

## **The SLC and HEI Technical Advisory Group**

### **CONSTITUTION**

#### **Terms of Reference**

- The purpose of the Group is to provide advice and consultation on matters pertinent to the development of electronic interfaces from HEIs to the SLC's HEI Portal.
- Group members are expected to represent the interests of the wider HEI community who may, at any time, participate in the development of such electronic interfaces.
- Group Members will be expected to attend an annual meeting.
- Group Members will be expected to respond to ad-hoc requests for comment from SLC on technical issues or queries within a reasonable timeframe.

#### **In Scope**

- Development of the Web Service for the Course Database.
- Development of the File Uploads for student Transfers, Withdrawals and Suspensions.
- Development of other, future, interfaces such as Student Registration, Attendance and Tuition Fee related data.
- Specifically, the consultation and advise is expected to centre around:
  - Review of Technical Specifications.
  - Version Control Strategy
  - Procedures and environments for External Partner Testing
  - Timescales for Development, Testing and Delivery
  - Defect Resolution
  - Future enhancement suggestions
  - Post Live Support Procedures
  - Communication mechanism for full HEI / ICT Community

#### **Out of Scope**

- Electronic transfer of data between SLC and HEIs into any other systems other than the HEI Portal.
- This Group is not to be used for the discussion of issues specific to individual Group members.
- This forum does not supersede any communication that is necessary for the wider HEI community in relation to development and support of the electronic interfaces.

#### **When**

- A meeting will be held for members once per year.
- Note that Members will also be invited to attend the annual ICT Technical Forum (held around November each year). This will be open to all parties interested in the technical aspects of SLC's HEI development programme.

#### **Communication**

Email Communication between SLC and Group Members will be via SLC's HEI Mailbox ([HEI\\_Services@slc.co.uk](mailto:HEI_Services@slc.co.uk))

### **Chairperson and Responsibilities**

- The Chairperson of the Advisory Group is Kate Iliffe, (SLC Manager of the ICT HEI Services Systems Development Team)
- The responsibilities of the Chairperson are to:
  - Consult with Group Members in setting the Agenda prior to meetings
  - Publish the Agenda to Group Members prior to meetings
  - Ensure the Meeting Minutes are distributed to Group Members
  - Ensure the Group operates according to the Group Constitution

### **Group Members**

#### **The Student Loans Company**

Kate Iliffe  
Gareth Ferrier  
Graeme Lindsay

Manager, ICT HEI Services Systems Development Team  
Lead Technical Consultant, Technical Services Team  
Product Consultant, Business Development

#### **Higher Education Institutes**

Michelle Young  
Wendy Salmon  
Peter Datchens  
David Allinson  
Julie O'Donnell

University of Cambridge  
De Montfort University  
University of Portsmouth  
University of Sheffield  
University of Oxford

#### **ICT Suppliers**

Mark Ingham  
Caroline Williams  
Brian Chivers  
Rick Burne  
Richard Lloyd  
Neil Dewey

Oracle  
Tribal  
Capita  
SunGard  
Agresso  
Campus

#### **UCISA**

Peter Tinson

UCISA