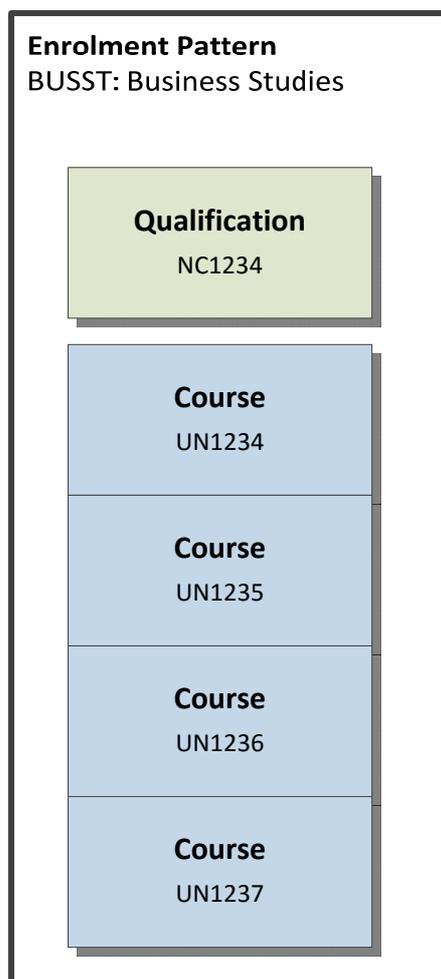# Overview – What is an Enrolment Pattern?

An enrolment pattern is a useful tool to speed up the enrolment process. Essentially a pattern is a means of bundling together offered curriculum elements just once so that when you enrol a student, or group of students, you don't have to select those curriculum elements again each time.

You could think of an enrolment pattern as being a box. You select the offered elements you want to bring together, put them in the box, write a code and title on the top of the box and then it's ready to use any time a student or group of students needs enrolling in that set of elements.

**Enrolment Pattern**
BUSST: Business Studies

**Qualification**
NC1234

**Course**
UN1234

**Course**
UN1235

**Course**
UN1236

**Course**
UN1237

Below is a guide to setting up and using new enrolment patterns but first here are some key facts to remember about enrolment patterns.

- Enrolment patterns SAVE YOU TIME.
- Curriculum elements must be OFFERED before they can be added to an enrolment pattern.
- Whilst enrolment patterns CONTAIN offered curriculum elements and are created on the *Curriculum* form, they are not in themselves curriculum elements.

- The same offered element can be in MORE THAN ONE enrolment pattern.
- An enrolment pattern IS NOT an enrolment event. An enrolment event is part of a student's enrolment. Using an enrolment pattern will often create an enrolment event.
- Once you have finished using a curriculum element DELETE IT. Deleting an enrolment pattern does not delete the enrolments created with the pattern, nor does it delete the offered elements in the pattern. However deleting an enrolment pattern means that you won't accidently use the wrong one in future.

# Creating an Enrolment Pattern

1. On the *Curriculum* form go to the *Enrolment Pattern* tab and click Add.



2. By default the *Pattern Type* is selected as a "Standard Pattern". That's fine. A "Programme Pattern" is a special type of pattern described below.
3. Add a code and title. Some users like to use the code and title of the qualification being put into the pattern as the pattern's code and maybe a date. That's fine but you don't have to. You can use a code and title that is quite different from the code and title of the qualification.
4. If the pattern is to include a qualification then tick the correct offered qualification in the list below. Most patterns do have an offered qualification but it is possible to make a pattern with no qualification.



5. Notice that as you tick an offered qualification all the other offered qualifications disappear. This is because a standard enrolment pattern can have no more than one offered qualification.
6. Next click on the *Course* tab and select all the offered courses to be included in the pattern. You can use the *Sort Order, Single Select,* and counter to assist you.

7. Click Commit to save your pattern.
8. You can view details of your pattern by expanding the elements in the panel on the left or by clicking Print. Here's a good example.



# Programme Patterns

A programme pattern is a special enrolment pattern that combines two or more standard enrolment patterns. Programme patterns were introduced in 2013 to coincide with TEC's revision of the funding structures for Youth Guarantee and SAC1&2 funding. Both these types of funding can involve a student enrolling in multiple qualifications simultaneously.

