

Preparation Guide

Applicable to 7.170 onwards

Preparing Post 16 Data for the School Census Autumn 2016 Return (English Schools with a Sixth Form) guide



Post 16 Data Preparation Check List for the School Census Autumn 2016 Return

Use this check list to tick off each of the preparation tasks when they have been completed.

Complete	Description
<input type="checkbox"/>	Upgrade to the SIMS 2016 Summer Release (7.170) or later.
<input type="checkbox"/>	Ensure that Maths and English GCSE Prior Attainment (i.e. grade achieved) is recorded for each pupil/student in year 12 and above (please see <i>Updating Prior Attainment</i> on page 5).
<input type="checkbox"/>	Ensure that any external exam results have been recorded (please see <i>Recording External Exam Results</i> on page 7).
<input type="checkbox"/>	Check that Census View is set as the Default for Course Browse (please see <i>Checking the Default for Course Browse</i> on page 8).
<input type="checkbox"/>	Check the appropriate default course durations are set up (please see <i>Checking Default Course Durations</i> on page 9).
<input type="checkbox"/>	Check that the Earliest Year Taught In for Completion Management is set to Curriculum Year 11 or above (please see <i>Checking the Earliest Year Taught In for Completion Management</i> on page 10).
<input type="checkbox"/>	Check that the appropriate default completion and continuity tolerance are set up (please see <i>Checking Default Completion and Continuity Tolerance</i> on page 12).
<input type="checkbox"/>	Check the default course duration and tolerances by level (please see <i>Checking the Default Course Duration and Tolerances by Level</i> on page 13).
<input type="checkbox"/>	Run the Bulk Update of course end dates routine to remove August end dates (please see <i>Running the Remove August End Dates Routine</i> on page 15).
<input type="checkbox"/>	Run the Bulk Update of course end date routine using completion tolerance to reset status (please see <i>Running the Using Completion Tolerance to Reset Status Routine</i> on page 15).
<input type="checkbox"/>	Record leavers and update course membership (please see <i>Recording Leavers and Updating Course Memberships</i> on page 16).
<input type="checkbox"/>	<p>Check that the Learning Aim withdrawal reason has been recorded to explain why the student is leaving the learning aim before the expected end date (please see <i>Checking Membership and Results</i> on page 31).</p> <p>Ensure that the Learning Aim withdrawal reason is also recorded for any Leavers (please see <i>Recording Leavers</i> on page 17).</p>
<input type="checkbox"/>	Check that the Core Learning Aim has been set for students, where applicable (please see <i>Checking Core Learning Aims</i> on page 19).

Complete	Description
<input type="checkbox"/>	Download the QAN catalogue from the DfE QAN website (https://collectdata.education.gov.uk/gwsweb/default.aspx) and imported into SIMS in September <u>before</u> starting the School Census Autumn 2016 Return (please see <i>Importing Catalogue Files</i> on page 25).
<input type="checkbox"/>	Course Manager users, download and then import the performance measures file for England to use in Performance Indicators (PI) (please see <i>Importing Performance Files</i> on page 26).
<input type="checkbox"/>	Check course duration for individual courses (please see <i>Checking the Course Duration for an Individual Course</i> on page 28).
<input type="checkbox"/>	Check that there is only one award associated with each course (please see <i>Checking Examination Award Details</i> on page 29).
<input type="checkbox"/>	Select the additional attributes for each course, e.g. the Code , if required, and ensure that the To date is entered for any 'old' codeset (please see <i>Selecting Additional Attributes for a Course</i> on page 30).
<input type="checkbox"/>	Check that the course status is correct, e.g. Withdrawn and Transferred (please see <i>Checking Membership and Results</i> on page 31).
<input type="checkbox"/>	Ensure that traineeships are indicated where applicable (please see <i>Indicating Traineeships</i> on page 33).
<input type="checkbox"/>	Check that Post 16 programmes of study information has been recorded for both the 2015/2016 academic year and the 2016/2017 academic year (please see <i>Maintaining Post 16 Programmes of Study</i> on page 34).
<input type="checkbox"/>	Check that employment information for Post 16 students has been added, where applicable (please see <i>Recording Post 16 Employment Information</i> on page 36).
<input type="checkbox"/>	To ensure that non-EDI exam information is displayed in the Learning Aims panel, link the information to a course (please see <i>Linking Non-EDI Exam Information to a Course</i> on page 39).
<input type="checkbox"/>	If applicable, ensure that the Provider UKPRN (United Kingdom Provider Reference Number) is entered for each Learning Aim (please see <i>Checking Membership and Results</i> on page 31).

Notes

C | Contents

01 Introduction.....	1
About this Guide	1
About Post 16 Learning Aims.....	1
What Post 16 Data is Collected?	2
Setting Permissions	3
What Version of SIMS is Required?.....	4
02 Preparing Data for the Previous Academic Year	5
Updating Prior Attainment.....	5
Recording External Exam Results	7
Checking Course Manager Settings	8
Checking the Default for Course Browse	8
Checking Default Course Durations.....	9
Checking Discount Results Selection.....	10
Checking Planned Hours Threshold.....	10
Checking the Earliest Year Taught In for Completion Management	10
Event Driven Recording of Learning Aims Status	11
Checking Default Completion and Continuity Tolerance	12
Checking the Default Course Duration and Tolerances by Level	13
Two Year A-Levels and Corresponding AS-Levels.....	14
Running the Bulk Update Courses Routines	15
Running the Remove August End Dates Routine	15
Running the Using Completion Tolerance to Reset Status Routine	16
Recording Leavers and Updating Course Memberships	16
Recording Leavers	17
Updating Course Memberships.....	19
Checking Core Learning Aims	19
Editing a Core Learning Aim via the Student Courses Page ...	20
Editing a Core Learning Aim via the Memberships and Results Panel	22
03 Preparing Data for the Current Academic Year.....	25
Importing Catalogue Files	25
Importing Performance Files	26
Reviewing QAN Imports.....	27
Checking Course Manager Data for the Current Academic Year	28
Checking the Course Duration for an Individual Course	28

Checking Examination Award Details	29
Selecting Additional Attributes for a Course	30
Checking Membership and Results	31
Indicating Traineeships	33
Maintaining Post 16 Programmes of Study	34
Recording Post 16 Employment Information	36
04 Additional Information	39
Linking Non-EDI Exam Information to a Course	39
School Census Autumn 2016 Reports	43
Summary Report	43
Detail Reports	43
Where Can I Get More Information	46
Tips for using the My Account Search Facility	47
Index	49

01 | Introduction

About this Guide.....	1
About Post 16 Learning Aims	1
What Post 16 Data is Collected?	2
Setting Permissions.....	3
What Version of SIMS is Required?	4

About this Guide

This Preparation Guide has been produced to help identify the most common Post 16 tasks that need to be carried out before running the School Census Autumn 2016 Return.

The guide is applicable to English maintained Secondary/middle deemed Secondary and All-Through schools, Pupil Referral Units, CTCs and Academies that have sixth form students.

For information about preparation tasks outside of the Post 16 area, please refer to the *Preparing for the School Census Autumn 2016 (English Secondary/Middle deemed Secondary schools)* guide. The preparation guide, together with other useful School Census documentation, can be found on the My Account website (<https://myaccount.capita-cs.co.uk>) by using the search facility to find CENSUS16.

NOTE: The contents of the graphics (dates, names, etc.) in this guide are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census return.

About Post 16 Learning Aims

Schools with a Sixth Form are required to provide details about Learning Aims once a year in the School Census Autumn Return.

The return collects information about Learning Aims that were undertaken during the academic year 2015/2016 as well as those that were started or continued during the academic year 2016/2017. Learning Aims are collected for students taught in Year 12 and above during the Learning Aim collection period (01/08/2015 to 06/10/2016).

Schools must ensure that the Learning Aims submitted in the return are those for which they wish to claim funding. Local Authorities and Academies should refer to the DfE website

(<https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds>) for relevant information.

What Post 16 Data is Collected?

The following Post 16 information is collected in the School Census Autumn 2016 Return:

- Qualification Accreditation Number (QAN) - also known as Qualification Number (QN)
- Discount Code - also known as Subject Classification Code (SCC)
- Start Date of the Learning Aim
- Planned End Date of the Learning Aim
- Actual End Date of the Learning Aim
- Current Status of the Learning Aim, i.e. Completed, Continuing, Withdrawn, Transferred
- Learning Aim withdrawal reason, e.g. illness, injury, etc. (please see *Recording Leavers* on page 17).
- Core Aim (the primary Learning Aim being undertaken in a student's programme of study)
- Partner UKPRN - sub-contracting UK partner
- Maths and English GCSE Prior attainment for each student in year 12 and above for whom Learning Aims are collected (please see *Updating Prior Attainment* on page 5)
- Traineeship - an education and training programme with work experience.

NOTE: All Learning Aims are collected regardless of their duration, provided the dates are within the collection period, i.e. from 01/08/2015 to 06/10/2016. Previously Learning Aims of less than six weeks duration at census day were not collected.

Learning Aims data is collected for students within the following parameters:

For the Previous Academic Year (2015/2016):

Any student, regardless of age, who has been on-roll between the 01/08/2015 and 31/07/2016 who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

In the Current Academic Year (2016/2017):

Any student, regardless of age, who has been on-roll between the 01/08/2016 and 06/10/2016 (census day) who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

Dual Registered Students

Funding is only provided to the student's main school and the Learning Aims for dual registered students must be returned by the main school. Subsidiary schools must not submit Learning Aims for dual registered students who are not on-roll at their school.

Setting Permissions

The following permissions are applicable to users who deal with returns.

Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

Users who edit and prepare Post 16 data must have permissions to access Course Manager and Examinations Organiser. These users must be a member of the following user groups in System Manager:

- Curricular Manager
- Exams Officer.

Importing Revised Files

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS between SIMS releases. To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of any of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available on the My Account website (<https://myaccount.capita-cs.co.uk>).

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

An Excel spreadsheet describing the numerous permissions available in SIMS is available on the My Account website (<https://myaccount.capita-cs.co.uk>).

To find the spreadsheet, search for <sims version> sims permissions spreadsheet, e.g. 7.170 sims permissions spreadsheet.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2016 Summer Release (7.170) or later installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.170 or later.



02| Preparing Data for the Previous Academic Year

Updating Prior Attainment	5
Recording External Exam Results	7
Checking Course Manager Settings.....	8
Running the Bulk Update Courses Routines.....	15
Recording Leavers and Updating Course Memberships.....	16
Checking Core Learning Aims	19

This chapter provides guidance about the tasks that need to be performed to ensure that the Post 16 data for the previous academic year, i.e. 2015/2016, is complete and accurate in time for the forthcoming School Census return on Thursday 6 October 2016.

Updating Prior Attainment

The prior attainment (i.e. highest grade achieved) for Maths and English GCSE should be recorded for each student who are/were in year 12 and above between 01/08/2015 and 06/10/2016. This data is used to fund schools and therefore it is important that the information is recorded accurately.

More information regarding Post 16 Maths and English conditions of funding can be found via the DfE website (<https://www.gov.uk/16-to-19-funding-maths-and-english-condition-of-funding>).

