

#### Griffith Online Credit Application

SESSION 5015 Thu, Nov 09, 2017 (10:40 AM - 11:25 AM)

#### PRESENTERS

Preeti Raval

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#### **Clinton Lamont**

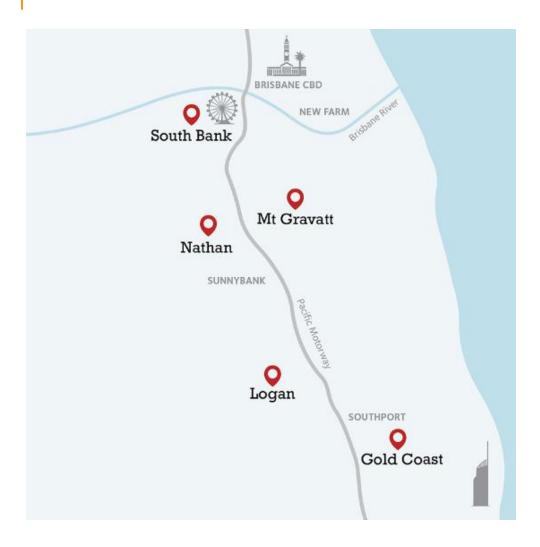
Team Leader, BSS Student Team Griffith University clinton.lamont@griffith.edu.au





**OFFICIAL PARTNER** 

## Griffith University





- 5 campuses
- 50,000 students
- Ranked in the top 3% of universities globally
- 200 degrees
- 200,000 alumni across
   130 nationalities
- Rated 5 stars for graduate employability



#### Database Infrastructure

- Oracle 12c Real Application Clusters Database/Dataguard
- Oracle 12c Grid
   Infrastructure/ASM

#### PeopleSoft

- Campus Solutions 9.0 (Bundle 42)
- Integration Hub Portal 9.1
- Finance 9.1 Bundle 36
   (9.2 project underway)
- HR 9.2 PUM 20 (PUM 22 go-live in Dec)

#### PeopleTools 8.55

- PeopleTools 8.55.13
- PeopleTools 8.55.17
   (upgrade go-live in Dec)

#### GRIFFITH UNIVERSITY & ORACLE

REMARKABLE



### OVERVIEW

1.Online Credit Application

- History
- Vision
- Objectives
- Key Deliverables
- Benefits

1.Implemented Components

- Online application submission
- Assessment pages
- Workflow
- Search function for prior applications
- Dashboards
- Automated emails





### Online Credit Application

History Vision Objectives Key Deliverables Benefits

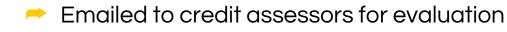


#### **Previous Process**





Manual data entry into PeopleSoft (PS) Campus Solutions



Students are subsequently notified of any approved credit



Once posted in PeopleSoft, this credit can be viewed on the student's academic transcript



### History









- Manual data entry and processes
- Manual processes slows down completion time
- Missing or inaccurate information due to manual processes
- Paper forms difficult to track and slow moving
- Administration is time consuming for all stakeholders
- Stakeholders unable to view required information to process application
- Student enquires and complaints



#### Vision:

Substantially reduce the data entry and application management for *Credit Management staff, Students* and *Academic Administration*, and Simplify the process for *Academic assessors and approvers*.

UNIVERSITY



## Objectives

- Modern online credit application form
- Streamlined business processes for staff and students by utilising online technologies enabling submission of credit application, approvals, and notification of outcomes
- Transparency and streamlining business processes
- Reduce processing time
- Efficient and stable system framework with ability to expand as required in future
- Improved reporting capabilities and easy access to information









## Key Deliverables

- Application pages for applicants with an existing GU student ID, including online admission applicants.
- Applicants can view the progress of their application
- Administration pages for staff to view, update and process applications
- Work-list process for credit assessors to access pending evaluations
- Administration pages for credit assessor to view and assess applications
- Process to populate and post credit data from staging tables to delivered credit model records
- Automated notifications
- Reports and Dashboards
- "How to Apply" public pages





