



Corero Business Systems

Resource Education Management System



About Corero Plc

Corero Business Systems specialises in software solutions to the UK Education sector and includes institutions from Higher and Further Education as well as Schools and Academies.

Part of Corero Plc, the company was founded in 1992 and is now publicly quoted on the London Stock Exchange.

Our team offers customers our highly rated solutions and services, covering software, development, consultancy, training and support.

As experts in our field, we've worked in the sectors we serve and understand first-hand the challenges they face.

We operate from offices in Rickmansworth, Birmingham and London. We have over 260 customers of which more than 190 are specifically within the Education sector and use one or more of our solutions.

www.corero.com

Resource Education Management System

Resource EMS is a modern and powerful Management Information System, designed specifically to meet the challenges of the post 16 Education sector. It manages the complete Learner life-cycle, from initial enquiry through to completion.

Resource EMS is designed to empower both Staff and Learners, replacing many disparate and costly add on systems to become a true college-wide management information solution.

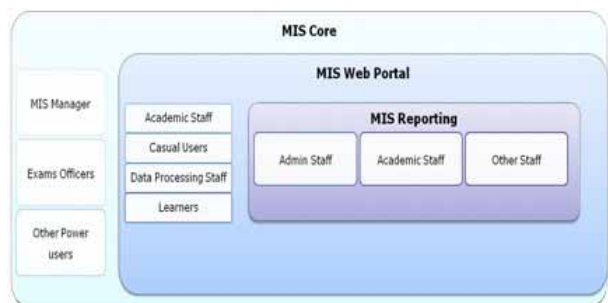
Resource EMS is the Management Information System (MIS) your institution needs, to support the dynamic environment you work in and add value to your business.

Resource EMS Overview

Corero is committed to providing customers with a suite of products that meet the demands required by institutions, providing Educational services to 16-19 and 19+ Learners in the Sixth Form, Further Education and Adult Education environments.

Resource EMS is a suite of fully integrated modules designed to meet the ever changing landscape of the Education sector in the 21st century and in particular addresses the statutory requirements covered by initiatives such as:-

- Agenda for Change
- Demand Led Funding
- MIAP and Minerva
- VQ Reform & Diplomas



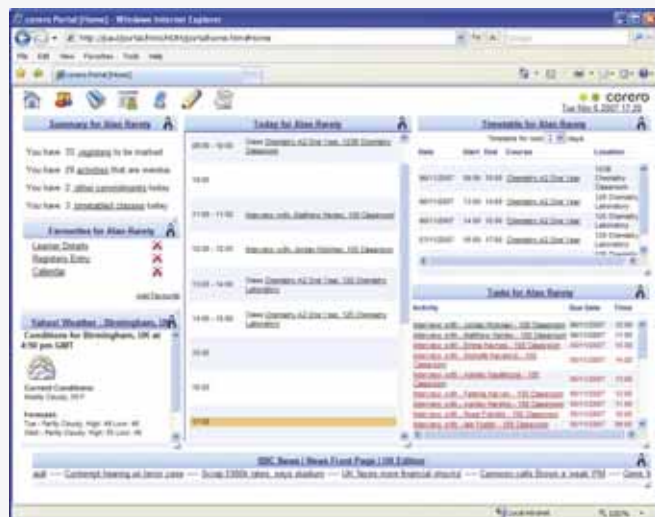
Resource EMS User Accessibility

Resource EMS is designed to support the differing needs of users across all points of access, with core functionality to manage the back-office systems by power users, through to front-of-house 'Portal' systems for Staff and Learners.

Complete with streamlined e-business solutions allowing Learners to pay fees and charges due during the online enrolment process via the internet, Resource EMS will soon become the hub of information your organisation can depend on.

Staff Portal

At the heart of Resource EMS is a powerful portal for Staff to access a wide range of information in real time via a simple and intuitive browser.



The portal is ideally suited to both academic and front line Staff responsible for data capture, including:-

- Personalised Home Page for Staff
- Learner Detail Enquiries
- Course Detail Enquiries
- Employer Detail Enquiries
- Web Registers
- Web Timetabling
- Administration of Withdrawals, Transfers & Completions
- Activity Management highlighting their 'to do' list
- Learner Reviews and ILP
- Achievement Tracking

In addition data capture can be achieved as follows:

- Wizard Based screens for
 - Enquiry Capture
 - Application Capture
 - Application Administration
 - Interview Control
 - Conversion to Enrolment
 - Enrolment Fees & Charges collection

All screens within the portal can be customised using the screen editor tools allowing local control of portal contents and high contrast screens for accessibility. Links to 3rd party systems such as learning environments and Sharepoint provide hosting or 'jump off' points.

