| Process | Completed |
| --- | --- |
| Set appropriate Course Duration, Continuity Tolerance, Discount Results, Planned Hours Threshold (540) and Earliest YTI Completion Management **Course Manager settings**  ***Tools / Academic Management / Course Manager / Course Manager Settings - for Update Course Manager Settings***. |  |
| Check that all appropriate courses have been created in Course Manager for the new academic year 2023/2024.  **Course Manager**  ***Tools / Academic Management / Course Manager / Maintain Course*** |  |
| Amend and add manually any new courses as required in **Maintain Course**. |  |
| Ensure 2-year courses set up as appropriate (Panel 1 Duration & Tolerance) **Maintain Course**. |  |
| **Nova T - Levels**  Ensure the correct Exam levels have been allocated to the 2022/23 timetable **prior** to exporting to SIMS. (Needs to be exported to SIMS before the first day of the new academic year, after this manual amendment in Course Manager will be required)   * Amend any incorrect levels **prior** to the start of the academic year, where possible. * Ensure any new levels have been incorporated as necessary (NT6, Refresh Base Data from SQL). |  |
| **Upgrade to SIMS Summer 2023 release – usually available by mid-July** |  |
| Check that all post-16 courses have a link to exams base data where members of the course have been entered for exams. Exam Board base data may need restructuring to ensure a 1:1 relationship between course and exam award.  **Maintain Course - Panel 3 Examinations** |  |
| Add UKPRN’s where courses are being studied offsite, but exams are taken onsite and link to appropriate courses or students.  ***Tools / Academic Management / Course Manager / Maintain Course Classifications***  These can be found at the UKRLP Website – [**https://www.ukrlp.co.uk**](https://www.ukrlp.co.uk/) |  |
| Record Post-16 leavers and Update Course Memberships(not until September, when sure who is not returning  ***Routines / Leavers*** |  |
| Verify learning aim status is correct for leavers. (completed, withdrawn, reason for withdrawal and transferred) If necessary, run  **Bulk Update Courses**  ***Tools / Academic Management / Course Manager / Bulk Update Courses*** |  |
| Download the **QAN catalogue** from the DfE QAN website **(**[**https://collectdata.education.gov.uk/qwsweb/default.aspx**](https://collectdata.education.gov.uk/qwsweb/default.aspx)**)** |  |
| Import the latest QWS QAN catalogue  ***Tools / Examinations / Import Qualification Data*** |  |
| Make new QANs available for Course Manager as applicable  ***Tools / Academic Management / Course Manager / Update QANs & Discount Codes for Course Manager*** |  |
| Check for any expired, duplicate or missing QWS QANs  **Maintain Course** – use browse filters Attach QWS QANs to Courses |  |
| Ensure that ALL courses for which Post-16 Students are members have a QWS QAN attached.  **Maintain Course - Panel 4 Classification** |  |
| Import the examination results from awarding bodies via Exams module  **Examinations Organiser** |  |
| Internal Results – no base data  Ensure that any results where no base data is available (e.g. ECDL) are entered via:  ***Tools / Examinations / Edit PI Data*** for any Post-16 students. (You will need to manage Performance Indicators as appropriate first) |  |
| External Results – Prior attainment  Ensure prior attainment in English and Maths is entered for external candidates joining sixth form via:  ***Tools / Examinations / External Results / Manual Entry*** |  |
| Prior Attainment Table (English and Maths GCSE results)  ***Tools / Statutory Return Tools / Update Prior Attainment***. Ensure Prior Attainment table is populated from Exams (Last year’s and this year’s data will be collected. |  |
| Ensure the **Core Aim** has been identified for students on a vocational or mixed programme of study.  ***Focus / Student / Courses OR Tools / Academic Management / Course Manager / Maintain Course*** – Membership and Results hyperlink |  |
| Ensure that appropriate **Planned Qualification** and **Non-Qualification Study Hours** have been entered for all post-16 students for the academic year 2022/23.  ***Tools / Academic Management / Course Manager / Maintain Course* –** Basic hyperlink |  |
| Ensure that **Employment Hours** have been entered via the student records in the Post-16 Employment area of the ***Additional Information*** panel. This is only required for post 16 students working 20 or more hours on census date. This should not include evening or weekend work. |  |
| Industry Placements, where applicable, should be entered  ***Tools / Academic Management / Course Manager / Maintain Course* – Work Placement** hyperlink |  |
| Where necessary update course memberships  **Tools / Academic Management / Course Manager / Maintain Course**  **Update All Course Memberships** |  |
| Ensure Post 16 Programme of Study is populated / updated correctly  ***Tools / Academic Manager / Course Manager / Maintain P16 Programmes of Study*** |  |
| **Run checking reports**  ***Tools / Academic Management / Course Manager / Student Courses Report***  or  ***Tools / Academic Management / Course Manager / P16 Programmes of Study*** and select report at top |  |
| **Create and Run Census**  ***Routines / Statutory Returns / School Census*** |  |
| Check **Learning Aims Panel**  Resolve errors and queries  Run Census **Detailed Reports** |  |
| Submit Census |  |
| …and relax… |  |