## **Benefits for Applicants**

- Ability for current and prospective students to submit credit applications easily online through a secure online service
- Saved applications only details available to staff to proactively market, intervene or assist the applicant
- Ability for the applicant to immediately provide certified scanned documentation in order to process assessment (student to follow-up and present originals for confirmation / verification)
- Ability to track their application progress online
- Earlier access to decision information for students and applicants available online
- Receive follow-up notifications when required
- Reduce need for enquires and increased satisfaction





#### Benefits for Academic Staff

- Online approval process evokes workflow technology, including a multi step workflow, routing the applications to the recommenders/approver, allowing the assessor to approve or reject.
- All decisions recorded online
- Dashboards with easy access to relevant information
- Transparency of information, including assignment of responsibility and accountability
- Reduced steps required to complete business processes online
- No paper forms, no need for printing, scanning and resending documents
- Timeframes for notifications, completion of business processes, track and report
- Streamlined process with faster turnaround of applications processing



#### Benefits for Administrative Staff

- Ability to access application information easily and track progress
- Earlier access to approvers decisions online
- Automated notifications to students triggered via the workflows process
- Reduced enquiries from applicants and academics
- Considerable amount of time saved from reduced data entry
- Ability to analyse credit application submission, processing and approval times
- System automation of credit application submission, approval and communication
- Transparency of information, including assignment of responsibility and accountability
- Improved quality in maintenance of streamlined systems and processes



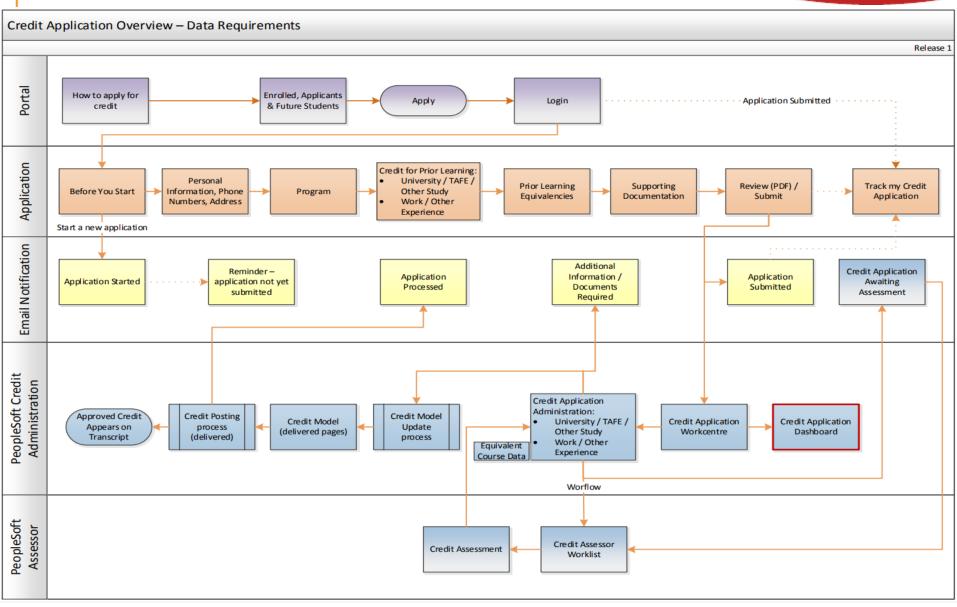


## Components

- Online application submission
- Assessment pages
- Workflow
- Search function for prior applications
- Dashboards
- Automated emails

