

CIVICA

VET Workplace Training Notes



Document Control

Ver.	Reason	Who	Date
1.0	New course	Susan Richardson (RMA-WA)	09/12/05
1.1	Revised after DET review	Susan Richardson (RMA-WA)	15/12/05
1.2	Minor changes made to accommodate V1.4b13	Susan Richardson (RMA-WA)	02/05/06
1.3	Minor amendments for V1.40.01	Susan Richardson (RMA-WA)	25/05/06
1.4	Updated for VET 1.5	Susan Richardson (RMA-WA)	26/10/06
1.6	Updated for 2007	Shauna Henry & Susan Richardson (RMA-WA)	11/04/07
1.7	Updated for 2008	Susan Richardson (RMA-WA)	06/12/07
1.8	Proofed	Anthony Harris (RMA-WA)	17/01/08
1.9	Updated for 2009	Joshua Kragt (RMA-WA)	15/04/09
2.0	File name and footer updated	Susan Richardson (RMA-WA)	02/10/09
3.0	Updated for 2010	Susan Richardson (RMA-WA)	01/09/10
4.0	Updates requested by DoE and new styles template applied	Susan Richardson (RM Ed)	12/10/10
5.0	Updated for 2011	Derek Mathieson & Susan Richardson (RM Ed)	27/04/11
6.0	Formatting	Susan Richardson (RM Ed)	5/07/11
7.0	Revised following training	Susan Richardson (RM Ed)	6/07/11
8.0	Minor amendments	Susan Richardson (RM Ed)	16/09/11
9.0	Updated for 2012	Susan Richardson (Civica Education)	17/4/12
10.0	Minor amendments following training	Susan Richardson (Civica Education)	4/05/12
11.0	Updated for v1.87	Susan Richardson (Civica Education)	11/10/12
12.0	Updated for 2013	Susan Richardson (Civica Education)	10/06/13
13.0	Headings formatted	Susan Richardson (Civica Education)	19/09/13

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1 Introduction

These Training Notes provide a reference during and following Civica Education's VET – Work Placements training. 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.

1.1 Training Program

Time	Contents
8.45 am/12.45 pm	Coffee
9.00 am/1.00 pm	Introductions Logging On Tool Bars And Side Bars Administration Manager The VET Module VET Parameters VET Students Employer Maintenance
10.15 am/2.15 pm	Morning/Afternoon Tea
10.35 am/2.35 pm	Work Placements VET Reports Mail Merge Review
11.45 am/ 3.45 pm	Close

1.2 Training Outcomes

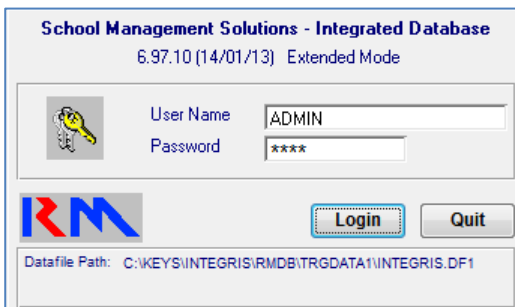
At the end of the VET Training Program participants should be able to:

- Add and edit VET parameters
- Add and edit enrolling and non-enrolling VET Students
- Enter and maintain Employer (Work Placement Provider) details
- Enter and maintain Student Work Placement details
- Create and use VET Reports
- Creating Mail Merge letters

1.3 Logging On

Activity

- Double click on the **Integris** icon on the desktop

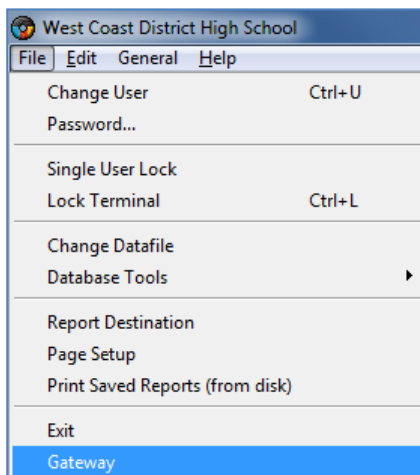


- Enter the **User Name ADMIN**
- Press **<Tab>**
- Enter the password **KEYS**.
- Click on **Login** or press **<Enter>**.

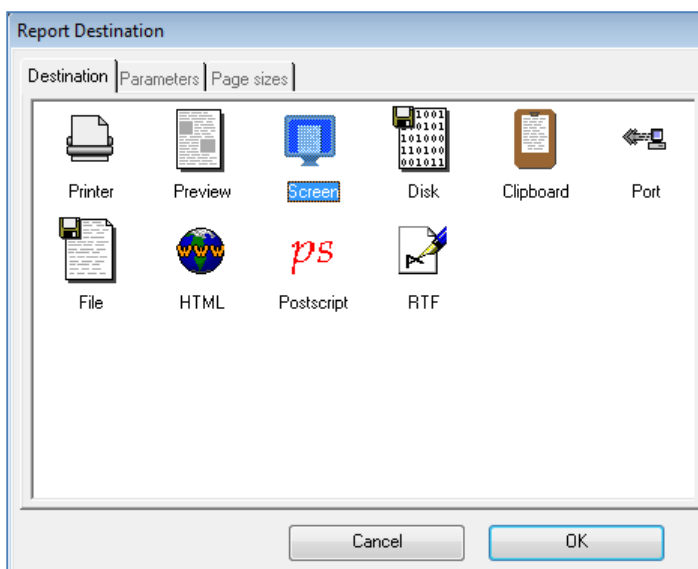
Note: In schools, each user has his or her user name and password, which enables access to particular sections of the software as determined by the school administration. It is strongly recommended that you change your password once the software is installed in your school

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 Integrus 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 Integrus. The options are displayed below.



Activity

Top Toolbar > File

View each of the following items in the File menu

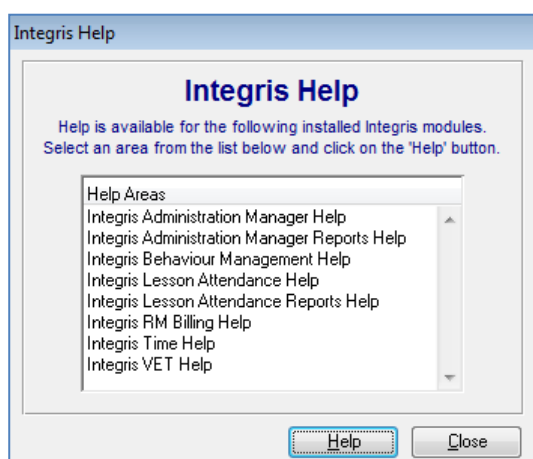
- Password
- Change User
- Lock Terminal
- Report Destination

1.5 Accessing Help

Activity

Top Toolbar > Help > Help Contents and Index

- Click **Help** in the top toolbar
- Select **Help Contents and Index**



- Highlight **Integris VET Help**
- Click **Help**
- View the **VET** manual
- Close the manual and Help

2 The VET Module

2.1 What is 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 they wish to offer in a given calendar year. VET students can then be identified and enrolled into appropriate qualifications and units. 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. This is the focus of this training program.

A comprehensive set of VET reports is available, some of which enable the transfer of VET data from schools to authorities such as the School Curriculum and Standards Authority and the Department of Education.

2.2 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, Registered Training Organisations (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.

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.

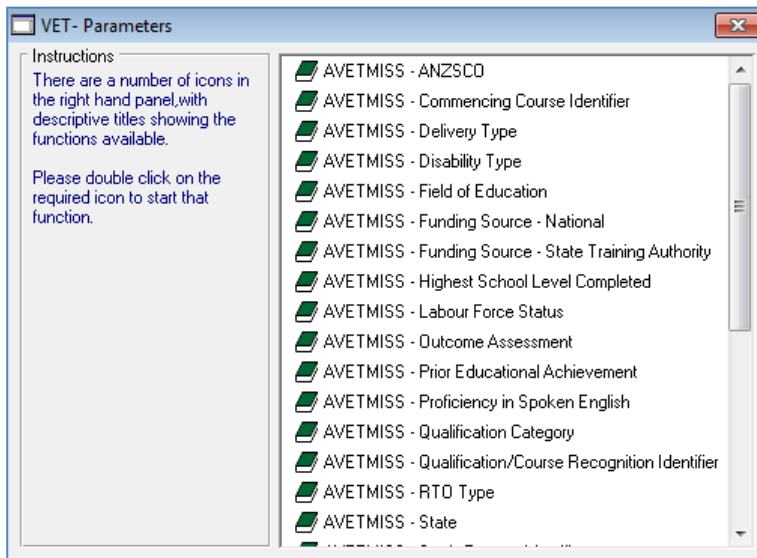
Utilities enables users to import AVETMISS data and codes, industry codes, and qualification and competency data, and to process the Active status of VET students.

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.

2.3 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 (for example, 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.

2.3.1 User-definable Parameters

VET > Parameters

The following parameters will be empty after installation and must be entered by the user:

- Employer Correspondence Type
- Employer Keywords
- Student Correspondence Type
- Workplace Category
- WorkSafe Certificates

It is the responsibility of each school to populate these parameters as applicable to their school operation.

Employer/Student Correspondence Type

These parameters allow the user to classify correspondence according to type, for example Employer Placement Start Letter or Student Notification of Placement.

Employer Keywords

The Employer Find tool has the facility to search for an employer based on a number of criteria. One of the criteria is **keywords**. This parameter represents the possible list of keywords that can be assigned to an employer. The user will choose up to six of the keywords from this list and assign them to an employer. This will then permit the identification of the employers based on one or more of the keywords. For example, if an employer is located next to a train station, the word **train** can be entered as an Employer Keyword parameter, and then assigned as a keyword to a number of employers. Conducting a search of employers with the keyword **train** would then retrieve all employers located near a train station.

Workplace Category


This parameter is intended as a means of categorising work placements to assist in searching for the appropriate work placement type. For example, an employer might only accept students on work experience. Entering **Work Experience** as Workplace Category, and then assigning this category to the appropriate employers, will allow for the easy identification of employers that meet the criteria.

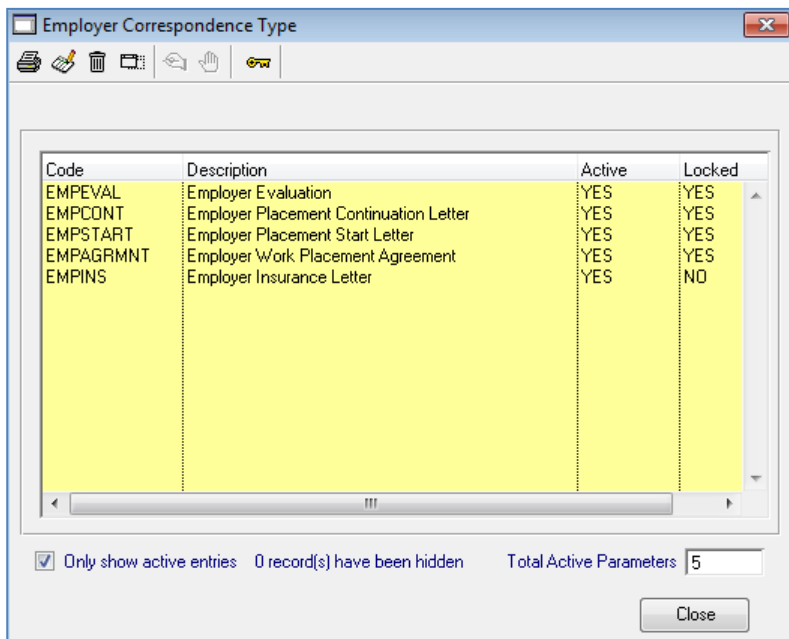
WorkSafe Certificates

There is a requirement in some work places for all workers to have completed a prescribed WorkSafe Certificate before being allowed on site. This parameter allows for the entry of all WorkSafe Certificates. These can then be attributed to students to make sure a student sent to a work place has the appropriate safety certification.

Activity

VET > Parameters > Employer Correspondence Type

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




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

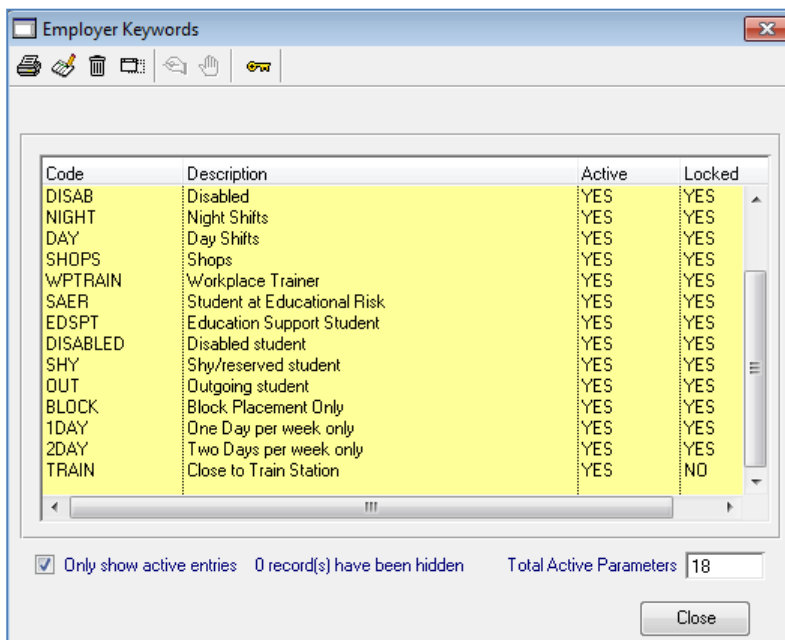
☒ Only show active entries 0 record(s) have been hidden Total Active Parameters 5

Close

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

VET > Parameters > Employer Keywords

- Click Modify/Add Parameters 
- Enter the ***TRAIN - Close to train station*** as shown below



The screenshot shows the 'Employer Keywords' window with a table of parameters. The 'TRAIN' entry is highlighted in yellow. The table has four columns: Code, Description, Active, and Locked.

