



Envelope MIS

G-Cloud 14

Service Definition Document

Service Overview

A modern, cloud-native Management Information System designed to streamline admissions, ensure compliance, and unlock real-time intelligence for education providers.

Envelope MIS replaces fragmented, paper-based workflows with a unified digital platform. Built on secure AWS infrastructure, it enables real-time data capture from initial enquiry through to ILR generation and completion. We focus on usability and automation, empowering staff with self-service configuration while ensuring robust compliance with ESFA funding rules.

Key Capabilities



Business Intelligence

Real-time dashboards tracking enrolment KPIs, learner demographics, and financial performance (revenue per student, contribution margins).



Compliance & Audit

Built-in validation for ILR returns (R1-R14) and funding claims. Granular audit trails log every data modification for accountability.



Enrolment

Digital enrolment forms that capture learner details and evidence directly. Supports multi-page workflows and digital signatures.



API & Integration

Secure REST API for data exchange with websites, finance systems (Stripe, GOV.UK Pay), and external BI tools.

Onboarding & Security

Getting Started

We provide a managed onboarding process to ensure a smooth transition.

- **Discovery:** Consultative meetings to configure workflows.
- **Migration:** Full mapping and import of existing learner data.
- **Training:** Online and onsite workshops for staff.

Data Export & Exit

Users retain full ownership of data. Built-in export tools allow instant download of records in CSV/Excel.

End of Contract: We provide a full managed exit service, exporting the complete database and securely destroying our copies upon confirmation.

Security & Resilience

Envelope MIS is hosted in the **AWS London Region (eu-west-2)** ensuring UK data sovereignty.

Category	Standard / Detail
Data Sovereignty	All data stored and processed within the UK.
Availability	99.9% Uptime Guarantee (SLA).
Encryption	AES-256 at rest (KMS) and TLS 1.2+ in transit.

Support Channels: Online Ticketing & Email Support (Mon-Fri 09:00-17:00)