

Preparation guide

Applicable to 7.188 onwards

Preparing for the School Census Autumn 2019 Return

English Schools with a Sixth Form



Post 16 Data Preparation Check List for the School Census Autumn 2019 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 2019 Summer Release (7.188) or later.
<input type="checkbox"/>	Ensure that Maths and English GCSE are recorded for Maths and English GCSE please refer to the <i>Processing Results and Calculating PI Data in Exams and SIMS</i> handbook).
<input type="checkbox"/>	Ensure that Maths and English GCSE Prior Attainment (i.e. grade achieved) is recorded for each student in year 12 and above (please see <i>Recording External Exam Results for Prior Attainment</i> on page 5).
<input type="checkbox"/>	To ensure that the correct Prior Attainment information is collected in the return: <ul style="list-style-type: none"> Check that all Prior Attainment data has been updated for 2018/2019 (please see <i>Updating Prior Attainment for 2019/2020</i> on page 25) Correct Maths and English highest grades for 2017/2018, if required (please see <i>Correcting 2018/2019 Prior Attainment for Resubmitting in the Autumn Census</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 11).
<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 11).
<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 13).
<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 14).
<input type="checkbox"/>	Record leavers and update course membership (please see <i>Recording Leavers and Updating Course Memberships</i> on page 14).

Complete	Description
<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 33).</p> <p>Ensure that the Learning Aim withdrawal reason is also recorded for any Leavers (please see <i>Recording Leavers</i> on page 16).</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).
<input type="checkbox"/>	Download the QAN catalogue from the DfE QAN website (https://collectdata.education.gov.uk/qwsweb/default.aspx) and imported into SIMS in September <u>before</u> starting the School Census Autumn 2019 Return (please see <i>Importing Catalogue Files</i> on page 26).
<input type="checkbox"/>	Ensure the required QANs and Discount Codes are available for selection in Course Manager (please see <i>Updating QANs and Discount Codes for Course Manager</i> on page 28).
<input type="checkbox"/>	Check course duration for individual courses (please see <i>Checking the Course Duration for an Individual Course</i> on page 30).
<input type="checkbox"/>	Check that there is only one award associated with each course (please see <i>Checking Examination Award Details</i> on page 31).
<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 32).
<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 33).
<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 33).
<input type="checkbox"/>	Ensure that traineeships are indicated where applicable (please see <i>Indicating Traineeships</i> on page 34).
<input type="checkbox"/>	<p>To ensure that the correct Post 16 programmes of study information is collected in the return:</p> <ul style="list-style-type: none"> Check that programmes of study information has been recorded for the 2019/2020 academic year (please see <i>Maintaining Post 16 Programmes of Study</i> on page 35). Correct planned hours for 2018/2019, if required (please see <i>Correcting 2018/2019 Planned Hours</i> on page 38).
<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 38).
<input type="checkbox"/>	Use the Edit PI Data routine to ensure that non-EDI exam information for prior attainment is available in School Census (please see <i>Managing Non EDI Exam Information</i> on page 40).

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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 2019 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 2019 (English Secondary/Middle deemed Secondary schools)* guide.

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 2018/2019 as well as those that were started or continued during the academic year 2019/2020. Learning Aims are collected for students taught in Year 12 and above during the Learning Aim collection period (01/08/2018 to 03/10/2019).

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 2019 Return:

- Qualification Accreditation Number (QAN) - now known as Qualification Number (QN)
- Discount Code - now 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 16).
- 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
- Traineeship - an education and training programme.

NOTE: All Learning Aims are collected regardless of their duration, provided the dates are within the collection period, i.e. from 01/08/2018 to 03/10/2019. 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 (2018/2019):

Any student, regardless of age, who has been on-roll between the 01/08/2018 and 31/07/2019 who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

In the Current Academic Year (2019/2020):

Any student, regardless of age, who has been on-roll between the 01/08/2019 and 03/10/2019 (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 SIMS Permissions

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

Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

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 the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 3).

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.

Permissions Required to Import a Revised Fileset

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 one of the following user groups in System Manager:

- Returns Manager
- System Manager.

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.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2019 Summer Release (7.188) 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 7.188 or later.



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Chapter Overview

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. 2018/2019, is complete and accurate in time for the forthcoming School Census return on Thursday 3 October 2019.

Recording External Exam Results for Prior Attainment

Ensure that Electronic Data Interchange (EDI) Results have been downloaded and imported into Examinations Organiser for internal candidates before dealing with results for external candidates.

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 QN, a number of fields are populated automatically but exam results must be entered manually. Prior attainments can be entered for students, particularly those joining the Sixth Form who have already achieved GCSE results elsewhere.

02| Preparing Data for the Previous Academic Year

Although this functionality was originally available in Examinations Organiser, it was not previously possible to add the QN 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 Include KS1 Tasks/Tests	<input type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Programme of Study(PoS) Assessments	<input checked="" type="checkbox"/>
Collect Attendance Data From	SIMS Attendance Module		
		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"/>

IMPORTANT NOTES:

*It is no longer possible to record external results in Examinations Organiser. Instead the routine is now available in SIMS via **Tools | Examinations | External Results Manual Entry**.*

*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** (please see **Managing Performance Indicators** on page 39).*

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



More Information:

Prior Attainment Report on page 45



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)



Completed

Correcting 2018/2019 Prior Attainment for Resubmitting in the Autumn Census

Schools can now make corrections to the Maths highest grades and English highest grades that were submitted in last year's Autumn School Census. These grades are then re-submit in the 2019 Autumn School Census.

The **Effective Date** displays the 2018 Autumn census date. This field is read-only.