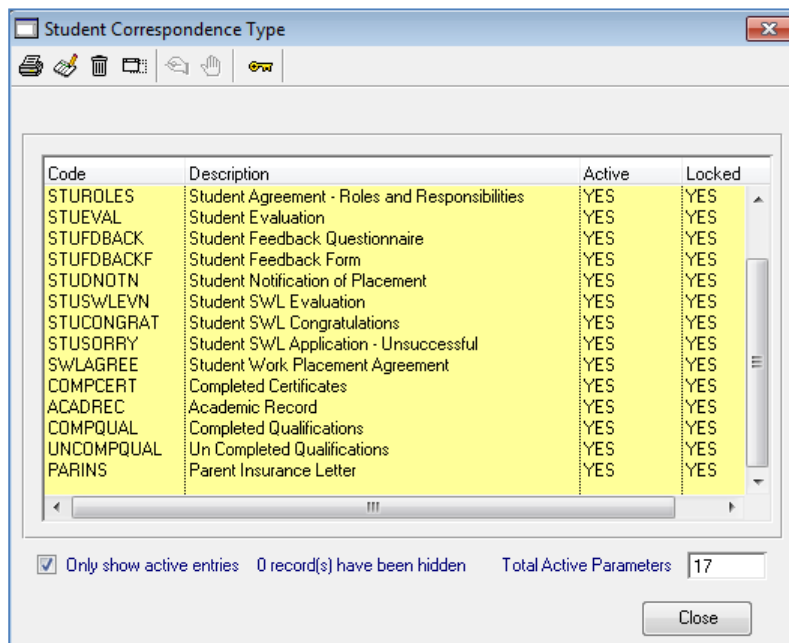
Code	Description	Active	Locked
DISAB	Disabled	YES	YES
NIGHT	Night Shifts	YES	YES
DAY	Day Shifts	YES	YES
SHOPS	Shops	YES	YES
WPTRAIN	Workplace Trainer	YES	YES
SAER	Student at Educational Risk	YES	YES
EDSPT	Education Support Student	YES	YES
DISABLED	Disabled student	YES	YES
SHY	Shy/reserved student	YES	YES
OUT	Outgoing student	YES	YES
BLOCK	Block Placement Only	YES	YES
1DAY	One Day per week only	YES	YES
2DAY	Two Days per week only	YES	YES
TRAIN	Close to Train Station	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, there is a text box labeled 'Total Active Parameters' with the value '18'. At the bottom right, there is a 'Close' button.

- Click **OK**
- Highlight ***Close to train station*** and click ***Toggle Locked Status*** 
- Click **Close**

VET > Parameters > Student Correspondence Type

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




The screenshot shows a window titled "Student Correspondence Type" with a toolbar at the top containing icons for print, edit, delete, add, and lock. 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. At the bottom of the window, there is a checkbox labeled "Only show active entries" which is checked, a status message "0 record(s) have been hidden", a label "Total Active Parameters" followed by a text box containing the number "17", and a "Close" button.

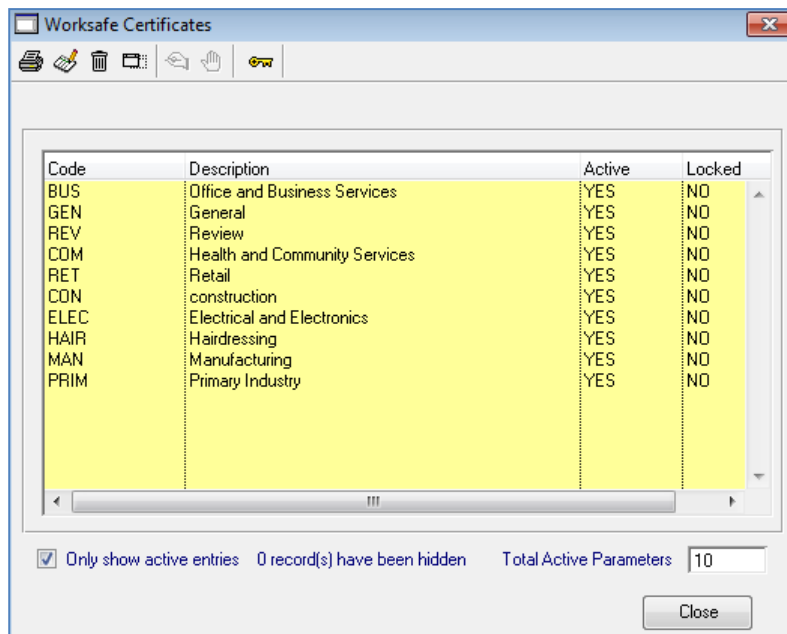
Code	Description	Active	Locked
STUROLES	Student Agreement - Roles and Responsibilities	YES	YES
STUEVAL	Student Evaluation	YES	YES
STUFDBACK	Student Feedback Questionnaire	YES	YES
STUFDBACKF	Student Feedback Form	YES	YES
STUDNOTN	Student Notification of Placement	YES	YES
STUSWLEVN	Student SWL Evaluation	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


☒ Only show active entries 0 record(s) have been hidden Total Active Parameters 17 Close

VET > Parameters > WorkSafe Certificates

- Click Modify/Add Parameters 
- Enter the Parameters listed below

CON	Building and Construction
ELEC	Electrical and Electronics
HAIR	Hairdressing
MAN	Manufacturing
PRIM	Primary Industry



- Click **OK** to save
- Highlight all the parameters in the list and lock 
- Click **Close**

2.4 VET Students

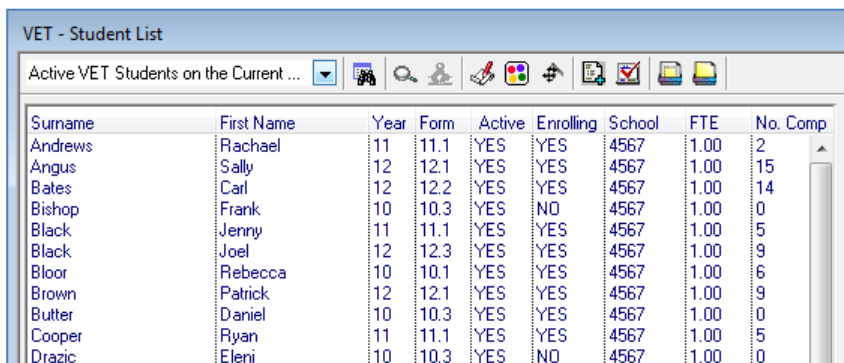
VET > Students

This window enables users to:

- Identify which students are VET students
- 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 units of competency such as mode of delivery, the designated RTOs and the results

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.

Clicking **Students** on the sidebar will open the **VET – Student List**.



The screenshot shows a window titled "VET - Student List". Below the title bar is a toolbar with a dropdown menu set to "Active VET Students on the Current ...". 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 15 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	2
Angus	Sally	12	12.1	YES	YES	4567	1.00	15
Bates	Carl	12	12.2	YES	YES	4567	1.00	14
Bishop	Frank	10	10.3	YES	NO	4567	1.00	0
Black	Jenny	11	11.1	YES	YES	4567	1.00	5
Black	Joel	12	12.3	YES	YES	4567	1.00	9
Bloor	Rebecca	10	10.1	YES	YES	4567	1.00	6
Brown	Patrick	12	12.1	YES	YES	4567	1.00	9
Butter	Daniel	10	10.3	YES	YES	4567	1.00	0
Cooper	Ryan	11	11.1	YES	YES	4567	1.00	5
Drazic	Eleni	10	10.3	YES	NO	4567	1.00	0

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:

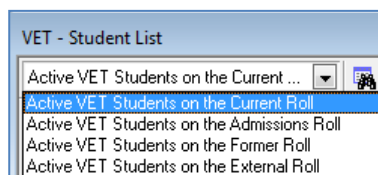
- Surname
- First Name
- Year
- Form
- Whether or not the student is an active VET student
- Whether the student is an enrolling student or a work experience student
- School

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

- No. of Competencies

2.4.1 VET Student List Toolbar



Allows users to view VET students on the Current, Admissions, Former or External Rolls



Opens VET Student Find. The Find tool is used to select a specific group of VET students to be displayed in the list.



Opens the Student Details window for the selected student(s). If one student is selected, then that student's details are displayed. If more than one student is selected, the first student's details are displayed and the selected students become the browse set for the Student Details window.



Opens the main Integris Student Details window for the selected student. This window will remain open so that the user can select another VET student in the list and the window will update to that student's details.



Opens a second window where the user can add and remove students from the list of VET Students.



Opens the Student Groups window



Speed Edit. Opens a window where the user can speed edit the values for Active Status, School Code, FTE and Vocation.



Bulk Qualification and Competency Enrolment - Opens the bulk competency enrolment window. This permits the simultaneous enrolment of multiple students into the same qualification and units of competency or competency group.



VET Competency Enrolment Speed Edit - permits editing of multiple competency enrolments simultaneously.




Print selected student(s). Prints the VET Student list for only the selected students.

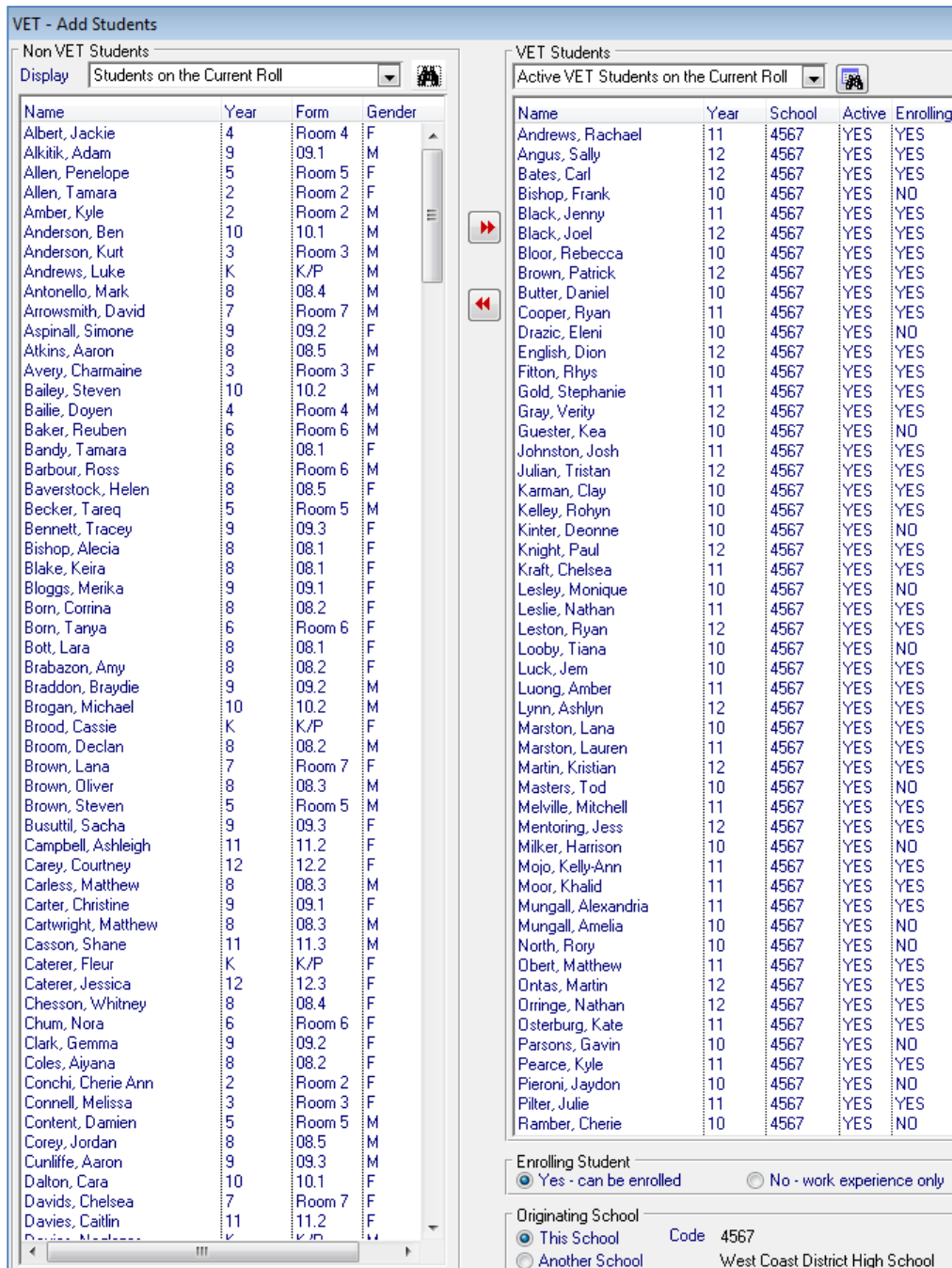


Prints the VET Student list as displayed.

2.4.2 Adding and Removing VET students

VET > Students > Add/Remove VET students

Students are added to the VET Students list by clicking the Add button  on the toolbar. This will open a second window where the user can add or remove VET students.



VET - Add Students

Non VET Students

Display: Students on the Current Roll

Name	Year	Form	Gender
Albert, Jackie	4	Room 4	F
Alkitik, Adam	9	09.1	M
Allen, Penelope	5	Room 5	F
Allen, Tamara	2	Room 2	F
Amber, Kyle	2	Room 2	M
Anderson, Ben	10	10.1	M
Anderson, Kurt	3	Room 3	M
Andrews, Luke	K	K/P	M
Antonello, Mark	8	08.4	M
Arrowsmith, David	7	Room 7	M
Aspinall, Simone	9	09.2	F
Atkins, Aaron	8	08.5	M
Avery, Charmaine	3	Room 3	F
Bailey, Steven	10	10.2	M
Baile, Doyen	4	Room 4	M
Baker, Reuben	6	Room 6	M
Bandy, Tamara	8	08.1	F
Barbour, Ross	6	Room 6	M
Baverstock, Helen	8	08.5	F
Becker, Tareq	5	Room 5	M
Bennett, Tracey	9	09.3	F
Bishop, Alecia	8	08.1	F
Blake, Keira	8	08.1	F
Bloggs, Merika	9	09.1	F
Born, Corrina	8	08.2	F
Born, Tanya	6	Room 6	F
Bott, Lara	8	08.1	F
Brabazon, Amy	8	08.2	F
Braddon, Braydie	9	09.2	M
Brogan, Michael	10	10.2	M
Brood, Cassie	K	K/P	F
Broom, Declan	8	08.2	M
Brown, Lana	7	Room 7	F
Brown, Oliver	8	08.3	M
Brown, Steven	5	Room 5	M
Busuttil, Sacha	9	09.3	F
Campbell, Ashleigh	11	11.2	F
Carey, Courtney	12	12.2	F
Carless, Matthew	8	08.3	M
Carter, Christine	9	09.1	F
Cartwright, Matthew	8	08.3	M
Casson, Shane	11	11.3	M
Caterer, Fleur	K	K/P	F
Caterer, Jessica	12	12.3	F
Chesson, Whitney	8	08.4	F
Chum, Nora	6	Room 6	F
Clark, Gemma	9	09.2	F
Coles, Aiyana	8	08.2	F
Conchi, Cherie Ann	2	Room 2	F
Connell, Melissa	3	Room 3	F
Content, Damien	5	Room 5	M
Corey, Jordan	8	08.5	M
Cunliffe, Aaron	9	09.3	M
Dalton, Cara	10	10.1	F
Davids, Chelsea	7	Room 7	F
Davies, Caitlin	11	11.2	F

