

HEP SERVICES WEBSITE :

www.heiinfo.slc.co.uk

The dedicated **Courses Management Service page** on the HEP Services website has been updated with further information and tools for you.

NOW AVAILABLE:

- Qualification map, helping you to match your existing qualifications with the new simplified qualification list.

SUPPORTING HE PROVIDERS

We hope you have now all signed up to attend our online Webinar sessions which have been designed to support the people within your HE Provider who are responsible for the SLC yearly course return. Helping you with preparation activity; providing top tips and guidance, as well as a walkthrough of key functionality.

Pre launch sessions have now been completed, with **Post launch** commencing on the 3rd November.

REGISTER NOW

There is still time to register! Go to the SLC events website: <http://www.events-slc.co.uk>

We appreciate this is a really busy time as students begin their academic year, so for those unable to make the pre launch sessions, a recorded version will be made available on the website at the end of this week alongside the **frequently asked questions**.

YOUR AY 2014/15 COURSE INFORMATION

Your main courses contact should have now received a CSV file of all your 14/15 AY promoted courses to assist you with your preparation and planning.

This also includes **your student numbers** for each course.

If you have not received this information you can request this by emailing
hep_services@slc.co.uk

TERM DATES FOR 15/16 AY

We've tried to ensure that the process of entering your term dates is as easy and straightforward as possible within the **Courses Management Service**.

By default, you can just add the 3 term dates for Year 1 and these will be automatically assigned to all years of your course. Or, if you do have variances in your dates, you can make the specific changes you want. The system will also automatically remember the most recent set of dates used when adding a new course. So a key tip is to group your courses by their term dates.

The earliest a course can start in the 2015/16 academic year is the **1 August 2015**, with most courses traditionally **starting in September and October**. For those providers with medical or dentistry students starting a placement in June or July, remember to add these additional weeks to the end of the previous academic years, to ensure students receive the correct support.

Full refreshed **term date guidance** for the 2015/16 academic year will be available to support you when the service launches at the end of October.

YOUR FREQUENTLY ASKED QUESTIONS

Will there be field within the Courses Management Service for an HE Providers to enter their own course code or identifier?

We will be providing a field for a HE Provider's own internal course code.

Can courses with the same attributes but different lengths be added into the same course?

Courses with different lengths still have to be entered as two separate courses, but we will be giving you a **copy function** so you can duplicate all the details without having to re-enter them and then just amend the duration to add additional years.

Will it be possible to open and close courses?

It will be possible to chose to close and reopen courses within the **Courses Management Service** for a specific academic year and also to phase courses out i.e. close a course for new applications, but allow it to remain open for continuing students.

Can you have multiple users from the same institution inputting data at the same time?

As long as both users have the '**Courses Service Administrator**' user role then they will be able to enter course data simultaneously. When the **Courses Management Service** first goes live, only those with 'Courses Service Administrator' user role will be able to access the service. However as we continuously add to functionality of the system in the subsequent weeks, the access will be given to those with the 'Courses Advisor' role.

When we add courses will they be available for past years?

The **Courses Management System** is only available for course information for the 15/16 AY, so if you need to input a course for previous academic years, you would have to do this via the old service which will remain active **for up to 6 months**.

Is there a user manual?

The **Courses Management Service** is designed with online help and guidance, so this can be available to you on screen, rather than you having to reference a separate document. However some of our key policy guidance around courses will be available to assist further.

We have a number of courses that have two or even three JACS codes, has the system been designed to cater for this?

A single course can have up to 3 subject categories and the Courses Management Service will allow all to be entered against the course

How will students be moved onto to the new courses, and when will this happen?

As students apply for their student finance support for the AY 15/16, they will pick the new course as entered in the **Courses Management Service**.



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.

All previous bulletins and tools to assist you with your planning and preparation are published on the dedicated Courses

Management Service page on the HEP Services website.

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

SET ASIDE TIME FOR YOUR RETURN

SLC plan to launch for Full Time student applications in early 2015.

This means to ensure your students can apply at the earliest possible point, we need all your course information by the end of December. So it is key to establish a timescale and resource within your provider for your course return.

This year all course information will need to be entered in full, using the data entry template within the system.

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

KEY DATES FOR YOUR DIARY

NOW:

AY 14/15 Course information available to Providers on request

29 Sept - 10 Oct:

Webinar Pre Launch sessions

08 October:

Courses User Group

28 October:

Launch of FT **Courses Management Service**

03 - 14 November:

Webinar Post Launch session

Mid November:

Winter Service Review Forums commence

February 2015

Launch of PT **Courses Management Service**

