



LLE Course Management Service

System Training

HEP Account Managers

1	Introduction
2	Creating an LLE Course
3	Creating Course Variants
4	How Created Courses are Activated
5	Copying Created Courses
6	Guidance
7	Questions

A thick, orange, L-shaped bracket is positioned to the left of the title, pointing towards the word "Introduction".

Introduction

Introduction

CMS links into SIS, BAS and SLC assessment portals to provide detailed course information for assessments.

- It holds a complete list of designated courses
- Specifies Qualification, Term dates, course length
- Defines characteristics of courses e.g.,

NHS Bursary

Placement year

Intercalated course

Medicine/dentistry course

Graduate Entry

Paramedic

Pre-Registration

Distance Learning

- Ensures that payments are accurate, linked to course features
- Correctly assess student funding applications
- Accurately presents your courses to applicants at the online application stage



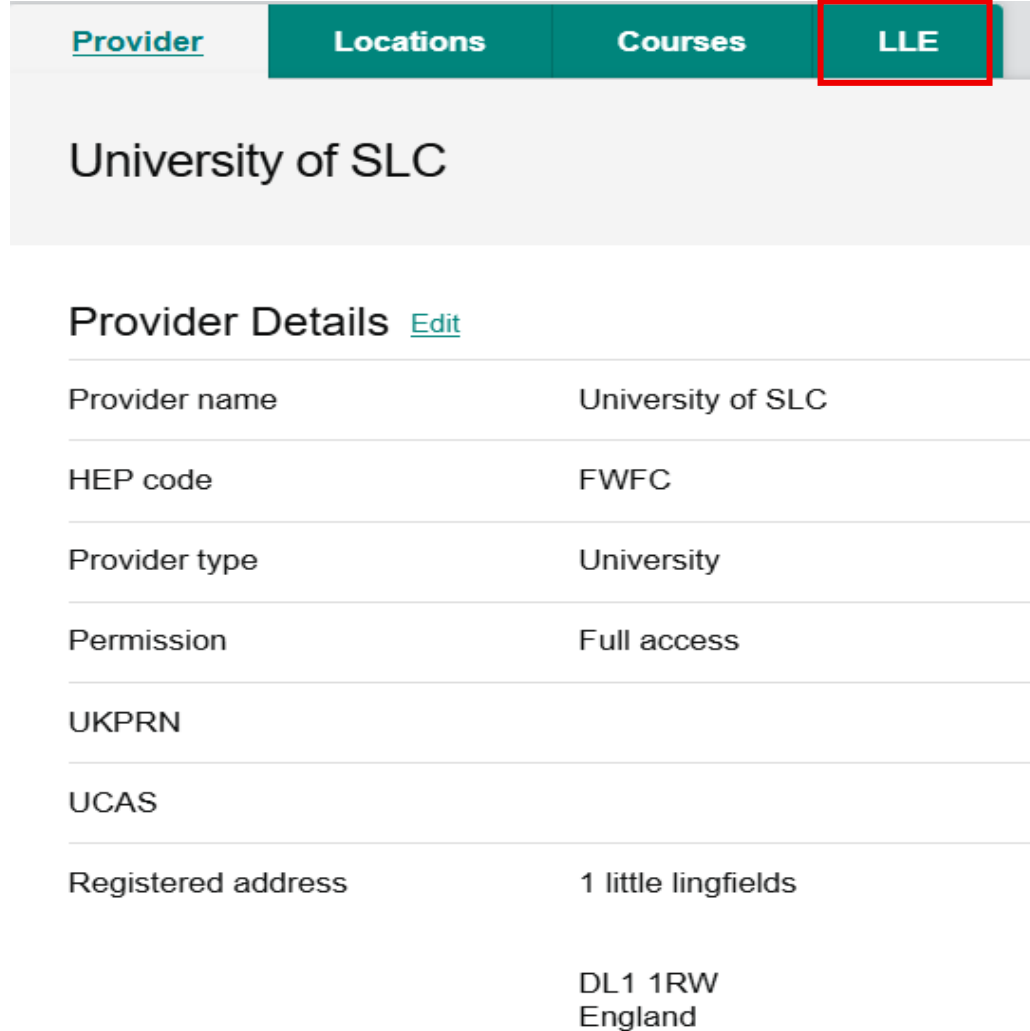
A decorative orange bracket is positioned to the left of the title, consisting of two vertical lines that curve inward at the top and bottom.

Creating an LLE Course

Creating a Core Course

To begin creating a new LLE course, the LLE tab should be selected from the provider page.

This will open access to the LLE dashboard, where course creation and management activities are carried out.



The screenshot shows a navigation menu with four tabs: [Provider](#), **Locations**, **Courses**, and **LLE** (highlighted with a red border). Below the tabs, the provider name 'University of SLC' is displayed. The main content area is titled 'Provider Details' with an [Edit](#) link. The details are as follows:

Provider name	University of SLC
HEP code	FWFC
Provider type	University
Permission	Full access
UKPRN	
UCAS	
Registered address	1 little lingfields DL1 1RW England

Creating a Core Course

From the dashboard, selecting **View Course List** on the course submissions section displays all courses that have been created to date.

Dashboard

AY 2026/2027 ▾

Course Submissions

Course Submission Metrics	AY 26/27 Courses	Draft	In Review	Active	Archive	
University of SLC	2	1	0	1	0	View Course List

Creating a Core Course

A new core course can be created by selecting the green **Create New Course** button. This opens the course creation screen, where the required course information can be entered.



[CMS Home](#) > [University of SLC](#) > [Course List](#)

Course List

AY 2026/2027 ▾

Create Report ▾

Bulk Management

Create New Course

Filter ≡

Search By:

SLC Course Code ▾

Search



Last Updated: 20/01/2026 12:33 PM by MARTING1

[Export All Courses](#)

Funding Level	Course Name	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions
> . Undergraduate	Vet	Bachelor Degree with Honours	6	600	6 Years		Draft	Select Action
> . Undergraduate	Maths	Bachelor Degree	6	300	3 Years		Active	Select Action

The core course details are the core details of the course that generally won't change year on year.

