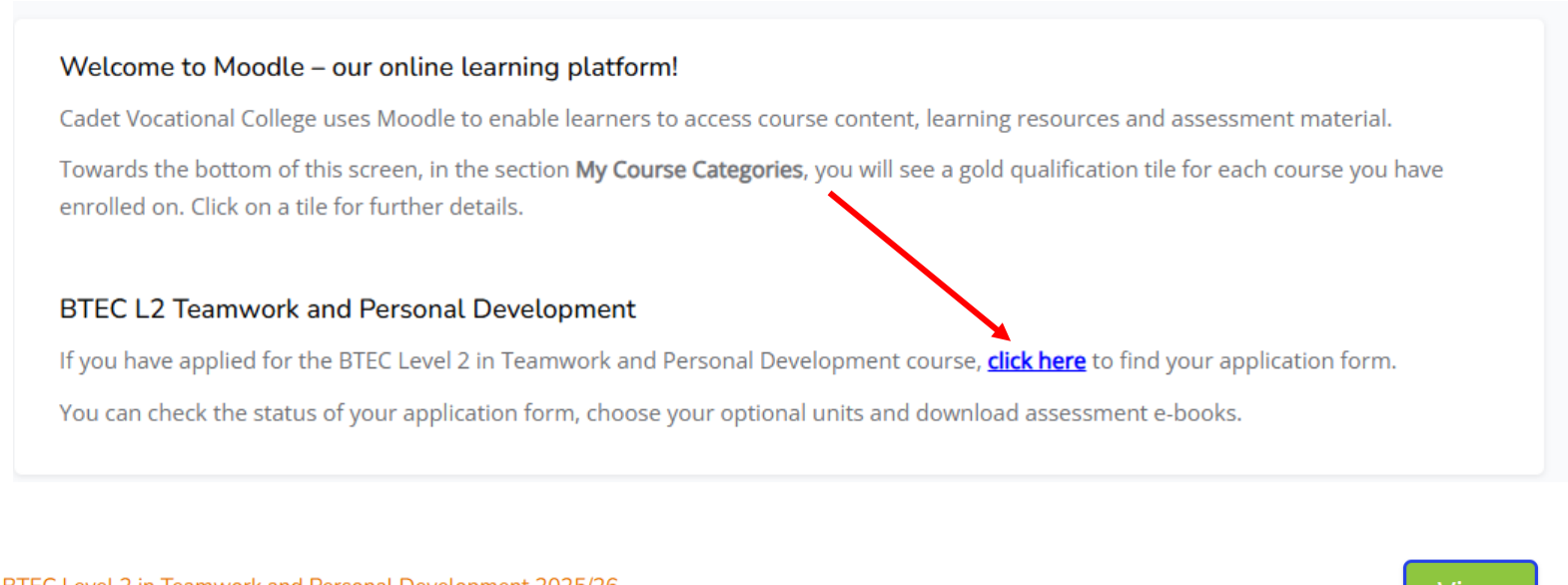
Cadet Vocational College

cvcollege.org | 01276 601701

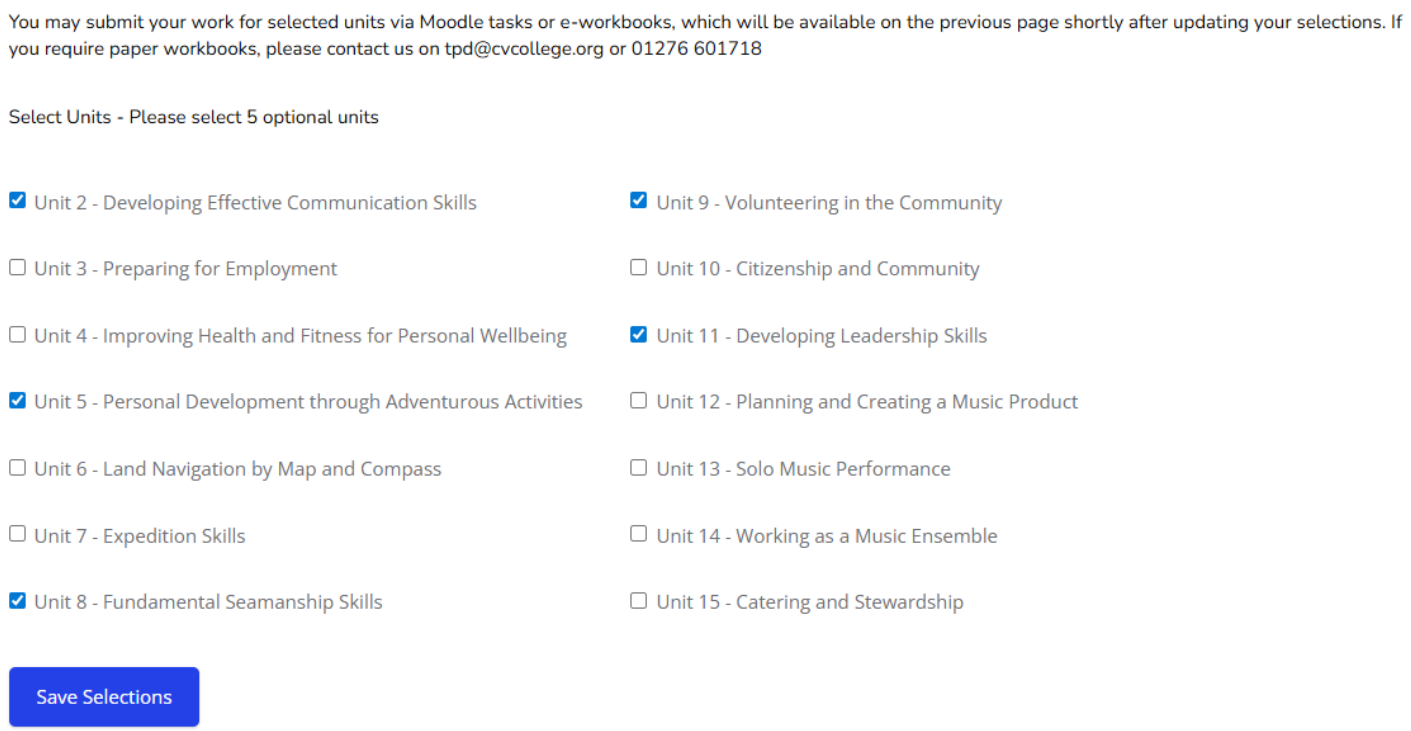
How to change your chosen optional units via your application form