Learner Portal

Learners, or Parents with the correct permissions, are able to view data held about them with facilities to request changes, transfers and withdrawals. Interaction with the system, potentially launched from their VLE, also includes:-

- Personalised Home Page for Learner
- View
 - Their timetable
 - Their attendance pattern
 - Their biographical data
 - Their enrolments
 - Their exam entries plus results
 - Their reviews and ILP
- Notify/change
 - Pertinent elements of their biographical data
 - A forward absence, pre-populating relevant registers
 - Progression from Lower to Upper 6th
- Access the portal from their home computer (internet) or mobile device
- Message-board with Tutor/Lecturer
- Upload/Download documents



ILR production

Resource EMS produces Individualised Learner Record (ILR) returns for all funding streams in accordance with published specifications and produces all of the statutory ILR datasets for FE, WBL, ACL and HE learners. Co-financed ESF projects are also supported.

Resource EMS facilitates the accurate and efficient capture of ILR data during the enrolment process where user defaults may be applied to ILR fields.

Reports are available to perform credibility checks on the ILR data, tariff comparison and funding analysis.

Organisation

Resource EMS provides the ability to define your institution's organisational structure from the configuration of:-

- Locations
- Sites
- Buildings
- Departments
- Rooms
- Staff
- Management Levels
- Financial Parameters
- Companies
- Exam Boards & Partners
- Reference Data

All of these are crucial in the subsequent reporting output and production of statutory returns.

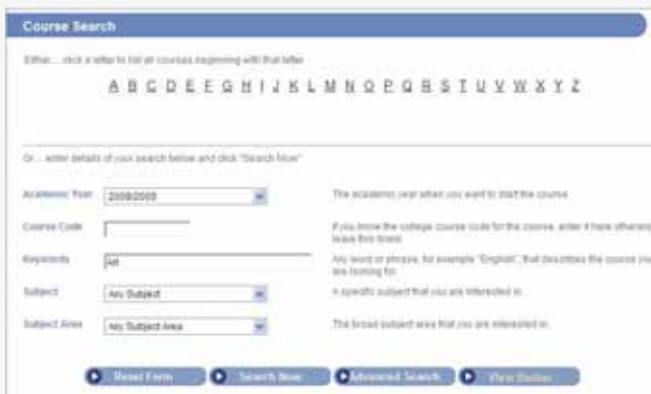
Provision

The Provision module offers an extremely flexible provision/curriculum structure using header records against each course and multiple instance occurrences of the course. Courses, Qualifications and Units can be linked together top-down or bottom-up to programmes and frameworks, with mandatory and optional links.

Once Provision has been configured, two other key options are then possible:-

Curriculum Planning allows staff to plan a course model(s) in collaboration with other staff by utilising data already on file, such as learning aims, course hours and statistics derived from the previous years such as enrolments and numbers retained.

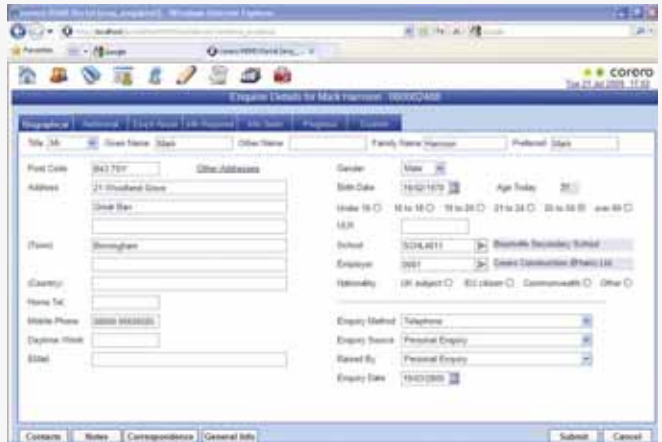
Prospectus information can be dynamically produced from the MIS data and output in formats such as pdf and html for deployment across the college and also via the internet based enquiry, application or enrolment processes.



Enquiries

Enquiries are no longer disparate pieces of information held as isolated silos of data. Learners, companies and even members of the general public can now enquire on-line about specific courses, qualifications or facilities offered by the college.