Core Course Information

Below is a list of the core course information that will be captured:



Course Type



Course
Name



Qualification



Qualification
Credits



Course
Length



Course
Attributes

Course Type

Course Type identifies the category that best reflects the nature of the course being created.

This enables CMS and the Student Loans Company to apply the correct funding and entitlement rules during student assessment.

Providers must ensure that the course type selected accurately matches the provision being delivered.

Where a course does not fall within any defined category, **Non-Applicable** should be selected.

Create New Course [Close]

Step 1 of 2

Funding Level
Undergraduate

Course Type
Select Course Type

- Select Course Type
- Medicine**
- Dentistry
- Paramedic
- Dental Hygiene Dental Therapy
- Operating Department Practice
- Initial Teacher Training
- Veterinary Surgery
- Higher Technical Qualification
- Nursing
- Non-Applicable

Course Length - Years

Course Type

The **Qualification** field records the specific award that the course leads to, and providers must ensure that the qualification selected accurately reflects the full programme being delivered.

This should be the overarching qualification that the student will achieve upon successful completion of the entire course, rather than any interim or exit awards.

Selecting the correct qualification is essential, as it determines key elements of the course record, including fee-limit rules, credit requirements, and the overall course structure used throughout the CMS setup process.

×
Create New Course

Step 1 of 2

Funding Level

Undergraduate

Course Type

Non-Applicable ▾

Course Name

Qualification

Select Qualification ▾

Select Qualification

Advanced Certificate

Advanced Diploma

Bachelor Degree

Bachelor Degree with Honours

Certificate in Education

Certificate of Higher Education

Diploma of Higher Education

Foundation Degree

Graduate Certificate

Graduate Diploma

Higher National Certificate (HNC)

Higher National Diploma (HND)

Qualification Credits

- You must enter the total number of credits for the full qualification when creating a course. This should reflect the complete credit value of the course, up to the maximum amount specified in the per-course credit limits. These limits are set by the Department for Education (DfE) and are outlined in the course service definition.
- The credit value recorded should represent the entire qualification, rather than the credit value of an individual module or a single year of study.



Course Length

The course length should be entered in years, and months where appropriate. This should represent the total duration required to complete the full course from start to finish.

When creating a part-time version of a course, the duration entered should reflect the typical timeframe based on the study intensity followed by most students. For example, if the full-time course is completed over 3 years and the part-time pathway takes twice as long, the course length should be recorded as 6 years.



Attributes

- Course attributes are collected to help identify specific courses or course years that may affect a student's entitlement.
- The attributes available include **Ambulance Trust, Placement Years, Study Abroad, Foundation Year, NHS Bursary, Intercalated, Pre-Registration, and Medicine/Dentistry.** These options are displayed depending on the type of course being entered into CMS.
- All applicable attributes should be selected when entering a course.

For further guidance on the correct use of each attribute, please refer to the [attributes section](#) of the full guidance.

Create New Course

Step 2 of 2

Select Course Attributes

Placement Years

Study Abroad

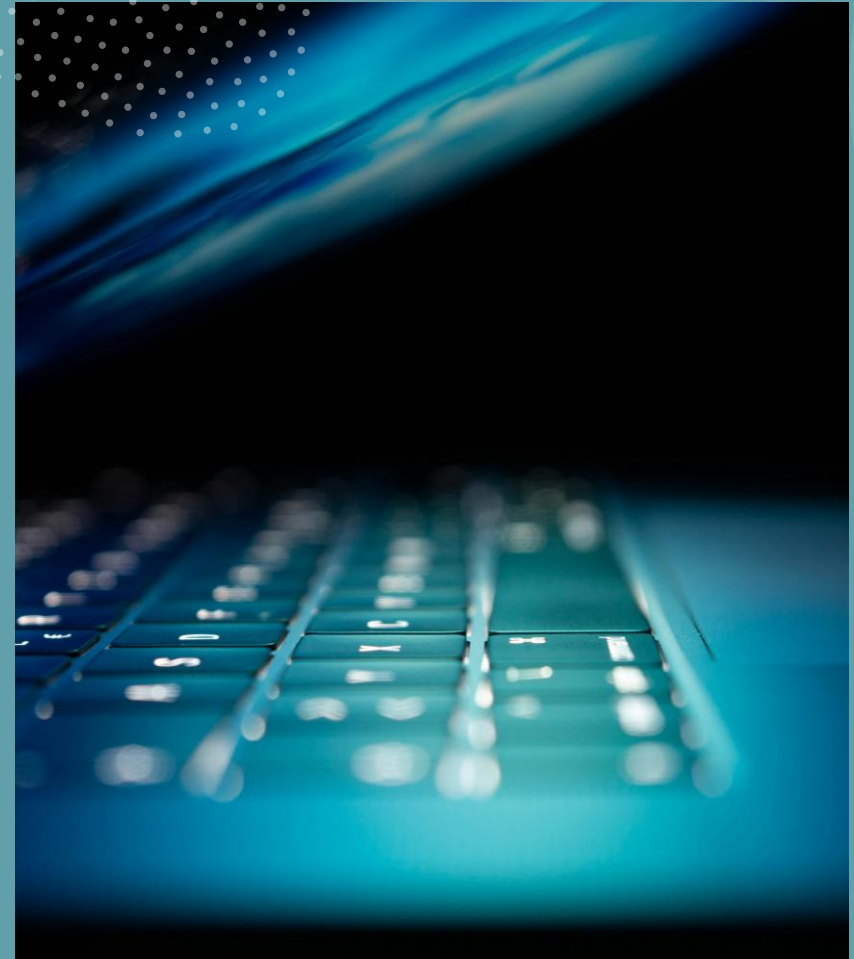
Foundation Year

Intercalated

[Back](#) [Create New Course](#)

Demo

We will now play a recording demonstrating how to create a core course.



