

# Solas Reporting May 2015

## Background

Solas require information three times a year from ETBs. SalesPulse have updated their Adult Education system to help ETBs record and generate this information. There are three key times to fill in the new information – When you set up a course, when learners start & when learners finish. When you do this you will be able to generate reports for Solas at Course, Location, VEC & ETB level.

## Instructional Video

We have uploaded a video explaining this new facility. <https://youtu.be/zv5NtZD0oc0>

## Setting up a Course

When you are adding a course there are new fields highlighted in cream to add in additional information. If you don't wish to see this information on screen you can click Hide Solas Fields link.

Course Details

Course Name:

Course Code:

Start Date:

[Hide SOLAS Fields](#)

**SOLAS: Course Details**

Number of delivery weeks in 2015:  [?](#) [add next year](#)

Number of learner participation hours per week:  [?](#)

Average duration of the course in weeks:

Career Cluster:

Number of tutor contact hours per week:

Learner Educational Level:  [?](#)

Course Type:

Course Status:

Certified:

**SOLAS: Certification - QQI Awards**

Is this course accredited:

NFQ Level:  [?](#)

Option to complete Major Award:  [?](#)

Number of QQI modules:

Location:

Target Group:

Subject Discipline for Groups:

Scheme:

Award Type:

Waiting List: ☐

**New screen to add course**

You fill in each field. There is a small help link beside each field to explain more about the field.

These fields relate to the overall course rather than individual modules or components.

Depending on whether the course is certified or not you will enter different data relating to certification.

## Update to Course Screen

On the Course screen there are three new links.

**Solas Course information** – listing the fields shown on the previous page.

**Solas Learner information** – listing the learners on this course

**Solas Report** - for this course

**Course / Modules / Sessions**

Course Name: Leaving Certificate English Start Date: 20/05/10 Course Type:   
 Course Code: gloom Actual End Date: 15/09/15 Course Status: Active   
 Certified: Yes Hours: 49.50 Location: Arklow   
 Target Group: Disadvantaged Women   
**SOLAS: Course Learners Report**

Irish - EF0110   
 Irish - EF0110   
 Database Methods - B20012   
 Drama - EF0117   
 Drama - EF0117   
 Guitar Lessons - ABC1   
 ECDL Spreadsheets - ecdl5   
 ECDL Spreadsheets - ecdl5   
 ECDL Spreadsheets - ecdl5

Location: Ballaghreen Tutor:   
 Venue: Wks: Tutor 2:   
 Start: 17/11/10 End: 17/11/11 Hours: 0.00 Hrs this Year: 0.00   
 Class Reg: 9091 Marks:   
 Fetac Class: Fetac Centre:   
 Comments:   

Days	Start-time	End-time	Hours	Room
Sunday	2:30 PM	3:00 PM	0.30	

 Module / Component Actions Add Session Assign Learner Add Module / Component Update

### New features on Course Screen

**Leaving Certificate**

**SOLAS: Course Details**

Number of delivery weeks in 2015: 20   
 Number of delivery weeks in 2016: 20   
 Number of learner participation hours per week: 43   
 Average duration of the course in weeks: 12   
 Career Cluster: Financial Services   
 Number of tutor contact hours per week: 2   
 Learner Educational Level:   
**SOLAS: Certification - QQI Awards**

Is this course accredited: Yes   
 NFQ Level: Level 3   
 Title: 3M0829: Science and Engineering Skills   
 Option to complete Major Award: Yes   
 Number of QQI modules: 3   
 Update Close

### Update Solas Course date on course screen

## Course Data

When you click on the Solas courses link it will display the information you have already entered on this page.

You can edit and update as required.

If you wish to change this from certified to not certified, you do this on the blue screen in the field underneath the course code.

For the above course/group provide data relating to the number of learners:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Completing the full course	2	0	0	0	0	0	0	0	0	0	0	0	2
Partially completing the course	0	0	0	0	4	0	0	0	0	0	0	0	4
Leaving the course prematurely	1	0	0	0	1	0	0	0	0	0	0	0	2
Completing the full course achieving certification	0	0	0	0	0	0	0	0	0	0	0	0	0
Partially completing the course achieving certification	0	0	0	0	3	0	0	0	0	0	0	0	3
Completing the full course achieving a QQI Major Award only	2	0	0	0	0	0	0	0	0	0	0	0	2
Partially completing the course achieving a QQI Major Award only	0	0	0	0	0	0	0	0	0	0	0	0	0
Completing the full course achieving QQI Component Awards only (not a Major)	0	0	0	0	0	0	0	0	0	0	0	0	0
Partially completing the course achieving QQI Component Awards only (not a Major)	0	0	0	0	0	0	0	0	0	0	0	0	0
Completing the full course achieving other Award	0	0	0	0	0	0	0	0	0	0	0	0	0
Partially completing the course achieving other Award	0	0	0	0	0	0	0	0	0	0	0	0	0
At the end of the calendar year who will continue on this course	3	0	0	0	0	0	0	0	0	0	0	0	3

Farr Database extract

## Learner Data

The Farr database requires you to record the numbers of people who have enrolled, who have completed or partially completed, what they have achieved and what the outcomes are.

