

HEPservices

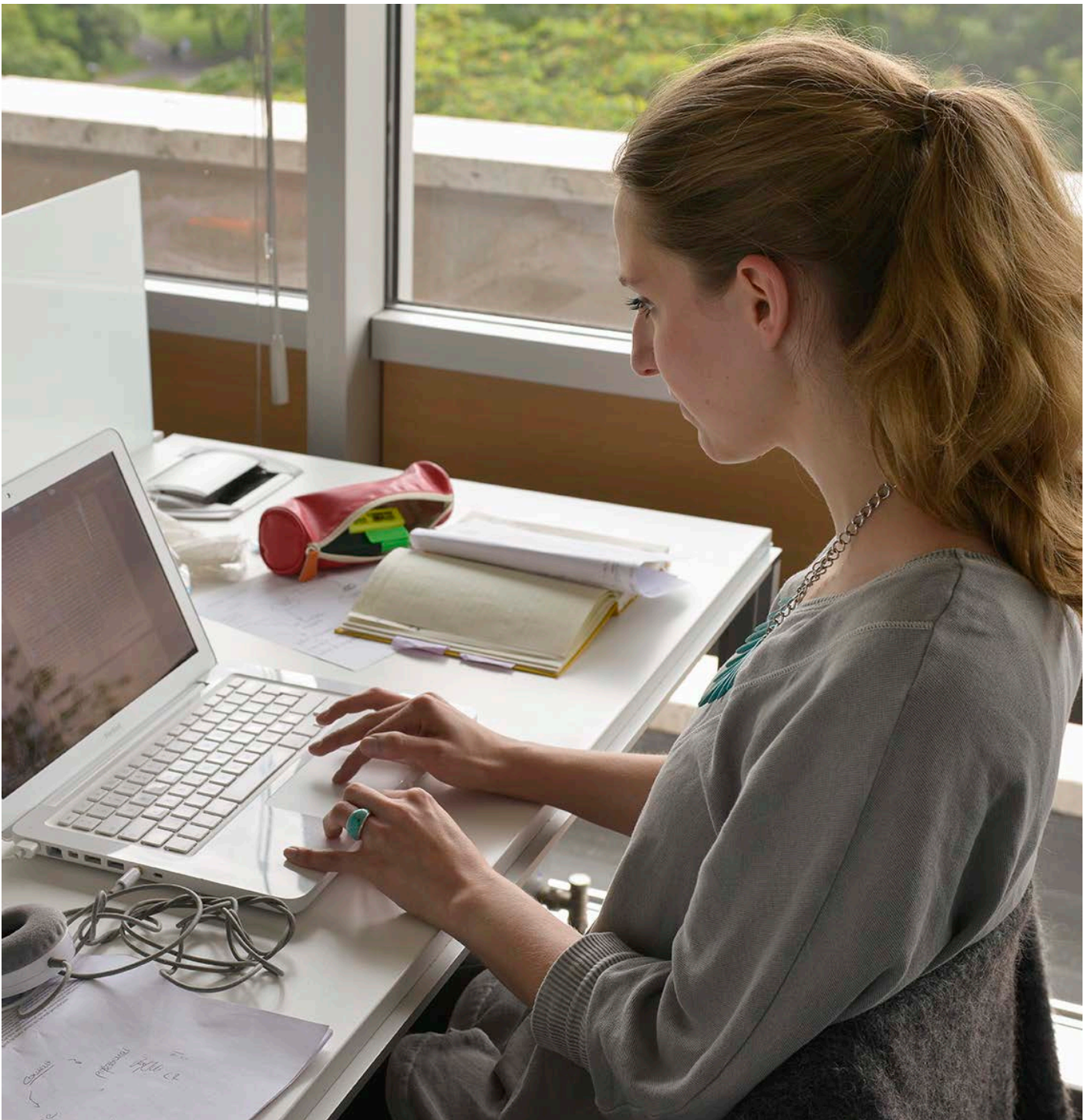
SLC partnering with colleges & universities



Student Loans Company



HEP Portal Training Events Autumn 2018



Register and book your place now!