Creating a Core Course

This is where messages go from here
Please create new courses

[Provider](#)

[Locations](#)

[Courses](#)

[LLE](#)

University of SLC

Provider Details [Edit](#)

Provider name University of SLC

HEP code FWFC

Provider type University

Permission Full access

UKPRN

UCAS

Registered address 1 little lingfields

DL1 1RW
England

A decorative orange bracket is positioned to the left of the title, consisting of two vertical lines that curve inward at the top and bottom.

Creating Course Variants

Creating Course Variants

Here is a list of the variant information that will be captured:



Creating Course Variants

The **Delivery Method** records how the course variant will be taught, ensuring CMS correctly identifies whether learning takes place on campus or via distance learning.

The **Location** details specify where the teaching is delivered and should reflect the primary site or campus associated with the course.

Course Variant Details

AY 2026/2027

Status: Draft

Delivery Method: In Attendance

Location: Main

Awarding Body: Self Awarding

HECoS Code

Available Course Years

Year 1

All Students Returners No Students

Year 2

All Students Returners No Students

Year 3

All Students Returners No Students

Creating Course Variants

The **HECOS Code** identifies the subject area of the course using the Higher Education Classification of Subjects. This code must accurately reflect the primary subject content of the qualification to ensure consistent subject-level reporting and alignment with the relevant funding and regulatory frameworks.

Course Variant Details

AY 2026/2027

Status: Draft

Location: Main

Delivery Method: In Attendance

Awarding Body: Self Awarding

HECoS Code

Available Course Years

Year 1

All Students Returners No Students

Year 2

All Students Returners No Students

Year 3

All Students Returners No Students

Creating Course Variants

Available Course Years identify the specific academic years in which the course variant will be offered. This information allows CMS to correctly record the delivery pattern of the course and ensures that students can only apply for years that the provider has confirmed will run.

Course Variant Details

AY 2026/2027

Status: Draft

Delivery Method: In Attendance

Location: Main

Awarding Body: Self Awarding

HECoS Code

Available Course Years

Year 1

All Students Returners No Students

Year 2

All Students Returners No Students

Year 3

All Students Returners No Students

Creating Course Variants

The **Awarding Body** field is a new addition designed to capture who is responsible for awarding the qualification linked to the course variant.

Providers will be asked to confirm whether they **self-award** their programmes, where they hold Degree Awarding Powers (DAPs), or whether the course is delivered under a **validating partnership**.

If the provider self-awards, the awarding body will be recorded as the provider themselves.

If the course is validated by another institution, selecting **Other** will open a free-text field in which providers must enter the name of the validating partner.

Course Variant Details
AY 2026/2027 ▾

Status
Draft

Delivery Method
In Attendance ▾

Location
Main ▾

Awarding Body
Self Awarding ▾

HECoS Code 🔍

Available Course Years

Year 1

All Students Returners No Students

Year 2

All Students Returners No Students

Year 3

All Students Returners No Students

Creating Course Variants

Credits form the basis of fee limits and tuition fee loans, meaning most provision must be recorded as credit-bearing for LLE funding. Providers will need to select the **Credit Bearing Indicator** to confirm whether a course or course year carries credit.

Certain courses like medicine courses could be classed as non-Credit bearing. Where this is the case the **Credit Bearing Indicator** should remain de-selected.

Where a course or course year is **non-credit bearing**, CMS will automatically capture a **default credit value** in the taught credits box, for example, if full time, it would enter 120 credits for each of the three-year 360 credit undergraduate degree based on the qualification you have selected.

Course Fee & Credits

Credit Bearing Indicator

Year 1

Taught Credits

Taught Fee

£ 0

Specialist Study

None

Specialist Study Credits

Specialist Study Fee

£ Enter Specialist Study Fee

Total Fee for Year 1: £0 | Total Credits for Year 1: 0

Creating Course Variants

Taught Credits record the number of credits delivered through taught learning for the course year. Where a course variant is **credit-bearing**, the taught credits for each course year may be flexibly set between **30 and 180 credits**, depending on how the provider structures its learning and delivery.

However, the total taught credits across all years must not exceed the overall qualification credit value recorded during the core course set-up, ensuring consistency between the qualification definition and the annual credit distribution.

Credit Bearing Indicator

Year 1

Taught Credits	Taught Fee	Specialist Study
190	£ 9500	None

Taught Credits should be within 0 and 180.

Specialist Study Credits	Specialist Study Fee
	£ Enter Specialist Study Fee

Total Fee for Year 1: **£9500** | Total Credits for Year 1: **0**

Creating Course Variants

The **Taught Fee** records the tuition fee charged for the taught learning delivered in the course year. The fee entered must not exceed the **maximum cost per credit limit**, which is determined by the provider's **fee cap/120** and applied to the number of **Taught Credits** recorded for that year. To ensure full accuracy, providers should calculate the taught fee using the formula:

Fee Cap ÷ 120 × Course Year Credits

This gives the **exact maximum fee** permitted for the taught component of the course year. While CMS includes validation to support providers in ensuring the fee does not exceed the allowable limit, full precision is required at the point of entry. Providers should therefore complete this calculation in advance to ensure the correct fee is recorded and to avoid delays during course submission.

Course Fee & Credits

Credit Bearing Indicator

Year 1

Taught Credits	Taught Fee	Specialist Study
120	£ 15000	None
Specialist Study Credits	Specialist Study Fee	
	£ Enter Specialist Study Fee	
Total Fee for Year 1: £0 Total Credits for Year 1: 120		

Taught Fee cannot be higher than permissible limit.

Creating Course Variants

Specialist study is features of courses that form part of the overall designated course. These are Foundation Years, Placement and Study Abroad.

