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Courses Management Service (CMS) Webinar

November 2025

Contents

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LLE Update

DfE Policy Context for LLE

Starting in January 2027, the LLE will continue to fund individuals entering higher education through traditional degrees and integrated master's programmes. However, for the first time, the student finance system will also fund new, flexible modular pathways, improving access for a broader range of learners. That includes those returning to education later in life or studying whilst working.

01
Skill requirements are changing rapidly e.g. technology, AI etc

02
HE SF is based on typical 3-year degree i.e.. 3 Years + 1 extra year, and ELQ applies

03
LLE is based on a 'Pot' of funding, rather than linked to the length of a course and ELQ restrictions do not apply

04
Based on current fee limits, the pot of funding is £9790 X 4 Years = £39,160

Phased Delivery of LLE

- Phased delivery of LLE during academic year 2026/27

- The first LLE students will apply for their funding in September 2026 (instead of February 2026) and start studying their courses and modules from January 2027

LLE in Devolved Administrations

In the UK, education is devolved. The government is working closely with partners in the devolved administrations ahead of the LLE rollout in the 2026 to 2027 academic year. This is to ensure students can move seamlessly between institutions throughout the UK.

If students living in England already have funding in place (through the current HE student finance system) to study courses at providers in Scotland, Wales, and Northern Ireland, it will be carried over.

Devolve

Key Milestones

For AY 26/27 course collection, providers must add their undergraduate courses in January 26 for the following categories:
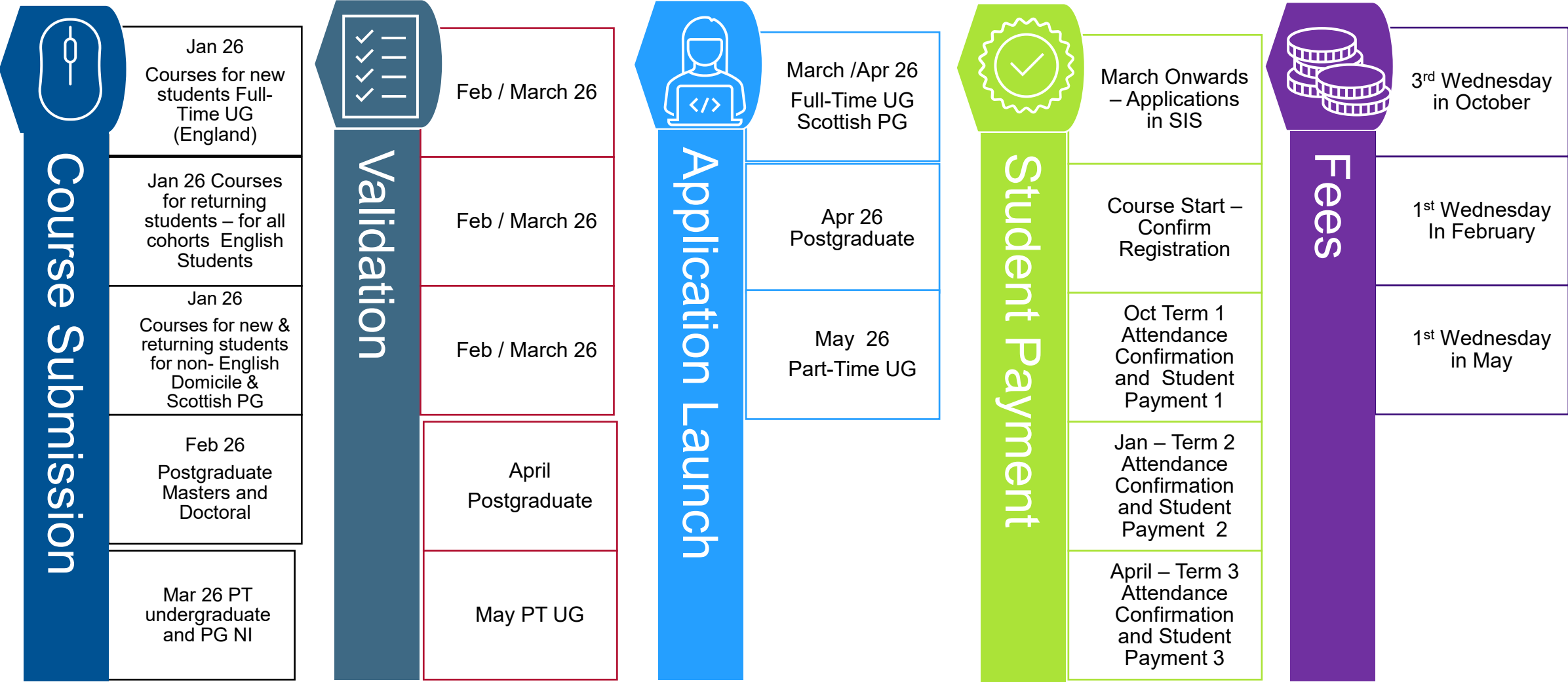
- **New students – for courses starting in the autumn term (September to December – English students)**
- **Returning students – for all cohorts / seasonal intakes – English Students**
- **New and Returning students – for non-English domiciled students.**

To accommodate the opening of the LLE application cycle in September 26, LLE course collection, in addition to the January data entry exercise, will require providers to do a second round of course collection administration in June 26 for the following categories:

- **New students – for courses starting from January 27 onwards. (England domiciled students)**
- **Courses previously categorised as part time courses with a start of date of Jan 27 onwards**
- **ALL funded courses that have been approved for transfer to LLE**
- **New approved modules**

Academic Year Timeline

Course Submission

- **Jan 26** Courses for new students Full-Time UG (England)
- **Jan 26** Courses for returning students – for all cohorts English Students
- **Jan 26** Courses for new & returning students for non- English Domicile & Scottish PG
- **Feb 26** Postgraduate Masters and Doctoral
- **Mar 26** PT undergraduate and PG NI

Validation

- Feb / March 26
- Feb / March 26
- Feb / March 26
- April Postgraduate
- May PT UG

Application Launch

- **March /Apr 26** Full-Time UG Scottish PG
- **Apr 26** Postgraduate
- **May 26** Part-Time UG

Student Payment

- **March Onwards** – Applications in SIS
- **Course Start** – Confirm Registration
- **Oct Term 1** Attendance Confirmation and Student Payment 1
- **Jan – Term 2** Attendance Confirmation and Student Payment 2
- **April – Term 3** Attendance Confirmation and Student Payment 3

Fees

- 3rd Wednesday in October
- 1st Wednesday In February
- 1st Wednesday in May

Courses Management Service (CMS)

Design Principles Of CMS

A single database of accurate provider and course information

- Students should be able to easily find their course when they apply
- A student is not made eligible for support unless the course they are on is designated

Course Management Service

CMS links into SIS, BAS and other SLC portals to provide course information for assessments. It allows SLC to

- Hold a complete list of designated courses

- Ensure that payments are accurate, paid on time and to the right location.

- Correctly assess student funding applications.

It will allow you to

- Maintain and manage a central log of your course and fee information.

- Accurately present your courses to applicants through the online application.

