

CIVICA

Integris VET Training Notes



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1 Introduction

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

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

1.1 VET Training Program

Time	Contents
8.45 am	Coffee
9.00 am	Welcome Housekeeping Introductions
9.15 am	Logging On Tool Bars And Side Bars VET Terminology and Concepts VET Checklist Control <ul style="list-style-type: none">- System Preferences VET Parameters VET Utilities Delivery Planning Set up External RTO School VET Offerings <ul style="list-style-type: none">- Qualification and Competency Offerings- Competency Groups
10.30 am	Morning Tea
10.50 am	Student Profiling <ul style="list-style-type: none">- Adding VET students- VET Student Groups- VET Student Speed Edit VET Enrolments
12.30 pm	Lunch
1.10 pm	VET Enrolments- Ctd VET Results Entry VET Reports
3.00 pm	Review

1.2 Training Outcomes

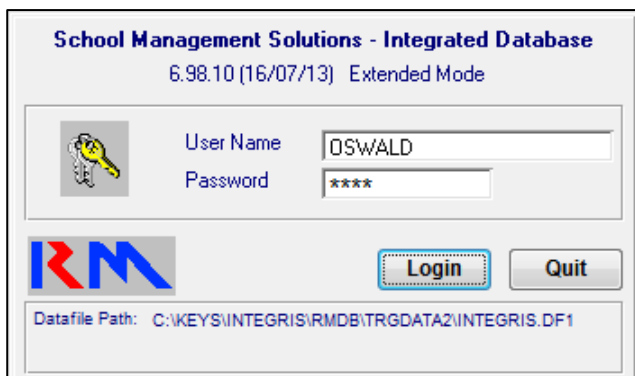
At the end of the VET Training Program participants will be able to:

- Set VET System Preferences
- Import, add and edit VET parameters
- Add and edit VET Qualification and Competency Offerings
- Enter and maintain details of external Registered Training Organisations
- Create Competency Groups
- Add and edit enrolling and non-enrolling VET Students
- Create and use VET Student Groups
- Enrol students in Qualifications and Competencies, individually and in bulk
- Enter and maintain AVETMISS data
- Enter student's VET results, individually and in bulk
- Create and use VET Reports

1.3 Logging on to the System

Activity

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



School Management Solutions - Integrated Database
6.98.10 (16/07/13) Extended Mode

User Name: OSWALD
Password: ****

RM Login Quit

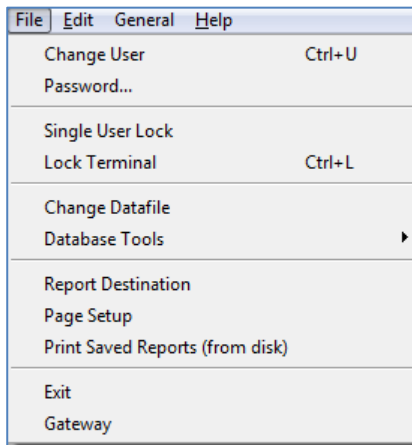
Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA2\INTEGRIS.DF1

- Enter the **User Name OSWALD**
- Press **<Tab>**
- Enter the **Password KEYS**
- Click on **Login** or press **<Enter>**

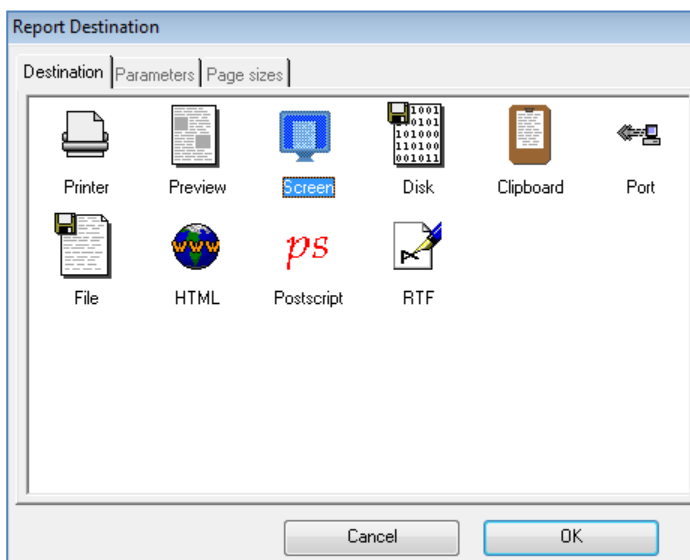
Note: In schools, each user has his or her unique user name and password, which enables access to particular sections of the software as determined by the school administration. It is strongly recommended that you change your password once the software is installed in your school

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

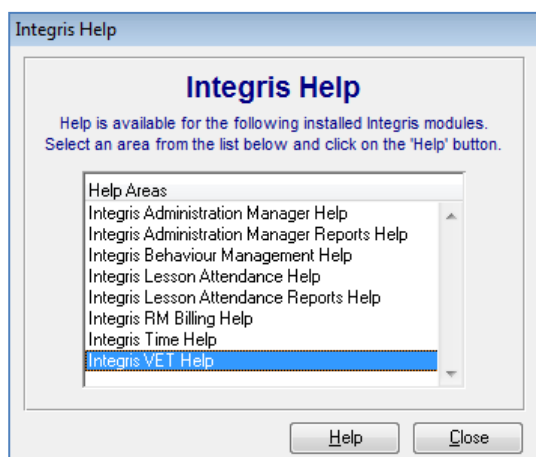
- View each of the following items in the File menu
 - Password
 - Change User
 - Lock Terminal
 - Report Destination

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

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

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

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

2.1 VET Terminology and Concepts

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

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

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

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

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

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

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

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

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, RTOs are defined, and enrolments monitored.

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

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

Reports allows users to produce a wide range of reports for internal use and export files for the School Curriculum and Standards Authority.

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 Checklist

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

Below is a useful checklist for VET coordinators which outline the tasks which will need to be set up only once in the system, followed by the tasks which will need to be set up annually. Those items marked with an asterisk are essential. Highlighted tasks are not covered in this training.

Setting Up Tasks

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

Annual Tasks

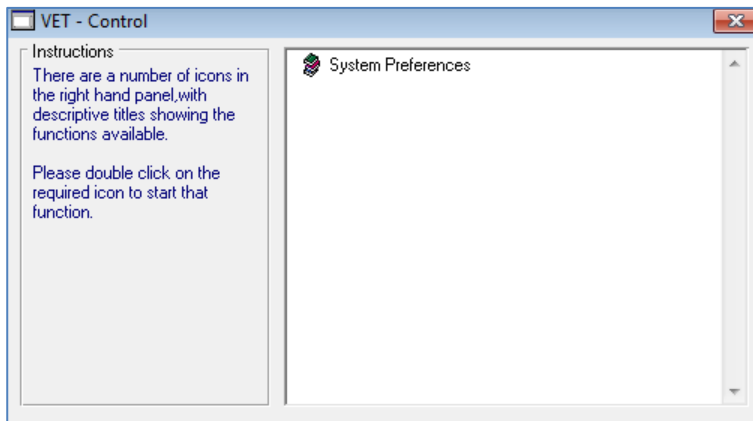
• VET>Utilities: Import Qualifications, Competencies and the links between them *	
• VET>Delivery Planning: Identify the School VET Offerings – qualifications, competencies and competency groups - for the current year. *	
• VET>Students: Add enrolling VET and work experience students *	
• VET>Students: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

2.4 Control

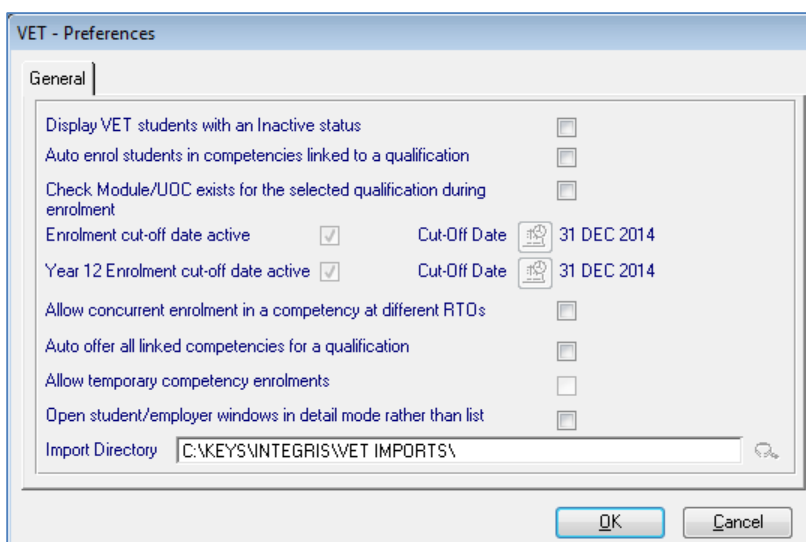
VET > Control



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



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



Note: At school the Enrolment Cut-Off Dates will be the dates that enrolments are due to the School Curriculum and Standards Authority and the Import Directory will be K:\KEYS\INTEGRIS\VET IMPORTS\. In 2014 the cut-off date for Year 12 enrolments is the 13 June and for other years, 15 August.

Display VET students with an Inactive status

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

Auto enrol students in competencies linked to a qualification

The VET module stores the link between a qualification and its competencies, and this data can be imported using the VET qualification and competency import functions. Thus, when a student is

enrolled in a qualification, it is possible to auto enrol the student in all of the linked competencies for that qualification. Checking this option enables this functionality. **It is recommended that this option is not checked and that competency groups are used instead.**

This option has no effect when bulk enrolling multiple students.

Check Module/UOC exists for the selected qualification during enrolment

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

Enrolment cut-off date active

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

Allow concurrent enrolment in a competency at different RTOs

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

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

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

Auto offer all linked competencies for a qualification

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

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

Open Student/Employer windows in detail mode rather than list

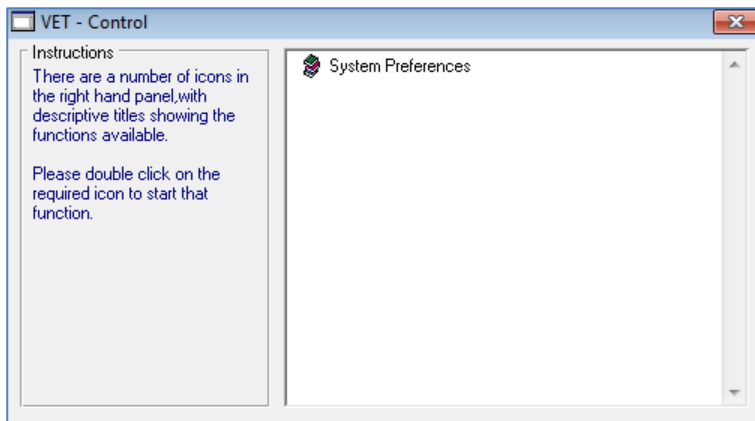
Clicking the Student or Employer button on the sidebar will open the Student and Employer list window by default. A specific student or employer's details can then be viewed by double clicking on a record in the list. Enabling the Open Student/Employer windows in detail mode rather than list will bypass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

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

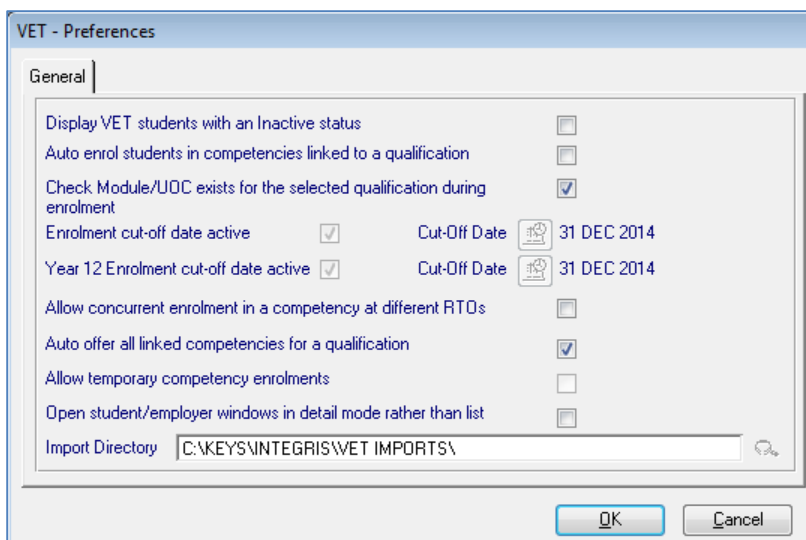
Activity

VET > Control

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



- Set the VET preferences for training as displayed below



Note: At school the Enrolment Cut-Off Dates will be the dates that enrolments are due to the School Curriculum and Standards Authority and the Import Directory will be K:\KEYS\INTEGRIS\VET IMPORTS\. In 2014 the cut-off date for Year 12 enrolments is the 13 June and for other years, 15 August.

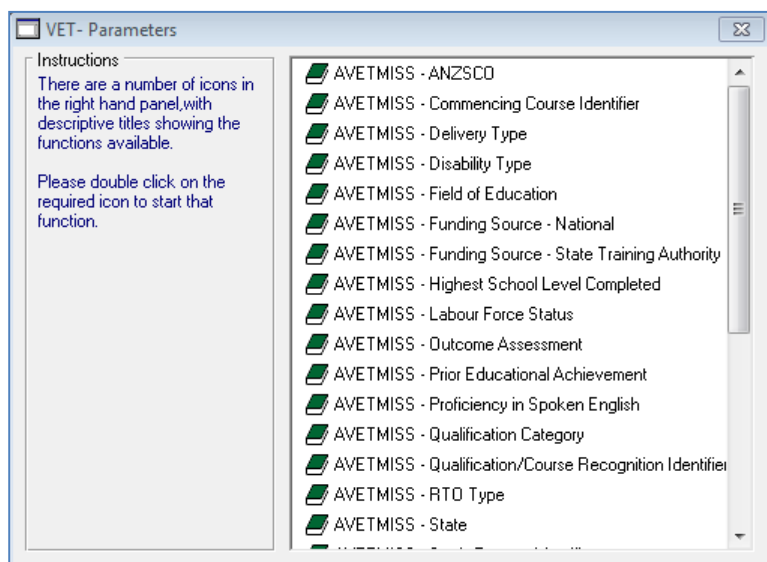
- Click **OK** to save
- Close **Control**



2.5 VET Parameters

VET > Parameters

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



There are three types of VET parameters:

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

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

2.5.1 Pre-populated Parameters

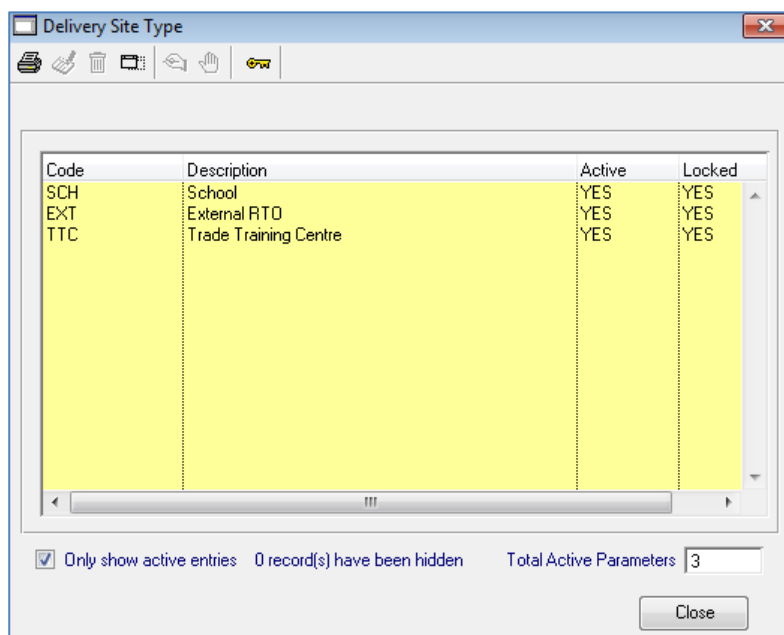
VET > Parameters

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

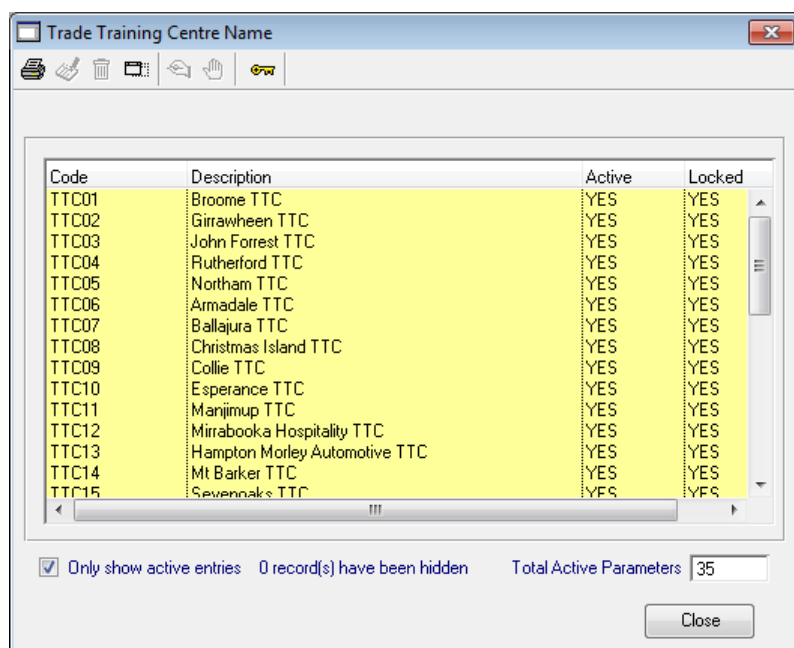
Pre-populated Parameters include

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

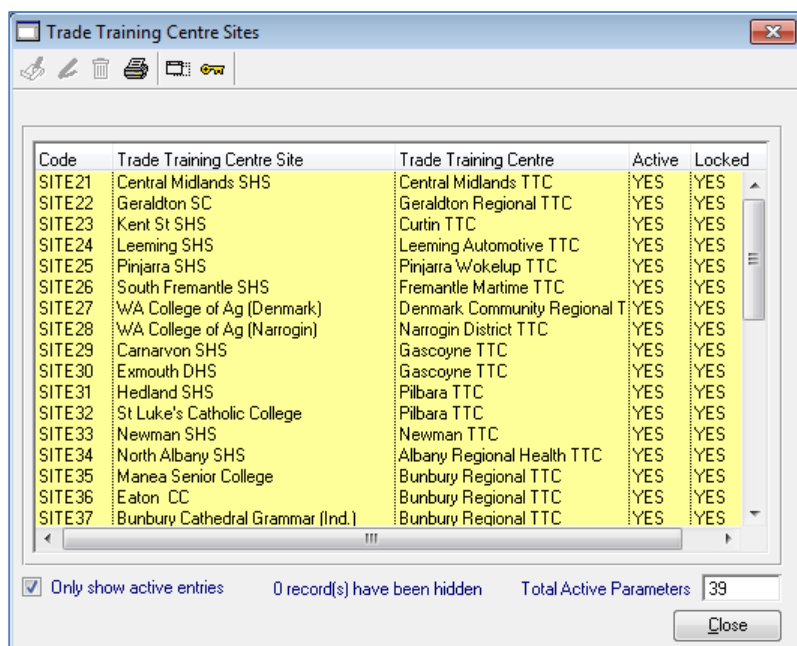
- **Delivery Site Type:** Identifies what type of organisation is delivering the VET course



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



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

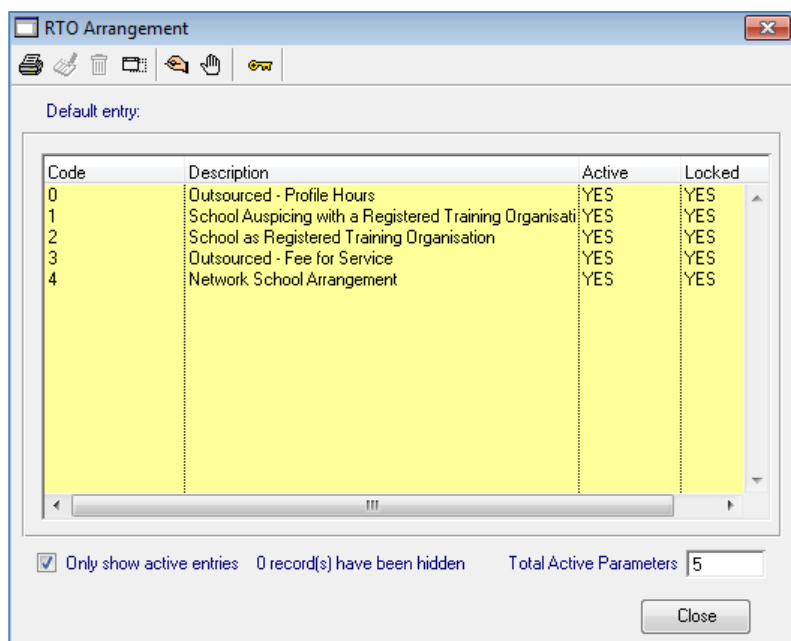


Code	Trade Training Centre Site	Trade Training Centre	Active	Locked
SITE21	Central Midlands SHS	Central Midlands TTC	YES	YES
SITE22	Geraldton SC	Geraldton Regional TTC	YES	YES
SITE23	Kent St SHS	Curtin TTC	YES	YES
SITE24	Leeming SHS	Leeming Automotive TTC	YES	YES
SITE25	Pinjarra SHS	Pinjarra Wokelup TTC	YES	YES
SITE26	South Fremantle SHS	Fremantle Maritime TTC	YES	YES
SITE27	WA College of Ag (Denmark)	Denmark Community Regional T	YES	YES
SITE28	WA College of Ag (Narrogin)	Narrogin District TTC	YES	YES
SITE29	Carnarvon SHS	Gascoyne TTC	YES	YES
SITE30	Exmouth DHS	Gascoyne TTC	YES	YES
SITE31	Hedland SHS	Pilbara TTC	YES	YES
SITE32	St Luke's Catholic College	Pilbara TTC	YES	YES
SITE33	Newman SHS	Newman TTC	YES	YES
SITE34	North Albany SHS	Albany Regional Health TTC	YES	YES
SITE35	Manea Senior College	Bunbury Regional TTC	YES	YES
SITE36	Eaton CC	Bunbury Regional TTC	YES	YES
SITE37	Bunbury Cathedral Grammar (Ind.)	Bunbury Regional TTC	YES	YES

Only show active entries 0 record(s) have been hidden Total Active Parameters 39

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

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



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

Default entry:

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

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

Student Traineeship

This parameter distinguishes between **School Based Traineeship**, **Aboriginal School Based Traineeship**, **School Based Apprenticeship** and **Pre-Apprenticeship in Schools**.

Vocation/Job Type

The Vocation/Job Type is a description of the type of work. Examples include **Retail Assistant**, **Automotive Mechanic**, **Child Care** and **Office Duties**. Each employer can be linked to multiple job types representing the type of jobs available at that employer for work placement. Students can be assigned up to two preferred job types, and the system will then try to match employers with certain job types to students with those preferred job types.

2.5.2 Imported Parameters

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

The parameters that can be imported are

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

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

2.5.3 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.

2.6 VET Utilities

2.6.1 Downloading the School Curriculum and Standards Authority VET Import files



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

http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Vocational_Education_and_Training/VET_Info_All_Schools

To download the School Curriculum and Standards Authority import files

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

2013 VET module downloads







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

Important:

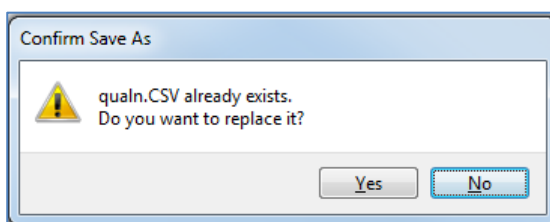
SIS Schools only: To save the files to disk, 'right-click' on them and select 'Save target as'.

