

EQA User Guide for Aspire

Aspire

Developed by the City & Guilds Group

[Administration](#)

[Support](#)

You are logged in as

[LOG OUT](#)

City&Guilds Group

[HOME](#)

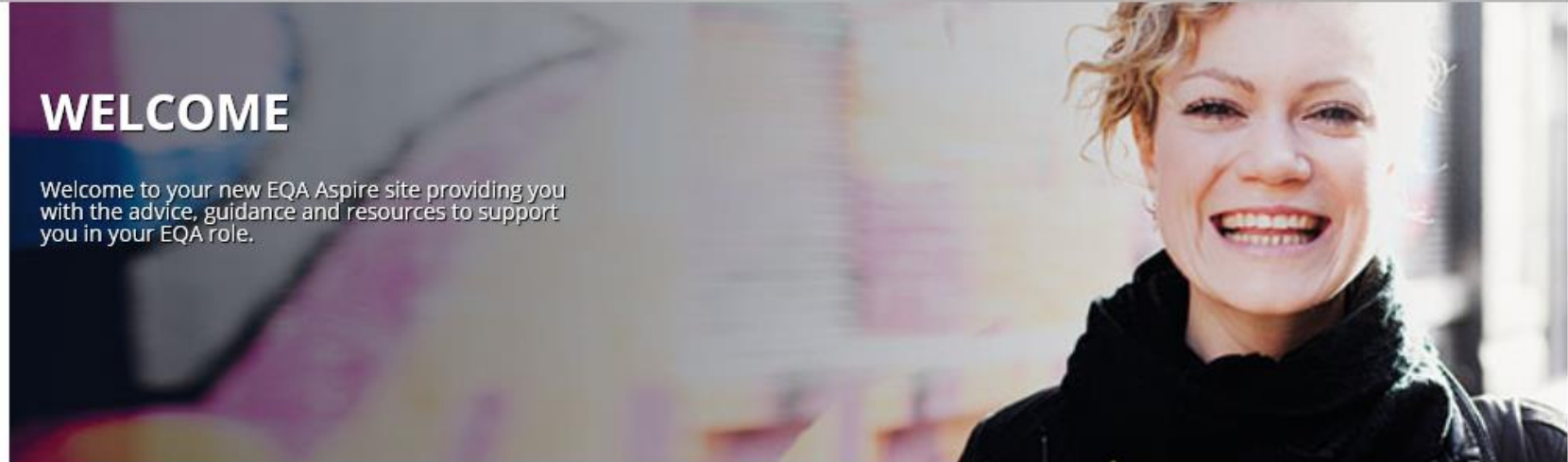
[MY LEARNING](#)

[FIND LEARNING](#)

[Home](#) / [My courses](#) / [EQA Landing Page](#)

WELCOME

Welcome to your new EQA Aspire site providing you with the advice, guidance and resources to support you in your EQA role.



EQA Aspire user guide

This is the link to Aspire

<https://aspire.cityandguilds.com>



Your username to access Aspire is your BP number (200* number)

Your password is self generated you will be prompted to change this when you first log in.

A screenshot of the Aspire login interface. The background is dark brown. At the top, the word 'LOG IN' is written in white capital letters. Below it, the label 'Username' is followed by a white input field containing the text '20_ _ _ _'. Underneath, the label 'Password' is followed by a white input field filled with black dots. Below the password field is a checkbox labeled 'Remember username'. At the bottom, there is a prominent red button with the text 'LOG IN' in white capital letters.

