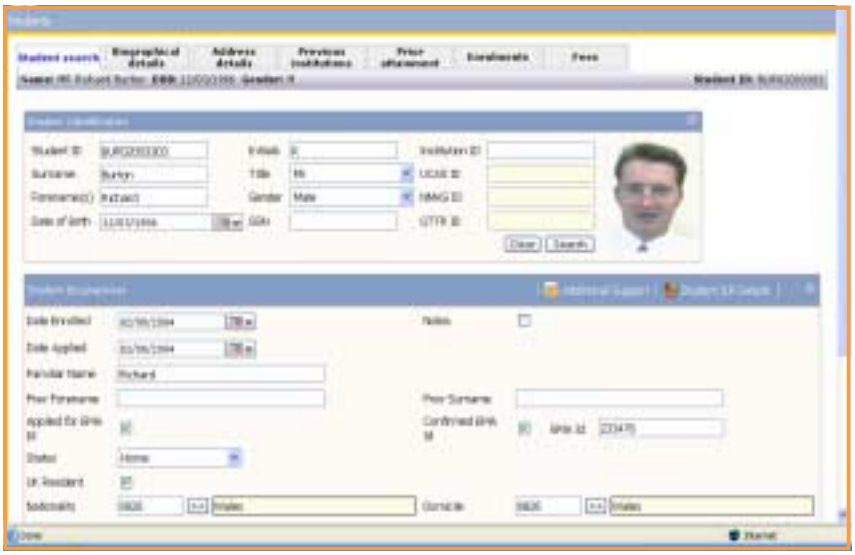
F.E. Admissions

This module provides an effective data capture mechanism for the three main phases of the admissions process, namely enquiries, applications and enrolments. Within each phase the College is able to define any number of stages and this forms the basis for tracking student progression. Typically, the information held on each student expands and becomes more pertinent as he/she moves from enquiry to application and on to enrolment.

Admissions also integrates dynamically with other modules such as ILR, Examinations, Registers and Attendance, and Fees to support efficient data processing.

The Single Learner Record

Agresso QLS utilises a single learner record and makes maximum use of already recorded information at any of the stages to eliminate duplication and wasted effort. Each stage can be accomplished with a minimum of information to enable rapid processing, with full details being added later. In every screen users are forced into a search and comprehensive facilities help to eliminate duplicate records. Users can search on a variety of fields including all or part of surname, forename, date of birth and postcode. Additional checks can be carried out on a learner's academic history before creating a new learner record. Where required, the accurate capture of an address can be supported through dynamic integration to address databases such as QAS or AFD.



The Enquiries phase allows information on casual enquiries to be captured to support and monitor marketing activities. Enquiries can be recorded against individuals or employers and be of either a general nature or linked to specific courses. The electronic prospectus can be viewed to offer advise on course details, entry requirements, places available and fees.

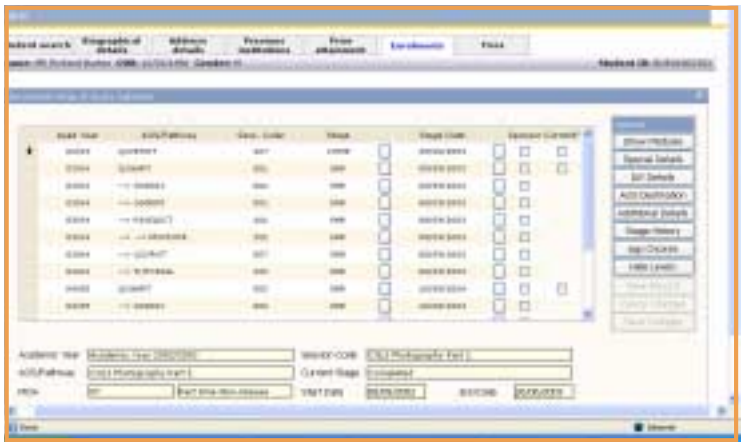
For a more comprehensive approach to enquires management and marketing follow up an integrated Customer Relationship Management is also available. See CRM Datasheet for details

