
Board Meeting

Date of Meeting	Monday 16 March 2015
Paper Title	Common Application System
Agenda Item	10
Paper Number	BM5-I
Responsible Officer	Principals Lead – Fares Samara, Executive Director COGC
Status	Disclosable
Action	For Information

Report to: Glasgow Colleges' Regional Board

Date of Meeting	Monday 16th March 2015
Paper No.	
Agenda Item	
Subject of Paper	Common Application System
FOISA Status	Non Disclosable
Primary Contact	Fares Samara: Executive Director Infrastructure
Date of production	Monday 9th March 2015
Action	For Noting

Recommendations

That the Board note the content of this report and the associated presentation.

1. Purpose of report

To provide the Board with information in relation to Progress developing a common application system for all Glasgow learning opportunities.

2. Context

Background/Objective

- Present a single portal **apply.glasgowcolleges.ac.uk**
- Centrally Gather and manage Applicant Information Online;
- Push (Insert) collected data into any (selected by the applicant) of the three existing Student Records Systems – apply to one/all Glasgow colleges – one application multiple courses and multiple colleges;
- Allows the receiving college to start their admission process as usual applying whatever admission controls and in a way that meets their own needs.

This approach to developing an integrated admission system would, when operational, remove the need for each college to maintain an independent online application system as the three colleges will present their F/T learning opportunities through this single online application interface available through the new common online application processing portal. Having a single portal will provide access to data that we do not already have and will allow us to monitor inter and intra college regional demand. Additionally the central portal will enable us to track progress. Having a single portal will offer additional benefits leading to a more integrated and coordinated student service.

3. Discussion

Following a meeting jointly planned by GCRB as instructed by the Board and college staff, internal work between key staff in the colleges has started. A project proposal was provided to the POLG who approved the key aspects of the project governance, timeline, budget and the key deliverables which included a high level timeline.

4. Project Governance

Project Board:	Steering Group:
Alan Sherry – Chair (GKC - POLG)	Fares Samara (COGC)
Julia Henderson (GCRB)	Monica McKerlie (GKC)
Brian Hughes (GCC)	Brian Gallagher (GCC)
Fares Samara (COGC)	Gillian Plunkett (COGC)

Other groups will be formed as necessary to progress associated matters

5. Budget

For clarity the total budget allocated is £40K. The colleges agreed that the cost to be shared equally among the three colleges.

6. Deliverables/Timescale(s)

- Phase 1 – will cover all F/T Opportunities System live on the **1st October 2015** for January start courses and online applications (session 15/16) (small scale pilot).
- Phase 2 – will cover all F/T Opportunities System live on the **4th January 2016** for August 16 courses (session 16/17).

7. Current Progress

Two job descriptions developed and will shortly be advertised on a secondment basis:

- The project requires one Full Time Developer for 10 months;
- The project requires a dedicated project manager 1 day per week for 10 months;
- All the required technical services will be hosted @ CoGC; and
- Extensive work already underway looking are harmonising and agreeing the contents of the application form.