Documents management November Update

UCAS

We are aiming to:

- Collect documents for UG and UC schemes

- Enable uploads as part of the application

- Upload sections will be within the related section of the application form

- Make documents visible to Providers (Universities/Colleges)

- Make documents available for import into Student Records Systems – pull not push

In phase 1, we will not:

- Offer post-submission document collection

- Collect larger format files, e.g. video files or portfolios

- Document upload will not be mandatory

Document categories:

- Qualification evidence – certificates and/or transcripts

- Language proficiency

- Care experience evidence

- Passport/identity documents

- Visa documentation

Progress to date:

- Two main elements to project:
  - Document storage solution
  - Integration with UCAS systems – changes to the application form, link products etc

- Initial focus on document storage solution

- Next phase of discussions will be determining details for user-facing changes

UCAS

Retention:

- Current draft plan would be to retain documents until end of cycle

- Will check this with data governance and legal advisors, and with Providers before making a decision

- Question:
  - If, at the end of the cycle, documents need to be retained for enrolled students the expectation would be for Providers to import them into their own records systems. Any comments/concerns with this?

Statutory Returns changes for 2024

- Plan had been to make a small number of changes for 2024 cycle data:
  - Sexual orientation – mapping of UCAS codes to Data Futures codes
  - Disability coding – ensuring XML reference data contains HESA code
  - Highest qualification field length – increasing field length from 3 to 5 characters and mapping UCAS codes to Data Futures codes
- Changes will now be postponed to 2025 cycle