VET Students

Active VET Students on the Current Roll

Name	Year	School	Active	Enrolling
Andrews, Rachael	11	4567	YES	YES
Angus, Sally	12	4567	YES	YES
Bates, Carl	12	4567	YES	YES
Bishop, Frank	10	4567	YES	NO
Black, Jenny	11	4567	YES	YES
Black, Joel	12	4567	YES	YES
Bloor, Rebecca	10	4567	YES	YES
Brown, Patrick	12	4567	YES	YES
Butter, Daniel	10	4567	YES	YES
Cooper, Ryan	11	4567	YES	YES
Drazic, Eleni	10	4567	YES	NO
English, Dion	12	4567	YES	YES
Fitton, Rhys	10	4567	YES	YES
Gold, Stephanie	11	4567	YES	YES
Gray, Verity	12	4567	YES	YES
Guester, Kea	10	4567	YES	NO
Johnston, Josh	11	4567	YES	YES
Julian, Tristan	12	4567	YES	YES
Karman, Clay	10	4567	YES	YES
Kelley, Rohyn	10	4567	YES	YES
Kinter, Deonne	10	4567	YES	NO
Knight, Paul	12	4567	YES	YES
Kraft, Chelsea	11	4567	YES	YES
Lesley, Monique	10	4567	YES	NO
Leslie, Nathan	11	4567	YES	YES
Leston, Ryan	12	4567	YES	YES
Looby, Tiana	10	4567	YES	NO
Luck, Jem	10	4567	YES	YES
Luong, Amber	11	4567	YES	YES
Lynn, Ashlyn	12	4567	YES	YES
Marston, Lana	10	4567	YES	YES
Marston, Lauren	11	4567	YES	YES
Martin, Kristian	12	4567	YES	YES
Masters, Tod	10	4567	YES	NO
Melville, Mitchell	11	4567	YES	YES
Mentoring, Jess	12	4567	YES	YES
Milker, Harrison	10	4567	YES	NO
Mojo, Kelly-Ann	11	4567	YES	YES
Moor, Khalid	11	4567	YES	YES
Mungall, Alexandria	11	4567	YES	YES
Mungall, Amelia	10	4567	YES	NO
North, Rory	10	4567	YES	NO
Obert, Matthew	11	4567	YES	YES
Ontas, Martin	12	4567	YES	YES
Orringe, Nathan	12	4567	YES	YES
Osterburg, Kate	11	4567	YES	YES
Parsons, Gavin	10	4567	YES	NO
Pearce, Kyle	11	4567	YES	YES
Pieroni, Jaydon	10	4567	YES	NO
Piliter, Julie	11	4567	YES	YES
Ramber, Cherie	10	4567	YES	NO

Enrolling Student

☒ Yes - can be enrolled ☐ No - work experience only

Originating School

☒ This School Code 4567

☐ Another School West Coast District High School

Enrolling Student

VET students may be enrolling or work experience only. An Enrolling student can be enrolled into qualifications and units of competency and can be linked to work placements. A work experience student can be linked to a work placement record, but cannot be enrolled into a qualification or a

competency. A student can be changed from one context to another at any time. This can be done in Speed Edit.

Originating School

The complete set of VET Students at a particular school can consist of students enrolled in that school and who originate from other schools. It is important to distinguish between VET students that come from the local school and those who originate from other schools. If the student originates from the local school, the student is tagged with the local school code. If the student originates from another school, the user can enter an alternative school code.

Clicking **This School** will automatically enter the local school code in the **Code** field and display the local school name.


If the user clicks **Another School**, the **Code** field will be enabled and the user can enter an alternative school code. Tabbing out of the **Code** field will perform a match of the code entered against the list of codes in the **Previous/Destination School** parameter. If there is a match, the school name will appear below the code. If there is no match, the words **Unknown School Code Entered** will appear. If the field is left blank, the code will be changed to **Other** and the text below the code will read **Other School**.

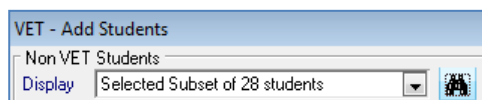


Clicking the right arrow button will move the selected students in the **Non VET Students** list to the **VET Students** list. Clicking the left arrow button will move the selected students in the **VET Students** list back into the **Non VET Students** list. Whenever the list of **VET Students** is changed (by clicking either of the arrow buttons), the **OK** and **Cancel** buttons will replace **Close**. Clicking the **OK** button will save the changes made to the **VET Students** list.

Clicking **Cancel** will discard the changes and refresh the window to display the data as it was at the last save operation. In both cases the **Close** button will replace the **OK** and **Cancel** buttons. Clicking the **Close** button will close the window.



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.

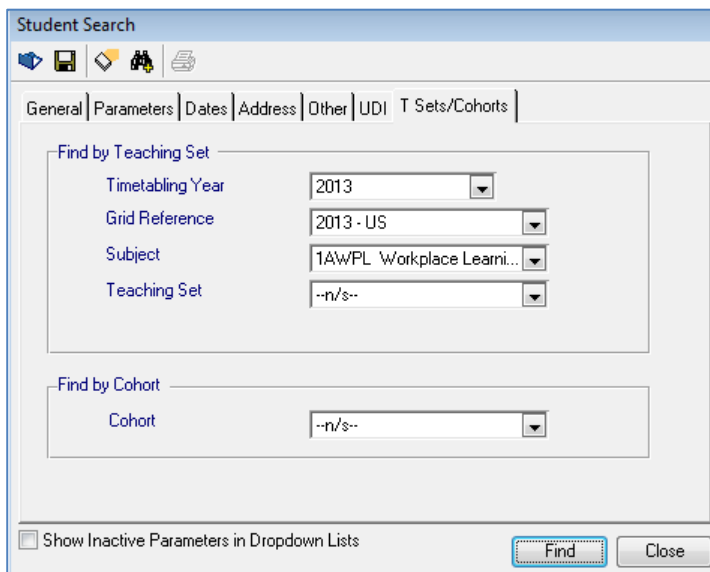
The **Non VET Student** list can be filtered using the standard Integris Find Tool.  The Find Tool allows the user to define a query and store that query for future use. If the Find Tool is used, and the query is not saved, the **Display** will show a message as in the following example.



Activity

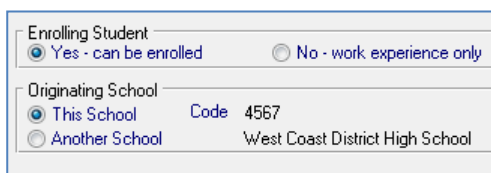
VET > Student

-  Click on Add/Remove VET Students
-  Click Student Find
- To locate the students doing 1AWPL Workplace Learning, click on the **T Sets/Cohorts** tab and enter the query information as shown




The 'Student Search' dialog box is shown with the 'T Sets/Cohorts' tab selected. It contains two sections: 'Find by Teaching Set' and 'Find by Cohort'. The 'Find by Teaching Set' section has four dropdown menus: 'Timetabling Year' (2013), 'Grid Reference' (2013 - US), 'Subject' (1AWPL Workplace Leami...), and 'Teaching Set' (-n/s-). The 'Find by Cohort' section has one dropdown menu: 'Cohort' (-n/s-). At the bottom, there is a checkbox for 'Show Inactive Parameters in Dropdown Lists' and two buttons: 'Find' and 'Close'.

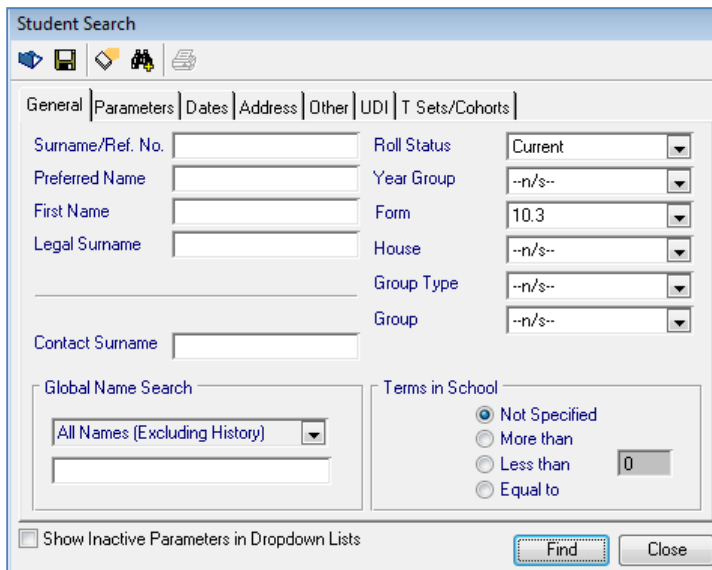
- Click **Find**
- Click **Select** and **Yes**
- Ensure that you have the **Enrolling** and **This School** radio buttons selected



The 'Enrolling Student' dialog box is shown. It has two radio buttons: 'Yes - can be enrolled' (selected) and 'No - work experience only'. Below this, there is a section for 'Originating School' with two radio buttons: 'This School' (selected) and 'Another School'. The 'This School' option has a 'Code' field with the value '4567'. The 'Another School' option has a text field with the value 'West Coast District High School'.

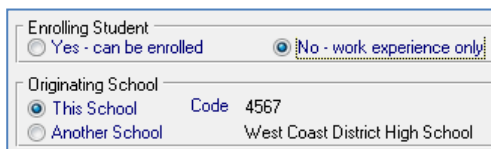
- Highlight the names in the **Non-VET students** list
- Click the red chevrons  to move them to the **VET Students** list
- Click **OK** to save

- Use Student Find  to locate students in **10.3**



The 'Student Search' dialog box has tabs for General, Parameters, Dates, Address, Other, UDI, and T Sets/Cohorts. The General tab is active, showing fields for Surname/Ref. No., Preferred Name, First Name, Legal Surname, Contact Surname, Roll Status (Current), Year Group (--n/s--), Form (10.3), House (--n/s--), Group Type (--n/s--), and Group (--n/s--). There is also a Global Name Search section with a dropdown set to 'All Names (Excluding History)' and a text input field. A 'Terms in School' section has radio buttons for 'Not Specified' (selected), 'More than', 'Less than' (with a value of 0), and 'Equal to'. At the bottom, there is a checkbox for 'Show Inactive Parameters in Dropdown Lists' and 'Find' and 'Close' buttons.



- Highlight these students in the left-hand pane
- Enter this group as **No -work experience only** VET students from this school



The 'Enrolling Student' dialog box has two radio buttons: 'Yes - can be enrolled' and 'No - work experience only' (selected). Below this is the 'Originating School' section with two radio buttons: 'This School' (selected) with Code 4567, and 'Another School' with the text 'West Coast District High School'.


- Click the red chevrons pointing right
- Click **OK**

Jillian Sorrell and Darryl Strother were added to the VET Student List in error

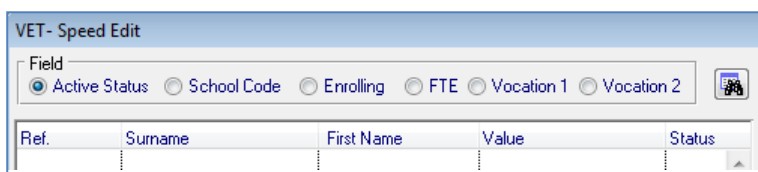
- Highlight their names in the **VET Student** list
- Click the red chevrons pointing left 
- Click **OK**
-  Add Students
- Click on the headers in the **VET Student** list to sort according to different criteria

2.4.3 VET Student Speed Edit

VET > Students > Speed Edit


Clicking Speed Edit  will open the VET Student Speed Edit window. The VET Student Speed Edit window allows the user to edit six major fields in bulk. These fields are:

- Active Status
- School Code
- FTE
- Enrolling
- Vocation 1
- Vocation 2




The user can use VET Student Find  to select a group of VET students.

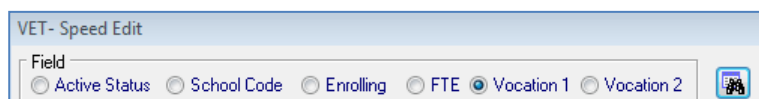
Clicking one of the four radio buttons in the **Field** area will populate the **New Value** field with the appropriate values related to that field.

Selecting a new value and clicking Apply Changes  will modify the value for all selected students in the list. Clicking **OK** will save the changes.

Activity

VET > Students > Speed Edit


- Click Speed Edit 
- Select **Vocation 1**




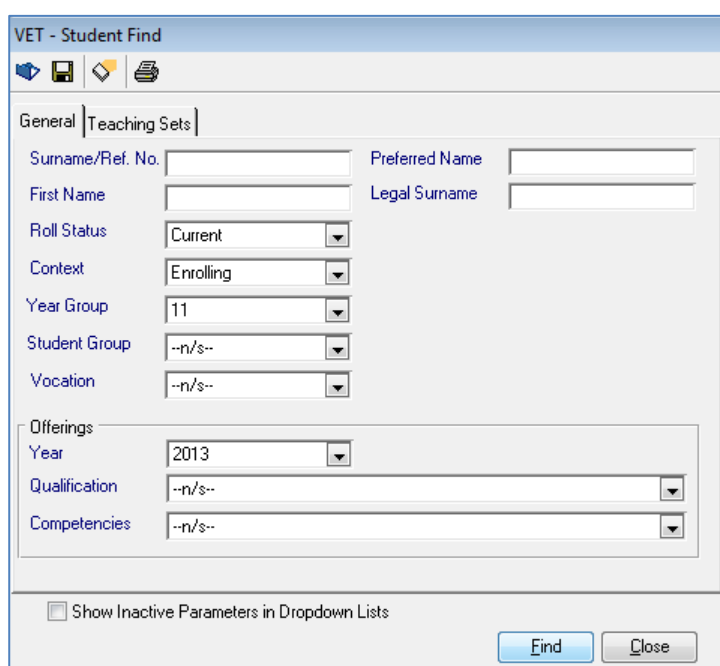
VET - Speed Edit

Field





☐ Active Status ☐ School Code ☐ Enrolling ☐ FTE ☒ Vocation 1 ☐ Vocation 2



- Click on the VET Student Find button 
- Find the **Enrolling** students in **Year Group 11**



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

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

- Highlight some of the students in the Speed Edit window

VET - Speed Edit

Field
☐ Active Status ☐ School Code ☐ Enrolling ☐ FTE ☒ Vocation 1 ☐ Vocation 2

Ref.	Surname	First Name	Value	Status
4	Andrews	Rachael	0	
878	Black	Jenny	0	
39	Cooper	Ryan	0	
79	Gold	Stephanie	0	
99	Johnston	Josh	0	
124	Kraft	Chelsea	0	
139	Leslie	Nathan	0	
159	Luong	Amber	0	
174	Marston	Lauren	0	
189	Melville	Mitchell	0	
204	Mojo	Kelly-Ann	0	
207	Moor	Khalid	0	
219	Mungall	Alexandria	0	
234	Obert	Matthew	0	
249	Osterburg	Kate	0	
264	Pearce	Kyle	0	
279	Pitter	Julie	0	
294	Ramsay	Cory	0	
319	Rumble	Simon	0	
344	Simple	Sarah	0	
379	Uifelean	Bradley	0	

New Value 8 Information Technology ☒

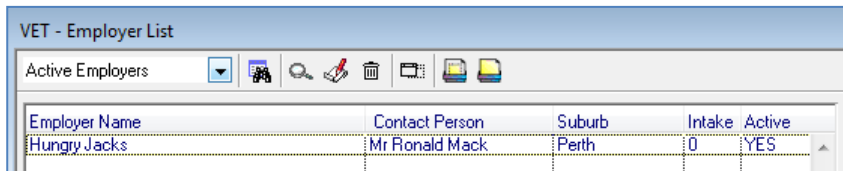
- Choose **8 Information Technology** from the **New Value** menu



- Click Apply
- Select some other students
- Choose **4 Business/Finance** as the **New Value** for these students
- Click Apply
- Click **OK**
- Speed edit **Vocation 1** for **Non-enrolling Year 10** students
- Close** the Speed Edit window

2.5 Employer Maintenance

When **Employer** is selected from the sidebar, a list window will appear showing all VET employers available to a school. Within this list the Employer Name the Contact Person, Suburb, Intake and its Active status are shown.



