

# **New to SLC: Induction Pathway Courses Management Service (CMS)**

**HE Account Managers, Partner Services**

March, 2019

# Contents

- 1 Service Overview

---

- 2 Full-Time Undergraduate

---

- 3 Part-Time Maintenance Loans

---

- 4 Postgraduate Masters & Doctoral

---

- 5 HECoS

---

- 6 Summary

---

# Objectives

**This session is aimed at staff with the responsibility for managing course data**



**The workshop will offer an opportunity for you to ask questions about CMS**



**The workshop will take a deep dive into course structures for each product type**



# 01 Service Overview

# 3 Key Design Principles of CMS

A single database of accurate provider and course information

Students should be able to easily find their course when they apply

A student is not made eligible for support unless the course they are on is designated

# Course Submission



## It enables SLC to:

- Hold a complete list of designated courses
- Ensure that payments are accurate, paid on time and to the right location
- Correctly assess student funding applications

## It will allow you to:

- Maintain and manage a centralised log of your course and fee information
- Accurately present your courses to applicants through the online application

# Course Submission

For public providers in AY 19/20 FT Undergraduate course submission has passed.

PT Undergraduate course collection opened on 25<sup>th</sup> February and courses are to be saved by 26<sup>th</sup> April 2019.

Postgraduate Masters collection is scheduled to start mid-March to be saved by the end of April 2019 (SFE/SFW/SFNI)

Postgraduate Doctoral collection is scheduled to start mid-April to be saved by end of May 2019

Courses Management Service

Please sign in

Username

Password

Sign in

# Service Standards: Course Submission

Service/Process	Right First Time	Elapsed Time
Register of Eligible Courses Public Providers, Non-Franchised	95% by the end of Jan 100% by the end of June	85% by the end of Jan
SCITTS Franchised		90% by 31 <sup>st</sup> March 90% by the end of Feb





## 02 Full-Time Undergraduate

# Course Structure

## Fee Rates

All course fee rates are defaulted to the provider fee cap

Where a placement fee is manually entered this fee will be pre-populated in all further courses opened with a placement year indicated

## Term Dates

Responsibility of the HEP to ensure term dates accurately reflect teaching time

Ensure that holidays are accounted for in the term dates and not included within any term

Total number of study weeks for all three terms should not normally exceed 31 weeks, those that do will entitle a student to a long course loan

## Long Courses

All course term dates that are over 30 weeks and 3 days are classed as 'long courses'

Depending on a student's individual circumstances, the length of your course, could entitle them to more maintenance support. The Courses Management Service will notify you when you enter term dates that exceed this and ask you to further validate these term dates to ensure they are correct

# OfS Registered Providers

At English Provider that is:	TEF Award	Max FT Fee Chargeable	Max PT Fee Chargeable
<b>Approved (Fee Cap) with APP</b>	Yes	£9250	£6935
	No	£9000	£6750
<b>Approved (Fee Cap) without APP</b>	Yes	£6165	£4625
	No	£6000	£4500
<b>Approved</b>	Yes	£6165	£4625
	No	£6000	£4500

# Publicly Funded Providers

Scotland, Northern Ireland and Wales

Rate	Publicly funded SCOTLAND/NI	Publicly funded WALES
Full Year	9,250	9,000
Final Year (<15wks)	4,625	4,500
Sandwich work placement	4,625	1,800
Overseas Study	4,625	1,350
Rate	1,385 (Scot) Fee Waiver(NI)	1,350

# Term dates

## Academic Year definition:

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.



# Term dates

Season (Academic Year Start)	Term 1 No earlier than	Term 2 No earlier than	Term 3 No earlier than
AUT (Aug- Dec)	1 August	1 January	1 April
WIN (Jan - Mar)	1 January	1 April	1 July
SPR (Apr - Jun)	1 April	1 July	1 January
SUM (July- Aug)	1 July	1 January	1 April

