



Student  
Loans Company

## COURSES SERVICE

GRAEME LINDSAY

PRODUCT CONSULTANT, HEI SERVICES

9 - 10 March 2011

# Courses Service

- Importance of Courses Submission / Drivers
- Submitting Courses
- Profile of Course Submissions
- Course Designation
- Post Promotion Changes
- FAQs

# Importance of Supplying Course Information

- Mandatory function
- Course information feeds into Student Finance Calculator for students to view when completing on-line application
- Temporary course codes delays fee payments
- Course information is used in other area's – CoC Service
- Aim to have all Courses submitted prior to Service Launch / application cycle opening

# Courses Service – Portal Screens

[Courses Home](#)

[Maintain Institution](#)

[Maintain Location](#)

[Maintain Course Profile](#)

[Maintain Courses](#)

[Administration](#)

[Tasks and Errors](#)

[Reports](#)

[Select HEI](#)

[HE Gateway Home](#)

Edit 

## Welcome to the HEI Services Courses Portal

Please note the following communication formats available for you to contact SLC with Course queries:

0845 702 3316

This is the telephone number for the HE Portal Services Team within the Operations Services Department. You should call this team with all general Course queries and to report any problems you are experiencing with the Portal.

If you are experiencing a problem with the Portal and the HE Portal Services Team can not resolve the problem for you, they will raise a system issue for our ICT colleagues to investigate and will provide you with a reference number to keep track of the issue.

If you have a query that you feel would require an in depth response, you should send your query to [hei\\_data@slc.co.uk](mailto:hei_data@slc.co.uk). (You should not raise any system issues via this mailbox).

Welcome to the HEI Services Courses Portal

[Online Course Database User Manual 11/12](#) 

## Important Information – Validating & Promoting 2011/12 Data

Remember, you must ensure that the predicted number of courses have been inserted in the Maintain Institution Screen, otherwise the rest of the data will fail when you try to validate and promote the completed data.

You must also change the predicted number of courses to match the 'actual' entered to show that your institution is complete.

# Maintain Institution

Courses Home

**Maintain Institution**

Maintain Location

Maintain Course Profile

Maintain Courses

Administration

Tasks and Errors

Reports

Select HEI

HE Gateway Home

You are administering LGBH LOUGHBOROUGH UNIVERSITY



## Update Institutions

Update Institution		Help
HEI Code	LGBH	
Institution Short Name	LOUGHBOROUGH UNIVE	
Institution Full Name	LOUGHBOROUGH UNIVE	
UCAS Code	L79	
Country	ENGLAND	
Offer Full Time Courses	<input checked="" type="radio"/> Yes <input type="radio"/> No	
		Re-promote <input checked="" type="checkbox"/> Cancel <input checked="" type="checkbox"/>

### Institution Year Information

Update Selection	Academic Year	Variable Fees	Fee Cap Amount	Predicted Number of Courses	Promotion Indicator	Validation Indicator	Live Date
<input type="radio"/>	11-12	Yes	3375		✗	○○○	
<input type="radio"/>	10-11	Yes	3290	400	✓	●●●	05/02/2010
<input type="radio"/>	09-10	Yes	3225	400	✓	●●●	20/01/2009
<input type="radio"/>	08-09	Yes	3145	400	✓	●●●	28/05/2008

# Maintain Institution (continued)

- Courses Home
- Maintain Institution**
- Maintain Location
- Maintain Course Profile
- Maintain Courses
- Administration
- Tasks and Errors
- Reports
- Select HEI
- HE Gateway Home

You are administering LGBH LOUGHBOROUGH UNIVERSITY

## Update Institutions

Update Institution								Help
HEI Code	LGBH							
Institution Short Name	LOUGHBOROUGH UNIVE							
Institution Full Name	LOUGHBOROUGH UNIVE							
UCAS Code	L79							
Country	ENGLAND							
Offer Full Time Courses	<input checked="" type="radio"/> Yes <input type="radio"/> No							
<input type="button" value="Re-promote"/> <input checked="" type="button" value="✓"/> <input type="button" value="Cancel"/> <input type="button" value="✗"/>								
<b>Institution Year Information</b>								
Update Selection	Academic Year	Variable Fees	Fee Cap Amount	Predicted Number of Courses	Promotion Indicator	Validation Indicator	Live Date	
<input checked="" type="radio"/>	11-12	Yes ▾	3375	400	✗	●●○		
<input type="radio"/>	10-11	Yes	3290	400	✓	●●●	05/02/2010	
<input type="radio"/>	09-10	Yes	3225	400	✓	●●●	20/01/2009	
<input type="radio"/>	08-09	Yes	3145	400	✓	●●●	28/05/2008	
<input type="button" value="Validate"/> <input checked="" type="button" value="✓"/> <input type="button" value="Save"/> <input type="button" value="📁"/> <input type="button" value="Cancel"/> <input type="button" value="✗"/>								