CMS

BAS

HE Gateway

SIS

LA Portal

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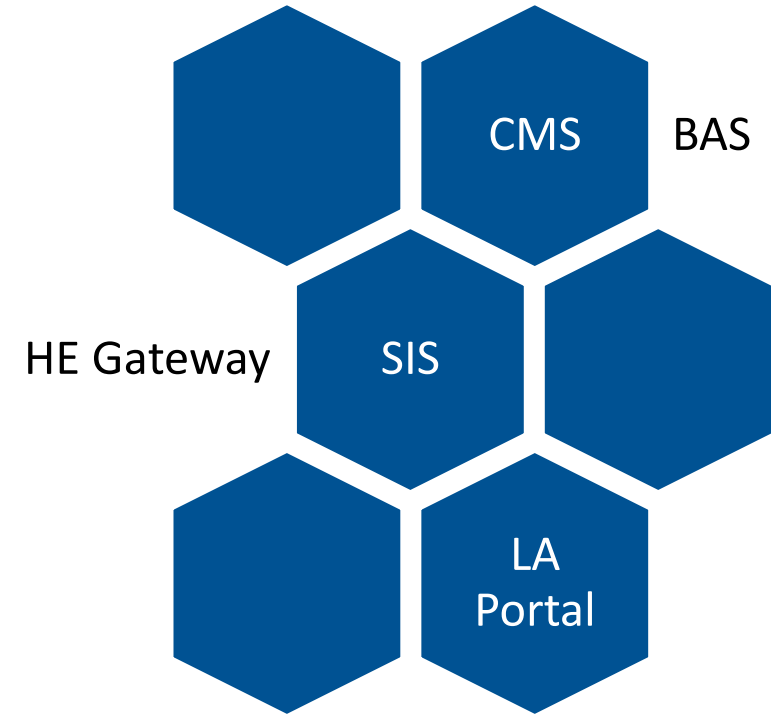
Service Standards

Service Standard – Full-Time Undergraduate

The joint SLC/HEP Service Agreement defines the service exchanges between SLC and Providers for the administration of Student Finance.

This agreement includes Service Standards for both timeliness (Elapsed Time) and accuracy (Right First Time) of course submission.

Service/Process	Right First Time	Elapsed Time
Full-Time Undergraduate course submission	95% by course collection deadline 99.5% by Service Launch	Universities: 85% submitted by 2 weeks prior to service launch Colleges: 85% submitted by 1 week prior to service launch Specifically designated: Courses submitted as soon as possible after designation award

Service Standard – Part-Time Undergraduate

The process of submission and validation that takes place with Full-Time undergraduate courses also takes place with Part-Time undergraduate courses.

Service/Process	Right First Time	Elapsed Time
Part-Time Undergraduate course submission	95% by course collection deadline 99.5% by student application launch	85% submitted by 2 weeks prior to service launch.

Service Standard – Postgraduate

The process of submission and validation that takes place with FT & PT undergraduate courses also takes place with Postgraduate Masters & Doctoral courses.

Service/Process	Right First Time	Elapsed Time
Postgraduate course submission	95% by course collection deadline 99.5% by student application launch	85% submitted by 2 weeks prior to service launch.

Course Validation

General Course Eligibility

For a course to be eligible for funding the following rules must apply:-

Must lead to a recognised qualification	Must be provided by an OfS authorised provider or have been designated by the devolved authorities.	Have at least 50% guided learning must be delivered within the UK	Must have academic years not exceeding 12 calendar months.
Tuition fees and fee loans must be paid direct to a UK bank account	Providers must adhere to guidance from the Competitions & Markets Authority	Tuition Fees / Fee Loan limits must be charged to a maximum regulated amount	Must provide an average 21 hours of self & guided-learning over a minimum 24 weeks
	Credit values of courses must be definable	Must be scheduled as 3 academic terms over a year	

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Validation Process

Service Management will begin course validation as soon as courses are added to the system.

Review course details to identify anomalies which do not comply with guidance and can impact student entitlement

Provide course trackers for providers to review, update and determine required change or justification for anomaly

Providers return completed course trackers to Service Management

Courses are updated ahead of student application launch to prevent incorrect student assessments

Further course trackers are created as and when anomalies are identified

Where course amendments are required, these should be made in advance of the student application launch to avoid students being awarded the wrong funding and the need for reassessments.

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Course Anomalies – Full-Time

Courses submitted and validated	Providers validated	Providers with course anomalies	Courses sent to Providers for review	Course errors confirmed by Providers
23/24 -Over **96,000**	23/24 – **653**	23/24 – **239**	23/24 - **6,651**	23/24 - **3,680**
24/25 – Over **99,000**	24/25 – **622**	24/25 – **443**	24/25 – **10,817**	24/25 – **5535**
25/26 – Over **96, 000**	25/26 - **617**	25/26 - **336**	25/26 - **4344**	25/26 - **3571**

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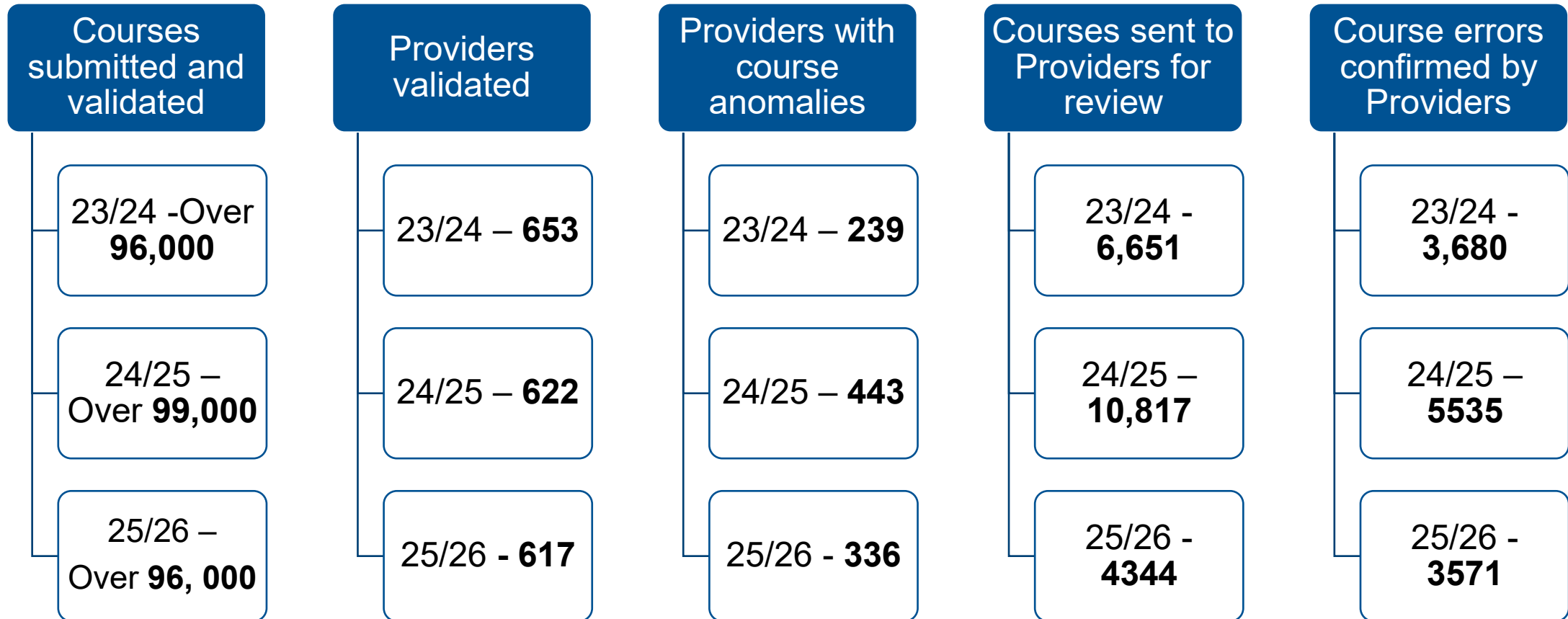
Course Collection

Course Collection AY26/27

Full-Time Undergraduate;

Jan 26

- Deadline: 85% submitted by 4 weeks prior to service launch

Scottish Postgraduate;

Jan 26

- Deadline: 85% submitted by 2 week prior to service launch

Part-Time Undergraduate;

June 26

- Deadline: 85% submitted by 4 weeks prior to service launch

Postgraduate Masters & Doctoral;

Beginning of March

- Deadline: 85% submitted by 4 weeks prior to service launch

Postgraduate NI (PGNI)

Mid February

- Deadline: 85% submitted by 2 week prior to service launch

Course collection dates will differ depending on the service and the domicile.

