CIVICA

VET Workplace Training Notes

Document Control

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Table of Contents

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

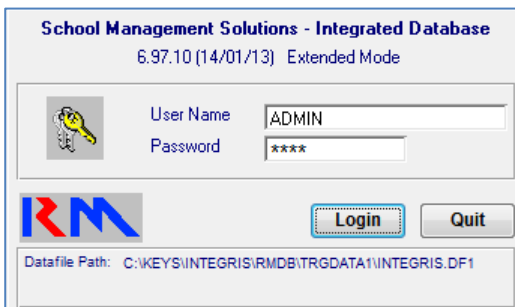| Time	Contents
8.45 am/12.45 pm	Coffee
9.00 am/1.00 pm	Introductions Logging On Tool Bars And Side Bars Administration Manager The VET Module VET Parameters VET Students Employer Maintenance
10.15 am/2.15 pm	Morning/Afternoon Tea
10.35 am/2.35 pm	Work Placements VET Reports Mail Merge Review
11.45 am/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

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1.4 The File Menu

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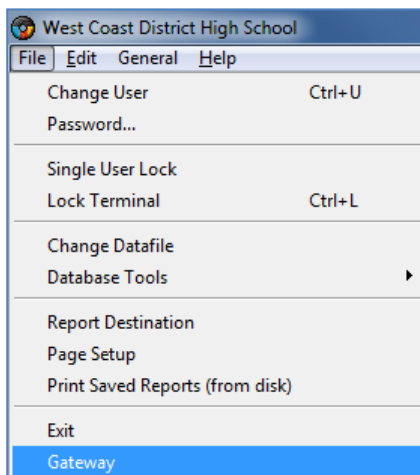
- **Password** enables the user to change his or her password. For security purposes, it is recommended that this is done regularly.
- **Change User** should be used to ensure that each person accessing Integris does so under their own user name and with their personal levels of access.
- **Lock Terminal**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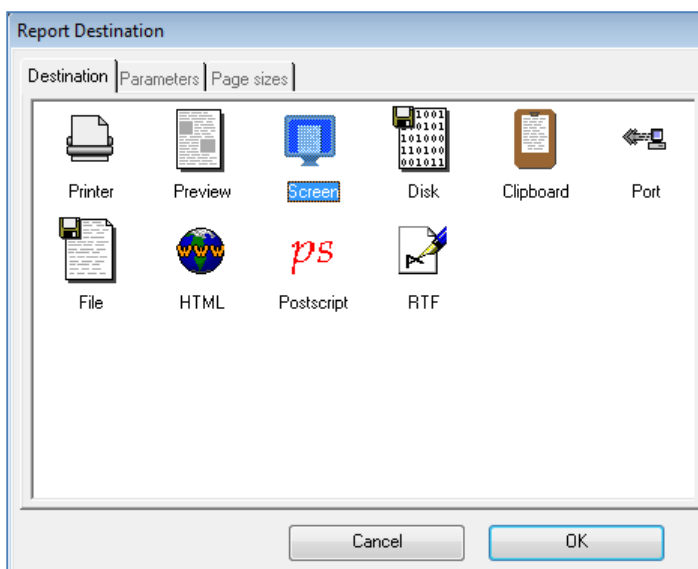
Activity

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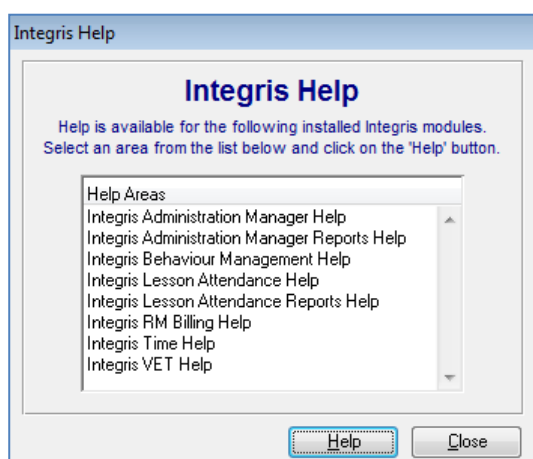
View each of the following items in the File menu
- o Password
- o Change User
- o Lock Terminal
- o Report Destination

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.
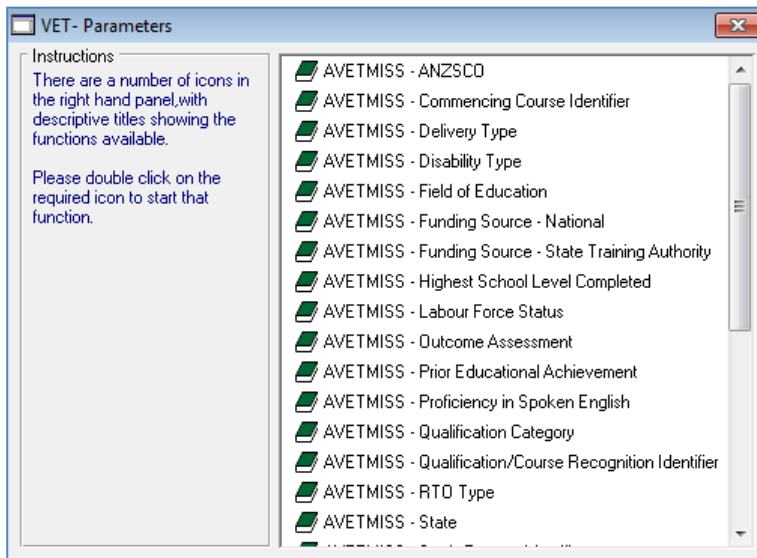
There are three types of VET parameters:
1. **Pre-populated parameters**: These are parameters that are automatically loaded into the system when it is first installed. They typically include parameters that will be the same across all schools (for example, the range of AVETMISS reporting parameters).
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.
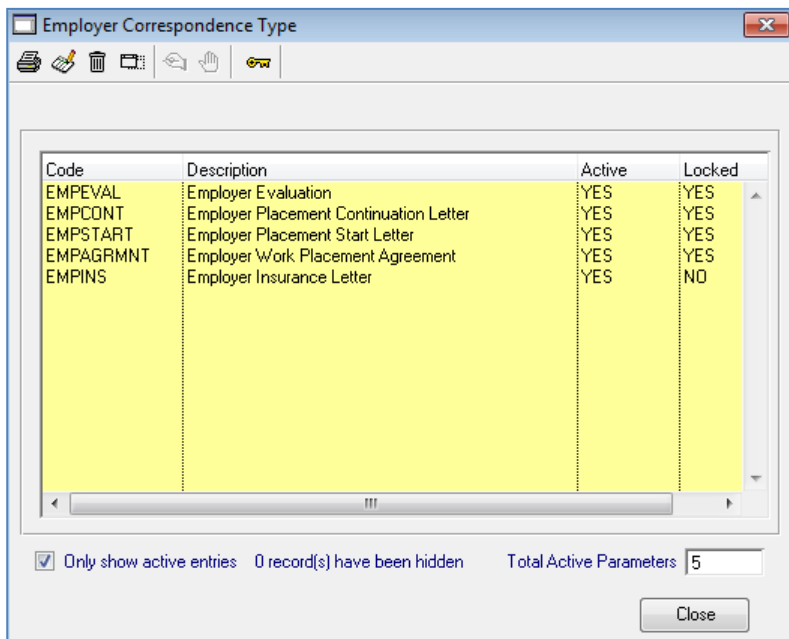
WorkSafe Certificates

