



Student Loans Company



Postgraduate Loans Awareness Seminar Workshop

HEP Services Team

Partner Services

31st January 2017



Course Submission – Courses Management Service (CMS)



Key Policy Summary

The course may be provided by:

A publically funded HE provider in the UK; or

An alternative provider with specific designation

- The student must start the course in AY 2017/18 or later (i.e on or after 1st August 2017)

Eligible courses:

Stand alone Masters courses (taught and research) with no subject restrictions

- Courses currently funded by undergraduate support system, e.g. Postgraduate Certificate of Education are not eligible

Course length:

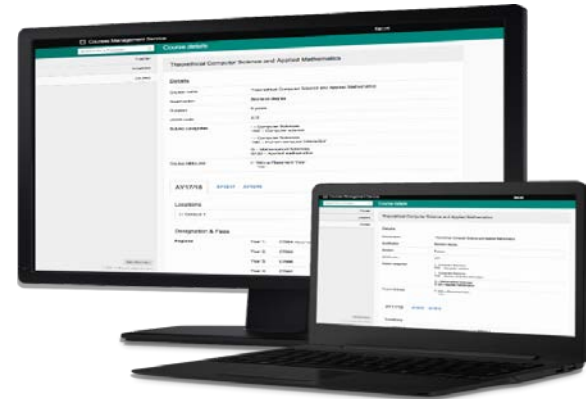
Full Time – 1 or 2 years

Part Time - up to 4 years



CMS Course Collection

- All relevant providers to enter both full and part time Postgraduate course details on CMS from **March 2017**
- Full and part time Postgraduate course entry format is the same
- Existing SFE PG courses will be rolled forward to AY 17/18 course list and automatically defaulted to be designated for both English and Welsh domiciled students to prevent the need to replicate course catalogue
- PGL service anticipated to go live June 2017





CMS Changes

- CMS has been developed to ensure Postgraduate courses can be identified when a student applies on-line
- The Copy Course functionality has been switched back on in CMS to assist with course data entry
- CMS Export includes Funding Level to enable providers to distinguish between Postgraduate and Undergraduate courses
- Search facility extended to include Postgraduate & Undergraduate courses





How to add a Postgraduate Course to CMS

- Introduction of Funding Level

[All Providers](#) > [New University of Cerium](#)

[Provider](#) [Locations](#) [Courses](#) [Replay Introduction](#)

Add a Course

All fields are required unless marked Optional.

Study Level Undergraduate Postgraduate

Study Mode Full-time Part-time

Start Year

[Continue](#) [Cancel](#)



How to add a Postgraduate Course to CMS

- Validation to ensure that Postgraduate courses can only be entered from AY16/17 onwards

- Validation to ensure that Postgraduate courses for Welsh domiciled students can only be added for AY17/18

All Providers > New University of Cerium

Provider Locations Courses [Replay Introduction](#)

Add a Course

All fields are required unless marked Optional.

There was a problem submitting the form.
Please review the following:

- Postgraduate courses can only be added from AY16/17.

Study Level Undergraduate Postgraduate

Study Mode Full-time Part-time

Start Year

[Continue](#) [Cancel](#)



How to add a Postgraduate Course to CMS

Provider **Locations** Courses

Add a Course

All fields are required unless marked Optional.

Course Details

Study Level	Postgraduate
Study Mode	Full-time
Course name	<input type="text"/>
	<small>Up to 120 characters</small>
Qualification	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #fff9c4; padding: 2px;">- Select one -</div><div style="background-color: #2196f3; color: white; padding: 2px;">- Select one -</div><div style="background-color: #fff9c4; padding: 2px;">Research Masters</div><div style="background-color: #fff9c4; padding: 2px;">Taught Masters</div></div>
Duration	
UCAS code	<input type="text"/>
	<input type="checkbox"/> No UCAS code

- When Postgraduate Funding Level is selected only two qualifications are available
 - Taught
 - Research
- These new qualifications are not listed on the Undergraduate qualification dropdown



How to add a Postgraduate Course to CMS

Provider **Locations** Courses

Add a Course

All fields are required unless marked Optional.

