

SIMS

helping
schools
inspire



Course Manager and Post-16 Learning Activities

Course Code – CMWPLA-1-05

Version 8.0

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Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

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Course Manager and Post-16 Learning Activities

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Introduction

For schools in Wales it is very important that Course Manager for the academic year 2016/17 is as accurate as possible. There will be substantial benefits when the 2017 return is run if student course membership has been accurately maintained. If the underlying data is correct there should be little need for manual adjustments to the return.

For the Welsh autumn return the following fundamental building blocks need to be in place. Students should be enrolled on courses. Those courses should have appropriate DELLS codes attached. The start and end dates should be accurate and, where a student has not completed a course, their record should clearly indicate this with a status of Withdrawn or Transferred.

Course Objectives

By the end of the course you will be able to:

- understand when a course is created
- manage the student memberships of courses
- understand the relationship between Course Manager and other areas of SIMS
- manage the link between examination awards and courses of study
- manage the Post-16 learning activities processes
- complete the Post-16 autumn return in Wales.

Overview

This course explores how the Course Manager functionality of SIMS links areas such as Nova-T, Academic Management and Examinations Organiser, including procedures for supporting the maintenance of Post-16 learning activities.

Course Requirements

This course is aimed at academic administrators, examination officers and staff responsible for the Post-16 learning activities return.

An understanding of the curriculum structures and procedures used in the school and knowledge of the school's curriculum policy would be helpful. An understanding of the operation of Nova-T, Examinations Organiser and basedata structure would be useful but is not essential.

Schools may wish to send two delegates incorporating different areas of responsibility within the school.

01

Courses

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Chapter Introduction

Course Manager is an integral part of SIMS and draws together functionality from several different areas. The fundamental questions answered in this chapter are, what is a course and how is it created?

What is a Course?

A course is made up of a subject being studied at a particular level and could more appropriately be thought of as the learning activity or qualification a student is working towards.

A course acts to group together all the students pursuing the same learning activity.

For example, in years 10 and 11 there are likely to be several different maths classes all studying maths GCSE. It is essential that teachers have the facility to see their individual classes to register lesson attendance or enter assessment information. However, in other circumstances it may be useful to consider all the students studying towards a maths GCSE as one whole group.

As well as the specifics of the subject, level and membership, courses in SIMS can hold information on:

- course duration
- DELLS classifications
- links to exam basedata
- course supervisors
- class links.

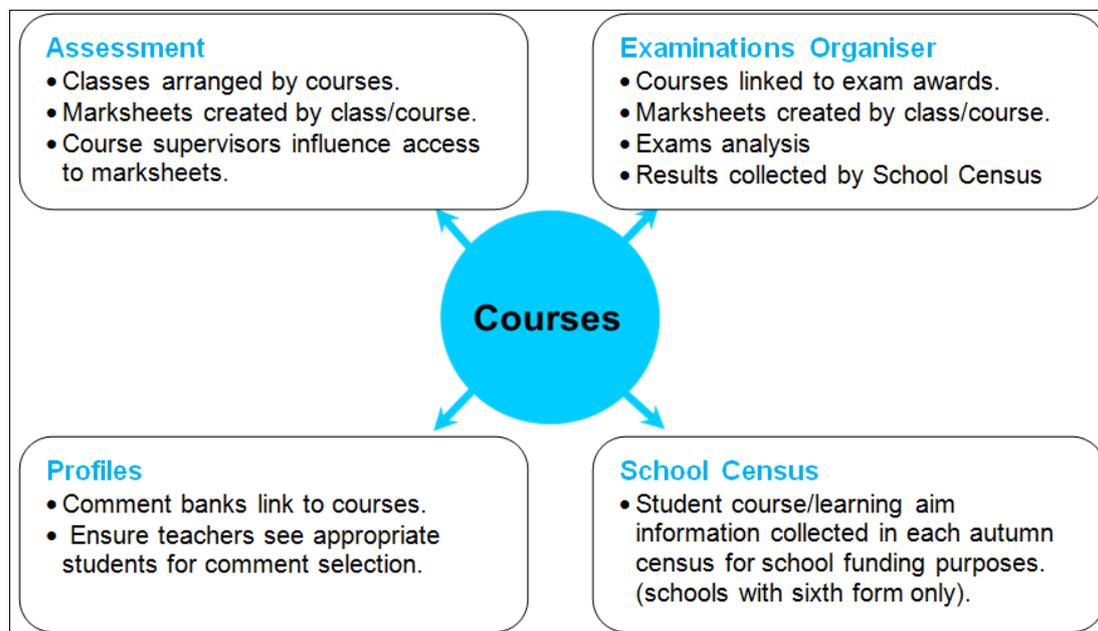
Where are Courses in SIMS?

All courses are maintained in the course management area of SIMS, accessed via the menu route **Tools | Academic Management | Maintain Course**.

What Use is Made of Courses?

The successful creation and management of courses in SIMS ensures that accurate data is available to users of other SIMS areas, for example, the creation of exams marksheets by award. If the course has been created accurately and attached to an appropriate exam award the marksheets created automatically contain all the required students.

The following diagram shows the impact courses have on some areas of SIMS:



How are Courses Created?

Courses can be created in two different ways:

- automatically from Nova-T (timetable software).

The person responsible for the timetable creates classes using Nova-T. Before the class information can be sent into SIMS for the allocation of students, an exam level should be assigned to each class.

The software examines the subject and exam level combinations of each class in the timetable, ensures that appropriate courses exist in SIMS and links the appropriate classes to the appropriate courses.

- manually within SIMS.

Courses can be added manually directly into SIMS within Course Manager.

What is the Benefit of Course Manager?

Nova-T only enables exam levels to be allocated at class level and not individual student level. In most circumstances this is appropriate and courses will be updated or created appropriately.

Course Manager is designed to enable greater flexibility and control over the courses that have been automatically created and enables staff members to create their own.

Some potential scenarios where courses may need to be manipulated or created are:

- A single class preparing some or all of its members for multiple learning activities, for example, GCSE English classes delivering language and literature as separate examinations.
- A single class preparing its members for multiple learning activities, such as a class for a subject which contains candidates for single or dual certification.
- A twilight class for which no formal timetabled classes exist.
- A student pursuing a learning activity where no class exists, for example, a native speaker of a foreign language where some minimal exam preparation is required.
- A student in a class for some other reason than the intention to achieve the learning activity associated with it.

Who Needs to be Involved in the Course Process?

Due to the nature of the information managed within Course Manager and its potential impact on school funding and performance indicators, such as success rates, it is imperative that there is effective communication between several key people.

It is important that each organisation understands who carries out each task and that clear processes are in place. Job titles and roles within secondary schools can vary widely. The following table is not prescriptive but a guide to the roles and responsibilities involved in the overall process of courses.

Task	Roles
Clear information available to the exam officer regarding which exam awards students are working towards across the curriculum. This is to ensure that the exam officer has the information needed to download appropriate basedata.	Head of department, curriculum deputy head and exam officer.
Accurate allocation of exam levels to classes in the timetable before the transfer to SIMS.	Timetabler, curriculum deputy head and exam officer.
Accurate management of basedata and linking of certification awards to courses.	Exam officer, academic manager and data manager/SIMS manager.
Ensuring that all courses required are available in SIMS Course Manager.	Curriculum deputy head, exam officer, academic manager and SIMS manager/data manager.
Allocation of students to academic classes and on-going changes to class membership.	Academic manager and data manager/SIMS manager.
Management of course memberships/exceptions.	Academic manager and data manager/SIMS manager.
Creation and checking of the autumn school census.	Curriculum deputy head and data manager/SIMS manager.

02

A Course in SIMS

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Chapter Introduction

Before looking in more detail at how courses are created and the choices to consider in creating them, it might help to look at the different elements included in a course.

This chapter gives a broad overview of the panels present and the information they contain. The functionality relating to specific panels will be given later in the course, where necessary.

Course Screen Overview

A course is accessed in SIMS via **Tools | Academic Management | Course Manager | Maintain Course** and is made up of seven panels.

Step by Step – Exploring a Course

1. Log in to SIMS.
2. Select **Tools | Academic Management | Course Manager | Maintain Course** to open Course Manager.
3. Click **Search** to display the list of courses.
4. Double-click a course in the list to open the course.
5. Observe the following panels are present; an overview is given below.

Tab 1: Duration and Tolerance

The default settings from the Course Manager will be displayed. These settings can be changed for individual courses, if required. Flagging a course as a two year course will now automatically adjust the planned end to an appropriate value when compared with the start date.

The screenshot shows the 'Course Details: Bi/GCEA' interface. At the top, there are navigation tabs: '1 Duration and Tolerance', '2 Basic', '3 Examination', '4 Classification', '5 Supervisors', '6 Classes', and '7 Memberships and Results'. Below the tabs, there are 'Save', 'Undo', and 'Print' buttons. The '1 Duration and Tolerance' panel is active, showing a date range 'From 01/09/2017 To 31/08/2018' and a 'Refresh' button. The settings are as follows:

Normal Duration	One Year
Continuity Tolerance	Two Weeks
Completion Tolerance	Two Months

Tab 2: Basic

This panel holds basic name and code information related to the course and settings related to automated updates. It also holds information on the current learning activity code along with a free text panel which enables the recording of any relevant information.

2 Basic

Subject	<input type="text" value="Biology"/>	Notes	
Level	<input type="text" value="GCE Advanced"/>		
Short Name	<input type="text" value="Bi/GCEA"/>		
Description	<input type="text" value="Biology (GCEA)"/>		
Active Status	<input type="text" value="Active"/>		
Current LA Code	<input type="text" value="3210001E"/>		
Auto Update Class Links	<input checked="" type="checkbox"/>		
Auto Update Membership	<input checked="" type="checkbox"/>		
Tuition Hours	<input type="text" value="150"/>		
Study Hours	<input type="text" value="300"/>		
Minutes per Cycle	<input type="text"/>		

Tab 3: Examination

This panel is also a new addition. Previously the link between a course and an exam was made in Examinations Organiser but now this is completed within Course Manager. The link is still visible via Examinations Organiser but is read-only. Panel **3: Examination** ignores the date filter for the course.

Schools should link each course to an appropriate award in Examinations Organiser. Once the exam award is linked any appropriate certification elements are displayed in the certification elements panel. Only one exam award can be active at any one time. The exam board AO QAN is displayed along with any certification elements.

3 Examination

From

Awards

Award	Board	Qualification	Award Code	From	To	Reason
▶ BIOLOGY	WJEC/...	General Certificate of Educati...	3071	01/09/2011		
BIOLOGY	EDEX...	General Certificate of Educati...	9BI01	01/09/2009	31/08/2011	

Certification Elements Click the row to view the Element Details

Season	Board	Award Code	Entry Code	Internal Title	From	To	AO QAN/Disc
▶ June (Summer) Ex...	WJEC...	3071	307101	Biology A Cash-in	01/05/2016	30/06/2016	50024759/1010
June (Summer) Ex...	WJEC...	3071	307101	Biology A Cash-in	01/05/2015	21/06/2015	50024759/1010
June (Summer) Ex...	WJEC...	3071	307101	Biology A Cash-in	01/05/2014	27/06/2014	50024759/1010
June (Summer) Ex...	WJEC...	3071	307101	Biology A Cash-in	01/05/2013	30/06/2013	50024759/1010
June (Summer) Ex...	WJEC...	3071	307101	Biology A Cash-in	01/05/2012	30/06/2012	50024759/1010

Clicking a certification element will display further details, an example of this is shown in the graphic below.

The screenshot shows a form titled "Element Details" with a close button (X) in the top left. The form contains the following fields:

- Award: BIOLOGY
- Board: Welsh Joint Education Committee (GCE)
- Internal Title: Biology A Cash-in
- External Title: BIOLOGY A CASH-IN
- Description: (empty)
- QCA Code: 1010 QAN 50024759
- Entry Code: 307101 Process: Entry
- Fees: 0.00 Item: Certification
- Result Type: B Both

Tab 4: Classification

This panel enables staff to link the appropriate code.

Codeset	Code	Description	QAN Subject	QAN Expiry	From	To	Reason
▶ QAN	60147064/3510	AQA Level 3 Advance..	Art and Design	31/08/2021			

Tab 5: Supervisors

This panel enables course supervisors to be added. Course supervisors can have wider access to assessment marksheets than class teachers.

The screenshot shows the "Course Details: Bi/GCEA" interface. At the top, there are navigation tabs: 1 Duration and Tolerance, 2 Basic, 3 Examination, 4 Classification, 5 Supervisors (selected), 6 Classes, and 7 Memberships and Results. Below the tabs, there is a date range selector: From 01/09/2016 To 31/08/2017. The "5 Supervisors" section contains the following text: "Course Manager Settings indicate that Class Supervisors should NOT be auto-update from chosen Course Supervisors". Below this is a table of supervisors:

Surname	Forename	Initials	Title	Main	Start Date	End Date	
▶ Abell	Anita		Course Co-ordinator	<input checked="" type="checkbox"/>	12/09/2016		New Delete

Tab 6: Classes

This panel will display any classes that have been linked by association from the timetable or manually.

Class	Staff	From	To
13A/Bi1 17/18	Mrs A Abell	01/09/2017	20/07/2018

New
Delete

Tab 7: Memberships and Results

This panel shows the student membership of the course by association of the class membership from the panel above or those which have been manually attached. The start date, end date and planned end dates are visible in addition to the result column and a column displaying the AO QAN when a result is present. There is also a column for the QWS QAN. These columns are not relevant for the Post-16 return in Wales.

Name	YTI	Reg	ULN	Class	Start	End	P End	Status	Reas.	Prote.	Result	AO..	QWS QAN/Disc	Retake
Beresford, Diana	12	N	1111132215	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Drummond, Tony	12	J	1111131944	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Glendel, Lee	12	L	1111131731	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Hartle, Alex	12	K	1111131588	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Hoburn, Gloria	12	L	1111131502	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Jameson, Kevin	12	Q	1111131413	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Knight, Roland	12	J	1111131308	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Peyton-Jones, Julia	12	L		13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Robson, Liz	12	H	1111130883	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Robson, Rhian	12	G	1111130875	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Sellmann, Billy	12	N	1111130808	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Taylor, Mark	12	K	1111130662	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Van der Keep, Freya	12	H	1111130603	13A/Bi1	01/09/2017	20/07/2018	20/07/2018							
Total : 14														

New
Delete
Exception

It is also possible to flag a course as a retake.

03

Exam Basedata

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Chapter Introduction

Before the actual process of course creation is explored, the maintenance of exam awards will be considered.

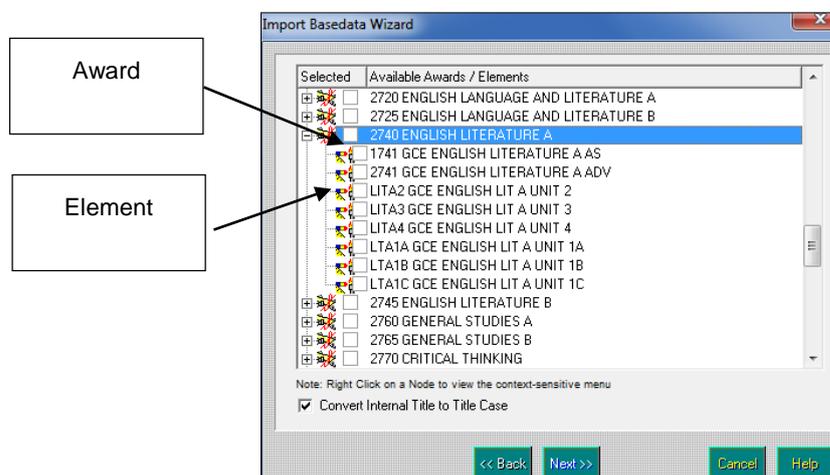
As the process of maintaining basedata is generally undertaken by the exam officer, a broad overview of the process is given in this chapter to support your understanding of the underlying components relevant to Course Manager. This chapter is not designed to equip you with the complete knowledge of how to restructure basedata, rather to support you in having a conversation with the specialist responsible for this process in your organisation. The important thing to note here is that the organisation of the basedata in Examinations Organiser has significant impact on the operation of Course Manager.

Basedata is a term that refers to files published by exam boards which contain details of the examinations they offer (syllabuses, options, components, dates and duration of exams, maximum marks and more).