CMS Team will notify you when opening the service and remind you of the deadline for completion.

Welsh course designation

The duties and responsibilities of HEFCW have transferred to the Commission for Tertiary Education and Research (Medr) as of 1 August 2024.

You must not add courses to Courses Management Service (CMS) until specific designation is granted each AY.

You must apply to Medr for specific designation if your undergraduate or postgraduate course does not meet the automatic course designation conditions in the Welsh student support regulations.

This means you must not add your undergraduate or postgraduate courses to Courses Management Service until specific designation is granted by the Welsh Ministers.

Medr can be contacted at regulationadvice@medr.cymru

It is important to note that the tuition fee rates are different for automatically designated and specifically designated courses. Welsh students will need to self-fund the difference between the tuition fees charged and the tuition fee loan provided for specifically designated courses.

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Who should contact Medr to apply for specific designation?

Your courses must satisfy the automatic course designation conditions in Wales' student support regulations. These rules differ from Englands support regulations.

If your courses do not meet the automatic course designation conditions you **must not** add them to the Courses Management Service (CMS). You must instead apply for specific designation.

English providers	Northern Irish providers	Scottish providers	Welsh providers
• Any English provider seeking to offer courses to Welsh students via a franchise arrangement with a partner that is not registered with OfS or is an alternative provider. • Any English provider in the Approved category with the OfS. • Any SCITT provider seeking to offer courses to Welsh students.	• Northern Irish alternative providers. • Any Northern Irish providers seeking to offer courses to Welsh students via a franchise arrangement with a partner that is an alternative provider or not registered with OfS.	• Scottish alternative providers. • Any Scottish provider seeking to offer courses to Welsh students via a franchise arrangement with a partner that is an alternative provider or not registered with OfS.	• Welsh alternative providers • Any Welsh provider seeking to offer courses to Welsh students via a franchise arrangement with a partner that is an alternative provider or not registered with OfS.

Changes to Tuition Fees

Tuition Fees for AY 26/27 (England only)

Maximum tuition fees for undergraduate students starting or continuing full-time and part-time courses at approved (fee cap) providers in 2026/27 academic year. These changes will apply from 1 August 2026.

Providers with TEF and an APP	Providers without TEF and with an APP	Providers with TEF without an APP	Providers without TEF or an APP
£9,790 for standard full-time courses	£9,525 for standard full-time courses	£6,525 for standard full-time courses	£6,350 for standard full-time courses
£11,750 for full-time accelerated courses	£11,430 for full-time accelerated courses	£7,830 for full-time accelerated courses	£7,620 for full-time accelerated courses
£7,335 for part-time courses	£7140 for part-time courses	£4,890 for part-time courses	£4,760 for part-time courses

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Welsh Government Update – 26/27

Maintenance
Support:

- +2% (CPI-linked) for UG & PG students

Tuition Fee Cap:

- £9,790 (↑ 2.71%) for full-time courses

Fee Loan:

- Max loan: £9,790

Specifically
Designated
courses:

- up to £6,525

Aim

- Support universities financially
  Maintain student accessibility

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FULL TIME FEES AT APPROVED (FEE CAP) PROVIDERS IN ENGLAND.

Maximum Fee Caps in 2026/27 for full-time courses starting on or after 1 September 2012 and before 1 January 2027 at Approved (Fee Cap) Providers in England with (without) an OfS Access and Participation Plan. Maximum Fee Caps for lower-fee foundation years in 2026/27 apply to years starting on or after 1 August 2026 and before 1 January 2027.

Rate	Mode of Study	Maximum Fee Cap- without TEF award 2026/27 AY (£)	Maximum Fee Cap – with TEF award 2026/27 AY (£)
Full year.	Full-time	£9,525 (£6,350)	£9,790 (£6,525)
Final year (50% rate)	Full-time	£4,760 (£3,175)	£4,895 (£3,260)
Sandwich work placement year (20% rate)	Full-time	£1,905 (£1,270)	£1,955 (£1,305)
Overseas study year (15% rate)	Full-time	£1,425 (£950)	£1,465 (£975)
Turing year (15% rate)	Full-time	£1,425 (£950)	£1,465 (£975)
Foundation year	Full-time	£5,605 (£3,735)	£5,760 (£3,835)

FULL TIME FEES AT APPROVED (FEE CAP) PROVIDERS IN ENGLAND FOR ACCELERATED DEGREE COURSES STARTING ON OR AFTER 1 AUGUST 2019 AND BEFORE 1 JANUARY 2027.

Maximum fees for 2016 cohort students starting full-time accelerated degree courses at Approved (Fee Cap) Providers in England on or after 1 August 2019 and before 1 January 2027 will be 20% higher (to the nearest £5) than maximum fees for the equivalent full-time non-accelerated degree course in 2026/27. Students will be able to apply for a fee loan to meet the full costs of their tuition.

Maximum Fee Caps in 2026/27 for full-time accelerated degree courses starting on or after 1 August 2019 and before 1 January 2027 at Approved (Fee Cap) Providers in England with (without) an OfS Access and Participation Plan.

Rate	Mode of Study	Maximum Fee Cap- without TEF award 2026/27 AY (£)	Maximum Fee Cap – with TEF award 2026/27 AY (£)
Full year.	Full-time accelerated	£11,430 (£7,620)	£11,750 (£7,830)
Sandwich work placement year (20% rate)	Full-time accelerated	£2,285 (£1,520)	£2,350 (£1,565)
Overseas study year (15% rate)	Full-time accelerated	£1,710 (£1,140)	£1,760 (£1,170)
Turing Year (15% rate)	Full-time accelerated	£1,710 (£1,140)	£1,760 (£1,170)

Rollover Process

Course Integrity

• You should only add designated courses (which are valid for statutory financial support) to the Courses Management Service.

• A course that has been designated under the Student Support Regulations allows eligible students on this course to access loans and grants from the Student Loans Company.

• It is **your responsibility** to ensure that all of the information provided is correct and that the relevant attributes have been added to a course. Course attributes can significantly affect a student's entitlement.

• Whilst SLC conduct validation exercises against courses submitted we are actively looking to you, as Providers, to reduce course database errors through increased self validation.

Rollover Process
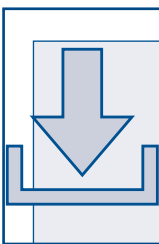
All saved open courses from AY25/26 will be presented under new academic year 26/27 tab.
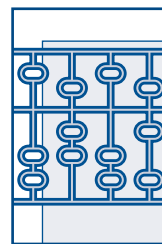
Course totals are dynamic and will reflect the number of unsaved courses still to be updated.

Each course must be saved individually.
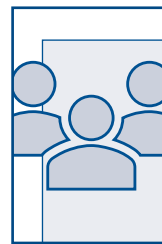
Your Provider Profile is controlled by SLC – Check your information and Fee Caps carefully.
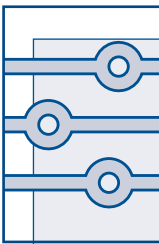
User Preferences will assist you when updating term dates.
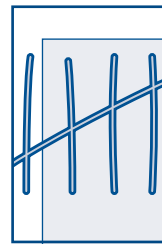
Multiple intakes will pre-populate if you have already saved a course with the same start month.

Students will only see 'saved' or open courses when making an application.

