

Why Capita Further and Higher Education UNIT-e SRTS?

Capita FHE works with colleges to help optimise the management and exploitation of one of their most valuable assets – INFORMATION. We understand how to create and sustain IT infrastructure and MIS software systems tailored to your specific needs. Our solutions are based on leading-edge technology, offering unrivalled flexibility and configurability. Our approach ensures that the software systems can be extensively manipulated to suit colleges' business processes, reducing unnecessary business process re-engineering.

The SRTS provides the most powerful and open architecture, enabling unparalleled inter-operability. This approach helps to future-proof your investment and minimise business risk. Capita FHE work with colleges to help them gain the highest return on their MIS investment, at best value.

UNIT-e SRTS	Benefits
Ease of use and flexibility	Fully configurable/customisable/process-built screens that can be tailored to fit institution processes and branding. Mouse or keyboard control for operators. Easy to navigate and manipulate data. Efficient.
Inter-operability	Ability to use either of the two industry standard databases: Oracle or SQL Server. SRTS provides the most powerful and open architecture enabling unparalleled inter-operability. Future-proofing your investment.
Integration	A student-centric database system that eliminates data duplication, provides work-flow management and version control, supported by a complete audit and history trail.
Web enabled and secure	Security of your information is important for both your competitive advantage and compliance with the Data Protection Act. SRTS provides complete security through out your information, whilst enabling web access as appropriate.
Track record and expertise of Capita FHE	With Capita FHE you are partnering with the acknowledged domain expert in the Education sector, backed by the strength and depth of a large corporation.

Report Generator

The Report Generator suite of tools offers colleges a unique approach to reporting. No other system comes close to its potential for accessing, interrogating, manipulating and managing vast amounts of business-critical data from multiple sources - all tightly controlled through user defined security, determining what information is available, and to whom.

Users have the facility to define, publish and view reports in a variety of familiar environments including Microsoft Office™ and the college intranet or Internet. Report Generator also makes use of the easy-to-use but powerful functionality and features of Seagate Crystal Reports™. It can also be used to access data from other sources such as your Finance or Human Resources databases. Thus giving you the facility to combine cross sections of financial, resource and funding data into meaningful, timely and usable management information.

This intelligent application understands the complete structure of your data and has the ability to create and run complex reports through an intuitive and interactive graphical interface. Not only is it an extremely powerful reporting tool but it can also be used to export data from, and import data to, the UNIT-e system in a controlled and secure manner. This provides you with powerful global update facilities that enable a large number of records to be validated, manipulated and maintained in one single process.

Executive Analysis Suite

Executive Analysis Suite gives all levels of management access to detailed but meaningful statistical and funding information in an easy-to-use environment using the college intranet. Based on data collected during and after the enrolment process, Executive Analysis Suite gives managers the tools to view detailed funding information and statistics, by department, course, student, delivery and qualification. Drill down facilities and graphs enable managers to proactively monitor statistical information at both high and low levels, showing trends, areas of concern and in particular areas of good practice that could be used elsewhere in the organisation.

For further details on Capita FHE's UNIT-e reporting tools please see our UNIT-e Business Tools brochure.

