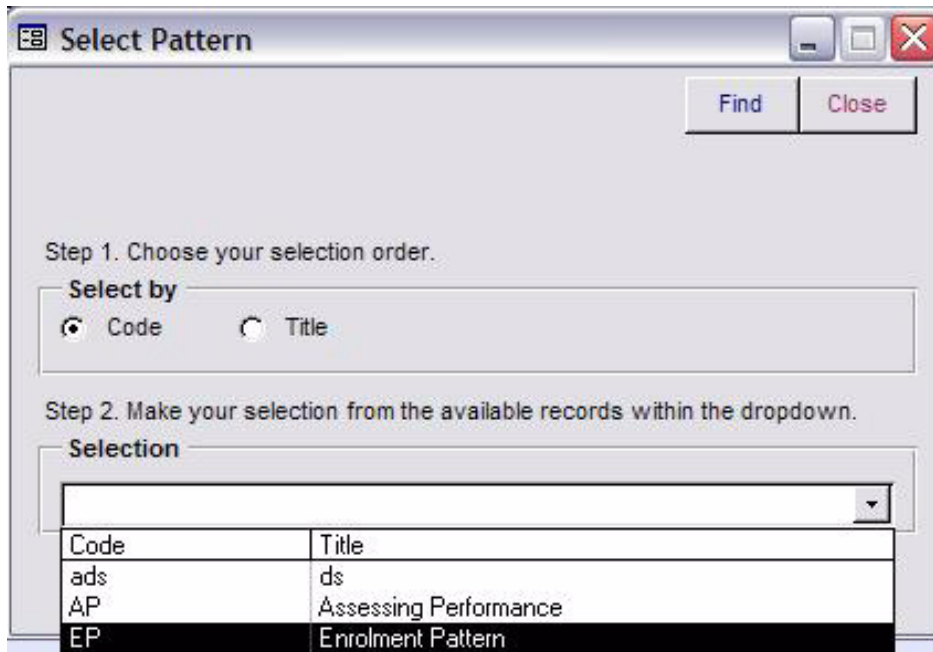


Tip Sheet No.10

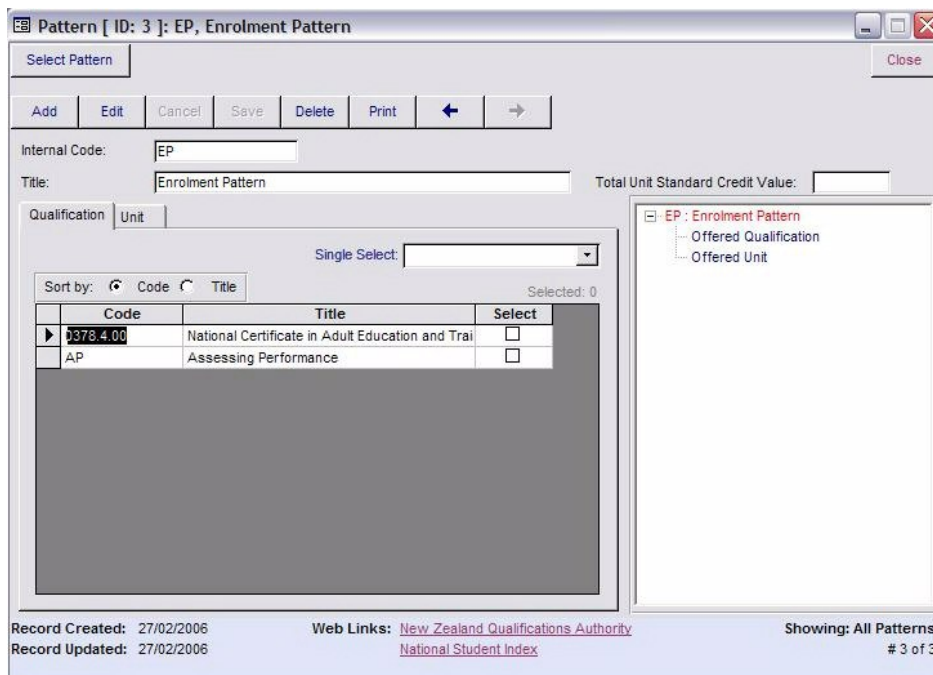
Manage an Existing Enrolment Pattern

1. Click on the **Select Existing Pattern** button.



2. Select the required pattern from the drop down box.

3. The details of the pattern will display.



4. Click on **Edit** to update the content of your enrolment pattern.

5. **Save** the changes.

