

CACHE

Level 3 Access to e|ngage Request Form

Centre
Centre/Site Name: _____
Centre/Site Code: _____

Confirmation of Nominated Users

The following person(s) have requested Level 3 access to submit grades and upgrades via e|ngage to claim certificates (please enter their Job Role at your Centre):

Name: _____
User Name: _____
Job Role: _____

Name: _____
User Name: _____
Job Role: _____

Name: _____
User Name: _____
Job Role: _____

Name: _____
User Name: _____
Job Role: _____

Name: _____
User Name: _____
Job Role: _____

Name: _____
User Name: _____
Job Role: _____

Please confirm your agreement by signing in the Authorisation box below:

I confirm that:

- the above named person(s) is (are) authorised to have on-line access rights for the submission of grades and upgrades to CACHE to claim Learner certification
- the above named person(s) will only submit grades and upgrades to CACHE from records that have been duly signed by CACHE approved Internal Moderators/Verifiers
- all records duly signed by the CACHE approved Internal Moderators/Verifiers are retained by the Centre/Site for audit purposes for the appropriate timescale.
- I have the necessary authority to authorise the above named person(s) to submit grades and upgrades on line to CACHE and to claim certificates for the above named Centre/Site
- I confirm that the above named Centre/Site has appropriate procedures in place to notify CACHE of any changes to staff authorised to perform the requested functions.

Authorisation	
Name: _____	
Position: (eg Head of Organisation): _____	
Signature: _____	Date: _____

Registration and Certification
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St Albans
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AL1 5GB
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Fax: 01727 818611
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New Functionalities

e|ngage is being updated to offer a wider range of services and features shown below:

Access Levels	e ngage functions
Level 1	<ul style="list-style-type: none"> • Reports - these are for appropriate members of the Centre staff, eg course tutors who will be able to run the Centre reports about Learner registrations or completion status and the ordering of handbooks, leaflets and other resource materials.
Level 2 (+ level 1)	<ul style="list-style-type: none"> • Registration Entries – this access level is for the person responsible for registering the Centre's Learner details with CACHE, and providing a purchase order number for the registration invoices. <p>AND</p> <ul style="list-style-type: none"> • Exams/Submission Entries – this access level is for the person responsible for registering the Centre's Learners for exams/submission (paper based only) with CACHE.
Level 3 (+ level 1 and level 2)	<ul style="list-style-type: none"> • Grade Entries/Certification Claims – this access level is for the person responsible for submitting grades to CACHE and claiming Learner certificates. • Adding/Swapping Optional Units <i>and</i> • Withdrawing Learners – This access level also allows the user to add and swap optional units, withdraw Learners and request unit certificates.