

Post 16 Mid Year Tips

This guide has been produced to identify tasks that can be done throughout the academic year to ensure that the information in your School Census Autumn 2019 relating to your Post-16 students is correct and accurate.

For funding purposes, Post-16 students are expected to be enrolled in a programme of study that leads to an external certificate offered by a regulated awarding organisation and appearing on section 96. These programmes will generally be composed of a number of Learning Aims, appropriate for and agreed with, each student.

Learning Aims will be collected in the 2019 Autumn School Census where they are active at any point between 1st August 2018 and 3rd October 2019. Data will be collected for students in the:

Current academic year

- students who have been on-roll at any point between 1st August 2019 and census day who have undertaken a Learning Aim in national curriculum year 12 or above (regardless of student's age).

Previous academic year

- students who have been on-roll at any point between 1st August 2018 and 31st July 2019 who have undertaken a Learning Aim in national curriculum year 12 or above (regardless of student's age).

Throughout the academic year, schools should update the actual end date and status of the Learning Aims as appropriate.

Curriculum Maintenance

For SIMS we advise that the standard dates for start and end of course memberships should be 1st September to 31st July. The start date can be of the school's choice but for all the software to work efficiently the start date should be as early as possible in the Academic Year and schools are generally advised to use 1st September as the start date. If the start date for a second year of a 2 year course is after the start date of the class (Timetable Start Date sent from Nova T6) there is a break in continuity from the previous, first year of the course and Course Manager will not be able to record the complete continuity of the Learning Aim.

Schools end their summer term on different dates so in order to give consistent advice the 31st July is a good standard end date that is used for class memberships for the whole school.

It is imperative that schools maintain course memberships throughout the year, ensuring that for students who withdraw or transfer from a Learning Aim or leave school, Course Manager is updated accordingly.

We recommend that year 13 leavers are given a leaving date of 31st July. This will ensure that courses due to end on or before this date will mark as Completed.

Students in year 13 do leave before 31st July but they can have an 'Attendance not required' mark put in the register for the time after the end of their exams, and then have a leaving date of 31st July.

For maintenance of membership to courses we recommend the following:

- Mid year leavers: enter date of leaving AFTER the leaving date will mark as 'Withdrawn'; entering a future leaving date will mark as 'Completed' even if not!
- Mid year withdrawals: enter end date via Students Curriculum ON or AFTER date of change. Select status of Withdrawal and a valid Withdrawal Reason
- Mid year transfers: Enter end date via Students Curriculum ON or AFTER date of change. Select status of Transferred

If a 'future' end date is used then the status will default as 'Completed' in error.

Exam Award in Course Manager

Course Manager includes the functionality to link the Course to the Exam Award so that Exam Results can be displayed for post 16 students for each of their Learning Aims. Their result will be pulled through to the Autumn School Census but will NOT be submitted with the return. It is important that the Exams Officer and Head of Sixth Form work together to ensure that the correct Exam Award is linked in Course Manager to aid checking of the Learning Aims to be returned.

Missing results in Course Manager and hence the Learning Aims panel of the school census can highlight discrepancies in the data and could be due to several reasons, such as:

- The correct Exam Award is not linked to the course
- The Exam Award is linked to the course but the QCA Code is absent from the Basedata properties in Exams Organiser – liaise with the Exams Officer
- The student withdrew/transferred from the course and this has not been reflected
- The student attained a different Exam Award to that linked to the course

Basedata for the Summer 2019 season became available in November 2018 and should now be present in Exams Organiser to enable Examination Entries to be made. These Exam Awards can now be linked to courses in Course Manager. This can be done anytime before the Autumn census. Linking Exam Awards to Courses also aids the administration and reporting in Exams Organiser.

Timetabling Advice

It is a DfE requirement that the **Learning Aim Planned End Date** **MUST** be on or before the **31st July of the academic year the learner is due to finish**.

The person responsible for the timetable creates classes using Nova-T6. Before the class information can be sent into SIMS for the allocation of students, a qualification **Level** should be assigned to each class.

SIMS organises students into Courses based on a subject and a level so all students studying towards a particular qualification need to be in the same course and no other students should be members of that course. All students in the course are reported as studying towards the qualification that is attached to the course. It is important that this is a valid qualification as schools have lost funding if they have declared that students are studying towards qualifications that are no longer approved.