1. Select **Tools | Statutory Return Tools | Update Prior Attainment** to display the **Update Prior Attainment** page.
2. Select the 2018/2019 **Academic Year** from the drop-down list to display the information collected in last year's Autumn census.

Update Prior Attainment												
<div> <div>Save</div> <div>Undo</div> <div>Reset</div> </div>												
Prior Attainment												
Academic Year		2018/2019										
Effective Date		04/10/2018										
Surname	Forename	YTI	Reg	ULN	DOL	Enrolment Status	Maths Highest Gr.	Maths Prior Attainment	Maths Funding Exempt.	English Highest Gr.	English Prior Attainment	English Funding Exempt.
Abbey	Grenetta	(13)	(G)	1111171873	29/06/2018	Single Registration	A* - Grade A star	Achieved by end year 11	No exemption	D - Grade D	Not achieved	Functional skills L2
Abble	Cameron	(13)	G	1111173817		Single Registration	A* - A* distinct	Achieved by end year 11	No exemption	9 - Grade 9	Achieved by end year 11	No exemption
Ackington	Robert	(13)	H	1111172809		Single Registration	A - Grade A	Achieved by end year 11	No exemption	8 - Grade 8	Achieved by end year 11	No exemption
Ackton	William	(13)	(K)	1111176603	29/06/2018	Single Registration	A - Grade A	Achieved by end year 11	No exemption	C - Grade C	Achieved by end year 11	No exemption
Ackton	Stanley	(12)	G	1111175534		Single Registration	B - Grade B	Achieved by end year 11	No exemption	5 - Grade 5	Achieved by end year 11	No exemption
Adedeji	Payal	(13)	J	1111173795		Single Registration	C - Grade C	Achieved by end year 11	No exemption	6 - Grade 6	Achieved by end year 11	No exemption
Affleck	Alexis	(12)	K	1111175436		Single Registration	D - Grade D	Achieved by end year 11	No exemption	6 - Grade 6	Achieved by end year 11	No exemption
Agathocleous	Selios	(13)	K	1111173787		Single Registration	A - Grade A	Achieved by end year 11	No exemption	7 - Grade 7	Achieved by end year 11	No exemption
Ahmed	Carina	(13)	L	1111173779		Single Registration	5 - Grade 5	Achieved by end year 11	No exemption	8 - Grade 8	Achieved by end year 11	No exemption
Ahmed	Ackmar	(13)	(L)	1111178479	29/06/2018	Single Registration	A - Grade A	Achieved by end year 11	No exemption	D - Grade D	Not achieved	No exemption
Aldridge	Courtney	(13)	M	1111173752		Single Registration	7 - Grade 7	Achieved by end year 11	No exemption	5 - Grade 5	Achieved by end year 11	No exemption
Allim	Farah	(13)	N	1111173744		Single Registration	A - Grade A	Achieved by end year 11	No exemption	7 - Grade 7	Achieved by end year 11	No exemption
Alota	Paolo	(12)	N	1111175453		Single Registration	4 - Grade 4	Achieved by end year 11	No exemption	4 - Grade 4	Achieved by end year 11	No exemption

3. Edit the information in the **Maths Highest Grade** and/or **English Highest Grade** columns, if required, then click the **Save** button.



More Information:

Updating Prior Attainment for 2019/2020 on page 25



Completed

Correcting 2018/2019 Planned Hours

The Planned Hours for the previous academic year (2018/2019) are included in the Autumn School Census. Schools can now make corrections to these planned hours and then re-submit in the 2019 Autumn School Census.

The **Effective Date** displays the 2018 Autumn census date. This field is read-only.

1. Select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to display the **Maintain Post-16 Programmes of Study** page.
2. Select the 2018/2019 **Academic Year** from the drop-down list to display the relevant information.

Maintain Post-16 Programmes of Study

Save
 Undo
 Report
 Refresh
 Help
 Unpin
 Close

Academic Year:
 Student:
 Year Taught In:
 Reg Group:
 Enrolment Status:

Effective Date:
 Level(s):
 Occurrences:
 Subject:
 Unassigned hours: ☐

☐ Overwrite existing values
 ☐ ☐ Threshold:

Right Mouse Click for options

Student	YTI	Reg	Enrolment Status	DOL	Core Aim	Other Courses	TT Hours	Qual Hours	Non-Qual Hrs	Total Hours	Notes
Able, Cameron	13	G	Single Registration		Fr/GCEZY	En/GCEZY; Ga/GCEZY; Pe/GCEZY; Ph/GCEZY; Ro/Gen;	22	150	0	150	0
Ackington, Robert	13	H	Single Registration		Ar/GCEZY	Ar/GCEZY; Ga/GCEZY; Ub/GCEZY; Ro/Gen;	22				
Acton, Stan	12	G	Single Registration		Ma/GCEZY	Ar/GCEZY; Ba/GCEDA; Fr/GCEZY; Ro/Gen;	17	150	0	150	
Adejide, Payal	13	J	Single Registration		Hi/GCEZY	Ba/GCEDS; En/GCEZY; Fr/GCEZY; Ga/GCEZY; Ro/Gen;	22	150	0	150	
Affleck, Alexis	12	K	Single Registration		Hi/GCEZY	Ar/GCEZY; Ro/Gen; Ta/GCEZY;	13	750	0	750	
Agathocleous, Joe	13	K	Single Registration		Ma/GCEZY	Ar/GCEZY; Ga/GCEZY; Hi/GCEZY; Pd/GCEZY; Ro/Gen;	22				Reasons for missing it

Edit the **Qual Hours** and/or **Non-Qual Hrs**, if required, then click the **Save** button.



