



Course Aim

The aim of this course is for the users to be able to receive student UCAS details and be able to process the decisions and send the files back to UCAS. To have full understanding of the UCAS module and the links to other parts of the admission process.

Pre-requisites

The delegate should be involved in the admissions process and have attended a desk top navigation course.

Suggested Attendees

This course is intended for any staff involved in the admissions process.

Course Content

- **UCAS Definitions**
The setting up of the parameters, standard offer codes and abbreviations.
- **Course Maintenance**
The linking between UCAS and the curriculum module.
Route B Courses.
Course/Vacancy Details.
Course/Campus Validation.
- **UCAS Applications**
Processing the UFILEOUT files and transactions.
View the SWAS transaction Log.
- **UCAS Transaction Processing**
Making decisions on the student's application.
User Batch Management.
Correcting course codes.
Clearing Details
Institution Transactions.
Generating the UCAS FILEIN.
- **Other UCAS Processes**
Marvin Analysis Data
Student Transaction History.
UCAS Application Cycle Rollover

Course Objectives

The attendee will obtain an understanding of how the UCAS files are received, processed and transmitted back to UCAS. Will have a full understanding of the set up that needs to be done to maintain the UCAS module

Methodology

"Hands on" training provided by the course leader to reinforce all aspects of the training.

Duration

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

Location

Agresso's Swansea Training
Centre or customer site

Cost

POA - dependant on location.

