SIMS

Managing Courses

applicable to 7.208 onwards

Handbook

Revision History

Version	Change Description	Date
7.208 - 1.0	Initial release.	07/10/2022

Doc Ref: NCMan7208/HBK/071022/FT

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | **Getting Started with Course Manager**

Introduction

This handbook details the best practises to adopt to enable you to record, analyse and report accurately for the Census Return at Post 16 level and for the Post-16 PLASC Return for schools in Wales.

School users of SIMS are familiar with courses through the use of Assessment, Profiles, Analysis and Examinations Organiser. In these applications, access to classes is provided through the courses which they serve.

In addition, the course is used, where appropriate, as the most natural point of attachment for such entities as a comment bank in Profiles, or an award in Examinations Organiser. Please refer to the *Processing Results and Calculating PI Data in Examinations Organiser* handbook for further information about *Adding PI Results to Multiple Pupil/Students in SIMS*.

What is a Course?

A course can most appropriately be defined as a qualification or Learning Aim. At its simplest, it constitutes what the Curriculum Matching Wizard recognises as a distinctive subject/level combination, exported by Nova-T as class properties.

A course can also function as a group of students pursuing a particular Learning Aim (Learning Activity for schools in Wales). The properties to be maintained include those generic to any group, such as supervision and membership, and those specific to a course, such as links with classes, exam awards, subjects, etc.

A course has defining attributes, which are **Subject** and **Level**, and descriptive attributes, which are generally properties defined by an external authority for purposes of reporting and analysis in Census Returns. The terminology used in Course Manager for this set of properties is Classification Code and Classification Codeset.

Schools are familiar with the conventions used to generate codes, short names and descriptions for the courses which have been inferred from class definitions in Nova-T. For example, if a Geography class is exported from Nova-T with a level of **GCSE**, it is inferred that the school is preparing students to achieve a Learning Aim coded as **Gg/GCSE** and entitled **Geography (GCSE)**. The same conventions are used by Course Manager to generate the short names and descriptions required when a new course is created.

Why is Course Manager Needed?

Course membership is usually correctly reflected by a single class membership. However, certain types of anomaly can occur in every school. These potential anomalies are catered for in Course Manager:

- A single class preparing all or some of its members for more than one Learning Aim, most commonly GCSE English classes delivering both Language and Literature as separate examinations.

- A single class preparing its members for one or another of multiple Learning Aims, for example a class for an Applied GCE subject that contains candidates for Single or Dual certification.

- A course for which no formal, timetabled classes are provided, such as *twilight* courses.

- A course taught *across the curriculum*, e.g. Key Skills Communication.

- A student pursuing a Learning Aim without formal teaching, e.g. a native speaker of a foreign language, who may require a certain amount of exam preparation, but not a full course of instruction.

- A student in a class for some other reason than an intention to achieve a Learning Aim associated with it.

Important Information Regarding the Collection of Post 16 Learning Aims

English schools with a Sixth Form are required to provide the details of Learning Aims/QNs in the School Census:

- Learning Aims are collected once a year in the Autumn Census.

- Learning Aims are collected for students taught in Year 12 and above during the Learning Aim collection period.

- Schools must ensure that the Learning Aims submitted in the census are those that they wish to claim funding for.

- Local Authorities and Academy schools should refer to the Department for Education website for pertinent information.

Schools in Wales are required to provide the details of Learning Activities/QWADs in the Post-16 PLASC return.

What Data is Collected?

Learning Aims information (England) is collected for students within the following parameters:

In the Current Academic Year:

- any student, regardless of age, who has been on-roll between the 1st August 201n and the date of the census day who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

For the Previous Academic Year:

- any student, regardless of age, who has been on-roll between the 1st August 201n and 31st July 201n who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

Dual Registered Students

- Funding is only provided to the student's main school and the Learning Aims details for dual registered students must be returned by the main school. Subsidiary schools must not submit Learning Aims details for dual registered students who are not on-roll at their school.

The following information is collected in the census file:

- QAN (Qualification Accreditation Number) now known as QN (Qualification Number)
- Start Date of the Learning Aim
- Planned End Date of the Learning Aim
- Actual End Date of the Learning Aim
- Current Status of the Learning Aim, Completed, Continuing, Withdrawn, Transferred
- Core Aims (England only)
- Details of Traineeships and UKPRN (England only)
- Programme of Study hours.

Understanding QANs (QNs) in England

Qualification Accreditation Numbers (QANs) are applied to each individual Exam Award. These are used to universally identify the exam **Board** provider; the **Level** being studied and the **Subject** of an exam.

There are two different sources of QANs that can be used simultaneously throughout Course Manager, depending on the circumstance:

- QWS QANs are downloaded from the DfE QAN website (https://collectdata.education.gov.uk/qwsweb/default.aspx). These are applicable to all Learning Aims without a result or an entry in the basedata supplied by the exam Awarding Organisation Body (AOB) including new courses and completed school assessed Learning Aims.
- AO QANs are provided by the exam Awarding Organisation Body. These are an integral component of examinations basedata. You must ensure that you are using the most up-to-date basedata in line with the examinations season.

To ensure that you are using the most current QANs available for each course of study, it is recommended that you download and import the QAN catalogues provided by the DfE (via **Tools | Examinations | Import Qualification Data**). This is an important activity to undertake before you start to create the School Census.

More Information:
Importing Qualification Data on page *13*
Updating QANs (NIEFQANs) and Discount Codes for Course Manager on page *18*
Maintaining Courses in England on page *25*

Understanding QWADs in Wales

Secondary schools in Wales <u>must</u> import a copy of the applicable Performance Measures file for use in PI. This file contains information derived from the Qualifications in Wales (QiW) website (https://www.qiw.wales). QiW contains details of all qualifications that are approved or designated for teaching in Wales for learners aged under 19, excluding higher education.

Any qualifications that are approved or designated by Qualifications Wales are eligible for funding by a Local Authority or by Welsh Government. This funding is for the education provider, not the learner.

Information held in QiW includes:

- qualification titles
- qualification numbers
- the Awarding Body that awards each qualification
- qualification start and end dates
- links to further qualification information.

Welsh Government information including:

- whether it counts as a choice for 14-19 Learning Pathways
- performance measures information.

QiW enables schools to:

- search for and view qualification records
- save your school searches
- compare qualification information
- export qualification data
- save qualification data
- print off qualification data.

All qualifications in QiW are allocated a unique identification code known as a Qualifications Wales Approval/Designation Number (QWAD). Schools must use this number when making curriculum choices.

NOTES: Qualifications that are available <u>only</u> in Wales will have <u>only</u> a QW Approval/Designation number. The Welsh Government sets policy on school performance measures and decides on the allocation of contribution values of qualifications, performance points and the discount codes applied to individual qualifications. The QiW hosts this information. If you have any queries on how qualifications contribute towards performance measures, including GCSE/A level equivalency values, performance points or discount codes, please send an email to the Information Management Strategy at the Welsh Government on ims@gov.wales.

Thousands of QWADs have been provided in SIMS. Individual QWADs must be associated manually with a suitable course to ensure that they are correctly identified in the Post 16 PLASC return.

More Information:
Maintaining Course Classification Codes on page *21*
Maintaining Courses in Wales on page *26*
Updating QWADs in Welsh Schools on page *17*

Impacts on Other Areas of SIMS

All existing links between Exam Awards and Courses are preserved when upgrading to the most recent version of Course Manager. These links are allocated blank **Start** and **End** dates in the **Examination** panel of the **Maintain Course** page.

The **Course** panel in the **Award Details** dialog available from **Tools | School Setup | Exam Award** in Examinations Organiser, is now read-only.

The name of the **Course** that the **Award** is linked to is displayed together with a **Start** and **End** date denoting the history of their association.

> **IMPORTANT NOTE:** *The linking of Exam Awards with courses is now undertaken through Course Manager. This may result in minor changes to job roles, the allocation of tasks and user permissions within the school.*

More Information:
Splitting AQA Basedata to Separate Certification Elements into Individual Awards on page 93

What's New in this Release?

Wales: Revised List of QWADs for Import

Welsh schools only

Tools | Academic Management | Course Manager | Update QWADs for Course Manager

The list of QWADs provided by the Welsh Government was updated for Autumn 2022. QWADs are reported on in the Post 16 PLASC 2022 Return.

More Information:
Updating QWADs in Welsh Schools on page 17

Setting Permissions

When running Course Manager in SIMS, you should use the **Login Name** and **Password** assigned to you by the System Manager. This will have been set up using the System Manager module.

The default data available with the current version of the System Manager module provides a number of groups to which a user can be assigned membership. Each group offers a different range of Course Manager functionality, so it is possible to specify the individual level of access for each user.

To enable users to add, edit and delete course details, they should be assigned membership of the Curriculum Manager group. Other groups which provide the ability to view course details only are Class Teacher, Pastoral Manager, Registration Tutor, Assessment Co-ordinator, Exams Officer, Returns Manager, Assessment Operator and Exams Operator.

SIMS System Manager should be run to create user accounts for those people who require access to Course Manager. To grant a user access to Course Manager, they should be allocated membership of appropriate groups.

The groups that have been provided as default data are designed to be used as a starting point for schools, to enable them to grant their users access to Course Manager quickly and conveniently. If you decide that the groups provided as default data are inappropriate for your school, you can create your own groups and assign the appropriate Permissions accordingly.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

02| Setting up Course Manager

Introduction

Due to the direct impact on the school's funding in relation to courses, a number of key members of staff must liaise closely with one another to ensure that clear and concise processes are followed when administering Course Manager.

More Information:
Viewing Assessment Marksheets as a Course Supervisor on page *13*

Modifying Course Manager Settings

This page enables you to specify the default settings that will be used throughout Course Manager. These settings are applied to all courses unless you manually modify the parameters of a specific course from the **Course Details** page.

1. Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

2. If you want the **Course Supervisor** to be made a supervisor of all classes that are linked to a course, select the **Auto update Class Supervisors from chosen Course Supervisors** check box. The selection made here is reflected in the **Supervisors** panel on the **Course Details** page.

3. Click the drop-down arrow to select the **Default for Course Browse**. The selection you make here is reflected in the **Find Course** browser. The default is **Census View** (schools in Wales will see **Current Academic Year**), but this can be changed, whenever necessary. The options are: **Current Year to Date**, **Previous Academic Year**, **Custom** and **View All Courses**. The **From** and **To** dates are updated automatically in conjunction with the selection that you have made. If you have selected **Custom**, the date range can be specified when searching for a course in the **Find Course** browser. The courses displayed in the **Find Course** browser reflect the dates selected here, i.e. only courses that have student memberships during the selected date range are displayed.

IMPORTANT NOTE: *If you want the* **Core Aim** *column to be visible when reviewing a pupil/student's course membership in the* **Memberships and Results** *panel of the* **Course Details** *page, you must ensure that you select either the* **Current Academic Year** *or the* **Previous Academic Year** *in the* **Default for Course Browse***.*

The **Minimum** and **Maximum Course Duration** fields enable you to define the predicted length of time needed to deliver the course material to the pupil/students. The **Minimum Course Duration** defaults to `One Year`, the **Maximum Course Duration** defaults to `Two Years`. Both of these options can be changed to ensure that the expected course duration does not exceed the length of time specified here. The possible lengths of time that you can select for either of these duration settings are: `Less than 2 weeks`, `2-24 Weeks`, `One Year`, `Two Years`, `Three Years`, `Four Years` or `Five Years`.

The **Default Course Duration** cannot be outside the range defined by the **Minimum** and **Maximum Duration** fields. This is set to `One Year`, by default. Specifying the **Course Duration** makes it easier for you to decide whether to restart a course after the Summer holidays as a continuation of the same Learning Aim or to regard the course as a retake with a new Learning Aim associated with it.

The **Discount Results** check box is selected by default. This ensures that the Exam results calculation includes Discounting.

Enter an appropriate figure, in hours, in the **Planned Hours Threshold** field.

The **Default Continuity Tolerance** field defaults to `Two Weeks`. This represents the acceptable length of a 'gap' in course membership, including holidays, which is tolerated before course memberships are deemed to have been discontinued. The possible lengths of time that you can select for either of these tolerance settings are: `None`, `One Day`, `Two Days`, `Three Days`, `Four Days`, `One Week`, `Two Weeks`, `Three Weeks`, `One Month`, `Two Months` or `Three Months`.

The **Default Completion Tolerance** field defaults to `Two Months`. The length of time specified here indicates the period of time prior to the expected course completion date that a pupil/student can leave a course and still be deemed to have completed the course. A default **Status** is assigned when a pupil/student leaves a course via **Curriculum Assignment by Scheme** or via the **Leavers** routine.

The **Earliest YTI for Completion Management** field defaults to Year 11. This indicates that students taught in Year 11 and above are subject to management of their course completion. This also controls the appearance of the **Course Membership(s)** dialog when manually modifying a student membership.

> **IMPORTANT NOTE:** *Courses for students in Year 11 must be ended before the 1st August so that they are not confused with qualifications for Year 12 and above.*

The settings specified here are applied to all courses globally. However, you can modify the **Course Duration**, **Continuity Tolerance** and **Completion Tolerance** fields within an individual course through the **Maintain Course** routine, if required.

4. Click the **Browser** button adjacent to the **Folder for Results Report** field to display the **Browse For Folder** dialog. Navigate to a suitable storage location for the Course Manager reports that will be generated.

The **Default Course Duration and Tolerances by Level** grid displays the default settings for all the available Levels. You can modify the settings for individual levels by clicking into the relevant column so that the drop-down arrow becomes visible. Select an alternative setting from the drop-down list. If you change your mind, right-click the column heading of the setting that you have changed and click the hover help to reset the level settings back to the default setting.

5. Enter a figure for the **Default Qualification Hours** and the **Default Non-Qualification Hours** columns, for each Level, where applicable.

> **IMPORTANT NOTE:** *When changing the **Default Course Duration**, **Default Continuity Tolerance** or the **Default Completion Tolerance**, you must ensure that you right-click the column heading in the **Default Course Duration and Tolerances by Level** panel to collectively change the default setting in the columns. If you click the **Save** button before doing this, the defaults in the **Default Course Duration and Tolerances by Level** panel will not correctly reflect the defaults that you have specified in the **Settings** panel.*

When new Levels are added, you are prompted to revisit the default settings to ensure that they are applicable to the new Levels. It is also suggested that you manually set the **Default Course Duration** for GCSEs to **Two Years** in length.

6. If you do not want to save any changes that you have made, click the **Close** button.

7. Alternatively, click the **Save** button to apply your changes.

Viewing Assessment Marksheets as a Course Supervisor

When assigning a supervisor to a course, you normally select the **Supervisor Title** that best suits that person's role within the school, e.g. the **Curricular Manager** (although the role of Curricular Manager could have different responsibilities in different schools).

Course Manager provides a pre-defined set of supervisor titles; ensure that you select the appropriate title for each supervisor. If you are a supervisor of the group, you can see all related marksheets. If you are a Head of Year, any marksheets that are for a registration group or a class belonging to the associated pastoral year are visible. The links between registration groups and pastoral years are defined when creating the pastoral structure. The links between classes and pastoral years are made when the timetable is submitted from Nova-T.

| Supervisor Title	Marksheet Access Levels
Class Teacher (this is not one of the Course Manager Supervisor Titles)	View own class marksheets only
Head of Department	View course and class marksheets
Second in Department	View course and class marksheets
Course Co-ordinator	View course and class marksheets
Head of Faculty	View course and class marksheets
Curricular Manager	View course and class marksheets
Supervisor	View course and class marksheets

Importing Qualification Data

Qualification Accreditation Numbers (QANs) are numbers that are applied to each individual exam award. These are used to universally identify the exam board provider, the level being studied and the subject of an exam. To ensure that you are using the most current QANs available for each course of study, it is recommended that you download and then import the QAN catalogues provided by the DfE before starting each School Census return (https://collectdata.education.gov.uk/qwsweb/default.aspx) or Post-16 PLASC Return and before beginning exams results processing.
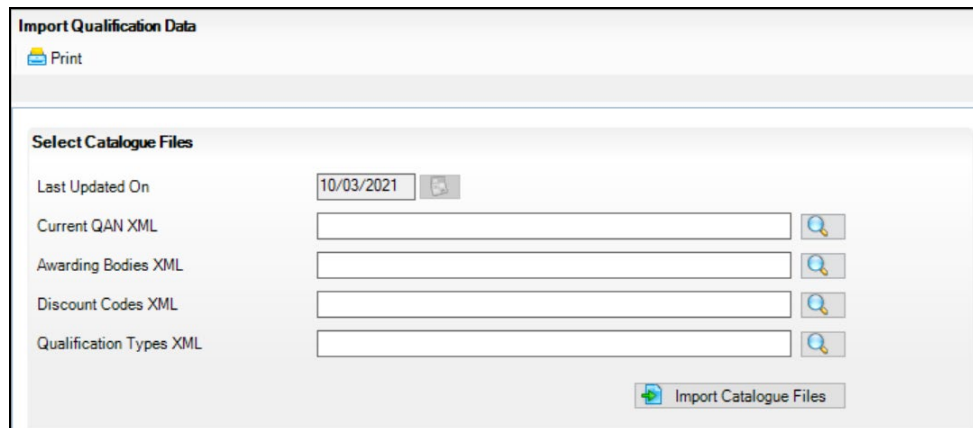
1. In SIMS, select **Tools | Examinations | Import Qualification Data**.

   If you have not already downloaded the most recent files, please do so before continuing. The necessary files can be obtained f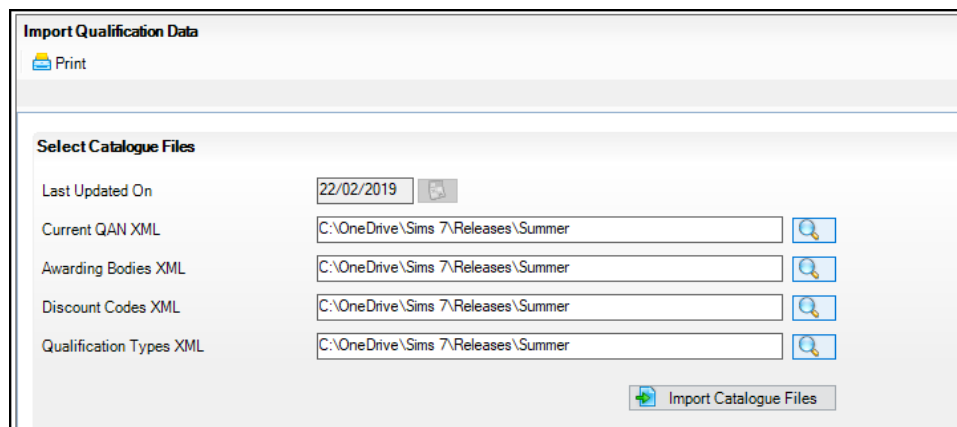rom the Department for Education QAN Web Site (https://collectdata.education.gov.uk/qwsweb/(S(tr0gbpqe3f5zbd20aqx0123 z))/Main.aspx).
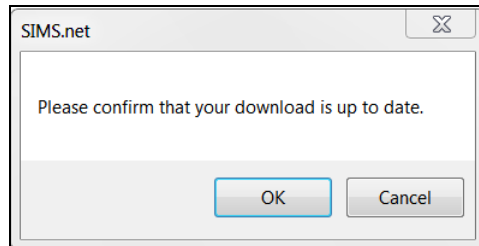
2. After downloading the latest files, click the **OK** button to display the **Import Qualification Data** page.

3. In the **Select Catalogue Files** panel, click the **Browser** button adjacent to the relevant file type field and navigate to the location of each file. Highlight the required file and click the **Open** button. You must ensure that the file selected for each file type is the correct one.

As long as you have selected the correct file name for each file type, when you click the **Import Catalogue Files** button, the files are automatically imported in the correct order. This may take a few minutes.

When the files have imported successfully, the **Activity Log** confirms what has been imported.
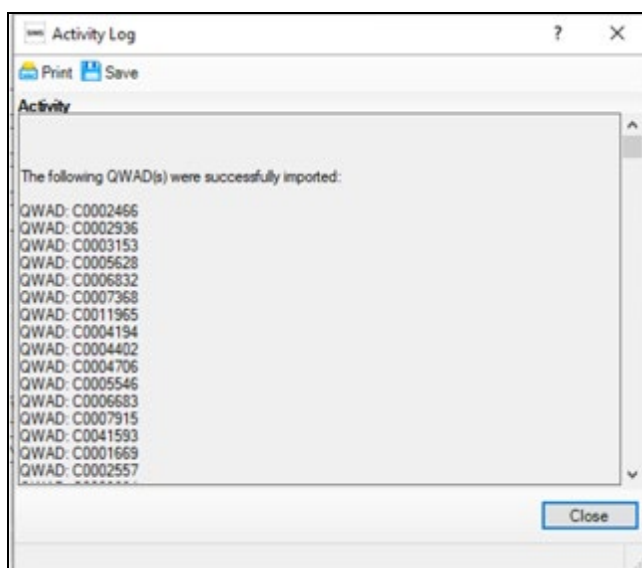
4. Click the **Close** button.
5. In the **Select QWAD File** panel, the **Last Imported Date** is displayed for information.

The **Last Imported File Name** displays the details of the last imported QWAD file.

6. Click the **Browser** button adjacent to the **Select new file to import** field and navigate to the location of the QWAD file you want to import.
7. Click the **Import QWAD File** button to begin the import of the file.

Secondary schools in Wales <u>must</u> import a copy of the applicable Performance Measures file for use in PI. This file contains information derived from the Qualifications in Wales website (https://www.qiw.wales) (QiW). This file contains the details of the recognised Awarding Bodies and their qualifications for England (Ofqual), Northern Ireland and Wales (Estyn), together with the grades, points values, equivalences and thresholds.

8. In the **Select Performance Measures File** panel, the **Last Imported Date** is displayed for information.

The **Last Imported File Name** displays the details of the last imported file. This includes the region, year prefix and version.

9. Click the **Browser** button adjacent to the **Select new file to import** field and navigate to the location of the file you want to import.

10. Click the **Import Performance File** button to begin the import of the file.

For schools in Northern Ireland, the **NI KS4 A-E** and **L3 A-C Entry Equivalence** fields are populated after importing the `NIEFQAN.xml` file. Alternatively, an additional process enables you to select the NIEFQAN codes that you want to make available in Course Manager (via **Tools | Academic Management | Course Manager | Update NIEFQANs and Discount Codes for Course Manager**). Once selected, the NIEFQAN codes are available in **Maintain Course Classification** and can be assigned to a course in Course Manager.

11. Click the **Print** button to print a copy of the file names and locations for future reference, if required.

When you next open the page, the **Last Imported Date** field reflects the date of the most recent file import although you must navigate to the location of the most recently downloaded file before you can import the catalogues again.

All necessary points and equivalences for the Welsh Baccalaureate are now included in the Performance Measures file. You are no longer required to record this information manually.

Reviewing QWADs/QANs Panel

Once the relevant Performance Measures file has been imported, you can print two reports from the **Review QWADs/QANs** panel.

These reports enable you to check the integrity of the QWADs/QANs in the basedata:

- Certification Elements without QWADs/QANs - this report lists the **Series Board Entry Code** and the **Title** of all basedata elements without a QWAD/QAN. You must enter the missing QWADs/QANs in Examinations Organiser via **Focus | Basedata** to ensure the accuracy of the PI data in Examinations Organiser.