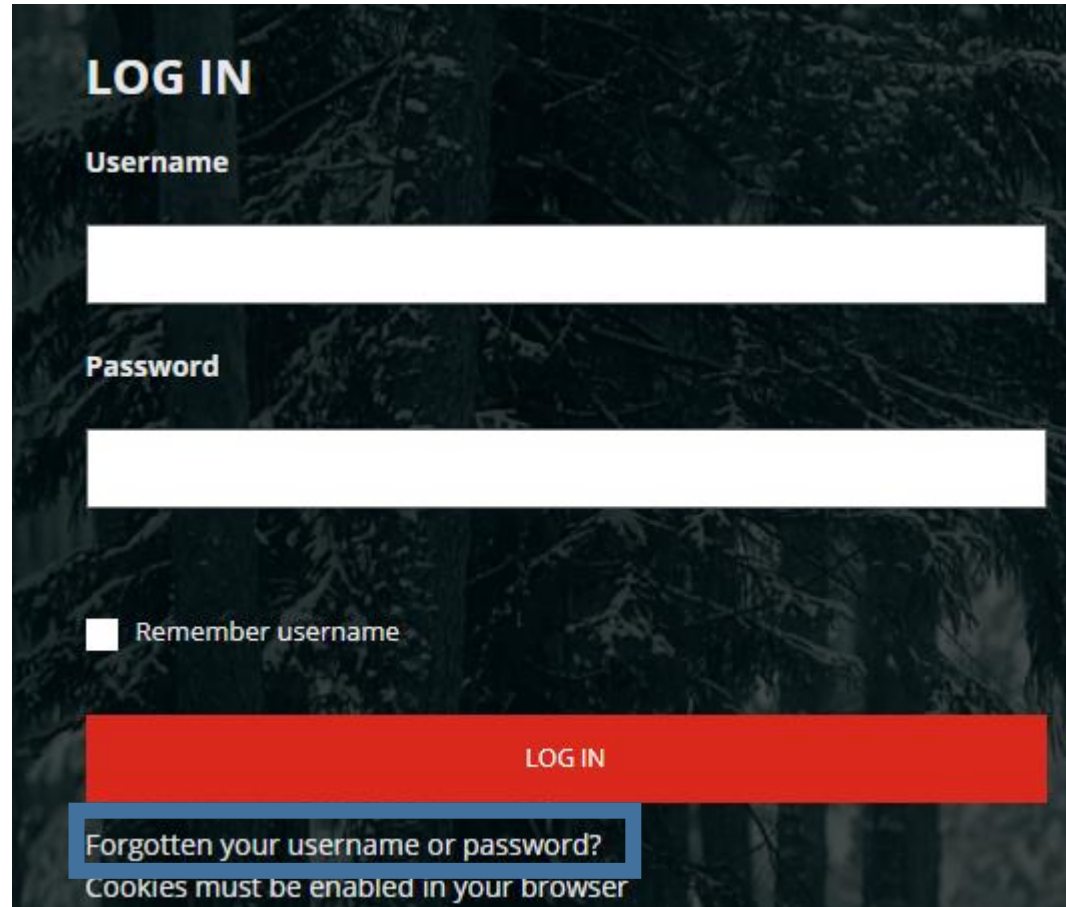
EQA Aspire user guide

If you forget your password

If you cannot remember your password

Enter your user name

Click on the 'Forgotten your user name or password'



LOG IN

Username

Password

☐ Remember username

LOG IN

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

EQA Aspire user guide

If you forget your password

You will be taken to
this screen

Enter your 20000
number and click
'Search'

A screenshot of the EQA Aspire password reset screen. The background is a light blue with a faint image of a forest. At the top, there is a header with the text "For UK, ILM, Support Services and UK Based International sta". Below this, there is a section titled "To reset your password, submit your username or your email address, with instructions how to get access again." followed by "Search by username". There is a text input field labeled "Username" containing the text "20000". Below the input field is a red button labeled "SEARCH". Below this section, there is another section titled "Search by email address". There is a text input field labeled "Email address". Below the input field is a red button labeled "SEARCH".

EQA Aspire user guide

If you forget your password

You should then see the message below and have received an email
Click continue and log in

If you do need further help please email

Associate.EQA@cityandguilds.com

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

CONTINUE

EQA Aspire user guide

This is the
EQA/EV home
page

The screenshot displays the EQA Aspire user interface. At the top, the 'Aspire' logo is on the left, and 'City&Guilds Group' is on the right. Navigation links include 'Administration', 'Support', and 'You are logged in as'. A secondary navigation bar contains 'HOME', 'MY LEARNING', 'MY REPORTS', and 'FIND LEARNING'. Below this is a breadcrumb trail: 'Home / My Learning / Alerts / EQA Landing Page'. A red button labeled 'TURN OFF ALL' is in the top right corner.

The main content area features a large 'WELCOME' banner with a smiling woman's image. Below this is a section for 'EQA RESOURCES & SUPPORT' with a 'CLICK TO VIEW' button. To the right is an 'Alerts' section with a red background and a 'CLICK TO VIEW' button.