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

[Reload files](#)

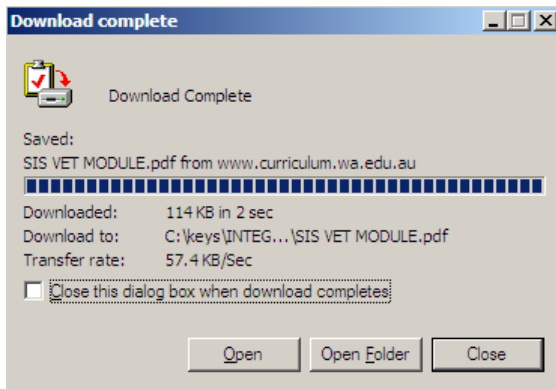
Modules	File names	Text files	CSV files	Last updated
Qualifications	Qualn			03/01/2014
Competencies	Competency			03/01/2014
Links (linking Qualification and Competency)	Links			03/01/2014

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



- Click **Yes**


Depending on the version of software the school is using, on completion of the download, the following message will display

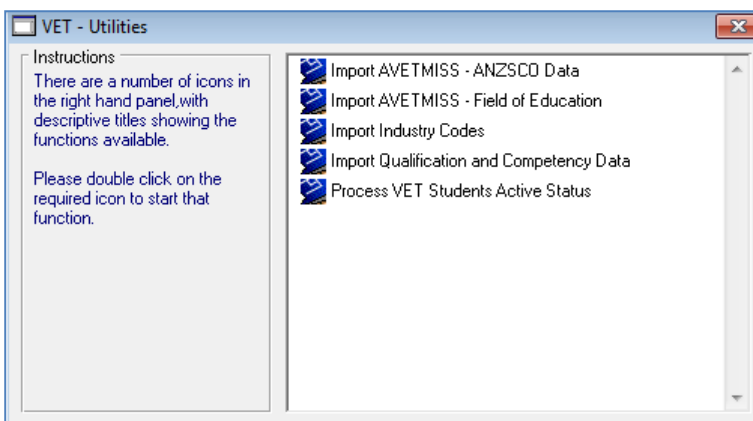


- Close 

Or



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

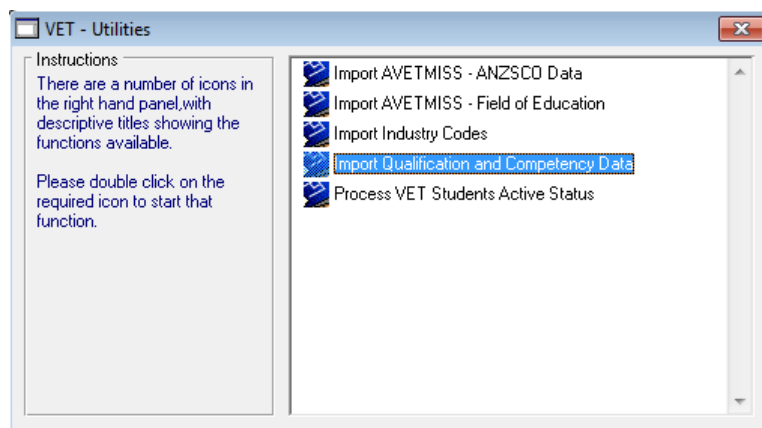


IMPORTANT

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

2.6.2 Importing Qualifications and Competency Data

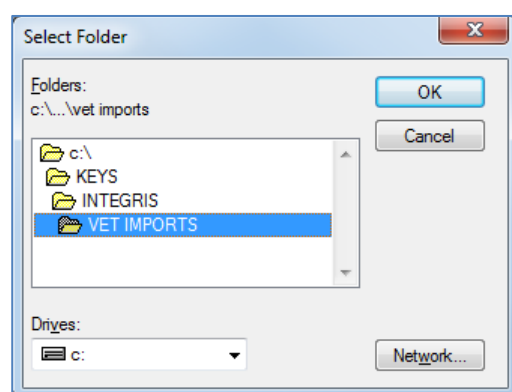
VET > Utilities > Import Qualification and Competency Data



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

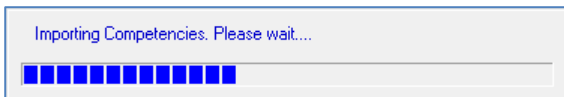


If the user clicks **Cancel**, the import is aborted and the user returned to the qualification and competency import window. If the user selects **Import**, he or she will be given the option to choose the appropriate folder and the **Select** button begins the import.



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

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



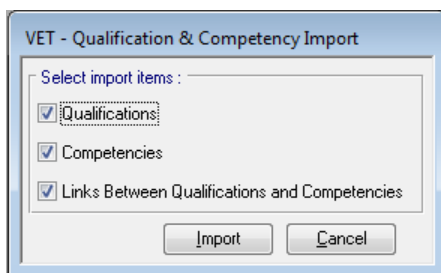
Once the data has been imported, VET – Qualification and Competency Import window will need to be closed.


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

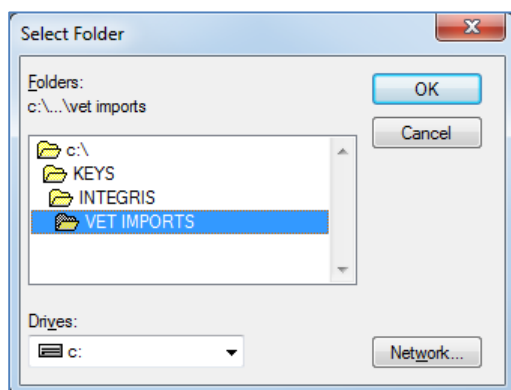
Activity

VET > Utilities

- Double click on **Import Qualifications and Competency Data**



- Ensure that each tick box has been selected
- Click 



Note: At school the import pathway will be K:\KEYS\INTEGRIS\VET IMPORTS.

- Click **OK**

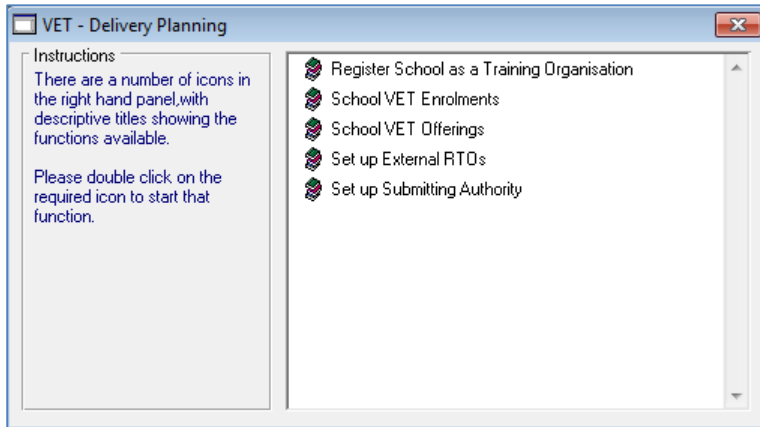
Note: The import will take a few minutes, please be patient.

2.7 Delivery Planning

VET > Delivery Planning

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

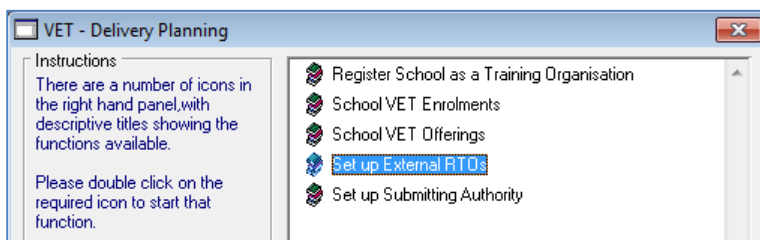
Clicking the **Delivery Planning** icon on the sidebar will open the delivery planning options window:



2.7.1 Set up External RTOs

VET > Delivery Planning > Set up External RTOs

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



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

Adding a new RTO




To add a new RTO, click the **Add** button in the toolbar. This will enable data entry to the fields in Registered Training Organisation Details.

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

The values within the dropdown menus for **Type** and **State** are AVETMISS compliant and are sorted alphabetically.

Activity

VET > Delivery Planning > Set-up External RTOs

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

VET - Setup External RTOs

Registered Training Organisation Details

Code: 3456 ☒ Active

Name: South Metropolitan Youth Link

Short Name: SMYL

Contact Name: Ian Linn

Telephone: 9430 4921

Fax:

Mobile: 0407 004 007

Email:

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

Physical Address | Postal Address

Address Line 1: 29 Queen Victoria Street

Address Line 2:

Suburb: FREMANTLE

Postcode: 6160

State: Western Australia

Locations

ID	Location Name	Suburb	Postcode	State	Statistical Area
----	---------------	--------	----------	-------	------------------

OK Cancel

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

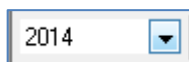
2.7.2 School VET Offerings

VET > Delivery Planning > School VET Offerings

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

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

School VET Offerings Toolbar



The current academic year



Edit: Allows the user to edit the Offerings window



Qualifications: A list of qualifications and qualification offerings



Competencies: A list of competencies and competency offerings



Competency Groups: Create Competency Groups



Print Selected: Prints the selected items to a standard report



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

Qualification Offerings

VET > Delivery Planning > School VET Offerings > Qualifications

Qualifications NOT offered			Qualifications ON offer	
365			Code	Description
21764VIC	Certificate II in Dance	Sup	BSB10107	Certificate I in Business
21770VIC	Course In Initial General Education for Adults			
21771VIC	Certificate I in General Education for Adults (Intro)			
21772VIC	Certificate I in General Education for Adults			
21773VIC	Certificate II in General Education for Adults			
21774VIC	Certificate III in General Education for Adults			
21908VIC	Certificate II in Equine Industry			
21932VIC	Certificate II in ESL (Access)			
21936VIC	Certificate I in ESL (Access)			

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



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



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



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

VET - Filter List

Select Filters

Code

Name

Apply Filter Cancel

Competency Offerings

VET > Delivery Planning > School VET Offerings > Competencies



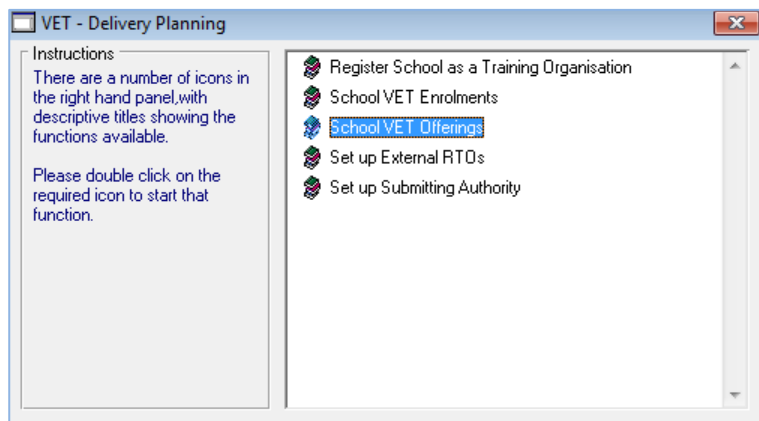
Clicking the Competencies button in the toolbar will switch to the Competencies view. The operation of this view is identical to that for the qualifications view. All the columns in every list can be resized at will, and the user has the ability to scroll left and right across the list to see additional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

Competencies NOT offered			Competencies ON offer							
Code	Description	C/M	Code	Description	C/M	VET	Cen S/Hrs	Cen U/Hrs	Local S/Hrs	Local U/Hrs
11036	Use presentation skills	▲	BSBADM101	Use business equipment and resources	C	YES	20	0	0	0
11037	Develop basic message writing skills		BSBCM101	Apply basic communication skills	C	YES	40	0	0	0
11038	Participate in job seeking activities	■	BSBCM201	Communicate in the workplace	C	YES	30	0	0	0
13951	Ballet technique 1		BSBCM101	Prepare for work	C	YES	30	0	0	0
13952	Body conditioning 1		BSBCM102	Complete daily work activities	C	YES	20	0	0	0
13953	Contemporary dance 1		BSBCM103	Apply basic communication skills	C	YES	40	0	0	0
13954	Improvisation		BSBCM105	Use business equipment	C	YES	20	0	0	0
13955	Ballet performance studies 1		BSBCM106	Follow workplace safety procedures	C	YES	10	0	0	0
13956	Spanish dance 1		BSBCM109	Follow environmental work practices	C	YES	10	0	0	0
13957	Repertoire variations 1		BSBCM201	Work effectively in a business environment	C	YES	20	0	0	0
13958	Ballet repertoire of the 19th and early 20th century		BSBCM215	Participate in environmental work practices	C	YES	10	0	0	0
13959	Ballet technique theory 1		BSBCUS201	Deliver a service to customers	C	YES	40	0	0	0
13960	Dance history		BSBCUS201	Deliver a service to customers	C	YES	40	0	0	0
13961	Production and design		BSBIND201	Work effectively in a business environment	C	YES	20	0	0	0
13962	Rhythmic studies 1		BSBINM201	Process and maintain workplace information	C	YES	20	0	0	0
13963	Bio-mechanics		BSBINM202	Handle mail	C	YES	15	0	0	0
13964	Acting		BSBITU101A	Operate a personal computer	C	YES	20	0	0	0
13965	The personal aspects of the dancer		BSBITU102A	Develop keyboard skills	C	YES	40	0	0	0
14265	Develop awareness and technical skills in ballet		BSBITU201A	Produce simple word processed documents	C	YES	40	0	0	0
14266	Develop awareness and technical skills in contemporary dance		BSBITU202A	Create and use spreadsheets	C	YES	20	0	0	0
14267	Refine ballet technique and expand range of skills		BSBITU203A	Communicate electronically	C	YES	20	0	0	0
14268	Use practical experience to develop basic contemporary dance skills		BSBLED101A	Plan skills development	C	YES	20	0	0	0
15075	Ballet technique 2		BSBOHS201	Participate in OHS processes	C	YES	15	0	0	0
15076	Contemporary dance 2		BSBSUS201	Participate in environmentally sustainable work practices	C	YES	10	0	0	0
15078	Dance composition		BSBWDR201	Manage personal stress in the workplace	C	YES	40	0	0	0

Activity

VET > Delivery Planning > School VET Offerings

- Double click **School VET Offerings**



- Ensure the current year is selected 
- Click Edit pencil 
- Ensure there **Auto Offer Competencies linked to Qualifications** is checked



- Use the Filter  to locate the **Certificates in Leadership Development** qualifications

VET - Filter List

Select Filters







Code

Name



- Click **Apply Filter**
- Select **52560WA** and **52562WA, Certificates I and II in Leadership Development**

Note: Qualifications have expiry dates. Check the expiry dates before enrolling students

VET - School Offerings

2014      


Qualifications NOT offered			Qualifications ON offer			
Code	Description	Sup	Code	Description	Sup Hrs	VET
52182	Certificate II in Leadership Development		BSB10107	Certificate I in Business	150	Y
52183	Certificate I in Leadership Development					
52560WA	Certificate I in Leadership Development					
52562WA	Certificate II in Leadership Development					

- Move to the right 
- Click **OK** to save
- Click Competencies 
- View the linked competencies on offer

Competency Groups

VET > Delivery Planning > School VET Offerings > Competency Groups

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




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

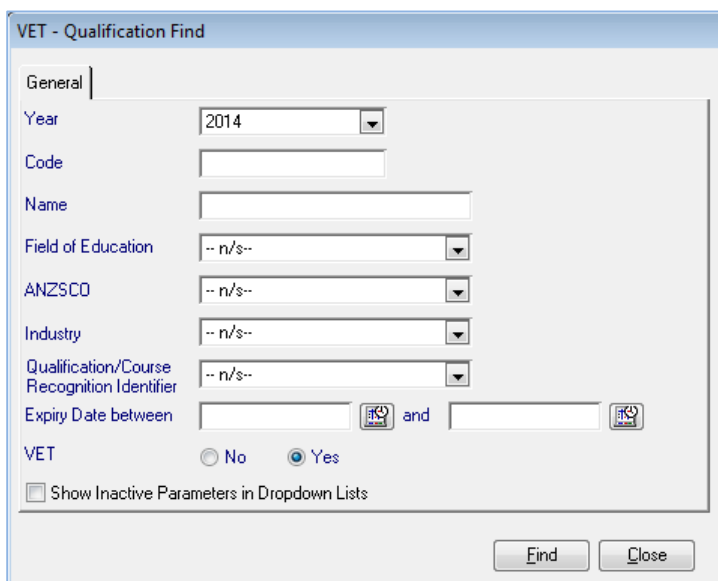
A competency group is linked to a calendar year, and can contain any number of competencies from the list of competencies on offer which are linked to the selected qualification.

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

To add a new competency group:

VET > Delivery Planning > School VET Offerings > Competency Groups

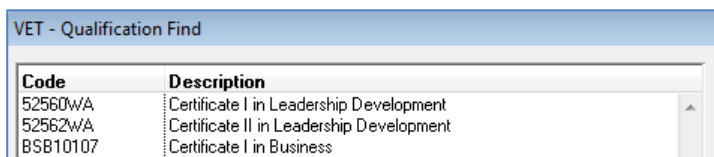
- Click on Competency Groups 
- Click Add 
- Click Qualification Find 



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

- Year: A dropdown menu with "2014" selected.
- Code: A text input field.
- Name: A text input field.
- Field of Education: A dropdown menu with "-- n/s--" selected.
- ANZSCO: A dropdown menu with "-- n/s--" selected.
- Industry: A dropdown menu with "-- n/s--" selected.
- Qualification/Course Recognition Identifier: A dropdown menu with "-- n/s--" selected.
- Expiry Date between: Two date pickers separated by the word "and".
- VET: Two radio buttons, "No" and "Yes", with "Yes" selected.
- ☐ Show Inactive Parameters in Dropdown Lists
- Buttons: "Find" and "Close" at the bottom right.

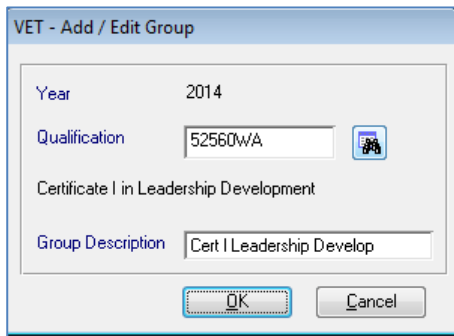
- Enter search criteria in the Qualification Find window and click **Find** or click on **Find** and all Qualifications on Offer for the year will be displayed



The dialog box shows a table of search results:


Code	Description
52560wA	Certificate I in Leadership Development
52562wA	Certificate II in Leadership Development
BSB10107	Certificate I in Business

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



VET - Add / Edit Group

Year: 2014

Qualification: 52560wA 


Certificate I in Leadership Development

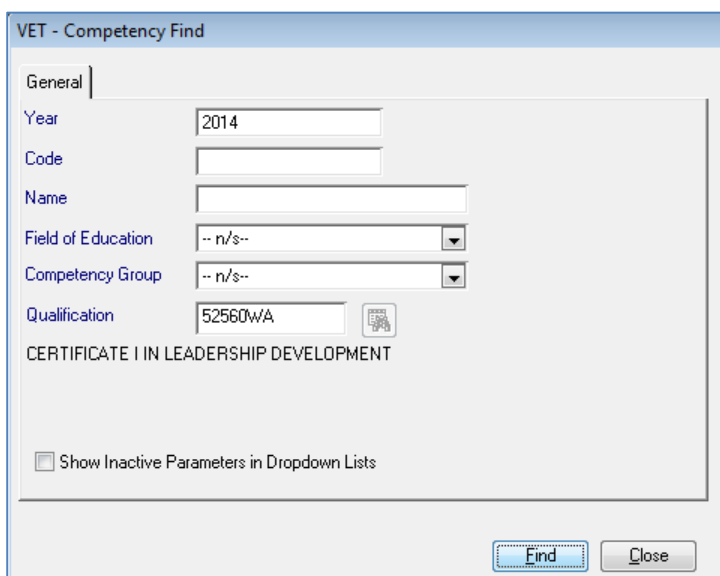
Group Description: Cert I Leadership Develop

OK Cancel

- Click **OK**

Hint: Match UoC group names to student groups to streamline enrolments

- With the Competency Group highlighted, click Add Competencies  on the right



VET - Competency Find

General


Year: 2014

Code:

Name:

Field of Education: -- n/s--

Competency Group: -- n/s--

Qualification: 52560wA 

CERTIFICATE I IN LEADERSHIP DEVELOPMENT

☐ Show Inactive Parameters in Dropdown Lists



Find Close

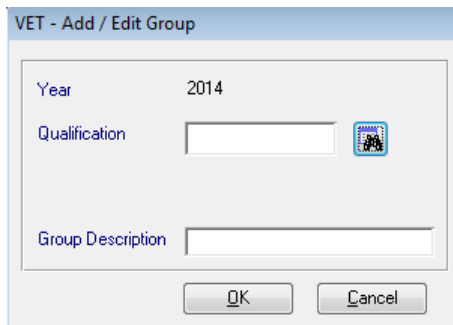
- Enter the search criteria and/or click **Find**
- Highlight the required units of competency and click **Select**.

Note: Only competencies linked to specific qualifications can be added.

Activity


VET > Delivery Planning > School VET Offerings > Competency Groups

- Click on Competency Groups 
- Click Add  between the two windows



VET - Add / Edit Group

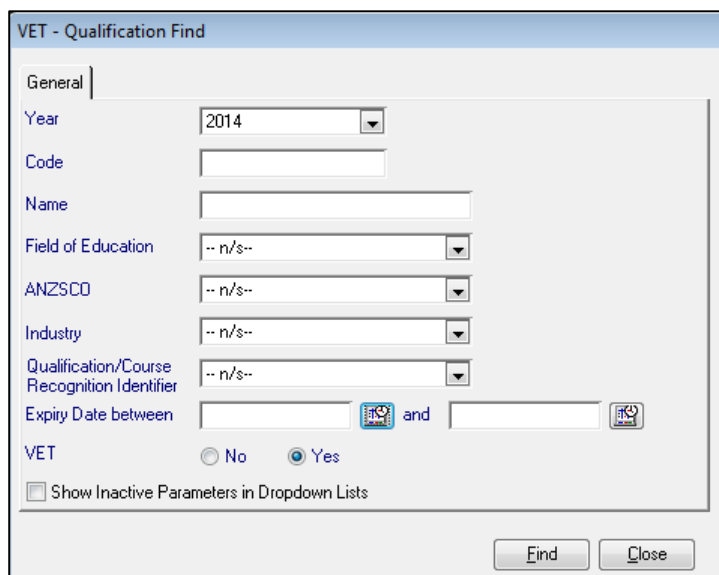
Year: 2014

Qualification: 

Group Description:

OK Cancel

- Click Qualification Find 



VET - Qualification Find

General

Year: 2014

Code:



Name:

Field of Education: -- n/s--

ANZSCO: -- n/s--

Industry: -- n/s--

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

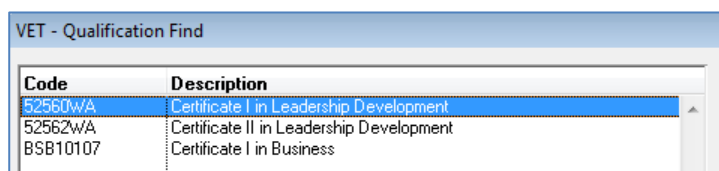
Expiry Date between:  and 

VET: ☐ No ☒ Yes

☐ Show Inactive Parameters in Dropdown Lists

Find Close

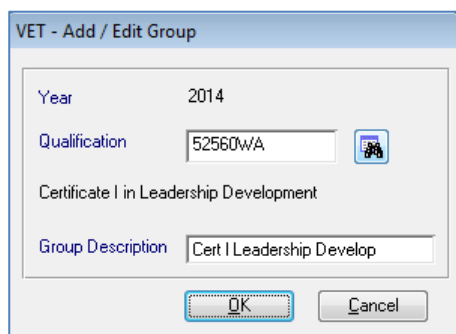
- Click **Find**
- Highlight the ***Certificate I in Leadership Development***



Code	Description
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
BSB10107	Certificate I in Business


- Click **Select**.

