

# CIVICA

VET Advanced Training Notes



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# 1 Introduction

These Training Notes provide a reference during and following Civica Education's VET Advanced training. They cover all of the main sections of the VET module. The VET Manual provides a comprehensive guide to the software.

During training we will be working with fictitious data and all the exercises contained within this user guide refer to that data.

The training is designed to review the original VET module training and to allow users the opportunity to explore functionality and features of the VET module in a bit more depth.

## 1.1 VET Advanced Training Program

Time	Contents
8.45 am	Coffee
9.00 am	Welcome Housekeeping Introductions
9.10 am	Logging On Tool Bars And Side Bars Introduction to Administration Manager Staff Details The VET Module Terminology and Concepts Control System Preferences VET Parameters VET Utilities
10.30 am	Morning Tea
10.50 am	Delivery Planning Student Profiling Adding VET students VET Student Groups VET Enrolments VET Student details – Miscellaneous VET Results
12.30 pm	Lunch
1.10 pm	Mail Merge Reporting to the School Curriculum and Standards Authority Administration Manager Creating an Ad Hoc Reports
2.40 pm	Afternoon Tea
3.00 pm	School as RTO/Review



## 1.2 Training Outcomes

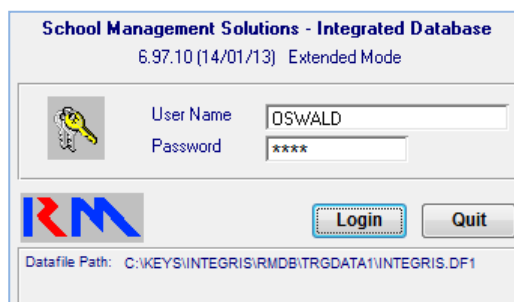
The aim of this course is to review the outcomes addressed in the original VET Training Program with particular emphasis on the following:

- Add, edit and delete VET parameters
- Import Qualification and Competency Data
- Create and use Competency Groups
- Add enrolling VET Students
- Create and use VET Student Groups
- Enrolment of students in Qualifications and Competencies
- Enter Students' VET results in bulk
- Enter and maintain General and AVETMISS data through VET student details - Miscellaneous
- Create and use VET Reports using mail merge
- Create export files for the School Curriculum and Standards Authority
- Create an Ad Hoc Report

## 1.3 Logging On

### Activity

- Double click on the **Integris** icon on your desktop
- Type **ADMIN** into the **User Name** field
- Press the <**Tab**> key
- Type **KEYS** into the **Password** field



- Click on **Login**, or press <**Enter**>

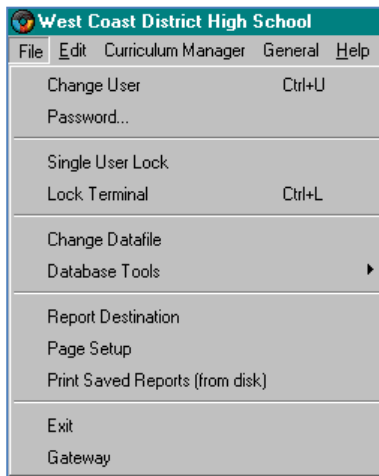
**Note: In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration.**

**It is strongly recommended that you change your password regularly.**

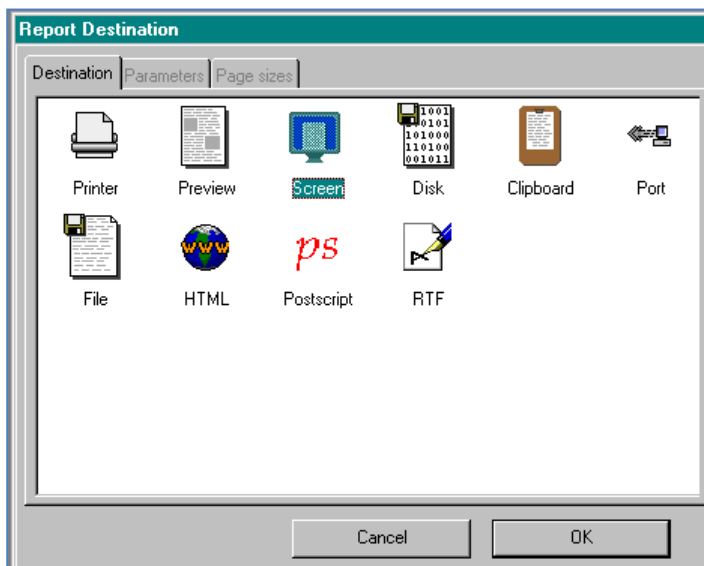


## 1.4 The File Menu

The file menu may be accessed by clicking on File in the top left of your screen.



- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Change User** should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.
- **Lock Terminal** may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again.
- **Report Destination** allows the user to choose where to send any report created in Integris. The options are displayed below.



## Activity

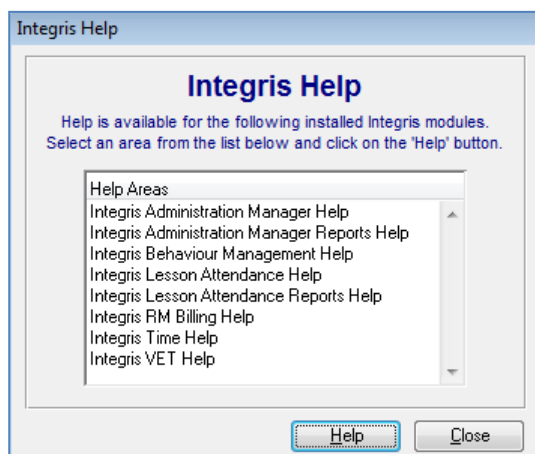
### Top Toolbar > File

- View each of the following items in the File menu
  - Password
  - Change User
  - Lock Terminal
  - Report Destination

## 1.5 Help Contents and Index

## Activity

### Help > Help Contents and Index



- Select ***Integris VET Help***
- Click ***Help***

The VET Manual will be displayed.

- Scroll down to view the Table of Contents
- Close the Help window

## 2 Administration Manager

Administration Manager comprising of the General and Admin modules is the basis of the Integris software. Users of the VET module will need to be aware of particular functions within the Administration Manager to be able to work effectively in the VET module.

The functions or sections that VET co-ordinators should be familiar with are:

- School Details
- Student Details
- Staff Details
- Groups
- Parameters

### 2.1 Staff Details

#### General > Staff Details



Administration Manager can hold details on staff. The staffing section of the system is accessed via the Staff Details icon on the General side bar.

#### Activity

##### General > Staff Details > Add




Add yourself as a member of staff. Enter the following data, tabbing between the fields.

- Title
- Initials
- Surname \*
- First Name \*
- Date of Birth (DDMMYYYY) \*
- ID Number \*
- Gender
- Staff Code (first 3 letters of your surname + first initial) \*

\* Indicates the field is a mandatory field.

##### To add your WACOT number:

- Select the **UDI** tab
- Highlight **WACOT Number**
- Click Edit pencil 
- Enter a WACOT number \*
- Click **OK**

### 3 The VET Module

The VET module allows users to import essential VET information such as qualifications and units of competency, and to identify which qualifications and/or units of competency they wish to offer in a given calendar year. VET students can then be identified and enrolled into appropriate qualifications and competencies. Recording of VET results may be done individually by student or in bulk by simultaneously entering results for all students undertaking a selected competency.

The VET module also stores information on employers who are able to take students for work placement, and maintains a history of every student placement for a given employer. Similarly, a record of each student's work placement history is also kept.

A comprehensive set of VET reports will aid the VET coordinator in his or her day-to-day duties, and enable the transfer of VET data from schools to the School Curriculum and Standards Authority who are responsible for collecting VET data which meets the AVETMISS (Australian Vocational and Training Management Information Statistical Standard) requirements.

#### 3.1 VET Terminology and Concepts

Vocational Education has undergone major changes in the past 10 years, and is continuing to evolve rapidly. While certain aspects of VET are controlled nationally by organisations such as DEEWR (Department of Education, Employment and Workplace Relations) according to AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard), each state will implement VET in secondary schools in slightly different ways, and the terminology used by each state will vary. It is therefore important that the terminology used in the VET module is clearly understood by all users.

**A Unit of Competency** is a unit of study undertaken as part of the study requirements for a qualification. Competencies can be grouped together to complete the requirements for a qualification.

**A Qualification** is the packaging of units of competency that will lead to accreditation – usually a certificate. A qualification, as referred to in the VET module, is sometimes referred to as a course by some states and reporting bodies. The Western Australian enrolments data standard, for example, will refer to a certificate as a qualification, but the code that describes it as a course code.

**An RTO** is a Registered Training Organisation. AVETMISS requires all RTOs to report their activity on a regular basis. The VET module is fully AVETMISS compliant in that it will store all the required data and report as per AVETMISS requirements. Accordingly, each RTO will be associated with one or more locations.

**School as RTO** is a secondary school that is an RTO. The VET module has a specific window where the school registers as an RTO. Having done this, the school will have access to all certification requirements.

**VET students** are a sub-set of the school's students identified by the user. They must be enrolled in at least one unit of competency and may also undertake Workplace Learning and/or other VET endorsed programs. There is a specific function in the VET Module to identify VET students from within the general school population.

**An Enrolment** is the association of a VET student with a qualification or a unit of competency. A student can have many qualification enrolments and many competency enrolments at the same time. In Western Australia, each competency enrolment must be linked to a qualification enrolment.

**Trade Training Centres** are schools which have been given additional funding to provide facilities that allow students to complete higher level qualifications predominately in the trade areas.

### 3.2 Using the VET Sidebar



**Students** enables users to identify VET students, enrol students in qualifications and units of competency, enter student's results, view students' work placement history and view details of units of competency such as mode of delivery, the designated Registered Training Organisation (RTO) and the result.

**Delivery Planning** is where the qualification and competency offerings are identified for the selected calendar year, RTOs are defined, and enrolments monitored.

**Employers** enables users to list active and inactive employers, add or edit employer details, view all students placed with a particular employer, and place students with employers.

**Placement** allows users to browse through their lists of students and employers and allocate work placements accordingly. It is possible to locate a group of students or employers using the appropriate find tools.

**Reports** allows users to produce a wide range of reports for internal use and export files for the Curriculum Council.

**Parameters** is where items appearing in menus elsewhere in the VET module may be viewed and, in a few instances only, added, edited, deleted and made active or inactive according to the needs of the school.

**Utilities** enables users to import AVETMISS data and codes, industry codes, and qualification and competency data, and to process the Active status of VET students.

**Control** allows the Systems Administrator to change some of the default system preferences for all those using the VET module. The system preferences may be tailored to suit a range of a school's requirements.

### 3.3 VET Checklist

Some VET functions will only need to be set up once in the system. Other VET functions will need to be set up annually.

Below is a useful checklist for VET coordinators which outline the tasks which will need to be set up only once in the system, followed by the tasks which will need to be set up annually. Those items marked with an asterisk are essential.

#### Setting Up Tasks

• VET>Control: Enter System Preferences *	
• VET>Parameters: Edit user defined parameters as required	
• VET>Utilities: Import ANZSCO, FOE and Industry Codes, *	
• VET>Delivery Planning: Register the school as a Training Provider and/or set up external RTOs *	

#### Annual Tasks

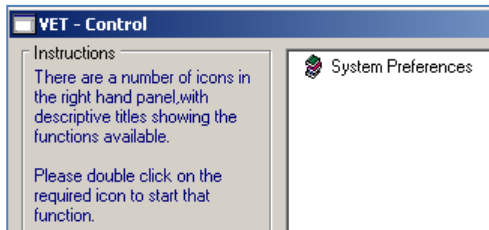
• VET>Utilities: Import Qualifications, Competencies and the links between them *	
• VET>Delivery Planning: Identify the School VET Offerings – qualifications, competencies and competency groups - for the current year. *	
• VET>Students: Add enrolling VET and work experience students *	
• VET>Students: Create VET student groups	
• VET>Students: Speed edit students' vocations	
• VET>Students>Student Details or Bulk Enrolment: Enrol students in qualifications and/or units of competency *	
• VET>Students>Student Details>Miscellaneous: Enter General and AVETMISS information for all enrolling VET students *	
• VET>Employers: Enter employer details *	
• VET>Placements or VET>Employers>Student Placements or VET>Students> Student Details>Placement Details: Enter work placement details *	
• VET>Students>Student Details> Placement Details: Edit students placement attendance details	
• VET>Reports>Curriculum Council Reports> VET Enrolments: send VET enrolments to the School Curriculum and Standards Authority*	
• VET>Students: Enter enrolling VET students' results, dates of completion and, where applicable, certificate numbers *	
• Print Qualification Certificates and Statements of Attainment and Achievement (RTO schools only)	
• VET>Reports>Curriculum Council Reports >VET UoC Results, VET Qualification Achieved	

For the purpose of today's training we will assume that some of the above functions have already been done so the focus will be on ongoing maintenance of student enrolments, employer details, student placements, further allocation and resulting of enrolments and some reporting.

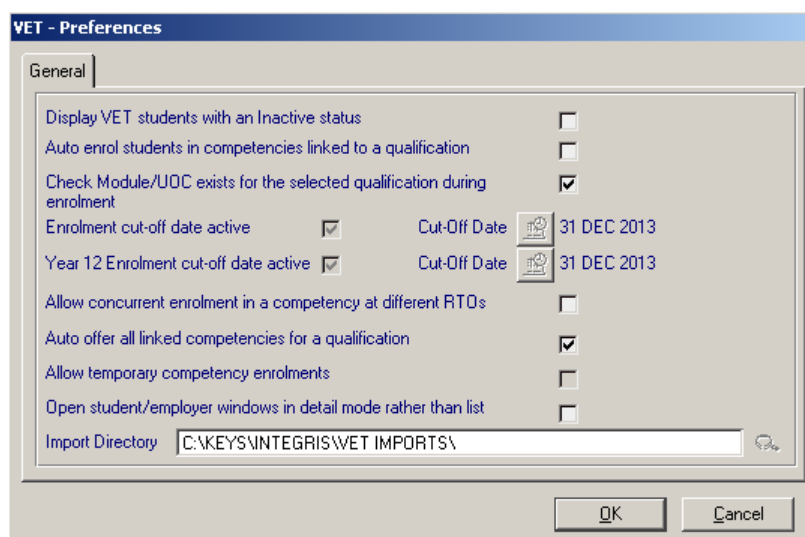
### 3.4 Control

#### VET > Control

Clicking the **Control** sidebar icon will open the menu window with just one option - System Preferences. This function will allow the System Administrator to change the default system preferences for all those using the VET module.



Double clicking **System Preferences** will open the **VET Preferences** window.



**Note:** At school the Enrolment Cut-Off Dates will be the dates that enrolments are due to the School Curriculum and Standards Authority and the Import Directory will be K:\KEYS\INTEGRIS\VET IMPORTS\. In 2013 the cut-off date for Year 12 enrolments is the 21 June and, for other years, 16 August,



### Display VET students with an Inactive status

In VET > Students, the student list will display by default only those students with a VET status of Active. If **Display VET students with an Inactive status** is checked then Inactive VET students will also be visible. It is recommended that this option is not checked.

### Auto enrol students in competencies linked to a qualification

The VET module stores the link between a qualification and its competencies, and this data can be imported using the VET qualification and competency import functions. Thus, when a student is enrolled in a qualification, it is possible to auto enrol the student in all of the linked competencies for that qualification. Checking this option enables this functionality. **It is recommended that this option is not checked and that competency groups are used instead.**

This option has no effect when bulk enrolling multiple students.

### Check Module/UOC exists for the selected qualification during enrolment

Checking this option will prevent users from continuing with a competency enrolment when the competency is not linked to the qualification(s) the student is enrolled in. **It is recommended that this option is checked.**

### Enrolment cut-off date active

The Enrolment cut-off date active checkbox will prevent existing enrolments from being deleted, the RTO code changed or their integrated status being changed after the enrolment cut-off date. This feature is enabled by DoE and is only managed if the user is logged in via the DoE account. This date will be changed for each calendar year.

### Allow concurrent enrolment in a competency at different RTOs

A student will normally undertake study in a competency at just one RTO, and the system will prevent you from enrolling a student in the same competency across two different RTOs. However, there might be cases where a student is legitimately studying at two RTOs for the same competency. Enabling this function will allow concurrent enrolment in a competency at different RTOs.

**Note: This is NOT enabled for Department of Education (WA) schools.**

The default is to have this option switched off, thereby preventing the inadvertent double enrolment of a student across two RTOs.

### **Auto offer all linked competencies for a qualification**

Setting up qualification and competency offerings is normally a two-stage process. First set up all the qualification offerings and then set up all the competency offerings. However, if competencies are linked to a qualification, it is possible to automatically offer all competencies linked to that qualification at the time you offer the qualification.

The value specified in the system preferences is a default only. There is the option within the School VET Offerings window to override the system preference setting. The window option will initially take on the value of the option in the System Preferences. However, it can be switched on and off in the offerings window without changing the value in the system preferences. **It is recommended that this option is checked.**

### **Open Student/Employer windows in detail mode rather than list**

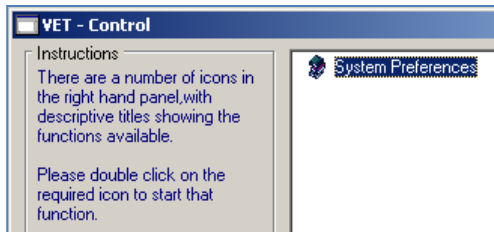
Clicking the Student or Employer button on the sidebar will open the Student and Employer list window by default. A specific student or employer's details can then be viewed by double clicking on a record in the list. Enabling the Open Student/Employer windows in detail mode rather than list will bypass the list window and open the details window instead. It is recommended that this option is not checked.

It should be noted that this option affects all users. It cannot be set on a user-by-user basis.

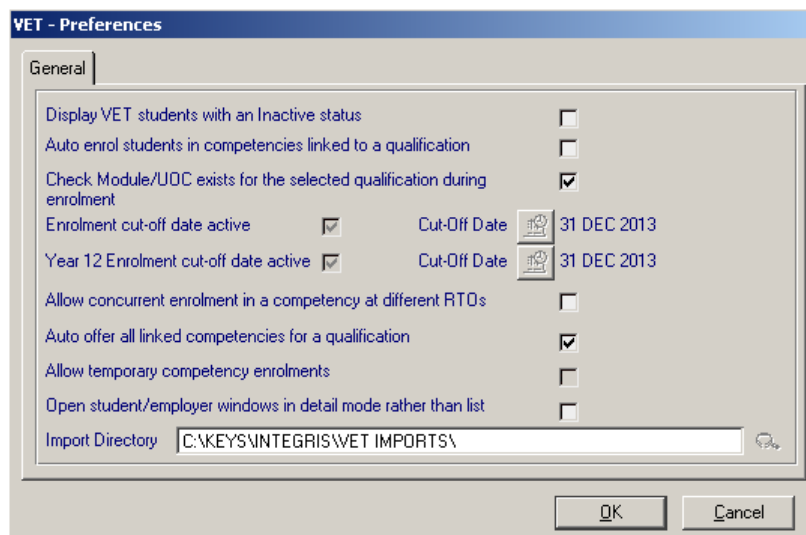
## Activity

### VET > Control

- Click on **Control** on the VET sidebar
- Double click on **System Preferences**



- Set the VET preferences for training as displayed below



**Note:** At school the Enrolment Cut-Off Dates will be the dates that enrolments are due to the School Curriculum and Standards Authority and the Import Directory will be K:\KEYS\INTEGRIS\VET IMPORTS\. In 2013 the cut-off date for Year 12 enrolments is the 21 June and, for other years, 16 August,

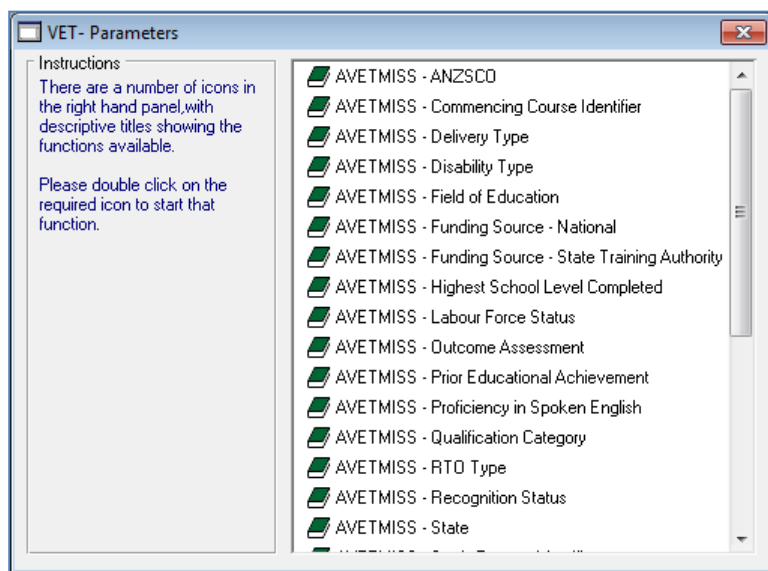
- Click **OK** to save
- Close **Control**



## 3.5 VET Parameters

### VET > Parameters

Information relating to reference data such as Industry areas, ANZSCO codes, Employment Categories etc. can be maintained from within Parameters. Click on the **Parameters** icon in the VET sidebar to see the list of parameters.



There are three types of VET parameters:

1. **Pre-populated parameters:** These are parameters that are automatically loaded into the system when it is first installed. They typically include parameters that will be the same across all schools (e.g. the range of AVETMISS reporting parameters).
2. **Imported parameters:** These parameters are empty when the system is first installed, but there are facilities to import them into the system. They include parameters that will need to be updated on a regular basis such as qualifications and competencies.
3. **User-definable parameters:** These parameters are not pre-populated, and there is no facility to import them. They are the parameters that will vary from school to school.

**Note: Only User-definable parameters can be added to, edited or deleted.**

### 3.5.1 Pre-populated Parameters

#### VET > Parameters

Some parameters have been pre-populated with data, ready for use in schools. These are required for AVETMISS reporting, and conform to the AVETMISS 6.1 standard (July 2011). For Department of Education (WA) schools, data will be collected from all schools with **VET in Schools** students.

Pre-populated Parameters include

- **AVETMISS – Commencing Course Identifier:** Identifies whether the client is enrolling for the first time in a Training Package qualification or course within the training organisation.
- **AVETMISS - Delivery Type:** Identifies the type or mode of delivery for a unit of competency or module enrolment.
- **AVETMISS - Disability Type:** Identifies the type(s) of disability, impairment or long-term condition that a client indicates on the enrolment form.
- **AVETMISS - Funding Source – National:** Identifies the source of the funding for the delivery of a unit of competency or module enrolment.
- **AVETMISS - Funding Source – State Training Authority:** Identifies the internal funding source used to fund delivery of a unit of competency or module enrolment.
- **AVETMISS - Highest School Level Completed:** Identifies the highest level of school that a client has completed.
- **AVETMISS – Labour Force Status:** Describes a client's employment status.
- **AVETMISS - Outcome Assessment:** Identifies the result or outcome of a client's enrolment in a unit of competency or module.
- **AVETMISS - Prior Educational Achievement:** Identifies the type of prior educational achievement successfully completed by a client.
- **AVETMISS - Proficiency in Spoken English:** Is used to assess the English-speaking ability of people who speak a language other than English.
- **AVETMISS - Qualification Category:** Identifies the category of the recognised qualification awarded to an individual on successful completion of a qualification or course.
- **AVETMISS - RTO Type:** Identifies the type of training organisation.
- **AVETMISS - Recognition Status:** Distinguishes a qualification or course by its level of recognition within the VET sector.
- **AVETMISS - State:** Identifies the State or Territory of the physical location of a training organisation.
- **AVETMISS – Study Reason Identifier:** Identifies the client's main reason for study.

- **Delivery Site Type:** Identifies what type of organisation is delivering the VET course

Code	Description	Active	Locked
TTC	Trade Training Centre	YES	YES
EXT	EXTERNAL RTO	YES	NO
SCH	SCHOOL	YES	NO

☒ Only show active entries   0 record(s) have been hidden   Total Active Parameters: 3

Close

- **Trade Training Centre Name:** Identifies the name of the Trade Training Centre. This is a mandatory field once the **Trade Training Centre** is selected from the **Delivery Site Type** menu.

Code	Description	Active	Locked
TTC01	Broome TTC	YES	NO
TTC02	Girrawheen TTC	YES	YES
TTC03	John Forrest TTC	YES	YES
TTC04	Rutherford TTC	YES	YES
TTC05	Northam TTC	YES	YES
TTC06	Armadale TTC	YES	YES
TTC07	Ballajura TTC	YES	YES
TTC08	Christmas Island TTC	YES	YES
TTC09	Collie TTC	YES	YES
TTC10	Esperance TTC	YES	YES
TTC11	Manjimup TTC	YES	YES
TTC12	Morabooka Hospitality TTC	YES	YES
TTC13	Hampton Morley Automotive TTC	YES	YES
TTC14	Mt Barker TTC	YES	YES
TTC15	Sevenoaks TTC	YES	YES

☒ Only show active entries   0 record(s) have been hidden   Total Active Parameters: 36

Close

- **Trade Training Centre Site:** Identifies the Site that is linked to the **Trade Training Centre Name**

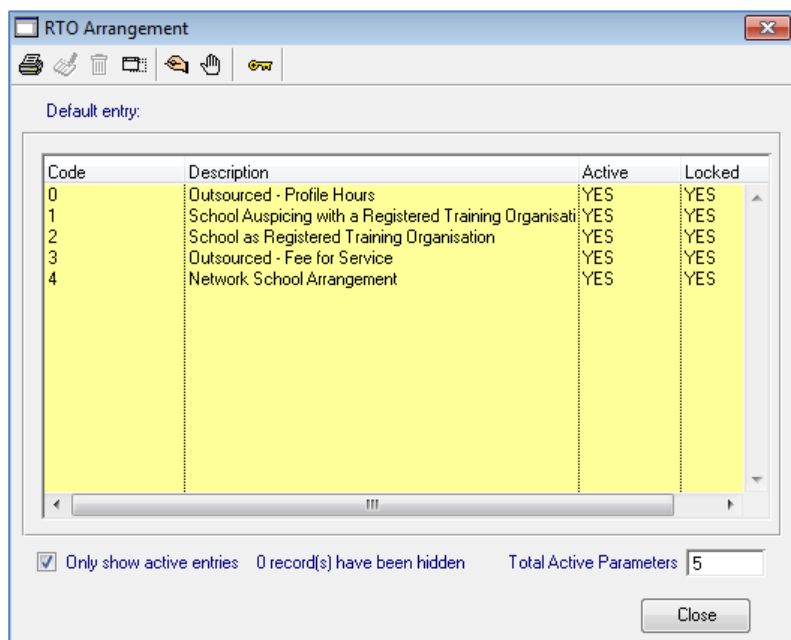


Code	Trade Training Centre Site	Trade Training Centre	Active	Locked
SITE21	Central Midlands SHS	Central Midlands TTC	YES	YES
SITE22	Geraldton SC	Geraldton Regional TTC	YES	YES
SITE23	Kent St SHS	Curtin TTC	YES	YES
SITE24	Leeming SHS	Leeming Automotive TTC	YES	YES
SITE25	Pinjarra SHS	Pinjarra Wokelup TTC	YES	YES
SITE26	South Fremantle SHS	Fremantle Maritime TTC	YES	YES
SITE27	WA College of Ag (Denmark)	Denmark Community Regional T	YES	YES
SITE28	WA College of Ag (Narrogin)	Narrogin District TTC	YES	YES
SITE30	Exmouth DHS	Gascoyne TTC	YES	YES
SITE31	Hedland SHS	Pilbara TTC	YES	YES
SITE32	St Luke's Catholic College	Pilbara TTC	YES	YES
SITE33	Newman SHS	Newman TTC	YES	YES
SITE34	North Albany SHS	Albany Regional Health TTC	YES	YES
SITE36	Eaton CC	Bunbury Regional TTC	YES	NO
SITE37	Bunbury Cathedral Grammar (Ind.)	Bunbury Regional TTC	YES	YES
SITE38	WACA Cunderdin	East Avon Trade Training Centre	YES	YES
SITE39	WACA Morawa	Morawa Regional Trade Training	YES	YES

☒ Only show active entries    2 record(s) have been hidden    Total Active Parameters: 37

**Delivery Type Site, Trade Training Centre Name and Trade Training Centre Site are new parameters that are different from RTO Arrangement.**

- **RTO Arrangement:** Linked to the funding source of the student enrolment. Types of arrangements are displayed below.



Code	Description	Active	Locked
0	Outsourced - Profile Hours	YES	YES
1	School Auspicing with a Registered Training Organisation	YES	YES
2	School as Registered Training Organisation	YES	YES
3	Outsourced - Fee for Service	YES	YES
4	Network School Arrangement	YES	YES

☒ Only show active entries    0 record(s) have been hidden    Total Active Parameters: 5



**Note: Network Schools Arrangement refers to schools that share resources to deliver qualifications at a host school site.**

- **Student Traineeship:** distinguishes between **School Based Traineeship, Aboriginal School Based Traineeship, School Based Apprenticeship** and **Pre-Apprenticeship in Schools**.
- **Vocation/Job Type:** is a description of the type of work a student may be interested in. Examples include Retail Assistant, Automotive Mechanic, Child Care and Office Duties. Each employer can be linked to multiple job types representing the type of jobs available at that employer for work placement. Students can be assigned up to two preferred job types, and the system will then try to match employers with certain job types to students with those preferred job types.

### 3.5.2 Imported Parameters

These parameters contain high volumes of data that may change from time to time. The VET module import routines allow this data to be maintained by periodically importing the data into the VET module. The user selects the appropriate import function from the Utility sidebar option and then selects the appropriate comma delimited file for import.