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Current CMS - Phase Out

Current CMS – Course Collection Changes

- Due to the introduction of LLE, for English domciled students CMS will be implimenting a 'tactical solution'

- The tactical solution will have HEP's continue to add new courses and rollover existing courses in the current CMS, and will stop HEPs from adding couses that should be added as new LLE funded courses

- The course collection for FT UG courses is expected to take place January 26

- Intercalated courses will be designed seperately (intercalation attribute will be used to identify these)

Designation of students	Autumn Aug- Dec	Winter Jan - Mar	Spring April- June	Summer July
England	✅	❌	❌	❌
Wales	✅	✅	✅	✅
Northern Ireland	✅	✅	✅	✅
Scotland	✅	✅	✅	✅

LLE Course: All **new** english designated students starting a course on or after January 2027 will need to be on a LLE version of course.

Current CMS – Rolling Over Courses

When a course is rolled over and the previous year was set as:

- Designated – England

- Available Course Years- All Students

The additional radio button in available course years will have a default value of **Returners**

When a course is rolled over and the previous year was set as:

- Designated – England

- Available Course Years- No Students

The additional radio buttons in available course years will have a default value of **No Students**

These course details have been generated but not saved. You must confirm the details to offer this course for Academic Year 2025/26.

Locations

✓ Campus

Available Course Years

The student types who can apply for this course.

Year 1 — ⦿ All students   ○ Returners   ○ No students

Students from England from January 27

Year 1 — ○ All students   ⦿ Returners   ○ No students

Current CMS – Adding New Courses

- Available course years radio button will show for all students initially

- When entering the designation of the course, if England is selected, the additional radio button will appear in Available Course Years section with the header: "Students from England from January 27"

- The option will be defaulted to 'No students' with all other options greyed out as this cannot be used

- The only exception to this will be if intercalated course year attribute is selected.

Phase Out - Recap

Course collection will go ahead in January 2026 on current CMS for all courses and domiciles, with the exception of January 2027 onward start date courses for NEW English students

New available course year's function will become available to manage English returners on courses with a start date of January 2027 onwards

If English designation ticked, you will not be able to select all students on courses with a January 2027 onwards start date if the course is being rolled over (only returners or no students)

If you tick English designation when creating a new course on CMS with a January 2027 onwards start date, the only box available will be no students (unless intercalation attribute is ticked)

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Course Closures

- **Courses with no approved applications:**
- A message is displayed confirming the course to be closed.

- If the second confirmation returns saying that there are approved applications on the course, then the course is reopened automatically.

- **Courses with approved applications:**
- A validation message is displayed "This course cannot be closed as there are approved student applications on the course".

Close **Accounting and Finance**?

Closing this course has the following consequences:

- The course will be closed for every academic year
- Every variation of the course will be closed
- Existing student applications will not be progressed
- Reassessments to existing students on this course will fail

Students must be transferred to a valid open course to allow funding to be awarded.

The course cannot be reopened manually. However, if any course variation has active approved applications then the course and all variations will be reopened automatically.

Close this course   Cancel

Provider	Locations	Courses

Diploma in Teaching (Further Education and Skills) Level 5   Copy this course

Diploma in Teaching (Further Education and Skills) Level 5 was successfully closed pending an active application check
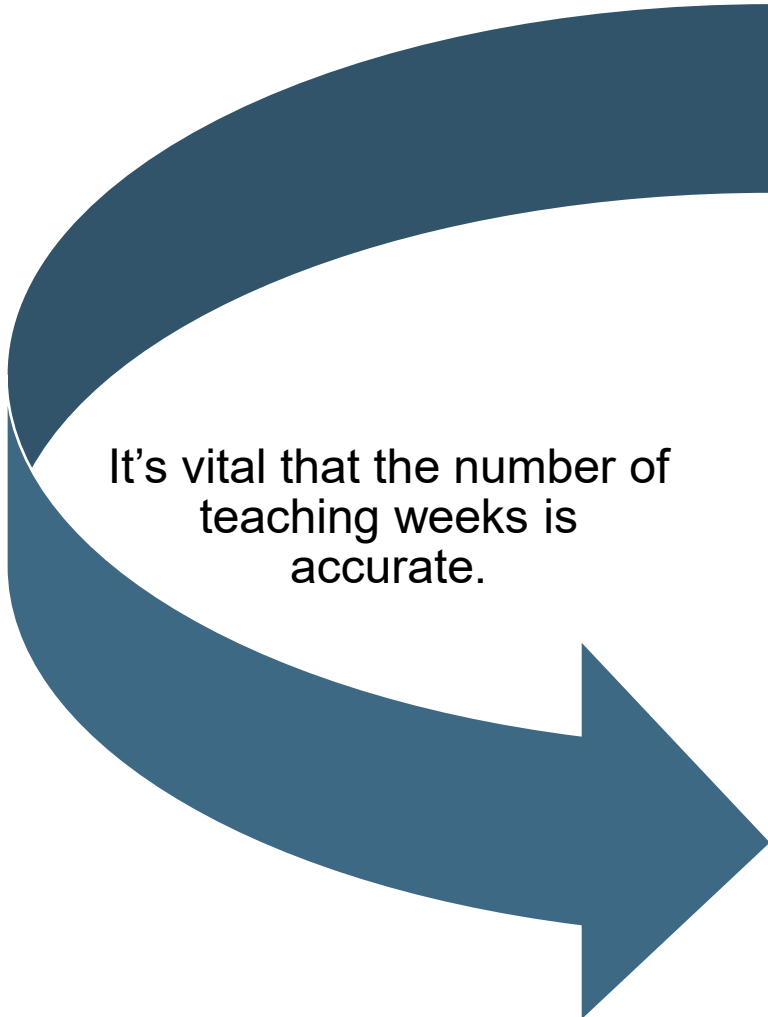
Course Details   Re-open this course

Status	Pending closed
Funding Level	Undergraduate
Study Mode	Part-time
Course name	Diploma in Teaching (Further Education and Skills) Level 5

Term Dates

Term Dates

Term dates are extremely important; they dictate when students will get paid loans and grants but also have an impact on students' entitlement in regard to course length.

It's vital that the number of teaching weeks is accurate.

- Two semesters rather than three separate terms.
- SLC pay students at three points in academic year so dates for three terms are still required.
- Term dates must reflect as closely as possible the study pattern of your students.
- You should use holiday periods in the second semester as a natural break for your terms.
- You must make sure that your term start dates reflect when your students are in study.
- Refer to CMS guidance on Policy Regulations when submitting Term Dates.

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Term Dates

Your term dates should be linked to the season which your course begins and there are restrictions as to the earliest a term can begin.

Season Start	Term 1 No Earlier Than	Term 2 No Earlier Than	Term 3 No Earlier Than
Autumn (Aug-Dec)	1st August	1st January	1st April
Winter (Jan-Mar)	2nd January	1st April	1st July
Spring (Apr-Jun)	1st April	1st July	1st January
Summer (July-Aug)	1st July	1st January	1st April

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Term Dates

Freshers' Activities should not be counted as weeks of teaching unless students are attending lectures

Holiday periods should always be accounted for, not included within term, but adjust term length

Exam Periods can be included in teaching weeks, but awaiting results cannot nor can external exam resits.
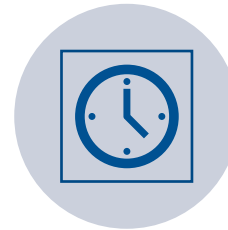
Bank Holidays and Weekends should be avoided unless course does start on these dates

Long Courses Where course length exceeds 30 weeks and 3 days, this may result in additional student support

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Key Information & Best Practice

Long Courses

The course length calculator within CMS will automatically calculate course length and display this on screen.

You will see a validation message when submitting term dates over 30 weeks and 3 days.

It is the responsibility of Higher Education Providers to confirm these dates are an accurate reflection of the teaching provided to students attending this course, and are aligned to the institutions academic schedule in accordance with SLC Guidance ⬈.

