



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	Creating a Core Module
6	Creating Module Variants
7	How Created Modules are Activated
8	Copying Created Courses
9	Guidance
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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 qualifications, term dates, course length
- Defines characteristics of courses.

For example:

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 thick, orange, L-shaped bracket is positioned to the left of the main title, pointing towards the text.

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.



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		

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

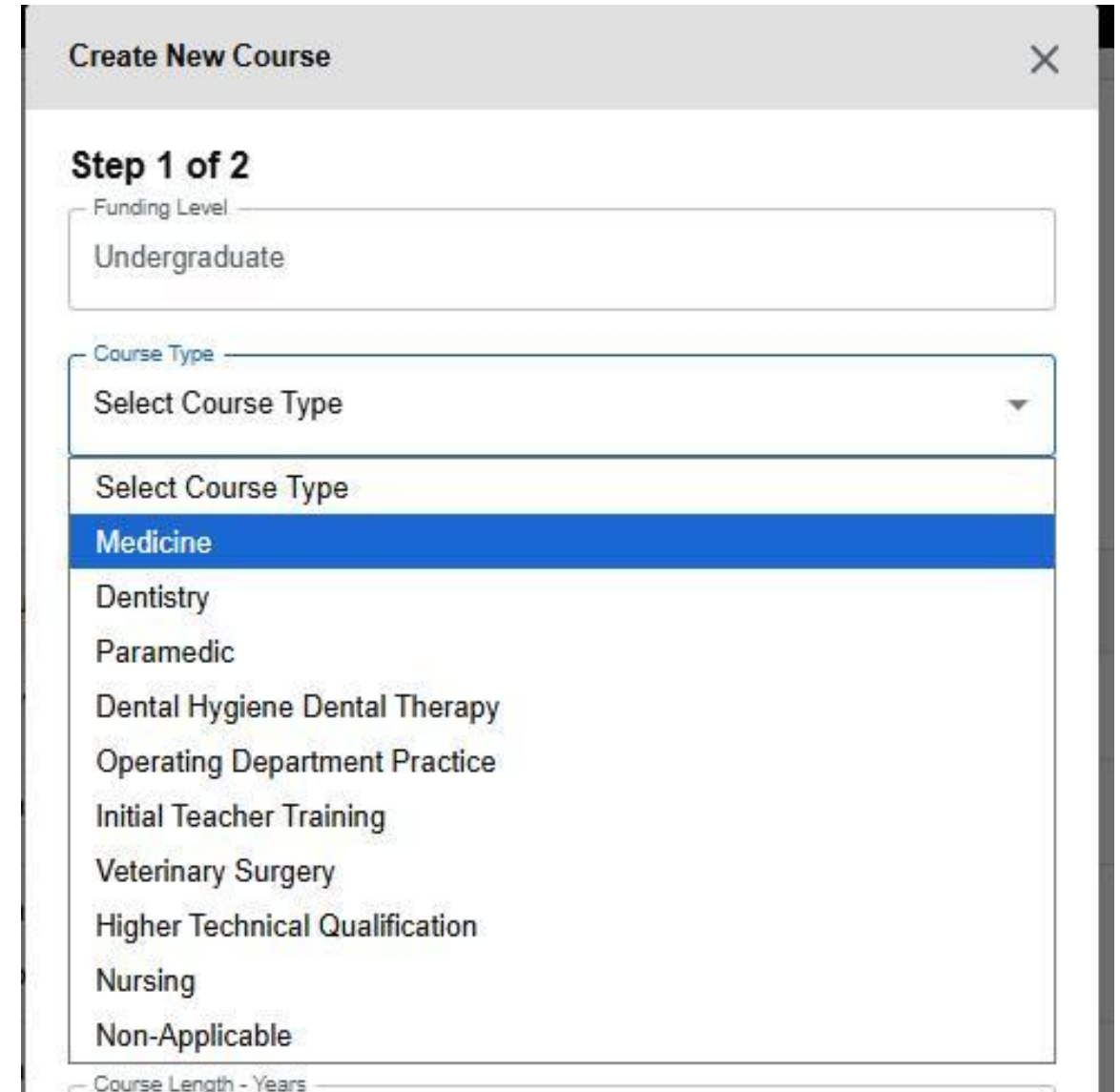
Course Type

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 [X]

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.

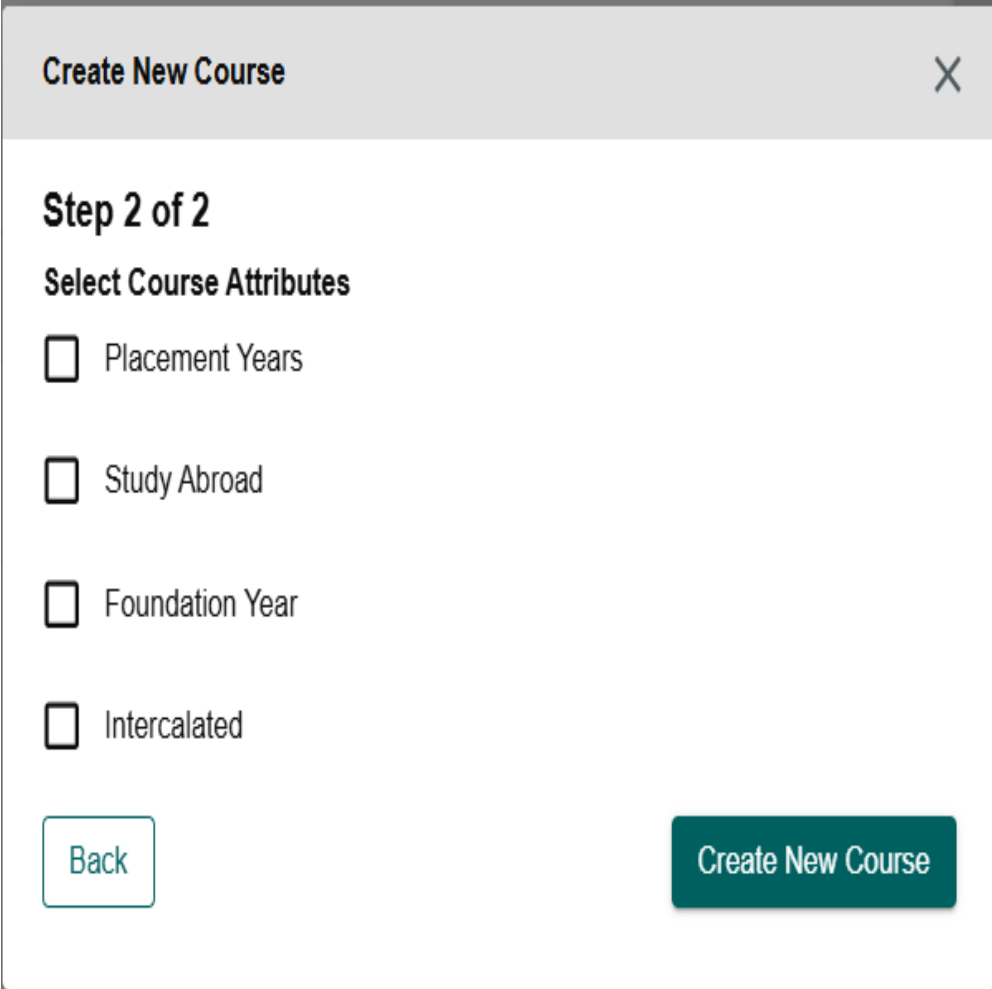
When creating a part-time version of a course, the duration entered should reflect the typical timeframe based on the study intensity followed by most students. For example, if the full-time course is completed over 3 years and the part-time pathway takes twice as long, the course length should be recorded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

