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# WEB-LINK USER GUIDE

UCAS UNDERGRADUATE, UCAS CONSERVATOIRES,  
AND UCAS TEACHER TRAINING

UCAS

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UCAS Undergraduate  
UCAS Teacher Training  
UCAS Conservatoires

UCAS  
Rosehill, New Barn Lane  
Cheltenham, Gloucestershire GL52 3LZ

HEP Team: 0344 984 1111

Email: [hep\\_team@ucas.ac.uk](mailto:hep_team@ucas.ac.uk)

Website: [www.ucas.com](http://www.ucas.com)

UCAS registered in England No: 2839815

Registered Charity No. 1024741

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# 1. INTRODUCTION

**web-link: applicant data** is your application management support tool, and holds important details about your provider or school, for UCAS Undergraduate, UCAS Conservatoires and UCAS Teacher Training.

**web-link: institution data** (formerly known as Net.update) allows UCAS Teacher Training providers to manage their training programmes. UCAS Undergraduate and UCAS Conservatoires also use this section to update institution, campus, and contact information. Application Tracker and Decision Tracker (for UCAS Undergraduate providers) is also accessed through web-link: institution data.

web-link was first released in 2005 and has been enhanced many times. This document describes most of the functional requirements for it, and contains some business rules governing its functionality. Any future changes will be incorporated into this working document, to capture definitions and precise functionality – to aid development and support processes.

Please note: example screen shots are used throughout this document.

Only test applicant details are shown.



## 2. QUALITY OF DATA

**web-link: applicant data** works in real-time – when transactions are submitted, the system is updated dynamically and applicants can view any changes in Track. It is, therefore, vital to ensure your transactions are correct before submitting them.

### Points to remember:

- > Do not press submit twice if the system response seems slow, just press once and wait for the transaction to process.
- > Do not navigate to another page while a transaction is in progress. Always wait for the transaction process to finish before moving on. A 'transaction successful' or error message (if unsuccessful) will appear when the process has completed.
- > Do not use the browser's back and forward buttons for navigation. Always use the system's own navigation links to move between screens.
- > Check saved data before moving on. Larger providers or schools could consider setting up read-only accounts for users requiring access only to contextual sections of applications, e.g. personal statements or references.
- > Do not refresh the page at any point. If you wish to check for new data, navigate away from the page and then return to it.
- > Javascript needs to be enabled to use the search – check with your IT provider if you need help.
- > To optimise your query, be as specific as possible when searching.

## 3. SUPPORT

The following is provided to assist efficient usage of web-link:

- > **web-link: applicant data** – click the help link in the top bar on any screen for guidance
- > control over the areas to which users have access
- > control over the permissions granted to each user
- > training is available by phone, email, or in person, by contacting your [relationship manager](#)
- > help and support is available from the HEP/Schools Team on 0344 984 1111, or at [hep\\_team@ucas.ac.uk](mailto:hep_team@ucas.ac.uk)

A provider or school's web-link administrator needs a username and password, which is provided by UCAS when joining the relevant scheme.

## 4. NAVIGATION AND ACCESS

Access to web-link is from [www.ucas.com/providers](http://www.ucas.com/providers) or [www.ucas.com/sign-weblink](http://www.ucas.com/sign-weblink).

web-link has two parts – applicant data and institution data.

**web-link: applicant data** allows UCAS Undergraduate, UCAS Conservatoires, and UCAS Teacher Training users to:

- > view and manage applications
- > complete Records of Prior Acceptance
- > complete Overseas Partnership Forms (UCAS Undergraduate only)
- > view and maintain offer abbreviations

**web-link: institution data** allows UCAS Undergraduate, UCAS Conservatoires, and UCAS Teacher Training users to:

- > maintain your provider or school details
- > maintain training programme details (UCAS Teacher Training only)
- > manage web-link user accounts
- > access Application and Decision Tracker

web-link: institution data works best in Internet Explorer.

Once signed in to the applicant data section, you cannot navigate to institution data. To do this you need to go back to the web-link sign in page.

There are static links at the top right of the screen giving the option to:

- > sign out of the system (applicant data)
- > return to the main menu (Institution data)
- > access the online help text for the current screen (applicant data)

Individual applications can be printed from web-link, using the print button on your browser.

When adding, deleting or changing data, click the relevant button (e.g. 'save changes') before navigating to a different screen. If you do not save the new details before leaving the screen, you'll need to re-enter them.

## 5. ACCESS TO ADMINISTRATOR OPTIONS

The administrator is an individual designated by the provider or school, who has responsibility for setting up and maintaining user accounts. There is one administrator at each provider or school.

If the administrator also needs to read or edit applicant or course data, they must set up a new user account for themselves, with a different user name than the one used in connection with their role as administrator. The administrator sign in details only give them the choice of adding a new user, or editing or removing an existing user.

When a provider or school first registers to use web-link, an email is automatically generated containing a confirmation code. This code will verify the email address entered is correct and must be entered by the administrator when they first sign in.

Unlike all other users, access to the administrator options screen is made by signing in to web-link: institution data.

### 5.1 Add new user

There are three stages to setting up a new user.

#### **Stage 1 – register new user**

The username must be between ten and fifteen characters (numbers are not permitted). An existing username cannot be used to register a new user. To ensure security, and effectively manage access, all accounts must be unique and assigned to a named individual, and not shared between colleagues.

We recommend the username reflects the user's name and not a generic username. If the user's name is under the minimum requirement of ten characters, we recommend adding their department or provider (for example, emmacoleucas).

Sign in to web-link: institution data using the administrator sign in details.

**Log in**

Username	<input type="text" value="emmacoleucas"/>
Password	<input type="password" value="*****"/>
	<input type="button" value="Enter"/> <input type="button" value="Clear"/>

If you have forgotten your username and/or password you should in the first instance contact your Web-link Administrator at your institution who will be able to assist you.

[Email UCAS](#)

Thursday, April 19, 2018 01:03 PM

- [NEW INST](#)
- [USER LIST](#)
- [EXIT](#)

Training Uni

[Click to register a new user](#)

**Register a new user for the web-link system**

The email address should be valid and it will be used for communication with the user. The full name, user name and email address fields are mandatory, other fields are optional and can be left blank.

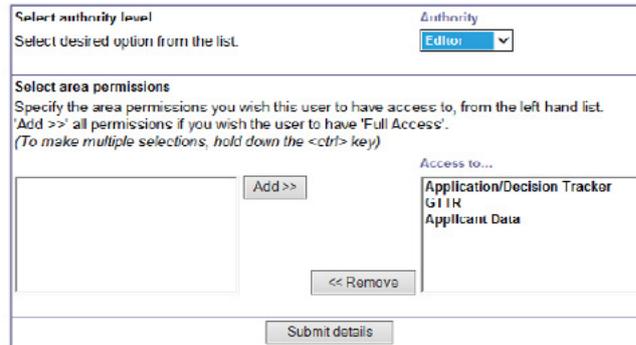
Full name	<input type="text" value="Emma Cole"/>
User name (min 10 letters, max 15 letters)	<input type="text" value="emmacoleucas"/>
Email address	<input type="text" value="e.cole@ucas.ac.uk"/>
Telephone number	<input type="text"/>
Department or faculty	<input type="text" value="UCAS"/>
	<input type="button" value="Submit details"/>

## Stage 2 – set up user permissions/authority level



### User Permissions

Set user permission levels for **emmacoleucas**.



The administrator can select one of two levels of authority for applicant data, and for training programme data (UCAS Teacher Training only).

1. **Editors** have authority to: update data in their permitted area(s)
2. **Read-only** users have authority to: view data in their permitted area(s)

To give the user the relevant permissions, select the area to which the user needs access, and only use the default 'all areas' if absolutely necessary. Review periodically to ensure access remains necessary.

## Stage 3 – set up new password

The password must be between nine and 20 alphanumeric characters (spaces not allowed). It must be entered twice to confirm it. The minimum complexity of this password is one uppercase, one lowercase, one number, and one special character (= [ ! " # \$ % & ' ( ) \* + , \ . / : ; < = > ? @ [ \ \ ] ^ \_ { | } ~ ]).

If necessary, enter optional additional security details.

**Register a new user for the web-link system.**  
Security options for user: **emmcoleucas**

**Optional additional security**  
Communication with the UCAS database is encrypted. If you wish you can specify the following extra checks when a user logs in (leave blank if not required):

**Limit IP addresses.**  
An attempt to log in from outside the given range of IP addresses will be rejected. This could be used to ensure that anyone who logs in to this account is doing so from this institution. It may not be possible to implement in some cases.

Low IP address ...

High IP address ...

**Limit hours available.**  
An attempt to log in outside the given hours, or at weekends, will be rejected (Use the 24 hour clock to specify time)

Start time (HH:MM, like 09:30) .

End time (HH:MM, like 17:30) .

Allow access at weekends  Yes  No

**Have add a password for this user.**  
The password should be kept secure as it allows course data at your institution to be edited online. It should be between 9 and 20 characters long and must include atleast one character, number and special character. UCAS will not reveal passwords, so if one is forgotten it must be changed by the local administrator.

Password

Confirm password

Optional additional security allows an administrator to limit a user’s access to weblink to a particular IP range or time (for example denying access at weekends). Your local IT support should provide administrators with IP details, which are entered in the screen above. If you want to limit access to web-link to a defined range of computers in a specific location, such as the training provider’s training locations and campuses, your local IT support will provide you with the details.

Once security options are saved, confirmation will be displayed that a new user has been registered in web-link. Check the details – if you need to make changes, refer to 5.2 ‘Update user details’.

The new user will automatically receive email confirmation. However, the username and password must be provided securely to the user by the administrator. The sign in details must not be given to anyone, except the user.

**Important points for administrators:**

- > Make sure you have a process to delete web-link accounts when employees leave the organisation, or change roles and no longer require an account.
- > Review web-link accounts regularly to monitor this process, and delete any missed accounts.
- > Create individual user accounts – accounts must not be generic.
- > Consider suspending web-link accounts if employees are under investigation, or subject to disciplinary proceedings.
- > Don’t use passwords that can be easily linked to an individual, or set the password as your provider name or department.
- > Do not write passwords down.

## 5.2 Update user details

The 'View all users' screen shows authority levels and area permissions for all users and the date they last signed in. web-link uses different colours to identify the different authority levels, including administrator. To view/edit a user's detail, click on their name.

On the 'Change user details or remove user' screen, all details except the username can be changed. If you need to change the username, a new user must be set up and the existing user deleted.

To change user permissions (area access and/or authority level), click the 'change permissions' link. The permissions attached to the administrator user record cannot be changed.

If an email address is changed, a confirmation code is emailed to the new address to verify it.

## 5.3 Delete user details

To remove details of a user, click on the user's name.

It's particularly important to update the user records of people moving to other jobs. If they are staying at the provider or school, it may be appropriate to:

- > amend the authority level (e.g. by reducing it to 'read only')
- > restrict the area(s) to which they have access, instead of deleting the user record

Users leaving the provider or school must be deleted as soon as possible.

If a user is accidentally deleted, the administrator will need to re-establish them by adding them as a new user again.

## 5.4 Verifying web-link accounts

New accounts are set up by the web-link administrator, but will need to be verified and activated by users within 40 days. If they don't, their account will be deleted automatically for security reasons.

Users will be emailed a three-digit verification code to activate their account. Once they receive this, they'll need to follow these steps:

1. Visit the [web-link sign in page](#), and click '**Access institution data**'.
2. **Sign in to institution data using the username and password provided by your web-link administrator** – you don't require access to institution data to be able to do this, and will not be able to view institution data unless your weblink administrator has granted you access.

### Log in

Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Enter"/> <input type="button" value="Clear"/>

If you have forgotten your username and/or password you should in the first instance contact your Web-link Administrator at your institution who will be able to assist you.

[Email UCAS](#)

Wednesday, June 27, 2018 04:38 PM

3. **Enter the three-digit verification code when prompted** to verify your account (see below for an example)

### Email confirmation

**Your email address needs to be confirmed.**

You should have received a confirmation number in an email from UCAS. Please enter this number below and press 'Submit'.

UCAS email confirmation number:	<input type="text"/>
	<input type="button" value="Submit"/>

This has to be done each time the main email address is changed, to ensure that reports are sent to a valid email address. The confirmation number is not a password and is only used once.

In case of problems, check your account details with your local administrator, or [contact UCAS](#).

[Return to start page](#)

Any accounts which have not been verified will be deleted by UCAS after 40 days.