# Course Submission

[Courses Home](#)

[Maintain Institution](#)

[Maintain Location](#)

[Maintain Course Profile](#)

[Maintain Courses](#)

[Administration](#)

[Tasks and Errors](#)

[Reports](#)

[Select HEI](#)

[HE Gateway Home](#)

Edit 

## Welcome to the HEI Services Courses Portal

Please note the following communication formats available for you to contact SLC with Course queries:

0845 702 3316

This is the telephone number for the HE Portal Services Team within the Business Services Department. You should call this team with all general Course queries and to report any problems you are experiencing with the Portal.

If you are experiencing a problem with the Portal and the HE Portal Services Team can not resolve the problem for you, they will raise a system issue for our ICT colleagues to investigate and will provide you with a reference number to keep track of the issue.

If you have a query that you feel would require an in depth response, you should send your query to [hei\\_data@slc.co.uk](mailto:hei_data@slc.co.uk). (You should not raise any system issues via this mailbox).

[Welcome to the HEI Services Courses Portal](#)

[HEI Services – Courses Portal Release Notes - 28th January 2010](#) 

[Online Course Database User Manual 09/10](#) 

[Online Course Database User Manual 10/11](#) 

## Important Information

[Validating & Promoting 2010/11 Data](#)

## Important Information – Validating & Promoting 2010/11 Data

Remember, you must ensure that the predicted number of courses have been inserted in the Maintain Institution Screen otherwise the rest of the data will fail when you try to validate and promote the completed data.

[Important Information](#)

[Online Course Database - Frequently Asked Questions](#) 

# Course Filter

## Filter List by Course Information

Search Courses

Help

**Courses taking place in Academic Year**

Please Select

SLC Course Code

UCAS Course Code

*Use wildcards for more matches, e.g. %AB%*

HEI Course Code

*Use wildcards for more matches, e.g. %AB%*

Course Name

*Use wildcards for more matches, e.g. %Math%*

UCAS Course ?

Please Select

Location

Please Select

Course Type

Please Select

Duration

Please Select

years

Course Status

Open

Qualification

Please Select

Validation Status

Please Select

Method Of Attendance

Please Select

Courses Promoted

Please Select

Clear Filter



Filter



# Course Filter (continued)

- [Courses Home](#)
- [Maintain Institution](#)
- [Maintain Location](#)
- [Maintain Course Profile](#)
- [Maintain Courses](#)
- [- Course Filter](#)
- [Create Course](#)
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- [Tasks and Errors](#)
- [Reports](#)
- [Select HEI](#)
- [HE Gateway Home](#)

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**Course List Filter Results**
Help