Step 2 of 2

Select Course Attributes

Placement Years

Study Abroad

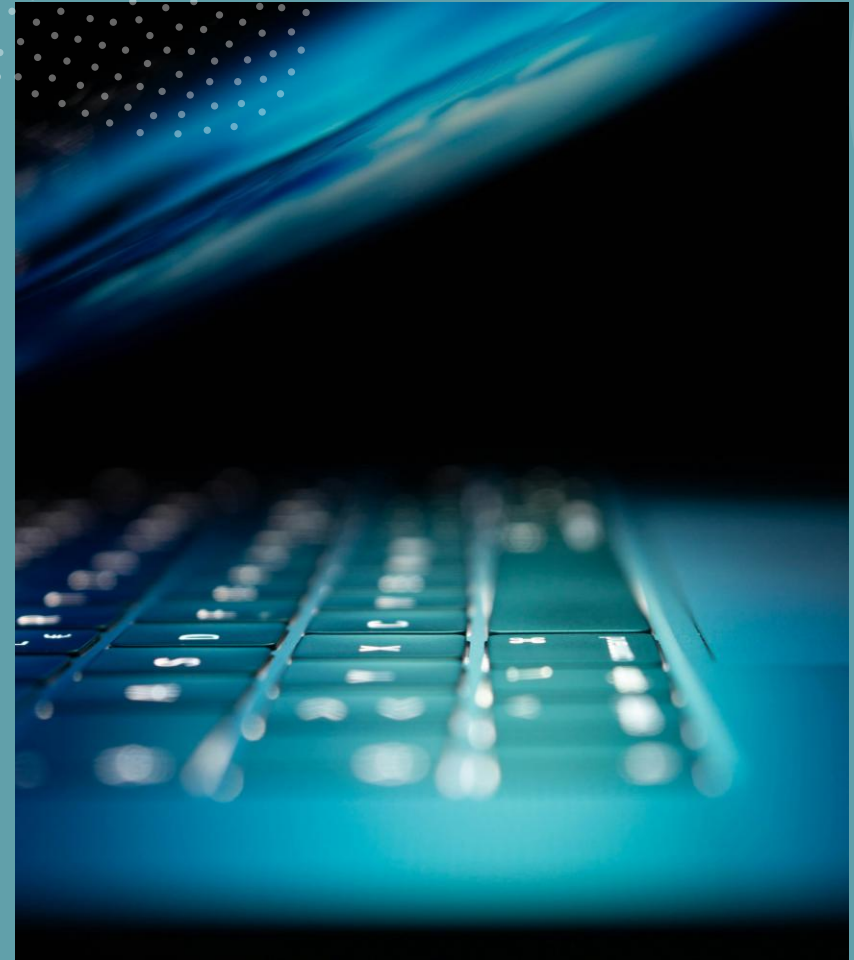
Foundation Year

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

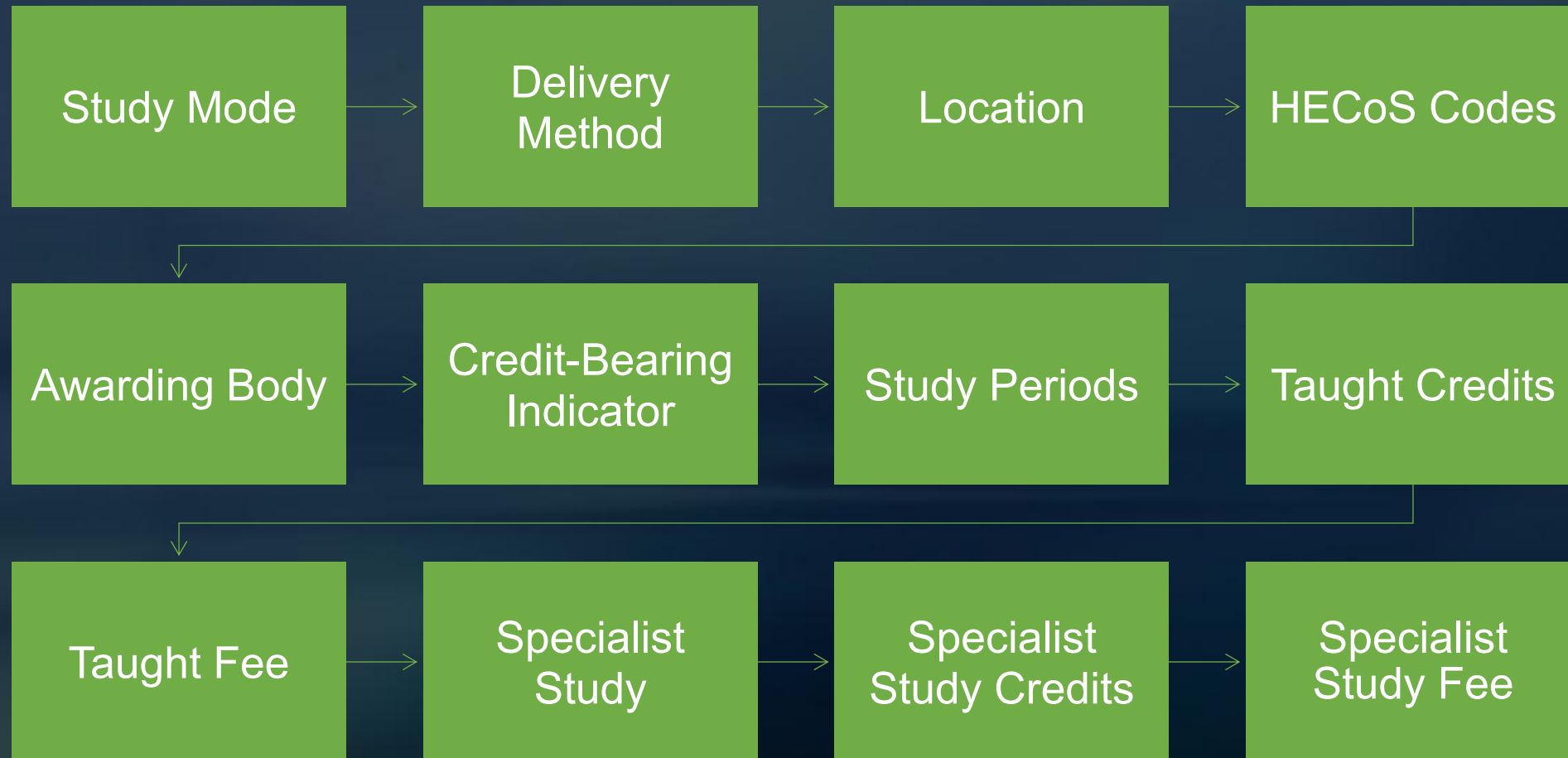
DL1 1RW
England

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

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 ▾

HECoS Code 🔍

Delivery Method
In Attendance ▾

Awarding Body
Self Awarding ▾

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 190	Taught Fee £ 9500	Specialist Study None
Specialist Study Credits		Specialist Study Fee £ Enter Specialist Study Fee
Total Fee for Year 1: £9500 Total Credits for Year 1: 0		

Taught Credits should be within 0 and 180.

