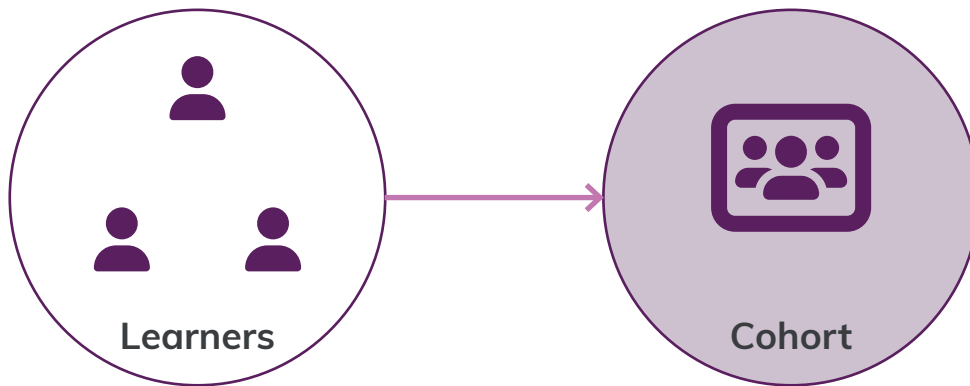


## Cohorts explained

A cohort is a group of learners working on the same ASDAN course towards the same approximate completion date



ASDAN requires members to create cohorts at the start of a course. This is how you register your learners, purchase learner books or registrations and select student books.


Create and manage your cohorts at: [asdan.org.uk/member/cohorts](https://asdan.org.uk/member/cohorts)

Once you have created a cohort, you can log your learners' progress on the course and book moderation or request certificates as appropriate.

### Creating a cohort

When creating a cohort, you must provide the following information:

- **Course** – the ASDAN course you are delivering.
- **Coordinator** – the person who will have overall responsibility for the administration of the cohort, including booking moderation and entering learners and units.
- **Cohort title** – this can be anything that will help you differentiate cohorts.
- **Expected completion date** – when you expect the cohort to complete the course.  
⚠ This date is not a commitment or a moderation booking.
- **Learners** – the learners in your cohort. You can edit learner details and add new learners to your cohort.
- **Outcomes** – the outcomes your learners are working towards. This can be the same for all learners, or different.  
⚠ This is not a commitment. You can confirm actual outcomes when you enter details for moderation.
- **Products** – books or registrations you need for your learners.

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

## Cohorts explained

Create one cohort for a set of learners working on the same course to the same expected completion

You do not need to create separate cohorts:

- for each unit within a course
- if delivered by several members of staff
- if assessed by more than one person
- if working towards different Short Course titles

If you have learners from different classes or teaching groups working on the same course, likely to be entered for moderation simultaneously, you could create one cohort and manage these learners together.

Choose a cohort title that will help you identify your groups in the future

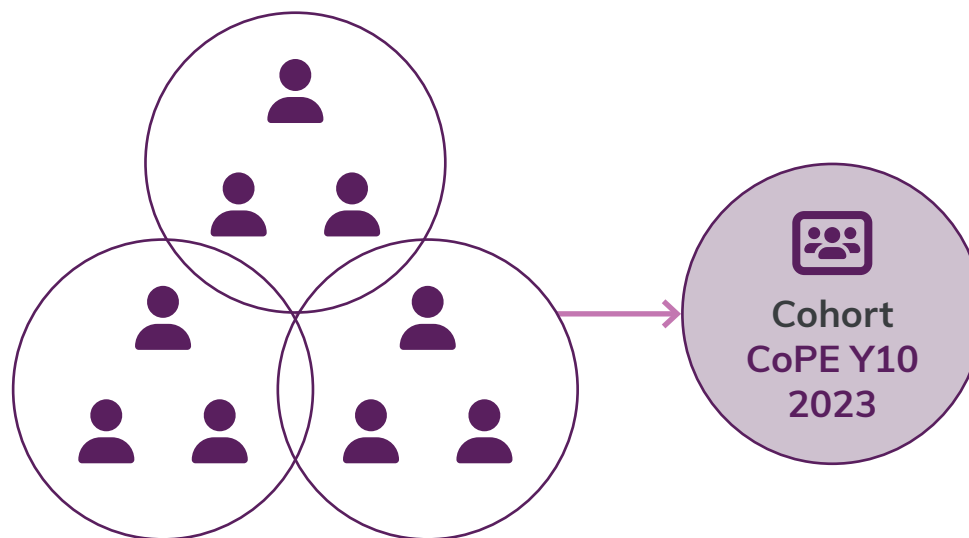
Perhaps include a class or group name, the lead teacher's name, expected completion date, or year group. For example:

- PSD Leavers 2023 – the group of learners due to leave school in 2023, working on PSD qualifications
- New Horizons Class 1A 2021-2022 – a class group working towards New Horizons in the academic year 2021-22
- CoPE Y10 2022 – all year 10 learners that are starting their CoPE qualification in 2022
- Mr Davis TI – Mr Davis' Towards Independence group

