



Courses Management Service (CMS) Webinar Q&A November 2018

The following document has been produced following the Webinar held on 29th November 2018.

HECoS

How will I know I have entered the correct HECoS code for my course – is there validation in CMS?

CMS will validate that you have entered a recognised HECoS code; however it is up to the provider to check that the code they have entered is the correct code for the course.

Once you have entered your HECoS code and clicked Save Changes, CMS will then display the code(s) you entered along with the HECoS code description as detailed by HESA. You should check this is the description you were expecting and that it reflects the course name. (E.g. English and History = English and History HECoS code)

The CMS development team are currently working on an enhancement whereby once you start typing the HECoS code, the field will then display a list of the possible codes that follow what you have entered along with the text description for the code. We hope to have this enhancement live over the next few weeks.

Are JACS codes staying in CMS whilst HECoS are introduced?

Yes, JACS codes will be available in CMS however this field has been locked down and cannot be edited. If changes are required then please contact our Partners Support Desk on hep_services@slc.co.uk

Where can we get the list of HECoS codes?

All information on HECoS can be found on the [HESA](#) website including documentation on codes, vocabulary and implementation guidance.

Can we add more than 5 HECoS codes for each CMS code? We have multiple courses on 1 code.

You can add up to five HECoS codes per course. Simply click on 'Add another hecos code' to add more. CMS will not allow you to save a course where you have added two or more identical HECoS codes. Before saving, please ensure the HECoS code(s) you have entered are correct. HECoS codes are used to determine a student's entitlement, so an incorrect HECoS code could be the difference between a student accessing funding for the course or not.

What is the purpose of putting HECoS codes in CMS?

The purpose to replicate information held across the sector and to ensure a student's entitlement is correct. All courses held within CMS will require HECoS codes as you cannot save a course without a valid code being submitted.

When we are going to receive the mapping for which JACS correspond to HECoS?

The transition from JACS to HECoS is lead by HESA. You can find out more information on the HECoS coding system and guidance to help with attributing the correct HECoS code to your courses on the [HESA](#) website. The SLC have produced guidance that provides support should errors occur and this can be found on our website under Courses Management Service.

How do we check that our HECoS codes have been sent to SLC?

Providers input HECoS codes into CMS and there is supporting guidance to show you how to do this on <https://www.heinfo.slc.co.uk/hep-services/courses-management-service.aspx>

We currently do not recruit students via UCAS and have not entered UCAS codes to CMS in the past (FE/HE College NI). Will we now have to enter HECoS codes?

Yes, CMS will require you to enter HECoS codes from AY2019/20. You can find the HECoS implementation guide and mappings from JACS to HECoS guides on the [HESA](https://www.hesa.ac.uk/) website.

What should I do if I realise I have entered the wrong HECoS code after saving it?

HECoS codes can be amended at the moment. It is an editable field. However, once all course collections are complete this field will be locked down.

As HECoS can impact a student's entitlement, we strongly advise that you ensure that HECoS codes are correct at the point of entry to reduce the need for unnecessary reassessments.

We request that where you need to change a HECoS code that you advise the HEP Services team before you make the change to allow us to ensure that, where required, reassessments are carried out.

What is the deadline for updating the HECoS codes for AY2019/20?

The deadline for submitted HECoS codes for AY2019/20 will be in line with course submission as these codes are required when saving your course.

Course Collection & Deadline

I have not been told I can enter my courses yet for AY2019/20. When can I do this?

We are currently in the process of updating providers on CMS to allow them to add their AY2019/20 courses. Public providers in Scotland, NI, Wales and ROI will be notified week commencing 3 December to commence their course submission. English providers will follow after and will be notified accordingly.

For English providers, only those registered with OfS will be able to add AY2019/20 courses for new students.

Will Scottish postgraduate courses have 31/01/19 rollover deadline as they are entered as UG?

Scottish providers can add postgraduate courses in line with undergraduate due to the way we structure these courses in CMS. The deadline however will be in line with all other postgraduate course entry as application launch is later in the year.

Do we still have time to close any programmes no longer needed so that they do not roll over for AY2019/20?

Our advice in this situation would not to close the course as this would close the course all the way back to the academic year it was set up. We would advise to let the course roll over but then do not save it for the AY2019/20 academic year. This will mean the course remains unsaved and is not available to students for the coming year.

What are the deadlines for setting up the various course types for AY2019/20?

The deadline for full-time undergraduate will be 31st January 2019. The deadline for other products such as part-time and postgraduate courses will be shared at a later date.

We closed some courses for AY2018/19 - can I just check these don't get rolled over to AY2019/20 for confirming?

This is correct, closed courses will not be rolled over in CMS for AY2019/20.

What is the assumed deadline for course confirmation (England) for Sept AY2019/20?

The deadline for course collection for FT UG will be 31st January as detailed within the Service Agreement <https://www.heinfo.slc.co.uk/media/9423/hep-slc-service-agreement.pdf>

When roughly will England follow for registered OfS institutions?

Registered OfS providers in England will be invited to commence course collection in the next couple of weeks. You can expect a further communication on this shortly.

Will the deadline for course input be around the same period even though we are only able to input later?

The course deadline will remain as 31st January even though we have commenced course collection later in the year than normal. There will still be plenty of time for you to add your courses and there is additional guidance on our website to help if needed.