Long course

You have entered term dates which run for **longer than 30 weeks and 3 days**. Students attending this course may be eligible for additional funding.

Confirm these dates are accurate:

☐ This is a long course

Add this Course

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Weekend Course Start Dates <superscript>OFFICIAL</superscript>

On all course types, when entering your term dates, if you enter a date which is on a weekend, the following message is displayed.

By selecting the check box, you are confirming the course does start on a weekend and you can continue to add your course details.

This enhancement has been added to help avoid common term start date errors at the point of course submission.

It is the responsibility of Higher Education Providers to confirm these dates are an accurate reflection of the teaching provided to students attending this course, and are aligned to the institutions academic schedule in accordance with SLC Guidance.
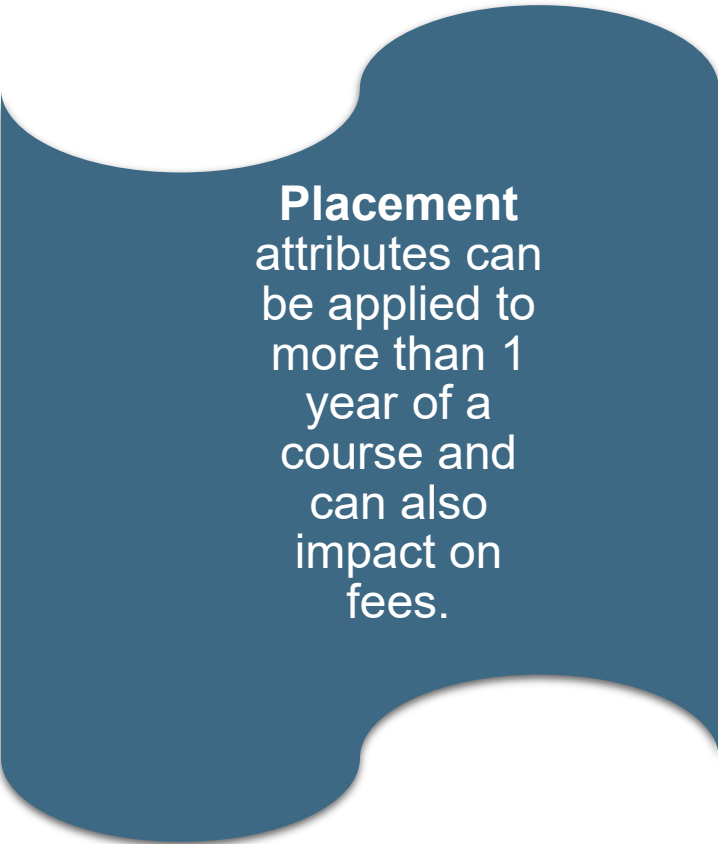
Weekend course

You have entered term dates which include term dates that start on a weekend.

Confirm these dates are accurate:

☐ This course has weekend term start dates

Bank Holiday Course Start Dates

Effective from May 25, any course that is added (or changed) to CMS with a bank holiday term start date, the user will be shown the below message. It will them prompt the user to confirm that the term does start on a bank holiday before continuing.

The bank holiday calendar will be updated every AY at rollover, and will be provider domicile specific.

 For example, a Scottish provider setting up a course beginning on the 2nd January will be given the below message, whereas the English provider won't, as it's not an English bank holiday.

It is the responsibility of Higher Education Providers to confirm these dates are an accurate reflection of the teaching provided to students attending this course, and are aligned to the institutions academic schedule in accordance with SLC Guidance⬀ .

Bank holiday course

You have entered term dates which include dates that start on a bank holiday.

Confirm these dates are accurate:

☐ This course has bank holiday term start dates

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Attributes & Flags

The course attributes will display options which are available to indicate a course is 'non-standard'.

Placement attributes can be applied to more than 1 year of a course and can also impact on fees.

- **Distance Learning** flag **MUST** be added where course is fully delivered by distance learning.

- **NHS bursary** funding for Nursing, Midwifery and Allied Health Professional courses.

- **Dental Hygiene/ Therapy** courses are assessed differently from some standard NHS courses.

- **Paramedic** courses may attract NHS support, so applications need to be manually checked.

- **Medicine/ Dentistry** student support varies for undergraduates and graduates.

- **DO NOT** select the NHS Bursary flag as well.

- **I**ntercalation only available for undergraduate courses and should only be applied to the intercalated year and not the full course. Can't be higher than first degree level and leads to more than one qualification, either as an optional or an integral part of the course.

    HTQ is available for both full-time and part-time courses that have IFATE approval. It's critical that you set up appropriate courses with the HTQ attribute.

Available Course Years

- Using the Available Course Years function, Providers have the ability to 'Phase Out' a course.

- This can be done by restricting students from applying to year 1 of the course by setting year 1 to either 'No Students' or 'Returners'.

- Similarly, Providers may wish to 'phase in' a course by only making years 1 or 2 of a course available and restricting the year 3 to 'No Students'.

- Providers are able to select academic years on courses that are specific to either all students, returners only or new students. Courses will default to all students.

- We encourage Providers to use this functionality rather than using the close course functions

*Remember this BAU process is for phase out from January 27 onwards, as we have highlighted the alternative phase out function earlier in the presentation.

Locations
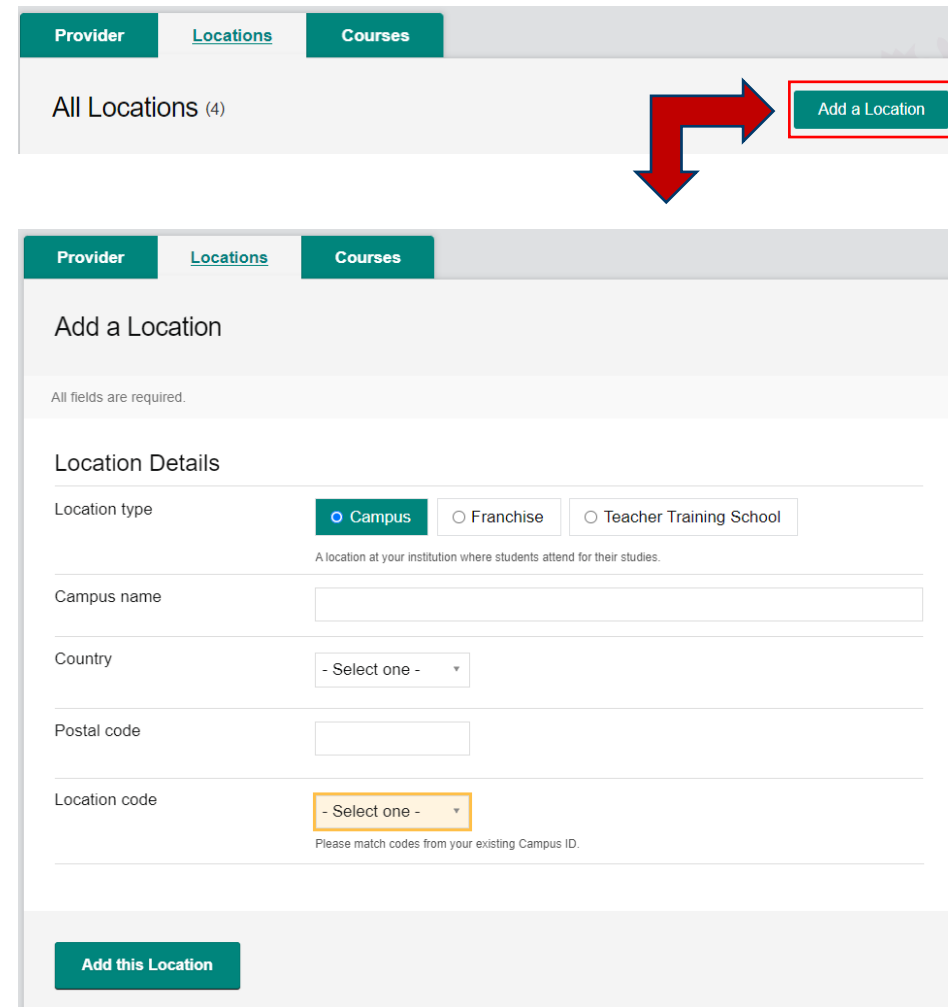
Courses can be offered at various campus or franchise locations

This can have an impact on a student's entitlement if you have a campus based in London or vice versa for London based institutions

If you need to add a new location, you can easily do this from the Locations page. Just click 'Add Location' and you will be asked to describe whether the new location is a campus, franchise or teacher training centre

Please note, if when searching for a franchise location you cannot find it, you must contact partner support desk

You can also add a bespoke campus name and select an alphanumeric campus code

Franchise Partnerships

When a lead provider, enters into a franchise agreement with another provider, or, the lead provider holds responsibility for all aspects of Student Finance.