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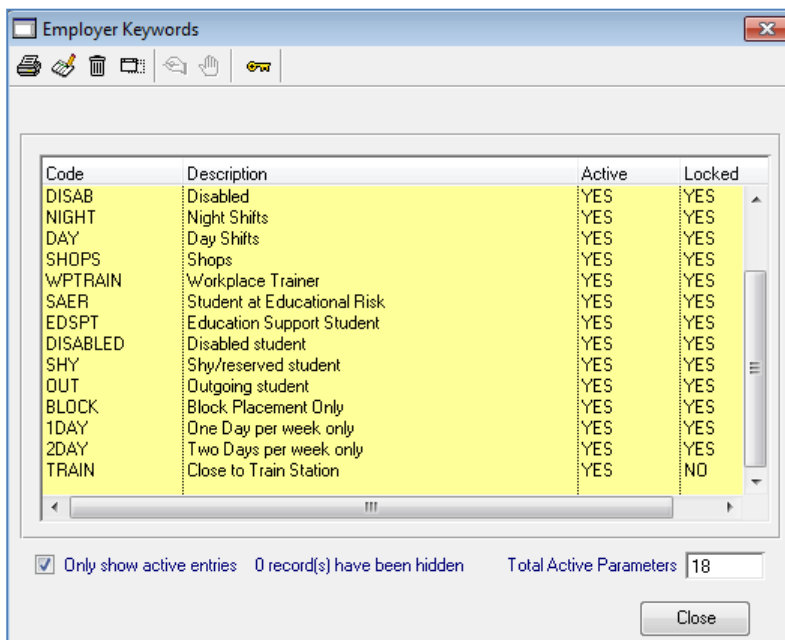
- Click *OK*
- Highlight *Employer Insurance Letter* and click *Toggle Locked Status*
- Click *Close*

VET > Parameters > Employer Keywords

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

- 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*

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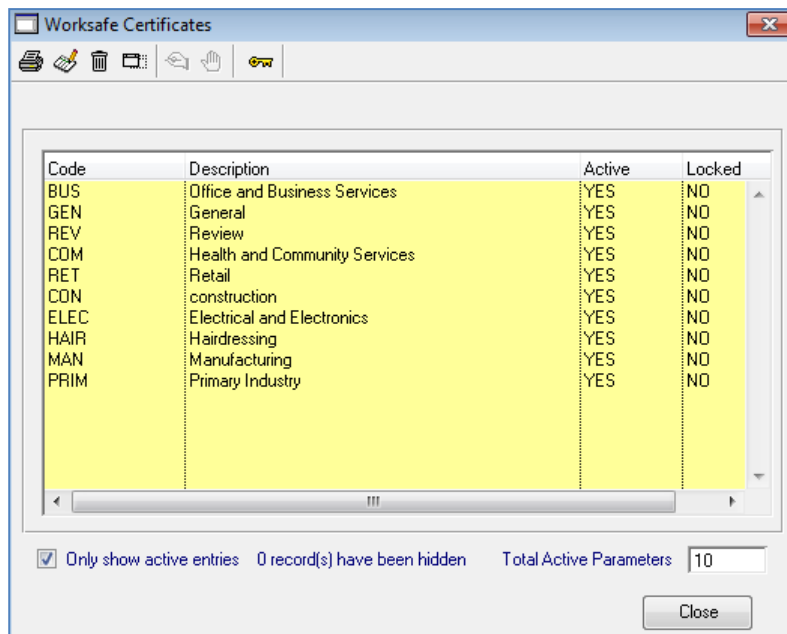
- Click *OK* to save
- Highlight all the parameters in the list and lock
- Click *Close*

CIVICa
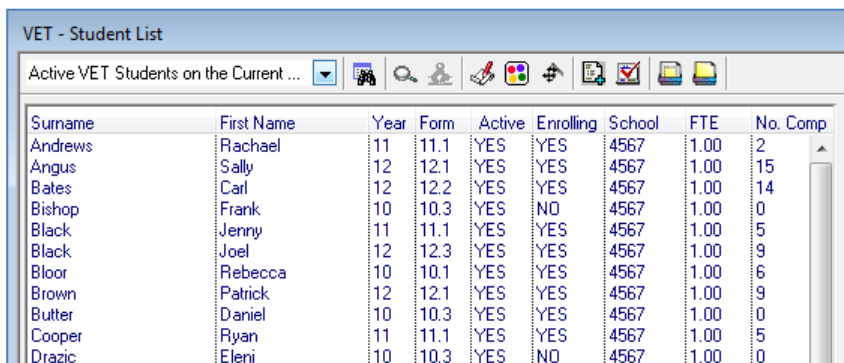
2.4 VET Students

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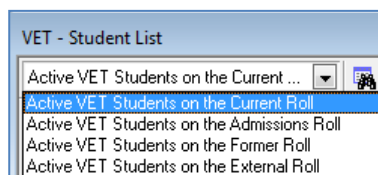
 Allows users to view VET students on the Current, Admissions, Former or External Rolls