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

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

Year 2

Taught Credits

Taught Fee

£ 0

None

Specialist Study Credits

Specialist Study Fee

£ Enter Specialist Study Fee

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 ($(£1200/120) \times 60 \text{ credits} = £600.00$).

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
--------------------------	------------------------

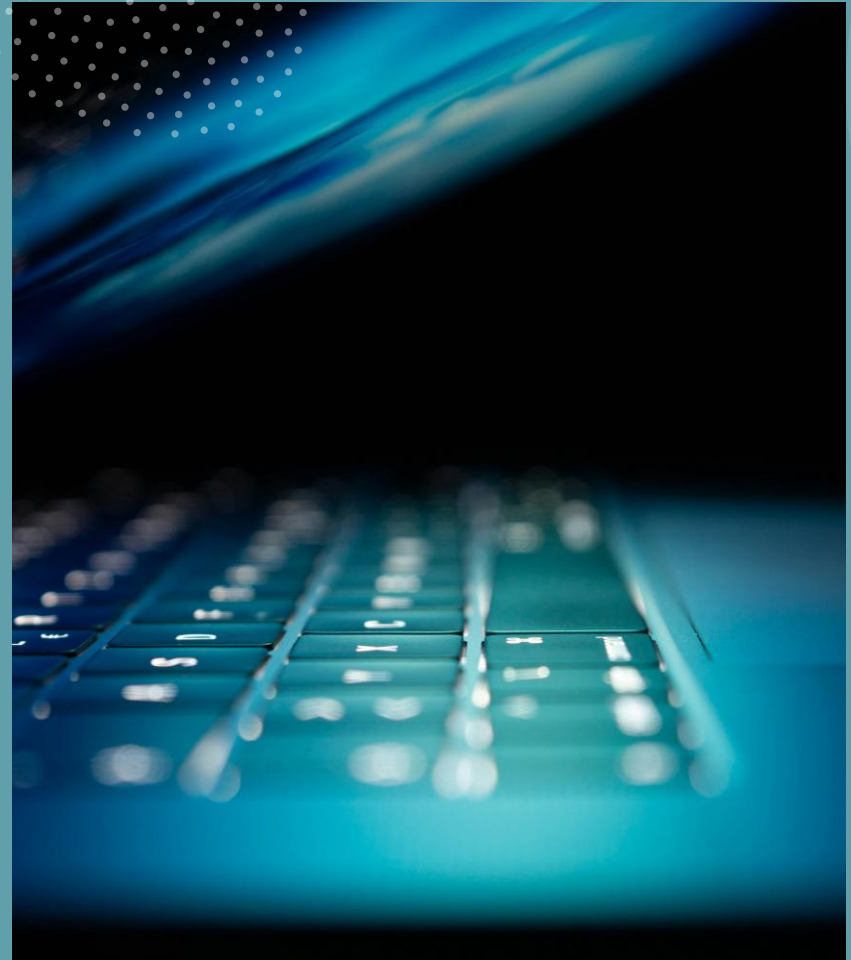
[Add Study Period](#) [Remove Study Period](#)

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 ▾

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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**.

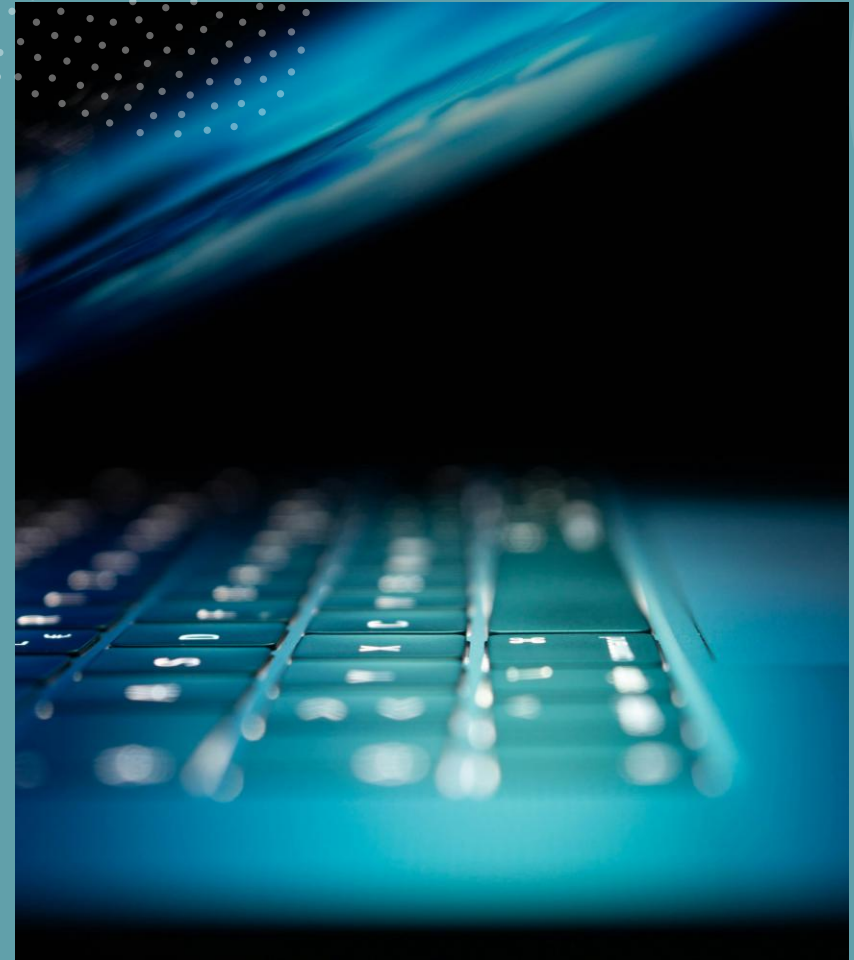
Funding Level	Course Name	Qualification	Level	Credits	Course Length	HEP Identifier	Status	Actions
▼ Undergraduate	English	Bachelor Degree with Honours	6	480	4 Years		Active	Select Action ▼

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 thick, orange, L-shaped bracket is positioned to the left of the main title, pointing towards the text.

Creating a Core Module

Creating a Core Module

From the dashboard, selecting **View Module List** on the module submissions section displays all modules that have been created to date.

Module Submissions

Module Submission Metrics	AY 26/27 Modules	Draft	In Review	Active	Archive	
University of SLC	0	0	0	0	0	View Module List

[Back To Top](#)

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

Module List

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

Filter ▾

Last Updated: 10/02/2026 12:22 PM by MARTING1

[Export All Modules](#)

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions
> . Maths 1	6	30	3 Months		Draft	Select Action ▾

Creating a Core Module

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



Module
Name

Parent
Course

Qualification
Level

Module
Credit

Module
Length

Creating a Core Module

The **Parent Course** links the module to the overarching qualification it forms part of. Providers must ensure that the correct parent course is selected, as this determines the module's funding eligibility, academic level, and alignment with the course structure already recorded in CMS.

Only **courses** that have already been created and are eligible to be modularised can be entered as module. If the parent course has not been created, you will not be able to add the module.