From the basedata exam officers import the syllabuses and options that apply to the courses and exams the school is offering into SIMS Examinations Organiser. SIMS is then used to make exam entries (and any subsequent amendments), arrange exams seating plans, print candidate timetables and import results, all based on the information imported from the basedata.

Basedata

For the purposes of importing, basedata effectively has two levels; syllabuses and elements. This is how this information appears in Examinations Organiser when importing basedata (this example is based on WJEC GCE basedata):

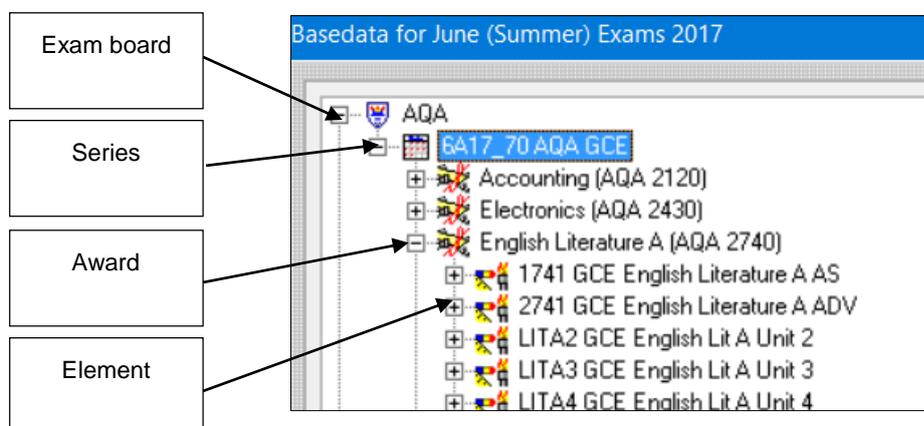


The syllabus is the top level (2740 English Literature A in the preceding example). This is a header record. Beneath this are listed elements (sometimes referred to as options). These represent the various options, registrations, units, modules and certifications for which a candidate may be entered.

The exam officer can decide to import any combination of elements, with or without the corresponding syllabus/header.

The individual components linked to the elements (timetabled papers or coursework) that candidates should complete are not displayed here; these are not relevant to the import process as they are automatically imported when the corresponding element is selected.

Once the required elements and syllabuses have been imported into Examinations Organiser, they can be viewed from **Focus | Basedata**. This is how the AQA GCE basedata shown above would appear if the 2740 syllabus and all corresponding elements were imported:



The basedata has a hierarchal structure consisting of five levels. Each exam season has a separate basedata structure. The preceding graphic relates to summer 2017 exams.

- The first level is the exam board, in this example, AQA.
- Under each board is one or more series, which groups together exams of the same level. In the preceding example there is one series: 6A17_70 AQA GCE
- Each series groups together one or more awards. This is the learning activity that candidates are working towards.
- Under each award are the elements.
- The final level of the basedata tree (not shown) is the components.

NOTE: The naming conventions in exams are logical if not immediately obvious: The series code 6A17_70 means that these are exams taken in June (the 6) that are GCE-level (the A) in 2017 (the 17) from AQA (each exam board has a unique two-digit identifier; AQA is code 70).

Awards

The purpose of the award in the basedata tree is to group elements into manageable and meaningful groups for use in Examinations Organiser; the award should represent a specific learning activity towards which candidates are working.

This implies a close link between the concept of a course and an exam award. Students follow courses with the intention of achieving a particular outcome; that outcome is represented in Examinations Organiser as an award, which in turn brings together the options, units, registrations or certification entries required to achieve that activity.

In SIMS, this link between award and course is more than simply implied; one of the functions of Course Manager is to match the courses defined in SIMS to the awards in Examinations Organiser.

Links	Example	Defined by
A student	Bethany Andrews	
Is a member of a class.	Is in class 13D/En1.	Academic Management
The class is linked to a course.	13D/En1 is linked to the English (GCEA) course.	Nova-T/Course Manager
The course is linked to an award.	The English (GCEA) course is linked to the English Literature A (AQA 2470) award.	Course Manager
The award is linked to elements.	English Literature A (AQA 2470) has these elements: Certification Unit 1 Unit 2 and so on.	Examinations Organiser
The elements are linked to components.	Unit 1: Paper, date/time Unit 2: and so on.	Defined by exam board basedata

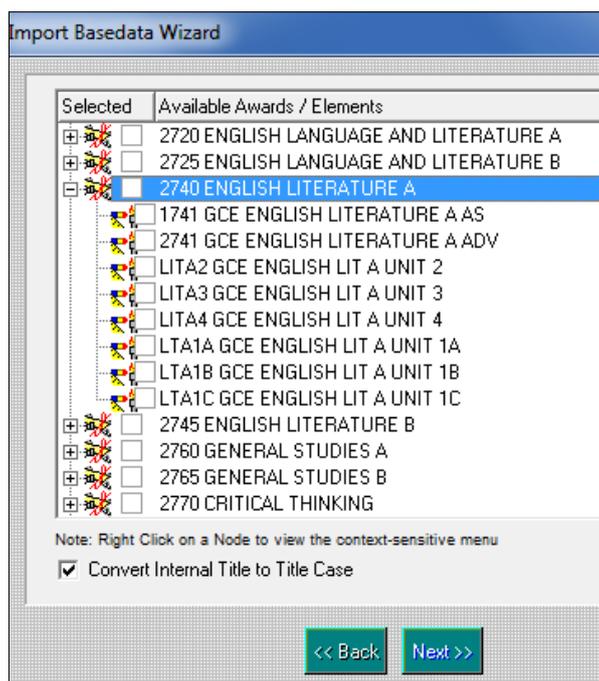
This connects individual students to elements in exams and by association can:

- Link exams entries to appropriate classes. For example, if an exam officer creates entry marksheets for AQA GCE entries, Examinations Organiser knows that an English Literature A (AQA 2470) marksheet should be created for 13D/En1.
- Link exams results to courses and classes (useful for analysis purposes and census returns).

Re-structuring Imported Basedata

Although at first it may seem that the term award corresponds to the term syllabus encountered when importing basedata, they are not the same thing. The way that basedata is organised by the boards in their import files often does not conform to the principle that elements should be grouped together by learning activity. Additionally, different boards tend to structure their basedata differently, leading to inconsistencies of approach unless the school restructures basedata to their own requirements.

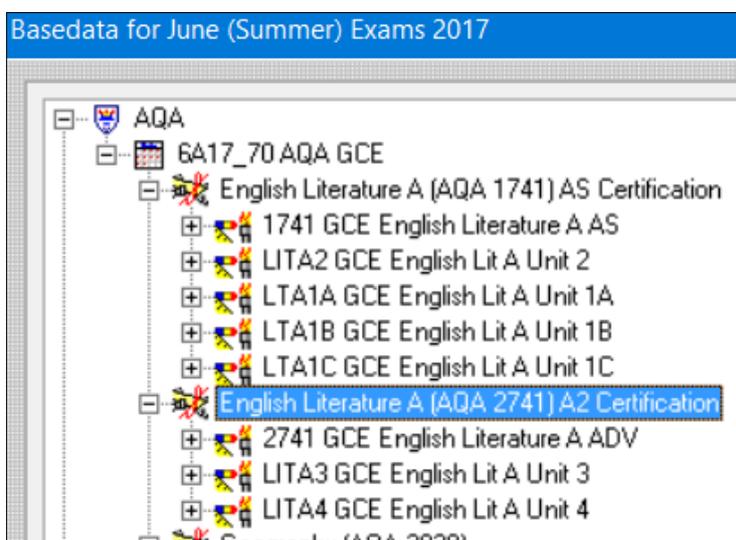
For example, looking at the AQA basedata:



The elements for both the English Literature AS and the A2 GCE qualifications have been linked to a single header in the board's basedata file and this is reflected in the structure of the basedata in Examinations Organiser.

This does not conform to the concept of award = learning activity, as the AS and A2 qualifications are distinct and separate (if related) outcomes, which, as a course is defined as a subject at a level, suggests two courses. As it stands, Course Manager could not link the two GCE English Literature courses to the corresponding exam elements. SIMS would not be able to differentiate between students currently working towards the AS qualification and the A2 qualification. The Examinations Officer should re-organise this structure so that each certification element has its own Award.

In the example below the Examinations Officer has created an AA level Award and linked the AS certification element and relevant units to that award. The A level Award can now be linked to the A level course and the new AS level Award linked to the AS course.



The WJEC has adopted a convention where each element has its own syllabus header (Award). For example, WJEC's June 2017 basedata contained the following

Four Geography units:

- 120101 GEOGRAPHY 1
- 120201 GEOGRAPHY 2
- 120301 GEOGRAPHY 3
- 120401 GEOGRAPHY 4

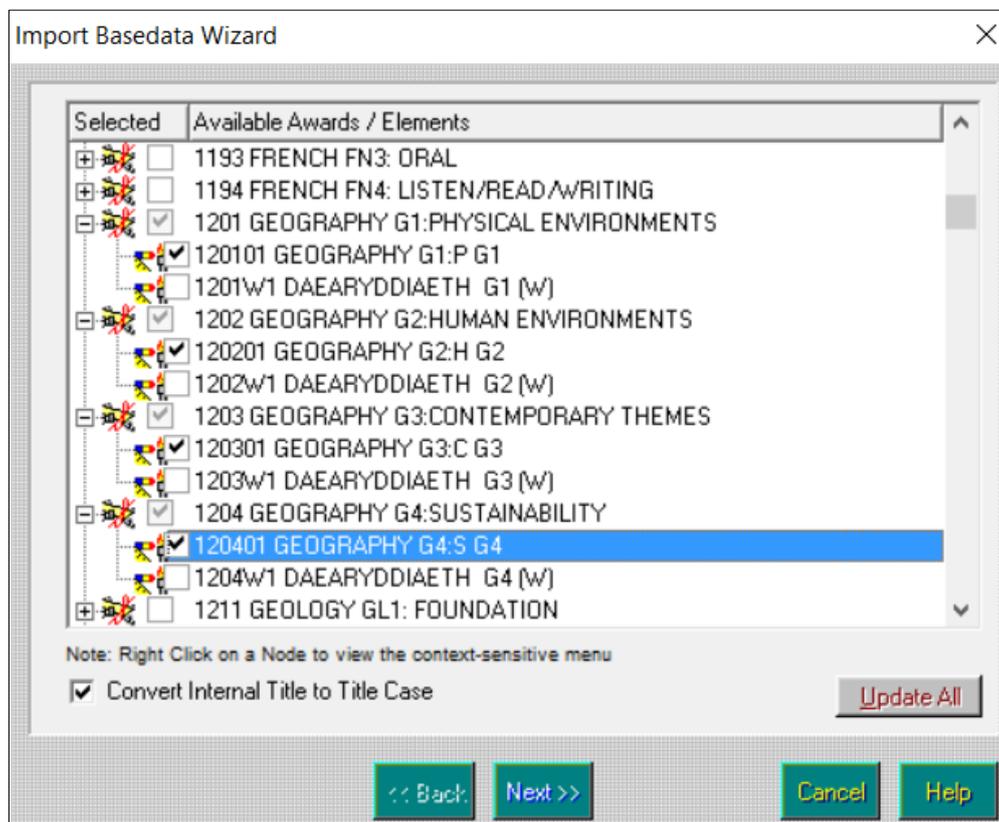
AS certification:

- a) 2201 GEOGRAPHY

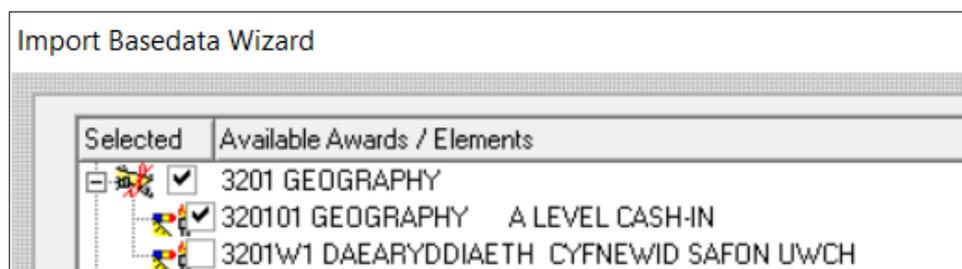
A level certification:

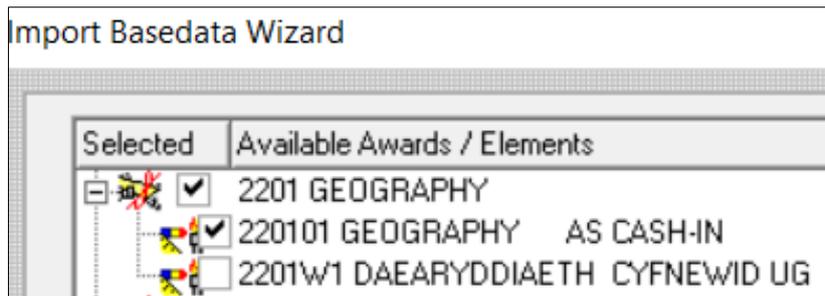
- b) 3201 GEOGRAPHY

WJEC's basedata was structured like this with basedata showing separate syllabus headers (Awards) for each unit.



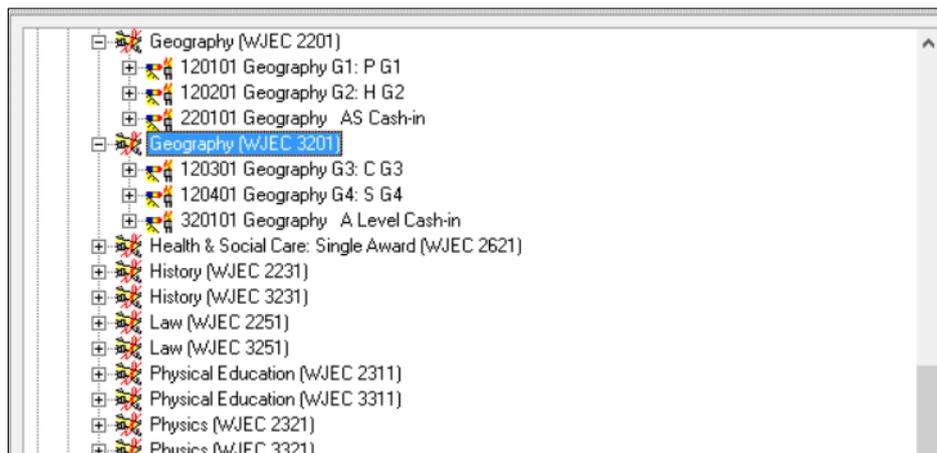
The two certification elements (AS and A2) were also organised under separate headings:





If this basedata was imported into Examinations Organiser in full or not restructured, then the basedata in Examinations Organiser would consist of six Geography awards, each with one child element:

However, a more logical arrangement would be to have two awards (AS and A2) with the required elements linked to them. Fortunately, once the basedata has been imported it is possible to re-structure it to ensure that the awards in the basedata represent the outcomes towards which students are working. In this case the basedata could be restructured to look like this:



NOTE: The same element can be attached to more than one award.

Well-structured basedata has benefits for the exam officer but is beyond the scope of this course. It is also important from a Course Manager perspective. It is advisable for everyone involved in the timetable, the administration of courses, the management of the census and structuring exams basedata to collaborate and co-ordinate each part of the process, with the aim of creating a one to one relationship between learning activities, courses and awards.

04

Course Creation

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Chapter Introduction

Now that exam awards are understood, the creation of courses is considered. As already discussed courses are created either automatically or manually. The automatic process is outlined within this chapter.