Course Fee & Credits

Credit Bearing Indicator

Year 1

Taught Credits

Taught Fee

£ 0

Specialist Study

None

Specialist Study Credits

Specialist Study Fee

£ Enter Specialist Study Fee

None

Foundation Year

Placement

Study Abroad

Placement / Study Abroad

None

Total Fee for Year 1: £0 | Total Credits for Year 1: 0

Year 2

Taught Credits

Taught Fee

£ 0

Specialist Study Fee

£ Enter Specialist Study Fee

Specialist Study Credits

Total Fee for Year 2: £0 | Total Credits for Year 2: 0

Creating Course Variants

If you did not select the relevant attribute when creating the core course details, you will not be able to select the specialist study. You must go back and edit the core course details before continuing.

Course Fee & Credits

Credit Bearing Indicator

Year 1

Taught Credits

120

Taught Fee

£ 9000

Specialist Study

Foundation Year

This variant cannot have the selected Specialist Study as it is not selected as an attribute in the parent course.

Creating Course Variants

Specialist study credits must be entered in the year specialist study component is studied in. Each individual specialist study component **must not exceed 120 credits** across the full duration of the course, ensuring that specialist learning remains compliant with LLE funding rules.

Course Fee & Credits

Credit Bearing Indicator

Year 1

Taught Credits	Taught Fee	Specialist Study
120	£ 9000	Placement
Specialist Study Credits	Specialist Study Fee	
130	£ Enter Specialist Study Fee	

Specialist Study Credits should be up to 120.

The **Specialist Study Fee** records the tuition fee charged for the specialist study component of the course year.

As with taught learning, fee limits for specialist study are based on the principle that **credits form the basis of fee limits and tuition fee loans**, and therefore the fee charged must align with the credit value allocated to the specialist study period.

Creating Course Variants

CMS includes validation to support providers in ensuring the **specialist study fee** does not exceed the allowable limit. However, providers remain responsible for ensuring the fee entered is accurate and underpinned by the correct credit allocation.

Course Fee & Credits

Credit Bearing Indicator

Year 1

Taught Credits

60

Taught Fee

£ 4000

Specialist Study

Placement

Specialist Study Credits

120

Specialist Study Fee

£ 10000

Total Fee for Year 1: **£14000** | Total Credits for Year 1: **180**

Total Fee cannot be more than permissible limit for a year. Please review Taught Fee and Specialist Study Fee for year 1.

If the maximum per-credit fee limit for the specialist feature you are entering was £1200 and you have entered 60 specialist study credits, your specialist fee cannot exceed £600.00 ((£1200/120) x 60 credits = £600.00).

Creating Course Variants

Study Periods is new terminology within CMS and replaces the previous use of **term dates**. Study periods allow providers to record the distinct blocks of time in which a student is actively engaged in learning throughout the academic cycle, using natural breaks, such as holiday periods, as boundaries between periods of study. This approach provides a clearer, more flexible

Study Periods

Use these dates for all years

All Years

Study Period 1

Start Date 11-01-2027	End Date 19-03-2027
--------------------------	------------------------

Study Period 2

Start Date 06-04-2027	End Date 25-06-2027
--------------------------	------------------------

Study Period 3

Start Date 05-07-2027	End Date 13-08-2027
--------------------------	------------------------

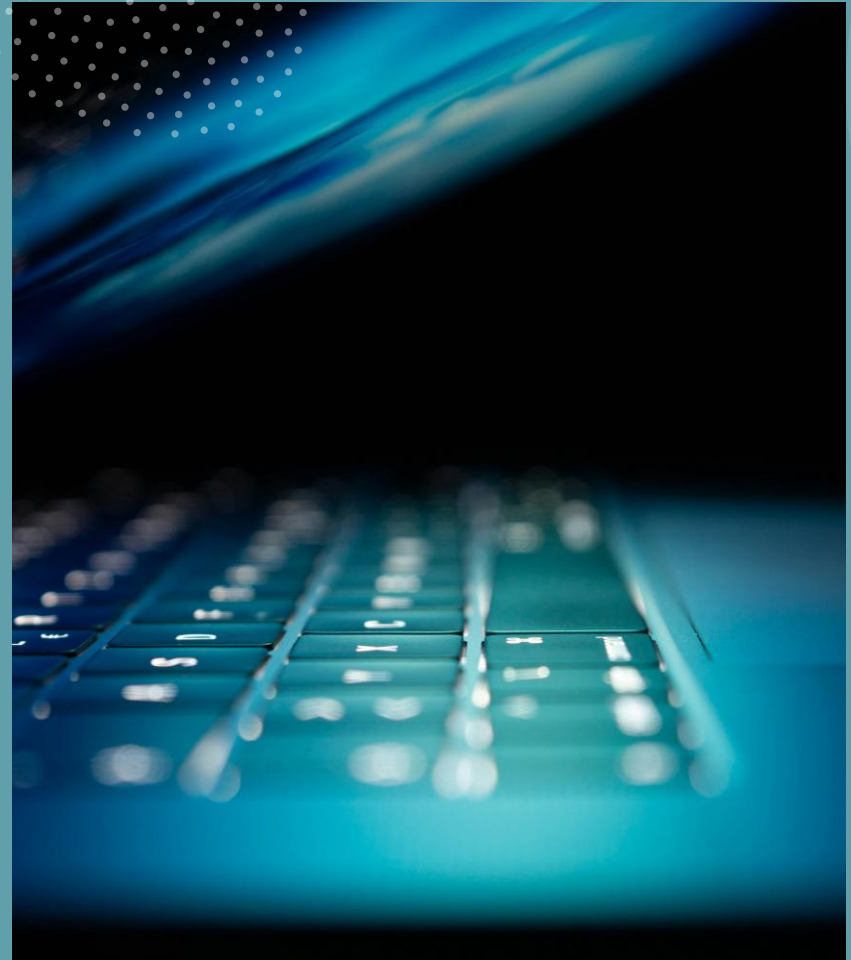
[Add Study Period](#) [Remove Study Period](#)

Duration: Weeks Days

Providers can enter **between one and six study periods** for each course variant,.