Courses must be set up accurately so that students can apply for the correct course.

For new partnerships, a meeting with you and the franchisee to outline the service standards requirements for timeliness and for accuracy or right first time (RFT).

Where appropriate and on an ongoing basis we'll share a franchise level breakdown of performance to help you identify where you can make improvements.

Important to remember that English and Welsh course designation conditions are different for franchise arrangements and it is your responsibility to ensure you check these before adding your course to CMS.

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Franchisable Locations

- Franchisable locations is an enhancement made to CMS which gives HEPs the opportunity to manage their locations with franchisees

- Any campus that a HEP has will now have an additional column saying franchisable location, this will allow the HEP to decide which campuses other HEPs can see when adding their franchise locations to CMS. Only locations that have yes will be able to be seen by other providers when searching for franchise locations

Franchisable Locations

- This can be edited by the HEP at location creation, or at any time by unticking the franchisable location box. We would expect only locations where active franchise partners are using the campus to be ticked.

- If a HEP attempted to edit the franchisable location to no whilst another provider was currently using the location, validation in CMS will stop it being changed and a error message provided. We would expect the HEP to contact their franchise partner and/or SLC if there was a concern about the location being used incorrectly

Qualifications

Education courses:
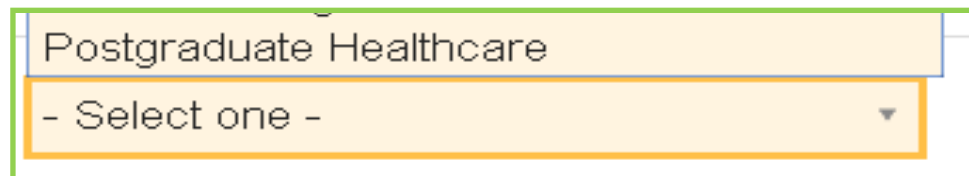
Only a School Centred Initial Teacher Training (SCITT) Provider should use the qualification type Postgraduate ITT with QTS.

All other Providers should select one of the following

- Certificate in Education
- Post Graduate Certificate in Education
- Professional Graduate Certificate in Education

Postgraduate Healthcare (English Domiciled Students only):

- Level 7, Allied Health Profession courses, pre-registered, in full-time attendance for a minimum of 2 years are funded as **Undergraduate.**

- Add to CMS as Undergraduate level of study and qualification type Postgraduate Healthcare

Postgraduate Healthcare

- Select one - ▼

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Lower Fee Limit Foundation Years

- AY 25/26 saw the introduction of new lower-fee limits for "classroom-based" foundation years, with a maximum fee limit of £5,760. This same fee limit is in place for AY 26/27

- This applies to English students studying Wales, Scotland or NI.

- The term "classroom-based" refers to subjects currently in OfS Price Group D. The course content is taught in a classroom setting and does not include laboratory, studio, or fieldwork elements.

- Courses to which this lower-fee limit applies will be determined in reference to the list of HECOS codes under the specified CAH 03 groupings

- All other foundation years will continue to be charged at the higher-fee foundation year study limit which has a maximum fee limit of £9,790.

Foundation Years with multiple HECoS codes

UG courses with, an integrated foundation year, can be assigned multiple HECoS codes (up to a maximum of 5).

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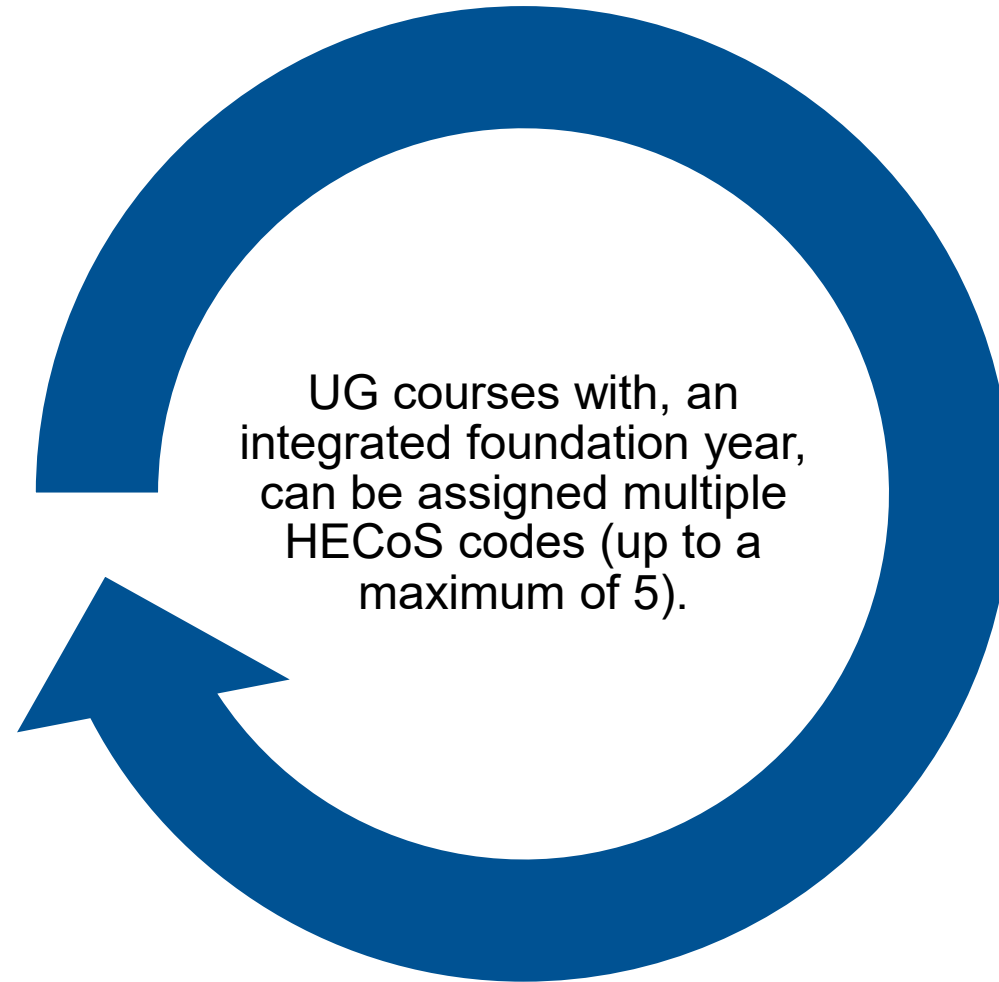
Higher Technical Qualifications (HTQs)

An eligible course must be:

•IFATE approved
•level 4 or 5
•at least one academic year in duration
•provided by or in conjunction with an Office for Students-registered provider in England
•offered by an awarding body with degree awarding powers (or foundation degree awarding powers, where applicable)

English students may be entitled to Part-Time Maintenance Loans for these courses. You must add the HTQ attribute so we can correctly assess them.