#### **Application Overview**





## **Online Application**



Griffith
Home » Admissions » Credit for prior learning and articulation » Credit for prior learning application » Logged in: Logout Help
Credit for prior learning application
Personal details Award program Prior learning Request for credit Supporting documentation Declaration
→ Before you start
<ul> <li>Welcome to your Online Application</li> <li>Applying online is quick, easy and secure.</li> <li>The web application allows you to submit, save and return to your application.</li> <li>You can track the progress of your application at anytime.</li> </ul>
<ul> <li>Do I need to apply?</li> <li>You do <u>not</u> need to complete a credit application for internal transfers / program changes or if you are a Griffith College student who has received a direct admission offer to a Griffith degree program.</li> <li>International students will have submitted a credit application as part of your admission. Only submit this form if you wish to apply for additional credit.</li> <li>If you have previously applied for credit please check your academic transcript for approved credit.</li> </ul>
<ul> <li>Supporting Documentation</li> <li>You should upload all requested documentation, however, original or certified hardcopies may be required for transcripts, awards and documents listing results.</li> <li>You will be advised prior to submission or by subsequent email if hardcopies of these documents must be supplied.</li> <li>The University reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false or invalid.</li> </ul>
<ul> <li>Need Help?</li> <li>If you need help completing your application, and would like to contact one of our staff, please don't hesitate to email us at credit@griffith.edu.au</li> </ul>
Griffith University grants credit for prior learning that contributes towards satisfying the requirements for an award of the University. The University's Credit for Prior Learning Policy sets out the Principles, Aims, Definitions, Granting of Credit, Credit Limits, Review and Appeals and Application and Approval of Credit.

ADU 8-10 NOVEMBER 2017

Next 🔉

#### Personal Details



#### Credit for prior learning application

Personal details Award program Pri	or learning Request for credit Supporting documentation Declaration
Please answer all questions marked with $\star$ and cl	ick the Next button. Questions?  • <u>Ask Us</u> a question
<ul> <li>Personal information</li> </ul>	
Your personal details	
Title	Miss
Family Name	
First Name	
Middle Name	
Preferred First Name	
Gender	<ul> <li>Female</li> <li>Male</li> </ul>
	<ul> <li>Gender X* (*Includes Indeterminate/Intersex/Unspecified)</li> </ul>
Date of Birth	09/06/1998 🛅
Your email address	
Griffith University has the following email address r	ecorded and it will be used for all communication relating to your application.
Email address	@griffith.edu.au
Any Changes?	
Have any of the details above changed or are any details incorrect?	
	🛓 Save Next 🕽
Phone numbers	
Current addresses	



2017

# Award Program

#### Credit for prior learning application

Personal details Award progr	am Prior learning Request for crea	dit Supporting	documentation Declaration
Please answer all questions marked w	vith ★ and click the <b>Next</b> button.		Questions?  • <u>Ask Us</u> a question
<ul> <li>Award program</li> </ul>			
Select the award you would like o	credit to be applied to.		
Name	Field of Study	Status	Expected Graduation
<ul> <li>Bachelor of Education (1567)</li> </ul>	Secondary Education	Active	
<ul> <li>Miscellaneous Study - Secondary Schools (9933)</li> </ul>	Miscellaneous Study - Sec Schl	Active	
To change or add your Field of Stu	dy, go to myGriffith and select Update my ma	jor/minor.	
			Previous     Save Next >

### **Prior Learning**



Personal details An	ward program Prior learning Re	puest for credit Supporting documentatio	n Declaration		
Please answer all questions	marked with <b>★</b> and click the <b>Next</b> button.		uestions?		
<ul> <li>Prior study</li> </ul>					
Please list any TAFE / V	ET awards and university courses you	would like assessed for credit.			
Add details of prior study	University / Other Study  Select Prior Study	Add your prior study here for credit assessment.			
Type Institution	VET Study TAFE Study	Prior courses			
	University / Other Study				
		< Pre	vious 🛓 Save Next >		
Prior experience		Dries autorianas			
		<ul> <li>Prior experience</li> </ul>			
		Do you wish to apply for credit based	on work or other experience	ce you have undertaken?	⊚ Yes ⊚ No
		against the course aims, learning	objectives and learning act mal learning. Prior to final	ivities and/or program learni	earning outcomes by mapping your evidence ing outcomes. Your experience can take the the option of submitting additional documents
		Please provide a brief outline of	your informal and/or no	on-formal learning. (150	) words or less)
		In your own words, provide a summa requested below).	ry of the work and/or other o	experience you would like a	assessed for credit (more detail will be
		Please list any work experience	or other qualifying expe		ecorded. Add work or other
		Se	Select Prior Experience lect Prior Experience her Experience		ce here for credit
			ork Experience	Description	n This was achieved by

### **Prior Learning**



×

Add Prior Study		
Туре	University / Other Study	
Institution location $\star$	Australia	
Institution ★	Armidale Teachers College My institution isn't listed	
Academic level ★	Advanced Diploma	
Name of the award ★ program	B Teaching	
Award program code $\star$	1234	
Award duration $\star$	2 Years	
	that you have completed as part of this award program and would like to request credit	E for.
	you will be asked to attach course outlines / study guides for courses you have listed.	