These figures have to be filled in on a Projected basis for the year and then on an actual basis for the three Solas Reporting periods.

We have adapted the SalesPulse system so that when you click on the Solas Learner link it lets you fill in three dropdown lists that will allow you to populate the report that Solas require.

**Course: computer aided design 1** **Course Start Date: 27/01/15**

**Projected Figures for Jan - Dec 2015**

Reporting Period: Jan - Dec 2015 **Figures: Projected**

Learner	Start Date	Completion	Achieving	Progression	Continuing
Cathal Murphy	27/01/15	Fully Completing	QQI Major Award	Start HET course (same/higher level)	<input type="checkbox"/>
James Walsh	27/01/15	Fully Completing	QQI Component Award	Start HET course (same/higher level)	<input type="checkbox"/>
Ann White	02/02/15	Fully Completing	QQI Component Award	Start FET course (same/higher level)	<input checked="" type="checkbox"/>

**Update** **Close**

Update projected figures for Learners from Course screen

When you click on the Solas Learner link it displays all the learners that are on any module / component on that course.

You can move between the Projected figures for the year and the Actual figures by clicking on the Figures dropdown list. The above screen shows the Projected figures for the year while the screen below shows the Actual figures.

**Course: Leaving Certificate**

**Actual Figures for Jan - May 2015**

Reporting Period: Jan - May 2015 **Figures: Actual**

Learner	Start Date	Completion	Achieving	Progression	Continuing
Catherine Kelly	13/05/15	Partially Completing	QQI Component Award	Start HET course (same/higher level)	<input checked="" type="checkbox"/>
Brian Kelly	13/05/15	Fully Completing	QQI Component Award	Start HET course (same/higher level)	<input checked="" type="checkbox"/>
Brian Kelly 81	13/05/15	Fully Completing	QQI Major Award	Paid part-time employment	<input checked="" type="checkbox"/>
Brian Kelly 88	13/05/15	Fully Completing	QQI Major Award	Self-employment	<input type="checkbox"/>
Tara Lee	13/05/15	Partially Completing	QQI Major Award	Self-employment	<input type="checkbox"/>
Brian Murphy	13/05/15	Partially Completing	QQI Major Award	Self-employment	<input checked="" type="checkbox"/>
Catherine Murphy	18/05/15	Fully Completing	Other Award	Voluntary Work	<input checked="" type="checkbox"/>
Mary Murphy	18/05/15	Partially Completing	QQI Major Award	Paid full-time employment	<input type="checkbox"/>
Test New	18/05/15	Partially Completing	QQI Major Award	Self-employment	<input checked="" type="checkbox"/>
Brian Kelly 8	18/05/15	Partially Completing	QQI Major Award	Self-employment	<input checked="" type="checkbox"/>

**Update** **Close**

Update Actual figures for Learners

The Actual Figures allow you to fill in the details for each of the different Solas reporting periods. To fill in data for a particular Solas reporting period you select the period, fill in the details & click save.

The fields in the dropdown list are explained as follows

<b>COMPLETION</b>	
Completing	80% or more completed
Partially Completing	Between 20% & 80% completed
Leaving Course prematurely	Less than 20% completed
<b>ACHIEVING</b>	
QQI Major Award	Achieving a QQI Major Award
QQI Component Award	Achieving a QQI Component Award
Other Award	Achieving an Other Award
<b>PROGRESSION</b>	
Start FET Course	Starting an FET Course at the same or Higher level
Start HET Course	Starting a HET Course at the same or Higher level
Paid Full Time Employment	Entering Paid Full Time Employment
Paid Part Time Employment	Entering Paid Part Time Employment
Self Employment	Entering Self Employment
Employment Scheme	Entering an Employment Scheme
Voluntary Scheme	Entering a Voluntary Scheme
<b>CONTINUING</b>	
Continuing	Tick if continuing on this course at the end of the calendar year

You can update all the people on the course in bulk by filling in the first record and then clicking the Update All button to fill in that column for all learners.

