



Course Aim

To cover a number of measures that can significantly reduce the data capture required to produce an ISR at the beginning of the academic year, together with an overview of ISR changes for 1999/2000 and how QL Students will deal with them.

Pre-requisites

The attendee should previously have attended the QLS Desktop Navigation Training course and should have a knowledge of the Institution's data capture and returns methodology.

Suggested Attendees

Those who are responsible for managing data capture and those who are involved in the production of the ISR returns.

Course Content

- **Coverage and Exclusion**
How QLS determines which courses/ students are included and how to override this.
- **Creation of ISR Data Sets**
The order in which data entry needs to be performed.
- **ISR Template Defaulting**
Create templates at course level to reduce data entry.
- **Stage Code Defaulting**
Default completion fields.
- **Achievement Defaulting**
Links to Examinations.
- **Fee Defaulting**
Links to Fees module.
- **Widening Participation**
FEFC allocation of additional funding.
- **ISR Audit Reports**
A look at reports that check data entry on a continual basis.
- **External Reporting**
Overview of QLS ISR table structure.
- **Data Flooding**
Overview of existing and planned facilities.
- **Error Handling**
Recommended approach to error prevention/ correction.

Course Objectives

The attendee will be able to minimise data capture overheads by utilising all the latest enhanced features provided within the ISR production facility of QLS to help complete timely returns to the FEFC & FEFCW.

Methodology

A theoretical overview of the methodology of ISR returns, followed by a "hands on" session using tasks provided by the seminar leader to reinforce all aspects of the course.

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Distinction's Swansea Training
Centre or customer site

Cost

£350 & VAT per delegate per day.