

Enhanced Learning Credits (ELC) Online Course Portal July 2015



The Ministry of Defence has committed some additional developments to reinstate the ability for all Learner Providers (Scheme Members) to amend their course list. The new online process will provide Learner Providers with some significant benefits including;

- Faster amendments to existing courses
- The ability to input new courses online

Additional features available to Learner Providers will include:

- The ability to upload your latest insurance documents

Please note that this user guide has been designed to provide an overview for this mandatory change which will be released on 22 July 2015

The Ministry of Defence's Enhanced Learning Credits Scheme is an initiative that promotes lifelong learning for members of the Armed Forces and your understanding and transition to this new process supports the delivery of this scheme.

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User Overview

Associated Documents

The Home Page has now slightly changed as it now has the facility for you to upload your Insurance documentation.

Data Editor CAN Tracker Attendance Stats Evaluation Feedback Course Manager Change Password Logout

Provider Home

Learning Provider ID & Name
[Redacted]

Current ELC Status Current OGD Status
[Redacted] [Redacted]

Minimum Data Set Complete Questionnaire Completed Questionnaire Last Completed
[Redacted] [Redacted] [Redacted]

Full Application Status
Completed
FULL APPLICATION

Associated Documents

Document Type	Document Status	Expiry Date	
Employer's Liability Insurance	[Redacted]		VIEW
Public Liability Insurance	[Redacted]		VIEW
Information Assurance	[Redacted]		VIEW

Upload Document

Content Type
[Redacted]

Document
Choose File | No file chosen
UPLOAD DOCUMENT

Uploading the document

To upload the insurance document, choose the relevant document from the drop down list provided. Click on the browse button and navigate to where the scanned document is stored on your system, then tap [Upload](#).

Upload Document

Content Type
[Redacted]
[Redacted]
Employer's Liability Insurance
Information Assurance
Public Liability Insurance

Email reminders will be sent to your Management Contact before the appropriate

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Course Manager

The course area of the website can be accessed by clicking on the [Course Manager](#) button from the Home screen.

As the Approved tab is highlighted, this indicated that you are viewing all approved courses. From this area you can choose to do the following by clicking on the appropriate button.

- [EDIT](#) Edit an existing course. E.G course cost
- [REMOVE](#) Remove a course from your approved list

[Home](#) [Logout](#)

Course Management

To submit courses for Ministry of Defence approval, please select the Submitted tab.

Approved	Edited	Submitted	Rejected	
Course Code	Course Title	Course Fee (inc VAT)	Keywords	
	BA (Hons) Accounting and finance	2700.00	Accounting	EDIT REMOVE

Submit a course request

To submit a course request to the MOD panel click on the [Submitted](#) tab, then [ADD COURSE](#). The below pop up will appear. You may need to tab through the fields and once you have inputted all relevant information, click [SAVE](#). If you have not completed a compulsory field, this symbol ! will appear beside the area.


[Home](#) [Logout](#)

Course Management

To submit courses for Ministry of Defence approval, please select the Submitted tab.

Approved	Edited	Submitted	Rejected
Course Code	Course Title	Course Fee (inc VAT)	
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	
Key Words			
<input type="text"/>			
Course Package	RFQ/QCF/SQA Level	Duration (Days/Weeks)	
No	0	<input type="text"/>	
Qualification Awarded		Awarding Body	
<input type="text"/>		<input type="text"/>	
Guided Learning Hours	Associates		
0	<input type="text"/>		
CANCEL SAVE			

You will now be asked to supply the supporting evidence.


Approved	Edited	Submitted	Rejected
 Mandatory supporting evidence must be uploaded from registered awarding organisation. Once uploaded, please select Submit Documents to link this evidence to your course.			
File			
Choose File No file chosen			
Document Type			
<input type="text" value="Please select -->"/> UPLOAD FILE			
<input type="text" value="Please select -->"/>			
Proof of Course Level			
Approval to Deliver associated with this course.			
SUBMIT DOCUMENTS RETURN TO LISTING			

Once the documents are uploaded you can submit the course for MoD review. If this is approved the course will automatically be added to your approved list.

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Edit a course

To edit a course click on the button. The course submission page will be shown and you may again need to tab through the fields and once you have amended the appropriate details, add the supporting paperwork and submit it for MoD review. If you have not completed a compulsory field, this symbol  will appear beside the area.

Edited

This tab shows you all courses that have been edited but not submitted for MoD review.

Submissions tab

This tab will enable you to add a new course or to view all courses that are waiting to be reviewed by the MOD panel. While the courses are in this holding area you still have the facility to them further or to the course submission.

Rejections tab

If a course is rejected, you will receive an email informing you of the reason. The tab will enable you to view all courses that have been rejected by the MOD panel. While the courses are in this area you still have the facility to them further or to the course from the list. If you edit the course, this will automatically move back to the area, to be reviewed by the MOD panel.

[Home](#) [Logout](#)

Course Management

To submit courses for Ministry of Defence approval, please select the Submitted tab.

Approved	Edited	Submitted	Rejected
Course Code	Course Title	Course Fee (inc VAT)	Keywords
	Nebosh H&S	2000.00	<input type="button" value="EDIT"/> <input type="button" value="CANCEL"/>
	Prince 2	1000.00	<input type="button" value="EDIT"/> <input type="button" value="CANCEL"/>