Create New Module

Modules for Level 6 parent courses have subject limitations [HEP User Guide](#)

Module Name
Maths Module 1

Parent Course
Select Parent Course

English
Maths
Medicine Course

Module Length - Years
Select Years

Module Length - Months
Select Months

Module Length - Weeks
Select Weeks

HEP Identifier (Optional)

Status
Draft

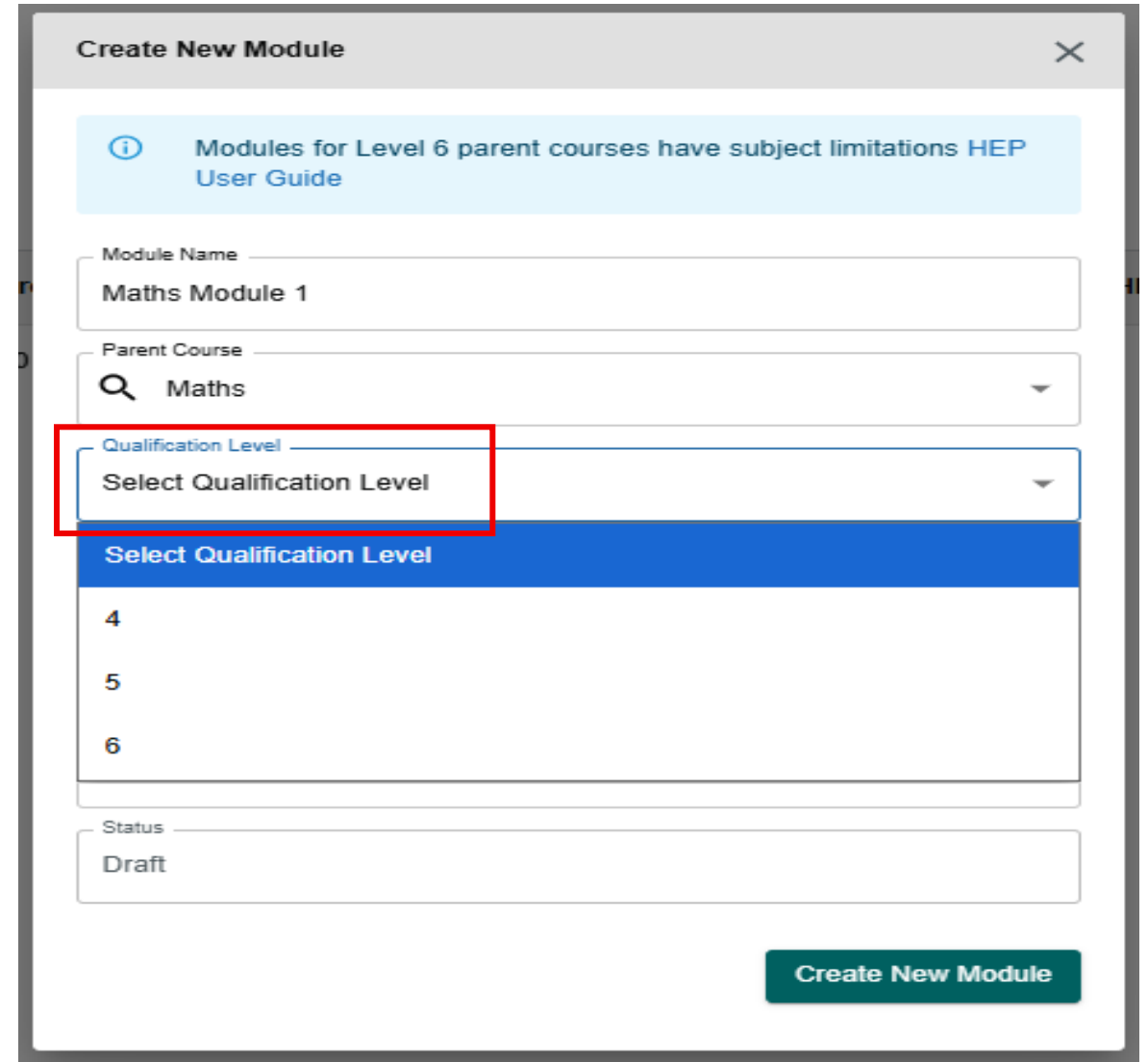
Create New Module

Creating a Core Module

Qualification Level

Modules at levels 4-6 can be funded under the LLE only if they derive from HTQ parent courses or Level 6 parent courses in priority subject areas as identified by Skills England.

When entering the module to CMS, you must select the level the module is being studied at.



Create New Module

Modules for Level 6 parent courses have subject limitations [HEP User Guide](#)

Module Name
Maths Module 1

Parent Course
Maths

Qualification Level
Select Qualification Level

Select Qualification Level

- 4
- 5
- 6

Status
Draft

Create New Module

Module Credits

Module Credit records the credit value assigned to the module. This must reflect the formal academic credit delivered as part of the module and should align with the total credit structure of the parent qualification. Providers must ensure the module credit is accurate, as this contributes to credit-based fee limits and entitlement calculations under the LLE framework.



Module Length

The Module Length records the duration of the module and can be entered in years, months, and weeks, depending on how the module is delivered. Providers should ensure that the length reflects the actual period during which the student is expected to complete the learning and assessment for the module, supporting accurate mapping of study patterns across the academic cycle.



Demo

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



Creating a Core Module

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



Creating Module Variants

Creating Module Variants

Variant module information covers the elements of a module that may change from year to year, such as start dates, fees, or intake patterns. These details allow CMS to record each distinct version of a module accurately.

From the module record, a new variant can be added by selecting the **Add New Variant** option. This opens the variant creation screen, where the specific details for that version of the module can be entered.

Module List

AY 2026/2027 ▾

Last Updated: 23/02/2026 01:45 PM by MARTING1

Module Name	Level	Credits	Module Length	HEP Identifier										
Computing module 1	5	30	4 Months											
<table border="1"> <thead> <tr> <th>Study Mode</th> <th>SLC Course Code</th> <th>Designation</th> <th>Start Date</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No module variants for AY 2026/2027.</td> </tr> </tbody> </table>					Study Mode	SLC Course Code	Designation	Start Date	Location	No module variants for AY 2026/2027.				
Study Mode	SLC Course Code	Designation	Start Date	Location										
No module variants for AY 2026/2027.														
Add New Variant														

Creating Module Variants

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

Study Mode

Delivery Method

Location

HECoS Codes

Study Periods

Taught Credits

Taught Fee

Specialist Study

Specialist Study Credits

Specialist Study Fee

Creating Modular Variants

The **Delivery Method** records how the module 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.

Module Variant Details

AY 2026/2027 ▾

Status: Draft

Delivery Method: In Attendance

Location: Select Location

HECoS Code:

Available Module Years

Year 1

All Students Returners No Students

Creating Modular Variants

The **HECOS Code** identifies the subject area of the module 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.

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

Module Variant Details

AY 2026/2027 ▾

Status

Delivery Method

Location

HECoS Code

Available Module Years

Year 1

All Students Returners No Students

Creating Modular Variants

Taught Credits record the number of credits delivered through taught learning for the module. Taught credits for each module may be set between **30 and 180 credits**, depending on how the provider structures its learning and delivery.

