



Qualification checking by faculties

Preparation, the checks and reporting issues

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Preparation

What to look at on Planet.

We recommend that you view the existing qualification via the **Qual summary** (one of the Quick links screens found on the left of the Planet Homepage). Retrieve the qualification, then complete the Designation, Level and Path fields if necessary. Click on the Find button. The plum coloured Groups and links button appears, use this to view the module choices on a particular path and compare this to the structure created on Vantage.

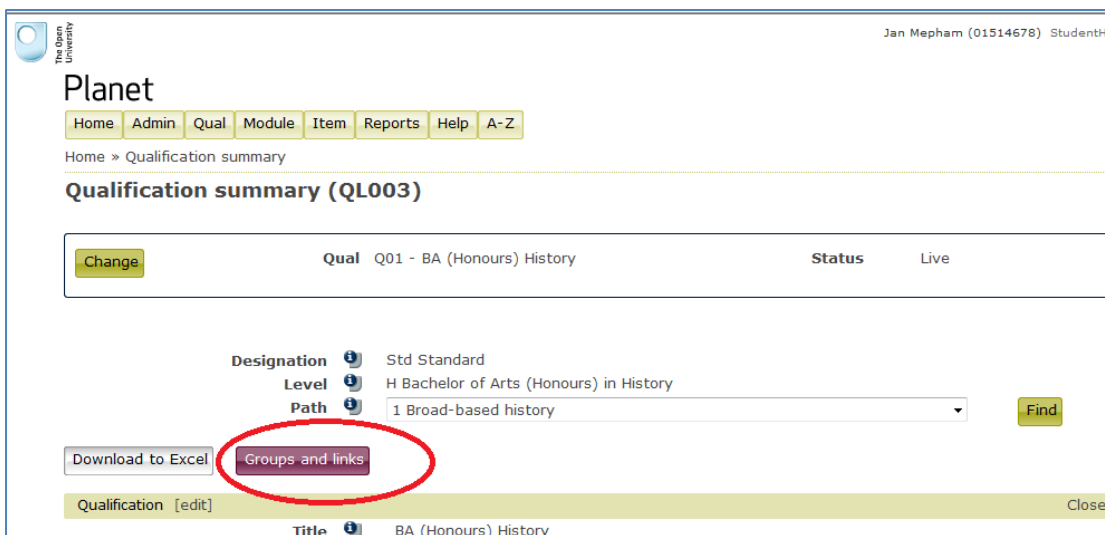


Fig. 1

Organising the displays.

If you have a double monitor computer configuration you can leave this on one monitor and open the Vantage window on a second monitor. If you have a single monitor you may choose to print the Planet Qual summary (it is easier to read as a colour print).

What to look at on Vantage.

We recommend you use the Qualification view.

Go to Vantage <http://csr-iweb-live.open.ac.uk/Vantage/Curriculum/Products>

on the Product summary and structure screen, enter the qualification code and press Enter. Select the Structure tab and locate the Qualification view on the Edition row.