## Solas Report for this course

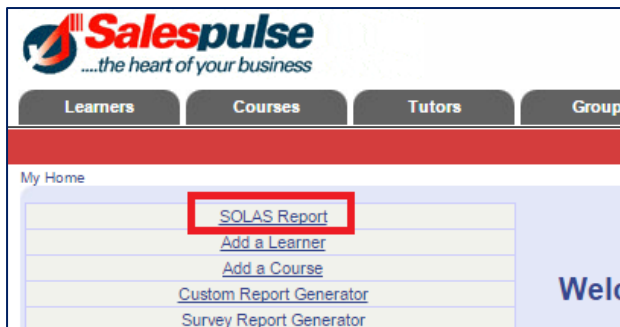
You can see the Solas information for this course which combines all the Projected and Actual figures that you have entered for this course. It will also display the information in the different Solas reporting periods that you entered. This report can be printed off or downloaded to a spreadsheet

**Solas Course Report**

Course: Leaving Certificate  
Reporting Year: 2015

Calendar/Fiscal Year: 2015	Courses Already Started as at 1st January				Courses Scheduled to Start in 2015				Total for the year	
	Projected	Jan to May Actual	Jun to Sept Actual	Oct to Dec Actual	Projected	Jan to May Actual	Jun to Sept Actual	Oct to Dec Actual	Projected	Actual
Completing the full course	0	4	0	0	0	0	0	0	0	4
Partially completing the course	0	6	0	0	0	0	0	0	0	6
Leaving the course prematurely	0	0	0	0	0	0	0	0	0	0
Completing the full course achieving certification	0	4	0	0	0	0	0	0	0	4
Partially completing the course achieving certification	0	6	0	0	0	0	0	0	0	6
Completing the full course achieving a QQI Major Award only	0	4	0	0	0	0	0	0	0	4

## Solas Reporting



### Generating Solas Reporting

You can go into the Solas Reporting by clicking on the link from your homepage. You can get to this page at any time by clicking on your logo.

That will open the following screen that will let you filter your reports across your ETB.

 A screenshot of the 'SOLAS Reporting' page. At the top, there's a navigation bar with 'Learners', 'Courses', 'Tutors', 'Groups', 'Reporting' (highlighted), 'Administration', and 'Log out'. Below this is a sub-navigation bar with 'Report Generator', 'Meeting Analysis', 'Planner Reporting', 'Courses', 'Course Summaries', 'Leave Report', 'Bi-annual Reports', and 'Group Report'. The main content area is titled 'SOLAS Reporting' and contains three numbered instructions:
 

1. You can filter your selection by ETB, Reporting Year, Region, Location & individual Course. This will depend on the permissions that have been assigned to you by your ETB Administrator.
2. Click on Solas Report. This will generate a full report based on your selection in the format Solas Require.
3. This report can be Printed off or Downloaded to a spreadsheet.

 Below the instructions are four bullet points:
 

- You can generate a report based on NFQ level of your Courses for the period and areas you have selected.
- You can generate a report based on Career Cluster of your Courses for the period and areas you have selected.
- These two reports can also be printed off or downloaded as required.

 A filter section follows with:
 

- ETB VECs: Three checkboxes for 'County Down Test VEC', 'County Kildare VEC', and 'County Wicklow VEC', all of which are checked.
- Reporting Year: A dropdown menu set to '2015'.
- Region: A dropdown menu.
- Location: A dropdown menu.
- Course: A dropdown menu with a 'Show All' link next to it.

 At the bottom, there are four buttons: 'SOLAS Learner Report', 'SOLAS Course Report' (highlighted), 'Course NFQ Report', and 'Course Cluster Report'.

#### Solas Report Generator

1. You can filter your selection by ETB, Reporting Year, Region, Location & individual Course. This will depend on the permissions that have been assigned to you by your ETB Administrator.
2. Click on Solas Report. This will generate a full report based on your selection in the format Solas Require.
3. This report can be Printed off or Downloaded to a spreadsheet.

You can generate a report based on the Courses for the period you have selected.

You can generate a report based on NFQ level of your Courses for the period and areas you have selected.

You can generate a report based on Career Cluster of your Courses for the period and areas you have selected.

All these reports can also be printed off or downloaded as required.

