NON-SESSIONAL POST CENSUS

Description

Post Census functions apply every main teaching session and term (30, 60, 90 and 15, 45, 75) and affect work items planned for subject offerings in that session. Work items planned for other sessions will be unaffected until the relevant session census is reached.

One week after census the number in the Predicted Students in each relevant subject offering in AWM will change to the Actual Students. AWM will look at the impact to work items (explained further below), and email the Workload Managers, and Workload Planners to notify them that the system has cutover to post census.

Note, the delay of one week after census date is to allow processing time for any outstanding enrolment withdrawal requests.

What does that mean for non-sessional workloads?

➤ General: AWM will cut over to the Actual Student numbers in <u>all</u> work items with per student calculations that are in the relevant session and are in non-sessional workloads. This will apply to workloads in all stages of planning.

➤ AWM will check all non-sessional workloads that are in the Approved stage and if there are items with a 'per student' calculation method that have a difference between the Post Census Actual and Predicted Student numbers:

   o The work item will show a Modified chip in the Changes column (in the Detail view)

   o The Workload stage will be updated to Planning.

Managing post census non-sessional workloads

➤ To be able to easily see which previously Approved non-sessional workloads are affected by the post census cutover, open the Status page and check any movements back to the Planning stage.

   o If an Approved workload has been moved back to the Planning stage it will have a date in the Last Approved column.

Person	Discipline	Target Hours	Actual Hours	Difference	Planning	Checking	Accepting	Approving	Stage	Last approved
Aayeshah, Wajeehah	English	1,035.00	500.00	-535.00	S. Barnes	S. Barnes	W. Aayeshah	S. Barlow	APPROVED	20 Mar 2017, 10:00 AM
Abdullah, Shibly	Sociology	1,035.00	13.00	-1,022.00	S. Barlow	L. Mparala	S. Abdullah		CHECKING	
Abell, James	Human Services	1,035.00	0.00	-1,035.00	S. Barnes	S. Barlow	J. Abell	S. Barnes	ACCEPTING	
Abrahamson, Doug	English	1,035.00	1.00	-1,034.00	S. Barlow		D. Abrahamson		PLANNING	
Abrandt Dahlgren, Medeleine	English	1,035.00	0.00	-1,035.00	S. Barlow		M. Abrandt Dahlgren		PLANNING	
Acker, Joe	English	1,035.00	0.00	-1,035.00	S. Barlow		J. Acker		PLANNING	
Allen, Kym	Test Discipline	1,035.00	80.00	-955.00	S. Barlow	S. Barlow	K. Allen	S. Barnes	PLANNING	22 Mar 2017, 10:35 AM
Alsleem, Haney	History and Politics	1,035.00	24.00	-1,011.00	L. Mparala		H. Alsleem		PLANNING	

Planning: 19 Checking: 1 Accepting: 2 Approving: 0 Agreed: 2

2017 | All Disciplines | All Workloads | Filter

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The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Number for Charles Sturt University is 00005F. **ABN: 83 878 708 551**

➢ Inside the updated workload:

    ○ The total hours in the workload when it was last agreed will be displayed above the status bar.

    ○ A modified chip will appear in the Changes column on the Individual Workload Detail screen against every affected work item.

➢ This is an appropriate time to review the loads on non-sessional staff, and schools should use best judgement regarding their approach to rebalancing and verifying workloads with staff as appropriate.