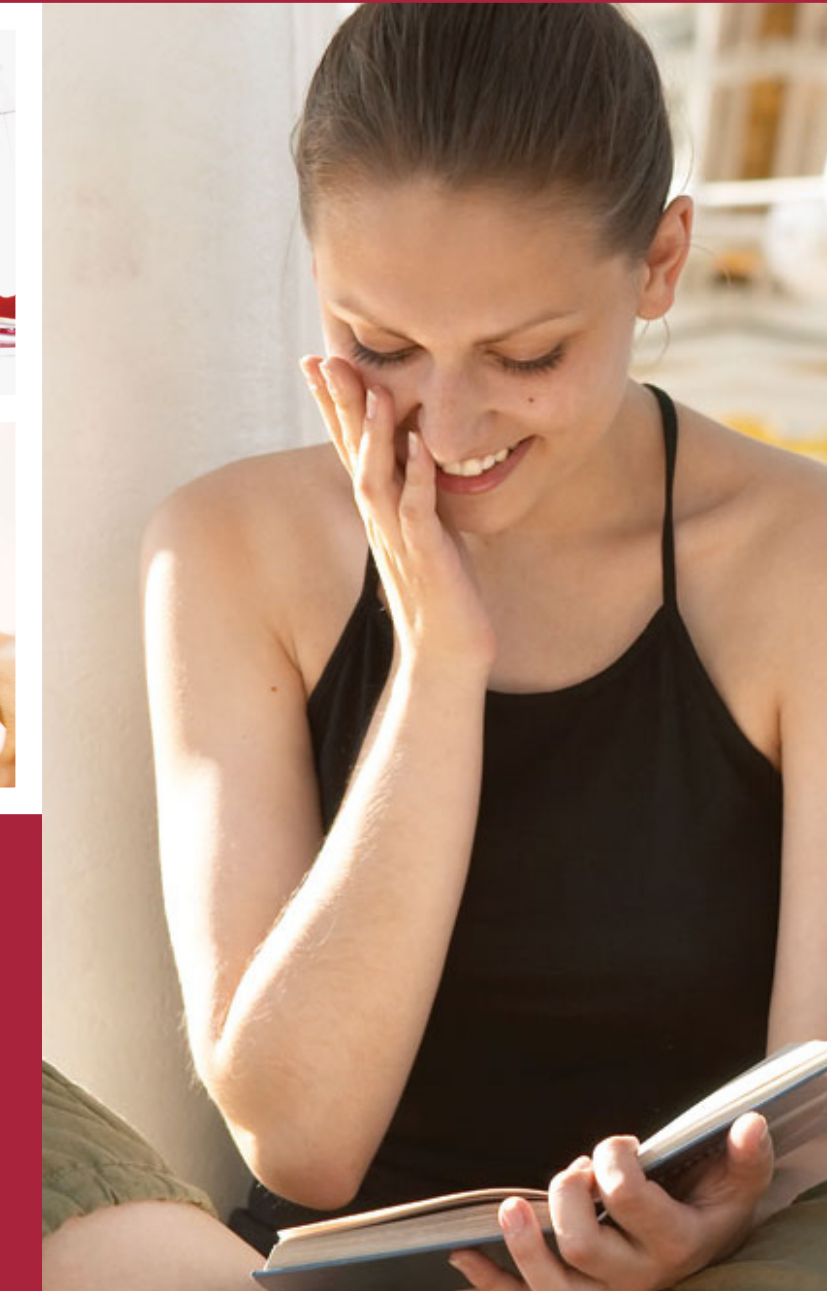
Capita FHE provide:

- Best-of-breed software solutions
- Management Consultancy
We draw on extensive expertise within the company to influence the effectiveness of education management
- MIS Consultancy
We have a wealth of experience in promoting the effective use of MIS
- Project Management
Any size project, any duration, any scale, any aspect of your business
- Business Services
A comprehensive portfolio of services including:
IT Infrastructure, desktop management, disaster recovery
- Portals
We can help you reduce information overload through tailored portals
- Training
A national programme of training is available to support the use of Capita FHE software
- Support
A comprehensive service with expert advice, training, consultation and technical support
- Fully managed hosted services.



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Seagate Crystal Reports™ is a registered trademark of Seagate Software International

CAPITA



FE Student Records and Tracking Solution

Business Overview | Getting the most from your ICT spend | **FE Student Records and Tracking** | HE Student Records and Tracking | Finance Management | Business Tools | Strategic Support Services | Operational Support Services

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CAPITA

About Capita Further and Higher Education

Capita FHE is the leading supplier of information systems and services to the Education Sector. The company provides a range of software and services to over 180 Further and Higher Education institutions in England, Scotland and Wales to meet their information management and administrative needs.

Setting new standards for Further Education

Today, Further Education colleges run as businesses, supplying products and services to meet market demand. Your college needs a management information system (MIS) that supports the dynamic environment you work in and adds value to your business.

Intelligent capture of information, storage, manipulation and application is crucial to achieving efficient management in Further Education today. Capita Further and Higher Education works to make optimum use of the data that colleges hold by providing access to information for those who need it, when they need it, in the format they need it, all the while supporting a college's need for central control.

Inter-operability between core MIS and the integration of these technologies is now a fundamental requirement for supporting the needs of both academic and business users. Effective student tracking sits at the heart of the business. Recording a student's progress to support lifelong learning whether a student is making an enquiry, applying for a course, enrolling and paying fees, studying for an assessment or sitting an exam, undertaking a placement, obtaining employment or any of the myriad of other activities your college needs to record.

With over 20 years' experience, Capita is acknowledged as market leader in the development and implementation of fully integrated student records systems, as embodied in the UNIT-e Student Records and Tracking Solution (SRTS).

Capita's SRTS is compliant with the data collection and reporting requirements for all statutory bodies in England, Wales, Scotland and Northern Ireland.

