

THE CENTRE FOR RECORDING ACHIEVEMENT

IMPLEMENTING THE HE TRANSCRIPT Towards Professional and Technical Solutions

Issues arising from the Consultative Conference of 30 November 2001

1. The Policy Context

The conference reviewed the progress institutions are making in implementing the Transcript recommended by the [Guidelines on HE Progress Files](#)¹ published by Universities UK, and consulted upon common technical standards that would allow Transcript information to be passed freely between institutions.

At the Conference questions were raised concerning the nature of Policy in respect of the HE Transcript. This introduction summarises the current situation.

- a. The [Dearing Inquiry into Higher Education](#) (1997) recommended the introduction, over the medium term, of a HE Progress File comprising: -
 - A Transcript recording student achievement which should follow a common format devised by institutions collectively through their representative bodies;
 - A means by which students can monitor, build and reflect upon their personal development (Personal Development Planning/Recording).²
- b. The Government, in welcoming this recommendation looked towards the sector representative bodies to carry this forwards.
- c. Following a sector-wide consultation exercise in autumn 1999, Universities UK, CoSHEP, SCoP and QAA published a joint policy statement reflecting the outcomes of this in May 2000.
- d. This joint policy statement was approved by the Board of Universities UK at their meeting on 14 April 2000. The statement was circulated to members (Information Note I/00/80) with an invitation to take up the policy recommendations, if institutions had not already done so, and to go beyond them if they wished.
- e. In February 2001, Universities UK, SCoP and QAA produced [Guidelines for HE Progress Files](#)³, to support Universities and Colleges of Higher Education in developing and introducing Progress Files.
- f. Through this process:
 - A Minimum Data Set for the HE Transcript has been defined;
 - The Transcript has been defined as the complete record of learning and achievement, including information on what was studied, what was successfully completed and what was not successfully completed.
 - A broader model for the Transcript incorporating both formative⁴ and summative⁵ functions has been identified, with the opportunity for formative statements to be incorporated into personal development planning/recording activities;
 - Policy recommendations have been formulated relating to the timeframe for the introduction of the both Transcript and PDP elements;

The policy is best described as a set of objectives for the sector from its representative bodies that were derived from a consultation process and were prompted by Government.

¹ See: - <http://www.qaa.ac.uk/crntwork/progfileHE/guidelines/progfile2001.pdf>

² See: - <http://www.leeds.ac.uk/educol/ncihe/> section 9.48

³ See :- <http://www.qaa.ac.uk/crntwork/progfileHE/guidelines/progfile2001.pdf>

⁴ Providing learners with a record of their learning while they are studying;

⁵ Providing a formal, verifiable and comprehensive record of learning and achievement for whoever needs such information.

2. Implementing the HE Transcript

The issues set out below reflect both those identified within the *Consultation Document* and those that arose from discussion at the Conference. Your responses to the questionnaire set out below will be reported back to Universities UK for the national Progress File Implementation Group to consider.

Questions relating to the Implementation of the HE Transcript

1. The *Guidelines for HE Progress Files* recommend the minimum data which should be included on a transcript and which should be available from September 2002. (A summary of the minimum data required is set out in the [appendix](#).)

Please tick the relevant box (es) for 1a and give more detailed information in boxes b-d.

a. Is your institution):

- i) Able to provide students with such transcripts now;
ii) Planning to introduce such a transcript from September;
iii) Wishing to introduce such a transcript?

b. What issues relating to the data that appears on the Transcript need to be addressed?

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c. What are the issues relating to the software that supports the Transcript?

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d. What other issues need to be addressed?

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2. Although the *Guidelines for HE Progress Files* do not recommend that institutions include on the transcript the additional fields required by the European Diploma Supplement, some institutions are doing so. (The additional fields are summarised in the [appendix](#).)

Again, please tick the relevant box(es)

Is your institution:

- a. Able to provide students with a Diploma Supplement now;
b. Planning to introduce the Diploma Supplement;
c. Wishing to introduce the Diploma Supplement;
d. Not wishing to introduce the Diploma Supplement;
e. Wishing to know more about the Diploma Supplement?

3. The transcript contains information about achievement that students need to reflect upon and this can form an important part of the Personal Development Planning process supported by the Progress File. (81 out of 92 institutions reported that they have begun implementing Personal Development Planning)

Is your institution Again, please tick the relevant box(es) a-c and add more detail below:

- a) Planning to make transcript information routinely available to students during their studies (for example through a student portal);
b) Intending to integrate transcript information within the Progress File students will use for their Personal Development Planning?
c) Neither of the above.

Please set out brief details of how students can access their transcript information or order a transcript: -

4. **HEIs and FEIs are developing partnerships that require the exchange of transcript data to support both HE study and Pre-HE study. A major JISC project has demonstrated the use of electronic Managed Learning Environments, which could support these developments⁶.**

Is your institution (tick a=d as appropriate):

- a) Implementing the electronic exchange of transcript data with FEIs or other HEIs;
- b) Planning to implement the electronic exchange of transcript data with FEIs or other HEIs;
- c) Wishing to exchange electronic transcript data with other HEIs and FEIs?
- d) None of the above.

Please set out brief details of how your institution intends to exchange transcript information directly with other HEIs and FEIs: -

5. **What are the other key questions about the implementation of the Transcript that remain unanswered?**

6. **What are the best ways in which the HE community can discuss the ongoing implementation of the transcript and report the issues which arise to Universities UK for the national Progress File Implementation Group (tick and specify as necessary)?**

- a) Through national events such as the 30 November conference?
- b) Through regional seminars?
- c) Through existing practitioner networks?
- d) Other kinds of event (please specify below):

⁶ See <http://www.jisc.ac.uk/mle/>

7. **Would your institution be interested in contributing to the development of case studies about the use of the Transcript to communicate information about student achievement as part of the Progress File?**

YES

Enter further details below, if you wish:

Your name:

Role:

Institution/Organisation:

Date: