

## **Student Records Procedures:**

Learning Agreements and Registers are a legal requirement and provide the auditable evidence of the College's claims for funding from the LSC.

All staff are required to follow these straightforward procedures relating to the enrolment and registering of students.

The ILR (Individualised Learner Record) is the detailed computer record of each student, which is derived from the completed Learning Agreements. It is therefore vital that the information signed off on Learning Agreements is accurate and complete as errors here will lead to errors in the learner record and could possibly mean the College claims less than it could for individual students.

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## ***ENROLMENT AND LEARNING AGREEMENTS***

At the point of enrolment the tutor completes a Learning Agreement with the student. This should identify the learning aim(s) that the student will be working towards through the Course Code.

- Academic staff who enrol students onto courses are required to accurately complete the following details on the Learning Agreement:  
**Annotated Learning Agreement**
  - full course code and instance code
  - course title
  - additionality / modules identified at enrolment
  - Programme start and expected end dates (i.e. dates of the full Programme – especially important if it spans more than one academic year)
  - Exact number of guided learning hours per week (this is especially crucial if the student is also claiming benefits and thus must be precise)
- Check the prior qualifications achieved listed and sign that they have seen evidence.
- Check the Disability and Learning Support sections for additional support needs (and refer to Learning Support Manager if necessary).

- Ensure that the student has signed the Learning Agreement.
- Sign and date the Assessment and Guidance section and print their name.
- Having completed their section of the Learning Agreement, academic staff should provide students with joining instructions particular to their course and then pass them on to the Student Records staff who will determine their fee status and complete their enrolment.
- Student details will be input directly onto the computerised Learner Record and a Student ID Card will be printed for each student that has fully completed their enrolment. This enables the student to be part of the enrolment count.
- A student who does not fully complete their enrolment (for example has not paid the tuition fee), will not be issued with a Student Card. They are given a letter explaining the evidence that should be produced to complete their enrolment and should not be allowed to attend class without completing this process. These students will appear as “**Not In Order**”, which are reported by the Registry Manager to the Assistant Principals on a monthly basis, as teaching staff are required to assist with ensuring that Students become fully Registered onto their course.

## ***DETAILS OF STUDENTS FOR COURSE TUTORS***

All staff within the College have access via the Staff Intranet to the College Information System, which allows them to view up to the minute data from the Student Database.

- Tutors are required to:
  - Use the College Information System (or My Campus) to access their Class Lists
  - Verify that their Class List information is correct
  - Notify the Student Records department of any changes required to be made to the data using the appropriate form
- Where students never attend the Course, Withdraw or Transfer to another course, the Course tutor is required to complete a **WITHDRAWAL AND TRANSFER FORM** available via the College Information System and Intranet.
- If a student completes a course or qualification before the end of the scheduled end date for the Programme, the course tutor should complete the **STUDENT COMPLETION FORM** (available via the College Information System and Intranet) and submit this to Student Records as soon as possible.

## ***ADDITIONALITY***

- **ADDITIONALITY TAUGHT IN ANOTHER CURRICULUM AREA:**

A separate [Learning Agreement](#) should be completed for an Additional Qualification taught in another Curriculum Area.

- **ADDITIONALITY TAUGHT AS PART OF THE STUDENTS MAIN PROGRAMME:**

Tutors are required to submit details of students studying additionality subjects through using the **ADDITIONALITY FORM**, available via the College Information System and Intranet.

- **PROGRAMME CONFIRMED SUBSEQUENT TO ENROLMENT:**

This information should be passed to Student Records detailing the learning aim being worked towards, the start date and expected end date and the number of guided learning hours. The **ADDITIONALITY FORM** should be completed.

## **WITHDRAWALS AND TRANSFERS**

When a student withdraws from a qualification aim the **WITHDRAWAL AND TRANSFER FORM** should be completed and submitted to Student Records. Incomplete forms will be re-submitted to the tutor for correct completion.

- **WITHDRAWAL:**

A student who does not attend for a four-week period should be considered withdrawn for funding purposes, unless there is a written statement from the student that they intend to return. If such a statement has been provided, please make a note of this on the Course Register.

- **TRANSFER:**

When a student transfers from one programme of study to another, the tutor of the course which the student has transferred TO is responsible for completing the WITHDRAWAL AND TRANSFER FORM. As Transfers cannot be processed unless full details of the Course which the Student has Transferred to are provided.