- Certification Elements with unmatched QWADs/QANs - this report lists the **Series Board Entry Code**, **Title** and **QWAD**/**QAN** of all basedata elements that have a different QWAD/QAN from the QWAD/QAN details provided in the relevant file. You must correct the QWADs/QANs in the basedata to ensure the accuracy of the PI data in Examinations Organiser.

> *NOTE: Both of these reports check the QWAD/QAN information held for the past four years.*

Click the **Save** button on the **Import Qualification Data** page.

Updating QWADs in Welsh Schools

Qualification Wales Approval Designation numbers (QWADs) are collected in the Post-16 PLASC Return <u>instead</u> of Learning Activity reference numbers. Thousands of QWAD records can be selected in SIMS. Courses <u>must</u> be assigned QWAD codes to ensure that they are correctly identified in the annual PLASC return.

1. Select **Tools | Academic Management | Course Manager | Update QWADs for Course Manager** to display the **Update QWADs for Course Manager** page.

2. Specify the QWAD search criteria by selecting from the **Board** and **Level** drop-down lists. You can also enter all or part of the QWAD's **Containing Title** or code (**QWAD**).

3. Click the **Search Title** button.

4. Highlight the required QWAD and click the **Add** button to copy the selected item into the lower panel.

Multiple QWADs can be selected by highlighting the first item, holding down the **Shift** and **Ctrl** keys and using the **Up** and **Down** arrows.

5. If you select an item by mistake, highlight it and click the **Remove** button.

6. When you have selected all the required QWADs, click the **Update** button.

These items will now be available for use within Course Manager.

> *NOTE: If items are already available for selection within Course Manager, they will not be visible when searching the QWAD catalogue.*

Deleting Unused QWADs

It is possible to delete QWADs that have never been associated with a course by clicking the **Remove Unused QWADs** button in Maintain Course Classification (**Tools | Academic Management | Course Manager | Maintain Course Classification**).

Updating QANs (NIEFQANs) and Discount Codes for Course Manager

Once the latest QWS QAN catalogue or NIEFQAN file has been imported into Course Manager, you must activate specific QANs (NIEFQANs) and Discount Codes so that they become available for selection.

1. Select **Tools | Academic Management | Course Manager | Update QANs (NIEFQANs) and Discount Codes for Course Manager** to display the **Update QANs (NIEFQANs) and Discount Codes for Course Manager** page.

2. Specify the QAN (NIEFQAN) search criteria by selecting from the **Board** and **Level** drop-down lists. You can also enter all or part of the QAN's (NIEFQAN) **Containing Title** or code (**QAN**).

3. Click the **Search Title** button.

4. Highlight the required QAN (NIEFQAN) and click the **Add** button to copy the selected item into the lower panel.

   Multiple QANs (NIEFQANs)can be selected by highlighting the first item, holding down the **Shift** and **Ctrl** keys and using the **Up** and **Down** arrows.

5. If you select an item by mistake, highlight it and click the **Remove** button.

6. When you have selected all the required QANs (NIEFQANs), click the **Update** button.

   These items will now be available for use within Course Manager.

NOTE: If items are already available for selection within Course Manager, they will not be visible when searching the QAN and Discount Codes catalogue or NIEFQAN file.

Running the Duplicate QAN Report

You can create **Student Level** reports or a **QAN Level** report, enabling you to view and print information for pupil/students who have a learning aim with a status of transferred, withdrawn, completed or continuing.

1. Select **Tools | Academic Management | Course Manager | Duplicate QAN Report** to display the **Duplicate QAN Report** dialog.
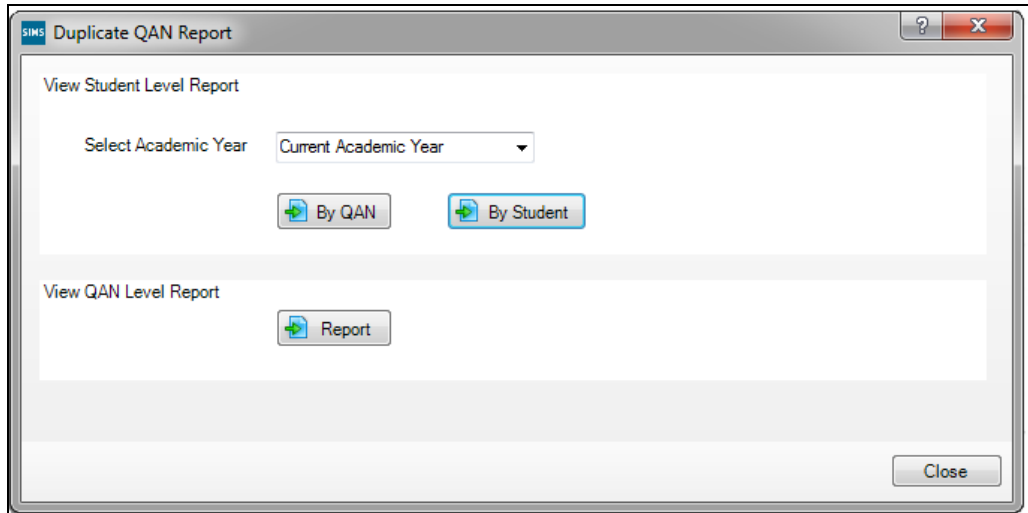
2. Specify the date period for the report from the **Select Academic Year** drop-down list. The options are **Current Academic Year**, **Current Course Memberships**, **Previous Academic Year** and **Custom**.

3. Click the required button for the report to be created, based **By QAN** or **By Student**.

4. Click the **Report** button to generate the **View QAN Level Report**.

   The reports are created in .html format.

5. Click the **Close** button.

03| **Maintaining Courses**

Introduction

A number of new concepts have been introduced to improve the maintenance and management of courses. These include the ability to specify the Duration and Tolerance parameters for each individual course.

Maintaining Course Classification Codes

Classification codesets are provided as part of an installation or upgrade of SIMS. Codesets can be made **Active** or **Inactive**, according to the selection of certifications provided by your school, but they cannot be deleted or amended in any other way.

Before adding or editing course details, you should ensure that classifications are set up according to your school's needs, so that only codesets appropriate to the courses offered by your school are made available for selection.

Schools in Wales should ensure that only Learning Activities that take place in their school are marked as **Active**. Spending time on setting up your codesets correctly can reduce the amount of time spent allocating Learning Activities to courses. It is also possible to delete QWADs that have never been associated with a course.

After upgrading to the most recent version of Course Manager, all existing classifications are preserved and are allocated blank **Start** and **End** dates in the **Classification** panel of the **Maintain Course** page.

1. Select **Tools | Academic Management | Course Manager | Maintain Course Classification** to display the **Classification Codes** dialog.
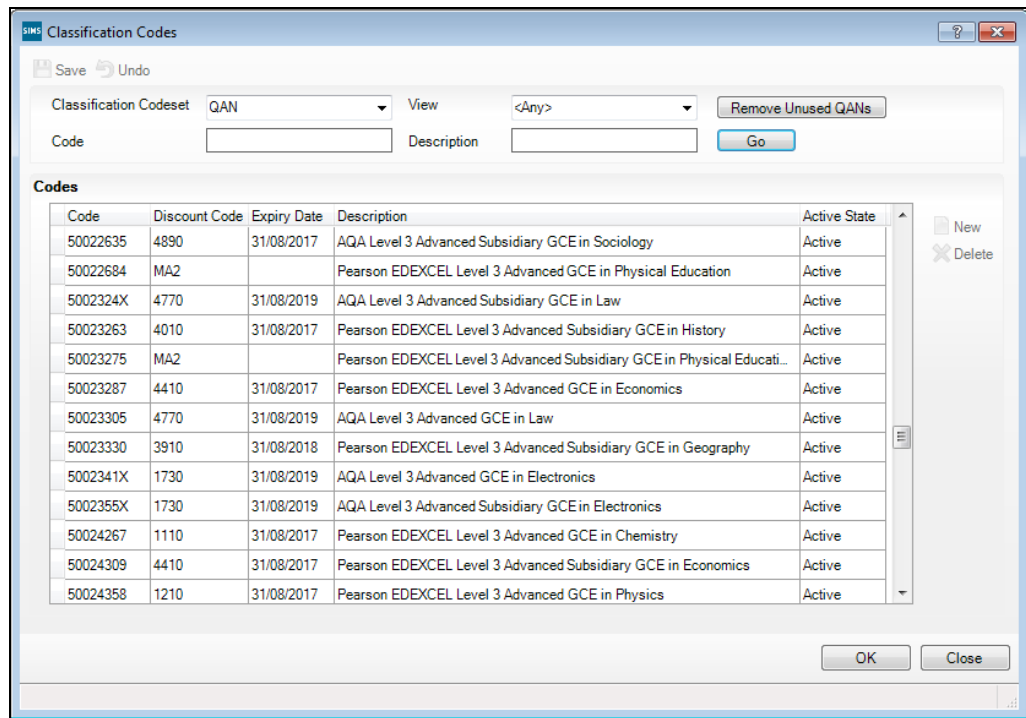
2. Select a **Classification Codeset** from the drop-down list. The available codesets vary depending on the location of your school.

   In England, the following codesets are available:

   - Level
   - QAN
   - DAS Generic QAN
   - PPoS (these must be entered manually)
   - Provider UKPRN (England only). Where the provider of a course for Post 16 students is other than the school, the provider's UK Provider Registration Number can be selected. This information can be entered in the **Establishment** panel via **Focus | School | School Details**.

   In Northern Ireland, schools can select NIEFQAN from the **Classification Codeset** drop-down list.

3. After selecting a QAN, it is possible to click the **Remove Unused QANs** button to delete extraneous QANs. Only QANs that are not linked to courses or used in Exams can be deleted.

   If you select QWAD from the **Classification Codeset** drop-down list, the option to **Remove Unused QWADs** is presented. Only QWADs that are not linked to courses can be deleted.

An **Activity Log** displays the details for the outcome of either of these housekeeping processes.
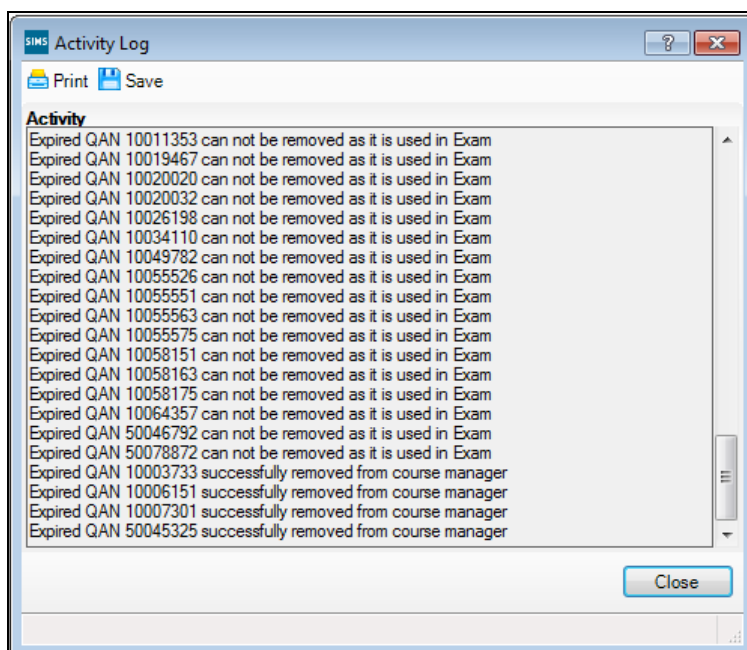
The DAS system is only interested in the Generic QAN in terms of Diplomas, this is the only field available on the **Student Diploma Maintenance Form** in Examinations Organiser. However, the QAN is the one used in Course Manager against the course. To reconcile the two codes, you can select the Generic QAN alongside the QAN. This is an optional selection.

If you select **Provider UKPRN** (United Kingdom Provider Reference Number) from the **Classification Codeset** drop-down list, the **New** button is activated.

a. Click the **New** button to display the **Add Classification Code** dialog.
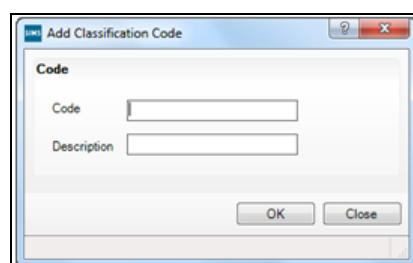
b. Enter the eight digit **Code** for the new course classification code. For further assistance, please visit The UK Register of Learning Providers website (https://www.ukrlp.co.uk/). This is a list of partner organisations that may be providing a number of courses.

c. Enter the matching **Description** for the **Provider UKPRN** specified.

d. Click the **OK** button and then the **Save** button.

For schools in Wales, the following codesets are available:

- QCA
- WG Learning Medium
- QWAD
- WG Disability Status
- WG Learning Provider
- WG Learning Activity
- DAS Generic QAN.
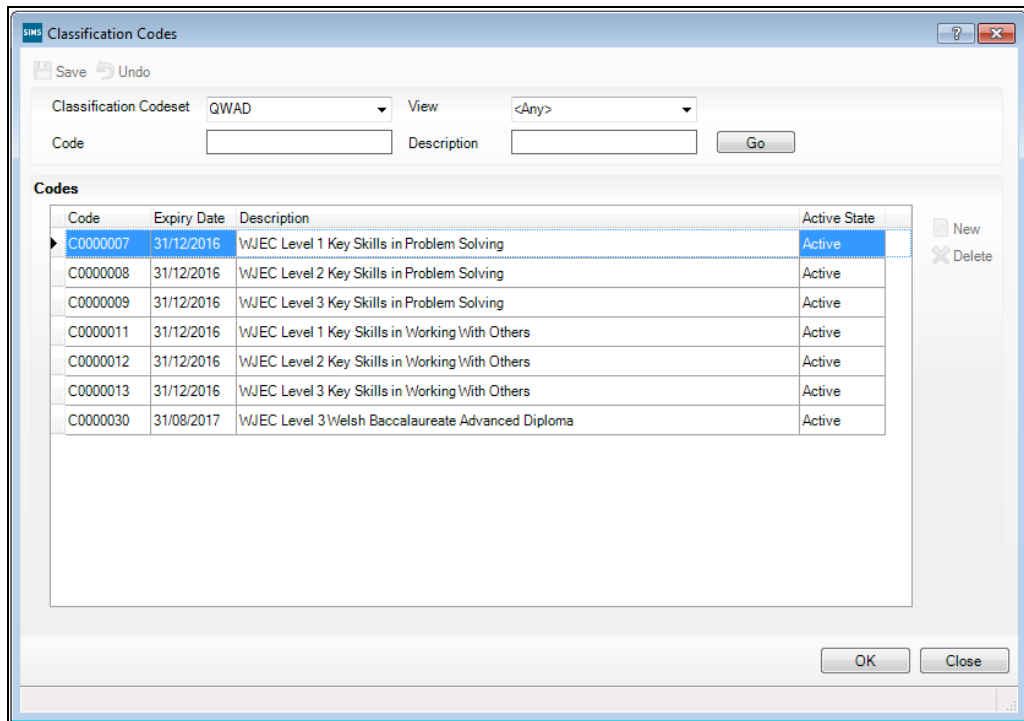
4. Refine the list of codes to display only **Active** or **Inactive** codes by selecting the required option from the **View** drop-down list. The resulting list updates automatically according to the option selected.

5. Enter the code or a fragment of the code, if known, into the **Code** field.

   The display of codes can be refined further by entering search text in the **Description** field. This refines the list to display only codes whose **Description** contains the character(s) entered. The **Description** field enables up to 163 characters to be entered.

6. Click the **Go** button to display the codes for the selected **Classification Codeset**.

7. Select the code whose **Active State** you want to edit.

8. In the **Codes** panel, click in the **Active State** column for the applicable code.

9. From the **View** drop-down list, select a different value, if required. The options are **Active** or **Inactive**.

10. Repeat Steps 5-8 for each code whose **Active State** you want to edit.

> *NOTE: The view can be reset to display all available codes for the selected Classification Codeset by selecting* **<Any>** *from the* **View** *drop-down list and clicking the* **Go** *button.*

11. Click the **OK** button.

12. To complete the process, click the **Yes** button when asked if you want to save any changes made.

Maintaining Courses in England

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

2. Search for the required course details by completing some or all of the following search fields:

   - enter the course **Description**, e.g. **Art (GCEA)**. Results are displayed for all course descriptions that contain the search criteria entered.

   - enter the **Short Name** for the course, e.g. **Ar/GCEA**.

   - select the relevant **Subject** from the drop-down list, e.g. **Art**. Alternatively, leave the default set to **<Any>** to view existing courses for all subjects.

   - enter the **QAN/Discount Code** combination, if known.

   - select the course **Level(s)** from the drop-down list, e.g. **GCE Advanced**, etc. by selecting the required check boxes. Only those levels in use in your school are available for selection. To support the vocational T Level and T Level Transition programmes, when defining a new course, it is possible to select two additional levels from the **Level** drop-down list.

     - T Level (Level 3)

     - T Level Transition.

- T Level programmes consist of a full-time study programme, usually lasting up to a standard academic year. They are aimed at students who are not yet ready to start a T Level programme but who have the potential to progress to a T Level programme in the future. They are comprised of:
    - a T Level-specific, substantial Level 3 Technical qualification (the T Level aim)
    - one or more occupational specialisms
    - a T Level industry placement
    - Level 2 Maths and English (where applicable).
- select the required **View Memberships** option from the drop-down list, the default is **Census View** but this can be changed to **Current Academic Year**, **Current Year to Date**, **Previous Academic Year**, or **Custom**.
- click the respective **Calendar** buttons in the **From** and **To** date fields to change the valid date range for the course that you are searching for. The default date range corresponds to the **Census View** selected from the **View Memberships** drop-down list.
- select an alternative course **Status** from the default of **<Any>** by selecting from the drop-down list.

3. When you have specified the required search criteria, click the **Search** button.

   All courses with student memberships within the date range selected, are displayed.

4. Highlight the course you want to view or edit and click the **Open** button to display the **Course Details** page.

5. If you want to restore the default settings in the **Find Course** browser and remove the previously selected **Levels** before undertaking another search for a different course, click the **Reset Filters** button at the top of the browser and specify your search criteria again.

Maintaining Courses in Wales

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

2. Search for the required course details by completing some or all of the following search fields:

   - enter the course **Description**, e.g. **Art (GCEA)**. Results are displayed for all course descriptions that contain the search criteria entered.

   - enter the **Short Name** for the course, e.g. **Ar/GCEA**.

   - select the relevant **Subject** from the drop-down list, e.g. **Art**. Alternatively, leave the default set to **<Any>** to view existing courses for all subjects.

   - enter the **QAN/Discount Code** combination, if known.

   - enter the current **LA** (Learning Activity) code, if known.

   - enter the current **QWAD** (Qualification Wales Accreditation Designation) code, if known.

   - select the course **Level(s)** from the drop-down list, e.g. **GCE Advanced**, etc. by selecting the required check boxes. Only those levels in use in your school are available for selection.

   - select the required **View Memberships** option from the drop-down list, the default is **Census View** but this can be changed to **Current Academic Year**, **Current Year to Date**, **Previous Academic Year**, or **Custom**.

   - click the respective **Calendar** buttons in the **From** and **To** date fields to change the valid date range for the course that you are searching for. The default date range corresponds to the **Census View** selected from the **View Memberships** drop-down list.

   - select an alternative course **Status** from the default of **<Any>** by selecting from the drop-down list.

3. When you have specified the required search criteria, click the **Search** button.

   All courses with student memberships within the date range selected, are displayed.

4. Highlight the course you want to view or edit and click the **Open** button to display the **Course Details** page.

5. If you want to restore the default settings in the **Find Course** browser and remove the previously selected **Levels** before undertaking another search for a different course, click the **Reset Filters** button at the top of the browser and specify your search criteria again.

Course Details - Duration and Tolerance Panel

The values in the **Duration and Tolerance** panel are inherited from the settings specified in the **Update Course Manager Settings** page. You can change these values for an individual course by clicking the respective drop-down list and selecting an alternative value. Any changes made are specific to the course that you are currently viewing.

The **From** and **To** dates are inherited from the **Find Course** browser. A blank **From** date indicates any date on or before the **To** date. A blank **To** date indicates any date on or after the **From** date. If both **From** and **To** dates are blank, there is no filtering on the date fields. Select the respective **Calendar** button to change the dates.

The **Normal Duration** value is used to determine whether a new class membership should be added to an existing course membership, for the purposes of retakes.

Two year courses must be set up correctly to ensure that after the completion of year one, the status for students is displayed as `continuing` to indicate that a result is not expected until after year two of the course is completed.

The **Continuity Tolerance** value is used to decide whether a single student's memberships should be joined together to form a continuous course membership.

The **Completion Tolerance** value enables you to determine whether a pupil/student leaving their course before the **Planned End Date** is deemed to have a course completion status of **Completed**. This is reflected in the **Memberships and Results** panel of the **Course Details** page. The introduction of Completion Tolerance means that you no longer have to make decisions regarding course completion based on whether or not the course End Date was entered in advance.

If you have changed any of the values, click the **Save** button before continuing.

More Information:
Course Details - Memberships and Results Panel on page *38*

Course Details - Basic Panel

The fields in the **Basic** panel are only active when you are creating a new course. At any other time, you can view the basic details about the course, including its name, description and its associated subject.

1. Select the **Subject** with which the course is associated from the drop-down list.

2. Select the **Level** of the course from the drop-down list.

   The **Short Name** and **Description** for the course is populated automatically from the combination of information selected. The **Short Name** is read-only although the **Description** can be modified, if required. When saving a new course that contains a subject and level combination already in use in another course, the new course short name is displayed and appended with a number in the **Course Details** label, enabling differentiation between courses.

3. Select the required value from the **Active Status** drop-down list. This is the status currently assigned to the course. The options are **Active**, **Inactive** and **Obsolete**.

   > **IMPORTANT NOTE:** *Courses that contain no members in a four-week period (i.e. from two weeks prior to today's date to two weeks after today's date) are marked as **Inactive**. Please be aware of this rule if you mark a course as **Active** with a view to populating its membership for the next Academic Year, as the course may be made **Inactive** in the meantime.*

   The **Current QWS QAN/Disc** code field is populated with the relevant code.

Schools in Wales have different fields displayed in the **Basic Details** panel.

The **Current LA Code** (Learning Activity) is populated with the relevant code (schools in Wales only).

The **Current QWAD Code** (Qualification Wales Accreditation Designation) is populated with the relevant code (schools in Wales only).

4. Select the **Auto Update Class Links** check box, if required.

   Selecting this check box ensures that the automated creation of course-class links by the Curriculum Matching wizard in Nova-T6 continues for this course. However, any course-class links submitted by the Curriculum Matching wizard will not overwrite any links declared manually in Course Manager.

   Deselecting this check box means that course-class links can be maintained only through Course Manager.

5. Select the **Auto Update Membership** check box, if required.

   *NOTE: If a student's class membership is amended in Academic Management, their course memberships are updated automatically without the need to manually run the **Update Course Memberships** routine. This will not be possible if you have deselected the **Auto Update Membership** check box. Deselecting this check box means that course memberships can only be maintained through Course Manager.*

6. Enter the total number of **Tuition Hours** for the course, if known. If entered, this figure must not exceed the figure entered for **Study Hours**.