Reporting Year: 2015											
	Calendar/Fiscal Year 2015	Courses Already Started as at 1st January				Courses Scheduled to Start in 2015				Total for the year	
		Projected	Jan to May Actual	Jun to Sept Actual	Oct to Dec Actual	Projected	Jan to May Actual	Jun to Sept Actual	Oct to Dec Actual	Projected	Actual
Inputs	Enrolled/started	6	14	0	3	6	3	0	0	12	20
	Commencing or starting	6	14	0	3	6	3	0	0	12	20
Outputs	Completing the full course	6	14	0	3	6	3	0	0	12	20
	Partially completing the course	11	9	1	0	0	1	0	0	11	11
	Leaving the course prematurely	2	0	0	0	0	0	0	0	2	0
	Completing the full course achieving certification	6	13	0	3	6	3	0	0	12	19
	Partially completing the course achieving certification	11	7	0	0	0	1	0	0	11	8
	Completing the full course achieving a QQI Major Award only	3	6	0	3	3	2	0	0	6	10
	Partially completing the course achieving a QQI Major Award only	0	6	0	0	0	0	0	0	0	6
	Completing the full course achieving QQI Component Awards only (not a Major)	3	8	0	0	3	1	0	0	6	9
	Partially completing the course achieving QQI Component Awards only (not a Major)	11	0	0	0	0	1	0	0	11	1
	Completing the full course achieving other Award	0	0	0	0	0	0	0	0	0	0
	Partially completing the course achieving other Award	0	1	0	0	0	0	0	0	0	1
	At the end of the calendar/fiscal year who will continue on this course	10	3	0	0	0	2	0	0	10	5
	Completing the full course that Progress to & Start another FET course at the same or higher level	1	1	0	0	1	1	0	0	2	2
	Partially completing the course that Progress to & Start another FET course at the same or higher level	1	0	0	0	0	0	0	0	1	0
	Completing the full course that Progress to & Start another HET course at the same or higher level	2	1	0	0	0	0	0	0	2	1
	Partially completing the course that Progress to & Start another HET course at the same or higher level	0	1	0	0	0	0	0	0	0	1
	Completing the full course that enter paid full-time employment	0	0	0	0	1	0	0	0	1	0
	Partially completing the course that enter paid full-time employment	10	1	0	0	0	0	0	0	10	1
Outcomes	Completing the full course that enter paid part-time employment	1	1	0	0	0	0	0	0	1	1

Solas Learner Report for ETB

The Solas Learner report brings all the figures you require into one composite report.

This groups the learners by Input, Output & Outcomes.

These 28 rows of data are all generated from filling in the dates for the course and the 3 dropdown menus for the learners.

This report can be printed or downloaded to Excel by clicking the download button.

The Course NFQ level report lists the number of Courses and the number of Learners on these courses for the ETB, year & areas you have selected.

The Career Cluster report lists the number of Courses and the number of Learners on these courses for the ETB & year areas you have selected.

VEC: County Down Test VEC, County Kildare VEC, County Wicklow VEC			
Reporting Year: 2015			
NFQ Level	Total Courses	Total Learners	
Level 1	0	0	
Level 2	2	5	
Level 3	1	10	
Level 4	0	0	
Level 5	0	0	
Level 6	1	3	
Level 7	1	9	
Overall Totals:	5	27	

Print

Download

Close

NFQ Course Analysis

VEC: County Down Test VEC, County Kildare VEC, County Wicklow VEC		
Reporting Year: 2015		
Career Cluster	Total Courses	Total Learners
Agriculture, Horticulture and Mariculture	0	0
Animal Science	1	3
Art, Craft and Media	0	0
Built Environment	1	3
Business, Admin & management	0	0
Financial Services	1	10
Food and Beverage	0	0
General Learning	2	11
Hairdressing, Beauty and Complementary Therapies	0	0
Health, Family and Other Social Services	0	0
Information Technology	0	0
Manufacturing	0	0
Natural Resources	0	0
Sales and Marketing	0	0
Sampling Skills	0	0
Science and Technology	0	0
Tourism and Sport	0	0
Transport, Distribution and Logistics	0	0
Overall Totals:	5	27

Print

Download

Close

Career Cluster Analysis

VEC: County Down Test VEC, County Kildare VEC , County Wicklow VEC  
Reporting Year: 2015

Course	Total Learners
<a href="#">computer aided design 1</a>	3
<a href="#">Leaving Certificate</a>	10
<a href="#">IT Development Tuam</a>	8
<a href="#">JI Communications 1</a>	2
<a href="#">Test SOLAS Report' (BTEI)</a>	9
<a href="#">add solas course IE</a>	3
Overall Totals:	35

Print Download Close

**Solas Course Report**

The Solas Course report lists all the courses that the figures are based upon.

You can hyperlink into any of these courses to view the actual course where you can then check the Learner figures that make up the main Solas Learner total report.