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

This list can also be sorted by clicking on the selected column heading.

VET Employer List Toolbar



Opens a VET Employer Find window



Opens VET Employer Details for the selected employer(s)



Allows the user to add new Employer Details



Deletes the selected employer(s)



Toggles the employer active/inactive status

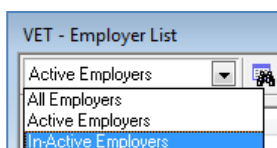


Print selected employer(s)



Print all employers

Filtering the list of Employers



The Employer list can be filtered to show **Active Employers only**, **Inactive employers only** or **All Employers** (active and inactive). This is done by clicking the appropriate item in the drop down menu.

Alternatively, the user can click on the Employer Search button  to open the Employer Find window where the user can find employers according to a wide range of search criteria

VET - Employer Find

General

Name

Suburb Postcode

Vocation / Job Type

Contact Person Details

First Name Surname

Work Placement Category

- ☐ Structured Workplace Learning
- ☐ Student Service Program
- ☐ Work Experience

Keywords

Employer Status ☐ InActive ☒ Active ☐ All

Correspondence Date

☐ Show Inactive Parameters in Dropdown Lists

2.5.1 Employer Details

VET > Employers > Employer Details

The details for a specific employer can be viewed by selecting the appropriate employer in the list and clicking the Open Details button on the toolbar.



This will open the **Employer Details** window and display the employer selected. If more than one employer is selected and Open Details is clicked, the list of selected employers will become the browse set for the Employer Details window. Alternatively, the user can double click the employer record in the list to view that employer's details.

VET - Employer Details

Employer Details | Student Placements | Correspondence

☒ Employer Active

Name Hungry Jacks

Contact Person Details

Title Mr

First Name Ronald

Surname Mack

Employer Contact Details

Tel 9500 1234

Fax

Mobile

Email

Web

General Notes

Physical Address | Postal Address

Address Hay St

Suburb Perth

Postcode 6000

State Western Australia

Workplace Category

☒ Student Service Program

☒ Work Experience

☒ Workplace Learning

Search Keywords

-- n/s-- Shops

On Bus Route One Day per week

Vocation / Job Types

Limit of placements over year 0

Vocation/Job Type	Limit	Title	Contact Name	Tel	Mobile	Fax
Retail	10	Mr	Mack	9500 1234		

Search

Close

Note: There is also a tab where the employer's postal address may be entered if it differs from their physical or street address.

VET - Employer Details

Employer Details | Student Placements | Correspondence

Name Hungry Jacks

Contact Person Details

Title Mr

First Name Ronald

Surname Mack

Employer Contact Details

Tel 9500 1234

Fax

Mobile

Email

Web

General Notes

Physical Address Postal Address

☒ Postal address differs from physical address

Address PO Box 6203

Suburb East Perth

Postcode 6000

State Western Australia

Workplace Category

☒ Student Service Program

☒ Work Experience

☒ Workplace Learning

Search Keywords

-- n/s-- Shops

On Bus Route One Day per week

VET Employer Details Toolbar



Browse Set Indicator: A grey button indicates that the browse set is empty. A red button indicates the browse set contains data.



View Previous Employer



View Next Employer



Employer Find allows the user to search for a specific employer or group of employers, selecting a group of employers will enable the window browse set



Adds a new employer to the database



Allows editing of the employer details



Opens the VET Employer List

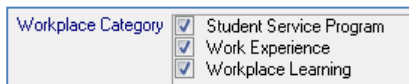


Prints the employer details including the list of student placement records

2.5.2 Adding Employers

Clicking **Add** will put the window into data entry mode and allow the user to enter employer details by clicking on specific fields and/or tabbing from one field to the next. Data entry mode will allow for the entry of data within the Employer Details area of the window only. Once the employer details are saved, the user will be able to add student placement details by clicking the Add button alongside the list.

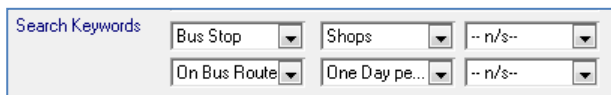
The **Workplace Category** list will allow the user to select multiple categories for an employer.




Workplace Category
<input checked="" type="checkbox"/> Student Service Program
<input checked="" type="checkbox"/> Work Experience
<input checked="" type="checkbox"/> Workplace Learning

Workplace Learning will be selected by default.

The **Search Keywords** are selected from a predefined list and will allow the user to allocate certain keywords to an employer (for example, near bus stop) that can be used later to match students with prospect employers.



Search Keywords		
Bus Stop	Shops	-- n/s--
On Bus Route	One Day pe...	-- n/s--

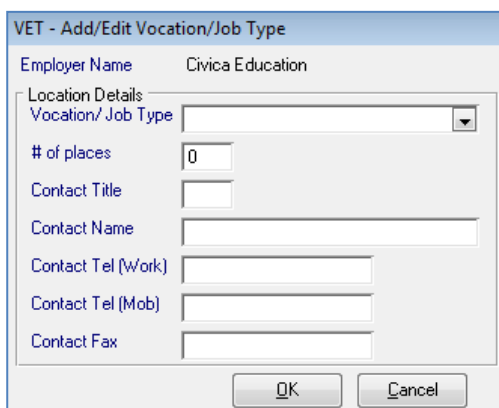


<input checked="" type="checkbox"/> Employer Active

An employer can be made inactive by simply clicking on the **Employer Active** check-box to remove the tick. This will prevent the system from allowing students to be placed with that employer.

Adding Employer Vocation/Job Types

Once the main employer details are entered the user is prompted to enter **Vocation/Job Types** information.



VET - Add/Edit Vocation/Job Type	
Employer Name	Civica Education
Location Details	
Vocation/ Job Type	
# of places	0
Contact Title	
Contact Name	
Contact Tel (Work)	
Contact Tel (Mob)	
Contact Fax	
OK Cancel	

Here, the user can specify the vocation/job types that the employer supports, and for each must specify the number of students they are prepared to place in a year and the appropriate contact person's details.

Further Vocation/Job Types may be added or existing information edited or deleted, through the toolbar that appears on the right of the Vocation/Job Types pane.

Vocation / Job Types
Limit of placements over year

Vocation/Job Type	Limit	Title	Contact Name	Tel	Mobile	Fax
Retail	10	Mr	Mack	9500 1234		

Icons: Add, Edit, Delete

Note: Vocation/Job Types must be carefully chosen, as these will be recorded against students' work placements.


Editing VET Employer Details


To change employer details click on Edit.  This will place the top half of the window in edit mode where employer details can be changed as required. To save these changes click on **OK**.

Printing VET Employer Details

To print employer details and the list of students that have been placed, click on the print icon in the tool bar.

Deleting VET Employer Details

Employers can be deleted by selecting them in the VET Employer List and clicking Delete  on the toolbar. An employer can only be deleted if the employer has no student placements.

An alternative to deleting an employer is to make the employer inactive. This is done by selecting the employer(s) and clicking the Toggle Active Status button on the toolbar. This changes all selected active employers as inactive and all selected inactive employers to be active. 

2.5.3 Student Placement

VET > Employers > Employer Details > Student Placements

Student placements details are shown on the **Student Placement** tab in VET Employer Details. This list will initially show all students placement records for the employer. To restrict this to those students currently on placement or due for placement in the future, click the **Current/Future only** checkbox.

VET - Employer Details

Employer Details | Student Placements | **Correspondence**

Hungry Jacks ☐ View Current/Future Only

Student Name	Vocation/Job Type	Start Date	End Date	Req Hrs	Actual Hrs	Supervisor	Placement Notes
Sally Angus	Retail	8 FEB 2012	28 MAR 2012	120	112	Mack	
Joel Black	Retail	8 FEB 2012	28 MAR 2012	120	120	Mack	
Patrick Brown	Retail	7 MAR 2012	18 MAR 2012	120	120	Mack	
Sally Angus	Retail	6 FEB 2013	17 FEB 2013	110	0	Mack	
Joel Black	Retail	6 FEB 2013	7 APR 2013	110	0	Mack	
Patrick Brown	Retail	6 FEB 2013	7 APR 2013	110	0	Mack	

Clicking on Edit and then double clicking an item in the list will open a window that will show the student placement details. The data displayed here may be edited in this window if required.

VET - Placement Details

Hungry Jacks

Placement Details

Student: Sally Angus

Workplace Cat: Workplace Learning

Job Type: Retail

Supervisor: Mack

Co-ordinator: Abbott, Elaine

Qualification:

Required Hrs: 110 Total Hrs Actually Completed: 0

Notes:

Address: Hay St

Suburb: Perth Postcode: 6000 Tel: 9500 1234

State:

Attendance

From: 6 FEB 2013 To: 17 FEB 2013

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☐ Sat ☐ Sun

☒ Mon-Fri ☐ AM ☐ PM ☒ All Day

☐ Day Release ☒ Block Release ☐ Neither

OK Cancel

Note: Attendance details may only be edited in VET > Students > Student Details > Placement Details

Adding, Editing and Deleting a Student Placement record

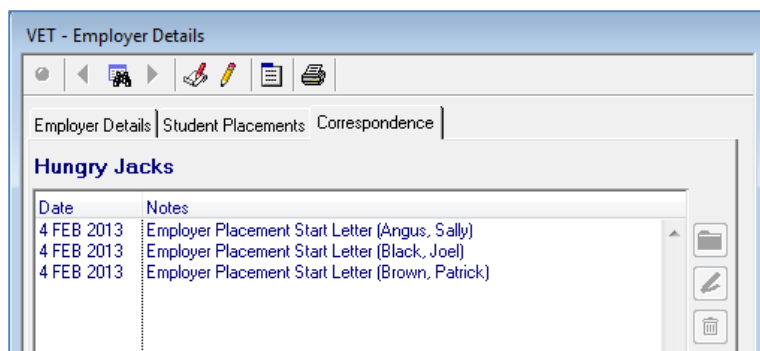
It is possible to add, edit and delete student placement information in the VET Employer Details window by selecting the appropriate button from the tool bar on the right.



2.5.4 Employer Correspondence

VET > Employers > Employer Details > Correspondence

The **Correspondence** tab contains a log of correspondence sent to the employer. Many of the standard employer letters generated by the system will automatically put an entry into the log. There is also the option to manually add, edit and delete a log entry by clicking the appropriate button alongside the list




Activity

VET > Employers

- Double click on ***Hungry Jacks***
- View the details on the ***Details, Placements*** and ***Correspondence*** tabs

VET > Employers

- Click on Add a Record 
- Enter the following information

VET - Employer Details

Employer Details | Student Placements | Correspondence

☒ Employer Active

Name:

Contact Person Details

Title:

First Name:

Surname:

Employer Contact Details

Tel:

Fax:

Mobile:

Email:

Web:

Physical Address | Postal Address

Address:

Suburb:

Postcode:

State:

Workplace Category

☒ Student Service Program

☒ Work Experience

☒ Workplace Learning

Search Keywords

Close to trai...

General Notes

Vocation / Job Types

Limit of placements over year:

Vocation/Job Type	Limit	Title	Contact Name	Tel	Mobile	Fax

Search:

OK Cancel

- Select the **Postal Address** tab
- Check **Postal address differs from physical address** and enter the following

Physical Address | **Postal Address**

☒ Postal address differs from physical address

Address:

Suburb:

Postcode:

State:

- Click **OK**

VET - Employer

Do you wish to add vocation/job type(s) for this new employer

Yes No

- Click **Yes** to enter **Vocation/Job Type** details
- Enter the **Vocation** details

VET - Add/Edit Vocation/Job Type

Employer Name Civica Education

Location Details

Vocation/Job Type Information Technology

of places 10

Contact Title Ms

Contact Name Mason

Contact Tel (Work) 9229 2299

Contact Tel (Mob)

Contact Fax

OK Cancel

- Click **OK** to save

- Add  a second **Vocation/Job Type**

VET - Add/Edit Vocation/Job Type

Employer Name Civica Education

Location Details

Vocation/Job Type Business/Finance

of places 10

Contact Title Ms

Contact Name Mason


Contact Tel (Work) 9229 2299

Contact Tel (Mob)

Contact Fax

OK Cancel

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

- Click Add a New Employer 
- Enter the following employer details

VET - Employer Details

Employer Details | Student Placements | Correspondence

☒ Employer Active

Name: Burswood Casino

Contact Person Details

Title: Mr

First Name: Leo

Surname: Lyon

Employer Contact Details

Tel: 90062277

Fax:

Mobile:

Email:

Web:

Physical Address | Postal Address

Address: Burswood Parade

Suburb: Burswood

Postcode: 6100

State: Western Australia

Workplace Category

☐ Student Service Program

☐ Work Experience

☒ Workplace Learning

Search Keywords

Block Place... Day Shifts

General Notes

Vocation / Job Types

Limit of placements over year: 20

- Click **OK**
- Click **Yes**, you do wish to add Vocation/Job Types

- Enter the **Vocation** details

VET - Add/Edit Vocation/Job Type

Employer Name: Burswood Casino

Location Details

Vocation/ Job Type: Business/Finance

of places: 20

Contact Title: Mr

Contact Name: Lyon

Contact Tel (Work): 9006 0912




Contact Tel (Mob):

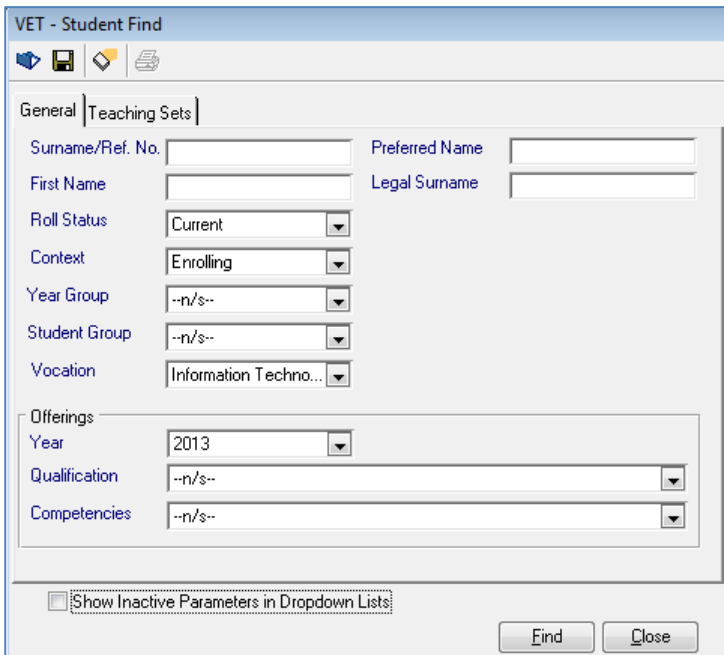
Contact Fax:

