

THE COURSES MANAGEMENT SERVICE

The 15/16 academic year course return will be different from previous academic years as we are asking you to provide more information about your courses to support accurate student finance assessments. SLC discussed the reasons to adopt and reasons to not pursue an automated course upload with the Courses User Group and it was decided that the overall effort of this approach was about the same as capturing data that's accurate and providing the opportunity to streamline in the new **Courses Management Service** through online data entry.

ENTERING COURSES FOR ACADEMIC YEAR 15/16

The new structure of course data in the **Courses Management Service** will not match the old courses system. So SLC will be providing a data entry template for Providers to create a clean set of course data which will provide the right information for assessing students eligibility for financial support.

Remember under the new course structure one course will be able to have:

- Multiple intakes
- Multiple locations
- Different fees for each domicile

SLC will key in all the HE Provider level information such as your Address, Fee Cap, UK Provider Reference Number (UKPRN), Funding status and we will ask you to just do a simple validation check in case anything has changed.

TOOLS TO HELP YOU PREPARE

SLC will supply Providers with a comprehensive list of their promoted courses for AY 14/15 by mid September.

We hope that this will allow you to do vital work to prepare how you can structure your return for AY 15/16.



JARGON BUSTER—WHY ARE THERE DIFFERENT FEES FOR EACH DOMICILE?

Providers in Northern Ireland and Scotland charge different fees depending on where a student is from. For the majority of English and Welsh providers, fees are the same for all students.

NEW QUALIFICATIONS

The current course database holds a list of over 100 qualifications in Higher Education. SLC have worked with the Department of Business Innovation and Skills and the devolved authorities to curate a more concise list to be used going forward:

- Bachelor degree
- Bachelor degree with honours
- Bachelor degree with QTS
- Bachelor degree with Foundation Year
- Foundation Degree
- Masters degree
- Integrated Masters degree
- Postgraduate diploma
- PGCE/PGDE
- Postgraduate certificate
- Professional graduate certificate in education
- Graduate diploma
- Graduate certificate
- Diploma of Higher Education
- Certificate of Higher Education
- HND
- HNC

HOW CAN I PREPARE?

IDENTIFY COURSE JACS CODES —

This should be information you already hold within your institution as it is required for HESA returns and used for UCAS. The higher level subject classification is now a mandatory field for your courses

IDENTIFY DUPLICATE COURSES ON THE SYSTEM —

These could be mistakes due to duplicate entry, courses that start at more than one point throughout the academic year (i.e. September and January) or those with different fees for different domiciles

EVALUATE COURSE NAMES —

The **Courses Management Service** will give users **120 characters for course titles** in contrast to the current 45. This will allow full course names to be entered as opposed to abbreviated titles.

Currently to assist students and award authorities in picking the correct course, Providers bracket key information behind course names such as month start or location. With the **Courses Management Service** more information will be given to the student at application about their course allowing names to be entered exactly as you publicise them to students.

SET ASIDE TIME FOR YOUR RETURN

SLC plan to launch for Full Time student applications in January 2015. This means to ensure your students can apply we need all your course information by the end of December.



TRANSFORMING SLC COURSES MANAGEMENT SERVICE

WHAT ENGAGEMENT WILL THERE BE WITH HE PROVIDERS?

Usability testing is seen as key to the success of the new service and this is currently underway with several providers across the country and we hope to offer wider access to the sector during the course of September.

Invitations to Webinar sessions delivered by the HEI Services team, offering key tips and guidance for users managing the **Courses Management Service** for your Provider will also be available in mid October and continuing into November.

If you would like to discuss your AY15/16 course return further on a one to one basis please contact your SLC Relationship Manager directly who can organise continued engagement.

**Working with HE Providers
behind the scenes to optimise
the student experience**

KEY DATES FOR YOUR DIARY



The **NEW Courses Management Service** for Full Time course information is scheduled to launch for HE Providers at the end of October 2014

The **NEW Courses Management Service** for Part Time course information will follow at the end of February 2015

WANT MORE INFORMATION



We will continue to update you with the progress and key milestones for the '**Courses Management Service**' project in the coming weeks.

If you have any further questions following this bulletin please contact the HEI Services team at hei_services@slc.co.uk or your SLC Relationship Manager