- Enter a description for the group



VET - Add / Edit Group

Year: 2014

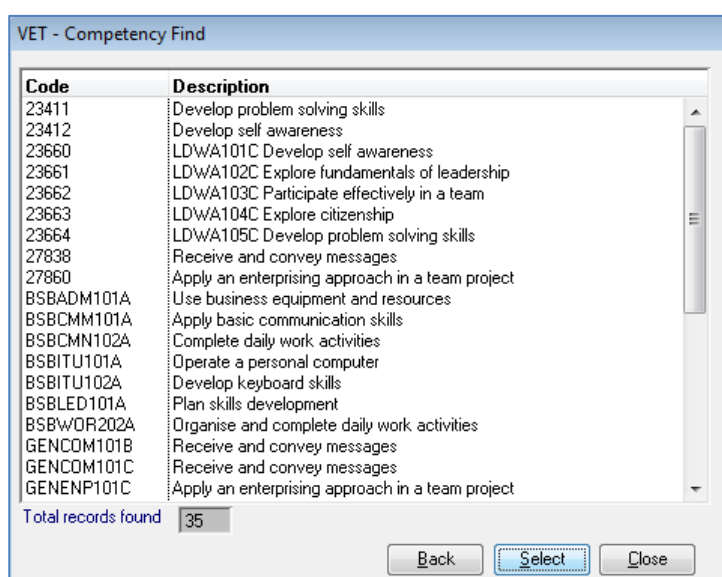
Qualification: 52560WA 

Certificate I in Leadership Development

Group Description: Cert I Leadership Develop

OK Cancel

- Click **OK**
- Click Add Competencies  on the right



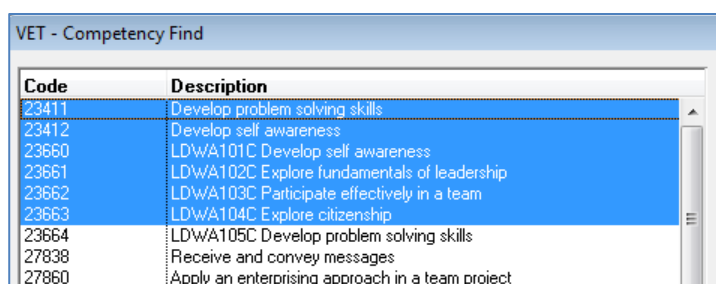
VET - Competency Find

Code	Description
23411	Develop problem solving skills
23412	Develop self awareness
23660	LDWA101C Develop self awareness
23661	LDWA102C Explore fundamentals of leadership
23662	LDWA103C Participate effectively in a team
23663	LDWA104C Explore citizenship
23664	LDWA105C Develop problem solving skills
27838	Receive and convey messages
27860	Apply an enterprising approach in a team project
BSBADM101A	Use business equipment and resources
BSBCMM101A	Apply basic communication skills
BSBCMN102A	Complete daily work activities
BSBITU101A	Operate a personal computer
BSBITU102A	Develop keyboard skills
BSBLED101A	Plan skills development
BSBWDR202A	Organise and complete daily work activities
GENCOM101B	Receive and convey messages
GENCOM101C	Receive and convey messages
GENENP101C	Apply an enterprising approach in a team project

Total records found: 35

Back Select Close

- Click **Find**



VET - Competency Find

Code	Description
23411	Develop problem solving skills
23412	Develop self awareness
23660	LDWA101C Develop self awareness
23661	LDWA102C Explore fundamentals of leadership
23662	LDWA103C Participate effectively in a team
23663	LDWA104C Explore citizenship
23664	LDWA105C Develop problem solving skills
27838	Receive and convey messages
27860	Apply an enterprising approach in a team project

- Highlight the first six units of competency and click **Select**.
- Create Competency Group **Certificate II in Leadership Development** with the first 6 competencies

Recap Delivery Planning

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

1. Enter the details of an RTO used by your school.
2. Add **Certificate I in Gaining Access to Training and Employment 52529WA** and its linked competencies, to **Qualifications on Offer** for the current calendar year
3. Create a Competency Group **Cert I Gaining Access to Training and Employment (GATE)** and select the first 6 competencies

2.8 Student Profiling



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 Qualifications and Units of Competencies
- Enter students' results
- Bulk enter student results
- View work placement histories for each student
- View details of unit of competencies such as mode of delivery, designated RTO, delivery arrangement 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 the Students icon on the sidebar will open the **VET Student List** window.

Surname	First Name	Year	Form	Active	Enrolling	School	FTE	No. Comp
Angus	Sally	12	12.1	YES	YES	4567	1.00	5
Bates	Carl	12	12.2	YES	YES	4567	1.00	5
Black	Joel	12	12.3	YES	YES	4567	1.00	5
Brown	Patrick	12	12.1	YES	YES	4567	1.00	5
Ontas	Martin	12	12.3	YES	YES	4567	1.00	5
Thomas	Alex	12	12.3	YES	YES	4567	1.00	5

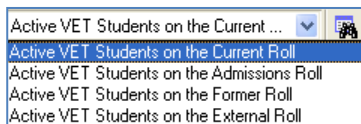
The window will initially display all the VET students on the Current roll. VET students on the Former, Admissions and External rolls can be viewed by selecting the appropriate roll status from the dropdown list on the toolbar. The information provided by this window includes:

- 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

2.8.1 VET Student List Toolbar



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



VET Student Details - 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.



Main Student Details - 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.



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



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



Groups - 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 groups.



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



Print Selected - Prints the VET Student list for only the selected students.




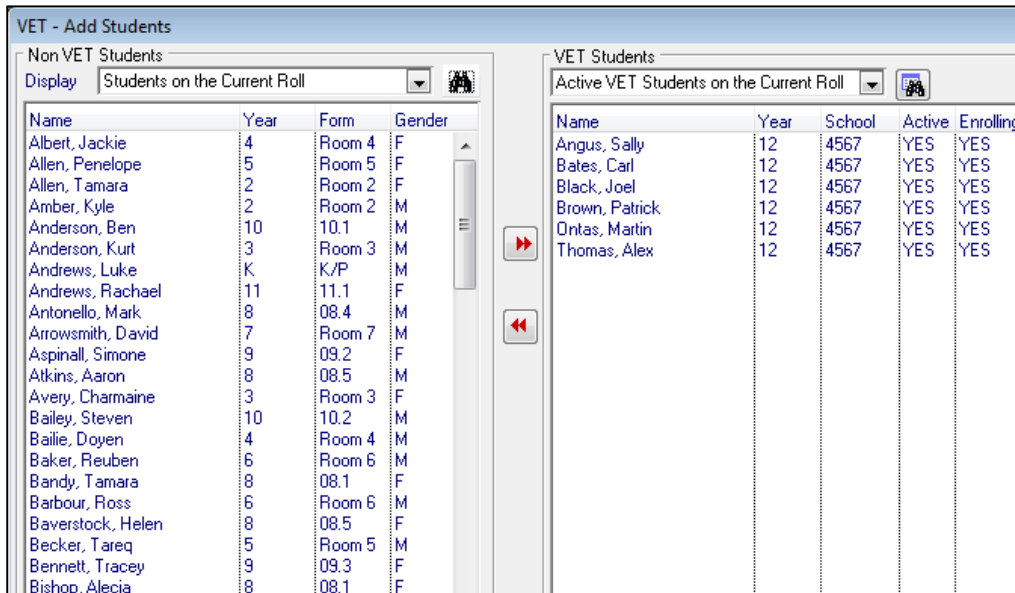
Print All - Prints the VET Student list as displayed.

2.8.2 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.



Non VET Students			
Name	Year	Form	Gender
Albert, Jackie	4	Room 4	F
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
Andrews, Rachael	11	11.1	F
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
Baillie, 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

VET Students				
Name	Year	School	Active	Enrolling
Angus, Sally	12	4567	YES	YES
Bates, Carl	12	4567	YES	YES
Black, Joel	12	4567	YES	YES
Brown, Patrick	12	4567	YES	YES
Ontas, Martin	12	4567	YES	YES
Thomas, Alex	12	4567	YES	YES

Enrolling Student

VET students may be enrolling or work experience only. An **Enrolling Student** can be enrolled in qualifications and units of competency and can be linked to work placements. A **work experience only** 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 work experience to enrolling or vice versa 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.

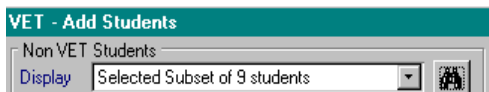
If the user clicks **Another School**, the **Code** field will be enabled and the user can enter an alternative school code. Tabbing out of the **Code** field will perform a match of the code entered against the list of codes in the **Previous/Destination School** parameter. If there is a match, the 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 the **Close** button. 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 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.

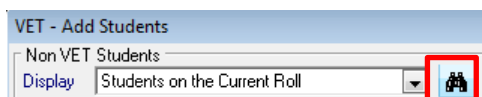


Activity

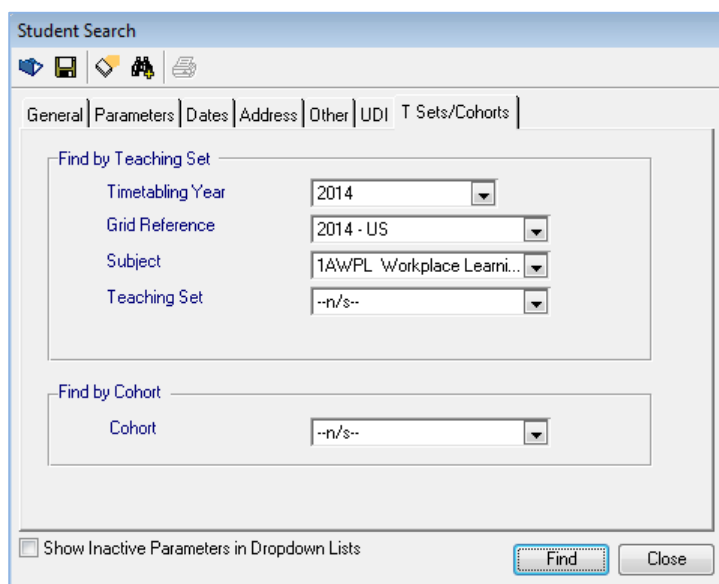
VET > Student

The **1AWPL Workplace Learning 1A** students need to be located in order to enrol them as **VET students**.

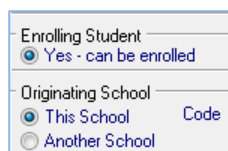
- Click on Add/Remove VET Students 
- Click Student Find 



- Select
- Enter the following



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





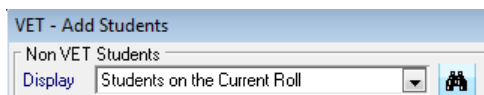
- Highlight the names in the **Non-VET students** list on the left and click the red chevrons to move them to the **VET students** list on the right
- Click **OK** to save

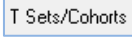
Simon Rumble and Jillian Sorrell were added to the VET Student List in error

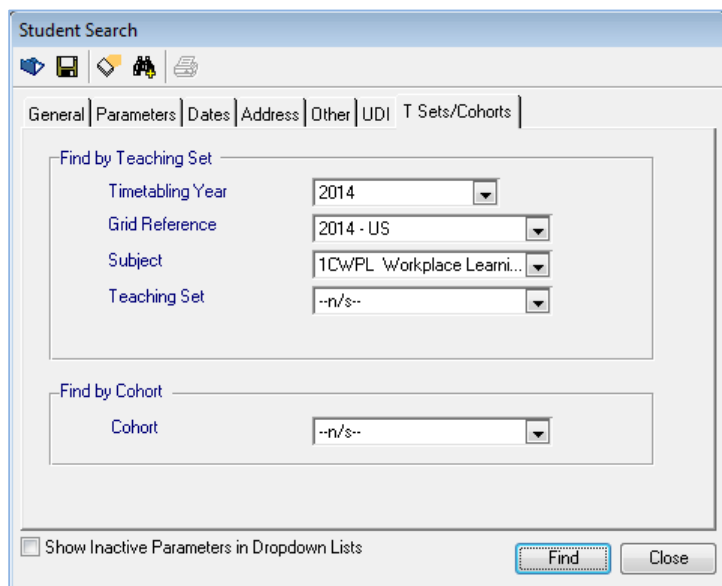
- Highlight their names in the **VET Student** list
- Click the red chevrons pointing left
- Click **OK** and **Close**

The **1CWPL Workplace Learning 1C** students also need to be located in order to enrol them as **VET students**.

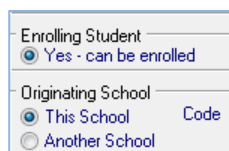
- Click on Add/Remove VET Students 
- Click Student Find 



- Select 
- Enter the following



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



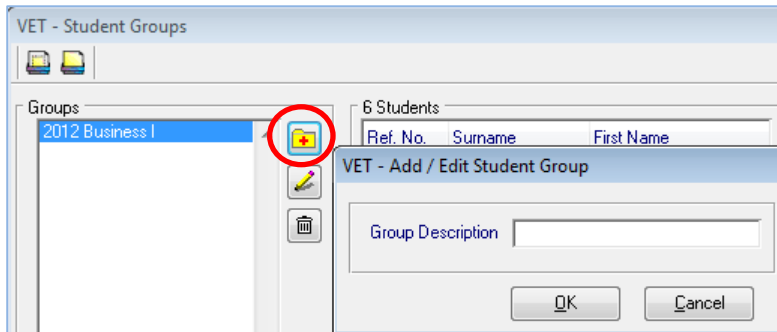
- Highlight the names in the **Non-VET students** list on the left and click the red chevrons to move them to the **VET students** list on the right
- Click **OK** to save
- **Close Add Students**
- Click on the headers in the **VET Student** list to sort according to different criteria

2.8.3 VET Student Groups

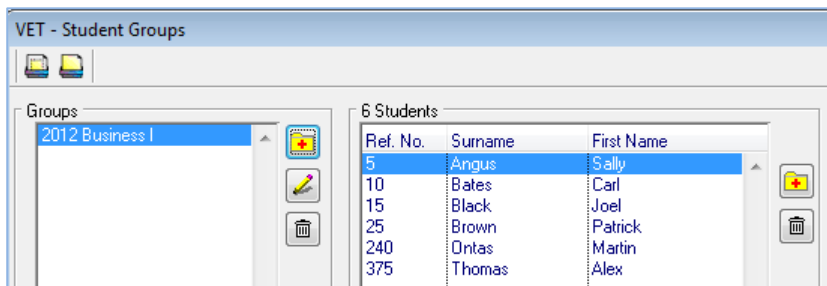
VET > Students > Groups



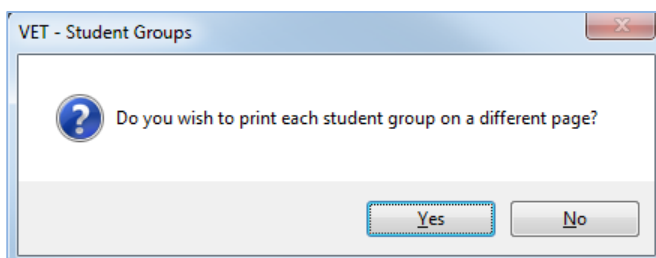
Clicking the Groups button will open the **VET Student Groups** window. Groups are added by clicking Add Groups, entering a Group Description and clicking **OK**.



Students are added to the group by clicking the Add Members button to the right of the Students pane. This will open the **VET Student Find** window.



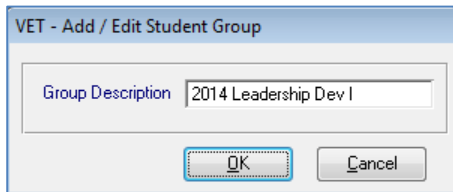
The Print Selected or Print All buttons allow the user to print details on some or all of the VET Student groups. Users are also given the option of printing the information about each group on a separate page.



Activity

VET > Students


- Click the Groups button 
- Click Add Group  on the left
- Enter the Group Description **2014 Leadership Dev I**

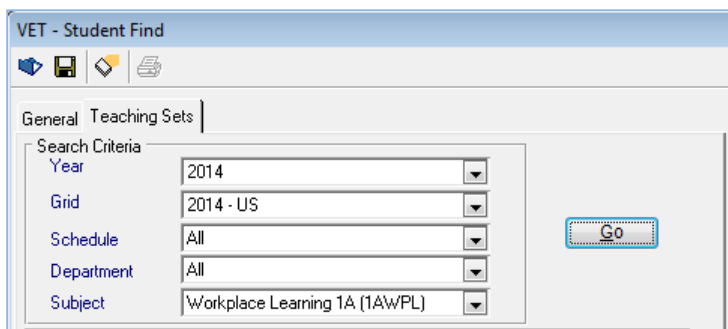


VET - Add / Edit Student Group

Group Description: 2014 Leadership Dev I

OK Cancel

- Click **OK**
- Click Add Members  on the right
- Find the students studying **1AWPL Workplace Learning 1A**
- Click **T Sets/Cohorts** and enter the following search criteria



VET - Student Find

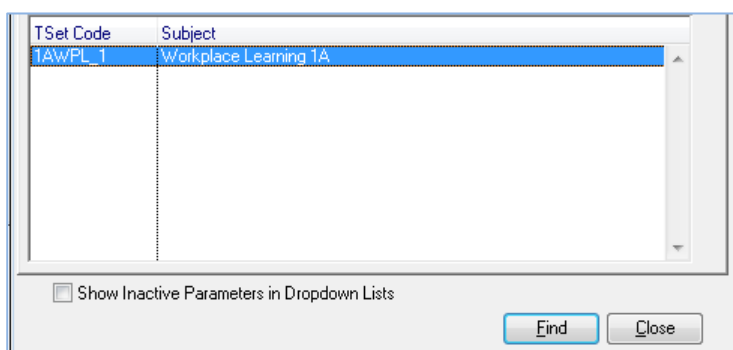
General Teaching Sets

Search Criteria

Year	2014
Grid	2014 - US
Schedule	All
Department	All
Subject	Workplace Learning 1A (1AWPL)

Go

- Click **Go**
- Highlight the teaching set **1AWPL_1** and click **Find**



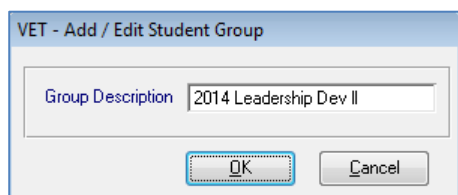
TSet Code	Subject
1AWPL_1	Workplace Learning 1A

☐ Show Inactive Parameters in Dropdown Lists

Find Close

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

- Create a VET Student Group: **2014 Leadership Dev II**

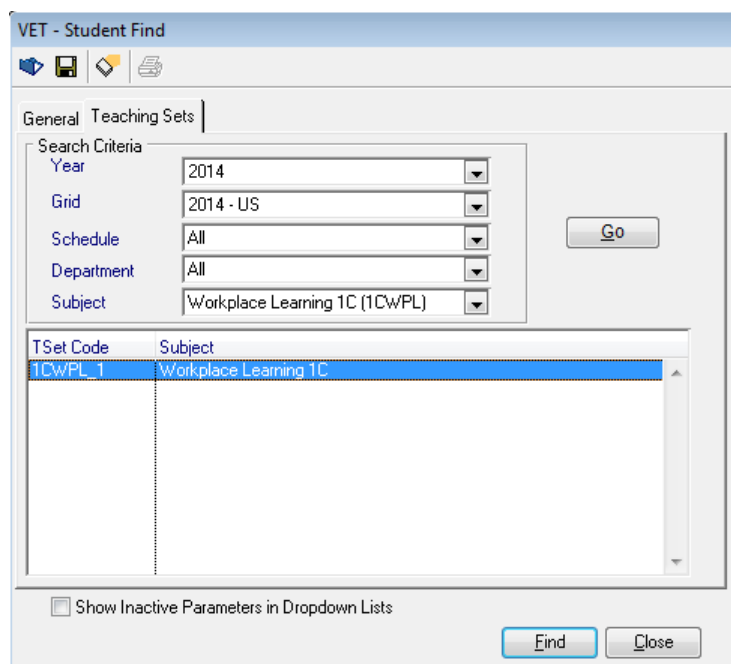


VET - Add / Edit Student Group

Group Description: 2014 Leadership Dev II

OK Cancel

- Add the students in **1CWPL** to that group



VET - Student Find

General Teaching Sets

Search Criteria

Year: 2014

Grid: 2014 - US

Schedule: All

Department: All

Subject: Workplace Learning 1C (1CWPL)


Go

TSet Code	Subject
1CWPL_1	Workplace Learning 1C

☐ Show Inactive Parameters in Dropdown Lists


Find Close

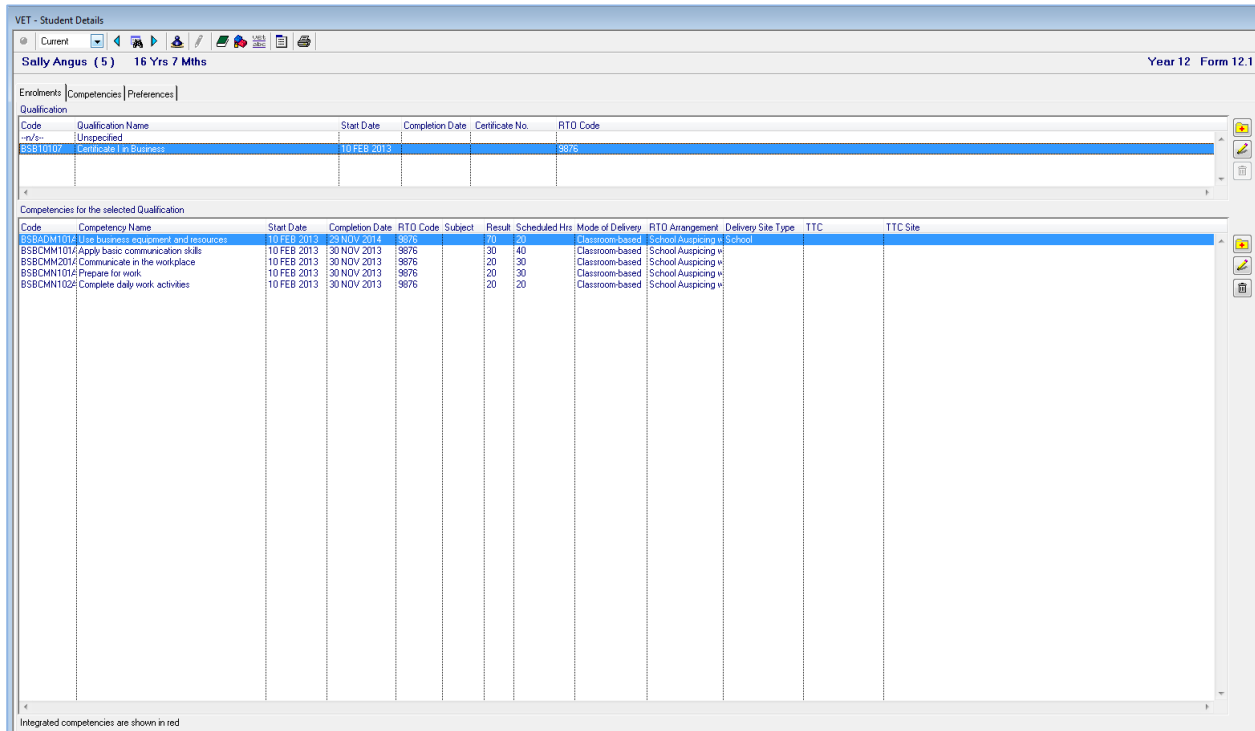
- Click **Find, Select** and **Yes**
- **Close**

- Click Print All 
- Select **No**, you do not wish to print each group on a separate page
- **Close** the report and VET Student Groups

2.9 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.



Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
BSB10107	Certificate I in Business	10 FEB 2013			9876

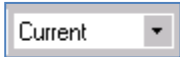
Code	Competency Name	Start Date	Completion Date	RTO Code	Subject	Result	Scheduled Hrs	Mode of Delivery	RTO Arrangement	Delivery Site Type	TTC	TTC Site
BSBADM1014	Use business equipment and resources	10 FEB 2013	29 NOV 2014	9876		70	30	Classroom-based	School Auspicing v	School		
BSBCMM1017	Apply basic communication skills	10 FEB 2013	30 NOV 2013	9876		30	40	Classroom-based	School Auspicing v			
BSBCMM1014	Communicate in the work place	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based	School Auspicing v			
BSBCMN1014	Prepare for work	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based	School Auspicing v			
BSBCMN1026	Complete daily work activities	10 FEB 2013	30 NOV 2013	9876		20	20	Classroom-based	School Auspicing v			

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: A grey button indicates that the browse set is empty and a red button indicates the browse set contains data.



Roll Status.



View Previous Student.



View Next Student



VET Student Find searches through the list of VET Students only



Open standard Integris Student Details window



Edit



Student Enrolment View - click this button to view the student's qualification and competency enrolment details.



Placement View - click this button to view student placement information



Miscellaneous View - click this button to view student miscellaneous information required by AVETMISS and other reporting bodies




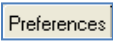


Open VET Student List



Print - 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 Placement Details 
- Click View VET Miscellaneous Details 
- View the information on the **General**, **AVETMISS** and **Correspondence** tabs
- **Close** VET Student Details

2.9.1 Enrolling in a Qualification

Enrolment View

VET > Students > VET Student Details

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

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

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

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


The screenshot shows the 'VET - Student Details' window for 'Sally Angus (5)' with '16 Yrs 7 Mths' remaining. The 'Enrolments' tab is active, displaying a table of qualifications and a detailed view of competencies for the selected qualification.