7. Enter the total number of **Study Hours** for the course, if known.

8. Enter the number of minutes per timetable class in the **Minutes per Cycle** field.

9. In the **Planned Hours per Year** section, enter a figure for each of the **Qualification** and **Non-Qualification** hours. For funding purposes, the minimum threshold for a pupil/student's total full-time programme is set to 0 Planned Hours in a single academic year regardless of the **Normal Duration** set for the course in the **Duration and Tolerance** panel. The combination of Qualification and Non-Qualification hours count collectively towards the total of Planned Hours per Year. (Schools in England only).

10. Enter any relevant **Notes** that relate to the delivery of the course. The **Notes** field allows the entry of up to 1000 characters.

11. Click the **Save** button to save the details and activate the remainder of the page.

> NOTE: The remainder of the **Course Details** page can only be edited if you click the **Save** button after entering **Basic** details.

Course Details - Examination Panel

The data displayed is dependent on the most up-to-date Examinations basedata having been imported into Examinations Organiser. The **Award** name, the **Board** offering the qualification, the **Qualification** level and the **Award** code are displayed.

The **From** and **To** date fields in the **Examination** panel are blank initially because the previous version of Course Manager did not maintain the history between courses and exams. The awards are displayed in yellow to indicate that the date that they were associated with the course is not known. You can only have one award associated with an examination at a time so you must determine which of the awards is the current one.

Click into each of the date fields to display a drop-down arrow. Click the arrow to display the **Calendar** and select the appropriate date range for each award. If the date ranges for the awards overlap, they remain displayed in yellow until the overlap is fixed.

The **Reason** field enables you to enter a free text explanation detailing why the award associated with the exam was changed, if you wish.

The **Certification Elements** panel displays the elements for seasons that are relevant to the highlighted award within the **From** and **To** date range. Click anywhere in a certification element row to display the **Element Details** pane and view all the pertinent information about the element.
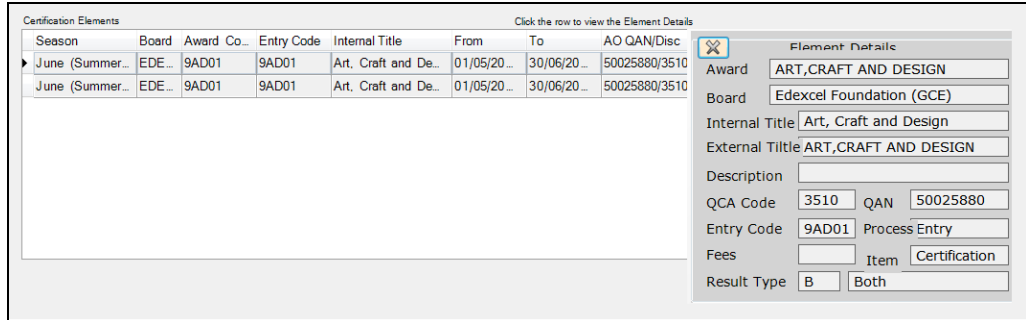

1. If the awards displayed are not currently linked to the course, click the **New** button to display the **Select Awards** dialog.
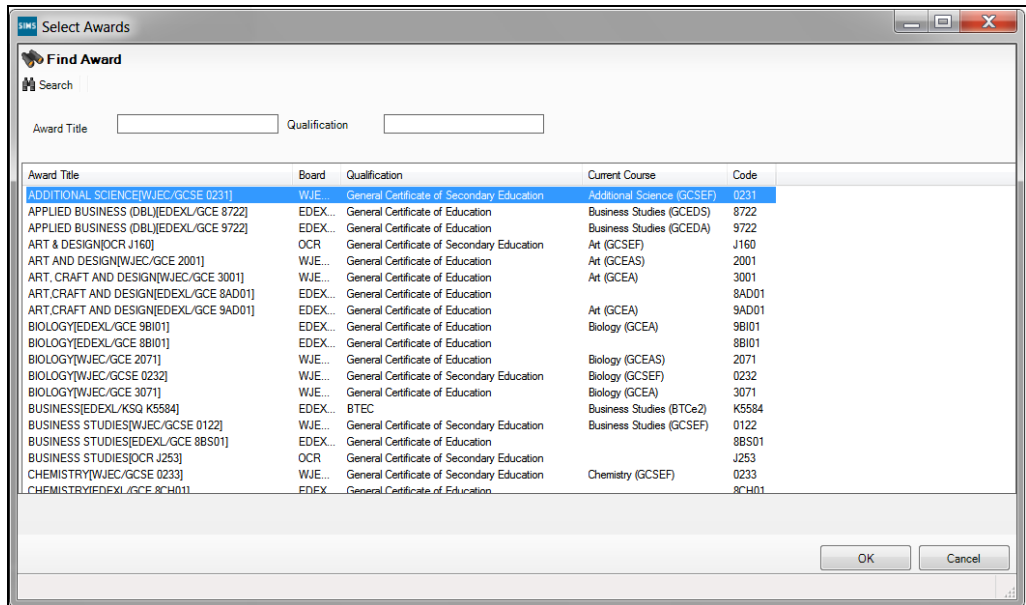
2. Enter the **Award Title** or the name of the **Qualification**, if known.

3. Alternatively, click the **Search** button to display a list of all the **Award Titles** that are available for selection, including awards that are already associated with another course. You can now link a course to more than one exam award at a time.

If you select an exam award that is already linked with another course, a warning message is displayed.
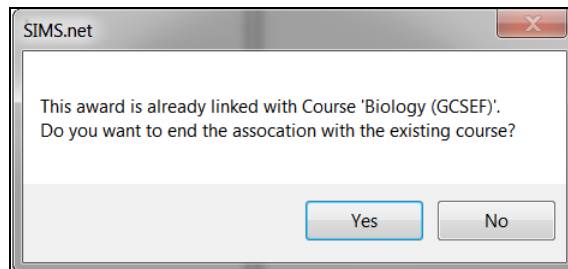
4. Click the **Yes** button to end the existing award/course association. An end date of yesterday's date is given for the termination of the award/course association. Alternatively, click the **No** button to return to the **Select Awards** dialog and continue to search for the relevant award.

5. If any overlapping award dates are found, a warning message is displayed and you must rectify the date range before you can save the changes.

Course Details - Classification Panel

This panel enables you to select additional attributes for the course. The codesets available vary depending on the location of your school.

In England, the following codesets are available:

-   Level
-   QAN
-   DAS Generic QAN
-   PPoS (these must be entered manually because there is no pre-defined code list)
-   Provider UKPRN (England only).

1. Click into each of the date fields to display a drop-down arrow. Click the arrow to display the **Calendar** and select the appropriate date range for each codeset. If the date ranges for the codesets overlap, the dates must be changed to rectify this.

    The **Reason** field enables you to enter a free text explanation of why the codeset associated with the course was changed but this is not mandatory.

2. If the codeset(s) displayed is not currently linked to the course, click the **New** button to display the **Select Code** dialog.

    Multiple UKPRN providers and Learning Activities/Mediums can be added to a single course as long as the date ranges do <u>not</u> overlap.

For schools in Wales, the following codesets are available:

- QCA
- WG Learning Medium
- QWAD
- WG Disability Status
- WG Learning Provider
- WG Learning Activity.
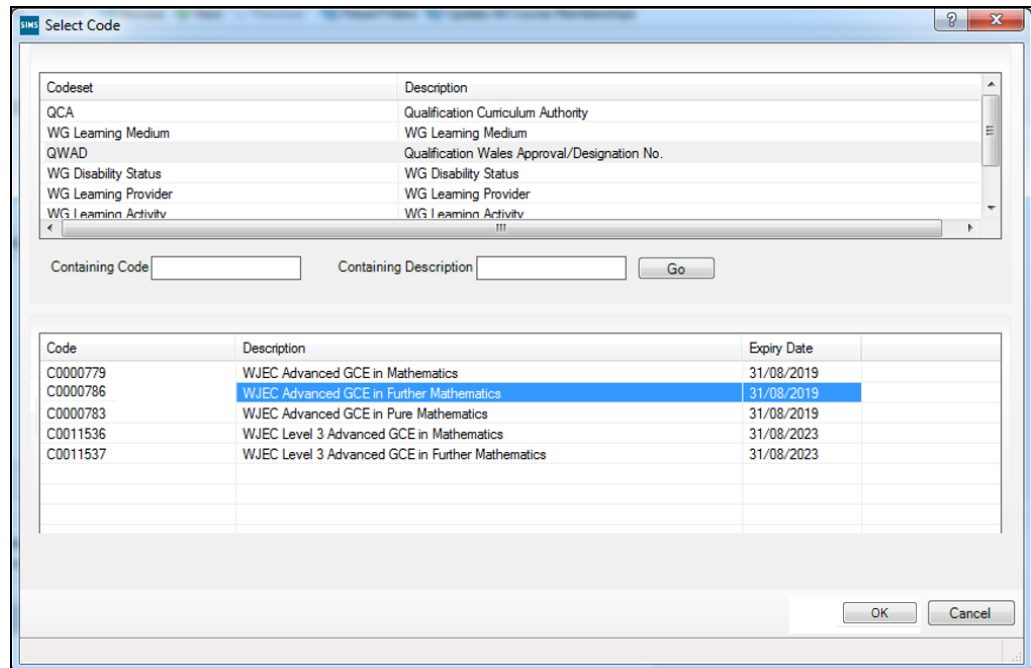
1. Highlight the required **Codeset** to display a list of related codes in the lower section of the dialog.
2. Search for the required code by entering the code number in the **Containing Code** field or by entering some related text in the **Containing Description** field before clicking the **Go** button. The list of related codes displayed is updated to reflect the search criteria entered.
3. Highlight the **Code** to be associated with the course.
4. Click the **OK** button to return to the **Classification** panel.

   The related **Codeset**, **Code**, **Description**, **QWAD Expiry** (schools in Wales only), **QAN Subject** and **QAN Expiry**, **From** and **To** date columns and a **Reason** column are displayed.
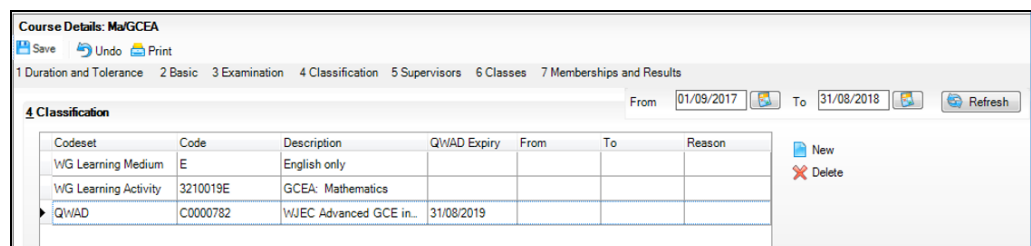
5. If a code has been added in error, or if you want to change the code associated with the selected course, highlight the existing code and click the **Delete** button. Repeat Steps 1-4 to add a different code.

> *IMPORTANT NOTE: Deleting a code should be performed with caution. For example, removing a code from an active course has serious implications for the School Census.*

More Information:
Viewing Assessment Marksheets as a Course Supervisor on page *13*

Course Details - Supervisors Panel

This panel enables you to select the supervisor(s) to be associated with the selected course. It also displays any supervisor(s) already associated with the course.

> *NOTE: When selecting the course supervisor(s), select their Supervisor Title with care as this will affect their ability to view Assessment marksheets associated with the selected course and classes.*
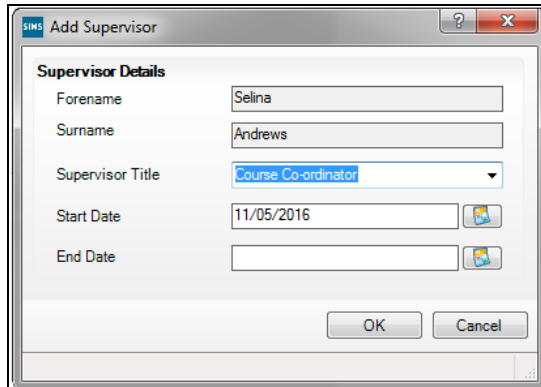
1. Click the **New** button to display the **Select person** dialog and search for the person who is to be assigned as a supervisor.

The **Role** of the person defaults to **Employee** but can be changed by selecting an alternative from the drop-down list.

The list of people displayed can be further refined by entering the first few characters of the person's **Surname** or **Forename**.

2. Click the **Search** button to display the people who match the search criteria entered.

3. Highlight the person to be assigned as the **Supervisor** and click the **OK** button to display the **Add Supervisor** dialog.
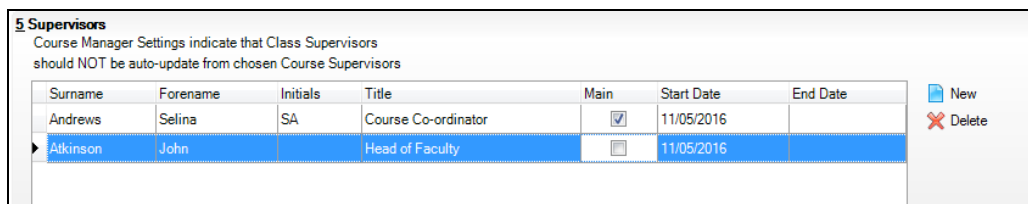
4. Select the **Supervisor Title** from the drop-down list. Available options include **Supervisor**, **Head of Department**, **Second in Department**, **Curricular Manager**, **Head of Faculty** and **Course Co-ordinator**.

5. Click into each of the date fields to display a drop-down arrow. Click the arrow to display the **Calendar** and select the date range during which the selected person will be assigned a supervisory role for the course.

   The **End Date** can be left blank if no definite end date for this person's supervisory role has been decided.

   Once the Supervisor details have been entered, click the **OK** button to return to the **Supervisors** panel on the **Course Details** page.

   A supervisor whose title is **Course Co-ordinator** is assigned as the **Main** supervisor of the course, as indicated by the selected check box. It is not possible to have more than one Main supervisor during the same date range.
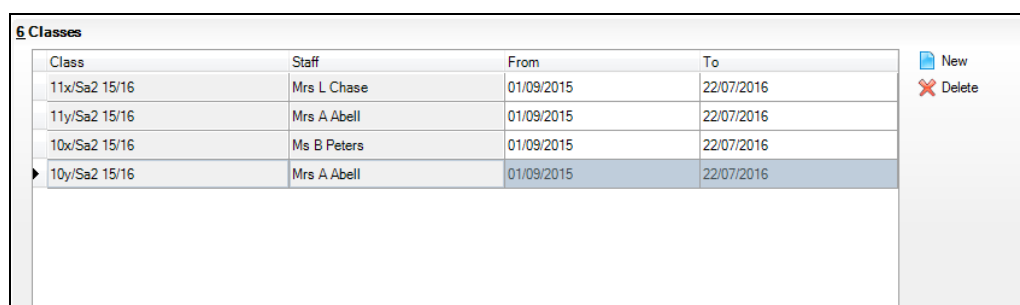
To remove the role of course co-ordinator from a staff member, highlight their name in the **Supervisors** panel and click the **Delete** button.

NOTE: The Course Supervisor can be made a Supervisor of all classes linked to the course.

Course Details - Classes Panel
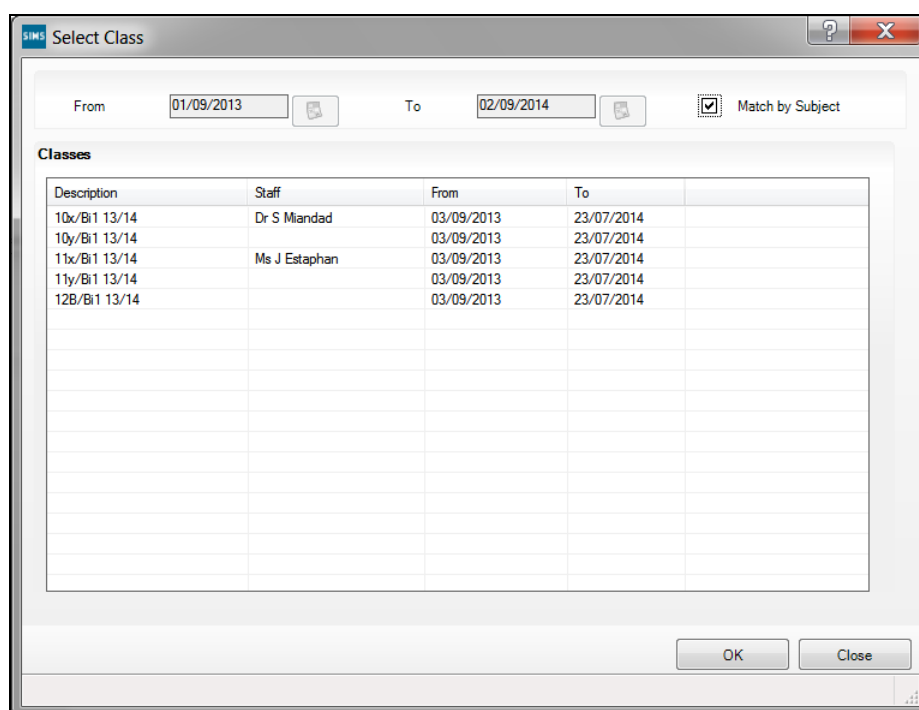
This panel enables you to select the classes to be associated with the selected course. It also displays those classes already associated with the course.

The **Class** code, the name of the **Staff** member and the **From** and **To** dates are displayed for existing standard classes. Alternative Curriculum classes are also available for selection.

1.   Click the **New** button to display the **Select Class** dialog.

The **Match by Subject** check box is selected by default. This refines the list of available classes to those that have been associated with a matching subject.

Click any of the column headings to sort the results displayed.

If the class to be associated with the course is not displayed, deselect the **Match by Subject** check box to display a list of all classes in the current Academic Year. Alternative Curriculum classes are listed for selection when the **Match by Subject** check box is deselected.

2. Highlight the class to be associated with the course.

    *TIP: Multiple classes can be selected by holding down the **Ctrl** key and clicking each class. Alternatively, to select a block of sequentially listed classes, click the first class name in the block, hold down the **Shift** key and then click the last class name in the block.*

3. Click the **OK** button to return to the **Classes** panel.
4. If a class has been added in error, highlight the class and click the **Delete** button.

    IMPORTANT NOTE: *The deletion of a class should be performed with caution. For example, removing a class from an active course removes all student class memberships.*

Course Details - Memberships and Results Panel

This panel displays the details of all the pupil/student memberships for the selected course. This includes their full **Name**, the **YTI** (Year Taught In), their **Reg** group, their individual **ULN** (Unique Learner Number), their current **Class**, the **Start** and **End** date for each of their memberships as well as the **P End** (Planned End Date), a **Core Aim** flag (where applicable), their current **Status**, the **Reason** (for withdrawal) column (England and Wales only), the **Protect** column, the **Result** that they have achieved, the **AO QAN/Disc** code and the **QWS QAN/Disc** code.

An additional column has been provided adjacent to the **QWS QAN/Disc** column that enables you to record whether the Learning Aim is **Non Funded**.

*NOTE: Hours spent studying for a Non Funded Learning Aim are excluded from the calculation made when the **Calculate Hours from Courses** button is clicked on the **Maintain Post-16 Programmes of Study** page. If Maths or English are being studied as a result of lack of Prior Attainment, these courses should not be marked as Non Funded.*

Additionally, where the provider of a course for Post 16 students is other than the school, the relevant **Provider UKPRN** (England only) can be selected from the drop-down list. If students are engaged in a traineeship programme, this can be indicated by clicking in the **Traineeship** column.

Changing Start, End and Planned End Dates

If you want to amend any of the course dates, click into the required column, select the drop-down arrow and select an alternative date from the Calendar. The course **End** date refers to the date on which the course of study is scheduled to end, and the **P End** date refers to any exceptions to this **End** date for one or more pupil/students on the course. The **P End** date cannot be earlier than the course **End** date.

Setting Core Aim Flags

Since 2013, it has been possible to specify which course of study is deemed to be a Core Learning Aim for each pupil/student. A Core Learning Aim flag indicates that this course is the primary course of study for the pupil/student in their Programme of Study. Only one course of study per pupil/student can be flagged as a Core Learning Aim per academic year. If the pupil/student is enrolled on a two year course of study, you must flag the second year of study as a Core Learning Aim when the academic year changes.

Core Aims are academic year based and the **Core Aims** column is not displayed if the default of **Census View** is selected in the **Find Course** browser. This is because the **From** and **To** date range for the **Census View** spans two academic years.

IMPORTANT NOTE: *If you want to view or edit the* ***Core Aim*** *column of a pupil/student in the* ***Memberships and Results*** *panel, you must ensure that you select either the* ***Current Academic Year*** *or the* ***Previous Academic Year*** *from the* ***View Memberships*** *field in the* ***Find Course*** *browser.*

If you do not select a single academic year view from the **View Memberships** drop-down list in the **Find Course** browser, the following narrative is displayed above the **Memberships and Results** panel and the **Core Aim** column is not visible.


If you want to change the Core Aim flag for multiple pupil/students, right-click the **Core Aim** cell for an individual pupil/student and select the **Set this course as Core Aim for all these students** hover help. This assigns the Core Aim flag to all pupil/students in year 12 and above in a single academic year.

You can also remove an existing Core Aim flag from a pupil/student by clicking into the populated cell of the **Core Aim** column adjacent to their name.

A warning message is displayed.
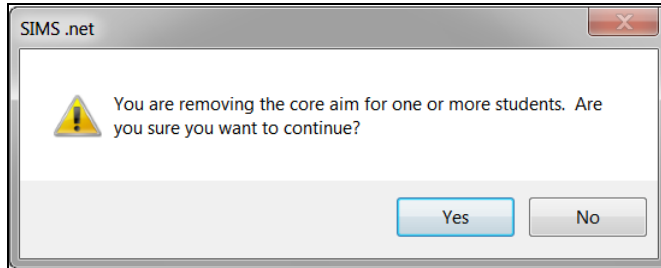
Click the **Yes** button to remove the Core Aim or click the **No** button to cancel the process.

> *IMPORTANT NOTE: Schools in different regions can access various additional columns in the **Memberships and Results** panel: Welsh schools can specify a **Withdrawal Reason** and indicate the **Retake** status, schools in Northern Ireland can indicate the **Retake** status and English schools can specify a withdrawal **Reason**, indicate the **Non Funded** status and specify the **Provider UKPRN**.*

Changing the Status

If a pupil/student has left the course because they have left the school or because they are concentrating their time on other course subjects, select **Withdrawn** from the **Status** drop-down list. Select the withdrawal **Reason** from the drop-down list to record why the pupil/student is leaving a course or learning aim before the expected end date. The options are:

Learning Aim Withdrawal Option	Learning Aim Withdrawal Reason
Other provider (gov)	Learner has transferred to another provider to undertake learning which meets a specific government strategy
Other provider	Learner has transferred to another provider
Injury/illness	Learner injury/illness
Financial	Financial reasons
Personal	Other personal reasons
Exclusion	Learner has been excluded
Other	Other
Not known	Reason not known

If the pupil/student stops studying this course or learning aim to begin to study another, select **Transferred** from the **Status** drop-down list instead of **Withdrawn**.

Protecting Pupil/Student Memberships

It is possible to safeguard any pupil/student course memberships against changes that might be made to the data through the **Update Course Memberships** routine. This ensures that the pupil/student's course membership is not affected by running this routine.

