TOPS Data Entry Policy

Scope

The integrity and quality of data and evidence used to inform decision making is central to both the short-term and long-term health of 5 E Ltd in terms of our ability to serve our students and achieve our mission. We are not only accountable to students but we are also accountable to funding bodies such as JC+, LSC, LDA etc. As such, it is essential that required data be entered into our company database in an accurate and complete manner to ensure the reliability and validity of the data and decisions made based on the data.

Reflecting the information presented above, the following policy/process is intended to enhance the reliability, validity, and usability of data at 5 E Ltd.

Individuals

1. All staff that use TOPS are expected to attend all training identified as required.

2. Once a unique LOG IN USERNAME & PASSWORD are issued to individuals, they are solely responsible for the usage & protection of this information.

3. Individuals should refrain from sharing their log in information with other 5E staff as this could potentially lead to unlawful usage or other detrimental results.

4. Therefore, if you do share your log in details with other 5E Staff, you do this at your own risk as you will be solely accountable for information entered.

Offices

1. All offices where data entry occurs must ensure that data entries onto TOPS are not entered in the presence of students, visitors or any other individual/s where personal information can be viewed.

2. Managers must nominate sufficient staff members to successfully complete data entries onto TOPS on a daily basis and where applicable, other staff members in the event of non attendance.

** Accurate, timely TIMESHEET entries is imperative to the smooth running of the Project. Individuals entering TIMESHEET details onto TOPS must be knowledgeable about contractual programme attendance & Timesheet completion (Attendance & Absence Monitoring Guide) which is subject to internal & external audits.

Review of Policy

This policy and procedures were reviewed in June 2019 and are due for next review in June 2020.

If you would like this document in larger print, please contact Human Resources Dept.

Process

Customer Registration (5E Enrolment Form)

GUIDANCE TAB on TOPS
Customer details to be entered in full from 5E Enrolment Form within 24hrs & a unique TOPS ID is allocated to the Customer

START
When the Customer starts provision, the **COURSE DETAILS** need to be entered in full (5E or ICDI tab) within 24hrs

During Course
If the Customer becomes a:
- **Dropout**
- **Natural Leaver** or
- **If circumstances change**
the Customer details on TOPS must be updated within 24hrs (GUIDANCE TAB, 5E or ICDI tab)

If the Customer achieves a **Qualification/Job**:
- the details of achievement/s must be entered within 24 hrs (5E or ICDI tab)

Re-registration
If the Customer re-registers with the programme after leaving for an undefined period of time:
- the Customer will keep the same unique TOPS ID number irrespective of whether he/she has registered onto another or multiple programme/s with us

If the Customer re-registers onto the same or new programme with us (including balance of time), a new 5E Enrolment form is completed &:
- the Customers details, where applicable, must be updated on the **GUIDANCE TAB** within 24hrs

COURSE DETAILS
Where applicable, need to be entered in full (5E or ICDI tab) within 24hrs

During Course
Follow steps above

I trust that you are content and able to comply with this Policy/Process for timely & accurate TOPS entries. Please sign and date the declaration below and return a copy to the Quality Assurance & Compliance Team. This will ensure that you fully agree to, understand & implement the Policy/Process that has been stated in this document.

I have read through the above and will ensure that all actions required will be adhered to comply with the necessary TOPS entries.

Centre: …………………………………...

Manager Name (print)……………………………………….

Signature………………………………..

Date…………………………………………

Staff Name	Signature	Date