



Centre Manager Basics

How to create framework templates



Framework Templates

Framework Templates can be used to group learning aims together and assigning them to learners in one go. This is a quick and simple way of assigning learning aims to multiple learners that will be working towards that same selection of aims and units.

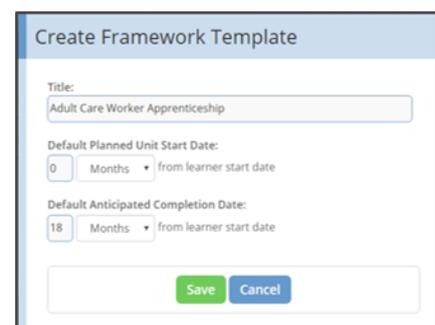
User Restrictions

Only Centre Managers and User Mangers can create Framework Templates. Assessors can also assign Framework Templates to their Learners if they can access their "Learning Aims" page.

Creating a Framework Template

To create a new Framework template, follow the steps below:

1. Click on the Centre and then the Framework Templates icon
2. Click on the Create Framework Template button
3. Enter a Title
4. Change the Default Planned Unit Start Date or the Default Anticipated Completion Date, if required
5. Click the Save button



The screenshot shows a form titled "Create Framework Template". It contains the following fields and options:

- Title:** A text input field containing "Adult Care Worker Apprenticeship".
- Default Planned Unit Start Date:** A dropdown menu set to "0" with "Months" and "from learner start date" as options.
- Default Anticipated Completion Date:** A dropdown menu set to "18" with "Months" and "from learner start date" as options.
- Buttons:** "Save" (green) and "Cancel" (blue) buttons at the bottom.

You will now be taken to the Learning Aims tab. You can always click on the Framework Details tab to edit the title or dates.

Learning Aims

Click the Select Learning Aims button to select the learning aims within the Framework. When saved, they will appear in a table below.

You can change the Start Date and Anticipated Completion date for each learning aim, if required.

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Learning Aim	Weighting (Number) i	Start Date (from learner start date)	Anticipated Completion Date (from learner start date)
CACHE Level 3 Certificate in Supporting Teaching and Learning in Schools (QCF) (Aug 2010)	<input type="checkbox"/>	0 Months v	12 Months v
Adult Care Worker Apprenticeship Standard	<input type="checkbox"/>	0 Months v	12 Months v
Level 2 Key Skills in Application of Number (Sept 2004)	<input type="checkbox"/>	0 Months v	12 Months v

The Weighting column will appear if the “Progress Weighting” feature has been enabled in the centre settings.

If you want to weight the learning aims to control the overall progress, you must enter a number into the “Weighting” field for every learning aim. You’ll notice that the percentage is automatically calculated as you enter numbers. If you want to calculate the overall progress based on the total number of criteria, the “Weighting” field must be left blank for all learning aims.

Weighting (Number) i	
45	36.00%
60	48.00%
10	8.00%
10	8.00%

Note - If a Framework contains weighted learning aims and an additional learning aim is added, a default value of 10 will automatically be applied.

Unit Selection

Once the learning aims have been saved, you will be taken to the Unit Selection tab. Make sure you save any mandatory units, or any units that all learners will be working towards. If you don’t yet know which optional units will be selected, you can click the Override checkbox.

Credit Value Selected:	Credit Value Required:
32 Check Selection	32 <input type="checkbox"/> Override

When you click Save you will be shown the units of the next learning aim. Continue saving the relevant units until you have done so for all learning aims. You will then be taken to the Units tab.

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Units

You will now be able to customise the planned start date and anticipated completion date for all units within the framework.

The Weighting column will appear if “Progress Weighting” has been enabled in the centre settings.

If you want to weight the units to control the progress of the learning aims, you must enter a number into the “Weighting” field for every unit within learning aim. You’ll notice that the percentage is automatically calculated as you enter numbers. If you want to calculate the learning aim progress based on the total number of criteria, the “Weighting” field must be left blank for all units within that specific learning aim.

Note - If a learning aim contains weighted units and an additional unit is added, a default value of 10 will automatically be applied.

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