The parameters that can be imported are

- **AVETMISS - ANZSCO (Australian and New Zealand Standard Classification of Occupations):** Identifies the type of occupation that may be expected for those undertaking a program of study. This information is used to profile VET delivery at state and national levels.
- **AVETMISS - Field of Education:** Identifies the education category for a unit of competency or module.
- **Industry Codes:** The standard industry codes.
- **Qualifications:** The full set of qualifications available to the system. The school will create a subset of this parameter list as the qualification offerings for any given year.
- **Competencies:** All competencies available to the system. Schools will create a subset of competencies on offer in any one year.
- **Links between Qualifications and Competencies:** The VET module allows the user to link Qualifications and Competencies to ensure that students are only enrolled in recognised competencies for a qualification.

**Note: None of the above parameters can be added to, edited or deleted.**

### 3.5.3 Qualification and Competency Parameters

The **Qualifications** and **Competencies** parameter windows are the only non-standard parameter windows used in the VET module. Below is a detailed description of the **Qualifications** parameter window. The **Competencies** window operates in exactly the same manner although the fields contained within the window are different.

## Qualifications

### VET > Parameters > Qualifications

VET - Qualifications										
Code	Description	Hours	VET	Expiry Date	ANZSCO	Q/Cat	FOE	R/Status	Industri	
BSB10101	Certificate I in Business	150	Y	30 APR 2006	531111	524	0809	11	BU	▲
BSB20101	Certificate II in Business	315	Y	30 APR 2006	531111	521	0809	11	BU	■
CUF20301	Certificate II in Screen	212	N	20 DEC 2005	599912	521	1007	11	AE	
CUF20501	Certificate II in Broadcasting (television)	200	Y	30 MAY 2004	599912	521	1007	11	AE	
CUS10101	Certificate I in Music Industry (Foundation)	231	Y	31 JAN 2004	399516	524	100101	11	AE	
CUS20101	Certificate II in Music Industry (Foundation)	273	Y	31 JAN 2004	399516	521	100101	11	AE	
THH21802	Certificate II in Hospitality (Operations)	170	Y	31 JAN 2005	431000	521	1101	11	HT	
51403	Certificate I in School Apprenticeship Link Pilot-FC	370	Y	28 FEB 2010	851299	524	120599	12	HT	
CUV30303	Certificate III in Design Fundamentals	440	Y	30 AUG 2006	211400	514	1005	11	AE	
39042QLD	Certificate II in Applied Language	240	Y	30 JUN 2010	GEN19	521	1201	12	ST	
39043QLD	Certificate III in Applied Language	430	Y	30 JUN 2010	GEN20	514	0915	12	ST	
BCF10100	Certificate I in Construction (Off-Site)	180	Y	31 DEC 2004	821111	524	0403	11	BD	
BCG10103	Certificate I in General Construction	212	Y	30 NOV 2006	821111	524	0403	11	BD	
CHC10102	Certificate I in Work Preparation	95	Y	31 DEC 2007	561999	524	1205	11	SP	
CHC20102	Certificate II in Community Services Support Work	285	Y	31 DEC 2005	423000	521	0399	11	CH	
CHC20202	Certificate II in Community Services Work	275	Y	31 DEC 2005	423000	521	1205	11	SP	
CHC30102	Certificate III in Aged Care Work	460	Y	31 DEC 2005	423111	514	0905	11	CH	
CHC30402	Certificate III in Children's Services	550	Y	31 DEC 2005	421111	514	0905	11	CH	
CUS30201	Certificate III in Music Industry (Technical Produc	535	Y	31 JAN 2004	399516	514	1001	11	AE	
CUS40101	Certificate IV in Music	730	Y	31 JAN 2004	399516	511	100101	11	AE	
CUV40303	Certificate IV in Design	735	Y	30 AUG 2006	211400	511	1005	11	AE	
FCF10102	Certificate I in Food Processing	210	Y	30 APR 2006	831100	524	0202	11	ST	▼
Total Qualifications 301 <input checked="" type="checkbox"/> Only show active entries 416 record(s) have been hidden										

### Qualifications Toolbar



Go to the VET offerings window.



Print the selected Qualification records.




Print All the Qualification records.

The information shown within this window represents:

- Qualification Code
- Qualification Description
- Supervised Hours
- Vet Flag (Yes or No)
- Expiry Date
- ANZSCO Code
- Qualification Category Identifier
- Field Of Education Identifier
- Recognition Status
- Industry Area


## VET Offerings

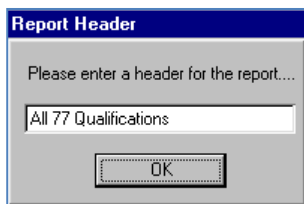
The **Qualification** parameter window has an additional button  in the toolbar that takes the user to the **VET Offerings** window. This window enables the user to define the VET offerings (qualifications, competencies and competency groups) for a calendar year.

### Printing Qualifications Parameters

Users have the options to print all or some of the qualifications.


#### To print all the qualifications:

- Click on Print All 
- Click **Yes**
- Select a report destination
- Click **OK**
- Enter a report header or leave the default header in the Report Header window



- Click **OK**

#### To print selected qualifications:

- Highlight the qualifications to be printed (use **<Ctrl>** to select individual records, and/or drag the cursor down a list of records to select them)
- Click Print Selected 
- Select a report destination
- Click **OK**
- Enter a report header or leave the default header in the Report Header window
- Click **OK**

## Competencies

### VET > Parameters > Competencies


Code	Description	C/M	VET	Central S/Hrs	Central U/Hrs	School S/Hrs	School U/Hrs	Field Of Edn	Active	Locked	Expiry Date	Grouping
AUR12170	Service bicycle mechanical braking systems	C	YES	12	0	0	0	030503	YES	YES		
AUR18168	Remove, repair and refit bicycle tyres	C	YES	8	0	0	0	030503	YES	YES		
AUR18265	Remove / refit and adjust bicycle wheels	C	YES	8	0	0	0	030503	YES	YES		
AUR18676	Test, service and replace battery	C	YES	12	0	0	0	030503	YES	YES		
AUR70278	Use and maintain workplace tools and equipment	C	NO	18	0	0	0	030717	YES	YES		
BCG1000A	Carry out interactive workplace communication	C	YES	16	0	0	0	120505	YES	YES		
BCG1001A	Carry out OH&S requirements	C	YES	32	0	0	0	061301	YES	YES		
BCG1002A	Plan and organise work	C	YES	16	0	0	0	120505	YES	YES		
BCG1003A	Read and interpret plans	C	YES	32	0	0	0	030703	YES	YES		
BCG1004A	Carry out measurements and calculations	C	YES	16	0	0	0	010101	YES	YES		
BCG1005A	Use hand and power tools	C	YES	40	0	0	0	030717	YES	YES		
BCG1006A	Use small plant and equipment	C	YES	12	0	0	0	030717	YES	YES		
BCG1007A	Erect and dismantle restricted height scaffolding	C	YES	16	0	0	0	040301	YES	YES		
BCG1008A	Use simple levelling devices	C	YES	8	0	0	0	030717	YES	YES		
BCG1011A	Handle construction materials and safely dispose	C	YES	8	0	0	0	040301	YES	YES		
BSAENT30	Provide information & advice regarding the produc	C	YES	15	0	0	0	080501	YES	YES		
BSAFIN302	Monitor cash control for accounting purposes	C	NO	20	0	0	0	080101	YES	YES		
BSATEC20	Operate a computer to produce simple documents	C	YES	19	0	0	0	080905	YES	YES		
BSBADM3C	Produce texts from audio transcription	C	YES	30	0	0	0	080901	YES	YES		
BSBADM3C	Create and use databases	C	YES	20	0	0	0	080905	YES	YES		
BSBADM3C	Create electronic presentations	C	YES	20	0	0	0	080905	YES	YES		
BSBCMN1C	Prepare for work	C	YES	30	0	0	0	120505	YES	YES		
BSBCMN1C	Complete daily work activities	C	YES	20	0	0	0	120505	YES	YES		
BSBCMN1C	Apply basic communication skills	C	YES	40	0	0	0	120505	YES	YES		
BSBCMN1C	Plan skills development	C	YES	20	0	0	0	080305	YES	YES		
BSBCMN1C	Use business equipment	C	YES	20	0	0	0	080901	YES	YES		
BSBCMN1C	Follow workplace safety procedures	C	YES	10	0	0	0	061301	YES	YES		

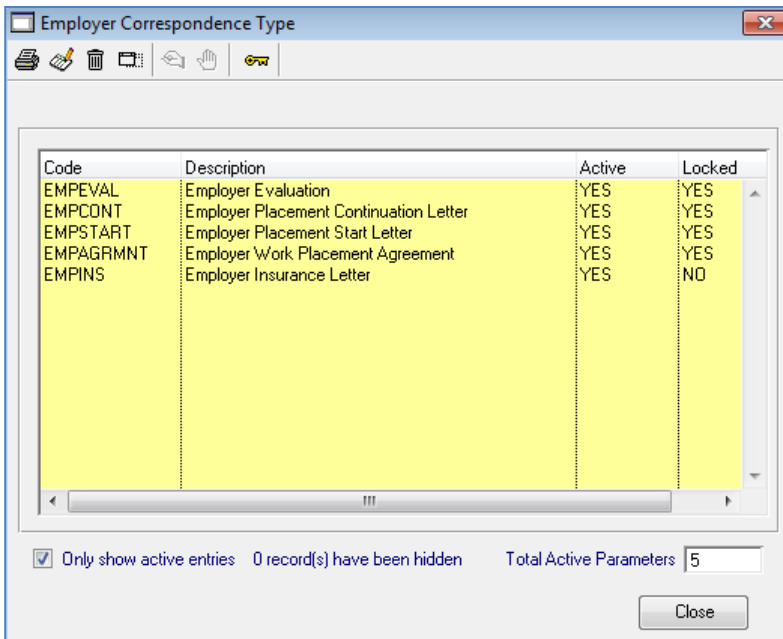
The **Competencies** parameter window operates in the same manner as the **Qualifications** window.

### 3.5.4 Editing User-definable Parameters

## Activity

### VET > Parameters > Employer Correspondence Type

- Click Modify/Add Parameters 
- Enter the ***Employer Insurance Letter*** as shown below



The screenshot shows a window titled "Employer Correspondence Type" with a toolbar at the top containing icons for print, edit, delete, add, and other functions. Below the toolbar is a table with the following data:

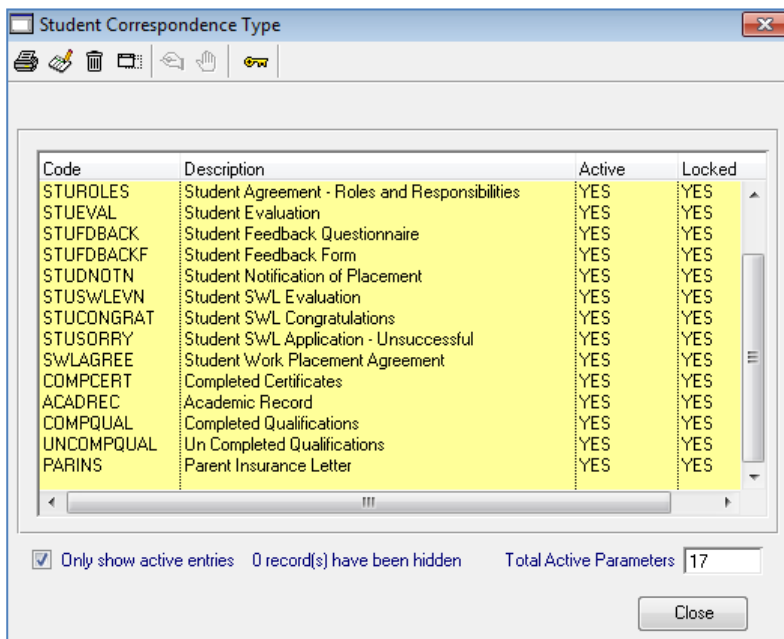
Code	Description	Active	Locked
EMPEVAL	Employer Evaluation	YES	YES
EMPCONT	Employer Placement Continuation Letter	YES	YES
EMPSTART	Employer Placement Start Letter	YES	YES
EMPAGRMNT	Employer Work Placement Agreement	YES	YES
EMPINS	Employer Insurance Letter	YES	NO

Below the table, there is a checkbox labeled "Only show active entries" which is checked. To its right, it says "0 record(s) have been hidden". Further right, it says "Total Active Parameters" followed by a text box containing the number "5". At the bottom right of the window is a "Close" button.

- Click **OK**
- Highlight ***Employer Insurance Letter*** and click ***Toggle Locked Status*** 
- Click **Close**

## VET > Parameters > Student Correspondence Type

- Add and lock ***Parent Insurance Letter***



The screenshot shows a window titled "Student Correspondence Type" with a toolbar containing icons for print, delete, insert, and other functions. Below the toolbar is a table with four columns: Code, Description, Active, and Locked. The table lists 17 correspondence types, all of which are active and locked. The last entry, "PARINS", is highlighted in yellow.

Code	Description	Active	Locked
STUROLES	Student Agreement - Roles and Responsibilities	YES	YES
STUEVAL	Student Evaluation	YES	YES
STUFDBACK	Student Feedback Questionnaire	YES	YES
STUFDBACKF	Student Feedback Form	YES	YES
STUDNOTN	Student Notification of Placement	YES	YES
STUSWLEVN	Student SWL Evaluation	YES	YES
STUCONGRAT	Student SWL Congratulations	YES	YES
STUSORRY	Student SWL Application - Unsuccessful	YES	YES
SWLAGREE	Student Work Placement Agreement	YES	YES
COMPCERT	Completed Certificates	YES	YES
ACADREC	Academic Record	YES	YES
COMPQUAL	Completed Qualifications	YES	YES
UNCOMPQUAL	Un Completed Qualifications	YES	YES
PARINS	Parent Insurance Letter	YES	YES

At the bottom of the window, there is a checkbox labeled "Only show active entries" which is checked. To its right, it says "0 record(s) have been hidden". Further right, it says "Total Active Parameters" followed by a text box containing the number "17". A "Close" button is located at the bottom right of the window.

## 3.6 VET Utilities



### 3.6.1 Downloading the School Curriculum and Standards Authority VET Import files

The School Curriculum and Standards Authority import files are imported into the VET module through Utilities. These import files are available from the School Curriculum and Standards Authority at

[http://www.curriculum.wa.edu.au/internet/Senior\\_Secondary/Vocational Education and Training/VETInfo All Schools/](http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Vocational_Education_and_Training/VETInfo_All_Schools/)

**To download the School Curriculum and Standards Authority import files**

- Right click on the csv file you wish to import and select **Save Target As ...**

**2012 VET module downloads**

The following VET information files are available for download to enable SIS VET and the information.

**Important:**

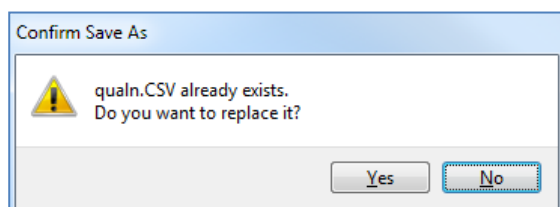
**SIS Schools only:** To save the files to disk, 'right-click' on them and select 'Save Target As ...'

**MAZE Schools only:** To save files to disk, Open text file then go to "file > save file to your desired location."

[Reload files](#)

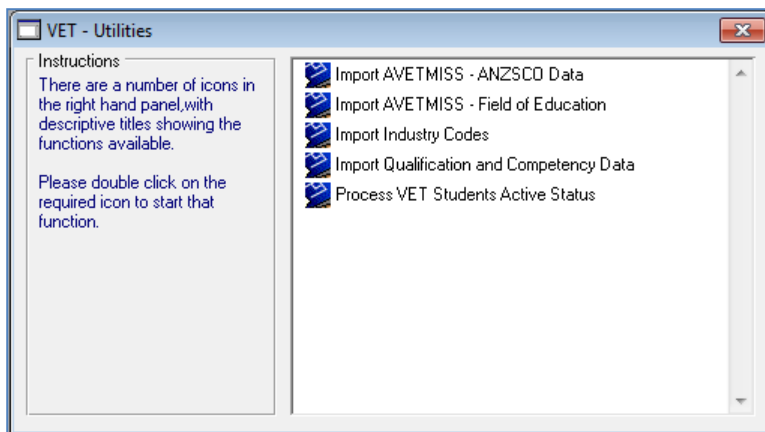
Modules	File names	Text files	CSV files	
Qualifications	Qualn			
Competencies	Competency			04/02/2013
Links (linking Qualification and Competency)	Links			04/02/2013

- Navigate to the folder where you wish to save the file – **K\keys\Integris\VET Imports** is recommended
- Click **Save**



- Click **Yes**
- Repeat for each file you need to download
- Go to **VET > Utilities** to import the new files





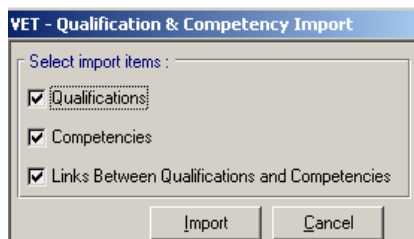
### **IMPORTANT**

***Importing AVETMISS ANZSCO, Field of Education and Industry Codes is only carried out for the initial setup or if otherwise advised by VET in schools.***

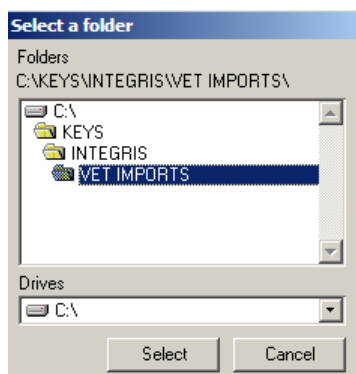
#### **3.6.2 Importing Qualification and Competency Data**

##### **VET > Utilities > Import Qualification and Competency Data**

Selecting **Import Qualification and Competency Data** will give the user the option to import qualification and competency information together with the links between qualifications and competencies. Qualifications, competencies and their links can be imported at the same time, or individually. However, importing the link data without all the appropriate qualification and competency data will result in a large number of errors written to the error log.

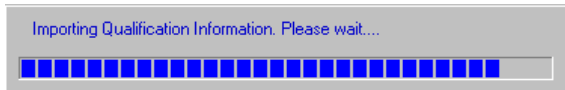


If the user clicks **Cancel**, the import is aborted and the user returned to the qualification and competency import window. If the user selects **Import**, he or she will be given the option to choose the appropriate folder and the **Select** button begins the import.



**Note: At school the default pathway will be K:\keys\Integris\VET Imports. Users may choose to navigate to another location if required.**

The processing order is qualifications, then competencies, and then the links between them. When the import starts, the following progress bar will appear:



Once the data has been imported, VET – Qualification and Competency Import window will need to be closed.

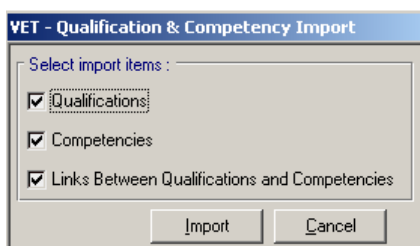
**Note: Qualification, Competency and Links files are updated regularly. School will need to check the School Curriculum and Standards Authority website to ensure that they have the latest import files.**

## Activity

### VET > Utilities

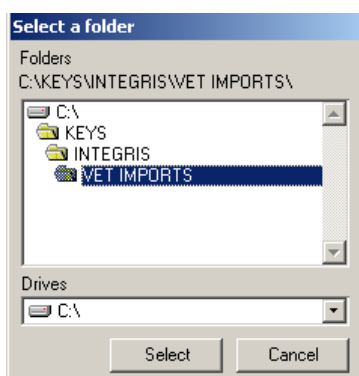
#### Importing Qualification and Competency Data

- Double click on **Import Qualifications and Competency Data**
- Ensure that each tick box has been selected and click **Import**



- Navigate to **C:\keys\Integris\VET Imports**

**Note:** At school the pathway would be **K\keys\Integris\VET Imports**



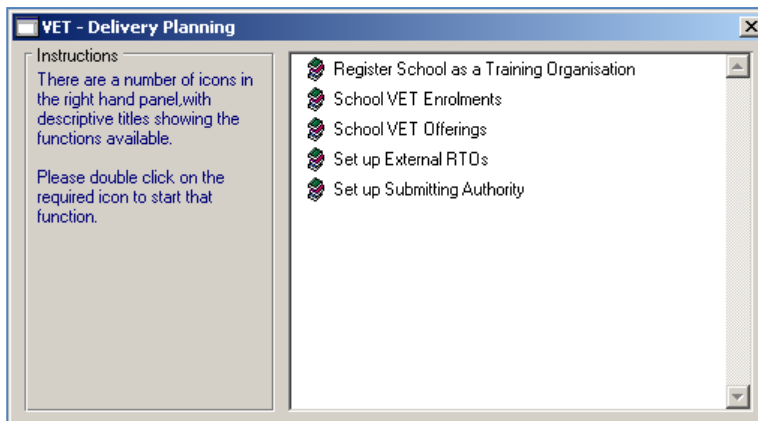
- Click **Select**

## 3.7 Delivery Planning

### VET > Delivery Planning

Delivery planning is the process whereby the qualification and competency offerings are defined for the selected calendar year, Registered Training Organisations (RTOs) are defined and enrolments monitored.

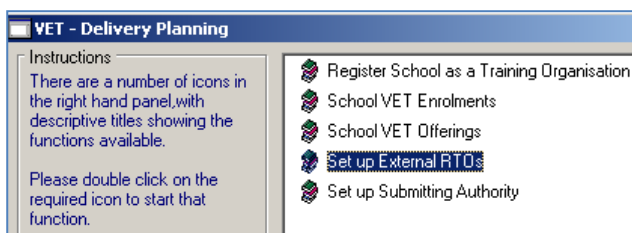
Clicking the **Delivery Planning** icon on the sidebar will open the delivery planning options window:



#### 3.7.1 Set up External RTOs


### VET > Delivery Planning > Set up External RTOs

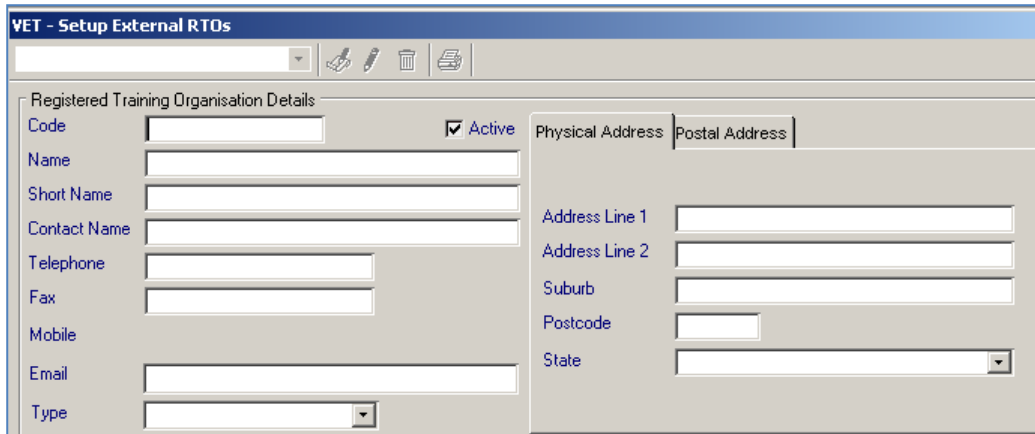
The VET module has the facility to store information about external training organisations that deliver training on behalf of the school, or audit the school's training in an auspice arrangement. An external training organisation can be an independent body or another school. The external training organisation data is used to link a student competency enrolment with a training organisation. This is a mandatory national reporting requirement.



To open the Set-up External RTOs window, double click on **Set-up External RTOs** in VET – Delivery Planning.

## Adding a new RTO


To add a new RTO, click the Add  in the toolbar. This will enable data entry to the fields in Registered Training Organisation Details and grey out the Location list.



The user may enter the data in this window and then click the **OK** or **Cancel**.

## Activity

## VET > Delivery Planning > Set-up External RTOs

- Click Add 
- Enter the information shown below, use **<Tab>** to move between fields

**VET - Setup External RTOs**

Registered Training Organisation Details

Code: 3456 ☒ Active

Name: South Metropolitan Youth Link

Short Name: SMYL

Contact Name: Ian Linn

Telephone: 9456 1234

Fax:

Mobile: 0407 987 987

Email:

Type: Education/training business or centre: Privatel...

Physical Address | Postal Address

Address Line 1: 25 Victoria Street

Address Line 2:

Suburb: FREMANTLE

Postcode: 6160

State: Western Australia

Locations

ID	Location Name	Suburb	Postcode	State	Statistical Area

OK Cancel

- Click **OK** and **Close**

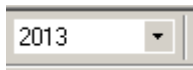
### 3.7.2 School VET Offerings

#### VET > Delivery Planning > School VET Offerings

Each school will only offer a small subset of all qualifications and competencies available through VET. Every year schools will select those qualifications and competencies they will be offering. Students can only be enrolled in those qualifications and competencies on offer in a particular calendar year.

The School VET Offerings window in Delivery Planning provides the facility to select the qualifications and competencies on offer for a specific calendar year.

#### School VET Offerings Toolbar



The current calendar year



Edit: Allows the user to edit the Offerings window



Qualifications: A list of qualifications and qualification offerings



Competencies: A list of competencies and competency offerings



Competency Groups: Create Competency Groups



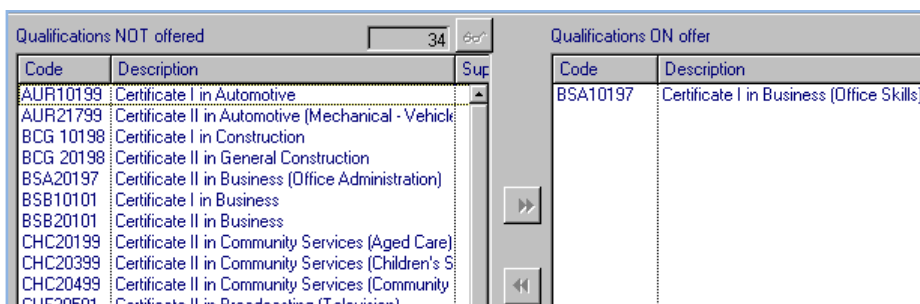
Print Selected: Prints the selected items to a standard report



Print All: Prints all the records in the list to a standard report

#### Qualification Offerings

#### VET > Delivery Planning > School VET Offerings > Qualifications



The window will default to the current calendar year and will display two lists – **Qualifications NOT offered**, and **Qualifications ON offer**. The latter list will initially be empty, and the former will contain all the qualifications that appear in the **Qualifications** parameter window.



To place a qualification on offer, the user clicks the edit pencil in the top toolbar and then selects a qualification or qualifications in the left hand pane and clicks the Move Right button. The qualification/s will be removed from the **Qualifications NOT offered** list and will appear in the **Qualifications ON Offer** list.





The qualification can be moved back to the **Qualifications NOT Offered** list by selecting it and clicking the Move Left button.



The Filter List button assists users to locate qualifications by code or by name.

**VET - Filter List**

Select Filters

Code

Name

## Competency Offerings

### VET > Delivery Planning > School VET Offerings > Competencies



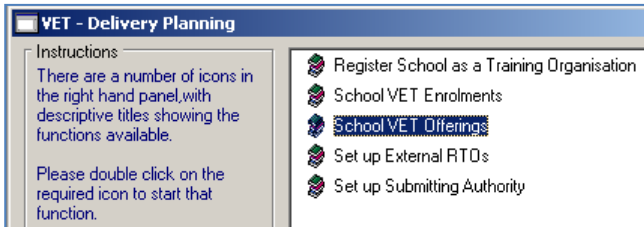
Clicking the Competencies button in the toolbar will switch to the Competencies view. The operation of this view is identical to that for the qualifications view. All the columns in every list can be resized at will, and the user has the ability to scroll left and right across the list to see additional fields.

Competencies NOT offered			Competencies ON offer						
10853			163						
Code	Description	C/	Code	Description	C/M	VET	Cen S/Hrs	Cen U/Hrs	Local S/I
00434	Exploring employment and education options		ICAU1129A	Operate a word processing application	C	YES	30	0	0
00445	Communication 1		ICAU1130A	Operate a spreadsheet application	C	YES	30	0	0
00446	Maths for life 1		ICAU1131A	Operate a database application	C	YES	35	0	0
00447	Personal development 1		ICAU1131B	Operate a database application	C	YES	35	0	0
00448	Technology 1		ICAU1132B	Operate a presentation package	C	YES	25	0	0
00449	Program support 1		ICAU1133B	Send and retrieve information using web browse	C	YES	20	0	0
00450	Community participation 1		ICAU1204B	Locate and use relevant online information	C	NO	10	0	0
00451	Introduction to work opportunities 1		ICAU2005A	Operate computer hardware	C	YES	20	0	0
00452	Learning through practice 1		ICAU2006A	Operate computing packages	C	YES	60	0	0
00453	Work experience 1		ICAU2006B	Operate computing packages	C	YES	60	0	0
00454	Communication 2		ICAU2013A	Integrate commercial computing packages	C	YES	25	0	0
00455	Maths for life 2		ICAU2231A	Use computer operating system	C	YES	20	0	0
00456	Personal development 2		ICAU3004A	Apply occupational health and safety procedure	C	YES	20	0	0
00457	Technology 2		ICAU3004B	Apply occupational health and safety procedure	C	YES	20	0	0
00458	Community participation 2		ICAW2001B	Work effectively in an IT environment	C	YES	25	0	0
00459	Introduction to work opportunities 2		ICAW2002A	Communicate in the workplace	C	YES	20	0	0

## Activity

### VET > Delivery Planning > School VET Offerings

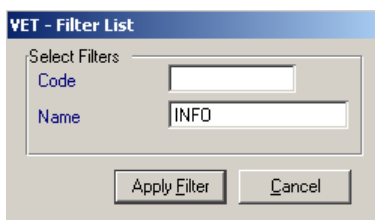
- Double click School **VET Offerings**



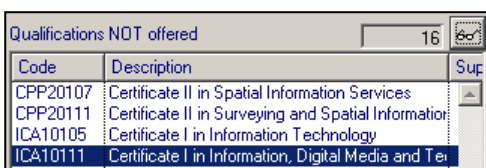
- Click Edit 
- Ensure that there is a tick next to **Auto Offer Competencies linked to Qualifications**




- Click Filter 
- Use the Filter to locate **Information** qualifications



- Click **Apply Filter**
- Select **ICA101111 Certificate 1 in Information, Digital Media and Technology**



- Move to the right 
- Click **OK** to save

- Click on the Edit pencil  then the Filter button 
- Use the Filter to locate **Employment** qualifications

VET - Filter List

Select Filters


Code

Name

- Click **Apply Filter**
- Select **52402WA Certificate I in Keys to Employment**

Qualifications NOT offered 3 

Code	Description	Sup
52173	Course in Gaining Access to Training and Emplo	
52174	Certificate I in Gaining Access to Training and E	
52402WA	Certificate I in Keys to Employment	


- Move to the right 
- Click **OK** to save

- Click Competencies 
- View the linked competencies on offer

## Competency Groups

### VET > Delivery Planning > School VET Offerings > Competency Groups

The School VET Offerings window also allows for the creation of competency groups.

