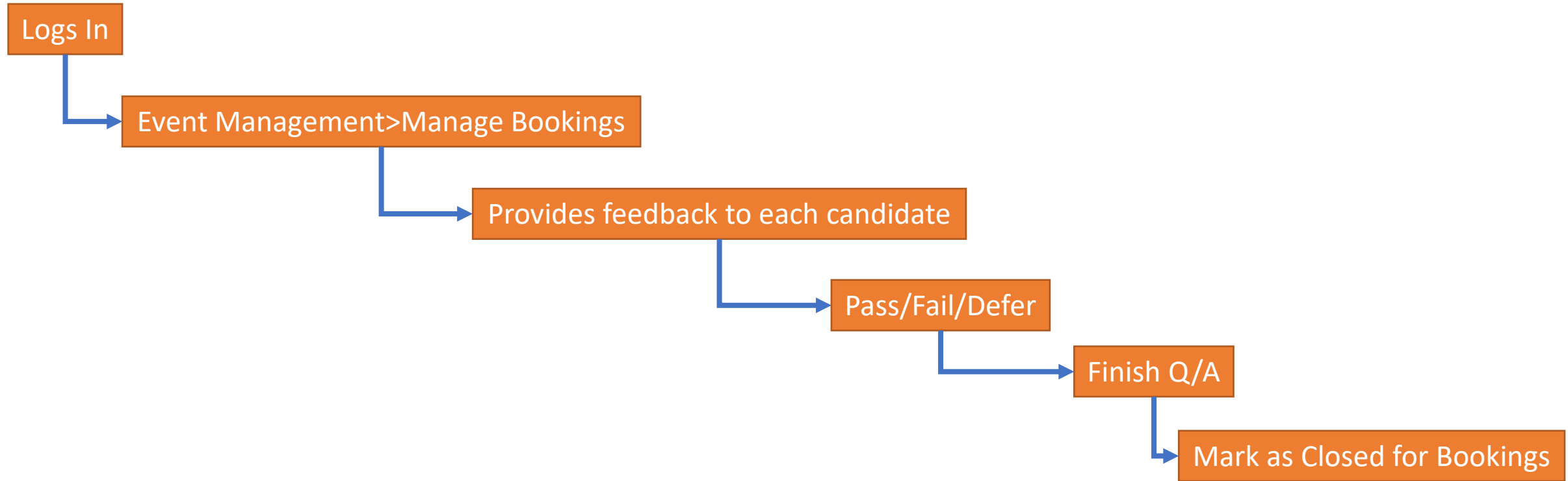











How to submit a course to NNAS for approval

Course Director course admin Journey flowchart



When you are ready to submit the course to NNAS please follow these steps:

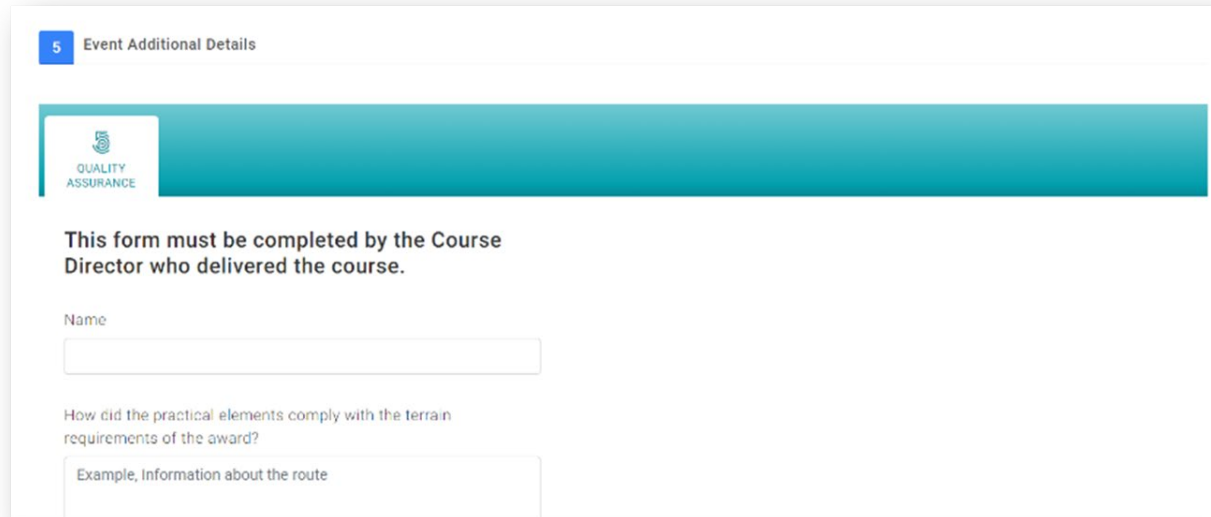
1. Ensure all your candidates are on the course (see How to receive and add bookings guide)
2. Go to Event Management, find the course and change it's status to DRAFT

Category	Status	
Navigator Awards	Accepting Bookings	   
Navigator Awards	Accepting Bookings	
Shop	Accepting Bookings	
Navigator Awards	Template	
Tutor Courses & Works...	Complete	
Tutor Courses & Works...	Complete	

Return to Draft
Closed for Bookings
Complete
Cancel
Attachments
View Waitlist
Copy



3. Go in to edit the course and scroll down to complete the QA form, remembering to drop in a scan or clear digital photo of the assessment checklist for this course








The screenshot shows a web form titled "5 Event Additional Details". On the left, there is a "QUALITY ASSURANCE" logo. The main heading reads: "This form must be completed by the Course Director who delivered the course." Below this, there is a "Name" label followed by a text input field. Further down, the text "How did the practical elements comply with the terrain requirements of the award?" is displayed, followed by a text input field containing the placeholder text "Example, Information about the route".

4. Save, then go into Manage Bookings for this course



5. If you wish to give feedback to your candidates on the syllabus points, open the registration form and add your feedback



	Qty ▾	Status	
	1	Booked	   

6. Once all your candidates have feedback (if you wish to add it), you are ready to give them a result.
7. Click on either Pass or Fail (there is no option for Defer, however the email that is sent just says “you were unsuccessful” so does not sound so harsh as Fail!)

8. Now go back to the Event Management page and change the course's status to **CLOSED FOR BOOKINGS**
9. It is really important that you make the finishes course **CLOSED FOR BOOKINGS** as this highlights to NNAS admin that the course is ready for review and approval.
10. Once NNAS approves the course this will trigger the email to the candidate with their result, and a digital certificate if they were successful