OK Cancel

- Click **OK** twice
- **Close**

Entering Student Placements

- Double click **Civica Education**
- Click on the **Student Placements** tab
- Click Edit 
- Click Add 
- Click **No** when asked if you want to add placements for multiple students
- Click Student Find 
- **Find** students with the **Vocation** of **Information Technology**





- Highlight the first student in the list and click **Select**
- Enter the following details


VET - Placement Details

Civica Education


Placement Details


Student: Rachael Andrews 



Workplace Cat: Workplace Learning 


Job Type: Information Technology 



Supervisor: Mason



Co-ordinator: Abbott, Elaine 

Qualification: --n/s-- 



Required Hrs: 12  Total Hrs Actually Completed: 0 

Notes: 

Address: Tully Rd 


Suburb: East Perth Postcode: 6004 Tel: 92229922
 State:  Fax: 

Attendance

From: 31 JUL 2013  To: 27 NOV 2013 



☐ Mon ☐ Tue ☒ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

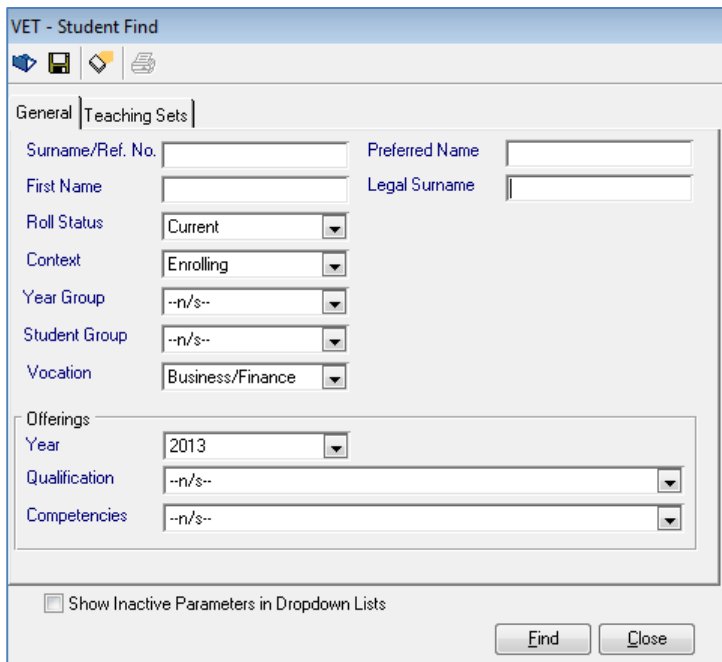
☐ Mon-Fri ☐ AM ☒ All Day ☐ PM

☒ Day Release ☐ Block Release ☐ Neither

OK Cancel

- Click **OK** twice
- **Close**

- Double click **Burswood Casino**
- Click on the **Student Placements** tab
- Click Edit in the top toolbar 
- Click Add 
- Click **Yes** you do wish to add placements for multiple students
- Select the **Vocation** of **Business/Finance**



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

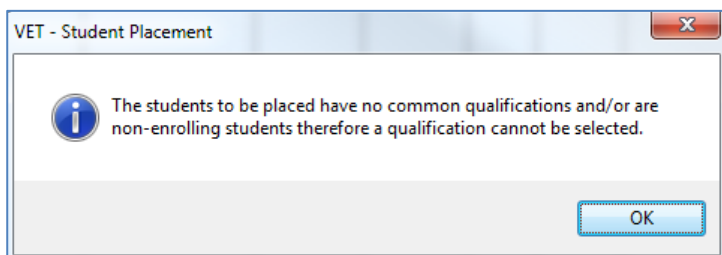
Qualification

Competencies


☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**
- Highlight the last three students in the list and click **Select**
- If the following message is displayed, click **OK**



VET - Student Placement

 The students to be placed have no common qualifications and/or are non-enrolling students therefore a qualification cannot be selected.

OK

- Enter the following details and click **OK** twice

VET - Placement Details

Bulk Placements for 3 student(s)

Placement Details

Employer: Burswood Casinp

Workplace Cat: Workplace Learning

Job Type: Business/Finance

Supervisor: Lyon

Co-ordinator: Abbott, Elaine

Qualification: --n/s--

Required Hrs: 120

Total Hrs Actually Completed: 0

Notes:

Address: Burswood Parade

Suburb: Burswood

Postcode: 6100

State:

Tel: 900062277

Fax:

Attendance:



From: 18 NOV 2013 To: 29 NOV 2013

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☐ Sat ☐ Sun

☒ Mon-Fri ☐ AM ☐ PM ☒ All Day

☐ Day Release ☒ Block Release ☐ Neither

OK Cancel

- Click Edit 
- Highlight one of the students in the list and click Edit  on the right
- Enter a note that the selected student is able to speak Japanese
- Click **OK** twice
- **Close** VET Employers

2.6 Placement

VET > Placement

The screenshot shows the 'VET - Student Placement' window. It has two main panes at the top: 'Selected VET Student(s)' and 'Employer'. Below these are tabs for 'Details' and 'Employer Summary'. The 'Details' tab is active, showing fields for 'Student Summary' and 'Employer Summary'.

Selected VET Student(s)

Stu Ref	Name	Form	Sex
5	Angus, Sally	12.1	F
15	Black, Joel	12.3	M
25	Brown, Patrick	12.1	M
60	English, Dion	12.1	F
80	Gray, Verity	12.1	F
100	Julian, Tristan	12.1	M
120	Knight, Paul	12.1	M
140	Leston, Ryan	12.1	M
160	Lynn, Ashlyn	12.1	F
175	Martin, Kristian	12.1	M

Employer

Name	Contact
Burswood Casino	Mr & Mrs Leo Lyon
Civica Education	Ms Susie Mason
Hungry Jacks	Mr Ronald Mack

Details

Student Summary

Name: Bradley Uifelean
Date of Birth: 9 APR 1996
UPN: G123456706484
Exam No.: 20512539
Central ID: 00123456700001080
Address:
Tel:

Employer Summary

Name: Burswood Casino

Physical Address | **Postal Address** | ☒ Active

Address: Burswood Parade
Suburb: Burswood | Postcode: 6100
State: Western Australia

Tel: 90062277 | Fax:
Mobile:
Email:

Buttons: Add, Close

This window provides a mechanism for browsing through lists of students and employers and allocating work placements accordingly. It works on the concept that the user can locate a group of students and employers using the appropriate find tools.

Once a suitable student/employer match is made, clicking the add button will open the student placement details window.

VET - Placement Details

Monique Lesley (138)

Placement Details

Employer: Hungry Jacks

Workplace Cat: Student Service Program

Job Type: Retail

Supervisor: Mack

Co-ordinator:

Qualification: --n/s--

Required Hrs: 0 Total Hrs Actually Completed: 0

Notes:

Address: Hay St

Suburb: Perth Postcode: 6000 Tel: 9500 1234

State:

Attendance:

From: To:

☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

☐ Mon-Fri ☐ AM ☒ All Day ☐ PM

☒ Day Release ☐ Block Release ☐ Neither

OK Cancel

Details of the placement may be entered and saved by clicking **OK**. If the user attempts to place a student who is already on work placement then a warning message is displayed.

Student Details

The tabs under **Student Details** in this window contain the following information:

- Student Summary
- Enrolments
- Placement History
- Medical Information
- WorkSafe Certificates

Details

Student Summary | Enrolments | Placements | Medical | W/S Certs.

Name: Sally Angus

Date of Birth: 15 OCT 1994

UPN: P123456706012

Exam No.: 21031234

Central ID: 00123456700001083

Address: 16 Camargue Green,
LEEDERVILLE,
WA,
6010

Tel: 9221 6897

Student Details may be edited in **General > Student Details and VET > Student**

Employer Summary

The tabs under **Employer** contain the following information:

- Employer Summary
- Contacts
- Placements
- Vocation/Job Types

Employer Summary Contacts Placements Vocation/Job Types			
Name Burswood Casino			
Physical Address		Postal Address	
Address Burswood Parade			
Suburb Burswood		Postcode 6100	
State Western Australia			
Tel 90062277		Fax	
Mobile			
Email			

Employer details may be edited in **VET > Employers**

Activity


VET > Placement

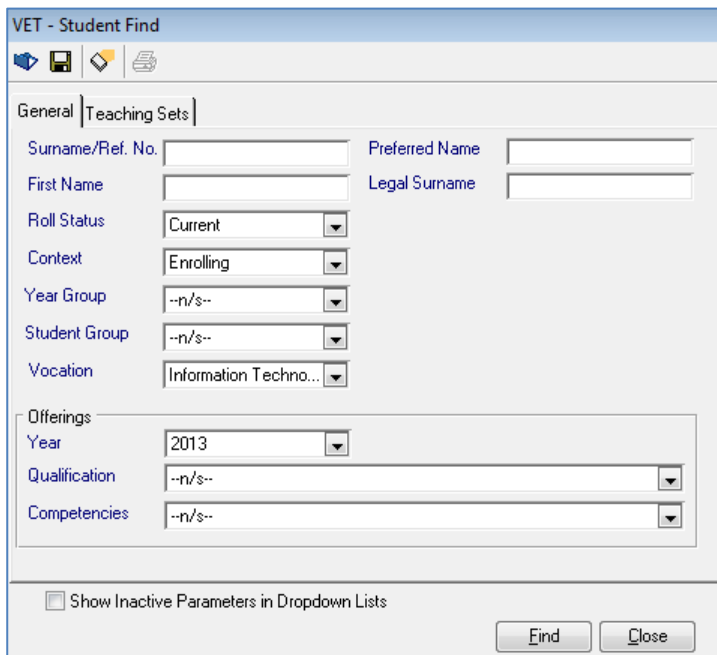
- Highlight **Sally Angus** in the **Student** list on the left
- View her details on each of the tabs below.
- Highlight **Hungry Jacks** in the **Employer** list
- View the details on each of the tabs below

2.6.1 Entering Placement Details

Activity

VET > Placement

- Click Student Find  (left of centre at the top)
- Select **Information Technology** from the **Vocation** drop-down menu



VET - Student Find

General | Teaching Sets

Surname/Ref. No. Preferred Name

First Name Legal Surname

Roll Status Current

Context Enrolling

Year Group --n/s--

Student Group --n/s--

Vocation Information Techno...

Offerings

Year 2013


Qualification --n/s--

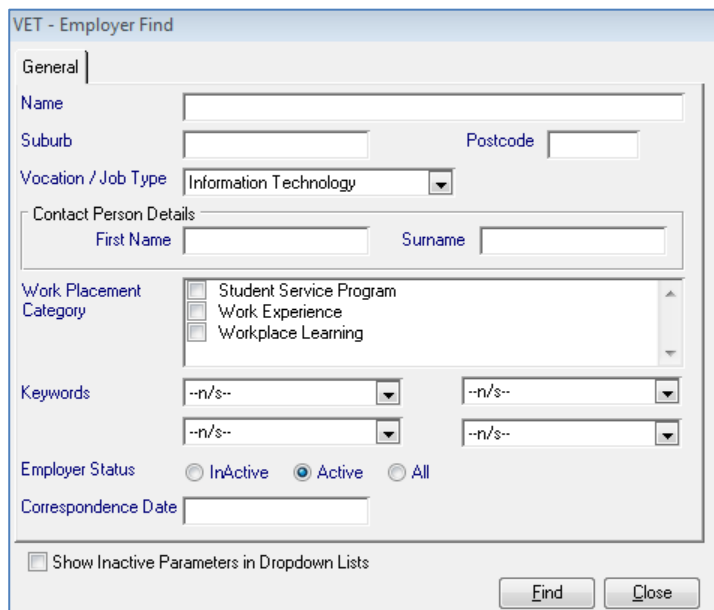
Competencies --n/s--

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**
- **Select** the second student in the list

- Click on Find Employer  (on the right towards the top of the screen)
- Find an employer with **Information Technology** as the **Job Type**



VET - Employer Find

General

Name

Suburb Postcode

Vocation / Job Type

Contact Person Details

First Name Surname

Work Placement Category

☐ Student Service Program
☐ Work Experience
☐ Workplace Learning

Keywords

Employer Status ☐ InActive ☒ Active ☐ All

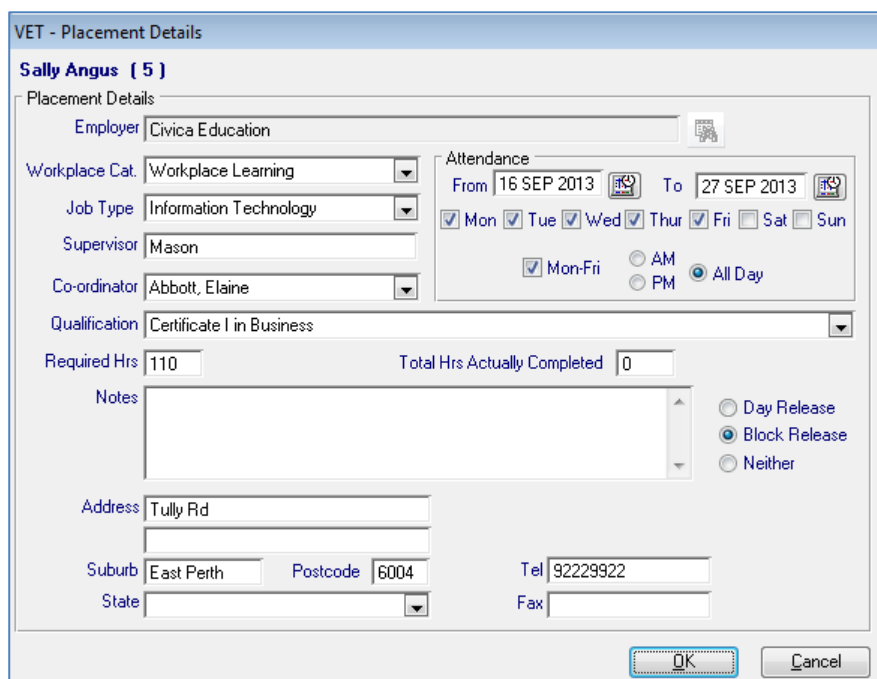
Correspondence Date

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**

- Highlight the names appearing in both lists and click **Add**
- Enter the Placement Details and click **OK**



VET - Placement Details

Sally Angus (5)

Placement Details

Employer

Workplace Cat.

Job Type

Supervisor

Co-ordinator

Qualification

Required Hrs Total Hrs Actually Completed

Notes

Address

Suburb Postcode Tel

State

Fax

Attendance

From To

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☐ Sat ☐ Sun

☒ Mon-Fri ☐ AM ☒ All Day ☐ PM

☐ Day Release ☒ Block Release ☐ Neither

OK Cancel

- View the **Placement** tab for both the student and the employer

2.6.2 Mail Merge using a .kst template

It is possible to produce mail-merge letters from the Placements window. In the first instance however, the mail-merge templates need to be created. In this instance we will create a .kst template for the Parent Insurance letter. The completed template will look like the example below. (The <enclosed> text indicates the merge fields.)