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Cancel Accept

### Equivalent Course



×

loose program and select

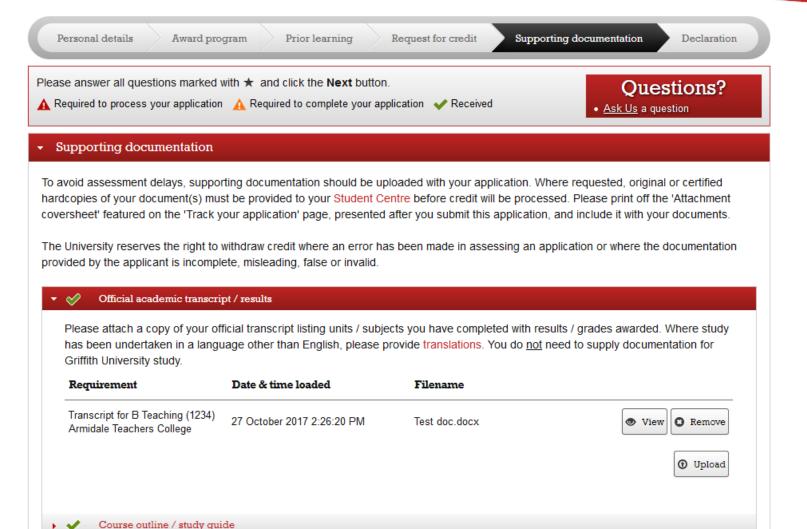
f offered as part of your

Cancel Accept

Learning with Information and Communication Technologies (1074EBL) Learning with Information and Communication Technologies (1074EPS)

Personal details Award program Prior learning	Request for credit Supporting of	documentation Declaration	
Please answer all questions marked with ★ and click the <b>Next</b> button.		Questions? • <u>Ask Us</u> a question	
✓ Equivalent courses			
Add details of specific courses you wish to request credit for Check the Credit Precedent Database for information on past credit de		University study.	
Equivalent study or experience I have already undertaken	Griffth University course I am	requesting credit for	
Learning and Teaching (1234TEA) - Armidale Teachers College		• Add Griffith course	
	Add Equivalent Cours	e for Learning and Teaching (1234TEA) - Armidale T	eachers College
	Prior learning I have ★ already undertaken	Learning and Teaching (1234TEA) - Armidale Teachers Colleg	ge
	Griffith University course ★	lear	
	1000	Learners and Learning (7306EDN)	
	Course prome	Learning and Teaching a 2nd/Foreign Language (2001LHS) Learning and Teaching Arts and Technology Curricula (7117EDN)	
	70000	Learning and Teaching in Bi/Multilingual Settings (7996LHS) Learning and Teaching in Global Communities (7018EDN)	
		Learning and Teaching in Higher Education Theory and Practice (701)	3LFC)
	Your prior studies may b	Learning and Teaching in the Early Years (1017EDN)	100se program
	the Course hist and requ	Learning and Teaching in the Middle Years (2017EDN)	
	Alternatively, you may b	Learning Enhancement Curriculum - Junior Secondary (3393EDN)	f offered as par
		Learning Enhancement Curriculum - Senior Secondary (3294EDN)	course.
		Learning in Studies in Society and the Environment (2061EPS) Learning in Studies in Society and the Environment (2064CTL)	
		Learning to Lead for Sustainability (7352ENV)	C

## Supporting Documentation



Previous

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Other (optional)

