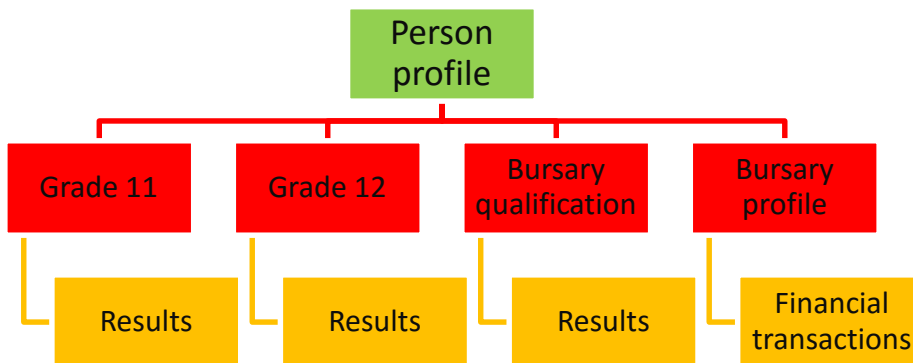


Qualifications and Bursaries

OVERVIEW

DevMan helps you manage bursaries and all related financials, qualifications and results. Each student has a bursary profile for every year they are a beneficiary. DevMan also provides work-flow to track the progress of your bursaries using a life-cycle or milestone. Communicate easily with specific groups of bursary holders and have students submit results online into DevMan.



Qualification example

Qualification type	Tertiary		
Status	In progress		
Institution campus	CPUT - Bellville Campus		
Type	Degree		
Study programme	Business Management		
Start year	2008	Expected end year	2011
		Actual end year	2013
References	Throughput		7
	Variance		2
Periods to show	2008	2009	2010
	2011	2012	2013

Results	Period	2013 S1P	2013 S1F	2013 S2P	2013 S2F
	Status	Verified	Verified	Verified	Captured
	Outcome	Fail	Pass	Pass	Pass
	Aggregate	45%	60%	64%	73%
	Business management	40% F	60% P	63% P	68% P
	Business English	50% P	70% P	74% P	76% P
	Ethics	45% F	50% P	56% P	75% P

Qualification type	School / Tertiary												
Status	Completed In progress Incomplete In-service training												
Institution campus	The specific campus where the student is based												
Type	Qualification type (Degree / Diploma / Hons etc)												
Years	Start year, Expected end year and Actual end year												
References	Throughput – the number of years it took to complete the course Variance – the difference between the expected and the actual completion year												
Periods to show	The years for which results have been captured View specific years by selecting or deselected a period												
Results	<table border="0"> <tr> <td>Period -</td> <td>Year 2013, Semester 1 (S1), Progress results (P)</td> </tr> <tr> <td>Status -</td> <td>Of the results (Requested, Captured, Verified)*</td> </tr> <tr> <td>Outcome -</td> <td>Overall outcome for the semester (Pass, Fail)</td> </tr> <tr> <td>Aggregate -</td> <td>Aggregate result for the semester auto calculated (%)**</td> </tr> <tr> <td>Attachment -</td> <td>Attachments can be added to each semester</td> </tr> <tr> <td>Comment -</td> <td>Free format field for yours or the students comments</td> </tr> </table>	Period -	Year 2013, Semester 1 (S1), Progress results (P)	Status -	Of the results (Requested, Captured, Verified)*	Outcome -	Overall outcome for the semester (Pass, Fail)	Aggregate -	Aggregate result for the semester auto calculated (%)**	Attachment -	Attachments can be added to each semester	Comment -	Free format field for yours or the students comments
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Attachment -	Attachments can be added to each semester												
Comment -	Free format field for yours or the students comments												
Exams	Subject name, subject result and outcome (Pass, Fail)												

PLEASE NOTE

* The period status is used to keep track of who has / hasn't submitted their results whether the results are captured by a student manager or by the student themselves via the online results submission page.

** Subject results to be included in the aggregate calculation can be customised based on the subject outcome flag (Pass, Fail, Did not write etc.)

Add a qualification

Qualifications are linked to the persons profile. From the persons profile select:



Complete all qualification details and save and stay on page.

To add a period: select the **+** to the right of the label 'Results'.

Complete all fields and select save.

To add a subject: select the **+** to the right of the label 'Exam'..

Complete all fields and select save.

To add a result: select the box that corresponds to the period column and the subject row

Complete all fields and select save.

- The result level will automatically adjust based on the result
- Indicate the outcome as Pass/Fail by using the slider

Manage qualifications

There are 3 main things that need to be done when managing a qualification:

- Update the status.
- Add / edit periods, exams and results.
- Add documentation.

To view a qualification:

From the persons profile select:



Select a qualification from the grid to view the details:

All qualifications are listed in the person summary profile and the bursary summary profile. Click on the applicable grid line from the profile.

To edit a qualification:

View the qualification profile then:

- To edit a period – click on the applicable period column, make the changes and select save.
- To edit a subject or result – click on the applicable cell, make the changes and select save.

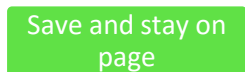
Add a bursary

To add a bursary for a specific student go to the person profile then select:



Person:	Will default to the students name .
Institution:	Use the inline search link the bursary to the institution where the student is at.
Funder/sponsor:	Use the inline search link the bursary the funder/sponsor of the bursary.
Calendar year:	Select the year of the bursary. This year will be automatically added to .the bursary name. EG Nkosi, Siphon (Mr) – 2015
Bursary qualification:	Select the qualification applicable to the bursary.

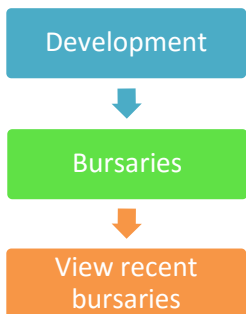
Complete all fields then select:



PLEASE NOTE
 Bursary for each year - It is important to have a bursary profile for each year the student is a beneficiary, this will help you to keep track of all in progress students as well as track the financials for each year accurately.
 Bursary qualification - It is important to have the bursary qualification linked to the bursary profile as this will affect reports as well as the functionality of the online results submission.

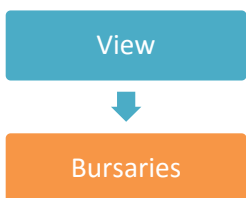
View bursaries

To view all current bursaries select:



- Use the your saved selection at the top of the grid to change your view.
- Sort the data by column by clicking on the column heading to sort in ascending or descending order.
- Click on any row to view the details.

To view all bursary years for a specific person, when on the person profile select:



Sort and/or select your project as described above

To search for a specific bursary, use the inline search function on the Home or Development page.

Manage a bursary

There are 4 main things that need to be done when managing a bursary:

- Update the status.
- Add documentation.
- Add interactions (see separate quick guide)
- Send communication (see separate quick guide)

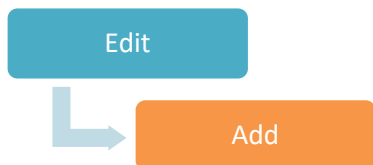
To update the status of the project go to the profile of the project and select:



Update status is on the right side of the page next to the project status.

The milestone change box will pop up on the project page, select the applicable status and date then select Save.

To add an attachment to the project, select:



Add is on the right side of the page next to the project attachments.

The attachment upload box will pop up on the project page. Select the date, type of attachment, add a description and browse to select the file.