



# Paperless Admissions



## Project vision:

Our vision is to provide a common approach and appropriate technical platform and infrastructure for managing student applications, decision making and confirmation for all applicant cohorts and all standard and non-standard programmes of study.

## Project Objectives:

We aim to provide

- A user friendly online application form that will capture all the relevant information we need to create application records for offer making
- Functionality that will manage requests for further information delivered at appropriate points throughout the application and decision making cycle
- A common technical platform and infrastructure for offer making that will enable users to search, review and process decisions on applications
- Integration with the student record system SITS:Vision and other critical peripheral systems
- A technical platform and infrastructure that will allow us to validate conditional offers against requirements and update SITS:Vision

## Project Benefits:

The envisaged benefits of our work include

- Reduction in time spent on routine administration and manual tasks
- Reduction in specialised technical resource required to sustain and maintain multiple systems
- Improvement in data accuracy and compliance activities before, during and after the offer-making processes
- Use of best practice to reduce wastage (eg, de-duplication of effort and manual intervention)
- Increase in staff time to improve skills and expertise to enhance the customer service
- Provision of more accurate offer numbers against targets
- Improved visibility and dataflow for management reporting

## Initial Requirements Scope

Application	Decision Making	Confirmation
<ul style="list-style-type: none"> <li>• Secure online Application Form for use of Agents or applicants</li> <li>• Ability to upload documentation during and after application process</li> <li>• Submission of 'complete' application</li> <li>• Automated process to bring application into SITS that can manage, or identify duplicates</li> <li>• Links to payment process</li> <li>• Applicant portal through which communications can be managed and process of applications can be tracked</li> <li>• Links to other SER projects such as ESD and CRM</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to view application and associated documentation by cohort (eg PGT, PGR, UG etc) as well as by school, department or course.</li> <li>• Ability to initially sort applications so that applications can be held by cohort eg UG Scots for additional manual flagging to be added</li> <li>• Simple automated flagging (labelling) process</li> <li>• Clearly display Widening Participation indicators</li> <li>• Simple 'one click' process to request additional documentation/evidence via portal</li> <li>• Built in workflow to allow appropriate decision maker to process decision – either held or committed using second or third reviewers/committees as described</li> <li>• Process to import Common App records into SITS</li> <li>• Uses SITS Offer Library (OLB) to provide first and second offer text by cohort as required</li> <li>• Disability workflow</li> <li>• Criminal Conviction workflow</li> <li>• Process to upload SAT, UKCAT scores</li> <li>• Use of SITS Batch process for sending to UCAS</li> <li>• Ability to download application information into a spreadsheet</li> <li>• Links to other SER projects such as ESD and CRM</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate adhoc confirmation processes</li> <li>• Enable partial confirmations ie; academic met but not IELTS etc</li> <li>• Hold decisions pending, for review and commit</li> <li>• Automation of communications with direct applicants</li> <li>• Facilitate IB, SQA and A Level confirmation</li> <li>• Use of SITS Batch process for sending to UCAS where appropriate</li> <li>• Links to other SER projects such as ESD and CRM</li> </ul>

## Draft Critical Path