#### Submit Application



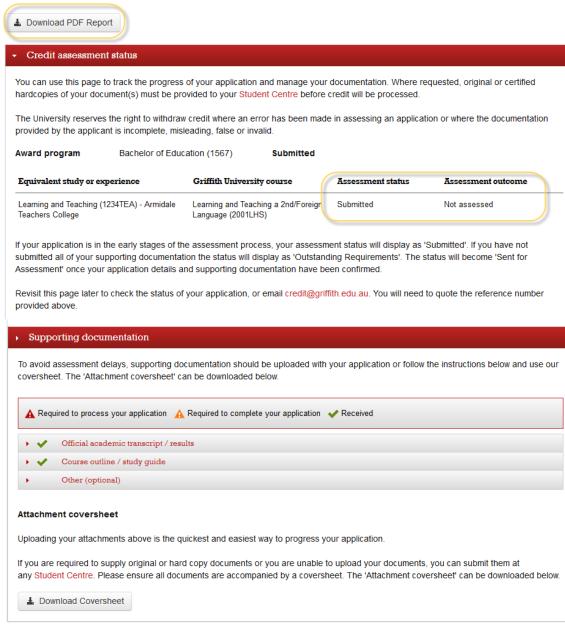
vious Submit application 🕽

▲ Track this application My applications

Personal details Award program Prior learning Request for credit Suppor	rting documentation Declaration
lease answer all questions marked with $\star$ and click the Next button.	Questions?  • Ask Us a question
Other information	
Review your application	
Review your progress Your application progress is outlined below, the following sections are marked as Complete or Incomp complete your application all sections must be marked as Complete.	lete depending on your progress. To
Personal details   Personal information	✓
Personal details   Phone numbers	✓
Personal details   Current addresses	✓ Declaration
Degrees   Award program	Declaration
Prior learning   Prior study	<ul> <li>I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect.</li> <li>I consent to the collection, storage and disclosure of information concerning any acts of record falsification or other irregular acts in</li> </ul>
Prior learning   Prior experience	relation to my academic record. <ul> <li>I authorise and grant the University permission to verify such records through qualification verification services or grant my consent</li> </ul>
Request for credit   Equivalent courses	for other educational institutions, admissions centres, government bodies or employers to disclose information about my qualifications and /or experience directly to the University.
Supporting documentation   Supporting documentation	
Declaration   Other information	I have read and accept the statements above to be true and correct.
Application preview Before you submit this application, we have provided a full transcript of your responses for you to pre please do so before you submit.	Vie Submit application
L Download PDF preview	redit for prior learning application
	Your application has been submitted
Declaration	hank you for submitting an application with Griffith University.
А	t any time you can choose to track your application to review the status of your application.
' '	the reference number for your application is <b>TC6055</b> .

#### Track my credit application

The reference number for this application is TC6055.





View all Applications

#### Dashboards



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Group (Al	I)	*	Program (All)	*			G	roup (All)	*	Program (All)	*		
	Items (Count)						1	Application (Count	t)				
Awaiting Originals	10						Completed	28	9				
Awaiting Review	86						Error		2				
Complete	1157						Exception	10	7				
Further Informat	60						InProgress	13					
On Hold	20						Submitted	7	5				
Outstanding Requ	72												
Ready for Posting	847						Credit Applica	tions					
Reassign	6						createrippile						
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#### Assessment Pages



Find | View All First 🕢 1 of 2 🕦 Last

#### Manage Credit Applications

	Username:	S2700		
Contact Details	Empl ID:	27005	Reference Nbr:	TC69562
View Checklist	Application Date:	25/10/2017	Credit Applic Status:	Submitted
View Transcript	Other Applications?	Yes	Credit Applic Type:	Student
Please note, it may take	a minute or two to display the Trans	script.		
Admission Data (Ta	rget Information)			
*Academic Career:	Undergrad T		Admission Applic Nbr: 0098	7463
*Academic Program:	1112 Q B Criminology & Crim	n Justice	Program Status: Active	e in Program
Field of Study:	B Criminology & Crim Justice (		Expected Grad Term:	
Academic Org:	School of Crim & Crim Justice		Other Credit Models? No	

