



≡ Units explained

Within your cohort, units are the course or the part of a course your learners have completed.

Identifying units is a key step in preparing for certification and moderation.

Step one: Manage learner units during the course

Use the manage units tab in your cohort to add units: asdan.org.uk/member/cohorts

You can copy units to all learners using the  **copy** icon and remove units using the  **remove** icon.

Managing units throughout the course helps to track progress and relieve administrative burden at the end of the course.

Step two: Review completed units


You must add all completed units using the manage units tab before claiming certificates or by your moderation deadline (ie four weeks before your moderation date).

Step three: Assign learners and units for moderation

When you have booked a moderation, you must assign learners and units at: asdan.org.uk/member/moderations. Here you can choose units and learners to be moderated, and see the status of previously submitted units.

Units refers to the course or parts of a course your learners have completed.

Course	Units definition
AoPE, CoPE, PSD, Employability and Personal Progress qualifications	Individual qualification units, eg Problem solving, Maintaining work standards
Personal Development Programmes	Bronze, Silver and Gold
Towards Independence	Individual module book titles, eg Starting Out, Yogacise
Workright	Course modules, eg Health and safety at work
New Horizons	Course modules, eg Personal, Health, Relationships
Transition Challenge	Course modules, eg Knowing how, Making choices, Cognition, Physical
Short Courses	Individual Short Course titles, eg Expressive Arts, PSHE
Accelerating Progress	Individual course titles, eg English, Mathematics

Not sure what to click? Hover over the  help icon next to a button to find out what it does.