 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.
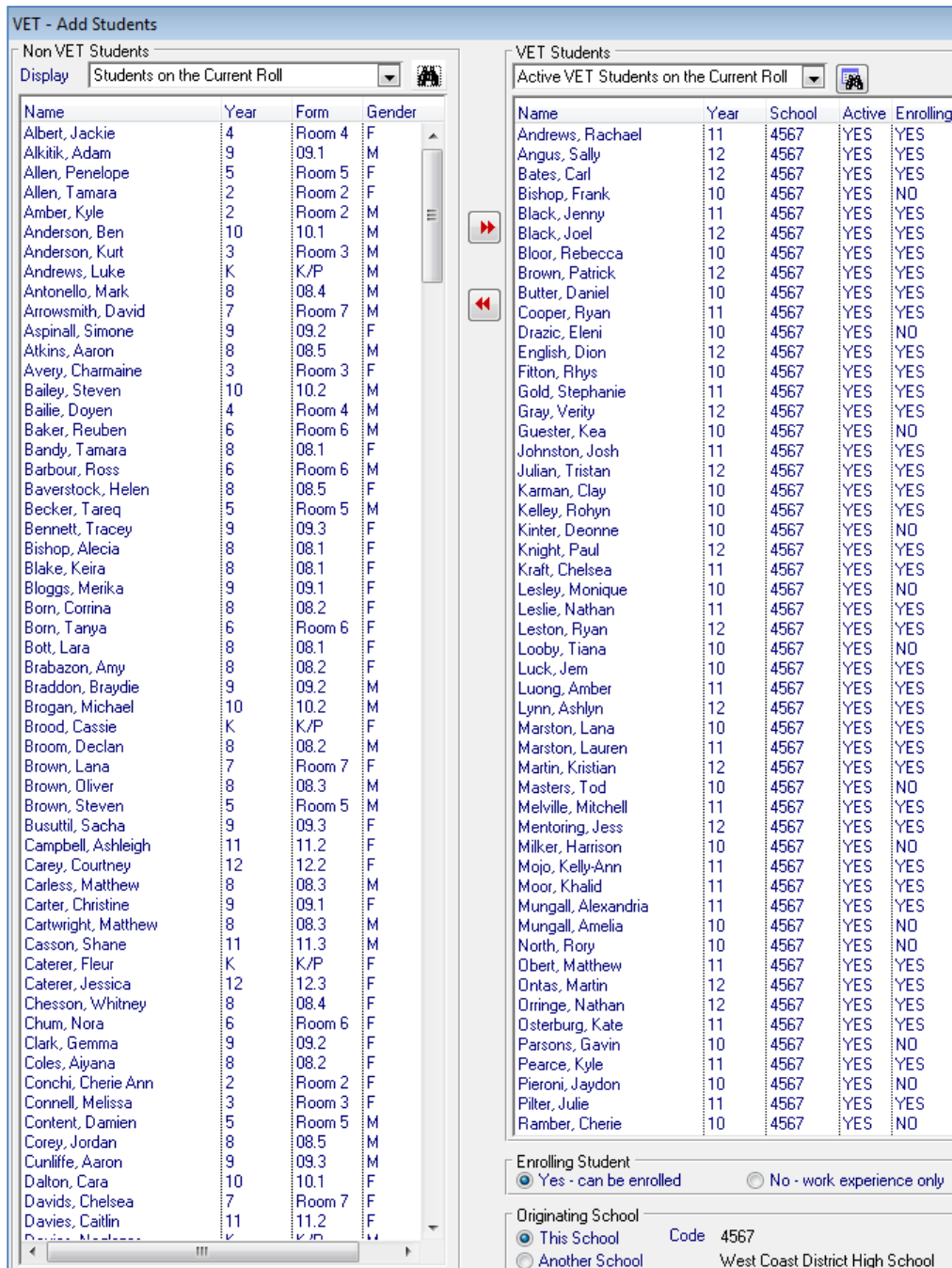
 Prints the VET Student list as displayed.

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 [icon] on the toolbar. This will open a second window where the user can add or remove VET students.

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.
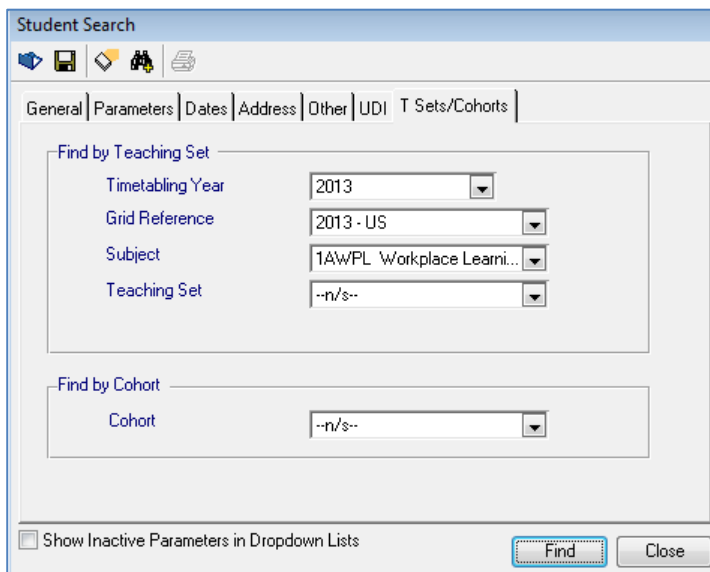

The *Non VET Student* list can be filtered using the standard Integris Find Tool. The Find Tool allows the user to define a query and store that query for future use. If the Find Tool is used, and the query is not saved, the *Display* will show a message as in the following example.

VET - Add Students
Non VET Students
Display | Selected Subset of 28 students
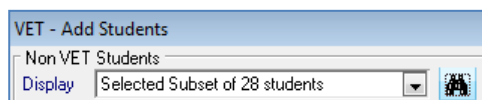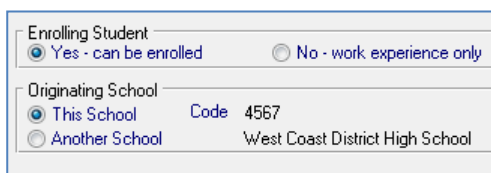
Activity

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
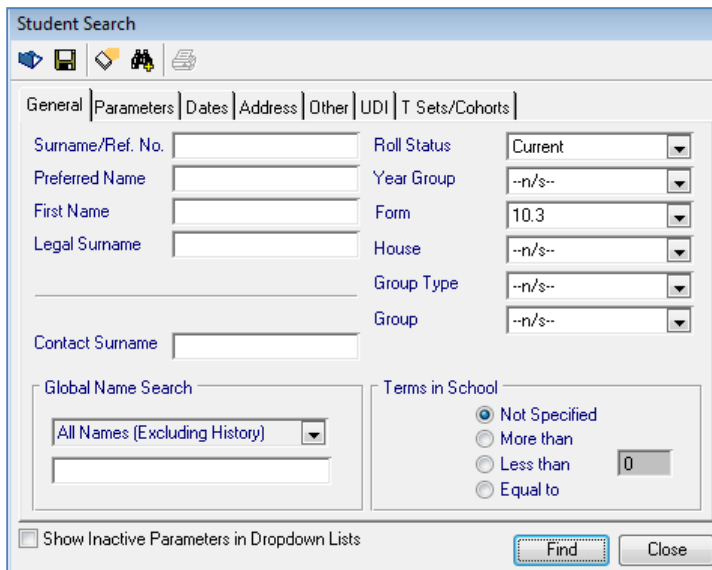

- Click **Find**
- Click **Select** and **Yes**
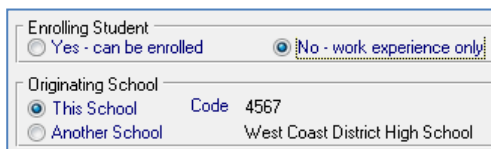- Ensure that you have the **Enrolling** and **This School** radio buttons selected

- Highlight the names in the **Non-VET students** list

- 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*

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

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

Jillian Sorrell and Darryl Strother were added to the VET Student List in error
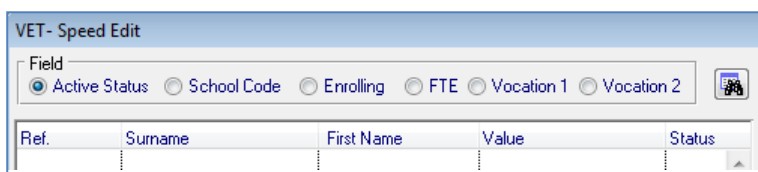
- Highlight their names in the **VET Student** list

- Click the red chevrons pointing left ◀◀

- Click **OK**

- Close Add Students

- Click on the headers in the **VET Student** list to sort according to different criteria

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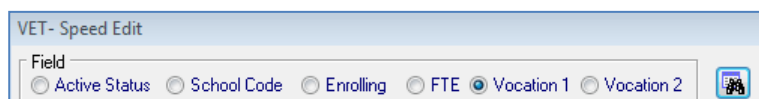
Clicking one of the four radio buttons in the **Field** area will populate the **New Value** field with the appropriate values related to that field.

