AWARDING A STUDENT A CERTIFICATE OR DIPLOMA OF HIGHER EDUCATION

CONTENTS

INTRODUCTION

Certificates and Diplomas of Higher Education are not automatically generated by running PSA option 18 because these lesser awards are not attached to the programmes in the same way that the intended award and Ordinary awards are for UG students, or Postgraduate Diplomas or Certificates are for PGT students.

When you run PSA option 18 and the UG student is not eligible for the intended or Ordinary award, the calculated award comes up as HELD AWARD. That doesn't mean the student is not eligible for anything else, it simply means that the student must be manually awarded.

Credit requirements for these lesser awards can be found in Chapter 9 of the Credit and Qualifications Framework, Table 2 — Undergraduate awards.

Please follow the below steps if a student is eligible for one of these lesser awards.

STEP 1: ENSURE THAT ALL OF THE STUDENT'S RESULTS (SMR) RECORDS HAVE BEEN COMPLETED

No student should ever have any records remaining in a SAS or RAS state.

All SMR records should be completed (Cur Pro field in SMR set to COM).

The records must reflect the outcome of each module, i.e. reflect whether the student passed or failed the module. This can be done via the SMRU screen, option M.

STEP 2: HAS THE STUDENT COMPLETED THEIR PROGRAMME OR HAVE THEY WITHDRAWN EARLY?

It is important that you determine this before proceeding to ensure that the record is accurately processed:

- If the student has completed their programme, i.e. was here for the entire duration of their programme but failed too many credits to be eligible for the full award or Ordinary degree —> go to step 3.

- If the student will be withdrawing/be withdrawn by the College/has been withdrawn —> skip to step 4.

STEP 3: STUDENT HAS COMPLETED PROGRAMME

Provided that the SMR records accurately reflect the outcome of each module (i.e. that most modules will have an agreed grade of F in the student's final year as we cannot condone more than 30 credits), the Agreed Award field in the SAW screen will be set to HELD AWARD.
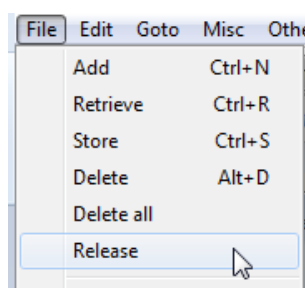

- If the Agreed Award is not set to HELD AWARD, update the SMR records as needed via the SMRU screen and then re-run PSA option 18.

Once the Agreed Award field in SAW is set to HELD AWARD, follow these steps:

1. Go to the File menu and select Release.

The below message must appear in the bottom of the screen (in the Message Line).

> Control released; data available as default for new input.

This allows you to create a copy of the record on the screen and alter a **copy** of it (without altering the original record).

2. Only amend the following fields as needed (do not amend any that do not appear in this list):

   a. Ac Year (if does not reflect the academic year that we're currently in)

   b. Agreed Award — populate with one of the following award codes, based on what the student is eligible for:
      i. C006 — Certificate of Higher Education
      ii. D005 — Diploma of Higher Education

   Note: These lesser awards are NOT classified therefore the Mark and Class fields must remain blank.

3. Store your changes (F6).

4. Clear your screen (F12) and re-retrieve on the student's SPR code — 2 records will be retrieved. The original record (Agreed Award = HELD AWARD) and the new record (Agreed Award = C006 or D005).

5. Delete the original record (place your cursor on the record, File > Delete or Alt + D).

6. Once the award has been approved by the APAC/relevant person(s):

   a. Run PSA option 7 (to set the award status to Provisional and to input the award date).

   b. Update the current year (last) SPI record:
      i. APAC Decision field = PC
      ii. Batch Date field = date that you are confirming that the code of PC is accurate/that the award has been approve.

7. Student Records will pick the student up for awarding based on/from the award date in SAW, as well as the SPI record.

Do <u>not</u> proceed to step 4. The process is completed.

1. Wait until the withdrawal has been processed/that the SPR record has been updated, i.e. the student's enrolment status must = RLE or RLF.
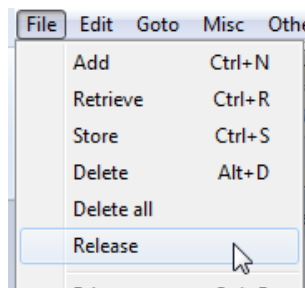
> Study Details
> Status

This is because we want their final enrolment status to reflect a withdrawal.