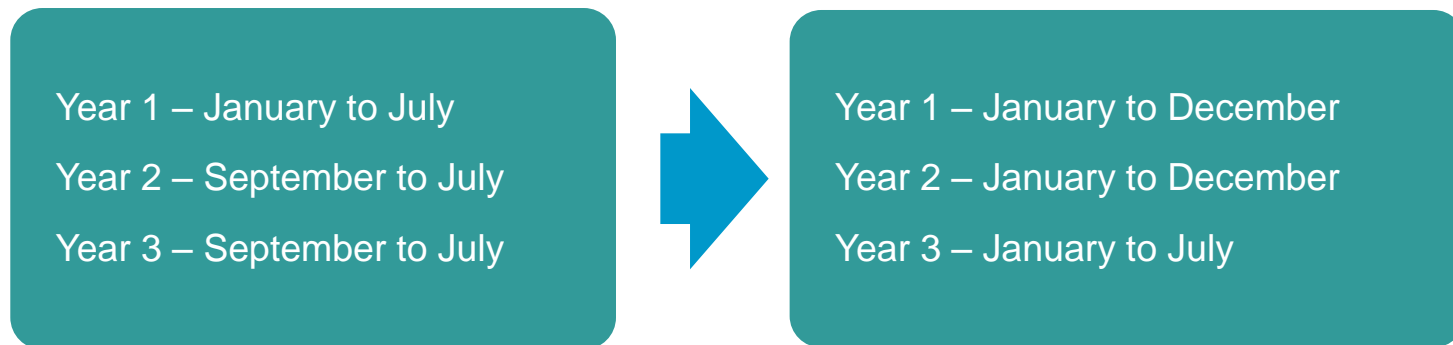
**Academic year** = 12 months / 1st of Sept / Jan / April / July

**Holiday periods** = not included within term time

# Term dates

**Compressed 1st year** same up-front tuition fee loans as full academic year

**2nd year** can only apply for tuition fee support or living costs after end of full academic year



*Example: Study pattern for student on 2.5 year degree with shortened 1<sup>st</sup> academic year*

## Editing Term Dates

Editing course details once students have submitted applications can affect assessment. If you are editing this course after students have been assessed against it then contact the SLC Operations team on [hep\\_services@slc.co.uk](mailto:hep_services@slc.co.uk) before you make any changes.

The month of term 1 start date cannot be changed.

September Intake		Start Date		End Date	
All Years	Term 1	<input type="text" value="1"/>	<input style="background-color: #cccccc;" type="text" value="Sep 2017"/>	<input type="text" value="20"/>	<input type="text" value="Dec 2017"/>
	Term 2	<input type="text" value="3"/>	<input type="text" value="Jan 2018"/>	<input type="text" value="4"/>	<input type="text" value="Apr 2018"/>
	Term 3	<input type="text" value="6"/>	<input type="text" value="May 2018"/>	<input type="text" value="20"/>	<input type="text" value="Jun 2018"/>

**Save changes**

[Cancel](#)



# Long Courses

**Fresher's Weeks** not counted as weeks of teaching, unless students attend lectures or undertake necessary coursework



**Holiday periods** should always be accounted for, not included within term, but adjust term length




**Exam periods** can be included in teaching weeks, but awaiting results can't



**Support** students with means tested support studying 45 weeks or more are paid for the full 52 weeks

# Long Courses

It is the responsibility of Higher Education Providers to confirm these dates are an accurate reflection of the teaching provided to students attending this course, and are aligned to the institutions academic schedule in accordance with [SLC Guidance](#) .

## Long course

You have entered term dates which run for **longer than 30 weeks and 3 days**. Students attending this course may be eligible for additional funding.

**Confirm these dates are accurate:**

This is a long course

Add this Course

# Editing Course Details

Editing course details once students have submitted applications can affect assessment. If you are editing this course after students have been assessed against it then contact the SLC Operations team on [help\\_services@slc.co.uk](mailto:help_services@slc.co.uk) before you make any changes.

# Available Course Years

Providers are able to select academic years on courses that are specific to either, all students, returners only or new students. Courses will default to all students.

Year 1	<input checked="" type="radio"/> All students	<input type="radio"/> Returners	<input type="radio"/> No students
Year 2	<input checked="" type="radio"/> All students	<input type="radio"/> Returners	<input type="radio"/> No students
Year 3	<input checked="" type="radio"/> All students	<input type="radio"/> Returners	<input type="radio"/> No students

# 03 Part-Time Undergraduate

# Part-Time Maintenance Loans

Both the English and Welsh governments introduced Part-Time Maintenance Loans (PTML) for **new** eligible part-time undergraduate students from AY18/19

