

## A guide to setting Clearing vacancies

There isn't a specific vacancy flag in the collection tool which marks courses as being in Clearing (as Course Collect did). If a course option has vacancies during the Clearing period, the course will be available in Clearing.

To update vacancies in the collection tool, a course option must first be set to open for applications.

### To open a course for applications:

- Find and click on the course in course management.
- Scroll down to the course options section.
- In the 'bulk actions' menu, select 'application status' and then 'go'.
- Select 'open' for each course option.
- Click 'save'.

### To open courses for applications in bulk:

- In course management, click on the menu (three dots), and then 'bulk management'.
- Select 'edit course status' from the first drop-down menu.
- Select 'application status' from the next drop-down menu, and click 'next'.
- Select 'open to applications', and click 'next'.
- Click the 'select all' button, or tick the boxes next to the courses.
- Click 'review', and then 'open to applications'.

Once a course has been set to open for applications, the vacancies section in the course option will appear.

### To set a course as having vacancies:

- Find and click on the course in course management.
- Scroll down to the course options section.
- Click 'edit' against the course option you would like to amend.
- Scroll down to the 'vacancy management' section.
- Select the 'vacancies' radio button for each domicile.
- Click 'save'.

**Vacancy management** ?

Vacancy status can be changed once the equal consideration deadline has passed.

	Vacancies ?	No vacancies ?
UK/EU	<input checked="" type="radio"/>	<input type="radio"/>
International	<input checked="" type="radio"/>	<input type="radio"/>

**To set courses as having vacancies in bulk:**

- In course management, click on the menu (three dots), and then 'bulk management'.
- Select 'edit course status' from the first drop-down menu.
- Select 'vacancy status' from the next drop-down menu.
- Select 'UCAS Undergraduate scheme' from the next drop-down menu (if applicable), and click 'next'.
- Select the 'vacancies' radio button for each domicile, and click 'next'.
- Click the 'select all' button, or tick the boxes next to the courses.
- Click 'review', and then 'update courses'.

You will be shown different vacancy domiciles in the collection tool, based on your location.

For example, providers in Scotland will see:

**Vacancy management** ?

Vacancy status can be changed once the equal consideration deadline has passed.

	Vacancies ?	No vacancies ?
Scotland/EU	<input type="radio"/>	<input checked="" type="radio"/>
Rest of UK	<input type="radio"/>	<input checked="" type="radio"/>
International	<input type="radio"/>	<input checked="" type="radio"/>

This course is not accepting applications from international learners. ?

Providers in Northern Ireland will see:

**Vacancy management** ?

Vacancy status can be changed once the equal consideration deadline has passed.

	Vacancies ?	No vacancies ?
Northern Ireland/EU	<input checked="" type="radio"/>	<input type="radio"/>
Rest of UK	<input checked="" type="radio"/>	<input type="radio"/>
International	<input checked="" type="radio"/>	<input type="radio"/>

This course is not accepting applications from international learners. ?

Providers in England and Wales will see:

**Vacancy management** ?

Vacancy status can be changed once the equal consideration deadline has passed.

	Vacancies <span>?</span>	No vacancies <span>?</span>
UK/EU	<input checked="" type="radio"/>	<input type="radio"/>
International	<input checked="" type="radio"/>	<input type="radio"/>

This course is not accepting applications from international learners. ?

When a course is full, you need to close the vacancies, and set the course to closed for applications. **Currently, both of these steps need to be taken to prevent an applicant from applying.**

**To set a course as having no vacancies:**

- Find and click on the course in course management.
- Scroll down to the course options section.
- Click 'edit' against the course option you would like to amend.
- Scroll down to the 'vacancy management' section.
- Select the 'no vacancies' radio button for each domicile.
- Click 'save'.

**To set courses as having no vacancies in bulk:**

- In course management, click on the menu (three dots), and then 'bulk management'.
- Select 'edit course status' from the first drop-down menu.
- Select 'vacancy status' from the next drop-down menu.
- Select 'UCAS Undergraduate scheme' from the next drop-down menu (if applicable) and click 'next'.
- Select the 'no vacancies' radio button for each domicile, and click 'next'.
- Click the 'select all' button, or tick the boxes next to the courses.
- Click 'review', and then 'update courses'.

**To close a course for applications:**

- Find and click on the course in course management.
- Scroll down to the course options section.
- In the 'bulk actions' menu, select 'application status' and then 'go'.
- Select 'closed' for each course option.
- Click 'save'.

**To close courses for applications in bulk:**

- In course management, click on the menu (three dots), and then 'bulk management'.
- Select 'edit course status' from the first drop-down menu.
- Select 'application status' from the next drop-down menu, and click 'next'.

- Select 'close to applications', and click 'next'.
- Click the 'select all' button, or tick the boxes next to the courses.
- Click 'review', and then 'close to applications'.

You can also tick the boxes next to 'this course is not accepting applications from international learners' and 'this course has restricted eligibility'. This will put a message in the search tool, but it will not prevent an applicant from applying.

**Vacancy management** 

Vacancy status can be changed once the equal consideration deadline has passed.

	Vacancies 	No vacancies 
UK/EU	<input type="radio"/>	<input checked="" type="radio"/>
International	<input type="radio"/>	<input type="radio"/>

This course is not accepting applications from international learners. 

**Restricted eligibility**

Select this option if your course has specific eligibility criteria, e.g. for 2018 entry, Department of Health Northern Ireland (NI) sponsored courses in nursing will only be open to NI or EU domiciled applicants. This option will display an alert to learners in the search tool, warning them that they may not be eligible to apply. This information will not prevent any learners from applying to the course.

This course has restricted eligibility 