> **IMPORTANT NOTE:** *Planned End Dates for student memberships in year taught in 10/11 and 12/13 are kept in line with a Two Year Duration setting for a course, as defined in the* **Duration and Tolerance** *panel. This means that student memberships no longer need to be protected and the* **Protect** *column in the* **Memberships and Results** *panel does not need to be ticked to prevent the Update Course Memberships routine from reversing any manual changes made to the Planned End Date.*

However, if you wish to protect a particular student's membership from changes, click in the **Protect** column before clicking the **Update All Course Memberships** button in the **Find Course** browser. Effectively, it means that a student is still a member of the course but may no longer be attending any of the associated classes.

1. If you want to assign additional pupil/students to this course, click the **New** button to display the **Select Members** dialog.


2. Enter the **Surname** or **Forename** for the required member, if known. The **Role** field automatically defaults to **Student** and this is read-only.

   The **Effective Date** field at the top of the **Select Members** dialog defaults to today's date but this can be changed by selecting an alternative date from the **Calendar**. This sets the date for when the student's membership takes effect in conjunction with the radio buttons at the bottom of the **Select Members** dialog.

3. Click the **Search** button to list the members who match the search criteria.

   Alternatively, you can assign membership of the course based on the membership of an existing group. Select the **Group Type** from the drop-down list, e.g. `Class`, `Year`, `Group`, etc. to activate the **Group** field.

a. Click the **Browser** button adjacent to the **Group** field to display the **Groups Browse** dialog and select the group from which you want to populate the course.
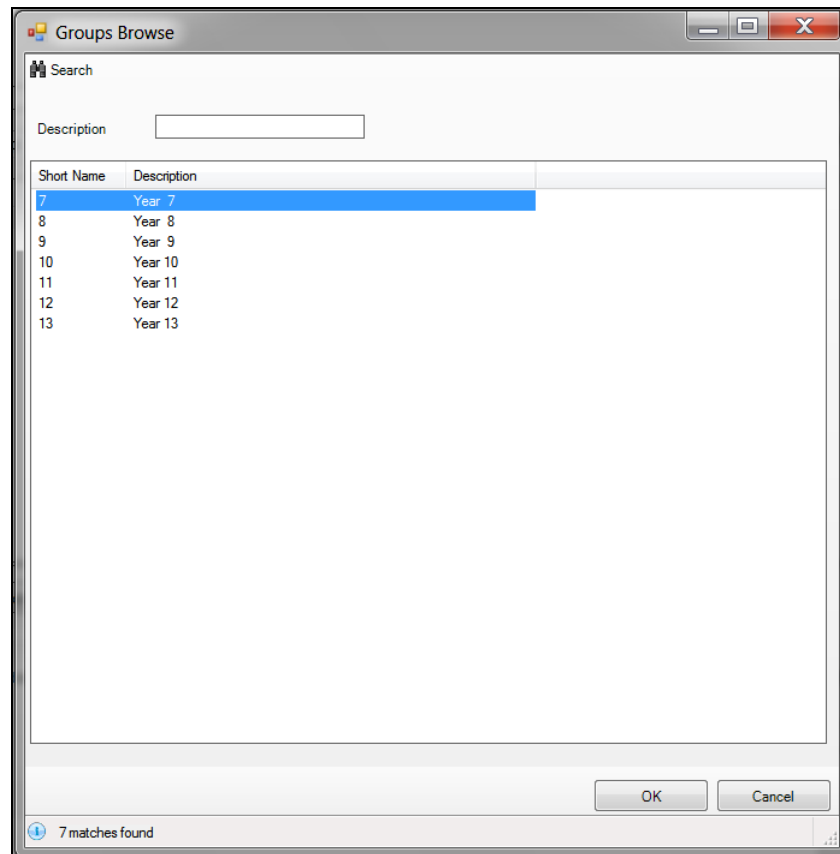
b. Enter a partial **Description**, if known and click the **Search** button.

c. Select the **Short Name** of the required group and click the **OK** button to return to the **Select Members** dialog.
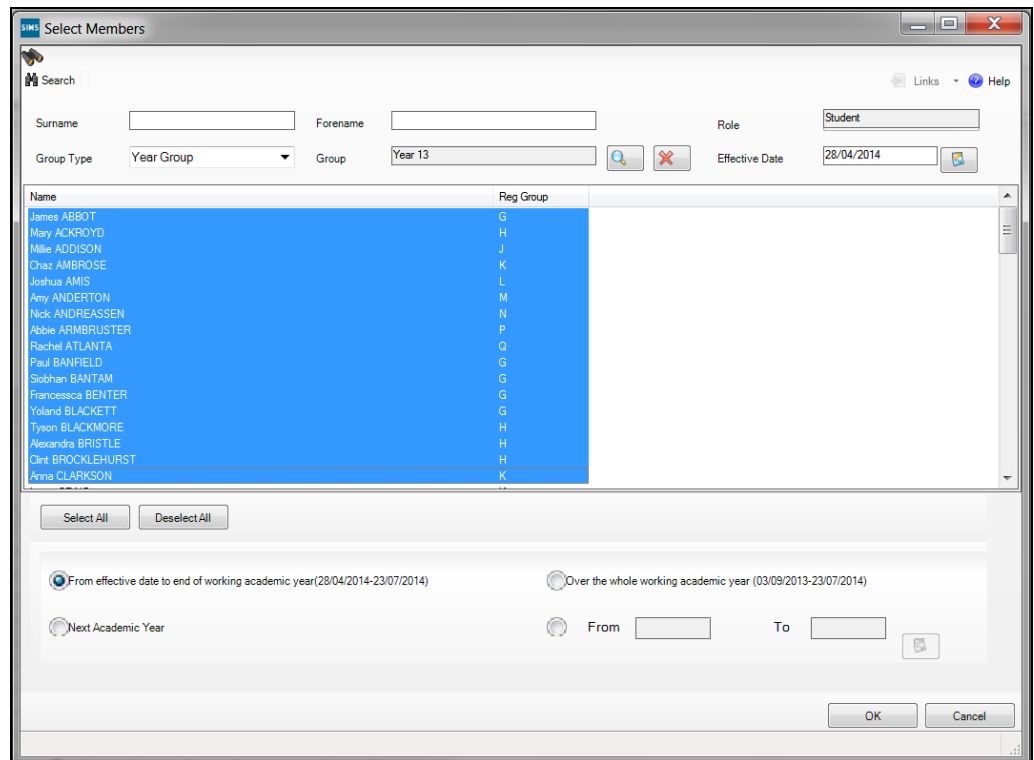
d. Once the required group has been selected, the name is displayed in the **Group** field. If the **Group Filter** was selected in error, click the **Delete** button to remove it.

e. Click the **Search** button to list the members of this group.

4. Highlight the individual student(s) who will be assigned membership of the selected course or click the **Select All** button to select all the students.

Multiple students can be selected by holding down the *Ctrl* key and clicking each person's name or, to select a block of sequentially listed students, click the first name in the block, hold down the *Shift* key and click the last name in the block.

If you make a mistake with your selection, click the **Deselect All** button and start your selection again.

If you want to specify a different period of student membership for the course, select one of the radio buttons at the bottom of the **Select Members** dialog:

- Select the **From effective date to end of academic year (dd/mm/yyyy-dd/mm/yyyy)** radio button to set the course membership from today's date to the last day of the current academic year.

- Select the **Over the whole academic year (dd/mm/yyyy-dd/mm/yyyy)** radio button to set the course membership for the whole of the academic year.

- Select the **Next Academic Year** radio button to set the course membership for the whole of the next academic year. This option is only available if the next academic year has previously been defined in SIMS.

- Select the radio button adjacent to the **From** and **To** date fields to set a specific date range over which the selected student(s) will be members of the course. Click the respective **Calendar** button and select the dates as required.

5. Click the **OK** button to return to the **Memberships and Results** panel.

The **Delete** button enables you to delete a student from the course who has been added incorrectly in the first place. This does not constitute terminating their membership of the class, this must be done in the **Curriculum Assignment by Student** routine.

If an exam result has been manually amended, perhaps because of an appeal, the **Recalculate Results** button can be used to recalculate the results for the affected course. Where an exam result is available, this routine continues to make use of the QAN and Discount code associated with that exam result and only makes direct use of the QWS QAN and Discount code where an exam result is not available.

6. Click the **Results Report** button to display the **Results Report**. This displays all the results for all memberships and shows a **Best Result** in a different shaded colour.

More Information:
Running the Update All Course Memberships Routine on page *73*

Dealing with Exceptions

It is possible to effectively remove a student from a course but still allow them to attend the associated classes by adding an **Exception** record. When the Exception record is created, the student's course membership is ended as of yesterday's date.

1. Click the **Memberships and Results** hyperlink to display the **Memberships and Results** panel.

2. Highlight the student to be removed from the course.

3. Click the **Exception** button.

   The student's name is displayed in the **Exceptions** list in the bottom section of the page. In the top section of the **Memberships and Results** panel, the student's course membership **End Date** is changed to yesterday's date.

4. Click the **Save** button.

> **WARNING:** It is <u>very important</u> that the **Save** button is clicked after adding an **Exception** record.

5. You may now edit the **End Date** of the membership to the date that the student stopped studying the course if it was not yesterday, or you can delete the membership altogether if the student is in the class but was never studying the course. The **Exception** record will remain.

6. To remove an **Exception** record and reinstate a student's course membership, select the **Delete** check box(es) adjacent to the applicable student in the **Exceptions** list and click the **Save** button. The course membership will be reinstated from the class on running the **Update Course Membership** routine.

> *NOTE: You cannot protect the remaining membership after making an **Exception**. If you try to do this, an error message is displayed.*

Deleting an Exception

1. Click the **Memberships and Results** hyperlink to display the **Memberships and Results** panel.

2. In the **Exceptions** panel, select the **Delete** check box adjacent to the name of the student with an exception that you want to delete.

3. Click the **Save** button to delete the exception.

Printing Course Details

Click the **Print** button from within the **Course Details** page to print a paper copy of all the course information contained on this page.

Deleting a Course

> **IMPORTANT NOTE:** *The deletion of a course should be performed with caution. For example, deleting a course removes all student class memberships and has serious implications for the Census Returns. If you attempt to delete a course that is in use somewhere in SIMS, e.g. it is linked to an Assessment Manager Marksheet or a Profiles Session, the* **Activity Log** *is displayed.*
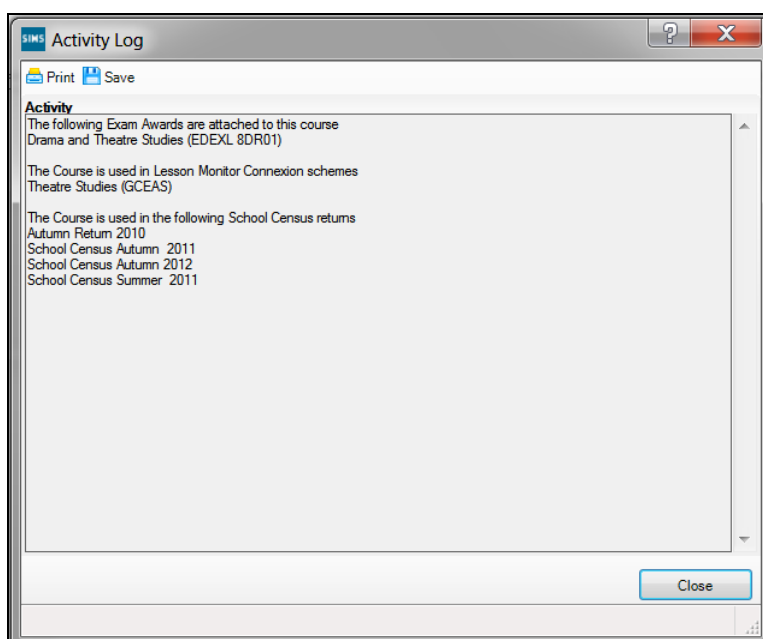
You must remove all existing links to the course before you are permitted to proceed.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
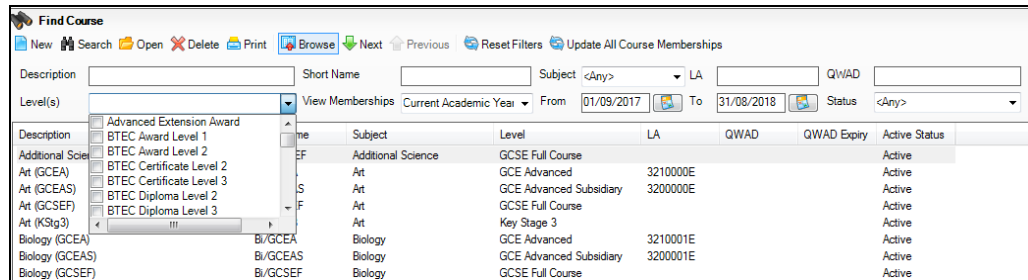
2. Search for the course to be deleted.
3. Click the **Delete** button.

Adding a New Course

It is unlikely that you will need to add a course manually using the **New** button because you can link a course to various Exam Awards and QANs throughout the life of the course.

> **IMPORTANT NOTE:** *It is imperative that Levels are assigned to courses correctly. When adding new courses, the use of 'Other' as a Level identifier should be kept to an absolute minimum.*

Course Details - Work Placements Panel

It is possible to record details of work placements associated with a student's course. A student may have more than one work placement over the duration of a course.

For schools in England, information relating to work placements is collected in the School Census. For other schools, the recording of this information is optional.

1. Click the **Memberships and Results** hyperlink to display the **Memberships and Results** panel.
2. Highlight the student for whom you want to record a work placement.
3. Click the **Placement** button.

A new record is created in the **Work Placements** panel below.

4. Click the **Work Placements** hyperlink to display the **Work Placements** panel.

The student's name and identifying information are displayed.

5. Record the **Start** and **End** date of the placement, together with any other relevant information.

6. If you want to record the **Employer ID**, use the Employer Data Service (https://edrs.education.gov.uk/search/lsc/find.aspx).

7. To record another work placement for the same student, click the **Add** button and then repeat steps 5 to 6.

8. Click the **Save** button.

9. To record a work placement for a different student, repeat steps 1 to 6.

10. To delete a work placement, highlight the item you want to delete, then click the **Delete** button.

11. Click the **Save** button.

After saving the new work placement and returning to the **Memberships and Results** panel, the student's name is displayed in bold text to indicate that they have been assigned a work placement.

04 | **Managing Student Memberships**

Introduction

Membership of a course is generally dependent on a student's attendance at classes that are associated with the course.

However, a student can be a member of a class but not be a member of the corresponding course. In this instance, the student's class membership should be protected so that running the **Update All Course Memberships** routine does not override the actual situation. It is also possible for a student to be a member of a course that has no corresponding lessons.

More Information:
Course Details - Memberships and Results Panel on page *38*

The Impacts of Completion and Continuity Tolerance on Student Memberships

The value specified in the **Default Completion Tolerance** field in the **Update Course Manager Settings** page is applied globally to all courses. However, you can modify the **Completion Tolerance** field for an individual course in the **Course Details** page, as appropriate.

This value relates to the difference between the Planned End Date of the course and the actual end date of the student's membership of this course. If the actual end date of the student's membership of a course falls within the value specified in the **Default Completion Tolerance** or **Completion Tolerance** fields, the student is deemed to have completed the course.

The value specified in the **Default Continuity Tolerance** field in the **Update Course Manager Settings** page is also applied globally to all courses. Again, you can modify the **Continuity Tolerance** for individual courses in the **Course Details** page, as appropriate.

This value indicates the period of 'a gap in time' during the expected course duration that a pupil/student can temporarily leave the course and then return to it and still be deemed to have completed the course. This ensures that their membership of the course is not affected by the hiatus and this is reflected as a continuous membership instead of two separate memberships.

Changes made to a student's course and class memberships obviously impact their curriculum and the **Curriculum Assignment by Scheme** and the **Curriculum Assignment by Student** routines in Academic Management are used when modifying student memberships.

Modifying Student Memberships

A number of situations can occur on a regular basis that require you to modify a student's class and course memberships. Some of the more common situations are detailed in this chapter.

1. Select **Focus | Student | Curriculum Assignment by Student** to display the **Find Student for Curriculum Assignment** browser.

2. Specify the search criteria to locate the required student and click the **Search** button.

3. Highlight the student and click the **Open** button to display the **Select Effective Date Range** dialog.

- Select the **Named Date Range** radio button to select a pre-defined date range. This might be a complete academic year (e.g. 01/09/200n to 31/08/200n), a working academic year (e.g. 01/09/200n to 22/07/200n, the time that students actually spend at school) or specific terms (e.g. Spring term 200n-200n).

- Select the **Custom Date Range** radio button and enter the required start and end date. Select this radio button if a change that you want to record does not start until next week, for example. Select the **From** and **To** dates by clicking the appropriate **Calendar** button and selecting a date from the Calendar.

  Two check boxes are provided at the bottom of the dialog, which enable further refinement of the Effective Date Range.

- Select the **Restrict date range from today to end** check box if you want to restrict the Effective Date Range to run from today's date to the end of a **Named Date Range**. This option is available only if a **Named Date Range** is selected and if today's date lies within the date range you choose.

- Select the **Don't ask me again (this session or until manually changed)** check box if you do not need to select the date range each time a Scheme is selected from the browser in this session.

4. Once the required date range and check boxes have been selected, click the **OK** button to display the student's **Schemes**.

   Once this page is displayed, the browser is hidden automatically. It can be displayed again if required, by clicking the **Browse** button.

5. Right-click the **Scheme** that will be affected by the change and select **Open Details** to display the **Historical Curriculum Membership Details** dialog.

The green line represents today's date and the red line indicates the end of the Effective Date Range.
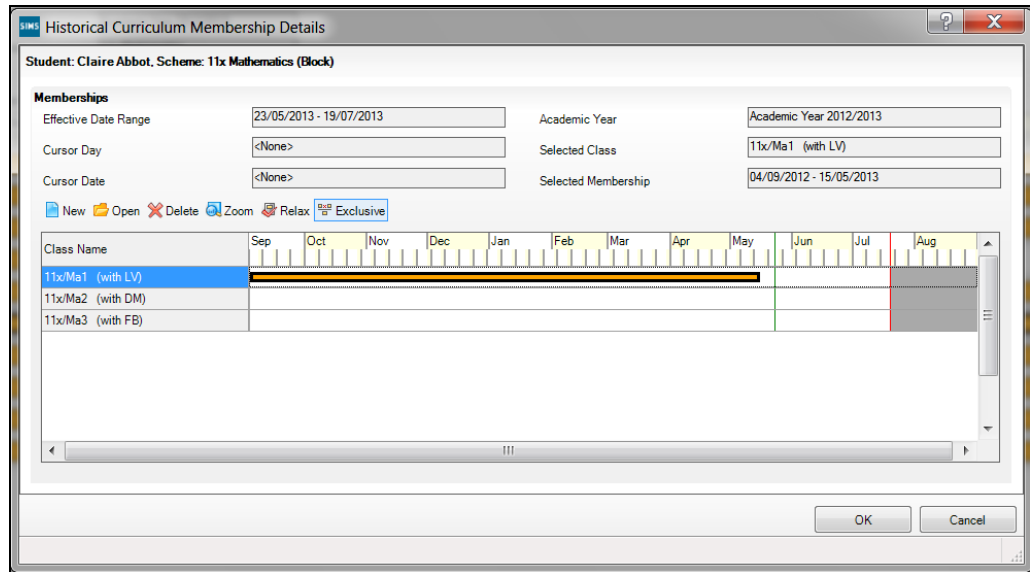
6. Drag the orange timeline for the affected class to the required end date and click the **OK** button.

7. Click the **Save** button on the **Student Curriculum Summary** page to display the **Course Membership(s)** dialog.
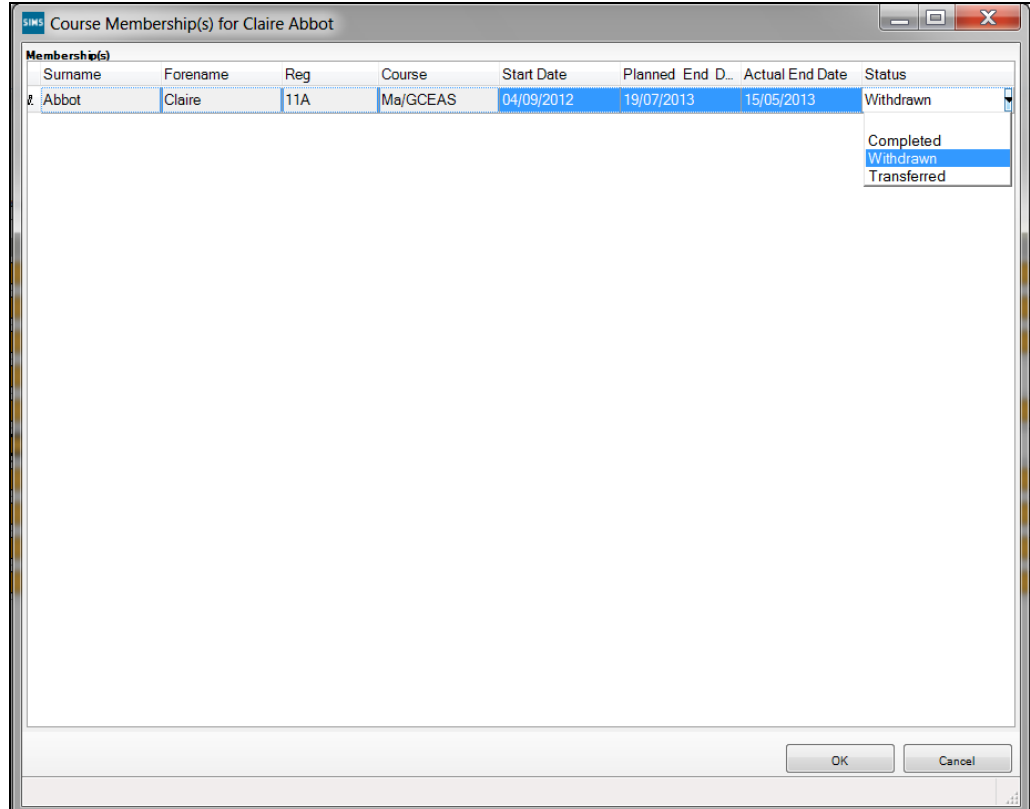
The changes made to the student's course membership are displayed.

8. Right-click in the **Status** column and select the appropriate option from the drop-down list.

   ▪ if the student's class membership ended within the Completion Tolerance specified for the course, the **Status** defaults to **Completed**.

   ▪ if the student's class membership ended outside of the Completion Tolerance specified for the course, the **Status** defaults to **Withdrawn**.

   ▪ if the student has swapped to a different class that is associated with the same course but still within the Completion Tolerance specified for the course, the **Status** remains unaffected.

   ▪ if the student transfers to a completely different course, the **Status** defaults to **Transferred**.

9. Click the **OK** button to return to the **Student Curriculum Summary** page.

> *NOTES: It is only possible to extend class memberships within the specified Course Duration. For example, class memberships cannot continue for two years if the Course Duration is only for one year. If a student's class membership is amended in Academic Management, their course memberships are updated automatically without the need to manually run the Update Course Memberships routine.*

Leaving a Class and then Resuming

If a student has a class membership of a course with a Planned End Date that is more than one day after the start date of another relevant class membership, the course membership will have a gap inserted unless each of the following is true:

▪ The gap in working days between the class memberships is within the **Default Continuity Tolerance** specified for the course.