<PG1Salutation>
<PG1Address1>
<PG1Town/Suburb> <PG1Postcode>



Dear <PG1Salutation>

WORKPLACE LEARNING (UNPAID) – INSURANCE COVER for: <FirstName> <Surname>
Placement with: <EmployerName>
Placement Dates: <PlacementStartDate> to <PlacementEndDate>

The Department of Education (the Department) provides personal accident insurance and public liability insurance through RiskCover for students engaged in unpaid work placements allocated or arranged by the Department.

The insurance covers, subject to certain conditions, the 'gap' costs over and above what is paid by Medicare or the student's private health insurance for a student's medical expenses, including dental, ambulance charges and surgical appliances. The insurance also covers direct travel between home and the workplace learning placement site.

The Department of Education's insurance does not cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

In the event of a workplace learning accident, the student will be asked to complete a workplace learning personal accident insurance claim form – available from:
www.icwa.wa.gov.au/rc/forms/personalaccidentclaimform.pdf. This form must be completed and forwarded to the school principal.

In the first instance when making a workplace learning accident insurance claim, medical bills should be claimed through Medicare or your private health insurance. In the event that reimbursement is required Medicare statements, private health insurer remittance and doctor's and chemist's receipts, where applicable, are to be forwarded to:

Specialist Claims Team
RiskCover
GPO Box K 837
PERTH WA 6842

On approving the claim, RiskCover will send a cheque covering the difference between the Medicare/private health insurance cover and the total cost of the bills.

Yours sincerely

<PlacementStaff>
Workplace Learning Coordinator

19 September 2013

Attachments
Workplace details, Consent Form

Note: The Parent Insurance letter has several pages, but we will only be working with the first page.

Activity

Start > My Computer

- Navigate to **C:\keys\INTEGRIS\MMTPL\LETTERS\VET**

Note: At school the pathway will be K:\keys\INTEGRIS\MMTPL\LETTERS\VET

- Double click on **STUDENT.KST**

This document contains all the fields that might be used in a VET letter to students or parents.

Note: It is vital that the STUDENT.KST and not the EMPLOYER.KST is selected.

- Click Open  and navigate to **C:\keys\INTEGRIS\MMTPL\LETTERS\VET**
- Double click on the **Parent Insurance Letter.doc**

The text has been typed but the merge fields still need to be added.

- In **STUDENT.KST**, highlight the merge field for **PG1 Salutation** and copy it

VET Enrolling	<VETEnrolling>
Student Doctor	<StuDoctor>
PG1 Salutation	<PG1Salutation>
PG1 Surname	<PG1Surname>
PG1 First Name	<PG1FirstName>

- Place your cursor near the top of the **Parent Insurance Letter** and paste
- **<Enter>** on the keyboard to create a new line in the letter
- Copy the merge field for **PG1Address1** from **STUDENT.KST** and paste it into the next line in the **Parent Insurance Letter**
- **<Enter>** on the keyboard to create a new line in the letter
- Continue to copy merge fields from **STUDENT.KST** and paste them into the **Parent Insurance Letter** until all of the merge fields have been added
- **File > Save As**
- Enter the **File name: "Parent Insurance Letter.kst"**

Note: The quotation marks and .kst are essential.

- Click **Save**
- Close both documents and close **Word**

Once this template has been created it may be used many times.

VET > Placement

- Click Send letter to student(s)



VET - Student Placement

Selected VET Student(s)

Stu Ref	Name	Form	Sex
5	Angus, Sally	12.1	F

- Enter the following and click **OK**

Mailing Options

Selection

☒ Create letters for all selections in the browse set
☐ Create a letter for the current selection only

Work Placements

From Date 1 JAN 2013 To Date 31 DEC 2013

Merging system

☒ Send letter/s to "Word" using a ".kst" template
☐ Produce a CSV file for use in a subsequent mail-merge

Correspondence

OK Cancel

Note: If you want to send letters to many students, click on the binoculars and Find, then click on each of the required names while holding down <Ctrl> on the keyboard before clicking Send letter.

- Navigate to **C:\keys\INTERGRIS\MMTPL\LETTERS\VET**
- Double click on **Parent Insurance Letter.kst**
- View the letter in Word, then close

2.6.3 Mail Merge using a .csv file

It is also possible to produce mail-merge letters to Employers from the Placements window. Again however, the mail-merge templates need to be created first. In this instance we will create a .csv file as the data source for the Employer Insurance letter. The completed template will look like the example on the next page. (The <<enclosed>> text indicates the merge fields.)

Sample Mail Merge Employer Insurance Letter

«Emp_Name»
«Emp_Address1»
«Emp_Suburb» «Emp_Postcode»



Dear «Emp_Contact» «EmpCon_Surname»

Re: Work placement for: «FirstName» «Surname»

The Department of Education provides insurance cover for the duration of the student workplace learning placement. This insurance cover applies to students who are on unpaid work placement, when arranged or allocated by the school only. It covers, subject to certain conditions, the student's medical expenses, including dental, ambulance charges and surgical appliances over and above what may be payable by Medicare or the student's private medical health insurance.

Employers (and self-employed persons) have a legal responsibility to ensure that their work and the work of their employees do not adversely affect the safety and health of non-employees, including any students undertaking work placement. The employer must take the necessary action to protect the safety and health of these students. This may include showing them how to work safely, ensuring the workplace is safe, ensuring reasonable care is taken not to expose students to hazardous situations, and providing appropriate supervision.

Accident Procedure

If an accident occurs involving a student on work placement, then:

1. normal arrangements for medical assistance must be made immediately. It is preferable to have the student attend a public hospital. NB: Students are not workers' compensation patients and should not be treated as such by the doctor;
2. employers should notify parents and the school immediately; and
3. a medical certificate must be issued by the doctor attending the student.

Public Liability insurance arrangements

The Department of Education is a State Government agency and as such is subject to the policies and directives of the Western Australian Government.

The Department's insurance coverage is placed with the Western Australian Government's self insurance managed Fund – RiskCover. The Department of Education provides both personal accident insurance and public liability insurance for students engaged in unpaid work placements allocated or arranged by the Department's schools.

It is a requirement of the Department of Education that a business accepting students on workplace learning has in place its own Public Liability insurance to a minimum of \$5 000 000 for any one occurrence.

RiskCover will manage claims on behalf of the Department, as required, in accordance with agreed arrangements.

The Department of Education's insurance policy does NOT cover accidental damage caused by the student unless negligence on the part of the student can be demonstrated.

Should you have any further queries please do not hesitate to contact me.

Yours faithfully

Workplace Learning Coordinator

19 September 2013



cc: Parent/guardian Encl.: Insurance Acknowledgment Form

Activity

VET > Placement

- Click Send letter to employer(s) 

Employer	
Name	Contact
Civica Education	Ms Susie Mason





- Enter the following and click **OK**

Mailing Options

Selection

☒ Create letters for all selections in the browse set
☐ Create a letter for the current selection only

Work Placements

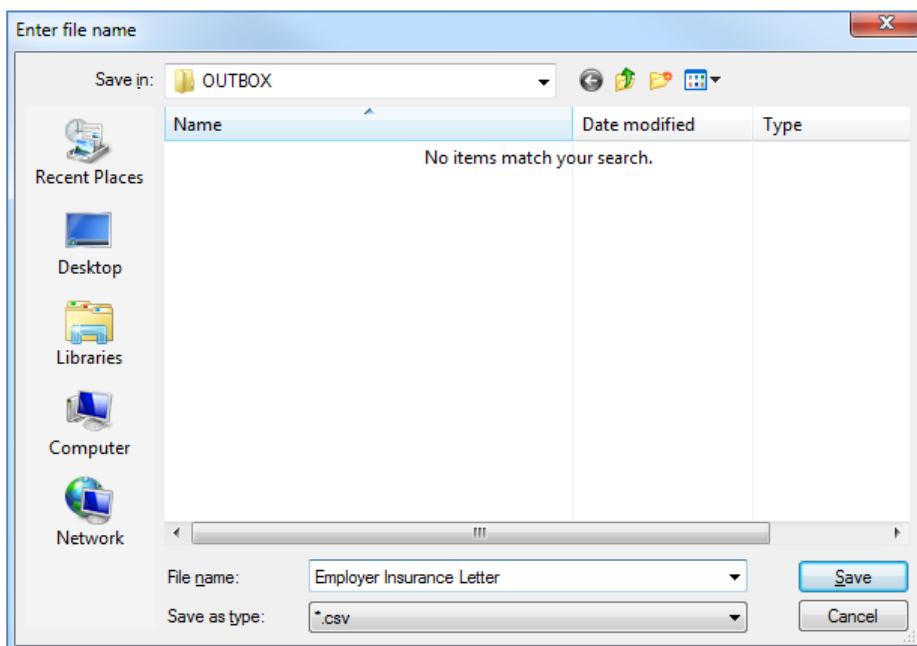
From Date: 1 JAN 2013  To Date: 31 DEC 2013 

Merging system

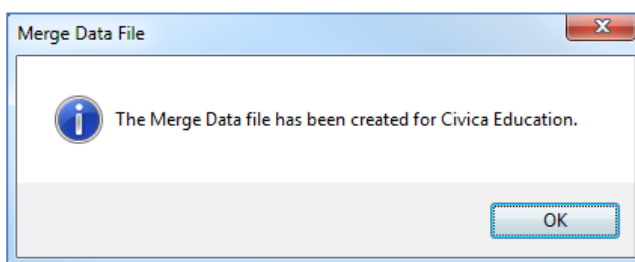
☐ Send letter/s to "Word" using a ".kst" template
☒ Produce a CSV file for use in a subsequent mail-merge

Correspondence


- Enter a **File name** and click **Save**



- Click **OK**

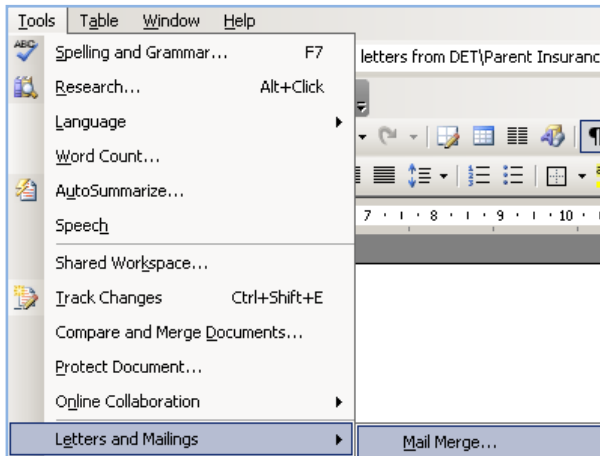


The .csv data source may now be linked to the mail merge letter.

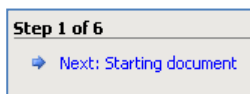
- Open **Word**
- Click Open  and navigate to **C:\keys\INTEGRIS\MMTPL\LETTERS\VET**
- Double click on **Insurance letter for Workplace Supervisor**

The text has been typed but the merge fields still need to be added.

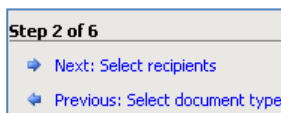
- Click **Tools\Letters and Mailings\ Mail Merge**



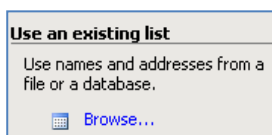
- Click **Next: Starting document**



- Click **Next: Select recipients**



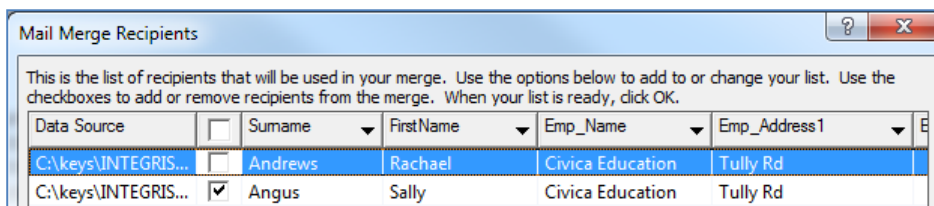
- Click **Browse**



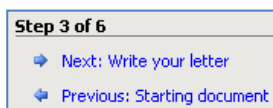
- Navigate to **C\keys\Integriss\Outbox**



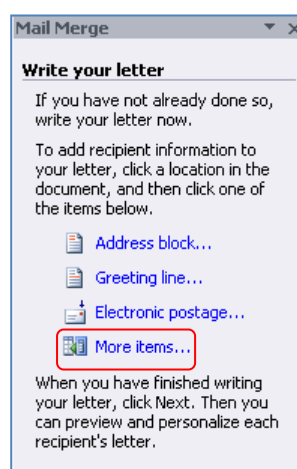
- Double click on **Employer Insurance.csv**



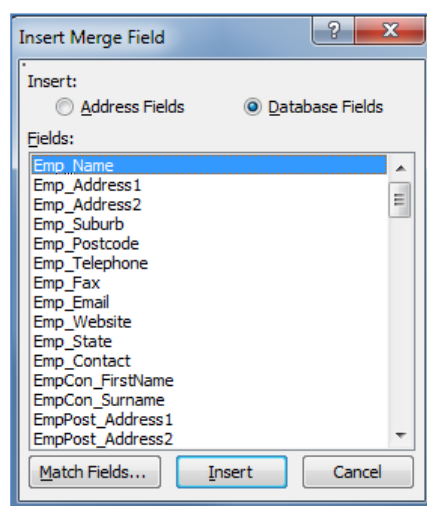
- Ensure that only **Sally Angus** is selected and click **OK**
- Click **Next: Write your letter**



- Place your cursor at the top of the letter and click **More items**



- Highlight **Emp_Name** and click **Insert**

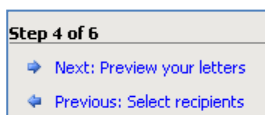


- <Enter> on the keyboard to create a new line in the letter
- Click **More items**
- Highlight **Emp_Address1** and click **Insert** then **Close**
- <Enter> on the keyboard to create a new line in the letter
- Repeat these steps until all merge fields have been added

- Save  your template

You will now be able to use it many times.

- Click **Next: Preview your letters**




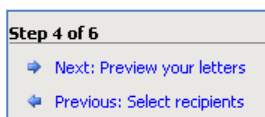
If the letter is OK:

- Click **Next: Complete the merge**

At school you would now choose to **Print** the letters.

If the letter is not OK:

- Click **Previous: Write your letter**
- Make the required changes and save  again
- Click **Next: Preview your letters**



If the letter is OK:

- Click **Next: Complete the merge**

At school you would now choose to **Print** the letters.