Several issues for the Post 16 Autumn census can arise from the way that the timetable is structured in Nova-T6. Schools need to ensure that if a student is taking a qualification over two years then this is correctly reflected in the software.

2 Year Courses

It is essential for the Post 16 Autumn Census that SIMS recognises and retains continuity for 2 year courses. Ideally timetablers should adhere to the following guidelines when working on the Timetable for the next Academic Year:

- always send the timetable to the same day and month each year, preferably 31st July and no later than this date.
- for consistency for 2 year courses, ensure that the same **subject** and **level** combination are used in 1st and 2nd year of 2 year courses e.g. Sp/BTCe3. If a different combination is used in one year, Course Manager will not link the classes in the same course.

Examples of issues that can arise:

- The first issue that can arise in SIMS is that year 12 students appear in one course and year 13 students taking the same qualification appear in a different course. This has the effect of showing that students have completed or withdrawn from the qualification after one year and are then retaking the same qualification in year 13.
- Another issue arises in SIMS with a student appearing in a course twice, once in year 12 and then again in year 13. Firstly the course needs to be marked as a two year duration course for the functionality to work correctly. Secondly the students must be members of their year 12 class (and thus their course) until the last possible date, following our advice this would be 31st July. Then in the 2nd year they must be a member of their year 13 class from the first possible date, again following our advice this would generally be 1st September. Failure to do this means that the software does not recognise this as a single record and will infer that the student has withdrawn from the original qualification and then started it again.

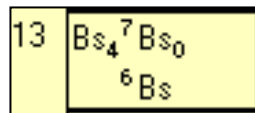
Mixed Level/Subject Classes in Nova-T6

It is possible schools will have a mixed class with a combination of different levels or subjects being taken e.g. sport class with mixed levels BTEC Subsidiary Diploma and BTEC Extended Diploma. Below describes how this can now be managed.

The idea behind this solution is to have everything resolved within the Timetable and Academic Management in order that schools will not need to make manual adjustments of student courses in Course Manager.

Here is an example of different Business levels in the same class – GCEAS & GCE2Y. Schools will have a class for Business Studies on the timetable, scheduled with a teacher.

1. From NOVA T6, change the level of this class to **Gen** as not all the students associated with this class are taking the same course – **Tools | Assign Levels**.
2. Then set up other classes in the **Model** window, one for each different course/level that is being taken. To do this firstly drag another Business code onto the original Business class, then holding the **Ctrl** button down drag another Business code onto the new class.



You should end up with something similar to this:

3. Select the appropriate level for each of the 2 classes – e.g. GCEAS and GCE2Y – **Tools | Assign Levels**.
4. In the **Classes** window then assign Teachers to the new classes and change the names of all three classes so that it is easy to understand the difference between them. For example, differentiate between GCE2Y and GCEAS classes by putting an A (for A Level) at the end of one class name and an S (for Subsidiary i.e. AS Level) at the end of the other.
5. Once the new timetable has been sent by the Timetabler, access the Curriculum Management area of SIMS to assign the correct students to the correct class (cluster) via **Focus | School | Academic Structure | Curriculum Assignment by Scheme**.
6. The same principal applies for mixed Subjects. E.g. Art and Art Photography.

Mixed Year Group Classes advice for 2 year courses

If year 13 students are members of a year 12 class in a 2 year course, dates will extend for 2 years from the start of the year 12 class potentially showing a total duration of 3 years for the year 13 students.

If this is not managed from Nova-T6, the only other way to manage this scenario for the Autumn Census is to alter the Planned End and End Dates and tick the Protect cell in Course Manager. Bear in mind someone in school would be required to manually maintain this as there is movement of students starting or withdrawing from the class throughout the Academic Year. This can be managed from Nova-T6 by creating a **Derived Year** and thus avoid problematic, manual adjustments having to be made in Course Manager.

Derived Years

If you have many classes that contain students from more than one year then it is worth considering using the Derived Year function.

A derived year contains students from more than one year group and it may also contain derived bands, i.e. students who are members of a derived band created from one or other of a number of bands from different years.

The following example, as shown in the diagram displayed below, illustrates the process of creating an option block for year **12 band a** and year **13 band a**. When, ultimately, this is exported to SQL, the tick grid in Academic Management will automatically list students in 12a and 13a for placement in the derived year band and thereby, the classes.

Firstly, it is necessary to create a year group in Nova-T6 that can be used for the common sixth form structure. A derived year should be assigned to a National Curriculum year, NCYear, preferably one to which most of the students in the derived year belong.

