



Centre Manager Basics

Unit Rules

Unit Rules

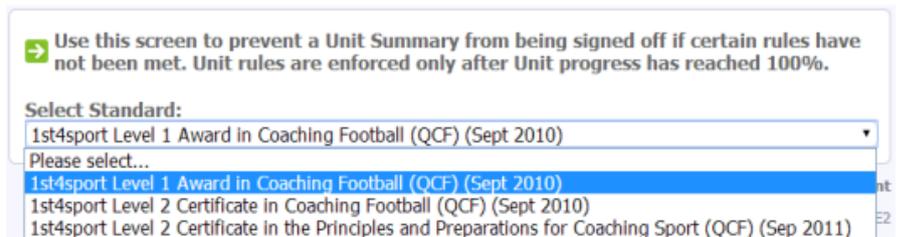
Unit Rules can be created to prevent a unit from being signed-off without the correct number of assessments or types of methods from being used. A Unit Rule is a final check that takes place when then unit gets to 100%, before a task is sent to the Assessor to sign off the unit.

User Restrictions

Only Centre Managers can create Unit Rules.

Selecting a Standard

To select which Standard to apply the rule to, access the **Unit Rules** page which can be found under **Quality**. Select **Unit Rules** and then select the standard from the drop down list.



Create New Unit Rule

When creating a unit rule, you can either manually type into the text box, or use the tutorial to find an example that you can use.

1. Enter the unit rules into the yellow text box.
2. To check the rules for any errors, click the **Check Unit Rule syntax** link.
3. Apply the rule to any unit or whole standard by using the **Applies to Units** radio buttons.
4. Click the **Save** at the bottom of the page.

Type the Unit Rule here

[Click here to open a tutorial](#) [Check Unit Rule Syntax](#)

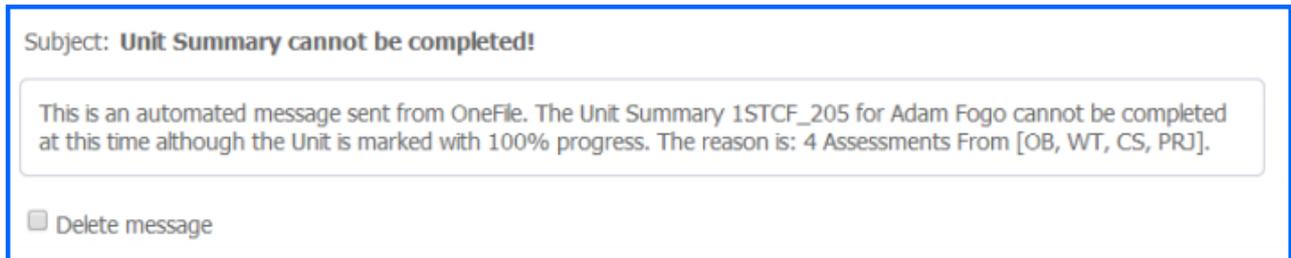
Note: To see examples of the types of rules that you can create, click the **Click here to open tutorial link**.

Applies to Units:

- All units in this learning aim Selected units only:
- Unit 01

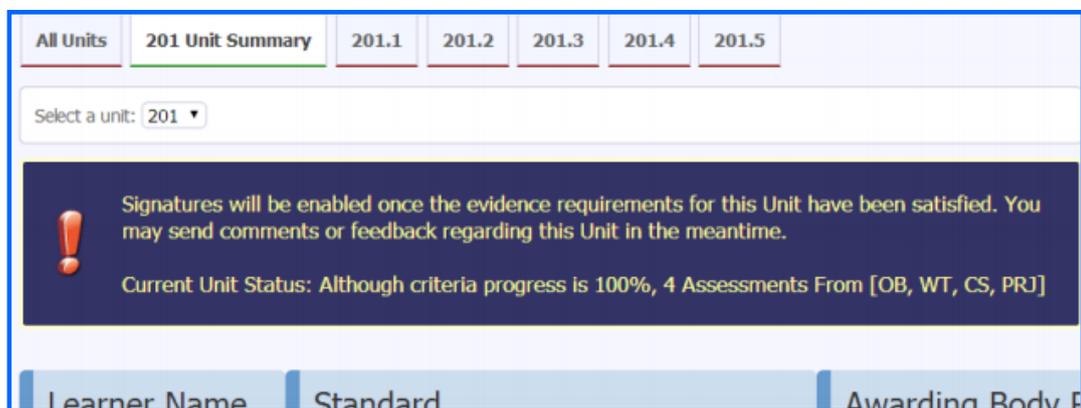
The Impact of a Unit Rule

Once a unit reaches 100%, the system will check to see if the unit rule has been correctly met by the Tutor & Learner. If the rule hasn't been met, the Tutor will receive a message similar to the one below, explaining that the unit can't be signed-off.



Once the unit reaches 100%

If a unit rule hasn't been satisfied, the signatures won't be displayed at the bottom of the unit. A message similar to the one below will also be displayed at the top of the page.



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