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*
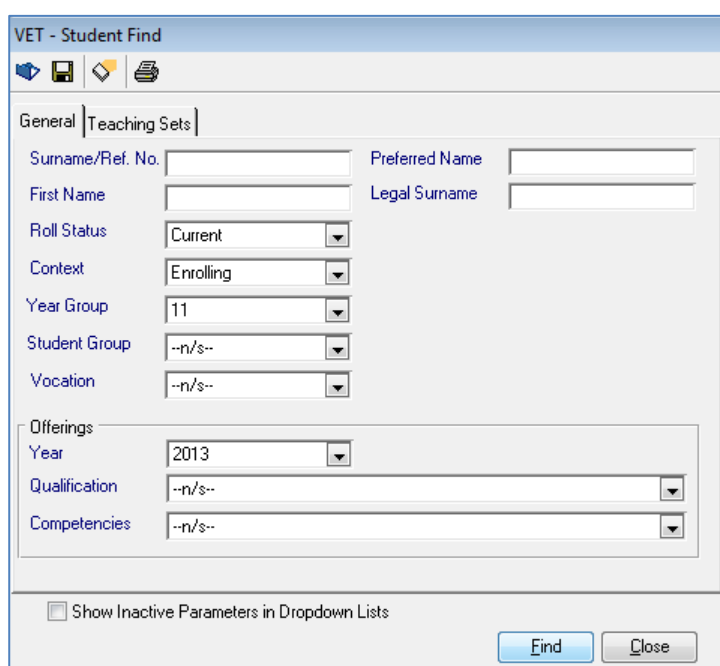
VET- Speed Edit

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	Current		
Context	Enrolling		
Year Group	11		
Student Group	--n/s--		
Vocation	--n/s--		

Offerings
Year   2013
Qualification --n/s--
Competencies   --n/s--

☐ Show Inactive Parameters in Dropdown Lists

[Find] [Close]

- Click *Find, Select* and *Yes*

- Highlight some of the students in the Speed Edit window

- 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.

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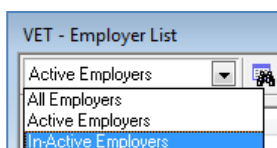
The Employer list can be filtered to show *Active Employers only, Inactive employers only* or *All Employers* (active and inactive). This is done by clicking the appropriate item in the drop down menu.

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

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 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
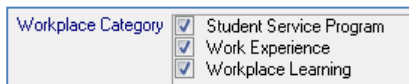
 Prints the employer details including the list of student placement records

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 add student placement details by clicking the Add button alongside the list.
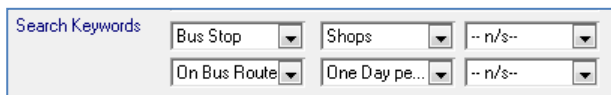
The **Workplace Category** list will allow the user to select multiple categories for an employer.

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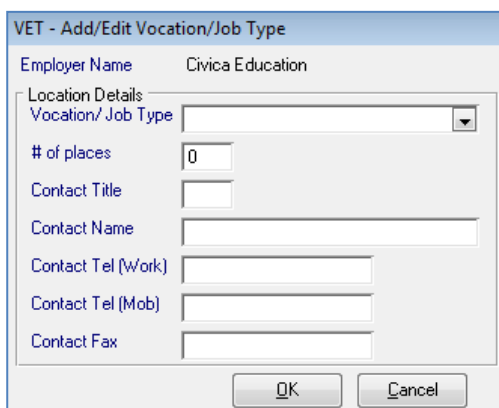
 An employer can be made inactive by simply clicking on the **Employer Active** check-box to remove the tick. This will prevent the system from allowing students to be placed with that employer.

Adding Employer Vocation/Job Types

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

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.

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 been 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.

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.

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
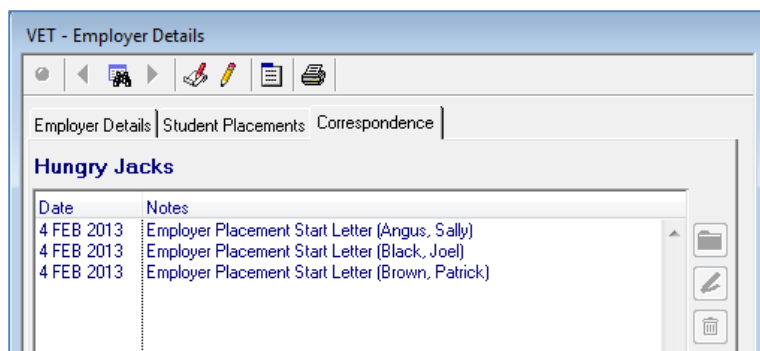
Activity
VET > Employers • Double click on *Hungry Jacks* • View the details on the *Details, Placements* and *Correspondence* tabs

VET > Employers

- Click on Add a Record
- Enter the following information

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

- Click *OK*

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

- Click **OK** to save

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

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

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

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

- Enter the **Vocation** details

- 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

- 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.	
First Name	
Preferred Name	
Legal Surname	
Roll Status	Current
Context	Enrolling
Year Group	--n/s--
Student Group	--n/s--
Vocation	Business/Finance

Offerings
Year: 2013
Qualification: --n/s--
Competencies: --n/s--

☐ 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

ℹ 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

Attendance

From 18 NOV 2013   To 29 NOV 2013

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

☑ Mon-Fri   ○ AM   ● All Day
            ○ PM

Total Hrs Actually Completed 0

Notes
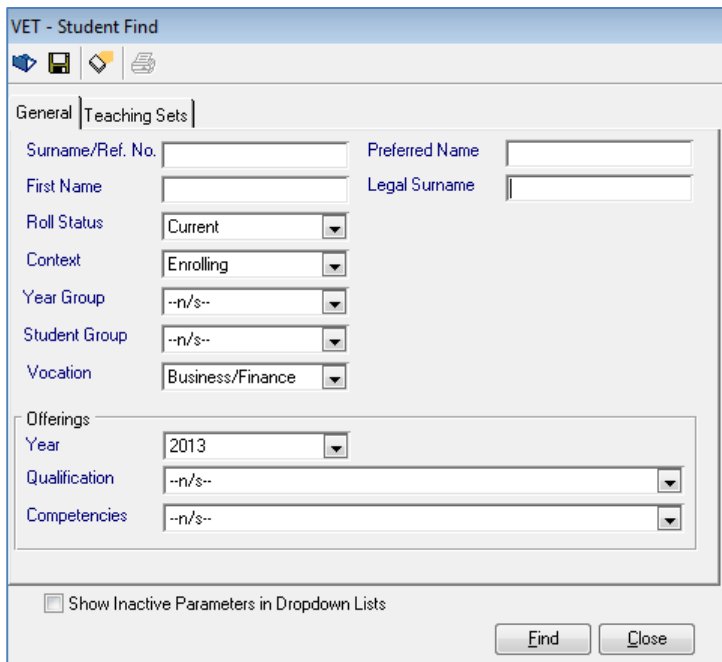
○ Day Release
● Block Release
○ Neither

Address Burswood Parade

Suburb Burswood   Postcode 6100   Tel 900062277

State   Fax

[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

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.