Completed

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: 01/08/2018 To: 03/10/2019

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
AQA Technicals Level 1 Award (QTAw1)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 1 Diploma (QTD1)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 1 Extended Diplom..	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 1 Subsidiary Diplom..	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Award (QTAw2)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Diploma (QTD2)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Extended Diplom..	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Subsidiary Diplom..	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 selected from the **Default for Course Browse** drop-down list. The **From** and **To** dates are displayed automatically to reflect the your selection.

Default for Course Browse: **Census View**

From: 01/08/2018 To: 03/10/2019

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 11
Checking the Course Duration for an Individual Course on page 30

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.

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

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 35

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

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 **Continuity Tolerance** and **Completion 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.

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

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
AQA Technicals Level 1 Award (QTAw1)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 1 Diploma (QTD1)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 1 Extended Diplom...	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 1 Subsidiary Diplom...	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Award (QTAw2)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Diploma (QTD2)	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Extended Diplom...	One Year	Two Weeks	Two Months	0	0
AQA Technicals Level 2 Subsidiary Diplom...	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 30

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 that schemes would finish earlier. If it was not anticipated that the 2018/2019 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 2018/2019 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 01/08/2018 to 03/10/2019 (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>).



Additional Resources:

Starting Next Year's Curriculum Early mini guide

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

When the process is complete, a report is generated automatically. To view the changes that have been made, compare this report with the report run before updating the classes.

☒ **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.

Use Completion Tolerance to Reset Status

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

The Execute Bulk Update routine performs the following:

- 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

Report

Execute

When the process is complete, a report is generated automatically. To view the changes that have been made, compare this report with the report run before updating 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 remove their date of leaving because 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.

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. Specify the **Destination Institution**, if known.
 - a. Click the **Browse** button (adjacent to the **Destination Institution** field) to display the **School Browse** dialog.
 - b. **Search** for and then select the relevant institution. Alternatively, click the **New** button to add a new institution.
 - c. Click the **OK** button(s) to return to the **Leaving Information** panel.
 - d. Use the **Assign to All** or **Assign to Selected** options, as required.
7. Enter the **Destination Expected Start Date** (or select the relevant date from the Calendar), then use the **Assign to All** or **Assign to Selected** options, as required.
8. If the student is a child deemed missing in education, select the **Grounds for Removal** from the drop-down list, e.g. **E - Distance**, then use the **Assign to All** or **Assign to Selected** options, as applicable.

IMPORTANT NOTE: To comply with the Children Missing in Education legislation, schools are required to record this information for all students on leaving the school.

9. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. **Other Provider**.

*NOTE: The reason for withdrawing from a Learning Aim is collected in the Autumn Return for any Learning Aim with the status of **Withdrawn**.*

10. Click the **Assign to All** button or **Assign to Selected** button, as applicable.

11. Click the **Save** button.

*TIPS: To remove a student from the **Students** list, highlight their record, then click the **Remove** button.*

*To correct details entered in error, highlight the applicable student, then click the **Clear** button. This removes the details drawn from the **Leaving Information** panel for the selected student only. Re-enter the information as required.*

*The **Learning Aim Reason** column remains populated after clicking the **Clear** button. However, the data is updated automatically if a different reason is selected and assigned.*



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.



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 is 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.



Checking Core Learning Aims

The School Census Autumn 2019 Return requires that the core aim is identified for each year where a vocational Education and Skills Funding Agency (ESFA) 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 2018/2019 than for 2019/2020. 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 2019 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, then **Search** for the required student.

2. Highlight the required student, then click the **Open** button to display the **Student Courses** page.
3. Select **Previous Academic Year** from the **Student Courses** drop-down list.
4. Highlight the second node of the tree structure, which describes the required course you want to set as a core aim.

5. Right-click the highlighted course description then select **Set Core Learning Aim** from the pop-up menu. Alternatively, click the **Set Core Aim** button.

Student Courses Previous 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

- Bandaras Jose
 - Rc/Gen, Recreation (Gen), 03/09/2018, 19/07/2019
 - School Census Activity: OT Other
 - Bi/GCE2Y, Biology (GCE2Y), 03/09/2018, 19/07/2019
 - QAN: 60142601/1010 OCR Level 3 Advanced GCE in Biology A
 - School Census Activity: SC Science
 - Ge/GCE2Y, German (GCE2Y), 03/09/2018, 19/07/2019
 - School Census Activity: FL Foreign Language
 - Gg/GCE2Y, Geography (GCE2Y), 03/09/2018, 19/07/2019
 - School Census Activity: HU Humanities
 - Gs/GCE2Y, General Studies (GCE2Y), 03/09/2018, 19/07/2019
 - School Census Activity: GS General Studies
 - Hs/GCE2Y, Health & Social Care (GCE2Y), 03/09/2018, 19/07/2019**
 - School Census Activity: OT Other

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

The course description is appended with the text **(Core Learning Aim)**.