Switch to the Competency Groups view by selecting the Competency Groups icon. 

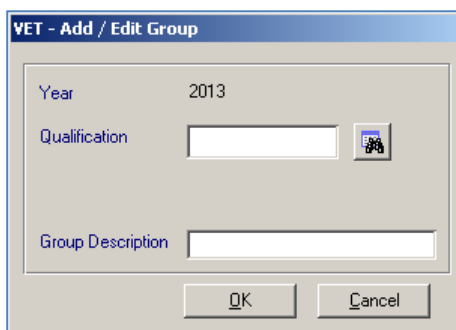
A competency group is linked to a calendar year, and can contain any number of competencies from the list of competencies on offer for that year.

A new competency group is defined by first adding a competency group name to the competency group list, and then adding competencies to the newly created group.

#### To add a new competency group:

### VET > Delivery Planning > School VET Offerings > Competency Groups

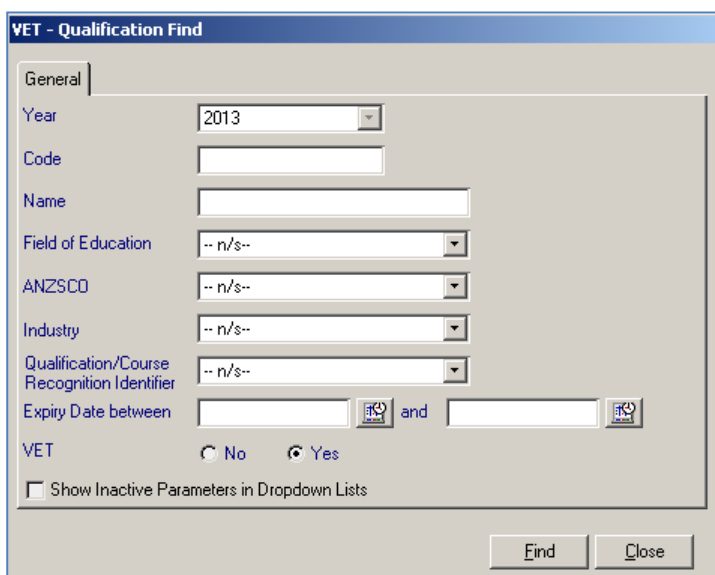
- Click on Competency Groups 
- Click Add 



The dialog box titled "VET - Add / Edit Group" contains the following fields and controls:

- Year:** A text field containing "2013".
- Qualification:** A text field with a small icon to its right.
- Group Description:** A larger text field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- Click Qualification Find 



The dialog box titled "VET - Qualification Find" has a "General" tab and the following fields and controls:

- Year:** A dropdown menu showing "2013".
- Code:** A text field.
- Name:** A text field.
- Field of Education:** A dropdown menu showing "-- n/s--".
- ANZSCO:** A dropdown menu showing "-- n/s--".
- Industry:** A dropdown menu showing "-- n/s--".
- Qualification/Course Recognition Identifier:** A dropdown menu showing "-- n/s--".
- Expiry Date between:** Two date pickers separated by the word "and".
- VET:** Radio buttons for "No" and "Yes", with "Yes" selected.
- Show Inactive Parameters in Dropdown Lists:** A checkbox.
- Buttons:** "Find" and "Close" buttons at the bottom.

- Enter search criteria in the Qualification Find window and click **Find** or click on the **Find** button and all Qualifications on Offer for the year will be displayed

The screenshot shows a window titled "VET - Qualification Find". It contains a table with two columns: "Code" and "Description". The table lists three qualifications:

Code	Description
52402WA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and Technology

At the bottom left, it says "Total records found 3". At the bottom right, there are three buttons: "Back", "Select", and "Close".

- Highlight the Qualification required and click **Select**.
- Enter a description for the group

**Note: Matching Competency and Student Group names is recommended to streamline enrolments.**

The screenshot shows a window titled "VET - Add / Edit Group". It contains the following fields:

- Year: 2013
- Qualification: ICA10111 (with a dropdown arrow icon)
- Certificate I in Information, Digital Media and Technology
- Group Description: Cert I Info

At the bottom, there are two buttons: "OK" and "Cancel".

- Click **OK**

The screenshot shows a window titled "Competency Group". It contains a table with three columns: "Group", "Code", and "Qualification Name". The table lists two groups:

Group	Code	Qualification Name
Cert I Business	BSB10107	Certificate I in Business
Cert I Info	ICA10111	Certificate I in Information, Digital Media and Tec

- Click Add Competencies  on the right

**VET - Competency Find**

General


Year: 2013

Code:

Name:

Field of Education: -- n/s--

Competency Group: -- n/s--

Qualification: ICA10111 

CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

☐ Show Inactive Parameters in Dropdown Lists

Find Close

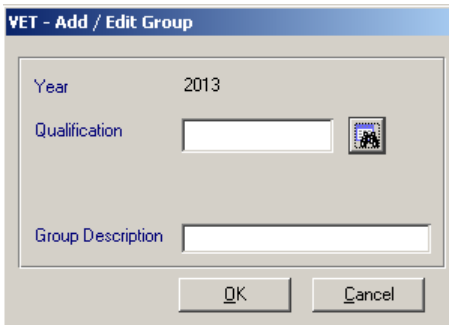
- Enter the search criteria and/or click **Find**
- Highlight the required units of competency and click **Select**.

**Note: Only competencies linked to that qualification can be added.**

## Activity


### VET > Delivery Planning > School VET Offerings > Competency Groups

- Click on Competency Groups 
- Click Add 



VET - Add / Edit Group

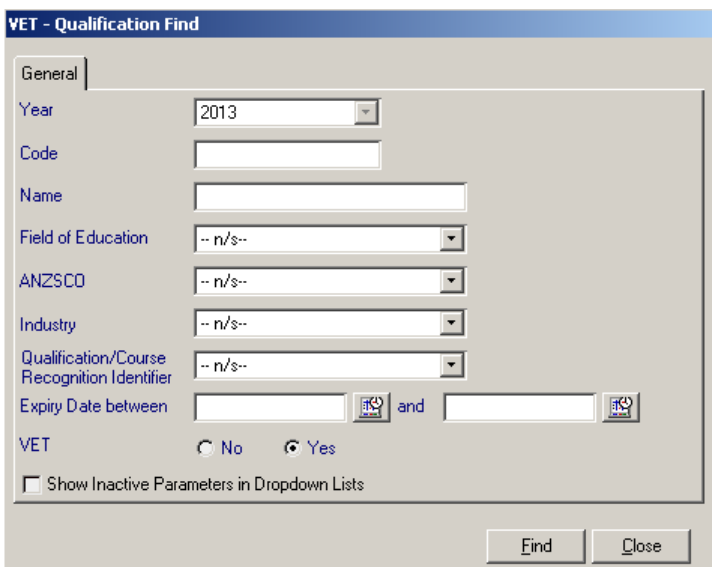
Year: 2013

Qualification:  

Group Description:

OK Cancel

- Click Qualification Find 



VET - Qualification Find

General

Year: 2013

Code:

Name:

Field of Education: -- n/s --

ANZSCO: -- n/s --

Industry: -- n/s --

Qualification/Course Recognition Identifier: -- n/s --

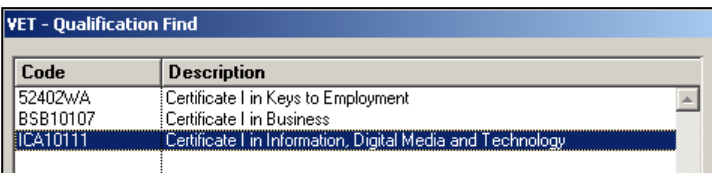
Expiry Date between:  and

VET: ☐ No ☒ Yes

☐ Show Inactive Parameters in Dropdown Lists

Find Close


- Click **Find**



Code	Description
52402WA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and Technology

- Highlight the **Certificate I in Information, Digital Media and Technology**
- Click **Select**

- Enter a description for the group



**VET - Add / Edit Group**

Year: 2013

Qualification: ICA10111 

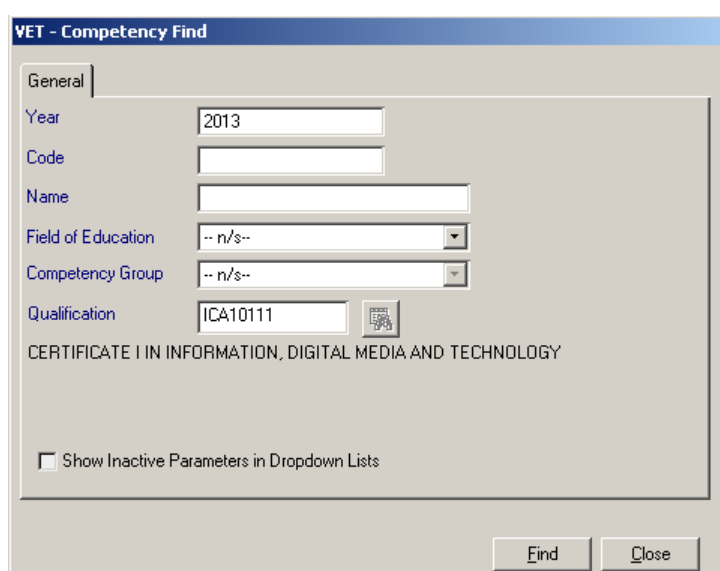
Certificate I in Information, Digital Media and Technology

Group Description: Cert I Info

OK Cancel

- Click **OK**

- Click Add Competencies  on the right



**VET - Competency Find**

General


Year: 2013

Code:

Name:

Field of Education: -- n/s--

Competency Group: -- n/s--

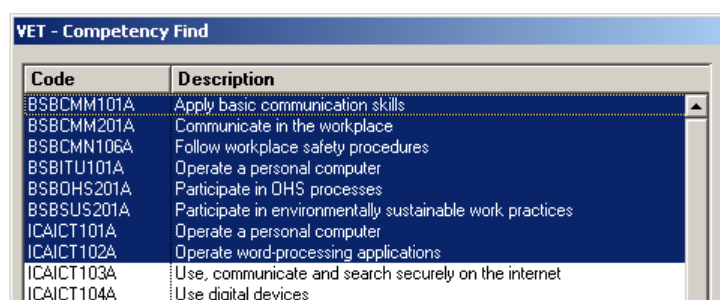
Qualification: ICA10111 

CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**



**VET - Competency Find**

Code	Description
BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
BSBITU101A	Operate a personal computer
BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable work practices
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications
ICAICT103A	Use, communicate and search securely on the internet
ICAICT104A	Use digital devices

- Highlight the first eight units of competency
- Click **Select** and **Yes**

- Create a Competency Group **Cert I Keys to Employment** and add all competencies.



## Recap: Preparation and Planning

Complete each of the following tasks and note the pathway you took.

1. Enter the detail of an RTO used by your school.
2. Add **ICA20111 Certificate II in Information, Digital Media and Technology** to the School VET Offerings for 2013.
3. Create a Competency Group **Cert II Information, Digital Media and Technology**

### 3.8 Student Profiling

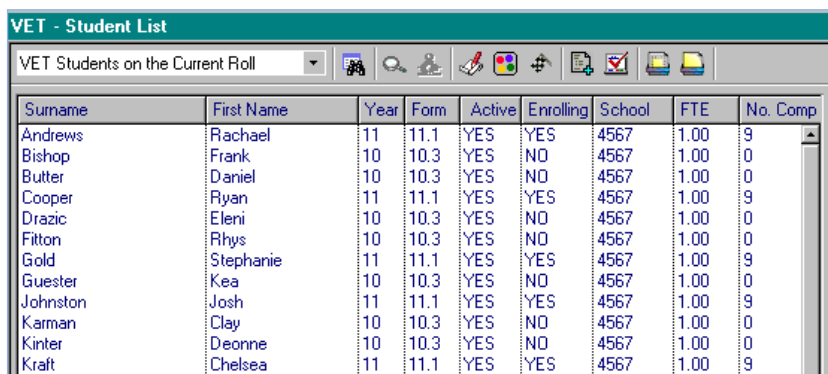
This window enables users to:

- Identify which students are VET students

**Note: There are two classes of VET students – enrolling and work experience only. Enrolling students can be enrolled into qualifications and competencies, and put on work placement. Work experience students can be put on work placement, but cannot be enrolled into qualifications or competencies.**

- Enrol students in particular qualifications and units of competency
- Bulk enrol selected students into selected competencies
- Enter students' results
- Bulk enter student results
- View work placement histories for each student
- View details of unit of competencies such as mode of delivery, the RTO delivery arrangement, the locations and the results

Clicking the Students icon on the sidebar will open the VET Student List window.



The screenshot shows a software window titled "VET - Student List". Below the title bar is a toolbar with a dropdown menu currently set to "VET Students on the Current Roll". The main area contains a table with the following columns: Surname, First Name, Year, Form, Active, Enrolling, School, FTE, and No. Comp. The table lists 14 students with their respective details.

Surname	First Name	Year	Form	Active	Enrolling	School	FTE	No. Comp
Andrews	Rachael	11	11.1	YES	YES	4567	1.00	9
Bishop	Frank	10	10.3	YES	NO	4567	1.00	0
Butler	Daniel	10	10.3	YES	NO	4567	1.00	0
Cooper	Ryan	11	11.1	YES	YES	4567	1.00	9
Drazic	Eleni	10	10.3	YES	NO	4567	1.00	0
Filton	Rhys	10	10.3	YES	NO	4567	1.00	0
Gold	Stephanie	11	11.1	YES	YES	4567	1.00	9
Guestier	Kea	10	10.3	YES	NO	4567	1.00	0
Johnston	Josh	11	11.1	YES	YES	4567	1.00	9
Karman	Clay	10	10.3	YES	NO	4567	1.00	0
Kinter	Deonne	10	10.3	YES	NO	4567	1.00	0
Kraft	Chelsea	11	11.1	YES	YES	4567	1.00	9

The window will initially display all the VET students on the current roll. VET students on the Former, Admissions and External rolls can be viewed by selecting the appropriate roll status from the dropdown list on the toolbar. The information provided by this window includes:

- Student Name
- Year and Form
- Whether or not the student is an active VET student
- Whether the student is an enrolling student or a work experience student

**Note: Enrolling students can be enrolled into qualifications and units of competency, and put on work placements. Work Experience students can be put on work placements, but cannot be enrolled into qualifications or competencies.**


- School Code – used to identify whether a student has come from another school (RTO arrangement)

**Note: Students originating from the local school will have the local school code appearing here. Students from other schools will have that school's code, or the generic Other code to signify they have come from any other school.**


- FTE – Assigning students an FTE of zero is one way to exclude those students from appearing in census reports and statistics, VET Students originating from another school should have their FTE set to 0 for this reason
- No: of Competencies - represents the total number of competencies that a student is enrolled in

**Note: Once students have been enrolled in units of competency, they cannot be removed from the VET student list, even if they withdraw from the course. The fact that they were once enrolled must be included in AVETMISS reporting. In this instance their results would be recorded as 40 - Withdrawn or 99 – Enrolled in Error.**

### 3.8.1 VET Student Details

The VET Student Details window is launched by clicking the Student Details button  in the VET Student List toolbar.

**VET - Student Details**

Current 

**Sally Angus (5) 16 Yrs 3 Mths** Year 12 Form 12.1

Enrolments | Competencies | Preferences

**Qualification**

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
--n/s--	Unspecified				
BSBT0107	Certificate I in Business	13 FEB 2012			9876

**Competencies for the selected Qualification**

Code	Competency Name	Start Date	Completion Date	RTO Code	Subject	Result	Scheduled Hrs	Mode of Delivery	RTO Arrange
BSBADM101A	Use business equipment and resources	13 FEB 2012	29 NOV 2013	9876		70	20	Classroom-based	School Au
BSBCMM101A	Apply basic communication skills	13 FEB 2012	30 NOV 2012	9876		30	40	Classroom-based	School Au
BSBCMM201A	Communicate in the workplace	13 FEB 2012	30 NOV 2012	9876		20	30	Classroom-based	School Au
BSBCMN101A	Prepare for work	13 FEB 2012	30 NOV 2012	9876		20	30	Classroom-based	School Au
BSBCMN102A	Complete daily work activities	13 FEB 2012	30 NOV 2012	9876		20	20	Classroom-based	School Au
BSBCMN103A	Apply basic communication skills	13 FEB 2012	30 NOV 2012	9876		20	40	Classroom-based	School Au

Browsing and navigation in this window is similar to the standard Integrus Student Details window. There is the standard previous, next, find and roll selection items in the toolbar. There is also the standard fast find field at the bottom of the window. This permits a user to enter a student's surname, or part of his or her name, or the student's reference number and the system will find the matching records. It works in exactly the same manner as the Student Search field in the main Integrus Student window, except that it searches just the list of VET Students.

## Enrolment View

The window will open in the Enrolment View mode as shown above. This view displays the qualification and competency enrolments for the student.

Clicking a qualification row in the list will display all the student competency enrolments for that qualification in the list below. When a student is enrolled in a qualification the user will need to specify a start-date and a completion date. Similarly, once the qualification has been completed

there is the facility to enter details such as if the qualification was achieved and a certificate issued and, if known, the certificate identifier.

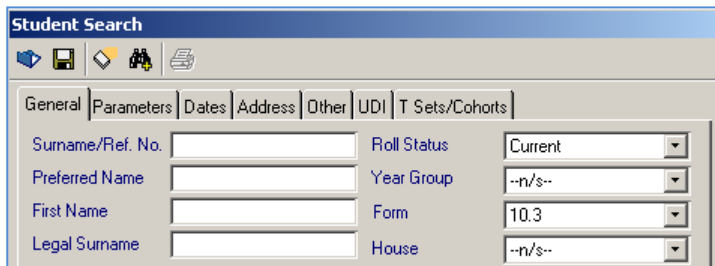
## Activity

### VET > Student

- View the VET Student List
- Click on different column headings to sort
- Double click on **Sally Angus** to view her details
- Click **Close**

### Add some Year 10 students as enrolling

- Click Add  and then Find  to find **Form 10.3**



**Student Search**

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No.  Roll Status


Preferred Name  Year Group

First Name  Form

Legal Surname  House

- Click **Find**
- Highlight the first 10 students

**Student Search Results**





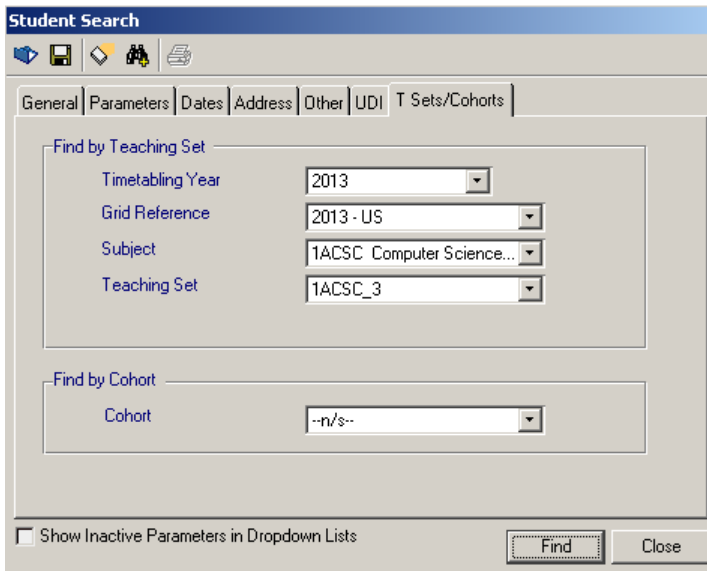
Reference	Surname	Preferred Name	Year	Form	Date of Birth
13	Bishop	Frank	10	10.3	6 NOV 1998
28	Butter	Daniel	10	10.3	11 JUN 1998
53	Drazic	Eleni	10	10.3	18 FEB 1998
68	Filton	Rhys	10	10.3	18 FEB 1998
83	Guester	Kea	10	10.3	13 AUG 1998
103	Karman	Clay	10	10.3	15 SEP 1998
118	Kinter	Deonne	10	10.3	11 JUN 1998
138	Lesley	Monique	10	10.3	15 SEP 1998
153	Looby	Tiana	10	10.3	15 SEP 1998
178	Masters	Tod	10	10.3	6 NOV 1998
198	Milker	Harrison	10	10.3	15 SEP 1998
218	Mungall	Amelia	10	10.3	21 APR 1998
233	North	Rory	10	10.3	11 JUN 1998
258	Parsons	Gavin	10	10.3	6 NOV 1998
278	Pieroni	Jaydon	10	10.3	18 FEB 1998
293	Ramber	Cherie	10	10.3	6 NOV 1998

Total records found 21

- Click **Select** and **Yes**
- Highlight the names and use the red chevrons  to add these students to the list of VET students
- Click **OK** and **Close**

## Add students enrolled in 1ACSC\_3 as enrolling VET students

-  Click on **Add/Remove VET Students**
-  Click Student Find
- Select the **T Sets/Cohorts** tab and enter the information as shown



**Student Search**

General | Parameters | Dates | Address | Other | UDI | **T Sets/Cohorts**

Find by Teaching Set

Timetabling Year: 2013

Grid Reference: 2013 - US

Subject: 1ACSC Computer Science...

Teaching Set: 1ACSC\_3

Find by Cohort

Cohort: -n/s-

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**
- Click **Select** and **Yes**
- Ensure that you have the **Enrolling** and **This School** radio buttons selected
- Highlight the names in the **Non-VET students** list and click the red chevrons to move them to the **VET students** list
- Click **OK** to save and **Close**

### 3.8.2 VET Student Groups





Clicking the Groups button will open the VET Student Groups window.

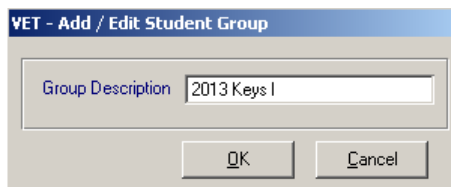


Groups are added by clicking Add Groups, entering a Group Description and clicking **OK**.

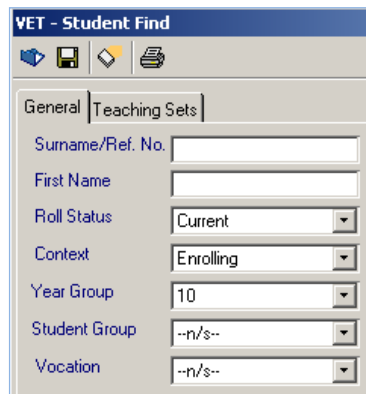
## Activity

### VET > Students

- Click the Groups button 
- Click Add Groups  on the left
- Enter the Group Description **2013 Keys I**



- Click **OK**
- Click Add Members  on the right
- Find the **Enrolling Year 10** students



- Click **Find, Select** and **Yes**

- Add a second group **2013 Information I**
- Click Add Members – on the right
- Find the students studying **Computer Science 1A** by entering the following search criteria

**VET - Student Find**

General Teaching Sets

Search Criteria


Year	2013
Grid	2013 - US
Schedule	All
Department	Computing
Subject	Computer Science 1A (1ACSC)

Go

- Click **Go**
- Highlight the teaching set **1ACSC\_3** and click **Find**

TSet Code	Subject
1ACSC_1	Computer Science 1A
1ACSC_2	Computer Science 1A
1ACSC_3	Computer Science 1A

- Click **Select** and **Yes**

- Click Print All 
- Select **Yes**, you do wish to print each group on a separate page
- Close the report and VET Student Groups



### 3.8.3 Enrolling in a Qualification

#### Enrolment View

##### VET > Students VET Student Details

The window will open in the **Enrolments** view as shown below. This view displays the qualification and competency enrolments for the student.

Clicking a qualification row in the list will display all the student competency enrolments for that qualification in the list below. When a student is enrolled in a qualification, the user will need to specify a start-date and enter a completion date once the student has actually completed the qualification. Similarly, once the qualification has been completed there is the facility to enter details such as if the qualification was achieved and a certificate issued and, if known, the certificate identifier and date of issue.

The **Qualification** list will contain a system generated entry – **n/s - Not Specified** for units of competency not linked to a qualification.

**Note: In WA all competency enrolments must be linked to a qualification.**


The screenshot shows the 'VET - Student Details' window for a student named Sally Angus (5), 16 Yrs 3 Mths, in Year 12 Form 12.1. The 'Enrolments' tab is active, displaying a table of qualifications. The first row is highlighted, showing a qualification with code BSB10107, name 'Certificate I in Business', start date 13 FEB 2012, and RTO code 9876. Below this, a table lists competencies for the selected qualification, including 'Use business equipment and resources' (BSBADM101A) and 'Apply basic communication skills' (BSBCMM101A).

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
--n/s--	Unspecified				
BSB10107	Certificate I in Business	13 FEB 2012			9876

Code	Competency Name	Start Date	Completion Date	RTO Code	Subject	Result	Scheduled Hrs	Mode of Delivery	RTO Arrange
BSBADM101A	Use business equipment and resources	13 FEB 2012	29 NOV 2013	9876		70	20	Classroom-based	School Au
BSBCMM101A	Apply basic communication skills	13 FEB 2012	30 NOV 2012	9876		30	40	Classroom-based	School Au
BSBCMM201A	Communicate in the workplace	13 FEB 2012	30 NOV 2012	9876		20	30	Classroom-based	School Au
BSBCMN101A	Prepare for work	13 FEB 2012	30 NOV 2012	9876		20	30	Classroom-based	School Au
BSBCMN102A	Complete daily work activities	13 FEB 2012	30 NOV 2012	9876		20	20	Classroom-based	School Au
BSBCMN103A	Apply basic communication skills	13 FEB 2012	30 NOV 2012	9876		20	40	Classroom-based	School Au

A student can have many qualification enrolments. Each qualification enrolment can have a number of competencies associated with it, and a competency can appear in more than one qualification at the same time. The system will allow the user to enter each qualification individually and then go onto enter each competency for each qualification individually, or enter the qualification with all its competencies.

To enrol in a qualification, the user will click the Add button  alongside the **Qualification** list. This will open the **VET Qualification Enrolment** window:

**VET - Qualification Enrolment**

**Sally Angus (5)**

Start Date: 11 FEB 2013    Completion Date:    Find

Qualification:    RTO:    Find

**Certification Details**

☐ Qualification Achieved    Certificate Identifier:    Find

☐ Full Qualification Enrolment    ☐ Certificate Issued    Date Issued:    Find

☒ Auto-enrol student into all linked competencies for the qualification

Code	Name

The student name and reference number will appear in a banner across the top of the window. Typing the qualification code in full and pressing the tab key will trigger a search of the database for a qualification with a matching code. A successful match will be indicated by the qualification name appearing underneath the code. Alternatively, the user can use the Qualification Find button to locate the appropriate qualification.



**VET - Qualification Find**

**General**

Year: 2013

Code:   

Name:   

Field of Education: -- n/s --

ANZSCO: -- n/s --

Industry: -- n/s --

Qualification/Course Recognition Identifier: -- n/s --

Expiry Date between:    and   

VET: ☐ No ☒ Yes

☐ Show Inactive Parameters in Dropdown Lists

Find    Close

Enter the relevant search criteria and click **Find**.

**VET - Qualification Find**

Code	Description
52402WA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and Technology
ICA20111	Certificate II in Information, Digital Media and Technology

Total records found: 4

Back Select Close

The user can select the required qualification by highlighting it in the list and clicking **Select** or double clicking an entry in the list. The selected qualification will be transferred to the VET Qualification Enrolment window.

**VET - Qualification Enrolment**

**Rebecca Bloor ( 18 )**

Start Date: 11 FEB 2013 Completion Date:

Qualification: 52402WA RTO:

Certificate I in Keys to Employment

**Certification Details**

☐ Qualification Achieved Certificate Identifier:

☐ Full Qualification Enrolment ☐ Certificate Issued Date Issued:

☒ Auto-enrol student into all linked competencies for the qualification

Code	Name
BSBCMM101A	Apply basic communication skills
TLIE507C	Carry out basic workplace calculations
BSBITU102A	Develop keyboard skills
BSBITU101A	Operate a personal computer
BSBWOR202A	Organise and complete daily work activities
BSBOHS201A	Participate in OHS processes
BSBITU201A	Produce simple word processed documents
BSBADM101A	Use business equipment and resources
BSBLED101A	Plan skills development
SITXCOM002A	Work in a socially diverse environment
SITXCOM004A	Communicate on the telephone

OK Cancel

**Note:**

**Only enter a Qualification Completion Date after the students has achieved the Qualification.**

**The Qualification Completion Date will only be saved when Qualification Achieved is checked. Similarly, Qualification Achieved will only be saved when the Qualification Date is entered.**

The user has the option of automatically enrolling the student in the linked competencies. Leaving the box next to **auto-enrol student in all linked competencies for the qualification** empty and clicking **OK** will enrol the student in the qualification only. Ticking **auto-enrol student in all linked competencies for the qualification** will result in the linked competencies being displayed in the list pane.