▪ The returning date for the second class membership is not after the Planned End date indicated by the **Default Course Duration**.

Leaving a Class and Not Resuming

If a student 'drops' a class and will no longer be attending classes associated with the course, their course membership should be recorded as **Withdrawn** in the **Course Membership(s)** dialog.
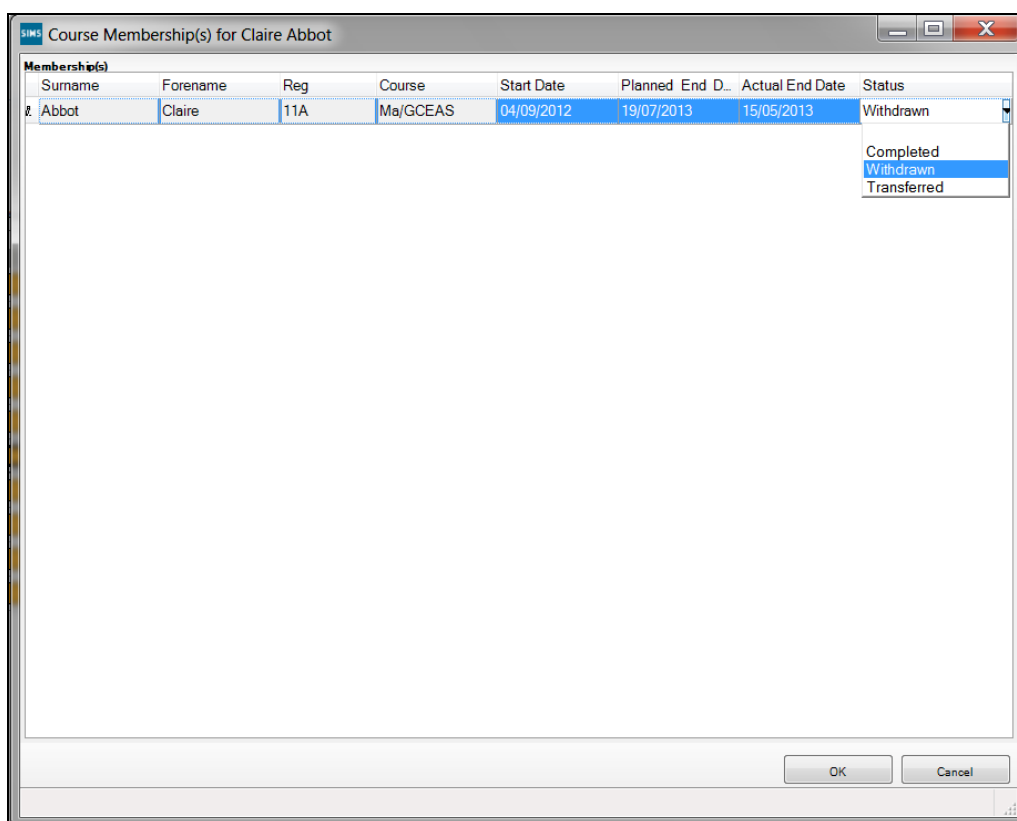
Leaving a Course before the Planned End Date

If a pupil leaves a course, by leaving a relevant class, before the Planned End Date of the course, they can still be deemed to have completed the course if the difference between the date of leaving the class and the Planned End Date for the course membership is within the **Completion Tolerance** for the course.

Where leaving a class has been deemed to indicate completion of the course, both the End Date and the Planned End Date for the course are set to the date of leaving the class.

Leaving the School Before the Planned End Date of the Course

- If a student leaves school after finishing their exams but before the Planned End Date of the course they have been studying, as long as their date of leaving falls within the time period specified in the **Completion Tolerance** for the course, the student is considered to have completed the course.

- If a student leaves your school altogether, they should be recorded as a **Leaver** via **Routines | Student | Leavers**. This terminates all their class and course memberships, so no remedial action is necessary in Course Manager. Additional course memberships must <u>not</u> be added.

- In the unfortunate event of a student's death, their class and course memberships should be marked as **Withdrawn** and they should be recorded as **Deceased** via the **Leavers** routine.
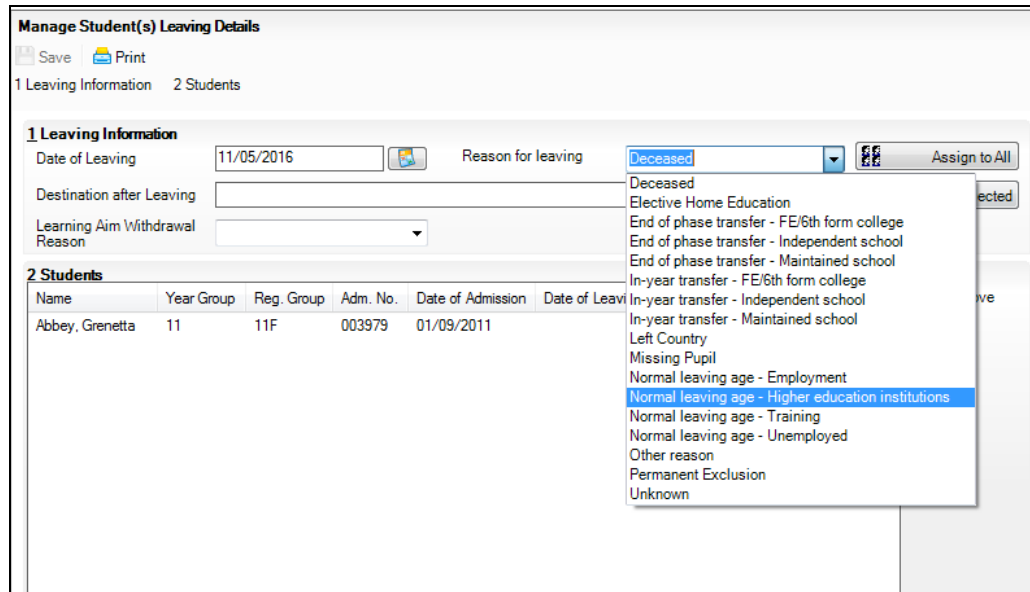
Transferring From One Course to Another

A student may decide to 'swap' from one course and embark on a course of study for a different subject. Where this occurs, the course **Status** for the original course of study should be recorded as **Transferred**.
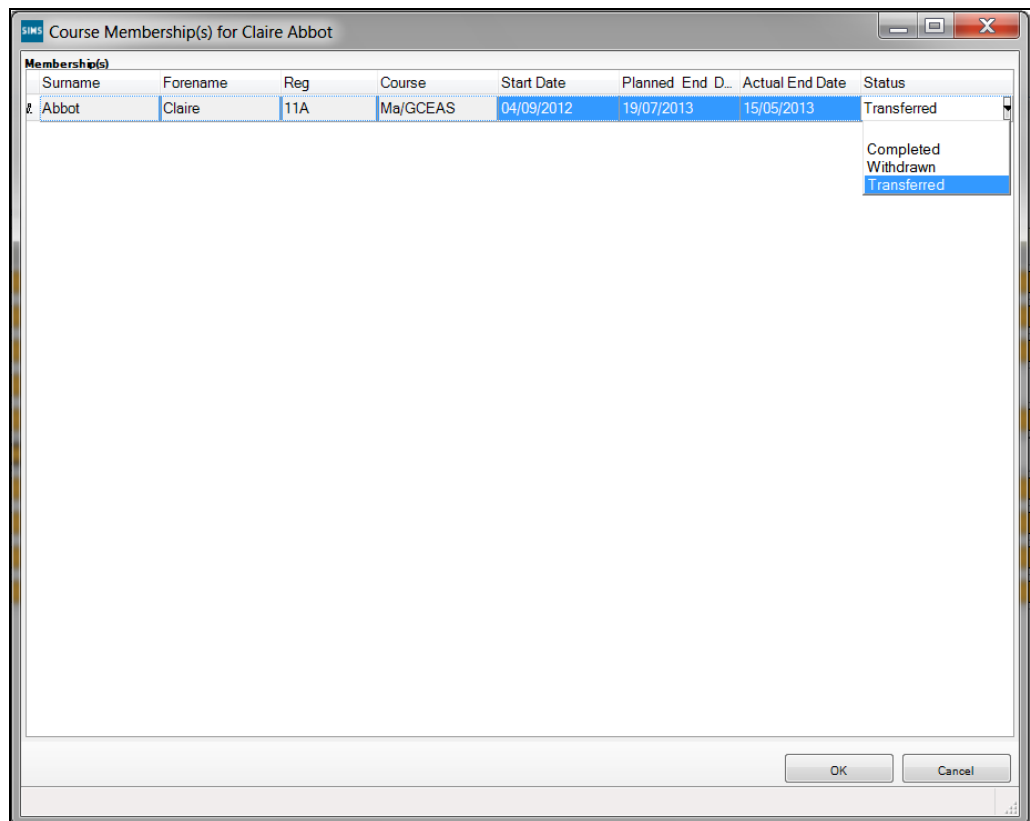
If a student wants to change classes but continues to study the same course that is associated with both the original and the new class, their course membership is not affected.

Managing Resits

Resits are undertaken when students resubmit coursework or sit for an exam again without having attended any additional lessons other than perhaps, revision sessions.

It is not a requirement that schools include information about resits in the School Census.

Managing Retakes

Retakes occur when a student opts to begin a complete qualification again, including their attendance at regular lessons. Retakes should be recorded as a new Learning Aim for every student and included in the School Census.

Maintaining Post-16 Programmes of Study in England

The annual hours that count towards a course of study are categorised as Qualification - Planned Learning Hours or Non-Qualification Hours - Planned Employment, Enrichment and Pastoral Hours. To qualify for funding purposes, Planned Hours must be timetabled within your school's normal working pattern.

You can record information relating to Programmes of Study for Post-16 pupil/students, enabling you to submit details of the total Planned Qualification Hours and Planned Non-Qualification Hours in the School Census.

To enable the recording of information relating to each programme type selected, additional columns have been provided on the **Maintain Post-16 Programmes of Study** page for: **Programme Type**, **Start Date**, **End Date**, **Planned End** (date), **Status**, **Reason** (for withdrawal), **Traineeship**.

1. Select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to display the **Maintain Post-16 Programmes of Study** page.

2. Select the **Autumn Census** from the drop-down list (England only). Schools in Wales should select the **Academic Year**. You can select the previous and next year's autumn census, if required. The **Effective Date** field reflects the associated dates.

3. All students who could be included in the School Census Autumn Return or Academic Year are displayed, whether they are studying at year 1 or year 2 of their programme, or have completed their programme of study and left the school in the previous academic year. Guidance text has been added beneath the function buttons to reflect this (adjacent to **Right Mouse Click for options** label), e.g. `Students with Learning Aims 1/8/2021 to 31/7/2023`.

    You can update the information displayed on the **Maintain Post-16 Programmes of Study** page to reflect the pupil/students and the courses they are undertaking at any time by clicking the **Refresh** button. Only pupil/students who are assigned to Post-16 courses are displayed.

4. Enter a pupil/student's name in the **Student** field to locate a specific pupil/student.

    Alternatively, select a **Level(s)** from the drop-down list. Only levels in use in your school are displayed for selection.

5. Select the **Year Taught In** (YTI) from the drop-down list. You can select **<Any>**, year **12** or year **13**.

    The **Occurrences** counter defaults to **>=1**.

6. Select the **Reg Group** from the drop-down list.

7. Select the relevant **Subject** from the drop-down list, if required.

8. Select the **Enrolment Status** from the drop-down list. The default is set to **<Any>**.

9. You can also choose to display only those students with **Unassigned hours** by selecting the check box. This enables you to identify students assigned to courses who need to have the **Planned Hours per Year** section completed in the **Course Details** page. If a value of zero has been entered into either of the columns, this value is treated as a blank allocation of hours and is displayed when the **Unassigned hours** check box is selected.

    The **Reset Filters** button enables you to restore the default settings.

    The students are listed with their Year Taught In **(YTI)**, **Reg** group, **Enrolment Status**, Date of Leaving **(DOL)**, if applicable, a **Core Aim** indicator and an abbreviated list of **Other Courses** that they are assigned to. The **Core Aim** and **Other Courses** columns include learning aims that span the date range for the current academic year and the previous academic year. Updated criteria in the **Other Courses** column ensure that all courses that are active at some point during the selected academic year, regardless of their duration, are displayed.

10. Where you have entered the **Planned Hours per Year** for each individual course of study on the **Course Details** page, these totals are carried through into the **Qual Hours** and **Non-Qual Hours** columns of the **Maintain Post-16 Programmes of Study** page when you click the **Calculate hours from courses** button.

> *NOTE: Hours spent studying for a non-funded Learning Aim are excluded from the calculation. Where Maths or English are being studied as a result of lack of Prior Attainment, these courses should not be marked as non-funded.*

11. Right-click anywhere in the table to display a pop-up menu. You can access their **Student Details** page, their **Student Courses** page or **Select All** the pupil/students from this menu.

Student	YTI	Reg	Enrolment Status	DOL
Abbey, Jimmy	12	G	Single Registration	
Abbot, Claire	13	H	Single Registration	
Abbot, James	13	G	Single Registration	31/08/2014
Abbot, Susan	12	L	Single Registration	
Ackroyd, Mary	13	H	Student Details	4
Addison, Millie	13	J	Student Courses	4
Ainsworth, Zoe	12	N	Select All <Ctrl-A>	
Allen, Megan	13	J	Single Registration	

The **TT Hours** column enables you to check the accuracy of Planned Hours for a timetabled Programme of Study.

				Threshold	0	
Overwrite existing values ☐		⬇		⬇		
	TT Hours	Qual Hours	Non-Qual Hrs	Total Hours	Notes	
	4	20	5	25	Test note	
		15	2	17	PoS note here	
	7	10	4	14	reason for figure	
				0		
	1			0		

12. If you want to manually amend the totals for a specific pupil/student, highlight their name in the list, click into the **Qual Hours** or the **Non-Qual Hours** column(s) and enter a different total.

13. If you want to manually amend the totals for all the pupil/students at once, right-click anywhere in the list, press **Ctrl & A** to **Select All** the pupil/students in the list and enter a different total in the **Qual Hours** or the **Non-Qual Hours** column(s). Alternatively, enter a figure in the box adjacent to the green arrow button at the top of either the **Qual Hours** or the **Non-Qual Hours** column(s) to flood fill the entire column with the figure entered. You can also enter a figure in the **Threshold** box, enabling you to check that a pupil/student's full time funding is accurate before it is included in the School Census Return.

The combined hours for each pupil/student and their Post-16 Programmes of Study are displayed in the **Total Hours** column. The figure displayed in this column will be shown with a yellow background to indicate that the figure is less than the figure you specified in the **Threshold** box.

You can also enter a brief set of **Notes** to indicate the reason for the manually assigned hours. This will enable you to reconcile and validate your School Census return in conjunction with the **Programmes of Study Report** accessible from **Routines | Statutory Returns | School Census**.

14. If you want to determine the total **Qual Hours** and **Non-Qual Hours** figures for a pupil/student, for all the courses that they are assigned to, based on the information entered on the **Course Details** page, click the **Calculate hours from courses** button.
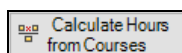
Calculate Hours from Courses

If you have selected the **Overwrite existing values** check box before clicking the **Calculate hours from courses** button, the following warning message is displayed.

SIMS .net

⚠ This process will calculate the planned hours from the courses for the selected students. (1 selected)

Warning: all existing values will be overwritten.
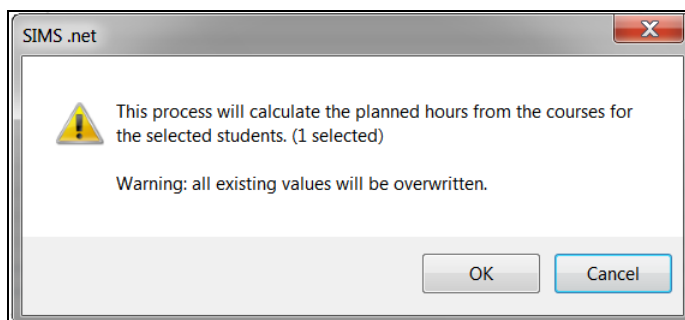
OK   Cancel

15. Click the **OK** button to continue or click the **Cancel** button to abandon the process.

16. If you want to preserve any existing figures that are present in the **Qual Hours** and **Non-Qual Hours** columns, ensure that the **Overwrite existing values** check box is not selected before you click the **Calculate hours from courses** button.

    A message dialog is displayed.

SIMS .net

⚠ This process will calculate the planned hours from the courses for the selected students. (1 selected)

Existing values will not be overwritten.
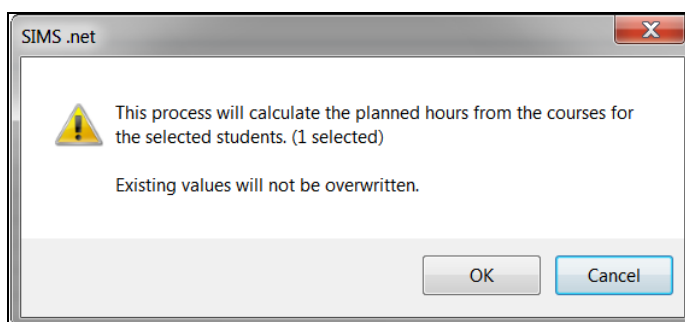
OK   Cancel

17. Click the **Cancel** button to abandon the process.

18. Alternatively, click the **OK** button to collate all the Qualification and Non-Qualification totals that have been specified in the **Planned Hours per Year** section of the **Course Details** page for each course, and populate the respective columns with the cumulative total for each pupil/student according to the courses that they are assigned to.

19. Click the **Save** button.

20. Click the **Report** button to print the **Maintain Post-16 Programmes of Study** page in .html format. It is also possible to include **Programme of Study** fields in any **Student** focussed reports that you design in SIMS, as well as other fields relating to **Courses**.

Resetting all Programmes of Study

Existing calculations for a selected academic year can be reset before recalculating them (based on the latest course information) by clicking the **Calculate Programmes of Study** button. Columns can be blanked for an individual student or for multiple students by right-clicking in the **Programmes of Study** grid and selecting **Select All**.

1. Click the **Reset all Programmes of Study** button.

2. Click the **OK** button.

   The previously calculated details are removed from all the columns in the **Programmes of Study** grid.

3. Click the **Undo** button, if required. The following graphic is for representation purposes only.

4. If you want to revert to the previously calculated details, click the **Yes** button. Alternatively, click the **No** button to reset the calculations for all Programmes of Study.

> *NOTE: Clicking the **Reset all Programmes of Study** button does <u>not</u> calculate the cohort again.*

Calculating the Programmes of Study

It is possible to recalculate the details displayed in the columns of the **Programmes of Study** grid after clicking the **Reset all Programmes of Study** button. Columns can be recalculated for an individual student or for multiple students, and only for those students who have not been withdrawn from or transferred to a different programme of study, by right-clicking in the **Programmes of Study** grid and selecting **Select All**.

When calculating programmes of study, if a student is withdrawn from <u>all</u> of their learning aims, then the **Status** is set to **Withdrawn** on the **Maintain Post-16 Programmes of Study** page. Additionally, if <u>all</u> of a student's learning aims share the same withdrawal reason, then the **Reason** column is populated with this withdrawal reason. Otherwise, this column will remain blank.

> *NOTE: Clicking this button calculates the earliest Start Date and the latest Planned End Date by considering the student's Learning Aims. If the values displayed are not satisfactory, enter the values manually.*

1. Click the **Calculate Programmes of Study** button.
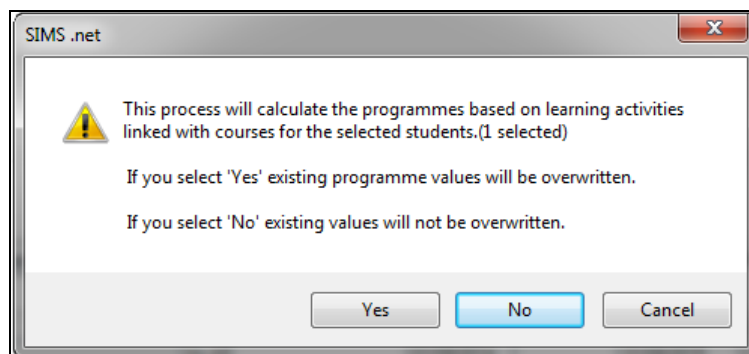
2. Click the **Yes** button to recalculate the figures in the **Programmes of Study** grid. Alternatively, if you want to retain the existing details, click the **No** button to abandon the process.

Removing a Programme of Study

It is possible to delete student(s) details from the **Programmes of Study** grid, if required. However, if a student has more than one row displayed, a row with the status of **Transferred** cannot be deleted.

1. Click the **Remove Programme** button.
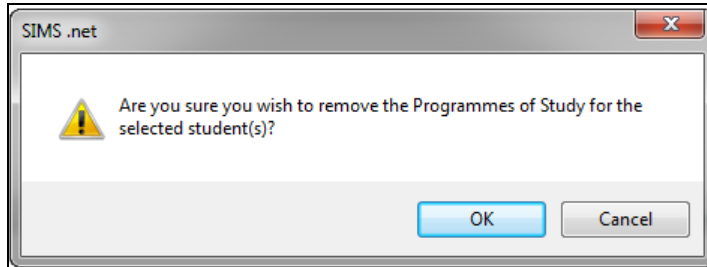
2. Click the **OK** button to remove the Programme of Study details for the selected student. Planned hours and any additional notes are retained against the student's record.

Transferring a Student to another Programme

It is possible to record a student's transfer from one Programme of Study to another part way through the academic year using the **Transfer Programme** button. A student can be enrolled on only one <u>active</u> Programme of Study at a time.

1. If you want to move a student to a different Programme of Study, highlight their name and click the **Transfer Programme** button to display the **Transfer Programme** dialog.

The **Existing Programme** of study is displayed for information.
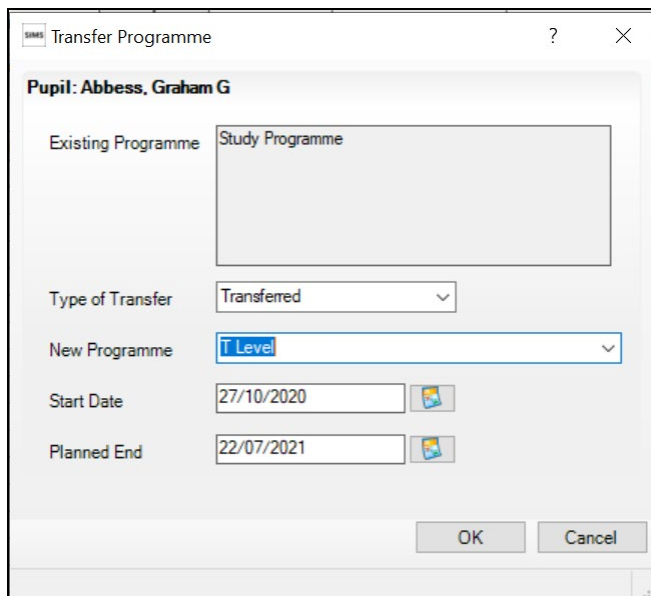
The **Type of Transfer** field is populated automatically.