Demo

We will now play a recording demonstrating how to create a course variant.



OFFICIAL SENSITIVE
Creating a Course Variant



CMS Home

Dashboard

SLC Dashboard

Course List

Module List

CMS Home > University of SLC > Course List

Course List

AY 2026/2027 ▾

Create Report ▾

Bulk Management

Create New Course

Filter ≡

Search By:

SLC Course Code ▾

🔍 Search



Last Updated: 17/03/2026 12:19 PM by MARTING1

[Export All Courses](#)

Funding Level	Course Name	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions
> Undergraduate	Maths	Bachelor Degree with Honours	6	360	3 Years	maths 1	Draft	Select Action ▾
> Undergraduate	Computing	Bachelor Degree	6	300	3 Years	maths121	Draft	Select Action ▾
> Undergraduate	Maths	Bachelor Degree	6	300	3 Years	123	Draft	Select Action ▾
> Undergraduate	English	Bachelor Degree with Honours	6	360	3 Years		Draft	Select Action ▾
> Undergraduate	HTQ - Computing	Level 5 Diploma	5	120	1 Year		Active	Select Action ▾
> Undergraduate	Teachig	Bachelor Degree with QTS	6	300	3 Years - 6 Months		Draft	Select Action ▾
> Undergraduate	English	Bachelor Degree with Honours	6	480	4 Years		Active	Select Action ▾
> Undergraduate	Medicine Course	Bachelor Degree	6	720	6 Years		Active	Select Action ▾
> Undergraduate	Vet	Bachelor Degree with	6	600	6 Years		Draft	Select Action ▾



How Created Courses are Activated

How Created Courses are Activated

Once you have saved your course and are satisfied that all details have been entered correctly, you must change its status from **Draft** to **In Review**. This is done by selecting the **Edit** option under the *Actions* tab for the newly created variant.

Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions
Full Time	5001707	England	11/01/2027	Main	Draft	Select Action ▾ View Edit

Rows Per Page: 10 ▾ 1-1 of 1

Add New Variant

Updating the status and selecting **Save Changes** will move the variant into the **In Review**

Course Details

Study Mode: Full Time

Course Type: Non-Applicable

HEP Identifier (Optional):

Course Variant Details

AY 2026/2027 ▾

Status: Draft

Delivery Method: In Attendance

Awarding Body: Self Awarding

100050

How Created Courses are Activated

When a course variant is in review, it will undergo validation by SLC's Course Service Leads, who will assess the information entered and check for any potential anomalies.

During this stage, the course will be locked for editing, and providers will not be able to make

Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions
Full Time	5001707	England	11/01/2027	Main	In Review	Select Action ▾

Rows Per Page: 10 ▾ 1-1 of 1 |< < > >|

Add New Variant

If an issue is identified during validation, the Course Service Leads will return the variant to **Draft** status so that the provider can correct the details and resubmit.

How Created Courses are Activated

If the course passes all checks, the status will be updated to **Active**.

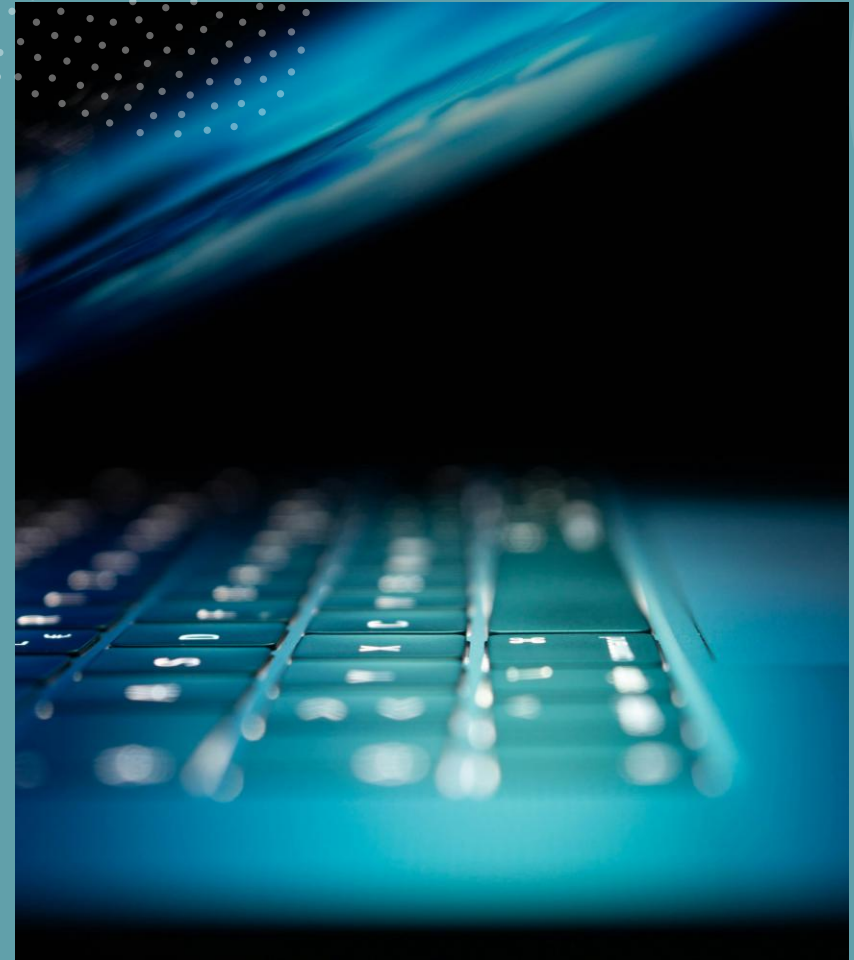
Funding Level	Course Name	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions
Undergraduate	English	Bachelor Degree with Honours	6	480	4 Years		Active	Select Action ▾

Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions
Full Time	5001707	England	11/01/2027	Main	Active	Select Action ▾

Please note: A course must be set to **Active** in CMS before students will be able to apply for student finance. Ensuring your course information is complete, accurate, and submitted promptly helps prevent delays during the approval process.