When auto-enrolling in linked competencies for the qualification, clicking **OK** will result in the **Competency Enrolment** window being launched where the user must complete the delivery and AVETMISS information for the competencies.



Delete any units of competency not required. Enter **Start** and **Completion** dates. Select the **Delivery** tab and enter the **RTO** information. **Teacher** is a mandatory field. The VET Coordinator should always be the nominated as the teacher.

Select the **AVETMISS** tab and enter the required information.

**VET - Competency Enrolment**  
Stephanie Gold ( 79 )

**Certificate II in Business (BSB20107)**

General | Delivery | AVETMISS

General  
Study Reason: To get a job  
☒ VET in Schools Fee Exemption / Concession Type Id: ☐

Trainee Details  
Traineeship:   
Contract Id:   
☐ Retention and Transition Program

OK Cancel

**Note: If the students are School-based trainees or Aboriginal School-based trainees then a Contract ID must be entered. The Contract ID is the student's Training Program Outline (TPO) number which is registered by the Training Records System (TRS).**

Click **OK** to save

### 3.8.4 Enrolling in Units of Competency

**Please note: It is a State VET requirement that all competency enrolments be linked to a qualification (certificate). This applies even if a student is only enrolled in one competency.**

Ensure the required qualification is highlighted. Clicking the Add button next to the Competency list on the **Enrolments** tab of VET Student Details will open the **VET Competency Enrolment** window.

**VET - Competency Enrolment**  
Rebecca Bloor ( 18 )

**Certificate I in Keys to Employment (52402WA)**

General | Delivery | AVETMISS

Competency Code / Group:

Competency Enrolment Details  
Start Date: 11 FEB 2013 Completion Date:

Code	Competency Name

The user has the option of entering a single competency code or using Find Competencies. If a competency code is entered, the window will show its name and code. If Find is clicked then the **VET Competency Find** window is launched. Users may specify any of the search criteria, including **Code** and **Name** and then click **Find** to locate the desired unit(s) of competency.

**VET - Competency Find**

General

Year: 2013

Code:

Name:

Field of Education: -- n/s--

Competency Group: -- n/s--

Qualification:

☐ Show Inactive Parameters in Dropdown Lists

Find Close

Highlight the required units of competency and click **Select**.

**VET - Competency Find**

Code	Description
CUFSOU204A	Perform basic sound editing
CUVDIG201A	Develop digital imaging skills
HLTFA201A	Provide basic emergency life support
ICAD2003B	Receive and process oral and written communication
ICAD2012B	Design organisational documents using computing packages
ICAI2015B	Install software applications
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications
ICAICT103A	Use, communicate and search securely on the internet
ICAICT104A	Use digital devices
ICAICT105A	Operate spreadsheet applications
ICAICT106A	Operate presentation packages
ICAICT107A	Use personal productivity tools
ICAICT108A	Use digital literacy skills to access the internet
ICAICT201A	Use computer operating systems and hardware
ICAICT202A	Work and communicate effectively in an IT environment
ICAICT203A	Operate application software packages
ICAICT204A	Operate a digital media technology package
ICAICT205A	Design basic organisational documents using computing packages

Total records found: 104

Back Select Close

Enter **Start** and **Completion** dates.

**Certificate I in Keys to Employment (52402WA)**

General Delivery AVETMISS

Competency Code / Group:

Competency Enrolment Details

Start Date: 11 FEB 2013 Completion Date: 22 NOV 2013

Code	Competency Name
BSBADM101A	Use business equipment and resources
BSBCMM101A	Apply basic communication skills


Select the **Delivery** tab and enter the **RTO** information. **Teacher** is a mandatory field. The VET Coordinator should always be the nominated as the teacher.

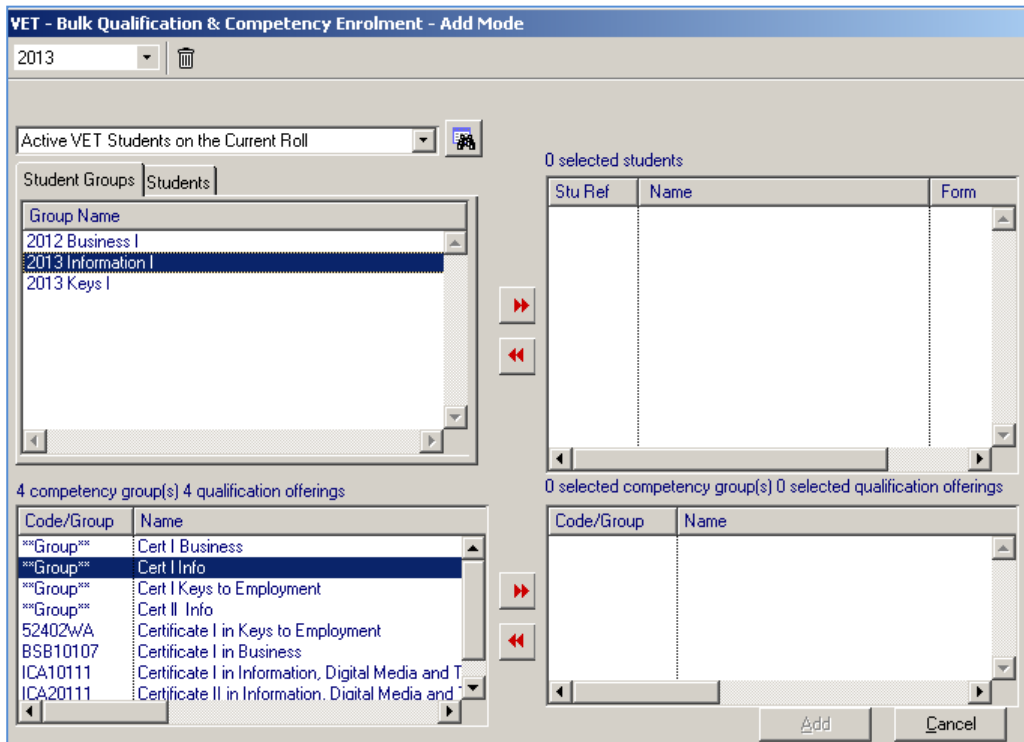
Select the **AVETMISS** tab and enter the required information.

**Note: If the students are School-based trainees or Aboriginal School-based trainees then a Contract ID must be entered. The Contract ID is the student's Training Program Outline (TPO) number which is registered by the Training Records System (TRS).**

- Click **OK** to save

### 3.8.5 Bulk Qualification & Competency Enrolment

Clicking on the Bulk Qualification & Competency Enrolment button  on the **VET Student List** toolbar will open the **Bulk Qualification & Competency Enrolment** window. This window provides an easy mechanism for allocating multiple competencies to multiple students, rather than individually for each student.



VET - Bulk Qualification & Competency Enrolment - Add Mode

2013

Active VET Students on the Current Roll

Student Groups | Students

Group Name

- 2012 Business I
- 2013 Information I
- 2013 Keys I

4 competency group(s) 4 qualification offerings

Code/Group	Name
**Group**	Cert I Business
**Group**	Cert I Info
**Group**	Cert I Keys to Employment
**Group**	Cert II Info
52402WA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and T
ICA20111	Certificate II in Information, Digital Media and

0 selected students

Stu Ref	Name	Form
---------	------	------

0 selected competency group(s) 0 selected qualification offerings

Code/Group	Name
------------	------

Add Cancel

All actions in this window relate to a calendar year. Selecting a new calendar year will clear the window and the competencies list will be refreshed to show the competency offerings and competency groups for the selected year.

Students may be located using the Find button. 

The window works by moving students and competencies from the left hand list into the right hand list and clicking the **Add** or **Remove** button. Clicking **Cancel** will close the window and not save any changes.

The user can select multiple students and/or student groups and then move them across using the move right button. The students then appear within the selected student's box. Competency Groups and Qualifications may be selected in the same way.

Students, Competency Groups and Qualifications can be removed from their respective selected lists by highlighting the appropriate records and clicking the move left button.

Clicking **Add** will add the selected Qualification or Competency Group to all the selected students.

The **Qualification Start Date** needs to be entered. Information such as the **Competency Start** and **Completion Date, the RTO, Mode** and **Arrangement** also need to be specified.



The drop-down values for **RTO Arrangement** are:

Type	Description	Scenario
<b>Outsourced – Profile Hours</b>	<p>Funding is provided from the 'Skilling Australia's Workforce (SAW) Agreement' between the Commonwealth and State Governments.</p> <p>Funding is provided direct from the Department to the RTO and does not appear in schools gateway payments.</p>	<p>Students are enrolled in a VET certificate and either attend a local RTO campus or the RTO provides a lecturer to come to the school.</p> <p>This mode covers traineeships and 'PAIS-Pre Apprenticeship in Schools' on top of the standalone VET.</p>
<b>School Auspicing with an RTO</b>	<p>Schools enter into an agreement with an RTO to have qualified school teachers deliver and assess the student's vocational training.</p> <p>The partner RTO issues the printed Certificate and Statement of Attainment as required</p>	<p>Students stay at school and undertake a VET certificate delivered and assessed by a qualified school teacher.</p>
<b>School as an RTO</b>  <i>This option is only available to those schools who are RTOs.</i>	<p>The school applies for RTO status and applies for scope of various qualifications. Staff at the school deliver and assess the vocational training</p> <p>VET in Schools is responsible for issuing printed Certificates and Statements of Attainment as required.</p> <p>VET in Schools provides funding in the school gateway to accommodate for some of the associated costs.</p>	<p>There are currently 21 RTO schools in WA. This parameter is only available to schools that have RTO status.</p> <p>All training and assessment is carried out by the school, usually on site.</p>
<b>Outsourced – Fee for Service</b>	<p>Schools enter into an agreement with an RTO to provide all of the training and assessment of a VET certificate at full fee paying rates. The school pays the RTO directly</p> <p>VET in Schools provides funding in the school gateway up to a cap for the user choice amount.</p>	<p>Students are enrolled in a VET certificate and either attend a local RTO campus or the RTO provides a lecturer to come to the school.</p> <p>Fee for Service is often utilised where an RTO is not able to provide training under profile due to lack of hours, and/or the school does not have staff that are able to deliver the training under an auspice arrangement.</p>
<b>Network Schools Arrangement</b>	<p>Schools share resources to deliver qualifications at a host school site.</p>	<p>Students are enrolled in their home school but attend another school for their VET training. The arrangement is flagged as Network Schools Arrangement to ensure that VET in Schools funding is directed to the host school and not the home school.</p>

**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013

Qualification Details  
 Start Date: 11 FEB 2013  
 Qualification: ICA10111  
 Certificate I in Information, Digital Media and Technology  
☒ Full Qualification Enrolment  
 RTO: South Metropolitan Youth Link

Competency Details  
 Start Date: 11 FEB 2013  
 Completion Date: 22 NOV 2013

Industry Area - (From Qualification)  
☒ Business and Clerical

Competency Status  
 Integrated ☐ Code

RTO Delivery  
 RTO: South Metropolitan Youth Link  
 Mode: Classroom-based  
 Arrangement: School Auspicing with a Registered ...  
 Delivery Site Type: School  
 Trade Training Centre  
 Trade Training Centre Site

Stu Ref	Name	Form
199	Miller, Jacob	11.3
222	Murray, Brent	11.2
224	Nairn, Richard	11.2
239	Oliver, Angela	11.2
254	Pamment, Louise	11.2
269	Perera, Trevor	11.2
299	Ravat, Donna	11.2
334	Scholten, Drew	11.2
349	Smeed, Elise	11.2
369	Sudholz, Jaala	11.2
389	Williams, Tenille	11.2

Selected competencies

Code	Competency Name
BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
BSBITU101A	Operate a personal computer
BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable practices
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications

Back Add Cancel

Linked units of competency may be deleted  and added. 

Once **Add** is clicked the following window will be displayed.

**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013

AVETMISS - General  
 Study Reason: To develop my existing business  
 Fee Exempt / Conc Type Id: ☐ VET in Schools

Trainee Details  
 Traineeship:   
 Contract Id:

Stu Ref	Name	Form
199	Miller, Jacob	11.3
222	Murray, Brent	11.2
224	Nairn, Richard	11.2
239	Oliver, Angela	11.2
254	Pamment, Louise	11.2
269	Perera, Trevor	11.2
299	Ravat, Donna	11.2
334	Scholten, Drew	11.2
349	Smeed, Elise	11.2
369	Sudholz, Jaala	11.2
389	Williams, Tenille	11.2

Selected competencies

Code	Competency Name
BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
BSBITU101A	Operate a personal computer
BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable practices
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications




Back Add Cancel

Once **Add** is clicked and the units of competency added, a **Bulk Student Competency Enrolment Status Log** will be displayed (see below). If a student has already been enrolled in a competency, the software will not re-enrol them but will provide a message in this regard.


Bulk Student Competency Enrolment Status Log	
Student Enrolment Status	
Shane Casson	has only been enrolled in 7 of the 8 selected competencies because this would cause duplicate enrolments
Renee Dexter	has been enrolled in all 8 selected competencies
Jason Laurents	has been enrolled in all 8 selected competencies
Jacob Miller	has only been enrolled in 7 of the 8 selected competencies because this would cause duplicate enrolments
Phillip Moraru	has been enrolled in all 8 selected competencies
Mindy Ninyett	has been enrolled in all 8 selected competencies
Sean O'Donnell	has been enrolled in all 8 selected competencies
Candice Peterson	has been enrolled in all 8 selected competencies
Bernadette Porteral	has been enrolled in all 8 selected competencies
Donna Ravat	has been enrolled in all 8 selected competencies
Craig Roediger	has been enrolled in all 8 selected competencies
Drew Scholten	has been enrolled in all 8 selected competencies
Elise Smeed	has been enrolled in all 8 selected competencies
John Smother	has been enrolled in all 8 selected competencies
Jaala Sudholz	has been enrolled in all 8 selected competencies
Tenille Williams	has been enrolled in all 8 selected competencies
Travis Yuppy	has been enrolled in all 8 selected competencies


## Activity

### VET > Student > VET Student Details

- Open the Bulk Enrolments window 
- Highlight the student group **2013 Information I** and move to the right by clicking on the red chevrons 
- Select the competency **\*\*Group\*\* Cert I Info** and move it the right 

**VET - Bulk Qualification & Competency Enrolment - Add M**

2013 

Active VET Students on the Current Roll 

Student Groups | Students

Group Name

- 2012 Business I
- 2013 Information I**
- 2013 Keys I

4 competency group(s) 4 qualification offerings


Code/Group	Name
**Group**	Cert I Business
<b>**Group**</b>	<b>Cert I Info</b>
**Group**	Cert I Keys to Employment
**Group**	Cert II Info
52402wA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and T
ICA20111	Certificate II in Information, Digital Media and T


**Note:** Ensure that you select the **\*\*Group\*\*** and not the actual Qualification.



- Click **Add**

- Enter the delivery details as shown below

**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013 

**Qualification Details**  
 Start Date   Qualification   
 Certificate I in Information, Digital Media and Technology  
☒ Full Qualification Enrolment  
 RTO

**Competency Details**  
 Start Date    
 Completion Date  

**Industry Area - (From Qualification)**  
☒ Business and Clerical

**Competency Status**  
 Integrated ☐ Code

**RTO Delivery**  
 RTO   
 Mode   
 Arrangement   
 Delivery Site Type   
 Trade Training Centre   
 Trade Training Centre Site

**Note:**



- The start and completion dates for units of competency must not be prior to the start date for the Qualification.
- The completion date for units of competency must be after the start date.

- Click **Add** and enter the following AVETMISS details




**AVETMISS - General**  
 Study Reason   
 Fee Exempt / Conc Type Id  ☒ VET in Schools

**Trainee Details**  
 Traineeship   
 Contract Id


- Click **Add**
- View the Enrolment Status log and **Close**


- Highlight **Ashleigh Campbell** in the VET Student List 
- Click View VET Student Details
- View **Stephanie's** enrolments
- Return to the VET Student List 

## VET > Students

- Click Bulk Enrolments 
- Highlight the student group **2013 Keys I** and move to right 
- Highlight the competency **\*\*Group\*\* Cert I Keys to Employment** and move to right 

VET - Bulk Qualification & Competency Enrolment - Add M

2013 

Active VET Students on the Current Roll 

Student Groups | Students

Group Name

- 2012 Business I
- 2013 Information I
- 2013 Keys I**


4 competency group(s) 4 qualification offerings

Code/Group	Name
**Group**	Cert I Business
**Group**	Cert I Info
<b>**Group**</b>	<b>Cert I Keys to Employment</b>
**Group**	Cert II Info
52402wA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and T
ICA20111	Certificate II in Information, Digital Media and

- Click **Add**


- Enter the following delivery details

**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013 

---

**Qualification Details**

Start Date   Qualification


Certificate I in Keys to Employment


☒ Full Qualification Enrolment

RTO

---

**Competency Details**

Start Date  

Completion Date  

---

**Industry Area - (From Qualification)**

☒ Not Specified

---

**Competency Status**

Integrated ☐ Code

---

**RTO Delivery**

RTO

Mode

Arrangement


Delivery Site Type

Trade Training Centre

Trade Training Centre Site

- Click **Add**
- Enter the AVETMISS details as shown below including the **Traineeship** information

**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013 

---

**AVETMISS - General**

Study Reason

Fee Exempt / Conc Type Id  ☒ VET in Schools

---

**Trainee Details**

Traineeship

Contract Id

**Note: the Contract ID would need to be entered separately for each student.**



- Click **Add** and view Enrolment Status Log
- Click **Close**
- View **Frank Bishop's** enrolment details

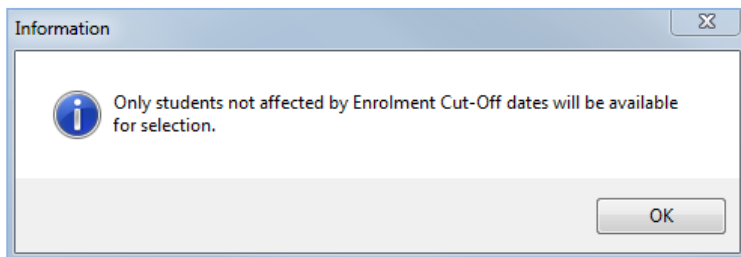
### 3.8.6 Removing Enrolments in Bulk



## Activity

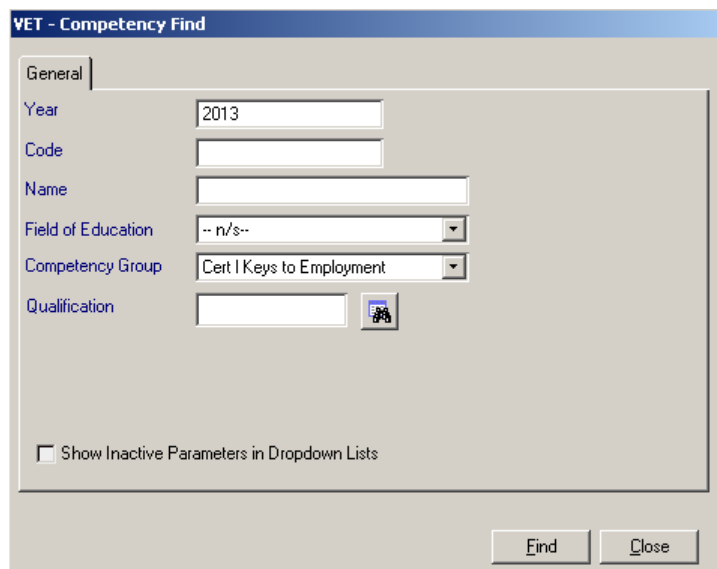
### VET > Students > Bulk Enrolment

The **2013 Keys I** student group were enrolled in a unit of competency in error.

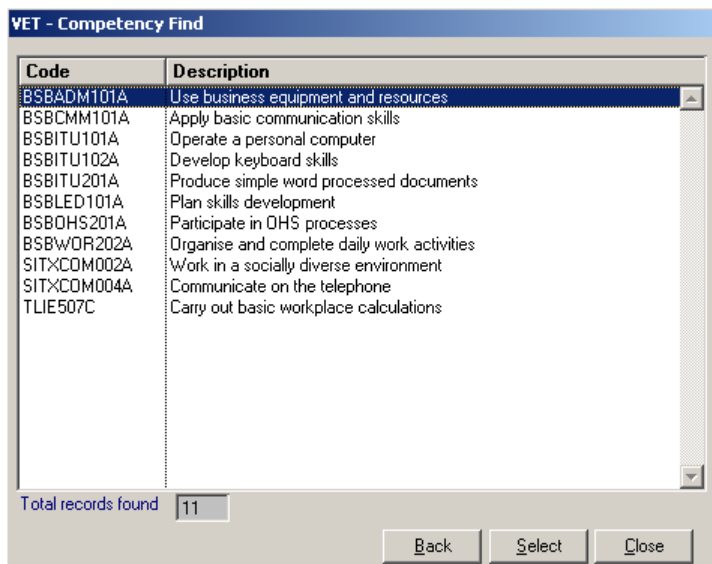
- Click Bulk Enrolment 
- Click Switch to Removal Mode 




- Highlight the **2013 Keys I** student group and move to the right 
- Click Find Competency 
- Select the **Competency group Cert I Keys to Employment**

A dialog box titled 'VET - Competency Find' with a blue header bar. It has a 'General' tab selected. The form contains several fields: 'Year' with '2013' entered, 'Code' (empty), 'Name' (empty), 'Field of Education' with a dropdown menu showing '-- n/s--', 'Competency Group' with a dropdown menu showing 'Cert I Keys to Employment', and 'Qualification' (empty) with a small icon to its right. At the bottom left is a checkbox labeled 'Show Inactive Parameters in Dropdown Lists'. At the bottom right are 'Find' and 'Close' buttons.

- Click **Find**



- **Select** the first unit of competency in the list
- Move the competency to the right 
- Click **Remove** and **Yes**
- View **Frank Bishop's** enrolment details





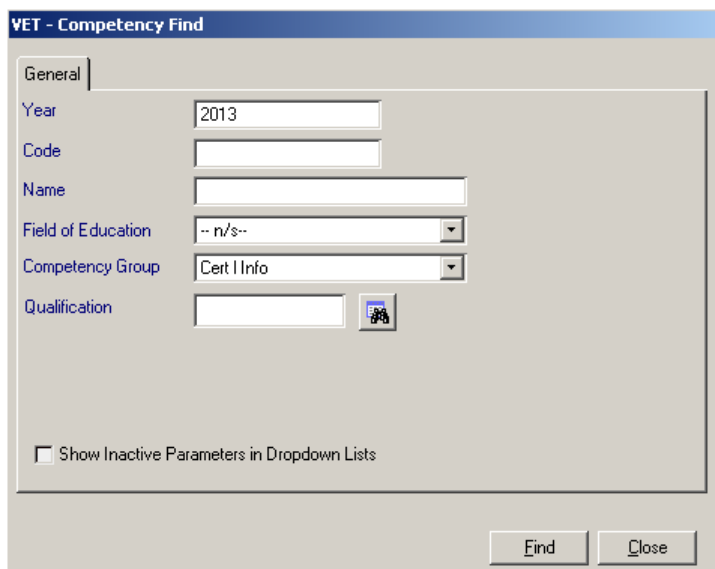
### 3.8.7 Editing Enrolments

## Activity

### VET > Student > VET Competency Enrolment Speed Edit

Two of the competencies in **Certificate I in Info** are being delivered by Polytechnic West while the rest are being delivered by SMYL. Student records have to be edited to reflect this.

- Click Competency Speed Edit 
- Find  the **Competency Group Cert I Info**

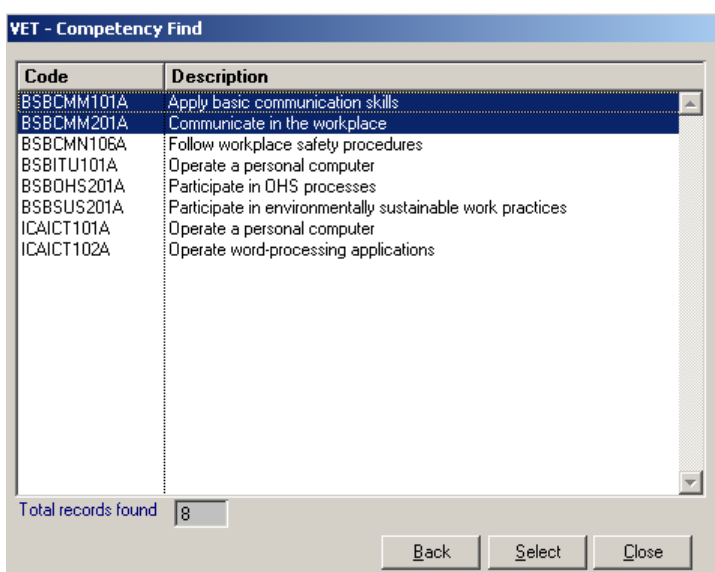


The dialog box titled "VET - Competency Find" has a "General" tab. It contains the following fields:

- Year: 2013
- Code: (empty)
- Name: (empty)
- Field of Education: -- n/s --
- Competency Group: Cert I Info
- Qualification: (empty)

At the bottom, there is a checkbox labeled "Show Inactive Parameters in Dropdown Lists" and two buttons: "Find" and "Close".


- Click **Find**
- **Highlight** the first two competencies in the list and click **Select**

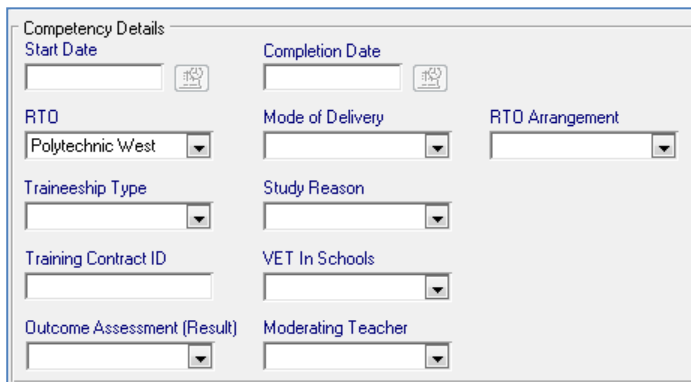


The dialog box shows a list of competencies with the following data:

Code	Description
BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
BSBITU101A	Operate a personal computer
BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable work practices
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications


At the bottom, it says "Total records found 8" and has buttons for "Back", "Select", and "Close".

- Click Edit 
- Highlight the first unit of competency in the list and select all of the students by highlighting them
- Enter the **RTO**



The image shows a 'Competency Details' form with the following fields and controls:




- Start Date:** A text input field with a calendar icon.
- Completion Date:** A text input field with a calendar icon.
- RTO:** A dropdown menu with 'Polytechnic West' selected.
- Mode of Delivery:** A dropdown menu.
- RTO Arrangement:** A dropdown menu.
- Traineeship Type:** A dropdown menu.
- Study Reason:** A dropdown menu.
- Training Contract ID:** A text input field.
- VET In Schools:** A dropdown menu.
- Outcome Assessment (Result):** A dropdown menu.
- Moderating Teacher:** A dropdown menu.

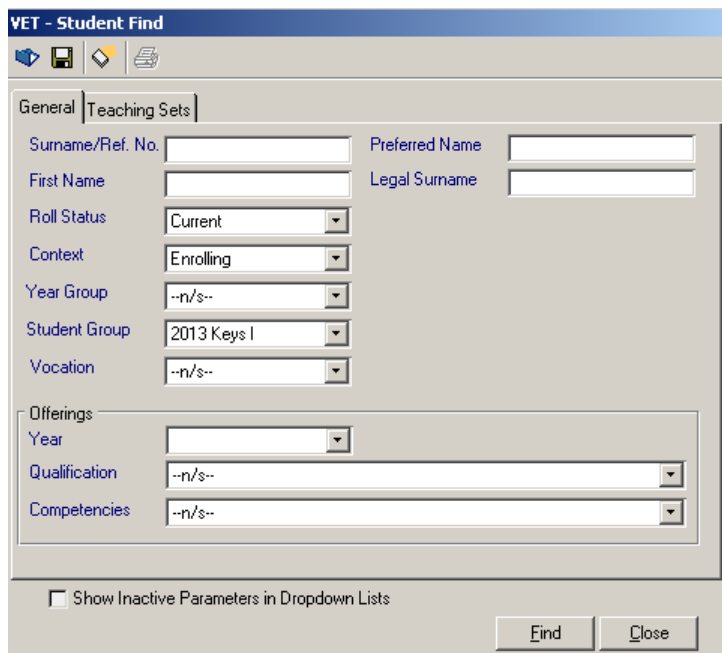
- Click **Apply**  and **OK** twice
- Repeat for the second unit of competency
- **Close**
- Double click on **Ashleigh Campbell** and view her enrolment details

## Activity

### VET > Student > VET Competency Enrolment Speed Edit

The School-Based Trainees need their Training Contract IDs entered.