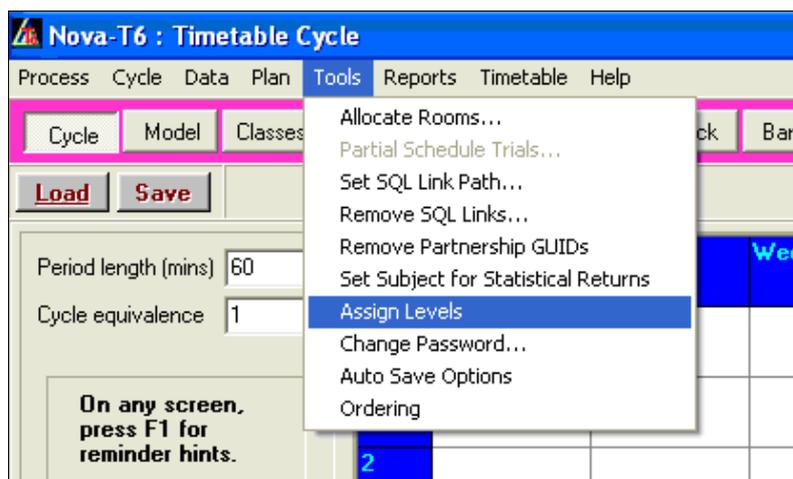
How are Courses Created – Automatically?

The automatic process of creating courses starts within Nova-T.

The timetabler creates classes and allocates an exam level to each class. When the classes are passed from Nova-T to SIMS via the Curriculum Matching Wizard, new courses may be created or classes added to existing courses.

The school is unable to send the timetable into SIMS unless all classes have been allocated a level. Due to the nature of the data collected from the creation of courses it is also imperative that accurate levels are allocated at this initial stage.

The route to assign levels in Nova-T is **Tools | Assign Levels**.



Step by Step – Examining and Assigning Levels to Classes in Nova-T

It is worth spending a moment to explore the levels assigned to the timetable in Nova-T.

1. Open Nova-T by selecting **Focus | Nova T**.
 - Select **Load other file** and then click **OK**.
 - Select **Load Local Dataset** and then click **Next**.

- Highlight **2017** in the **Year** list and select **Welsh Green Abbey 2017-18.SPL**.
- Click **Finish** to complete the loading process.

Observe the curriculum structure by clicking **Model** – different years can be selected in the **Year** panel on the left. Observe the class labels which derive from this by clicking **Classes** and select a year except **[Alt]**. Different years can be selected.

2. Select **Tools | Assign Levels** and observe the following display (details may vary).

Years		Blocks in year 12		Classes in block 12a Option A	
Year	Level	Block	Level	Class	Level
7	KStg3	12a Option A	(GCEAS)	12A/Pe1	(GCEAS)
8	KStg3	12a Option B	(GCEAS)	12A/Ch1	(GCEAS)
9	KStg3	12a Option C	(GCEAS)	12A/Gg1	(GCEAS)
10	GCSEF	12a Option D	(GCEAS)	12A/De1	(GCEAS)
11	GCSEF	12a General St	(GCEAS)	12A/Te1	(GCEAS)
12	GCEAS	12d Top Up 1	GCSEF		
13	GCEA	12d Top Up 2	GCSEF		
C6	Gen	12d Top Up 3	GCSEF		
		12d Vocational	P L2		
		12d Vocational Off Site	P L2		

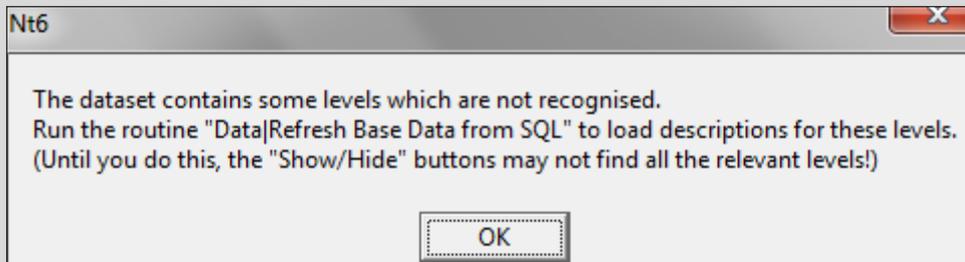
OK Level of Year 12: GCEAS = GCE Advanced Subsidiary Configure Cancel Help

Level codes are assigned by clicking in a cell alongside a **Year**, a **Block** or a **Class**. Level codes exist for typical national qualifications but codes for other or general are also available.

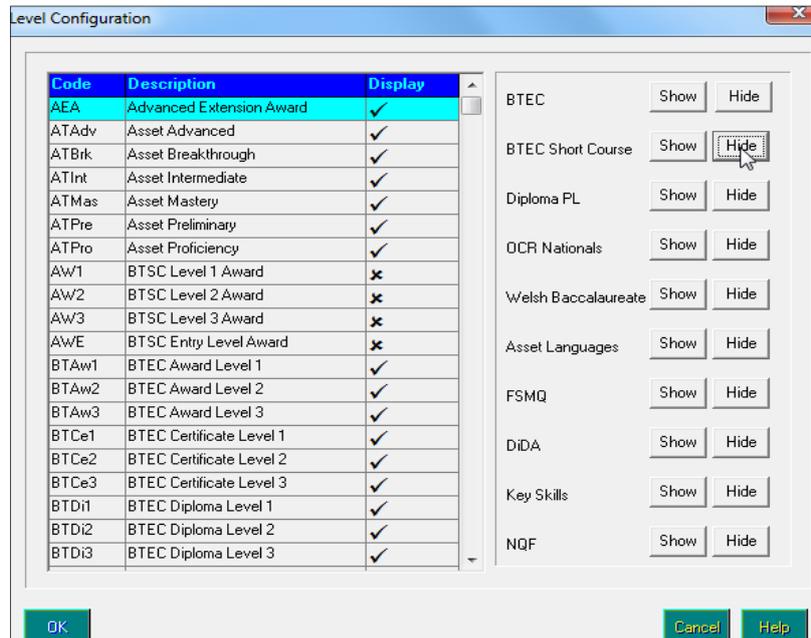
Configure in the **assign levels to years, blocks and classes** screen is a recent addition to the software. It enables schools to filter out some of the exam levels that they do not use to make the list more manageable.

NOTES: The Summer 2013 release introduced changes to the way in which the available levels are populated. The list of available levels is now populated from SIMS. When a school uses the **Tools | Assign Levels** screen following the SIMS Summer 2013 release they should be aware of the following:

1. The level descriptions will all show as (Unknown).
2. Only levels previously assigned to classes will be available for use.
3. In order to populate the descriptions or to activate additional codes then a Refresh of Basedata from SQL will need to be carried out.
4. If a Refresh of Basedata from SQL has not been carried out then the following message will be displayed when clicking **Configure**:



3. Click **Configure**, a screen similar to the graphic below will be displayed (details may vary):



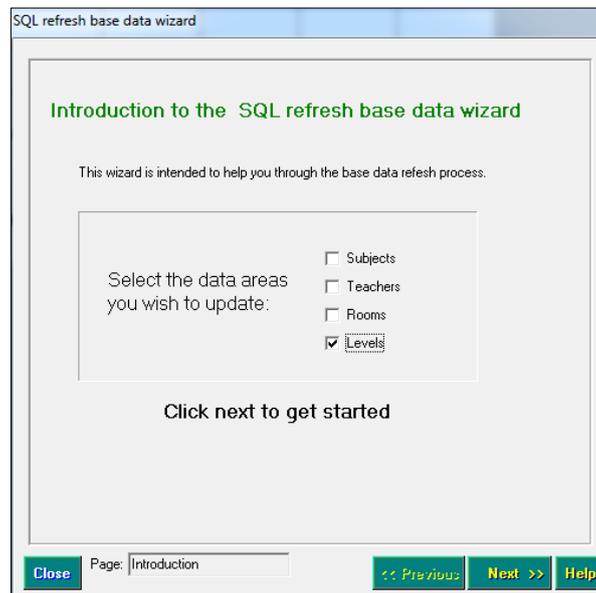
Step by Step – Refresh Base Data from SQL

This is a process where Nova-T can collect data from SIMS on Staff, Subjects, Rooms and Levels. This eliminates the need for double entry of data and ensures that the same codes are used across the two databases.

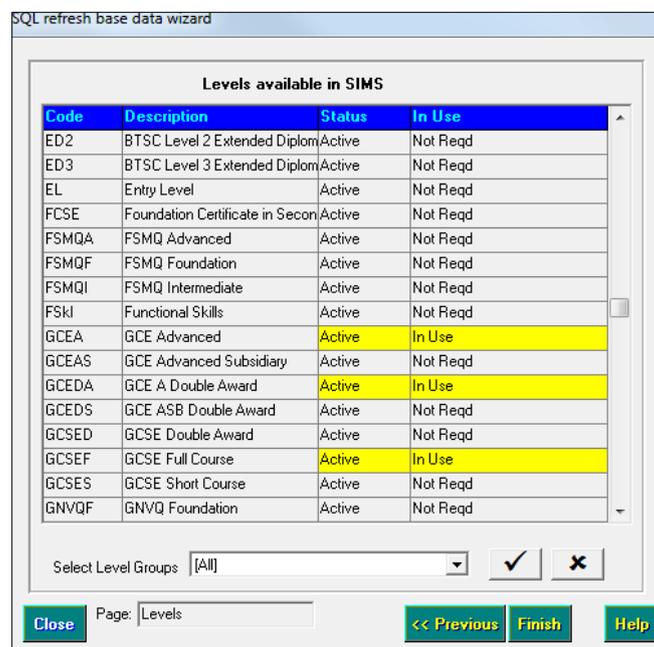
1. Go to **Data | Refresh Base Data from SQL**.
2. Accept today's date and then click **OK**.
3. Log in to the SIMS database using the following details.

User Name	Blacka
Password	ABCD

- On the first page of the wizard ensure that the Levels check box is selected, as shown in the graphic displayed below and then click **Next**.



- This will display the following levels screen, similar to the example below.



Codes already used in Nova-T are highlighted in yellow. It is possible to select individual levels to be imported by clicking on the code. The selected level will then display as green.

Groups of codes can also be selected for import using the **Select Level Groups** towards the bottom of the dialog and then clicking **Tick**.

- Click on **Entry Level** to change this to **Import**.
- Select BTEC Short courses from the **Select Levels Groups** and click **Tick**.

8. Click **Finish**.
9. Click **Yes** to confirm the refresh of the data.
10. Go back into **Tools | Assign Levels** to explore the changes.

Activity – Assign Levels to a Year

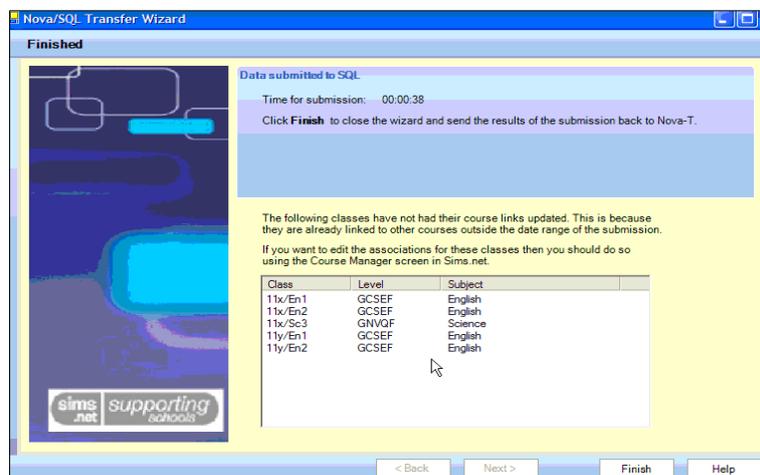
- Click in the Level column for Year 9 and notice that this is already set to KStg3 (Key Stage 3 (KS3)). Note that all blocks associated with Year 9 are set to KStg3, as are the classes for each block.
- Change the Level of Year 9 to GCSEF (GCSE full course) and see how this changes all the levels for all the blocks and associated classes.

Activity – Assign Levels to a Block

With Year 9 still selected, select one of the Maths blocks. Note that this block is now set to GCSEF, as are all the classes for the block. Change the block Level back to KStg3. This changes the level of all the classes allocated to the block but the year level remains GCSEF.

Activity – Assign Levels to a Class

- With Year 9 still selected and the Maths block used above, select one of the classes associated with the Maths block. The level of the class will now be KStg3. Change the class level to GCSEF. Note that the block level is unchanged.
- Cancel the changes which have just been made to the levels.
- Note that changes to a course cannot be made in Nova-T once a course has been created and has become active. If an attempt is made to change a level in Nova-T and subsequently send this into SIMS, a message will be displayed as shown below.



NOTE: It is important to ensure that level changes part-way through an academic year are managed in Course Manager and not just Nova-T.

05

Course Manager Settings

This chapter contains:

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Chapter Introduction

The **Settings** screen is accessed via **Tools | Academic Management | Course Manager | Course Manager Settings**.

This screen holds some of the default settings for the courses.

Update Course Manager Settings

Save Undo

Settings

1 Settings

Auto update Class Supervisors from chosen Course Supervisors

Default for Course Browse: Current Academic Year

From: 01/09/2017 To: 31/08/2018

Minimum Course Duration: One Year

Maximum Course Duration: Two Years

Default Course Duration: One Year

Discount Results:

Planned Hours Threshold: 0

Default Continuity Tolerance: Two Weeks

Default Completion Tolerance: Two Months

Earliest YTI for Completion Management: Curriculum Year 11

Folder for Results Report: R:\SIMS\Plasc Post 16 Autumn

Default Course Duration and Tolerances by Level

(Values stated above will be used as the default for a Level where the default is not specified below) Right click on columns to set the Defaults

Level	Default Course Duration	Default Continuity Tolerance	Default Completion Tolerance	Default Qualification Hours	Default Non-Qualification Hours
Advanced Extension Award (AEA)	One Year	Two Weeks	Two Months	0	0
Asset Advanced (ATAdv)	One Year	Two Weeks	Two Months	0	0
Asset Breakthrough (ATBrk)	One Year	Two Weeks	Two Months	0	0
Asset Intermediate (ATInt)	One Year	Two Weeks	Two Months	0	0
Asset Mastery (ATMas)	One Year	Two Weeks	Two Months	0	0
Asset Preliminary (ATPre)	One Year	Two Weeks	Two Months	0	0
Asset Proficiency (ATPro)	One Year	Two Weeks	Two Months	0	0
BTFC Award Level 1 (BTAv1)	One Year	Two Weeks	Two Months	0	0

A description of each of the functions of the screen is as follows:

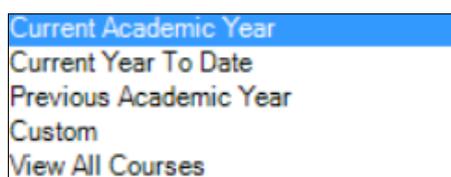
Auto Update Class Supervisors from Chosen Course Supervisors

Earlier in the course the different elements of a course screen were explored. One of the elements was course supervisors. If course supervisors are allocated to courses then they can have widened access to assessment class marksheets. This check box activates this functionality.

Default for Course Browse

When searching for courses via **Tools | Academic Management | Course Manager | Maintain Course** various date criteria are available. The date criteria will influence which courses are displayed for selection.

The following date ranges are available:



This area of the screen enables the selection of what the default view for the screen should be. This may be changed when looking for courses.

Minimum Course Duration, Maximum Course Duration and Default Course Duration

Course duration enables staff to define the predicted length of time needed to deliver the course to the students.

Specifying the duration assists the software in determining whether a restart to a course after the summer holidays is a continuation of the same learning activity or a retake with a new learning activity associated with it.

For example, a student studies AS level sociology (with a one year duration) in year one and then studies AS level sociology again in year two. Previously, without course duration, the software would have automatically extended the initial AS level sociology entry. As the course duration is specified as one year the software will now interpret this as two distinct one year courses and two separate learning activities. The second of this is counted as a retake.

NOTE: The only exception is early starts in the last half term of the year which will always be treated as an extension of the duration.



Schools should specify the minimum course duration and the maximum course duration.

The default course duration is influenced by what is selected in the minimum and maximum and will be allocated to all course levels as the default duration.

The default can be changed for each course level and course.

Discount Results (Default)

This checkbox is selected by default. It will have no impact in Wales but is designed to ensure that the software displays the correct result on the membership panel when a student has, for example, a result at both A and AS level.

Earliest YTI for Completion Management

Completion management is activated when a change occurs to a student curriculum via the individual curriculum assignment functionality.

When moving students between courses, you will be prompted to allocate a completion status for the course of either withdrawn or transferred. This functionality is only useful for students in the sixth form and therefore Year Taught In defaults to year 11, though this can be changed if necessary.

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

Default Completion Tolerance

Completion tolerance indicates the period of time before the expected course end date that a student can leave a course and still be deemed to have completed the course.