This list has been filtered by Academic Year 11-12

Select the number of matching records to display

Click on the course name to update course information
Change Filter Criteria

**Matching Courses**

Select	SLC Course Code	UCAS Course Code	HEI Course Code	Course Name	Campus Id	Duration	Course Status	Promotion Indicator	Validation Indicator
<input type="checkbox"/>	268425	E790		<a href="#">3D DESIGN: NEW PRACTICE (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	507562	W790		<a href="#">3D DESIGN: NEW PRACTICE (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	861952			<a href="#">3D: NEW PRACTICE (4YR SW) NON-LUCAS</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	291227			<a href="#">ACCT &amp; FIN MANAGEMENT (3YR) NON-LUCAS</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	106406	NN34		<a href="#">ACCT &amp; FIN MANAGEMENT (4YR SW)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	152526	H410		<a href="#">AERO ENG (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	18442	H403		<a href="#">AERO ENG (4YR FT)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	18568	H401		<a href="#">AERO ENG (4YR SW)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	18441	H402		<a href="#">AERO ENG (5YR SW)</a>	A	5	Open	✗	○○○
<input type="checkbox"/>	75066	HN49		<a href="#">AIR TRANSPORT MAN (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	152627	HNK9		<a href="#">AIR TRANSPORT MAN (4YR SW)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	216567	J400		<a href="#">APP DES (PROD PERF &amp; SFTY) (4YR FT)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	216566	J401		<a href="#">APP DES(PROD PERF&amp;SFTY) 3 YR</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	75062	K236		<a href="#">ARCH ENG/DES MAN (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	75061	K237		<a href="#">ARCH ENG/DES MAN (4YR SW)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	152527	H330		<a href="#">AUTO ENG (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	18439	H343		<a href="#">AUTO ENG (4YR FT)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	18437	H341		<a href="#">AUTO ENG (4YR SW)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	18438	H342		<a href="#">AUTO ENG (5YR SW)</a>	A	5	Open	✗	○○○
<input type="checkbox"/>	152619	J511		<a href="#">AUTO MATERIALS (3YR)</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	75046	J552		<a href="#">AUTO MATERIALS (4YR FT)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	75047	J551		<a href="#">AUTO MATERIALS (4YR SW)</a>	A	4	Open	✗	○○○
<input type="checkbox"/>	75045	J553		<a href="#">AUTO MATERIALS (5YR SW)</a>	A	5	Open	✗	○○○
<input type="checkbox"/>	18512			<a href="#">BANKING FINANCE AND MAN (3YR) NON-LUCAS</a>	A	3	Open	✗	○○○
<input type="checkbox"/>	179992	N301		<a href="#">BANKING FINANCE AND MAN (4YR SW)</a>	A	4	Open	✗	○○○

Select All 
Select All Displayed 
Deselect All 
Deselect All Displayed

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Validate 
Promote

Export

# View & Update Course

- Courses Home
- Maintain Institution
- Maintain Location
- Maintain Course Profile
- Maintain Courses**
- Course Filter
- Create Course
- Administration
- Tasks and Errors
- Reports
- Select HEI
- HE Gateway Home

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## View and Update Course

Course Information				Help
SLC Course Code	179992	UCAS Course Code	N301	
Campus ID	A	UCAS Course?	Yes	
Course Name	BANKING FINANCE AND MAN (4YR SW)	Duration	4	years
Method of Attendance	Full Time plus Sandwich Attendance	Qualification	BSc	
Course Type	Other	Course Status	Open	
HEI Course Code				
<input type="button" value="Save"/> <input type="button" value="Validate"/> <input type="button" value="Promote"/> <input type="button" value="Cancel"/>				

Course Academic Year List				
Academic Year	Course Year	Course Fee Rate	Promotion Indicator	Validation Indicator
08-09	1	£3145	✓	●●●
	2	£3145	✓	●●●
	3	£3145	✓	●●●
	4	£3145	✓	●●●
09-10	1	£3225	✓	●●●
	2	£3225	✓	●●●
	3	£640	✓	●●●
	4	£3225	✓	●●●
10-11	1	£3290	✓	●●●
	2	£3290	✓	●●●
	3	£660	✓	●●●
	4	£3290	✓	●●●
11-12	1	£	✗	○●○
	2	£	✗	○●○
	3	£	✗	○●○
	4	£	✗	○●○

# View & Update Course Year

- Courses Home
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- Select HEI
- HE Gateway Home

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**View and Update Course Year**
Help

**Academic Year 11-12**

**Course Academic Year Information**

<b>SLC Course Code</b>	179992	<b>UCAS Course Code</b>	N301
<b>Course Name</b>	BANKING FINANCE AND MAN (4YR SW)	<b>Duration</b>	4 Years
<b>HEI Course Code</b>			

**Course Years and Terms Information**

	Delete	Course Year	Course Fee Rate <small>(HEI Fee Cap £3375)</small>	Term	Start Date <small>(dd/mm/yyyy)</small>	End Date <small>(dd/mm/yyyy)</small>	Location
-	<input type="checkbox"/>	1	£	1			A - LOUGHBOROUGH UNIVERSITY
				2			A - LOUGHBOROUGH UNIVERSITY
				3			A - LOUGHBOROUGH UNIVERSITY
+	<input type="checkbox"/>	2	£				
+	<input type="checkbox"/>	3	£				
+	<input type="checkbox"/>	4	£				

Add Course Year
Delete Course Year
Cancel

Save
Validate
Promote
Apply Course Profile

# Course Profiles

You are administering **LGBH LOUGHBOROUGH UNIVERSITY**



## Course Profiles

Existing Course Profiles

[Help](#)

