organisations.

### 6.3 Table of XREP Reports

This lists all the standard XREP reports. You may have additional customised reports that operate in a similar fashion. To see which columns are included, run the report.

Name	Description
XREP_CentreGroups	Details of all Centres with Groups they are associated to. Optional filter of Centre.
XREP_CentresAndQuals	Details of all Centres and the Qualifications they offer, no filtering
XREP_CentresAndQualSets	Details of all Centres and the Qualifications Sets they offer, no filtering
XREP_CentresAndSites	Details of all Centres and Sites, no filtering
XREP_CentreVenues	Details of all Venues, their Status, the Centre(s) they have been assigned against and the Status of the association. Optional filter of CentreId.
XREP_Certificates	Details of all Certificates issued and the learners and qualifications associated with them, filtered on the date the Certificates were created
XREP_ContactDetails	Details of Contacts with their Role, Site and Qualification details, no filtering
XREP_Events	Details of all Events and the learners, centres and qualifications associated with them, filtered on the start date of the Event
XREP_EventList	Details of all Events, centres, sites and qualifications associated with them, filtered on the start date of the Event
XREP_EVQualifications	Details of EV User and the Qualifications associated with them, no filtering.
XREP_EVSites	Details of EV User and the Sites associated with them, no filtering.
XREP_LearnerReasonableAdjustments	Details of learners and the disabilities and reasonable adjustments associated with them, filtered on the date the Reasonable Adjustment was created
XREP_LearnersAndQualSetRegistrations	Details of learners and the Qualification Sets they are registered on, filtered by the date of Registration
XREP_LearnersAndRegistrations	Details of learners and the Qualifications and Centres they are registered with, filtered by the date of Registration and the date the Registration was created
XREP_LearnersAndUnitRegistrations	Details of learners and the Units, Pathways etc they are registered on, filtered by the date of Registration
XREP_QualificationPreRequisites	Details of Qualifications and their Prerequisites, no filtering
XREP_Qualifications	Details of Qualifications and their Pathways, Units and so on
XREP_ReportsAudit	Details of reports run showing the report name, user and parameters (if any were used). (issued with Parnassus 4.8 onwards)

XREP_ReferenceAssessmentLanguage	Reference codes for assessment languages.
XREP_ReferenceDisability	Reference codes for disabilities.
XREP_ReferenceEthnic	Reference codes for ethnicities.
XREP_ReferenceNationality	Reference codes for nationalities.
XREP_ReferenceSpecialNeed	Reference codes for special needs.
XREP_Users	Details of Parnassus users, no filtering
XREP_Venues	Details of all Venues and their status, no filtering.

## 6.4 Restrictions

XREP reports have been developed and tested by Gordon Associates and shown to run with up to 150,000 rows.

Experience has shown however that the version of SQL Server and the specification of the server can limit the exporting of data from the XREP to Excel. If you experience problems exporting to Excel please bear the following points in mind;

- If the XREP runs and the data won't Export to Excel reduce the amount of data being exported by reducing the date range you are running
- If the XREP still won't export to Excel try Export to CSV. More rows will export to CSV when SQL server or the Server aren't managing to export to Excel
- The number of rows that can be exported from SQL server to Excel varies dependant on the version of SQL Server. SQL server 2005 max rows is 65, 536.
- Excel  
Excel 2007/2010 supports a maximum of 1,048,576 rows.  
Excel 97-2003 supports a maximum of 65,536 rows.

## 7 Statutory Reports

Statutory Reports are those required in a specific format for an external body. A customer will only have access to the relevant reports for their organisation.

### 7.1 Ofqual Quarterly Data Collection (QDC) ST-001

#### 7.1.1 Description

The "Ofqual Report" is really a data submission which some Awarding bodies have to submit to Ofqual.

Ofqual send the Awarding Body a csv file by email containing a list of Qualifications they are interested in which must be completed with the missing information and submitted.

The request covers the number of full certificates awarded for every active regulated qualification during the relevant calendar period, identified by the qualification's unique Qualification Accreditation Number (QAN). It is for "Full" Certificate types only, and includes regional breakdown information.

**Note:** A discrepancy may show between the regional breakdown columns and the summary total columns in this report if regulator region has not been recorded against all sites.

#### 7.1.2 Running the Ofqual QDC Report

To start the process, click the "Ofqual" button near the top of the screen (see below) and it will ask you to point to where the file provided by Ofqual is located, either by typing in the filename or browsing to it. This should be a csv file in the correct format, pre-filled by Ofqual, otherwise an error will occur.