The HEP Portal training events will provide an overview of business to business processes and HEP Portal Services - with a specific focus on the Student Information Service (SIS) for undergraduate and postgraduate study.

Who should attend

The training events are designed for new Higher Education Providers working with the Student Loans Company, new members of staff at an existing provider, or staff within a new role.

Training Content

- Insight into the services and products provided by SLC
- Overview of HEP Portal Services
- Courses Management Service (CMS)
- Bursaries (BAS)
- Student Information Service (SIS) data searches
- SIS file export and data manipulation
- Worklists – Registration and Attendance
- Change of Circumstances (CoCs)
- History screens and full understanding of changes including course transfers & fee changes
- Overview of Reports and Fee Payments
- Service Agreement and Definitions
- Best practice and effectiveness of provider interaction with SLC

The training sessions will include interactive exercises, Q&A opportunity and 'HEP Portal surgery' time for 1-2-1 queries.

The training session is expected to run from 10am – 4pm

Cost

The cost per delegates will be £110 + VAT.

PLEASE NOTE: You **must** provide the correct purchase order number on your booking form as not doing so will result in a delay in SLC receiving payment for your attendance. SLC reserve the right to cancel your booking if your invoice is not paid 30 days from the invoice date or 7 days prior to the event, whichever is soonest.

Where and when are the events

30 October 2018	Student Loans Company Office 100 Bothwell Street, Glasgow, G2 7JD
07 November 2018	Macdonald Manchester Hotel, London Rd, Manchester, M1 2PG
14 November 2018	The Principal Met Leeds King Street, Leeds, LS1 2HQ
14 November 2018	OfS & SLC Office 2nd Floor, Finlaison House, 15 – 17 Furnival Street, London, EC4A 1AB
20 November 2018	Jurys Inn Nottingham Milton Street, Nottingham, NG1 3PZ
21 November 2017	OfS & SLC Office 2nd Floor, Finlaison House, 15 – 17 Furnival Street, London, EC4A 1AB
21 November 2018	Crowne Plaza Birmingham City Centre Central Square, Holliday Street, Birmingham B1 1HH

Closing dates for registration

LOCATION	TRAINING EVENT DATE	REGISTRATION CLOSING DATE
Glasgow	30 October 2018	22 October 2018
Manchester	07 November 2018	30 October 2018
Leeds	14 November 2018	06 November 2018
London	14 November 2018	06 November 2018
Nottingham	20 November 2018	12 November 2018
London	21 November 2018	12 November 2018
Birmingham	21 November 2018	12 November 2018

How to book your place

Please register via our events registration website: www.events-slc.co.uk.

Registration is limited to 18 people per training session (12 for Glasgow) and places are confirmed on a first-come first-served basis. All registration forms must be completed using our online registration website; we cannot accept any bookings over the phone, or via email.

What happens next?

Once registered you shall be sent an automated email confirming your registration and the details submitted. To ensure this doesn't get blocked, or sent to your junk mail please ensure you save **events@speak.co.uk** as a safe email address in your settings.

Contact us

If you have any questions, please do not hesitate to get in touch using the contact details below.

Email **events@slc.co.uk** Telephone **+44 (0) 141 306 2154**

Agenda

- 09:30** Registration & refreshments
- 10:00** Training session
- Insight into services and products provided by SLC
 - Overview of HEP Portal Services
 - Courses Management Service
 - Bursaries Administration Service
- 12:30** Lunch
- 13:15** Training session continued
- Student Information Service functionality
 - Change of Circumstance notifications
 - Reports & Fee Payments
 - Service Agreement and Definitions
 - Best Practice and provider interaction
- 15:30** HEP Portal Surgery for 1-2-1 queries
- 16:00** Close



SLC

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