HTQ courses

■ AY 2223	■ AY 2324 ■ AY 2425 ■ AY 2526

*Higher Technical Qualification (HTQ): an introduction - GOV.UK (www.gov.uk)
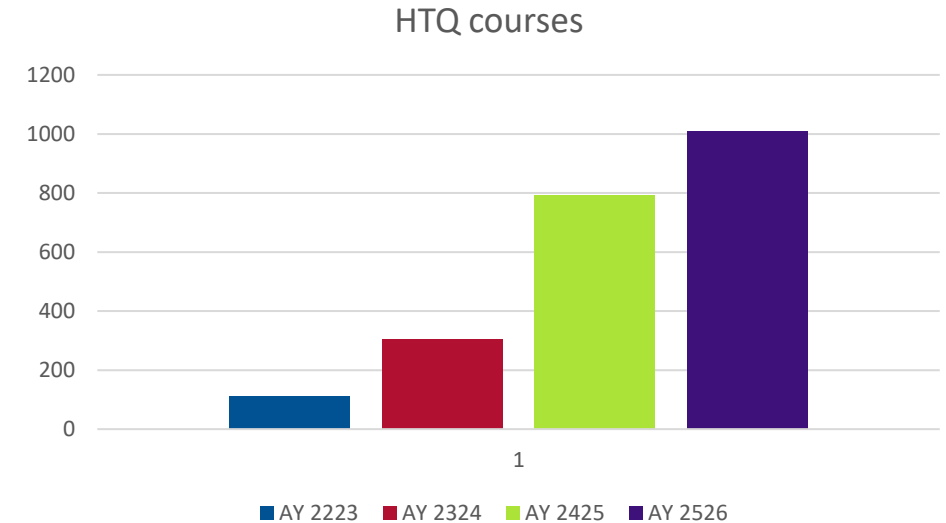
Fees

The Provider Fee Cap will be the maximum approved by;

- The Office for Students (OfS)
- Commission for Tertiary Education and Research (Medr).
- The Department for the Economy Northern Ireland (DfENI)
- Student Awards Agency Scotland (SAAS)

This Fee Cap is set for both Full-Time and Part-Time courses.

When you enter fee information at course level, you will not be able to enter a fee rate higher than your Fee Cap.

Remember to amend the fees where Policy Regulations or specific course/course year dictates, such as;

- Final Year Cap
- Placement/Study Abroad
- Year 0
- Internal decisions to alter fees for year-on-year changes

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ARB Accreditation Reminder

DfE/WG/DfE NI have confirmed that:

Only UG architecture degrees courses with HECoS codes that sit within a relevant architecture CAH3 Code 13-01-01 "architecture", will be exempt from ELQ rules

ARB accredited part 2 courses remain eligible for UG support

Students will meet the single-course requirements where they undertake a part 1 UG architecture course that leads to qualification as an architect; and

Progress on to an ARB accredited part 2 PG MArch course that leads to qualification as an architect within a defined period (usually 3 years).

Students will not be considered to meet the single-course requirements where they have studied at a non-architecture course and as a result, would only be eligible for PG funding

Part-Time Undergraduate Courses

For a student to be eligible for Part-Time funding they need to be studying a minimum intensity of 25%.

For example. A four-year course studied at 25% intensity would mean the student would study over sixteen years. You would select **4 Years Full-Time Equivalent Duration.**

Duration

- Select one -

    - Select one -
1 Year full-time equivalent duration
2 Years full-time equivalent duration
3 Years full-time equivalent duration
4 Years full-time equivalent duration
5 Years full-time equivalent duration
6 Years full-time equivalent duration

Total credits

HEP course code(s)
OPTIONAL

Add another course code

Subject categories (HECoS)

- Select one -

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Full-Time Equivalent Durations

1 Year	2 Year	3 Year	4 Year	5 Year
CertHE	DipHE	Ordinary Degree	Honours Degree (With Integral Foundation Year or With Integral Placement Year or With Study Abroad Year)	Honours Degree (With Integral Foundation Year And *either* Integral Placement Year *or* Study Abroad Year)
HNC	HND Foundation Degree	Honours Degree (Full Course)		
Honours Degree (1 Year Top-Up or 1 Year Intercalation)	Honours Degree (2 Year Top-Up or Accelerated)		Integrated Masters Degree	
PGCE				

It is important that you submit an accurate duration for your course.

You should enter the 'full-time equivalent' (FTE) duration of the part-time course you are submitting. You should not enter the duration of the part-time course.

Where you do not have a full-time version of the part-time course, you should choose the duration that the full-time course would be (if there were one).

Part-Time Credit Value

- To allow SLC to accurately assess a student's eligibility for Part-Time Maintenance Loan funding, we require you to **enter the number of credits the students achieve on <u>completion of the entire course</u>**.

- You should not enter the number of credits achieved in an individual academic year.

- A year of Full-Time study generally equates to 120 Credits. This is not always the case and the information you submit must be correct for the individual course as it will be used to assess the student's eligibility and entitlement.

- More detailed guidance is available on the HEP Services website.

Postgraduate Masters Loans by Domicile
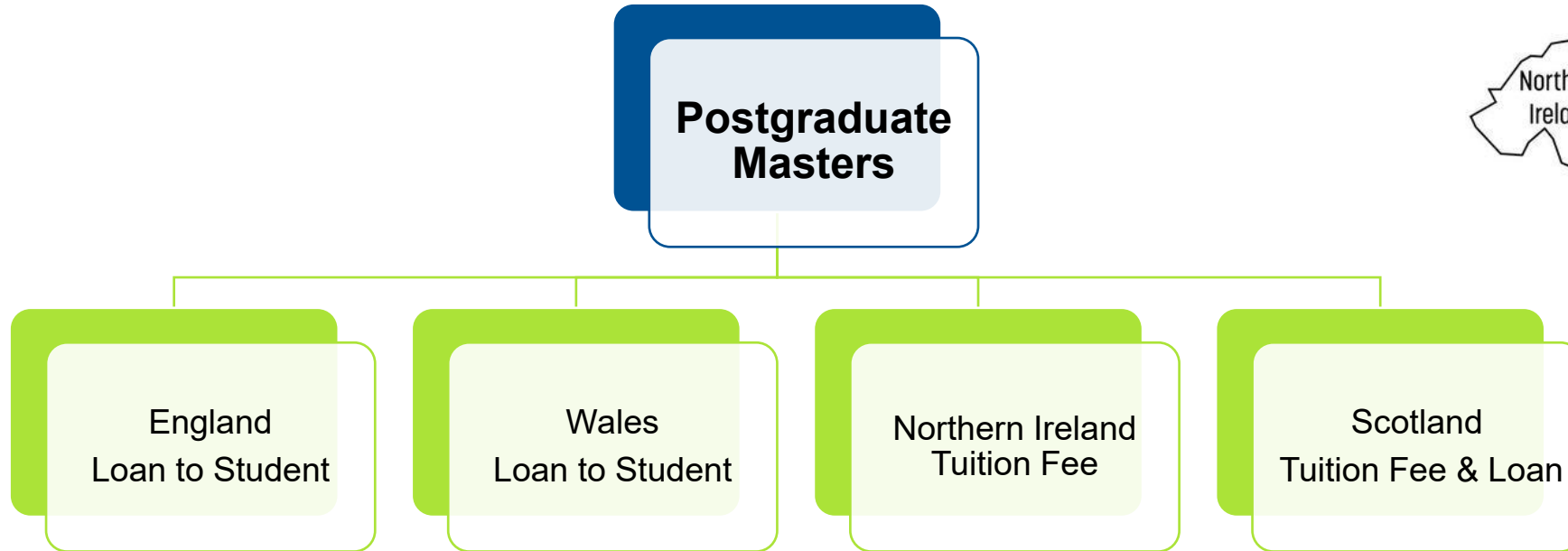
England & Wales

Designation:

- When you select the England/Wales radio button during the initial course set up the designation is automatically checked for both England & Wales

- However, one can be unticked if you only want it designated for England or Wales

- Please remember to review these flags before saving the course to ensure that they are set up correctly where the policy differs

- Failure to accurately designate will result in students receiving funding they are not entitled to and may place them into overpayment of student support and fees may be clawed back from the provider.

| Provider | Locations | Courses | |

Add a Course

Start Year	AY23/24 ▾
Funding Level	○ Undergraduate ● Postgraduate
Study Mode	○ Full-time ○ Part-time
Domicile	○ England/Wales ○ Northern Ireland ○ Scotland
Postgraduate Options	○ Masters ○ Doctorate

Designation
The parts of the UK from which you accept students.