- Click Competency Speed Edit 
- Click View Competency Enrolment by Student 
- Find  the **Student Group 2013 Keys I**



VET - Student Find

General | Teaching Sets

Surname/Ref. No.  Preferred Name

First Name  Legal Surname

Roll Status

Context

Year Group

Student Group

Vocation

Offerings


Year

Qualification

Competencies

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Select** and **Yes**
- Click Edit 

- Highlight the first student in the list and all of the units of competency

VET - Competency Enrolment Speed Edit by Student								
Subset of 10 students								
10 competency enrolments								
<input checked="" type="radio"/> Show All <input type="radio"/> Competencies with no result								
Stu Ref	Name	Form	Qual Code	Qual Name	UoC Code	Competency Name	Start Date	Completion D.
13	Bishop, Frank	10.3	52402WA	Certificate I in Keys to Employment	BS8CMM101A	Apply basic communication skills	11 FEB 2013	22 NOV 2013
28	Butter, Daniel	10.3	52402WA	Certificate I in Keys to Employment	BSBITU101A	Operate a personal computer	11 FEB 2013	22 NOV 2013
53	Drazic, Eleni	10.3	52402WA	Certificate I in Keys to Employment	BSBITU102A	Develop keyboard skills	11 FEB 2013	22 NOV 2013
68	Fitton, Rhys	10.3	52402WA	Certificate I in Keys to Employment	BSBITU201A	Produce simple word processed documents	11 FEB 2013	22 NOV 2013
83	Guestier, Kea	10.3	52402WA	Certificate I in Keys to Employment	BSBLED101A	Plan skills development	11 FEB 2013	22 NOV 2013
103	Karman, Clay	10.3	52402WA	Certificate I in Keys to Employment	BSBOHS201A	Participate in OHS processes	11 FEB 2013	22 NOV 2013
118	Kinter, Deonne	10.3	52402WA	Certificate I in Keys to Employment	BSBWDR202A	Organise and complete daily work activities	11 FEB 2013	22 NOV 2013
138	Lesley, Monique	10.3	52402WA	Certificate I in Keys to Employment	SITXCOM002A	Work in a socially diverse environment	11 FEB 2013	22 NOV 2013
153	Looby, Tiana	10.3	52402WA	Certificate I in Keys to Employment	SITXCOM004A	Communicate on the telephone	11 FEB 2013	22 NOV 2013
178	Masters, Tod	10.3	52402WA	Certificate I in Keys to Employment	TLIE507C	Carry out basic workplace calculations	11 FEB 2013	22 NOV 2013

- Enter a **Training Contract ID number**

Competency Details		
Start Date	Completion Date	
<input type="text"/>	<input type="text"/>	
RTO	Mode of Delivery	RTO Arrangement
<input type="text"/>	<input type="text"/>	<input type="text"/>
Traineeship Type	Study Reason	
<input type="text"/>	<input type="text"/>	
Training Contract ID	VET In Schools	
1234	<input type="text"/>	
Outcome Assessment (Result)	Moderating Teacher	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Apply"/>		

- Click **Apply** and **OK** twice
- Repeat for another student in the list.

**Note: Each student will have their individual Training Contract ID.**

### 3.8.8 Re-enrolling Students in Units of Competency

If students have been enrolled in units of competency in a previous year but did not achieve them, it is possible to re-enrol them in those units in the next year. This may be done individually or in bulk.

## Activity

### VET > Students

- Locate **Sally Angus's** records and view her results from last year

She did not achieve **Apply basic communication skills** and would like to re-enrol in this competency.

**VET - Student Details**

Current | [Icons] | **Sally Angus (5)** | 16 Yrs 2 Mths | **Year 12 Form**



Enrolments | Competencies | Preferences

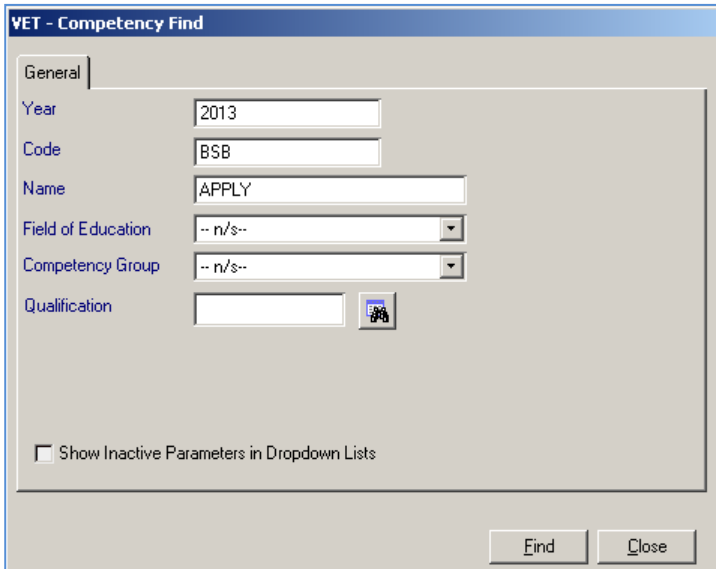
Qualification

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
--n/s--	Unspecified				
BSB10107	Certificate I in Business	13 FEB 2012			9876
AHC21010	Certificate II in Conservation and Land Management	11 FEB 2013			3456

Competencies for the selected Qualification

Code	Competency Name	Start Date	Completion Date	RTO Code	Subject	Result	Scheduled Hrs	Mode of Delivery	RTO Arrang
BSBADM101A	Use business equipment and resources	13 FEB 2012	29 NOV 2013	9876		70	20	Classroom-based	School A
BSBCMM101A	Apply basic communication skills	13 FEB 2012	30 NOV 2012	9876		30	40	Classroom-based	School A
BSBCMM201A	Communicate in the workplace	13 FEB 2012	30 NOV 2012	9876		20	30	Classroom-based	School A
BSBCMN101A	Prepare for work	13 FEB 2012	30 NOV 2012	9876		20	30	Classroom-based	School A
BSBCMN102A	Complete daily work activities	13 FEB 2012	30 NOV 2012	9876		20	20	Classroom-based	School A

- Click Add  to the right of the Competencies pane
- Click Find Competencies on Offer 
- Enter **BSB** in the **Code** field and **Apply** in the **Name** field



**VET - Competency Find**

General


Year: 2013

Code: BSB

Name: APPLY

Field of Education: -- n/s --

Competency Group: -- n/s --

Qualification:  

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**

**VET - Competency Find**

Code	Description
BSBCMM101A	Apply basic communication skills
BSBCMN103A	Apply basic communication skills

- Select **BSBCMM101A Apply basic communication skills**
- Enter **Start** and **Completion Dates**

**VET - Competency Enrolment**  
Sally Angus ( 5 )

**Certificate I in Business (BSB10107)**

General | Delivery | AVETMISS

Competency Code / Group

Competency Enrolment Details

Start Date 11 FEB 2013 Completion Date 22 NOV 2013

Code	Competency Name
BSBCMM101A	Apply basic communication skills

- Click the **Delivery** tab
- Ensure the Delivery details are correct

**VET - Competency Enrolment**  
Sally Angus ( 5 )

**Certificate I in Business (BSB10107)**

General | Delivery | AVETMISS

Industry Area - (From Qualification)

☒ Business and Clerical

Competency Status  
Integrated ☐ Code

RTQ Delivery

RTO Polytechnic West

Mode Classroom-based

Arrangement School Auspicing with a Registered Training Organisation

Delivery Site Type School

Trade Training Centre

Trade Training Centre Site

Outcome Assessment

Result

Teacher Abbott, Elaine

OK Cancel

- Click on the **AVETMISS** tab
- Enter the **Study Reason**

VET - Competency Enrolment

**Sally Angus ( 5 )**

**Certificate II in Business (BSB20107)**

General | Delivery AVETMISS |

General

Study Reason

☒ VET in Schools Fee Exemption / Concession Type Id

Trainee Details

Traineeship

Contract Id

- Click **OK**

Competency Enrolment

Sally Angus has previously completed an enrolment in B5BCMM101A with results 30. Do you wish to add this as a repeat enrolment?

- Click **Yes**
- Return to the VET student list







## VET > Students

- Click Bulk Enrolments 
- Select **Joel Black** and **Patrick Brown** and move  them to the pane on the right

VET - Bulk Qualification & Competency Enrolment - Add M

2013 


Active VET Students on the Current Roll 

Student Groups Students

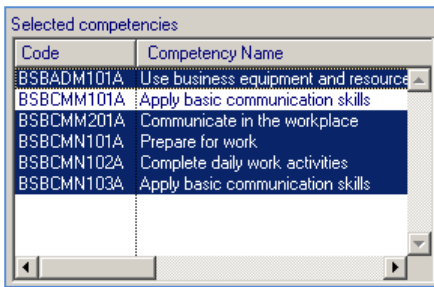
Stu Ref	Name	Form
6	2012 Business I	**Group
9	2013 Information I	**Group
8	2013 Keys I	**Group
5	Angus, Sally	12.1
10	Bates, Carl	12.2
13	Bishop, Frank	10.3
15	Black, Joel	12.3
25	Brown, Patrick	12.1
28	Butler, Daniel	10.3
30	C... ..	11.2

4 competency group(s) 4 qualification offerings

Code/Group	Name
**Group**	Cert I Business
**Group**	Cert I Info
**Group**	Cert I Keys to Employment
**Group**	Cert II Info
52402w/A	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and T
ICA20111	Certificate II in Information, Digital Media and T

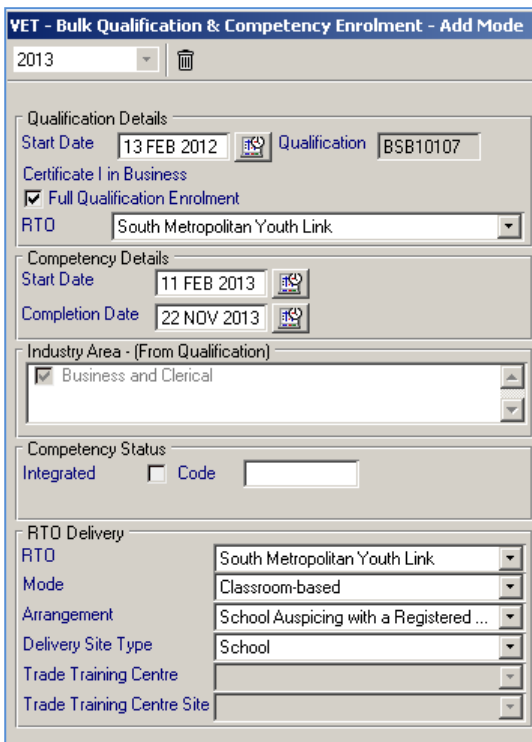
- Select **\*\*Group\*\* Cert I Business** and move  it to the pane on the right
- Click **Add**

- Delete  all but **BSBCMM101A** from the list of **Selected competencies**




Code	Competency Name
BSBADM101A	Use business equipment and resource
BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN101A	Prepare for work
BSBCMN102A	Complete daily work activities
BSBCMN103A	Apply basic communication skills


- Enter the following RTO information



**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013 

**Qualification Details**


Start Date: 13 FEB 2012  Qualification: BSB10107


Certificate I in Business

☒ Full Qualification Enrolment

RTO: South Metropolitan Youth Link

**Competency Details**

Start Date: 11 FEB 2013 

Completion Date: 22 NOV 2013 

**Industry Area - (From Qualification)**

☒ Business and Clerical

**Competency Status**

Integrated ☐ Code:

**RTO Delivery**

RTO: South Metropolitan Youth Link

Mode: Classroom-based

Arrangement: School Auspicing with a Registered ...

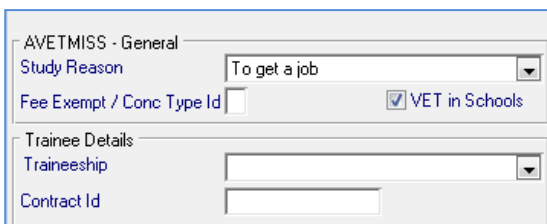
Delivery Site Type: School

Trade Training Centre:

Trade Training Centre Site:

**Note:** The start date for the qualification is in the previous year but the start date for the competency must be in the current year.

- Click **Add**
- Enter a **Study Reason** and click **Add**



**AVETMISS - General**

Study Reason: To get a job

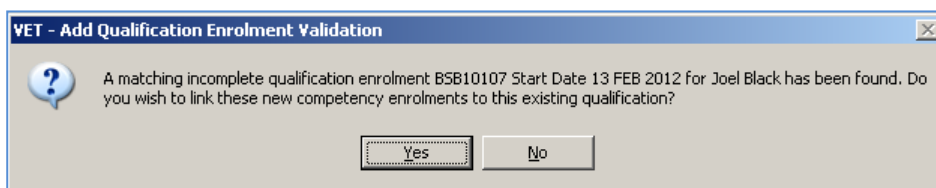
Fee Exempt / Conc Type Id: ☐ ☒ VET in Schools

**Trainee Details**

Traineeship:


Contract Id:

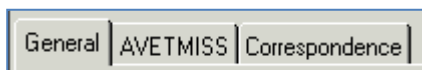
- Read the prompts and click **Yes**



- **Close**
- View **Patrick Brown's** enrolment

### 3.8.9 VET Student Details – Miscellaneous

Miscellaneous Student Details are accessed by clicking the Miscellaneous  button in the **VET Student Details** window. The Miscellaneous window contains three tabs: **General**, **AVETMISS** and **Correspondence**.



***Completion of the first two tabs is mandatory for ALL students and schools in Western Australia.***

## Miscellaneous - General

The screenshot shows the 'VET - Student Details' window with the 'General' tab selected. The student's name is 'Sally Angus (5)' and their age is '16 Yrs 3 Mths'. The 'General' tab contains several sections: 'Active' with a checked checkbox, 'At Educational Risk' with a checked checkbox, 'Undertaking Full Certificate study' with a checked checkbox, 'Preferred Vocations' with a dropdown menu showing 'Information Technology' and 'Business/Finance', 'Safety Certification' with a dropdown menu showing 'Office and Business Services' and 'General', and 'General Notes' with a large text area. At the bottom, there are sections for 'Employer Details' (Name, Address, Tel, Contact, Fax) and 'Training Agreement' (Agreement #, Start Date, Completion Date, Notes, and radio buttons for 'Part Time' and 'Full Time').

**VET - Student Details**

Current

**Sally Angus ( 5 ) 16 Yrs 3 Mths**

General | AVETMISS | Correspondence

Active ☒ At Educational Risk ☒ Preferred Vocations Information Technology

Undertaking Full Certificate study ☒ Business/Finance

General Notes

Safety Certification Office and Business Services

General

Employer Details

Name

Address

Tel

Contact

Fax

Training Agreement

Agreement #

Start Date

Completion Date

Notes

Part Time Full Time

This tab is used to record:

- If a student is at educational risk
- Whether or not a student is studying for a full certificate
- Students' preferred vocations
- Students' safety certificates
- (Where applicable) Traineeship information

## Miscellaneous – AVETMISS

The screenshot shows the 'VET - Student Details' window with the 'AVETMISS' tab selected. The student's name is 'Sally Angus (5)' and age is '16 Yrs 3 Mths'. The 'General' tab is active, showing fields for 'Student Attends School' (checked), 'Student Title' (Ms), 'Highest School Level Completed' (Completed Year 11), 'State' (Western Australia), 'Year Highest School Level' (2012), 'Labour Force Status' (Unemployed - not see...), 'Proficiency in Spoken English' (English Spoken At Ho...), and 'Mobile Phone Number'. Below these are two sections: 'Disability' with checkboxes for Hearing/Deaf, Physical, Intellectual, Learning, Mental Illness, Acquired Brain Impairment, Vision (checked), Medical Condition, Other, and Unspecified; and 'Prior Educational Achievement' with checkboxes for Bachelor Degree or Higher Degree level, Advanced Diploma or Associate Degree Level, Diploma Level, Certificate IV, Certificate III, Certificate II, Certificate I, and Miscellaneous Education (checked).


**Note: All fields on this tab are mandatory for State and Commonwealth reporting and must be completed, with the exception of Mobile Phone Number, Disability and Prior Educational Achievement which should also be completed whenever applicable.**

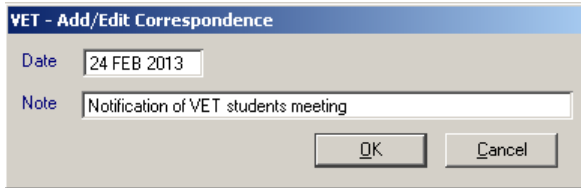
## Miscellaneous – Correspondence

The screenshot shows the 'VET - Student Details' window with the 'Correspondence' tab selected. The student's name is 'Sally Angus (5)' and age is '16 Yrs 3 Mths'. The 'General' tab is active, showing a table of correspondence. The table has two columns: 'Date' and 'Notes'. The first row shows '3 FEB 2013' and 'Student Notification of Placement'. The table is scrollable, and there are icons for adding, editing, deleting, and printing records on the right side.


Users may choose to record any correspondence sent to students on this tab.

To add a record:


- Click the Add button 
- Enter the relevant details and click **OK**

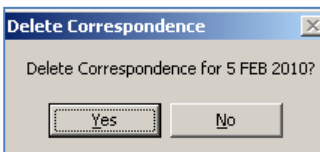


To edit a record:


- Highlight the record you wish to edit
- Click Edit 
- Make the desired changes and click **OK**

To delete a record:

- Highlight the record you wish to delete
- Click Delete 
- Confirm the deletion by clicking **Yes**





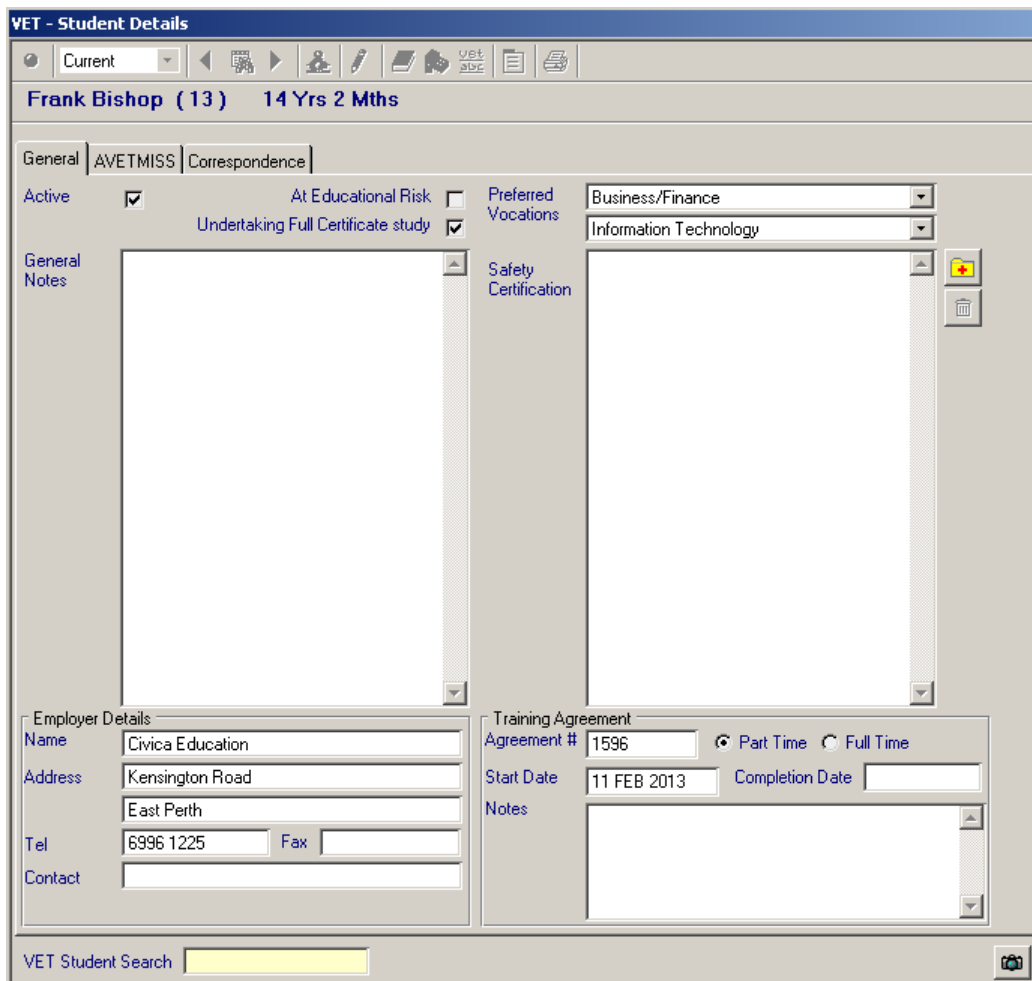
To print a student's correspondence log:

- Click Print 
- Select the desired report destination

## Activity

### VET > Students


- Use the VET Student Search to navigate **Frank Bishop's** details
- Click **Vet Miscellaneous Details** 
- Click Edit  and enter the following on the **General** tab

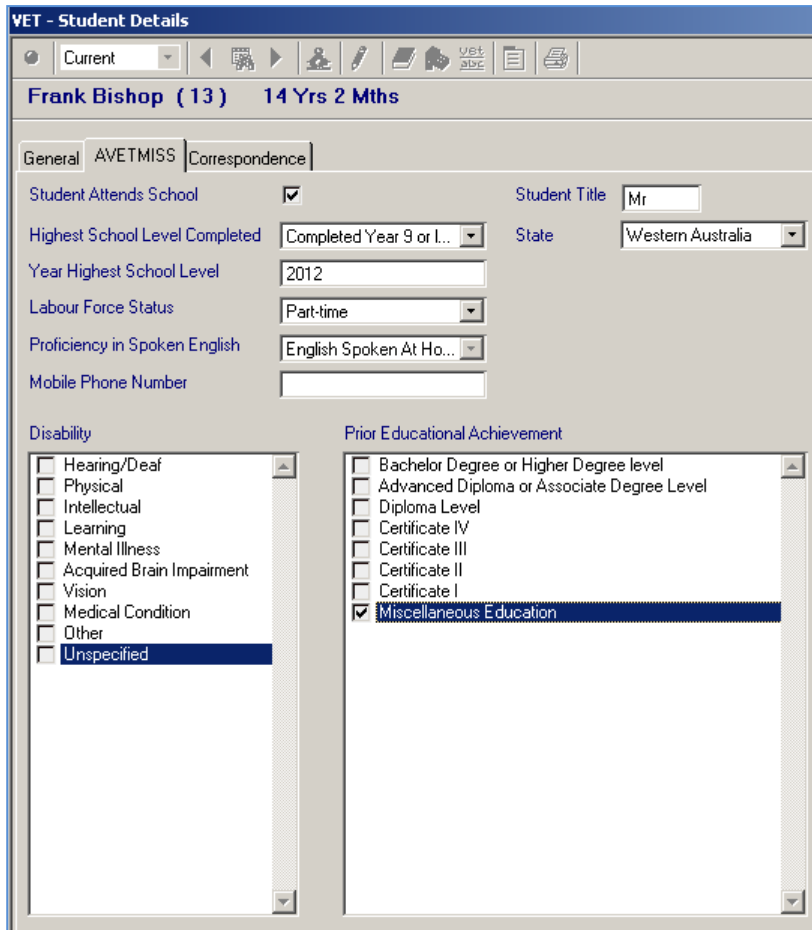


The screenshot shows the 'VET - Student Details' window for Frank Bishop (13), 14 Yrs 2 Mths. The 'General' tab is selected. The form includes fields for 'Active' (checked), 'At Educational Risk' (unchecked), 'Preferred Vocations' (Business/Finance, Information Technology), 'General Notes', 'Safety Certification', 'Employer Details' (Name: Civica Education, Address: Kensington Road, East Perth, Tel: 6996 1225, Fax: , Contact: ), and 'Training Agreement' (Agreement #: 1596, Start Date: 11 FEB 2013, Completion Date: , Notes: ). The 'VET Student Search' field is at the bottom.

**Note:** The employer in VET- Student Details>Miscellaneous>General refers to School-based Traineeships. Agreement # refers to the number of the agreement regarding the Traineeship.

## Entering AVETMISS Information

- Click on the **AVETMISS** tab
- Click Edit 
- Enter the following details




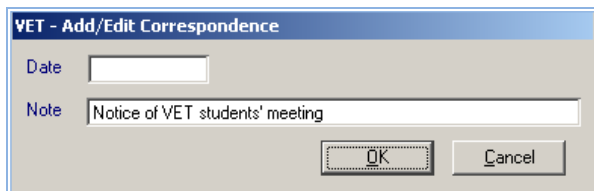
The screenshot shows the 'VET - Student Details' window with the 'AVETMISS' tab selected. The student's name is 'Frank Bishop (13)' and they are '14 Yrs 2 Mths' old. The 'General' tab is active, showing fields for 'Student Attends School' (checked), 'Student Title' (Mr), 'Highest School Level Completed' (Completed Year 9 or I...), 'State' (Western Australia), 'Year Highest School Level' (2012), 'Labour Force Status' (Part-time), 'Proficiency in Spoken English' (English Spoken At Ho...), and 'Mobile Phone Number'. Below these are two sections: 'Disability' with a list of checkboxes (Hearing/Deaf, Physical, Intellectual, Learning, Mental Illness, Acquired Brain Impairment, Vision, Medical Condition, Other, Unspecified) and 'Prior Educational Achievement' with a list of checkboxes (Bachelor Degree or Higher Degree level, Advanced Diploma or Associate Degree Level, Diploma Level, Certificate IV, Certificate III, Certificate II, Certificate I, Miscellaneous Education). The 'Miscellaneous Education' checkbox is checked.

**Note: Proficiency in spoken English is only active if Language spoken at home in main Student Details is other than English**



## Entering Correspondence information

- Click on the **Correspondence** tab
- Click Add 
- Enter the correspondence details (leaving the date as TODAY)



VET - Add/Edit Correspondence

Date

Note

- Click **OK** twice
- **Close** VET Student Details

## 3.9 VET Student Results Entry

### 3.9.1 VET Individual Student Results Entry

Results for individual students may be entered in the **VET Student Details** window.

**VET - Student Details**

Current | Donna Ravat ( 299 ) | 15 Yrs 7 Mths | Year 11 Form 11.2

Enrolments | Competencies | Preferences

Qualification

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
~n/s~	Unspecified				
ICA10111	Certificate I in Information, Digital Media and Technology	11 FEB 2013			3456

Competencies for the selected Qualification

Code	Competency Name	Start Date	Completion Date	RTO Code	Subject	Result	Scheduled Hrs	Mode of Delivery	RTO Arrange
BSBCMM101A	Apply basic communication skills	11 FEB 2013	22 NOV 2013	9876			40	Classroom-based	School Au
BSBCMM201A	Communicate in the workplace	11 FEB 2013	22 NOV 2013	9876			30	Classroom-based	School Au
BSBCMN106A	Follow workplace safety procedures	11 FEB 2013	22 NOV 2013	3456			10	Classroom-based	School Au
BSBITU101A	Operate a personal computer	11 FEB 2013	22 NOV 2013	3456			20	Classroom-based	School Au
BSBOHS201A	Participate in OHS processes	11 FEB 2013	22 NOV 2013	3456			15	Classroom-based	School Au
BSBSUS201A	Participate in environmentally sustainable work pr	11 FEB 2013	22 NOV 2013	3456			10	Classroom-based	School Au
ICAICT101A	Operate a personal computer	11 FEB 2013	22 NOV 2013	3456			20	Classroom-based	School Au
ICAICT102A	Operate word-processing applications	11 FEB 2013	22 NOV 2013	3456			30	Classroom-based	School Au

### Entering results for a unit of competency

Highlight the competency for which you wish to enter a result and click the Edit pencil to the right of the **Competency** pane. This window will then open.

**VET - Competency Enrolment**

Donna Ravat ( 299 )

Apply basic communication skills (BSBCMM101A)

General | AVETMISS

Competency Enrolment Details

Start Date: 11 FEB 2013 | Completion Date: 22 NOV 2013 | Scheduled Hours: 40

Industry Area - (From Qualification)

☒ Business and Clerical

Competency Status

Integrated ☐ Subj Code:

RTO Delivery

RTO: Polytechnic West

Mode: Classroom-based

Arrangement: School Auspicing with a Registered Training Organisation

Delivery Site Type: School

Trade Training Centre:

Trade Training Centre Site:

Outcome Assessment

Result: 20 Competency achieved/pass

Teacher: Abbott, Elaine

OK Cancel

Results are available from a dropdown menu, as is the teacher's name.

***Note: The teacher entered must be the school's VET Co-ordinator and he or she must have a valid WACOT number.***

The options within the results dropdown list are AVETMISS. The values within this list comply with the AVETMISS 6 standard, these being:

- 20 Competency achieved/pass
- 30 Competency not achieved/fail
- 40 Withdrawn
- 51 Recognition of prior learning – granted
- 52 Recognition of prior learning – not granted
- 60 Credit Transfer
- 70 Continuing enrolment

***Note: Continuing enrolment is training activity in a unit of competency that continues, for a student, into a subsequent collection period and the student has not completed all their assessment criteria by the end of the current collection period.***

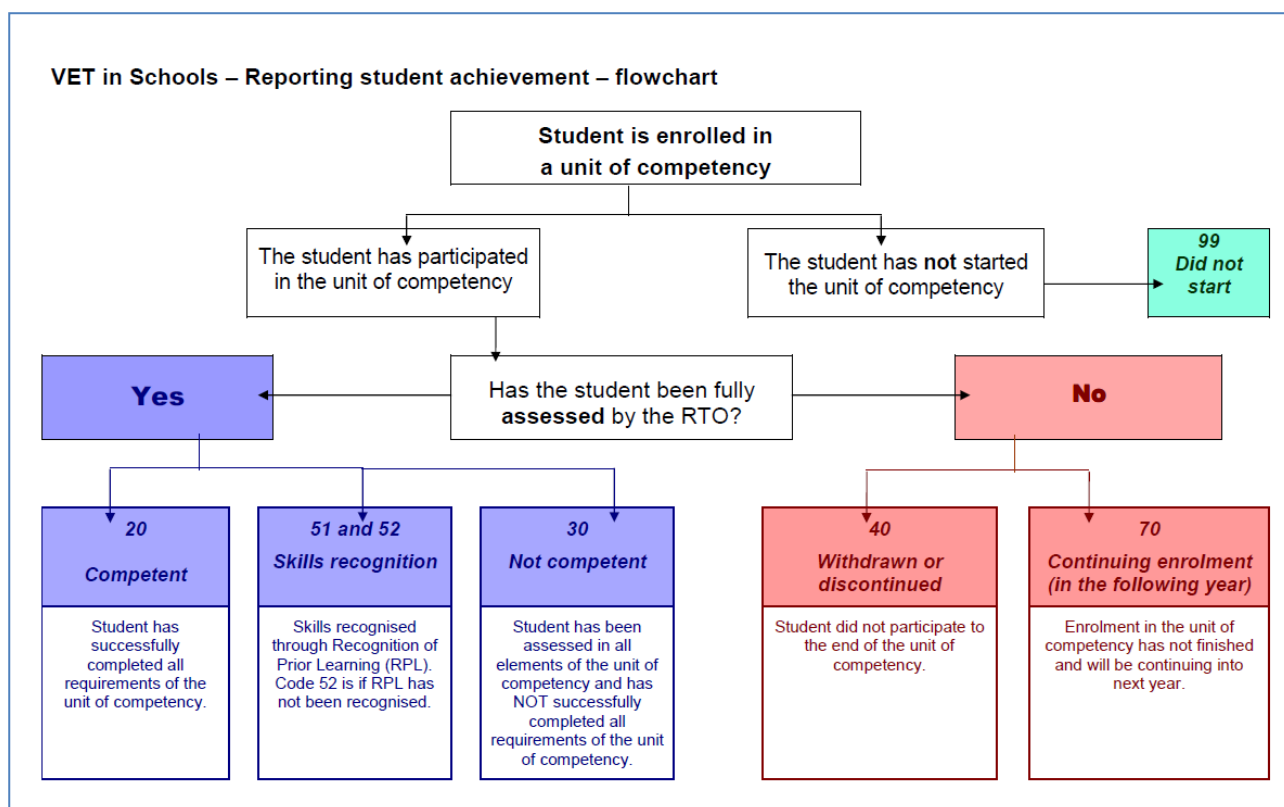
- 90 Not yet available

***Note: Code 90 may not be used as a final outcome assessment.***

- 99 Has not and is not expected to start this UoC

***Note: Code 99 has been added at the state level to remove incorrect enrolments from state and national reporting. Only use this code when the enrolment was added in error and cannot be deleted as it has been reported to the Curriculum Council.***

### VET in Schools – Reporting student achievement – flowchart



**Note: Please consult Section 4.3 of the 2013 WACE Procedures File for additional information related to resulting. The File is available on the School Curriculum and Standards Authority website <http://www.curriculum.wa.edu.au> under WACE Procedures File.**

Select the appropriate result and teacher and click **OK** to save.

