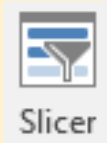


APT Reference Table

Section	Column	Heading	Description	Inputs by
SLICERS	ROW 2	 Slicer	<p>A slicer is an alternative to a filter. You can use any slicers in Row 2 to filter one or multiple items and hide the rest of the data that you temporarily don't want to see in your Excel spreadsheets.</p> <ul style="list-style-type: none"> •Click on Multi-select button to allow you to select multiple options within same slicer. •The Slicer displays the selected items in a different colour giving a visual indicator to the user, not available options appear graded out. •And to remove all filters simply click the red Clear button X at the top right of the Slicer. 	-
STUDENT DETAILS *as per SITS	A	Student Name	Student's first name *If student wishes to be known differently, add preferred name between () i.e. Victoria (Viki)	APT Admin
	B	Surname	Student's family name	
	C	Student ID	Student's UAL identification number	
	D	Fee Status	Tuition fee student's pay H = Home / UK E = European Union (Overseas) O = Overseas I = Islands	
	E	Enrolment Status	Student Course Enrolment status includes student Enrolment Status (i.e., fully enrolled, withdrawn etc) and Mode of Attendance (full time, part-time, time out from study etc.)	
CLASS ALLOCATION	F/G/H	Group, Unit and Personal Tutor	Student's allocated group/unit and personal tutor as per classroom structure.	Course Tutors + APT Admin
ATTENDANCE/ ENGAGEMENT	I	Attendance Comms Log	<p>This column is for noting details relating to any official or unofficial communications regarding a student's attendance. This includes compliance emails or letters sent to Tier 4 students by Registry.</p> <p>i.e. 25/01 - 1st poor attendance letter sent on 21 Jan. PAM</p>	PAM + Course Tutors + APT Admin
	J	Attendance Monitoring Date	<p>Date of a student's latest academic engagement as per UAL Student Attendance Monitoring Policy for 2021/22. This will specify whether it is 'Online' or 'On Campus' attendance.</p> <p>i.e. DD/MM/YY (Last Weekly Moodle Contact or I'M IN tap).</p>	
	K/L	Register Block 1 & 2	<p>Automatic RAG arrow indicator (↑ → ↓) for individual classroom attendance, feds automatically from Register Block 1& 2 tab (sheet 2 & 3) or own course register:</p> <p>RAG rated: Red = Low/Very poor , Amber = Medium/Adequate, Green = High/Good</p>	
ACADEMIC PROGRESS	M	Priority	Drop-down RAG menu to rate students according to their support needs	Course Tutors + APT Team
			Red = not engaging, at risk of dropping out, high priority intervention	
			Amber = partial engagement, further support needed for satisfactory progress	
			Green = engaging and progressing adequately, no further support needed	
	N	Communication Log	<p>Free-text space for course teams to note the date, type of interaction with the student, and to include relevant information about the student progression, inc. staff user initials in abbreviation. Insert Date, Description & User Name.</p> <p>For example: 09/11 - student not responding to emails, CL.</p>	
	O	Actions taken to support student	<p>Free-text space for course teams to note the date, one or multiple actions taken to support a student to overcome a challenge, inc. staff user initials in abbreviation. Insert Date, Description & User Name.</p> <p>For example: 09/11 - student signposted to AS, CL.</p>	
P	Support Action Followed	<p>Free-text space for course teams to note if the student has followed the recommended action (and that no follow up action necessary. Or if there are actions to still follow up, including a date or further referrals. Insert Date, Description & User Name.</p> <p>For example: 29/01 – st accessed the service on 23/01. VO</p>		
Q	ECs / ISA	Column for noting that the student has approved Extenuating Circumstances (ECs) or has Individual Support Agreement (ISA) in place, and access a secure link to the ISA if applicable.		
REVIEW	R	Last Reviewed Date	Column for any user of the APT workbook to note the date they are reviewing or adding information. This will help let colleagues know that the information is current even if content has not been changed.	Course Tutors +PAM + APT Admin