The interface is divided into several colored tiles: 'REQUIRED LEARNING' (blue), 'LATEST NEWS' (light blue), 'EQA INDUSTRY BRIEFINGS' (blue), 'QUALITY UPDATES' (blue), 'CONTINUING PROFESSIONAL DEVELOPMENT (CPD)' (blue), 'USEFUL CONTACTS' (blue), and 'USEFUL LINKS' (light blue). Each tile contains a 'CLICK TO VIEW' button. The 'USEFUL LINKS' tile lists: 'City & Guilds', 'City & Guilds Group', 'City & Guilds Technical', 'Walled Garden', and 'EQA Vacancies'.

EQA Aspire user guide

The 'Administration tab has a number of options for you;

Edit Profile - Where you can select the occupational areas you EQA

Change your password – at your first log in the password is set to cityandguilds1

The screenshot shows the EQA Aspire user interface. At the top right, the City&Guilds Group logo is displayed. Below it, a navigation bar includes links for HOME, MY LEARNING, MY REPORTS, and FIND LEARNING. A blue arrow points to the 'Administration' tab in the top right corner, which is highlighted in a blue box. A blue callout box with the text 'Click 'My profile settings' to view options available' points to the 'My profile settings' link within the 'Administration' tab. The 'Administration' tab is expanded, showing a list of options: 'My profile settings', 'Edit profile', 'Change password', 'Positions', 'Messaging', 'Blogs', and 'Badges'. Below this list is a 'Useful contacts' section with a 'CLICK TO VIEW' button. The main content area of the dashboard includes a 'WELCOME' message, 'EQA RESOURCES & SUPPORT', 'Alerts', 'REQUIRED LEARNING', 'LATEST NEWS', 'EQA INDUSTRY BRIEFINGS', 'QUALITY UPDATES', 'CONTINUING PROFESSIONAL DEVELOPMENT (CPD)', 'USEFUL CONTACTS', and 'USEFUL LINKS'. Each of these sections has a 'CLICK TO VIEW' button.

Administration: Support You are logged in as [username] [logout]

City&Guilds Group

HOME MY LEARNING MY REPORTS FIND LEARNING

WELCOME

Welcome to your new EQA Aspire. We are here to provide you with advice, guidance and resources to help you succeed.

Administration

- My profile settings
- Useful contacts

CLICK TO VIEW

EQA RESOURCES & SUPPORT

Alerts

REQUIRED LEARNING

LATEST NEWS

EQA INDUSTRY BRIEFINGS

QUALITY UPDATES

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

USEFUL CONTACTS

USEFUL LINKS

- City & Guilds
- City & Guilds Group
- City & Guilds Toolkit
- Walled Garden
- EQA Vacancies

EQA Aspire user guide

Edit profile

Each main area will show the individual qualification areas when expanded select each of the qualification areas you EQA. Click 'UPDATE PROFILE'

The screenshot displays the EQA Aspire user interface. At the top, the 'Administration' menu is open, with 'Edit profile' highlighted. Below this, the 'Retail & Warehousing' section is expanded, showing a list of sub-categories with checkboxes. The 'UPDATE PROFILE' button is visible in the top right corner of the main content area.

Administration

- My profile settings
 - Edit profile**
 - Change password
- Positions
- Messaging
- Blogs
- Badges

Retail & Warehousing

- Mail services ☒
- Warehousing-distribution ☐
- Sport & Recreation ☐
- Business Skills ☐
- Business Admin & public services ☒
- Customer Service & contact centre ☐
- Finance ☐

UPDATE PROFILE

☐ Expand all
Please select the Markets you are involved in, and expand the sub-categories to select your Sub-markets.

UPDATE PROFILE

- ☐ Other fields
- ☐ Engineering
- ☐ Building Services Industry
- ☐ Built Environment Services
- ☐ Utilities
- ☐ Manufacturing Industry
- ☐ Logistics

EQA Aspire user guide

Change password

Administration

- My profile settings
 - Edit profile
 - Change password**
- Positions
- Messaging
- Blogs

The password is initially set to cityandguilds1

There are required fields in this form marked *.

