

On-Line CoC Service Enhancements Catalogue									
Updated 07/10/2011									
Ref No	Area	Enhancement Title	Description	Benefit	HEIs Impacted	Level of Complexity	Requester	Priority	Comments
E3	Create CoC	Submitting a CoC for a future AY when the student's application is yet to be received	A small number of HEIs have requested this facility due to the high number of repetitions. Currently if a CoC is submitted for a future AY it will not be assigned to the LEA as the student application is not there to match it to.	Speed up the internal business processes of HEIs	all	high	University College Birmingham		This issue is currently under investigation. HEIs can currently 'pend' a CoC and submit at a later date once the application comes through. The introduction of the Student Information Service will give HEIs earlier notice of approved applications
E4	Create CoC	Course Name Field	Request that the Course Name field be expanded in order for HEIs to submit full course name / determine if the course is a February start date. Some HEIs have numerous courses with similar names and the same UCAS code making it difficult to distinguish between courses.	Provide greater clarity for LEAs processing the CoC	all	med	University College Birmingham		
E6	View CoC	View CoC Filter Results	Currently, once a user clicks "filter and view results" and a large number of results are returned they must scroll to the bottom of the page in order to move to the next page. It would save time if the facility to move to the next page was replicated at the top of the screen as well as the bottom	Time saving	all	low	Various		
E7	Create CoC	Contact	When a user is assigning a CoC to a contact it has been requested that the system automatically defaults to the user that is logged in. To save time scrolling down a large number of named contacts.	Time saving	all	med	Various		
E8	View CoC	Re-submitting a CoC	Instances have arose where CoCs have been successfully submitted by HEIs only for the awarding authority to close in error without actioning. When the HEI then contacts the award authority to question this they are told to re-submit the CoC resulting in a duplication of work which can be time consuming if applicable to a large number of CoCs. A re-submit button would save HEIs time when completing these CoCs again.	Time saving	all	med	University of Leicester		
E9	Create CoC	Transfer CoCs	This enhancement is for transfer CoCs being raised via the XML file where the student is transferring back a year on a new course. There is no facility on the XML file to put the new course year. A workaround is to use the free text box to explain the CoC but the HEI has requested an extra field is added to capture the correct course year.	Provide greater clarity for LEAs processing the CoC	all	med	University of Portsmouth		
E10	CoC Service	CoC Worklist	When 'creating' a CoC from the CoC worklist, once the CoC is submitted the user has to go back to the filter page and re-enter the worklist. It would be time saving if after creating and submitting this CoC if the user was directed back to the CoC worklist.	Time saving for the HEI user	all	Medium	Kingston University	Desirable	To be costed
E11	CoC Service	CoC Worklist	It would assist internal procedures at the HEIs that currently use the bulk XML file import facility if they were able to export the Change of Circumstance Worklist directly from the portal in order to import into their own internal systems. They could then process the CoC notifications in their systems as normal and load the completed CoCs into the XML file format and import back in to the CoC system	Time saving for the HEI user	all	high	University of Manchester	Desirable	To be costed
E12	CoC Service	Current Academic Year	When using the CoC Service it currently defaults to AY 10/11. It would be timesaving if this default could be amended to the actual current academic year	Time saving for the HEI user	all	low	Edgehill University	Desirable	To be costed