Enquiries captured via the college website are integrated seamlessly into the system. They are routed automatically to the correct department to be dealt with and any prospectus and other information requested dynamically produced and sent to the enquirer electronically.



Applications

Enquiry data, if collected, is re-used as the basis for progression to admission and enrolment, building a more complete picture at each stage in the process. However, the process can, if requested, start at the admission stage and skip the enquiry stage.

When a Learner applies to a programme, course, or qualification the system will present them with associated choices of linked courses some of which may be mandatory and are therefore automatically pre-selected whilst others are optional available for selection.

The in-built Activity Management module is configured to reflect the college-defined application process and might typically involve the scheduling of interviews and the production of letters to applicants.



Like Enquiries, Applications can be taken via the Internet through a series of intuitive screens thus streamlining the process and reducing data capture and administration costs.

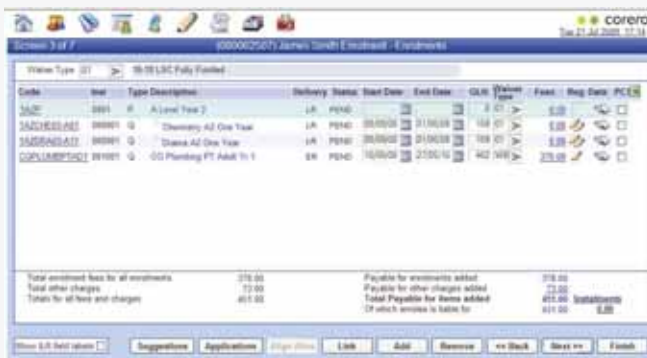


Enrolment

Resource EMS supports the concept of 'quick enrolment' by allowing the college to define:-

- What data is captured during enrolment
- What screen process is required
- What documentation/output is generated at the end

The screenshot below shows an enrolment process that guides the user through a series of screens from start to finish. Individual stages can be customised and the process as a whole can include a 'save4later' stage where perhaps a 'pre-enrolment' is appropriate or the user has insufficient data to complete the enrolment at that time.



Output documentation such as Learning Agreements, Timetables and ID cards can be provided automatically to the Learner to streamline the online enrolment process.

Learners can enrol via the Internet, once again reducing data capture and administration costs, and, if applicable, taking payment on-line thus offering the college a way of securing fees and charges in a more efficient manner.



Fees & Charges

The system will automatically calculate any fees and charges due at the time of enrolment based upon what was entered when the course/programme or qualification was set up and will also take into account the type of Learner in terms of any fee waiver status. Instalment plans are also supported if required.



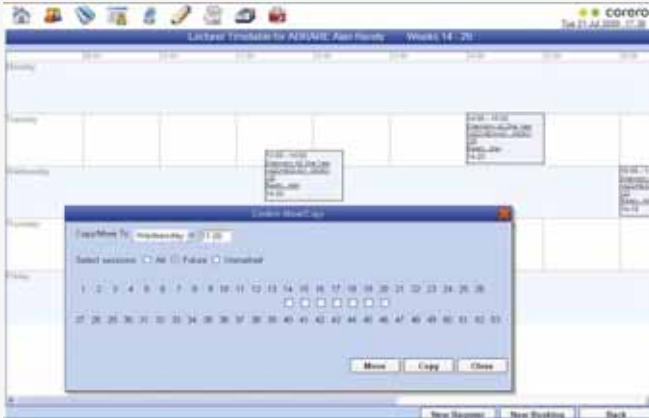
Activity Management

At the heart of Resource EMS, the Activity Management module provides the means of tracking the many actions and follow up tasks associated with the various processes that impact a college. Your institution can create activities for a range of processes such as those associated with applications and enquiries, room changes and learner reviews amongst others. Staff can see in real time a list of 'My Activities/Tasks' and an electronic audit trail is produced for each key process in the college with the ability to automate and initiate associated tasks in parallel to, or after any event.

Timetabling & Resource Management

Timetabling allows identification and resourcing of Staff, Rooms and Courses by Automated Block Balancing routines or manual allocation from Course, Room, Staff or Learner perspectives.

Staff can view Learner, Course, Room and Staff timetables via the Portal. Booking requests for rooms and resources can be recorded for non-teaching contact events.



Timetabling integrates with Registers by creating all future register sessions based on the planned timetabled events, which can be modified at any future point.

Registers & Attendance

Registers is fully integrated with the Timetabling and EMA modules to prevent data entry duplication.