Change password

Username

200_ _

The password must have at least 6 characters

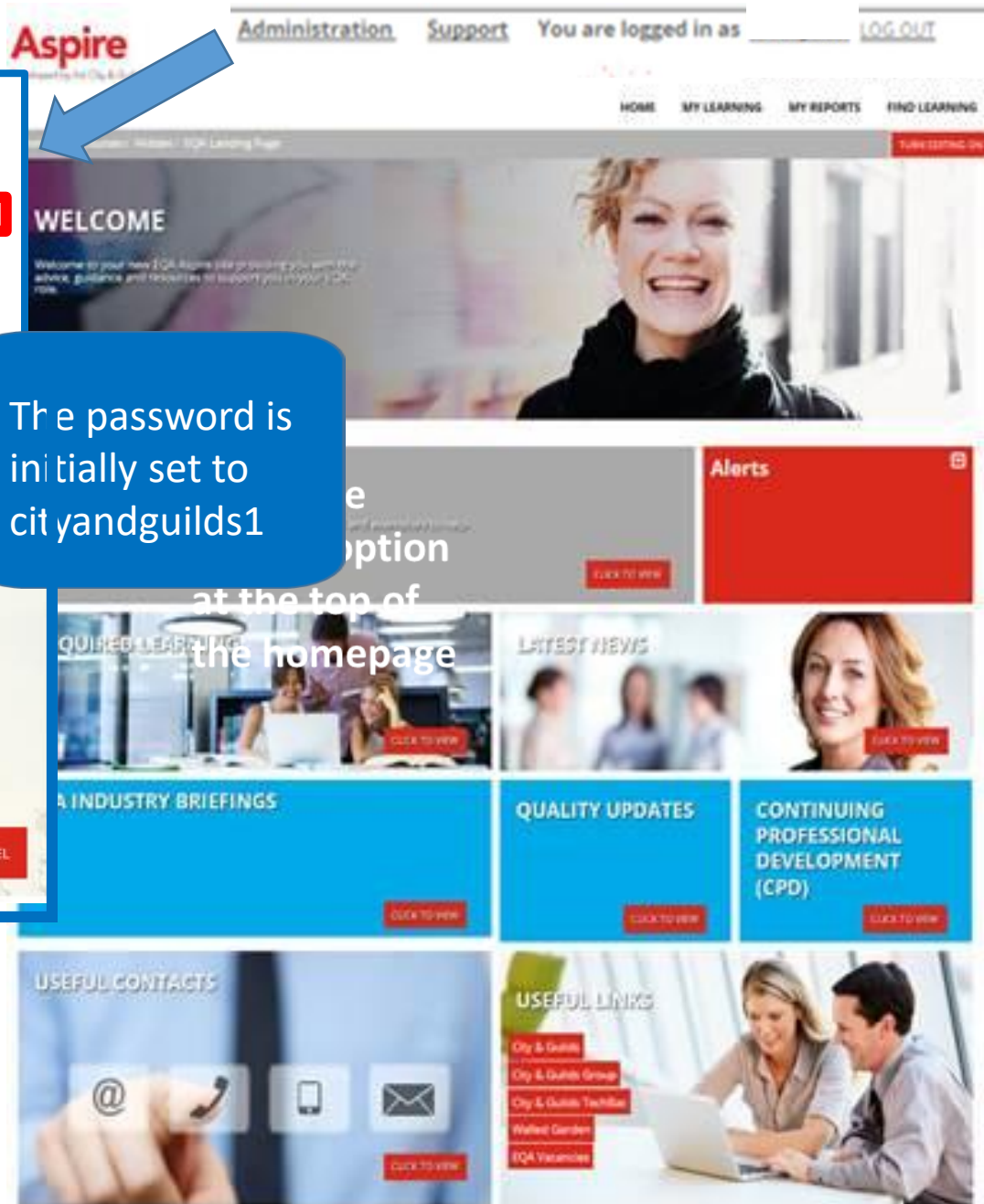
Current password*

New password*

New password (again)*

SAVE CHANGES

CANCEL



Aspire has the following areas to support you in your role;

- ❖ **EQA Resources and Support**

provides access to quality assurance documents, exemplar report and user guides

- ❖ **Required learning**

provides access to the e learning modules including Exam Auditor, Malpractice and Anti Bribery

For International EVs ONLY Introduction to External Verification

Preparing for your EV visit

- ❖ **Latest News**

important information will be listed here

- ❖ **EQA Industry Briefings**

dates for EQA briefings and relevant documents from briefings will be stored here

- ❖ **Quality Updates**

all quality updates will be here including Quality updates, Portfolio updates, Special updates and SEQA/TEQA updates

- ❖ **Continuing Professional Development (CPD)**

You are able to download, upload and view CPD records

- ❖ **Useful Contacts**

contact details for the Quality teams, EQA claims, Associate management and Finance

- ❖ **Useful links**

links to City & Guilds website, City & Guilds group, Techbac, Walled Garden and EQA vacancies

EQA Aspire user guide

EQA resources and Support

EQA RESOURCES & SUPPORT

Here you will find quality assurance documents, user guides and exemplars to help support you in your EQA role.

