



In addition to managing students, colleges need to control the resources they employ in the delivery of learning. A hierarchical structure allows for the creation of departments, rooms, discipline groups, equipment and staff, linked together as appropriate. Physical resources and cost information can be recorded on rooms and the staff data is comprehensive enough to produce the Staff Individualised Record (SIR). Activities such as interviews, registers and examinations create an entry for the appropriate room and staff member in the Room and Staff Activity Profile. These activity profiles provide the basis for availability checking and timetable recording in the Registers & Attendance module.

Defining Resources

Within Room Definitions, each room can be coded and linked to a location, department and room type (e.g. general classroom). Against each room physical details such as dimension, capacity and costs can be recorded. Equipment can be defined and, where appropriate, logged against rooms.

Online searching can be used to find available rooms based on criteria such as type of room, date and time.

Equipment Code	Equipment Description	Equipment Number
1	Computer	10
2	Slide Projector	1
3	Overhead Projector	1

General Costs:	1,500.00
Heating:	1,000.00
Electricity:	1,000.00
Other:	1,000.00
Total:	4,500.00

Width:	1,000.00
Length:	1,200.00
Area:	12,000
Capacity:	

Capacity:
Pln. Students: 10
Pln. Students: 25

The Staff Definition is comprehensive and includes biographical details, address, department, discipline group and availability group. The definition covers sufficient information from which the SIR can be produced. The staff record can be maintained directly, or if the Agresso QL Personnel module is also used, then this data can be maintained dynamically from the HR record.

Staff Code:	ACRA	Initials:	A
Title:	Mr	Familiar Name:	Andy Champ
Forename:	Andy	Date Of Birth:	27 / 04 / 1968
Surname:	Champ	Gender:	Male

Full/Part Time:	Full Time	Employer Name:	SOHO
Academic or Non-academic:		Address:	Unit 1, Swansea Industrial Estate, Swansea
Payroll Inst.:	ACRA	Investigator:	
Med. Ins. No.:		Availability Code:	01 <input type="checkbox"/> Evenings Only
Timetable Details:	ACRA		
Session Rate:	60.00		
Full-Time Rate:	12.00		
Part-Time Rate:	20.00		

Address:	24 The Ridgeway, Llwynne, Cardiff	Telephone Number:	01222 529075
Postcode:	CF23 6TF	Pln. Number:	
		E-Mail Address:	

Department:	GEN <input type="checkbox"/> General Education
Room:	001 <input type="checkbox"/> Block 1 - Room 01
Discipline Group:	

Departments can be coded and linked to a location, head of department and cost centre.

This module is linked to other modules including Curriculum, Admissions, Examinations and Registers & Attendance in order that pertinent details can be recorded against learners, courses, registers, examinations etc. For example, as part of the application phase, interview schedules can be created including the location, room and member of staff. Each register definition can include the room and lecturer and each course definition the location, department and course leader.

Planning and Availability

As soon as a resource such as a room or member of staff is committed for a particular date and time the Agresso QL Room and Staff Activity Profiles are updated. This generates on screen warnings when a clash is detected. Where required, staff and room availability reports and screen enquiries can be run when looking for a particular resource at a particular time. This activity profile can be used in conjunction with the Contract Control module in Agresso QL Personnel from which payment schedules for hourly paid lecturers can be automatically created.

Cost information against rooms can be used as part of a course costing model, in conjunction with other data held across other modules such as tariff income, tuition fees etc.

Whilst all the information required for the production of course, staff, room and learner timetables is held within Agresso QL Students the scheduling and reporting of this can be aided through a third party timetabling package such as Celcat. Agresso and Celcat have developed a unique and dynamic link from which timetables can be designed and printed. This link can also be used to support the automatic creation of registers based on the timetable.

The Staff Individualised Record (SIR)

Where required, the Staff Individualised Record according to LSC and Elwa methodologies can be maintained and produced from this module.

The screenshot shows the SIR form with the following fields and values:

- Contract Number:** 1
- Description:** Cramp, Ande
- Record:** 1 of 1
- FT Fraction (15):** 25.00 %
- Qualification (06):** Advanced - up to 2 A levels(ONE)ONC
- Teacher Trng 1 (08):** PGCE
- Teacher Trng 2 (09):** Certificate of Education
- Teacher Trng 3 (10):** TQSL
- 3LD Trng 1 (11):** Training Received
- Ethnicity (12):** 08
- Disability (13):** 3
- Emp/Temp (14):** Casual Staff
- Appointment 1 (16):** 30.00 %
- Appointment 2 (17):** 35.00 %
- Appointment 3 (18):** 35.00 %
- PE Activities (20):** 100.00 %
- PE Activities (21):** 8.00 %
- Appoint Date (22):** 03 / 04 / 1999
- Leaving Date (24):** / /