cachezone

The one stop, secure website for CACHE Centres

As a CACHE Centre you can register for a cachezone account through the sign up links on **https://cachezone.cache.org.uk.**

If you are the first person to sign up at your Centre, we will check and approve your account request to become the cachezone administrator.

If you already have a cachezone administrator at your Centre they will be emailed to check and approve your account. Accounts can be setup with a variety of permissions.

Navigating cachezone

cachezone is organised into 4 key areas to help you access what you need as quickly as possible:

Learner Management

- **Register your learners** for qualifications or units using either the system to help you create your file or by uploading a spreadsheet. You will receive your PINs instantly.
- Check the **external assessment timetable** and enter your learners for **paper based assessment** or **e-assessment** (qualification dependent).
- **Grade your learners** through the Quick Grade Entry functionality or by spreadsheet. You will receive your paper learner certificates within 10 working days. **e-Certificates** are available earlier (please see over for more details on this new online service).
- **Maintain your essential learner data** on the **learner database** and access the necessary **forms** for more detailed requirements.
- **A variety of reports** which can be downloaded and filtered to help you manage your learner data.

Centre Management

- **Manage your Centre's logins**, **staff records**, **Centre details** and view invoices in the **Centre Administration** area.
- **Request additional qualifications**, **order printed materials** and book onto **CACHE events**.
- Find the necessary **forms** to help you with your Centre's **compliance activities**.
- **Centre monitoring** and **general document share** areas.

Centre Guidance

- Covering everything that you need to know about running CACHE qualifications at your Centre, the **fees list**, the latest **funding news** and **communications**.

CACHE Qualifications

- **Essential information** to help you plan, deliver and assess the qualifications that you are running at your Centre.

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Further information including a range of support documents and guides to help you get the most out of cachezone can be accessed by the Support button at the top of the homepage. We also provide training sessions, either via webinar or phone.

And don't forget, we are always happy to hear from you through the Ask Us tab on the left hand side of the page and with your permission, can log onto your PC to assist you.

e-Certificate

Introducing our new free online service

Available through cachezone (Learner Management>Learner Grades and Certification>e-Certificate), e-Certificate will enable you to:

- view electronic versions of learner certificates and/or transcripts
- print a copy of the electronic certificate, if required.

This is the ideal solution if you would like to show your learner achievement electronically and/or before the printed certificate arrives. This may be necessary for funding, progression or employment.

cachezone Centre administrators are able to add the 'e-Certificate' permission to their own cachezone accounts, as well as other cachezone users at your Centre, through Centre Management>Centre Administration>Logins and Users.

Further information on how to access and use this new service can be found in the e-Certificate guide in the cachezone Support section.