- A **Planned End** date must be recorded before clicking the **OK** button. An additional row is created for the new Programme of Study for the selected student. The **End Date** for the original Programme of Study defaults to the day before the **Start Date** of the new programme. This can be changed by selecting an alternative date from the Calendar.
- Select an alternative course from the **New Programme** drop-down list.

2. Click the **OK** button.

   On the **Maintain Post-16 Programmes of Study** page, an additional row is displayed for the student's new Programme of Study, with the specified **Start Date** and the **Completion Status** of **Continuing**. The row detailing the student's original Programme of Study is marked as **Transferred** with an **End Date** that precedes the specified **Start Date** of the new course by one day.

   Details that have been changed but not yet saved are displayed in bold text. The action buttons are not available when a **Transferred** row is highlighted.

3. Click the **Save** button.

   Adding a Programme

   A second record can be added for a student who has completed a T Level Transition programme in 2021/22 and is starting the T Level programme in 2022/23 using the **Add Programme** button.

   The type of **Existing Programme** is displayed in the **Add Programme** dialog.

1. Select either Completed or Withdrawn from the **Status** drop-down list.
2. Specify the **Actual End Date** by selecting the date from the **Calendar**.
3. Select the **New Programme** from the drop-down list.
4. Specify the **Start Date** by selecting the date from the **Calendar**.

   > *NOTE: The **Actual End Date** of the old programme and the **Start Date** for the new programme cannot overlap. Only one programme can be studied at a time.*

5. Specify the **Planned End Date** by selecting the date from the **Calendar**.
6. Click the **OK** button.

More Information:
Understanding QANs (QNs) in England on page 3
Updating QANs (NIEFQANs) and Discount Codes for Course Manager on page 18
*Maintaining Course Classification Codes on page 21*
Maintaining Courses in England on page 25

Maintaining Post-16 Programmes of Study in Wales

This page displays all students included in the Post-16 PLASC Return and enables you to manage the courses being studied for each of these students. The calculations made on this page are <u>not</u> suitable for funding purposes and this page should be considered as an aid rather than as an exact representation of courses being studied. If the calculations appear to be incorrect, it is possible to change the figures manually.

1. Select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to display the **Maintain Post-16 Programmes of Study** page.

   The following graphic has been modified for display purposes so that all buttons and columns are visible.
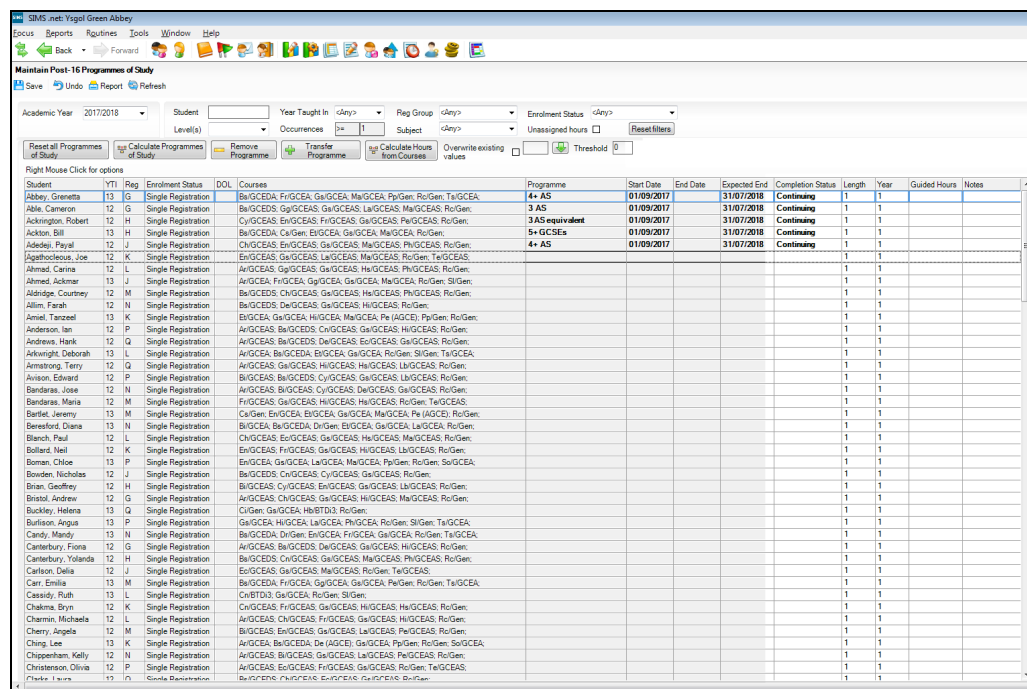
The **Academic Year** defaults to the previous academic year. The current, previous and next academic year definitions are available for selection. It is possible to calculate the Programmes of Study for the previous academic year.

2. Select a different year from the **Academic Year** drop-down list, if required.

   You can update the information displayed on the **Maintain Post-16 Programmes of Study** page to reflect the students and the courses they are taking at any time by clicking the **Refresh** button. Only students who are assigned to Post-16 courses are displayed.

3. Enter a student's name in the **Student** field to locate a specific student. All Post-16 students with a matching or partially matching name are displayed.

   Alternatively, select a **Level(s)** from the drop-down list. Only levels in use in your school are available for selection.

4. Select the **Year Taught In** (YTI) from the drop-down list. You can select **<Any>**, year **12** or year **13**.

The **Occurrences** counter defaults to **>=1** but you can select an alternative value from the drop-down list.

5. Select the **Reg Group** from the drop-down list.

6. Select the relevant **Subject** from the drop-down list, if required.

7. Select the **Enrolment Status** from the drop-down list. The default is set to **<Any>**.

8. You can also choose to display only those students with **Unassigned hours** by selecting the check box.

The **Reset Filters** button enables you to restore the default settings.

The students are listed with their Year Taught In (**YTI**), **Reg** group, **Enrolment Status**, Date of Leaving (**DOL**), if applicable, and an abbreviated list of the **Courses** they are studying.

Where programmes of study have already been specified for some students, the **Programme** column, the **Start Date**, **End Date**, **Expected End** date (July), the **Completion Status**, the **Length** and **Year** columns (only displayed from academic year 2017/2018, and a default value of **1 -** zero is <u>not</u> valid), the total of **Guided Hours** and an additional column to add any relevant **Notes**.

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*NOTE: The **Completion Status** of **Withdrawn** should <u>not</u> be used to indicate that a student has left and enrolled with another provider.*

The **Guided Hours** column benefits from hover help, which displays an amalgamation of the hours entered in the **Tuition Hours** field on the **Maintain Course** page for each course being taken by the selected student.
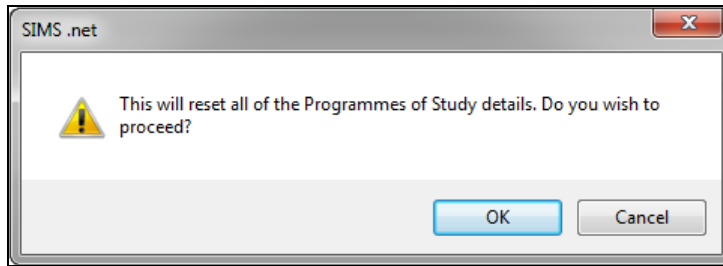
You can also access an individual's **Student Details** page, their **Student Courses** page or **Select All** the students by right-clicking anywhere on the **Maintain Post-16 Programmes of Study** page and selecting the required option from the pop-up menu.

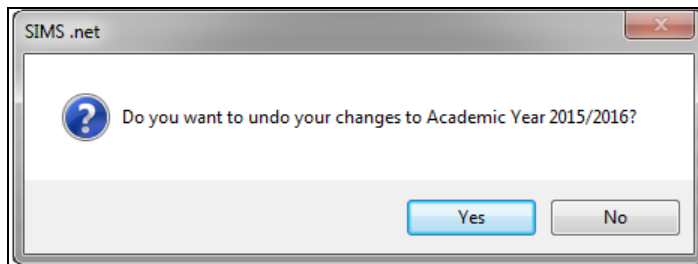| Student	YTI	Reg	Enrolment Status	DOL
Abbey, Jimmy	12	G	Single Registration	
Abbot, Claire	13	H	Single Registration	
Abbot, James	13	G	Single Registration	31/08/2014
Abbot, Susan	12	L	Single Registration	
Ackroyd, Mary	13	H	Student Details	4
Addison, Millie	13	J	Student Courses	4
Ainsworth, Zoe	12	N	Select All <Ctrl-A>	
Allen, Megan	13	J	Single Registration	

Resetting all Programmes of Study

Existing calculations for a selected academic year can be reset before recalculating them (based on the latest course information) by clicking the **Calculate Programmes of Study** button. Columns can be blanked for an individual student or for multiple students by right-clicking in the **Programmes of Study** grid and selecting **Select All**.

1. Click the **Reset all Programmes of Study** button.

2. Click the **OK** button.

   The previously calculated details are removed from all the columns in the **Programmes of Study** grid.

3. Click the **Undo** button, if required. The following graphic is for representation purposes only.

4. If you want to revert to the previously calculated details, click the **Yes** button. Alternatively, click the **No** button to reset the calculations for all Programmes of Study.

   *NOTE: Clicking the **Reset all Programmes of Study** button does <u>not</u> calculate the cohort again.*

   The mapping table provided by the Welsh Government is used to populate the **Programme** column. Course memberships with the status of **Transferred** or **Withdrawn** are not included but the Learning Activity Reference on the reference date of 31/07/201n is considered.

   Calculating the Programmes of Study

   It is possible to recalculate the details displayed in the columns of the **Programmes of Study** grid after clicking the **Reset all Programmes of Study** button. Columns can be recalculated for an individual student or for multiple students, and only for those students who have not been withdrawn from or transferred to a different programme of study, by right-clicking in the **Programmes of Study** grid and selecting **Select All**. Since the 2018/2019 academic year, the calculations are based on the QWAD information, <u>not</u> the Learning Activity references.

   NOTE: Clicking this button provides a 'best estimate' calculation based on the mappings provided by the Welsh Government, not a definitive calculation. If the values displayed are not satisfactory, manually enter the values that you require.

1. Click the **Calculate Programmes of Study** button.
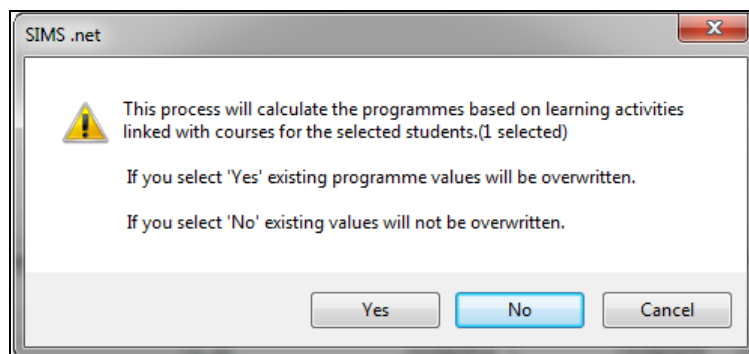
2. Click the **Yes** button to recalculate the figures in the **Programmes of Study** grid. Alternatively, if you want to retain the existing details, click the **No** button to abandon the process.

    Removing a Programme of Study

    It is possible to delete student(s) details from the **Programmes of Study** grid, if required. However, if a student has more than one row displayed, a row with the status of **Transferred** cannot be deleted.

1. Click the **Remove Programme** button.
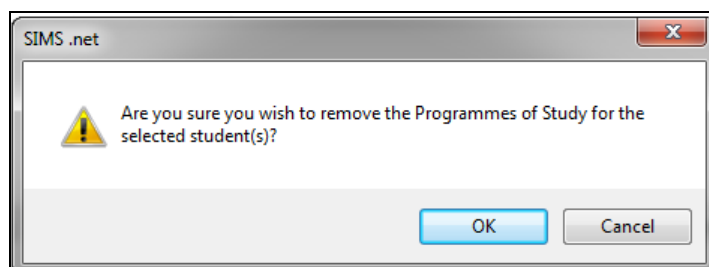
2. Click the **OK** button to remove the Programme of Study details for the selected student.

   **Transferring a Student to another Programme**

    A student can be enrolled on only one <u>active</u> Programme of Study at a time.

1. If you want to move a student to a different Programme of Study, highlight their name and click the **Transfer Programme** button to display the **Transfer Programme** dialog.

The **Existing Programme** of study is displayed for information.
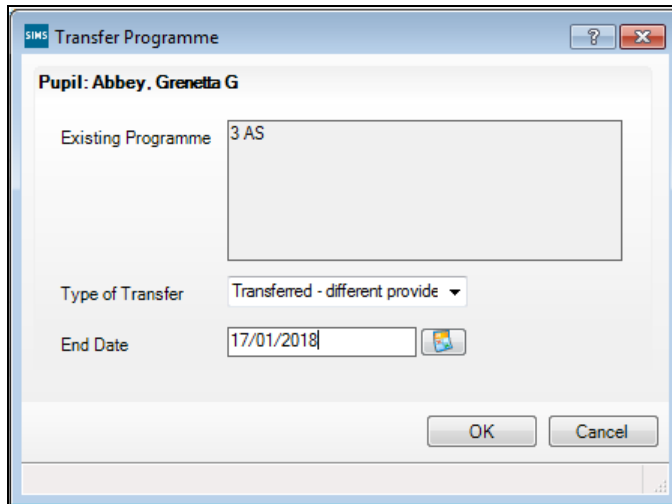
2. Select an alternative programme from the **Type of Transfer** drop-down list.

   ▪ If **Transferred - different provider** is selected, an **End Date** must be recorded before clicking the **OK** button. A new Programme of Study is <u>not</u> created for the selected student. The **End Date** defaults to the last day of the currently selected academic year (July) but this can be changed by selecting an alternative date from the Calendar.

   ▪ If **Transferred - same provider** is selected, select an alternative course from the **New Programme** drop-down list.
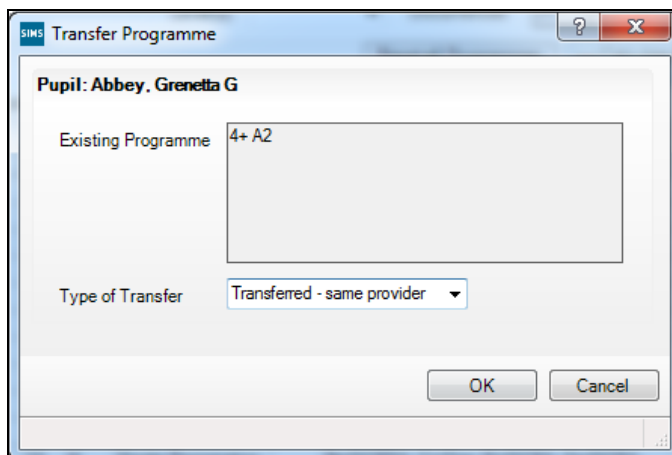
3. Click the **OK** button.

   On the **Maintain Post-16 Programmes of Study** page, an additional row is displayed for the student's new Programme of Study, with the specified **Start Date** and the **Completion Status** of **Continuing**. The row detailing the student's original Programme of Study is marked as **Transferred** with an **End Date** that precedes the specified **Start Date** of the new course by one day.

   Details that have been changed but not yet saved are displayed in bold text. The action buttons are not available when a **Transferred** row is highlighted.

4. Click the **Save** button.

Calculating Hours from Courses

A total of guided hours can be calculated for individual students for the programmes of study being studied during the selected academic year, and only for those students who have not been withdrawn from or transferred to a different programme of study.

1. Highlight the required student(s) or right-click and **Select All** before clicking the **Calculate Hours from Courses** button to determine how many **Guided Hours** are required for each student.
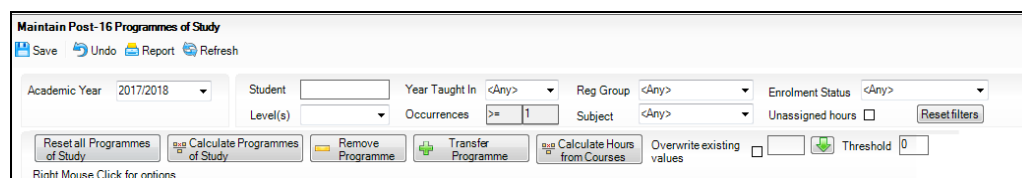
The calculation is based on the **Tuition Hours** assigned to each course being studied by the selected students via **Tools | Academic Management | Course Manager | Maintain Course**.

If you have selected the **Overwrite existing values** check box before clicking the **Calculate Hours from Courses** button, the following warning message is displayed.
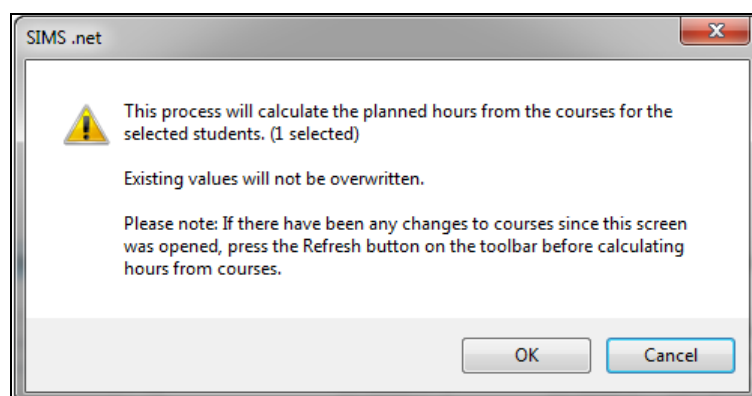
2. Click the **OK** button to begin the calculation process.

   The **Guided Hours** column is populated for the selected student(s).

3. Click the **Save** button.

Overwriting Existing Values

It is possible to assign a value of **Guided Hours** to a single student by highlighting their name in the list. To highlight all the students in the list, right-click and **Select All** before overwriting existing values.

1. Enter a total of hours in the box adjacent to the **Overwrite existing values** check box, select the check box and then click the green down arrow.

The following warning message is displayed.
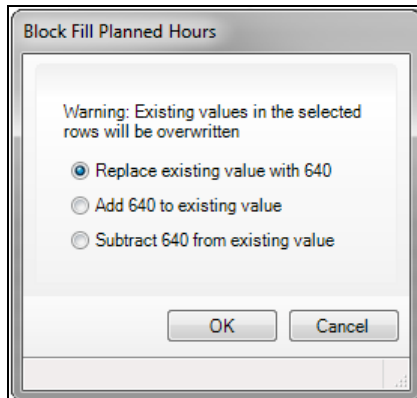
2. Select the appropriate radio button and click the **OK** button.

The **Guided Hours** column is populated in accordance with the option selected.

Click the **Report** button to print the **Maintain Post-16 Programmes of Study** page in HTML format, if required. It is also possible to include **Programme of Study** fields in any **Student** focussed reports that you design in SIMS, as well as other fields relating to **Courses**, including **Length** and **Year**.
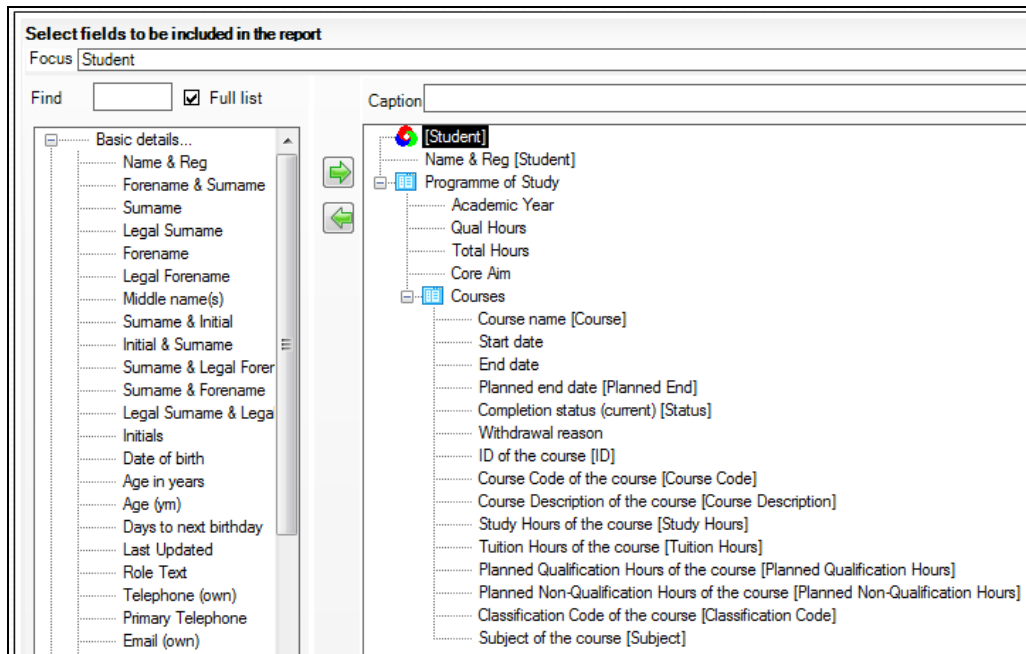
More Information:
Maintaining Course Classification Codes on page *21*
Maintaining Courses in Wales on page *26*
Understanding QWADs in Wales on page *4*
Updating QWADs in Welsh Schools on page *17*
Welsh Schools Only - Calculating Programmes of Study using QWADs on page *97*

Running the Update All Course Memberships Routine

Before running this routine, you must consider the following ramifications:

- student memberships have been protected, where applicable
- the **Auto Update Membership** check box has been selected in the **Basic** panel of the **Course Details** page for each individual course, where applicable.

This routine takes **Course Duration** and **Course Tolerances** into account. For students who are studying in Year Taught In Yr 10 or 12 on a two-year course, their membership of the course is created by running Update Course Memberships. However, in their first year of the course (academic year 2020/2021), the Planned End Date will be set to 31/07/2022 by default because the **Class End Date** for the second year of the course is not known at the time that the course membership is created. The **Actual End Date** is displayed with the same date as the future **Planned End Date**.

In the second year of the course, e.g. when students are in Yr 11 or 13 in the academic Year 2021/2022, after running Update Course Memberships, the **Planned End Date** and the **Actual End Date** now display the future class end date.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
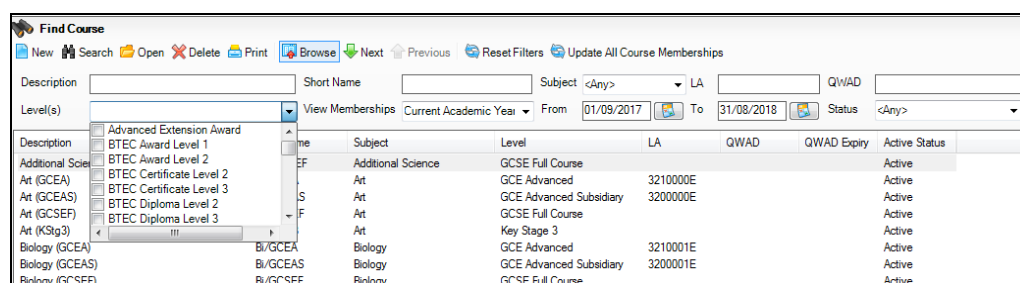
2. Click the **Update All Course Memberships** button.

   A warning message is displayed, advising that this process can take a long time.

   Alternatively, select **Tools | Academic Management | Course Manager | Update Course Memberships** to run the routine.

