

HAVE YOU SEEN OUR NEW PAGE?

We now have a dedicated page for the **Courses Management Service** on the HEP Services website:
www.heiinfo.slc.co.uk

This contains all bulletins, presentations and guidance for the new service and will be updated over the next few months with all the information you will need.

NOW AVAILABLE:

- Full list of all data we will require in the **Courses Management Service**
- List of the Subject Classifications (JACS codes)

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

SUPPORTING HE PROVIDERS

We're running online Webinar sessions to support individuals within HE Providers who are responsible for the SLC yearly course return. Helping you with your preparation activity; providing top tips and guidance, as well as a walkthrough of key functionality.

Each session will last for 45 minutes and you can sign up for a timeslot that suits you.

Pre-Launch: Session 1

This session will be held before the launch of the service and will guide users through the preparatory steps which can be undertaken, the new data fields required and also provide tips on how to best utilise the new service.

Session 1 will be available for two weeks **from the 29 September**.

Post-Launch: Session 2

This session will be held post launch and will guide users through the key functionality, areas of policy complexity and provide best practice.

Session 2 will be available for two weeks **from the 3 November**

Both sessions will give you a chance to ask questions directly to the team at SLC responsible for developing the new system.

REGISTER NOW

To sign up now go to the SLC events website: <http://www.events-slc.co.uk>

REQUESTING YOUR AY 2014/15 COURSE INFORMATION

In our last bulletin we advised that to assist you with your preparation and planning for the new service SLC would provide you with a comprehensive list of your AY 14/15 promoted courses.

You can request this information from now by emailing hep_services@slc.co.uk

MATCHING YOUR COURSES

As you create your new courses on the **Courses Management Service** we will ask you to go through a matching process.

It is important that a course's SLC course code is the same across all academic years and the process of matching your old and new data ensures that we are able to keep this field consistent. This is to ensure your students look to be on the same course each year of their course.

What is matching?

We will ask you if this is a brand new course for AY 15/16 or if you have run this course previously in AY 14/15.

If it is an existing course in AY14/15 then we will provide an easy way for you to match this to the new 15/16 course variation/s. The system will use the course name or UCAS code to locate the existing course/s and allow you to match this to the new course details.

KEY DATES

We are now in the final stages of development before the launch of the **Courses Management Service** and we wanted to give you key dates to be aware of:



End of September:

AY 14/15 Course information available to Providers on request

29 Sept - 10 Oct:

Webinar session 1

08 October:

Courses User Group

28 October:

Launch of service

03 - 14 November:

Webinar Session 2

Mid November:

Winter Service Review Forums commence