Academic Year

	Academic Year	Profile Name	Course Year	Fee Rates	Term	Start Date	End Date	Campus
-	11-12	1 YR FT						
			1	3375	1	03/10/2011	16/12/2011	A - LOUGHBOROUGH UNIVERSITY
					2	16/01/2012	16/03/2012	A - LOUGHBOROUGH UNIVERSITY
					3	16/04/2012	22/06/2012	A - LOUGHBOROUGH UNIVERSITY
								<a href="#">Edit</a> <a href="#">Delete</a>

+	11-12	3 YR FT						
								<a href="#">Edit</a> <a href="#">Delete</a>

+	11-12	4 YR FT						
								<a href="#">Edit</a> <a href="#">Delete</a>

+	11-12	4 YR SW						
								<a href="#">Edit</a> <a href="#">Delete</a>

+	11-12	5 YR SW						
								<a href="#">Edit</a> <a href="#">Delete</a>

+	11-12	6 YR SW						
								<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Profile](#)



# Course Profiles (continued)

You are administering **LGBH LOUGHBOROUGH UNIVERSITY**

## Filter List by Course Information

Search Courses

[Help](#)

<b>Courses taking place in Academic Year</b>	11-12		
SLC Course Code	<input type="text"/>	UCAS Course Code <i>Use wildcards for more matches, e.g. %AB%</i>	<input type="text"/>
HEI Course Code <i>Use wildcards for more matches, e.g. %AB%</i>	<input type="text"/>	Course Name <i>Use wildcards for more matches, e.g. %Math%</i>	<input type="text"/>
UCAS Course ?	Please Select	Location	A - LOUGHBOROUGH UNIVERSITY
Course Type	Please Select	Duration	1 years
Course Status	Please Select	Qualification	Please Select
Validation Status	Please Select	Method Of Attendance	Please Select
Courses Promoted	Please Select		

Clear Filter



Filter



# Filter Results

You are administering LGBH LOUGHBOROUGH UNIVERSITY



## Course List Filter Results

This list has been filtered by Academic Year 11-12

Help

Select the number of matching records to display

25

Click on the course name to update course information

Change Filter Criteria



Matching Courses

Select	SLC Course Code	UCAS Course Code	HEI Course Code	Course Name	Campus Id	Duration	Course Status	Promotion Indicator	Validation Indicator
<input type="checkbox"/>	516562	POST	232485	<a href="#">DSA - DESIGNATED POST GRAD</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	275528	P210		<a href="#">INFORMATION SCIENCE</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	275814	X1W2		<a href="#">PG CERT ED (DESIGN AND TECH OPTION)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	268428	C1X1		<a href="#">PG CERT ED - BIOLOGY OPTION (1 YR)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	268429	X1F1		<a href="#">PG CERT ED - CHEMISTRY OPTION (1 YR)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	268427	W9X1		<a href="#">PG CERT ED - D&amp;T OPTION (1 YR)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	268426	X9C6		<a href="#">PG CERT ED - PE OPTION (1 YR)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	268430	F3X1		<a href="#">PG CERT ED - PHYSICS OPTION (1 YR)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	962901			<a href="#">SPORT &amp; EX SCIENCE (INT) (1 YR)</a>	A	1	Open	✗	○○○
<input type="checkbox"/>	861955			<a href="#">SPORT &amp; EX SCIENCE (INT) (1 YR)</a>	A	1	Open	✗	○○○

Select All



Select All Displayed



Deselect All



Deselect All Displayed



Previous 25

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Next 25

Validate



Promote



Apply Course Profile



Export





# Creating a New Course


- Courses Home
- Maintain Institution
- Maintain Location
- Maintain Course Profile
- Maintain Courses**
- Course Filter
- Create Course
- Administration
- Tasks and Errors
- Reports
- Select HEI
- HE Gateway Home

You are administering **LGBH LOUGHBOROUGH UNIVERSITY**

## Create Course

Create Course		Help	
Academic Year	Please Select ▼	UCAS Course Code	<input type="text"/>
Campus ID	Please Select ▼	UCAS Course?	Please Select ▼
Course Name	<input type="text"/>	Duration	3 ▼ <i>years</i>
Method of Attendance	Full Time Attendance ▼	Qualification	Please Select ▼
Course Type	Please Select ▼	Course Status	Open ▼
HEI Course Code	<input type="text"/>		
		Add Course Academic Year  Save 	