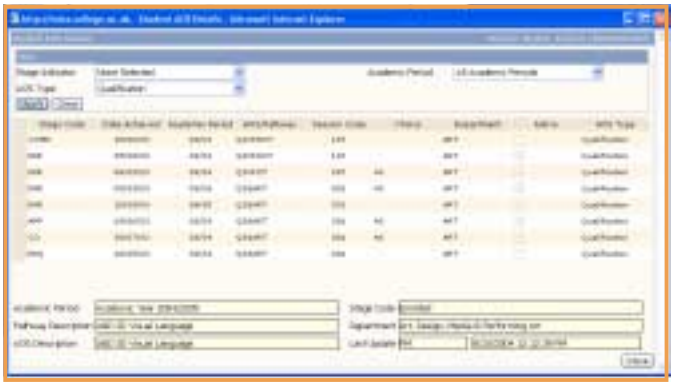
Within the Applications phase, applications can be recorded in a number of ways, including individual (rapid or full) and by course. Automated progression rules can facilitate the movement of applicants from one stage (eg interview) to another such as Conditional Offer. All essential processes can be managed, including interviews, visits, offers and references and there is an optional UCAS module for those with high numbers of HE applicants.

The Enrolment phase supports the main business of learner management. As with applications, this can be individual (rapid or full) or by course. Where required applications can automatically be converted into enrolments. Also the re-enrolment process can be used to take learners from one year to the next, or for bulk enrolment to additionality. This phase controls the ILR record, additional learning needs, invoicing and payments. It also links dynamically to other modules such as Examinations to produce suggested submissions lists and Registers and Attendance so that those enrolled are automatically placed on the correct registers.

Individualised Learning

Individualised learning programmes can be created by taking advantage of default structures defined within the curriculum module. Each learner inherits the default structure and is automatically enrolled to any compulsory elements. This has the advantage of speeding up enrolment and eliminating errors by reducing the task to a series of ticks. Further customisation can be undertaken by ticking options and, exceptionally, de-selecting compulsory elements. Extra learning elements from outside that programme can be added where required.





Student Tracking

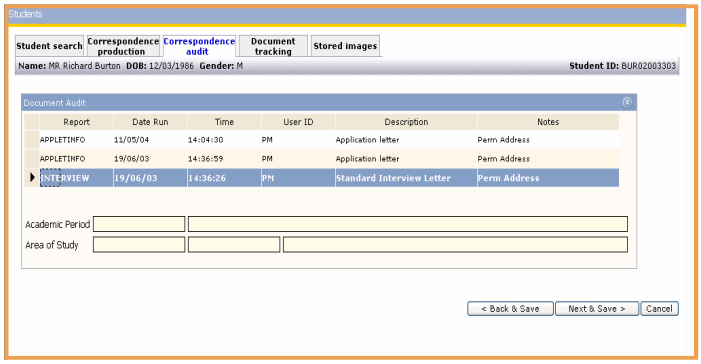
Student tracking is controlled by the use of college-defined stage codes such as ENR (Enrolled), TRAN (Transferred), CO (Conditional Offer) etc. Each change in stage code is date stamped and these enable a comprehensive and auditable lifelong history of each learner to be developed. Stage codes can be linked to other modules to ensure consistency within the student record. For example, when a student withdraws then a change of stage code will automatically update that learner's ILR record.

The Individualised Learner Record

Within Admissions, all ILR datasets are created and maintained. Where possible this creation is assisted through wide ranging defaults. Defaults can be learner based or course based. Learner based defaults are user-defined and based on learner attributes. For example, full-time and under 19. These defaults can be for any ILR field and against both the student dataset and qualification aim datasets. Course based defaults are defined against each course, which are flooded down to each learner as they enrol. Dynamic integration to fees, examinations, destinations, Additional Learning Needs and stage codes ensure that all aspects of the learner record are kept in step.

Microsoft Office

The Admissions Module is fully integrated to Microsoft Office. This enables users to define letters and documents such as enrolment forms or learning agreements through Document Production and mail merge. These can be produced individually or in bulk, either on demand or as a scheduled event. All documentation is contextually appropriate and a full audit trail and reprint facilities are available.



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