1. Select **Tools | Statutory Return Tools | Update Prior Attainment** to display the **Update Prior Attainment** page.

Surname	Forename	YTI	Reg	ULN	DOL	Enrolment Status	Maths Highest Grade	Maths Prior Attainment	Maths Funding Exemption	English Highest Gra.	English Prior Attainment	English Funding Exemption
Abbey	Jimmy	13	G	5142370030		Single Registration			No exemption			No exemption
Abbot	Susan	13	L	5142370022		Single Registration			No exemption			No exemption
Abbot	Hannah	12		1111169976		Single Registration			No exemption			No exemption
Abbot	James	(13)	(G)	5142373668	31/08/2015	Single Registration			No exemption			No exemption
Abbot	Claire			5142371843		Single Registration			No exemption			No exemption
Ackroyd	Mary	(13)	(H)	5142373633	31/08/2015	Single Registration			No exemption			No exemption
Adams	Melanie	12		1111169968		Single Registration			No exemption			No exemption
Addison	Millie	(13)	(J)	5142373625	31/08/2015	Single Registration	C - Grade C	Achieved since year 11	No exemption	B - Grade B	Achieved by end year 11	No exemption
Adkins	Richard	12		1111169941		Single Registration			No exemption			No exemption
Ainsworth	Alison	12		1111169933		Single Registration			No exemption			No exemption
Ainsworth	Zoe	13	N	5142370014		Single Registration			No exemption			No exemption
Allen	Megan			5142371827		Single Registration			No exemption			No exemption
Ambrose	Chaz	(13)	(K)	5142373609	31/08/2015	Single Registration			No exemption			No exemption
Amos	Jackie	(13)	(L)	5142373696	31/08/2016	Single Registration			No exemption			No exemption

The Populate from Exams option is available for users who want to populate the **Prior Attainment** panel with data from Examinations Organiser. Where the data is not available in Examinations Organiser, i.e. the information has not been recorded in Examinations Organiser, the data can be manually entered.

02| Preparing Data for the Previous Academic Year

The criteria used when populating the **Prior Attainment** panel with data from Examinations Organiser is as follows:

GCSE English

Discount Codes: 5110, 5010, 5030, FC4, FK2A, FK2B.

GCSE Maths

Discount Codes: 2210, 2214, 2212, RB1, RB1G, RB7J.

- Click the **Populate from Exams** button to display the following message:

Exams data will be overwritten.

Manual edits will be preserved if no exams data exists.

Are you sure you want to continue?

Example scenario:

- The **Populate from Exams** button is clicked to populate the **Prior Attainment** grid with data from Examinations Organiser.
- Any missing data is manually entered.
- When the **Populate from Exams** button is clicked again, the data originally drawn from Examinations Organiser is overwritten, even if it has been edited. Manually entered data (not recorded in Examinations Organiser) is preserved.

- Click the **Yes** button to populate the **Prior Attainment** grid.

Update Prior Attainment

Save

Undo

Reset

Unpin

Close

Prior Attainment

Populate from Exams

Students in or were in Y11 12+ 1/8/2015 - 6/10/2016

Surname	Forename	Y11	Reg	UIN	DOL	Enrolment Status	Maths Highest Grade	Maths Prior Attainment	Maths Funding Exemption	English Highest Grade	English Prior Attainment	English Funding Exemption
Abbey	Jimmy	13	G	5142370030		Single Registration	D - Grade D	Not achieved	No exemption	C - Grade C	Achieved by end year 11	No exemption
Abbot	Susan	13	L	5142370022		Single Registration	A - Grade A	Achieved by end year 11	No exemption	A - Grade A	Achieved by end year 11	No exemption
Abbot	Hannah	12		1111168976		Single Registration			No exemption			No exemption
Abbot	James	(13)	(G)	5142373668	31/08/2015	Single Registration	A - Grade A	Achieved by end year 11	No exemption	A - Grade A	Achieved by end year 11	No exemption
Abbot	Claire			5142371843		Single Registration	C - Grade C	Achieved by end year 11	No exemption	A - Grade A star	Achieved by end year 11	No exemption
Ackroyd	Mary	(13)	(H)	5142373633	31/08/2015	Single Registration	B - Grade B	Achieved by end year 11	No exemption	A - Grade A	Achieved by end year 11	No exemption
Adams	Melanie	12		1111169968		Single Registration	A - Grade A	Achieved by end year 11	No exemption			No exemption
Addison	Millie	(13)	(J)	5142373625	31/08/2015	Single Registration	A - Grade A star	Achieved by end year 11	No exemption	A - Grade A star	Achieved by end year 11	No exemption
Adkins	Richard	12		1111168941		Single Registration	A - Grade A star	Achieved by end year 11	No exemption			No exemption
Ainsworth	Alison	12		1111168933		Single Registration			No exemption			No exemption
Ainsworth	Zoe	13	N	5142370014		Single Registration	B - Grade B	Achieved by end year 11	No exemption	A - Grade A	Achieved by end year 11	No exemption
Allen	Megan			5142371827		Single Registration	B - Grade B	Achieved by end year 11	No exemption	A - Grade A	Achieved by end year 11	No exemption
Ambrose	Chaz	(13)	(K)	5142373609	31/08/2015	Single Registration	B - Grade B	Achieved since year 11	No exemption	B - Grade B	Achieved by end year 11	No exemption
		(13)	(L)	5142373648	31/08/2016	Single Registration	A - Grade A	Achieved by end year 11	No exemption	A - Grade A	Achieved by end year 11	No exemption

- Enter or edit the prior attainment data, if required.
 - Click in the required cell in the **Maths Highest Grade** column and then select the applicable grade from the drop-down list.
 - Click in the required cell in the **Maths Prior Attainment** column and then select the applicable attainment description from the drop-down list.

Surname	Forename	Y11	Reg	UIN	DOL	Maths Highest Grade	Maths Prior Attainment	Maths Funding Exemption	English Highest Grade	English Prior Attainment	English Funding Exemption
Chan	Yuri		9A	5142371452		A - Grade A	1 - Achieved by end year 11	N - No exemption	B - Grade B	1 - Achieved by end year 11	N - No exemption
Addison	Millie		8D	5142373625	31/08/2020		2 - Achieved since year 11	N - No exemption	B - Grade B	1 - Achieved by end year 11	N - No exemption
Bentley	Francesca		9A	5142373447	31/08/2020	B - Grade B		N - No exemption			
Blackmore	Tyson		7C	5142373390	31/08/2020			N - No exemption			N - No exemption
Brocklehurst	Clint		11B	5142373331	31/08/2020		1 - Achieved by end year 11	N - No exemption			N - No exemption
Clarkson	Anna		8E	5142373218	31/08/2020		2 - Achieved since year 11	N - No exemption			N - No exemption
Fletcher	Tristan		8D	5142373080	31/08/2020		3 - Not achieved	N - No exemption			N - No exemption
Leviton	Katherine		7C	5142372823	31/08/2020			N - No exemption			N - No exemption
Maher	Subina		7C	5142373640	31/08/2020			N - No exemption			N - No exemption

- Repeat steps 2 and 3 for the **English Highest Grade** and **English Prior Attainment** columns.
- Continue to edit the content of the **Prior Attainment** table, as required.

5. Ensure that the **Maths Funding Exemption** value (**No exemption** displayed by default) is correct for each record. This value must be selected manually. Click in the required cell in the **Maths Funding Exemption** column and then select the applicable value from the drop-down list:
 - **Learning disability** (a learning disability prevents the student from studying for the qualification(s))
 - **Overseas equivalent** (a recognised overseas equivalent qualification is held by the student)
 - **UK equivalent** (the learner has met the GCSE condition of funding as they hold an approved equivalent UK qualification)
 - **No exemption.**
6. Click the **Save** button.

A **Reset** option (located on the top-left hand side of the **Update Prior Attainment** page) is available, if required. This will discard all data in the Prior Attainment panel (whether entered manually or populated from Exams) and will reset the grid.



More Information:

Prior Attainment Report on page 45

Recording External Exam Results

Examinations Officers can add external examination results achieved at another centre (usually another school) via **Tools | Examinations | External Results Manual Entry** in SIMS. Depending on the QAN, a number of fields are populated automatically.

Although this functionality was originally available in Examinations Organiser, it was not previously possible to add the QAN associated with the qualification to an external result. This functionality has now been integrated in to SIMS, and enables exam results to be incorporated in a CTF export file. This is achieved by selecting the **External Exam Results** check box in the applicable panels via **Tools | Setups | CTF**.

2 Data to be Imported by Default			
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Programme of Study(PoS) Assessments	<input checked="" type="checkbox"/>
		Student Contacts	<input checked="" type="checkbox"/>
		School History	<input checked="" type="checkbox"/>
		FSM History	<input checked="" type="checkbox"/>
		Looked After	<input checked="" type="checkbox"/>
		External Exam Results	<input checked="" type="checkbox"/>

3 Data to be Exported by Default			
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>
		Programme of Study(PoS) Assessments	<input checked="" type="checkbox"/>
		Student Contacts	<input checked="" type="checkbox"/>
		School History	<input checked="" type="checkbox"/>
		FSM History	<input checked="" type="checkbox"/>
		Looked After	<input checked="" type="checkbox"/>
		External Exam Results	<input checked="" type="checkbox"/>
Collect Attendance Data From	SIMS Attendance Module		

External exam results added via **Tools | Examinations | External Results Manual Entry** in SIMS are not included in the PI calculations. Any results achieved at another centre that are required for inclusion in the PI calculations must be entered in SIMS via **Tools | Examinations | Edit PI Data**.

IMPORTANT NOTES: It is no longer possible to record external results in Examinations Organiser.

When entering examination results manually, it is not necessary to import the associated basedata. Results cannot be entered for external candidates.



Additional Resources:

Administering and Registering Candidates for Exams handbook (includes information regarding manual entry of external results)

Processing Results and Calculating PI Data in Exams and SIMS handbook (includes information regarding manual entry of external results)

Managing Pupil/Students handbook (includes information regarding the inclusion of external exam results in CTF import and export)

Checking Course Manager Settings

The **Update Course Manager Settings** page enables you to specify the default settings that will be used throughout Course Manager. These settings are applied to all courses unless you manually modify the parameters of a specific course from the **Course Details** page (**Tools | Academic Management | Course Manager | Maintain Course**).

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

1 Settings

Auto update Class Supervisors from chosen Course Supervisors ☐

Default for Course Browse: Census View

From: 01/08/2015 To: 06/10/2016

Minimum Course Duration: One Year

Maximum Course Duration: Two Years

Default Course Duration: One Year

Discount Results: ☒

Planned Hours Threshold: 0

Default Continuity Tolerance: Two Weeks

Default Completion Tolerance: Two Months

Earliest YTI for Completion Management: Curriculum Year 11

Folder for Results Report: D:\SIMS\Exams

Default Course Duration and Tolerances by Level

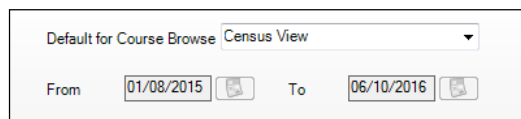
(Values stated above will be used as the default for a Level where the default is not specified below) Right click on columns to set the Defaults

Level	Default Course Duration	Default Continuity Tolerance	Default Completion Tolerance	Default Qualification Hours	Default Non-Qualification Hours
Advanced Extension Award (AEA)	One Year	Two Weeks	Two Months	0	0
Asset Advanced (ATAdv)	One Year	Two Weeks	Two Months	0	0
Asset Breakthrough (ATBrk)	One Year	Two Weeks	Two Months	0	0
Asset Intermediate (ATInt)	One Year	Two Weeks	Two Months	0	0
Asset Mastery (ATMas)	One Year	Two Weeks	Two Months	0	0
Asset Preliminary (ATPra)	One Year	Two Weeks	Two Months	0	0
Asset Proficiency (ATPro)	One Year	Two Weeks	Two Months	0	0
BTEC Award Level 1 (BTAw1)	One Year	Two Weeks	Two Months	0	0
BTEC Award Level 1 & 2 (BTAw)	One Year	Two Weeks	Two Months	0	0

Checking the Default for Course Browse

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

Ensure that **Census View** is displayed in the **Default for Course Browse** field. Select from the drop-down list, if necessary. The **From** and **To** dates are updated automatically in conjunction with the selection that you have made.