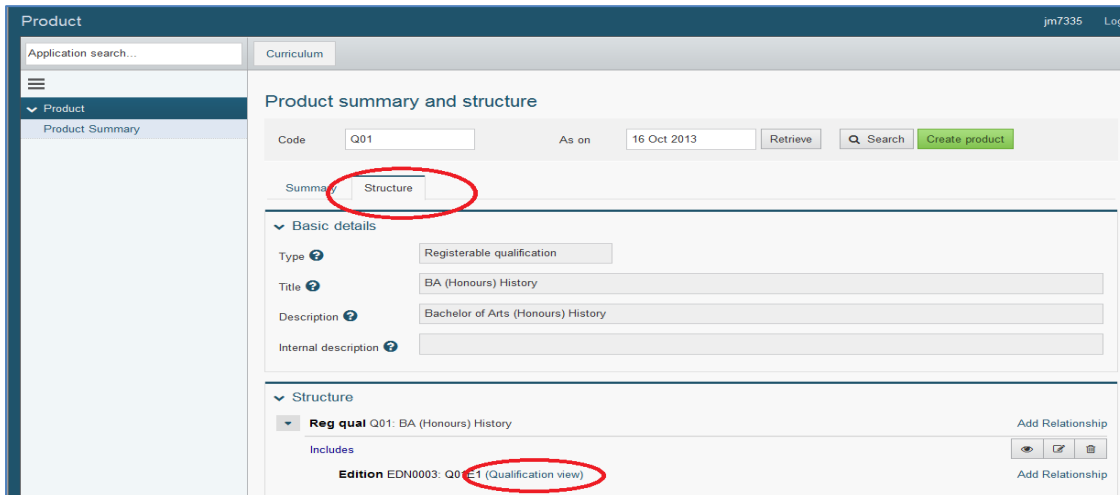


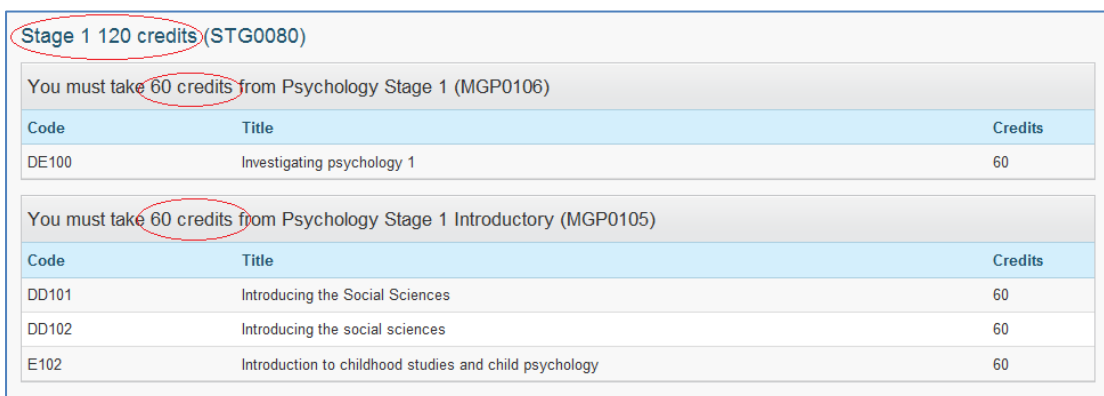
Fig. 2

The checks

What doesn't need checking.

Qualification titles and Designation titles will have been brought across from the data existing on Planet. These should not require in-depth checking. When checking titles in any part of the system, keep an eye out for spurious punctuation including inappropriate quotation marks.

What does need checking.



Code	Title	Credits
You must take 60 credits from Psychology Stage 1 (MGP0106)		
DE100	Investigating psychology 1	60
You must take 60 credits from Psychology Stage 1 Introductory (MGP0105)		
DD101	Introducing the Social Sciences	60
DD102	Introducing the social sciences	60
E102	Introduction to childhood studies and child psychology	60

Fig. 3

Stage numbering – check that the stage has been numbered correctly.

Credits – check the credits for the stage are correct and for each group in the stage.

Compulsory modules and options. In Figure 3 above you can see that the student must take 60 credits from module group MGP0106. The only way to achieve this 60 credits is to pass DE100. This is a compulsory module. In the second group in stage 1 the student must choose 1 from 3 options to achieve the second 60 credits. You should check the compulsory and optional nature of the student's route through the qualification.

Module group makeup – check that all the modules, (including discontinued modules) are contained in the module groups. Variants (similar to Planet versions) will not normally be displayed as they are managed via the parent module. Under exceptional circumstances there will be a need for variants to be handled differently, and you need to let us know about these exceptions.

Module group titles – these may be different to their appearance on Planet, but should convey the same meaning and be appropriate for their use within the structure e.g. the module group title should not use 'optional' if in fact the modules within it are compulsory. Remember that module groups can be used *across* qualifications so their titles should be appropriate to all situations in which they appear.

Study order. While these groupings should dictate the order in which the modules are undertaken, it is possible for no study order to have been stated but for the display to fall out correctly. The danger here is that other systems using this data will not correctly interpret order. To guard against this you should check the study order in the qualification structure (rather than the qualification view). Use the back button to return to the qualification structure. Use the ► symbol to expand any sections you wish to view, study order is shown between square brackets. (See figure 4 overleaf.)

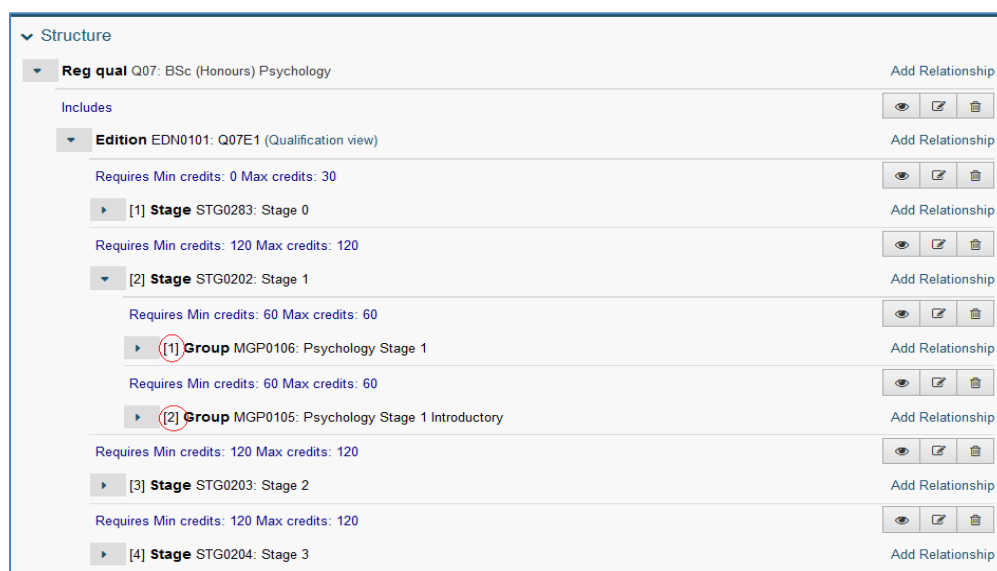


Fig 4

Reporting issues

To report an issue, members of Business Systems Team will be closely monitoring and responding to the Vantage-Curriculum@open.ac.uk mail account. You may find it useful to describe the issue using this [template email](#).