The default completion tolerance is set to **Two Months**.

This tolerance is used to provide a default status when a student leaves a course via **Curriculum Assignment** or the **Leavers** routine. The following completion tolerances are available, as shown in the graphic displayed below.



Default Continuity Tolerance

Continuity tolerance indicates the period of time before a gap in class membership (excluding holidays) is deemed to indicate a discontinuity in course membership. This tolerance is used to ensure that actual memberships are not distorted by irrelevant gaps in class memberships.

This, along with the duration settings, will assist schools in dealing with two year courses. The same continuity tolerance options are available as with completion tolerances above.

The default continuity tolerance is set to **Two Weeks**.

Folder for Results Report

When viewing a course via **Tools | Academic Management | Maintain Course**, it is possible to run a report of the membership and respective exam results (if present). This report is saved into the folder location specified in this area. It is important to note that these reports contain sensitive data and therefore the location should be secure. Each time a result report is created the previous one will be overwritten if not renamed.

Default Course Duration and Tolerance by Level

Where the default duration, tolerance and continuity have been set up earlier in the screen, this information filters into the table for each course level available.

Global Default	Overridden by	Further overridden by
Default course duration	Course level	Duration and tolerance panel on the individual course.
Default continuity tolerance	Course level	Duration and tolerance panel on the individual course.
Default completion tolerance	Course level	Duration and tolerance panel on the individual course.

The default levels will be applied to courses with that level setting. Editing any of these settings at the course level will override the global default setting.

If you wish to change the default for certain levels then this table should be used. Clicking into the appropriate column for the level to be edited will present you with a selection list.

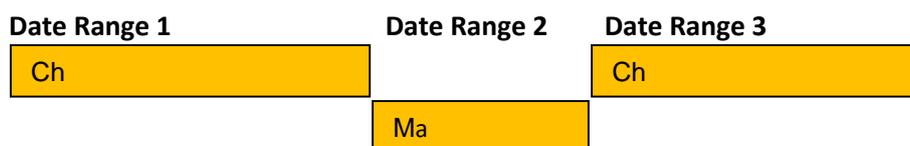
NOTE: When changing the Default Course Duration, Default Continuity Tolerance or the Default Completion Tolerance, ensure that the column heading in the Default Course Duration and Tolerances by Level panel is right-clicked to collectively change the default setting in the columns. If Save is clicked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

Continuity Tolerance - Overview

Continuity tolerance relates to the changing of individual student curriculum, how these changes result in memberships within Course Manager and consequently affect the learning activities component of the census.

Consider the scenario where a student is following a learning activity of chemistry but changes to maths for a few days only to finally change back to chemistry.

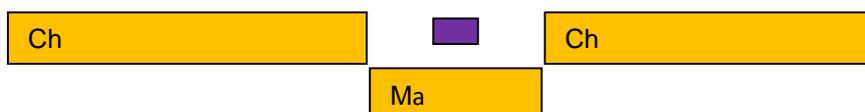
The individual student curriculum is represented below.



Depending on the continuity tolerance setting (represented by the purple box) two outcomes are possible.

Continuity Tolerance Setting: Shorter than the Change of Membership

If the continuity tolerance is shorter than the change of learning activity, then three memberships will appear in Course Manager for the courses and three learning activities will appear in the census.



Course Manager Memberships

Course	Start Date	Actual End	P End	Status
Chemistry	Start of period one	End of period one	End of period three	Whatever is selected during completion management or manually in course membership (transferred).
Maths	Start of period two	End of period two	End of period 3	Whatever is selected during completion management or manually in course membership (transferred).
Chemistry	Start of period three	End of period three	End of period three	Continuing or completed as appropriate.

Consequently, within the learning activity return, there will be three records returned for this situation, one line for chemistry for period one, one line for maths for period two and finally one line for chemistry for period three.

Continuity Tolerance Setting: Longer than the Change of Membership

If the continuity tolerance is longer than the change of learning activity, then it will appear that one learning activity exists for chemistry, as two membership records will be joined into one record.



Course Manager Memberships

Course	Start Date	Actual End	P End	Status
Chemistry	Start of period one	End of period three	End of period three	Continuing or completed as appropriate.
Maths	Start of period two	End of period two	End of period three	Whatever is selected during completion management or manually in course membership (transferred).

Consequently, within the learning activity return, there will be two records returned for this situation, a line for maths for period two and a single line for chemistry covering period one through to three.

Completion Tolerance – Overview

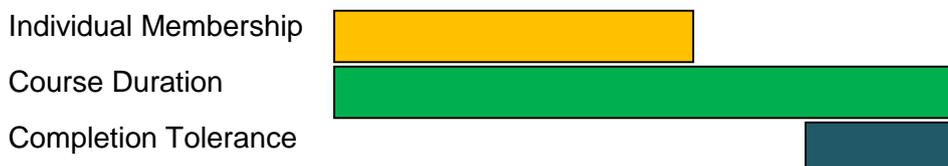
Completion tolerance relates to the ending of memberships within the individual student curriculum and the status these end dates generate in relation to the course duration. Student membership of courses ends due to:

- the end date set for the membership
- the leaving date of the student.

Completion tolerance deals with the difference between the planned course end date generated from the course duration (defined during the initial timetable submission) and the individual membership end date.

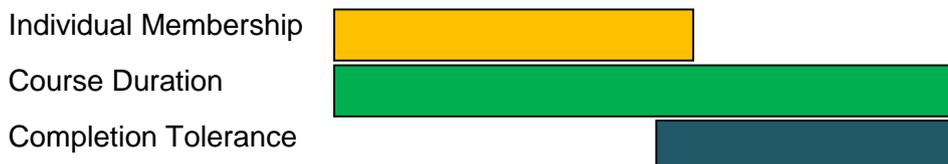
Irrespective of the reason for the student membership ending, completion tolerance works in the following way:

Completion Tolerance Setting: Shorter than the Difference



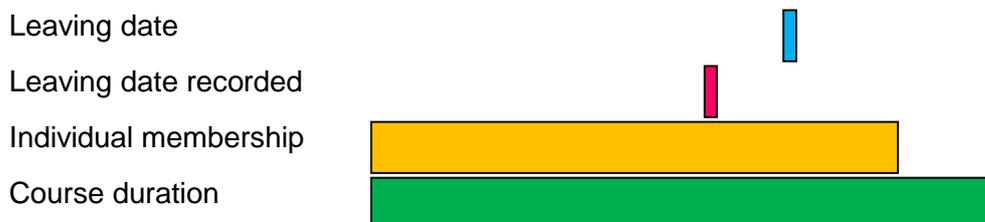
In this situation the completion tolerance is shorter than the time between the individual membership end date and the planned end date – hence the student will receive a status of withdrawn for the course.

Completion Tolerance Setting: Longer than the Difference



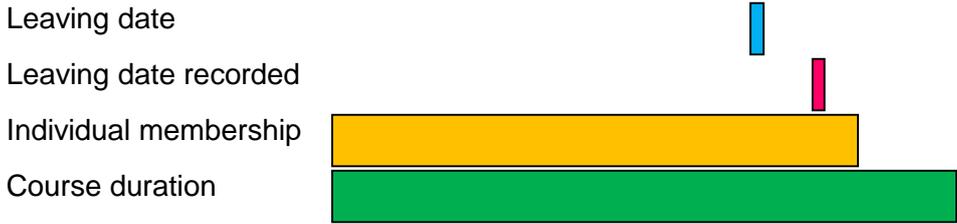
In this situation the completion tolerance is longer than the time between the individual membership end date and the planned end date – therefore the student will receive a status of completed for the course. The planned end date for the course is set to the end date of the individual membership.

Leaving Date Recorded in the Future



In this situation the status recorded would have been completed.

Leaving Date Recorded in the Past



In this situation the status recorded would have been withdrawn.

Default Qualification Hours default Non Qualification Hours

These fields have no function in Wales.

06

Managing Courses in Course Manager

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Chapter Introduction

This chapter will explore the maintenance of existing courses and awards and the construction of new courses where necessary to maintain the one to one relationship between courses and awards.

NOTE: Not all the scenarios in this chapter relate to qualifications which will be included within the learning activity return, as the Course Manager functionality is also relevant to other situations which are common in schools; hence these are also described within this chapter.

Step by Step – Find Course Options

The search options available within Course Manager have been significantly amended.

1. Open Course Manager via **Tools | Academic Management | Course Manager | Maintain Courses**.

Description	Short Name	Subject	Level	LA	Active Status
-------------	------------	---------	-------	----	---------------

Selecting **Update All Course Memberships** activates the Update Memberships routine.

Courses can be searched for with a **Description**, **Short Name**, **Learning Activity Code** and **Levels** or any combination of these items. There is an option to search for courses with or without a **Learning Activity**.

The **From** and **To** dates reflect the setting selected in **View** (the default for this is set in Course Manager Settings). The courses displayed will be those which have active memberships during the selected date range.

The list of levels is now restricted to those in active use by the school. You no longer have to scroll the whole list of potential levels to get to the Welsh Bacc, for example.

2. Type **Chem** in the **Description** field and select **GCE Advanced** from the **Level(s)** drop-down list. Click **Search**.
3. Open **Chemistry (GCEA)** and scroll to panel **7: Memberships**. Note that students from the current academic year are displayed.

Step by Step – Exploring Previously Created and Linked Courses

Many courses which are present within Course Manager will already be linked to one or more exam awards.

1. Open the **Art (GCEA)** course by selecting **Tools | Academic Management | Course Manager | Maintain Course** and then clicking **Search** and double-clicking **Art (GCEA)**.
2. Scroll down to panel **3: Examination** and note that two awards are present, **EDEXCL 9AD01** from **2010** and **2011**, and **WJEC** from **2012**. Click each award to see the detail reflected in the **Certification Elements** panel below.

3 Examination						
Awards						
Award	Board	Qualification	Award Code	From	To	Reason
ART, CRAFT AND DESIGN	EDEX...	General Certificate of Educati...	9AD01			
ART, CRAFT AND DESIGN	WJEC/...	General Certificate of Educati...	3001			

NOTE: The yellow highlighting signifies that there are two active awards simultaneously

3. Open Examinations Organiser via **Focus | Examinations**, to check the course links.
4. In Examinations Organiser, select **Tools | School Setup | Exam Award**. Open the **EDEXCL 9AD01** award by highlighting it and double-clicking or clicking **View/Edit**.

Award Browse			
Looking for			
Title	Board	Qualification	Code
Additional Science (WJEC 0231)	WJEC/GCSE	General Certificate of Sec	0231
Applied Business (Db) (EDEXL 8722)	EDEXL/GCE	General Certificate of Edu.	8722
Applied Business (Db) (EDEXL 9722)	EDEXL/GCE	General Certificate of Edu.	9722
Art & Design (OCR J160)	OCR	General Certificate of Sec	J160
Art, Craft and Design (EDEXL 8AD01)	EDEXL/GCE	General Certificate of Edu.	8AD01
Art, Craft and Design (EDEXL 9AD01)	EDEXL/GCE	General Certificate of Edu.	9AD01
Art, Craft and Design (WJEC 2001)	WJEC/GCE	General Certificate of Edu.	2001
Art, Craft and Design (WJEC 3001)	WJEC/GCE	General Certificate of Edu.	3001
Biology (EDEXL 8B101)	EDEXL/GCE	General Certificate of Edu.	8B101
Biology (EDEXL 9B101)	EDEXL/GCE	General Certificate of Edu.	9B101
Biology (WJEC 0232)	WJEC/GCSE	General Certificate of Sec	0232
Biology (WJEC 2071)	WJEC/GCE	General Certificate of Edu.	2071

5. In the **Course** panel this award is indeed linked to **Art (GCEA)**, however, this information is read-only and cannot be amended here.

6. Check the **WJEC 3001** award is also linked to the **Art (GCEA)** course.
7. Close Examination Organiser to return to the course manager area of SIMS.
8. To ensure a one to one link between exam awards and courses, suitable end dates should be provided for any retired awards via panel **3: Examination**. Complete the **From** and **To** fields for the listed awards, as shown in the graphic displayed below. There is also a free text reason field to add information about historic and/or current examination awards.

3 Examination							
Awards							
Award	Board	Qualification	Award Code	From	To	Reason	
ART_CRAFT AND DESIGN	EDEXL	General Certificate of Educati...	9AD01	01/09/2009	31/08/2011	Retired	New
▶ ART_CRAFT AND DESIGN	WJEC/...	General Certificate of Educati...	3001	01/09/2011		New 11-12	Delete

8. Awards will no longer be coloured yellow when only one award is active at any one time.
9. Click **Save**.

NOTE: More than one award can be active at any one time, but Course Manager will work faster and anomalies will be less likely if this is avoided.

Scenario – A Course is Eligible for Funding but no Equivalent Classes Exist on the Timetable

A typical example might be the range of key skills for which funding is available and which may not be timetabled as separate classes. This will require relevant courses to be created in Course Manager. It may also be the case that the required subjects do not exist in SIMS. This example will be started by adding some subjects which will be used with subsequent examples.

Step by Step – Adding New Subjects in SIMS

1. Select **Tools | Setups | Subjects**.
2. Click **New**, type **Kc** in the **Code** field and then type **Key Skills Communication** in the **Title** field.
3. In panel **2: Co-ordinator** click the field browser and type the initials **GD** in the **Staff Code** field. Click **Search** and then click **OK** when **Geraint Davies** appears.
4. **Save** any changes.
5. Repeat steps 1 to 4 to add another new subject, using the code **Fm** for the **Further Maths**.
6. Check that there is an existing English Literature subject.
7. **Close** the Subjects Setup screen.

NOTE: A subject will be required for each of the discrete key skills for which funding can be claimed.

Step by Step – Ensuring the Relevant Learning Activity Codes are Active

1. Select **Tools | Academic Management | Course Manager | Maintain Course Classification**.
2. Select the required classification code set by clicking the drop-down list and selecting **DELLS Learning Activity** (note the other DELLS possibilities).
3. Type **KSKL** in the **Description** field to limit the search and then click **Go**. The range of key skills learning activities should appear.
4. Select **KSKL: Communication – Level 3** and if required, change the status to **Active** in the end column.

Code	Description	Active State
3400000E	KSKL: Application of Number - Level 1	Active
3400001E	KSKL: Application of Number - Level 2	Active
3400002E	KSKL: Application of Number - Level 3	Active
3400003E	KSKL: Application of Number - Level 4	Active
3400004E	KSKL: Communication - Level 1	Active
3400005E	KSKL: Communication - Level 2	Active
3400006E	KSKL: Communication - Level 3	Active
3400007E	KSKL: Communication - Level 4	Active
3400008E	KSKL: Information Technology - Level 1	Active
3400009E	KSKL: Information Technology - Level 2	Active
3400010E	KSKL: Information Technology - Level 3	Active
3400011E	KSKL: Information Technology - Level 4	Active
3400012E	KSKL: Working with Others - Level 1	Active

5. Repeat steps 1 to 4 for **GCEA: Further Maths**.
6. Click **OK**.
7. Click **Yes**, if prompted to save changes.

Step by Step – Course with no Equivalent Classes

1. Select **Tools | Academic Management | Course Manager | Maintain Course**.
2. Click **New** to add a new course.
3. Note the **Duration** and **Tolerance** settings but leave them as they are.
4. Create a course called **Key Skills Communication**.

Subject	Key Skills Communication
Level	Key Skills Level 3
Short Name	Accept suggestion
Description	Key Skills Communication Level 3
Tuition Hours	150
Study Hours	300

NOTE: Enter the prescribed values for tuition and study hours not the generic values used in the preceding table.

5. Do not select either of the **Auto-update** check boxes because the course is not derived from a class and the membership is not based on class membership.
6. Set the course as **Active**.
7. Click **Save**, do not close the course details.

This section looks at adding the classification.

8. Click the **Classification** hyperlink to display the **Classification** panel.
9. Click **New** adjacent to the **Classification** panel, select **DELLS Learning Activity** in the top panel, type **KSKL** in the **Containing Description** field and click **Go**.
10. Select the **KSKL: Communication – Level 3** code previously activated.
11. Click **Save**.

NOTE: You will need to add all relevant codes at this stage to build up the required classifications.

This section looks at adding the supervisor.