# Creating a New Course (continued)

 **View and Update Course Year** Help




Academic Year 10-11 i Course year added





**Course Academic Year Information**

<b>SLC Course Code</b>	508974	<b>UCAS Course Code</b>	
<b>Course Name</b>	TEST	<b>Duration</b>	1 Years
<b>HEI Course Code</b>			

Course Years and Terms Information

Delete	Course Year	Course Fee Rate <i>(HEI Fee Cap £1820)</i>	Term	Start Date <i>(dd/mm/yyyy)</i>	End Date <i>(dd/mm/yyyy)</i>	Location
<input type="checkbox"/>	Please Select ▼	£				
			1			Please Select ▼
			2			Please Select ▼
			3			Please Select ▼

[Add Course Year](#)  [Delete Course Year](#)  [Cancel](#) 


[Save](#)  [Validate](#)  [Promote](#)  [Apply Course Profile](#) 

# Closing Courses


- Prevents courses being carried forward in AY Roll-over
- Closing a course in the current AY will close it in all previous AY
- Delete all Academic Years for that course
- Set Course Status to 'Closed' and promote

# Course Designation

You are administering **AAFR TRIINITY COLLEGE BRISTOL**



 **Course List Filter Results**





This list has been filtered by **Academic Year 09-10** Help

Select the number of matching records to display:  Change Filter Criteria 




Click on the course name to update course information


Matching Courses

Select	SLC Course Code	UCAS Course Code	Course Name	Campus Id	Duration	Course Status	Validation / Promotion Indicator
<input type="checkbox"/>	500513	4455	<a href="#">SUBWAY COURSE 1</a>	A	1	Open	● ● ●
<input type="checkbox"/>	500514	1122	<a href="#">TEST COURSE 0011</a>	A	1	Open	● ● ●
<input type="checkbox"/>	500531	6145	<a href="#">TEST COURSE 0014</a>	A	1	Open	● ● ● 
<input type="checkbox"/>	500542	0007	<a href="#">TEST COURSE 0071</a>	A	1	Open	● ● ●
<input type="checkbox"/>	500532	7484	<a href="#">TEST COURSE 145</a>	A	1	Open	● ● ● 
<input type="checkbox"/>	500512	1234	<a href="#">TEST COURSE 2 1</a>	A	1	Open	● ● ●
<input type="checkbox"/>	500540	7777	<a href="#">TEST COURSE 77</a>	A	1	Open	● ● ●
<input type="checkbox"/>	500535	7441	<a href="#">TEST COURSE AAA 321</a>	A	1	Open	● ● ●
<input type="checkbox"/>	23		<a href="#">THEOLOGICAL STUDIES1</a>	A	1	Open	● ● ●

Select All  Select All Displayed  Deselect All  Deselect All Displayed 

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Validate  Promote  Apply Course Profile 

Export 

**New Designation Indicator**

## Course Designation (continued)

- ***“SLC are responsible for the administration and application of all regulations associated to course designation. This is to ensure that only courses that are designated are promoted to live on the Courses Service as they are the only types of course that attract public funding”***
- ***“The designation validation rules within the system are based around duration, qualifications and type of course”***

## Course Designation (continued)

- A course will fail validation if...
  - The course is at a Private Institution
  - The course is wholly or partly franchised to a Private Institution
  - The course is part-time (and the qualification is not PGCE, PGDE or CertEd)
  - The course duration is <1 year
  - The course duration is > 6 years
  - The course has one of the following qualifications (Adv Dip, Dip Phil, CIMA, Masters)

## Course Designation (continued)

- If the designation checks fail the system will...
  - Set the validation indicator to failed designation
  - Provide a message to the user to advise of failure
  - All failures will be checked within 24 hours by SLC
  - The HEI will be contacted for further information if required
  - If course fails the checks the course will be set to 'closed'
  - If course passes the checks the course will be promoted



# Post Promotion Changes

- HEI user can make certain changes after course is promoted.
  - Live date will not change when a post promotion change is re-promoted
  - Re-promotion will trigger the same primary, secondary and (where applicable) designation validation as the initial promotion
  - The promotion and validation indicators will be split – the validation indicator will show the current “traffic light” details. The promotion indicator will show a cross or a tick to denote whether the Year has been promoted or not