Core attributes include:

- Manage flexible, modular curriculum structures
- Manage resources
- Manage flexible fee policies
- Enable rapid data entry at enrolment
- Manage statutory returns and validation of associated data
- Tailored to suit a college's business processes and branding
- Provide powerful and flexible reporting tools

UNIT-e SRTS comprises the following integrated modules:

Infrastructure

The first stage in setting up Capita's SRTS is to set-up the college's organisational infrastructure. This comprises:

- Structure of faculties: academic and cross-college departments
- Organisations associated with the institution (including employers, sponsors, feeder schools, examination boards and partners)
- Cost centres and account codes
- Sites, buildings and rooms
- Your college specific reference data

Curriculum

Curriculum Manager gives the college the ability to define its own unique curriculum structure. It is totally flexible and driven from the college's academic requirements. The curriculum can be modelled using a graphical user interface that allows experimentation before a final model is approved. Capita's SRTS also accommodates various curriculum models concurrently allowing the college to truly reflect its business from basic skills to degree programmes.

Resourcing

This allows the college to simplify the complexity and time consuming process of timetabling students, staff, rooms, courses and other activities, whilst maintaining full integration with the curriculum and attendance modules.

Timetables are recorded via a user-friendly interactive graphical interface by using drag and drop functionality to define and maintain complex timetables. There is also the option to directly drill-through back into the core database for more detailed clarification of data. Combine this with the powerful support facilities that include the ability to do automated clash checking of rooms, students and staff time and searches for spare resources, you have a business tool that enables the management of resources to become more simplified and streamlined.

For the booking of rooms for extra curricular events there is a "day view" facility that gives rooming managers the ability to search for and book available rooms at that moment in time or for future booking using user specified criteria.

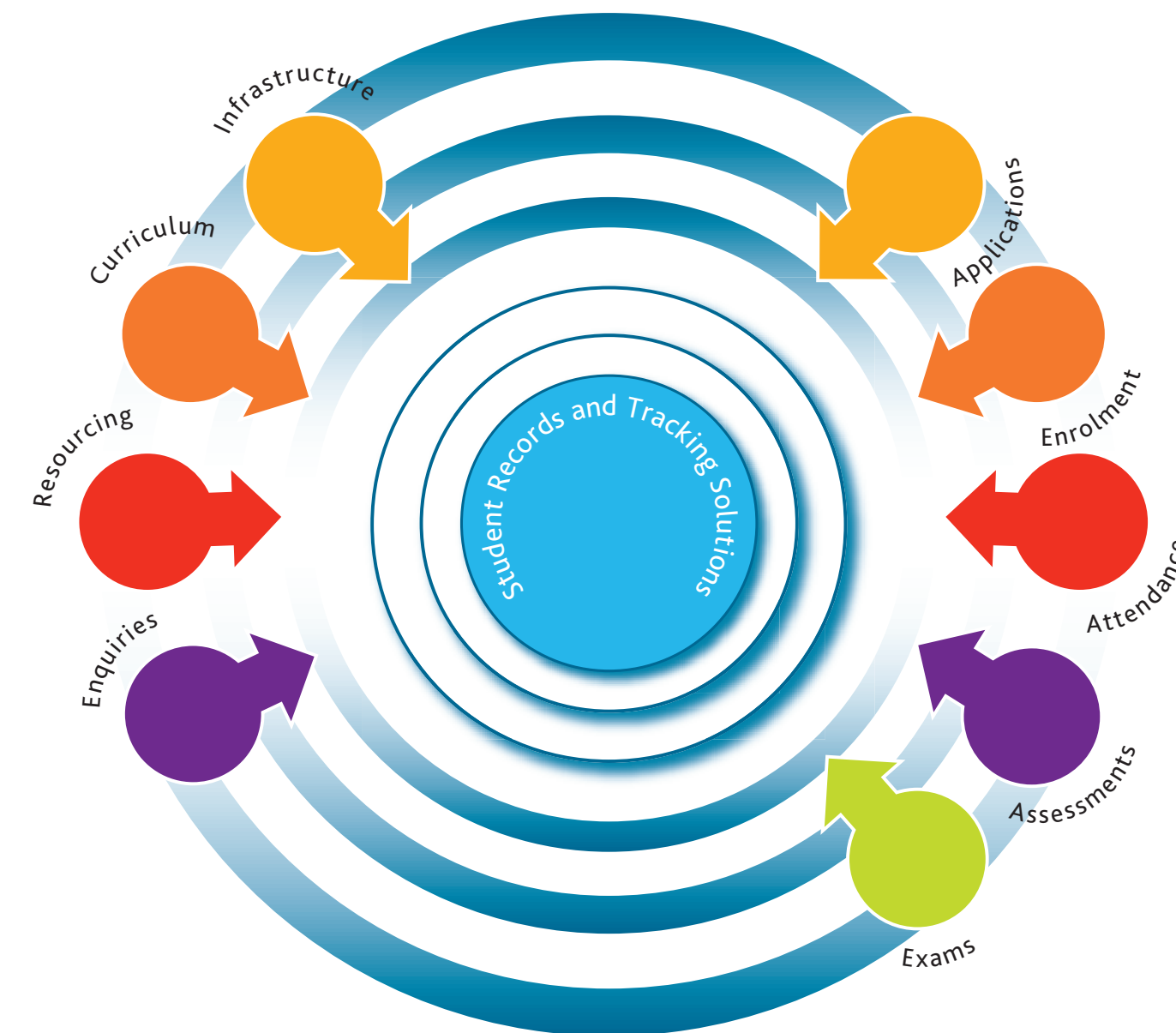
Resource Manager offers users a fully integrated and interactive view of all resources and gives all managers the facility to generate powerful reports allowing them to make detailed comparisons with sector averages and make full and efficient use of all the resources they have.