Demo

We will now play a recording demonstrating how a course that you have created is activated.



OFFICIAL SENSITIVE

Setting A Course Variant To Active



- CMS Home
- Dashboard
- SLC Dashboard
- Course List
- Module List

CMS Home > University of SLC > Course List

Course List

AY 2026/2027 ▾ Create Report ▾ Bulk Management Create New Course

Filter ▾ Search By: SLC Course Code ▾ Search 🔍

Last Updated: 17/03/2026 12:19 PM by MARTING1

[Export All Courses](#)

Funding Level	Course Name	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions														
▾ Undergraduate	Maths	Bachelor Degree with Honours	6	360	3 Years	maths 1	Draft	Select Action ▾														
<table border="1"><thead><tr><th>Study Mode</th><th>SLC Course Code</th><th>Designation</th><th>Start Date</th><th>Location</th><th>Status</th><th>Actions</th></tr></thead><tbody><tr><td>Full Time</td><td>5001809</td><td>England</td><td>04/01/2027</td><td>Main</td><td>Draft</td><td>Select Action ▾</td></tr></tbody></table>									Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions	Full Time	5001809	England	04/01/2027	Main	Draft	Select Action ▾
Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions																
Full Time	5001809	England	04/01/2027	Main	Draft	Select Action ▾																
> Undergraduate	Computing	Bachelor Degree	6	300	3 Years	maths121	Draft	Select Action ▾														
> Undergraduate	Maths	Bachelor Degree	6	300	3 Years	123	Draft	Select Action ▾														
> Undergraduate	English	Bachelor Degree with Honours	6	360	3 Years		Draft	Select Action ▾														
> Undergraduate	HTQ - Computing	Level 5 Diploma	5	120	1 Year		Active	Select Action ▾														

Add New Variant

Rows Per Page: 10 ▾ 1-1 of 1 |< < > >|

A decorative orange bracket is positioned to the left of the main title, pointing towards the text.

Copying Created Courses

Copying Created Courses

Core Course

To copy a core course, click 'Select Action' then 'View' on the core course you'd like to copy:

Funding Level	Course Name ↑	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions
> Undergraduate	English	Bachelor Degree with Honours	6	480	4 Years		Active	<div style="border: 2px solid red; padding: 2px;"> Select Action ▾ </div> <div style="border: 2px solid red; padding: 2px; background-color: yellow;"> View </div>
> Undergraduate	HTQ - Computing	Level 5 Diploma	5	120	1 Year		Active	Edit

This will now show the details that you had previously entered for the core course..

Copying Created Courses

Core Course

Here is an example showing the details previously entered. Click on 'Copy This Course' in the top right corner:

English

[Copy This Course](#)

Last Updated: 20/02/2026 05:04 PM by System

Course Details [Edit](#)

[Archive This Course](#)

Course Information

Funding Level Undergraduate	Course Type Non-Applicable
Course Name English	Qualification Bachelor Degree with Honours
Qualification Level 6	Qualification Credits 480
Course Length - Years 4	Course Length - Months Select Months
UCAS Code (Optional)	HEP Identifier (Optional)

Copying Created Courses

Core Course

This screen will appear with a pop-up message in the bottom left corner:

The screenshot shows a web interface for course management. On the left is a navigation menu with links for CMS Home, Dashboard, SLC Dashboard, Course List, and Module List. The main content area is titled 'English' and shows 'Course Details' with an 'Edit' link. The course information includes: Funding Level (Undergraduate), Course Name (English), Qualification Level (6), Course Length - Years (4), UCAS Code (Optional), and Course Status (Active). A 'Step 1 of 2' pop-up form is overlaid on the right, containing the following fields: Funding Level (Undergraduate), Course Type (Non-Applicable), Course Name (English), Qualification (Bachelor Degree with Honours), Qualification Level (6), Qualification Credits (480), Course Length - Years (4), Course Length - Months (Select Months), UCAS Code (Optional), HEP Identifier (Optional), and Status (Draft). A 'Continue' button is highlighted with a red box at the bottom right of the pop-up. In the bottom left corner of the main page, a blue message box with a white border states: 'The course has been copied successfully. Please review before saving.'

You can edit the course details here on any field that's not greyed out.