Within Resource EMS attendance data may be captured in a variety of ways:-

- Direct entry in Resource EMS Registers
- Direct entry in Resource EMS Web Registers
- Import from Scanned documents
- Import /export to/from 3rd party products such as Bromcom & Tokairo

Learners are automatically assigned to registers on enrolment.

Exams, Achievements & Destinations

The Examinations module is totally integrated with the core system. The links between enrolments, provision, qualification aim code and ILR are an integral part of the overall system design. Exam entries may be made at Learner, course, group and subject levels.

Base data is maintained, learners are entered for exams, and the creation of the EDI files for the export of submission data to all the recognised exam boards is a standard component as is the EDI import of results. Support for multi exam centres is also provided as standard.

Learner Reviews & ILP

The Learner Reviews module records the key goals and targets as part of an Individual Learner Programme. These goals can be items such as key assessment targets with a minimum expected mark or grade, or more holistic objectives such as general behaviour which might be discussed between tutor and learner with an appropriate outcome recorded and the learner offered the opportunity to feedback into the review process. Achievement Tracking and Learner Review complement each other to provide a fully integrated ILP system for a college.

Achievement Tracking

Traditional methods of achievement tracking can be a paper intensive process that requires a substantial amount of academic and administrative support to succeed. The Resource EMS Achievement Tracking system is easy to set up and maintain. Academic staff 'training' time can be greatly reduced and the resulting information can be made available across your organisation in real time, providing a method to easily identify those learners at risk of not achieving their learning targets.

Employer Responsive (ER)

ER or 'Work Based Learning' as it has been known, encompasses training in the workplace, experiential and traditional instructor led training. Fully integrated with the core modules, it also uses the Employer Customer Relationship Management (ECRM) module to facilitate college wide employer engagement. ER is able to support many different teaching approaches within our 'Worked Based Learning' Portal.

ER assists the administration processes required to support staff and learners who visit or spend time on employers' premises. We provide a mechanism to support verification and communication between employers, college WBL staff and the learner. Administrative processes are modelled and learners' work is tracked and feedback recorded with the appropriate deadlines and dates when items are to be actioned.

ECRM

The Employer Customer Relationship Management module is designed to enable colleges to build and sustain long term business relationships with 'customers'. In the context of this module, a customer is an Organisation or Company with whom the college has a Business-To-Business (B2B) relationship. From marketing, prospecting and booking of courses, the ECRM module supports a truly integrated approach to the data held in your MIS system to drive the employer engagement process.



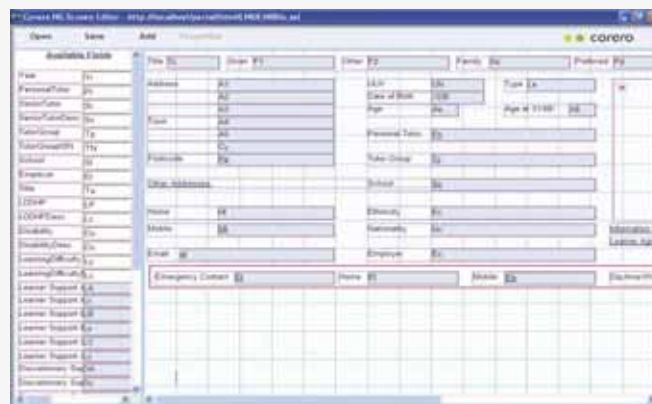
Reporting

Resource EMS provides the Microsoft Reporting and Analysis services reporting platform running within the portal. Corero provides a number of report templates that satisfy many of the day to day reporting requirements. Additional reports can be created by the college either based upon the templates supplied or totally new from scratch.



Customisation

Resource EMS allows significant customisation of screens, processes and fields to allow local branding and tailoring. Screen Editor Tools allow modification by the college MIS system staff alongside the ability to use the various 'wizard' tools to create their own specific screen based data capture processes for areas such as Enquiries, Applications & Enrolments.



Additional Modules:

EMA is a fully integrated module that provides facilities for capturing, tracking, monitoring and managing EMA Learner payments and submissions.

Additional Support offers a fully integrated system to facilitate the detailed entry, recording and administration of Learners with special needs.

The **Learner Support** module allows the user to record, monitor and manage claims for funding made by Learners.

Transcend is a powerful tool that allows colleges to carry out comprehensive data mining and reporting plus global updates of data. All changes are audited allowing roll-back to a point in time.

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