### Entering results for a qualification

A qualification may be given a completion date and a certificate number.

Highlight the qualification you wish to edit and click the Edit pencil to the right of the **Qualification** pane. The following window will be displayed.

**VET - Qualification Enrolment**  
**Donna Ravat ( 299 )**

Start Date: 11 FEB 2013 | Completion Date: 22 NOV 2013

Qualification: ICA10111 | RTO: South Metropolitan Youth Link

Certificate I in Information, Digital Media and Technology

**Certification Details**

☒ Qualification Achieved | Certificate Identifier: 123456

☒ Full Qualification Enrolment | ☒ Certificate Issued | Date Issued: 22 NOV 2013

OK Cancel

The **Certificate Identifier** (number), **Certificate Issued** and **Date Issued** fields become available once **Qualification Achieved** has been checked. Enter a **Completion Date** and the **Certificate Identifier** (if you have it) and click **OK** to save.

**Note:**

**Qualification Achieved should only be checked after the student has completed the Qualification in accordance with the Training Package requirements.**

**The record will not be saved unless both the Completion Date has been entered and Qualification Achieved has been checked.**

**The Certificate Identifier is available from the RTO. If the school is the RTO, then the Certificate Identifier will be generated automatically when the certificate is printed.**

### 3.9.2 VET Bulk Student Results Entry



The **VET Competency Enrolment Speed Edit** window allows for results against a competency to be entered for multiple students simultaneously.

Ref	Name	Qual Code	Qual Name	Start Date	Completion Date	Outcome Ass
109	Kent, Clayton	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
129	Lam, Chanara	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
130	Lambert, Damien	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
179	Max, Aaron	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
194	Michael, Daniel	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
199	Miller, Jacob	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
222	Murray, Brent	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
224	Nairn, Richard	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
239	Oliver, Angela	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
254	Pamment, Louise	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
269	Perera, Trevor	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
299	Ravat, Donna	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
334	Scholten, Drew	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
349	Smeed, Elise	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
369	Sudholz, Jaala	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
389	Williams, Tenille	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
5	Angus, Sally	BSB10107	Certificate I in Business	11 FEB 2013	22 NOV 2013	
15	Black, Joel	BSB10107	Certificate I in Business	11 FEB 2013	22 NOV 2013	

**Competency Details**

Start Date: [ ] Completion Date: [ ]

RTO: [ ] Mode of Delivery: [ ] RTO Arrangement: [ ]


Traineeship Type: [ ] Study Reason: [ ] Delivery Site Type: [ ]

Training Contract ID: [ ] VET In Schools: [ ] Trade Training Centre: [ ]

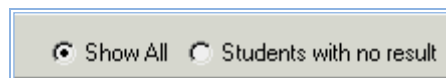
Outcome Assessment (Result): [ ] Moderating Teacher: [ ] Trade Training Centre Site: [ ]

Apply [ ] Close [ ]


All actions in this window relate to a calendar year. Selecting a new calendar year will clear the window and the **Competencies** list will be refreshed to show the competency offerings and competency groups for the selected year. The **Students** lists will be cleared.

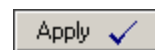
The Competency Find Tool  can be used to select a subset of competency offerings for the year.

Clicking on a competency in the list will display the students enrolled in that competency for the year according to the filter selected.

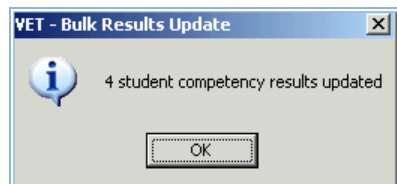


**Show students with no result** will only display those students who do not have a result entered for the selected competency. **Show All** will show all the students enrolled in the competency for the year. Any students with a result will have the result displayed in the Results column.

To add results, click Edit , select the target students, select a result from the Outcome Assessment dropdown list and then click the Apply Changes button.



This will add the selected result to all the selected students. If any of the selected students already have a result entered, these students will have their existing result overwritten with the selected result. The moderating teacher's name may also be entered in the same way. Click **OK** to save the changes and to acknowledge **Bulk Results Update** message.





**Note: The following fields may also be edited in Competency Enrolment Speed Edit:**

- **Start and Completion Dates**
- **RTO, Mode of Delivery and RTO Arrangement**
- **Traineeship Type and Training Contract ID**
- **Study Reason and**
- **The VET in Schools flag.**

## Activity

### VET > Students

- Click on VET Competency Enrolment Speed Edit 
- Click Find 
- Enter the following and click **Find**

**VET - Competency Find**

General


Year: 2013

Code:

Name:


Field of Education: -- n/s--

Competency Group: Cert I Info




Qualification: 


☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Select** and **Yes**
- Click Edit 
- Highlight the first competency in the left-hand pane
- Highlight most of the students in the right-hand pane

**VET - Competency Enrolment Speed Edit**

2013   

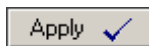
8 Competencies on offer  32 Student(s) Enrolled Show All ☐ Students with no result ☐

Code	Description	Ref	Name	Qual Code	Qual Name	Start Date	Completion Date	Outcome Ass
BSBCMM101A	Apply basic communication skills	109	Kent, Clayton	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
BSBCMM201A	Communicate in the workplace	129	Lam, Chanara	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
BSBCMN106A	Follow workplace safety procedures	130	Lambert, Damien	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
BSBITU101A	Operate a personal computer	179	Max, Aaron	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
BSBOHS201A	Participate in OHS processes	194	Michael, Daniel	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
BSBSUS201A	Participate in environmentally sustain	199	Miller, Jacob	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
ICAICT101A	Operate a personal computer	222	Murray, Brent	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
ICAICT102A	Operate word-processing application	224	Nairn, Richard	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		239	Oliver, Angela	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		254	Pamment, Louise	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		269	Perera, Trevor	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		299	Ravat, Donna	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	Competenc
		334	Scholten, Drew	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		349	Smeed, Elise	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		369	Sudholz, Jaala	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		389	Williams, Tenille	ICA10111	Certificate I in Information, Digital Medi	11 FEB 2013	22 NOV 2013	
		5	Angus, Sally	BSB10107	Certificate I in Business	11 FEB 2013	22 NOV 2013	
		15	Black, Joel	BSB10107	Certificate I in Business	11 FEB 2013	22 NOV 2013	

- Select a result of **20 Competency achieved** and a **Moderating Teacher**

Outcome Assessment (Result)	Moderating Teacher
20 Competency ac...	Abbott, Elaine

- Click **Apply**
- Click **OK** twice

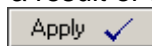


- Click **Students with no result**
- Click Edit
- Highlight the remaining students
- Enter a **Completion Date** of **21 November 2014**

<input type="radio"/> Show All	<input checked="" type="radio"/> Students with no result
--------------------------------	--

Competency Details		
Start Date	Completion Date	
<input type="text"/>	21 NOV 2014	
RTO	Mode of Delivery	RTO Arrangement
<input type="text"/>	<input type="text"/>	<input type="text"/>
Traineeship Type	Study Reason	Delivery Site Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Contract ID	VET In Schools	Trade Training Centre
<input type="text"/>	<input type="text"/>	<input type="text"/>
Outcome Assessment (Result)	Moderating Teacher	Trade Training Centre Site
70 Continuing enrol...	Abbott, Elaine	<input type="text"/>

- Enter a result of **70 Continuing enrolment** and a **Moderating Teacher**
- Click **Apply**
- Click **OK** twice



**Caution: Year 12 students cannot be awarded an Outcome Assessment (Result) of 70 – Continuing Enrolment, as this will cause errors when reported to the Curriculum Council.**

- Enter results for all of the students enrolled in another unit of competency

- Click on View Competency Enrolment by student



- Find **Ashleigh Campbell**
- Enter results for all of her units of competency
- Enter results for **Frank Bishop**
- Close Competency Speed Edit




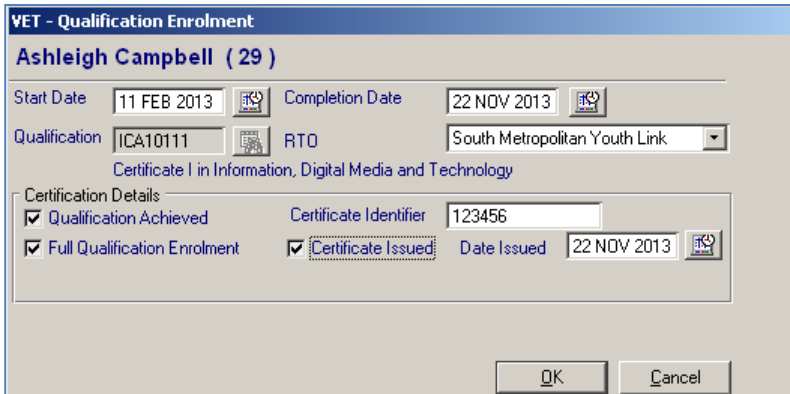


### 3.9.3 Qualification Achieved

## Activity

### VET > Students

- Open **Ashleigh Campbell** VET Student Details
- Click Edit  to the right of the Qualifications pane
- Enter the **Qualification Achieved** details



**VET - Qualification Enrolment**

**Ashleigh Campbell ( 29 )**

Start Date: 11 FEB 2013 Completion Date: 22 NOV 2013

Qualification: ICA10111 RTO: South Metropolitan Youth Link

Certificate I in Information, Digital Media and Technology

**Certification Details**

☒ Qualification Achieved Certificate Identifier: 123456

☒ Full Qualification Enrolment ☒ Certificate Issued Date Issued: 22 NOV 2013

OK Cancel

- Click **OK**

**Note: The Certificate Identifier is available from the RTO.**

- Repeat for **Frank Bishop Certificate I in Keys to Employment**
- Close VET Student Details and VET Students

## Recap: Student Profiling

Complete each of the following tasks and note the pathway you took.

1. Add the students in **2ACSC\_3** to the VET Student list
2. Create a VET Student Group: **2013 Info II**. Add the students enrolled in **2ACSC\_3** to that group.

**VET - Student Find**

General Teaching Sets

Search Criteria

Year: 2013

Grid: 2013 - US

Schedule: All

Department: Computing

Subject: Computer Science 2A (2ACSC)

Go

TSet Code	Subject
2ACSC_1	Computer Science 2A
2ACSC_2	Computer Science 2A
2ACSC_3	Computer Science 2A

☐ Show Inactive Parameters in Dropdown Lists

Find Close

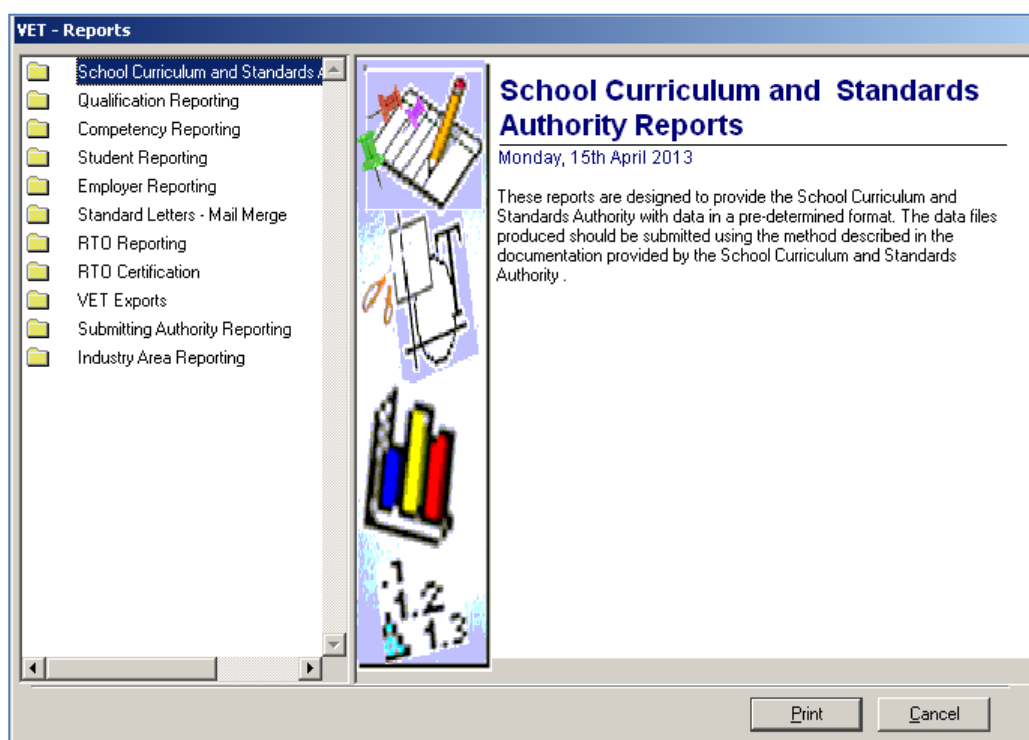
3. Bulk-enrol the VET Student Group **2013 Info II** in the Competency Group **Cert II Info**.
4. Enter results for all students enrolled in one of the units of competency in the Competency Group **Cert II Info**.

5. Enter results for all competencies for one of the students in the Student Group **2013 Info II** and show him or her as having achieved the Qualification.

## 3.10 VET Reports

### VET > Reports

The Integris VET module provides schools with a range of VET reporting options. VET Reports are accessed via the Reports icon in the VET sidebar.



### 3.10.1 Types of VET Reports

VET Reports are sorted by functional areas.

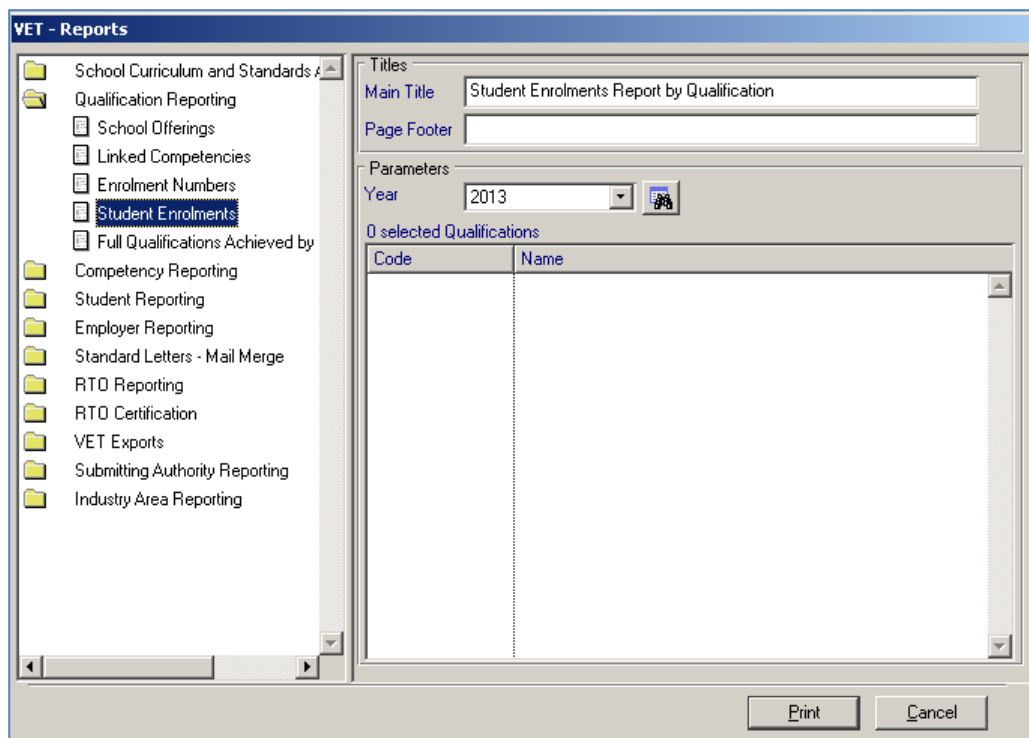
School Curriculum and Standards Authority Reports	These reports are designed to provide the School Curriculum and Standards Authority with data in a predetermined format.
---	--

**Note: The above folder replaces the Curriculum Council Reporting folder in Transitional Reporting and should be used to produce all VET export files.**

Qualification Reporting	Enables the school to view VET data by qualification. Hardcopy outputs of each report can be produced
Competency Reporting	Enables the school to view VET data by unit of competency. Hardcopy outputs of each report can be produced
Student Reporting	Enables the school to view VET data by student. Hardcopy outputs of each report can be produced
Employer Reporting	Enables the school to view VET data by employer. Hardcopy outputs of each report can be produced
Standard Letters – Mail Merge	Provides the school with the functionality to produce export files into MS Word
RTO Reporting	Provides the school with the functionality to view VET data for a given RTO, AVETMISS reporting is undertaken here
RTO Certification	Allows schools with active RTO status to print certificates
VET Exports	Provides the school with the functionality to export VET data for statistical analysis
Submitting Authority Reporting	Provides the RTO with the information about the authority submitting AVETMISS data
Industry Area Reporting	Allows the user to view School Offerings by Industry Area

### 3.10.2 Accessing VET Reports

Accessing other VET reports is done through VET>Reports by clicking on the relevant folder holding a group of reports and clicking on the name of the required report.

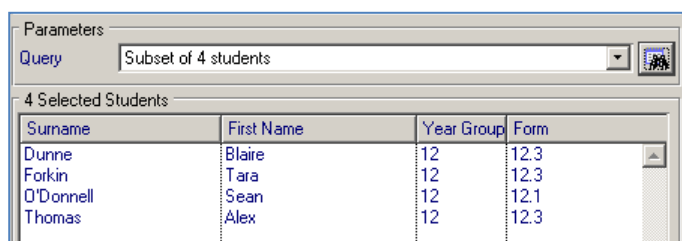


Where default Main Title and Footer fields appear in the report set-up window, the user can edit the title and/or footer.

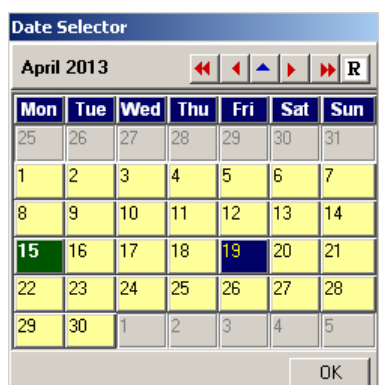
A number of reports make use of the Find tool in selecting settings.



Some reports display the number of selections made.



Click on the Select Date button to select the appropriate date from the school calendar.



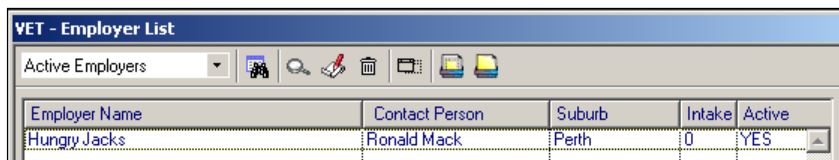
- The current day is shaded green
- Use the single red arrows to scroll to different months
- Use the double red arrows to scroll to different years
- Use the Today's Date button (single right arrow) to select the current day
- Use the Reset date button (R) to reset the calendar to the previously selected date
- Click on the date you wish to select and click OK

During training we will focus on and Standard Reporting – Mail Merge. Reporting to the School Curriculum and Standards Authority will also be covered.

### 3.10.3 Mail Merge

## Activity


### VET > Employers



Employer Name	Contact Person	Suburb	Intake	Active
Hungry Jacks	Ronald Mack	Perth	0	YES

- Double click on **Hungry Jacks**
- Click the **Student Placements** tab for Hungry Jacks
- **Close** Employers

### VET > Reports>Standard Letters – Mail Merge

- Highlight **Students** and **Placements**
- Choose **VET Students on the Current Roll** from the **Query** drop down menu
- Click on Select Folder 
- Highlight **C:\keys\Integris\Outbox** and click **Select**

**Note:** At school the pathway will be K:\keys\Integris\Outbox

- Choose **Parent Insurance Letter** as the **Correspondence Type**
- Check the **Record Correspondence** box
- Enter the dates: **1<sup>st</sup> January to 31<sup>st</sup> December**
- Check **Surname, First Name, PG1 Salutation, PG1 Address 1, PG1 Town/Suburb, PG1 Postcode, Employer Name, Placement Start Date, Placement End Date and Placement Staff**
- Ensure **Save Fields** is checked

**Note:** Checking Save Fields ensures that the next time this Correspondence Type is selected the required fields are already checked.

**It is not possible to save fields for an unspecified Correspondence Type.**

**Correspondence Types may be added in VET > Parameters.**

**VET - Reports**

**Parameters**

Query: Active VET Students on the Current Roll

Merge Data File Folder: C:\KEYS\INTEGRIS\OutBox

Merge File Name: PARINS.CSV

Correspondence Type: Parent Insurance Letter

Correspondence Note Recorded: Parent Insurance Letter

Record Correspondence: ☒

Include Placements that start between: 1 JAN 2013 and 31 DEC 2013

10 Fields | 36 Students

- ☐ VET Enrolling
- ☐ Student Doctor
- ☒ PG1 Salutation
- ☐ PG1 Surname
- ☐ PG1 First Name
- ☐ PG1 Title
- ☒ PG1 Address1
- ☐ PG1 Address2
- ☐ PG1 Address3
- ☐ PG1 Address4
- ☒ PG1 Town/Suburb
- ☐ PG1 State
- ☒ PG1 Postcode
- ☐ PG1 Country

☒ Save Fields

Select the fields to be included in the merge data.

Clicking the 'Save Fields' check-box will save the selected fields against the correspondence type so that you do not need to re-select them the next time you wish to create a merge data file.

The 'Save Fields' option is not available when working with an unspecified correspondence type.

Employer and placement data will be blank if you do not enter placement start and end dates.

Print Cancel

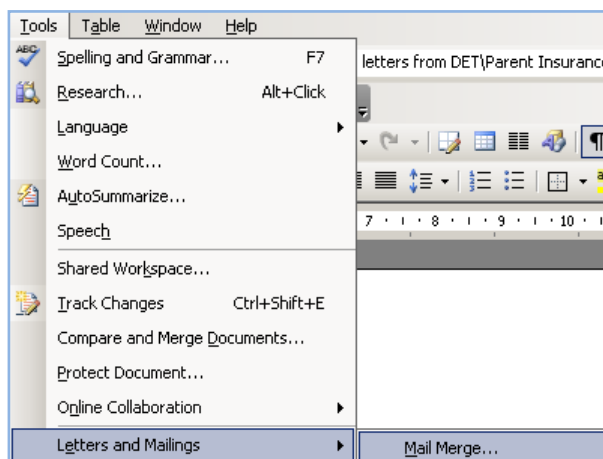
- Click **Print**
- Read the prompt and click **OK**

It is now possible to merge the data exported from Integriss with a mail merge template in Word.

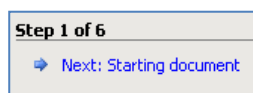
- Open **Word** and the document **C:\Keys\Integris\WMTPL\Letters\VET letters\mm\Parent Insurance Letter mm**

**Note:** *VET mail merge templates are available from <http://det.wa.edu.au/curriculumsupport/vetis> Navigate to Resources and Support.*

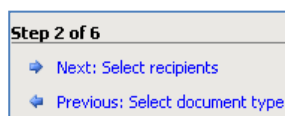
- Click **Tools\Letters and Mailings\ Mail Merge**



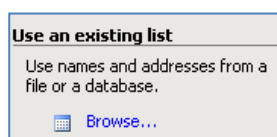
- Click **Next: Starting document**



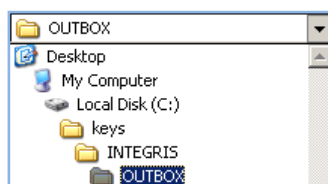
- Click **Next: Select recipients**



- Click **Browse**

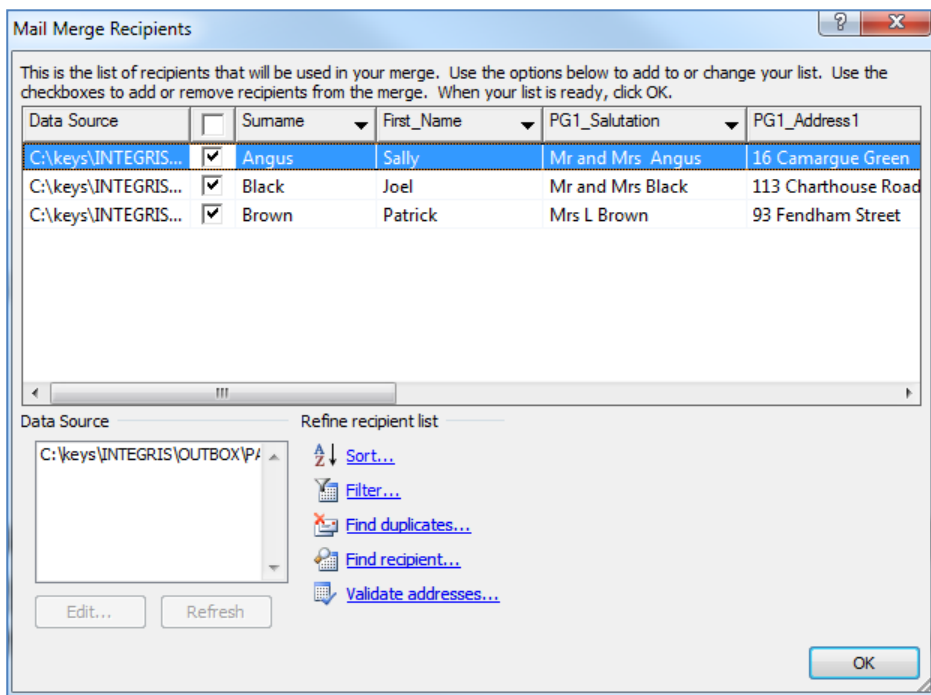


- Navigate to **C\keys\Integris\Outbox**

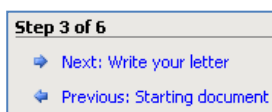


- Double click on **PARINS.csv**

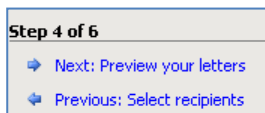




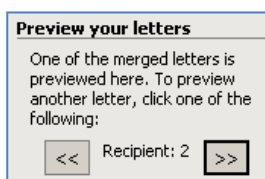
- Click **OK**
- **Click Next: Write your letter**



- **Click Next: Preview your letters**




- Preview all your letters



- Close the letters without saving

## VET > Reports > Standard Letters – Mail Merge

- Highlight **Employers** and **Placement**
- Choose **All Employers** from the Query drop down menu
- Click on Select Folder 
- Highlight **C:\Keys\Integris\Outbox** and click **Select**

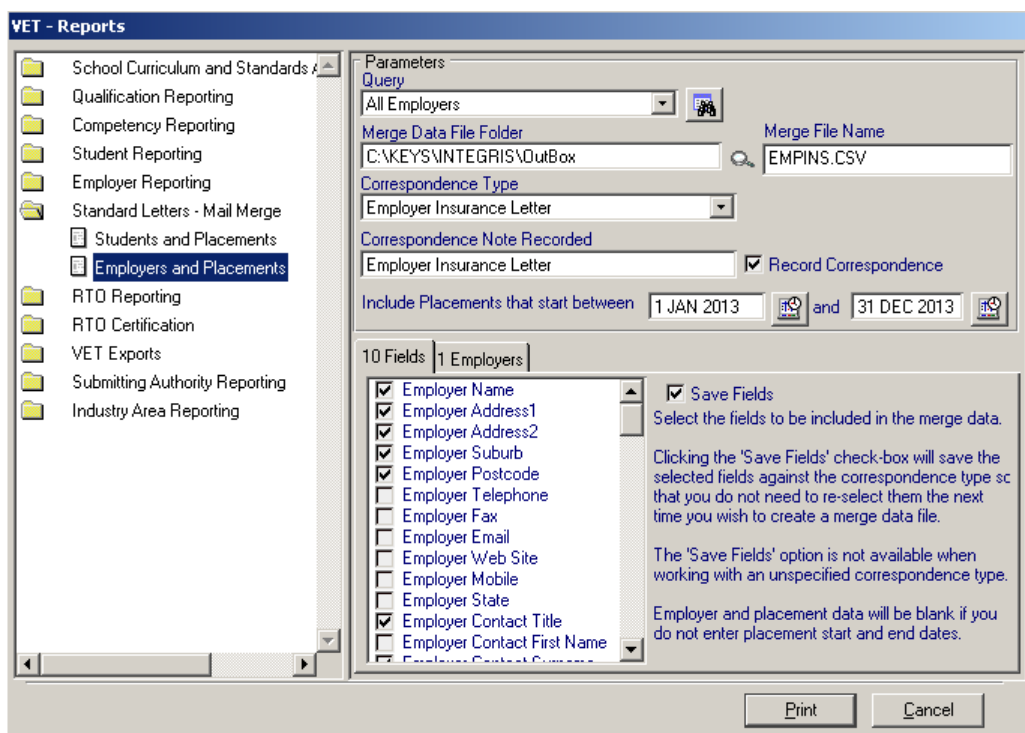
**Note:** At school the pathway will be K:\keys\Integris\Outbox

- Choose **Employer Placement Insurance Letter** as the **Correspondence Type**
- Check the **Record Correspondence** box
- Enter the dates: **1<sup>st</sup> January to 31<sup>st</sup> December**
- Check **Employer Name, Employer Address 1 and 2, Employer Suburb, Employer Postcode, Employer Contact Title, Employer Contact Surname, Placement Staff, Surname and First Name**
- Check **Save Fields**

**Note:** Checking Save Fields ensures that the next time this Correspondence Type is selected the required fields are already checked.