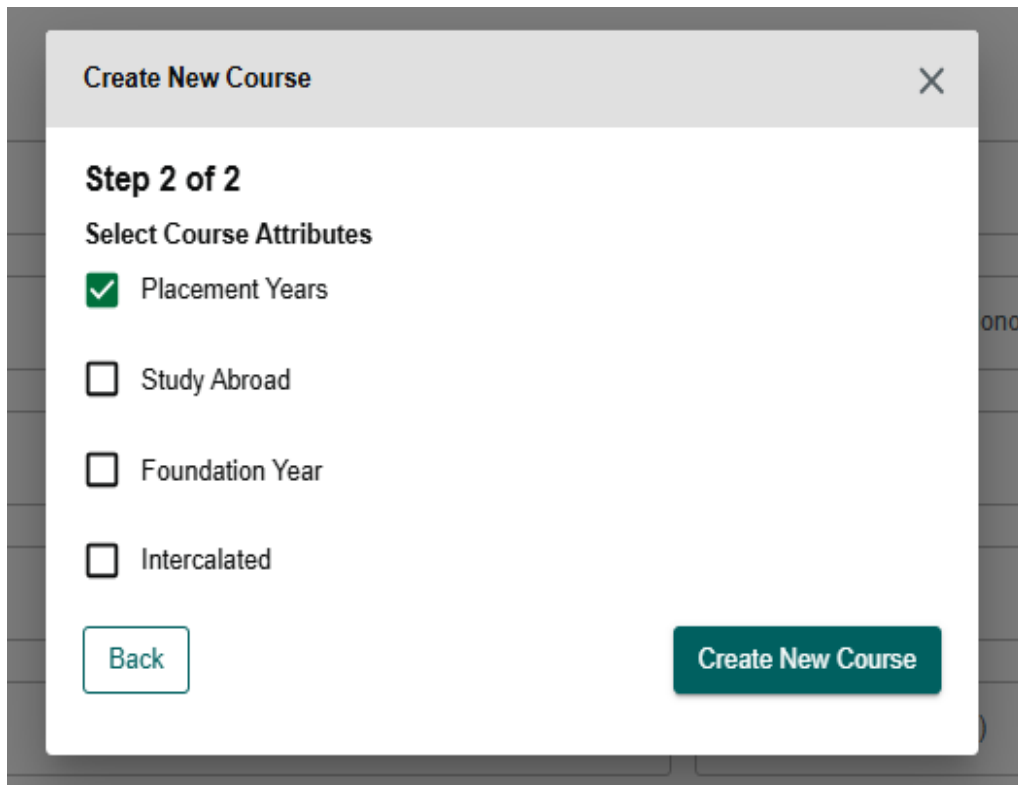
Scroll down and click 'Continue'.

Copying Created Courses

Core Course

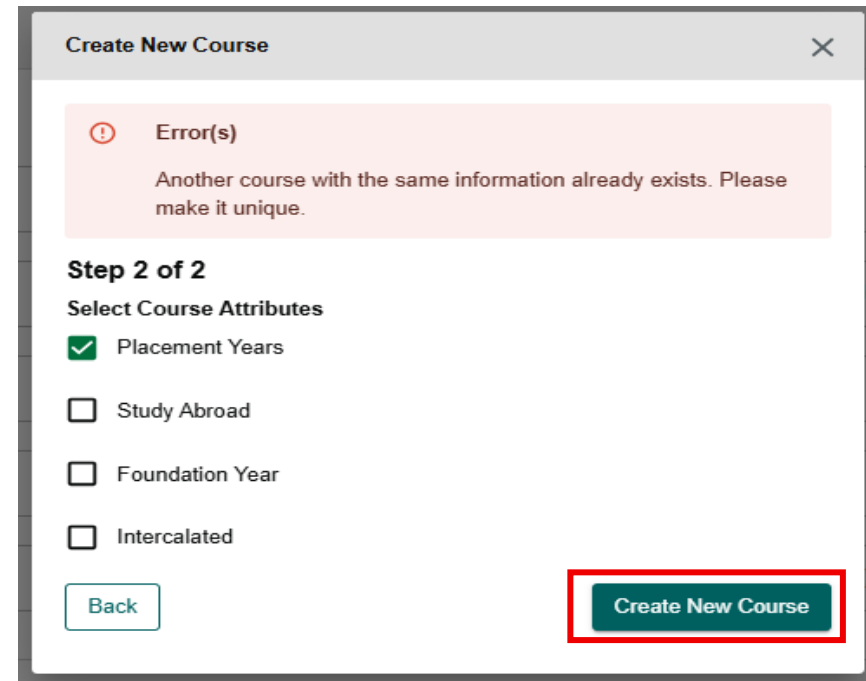
Any previously entered course attributes will show at this stage:

You can add or remove course attributes here.



The screenshot shows a dialog box titled "Create New Course" with a close button (X) in the top right corner. The main content area is titled "Step 2 of 2" and "Select Course Attributes". There are four checkboxes with labels: "Placement Years" (checked), "Study Abroad", "Foundation Year", and "Intercalated". At the bottom left is a "Back" button, and at the bottom right is a "Create New Course" button.

Click 'Create New Course' once you've entered all the necessary course details. The new core course will show in your course list as being in 'draft' status.



The screenshot shows the same "Create New Course" dialog box, but with an error message displayed at the top. The error message is in a pink box and reads: "Error(s) Another course with the same information already exists. Please make it unique." Below the error message, the "Step 2 of 2" and "Select Course Attributes" section is visible, with the same four checkboxes as in the previous screenshot. The "Create New Course" button at the bottom right is highlighted with a red rectangular border.

Copying Created Courses

Course Variant

To copy a course variant, click 'Select Action' then 'View' against the variant you want to copy:

Undergraduate	Maths	Bachelor Degree	6	300	3 Years	Active	Select Action
Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions	
Full Time	5001636	England	04/01/2027	Main	In Review	Select Action	
Full Time	5001635	England	11/01/2027	Main	Active	Select Action	

Rows Per Page: 10 1-2 of 2 >|

Add New Variant

View

Edit

This will now show the details that you had previously entered for the course variant..

Copying Created Courses

Course Variant

Here is an example showing the details previously entered. Click on 'Copy This Variant' in the top right corner:

Copy This Variant

Last Updated: 12/01/2026 02:36 PM by MARTING1

Course Details [Edit](#)

[Archive This Variant](#)

Study Mode

Full Time

Course Type

Non-Applicable

HEP Identifier (Optional)

Course Variant Details

AY 2026/2027 ▼

Status

Active

Delivery Method

In Attendance

Location

Main

Awarding Body

Self Awarding

HECoS Code

100401 - Financial mathematics
CAH09-01-01 - Mathematics

Copying Created Courses

Course Variant

A pop-up message will appear in the bottom left corner 

On the copied variant, some data will be copied over, and the rest of the fields will reset so you'll need to review all the data fields to ensure they are completed correctly. You can edit the details on any field that are not greyed out.

Select 'Create New Variant' at the bottom right corner. If any details are incomplete, error messages will show next to the incomplete data fields for you to review before you can save it.