Course Details

Study Level	Postgraduate
Study Mode	Full-time
Course name	<input type="text" value="Masters in English"/> <small>Up to 120 characters</small>
Qualification	<input type="text" value="Taught Masters"/>
Duration	<input type="text" value="- Select one -"/> <input type="text" value="- Select one -"/> <input type="text" value="1 Year"/> <input type="text" value="2 Years"/> <input type="checkbox"/> No UCAS code
UCAS code	
HEP course code(s) <small>OPTIONAL</small>	<input type="text"/>

[+ Add another course code](#)

- When Postgraduate Funding Level is selected the duration is defaulted to 1 or 2 years
- UCAS codes, HEP codes and Subject Categories all mirror Undergraduate
- The only attribute applicable & available for Postgraduate courses is Distance Learning



How to add a Postgraduate Course to CMS

Domicile Designation

- All existing Postgraduate courses in CMS for AY 16/17 will be automatically rolled forward to AY 17/18 with domicile designation defaulted to England & Wales
- No requirement for providers to create Welsh and English versions of the same PG courses
- Providers can de-select either England or Wales before saving the course
- Locations function works exactly the same as undergraduate



How to add a Postgraduate Course to CMS

Locations

✓ Main Campus

Designation

✓ **England** – designated

✗ **Northern Ireland** – not designated

✗ **Scotland** – not designated

✓ **Wales** – designated

Start Dates [Edit](#)

✗ Aug 2016	✓ 11 Sep 2016	✗ Oct 2016	✗ Nov 2016
✗ Dec 2016	✗ Jan 2017	✗ Feb 2017	✓ 15 Mar 2017
✗ Apr 2017	✗ May 2017	✗ Jun 2017	✗ Jul 2017



How to add a Postgraduate Course to CMS

- Only the Course Start Date is required to be entered in CMS for both FT & PT courses
- Date entered will trigger the first payment and determines subsequent payment dates

Start Dates

<input checked="" type="checkbox"/> dd August 2016	<input type="checkbox"/> Sep 2016	<input checked="" type="checkbox"/> dd October 2016	<input type="checkbox"/> November '16
<input type="checkbox"/> December 2016	<input type="checkbox"/> January 2017	<input type="checkbox"/> February 2017	<input type="checkbox"/> March 2017
<input type="checkbox"/> April 2017	<input type="checkbox"/> May 2017	<input type="checkbox"/> June 2017	<input type="checkbox"/> July 2017

Registration, Reporting & Monitoring Process Student Information Service (SIS)



Key Policy Summary and Provider Responsibility

- One confirmation of study required from HE Provider at the start of each academic year of the course
- Explicit confirmation in Period 1, releases payment to students in Payment Periods 2 and 3
 - Provider responsibility to ensure student is still in study during census period prior to each of the two further payments
- Timely submission of Change of Circumstances
- SLC to monitor Provider compliance and performance in line with the Service Management Framework



System changes for Postgraduate Students in SIS

Postgraduate
Students
available to
view from
launch in
Summer 2017

Search Filters
on View
Student
Information and
Registration
Worklist
screens

- Funding Level
- Qualifications

No Manual
Registration for
Postgraduate
students

Streamlined
Postgraduate
CoC screens
and enhanced
validation

Extended
Student
Information File
export –field for
“Funding Level”



View Student Information – Funding Level Filter

SIS Home

Student Information Home

View Student Information

Registration Home

Attendance Home

Combined Home

CoC Home

Financial Reports

HE Gateway Home



Student Information Filter

Filter

Help

Student Search

Course Search

General Search

Academic Year	15-16	Application Status	Select
Course Start Date (dd/mm/yyyy)		Course Name Use wildcards (%) for more matches e.g. Mat%	
UCAS Course Code		SLC Course Code	
Method of Attendance	Select		
Campus	Select		
Qualification	Select	Course Type	Select
Course Status	Select	Course Fee Rate (£)	
Current Attendance Status	Select		
Registration Status	Select		
Current Year Start Date From (mm/yyyy)		Current Year Start Date To (mm/yyyy)	
Level of Study	Select	Mode of Study	Select
Number of Records to Display Per Page	Select		

Clear Filter and Results

Filter & Display Results

Filter & Export Results





Registration

- Student visible on Registration Worklist **30 days** prior to the Start Date of course
- One registration confirmation required to release all three payments
- New filters allow you to search Registration Worklist for Funding Level & Qualification
- Registration worklist results will also provide Course Start Date information

Registration Worklist

Filter Help

Student Search | Course Search

Academic Year: 15-16
Course Name: Use wildcards to find more matches, e.g. %Mat%
Course Start Date (dd/mm/yyyy):
SLC Course Code:
UCAS Course Code:
Method of Attendance: Select
Campus: Select
Qualification: Select
Course Type: Select
Course Status: Select
Course Fee Rate (£):
Level of Study: PG
Mode of Study: Select
Number of Records to Display Per Page: 25

Clear Filter and Results | Filter & Display Results | Export Results

Outstanding Registration Confirmations

SSN	Full Name†	Course Start Date	DoB	Registration Confirmation
SFDU15637820D	DRGG, SAFDS		16/09/1989	Select
	USER1449070000483, EDS		01/05/1986	Select

HEP Services Team

Partner Services

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