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

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

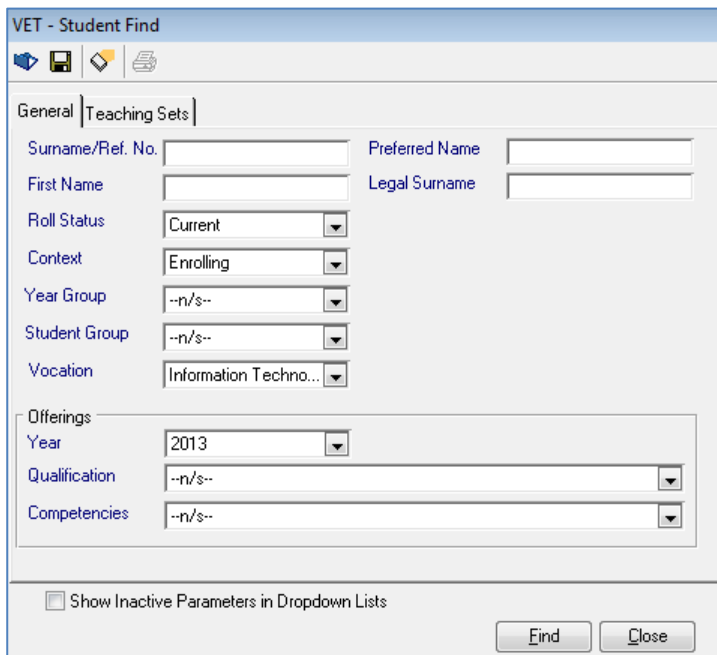
Activity

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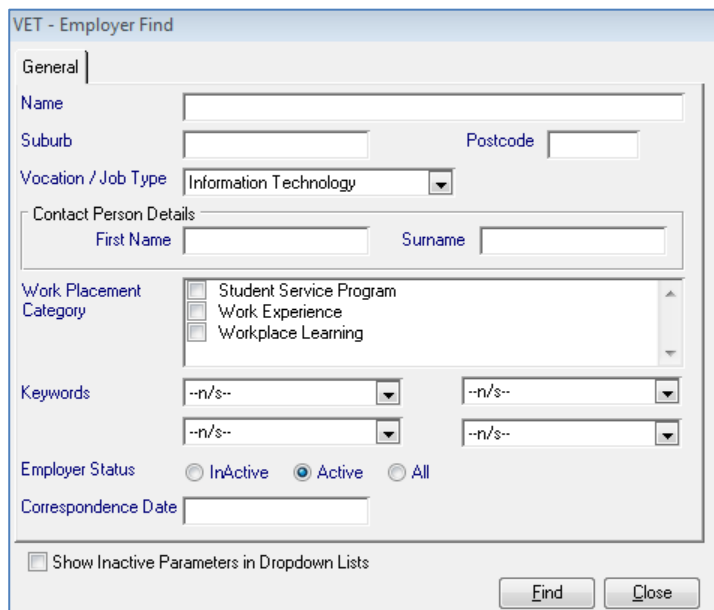
- Click *Find*
- *Select* the second student in the list

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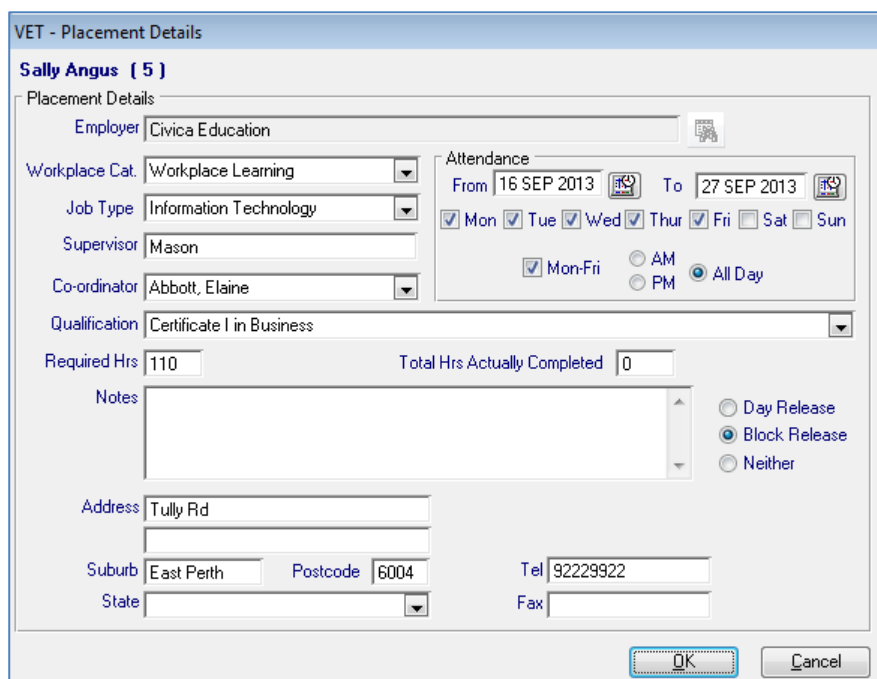
- Click *Find*

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

- 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)

- Enter the following and click *OK*

*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 <Crtl> 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)