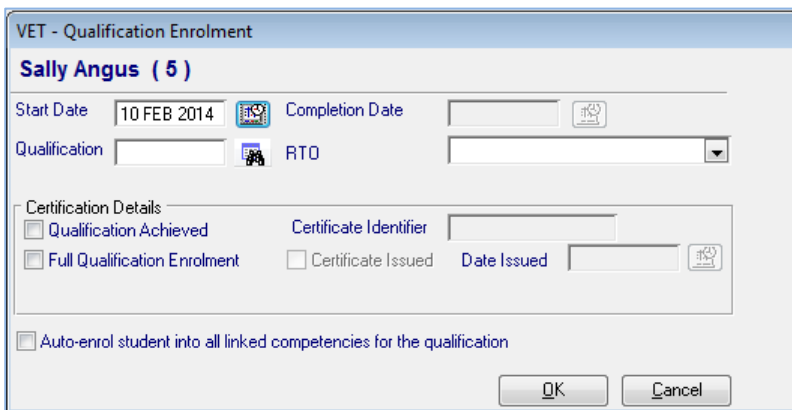
Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
-n/s-	Unspecified				
BSB10007	Certificate I in Business	10 FEB 2013			9876

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	10 FEB 2013	29 NOV 2014	9876		70	20	Classroom-based	School Auspicing w	School		
BSBCCM101A	Apply basic communication skills	10 FEB 2013	30 NOV 2013	9876		30	40	Classroom-based	School Auspicing w			
BSBCCM201A	Communicate in the workplace	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based	School Auspicing w			
BSBCCM101A	Prepare for work	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based	School Auspicing w			
BSBCCM102A	Complete daily work activities	10 FEB 2013	30 NOV 2013	9876		20	20	Classroom-based	School Auspicing w			


Integrated competencies are shown in red

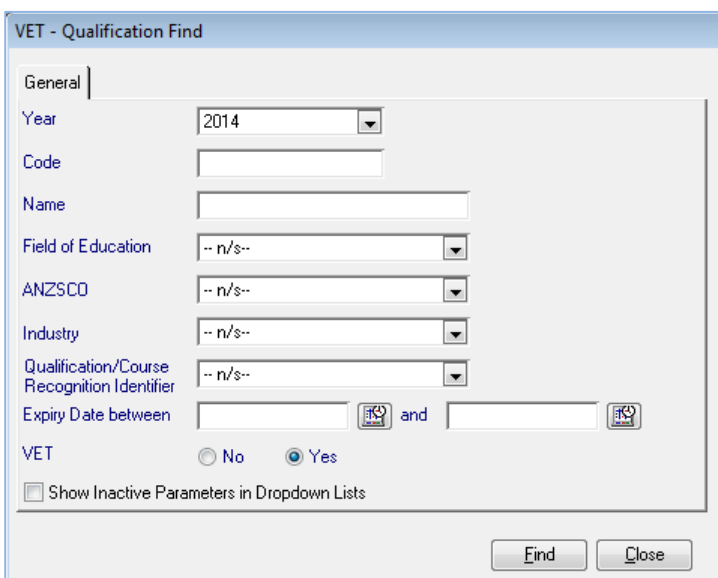
A student can have many qualification enrolments. Each qualification enrolment can have a number of competencies associated with it, and a competency can appear in more than one qualification at the same time. The system will allow the user to enter each qualification individually and then go on to enter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

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



The 'VET - Qualification Enrolment' window displays the student name 'Sally Angus (5)' in a banner at the top. Below the banner, there are fields for 'Start Date' (set to 10 FEB 2014) and 'Completion Date'. A 'Qualification' dropdown menu is followed by an 'RTO' dropdown. A 'Certification Details' section contains checkboxes for 'Qualification Achieved', 'Full Qualification Enrolment', 'Certificate Issued', and 'Date Issued', along with a 'Certificate Identifier' field. At the bottom, there is an unchecked checkbox for 'Auto-enrol student into all linked competencies for the qualification' and 'OK' and 'Cancel' buttons.

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



The 'VET - Qualification Find' window has a 'General' tab. It includes search criteria fields: 'Year' (set to 2014), 'Code', 'Name', 'Field of Education', 'ANZSCO', 'Industry', and 'Qualification/Course Recognition Identifier'. An 'Expiry Date between' field is flanked by calendar icons. At the bottom, there are radio buttons for 'VET' (set to 'Yes') and a checkbox for 'Show Inactive Parameters in Dropdown Lists'. 'Find' and 'Close' buttons are at the bottom right.

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

Code	Description
AHC10110	Certificate I in Conservation and Land Management
AHC21010	Certificate II in Conservation and Land Management
BSB10107	Certificate I in Business
CUF10107	Certificate I in Creative Industries

Total records found: 4

Buttons: Back, Select, Close

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

VET - Qualification Enrolment

Jenny Black (878)

Start Date: 10 FEB 2014 Completion Date: Qualification: AHC10110 RTO: South Metropolitan Youth Link

Certificate I in Conservation and Land Management

Certification Details

☐ Qualification Achieved Certificate Identifier: ☐ Certificate Issued Date Issued: ☐

☒ Full Qualification Enrolment

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

Code	Name
RTC1201A	Maintain the workplace
RTC1701A	Follow basic chemical safety rules
RTC1801A	Prepare for work
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM15024A	Apply quality procedures
MEM05012C	Perform routine manual metal arc welding
MEM14005A	Plan a complete activity
MEM14004A	Plan to undertake a routine task
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEM16007A	Work with others in a manufacturing, engineering or related environment
MSL912001A	Work within a laboratory field workplace (induction)
MSL922001A	Record and present data
RIIFNV201A	Identify and assess environmental and heritage concerns

Buttons: OK, Cancel

The **start date** and **completion date** indicate the start and end periods for the student enrolment. They are used to display a student's enrolment history in chronological order. Both must be entered when enrolling students in units of competency, however only enter a qualification completion date after the student has achieved the full qualification.

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

An **RTO** must be selected and **Full Qualification Enrolment** checked when appropriate.

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

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

VET - Competency Enrolment

Jenny Black (878)

Certificate I in Conservation and Land Management (AHC10110)

General | Delivery | AVETMISS

Competency Code / Group

Competency Enrolment Details

Start Date 10 FEB 2014 Completion Date 21 NOV 2014

Code	Competency Name
RTC1201A	Maintain the workplace
RTC1701A	Follow basic chemical safety rules
RTC1801A	Prepare for work
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM15024A	Apply quality procedures
MEM05012C	Perform routine manual metal arc welding
MEM14005A	Plan a complete activity
MEM14004A	Plan to undertake a routine task

OK Cancel

A **Completion Date** must be entered for Competencies.

Any competencies not undertaken by the student may be deleted.



Click on the **Delivery** tab and enter the relevant information.

VET - Competency Enrolment
Jenny Black (878)

Certificate I in Conservation and Land Management (AHC10110)

General Delivery AVETMISS

Industry Area - (From Qualification)
☒ Engineering and Mining

Competency Status
☒ Integrated ☐ Code

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

Outcome Assessment
Result
Teacher Abbott, Elaine

OK Cancel

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

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

	pays the RTO directly VET in Schools provides funding in the school gateway up to a cap for the user choice amount.	the school. Fee for Service is often utilised where an RTO is not able to provide training under profile due to lack of hours, and/or the school does not have staff that are able to deliver the training under an auspice arrangement.
Network Schools Arrangement	Schools share resources to deliver qualifications at a host school site.	Students are enrolled in their home school but attend another school for their VET training. The arrangement is flagged as Network Schools Arrangement to ensure that VET in Schools funding is directed to the host school and not the home school.

If a competency is integrated in an accredited course, then it should be flagged as such and the course to which it is integrated identified. This includes VET Industry Specific courses.

Once the **RTO**, **Mode** and **Arrangement** have been entered, a **Delivery Site Type** must be added before continuing to the AVETMISS tab. The **Delivery Site Type** is a mandatory parameter when enrolling students.

Trade Training Centre	External RTO
Trade Training Centre Site	School
	Trade Training Centre

If the **Trade Training Centre** is selected as the Delivery Site Type, a value must be entered for **Trade Training Centre**. As the Trade Training Centre is linked to the **Trade Training Centre Site**, a value for this parameter must also be entered.

VET - Competency Enrolment
Jenny Black (878)

Certificate I in Conservation and Land Management (AHC10110)

General Delivery AVETMISS

Industry Area - (From Qualification)
☒ Engineering and Mining

Competency Status
☒ Integrated ☐ Code

RTO Delivery

RTO South Metropolitan Youth Link

Mode Classroom-based

Arrangement School Auspicing with a Registered Training Organisation

Delivery Site Type Trade Training Centre

Trade Training Centre Fremantle Maritime TTC

Trade Training Centre Site South Fremantle SHS

Outcome Assessment

Result

Teacher Abbott, Elaine

OK Cancel

The **Teacher** field should be completed. The VET Coordinator should be the nominated teacher and provided that he or she has a valid WACOT number.

Click on the **AVETMISS** tab. **Study Reason** should be completed.

The type of traineeship should also be entered if applicable, in which case the Training Contract Identifier will also need to be entered.

If the Students are School Based Trainees or Aboriginal School Based Trainees, then the **Contact ID** must be entered. The Contract ID is the student's TPO (Training Program Outline) number which is registered by the TRS (Training Records System).


Click **OK** to save.

Note: If any of the options under Delivery or AVETMISS are required, the software will take you to the screens for you to enter the correct data.

2.9.2 Enrolling in Units of Competency

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

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


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

VET - Competency Enrolment



Jenny Black (878)

Certificate I in Conservation and Land Management (AHC10110)


General | Delivery | AVETMISS |

Competency Code / Group 

Competency Enrolment Details

Start Date  Completion Date 

Code	Competency Name




A Competency **Completion Date** must be entered, as must the required information on the **Delivery** and **AVETMISS** tabs.

VET - Competency Enrolment



Jenny Black (878)

Certificate I in Conservation and Land Management [AHC10110]

General | Delivery | AVETMISS

Competency Code / Group 

Competency Enrolment Details

Start Date  Completion Date 

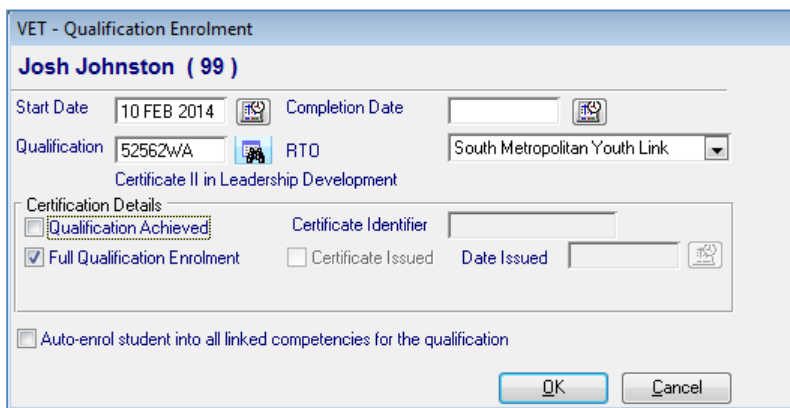
Code	Competency Name
AHCBAC101A	Support agricultural crop work
AHCCHM101A	Follow basic chemical safety rules
AHCAU101A	Recognise fauna
AHCILM202A	Observe and report plants and/or animals
AHCINF202A	Install, maintain and repair fencing
AHCIRG101A	Support irrigation work
AHCLSC101A	Support landscape work


Click **OK** to save.

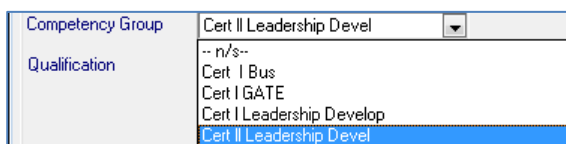
Activity

VET > Students

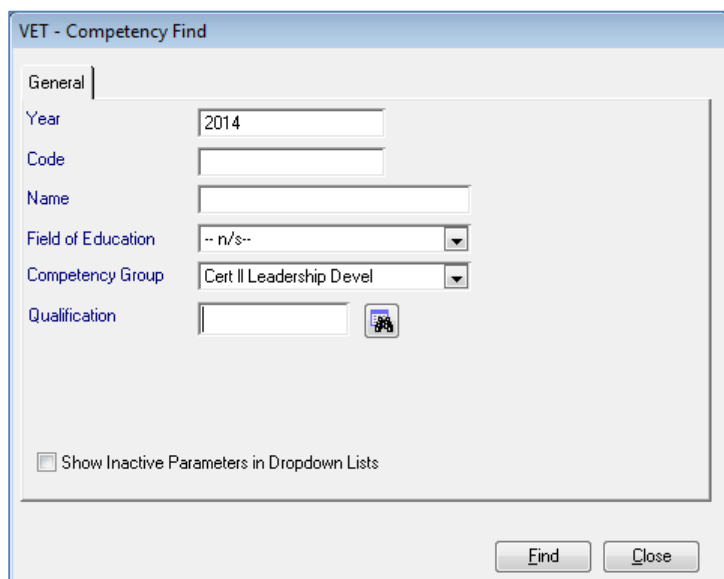
- Double click on **Josh Johnston**
- Click Add  to the right of the Qualifications pane
- Enter the start date as **10 February 2014**
- Click Qualification Find 
- Click **Find**
- Highlight **Certificate II in Leadership Development** and click **Select**
- Select the **RTO South Metropolitan Youth Link**
- Check **Full Qualification Enrolment**



- Click **OK**
- Click Add Competency 
- Click Find 
- Click on the Competency Group drop down arrow



- Select the **Competency Group Cert II Leadership Development**



VET - Competency Find

General

Year: 2014

Code:

Name:

Field of Education: -- n/s--

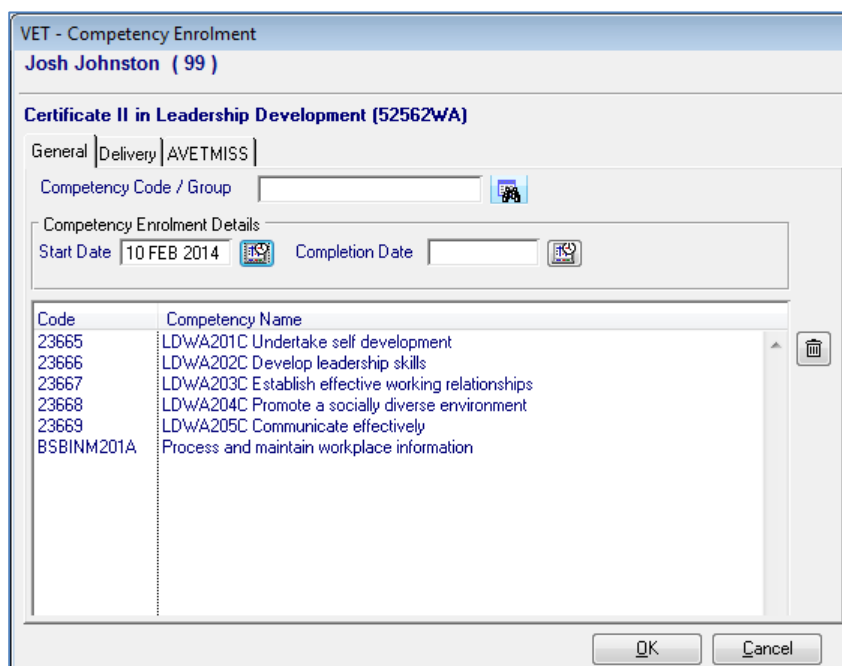
Competency Group: Cert II Leadership Devel

Qualification:

☐ Show Inactive Parameters in Dropdown Lists

Find Close

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



VET - Competency Enrolment

Josh Johnston (99)

Certificate II in Leadership Development (52562WA)

General | Delivery | AVETMISS

Competency Code / Group:

Competency Enrolment Details

Start Date: 10 FEB 2014 Completion Date:

Code	Competency Name
23665	LDWA201C Undertake self development
23666	LDWA202C Develop leadership skills
23667	LDWA203C Establish effective working relationships
23668	LDWA204C Promote a socially diverse environment
23669	LDWA205C Communicate effectively
BSBINM201A	Process and maintain workplace information

OK Cancel

- Enter Competency **Start** and **Completion Dates**

VET - Competency Enrolment
Josh Johnston (99)

Certificate II in Leadership Development (52562WA)

General | Delivery | AVETMISS

Competency Code / Group

Competency Enrolment Details

Start Date 10 FEB 2014 Completion Date 21 NOV 2014

Code	Competency Name
23665	LDWA201C Undertake self development
23666	LDWA202C Develop leadership skills
23667	LDWA203C Establish effective working relationships
23668	LDWA204C Promote a socially diverse environment
23669	LDWA205C Communicate effectively
BSBINM201A	Process and maintain workplace information

OK Cancel

- Click the **Delivery** tab and ensure that the following information is entered

VET - Competency Enrolment
Josh Johnston (99)

Certificate II in Leadership Development (52562WA)

General | Delivery | AVETMISS

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status

☒ Integrated ☐ Code

RTO Delivery

RTO South Metropolitan Youth Link

Mode Classroom-based

Arrangement School Auspicing with a Registered Training Organisation

Delivery Site Type School

Trade Training Centre

Trade Training Centre Site

Outcome Assessment

Result

Teacher Abbott, Elaine

OK Cancel

- Click the **AVETMISS** tab and enter a **Study Reason**

VET - Competency Enrolment
Josh Johnston (99)

Certificate II in Leadership Development (52562WA)



General | Delivery | AVETMISS

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

Trainee Details
Traineeship:
Contract Id:

- Click **OK**

VET > Student

- Use the **VET Student Search** to locate **Rachael Andrews**
- Click Add  to the right of the Qualifications pane
- Enter the **Start Date: 10 February 2014**
- Click Qualification Find 
- Click **Find**
- Highlight **Certificate I in Leadership Development** and click **Select**
- Select **RTO South Metropolitan Youth Link**
- Check **Full Qualification Enrolment**

VET Student Search AND


VET - Qualification Enrolment
Rachael Andrews (4)

Start Date: 10 FEB 2014 Completion Date:
Qualification: 52560WA RTO: South Metropolitan Youth Link
Certificate I in Leadership Development

Certification Details
☐ Qualification Achieved Certificate Identifier:
☒ Full Qualification Enrolment ☐ Certificate Issued Date Issued:
☐ Auto-enrol student into all linked competencies for the qualification

OK Cancel

- Click **OK**

- Ensure the qualification is highlighted
- Click Add  to the right of the **Competency** pane
- Enter a **Start** and **Completion Date**

VET - Competency Enrolment



Rachael Andrews (4)

Certificate I in Leadership Development (52560WA)

General | Delivery | AVETMISS

Competency Code / Group

Competency Enrolment Details

Start Date 10 FEB 2014  Completion Date 21 NOV 2014 

- Click 'Find Competency on Offer'

Competency Code / Group 

- Click the Qualification Find  and then click
- Highlight **Certificate I in Leadership Development**

VET - Qualification Find

Code	Description
52529WA	Certificate I in Gaining Access to Training and Employment (GATE)
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
BSB10107	Certificate I in Business

- Click **Select**

The Qualification is saved to the Student's record

Qualification 

CERTIFICATE I IN LEADERSHIP DEVELOPMENT

To select the competencies

- Click **Find**

VET - Competency Find

Code	Description
23411	Develop problem solving skills
23412	Develop self awareness
23660	LDWA101C Develop self awareness
23661	LDWA102C Explore fundamentals of leadership
23662	LDWA103C Participate effectively in a team

- Highlight the first three competencies and click **Select**

VET - Competency Enrolment
Rachael Andrews (4)

Certificate I in Leadership Development (52560WA)

General | Delivery | AVETMISS |

Competency Code / Group

Competency Enrolment Details

Start Date 10 FEB 2014 Completion Date 21 NOV 2014

Code	Competency Name
23411	Develop problem solving skills
23412	Develop self awareness
23660	LDWA101C Develop self awareness

OK Cancel

- Click on the **Delivery** tab and enter the following details

Note: Rachael is a School-based Trainee

VET - Competency Enrolment
Rachael Andrews (4)

Certificate I in Leadership Development (52560WA)

General | Delivery | AVETMISS |

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status
 Integrated ☐ Code

RTO Delivery

RTO South Metropolitan Youth Link

Mode Employment based

Arrangement Outsourced - Profile Hours

Delivery Site Type External RTO

Trade Training Centre

Trade Training Centre Site

Outcome Assessment

Result

Teacher -- n/s--

OK Cancel

- Click on the **AVETMISS** tab and enter the following details

The screenshot shows a software window titled "VET - Competency Enrolment" for a user named "Rachael Andrews (4)". The window has two tabs: "General" and "Delivery". The "Delivery" tab is selected, showing "AVETMISS" as the delivery method. Below the tabs, there are two sections: "General" and "Trainee Details". In the "General" section, the "Study Reason" is set to "To get a job" via a dropdown menu, and the "VET in Schools" checkbox is checked. In the "Trainee Details" section, the "Traineeship" is set to "School Based Traineeship" via a dropdown menu, and the "Contract Id" is entered as "1234". At the bottom right of the window are "OK" and "Cancel" buttons.

VET - Competency Enrolment
Rachael Andrews (4)

Certificate I in Leadership Development (52560WA)

General | Delivery AVETMISS

General

Study Reason To get a job

☒ VET in Schools Fee Exemption / Concession Type Id ☐

Trainee Details

Traineeship School Based Traineeship

Contract Id 1234

OK Cancel


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

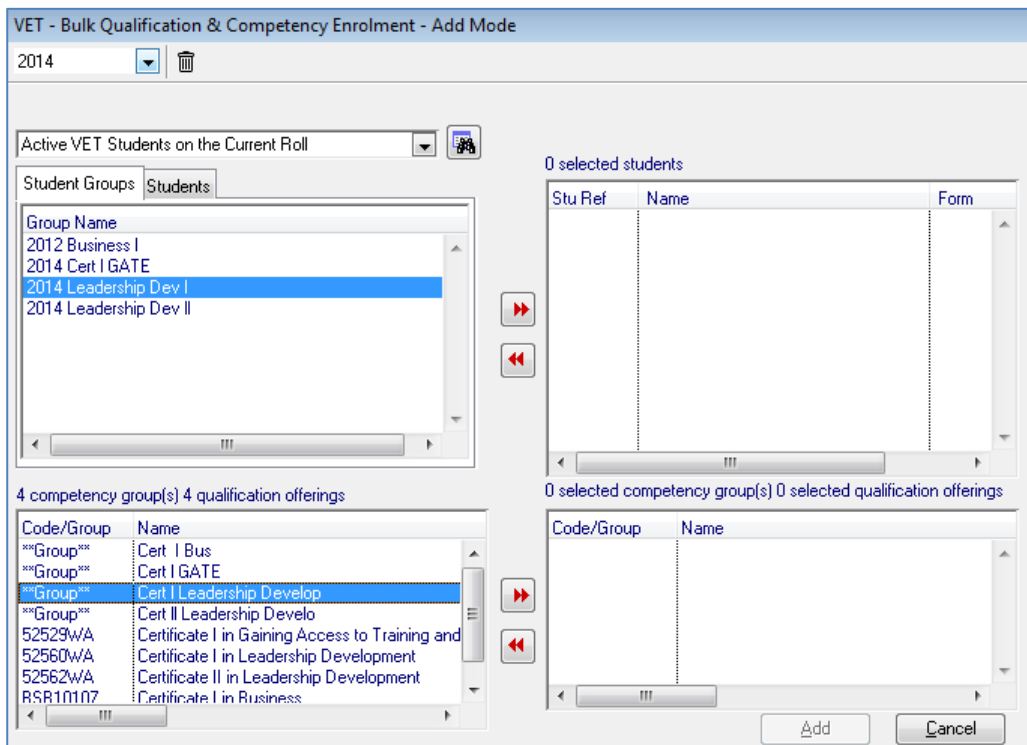
Recap VET Students (1)

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. Add the enrolling Year 10 students to a student group: **2014 Cert I Gaining Access to Employment (GATE)**
3. Enrol **Rebecca Bloor** in a **Certificate I in GATE** and its linked units of competency. Rebecca is an **Aboriginal School-based Trainee**. The **RTO** is **SMYL**. The **Mode** is **Employment based** and the **Arrangement** is **Outsourced – Profile Hours**. The **Delivery Site Type** is **External RTO**. Ensure that the **Training Contract ID** is also entered.

