



September 2018

Access to HE Diplomas End-of-Year Process from 2018-19



LASER is constantly looking to streamline its systems to ensure the best possible support for centres, therefore the Final Awards Board process has been revised from 2018-19 to minimise the time required for meetings, at the end of the year. We want to ensure centres still feel supported and can go through all aspects of their courses and delivery, so we will maintain a schedule of meetings with centres throughout the year and there will be contact and direct support during the Final Awards Board phase to ensure results are uploaded and processed as quickly and smoothly as possible.

Course Evaluation meetings will be held throughout the year ensuring all centres receive face-to-face interaction with LASER Access Officers during each academic year. These may be combined with other activity such as development visits, training, etc. These meetings can be requested at any time by centres.

Preliminary Awards Board (PAB) meetings to continue as before with moderators visiting to conduct their final moderation visit and then holding the PAB meeting with the course team – LASER will sample some of these meetings each year. The centre will be required to complete the PAB minutes and send these to the LASER Access Team along with submitting results (via DER or RAC) within 2 weeks of this date.

Final Awards Board (FAB) meetings will be conducted by the Access Customer Service Team via phone. These will be scheduled calls with centres and can only take place once PAB notes have been received and RAC/DER completed, submitted and signed off by moderators. LASER will go through PAB notes and approve final sign-off – this will mean that results can be processed immediately following this call. There will be an opportunity during this call to request a call-back from the Access Quality Manager or Development Manager if required.

If you have any queries please contact the LASER Access Team.
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