- Enter the following and click **OK**

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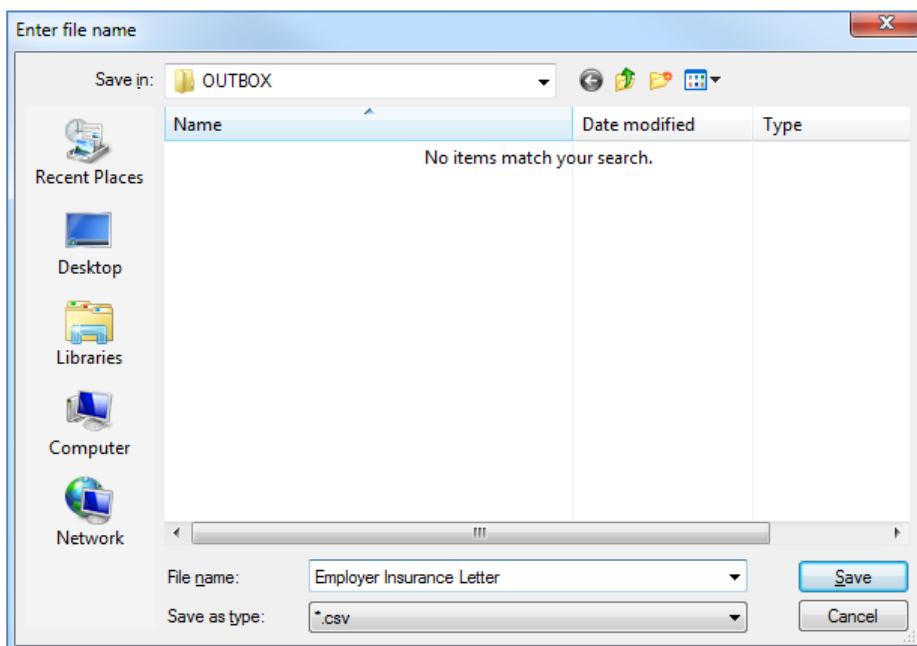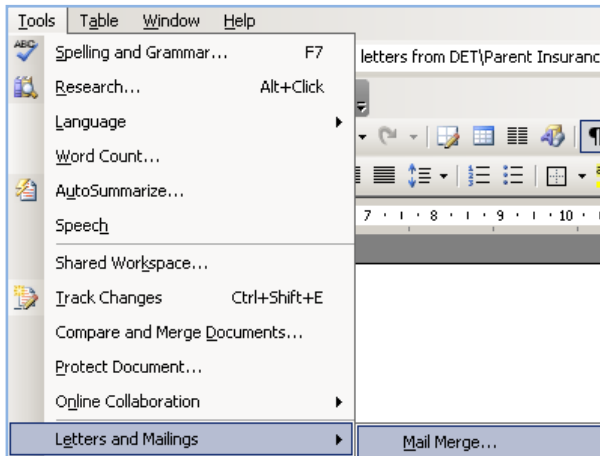

- Click *OK*
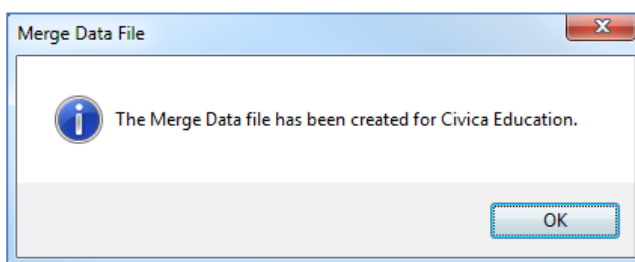
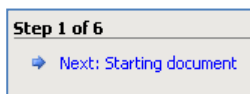The .csv data source may now be linked to the mail merge letter.

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

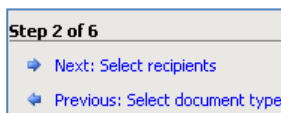The text has been typed but the merge fields still need to be added.

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

- Click **Next: Starting document**

- Click **Next: Select recipients**

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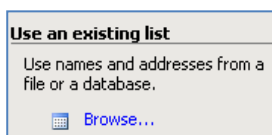
- Navigate to **C\keys\Integris\Outbox**

- Double click on **Employer Insurance.csv**
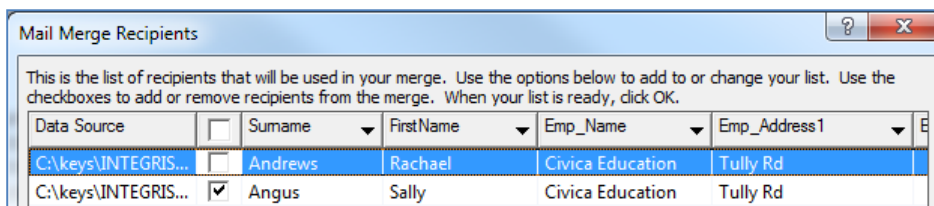
- Ensure that only **Sally Angus** is selected and click **OK**
- Click **Next: Write your letter**
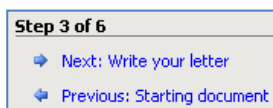
- Place your cursor at the top of the letter and click **More items**
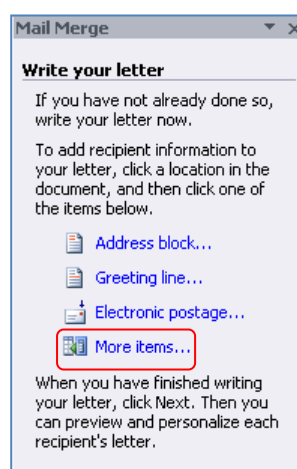
- Highlight **Emp_Name** and click **Insert**
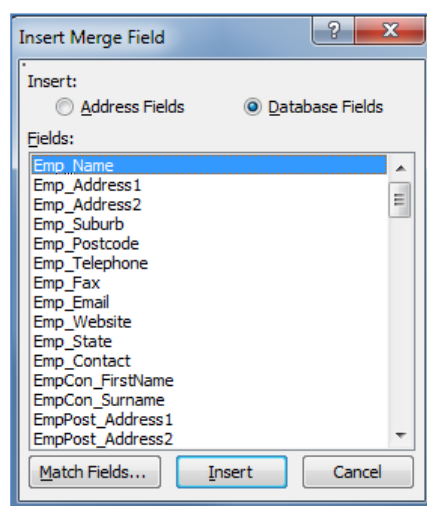
- <*Enter*> on the keyboard to create a new line in the letter
- Click **More items**
- Highlight **Emp_Address1** and click **Insert** then **Close**
- <*Enter*> on the keyboard to create a new line in the letter
- Repeat these steps until all merge fields have been added

- Save 🖫 your template

You will now be able to use it many times.

- Click **Next: Preview your letters**
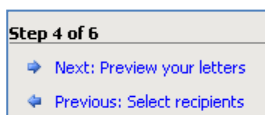
Step 4 of 6
➡ Next: Preview your letters
⬅ Previous: Select recipients

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**
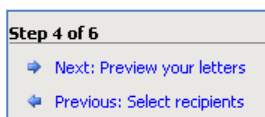
Step 4 of 6
➡ Next: Preview your letters
⬅ Previous: Select recipients

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**

- 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**

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

- 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.