# Maintain Institution – Post Promotion

- Courses Home
- Maintain Institution**
- Maintain Location
- Maintain Course Profile
- Maintain Courses
- Administration
- Tasks and Errors
- Reports
- Select HEI
- HE Gateway Home

You are administering **EDBU EDINBURGH UNIVERSITY**



## Update Institutions

Update Institution		Help
HEI Code	EDBU	
Institution Short Name	EDINBURGH UNIVERSITY	
Institution Full Name	EDINBURGH UNIVERSITY	
UCAS Code	E56	
Country	SCOTLAND	

Re-promote  Cancel

### Institution Year Information

Update Selection	Academic Year	Variable Fees	Fee Cap Amount	Predicted Number of Courses	Promotion Indicator	Validation Indicator	Live Date
<input type="radio"/>	10-11	No	2895	602	✓	●●●	15/01/2010
<input type="radio"/>	09-10	No	2895	542	✓	●●●	20/02/2009
<input type="radio"/>	08-09	No		540	✓	●●●	28/05/2008

Any changes that are made to the academic year once it is live can only be made by a re-promote.

# Course Changes – Post Promotion



## View and Update Course

Course Information				Help
SLC Course Code	927551	UCAS Course Code	NN34	
Campus ID	A	UCAS Course?	Yes	
Course Name	ACCOUNTING & FINANCE	Duration	3 years	
Method of Attendance	Full Time Attendance	Qualification	BA (H)	
Course Type	Other	Course Status	Open	
HEI Course Code				
			Re-Promote  Cancel	
Course Academic Year List				
Academic Year	Course Year	Course Fee Rate	Promotion Indicator	Validation Indicator

# Course Academic Year – Post Promotion

 View and Update Course Year

Academic Year 10-11

[Help](#)

## Course Academic Year Information

<b>SLC Course Code</b>	927551	<b>UCAS Course Code</b>	NN34
<b>Course Name</b>	ACCOUNTING & FINANCE	<b>Duration</b>	3 Years
<b>HEI Course Code</b>			

## Course Years and Terms Information

Delete	Course Year	Course Fee Rate <i>(HEI Fee Cap £3290)</i>	Term	Start Date <i>(dd/mm/yyyy)</i>	End Date <i>(dd/mm/yyyy)</i>	Location
<input type="checkbox"/>	1	£3290				
<input type="checkbox"/>	1		1	27/09/2010	17/12/2010	A - THE UNIVERSITY OF WINCHESTER
<input type="checkbox"/>	2	£3290	2	17/01/2011	25/03/2011	A - THE UNIVERSITY OF WINCHESTER
<input type="checkbox"/>	3	£3290	3	25/04/2011	17/06/2011	A - THE UNIVERSITY OF WINCHESTER

[Back](#) 

[Re-Promote](#)  [Apply Course Profile & Re-Promote](#) 

## Post Promotion changes AY 2010/11

Academic Year	Month	Course Closures	Course Fee Changes	Location Changes	Term Date Changes	Total Changes
2010	November	115	399	36	245	795
	December	908	954	78	9,513	11,453
	January	2,184	486	59	2,933	5,662
	February	592	867	18	1,915	3,392

## Post Promotion changes AY 2011/12

Academic Year	Month	Course Closures	Course Fee Changes	Location Changes	Term Date Changes	Total Changes
2011	November	4	3	0	8	15
	December	41	96	150	1,608	1,895
	January	1,021	366	0	6,520	7,907
	February	11	21	0	160	192

# AY 2011 / 12 Courses Submission (at 11 Feb 2011)

- HEIs Commenced AY 11/12 Return:
  - Predicted no. of courses – **82,260**
  - Actual no. of courses returned (so far) – **67,582**
- HEIs Yet To Start AY 11/12 Return:
  - Predicted no. of courses – **8,218**
- Total number of courses for AY 11/12 of **90,478**
- The total number of courses supplied to date for 11/12 is **67,582**. This equates to **74.69%** of the overall predicted number of courses.