12. Click the **Supervisor** hyperlink.
13. Click **New** to search for **Geraint Davies**.
14. Select **Course Co-ordinator** from the **Supervisor Title** drop-down list.
15. Accept the **Start Date** of **Today** and then click **OK**.

NOTE: Further information on course supervisors can be found in Appendix 2.

This section looks at adding the members.

16. Click the **Members, Results and Outcomes** hyperlink.
17. Click **New** and then select **Year** from the **Group Type** field and **Year 13** from the **Group** field. Click **Search**.
18. Press the **Shift** key and click the first student and then the last student.

19. Select the **Working Academic Year**.
20. Click **Save** to finish.

It will now be possible to use the course in both Examinations Organiser and Assessment to create marksheets and the course membership will be included in the autumn return.

NOTE: A number of the fields on the Memberships and Results panel are not currently relevant in Wales. It will be important that the end date of the course is correct.

Scenario – A New Course with Existing Classes

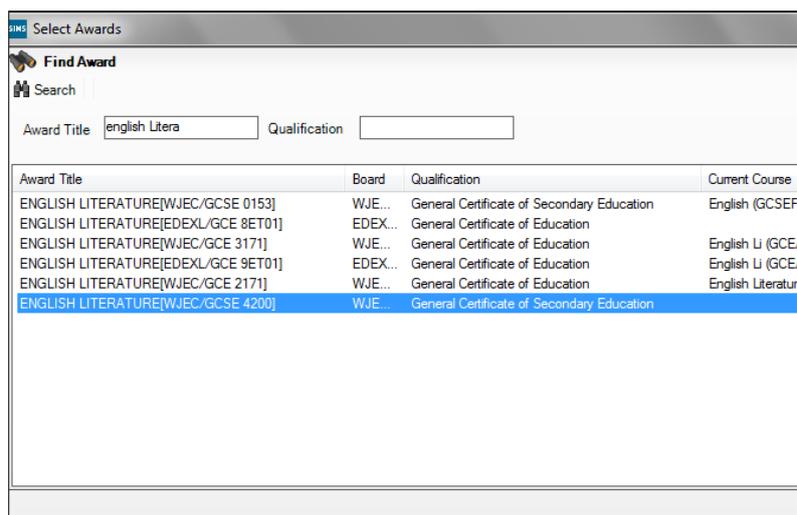
The school enters year 11 students in the top two sets of each band for both English language and English literature GCSE qualifications. At present only one English subject is timetabled in year 11, during which time these students study for both qualifications. It is necessary to create a course called English literature GCSEF which will be populated from year 11 English sets one and two in both the X and Y bands and supervised by Mrs Belinda Pearson. This course can then be used for exam entries and marksheets in Assessment. This model may be used for adding additional courses of study that are undertaken in any subject timetabled classes where two different exams are available, for example, maths and further maths GCE or maths and statistics GCSE.

Step by Step – A New Course with Existing Classes

1. Select **Tools | Academic Management | Course Manager | Maintain Courses**.
2. Click **New**.
3. Leave the **Duration** and **Tolerance** settings as the default.
4. Create a course called **English Literature**.

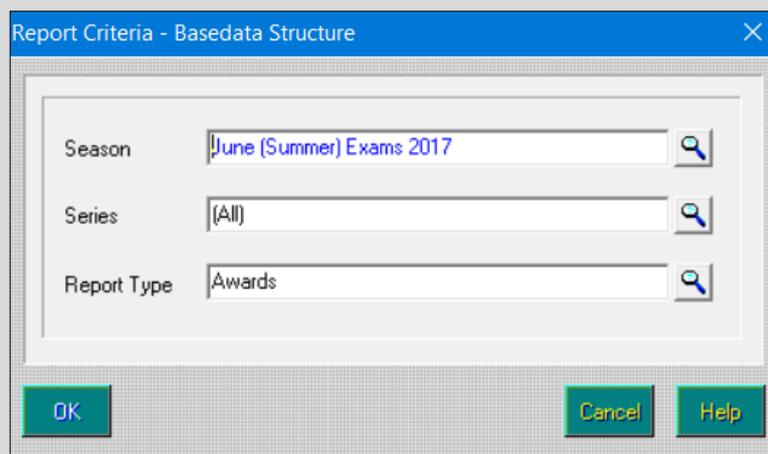
Subject	English Literature
Level	GCSE Full Course
Short Name	(Accept suggestion)
Description	English Literature (GCSEF)

5. De-select the **Auto-update Classes** check box and then select the **Auto-update Membership** check box. The purpose of doing this is to ensure that staff can manually control the classes that are linked to English literature – only four of the six English classes - while ensuring that the members of those four classes (only) should still update automatically when changes occur.
 6. Set the course as **Active** and click **Save**.
- This section looks at linking the exam award.
8. In the **Examination** panel click **New**.
 9. Type **English Lit** in the **Award Title** field and click **Search**.
 10. Any matching awards will be displayed. The award being looked for is from the Welsh board and is award number 4200.



NOTE: It is useful when allocating the exam award in Course Manager to know the exam award code. A basedata structure report in Examinations Organiser may be produced to provide this information.

In Examinations Organiser, select **Reports | Basedata | Structure** and select a report type of Awards. Click OK.



11. Select the appropriate exam award (**4200**) and click **OK**.
12. Click **Save** and the certification element will populate into the panel. Should more than one exam certification be present, the exams basedata may need to be checked.
13. Add an appropriate From date for the award – in this case **01/09/2016**.

This section looks at adding the classification.

14. Click **New** alongside the **Classification** panel and highlight **DELLS Learning activity** in the top panel.
15. Click **Go** and select the **GCSEF: English Literature** code.
16. Click **Save**.

This section looks at adding the supervisor.

17. Add **Mrs Pearson** as the **Course Co-ordinator**.
18. Amend the **Start Date** to the start of the academic year and then click **OK**.

This section looks at adding the members.

19. Click the **Classes** hyperlink.
20. Click **New** and then deselect the **Match by Subject** check box.
21. Browse the list of classes and using the **Ctrl** key to multi select, highlight **11x/En1**, **11x/En2**, **11y/En1** and **11y/En2** only – the other classes will not be working towards the additional qualification in English literature.
22. Select to make them members for the working academic year and then click **OK**.
23. Click **Save** to finish.

NOTE: The students will not immediately appear in the Members panel. It is necessary to use the Update Course Memberships routine and refresh the display.

This section looks at adding an individual student.

Although the school believes that it is not really appropriate, the parents of one of the students in set 11x/En3 believe that she is capable of attempting the English literature exam with their support from home. The school therefore wishes to add her to the English literature course although she will remain in set three.

24. Click **New** beside panel **7: Memberships and Results**.
25. Select **Class** from the **Group Type** drop-down list and type **11x/En** in the **Group** field and then click **Search**.
26. Select **11x/En3** and then click **Search** to populate the browser with students.
27. Select the first female student in the list and note the name for later.
28. Since this student is not a member of one of the classes linked with this new course, Update Course Memberships would have the effect of removing this student from membership of the course. This can be prevented by clicking **Protect** for this student.
29. Click **Save** to complete the process.

NOTE: If a transfer of the timetable is carried out from Nova-T the SQL transfer wizard will report that some classes will not have their course links updated, because our manual editing in Course Manager prevents this.

Scenario – Further Maths in Year 13

In year 13 one class 13A/Ma1 is taking both A-level maths and A-level further maths, the other class 13A/Ma2 is taking just A-level maths.

The timetabler did not make this distinction with different class labels because it was not necessary for timetabling purposes. It was understood that the further maths arrangements were to be handled by virtue of which students are allocated to which class (either Ma1 or Ma2).

Step by Step – Further Maths in Year 13

1. Select **Tools | Academic Management | Course Manager | Maintain Course**.
2. Click **New** to add a new course.
3. Select **Further Mathematics** from the **Subject** drop-down list. Select **GCE Advanced** from the **Level(s)** drop-down list.
4. Observe the **Short Name** and **Description** fields which are generated by default, activate the course and populate the **Tuition** and **Study hours** fields as appropriate.
5. Click **Save**.

This time it is intended to use the class to define membership, therefore some of the other details on this panel are required for this scenario:

- Although the course will have a class associated with it, there is no relationship between this course and the level code given for the class in Nova-T, so the **Auto Update Class Links** check box is left deselected.
- Since there will be a class linked for membership purposes, the **Auto Update Membership** check box should be selected.

This section looks at the **Examination** and **Classification** panels.

6. In the **Classifications** panel click **New**.
7. Type **Further Mathematics** in the **Award Title** field and when the **Edexcel** award appears click **OK**. The software enforces the one for one relationship between an award and course. Click **OK** and then click **Cancel**.
8. Open the browse and search for the **Mathematics GCSEA** course.
9. Open the course and move to the **Examinations** panel.
10. Edit the **From** date for the award to **31/07/2017** and then click **Save**.
11. Open the browse and re-select the **Further Maths** course. Repeat steps 6 and 7 from above but this time staff will be able to select the **Further Maths** award.
12. Make the **To** date the **31/08/2017** and then click **Save**.

NOTE: Before undertaking changes in the school, as described above, staff should check with the exam officer to ensure that the underlying base data is up to date. In our example it is not.

This section looks at the **Classification** panel.

13. Click **New** adjacent to the **Classification** panel, select the **DELLS Learning Activity** codeset and locate the **GCEA Further Mathematics** code.
14. Click **OK** and click **Save**.

This section looks at the **Classes** panel. The 13A/Ma1 class will be associated with the course.

15. Click **New** alongside the **Classes** panel.
16. Locate the **13A/Ma1** class and highlight it.
17. Click **OK** and the class should appear in the **Classes** panel. This can be repeated if other classes are needed. It is possible to associate classes with a particular subject label with courses of another.
18. Click **Save** to complete the process.

This section looks at the **Members** panel. The Members panel will be populated by virtue of their membership of the class linked into the Classes panel. It is possible to add further members manually.

19. Once the course has been created and saved click **Update All Course Memberships**.
20. Click **OK** to initiate the procedure.
21. The Update Course Memberships routine checks the memberships of classes and adjusts memberships of courses accordingly. A report may be produced at the end. Re-select the course to refresh the **Memberships** panel.
22. Observe that the students appear in the **Members** panel with appropriate course **Start** and **End** dates.

23. Click **Save** to complete the process.

Scenario – Changing Students’ Exam Award

Year 10 and year 11 religious studies classes have been assigned a level code of GCSEF in Nova-T and this has created a religious studies GCSEF course in SIMS. GCSEF relates to a GCSE full course. Some of the students are in fact following a religious studies short course. These students will be assigned to this level of study.

Select **Tools | Academic Management | Course Manager | Maintain Courses** and review the data relating to the Religious Studies GCSEF course. Note that the year 10 and year 11 classes have been associated and the members are listed.

Step by Step – Changing Students’ Exam Award

1. Click **New** to add a new course and enter the following details:
 - a) Subject – **Religious Ed.**
 - b) Level – GCSES - **GCSE Short course.**

NOTE: Editing the Course Description

For new courses the Course Description defaults to the Subject Description and the Level Code, therefore the religious studies Short Course Description is Religious Ed (GCSES). Old courses may have inappropriate descriptions.

The course description can be edited. Changes are preserved from updates from Nova-T transfers.

- c) Accept the **Short Name** and **Description.**
 - d) Leave both **Auto Update** check boxes deselected as membership of the course is not managed by class membership.
 - e) Active Status – **Active.**
 - f) Click **Save.**
2. Select the **Members, Results** and **Outcomes** panel and then click **New.**

NOTE: In the training course the appropriate award will not be linked. In schools the expectation would be that the exam officer would have up to date relevant basedata and would therefore select the appropriate GCSES award.

3. Select **Class** from the **Group Type** drop-down list and locate the group **11A/Re1** from the **Group** browser. Click **OK** and then click **Search** to populate the list with students.
4. Select the first four students and set the date range to the **Whole Academic Year.**
5. Click **Save** to complete the process.

Step by Step – Remove Students from the GCSEF Course

1. Return to the browser and then click **Search** to refresh the list – observe the presence of the new **GCSES Religious Ed** course.
2. Select the **GCSEF Religious Education** course.
3. Move to the **Membership** panel and locate the four students added to the **GCSES** course. For each, click **Protect** and then click **Save.**
4. Select each in turn again by clicking the **narrow** column to the left of the student’s name. The ticks will still be present in the **Protect** column, this time click **Delete** for each.

This will protect the students from being re-added to the group when the Update Course Membership routine is run and will enable the course to benefit from any further changes in Academic Management via Auto Update Class Memberships.

Scenario – Dealing with a Two Year Course

The school has decided to run a two year course for BTEC Diploma Level 3 in sports and exercise to commence in the new academic year. It is important that the intention to deliver a course over two years is reported as part of the school census return.

- Identify any true two year courses.
- Decide whether all courses at this level will have the same duration. If they will, then the duration should be edited via the **Course Manager Settings** screen. If not, then the course can be edited individually via the **Duration** and **Tolerance** panel of the course itself.
- Locate the course in Course Manager via **Maintain Course** and check and amend if necessary the **Course Duration**.
- Save the change and then run **Update Course Memberships**.
- Go to panel 7 and click **refresh**. You should notice that the planned end dates change appropriately.
- Click **Save**.

Scenario – Dealing with Incorrect Course Level

The school has identified that a course has an incorrect level allocated. This may have been because the timetabler was unaware of the correct level at the time of allocating or because a decision has been made to change the type of qualification studied.

Once staff are in the academic year where a course has been created, then they will be unable to use Nova-T to change the course level and a manual change will need to be made in Course Manager.

For example, a course has been created for business GCEAS which should be BTEC Diploma Level 3.

- If this is noticed before the commencement of the new timetable (before the start of the working academic year)
 - a) Ensure that the correct levels are attached in Nova-T in **Tools | Assign Levels**.
 - b) Resend the timetable from Nova-T - If the send can be done for the whole year it will resolve the problem (this is not advised mid-year – this is only advised if the new academic year has not yet started).
- If it cannot be sent for the whole year, as the new working academic year has commenced:
 - a) Staff can edit the exam level allocated to the classes in Nova-T via **Tools | Assign Levels**, although this would not update the course in Course Manager. However, this may be good practice for future timetable creation using **Transfer Curriculum**.
 - b) Ensure that the correct courses are showing as active in Course Manager. If there is no course with the correct level, create a new one. Mark the incorrect courses as **Obsolete** and remove the **Class Links** (if not being used for any other classes).
 - c) The new course should have the **Auto Update Membership** check box selected.

- d) The classes will need to be manually added in the **Classes** panel of the correct course using **+**.
- e) Run **Update Course Memberships** and the members of the classes will automatically be assigned to the course, with the same memberships **Start** and **End** dates.
- f) Subsequent transfers from Nova-T would report that the class cannot have its links updated as it is associated with another course during the date range and will not overwrite any manual work which has been completed in Course Manager.
- g) After creating the new courses, make sure that the exam awards and elements are attached appropriately to the new course.

07

Student Memberships

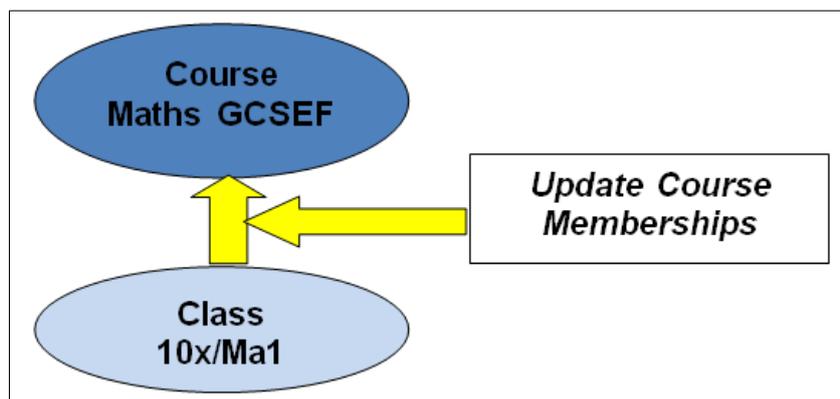
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Chapter Introduction

Student membership to courses is normally automatic by virtue of the student being a member of a class associated with the course. Where this is not the case, the membership would have to be maintained within Course Manager.