## 6. WEB-LINK: APPLICANT DATA ACCESS

### 6.1 Sign in page



UCAS

Log in

Please enter your web-link username and password below to log in.

Username:

Password:

log in

Click 'Access applicant data' on the '[Sign in to web-link page](#)', and enter the username and password provided by your web-link administrator.

Each user must verify their account by entering the verification code into institution data, even if the user only needs access to applicant data (see section 5.3).

Any accounts which have not been verified in institution data will be removed by UCAS.

# 7. APPLICANT DATA – UCAS UNDERGRADUATE, UCAS TEACHER TRAINING, UCAS CONSERVATOIRES

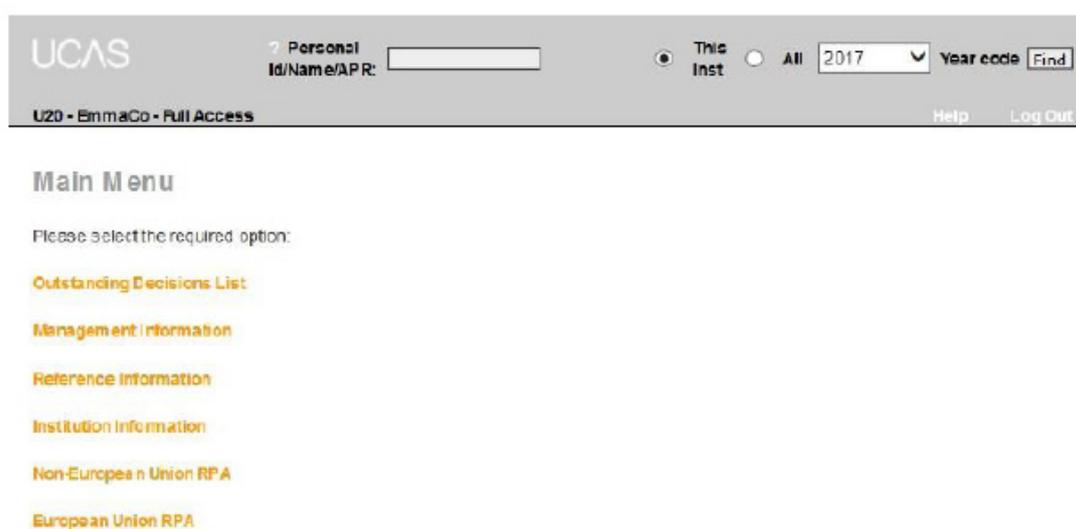
## 7.1 System menu



If your provider or school is a member of more than one admissions service (UCAS Undergraduate, UCAS Teacher Training or UCAS Conservatoires), the required system must be chosen by clicking on its name. You will then be directed to the main menu for the chosen scheme.

If you are a member of only one scheme, this screen is bypassed completely and you will be taken directly to the relevant main menu.

## 7.2 Main menu



Choose one of the following main menu options:

- > **Outstanding Decisions Lists (ODLs):** lists of applicants where no decision has been received, or are awaiting confirmation. Select different lists, depending on which system has been accessed and the stage of the application cycle.
- > **Management Information:** lists of applicants sorted by status, including reject by default (RBD) and decline by default (DBD) lists; also allows users to export data.
- > **Reference Information:** lists of codes and abbreviations used in connection with the application and decision-making processes.
- > **Institution/School/Conservatoire Information** (this heading will depend on the system accessed): lists of abbreviations available for making offers.
- > **Non-European Union RPA:** allows submission of details of applicants who are recruited directly as unconditional firm (UCAS Undergraduate/UCAS Teacher Training) or GU1 (UCAS Conservatoires).
- > **European Union RPA:** allows submission of details of applicants recruited directly as unconditional firm (UCAS Undergraduate/UCAS Teacher Training) or GU1 (UCAS Conservatoires).
- > **Overseas Partnership Form (OPF):** the link will display if your provider has joined the Overseas Partnership Scheme (UCAS Undergraduate only).
- > **Change System:** this option displays and navigates you to the system menu if your provider is a member of more than one scheme (UCAS Undergraduate, UCAS Teacher Training or UCAS Conservatoires). If you click 'log out', you will be asked to close the window. The link menu window remains open, and you can return to the applicant data section without having to sign back in.

### 7.3 Applicant search

At the top of the main menu screen, you can search for individual applicants who have either applied to your provider/school, or applied elsewhere in the same scheme and are 'visible'.

You can search for applicants in the current cycle, the previous cycle (if deferred as UF to the current cycle), and for unplaced applicants from previous cycles.

Additional searches are available for 'primary study' and 'course code' (UCAS Conservatoires only).

Searches can be made on Personal ID, surnames, forenames, and area of permanent residence (APR). Wildcards can be used if unsure of the spelling (a symbol used to replace or represent one or more characters). For example, if searching for names starting with 'Will' – enter 'Will%' and this will return all names beginning with 'Will' – such as Williams and Williamson.

To optimise your query, be as specific as possible with your search. Applicant details will be returned based on the search criteria entered, and the following details are displayed:

- > surname, forenames
- > Personal ID
- > Application Scheme Code
- > applied on date
- > application processed date
- > overall status (this is the overall status of the applicant, which may not be the status of the applicant at your provider, depending on the scheme. Access the applicant record for more details)
- > date of birth
- > first line of address



**OVERVIEW** [FURTHER CHOICE DETAILS](#) [QUALIFICATIONS](#) [EDUCATION](#) [EXAM RESULTS](#) [EMPLOYMENT](#) [PERSONAL STATEMENT](#) [REFEREES](#)

[<< back to results](#)

[< previous](#)

[PRINT THIS APPLICANT \(ASCII\)](#)  
[PRINT THIS APPLICANT \(Unicode\)](#)

[next >](#)

Title & Forenames:		Personal ID:	
Surname:			
Previous Surname:			
Preferred First name:			
Address:		Application Scheme Code:	
		Unique Leamer Number:	
		ISA Number:	
		TOEFL Number:	
Postcode:		IELTS Number:	
Country:		Application source:	
Returned Post:			
Gender:		Date Applied:	
Date of Birth:		Fee code:	
Age at 1st September:		Student Support Arrangements:	
Mobile Number:		Area of Permanent Residence:	
Home Number:		Residential Category:	
Email:			
Scottish Candidate Number:		Criminal Convictions:	
BTEC Registration Number:		Disability/Special Needs:	
Correspondence in Welsh:		Country of Birth:	
Progress file (UK Only):		Nationality:	
In Care:		Dual Nationality:	
In Care Duration:		Lived/Worked in EU:	
Parent HE Attendance:		Parent/Spouse EU National:	
Application Processed:		Entered UK:	
Last Change:		Post 15 Jan:	
School:		Last educational establishment:	
POLAR2 Score:		Scottish Index of Multiple Deprivation:	
POLAR3 Score:		Wales Communities First:	
Student Visa Required:		Student Visa Study UK:	
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Nominated Name:		Nominated Relationship:	

GCE (A+AS) expected	VCE (A+AS+Dble) expected	SQA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
						N
Vocational	BTEC	ILC	AICE	IB	Other educational qualifications	Previous other educational qualifications
OQ1	OQ2	Manual	Dip	Pre-U		PrL
		Y				

(Invisibiliy applies)

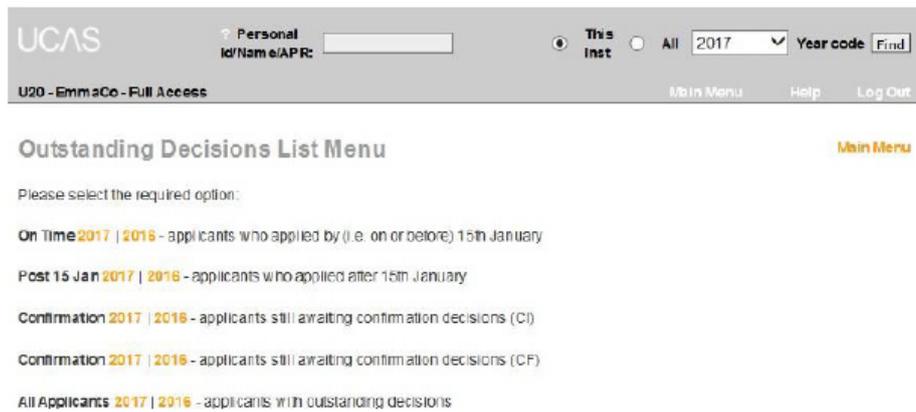
Choice	Prof	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
1			U20	H300	J	C	U	±		2	N	01-09-2017	02-01-2017	13-01-2017		13-01-2017	X
4			U20	H302	J	C	REF	±		2	N	01-09-2017	02-01-2017			02-01-2017	X

Overall Applicant Status: Referred Adjustment Status: N/A

More information about the overview section is available in Section 12 – Applicant overview.

## 7.4 Outstanding Decisions Lists (ODLs)

### 7.4.1 UCAS Undergraduate



This screen allows selection of an ODL with specified criteria, depending on the scheme:

- > On time – applicants who applied by (i.e. on or before) 15 January
- > Post 15 Jan – applicants who applied after 15 January
- > Confirmation – applicants still awaiting Confirmation decisions (conditional insurance)
- > Confirmation – applicants still awaiting Confirmation decisions (conditional firm)
- > All Applicants – applicants with outstanding decisions (regardless of when they applied)

Dates (or guidance, where applicable) by which decisions must be made for applicants in each of the above ODLs can be found at the top of the ODL screen and in the [UCAS Undergraduate Admissions Guide](#).

All ODLs show ‘real-time’ data for the selected criteria. Applicant records can be accessed, and decisions made, via the ODL.

## 2017 All applicants with outstanding decisions

[Main Menu](#) --> [ODL Menu](#)

**Note:** This list contains all applicants (including those in other lists) who have outstanding decisions (ie decision status of REF, INV). Please note that this also includes applicants in Extra and Clearing.

[download: [csv](#) | [pipe](#) | [ucsv](#) | [u-pipe](#)]

(click on a column heading to order results by that column)

Choice	Surname, Forenames	Personal Id	Application Scheme Code	Course code	Campus code	Faculty code	DEC	Reply	RBD Date	Applied on	Start date
1			UC05	B740	M	F	REF	±	05-05-2017	13-01-2017	01-09-2017
4			UC05	B740	M	F	REF	±	05-05-2017	13-01-2017	01-09-2017
1			UC03	K235	J	H	REF	±	05-05-2017	13-01-2017	01-09-2017
5			UC03	L4LH	J	G	REF	±	05-05-2017	12-12-2016	01-09-2017
1			UC03	B510	C	F	REF	±	05-05-2017	09-01-2017	01-09-2017
1			UC02	B740	M	F	REF	±	05-05-2017	06-01-2017	01-09-2017
1			UC03	L500	M	G	REF	±	05-05-2017	01-01-2017	01-09-2017
2			UC03	L501	M	G	REF	±	05-05-2017	01-01-2017	01-09-2017
1			UC03	L506	X	G	REF	±	05-05-2017	07-12-2016	01-09-2017
2			UC03	L501	M	G	REF	±	05-05-2017	07-12-2016	01-09-2017
3			UC03	L500	M	G	REF	±	05-05-2017	07-12-2016	01-09-2017
4			UC03	L505	W	G	REF	±	05-05-2017	07-12-2016	01-09-2017
5			UC03	L521	J	G	REF	±	05-05-2017	07-12-2016	01-09-2017
2			UC03	B740	M	F	REF	±	05-05-2017	14-12-2016	01-09-2017

Having selected an ODL, the system displays a list of applicants whose status matches the selection. The following details are displayed:

- > choice (this does not indicate the applicant's preference)
- > surname, forenames (if the name is highlighted this gives a link to the overview screen)
- > Personal ID
- > Application Scheme Code
- > course code
- > campus code
- > faculty code

- > DEC (decision) – if there is a ± in the right-hand box under ‘DEC’, you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.  
If there is an ‘x’ in the right-hand box under ‘DEC’, the current decision cannot be amended.
- > reply
- > RBD date
- > applied on (date)
- > start date

The search results are initially ordered by Personal ID, but can be ordered by any of the above columns, by clicking on its title. Results may be downloaded as a pipe delimited (I) or .csv file for internal use, if required.