# AY 2011 / 12 Courses Submission (at 11 Feb 2011)

- Courses Home
- Maintain Institution
- Maintain Location
- Maintain Course Profile
- Maintain Courses
- Administration
- Tasks and Errors
- Reports
- HEI Submission Report
  - Courses Submission Report
  - Error Type Analysis Report
- Select HEI
- HE Gateway Home

You are administering Academic Year 11-12

## Statistics Reporting

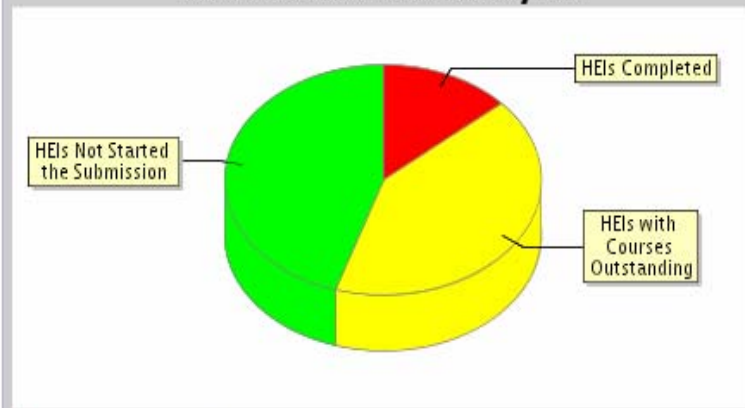
### HEI Submission for SLC Report

Help

Information for Academic Year

Date Report Generated: 11/02/2011

### HEI Submission Analysis

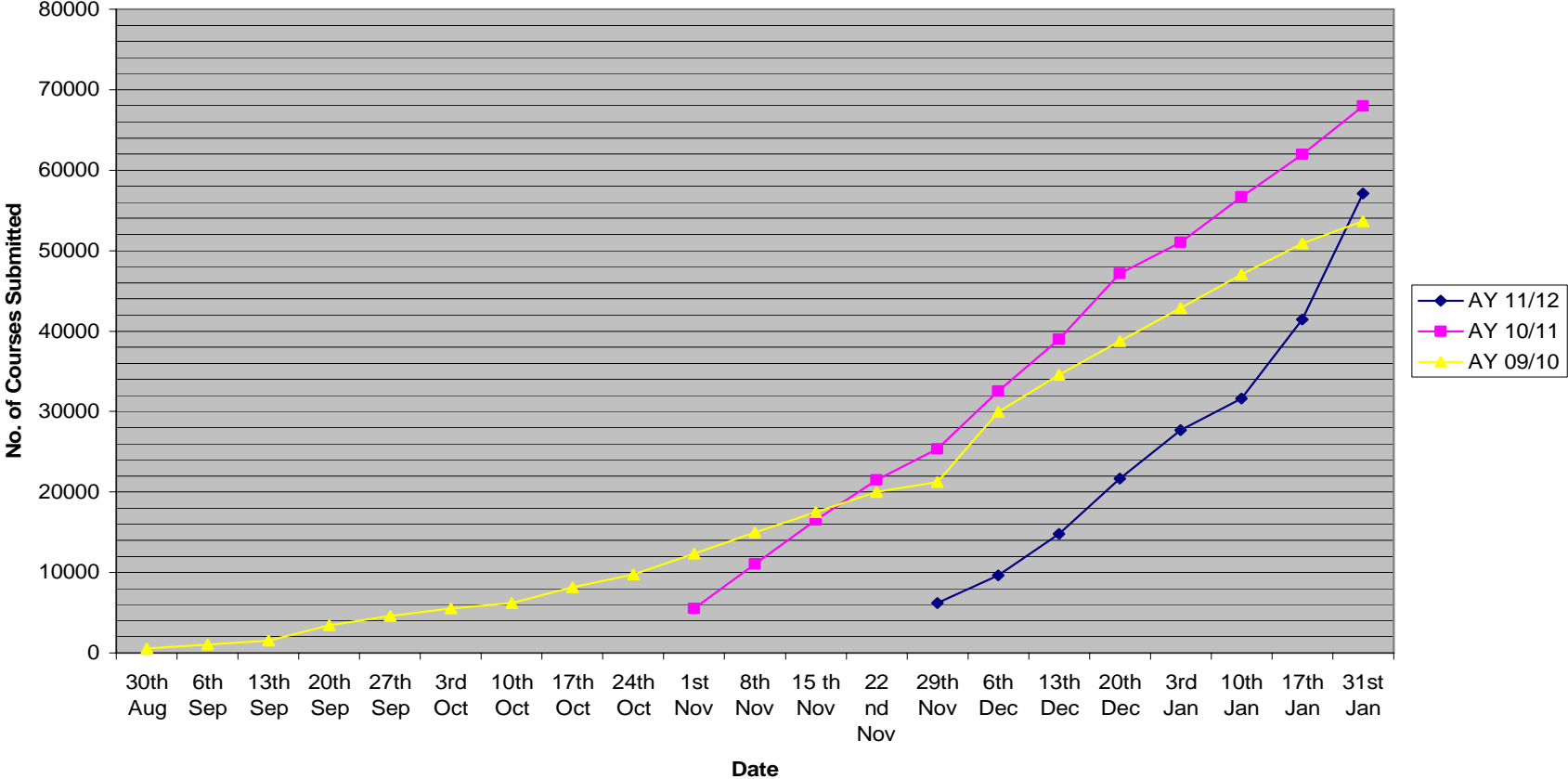


- HEIs Completed
- HEIs with Courses Outstanding
- HEIs Not Started the Submission

HEIs Completed	79 ( 13.46% )
HEIs with Courses Outstanding	243 ( 41.40% )
HEIs Not Started the Submission	265 ( 45.14% )

# Comparison of AY 2011/12 to Previous AY's

HEI Courses Submission



# Reasons for Delayed Submissions for AY 2011/12

- Internal decisions on whether courses will be run due to financial concerns
- Delay in confirmation of variable fee rates from OFFA
- TDA (Training & Development Agency) yet to confirm budgets to enable HEIs to decide if they will be able to offer PGCE courses
- Scottish Fee Cap was late in being set in the HE Portal
- DEL awaiting updated Access Agreements for some of the NI institutions

# Courses Service - FAQs

- 1. I have entered all my course information onto the system but I am unable to promote any courses?
- 2. My institution has franchise colleges, whose responsibility is it to return the course information?
- 3. We have courses that are being phased out, how do I enter these on the Courses Service?
- 4. A Post Graduate DSA course has appeared on our portal, how do we administer this course?
- 5. On promoting a course I noticed a purple dot, what does this mean?

# Actions

- Ensure your HEIs AY 2011/12 course submission is complete
- Ensure any closed courses are promoted to live to prevent them appearing next AY
- Update the predicted no. of courses figure

# Courses Service – Further Information

- Access Queries – HE\_Services@slc.co.uk
- Operational Queries – HE\_Data@slc.co.uk
- Operational Queries – HEI Helpline – Tel 0845 702 3316
- Release Notes
- Courses Services User Guide AY 2011/12

# Courses Service – Further Information

Bursaries Service