Student Courses Previous Academic Year Set Core Aim

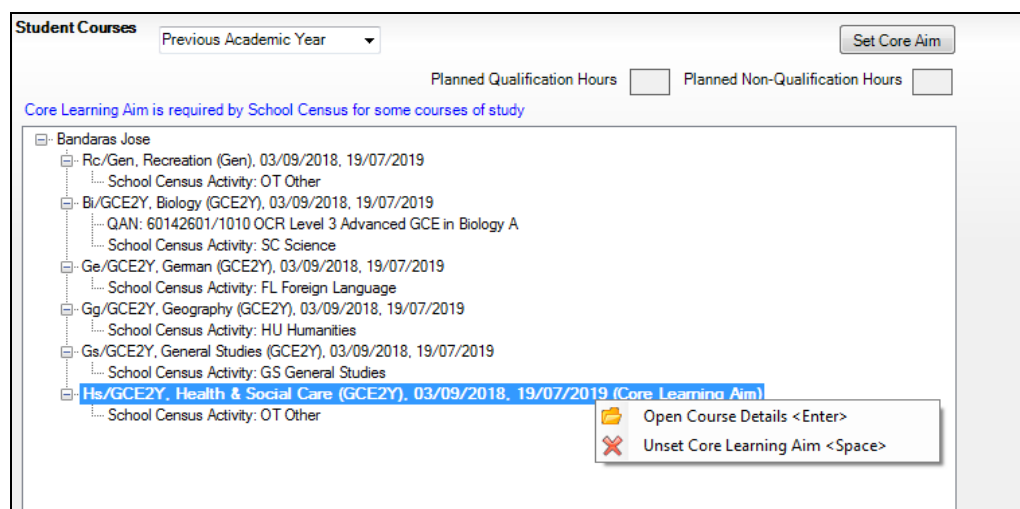
Planned Qualification Hours Planned Non-Qualification Hours

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

- Bandaras Jose
 - Rc/Gen, Recreation (Gen), 03/09/2018, 19/07/2019
 - School Census Activity: OT Other
 - Bi/GCE2Y, Biology (GCE2Y), 03/09/2018, 19/07/2019
 - QAN: 60142601/1010 OCR Level 3 Advanced GCE in Biology A
 - School Census Activity: SC Science
 - Ge/GCE2Y, German (GCE2Y), 03/09/2018, 19/07/2019
 - School Census Activity: FL Foreign Language
 - Gg/GCE2Y, Geography (GCE2Y), 03/09/2018, 19/07/2019
 - School Census Activity: HU Humanities
 - Gs/GCE2Y, General Studies (GCE2Y), 03/09/2018, 19/07/2019
 - School Census Activity: GS General Studies
 - Hs/GCE2Y, Health & Social Care (GCE2Y), 03/09/2018, 19/07/2019 (Core Learning Aim)**
 - 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.



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)**.



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, then **Search** for the required course.

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.

Find Course									
<div> New Search Open Delete Print Browse Next Previous Reset Filters Update All Course Memberships Reconciliation Reports Help Close </div>									
Description	Short Name	Subject	Level	QAN/Disc Code	QAN Expiry	Active Status	Qual Hours	Non-Qual Hrs	
Biology (GCE2Y)	Bs/GCE2Y	Biology	GCE Advanced Two Year ...	60142601/1010	31/12/2050	Active			
Biology (GCSNF)	Bs/GCSNF	Biology	GCSE 9 - 1 Full Course			Active			
Business Studies (CNCe)	Bs/CNCe	Business Studies	Cambridge Nationals Certifi...			Active			
Business Studies (GCEDA)	Bs/GCEDA	Business Studies	GCE A Double Award	10042891/0002	31/08/2018	Active	150	0	
Business Studies (GCEDS)	Bs/GCEDS	Business Studies	GCE ASB Double Award	10042878/0002	31/08/2018	Active	150		
Chemistry (GCE2Y)	Ch/GCE2Y	Chemistry	GCE Advanced Two Year ...	60152552/1110	31/12/2050	Active			
Chemistry (GCSNF)	Ch/GCSNF	Chemistry	GCSE 9 - 1 Full Course			Active			
Computer Studies (GCE2Y)	Co/GCE2Y	Computer Studies	GCE Advanced Two Year ...			Active			
Computer Studies (GCSNF)	Co/GCSNF	Computer Studies	GCSE 9 - 1 Full Course			Active			
Construction (GCE2Y)	Cn/GCE2Y	Construction	GCE Advanced Two Year ...			Active			
Design & Tech (GCSNF)	Dt/GCSNF	Design & Tech	GCSE 9 - 1 Full Course			Active			

- Highlight the required course, then click the **Open** button to display the **Course Details** page.
- 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	AQ...	QWS	QAN/Disc	Non F...	Pr...	Tr...
Ahmad, Carina	13	L	1111173779	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					C	601...	60152552/1110				
Avison, Edward	13	P	1111173663	13A/Ch1	03/09/2018	19/07/2019	19/07/2019	✓				C	601...	60152552/1110				✓
Boris, Maria	12	L	1111175356	12D/Ch1	03/09/2018	19/07/2019	19/07/2019				✓	C	601...	60152552/1110				
Brazil, Alonso	12	J	1111175321	12D/Ch1	03/09/2018	19/07/2019	19/07/2019		Transfe...			C	601...	60152552/1110				
Canterbury, Yolanda	13	G	1111173493	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					D	601...	60152552/1110				
Cartridge, Elsa	12	N	5142335383	12D/Ch1	03/09/2018	08/02/2019	19/07/2019					C	601...	60152552/1110				
Cazares, Shelby	12	P	1111175259	12D/Ch1	03/09/2018	08/02/2019	19/07/2019		Withdra... Injury...			E	601...	60152552/1110				
Chang, Sarah	12	Q	1111175240	12D/Ch1	03/09/2018	19/07/2019	19/07/2019	✓				C	601...	60152552/1110				✓

New
Delete
Exception

- 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

- 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.
- Click the **Yes** button to remove the core aim(s) or the **No** button to cancel the process.

 **Completed**

03 | Preparing Data for the Current Academic Year

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Chapter Overview

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. 2019/2020, is complete and accurate in time for the forthcoming School Census on Thursday 3 October 2019.