   The **Academic Year** in which the memberships will be updated, is displayed at the top of the dialog. If you want to change the academic year before continuing, click the **No** button and then select **Tools | Academic Management | Set Academic Year**.
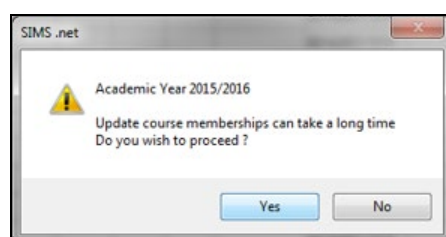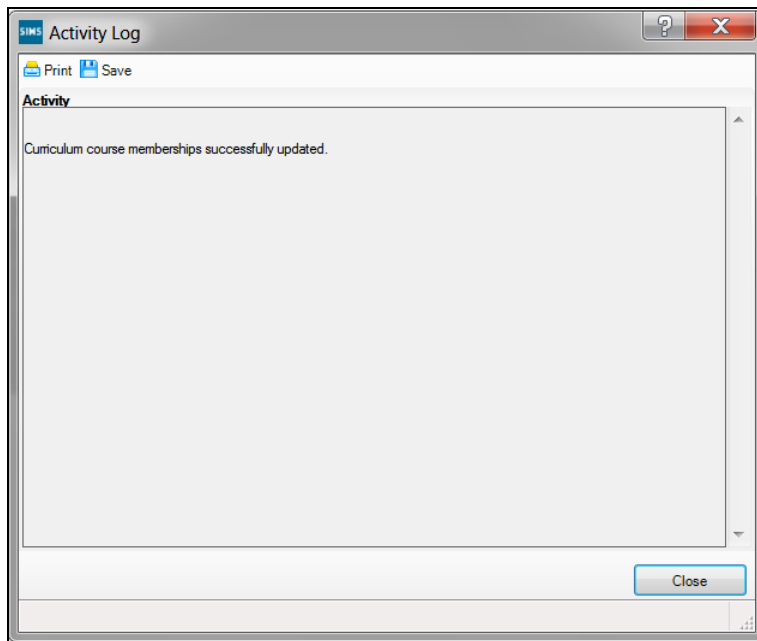
3. Click the **Yes** button if you want to proceed.
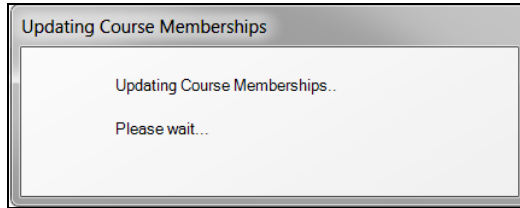
When the **Update All Course Memberships** routine has finished, the **Activity Log** is displayed.

4. If the curriculum course memberships have been updated successfully, click the **Close** button.
5. If any errors have been identified, click the **Print** button on the **Activity Log** so that you have a record of the errors you must investigate.

Viewing a Student's Course Memberships from the Pupil/Student Details page

Course memberships for the currently selected student can be viewed by clicking the **Courses** hyperlink in the **Links** panel on the right-hand side of the **Student Details** page to display the **Student Courses** page.

1. Select **Focus | Student | Courses** to display the **Find Student** browser.
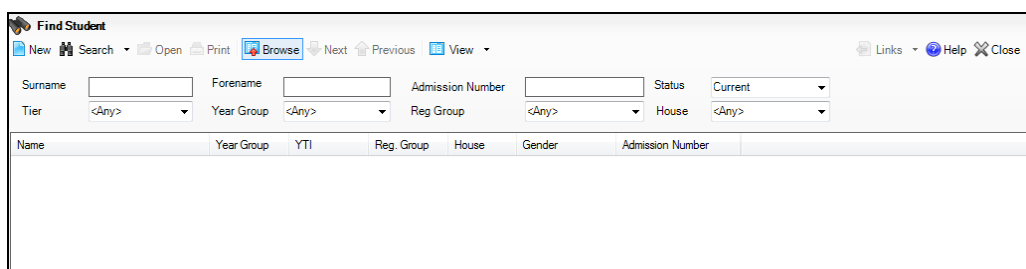
2. Enter the relevant search criteria to locate the student whose course memberships you want to view.

3. Highlight the required student and click the **Courses** hyperlink to display their **Student Courses** page.

It is possible to change the student courses displayed by selecting an alternative to the default of **Current Academic Year**. The options include:

- **Current Course Memberships**

- **Previous Academic Year** and

- **Custom**. Where **Custom** is selected, additional date fields enable you to specify an exact date range within the **Current Academic Year** only. Click the **Calendar** buttons in the **From** and **To** fields to specify the date range required. Click the **Refresh** button to update the student courses displayed in line with the dates specified.

The tree structure is expanded and displays all courses for which the selected student is a member. The first node displays the selected student's name. The second node displays the short name of the course, the course description and the start and end date. The third node displays the **QAN/QWAD/Discount Code** for the course. The **Result** for any completed course is also displayed on the third node, together with a status of **Transferred** (for schools in England only), **Retake** or **Withdrawn**. For schools in England, it is also possible to record a **Withdrawal Reason**, where applicable.

4. Click the **Report** button to display the **Student Courses Report** for the selected student. This report lists the **Course Name**, **Course Description** and **Start Date** and **End Date** for all courses with which the student is associated during the selected date range.

Student Courses Report - Abbot Susan			
Course Name	Course Description	Start Date	End Date
Bi/GCEAS	Biology (GCEAS)	03/09/2014	22/07/2015
	50027781/1010 WJEC Level 3 Advanced Subsidiary GCE in Biology QAN 100		
	A Result		
	SC Science School Census Activity 100		
Cs/Gen	Com'lty Service (Gen)	03/09/2014	22/07/2015
	OT Other School Census Activity 100		
Gs/GCEAS	General St (GCEAS)	03/09/2014	22/07/2015
	GS General Studies School Census Activity 100		
La/GCEAS	Law (GCEAS)	03/09/2014	22/07/2015
	50023240/4770 AQA Level 3 Advanced Subsidiary GCE in Law QAN 100		
	A Result		
	OT Other School Census Activity 100		

You can also click a course name in the **Student Courses** page to view the **Course Details** page. This enables you to view all the details of the course together with the student memberships that were associated with the course during the selected date range.

Setting a Core Learning Aim for a Course

It is possible to specify which course of study is deemed to be the Core Learning Aim for each student. It is not required for students following academic programmes. Only one course of study per pupil/student can be flagged as a Core Learning Aim per academic year. If the pupil/student is enrolled on a two year course of study, you must flag the second year of study as a Core Learning Aim when the academic year changes.

1. Highlight the second node of the tree structure to select the short name of the course, together with the course description and the start and end date.

2. Right-click to display the pop-up menu and select **Set Core Learning Aim**. Alternatively, after highlighting the required course details, click the **Set Core Aim** button.
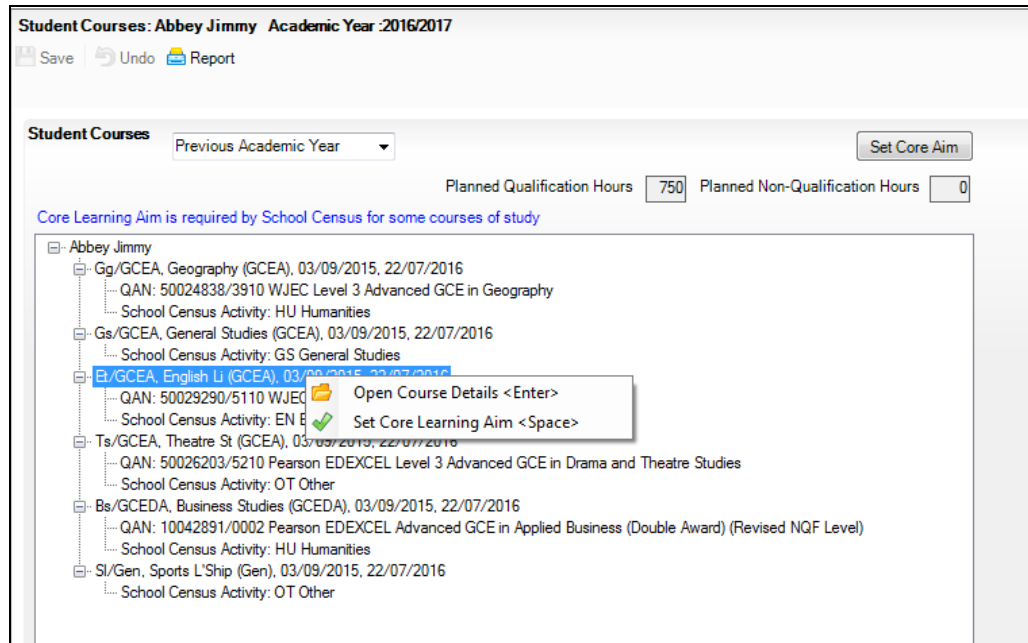
The course details are appended with the words **(Core Learning Aim)**.

If you want to remove the **(Core Learning Aim)** flag from a course of study, highlight the course details, right-click and select **Unset Core Learning Aim** from the pop-up menu.
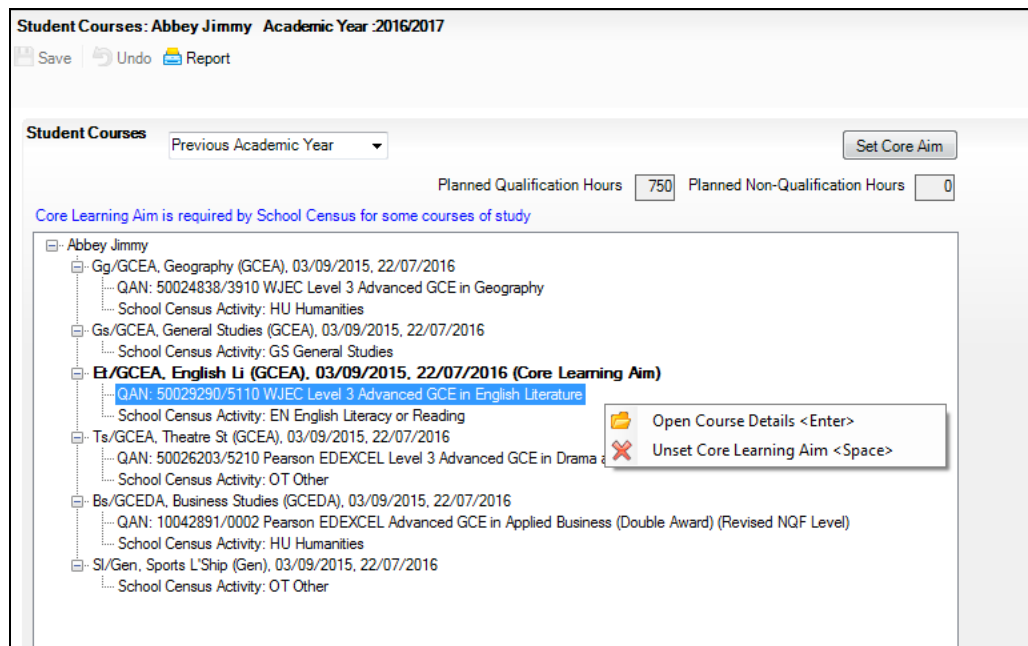
Alternatively, highlight the details of an alternative course of study and click the **Set Core Aim** button. This action removes the **(Core Learning Aim)** flag from the original course of study and flags the newly selected course as the **(Core Learning Aim)**.

Running the Reconcile with Exam Results Report

You can verify the consistency of Learning Aims information with Exam Results by running this report.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

2. Click the drop-down arrow adjacent to the **Reconciliation Reports** button and select **Reconcile with Exam Results** to display the **Reconcile Learning Aims & Exam Results** dialog.
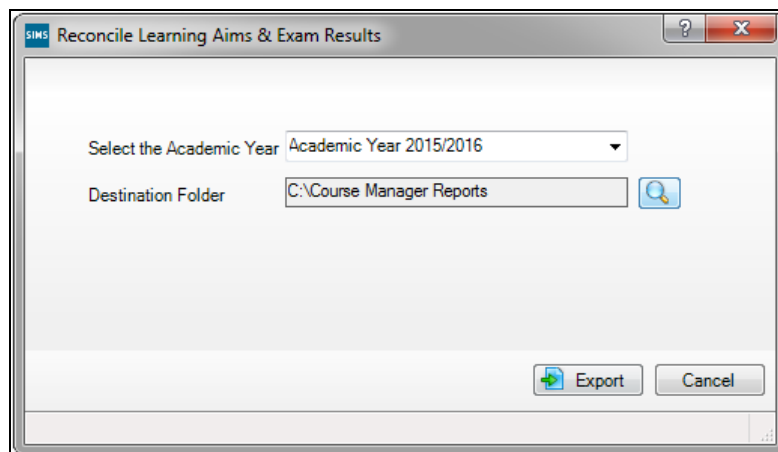
3. **Select the Academic Year** by clicking the drop-down arrow and selecting from the list displayed.

4. If you have already specified a **Destination Folder** when running the **Reconcile with Exam Entries Report**, this destination is automatically supplied. If you want to change the destination, click the **Browser** button adjacent to the **Destination Folder** field to display the **Browse For Folder** dialog.
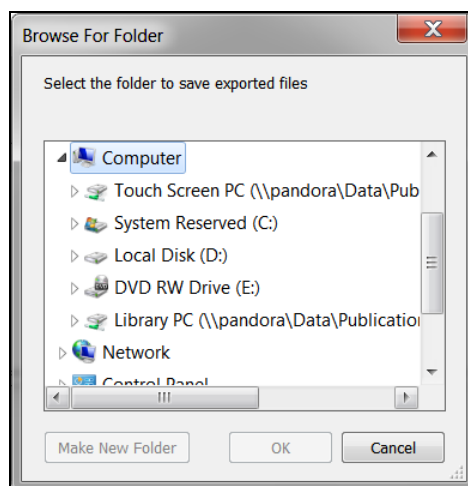
5. Navigate to the required storage location for the report output.

6. Click the **Export** button to create the report output.
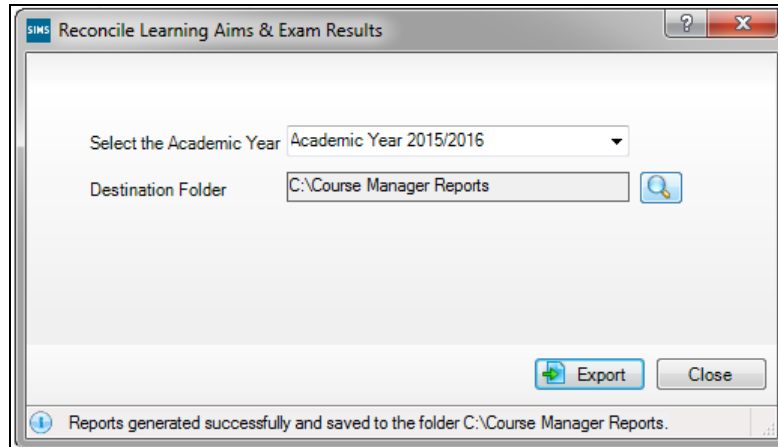
When the reports have generated successfully, a message is displayed at the bottom of the **Reconcile Learning Aims & Exam Results** dialog.

7. Click the **Close** button.

8. Navigate to the specified storage location, highlight the required report output and double-click to open the report output in Microsoft Excel.

|	A	B	C	D	E	F	G	H	I	J	K	L
1	UPN	Surname	Forename	NC_Year	Enrolment	Course	Course_QAN	Course_Disc	CQAN_Expir	CQAN_Descrip	Completion_Status	
2	L8204321(	Adams	Owen	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
3	Q8204321	Briscoe	Benjamin	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
4	D8204321(	Cruwys	Dafydd	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
5	A8204321(	Halliday	Mitzi	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
6	C8204321(	Hylton	Julie	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
7	Z8204321(	Morey	Dominic	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
8	U8204321	Osman	Kieren	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
9	C8204321(	Rimbault	Kai	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
10	U8204321	Smith	Melanie	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
11	X8204321(	Stephansc	Morgan	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
12	W8204321	Tashiwa-F	Lucine	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Continuing	
13	F8204321(	Walsh	Erin	13	On Roll	Art (GCEA)	50025880	3510	31/08/2015	EDEXCEL Level	Withdrawn	

Running the Reconcile with Exam Entries Report

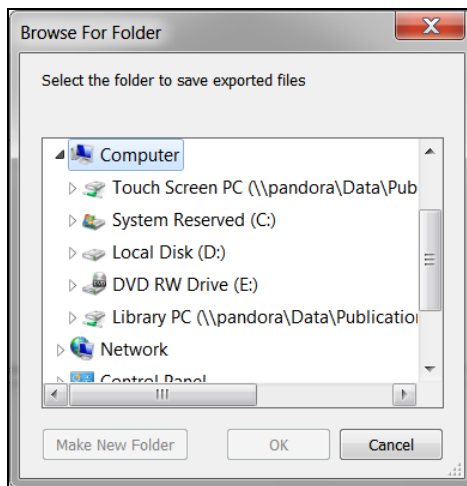You can verify the consistency of Learning Aims information with Exam Entries by running this report.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

2. Click the drop-down arrow adjacent to the **Reconciliation Reports** button and select **Reconcile with Exam Entries** to display the **Reconcile Learning Aims & Exam Entries** dialog.
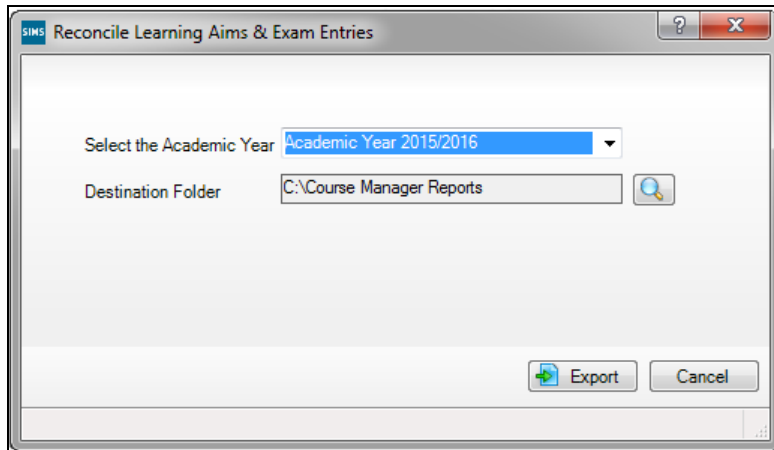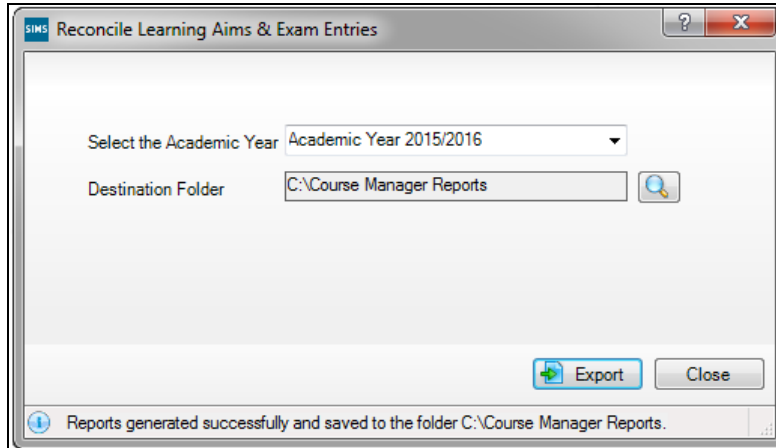

3. Select the **Academic Year** by clicking the drop-down arrow and selecting from the list displayed.

4. Click the **Browser** button adjacent to the **Destination Folder** field to display the **Browse For Folder** dialog.

5. Navigate to the required storage location for the report output.

6. Click the **Export** button to create the report output.

When the reports have generated successfully, a message is displayed at the bottom of the **Reconcile Learning Aims & Exam Entries** dialog.

7. Click the **Close** button.

8. Navigate to the specified storage location, highlight the required report output and double-click to open the report output in Microsoft Excel.

Running the Student Courses Report

This report provides information relating to student memberships of a course based on the course status.

1. Select **Tools | Academic Management | Course Manager | Student Courses Report** to display the **Student Courses Report** page.

The following report criteria can be selected:

- The **Year Taught In** (YTI) field defaults to **<Any>** but you can select a specific year from the drop-down list, if required.
- Select the relevant **Reg. Group** from the drop-down list.
- Select the required **Enrolment Status** from the drop-down list. This enables you to report on **Current** students or on **Leavers** only.
- If you want to view the details of a specific student, enter their name in the **Name** field.
- You can determine whether you want to group the printed report output by **Student**, **Reg. Group** or **None** by selecting the appropriate options from the **Grouping** and **Paging** drop-down lists.
- Select the relevant **Date Range** from the drop-down list. Selecting the **Custom** option activates the **From** and **To** date fields.
- Select the **Course Status** from the drop-down list. The options are **<Any>**, **Completed**, **Continuing**, **Future**, **Transferred** or **Withdrawn**.

2. When you have specified the required search criteria, click the **Search** button to populate the **Student Courses Report**.
3. Highlight the required student(s) and click the **Report** button to generate the report output.

Starting Next Year's Timetable Early

If you start next year's curriculum early in your school, this will have an impact on class and course memberships. If this year's student scheme memberships finish at the end of the Summer term, they need to be terminated at the date that the new timetable begins. This should be done to prevent old, as well as new students from appearing in class lists.

Schemes exist for the whole academic year, even if classes and student class memberships within the scheme have end dates before the end of the academic year, unless it was anticipated during the Summer term that schemes would finish earlier. If it was not anticipated that the previous timetable would finish early and existing memberships need to be adjusted, this should be done before making the new assignments.

Where you want to show students as being in next year's classes, i.e. Year 12 students in Year 13 classes, you should consider the following:

- Class and course memberships for the previous year should finish on the correct date.
- The curriculum plan and timetable should be transferred from Nova for the next academic year.
- Students should be assigned to classes and courses for June/July.

If an early commencement of the next year's timetable results in an early start to courses, the affected courses should be recorded as such in Course Manager. This ensures that the Learning Aims are collected accurately in the School Census.

If extra-curricular activities are created, these can be defined with a Level identifier of 'Other'. This ensures that they are not collected in the School Census.

05| Preparing for the Census Return

Census Check List

The following activities must be completed before you begin to create the School Census Return:

- Upgrade to the latest version of SIMS.

- Set the required course durations, continuity and completion tolerances by specifying the Course Manager Settings.

- Ensure that the date range for exam awards that are associated with current courses is correct and that only one award is active at any one time.

- Process any Post 16 Leavers and calculate Planned Hours for current pupil/students in the previous and current academic years.

- Ensure that the Learning Aims status is correct for Leavers and use the Bulk Update Courses routine to amend the status where necessary.

- Create the timetable and assign the correct levels to all courses.

- Check that the courses created in Course Manager are present in the new academic year timetable.

- Amend existing courses and add all new required courses through the Maintain Course process.

- Assign student memberships for the new Year 12 and 13 classes.

- Import basedata into Examinations Organiser.

- Import the latest QWS QAN and QWAD catalogues.

- Link all new courses to the appropriate Exam Awards, QWS QAN and QWADs.

- Import the Exam Results from the Awarding Bodies into Examinations Organiser.