**It is not possible to save fields for an unspecified Correspondence Type.**

**Correspondence Types may be added in VET > Parameters.**



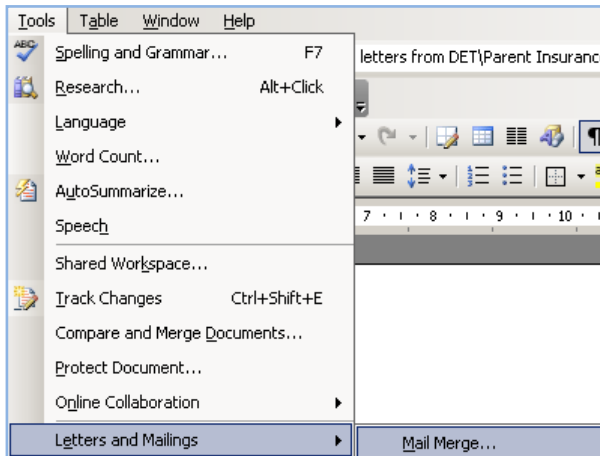
- Click **Print** and **OK**

It is now possible to merge the data exported from Integris with a mail merge template in Word.

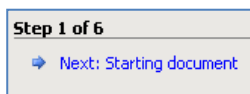
- Open the document **C:\Keys\Integris\MMTPL\Letters\VET\mm\Employer Insurance Letter mm.doc**

**Note:** VET mail merge templates are available from <http://det.wa.edu.au/curriculumsupport/vetis> **Navigate to Resources and Support.**

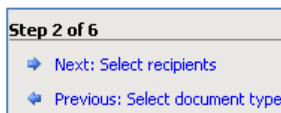
- Click **Tools\Letters and Mailings\Mail Merge**



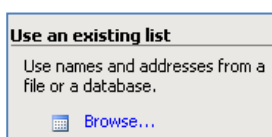
- Click **Next: Starting document**



- Click **Next: Select recipients**



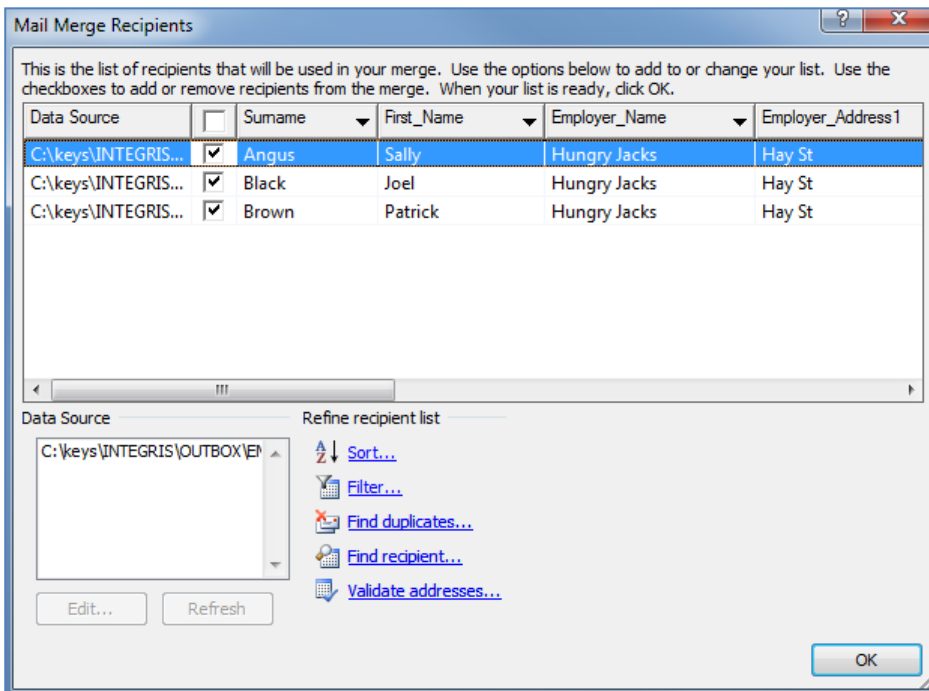
- Click **Browse**



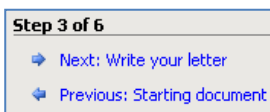
- Navigate to **C\keys\Integris\Outbox**



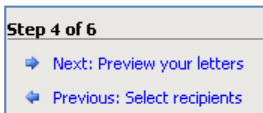
- Double click on **EMPINS.CSV**



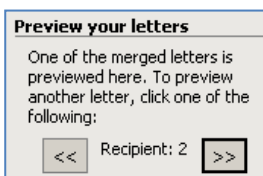
- Click **OK**
- Click **Next: Write your letter**



- Click **Next: Preview your letters**



- Preview all your letters

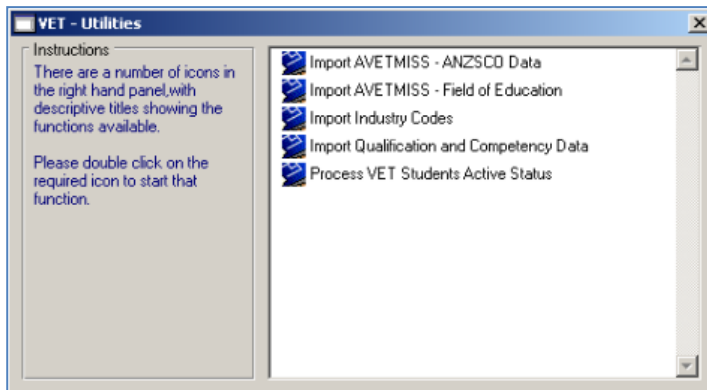


- **Close** the letters without saving

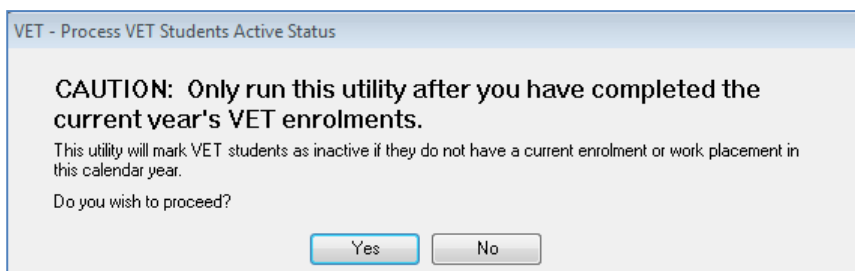
**Note: These mail merge examples are based on Word 2003. Users with other Word versions may find the process somewhat different to that used here.**

### 3.11 Processing VET Students Active Status

This process to update a students' Active/Inactive status is required on an on-going basis, typically at the commencement of each calendar year. This may be done through VET > Utilities.



- Double click on **Process VET Students Active status**



- Click **Yes**

The system will go through every enrolling student's record to determine if they have a current enrolment. If they do, then a check will be made to ensure that their VET status is correctly marked as **Active**. If they do not, then a check will be made to ensure that their VET status is correctly marked as **Inactive**.

**Important:**

***This should be carried out only after the current year's enrolments have been completed.***

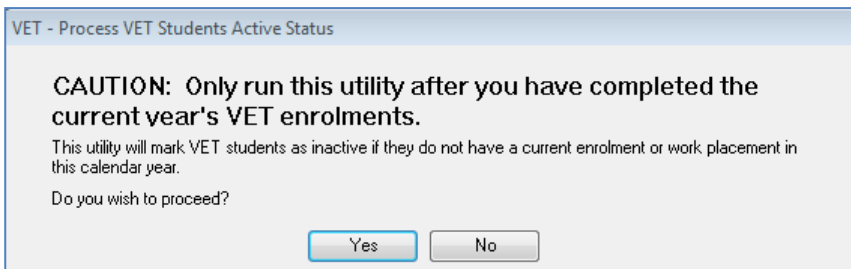
## Activity

### VET > Students

- View the number of VET students

### VET > Utilities

- Double click **Process VET Students Active status**



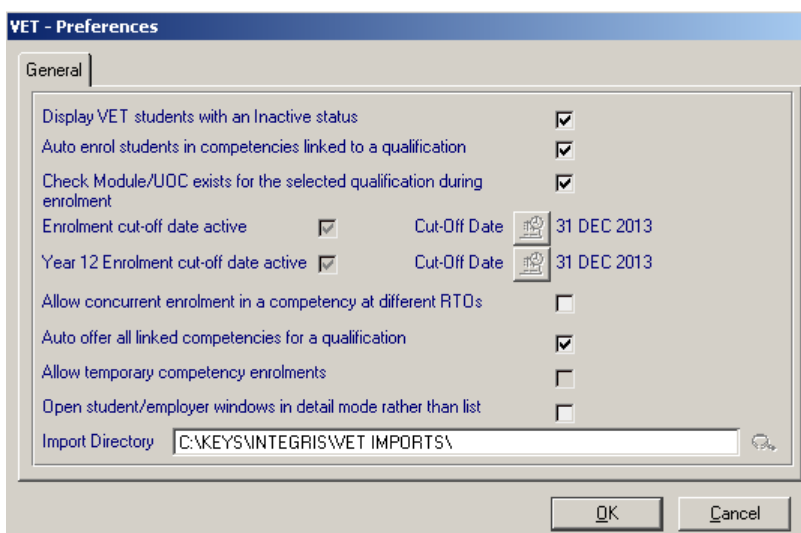
- Click **Yes**
- Click **OK**

### VET > Students

- View the updated list of VET students

### VET > Control > System Preferences

- Check **Display VET students with an Inactive status**



- Click **OK**

## VET > Students

- View the updated list of VET students

## 4 Reporting to the School Curriculum and Standards Authority

*The WACE Procedures File provides information on how to upload files to the School Curriculum and Standards Authority after they have been generated by SIS. The Procedures File is available at [http://www.curriculum.wa.edu.au/internet/Publications/WACE\\_Procedures\\_File](http://www.curriculum.wa.edu.au/internet/Publications/WACE_Procedures_File)*

### 4.1 VET Enrolment

#### Activity:

#### VET > Reports > School Curriculum and Standards Authority Reporting > VET Enrolment

The screenshot shows a software window titled "VET - Reports". On the left is a tree view under "School Curriculum and Standards Authority" with "VET Enrolment" selected. The right side contains several input fields: "Export File Location" set to "C:\KEYS\INTEGRIS\OutBox\", "Year" set to "2013", "Export File Name" set to "ENVET", and a "Year Group" section with checkboxes for Year 12, Year 11, Year 10, Year 9, and Year 8, all of which are checked. "Print" and "Cancel" buttons are at the bottom right.

- **Print** the reports to the screen

Export files are also created. At school these will be found in K:\KEYS\INTEGRIS\OutBox\. There is an export file for each year level that has VET students. These files may then be uploaded to the School Curriculum and Standards Authority.

- Click **OK**

## 4.2 VET UOC Results

### Activity

#### VET > Reports > Curriculum and Standards Authority Reporting > VET UOC Results

The screenshot shows the 'VET - Reports' application window. On the left is a tree view with the following items: School Curriculum and Standards Authority, VET Enrolment, VET UOC Results (highlighted), VET Qualification Achieved, Qualification Reporting, Competency Reporting, Student Reporting, Employer Reporting, Standard Letters - Mail Merge, RTO Reporting, RTO Certification, VET Exports, Submitting Authority Reporting, and Industry Area Reporting. The main area on the right is titled 'Parameters' and contains the following fields: 'Export File Location' with the text 'C:\KEYS\INTEGRIS\OutBox\', 'Year' with a dropdown menu showing '2013', 'Export File Name' with the text 'RSVET', and 'Year Group' with a list of checkboxes for Year 12, Year 11, Year 10, Year 9, and Year 8, all of which are checked. At the bottom right are 'Print' and 'Cancel' buttons.

- Click **Print**

The screenshot shows a dialog box titled 'VET UoC Results'. It contains the following text: 'Please ensure that ALL Units of Competency for ALL students are resulted', 'Should a result be unavailable please use '90 Not yet available' until the actual result has been received, then re-upload file to School Curriculum and Standards Authority.', and 'Continue?'. At the bottom are 'Yes' and 'No' buttons.

- Click **Yes**

**Note:** As we have not entered results for all students an error log is displayed and no export file is created.

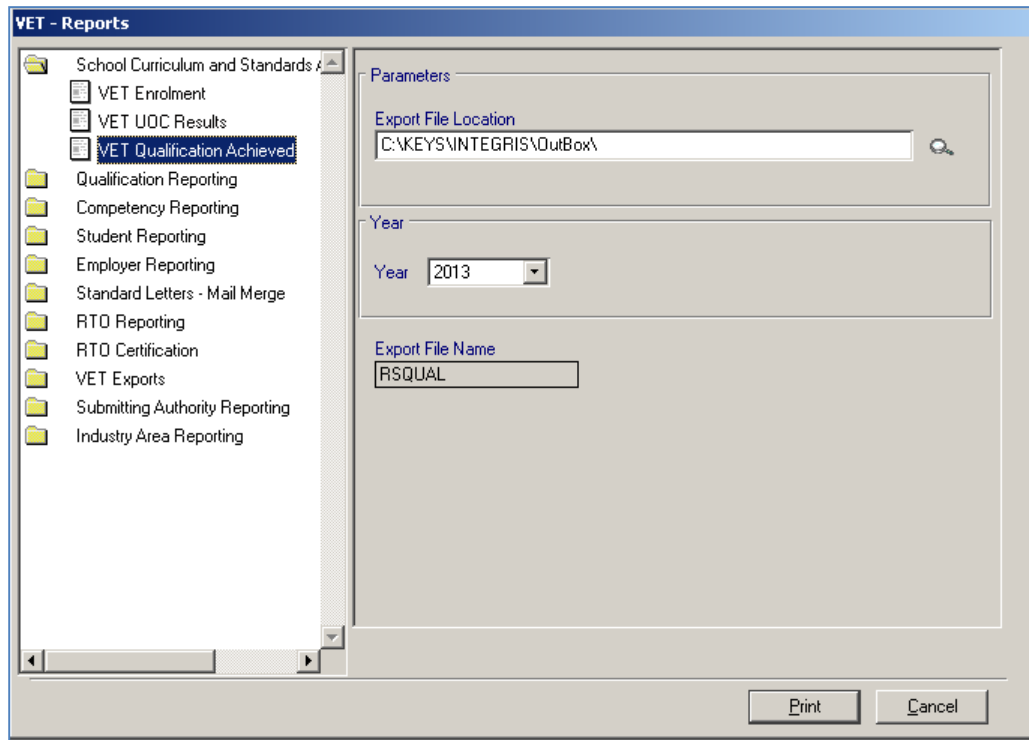
- **Close**
- Select **2012** and **Print** the report again



## 4.3 VET Qualification Achieved

### Activity

#### VET > Reports > Curriculum and Standards Authority Reporting > VET Qualification Achieved



- **Print** the reports to the screen

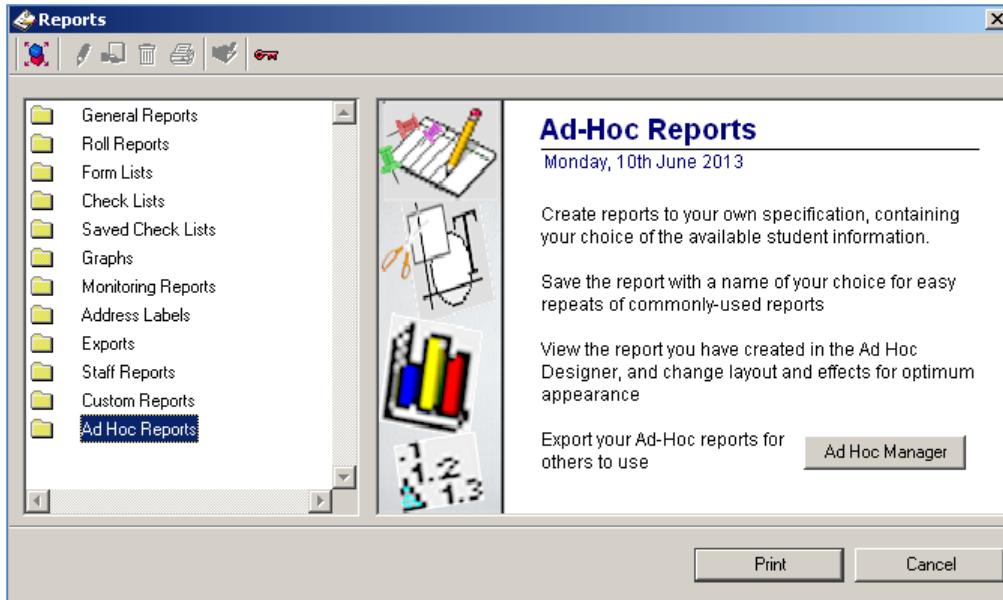
Export files are also created.

- Click **OK**

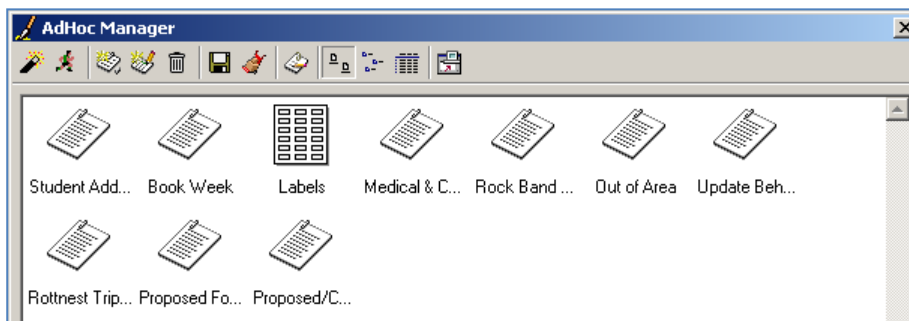
## 5 Ad Hoc Reports


### Admin > Reports > Ad Hoc Reports

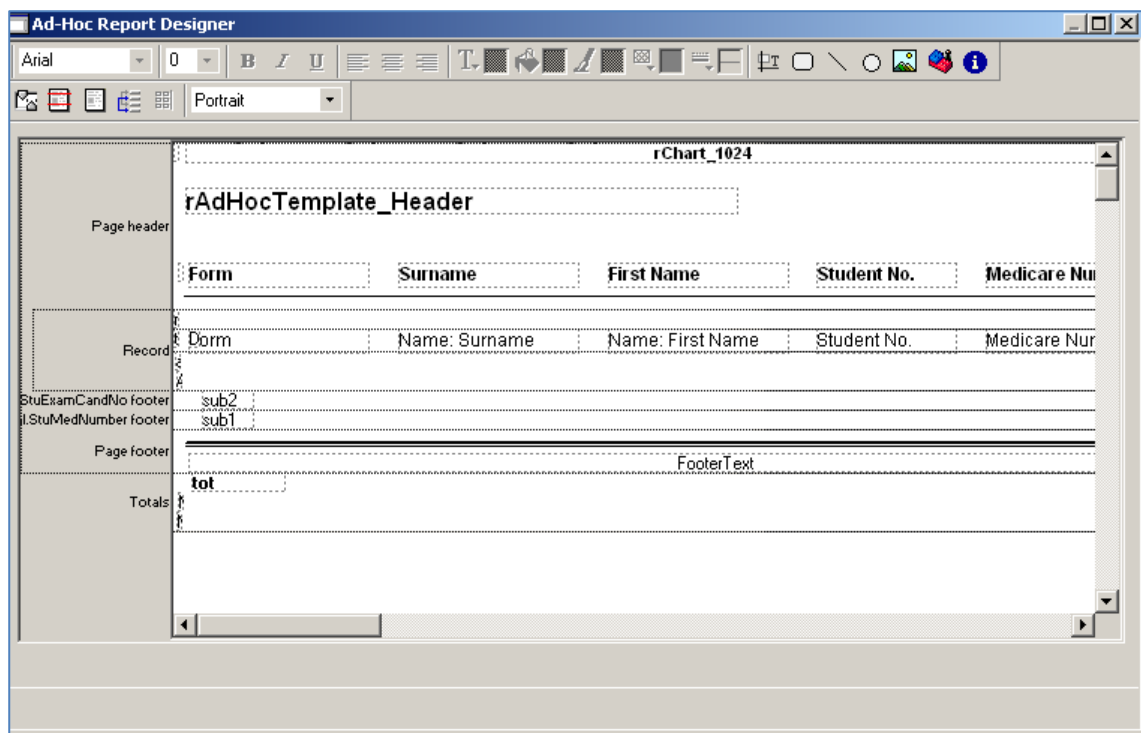
Users can create their own reports using the **Ad Hoc** section under the main reporting menu.



Highlight the **Ad Hoc Reports** folder and click on **Ad Hoc Manager** that appears on the right-hand side of the window. The **Ad Hoc Manager** window opens.




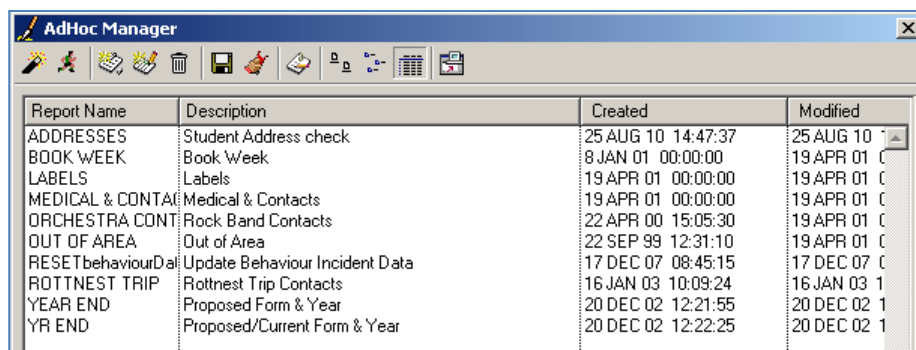
To create a new report, click **Ad Hoc Wizard**.  This will take you through the Ad-Hoc Wizard function, asking you to select what data you wish to include in your report and how you wish to sort it. Once you have progressed through all the Wizard windows you will be asked to create your report. This takes all the fields you have specified and displays them in the design window, enabling you to make changes to the layout of the report:



It is here that field lengths can be extended, text styles can be changed and fields can be rearranged, added or deleted to change the whole layout of the report.




Closing the design window saves the set-up and brings you back to the **Ad Hoc Manager** window where all the reports created will be displayed.

Use the  buttons to change the view of the ad hoc reports.



Report Name	Description	Created	Modified
ADDRESSES	Student Address check	25 AUG 10 14:47:37	25 AUG 10 1
BOOK WEEK	Book Week	8 JAN 01 00:00:00	19 APR 01 C
LABELS	Labels	19 APR 01 00:00:00	19 APR 01 C
MEDICAL & CONTACTS	Medical & Contacts	19 APR 01 00:00:00	19 APR 01 C
ORCHESTRA CONTACTS	Rock Band Contacts	22 APR 00 15:05:30	19 APR 01 C
OUT OF AREA	Out of Area	22 SEP 99 12:31:10	19 APR 01 C
RESETbehaviourData	Update Behaviour Incident Data	17 DEC 07 08:45:15	17 DEC 07 C
ROTTNEST TRIP	Rottnest Trip Contacts	16 JAN 03 10:09:24	16 JAN 03 1
YEAR END	Proposed Form & Year	20 DEC 02 12:21:55	20 DEC 02 1
YR END	Proposed/Current Form & Year	20 DEC 02 12:22:25	20 DEC 02 1

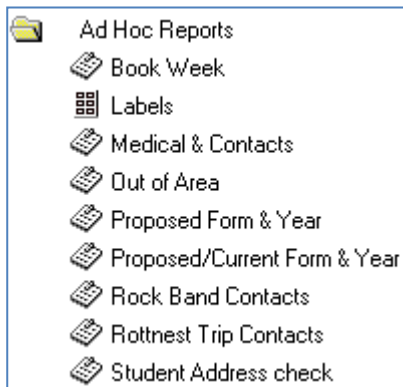
Reports can be:

- modified using the Modify Report icon 
- copied using the Copy Selected Report icon 
- renamed using the Rename Selected Report icon 

**Note: It is a good idea to copy a report and give it a new name before making changes to the report.**

Once reports have been defined they are run in the same way as standard reports.

- Open the Ad Hoc Reports folder
- Highlight the report to be printed

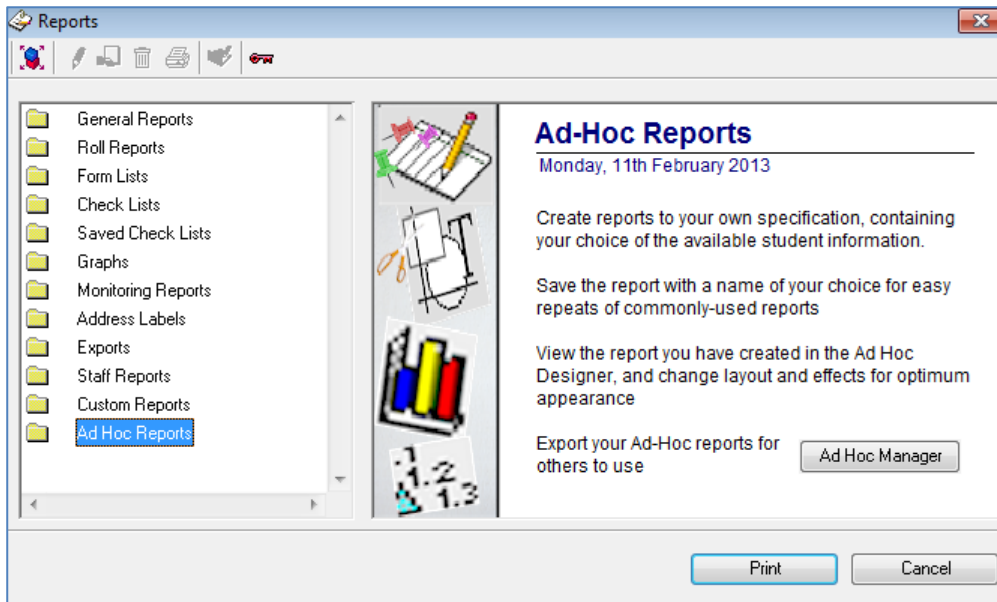


- Use **New Query** to load the Student Search window and select students or load a saved query.
- **Print** the report.

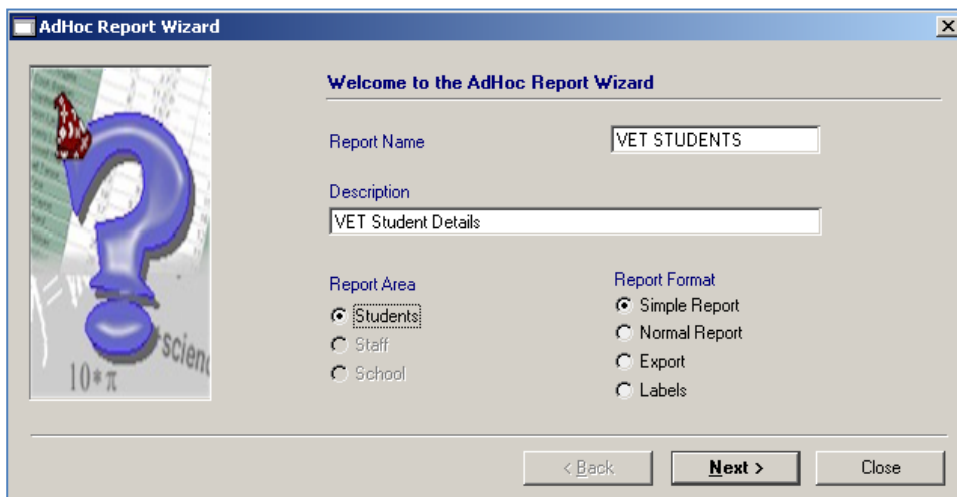
## Activity

### Admin > Reports

- Highlight the words **Ad Hoc Reports**
- Click **Ad Hoc Manager**



- Click Ad Hoc Wizard 
- Enter a **Report Name** and **Description**



- Click **Next**
- Select the following fields:
  - Form
  - Medicare Number
  - Name: First Name
  - Name: Surname
  - Student No.

Please select the fields you wish to include in your report.

