



SIMS and Post-16 Learning Aims in the School Census

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Objectives

At the end of the workshop, delegates will:

1. Have revised key Post-16 data issues and checking procedures that ensure accuracy and completeness of the Post-16 data in the Census return
2. Be familiar with the changed functionality in SIMS for the Autumn 2011 School Census return



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Revision of key Post-16 data issues

Autumn 2011 Census



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Course Manager – basic checks (1)

- Check your academic year is set to 2011/2012, and run Update Course Memberships *as soon as possible in Sep* (sets courses with members to Active) and again frequently up to Census day
- Check there is an Active course for each qualification for which you teach students (including any taking place at a partner school/college) – sort or filter the browse list on Level





Course Manager – basic checks (2)

- Separate Active courses for A and AS in the same subject – Levels may have been incorrect in the timetable, or Auto Update Class Links tick may be missing
- Find missing course in Inactive list (or add new course if subject is new), link classes manually and remove them from incorrect course, remove Auto Update Class Links tick on both courses, Update Memberships





Course Manager – basic checks (3)

- Check for missing QANs – Filter Active courses by each Level in turn and sort browse list on QAN column
- Check for expired QANs – Filter on Active only and sort browse list on Expiry Date column





Two-year Courses

- IB, some BTEC courses, Diplomas
- Membership dates should be Sept 2010 to June/July 2012 for Y13 and Sept 2011 to June/July 2013 for Y12
- The memberships should be Protected (otherwise Update Course Memberships will change them back to one-year)





Component courses – IB & Diploma

- You must have a course for the overall qualification and a course for each component – they each have their own QANs (if you use Diploma Management in Exams, the overall course also has a DAS Generic QAN)
- Some Diploma components, such as functional skills and projects, may not be linked to classes – add the course memberships manually and remove both Auto Update ticks





SIMS Reports for checking data

- Students' Courses without QANs
- Students' Courses, Dates and their QANs
- Filtered by default on Years 12 and 13 only
- Preview rather than Run, and sort into course order or date order
- Reports include courses that are not eligible for Post-16 funding – could use Exclude





Check for Duplicate QANs

- Tools | Statutory Return Tools | Duplicate QAN Report
- Enhanced in the Summer Release to show the students who are affected
- Can you justify any duplicate QANs?





Exams Reconciliation reports (1)

- Designed to indicate to schools any areas where there may be issues with the Learning Aims data that will make it difficult for the YPLA to link the data to examination awards
- Capita recommend use of the reports to help schools to protect post-16 funding
- Patch 15947 enhances the Results reports – see EiS email 11-EM61





Exams Reconciliation reports (2)

- Advised to run the *Results* reports at this time of year, to compare results in EO with Completed learning aims in CM
- The Award-Course links in Exams must be fully up to date for the reports to give meaningful information
- Tools | Statutory Return Tools | Reconcile Post-16 Course and Exam Results





Exams Reconciliation reports (3)

| | | |
|---|--|--|
| 1 | Course Memberships with no Exam Results | Learning aims in CM have no corresponding exam results (Withdrawn/Transferred are expected, Completed are not) |
| 2 | Exam Results with Course QAN and no Course Memberships | Exam results exist but no corresponding learning aims in CM, though Course-Award link exists and student is member – usually basedata structure is wrong |
| 3 | Exam Results with Matching QAN | Exam results that are matched with learning aims on all factors other than QANs – Matched column is Yes or No |
| 4 | Exam Results with no Course QAN | Exam results exist with QANs that don't exist for learning aims |





Exams Reconciliation reports (4)

- Use Data | Filter in Excel to examine the data in detail
- In an ideal world, 'Exam results with matching QAN' includes all results and the Matched column has 'Yes' in all rows
- 'Course memberships with no exam results' is expected to include those with Status of Withdrawn and Transferred





Exams Reconciliation reports (5)