1. To build a programme pattern click Add on the *Enrolment Pattern* tab of the *Curriculum* form. Make sure you select "Programme Pattern".
2. Next select the existing standard patterns to be included in the programme pattern and then click Commit.
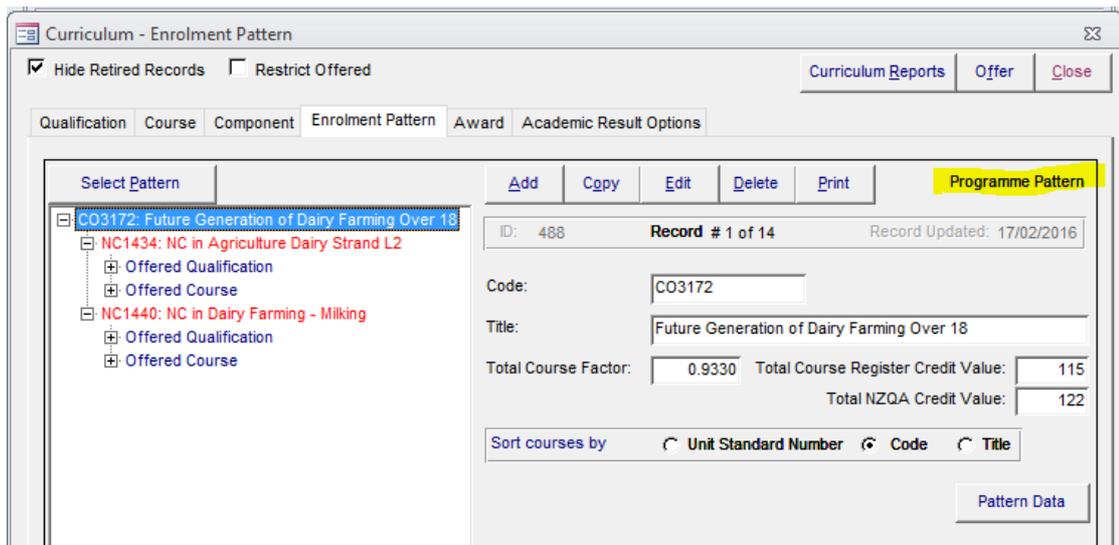
## Copying/Editing Patterns

Many Take2 clients use the Copy button on the *Enrolment Pattern* tab to clone an enrolment pattern or alternatively they may Edit an enrolment pattern.

Say you had created an enrolment pattern to be used in 2016 which contains an offered qualification with a code containing the suffix 2016 (e.g. "NC1234-16") and a set of offered courses which don't have a suffix because they don't change from year-to-year. 2017 rolls around and you re-offer the qualification with new code: "NC1234-17". You need a new enrolment pattern and you have two simple options.

1. Copy the 2016 enrolment pattern. Edit the new enrolment pattern, enter the code and title as necessary, and untick the offered qualification "NC1234-16". All available offered qualifications appear so you tick "NC1234-17". Job done.
2. Edit the 2016 enrolment pattern, change the code and title as necessary and untick the offered qualification "NC1234-16". All available offered qualifications appear so you tick "NC1234-17". Job done.

## Temporary (Catch-up) Patterns

Sometimes it is useful to create a temporary enrolment pattern that will be used only once to "catch-up" a group of enrolments. Say you had created an enrolment pattern with one qualification and 20 courses. You enrol 50 students with this pattern and then, oh dear, you realise that the pattern should have had 22 courses.

Add a new temporary enrolment pattern with just the two missing courses. Do a group enrolment for all 50 students to add the missing courses to existing enrolment events.

Now delete the enrolment pattern because you will never need to use it again.

Another possible use for a temporary enrolment pattern is where students are first enrolled with a standard pattern that contains their core courses, but then need to be enrolled in the courses for their chosen elective. If there are, say, three electives create a pattern for each.

## Pattern Data

The Pattern Data button on the *Curriculum* form allows you to select one or more patterns and create an Excel file which lists all the curriculum elements in those patterns.