



# CMS Webinar 2021

## Questions & Answers



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## Course information

**Are there any plans to introduce a function for the bulk roll over of courses? Our institute rolls over nearly 1000 courses each year and doing them one by one is time-consuming. A one-time bulk upload could be checked by multiple people and reduce the risk of errors.**

We understand that the facility to bulk upload courses at roll over would save time and resources, however, CMS was designed for data integrity purposes and therefore we require you to submit courses individually.

**How many intakes can you add to a course once it has been saved? Are there any plans to allow additional intakes to be added to a course, rather than needing to create a new course?**

You cannot add an intake after you have saved the course, so we recommend that you add all intakes before saving the course. Should you wish to add a new intake after saving a course you will need to create a new course.

**What is the deadline for full-time undergraduate courses to be saved on CMS?**

The official deadline for submitting undergraduate courses is Friday 21 January 2022.

**If we have timetabled sessions during freshers' weeks, giving students time to meet the faculty and their tutors. Should we include these weeks in the course length?**

If the student is actively engaging with you, for example, attending lectures, doing course work, faculty induction sessions or taking exams, this can be included in the total course length and should be added to CMS. As a guide, if students have around 5 hours of engagement during fresher's week, then it should be included within your term dates.

**We have a 2-year HND course that is offered on a part-time basis - how many credits should we attribute?**

Typically, a full time HND course attracts 120 credits per year.

When entering your Part Time credits onto CMS, we ask that you add the total amount for credits for the entire duration of the course. On this basis you would enter 240 credits.

For further guidance on Part Time courses, please visit the guidance [here](#).

**We work in 2 semesters, how do we put our term dates on?**

We pay students at 3 points throughout their academic year, so we still need to maintain the 3 terms in our systems.

If you use semesters, you should create term dates that reflect your students' study pattern as closely as possible. It is possible to use any holiday periods in the second semester as a natural break for your terms.

**Course collection is open, but we still haven't got term dates agreed by our faculties, what should we do?**

Where your terms dates have not been agreed we would request that you postpone uploading your course information until you have your dates confirmed.

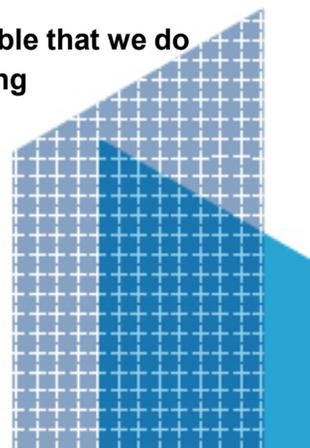
In this situation you should contact your Account Manager to make them aware of the situation. If your dates have still not been confirmed as we approach the student application launch, you will need to make your students aware, so they do not try to apply.

**Should providers standardise their term dates for the 3 terms (still completing courses in batches)?**

We do not recommend standardising, as the term dates dictate the payment dates for students. The duration of a course can also impact on the entitlement a student receives; therefore, it is important that these are saved individually and independently from one another.

**In instances where we know a paramedic course isn't funded, is it preferable that we do not select this attribute, as it causes delays and results in assessors asking applicants for a letter when it may not be necessary.**

To ensure students are assessed correctly, we require paramedic courses to have the relevant attribute selected regardless of the funding status. This also helps improve data integrity.



# Student Entitlement

## When does a student receive a higher rate of maintenance entitlement?

A student may be entitled to a higher rate of maintenance if:

- a) they are studying at an institution or campus based in London; You will need to add a separate Location on CMS using the Location Tab with the correct London postcode. When adding a course please ensure you tick the relevant campus location.
- b) The course they are studying is longer than the standard length of 30 weeks and 3 days. For each week thereafter they are entitled to additional support known as a Long Courses Loan. When entering term dates on CMS the system will automatically calculate the duration of the course and will alert you if your term dates exceed 30 weeks and 3 days and ask you to confirm that these are correct and accurately reflect the course duration.

## We offer a lot of NHS courses and want to ensure our students receive the correct entitlement. What do we need to do to ensure that our students are funded correctly?