It may be useful at this point to think of a student's membership at two levels:



The preceding diagram is intended to show that under normal circumstances:

- Course membership is derived from class membership (Update Course Memberships would normally be automatic when working at class level).

However the following may also be true:

- A student can be a member of a class but not the corresponding course (this situation would need to be protected to ensure Course Manager does not override the change)
- A student can be a member of a course where there are no corresponding classes (membership of the course would need to be managed manually).

What Situations may have an impact on Courses?

Students who are in the year taught in range (year 12 and above) for census need to have their membership to courses tracked and recorded for funding purposes and the reporting of performance data.

- A student drops a course and will no longer attend the classes. This needs to be classed as withdrawing (**Withdrawn**).
- A student is swapping courses so they may be changing from one class and associated course to another (swapping from one class to another associated with the same course does not affect the course membership). This needs to be classed as transferring (**Transferred**).

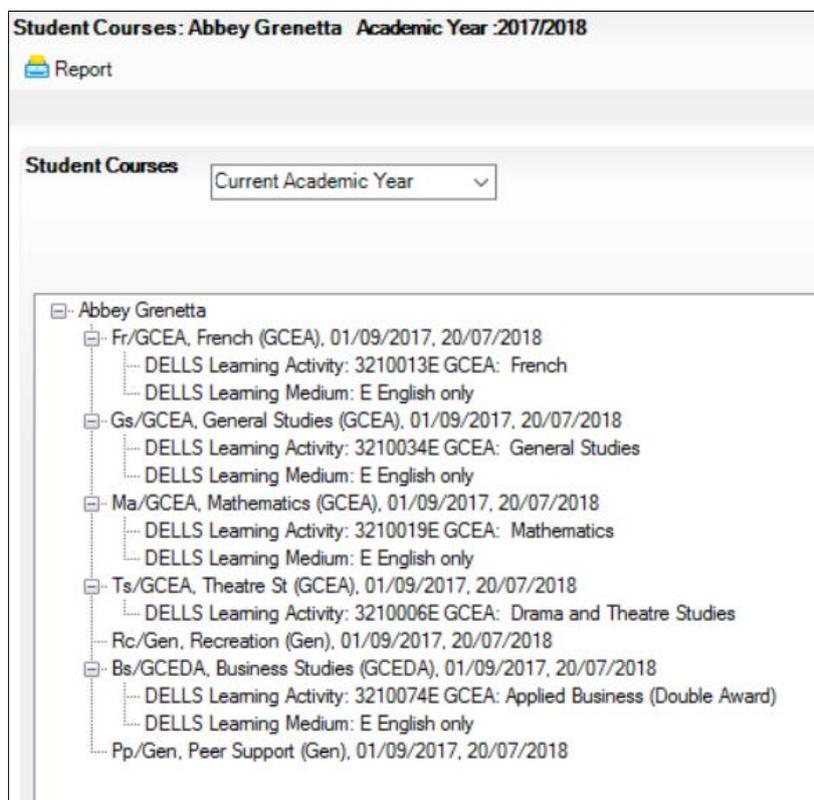
The following step by step will explore some of these scenarios using academic management routines. These are used to terminate class memberships, swap class memberships and the additional completion management functionality, which is active for the years specified in Course Manager Settings (earliest YTI for completion management). The academic management routines offer different routes to achieve the same purpose and these are covered in the Academic Management course.

The changes made to a student's memberships are also influenced by the completion and continuity tolerance settings. The effect of these settings will be covered in the next chapter.

For this exercise we will operate from the **Student Details** view and use the link to **Student Curriculum**.

Step by Step – Make Adjustments to Class Memberships in Academic Management

1. Click the **Student Details** short cut, select **Year 12** from the **Year** drop-down list and then click **Search** to populate the browser list.
2. Select the first student in the list and observe the **Student Curriculum** and **Course Details** using the relevant options in the **Links** panel. Pay particular attention to the date range of course memberships on the **Courses** link.



3. The scope drop-down list contains the options; **Current Academic Year**, **Current Course Memberships**, **Previous Academic Year** and **Custom** – which activates the **From** and **To** date fields to enable any date range to be selected.
4. Click **Close**. Select **Links | Student Curriculum**, select a **Custom Date** range with a from date of at least 4 months before the end of the academic year and an end date of the end of the academic year.
5. Right-click the first **Option** scheme in the list and select a different class to assign the student to (taking care not to assign to a subject they are already taking in a different option scheme).
6. Observe the change in the orange time-lines.

7. Click **Save** and a screen will be displayed prompting confirmation of the completion **Status** of **Transferred**. If the transfer is within the completion tolerance setting then this would default to **Completed** rather than **Transferred**.
8. Click **OK** and check the **Courses** link again to see the result of the changes.
9. Choose another year 12 student, select **Links | Student Curriculum** and then select a **Custom Date** range with a from date of one month before the end of the academic year to an end date of the end of the academic year.
10. Right-click one of the **Option** schemes and then select the **Remove from Class...** option.
11. Observe the change in the orange time-lines. Make a note of the **Class Withdrawn From**.
12. Click **Save** and the following screen will be displayed, prompting confirmation of the completion **Status** of **Withdrawn**. If the transfer is within the completion tolerance setting then this would default to **Completed** rather than **Withdrawn**.
13. Staff may want to open the **Courses** link to see the result of this change.

Wherever possible the Status will be completed based on the following rules:

- Class membership ended within the completion tolerance setting for the course. Status will default to **Completed**.
- Class membership ended outside of completion tolerance setting for the course. Status will default to **Withdrawn**.
- A class membership ended and a balancing class membership started. Status will default to **Transferred**.
- More class memberships started than class memberships ended. Status will default to **Transferred**.
- More class memberships started than class memberships ended. **No default** for status will be applied.

Student Leavers

It is important, to ensure that learning activity information is updated correctly, that students are made to leave via the following route:

- **Routines | Students | Leavers**.

As a result class memberships are terminated and the membership of the associated course is terminated without needing to use the **Update Course Memberships** routine.

NOTE: The LA Withdrawal Reason is for schools in England only.

08

Programmes of Study

This chapter contains:

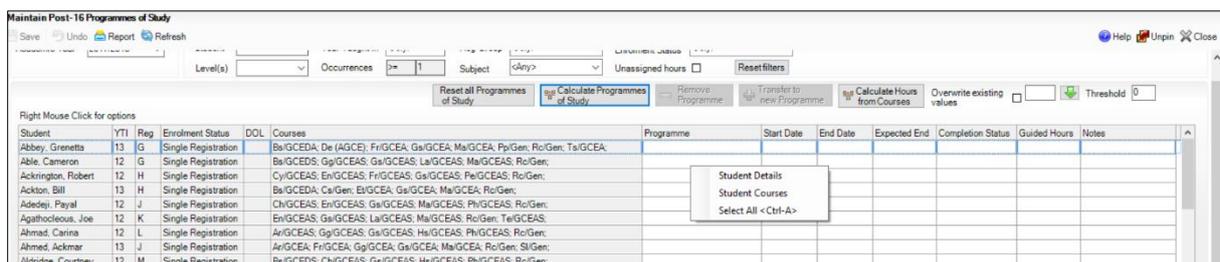
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Chapter Introduction

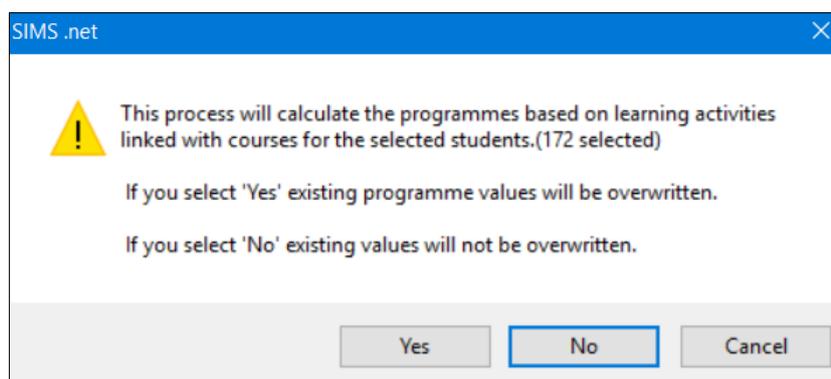
To access the routine, select **Tools | Academic Management | Course Manager | Maintain Programmes of Study**.

The routine will list all the Post-16 students eligible for the 2017 return which is based on the academic year. The routine captures their course membership data and this highlights the importance of the accuracy of this data and its maintenance throughout the year. This data is not editable on this screen. Any errors must be amended at source.

On first entry to this screen it may not have programmes of study information populate and users may have to right click and select all students and click **Calculate Programmes of Study** to populate the **Programme** column.



Click **Yes** or **No** as appropriate when prompted to calculate the programmes of study.



The software will attempt to calculate the Programmes of Study according to the WAG rules. The auto calculation cannot cope with every possible combination in the WAG definitions but users should find that where the programmes are mainly academic the majority of the programmes will be auto calculated. If a row does not auto-populate then clicking in the field will offer a drop down menu of possibilities which the user can select.

Programme	Start Date	End Date	Expe
4+ A2	01/09/2017		31/08
3 GCSEs			
4 GCSEs			
5+ GCSEs			
5 GCSEs equivalent			
3 AS			
3 AS equivalent			
2 AS with WBQ			
2 AS equivalent with WBQ			
4+ AS			
4+ AS equivalent			
3 AS with WBQ			
3 AS equivalent with WBQ			
4+ AS with WBQ			
4+ AS equivalent with WBQ			
2 A2			
2 A2 equivalent			
3 A2			
3 A2 equivalent			
2 A2 with WBQ			
2 A2 equivalent with WBQ			
4+ A2			
4+ A2 equivalent			

Flood fill routines have been provided to enter the information required by the Post-16 census in 2017.

Maintain Post-16 Programmes of Study

Academic Year: 2017/2018

Student: [] Year Taught In: <Any> Reg Group: <Any> Enrolment Status: <Any>

Level(s): [] Occurrences: >= 1 Subject: <Any> Unassigned hours: []

Right Mouse Click for options: []

Student	YTI	Reg	Enrolment Status	DOL	Courses	Programme	Start Date	End Date	Expected End	Completion Status	Guided Hours	Notes
Abbey, Grenetta	13	G	Single Registration		Ba/GCE/De (A/GCE), Fr/GCE/A, Ga/GCE/Ma/GCE/Pe/Gen, Ro/Gen, Ts/GCE/A	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Able, Cameron	12	G	Single Registration		Ba/GCE/De, Gg/GCE/AS, Ga/GCE/AS, La/GCE/AS, Ma/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ackington, Robert	12	H	Single Registration		Cy/GCE/AS, En/GCE/AS, Fr/GCE/AS, Ga/GCE/AS, Pe/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ackton, Bill	13	H	Single Registration		Ba/GCE/De, Ca/Gen, En/GCE/A, Ga/GCE/A, Ma/GCE/A, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Adedeji, Payral	12	J	Single Registration		Ch/GCE/AS, En/GCE/AS, Ga/GCE/AS, Ma/GCE/AS, Ph/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Agathocleous, Joe	12	K	Single Registration		En/GCE/AS, Ga/GCE/AS, La/GCE/AS, Ma/GCE/AS, Ro/Gen, Ts/GCE/AS	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ahmad, Carina	12	L	Single Registration		Ar/GCE/AS, Gg/GCE/AS, Ga/GCE/AS, Ha/GCE/AS, Ph/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ahmed, Ackmar	13	J	Single Registration		Ar/GCE/A, Fr/GCE/A, Gg/GCE/A, Ga/GCE/A, Ma/GCE/A, Ro/Gen, Si/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Aldridge, Courtney	12	M	Single Registration		Ba/GCE/De, Ch/GCE/AS, Ga/GCE/AS, Ha/GCE/AS, Ph/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ajlin, Farah	12	N	Single Registration		Ba/GCE/De, De/GCE/AS, Ga/GCE/AS, Hi/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Amiel, Tanzeel	13	K	Single Registration		En/GCE/A, Ga/GCE/A, Hi/GCE/A, Ma/GCE/A, Pe (A/GCE), Pe/Gen, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Anderson, Ian	12	P	Single Registration		Ar/GCE/AS, Ba/GCE/AS, Ch/GCE/AS, En/GCE/AS, Ga/GCE/AS, Hi/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Andrews, Hank	12	Q	Single Registration		Ar/GCE/AS, Ba/GCE/AS, Ch/GCE/AS, En/GCE/AS, Ga/GCE/AS, Hi/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Arkwright, Deborah	13	L	Single Registration		Ar/GCE/A, Ba/GCE/A, En/GCE/A, Ga/GCE/A, Ro/Gen, Si/Gen, Ts/GCE/A	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Armstrong, Terry	12	Q	Single Registration		Ar/GCE/AS, Ga/GCE/AS, Hi/GCE/AS, Ha/GCE/AS, La/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Avison, Edward	12	P	Single Registration		Ba/GCE/De, Ba/GCE/AS, Cy/GCE/AS, Ga/GCE/AS, La/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Bandaras, Jose	12	N	Single Registration		Ar/GCE/AS, Ba/GCE/AS, Cy/GCE/AS, De/GCE/AS, Ga/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Bandaras, Maria	12	M	Single Registration		Fr/GCE/AS, Ga/GCE/AS, Hi/GCE/AS, Ha/GCE/AS, Ro/Gen, Ts/GCE/AS	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Bartlett, Jeremy	13	M	Single Registration		Ca/Gen, En/GCE/A, En/GCE/A, Ga/GCE/A, Ma/GCE/A, Pe (A/GCE), Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	

To make efficient use of these routines a series of filters has been supplied to filter the list of students appropriately. In the first example below you can see that a **GCEA** filter is being applied. The second graphic shows the results when this filter is combined with the 'Occurrences' filter of = 4. The list of students is now restricted to those following 4 A level courses.

Maintain Post-16 Programmes of Study

Academic Year: 2017/2018

Student: [] Year Taught In: <Any> Reg Group: <Any> Enrolment Status: <Any>

Level(s): [] Occurrences: >= 1 Subject: <Any> Unassigned hours: []

Right Mouse Click for options: []

Student	YTI	Reg	Enrolment Status	DOL	Courses	Programme	Start Date	End Date	Expected End	Completion Status	Guided Hours	Notes
Abbey, Grenetta	13	G	Single Registration		Ba/GCE/De (A/GCE), Fr/GCE/A, Ga/GCE/Ma/GCE/Pe/Gen, Ro/Gen, Ts/GCE/A	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Able, Cameron	12	G	Single Registration		Ba/GCE/De, Gg/GCE/AS, Ga/GCE/AS, La/GCE/AS, Ma/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ackington, Robert	12	H	Single Registration		Cy/GCE/AS, En/GCE/AS, Fr/GCE/AS, Ga/GCE/AS, Pe/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	
Ackton, Bill	13	H	Single Registration		Ba/GCE/De, Ca/Gen, En/GCE/A, Ga/GCE/A, Ma/GCE/A, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Adedeji, Payral	12	J	Single Registration		Ch/GCE/AS, En/GCE/AS, Ga/GCE/AS, Ma/GCE/AS, Ph/GCE/AS, Ro/Gen	4+ AS	01/09/2017		31/08/2018	Continuing	0	

Maintain Post-16 Programmes of Study

Academic Year: 2017/2018

Student: [] Year Taught In: <Any> Reg Group: <Any> Enrolment Status: <Any>

Level(s): GCEA Occurrences: = 4 Subject: <Any> Unassigned hours: []

Right Mouse Click for options: []