CLICK TO VIEW

To view resources and support click

All resources will be listed for you
Click on any of the red text to open the documents

Getting Started	<input type="checkbox"/>
We would like to welcome you to your new EQA Aspire site. Here you will find videos and user guides to help support you with the navigation of your Aspire site.	
EQA Quality Assurance	<input type="checkbox"/>
Here you will find all your quality assurance documents, useful links and videos to help support you in your EQA role.	
EQA Policy & Procedures	<input type="checkbox"/>
Here you will find all your policy & procedure documents, this also includes any legal documentation, forms or advice.	
Planning Activities - CAR, CAP & QAP	<input type="checkbox"/>
Need help planning your quality assurance activities? Here you will find exemplars, letters and useful advice to help support you in your EQA role.	
TechBac & Technical Qualifications	<input type="checkbox"/>
Everything you need to know about TechBac and Technical qualifications can be found here. You will need to ensure you are familiar with Technical qualification process before carrying out any activities.	

EQA Aspire user guide

EQA resources and Support

Click on each title to open the document

Policy & Procedures

[Recognition of Prior Learning \(RPL\) Policy & Guidance](#) ☐

This document outlines the policies regarding the recognition of a learners' previous achievements and/ or qualifications. Centres considering the use of such evidence must seek advice from their EQA.

[Managing cases of suspected Malpractice in examinations and Assessments](#) ☐

This document outlines the procedures to follow in identifying and reporting malpractice. Please ensure you familiarise yourselves with this document, so that you can advise centres on plagiarism or other suspected malpractice.

[Joint Council for Qualifications - Guidance on Malpractice](#) ☐

Guidance on suspected malpractice

[Joint Council for Qualifications](#) ☐

Instructions for conducting examinations

Documents will open in a pop up box



EQA Aspire user guide

EQA Required Learning

All e-learning modules you are required to complete will be listed under 'Required Learning'



Click to view all modules

EQA Required Learning

Exam Audit

The External Quality Assurer (EQA) role encompasses the Exam Auditor role. All EQAs are required to complete the Exam Audit training before carrying out exam audit activities.

Key aims:

You will have the knowledge and confidence to conduct and document exam audits for City & Guilds
Be aware of the resources available to plan and document your exam audit

The Exam Audit course should take no longer than 30 minutes to complete; this includes the eLearning module and time taken to read through the resource material.

Select the 'enter' button to access the Exam Audit eLearning. You will need to complete all areas of this module.

Remember to select 'allow pop ups always' to view the eLearning module.

Use the back arrow to return to previous pages



EQA Aspire user guide

Latest News



Any latest news updates will be listed in this area

'Click to View'

Use the back arrow to return to previous pages



Latest News

City & Guilds Discontinue Qualifications

City & Guilds has reviewed its range of qualifications on offer inline with Ofqual requirements that all awarding organisations monitor and review low or no demand accredited qualifications, as well as the introduction of the requirement to add Total Qualification Time (TQT) and remove reference to QCF from all qualifications by December 2017.

The review has led to the decision to close certain qualifications that have low demand or that have clear replacements or alternatives. We also want to ensure we have a clear qualification offer which is current with industry requirements. This will affect qualifications across all industry areas.

For a list of the qualifications affected by these changes please refer to the [City & Guilds website](#). You'll also find FAQs and information on the next steps for centres.

We have recorded a short webinar to explain our decision and how we will support our customers through this change:

The latest [EQA Special Update](#) dated 18 July 2016.

Should you have any questions please email consultant.management@cityandguilds.com

Blog dated 19.07.2016

EQA Aspire user guide

EQA Industry Briefings

Click here to view EQA Industry Briefing pages

EQA INDUSTRY BRIEFINGS

CLICK TO VIEW

EQA Industry Briefings



EQA Industry Briefing Dates 2016/17 ☐

EQA Industry Briefings take place throughout the year and are held for each industry area to provide you with generic, qualification specific information and standardisation of EQA practice. It is essential that you make every effort to attend your Industry briefing.

EQA Industry Briefing Documents ☐

Here you will find the documents covered at your most recent EQA Portfolio Briefing

EQA Aspire user guide

EQA Industry Briefings

EQA Industry Briefing Dates 2016/17

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EQA Industry Briefing Documents

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https://aspire.cityandguilds.com/pluginfile.php/319636/...