2.9.3 Bulk Qualification & Competency Enrolment

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



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

Students may be located using the Find button. 

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

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

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

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

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

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Active VET Students on the Current Roll

Student Groups Students

Group Name

2012 Business I
2014 Cert I GATE
2014 Leadership Dev II

20 selected students

Stu Ref	Name	Form
4	Andrews, Rachael	11.1
39	Cooper, Ryan	11.1
79	Gold, Stephanie	11.1
99	Johnston, Josh	11.1
124	Kraft, Chelsea	11.1
139	Leslie, Nathan	11.1
159	Luong, Amber	11.1
174	Marston, Lauren	11.1
189	Melville, Mitchell	11.1
204	Mojo, Kelly-Ann	11.1
207	Moor, Khalid	11.1

3 competency group(s) 4 qualification offerings

Code/Group	Name
Group	Cert I Bus
Group	Cert I GATE
Group	Cert II Leadership Develop
52529WA	Certificate I in Gaining Access to Training and
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
BSB10107	Certificate I in Business

1 selected competency group(s) 0 selected qualification offerings

Code/Group	Name
Group	Cert I Leadership Develop

Add Cancel

Linked units of competency may be deleted  and added. 

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

AVETMISS - General

Study Reason To get a job

Fee Exempt / Conc Type Id ☐ VET in Schools ☒

Trainee Details

Traineeship

Contract Id

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

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Bulk Student Competency Enrolment Status Log

Student Enrolment Status

Rachael Andrews has not been enrolled in any of the 6 selected competencies because you choose not to enrol as continuing qualifica

Ryan Cooper has been enrolled in all 6 selected competencies

Stephanie Gold has been enrolled in all 6 selected competencies

Josh Johnston has been enrolled in all 6 selected competencies


Chelsea Kraft has been enrolled in all 6 selected competencies

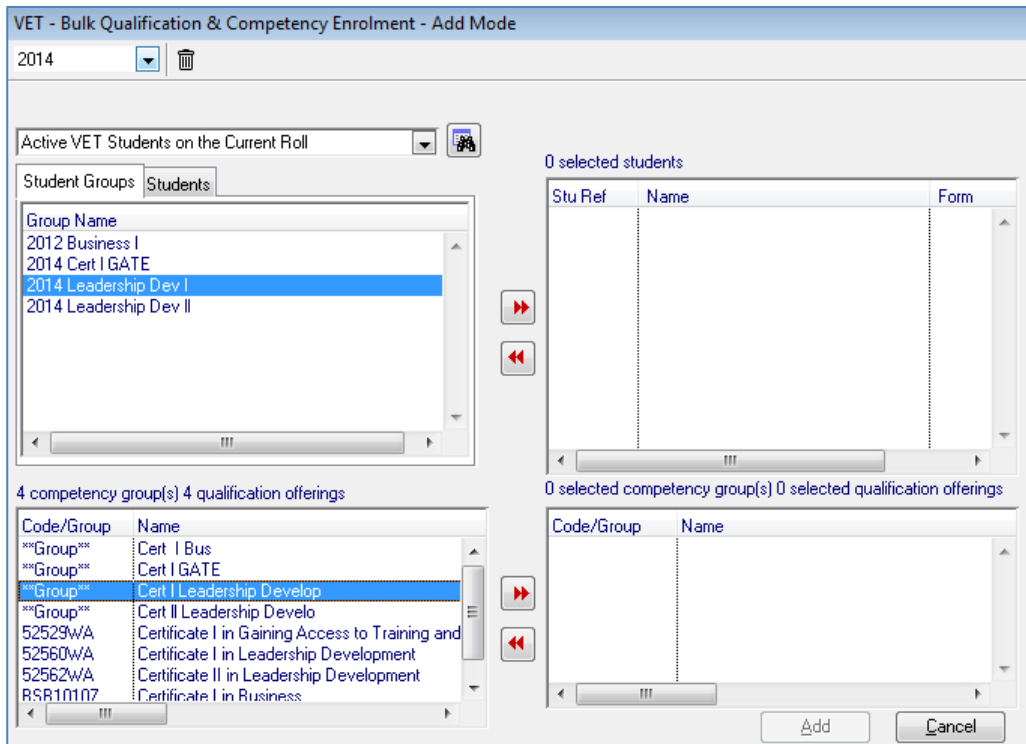
Nathan Leslie has been enrolled in all 6 selected competencies

Amber Luong has been enrolled in all 6 selected competencies

Activity

VET > Students

- Open the Bulk Enrolments window 
- Highlight the **2014 Leadership Development I** group and move to the right by clicking on the red chevrons 



VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Active VET Students on the Current Roll

Student Groups | Students

Group Name
2012 Business I
2014 Cert I GATE
2014 Leadership Dev I
2014 Leadership Dev II

4 competency group(s) 4 qualification offerings

Code/Group	Name
Group	Cert I Bus
Group	Cert I GATE
Group	Cert I Leadership Develop
Group	Cert II Leadership Develo
52529WA	Certificate I in Gaining Access to Training and
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
RSR10107	Certificate I in Business

0 selected students

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

0 selected competency group(s) 0 selected qualification offerings

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

Add Cancel

- Select the ****Group** Cert I Leadership Development** and move it the right 

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

- Click **Add** 

- Enter the delivery details as shown below

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Qualification Details

Start Date 10 FEB 2014 Qualification 52562WA

Certificate II in Leadership Development

☒ Full Qualification Enrolment

RTO South Metropolitan Youth Link

Competency Details

Start Date 10 FEB 2014

Completion Date 21 NOV 2014

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status

Integrated ☐ Code

RTO Delivery

RTO South Metropolitan Youth Link

Mode Classroom-based

Arrangement School Auspicing with a Registered ...

Delivery Site Type School

Trade Training Centre

Trade Training Centre Site

Note:

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

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

AVETMISS - General

Study Reason: To get a job

Fee Exempt / Conc Type Id: ☒ VET in Schools

Trainee Details

Traineeship:

Contract Id:

- Click **Add**

VET - Add Qualification Enrolment Validation

A matching incomplete qualification enrolment 52562WA Start Date 10 FEB 2014 for Josh Johnston has been found. Do you wish to link these new competency enrolments to this existing qualification?

Yes No

- Read the prompt and click **No**

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Bulk Student Competency Enrolment Status Log

Student Enrolment Status

Rachael Andrews has been enrolled in all 6 selected competencies

Ryan Cooper has been enrolled in all 6 selected competencies

Stephanie Gold has been enrolled in all 6 selected competencies

Josh Johnston has not been enrolled in any of the 6 selected competencies because you choose not to enrol as continuing qualification

Chelsea Kraft has been enrolled in all 6 selected competencies

Nathan Leslie has been enrolled in all 6 selected competencies

Amber Luong has been enrolled in all 6 selected competencies

Lauren Marston has been enrolled in all 6 selected competencies

Mitchell Melville has been enrolled in all 6 selected competencies

Kelly-Ann Mojo has been enrolled in all 6 selected competencies

Khalid Moor has been enrolled in all 6 selected competencies

Alexandria Mungall has been enrolled in all 6 selected competencies

Matthew Obert has been enrolled in all 6 selected competencies

Kate Osterburg has been enrolled in all 6 selected competencies

Kyle Pearce has been enrolled in all 6 selected competencies

Julie Pilter has been enrolled in all 6 selected competencies

Cory Ramsay has been enrolled in all 6 selected competencies

Sarah Simple has been enrolled in all 6 selected competencies

Bradley Uifelean has been enrolled in all 6 selected competencies

Jenny Black has been enrolled in all 6 selected competencies

Print Log

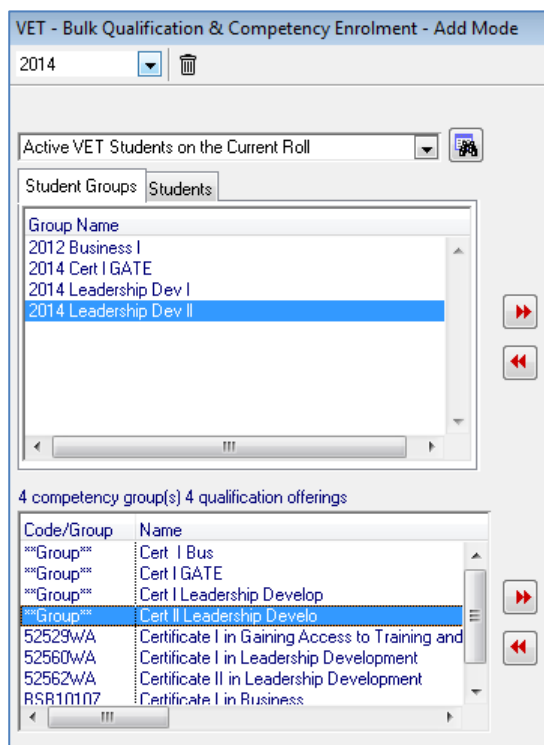
Back Close

- View the Enrolment Status log and **Close**
- View **Stephanie Gold's** enrolment details

Activity

VET > Students

- Click Bulk Enrolment 
- Select the **2014 Leadership Development II** group of students



VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Active VET Students on the Current Roll

Student Groups


Students

Group Name

- 2012 Business I
- 2014 Cert I GATE
- 2014 Leadership Dev I
- 2014 Leadership Dev II

4 competency group(s) 4 qualification offerings

Code/Group	Name
Group	Cert I Bus
Group	Cert I GATE
Group	Cert I Leadership Develop
Group	Cert II Leadership Develo
52529WA	Certificate I in Gaining Access to Training and
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
RSR10107	Certificate I in Business

- Move them to the pane on the right using the red chevrons (arrows) 
- Select the ****Group** Cert II Leadership Development** and move to the right also
- Click **Add**
- Enter the delivery details as shown below

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Qualification Details

Start Date 10 FEB 2014 Qualification 52562wA

Certificate II in Leadership Development

☒ Full Qualification Enrolment

RTO South Metropolitan Youth Link

Competency Details

Start Date 10 FEB 2014

Completion Date 21 NOV 2014

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status

Integrated ☐ Code

RTO Delivery

RTO South Metropolitan Youth Link

Mode Classroom-based

Arrangement School Auspicing with a Registered ...

Delivery Site Type School

Trade Training Centre

Trade Training Centre Site

- Click **Add**
- Enter the **AVETMISS** details

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

AVETMISS - General

Study Reason To get a job

Fee Exempt / Conc Type Id ☐ ☒ VET in Schools

Trainee Details

Traineeship

Contract Id



- Click **Add**
- **Close** the Enrolment Status Log

Recap Bulk Enrolments

Bulk enrol the **2014 GATE** students in a **Certificate I in Gaining Access to Training and Employment**. The **RTO** is **Polytechnic West**, the **Mode** is **Classroom based**, the **Arrangement** is **Outsourced – Profile Hours** and the **Delivery Site Type** is **School**. Give a study reason. Say **No** to link the enrolment for Rebecca Bloor

2.9.4 Deleting Enrolments

VET > Students

- Click Bulk Enrolment 
- Switch to Removal Mode 

The Remove button will remove all the selected competencies from the selected students for the given selection period, providing the cut off date has not been passed. If the cut off date has passed and/or files have been up loaded to the School Curriculum and Standards Authority and an enrolment has been added in error, then the value of 99 must be used. If the student has withdrawn, then the value of 40 must be used.



Removing competencies does not affect the qualification, unless the ***Remove Qualification Enrolments with 0 competencies*** is checked.

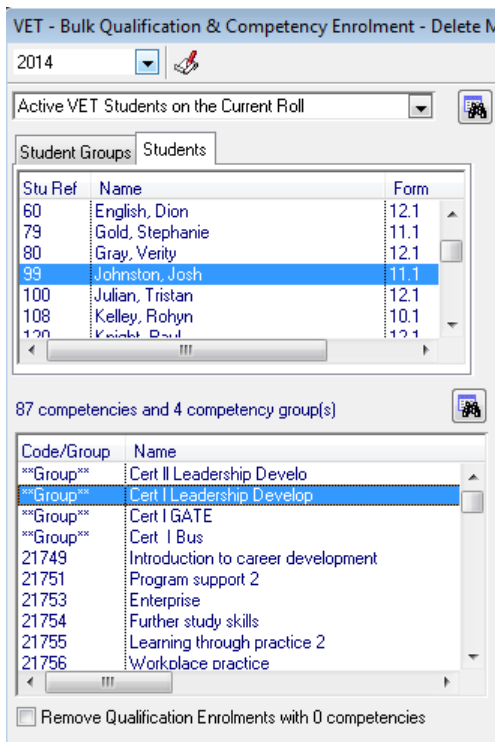
Note: Competency enrolments may only be deleted if they were added in error. If students withdraw from units of competency, 40 - Withdrawn should be noted in the Results field of the Competency Enrolment window. If an enrolment has been added in error and the cut off date has passed and/or the files have been uploaded to the School Curriculum and Standards Authority, the value of 99 must be entered in the Results field of the Competency Enrolment window.

Activity

VET > Students

Josh Johnston was enrolled in *Certificate I in Leadership Development* in error.


- Click Bulk Enrolment 
- Switch to Removal Mode 
- Select the **Students** tab and **Josh Johnston**

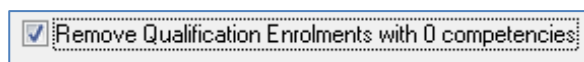


Stu Ref	Name	Form
60	English, Dion	12.1
79	Gold, Stephanie	11.1
80	Gray, Verity	12.1
99	Johnston, Josh	11.1
100	Julian, Tristan	12.1
108	Kelley, Rohyn	10.1
120	Kieck, Paul	12.1

Code/Group	Name
Group	Cert II Leadership Develop
Group	Cert I Leadership Develop
Group	Cert I GATE
Group	Cert I Bus
21749	Introduction to career development
21751	Program support 2
21753	Enterprise
21754	Further study skills
21755	Learning through practice 2
21756	Workplace practice

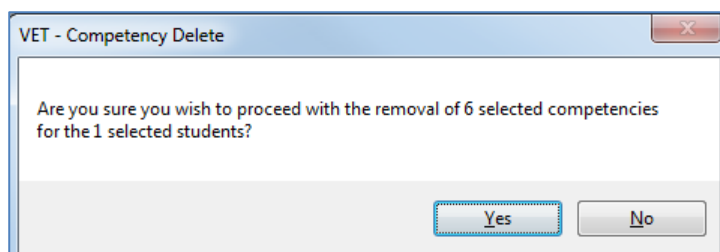
☐ Remove Qualification Enrolments with 0 competencies

- Select the ****Group** Cert I Leadership Development**
- Move  both from left to right
- Check **Remove Qualification Enrolments with 0 competencies**



☒ Remove Qualification Enrolments with 0 competencies

- Click **Remove**



VET - Competency Delete

Are you sure you wish to proceed with the removal of 6 selected competencies for the 1 selected students?

Yes No






- Click **Yes**
- View Josh's enrolment details
- Close

Note: Competency enrolments may only be deleted if they were added in error. If students withdraw from units of competency, 40 - Withdrawn should be noted in the Results field of the Competency Enrolment window. If an enrolment has been added in error and the cut off date has passed and/or the files have been uploaded to the School Curriculum and Standards Authority, the value of 99 must be entered in the Results field of the Competency Enrolment window.

Activity

VET > Students > Bulk Enrolment

The **2014 Leadership Development I** student group were enrolled in a unit of competency in error.


- Click Bulk Enrolment 
- Click Switch to Removal Mode 
- Highlight the **2014 Leadership Development I** student group
- Move to the right 
- Click Find Competency 
- Click on Find Qualification  binoculars
- Click **Find**
- Highlight **Cert 1 in Leadership Development** and click **Select**

VET - Qualification Find	
Code	Description
52529WA	Certificate I in Gaining Access to Training and Employment (GATE)
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
BSB10107	Certificate I in Business

The Qualification displays in the Competency window

- Click **Find**
- Select** the first competency unit in the list
- Highlight the Competency in the bottom left window

Code/Group	Name
xxGroupxx	Cert II Leadership Develo
xxGroupxx	Cert I Leadership Develop
xxGroupxx	Cert I GATE
xxGroupxx	Cert I Bus
23411	Develop problem solving skills

- Move it to the right 
- Click **Remove** and **Yes**
- View **Stephanie Gold's** enrolment details and **Close**

2.9.5 Re-enrolling Students in Units of Competency

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

Activity

VET > Students

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

She did not achieve **Apply basic communication skills BSBCEM101A** and would like to re-enrol in this competency.

VET - Student Details

Current

Sally Angus (5) 16 Yrs 7 Mths



Enrolments | Competencies | Preferences

Qualification

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
--n/s--	Unspecified				
BSB10107	Certificate I in Business	10 FEB 2013			9876
52562WA	Certificate II in Leadership Development	10 FEB 2014			SMYL

Competencies for the selected Qualification

Code	Competency Name	Start Date	Completion Date	RTO Code	Subject	Result	Scheduled Hrs	Mode of Delivery
BSBADM101A	Use business equipment and resources	10 FEB 2013	29 NOV 2014	9876		70	20	Classroom-based
BSBCEM101A	Apply basic communication skills	10 FEB 2013	30 NOV 2013	9876		30	40	Classroom-based
BSBCEM201A	Communicate in the workplace	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based
BSBCEM101A	Prepare for work	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based
BSBCEM102A	Complete daily work activities	10 FEB 2013	30 NOV 2013	9876		20	20	Classroom-based

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

VET - Competency Find

General


Year: 2014

Code: BSB

Name: BASIC

Field of Education: -- n/s--

Competency Group: -- n/s--

Qualification: 

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**

VET - Competency Find

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


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

VET - Competency Enrolment



Sally Angus (5)

Certificate I in Business (BSB10107)


General Delivery AVETMISS

Competency Code / Group: 

Competency Enrolment Details

Start Date: 10 FEB 2014  Completion Date: 21 NOV 2014 

Code	Competency Name
BSBCMM101A	Apply basic communication skills



- Click the **Delivery** tab
- Enter the Delivery details

VET - Competency Enrolment

Sally Angus (5)

Certificate I in Business (BSB10107)

General Delivery **AVETMISS**

Industry Area - (From Qualification)
☒ Business and Clerical

Competency Status
 Integrated ☐ Code

RTO Delivery
 RTO Polytechnic West
 Mode Classroom-based
 Arrangement School Auspicing with a Registered Training Organisation
 Delivery Site Type School
 Trade Training Centre
 Trade Training Centre Site

Outcome Assessment
 Result
 Teacher Abbott, Elaine

OK Cancel

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

AVETMISS - General

Study Reason To get a job

Fee Exempt / Conc Type Id ☐ ☒ VET in Schools

Trainee Details
 Traineeship
 Contract Id

- Click **OK**

Competency Enrolment

Sally Angus has previously completed an enrolment in BSBCMM101A with results 30. Do you wish to add this as a repeat enrolment?

Yes No



- Click **Yes** and **Close**


VET > Students

Two students want to re- enrol in competencies they did not achieve in 2013

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

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014  

Active VET Students on the Current Roll 

Student Groups Students

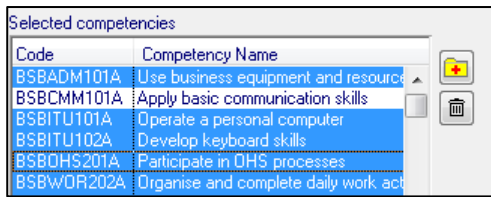
Stu Ref	Name	Form
4	Andrews, Rachael	11.1
5	Angus, Sally	12.1
10	Bates, Carl	12.2
878	Black, Jenny	11.1
15	Black, Joel	12.3
18	Bloor, Rebecca	10.1
25	Brown, Patrick	12.1
40	Cooper, Hayden	12.1
39	Cooper, Ryan	11.1

4 competency group(s) 4 qualification offerings

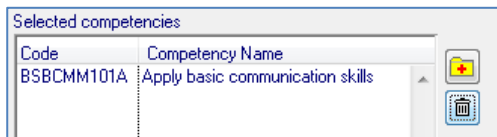
Code/Group	Name
Group	Cert I GATE
Group	Cert I Leadership Develop
Group	Cert II Leadership Develo
52529w/A	Certificate I in Gaining Access to Training and
52560w/A	Certificate I in Leadership Development
52562w/A	Certificate II in Leadership Development
BSB10107	Certificate I in Business

- Select **BSB10107 Certificate I in Business** and move  it to the pane on the right
- Click **Add**

Hint: Ctrl + A to highlight all Competencies, then Ctrl and click on the selected Competency

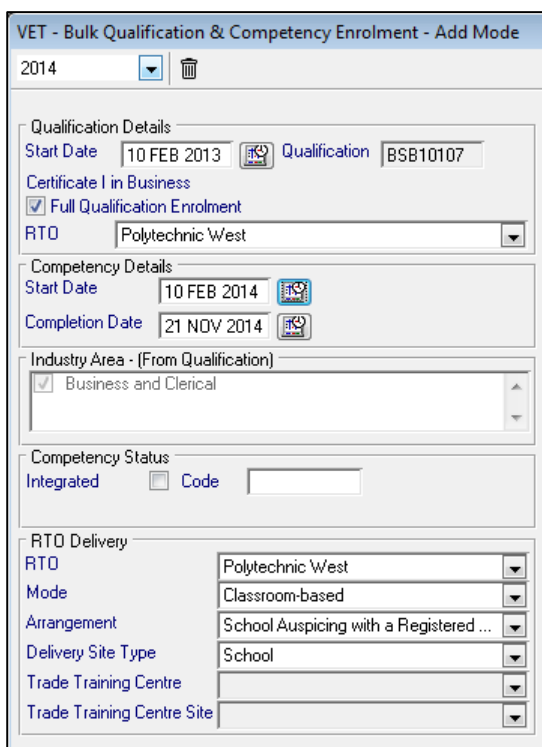


- Delete  all but **BSBMM101A** from the list of **Selected competencies**

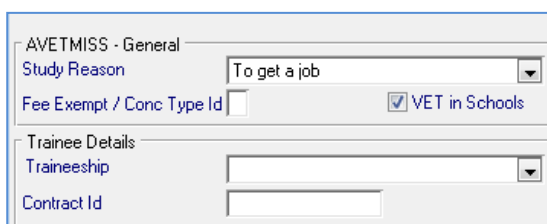


- Enter the following Delivery information

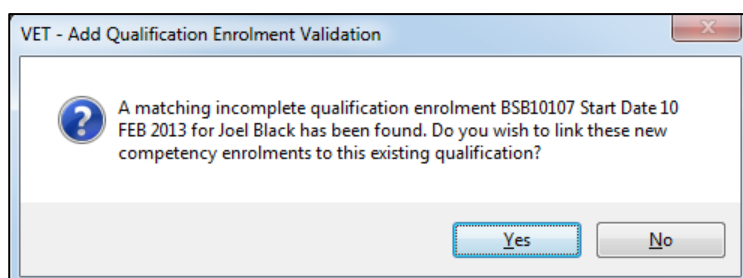
Note: The start date for the qualification is in the previous year but the start date for the competency must be in the current year.



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




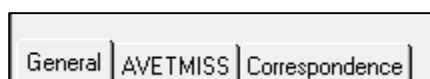
- Read the prompts
- Click **Yes**



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

2.9.6 VET Student Details – Miscellaneous

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



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

Miscellaneous – General

The screenshot shows the 'VET - Student Details' window with the 'General' tab selected. The student's name is 'Sally Angus (5)' and their age is '16 Yrs 7 Mths'. The 'General' tab contains several sections: 'Active' with a checked checkbox, 'At Educational Risk' with a checked checkbox, 'Undertaking Full Certificate study' with a checked checkbox, 'Preferred Vocations' with a dropdown menu showing 'Information Technology' and 'Business/Finance', 'Safety Certification' with a dropdown menu showing 'Office and Business Services' and 'General', and a large 'General Notes' text area. At the bottom, there are sections for 'Employer Details' (Name, Address, Tel, Fax, Contact) and 'Training Agreement' (Agreement #, Start Date, Completion Date, Notes, and radio buttons for 'Part Time' and 'Full Time').