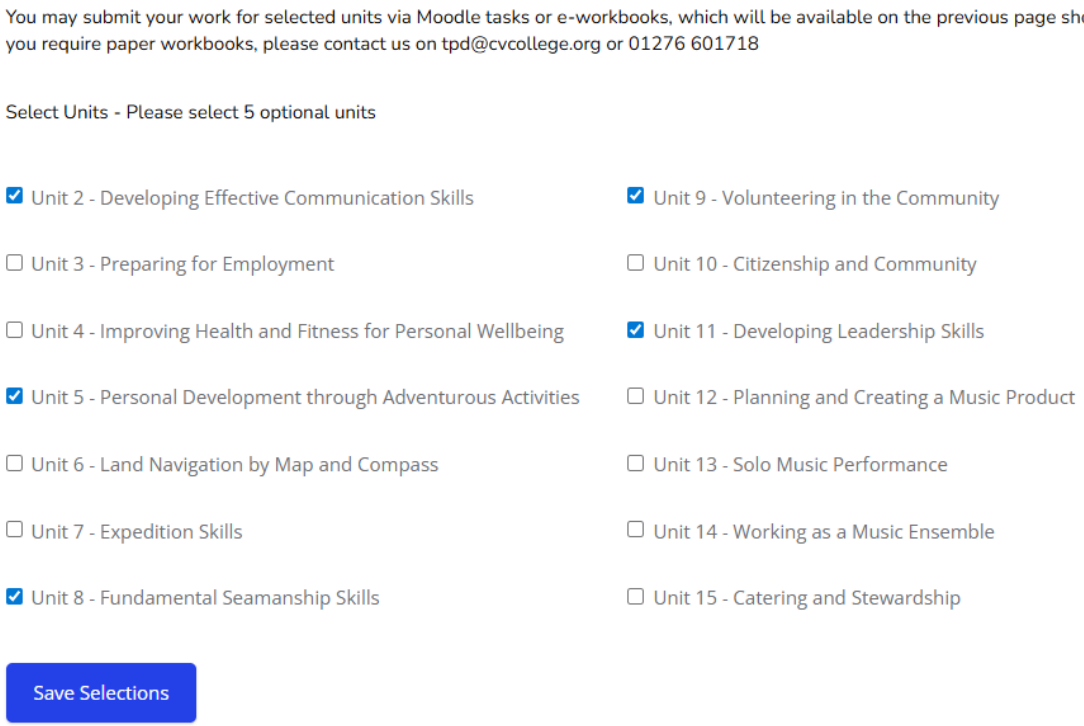
Choosing Optional Units

1. Log into your Moodle account. To get to your Moodle account use the website https://moodle.cvqo.org/login/ , then login with your email address and password you created when you enrolled.
2. You will be taken to the front screen of your Moodle account
3. You need to access your completed enrolment form by using the ‘click here’ option
4. Then click on your application using the ‘View’ button



1. By clicking the View button this will take you into your application form
2. Scroll down your application form **to the bottom ‘Units Selection’**
3. You will see all the units 2 – 15, units auto selected will have a tick next to them

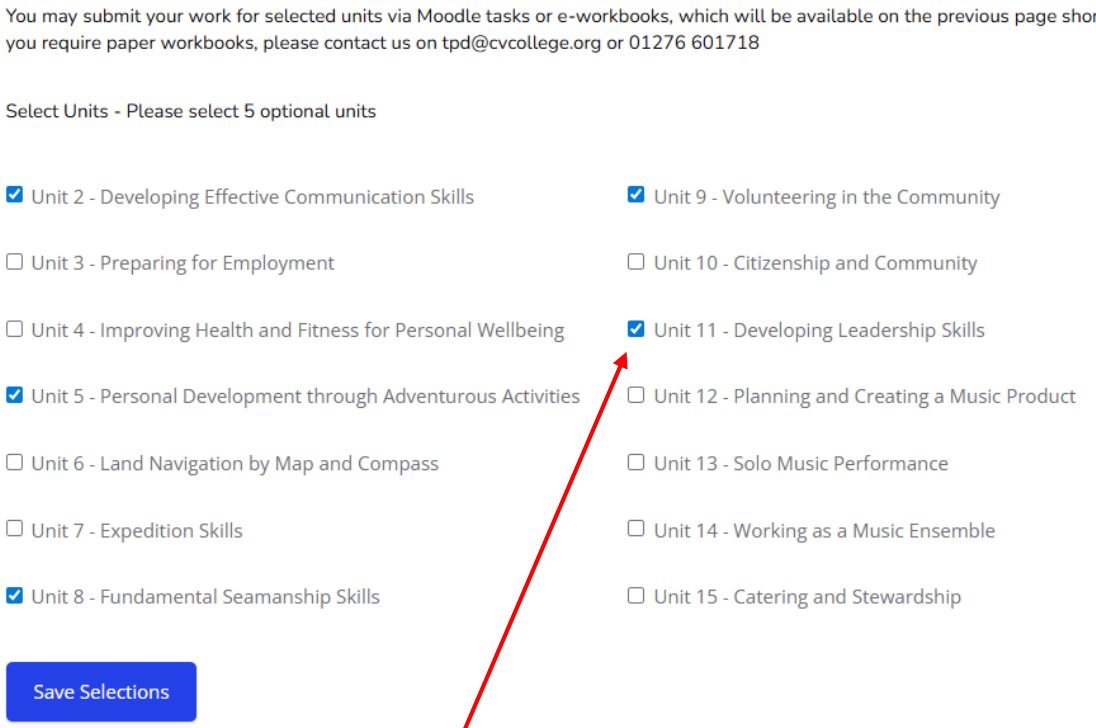




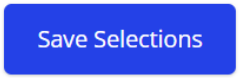
There are 14 optional units - Unit 2 to Unit 15.

Depending on your achievements with your youth organisation you may have achieved some of these units already. This is known as recognised prior learning/ (RPL). Its worth checking your induction sheet that you were given at your enrolment event to see which optional units work for you.

Example: Duke of Edinburgh Bronze or above will sign off Unit 6 & Unit 7 (100%), if you have achieved this qualification you may wish to select these units.



- To CHANGE the optional units you wish to study, unclick the ‘box’ next to the Unit Number/Title you no longer wish to complete and click the ‘box’ next to the Unit you wish to study
- To SAVE your selection. Scroll further down the page and click on the ‘Save Selections’ button



Remember studying the:

- **Extended Certificate** you need **TWO** optional units
- **Diploma** you need **FIVE** optional units