- ‘Exam results with course QAN and no course memberships’ – these usually indicate a problem with the basedata structure in EO
- ‘Exam results with no course QAN’ – most likely a mismatched QAN
- Reports include Y12 and 13 students in the selected academic year, not Y11





QANs (1) Update the QAN catalogue

- 4000+ new QANs from 20/05/2011 to 24/08/2011! – repeat the update regularly
- <https://collectdata.education.gov.uk/qwsweb/default.aspx> – Download 4 XML files
– Current QAN, Discount Codes, Awarding Bodies, Qualification Types
- Tools | Statutory Return Tools | Update DFE QAN catalogue





QANs (2) update from Exams basedata

- Imports missing QANs and lists mismatches
- More likely useful in March than Sept – few new entries and may be linked to old courses/QANs
- In Exams, A & AS Awards must be separate *and* each Post-16 award must be linked to the correct course from Course Manager
- In SIMS .net, Tools | Statutory Return Tools | Update Course Classification from Examinations Data





QANs (3) Manual import from catalogue

- Tools | Statutory Return Tools | Import QANs and Discount Codes for Course Manager
- If you can't find the QAN, it may be imported already – check with Tools | Academic Management | Course Manager | Maintain Course Classification





QANs (4) Expired QANs and changing to a new syllabus

- DON'T JUST REMOVE THE QAN AND ADD ANOTHER ONE
- Rename the old Course to include 'xqan' or 'old' (can Search on '%xqan' to list Courses and Print); delete the classes and remove Auto Update ticks
- Add new course, add the classes and new QAN; update memberships





Leavers update dates in Course Manager

| Leaving Date | End Date | Planned End Date | Status in Course Manager | Status in next Census |
|--|-------------------------|-------------------------|--------------------------|-----------------------|
| Today or past, and before the Planned End Date (retrospective) | Changed to Leaving Date | Unchanged | Withdrawn | Withdrawn |
| After today and before the Planned End Date (future) | Changed to Leaving Date | Changed to Leaving Date | Blank | Completed |
| On or after the Planned End Date | Unchanged | Unchanged | Blank | Completed |





Retakes and Re-sits

- Retake: student attends classes so teaching attracts funding – normal class memberships lead to course memberships
- Re-sit: student does not attend classes so no funding – enter Start Date, End Date and Planned End Date as the same date, enter Re-sit Status, and Protect





Other potential problems (1)

- Summer 2011 leavers have Withdrawn status on courses and should be Completed – use Tools | Academic Management | Bulk Update Course End Dates – second routine
- If you use ‘early’ DOL for Y13 leavers, consider ignoring the Working Academic Year for Y13 class memberships and adding another date range – Tools | Setups | Curriculum Setup | Curriculum





Other potential problems (2)

- Leavers mid-year from May to Sept have Completed status on courses – edit Planned End Date and Status manually
- Unexpected leavers – make DOL the same as PED of completed 2010/11 courses to ensure Completed status
- Unexpected returners – if they start the first week of term, delete leaving details; if it's later, do a re-admission





Other potential problems (3)

- Retakes may have continuous membership, e.g. Sept 2010 to July 2012 instead of 2 separate memberships – start new class membership from 2nd day of this WAY, or end the old one a day early
- Courses started early in June/July *may* have continuous memberships





Other potential problems (4)

- Students who changed/dropped a course have correct dates but no Status – yellow cells – Census will give a validation error
- Memberships end in August instead of July due to incorrect timetable transfer dates – use Tools | Academic Management | Bulk Update Course End Dates – first routine





Other potential problems (5)

- QANs changed mid-year by DfE to correct mistakes – advisable to:
 - check all QANs for 2011/12 courses with HODs/Course tutors/Exams officer
 - Run Exam Reconciliation Reports for Results if possible, to check 2010/2011 courses
 - Keep an eye on QWS website News items all year round





Other potential problems (6)