Supporting Documentation

#### Prior Learning (Source Information)

		·																
*Study / Experience:	University /	Other Stu 🔻 Se	quen	ce Nbr: 1														+ -
Source Instit ID:		Q																
Source Institution:	Open Unive	ersities Australia			-	nstitution L	ocati	on: Australia										
Academic Program:	Criminology	and Criminal Justice																
Program Code:	1384																	
Academic Level:	Bachelor D	egree 🔻	]		4	Accreditatio	n:		Ŧ									
Duration:	3 Years	Ŧ			E	Equivalence	:		¥									
Credit Model Da	ata																	
Credit Source Type:	Manual	Ŧ													Equivalent		Req	
Source Institution:	Open Unive	ersities Australia													course Information	Ш.	Furt	ther nation
School Type:	ATE 🔍	Aust Tertiary Institutio	n												mormation	14	morm	ation
Level of Education:															A			
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Transfer Credit Detai	ls													Find   Vie	w All First	🕚 1 c		Last
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*Group *Item Ass Nbr Out		External Study / Experience	*	Credit Type	Equivalen	t GU Course		Assessment Status	Reviewed?	Assessor ID	Assessor Name	Use Workflow?	Send/Cancel Assessment	Assessment Decision				
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		System (CCJ11)					`								Assessment		9-	
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3 3 1 No	t assessed	An Introduction to Crime (CCJ15)	٩	Specified V	Introducti (1013CC	on to CCJ J)	Q	Submitted		Q			ASSIGN		View Assessment	<b>1</b>	-	

### Workflow



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Tra	ransfer Credit Details Find   View All First 🕚 1 of 1 🛞 Last																			
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	3 3	1	Not assessed	An Introduction to Crime (CCJ15)	Q	Specified •	Introduction to CCJ (1013CCJ)	Q	Submitted		Q			ASSIGN		View Assessment	1		+	-

Worklist						
Worklist for						
Detail View			Worklist Filters		→  Feed →	
Worklist Items					Personalize   Find   View All   🖾   🛗	First 🚺 1 of 1 🕨 Last
From	Date From	Work Item	Worked By Activity	Priority	Link	
Preeti Raval	10/27/2017	Approval Routing	Approval Workflow	3-Low 👻	Credit Application:	Reassign

## **Application Summary**



Application Summary	Approval
Applicant	
Name: Ms	ID: 270 Username: S270 Contact Details
AppIn Reference N	br
Reference Nbr: TC	C69562 Admission Applic Nbr: 00987463 Application Date: 10/25/2017 Credit Applic Status: Assessment In Progress
Application Prog	Jram
Academic Program:	1112     B Criminology & Crim Justice     Credit Applic Type:     Student
Field of Study:	B Criminology & Crim Justice ( Program Status: Active in Program
Academic Org:	School of Crim & Crim Justice Expected Grad Term:
Study / Experied	nce
Study / Experience:	University / Other Study Seq Nbr: 1 Credit Type: Specified University Credit Policy
Source Institution:	Open Universities Australia Institution Location: Australia
Academic Program:	Criminology and Criminal Justice
Program Code:	1384 Accreditation:
Academic Level:	Bachelor Degree Equivalence:
Duration:	3 Years
Equivalent Cours	se
External Study / Exper	rience: Policies & Structures of Criminal Justice System (CCJ11)
Equivalent GU Course	: Homicide (1014CCJ)

#### **Application Summary**

View the full Application Submitted by the Applicant.

View Application



# Approval

Approval Step: Step 1 Approver

Approval ?		
Approver: *Decision:	Approved -	
	The applicant will receive credit for this course.	
Internal Comments:	Testing	\$
Advice to Applicant:	* 	

I declare that I have read and understood the University's policies on Conflict of Interest and Personal Relationships in the Workplace and agree to comply with these policies. I declare that:
No conflicts of interest, including any family or other personal relationships, were identified by those involved in this decision in relation to this applicant.
A conflict of interest has been identified, and the required <u>Conflict of Interest Disclosure Statement(s)</u> will be forwarded to the Head of Element.