Enquiries

The SRTS has been developed in response to an increasingly competitive education market. It enables your college to present a professional, responsive image to any prospective student as well as providing management information for marketing purposes. In response to enquiries by phone, letter, in person, via e-mail or over the web, the SRTS captures the initial contact data, conducts course searches and selects associated media items (such as the prospectus, course leaflets or promotional gifts). Data is recorded against specific curriculum or general subjects of interest. Personalised letters using mail merge or e-mails can be generated, that may include an application Form already partially completed with the enquirer's details.

At this stage, the prospective student can be sent details of the college's Virtual Learning Environment together with a 'guest' log in. This will allow them to get a flavour of what the college can offer. Capita FHE's chosen VLE is LearnWise™ from Granada Learning™, the market-leading VLE in the UK.

A comprehensive set of reports are available that provide statistical analysis of enquiries, including conversions from enquiries to applications and conversion of applications to enrolments. All data captured is recorded back to the database against each individual record that is then available for marketing and promotions.



The UNIT-e Student Records and Tracking Solution (SRTS)

The UNIT-e Student Records and Tracking Solution (SRTS) controls all student-related data and offers powerful management facilities to meet both college and statutory defined requirements for reporting and analysis. Comprehensive workflow can be used to define the processes and process flows from enquiries through applications to enrolment and then destination.

Applications

Applications can be made by phone, letter, in person, via e-mail or over the Web and these can be held as new records or linked to previous enquiries. The college optionally defines the stages of the application process and records all response actions against the student record. Facilities include recording applications, applicant details and qualifications, setting up offers, letters and interview details; facilitating on-line communications with external agencies and forming a complete audit trail of applications throughout the applications cycle.

Academic staff can access information regarding specific applications, or view statistical information concerning the current status of applications for a particular course, part of a course or to the college as a whole. Extensive functionality provides the ability to set-up individual or block interviews that can be included in the college's timetable to ensure staff, rooms and other facilities are not otherwise engaged.

Enrolment

The enrolment process records all student and related academic information together with financial data, including phased payments, deposits, receipts and data for statutory returns. Enrolments can be made individually (student by student) or in blocks, for example single applications to enrolment or a complete cohort moving from Year 1 to Year 2. Enrolments can be made using curriculum balancing tools that provide a flexible and configurable way of spreading enrolments across timetabled activities. Enrolments can also be made via the web using the on-line enrolments facility that includes support for secure credit and debit card transactions.

Attendance

Registers can be fully integrated with the Resource Manager or maintained discretely. Traditional attendance monitoring using paper registers can be opted for or tutors can choose to input marks via a web browser or via a number of electronic capture devices. This speeds up processing time and enables managers to view an instant picture of student attendance, retention and room usage thus allowing any trends to be instantly identified and managed. The Attendance system can also upload data to the Connexions Card scheme avoiding the need for duplicate entry of data.

Assessments

The recording of assessment details and progression routes forms a complete picture of a student's performance, from individual detailed assignments up to the final major award or awards. The recorded data can then be used for performance analysis and to assess "Value Added."

The software allows academic staff to view student details and record students' other achievements as well as add their own comments. Tutors are therefore able to keep a detailed track of the students under their care. Should your college wish, students can also be provided with access to similar details via the Internet and intranet.

Assessments can be recorded against any element of the curriculum structure. Assessment results can be recorded individually or in blocks, making data entry quick and intuitive. Student results, together with associated college defined weightings and rules, can be calculated automatically using a sophisticated results calculation engine.

Exams

Capita Exams software manages all aspects of external examinations including Electronic Data Interchange (EDI) communications to the main examination boards. Examination entries can be made individually or in blocks. Examinations, subjects and papers can be integrated (if required) into the curriculum so that provisional entries can be made at the same time as enrolment. An extensive set of analysis reports is provided together with facilities to accommodate examination seating and timetabling.