When you **Search** for courses in the **Find Course** browser (**Tools | Academic Management | Course Manager | Maintain Course**), only courses that have student memberships during this date range are displayed.

☐ **Completed**



More Information:

Checking the Default Course Duration and Tolerances by Level on page 13
Checking the Course Duration for an Individual Course on page 28

Checking Default Course Durations

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Minimum** and **Maximum Course Duration** fields enable you to define the predicted length of time needed to deliver the course material to the students. The **Minimum Course Duration** defaults to **One Year**, the **Maximum Course Duration** defaults to **Two Years**. Both of these options can be changed to ensure that the expected course duration does not exceed the length of time specified here. The possible lengths of time that you can select for either of these duration settings are: **Less than 2 weeks, 2-24 Weeks, One Year, Two Years, Three Years, Four Years or Five Years**.

The **Default Course Duration** cannot be outside the range defined by the **Minimum** and **Maximum Duration** fields. This is set to **One Year**, by default. Specifying the **Course Duration** makes it easier for you to decide whether to restart a course after the Summer holidays as a continuation of the same Learning Aim or to regard the course as a retake with a new Learning Aim associated with it.



The settings specified here are applied to all courses globally. However, you can modify the **Course Duration** within an individual course via **Tools | Academic Management | Course Manager | Maintain Course**, if required.

☐ **Completed**

Checking Discount Results Selection

The **Discount Results** check box is selected by default. This ensures that the exam results calculation includes discounting.

Minimum Course Duration	One Year	Default Course Duration	One Year
Maximum Course Duration	Two Years	Discount Results	<input checked="" type="checkbox"/>
		Planned Hours Threshold	0

Checking Planned Hours Threshold

Planned hours for a programme of study are defined before the start of the academic year. To qualify for funding, Planned Hours must be timetabled within your school's normal working pattern.

Minimum Course Duration	One Year	Default Course Duration	One Year
Maximum Course Duration	Two Years	Discount Results	<input checked="" type="checkbox"/>
		Planned Hours Threshold	0

Enter the number that represents the upper limit of planned hours in the **Planned Hours Threshold** field. This will highlight students with planned hours below the set threshold. The default value for planned hours can also be set via **Tools | Academic Management | Course Manager | Maintain Programmes of Study**.



More Information:

Maintaining Post 16 Programmes of Study on page 34

Checking the Earliest Year Taught In for Completion Management

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Earliest YTI for Completion Management** field defaults to Curriculum Year 11. This indicates that students taught in Year 11 and above are subject to management of their course completion.

It is advisable to leave the earliest YTI set to Curriculum Year 11 (or no higher than 11) because students who are taught in Year 11 and above, are subject to monitoring of their course memberships and course memberships for students who are taught in Year 12 and above, have a direct impact on school funding as reported in the School Census.

Default Continuity Tolerance	Two Weeks	Earliest YTI for Completion Management	Curriculum Year 11
Default Completion Tolerance	Two Months		

IMPORTANT NOTE: Courses for students in Year 11 must be ended before the 1 August so that they are not confused with qualifications for Year 12 and above.

☒ Completed

Event Driven Recording of Learning Aims Status

The **Earliest YTI for Completion Management** also controls the appearance of the **New Learning Aims** dialog when manually modifying a student membership. For example: if a student drops a class or course the **Course Membership(s)** dialog is displayed, enabling you to view the suggested completion **Status**.

1. Select **Focus | Student | Curriculum Assignment by Student** or **Focus | School | Academic Structure | Curriculum Assignment by Student** to display the **Find Student for Curriculum Assignment** browser.
2. Search for then select the required student to display the **Select Effective Date Range** dialog.
3. Specify the required date range criteria then click the **OK** button to display the student's **Schemes**.
4. Right-click on the **Scheme** that will be affected by the change and select **Open Details** to display the **Historical Curriculum Membership Details** dialog.
5. Drag the orange timeline for the affected class to the required end date and click the **OK** button.
6. Click the **Save** button on the **Student Curriculum Summary** page to display the **Course Membership(s)** dialog.
7. Right-click in the **Status** column and select the appropriate option from the drop-down list.
 - if the student's class membership ended within the Completion Tolerance specified for the course, the **Status** defaults to **Completed**.
 - if the student's class membership ended outside of the Completion Tolerance specified for the course, the **Status** defaults to **Withdrawn** and the **Learning Aim Withdrawal Reason** must be entered.
 - if the student has swapped to a different class that is associated with the same course but still within the Completion Tolerance specified for the course, the **Status** is unaffected.
 - if the student transfers to a completely different course, the **Status** defaults to **Transferred**.
8. Click the **OK** button to return to the **Student Curriculum Summary** page.

NOTES: It is possible to extend class memberships within the specified Course Duration only. For example, class memberships cannot continue for two years if the Course Duration is only for one year. If a student's class membership is amended in Academic Management, their course memberships are updated automatically without the need to run the Update Course Memberships routine manually.

☐ Completed

Checking Default Completion and Continuity Tolerance

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Default Completion Tolerance** field defaults to **Two Months**. The length of time specified here indicates the period of time prior to the expected course completion date that a student can leave a course and still be deemed to have completed the course. For example: If a student completes the course and examinations in June, which is before the Planned End Date at the end of July, this is within the Completion Tolerance of two months. Therefore, the completion status is set to **Completed**.

A default **Status** is assigned via **Curriculum Assignment by Scheme** or via the **Leavers** routine, when a student leaves a course.

The **Default Continuity Tolerance** field defaults to **Two Weeks**. This represents the acceptable length of a 'gap' in course membership, including holidays, which is tolerated before course memberships are deemed to have been discontinued.

For example: If the 'gap' is within the Continuity Tolerance, the course memberships are joined up so that there is no break in membership.

Default Continuity Tolerance	Two Weeks	Earliest YTI for Completion Management	Curriculum Year 11
Default Completion Tolerance	Two Months		

If you wish to change either of the default values, click the applicable down arrow then select from the drop-down list.

The specified **Completion Tolerance** and **Continuity Tolerance** values are applied globally to all courses but can be modified for individual courses on the **Course Details** page (**Tools | Academic Management | Course Manager | Maintain Course**), if required.

☐ **Completed**

Checking the Default Course Duration and Tolerances by Level

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page. A student must be on a course for a minimum of six weeks to be included in the School Census.

The **Default Course Duration and Tolerances by Level** grid displays the default settings for all the available Levels.

Level	Default Course Duration	Default Continuity Tolerance	Default Completion Tolerance	Default Qualification Hours	Default Non-Qualification Hours
Advanced Extension Award (AEA)	One Year	Two Weeks	Two Months	0	0
Asset Advanced (ATAdv)	One Year	Two Weeks	Two Months	0	0
Asset Breakthrough (ATBrk)	One Year	Two Weeks	Two Months	0	0
Asset Intermediate (ATInt)	One Year	Two Weeks	Two Months	0	0
Asset Mastery (ATMas)	One Year	Two Weeks	Two Months	0	0
Asset Preliminary (ATPre)	One Year	Two Weeks	Two Months	0	0
Asset Proficiency (ATPro)	One Year	Two Weeks	Two Months	0	0
BTEC Award Level 1 (BTAw1)	One Year	Two Weeks	Two Months	0	0
BTEC Award Level 2 (BTAw2)	One Year	Two Weeks	Two Months	0	0

Edits can be made to settings for individual levels, if required.

1. Click the applicable cell in the **Default Course Duration**, **Default Continuity Tolerance** or **Default Completion Tolerance** column then select an alternative setting from the drop-down list.
2. To reset the level settings back to the default setting, right-click the applicable column heading then click the **Set Default as** option.

IMPORTANT NOTE: If you want to collectively change the default setting in the **Default Course Duration**, **Default Continuity Tolerance** or **Default Completion Tolerance** column, you must right-click the applicable column heading before saving the data.

If you click the **Save** button before setting the defaults, the **Default Course Duration and Tolerances by Level** panel will not correctly reflect the defaults specified in the **Settings** panel.

3. Click the applicable cell in the **Default Qualification Hours** or **Default Non-Qualification Hours** column then enter the required number.

When new Levels are added, you are prompted to revisit the default settings to ensure that they are applicable to the new Levels.

It is also suggested that you manually set the **Default Course Duration** for GCSEs to **Two Years** in length, i.e. for Years 10 and 11, and then change individual Post 16 courses to 1 year, as appropriate, e.g. Maths GCSE for 6th form is 1 year.

4. Click the **Save** button to apply your changes.

 **Completed**



More Information:

Checking Course Manager Settings on page 7

Checking the Course Duration for an Individual Course on page 28

Starting Next Year's Timetable Early

If you start next year's curriculum early in your school, this will have an impact on class and course memberships. If this year's student scheme memberships finish at the end of the Summer term, they need to be terminated at the date that the new timetable begins. This should be done to prevent old, as well as new students from appearing in class lists.

Schemes exist for the whole academic year, even if classes and student class memberships within the scheme have end dates before the end of the academic year, unless it was anticipated during the Summer of 2016 that schemes would finish earlier. If it was not anticipated that the 2015/2016 timetable would finish early and existing memberships need to be adjusted, this should be done before making the new assignments.

Where you want to show students as being in next year's classes, i.e. Year 12 students in Year 13 classes, you should consider the following:

- Class and course memberships for 2015/2016 should finish on the correct date.
- The curriculum plan and timetable should be transferred from Nova for the next academic year.
- Students should be assigned to classes and courses for June/July.

If an early commencement of the next year's timetable results in an early start to courses, the affected courses should be recorded as such in Course Manager. This ensures that the Learning Aims are collected accurately in the School Census.

NOTE: Learning Aims are collected from 01/08/2015 to 06/10/2016 (census day).

For example: If Year 11 students finish their exams early then they start their Year 12 course 1 June and continue the course in September, the course will last more than 12 months. It is possible to record the period from the start of the course (in this example June) to the start of the new academic year (September) as an **Introductory Session** with a level of **Other**.

Information regarding financial schemes in England to support 16 to 19 year olds can be found on the DfE website (<https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds>).

Two Year A-Levels and Corresponding AS-Levels

The latest information about the new two year A-Levels and corresponding AS-Levels can be found on the My Account website (<https://myaccount.capita-cs.co.uk>). Please refer to the following links:

- School Census (England) **Hot Topic**
<https://myaccount.capita-cs.co.uk/hot-topics/school-census-england/>
- SIMS Newsfeed - School Census Autumn 2016 (England) **Notification**
<https://myaccount.capita-cs.co.uk/Notifications/sims-newsfeed-school-census-autumn-2016/>

Running the Bulk Update Courses Routines

Select Tools | Academic Management | Course Manager | Bulk Update Courses to display the **Bulk Update Courses** page. This page is separated into two routines:

- **Remove August or September End Dates**
- **Use Completion Tolerance to Reset Status**

Both of these routines enable you to retrospectively correct historical data that may have been defined incorrectly.

Before running either **Bulk Update** routine, it is suggested that you click the associated **Report** button to view an html report detailing the classes that will be corrected and the changes that will be made.