Updating Prior Attainment for 2019/2020

The following 2019/2020 information is collected for the Autumn School Census:

- Maths Highest Grade
- Maths Prior Attainment
- Maths Funding Exemption
- English Highest Grade
- English Prior Attainment
- English Funding Exemption.

The **Update Prior Attainment** page displays information about students who are in or were in year taught in 12+ (01/08/2018 to 03/10/2019).

The **Effective Date** displays the 2019 Autumn census date. This field is read-only.

03| Preparing Data for the Current Academic Year

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

2. Ensure that the 2019/2020 **Academic Year** is displayed.
3. Click the **Populate from Exams** button to display the **Update Prior Attainment** dialog.

4. If you want to continue, click the **Yes** button to populate/update the **Prior Attainment** grid.
 - Prior attainment data is then copied forward from last year.
 - Exam results take precedence over any other data.
 - Manual edits are preserved if neither of the two previous points apply.
5. The **Populate Data From Exams** dialog confirms that data has been populated from Exams. Click the **OK** button.
6. Edit the information, if required.
7. Click the **Save** button.



More Information:

Correcting 2018/2019 Prior Attainment for Resubmitting in the Autumn Census on page 7



Completed

Importing Catalogue Files

It is recommended that the DfE Qualification Data 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 2019 Return (03/10/2019).

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 **Generic QAN data** files from the DfE QAN website to a folder of your choice. The following four files only are required:
 - Current QAN XML
 - Discount Codes XML
 - Awarding Bodies XML
 - Qualification Types XML.
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 Catalogue Files** panel where the selected file name is displayed.

6. 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.
7. Click the **Close** button to return to the **Import Qualification Data** page.
8. 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

Updating QANs and Discount Codes for Course Manager

Once the up-to-date QWS QAN catalogues have been imported into Course Manager, specific QANs and QAN Discount Codes must be activated to ensure that they are available for selection.

1. Select **Tools | Academic Management | Course Manager | Update QANs and Discount Codes for Course Manager** to display the **Update QANs and Discount Codes for Course Manager** page.

The screenshot shows the 'Update QANs and Discount Codes for Course Manager' interface. It includes a title bar with 'Update' and 'Print' buttons. The main area is divided into two columns. The left column has a 'Board' dropdown menu (set to '<Any>') and a 'Containing Title' text box. Below these are two empty tables with headers 'QAN' and 'Title'. The right column has a 'Level' dropdown menu (set to '<Any>') and a 'QAN' text box. Below these are two empty tables with headers 'Discount Code', 'Subject', and 'Expiry'. A 'Search Title' button is positioned between the 'Containing Title' field and the 'QAN' field. A 'Remove' button is located below the second table. A list of QAN titles is visible in the background, including '1st4Sport Qualifications', 'AB for units used by OCR, EDEXC', 'ABMA Education Ltd', 'Accredited Skills for Industry', 'Accredited Skills for Industry [1]', 'Accrediting and Assessment Bureau', 'Active International Qualifications', 'AIM awards', 'AIM Awards', 'Amateur Swimming Association', 'Ao FA Qualifications', 'AoFA Qualifications', 'AptEd', 'AQA - City and Guilds', 'AQA Education', 'Ascentis', 'ASET', 'Associated Board of the Royal School of Music', 'Associated Sports Qualifications', 'Association of Accounting Technicians', 'Association of Business Executives', 'Association of Business Executives', 'Association of Business Managers', 'Association of Chartered Certified Accountants', 'Association of Medical Secretaries', 'ATHE Ltd', 'ATHE Ltd [1]', 'Award Scheme Development and Accreditation', and 'Awarding Body Consortium'.

2. Specify the QAN search criteria by selecting from the **Board** and **Level** drop-down lists. Alternatively, enter all or part of the QAN's **Containing Title** or **QAN** code.

- Click the **Search Title** button.

Update QANs and Discount Codes for Course Manager

Update Print

Board: AQA - City and Guilds Level: <Any>

Containing Title: QAN:

Search Title

QAN	Title	Discount Code	Subject	Expiry
50023937	AQA - City and Guilds Level 3 Principal Learning in E...	XA	Principal Learning in ...	31/08/2014
50023949	AQA - City and Guilds Level 2 Principal Learning in E...	XA	Principal Learning in ...	31/08/2014
50023950	AQA - City and Guilds Level 1 Principal Learning in E...	XA	Principal Learning in ...	31/08/2014
50023962	AQA - City and Guilds Level 3 Principal Learning in IT	CA	Principal Learning in IT	31/08/2014
50023974	AQA - City and Guilds Level 1 Principal Learning in IT	CA	Principal Learning in IT	31/08/2014
50023986	AQA - City and Guilds Level 2 Principal Learning in IT	CA	Principal Learning in IT	31/08/2014
50028133	AQA - City and Guilds Level 3 Advanced Diploma in ...	DIP3	L3 Dip	31/08/2014
50028145	AQA - City and Guilds Level 2 Higher Diploma in Infor...	DIP	L1 and L2 Dip	31/08/2014
50028157	AQA - City and Guilds Level 3 Advanced Diploma in ...	DIP3	L3 Dip	31/08/2014

Add Remove

QAN	Title	Discount Code	Subject	Expiry
50023871	AQA - City and Guilds Level 1 Principal Learning in C...	TA	Principal Learning in ...	31/08/2014
50023883	AQA - City and Guilds Level 2 Principal Learning in C...	TA	Principal Learning in ...	31/08/2014
50023895	AQA - City and Guilds Level 3 Principal Learning in C...	TA	Principal Learning in ...	31/08/2014
50023901	AQA - City and Guilds Level 1 Principal Learning in C...	KA	Principal Learning in ...	31/08/2014
50023913	AQA - City and Guilds Level 2 Principal Learning in C...	KA	Principal Learning in ...	31/08/2014
50023925	AQA - City and Guilds Level 3 Principal Learning in C...	KA	Principal Learning in ...	31/08/2014

- Highlight the required QANs, then click the **Add** button to move the selected item to the lower panel.
 - If an item is selected by mistake, highlight it, then click the **Remove** button.
 - When you have selected all the required QANs, click the **Update** button.
- These items will now be available for use within Course Manager.