From 1<sup>st</sup> August 2017 Nursing, Midwifery and Allied Health Professions (AHP) students studying in England have access to the same student finance package of support as all other undergraduate students. Guidance to assist with the interpretation of the Student Support Regulation in relation to NHS is available on our Practitioners [website](#).

When adding courses to CMS please ensure that you have added the relevant attribute to identify your course. You will find further information on Attributes in our CMS [guidance](#).

## Course changes

**We are a new provider and will be offering distance learning courses, how do we notify SLC that these are distance learning courses? Shall I just include this in the course title?**

Funding entitlement differs for distance learning courses, so it is important that your course is easily identified as such by both students when applying and by Assessors when calculating funding entitlement.

Please ensure that you select the relevant 'Distance Learning Course' attribute when creating your course on CMS.

It is not necessary to put this in the course title but if you offer multiple courses with the same name and wish to, you can add this to the title for ease of reference if you also select the Attribute as advised above.

For further information on Attributes refer to our CMS [Guidance](#).

**We are introducing a 5-year medicine course that has an integral foundation year at the start, how should we add this to CMS?**

Some courses can be extended beyond their normal length to include a foundation year designed to prepare students for study in their chosen subject – for full details on course eligibility refer to Chapter 4.1.4 (Page 82) of the Guidance Chapter on the Practitioners [website](#).

When adding this course to CMS please select the duration as 6 years and ensure you also tick the 'This includes a Foundation Year' box in the Duration section.

Also remember to select the 'Medicine/Dentistry' attribute.

# Postgraduate

**We have part-time 28-month MA Illustration, and it has a 16-month full time equivalent. How should I go about accurately setting up the term dates for the part time course? The first two years end in September but the end date in year 3 is January.**

The correct duration would be 2 years for the Full-time course and 2 years FTE for the part-time version.

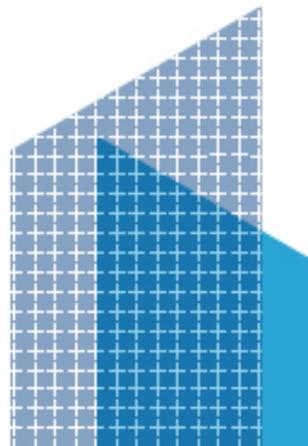
You can add the shortened term dates for year three ending in January to spread the students' payments accordingly.

For further details, please refer to our [guidance](#).

**For a Masters programme offered in England, by distance learning and only offered as part-time, taking 3 years - should we input it as 2 year FTE?**

It is possible to add the course as a 3 year, with no FTE. However, that will depend on what other courses are offered. For example, when adding a 3-year part-time course to CMS, it would not be eligible if you also had a 1 year full-time equivalent version of the course.

Please refer to the CMS [guidance](#) for further clarification.



# General

## Why can't I start my course on the weekend?

Course term dates can start and finish on a weekend day providing there is formal engagement/teaching taking place on these days. If you enter a date that falls on the weekend the system will highlight this to you.

**We have some programmes that have placements during vacation periods. The placement durations will be the same length for all of the students; however, the dates of the placements will vary. We also have an example of a programme that may be spread across two academic years. How do we incorporate these placements into the term dates?**

As the placement dates vary for students the term dates cannot be amended on CMS. Should a student require an extension to their programme to complete a placement you should submit a Fee CoC explaining the reason for the extension and providing the exact placement dates.

If the placement straddles two academic years, it is necessary to submit a Fee CoC for both academic years. First splitting the dates up to the end of the first academic year and then submitting a new Fee CoC from that point until the end of the placement.

The student will have to make an application for the new Academic Year.

## How does SLC determine the fee cap for an HEP?

Provider fee caps are added to the Courses Management Service (CMS). The fee cap depends on your domicile and will be the maximum amount stated by:

- the Office for Students (OfS)
- the Higher Education Council for Wales (HEFCW)
- the Department for the Economy Northern Ireland (DfENI)
- the Student Awards Agency Scotland (SAAS)

This cap is set for both full-time and part-time courses.

When you enter fee information at course level, you will not be able to enter a fee rate higher than your fee cap.



**For more information:**

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