- Close the letter and **Word** without saving

2.6.4 Entering Work Experience Details

Activity:

VET > Placements

- Click Student Find (left of centre at the top)
- Enter **Non-Enrolling** in the **Context** field and click **Find**

VET - Student Find

General | Teaching Sets

Surname/Ref. No. Preferred Name

First Name Legal Surname

Roll Status Current

Context Non-Enrolling

Year Group --n/s--

Student Group --n/s--

Vocation --n/s--

Offerings

Year 2013

Qualification --n/s--

Competencies --n/s--

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Highlight the first student in the list and click **Select**

- Click Employer Find (on the right towards the top)
- Check **Work Experience** and click **Find**

VET - Employer Find

General

Name

Suburb Postcode

Vocation / Job Type

Contact Person Details

First Name Surname

Work Placement Category

☐ Student Service Program

☒ Work Experience

☐ Workplace Learning

Keywords

Employer Status ☐ InActive ☒ Active ☐ All

Correspondence Date

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- **Select Hungry Jacks**
- Highlight both names and click **Add**
- Enter the placement details

VET - Placement Details

Frank Bishop (13)

Placement Details

Employer

Workplace Cat

Job Type

Supervisor

Co-ordinator

Qualification

Required Hrs Total Hrs Actually Completed

Notes

Address

Suburb Postcode

State

Tel Fax

Attendance

From To

☒ Mon ☒ Tue ☒ Wed ☒ Thur ☒ Fri ☐ Sat ☐ Sun

☒ Mon-Fri ☐ AM ☒ All Day ☐ PM


☐ Day Release ☒ Block Release ☐ Neither

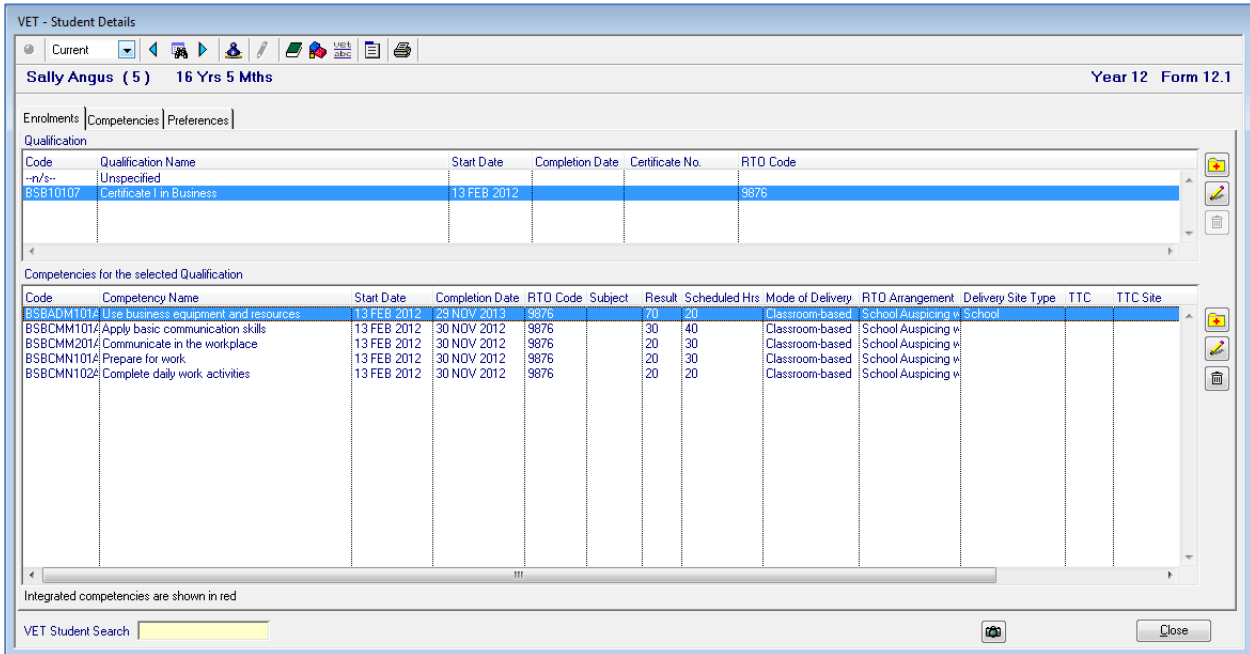
OK Cancel

- Click **OK**
- View the **Placement Details** for both student and employer
- **Close** the Placement window











2.7 VET Student Details

VET > Students

The VET Student Details window is launched by either clicking Student Details  in the VET Student List toolbar or double clicking on a student's name.



VET - Student Details

Current |          

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

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

Competencies for the selected Qualification

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

Integrated competencies are shown in red

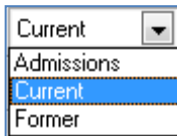
VET Student Search  Close

Browsing and navigation in this window is similar to the standard Integris Student Details window. There are 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 thereof, 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 Integris Student window, except that it searches just the list of VET Students.

VET Student Details Toolbar



Browse Set Indicator - grey button indicates that the browse set is empty, a red button indicates the browse set contains data



Roll Status



View Previous Student



VET Student Find searches through the list of VET Students only



View Next Student



Open standard Integris Student Details window



Student Enrolment View - click to view the student's qualification and competency enrolment details, as well as competency results



Placement View - click to view student placement information



Miscellaneous View - click this button to view student miscellaneous information required reporting bodies





Open VET Student List





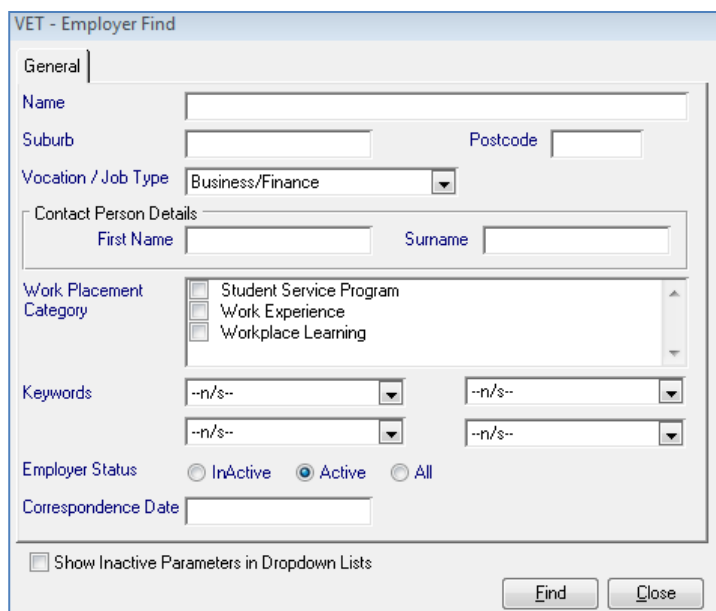
Prints the data in the selected view

Activity:

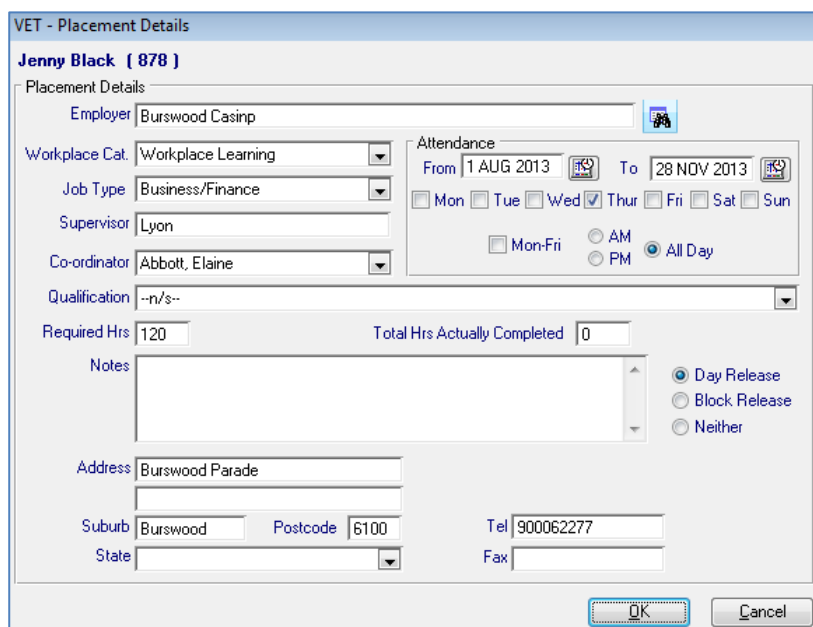
VET > Students

- Double click on **Sally Angus**
- View her enrolment details
- Click the **Competencies** tab and view her competency enrolments
- Click the **Preferences** tab and view her courses for this year
- Click View Miscellaneous Details 
- View the information on the **General**, **AVETMISS** and **Correspondence** tabs
- Click View Placement Details 

- Use **Search** to locate Jenny Black's records
- Click Add  to the right of the **Placement History** pane
- Click **Employer Find** 
- **Find** an employer with the **Vocation/Job Type** of **Business/Finance**




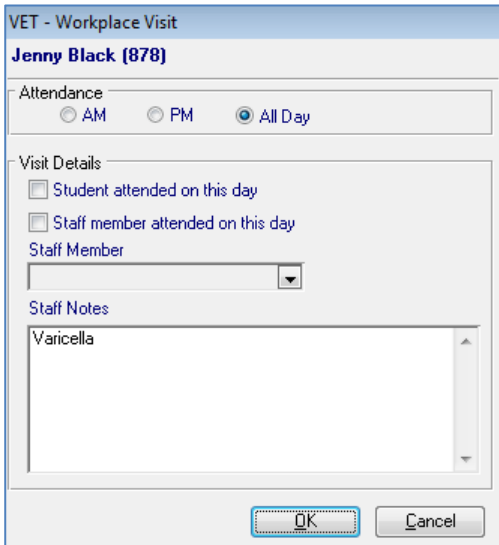
- **Select Burswood Casino**
- Enter the following placement details



- Click **OK**

VET > Student

- Highlight **22 August** and click on the Edit pencil to the right of the pane 
- Remove the tick next to **Student attended on this day** and enter a note



VET - Workplace Visit

Jenny Black (878)

Attendance

☐ AM ☐ PM ☒ All Day

Visit Details

☐ Student attended on this day

☐ Staff member attended on this day

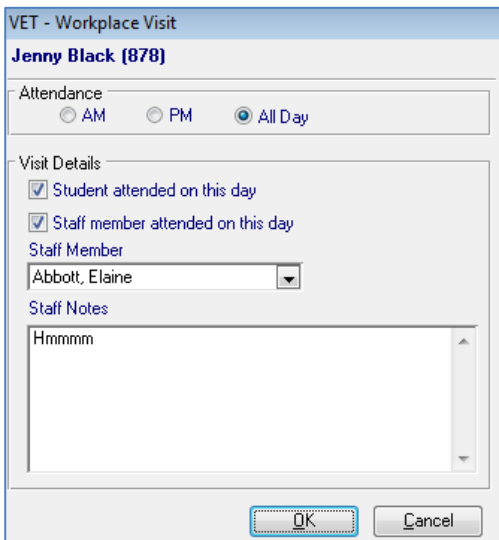
Staff Member

Staff Notes

Varicella

OK Cancel

- Click **OK**
- Highlight **26 September** and click Edit
- Place a tick next to **Staff member attended on this day**
- Select a staff member
- Enter a note



VET - Workplace Visit

Jenny Black (878)

Attendance

☐ AM ☐ PM ☒ All Day

Visit Details

☒ Student attended on this day

☒ Staff member attended on this day

Staff Member

Abbott, Elaine

Staff Notes

Hmmm

OK Cancel

- Click **OK**

- Click Add to the right of the Attendance pane
- Enter these details

VET - Workplace Visit
Jenny Black [878]

Attendance
 From 29 NOV 2013 To 29 NOV 2013
☐ Mon ☐ Tue ☐ Wed ☐ Thur ☒ Fri ☐ Sat ☐ Sun
☐ Mon-Fri ☐ AM ☒ All Day ☐ PM

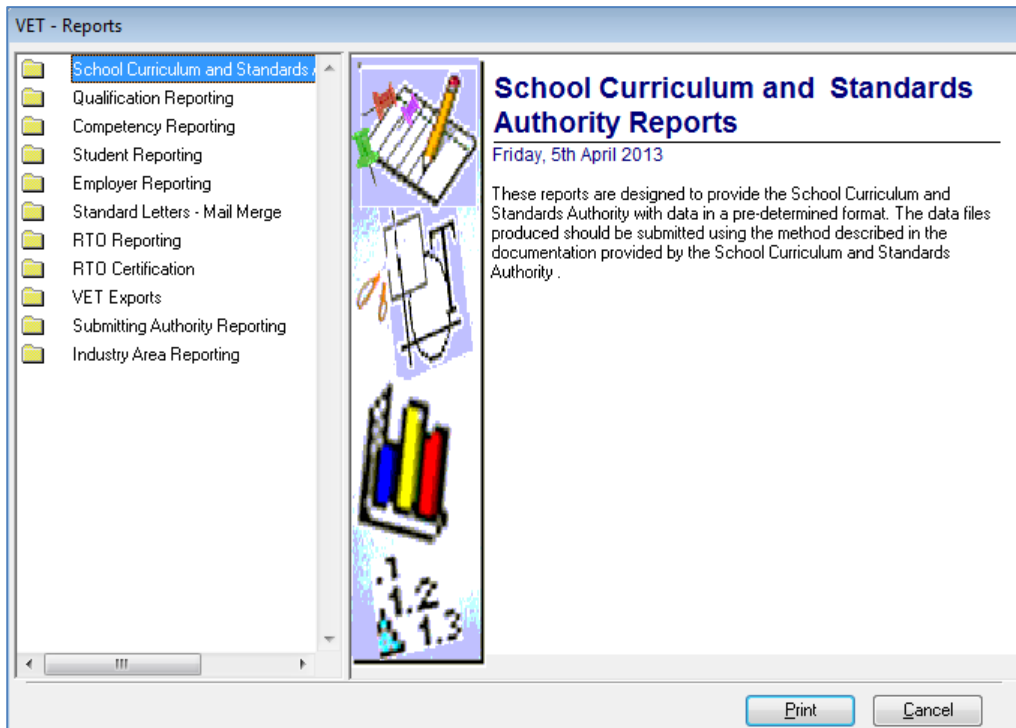
Visit Details
☒ Student attended on this day
☐ Staff member attended on this day
 Staff Member
 Staff Notes
 Making up sick day

OK Cancel

- Click **OK**
- **Close** VET Students

2.8 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.



2.8.1 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 pre-determined format.
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	Reports on competency offerings by associated industries

2.8.2 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.

The screenshot shows the 'VET - Reports' application window. On the left is a tree view of report categories. The 'Placement Summary' report is selected. The right pane shows the report configuration fields:

- Titles:**
 - Main Title: Placement Summary Report by Student
 - Page Footer: (empty)
- Parameters:**
 - Query: (empty dropdown)
 - From Date: (calendar icon)
 - To Date: (calendar icon)
 - Find: (button)
- 0 Selected Students:**
 - A table with columns: Surname, First Name, Year Group, Form.
 - The table is currently empty.

At the bottom right are 'Print' and 'Cancel' buttons.

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.

- Click on the Find tool icon and enter search criteria
- Click **Find**

If more than one value matches your criteria, a list of results will be displayed.

- Select one or more items (use **<Ctrl>** to select several items from the list)
- Click **Select**

Some reports display the number of selections made.

The screenshot shows the 'VET - Reports' application window. On the left is a tree view of report categories, with 'Placement Summary' selected. The main area is divided into sections for report configuration and search results.