Module Fee & Credits

Year 1

Taught Credits <input type="text" value="200"/>	Taught Fee <input type="text" value="£ 0"/>	Specialist Study <input type="text" value="None"/>
<p style="color: red;">Taught Credits should be within 0 and 180.</p>		
Specialist Study Credits <input type="text"/>	Specialist Study Fee <input type="text" value="£ Enter Specialist Study Fee"/>	
Total Fee for Year 1: £0 Total Credits for Year 1: 0		

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

Creating Modular Variants

The **Taught Fee** records the tuition fee charged for the taught learning delivered in the module. 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 × Module Year Credits

Module Fee & Credits

Year 1

Taught Credits	Taught Fee	Specialist Study
30	£ 20000	None
Taught Fee cannot be higher than permissible limit.		
Specialist Study Credits	Specialist Study Fee	
	£ Enter Specialist Study Fee	
Total Fee for Year 1: £0 Total Credits for Year 1: 30		

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 module submission.

Creating Modular Variants

Specialist study is a feature of a module that form part of the overall designated module. The only specialist study activity that be part of a module is Study Abroad.

Module Fee & Credits

Year 1

Taught Credits

30

Taught Fee

£ 3000

Specialist Study

Study Abroad

Specialist Study Credits

Specialist Study Fee

£ Enter Specialist Study

None

Study Abroad

Total Fee for Year 1: **£3000** | Total Credits for Year 1: **30**

Module Credits

30

Overall Credits

30

Creating Modular Variants

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

Module Fee & Credits

Year 1

Taught Credits

30

Taught Fee

£ 3000

Specialist Study

Study Abroad

Specialist Study Credits

130

Specialist Study Fee

£ Enter Specialist Study Fee

Specialist Study Credits should be up to 120.

Total Fee for Year 1: **£3000** | Total Credits for Year 1: **30**

Creating Modular Variants

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

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.

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.

Module Fee & Credits

Year 1

Taught Credits	Taught Fee	Specialist Study
30	£ 3000	Study Abroad
Specialist Study Credits	Specialist Study Fee	
120	£ 20000	

Specialist Study Fee cannot be higher than permissible limit.

Total Fee for Year 1: £3000 | Total Credits for Year 1: 150

Creating Modular Variants

Study Periods define the blocks of time in which the student is actively studying the module during the academic cycle. These periods replace traditional “term dates” and allow providers to map actual teaching and learning patterns. Modules can contain **between one and six study periods**, following the approach used for course variants.

Study Periods

Use these dates for all years

All Years

Study Period 1

Start Date

25-01-2027



End Date

02-04-2027

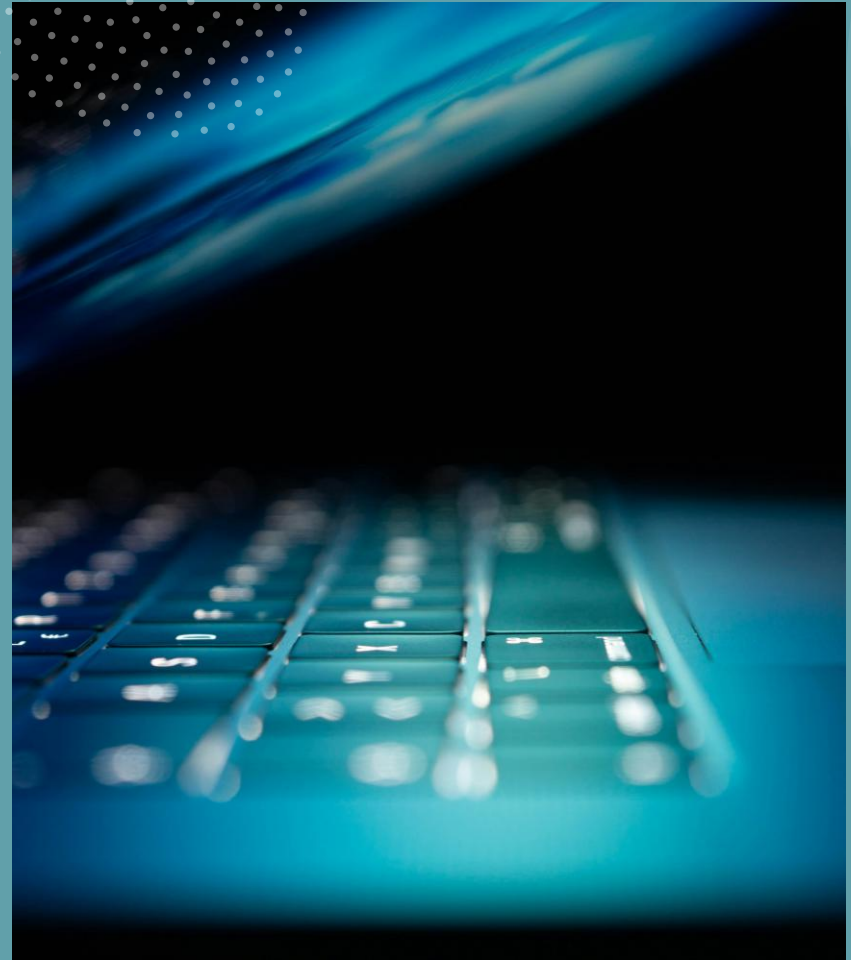


[Add Study Period](#)

Duration: Weeks Days

Demo

We will now play a recording demonstrating how to create module variants.



OFFICIAL SENSITIVE

Creating a Module Variant

CMS Home

Dashboard

SLC Dashboard

Course List

Module List

CMS Home > University of SLC > Module List

Module List

AY 2026/2027 ▾

Create Report ▾

Bulk Management

Create New Module

Filter ▾

🔍 Search



Last Updated: 17/03/2026 12:09 PM by MARTING1

[Export All Modules](#)

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions
> . Advanced Computing	5	60	4 Months	HTQ1	Draft	Select Action ▾
> . English Module 1	6	30	3 Months	english 1	Draft	Select Action ▾
> . Computing module 1	5	60	6 Months		Draft	Select Action ▾
> . Computing module 1	5	30	4 Months		Active	Select Action ▾
> . Maths Module 1	6	30	3 Months		Draft	Select Action ▾
> . Maths 1	6	30	3 Months		Draft	Select Action ▾

Rows Per Page: 10 ▾ 1-6 of 6 |< < > >|

A decorative orange bracket is positioned to the left of the title text, starting from the top left and extending downwards.

How Created Modules are Activated

How Created Modules are Activated

Once you have saved your module 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.

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions
Computing module 1	5	30	4 Months		Draft	Select Action ▾

Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions
Full Time	5001744	England	11/01/2027	Main	Draft	Select Action ▾

Rows Per Page: 10 ▾ 1-1 of 1 >|

[Add New Variant](#)

Edit

How Created Modules are Activated

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

Module Details

Study Mode
Full Time

HEP Identifier (Optional)

Module Variant Details

AY 2026/2027

Status
Draft

Delivery Method
In Attendance

HECoS Code
100358

Draft

In Review

How Created Modules are Activated

When a module 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 module will be locked for editing, and providers will not be able to make amendments.

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions
▼ . Computing module 1	5	30	4 Months		Draft	Select Action ▼
Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions
Full Time	5001744	England	11/01/2027	Main	In Review	Select Action ▼

How Created Modules are Activated

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.