**Note:** The Ofqual file must be saved without opening, or it will change the format of the file and it will not work.

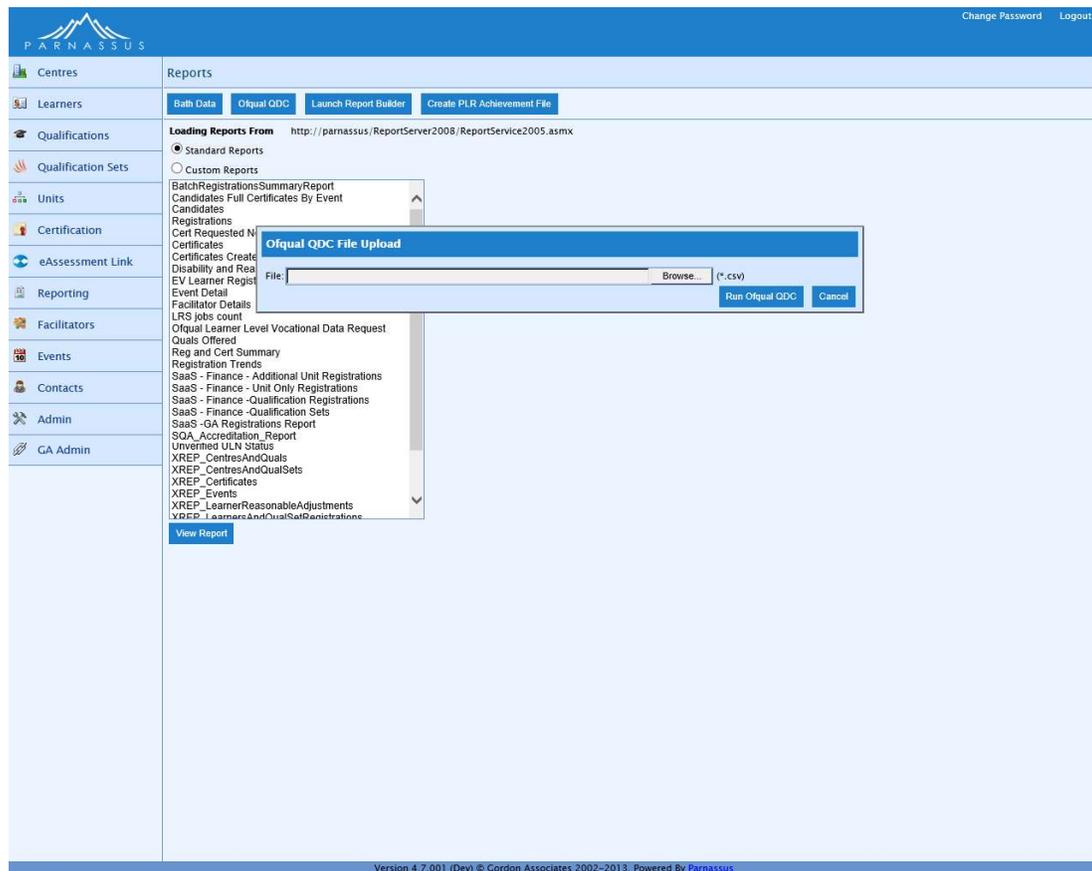


Figure 7-1 : Ofqual QDC Selection

Parnassus will then produce a completed file ready to submit to Ofqual.

## 7.2 Bath Bata ST-002

The Bath Data is also known as BIS Report, FORVIS Report or DCSF Report.

Parnassus creates two CSVs, one for Centre information and one for Candidate information, these files are then sent to RM data solutions 3-4 times per year by the AO.

- Both files are required to be in standard ASCII format. Extended-ASCII is not acceptable by RM data solutions.

### Candidates File

- All open Awards and/or open Registrations for a date period -
  - For spring submission for registrations it ignores the 'from date' entered, but calculates it as from 1<sup>st</sup> April of the 'to date' year.
  - For spring submission for all awards it ignores the 'from date' entered, but calculates it as from 1<sup>st</sup> July of the 'to date' year.
  - For other submissions it's all registrations and awards made between specified dates.
- Includes valid reprint certificates e.g. 'Full – Reprint' certificate type.
- Includes valid full certificates e.g. 'Full' certificate type.

- Excludes transferred qualification registrations.
- Registration date is displayed in the report ('reg\_date' column), but this is derived from QualificationRegistration.Created (the created date). (If registration date is used then this can cause some candidates who register late not to appear in the report because they fall outside the reporting window).

**Centres File**

- Excludes closed sites.