Running the Remove August End Dates Routine

If schools in England have inadvertently set the end date for classes to a date in August or September, this incorrect date becomes the membership planned end date for courses. This will generate errors in the School Census return. To prevent this becoming an annual problem that requires manual intervention, it is possible to run the Remove August or September End Dates bulk update routine to change the dates to 31 July.

Running the Remove August or September End Dates routine performs the following actions within the parameters of **If Start Date is before August and Planned End Date is in August or September**:

- **Set Planned End Date to 31st July**
- **If Actual End Date exists set to 31st July**
- **Adjusts class end dates in line**
- **If a Status exists, remove it**
- **Reports on the changes made.**

Click the **Execute** button to run the routine and update the classes.

Remove August or September End Dates

This report will show the changes that will be made if this Update is executed

The Execute Bulk Update routine performs the following:

If Start Date is before August and Planned End Date is in August or September

Set Planned End Date to 31st July

If Actual End Date exists set to 31st July

Adjusts class end dates in line

If a Status exists, remove it

Reports on the changes made

Report

Execute

☐ Completed

Running the Using Completion Tolerance to Reset Status Routine

Running the **Use Completion Tolerance to Reset Status** routine performs the following actions:

- **Set Planned End Date to Actual End Date**
- **Adjusts class end dates in line**
- **If a Status exists, remove it**
- **Reports on the changes made.**

Click the **Execute** button to run the routine and update the status for classes.

☐ Completed

Recording Leavers and Updating Course Memberships

The facility to record leavers enables accurate records to be kept of students after they have left the school. Applicable students, e.g. Year 13, should be marked as leavers as part of the end of year routine.

IMPORTANT NOTES: It is essential that you do not record leavers by removing their date of admission as this affects all historical data relating to that student.

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not simply remove their date of leaving as this also affects the history (unless they had a date of leaving, but did not actually leave, i.e. they changed their mind).

To enable the automatic procedures to help you with course completion information for Post 16 students, it is necessary to consider when to make use of the Leavers routine. Some schools will have left the course completion date as the default date when all classes finish. Such a date is not correct for many Post 16 students who will finish the course and leave the school some weeks before the rest of the school finishes for the year. If you make use of the Leavers routine in advance of the students actually leaving, SIMS deals with this problem for you.

The end date for the course will be set in line with this 'expected' leaving date and when the School Census is run, the courses will be interpreted as having been completed.

If the Leavers routine is run after the students have actually left, and the course end date was in the future, SIMS updates course membership in accordance with the Completion Tolerance, e.g. if the student's leaving date and the course end date are within the Completion Tolerance, SIMS entered a status of complete.

*Update Course Memberships should be run (via **Tools | Academic Management | Course Manager | Update Course Memberships**) before moving the system to the new academic year and should be run again after moving to the new academic year, once class information is in place. Update Course Membership is an Academic Management routine and like other routines in this area, it is academic year based. If you forget to run Update Course Memberships before moving to the new year, you can easily solve the problem by going back to the old year and running Update Course Membership.*

Similarly, if you forget to run Update Course Memberships, as soon as class information is in place, you can run it in the new academic year. However, you should be aware that course membership is much like other group membership, and courses are set active or inactive at the start of the day, depending on what membership they have at the start of the day.

So, if you do not run Update Course Memberships until the actual day of the census, the courses will remain set to inactive until the next day. Active and inactive is only a display parameter, but it could cause unnecessary confusion on census day.

To ensure that information required for the School Census is accurate and up-to-date, it is recommended that you check that all leavers have at least the minimum statutory information recorded before making them a leaver, e.g. ethnicity, first language, etc.

Recording Leavers

1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.

Find Student(s)

Search

Print

Browse

Select

Links

Help

Close

Surname

Forename

Status
On Roll

Year Group
<Any>

Reg Group
<Any>

Effective Date

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination

2. Search for the required student then double-click their name to display the **Manage Student(s) Leaving Details** page.
 - If you want to assign the status of **Leaver** to a group of students at once, specify their **Year Group** or **Reg Group** then click the **Search** button. Highlight the required student names by using the **Ctrl, Shift** and **Down Arrow** keys then click the **Select** button. This populates the **Students** panel with the selected students' names.
 - If you wish to assign the status of **Leaver** to all the students at once, click the down-arrow on the **Select** button and choose **All**. This populates the **Students** panel with all the students' names.
3. In the **Leaving Information** panel, enter the student's **Date of Leaving** or click the **Calendar** button then select the required date.
4. Select the **Reason for leaving** from the drop-down list, e.g. **Normal leaving age - Higher education institutions**.
5. Enter the **Destination after Leaving**, if known.
6. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. Other **Provider, Illness/Injury, Personal**, etc.
7. Click the **Assign to All** button or **Assign to Selected** button, as applicable.
8. If an error has been made, highlight the applicable student, correct the information in the **Leaving Information** panel then click the **Assign to Selected** button.

1 Leaving Information

Date of Leaving: 24/07/2016

Reason for leaving: Left Country

Destination after Leaving: University

Learning Aim Withdrawal Reason: Personal

2 Students

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Coombs, Richard	13	P	003502	02/09/2009			
Dalton, Nina	13	N	003504	02/09/2009			
De Freitas, Katie	13	M	003507	02/09/2009			
Delaney, Angela	13	L	003508	02/09/2009			
Delaney, Ruth	13	K	003510	02/09/2009			
Delaney, Wayne	13	J	003511	02/09/2009			
Dhami, Philip	13	H	003512	02/09/2009			
Dolton, Geoff	13	G	003513	02/09/2009			
Duggan, Liam	13	G	003515	02/09/2009			
Efremovska, Ana...	13	H	003579	02/09/2009			
Elphick, Jason	13	J	003519	02/09/2009			
Ely, Paul	13	K	003520	02/09/2009			

9. To remove a student from the list, highlight their name then click the **Remove** button.
10. Click the **Save** button to save all changes.



Additional Resources:

Recording Leavers and Deleting Pupil/Student Records chapter in the *Managing Pupil/Students* handbook

Completed

Updating Course Memberships

When the Update Course Memberships routine is run outside the Completion Tolerance, if SIMS detects that a course membership is terminating prematurely, the original end date is displayed in the **P End Date** (planned end date) column in the **Members** panel on the **Course Details** page (via **Tools | Academic Management | Course Manager | Maintain Course**). The completion **Status** is not populated automatically, because it will not be possible to determine whether the termination should be regarded as withdrawn or transferred. The completion **Status** must be selected manually. A yellow background indicates that a value has been omitted. When School Census is run, a validation error is generated if the value is missing.

This routine should always be run when any changes to class memberships are made.

1. Select **Tools | Academic Management | Course Manager | Update Course Memberships** to display the following message:
Update course membership can take a long time. Do you wish to proceed?
2. Click the **Yes** button to start the Update Course Membership routine.

☐ Completed

Checking Core Learning Aims

The School Census Autumn 2016 Return requires that the core aim is identified for each year where a vocational Education Funding Agency (EFA) study programme is being followed.

NOTE: If a student is following an academic programme, a core aim does not need to be identified.

A Core Learning Aim is a student's primary course of study within their programme of study.

It is quite possible to have a different core aim for 2015/2016 than for 2016/2017. Course Manager allows only one course of study per student to be flagged as a core aim per academic year. If the student is enrolled on a two year course, you must flag the second year of study as a core aim when the academic year changes.

However, there are certain unusual circumstances where more than one core aim is allowed, e.g. where a student has a two year course and a one year course. In the first year their core aim is the one year course and in the second year their core aim is the second year of the two year course.

first year of two year course	second year of two year course
one year course	Core Aim
Core Aim	

The additional core aims can be entered directly into the **Learning Aims** panel (via **Routines | Statutory Returns | School Census**).



Additional Resources:

Managing Courses handbook

Producing the School Census Autumn 2016 Return handbook (applicable to your school phase)

Editing a Core Learning Aim via the Student Courses Page

1. Select **Focus | Student | Courses** to display the **Find Student** browser.

Find Student

Search

Open

Print

Browse

Next

Previous

View

Links

Help

Close

Surname
Forename
Admission Number
Status
Current

Tier
<Any>
Year Group
Year 13
Reg Group
<Any>
House
<Any>

Name	Year Group	YTI	Reg. Group	House	Gender	Admission Number
Abbey, Jimmy	13	13	G	Curie	Male	003599
Abbot, Susan	13	13	L	Hooke	Female	003600
Ainsworth, Zoe	13	13	N	Boyle	Female	003601
Atleri, Camella	13	13	N	Newton	Female	003719
Bardell, James	13	13	G	Hooke	Male	003604
Borgia, Matt	13	13	L	Curie	Male	003721
Bryon, Richard	13	13	M	Boyle	Male	003606

2. Search for then select the required student to display the **Student Courses** page.
3. Highlight the applicable second node of the tree structure, which describes the required core aim.
4. Right-click the highlighted description then select **Set Core Learning Aim** from the pop-up menu or click the **Set Core Aim** button.

Student Courses

Current Academic Year

Set Core Aim

Planned Qualification Hours

750

Planned Non-Qualification Hours

0

Core Learning Aim is required by School Census for some courses of study

Abbot Susan

B/GCEA, Biology (GCEA), 03/09/2015, 03/02/2016

QAN: 50024759/1010 WJEC Level 3 Advanced GCE in Biology

School Census Activity: SC Science

Status : **Withdrawn - Injury/Illness**

Gs/GCEA, General Studies (GCEA), 03/09/2015, 22/07/2016

School Census Activity: GS General Studies

Ma/GCEA, Mathematics (GCEA), 03/09/2015, 22/07/2016

QAN: 10060145/2330 Pearson EDEXCEL Advanced

Result: A

School Census Activity: MA Mathematics or Numeracy

La/GCEA, Law (GCEA), 03/09/2015, 22/07/2016 (Retake)

QAN: 50023305/4770 AQA Level 3 Advanced GCE in Law

Result: A

School Census Activity: OT Other

So/GCEA, Sociology (GCEA), 03/09/2015, 22/07/2016 (Core Learning Aim)

QAN: 50022039/4890 AQA Level 3 Advanced GCE in Sociology

Result: A

School Census Activity: OT Other

Cs/Gen, Com'lty Service (Gen), 03/09/2015, 22/07/2016

School Census Activity: OT Other

Open Course Details <Enter>

Set Core Learning Aim <Space>

The course details are appended with the words **(Core Learning Aim)**.

Student Courses Current Academic Year Set Core Aim

Planned Qualification Hours Planned Non-Qualification Hours

Core Learning Aim is required by School Census for some courses of study

- Abbot Susan
 - Bi/GCEA, Biology (GCEA), 03/09/2015, 03/02/2016
 - QAN: 50024759/1010 WJEC Level 3 Advanced GCE in Biology
 - School Census Activity: SC Science
 - Status : **Withdrawn - Injury/Illness**
 - Gs/GCEA, General Studies (GCEA), 03/09/2015, 22/07/2016
 - School Census Activity: GS General Studies
 - Ma/GCEA, Mathematics (GCEA), 03/09/2015, 22/07/2016 (Core Learning Aim)**
 - QAN: 10060145/2330 Pearson EDEXCEL Advanced GCE in Further Mathematics
 - Result: A
 - School Census Activity: MA Mathematics or Numeracy
 - La/GCEA, Law (GCEA), 03/09/2015, 22/07/2016 (Retake)**
 - QAN: 50023305/4770 AQA Level 3 Advanced GCE in Law
 - Result: A
 - School Census Activity: OT Other
 - So/GCEA, Sociology (GCEA), 03/09/2015, 22/07/2016
 - QAN: 50022039/4890 AQA Level 3 Advanced GCE in Sociology
 - Result: A
 - School Census Activity: OT Other
 - Cs/Gen, Com'lty Service (Gen), 03/09/2015, 22/07/2016
 - School Census Activity: OT Other

To remove an Existing Core Learning Aim:

If you want to remove the **(Core Learning Aim)** flag from a course of study, highlight the course details, right-click then select **Unset Core Learning Aim** from the pop-up menu.