**Example:** a single cohort that is based on a single teaching group



**Example:** a single cohort that is based on a multiple teaching groups



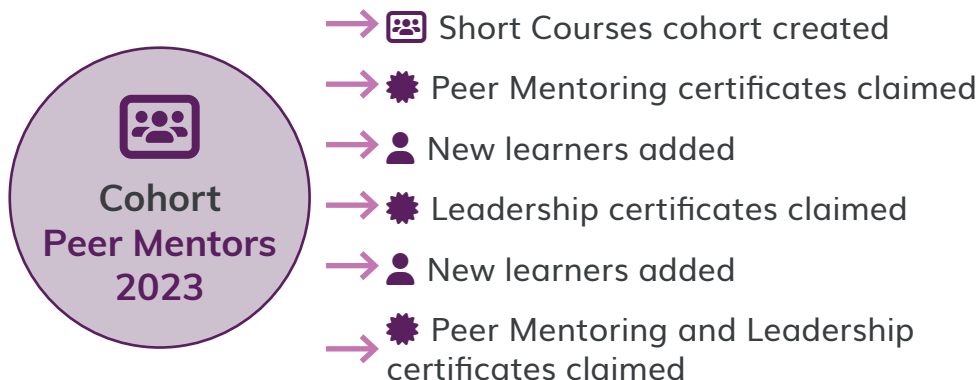
# Cohorts explained

## Embrace the flexibility of cohorts

You may have learners working towards different completion dates. This is completely fine and the system is flexible enough for you to manage this within the same cohort.

This is especially likely if you are creating cohorts for ASDAN's tutor-moderated courses (ie Accelerating Progress, Key Steps, Short Courses), where learners may complete multiple courses and finish at different times to each other.

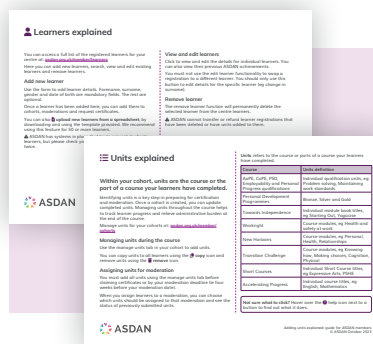
**Example:** a centre offers a roll-on-roll-off programme using the Peer Mentoring and Leadership Short Courses. They create a single cohort called Peer mentors 2023, where they add learners as they start the course and claim certificates for completed Short Courses on a rolling basis when learners are ready. They then start a new cohort for Peer mentors 2024.





## Administrating cohorts

You can edit all your cohorts details until your moderation deadline or when you request certificates.

- **Edit cohort** – change the cohort name, coordinator and expected completion date.
- **Archive cohort** – you can archive a cohort when all learners have been certificated or have left the course.
  - ⚠ A cohort cannot be archived if it is attached to an active moderation.
- **Add additional learners** – add additional learners after your cohort has been created.
- **Remove learner from cohort** – remove the learner from the cohort, (this will not delete them entirely).
  - ⚠ You can only remove learners that do not have units added to them.
- **View learner details** – click on a learner's name to view and edit their details. You can also view their previous ASDAN achievements.



For information and guidance on managing learners and units, please see the  **Learners explained** and  **Units explained** guides, found at: [asdan.org.uk/member/help-and-support](https://asdan.org.uk/member/help-and-support)

# Cohorts explained

## Assign cohorts to your booked moderations

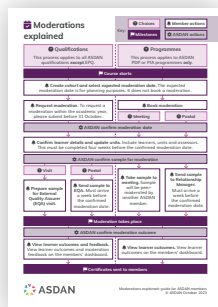
If you have a group of learners working on the same course, likely to be entered for moderation simultaneously, you could create one cohort and manage these learners together.


Alternatively, you can link several cohorts to the same booked moderation. This applies for:

- Personal Development Programmes (PDP) moderations
- Preparing for Adulthood (PfA) programmes moderations (New Horizons, Transition Challenge, Towards Independence, Workright)
- moderations for individual ASDAN qualifications

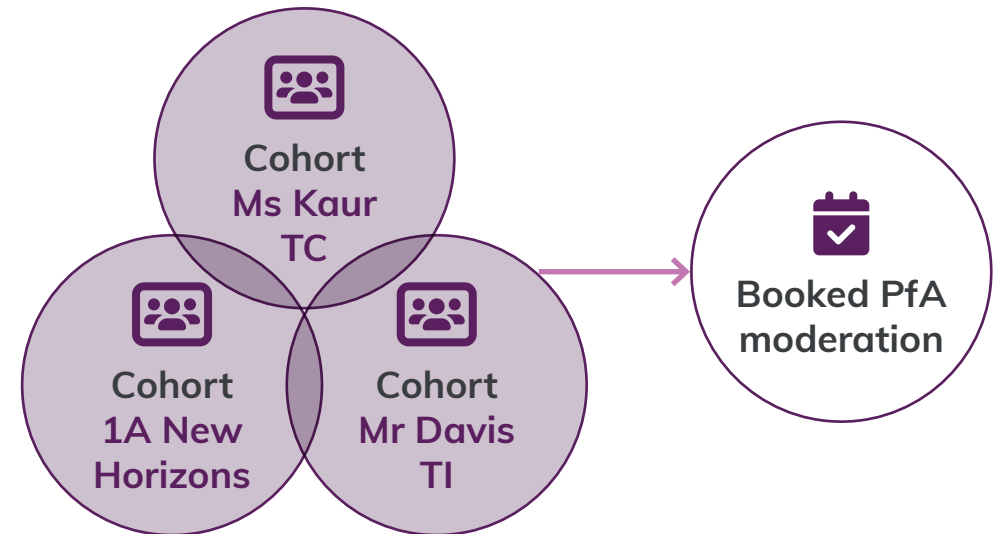
You can book moderations and assign cohorts to your booked moderations at: [asdan.org.uk/member/moderations](https://asdan.org.uk/member/moderations)

Please note that Qualifications members are entitled to two free moderations per qualification, per year.



For information and guidance on the ASDAN moderation process, please see the  **Moderations explained** guide, found at: [asdan.org.uk/member/help-and-support](https://asdan.org.uk/member/help-and-support)

Example: multiple cohorts linked to a single moderation



Example: a single cohort that is linked to a single moderation