VET - Student Details

Current

Sally Angus (5) 16 Yrs 7 Mths

General | AVETMISS | Correspondence

Active ☒ At Educational Risk ☒ Preferred Vocations Information Technology Business/Finance

Undertaking Full Certificate study ☒

General Notes

Safety Certification Office and Business Services General

Employer Details

Name Address Tel Fax Contact

Training Agreement

Agreement # Start Date Completion Date Notes

Part Time Full Time

This tab is used to record:

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

Miscellaneous – AVETMISS

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

Miscellaneous – Correspondence

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


To add a record:

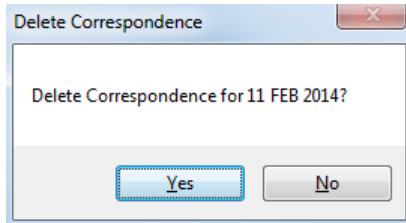
- Click the Add button
- Enter the relevant details and click **OK**

To edit a record:


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

To delete a record:

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



To print a student's correspondence log:

- Click Print 
- Select the desired report destination



Activity

VET > Students

Entering General Miscellaneous Information

- Highlight **Rachael Andrews** and **Ryan Cooper**
- Click View VET Student Details 

The browse set will open with the first student's details.

- Click the Miscellaneous button 
- Click Edit 
- Enter some **Employer** information on the **General** tab

Employer Details		Training Agreement	
Name	Civica Education	Agreement #	1234 <input checked="" type="radio"/> Part Time <input type="radio"/> Full Time
Address	Tully Road	Start Date	17 FEB 2014
	East Perth	Completion Date	
Tel	666 777	Notes	
	Fax		
Contact	Susie Mason		

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

Entering AVETMISS Information

- Click on the **AVETMISS** tab
- Enter some details

The screenshot shows a software interface for entering AVETMISS information for a student named Rachael Andrews, aged 15 years and 10 months. The interface has a top toolbar with icons for navigation and editing. Below the toolbar, the student's name and age are displayed. The main form is divided into several sections: 'General' (with tabs for General, AVETMISS, and Correspondence), 'Student Attends School' (checked), 'Student Title' (Ms), 'Highest School Level Completed' (Completed Year 10), 'State' (Western Australia), 'Year Highest School Level' (2013), 'Labour Force Status' (Part-time), 'Proficiency in Spoken English' (English Spoken At Ho...), 'Mobile Phone Number' (empty), 'Disability' (a list of conditions with checkboxes, where 'Medical Condition' and 'Unspecified' are checked), and 'Prior Educational Achievement' (a list of achievement levels with checkboxes, where 'Miscellaneous Education' is selected).

Note: AVETMISS information needs to be entered for all students for state and national reporting purposes. Hence it must be completed whether or not the school is an RTO.

All fields are mandatory except for Mobile Phone Number, Disability and Prior Education Achievement and these must be filled for the students to whom they apply.

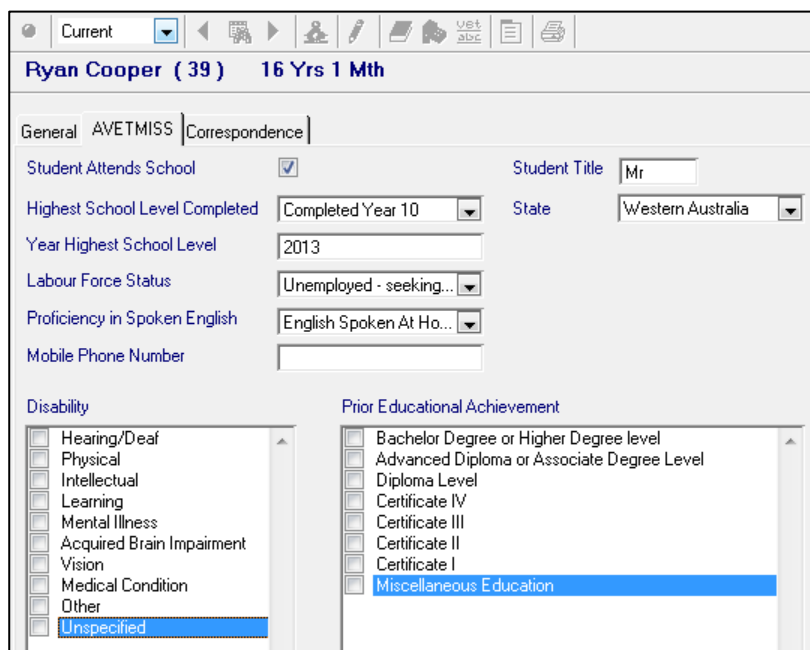
Entering Correspondence information

- Click on the **Correspondence** tab
- Click Add 
- Enter the correspondence details

The screenshot shows a dialog box titled 'VET - Add/Edit Correspondence'. It has two input fields: 'Date' (18 FEB 2014) and 'Note' (Notice of VET meeting). At the bottom, there are 'OK' and 'Cancel' buttons.

- Click **OK** twice

- Click Next Student 
- Enter some **Miscellaneous - AVETMISS** information for **Ryan Cooper**



The screenshot shows the AVETMISS form for Ryan Cooper (39), 16 Yrs 1 Mth. The form is divided into three tabs: General, AVETMISS, and Correspondence. The AVETMISS tab is active. The form contains the following fields and options:

- Student Attends School:** ☒
- Highest School Level Completed:** Completed Year 10
- Year Highest School Level:** 2013
- Labour Force Status:** Unemployed - seeking...
- Proficiency in Spoken English:** English Spoken At Ho...
- Mobile Phone Number:** (empty field)
- Student Title:** Mr
- State:** Western Australia
- Disability:**
 - ☐ Hearing/Deaf
 - ☐ Physical
 - ☐ Intellectual
 - ☐ Learning
 - ☐ Mental Illness
 - ☐ Acquired Brain Impairment
 - ☐ Vision
 - ☐ Medical Condition
 - ☐ Other
 - ☒ Unspecified
- Prior Educational Achievement:**
 - ☐ Bachelor Degree or Higher Degree level
 - ☐ Advanced Diploma or Associate Degree Level
 - ☐ Diploma Level
 - ☐ Certificate IV
 - ☐ Certificate III
 - ☐ Certificate II
 - ☐ Certificate I
 - ☒ Miscellaneous Education

- Click **OK** to save
- **Close** VET Student Details

Recap VET Students (2)

Complete the following tasks, noting the pathway you used.

1. Enter some **General** and **AVETMISS** information for **Rebecca Bloor**.

2.10 VET Student Results Entry

VET Individual Student Results Entry

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

VET - Student Details
Sally Angus (5) 16 Yrs 7 Mths Year 12 Form 12.1

Enrolments | Competencies | Preferences |

Qualification

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTO Code
-n/a-	Unspecified				
BSB10107	Certificate I in Business	10 FEB 2013		9876	
AHC2100	Certificate II in Conservation and Land Management	10 FEB 2014			3456

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
BSBADM101	Use business development and resources	10 FEB 2013	30 NOV 2013	9876	P1	20	40	Classroom-based	School Auspicing w/	School		
BSBCMM101A	Apply basic communication skills	10 FEB 2013	30 NOV 2013	9876		30	40	Classroom-based	School Auspicing w/	School		
BSBCMM101A	Communicate in the workplace	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based	School Auspicing w/	School		
BSBCMM101A	Prepare for work	10 FEB 2013	30 NOV 2013	9876		20	30	Classroom-based	School Auspicing w/	School		
BSBCMM102	Complete daily work activities	10 FEB 2013	30 NOV 2013	9876		20	20	Classroom-based	School Auspicing w/	School		
BSBCMM101A	Apply basic communication skills	10 FEB 2014	21 NOV 2014	9876		40	40	Classroom-based	School Auspicing w/	School		

2.10.1 Entering results for a unit of competency

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

VET - Competency Enrolment
Sally Angus (5)

LDWA201C Undertake self development (23665)

General | AVETMISS |

Competency Enrolment Details

Start Date: 10 FEB 2014 Completion Date: 21 NOV 2014 Scheduled Hours: 45

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status

Integrated ☐ Subj Code:

RTO Delivery

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

Outcome Assessment

Result: 20 Competency achieved/pass
Teacher: Abbott, Elaine

OK Cancel

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

Note: The teacher entered should be the school's VET Co-ordinator and possess a valid Teacher Registration number.

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

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

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

90 Not yet available

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

99 Has not and is not expected to start this UoC

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

Note: Please consult the WACE Procedures File for additional information related to resulting. The File is available on the School Curriculum and Standards Authority website.

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

2.10.2 Entering results for a qualification

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

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

VET - Qualification Enrolment

Ryan Cooper (39)

Start Date: 10 FEB 2014 Completion Date: 21 NOV 2014

Qualification: AHC10110 RTO: South Metropolitan Youth Link

Certificate I in Conservation and Land Management

Certification Details

☒ Qualification Achieved Certificate Identifier:

☒ Full Qualification Enrolment ☐ Certificate Issued Date Issued:

OK Cancel

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

Note: Qualification Achieved should only be checked after the student has completed the Qualification in accordance with the Training Package requirement.

The record will not be saved unless the Completion Date is entered and Qualification Achieved is checked.

The Certificate Identifier is available from the RTO.

For RTO schools using the VET module to generate certificates, the Certificate Identifier will be automatically populated when the certificates are printed.

Activity

VET > Students > VET Student Details

- Double click on **Rachael Andrews** in the VET Student List
- Highlight the first competency in the list

Current

Rachael Andrews (4)

15 Yrs 10 Mths

Enrolments

Competencies


Preferences

Qualification

Code	Qualification Name	Start Date	Completion Date	Certificate No.	RTD Code
--n/s--	Unspecified				
52560WA	Certificate I in Leadership Development	10 FEB 2014			SMYL
52562WA	Certificate II in Leadership Development	10 FEB 2014			SMYL

Competencies for the selected Qualification

Code	Competency Name	Start Date	Completion Date	RTD Code	Subject	Result	Scheduled Hrs	Mode of Delivery	RTD Arrangement	Delivery Site Type
23412	Develop self awareness	10 FEB 2014	21 NOV 2014	SMYL			40	Employment based	Outsourced - Profile	External RTO
23660	LDWA101C Develop self awareness	10 FEB 2014	21 NOV 2014	SMYL			30	Employment based	Outsourced - Profile	External RTO

- Click on the Edit pencil  to the right of the **Competency** pane

VET - Competency Enrolment
Rachael Andrews (4)

Develop self awareness (23412)

General | AVETMISS

Competency Enrolment Details

Start Date: 10 FEB 2014 Completion Date: 21 NOV 2014 Scheduled Hours: 40

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status

☒ Integrated ☐ Subj Code

RTO Delivery

RTO: South Metropolitan Youth Link

Mode: Employment based

Arrangement: Outsourced - Profile Hours

Delivery Site Type: External RTO

Trade Training Centre:

Trade Training Centre Site:

Outcome Assessment

Result: 20 Competency achieved/pass

Teacher: Abbott, Elaine

OK Cancel

- Enter a **Result** from the drop down list and a **Teacher**
- Click **OK** to save

- Highlight the second competency in the list
- Click on the Edit pencil to the right of the **Competency** pane
- Enter the **Completion Date** of **11 December 2015**

VET - Competency Enrolment
Rachael Andrews (4)

LDWA101C Develop self awareness (23660)

General | AVETMISS |

Competency Enrolment Details

Start Date 10 FEB 2014 Completion Date 11 DEC 2015 Scheduled Hours 30

Industry Area - (From Qualification)
☒ Community Services, Health and Education

Competency Status
Integrated ☐ Subj Code

RTO Delivery

RTO South Metropolitan Youth Link

Mode Employment based

Arrangement Outsourced - Profile Hours

Delivery Site Type External RTO

Trade Training Centre

Trade Training Centre Site

Outcome Assessment

Result 70 Continuing enrolment

Teacher Abbott, Elaine

OK Cancel

- Enter a result of **70 Continuing enrolment**
- Click **OK** to save
- Close VET Student Details

Note: For the final reporting point of the current collection year, only enrolments that have an Enrolment Activity End Date crossing into a subsequent collection year may be reported with an Outcome Identifier of 70 - Continuing enrolment. Additionally, in the following year the Outcome Assessment (Result) must be updated to reflect that year's assessment outcome.

Caution: Year 12 students should not generally be awarded an Outcome Assessment (Result) of 70 – Continuing Enrolment. This will cause a Processed with warnings message when reported to the School Curriculum and Standards Authority.

2.10.3 VET Bulk Student Results Entry



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

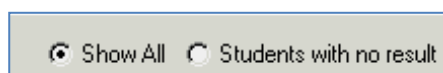
Code	Description	Ref	Name	Dual Code	Qual Name	Start Date	Completion Date	Outcome Assessment (Result)	Moderating Teacher	RTO	Mode of Delivery	RTO Arrangement	Training Contract ID	Study R
AHCAR202A	Fell small trees	108	Kelley, Rohyn	CUF10107	Certificate I in Creative Industries	10 FEB 2014	21 NOV 2014			Polytechnic West	Classroom-based	Outsourced - Profile		To c
AHCAR205A	Operate and maintain chainsaws	158	Luck, Jen	CUF10107	Certificate I in Creative Industries	10 FEB 2014	21 NOV 2014			Polytechnic West	Classroom-based	Outsourced - Profile		To c
AHCAR210A	Support agricultural crop work	173	Marston, Lana	CUF10107	Certificate I in Creative Industries	10 FEB 2014	21 NOV 2014			Polytechnic West	Classroom-based	Outsourced - Profile		To c
AHCBI020A	Inspect and clean machinery for plant	308	Roberty, Cassie	CUF10107	Certificate I in Creative Industries	10 FEB 2014	21 NOV 2014			Polytechnic West	Classroom-based	Outsourced - Profile		To c

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



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

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



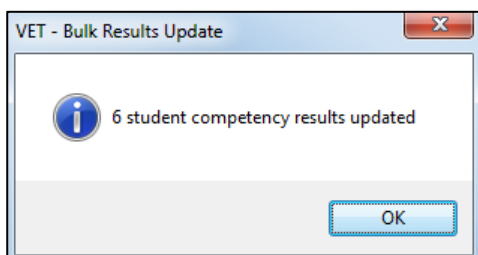
Show students with no result will only display those students who do not have a result entered for the selected competency. **Show All** will show all the students enrolled in the competency for the year. Any students with a result will have the result displayed in the Results column.



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



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





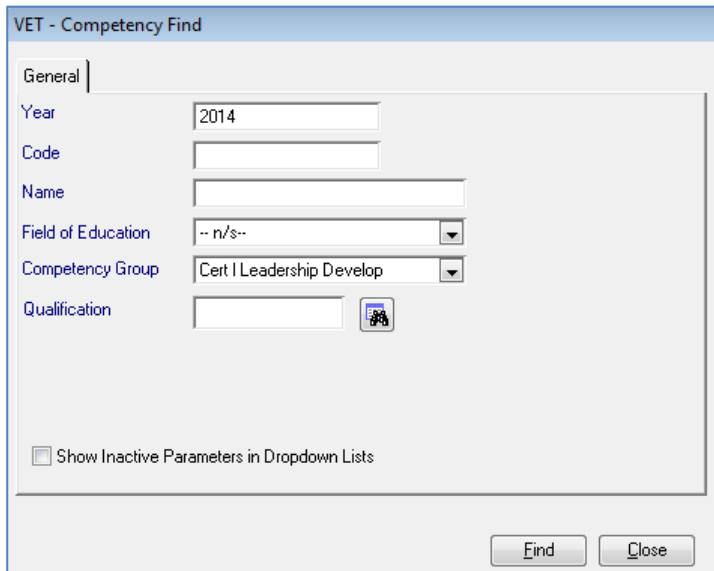
Note: The following fields may also be edited in Competency Enrolment Speed Edit:

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

Activity

VET > Students

- Click on VET Competency Enrolment Speed Edit 
- Click Find 
- From the Competency Group drop down menu, Select ***Cert I Leadership Development***



VET - Competency Find

General

Year 2014

Code

Name

Field of Education -- n/s--


Competency Group Cert I Leadership Develop

Qualification

☐ Show Inactive Parameters in Dropdown Lists

Find Close

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

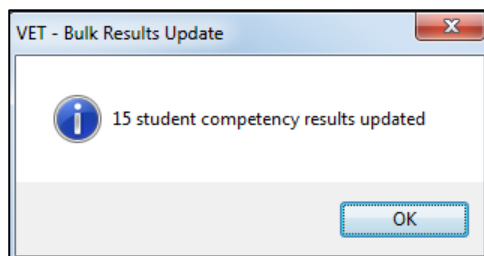
- Click Edit 
- Highlight the second item in the left-hand pane
- Highlight most of the students in the right-hand pane

2014							
6 Competencies on offer		19 Student(s) Enrolled					
Code	Description	Ref	Name	Qual Code	Qual Name	Start Date	Completion Date
23411	Develop problem solving skills	4	Andrews, Rachael	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
23412	Develop self awareness	878	Black, Jenny	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
23660	LDWA101C Develop self awareness	39	Cooper, Ryan	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
23661	LDWA102C Explore fundamentals of	79	Gold, Stephanie	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
23662	LDWA103C Participate effectively in	124	Kraft, Chelsea	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
23663	LDWA104C Explore citizenship	139	Leslie, Nathan	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		159	Luong, Amber	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		174	Marston, Lauren	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		189	Melville, Mitchell	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		204	Mojo, Kelly-Ann	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		207	Moor, Khalid	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		219	Mungall, Alexandria	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		234	Obert, Matthew	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		249	Osterburg, Kate	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		264	Pearce, Kyle	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		279	Pitter, Julie	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		294	Ramsay, Cory	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		344	Simple, Sarah	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014
		379	Ulfleean, Bradley	52560WA	Certificate I in Leadership Development	10 FEB 2014	21 NOV 2014

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

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


- Click 
- Click **OK**




- Click **OK**

- Click **Students with no result**

☐ Show All
 ☒ Students with no result


- Click Edit 
- Highlight the remaining students
- Enter a **Completion Date** of **11 December 2015**

Competency Details		
Start Date	Completion Date	
<input type="text"/>	11 DEC 2015	
RTO	Mode of Delivery	RTO Arrangement
<input type="text"/>	<input type="text"/>	<input type="text"/>
Traineeship Type	Study Reason	Delivery Site Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Training Contract ID	VET In Schools	Trade Training Centre
<input type="text"/>	<input type="text"/>	<input type="text"/>
Outcome Assessment (Result)	Moderating Teacher	Trade Training Centre Site
70 Continuing enrol...	Abbott, Elaine	<input type="text"/>

- Enter a result of **70 Continuing enrolment** and a **Moderating Teacher**
- Click 
- Click **OK** twice
- Enter results for all of the students enrolled in another unit of competency

- Click on View Competency Enrolment by student 

- Find  **Josh Johnston**

- Click Edit 
- Select all of his units of competency

Subset of 1 students

6 competency enrolments

Stu Ref	Name	Form	Qual Code	Qual Name	UoC Code	Competency Name	Start Date	Completion Date
99	Johnston, Josh	11.1	52562WA	Certificate II in Leadership Developn	23665	LDWA201C Undertake self develop	10 FEB 2014	21 NOV 2014
			52562WA	Certificate II in Leadership Developn	23666	LDWA202C Develop leadership ski	10 FEB 2014	21 NOV 2014
			52562WA	Certificate II in Leadership Developn	23667	LDWA203C Establish effective wor	10 FEB 2014	21 NOV 2014
			52562WA	Certificate II in Leadership Developn	23668	LDWA204C Promote a socially dive	10 FEB 2014	21 NOV 2014
			52562WA	Certificate II in Leadership Developn	23669	LDWA205C Communicate effective	10 FEB 2014	21 NOV 2014
			52562WA	Certificate II in Leadership Developn	BSBINM201A	Process and maintain work-place inf	10 FEB 2014	21 NOV 2014

- Enter a result of **20**
- Enter a Moderating Teacher

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

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

- Click on View Competency Enrolment by student 

- Find  Sally Angus

- Enter results of **20** for **Sally Angus's** units of competency linked to **Cert II Leadership Development** and also **Use business equipment and resources** (for which she was previously given a result of **70**) and **Apply basic communication skills** (in which she was re-enrolled)


Qual Code	Qual Name	UoC Code	Competency Name	Start Date	Completion Date	Outcome Assessment (Result)	Moderating Teacher	RTO	Mode of Delivery	RTO Arrangem
52562WA	Certificate II in Leadership Developn	BSBINM201A	Process and maintain work-place inf	10 FEB 2014	21 NOV 2014			South Metropolitan Y	Classroom-based	School Auspic
52562WA	Certificate II in Leadership Developn	23669	LDWA205C Communicate effective	10 FEB 2014	21 NOV 2014			South Metropolitan Y	Classroom-based	School Auspic
52562WA	Certificate II in Leadership Developn	23668	LDWA204C Promote a socially dive	10 FEB 2014	21 NOV 2014			South Metropolitan Y	Classroom-based	School Auspic
52562WA	Certificate II in Leadership Developn	23667	LDWA203C Establish effective wor	10 FEB 2014	21 NOV 2014			South Metropolitan Y	Classroom-based	School Auspic
52562WA	Certificate II in Leadership Developn	23665	LDWA201C Undertake self develop	10 FEB 2014	21 NOV 2014			South Metropolitan Y	Classroom-based	School Auspic
52562WA	Certificate II in Leadership Developn	23666	LDWA202C Develop leadership ski	10 FEB 2014	21 NOV 2014			South Metropolitan Y	Classroom-based	School Auspic
BSB10107	Certificate I in Business	BSBCCMM101A	Apply basic communication skills	10 FEB 2013	21 NOV 2014			Polytechnic West	Classroom-based	School Auspic
BSB10107	Certificate I in Business	BSBCCMN102A	Complete daily work activities	10 FEB 2013	30 NOV 2013	Competency achieved/pass	Abbott, Elaine	Polytechnic West	Classroom-based	School Auspic
BSB10107	Certificate I in Business	BSBCCMN101A	Prepare for work	10 FEB 2013	30 NOV 2013	Competency achieved/pass	Abbott, Elaine	Polytechnic West	Classroom-based	School Auspic
BSB10107	Certificate I in Business	BSBCCMM101A	Communicate in the workplace	10 FEB 2013	30 NOV 2013	Competency achieved/pass	Abbott, Elaine	Polytechnic West	Classroom-based	School Auspic
BSB10107	Certificate I in Business	BSBCCMM101A	Apply basic communication skills	10 FEB 2013	30 NOV 2013	Competency not achieved/fail	Abbott, Elaine	Polytechnic West	Classroom-based	School Auspic
BSB10107	Certificate I in Business	BSBADM101A	Use business equipment and resour	10 FEB 2013	29 NOV 2014	Continuing enrolment	Abbott, Elaine	Polytechnic West	Classroom-based	School Auspic

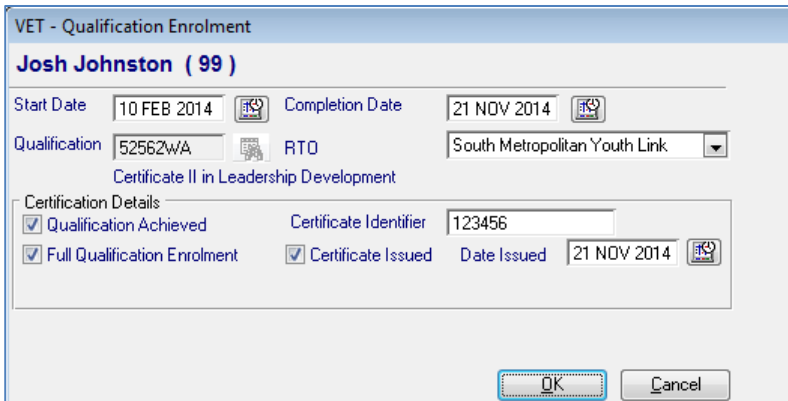
- Enter a moderating teacher
- Click **Apply** and **OK** twice
- Close **Competency Speed Edit**

2.10.4 Qualification Achieved

Activity

VET > Students

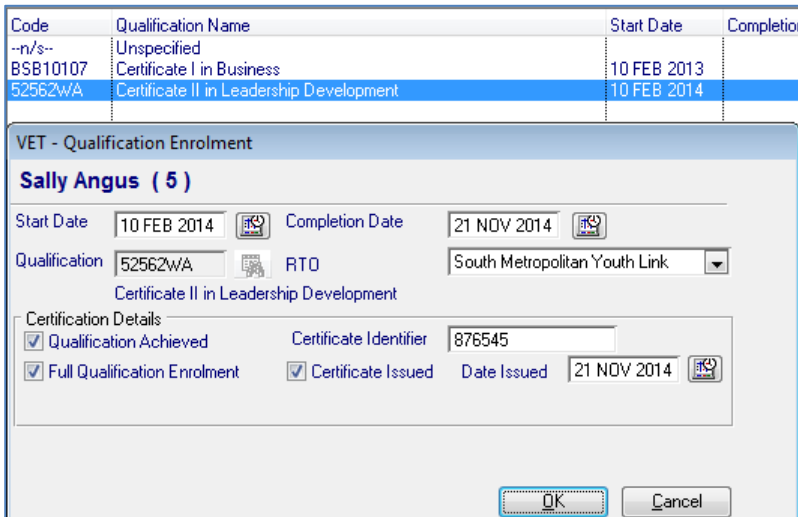
- Open **Josh Johnston's** VET Student Details
- Click Edit  to the right of the Qualifications pane
- Enter the **Qualification Achieved** details



- Click **OK**

Note: The Certificate Identifier is available from the RTO.