Titles

Main Title: Placement Summary Report by Student
Page Footer:

Parameters

Query: Subset of 48 students
From Date: 1 NOV 2013 To Date: 30 NOV 2013 Find

5 Selected Students

Surname	First Name	Year Group	Form
Andrews	Rachael	11	11.1
Black	Jenny	11	11.1
Ramsay	Cory	11	11.1
Rumble	Simon	11	11.1
Simple	Sarah	11	11.1

Print Cancel

2.8.3 Placement Reports

Activity

VET > Reports > Student Reporting

- Select **Placement Details**
- Find the students whose surnames begin with **A**
- Click **Select**
- Enter a date range of the current year and click **Find**

The screenshot shows the 'VET - Reports' application window. On the left is a tree view with folders for 'School Curriculum and Standards', 'Qualification Reporting', 'Competency Reporting', and 'Student Reporting'. Under 'Student Reporting', 'Placement Details' is selected. The main area on the right is titled 'Titles' and contains a 'Main Title' field with the text 'Placement Details Report by Student' and an empty 'Page Footer' field. Below this is a 'Parameters' section with a 'Query' dropdown set to 'Subset of 2 students', a 'From Date' field with '1 JAN 2013', and a 'To Date' field with '31 DEC 2013'. A 'Find' button is next to the date fields. Below the parameters is a table titled '2 Selected Students' with columns 'Surname', 'First Name', 'Year Group', and 'Form'. The table contains two rows: 'Andrews Rachael 11 11.1' and 'Angus Sally 12 12.1'. At the bottom of the window are 'Print' and 'Cancel' buttons.

Surname	First Name	Year Group	Form
Andrews	Rachael	11	11.1
Angus	Sally	12	12.1

- **Print** the report to the screen

VET > Reports > Employer Reporting

- Select **Placement Summary**
- Select **Active Employers** from the **Query** drop down menu
- Enter a date range of the current year and click **Find**

The screenshot shows the 'VET - Reports' application window. On the left is a tree view with folders for 'School Curriculum and Standards', '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'. Under 'Employer Reporting', there are sub-items: 'Employer List', 'Vocation/Job Type Details', 'Placement Summary', 'Placement Details' (highlighted), 'Correspondence', and 'Scheduled Placements'. The main area on the right is titled 'Titles' and contains a 'Main Title' field with the text 'Placement Details Report by Employer' and an empty 'Page Footer' field. Below this is a 'Parameters' section with a 'Query' dropdown set to 'All Employers', a 'From Date' field set to '1 JAN 2013', a 'To Date' field set to '31 DEC 2013', and a 'Find' button. At the bottom of the main area is a table titled '3 Selected Employers' with three columns: 'Employer Name', 'Contact Person', and 'Suburb'. The table contains three rows of data. At the very bottom of the window are 'Print' and 'Cancel' buttons.

Employer Name	Contact Person	Suburb
Burswood Casinp	Mr Leo Lyon	Burswood
Civica Education	Ms Susie Mason	East Perth
Hungry Jacks	Mr Ronald Mack	Perth

- **Print** the report to the screen

VET > Reports > Employer Reporting

- Select **Scheduled Placement Details**
- Select **Active Employers** from the **Query** drop-down menu
- Click **Report Type Active Placements** for TODAY'S date

The screenshot shows the 'VET - Reports' window. On the left is a tree view with categories like 'School Curriculum and Standards', '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'. Under 'Employer Reporting', 'Scheduled Placements' is selected. The main area is divided into sections: 'Titles' with 'Main Title' set to 'Scheduled Placements Report by Employer' and an empty 'Page Footer'; 'Parameters' with 'Query' set to 'All Employers', 'Report Type' set to 'Active placements' (radio button selected), and 'on this date' set to '8 APR 2013'; and a table titled '3 Selected Employers'.

Employer Name	Contact Person	Suburb
Burswood Casinp	Mr Leo Lyon	Burswood
Civica Education	Ms Susie Mason	East Perth
Hungry Jacks	Mr Ronald Mack	Perth


At the bottom right are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen
- Click **Report Type Future only** and **Print** again

2.8.4 Mail Merge

Activity

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: **1st January to 31st 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

- School Curriculum and Standards
- Qualification Reporting
- Competency Reporting
- Student Reporting
- Employer Reporting
- Standard Letters - Mail Merge
- Students and Placements**
- Employers and Placements
- RTO Reporting
- RTO Certification
- VET Exports
- Submitting Authority Reporting
- Industry Area Reporting

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 | 46 Students

- ☐ Placement Suburb
- ☐ Placement State
- ☐ Placement Postcode
- ☐ Placement Telephone
- ☐ Placement Fax
- ☐ Placement Type
- ☐ Placement Supervisor
- ☒ Placement Start Date
- ☒ Placement End Date
- ☐ Placement Category
- ☒ Placement Staff
- ☐ Placement Qualification
- ☐ Placement Notes
- ☐ Total Placement Days

☒ **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**

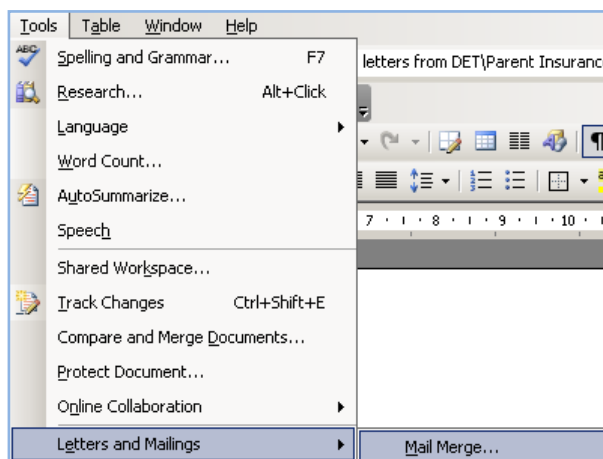
- Click **Print**
- Read the prompt and click **OK**

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

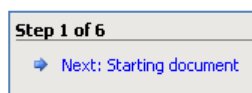
- Open **Word** and the document **C:\Keys\Integris\WMTPL\Letters\VET letters\mm\ Insurance Letter for Parents mm**

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

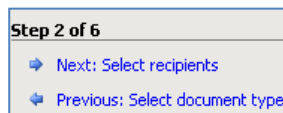
- Click **Tools\Letters and Mailings\ Mail Merge**



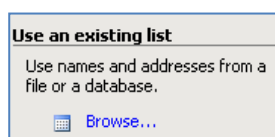
- Click **Next: Starting document**



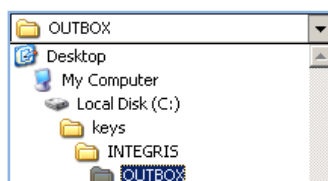
- Click **Next: Select recipients**



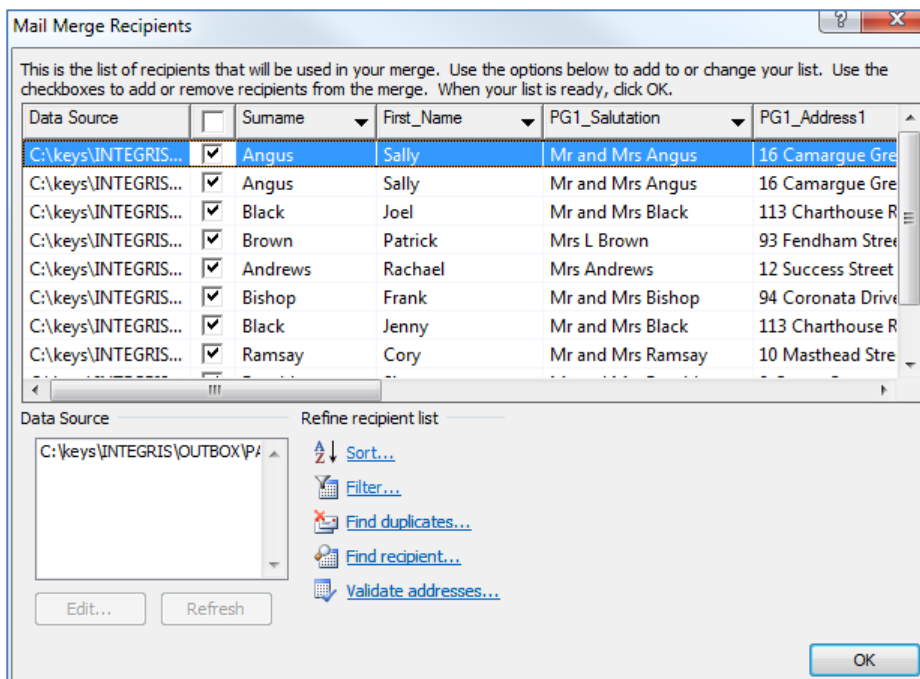
- Click **Browse**



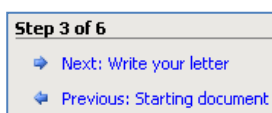
- Navigate to **C\keys\Integris\Outbox**



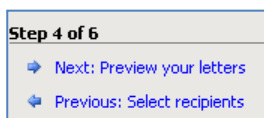
- Double click on **PARINS.csv**



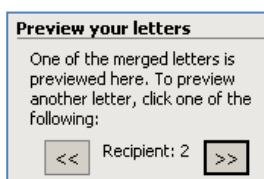
- Click **OK**
- **Click Next: Write your letter**



- **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**

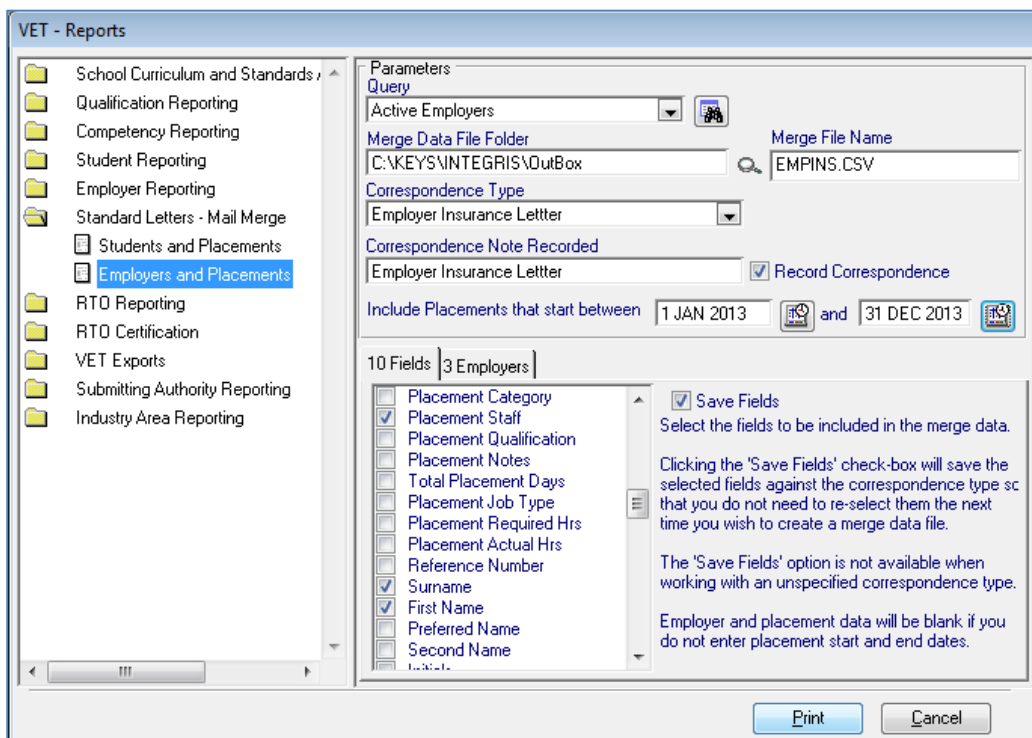
Note: At school the pathway will be K:\keys\Integris\Outbox

- Choose **Employer Placement Insurance Letter** as the **Correspondence Type**
- Check the **Record Correspondence** box
- Enter the dates: **1st January to 31st 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.



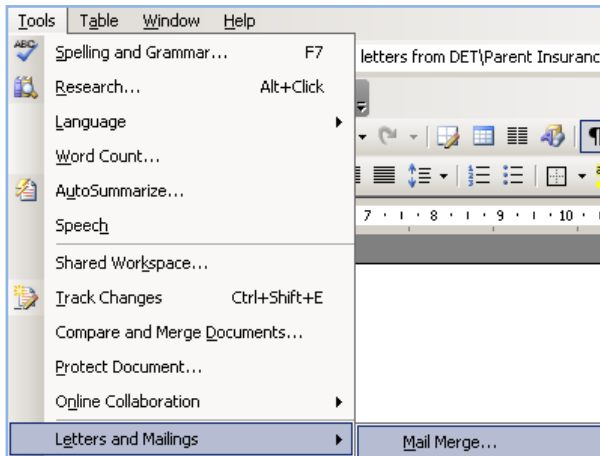
- Click **Print** and **OK**

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

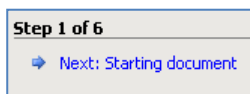
- Open the document **C:\Keys\Integris\MMTPL\Letters\VET\mm\Employer Insurance Letter for Workplace Supervisor mm.doc**

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

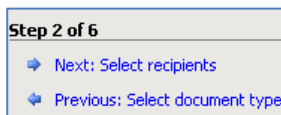
- Click **Tools\Letters and Mailings\Mail Merge**



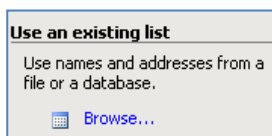
- Click **Next: Starting document**



- Click **Next: Select recipients**



- Click **Browse**



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



- Double click on **EMPINS.CSV**

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input type="checkbox"/>	Surname	First Name	Employer Name	Employer Address1
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Angus	Sally	Hungry Jacks	Hay St
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Black	Joel	Hungry Jacks	Hay St
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Brown	Patrick	Hungry Jacks	Hay St
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Bishop	Frank	Hungry Jacks	Hay St
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Andrews	Rachael	Civica Education	Tully Rd
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Angus	Sally	Civica Education	Tully Rd
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Ramsay	Cory	Burswood Casinp	Burswood Parade
C:\keys\INTEGRIS...	<input checked="" type="checkbox"/>	Rumble	Simon	Burswood Casinp	Burswood Parade

Data Source: C:\keys\INTEGRIS\OUTBOX\EM

Refine recipient list

Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...

Edit... Refresh

OK

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

Step 3 of 6

Next: Write your letter

Previous: Starting document

- Click **Next: Preview your letters**

Step 4 of 6

Next: Preview your letters

Previous: Select recipients

- Preview all your letters

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 2 >>

- **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.

Review

Complete each of the following tasks, noting the pathway you used in each instance.

1. Add the Aboriginal students in Year 10 as enrolling VET students.
2. Speed Edit some non-enrolling Year 10 students' status from ***work experience only*** to ***enrolling***.
3. Enter the details of an employer who has links to your school.
4. Enter work placement details for a student with the employer just added. (There is more than one option here.)
5. Enter details of a staff visit to the student's workplace.

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3 Support

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

Contact details below:

3.1 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.

3.2 Fax (CSC)

9264 4701

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

3.3 Email (CSC)

customer.service.centre@education.wa.edu.au

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

4 Online Manuals and Training Notes

4.1 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***

4.2 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.