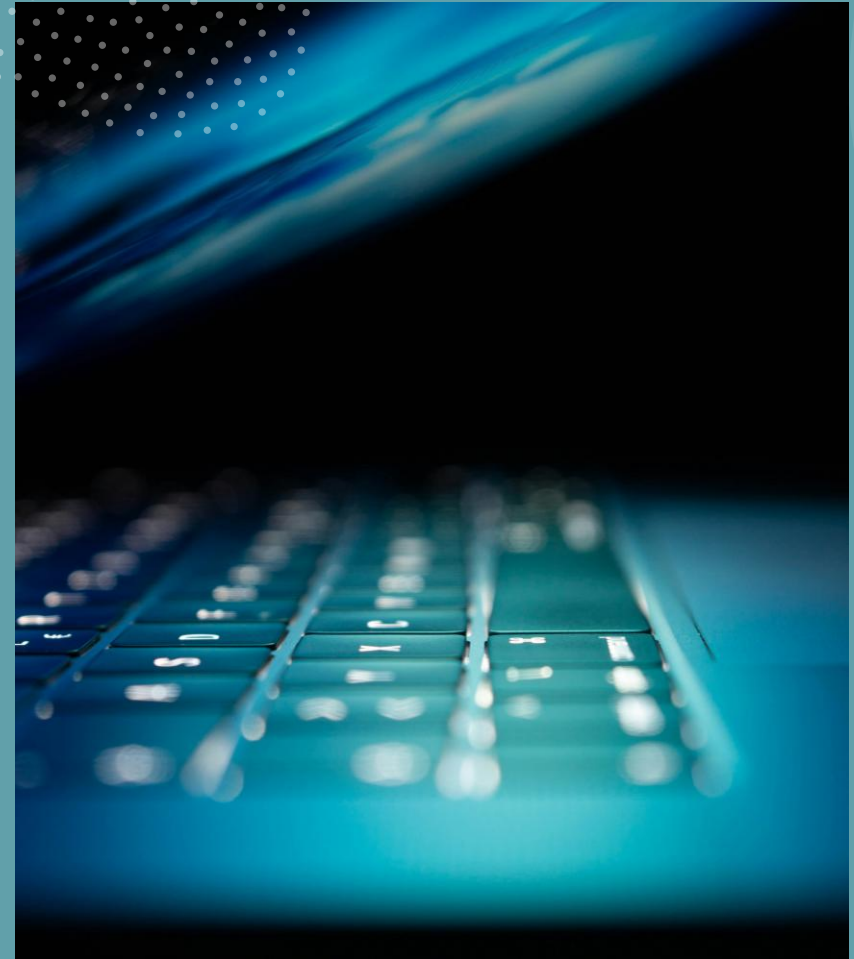
If the module passes all checks, the status will be updated to **Active**.

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions
Computing module 1	5	30	4 Months		Active	Select Action ▾
Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions
Full Time	5001744	England	11/01/2027	Main	Active	Select Action ▾

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

Demo

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



Setting A Module Variant To Active

- [CMS Home](#)
- [Dashboard](#)
- [SLC Dashboard](#)
- [Course List](#)
- [Module List](#)

CMS Home > University of SLC > Module List

Module List

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

Filter ▾

🔍

Last Updated: 17/03/2026 12:09 PM by MARTING1

[Export All Modules](#)

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions														
▾ . Advanced Computing	5	60	4 Months	HTQ1	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>5001808</td> <td>England</td> <td>01/02/2027</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	5001808	England	01/02/2027	Main	Draft	Select Action ▾
Study Mode	SLC Course Code	Designation	Start Date	Location	Status	Actions														
Full Time	5001808	England	01/02/2027	Main	Draft	Select Action ▾														
Rows Per Page: 10 ▾ 1-1 of 1 < < > >																				
<div style="background-color: #00728f; color: white; padding: 5px; display: inline-block; margin-bottom: 10px;">Add New Variant</div>																				
> . English Module 1	6	30	3 Months	english 1	Draft	Select Action ▾														
> . Computing module 1	5	60	6 Months		Draft	Select Action ▾														
> . Computing module 1	5	30	4 Months		Active	Select Action ▾														
> . Maths Module 1	6	30	3 Months		Draft	Select Action ▾														
> . Maths 1	6	30	3 Months		Draft	Select Action ▾														

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 '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' section includes fields for 'Funding Level' (Undergraduate), 'Course Name' (English), 'Qualification Level' (6), 'Course Length - Years' (4), and 'UCAS Code (Optional)'. The 'Course Status' section shows 'Status' (Active). A 'Step 1 of 2' pop-up form is overlaid on the right, containing fields for '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, a blue message box with a red border states: 'The course has been copied successfully. Please review before saving.' The background page is dimmed and shows buttons for 'Copy This Course' and 'Archive This Course'.

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

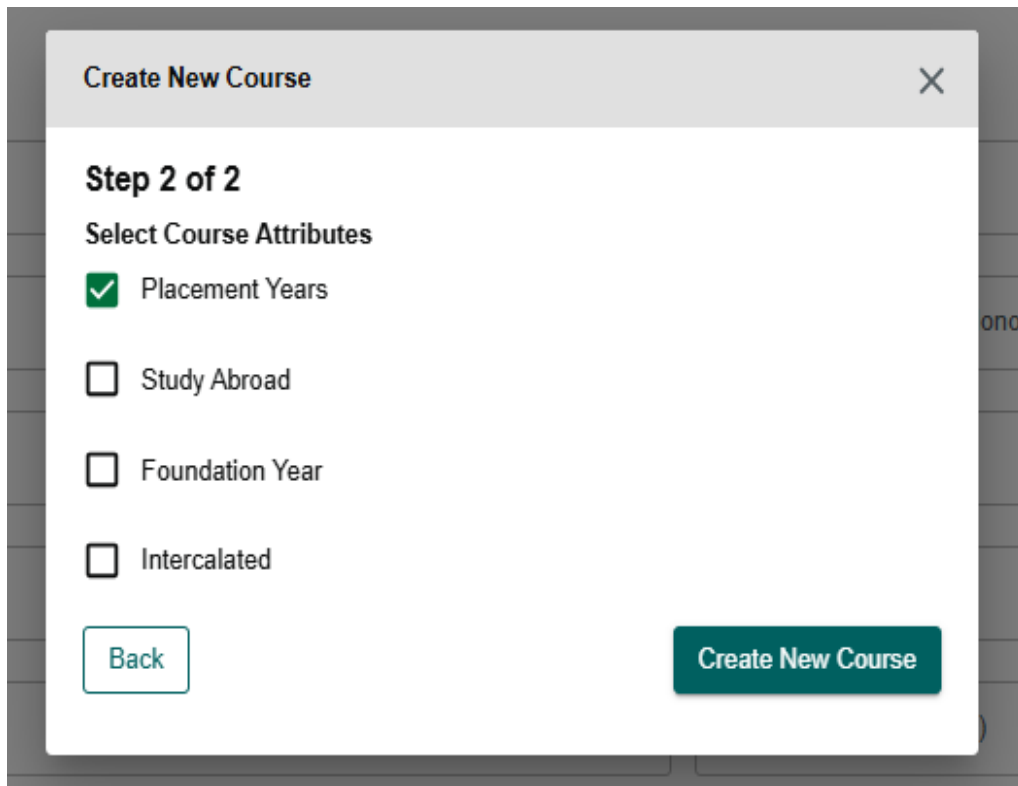
Scroll down and click 'Continue'.