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
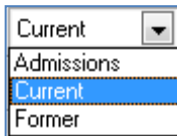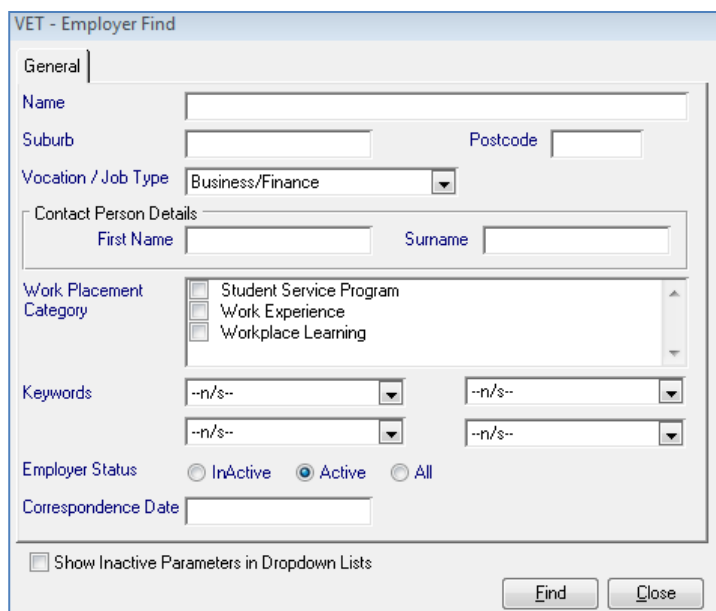
Activity:
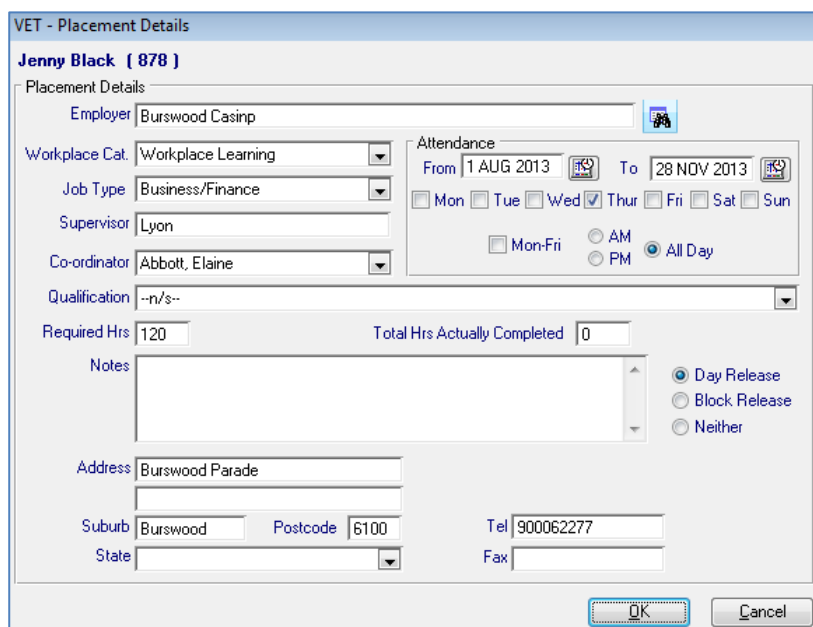
VET > Students

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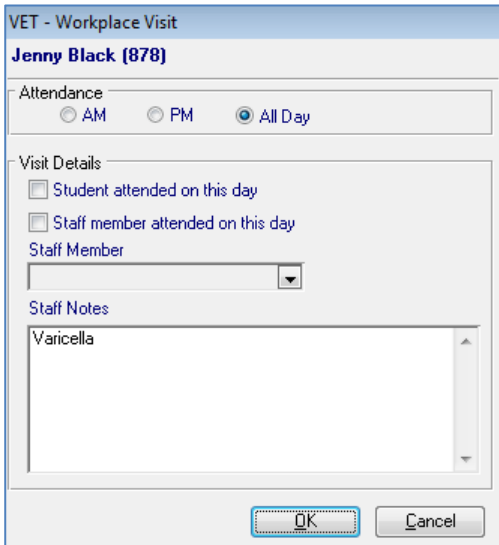
- *Select Burswood Casino*
- Enter the following placement details

- 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

- 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

- Click *OK*

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

- 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.
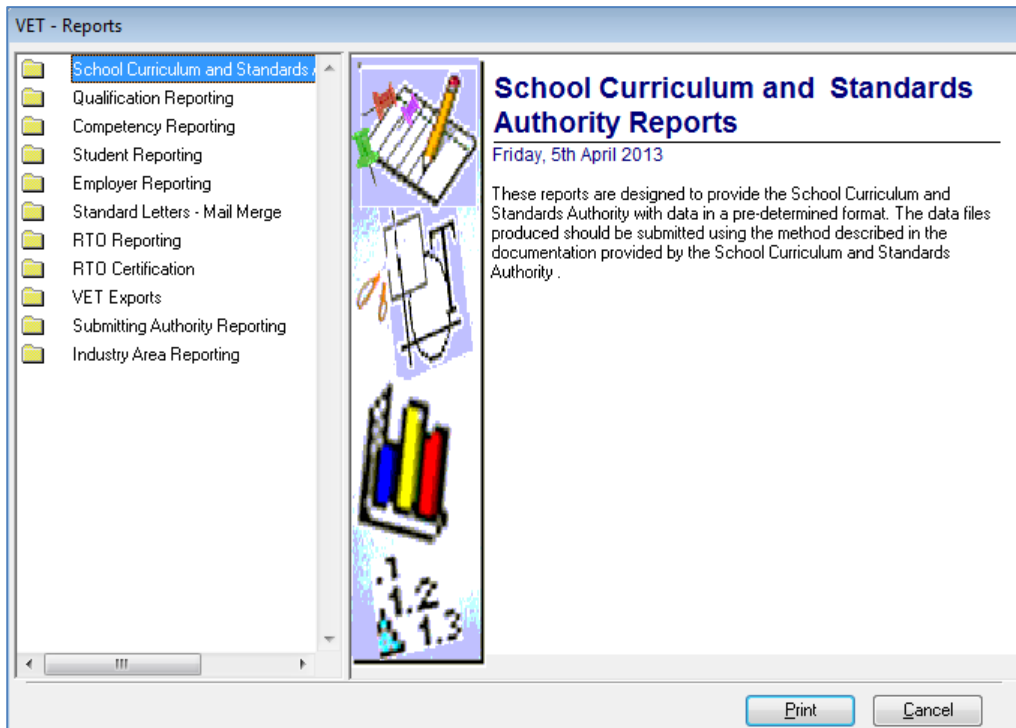
2.8.1 Types of VET Reports

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.

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.

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*

- *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*

- *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

- *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, PG1Town/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.

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

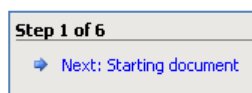It is now possible to merge the data exported from Integris with a mail merge template in Word.

- Open **Word** and the document **C:\Keys\Integris\MMTPL\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.
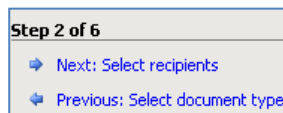
- Click **Tools\Letters and Mailings\ Mail Merge**
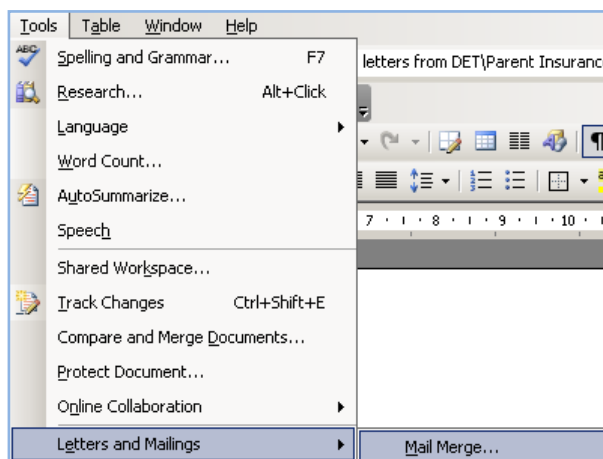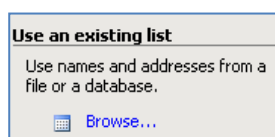