City & Guilds External Quality Assurer Portfolio Briefing Dates 2016/17

Portfolio Briefing Dates	Portfolio Briefing Dates	Location	Meeting room	Presenter
Wednesday 7 September 2016	Sport & Recreation	London	Conference room, 1, 2 & 3	Reg Scot
Wednesday 14 September 2016	Employability	London	Conference room, 1, 2 & 3	Ann Douglas Lee
Thursday 22 September 2016	Retail, Distribution, Logistics and Road Passenger	London	Ground 1 & 2	Anita McLaughlin
Thursday 29 September 2016	Employability	Wakefield	Conference Suite	Ann Douglas Lee
Wednesday 3 October 2016	Learning (STLS AND Advice & Guidance)	Wakefield	Wakefield Conference Suite	Andrea Lavender
Wednesday 12 October 2016	Hairdressing	London	Conference room, 1, 2 & 3	Melanie Mitchell
	Beauty & Complimentary Therapies	London	Ground 1 & 2	Sarah Farrell
Thursday 13 October 2016	SEQA Meeting	London	Conference room, 1, 2 & 3	Consultant Managers

Home / My courses / EQA Industry Briefings

EQA Industry Briefing Documents

Here you will find the documents covered at your most recent EQA Portfolio Briefing

- Built Environment Services
 - EQA Briefing Agenda 2016.docx
- Manufacturing Industries
 - 1. Agenda Manufacturing briefing 14th July 2016.docx