Student Courses Current Academic Year Set Core Aim

Planned Qualification Hours Planned Non-Qualification Hours

Core Learning Aim is required by School Census for some courses of study

- Abbot Susan
 - Bi/GCEA, Biology (GCEA), 03/09/2015, 03/02/2016
 - QAN: 50024759/1010 WJEC Level 3 Advanced GCE in Biology
 - School Census Activity: SC Science
 - Status : **Withdrawn - Injury/Illness**
 - Gs/GCEA, General Studies (GCEA), 03/09/2015, 22/07/2016
 - School Census Activity: GS General Studies
 - Ma/GCEA, Mathematics (GCEA), 03/09/2015, 22/07/2016 (Core Learning Aim)**
 - QAN: 10060145/2330 Pearson EDEXCEL Advanced GCE in Further Mathematics
 - Result: A
 - School Census Activity: MA Mathematics or Numeracy
 - La/GCEA, Law (GCEA), 03/09/2015, 22/07/2016 (Retake)**
 - QAN: 50023305/4770 AQA Level 3 Advanced GCE in Law
 - Result: A
 - School Census Activity: OT Other
 - So/GCEA, Sociology (GCEA), 03/09/2015, 22/07/2016
 - QAN: 50022039/4890 AQA Level 3 Advanced GCE in Sociology
 - Result: A
 - School Census Activity: OT Other
 - Cs/Gen, Com'lty Service (Gen), 03/09/2015, 22/07/2016
 - School Census Activity: OT Other

Open Course Details <Enter>
Unset Core Learning Aim <Space>

Alternatively, highlight the details of an alternative course of study then click the **Set Core Aim** button. This action removes the Core Learning Aim flag from the original course of study and flags the newly selected course as the **(Core Learning Aim)**.

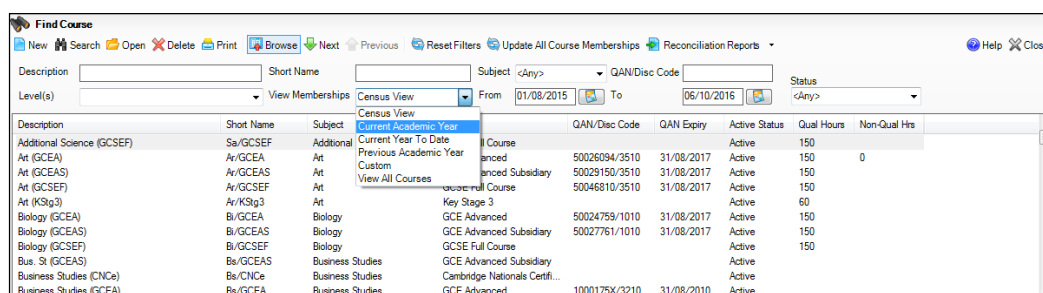
☐ Completed

Editing a Core Learning Aim via the Memberships and Results Panel

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

IMPORTANT NOTE: Core aims are academic year based, so if the default of **Census View** is selected in the **Find Course** browser, the **Core Aims** column is not displayed. This is because the **From** and **To** date range for the **Census View** spans two academic years.

If you want to view or edit the core aims data in the **Memberships and Results** panel (**Core Aim** column), ensure that either **Current Academic Year** or **Previous Academic Year** is selected from the **View Memberships** drop-down list.



2. Search for then select the required course to display the **Course Details** page.
3. Click the **Membership and Results** hyperlink to display the **Membership and Results** panel.

Memberships and Results

Recalculate Results

Results Report

Click on Result Column to view the Result Details

Name	YTI	Reg	ULN	Class	Start	End	P End	Core Aim	Status	Reas.	Prote.	Result	AO	Q/V/S	QAN/Disc	Retake	Pr...	Tr...
Abbot, Susan	13	L	5142370022	13A/B/1	03/09/2015	03/02/2016	03/02/2016		Withdra...	Injury...					50024759/1010			
Chaudhry, Sindhu	13	H	5142369865	13A/B/1	03/09/2015	22/07/2016	22/07/2016					B	500...	50024759/1010				
Fagan, Emily	13	P	5142369652	13A/B/1	03/09/2015	22/07/2016	22/07/2016											
Liliya, Yoji	13	H	5142369172	13A/B/1	03/09/2015	22/07/2016	22/07/2016											
Mamprin, Mo	13	N	5142369113	13A/B/1	03/09/2015	22/07/2016	22/07/2016					A	500...	50024759/1010		✓		
Osmond, Debbie	13	L	5142368982	13A/B/1	03/09/2015	22/07/2016	22/07/2016					B	500...	50024759/1010				
Shi, Ameera	13	H	5142368729	13A/B/1	03/09/2015	22/07/2016	22/07/2016					B	500...	50024759/1010				
Smith, Mark	13	H	5142368656	13A/B/1	03/09/2015	22/07/2016	22/07/2016	✓				B	500...	50024759/1010				
Streeks, Judy	13	H	5142368575	13A/B/1	03/09/2015	22/07/2016	22/07/2016					B	500...	50024759/1010				
Szydowski, Jacob	13	J	5142368559	13A/B/1	03/09/2015	22/07/2016	22/07/2016	✓				B	500...	50024759/1010			✓	
Tailor, Hailey	13	K	5142368540	13A/B/1	03/09/2015	20/01/2016	20/01/2016		Withdra...	Pers...					50024759/1010			
Wade, Carla	13	K	5142368443	13A/B/1	03/09/2015	22/07/2016	22/07/2016					A	500...	50024759/1010				
Waldron, Lee	13	P	5142368435	13A/B/1	03/09/2015	22/07/2016	22/07/2016					B	500...	50024759/1010				
Total : 14																		

Set this course as Core Aim for all these students

New

Delete

Exception

4. Indicate which students have this course as their core aim.
 - To change the core aim for multiple students, right-click any cell in the **Core Aim** column then select **Set this course as Core Aim for all these students** from the pop-up menu.
This assigns the core aim flag to all students in year 12 and above in a single academic year.
 - To change the core aim for an individual student, click the required cell in the **Core Aim** column. A tick is displayed in the cell.
If a core aim already exists for this student in the academic year specified, a warning message is displayed. Click the **Yes** button to change the core aim or the **No** button to cancel the process.

To Remove an Existing Core Learning Aim:

1. In the **Core Aim** column, click the cell relating to the applicable student's name.
A message warns you that you are removing the core aim for one or more students.
2. Click the **Yes** button to remove the core aim(s) or the **No** button to cancel the process.



03 | Preparing Data for the Current Academic Year

Importing Catalogue Files	25
Importing Performance Files	26
Checking Course Manager Data for the Current Academic Year	28
Maintaining Post 16 Programmes of Study	34
Recording Post 16 Employment Information	36

This chapter provides guidance about the tasks that need to be performed to ensure that the Post 16 data for the current academic year, i.e. 2016/2017, is complete and accurate in time for the forthcoming School Census on Thursday 6 October 2016.

Importing Catalogue Files

The DfE Qualification Data catalogue should be imported only if new courses exist for the current academic year, i.e. 2016/2017. If applicable, it is recommended that the catalogue is downloaded from the DfE QAN website (<https://collectdata.education.gov.uk/qwsweb/default.aspx>) and imported into SIMS in September (when the courses are being set up) and before starting the School Census Autumn 2016 Return (06/10/2016).

The qualification data is applicable to all Learning Aims without a result or basedata supplied by the exam Awarding Organisation or Body including new courses and completed school assessed Learning Aims.

1. Download the latest QWS data files from the DfE QAN web site to a folder of your choice.
2. In SIMS, select **Tools | Examinations | Import Qualification Data**. A confirmation dialog is displayed.
3. Click the **OK** button to confirm that the downloaded data you are about to import is up-to-date. The **Import Qualification Data** page is displayed.
4. In the **Select Catalogue Files** panel, click the **Browser** button adjacent to each file name field then navigate to the stored location of the applicable file.
5. Select the required XML file then click the **Open** button to return to the select **Performance Measures** panel where the selected file name is displayed.

Select Catalogue Files

Last Updated On: 22/02/2016

Current QAN XML: C:\SIMS\QAN_Current_V1.1 (1).xml

Awarding Bodies XML: C:\SIMS\QAN_AB_V1.0 (2).xml

Discount Codes XML: C:\SIMS\QAN_DiscCode_V1.1 (1).xml

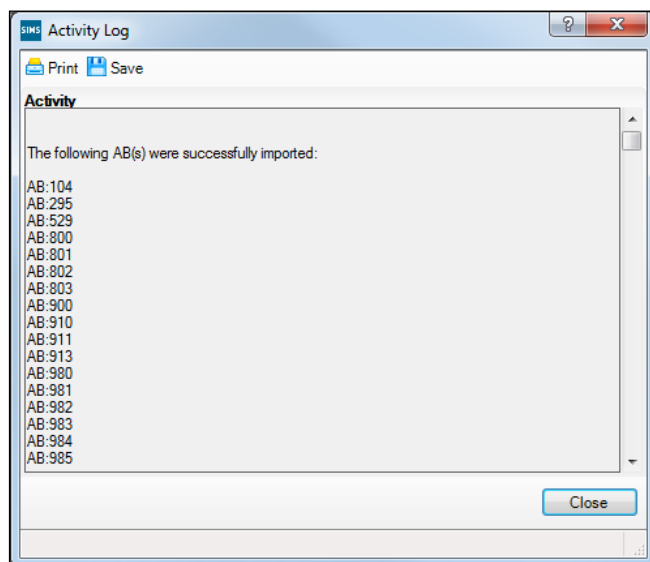
Qualification Types XML: C:\SIMS\QAN_QualType_V1.1 (1).xml

Import Catalogue Files

- Click the **Import Catalogue Files** button.

Provided that you have selected the correct file name for each file type, the files are automatically imported in the correct order. This may take some time.

When the files have imported successfully, an **Activity Log** is displayed confirming which files have been imported.



- Click the **Close** button to return to the **Import Qualification Data** page.
- You can click the **Print** button to print a copy of the file names and locations for future reference.

When you next open the **Import Qualification Data** page, the **Last Updated On** field displays the date of the most recent import.

☐ **Completed**

Importing Performance Files

If you are using Course Manager, a copy of the performance measure file is available for use in Performance Indicators (PI). The file contains information that has been derived from the Register of Regulated Qualifications (RRQ) provided by Ofqual for schools in England.

If updated files are required they can be downloaded from My Account (<https://myaccount.capita-cs.co.uk/hot-topics/Exams-Hot-Topic/>). Version numbers have been introduced to enable updated files to be clearly recognised.

- Download the performance measures file for England from the My Account website to a folder of your choice.
- In SIMS, select **Tools | Examinations | Import Qualification Data** to display a confirmation dialog.
- Click the **OK** button to confirm that the downloaded data you are about to import is up-to-date.

The **Import Qualification Data** page is displayed.

4. In the **Select Performance Measures File** panel, click the **Browser** button adjacent to the **Select new file to import** field then navigate to the location of the downloaded file.

5. Highlight the downloaded file then click the **Open** button to return to the select **Select Performance Measures File** panel where the selected file is displayed.
6. Click the **Import Performance Files** button.
7. Click the **Print** button (located on the top left-hand side of the page) to print a copy of the file names and locations for future reference, if required.

