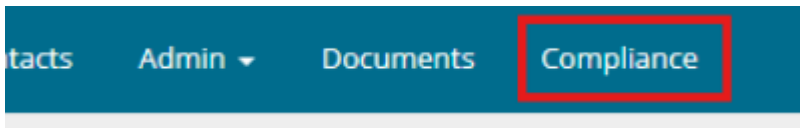


Qualification or Access to HE Diploma approval guidance

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

How do I access Monarch?

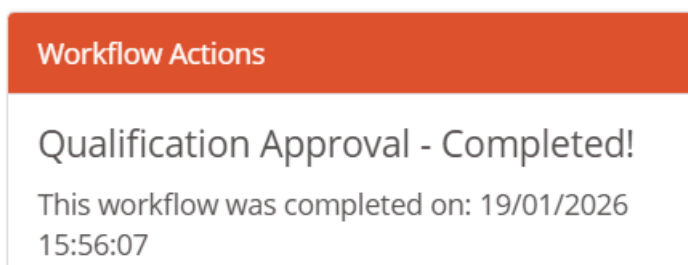
Monarch can be accessed via the new 'Compliance' menu option from within Parnassus, visible on the blue bar at the top of the screen.



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

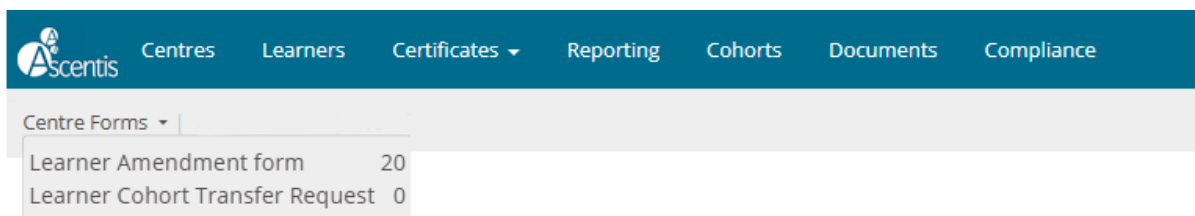


You will also be able to see the status of your current requests, as well as any additional actions required from you or your centre, such as requests for additional information or documentation.



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.



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 image shows a screenshot of the 'Qualification Approval Application - 6' form. The form is titled 'Qualification Approval Application - 6' and has a blue header bar with 'Home | Notes | Audit' links. Below the header, there is a section titled 'Edit entity record'. The form contains several fields: 'ID' (value: 6), 'Centre ID' (value: 1236), 'Centre Name' (value: Lune Valley), 'Qualification Application Type' (value: Access to HE Diploma), and 'Curriculum Representative' (value: bob smith). Each field has a red asterisk indicating it is a required field. The form is displayed in a light grey container with a white background.

- 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

Mitigation

What measures have been put in place by the centre to minimise the risk of the learner amendment arising again in the future?

Value must not be empty.

- 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	Form Links	DOB error
LAFR1002	Form Links	Ethnicity error
LAFR1004	Form Links	Name spelling error
LAFR1003	Form Links	DOB error
	Form Links	DOB error
	Form Links	Gender error
	Form Links	DOB error
	Form Links	Name spelling error

Previous 1 Next

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