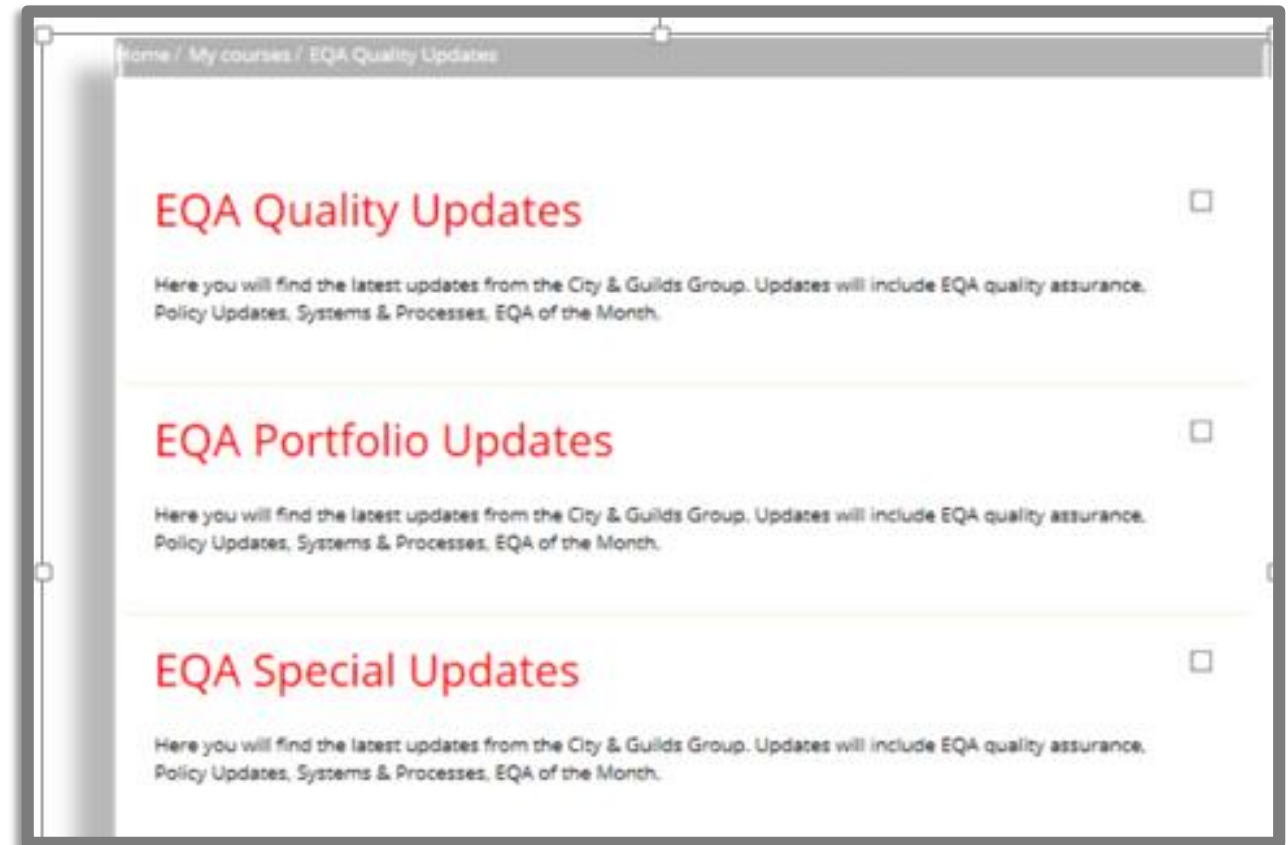
EQA Aspire user guide

EQA Quality Updates

Click here to view
previous EQA
Quality Updates

QUALITY UPDATES

CLICK TO VIEW



EQA Aspire user guide

Continuing Professional Development (CPD)

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

[CLICK TO VIEW](#)

This option allows you to download a blank CPD document , complete it and then upload your completed CPD

CONTINUING PROFESSIONAL DEVELOPMENT



It is essential for you to remain current and up to date within the sectors/subject areas that you quality assure and ensure you regularly update your occupational competencies in line with the requirements in the relevant qualification/assessment documentation.

Continuing Professional Development (CPD)

Click on the file to download the CPD document.

Please keep a record your CPD as you will need to submit this to your SEQA/ Consultant Management when requested.

UPLOAD CPD HERE



Upload your CPD document here and submit it to your SEQA for review

EQA Aspire user guide

Continuing Professional Development (CPD)

CONTINUING PROFESSIONAL DEVELOPMENT



It is essential for you to remain current and up to date within the sectors/subject areas that you quality assure and ensure you regularly update your occupational competencies in line with the requirements in the relevant qualification/assessment documentation.

Continuing Professional Development (CPD)

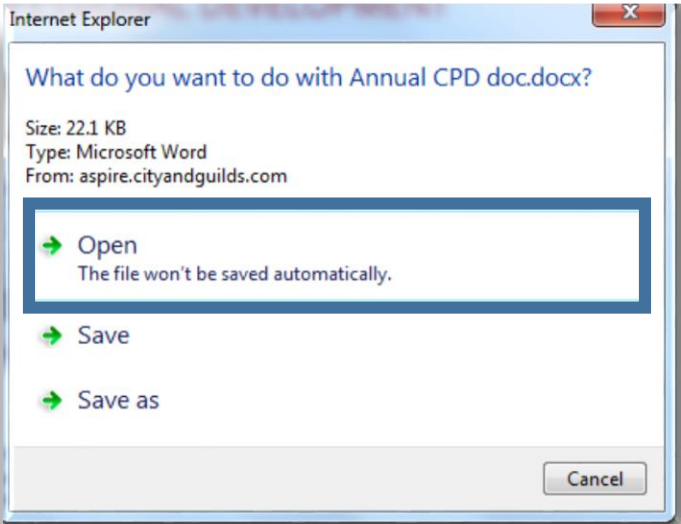
Click on the file to download the CPD document.

Please keep a record your CPD as you will need to submit this to your SEQA/ Consultant Management when requested.

 **UPLOAD CPD HERE**

Upload your CPD document here and submit it to your SEQA for review

To view your previously uploaded CPD document click 'Open'



To view or download your CPD document click here

Test professional dev doc

Your CPD document will open

EQA Aspire user guide

Continuing Professional Development (CPD)

CONTINUING PROFESSIONAL DEVELOPMENT



It is essential for you to remain current and up to date within the sectors/subject areas that you qualify assure and ensure you regularly update your occupational competencies in line with the requirements in the relevant qualification/assessment documentation.

Continuing Professional Development (CPD)

Click on the file to download the CPD document.

Please keep a record your CPD as you will need to submit this to your SEQA/ Consultant Management when requested.

UPLOAD CPD HERE

Upload your CPD document here and submit it to your SEQA for review

UPLOAD CPD HERE

Upload your CPD document here and submit it to

Submission status

Attempt number

Submission status

Grading status

Last modified

File submissions

Submission comments

EDIT SUBMISSION

Click 'Edit Submission'

UPLOAD CPD HERE

Upload your CPD document here and submit it to your SEQA for review

There are required fields in this form marked *.

☒ This assignment is my own work, except where I have acknowledged the use of the works of other people.

File submissions

Maximum size for new files: 1MB, maximum attachments: 20

File:

Add...

