

Access to HE Coordinators Calendar of Key Responsibilities & Activity Academic Year 2009/2010

Date	Access Coordinator	AVA
September	<p>Main activity: <u>Completion of outstanding Annual Access Report for the AVA, and sent to OCNSER to s.martin@ocnser.org.uk</u></p> <p>Liaise with own college's MIS department to ensure that the data for the AVA is forthcoming and is valid. (Use relevant data for own report).</p> <p>Has the overall responsibility for ensuring that start of year reports are returned to the AVA, to notify of all Access courses running.</p> <p>Direct students to AVA/QAA website for guidance about applying to higher education.</p> <p>Provides list of updated Access tutors and contacts for current year. Send to k.sutton@ocnser.org.uk</p>	<p>Collates information from each centre's Annual Report on all Access provision, which will inform the AVA's Annual Report to QAA.</p> <p>Distributes copies of moderators' reports to centres.</p> <p>Requests QAA data collection re Access provision from college MIS contacts (request copied to Access Coordinator), which will inform QAA Annual Report. 23 October deadline.</p> <p>Provides the Start of Year information for centres.</p> <p>Requests updated contact list including tutor emails.</p> <p>Confirms which courses are running this year.</p> <p>Notifies relevant centres of revalidation schedule.</p>
October	<p>Contacts external moderator to ensure first visit arranged (if not already done so).</p> <p>Attends Access Practitioner Group meetings.</p>	<p>Sends out moderator contacts & schedules.</p> <p>Provides centres with external moderator details</p> <p>Hosts Access Practitioners' Group meetings and Moderators' Forums.</p>
November	<p>Completes course information for 2010/2011 brochure.</p>	<p>Collation of report for QAA.</p> <p>Feedback to Centres from Annual Reports.</p> <p>Collation of 2010/2011 brochure.</p>
December	<p>Main activity: <u>Deadline for registration of learners: 1 December</u> with the AVA for September start courses (12 weeks from the start of the course).</p>	<p>Main activity: Reports to QAA on conduct and results of all Access provision.</p> <p>Publishes results from QAA Review that took place in May 2009.</p>
January	<p>Informs team about upcoming Access Practitioner Group Meetings.</p> <p>Ensures Access Leaflet is made available to prospective Access students and that students are aware of where to gather further information.</p> <p>Contacts Quality & Moderation Officer or AVA if external moderator has not made arrangements with centre for initial visit.</p>	<p>Circulates reminders about Access Practitioner Group Meetings and any other CPD opportunities for current year.</p> <p>Distributes the Access Leaflet along with widespread notification of Access Directory online facility.</p>
February	<p>Supplies AVA with dates of Awards Boards, and awards ceremonies.</p> <p>Attends Access Practitioners' Group meeting</p>	<p>Requests information regarding Awards Boards, awards ceremonies and dates by which certificates are required.</p> <p>Hosts Access Practitioners' Group meetings and Moderators' Forums.</p>

Access to HE Coordinators Calendar of Key Responsibilities & Activity Academic Year 2009/2010

March	<p>Deadline for return of information regarding dates of Awards Boards, awards ceremonies/dates by which certificates are required.</p> <p>Ensures external moderator can attend the Awards Board.</p> <p>Attends Access Practitioners' Group meeting</p> <p>Deadline for submissions of validation/revalidation documentation and A8a Additional title requests.</p>	<p>Hosts Access Practitioners' Group meetings and Moderators' Forums.</p>
April	<p>Attends Access to HE Annual Conference.</p> <p>Participates in validation panels.</p>	<p>Hosts Access to HE Annual Conference.</p> <p>Distributes AVA and QAA guidance on how to complete the Annual Access Report for OCNSER.</p> <p>Holds validation panels.</p>
May	<p>Participates in validation panels.</p>	<p>Holds validation panels.</p>
June	<p>Holds Awards Board Meetings.</p> <p>Returns completed RAC forms (recommendation for the award of credit/Access qualification) and Awards Board minutes, including progression information (or at end of course, if not June). Ensuring all paperwork forwarded with original signatures.</p> <p>Ensures all students receive their Access Diplomas/Certificates and/or credit transcripts</p>	<p>Samples Awards Board Meetings as necessary.</p> <p>Processes RACs for certification, in line with previously advised dates for award ceremonies where relevant.</p>
July	<p>Ensures that Higher Education Institutions receiving Access students are sent result for each student who secured a place.</p> <p>Attends Access Practitioners' Group meeting.</p> <p>Works on Annual Access Report for OCNSER for completion by end of month.</p>	<p>Template for sending results available on OCNSER web site (optional)</p> <p>Hosts Access Practitioners' Group meetings and Moderators' Forums.</p> <p>Provides Access course information to QAA to be forwarded to LSC for entry on LAD.</p> <p>Begins to process Moderators reports and forwards to centres as received.</p>
On-going	<p>Participates in standardisation activities as required.</p> <p>Provides 'case studies' of learner achievement to the AVA, for inclusion in newsletters and bulletins.</p>	<p>Organises standardisation activities.</p> <p>Provides a series of bulletins giving centres guidance and further information on a range of issues including regular updates and responses to individual issues as they arise.</p>