## 7.4.2 UCAS Teacher Training

The screenshot shows the UCAS Teacher Training gtr interface. At the top, there is a navigation bar with the UCAS logo, a search field for 'Personal ID/Name', radio buttons for 'This Provider' and 'All', a dropdown menu for 'Year code' set to '2017', and a 'Find' button. Below the navigation bar, the user is logged in as '12N- EmmaCo - Full Access'. The main content area is titled 'Outstanding Decisions List Menu' and includes a 'Main Menu' link. The text below the title asks the user to 'Please select the required option:' and lists three categories: 'Weekly ODL 2017 | 2016 - applicants within 7 days of their RBD date', 'Confirmation 2017 | 2016 - applicants still awaiting confirmation decisions', and 'On-Demand ODL 2017 | 2016 - ODL for all applicants at this point in time'.

- > Weekly ODL – applicants within seven days of their RBD date.
- > Confirmation – conditional firm (CF) applicants still awaiting Confirmation decisions from the training provider.
- > On-demand ODL – all applicants currently with outstanding decisions.

Dates (or guidance, where applicable) by which decisions must be made for applicants in each of the above ODLs can be found in the [UCAS Teacher Training Admissions Guide](#).

All ODLs show ‘real-time’ data for the selected criteria. Applicant records can be accessed, and decisions made, via the ODL.

## 2017 Weekly ODL

[Main Menu](#) --> [ODL Menu](#)

Note: This ODL shows applicants within 7 days of their RBD date.

[download: [csv](#)] | pipe | [ucsv](#) | [upipe](#)

2 records found:

(click on a column heading to order results by that column)

Round No.	Choice No.	Surname, forenames	Personal Id	Application scheme code	Training programme	Training location/campus	Mod	Part/full time	DEC	Interview date	RBD date	Applied on
1	1 [1]	[REDACTED]	[REDACTED]	GT03	28XV		N	F	REF ±		23-01-2017	11-11-2016
2	4 [1]	[REDACTED]	[REDACTED]	GT01	2D23		N	F	REF ±		23-01-2017	19-10-2016

The search results are initially ordered by Personal ID, but can be ordered by any of the above columns, by clicking on its title. Results may be downloaded as a pipe delimited (|) or .csv file for internal use, if required.

Having selected an ODL, the system displays a list of applicants whose status matches the selection. The following details are displayed:

- > round number – round 1 refers to Apply 1 and round 2 refers to Apply 2
- > choice number – 1, 2, 3 refers to Apply 1, and 4 onwards refers to Apply 2
- > surname, forenames – if the name is highlighted, this gives a link to the overview screen
- > Personal ID
- > Application Scheme Code
- > training programme code
- > campus code
- > modular
- > part/full-time
- > DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.

Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction.

If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.

- > interview date
- > RBD date
- > applied on (date)

## 7.4.3 UCAS Conservatoires

### Outstanding Decisions List Menu

[Main Menu](#)

Please select the required option:

**Main ODL 2017 | 2016** - All applicants with decisions outstanding

**Confirmation 2017 | 2016** - All applicants still conditional (GC or VC)

- > Main ODL – all applicants with decisions outstanding.
- > Confirmation ODL – all applicants still conditional, GC (guaranteed conditional), or VC (reserve conditional).

Dates (or guidance, where applicable) by which decisions must be made for applicants in each of the above ODLs can be found at the top of the ODL screen and/or in the [UCAS Conservatoires Admissions Guide](#).

All ODLs show 'real-time' data for the selected criteria Applicant records can be access, and decisions made, via the ODL.

### 2017 Main ODL

[Main Menu](#) --> [ODL Menu](#)

[download: [csv](#) | [pipe](#) | [u-odl](#) | [u-pipe](#)]

263 records found. Displaying 100 records per page.

(Page 1 of 3)

<< 1 2 3 >>

For all applicants who applied by 1st October - decisions are due by 5th January

For all applicants who applied by the end of January - decisions are due by 5th March

Any applicants with decisions still outstanding will be Rejected By Default (RBD) on the 14th July

(click on a column heading to order results by that column)

Choice	Surname, Forenames	Personal Id	Application Scheme Code	Course code	Instrument 1	Audition location	DEC	Reply	Audition Date	Applied on	Start date	Overall Fee Outstanding
1			CU01	805F	Violin	New York	AP	±		03-08-2016	01-09-2017	£0.00
1			CU01	302F	Voice (Mezzo-Soprano)	New York	AP	±		03-08-2016	01-09-2017	£60.00
1			CU01	302F	Voice (Bass-Baritone)	New York	AP	±		05-08-2016	01-09-2017	£55.00
1			CU01	704F	Musical Theatre	Institution	REF	±		19-08-2016	01-09-2017	£0.00
1			CU01	704F	Musical Theatre	Institution	REF	±		21-08-2016	01-09-2017	£0.00

The search results are initially ordered by Personal ID, but can be ordered by any of the above columns, by clicking on its title. Results may be downloaded as a pipe delimited (I) or .csv file for internal use, if required.

Having selected an ODL, the system displays a list of applicants whose status matches the selection. The following details are displayed:

- > choice (this does not indicate the applicant's preference)
- > surname, forenames – if the name is highlighted, this gives a link to the overview screen
- > Personal ID
- > Application Scheme Code
- > campus code
- > instrument 1
- > audition location
- > DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.

Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction.

If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.

- > reply
- > audition date
- > applied on (date)
- > start date
- > overall fee outstanding

## 8. MANAGEMENT INFORMATION MENU

This area allows the selection of a list of applicants depending on their decision/reply status in the currently selected scheme.

All lists show 'real-time' data for your chosen criteria. Decisions can be made and applicant records viewed by accessing these management lists.

You can select any of the lists to view or export them, if you use web-link: applicant data as your main UCAS application management tool. To do this, choose 'Export data' to download the files locally.

### 8.1 UCAS Undergraduate

The screenshot shows the UCAS Management Information Menu interface. At the top, there is a navigation bar with the UCAS logo, a search field for 'Personal Id/Name/APR', and a dropdown menu for 'This Inst' set to 'All' with a 'Year code' dropdown set to '2017' and a 'Find' button. Below the navigation bar, the page title is 'A20 - EmmaCo - Full Access' and there are links for 'Main Menu', 'Help', and 'Log Out'. The main content area is titled 'Management Information Menu' and includes a 'Main Menu' link. Below the title, it says 'Choose the list to view:' and lists various applicant categories with links to view data for the years 2017 and 2016. The categories include: Applicants - Invited to interview, Applicants - Declined interview request, Applicants - Awaiting response to interview request, Applicants - Requesting alternative interview date, Applicants - Unconditional offer, no reply, Applicants - Unconditional offer, firm reply, Applicants - Unconditional offer, firm reply (RPA), Applicants - Unconditional offer, insurance reply, Applicants - Unconditional offer, declined, Applicants - Conditional offer, no reply, Applicants - Conditional offer, firm reply, Applicants - Conditional offer, insurance reply, Applicants - Conditional offer, declined, Applicants - Delayed Confirmation Decisions, Applicants - Full Decision, Applicants - Reject, Applicants - Withdrawal, Applicants - Declined, Applicants - Cancelled Applications, Applicants - Completely Withdrawn, Applicants - Movement List, Applicants - RBD Stop List, Applicants - UF registered for Adjustment, Applicants - Placed elsewhere in Adjustment, Applicants - Acquired through Adjustment, Applicants - Clearing accept, Applicants - Outstanding Clearing Decisions, Applicants - By Country (APR), RBD List, and DBD List. At the bottom of the list, there is an 'Export Data' link.

Having selected an item from the management information menu, the system displays a list of applicants whose status matches the selection. The following details are displayed:

UCAS Personal Id/Name/APR:  This Inst All 2017 Year code Find

U20 - EmmaCo - Full Access Main Menu Help Log Out

2017 Applicants - Conditional offer, no reply Main Menu --> Management Information Menu

[download: [csv](#) | [pipe](#) | [u-csv](#) | [u-pipe](#)]

7481 records found. Displaying 100 records per page.

(Page 1 of 75)

<< 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 >>

(click on a column heading to order results by that column)

Choice	Surname, Forenames	Personal Id	Application Scheme Code	Course code	Campus code	Faculty code	DEC	Reply	Applied on	Year of Application	Start date	DBD Date
4			UC03	M100	J	G	C ±		12-12-2016	2017	01-09-2017	
2			UC02	B230	C	F	C ±		09-12-2016	2017	01-09-2017	
4			UC02	B510	C	F	C ±		09-12-2016	2017	01-09-2017	
1			UC02	B990	C	F	C ±		12-12-2016	2017	01-09-2017	
2			UC02	B992	C	F	C ±		12-12-2016	2017	01-09-2017	
4			UC02	B400	C	F	C ±		12-12-2016	2017	01-09-2017	

- > choice (this does not indicate the applicant's preference)
- > surname, forenames – if the name is highlighted, this gives a link to the overview screen
- > Personal ID
- > Application Scheme Code
- > course code
- > campus code
- > faculty code
- > DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable. Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction. If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.
- > reply
- > applied on (date)
- > start date

## 8.2 UCAS Teacher Training

UCAS Teacher Training | powered by gtrr

? Personal IdName:   This Provider  All 2017  Year code

136 - EmmaCo - Full Access Main Menu Help Log Out

### Management Information Menu Main Menu

Choose the list to view:

- Applicants - Interview decisions [2017](#) | [2016](#)
- Applicants - Conditional offer, no reply [2017](#) | [2016](#)
- Applicants - Unconditional offer, no reply [2017](#) | [2016](#)
- Applicants - Conditional offer, firm reply [2017](#) | [2016](#)
- Applicants - Unconditional offer, firm reply [2017](#) | [2016](#)
- Applicants - Unconditional offer, firm reply (RPA) [2017](#) | [2016](#)
- Applicants - Declined [2017](#) | [2016](#)
- Applicants - Delayed Confirmation Decisions [2017](#) | [2016](#)
- Applicants - Full Decision [2017](#) | [2016](#)
- Applicants - Cancelled Applications [2017](#) | [2016](#)
- Applicants - Completely Withdrawn [2017](#) | [2016](#)
- Applicants - Movement List [2017](#) | [2016](#)

Applicants - For Accredited Programmes [2017](#) | [2016](#)

RBD List [2017](#) | [2016](#)

DBD List [2017](#) | [2016](#)

[Export Data](#)

UCAS Teacher Training | powered by gtrr

? Personal IdName:   This Provider  All 2017  Year code

136 - EmmaCo - Full Access Main Menu Help Log Out

### 2017 Applicants Conditional offer - firm reply Main Menu ---> Management Information Menu

[download: [csv](#) | [pipe](#) | [u-csv](#) | [u-pipe](#)]

14 records found:

(click on a column heading to order results by that column)

Round No.	Choice No.	Surname, Forenames	Personal Id	Application Scheme Code	Training Programme	Training Location/Campus	Mod	Part/ Full time	Dec	Reply	Entry Month	Entry Year	Interview Date	Applied on	Year of Application

Having selected an item from the management information menu., the system displays a list of applicants whose status matches the selection. The following details are displayed:

- > round number – round 1 refers to Apply 1 and round 2 refers to Apply 2
- > choice number – 1, 2, 3 refers to Apply 1, and 4 onwards refers to Apply 2
- > surname, forenames – if the name is highlighted, this gives a link to the overview screen
- > Personal ID
- > Application Scheme Code
- > training programme code
- > campus code
- > modular
- > part / full-time
- > DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable. Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction. If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.
- > reply
- > entry month
- > entry year
- > interview date
- > applied on (date)

## 8.3 UCAS Conservatoires

### Management Information Menu

[Main Menu](#)

Choose the list to view:

[RBD List 2017 | 2016](#)  
[DBD List 2017 | 2016](#)  
[Reserve List 2017 | 2016](#)  
[Applicants - Status List 2017 | 2016](#)  
[Applicants - Delayed Confirmation Decisions 2017 | 2016](#)  
[Applicants - Reject 2017 | 2016](#)  
[Applicants - Declined 2017 | 2016](#)  
[Applicants - Cancelled Applications 2017 | 2016](#)  
[Applicants - Completely Withdrawn 2017 | 2016](#)  
[Applicants - Movement List 2017 | 2016](#)  
  
[GC Applicants 2017 | 2016](#)  
[GU Applicants 2017 | 2016](#)  
[GU Applicants \(RPA\) 2017 | 2016](#)  
[VC Applicants 2017 | 2016](#)  
[VU Applicants 2017 | 2016](#)  
[AP Applicants 2017 | 2016](#)