Copying Created Courses

Core Course

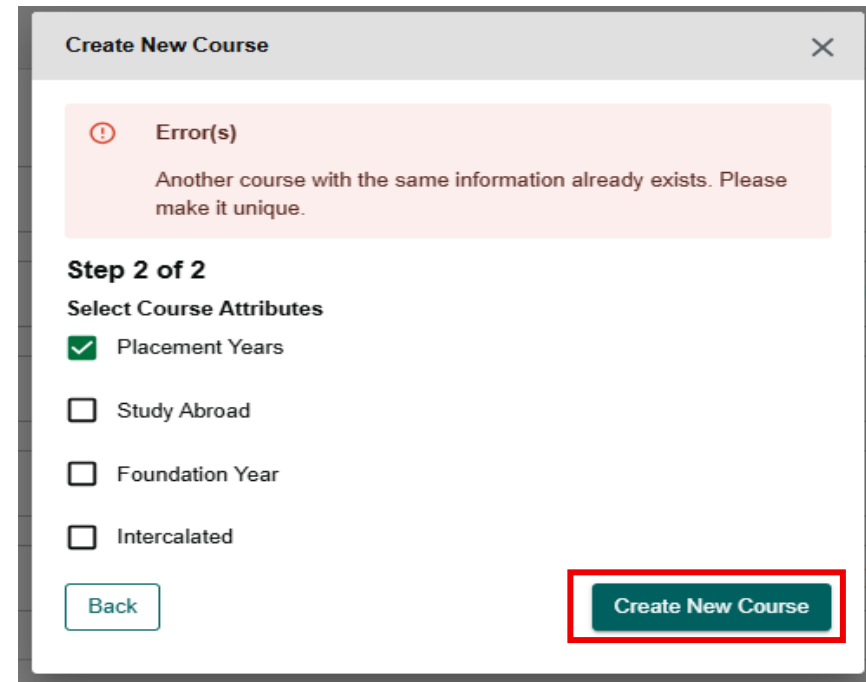
Any previously entered course attributes will show at this stage:

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: "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 border.

Copying Created Courses

Course Variant

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

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 >|

[View](#)
[Edit](#)

[Add New Variant](#)

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

The course variant has been copied successfully. Please review before saving.

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.

Copying Created Courses

Module Course

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

Module List

AY 2026/2027 ▾

Create Report ▾

Bulk Management

Create New Module

Filter ≡

Q Search



Last Updated: 24/02/2026 01:42 PM by System

[Export All Modules](#)

Module Name	Level	Credits	Module Length	HEP Identifier	Status	Actions
> Computing module 1	5	30	4 Months		Active	<div style="border: 2px solid red; padding: 2px;"> Select Action ▾ </div>
> Maths Module 1	6	30	3 Months		Draft	<div style="background-color: yellow; padding: 2px;">View</div>
> Maths 1	6	30	3 Months		Draft	Edit

This will show the details previously entered for the course module.

Copying Created Courses

Module Course

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

Computing module 1

[Copy This Module](#)

Last Updated: 24/02/2026 01:42 PM by System

Module Details [Edit](#)

[Archive This Module](#)

Module Information

Module Name Computing module 1	Parent Course HTQ - Computing
Qualification Level 5	Module Credit 30
HEP Identifier (Optional)	

Module Length

Module Length - Years Select Years	Module Length - Months 4	Module Length - Weeks Select Weeks
---------------------------------------	-----------------------------	---------------------------------------

Copying Created Courses

Module Course

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

The screenshot shows the 'Create New Module' form overlaid on the 'Computing module 1' page. The form contains the following fields:

- Module Name: Computing module 1
- Parent Course: HTQ - Computing
- Qualification Level: 5
- Module Credit: 30
- Module Length - Years: Select Years
- Module Length - Months: 4
- Module Length - Weeks: Select Weeks
- HEP Identifier (Optional):
- Status: Draft

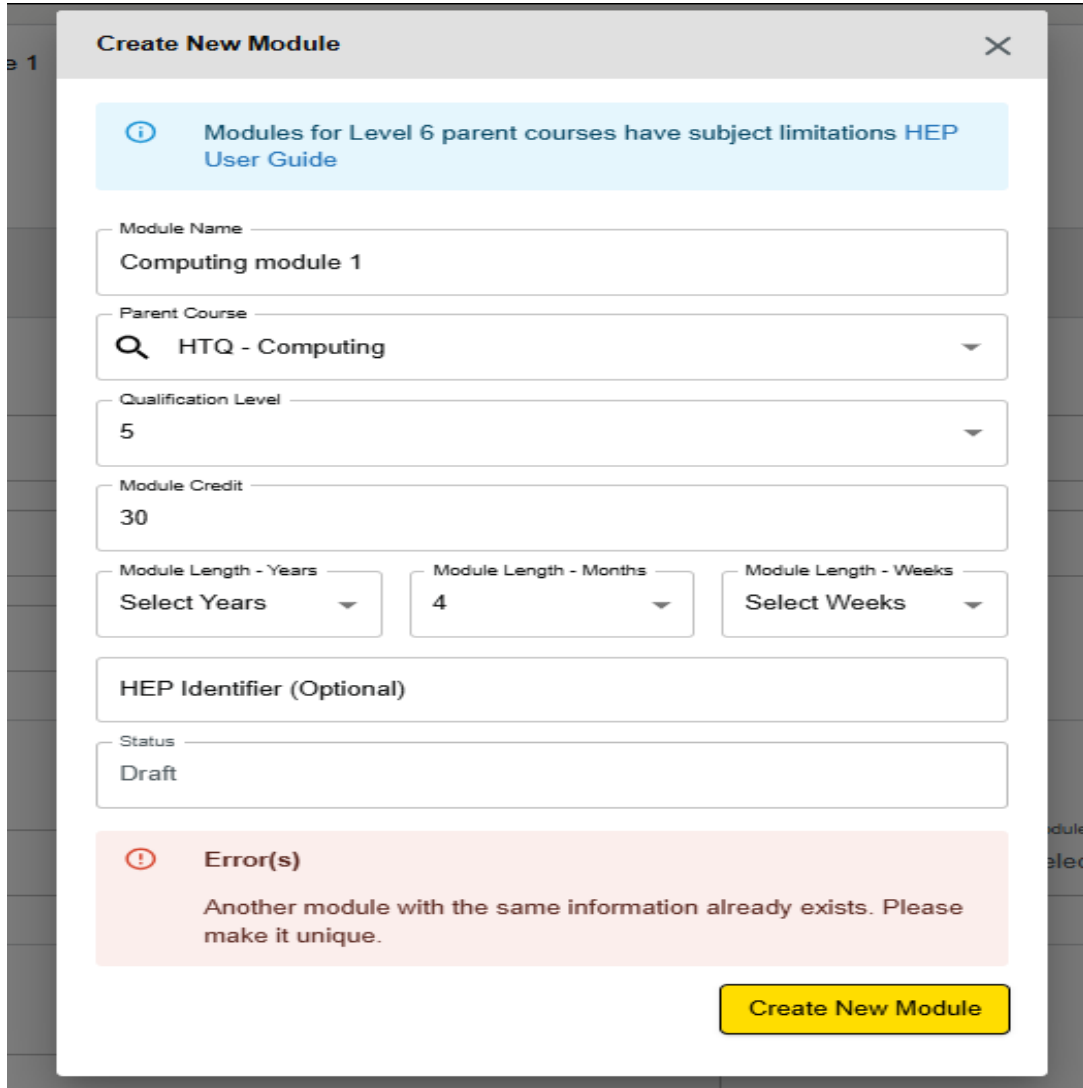
A red box highlights the 'Create New Module' button at the bottom of the form. A blue notification box at the bottom left of the screen reads: 'The module has been copied successfully. Please review before saving.'