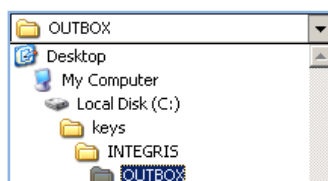- Click **Next: Starting document**

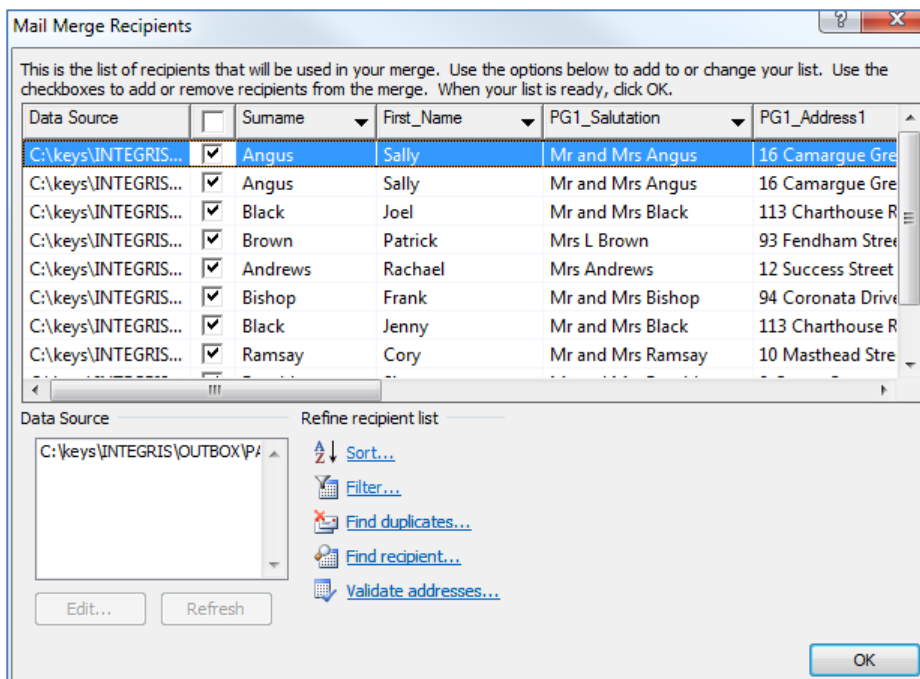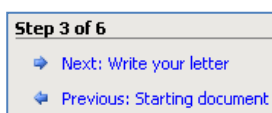- Click **Next: Select recipients**

- Click **Browse**

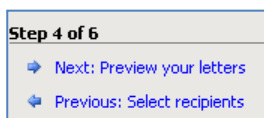- Navigate to **C\keys\Integris\Outbox**
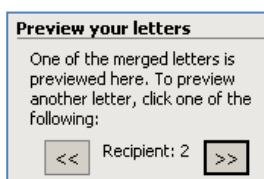

- Double click on **PARINS.csv**

- 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 [🔍]
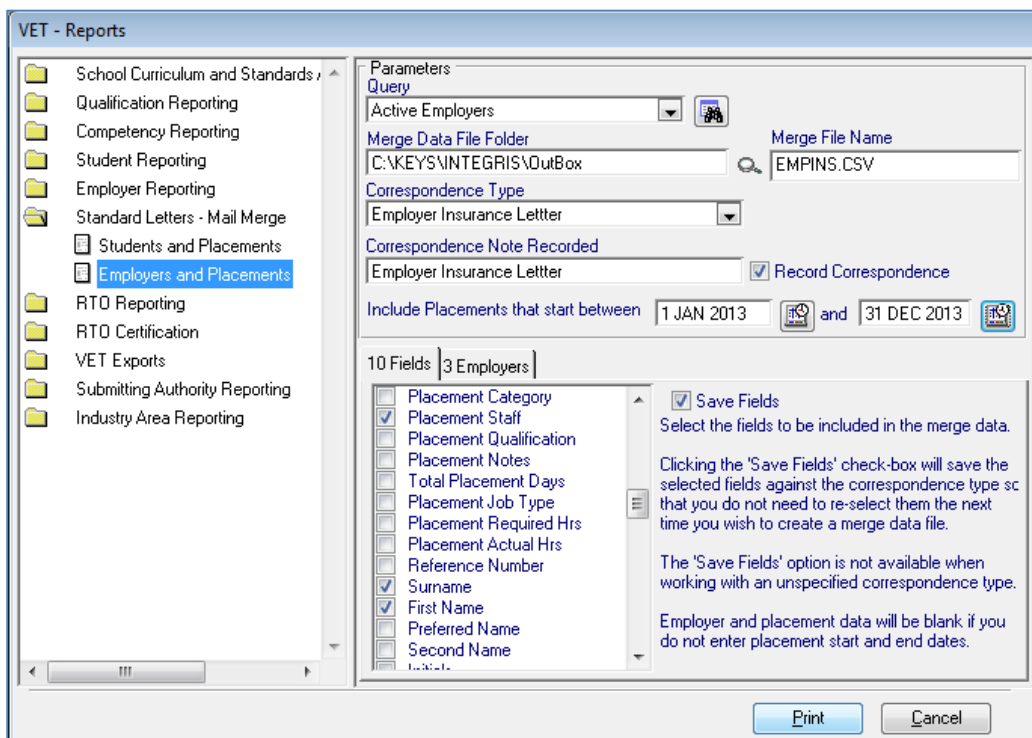- Highlight *C:\Keys\Integris\Outbox* and click *Select*

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*

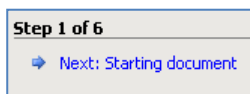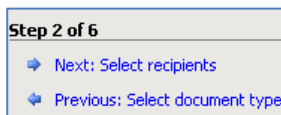It is now possible to merge the data exported from Integris with a mail merge template in Word.

- 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.
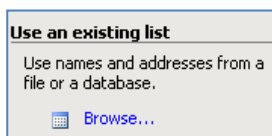
- Click *Tools\Letters and Mailings\Mail Merge*
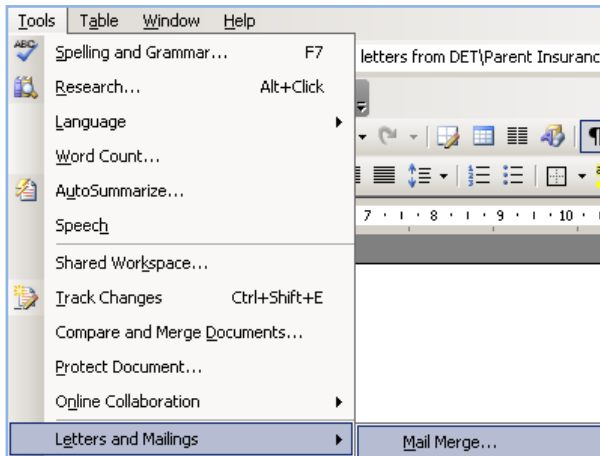
- Click *Next: Starting document*

- Click *Next: Select recipients*

- Click *Browse*

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

- Double click on *EMPINS.CSV*

- 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.