

Quick Guide

Course attributes

Overview

Course attributes in the Courses Management Service (CMS) help us to ensure that students get the correct level of support when they apply for finance.

It is your responsibility to ensure your courses have the correct attributes. Course attributes can significantly affect a student's entitlement. It is therefore important to check the correct attributes have been added.

Attributes

The available attributes are listed below.

Medicine and dentistry [Optional for undergraduate full-time and part-time courses]

You can set this attribute to show:

- that the course is a medical or dental course
- whether entry was at undergraduate or graduate level

Based on this distinction student support will vary. You can use this attribute for both full-time and part-time undergraduate courses.

You can only select the **Medicine/Dentistry** attribute if a CAH1 HECoS code has been entered.

You cannot use this attribute at the same time as the **Attracts NHS Bursary** attribute. It should not be used for Dental Hygiene and Dental Therapy courses.

For further information on medical/dental courses please see our practitioners site: <https://www.practitioners.slc.co.uk/policy/>.

Pre-registration [Optional for undergraduate full-time and part-time courses]

You can use this indicator to show that the course is a pre-registration course. You should select it for courses receiving an NHS Bursary.

NHS Bursary [Optional for undergraduate full-time and part-time courses]

This indicator is only available for undergraduate courses. You can use it to show that the course is applicable for an NHS Bursary.

Students on health-related courses that attract NHS funding can receive various elements of support. When you select this attribute against a full-time course, you must also select the years that the bursary applies to. You can do this in the AY section labelled **NHS Bursary Years**. However, if you select this attribute when setting up a part-time course, it will apply to the whole course.

You cannot use the **NHS Bursary** indicator at the same time as the **Medicine/Dentistry** attribute.

We assess students based on how the course is set in CMS. It is therefore critical that you set up appropriate courses with the **NHS Bursary** attribute and set this against the relevant course years.

Dental hygiene and dental therapy [Optional for undergraduate full-time and part-time courses]

You can use this indicator to highlight any Dental Hygiene or Dental Therapy courses. Part-time Dental Hygiene or Dental Therapy courses should have this indicator to allow students to apply for a Part-Time Maintenance Loan.

You should only use this attribute for Dental Hygiene and Dental Therapy courses.

Paramedic course [Optional for undergraduate full-time and part-time courses]

Students on these courses need to be assessed in a particular manner, as some Paramedic courses attract NHS support and some do not. We use this attribute to manually check these students' applications. This indicator will automatically be selected when you enter the paramedic science HECoS code. You can deselect it if you need to.

Operating Department Practice [Optional for undergraduate part-time courses]

This indicator will automatically be selected for all Operating Department Practice courses so that students can be assessed for a Part-Time Maintenance Loan.

Distance Learning [Optional for undergraduate full-time and part-time courses]

This indicator highlights that the course has a distance learning method of attendance. Distance learning courses provide a mode of delivery for students who do not attend traditional on-campus courses. You should only select the **Distance Learning** attribute if all students on the course are on this method of attendance. You can apply it to full-time and part-time, undergraduate and postgraduate courses.

It is becoming more common to deliver courses which consist of different methods of study. These are referred to as blended learning courses. These courses combine traditional classroom teaching within online learning and independent study.

You should add these courses to CMS as you would any other course, be it full-time or part-time.

There has been some confusion as to whether these courses should be added as distance learning courses. Courses of any teaching method are distance learning if the students only attend occasionally, for example once a term. If students attend regularly and follow a structured timetable, for example once a week, the course is not distance learning and you should not add it to CMS as such.

Placement and sandwich courses [Optional for undergraduate full-time courses]

This is a method of attendance course attribute and allows placement years to be flagged. This attribute is only available for undergraduate courses. It consists of alternating periods of full-time study and periods of work experience or external study.

Courses where the majority of study is delivered overseas are not designated for student support. You can only use the placement attribute for full-time courses – it is not available when you create a part-time course. You can apply the placement attribute to more than one year of an individual course.

For further information on placement/sandwich courses please visit our practitioners site: <https://www.practitioners.slc.co.uk/policy/>.

Intercalated courses [Optional for undergraduate full-time and part-time courses]

This indicator is only available for undergraduate courses. You can use it to show that the course is an intercalated course.

An intercalated course is a course that:

- is not higher than first degree level
- leads to more than one qualification, either as an option or an integral part of the course, which will be considered as single courses

You can use this attribute for both full-time and part-time courses.

For further information on intercalated courses please visit our practitioners site: <https://www.practitioners.slc.co.uk/policy/>.