

## Business Manager – Curriculum Planning (England)

The Business Manager software suite is fully integrated within the wider UNIT-e information management system. Business Manager provides a wide range of functionality to support your organisation's business planning, performance monitoring and ILR cycles:

- Business Manager – Curriculum Planning (England)**  
 Assists your planning process with functionality to forecast Demand Led Funding income from the SFA and YPLA and any other expected income. Additional routines enable expenditure forecasts to be incorporated into the model

- Business Manager – English Analysis Suite (EAS)**  
 Provides routines to understand and report on the funding 'claim', which is inherent in an ILR file

- Business Manager – PFR Analysis**  
 Enables the import and subsequent analysis of the data provided by the Provider Funding Report (PFR) for the monthly Employer Responsive cycle of ILR returns

The Curriculum Planning software for the English FE sector enables colleges and other providers to model both the funding and cost implications of a given curriculum plan. This model incorporates the rules of the various English FE Demand Led Funding streams - Learner Responsive (16-19 and Adult), Employer Responsive (Apprenticeship and other) plus Entry to Employment. In addition to these, the associated fee income from learners and from full cost recovery courses can be entered.

For a given course (or qualification) the software uses data within the LAD to identify the funding that a single learner of a given type would attract. Some courses will need just one such record to be created, whereas others will need records to be created for several learner types. Once the curriculum structure (already within UNIT-e) has been used to create these single-learner funding records, the appropriate

curriculum staff can then use the related web screens to enter the number of learners of each type that they expect to enrol. The Curriculum Planning software then provides a planning estimate of the total funding that each course or qualification will attract.

Whilst the single-learner records include all the parameters needed for the complex funding calculations within Demand Led Funding (eg funding stream, provider factor, SLN, entitlement, FT, PT, programme weighting, ALS etc), the process is efficient due to the availability of 'bulk create tools'. It is then possible to edit specific records (or multiple records via the included grid edit facility) if they don't follow the norm. For example, some courses are designed specifically for learners who will attract ALS funding. Course specific retention and achievement rates can also be set where they are significantly different to the organisation average.

The screenshot shows the 'FE1 Funding Model Manager' interface. It features a top menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu is a toolbar with navigation icons. The main window is divided into several sections:
 

- Parameters:** Includes 'Assumed %' (42.50) and 'Actual %' (40.00).
- DLF Parameters:** Includes 'Occupation Quota' (25.00) and 'GLH Threshold' (2 Year day threshold).
- Entitlement:** Includes 'GLH' and 'GLH Threshold'.
- Learner:** Includes 'Enrolment entry interval' and 'Monthly entry'.
- 16-18 Section:** Includes 'Disadvantage uplift' (1.0000), 'Programme weighting' (1.0000), 'Area costs uplift' (1.0000), 'Funding rate' (2990.00), 'Short programme mod.' (1.0040), 'Cap multiplier' (0.7500), 'Adjustment factor' (1.0000), 'ALS Full rate' (129.00), 'Success factor' (1.0000), 'ALS Learn needs rate' (123.00), 'Train to gain factor' (1.0000), 'ALS Social needs rate' (123.00), and 'Provider factor' (1.0000).
- Adult Section:** Includes 'Disadvantage uplift' (1.0000), 'Programme weighting' (1.0000), 'Area costs uplift' (1.0000), 'Funding rate' (2770.00), 'Short programme mod.' (1.0040), 'Cap multiplier' (0.7500), 'Adjustment factor' (1.0000), 'ALS Full rate' (543.00), 'Success factor' (1.0000), 'ALS Learn needs rate' (543.00), 'Train to gain factor' (1.0000), 'ALS Social needs rate' (543.00), and 'Provider factor' (1.0000).

**Curriculum Planning models**

The screenshot shows the 'FE1 Curriculum Plan Details Manager' interface. It features a top menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu is a toolbar with navigation icons. The main window is divided into several sections:
 

- Search:** 'Curriculum Plan'.
- Table:** A table with columns for 'Type', 'Learners', 'Costs', 'Proposals', 'ALS', 'EZE', and 'Details'. The table shows data for 'Funded FT', 'Funded PT', 'CoFunded FT', and 'CoFunded PT' across different learner counts.
- Grid Entry:** A section for entering data.
- Calculate:** A button to calculate the funding.
- Summary Table:** A table with columns for 'SLN', 'Income', 'Costs', 'Balance', '16-18 Summary', and 'Adult Summary'. It shows a total income of 180.00 and a total cost of 88.10.

**Curriculum Planning funding calculation**

The progress of completion of the detailed plan records (used by the curriculum staff to detail the learner numbers) can be tracked by status, version and type. This facility enables an organisation to monitor records at different stages of an approval process. It also allows organisations to have, for example, simultaneous optimistic, pessimistic and 'best guess' records being processed.

The Curriculum Planning software also caters for those courses that don't have a single defined start and end date but which require a profiled entry of enrolments throughout the year.

Forecasting the expenditure associated with each course is also possible, as the software allows multiple cost lines to be added to the record during the planning process. These can be set at the level of the overarching course, the teaching group (the number of which is controlled by max. group size) or the individual learner. Using these options, it is possible to set the relevant costs for teaching and other staffing, resources, consumables and other items such as awarding body fees. The Business Manager software then estimates the total cost of running a given course or qualification.

By including your organisation's management structure (faculty, department and cost centre), full reporting on the entire course planning data is available at the appropriate level.

## Benefits of Business Manager Curriculum Planning:

- Enables optimisation of the curriculum for maximum performance against targets to adhere to both local and national objectives
- Ensures business continuity with a qualitative, structured and consistent approach to curriculum planning
- Reduces associated risk of many disparate islands of information
- Provides reliable estimates of changes in profitability assisting managers to make informed decisions
- Generates income and expenditure modelling using formula funding methodologies
- Models funding for your organisation as a whole or by departments, understanding the bigger picture and identifying potential areas for growth
- Assesses profitability of a course before it is offered by modelling various curriculum configurations based on 'what if' scenarios, eliminating wasted time and resource
- Eliminates requirement for costly in-house integration between separate core business critical systems as Business Manager – Curriculum Planning (England) is fully integrated with the entire UNIT-e solution
- Overall, increases efficiency, accuracy and quality of organisation's planning process and cycle.

The screenshot displays the 'Create FE1 Curriculum Plan from Module' application. The main window features a table of modules with the following columns: Reference, Name, Start, End, E09 Planned end date for ESP, and A09 Learning aim reference. The 'Selected' section below the table lists modules like 'A/CH/AS/CR09 Chemistry AS Level Course'. The 'Curriculum Plan' section at the bottom shows 'Funding model: 0910.LR.Funding Model 2009/10 Single Entry(1)' and 'Type: Realistic Plan'. A smaller dialog box titled 'Curriculum Plan' is open on the right, with radio buttons for 'Module' (selected), 'Learning Aim', and 'None', and 'OK' and 'Cancel' buttons.

Curriculum Plans can be created from existing curriculum modules, learning aims or neither of these.

**For more information, please contact your Capita FHE Account Manager**