The **Last Imported Date** updates automatically the next time the **Import Qualification Data** page is opened.

☐ **Completed**

Reviewing QAN Imports

Once you have imported the relevant Performance Measures XML file, two reports are available that enable you to check the integrity of the QANs in the basedata:

- **Certification Elements without QANs** - this report lists the series code, series description, Board, entry code and the title of all basedata elements without a QAN. You must enter the missing QANs via Examinations Organiser (**Focus | Basedata - Basedata for <Season>** dialog) to ensure the accuracy of the PI data.
- **Certification Elements with unmatched QANs** - this report lists the series code, series description, Board, entry code, title and QAN of all basedata elements that have a different QAN from the QAN details provided in the Performance Measures file. You must correct the QANs in the basedata to ensure the accuracy of the PI data in Examinations Organiser.

Click the relevant **Report** button to run the report. The report is displayed in your web browser from where it can be printed, if required.

☐ **Completed**

Checking Course Manager Data for the Current Academic Year

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

2. Search for then select the required course to display the **Course Details** page.

Checking the Course Duration for an Individual Course

The values in the **Duration and Tolerance** panel are inherited from the settings specified in the **Update Course Manager Settings** page (**Tools | Academic Manager | Course Manager | Course Manager Settings**). These values can be changed for an individual course by clicking the respective drop-down list and selecting an alternative value. Any changes made are specific to the course that you are currently viewing.

The date range displayed is inherited from the **Find Course** browser. Select the respective **Calendar** button to change the dates.

The **Course Duration** value can be used to determine whether a new class membership should be added to an existing course membership, for the purposes of retakes.

Two year courses must be set up correctly to ensure that after the completion of year one, the status for students is displayed as **Continuing** to indicate that a result is not expected until after year two of the course is completed.

The **Continuity Tolerance** value can be used to decide whether a single student's memberships should be joined together to form a continuous course membership.

The **Completion Tolerance** value enables you to determine if a student leaving their course before the **Planned End Date** is deemed to have a course completion status of **Completed**. This is reflected in the **Memberships and Results** panel of the **Course Details** page.

☐ **Completed**



More Information:

Checking Course Manager Settings on page 7

Checking the Default Course Duration and Tolerances by Level on page 13

Checking Examination Award Details

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Search for then select the required course to display the **Course Details** page.
3. Select the **Examination** hyperlink to display the **Examination** panel.

You can only have one award associated with a course at a time so you must determine which of the awards is current.

- Ensure that each award is applicable for the current season.

This can be achieved by checking the **Certification Elements**. The **Certification Elements** panel displays the elements for seasons that are relevant to the highlighted award within the **From** and **To** date range. You may need to expand the **Season** column to view the full season description.

Click anywhere in the certification element row to display the **Element Details** pane to view all related information about the element.

- Add a **To** date to any award that was previously associated with the course but is no longer relevant. These awards should not be deleted, as the history will be lost.

If the date ranges for the awards overlap, the records remain displayed in yellow until the overlap is corrected.

03| Preparing Data for the Current Academic Year

- An explanation of why the award associated with the exam was changed can be entered in the **Reason** column, if required.

The screenshot shows the 'Examination' interface. At the top, there is a table of awards with columns: Award, Board, Qualification, Award Code, From, To, and Reason. Two rows are visible, both highlighted in yellow. Below this table is a 'Certification Elements' section with a table of elements. To the right of the 'Certification Elements' table is a 'Click the row to view the Element Details' button. Below this button is a detailed view of an award, showing fields for Award, Board, Internal Title, External Title, Description, QCA Code, QAN, Entry Code, Process, Fees, Item, and Result Type.

Award	Board	Qualification	Award Code	From	To	Reason
ART,CRAFT AND DESIGN	EDEX...	General Certificate of Educati...	9AD01			
ART, CRAFT AND DESIGN	WJEC/...	General Certificate of Educati...	3001			

Season	Board	Award Code	Entry Code	Internal Title	From	To	AO QAN/Disc
June (Summer) Ex...	EDEX...	9AD01	9AD01	Art, Craft and Design	01/05/2011	30/06/2011	50025880/3510
June (Summer) Ex...	EDEX...	9AD01	9AD01	Art, Craft and Design	01/05/2010	30/06/2010	50025880/3510

Element Details	
Award	ART,CRAFT AND DESIGN
Board	Edexcel Foundation (GCE)
Internal Title	Art, Craft and Design
External Title	ART,CRAFT AND DESIGN
Description	
QCA Code	3510
QAN	50025880
Entry Code	9AD01
Process	Entry
Fees	0.00
Item	Certification
Result Type	B

WARNING: It is possible to delete awards but the history will be lost.

 **Completed**

Selecting Additional Attributes for a Course

The following codesets are available:

- QCA (Qualification Curriculum Authority)
 - QAN (Qualification Accreditation Number)
 - DAS Generic QAN (Diploma Aggregation Service - Generic QAN)
 - PPoS (These must be entered manually as there is no pre-defined code list)
 - Provider UKPRN (These must be entered manually as there is no pre-defined code list).
- Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
 - Search then select the required course to display the **Course Details** page.
 - Select the **Classification** hyperlink to display the **Classification** panel.
 - Select the appropriate date range for each codeset. If the date ranges for the codesets overlap, the dates must be changed to rectify this.
 - The optional **Reason** field enables you to enter a free text explanation of why the codeset associated with the course was changed.
 - If the codeset(s) displayed is not currently linked to the course, click the **New** button to display the **Select Code** dialog.

- a. Highlight the required codeset to display a list of related codes in the lower section of the dialog.
- b. Search for the required code by entering the code number in the **Containing Code** field or by entering some related text in the **Containing Description** field before clicking the **Go** button. The list of related codes displayed is updated to reflect the search criteria entered.
- c. Highlight the **Code** to be associated with the course then click the **OK** button to return to the **Classification** panel where the 'old' and 'new' codesets are displayed.
- d. Ensure that a **To** date is entered for the 'old' codeset.

Codeset	Code	Description	QAN Subject	QAN Expiry	From	To	Reason
School Census Act..	OT	Other					
QAN	50026094/3510	WJEC Level 3 Advanc..	Art and Design	31/08/2017	03/09/2015	16/07/2016	
QAN	50026094/3510	WJEC Level 3 Advanc..	Art and Design	31/08/2019	17/07/2016		

If a code has been added in error, or you wish to change the code associated with the selected course, highlight the existing code and click the **Delete** button.

IMPORTANT NOTE: Deleting a code should be performed with caution. For example, removing a code from an active course has serious implications for the School Census.

7. Repeat Steps 1-4 to add a different code.

☐ Completed

Checking Membership and Results

The QWS QAN is the Qualification Accreditation Number obtained from the DfE QAN website and the AO QAN is the Awarding Organisation QAN imported with the exams basedata from the Awarding Organisation.

If the option to use Examinations Organiser to populate the census is selected, the AO Discount Code is collected where a result exists. If this is not the case, the QWS Discount Code is collected in the return.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Search for then select the required course to display the **Course Details** page.
3. Click the **Memberships and Results** hyperlink to display the **Memberships and Results** panel.

The details of all the student memberships for the selected course are displayed.

NOTE: If you want to view or edit the core aims data in the **Memberships and Results** panel (**Core Aim** column), you must ensure that you select either the **Current Academic Year** or the **Previous Academic Year** from the **View Memberships** drop-down list in the **Find Course** browser.

If you wish to protect a particular student's membership from changes, ensure that you click the applicable cell in the **Protect** column before you click the **Update All Course Memberships** button on the **Find Course** browser.

Z Memberships and Results

Core Aim column is only displayed for single academic year view

Click on Result Column to view the Result Details

Name	YTI	Reg	UIN	Class	Start	End	P End	Status	Reas.	Prote.	Result	AO	Q1/S	QAN/Disc	Retake	Pr.	Tr.
Araujo, Hitesh	13	J	1111171814	11B/Ar1	03/09/2015	22/07/2016	22/07/2016	Transfe...	Pers...	✓	A	50024	50046810/3510				
Arkwright, Deborah	13	K	1111171806	11A/Ar1	03/09/2015	22/07/2016	22/07/2016				C	50024	50046810/3510				
Arkwright, Shaun	13	P	1111173698	10B/Ar1	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				
Armstrong, Terry	13	M	1111173671	10A/Ar1	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				
Bardlet, Jeremy	13	K	1111171792	11B/Ar1	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				
Binks, Benjamin	13	H	1111173612	10A/Ar1	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				
Blanch, Paul	13	G	1111173604	10A/Ar1	03/09/2015	22/07/2016	22/07/2016	Withdra...	Injury...	✓	C	50024	50046810/3510				
Boman, Chloe	13	G	1111165032	11B/Ar1	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				
Bouffet, Trinity	13	Q	1111169801	12T2/A	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				✓
Bowden, Nicholas	13	M	1111173566	10A/Ar1	03/09/2015	22/07/2016	22/07/2016				C	50024	50046810/3510				
Bradley, Anthony	13	L	1111169798	12T2/A	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				✓
Brown, Leroy	13	K	1111173523	10B/Ar1	03/09/2015	22/07/2016	22/07/2016				C	50024	50046810/3510				
Bruce, Felix	13	L	1111171733	11A/Ar1	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				
Total: 33																	

- Check the current status of each Learning Aim, i.e. **Completed**, **Continuing**, **Withdrawn** and **Transferred**. A yellow cell indicates that the Learning Aims status should be added.

Right-click the **Status** column then select the appropriate option from the drop-down list:

- if the student's class membership ended within the **Completion Tolerance** specified for the course, select a status of **Completed**.
 - if the student's class membership ended outside of the **Completion Tolerance** specified for the course, e.g. because they left the school or they are concentrating their time on other course subjects, select a status of **Withdrawn**.
 - if the student has swapped to a different class that is associated with the same course but still within the **Completion Tolerance** specified for the course, the status should remain the same.
 - if the student transfers to a completely different course, select a status of **Transferred**.
- Select the withdrawal **Reason** from the drop-down list to record why the student is leaving a course or learning aim before the expected end date.

This year the Learning Aim withdrawal reason collection period is from 01/08/2015 to 06/10/2016.

NOTE: Results are displayed in the **Membership and Results** panel for reference only. Exam Results are not collected in the School Census Autumn 2016 return.

- Where the provider of a course is other than the school, e.g. the school sub-contracts the learning or training for post-16 students to another provider, click the required cell and then select the applicable **Provider UKPRN** (United Kingdom Provider Reference Number) from the drop-down list.
- Click the **Save** button.



Indicating Traineeships

A traineeship is an education and training programme with work experience. Traineeships (designed for 16 to 24 year olds) include the work preparation training, English and/or Maths and the work experience needed to secure an apprenticeship or employment.

In preparation for the School Census Autumn 2016 Return, ensure that traineeships are indicated, where applicable.

- Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
- Search for then select the required course to display the **Course Details** page.
- Click the **Memberships and Results** hyperlink to display the **Memberships and Results** panel.

This panel displays the details of all student memberships for the selected course.