- Repeat for Sally Angus' **Certificate II Leadership Development (not Cert I Business)**



- Close VET Student Details and VET Students

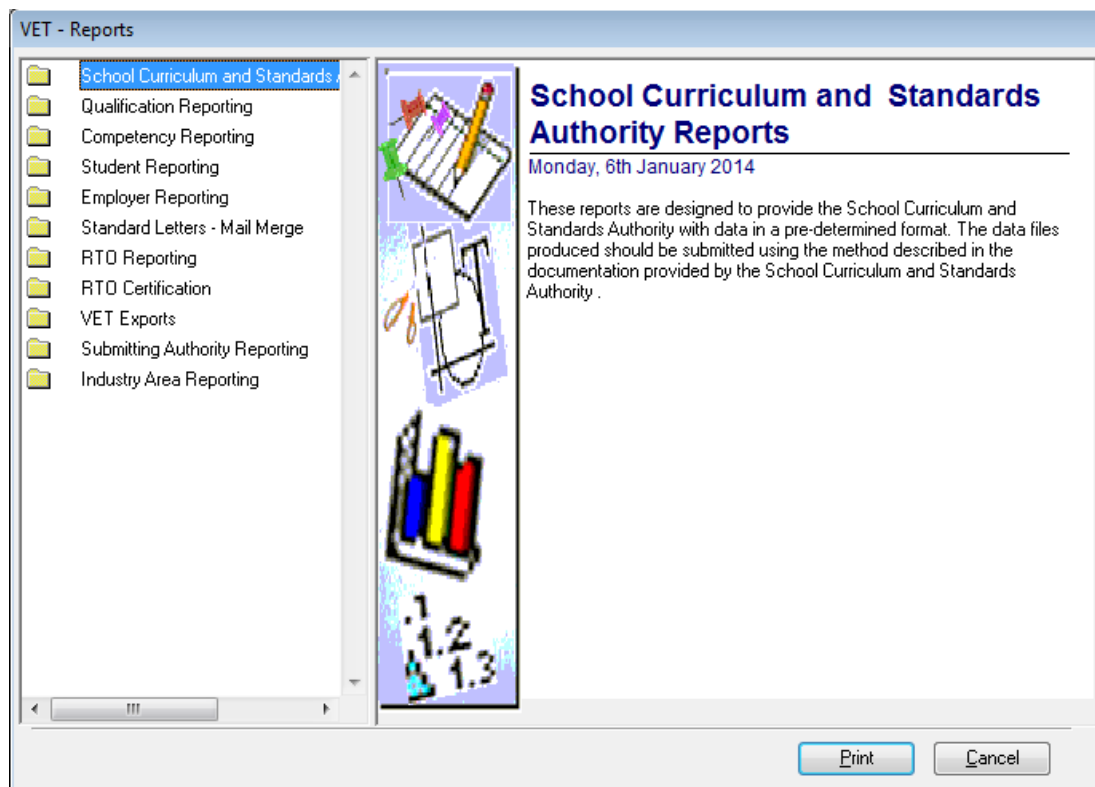
Recap VET Students (3)

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

1. Enter results for all students enrolled in one of the units of competency in the Group ***Cert I Leadership Development***
2. Enter results for all of ***Rebecca Bloor's*** units of competency.
3. Enter a Qualification Completion Date and Certificate Identifier for ***Rebecca Bloor***.

2.11 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.



2.11.1 Types of VET Reports

VET Reports are sorted by functional areas.

School Curriculum and Standards Authority Reporting	Enables the production of export files required by the School Curriculum and Standards Authority
---	--

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

Qualification Reporting	Enables the school to view VET data by qualification. Hardcopy outputs of each report can be produced
Competency Reporting	Enables the school to view VET data by unit of competency. Hardcopy outputs of each report can be produced
Student Reporting	Enables the school to view VET data by student. Hardcopy outputs of each report can be produced
Employer Reporting	Enables the school to view VET data by employer. Hardcopy outputs of each report can be produced
Standard Letters – Mail Merge	Provides the school with the functionality to produce export files into MS Word
RTO Reporting	Provides the school with the functionality to view VET data for a given RTO, AVETMISS reporting is undertaken here

RTO Certification	Allows schools with active RTO status to print certificates
VET Exports	Provides the school with the functionality to export VET data for statistical analysis
Submitting Authority Reporting	Provides the RTO with the information about the authority submitting AVETMISS data
Industry Area Reporting	Reports on competency offerings by associated industries

2.11.2 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' window. On the left is a tree view with folders: 'School Curriculum and Standards', 'Qualification Reporting', 'Competency Reporting', and 'Student Reporting'. Under 'Competency Reporting', 'Competency Enrolments' is selected. The right pane shows the report configuration for 'Competency Enrolment Report by Student'. It includes fields for 'Main Title' (set to 'Competency Enrolment Report by Student') and 'Page Footer'. Below these are 'Parameters' and a 'Query' dropdown. A table at the bottom shows '0 Selected Students' with columns: Surname, First Name, Year Group, and Form.

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.



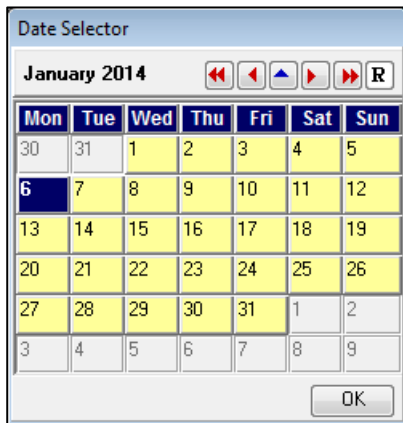
- Click on the Find tool icon and enter search criteria
- Click **Find**
- If more than one value matches your criteria, a list of results will be displayed; select one or more items, use **<Ctrl>** to select several items from the list
- Click **Select**



Some reports display the number of selections made.

This screenshot shows the 'Parameters' section of the report setup. The 'Query' dropdown is set to 'Subset of 4 students'. Below it, a table indicates '4 Selected Students'. The table has columns: Surname, First Name, Year Group, and Form. The selected students are: Cooper, Hayden (12, 12.1); English, Dion (12, 12.1); Gray, Verity (12, 12.1); and Knight, Paul (12, 12.1).

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





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

2.11.3 School Curriculum and Standards Authority Reporting

The WACE Procedures File provides information on how to upload the files to the School Curriculum and Standards Authority after they have been generated in SIS. The Procedures File is available on the School Curriculum and Standards Authority website.

Activity:

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

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

- **Print** the reports to the screen

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

- Click **OK**

Activity

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

The screenshot shows the 'VET - Reports' application window. On the left is a tree view with the following items: School Curriculum and Standards, VET Enrolment, VET UOC Results (highlighted), VET Qualification Achieved, Qualification Reporting, Competency Reporting, Student Reporting, Employer Reporting, Standard Letters - Mail Merge, RTO Reporting, RTO Certification, VET Exports, Submitting Authority Reporting, and Industry Area Reporting. The main area on the right is titled 'Parameters' and contains the following fields: 'Export File Location' with the text 'C:\KEYS\INTEGRIS\OutBox\' and a search icon; 'Year' with a dropdown menu set to '2014' and a checked checkbox labeled 'Correct student academic year'; 'Export File Name' with the text 'RSVET'; and 'Year Group' with a list of checkboxes for Year 12, Year 11, Year 10, Year 9, and Year 8, all of which are checked. At the bottom right are 'Print' and 'Cancel' buttons.

- Click **Print**

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

- Click **Yes**

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

- **Close**
- Select **2013** and **Print** the report again

Activity

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

The screenshot shows a software window titled "VET - Reports". On the left is a tree view of report categories. Under "School Curriculum and Standards", "VET Qualification Achieved" is selected. The right side of the window is a "Parameters" section. It contains three fields: "Export File Location" with the text "C:\KEYS\INTEGRIS\OutBox\" and a search icon; "Year" with a dropdown menu showing "2014" and a checked checkbox labeled "Correct student academic year"; and "Export File Name" with the text "RSQUAL". At the bottom right are "Print" and "Cancel" buttons.

- **Print** the reports to the screen

Export files are also created.

- Click **OK**

2.11.5 Qualification Reporting

Activity

VET > Reports > Qualification Reporting > School Offerings

The screenshot shows the 'VET - Reports' application window. On the left is a tree view of reports, with 'School Offerings' selected under 'Qualification Reporting'. The main area is divided into sections: 'Titles' with fields for 'Main Title' (containing 'Qualification Offerings') and 'Page Footer'; 'Parameters' with a 'Year' dropdown set to '2014'; and a table of qualification codes and names. At the bottom right are 'Print' and 'Cancel' buttons.

Code	Name
BSB10107	Certificate I in Business
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
52529WA	Certificate I in Gaining Access to Training and Employment (GATE)

- **Print** to the screen

Activity

VET > Reports > Qualification Reporting > Full Qualification Achieved by Qualification

To print all qualifications for the current year

- Enter a date range for the current year
- Click **Find**

The screenshot shows the 'VET - Reports' application window. On the left is a tree view of report categories, with 'Full Qualifications Achieved' selected. The main area is divided into sections for 'Titles', 'Parameters', and a results table.

Titles

Main Title: Full Qualifications Achieved by Qualification
Page Footer:

Parameters

Query: 2014 Qualifications Offered
From Date: 1 JAN 2014 To Date: 31 DEC 2014 Find
Report Qualifications ☐ Print each qualification on a new page

Code	Name
52529WA	Certificate I in Gaining Access to Training and Employment (GATE)
52562WA	Certificate II in Leadership Development

Print Cancel

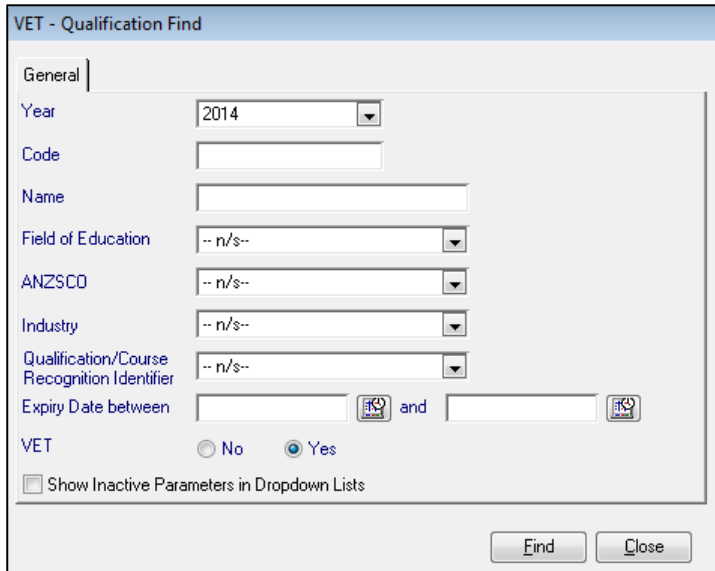
- **Print** to the screen

Activity

VET > Reports > Qualification Reporting Full Qualification Achieved by Qualification

To print a selected qualification for the current year

- Click 
- Select the current year



VET - Qualification Find

General

Year: 2014

Code:

Name:

Field of Education: -- n/s--

ANZSCO: -- n/s--

Industry: -- n/s--

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

Expiry Date between: and

VET: ☐ No ☒ Yes

☐ Show Inactive Parameters in Dropdown Lists

Find Close

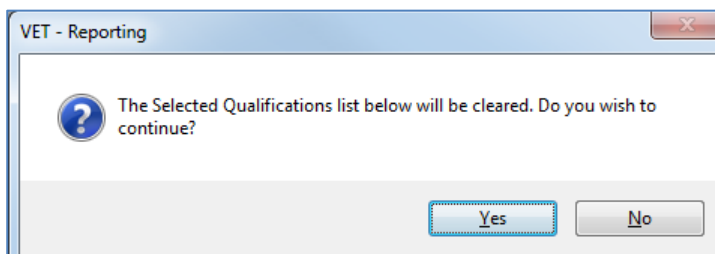
- Click **Find**
- Select the qualification



VET - Qualification Find

Code	Description
52529WA	Certificate I in Gaining Access to Training and Employment (GATE)
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
BSB10107	Certificate I in Business

- Click **Find**



VET - Reporting

? The Selected Qualifications list below will be cleared. Do you wish to continue?

Yes No

- Click **Yes**
- **Print** to the screen

2.11.6 Competency Reporting

Activity

VET > Reports > Competency Reporting > Student Enrolments

The screenshot shows the 'VET - Reports' window. On the left is a tree view with folders like 'School Curriculum and Standards', 'Qualification Reporting', 'Competency Reporting', and 'Student Enrolments' (which is selected). The main area is divided into sections: 'Titles' with 'Main Title' set to 'Student Enrolments Report by Competency' and an empty 'Page Footer'; 'Parameters' with 'Year' set to '2014' and a 'Find Competency' icon; and a table titled '0 Selected Competencies' with columns 'Code' and 'Competency Name'. At the bottom are 'Print' and 'Cancel' buttons.

- Ensure the current year is selected
- Click Find Competency 
- Find the **Competency Group Cert II Leadership Development**

The screenshot shows the 'VET - Competency Find' window. It has a 'General' tab with fields for 'Year' (2014), 'Code', 'Name', 'Field of Education' (n/s), 'Competency Group' (Cert II Leadership Develo), and 'Qualification'. There is a 'Find Competency' icon next to the Qualification field. At the bottom is a checkbox 'Show Inactive Parameters in Dropdown Lists' and 'Find' and 'Close' buttons.

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

VET - Reports

- School Curriculum and Standards
- Qualification Reporting
- Competency Reporting
 - School Offerings
 - Competency Groups
 - Student Enrolments**
 - Student Results
- Student Reporting
- Employer Reporting
- Standard Letters - Mail Merge
- RTO Reporting
- RTO Certification
- VET Exports
- Submitting Authority Reporting
- Industry Area Reporting

Titles

Main Title: Student Enrolments Report by Competency

Page Footer:

Parameters

Year: 2014

6 Selected Competencies

Code	Competency Name
23665	LDWA201C Undertake self development
23666	LDWA202C Develop leadership skills
23667	LDWA203C Establish effective working relationships
23668	LDWA204C Promote a socially diverse environment
23669	LDWA205C Communicate effectively
BSBINM201A	Process and maintain workplace information

Print Cancel

- **Print** to the screen

2.11.7 Student Reporting

Activity

VET > Reports > Student Reporting > Competency Enrolments

The screenshot shows the 'VET - Reports' 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 'Competency Reporting', 'Competency Enrolments' is selected. The right pane shows the report configuration for 'Competency Enrolment Report by Student'. It includes fields for 'Main Title' (Competency Enrolment Report by Student) and 'Page Footer'. Below these are 'Parameters' and a 'Query' dropdown. A table titled '0 Selected Students' has columns for 'Surname', 'First Name', 'Year Group', and 'Form'. At the bottom are 'Print' and 'Cancel' buttons.

- Find  the **2014 Leadership Development I** student group

The screenshot shows the 'VET - Student Find' window. It has a 'General' tab and a 'Teaching Sets' tab. The 'General' tab contains the following fields: 'Surname/Ref. No.' (text box), 'First Name' (text box), 'Roll Status' (dropdown menu with 'Current' selected), 'Context' (dropdown menu with 'Enrolling' selected), 'Year Group' (dropdown menu with '--n/s--' selected), 'Student Group' (dropdown menu with '2014 Leadership D...' selected), 'Vocation' (dropdown menu with '--n/s--' selected), 'Preferred Name' (text box), and 'Legal Surname' (text box). At the top left of the window are icons for back, save, and print.

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

VET - Reports

- School Curriculum and Standards
- Qualification Reporting
- Competency Reporting
- Student Reporting
 - Student List
 - Qualification Enrolments
 - Competency Enrolments**
 - Placement Summary
 - Placement Details
 - Correspondence
 - Correspondence by Date
 - Full Qualifications Achieved
- Employer Reporting
- Standard Letters - Mail Merge
- RTO Reporting
- RTO Certification
- VET Exports
- Submitting Authority Reporting
- Industry Area Reporting

Titles

Main Title: Competency Enrolment Report by Student

Page Footer:

Parameters

Query: Subset of 20 students

20 Selected Students

Surname	First Name	Year Group	Form
Andrews	Rachael	11	11.1
Black	Jenny	11	11.1
Cooper	Ryan	11	11.1
Gold	Stephanie	11	11.1
Johnston	Josh	11	11.1
Kraft	Chelsea	11	11.1
Leslie	Nathan	11	11.1
Luong	Amber	11	11.1
Marston	Lauren	11	11.1
Melville	Mitchell	11	11.1
Mojo	Kelly-Ann	11	11.1
Moor	Khalid	11	11.1
Mungall	Alexandria	11	11.1
Obert	Matthew	11	11.1
Osterburg	Kate	11	11.1
Pearce	Kyle	11	11.1
Pitter	Julie	11	11.1
Reynolds	Corey	11	11.1

Print Cancel

- **Print** the report to the screen

Activity

VET > Reports > Student Reporting > Full Qualification Achieved by Student

- Enter a date range for the current year
- Click **Find**

The screenshot shows the 'VET - Reports' application window. On the left is a tree view of report categories. The 'Student Reporting' category is expanded, and 'Full Qualifications Achieved' is selected. The main area on the right contains the following fields:

- Titles:**
 - Main Title: Full Qualifications Achieved by Student
 - Page Footer: (empty)
- Parameters:**
 - Query: Active VET Students on the Current Roll
 - From Date: 1 JAN 2014
 - To Date: 31 DEC 2014
 - Print each student on a new page: ☐
- 3 Selected Students:**

Surname	First Name	Year Group	Form
Angus	Sally	12	12.1
Bloor	Rebecca	10	10.1
Johnston	Josh	11	11.1

At the bottom of the window are 'Print' and 'Cancel' buttons.

- **Print** to the screen

2.11.8 RTO Reporting

Activity

VET > Reports > RTO Reporting > RTO Details

- Select all RTOs

The screenshot shows the 'VET - Reports' application window. On the left is a tree view of report categories. The 'RTO Reporting' folder is expanded, and 'RTO Details' is selected. The main area on the right is divided into 'Titles' and 'Parameters' sections. The 'Titles' section has a 'Main Title' field containing 'RTO Details Report' and an empty 'Page Footer' field. The 'Parameters' section has a list of RTOs with checkboxes. Both 'Polytechnic West (9876)' and 'South Metropolitan Youth Link (3456)' are checked. At the bottom right are 'Print' and 'Cancel' buttons.

Titles	
Main Title	RTO Details Report
Page Footer	

Parameters	
RTOs	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Polytechnic West (9876)<input checked="" type="checkbox"/> South Metropolitan Youth Link (3456)

- **Print** to the screen

2.11.9 Industry Area Reporting

Activity

VET > Reports > Industry Area Reporting > Qualification Offerings

- Select the current year

The screenshot shows the 'VET - Reports' application window. On the left is a tree view with the following items: 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, Industry Area Reporting, and Qualification Offerings (which is selected and highlighted in blue). The main area of the window is divided into several sections:

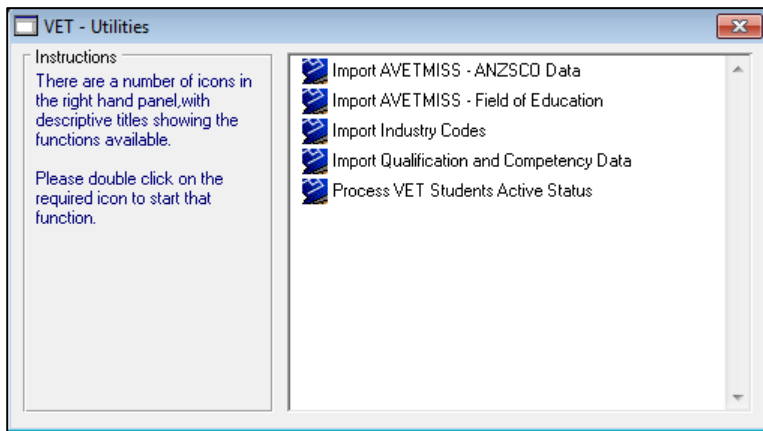
- Titles:** Contains 'Main Title' (Qualification Offerings by Industry Area) and 'Page Footer' (empty).
- Parameters:** Contains a 'Year' dropdown menu set to '2014' and a checkbox for 'Page Break on Industry Area' which is unchecked.
- Industry Areas:** A list of industry areas with checkboxes, all of which are checked:
 - Not Specified
 - Agricultural (ceased 1998)
 - Applied Science (ceased 1998)
 - Art and Design (ceased 1998)
 - Arts, Entertainment, Sport and Recreation
 - Automotive
 - Building and Construction
 - Building and Construction (ceased 1998)
 - Business (including Office/Secretarial) (ceased 1998)
 - Business and Clerical
 - Chemical Production
 - Communications
- Sort:** A table with two columns: 'Qualification Name' and 'Sort Field'. The 'Qualification Name' column contains 'Qualification Name' and 'Nominal Hours'. The 'Sort Field' column contains a dropdown menu set to 'Qualification Code'.

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

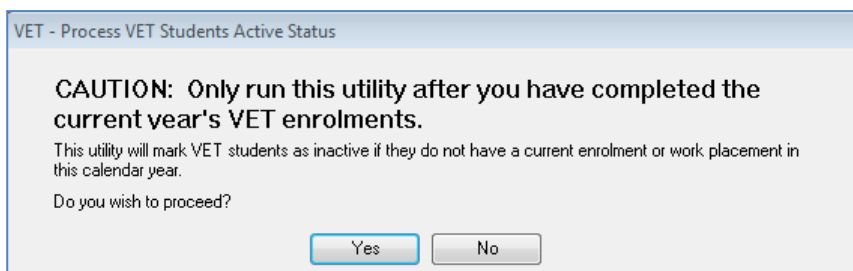
- Print** to the screen

2.12 Processing VET Students Active Status

This process to update students' Active/Inactive status is required on an on-going basis, typically after the enrolments for the current calendar year have been completed. This may be done through VET > Utilities.