NOTE: If items are already available for selection within Course Manager, they are not visible when searching the QAN and Discount Codes catalogue.

The Duplicate QAN report, which displays information regarding students who have a Learning Aim with a status of transferred, withdrawn, completed or continuing, is available by selecting **Tools | Academic Management | Course Manager | Duplicate QAN Report**. For more information, please refer to the *Managing Courses* handbook.

☐ 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.



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.

Only one award can be 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.

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

Examination

Awards

Award	Board	Qualification	Award Code	From	To	Reason
▶ CHEMISTRY ADV	AQA	General Certificate of Educati...	7405	07/01/2019		

Certification Elements

Click the row to view the Element Details

Season	Board	Award Code	Entry Code	Internal Title	From	To	AO QAN/Disc
▶ June (Summer) Ex...	AQA	7405	7405	Chemistry ADV	01/05/2019	21/06/2019	60157318/1110

Element Details

Award: CHEMISTRY ADV

Board: Assessment and Qualifications Alliance

Internal Title: Chemistry ADV

External Title: CHEMISTRY ADV

Description:

QCA Code: 1110 QAN: 60157318

Entry Code: 7405 Process: Entry

Fees: 87.00 Item: Certification

Result Type: 1 Grades, levels or points

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



Selecting Additional Attributes for a Course

The following codesets are available:

- QCA (Qualification Curriculum Authority)
- QAN (Qualification Number/Discount Code)
- 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).

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 **Classification** hyperlink to display the **Classification** panel.
4. Select the appropriate date range for each codeset. If the date ranges for the codesets overlap, the dates must be changed to rectify this.
5. The optional **Reason** field enables you to enter a free text explanation of why the codeset associated with the course was changed.
6. 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.

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 and a result exists, the AO Discount Code is collected in the return. If this is not the case, the QWS Discount Code is collected.

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.

Click on Result Column to view the Result Details													
Name	YTI	Reg	UUN	Class	Start	End	P End	Core Aim	Status	Reas.	Prote.	Result	AO
Ahmad, Carina	13	L	1111173779	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					C	601...
Avison, Edward	13	P	1111173663	13A/Ch1	03/09/2018	19/07/2019	19/07/2019	✓				C	601...
Boris, Maria	12	L	1111175356	12D/Ch1	03/09/2018	19/07/2019	19/07/2019	✓			✓	C	601...
Brazil, Alonso	12	J	1111175321	12D/Ch1	03/09/2018	19/07/2019	19/07/2019		Transfe...			C	601...
Canterbury, Yolande	13	G	1111173493	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					D	601...
Cartridge, Elsa	12	N	5142335383	12D/Ch1	03/09/2018	08/02/2019	19/07/2019					C	601...
Cazares, Shelby	12	P	1111175259	12D/Ch1	03/09/2018	08/02/2019	19/07/2019		Withdra... Injury...			E	601...
Chang, Sarah	12	Q	1111175240	12D/Ch1	03/09/2018	19/07/2019	19/07/2019	✓				C	601...

4. 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**.
5. 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.

*NOTE: Results are displayed in the **Membership and Results** panel for reference only. Exam Results are not collected in the School Census Autumn 2019 Return.*

6. 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.
7. Click the **Save** button.

☐ **Completed**



More Information:

Recording Leavers on page 16

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 Autumn census, ensure that traineeships are indicated, where applicable.

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.

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

Memberships and Results																	
Click on Result Column to view the Result Details																	
Name	YTI	Reg	ULN	Class	Start	End	P End	Core Aim	Status	Reas.	Prote.	Result	AQ	Q/WS	QAN/Disc	Non F.	Pr.
Ahmad, Carina	13	L	1111173779	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					C	601	60152552/1110			
Avison, Edward	13	P	1111173663	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					C	601	60152552/1110			
Boris, Maria	12	L	1111175356	12D/Ch1	03/09/2018	19/07/2019	19/07/2019					C	601	60152552/1110			
Brazil, Alonso	12	J	1111175321	12D/Ch1	03/09/2018	19/07/2019	19/07/2019		Transfe...			C	601	60152552/1110			
Canterbury, Yolanda	13	G	1111173493	13A/Ch1	03/09/2018	19/07/2019	19/07/2019					D	601	60152552/1110			
Cartridge, Elsa	12	N	5142335383	12D/Ch1	03/09/2018	08/02/2019	19/07/2019					C	601	60152552/1110			
Cazares, Shelby	12	P	1111175259	12D/Ch1	03/09/2018	08/02/2019	19/07/2019		Withdra...	Injury...		E	601	60152552/1110			
Chang, Sarah	12	Q	1111175240	12D/Ch1	03/09/2018	19/07/2019	19/07/2019					C	601	60152552/1110			

- If a student is participating in a traineeship programme, ensure that this is indicated by clicking the **Traineeship** column (located at 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.