You indicated that the course confirmation for AY2019-20 is now open but looking at CMS there is no AY2019-20 tab showing?

We will be issuing a communication to each provider when their courses are available for 2019/20 on CMS, you should expect to receive this in the next couple of weeks.

What is the current advice for submitting part-time course information on CMS to ensure a timely and correct assessment of part-time maintenance loans for students?

Guidance on how to submit part-time courses can be found on our website in our quick guide <https://www.heinfo.slc.co.uk/hep-services/courses-management-service/guidance-further-information.aspx>

Alternative Providers transitioning to Approved Fee Cap Provider for 2019/20

We are a private provider who for AY2018/19 had a course capped, but now we are OFS approved. What impact will this have on updating courses and HECoS?

As in previous years you will be invited to submit a data capture form so we can ensure course information is available for application launch in AY2019/20. In 2019 you will be invited to attend training on CMS and from this point you will be able to manage course entry moving forward.

As a current Alternative Provider who has just been granted approved fee-cap status, do I use the spreadsheet rather than inputting our courses myself?

We will ask you to submit a data capture form for the coming academic year to ensure all courses are available for AY2019/20. This process will change in the coming months and SLC will provide a communication in relation to this once more information is available.

Can Alternative Providers only upload courses to CMS after receiving confirmation of registration with OfS?

Providers in AY2019/20 will need to register with the Office for Students and as such the term Alternative Provider will cease to exist. Should you register successfully you will become an Approved Fee Cap provider and as a result will be able to upload courses to CMS after receiving training and guidance from SLC.

When will course submission be ready for Alternative Providers?

Once a provider is designated through OfS a data capture form will be issued to you so you can submit your courses. If you have recently been designated and require this form then please contact our Partner Service Support Desk via hep_services@slc.co.uk so this can be sent to you.

We are an Alternative Provider in Scotland, but I don't think the Office for Students applies to Scotland. Will there be separate arrangements for APs in Scotland or will it be the same?

Alternative Providers will continue with their current designation agreements in Scotland as the Office for Students transition is only applicable to providers in England.

Course Set Up

When will the fee rates for AY2019/20 be confirmed as it says in your webinar that these are still to be signed off?

We anticipate the regulations will be laid early next year and rates will be confirmed once this has been released.

Why am I unable to enter a course with a start date in December and end date in October?

Your terms dates should be linked to the season which your course begins and there are restrictions as to the earliest a term can begin. This is to make sure students payments are spread out throughout the academic year. The academic year is strictly defined in the regulations as a 12-month period beginning on either 1st September, 1st January, 1st April, or 1st July depending on when the course started.

Where a course starts between 1st Aug and 31st Dec, the academic year would be 1st Sept – 31st Aug. So a course starting in December can finish no later than 31st Aug.

The term date guidance which is available on the HEP Services website explains this in more detail <https://www.heinfo.slc.co.uk/media/9448/term-date-quick-guide-february-2018.pdf>

Can students see/use the SLC course code when they are searching for the course in the application process?

No, the student can't actually use the SLC course code in the search field of the course section.

The paramedic sciences flag, if ticked should this indicate that they are on a non-NHS course otherwise would we have to use the NHS bursary flag? All our paramedics seem to be individually assessed, would this help?

The Paramedic Science flag indicates that it is a Paramedic Science course. The Assessing Department have a database that holds details on each HEP's Paramedic Science course and the funding that it attracts from and this is used to ensure a student is assessed for the correct amount of funding from us.

Should top up courses (year 3 only) be entered as a one year course or a 3 year course with no students in year 1 and 2?

You can enter top up courses in either of these ways.

Am I correct in my understanding that if we are phasing in a new course, we should define this in CMS, e.g. year 1 "new students", year 2 "no students" etc?

Yes, available course years can be used in this way to phase in a course.

In regards to long course submissions on CMS, do enrolment weeks class as the beginning of term?

Enrolment/Fresher's weeks should only be included if the students on that course are attending lectures, undertaking course work or taking exams.

Our students go on a compulsory sandwich (placement) year and this varies from a minimum of 44 weeks to 52 weeks depending on the course, how do we set that up?

The term dates entered in CMS should reflect the actual length of the placement year.

When will there be the facility to manage in bulk? If no plans to, then why not as we're trying to manage over 800 courses?

We ask you to check and enter your data individually to ensure we keep the integrity of the data.

How do you edit courses?

If you need to edit course details there is an edit button on the course screen, however before making any changes we ask you to notify hep_services@slc.co.uk.

Can I edit term dates at any point in the academic year?

Yes, technically you can. However it is important to make sure that the course information is accurate at the point of saving the course for the new academic year as changing fee payments can impact a student's entitlement and payment dates. Where you do need to make a change, SLC would recommend you contact us prior to you making any changes so that we can ensure the necessary reassessments have been carried out.



All supporting guidance relating to the Courses Management Service can be found on our website:

<https://www.heinfo.slc.co.uk/hep-services/courses-management-service.aspx>

If you require further support then please contact our Partner Services Support Desk or your HE Account Manager.

Partners Support Desk

hep_services@slc.co.uk

0300 100 0642

<http://www.heinfo.slc.co.uk/>