**Courses Service**

Change of Circumstances

Financial Information Service

Technical Information &  
Guidance

Web Services

## Courses Service

The HEI Course Database is a central repository of HEI course details, maintained by the Student Loans Company. It contains key student support information on all UK based HEIs and the courses that they provide.

To ensure accuracy, the database is re-created on an annual basis and updated constantly. HEIs must confirm existing course, term, fee, location and contact details to ensure their validity. Details of any new courses an HEI may be running should also be provided. All courses appearing on the HEI Course Database must be "designated courses". These are the only types of courses which attract public funding.

Course information can either be provided to SLC by the on-line Courses Service accessed through the HE Gateway or an HEI can provide their courses via web service technology. By providing course information on-line, HEIs will benefit from improved speed, accuracy and ease of use of SLC's interfaces. If an HEI has not yet requested access to the on-line Courses Service they should complete a User Access Form and send to the HEI Services Team.

All operational queries in relation to the Courses Service should be directed to the HEI Portal Services Team or by calling **0845 702 3316** and selecting option 4.



### Courses Service AY 10/11 - Training

E-Learning training modules designed to introduce the changes to the Courses Service for AY 10/11 can be accessed [here...](#)

### Courses Service User Guide

Please find the updated [Courses Service User Guide](#) for AY 10/11 and [Service Definition](#) here.

### Courses Service AY 10/11 - Hints & Tips

For further guidance on AY 10/11 course submission click [here](#)

### Enhancements

A [Courses Service Enhancements](#) Programme has been established. All suggestions should be sent to the [HEI Services](#) team

### Courses Service Release Notes - January 2010

Please find attached the most recent [Release Notes](#) for the courses service.





Student  
Loans Company

Graeme Lindsay

Product Consultant, HEI Services

✉ [graeme\\_lindsay@slc.co.uk](mailto:graeme_lindsay@slc.co.uk)

☎ 0141 243 3644

🌐 [www.slc.co.uk](http://www.slc.co.uk)