More information can be found on the DfE website

(<https://www.gov.uk/guidance/16-to-19-funding-how-it-works#funding-formula-and-study-programmes>).

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 current academic year (2019/2020) and the previous academic year (2018/2019).

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

Academic Year	2019/2020	Student		Year Taught In	<Any>	Reg Group	<Any>	Enrolment Status	<Any>
Effective Date	03/10/2019	Level(s)		Occurrences	>= 1	Subject	<Any>	Unassigned hours	<input type="checkbox"/>
<input type="button" value="Calculate Hours from Courses"/> <input type="checkbox"/> Overwrite existing values									
Right Mouse Click for options									
Student	YTI	Reg	Enrolment Status	DOL	Core Aim	Other Courses	TT Hours	Qual Hours	Non-Qual Hrs
Abbey, Grenetta	13	G	Single Registration			Ar/GCEA; Ba/GCEDA; De (AGCE); Gs/G...	21	750	0
Able, Cameron	12	G	Single Registration			En/GCE2Y; En/GCSNF; Fr/GCE2Y; Gs/...	24		0
Ackrington, Robert	12	H	Single Registration			Ar/GCE2Y; Ba/GCEDS; Ge/GCE2Y; Gs/...	32	150	0
Ackton, Bill	13	K	Single Registration			Ch/GCEA; Cs/Gen; De (AGCE); Fr/GCE...	21	780	0
Adediji, Payal	12	J	Single Registration			Ba/GCEDS; En/GCE2Y; Fr/GCE2Y; Gs/...	24	150	0
Agathocleous, Joe	12	K	Single Registration			Ar/GCE2Y; Gs/GCE2Y; Hi/GCE2Y; Ma/...	22		0
Ahmad, Carina	12	L	Single Registration			Ch/GCE2Y; Eo/GCE2Y; Gs/GCE2Y; Hs/...	22		0
Ahmed, Andrew	13	L	Single Registration			Ar/GCEA; Cs/Gen; De (AGCE); Gs/G...	21	750	0

- Select a different year from the **Academic Year** drop-down list, if required.
- 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** (timetabled hours per week) column enables you to check the accuracy of Planned Hours for a timetabled programme of study.
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 non-funded (i.e. where **Non Funded** is selected in the **Membership and Results** panel).

IMPORTANT NOTE: Where non-funded memberships have been indicated (via **Tools | Academic Management | Course Manager | Maintain Course**), the calculation of hours from courses, in *Maintain Programmes of Study*, excludes the course hours for those memberships.

Funded memberships, e.g. Maths or English that are being studied as a result of lack of Prior Attainment, are included in the calculated hours from courses. Ensure that these memberships are not marked as **Non Funded**.

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:

Post-16 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.

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

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Managing Performance Indicators

To ensure a smooth transition between the former process of importing the Performance Measures file and the new process of managing performance indicator details in school, the following check list provides an outline of the necessary actions in the order in which they must be undertaken.

Step No.	Action	Location or Menu Route	Complete
Step 1	Define the new Summer season in Examinations Organiser.	In Examinations Organiser, via Tools School Setup Seasons	<input type="checkbox"/>
Step 2	Download and import the most up-to-date QWS files.	In SIMS, via Tools Examinations Import Qualification Data	<input type="checkbox"/>
Step 3	On the PI Setup page, set the new Summer season as the default PI Summer season and ensure it is unlocked.	In SIMS, via Tools Examinations PI Setup	<input type="checkbox"/>
Step 4	Ensure that the CRD or CKD process has been run for the previous year before cloning QNs.	In SIMS, via Tools Examinations Edit PI	<input type="checkbox"/>
Step 5	Clone the QNs used in the previous year so that they are copied into the new Summer season.	In SIMS, via Tools Examinations PI Setup	<input type="checkbox"/>
Step 6	Search for and delete any QNs that will not be in use this year.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>
Step 7	Manually add any additional QNs that will be required for the new season.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>

Step No.	Action	Location or Menu Route	Complete
Step 8	Work through the Performance Indicator Details for each QN type and check that the details, point values and entry equivalences are recorded accurately for Key Stage 4 and 16 to 18 year olds for the forthcoming exams season.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>
Step 9	Ensure that all qualifications for the 16 -18 cohort have been assigned to the relevant discount family.	In SIMS, via Tools Examinations Manage Performance Indicator	<input type="checkbox"/>



Additional Resources:

Processing Results and Calculating PI Data in Exams and SIMS handbook

Managing Non EDI Exam Information

The Performance Indicator (PI) routines (now available via the **Tools** menu in SIMS) assist with the non-electronic data interchange (EDI) results entry. 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 QN Catalogue is 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.

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

The screenshot shows the 'Add Results' dialog box. It features a 'QN' field with a 'Refresh' button. Below are dropdown menus for 'Subject', 'Course', 'Level', and 'Awarding Body', followed by a 'Title' text field. A 'Grade' dropdown is also present. Underneath, there are input fields for 'Key Stage 4 Equivalence' (Entry, 9-4, 9-1) and 'Key Stage 5 Equivalence' (Entry, A*-E, Points), along with a 'Discounted' checkbox. At the bottom, a table displays selected students:

Surname	Forename	YTI	Reg	Exam No
Able	Cameron	13	G	2001
Ackrington	Robert	13	H	2002

'Save' and 'Close' buttons are located at the bottom right of the dialog.

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

6. Enter all or part of the **QN** code (without slashes) to display a list of examination/courses that match the entry.
7. Select the required examination/course to populate the **QN** field.
8. Click the **Refresh** button to populate the **Subject**, **Level**, **Awarding Body** and exam **Title** fields automatically.