- **DE-REGISTER:**

If a Student Never attends the Course, they should be De-Registered. Tutors should complete the **WITHDRAWAL AND TRANSFER FORM** and mark the Last Date of Attendance as DE-Register.

**LAST DATE OF ATTENDANCE:**

The date a student withdraws or transfers from a course is the **last day of actual attendance as recorded on the audit register**. A student who is not able to attend for a period of the course, but is in contact with their tutor and is being set work and completing it for assessment can be deemed not to have withdrawn; in such cases a written stated intention to return to the programme must be available.

## **REGISTERS**

**Registers are auditable documents** and are therefore required to be both Signed In and Out of the Student Records office, a tracking sheet is kept by the Student Records team for every Register issued. Each Register has a unique number, when a Register is issued this number will be logged against the Course Code. The Student Records team will maintain this Database.

- The tutor requesting the Register needs to provide:
  - Course Code
  - Course Instance Code
  - Tutor Name
  - Course Co-ordinator Name
  - Curriculum Leader Name
  - Location for Register storage
- The Student Records team **produce Registers upon request**, providing that the above information is provided.
- All registers should always be kept in the designated location as identified when the Register is issued, when they are not in use. This means that they are accessible to both internal and external college auditors.

## **KEEPING ATTENDANCE REGISTERS**

The register provides evidence that the student is an attendance between the dates given against all qualifications identified on their Individual Learner Record. The register should also

reflect the number of guided learning hours allocated to a qualification on the Course Directory. All courses should have an attendance register, no matter how long.

- Attendance Registers are in the form of a book that contains sheets for Class Registers. A Class Register should be completed for each session of a course. Where a course has a main qualification and then additional qualifications, attendance for all qualifications can be monitored in one Register book. Single Sheet Registers are also available.
- The Register book is intended to be self explanatory, with instructions for completion contained within the Register.
- Once issued Registers should be available for audit purposes. Student Records staff will check registers in detail against the Individualised Learner Record.
- When a course is completed the Register should be completed and signed over to Student Records.

## **COMPLETING ATTENDANCE REGISTERS**

The following conventions should be adopted to ensure standardised completion of registers across the College:

<b>Student Attendance:</b>	<b>Register Mark:</b>
Present	/
Absent	0
Late	0 covered clearly with /
Left Early	0 covered clearly with \
Arrived late and Left Early	X
Other College Activity / Work Experience	W

**PLEASE NOTE:** the Other College Activities include those activities which do not involve guided learning, for example an Exam or Work Experience Placement. Any activity that includes guided learning should be marked in the usual way.

When a student withdraws or transfers from a course, the [Last Date of Attendance](#) should be noted in the column of the same name along with the reason for leaving as indicated on the key in the Register.

## **STUDENT CENSUS AUDIT**

In November, February and May the College is required to take a census and report to the LSC on the continuation of students on programmes. This report comprises the College's continuing claim for funding.

- Lists will be sent out to Curriculum Leaders showing students against each qualification aim.
- Course Tutors should check the lists to ensure that all qualification aims being studied by the student are identified. If the student has withdrawn, transferred or completed then the tutor should complete the appropriate form and return it to Student Records.

## **REGISTER AUDITS**

- Course Tutors are expected to undertake weekly audits of subject registers as part of the tutorial review process.
- Academic Assistant Principals will undertake periodic audits of registers.
- Student Records staff will undertake regular Attendance monitoring and sample audit across the College.
- The College External Auditors carry out testing of registers as part of the Student Numbers Audit. They also check that internal controls and systems are in place to ensure the highest degree of accuracy on the Learner Record. Where data is found to be inaccurate funding will be lost.
- When requested, Registers MUST be signed over to the Student Records office for audit or attendance monitoring purposes.

## ***END OF COURSE REGISTER COLLECTION***

When a course is completed each Class Register should have the attendance per student calculated and the total number of students present calculated. The total attendance should then be multiplied by the duration of the class and the results entered in to the relevant boxes on the Class Register by the course tutor.

- The completion and outcome, grade and destination for each student can also be added at this stage. Again, the codes to be used are located on the key within the Register.
- The completed Register should be signed over to Student Records. The Register will be identified as returned on the Register Database.
- Registers will be stored in the Student Records, by Curriculum Area and Course code.