[Export Data](#)

- > RBD list
- > DBD list
- > Reserve list (VC and VU applicants with replies)
- > Applicant status list (a full list of applicants, with their current status)
- > Applicants – reject
- > Applicants – declined
- > Applicants – movement list
- > GC applicants (guaranteed conditional)
- > GU applicants (guaranteed unconditional)
- > GU applicants (RPAs)
- > VC applicants (reserve conditional)
- > VU applicants (reserve unconditional)
- > AP applicants (audition pending)

#### 2017 Applicants - Audition Pending

[Main Menu](#) → [Management Information Menu](#)

[Download CSV](#) | [Download CSV](#) | [Download CSV](#)

43 records found

Click on a column heading to order an pdf. by that column)

Choice	Surname, Fornames	Personalid	Application Scheme Code	Course code	Instrument 1	Instrument 2	Audition 1 DateTime	Audition 2 DateTime	Audition Location	DEC	Reply	Applied on	Year of Application	Start date
3			CU04	800F	Voice (alto/contr) Opera		14-12-2016 12:15		Institution	AP	3	01-10-2016	2017	01-09-2017
1			CU01	802F	Musical Direction and Coaching		11-12-2016 14:45		Institution	AP	3	17-10-2016	2017	01-09-2017
2			CU02	800F	Voice (Tenor) Opera		14-12-2016 17:24		Institution	AP	3	02-10-2016	2017	01-09-2017
2			CU02	800F	Voice (Tenor) Opera		14-12-2016 17:00		Institution	AP	3	26-09-2016	2017	01-09-2017
1			CU02	702F	Voice (Soprano)		13-12-2016 16:30		Institution	AP	3	30-09-2016	2017	01-09-2017
2			CU02	9000	Piano		06-12-2016 17:12		Institution	AP	3	23-11-2016	2017	01-09-2017
2			CU01	702F	Voice (Soprano)		13-12-2016 16:15		Institution	AP	3	23-09-2016	2017	01-09-2017
2			CU01	702F	Voice (Tenor)		15-12-2016 15:00		Institution	AP	3	05-10-2016	2017	01-09-2017

Having selected an item from the management information menu., the system displays a list of applicants whose status matches the selection. The following details are displayed:

- > choice (this does not indicate the applicant's preference)
- > surname, forenames – if the name is highlighted, this gives a link to the overview screen
- > Personal ID
- > Application Scheme Code
- > course code
- > instrument 1
- > audition location
- > DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable.  
Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction. If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended.
- > reply
- > applied on (date)
- > start date

The following management information lists are available for all schemes:

#### 8.4 RBD lists – all schemes

Applicants who have not been given a decision from your provider or school before the deadline are rejected by default (RBD). They will appear on this list prior to the next RBD taking place.

#### 8.5 DBD lists – all schemes

Applicants who have received a decision from your provider or school but have not replied by their deadline are declined by default (DBD). They will appear on this list prior to the next DBD taking place.

## 8.6 Export data – UCAS Undergraduate

This screen enables you to choose the data files to be exported. This is only available to providers who use web-link: applicant data as their main application management tool.

**Export Menu** Main Menu --> Management Information Menu

Please select the required option:

Applicant Data 1	General applicant data	[select csv   pipe   u-csv   u-pipe]
Applicant Data 2	Applicant background data	[select csv   pipe]
Applicant Data 3	HESA Student Return details [available after the end of cycle]	[select csv   pipe   u-csv   u-pipe]
Applicant Data 4	Applicant coded information	[select csv   pipe   u-csv   u-pipe]
Applicant Data 5	Applicant choices information	[select csv   pipe]
Applicant Data 6	Applicant qualifications and additional test information	[select csv   pipe]
Applicant Data 7	Applicant Activities	[select csv   pipe]
Applicant Data 8	ABL match details	[select csv   pipe]
Applicant Data 9	ABL results	[select csv   pipe]
Applicant Data 10	Clearing details on previous applicants	[select csv   pipe]
Applicant Data 11	Cancelled and substituted applicants	[select csv   pipe]

**Files available for download (Note: These .csv and pipe files are contained in zip files see Help)**

File number	File name	File Created	File format
No files available for download			

**Files not yet completed**

File number	Date requested	File format	Options
No files requested			

Files can be downloaded either in .csv or pipe-delimited (|) format. Clicking one of these options will generate a file request, the status of which can be viewed under 'files not yet completed'. The 'options' column will either show 'processing' for files that are in progress, or 'cancel' to give you the option to delete the request.

The system will not allow multiple requests for the same data file and format, if these have not yet been processed.

Data file requests will be regularly processed throughout the day, in 'date requested' order. Once a file has been processed, the entry will be removed from the 'files not yet completed' section and a new link will appear under 'files available for download'. Files in this section can be saved to a local PC, by clicking on the file name and following the prompts. The .csv or pipe delimited files are contained in zip files.

Note: files will remain available for collection until they are replaced by a new version of that file.

This facility is restricted to providers or schools with fewer than 10,000 UCAS applicants.

## 8.7 Export data – UCAS Teacher Training, UCAS Conservatoires

This screen enables you to choose the data files to be exported. This is only available to providers who use web-link: applicant data as their main application management tool.

UCAS Teacher Training | gttr

? Personal ID/Name:  This Provider All 2017 Year code

12N - EmmaCo - Full Access Main Menu Help Log Out

### Export Menu

[Main Menu --> Management Information Menu](#)

Please select the required option:

- Applicant Data 1 General applicant data
- Applicant Data 2 Applicant background data
- Applicant Data 3 HESA student return details [available after the end of cycle]
- Applicant Data 4 Applicant coded information
- Applicant Data 5 Applicant choices information
- Applicant Data 6 Applicant qualifications and additional test information
- Applicant Data 7 Cancelled and substituted applicants
- Applicant Data 12 Applicant other languages
- Applicant Data 13 Applicant school and work experience

### Export Menu

[Main Menu --> Management Information Menu](#)

Please select the required option:

- Applicant Data 1 General applicant data
- Applicant Data 2 Applicant background data
- Applicant Data 3 HESA student return details [available after the end of cycle]
- Applicant Data 4 Applicant coded information
- Applicant Data 5 Applicant choices and offer details
- Applicant Data 6 Applicant qualifications and additional test information
- Applicant Data 7 Applicant examination match status
- Applicant Data 8 Applicant examination match status and results
- Applicant Data 9 Cancelled and substituted applicants
- Applicant Data 10 Applicant education information

A description of all the fields contained in the selected file is displayed by clicking on the required item in the list. Also displayed is the size of each field, and the number of records that will be returned in the exported file.

### Applicant File 6

[Main Menu](#) --> [Management Information Menu](#) --> [Export Menu](#)

This file provides you with applicant's qualifications and additional test information for applicants who have applied to you.

Number of records in file = 696

[download: [csv](#) | [pipe](#)]

The file format is shown below.

Description of field contents	Size
Personal ID	10
Application Scheme Code	4
Qualification ID	10
Timestamp of last change	Date/Time
Qualification Type	200
Awarding Body	10
Subject/unit/module/component name	100
Grade	20
Practical grade	20
Month of Qualification result	2
Year of Qualification result	4

### Applicant File 9

[Main Menu](#) --> [Management Information Menu](#) --> [Export Menu](#)

This file provides you with cancelled and substituted applicants, with a reason for the cancellation, for applicants who have applied to you.

Number of records in file = 20

[download: [csv](#) | [pipe](#)]

The file format is shown below.

Description of field contents	Size
Personal ID	10
Application Scheme Code	4
Timestamp of last change	Date/Time
Y - Substituted	1
Y - Cancelled	1
Date Cancelled	Date
Reason for Cancellation	30

You can download the information in .csv or pipe-delimited format.

## 9. REFERENCE INFORMATION MENU

This screen enables you to choose the data files to be exported. This is only available to providers who use web-link: applicant data as their main application management tool.

**UCAS** ? Personal Id/Name/APR:  This inst All 2017 Year code  Find

A20 - EmmaCo - Full Access Main Menu Help Log Out

### Reference Information Menu [Main Menu](#)

? Note: To download each set of data in .csv or pipe-delimited format, click on the 'download' link on each screen.

<b>Abbreviations - general</b>	UCAS standard abbreviations and text (used in offers)
<b>Abbreviations - own</b>	Institution's own abbreviations and text (used in offers)
<b>ABL subjects</b>	Exam subject codes and names
<b>Amendment dates</b>	List of dates reference data last amended
<b>APR</b>	Area of Permanent Residence (domicile) codes
<b>Awarding bodies</b>	Awarding bodies' codes and names
<b>Care codes</b>	Care codes and names
<b>Care duration codes</b>	Care duration codes and names
<b>Country of birth</b>	Country of birth codes and names
<b>Courses</b>	List of UCAS courses
<b>Criminal convictions declaration</b>	List of criminal convictions declaration codes and names
<b>Disability</b>	Disability codes and text
<b>Error</b>	Error codes and text (used in transactions)
<b>Establishment group</b>	Establishment group codes and text
<b>Ethnic origin</b>	Ethnic origin codes and text
<b>Exam levels</b>	Exam levels and descriptions
<b>Fee</b>	Fee codes and text
<b>Highest expected qualification</b>	Highest expected qualification codes and text
<b>Highest qualification attained/expected</b>	Highest qualification attained/expected codes and text
<b>Identifies as transgender</b>	Identifies as transgender codes and text
<b>Institutions</b>	List of institutions
<b>Joint admissions</b>	List of institutions recorded as Joint Admissions Entities for certain courses
<b>Nationality</b>	Nationality codes
<b>GEQ</b>	Other educational qualification codes
<b>Offer subjects</b>	Subject abbreviations and text (used in offers)
<b>Parent Higher Education Attendance</b>	Parent Higher Education Attendance codes and text
<b>Parental occupation SOC 2000</b>	Parental occupation SOC 2000 codes and text
<b>Parental occupation SOC 2010</b>	Parental occupation SOC 2010 codes and text
<b>Regions</b>	Region codes and text
<b>Religion/Belief</b>	Religion/Belief codes and text
<b>Residential</b>	Residential categories
<b>Schools</b>	List of schools
<b>School contacts</b>	List of school contacts
<b>School type</b>	School type codes and text
<b>School year</b>	School year codes and text
<b>Sexual orientation</b>	Sexual orientation codes and text
<b>Socio-economic</b>	Socio-economic codes and text
<b>Sponsor type</b>	Sponsor type codes and text
<b>Status</b>	UCAS applicant status codes
<b>Tariff</b>	Exam grades and tariff scores

As well as being displayed on screen, each list (or data set) can be downloaded in .csv or pipe-delimited format.

- > **Abbreviations – general:** (all schemes) UCAS standard abbreviation codes/ descriptions to be used in offers. Indication is given whether a code is valid for use in unconditional offers, withdrawal decisions, release into Clearing (not applicable to all schemes), and Tariff offers.
- > **Abbreviations – own:** (all schemes) provider or school's own abbreviations/ descriptions to use in offers.
- > **ABL subjects:** (UCAS Undergraduate, UCAS Conservatoires) ABL codes for all exam subjects matched by UCAS as part of the Confirmation process.

