

DSA-MAP V2.0 functionality

DSA-MAP V2.0 has been designed to record and track the process of a DSA application. It alerts assessment centre users to outstanding actions on applications. Reports on monthly Key Performance Indicators (KPIs) and annual statistical returns are generated at the push of a button to meet the criteria set out in the QAG QAF document (Nov 2008). The program also generates many of the statistics required for a self-assessment audit return.

This document lists the major features of the current software.

STUDENT DETAILS

Personal details

- Records personal, address and contact details for student applicant and a supporter (relative, advocate, etc)
- Records applicant disability from dropdown list (QAG designated list of disabilities, with option to add other categories)
- Generates a unique automated reference number for each student. Students can also be assigned assessment centre reference number
- Records date of first contact and person entering data (also records a date for initiation of DSA application process)
- Records whether student wishes to opt out from 'draft report'
- Records searchable by name or part of name, student number, record number, postcode or date of birth
- Ability to generate an Excel chart of student names and addresses, together with assessor code, for assessments within a certain time frame. This can then be used in a mail merge to create labels for evaluation forms
- When the student record is saved, a folder is created (in a pre-designated network place) that contains a text file of the student record
- A related document feature means that any electronic document can be added to the student folder
- Windows Explorer link to folder containing related student documents, e.g. assessment report, significant emails to support audit trail, etc

Study details

- Records course details, including study institution, start date and length of study and funding body from drop-down lists (additional institutions and funding bodies can be entered to the existing database)
- Part-time/full-time, graduate/postgraduate details recorded, together with any 'top-ups'
- Multiple study records for each student are possible (as with OU courses)

Appointment details

- Resources (rooms, equipment, parking, etc) can be booked automatically in program diary when making appointments
- Appointments assigned to individual assessors
- Possible to pre-book assessments in blocks by assessor and then reserve and allocate

them to individual student applicants. Useful for when assessors specialise in a disability or part-time assessors only come into the assessment centre on certain days

- Pre-booked slots can be viewed for all assessors or individual assessors
- Program displays date when a proposed student appointment lies outside QAF time limit
- Records status of appointment (pending, complete, no show, cancellation)
- Displays warning alert where necessary permissions from funding body or institution have not been obtained
- Ability to email assessors with complete listing of appointments. Utility, using one keystroke, to generate batch emailing of all assessors with details of weekly assessments. Text file of student profiles automatically attached to appropriate email.

PROCESS FORM

Letters/Email

- Can initiate email or letter communication directly from student record. DSA-MAP autofills contact details and merges them into standard texts, including appointment confirmation
- Tick boxes record receipt and receipt dates of required student information and permissions
- Sets up process emails and letters automatically (e.g. assessment appointments) with auto-filled fields for time, location and assessor etc - format can be customized with standardized email and Microsoft Word mailmerge texts
- A further five buttons can be adapted for merging student details into standard emails or letters

Dates

- Tracks all relevant dates for completion of each part of the assessment process, including draft report, final report, proof-reading by senior assessor or centre manager, etc, enabling centres to report on KPIs
- Five further customisable, dated tick boxes are available for centre use

Fees and other

- Financial options to record fees and costs and related dates.
- Ability to print out fees and costs in invoice form with appropriate address
- Manual notes entry for each student record, study record, and appointment record to facilitate audit trail - user ID and date entered automatically

DIARY

- Records appointments for each assessor and student - links directly to student record
- Records appointments for each resource, e.g. equipment and rooms, including naming and booking meeting rooms, parking, etc
- Assessors and resources can be colour coded for ease of viewing
- Assessor appointments for a determined period of time can be emailed to an assessor together with student name, disability, assessment location and dates and times
- Individual days can be designated as holidays (such days are automatically discounted when calculating times allowed for a particular part of the QAF process)
- Freeform entries can be made to book resources not related to a student application, e.g. booking room(s) and/or equipment for training and meetings
- Ability to print out diary in weeks
- Print out of a day's assessment appointments, including student name, assessor and room for reception use.

REPORTS

- Push button report displays QAF-designated KPIs in graph format month by month for any selected year.
- Selection of any month within the year displays monthly totals for conformance, non-conformance and exceptions to QAF criteria
- KPI numbers generated. These can be exported and placed into an Excel chart to match the requirements of QAG's monthly return
- Push-button report on disabilities to meet QAF yearly statistical return
- Push-button report on number of students assessed by study mode and funding body to meet QAF statistical return
- Revised Summary Chart showing status of all applications and indicating outstanding actions. Items shown in chart can be selected by the user to meet their own requirements from an Options list. Form can be printed
- Notes for individual students can be entered into the Summary Chart
- Generation of critical list of 'Due Soon', 'Due Today' and 'Overdue' items associated with all ongoing DSA applications. Double clicking on the overdue item opens the corresponding student record.

DATABASES¹

- Funding Body database, with contact details and the ability to email or dial directly from record
- University and college database (details of name, address, telephone number and website already included) with ability to add unlimited contacts for each record and possibility to email or dial the phone number directly from the record
- QAG approved suppliers database with the possibility to email or dial the phone number directly from the record
- Venues database designed for assessment centres that operate across more than one site

NOTES

Notes associated with each part of the process are available for users to add personal or shared comments/reminders. All notes dated with user ID for audit trail.

- Personal notes area
- Shared notes area
- Print option for both notes areas
- Notes for each student, study, and appointment record

PROGRAM MANAGEMENT

Security

- Login with password security (encrypted) for each database
- 10 levels of access security allowing great flexibility in allocation of rights

Updates

- Automatic program updates from Resoco website
- Automatic updates from within program for database updates

PROGRAM CONFIGURATION

- Stand-alone licensing available
- Network client/server (per machine) licensing available

¹ Resoco makes no guarantee of the accuracy or completeness of its supplied databases for funding bodies or university / college institutions, or suppliers. The university and college database contains higher education and further education colleges that receive funding from HEFCE (March 2009). The institution details were checked against individual web sites (March 2009). The approved suppliers listing was taken from the QAG website (Autumn 2008).

- **Multiple copies can be run on each computer**
- **Each user can have a different profile (for different printers, for example)**