

Access to HE Administration Schedule 2015-2016

This checklist has been provided to aid you in the administration of running your Access to HE courses (for courses starting in September 2015). It should be used in conjunction with the Open Awards Access to HE Handbook and the Access to HE Portal Guidance.

September	Begin to collate your lists of learners for each diploma course. You may wish to have several course runs/cohorts for a single diploma course. You should consider the following:	<input type="checkbox"/>
	i. Make sure that all learner names are spelled correctly and all details are correct.	<input type="checkbox"/>
	ii. Discuss with each learner as part of their Individual Learning Plan any possible exemptions, equivalences or credit transfers and complete and submit the relevant form (REEP) by the last working day of October. Guidance on this and learners who have credits achieved from the previous diploma can be found in the Open Awards Access to HE Handbook.	<input type="checkbox"/>
	iii. Be mindful of the UCAS application deadlines for your learners. Learners must be registered on their correct Access to HE Diploma course before the UCAS deadline regardless of Open Awards' 12 week registration period.	<input type="checkbox"/>
	PLEASE BE AWARE that changes cannot be made to a course run nor learners added after the 12 week registration period deadline.	<input type="checkbox"/>
October	Is there a UCAS application deadline soon? Learners who have to apply by this time must also be registered with Open Awards in accordance with QAA guidance.	<input type="checkbox"/>
	Any requests for exemptions or equivalences must be submitted to ahed@openawards.org.uk by 31st October	<input type="checkbox"/>
November	Ensure any changes to course runs have been submitted before the end of the 12 week period (12 weeks from start date of course run).	<input type="checkbox"/>
December	The 12 week registration period ends in December for course runs beginning in September. All learners must be registered on the correct course runs by this time. Learners cannot be added after this point.	<input type="checkbox"/>
	Generate RACs once learners have been registered. Check that learners have been registered with correct details and that they are on the correct diploma course.	<input type="checkbox"/>
	Major changes to a diploma and new diplomas for the delivery the following academic year must be submitted to Open Awards by 31st December.	<input type="checkbox"/>
January		
February		
March		
April	Begin to make sure that RACs are appropriately completed and available for entry of the final units.	<input type="checkbox"/>
	Ensure there are sufficient members of staff to check the RACs ready for the Final Awards Board (FAB). Any changes to the award of credit post FAB have to be reported to QAA.	<input type="checkbox"/>
	Minor changes to a Diploma for the delivery the following academic year must be submitted to Open Awards by 15th April.	<input type="checkbox"/>
May	Submit any requests for learner extensions by 31st May.	<input type="checkbox"/>
June	Complete, thoroughly check and submit the RACs to Open Awards via the portal ready for the FAB.	<input type="checkbox"/>
	Ensure that there are members of staff available to answer queries from Open Awards about learner results if necessary.	<input type="checkbox"/>
July	Ensure that there are staff prepared to receive, check and distribute Access to HE Certificates. Certificates must be distributed to learners promptly to avoid delay with their application to university.	<input type="checkbox"/>
August		