Student	YTI	Reg	Enrolment Status	DOL	Courses	Programme	Start Date	End Date	Expected End	Completion Status	Guided Hours	Notes
Abbey, Grenetta	13	G	Single Registration		Ba/GCE/De (A/GCE), Fr/GCE/A, Ga/GCE/Ma/GCE/Pe/Gen, Ro/Gen, Ts/GCE/A	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Arkwright, Deborah	13	K	Single Registration		En/GCE/A, Ga/GCE/A, Hi/GCE/A, Ma/GCE/A, Pe (A/GCE), Pe/Gen, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Bartlett, Jeremy	13	M	Single Registration		Ca/Gen, En/GCE/A, En/GCE/A, Ga/GCE/A, Ma/GCE/A, Pe (A/GCE), Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Beresford, Diana	13	N	Single Registration		Ba/GCE/De, Ba/GCE/AS, Dr/Gen, En/GCE/A, Ga/GCE/A, La/GCE/A, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Candy, Mandy	13	N	Single Registration		Ba/GCE/De, Dr/Gen, En/GCE/A, Fr/GCE/A, Ga/GCE/A, La/GCE/A, Ro/Gen, Ts/GCE/A	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Carr, Emilia	13	M	Single Registration		Ba/GCE/De, Fr/GCE/A, Gg/GCE/AS, Ga/GCE/AS, Pe/Gen, Ro/Gen, Ts/GCE/A	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Drummond, Tony	13	J	Single Registration		Ba/GCE/De, Ba/GCE/AS, Ca/Gen, Fr/GCE/A, Ga/GCE/A, Ma/GCE/A, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	
Flack, Erica	13	N	Single Registration		Ar/GCE/A, Ba/GCE/AS, Dr/Gen, En/GCE/A, Ga/GCE/A, Ma/GCE/A, Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	0	

The Guided Learning Hours column can be auto completed as long as the Tuition Hours field has been populated on each of the individual courses screen. For example:

2 Basic

Subject: Art

Level: GCE Advanced

Short Name: Ar/GCEA

Description: Art (GCEA)

Active Status: Active

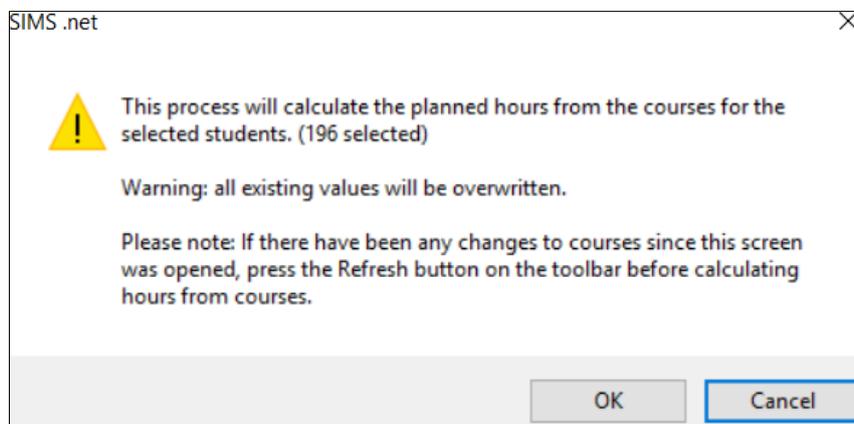
Current LA Code: 3210000E

Auto Update Class Links:

Auto Update Membership:

Tuition Hours: 150

In the Maintain Post-16 Programmes of Study screen, right-clicking on a student name, selecting all students and clicking **Calculate Hours from Courses** will fill the Guided Hours column.



The user can control the Overwrite option with the checkbox.

Maintain Post-16 Programmes of Study

Level(s): GCEA Occurrences: 4 Subject: (Any) Unassigned hours: Reset filters

Reset all Programmes of Study Calculate Programmes of Study Remove Programme Transfer to new Programme Calculate Hours from Courses Overwrite existing values: Threshold: 0

Student	YTI	Reg	Enrolment Status	DOL	Courses	Programme	Start Date	End Date	Expected End	Completion Status	Guided Hours	Notes
Abbey, Grenetta	13	G	Single Registration		Bs/GCEA; De (AGCE); Fr/GCEA; Gs/GCEA; Ma/GCEA; Pp/Gen; Ro/Gen; Ts/GCEA	4+ A2	01/09/2017		31/08/2018	Continuing	600	
Amiel, Tanzeel	13	K	Single Registration		Et/GCEA; Gs/GCEA; Hl/GCEA; Ma/GCEA; Pe (AGCE); Pp/Gen; Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	600	
Arknwright, Deborah	13	L	Single Registration		Ar/GCEA; Bs/GCEA; Et/GCEA; Gs/GCEA; Ro/Gen; Sl/Gen; Ts/GCEA	4+ A2	01/09/2017		31/08/2018	Continuing	300	
Bartlet, Jeremy	13	M	Single Registration		Cs/Gen; Et/GCEA; Et/GCEA; Gs/GCEA; Ma/GCEA; Pe (AGCE); Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	600	
Beresford, Diana	13	N	Single Registration		Bt/GCEA; Bs/GCEA; Dr/Gen; Et/GCEA; Gs/GCEA; La/GCEA; Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	450	
Candy, Mandy	13	N	Single Registration		Bs/GCEA; Dr/Gen; Et/GCEA; Fr/GCEA; Gs/GCEA; Ro/Gen; Ts/GCEA	4+ A2	01/09/2017		31/08/2018	Continuing	450	
Cart, Emilia	13	M	Single Registration		Bs/GCEA; Fr/GCEA; Gp/GCEA; Gs/GCEA; Pe/Gen; Ro/Gen; Ts/GCEA	4+ A2	01/09/2017		31/08/2018	Continuing	450	
Diamond, Tony	13	J	Single Registration		Bt/GCEA; Bs/GCEA; Ca/Gen; Fr/GCEA; Gs/GCEA; Ma/GCEA; Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	600	
Flack, Enica	13	N	Single Registration		Ar/GCEA; Bs/GCEA; Cl/Gen; Et/GCEA; Gs/GCEA; Ma/GCEA; Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	450	
Grand, Paula	13	J	Single Registration		De (AGCE); Dr/GCEA; Fr/GCEA; Gs/GCEA; Ma/GCEA; Pp/Gen; Ro/Gen	4+ A2	01/09/2017		31/08/2018	Continuing	600	

The Guided Hours field can also be filled manually by entering a figure for individual students, or by using the box at the head of the column in conjunction with the Green Arrow. In the example below the YTI 13 students have been filtered to those following a BTEC level 3 Diploma Course and the Guided hours field has been flood filled with 600 hours by selecting all the students and clicking the Green Arrow.

Overwrite existing values: 600 Threshold: 0

Completion Status	Guided Hours	Notes
	600	
	600	
	600	

The End Date and Completion Status fields must be filled manually but again ‘flooding’ is possible.

Student	YTI	Reg	Enrolment Status	DOL	Courses	Programme	Start Date	End Date	Expected End	Completion Status	Guided Hours	Notes
Buckley, Helena	13	Q	Single Registration		Ci/Gen: Ga/GCEA: Hb/BTDI3: Rc/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Cassidy, Ruth	13	L	Single Registration		Cn/BTDI3: Ga/GCEA: Rc/Gen: Sl/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Dawson, Leigh	13	H	Single Registration		Cn/BTDI3: Ga/GCEA: Pp/Gen: Rc/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Dewling, Rebecca	13	H	Single Registration		Ci/Gen: Ga/GCEA: Hb/BTDI3: Rc/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Elsen, Lucy	13	L	Single Registration		Cn/BTDI3: Ga/GCEA: Pe/Gen: Rc/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Fawcett, Anthony	13	M	Single Registration		Ga/GCEA: Hb/BTDI3: Rc/Gen: Rc/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Flannigan, Flora	13	P	Single Registration		Ga/GCEA: Hb/BTDI3: Rc/Gen: Sl/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	
Grant, Derek	13	H	Single Registration		Cn/BTDI3: Dr/Gen: Ga/GCEA: Rc/Gen:	3 A2 equivalent	01/09/2017		31/08/2018	Continuing	600	

When the census application is run it will use the data on this screen to populate the relevant fields.

Step by Step – Manually Updating Post-16 Programmes of Study Information

1. Select **Tools | Academic Management | Course Manager | Post 16 Programmes of Study**. Check that the **Academic Year** is **2017/2018**.
2. Change the **Year Taught** in Filter to **12**. Click **Report** to send the filtered list to your browser. It will now be available for printing and an initial check of the data.
3. Close the report and return to the **Maintain PoS** screen.
4. Change the **Levels** filter to **GCEAS** and the occurrences filter to **= 5**.
5. Right-click the first student and then from the menu choose **Select All**.
6. Click the first row of the **Programme** column and select **4+ AS**.
7. Click the first row of the **Start Date** column and select **1st September**.
8. Edit the **Expected End Date** column to **31st July 2018**.
9. Edit the **End Date** column to the same date. At school you would choose appropriate dates for your students.
10. Edit the **Completion Status** to **Completed**.
11. In the field just above the **Guided Hours** column enter **600** and then click the **green arrow** to flood fill the selected students' records. Notice the ability to enter a note against an individual student as an aide memoir. Entries in this field will not be picked up by the census.
12. Click **Save**.
13. Select the first student and then click **Transfer to New Programme**. Make the new programme **3 AS** with a **Start Date** of **05/01/2017**. Click **OK**. If necessary, change the **Completion** status to **Transferred**.
14. On the new line of information displayed for the selected student, make the **End Date** **31/07/2018** with a **Completion Status** of **Completed**. Make the **Guided Learning Hours** **500** for this new PoS.

09

Running the Post-16 Autumn Return

This chapter contains:

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Step by Step – Creating a New Return.....	51

Chapter Introduction

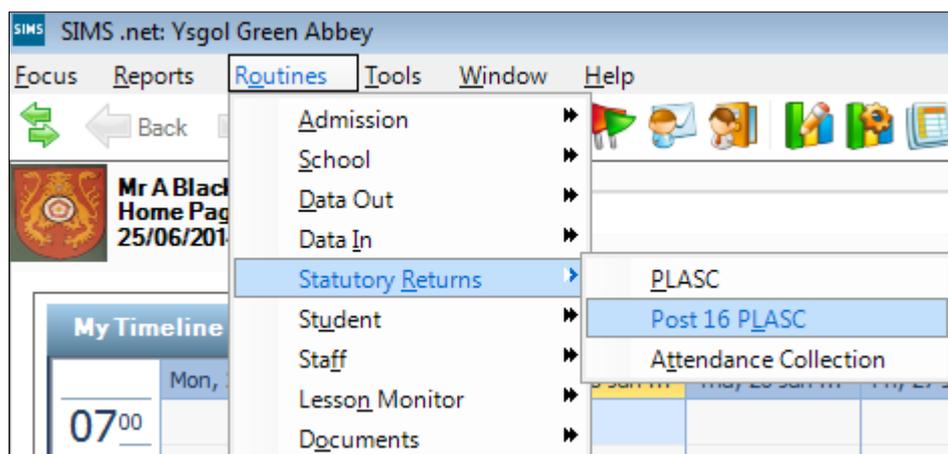
The completion of the return will run more smoothly if critical data has been checked. Accurate reporting of student course membership and the associated DELLS codes is very important. For autumn 2017 the return looks back at the academic year 2016-17. It does not collect any Learning Activity data for 2017-18. This is the same requirement as last year - the return is retrospective.

In summary the requirements are:

1. The student records for the Post-16 students are accurate – for example, post codes.
2. All Post-16 students have been correctly allocated to classes and those memberships maintained through the year. Transfers and withdrawals are recorded with dates as appropriate.
3. Update Course Memberships has been run.
4. If they are members of a course that does not have an equivalent class, then that course has been created and the correct students allocated to it
5. The date range of their course membership is accurate.
6. Each course has the appropriate DELLS codes attached.

Step by Step – Creating a New Return

1. Select **Routines | Statutory Returns | Post 16 PLASC**.



- Click **New**, check the **Census** Details panel and then click **green arrow** to display the **School Information** panel. The survey reference date on panel **1: Census Details** is used by the software to determine the correct National Curriculum Year for students to be included in the survey. It is important, therefore, that students' National Curriculum Year should not be promoted prior to this date (a very unlikely scenario).

Post 16 PLASC Return [Fileset ID: 700 (SIMS.net)]

New Open Delete Browse Next Previous Copy Return

Post 16 PLASC Return Detail : [New Return]

Save Undo Create & Validate Authorise Summary Detail Reports

1 Census Details 2 School Information 3 Pupil Course Details 4 Survey Completion Time

1 Census Details

Survey Reference Date

Collection Period From Date Collection Period To Date

Description 

2 School Information

LA Establishment Number

School Name

School Phase



- Check the details; if they are incorrect click **School Details** to make the correction. Click the **green arrow** icon on this panel to display the **Pupil Course Details** panel. The panel will populate with student information.

3 Pupil Course Details

Year Taught In Reg SEN Status Enrolment Status

Course Manager Report

Surname	Forename	YTI	Reg	SEN	Courses within WB	Programme of Study	Enrol Status
Abbey	Jimmy	13	G		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leaver
Abbot	Susan	13	L		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leaver
Adams	Melanie	12	Q		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll
Ainsworth	Zoe	13	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leaver
Andrews	Bethany	12	Q		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll
Aperen	Alexandra	12	P		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll
Ashworth	Imogen	12	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll
Atkinson	Bridget	12	M		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll
Bailey	Annalisa	13	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Leaver
Barnard	Andrew	12	G		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll
Barnstable	Tracy	12	L		<input type="checkbox"/>	<input checked="" type="checkbox"/>	On Roll



- A number of filters have been provided to manage the students in view. Change the **Year Taught In** to **13** and then click **Search**. Return the filter to **Any** and then click **Search**.

- Select the first student and click **Open** to the right of the list of names on panel **3: Pupil Course Details**. The programme of study cannot be edited here – any changes would need to be completed via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**.

The screenshot shows a window titled 'Pupil / Courses'. It is divided into three main sections:

- Pupil Details:** Contains fields for Surname (Adams), Forename (Melanie), DOB (06/06/1999), Gender (Female), UPN (D823432109002), Year Group (13), Year Taught In (13), Reg Group (Q), and SEN Status.
- Post-16 Programmes of Study:** A table with columns: Programme, Start Date, End Date, Expected End Date, and Guided Hours. One row is visible for programme '3 A2' starting on 01/09/2016 and ending on 31/08/2017 with 20 guided hours.
- Course Details:** A table with columns: LA Ref, Level, Subject, Delivery Medium, Provider, Start Date, End Date, Expected End Date, Difficulty / Disability, Completion Status, and Category. Five rows are listed, all for 'Green Abbey' and 'Completed the learning ...' status.

An 'Open' button is located to the right of the Course Details table.

- Course details for individual students can be edited by highlighting the course to be edited and clicking **Open** adjacent to the right of the panel.

The screenshot shows a window titled 'Edit Course Details'. It contains the following fields:

- LA Ref: 3210000E
- Level: GCE A Level (A2 Level)
- Subject: Art and Design
- Delivery Medium: English only
- Provider: Green Abbey
- Start Date: 01/09/2016
- Expected End Date: 21/07/2017
- Actual End Date: 21/07/2017
- Difficulty / Disability: not LLDD/not required
- Completion Status: Completed the learning activity
- Category: Main

Buttons for 'OK' and 'Cancel' are at the bottom right.

- Click **Cancel** twice to return to the list of students.

- Click **Course Manager Report**. The report opens in your browser and can be easily exported to Excel for filtering and sorting, if required.

Post 16 Return 2017 - Course Manager Report

Security Message : This report contains sensitive information.

Report Criteria: Programmes of Study and Learning Activities reported in the Post 16 PLASC Return compared with the Learning Activities in Course Manager
 Total Pupils: 181
 Total Pupils with Post-16 Programmes of Study: 181
 Total Learning Activities: 909

Report Created at 18/08/2017 03:10

Programmes of Study and Learning Activities Reported in the Post 16 PLASC Return										Learning Activities in Course Manager			
Legal Name	Legal Forename	Year Group	Reference	Programme Level	Subject	Provider	Start Date	Expected end date	Actual end date	Completion Status	Watch Basic	Actual end date	Completion Status
Abby	Groets	Year 12	013A008	FAS			21/09/2016	21/09/2017		Continuing the learning activity			
Abby	Groets	Year 12	020009E	GCSE AS Level	Drama and Theatre Studies	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Abby	Groets	Year 12	020001E	GCSE AS Level	French	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Abby	Groets	Year 12	020001E	GCSE AS Level	Mathematics	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Abby	Groets	Year 12	020004E	GCSE AS Level	General Studies	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Abby	Groets	Year 12	021004E	GCSE Applied (AS Level)	Applied Business (Double Award)	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Aidan	Willan	Year 12	013A008	FAS			21/09/2016	21/09/2017		Continuing the learning activity			
Aidan	Willan	Year 12	020001E	GCSE AS Level	English Literature	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Aidan	Willan	Year 12	020001E	GCSE AS Level	Mathematics	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Aidan	Willan	Year 12	020004E	GCSE AS Level	General Studies	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity
Aidan	Willan	Year 12	021004E	GCSE Applied (AS Level)	Applied Business (Double Award)	Green Abbey	01/09/2016	25/07/2017	21/01/2017	Completed the learning activity	No	21/01/2017	Completed the learning activity

The report compares the Learning Activities reported in the PLASC return with Course Manager.