- Verify the Learning Aims and Results ready for the School Census.

- Enter Non-EDI Exams information into Examinations Organiser and link to a course.

- Import the latest version of the Performance Measures file (Wales only).

Running the Bulk Update Courses Routine - Remove August or September End Dates

If schools have inadvertently set the end date for classes to a date in August or September, this date becomes the membership planned end date for courses. This can result in some courses being excluded from the funding calculations. To prevent this becoming an annual problem that requires manual intervention, it is possible to run the **Remove August or September End Dates Bulk Update** routine, which changes the dates to 31 July.

Select **Tools | Academic Management | Course Manager | Bulk Update Courses** to display the **Bulk Update Course End Dates** page. This page is separated into two different routines:

- **Remove August or September End Dates**
- **Use Completion Tolerance to Reset Status**

Both of these routines enable you to retrospectively correct historical data that may have been defined incorrectly.
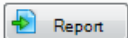
Before running the **Bulk Update** routine, it is suggested that you click the **Report** button. This displays an html report detailing the classes that will be corrected and the changes that will be made.

Running the **Remove August or September End Dates** routine performs the following actions within the parameters of **If Start Date is before August and Planned End Date is in August or September**:

- **Set Planned End Date to 31st July**
- **If Actual End Date exists, set to 31st July**
- **Adjusts class and end dates in line**
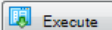- **If a Status exists, remove it**
- **Reports on the changes made**.
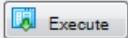
Click the **Execute** button to run the routine and update the classes.

Running the Bulk Update Courses Routine - Using Completion Tolerance to Reset Status

Before running the **Bulk Update** routine, it is suggested that you click the **Report** button. This displays an html report detailing the changes that will be made.

Running the **Use Completion Tolerance to Reset Status** routine performs the following actions:

- **Set Planned End Date to Actual End Date**
- **Adjusts class end dates in line**
- **If a Status exists, remove it**
- **Reports on the changes made**.

Click the **Execute** button to run the routine and update the status for classes.

06| Appendix

List of Levels

In the following table, the **Code** is the abbreviation used in Course Manager, which Nova-T also uses to assign levels to classes.

NQF indicates the corresponding level in the National Qualifications Framework notation.

Legacy indicates the value used in recent versions of Nova-T, and **NI Legacy** indicates the value in the Northern Ireland version of Nova-T.

> **IMPORTANT NOTE:** *It is imperative that Levels are assigned to classes correctly. When manually creating a course, the use of 'Other' as a Level identifier should be kept to an absolute minimum.*

Description	Code	NQF	Legacy	NI Legacy
Advanced Extension Award	AEA	3	AEA	AEA
Asset Advanced	ATAdv	3		
Asset Breakthrough	ATBrk	0		
Asset Intermediate	ATInt	2		
Asset Mastery	ATMas			
Asset Preliminary	ATPre	1		
Asset Proficiency	ATPro			
BTECH Tech Award Level 1	BTA1			
BTECH Tech Award Level 1/2	BTA12			
BTEC Award Level 1	BTAW1			
BTEC Award Level 2	BTAW2			
BTEC Award Level 3	BTAW3			

Description	Code	NQF	Legacy	NI Legacy
BTEC Certificate Level 1	BTCe1	1		
BTEC Certificate Level 2	BTCe2	2		
BTEC Certificate Level 3	BTCe3	3		
BTEC Diploma Level 1	BTDi1	1		
BTEC Diploma Level 2	BTDi2	2		
BTEC Diploma Level 3	BTDi3	3		
BTEC Extended Certificate Level 2	BTXe2			
BTEC Extended Diploma Level 3	BTXD3			
BTEC Subsidiary Diploma Level 3	BTSd3			
iGCSE Full Course	CIEG			
DiDA Award	DAAw	1-2		
DiDA Certificate	DACe	1-2		
DiDA Diploma	DADi	1-2	DIDA	
Diploma Foundation	DplL1			
Diploma Higher	DplL2			
Diploma Advanced	DplL3			
Diploma Progression	DplLP			
Entry Level	EL	0	EL	EL
Foundation Certificate in Secondary Education	FCSE			
FSMQ Advanced	FSMQA	3	FSMQ	
FSMQ Foundation	FSMQF	1		
FSMQ Intermediate	FSMQI	2		
Functional Skills	FSkl			
GCE Advanced Subsidiary Revised	GCAS1			
GCE Advanced Two Year Course	GCE2Y			
GCE A Double Award	GCEDA	3		

Description	Code	NQF	Legacy	NI Legacy
GCE Advanced	GCEA	3	AGCE	GCEA2
GCE Advanced Subsidiary	GCEAS	3	ASGCE	GCEAS
GCE ASB Double Award	GCEDS	3		
GCSE Double Award	GCSED	1-2		
GCSE Full Course	GCSEF			
GCSE Short Course	GCSES			
GCSE 9-1 Short Course	GCSNS			
GCSE 9-1 Full Course	GCSNF			
GCSE 9-1 Double Course	GCSND			
General	Gen		Null	NONAC
International Baccalaureate	IB	3		
International Baccalaureate Diploma Program Higher Level	IBDPH			
International Baccalaureate Diploma Program Standard Level	IBDPS			
International Baccalaureate Middle Years Program	IBMYP			
International Baccalaureate Primary Years Program	IBPYP			
IMIAL L1 Award	IMAw1			
IMIAL L1 Certificate	IMCe1			
IMIAL L1 Diploma	IMDi1			
IMIAL L2 Diploma	IMDi2			
Key Skills Level 1	KSkl1	1		
Key Skills Level 2	KSkl2	2		
Key Skills Level 3	KSkl3	3		
Key Stage 1	KStg1	N/A	STG1	
Key Stage 2	KStg2	N/A	STG2	
Key Stage 3	KStg3	N/A	STG3	KSTG3

Description	Code	NQF	Legacy	NI Legacy
Level 1/2 Certificate	L12C			
NQF Entry	NQFO	0		
NQF Level 1	NQF1			
NQF Level 2	NQF2			
NQF Level 3	NQF3			
OCR Nationals Award Level 1	ONAw1			
OCR Nationals Award Level 2	ONAw2			
OCR Nationals Certificate Level 1	ONCe1			
OCR Nationals Certificate Level 2	ONCe2			
OCR Nationals Certificate Level 3	ONCe3			
OCR Nationals Extended Diploma Level 3	ONED3			
OCR Nationals Diploma Level 3	ONDi3			
OCR Nationals First Award Level 1	ONFA1			
OCR Nationals First Certificate	ONNFCe			
Other	Other		OTHER	
Project Level 1	PjL1			
Project Level 2	PjL2			
Pearson Technical Level 3	PTLe3			
Extended Project	PjExt			
Diploma PL Foundation	PLL1			
Diploma PL Higher	PLL2			
Diploma PL Advanced	PLL3			
VRQ Level 2	VRQL2			
VRQ Level 3	VRQL3			
VTCT L2 Certificate	VTCe2			
VTCT L2 Diploma	VTDi2			

Description	Code	NQF	Legacy	NI Legacy
WBQ Advanced	WBQA	3		
WBQ Foundation	WBQF			
WBQ Foundation Level 2	WBQF2			
WBQ Intermediate	WBQI			
WBQ National	WBQN			
WBQ National Level 2	WBQN2			
Year 12 Non Qualification Course	Y12NQ			
Year 13 Non Qualification Course	Y13NQ			

BTEC Short Course Levels

BTEC Levels require explanation. There are three 'widths', Award, Certificate and Diploma, and (for school purposes) three levels.

Name	Description
AWE	BTSC Entry Level Award
CEE	BTSC Entry Level Certificate
DIE	BTSC Entry Level Diploma
SA1	BTSC Level 1 Subsidiary Award
AW1	BTSC Level 1 Award
EA1	BTSC Level 1 Extended Award
SC1	BTSC Level 1 Subsidiary Certificate
CE1	BTSC Level 1 Certificate
EC1	BTSC Level 1 Extended Certificate
SD1	BTSC Level 1 Subsidiary Diploma
DI1	BTSC Level 1 Diploma
ED1	BTSC Level 1 Extended Diploma
SA2	BTSC Level 2 Subsidiary Award
EA2	BTSC Level 2 Extended Award
EC2	BTSC Level 2 Extended Certificate

Name	Description
SD2	BTSC Level 2 Subsidiary Diploma
ED2	BTSC Level 2 Extended Diploma
AW2	BTSC Level 2 Award
SC2	BTSC Level 2 Subsidiary Certificate
CE2	BTSC Level 2 Certificate
SD2	BTSC Level 2 Subsidiary Diploma
DI2	BTSC Level 2 Diploma
AW3	BTSC Level 3 Award
EA3	BTSC Level 3 Extended Award
SC3	BTSC Level 3 Subsidiary Certificate
CE3	BTSC Level 3 Certificate
EC3	BTSC Level 3 Extended Certificate
SD3	BTSC Level 3 Subsidiary Diploma
DI3	BTSC Level 3 Diploma
ED3	BTSC Level 3 Extended Diploma
SA3	BTSC Level 3 Subsidiary Award

Cambridge National and Technical Levels

Cambridge National Levels

- Level 1/2 Award
- Level 1/2 Certificate
- Level 1/2 Diploma.

Cambridge Technical Levels

- Level 2 Certificate
- Level 2 Extended Certificate
- Level 2 Diploma
- Level 3 Certificate
- Level 3 Introductory Diploma
- Level 3 Subsidiary Diploma
- Level 3 Diploma
- Level 3 Extended Diploma.

Splitting AQA Basedata to Separate Certification Elements into Individual Awards

It may be necessary to link additional Awards to courses where the Basedata Award contains more than one certification element. This is most likely to occur with the AQA Basedata structure.

Before proceeding, the following prerequisites must have been carried out:

- In Examinations Organiser, ensure that you are viewing details for the correct Season by selecting **Tools | School Setup | Seasons**.

- You must also ensure that you have downloaded and imported the up-to-date Basedata for the appropriate Season before continuing.

The graphics in the following instructions are for illustration purposes only.

1. Select **Focus | Basedata** to display the **Basedata for (Season)** dialog.
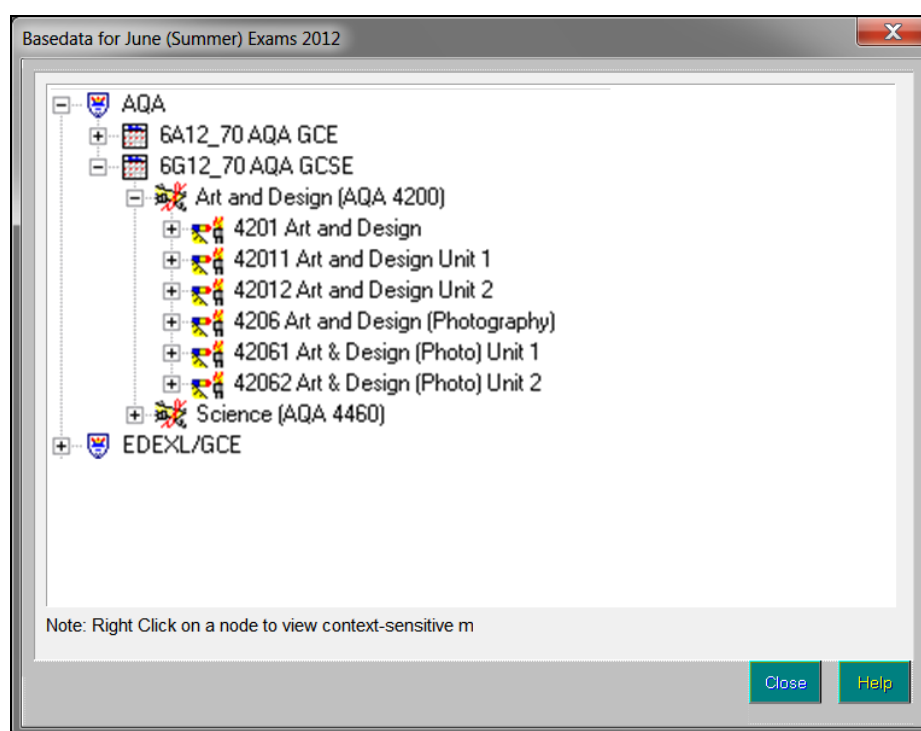
In this example, the certificate for 4201 Art and Design (with units) and 4206 Art and Design Photography (with units), needs to be separated from the Art and Design main award 4200.

2. Expand the **AQA** node, right-click the **GCSE** node and select **Add a New Award** from the pop-up menu.
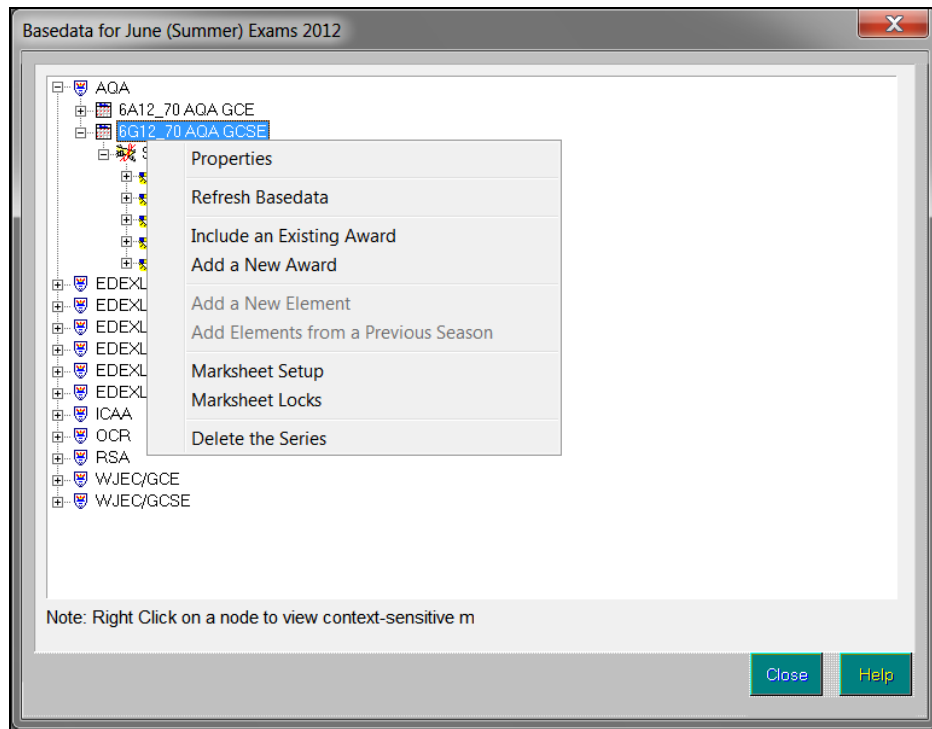
3. In the **Create New Award** dialog, enter the **Internal Title** and the **Description**.

4. Click the **Browser** button adjacent to the **Qualification** field and select **General Certificate of Secondary Education** from the drop-down list.

5. Click the **Save** button to return to the **Basedata for (Season)** dialog.

The new Award is now visible in the Basedata structure.

The Award now needs to be linked to the relevant Certification Elements.

6. Right-click the new Award in the Basedata structure.
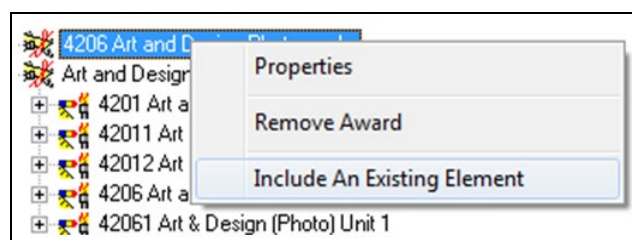
7. Select **Include an Existing Element** to display the **Include Elements in Award** dialog.
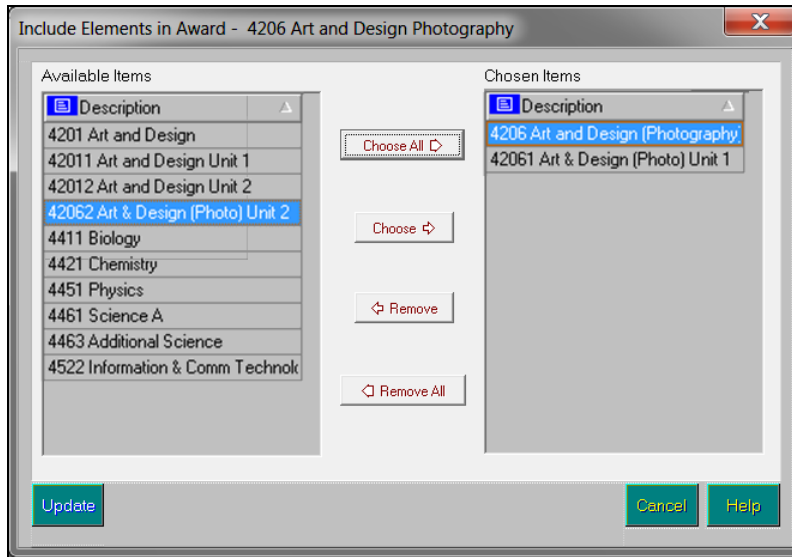
8. Select the applicable **Available Items** and click the **Choose** button to copy them into the **Chosen Items** panel.
9. Click the **Update** button to add the certification and unit elements to the new Award in the Basedata structure.
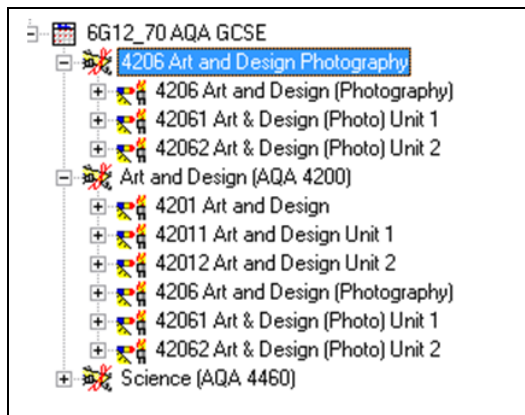
You need to remove the old elements from the Award.

10. Right-click the element name and select **Detach Element From Award**.
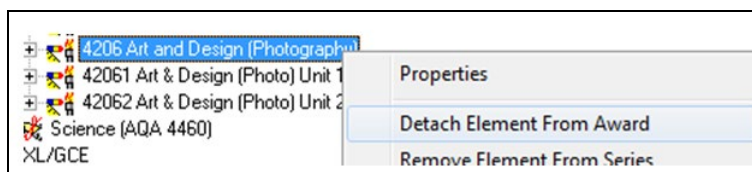
A confirmation message is displayed.
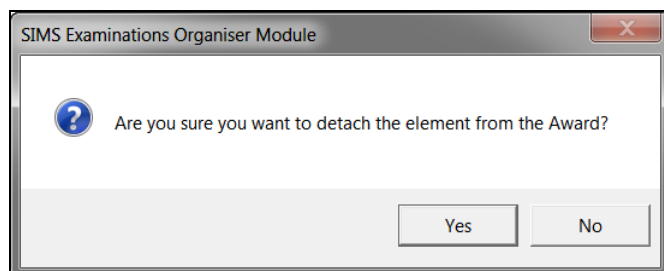
11. Click the **Yes** button to proceed.

    Repeat this process for any other Awards that need to be separated from Certification Elements.

Welsh Schools Only - Calculating Programmes of Study using QWADs

To ease the transition from the use of Learning Activity references to QWADs from 2018 onwards, the following flow charts have been included for reference.

Rules for Calculating A2 Levels
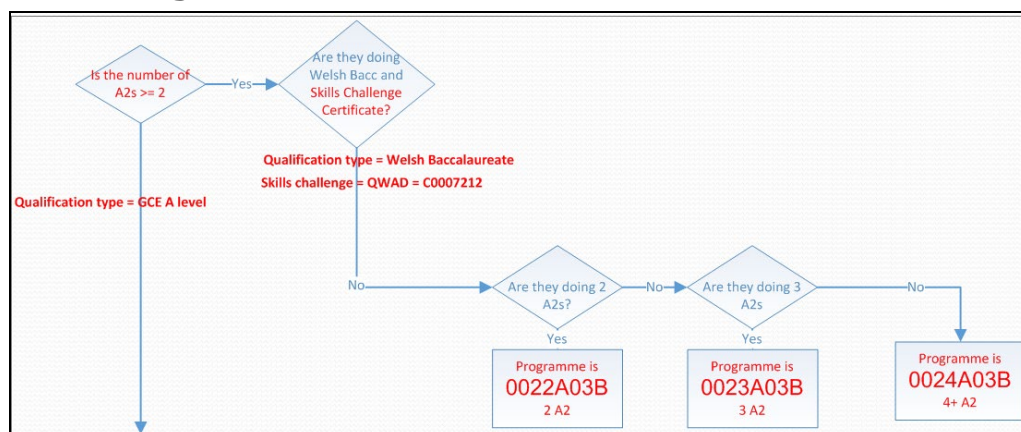
Rules for Calculating AS Levels
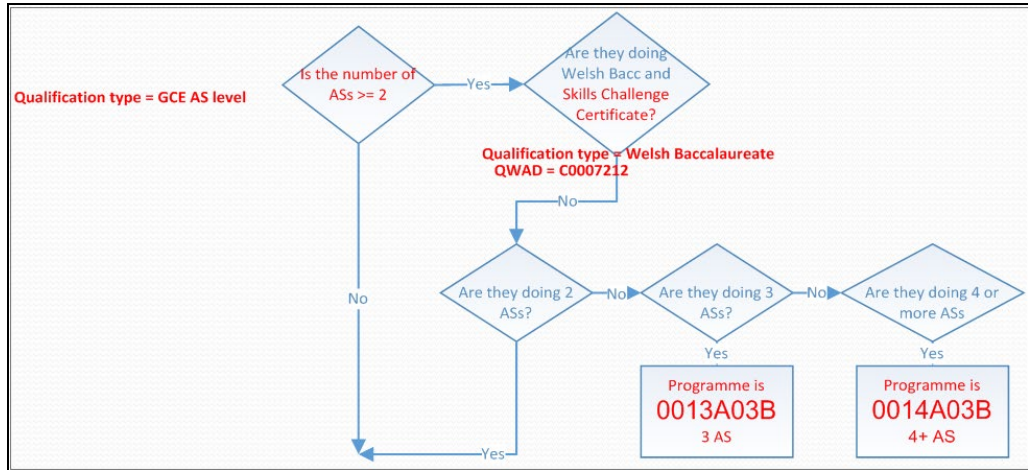
Rules for Calculating GCSEs
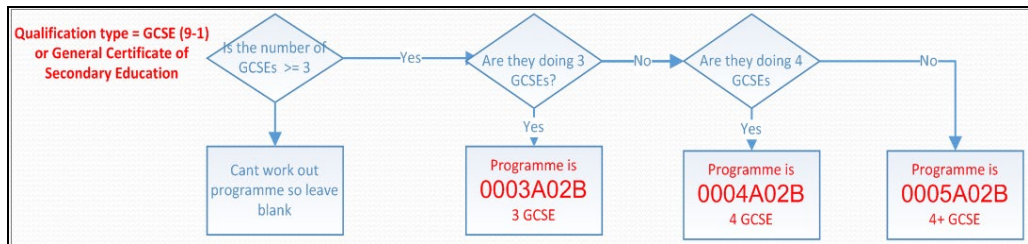
Rules for Calculating Welsh Baccalaureate

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