Years			Band
Name	NCYr	Total	C6 a
7	7	162	200
8	8	167	
9	9	176	
10	10	160	
11	11	164	
12	12	98	
13	13	94	
T	--	175	
C6	12	200	

1. From the **Model** in Nova-T6, create a new year for example **C6** (Combined sixth form).
2. Select **Year 12**
3. Right-click the **Band** area of the **Model**
4. Select **Add Derived** from the menu displayed
5. Select **Year 13**
6. Right-click the **Band** area of the **Model**
7. Select **Add Derived** from the menu displayed

Years			Band	Derive
Name	NCYr	Total	12: a	13: a
7	7	162	49	94
8	8	167		
9	9	176		
10	10	160		
11	11	164		
12	12	98		
13	13	94		
T	--	175		
C6	12	200		

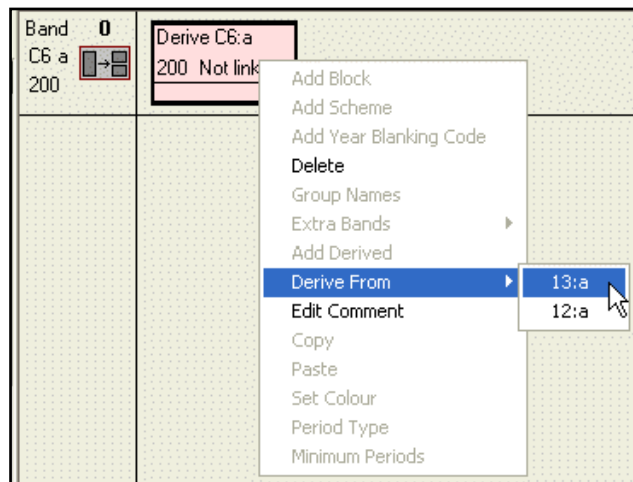
8. Select **Year C6**
9. Right-click the **Band** area of the **Model**
10. Select **Add Derived** from the menu displayed.

The diagram displayed below illustrates the structure that has been created in year C6.

Years			Band	0
Name	NCYr	Total	C6 a	200
7	7	162		
8	8	167		
9	9	176		
10	10	160		
11	11	164		
12	12	98		
13	13	94		
T	--	175		
C6	12	200		

Derive C6:a	
200	Not linked

11. Right-click the derived block and select **Derive From** to choose the band, in this example **12:a**.
12. Repeat step 11 to select other bands, this time in our example we select **13:a**.



What has been defined in our example is:

- Year C6 being sourced from 13:a (94 students) and 12:a (49 students).
- So any blocks created in C6 will be expected to serve 143 students.

Band		23
C6 a		143
Derived C6:a		
143		23
94	13:a	23
49	12:a	23

The intention is to provide six groups of Citizenship for these 143 students.

- Simply drag the subject **Ci** into the area used for blocks (just to the right of the derived structure). Define one period and create six groups.

Years			Band	Derived C6:a	C	Citizenship	
Name	NCYr	Total	24	143 23	C _i	1	
7	7	162	C6 a	94 13.a 23	24	C _i	1
8	8	167		49 12.a 23	24	C _i	1
9	9	176			24	C _i	1
10	10	160			24	C _i	1
11	11	164			24	C _i	1
12	12	98			23	C _i	1
13	13	94					
T	--	175					
C6	12	200					

The block in the diagram has been given the **Identifier C** and the title **Citizenship**.

- Change to **Year 12** and look at the derived structure.

The number of periods for band 12a is now 24 (whereas previously it was 23). The one period block in year C6 counts towards the entitlement of year 12, band a.

The same applies to year 13.

Years			Band	Source 12:a	Extra
Name	NCYr	Total	24	49 1	17 Pe ₂
7	7	162	12: a	C6:a 1	17 Sl ₂
8	8	167			16 Pp ₂
9	9	176			16 Ci ₂
10	10	160			16 Cs ₂
11	11	164			16 Dr ₂
12	12	98	22		
13	13	94	12: g		
T	--	175			
C6	12	200			

In scheduling the sixth form structure, when the Citizenship block in year C6 is placed at a particular period, Nova-T6 will prevent any block serving 12a or 13a from being scheduled at the same time. This prevents students having a clash on their timetable.

Please contact the ICT Service Desk with any queries on 01438 844777 option 1, option 1 or email help@sd.hertsforlearning.co.uk