☑ England

✕ **Northern Ireland**

✕ **Scotland**

☑ Wales

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England & Wales

Qualification: Select 'Research' or 'Taught' Masters

Duration: Please ensure that for PT courses, you select the right option depending on domicile

- In England, If you're offering part time versions of your full-time courses, students must be able to complete the part-time version in no more than twice the time it takes to complete the full-time equivalent. Otherwise, it cannot be a designated course

- For example, if a you offer a 1-year full-time course part-time over 3 years, the 3-year part time version cannot be designated. You must not add non-designated courses to CMS

- In Wales this restriction does not apply, and part-time courses can be up to 4 years regardless of whether there is a full-time course or not
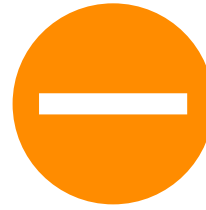
ENGLAND	
FT Version	PT Version
1 year	1 year FTE
2 years	2 years FTE
No Version	2 years No FTE or 3 years No FTE

WALES
PT Version
1 year No FTE
2 years No FTE
3 years No FTE
4 years No FTE

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Best Practice

All courses with active students must be rolled over (saved) each academic year.

Do not close a course.

Students in England and Wales only apply once but the course **must** remain open and 'saved' for the duration of their studies.

If you no longer wish to offer this course to new students: Set the available course years to 'No students'

Students currently linked to that course will continue to receive PGL funding.

Domicile - Northern Ireland

Eligible qualifications:

- Postgraduate Certificate (PgCert)

- Postgraduate Diploma (PgDip)

- Postgraduate Masters (PgM), Research or Taught

Duration:

Full-Time & Part-Time courses with a duration of 1, 2 or 3 years.

Fees:

In Northern Ireland a PG Tuition Fee Loan up to £6,500 per course is paid to the Provider so you will need to add Fees on CMS.

From AY 24/25 the same funding package is available for NI students studying in ROI.

Scotland

Northern Ireland

England

Wales

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Domicile - Scotland

Eligible qualifications:

- Postgraduate Diploma (PgDip)

- Postgraduate Masters (PgM) - Research

- Postgraduate Masters (PgM) - Taught
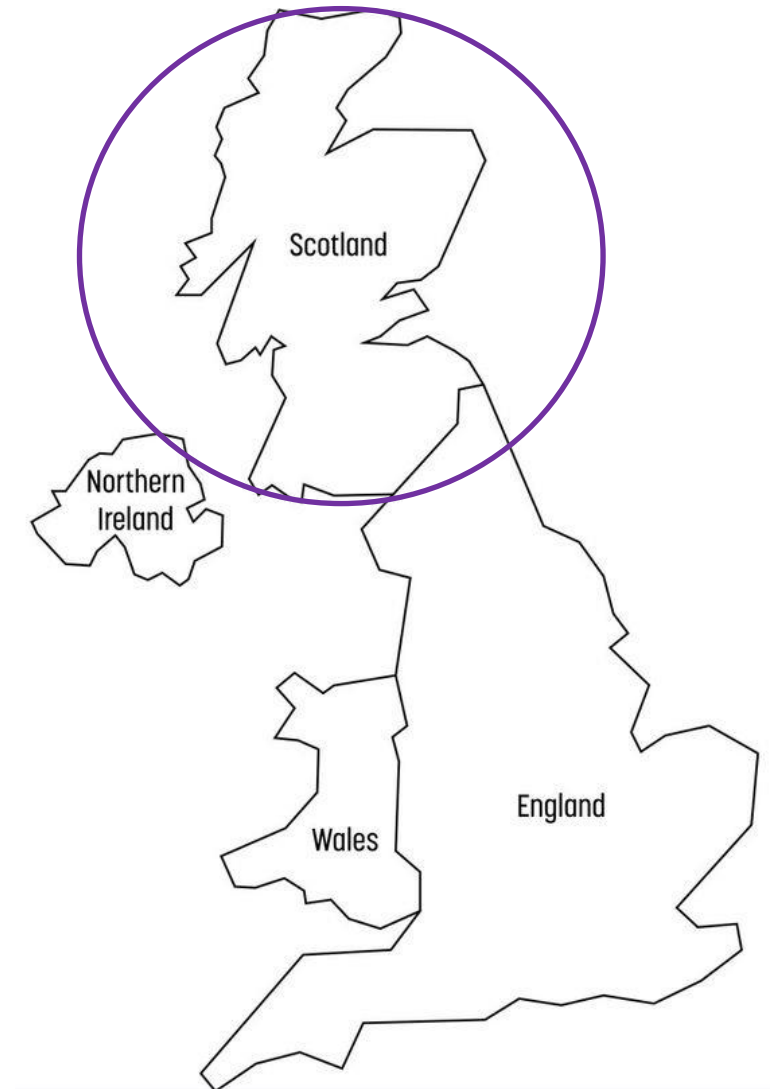
Duration:

Postgraduate Diploma:
- Full-Time - 1 year
- Part-Time - 2 or 3 years

Postgraduate Masters (Research or Taught):
- Full-Time - 1 or 2 years
- Part-Time - 2, 3 or 4 years

Fees:

Enter the full course fee amount. If your course is more than one year in duration, split your fees equally across all years of the course.

Postgraduate Doctoral

Postgraduate Doctoral Loans are only available in England and Wales.

The course set up is similar to England/Wales PG Masters.

Do not use generic course titles.

Qualification is limited to Postgraduate Doctorate.

Duration is a minimum of 3 years and a maximum of 8 years.   Intensity studied in each individual year is not part of doctoral policy.

Right First Time Errors

Making a mistake on your course submission could mean that all of the impacted students' applications need to be reassessed by SLC and their financial entitlement adjusted.

Live Cycle

- Once the student application cycle is live and students have started to apply for your courses, if you make any changes then all students attached to the courses concerned will need to be reassessed.

Financial Entitlement

- If you have altered the course significantly (such as changing the Term Dates) this can alter the students' entitlement as UG funding is based on days/weeks in study.

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Course Changes

For AY 25/26 so far, 3101 courses were changed that required any students on them to be reassessed. These changes were made after the student application launch

We would encourage any changes to be made to courses (if necessary), to be made at least 2 weeks prior to student application launch

For any change that is made after student application launch is open, you **must** contact us **before** you make the change

For changes made after student application has launched, you must contact **ssin_queries@slc.co.uk** and you will be asked to fill in a course change form **before** you make the change on CMS

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Queries & Guidance

Further Guidance

For guidance information for SIS, CMS, BAS, the Service Agreement and news please visit the HEP Services website:

https://www.heinfo.slc.co.uk/

Or contact your Regional HEP Account Manager

Contact the Partner Support Desk

E-mail

HEP_Services@slc.co.uk

Phone

0300 100 0642

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Question Time