The new course variant will show under the core course in your course list in 'draft' status.

A course variant can be copied regardless of its status, i.e. Whether its draft, in review or active.

Demo

We will now play a recording demonstrating how to copy created courses.



Copying Core Courses & Course Variants



CMS Home

Dashboard

SLC Dashboard

Course List

Module List

CMS Home > University of SLC > Course List

Course List

AY 2026/2027 ▾

Create Report ▾

Bulk Management

Create New Course

Filter ▾

Search By:
SLC Course Code ▾

🔍 Search



Last Updated: 17/03/2026 12:30 PM by MARTING1

[Export All Courses](#)

Funding Level	Course Name ↑	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions
> . Undergraduate	Computing	Bachelor Degree	6	300	3 Years	maths121	Draft	Select Action ▾
> . Undergraduate	English	Bachelor Degree with Honours	6	360	3 Years	English 1	Draft	Select Action ▾
> . Undergraduate	English	Bachelor Degree with Honours	6	360	3 Years		Draft	Select Action ▾
> . Undergraduate	English	Bachelor Degree with Honours	6	480	4 Years		Active	Select Action ▾
> . Undergraduate	HTQ - Computing	Level 5 Diploma	5	120	1 Year		Active	Select Action ▾
> . Undergraduate	Maths	Bachelor Degree	6	300	3 Years		Active	Select Action ▾
> . Undergraduate	Maths	Bachelor Degree	6	300	3 Years	123	Draft	Select Action ▾
> . Undergraduate	Maths	Bachelor Degree with Honours	6	360	3 Years	maths 1	Active	Select Action ▾
> . Undergraduate	Medicine Course	Bachelor Degree	6	720	6 Years		Active	Select Action ▾



Guidance

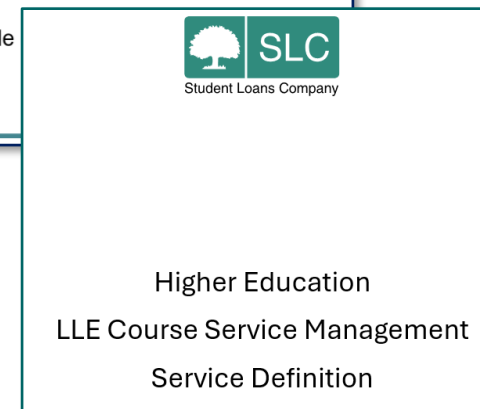
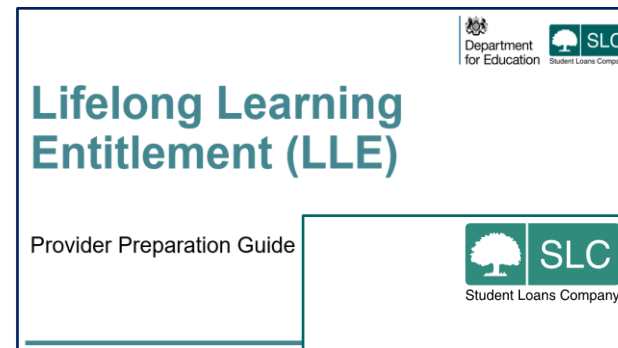
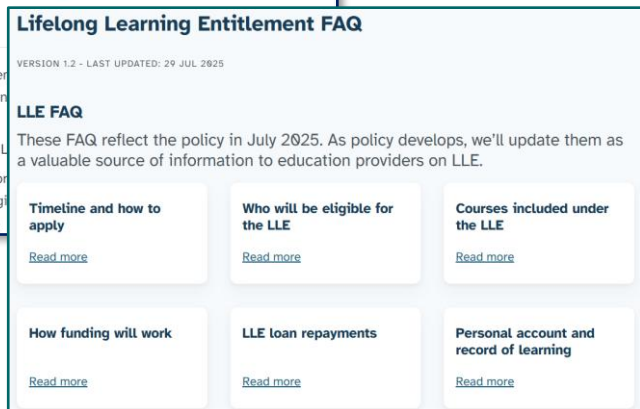
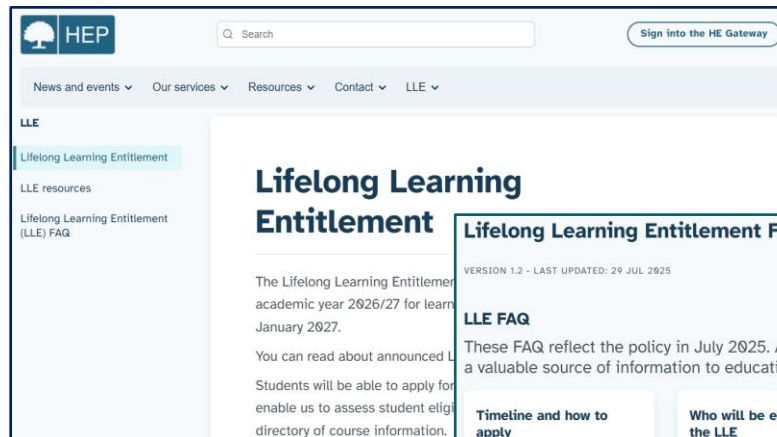


LLE Practitioner Information and Resources

Dedicated pages have been added to our HEP Services website and will host the latest LLE policy information, delivery updates and resources:

- Current content features an LLE overview, a Provider Preparation Guide, the LLE Course Management Service Definition and a frequently asked questions (FAQ) section

www.heinfo.slc.co.uk/lle/lifelong-learning-entitlement





LLE Practitioner Information and Resources

LLE video and transcripts have been added to our SLC Events website

<https://events-slc.co.uk>

The video and presentation from our LLE Eligibility and Entitlement Webinar are now available on the website

Lifelong Learning Entitlement (LLE) FIS Webinar September 2025

September 2025

LLE FIS Webinar 2025 Presentation

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LLE FIS Webinar 2025 Transcript

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