A student's final enrolment status should not be RCO if they didn't complete the programme.

2. Does the student already have a SAW record where the Obtained Award field is set to HELD AWARD?

- Yes — go to step 4a
- No — go to step 4b.

Step 4a — SAW record exists where Obtained Award = HELD AWARD

1. Go to the File menu and select Release.

The below message must appear in the bottom of the screen (in the Message Line).

This allows you to create a copy of the record on the screen and alter a **copy** of it (without altering the original record).

2. Only amend the following fields as needed (do not amend any that do not appear in this list):

a. Ac Year (if does not reflect the academic year that we're currently in)

b. Agreed Award — populate with one of the following award codes, based on what the student is eligible for:
   i. C006 — Certificate of Higher Education
   ii. D005 — Diploma of Higher Education

Note: These lesser awards are NOT classified therefore the Mark and Class fields must remain blank.

3. Store your changes (F6).

4. Clear your screen (F12) and re-retrieve on the student's SPR code — 2 records will be retrieved. The original record (Agreed Award = HELD AWARD) and the new record (Agreed Award = C006 or D005).

5. Delete the original record (place your cursor on the record, File > Delete or Alt + D).

6. Once the award has been approved by the APAC/relevant person(s), return to the SAW screen and retrieve the student's record:

   a. Status field – update from C (calculated, from running PSA option 18) to **P** (for provisional)

   b. Date — this is the date of the award. Enter next Monday's date (or next Tuesday if Monday is a holiday).

7. **Do not** update/amend the current year SPI record (i.e. **do not** input a PIT code of PC into the APAC Decision field nor enter a date in the Batch Date field) as the withdrawal must trump the award.

8. Student Records will pick the student up for awarding based on/from the award date in SAW.

Do not proceed to step 4b. The process is completed.

Step 4b— No SAW record exists

You will need to then manually create the SAW records as SITS can't run PSA option 18 on a withdrawn student. Follow these steps:

1. Go to SPR > Other > Award > Awards. A blank record will appear.

2. Populate it as follows:

   a. Year = current academic year

   b. Obtained Award = populate with one of the following award codes, based on what the student is eligible for:
      iii. C006 — Certificate of Higher Education
      iv. D005 — Diploma of Higher Education

c.   Calculated Award = as above (b) or HELD AWARD

d.   Intended Award = will automatically populate with the Intended Award code from SPR.

e.   Recommended = leave blank as this field is referring to the recommended classification, but these lesser awards are NOT classified.

f.   Upgrade = leave blank

g.   Discretionary? = leave blank

h.   Agreed = leave blank

i.   Award Name = input the title of the programme as it should appear on the award, without the award type.

For example:
    i.   Psychology
    ii. Economics and Finance
    iii. History
    iv. Law

The award title comes from the Obtained Award code, so a C006 + History would display to the student as "Certificate of Higher Education in Law".

j.   Award Status = C (for calculated – as we are doing the manual equivalent of running PSA option 18).

k.   Award Date = leave blank (for now)

l.   Faculty = input the student's faculty as found on the SPR record > Faculty field (e.g. UG, PGT).

m.   Batch = leave blank (this simply reflects the current value in the Int Transcript field in SPR).

n.   Mark = leave blank (as these awards aren't classified).

o.   Locked? = do not tick

3.   Store your changes (F6). Your record will look something like this:

4. Once the award has been approved by the APAC/relevant person(s), return to the record (SPR > Other > Award > Awards):

   a. Award Status field – update from C (calculated, from running PSA option 18) to **P** (for provisional).

   b. Award Date — this is the date of the award. Enter next Monday's date (or next Tuesday if Monday is a holiday).

5. **Do not** update/amend the current year SPI record (i.e. **do not** input an PIT code of PC into the APAC Decision field nor input a date in the Batch Date field) as the withdrawal must trump the award.

6. Student Records will pick the student up for awarding based on/from the award date in SAW.