Save

Next Page >



Step 1 of 1



## Ready for Posting

Γ	ans	fer	Cre	dit D	etails													Find   View	All First	1	of 1	🕑 Last
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	1		1	1	Not assessed	Policies & Structures of Criminal Justice System (CCJ11)		Specified	н	Homicide (1014CCJ)	٩	Awaiting Review			Prof D	ø	CANCEL	Approved	View Assessment	<b>1</b>		• -
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	3		3	1	Not assessed	An Introduction to Crime (CCJ15)	Q	Specified		ntroduction to CCJ 1013CCJ)	Q	Submitted		Q			ASSIGN		View Assessment	<b>1</b>		+ -

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	2	2	1	1 Not assessed	Social Sciences in Australia (SGY14)	Q	Specified •	VINDERSTAND	Q	Submitted		Q			ASSIGN		View Assessment	ŝ	,	+	-
	3	3	1	Not assessed	An Introduction to Crime (CCJ15)	Q	Specified •	Introduction to CCJ (1013CCJ)	Q	Submitted		Q			ASSIGN		View Assessment	1		+	-



# **Application Complete**

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	*0	Group	*ltem Nbr	Assessment Outcome	External Study / Experience		*Credit Type	Equivalent GU Course		Assessment Status	Reviewed?	Assessor ID	Assessor Name	Use Workflow?	Send/Cancel Assessment	Assessment Decision				
1	1	1	1	Approved	Policies & Structures of Criminal Justice System (CCJ11)		Specified	Homicide (1014CCJ)	Q	Ready for Posting			Prof	<b>V</b>	CANCEL	Approved	View Assessment	1		÷.
-	2	2	1	Not assessed	Social Sciences in Australia (SGY14)	Q	Specified •	Understanding Social Problems (1008CCJ)	Q	Submitted		Q			ASSIGN		View Assessment	ŝ		•
	3	3	1	Not assessed	An Introduction to Crime (CCJ15)	Q	Specified •	Introduction to CCJ (1013CCJ)	Q	Submitted					ASSIGN		View Assessment	1	,	+

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															Personaliz	:e   Find   💷   🔣	First 🕚	1-3	of 3	🕑 L
	*Gr	oup	*ltem Nbr	Assessment Outcome	External Study / Experience		*Credit Type	Equivalent GU Course		Assessment Status	Reviewed?	Assessor ID	Assessor Name	Use Workflow?	Send/Cancel Assessment	Assessment Decision				
1		1	1	Approved	Policies & Structures of Criminal Justice System (CCJ11)		Specified	Homicide (1014CCJ)	٩	Complete	Ø		Prof	<b>\$</b>	CANCEL	Approved	View Assessment	ŝ		+
2		2	1	Not assessed	Social Sciences in Australia (SGY14)	٩	Specified •	Understanding Social Problems (1008CCJ)	Q	Submitted		Q			ASSIGN		View Assessment	ŝ	,	+
3		3	1	Not assessed	An Introduction to Crime (CCJ15)	Q	Specified •	Introduction to CCJ (1013CCJ)	Q	Submitted		Q			ASSIGN		View Assessment	1	<b>,</b>	+