Click 'Add'

File picker

Recent files

Upload a file

Attachment:

\\cell\user\home Browse...

Save as:

Author:

test jane

Choose license:

All rights reserved

UPLOAD THIS FILE

SAVE CHANGES

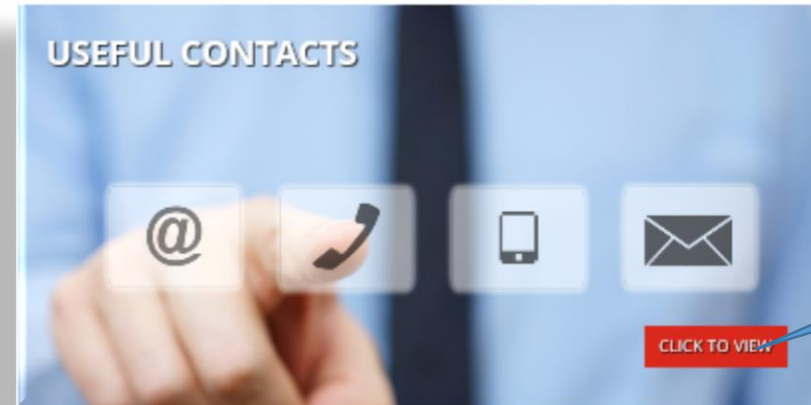
CANCEL

Click 'Upload' to submit your latest CPD document
Click 'Save Changes' or 'Cancel'

Click to browse your latest CPD document

EQA Aspire user guide

Useful Contacts



All useful contacts are listed here

Useful Contacts

Quality Team Contact Details

Quality Delivery Team	Contact Details
Northern Office	Email: northern@cityandguilds.com Tel: 01925 897 900
Midlands & South West office	Email: midlandsandsw@cityandguilds.com Midlands Tel: 01773 842 900 Southwest: 01823 07222 200
Nations	Email: nations@cityandguilds.com Tel: 0141 341 5700
Southern office	Email: southern@cityandguilds.com Tel: 0207 294 2677
Direct & Employers	Quality Direct Email: CSDirect@cityandguilds.com Tel: 0844 846 0969 Employer Quality

Finance

For queries relating to payments for centre activities please email eqaclaims@cityandguilds.com in the first instance.

For all other Finance queries and to change account details please email 2seriesvendor@cityandguilds.com

Other key contacts:

Platform Management	platformservices@cityandguilds.com
Customer Services	centre.support@cityandguilds.com
Switchboard	0207 294 2468

Contact us

If you have any questions, suggestions or compliments please do not hesitate to contact us.

[CONTACT US](#)

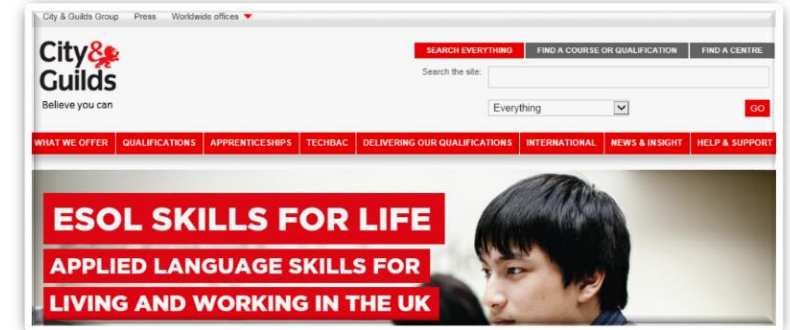
EQA Aspire user guide

Useful Links

1
2
3
4
5



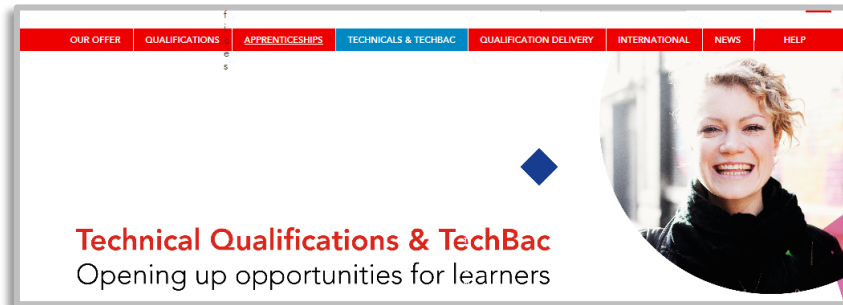
1



2



3



4



5