- > **Amendment dates: (all schemes) dates when reference data was last amended.**
- > **APR: (all schemes) area of permanent residence (domicile) codes, descriptions, and LEA flag awarding bodies (UCAS Undergraduate, UCAS Conservatoires).**
- > **Awarding bodies:** codes and names of awarding bodies.
- > **Conservatoires:** (UCAS Conservatoires) details of conservatoires, if applicable.
- > **Care codes:** (UCAS Undergraduate) care codes and descriptions.
- > **Care duration codes:** (UCAS Undergraduate) codes and descriptions.
- > **Country of birth:** (all schemes) descriptions of country of birth codes.
- > **Courses:** (all schemes) course data.
- > **Criminal convictions declaration:** list of codes for criminal convictions declarations and their descriptions.
- > **Degree subjects:** (UCAS Teacher Training) degree subject codes and descriptions.
- > **Disability:** (all schemes) codes and descriptions.
- > **Error:** (all schemes) error codes and text used in transactions.
- > **Establishment group:** (UCAS Undergraduate, UCAS Conservatoires) establishment group codes and descriptions.
- > **Ethnic origin:** (all schemes) codes and descriptions.
- > **Exam levels:** (UCAS Undergraduate, UCAS Conservatoires) exam levels and descriptions.
- > **Fee:** (all schemes) fee codes and descriptions.
- > **Highest expected qualification:** (all schemes) highest expected qualification codes and text.
- > **Highest qualification attained/expected:** (all schemes) highest qualification attained/expected codes and text.
- > **Identifies as transgender:** (all schemes) identifies as transgender codes and text.
- > **Institutions:** (UCAS Undergraduate) all providers in the UCAS Undergraduate scheme.
- > **Instruments:** (UCAS Conservatoires) all instruments for which courses may be available through the UCAS Conservatoires scheme.
- > **Joint admissions entities:** (UCAS Undergraduate) all providers that are recorded as joint admissions entities for certain courses. For more information, please refer to the relevant section in the UCAS Undergraduate Admissions Guide.
- > **Nationality:** (all schemes) codes and descriptions.
- > **OEQ:** (UCAS Undergraduate, UCAS Conservatoires) other examination qualifications codes and descriptions.
- > **Offer subjects:** (UCAS Undergraduate, UCAS Conservatoires) subject abbreviations and descriptions (used in offers).
- > **Parental Higher Education Attendance: (UCAS Undergraduate, UCAS Conservatoires) codes and descriptions.**
- > **Parental occupation: (UCAS Undergraduate, UCAS Conservatoires, UCAS Teacher Training) codes and descriptions.**
- > **Regions: (UCAS Undergraduate, UCAS Teacher Training) codes and descriptions.**
- > **Residential: (all schemes) residential category codes and descriptions.**
- > **Schools:** (all schemes) alphabetical list of schools, colleges and careers offices with contact details and addresses.
- > **School contacts:** (all schemes) all school contacts.
- > **School type:** (all schemes) codes and descriptions.
- > **School year:** (UCAS Undergraduate) codes and descriptions.

- > **Socio-economic:** (UCAS Undergraduate, UCAS Conservatoires, UCAS Teacher Training) codes and descriptions
- > **Sponsor type:** (UCAS Undergraduate) codes and descriptions.
- > **Status:** (all schemes) applicant status codes and descriptions.
- > **Tariff:** (UCAS Undergraduate, UCAS Conservatoires) Tariff scores and the equivalent exam levels and grades.
- > **Training providers:** (UCAS Teacher Training) all training providers in the UCAS Teacher Training scheme.

# 10. PROVIDER, CONSERVATOIRE, OR TRAINING PROVIDER INFORMATION MENU

Here you can view details of codes and abbreviations used in making offers, and view copy form batch details.

UCAS Personal Id/Name/APR: [ ] This Inst All 2017 Year code [Find]

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### Institution Information Menu [Main Menu](#)

Choose the required option:

- [Own offer abbreviations](#)
- [Standard offers](#)
- [Copy Form batch details](#)

There are two lists of offer abbreviations, each showing the code or abbreviation and the text (generated by it) which will display in Track to the applicant.

**Own offer abbreviations** – displays a list of your current own offer abbreviations.

UCAS Personal Id/Name/APR: [ ] This Inst All 2017 Year code [Find]

U20 - EmmaCo - Full Access Main Menu Help Log Out

### Own offer abbreviations [Main Menu --> Institution Information Menu](#)

Click on a code to view/edit/delete an offer letter abbreviation text. [Click here](#) to add a new offer abbreviation.

Code	Offer letter text	Last updated
01	in final year modules	28-11-2006
02	excluding Common Skills	28-11-2006
03	or	28-11-2006
04	at Higher Level	28-11-2006
05	Successful completion for Year 1 entry	29-11-2006
06	In the appropriate Science modules	29-11-2006
07	for entry into final year via Bridging Course	01-12-2006
08	Foundation Access Course	04-12-2006
09	with	04-12-2006
10	at least	04-12-2006
11	or above	05-12-2006
12	or Grade C at Ordinary Level	06-12-2006
13	or PASS in Quantitative Methods and Communication Skills	06-12-2006
14	or PASS in Communication Skills	06-12-2006
15	or MERIT in Quantitative Methods and Communication Skills	06-12-2006
16	GCSE at grade CC or above in	07-12-2006
17	2 further subjects	11-12-2006

The 'click here' link adds a new abbreviation to the list. Offer text is a maximum of 250 characters, including spaces and punctuation.

Clicking 'add' takes you to the 'Edit own offer abbreviation screen', and will display 'insert successful' at the top of the screen. A new code (e.g. 08) will replace the \*new record\* text shown previously. (This screen can also be accessed by clicking on the required code to the left of the offer letter text in the main 'Own offer abbreviations screen').

Once in the 'Edit own offer abbreviation' screen, the non-editable offer code (e.g. 01) and the current description is displayed – this can be edited or deleted.

**Standard offers** – displays a list of your current standard offers.

The 'click here' link adds a new standard offer. Standard offer text is a maximum of 100 characters, including spaces and punctuation.

### Add standard offer

Main Menu --> Institution Information Menu --> Standard offers

Please ensure free format text is enclosed in double quotes.

Code:	* new record *
Name:	<input type="text"/>
Offer text:	<div style="border: 1px solid black; height: 40px;"></div>
	100 characters remaining
	<input type="button" value="Add"/>

Clicking 'add' takes you to the 'Edit standard offer' screen, and will display 'insert successful' at the top. A new code (e.g. 01) will replace the \*new record\* text shown previously.

### Edit standard offer

Main Menu --> Institution Information Menu --> Standard offers

\*insert successful\*

Code:	1
Name:	Betsworth
Offer text:	"Pass BSc Part 1 with an overall average of 8 including a 8 in all Maths modules", +K
	16 characters remaining
	<input type="button" value="Update"/> <input type="button" value="Delete"/>

(This screen can also be accessed by clicking on the required code to the left of the offer letter text in the main 'Standard offers' screen).

Once in the 'Edit standard offer' screen, the non-editable offer code (e.g. 01) and the current description is displayed – this can be edited or deleted.

**Copy form batch details** (UCAS Undergraduate, UCAS Teacher Training) allows you to view production details of application copy forms for your provider or school. The batch date indicates the production date of the copy forms. It is normally expected that forms are received within three working days of production.

## Copy Form Batch Details

[Main Menu](#) --> [Institution Information Menu](#)

The tables below detail the production of copy application forms for your institution. The batch date indicates the production date of the copy forms; we would normally expect you to receive the forms within 3 working days of production. If you have not received the forms within this period please contact 01242 544626.

### UCAS

Batch No	Individual PDFs	PDF for Printing	Batch Date	Number of Forms
6626	<a href="#">PDFs for 6626</a>	<a href="#">PDF for 6626</a>	16-01-2017	42
6624	<a href="#">PDFs for 6624</a>	<a href="#">PDF for 6624</a>	15-01-2017	33
6622	<a href="#">PDFs for 6622</a>	<a href="#">PDF for 6622</a>	14-01-2017	124
6620	<a href="#">PDFs for 6620</a>	<a href="#">PDF for 6620</a>	13-01-2017	103
6618	<a href="#">PDFs for 6618</a>	<a href="#">PDF for 6618</a>	12-01-2017	68
6616	<a href="#">PDFs for 6616</a>	<a href="#">PDF for 6616</a>	10-01-2017	37
6614	<a href="#">PDFs for 6614</a>	<a href="#">PDF for 6614</a>	10-01-2017	35
6612	<a href="#">PDFs for 6612</a>	<a href="#">PDF for 6612</a>	06-01-2017	26
6610	<a href="#">PDFs for 6610</a>	<a href="#">PDF for 6610</a>	05-01-2017	33
6608	<a href="#">PDFs for 6608</a>	<a href="#">PDF for 6608</a>	04-01-2017	9
6606	<a href="#">PDFs for 6606</a>	<a href="#">PDF for 6606</a>	03-01-2017	9
6604	<a href="#">PDFs for 6604</a>	<a href="#">PDF for 6604</a>	02-01-2017	2
6600	<a href="#">PDFs for 6600</a>	<a href="#">PDF for 6600</a>	29-12-2016	2
6598	<a href="#">PDFs for 6598</a>	<a href="#">PDF for 6598</a>	28-12-2016	4
6596	<a href="#">PDFs for 6596</a>	<a href="#">PDF for 6596</a>	27-12-2016	2
6594	<a href="#">PDFs for 6594</a>	<a href="#">PDF for 6594</a>	26-12-2016	3
6592	<a href="#">PDFs for 6592</a>	<a href="#">PDF for 6592</a>	23-12-2016	7

# 11. RECORDS OF PRIOR ACCEPTANCE (RPAS) AND OVERSEAS PARTNERSHIP FORMS (OPFS)

## 11.1 RPAs (UCAS Undergraduate, UCAS Teacher Training, UCAS Conservatoires)

Applicants are encouraged to apply within published timetables, through schools, colleges and careers offices. However, we recognise that a number of applicants may not do so. The RPA was introduced to keep as complete a record as possible of those accepted into higher education, and to assist providers and schools in compiling their databases and avoiding fraud.

There are two types of RPAs you can use for applicants who are already qualified, or who have been subject to your own checking process, and confirmed as 'new' applicants.

- > The **non-EU** RPA is intended to facilitate overseas applications.
- > The RPA for **EU and UK** applicants, is intended for use very late in the application cycle.

These are available at predetermined points in the cycle (see the relevant Admissions Guide for these dates).

The applicant consents to us processing the information by accepting the UCAS terms and conditions.

RPAs are only accessible via the applicant Data section of web-link. But there is an opportunity to print a copy when processing the data.

When received, the acceptance is recorded as UF at choice 1 (GU1 for UCAS Conservatoires), and electronic records are sent to the provider or school.

The RPA collects the minimum amount of data required, so a number of fields (for which data has not been collected during the application process) will show default data when electronic records are made available to the provider or school.

A PDF version of the RPA is available to download via web-link. This allows you to collect the data (including the applicant's signature), and submit the information at a convenient time.

**The processing of RPAs begins every weekday at approximately 08:45. Those entered after this time will appear in web-link after 09:30 the following day.**

**web-link does not automatically check if an applicant is already live in the system. You need to check this before using an RPA, by doing a name search at all providers. We will cancel any duplicate records.**

## 11.2 Non-European Union RPA

UCAS Personal id/Name/APR:  This Inst  All  2017  Year code

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### Non-European Union RPA Main Menu

Please note this RPA must not be used for EU Applicants. Any received by UCAS will be cancelled. The EU RPA will be available in February.

Please note that the processing of RPAs begins every weekday at approximately 8:45 a.m., so those entered after this time will appear in web-link after 9:30 a.m. on the following day.

Web-link does not check that applicants are not already live in the system. Please ensure applicants are not in the system before using an RPA. Please note any duplicate records will be cancelled by UCAS. [\[download as PDF\]](#) [\[download help\]](#)

**Mandatory applicant information**

Title	Please Select <input type="text"/>
Forenames	<input type="text"/>
Surname or family name	<input type="text"/>
Gender	Please Select <input type="text"/>
Date of birth	<input type="text"/> e.g. ddmm/yyyy
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Country (Overseas Only)	Please Select. <input type="text"/>
Postcode (UK Only)	<input type="text"/>

## 11.3 European Union RPA

UCAS Personal id/Name/APR:  This Inst  All  2017  Year code

U20 - EmmaCo - Full Access Main Menu Help Log Out

### European Union RPA Main Menu

Please note that the processing of RPAs begins every weekday at approximately 8:45 a.m., so those entered after this time will appear in web-link after 9:30 a.m. on the following day.

Web-link does not check that applicants are not already live in the system. Please ensure applicants are not in the system before using an RPA. Please note any duplicate records will be cancelled by UCAS. [\[download as PDF\]](#) [\[download help\]](#)

**Mandatory applicant information**

Title	Please Select. <input type="text"/>
Forenames	<input type="text"/>
Surname or family name	<input type="text"/>
Gender	Please Select. <input type="text"/>
Date of birth	<input type="text"/> e.g. ddmm/yyyy
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4	<input type="text"/>
Country (Overseas Only)	Please Select. <input type="text"/>
Postcode (UK Only)	<input type="text"/>

## 11.4 OPFs (UCAS Undergraduate only)

We recognise that some of our providers, either singly or as part of consortia, have partnership arrangements with overseas colleges, where, on completion of the overseas element of the programme, the student progresses either to the single UK provider, or one of the providers of a consortium. In these circumstances, submitting an application through the usual procedures may not be appropriate.