This loan is addition to the PT Tuition Fee Loan (PTTFL) and PT Disabled Students' Allowances (PT DSAs) and the PT dependants' grants (GFDs) for Welsh domiciled students undertaking a designated PT course



## **Product and Policy Rationale:**

Increase the number of students taking Part Time courses by providing greater access to student finance, and promote greater parity between Full Time and Part Time support

Date  
model to  
replicate  
current full  
time  
undergrad



One AY's  
worth of  
dates and  
fees  
captured



Credits  
already  
collected  
for  
intensity  
calculation



Capturing  
FTE  
Durations



Removal  
of manual  
course  
entry for  
students

# Credits

Held at core  
course level  
rather than  
academic year  
specific

Reflects the  
total number of  
credits against  
the course and  
not the course  
year

Courses can  
no longer be  
rolled over /  
created  
without a  
credit value

Student  
understanding  
of credits  
important to  
ensure correct  
assessment



At the beginning of each AY the HEP must confirm the total number of credits that the student intends to complete. The number of credits is used by SLC to validate the amount provided by the student which is used to calculate the student's intensity of study for the AY



If a HEP is aware that the total number of credits undertaken in that AY has changed, the HEP must inform SLC so that intensity can be recalculated and the student's entitlement reassessed.



Students are only eligible for PT Tuition Fee Loan when studying at 25% or higher intensity during the AY

## Course Details [Edit](#)

Status Open

Funding Level Undergraduate

Study Mode Part-time

Course name Zombies in Popular Media

Qualification Bachelor Degree

Duration 3 Years full-time equivalent duration

Total credits 360

HEP Course Code(s) —

Subject categories C – Biological Sciences  
C873 – Cross-cultural psychology

Course Attributes —

# Payments



- Three payments to the student in line with term dates + 2 weeks
- The number of attendance confirmations required for PT courses increased from one to three per AY in AY 18/19 for new and continuing students
- PTTFL is paid to the HEP in three instalments per AY (split 25%, 25%, and 50%) in line with the existing PTTFL payment dates

## Provider Details [Edit](#)

Provider name University of Britain

HEP code NIJA

Provider type University

Permission Full access

UKPRN 12340111

### UCAS

Registered address 123 Any Street  
Glasgow  
G1 1RY  
Scotland

Notes This is an example note; hello world!  
Notes are only shown to Student Loans Company staff

## Contact Details [Edit](#)

These details are used as part of the application process and can be shown to students.

Email address [student.finance@britain.ac.uk](mailto:student.finance@britain.ac.uk)

# 04 Postgraduate Masters & Doctoral

# Postgraduate Loans



## Masters

From AY18/19 a maximum amount was introduced for SFE PG Masters Loans of £10,609 which has been increased to £10,906 for AY 19/20.

### **Product Rationale:**

PGL Masters Loans are intended to help ensure the UK could meet demands for highly skilled workers

## Doctoral

From AY19/20, both the English and Welsh governments are introducing, a contribution to loan costs of up to £25,700 per student for postgraduate doctoral degree courses

### **Product Rationale:**

PGL Doctoral Loans are intended to remove the financial barrier to undertake doctoral degrees, and increase the number of Individuals who hold this level of qualification

# Postgraduate Masters - Wales

- Eligible new students will be entitled to up to £17,000, as a combination of grant and loan as a contribution to costs towards a postgraduate master's course
- A maximum income assessed grant of £6,885 where the student's household income (HHI) is £18,370 and below. For every £6.94 of extra household income above £18,370 and up to £59,215 the student will lose £1 of grant
- There will be a minimum grant of £1,000 available for students with household income of £59,215 and above. The minimum grant of £1,000 is also available to all non-income assessed applicants
- In addition to grant funding, a non-income assessed maximum loan of up to £16,000 will be available, making the total amount of support available up to £17,000 (grant plus loan).