- Now create and validate the return by clicking **Create and Validate** at the top of panel 1: **Census Details**.
- As in past returns the validation process may generate errors which must be resolved and queries which need to be checked. The software provides direct links for correcting the data. Clicking on a row will take you to the appropriate screen for correction.

Report

Validation Errors Summary Return Validated - 359 Validation rules failed (Number of Errors - 335 and Number of Queries - 24)

Student Search Find Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter

Error Search ALL Total of displayed rows : 359 To resolve error : Click in row to navigate to relevant screen

Type	Sequence	Message	Location	Solution
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:Y820200103054 Surname:Sutton Forena	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:L823432109107 Surname:Taaranmae Fore	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:A823432109108 Surname:Tarkonk Forena	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:D820200102095 Surname:Taylor-Gee For	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:A823432109110 Surname:Thomas Foren	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:G823432109114 Surname:Vesta Forenam	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:N823432109118 Surname:Woolf Forenam	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:C823432109119 Surname:Young Forena	# Go to Focus/Student/Courses and check pupil's
F	4120	Invalid or incorrectly formatted Learning Activity pr	UPN:P67443212001 Surname:Stephne Forena	# Go to Focus/Student/Courses and check pupil's
Q	12714Q	Please check: Pupil (aged 15 or over) with ULN m	UPN:Q820432109060 Surname:Litchfield Foren	# Go to Focus/Student/Student Details and enter
Q	12714Q	Please check: Pupil (aged 15 or over) with ULN m	UPN:P823432109109 Surname:Terry Forenam	# Go to Focus/Student/Student Details and enter
Q	12714Q	Please check: Pupil (aged 15 or over) with ULN m	UPN:A823432109110 Surname:Thomas Foren	# Go to Focus/Student/Student Details and enter
Q	12714Q	Please check: Pupil (aged 15 or over) with ULN m	UPN:K823432109116 Surname:Williams Foren	# Go to Focus/Student/Student Details and enter
Q	12714Q	Please check: Pupil (aged 15 or over) with ULN m	UPN:P67443212001 Surname:Stephne Forena	# Go to Focus/Student/Student Details and enter

A report can be generated by clicking Report. Again this will appear in your browser.

Validation Errors Summary

Return Description: Post 16 PLASC 2017

Security Message : This report contains sensitive information.

School Name: Ysgol Green Abbey Fileset Number: 700 (SRMS.net)
 Filename: 6744321_P16_6744321_001_ValidationErrorsSummary.html Report Created: 18/08/2017

Return Validated - 261 Validation rules failed (Number of Errors - 193 and Number of Queries - 68) ALL ERRORS AND QUERIES

Type	Sequence	Message	Location	Solution
Error	11014	Completion time must be present	Completion time	# Go to Summary Time Completion panel and enter completion time
Error	11018	Hours must be present	Hours	# Go to Summary Time Completion panel and enter completion time
Error	12927	Programme showing as continuing but no activities showing as continuing	UPN:CR23432109102 Forename:Melanie Surname:Adams	
Error	12928	Programme showing as continuing but no activities showing as continuing	UPN:V823432109099 Forename:Deborah Surname:Andrews	
Error	12929	Programme showing as continuing but no activities showing as continuing	UPN:K232020109095 Forename:Alexandra Surname:Aponte	
Error	12930	Programme showing as continuing but no activities showing as continuing	UPN:K823432109096 Forename:Imogen Surname:Atkinson	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109116 Forename:Andrew Surname:Barrett	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:C823432109111 Forename:Tacy Surname:Barstall	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:V823432109104 Forename:Trinity Surname:Booth	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:K23432109116 Forename:Jeffery Surname:Brody	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:W674432109091 Forename:Zacharias Surname:Brody	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:CR23432109119 Forename:Liam Surname:Butterfield	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109029 Forename:Sarah Surname:Challis	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:CR23432109101 Forename:Patrick Surname:Clarke	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:CR23432109022 Forename:Victoria Surname:Clegg	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109116 Forename:Shelley Surname:Cogan	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109104 Forename:Christopher Surname:Colburn	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:CR23432109111 Forename:Greg Surname:Cook	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109029 Forename:Nicholas Surname:Cox	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109029 Forename:Karl Surname:Craig	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109029 Forename:Paul Surname:Deane	
Error	12932	Programme showing as continuing but no activities showing as continuing	UPN:R823432109029 Forename:Thomas Surname:Deane	

- It is also now possible to run the **Detail** and **Summary** reports for checking purposes.

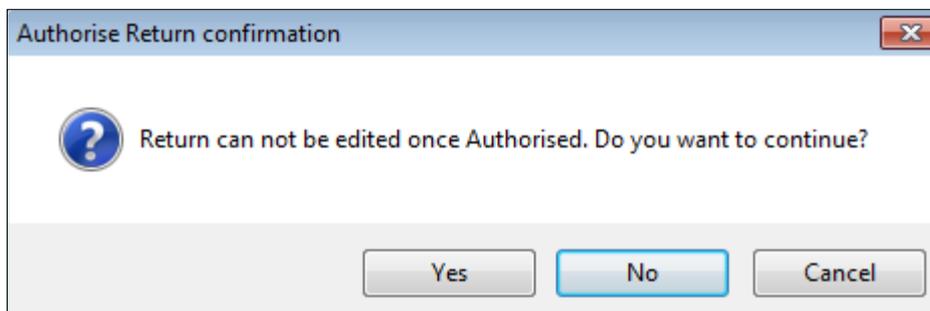
2.1 Number of pupils by learning activity type, gender and year group

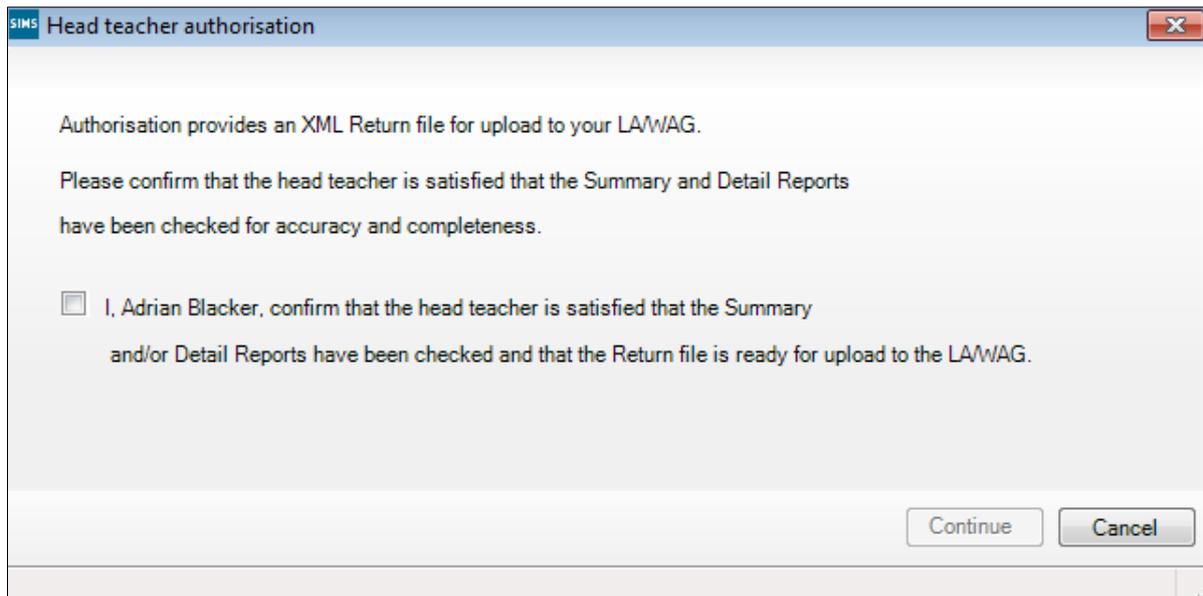
Learning activity type	Count of pupils with Current or Main enrolment status								
	Year 12			Year 13 and above			Grand Total		
	B	G	T	B	G	T	B	G	T
GCE A Levels	0	0	0	58	49	107	58	49	107
GCE AS Levels	39	40	79	0	0	0	39	40	79
Advanced VCE (Double award)	0	0	0	0	0	0	0	0	0
Advanced VCE	0	0	0	0	0	0	0	0	0
Advanced Subsidiary VCE	0	0	0	0	0	0	0	0	0
Intermediate GNVQ (Full)	0	0	0	0	0	0	0	0	0
Intermediate GNVQ (Part 1)	0	0	0	0	0	0	0	0	0
GCSEs	8	11	19	0	0	0	8	11	19
Foundation GNVQ (Full)	0	0	0	0	0	0	0	0	0
Foundation GNVQ (Part1)	0	0	0	0	0	0	0	0	0
Key Skills Unit	0	0	0	0	0	0	0	0	0
Free standing maths qualifications	0	0	0	0	0	0	0	0	0
Advanced GNVQ	0	0	0	0	0	0	0	0	0
Principal Learning	0	0	0	0	0	0	0	0	0
BTECs	0	0	0	0	0	0	0	0	0
NVQs	0	0	0	0	0	0	0	0	0
Mixed	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Non-accredited	0	0	0	0	0	0	0	0	0
Total Number of Pupils	43	46	89	58	49	107	101	95	196

3.1 Number of learning activities by activity type, gender and year group

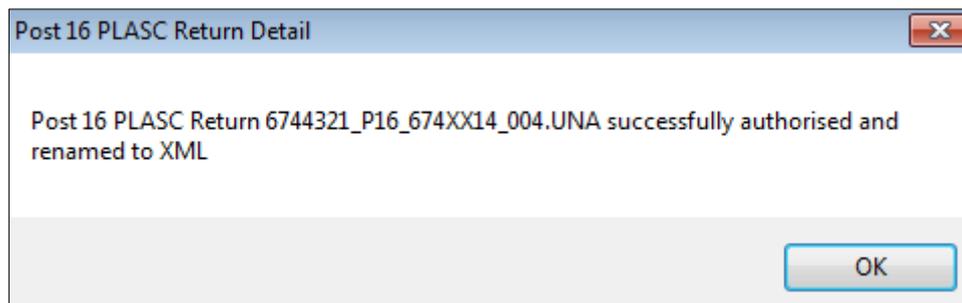
Learning activity type	Count of learning activities for pupils with Current or Main enrolment status								
	Year 12			Year 13 and above			Grand Total		
	B	G	T	B	G	T	B	G	T
GCE A Levels	0	0	0	187	129	316	187	129	316
GCE AS Levels	171	171	342	0	0	0	171	171	342
Advanced VCE (Double award)	0	0	0	0	0	0	0	0	0
Advanced VCE	0	0	0	0	0	0	0	0	0
Advanced Subsidiary VCE	0	0	0	0	0	0	0	0	0
Intermediate GNVQ (Full)	0	0	0	0	0	0	0	0	0
Intermediate GNVQ (Part 1)	0	0	0	0	0	0	0	0	0
GCSEs	14	23	37	0	0	0	14	23	37
Foundation GNVQ (Full)	0	0	0	0	0	0	0	0	0
Foundation GNVQ (Part1)	0	0	0	0	0	0	0	0	0
Key Skills Unit	0	0	0	0	0	0	0	0	0
Free standing maths qualifications	0	0	0	0	0	0	0	0	0
Advanced GNVQ	0	0	0	0	0	0	0	0	0
Principal Learning	0	0	0	0	0	0	0	0	0
BTECs	0	0	0	0	0	0	0	0	0
NVQs	0	0	0	0	0	0	0	0	0
Mixed	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Non-accredited	0	0	0	0	0	0	0	0	0
Total number of learning activities	185	194	379	187	129	316	372	323	695

12. When the corrections are complete and you are satisfied with the accuracy of the data, the number of hours taken on panel 4: **Survey Completion Time** can be completed and the return authorised. The following messages will be displayed.





13. A copy of the return in English and Welsh will be displayed in your browser. In addition, copies of the Basic Details and Learning Activities reports will be created for your reference.
14. The following message will confirm the success of the process.



15. Click **OK** and then close the Post -16 PLASC application.

A

Appendix A

Exam 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.

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

Description	Code	NQF	Legacy	NI Legacy
Advanced Extension Award	AEA	3	AEA	AEA
Asset Advanced	ATAdv	3		
Asset Breakthrough	ATBrk	0		
Asset Intermediate 2	ATInt	1		
Asset Mastery	ATMas			
Asset Preliminary	ATPre	1		
Asset Proficiency	ATPro			
BTEC Award Level 1	BTAW1			
BTEC Award				
Level 2	BTAW2			
BTEC Award				
Level 3	BTAW3			
BTEC Certificate Level 1	BTCE1	1		
BTEC Certificate Level 2	BTCE2	2		
Advanced Extension Award	AEA	3	AEA	AEA
BTEC Certificate Level 3	BTCE3	3		
BTEC Diploma Level 1	BTDi1	1		
BTEC Diploma Level 2	BTDi2	2		
BTEC Diploma Level 3	BTDi3	3		
DiDA Award	DAAw	1-2		
DiDA Certificate	DACe	1-2		
DiDA Diploma	DADi	1-2	DIDA	
Diploma Foundation	DpIL1			
Diploma Higher	DpIL2			

Description	Code	NQF	Legacy	NI Legacy
Diploma Advanced	DpIL3			
Diploma Progression	DpILP			
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	FSkI			
GCE A Double Award	GCEDA	3		
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			
General	Gen		Null	NONAC
International Baccalaureate	IB	3		
Key Skills Level 1	KSkI1	1		
Key Skills Level 2	KSkI2	2		
Key Skills Level 3	KSkI3	3		
Key Stage 1	KStg1	N/A	STG1	
Key Stage 2	KStg2	N/A	STG2	
Key Stage 3	KStg3	N/A	STG3	KSTG3
NQF Entry	NQF0	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			

Description	Code	NQF	Legacy	NI Legacy
Project Level 2	PjL2			
Extended Project	PjExt			
Diploma PL Foundation	PLL1			
Diploma PL Higher	PLL2			
Diploma PL Advanced	PLL3			
WBQ Advanced	WBQA	3		
WBQ Foundation	WBQF			
WBQ Intermediate	WBQI			

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
SAI	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
SC2	BTSC Level 2 Subsidiary Certificate
EC2	BTSC Level 2 Extended Certificate
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
SC2	BTSC Level 2 Subsidiary Certificate
AW3	BTSC Level 3 Award
EA3	BTSC Level 3 Extended Award
SC3	BTSC Level 3 Subsidiary Certificate

Name	Description
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

B

Appendix B

Viewing Assessment Marksheets as a Course Supervisor

It is possible for supervisors to view their departmental marksheets in Assessment.

When assigning a supervisor to a course, the Supervisor Title that best suits that person's role within the school is selected, for example, 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, each with a pre-defined set of permissions for viewing assessment marksheets. Ensure that the appropriate title for each supervisor is selected.

To explain this in more detail, the following table is based on the scenario where assessment marksheets have been created for the GCSEF Geography course and four GCSEF Geography classes. The full range of supervisors has been attached to this course.

Supervisor Title	Permissions
Class teacher (this is not one of the Course Manager supervisor titles)	View their own class marksheets only
Head of department	View the course marksheets and the four GCSEF Geography class marksheets
Second in department	View the course marksheet and the four GCSEF Geography class marksheets
Course co-ordinator	View the course marksheet and the four GCSEF Geography class marksheets
Head of faculty	View the course marksheet and the four GCSEF Geography marksheets
Curricular manager	View the course marksheet only
Supervisor	View the course marksheet only

Once supervisors have been allocated to the courses, before they can see any additional marksheets, staff need to ensure that the auto update setting to **Update Class Supervisors from Course Supervisors** is selected.

Ensure that the check box is selected to auto update **Class Supervisors from Chosen Course Supervisors** via the route **Tools | Academic Management | Course Manager | Course Manager Settings**.