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



- Click **Yes**

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

Important:

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

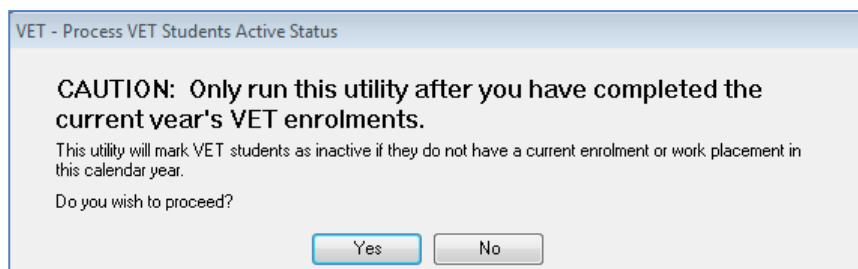
Activity:

VET > Students

- Note the number of students in the list

VET > Utilities

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



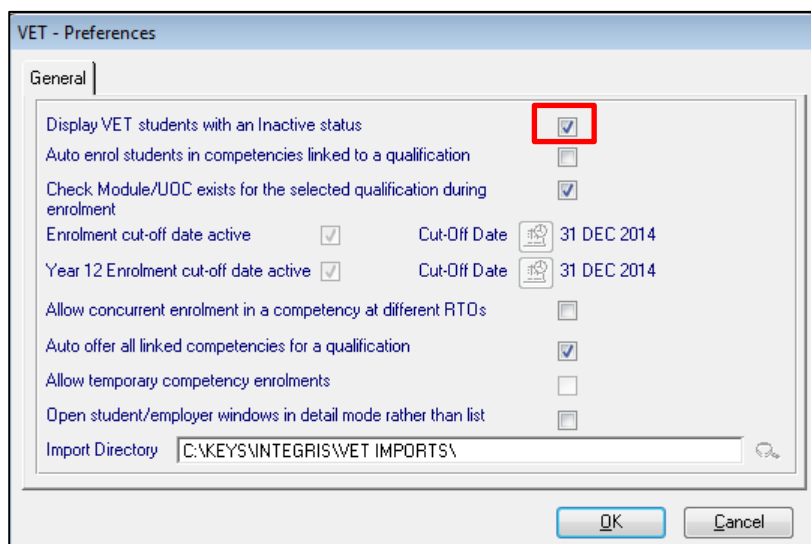
- Click **Yes**
- Click **OK**

VET > Students

- View the updated list of VET students

VET > Control > System Preferences

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



- Click **OK**

VET > Students

- View the updated list of VET students

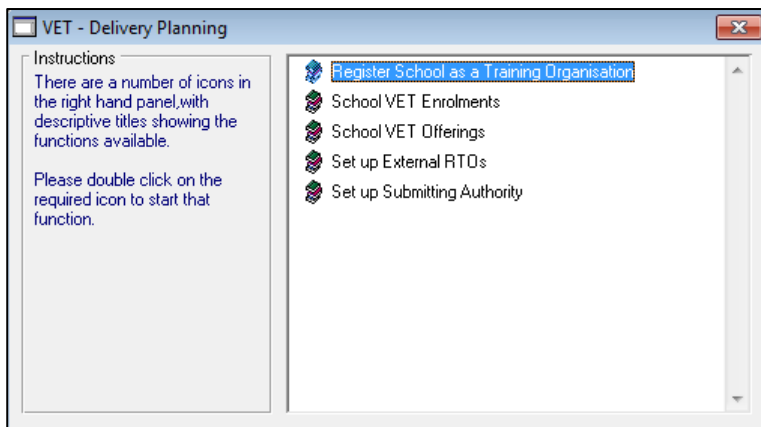
3 School as an RTO


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

3.1 Register the School as an RTO

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

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



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

3.1.1 Register School as RTO Toolbar



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



Deregister: Deregisters the school as RTO.



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

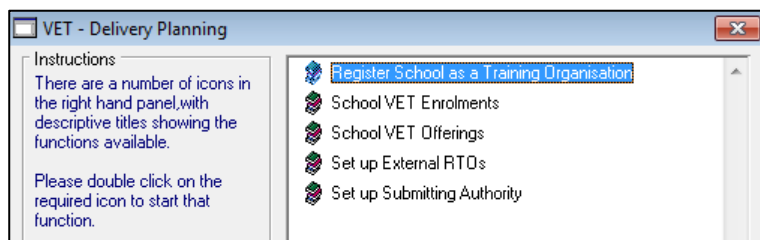
Note: RTOs that have student competency enrolments attached to them cannot be de-registered; they can only be made inactive.


To make an RTO inactive:

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

Activity

VET > Delivery Planning > Register School as Training Organisation



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

- **Close**



3.2 Enrolling/Resulting when the School is an RTO

Activity

When enrolling students in a qualification at a school which is an RTO, the **RTO Delivery Field** must be the name of the Registered Training Organisation and the **Delivery Site Type Field** must be the **School as a Registered Training Organisation**.

Jillian Sorrell and Simon Rumble in Year 11 wish to enrol in **Certificate I in Leadership** at their school, West Coast District High School, which is a Registered Training Organisation. They will need to be added as VET students before the enrolment can take place. The Competency Group has already been created.

VET > Students

- Click  Add/Remove VET Students
- Click  Student Find to locate Year 11

Roll Status	Current
Year Group	11
Form	--n/s--
House	--n/s--
Group Type	--n/s--
Group	--n/s--

- Click **Find**
- Highlight Simon Rumble and Jillian Sorrell

Student Search Results					
Reference	Surname	Preferred Name	Year	Form	Date of Birth
274	Petersen	David	11	11.3	8 APR 1998
279	Pilster	Julie	11	11.1	8 APR 1998
284	Porter	Bernadette	11	11.2	31 MAR 1998
289	Prunis	Jason	11	11.3	4 MAR 1998
294	Ramsay	Cory	11	11.1	4 MAR 1998
299	Ravat	Donna	11	11.2	13 JUN 1998
304	Ritchie	Bronson	11	11.3	4 MAR 1998
319	Rumble	Simon	11	11.1	4 MAR 1998
334	Scholten	Drew	11	11.2	4 MAR 1998
339	Sharp	Robert	11	11.3	4 MAR 1998
344	Simple	Sarah	11	11.1	8 APR 1998
349	Smeed	Elise	11	11.2	13 JUN 1998
354	Smother	John	11	11.3	31 MAR 1998
359	Sorrell	Jillian	11	11.1	13 JUN 1998
369	Sudholz	Jaala	11	11.2	31 MAR 1998
374	Taleb	Chris	11	11.3	31 OCT 1997
Total records found 65					

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

(Alternatively select the students from the Students on the Current Roll list)



- Highlight the students in the left window

Non VET Students			
Name	Year	Form	Gender
Rumble, Simon	11	11.1	M
Sorrell, Jillian	11	11.1	F

VET Students				
Name	Year	School	Active	Enrolling
Andrews, Rachael	11	4567	YES	YES
Angus, Sally	12	4567	YES	YES
Bates, Carl	12	4567	NO	YES
Black, Jenny	11	4567	YES	YES


- Move them to the right  and click **OK** and **Close**

Create a Student Group

- Click the Groups button 
- Click the Add Group  on the left
- Enter the Group Description **2014 Cert I Lead Dev**

Group Description: 2014 Cert I Lead Dev

OK Cancel

- Click **OK**
- Click Add Members  on the right
- Select Year 11 from the **Year Group** menu

General | Teaching Sets

Surname/Ref. No.:

First Name:

Roll Status: Current

Context: Enrolling

Year Group: 11

- Click **Find**

279	Pilger	Julie	11	11.1	8 APR 1998
294	Ramsay	Cory	11	11.1	4 MAR 1998
319	Rumble	Simon	11	11.1	4 MAR 1998
344	Simple	Sarah	11	11.1	8 APR 1998
359	Sorrell	Jillian	11	11.1	13 JUN 1998
379	Uifelean	Bradley	11	11.1	8 APR 1998


Total records found: 22

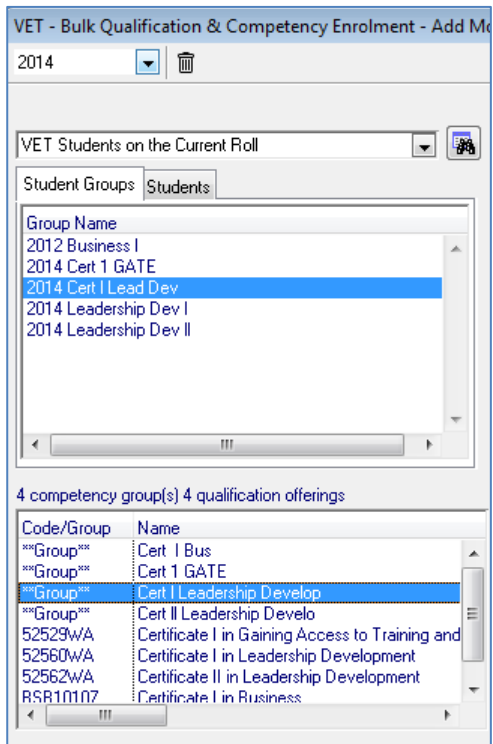
Back Select Close

- Highlight Simon Rumble and Jillian Sorrell
- Click **Select** and **Close**

3.2.1 Bulk Enrol Students in a Certificate at an RTO

VET > Students

- Click Bulk Enrolment 
- Select the **2014 Cert I Lead Dev**



VET - Bulk Qualification & Competency Enrolment - Add Mo

2014

VET Students on the Current Roll


Student Groups Students

Group Name

- 2012 Business I
- 2014 Cert 1 GATE
- 2014 Cert I Lead Dev**
- 2014 Leadership Dev I
- 2014 Leadership Dev II

4 competency group(s) 4 qualification offerings

Code/Group	Name
Group	Cert I Bus
Group	Cert 1 GATE
Group	Cert I Leadership Develop
Group	Cert II Leadership Develo
52529WA	Certificate I in Gaining Access to Training and
52560WA	Certificate I in Leadership Development
52562WA	Certificate II in Leadership Development
RSR10107	Certificate I in Business

- Move them to the pane on the right using the red chevron (arrows) 
- Select the ****Group** Cert I Leadership Develop** and move to the right
- Click **Add**
- Enter the Delivery details as shown below

VET - Bulk Qualification & Competency Enrolment - Add Mode

2014

Qualification Details

Start Date: 10 FEB 2014 Qualification: 52560WA

Certificate I in Leadership Development

☒ Full Qualification Enrolment

RTO: West Coast District High

Competency Details

Start Date: 10 FEB 2014

Completion Date: 21 NOV 2014

Industry Area - (From Qualification)

☒ Community Services, Health and Education

Competency Status

Integrated ☐ Code:

RTO Delivery

RTO: West Coast District High





Mode: Classroom-based

Arrangement: School as Registered Training Organi...

Delivery Site Type: School

Trade Training Centre:

Trade Training Centre Site:

- Click **Add**
- Enter the **AVETMISS** Details
- **View** and **Close** the Enrolment Status Log
- Click the Competency Speed Edit  and Students 
- Find  Simon Rumble
- Click Edit 
- Select Simon and all his units of competency linked to **Cert I in Leadership Development**
- Enter the **Completion Date** as YESTERDAY
- Enter a **Result** of **20** and a **Moderating Teacher**

Competency Details

Start Date:

Completion Date: YESTERDAY

RTO:

Mode of Delivery:

RTO Arrangement:

Traineeship Type:

Study Reason:

Delivery Site Type:

Training Contract ID:

VET In Schools:

Trade Training Centre:


Outcome Assessment (Result): 20 Competency ac...

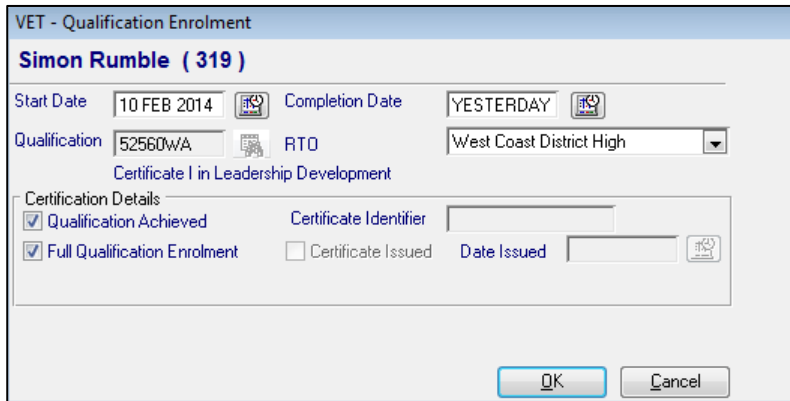
Moderating Teacher: Abbott, Elaine

Trade Training Centre Site:

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

VET > Students

- Double click on Simon Rumble
- Select his **Certificate 1 in Leadership Development** and click Edit  to the right of the Qualification pane
- Enter the **Completion Date** as YESTERDAY
- Check **Qualification Achieved**



Note: the Certificate Information is greyed out

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

3.3 RTO Certification


3.3.1 Qualification Certificate

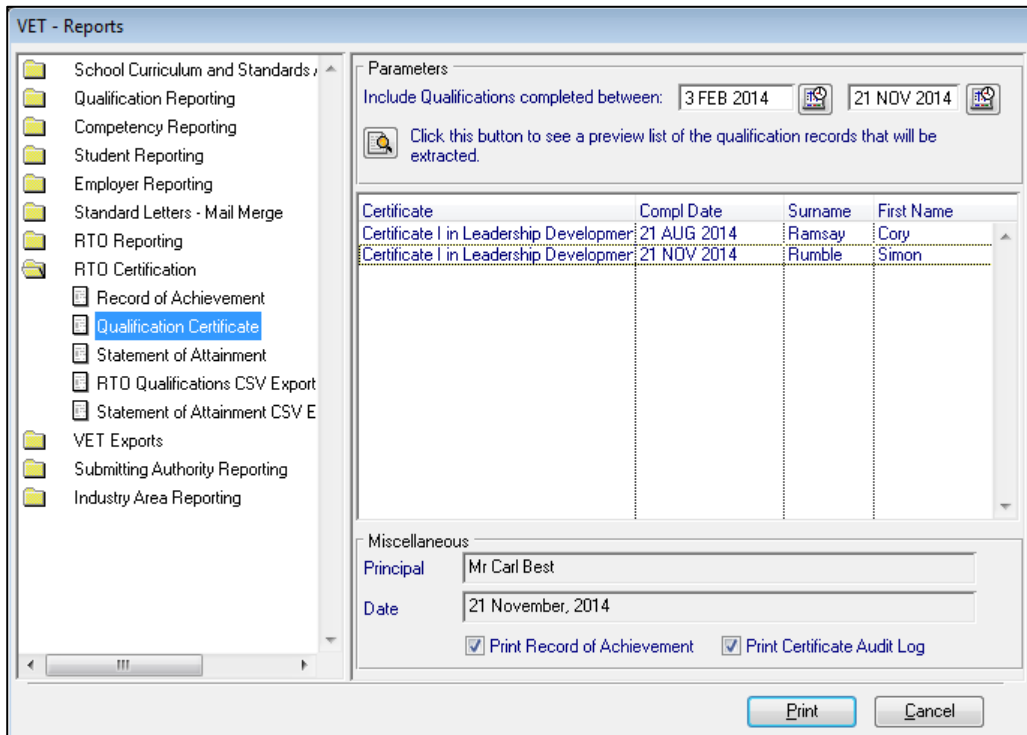
This report enables school that are RTOs to print official certificates, records of achievement and an audit log of certificates printed. Certificates can only be printed for students who have completed qualifications in the date range selected as well as an associated certificate ID.

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

Activity

VET > Reports > RTO Certification > Qualification Certificate

- Click  to extract qualification records



The screenshot shows the 'VET - Reports' window. On the left is a tree view with folders like 'School Curriculum and Standards', 'Qualification Reporting', and 'RTO Certification'. Under 'RTO Certification', 'Qualification Certificate' is selected. The main area is divided into 'Parameters' and 'Miscellaneous' sections.

Parameters

Include Qualifications completed between: 3 FEB 2014 21 NOV 2014

Click this button to see a preview list of the qualification records that will be extracted.

Certificate	Compl Date	Surname	First Name
Certificate I in Leadership Development	21 AUG 2014	Ramsay	Cory
Certificate I in Leadership Development	21 NOV 2014	Rumble	Simon

Miscellaneous

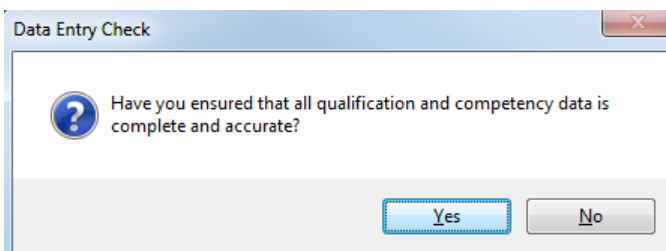
Principal: Mr Carl Best

Date: 21 November, 2014

☒ Print Record of Achievement ☒ Print Certificate Audit Log

Print Cancel

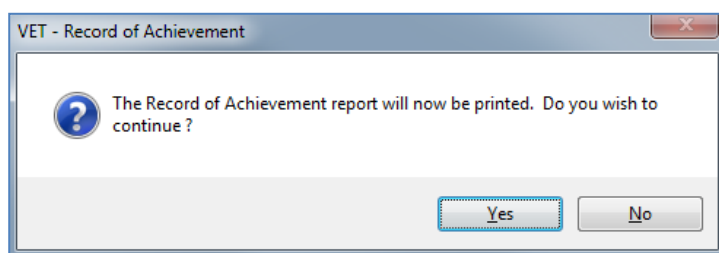
- Click **Print** and **OK**



The screenshot shows a 'Data Entry Check' dialog box with a question mark icon and the text: 'Have you ensured that all qualification and competency data is complete and accurate?'. At the bottom are 'Yes' and 'No' buttons.

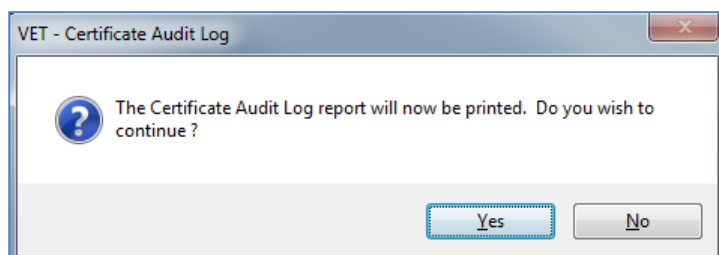
- Click **Yes**

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



Click **Yes**

- View the Record of Achievement



- Click **Yes**


3.3.2 Statement of Attainment

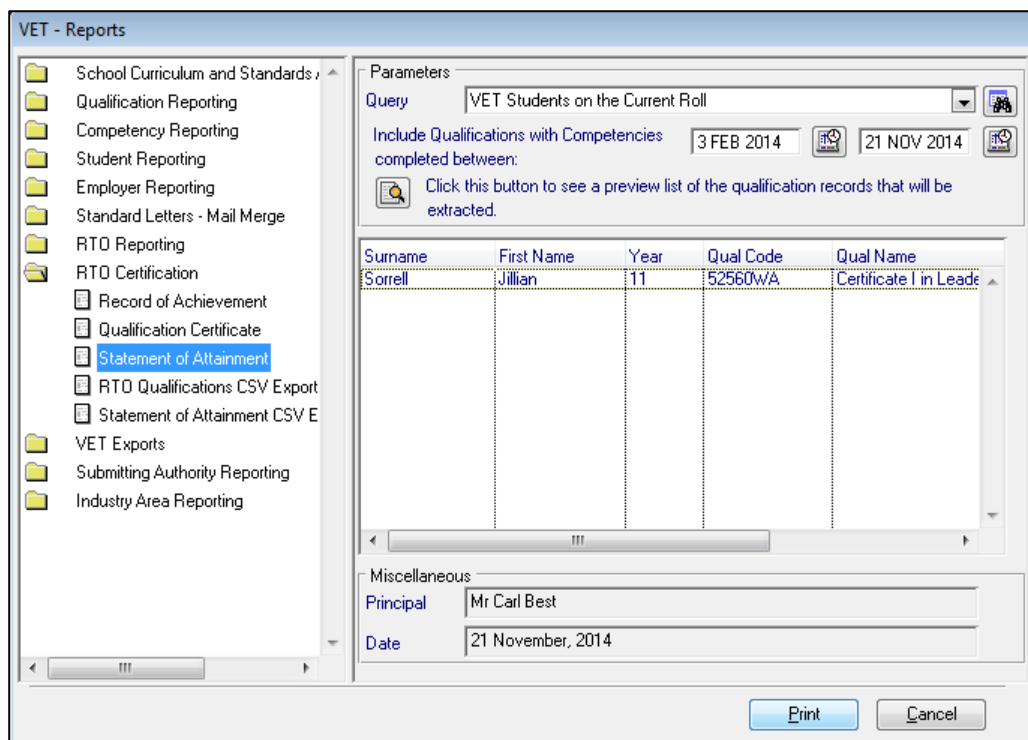
In the case where a student achieves fewer units of competency or modules required for a qualification, an RTO can issue a Statement of Attainment listing all the units of competency achieved for partial completion of a qualification. Only competencies which have a result of 20, 50 or 60 will be listed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

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

Activity

VET > RTO Certification > Statement of Attainment

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



VET - Reports

School Curriculum and Standards /
Qualification Reporting
Competency Reporting
Student Reporting
Employer Reporting
Standard Letters - Mail Merge
RTO Reporting
RTO Certification
Record of Achievement
Qualification Certificate
Statement of Attainment
RTO Qualifications CSV Export
Statement of Attainment CSV E
VET Exports
Submitting Authority Reporting
Industry Area Reporting

Parameters

Query: VET Students on the Current Roll

Include Qualifications with Competencies completed between: 3 FEB 2014 21 NOV 2014

Click this button to see a preview list of the qualification records that will be extracted.

Surname	First Name	Year	Qual Code	Qual Name
Sorrell	Jillian	11	52560wA	Certificate I in Leade

Miscellaneous

Principal: Mr Carl Best

Date: 21 November, 2014

Print Cancel

- Click **Print** and **OK**
- View the certificate

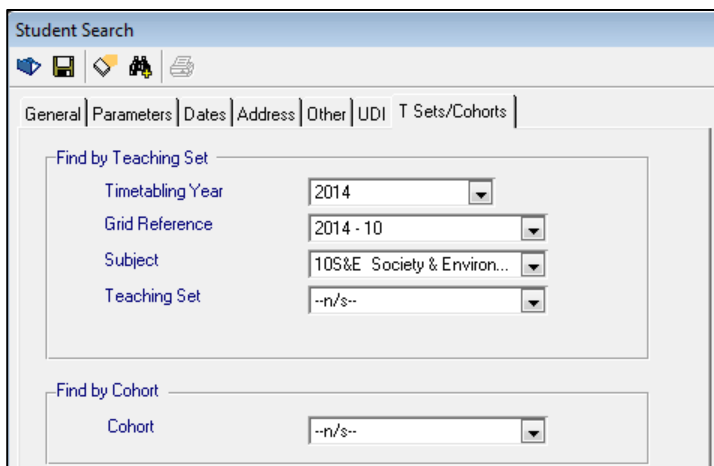
Note: At school this would be printed on the approved pre-printed stationery.

4 Final Recap

Final Recap

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

1. Offer **52402WA Cert I Keys to Employment**
2. Add a Competency Group **Cert I Keys to Employment**
3. Add three students from **10S&E Society & Environment** as VET students



Student Search

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

Find by Teaching Set

Timetabling Year: 2014

Grid Reference: 2014 - 10

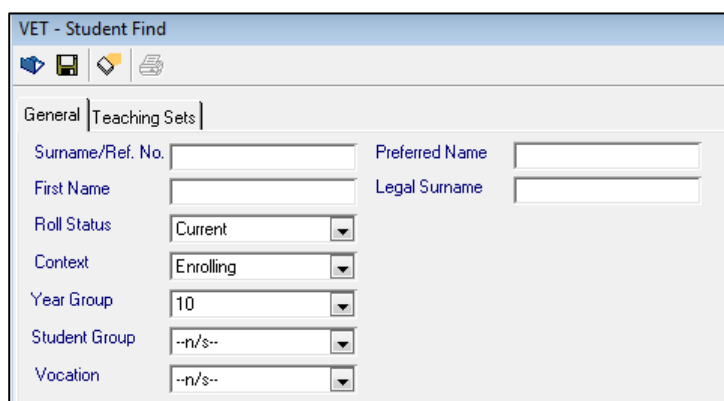
Subject: 10S&E Society & Environ...

Teaching Set: --n/s--

Find by Cohort

Cohort: --n/s--

4. Add a student group **2014 Keys to Employment**. Add the three students enrolled in **10S&E** to this group.



The screenshot shows a web application window titled "VET - Student Find". It has a toolbar with icons for home, save, print, and a magnifying glass. Below the toolbar are two tabs: "General" (selected) and "Teaching Sets". The "General" tab contains several input fields and dropdown menus:

- Surname/Ref. No. (text input)
- Preferred Name (text input)
- First Name (text input)
- Legal Surname (text input)
- Roll Status (dropdown menu, currently set to "Current")
- Context (dropdown menu, currently set to "Enrolling")
- Year Group (dropdown menu, currently set to "10")
- Student Group (dropdown menu, currently set to "--n/s--")
- Vocation (dropdown menu, currently set to "--n/s--")

5. Bulk enrol the students in **2014 Keys to Employment** in the Competency Group **Cert I Keys to Employment**
6. Enter results for one of the students in the **2014 Keys to Employment** group.
7. Enter a Qualification **Completion Date** and **Certificate Identifier** for one of the students in the **2014 Keys to Employment** group.

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5 Support

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

Contact details below:

5.1 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.

5.2 Fax (CSC)

9264 4701

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

5.3 Email (CSC)

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

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

6 Online Manuals and Training Notes

6.1 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**

6.2 STIMS Project

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

<http://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