Changing the Internal Code and Title

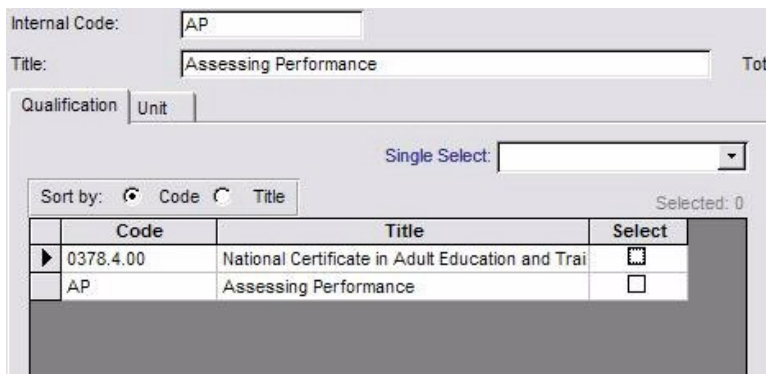
1. Click on the **Edit** button.



2. Change the required text in the Internal Code and Title fields.
3. Click on the **Save** button to save the changes.

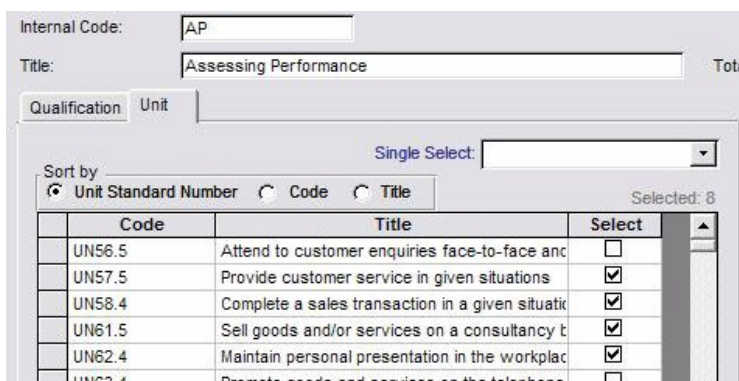
Modifying the Qualifications and Units in the Pattern

1. Click on the **Edit** button.
2. Click on the **Qualification** tab.



Code	Title	Select
0378.4.00	National Certificate in Adult Education and Trai	<input type="checkbox"/>
AP	Assessing Performance	<input type="checkbox"/>

3. Select the new qualification if required.
4. Click on the **Unit** tab.



Code	Title	Select
UN56.5	Attend to customer enquiries face-to-face and	<input type="checkbox"/>
UN57.5	Provide customer service in given situations	<input checked="" type="checkbox"/>
UN58.4	Complete a sales transaction in a given situati	<input checked="" type="checkbox"/>
UN61.5	Sell goods and/or services on a consultancy b	<input checked="" type="checkbox"/>
UN62.4	Maintain personal presentation in the workplac	<input checked="" type="checkbox"/>
UN63.4	Promote goods and services on the telephone	<input type="checkbox"/>

5. Select the new units if required.
6. Click on the **Save** button to save the changes.
7. Click on the **Save** button.

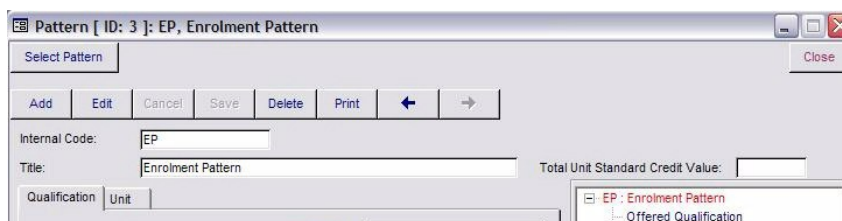
Deleting an Enrolment Pattern

Deleting an enrolment pattern does not delete the student enrolments and it is recommended that all enrolment patterns which are no longer used be deleted.

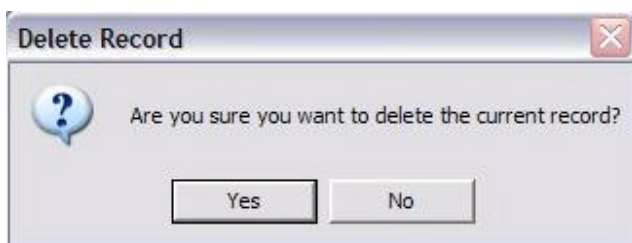
1. Click on the **Select Pattern** button.



2. Select the pattern to delete.
3. Click on the **Delete** button.



A confirmation box will be displayed asking if you are sure you want to delete the current record.



4. Click the **Yes** button to delete the pattern.