Z Memberships and Results

Core Aim column is only displayed for single academic year view

Click on Result Column to view the Result Details

Name	YTI	Reg	ULN	Class	Start	End	P End	Status	Reas.	Prote.	Result	AO	QWIS	QAN/Disc	Retake	Pr...	Tr...
Araujo, Hitesh	13	J	1111171814	11B/Ar1	03/09/2015	22/07/2016	22/07/2016	Transfe...	Pers...	✓	A	50024	50046810/3510				
Arkwright, Deborah	13	K	1111171806	11A/Ar1	03/09/2015	22/07/2016	22/07/2016				C	50024	50046810/3510				
Arkwright, Shaun	13	P	1111173698	10B/Ar1	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				
Armstrong, Terry	13	M	1111173671	10A/Ar1	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				
Bartlett, Jeremy	13	K	1111171792	11B/Ar1	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				
Binks, Benjamin	13	H	1111173612	10A/Ar1	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				
Blanch, Paul	13	G	1111173604	10A/Ar1	03/09/2015	22/07/2016	22/07/2016	Withdra...	Injury...	✓	C	50024	50046810/3510				
Boman, Chloe	13	G	1111165032	11B/Ar1	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				
Bouffet, Trinity	13	Q	1111169801	12T2/A...	03/09/2015	22/07/2016	22/07/2016				B	50024	50046810/3510				✓
Bowden, Nicholas	13	M	1111173566	10A/Ar1	03/09/2015	22/07/2016	22/07/2016				C	50024	50046810/3510				
Bradley, Anthony	13	L	1111169798	12T2/A...	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				✓
Brown, Leroy	13	K	1111173523	10B/Ar1	03/09/2015	22/07/2016	22/07/2016				C	50024	50046810/3510				
Bruce, Felix	13	L	1111171733	11A/Ar1	03/09/2015	22/07/2016	22/07/2016				A	50024	50046810/3510				
Total: 33																	

Buttons: Recalculate Results, Results Report

Actions: New, Delete, Exception

- If a student is participating in a traineeship programme, ensure that this is indicated by clicking the **Traineeship** column (located on the right-hand side of the panel) to display a tick.
- Click the **Save** button.

Maintaining Post 16 Programmes of Study

The annual hours that count towards a course of study are categorised as Qualification - Planned Learning Hours or Non-Qualification Hours - Planned Employment, Enrichment and Pastoral Hours. To qualify for funding purposes, Planned Hours must be timetabled within your school's normal working pattern.

You can record information relating to Programmes of Study for Post 16 student, enabling you to submit details of the total Planned Qualification Hours and Planned Non-Qualification Hours in the Autumn School Census.

Planned hours are required for the 2016/2017 academic year only.

1. Select **Tools | Academic Management | Course Manager | Maintain Programmes of Study** to display the **Maintain Post-16 Programmes of Study** page.

2. Select a different year from the **Academic Year** drop-down list, if required.
3. The **Effective Date** field defaults to the date of the Autumn School Census that falls within the selected **Academic Year**. This field is read-only.
4. To update the information displayed on the **Maintain Post-16 Programmes of Study** page to reflect the students and the courses they are undertaking, click the **Refresh** button. Only students who are assigned to Post 16 courses are displayed.
5. Enter a student's name in the **Student** field to locate a specific student. All Post 16 students with a matching or partially matching name are displayed. Alternatively, select a **Level(s)** from the drop-down list.
6. Select the **Year Taught In** (YTI) from the drop-down list. The **Occurrences** counter defaults to **>= 1**.
7. Select the **Reg Group** from the drop-down list.
8. Select the relevant **Subject** from the drop-down list, if required.
9. Select the **Enrolment Status** from the drop-down list.
10. You can also choose to display only those students with **Unassigned hours** by selecting the check box. This enables you to identify students assigned to courses who need to have the **Planned Hours per Year** section completed on the **Course Details** page. If a value of zero has been entered into either of the columns, this value is treated as a blank allocation of hours and is displayed when the **Unassigned hours** check box is selected.

The **Reset Filters** button enables you to restore the default settings.

11. Where you have entered the **Planned Hours per Year** for each individual course of study on the **Course Details** page, these totals are carried through into the **Qual Hours** and **Non-Qual Hours** columns of the **Maintain Post-16 Programmes of Study** page when you click the **Calculate hours from courses** button.
12. Right-click a student's name to display a pop-up menu. You can access their **Student Details** page, their **Student Courses** page or **Select All** the students from this menu.

The **TT Hours** column enables you to check the accuracy of Planned Hours for a timetabled programme of study.

Overwrite existing values <input type="checkbox"/>	<input type="text"/>		<input type="text"/>		Threshold <input type="text" value="0"/>
	TT Hours	Qual Hours	Non-Qual Hrs	Total Hours	Notes
	4	20	5	25	Test note
		15	2	17	PoS note here
	7	10	4	14	reason for figure
				0	
	1			0	

13. If you want to manually amend the totals for a specific student, highlight their name in the list, click into the **Qual Hours** or the **Non-Qual Hours** column(s) and enter a different total.
14. If you want to manually amend the totals for all the students at once, right-click anywhere in the list, press **Ctrl & A** to **Select All** the students in the list and enter a different total in the **Qual Hours** or the **Non-Qual Hours** column(s). Alternatively, enter a figure in the box adjacent to the green arrow button at the top of either the **Qual Hours** or the **Non-Qual Hours** column(s) to flood fill the entire column with the figure entered. You can also enter a figure in the **Threshold** box, enabling you to check that a student's full time funding is accurate before it is included in the School Census Return.

The combined hours for each student and their Post 16 Programmes of Study are displayed in the **Total Hours** column. The figure displayed in this column will be shown with a yellow background to indicate that the figure is less than the figure you specified in the **Threshold** box.

You can also enter a brief set of **Notes** to indicate the reason for the manually assigned hours. This will enable you to reconcile and validate your School Census return in conjunction with the **Programmes of Study Report**, accessible from **Routines | Statutory Returns | School Census**.

15. If you want to determine the total **Qual Hours** and **Non-Qual Hours** figures for a student, for all the courses that they are assigned to, based on the information entered on the **Course Details** page, click the **Calculate hours from courses** button. Calculate hours from courses does not include hours from courses which are retakes.

IMPORTANT NOTE: Where retakes have been indicated for memberships via **Tools | Academic Management | Course Manager | Maintain Course**, the calculation from courses in Maintain Programmes of Study will exclude the course hours for that membership. If a retake is for lack of Prior Attainment in Maths or English, you may decide not to flag the membership as a retake so that the hours are included in the Maintain Programmes of Study calculation.

If you have selected the **Overwrite existing values** check box before clicking the **Calculate hours from courses** button, the following warning message is displayed:

This process will calculate the planned hours from the courses for the selected students.

Warning: all existing values will be overwritten.

16. Click the **OK** button to continue or click the **Cancel** button to abandon the process.
17. If you want to preserve any existing figures that are present in the **Qual Hours** and **Non-Qual Hours** columns, ensure that the **Overwrite existing values** check box is not selected before you click the **Calculate hours from courses** button. A following message is displayed:
This process will calculate the planned hours from the courses for the selected students.
18. Click the **OK** button to collate all the Qualification and Non-Qualification totals that have been specified in the **Planned Hours per Year** section of the **Course Details** page for each course, and populate the respective columns with the cumulative total for each student according to the courses that they are assigned to. Alternatively, click the **Cancel** button to abandon the process.
19. Click the **Save** button.
20. Click the **Report** button to print the **Maintain Post-16 Programmes of Study** page in .html output.

 **Completed**



More Information:




Programmes of Study Report on page 45

Recording Post 16 Employment Information

You should record employment details for Post 16 students whose Year Taught In is 12 or above.

Full-time employed students are those working eight or more weeks consecutively and for 20 or more hours per week, e.g. school hours. Part-time work (e.g. a weekend or evening work) is not included in the full-time employed hours.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then select the required student to display the **Student Details** page.
3. Click the **Additional Information** hyperlink and then navigate to the **Post-16 Employment** section at the bottom of the **Additional Information** panel.

Post-16 Employment	Employment Type	Start Date	End Date	Hours	Notes	
						 New  Open  Delete

4. To add a new employment record, click the **New** button to display the **Add Employment Details** dialog.

Alternatively, highlight an existing entry then click the **Open** button to display the **Edit Employment Details** dialog.

5. Select the **Employment Type** from the drop-down list, i.e. **Weekends out of school hours**, **Weekday(s) out of school hours** or **School Hours**.
6. Enter the **Start Date** of the employment period or click the **Calendar** button then select the required date.
7. Specify the **End Date** of the employment, if applicable.
8. Enter the number of **Hours/Week**, together with any **Notes**.
9. Click the **OK** button to return to the **Student Details** page.
10. Click the **Save** button.

☐ Completed

04 | Additional Information

Linking Non-EDI Exam Information to a Course	39
School Census Autumn 2016 Reports	43
Where Can I Get More Information	46

Linking Non-EDI Exam Information to a Course

The Performance Indicator (PI) routines (now available via the **Tools** menu in SIMS) assist with the non-electronic data interchange (EDI) results entry. Course Manager provides a streamlined and seamless approach to the allocation of QANs to facilitate accurate Post 16 funding.

To ensure that the non-EDI data is displayed in the School Census **Learning Aims** panel automatically, it must be linked to a course.

1. Select **Tools | Examinations | Edit PI Data** to display a confirmation dialog.
2. Confirm that your QWS QAN Catalogue and Performance Measures file imports are up-to-date by clicking the **OK** button.
3. If PI cohorts exist, you are asked if you want the system to update the PI cohort memberships. Click the **Yes** or **No** button, as required.

The **Edit PI Data** page is displayed.

4. Select the check box adjacent to the name of the required candidates.

Surname	Forename	YTI	Reg	DOB	ULN	Exam No	PI Cohort	A*-C	A*-G	KS4 Pts	KS4 Ave	L3 Pts	L3 Ave	Recalculate	
<input type="checkbox"/>	Ackins	Sheldon	11	11SSA	04/06/2...	1156254...	3071	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Aninion	Deshawn	11	11ACR	16/09/1...	1203754...	3081	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Arellanes	Jimmie	11	11HO...	11/04/2...	1041054...	3049	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Arreola	Elizabeth	11	11ACR	05/12/1...	1047454...	3148	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Asrani	Odelia	11	11RSR	19/03/2...	1141454...	3156	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Atkeson	Thomasi...	13	6AJC	08/01/1...	1195554...	1047	2016 Age...					1140...	253...	<input type="checkbox"/>
<input type="checkbox"/>	Ayscue	Alisa	11	11DHC	18/12/1...	1082454...	3119	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Bagsby	Gilberto	11	11DHC	09/03/2...	1125454...	3058	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Bagsby	Lev	11	11JCR	09/03/2...	1055554...	3059	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input type="checkbox"/>	Ballerini	Lev	11	11DHC	12/05/2...	1020454...	3158	2016 KS4	7.00	7.00	328...	46.86		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Bally	Odelia	13	6AJC	23/06/1...	1112054...	1157	2016 Age...					1050...	233...	<input type="checkbox"/>

04 | Additional Information

- Click the **Add Results** button to display the **Add Results** dialog.

Surname	Forename	YTI	Reg	Exam No
Abbey	Jimmy	13	G	9000
Abbot	Susan	13	L	9001
Abbot	James	(13)	(G)	7001
Addison	Millie	(13)	(J)	7004

The names of the selected students are displayed in the lower panel, where they can be removed or other students added, if required.

- Enter all or part of the **QAN** code (without slashes) to display a list of examination/courses that match the entry.

- Select the required examination/course to populate the **QAN** field.
- Click the **Refresh** button to populate the **Subject**, **Level**, **Awarding Body** and exam **Title** fields automatically.

If the course is already linked to a QAN/discount code, the **Course** field is populated automatically.

The button name changes from **Refresh** to **Change** and the **QAN** field is disabled.