**7.2.1 Running the Bath Data Reports**

To run the bath data reports click on the Bath Data button on the reports listing page, you will then be shown a page similar to the one below:



**Figure 7-2 : Bath reports page**

Field Name	Purpose	Validation
Submission	The quarter for this submission	Mandatory: must be one of the selectable values.
From Date	The date from which data will be included in this extract	Mandatory: must be a valid date value <= To Date
To Date	The date to which data will be included in this extract. This defaults to today's date	Mandatory: must be a valid date value >= From Date

Button	Purpose
	Run the extract

Once the extract has been run the page will expand to preview the data for this extract as shown below:

**Figure 7-3 : Bath reports page with previews of output**

Link	Purpose
<a href="#">Candidates File</a>	Download the candidates file
<a href="#">Centres File</a>	Download the centres file

Spring period = All open registrations between April 20xx and date file produced + All awards made since 1st July 20xx and date file produced. Then summer & autumn = all awards and open registrations since last submission.

## 7.3 SQA (Scottish reg and cert data) ST-003

### 7.3.1 SQA Statutory Reporting available in Parnassus

Parnassus has the following support for Scottish Qualifications, which is based on the English QCF Qualification framework. If you require further functionality in this area please contact GA.

SQA have specified one report they require and called it "SQA Accreditation". This report is available in version 4 and above of Parnassus, and is run from the Reporting area of Parnassus as below.

It shows the figures of all SQA accredited qualifications between two chosen dates.

- Parnassus.AwardingBodyName used for the AO name
- Qualification has to be:
  - Not transferred
  - Not deleted
- Created between two given dates
- Only counts "Full" certificates (not reprints / duplicates)
- Uses the first 4 characters of the "QCA Number" for the qualification code
- Uses the last 2 characters of the "QCA Number" for the qualification level
- Qualification type's "name" field is used for qualification type
- Report only counts qualifications of type "SVQ" and "Core Skills"
- Ordered by qualification title



### 7.3.2 SQA Statutory Reporting - Information Provided By SQA

#### SQA Accreditation Data Requirements from June 2011

##### 7.3.2.1 Introduction

All Approved Awarding Bodies are required to submit data returns to SQA Accreditation on a quarterly basis. These data returns will now consist of totals for each accredited qualification, **even if they are nil**.

##### 7.3.2.2 The Quarterly Periods

Data should be submitted quarterly for both SVQ and non-SVQ candidates. We only need the overall group award details and do not need any information on individual unit achievements. This is due for the following calendar periods.

Quarter 1 = 1st April - 30th June

Quarter 2 = 1st July - 30th September

Quarter 3 = 1st October - 31st December

Quarter 4 = 1st January - 31st March

##### 7.3.2.3 Data Collection Schedule

The data must be submitted by awarding bodies to the SQA Accreditation Information Officer by the submission deadline documented in the Data Collection Schedule.

To check qualification types, please see the 'Qualification Listing' at [www.sqa.org.uk/accreditation](http://www.sqa.org.uk/accreditation)

**7.3.2.4 SQA Defined report**

<b>Awarding Body</b>	<i>Please enter the full name of the approved awarding body</i>
<b>Registrations</b>	<i>Please enter the number of registrations against each accredited qualification</i>
<b>Certifications</b>	<i>Please enter the number of certifications against each accredited qualification</i>
<b>Qualification Title</b>	<i>Please enter the SQA accredited qualification title</i>
<b>Code</b>	<i>Please enter the four digit accreditation code</i>
<b>Level</b>	<i>Please enter the two digit level code</i>
<b>Qualification Type</b>	<i>Please enter the qualification type, this will either be 'SVQ', 'Regulatory' or 'Other'</i>

**7.3.2.5 SQA Contact**

Karen MacGregor  
Information Officer  
SQA Accreditation  
Tel: 0845 213 5247

**7.4 Create PLR Achievement File**

This method is only available to some AOs. If you require more information, please contact GA.

## 8 Report Builder - Customer-Specific Reports

Users also have the ability to create their own reports – please ask if you require this to be set up or if you require any training, or if you require Gordon Associates to create a report for you (at a cost). A separate document is available giving more information on using the Report Builder.

The Report Builder allows you to design your own reports, based on “Report Models” set up by GA that represent the core data held in Parnassus in a simplified form to allow non-technical staff to create reports with Report Builder as required.

A certain level of understanding of the data is of course still needed to create useful reports from the models. It is also important to understand that the models do not represent all areas of Parnassus and that they may need amending to fit the user’s requirements. They may also need amending to fit future requirements as these change.