<input type="checkbox"/>	Movement: Reason For Leaving Description
<input type="checkbox"/>	Movement: Student Entry Date
<input type="checkbox"/>	Movement: Student Leave Date
<input checked="" type="checkbox"/>	Name: First Name
<input type="checkbox"/>	Name: Legal Surname
<input type="checkbox"/>	Name: Preferred Name
<input type="checkbox"/>	Name: Previous Surname
<input type="checkbox"/>	Name: Second Name
<input checked="" type="checkbox"/>	Name: Surname
<input type="checkbox"/>	Name: Third Name
<input type="checkbox"/>	Nationality Code
<input type="checkbox"/>	Nationality Description
<input type="checkbox"/>	Other Registered School (Dual Registration)

< Back   Next >   Close

- Click **Next**
- Leave **Selection Criteria – ALL**
- Click **Next**
- Sort first by **Form** then by **Surname**

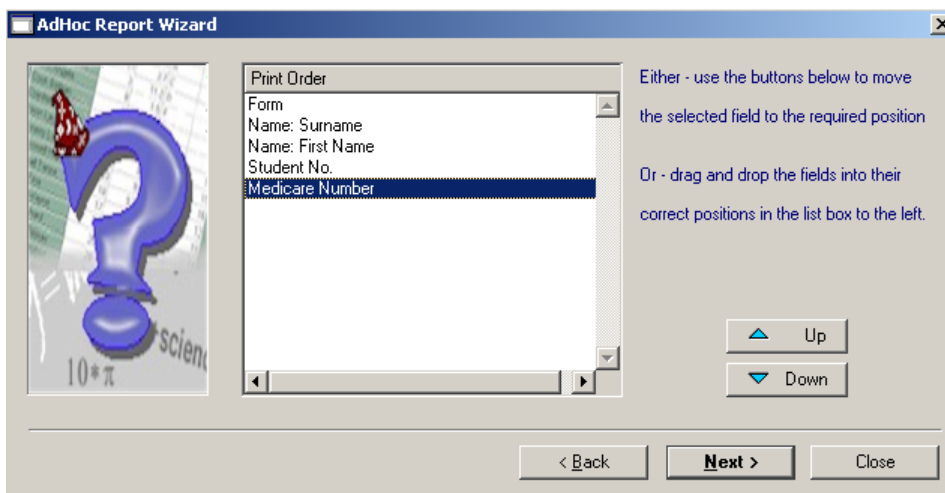
Print / Sort Options

Field	Sort	Total	Page
Form	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medicare Number	1	<input type="checkbox"/>	<input type="checkbox"/>
Name: First Name	0	<input type="checkbox"/>	<input type="checkbox"/>
Name: Surname	0	<input type="checkbox"/>	<input type="checkbox"/>
Student No.	2	<input type="checkbox"/>	<input type="checkbox"/>

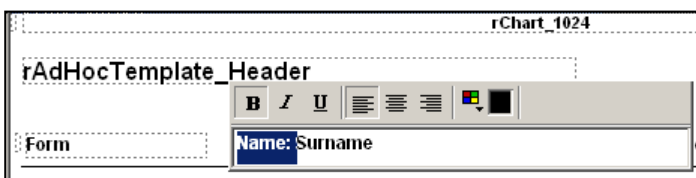
< Back   Next >   Close

- Check **Total** and **Page** for **Form**
- Click **Next**

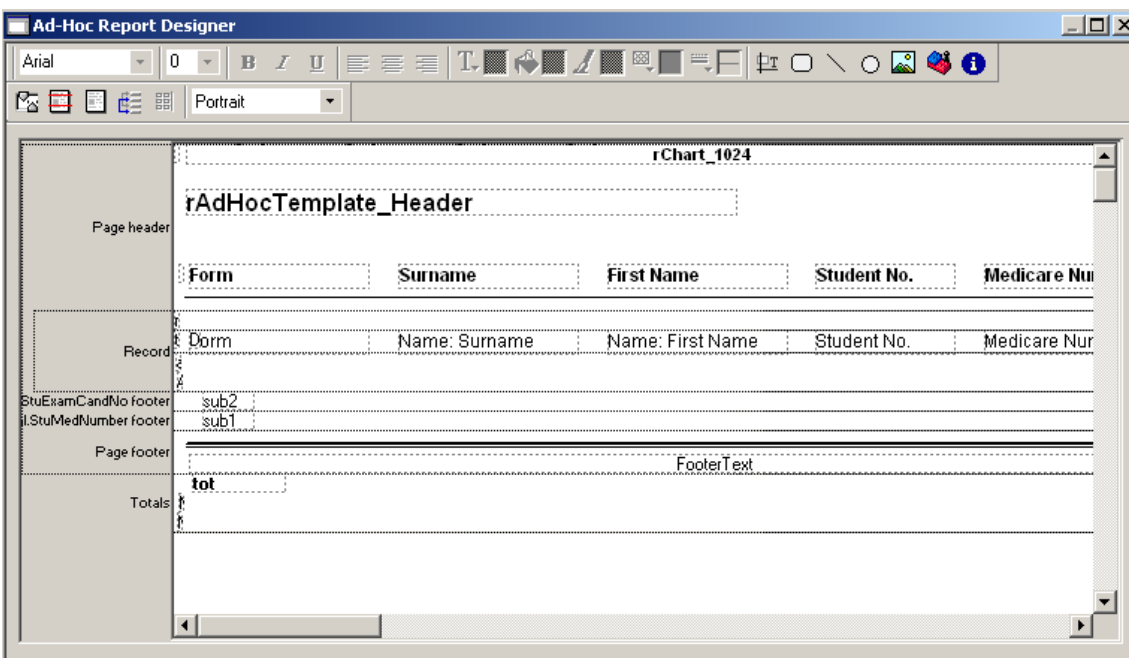
- Change the **Print Order options** as shown below using the blue chevrons



- Click **Next** and **Create**
- In the **Ad Hoc Report Designer** window, double click on the field heading **Name: Surname** and change it to **Surname**

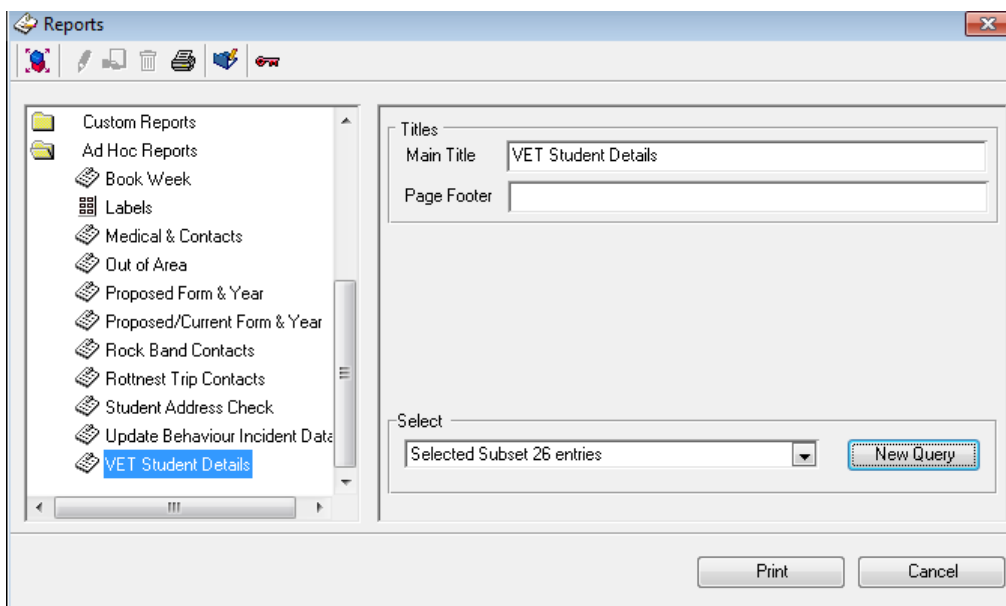


- Repeat for **First Name**
- Make any other required changes



- **Close** the Ad Hoc Report Designer window
- **Close** the Ad Hoc Manager window

- Open the **Ad Hoc Reports** folder
- Select **VET Student Details**
- **Use New Query to** find the **Active VET students**



- **Print** the report to the screen
- **Close** the report
- **Close** Admin Reports



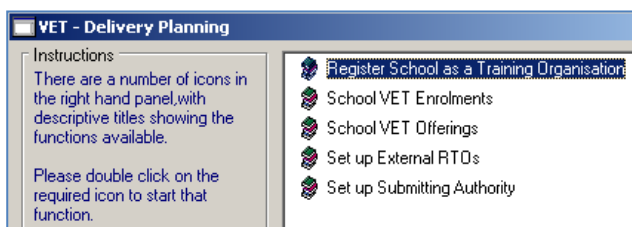
## 6 School as an RTO


**Trainers: Include the following activities only when there are participants from schools who are RTOs.**

### 6.1 Register the School as an RTO

It is imperative that only those schools that are Registered Training Organisations (RTOs) go through this process, because these registration details are used in School Curriculum and Standards Authority reporting.

Schools that are Registered Training Organisations (RTOs) must identify their RTO details to the system. This is done by selecting the **Register as a Training Organisation** option in the **Delivery Planning** menu.



- Click on **Register**  to open the window in edit mode
- Enter the school's registration details
- Click **OK**

#### 6.1.1 Register School as RTO Toolbar



Edit: There can be only one RTO defined within the system.



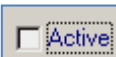
Deregister: Deregisters the school as RTO.



Print: Prints the details for the training provider including location information.

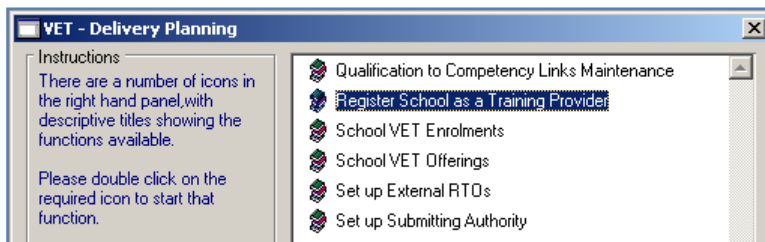
**Note: RTOs that have student competency enrolments attached to them cannot be de-registered; they can only be made inactive.**


To make an RTO inactive:

- Click Edit 
- Uncheck **Active** 
- Click **OK**

## Activity

### VET > Delivery Planning > Register School as Training Organisation



- Double click on **Register School as Training Organisation**
- Click on **Register** 
- Enter any missing details and click **OK**

The screenshot shows a form titled 'VET - Register School as a Training Organisation'. It has a 'Training Organisation Details' section with fields for Code (5678), Name (West Coast District High School), Short Name (WCDHS), Contact Name (Mr Carl Best), Telephone (9412 3456), Fax (9423 6980), Mobile, Email, and Type (School - Government). There is also an 'Active' checkbox which is checked. To the right, there are tabs for 'Physical Address' and 'Postal Address'. The 'Physical Address' tab is selected, showing fields for Address Line 1 (1120 Hay Road), Address Line 2, Suburb (PERTH), Postcode (6005), and State (Western Australia).

- **Close**


## 6.2 Enrolling/Resulting when the School is an RTO


### Activity

#### VET > Students

- Click Bulk Enrolments 
- On the **Students** tab, select
- **Hayden Cooper** and **Verity Gray** and move  them from left to right

VET - Bulk Qualification & Competency Enrolment - Add Mode

2013 

VET Students on the Current Roll 

Student Groups Students

Stu Ref	Name	Form
25	Brown, Patrick	12.1
28	Butter, Daniel	10.3
29	Campbell, Ashleigh	11.2
40	Cooper, Hayden	12.1
53	Drazic, Eleni	10.3
60	English, Dion	12.1
68	Fitton, Rhys	10.3
80	Gray, Verity	12.1
83	Guester, Kea	10.3


4 competency group(s) 4 qualification offerings


Code/Group	Name
**Group**	Cert I Business
**Group**	Cert I Info
**Group**	Cert I Keys to Employment
**Group**	Cert II Info
52402WA	Certificate I in Keys to Employment
BSB10107	Certificate I in Business
ICA10111	Certificate I in Information, Digital Media and T
ICA20111	Certificate II in Information, Digital Media and



- In the **offerings** pane, select the **\*\*Group\*\* Cert I Info** and move  it from left to right
- Click **Add**

- Enter the following Delivery details

**VET - Bulk Qualification & Competency Enrolment - Add Mode**

2013 

**Qualification Details**  
 Start Date   Qualification   
 Certificate I in Information, Digital Media and Technology  
☒ Full Qualification Enrolment  
 RTO

**Competency Details**  
 Start Date    
 Completion Date  

**Industry Area - (From Qualification)**  
☒ Business and Clerical

**Competency Status**  
 Integrated ☐ Code





**RTO Delivery**  
 RTO   
 Mode   
 Arrangement   
 Delivery Site Type   
 Trade Training Centre   
 Trade Training Centre Site

- Click **Add**
- Enter a **Study Reason** and click **Add**



**AVETMISS - General**  
 Study Reason   
 Fee Exempt / Conc Type Id  ☒ VET in Schools

**Trainee Details**  
 Traineeship   
 Contract Id

- **Close** the Enrolment log

- Click Competency Speed Edit  and Students 
- Find  **Hayden Cooper**
- Click Edit 
- Select **Hayden Cooper** and all his units of competency linked to the **Cert I Info**
- Enter the **Completion Date** as YESTERDAY
- Enter a **Result** of **20** and a **Moderating Teacher**



**VET - Competency Enrolment Speed Edit by Student**




Subset of 1 students  




8 competency enrolments Show All Competencies with no result




Stu Ref	Name	Form	Qual Code	Qual Name	UoC Code	Competency Name	Start Date	Completion D.
40	Cooper, Hayden	12.1	ICA10111	Certificate I in Information, Digital Me	BS8CMM101A	Apply basic communication skills	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	BS8CMM201A	Communicate in the workplace	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	BS8CMN106A	Follow workplace safety procedures	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	BS8ITU101A	Operate a personal computer	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	BS8OHS201A	Participate in OHS processes	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	BS8SUS201A	Participate in environmentally sustain	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	ICAICT101A	Operate a personal computer	11 FEB 2013	22 NOV 2013
			ICA10111	Certificate I in Information, Digital Me	ICAICT102A	Operate word-processing application	11 FEB 2013	22 NOV 2013




**Competency Details**

Start Date  Completion Date  22 NOV 2013


RTO  Mode of Delivery  RTO Arrangement 

Traineeship Type  Study Reason  Delivery Site Type 

Training Contract ID  VET In Schools  Trade Training Centre 

Outcome Assessment (Result)  Moderating Teacher  Trade Training Centre Site 


20 Competency ac... Abbott, Elaine

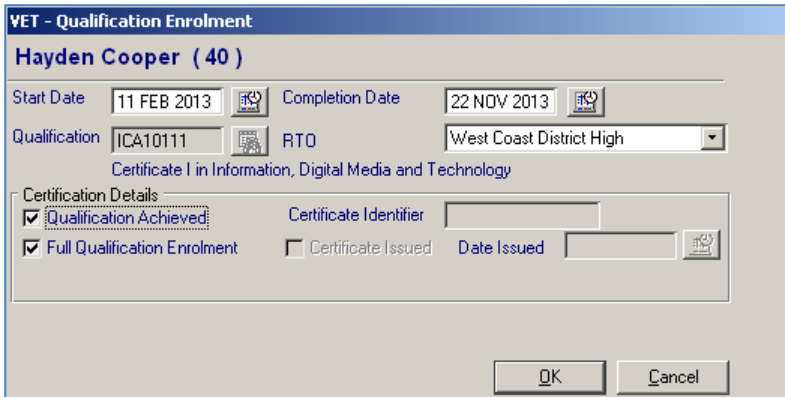
**Apply** 

**OK** **Cancel**

- Click **Apply** and **OK** twice
- Repeat for **Verity Gray** except give her a result of **30** for two units of competency
- **Close** both Speed Edit windows

- Double click on **Hayden Cooper**

- Select his **Cert I Info** and click Edit  to the right of the **Qualification** pane
- Enter the **Completion Date** as YESTERDAY
- Check **Qualification Achieved**



**VET - Qualification Enrolment**

**Hayden Cooper ( 40 )**

Start Date: 11 FEB 2013 Completion Date: 22 NOV 2013

Qualification: ICA10111 RTO: West Coast District High

Certificate I in Information, Digital Media and Technology

**Certification Details**

☒ Qualification Achieved ☐ Certificate Issued

☒ Full Qualification Enrolment

Certificate Identifier: [Greyed out] Date Issued: [Greyed out]

OK Cancel

**Note: the Certificate Information is greyed out.**

- Click **OK**
- Close both **VET Students** windows

## 6.3 RTO Certification

### 6.3.1 Qualification Certificate

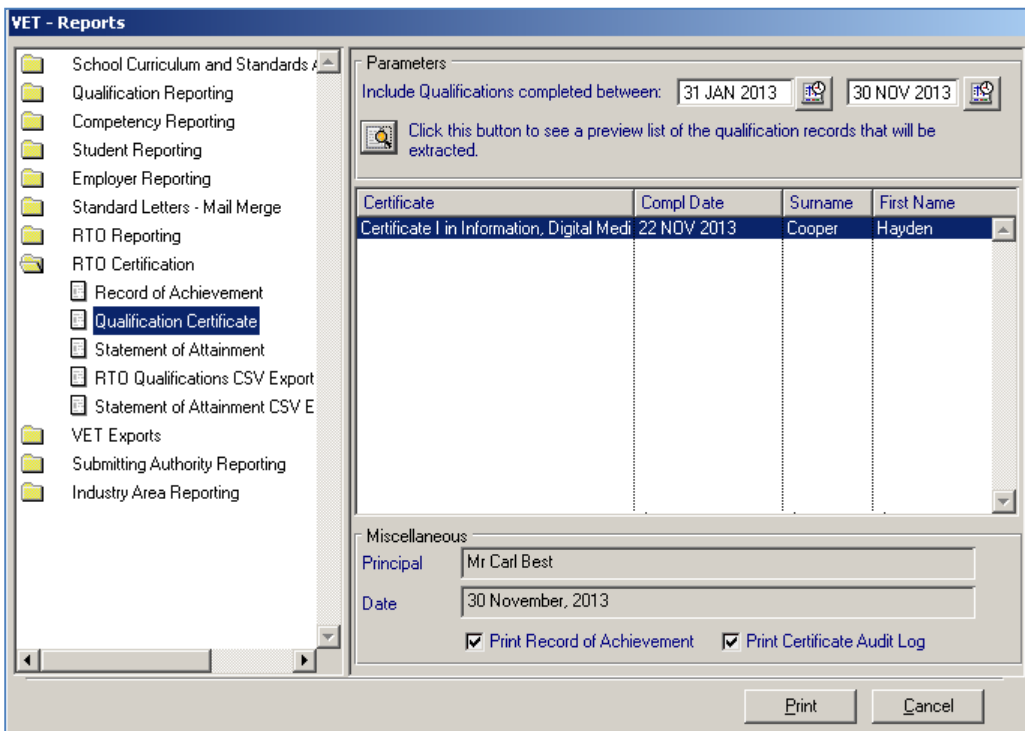
This report enables schools that are RTOs to print official certificates, records of achievement and an audit log of certificates printed. Certificates can only be printed for students who have completed qualifications in the date range selected as well as an associated certificate ID.

This is an official document printed on pre-printed stationery.

## Activity

### VET > Reports > RTO Certification > Qualification Certificate

- Click  to extract qualification records

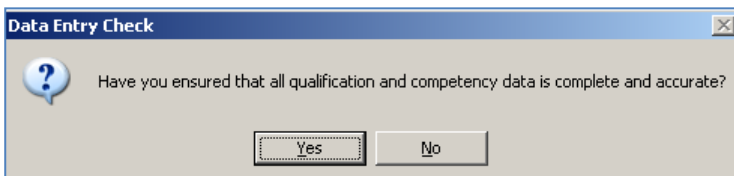


The screenshot shows the 'VET - Reports' dialog box with the 'Qualification Certificate' option selected in the left-hand tree. The 'Parameters' section on the right includes a date range from '31 JAN 2013' to '30 NOV 2013' and a button to preview the records. Below this is a table with the following data:

Certificate	Compl Date	Surname	First Name
Certificate I in Information, Digital Medi	22 NOV 2013	Cooper	Hayden

The 'Miscellaneous' section at the bottom contains fields for 'Principal' (Mr Carl Best) and 'Date' (30 November, 2013), along with checkboxes for 'Print Record of Achievement' and 'Print Certificate Audit Log'. 'Print' and 'Cancel' buttons are at the bottom right.

- Click **Print, OK**

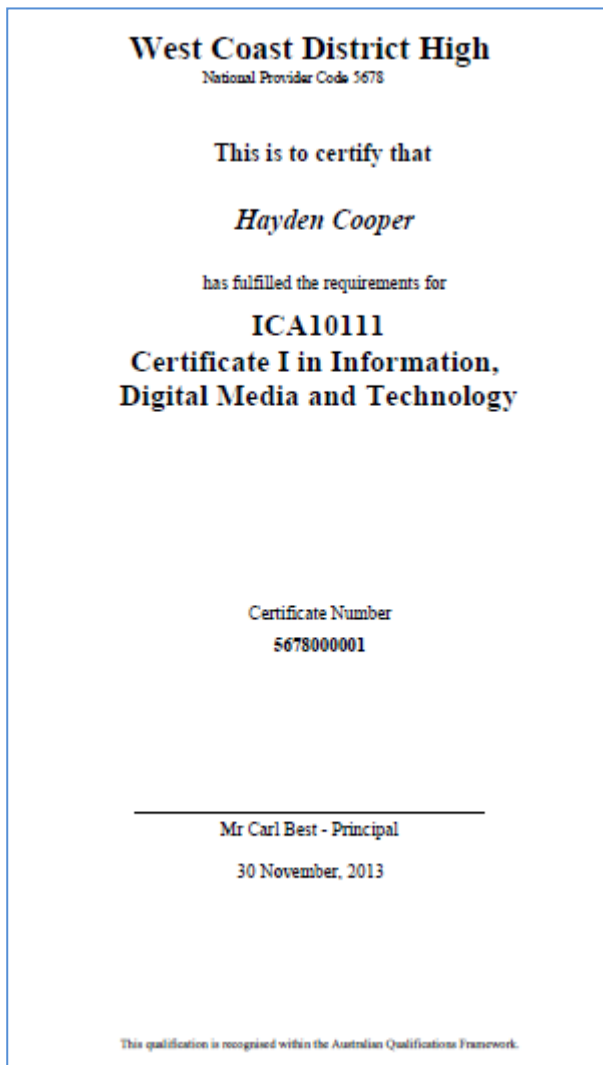


The 'Data Entry Check' dialog box asks: 'Have you ensured that all qualification and competency data is complete and accurate?'. It has 'Yes' and 'No' buttons.

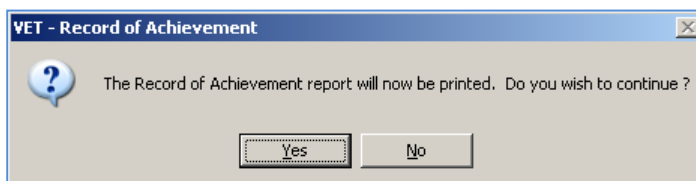
- Click **Yes**

**Note: At school this would be printed on the approved pre-printed stationery.**

- View the Record of Achievement



- Close the report



- Click **Yes**



## West Coast District High

National Provider Code 5678

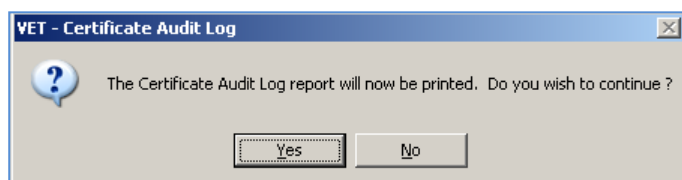
**This is a Record of Achievement to certify that**

***Hayden Cooper***

has been assessed as having fulfilled the following requirements

BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
BSBITU101A	Operate a personal computer
BSBOHS201A	Participate in OHS processes
BSESUS201A	Participate in environmentally sustainable work practices
ICAICT101A	Operate a personal computer
ICAICT102A	Operate word-processing applications

- Close the report



- Click **Yes**

## West Coast District High

### Certificate Audit Log Report

Produced on 30th November 2013 at 09:43

Certificate ID	Certificate	Compl Date	Surname	First Name
5678000001	Certificate I in Information, Digital Media and Technology	22 NOV 2013	Cooper	Hayden


### 6.3.2 Statement of Attainment

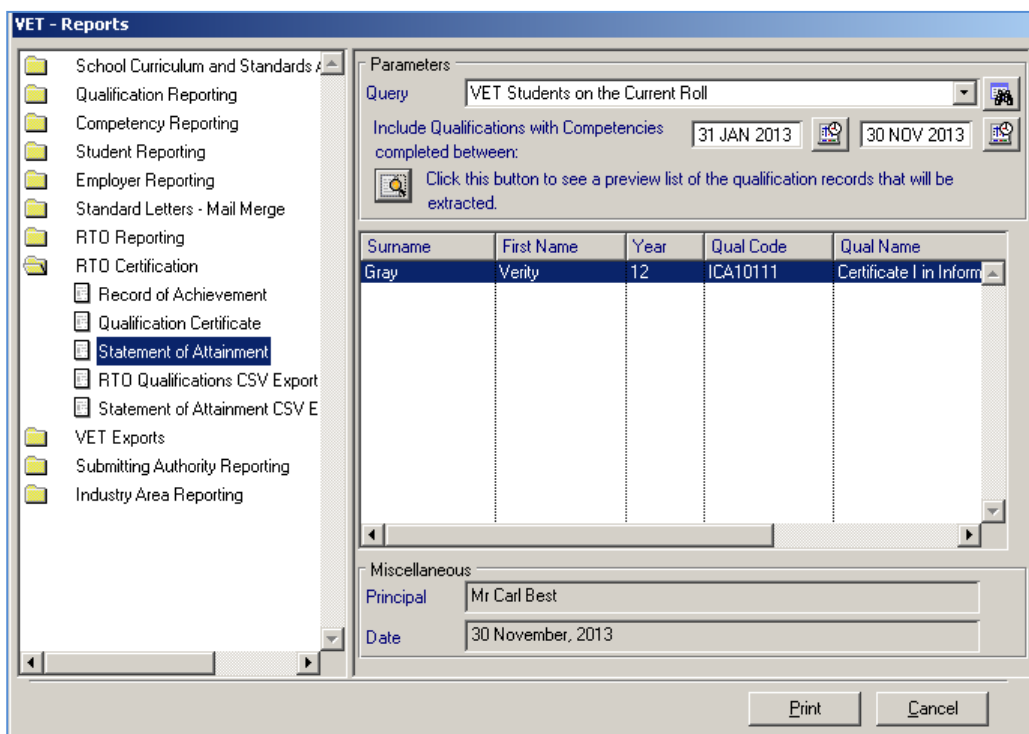
In the case where a student achieves fewer units of competency or modules required for a qualification, an RTO can issue a Statement of Attainment listing all the units of competency achieved for partial completion of a qualification. Only competencies which have a result of 20, 50 or 60 will be listed on the report.

This is an official document printed on pre-printed stationery.

## Activity

### VET > RTO Reporting > RTO Certification > Statement of Attainment

- From the **Query** drop-down menu select **VET students on the Current Roll**
- Click  to extract qualification records



The screenshot shows the 'VET - Reports' application window. On the left is a tree view with folders like 'School Curriculum and Standards', 'Qualification Reporting', 'Competency Reporting', 'Student Reporting', 'Employer Reporting', 'Standard Letters - Mail Merge', 'RTO Reporting', 'RTO Certification', 'Record of Achievement', 'Qualification Certificate', 'Statement of Attainment', 'RTO Qualifications CSV Export', 'Statement of Attainment CSV E', 'VET Exports', 'Submitting Authority Reporting', and 'Industry Area Reporting'. The 'Statement of Attainment' option is selected. The main area is titled 'Parameters' and contains a 'Query' dropdown menu set to 'VET Students on the Current Roll'. Below it, 'Include Qualifications with Competencies completed between:' is set to '31 JAN 2013' to '30 NOV 2013'. A button with an extract icon is next to the dates. Below this is a button with an extract icon and the text 'Click this button to see a preview list of the qualification records that will be extracted.' A table with the following data is displayed:

Surname	First Name	Year	Qual Code	Qual Name
Gray	Verity	12	ICA10111	Certificate I in Inform

At the bottom, there is a 'Miscellaneous' section with 'Principal' set to 'Mr Carl Best' and 'Date' set to '30 November, 2013'. 'Print' and 'Cancel' buttons are at the bottom right.

- Click **Print**

## West Coast District High

National Provider Code 5678

A Statement of Attainment is issued by a Registered Training Organisation  
when an individual has completed one or more accredited units

**This is a statement that**

***Verity Gray***

has been assessed as having fulfilled the following requirements

BSBCMM101A	Apply basic communication skills
BSBCMM201A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
BSBITU101A	Operate a personal computer
BSBOHS201A	Participate in OHS processes
BSBSUS201A	Participate in environmentally sustainable work practices

**Note: At school this would be printed on the approved pre-printed stationery.**

- View the certificate then close

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## 7 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

### 7.1 Phone (CSC)

Metro: 9264 5555

Country: 1800 012 828

Please be prepared to supply your *ID number*, *contact details* and a *brief description* of the problem.

### 7.2 Fax (CSC)

9264 4701

Please include your *ID number*, *contact details* and a *brief description* of the problem.

### 7.3 Email (CSC)

[customer.service.centre@det.wa.edu.au](mailto:customer.service.centre@det.wa.edu.au)

Please include your *ID number*, *contact details* and a *brief description* of the problem.

## 8 Online Manuals and Training Notes

### 8.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

<http://www.civicaeducation.com.au/>

Select **Integris Support**.

**Log in** to **Western Australian SIS Schools**.

Username: **school**

Password: **help**

### 8.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous factsheets and support documents for all SIS Administration modules.

<http://www.det.wa.edu.au/intranet/stims>

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.