QAN: ASDAN Level 3 Key Skills in Problem Solving (Pilot) (Revised NQF Level) (10038012) **Change**

Subject: Problem Solving Course: Course Level: Key Skills Level 3 Awarding Body: Award Scheme Development and Accr

Title: ASDAN Level 3 Key Skills in Problem Solving (Pilot) (Revised NQF Level)

Grade: Grade

Key Stage 4 Equivalence Entry: 0 A*-C: 0 A*-G: 0

Level 3 Equivalence Entry: 0 A*-E: 0

Points: 0 Discounted: ☐

Surname	Forename	YTI	Reg	Exam No
Abbey	Jimmy	13	G	9000
Abbot	Susan	13	L	9001
Abbot	James	(13)	(G)	7001
Addison	Millie	(13)	(J)	7004

Save **Close**

9. Select the **Grade** from the drop-down list. The equivalence entry fields and **Points** field are populated automatically.
10. Select the **Discounted** check box, if applicable.
11. Click the **Save** button then confirm that the details are correct by clicking the **Yes** button.

The data is then available to Performance Indicator, Course Manager and School Census.

04 | Additional Information

The results data entered in the **Add Results** dialog (described in this section) is displayed in the School Census **Learning Aims** panel when the details are calculated/recalculated via **Routines | Statutory Returns | School Census**.

Learning Aims

Surname: Forename: YTI: ULN: QAN: Disc Code:

Subject: Level: Status: From: To: Search:

Surname	Forename	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core Ai	Status	Withdrawal Reas.	QAN	Discou.	Provider UKPR	Trainee	Result
Abbey	Jimmy	13	5142370030	Business Studi	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		1000175X	3210			D
Abbey	Jimmy	13	5142370030	English Lit	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50029290	5110			C
Abbey	Jimmy	13	5142370030	Geography	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Continuing		50024838	3910			
Abbey	Jimmy	13	5142370030	Theatre Studies	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50026203	5210			A*
Abbot	Susan	13	5142370022	Biology	GCE Advanced	03/09/2015	03/02/2016	22/07/2016	✓	Withdrawn	Injury/Illness	50024759	1010			
Abbot	Susan	13	5142370022	Law	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50023305	4770			A
Abbot	Susan	13	5142370022	Mathematics	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		10060145	2330			✓ A
Abbot	Susan	13	5142370022	Sociology	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50022039	4890			A
Adams	Melanie	13	1111169968	Art	GCE Advanced Subsid...	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50029150	3510			B
Adams	Melanie	13	1111169968	Biology	GCE Advanced Subsid...	03/09/2015	24/02/2016	22/07/2016	✓	Withdrawn	Personal	50027761	1010			
Adams	Melanie	13	1111169968	Geography	GCE Advanced Subsid...	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50023330	3910			A
Adams	Melanie	13	1111169968	Law	GCE Advanced Subsid...	03/09/2015	22/07/2016	22/07/2016	✓	Transferred		5002324X	4770			A
Ainsworth	Zoe	13	5142370014	Business Studi	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		1000175X	3210			A*
Ainsworth	Zoe	13	5142370014	English Lit	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50029290	5110			✓ A*
Ainsworth	Zoe	13	5142370014	Law	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50023305	4770			A
Ainsworth	Zoe	13	5142370014	Mathematics	GCE Advanced	03/09/2015	22/07/2016	22/07/2016	✓	Completed		10060145	2330			A*
Andrews	Bethany	13	1111169925	Chemistry	GCE Advanced Subsid...	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50027955	1110			A
Andrews	Bethany	13	1111169925	English	GCE Advanced Subsid...	03/09/2015	22/07/2016	22/07/2016	✓	Completed		50029320	5030			E

Total: 603

WARNING: Clicking the **Calculate All Details** button (located on the top left-hand side of the **Census Return Details** page) overwrites all manual edits in all panels.

Clicking the **Recalculate** button refreshes the **Learning Aims** panel with Learning Aims from Course Manager and exams data from Examinations Organiser.

TIP: To enable you to check the integrity of the QANs in the basedata, two reports can be run but you must first import a copy of the Performance Measures file for use in PI (please see Reviewing QAN Imports on page 27).



Additional Resources:

Processing Results and Calculating PI Data in Exams and SIMS handbook

School Census Autumn 2016 Reports

NOTE: The School Census Autumn 2016 Return must be created and validated before the Summary report or any of the detail reports can be run.

The following Learning Aims related reports are available via **Routines | Statutory Returns | School Census**.

Summary Report

The School Census Autumn 2016 Summary report is provided by the DfE via an XSL file and summarises the content of the XML Return file.

Detail Reports

The detail reports, which are provided by Capita SIMS, can be produced as soon as the return has been created and validated.

The reports listed here are those that deal with basic details and those that are specific to Learning Aims. Several additional reports are available from the **Detail Report** drop-down list, located at the top of the **Census Return Details** page, (**Routines | Statutory Returns | School Census**), if required.

On Roll Basic Details Report

Report Criteria: Students on-roll on census day.

This report provides the following information about students who are on-roll on census day: UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in (YTI), date of admission (DOA), enrolment status, language, proficiency in English, nationality, country of birth, Youth Support Services Agreement (YSSA), part-time status, boarder status.

Leavers Basic Details Report

Report Criteria: Students not on-roll on census day, that is:

- Leavers with attendance 1 term ago (28/03/2016 to 31/07/2016)
- Leavers with exclusions 2 terms ago (01/01/2016 to 27/03/2016)
- Leavers with Learning Aims from (01/08/2015 to 06/10/2016).

This report provides the following information about students not on-roll on census day (Leavers): UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), language, nationality, country of birth, part-time status, boarder status, attendance, exclusions and Learning Aims.

On Roll Learning Aims Report

Report Criteria: On-roll students in Year 12 or above with Learning Aims during 01/08/2015 to 06/10/2016 (census day) who have an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

- basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), date of birth (DOB), date of admission (DOA) and enrolment status.
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course description, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship and an indication whether the Learning Aim is the core aim (Yes/No).

Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this learning aim.
- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.
- Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and maths, if required.

Leavers Learning Aims Report

Report Criteria: Leavers in Year 12 or above with Learning Aims during 01/08/2015 to 06/10/2016 who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

- Basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), post code, unique property reference number (UPRN), date of birth (DOB), date of admission (DOA), date of leaving (DOL).
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course descriptions, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship and an indication whether the Learning Aim is the core aim (Yes/No).

Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this learning aim.
- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

- Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and maths, if required.

Learning Aims by Status Report

Report Criteria: Learning Aims from 01/08/2015 to 06/10/2016 (including both on-roll and leavers).

NOTE: Large discrepancies between last year's and this year's data might indicate mistakes.

The report provides the following information:

- Each Learning Aim code and title.
- The total number of each Learning Aim in use for academic year 2015/2016 and 2016/2017.
- The number of each Learning Aim completed, continuing, withdrawn and transferred in the academic year 2015/2016 and 2016/2017.

NOTE: A learning aim may appear more than once in this table: for example, a continuing learning aim which began last year will be counted as continuing in both years.

Programmes of Study Report

Report Criteria: Students reported with Learning Aims in the School Census Autumn 2016 Return.

The report provides information about Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2016/2017).

Also displayed are the student's UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

Definition:

Full-time employed students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g. a weekend or evening work) is not included in the full-time employed hours.

Prior Attainment Report

Report Criteria: On-roll and leavers in YTI 12+ with Learning Aims in the School Census Autumn 2016 (01/08/2015 to 06/10/2016).

This report provides the following information: UPN, legal surname, legal forename, year taught in (YTI), enrolment status, Maths information (i.e. highest grade, prior attainment, and funding exemption), English information (i.e. highest grade, prior attainment, and funding exemption) and on-roll status.

IMPORTANT NOTE: Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-EDI results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary via **Tools | Statutory Return Tools | Update Prior Attainment**.

Where Can I Get More Information

In addition to this document, other preparation guides are available, which detail generic tasks that need to be completed when preparing for the return. An Errors and Resolutions document, which provides suggestions on how to resolve any validation errors and queries, and a handbook outlining how to complete the School Census Autumn 2016 Return are also available (search for CENSUS16 in the SIMS **Documentation Centre** or on My Account):

- *Preparing for the School Census Autumn 2016 Return (English Secondary/Middle deemed Secondary Schools)* guide
- *Preparing for the School Census Autumn 2016 Return (English All-Through Schools)* guide
- *Preparing for the School Census Autumn 2016 Return (English Pupil Referral Units)* guide
- *School Census Academic Year 2016/2017 Validation Errors and Resolutions* document
- *Producing the School Census Autumn 2016 Return (English Secondary/Middle deemed Secondary Schools)* handbook
- *Producing the School Census Autumn 2016 Return (English All-Through Schools)* handbook
- *Producing the School Census Autumn 2016 Return (English Pupil Referral Units)* handbook.

Additional related information can also be found in the following handbooks:

- *Preparing Examinations Organiser for an Exams Season* handbook
- *Administering and Registering Candidates for Exams* handbook
- *Processing Results and Calculating PI Data in Examinations Organiser* handbook
- *Managing Courses* handbook
- *Managing Pupil/Students* handbook.

You may also find the following DfE links helpful:

- School Census 2016 to 2017 guide for schools and LAs provided by the DfE (<https://www.gov.uk/government/publications/school-census-2015-to-2016-guide-for-schools-and-las>).
- Learning Aims information provided by the DfE (<https://www.gov.uk/search?q=learning+aims>).

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Click **Knowledge Base** and then **SIMS Publications** (located in the **Popular Searches** list on the right-hand side) to display a list of all SIMS publications.
2. To refine the search further, click **Documents** (located in the filter list on the left-hand side).
3. Select the required **Document type** (click **Show more** to view additional options, e.g. quick reference sheets, frequently asked questions, etc.).
The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**, **File type** and date range.
- Surround a phrase with "double quotes" to return results containing that exact phrase.
- Prefix words with **+** to make them essential.

For example: "end of year procedures" +primary

Index

B

bulk update routines	
course end dates (on-roll).....	16
running	15

C

core learning aims	3, 2, 19
course duration	
default course durations	9
for an individual course	28
course manager settings	8
default completion and continuity tolerance	12
default course durations	9
default for course browser	8
earliest year taught in for completion management.....	10
course membership	
default for course browser	8
updating.....	16, 19

D

default completion and continuity tolerance	12
default course duration and tolerances by level	13
default course durations	9

E

earliest year taught in for completion management.....	10
employment information (post 16).....	36
external exam results	7

I

importing	
performance files.....	26
introductory sessions	14

L

learning aims	
core aim	3, 2, 19
leavers	
basic details report	43
learning aims report.....	43
recording	16

M

membership and results	22, 31
------------------------------	--------

N

non EDI data	39
--------------------	----

O

on-roll	
basic details report	43
bulk update routines	
course end dates	16
learning aims report.....	43

P

performance files.....	26
reviewing QAN imports	27
post 16	
employment information.....	36
programmes of study	34
prior attainment	5
programmes of study	34
provider UKPRN.....	31

Q

QANs - heading	
importing QAN catalogue form QWS	25
QAN reports.....	27
QAN website	25

R

recording	
leavers	17

I | Index

reports

leavers basic details report	43
leavers learning aims report.....	43
on-roll basic details report	43
on-roll learning aims report.....	43
summary	43
retake learning aim.....	34

S

starting next year's timetable early	14
--	----

T

traineeship	4, 33
-------------------	-------

U

updating

course memberships	19
--------------------------	----

W

withdrawal reason	17, 31
-------------------------	--------



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0345 222 1551 • option 2

or email us on
**misservicedesk@
schoolbusinessservices.co.uk**