Therefore, providers are asked to notify us of the details of these arrangements, using an Overseas Partnership Notification statement, which can be obtained from the [HEP Team](#). This information will not be shared with third parties, but used to verify overseas partnership records and help resolve any difficulties during Confirmation and Clearing.

Capitation fees are waived for students accepted through these arrangements. There are no applicant fees associated with OPFs.

Once we have processed a completed Overseas Partnership Notification statement, the OPF facility becomes available to providers who have agreed to use it from the main menu of web-link: applicant data. You can print a copy when processing the data. The applicant consents to us processing the information by accepting the UCAS terms and conditions.

When received, the acceptance is recorded as UF at choice 1, and electronic records are sent to the provider.

## 12. APPLICANT OVERVIEW

This screen shows an overview of the information supplied by the applicant. The record may be printed, if needed, using the 'print this applicant' link near the top right of the screen.

The screenshot shows the UCAS Applicant Overview screen. At the top, there is a search bar for 'Personal id/Name/APR' and a dropdown menu for 'This Inst' (set to 'All') and 'Year code' (set to '2017'). Below the search bar, there is a navigation menu with tabs for 'OVERVIEW', 'FURTHER CHOICE DETAILS', 'QUALIFICATIONS', 'EDUCATION', 'EXAM RESULTS', 'EMPLOYMENT', 'PERSONAL STATEMENT', and 'REFEREES'. The 'OVERVIEW' tab is selected. Below the navigation menu, there are navigation links: '<< back to 'All Applicants awaiting decisions' list', '< previous', and 'next >'. On the right side, there are two links: 'PRINT THIS APPLICANT (ASCII)' and 'PRINT THIS APPLICANT (Unicode)'. The main content area is a table with two columns of applicant details.

Title & Forenames:		Personal ID:	
Surname:			
Previous Surname:			
Preferred First name:			
Address:		Application Scheme Code:	
		Unique Learner Number:	
		ISA Number:	
		TOEFL Number:	
Postcode:		IELTS Number:	
Country:		Application source:	
Returned Post:			
Gender:		Date Applied:	
Date of Birth:		Fee code:	
Age at 1st September:		Student Support Arrangements:	
Mobile Number:		Area of Permanent Residence:	
Home Number:		Residential Category:	
Email:			
Scottish Candidate Number:		Criminal Convictions:	
BTEC Registration Number:		Disability/Special Needs:	
Correspondence in Welsh:		Country of Birth:	
Progress file (UK Only):		Nationality:	

There are links to take you to other screens containing further information:

- > supp info: (UCAS Conservatoires) supplementary (personal) information
- > further choice details: (UCAS Undergraduate) the information, if any, supplied by the applicant in 'further details' in the choices section of the application. Applicants only provide this if indicated to do so by the provider (by a course note or footnote attached to the course record)
- > qualifications: (all systems)
- > education: (all systems)
- > exam results: (UCAS Undergraduate, UCAS Conservatoires) including unit grades if the provider or conservatoire has opted to receive them
- > employment: (UCAS Undergraduate)
- > personal statement: (all systems)
- > work experience: (UCAS Teacher Training)
- > referees: (all systems)
- > fees: (UCAS Conservatoires)
- > Clearing: (UCAS Undergraduate) this is only shown if Clearing has started and the applicant is eligible

The overview is split into three areas: personal data, qualifications summary, and course choice(s).

## 12.1 Personal data

Most items are self-explanatory. Those requiring additional comment are:

- > Clearing number – only shown if applicant is eligible for Clearing (UCAS Undergraduate only)
- > Application Scheme Code – indicates whether the applicant has previously submitted another application (in a previous cycle)
- > application source – for details, go to reference information menu
- > fee code – for details, go to reference information menu
- > residential category – for details, go to reference information menu
- > disability or special needs – for details, go to reference information menu
- > post 15 Jan – ‘Yes’ means application received post-15 January; ‘No’ means application received on or before (UCAS Undergraduate only)
- > late – (UCAS Conservatoires) ‘Yes’ means the application was received after the on-time deadline for applications. ‘No’ means the application was received on or before this date

There is no late application date for UCAS Teacher Training.

## 12.2 Qualifications summary

? GCE (A+AS) expected		? VCE (A+AS+Dble) expected		? SQA		? Winter A levels		? Previous summer A levels		? Previous summer AS levels		? Key Skills	
				2								N	
? Vocational		? BTEC		? ILC		? AICE		? IB		? Other educational qualifications		? Previous other educational qualifications	
												1	
? OQ1		? OQ2		? Manual		? Dip		? Pre-U				? PrL	

- > The number of qualifications expected to be passed are shown for GCE (A+AS) and (A+AS+Dble). The maximum value is nine.
- > SQA codes are:
  - 1: applicant is taking Highers, Advanced Highers, Intermediate 2, Core Skills or HNC / HND
  - 2: applicant holds previous Highers, Advanced Highers, Intermediate 2, or CSYS taken in 1995, or later. Or applicant holds an HNC / HND
  - 3: any combination of these
- > Winter A levels indicates the number of GCE A+AS exams being taken during the November – April period in the current application cycle. The maximum value is nine.
- > Previous summer A levels indicates the number of GCE A levels achieved in the summer preceding the current application cycle. The maximum value is nine.
- > Previous summer AS levels indicates the number of GCE AS levels achieved in the summer preceding the current application cycle. The maximum value is nine.
- > Key Skills/Essential Skills Wales/Functional Skills – Y/N indicates if the applicant is taking any Key Skills qualifications.
- > Vocational/BTEC fields indicate if the applicant will complete their qualification by the summer of the current application cycle. This covers:

1. HNC/HND
  2. NC/ND/Ext Diploma/90 Credit Diploma
  3. Foundation Art/Design
  4. National Award/Subsidiary Diploma
  5. BTEC Level 3 Certificate
  6. BTEC Level 3 Award
- > ILC (Irish Leaving Certificate – only taken in Eire) indicates if the applicant will complete their qualification by the summer of the current application cycle.
  - > Code Y under AICE indicates the applicant is taking the Advanced International Certificate of Education: a university entrance level exam (equivalent to AS) offered abroad by UCLES.
  - > Code Y under IB indicates the applicant is taking the International Baccalaureate.
  - > Pre-U indicates the level of the Pre-U qualification being taken by the applicant (1: Certificate, 2: Diploma).
  - > PrL indicates if the applicant is taking Principal Learning.
  - > OQ1 codes are:
    - A: CACHE (Council for Awards in Children’s Care and Education) qualifications taken in the current year
    - S: IFS (Institute of Financial Services) qualifications taken in the current year
  - > OQ2 code is:
    - M: current music exams at Level 6,7 or 8 through ABRSM (Associated Board of the Royal Schools of Music), GSMD (Guildhall School of Music and Drama), LCMM (London College of Music and Media), RockschooL or Trinity College London
  - > Other educational qualifications include:
    - No qualifications
    - 1 UK graduate
    - 2 Commonwealth graduate
    - 3 EC graduate (excluding UK)
    - 4 Other overseas graduate
    - 5 See list under ‘Previous other educational qualifications’
    - 6 Partial degree credits
    - 7 See list under ‘Previous other educational qualifications’ on or before (UCAS Undergraduate only)
    - 8 See list under ‘Previous other educational qualifications’
    - 9 Baccalaureate (excluding International Baccalaureate)
    - J Other qualifications UK
    - K Other qualifications overseas
    - L Access
    - P Foundation
    - Q See list under ‘Previous other educational qualifications’
    - R Scottish vocational – lower
    - T Scottish vocational – higher
  - > Previous other educational qualifications include:
    - 1 UK graduate
    - 2 Commonwealth graduate
    - 3 EC graduate (excluding UK)

- 4 Other overseas graduate
- 5 BTEC HND/HNC
- 6 Partial degree credits
- 7 Certificate of Education
- 8 BTEC ND/NC
- 9 Baccalaureate
- J Other qualifications UK
- K Other qualifications overseas
- L Access
- P Foundation
- Q GNVQ
- R Scotvec – lower
- T Scotvec – higher

### 12.3 Choices – UCAS Undergraduate

In order to maintain ‘invisibility of choices’ between providers in the UCAS Undergraduate scheme, the choices displayed are restricted to your provider. Applicants other choices are displayed only when they have reached what is sometimes referred to as a ‘final state’ – they have no decisions outstanding and have replied to all offers received (if any). The ‘invisibility’ status is shown immediately above the course choice section.

For each choice displayed, you can view the following information:

- > Clearing number – only shown if applicant is eligible for Clearing (UCAS Undergraduate only)
- > Application Scheme Code – indicates whether the applicant has previously submitted another application (in a previous cycle)

Application Processed:	13-01-2017	Entered UK:	
Last Change:	13-01-2017	Post 16 Jan:	No
School:	Apply Online UK	Last educational establishment:	40006
POLAR2 Score:	4	Scottish Index of Multiple Deprivation:	
POLAR3 Score:	4	Wales Communities First:	
Student Visa Required:		Student Visa Study UK:	
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Nominated Name:		Nominated Relationship:	

QCE (A+AS) expected	VCE (A+AS+Oble) expected	SGA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
						N
Vocational	BTEC	ILC	AICE	IB	Other educational qualifications	Previous other educational qualifications
					1	1
QQ1	QQ2	Manual	Dip	Pre-U		PrL
		Y				

**[Invisibility applies]**

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
1			U20	B740	M	F	REF	✘		1	N	01-09-2017	13-01-2017			13-01-2017	U
4			U20	B740	M	F	REF	✘		2	N	01-09-2017	13-01-2017			13-01-2017	X

- > choice (this does not indicate the applicant's preference)
- > Pref (relates to Route B – no longer applicable)
- > Rnd (relates to Route B – no longer applicable)
- > institution or school code
- > course code
- > campus code
- > faculty code
- > DEC (decision) – of there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking on ± generates a pop-up window, where you can select from a list of valid codes and other options, if applicable  
Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction  
If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended
- > reply – if you have sent an 'invitation' transaction, the applicant's reply will be displayed here (see above). If an offer has been made and the applicant has accepted it, this will be shown here
- > sum of conds (summary of conditions) – can be expressed in grades or Tariff points – automatically generated from the coding used on the offer screens
- > Entry point (indicates which year of the course the applicant would join, for example '1' means the first year of the course, '0' means a foundation year leading onto year 1 of a degree course)
- > Home – indicates whether the applicant be living at home while studying
- > start date
- > referral date
- > decision date – the date the decision was entered, or the date of the reject by default, if applicable
- > substituted – the date a substitution was made, if applicable
- > last change – date of the last change to the data affecting this choice
- > the applicant's Adjustment status is also displayed – N/A, registered for Adjustment, or acquired in Adjustment

## 12.4 Choices – UCAS Teacher Training

To maintain 'invisibility of choices' between providers in the UCAS Teacher Training scheme, during Apply 1 the choices displayed are restricted to those for your training provider or school. The applicant's other choices are displayed only when if they reach the Apply 2 stage.

Apply 1 screen:

Application Processed:	13-01-2017	Entered UK:	
Last Change:	13-01-2017	Post 16 Jan:	No
School:	ApplyOnline UK	Last educational establishment:	40006
POLAR2 Score:	4	Scottish Index of Multiple Deprivation:	
POLAR3 Score:	4	Wales Communities First:	
Student Visa Required:		Student Visa Study UK:	
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Nominated Name:		Nominated Relationship:	

GCE (A+AS) expected	VCE (A+AS+Dble) expected	SQA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
						N
Vocational	BTEC	ILC	AICE	IB	Other educational qualifications	Previous other educational qualifications
					1	1
OQ1	OQ2	Manual	Dip	Pre-U		PrL
		Y				

(Invisibility applies)

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
1			U20	B740	M	F	REF ±			1	N	01-09-2017	13-01-2017			13-01-2017	U
4			U20	B740	M	F	REF ±			2	N	01-09-2017	13-01-2017			13-01-2017	X

- > round number – round 1 refers to Apply 1, and round 2 refers to Apply 2
  - > choice number – 1, 2, 3 refers to Apply 1, and 4 onwards refers to Apply 2
  - > train code (training provider code)
  - > training programme
  - > campus
  - > modular – Y = course is modular; N = course is not modular
  - > part-time – P = part-time study; F = full-time study
  - > DEC (decision) – if there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking ± generates a pop-up window, where you can select from a list of valid decision codes and other options, if applicable
- Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction
- If there is an 'X' in the right-hand box under 'DEC', the current decision cannot be amended
- > reply – replies are recorded in real-time; blank indicates reply outstanding or not required, depending on the type of decision made

- > decision date – the date the decision was entered, or the reject by default (RBD) date, if applicable
- > interview date
- > cycle year
- > referral date
- > last change (date of the last change to the data affecting this choice)

For all schemes, at the bottom of the screen is a summary of the applicant status, e.g. referred, placed, awaiting confirmation reply.