- A duplicate course can be created when the timetable is re-sent, if there is a class not linked to any course (because of manual un-linking)
 - search in CM with Status = <Any> and sort on Short Name column – look for courses with same Subject/Level combination and edit description(s)/linked classes/Auto Update Class Links ticks





Dry Run the Autumn 2011 Census



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Dry Run the Census – basics

- Needs SIMS version 7.140 (Summer 2011 Release)
- When you Create & Validate, check the fileset is 0080 or later – if not, do Tools | Setups | Import Fileset (it should be in SIMS\Manifestfiles)
- Calculate All Details button has moved to panel 1





DfE requirements (1)

Learning Aim Start Date

- “should not change unless it was entered incorrectly in the first place and even then it would be best to leave it as first entered unless it results in distortion, e.g. a short learning activity of less than 6 weeks.”

DfE/YPLA will use the Start Date for cohort matching purposes.”





DfE requirements (2)

Learning Aim Planned End Date

- “is the date agreed when the learning activity commenced and does not reflect any change of plan for the learning activity. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year. The constant value for Planned End Date is important as the DfE/YPLA use it for cohort matching purposes.”





Update Learning Aims panel (1)

- The **Update Learning Aims panel on the Census page** collects data from **Course Manager** *and*
- It looks at the **Summer 2011 Census** (select the correct file first with the **Open** button if you authorised more than one return) – data from this Census is now shown in **blue**





Update Learning Aims panel (2)

- If Start Dates or Planned End Dates have changed in Course Manager since May, **the Autumn Census collects the *ORIGINAL* dates from the Summer Census, not those in Course Manager** (except where the date in the Summer Census was in August or was before the Actual End Date)





Update Learning Aims panel (3)

- Normal combinations of data:
 - Completed, Withdrawn or Transferred LAs in Previous return have no data in Current return (do not go into new return unless ticked in Error)
 - Continuing LAs in Previous return have same dates in Current return on same row, with Completed or Continuing
 - New LAs no data in Previous return and new details in Current return





Update Learning Aims panel (4)

- Ticks are added automatically for learning aims submitted in error, by comparing Course Manager data with the Summer return – ticks are editable
- Two reports from the panel:
 - Compare with Summer (same info as panel but can save and print)
 - Compare with Course Manager





Update Learning Aims panel (5)

- Where Planned End Date is taken from the Summer Census and is different from Course Manager, the cell is bright yellow
- Cells for Planned End Date and Completion Status are editable
- If you edit a Planned End Date, the cell turns pale yellow. Changing the date implies that the Summer Census was significantly in error.





Update Learning Aims panel (6)

- 'Recalculate' button works like Calculate All Details and all manual edits in the panel will be lost
- 'Update from Course Manager' button is similar to Recalculate but it keeps all the manual edits in the panel and it does not update the Error column





Update Learning Aims panel (7)

- Table has Filtering available to help with checking
- Hover help works in selected cells and headings
- Double-click a student's name to go to Student Courses





Update Learning Aims panel (8) – Duplicate Learning Aims

- Red warning message at top of panel
- Could be genuine duplicates in CM, usually same QAN on more than one course
- Could be duplicates in the Summer 2011 Census – apply patch 16050 to avoid recurrence in Autumn Census
- Message can be triggered when the *only* duplicates are in the Summer return
- Message is *not* triggered if overlapping memberships but with different start dates





Detailed Learning Aims Reports

- Two Detailed reports for Learning Aims *after* doing Create & Validate (On Roll and Leavers)
- Suggest copy to Excel, filter by Course or QAN, distribute to HODs for checking
- Check carefully if you have the red message about duplicates





Known issues

- BTEC Level 3 Subsidiary Diploma and Extended Diploma – no Level codes for these in Nova T6 or Course Manager – expected in SIMS Spring 2012 release
- Handbooks for Producing Census and SWC Returns are not available from SIMS Documentation Centre – download from EiS website, or open from SIMS\Documentation folder
- Watch EiS website for more, e.g. fileset 82





Questions?



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