\*Subject to Wales Ministerial sign off

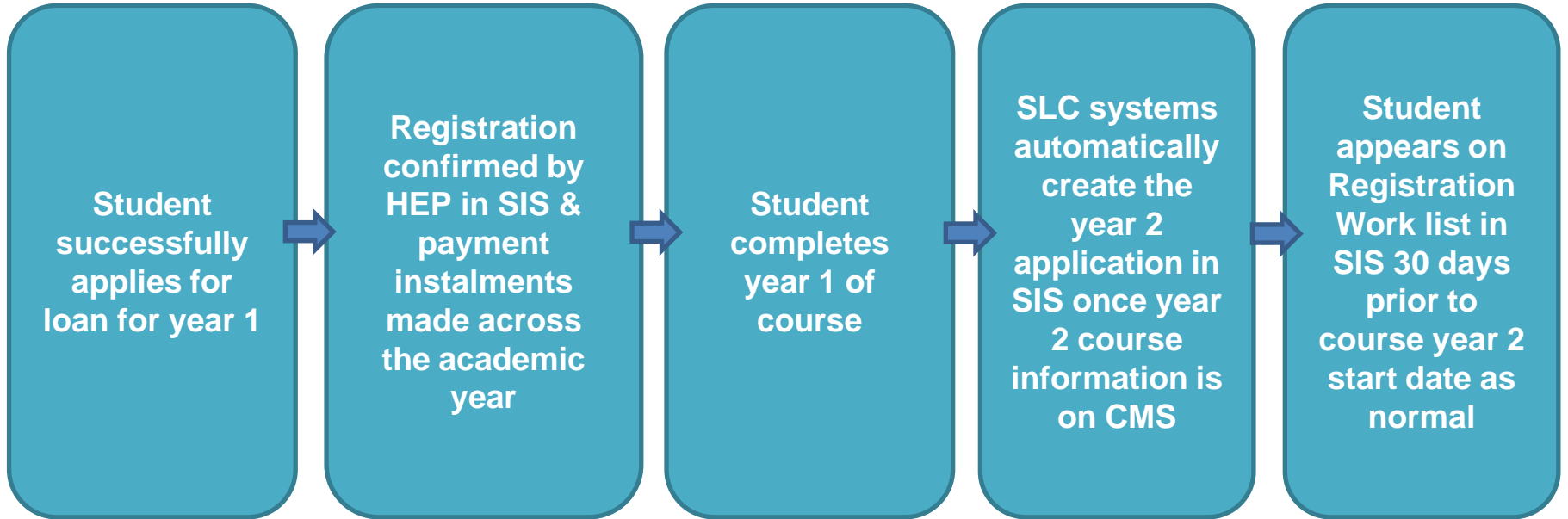
# Apply Once

- **SFE & SFW** PG Master's and Doctoral Loans both use the **Apply Once** concept
- Apply Once means that students only apply once regardless of how long they will study for
- What happens at the start of the year following the initial application depends on what work stage the application is at the end of Year 1
- For courses, it is important to consider the impact of apply once before closing or creating for the new Academic year

\*Subject to Wales Ministerial sign off



# Process



Provider

Locations

Courses

## Add a Course

Start Year

AY18/19 ▾

Funding Level

Undergraduate

Postgraduate

Study Mode

Full-time

Part-time

Domicile

England/Wales

Northern Ireland

Postgraduate Options

Masters

Doctorate

**Continue**

[Cancel](#)

# Welcome back!

It looks like you're trying to apply for second year of PGL Apply - Candle Burning 2yr FT at University Of Leeds.

Is this correct?



Yes



No

[◀ Back](#)

## You don't need to take any action at this time

We'll write to you just before you're due to start the next year of your course to confirm when you'll receive your payments for the next year.

[Go back to your account](#)

# 05 HE Classification of Subjects (HECoS)

# HECoS

- HECoS replaced JACs codes for AY 19/20. CMS **no longer accepts** JACs codes, HECoS codes **should have been entered** in May 2018 ready to be rolled over.
- HECoS contains a similar number of codes to JACs and defines subjects at a similar level of granularity. However, unlike JACs, HECoS is a simple list of subjects with no inherent hierarchy. This removes the artificial restrictions that came with the structure of JACs and it also provides more scope for the system to evolve as new subjects emerge.

# 06 Summary



# Chloe Crainie & Alex Stainsby

HEP Account Managers | Partner Services



[Chloe\\_Crainie@slc.co.uk](mailto:Chloe_Crainie@slc.co.uk)  
[Alexander\\_Stainsby@slc.co.uk](mailto:Alexander_Stainsby@slc.co.uk)



07917 210666  
07974 254174



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



The background features several decorative elements: a teal and yellow geometric shape in the top left; a blue triangle in the top right; a grid pattern on the left side with an orange vertical bar; and a purple, pink, and teal geometric shape in the bottom right.

**Thank you**