## 12.5 Choices – UCAS Conservatoires

There is no invisibility in the UCAS Conservatoires scheme, and you can view all the applicant's choices. However, you can only use the DEC ± option on your own choices.

Earliest start date:	01-09-2017	Country of Birth:	United Kingdom
Degree awarded date:	01-06-1996	Nationality:	UK national
Application Processed:	11-11-2016	Entered UK:	
Application source:	A		
Unavailable interview dates:		National Identity 1:	English
Late:	No	National Identity 2:	Not Applicable/Not Required
Passport Number:		Passport Issue Date:	
Passport Expiry Date:		Passport Place of Issue:	
Student Visa Required:			
Prof skills test registered:	Yes	Prof skills test reg no:	
Literacy test date	20-07-2016	Numeracy test date	20-07-2016

### Qualifications summary

Other Languages (Including Welsh and Gaelic)  
[No details]

English	Maths	Science	Degree Subject	Class
1	1	1		21

### Choices

[invisibility applies]

Round	Choice	Train code	Training programme	Train location/campus	Modular	Part time	Decision	Reply	Decision Date	Interview Date	Cycle Year	Referral Date	Last Change	Crm conv declared
1	1 [I]	136	28XV		N	F	REF	±			2017	11-11-2016	02-12-2016	D

Overall Applicant Status: Referred

- > choice (this does not indicate the applicant's preference)
- > cons code – conservatoire code
- > course code
- > instrument 1
- > instrument 2
- > study type (main, secondary, joint, or alternative)
- > audition location
- > DEC (decision) – if there is a ± in the right-hand box under 'DEC', you can enter a new decision, view more details (such as why an application was withdrawn), or change the current decision. Clicking ± generates a pop-up window, where you can select from a list of valid decision codes and other options, if applicable.

Depending on the status of the application and the stage of the application cycle, a message may be displayed to indicate that it is the wrong time of year to process a transaction  
If there is an 'x' in the right-hand box under 'DEC', the current decision cannot be amended

- > reply – replies are recorded in real-time; blank indicates reply outstanding or not required, depending on the type of decision made
- > sum of conds – (summary of conditions) can be expressed in grades or Tariff points, automatically generated from the coding used on the offer screens
- > POE – (point of entry) indicates which year of the course the applicant would join, e.g. 1 means the first year of the course, 0 means a foundation year leading onto year 1 of a degree

## 12.6 Timestamp reset

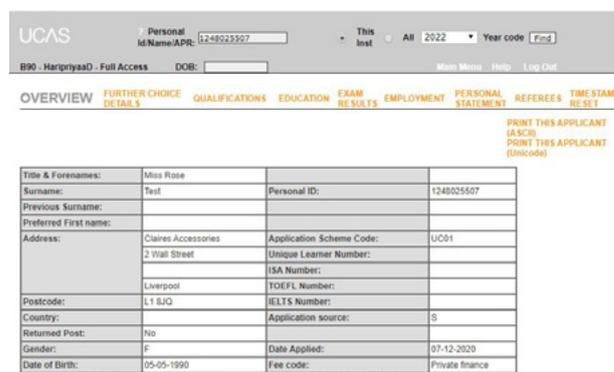
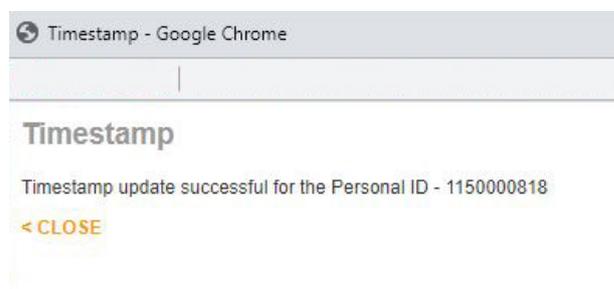
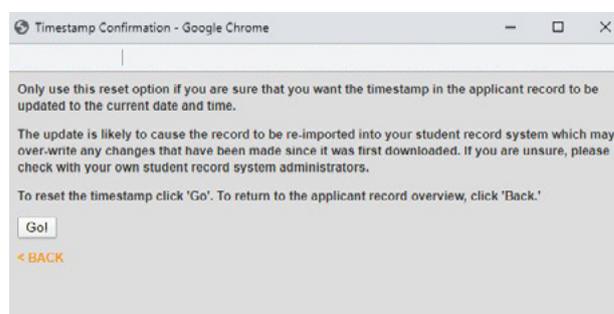
This option enables you to reset the timestamp for a specific applicant record. It will update the timestamp on the following data fields:

**Applicant's Address**  
**Applicant's Choice** (at your institution only)  
**Applicant Name and personal data**  
**Coded information**

The timestamp will be set to the current date/time (SYSDATE) when the functionality is run in web-link.

Making this update will mean that the data is made available in your next import from odbc-link and/or xml-link into your student record system. It will only update applications in the current cycle (i.e. not those already flagged as 'OLD').

You may want to do this for a number of reasons including to re-import the data following an accidental deletion or update or to fill in any gaps detected in the overall applicant record in your own system. Remember to consider any potential impacts on your student record system before resetting a timestamp as it is likely to over-write the existing data held in it. Please contact your own student record system administrators if you are unsure of the impact.



# 13. MAKING DECISIONS

## 13.1 Submitting decisions transactions – all schemes

Transaction screens can be reached by clicking the ± link in the decision box of the choice details.

[Invisibility applies]

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
1			U20	B740	M	F	REF ±			1	N	01-09-2017	13-01-2017			13-01-2017	U
4			U20	B740	M	F	REF ±			2	N	01-09-2017	13-01-2017			13-01-2017	X

Clicking ± and then opening the displayed drop-down menu will bring up a list of applicable options – these will depend on the state of the applicant and the time of year.

For example, an applicant in the UCAS Undergraduate scheme whose choice is REF (referred to provider), the drop-down list will show the following options:

Passport Number: \_\_\_\_\_ Passport Issue Date: \_\_\_\_\_  
 Passport Expiry Date: \_\_\_\_\_ Passport Place of Issue: \_\_\_\_\_  
 Nominated Name: \_\_\_\_\_ Nominated Relationship: \_\_\_\_\_

GCE (A+AS) expected	VCE (A+AS+Dble) expected	SQA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
Vocational	BTEC	ILC	AICE			
OO1	OO2	Manual	Dip			

[Invisibility applies]

Choice	Pref	Rnd	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change	Crim conv declared
1			U20	B740	M	F	REF ±			1	N	01-09-2017	13-01-2017			13-01-2017	U
4			U20	B740	M	F	REF ±			2	N	01-09-2017	13-01-2017			13-01-2017	X

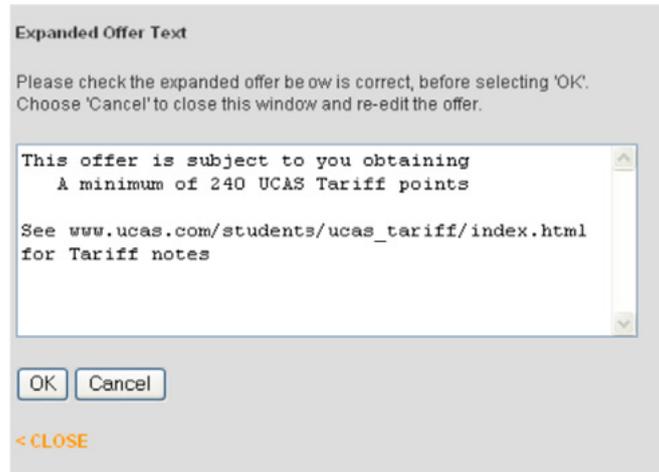
What do you want to do?

- Select...
- LD Unconditional Offer
- LD Conditional Offer
- LC Course Correction
- LD Invitation
- LD Course Full
- LD Rejection
- LD Withdrawal

Overall Applicant Status: Referred Adjustment Status: N/A

In the example below, 'LD conditional offer' has been selected. Clicking 'Go', brings up this transaction screen (if the user is unable to view it, this maybe because pop-ups need to be enabled on the PC).

Clicking 'submit changes' after entering conditional offer text takes you to an interim screen, to check any offer text before it is sent to us:



Once the expanded offer text is checked, clicking 'OK' submits the offer. You should then receive confirmation that the transaction has been successful:

In Care:	Unanswered	Entered UK:	
In Care Duration:	Not Applicable	School:	SOUTHGATE SCHOOL, BARNET
Parent HE Attendance:	I prefer not to say	Last educational establishment:	11108
Application Processed:	04-11-2009	Post 15 Junc:	Yes
Last Change:	04-11-2009		

GCE (A+AS) expected	VCE (A+AS+Dble) expected	SOA	Winter A levels	Previous summer A levels	Previous summer AS levels	Key Skills
1						N
Vocational	BTEC	ILC	AICE	IB	Other educational qualifications	Previous other educational qualifications
OO1	OO2	Manual	Dip	Pre-U	PrL	
			null	null	null	null

--- TRANSACTION SUCCESSFUL ---

(Probability applies)

Choice	Pref	Inst	Inst code	Course	Camp	Fac	Decision	Reply	Sum of Conds	Entry Point	Home	Start Date	Referral Date	Decision Date	Substituted	Last Change
4			A20	B900		5	C	±	240	1	N	21-08-2010	04-11-2009	05-11-2009		05-11-2009

Overall Applicant Status: Referred	Adjustment Status: N/A
------------------------------------	------------------------

'REF' in the decision box has now changed to 'C' for a conditional offer. To view the conditions of the offer, click ±, select 'view current decision' from the drop-down list, and click 'go'.

**What do you want to do?**

Select...  
 Select...  
 View Current Decision  
 LA Amend

**Current Decision: C**

Applicant Name	Personal Id	Application Scheme Code
		UC02

Choice	Course Code	Campus	Start date	Point of Entry
5	M100		01-09-2017	1

<b>Text</b>	This offer is subject to you obtaining Obtain Distinction, Distinction, Distinction in the Pearson BTEC Level 3 Extended Diploma
-------------	--

<CLOSE

If an offer needs amending, an error message is displayed. In the example below, valid summary of conditions have not been included in the offer text:

**Expanded Offer Text**

The offer is incorrect and cannot be expanded. Please close this window and correct the offer text.

**! Error: (E4031) Summary code must be between 1 and 6 characters in length.**

**Note: Free text must be placed within "double quotes"**

< CLOSE

## 13.2 Submitting invitation transactions – UCAS Undergraduate and

### UCAS Teacher Training

To invite an applicant to an interview (both schemes), or submit a portfolio/other piece of work (UCAS Undergraduate only), select the invitation transaction from the standard 'available decisions' drop-down menu and click 'go':

What do you want to do?

Select... ▼

- Select...
- LD Unconditional Offer
- LD Conditional Offer
- LD Invitation**
- LD Course Full

#### Invitation to attend HEI

Applicant Name	Personal Id	Application Scheme Code
Mr John Onoc	0034840838	UC01

Choice	Course Code	Campus	Start date	Point of Entry
1	B900		2010-09-21	1

Please enter the details below about the invitation to attend the HEI

Invitation Date	<input type="text"/> e.g. dd/mm/yyyy
Invitation Time	Hour ▼ : Mins ▼
Comments Please provide any additional details about the invitation	<input type="text"/> 250 characters remaining

Submit Changes

< ⌂ OSF

An invitation date is mandatory, and a time should be entered, if appropriate. If no time is entered, this defaults to 00:00. Other details can be entered in the free text box to support the invitation. Once all details have been entered, click 'submit changes'.

Please note: courses must be flagged as requiring an interview/portfolio to enable this transaction to be made.

### 13.3 Auditions – UCAS Conservatoires

To invite an applicant to an audition, select the audition pending transaction from the standard 'available decisions' drop-down menu, and click 'go':

The screenshot shows a web interface for UCAS Conservatoires. At the top, a grey box asks "What do you want to do?". Below it is a dropdown menu with the following options: "Select...", "View Current Decision", "Transaction: Audition pending (AP)", "Decision: Guaranteed Conditional (GC)", "Decision: Guaranteed Unconditional (GU)", "Decision: Reserve Conditional (VC)", "Decision: Reserve Unconditional (VU)", "Decision: Unsuccessful (R)", and "Decision: Withdraw Choice (W)". The "Transaction: Audition pending (AP)" option is highlighted in blue.