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

04 | Additional Information

The button name changes from **Refresh** to **Change** and the **QN** field changes to read-only.

The screenshot shows the 'Add Results' dialog box in the SIMS system. The 'QN' field is read-only and contains 'WJEC Level 1/Level 2 GCSE in History (60099070)'. The 'Subject' is 'History', 'Course' is 'History (GCSEF)', 'Level' is 'GCSE Full Course', and 'Awarding Body' is 'WJEC'. The 'Title' is 'WJEC Level 1/Level 2 GCSE in History'. The 'Grade' is 'A'. The 'Key Stage 4 Equivalence' section shows 'Entry' as '1', '9*-4' as '1', and '9*-1' as '1'. The 'Level 3 Equivalence' section shows 'Entry' as '0', 'A*-E' as '0', and 'Points' as '52'. The 'Discounted' checkbox is unchecked. The table below shows student results:

Surname	Forename	YTI	Reg	Exam No
Ackton	Bill	13	K	1003
Ahmed	Ackmar	13	L	1004

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.

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**.

WARNING: Clicking the **Calculate All Details** button overwrites all manual edits.

Learning Aims

Surname: Forename: YTI: <Any> ULN: QAN: Disc Code:

Subject: <Any> Level: <Any> Status: <Any> From: 01/08/2018 To: 03/10/2019 Search

Select Columns Compare with Previous Autumn Compare with Course Manager Add Exclude Recalculate

Surname	Forename	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core A	Status	Withdrawal Res.	QAN	Discount	Provider UKPR	Traineesh.	Result
Able	Cameron	13	11111738	English	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601464	5030			
Ackington	Robert	13	11111738	Art	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601445	3510			
Ackton	Stanley	12	11111755	Art	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601445	3510			✓
Ackton	Stanley	12	11111755	Business Studi...	GCE A Double Award	03/09/2018	19/07/2019	19/07/2019		Completed		100428	0002			
Ackton	Stanley	12	11111755	Mathematics	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		100601	2330			✓
Adedeji	Payal	13	11111737	Business Studi...	GCE ASB Double Award	03/09/2018	19/07/2019	19/07/2019		Completed		100428	0002			
Adedeji	Payal	13	11111737	English	GCE Advanced Two Year...	03/09/2018	01/02/2019	19/07/2019		Withdrawn	Injury/Illness	601464	5030			
Affleck	Alexis	12	11111754	Art	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601445	3510			
Agathocleous	Stelios	13	11111737	Art	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601445	3510			
Agathocleous	Stelios	13	11111737	Mathematics	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		100601	2330			
Ahmad	Carina	13	11111737	Chemistry	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601525	1110			
Aldridge	Courtney	13	11111737	Art	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601445	3510			
Aldridge	Courtney	13	11111737	Biology	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601426	1010			
Anderson	Ian	13	11111737	Biology	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601426	1010			
Anderson	Ian	13	11111737	English	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		601464	5030			
Andrews	Hank	13	11111737	Business Studi...	GCE ASB Double Award	03/09/2018	19/07/2019	19/07/2019		Completed		100428	0002			
Andrews	Hank	13	11111737	Mathematics	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		100601	2330			
Arkwrightson	Robert	12	11111754	Mathematics	GCE Advanced Two Year...	03/09/2018	19/07/2019	19/07/2019		Completed		100601	2330			

Total: 216



Additional Resources:

Processing Results and Calculating PI Data in Exams and SIMS handbook

School Census Autumn 2019 Reports

NOTE: The School Census Autumn 2019 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 2019 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 Learning Aims Report

Report Criteria: On-roll students in Year 12 or above with Learning Aims during 01/08/2018 to 03/10/2019 (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 01/08/2018 to 03/10/2019 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 01/08/2018 to 03/10/2019 (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 2018/2019 and 2019/2020.
- The number of each Learning Aim completed, continuing, withdrawn and transferred in the academic year 2018/2019 and 2019/2020.

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.

Post-16 Programmes of Study Report

Report Criteria: On-roll and leavers in YTI 12+ with learning aims in the School Census Autumn 2019 (01/08/2018 to 03/10/2019) who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

The report provides information about Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2019/2020) and previous year (2018/2019).

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.

*NOTE: To ensure that the total Planned Qualification Hours and Planned Non-Qualification Hours are submitted in the Autumn School Census, information relating to Programmes of Study for Post 16 students should be recorded via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**.*

Prior Attainment Report

Report Criteria: On-roll and leavers in YTI 12+ with learning aims in the School Census Autumn 2019 (01/08/2018 to 03/10/2019).

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), Maths previous year highest grade, English previous year highest grade 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 2019 Return are also available (search for CENSUS19 in the SIMS **Documentation Centre** or on My Account):

- *Preparing for the School Census Autumn 2019 Return (English Secondary/Middle deemed Secondary Schools) guide*
- *Preparing for the School Census Autumn 2019 Return (English All-Through Schools) guide*
- *Preparing for the School Census Autumn 2019 Return (English Pupil Referral Units) guide*
- *School Census Academic Year 2019/2020 Validation Errors and Resolutions document*
- *Producing the School Census Autumn 2019 Return (English Secondary/Middle deemed Secondary Schools) handbook*
- *Producing the School Census Autumn 2019 Return (English All-Through Schools) handbook*
- *Producing the School Census Autumn 2019 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 Exams and SIMS handbook*
- *Managing Courses handbook*
- *Managing Pupil/Students handbook.*

You may also find the following link to the Learning Aims information provided by the DfE helpful (<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. Alternatively, use the **Search** facility to locate the required document.

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