## Course Credit - Manual

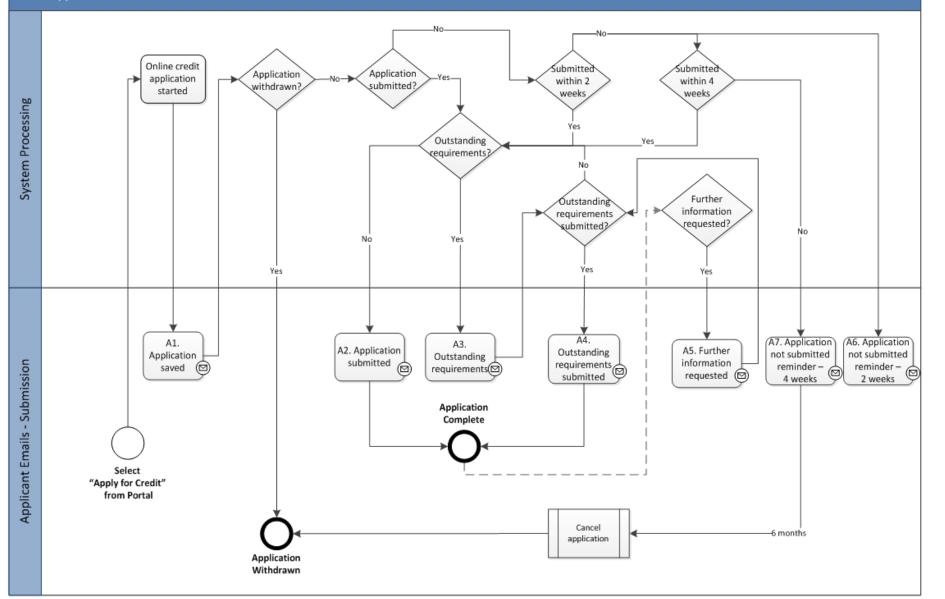


Transfer Course Entry	Course Credits by Terr	n		
				Student File Checklist
Transfer Credit Mod	el		Find   View All	First 🕚 1 of 2 🕑 Last
Academic Career: Academic Institutio		Undergraduate Griffith University		Comment
*Model Nbr:	1			
*Transcript Level:	Official <b>v</b>			
Target Information				
*Academic Program Academic Plan:	n: 1372	B Social Work	ln	clude in GPA
Source Informatio	n			
*Credit Source Typ	e: Manual 🔻			
Source Institution	Griffith University			
School Type:	ATE Q	Aust Tediers Jestitution		
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DEST Institution:	3032	Griffith University		
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*Group*Seg#	coming Course		Equivalent Course	
	/ear: 2008 Ext	Term:	Course ID: 087716	HUM_SOC
Status:	Subject: CREDIT		Offer Nbr: 1	1014HSV
Posted (	Course Nbr: 1007ART		Units Transferred: 10.	000
Details	Description: Social Science	e in Australia	Grading Scheme UNI	UNI
Comments	Inits Taken: 0.00		Grading Basis: TRN	Transfer Grading
	Grade Input:		Official Grade:	Basis Transfer
	-		Repeat Code:	
			Designation	de in FA WI Stats

Add/View Comments

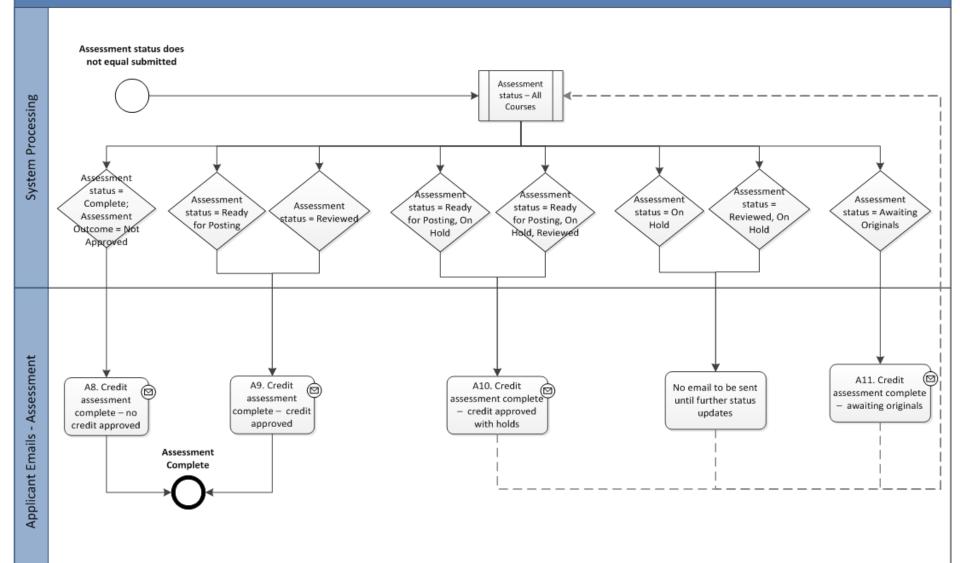
#### Submission Notification Process

#### Credit Application – Submission Notification Process Flow



#### **Assessment Notification Process**







#### Search Function - Prior Applications

Credit Search	
Application Search Fields	
Academic Organisation: Campus:	External Study / Experience:
Academic Program: Q Prior Institution: Q	Assigned to me:
Equivalent GU Course:	
Application submitted between: iii and iii	Application submitted:
First Name:	Student ID
Last Name:	Appin Reference Nbr
Clear	Search



#### CONCLUDING THOUGHTS

ANY QUESTIONS?

#### PRESENTERS



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#### ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR DOWNLOAD FROM THE CONFERENCE SITE



#### THANK YOU!



