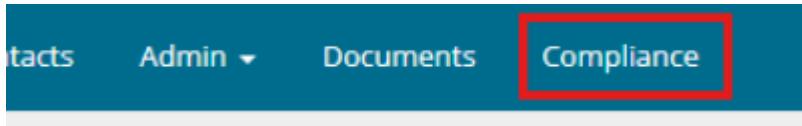


## **Qualification or Access to HE Diploma approval guidance**

Qualification and Diploma approval are now completed through the Monarch feature within Parnassus.

### **How do I access Monarch?**

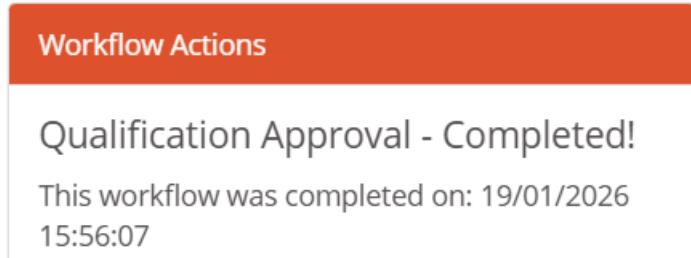
Monarch can be accessed via the new 'Compliance' menu option from within Parnassus, visible on the blue bar at the top of the screen.



Through this option, you will be able to submit forms for qualification or diploma approval.



You will also be able to see the status of your current requests, as well as any additional actions required from you or your centre, such as requests for additional information or documentation.



Workflow Actions

Qualification Approval - Completed!

This workflow was completed on: 19/01/2026  
15:56:07

## **How to create a new Monarch request**

1. To start a Monarch request, select ‘Compliance’ on the blue bar at the top of the screen, and then select the Qualification Approval from the dropdown list.



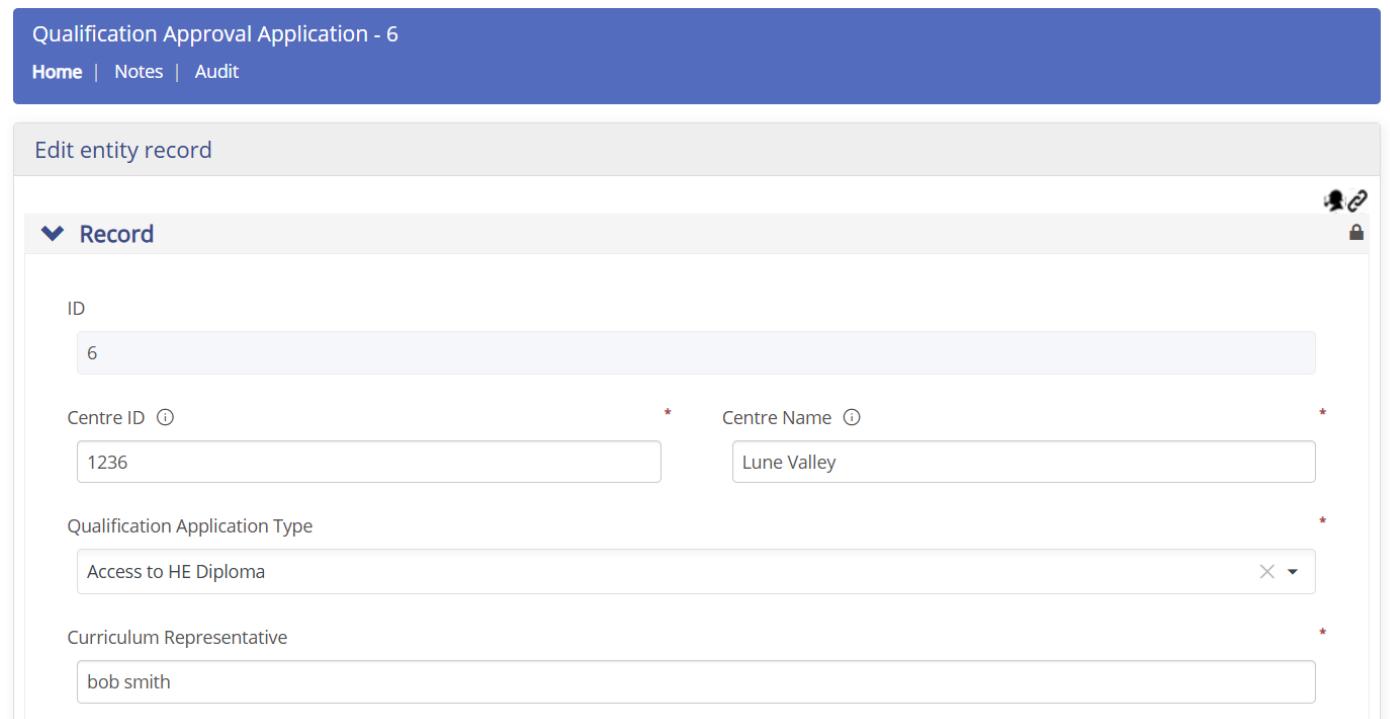
The screenshot shows the Ascentis Compliance interface. At the top, there is a navigation bar with links: Centres, Learners, Certificates (with a dropdown arrow), Reporting, Cohorts, Documents, and Compliance. Below the navigation bar, a section titled 'Centre Forms' is visible, showing a list of forms with their counts: 'Learner Amendment form' (20) and 'Learner Cohort Transfer Request' (0).

NB The number next to the request type indicates how many requests your centre has submitted

2. Once you have selected the qualification approval, select ‘Add New’



3. Following the instructions on screen, complete the form.



The screenshot shows the 'Qualification Approval Application - 6' form. The top navigation bar includes 'Home', 'Notes', and 'Audit'. The main form area is titled 'Edit entity record' and has a section titled 'Record'. It contains the following fields:

- ID: 6
- Centre ID: 1236
- Centre Name: Lune Valley
- Qualification Application Type: Access to HE Diploma
- Curriculum Representative: bob smith

- Once you have completed your request, select 'Create and Close' on the right hand side of the screen



- Parnassus will check your form to see if you have completed your request correctly. If any issues are found, you will be unable to submit your form and must add/amend as instructed by the **red text** under the relevant field

- Once your form is submitted, Ascentis will action your request accordingly. If any further information is required, you will be notified via email.

You can check the status of your form by selecting the relevant 'Form' option next to your request

#### Learner Amendment form

Show 20 entries		
ID	Please confirm the learners name	Please select the reason(s) for your learner amendment request
LAFR1006	<a href="#">Form</a> <a href="#">Links</a> Test Learner	<a href="#">DOB error</a>
LAFR1002	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">Ethnicity error</a>
LAFR1004	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">Name spelling error</a>
LAFR1003	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">DOB error</a>
	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">DOB error</a>
	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">Gender error</a>
	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">DOB error</a>
	<a href="#">Form</a> <a href="#">Links</a>	<a href="#">Name spelling error</a>

Previous **1** Next

The status of your request can be seen on the right-hand side of the screen.