Below the dropdown menu, a text prompt reads: "Please enter the details of the Audition Pending transaction".

The form below contains the following fields:

Audition Location	Select... ▾
Audition Date	<input type="text"/> e.g. dd/mm/yyyy
Audition Time	Hour ▾ : Mins ▾ <input type="text"/>
Fee Transaction	Cukas collecting fee on behalf of conservatoire ▾
Conservatoire web link	<input type="text"/>
Comments If you do not enter an audition date/time the applicant will receive the following information: 'Conservatoire will send date and time of audition'	<input type="text"/> 250 characters remaining

At the bottom of the form is a blue button labeled "Submit Changes" and a yellow link labeled "< CLOSE".

An audition date and location is mandatory, a time can be entered, if appropriate. Other details can be entered in the free text box to support the invitation. Once all details have been entered, click 'submit changes'.

## 14. AMENDING DECISIONS – UCAS UNDERGRADUATE AND UCAS CONSERVATOIRES

As a general rule, it should be possible to make any changes to decisions without contacting us. The LA amend function allows changes to decisions, e.g. from REJ to a conditional offer.

For details of valid amendments and decision processing, please refer to the relevant scheme's Admissions Guide.

Contact UCAS' Professional Development Team if you would like training on decision processing and offer-making, on 01242 545 712, or at [training@ucas.ac.uk](mailto:training@ucas.ac.uk).

# 15. INSTITUTION DATA – MANAGING PROVIDER AND TRAINING PROGRAMME INFORMATION (WELSH UCAS TEACHER TRAINING PROVIDERS)

## English Teacher Training Providers

As you're aware, we have recently been working with the Department for Education (DfE), to transition course management for all English based providers from web-link on to the DfE's [Publish](#) service.

This transition is now complete, so all English based providers need to manage their course information through the DfE's [Publish](#) service, instead of web-link.

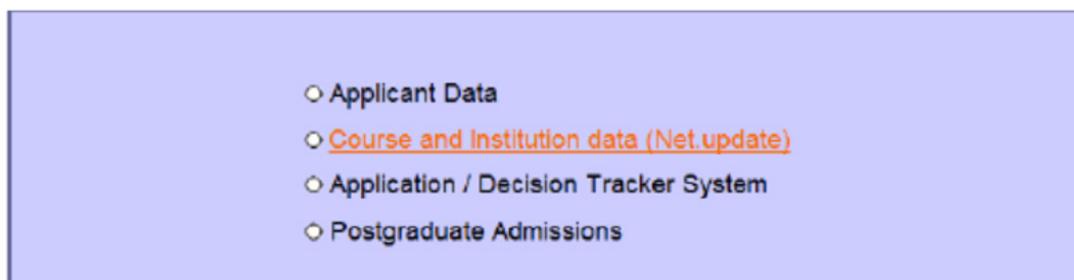
Please note, these changes will not affect Apply, and providers will continue to manage applications through UCAS.

If you have any questions about this, please contact the DfE at [becomingateacher@digital.education.gov.uk](mailto:becomingateacher@digital.education.gov.uk), or speak to your [relationship manager](#).

## Welsh Teacher Training Providers

To manage your training provider and training programme details, sign in to web-link: institution data and select course and institution data (Net.update).

### Link Menu

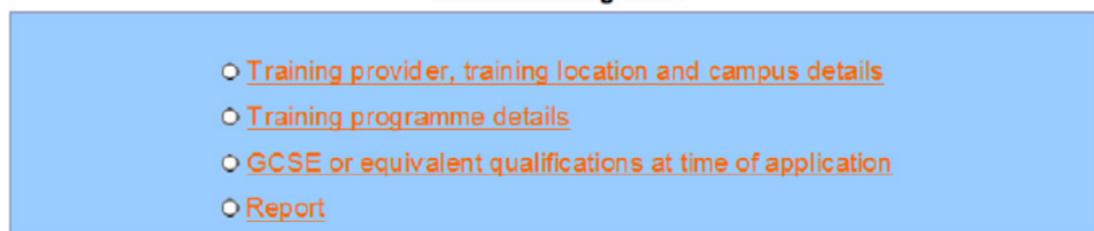


Select the appropriate year from the drop-down menu and UCAS Teacher Training (formerly GTTR) to access the teacher training menu.

2017

[Main Menu](#) --> [Select Year](#)

### Teacher training menu



If you select the wrong year, don't use the back button. Click 'select year' to navigate back to the main menu, and choose the correct year of entry.

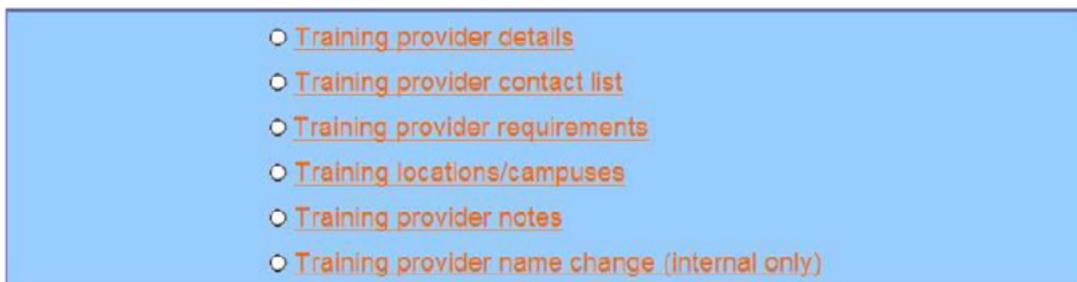
## 15.1 Training provider, training location, and campus details

The training provider, training location and campus details opens up a list of links where you enter provider details, contact list, training provider requirements, locations/campuses, and notes. The training provider name can also be changed by contacting UCAS.

2017

[Select Year](#) --> [Teacher training menu](#)

### Training provider menu



Use the 'training provider details' link to manage and maintain information about your training provider. These details are seen by potential applicants and it is important they are kept up-to-date.

As a minimum, the contact groups below are required. Application processing will be disrupted if they are not in place.

UTT Correspondent – receives important correspondence, such as key information about deadlines for making decisions and managing training programmes, in our monthly bulletin. Only one UTT Correspondent is allowed – it is their responsibility to forward the information on to relevant staff at their training provider.

- > UTT Output – receives email alerts to notify them of new applications.
- > Addressee for GT12 replies – this contact is used for Confirmation letters only. If no contact is set up, applicants will not receive their Confirmation letters.
- > Fraud Correspondent – receives alerts to any fraudulent activity, such as similarity detection for the personal statement.
- > web-link Correspondent – receives key updates about any disruptions in service, or planned outages and changes to our systems.
- > UTT Finance Contact – we will invoice this person for payment of capitation fees.

## 15.2 Training programme details – managing training programmes

The main training programme menu allows you to add new training programmes, and view existing training programmes.

2017

[Select Year](#) --> [Teacher training menu](#)

### Training programme menu



Click 'add new training programme' to add details of a new programme you have bid for, or intend to offer during this year of entry.

Make sure you have all the details of the training programme before you begin adding it. You cannot enter some information, and return at a later date to complete it. The details you need are:

- > the subject area to be taught (e.g. English, biology)
- > the age range to be taught (e.g. secondary, middle years)
- > for School Direct programmes:
  - whether it is a School Direct (salaried) or School Direct training programme
  - the name of the accrediting provider (e.g. Cardiff Metropolitan University)
- > the modular status – your accrediting provider can tell you this
- > the training programme outcome – the highest award possible students can achieve
- > GCSE entry requirements in English, mathematics, and, for primary programmes, science.

## Add new training programme

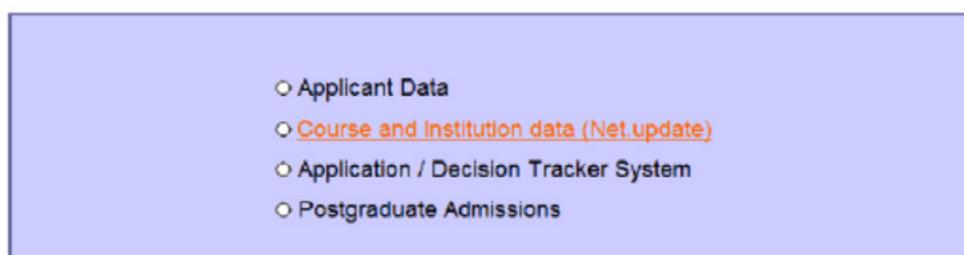
Mandatory fields are marked with an asterisk(\*). A training programme cannot be saved if any of the asterisked boxes (\*) are blank.

Training Programme Details	
Training Provider:	IEX
Training programme code:	The training programme code will be generated automatically when you have completed all mandatory fields and the new training programme has been saved.
<b>*</b> Training programme title:	<input type="text"/>
<b>*</b> Programme type:	Higher education programme
<b>*</b> Accrediting provider:	N/A
<b>*</b> Age:	Primary
<b>*</b> Mode of study:	Full time
<b>*</b> Modular:	Non-modular training programme
<b>*</b> Start Month:	September
<b>*</b> Training programme outcome:	Recommendation for QTS
<b>*</b> Receive applications from:	Please select..
<b>*</b> Training location/campus:	Please select one or more. Nowark Hill Academy Woodvale Primary Academy Skogby Junior Academy
Specific Entry Requirements	
<b>*</b> English Required:	N/A
<b>*</b> Maths Required:	N/A
<b>*</b> Science Required:	N/A

# 16. INSTITUTION DATA – MANAGING PROVIDER AND COURSE INFORMATION – UCAS UNDERGRADUATE, WELSH UCAS TEACHER TRAINING PROVIDERS, UCAS CONSERVATOIRES

To manage your provider and site details, such as contacts, and institution requirements, sign in to web-link: institution data and select course and institution data (Net.update).

## Link Menu



data – managing provider and course information – Select the appropriate year from the drop-down box and UCAS institution & site details to access the menu.

[Man Menu](#)

## Institution Menu



## 16.1 Adding institution contacts

Click institution contacts, to view a list of the contacts registered at your provider. These are important contacts for when we need to contact you.

A large number of contacts that can be added – please add as many as possible. Those mandatory for the smooth running of the scheme are:

### UCAS Undergraduate

- 11 – Primary UCAS Correspondent
- 51 – Addressee for AS12 replies
- 61 – General institution address

### UCAS Conservatoires

- 00 – CUKAS Correspondent
- 61 – General institution address
- 62 – Email addressee for CU12 replies

### UCAS Teacher training

- 20 – Addressee for GT12 replies
- 41 – UTT Correspondent
- 61 – General institution address

Click on the name to edit a contact.

To add a new contact, follow the ‘Click here’ link and follow the instructions.

## 16.2 Switchboard details

Click institution details (switchboard) to update.

This feeds through to your information on the search tool, and should be the general number for your provider.

## 16.3 Institution requirements

Opening the institution requirements menu displays settings you need to choose, depending on your preferences.

A number of the questions on this page are no longer relevant, due to changing systems and services at UCAS. See below for the questions which still need to be answered.

Type	Preference
ABL Listings	Select..
Unit Grade Required	Select..
- Method of receiving Unit Grades	Select..
Format preferred for data download	Select..
Course Analysis	Select..
Ethnic Sequence List	Select..
June Lists	Select..
New Applicant Labels Required	Select..
Number Of New Applicant Labels Required	Select..
Outstanding Decision Lists (ODL)(all)	Select..
Type of AS12 required (*)	No response (Standard AS12)
Copy Form Sequence	Select..
Require copy forms	Select..
Star J required flag	Select..
Star X required	Select..
New UTT application alerts	Select..
Type of GT12 required	Select..
Weekly Movement List	Select..
June Labels Ordering	Select..

Update

Please ensure you answer the following questions:

- > Type of AS12 required – this specifies the Confirmation letter shown in Track to applicants:
  - AS12B – if you want applicants to email you to confirm whether or not they will be taking up the place
  - AS12N – if you want applicants to email you only if they will not be taking up the place
  - AS12 – if you do not want to receive further email confirmation from applicants
- > New UTT application alerts – if you want us to email you when you have a new application, select this feature
- > Type of GT12 required – this specifies the Confirmation letter your applicants will receive (UCAS Teacher Training only)