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

Click 'Create New Module'. The new module will show in your module list as being in 'draft' status.

Copying Created Courses

Module Course



The screenshot shows a 'Create New Module' form with the following fields and values:

- Module Name:** Computing module 1
- Parent Course:** HTQ - Computing
- Qualification Level:** 5
- Module Credit:** 30
- Module Length - Years:** Select Years
- Module Length - Months:** 4
- Module Length - Weeks:** Select Weeks
- HEP Identifier (Optional):** (empty)
- Status:** Draft

An error message is displayed at the bottom of the form:

Error(s)
Another module with the same information already exists. Please make it unique.

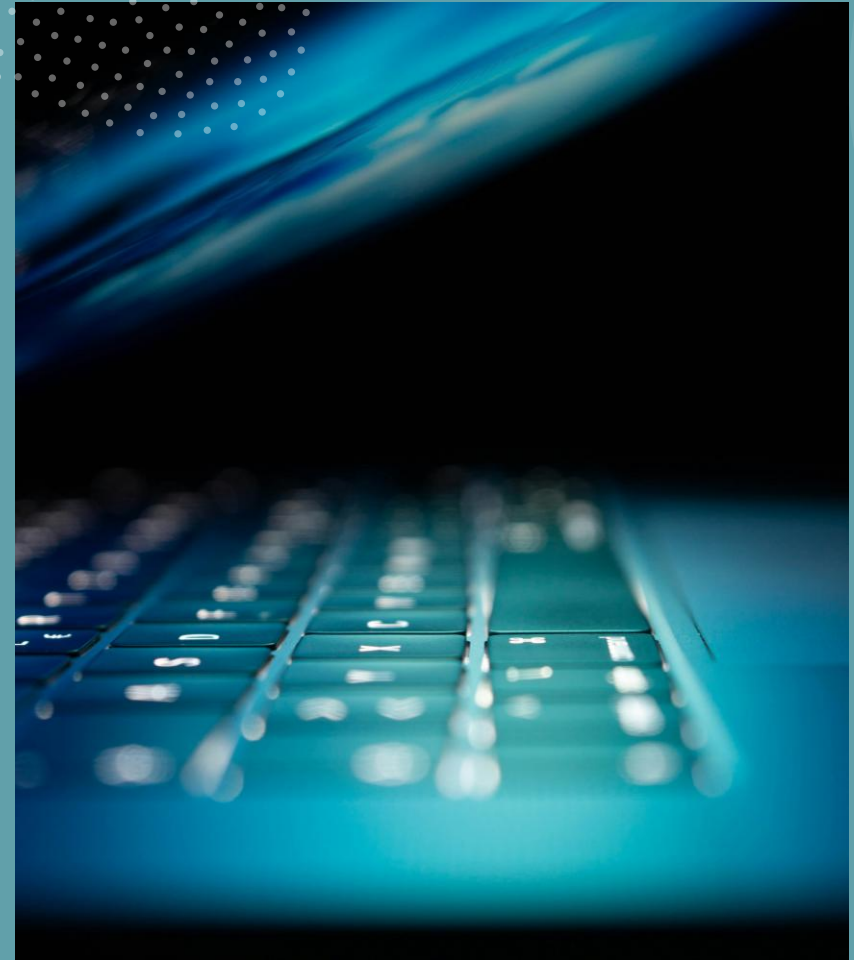
A yellow button labeled 'Create New Module' is located at the bottom right of the form.

Please note, if you try to save a module with the exact same details as the one you've copied from, you'll get an error message:

A core module 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

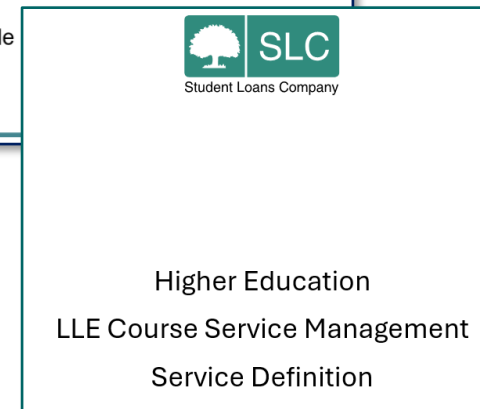
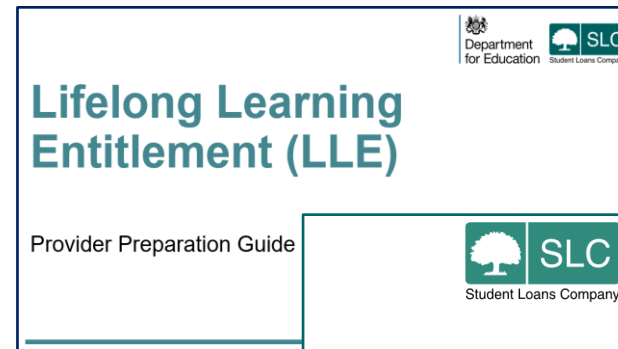
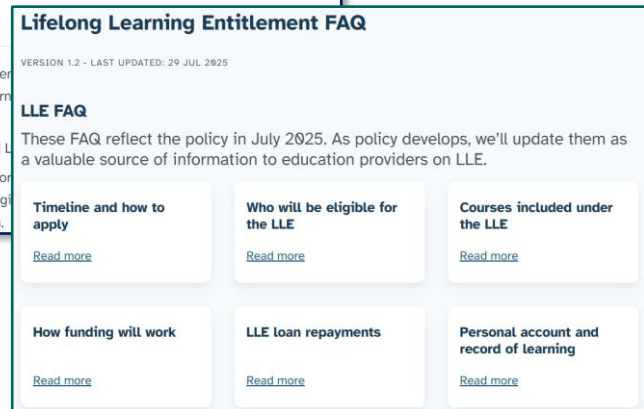
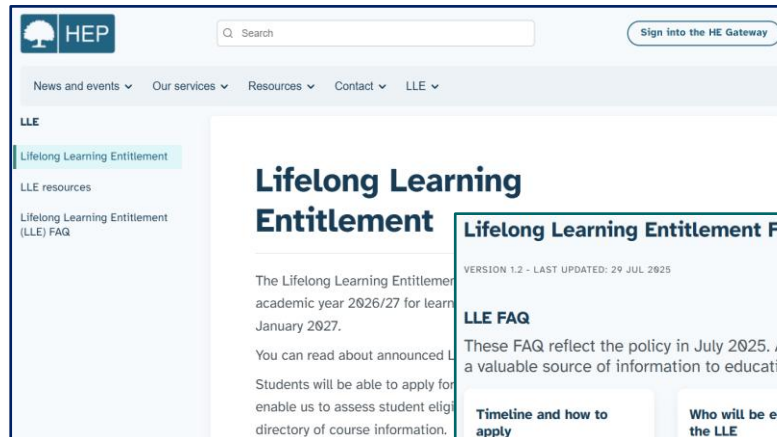


LLE Practitioner Information and Resources

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

 PDF download

LLE FIS Webinar 2025 Transcript

 PDF download



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